



AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON MONDAY, MAY 5, 2025 AT 6:00 PM

Watch Livestream at cnv.org/LiveStreaming
View complete Agenda Package at cnv.org/CouncilMeetings

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

CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, May 5, 2025

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, April 14, 2025

PUBLIC INPUT PERIOD

CONSENT AGENDA

Item *3 is listed in the Consent Agenda for consideration.

BYLAW – ADOPTION

- *3. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding)

DELEGATION

Ian Johnstone, Club President, Ron Shaw, Club Treasurer, and Stan van Woerkens, Immediate Past President, Rotary Club of Lions Gate North Vancouver

CORRESPONDENCE

4. Stan van Woerkens, Immediate Past President, Rotary Club of Lions Gate and Foundation North Vancouver – Community Support

PRESENTATION

City Library 2025-2029 Strategic Plan, Operating Plan and Assessment Framework – Chief Librarian

Information Report, April 22, 2025 – “City Library 2025-2029 Strategic Plan, Operating Plan and Assessment Framework”

REPORTS

5. 2024 Audited Consolidated Financial Statements
6. Introduction of Small Scale Multi-Unit Housing Zone to Align with Provincial Legislation

BYLAWS – FIRST, SECOND AND THIRD READINGS

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone)
8. “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference)

REPORTS

9. Temporary Use Permit: 758 Harbourside Drive – Expanding Commercial Floor Area
10. 2025-2029 Revised Financial Plan

BYLAWS – FIRST, SECOND AND THIRD READINGS

11. “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan)
12. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (Schedule H – Curb Access and Parking Plan Fees)

REPORT

13. 2025 Tax Rates Bylaw

BYLAW – FIRST, SECOND AND THIRD READINGS

14. “Tax Rates Bylaw, 2025, No. 9104”

PUBLIC CLARIFICATION PERIOD

COUNCIL INQUIRIES

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

RECESS TO CLOSED SESSION

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN

CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, May 5, 2025

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, April 14, 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, 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 no later than 12:00 noon on the day of the Council Meeting.

The Public Input Period provides an opportunity for comment only and places the speaker’s concern on record, without the expectation of a response from Council. Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items as listed in section 12.25(2), including Zoning Bylaws for which a Public Hearing will not be held or is prohibited under section 464 of the *Local Government Act*.

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

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

CONSENT AGENDA

Item *3 is listed in the Consent Agenda for consideration.

RECOMMENDATION:

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

START OF CONSENT AGENDA

BYLAW – ADOPTION

- *3. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding)

RECOMMENDATION:

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

END OF CONSENT AGENDA

DELEGATION

Ian Johnstone, Club President, Ron Shaw, Club Treasurer, and Stan van Woerkens, Immediate Past President, Rotary Club of Lions Gate North Vancouver

Re: Community Support

Item 4 refers.

CORRESPONDENCE

4. Stan van Woerkens, Immediate Past President, Rotary Club of Lions Gate and Foundation North Vancouver, February 6, 2025 – File: 01-0230-01-0001/2025

Re: Community Support

RECOMMENDATION:

THAT the correspondence from Stan van Woerkens, Immediate Past President, Rotary Club of Lions Gate and Foundation North Vancouver, dated February 6, 2025, regarding “Community Support”, be received for information with thanks.

PRESENTATION

City Library 2025-2029 Strategic Plan, Operating Plan and Assessment Framework – Chief Librarian

Information Report, April 22, 2025 – “City Library 2025-2029 Strategic Plan, Operating Plan and Assessment Framework”

REPORTS

5. 2024 Audited Consolidated Financial Statements – File: 05-1680-04-0001/2024

Report: Chief Financial Officer, April 16, 2025

RECOMMENDATION:

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled “2024 Audited Consolidated Financial Statements”:

THAT, in accordance with Section 167 of the *Community Charter*, Council accept the City of North Vancouver Consolidated Financial Statements for the year ended December 31, 2024.

6. Introduction of Small Scale Multi-Unit Housing Zone to Align with Provincial Legislation – File: 09-3900-30-0009/1

Report: Planner 2, May 5, 2025

RECOMMENDATION:

PURSUANT to the report of the Planner 2, dated May 5, 2025, entitled “Introduction of Small Scale Multi-Unit Housing Zone to Align with Provincial Legislation”:

THAT the following bylaws be considered for readings:

- “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone); and
- “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference).

Items 7 and 8 refer.

BYLAWS – FIRST, SECOND AND THIRD READINGS

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone) be given first and second readings;

AND THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone) be given third reading.

No Public Hearing held. Notice published on April 23 and April 30, 2025.

8. “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference)

RECOMMENDATION:

THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference) be given first and second readings;

AND THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference) be given third reading.

REPORTS

9. Temporary Use Permit: 758 Harbourside Drive – Expanding Commercial Floor Area – File: 08-3400-20-0146/1

Report: Planner 1, April 16, 2025

RECOMMENDATION:

PURSUANT to the report of the Planner 1, dated April 16, 2025, entitled “Temporary Use Permit: 758 Harbourside Drive – Expanding Commercial Floor Area”:

THAT the application for Temporary Use Permit No. PLN2024-00007 (Absolute Cheer & Tumbling Ltd.), to permit an increase in the allowable commercial floor area to the property located at 758 Harbourside Drive for a three-year term, be considered and referred to a Public Meeting;

AND THAT notification be published in accordance with the *Local Government Act*.

REPORTS – Continued

10. 2025-2029 Revised Financial Plan – File: 05-1715-20-0020/2025

Report: Chief Financial Officer, April 16, 2025

RECOMMENDATION:

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled “2025-2029 Revised Financial Plan”:

THAT “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan) be considered;

THAT (Funding Appropriation #2508) an amount of \$1,073,382 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2025-2029 Revised Financial Plan, and should any of the amount remain unexpended as at December 31, 2028, the unexpended balance shall be returned to the credit of the respective reserve;

THAT funding in an amount of \$100,000 be returned to the “2022 Pavement Management” project from the “Parking and Curbside Management Planning and Implementation” project;

AND THAT “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (Schedule H) be considered.

Items 11 and 12 refer.

BYLAWS – FIRST, SECOND AND THIRD READINGS

11. “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan)

RECOMMENDATION:

THAT “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan) be given first and second readings;

AND THAT “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan) be given third reading.

BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued

12. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (Schedule H – Curb Access and Parking Plan Fees)

RECOMMENDATION:

THAT “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (Schedule H – Curb Access and Parking Plan Fees) be given first and second readings;

AND THAT “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (Schedule H – Curb Access and Parking Plan Fees) be given third reading.

REPORT

13. 2025 Tax Rates Bylaw – File: 05-1970-05-0005/2025

Report: Chief Financial Officer, April 16, 2025

RECOMMENDATION:

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled “2025 Tax Rates Bylaw”:

THAT “Tax Rates Bylaw, 2025, No. 9104” be considered.

Item 14 refers.

BYLAW – FIRST, SECOND AND THIRD READINGS

14. “Tax Rates Bylaw, 2025, No. 9104”

RECOMMENDATION:

THAT “Tax Rates Bylaw, 2025, No. 9104” be given first and second readings;

AND THAT “Tax Rates Bylaw, 2025, No. 9104” be given third reading.

PUBLIC CLARIFICATION PERIOD

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

COUNCIL INQUIRIES

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

RECESS TO CLOSED SESSION

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Section 90(1)(a) [personal information].

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 14TH STREET, NORTH VANCOUVER, BC, ON
MONDAY, APRIL 14, 2025**

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
as of 9:39 pm*

STAFF MEMBERS

L. McCarthy, CAO
B. Pearce, Deputy CAO
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
J. Draper, Deputy Director, Transportation
B. Underhill, Transportation Planner
J. Hall, Manager, Public Realm Infrastructure
A. Man-Bourdon, Manager, Parks and Natural Spaces
M. Holm, Manager, Engineering Design
S. Galloway, Director, Planning and Development
J. Greig, Manager, Planning (Development Planning)
D. Fergusson, Manager, Planning (City Design and Planning)
E. Macdonald, Development Planner
L. Mulleder, Development Planner
K. Pickett, Planning Assistant
E. Doran, Director, People, Culture and Transformation
A. Gibbs, Sr. Manager, Communications and Engagement
L. Barton, Manager, Communications
S. Peters, Manager, Projects and Initiatives
S. Balraj, Sr. Manager, Information Technology
T. Huckell, Legislative Services Advisor

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

APPROVAL OF AGENDA

Moved by Councillor Valente, seconded by Councillor McIlroy

1. Regular Council Meeting Agenda, April 14, 2025

CARRIED UNANIMOUSLY

R2025-04-14/1

ADOPTION OF MINUTES

Moved by Councillor Bell, seconded by Councillor Valente

2. Regular Council Meeting Minutes, April 7, 2025

CARRIED UNANIMOUSLY

R2025-04-14/2

PROCLAMATION

Mayor Buchanan declared the following proclamation:

Day of Mourning – April 28, 2025

PUBLIC INPUT PERIOD

Moved by Councillor Back, seconded by Councillor Shahriari

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

CARRIED UNANIMOUSLY

- Eric White, North Vancouver, spoke regarding Item 9 – 758 Harbourside Drive rezoning.
- James Wilson, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Steve Niewerth, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Dennis Krangle, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Kevin Fair, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Louise Nicholson-Woodward, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Suzanne Daoust, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Josh Sepulveda, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Cathy Acuna, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Patricia McClung, North Vancouver, spoke regarding housing density and infrastructure.
- Michelle Andreychuk, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.
- Paula Ford, North Vancouver, spoke regarding bike lanes, bikes left on sidewalks and permit parking.
- Paul McAlduff, North Vancouver, spoke regarding Item 7 – Curb Access and Parking Plan.

CONSENT AGENDA

Moved by Councillor Bell, seconded by Councillor McIlroy

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

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

BYLAW – ADOPTION

3. “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107”

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

(CARRIED UNANIMOUSLY BY CONSENT)

R2025-04-14/3

REPORT

4. 2025 UBCM Community Emergency Preparedness Fund Grant Application
– Emergency Operations Centre Equipment and Training
– File: 14-7130-01-0001/2025

Report: Director, North Shore Emergency Management, March 26, 2025

Moved by Councillor Bell, seconded by Councillor McIlroy

PURSUANT to the report of the Director, North Shore Emergency Management, dated March 26, 2025, entitled “2025 UBCM Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre Equipment and Training”:

THAT the application submitted to the UBCM Community Emergency Preparedness Fund (CEPF), under the stream of “2025 Emergency Operations Centre Equipment and Training”, in the amount of \$120,000 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)

R2025-04-14/4

END OF CONSENT AGENDA

DELEGATION

George Sim, Chairman, North Shore Lions Youth Exchange Program

Re: North Shore Lions Youth Exchange Program

George Sim, Chairman, North Shore Lions Youth Exchange Program, Erin Spooner and Henri Maxon provided a PowerPoint presentation regarding the “North Shore Lions Youth Exchange Program” and responded to questions from Council.

CORRESPONDENCE

5. George Sim, Chairman, North Shore Lions Youth Exchange Program,
January 14, 2025 – File: 01-0400-65-0001/2025

Re: North Shore Lions Youth Exchange Program

Moved by Councillor Bell, seconded by Councillor Valente

THAT the correspondence from George Sim, Chairman, North Shore Lions Youth Exchange Program, dated January 14, 2025, regarding the “North Shore Lions Youth Exchange Program”, be received for information with thanks.

CARRIED UNANIMOUSLY

R2025-04-14/5

REPORT

6. North Shore Lions Youth Exchange Program Support – File: 01-0440-65-0001/2025

Report: Chief Administrative Officer, March 26, 2025

Moved by Councillor Valente, seconded by Councillor Bell

PURSUANT to the report of the Chief Administrative Officer, dated March 26, 2025, entitled “North Shore Lions Youth Exchange Program Support”:

THAT the correspondence of George Sim, Chairman, North Shore Lions Youth Exchange Program, dated January 31, 2025, regarding “Request for Funding”, be received;

AND THAT Council support the North Shore Lions Youth Exchange with funding in the amount of \$7,000, from the Council Grants operating program.

CARRIED UNANIMOUSLY

R2025-04-14/6

PRESENTATION

Provincially Legislated Zoning Amendments to Implement Small-Scale Multi-Unit Housing Zone – Manager, Planning (City Design and Planning)

Planning and Development staff provided a PowerPoint presentation regarding the “Provincially Legislated Zoning Amendments to Implement Small-Scale Multi-Unit Housing Zone” and responded to questions from Council.

Mayor Buchanan declared a recess at 7:52 pm and reconvened the meeting at 7:59 pm.

REPORT

7. Curb Access and Parking Plan – Policy and Implementation – File: 16-8350-20-0041/1

Report: Planner 2, April 1, 2025

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT the City of North Vancouver Curb Access and Parking Plan be endorsed with the following revisions:

- a) the Resident Exempt Parking Permit rates be set at \$8.33/month for the First Household Vehicle Permit, \$12.50/month for the Second Household Vehicle Permit and \$8.33/month for the Homecare Provider;
- b) the Pay Parking Rates be set as free for the first 30 minutes, \$1.00 for the second 30 minutes and \$3.00/hour for the subsequent 60 minutes;
- c) that a non-market resident exempt permit rate for residents in low-income households be established as part of the initial program implementation;
- d) that the implementation be timed to allow for the public to adapt and consider modifications with the full implementation planned for September 2025;
- e) that a day pass rate for visitors of residents with a valid parking permit be established as part of the initial program implementation;
- f) that the Parking Permit process timelines be streamlined and accelerated to ensure effective program administration;

THAT the Resident and Visitor Parking Policy, endorsed in 2013, be rescinded;

THAT the Resident and Visitor Parking Policy (2025) be amended to include:

- a) a day pass rate for visitors of residents with a valid parking permit as part of the initial program implementation;
 - b) a non-market resident exempt permit rate for residents in low-income households be established;
- and that the amended Resident and Visitor Parking Policy (2025) be approved;

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes) be considered for readings;

THAT a Parking Revenue Reserve Fund be created to collect net parking revenues and fund public safety programs and asset management, including road and sidewalk improvements;

AND THAT staff return to Council with an updated revenue forecast and present options for community investment as part of the 2026-2030 financial planning process.

CARRIED

Councillor Back, Councillor Bell and Councillor Shahriari opposed.

R2025-04-14/7

BYLAW – FIRST, SECOND AND THIRD READINGS

8. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes)

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes) be given first and second readings;

AND THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes) be given third reading.

CARRIED

Councillor Bell and Councillor Shahriari opposed.

R2025-04-14/8

Councillor Girard left the meeting at 9:28 pm.

REPORTS

9. Rezoning Application: 758 Harbourside Drive – File: 08-3400-20-0106/1

Report: Planner 2, March 26, 2025

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Planner 2, dated March 26, 2025, entitled “Rezoning Application: 758 Harbourside Drive”:

THAT the application submitted by Eric White, RWPAS Ltd., to rezone the property located at 758 Harbourside Drive, be rejected.

CARRIED

R2025-04-14/9

10. Development Variance Permit Application: 222 East 2nd Street (GWL Realty Advisors Inc.) – File: 08-3400-20-0151/1

Report: Planner 1, March 26, 2025

Moved by Councillor Valente, seconded by Councillor Bell

PURSUANT to the report of the Planner 1, dated March 26, 2025, entitled “Development Variance Permit Application: 222 East 2nd Street (GWL Realty Advisors Inc.)”:

THAT Development Variance Permit No. PLN2024-00012 (GWL Realty Advisors Inc.) be considered for issuance under Section 498 of the *Local Government Act* and no Public Meeting be held;

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

CARRIED

R2025-04-14/10

Councillor Girard returned to the meeting via Webex at 9:39 pm.

REPORTS – Continued

11. 2025 Appropriation #1 – File: 05-1705-30-0019/2025

Report: Chief Financial Officer, April 8, 2025

Moved by Councillor McIlroy, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated April 8, 2025, entitled “2025 Appropriation #1”:

THAT the 2025-2029 General Appropriations, as outlined in Attachment 1 of the report entitled “2025 Appropriation #1”, dated April 8, 2025, be approved;

THAT the following project budgets for 2025-2029 Specific Appropriations, as outlined in Attachment 2 of the report entitled “2025 Appropriation #1”, dated April 8, 2025, be approved:

- i) Mobility Network Implementation;
- ii) Cyber Security Program;
- iii) Enterprise Development Applications and Permits Software; and
- iv) Financing Costs for Harry Jerome Community Recreation Centre;

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding), a bylaw to appropriate an amount of \$131,583 from the DCC (Transportation) Reserve Fund to fund the 2025 Capital Plan, be considered for readings;

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

R2025-04-14/11

BYLAW – FIRST, SECOND AND THIRD READINGS

12. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding)

Moved by Councillor McIlroy, seconded by Councillor Back

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding) be given first and second readings;

AND THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (2025 Capital Plan Funding) be given third reading.

CARRIED UNANIMOUSLY

R2025-04-14/12

PUBLIC CLARIFICATION PERIOD

Nil.

COUNCIL INQUIRIES

Nil.

COUNCIL REPORTS

Councillor Valente reported on his attendance at Vancouver Coastal Health's "Assembly of North Shore Leaders" event on April 3, 2025, as well as the Pathways Serious Mental Illness Society's "Circle of Strength" event on April 5, 2025.

NEW ITEMS OF BUSINESS

Nil.

NOTICES OF MOTION

Nil.

RECESS TO CLOSED SESSION

Moved by Councillor Shahriari, seconded by Councillor McIlroy

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

CARRIED UNANIMOUSLY

The meeting recessed to the Committee of the Whole, Closed Session, at 9:41 pm and reconvened at 10:40 pm.

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

Moved by Councillor Shahriari, seconded by Councillor Bell

THAT the actions directed regarding the following items from the Committee of the Whole (Closed Session) of April 14, 2025, be ratified:

13. Land Matter – File: 02-0890-01-0001/2025

Report: Director, Real Estate, Facilities, and Economic Development,
March 26, 2025

PURSUANT to the report of the Director, Real Estate, Facilities and Economic Development, dated March 26, 2025, regarding a land matter:

THAT the wording of the resolution and the report of the Director, Real Estate, Facilities and Economic Development, dated March 26, 2025, remain in the Closed session.

R2025-04-14/13

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

14. Personal Information – Award – File: 01-0290-20-0009/2025

Report: Community Development Coordinator, April 2, 2025

PURSUANT to the report of the Community Development Coordinator, dated April 2, 2025, regarding personal information – award:

THAT the wording of the resolution and the report of the Community Development Coordinator, dated April 2, 2025, remain in the Closed session.

R2025-04-14/14

CARRIED UNANIMOUSLY

ADJOURN

Moved by Councillor Shahriari, seconded by Councillor Back

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:41 pm.

“Certified Correct by the Corporate Officer”

CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9109

**A Bylaw to authorize the expenditure of monies from the
Development Cost Charge (Transportation) Reserve Fund
for the 2025 Capital Plan Appropriations**

WHEREAS the entire City is listed in “Development Cost Charges Bylaw, 2016, No. 8471” as an area where development cost charges for transportation will be levied;

AND WHEREAS the development of highway facilities, other than off street parking, is a capital cost permitted to be paid using Development Cost Charge funds under Section 566 of the *Local Government Act*;

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

1. This Bylaw shall be known and cited for all purposes as “**Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109**” (2025 Capital Plan Funding).
2. The following amount is hereby appropriated from the Development Cost Charge (Transportation) Reserve Fund for the purpose of funding:
 - A. \$19,343 for the “Mobility Network Implementation” project, and
 - B. \$112,240 for the “New Sidewalks to Complete the Pedestrian Network” project.

READ a first time on the 14th day of April, 2025.

READ a second time on the 14th day of April, 2025.

READ a third time on the 14th day of April, 2025.

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

MAYOR

CORPORATE OFFICER

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Rotary Club of Lions Gate North Vancouver

*Serving the North Vancouver
Community for over 47 years*

About Rotary

- Over 1.4 million members in more than 200 countries
- Providing local and international humanitarian service
- Building peace and goodwill in the world
- Motto: Service Above Self
- Core values : Service, Friendship, Integrity, Leadership, Diversity, Equity, Inclusion



Rotary
Club of Lions Gate

Local Service Over the Years

- Helped establish North Vancouver Safe House for Youth in 2002
- Provided over \$100,000 in scholarships for North Vancouver students
- Hosted North Vancouver Canada Day celebrations for over 30 years
- Shipped over \$160,000,000 in repurposed medical supplies to over 60 countries since 1997
- Initiated Monthly Lunch and Learn for Seniors in 2024



Rotary
Club of Lions Gate

3

Ongoing Service Activities

Local Service

- North Vancouver Canada Day
- North Vancouver Student Scholarships
- Backpack Buddies
- Seniors Lunch & Learn at Silver Harbour
- Boys & Girls Club
- Youth Safe House
- Windsor Secondary Youth Club

International

- Bali Schools for the Deaf
- ShelterBox
- Polio Eradication
- Rotary World Help
- Kiva Microloans



*** New North Vancouver Youth Club House Project ***

Rotary
Club of Lions Gate

4

New - North Vancouver Youth Club House Project

A welcoming, safe and supportive environment that fuels personal growth and nurtures skills development for North Vancouver's future leaders.

- Rotary to provide seed funding
- Working with other Community Organizations
- Seeking support from Local, Provincial and Federal Governments



Rotary
Club of Lions Gate

5



Rotary Club of Lions Gate
North Vancouver

THANK YOU

*Serving the North Vancouver
Community for over 47 years*



ROTARY CLUB OF LIONS GATE NORTH VANCOUVER
P.O. BOX 38616, NORTH VANCOUVER, BRITISH COLUMBIA V7M 3N1

M

February 6, 2025

Reviewed by CAO _____

Dear Corporate Officer of the Legislative Services Division,

Name of the group wishing to appear before Council: ROTARY CLUB OF LIONS GATE
NORTH VANCOUVER

Title of Presentation: COMMUNITY SUPPORT

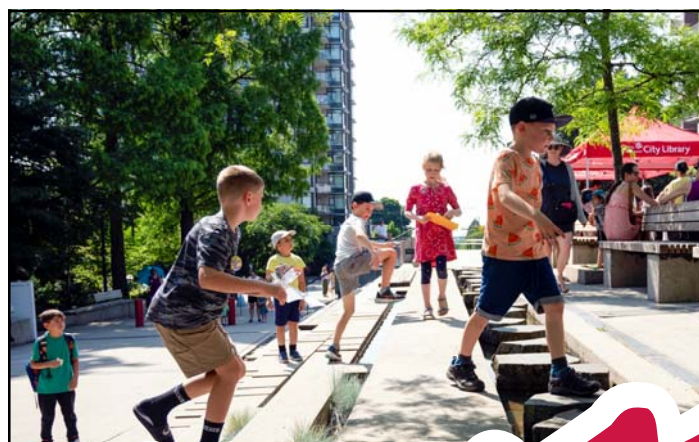
Name of person to make presentation: Board Members of the Rotary Club of Lions Gate
North Vancouver

We are going to speak about the volunteer accomplishment going on in the community
and the future plans to strengthen the community for future generations.

The club is seeking support, awareness and co-operation from partners, municipalities
and likeminded organizations to spearhead a community initiative for the further
development of the youth among us in the community. We are currently in conversation
with other community groups such as the Hollyburn Family Services and the Capilano
Community Services Society.

We will be forwarding supporting documentation via digital format in a power Point
Presentation which we will provide in advance to you prior to our appearance date.

Stan van Woerkens
Immediate past President
Rotary Club of Lions Gate and Foundation North Vancouver



North
Vancouver **City Library**

2025-2029 Strategic Plan, Operating Plan & Assessment Framework

May 5, 2025



HOW COUNCIL INPUT HAS IMPACTED THE STRATEGIC PLAN

You told us this was important...

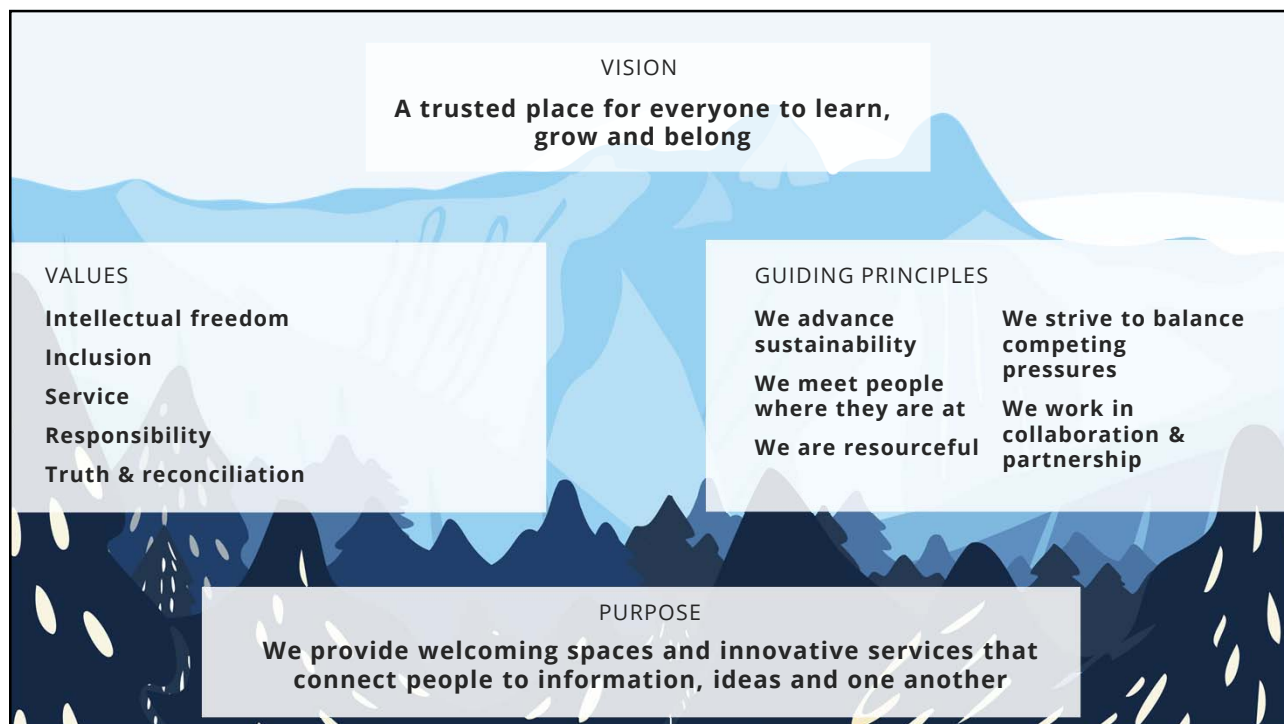
- Welcoming, inclusive, vibrant **public spaces**
- **Community** togetherness and resiliency
- Supporting **children, youth, families and elders**
- Being active **outside our walls**
- **Core** library services
- Continued work to advance and model **reconciliation**
- Being **adaptable** and **innovative**

You asked us to pay attention to...

- Fiscal and organizational **capacity**
- Concerns about **fragmentation** and **duplication** of services
- Diverse perspectives on **future library service needs** and options for delivery

You told us this resonated for you...

- Supporting **community dialogue** and **civic engagement**
- Promoting **lifelong learning** and **literacy**
- Combating **misinformation** and polarization
- Bridging the **digital divide**
- Increasing **accessibility**
- Offering a safe **"third space"**
- Focusing on **core services**
- Supporting **staff** and strengthening skills



CITY LIBRARY

OPERATING PLAN CONSIDERATIONS

- Council's vision and priorities
- Areas of pressure and urgency
- Legislated requirements
- Staff and financial resources
- Sequencing and dependencies
- Work in progress
- Economic context
- Current events



CHAMPION THINKING,
LEARNING & READING





Our aspiration

Our library will be a source of wonder, discovery and insight. **Diverse collections, inspiring programs** and **flexible spaces** — both physical and digital — will support **lifelong learning** at all ages and stages. Through the library, people will develop **digital, media and information literacies** and **critical thinking skills** that enable them to safely and successfully navigate a complex technology and information landscape.

CHAMPION THINKING, LEARNING & READING



2025-2026 initiatives

- Evidence-based toolkit on **mis- and disinformation** for staff
- New **artificial intelligence** program series
- Extended **adult summer reading** program
- Meeting rooms optimized for additional **study space** when not in use
- Expanded **Indigenous cultural programming**
- Comprehensive **collection** analysis



Our aspiration

Our library will be a **trusted** space that promotes **discussion, understanding** and **engagement**. Members of our community in all their diversity will feel reflected and included in the library and will experience **barrier-free access** to library services and resources. Through the library, people will feel a sense of **belonging** and make **connections** to their community and one another.

STRENGTHEN INCLUSION & BELONGING



2025-2026 initiatives

- **Accessibility** plan implementation
- **Sensory-friendly** programs
- **Elders** reading space
- Community **dialogues** on hot-button topics
- **Voter** education
- Improvements to **signage and wayfinding**

STRENGTHEN INCLUSION & BELONGING



ENHANCE CAPACITY & CAPABILITY

Our aspiration

Our library will **evolve and grow** with our community, delivering relevant services that contribute to community well-being. Physical and digital infrastructure will be **robust, sustainable and responsive** to the needs of library users. **Staff will feel capable** and supported in their work, working in **collaboration and partnership** to innovate and problem-solve. Grounded in clarity of purpose, we will be **ready and able to meet emerging needs** and unexpected circumstances.





2025-2026 initiatives

- Extend **Sunday open hours**
- Assess **future library service needs**
- Update **workplace violence prevention** program
- Comprehensive review of **library programming**
- Investment in **staff training** and wellness
- **Replacement and renewal** of end-of-life furniture, equipment, systems



HOW WILL WE KNOW?

Champion thinking, learning & reading

- # of **online courses** taken
- Attendance at library **programs**
- % who say the library supports them to realize their **educational, career or personal learning goals**

Strengthen inclusion & belonging

- # of **items in accessible formats** borrowed
- % of people with disabilities who say it's **easy to find and access** the service they need
- % of people who feel a **greater sense of community belonging** as a result of using the library

Enhance capacity & capability

- # of **physical and digital visits**
- # of **seats available** for individual and group use
- % of staff who feel **skilled and confident** in their work
- % of people satisfied with **reliability of technology**

WORKING TOGETHER

City
Council
priorities

City Library priorities

	Champion thinking, learning & reading	Strengthen inclusion & belonging	Enhance capability & capacity
A city for people	✓	✓	✓
A resilient city	✓		✓
A vibrant city	✓	✓	✓
A connected city		✓	✓
A prosperous city	✓		

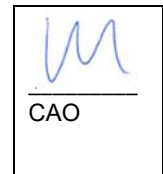


LOOKING AHEAD

- Continued support for **core library services**
- Continued commitment to maintaining well-used and well-loved **facility and infrastructure**
- Partnership to **plan for and navigate** pressures of growth within our collective capacity



Thank you!



The Corporation of **THE CITY OF NORTH VANCOUVER**
NORTH VANCOUVER CITY LIBRARY

INFORMATION REPORT

To: Mayor Linda Buchanan and Members of Council

From: Deb Hutchison Koep, Chief Librarian

Subject: CITY LIBRARY 2025-2029 STRATEGIC PLAN, OPERATING PLAN AND ASSESSMENT FRAMEWORK

Date: April 22, 2025 File No: LB-0110-01-0001/2025

ATTACHMENTS

1. North Vancouver City Library 2025-2029 Strategic Plan (CityDocs [2661012](#))

SUMMARY

This report presents City Library's 2025-2029 strategic plan and introduces planned work for 2025 and 2026 to implement the Library's strategic priorities. It also outlines the approach to evaluation that the Library will use to assess performance and progress.

BACKGROUND

At their November 28, 2024 meeting, the North Vancouver City Library Board of Trustees approved a new strategic plan for City Library for 2025-2029 (Attachment 1).

The 2025-2029 Strategic Plan is the culmination of a year-long process of engagement, research and consideration. This process included an in-depth review of Council's strategic plan and major City strategies as well as interviews with the Mayor and members of Council about their priorities and aspirations.

In addition, the Library completed in-depth research and engaged with nearly 1,400 residents to understand changes in its political, economic, social, technological, legal and environmental contexts as well as shifting expectations for public libraries.

On November 18, 2024 the Chief Librarian and North Vancouver City Library Board Chair presented findings from that research and engagement process to Council, and shared the emerging areas of focus.

The Library is grateful to the Mayor and Council for sharing their insights as part of the research process, and in response to the preliminary findings and emerging directions. That input has been reflected in the 2025-2029 Strategic Plan.

DISCUSSION

Operating Plan

The North Vancouver City Library 2025-2029 Strategic Plan defines a long-term vision – to be a trusted place for everyone to learn, grow and belong – and clarifies the Library's abiding purpose: to provide welcoming spaces and innovative services that connect people to information, ideas and one another.

The operating plan describes how staff will apply the Library's staff and financial resources to implement the strategic plan.

The Library's first operating plan is focused on 2025-2026, grounded in the Library's vision and purpose, and informed by key considerations that include:

- Alignment with Council's vision and priorities
- Areas of pressure and urgency, including legislated requirements
- Organizational capacity to carry out the work
- Follow-through on commitments already made and work in progress
- Acknowledgement of challenging economic context

Initiatives for 2025-2026 reflect a balance of inspiring new ideas and continuing work, "quick wins" and "big bets", short-term and longer-term projects in each of our three strategic focus areas.

Champion thinking, learning and reading

Recognizing the importance of literacy, critical thinking and learning skills in a time of rapid technological change and rising misinformation, planned 2025-2026 initiatives include:

- Developing a staff toolkit of evidence-based practices to counter mis- and dis-information
- Introducing a new program series that explores the risks, ethics and positive applications of artificial intelligence
- Extending the adult summer reading program
- Increasing support for teens transitioning to careers and post-secondary education
- Expanding Indigenous cultural programming and hosting an Indigenous culture and knowledge-sharing residency with the Squamish Ocean Canoe Family
- Completing a comprehensive review of library collections to inform decisions about collection size, space allocation and formats

Strengthen inclusion and belonging

Building on the role of the library as a safe place that welcomes everyone and promotes connection in the face of polarization and division, planned initiatives for 2025-2026 include:

- Extending sensory-friendly programming, including a sensory-friendly Summer Reading Club celebration
- Opening an Elders' reading space in consultation with Indigenous Elders
- Hosting community dialogues on hot-button topics
- Supporting voter education and democratic engagement
- Adopting and implementing the Library's accessibility plan
- Renewing and improving signage and wayfinding

Enhance capacity and capability

Responding to growing demand while respecting limited staff and financial resources and maintaining critical infrastructure, planned initiatives for 2025-2026 include:

- Extending Sunday open hours
- Completing an assessment of future library service needs to inform planning
- Updating the library's workplace violence prevention program
- Undertaking a comprehensive review of library programming
- Investing in staff training and wellness
- Replacing and renewing end-of-life furniture, equipment and systems

Assessment Framework

The Library Board has adopted an assessment framework that incorporates a selection of key performance indicators (KPIs) to evaluate the library's progress in fulfilling its purpose and achieving its vision. A combination of metrics that describe activity (such as number of visits, number of items borrowed, attendance at programs) with metrics that describe the **impact** of activity (such as increased skill or knowledge) will be used to holistically assess success. These metrics will be reported in the annual Report to the Community and City Library's annual presentation to Council.

FINANCIAL IMPLICATIONS

Many planned 2025-2026 initiatives will be accomplished within existing staff and financial resources. Some initiatives (such as extended Sunday open hours) have been supported through the 2025-2029 Financial Plan. Other initiatives with financial implications will be brought forward through the annual budget process.

STRATEGIC PLAN IMPLICATIONS

Initiatives in the Library's 2025-2029 Strategic Plan align with Council's vision and all five of Council's priorities.



RESPECTFULLY SUBMITTED:

Deb Hutchison Koep
Chief Librarian



Strategic Plan 2025–2029



City Library is located on the traditional, ancestral and unceded territories of the Skw̓xwú7mesh Úxwumixw (Squamish Nation) and sə́l̓ilwətaʔ (Tsleil-Waututh Nation).

As a memory and learning institution that is committed to truth and reconciliation, City Library respectfully acknowledges the land and the Indigenous Peoples who have cared for these lands since time immemorial.

From the Board Chair & Chief Librarian

We are proud to share our 2025-2029 Strategic Plan with you. To develop this plan, we completed in-depth research on major drivers of change in our community and engaged with nearly 1,400 residents about their library use, needs and aspirations. We learned:

Our library is a place of learning. In an increasingly complex, fractured and polarized information landscape, our library encourages curiosity, promotes dialogue and facilitates understanding.

Our library is a place of belonging. Acting in partnership with a network of local agencies to serve the community, we facilitate social connection and strengthen community bonds.

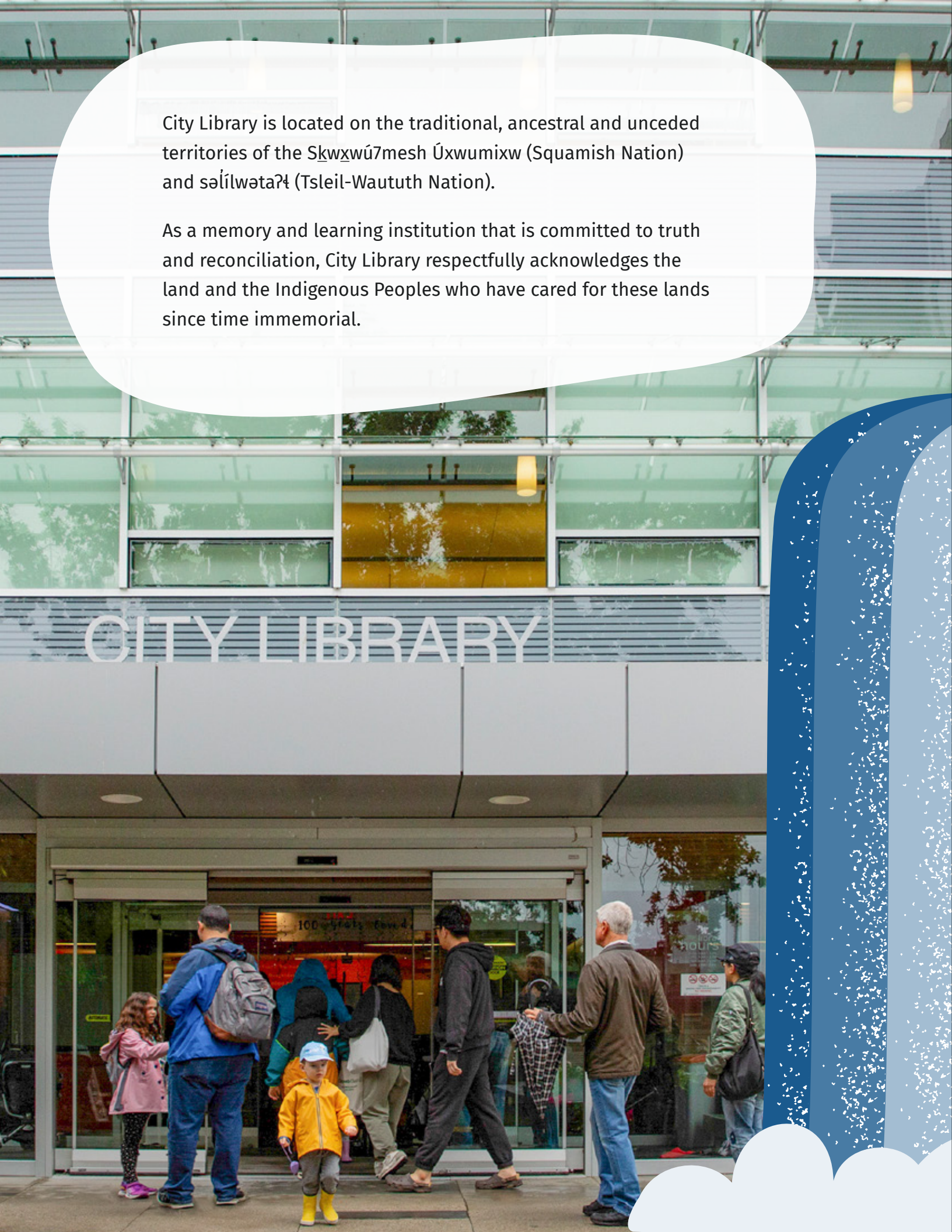
Our library is for everyone. Working to advance inclusion, accessibility, reconciliation and cultural safety, we champion free and equitable access to information and ideas in a welcoming and compassionate environment.

Our library is evolving. Grounded in strong services and shared values, we innovate and adapt in response to our growing community, changing needs and emerging trends.

City Library's 2025-2029 Strategic Plan builds on our role as critical social infrastructure and challenges us to become a source of hope and resilience for the community as we face our futures together. We sincerely hope you all find something in this plan that resonates for you.

BRENDAN HARVEY
Chair
North Vancouver City Library Board

DEB HUTCHISON KOEP
Chief Librarian
North Vancouver City Library



A young boy with dark hair, wearing a maroon t-shirt, is painting on a large mural. He is holding a paintbrush in his right hand and a white paint jar in his left. The mural is a colorful abstract painting with various shapes and colors like blue, yellow, green, and red. Another child is visible in the background, also painting. The scene is set in a bright, indoor space with large windows in the background.

Vision

What we aspire to be

A trusted place for everyone to learn, grow and belong

Purpose

Our reason for being

We provide welcoming spaces and innovative services that connect people to information, ideas and one another

Values

What guides our decision-making

Intellectual freedom

We uphold and facilitate free and equitable access to knowledge and ideas in all their forms. We respect and defend individual rights to privacy and choice.

Inclusion

We embed equity, diversity, inclusion and accessibility in all that we do and actively work to reduce barriers and strengthen understanding.


Service

We put our community at the centre of everything we do. We engage with community members to understand their needs, and deliver innovative services that satisfy and delight.

Responsibility

We value the trust our community puts in our library and hold ourselves to high standards of accountability, integrity and transparency.

Truth & reconciliation

 We are guided by the principles of reconciliation and work to honour Indigenous ways of knowing, being and doing in our relations and services.

Guiding principles

How we do our work

We advance sustainability

We achieve maximum social impact with minimum environmental impact, and deliver services in a financially responsible manner.

We meet people where they are at

We approach one another with curiosity, kindness and respect and recognize that we are each shaped by unique experiences.

We work in collaboration & partnership

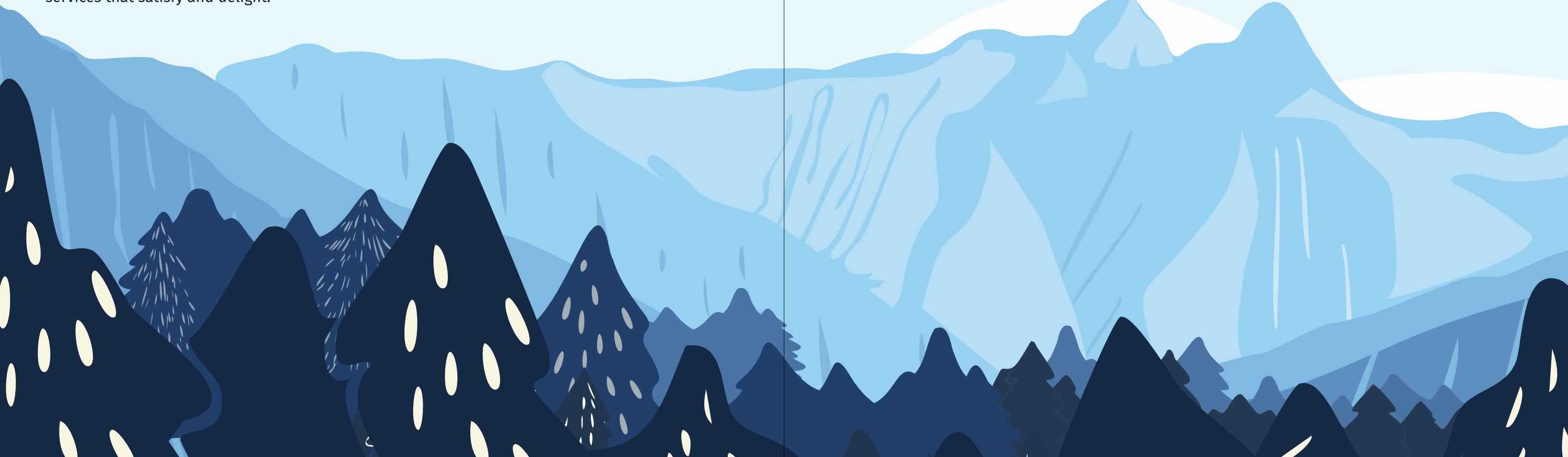
We work with our partners to align services, share resources and achieve collective impact while building on our unique strengths.

We strive to balance competing pressures

We work to find the balance between traditional and emerging services and among the different needs of diverse customers.

We are resourceful

We adapt and respond, drawing on a shared understanding of our purpose. We encourage creativity and experimentation, and we learn from experience.



Strategic priorities

Where we will focus in order to achieve our vision and reflect our values

**Champion thinking,
learning & reading**

**Strengthen inclusion
& belonging**

**Enhance capacity
& capability**



Champion thinking, learning & reading

Literacy and lifelong learning are key to the ability of individuals and communities to grow and thrive.

While misinformation, disinformation and cybersecurity breaches erode trust and stoke division, our library showcases the diversity of human experiences and perspectives, facilitates access to information and technology, equips users to chart their own learning journeys and offers spaces to gather, study and learn.



Our aspiration

Our library will be a source of wonder, discovery and insight. Diverse collections, inspiring programs and flexible spaces — both physical and digital — will support lifelong learning at all ages and stages. Through the library, people will develop digital, media and information literacies and critical thinking skills that enable them to safely and successfully navigate a complex technology and information landscape.



To do this, we will

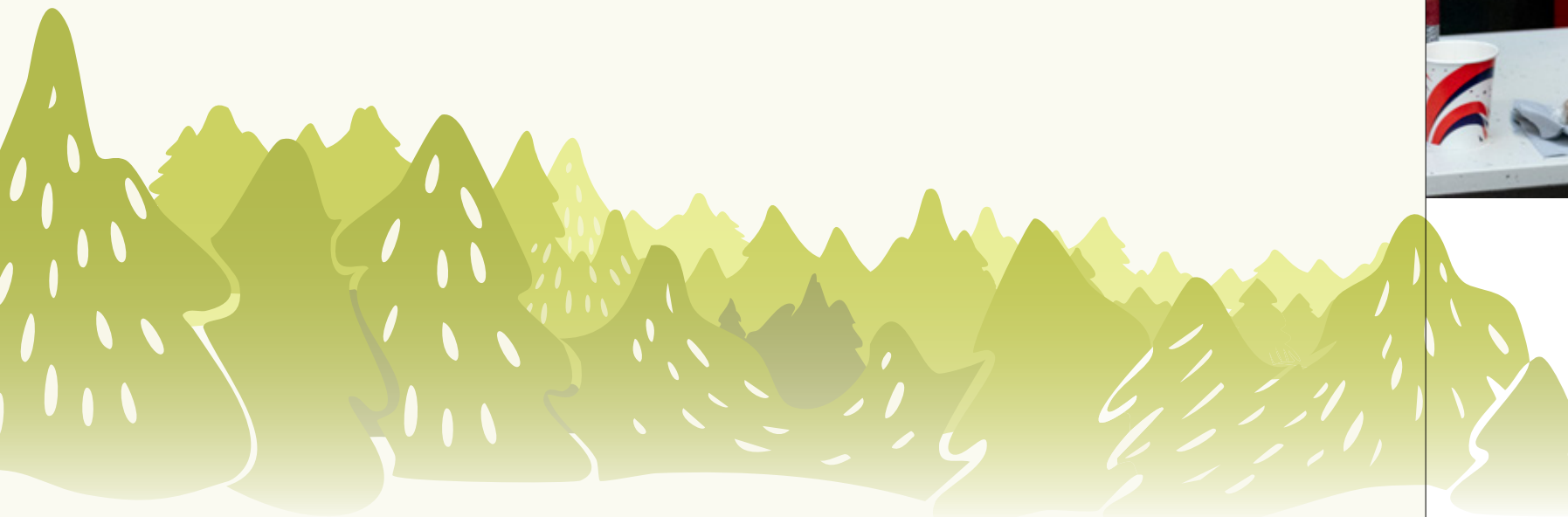
- » Spark wonder, invite curiosity and encourage exploration for all ages
- » Weave media and information literacy and bias awareness into library programs and services
- » Promote online safety and skilled use of emerging technologies
- » Expand supports for early childhood literacy and family literacy, incorporating connections to language and culture
- » Facilitate access to skill-building and resources that support people to realize their personal, educational and career potential
- » Satisfy the community’s diverse reading and learning interests with more content and formats
- » Create inviting and inspiring spaces for individual and group use
- » Amplify Indigenous voices, knowledge, histories and cultures in library collections and programs, and support community learning about the impacts and legacy of colonialism and the principles of reconciliation



Strengthen inclusion & belonging

Connectedness and engagement are vital to the well-being of communities.

Our library is a vibrant, inviting “third place,” welcoming newcomers, engaging seniors, holding space for community learning and supporting people in times of change and uncertainty. However, systemic and structural barriers to access and inclusion are persistent — and growing polarization in public life threatens to drive us apart.



Our aspiration

Our library will be a trusted space that promotes discussion, understanding and engagement. Members of our community in all their diversity will feel reflected and included in the library and will experience barrier-free access to library services and resources. Through the library, people will feel a sense of belonging and make connections to their community and one another.



To do this, we will

- » Identify and dismantle barriers to library spaces and services
- » Create vibrant, engaging and accessible physical and digital spaces
- » Promote respectful dialogue and civic engagement
- » Facilitate community connections including across generations and cultures
- » Focus library resources to populations most susceptible to social isolation
- » Leverage strategic partnerships to improve access to health and social services and other community resources
- » Reflect, engage and uplift historically, persistently and systemically marginalized voices in library spaces and services
- » Ensure library spaces, services and staff reflect, respect and serve Indigenous community members in a culturally safe way



What guides us

We are committed to implementing three key plans that support this work:

- » Inclusion framework and action plan
- » Indigenous cultural safety plan
- » Accessibility plan

Enhance capacity & capability

The City is growing and changing, and so are residents' needs and expectations.

Community members are spending more time in the library, borrowing more materials, asking more questions, and arriving with increasingly complex needs. Our library has demonstrated its ability to innovate and adapt in response to technological and societal change, extreme weather and a global pandemic. To continue to thrive, we need to invest in the staff, systems and infrastructure that are critical to organizational and community resiliency.



Our aspiration

Our library will evolve and grow with our community, delivering relevant services that contribute to community well-being. Physical and digital infrastructure will be robust, sustainable and responsive to the needs of library users. Staff will feel capable and supported in their work, working in collaboration and partnership to innovate and problem-solve. Grounded in clarity of purpose, we will be ready and able to meet emerging needs and unexpected circumstances.

To do this, we will

- » Ensure the library’s core services are well-defined, high-quality and impactful
- » Optimize and extend library spaces and services
- » Provide accessible, resilient and well-maintained library facilities and technology
- » Ensure that library plans, policies and processes are documented and up to date
- » Strengthen staff skills, confidence and well-being
- » Cultivate an inclusive and collaborative organizational culture
- » Explore options to enhance capacity through technology, partnerships and new ways of working
- » Collaborate and build relationships based in respect and reciprocity with leaders and members of Skwxwú7mesh Úxwumixw (Squamish Nation) and səlílwətaʔ (Tsleil-Waututh Nation)



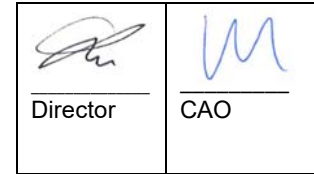
Connecting people to information, ideas & one another

City Library is crucial social infrastructure for the residents of North Vancouver, promoting resilience and social connection through learning, shared space, technology access and reading. At the library, neighbours encounter the rich diversity of people, ideas and experiences in their community.

City Council priorities

City Library priorities

	Champion thinking, learning & reading	Strengthen inclusion & belonging	Enhance capability & capacity
A city for people	✓	✓	✓
A resilient city	✓		✓
A vibrant city	✓	✓	✓
A connected city		✓	✓
A prosperous city	✓		



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2024 AUDITED CONSOLIDATED FINANCIAL STATEMENTS

Date: April 16, 2025 File No: 05-1680-04-0001/2024

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

RECOMMENDATION

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled "2024 Audited Consolidated Financial Statements":

THAT, in accordance with Section 167 of the *Community Charter*, Council accept the City of North Vancouver Consolidated Financial Statements for the year ended December 31, 2024.

ATTACHMENTS

1. The Corporation of the City of North Vancouver Consolidated Financial Statements for the year ended December 31, 2024 – DRAFT (CityDocs [2651442](#))

PURPOSE

Under the provisions of the *Community Charter*, CNV's annual financial statements must be presented to and accepted by Council by May 15 of the year following. The attached statements have been audited by CNV's appointed auditors, BDO Canada LLP ("BDO"). In accordance with the latest recommendations of the Accounting Standards Board, signatures by the auditors on the audit report and by the Chief Financial Officer on the statements will be added after acceptance of the statements by Council.

BACKGROUND

CNV’s audited consolidated financial statements reflect:

- All CNV’s funds, including the water, sewer & drainage, and the solid waste utilities, as well as cemetery operations
- The North Vancouver City Library (“NVCL”)
- CNV’s ownership of Lonsdale Energy Corporation (“LEC”)
- CNV’s 50% share of the North Vancouver Museum & Archives Commission (“NVMA”)
- CNV’s 33.9% share of the North Vancouver Recreation & Culture Commission (“NVRC”)

The Cemetery Trust, which is administered by CNV, is not included in the consolidated statements, as these funds are only managed by CNV on behalf of other beneficiaries.

DISCUSSION

BDO has recently completed the audit of CNV’s financial statements. Its conclusion is as follows:

“The accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of CNV as at December 31, 2024, and its consolidated results of operations, its changes in consolidated net financial assets, its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

Local governments in B.C. are not permitted to budget for deficits. Should a deficit occur, the resulting deficit must be carried forward to the current year’s Financial Plan as an expenditure, restricting a government’s ability to deliver on its plans. CNV prepares its Financial Plans to achieve balanced budgets and manages its financial performance to avoid deficits consistent with the Community Charter.

In 2024, CNV had a surplus of \$19.4M, down from \$35.4M in 2023, representing 10.7% and 19.0% of revenues respectively. A summary of these surpluses is shown below:

Category (\$ millions)	2024	2023
Revenues	182.0	186.1
Expenses	162.6	150.7
Consolidated Annual Surplus	19.4	35.4
<i>Surplus as a percentage of revenues</i>	<i>10.7%</i>	<i>19.0%</i>
Accumulated Surplus, beginning of year	717.1	681.7
Accumulated Surplus, end of year	736.5	717.1

These surpluses can be broken down as follows:

Category (\$ millions)	2024 Surplus	2023 Surplus	2024 YoY \$ Change
General Operating ¹	2.8	3.2	(0.4)
Utilities & Cemetery	14.4	11.1	3.3
Other Grants, Contributions and Capital Expenditures	1.6	20.6	(19.0)
Major Agencies	0.6	0.5	0.1
Consolidated Annual Surplus	19.4	35.4	(16.0)

¹ In accordance with public sector accounting standards, CNV's investment in LEC is accounted for using the modified equity method. For the purposes of this presentation, the interest and dividend income CNV earns from its investment in LEC are included in the General Operating category.

Overall, CNV's 2024 surplus decreased by \$16.0M, from \$35.4M in 2023 to \$19.4M, mainly due to a reduction in grants and developer contributions. Further details on the 2024 surplus are provided below.

General Operating

The \$2.8M general operating surplus, representing 2% of revenues, results from a mix of favorable and unfavorable revenues and expenses. The main drivers are summarized below:

Category (\$ millions)	2024 Surplus Drivers	Comment
License & Permit Revenues	(1.4)	Lower construction activity than in 2023 and implementation of new PSAB revenue standard, PS3400 ¹
Interest Revenues	3.6	Higher operating investment returns due to elevated interest rates
Other	0.6	
Total	2.8	

¹ PS 3400 is a Public Sector Accounting Standard that describes how municipalities recognize revenue in their financial statements that became effective in 2024. Prior to this standard, CNV recognized permit revenues when received. With the new standard, revenues are now recognized later when the permit is processed.

Of the \$2.8M general operating surplus, \$1.2M has been designated to rebuild and maintain the Permit Revenue Reserve, which holds surplus permit revenues to cover future permit application processing costs. Revenues to this reserve were less than would have otherwise been given the adoption of a new accounting standard, PSAB 3400. The remaining \$1.6M is unallocated and contributes to unappropriated equity.

Utilities and Cemetery

Utilities and Cemetery are self-funded through their respective user fees. In 2024, Cemetery and Utilities generated a surplus of \$14.4M. Of this, \$12.6M was planned for in the 2024-2028 Financial Plan and is earmarked for future asset management work within the Water and Sewer & Drainage utilities, as well as to help "smooth" in future rate increases required to fund the construction of the North Shore Waster Water Treatment Plant. The remaining \$1.7M was mainly generated from higher metered water sales to commercial customers.

Category (\$ millions)	2024 Surplus Drivers
Water	6.6
Sewer & Drainage	7.7
Cemetery	0.2
Solid Waste	(0.1)
Total	14.4

Annual surpluses and deficits are retained within the respective utility and cemetery funds.

Other Grants, Contributions and Capital Expenditures

In 2024, CNV Statutory and Capital funds received a \$1.6 million more than planned. These amounts include revenues from grants, reserve interest income, development cost charges, and developer-contributed assets. The year-over-year decrease is primarily due to reduced grant funding and lower developer contributions received. In 2023, CNV received a one-time \$10.9M Growing Communities Fund grant from the Province of BC. Additionally, developer contributions declined in 2024 versus 2023 due to decreased construction activity.

Major Agencies

CNV funds major agencies including the NVCL, NVMA and NVRC through grants. The audited financial results of each agency are consolidated with CNV's financial statements at their proportionate share. A combined surplus of \$562K was reported.

Agency (\$ millions)	2024 Surplus Drivers
North Vancouver City Library	-
North Vancouver Museum & Archives Commission ¹	-
North Vancouver Recreation & Culture Commission ²	0.6
Total	0.6

^{1,2} NVMA and NVRC are included at CNV's proportionate share of 50% and 33.94% respectively.

NVCL generated a modest surplus of \$4.3K in 2024, which was generally consistent with its approved budget.

The NVMA's total shortfall of \$122K (CNV's share was \$61K) was primarily the result of increased strata fees, increased wage costs driven by a new collective bargaining agreement and regularization of some temporary staff, and rising expenses (ie exhibits).

CNV's proportionate share of NVRC's surplus was \$619K. This surplus was largely from favourable revenue variances driven by increasing demand, including for memberships, programs and lessons (i.e. fitness, aquatics, etc.), as well as investment income.

Assessment of Financial Condition

Assessing the financial health of a regional or local government includes consideration of several financial and non-financial elements. The primary financial elements

assessed by credit rating agencies (i.e. Standard & Poors) when analyzing the financial health of a municipality are debt burden and liquidity.

- **Debt Burden** refers to amount of debt relative to the size of an organization.
- **Liquidity** refers to the adequacy of assets readily convertible to cash compared to key expenses.

Debt Burden

1. Debt Service Payments / Adjusted Operating Revenues

This metric compares the amount of an organization's interest and principal costs (which are correlated with debt levels) to the organization's size, as indicated by general revenues (primarily taxes, fees, rents, and from sale of services). The measure used by the Provincial Government to evaluate a municipality's leverage as specified in the Municipal Liabilities Regulation is a comparison of debt service obligations to revenues, with the maximum permitted ratio being equal to 25%.

\$ thousands, unless otherwise indicated	2024	2023
2024 Debt Service Costs (A)	\$2	\$0
Adjusted Operating Revenues (B)	\$162,663	\$155,564
Ratio (A/B)	0.0%	0.0%

As of December 31, 2024, CNV had \$0.87M of outstanding short term debt from the Municipal Finance Authority. The interest incurred on the debt in 2024 was less than \$2,000. CNV's current debt service ratio is at the top of this category.

Liquidity

2. Unencumbered Liquid Assets / Annual Debt Service Costs

\$ thousands, unless otherwise indicated	2024	2023
Unencumbered Liquid Assets (A)	\$13,445	\$11,688
Debt Service Costs (B)	\$2	\$0
Ratio (A/B)	6723:1	N/A

Standard & Poor's top performers in this category have ratios greater than 1.2:1. CNV would again achieve a top rating in this category.

Loans

CNV has a committed Municipal Finance Authority loan facility in the amount of \$109 million to support the Harry Jerome Community Recreation Centre ("HJCRC") capital program. As of December 31, 2024 this loan was undrawn and there were no interest charges for 2024. The HJCRC financial strategy endorsed by Council on January 31, 2022 plans for the HJCRC loan to be paid after the completion of the project with the proceeds generated from the disposition of the Harry Jerome Neighborhood Lands, so is not anticipated to generate future ongoing debt service obligations for CNV.

CNV has also included new investments in the new North Shore Neighborhood House Hub Design & Construction Phase 2 project ("NSNH"), Kings Mill Walk Park, and 1600 Eastern Avenue Park in its Financial Plan. These projects are to be funded by a \$55.7 million loan facility from the Municipal Finance Authority. As of December 31, 2024, \$0.87M was drawn to fund the NSNH. Should this new debt facility be fully drawn and repaid over the long term, staff estimate that CNV's debt service payments to adjusted operating revenues ratio would be approximately 2%, well below the maximum ratio permitted by the Municipal Finance Regulations of 25%.

\$ thousands, unless otherwise indicated	2024 (Adj.) ¹
Interest Payments (A)	\$3,560
Adjusted Operating Revenues (B)	\$162,663
Ratio (A/B)	2.2%

¹ 2024 Adj assumes 2024 actual results, adjusted to assume CNV's \$55.7M MFA loan was fully drawn

The liquidity ratio of unencumbered liquid assets to annual debt service costs would have been 4:1, within the S&P's top rating.

\$ thousands, unless otherwise indicated	2024 (Adj.) ¹
Unencumbered Liquid Assets (A)	\$13,445
Annual Debt Service Costs (B)	\$3,560
Ratio (A/B)	4:1

¹ 2024 Adj assumes 2024 actual results, adjusted to assume CNV's \$55.7M MFA loan was fully drawn

Overall, even under the assumption that this debt was fully drawn in 2024, CNV's financial position would remain strong.

FINANCIAL IMPLICATIONS

Financial implications have been addressed throughout the report. Overall, CNV's financial position is strong.

INTERDEPARTMENTAL IMPLICATIONS

This report and draft statements summarize the financial position of the whole organization, including its related entities. CNV's favourable financial position reflects CNV departments' and related entities' cooperation and participation in sound financial management.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The financial results for 2024 reflect CNV's Corporate Business Plan Organizational Enabler of being a "A Responsible Organization." These results also reflect *Community Charter* requirements to manage within a balanced budget framework.

RESPECTFULLY SUBMITTED:



Larry Sawrenko
Chief Financial Officer

**The Corporation of the City of
North Vancouver**

**Consolidated Financial Statements
For the year ended December 31, 2024**

Statement of Management Responsibility

The Council of the Corporation of the City of North Vancouver ("CNV") has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of CNV. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of financial statements.

The Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Council annually reviews and accepts the consolidated financial statements.

CNV's independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether CNV's consolidated financial statements present fairly in all material respects the financial position of CNV as at December 31, 2024, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.

Larry Sawrenko

Chief Financial Officer

XXX 2025

Independent Auditor's Report

To the Mayor and Council of The Corporation of the City of North Vancouver

Opinion

We have audited the consolidated financial statements of the Corporation of the City of North Vancouver and its controlled entities (the "City"), which comprise the consolidated statement of financial position as at December 31, 2024 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2024, and its consolidated results of operations, its changes in consolidated net financial assets, its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the Schedules A, B and C of the City's consolidated financial statements.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report but does not include the consolidated financial statements and our auditor's report thereon.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements.

We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, British Columbia

REPORT DATE

The Corporation of the City of North Vancouver
Consolidated Statement of Financial Position
As at December 31, 2024 with comparative figures for 2023
(in thousands of dollars)

	2024	2023
		(restated)
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 212,705	\$ 237,385
Investments (note 3)	55,362	68,927
Investment in Lonsdale Energy Corp. (note 4)	5,071	4,829
Due from other governments	7,219	7,731
Accounts receivable	10,709	8,773
Loan to Lonsdale Energy Corp. (note 5)	26,318	26,623
Interest receivable	750	309
	<u>318,134</u>	<u>354,577</u>
LIABILITIES		
Accounts payable and accrued liabilities	30,062	30,356
Deferred revenue (note 13 (a))	45,660	38,961
Deferred lease revenue (note 13 (b))	48,402	48,911
Deferred development cost charges	30,018	27,815
Employee future benefits (note 6)	8,555	8,334
Advances and other liabilities	18,066	12,650
Debt (note 14)	873	-
Asset retirement obligations (note 8)	2,829	2,742
	<u>184,465</u>	<u>169,769</u>
NET FINANCIAL ASSETS	<u>133,669</u>	<u>184,808</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (note 7)	599,653	528,021
Inventories	1,013	978
Prepaid expenses	2,195	3,316
	<u>602,861</u>	<u>532,315</u>
ACCUMULATED SURPLUS (note 9)	<u>\$ 736,530</u>	<u>\$ 717,123</u>

Commitments and contingencies (note 10)

See accompanying notes to the consolidated financial statements

Chief Financial Officer
Larry Sawrenko

The Corporation of the City of North Vancouver
Consolidated Statement of Operations
Year ended December 31, 2024 with comparative figures for 2023
(in thousands of dollars)

	2024 Budget	2024	2023
	(notes 2(i) and 16)		
REVENUE			
Property value tax (note 10 (a))	\$ 80,941	\$ 81,899	\$ 76,274
Other levies	5,564	5,621	4,188
Licences and permits	6,036	4,723	7,898
Fines and fees	6,449	6,110	6,854
Rent	2,889	3,584	3,873
Interest, dividends and penalties	5,136	14,427	15,156
Sale of services	39,649	41,785	36,819
Rebate and recoveries	85	116	203
Grants and other	9,140	17,682	28,099
Developer contributions and other transfers	499	4,608	5,948
Gain on disposition of assets	-	1,231	746
Lonsdale Energy Corp. income (note 4)	-	242	3
	<u>156,388</u>	<u>182,028</u>	<u>186,061</u>
EXPENSES			
General government	26,047	28,465	28,197
Transportation and transit	8,596	13,414	10,749
Health, social services and housing	3,322	3,144	2,984
Development services	9,311	8,872	9,604
Protective services	34,539	35,880	32,844
Parks, recreation and culture	39,140	41,846	37,143
Water utilities	13,170	13,140	12,378
Sewer & drainage utilities	14,643	14,081	13,054
Solid waste	4,242	3,779	3,744
	<u>153,010</u>	<u>162,621</u>	<u>150,697</u>
Total expenses (note 12)			
	<u>153,010</u>	<u>162,621</u>	<u>150,697</u>
Annual surplus	3,378	19,407	35,364
Accumulated surplus beginning of year	717,123	717,123	681,759
Accumulated surplus end of year	<u>\$ 720,501</u>	<u>\$ 736,530</u>	<u>\$ 717,123</u>

See accompanying notes to the consolidated financial statements

The Corporation of the City of North Vancouver
Consolidated Statement of Changes in Net Financial Assets
Year ended December 31, 2024 with comparative figures for 2023
(in thousands of dollars)

	2024 Budget	2024	2023
	(notes 2(i) and 16)		
Annual surplus	\$ 3,378	\$ 19,407	\$ 35,364
Acquisition of tangible capital assets	(145,086)	(87,079)	(63,940)
Non-cash developer contributed assets	-	(2,887)	(2,094)
Proceeds on sale of tangible capital assets	-	1,994	1,029
Amortization of tangible capital assets	19,500	17,571	16,860
Gain on disposition of tangible capital assets	-	(1,231)	(746)
	<u>(125,586)</u>	<u>(71,632)</u>	<u>(48,891)</u>
Acquisition of inventories	-	(1,222)	(1,334)
Acquisition of prepaid expenses	-	(3,072)	(3,356)
Use of inventories	-	1,187	1,306
Use of prepaid expenses	-	4,193	2,794
	<u>-</u>	<u>1,086</u>	<u>(592)</u>
Decrease in net financial assets	(122,208)	(51,139)	(14,119)
Net financial assets, beginning of year	<u>184,808</u>	<u>184,808</u>	<u>198,927</u>
Net financial assets, end of year	<u>\$ 62,600</u>	<u>\$ 133,669</u>	<u>\$ 184,808</u>

See accompanying notes to the consolidated financial statements

The Corporation of the City of North Vancouver
Consolidated Statement of Cash Flows
Year ended December 31, 2024 with comparative figures for 2023
(in thousands of dollars)

	2024	2023
Cash provided by (used for):		
Operating Transactions		
Annual surplus	\$ 19,407	\$ 35,364
Items not involving cash:		
Amortization expense	17,571	16,860
Accretion expense	96	93
Gain on disposal of ARO	(9)	-
Gain on disposal of tangible capital assets	(1,231)	(746)
Non-cash developer contributed assets	(2,887)	(2,094)
Lonsdale Energy Corp. income	(242)	(3)
Changes in non-cash operating items:		
Decrease (increase) in due from other governments	512	(2,644)
Decrease (increase) in accounts receivable	(1,936)	1,469
Change in loan to Lonsdale Energy Corp.	305	30
Increase in interest receivable	(441)	(192)
Increase (decrease) in accounts payable and accrued liabilities	(294)	8,157
Increase in deferred revenue	6,699	1,354
Decrease in deferred lease revenue	(509)	(510)
Increase in deferred development cost charges	2,203	5,991
Increase (decrease) in accrued employee future benefits	221	(162)
Increase in advances and other liabilities	5,416	2,462
Decrease in inventories	(35)	(30)
Decrease (increase) in prepaid expenses	1,121	(562)
	45,967	64,837
Capital Transactions		
Cash used to acquire tangible capital assets	(87,079)	(63,940)
Proceeds from sale of tangible capital assets	1,994	1,029
	(85,085)	(62,911)
Investing Transactions		
Decrease in investments	13,565	34,163
	13,565	34,163
Financing Transactions		
Increase in debt	873	-
	873	-
Increase (decrease) in cash and cash equivalents	(24,680)	36,089
Cash and cash equivalents, beginning of year	237,385	201,296
Cash and cash equivalents, end of year	\$ 212,705	\$ 237,385

See accompanying notes to the consolidated financial statements

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

1. OPERATIONS

The City of North Vancouver ("CNV") was incorporated in 1907 and operates under the provisions of the Community Charter and the Local Government Act of British Columbia. CNV's principal activity is the provision of local government services to residents of the incorporated area. These services include administrative, protective, transportation, environmental, recreational, water and sanitary services.

2. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of CNV have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board ("PSAB"). The significant accounting policies are summarized below:

(a) Basis of Presentation

The consolidated financial statements include the accounts of all the funds of CNV, the accounts of the North Vancouver City Library, which is controlled by CNV, CNV's 33.94% proportionate share of the operations of the North Vancouver Recreation Commission, and CNV's 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. CNV's investment in Lonsdale Energy Corporation ("LEC"), a wholly owned government business enterprise, is accounted for using the modified equity method.

CNV has an agreement with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and CNV includes its proportionate share in CNV's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33.94% (2023 – 33.94%) by CNV and 66.06% (2023 – 66.06%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

CNV also has an agreement with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and CNV includes its proportionate share in CNV's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2023 – 50%) by CNV and 50% (2023 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

(b) Basis of Accounting

Revenue is recorded on an accrual basis and recognized when earned as specified below. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.

(c) Revenue Recognition

On January 1, 2024, CNV adopted public sector accounting standard 3400, Revenue, on a prospective basis. PS 3400 proposes a framework describing two categories of revenue – transactions with performance obligations and transactions with no performance obligations.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Revenue Recognition (continued)

Revenue from transactions with performance obligations is recognized when (at a point in time) or as (over a period of time) the organization satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor.

Revenue from transactions without performance obligation is recognized at realizable value when the organization has the authority to claim or retain an inflow of economic resources received or receivable and there is a past transaction or event that gives rise to the economic resources.

Property value taxes are recognized as revenue in the year that the taxes are authorized, the taxable event occurs and they are considered collectible. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed for Regional District services and other taxing authorities are not included in the revenues of CNV.

License and permit revenues are recognized when CNV's performance obligations are satisfied.

Rent revenue is recognized on a straight-line basis over the term of the lease.

Charges for sewer, water and solid waste usage are recorded as user fees and recognized as the service is provided. Connection fees revenues are recognized when the connection has been established.

Sale of service and other revenue are recognized on an accrual basis when the service is provided or control of the goods is transferred.

Unrestricted government transfers are recognized as revenue in the year that the transfer is authorized by the issuing government and any eligibility criteria have been met. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which any stipulations that create liabilities are met.

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt and also are recorded as revenue.

(d) Deferred Revenue

Deferred revenue consists of prepaid property taxes, prepaid business licenses, unspent portion of restricted grants and fees paid in advance for services yet to be provided.

(e) Deferred Lease Revenue

Deferred lease revenue consists of funds collected in advance of rental periods for long-term prepaid leases, which will be recognized as revenue on a straight-line basis over the term of the lease.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Deferred Development Cost Charges

Development cost charges collected to pay for future capital projects are deferred upon receipt and recognized as revenue when the capital costs for which they were collected are incurred.

(g) Cash and cash equivalents

Cash and cash equivalents consist of cash, highly liquid pooled high interest savings accounts with the Municipal Finance Authority ("MFA").

(h) Investments

Investments include bank issued notes and bonds and Provincial bonds and debentures maturing after December 31, 2024 and are valued at the lower of cost or market value. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

(i) Budget Figures

The budget figures are based on the financial plan adopted by Council as the "Financial Plan for the Years 2024 to 2028 Bylaw, 2024, No. 9016" on April 22nd, 2024.

(j) Employee Future Benefits

CNV and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, contributions are expensed as incurred.

Sick leave and post-employment benefits also accrue to CNV's employees. The liabilities related to these benefits are actuarially determined based on services and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefits plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(k) Debt

Interest on debt is charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year. Debt issued through the Municipal Finance Authority is recorded in the consolidated financial statements net of sinking fund payments and adjustments.

(l) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(I) Non-Financial Assets (continued)

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	Straight-line over useful life of each asset unit	10 – 100 years
Parks	Straight-line over useful life of each asset unit	10 – 75 years
Buildings	Straight-line over useful life of each asset unit	10 – 100 years
Machinery & equipment	Straight-line over useful life of each asset unit	3 – 25 years
Vehicles	Straight-line over useful life of each asset unit	6 – 25 years
Infrastructure	Straight-line over useful life of each asset unit	7 – 100 years
Library materials	Straight-line over useful life of each asset unit	2 – 5 years
Work in progress	Not amortized until put into use	

(ii) Works of Art and Historic Assets

CNV and the Museum and Archives Commission manages and controls various works of art and non-operational historic assets, including buildings, artifacts, paintings and sculptures located at City sites and public display areas.

Works of art and historic assets are not recorded as assets in these consolidated financial statements.

(iii) Natural Resources

Horticultural assets such as treed areas, grassy areas and gardens are not recognized as assets in the consolidated financial statements.

(iv) Interest Capitalization

CNV does not capitalize interest costs associated with the construction of a tangible capital asset.

(v) Leased Tangible Capital Assets

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the payments are charged to expenses as incurred.

(vi) Inventories

Inventories held for consumption are recorded at the lower of weighted average cost and replacement cost.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(m) Estimates

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts in the consolidated financial statements and the disclosure of contingent liabilities. Areas requiring significant estimation are post-employment benefits, compensated absences and termination benefits, estimated useful life of tangible capital assets, asset retirement obligations and measurement of contingent liabilities. Actual results could differ from these estimates.

(n) Segment Disclosure

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses (note 12).

(o) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

- i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- ii) the past transaction or event giving rise to the liability has occurred;
- iii) it is expected that future economic benefits will be given up; and
- iv) a reasonable estimate of the amount can be made.

The resulting costs have been capitalized into the carrying amount of the related tangible capital assets and are being amortized on the same basis as the related tangible capital asset. Assumptions used in the calculations are reviewed annually.

(p) Financial Instruments

Financial instruments classification is determined upon inception and financial instruments are not reclassified into another measurement category for the duration of the period they are held. Financial assets and financial liabilities, other than hedges, equity instruments quoted in an active market, and financial instruments designated at fair value, are measured at cost or amortized cost upon inception and subsequent to initial recognition. Cash and cash equivalents are measured at cost. Accounts receivable, investments, other receivables, and accounts payable and accrued liabilities are measured at amortized cost using the effective interest rate method to determine interest revenue or expense in the Consolidated Statement of Operations for the period it is earned. Valuation allowances are made when collection is in doubt. Investments include bank issued notes and bonds and provincial bonds and debentures maturing after the current year. Investments are adjusted for any amortization of premiums or discounts. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are included in the carrying value of the related investments.

All financial assets recorded at cost or amortized cost are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Consolidated Statement of Operations. A financial liability is de-recognized when it is extinguished.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

3. INVESTMENTS

The fair value of investments at December 31, 2024 is \$54,264,000 (2023 - \$65,962,000). CNV's investment portfolio consists of provincial governments and Canadian bank bonds with an amortized cost of \$55,362,000 (2023 - \$68,927,000).

Financial instruments maturing between January 2025 to December 2025 range in yield from 1.30% to 7.52% (2024 – 2.10% to 3.13%). Investments maturing from January 2026 to May 2031 range in yield from 1.40% to 3.36%.

No investments valued at market value were revalued in 2024, so a Consolidated Statement of Remeasurement Gains and Losses is not applicable.

4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC")

CNV owns all the issued and outstanding shares of LEC, which was incorporated under the Business Corporations Act (British Columbia) on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

	2024	2023
Cash and accounts receivable	\$ 4,952	\$ 4,050
Plant and equipment	49,886	40,969
Other assets	1,438	732
Total assets	<u>\$ 56,276</u>	<u>\$ 45,751</u>
Accounts payable and accrued liabilities	\$ 4,810	\$ 3,678
Deferred contributions	12,037	8,621
Debt	34,358	28,623
Total Liabilities	<u>\$ 51,205</u>	<u>\$ 40,922</u>
Shareholder's equity	<u>\$ 5,071</u>	<u>\$ 4,829</u>
	2024	2023
Total revenue	\$ 10,651	\$ 9,713
Total expenses	10,409	9,710
Net income	<u>\$ 242</u>	<u>\$ 3</u>

Included in CNV's Consolidated Statement of Financial Position is "Investment in Lonsdale Energy Corp." in the amount of \$5,071,000 (2023 - \$4,829,000) and a loan receivable in the amount of \$26,318,000 (2023 – \$26,623,000) (note 5(a)). Also included in accounts receivable in CNV's Consolidated Statement of Financial Position are receivables from LEC in the amount of \$1,040,000 (2023 - \$1,067,000).

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

5. LOAN TO LONSDALE ENERGY CORPORATION

The loan receivable balance of \$26,318,000 (2023 - \$26,623,000) consists of the following interest bearing promissory notes:

On August 1, 2018, CNV converted amounts due from LEC whereby LEC issued a 5 year promissory note to CNV in the amount of \$33,661,966. On July 15, 2019 and November 17, 2021, CNV's Council authorized LEC to borrow an additional \$1,681,000 and \$290,000 respectively.

On August 1, 2023, a five-year demand term loan was issued by CNV to borrow a maximum of \$35,632,966. This promissory note replaced and nullified all previous promissory notes issued by CNV to LEC. The loan matures on August 1, 2028 and bears interest at 3.51% per annum.

As at December 31, 2024 an amount of \$26,317,804 remains due to CNV. During the year, LEC drew \$715,000 (2023 - \$1,050,000) from this promissory note. After considering the principal payments of \$5,389,162 made to date, the remaining funding available to LEC under the terms of the agreement is \$3,926,000, which LEC expects to draw on for future asset construction. At the maturity date of the loan to LEC, CNV may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

Interest revenue of \$949,000 (2023 - \$798,000) and dividend revenue of \$54,000 (2023 - \$45,900) has been included in the Consolidated Statement of Operations.

6. EMPLOYEE FUTURE BENEFITS

(a) Sick and Severance

Employees of CNV are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of CNV's future benefits was completed as at December 31, 2024.

Information regarding CNV's obligations for these benefits, including 100% of the North Vancouver City Library and its proportionate share of the North Vancouver Recreation Commission and North Vancouver Museum and Archives Commission, is as follows:

	2024	2023
Benefit obligation - beginning of the year	\$ 7,958	\$ 6,944
Add: Current service costs	708	597
Interest on accrued benefit obligation	337	322
Actuarial loss (gain)	(169)	1,023
Less: Benefits paid	(659)	(928)
Benefit obligation - end of the year	\$ 8,175	\$ 7,958
Add: Unamortized actuarial gain	380	376
Benefit liability - end of the year	<u>\$ 8,555</u>	<u>\$ 8,334</u>

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

6. EMPLOYEE FUTURE BENEFITS (continued)

The significant actuarial assumptions adopted in measuring CNV's accrued benefit liability are as follows:

	2024	2023
Discount rates	4.30%	4.10%
Future inflation rates	3.5% for 2024 and 2.0% thereafter	4.5% for 2024 and 2.0% thereafter
Compensation increases, net of inflation	0.0% to 1.9%	0.0% to 0.5%

The unamortized actuarial gain is amortized over a period equal to the employees' average remaining service lifetime of 12 years for CNV (2023 - 11 years).

(b) Council Retirement Stipend

Starting 2005, Council Members are entitled to a retirement stipend based on 9.31% of the individual's total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.

7. TANGIBLE CAPITAL ASSETS

2024	Land	Land Improvements	Parks	Buildings	Machinery & Equipment	Vehicles	Infrastructure	Library Materials	Work in Progress	Total
Costs										
Balance beginning of year	\$ 46,229	\$ 82,423	\$ 63,082	\$ 152,820	\$ 26,854	\$ 14,504	\$ 282,658	\$ 960	\$ 118,468	\$ 787,998
Additions and Adjustments	-	-	-	1,196	-	976	15,853	246	86,860	105,131
Disposals and Transfers	1	-	-	23	-	482	1,923	214	15,165	17,808
Balance end of year	\$ 46,228	\$ 82,423	\$ 63,082	\$ 153,993	\$ 26,854	\$ 14,998	\$ 296,588	\$ 992	\$ 190,163	\$ 875,321
Accumulated Amortization										
Balance beginning of year	\$ -	\$ 23,710	\$ 22,271	\$ 81,859	\$ 21,007	\$ 5,939	\$ 104,727	\$ 464	\$ -	\$ 259,977
Amortization and Adjustments	-	2,137	2,148	4,514	1,334	1,012	6,209	217	-	17,571
Disposals	-	-	-	23	-	411	1,232	214	-	1,880
Balance end of year	\$ -	\$ 25,847	\$ 24,419	\$ 86,350	\$ 22,341	\$ 6,540	\$ 109,704	\$ 467	\$ -	\$ 275,668
Net Book Value	\$ 46,228	\$ 56,576	\$ 38,663	\$ 67,643	\$ 4,513	\$ 8,458	\$ 186,884	\$ 525	\$ 190,163	\$ 599,653

2023	Land	Land Improvements	Parks	Buildings	Machinery & Equipment	Vehicles	Infrastructure	Library Materials	Work in Progress	Total
Cost										
Balance beginning of year	\$ 46,229	\$ 82,411	\$ 57,695	\$ 149,468	\$ 26,101	\$ 12,718	\$ 277,033	\$ 955	\$ 71,212	\$ 723,822
Additions and Adjustments	-	12	5,387	3,352	753	3,314	5,726	233	47,256	66,033
Disposals	-	-	-	-	-	1,528	101	228	-	1,857
Balance end of year	\$ 46,229	\$ 82,423	\$ 63,082	\$ 152,820	\$ 26,854	\$ 14,504	\$ 282,658	\$ 960	\$ 118,468	\$ 787,998
Accumulated Amortization										
Balance beginning of year	\$ -	\$ 21,509	\$ 20,113	\$ 77,363	\$ 19,476	\$ 6,309	\$ 99,444	\$ 478	\$ -	\$ 244,692
Amortization and Adjustments	-	2,201	2,158	4,496	1,531	917	5,343	214	-	16,860
Disposals	-	-	-	-	-	1,287	60	228	-	1,575
Balance end of year	\$ -	\$ 23,710	\$ 22,271	\$ 81,859	\$ 21,007	\$ 5,939	\$ 104,727	\$ 464	\$ -	\$ 259,977
Net Book Value	\$ 46,229	\$ 58,713	\$ 40,811	\$ 70,961	\$ 5,847	\$ 8,565	\$ 177,931	\$ 496	\$ 118,468	\$ 528,021

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

7. TANGIBLE CAPITAL ASSETS (continued)

(a) Work in Progress

Work in progress having a cost of \$190,163,000 (2023 - \$118,468,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

(b) Developer Contributed Tangible Capital Assets and Other Transfers

Developer contributed tangible capital assets and other transfers such as roads, sidewalks, street lighting and other infrastructure of \$2,887,000 (2023 - \$2,094,000) have been recognized during the year.

8. ASSET RETIREMENT OBLIGATIONS

CNV owns several buildings known to have asset retirement obligations at their retirement. Estimated costs have been discounted to the present value using a discount rate of 3.5% per annum (2023 – 3.5%).

Balances of the asset retirement obligations are as follows:

	2024	2023
Balance beginning of year	\$ 2,742	\$ 2,649
Accretion expense	96	93
Disposal of ARO	(9)	-
Balance end of year	\$ 2,829	\$ 2,742

9. ACCUMULATED SURPLUS

	2024	2023
General funds – general, water and sewer & drainage (a)	\$ 72,016	\$ 64,868
Reserve fund (b)	77,190	148,117
Capital fund (c)	635,726	553,049
Prepaid lease revenue not yet recognized	(48,402)	(48,911)
Accumulated surplus, end of year	\$ 736,530	\$ 717,123

The prepaid lease revenue not yet recognized is available to temporarily finance specific operations until planned revenues are received. The proceeds from the prepaid lease (note 13 (b)) have been utilized for the construction of the Harry Jerome Community Recreation Centre.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

9. ACCUMULATED SURPLUS (continued)

(a) General funds – general, water and sewer

	2024	2023
Appropriated:		
General fund	\$ 20,999	\$ 23,071
Water fund	6,304	7,105
Sewer & Drainage fund	15,707	14,220
Unappropriated:		
General fund	13,445	11,688
Water fund	7,238	4,212
Sewer & Drainage fund	7,918	3,743
General funds – COVID-19 Safe Restart Grant	405	829
	<u>\$ 72,016</u>	<u>\$ 64,868</u>

(b) Reserve Funds

	Balance December 31, 2023	Contributions & Transfers	Earnings	Expenditures	Balance December 31, 2024
Machinery and Equipment					
Engineering	\$ 2,643	\$ 73	\$ 268	\$ 581	\$ 2,403
Fire	428	236	28	280	412
General	21	-	4	-	25
Computer	43	38	4	-	85
Building	74	-	-	45	29
Local Improvements	855	1	51	1	906
Affordable Housing	8,148	-	245	8,073	320
Tax Sale Lands	36,785	-	2,240	1,901	37,124
Waterworks	5,271	-	315	-	5,586
Parking	6	-	-	-	6
Civic Amenity	76,458	3,835	2,986	76,285	6,993
Justice Administration Accommodation	56	-	-	21	35
Streets DCC	-	1,158	-	1,158	-
Parks DCC	-	1,248	-	1,248	-
Lower Lonsdale Legacy	2,763	-	160	179	2,744
Infrastructure	1,414	-	683	449	1,648
Public Art	729	115	46	23	867
Sustainable Transportation	244	88	13	123	222
Carbon Fund	818	65	750	442	1,191
Growing Communities Fund	11,361	-	671	227	11,805
Housing Accelerator Fund	-	-	4,789	-	4,789
Total	<u>\$ 148,117</u>	<u>\$ 6,857</u>	<u>\$ 13,253</u>	<u>\$ 91,036</u>	<u>\$ 77,190</u>

(c) Capital Fund

	2024	2023
Invested in tangible capital assets	\$ 595,951	\$ 525,280
Appropriated capital funds	39,775	27,769
	<u>\$ 635,726</u>	<u>\$ 553,049</u>

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

10. COMMITMENTS AND CONTINGENCIES

(a) Property Value Taxes

CNV is obliged to levy, collect and remit property taxes on behalf of, and to finance the arrears of property value taxes of, other bodies as follows:

	2024	2023
Tax collected	\$ 143,008	\$ 133,575
Less collections for and remittances to other bodies:		
Provincial Government - Schools	\$ 44,170	\$ 42,797
Greater Vancouver Regional District	2,407	2,187
Greater Vancouver Transportation Authority	12,392	10,214
British Columbia Assessment Authority	1,633	1,595
Municipal Finance Authority	8	8
BIA Lower Lonsdale Society	499	500
	<u>\$ 61,109</u>	<u>\$ 57,301</u>
Property Value Tax	<u>\$ 81,899</u>	<u>\$ 76,274</u>

(b) Pension Liability

CNV and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024. CNV paid \$5,895,000 (2023 - \$5,143,000) for employer contributions while employees contributed \$5,195,000 (2023 - \$4,565,000) to the plan in fiscal 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

10. COMMITMENTS AND CONTINGENCIES (continued)

(c) Contingent Liabilities

CNV is currently engaged in or party to certain legal actions, assessment appeals and other existing conditions involving uncertainty, which may result in material loss. A reasonable estimate of these future liabilities has been made where possible and is recorded in the financial statements as a liability. Where the outcomes or amounts or losses are uncertain, management has determined that there are no potential material amounts involved.

(d) E-Comm

CNV is a member of Emergency Communications for British Columbia, Incorporated ("E-Comm"), an organization comprised predominately of member municipalities, for the purpose of providing emergency dispatch services. CNV is represented on the board and as a class "A" shareholder has voting rights should the organization want to incur additional debt.

The E-Comm facility was constructed using debt as a financing mechanism and members are liable for a proportionate share of that debt. This debt is repaid by members through annual fees charged by E-Comm. Should E-Comm dissolve, the members would be liable for a proportionate share of any residual debt. Alternatively, should members choose to opt out of E-Comm, they would be liable for a proportionate share of debt at the time of withdrawal.

CNV holds 2 class "A" shares and one class "B" share.

(e) Contractual Rights and Obligations

As at December 31, 2024 CNV had entered into various construction contracts for a total outstanding value of \$116,600,000 (2023 - \$140,300,000).

Land Leases

In 1978, CNV entered into 3 land lease agreements as the lessor with private sector entities as lessees, allowing the private sector entities to construct multi-unit residential premises on CNV's land. At the end of the lease, CNV will be required to pay the leaseholders consideration equal to the fair market value of the improvements, if CNV determines that the improvements have value (with no value attributable to the land), when the ownership transfers back to CNV. The amount to be paid as compensation is not currently determinable, as the fair market value of the improvements at the end of the lease terms is reliant upon factors outside of the control of CNV. The land leases are set to end in 2058.

Private Sector Leases

CNV has also entered into lease agreements with private sector entities to allow those entities to construct buildings on CNV owned land. In return, CNV received basic rent and the land and buildings will be surrendered back to CNV with no compensation payable by CNV. The timing of the end of lease terms range from 2077 to 2121.

Lessee	Premise
The Shipyards Development Ltd.	125 Victory Ship Way
Darwin/Minto Properties (M4 at Lonsdale Square) Ltd. (name changed to Lonsdale Square Property Ltd. in January 2025)	126 East 21 st Street
SRZ North (North Vancouver) Ltd.	2141 Eastern Avenue

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

10. COMMITMENTS AND CONTINGENCIES (continued)

(e) Contractual Rights and Obligations (continued)

Not for Profit Leases

CNV had entered into lease agreements as the lessor with various not-for-profit organizations and other government entities as lessees. Upon expiration the leases, ownership of the buildings constructed by the lessees transfer to CNV. The timing of the end of lease terms range from 2026 to 2086, if all options to renew are exercised.

Lessee	Premise
Quay View Housing Society	150 West 2 nd Street
Entre Nous Femmes Housing Society	1800 Rufus Drive
Greater Vancouver Housing Corporation	601 West Keith Road
The Lookout Emergency Aid Society	705 West 2 nd Street
Creekside Housing Co-operative	710 West 15 th Street
Catalyst Community Developments Society	221 East 2 nd Street and 144 St. Georges Avenue
North Shore Health Region	1601 Forbes Avenue
British Columbia Photography and Media Arts Society	105 Carrie Cates

11. TRUST FUNDS

Certain assets have been conveyed or assigned to CNV to be administered as directed by an agreement or statute. CNV holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling \$3,974,000 (2023 - \$3,810,000), which is administered by CNV, has not been included with CNV's accounts.

12. SEGMENTED INFORMATION

CNV is a diversified municipal government entity in the Province of British Columbia that provides a wide range of services to its citizens. Certain functional areas have been combined and separately disclosed in the segmented information. The segments and the services they provide are as follows:

General Government

General Government provides the administrative and legislative services that support the various sectors of CNV. Functions include financial planning and reporting, economic development and legislative services.

Transportation and Transit

The Transportation and Transit division aims to provide enhanced access to public transit, safe pedestrian and cyclist routes, accessible transportation for people with limited mobility and maintain existing infrastructure. These goals are achieved through street design, traffic signals and signs, street lighting and road maintenance activities.

Health, Social Services and Housing

Health, Social Services and Housing encompasses a wide variety of City funded initiatives aimed at supporting the social structure and sustainability of the community. Included are cemetery operations, youth and family support services, seniors programs and homeless prevention initiatives.

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

12. SEGMENTED INFORMATION (continued)

Development Services

Development Services' focus is community planning, which includes land use guidelines, the management of City owned lands, heritage planning and development of CNV's official community plan.

Protective Services

Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible for providing fire suppression service, fire prevention services and fire safety education. Bylaw Services is responsible for the enforcement and education of CNV's bylaws and conflict resolution.

Parks, Recreation and Culture

Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of CNV's many parks and trails, the North Vancouver City Library and CNV's participation in the North Vancouver Museum and Archives and the North Vancouver Recreation and Culture Commission.

Water Utilities

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of North Vancouver.

Sewer & Drainage Utilities

The Sewer & Drainage Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages CNV's 150km storm drainage system which diverts rainfall runoff with an emphasis on flood prevention.

Solid Waste

The Solid Waste Utility provides curbside garbage, recycling and yard trimmings collection to the residents of the City of North Vancouver.

The Consolidated Statement of Operations by segment and services is as follows:

	Revenues	Expenses						Annual Surplus (Deficit)
		Wages & Benefits	Goods & Supplies	Services	Amortization and Accretion	Capitalized	Total	
General government	\$ 112,907	\$ 22,389	\$ 5,090	\$ 3,989	\$ 2,219	\$ (5,222)	\$ 28,465	\$ 84,442
Transportation and transit	2,701	4,057	955	6,619	4,400	(2,617)	13,414	(10,713)
Health, social services and housing	499	522	75	2,553	4	(10)	3,144	(2,645)
Development services	6,923	7,293	37	1,542	-	-	8,872	(1,949)
Protective services	2,023	21,506	827	12,864	833	(150)	35,880	(33,857)
Parks, recreation and culture	13,264	19,759	2,720	84,084	8,117	(72,834)	41,846	(28,582)
Water utilities	18,613	2,371	9,697	4,201	978	(4,107)	13,140	5,473
Sewer & drainage utilities	21,381	1,959	186	12,747	1,082	(1,893)	14,081	7,300
Solid waste	3,620	1,807	25	1,905	42	-	3,779	(159)
2024	\$ 181,931	\$ 81,663	\$ 19,612	\$ 130,504	\$ 17,675	\$ (86,833)	\$ 162,621	\$ 19,310
2023	\$ 186,061	\$ 77,248	\$ 18,407	\$ 101,788	\$ 16,960	\$ (63,706)	\$ 150,697	\$ 35,364

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

13. DEFERRED REVENUE

(a) Deferred revenue

	2024	2023
Deposits and contributions for future use	\$ 29,103	\$ 25,933
Prepaid property taxes and utilities	11,675	11,085
Prepaid licenses and permits	3,103	181
Other	1,779	1,762
Total	\$ 45,660	\$ 38,961

The adoption of PS 3400 resulted in a 2024 adjustment of \$2,915,000 to increase license and permit deferred revenue.

(b) Deferred lease revenue

In 2020, CNV entered into an agreement for the Harry Jerome Neighborhood Lands for a lease term of 99 years. Deferred lease revenue is comprised of \$48,402,000 (2023 - \$48,911,000) in relation to this lease.

14. DEBT

CNV obtains debt through the MFA pursuant to security issuing bylaws under authority of the Community Charter to finance certain capital expenditures:

Bylaw	Use	Year of Maturity	Current Interest Rate	Net debt 2023	Additions	Net debt 2024
9032	North Shore Neighborhood House	2029	4.05%	-	\$ 873	\$ 873
9032	Kings Mill Walk Park	2029	-	-	-	-
9032	1600 Eastern Park	2029	-	-	-	-
8909	Harry Jerome Community Recreation Centre	2027	-	-	-	-
				-	\$ 873	\$ 873

Loan authorization bylaws 9032 and 8909 are for temporary interim borrowing loans (up to 5 years) with interest-only payments. After the interim period is complete, they will transfer into long-term debt with annual interest and principal payments.

The maximum borrowing for each use is as follows:

Use	Total Authorized
North Shore Neighborhood House	\$ 49,500
Kings Mill Walk Park	4,300
1600 Eastern Park	1,900
Harry Jerome Community Recreation Centre	109,000
Total Loan Authorization:	\$ 164,700

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

15. FINANCIAL RISK MANAGEMENT

CNV has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. CNV has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk

Credit risk is the risk of financial loss to CNV if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from accounts receivable made up of property tax and utilities and other non-property tax related balances.

For property tax and utility balances, outstanding amounts are transferred to the property tax account associated with the invoiced real property at the end of each fiscal year and form all or part of the tax arrears for the property. CNV is required by the Local Government Act to conduct an annual tax sale by offering for sale by public auction each parcel of real property on which taxes are delinquent. Registered charge holders have the full right to redeem the property. To redeem the property, the charge holder must remit the full upset price, plus interest on the purchase price at a rate set by the Province, within one year of the tax sale.

For other account receivable balances, CNV maintains allowances for potential credit losses, with results to date within CNV's expectations. In making estimates in respect of the allowance for doubtful accounts, current economic conditions, historical information, reasons for the accounts being past due, and operational nature of invoices are all considered in the determination of when to record allowances for past due accounts. The same factors are considered when determining whether to write off amounts charged to the allowance account against amounts receivable.

(b) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The market risks to which CNV is exposed are foreign exchange risks and interest rate risks.

(i) Foreign exchange risk

Foreign exchange risk refers to the risk that the fair value of financial instruments, or future cash flows associated with the instruments, will fluctuate in Canadian dollar value due to changes in foreign exchange rates.

The functional currency of CNV is the Canadian dollar. CNV receives some US dollar payments and incurs some US dollar operating and capital costs. These US dollar transactions represent an insignificant volume and value of total overall transactions, resulting in minimal risk.

(ii) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. CNV manages such risk by adoption of an investment policy and adherence to this policy and the Community Charter. Investments are in pooled funds with the Municipal Finance Authority in a diversified portfolio in accordance with CNV's investment policy, which include preservation of capital, minimization of

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

15. FINANCIAL RISK MANAGEMENT (continued)

(b) Market risk (continued)

(ii) Interest rate risk (continued)

default and interest rate risk, sufficient liquidity to meet operating and capital requirements, and generation of a stable return on investments. Investments include GICs and High Interest Savings Accounts not subject to market fluctuations. It is management's opinion that CNV is not exposed to significant market risk arising from its financial instruments.

(c) Liquidity risk

Liquidity risk is the risk that CNV will not be able to meet its financial obligations as they become due. For its accounts payables, CNV manages liquidity risk by holding assets that can be readily converted into cash and by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to CNV's reputation.

16. BUDGET FIGURES

The budget figures presented in these consolidated financial statements include 100% of the North Vancouver City Library and CNV's proportionate share of the North Vancouver Recreation Commission and North Vancouver Museum and Archives Commission. The financial plan was approved by Council as the Financial Plan for the Years 2024 to 2028 Bylaw, 2024, No. 9016 April 22nd, 2024. The table below reconciles the approved budget to the budget figures reported.

		<u>Financial Plan Bylaw</u>
Revenue per Statement of Operations		\$ 156,388
Less:		
Budget adjustments for consolidation	5,170	
Transfers from reserve	(8,096)	
Interagency funds	<u>(7,503)</u>	
		<u>(10,429)</u>
Revenue per Financial Plan Bylaw		<u>\$ 145,959</u>
Expenses per Statement of Operations		153,010
Adjustments:		
Decrease for capital expenditures	(15,520)	
Increase for non-capital projects	11,788	
Budget adjustments for consolidation	13,571	
Decrease for interagency payments	<u>(7,503)</u>	
		<u>2,335</u>
Expenses per Financial Plan Bylaw		<u>\$ 155,345</u>
Deficit for the year		<u>(9,386)</u>

The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

16. BUDGET FIGURES (continued)

Reserves and capital:

Capital expenditures	(145,086)
Depreciation	19,500
Equity	(19,281)
Transfers from reserves	133,206
External contributions	23,045
Debt Servicing	(1,998)

Annual budgeted surplus per Financial Plan Bylaw

\$	-
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17. COMPARATIVE INFORMATION

Certain prior year amounts have been reclassified for consistency with the current year presentation. These reclassifications had no effect on the reported results of operations.

The Corporation of the City of North Vancouver
Schedule A, B & C - Unaudited
Year ended December 31, 2024
(Tabular amounts in thousands of dollars)

Schedule A: COVID-19 Safe Restart Grant

	2024
2023 Grant Funding Balance	\$ 829
Grant Expenditures:	
Business Continuity	(42)
Community Resiliency & Recovery	(120)
City Services	(262)
2024 Grant Funding Balance, December 31, 2024	\$ 405




Schedule B: Growing Communities Fund

	2024
2023 Grant Funding Balance	\$ 11,361
Interest Earned	671
Grant Expenditures	(228)
2024 Grant Funding Balance, December 31, 2024	\$ 11,804

Schedule C: Local Government Housing Initiatives Funding

	2024
2024 Grant Funding Received	\$ 431
Grant Expenditures	(69)
2024 Grant Funding Balance, December 31, 2024	\$ 362



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Emily Macdonald, Planner 2

Subject: INTRODUCTION OF SMALL SCALE MULTI-UNIT HOUSING ZONE TO
ALIGN WITH PROVINCIAL LEGISLATION

Date: May 5, 2025 File No: 09-3900-30-0009/1

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

RECOMMENDATION

PURSUANT to the report of the Planner 2, dated May 5, 2025, entitled
“Introduction of Small Scale Multi-Unit Housing Zone to Align with Provincial
Legislation”:

THAT the following bylaws be considered for readings:

- “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone);
- “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference).

ATTACHMENTS

1. Information Report to Council dated April 14, 2025 on the Draft Small Scale Multi Unit Housing Zone (CityDocs [2659498](#))
2. Summary of Feedback and Changes made after April 14, 2025 to the Draft SSMUH Zone (CityDocs [2659238](#))
3. Proposed Changes to the Consolidated Zoning Bylaw (tracked changes document) (CityDocs [2644522](#))
4. Proposed “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone) (CityDocs [2594728](#))
5. Proposed “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference) (CityDocs [2652902](#))

SUMMARY

This report presents a proposed bylaw to implement the Small Scale Multi-Unit Housing (SSMUH) Zone to comply with Provincial requirements. The bylaw amends the Zoning Bylaw to include a new zone: Low Rise Small Scale Multi-Unit Housing Zone. The bylaw also amends the zoning map, rezoning 880 properties to the new zone. An amendment to the Advisory Design Panel Bylaw is presented as well.

A draft version of the zone was presented to Council on April 14, 2025. This report introduces the final version of the proposed bylaw and highlights changes that have been made to the draft zone based on feedback received.

BACKGROUND

In late 2023, the Provincial Government adopted legislation requiring all municipalities in BC with a population of greater than 5,000 people to rezone certain properties with “Restricted Zones” to allow greater densities of 3, 4 or 6 units by no later than June 30, 2024. The City of North Vancouver was successful in receiving an extension to the deadline and is required to implement a new zone no later than June 1, 2025. A draft zone was presented to Council on April 14, 2025.

DISCUSSION

Staff reached out to twelve architects, designers, and developers with small-scale multi-unit zoning experience in the City of North Vancouver and other Lower Mainland communities for feedback on the draft zone. Staff also talked to planners in thirteen Lower Mainland municipalities who have implemented or are in the process of implementing small-scale multi-unit zoning to better understand what is working well and whether they might recommend an alternate approach. As well, staff received inquiries and feedback from 50 City residents in response to the City’s mail-out.

The following table briefly summarizes how the draft zone has been updated in response to feedback. A more detailed summary of feedback received and the responding changes is provided in Attachment 4.

	Draft Zone	Revisions to Draft Zone
Permitted Uses	<ul style="list-style-type: none">• Residential units• Home Offices and Home-Based Businesses• Residential Care Facilities• Home-based child care facilities	No change.
Building Types	<ul style="list-style-type: none">• Single-detached home• Duplex• Infill building• Multiplex• Townhouse	No change.
Height	Up to 3 storeys and 12m from lowest floor level	Minor change to setbacks for rooftop railings.

Setbacks	<ul style="list-style-type: none"> • 1.2m sides • 3.0m front • 1.5m rear • 3m or 20 percent exterior side yards 	Minor change to clarify that encroachments into side setbacks cannot impede emergency access.
Lot Coverage	Variable by unit count, ranging from 35% to 50% (includes parking and stairs, excludes balconies, decks)	No change.
Floor-Space Ratio	No FSR (buildable floor area is equivalent to ~0.7 – ~1.0 FSR, inclusive of parking)	No change.
Number of units	Lots 280 sq. m. and under: 3 units Lots over 280 sq. m. and outside of “Frequent Transit Area”: 4 Lots over 280 sq. m. and inside “Frequent Transit Area”: 6	Provincial Requirement – no change.
Unit sizes	All units: Minimum 50 sq.m.	No change.
Outdoor space	Minimum area for soil-based landscaping (prohibits structures, requires soil and plantings) 30-50%	Minor change to provide greater flexibility in exemption for pad-mounted transformers. (Requirements for landscaping and trees to be included in Design Guidelines)
Fencing	Limited height for fences on or near retaining walls.	Clarified language regarding the height of fences on or near retaining walls.
Parking	No minimum, areas for parking are included in Lot Coverage	Added a minimum of 0.5 parking spaces per unit for properties outside of the FTA.
Bicycle Parking	2 per unit for projects with 3 or more units. Various design and pathway requirements.	Simplified requirements, clarified that the requirements are relaxations of bicycle parking requirements elsewhere in the Zoning Bylaw, and removed pathway requirements. (Pathway requirements to be included in Design Guidelines)
Site Accessibility	Exterior stairs are disincentivised.	No change to zone. Design Guidelines will encourage improved accessibility and adaptability.
Stratification	Stratification is permitted, building code requirements apply.	No change. Confirmed that horizontal stratification is permitted to support more accessible/adaptable units.

Considerations and Responses:

Several changes have been made to the zone in response to the input received. Many of the changes were for greater clarity for users (designers, developers and staff) and included clearer language and revised illustrations.

Some suggested revisions were considered but did not result in changes in the zone at this time. A number of items will be monitored and considered for future updates, while others will be communicated through supplementary materials that can be provided to applicants and others as needed.

As well, several items have been identified for inclusion in future Development Permit Design Guidelines. These include:

- Landscaping and trees;
- Site circulation and lighting;
- Relaxations for height projections, and siting of buildings and accessory structure;
- Guidelines to encourage accessible and adaptable design and visitability features.

Additional items will be considered for inclusion in the Design Guidelines during their development.

The second bylaw included for consideration amends the Advisory Design Panel Terms of Reference to exclude all SSMUH development from review by the Advisory Design Panel. The rationale for this is that, while review by the panel can be beneficial for developments, resulting in improved designs, at the initial implementation of the zone there will be no authority by staff to compel any changes in proposed designs except for those that are necessary to achieve consistency with zoning or other bylaws.

NEXT STEPS

Should Council adopt the proposed bylaw, staff will proceed with preparation of a supporting handout and staff training on how to process applications subject to the zone. Once the bylaw is adopted, property owners can apply for Building Permits for developments that meet the zoning requirements.


City compliance with the Province's small-scale multi-unit housing requirements is part of a larger project to align City land use bylaws with new Provincial requirements. Provincial Legislation Alignment work as it relates to SSMUH includes:

- **July 2025:** Updating the Official Community Plan so that a land use designation is consistent with the new small-scale multi-unit housing zone and establishing a related Development Permit Area;
- **October 2025:** Updating the Zoning Bylaw to incorporate new Small Scale Multi-Unit Housing Development Permit Guidelines.

CONCLUSION




The proposed small-scale multi-unit housing zoning bylaw amendment is intended to meet the Province's requirements under the *Local Government Act*. Staff received feedback from industry professionals, other municipalities and City residents on ways to improve the draft zone. Staff have updated the draft zone based on this feedback. The City's deadline to adopt a zone to comply with Provincial requirements is June 1, 2025.

RESPECTFULLY SUBMITTED:



Emily Macdonald
Planner 2



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

INFORMATION REPORT

To: Mayor Linda Buchanan and Members of Council

From: Sean Galloway, Director, Planning and Development

Subject: ZONING BYLAW AMENDMENT TO IMPLEMENT PROVINCIAL
LEGISLATED SMALL SCALE MULTI-UNIT HOUSING (SSMUH) ZONE

Date: March 26, 2025 File No: 09-3900-30-0009/1

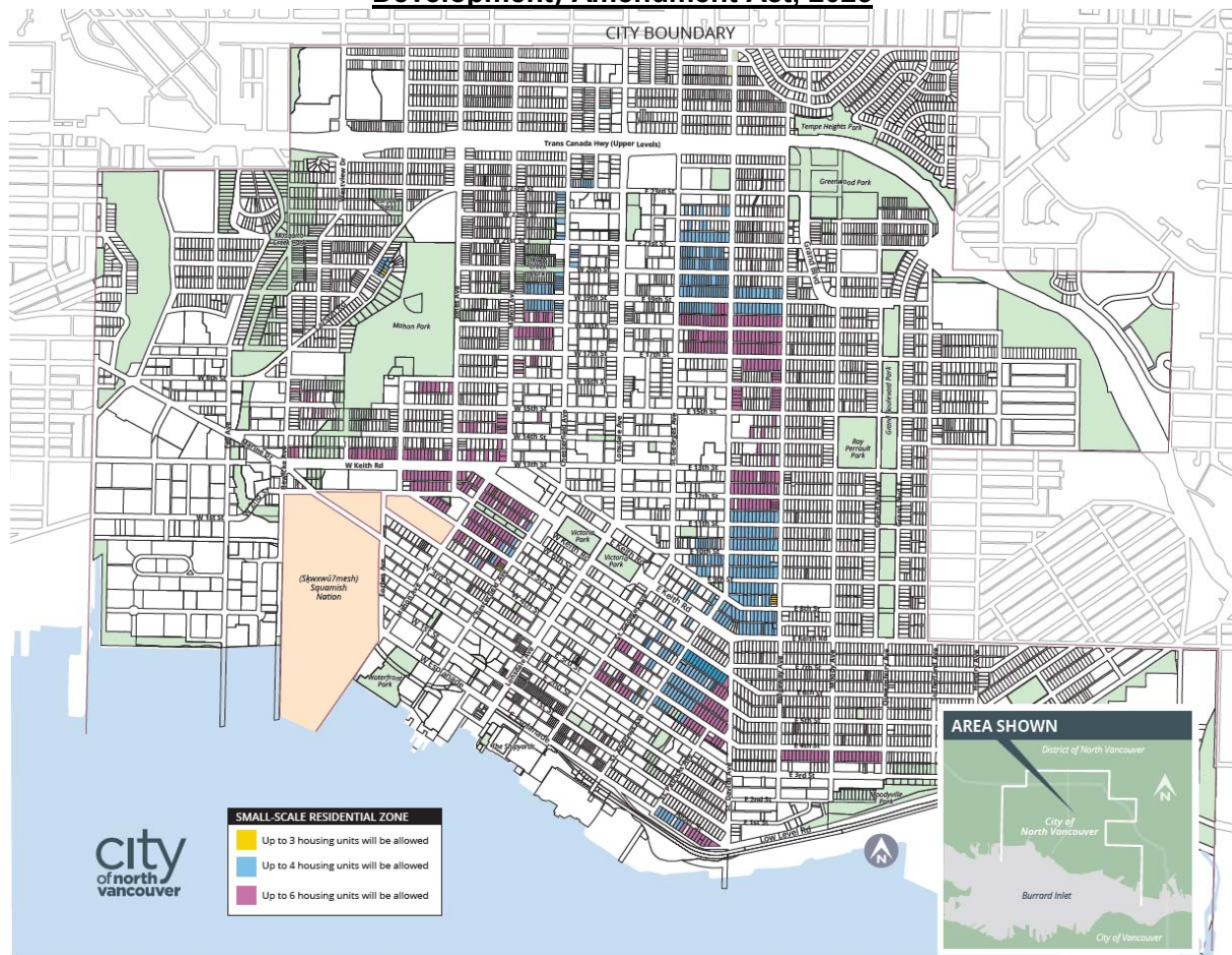
ATTACHMENTS

1. Draft "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031" (CityDocs [2638454](#))
2. Small-Scale Multi-Unit Housing Policy Manual (CityDocs [2443981](#))
3. Housing Capacity Updates Timeline (CityDocs [2649910](#))
4. Comparison of Existing Low Density Zones and SSMUH Zone (CityDocs [2643674](#))
5. Summary of Industry Interviews (CityDocs [2651318](#))

SUMMARY

This report presents a response to Provincial Legislation (Bill 44, 2023) mandating that all municipalities with populations over 5,000 must rezone certain properties that are considered to have "Restricted Zones" by June 30, 2024. This deadline was extended to June 1, 2025 for the City to complete servicing analysis, which is now complete. The draft Small Scale Multi-Unit Housing (SSMUH) zone (Attachment 1) will meet all the requirements set out in the legislation, and has been drafted with consideration of the Policy Manual (Attachment 2), as required by Bill 44. For the City of North Vancouver, affected properties primarily include those that are zoned to permit duplex developments. The map on the following page shows the 880 impacted properties and the number of units to be permitted on each lot.

Parcels Impacted by Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023



BACKGROUND

In November 2023, the Provincial government introduced new legislation and regulations via the Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44). The new legislation is intended to encourage more housing in low-density areas close to frequent transit. It requires municipalities to allow the development of small-scale multi-unit housing (SSMUH) in zones that currently restrict housing to primarily single-detached dwellings (“Restricted Zones”). Every municipality in the province greater than 5,000 people is impacted by the legislation. Local zoning and conditions means that municipalities are addressing SSMUH in varied ways. In the City of North Vancouver “Restricted Zones” are the duplex zones, RT-1 and RT-2, and a number of Comprehensive Development (CD) Zones that are based on the duplex zones.

The initial deadline for municipalities to complete zoning amendments was June 30, 2024. However, the City successfully requested that the deadline to comply be extended to June 1, 2025 in order to complete analysis of servicing capacity. The analysis updated the City’s utility models to include all properties within the Official

Community Plan's R1 (single-family), R2 (duplex/triplex) and R3 (townhouse/multiplex) designations.

The servicing capacity analysis looked at upgrades that would be required for water, sewer, and drainage utilities to service more dwelling units, and included potential implementation of the SSMUH zone across more than 5,100 properties. Results of the modelling identified areas of the systems that would require increased capacity to support the growth. However, the anticipation is that build-out of the zone is expected to be gradual over time and, therefore, we expect that upgrades will be required only when sufficient growth is developed. With this assumption, additional construction-related impacts are expected to be minimal.

Under current bylaws, upgrades are required for applications two units or larger that propose enough increased demand that the City's existing infrastructure is deemed insufficient to support the proposed growth. Typically, applicants are responsible for the full cost of required upgrades. Moving forward, staff are working on integrating the SSMUH analysis into updated Development Cost Charges so that each development pays a proportional share of the required upgrades resulting in more predictable utility upgrade costs that are closely aligned with a particular application's proposed growth.

Provincial Requirements

The provincial legislation requires up to 3, 4, or 6 units to be permitted in "Restricted Zones", as summarised in the following bullets:

- ***Zoning Bylaw Already Meets Requirement:*** Single-family zones (RS-1 and RS-2 zones) must allow two additional suites. The City's Zoning Bylaw already permits a principal dwelling, a secondary suite, and a detached coach house, so this requirement is met.
- ***Requirements to be addressed by the proposed SSMUH zone:***
 - Four units to be permitted on most SSMUH lots that are more than 400 metres from a high-frequency transit route stop.
 - Six units to be permitted on properties within 400 metres of a high-frequency transit route bus stop.
 - Lots that are 280 square metres or less may only have up to three units regardless of proximity to transit.

The draft zone does not establish a minimum density requirement. Instead, the maximum density permitted in the zone is the number of units prescribed by provincial legislation.

If the SSMUH zone is adopted and applied to the 880 impacted properties, housing capacity will increase by approximately 1,000 housing units. This additional residential capacity will help address 20-year housing need requirements per the Housing Needs Report, presented to Council in December 2024.

In most cases, the Zoning Bylaw must be consistent with the Official Community Plan. However, only changes to the Zoning Bylaw are required at this time. Bill 44 enables the

Zoning Bylaw to be inconsistent with the Official Community Plan until December 31, 2025. This means the City must update the Official Community Plan by the end of 2025 so that the SSMUH zone can be consistent with the Official Community Plan.

DISCUSSION

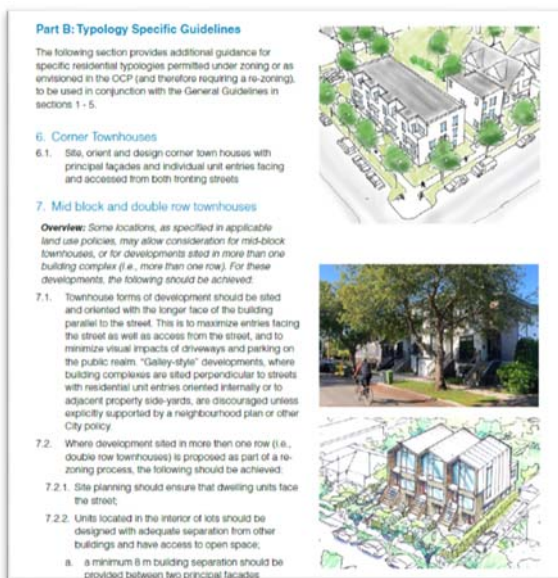
Multiplex Housing Examples

Small-scale, multi-unit housing is a form of missing-middle housing, a category that includes duplexes, townhouses and row houses and may also include low and mid-rise apartment buildings. In recent years, several municipalities have introduced zones that allow for multiplex housing outright, meaning without “spot”, or “site-specific” rezonings. City of Victoria, City of Vancouver, and City of Kelowna were all early-implementers of multiplex zoning.

Illustrative graphics and regulations from City of Victoria's Design Guidelines for Missing Middle Housing:



Houseplex concept sketch showing integration of front entry stairs, parking, landscaping and accessible paths of travel to rear unit



Illustrations from City of Vancouver's Low Density Housing Options How-To Guide:

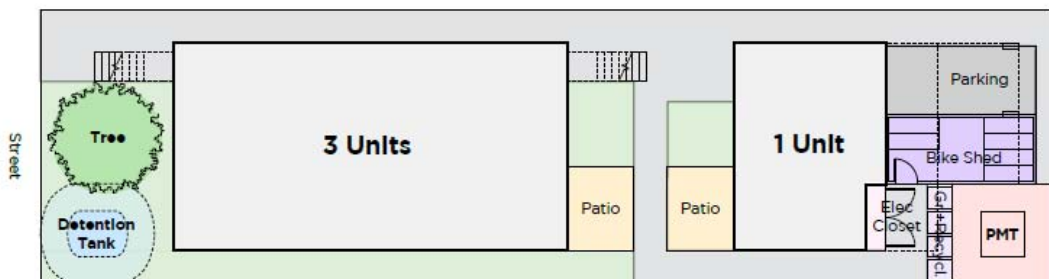


Figure 5: Multiple dwelling ("multiplex") illustrative site plan with location of requirements from section 2 of this Guide.

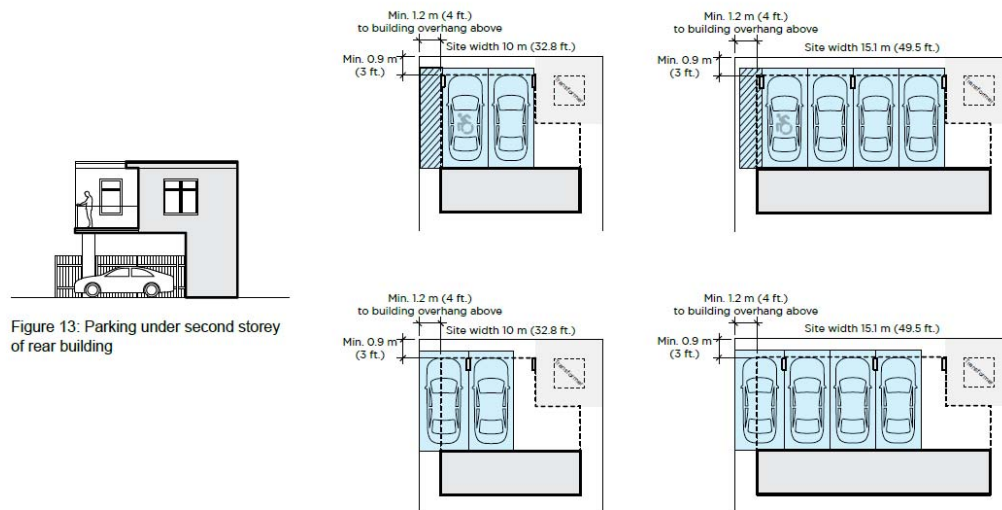


Figure 13: Parking under second storey of rear building

Many municipalities adopted SSMUH zones in the lead up to the initial deadline set by the Province. While the Policy Manual set certain requirements and guidance, there has been some variation in the zones that have been adopted:

Heights: range from 2.5 storeys (Richmond, Delta) to four storeys (Burnaby)

Lot Coverage: typically range from about 40 percent to 60 percent, depending on the number of units. Some also include a maximum area of impervious surface, e.g. Burnaby: maximum 70 percent impervious area.

Parking: outside of the Frequent Transit Areas (where no parking minimums are permitted), most municipalities have opted to require parking with low ratios. Burnaby requires parking only for lots with three or more principal dwellings, at a rate of 0.5 per principal dwelling; Richmond requires 0.5 per dwelling on lots less than 15 metres wide, and 1.0 on lots greater than 15 metres wide; Port Coquitlam requires 1.0 per unit, up to 3 parking spaces, meaning a four-unit development would require only 3 spaces.

Within the City of North Vancouver, there are examples of multiplex housing in areas designated Residential Level 4A; most of these were developed in the '80s, '90s and early 2000s. They provide an example of what SSMUH housing could look like in the City, with some differences, namely that the lots are larger than most future SSMUH development would be.



Development of the Draft SSMUH Zone

Staff have reviewed the Provincial Policy Manual for Small-Scale Multi-Unit Housing in preparing the proposed zone. A unique-to-CNV zone was developed with input from consultants and staff. The following goals listed below helped guide the work:

- Meet provincial requirements
- Implement goals of the Official Community Plan and current policies
- Identify and mitigate challenges
- provide flexibility for developers and designers
- Incentivise and encourage the qualities and characteristics of the existing low-rise neighbourhoods.

A review of other municipalities SSMUH zones was completed, and interviews with designers and developers were conducted after sharing the draft SSMUH zone with them.

Policy Alignment

Staff reviewed the following policies to identify design goals, assess challenges, and apply the policies in ways that are appropriate for small-scale development.

Metro 2050 Regional Growth Strategy: Compact Urban Area; Environment, Climate Change and Natural Hazards; Diverse and Affordable Housing Choices; Sustainable Transportation Choices.

Official Community Plan: Housing, Mobility and Access, Community Wellbeing, and Natural Environment.

City Strategies:

- Less Gray, More Green; Climate-Resilient Buildings; Connected Neighbourhoods; Empowered Choices (*Climate and Environment Strategy*)
- Improving Mode Choice (*Mobility Strategy*)
- Complete Communities; Housing for All; Supporting all Ages (*Community Wellbeing Strategy*)

Design Challenges

Small-scale multi-unit housing presents a number of challenges that need to be considered in order to support livability of the houses as well as the streets and lanes surrounding them. Most lots identified for SSMUH zoning are between 10 and 15.2 metres wide, lots that were created to support single-family homes and duplexes, but not four-plexes and six-plexes. Between buildings, parking, trees and usable outdoor space, it will be challenging to balance needs for livability, comfort, function and natural processes within the lot. The following are the top five design challenges:

Trees and Permeable Surfaces: The scale of development will not support underground parking in many cases due to the high cost of constructing it. Surface parking is far more feasible, but puts pressure on lot area demands.

How to address this:

- The zone includes a maximum Lot Coverage that considers buildings, parking areas (both surface and enclosed), and exterior stairs. It does not set minimum or maximum parking requirements. Depending on the size of the lot and its orientation and slope, some lots will accommodate as much as one space per unit, or more, while others would only support 0.5 per unit, and in some cases, less. By not setting a minimum or maximum, it ensures that lots are still developable, regardless of capacity for parking on the lot. Whether lots are developed will be influenced more heavily by the marketability of units with or without on-site parking.

- A minimum area for soil-based landscaping helps to minimise paving and hardscaping of areas not covered by buildings and parking. Testing showed that it is possible to meet the required minimums while still accommodating parking, pathways and small patios on most lots.

Future opportunities:

- Through the use of Development Permit Guidelines in the future, requirements and incentives for retaining and planting trees can be established.

Laneways and Yards: Laneways need to function as access points for vehicles including both private and service vehicles, adequate space for garbage and recycling storage, pathways and pickup, as well as siting of pad-mounted transformers. Developments of this scale often include heat pumps in side yards which can lead to noise and nuisance for neighbours.

How to address this:

- Demands for space along lane frontages goes beyond vehicle access. Regulations in the zone include pathway access and storage requirements to support garbage and recycling pickup without bins encroaching on the lane.
- Setback requirements for heat pumps are greater than the setback requirements for buildings, meaning that they will likely be sited in the rear yard or on a rooftop, where noise impacts would be significantly reduced.

Future opportunities:

- Development Permit Guidelines can include design requirements and guidance for laneways and yards, in terms of buildings, other structures, site design, lighting and landscaping.

Pressure on on-street parking: Limited space for parking on private lots may increase pressure for on-street curb space. The highest risk for this is near lots required to allow six units, where minimum parking ratios are not permitted by the Provincial legislation and municipalities are encouraged to take a more market-based approach to parking regulations.

How to address this:

- Where parking demand exceeds what is provided for on a SSMUH lot, there will be increased pressure on curbside parking. Updates to the residential visitor parking permit program may be required to balance demand for limited curb space.

Limited Mobility Options: Partly due to the anticipated lack of an underground parking level and limited space in general, this form of housing often lacks facilities for bicycle parking that is secure and convenient. Bike lockers or boxes often do not provide enough security to be used, particularly for high-value e-bikes and mountain bikes.

How to address this:

- For development with three or more units, bicycle parking is required at a rate of two spaces per unit. The spaces may be provided within a unit and do not require bike racks to be installed. The space will essentially function as storage space that is large enough to allow for bicycles to be stored. A wide front entry hall would qualify as bicycle parking. Because racks are not required to be installed, for households that do not rely on bicycles for transportation, the space may be used for storage of other items like strollers, or car tires, and could be easily converted back to bicycle parking by future occupants.
- Design standards for outdoor pathways ensure bike parking is easily accessed.

Future opportunities:

- Development Permit Guidelines could further incentivise supports for mobility options like additional storage, workshops or wash stations.

Site Access: Development of this scale can be challenging to make accessible, often due to height constraints on the building and limited area for exterior ramps.

How to address this:

- Height regulations in the draft zone allow for a responsive approach to height, enabling level-entries to units. Exterior stairs are discouraged because they are difficult to retrofit for accessibility upgrades like ramps or lifts.

Future opportunities:

- Incentives and relaxations to support improved site accessibility.

Opportunities through Design Guidelines:

With zoning alone, there are design goals that will be very challenging to achieve. The intent is to bring Development Permit Area (DPA) guidelines forward before the end of 2025 to better achieve some of the goals. A DPA for the SSMUH zone would provide for a number of benefits, including:

- Better tree protection by incentivising retention of significant trees.
- Building and site design requirements so that new development better fits in with existing neighbourhood character.
- Greater flexibility to support development of challenging sites.
- More guidance in terms of design through form and character guidelines.
- Greater opportunity for conversations between staff and designers about the intent and goals of the Guidelines.

Engagement and Communications

City departments were engaged to ensure the draft SSMUH zone is consistent and complementary to the City's operations and infrastructure management goals. There was support for the simplification of zoning regulations to help streamline building permit

reviews as well as support for the Soil-Based Landscaping regulations, as it will help to ease pressure on the City's storm and sanitary networks. Staff working on the City's curb access and parking management have also been kept apprised of the progress and timeline of the draft zone and its implementation.

Designers and developers were invited to review the draft zone and provide input. In total, four designers/architects and three developers were interviewed. Comments were positive about the proposed zone, with some saying they appreciated the flexibility in the regulations and that it supports designs that respond to the uniqueness of each site. They said that, generally, the zone is similar to other SSMUH zones. Attachment 5 provides a summary of the interviews.

To inform the community about the proposed bylaw amendments and to seek input from the most affected people, the following communications were completed or are in progress:

- The City's website has been updated with information about the proposed bylaw amendments;
- Information about the SSMUH pre-zoning will be included in the April *CityView* print newsletter;
- Addressed mailing to property owners subject to the SSMUH pre-zoning with an invitation to contact the City with questions or feedback;
- Presentation to Advisory Planning Commission, Heritage Advisory Commission, and Advisory Design Panel, and Integrated Transportation Committee.

A Public Hearing is prohibited for the adoption of a SSMUH zone in any municipality where they are required to do so.

Next Steps

Lead up to Implementation

In the days following Council's review of the draft SSMUH zone, staff will incorporate final edits before it is made available for review as a proposed bylaw. The expected date this will be brought back to Council for consideration is May 5, with an anticipated adoption date of May 12.

After May 12, 2025

Upon adoption of the new zone, the 880 impacted properties will be subject to the new regulations of the SSMUH zone. Owners and developers will be allowed to apply for a building permit as soon as the Zoning Bylaw amendment has been adopted, provided that they have prepared a complete drawings package and other required information. As long as the proposal is consistent with zoning and BC Building Codes and other City bylaws, the development may proceed. City staff may begin accepting applications, and will respond to inquiries about the new zone. Staff will closely monitor applications to understand if any challenges arise in the application of the zone. Any challenges will be noted for resolution at the time of the Provincial capacity updates to the Zoning Bylaw later in 2025.

Leading up to the aforementioned Provincial updates to the Zoning Bylaw, staff will develop and refine Development Permit Guidelines and a Development Permit Area for Council's consideration. Guidelines would provide additional nuance in the implementation of policy goals through the design review process.

The OCP must be updated by the end of 2025 to align with the SSMUH zone. These changes to the OCP will be incorporated with Provincial Legislation Alignment updates to the OCP. In preparation for the OCP capacity update, staff will identify areas that must be redesignated to support the impacted SSMUH properties as well as other properties that should be considered for inclusion. To explain, the Province's definition of a "Restricted Zone" has excluded some properties from the SSMUH zone that could be logical to include.

In-Stream Applications

Applicants with in-stream rezoning applications will be kept informed of the upcoming changes and provided with an option to withdraw their application if they choose to follow the new SSMUH zoning requirements. Per the City's Development Procedures Bylaw, applicants may be eligible for a refund, depending on the progress of their planning application at the time it is withdrawn.

Applications for SSMUH development will be subject to fees for processing as well as to support the increased density within the community. To support pre-zoning of lands and streamlining housing construction, staff have undertaken a project to update the City's Development Cost Charges Bylaw and to create a new Amenities Cost Charges Bylaw. Both are anticipated to be brought forward in June 2025 for Council's consideration. Amenity Cost Charges are a new tool made available to municipalities through Provincial legislation (Bill 47, 2023) to allow the capture of in-kind amenities or cash-in-lieu through a non-discretionary approval (e.g. building permit). Lower density development, such as development within the proposed SSMUH zone, may be exempt from Amenity Cost Charges. Building permit fees are based on the building itself and would not change based on the development processes required.

INTER-DEPARTMENTAL IMPLICATIONS


With strong pressure and incentives to speed up the rate of housing construction, all departments involved in the continuum of development, including reviewing drawings, completing inspections and corresponding with applicants and other interested parties, as well as recording and reporting on data, will potentially face increased volumes of work. At the same time, bylaws and procedures must be strengthened and updated to support the transition to pre-zoning, ensuring that desired outcomes are achieved. Various projects are underway to update bylaws and processes needed to support the new pre-zoned development framework initiated by the Province.

CONCLUSION

The draft zone, once adopted, would satisfy the immediate requirements of the Provincial legislation, and changes to the OCP later this year will satisfy the remaining

requirements. The zone has been drafted with consideration of the Provincial Policy Manual, as required, and the required densities have been carefully considered and addressed to mitigate challenges that may arise, with attention to the specific context of the City of North Vancouver as well as City goals and policies.

RESPECTFULLY SUBMITTED:



Emily Macdonald
Planner 2

IMPORTANT: This draft bylaw is being published for informational purposes only and is subject to further change.

Purpose:

The Low Rise Small Scale Multi-Unit Housing Zone permits a range of low density, ground-oriented residential housing and limited commercial uses in forms that enhance neighbourhood comfort, walkability and connectedness, and that support a healthy urban tree canopy. Permitted uses include residential, supportive community uses and home-based businesses.

Permitted Uses and Use-Specific Conditions

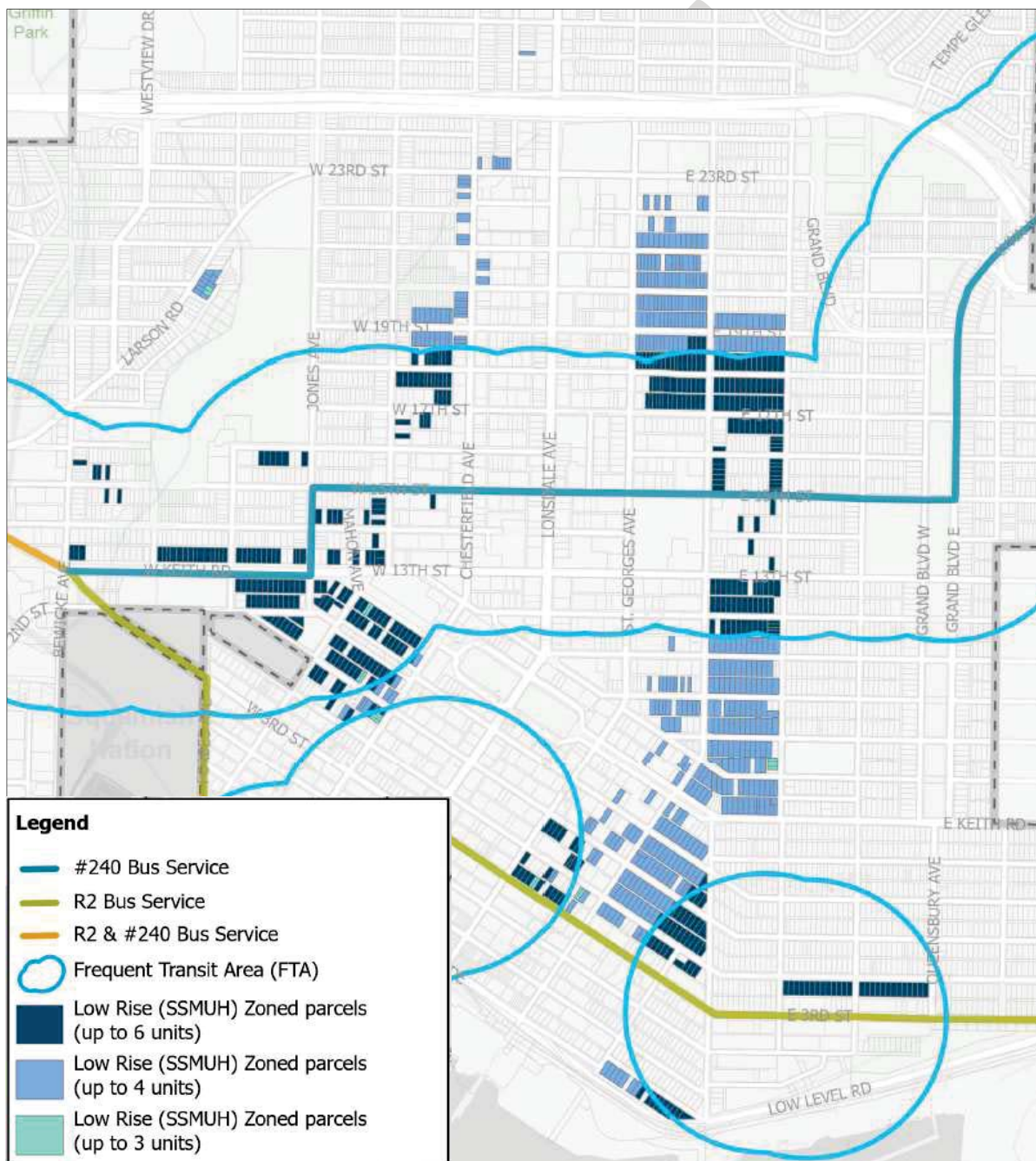
- (1) Residential Use, including stratified and non-stratified Housing Units:
- No Housing Unit shall have an interior floor area of less than 50 square metres.
 - Each Housing Unit shall be accessible from a Street via a clear path that is well-lit at night.
 - The number of Housing Units permitted on a Lot shall be as indicated:

Lot Area and Location	Number of Housing Units Permitted
Less than or equal to 280 square metres	3 units
Greater than 280 square metres and located outside of the Frequent Transit Area	4 units
Greater than 280 square metres and located within the Frequent Transit Area	6 units

- (2) Child Care Facility:
- A Child Care Facility Use is only permitted within a Housing Unit in which the Child Care Facility Operator resides;
 - A Child Care Facility is only permitted to operate with a valid license provided by a Health Authority or other Provincial agency, and shall:
 - post no signage advertising the facility except for one name-plate of not greater than 0.1 square metres in area;
 - not exceed a maximum of 16 children in care at any one time and be operated by a resident of the Housing Unit to which the Child Care Facility is Accessory;
 - be physically separated in its entirety, for both indoor and outdoor areas, from other Housing Units and other Uses on the Lot;
- (3) Home Office:
- A Home Office Use is permitted as Accessory to a Housing Unit and must be fully enclosed within a Building.
- (4) Home Occupation:
- A Home Occupation Use is permitted as Accessory to a Housing Unit and;
 - must be fully enclosed within a Building;
 - is limited to one Home Occupation Use per Housing Unit;
 - is limited to a maximum of two persons working, at least one of whom shall be a resident of the Housing Unit to which the Use is Accessory;
 - A Home Occupation Use may not:

- i. except for one name-plate of up to 0.1 square metres in area, advertise or indicate from the exterior that the Premises are being so Used;
- ii. include outdoor services, display or storage;
- iii. sell, lease or rent physical goods directly on the Lot;
- iv. include automobile servicing or repair;
- v. discharge, generate or emit odorous, toxic or noxious matter or vapours; heat or glare; ground vibration; or noise that can be heard at the property line.

**Illustration: Low Rise Small Scale Multi-Unit Housing
Zone Frequent Transit Area**



Disclaimer: This figure is for illustrative purposes only and does not reflect changes in the transit network after the date of this Bylaw.

Minimum Lot Width

- (1) The minimum width of a Lot that may be created by subdivision in the Low Rise (SSMUH) Zone is 15.0 metres.

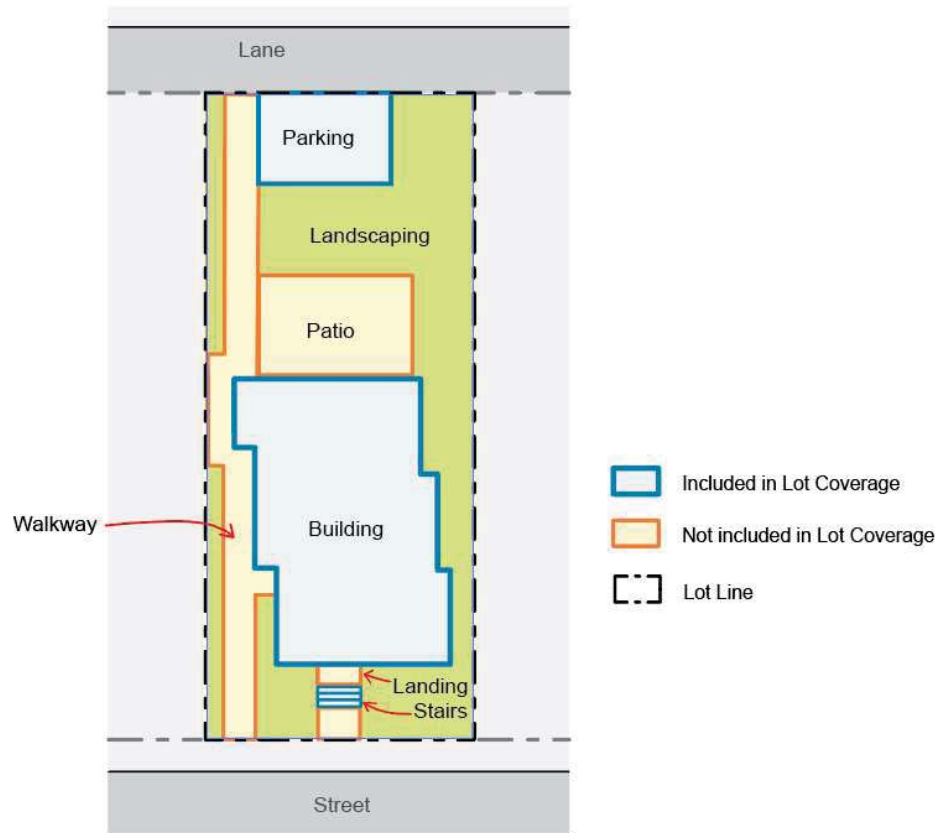
Lot Coverage

- (1) Lot Coverage shall not exceed the maximum percentages in Table 575-1.

Table 575-1
Maximum Lot Coverage in the Low Rise Small Scale Multi-Unit Housing Zone

Number of Housing Units on the Lot	Maximum Lot Coverage
1 Housing Unit	35% of Lot Area
2 Housing Units	40% of Lot Area
3 or 4 Housing Units	45% of Lot Area
5 or 6 Housing Units	50% of Lot Area

Illustration: Lot Coverage



Soil-Based Landscaping

- (1) For properties that are the subject of a Building Permit issued after June 1, 2025, Soil-Based Landscaping provided and maintained on a Lot must meet the minimum percentages in Table 576-1.

Table 576-1
Minimum Soil-Based Landscaping

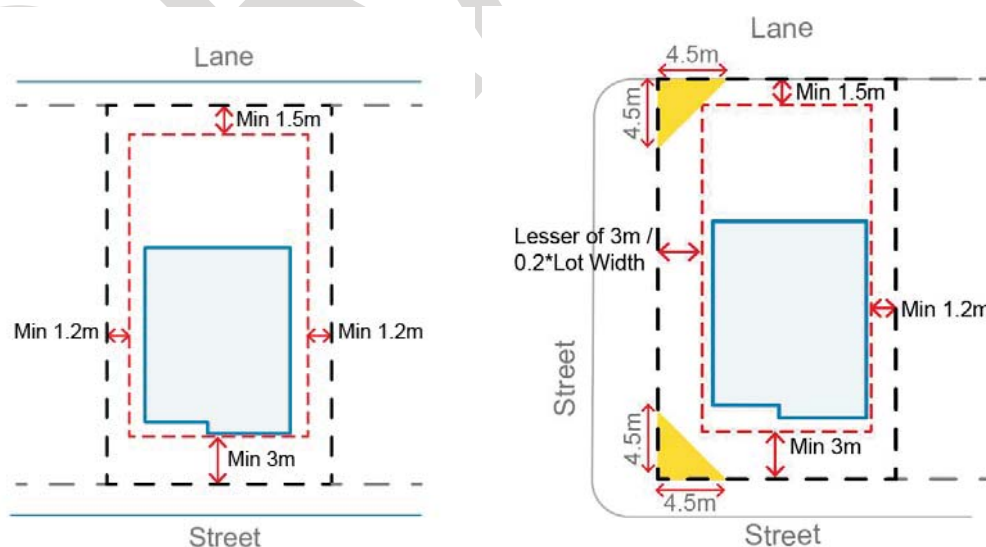
Number of Housing Units on the Lot	Minimum Soil-Based Landscaping
1 Housing Unit	50% of Lot Area
2 Housing Units	45% of Lot Area
3 or 4 Housing Units	35% of Lot Area
5 or 6 Housing Units	30% of Lot Area

- (2) Where a pad-mounted transformer is required to be installed on the Lot, the required minimum area for Soil-Based Landscaping is reduced by 4.0 square metres.

Building Siting

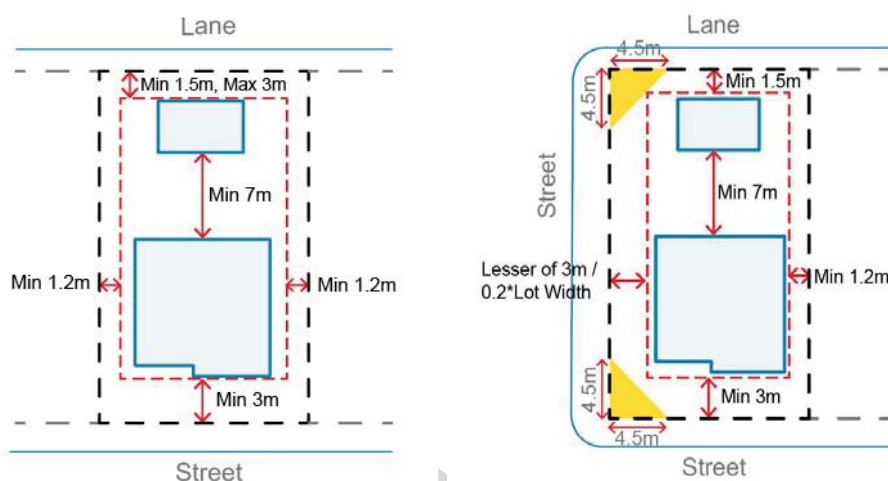
- (1) All Buildings shall be sited:
- From the Front Lot Line, no less than 3.0 metres;
 - From the Rear Lot Line, no less than 1.5 metres;
 - From an Interior Side Lot Line, no less than 1.2 metres; and
 - From an Exterior Side Lot Line, no less than 3.0 metres or 0.2 times the Lot Width, whichever is less.

Illustration: One-Building Scenario Siting Requirements



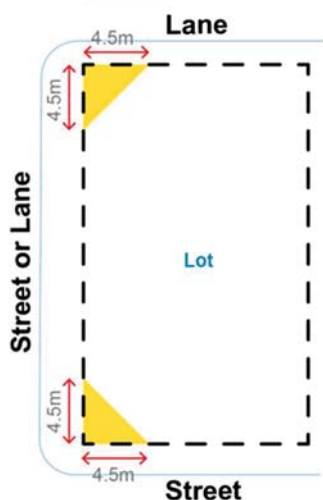
- (2) Where there are two (2) or more Buildings containing Housing Units on a Lot the minimum distance between the Buildings is 7.0 metres, measured between the outside of the Exterior Walls of the Buildings.

Illustration: Two-Building Scenario Siting Requirements



- (3) On a Corner Lot, all Structures over 1.0 metres in Height must be located outside of the triangle-shaped area located and measured horizontally between the following three points:
- (a) the point of intersection of the Streets or Lanes onto which the Corner Lot fronts; and
 - (b) points 4.5 metres along each Street or Lane from such point of intersection.

Illustration: Siting Restrictions on Corner Lots

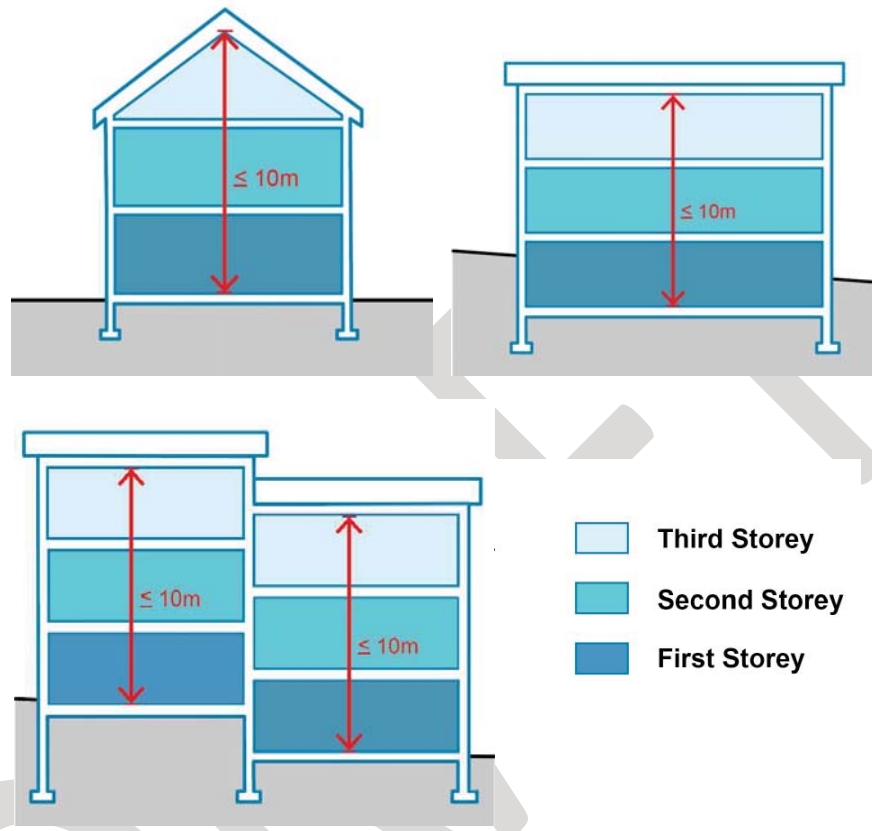


- (4) The following projections are permitted within the required Building setbacks:
- (a) A horizontal roof overhang of up to 0.6 metres, including gutters and any other elements affixed to the roof;
 - (b) Exterior ramps, lifts or similar mobility and/or accessibility-enhancing equipment.

Building Height

- (1) No portion of a Building shall exceed three (3) Storeys.
- (2) For any portion of a Building, the maximum distance between the lowest floor and highest point of the uppermost ceiling directly above shall be 10.0 metres.

Illustration: Examples of Three-Storey Buildings

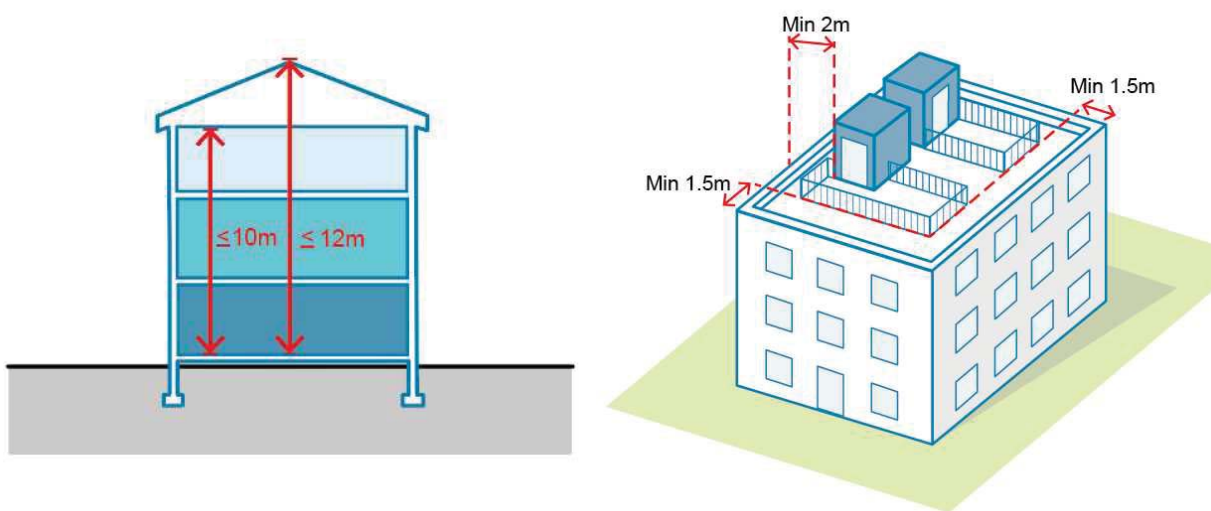


- (3) Notwithstanding subsections (1) and (2), projections are permitted as listed in Table 578-1, subject to conditions where indicated in the second column:

Table 578-1
Permitted Height Projections

Permitted Projections	Conditions
Roofs	A. Roofs may project up to 12.0 metres above the floor level of the lowest storey directly below.
Enclosed landings providing access to a Roof Deck	B. Enclosed landings shall be permitted only for Housing Units with a Roof Deck; C. The interior floor area of the landing shall not exceed 1.2 square metres; D. The vertical extent of the enclosed landing shall not project more than 13 metres above the floor level of the lowest storey directly below. E. All portions of the enclosed landing, including Exterior Walls and roof, shall be sited at least 2.0 metres from the nearest roof edge of the Storey directly below.
Venting and architectural structures encasing the venting	F. Projections shall extend no higher than the minimum height necessary to meet applicable safety requirements set by any government agency.
All other projections	G. Shall not project more than 1.2 metres above the surface to which they are affixed, at their point of contact, and shall be sited a minimum of 1.5 metres from the roof edge of the Storey directly below.

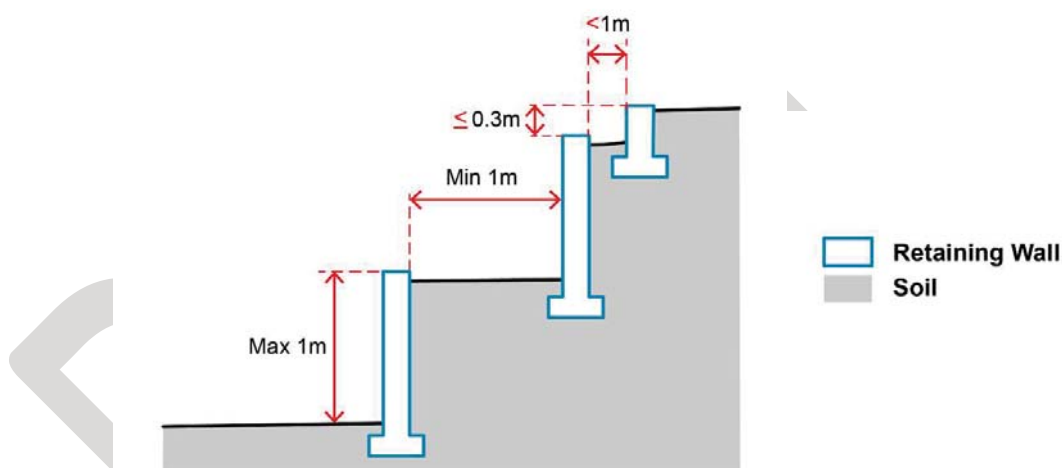
Illustration: Examples of Permitted Height Projections (Roofs and Enclosed Landings)



Siting and Height of Accessory Structures

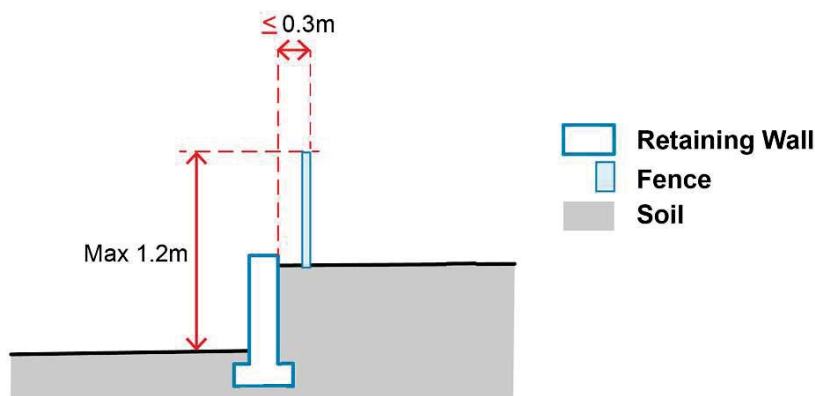
- (1) Accessory Structures not exceeding 1.2 metres in height may be located on any portion of the lot.
- (2) On a Lot containing no more than two (2) Housing Units, Accessory Structures of up to 1.8 metres in Height may be located behind the front face of a building, except for a Corner Lot, in which case, Accessory Structures may not exceed 1.2 metres in Height when located in a yard adjacent to an Exterior Side Lot Line.
- (3) Retaining Walls shall be regulated as follows:
 - a. Height shall be measured as the vertical distance between the lower of the ground levels on either side of the wall and the top of the wall.
 - b. A Retaining Wall may not exceed a height of 1.0 metres at any point along its length;
 - c. A Retaining Wall must be sited a minimum of 1.0 metres from any other Retaining Wall, whether it is on the same Lot or an adjoining Lot or Right-of-Way, unless the difference between the top-of-wall elevations of the walls is less than 0.3 metres.

Illustration: Retaining Wall Height and Siting Requirements



- (4) For portions of a fence that are within 0.3 metres of a Retaining Wall, the combined height, measured from the lower of the ground levels on either side of the Retaining Wall to the highest point of the fence, shall not exceed the maximum allowable height for Accessory Structures.

Illustration: Height Requirements for Fences near or on Retaining Walls



- (5) Mechanical equipment for Heating, Ventilation and Air Conditioning at ground level shall be sited a minimum of 2.0 metres from a Lot Line.
- (6) Notwithstanding Sections 579(1) and (2), any Residential Use adjoining Trans-Canada Highway Number 1 may provide along the Highway frontage a Landscape Screen of up to 2.0 metres in Height.

Vehicle Parking Requirements

- (1) No minimum number of required Parking Spaces will apply for any Use within the Low Rise Small Scale Multi-Unit Housing Zone.
- (2) Where Parking Spaces are provided on a Lot, they may be provided as surface parking or within a Building.
- (3) Where Parking Spaces are provided on a Lot, they must each be equipped with an Energized Outlet capable of providing Level 2 Charging or a higher charging level for an Electric Vehicle.
- (4) Vehicle Parking Space Access and Siting
 - a. Access to Parking Spaces may be provided directly from a Lane, or via a Driveway from a Lane or Street;
 - b. Where vehicle access from a Lane can be provided, no vehicular access from a Street is permitted.
 - c. Where vehicle access from a Lane cannot be provided, a driveway not exceeding 3.0 metres in width may be provided from a Street.
 - d. Parking Spaces may not be sited between a Front or Exterior Side Lot Line and a Building;
 - e. All driveways and Parking Areas shall be located a minimum distance of 7.6 metres from the point of intersection of two streets, or 4.5 metres from the point of intersection of two lanes, or a street and a Lane, when such road allowances intersect at an interior angle of 135 degrees or less;

Bicycle Parking Requirements

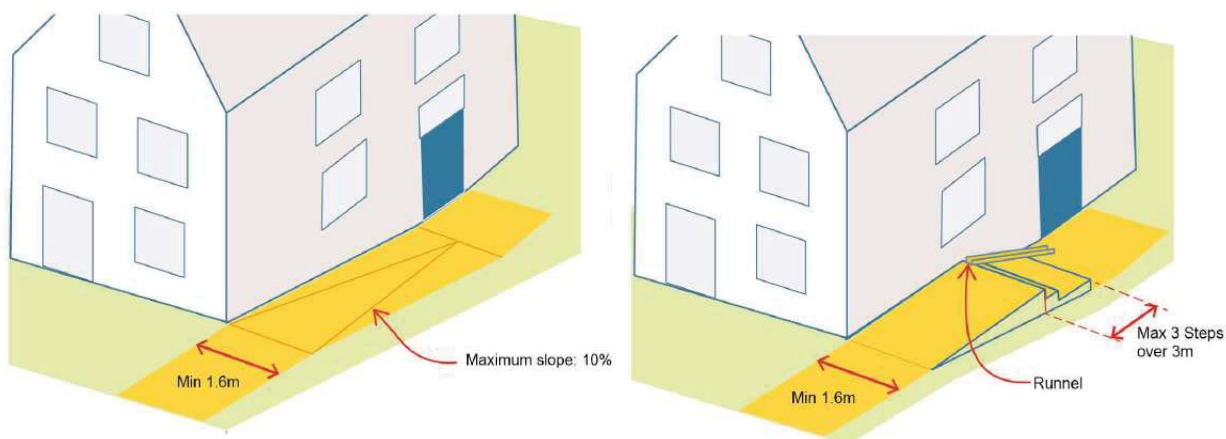
- (1) Minimum Bicycle Parking for Housing Units

- a. For properties that are the subject of a Building Permit issued after June 1, 2025, where three or more Housing Units are provided on a Lot, Secure Bicycle Parking Spaces shall be provided at a minimum rate of 2.0 spaces per Housing Unit.

(2) Location and Access Requirements for Secure Bicycle Parking

- a. Required Secure Bicycle Parking Spaces may be provided within a Housing Unit or within a common Bicycle Compound or Room, or a combination thereof.
- b. Required Secure Bicycle Parking Spaces shall be provided within an area that is fully enclosed within a Building, with a minimum floor-to-ceiling height of 2.4 metres.
- c. When provided within a Housing Unit, Bicycle Parking Spaces:
 - i. must have minimum horizontal dimensions of 0.6 meters in width and 1.8 metres in length;
 - ii. must not be located, wholly or partly, within a hallway or other circulation area;
 - iii. are not required to be separately accessible from an access aisle;
 - iv. may be provided without a Bicycle Rack;
- d. An area containing required Secure Bicycle Parking must be accessible from a Street or Lane by a clear access path that:
 - i. Is separate from any vehicle parking or maneuvering areas;
 - ii. Has a minimum width of 1.6 metres;
 - iii. At no point along its length has a slope greater than 10 percent;
 - iv. Contains a maximum of 3 steps over 3 metres of length; and,
 - v. Where steps are included, has runnels to support bikes being transported up and down the steps.

Illustration: Bicycle Parking Access Path



Garbage, Organics and Recycling Storage Requirements

- (1) Notwithstanding Section 417, in the Low Rise (SSMUH) Zone requirements for garbage, organics and recycling storage facilities and access, shall be as outlined in this section;
- (2) Lots containing three (3) or more Housing Units shall provide a storage area for garbage, organics and recycling;
- (3) Required storage areas for garbage, organics and recycling should be sized as indicated in Table 582-1:

**Table 582-1: Minimum Required Storage Area
for Garbage, Organics and Recycling**

Number of Dwelling Units	Minimum Storage Area
3 units	1.9 square metres
4 units	2.2 square metres
5 units	2.8 square metres
6 units	3.0 square metres

- (4) The required garbage, organics, and recycling storage facility must:
 - (A) Be accessible from each of the Housing Units and other uses on the lot via a clear access path of at least 1.0 metres in width;
 - (B) Be provided within a Building or other animal-proof enclosure;
 - (C) Have access to an acceptable pickup location that complies with relevant City Bylaws regulating solid waste pickup via a clear pathway with a minimum width of 1.2 metres, with no steps, and with slopes no greater than 5 percent and a crossfall no greater than 2 percent;
- (5) Required pathways providing access to and from the storage area for garbage, organics and recycling must be separated from vehicle parking and maneuvering areas by a physical barrier, landscaping or change in paving materials. Where a Building on a Lot is Used only for the storage of garbage, organics and recycling and does not exceed an area of 4.5 square metres, nor a height of 1.8 metres, it may be excluded from Lot Coverage, and may be sited anywhere on the Lot.

Definitions Pertaining to the Low Rise Small Scale Multi-Unit Housing Zone

- (1) All definitions contained in Division I, Part 2: Interpretation of Zoning Bylaw, 1995, No. 6700 apply to the Low Rise Small Scale Multi-Unit Housing Zone, except where revised by the following:

“Child Care Facility” means a premises providing temporary care for children that is licensed and regulated by a Health Authority or other Provincial government agency.

“Child Care Facility Operator” means a person who is licensed by a Health Authority or other Provincial agency to provide a child care program.

“Corner Lot” means a Lot which fronts on two or more Streets, or a Street and a Lane, which intersect at an interior angle of 135 degrees or less.

“Exterior Wall” means an outermost portion of a Building that is a vertical structure providing weather protection that may or may not be insulated.

“Frequent Transit Area” means an area comprising the Lots that are located wholly or partly within 400 metres of a bus stop that is served by at least one bus route that is scheduled to stop at least every 15 minutes, on average, between the hours of:

- (1) 7 am and 7 pm, Monday to Friday, and
- (2) 10 am and 6 pm on Saturdays and Sundays.

“Home Office” means a room or portion of a room where a person who resides on the Lot practices a profession or conducts work using only standard office equipment, and where other persons do not conduct any work or provide or receive goods or services.

“Home Occupation” means a business, occupation or professional Use, other than a Home Office or Child Care Facility, where the business operator or practitioner resides in a Housing Unit on the Lot.

“Housing Unit” means a building, or portion of a building that is self-contained and is used for the living accommodation of one or more persons.

“Lot Coverage” means portions of the Lot covered by Buildings, exterior stairs and areas used for parking and maneuvering of motor vehicles, measured as follows:

- (1) For Buildings: Lot Coverage shall be measured to the exterior of the outermost walls
- (2) For exterior stairs: Lot Coverage shall be measured as the combined area of steps located along paths providing access to a Housing Unit, and shall exclude landings.
- (3) For areas used for Parking and maneuvering of motor vehicles: Lot Coverage shall be measured as the horizontal extent of ground-covering materials designed and used, or that are capable of being used, to support a motor vehicle.

“Lot Width”, where a lot has two Interior Side Lot Lines or an Interior Side Lot Line and an Exterior Lot line that are parallel, means the distance between those two Lot Lines; or, where those two Lot Lines are not parallel, shall mean the average length of the Front Lot Line and the Rear Lot Line.

“Parking” means the use of land or Building for the storage of a vehicle or vehicles.

“Residential Use” means a Building containing one or more Housing Units.

“Retaining Wall” means a predominantly vertical, rigid structure that retains soil, gravel or other medium in order to allow for two different ground surface levels on either side of the structure.

“Soil-Based Landscaping” means soil-based, planted areas on a Lot, measured on a horizontal plane to the outermost extent of growing medium, where trees, shrubs, and plants are grown. Areas must be no less than 1.0 metres at the narrowest dimension and may not be covered by materials that would restrict the growth of trees, shrubs and plants, including, but not limited to: various paving materials, decorative stonework, gravel, artificial turf, inorganic mulch. No Structures or pathways are permitted within Soil-Based Landscaping areas, at, above or below grade, except that:

- (1) Groundwater infiltration equipment that supports groundwater recharge may be sited partly or fully within a Soil-Based Landscaping area; and,
- (2) Horizontal roof overhangs, including gutters and any other elements affixed to the roof that are a minimum of two storeys above the Soil-Based Landscaping area are permitted to project up to 0.6 metres into a Soil-Based Landscaping area.

“Storey” means the space between a floor level and the ceiling directly above it and includes:

- (1) A floor that is partly or wholly below the level of the ground surrounding the Building;
- (2) An accessible area between the highest ceiling and a roof structure; and,
- (3) Except for a Crawl Space, an area directly beneath a floor level that can be accessed and used, whether it is enclosed by Exterior Walls or not.



Provincial Policy Manual & Site Standards

*Supporting local government
with legislative requirements
under the Local Government Act
and Vancouver Charter for
small-scale, multi-unit housing*

Small-Scale, Multi-Unit Housing

Table of Contents

Introduction	1
1. Purpose of the Policy Manual	1
2. How to use the Policy Manual.....	1
3. Why is the Province introducing SSMUH requirements?	3
4. What is Small-Scale Multi-Unit Housing (SSMUH)?	4
Part 1 – Overview of the legislation and implementation process.....	5
1. Where do the new requirements apply?.....	5
2. Summary of SSMUH requirements	5
3. Exemptions.....	11
4. Extensions	13
5. Implementing SSMUH requirements.....	15
6. Development application processes and in-stream development applications	19
7. Relationship with other provincial legislation.....	20
8. Overview of other related Provincial initiatives	26
Part 2 – Zoning bylaw amendments.....	31
1. Building type	34
2. Density / intensity.....	35
3. Lot line setbacks	36
4. Building height / storeys	38
5. Lot coverage.....	39
6. Parking requirements	40
Part 3: Other considerations for implementing SSMUH requirements.....	46
1. Development permit areas	46
2. Subdivision, lot sizes, and strata titling.....	51
3. Considerations for the tenure of SSMUH housing	52
4. Using data and geospatial visualization to support implementation	56
5. Methods to estimate potential increases in density	58
6. Infrastructure and servicing considerations	61
Part 4 – Site Standards	65
1. Purpose of these resources.....	65
2. Site standards package A	67
3. Site standards package B	69
4. Site standards package C	71
5. Site standards package D	73
Appendices	75
Appendix A: Similar initiatives in other jurisdictions	76

Appendix B: List of local governments that may have prescribed bus stops..... 78

Appendix C: Using GIS to identify affected parcels..... 79

1. Initial data preparation and administrative boundaries.....	79
2. Exemption overlays	79
3. Bus Stops.....	80
4. Identifying parcels subject to secondary suite and accessory dwelling unit requirements.....	81
5. Identifying lots subject to a minimum of three to six housing units	82
6. Identifying the lots exempt from the minimum three to six housing units requirements.....	83
7. Determining where zoning must be amended to permit three, four, or six dwelling units.....	84

Appendix D: Calculating maximum build-out density under SSMUH zoning 86

1. Method 1 - BC Assessment approach	86
2. Method 2 - Census data approach	87

Appendix E: Calculating incremental build-out density under SSMUH zoning 88

1. Method 1: Trends assessment	88
2. Method 2: Complex build-out modeling.....	90
3. Data development.....	91
4. Assumptions development	92
5. Current state development	93
6. Maximum possible capacity analysis	94
7. Development likelihood analysis	94
8. Build-out modeling.....	94

List of tables

Table 1: Overview of SSMUH legislative requirements for single family and duplex zones ..	7
Table 2: Common zoning bylaw requirements that will deter SSMUH housing forms.....	32
Table 3: Considerations and recommended uses of different off-street parking approaches for lots with a minimum of three or four units in <i>Restricted Zones</i>	43
Table 4: On-site and off-site transportation demand management measures	45
Table 5: Recommended zoning regulations for lots requiring a minimum of 2 units	68
Table 6: Recommended zoning regulations for lots requiring a minimum of 3 or 4 units that are less than 1,215m ² in size	70
Table 7: Recommended zoning regulations for lots requiring a minimum of 4 units and are more than 1,215 m ² in size	72
Table 8: Recommended zoning regulations for lots requiring a minimum of 6 units	74

List of figures

Figure 1: Process for legislative compliance with SSMUH requirements	18
Figure 2: Impacts to building area and siting from on-site parking requirements	40
Figure 3: Process diagram for identifying impacted lots using GIS	57
Figure 4: Methods to estimate potential increases in density	58
Figure 5: Process diagram for calculating maximum build-out density	59
Figure 6: The trends assessment method of estimating incremental build-out	60
Figure 7: The complex build-out modelling method to estimate incremental build out.....	60
Figure 8: Estimating infrastructure impacts from anticipated changes in density	62
Figure 9: Process flow chart to identify parcels where SSMUH must be permitted under the SSMUH legislation	81
Figure 10: The trends assessment method of estimating incremental build out.....	88
Figure 11: Process to apply complex build-out modeling approach	91

Introduction

1. Purpose of the Policy Manual

In the fall of 2023, the Province of British Columbia (BC) introduced changes to the *Local Government Act* (LGA) and *Vancouver Charter* (VC) to allow more small-scale, multi-unit housing in land use zones that are otherwise restricted to single-family dwellings or duplexes. These are referred to as *Restricted Zones* in the new legislation. The legislation applies to all municipalities and regional districts in the province.

This Policy Manual is a resource to support local governments with the implementation of zoning bylaw amendments required to comply with the changes to the LGA and VC under the Small-Scale, Multi-Unit Housing (SSMUH) legislation. It establishes provincial expectations for local government implementation of the SSMUH requirements.

In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government **must consider any applicable guidelines for SSMUH, including this Policy Manual**. Subsequent resources or information bulletins may be issued by the Province to clarify or elaborate on changes to the requirements. These resources will be available online at: [Local government housing initiatives - Province of British Columbia](#).

The content of this manual is not a substitute for legislation, nor should it be relied upon as legal advice. Users of this manual should seek legal advice as necessary.

2. How to use the Policy Manual

This Policy Manual is to be used by all local governments in BC to guide updates to zoning bylaws, other regulatory bylaws, and policies undertaken to comply with SSMUH legislation. Due to the differences in the numbering and legislative framework for the LGA and the VC, specific sections of the VC are referenced as a footnote where appropriate.

The specific guidance that must be considered by local governments when implementing the SSMUH legislation is in Part 4 of the Policy Manual.

2.1 Read the Policy Manual in its entirety

Local governments must consider the contents of this Policy Manual and should read it in its entirety. Some of the appendices may not apply to all jurisdictions. The Policy Manual is structured as follows:

- **Part 1** provides an overview of the SSMUH legislative requirements, the implementation process, and direction for interpreting both;
- **Part 2** discusses zoning bylaw updates required to comply with the legislative requirements by identifying recommended approaches based on best practices and the experiences of jurisdictions that have already implemented similar policies, common zoning bylaw requirements that are not aligned with the objectives of the SSMUH legislation, and alternative approaches;
- **Part 3** discusses other factors for local governments to consider when aligning policies and procedures with SSMUH requirements, such as using development permit areas, housing tenure, and infrastructure servicing;
- **Part 4** contains four packages of site standards, each consisting of groups of recommended technical specifications or regulations for zoning bylaws that local governments may adopt for different lots and areas to which the SSMUH requirements will apply; and
- the **appendices** contain additional information for compliance with SSMUH requirements, such as using geospatial data to support implementation and calculating anticipated changes in density resulting from zoning bylaw updates.

2.2 Geographic scale

Local governments are required to update their zoning bylaws to permit the prescribed minimum SSMUH densities on single-family and duplex lots. Local governments should also consider applying this manual, and updated zoning bylaw requirements to existing low-density, multi-family residential zones to improve consistency and the ease with which SSMUH can be developed.

Local governments that already have existing small-scale multi-unit zoning bylaws that cover all residential areas previously zoned for single-family or duplex are strongly encouraged to apply this information in this manual to those areas and amend their bylaws as needed. This will provide a consistent development landscape regionally and provincially, providing transparency and predictability for both developers and homeowners. The success of local bylaws will be monitored along side the implementation of the SSMUH legislation.

This policy manual recognizes the significant diversity of local governments in BC in terms of legal structure, size, geography, and historical and current land use patterns. To the extent possible this manual takes this diversity into account and outlines a range of different considerations for different contexts. Consequently, not all contents are applicable to every local government, geography, or lot within their boundaries. Some

parts of this manual refer to specific areas within communities where particular SSMUH density requirements will apply. Other content refers to considerations applicable to the whole context of a municipality or regional district electoral area.

2.3 Defined terms and meanings

Except for references to legislation which are italicized, other italicized terms in the Policy Manual are defined in the SSMUH legislation (and provided on page 12 of this manual). For non-italicized terms, the conventional meaning of the word applies.

2.4 Additional policy material

Additional policy material may be issued from time to time by the Province to assist local governments with implementing SSMUH legislative requirements. This information is intended to support the information contained in this Policy Manual.

2.5 Relationship with other provincial resources and requirements for local government land use planning

Land use planning policies developed by local governments and the decisions they make must be consistent with SSMUH legislative requirements. The Policy Manual is intended to be complementary to other resources and policy documents published by the Province to guide local governments in specific areas of land use planning like the Flood Hazard Area Land Use Management Guidelines. Except in relation to SSMUH requirements or where the relevant legislation indicates otherwise, those other resources and policy documents take precedence over the contents of this Policy Manual.

3. Why is the Province introducing SSMUH requirements?

Single-family detached homes are out of reach for many people in a growing number of BC communities. However, zoning regulations that exclusively permit single-family detached homes often cover 70-85% of the privately held residential land base in communities. Not only are less expensive multi-unit forms of housing not permitted in most areas of our communities, but they are also subjected to more layers of process and regulations like rezoning and design requirements.

These conditions make it challenging to build multi-unit housing throughout the province. Rezoning requirements add considerable costs to projects and create uncertainty for those interested in building homes in our communities. When combined with long development application processing timelines, these factors impede the supply of much-needed market housing that is more affordable than conventional single-family homes. In

most parts of the province, the supply of housing is falling further and further behind actual housing needs. The current approach to zoning regulations limits the diversity of housing supply required in BC communities.

Through the SSMUH legislation, the Province is aiming to overcome these challenges by enabling multiple units of housing (2 to 6 units depending on the location and context) to be permitted on single-family and duplex lots without the need for costly and time-consuming rezoning processes. As a result of this, local governments across the province are now required to permit a minimum of two to six units of housing on lots formerly recognized as single-family or duplex lots, which are referred to as *Restricted Zones* in the SSMUH legislation.

The aim of the SSMUH legislation is to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across BC. Local governments have a critical role to play in its implementation and a lot to be gained from its success. Other jurisdictions around North America and the world are discovering the potential of enabling a more diverse mix of housing forms to be established in all neighbourhoods. It is an essential component of a larger strategy to create more inclusive, affordable, and resilient communities. Both inspiration and lessons can be drawn from the experience of other jurisdictions that have already taken this step. Some of the experiences of other jurisdictions are highlighted in Appendix A.

4. What is Small-Scale Multi-Unit Housing (SSMUH)?

Small-Scale Multi-Unit Housing (SSMUH) refers to a range of buildings and dwelling unit configurations that can provide more affordable and attainable housing for middle-income families. Examples of SSMUH include, but are not limited to:

- secondary suites in single-family dwellings;
- detached accessory dwelling units (ADUs), like garden suites or laneway homes;
- duplexes (side-by-side or up/down);
- triplexes and house-plexes; and
- townhomes.

SSMUH offers housing options that are ground-oriented and compatible in scale and form with established single-family and duplex neighbourhoods. These housing forms were more common prior to the introduction of zoning regulations in communities across BC, and many examples of them can still be seen in most communities. These housing forms typically offer more family-oriented units than larger-scale multi-family housing like condominium towers, and more affordable options than single-family homes. The modest increase in density resulting from these forms of housing can also produce significant benefits for neighbourhood vibrancy, inclusiveness, and sustainability.

Part 1 – Overview of the legislation and implementation process

1. Where do the new requirements apply?

The SSMUH legislation identifies where the prescribed number of housing units must be permitted by local governments on single-family and duplex lots with certain characteristics.

All local governments in British Columbia are required to comply with the sections of the SSMUH legislation applicable to their situation. Secondary suites or ADUs will become permitted almost everywhere in the province, while more urban areas will be required to permit between three and six units on each single-family or duplex lot. Section 481.4 (1) of the LGA and section 565.04 of the VC identify some exemptions to the requirements based on certain lot characteristics, these exemptions are also described below in Part 1, Section 3 of this manual.

Whether the prescribed number of housing units must be permitted on a given lot is determined by a variety of factors, including:

- whether or not the lot is within an urban containment boundary established by a regional growth strategy or an official community plan,
- lot size,
- whether a lot is serviced by local government water and sewerage systems, and
- for municipalities: population size, proximity of a given lot to transit services, and the presence of specific heritage designations.

These provisions are designed to reduce sprawl, ensure new housing units are adequately and efficiently serviced by infrastructure, and protect heritage buildings and features important to communities. The section below summarizes the conditions under which the requirements to permit minimum numbers of units of housing apply.

2. Summary of SSMUH requirements

Areas subject to SSMUH requirements are referred to as *Restricted Zones*, defined in the legislation as follows:

A zone that, on the date of this section comes into force, or that would, but for this section, restrict the residential use and density of use permitted in the zone to

- (a) *For the purposes of secondary suites and /or ADUs, a zone in respect of which the permitted use would be restricted to detached single-family dwellings, or*
- (b) *For the purposes of three to six units, a zone in respect of which the residential use would be restricted to:*
 - a. *Detached single-family dwellings, or*
 - b. *Detached single-family dwellings and one additional housing unit located within the detached single-family dwelling or on the same parcel or parcels of land on which the detached single-family dwelling is located;*
 - c. *duplexes, or*
 - d. *duplexes with one additional housing unit located within each dwelling comprising the duplex and no more than 2 additional housing units on the same parcel or parcels of land on which the duplex is located.*

but does not include a manufactured home zone.

This means that all zones restricted to single family or duplex dwelling as of December 11th, 2023, when the SSMUH legislation received Royal Assent are subject to the requirements in this legislation. Local governments must ensure new or amended bylaws adopted on or after June 30, 2024, comply with this legislation and must consider this policy manual when they do so. While the compliance date for zoning changes is June 30, *Restricted Zones* to which the legislative requirements apply are determined based on the zoning bylaws in effect as of Royal Assent.

Another important note is that these requirements are now in place for any zone that would, but for this legislation, be restricted to single family or duplex dwellings. That means that local governments can no longer zone for exclusively for single-family or duplex dwellings, except for in areas that are exempt from this legislation.

The requirements for the minimum number of units required to be permitted in *Restricted Zones* are presented in Table 1. Lots that are exempt from these requirements are described in the next section. Part 4 of this manual provides leading practice zoning bylaw regulations for areas and lots to which the various minimum densities (i.e., minimum number of units) apply.

Table 1: Overview of SSMUH legislative requirements for single family and duplex zones

Min. number of units required	Description of requirement
Secondary suites and ADUs	<p>A minimum of 1 secondary suite and/or 1 detached accessory dwelling unit (ADU) must be permitted in <i>Restricted Zones</i> in all municipalities and regional district electoral areas. Local governments may choose to do any of the following for single-family residential lots to which the higher density requirements for a minimum of 3-6 units do not apply:</p> <ul style="list-style-type: none"> • permit only one secondary suite, • permit only one ADU, • allow landowners to choose either a secondary suite or an ADU, or • permit the construction of both a secondary suite and an ADU. <p>In setting their requirements, local governments should ensure the requirements of other provincial legislation and regulations are met (e.g., the <i>Drinking Water Protection Act</i> and the <i>Sewerage System Regulation</i>). In addition, only secondary suites (not ADUs) should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government.</p>
Minimum of three units	<p>Unless an exemption applies, a minimum of 3 units must be permitted on each parcel of land 280 square metres or less in a <i>Restricted Zone</i> that is:</p> <ol style="list-style-type: none"> wholly or partly within an urban containment boundary established by a regional growth strategy, or if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000 or, if neither (a) or (b) apply, in a municipality with a population greater than 5,000.

<p>Minimum of four units</p>	<p>Unless an exemption applies, a minimum of 4 units must be permitted on each parcel of land greater than 280 square metres in a <i>Restricted Zone</i> that is:</p> <ul style="list-style-type: none"> a) wholly or partly within an urban containment boundary established by a regional growth strategy, or b) if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000, or c) if neither (a) or (b) apply, on each parcel of land in a municipality with a population greater than 5,000.
<p>Minimum of six units</p>	<p>Unless an exemption applies, a minimum of 6 units must be permitted on each parcel of land in a <i>Restricted Zone</i> that meets all of these conditions:</p> <ul style="list-style-type: none"> a) is wholly or partly within 400 metres of a prescribed bus stop as such term is defined in the Local Government Zoning Bylaw Regulation or the Vancouver Zoning Bylaw Regulation (see Appendix B for a list of communities and routes that may have prescribed bus stops and Appendix C for information on identifying impacted lots using geospatial data); and b) is greater in area than 281 square metres; and c) is wholly or partly within an urban containment boundary established by a regional growth strategy, or d) if (c) does not apply, is wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000, or e) if neither (c) or (d) apply, is a parcel of land within a municipality or regional district with a minimum population of 5,000 people.

Important Concepts and Terms

“conditional density rule” means a density rule established under LGA section 482(1) [density benefits for amenities, affordable housing, and special needs housing] to apply for a zone only on applicable conditions being met.

“housing unit” means a self-contained dwelling unit

“manufactured home zone” means a zone in respect of which the only permitted residential use is for manufactured homes as defined in LGA section 673 [definitions in relation to Part 17]

“restricted zone” means a zone where, on the date this definition comes into force, the permitted residential use and density of such use would be, but for the SSMUH requirements

- (a) For the purposes of secondary suites and /or ADUs, detached single-family dwellings, or
- (b) For the purposes of three to six units, a zone in respect of which the residential use would be restricted to:
 - a. Detached single-family dwellings;
 - b. Detached single-family dwellings and one additional housing unit located within the detached single-family dwelling or on the same parcel or parcels of land on which the detached single-family dwelling is located;
 - c. duplexes; or
 - d. duplexes with one additional housing unit located within each dwelling comprising the duplex or no more than 2 additional housing units on the same parcel or parcels of land on which the duplex is located,but does not include a manufactured home zone.

“Prescribed distance from a bus stop” is 400 metres.

“Prescribed bus stop” is determined by transit frequency and timing and is considered to be a prescribed bus stop if it is served by at least one bus route that is scheduled to stop at least every 15 minutes, on average, between the hours of:

- (a) 7 am and 7 pm, Monday to Friday, and
- (b) 10 am and 6 pm on Saturdays and Sundays.

“Transit-Oriented Area (TOA)” means an area within a prescribed distance from a transit station.

“transit station” means:

- (a) A prescribed bus stop, bus exchange, passenger rail station or other transit facility; and
- (b) A planned, prescribed bus stop, bus exchange, passenger rail station or other transit facility

2.1 Prohibited activities

Local governments must not use certain authorities in such a way that unreasonably prohibits or restricts the use or density of use required to be permitted under SSMUH. This includes the following powers identified in the LGA:

- a) a power under s.488 [*designation of development permit areas*],
- b) a power in relation to a land use regulation bylaw or land use permit,
- c) a power under s.614 [*designation of heritage conservation areas*], or
- d) a power in relation to a heritage alteration permit, as defined in s. 586.

Furthermore, local governments must not use zoning powers to prohibit or restrict, in a *transit-oriented area*, a prescribed density of use, size or dimension of buildings where the land is zoned to permit any residential use or a prescribed use other than residential use. More information on *transit-oriented areas* is available at: [INSERT URL](#)

The SSMUH legislation also prohibits local governments from doing the following:

- requiring off-street parking or loading spaces for the residential use of housing units required to be permitted to achieve the minimum density of six units,
- using density bonusing to achieve the minimum densities they are required to permit under SSMUH zoning (see the next section for exceptions); and
- holding a public hearing on a zoning bylaw or amendments to zoning bylaw proposed for the sole purpose of complying with the SSMUH legislation.

What are accessory dwelling units and secondary suites?

The terms accessory dwelling unit and secondary suite are used in their ordinary meaning. An **accessory dwelling unit** or ADU is generally considered to mean a building, or part of a building, that:

- (a) is a self-contained residential accommodation unit, and
- (b) has cooking, sleeping and bathroom facilities, and
- (c) is secondary to a primary dwelling unit located on the same property.

A **secondary suite** is generally considered to mean an accessory dwelling unit that is located in and forms part of a primary dwelling unit.

2.2 Density Bonusing

To meet demand for community amenities, zoning bylaws can include the option of additional (bonus) density for particular lots or zones, subject to specific conditions, such as the provision of amenities (LGA, s. 482).

For SSMUH, local governments may not use density bonusing to achieve the minimum number of required housing units except in the following circumstances:

- on lots for which the requirement of a minimum of six units applies, in which case local governments may establish conditional density bonus rules for only **one** of the **six** housing units, and
- for allowable densities that exceed the minimum densities of the relevant SSMUH legislative requirements for that specific lot.

In regard to the required six-unit density, local governments may only establish conditions in accordance with Section 482 (2) (b) and (c) of the LGA, and not for other types of amenities:

- (a) relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind, and extent of the housing; and
- (b) a condition that the owner enter into a housing agreement under section 483 before a building permit is issued in relation to property to which the condition applies.

3. Exemptions

The SSMUH legislation sets out several conditions under which certain parcels that would otherwise meet the *Restricted Zone* definition are exempt from the requirement to amend zoning to permit three to six units, described below. These exemptions were developed through consultation with a broad range of local governments and provincial agencies that oversee various aspects of land use management in the province.

There are two circumstances under which local governments are **exempted from all SSMUH requirements**, including those for secondary suites and ADUs. Those are in relation to exercising enumerated land use and planning authorities in respect of:

- lands in a local trust area under the *Islands Trust Act*, and
- a rural land use bylaw under section 457 of the LGA.

Additionally, under the Local Government Zoning Bylaw Regulation¹, lands subject to a hazardous condition where development of the land to the density of use required by sections of 481.3 (3), (4) or (5) of the LGA² can be exempted from the SSMUH legislation providing the local government has obtained a report in which a qualified professional³ certifies, for the local government, that:

- increasing the density would significantly increase the threat or risk from the hazardous condition; and
- the threat or risk from the hazardous condition cannot be practically mitigated.

There are more circumstances under which local governments are **exempted from the SSMUH requirements to permit a minimum of three to six units on a lot**. Those are in relation to exercising enumerated land use and planning authorities in respect of:

- land that is protected under s. 12.1(2) of the *Heritage Conservation Act*;
- land that is, on the date the SSMUH legislation comes into force, designated as protected under a bylaw made under LGA, s. 611 [*heritage designation protection*];
- lands subject to a heritage revitalization agreement, as defined in LGA, section 586, entered into before the date this section comes into force;
- land that is not connected to a water or sewer system (parcels must be connected to both) provided as a service by a municipality or regional district;
- land that is within a zone in respect of which the minimum lot size that may be created by subdivision is 4,050 m²;
- a parcel of land that is larger than 4,050 m²; and
- by regulation⁴, land within a designated Transit-Oriented Area.

It is important to note that land that is within an area designated as a Transit-Oriented Area will be subject to higher density requirements in accordance with the Transit-Oriented Areas legislation and regulation to help improve transit viability and service.

Further information on relationship between the SSMUH legislation and what is permitted on a lot in the Agricultural Land Reserve can be found in section 7.1.

¹ Vancouver Zoning Bylaw Regulation

² Sections 565.03 (3), (4) and (5) of the *Vancouver Charter*.

³ Qualified professional as described in paragraphs (c) to (f) of section 55 (1) of the *Community Charter*.

⁴ Vancouver Zoning Bylaw and Local Government Zoning Bylaw Regulations.

As soon as practicable after local governments update the zoning bylaw or bylaws in accordance with the SSMUH legislation and if the zones contain exempted lots, written notice must be provided to the Minister of Housing at PLUM@gov.bc.ca⁵ that identifies:

- a) the land to which the exemption applies, and
- b) the provisions of the legislation under which the exemption is exercised (i.e., the section(s) of the legislation relevant to the purpose of the exemption).

3.1 Considerations for hazardous conditions and protection of the natural environment

Local governments should continue to use their authorities under LGA s. 491(2) to identify hazard areas where considerations related to health, safety, or protection of property from damage warrant land use regulations. These authorities will continue to apply for lots and areas impacted by SSMUH zoning. See Part 3, Section 1.4 for more information about development permit areas for hazard areas.

Local governments can also continue to use their authorities under LGA s. 491(1) of the *Act* to specify areas of land that warrant special measures for the protection of the natural environment on lots to which SSMUH requirements apply, provided this authority does not unreasonably obstruct the intent of the SSMUH legislation. See Part 3, Section 1.3 for more information about development permit areas for environmental protection.

4. Extensions

There are several circumstances under which a local government may apply for an extension to comply with the SSMUH legislation in respect of a *Restricted Zone*. Local governments may update their zoning bylaw for some areas of their jurisdiction for compliance by June 30, 2024, and request extensions for specific areas or lots within their jurisdiction. Such extensions may be granted by the Minister of Housing at the Minister's discretion based on criteria that will be detailed in a bulletin to be issued in early 2024. An application process will also be outlined at that time.

The Minister may grant one or more extensions to a local government if the Minister is satisfied that the local government is unable, by June 30, 2024, to comply with the SSMUH requirements for any of the following reasons:

⁵ Or mailed to: Planning & Land Use Management Branch, PO Box 9841, STN PROV GOVT, Victoria BC, V8W 9T2.

- a) the local government is in the process of upgrading infrastructure that services the specific area or specific lots for which the extension is being requested;
- b) the infrastructure that services the area where SSMUH would apply is such that compliance by June 30, 2024, is likely to increase a risk to health, public safety or the environment in that area; or
- c) extraordinary circumstances exist that otherwise prevent compliance in relation to the area.

What is an “extraordinary circumstance”?

An extraordinary circumstance for the purpose of an extension to comply with the requirements of the SSMUH legislation is a situation that would necessitate diversion of local government resources to the management of the circumstance and mitigation of impacts arising from the circumstance such that compliance with the legislation in the specified timeline would not be possible. Examples of extraordinary circumstances may include major wildfire or flood events.

An application for an extension must contain the information required by the Minister (for example, a report by a qualified professional attesting to the infrastructure need and risks) and must be submitted to the Minister as follows:

- a) unless paragraph (b) applies, on or before June 1, 2024; or
- b) in the case of extraordinary circumstances, on or before June 30, 2024.

Under Section 786(4)⁶, LGA, the Minister must give the local government written notice of an extension refusal or an extension approval that includes:

- a) in the case of an extension refusal, the date of the refusal, and
- b) in the case of an extension approval, the date by which compliance with SSMUH is required in relation to the area (which may not be later than December 31, 2030).

Extensions requested on the basis of infrastructure upgrades apply only to the specific areas impacted. Local governments still must amend their zoning bylaws for the other areas within their jurisdiction to which the SSMUH requirements apply by June 30, 2024.

⁶ Section 625(4) of the Vancouver Charter.

4.1 Extended compliance date and notice of compliance

If a local government applies for an extension in relation to an area, the local government must adopt a zoning bylaw that complies with SSMUH in relation to the area, as follows:

- a) if the extension is granted, on or before the date set out in the notice of extension;
or
- b) if the extension is refused, within 90 days after the date set out in the notice of refusal.

A local government must provide the Minister with written notice as soon as possible after the local government has adopted the last zoning bylaw or amendment necessary to comply with SSMUH, except for the zoning bylaw or amendments necessary to comply with SSMUH in areas for which an extension has been granted.

If an extension is granted to a local government in relation to an area, the local government must give the Minister written notice as soon as possible after the local government has adopted a zoning bylaw that complies with SSMUH in relation to that area.

5. Implementing SSMUH requirements

The SSMUH requirements will apply as of the date that the legislation comes into force. This means local governments must not unreasonably restrict use or density of use that must be permitted under the SSMUH legislation, nor can they avoid the application of SSMUH requirements, including by doing any of the following:

- rezone existing single-family and duplex lots to non-residential or ancillary residential uses,
- enter into new heritage revitalization agreements that vary the use or density of use authorized below the use or density of use required to be permitted pursuant to SSMUH requirements, or
- alter the location of urban containment boundaries or servicing areas.

Local governments must update their zoning bylaws to align with SSMUH legislative requirements by June 30, 2024. Figure 1 illustrates the anticipated process for local governments to implement SSMUH-compliant zoning bylaws. In doing so, local governments should consider the following.

- In some cases, local governments are prohibited from exercising authorities in the LGA related to zoning regulations, as described in Part 1, Section 2.1 of this manual.

- Typically, all bylaws enacted after the adoption of an official community plan must be consistent with LGA, s. 478 (2)). However, zoning bylaws updates required to align with the SSMUH legislation are explicitly excluded from this requirement until December 31, 2025.
- Before December 31, 2025, however, local governments will need to amend their OCPs for the purpose of permitting the required uses and densities in their bylaws.
- Local governments can update their zoning bylaws for alignment with SSMUH by changing the permitted densities and zoning regulations for all single-family and duplex zones. An alternative approach that may be consistent with ongoing efforts to streamline zoning bylaws could be to consolidate multiple single-family and duplex zones into fewer zones with zoning regulations that align with SSMUH requirements.
- Local governments must not hold a public hearing for zoning bylaw updates for the sole purpose of complying with the SSMUH legislation. Consequently, notice that a public hearing will not be held must be given by local governments, according to the process set out in LGA section 467⁷.
- If zoning bylaw updates for SSMUH compliance are adopted using a phased approach or to accommodate in-progress applications, local governments are prohibited from holding a public hearing for each phase, if the amendment is for the sole purpose of complying with SSMUH.

After adopting the last zoning bylaw or bylaw amendment necessary to comply with SSMUH requirements, local governments must give written notice to the Minister of Housing as soon as practicable. In addition to the notice of SSMUH compliance, if there are exemptions exercised in relation to any of those bylaws, the written notice must include the location of any exempted lands and the legislative provisions (i.e., rationale) under which the exemptions are being exercised. If a local government is unable to amend its zoning bylaw within the established timeframe, it must request an extension (see Part 2, section 3).

5.1 Ministerial authority in the event of non-compliance by a local government

Local governments that do not comply with the legislative requirements for SSMUH by the compliance deadline of June 30, 2024, may be subject to a ministerial order that overrides their zoning bylaw to permit the use and a minimum density of use required to be

⁷ Section 566.1 of the Vancouver Charter.

permitted under SSMUH. In these cases, the minister will first give notice and provide an opportunity for the local government to make the amendments.

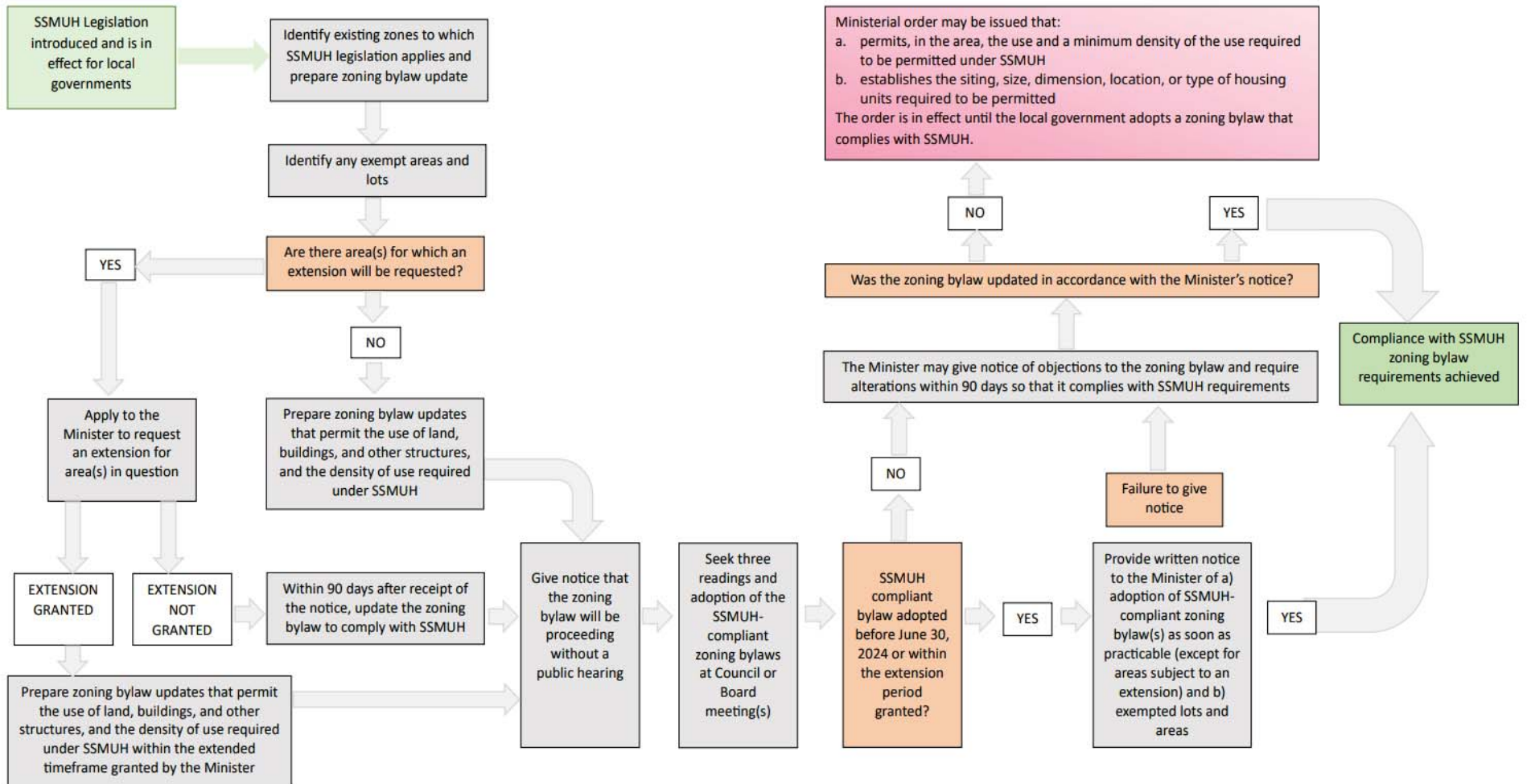
The Local Government Zoning Bylaw Regulation⁸ may be used to establish specific conditions to override the non-compliant single-family and duplex zoning bylaw provisions. A ministerial order will remain in place until the affected local government adopts zoning that is compliant with the SSMUH legislation.

How to ensure compliance with SSMUH requirements

1. Approve a zoning bylaw or bylaws that comply with SSMUH requirements by June 30, 2024, unless an extension has been granted and not expired (see Part 2, Section 4).
2. Notify the Minister of Housing in writing that the final zoning bylaw or zoning bylaw amendment necessary for compliance with the SSMUH requirements has been adopted, the location(s) of any exempted land(s) and the legislative provisions supporting the exemptions.
3. Update the official community plan by December 31, 2025.

⁸ Vancouver Zoning Bylaw Regulation.

Figure 1: Process for legislative compliance with SSMUH requirements



6. Development application processes and in-stream development applications

6.1 Development application processes

Following the adoption of zoning updates to implement the SSMUH legislation, rezoning applications can no longer be required for SSMUH in the areas where it must be permitted under the legislation. Rezoning will also no longer be required for secondary suites or accessory dwelling units in most places, depending on the manner in which the local government chooses to implement the legislation (for example, if a local government chooses to only permit secondary suites in single-family zones, rezoning applications may be required for accessory dwelling units).

However, development permits can still be required, and development variance permits may be necessary, depending on building design and site constraints. Additionally, some local governments might impose other requirements as a condition of building permit issuance, such as a business licence for secondary suites or accessory dwelling units.

Recommended approaches to development permit areas for SSMUH projects are discussed in detail in Part 3, Section 1 of this manual. Several ways local governments can make the development approval process easier for secondary suites, ADUs, and SSMUH projects are identified below.

Development approval processes improvements for SSMUH

- Emulate the approvals process used for single-detached homes (i.e., do not impose additional processes on SSMUH projects)
- If development permits are required, delegate issuing approval to staff
- Delegate issuing approval of minor development variance permits to staff (permitted under section 498.1 of the LGA)
- Eliminate requirements for a business license or covenant concerning the rental of secondary suites and ADUs
- Eliminate requirement for landowners to live on a property where a secondary suite or ADU is rented out
- Waive tree-cutting permit requirements for secondary suites, ADUs and SSMUH developments if none are required for single-detached dwellings

6.2 Options for in-stream development applications

The legislative amendments do not prescribe a specific process or approach for local governments to use when considering the impacts of the SSMUH legislation on in-stream development applications. In smaller jurisdictions, where applications are underway to permit uses or densities that will become permitted by-right following implementation of the SSMUH legislation, local governments may wish to consult with applicants to determine how they wish to proceed given the timelines involved.

In larger jurisdictions where there may be a number of such applications, the local government should develop a policy for how in-stream applications should be addressed. For example, local governments should consider fast-tracking the approval of in-stream applications where they would be consistent with the zoning amendments proposed to implement the SSMUH legislation. Application fees could be fully or partially refunded in accordance with the fee refund policy of the jurisdiction.

7. Relationship with other provincial legislation

In the course of reviewing development applications, local government staff take guidance from several provincial statutes or regulations. This section of this manual clarifies the relationship between SSMUH legislative requirements and other provincial legislation commonly referenced in land use planning.

7.1 Agricultural Land Commission Act

The *Agricultural Land Commission Act* (ALCA) is a provincial statute that sets out principles and broad rules for the protection and preservation of agricultural land in BC. The ALCA provides that any local government bylaws which are inconsistent with the ALCA are of no force or effect to the extent of the inconsistency. This means that any bylaw made to comply with section 481.3 (3) which has the effect of permitting a number of housing units greater than those permitted under the ALCA or permitting siting, siting or use of housing units other than as permitted under the ALCA will have no effect on the Agricultural Land Reserve (ALR) to the extent that the permissions in the bylaw exceed those restrictions.

In 2021, the ALCA and corresponding Agricultural Land Reserve Use Regulation (ALRU) were amended to allow for a greater range of residential uses on ALR land to support farming. Local governments must review their zoning bylaws to identify any *Restricted Zones* in the ALR and where s. 481.3 (3) applies, update their zoning bylaws to permit either a secondary suite or accessory dwelling unit as allowed by the ALR Use Regulation. In a limited number of communities, the three-unit density required under s. 481.3 (4) may also apply as a principal dwelling unit containing a secondary suite along with an

accessory dwelling unit is allowed by the ALRU Regulation. However, in most communities, only s. 481.3 (3) will apply as much of the ALR is zoned for agricultural use, consists of lots larger than 4050 m² and/or is outside an urban containment boundary. Further guidance and resources can be found at [Housing in the ALR](#).

7.2 Building Act

The *Building Act* establishes the authority of the provincial government to set technical building requirements across BC. Local authorities as defined by the Building Act may choose, but are not obliged, to administer and enforce provincial building regulations, such as the BC Building Code.

Regardless of whether a local government exercises the authority to administer and enforce the BC Building Code, SSMUH units must be built in accordance with the BC Building Code requirements for the appropriate building type. Most SSMUH buildings will likely be subject to Part 9 of the BC Building Code; however, some may fall under Part 3, depending on their size and the number of storeys.

Where a local government has been granted authority to administer and enforce technical building requirements different than those specified in the BC Building Code, SSMUH buildings must be built in accordance with the technical requirements of that jurisdiction. This may be the case for example, in jurisdictions that have adopted the higher Step Code standards.

Secondary suites and the BC Building Code

The BC Building Code now allows secondary suites in more building types, including side by side units in duplexes and row housing. Size restrictions for secondary suites have also been removed. Further information on these changes can be found in [Technical Bulletin Number B19-05](#).

7.3 Community Care and Assisted Living Act

The *Community Care & Assisted Living Act* (CCALA) establishes the Province's authority to regulate and license community care facilities and assisted living residences. Licensed community care facilities are defined as those that offer care to vulnerable people in child day care, child and youth residential settings, and adult settings. Assisted living residences are defined as residences that accommodate seniors and persons with disabilities who receive housing, hospitality, personal assistance services and can direct their own care.

Section 20 of the CCALA exempts licensed in-home providers who care for eight or fewer children in a single-family dwelling from use restrictions in zoning bylaws, even if the local bylaws specifically disallow childcare in a single-family residential zone. The same section of the CCALA also exempts homes used as a residence for no more than 10 persons, not more than 6 of whom are persons in care (commonly called group homes) from land use restrictions in bylaws.

For this reason, many single-family detached zones only allow licensed in-home day care for eight or fewer children, or a group home in a single-family dwelling, provided there is no secondary suite in the home. When updating zoning bylaws to implement the SSMUH legislation, local governments are encouraged to consider allowing licensed in-home day cares and group homes in a wider range of building types in consultation with the regional health authority.

Consideration should also be given to the amount of outdoor play space available daily for each group of children, and for the total number of vehicles that will be present during morning drop off and end of day pick-up of children, to ensure that safe areas to which children do not have unsupervised access are provided.

7.4 Drinking Water Protection Act

The *Drinking Water Protection Act* (DWPA) applies to all drinking water systems other than those for single-family dwellings and systems excluded through the Drinking Water Protection Regulation. The DWPA establishes requirements for drinking water operators and suppliers to ensure the provision of safe drinking water for users. The DWPA also assigns certain duties to the Provincial Health Officer (PHO) regarding compliance, reporting, drinking water protection planning, amendments to protection planning, and reviewing decisions made by Drinking Water Officers.

The provisions of the SSMUH legislation that require local governments to update their zoning bylaws to permit a minimum density of three to six units only apply where the land is served by both a water system and sewer system provided as a service by a municipality or regional district, but not an improvement district.

The secondary suite and ADU provisions of the SSMUH legislation apply to areas not served by local government water and sewer. Single-family residences containing a secondary suite, in addition to the primary suite, may be considered exempt from permitting requirements under the DWPA. However, duplexes and lots with a detached accessory dwelling unit, in addition to the single-family residence, that are served by a well or other private water, meet the definition of a water system as defined by the DWPA. Such water systems must be designed, permitted, and operated in accordance with the

DWPA. Resources and information on these requirements can be found here: [How Drinking Water is Protected in B.C.](#)

7.5 Public Health Act

Under the *Public Health Act*, the Sewerage System Regulation applies to holding tanks and sewerage systems receiving less than 22,700 litres per day of sewage that serve single-family systems or duplexes. To mitigate risks related to groundwater contamination, local governments should only permit secondary suites and not accessory dwelling units on properties under one hectare in size that are not serviced by a local government sewer system.

7.6 Environmental Management Act

The *Environmental Management Act* (EMA) regulates industrial and municipal waste discharge, pollution, hazardous waste, and contaminated site remediation. The EMA provides the authority for introducing waste into the environment, while protecting public health and the environment. The EMA enables the use of permits, regulations, and codes of practice to authorize discharges to the environment and enforcement options, such as administrative penalties, orders, and fines to encourage compliance.

The applicable provisions of the EMA apply to the zoning bylaw updates made by local governments to implement the SSMUH legislation.

7.7 Heritage Conservation Act

The purpose of the *Heritage Conservation Act* (HCA) is to encourage and facilitate the protection and conservation of B.C.'s unique cultural heritage. Archaeological sites are granted automatic protection through section 12.1 of the HCA and are afforded protection whether they are recorded or as-yet unrecorded, located on public or private land, and whether they are intact or disturbed.

The HCA does not prevent local governments from amending zoning to comply with the SSMUH legislation on land with recorded or unrecorded archaeological sites. Land altering activities on such land may require a permit under the HCA, issued by the Minister of Forests or their delegate.

To determine if a proposed development overlaps with a protected archaeological site, or is in an area with high potential for as-yet unrecorded sites, it is recommended that developers submit an [Archaeological Information Request](#) for the project area. This report will indicate the presence of known archaeological sites within the project area, the potential for unrecorded archaeological sites, and recommend next steps. Obtaining this

information early may inform important project decisions and timelines for any necessary authorizations under the HCA. Entities who proceed with development of SSMUH units on parcels where zoning was amended in accordance with the SSMUH legislation who encounter a heritage object or site protected under the HCA during land altering activities must stop work immediately and cease work until appropriate HCA permits are in place.

Developers are encouraged to contact the Permit Connect team to understand provincial permitting requirements broadly and facilitate the prioritization of their multi-unit housing developments.

7.8 Land Title Act

Under the *Land Title Act* (LTA), a combination of the Torrens system of assured land titles and an accurate survey cadastral are used to establish the basis for real property ownership in BC. The LTA also provides the framework for the registration of charges (e.g., covenants, easements, liens on title of a property). Covenants registered against the title of a property could affect the ability to achieve the densities prescribed under the SSMUH legislation.

Covenants under section 219 of the LTA can only be registered by local governments, Islands Trust, a Crown corporation or agency, and the Crown. Local governments frequently use covenants of a positive or negative nature as a tool during rezoning processes to ensure or prevent a particular outcome once the land has been rezoned. Covenants may include provisions concerning:

- the use of land;
- the use of a building on, or to be erected on, the land;
- building on or the subdivision of the land; and
- protection of amenities like natural habitat.

Changes to, or release of, a section 219 covenant requires approval of the respective council or board, or in the case of a subdivision, the approving officer.

Existing section 219 covenants are not affected by the SSMUH legislation. However, local governments should not pursue new covenants that would prevent the prescribed residential densities required under the SSMUH legislation. Covenants can however still be requested for health, safety, and the protection of the natural environment.

Statutory building schemes are another form of restriction registered on a parcel's title that could impact the potential to achieve the residential densities prescribed by the SSMUH legislation. Statutory building schemes are generally reciprocal, in that the restrictions on each lot are imposed for the benefit of the other lots in the development.

Restrictions imposed by the building scheme run with the land and bind future owners/renters in the subdivision. Typical restrictions or requirements deal with building sizes, styles, finishes or colours, but can also restrict the use of buildings. Local governments are not generally party to, or responsible for the administration of the building scheme.

Provided the building scheme is valid, an existing statutory building scheme registered on title that limits the use of a property to one dwelling unit will take precedence over the unit densities prescribed through zoning updates made in accordance with the SSMUH legislation. This does not prevent a local government from zoning land subject to a statutory building scheme for a higher density, but the first responsibility of the owner(s) of that land is to uphold the terms of the building scheme.

7.9 Riparian Areas Protection Act

The *Riparian Areas Protection Act* (RAPA) and the accompanying Riparian Areas Protection Regulation (RAPR) require local governments to protect riparian areas during residential, commercial, and industrial development. Qualified Environmental Professionals conduct riparian assessments within 30m of a stream, ditch, watercourse, wetland, or other body of water that is, or feeds into, fish habitat. These assessments are submitted to the province for review to ensure RAPR standards are met, and the Province has authority to either accept or reject reports. Upon acceptance of a riparian assessment, local governments can then issue the necessary permits.

While the RAPA and RAPR don't hinder local governments from amending zoning under the SSMUH legislation, development activities on parcels for SSMUH purposes must align with the jurisdiction's chosen approach to implementing the RAPA and RAPR, meeting or exceeding provincial standards. This often involves establishing a development permit area for riparian protection, and necessitating work in accordance with the riparian assessment report within the 30-meter riparian area. Any proposed works within this area must adhere to the riparian protection standards outlined in the RAPR. For more details, refer to the Riparian Areas Protection Regulation website or contact RiparianAreas@Victoria1.gov.bc.ca.

7.10 Transportation Act

The *Transportation Act* deals with public works related to transportation, as well as the planning, design, holding, construction, use, operation, alteration, maintenance, repair, rehabilitation, and closing of provincial highways.

Under Section 52 of the *Transportation Act*, a controlled area is defined as any land and improvements within an 800-metre radius of the intersection of a controlled access highway with any other highway. A local government zoning bylaw does not apply to the controlled area unless it has been approved in writing by the Minister of Transportation and Infrastructure or delegate, or the bylaw is compliant with an agreement under the signature of that Minister's or a delegate. Zoning bylaw updates to implement the SSMUH legislation in controlled areas as defined in the *Transportation Act* will require the written approval of the Minister of Transportation and Infrastructure or delegate, unless compliant with an existing agreement.

8. Overview of other related Provincial initiatives

A significant number of legislative requirements were introduced in the fall of 2023 that impact planning, reporting, and development approval processes for BC local governments. These legislative changes and related programs, such as the [Single Housing Application Service](#) and the [Complete Communities Program](#), are designed to respond to challenges communities across the province are experiencing, including a shortage of safe and affordable housing.

These legislative changes are summarized below. They were implemented in conjunction with SSMUH legislation to collectively modernize land use planning processes; improve the supply, diversity, and affordability of housing; and help equip local governments with the tools needed to sustainably manage their services and infrastructure. They support the *Homes for People Action Plan*, which strives to build more inclusive and affordable communities.

Many of the legislative changes described below originated from the Province's [Development Approvals Process Review](#) in 2019. It was undertaken with the goal of increasing the efficiency and effectiveness of local government development approvals processes. The extensive stakeholder consultation that informed the resulting report highlighted several systemic challenges these initiatives are designed to address.

8.1 Housing needs reports

In November 2023, the Province updated legislative requirements for local governments to prepare housing needs reports (HNR). When updating their HNR every 5 years, local governments are now required to use a standard methodology and calculate housing needs over a longer 20-year time horizon, as well as the 5-year timeline originally required. The requirements also more directly link housing needs reports to official community plans and zoning bylaws to ensure both planning and zoning align with community housing needs.

8.2 Linkages between official community plans and zoning bylaws

Official community plans (OCPs) describe the long-term vision of communities. They include statements of objectives, maps, and policies that guide decisions on local government planning and land use management. Zoning bylaws are intended to implement land use planning visions expressed in OCPs and regional growth strategies by regulating how land, buildings, and other structures may be used.

In practice, zoning bylaws are often not updated for alignment with OCPs to enable the vision articulated in them to be realized. This means changes to different land uses, even if desired by local governments, and supported by the broader community during the OCP's development, are often subject to onerous and time-consuming development application processes. This reduces the ability of local governments to adapt land uses to changing community needs in a timely way. It also creates a barrier to neighbourhoods and communities realizing the vision they have identified through extensive community consultation.

The fall 2023 legislative changes mean municipalities are now required to update OCPs and zoning bylaws on a regular basis for consistency with housing needs reports. Over time, this will have the effect of reducing the number of rezonings required to bring into effect land use changes that are consistent with community visions articulated through OCPs. Development permit applications may still be needed, as well as building permits. However, this will reduce administrative requirements for local governments to process land use applications, while assisting communities in realizing their vision for growth and change sooner.

8.3 Transit-oriented areas regulation and policy

Transit-oriented areas (TOAs) are geographic areas surrounding prescribed transit stations. Generally, TOAs encompass a 400 metre to 800 metre radii around a transit station, which constitutes a 5-minute or 10-minute average walking distance, respectively. Transit stations will be defined in the Transit-Oriented Areas Regulation and may include a bus exchange, passenger rail station (a Sky Train station), West Coast Express station, or other prescribed transit facility. This may include planned stations that are not yet in service at the time the regulation is established.

A limited set of interim TOAs will be provided by both regulation and maps to local governments with prescribed transit stations. These interim TOAs will be in effect when the Transit-Oriented Areas Regulation is established and consist only of the transit stations located in designated transit-supportive areas that municipalities have already identified in their official community plans.

Local governments must designate any TOAs in their jurisdiction by bylaw on or before June 30, 2024, using the list of transit stations and designation criteria in the Transit-Oriented Areas Regulation. This list of stations includes both interim transit stations and additional transit stations. The full list of transit stations and TOAs are exempted from the SSMUH requirements. As a first step in implementing SSMUH, local governments should review the Transit-Oriented Areas Regulation to confirm if it applies to their community and if so, to which areas.

8.4 Development financing

The SSMUH legislation is intended to help facilitate housing supply, which will likely create demand for new or expanded infrastructure from local governments. To address this demand, local governments have a range of financing tools available to acquire and construct new assets. The key development finance tools set out in legislation include subdivision servicing charges, development cost charges (DCCs) and new provisions for amenity cost charges (ACCs).

Subdivision Servicing Charges

Local governments may establish a subdivision servicing bylaw that regulates and sets out the requirements for the provision of works and services that are needed as part of the subdivision or development of land. These bylaws are used to recover the cost of local service infrastructure that will specifically serve subdivision or development.

Development Cost Charges

DCCs can be levied on new development to help pay the capital costs of new or expanded infrastructure, such as sewer, water, drainage, parks, and roads necessary to adequately service the demands of that new development. The LGA sets out the rules and requirements for using DCCs.

If a local government wishes to impose DCCs on fewer than 4 dwelling units and does not have this authority provided for within the current DCC bylaw, an amendment to the DCC bylaw would be required. This can ensure that SSMUH developments contribute towards the costs of the infrastructure that will serve them.

To provide an incentive for affordable housing, a local government may define affordable rental housing and then provide waivers and reductions of DCCs to developments that are eligible under these definitions.

A new or amended DCC bylaw will also be required if a local government wishes to collect DCCs to help pay the capital costs of fire protection facilities, police facilities and solid waste and recycling facilities, or if the updates to zoning regulations affect the

assumptions used to calculate DCCs, such as the number of residential units, housing stock mix, or occupancy rates. The same rules and requirements that exist in the DCC framework will apply to these new categories. Additional resources for DCCs include the Province's [Development Cost Charges Best Practices Guide](#).

Amenity Cost Charges

Local governments can also use the new ACC financial tool to help pay the capital costs of amenities (e.g., community and recreation centers, libraries, day care facilities) needed to support growth and create liveable communities. Note that ACCs cannot be used to pay the capital costs of projects that are eligible to be funded through DCCs.

Like DCCs, ACCs must be imposed by bylaw. Local governments must determine the area or areas in their communities where they are anticipating growth and identify what amenities are needed in the area or areas. When determining the area(s) and amenities, local governments will need to consider their official community plans and other relevant planning documents, expected increases in population, and the financial plan.

ACCs can then be imposed as a set charge based on units, lots, or floorspace area on new development to help pay for amenities that benefit the development and the increased population resulting from new development. When setting their charges, local governments need to consider the capital costs of the amenities, phasing of amenities, whether the charges are excessive in relation to existing standards of services, and whether charges would deter development (e.g., they will need to undertake a land economic analysis).

Charges cannot be based solely on the capital costs of the amenities. In determining charges, local governments must follow the steps below.

- Deduct any grants or other sources of funding that are helping finance an amenity.
- Allocate the costs between future residents and businesses (i.e., the portion of costs allocated to new users/to be paid by new development) and current residents and businesses (i.e., the portion attributed to existing users). As amenities often benefit the existing population, local governments will need to fairly distribute the costs of amenities between future residents (i.e., the development) and existing residents and businesses (i.e., the existing tax base).
- Deduct from the portion of costs attributed to new development an amount that will be funded by the local government. Like DCCs, ACCs are intended to “assist” with paying the capital costs of amenities. Therefore, local governments are expected to provide a level of financial assistance to ensure that new development does not shoulder the entire costs of amenities.

There are certain circumstances in which a local government cannot impose ACCs, including on developments that have already paid an ACC, developments that do not result in an increase in population (e.g., a triplex replacing a triplex), or to cover the capital costs of the types of infrastructure for which a local government can impose DCCs. Local governments can waive or reduce ACCs for not-for-profit rental housing and for-profit affordable rental housing (like DCCs).

Unlike DCCs, ACC bylaws do not require approval by the Inspector of Municipalities. Instead, the legislation sets out specific requirements for developing the bylaw, such as a requirement to consult with affected parties (e.g., the public, neighbouring local governments, the development industry) and rules to ensure transparency and accountability about funds received (e.g., local governments must report annually on their charges). The Province has authority to establish regulations respecting specific aspects of the framework, such as to ensure that charges do not deter development and to exempt certain types of affordable housing from ACCs.

8.5 Upcoming Changes to the Adaptability and Seismic Provisions in the BC Building Code

In 2025, provisions relating to the design of adaptable dwelling units will be required in many dwelling units. For Part 9 buildings, these requirements will only apply when a common entrance to the units is provided in the building design, and then only to units on ground floors or accessible by elevators. Part 9 buildings without common entrances or elevators will not be required to meet adaptability provisions. Many local governments currently allow or provide for increased floor space in dwelling units that are adaptable, with an average of 20-25 square feet allowed to compensate for the increased space requirements for the provisions.

In response to updated knowledge about the seismic risk in some parts of BC, new seismic mitigation measures will also be coming in 2025. For Part 9 buildings, little to no impact is anticipated on the overall size of a building constructed to the new seismic requirements and design measures may be able to mitigate the associated cost implications. Towards this end, the Building and Safety Branch is working with partners to support the development of guidance materials.

The setbacks and lot coverages in the four packages of site standards in Section 4 should accommodate any increase in a building's floor area resulting from the new adaptability and seismic provisions. For those local governments that do wish to limit the size of a housing unit to enhance its affordability, it is recommended that local governments allow additional floor space for adaptable units and where the seismic provisions will have demonstrable impacts on the building footprint for Part 9 buildings.

Part 2 – Zoning bylaw amendments

Given the depth of the housing crisis and the province-wide goal of creating more homes, faster, local governments are required to put in place zoning bylaws that enable SSMUH and do not impede the creation of SSMUH. Local governments must not use other authorities in Parts 14 and 15 of the LGA⁹ to unreasonably restrict or prohibit SSMUH projects.

This part of the manual identifies factors local governments must consider when updating their zoning bylaws to be compliant with SSMUH requirements and sets provincial expectations for compliance. It identifies recommended approaches based on best practices and the experiences of jurisdictions that have already implemented similar policy frameworks. It also identifies common zoning bylaw provisions that are not aligned with SSMUH objectives and alternative approaches that can be used.

Common provisions in zoning bylaws that will likely impede the successful creation of new and relatively affordable units of housing through SSMUH are identified in Table 2. Where relevant, alternative approaches, mitigations, or solutions are provided. It is important for local governments to note it is typically not a single zoning rule that impacts the viability of a SSMUH project, but rather the cumulative and cross-cutting impacts of several regulations combined.

The building types, density and intensity, and site conditions that will improve the economic viability of SSMUH projects are also described. Due to the high cost of land and buildings in BC, as well as extensive zoning regulations that were typically designed to regulate larger multi-family building forms, the economic viability of building SSMUH forms has been limited throughout most of the province. Creating a favourable regulatory environment for SSMUH housing to help overcome these barriers will require an openness to new building forms in areas traditionally reserved for detached single-family and duplex homes.

⁹ Parts XXVII and XXVIII, Vancouver Charter.

Table 2: Common zoning bylaw requirements that will deter SSMUH housing forms

Bylaw requirement	Potential negative impacts on SSMUH outcomes	Possible solutions(s) or mitigations
On-site parking requirements that are too high	Likely to reduce the viability of projects due to space limitations on traditional single-family and duplex lots, and also to reduce site permeability and livability.	Eliminate on-site parking requirements or adopt a modest maximum requirement (e.g., 0.5 spaces/unit) where residents have access to sustainable forms of transportation like public transportation or active transportation, and where on-street parking is available. More on-site parking may be considered (e.g., 1 space/unit) where public transportation or on-street parking is not available.
Insufficient height allowances	Limits of 1, 2 or 2.5 storeys will affect project viability or increase lot coverage to the point of reducing site permeability and livability. If height maximums are too low, it can also create challenges for evolving building technologies designed to improve sound and fire separation.	A universal maximum height limit that permits at least three stories regardless of the method of measurement, site gradient, or roof style improve the viability and diversity of SSMUH housing forms. This will also enable configurations and designs to be flexible so they can accommodate competing objectives (e.g., permeable surfaces, tree retention, open space for residents, parking spaces). 11 metres is often considered an appropriate building height limit to facilitate three storeys, based on a common approach of measuring building height from grade, which is to the midpoint of a pitched roof or the highest point of a flat roof from the average elevation of all corners of the building.
Servicing requirements triggered by additional units	Beyond the need to tie new units into existing water, sewer, and stormwater services, requiring upgrades to the distribution and collection system owned by the local government can add hundreds of thousands of dollars and render projects not financially viable.	Consider whether existing housing occupancy and consumption rates (in the case of water and sewer) align with assumptions underlying up-to-date infrastructure servicing models. Generally, occupancy and demand levels today are much lower than in past decades, meaning additional modest density in new units can be added with negligible impacts and without necessitating the need for system upgrades. Demand management measures, such as watering restrictions and on-site stormwater management features (e.g., rain gardens), can help mitigate servicing impacts.

Common zoning bylaw impediments	Potential Negative Impacts on SSMUH outcomes	Possible solutions(s) or mitigations
Limitations on the visibility or positioning of entrances for non-principal dwellings	Regulating the positioning of doorways can significantly limit the viability of different SSMUH building forms, which are already constrained by lot size and configuration, setbacks, and geotechnical considerations.	<p>Remove regulations related to the positioning of entrances on non-principal dwellings.</p> <p>Recognize the potential for internal facing entrances to improve the livability of new units (e.g., through a courtyard arrangement or shared green space) and encourage them through design.</p> <p>This approach should take into account any requirements for unit addresses to be visible for emergency response, and servicing considerations if units front onto laneways.</p>
Owner-occupation requirements for secondary suites	This condition on the establishment and use of secondary suites unnecessarily limits the availability of rental units, is contrary to the intent of zoning bylaws to regulate use (not users) and is regarded as questionable legally ¹⁰ .	<p>Remove owner-occupation requirements for secondary suites.</p> <p>Where they exist, address concerns about property maintenance, noise, or other nuisance directly through appropriate local government bylaws.</p>

¹⁰ See Province of British Columbia. (2003). *Suites: A guide for local governments*. Retrieved from https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/secondary_suites.pdf

1. Building type

Most zoning bylaws contain use regulations in their residential zones that prescribe the building types permitted. For example, single-family residential zones generally permit one single-detached dwelling per lot. These use and density regulations have traditionally been applied to maintain a particular style of land development that creates neighbourhood consistency and are a holdover from an era of larger household sizes that are not as common as they used to be. However, they also have the effect of limiting housing diversity (as well as community diversity and inclusiveness) by restricting other housing types. Enabling more diversity in housing types will help improve housing affordability over time and better respond to the needs of changing demographics in communities.

Local governments implementing SSMUH zoning bylaw updates should be flexible in terms of permitting the full range of combinations and configurations for SSMUH buildings, up to at least the specified density or unit limit on a given lot. For example, rather than create a zone that permits a duplex, triplex, or fourplex, a zone could permit up to four housing units, without limiting the form those buildings should take.¹¹ The large number of configurations possible to accommodate four units on a lot are listed below.

There are many ways to combine and configure units on a lot

Allowing the full range of combinations and configurations of SSMUH housing on lots will create more diversity in housing choices to meet the needs of households that are becoming more diverse in their composition. For example, in contrast to a zone designed to permit only fourplexes, a zone that permits four housing units of any type allows for several combinations and configurations of housing, including:

- Principal housing unit + secondary suites x 2 + one ADU
- Principal housing unit + secondary suite + detached ADUs x 2
- Duplex x 2
- Duplex with one secondary suite in each unit
- Triplex + detached ADU
- Fourplex
- Four townhouses
- Four detached housing units (e.g., a cottage court)

¹¹ With the exception that local governments should still not permit the use of travel trailers, recreational vehicles, and other forms of housing on temporary foundations as dwelling units.

This approach will allow those who are designing and developing the housing to select a form that better aligns with the needs of the community or future residents. The flexibility created will also enable landowners to build in a way that takes into account factors like expertise and capacity in the construction industry, and important site considerations like topography, tree canopy, heritage and environmental values.

Jurisdictions that have laneways may have additional considerations to take into account in terms of the siting, configuration, and orientation of units. For example, laneways can improve the ease of incorporating onsite parking by removing the need for a driveway through the lot. However, laneways may not be maintained to the same standard as other roads, in which case local governments may prefer not to permit unit access along them.

When updating zoning bylaws to allow a wider range of housing forms, local governments should consider the implications for existing uses like single-family homes. If single-family homes are no longer allowed in a zone, it could cause all the existing single-family homes to become legal non-conforming.

2. Density / intensity

There are a number of “levers” that local governments have to regulate the size and number of units that can be developed on a parcel of land. Each lever has benefits and drawbacks, and the SSMUH legislation and this corresponding policy manual propose a unique suite of them to achieve more housing in BC communities. Local governments should not use any levers in zoning or design guidelines for the purpose of unreasonably restricting or prohibiting the intent of the SSMUH legislation.

Zoning bylaws typically regulate the *density* of development in residential zones by controlling the number of units per lot or units per hectare. SSMUH legislation will supersede local governments’ ability to regulate on-parcel density in *Restricted Zones* as defined in the legislation, through the introduction of a minimum number of housing units required to be permitted for lots of varying characteristics.

Local governments also often regulate the *intensity* of development in residential zones. This can be done in a number of ways, including lot coverage limits, floorplate limits, total floor area limits, and through Floor Area Ratio (FAR) or Floor Space Ratio (FSR) regulations (commonly used interchangeably). In conjunction with other regulations, FAR is a key determinant in the bulk of a building on a given parcel and extra FAR is often used as leverage in density benefit (sometimes called density bonusing) schemes whereby local governments will authorize an increased FAR in return for amenities, affordable housing, or special needs housing.

In most single-family and duplex zones, the FAR is often kept low to maintain a similar size of housing unit across neighbourhoods. To effectively implement SSMUH zoning, the typical FAR of residential zones would have to be raised. However, FAR is not necessary to regulate the maximum floor area in SSMUH zones. In combination with setbacks and parking requirements, FAR limits can undermine the viability of creating new units of housing on a lot. When combined with a limit on the number of units permitted on a given site, creating a buildable area through setbacks and height regulations instead of specifying FARs will provide greater flexibility to enable landowners and developers to build SSMUH units of an appropriate size and intensity for the lot and local market. This is the approach reflected in the accompanying Site Standards for all densities.

Local governments could consider maintaining FAR limits in SSMUH zones in circumstances where zoning could allow for more units than the unit numbers permitted under SSMUH legislation as part of a density bonusing scheme. In these circumstances, a lot could be permitted to have more units than prescribed in the legislation through an increased FAR, in return for an amenity.

Local governments may also wish to retain FARs in zoning bylaw requirements on larger lots to avoid the construction of excessively large and relatively expensive housing units. However, using building footprint to limit the size of buildings and housing units instead will help achieve the same objective without the same impacts to project viability, provided building heights permit up to three stories.

Rather than introduce FAR limits for SSMUH forms of housing, local governments should consider reducing FAR limits for single-family dwellings, as the City of Vancouver has done. This will improve the relative economic viability of multi-unit forms of housing to encourage more of them to be built. It will also discourage the development of excessively large and expensive single-family dwellings that could be illegally converted to multi-unit dwellings to avoid costs and regulatory processes.

Floor area ratio or FAR describes the relationship between the total amount of usable floor area that a building is permitted to have and the total area of the lot where the building sits. It is not just a measure of the footprint of the building on the land but rather the sum of all usable floor area of the building relative to the land.

3. Lot line setbacks

Standard setbacks from lot lines for buildings and structures serve several functions. In addition to setbacks, building code requirements for spatial separation for fire safety need to be followed to reduce the risk of fire spreading from one building to another.

Setbacks are often also designed to create a consistent look and feel on a street, mitigate concerns about adjacent uses, and define where open space on a parcel is located. However, they can also restrict opportunities to work around on-site geotechnical or environmental constraints and limit design flexibility and diversity in terms of housing forms. Reductions in setbacks, particularly rear and side yard setbacks, will likely be required to accommodate an increased number of housing units on what have traditionally been single-family residential or duplex lots.

To create a favourable development environment that encourages landowners to add additional housing units on their lots, local governments should adopt modest lot line setbacks in *Restricted Zones*. This will help ensure the viability of SSMUH housing forms and provide flexibility for the development of new units through multiple configurations.

It is particularly important that setbacks for lots proximate to transit in respect of which local governments will be required to permit a minimum of six units have minimal setbacks to improve their viability. The Site Standards for these lots recommends zero lot line setbacks, recognizing the potential of buildings of this scale to be non-combustible and built in a rowhouse or townhouse style where lot conditions are conducive to it.

Builders and developers will often use larger setbacks depending on the building type (e.g., combustibility), parking requirements (particularly for rear-yard parking and drive aisles), and the location of doors and windows. For example, larger side yard setbacks are required if the non-principal dwelling units have entrances/exits facing rear or side yards. This configuration will be likely for some forms of SSMUH housing, such as ADUs. The generous rear yard setbacks typical of single-family zones (e.g., 7 meters) will significantly limit the viability of adding additional housing units to single family lots. A reduction in rear yard setbacks will create flexibility in terms of the siting of units and open space on a lot. Lot coverage limits can be used to help mitigate some concerns related to SSMUH by ensuring an appropriate balance between open space and impermeable area.

The BC Building Code establishes spatial separation requirements for buildings to prevent the spread of fire. Depending on a number of factors, the Code does permit buildings to be constructed right up to the property line. However, the distances that a building must be from a property line for fire safety or from another building on the same property may be greater than the setbacks in a zoning bylaw. Where this is the case, changes to the design of a building or adding sprinklers may be used to align the fire safety requirements of the building code with setbacks in a zoning bylaw.

Local governments should also consider reducing their front yard setbacks to bring buildings closer to the sidewalk, which will have the effect of creating more vibrant streets through the 'eyes on the street' effect and increasing the likelihood of social interactions. A smaller front yard setback yields opportunity for a larger backyard, which can help achieve

livability or urban forest objectives. More generous front-yard setbacks in rural or semi-rural settings (e.g., 4.5m to 6m) where there is no landscaped median may still be warranted to reduce the impacts of roads in terms of noise and safety risks. Due to the larger lot sizes that are conventional in rural and semi-rural settings, this should not have a meaningful impact on the viability of adding additional units of housing to these lots.

Of all the land use regulation changes proposed in this manual, reducing customary single-family and duplex front and rear lot line setbacks may have the most profound effect on the traditional development pattern in single-family and duplex zones. It will enable buildings to be sited in what would have traditionally been a front yard or a back yard. Importantly, it will allow flexibility in terms of the location of open space and housing unit siting on lots to create a greater variety of configurations of housing units and improve on-site livability.

4. Building height / storeys

Building height regulations in single-family and duplex zones often permit up to a two-storey building with a height between seven and eight metres. To accommodate additional units on a lot, permitted building heights can be increased to maintain open or permeable space on the lot and accommodate the units within the required distances from property lines and/or between buildings for compliance with the BC Building Code. Building code requirements also create a practical limitation for SSMUH housing forms in terms of height maximums. When buildings exceed three storeys, on most lots (depending on grade) they are required to have a second exit, which has a significant impact on project costs and viability. Accordingly, local governments should consider allowing at least three storeys and a height of 11 metres in *Restricted Zones* for their zoning bylaw requirements¹².

Lower height limits will introduce significant trade-offs and likely negatively impact other desired outcomes for landowners and communities. For example, overly restrictive height limits could reduce the number of units that can be established on the site and consequently increase the costs to build, buy and/or rent each unit. Restrictive height limits can also have the following impacts:

- Increasing the coverage of impermeable surfaces, which could increase pressure on stormwater management systems and/or negatively impact surface and groundwater resources;

¹² Local governments use various methods to measure and regulate height. This may cause slight variations in the height necessary to permit three storeys.

- Reducing open space available for use by residents, for retention or planting of on-site trees, or for protection of other environmental values;
- Potentially reducing the livability of housing units on the site as well as adjacent units by necessitating smaller side and rear-yard setbacks; and
- Reducing accessibility and livability by foregoing a ground-floor unit in favour of a below-grade unit.

5. Lot coverage

Similar to Floor Area Ratio (FAR), lot coverage is another metric by which the intensity of development on a parcel is regulated. Lot coverage is generally expressed as a percentage, calculated by dividing the footprint of all buildings and structures on a lot by the size of the lot (using the same unit of measurement) and multiplying by 100. In some jurisdictions, all impervious surfaces are included in lot coverage calculations. In others, ground-level paving is excluded. Lot coverage is regulated by local governments for several reasons.

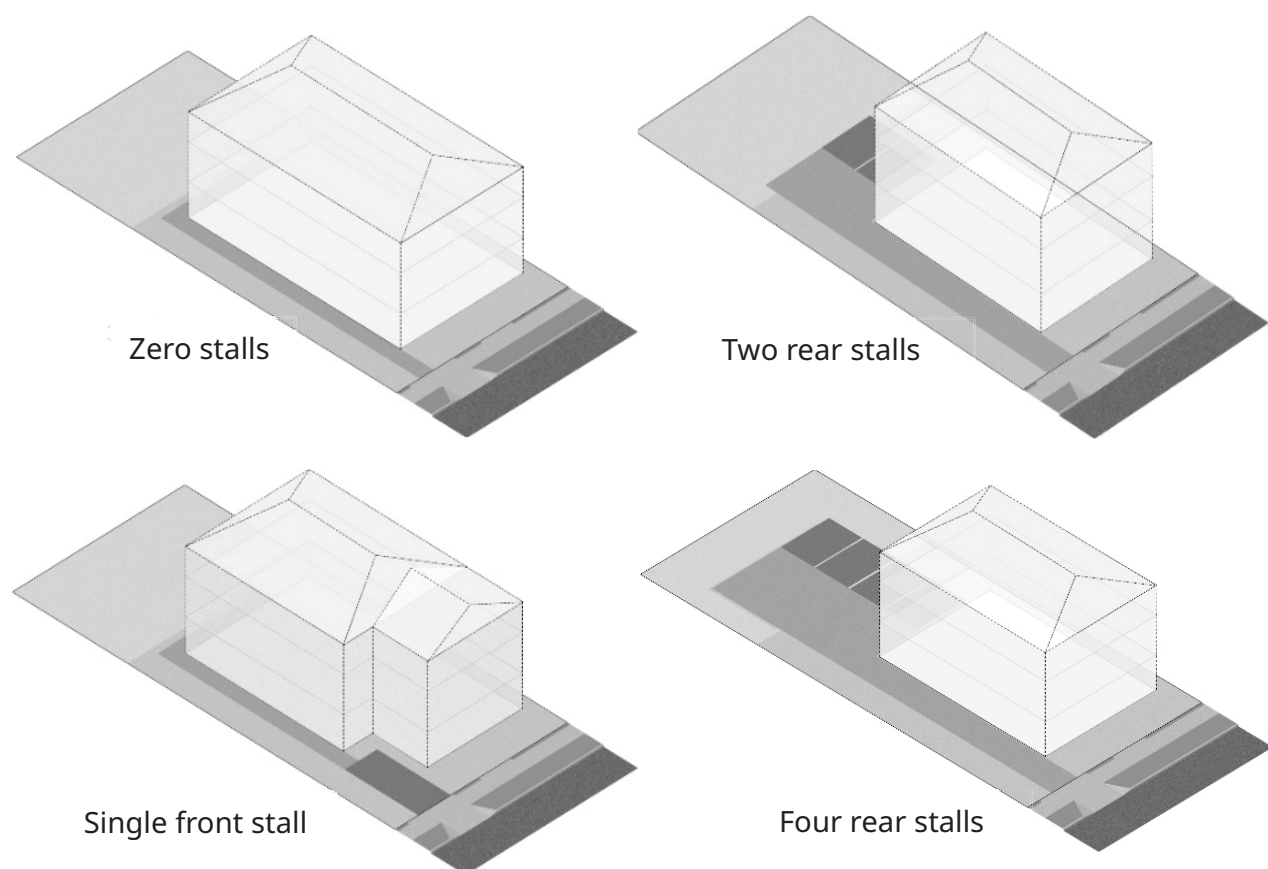
Lot coverage limits can be used to limit the size of buildings, in conjunction with setbacks, to ensure a consistent pattern of development and protect the pervious surfaces that support groundwater recharge and effective stormwater management. In most single-family and duplex zones, lot coverage ranges from between 25 and 40 percent, although it can be set below that on larger lots to control house size, or higher on smaller lots where a low lot coverage could impede development of a livable home. However, these lot coverage limitations can be an impediment to SSMUH housing forms if they do not allow a sufficiently large building footprint to accommodate development forms for multiple units that are financially viable.

The combination of the small size of single-family and duplex lots in some BC communities and the need for sufficient distance from property lines and/or between buildings to comply with the BC Building Code (particularly for combustible buildings) inherently reduces the possible lot coverage of resulting buildings, particularly if on-site parking is required. Nonetheless, setting lot coverage limits will help maintain permeability on the site to reduce impacts to stormwater management and water resources. It will also help keep the size of new homes resulting from the SSMUH zoning changes reasonable and more affordable. The Site Standards recommend different lot coverage limits for each type of lot subject to different density requirements, ranging from 60% for lots where a minimum of 6 units must be permitted, to 30% on lots for which only secondary suite and/or ADUs must be permitted.

6. Parking requirements

Of all bylaw regulations, on-site vehicular parking requirements often have the greatest influence on the viability of SSMUH housing forms. This is because typical single-family and duplex lots in urban and suburban settings are generally not large enough to accommodate multiple dwelling units with their required setbacks, and parking stall requirements for each unit. As illustrated by Figure 2, the inclusion of on-site parking requirements has significant consequences for the use of space, buildable area, as well as the configuration and siting of buildings on lots. Consequently, local governments should minimize parking requirements when updating their zoning bylaws, and in some cases consider removing parking requirements for residential zones altogether.

Figure 2: Impacts to building area and siting from on-site parking requirements



At the same time, many people (such as students and seniors) cannot, or choose not, to own or drive a car and rely on other modes. In some communities, this is a significant share of households. Local government requirements are often dated and result in parking being significantly overbuilt. A 2018 study by Metro Vancouver found that parking supply exceeded use by around 40% in various types of strata and rental apartment buildings across the region.¹³

There are many other advantages of adopting low or no parking requirements for residential housing developments, as described below.

Improved affordability and equity: Reducing parking requirements can directly reduce housing costs through avoided costs for new development (in the lower mainland and Greater Victoria, surface parking spaces commonly cost \$20,000 - \$30,000 to build while underground parking costs range from \$50,000 - \$75,000 per space). It can also indirectly reduce housing costs by making it more viable to increase the number of dwelling units on a lot, contributing to an increase in housing supply. Car ownership rates are higher among those with higher incomes, meaning requiring parking spaces creates a housing cost that disproportionately impacts lower-income residents and may add unnecessary costs.

Increased permeable space for the environment and livability for people: For SSMUH housing forms, low or no parking requirements can significantly increase permeable, open space to support more tree retention/planting, reduce impacts on stormwater flows and infrastructure, and improve the livability of new housing units and any principal housing units retained on the site.

Support modal shifts and climate change mitigation efforts: Reduction or elimination of minimum parking requirements is also a key transportation demand management strategy that can support local governments with meeting local, provincial, and federal climate change mitigation targets. Where there are viable sustainable transportation choices available beyond driving personal automobiles, such as public transit or active transportation, removal of on-site parking can encourage a reduction in vehicular use and ownership. For this reason, a reduction in parking requirements for residential housing forms is an important strategy to improve the viability (and convenience) of public transit by increasing demand for the service, and decreasing the costs and space required for infrastructure to enable individual vehicular transportation.

Speed up construction and reduce construction impacts: Even in smaller buildings, building parking can add significantly to construction time, which ultimately delays the

¹³ *The 2018 Regional Parking Study: Technical Report*, Metro Vancouver:
<https://metrovancover.org/services/regional-planning/Documents/regional-parking-study-technical-report.pdf>

provision of housing and uses scarce construction resources that could be at work on other homes. Underground parkades are particularly impactful on neighbours, requiring excavation and sometimes blasting, and many additional heavy truck trips on local roads. Finally, the large amounts of cement and steel required for parkades are typically the single biggest sources of embodied carbon in new buildings.

Improve community vibrancy and equity: In urban and sub-urban contexts, a reduction of on-site parking requirements and a transition away from car-oriented street designs are important strategies to improve community vibrancy through an increased emphasis on the pedestrian environment and gathering spaces in the public realm. This approach also contributes to greater equity by ensuring that those who are unable to drive or afford personal automobiles have access to transportation choices.

For the reasons described above, more and more local governments across North America are eliminating requirements for parking in residential developments. For example, minimum parking requirements have been eliminated in Edmonton, Toronto, San Francisco, and Portland. This does not mean that no on-site parking is built with new residential developments in these cities; it means those developing the new housing units can determine – based on local market conditions and demand – how much on-site parking to provide on their properties. This can also be influenced by the surrounding transportation context and the lifestyle of future residents.

An alternative approach, and one that is often used as an interim step toward the elimination of parking minimums, is the use of requirements that, in addition to setting a minimum number of parking spaces per unit, also set a maximum number of parking spaces per unit for residential developments. This approach is particularly promising for missing middle housing forms due to the inherent challenge of fitting several parking spaces on single-family and duplex lots. This approach gives some discretion to builders/developers to incorporate parking that they anticipate aligning with the needs of future residents, but up to a limit.

In other words, parking maximums can help ensure that parking supply is not excessive and can help local governments manage stormwater impacts associated with infill housing. Parking maximums retain some of the advantages of no parking requirement approaches, such as improved affordability and encouraging a modal shift. Parking maximums are often applied to sites that are within more urban contexts (e.g., downtown, urban mixed-use village centres, etc.) or within an area that is in proximity to high-quality frequent transit service.

In rural contexts, residents may not have reasonable alternatives to using personal automobiles. Single-family and duplex lots are generally large enough that the inclusion of parking spaces is not likely to be a barrier to the creation of additional housing units

Considerations for all three approaches to parking requirements for SSMUH housing are outlined in Table 3, which also identifies recommended scenarios for their use when local governments are considering zoning bylaw updates for alignment with SSMUH.

To help ensure the viability of a minimum of 6 units of housing on lots that meet the definition of transit proximity, local governments are not permitted to set any parking requirements for those lots.

The availability of on-street parking is also an important consideration when setting parking requirements or considering the use of no parking requirements. The use of on-street parking to manage overflow from residential parking is a long-standing practice in many urban and sub-urban contexts.

Table 3: Considerations and recommended uses of different off-street parking approaches for lots with a minimum of three or four units in *Restricted Zones*

On-site parking approach	Considerations for SSMUH	Recommended scenarios for using the approach
No parking requirements	<ul style="list-style-type: none"> Allows builders/developers/ property owners to determine how much parking space is needed (if any) based on local conditions, the surrounding transportation context, and lifestyle of future residents Can increase the viability and reduce costs for SSMUH housing forms May increase demand for on-street parking (can be managed if needed through permitting programs) Results in a loss of local government control over transportation demand management strategies for community objectives like climate change mitigation, increasing neighbourhood vibrancy Significant implications for the amount of space on lots to support other uses (e.g., gardens and outdoor living area) 	<ul style="list-style-type: none"> Lots in <i>Restricted Zones</i> that must permit a minimum of three or four units and where access to sustainable modes of transportation is available. Neighbourhoods where the lot sizes are sufficiently large to easily accommodate both the new units and parking. In rural areas, where only one secondary suite or accessory dwelling unit is permitted providing suitable on-street parking is available.

On-site parking approach	Considerations for SSMUH	Recommended scenarios for using the approach
Parking maximums (per unit)	<ul style="list-style-type: none"> • Allows builders/developers/ property owners to determine how much parking space is needed (if any) based on local conditions, up to a maximum • Likely to increase demand for on-street parking which may compete with other objectives (e.g., installation of bike lanes, increasing curbside space for commercial/passenger loading, etc.) or require management • Maintains some local government control over off-street parking to help align outcomes with other community goals like climate change mitigation, tree retention, and stormwater management 	<ul style="list-style-type: none"> • Lots in <i>Restricted Zones</i> that must permit a minimum of three or four units and where access to alternative modes of transportation is available. • When setting a maximum parking limit, local governments must also establish a minimum number of parking spaces.
Parking minimums (per unit)	<ul style="list-style-type: none"> • Can decrease the viability of projects, particularly for smaller lots • Can increase construction costs and contribute to higher costs per unit • Will reduce demand for on-street parking • Likely to result in a high proportion of impervious surfaces on lots in <i>Restricted Zone</i> which will increase pressure on stormwater systems and reduce yard space available for resident use and trees 	<ul style="list-style-type: none"> • No parking requirements are recommended for most SSMUH housing forms • Off-street parking may be necessary in rural areas where no on-street parking is available or to facilitate snow-clearing activities

On-street parking manages itself in many ways, since the difficulty obtaining it or lack thereof influences behaviour and encourages users to find parking elsewhere or reduce reliance on it. However, if needed, local governments also have the ability to manage the valuable public space used for on-street parking through permitting requirements. Residential parking permit programs are used in several communities across the province of varying size, including the City of Kelowna, City of Victoria, City and Duncan, and Township of Esquimalt, among others.

In many communities around the province, snow removal practices may limit the extent to which on-street parking can be relied upon to accommodate overflow from SSMUH housing forms. In such cases, more off-street parking may be warranted than the recommended ratios in Part 4 (the Site Standards).

Table 4: On-site and off-site transportation demand management measures

On-site measures for developers/builders	Off-site measures for local governments
<ul style="list-style-type: none"> • Ground-floor units that enable ease of access with mobility devices and strollers • Bike parking facilities that are generously sized, secure, and under cover to accommodate a range of bicycle types including oversized bikes (e.g., electric cargo bikes, tricycles, etc.) which are common among young families • The provision of bicycles or electric bicycles to residents when they move into the building to increase bike ownership and/or rebates to offset the cost of bicycle purchase • The provision of carsharing memberships or cash contributions in the form of driving credits for different carshare service providers • Provision of a BC Transit public transit pass through the EcoPASS program for a minimum five-year term for every housing unit 	<ul style="list-style-type: none"> • Improving pedestrian facilities such as more and improved sidewalks, paths and crosswalks, and better traffic signals (e.g., longer signals or pedestrian-priority signals) • Implementing traffic calming measures and re-allocating public right-of-way from vehicle movement to other uses (e.g., pedestrian infrastructure or gathering places) • Improvements in transit stop infrastructure • Installing all-ages and abilities cycling infrastructure such as protected bike lane infrastructure • Increasing separation of pedestrians and cyclists from vehicle traffic and enhancements to the public realm (e.g., gathering spaces, benches, shade trees, landscaping buffers) • Reducing parking availability on private and public lands and/or charge for its use to manage demand • Incentivizing secure bike parking facilities at schools, workplaces, and commercial centres • Encouraging end-of-trip facilities such as showers and lockers in schools, universities, and workplaces to help remove barriers to active transportation

Part 3: Other considerations for implementing SSMUH requirements

1. Development permit areas

Development permit areas (DPAs) are an important tool available under LGA section 488 that local governments in BC can use to establish the conditions under which land alteration and new development takes place. Development permit areas are designated through official community plans and the guidelines can be specified in either the official community plan or a zoning bylaw.

Eligible Uses of Development Permit Areas (DPAs)

DPAs are used to identify locations that need special treatment for certain purposes including the protection of development from hazards, establishing objectives for form and character in specified circumstances, or revitalization of a commercial use area.

Section 488 the *Local Government Act* identifies eligible purposes of DPAs:

- (a) Protection of:
 - a. The natural environment, its ecosystems and biological diversity
 - b. Development from hazardous conditions
 - c. Farming
- (a) Revitalization of an area in which a commercial use is permitted
- (b) Establishment of objectives for the form and character of:
 - a. Intensive residential development
 - b. Commercial, industrial or multi-family residential development
 - c. Development in a resort region
- (c) Promotion of:
 - a. Energy conservation
 - b. Water conservation
 - c. Reduction of greenhouse gas emissions

Local governments may continue to use DPAs, provided they do not unreasonably restrict the ability to use land at the use or density prescribed by the new legislation provisions (Section 457.1¹⁴ of the SSMUH legislation). This section offers direction on appropriate use of DPAs in the context of SSMUH legislative requirements. It also offers alternative means to achieve similar outcomes where DPA objectives are beyond the authorities of local government or likely to be a barrier to the development of SSMUH housing.

1.1 Ensuring alignment between SSMUH zoning, DPAs, and OCPs

Section 478 (2) of the LGA states that all bylaws enacted after the adoption of an OCP must be consistent with the relevant plan. Local governments may therefore find that new land uses permitted under SSMUH zoning are inconsistent with existing DPAs. For example, an environmental protection DPA guideline may discourage more than one housing unit on a lot in that area. Consequently, following adoption of zoning bylaws to enable SSMUH, local governments should review their DPAs and associated guidelines to ensure they do not unreasonably prohibit or restrict SSMUH development.

In reviewing and/or updating development permit areas, local governments should identify clear objectives and guidelines for development permit areas that are directly linked to the relevant authorities found in Division 7, Part 14 of the LGA. For example, both environmental DPAs and those designed for the protection of development from hazardous conditions may specify areas of land that must remain free of development, except in accordance with any conditions outlined in the development permit area. However, only a development permit under LGA s. 488 (1) (b) [protection from hazardous conditions] may vary land use or density as they relate to health, safety, protection of property from damage.

Local governments should also ensure they are using the most appropriate tool or bylaw for the task and desired outcome. Local governments in BC commonly use DPAs to achieve objectives that are outside the purposes prescribed in the LGA, and which can be regulated in other more appropriate ways. For example, require a business licence rather than through a business licence bylaw.

1.2 Development Permit Areas to Establish Objectives for Form and Character

Of the all the types of DPAs allowed under the LGA, those established under sections 488(1)(e) and (f) for the purpose of managing the form and character of SSMUH development have the greatest potential to negatively impact the creation of new housing units. DPAs and the development guidelines through which they are typically exercised,

¹⁴ Section 559.01 of the Vancouver Charter.

can introduce significant time, costs, delays, and uncertainty into projects. In the context of SSMUH housing, these factors can easily undermine the viability of projects. Common DPA requirements that can negatively impact the viability of SSMUH are identified below.

Many local governments regulate the form and character of commercial, industrial, or multi-family development through form and character DPAs. Single-family residences generally are not subject to form and character DPAs. However, local governments have discretion over what density of housing satisfies the intent of *intensive residential* under LGA, s. 488(1)(e) and would therefore be subject to this type of DPA. Since SSMUH forms are sufficiently close in size to single-detached dwellings and recognizing the other factors that can impact their viability, local governments are discouraged from using DPAs to control the form and character of SSMUH developments up to six units in all but exceptional circumstances. To implement this approach, local governments with existing form and character development permit areas should review and amend those DPAs to ensure that definitions for “intensive residential development” and “multi-family residential development” are aligned with SSMUH requirements and do not unreasonably restrict or prohibit their intent and purpose.

As outlined through the examples of common DPA guidelines on the next page, local governments can use zoning bylaw regulations to manage what are commonly viewed as the most significant elements of a development. Rather than attempting to also manage the form and character of SSMUH development through rules, local governments could also consider producing a set of voluntary, non-regulatory design guidelines that capture good practices in SSMUH development.

Some jurisdictions have developed template plans that builders can choose to use that are consistent with zoning regulation requirements and have positive design attributes, such as the City of Coquitlam. While this strategy may reduce diversity of SSMUH housing forms and innovation in design, it will likely result in more expedient approvals and produce building designs and forms that are consistent with community preferences.

Common DPA requirements that can negatively impact the viability of SSMUH

Neighbourhood Character/Neighbourhood Fit (often considered 'General DPAs')

DPA guidelines predicated on an evaluation of how a project may impact neighbouring properties prioritizes the interests of existing single-detached dwellings and detracts from the intention of the SSMUH legislation, which is to stimulate the creation of new SSMUH homes. Examples of these types of guidelines include requiring transitions through massing, height, or setbacks, as well as attempts to mitigate impacts on immediate surroundings via shadow, solar impact, views, and privacy.

Location of Entrances

Some form and character DPA guidelines require buildings to have primary entrances to each residential unit that face, or are visible from, the street. Adherence to such guidelines may limit creative building design or be open to administrative misinterpretation. Guidelines that limit the number of entrances to a building are also not appropriate for SSMUH.

Building Height

Guidelines that attempt to manage building height through a development permit to reduce impact on adjacent buildings or address shadow or privacy are not best practice for buildings of three storeys or less. Maximum building height is more appropriately regulated through the zoning bylaw.

Building Massing

Form and character guidelines that attempt to show how a building should be massed such as step-backs from street frontage or requiring upper storeys to have less mass than lower storeys put more constraints on already-constrained sites and can be eliminated in respect of buildings three storeys or less.

Parking and Waste Management

Policies that require parking areas to be completely enclosed or screened may result in more space being allocated for vehicles that could be dedicated for living. The same is true for solid waste management infrastructure.

Landscaping

Policies that require landscaping plans by a qualified landscape architect or irrigation installation are discouraged. For SSMUH there may be little landscaped area and these requirements may not be necessary. Also, there are some policies that require each unit to have exterior space at-grade adjacent to each housing unit. This hinders creativity in providing amenity space on the parcel. Reasonable compromises must be considered to stimulate development of desired housing forms.

If a local government determines that the form and character of SSMUH developments must be guided by a DPA, they are encouraged to develop them in accordance with the principles outlined below.

Principles for effective use of development permit areas

Provide Clear Direction and Be Specific: DPA guidelines should be clearly articulated to remove discretion over how they are interpreted and how the intent of the guidelines can and has been met.

Staff Delegation: Authority to issue development permits should be delegated to staff under the provisions of LGA section 490(5) to improve consistency in the adjudication of applications and the timeliness of approvals.

Advisory Urban Design Panels/Commissions: Ensuring SSMUH projects are not subject to review by advisory design panels or planning commissions will help ensure expedient and consistent approvals.

Recognize Constraints Through Permissive Requirements: DPA guidelines should take into account the significant space-related constraints and limited financial viability for SSMUH housing forms and avoid the inclusion of requirements that are impractical due to these constraints.

1.3 Development permit areas established for the protection of the natural environment, its ecosystems and biological diversity

Similar to the requirements for single-family homes, SSMUH developments will be subject to environmental protection DPAs established under LGA section 488(1)(a) provided they do not unreasonably restrict the ability to realize the use and density required under the SSMUH legislation. This means that local governments can continue to direct development away from areas of a parcel determined to be of ecological significance, require mitigating measures to avoid harmful impacts, and/or require compensatory measures if impacts cannot be avoided. It would not be appropriate, however, for a local government to implement an environmental protection DPA that would have the effect of preventing SSMUH forms of housing from being developed in the absence of site conditions and objectives that legitimately warrant it.

1.4 Development permit areas established for the protection of development from hazardous conditions

As is the case for all dwelling types, SSMUH development will be subject to hazard protection DPAs established under section 488(1)(b) of the LGA to ensure that development in those areas does not pose an undue risk. Section 56 of the Community Charter, which allows a building official to request a report by a qualified professional confirming that the land may be used safely for its intended purpose, also applies to SSMUH homes.

Per section 491(3) of the LGA, hazard protection DPAs are the one type of development permit area where a local government can deliberately vary the use or density of land as a means to protect health, safety or protection of property from damage. Accordingly, it is recognized that there may be limited areas which, due to the risks their natural characteristics pose, or access to and from those areas, may be unsuitable for SSMUH development.

1.5 Development permit areas established to promote energy conservation, water conservation, and reduction of greenhouse gas emissions

Like single-detached dwellings, SSMUH development will be subject to DPAs established under LGA section 488(1)(h)(i) and (j) of the *Local Government Act* for the conservations of energy or water and reduction of greenhouse gas emissions.

However, local governments should consider the following in adopting and/or reviewing DPAs developed for these purposes:

- recently developed or updated regulatory requirements such as the BC Step Code or BC Building Code may already require the same or similar outcomes for developments, and
- these requirements can raise building costs (even while lowering long-term operating costs) and hamper the viability and/or affordability of SSMUH forms of housing. SSMUH housing will support local and provincial government climate change mitigation efforts by increasing density in areas with existing services and reducing sprawl.

2. Subdivision, lot sizes, and strata titling

Subdivision refers to dividing land or buildings into separate real estate units. Types of subdivision that could involve SSMUH projects include, but are not limited to the:

- creation of more than one lot from one or more lots;

- creation of strata lots (can include duplexes, townhomes, and single-family homes);
- property line adjustments; and
- consolidation of lots.

In developing policies or regulations governing subdivisions, local governments should consider the relationship between the minimum lot size requirements in the various zones, including minimum lot frontage lengths, with the potential number and viability of units that could be built if the minimum lot sizes were smaller. Smaller sized lots can mean a more efficient use of infrastructure and services.

Strata subdivision of new buildings is done by the developers who must file a strata plan with the Land Title Office. Information on the process is available at the [Land Title Office](#).

The stratification of existing units requires local government approval before a strata plan can be filed in the Land Title Office. This would be the process if a landowner wished to undertake a building subdivision to create two units within the same strata corporation out of a principal dwelling like a duplex. However, local government approval is not required if none of the units have yet been occupied and are brought to lock-up stage simultaneously.

Local governments can increase strata titling or conversion of existing ADUs and duplexes by expanding the scope of existing Strata Title Conversion processes. Local governments should be aware that the BC Building Code does not allow the strata subdivision of a secondary suite from the principal dwelling unit. Side by side housing units in the same building that are built in accordance with the Code can be strata titled, however.

3. Considerations for the tenure of SSMUH housing

The SSMUH legislation does not presume that a specific form of tenure for SSMUH projects will be enabled through bylaw updates. The legislation does not favour ownership versus rental housing, but rather *more* housing generally in communities where housing choice has been limited by single-family and duplex zoning. However, local governments may consider regulating or incentivizing certain forms of tenure that meet the housing needs of their communities, provided the densities prescribed by the SSMUH legislation are not affected. Local governments should be aware that mandating certain tenure types through regulation may diminish the viability of some SSMUH projects and/or impact their ability to respond to changing community needs and market conditions.

3.1 Residential rental

Section 481.1 of the LGA and section 565 of the VC specify that local governments may limit the form of tenure in a zone or parts of a zone, if it permits multi-family residential use, to residential rental. The ability to zone for rental tenure extends to specific lots, as well as to specified numbers or percentages of units within multi-family buildings.

Local governments should consider tenure restrictions with caution, despite the significant need for secure rental housing across the province. In the City of Vancouver, where missing middle policy and regulations have recently taken effect, zoning will allow up to eight units of secure rental on what are now larger single-detached lots. However, a 2023 staff report notes that, “financial testing has demonstrated that secured rental housing is not generally viable and staff expect limited take-up of this option. Nonetheless, including it will streamline opportunities to build secured rental housing at this scale and avoid the need for individual site rezoning applications.”

Residential rental projects work under roughly the same financial equation as commercial land uses (retail/office/etc.). The rents required to cover the cost of new buildings are significant, and far exceed affordability thresholds. Many general rental projects require government subsidies in some form (grants, low interest rates, others) to be feasible.

As such, requiring residential rental of all or a portion of units permitted under SSMUH zoning could become a barrier to the construction of the types of units this legislation is intended to encourage. However, some jurisdictions that have implemented missing middle policies have used the provision of secured rental housing as a density bonus lever, wherein developers can build a significantly larger building in return for its exclusive use as secured rental housing.

Regardless of the approach, local governments are encouraged to track the outcomes of the new zoning for at least three years to assess the level of market interest in developing this housing form, with tenure determined by the developer and unit owners, and only then assess whether mandating residential rental tenure is appropriate.

Foregoing the use of residential rental tenure zoning does not preclude SSMUH units from being used for residential rental. Recent amendments to the *Strata Property Act* now prohibit strata corporations from enacting bylaws that prohibit the rental of strata units. Therefore, strata unit owners are now free to rent their units to tenants. Alternatively, some owner-developers may choose to subsidize the construction of their own housing unit by building a triplex or quadplex where they rent out the additional units. At SSMUH's small scale, and in light of the housing challenges facing both renters and prospective new owners, tenure decisions may be best left to the project developers and unit owners, except where projects have received some form of government incentive.

3.2 Residential rental incentives and subsidy

To encourage more rental units within SSMUH projects, local governments should consider incentivizing, rather than regulating it through some of the following approaches:

- property tax exemptions or reductions for heritage revitalization agreements,
- development cost charge waivers or reductions,
- forgivable loans in return for commitment for rental-only tenure for an appropriate duration of time¹⁵, and
- contributing government-owned land.

Local governments may wish to consider developing such an incentive program in conjunction with SSMUH zoning regulations if this is a form of tenure they wish to target and consider provincial or federal incentive programs to ensure alignment.

3.3 Strata ownership

Strata ownership is a form of tenure that provides exclusive use and ownership of a specific housing unit (the residential strata lot) which is contained in a larger property (the strata plan), plus shared use and ownership of the common areas. Strata owners hold title to their individual housing units and have a proportionate share of the common property, which is typically common areas such as outdoor grounds, elevators, halls, and recreational spaces. Strata ownership is the conventional ownership model in condominium buildings across the province, guided by the *Strata Property Act*. Residential strata lots can be contained in a single building or distributed across many buildings that together form the strata project.

As discussed above, SSMUH building forms, particularly in areas with higher land costs and excessive regulation, can have slim financial viability, resulting in a low likelihood of resulting units being constructed as purpose-built rental. Local governments in urban settings particularly should anticipate that most SSMUH projects will be built for market-rate strata ownership. However, there is a reasonable likelihood that many owners of strata-built SSMUH units will rent them out on a long-term basis. The possibility of future strata conversion should be a consideration for the design of SSMUH units.

¹⁵ Ten years or the life of the building are common timeframes codified through Housing Agreements in accordance with section 483 of the LGA. Agreements 'in perpetuity' should be discouraged because they reduce the flexibility of the site for future uses after the end of the building life.

3.4 Short-term rentals

The purpose of the SSMUH legislation is to encourage the construction of new small-scale, multi-unit housing for long-term occupancy. In the fall of 2023, the Province passed the *Short-Term Rental Accommodations Act* to support local government enforcement of short-term rental bylaws, return short-term rentals to the long-term rental market, and establish a provincial role in the regulation of short-term rentals.

In many municipalities, once the legislation comes into effect, short-term rentals can only be offered in the principal residence, a secondary suite in the principal residence, or an accessory dwelling unit on the same property as the principal residence. Forthcoming regulations will specify which areas are exempt from the principal residence requirements. Further information on this legislation is available on [BC Laws](#).

3.5 Affordable Housing and Special Needs Housing

To help ensure the viability of SSMUH, the legislation prevents local governments from using density benefits (described under Section 482 of the LGA) for amenities. It does however allow their use for affordable and/or special needs housing under the following circumstances:

- for lots on which the requirements for permitting a minimum of six units apply (based on proximity to a prescribed bus stop as defined in the Local Government Zoning Bylaw Regulation or Vancouver Zoning Bylaw Regulation), in which case local governments may establish conditional density rules to achieve one of the six units required to be permitted under SSMUH; and
- for housing units in excess of the minimum number of housing units required to be permitted under SSMUH.

In either of these cases, local governments may establish the following conditions for the approval of the units concerned, in accordance with the existing authorities LGA s. 482 allows:

- conditions relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind, and extent of the housing (LGA s. 482(2)(b)); or
- a condition that the owner enter into a housing agreement under LGA section 483 before a building permit is issued in relation to property to which the condition applies (as per the provisions in LGA s. 482(2)(c)).

Local governments should confirm economic feasibility before requiring the provision of an affordable dwelling unit in six-unit buildings in proximity to bus stops. The financial viability and impact of requiring an affordable unit will vary from community to

community and even neighbourhood to neighbourhood, thereby affecting the viability of SSMUH projects. Even if a project remains viable with the inclusion of an affordable unit, it is likely to have the effect of increasing the costs of rent or purchase for the remainder of the units in the development, which could undermine the desired objective of improving housing affordability.

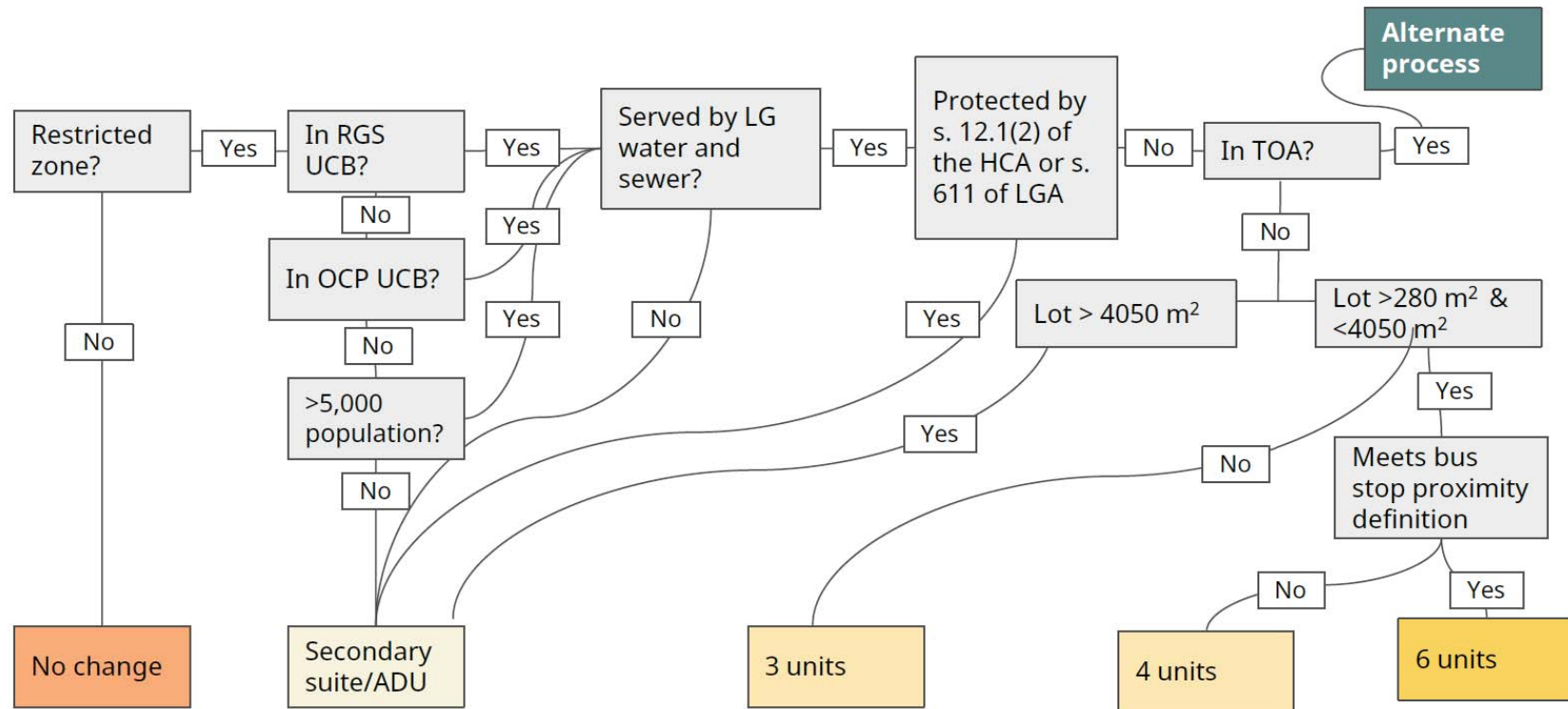
In addition to these density benefit provisions, local governments can encourage below-market affordable housing within SSMUH zones through partnerships with non-profit housing providers or by contributing publicly owned lands for housing development. However, zones permitting greater densities than SSMUH forms offer more meaningful opportunities for affordable housing.

4. Using data and geospatial visualization to support implementation

Assessing the capacity of a community to provide more SSMUH units as well as modeling the possible infrastructure implications of densification will likely be accomplished through geospatial analysis. Geospatial analysis using geographic information services (GIS), or other similar digital tools will help local governments more efficiently identify the areas and individual lots to which SSMUH requirements will apply.

Local governments that do not have in-house mapping or geographic information services (GIS) expertise may need to hire a contractor to undertake the necessary analysis. Appendix C provides a detailed step-by-step procedure to help local governments identify properties to which various provisions of the SSMUH requirements apply. Figure 3 provides a high-level visual representation of the process.

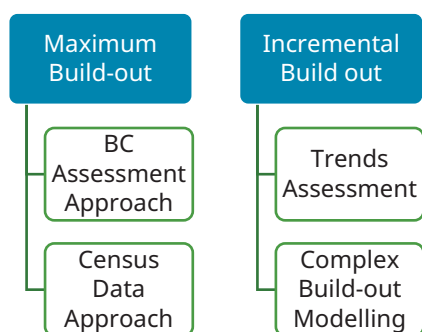
Figure 3: Process diagram for identifying impacted lots using GIS



5. Methods to estimate potential increases in density

There are two general ways of discussing potential density created through SSMUH zoning: the first is the maximum build-out possible under the required zoning amendments, sometimes referred to as the maximum build-out capacity (sometimes referred to as zoned capacity). The second is the incremental additional units that will actually be brought online over many years following SSMUH bylaw adoption. As illustrated by Figure 4, there are two main approaches for calculating each, which are described in detail in Appendices B and C.

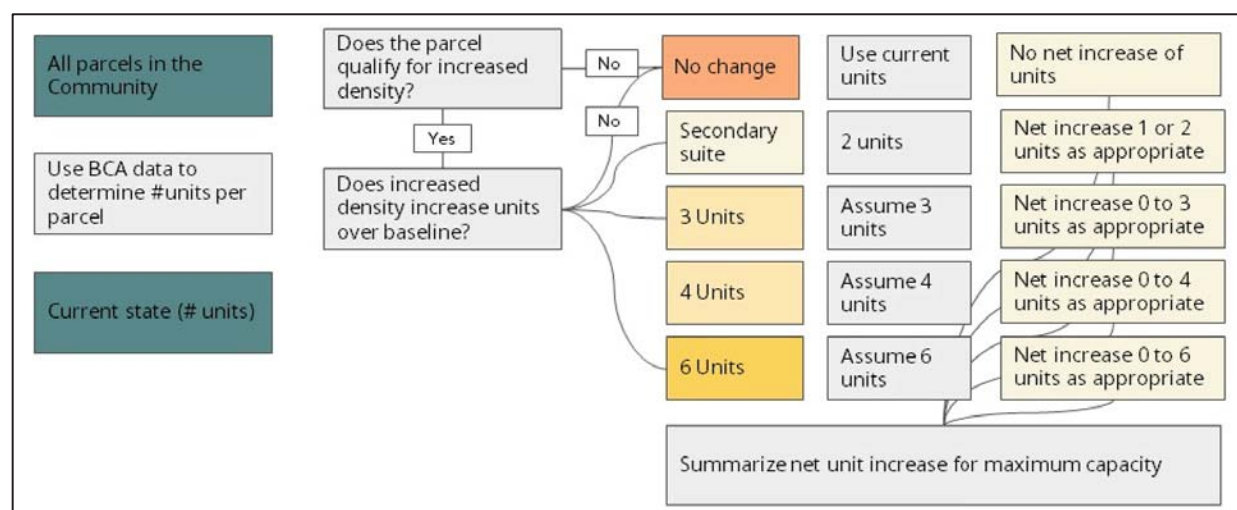
Figure 4: Methods to estimate potential increases in density



5.1 Maximum Build-Out Analysis

Maximum build-out of the capacity (or density) that is theoretically possible under SSMUH zoning bylaw updates is unlikely to occur due to a variety of constraints and factors discussed below. It can however be helpful for local governments to forecast the maximum build-out scenario to understand and ensure preparedness for the potential long-term implications for infrastructure.

In simple terms, this approach involves multiplying the number of lots that will be subject to the various minimum density requirements by the number of housing units permitted in that category, and then totalling the numbers for all categories, as illustrated in Figure 5. A more detailed explanation of how to calculate maximum build-out capacity using two different data sets (BC Assessment and Census data) is found in Appendix D.

Figure 5: Process diagram for calculating maximum build-out density

5.2 Incremental Build-out Analysis

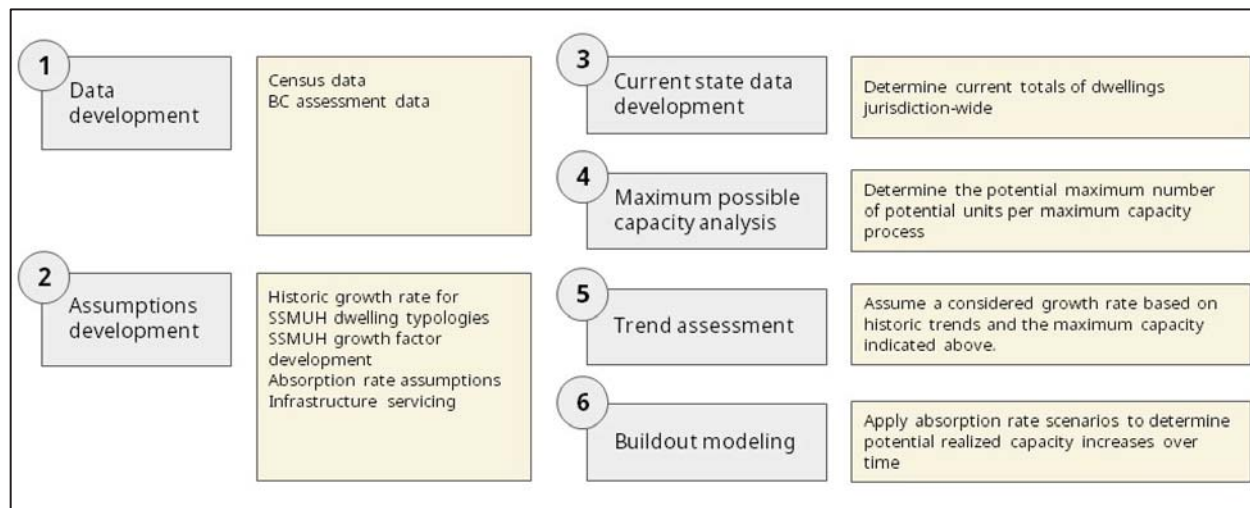
More realistic estimates of potential increases in density arising from SSMUH zoning bylaw updates should be calculated to help identify if there are any near- or medium-term infrastructure constraints that need to be addressed through capital planning, servicing bylaw changes, or development cost charge updates. As discussed in the next section on infrastructure and servicing, local governments will acquire valuable information about the rate of change or density increases resulting from the zoning bylaw updates in the first 1-2 years following implementation. This will reduce uncertainty over time and result in more reliable estimates of the rate of incremental build out.

While there are many approaches, a recognized best practice in incremental build-out analysis generally involves first developing an understanding of the current state of housing units and then determining the maximum realizable density that may occur as a result of legislation with discounts for environmental constraints, redevelopment potential and development contexts. The net of the maximum realizable density and the current state is the likely increase in dwellings units. An optional extra effort can be made to structure the incremental build-out longitudinally such that the information can be used for infrastructure impact analysis (discussed in the next section). There are two approaches for this technique, as described and illustrated below and further explained in Appendix E.

Method #1: Trends assessment

This is a basic method that uses readily available data to build assumptions with regards to uptake of SSMUH homes under multiple scenarios. It is anticipated that most local governments in BC will use this method pictured in Figure 6.

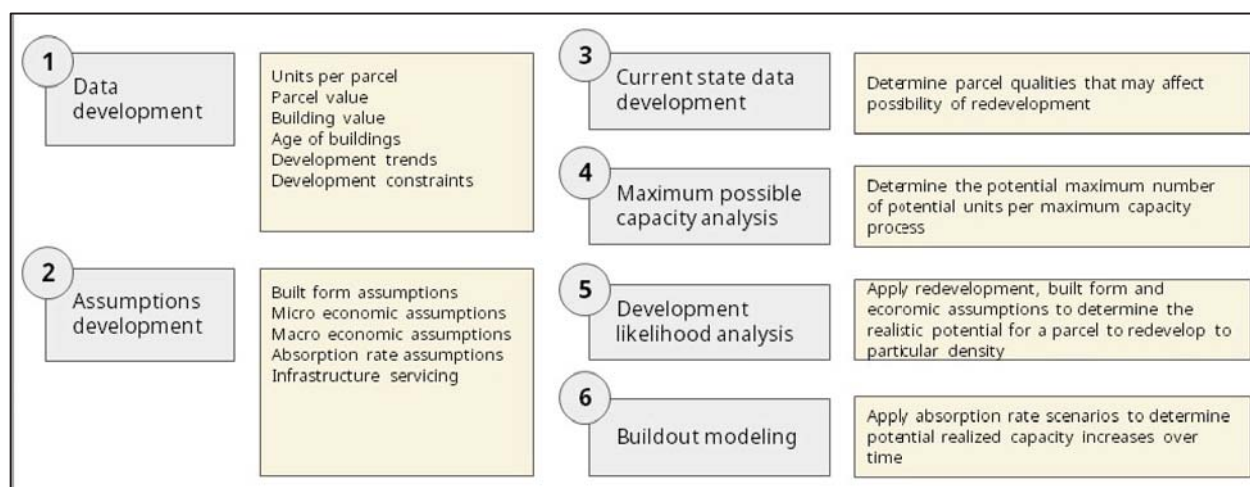
Figure 6: The trends assessment method of estimating incremental build-out



Method 2: Complex build-out modelling

This is an advanced method that uses readily available data to construct likely development scenarios under current economic conditions. Large municipalities experiencing high rates of growth may progress to complex build-out modelling to better understand both the rate of density increase arising from SSMUH zoning as well as its spatial distribution. This approach is visualized in Figure 7.

Figure 7: The complex build-out modelling method to estimate incremental build out



6. Infrastructure and servicing considerations

When full life-cycle costs are considered, infrastructure and servicing are significantly more cost-efficient at higher residential densities than lower, as represented by urban infill relative to sprawl. In addition to making better use of existing infrastructure, SSMUH housing forms will also lower the per-unit costs of any new linear infrastructure due to the smaller size of geographic area requiring servicing relative to conventional single-family home and duplex areas. Local governments can use the Province's [Community Lifecycle Infrastructure Costing Tool](#) to estimate infrastructure costs for different land use patterns.

Many factors that will determine how many new units of housing result from the SSMUH initiative in each jurisdiction, some of which are identified below. While each local government's zoning bylaw provisions (e.g., building height and setbacks) are one important determinant, many other factors are beyond the control of local governments.

Factors that influence the creation of new SSMUH housing units

- Zoning bylaws & how permissive and flexible they are
- Local real estate conditions
- Historic rates of development
- Age & condition of housing stock (e.g. Demolitions of homes built after 1980 are less likely, as are homes from the 1960's – 70's that have been recently renovated)
- The age, capacity, and availability of infrastructure
- Construction costs
- Interest rates
- Local economic conditions
- Availability of skilled trades
- Sophistication of builders
- Local demand for housing
- The relevance of exemptions (e.g., predominance of Heritage Conservation Areas)

As a result, local governments may have a limited basis on which to estimate uptake or the number of new SSMUH homes when the legislative provisions initially take effect. Closely monitoring total uptake over the first 1-2 years, such as, the types of new units emerging and their geographic distribution, is recommended to better gauge medium and long-term projections, and in turn make informed assessments of impacts on infrastructure and services to adjust capital plans and projects accordingly. With the support of geospatial analysis, local governments can make educated projections about how much additional density will result from SSMUH requirements, as described in the section above.

Infrastructure Implications

Increased residential density resulting from zoning bylaw changes intended to align with SSMUH requirements may impact utilities like water, sewer, and stormwater, as well as services like roads, parks, and garbage collection. Local governments should assess the current and planned capacity of their systems, alongside the demand generated by, and financial implications for, their infrastructure and services under the SSMUH zoning. Impacts to infrastructure should be considered using both the maximum build out as well as the incremental buildout methods described in the above section to gain a sense of the range of outcomes that may occur in the community.

In general, this would consist of using the results from incremental build-out analysis to determine the likely cadence and intensity of changes resulting from the zoning bylaw updates. This approach is illustrated in Figure 8. For the trends assessment method, this would likely be the total anticipated rate of change across the municipality or a smaller area of interest, whereas for the complex method it would likely be the combination of disaggregated data from parcel (i.e., lot-level) analysis. Two ranges can be determined from these data to describe a low range of impacts (i.e., realizable capacity from trends or detailed modeling) and the maximum possible impacts for impacted lots and areas.

Figure 8: Estimating infrastructure impacts from anticipated changes in density

Buildout Model	Indicates location, cadence and intensity of changes resulting from the legislation.	Low range = realizable capacity, High range = maximum capacity
Calculate Equivalent Development Units	Essentially, transform unit outcomes into population outcomes, use BC best practices for DCCs or Census Occupancy Tables, as appropriate	Water, Sewer - Use DCC BPs Storm - Use Vancouver BPs Transportation - Use Census Soft Infrastructure - Use Census
Determining Significant effects	A localized effect is significant where: Forecast population under the realizable scenario is significantly greater than historic populations or 2021 data, as appropriate	Low range exceeds historic population by 30% = significant

Under each of these ranges, unit outcomes arising should be transformed into population outcomes using BC best practices or Census occupancy data, as appropriate. For sewer and water impacts, the Province's [Development Cost Charges Best Practices Guide](#) provides detailed information about techniques to convert information about housing unit outcomes into equivalent development units as appropriate. For stormwater impacts, the [City of Vancouver's Best Management Practice Toolkit](#) offers guidance to develop conversion factors that support analysis of the implications of various development types as they pertain to stormwater impacts. For soft infrastructure, such as community and recreation centres, local governments should use Census occupancy tables, which can be used to transform unit outcomes to populations, as appropriate.

Determination of significant effects can be determined by evaluating where the forecast population under either the realizable scenario or the maximum capacity scenario significant exceeds historic populations or equivalent development units (EDUs) from either the 2021 census or historic census years (if available or appropriate). While localized significance should be determined by local government engineering staff, likely, any increase that is greater than 30% over 30 years (an average annual growth rate of 1%) can be considered significant in the context of SSMUH qualifying zones.

In assessing infrastructure impacts, local governments should consider that populations in many urban and suburban, low-density residential neighborhoods have been relatively static or declining since the 1970s due to decreased family sizes, despite increasing numbers of units per hectare. This may result in SSMUH producing negligible impacts to services such as water provision and wastewater collection and could be investigated by reviewing changes in housing occupancy rates over time. Per capita declines in water consumption in recent decades in many communities may also be an indication that existing infrastructure has excess capacity to meet demand attributed to SSMUH.

In circumstances where water supplies or system capacity is limited and/or water use is inefficient relative to benchmarks, local governments should adopt demand management measures to lower water use, which has associated benefits for wastewater systems. Examples include implementing watering restrictions and using water meters to charge for water according to use. The [Water Conservation Guide for British Columbia](#) and the American Water and Wastewater Association's technical manuals on water conservation offer guidance for planning and implementing water conservation programs.

6.1 Funding infrastructure upgrades

Local governments will no longer be negotiating for amenities, capital investments, or rights-of-way through rezoning processes for SSMUH projects. Consequently, they should ensure revenues necessary for core infrastructure and services are planned and budgeted for through existing tools. The following tools continue to be available for local governments to raise revenues needed for infrastructure renewal and growth: development cost charges, latecomer agreements, subdivision servicing bylaw requirements, and municipal development works agreements.

In consideration of future density resulting through SSMUH zoning bylaw updates, local governments that do not use development cost charges are encouraged to adopt them to distribute infrastructure costs more equitably between existing and future residents. It is common for development cost charges to apply only where four or more units are established; however, in response to SSMUH requirements, local governments may wish to enact a lower threshold, such as two units.

Part 4 – Site Standards

1. Purpose of these resources

To comply with the SSMUH legislation, local governments will be required to update their zoning bylaws by June 30, 2024, unless an extension is granted by the Minister of Housing. To support local governments with this process, a series of Site Standards have been prepared that provide technical specifications commonly found in zoning bylaws. These site standards set provincial expectations for how local governments enable financially viable SSMUH developments by providing flexibility for builders and developers. While local governments may need to make changes to the site standards based on local conditions, the Province expects they will be given full consideration for implementation.

Four site standards have been prepared based on the different SSMUH unit requirements set out in the legislation:

- Site Standards Package A sets out leading practices for jurisdictions and lots where either a secondary suite or accessory dwelling **unit** must be permitted in a single-family zone.
- Site Standards Package B sets out leading practices for jurisdictions and lots where **three or four housing units** must be permitted **and lots are generally less than 1,215m²**
- Site Standards Package C sets out leading practices for jurisdictions and single-family and duplex lots where **four housing units** must be permitted **and lots are generally between 1,215m² – 4,050m²**
- Site Standards Package D sets out leading practices for jurisdictions and lots where **six housing units** must be permitted within 400 metres from prescribed bus stops

All the Site Standards are designed to ensure alignment with the requirements of the SSMUH legislation, and additionally provide a starting point for zoning bylaw regulations for which local governments retain discretion.

Each Site Standard begins with a description of where the legislated requirement for a minimum number of housing units permitted may apply, followed by the objectives underlying the policy advice, and technical specifications for common parameters in zoning bylaws (e.g., height, setbacks). The zoning bylaw parameters are based on best and emerging practices where possible, experiences and outcomes from other jurisdictions, and SSMUH objectives.

These site standards were designed to enable viable Small Scale Multi-Unit Housing projects. There can be instances where the viability of a project may depend on varying a setback, lot coverage, or building height. For example, to build an accessory dwelling unit on a lot with rocky outcrops the distance to a lot line may need to be reduced, or to allow a third bedroom in a home, the lot coverage may need to be increased. In addition, there can be a need for variances to allow for creativity in built form, for example, green space/courtyard in the middle of the lot. Local governments are encouraged to support variances for SSMUH related developments and where possible, delegate minor decisions to staff to expedite the process. It is recognized that there can be trade-offs when considering variances in terms of stormwater management, tree retention and on-site parking while still maintaining sufficient distance from property lines and between buildings for fire safety reasons, per the BC Building Code.

The content in the Site Standards should be interpreted as non-binding policy guidance. Users of this Policy Manual should seek legal advice as necessary.

2. Site standards package A

2.1 Where should it apply?

This group of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit a secondary suite and/or an accessory dwelling unit** in addition to the principal residence. Lots and jurisdictions to which this requirement applies include:

- the lands within a regional electoral area that are not identified in an urban containment boundary established by a regional growth strategy or that are wholly outside of the boundary,
- the portions of municipalities or municipalities that are wholly outside of urban containment boundaries, and
- municipalities with populations less than 5,000 that do not have urban containment boundaries.

There is no size limit for the lots to which the requirement for a secondary suite and/or accessory dwelling unit applies. (To mitigate risks related to groundwater contamination, only secondary suites, not accessory dwelling units, should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government).

Lands in the Agricultural Land Reserve that are zoned for single-family use must also permit secondary suites and/or an accessory dwelling unit, subject to the 2021 changes to the *Agricultural Land Commission Act* and Agricultural Land Reserve Use Regulation. Further information can be found at: [Housing in the ALR](#).

2.2 Objectives

The objectives of the benchmark zoning bylaw regulations in Table 5 include:

- recognizing and maintaining consistency with the rural and semi-rural characteristics of the lots and jurisdictions to which they will apply,
- discouraging and mitigating the impacts of sprawl, and
- providing flexibility on the lot for various building forms and configurations.

Table 5: Recommended zoning regulations for lots requiring a minimum of 2 units

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 5 – 6 metres	This front lot line setback maintains some consistency with conditions in most rural and semi-rural areas.
Rear Lot Line Setback	Minimum of 6 metres for principal buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Minimum of 1.2 metres	This minimum requirement will enable flexibility for a large range of lot sizes, configurations, and building types. Larger distances from property lines are likely to be used by builders or developers to meet BC Building Code requirements for combustible buildings, and to accommodate drive aisles to back of the property (if used).
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof on principal buildings At least 8 metres for accessory dwelling units	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3 storeys for principal dwellings 2 storeys for accessory dwelling units	In smaller lot settings, permitting 3 stories may reduce the loss of trees, green space, or farmland. In larger lot settings, large distances between adjacent dwellings mitigate relative height and privacy concerns.
Maximum Lot Coverage	25-40%	Relatively low lot coverages will help limit the size and cost of new units on large lots. 25% may be appropriate for large lots and up to 40% for smaller lots.
Off-Street Parking Requirements	One space per dwelling unit	

3. Site standards package B

3.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit three or four units** and are typically sized single-family and duplex lots that are **generally less than 1,215 m² in size**. This number may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible.

SSMUH requirements specify that lots less than 280 m² must be permitted to have at least 3 housing units, while those equal to or greater than 280 m² must be permitted to have at least 4 units. The recommended zoning regulations below are appropriate for lots on which either 3 or 4 housing units are permitted.

3.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 6 include:

- improving the economic and spatial viability of establishing new units on typically sized single family and duplex lots to contributed to increased housing supply and affordability;
- contributing to street, neighbourhood and urban vibrancy through smaller front yard setbacks;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, Increase opportunities for tree retention and planning, and improve onsite livability for residents;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability.

Table 6: Recommended zoning regulations for lots requiring a minimum of 3 or 4 units that are less than 1,215m² in size

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications.
Rear Lot Line Setback	Minimum of 1.5 metres for ADUs or main buildings	Actual rear lot line setbacks will approximate 5 meters if parking in rear is required due to parking requirements and lot configuration.
Side Lot Line Setbacks	Minimum of 1.2 metres	Actual side setbacks will approximate 3 meters if parking in rear is required due to parking requirements and lot configuration.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3	
Maximum Lot Coverage	50%	Onsite parking requirements will contribute significantly to impervious surface coverage on lots. Impervious coverages exceeding 60% may require on-site stormwater retention and/or treatment.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors that could be used to set parking requirements include proximity to services (e.g., designated village or town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.

4. Site standards package C

4.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit four units** and are large lots **generally greater than 1,215 m² in size and smaller than 4,050 m²**. This lot size may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible. Lots equal to or greater than 4,050 m² are exempt from the requirements to permit a minimum of 3 or 4 units due to their potential for subdivision and higher densities in urban and sub-urban contexts. Lots identified as being in a Transit Oriented Area are also exempt from SSMUH requirements. (See Part 2, Section 8.3.)

4.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 7 include:

- improving the economic and spatial viability of establishing new units on large single-family and duplex lots to contributed to increased housing supply;
- enabling appropriate family-sized units whilst limiting the creation of unnecessarily large units that will not contribute to improved housing affordability;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, increase opportunities for tree retention and planning, and improve onsite livability for residents;
- recognizing and maintaining the semi-rural nature of neighbourhoods with large lots and the potential for significant public tree canopy in these areas by maintaining front yard setbacks consistent with current conditions;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contributed to a greater diversity of housing types and improved project viability.

Table 7: Recommended zoning regulations for lots requiring a minimum of 4 units and are more than 1,215 m² in size

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 4-6 metres	
Rear Lot Line Setback	Minimum of 6 metres for main buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Combined minimum setback for side-yards of 3 metres	Combined side-yard setback minimums (rather than individual side yard minimums) increase flexibility to respond to site conditions, and better support use of side yards for exterior living space. Minimum distances of 1.2 – 1.5 metres from property lines may be required for building code considerations (depending on combustibility). If parking is at the rear, setbacks of approximately 3 to 4 meters will be required on the side used for vehicular access.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	Depending on how height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.
Maximum Number of Storeys	3	
Maximum Lot Coverage	40%	Off-street parking requirements will increase impervious surface coverage significantly.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors to set parking requirements could include proximity to services (e.g. town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.

5. Site standards package D

5.1 Where should it apply?

This group of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit a minimum of six units**. This requirement will apply to parcels that meet all of these criteria:

- are wholly or partly within 400m of a prescribed bus stop;
- are at least 281 m² or greater in area; and
- are within a municipality with a population of 5,000 or greater

Lots equal to or greater than 4,050 m² are exempt these requirements due to their potential for subdivision. Lots identified as being in a Transit Oriented Area are also exempt from the requirements (see Part 2, Section 8.3 of this manual).

There are two legislative provisions that apply only to these lots and not the other densities that must be permitted under SSMUH zoning:

- local governments are **not permitted to set parking requirements in relation to residential uses** for lots that meet the above conditions, and
- **local governments may set a conditional density requirement for one of the six units** relating to the provision of affordable and special needs housing and/or that the owner enter into a housing agreement prior to the issuance of a building permit.

5.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 8 include:

- improving the economic and spatial viability of establishing a minimum of six units on single family and duplex lots to contributed to increased housing supply and affordability;
- contributing to street, neighbourhood and urban vibrancy through smaller front yard setbacks,
- situating new units of housing near existing transit services to reduce auto-dependency and greenhouse gas emissions from transportation, as well as improve the near- and long-term viability of transit services; and
- providing maximum flexibility on lots for various building forms and configurations, which will contributed to a greater diversity of housing types.

Table 8: Recommended zoning regulations for lots requiring a minimum of 6 units

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 2 metres	A front setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications.
Rear Lot Line Setback	Minimum 1.5m	
Side Lot Line Setbacks	Minimum of 0 -1.2 metres	Zero side lot line setbacks are appropriate in urban settings to achieve row housing typologies, which will help improve urban/street vibrancy, and are viable spatially due to the absence of on-site parking. Side lot setbacks approximating 2.5m may be required for combustible buildings.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or to the highest point of a flat roof	Depending on how building height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.
Maximum Number of Storeys	3	On small lots, four storeys may be required to achieve a minimum of six liable units.
Maximum Lot Coverage	60%	On-site stormwater retention and/or treatment may be required. A higher lot coverage limit (e.g., 70%) may be required on small lots to achieve a sufficiently large buildable area; however, increasing height limits may be a preferable solution to maintain site permeability.
Off-Street Parking Requirements	0	Local governments are not permitted to set off-street parking requirements in relation to residential uses.

Appendices

Appendix A: Similar initiatives in other jurisdictions

Many governments at the provincial, state, and local levels in Canada, the United States and further abroad have recognized the negative impacts that widespread single-detached zoning has had on housing availability, choice, and affordability. Increasingly, many jurisdictions are taking steps to ensure more homes can be built in existing neighbourhoods.

Through the SSMUH legislation, BC is joining other jurisdictions in acknowledging that single-detached residential zoning is a barrier to establishing and maintaining the mixed-income neighbourhoods needed for more equitable and affordable communities and a more resilient province. Similar initiatives undertaken in other jurisdictions to permit multiple housing units in formerly single-family residential zones are highlighted below.

New Zealand has taken national-level action to promote the development of more mixed neighbourhoods by requiring its larger urban centres to permit up to three dwelling units on single residential lots through legislation that implements country-wide medium density residential standards.

In the **United States**, several states have passed legislation to require local governments to provide greater residential density and flexibility in single-family zones.

- Oregon's Bill 2001 requires all medium-sized cities to permit duplexes on every lot where a single-detached dwelling is permitted, and large cities are required to permit a higher level of density.
- In Massachusetts, Bill 5250 incentivizes 170 municipalities served by the Massachusetts Bay Transportation Authority to permit multi-family housing zones within walking distance of public transit.
- A number of state legislatures in the United States have passed legislation that prohibits local governments from preventing the construction of accessory dwelling units in single-detached zones, and in some cases have prevented local governments from imposing minimum parking requirements to ensure the viability of additional units (such as the states of Maine and Washington).
- In 2019, the California state legislature passed legislation to override local regulatory barriers the construction of accessory dwelling units, resulting in an increase of building permits the following year of 61%.

In **British Columbia**, several municipalities of varying sizes have already started to embark on the process of permitting more units and promoting greater flexibility in single-detached zones.

- In 2022, the City of Kimberly amended its zoning regulations to permit a higher range of unit densities in what were previously single-detached residential zones. Through this amendment, Kimberley's R-1 zone now permits duplexes, its R-2 zone permits six units and up to as many as 10, subject to an affordable housing agreement.
- The District of Central Saanich has recently adopted new regulations after a comprehensive planning process to permit higher density housing in existing single-detached zones.
- The Cities of Victoria and Vancouver have adopted local land use regulations to permit and encourage construction of so-called "missing middle" housing.

Appendix B: List of local governments that may have prescribed bus stops

City of Burnaby
City of Colwood
City of Coquitlam
City of Cranbrook
Municipality of Esquimalt
City of Kamloops
City of Langford
Township of Langley
City of Langley
City of Maple Ridge
Metro Vancouver Regional District
City of New Westminster
District of North Vancouver
City of North Vancouver
District of Oak Bay
City of Pitt Meadows
City of Port Coquitlam
City of Port Moody
City of Richmond
District of Saanich
City of Surrey
City of Vancouver
City of Vernon
City of Victoria
Town of View Royal
District of West Vancouver
Resort Municipality of Whistler
City of White Rock

Appendix C: Using GIS to identify affected parcels

1. Initial data preparation and administrative boundaries

Across most local governments in BC, official community plan maps and zoning regulations are represented through digital mapping. However, if for some reason a local government does not provide this information in a digital format through a Geographic Information Systems (GIS) dataset, it will be necessary to digitize the bylaws to determine spatial relationships between OCP overlays, zoning regulations and parcels.

Each local government is responsible for the provision of parcel information. The use of province-wide geographical software (maintained by ParcelMap BC) is recommended.

Care should be taken to ensure topological accuracy of official community plan overlays including municipal and urban containment boundaries as well as zoning regulations related to each parcel/lot. In practice this means:

- removing overlapping parcels, wherever feasible;
- removing or rectifying overlapping zones, if applicable;
- rectifying of split-zoned parcels, if applicable;
- aligning zoning boundaries to parcel boundaries to reduce sliver effects wherever feasible;
- aligning urban containment boundaries to parcel boundaries, where feasible;
- aligning municipal boundaries to parcel boundaries, if necessary, and
- ensuring that all parcels in the local government are covered by at least one category in the official community plan, when required.

2. Exemption overlays

Care should be taken to ensure the accuracy of exemption overlays, specifically: Agricultural Land Reserve (ALR) boundaries, heritage protection areas made under LGA section 611, and local government-operated sewer and water system service areas. All of these will be used to eliminate parcels from zoning bylaw amendments permitting additional dwelling units or incorrect densities. In practice this means:

- ensuring that municipal and urban containment boundaries are current;
- ensuring that ALR boundaries are up to date from DataBC or the Ministry of Agriculture and Food;

- ensuring that the spatial boundaries or designations of heritage protection bylaws made under LGA s.611 align well with parcel boundaries, wherever feasible;
- ensuring that local government-operated water system service area boundaries align with billing records and parcel boundaries, as appropriate;
- ensuring that local government-operated sewer system service area boundaries align with billing records and parcel boundaries, as appropriate; and
- ensuring that private, strata, or onsite water or sewer systems are appropriately demarcated in the data and backed by billing records, wherever feasible.

3. Bus Stops

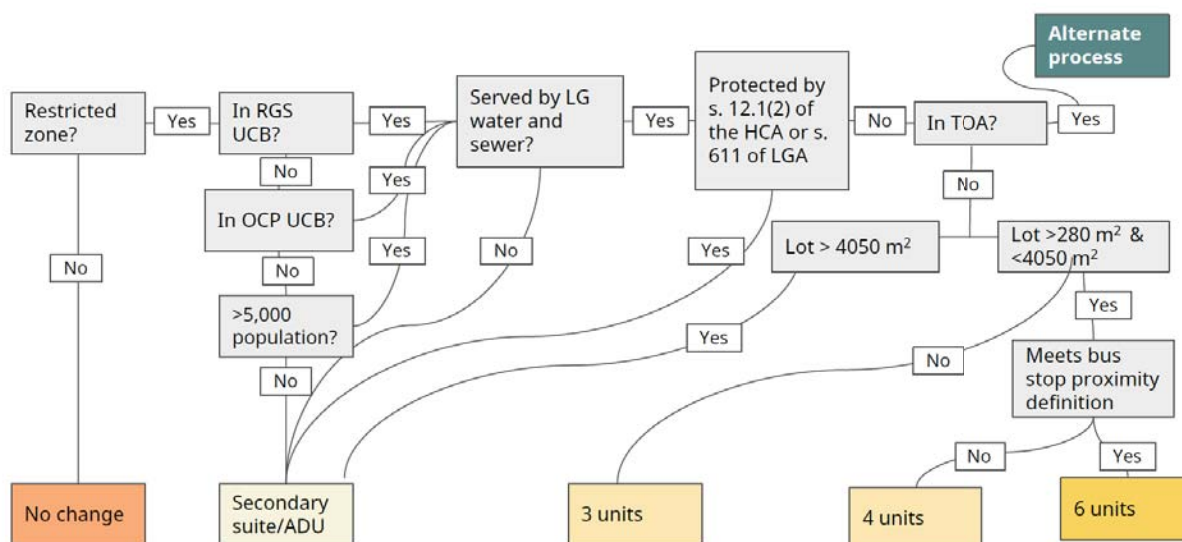
Transit frequencies are available from BC Transit for all routes in their service area and comparable data is available for routes serviced by Coast Mountain Bus Company and West Vancouver Transit in the Lower Mainland. It may be most effective to liaise directly with the appropriate transit operator to identify the bus stops that will determine density requirements under the SSMUH legislation.

The following two sections describe the steps that local governments should take to use their GIS databases to identify:

- 1) parcels where a secondary suite and/or accessory dwelling unit (ADU) must be permitted; and
- 2) parcels where between three and six residential units must be permitted.

The process is illustrated in Figure 9.

Figure 9: Process flow chart to identify parcels where SSMUH must be permitted under the SSMUH legislation



4. Identifying parcels subject to secondary suite and accessory dwelling unit requirements

Unless subject to the higher densities of three to six housing units, and regardless of community size, at least one secondary suite and/or one accessory dwelling unit (ADU) must be allowed on all lots in a *Restricted Zone*, with the exception of lands in a local trust area or subject to a rural land use bylaw. Local governments should follow these steps to identify the parcels in their jurisdiction for which the SSMUH legislation requires amending bylaws to permit at least one secondary suite and/or one ADU:

- review the official community plan and local zoning bylaws to identify areas and zones that meet the definition of a *Restricted Zone* under the SSMUH legislation (see Part 1, Section 1 of this manual on page 7 or information on identifying zones that meet the criteria),
- run a GIS query to identify and isolate (highlight/select) all parcels within¹⁶ those zones that have been determined to meet the definition of a *Restricted Zone*,

¹⁶ “Within”, in this context can mean that a parcel is majority covered by a *Restricted Zone*. Other concepts of “within” that could be used for the purposes could include: Completely covered by a *Restricted Zone*; partially covered by a *Restricted Zone* or has the centre point of the parcel within a *Restricted Zone*.

- c) run a GIS query to identify and isolate (highlight) all parcels identified in step (b) to identify which parcels are not serviced by both water and sewer systems operated by, or on behalf of a local government,
- d) if ADUs are permitted generally, to identify lots where only secondary suites, not ADUs should be permitted, run a GIS query to identify which parcels identified in step (c) are not serviced by local government sewer systems and are under one hectare in size

Zoning of the highlighted parcels must be amended to permit at least one secondary suite or one accessory dwelling unit in addition to a principal dwelling unit unless the property is less than one hectare in size. On properties that are less than one hectare in size, only secondary suites, and not ADUs, should be permitted. Local governments can then query the number of lots that will be affected by the zoning changes.

5. Identifying lots subject to a minimum of three to six housing units

Except where exempted under the SSMUH legislation, land in *Restricted Zones* as defined in the legislation that meets the following criteria must be zoned to permit between three and six dwelling units, depending on the size of the lot and proximity to transit:

- a) the land is wholly or partly within an urban containment boundary established by a regional growth strategy applicable to the municipality or regional district, as the case may be; or
- b) the land is within a municipality with a population of 5,000 or greater, and is wholly or partly within an urban containment boundary established by an official community plan of the local government; or
- c) if neither (a) or (b) applies, the land is in a municipality with a population greater than 5,000.

Local governments should follow the steps below to identify the lots in their jurisdictions under which the legislation requires that zoning bylaws be amended to permit three to six dwelling units.

1. Review the local zoning bylaw to identify the zones that meet the definition of a *Restricted Zone* under the SSMUH legislation (see Part 1, Section 1 of this Manual on page 7 or information on identifying zones that meet the criteria);
2. Run a GIS query to identify and isolate (highlight) all lots in all zones that have been determined to meet the *Restricted Zone* definition.
3. Run a GIS query to identify and isolate (highlight) all lots identified in step (2) above that are wholly or partly within **any** of the following:

- a) an urban containment boundary established by a regional growth strategy applicable to the municipality or regional district, as the case may be;
- b) an urban containment boundary established by an official community plan of the municipality or regional district as the case may be; or
- c) a municipality with a population that exceeds 5,000.

At a minimum, all these lots should allow for three or four dwelling units, pending identification of land that is exempt from the legislation as follows:

- a) land that is protected under section 12.1(2) of the *Heritage Conservation Act*;
- b) land that is, on the date this section comes into force, designated as protected under a bylaw made under section 611 [*heritage designation protection*];
- c) land that is not connected to a water or sewer system provided as a service by a municipality or regional district;
- d) land that is within an area designated as a Transit-Oriented Area;
- e) land that is within a zone which has a minimum lot size of 4,050m² (or greater) for the purposes of subdivision; and
- f) a parcel of land that is larger than 4,050 m².

6. Identifying the lots exempt from the minimum three to six housing units requirements

- a) Run a GIS query on all highlighted lands within the urban containment boundary to identify all lots protected under Section 12.1(2) of the *Heritage Conservation Act*. Eliminate these lots.
- b) On all remaining highlighted lands within the urban containment boundary apply, or create and apply, the GIS layer for properties with a Heritage Designation under LGA section 611 as of the date the SSMUH legislation comes into force.¹⁷ Eliminate these lots.
- c) On all remaining highlighted lands, apply, or create and apply, the GIS layer for:
 - The municipal or regional district water service areas; and
 - The municipal or regional district sewer service areas.

¹⁷ Where these lots are not included as a layer within a geographic information system or digital mapping program, they can be identified from local government records and eliminated individually.

Eliminate all lots that are outside of one or both service areas.¹⁸

- d) On all remaining highlighted lands, run a GIS query to identify all parcels that fall within an area designated as a transit-oriented area as defined in the legislation. Parcels where only a portion of the lot area is within the prescribed distance are considered to be wholly within the area. Eliminate these lots.¹⁹
- e) Run a GIS query on all remaining highlighted lands to identify all parcels with a lot area greater than 4,050 m². Remove these lots from consideration.

The remaining highlighted lots upon concluding steps 1 through 4 above are the lots that will require zoning amendments to permit between three (3) and six (6) dwelling units. The next steps will help guide local governments in identifying the parcels where at least three, four, and six units will be required.

7. Determining where zoning must be amended to permit three, four, or six dwelling units

1. After concluding steps 1 through 4 above, for all remaining highlighted lots, run a GIS query to identify parcels that are less than 281 m² in area. Zoning of these parcels should be amended to permit up to three (3) dwelling units.²⁰
2. For all remaining parcels, identify all bus stops with the prescribed service level and frequency in the highlighted area. A prescribed bus stop meets the following criteria:
 - a. A least one route arrives at the bus stop on average every 15 minutes between the hours of 7 a.m. and 7 p.m. between Monday and Friday
 - b. At least one route arrives at the stop on average every 15 minutes between the hours of 10:00 a.m. and 6:00 p.m. on Saturdays and Sundays.
3. Apply, or create and apply, those routes as a layer within the highlighted area.
4. Run a GIS query to identify all lots within the highlighted area that fall within 400 metres of a bus stop that meets the specified service level and frequency criteria as measured. Parcels where only a portion of the lot area is within the prescribed distance are considered to be wholly within the area.

¹⁸ Land serviced by improvement district or strata-run water and/or sewer systems is exempt from the three-to-six-unit requirement. Land serviced by on-site water (groundwater well, etc.) or on-site sewer (septic field) is also exempt from the three-to-six-unit requirement.

¹⁹ These will be subject to separate legislation about Transit-Oriented Areas.

²⁰ Local governments may permit density in zoning bylaws beyond that prescribed by the SSMUH legislation.

5. Of those parcels, run a GIS query to identify all parcels greater than 281m² in area. Under the SSMUH legislation, municipalities must amend the zoning of all lots identified through steps 9 to 13 above to permit up to six (6) dwelling units per lot.
6. All remaining parcels which are greater than 281 m² and **not** permitted for six (6) units because they are more than 400 metres from a bus stop of the prescribed service and frequency, must be zoned to permit up to four (4) dwelling units per lot.

Appendix D: Calculating maximum build-out density under SSMUH zoning

Following the geospatial analysis undertaken earlier to identify the lots that must undergo zoning amendments in response to SSMUH legislation, local governments should know, or be able to easily query:

- the number of lots that must be permitted to have at least one secondary suite or one ADU;
- the number of lots that will be permitted at least three housing units;
- the number of lots that will be permitted at least four housing units; and
- the number of lots that will be permitted at least six housing units.

In all the above categories, determining the maximum potential build-out is simply a function of multiplying the number of lots in each category by the number of dwelling units permitted in that category, and then totaling the numbers for all categories.

For example, if there are 577 properties with zoning that must be amended to permit either one secondary suite or one ADU, then the maximum build-out of this zoning category is 1,154 (577×2 ; since the zone will allow for one principal dwelling unit plus one smaller dwelling unit). If a secondary suite and ADU is permitted on these 577 properties, then the maximum build-out density is 1,731 (577×3).

If there are 262 properties whose zoning must be amended to permit at least four dwelling units, then the ultimate build-out of this zoning category is 1,048.

Determining the maximum *net* increase in units requires some effort to align the unit calculations from the maximum build-out to counts of existing units from either the Statistics Canada Census or BC Assessment. Approaches using both data sets are outlined below.

1. Method 1 - BC Assessment approach

- a) BC Assessment produces a standard yearly digital dataset called the BC Building Information Report. This report is available to all local and regional governments from BC Assessment free of charge.
- b) This report can be structured to indicate the number of units at the parcel scale. This can be achieved by identifying all parcels with single detached actual use codes and assigning them a value of 1 and all parcels with secondary suite actual use codes and assigning them a value of 2.

- c) Net increase in units can be calculated by using the selections and totals generated in the section above less the values determined in step b above. These increases can be used at the disaggregate level or summarized to the municipal level as appropriate.

2. Method 2 - Census data approach

While lacking in spatial specificity, this technique can be used to rapidly determine the net increase in units against a 2021 baseline through the steps below.

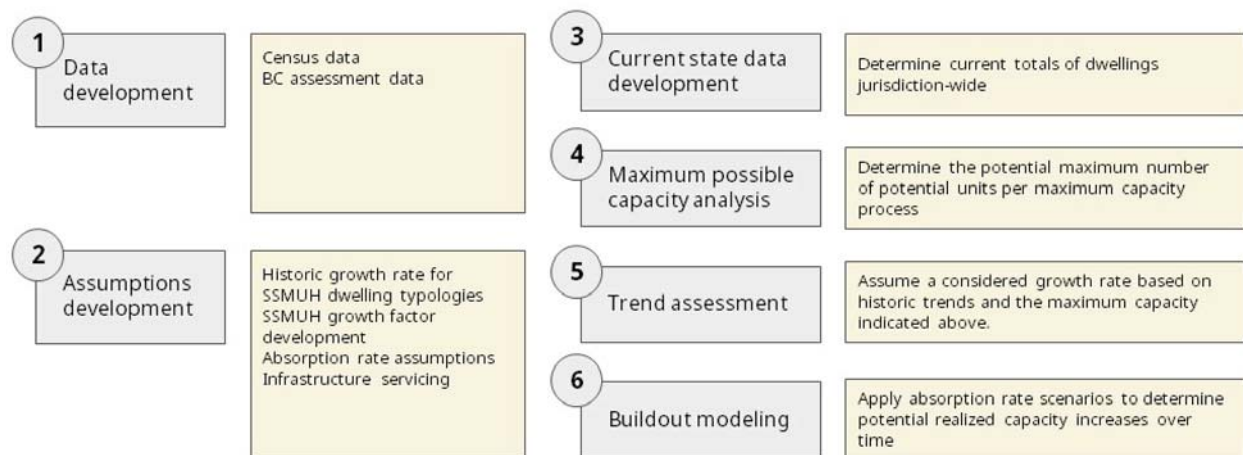
- a) An individual jurisdiction's Census Profile can be accessed through Statistics Canada. This profile contains the number of units by jurisdiction.
- b) Total increases in units can be determined by deducting the Census value from the totals determined in the maximum build out density.

Appendix E: Calculating incremental build-out density under SSMUH zoning

1. Method 1: Trends assessment

The trends assessment approach is a basic method that uses readily available data to build assumptions about the uptake of SSMUH dwellings under multiple scenarios. The informational basis for this approach is tied to longitudinal information from either the Statistics Canada Census or BC Assessment data, whichever is more readily available. The approach is described below and pictured in Figure 10.

Figure 10: The trends assessment method of estimating incremental build out



1. Data development: detailed information with regards to the growth in dwellings allowable under SSMUH zoning are available from either the Census of Canada or BC Assessment. Each of these datasets can be structured to build assessments in the following ways.
 - a) Census data
Census profiles from 2006, 2016, and 2021²¹ can each be accessed from statistics Canada for any given local government. Each of these profiles will contain a report

²¹ The Census changed its definition of dwellings in 2006 which inhibits the use of 2001 for trend analysis.

on the quantity of dwellings unit by structural type of dwelling²². Structural types of dwellings that correspond to SSMUH include:

- Semi-detached House -> Duplex can be used as a proxy for a 3- 4- or 6-plex;
- Row House -> Can be used as a proxy for a 3- 4- or 6-plex;
- Apartment or flat in a duplex -> Can be used as a proxy for a Secondary Suite²³.

Each of these above dwelling types can be summarized longitudinally in order to build basic annual absorption rates by SSMUH type.

b) Assessment data

BC assessment data contains information on the quantity and type of buildings based on their year of construction. For the purposes of this exercise, it is necessary to discern how many units by type are constructed each year. This can be done by using BC Assessments Actual Use Code (AUC) and the BCA “year built” fields. Pertinent actual use codes will include:

- 32 - Residential Dwelling with Suite -> Secondary Suite;
- 33 - Duplex, Non-Strata Side-by-Side or Front / Back -> Duplex;
- 34 - Duplex, Non-Strata Up / Down -> Duplex;
- 35 - Duplex, Strata Side-by-Side -> Duplex;
- 36 - Duplex, Strata Front / Back -> Duplex (all of which can be used as proxies for a 3- 4- or 6-plex);
- 39 - Row Housing (Single Unit Ownership) -> Can be used as a proxy for a 3- 4- or 6-plex;
- 41- Duplex, Strata Up / Down 47 -> Can be used as a proxy for a 3- 4- or 6-plex;
- 48 - Triplex -> 3- 4- or 6-plex; 49 - Fourplex -> 3- 4- or 6-plex;
- 52 - Multi-Family (Garden Apartment & Row Housing) -> Can be used as a proxy for a 3- 4- or 6-plex;

²² <https://www12.statcan.gc.ca/census-recensement/2021/ref/98-500/001/98-500-x2021001-eng.cfm>

²³ Note that detached coach homes are treated as single detached dwellings and are therefore challenging to isolate from that grouping.

- 53 - Multi-Family (Conversion) -> Can be used a proxy for a 3- 4- or 6-plex.

Similar to the Census method above, each of the above unit types can be summarized from 2006 in order to build basic annual absorption rates by SSMUH types.

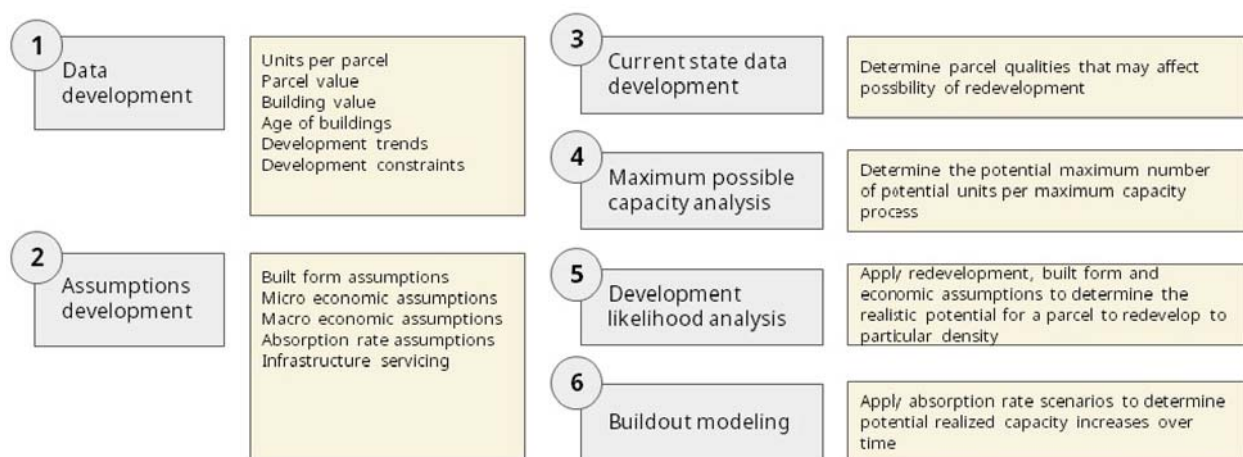
2. Assumptions development: given the data developed above, the following assumptions should be generated:
 - a) Historic absorption rates by SSMUH type -> Summarize SSMUH units and divide by 15 (regardless of method), this is the basic annual absorption rate
 - b) SSMUH growth factor -> a percent modification based on a considered review of market conditions to determine the increase in annual absorption over the baseline rate detailed above.
 - c) Other absorption rate assumptions -> additional constraining factors such as permitting times, escalating costs, declining provincial growth that can modify the growth factors detailed above
 - d) Infrastructure and servicing assumptions -> constraining factors as they relate to increased servicing requirements that may mitigate against the development of SSMUHs.
3. Current state development: based on calculations described above, the current state of units can be used to net out the incremental increase in units based on the trends to be calculated in step five (5) below.
4. Maximum possible capacity analysis: the maximum unit capacity should be determined to construct a maximum bound for the trend to be calculated in step five (5) below.
5. Trend assessment: using the information from steps 1 and 2, growth rates should be developed that reflect historic trends and mitigating factors. Growth rates should not exceed the maximum capacity of units in step four (4) nor should they be so extreme as to double or triple the number of units within a 30-year time frame.
6. Buildout modeling: growth rates should be transformed into annual absorption rates to determine the net annual number of SSMUH units that may be constructed over time. This incremental increase in capacity can be subsequently used to inform infrastructure considerations which are discussed in Part 3, Section 6 of this manual.

2. Method 2: Complex build-out modeling

The complex build-out modeling approach is an advanced method that uses readily available data to construct likely development scenarios under current economic

conditions. type of approach should be led by a qualified GIS expert in conjunction with a land economist and local government staff, specifically development planners and long-range planners. The effort requires significant levels of data structuring and advanced geospatial and numerical modeling. Despite the complexities of this approach, it will yield highly accurate results which can be used for infrastructure impact analyses and other value-added analyses, as appropriate. The method is illustrated in Figure 11. Each step corresponding to the numbers in the figure is described in detail below.

Figure 11: Process to apply complex build-out modeling approach



3. Data development

Data to be considered for this effort should include BCA data, BIR data, as well any information regarding conceptual, proposed or in-progress developments, environmental or infrastructural constraints to development along with local government policies and regulations pertaining to allowable uses, density and built forms. Subsequently, the BCA data should be processed such that a reasonable baseline of buildings in the community can be developed at the parcel scale.

This baseline will include information on the use of each parcel, the assessment classification code and occupancy code of the parcel, the number of units, the construction year of the structures, the total built floor area and the total land and improvement values. In addition, relevant municipal policy information, development permit data and constraints data should be extracted and applied to the parcels. The outcome of this effort will be a fully attributed baseline dataset that presents an up-to-date snapshot of all development considerations in the community at the parcel scale. This data can be used for value-added purposes in any current-state-style assessment. This information will be used to determine the potential for a parcel to redevelop under normal economic conditions (described in Step 3 below).

4. Assumptions development

Given that the SSMUH zoning bylaws will suggest a discrete potential development typology for any given parcel, it is crucial to develop a representative set of modeling archetypes, each of which will act as parametric guidelines in the modeling. The archetypes will have two major components, each of which is detailed below:

- a) *Built Form Assumptions* - these are the design considerations that will guide the minimum parcel size, minimum floor-plate size, density, height, setback, and usage of a particular development. They are crucial for determining economic viability of a potential use as well as the resulting form. The key components are density, coupled with maximum or achievable FARs and setbacks all of which may impact the ultimate built form of the location, the total potential floor area of the development, and the resulting potential hypothetical profit of the development given the input land and construction costs.
- b) *Development Context Assumptions* - these assumptions relate to the contextual milieu by which a particular building type will be permitted. Typically, this forms a table of allowed uses by land use type and local plan area, but occasionally additional overlays are considered. such as development permit areas, location specific locational overrides, or other policy considerations (such as agricultural interface for instance) on a case-by-case basis. Many development context considerations will be overridden by the forthcoming SSMUH zoning implementation under the SSMUH legislation.

Secondly, absorption rate scenarios should be developed. These will be used to determine the cadence of development once redevelopment potential is evaluated. This will require the following efforts:

- a) analysis of the municipality's recent development history,
- b) interviews with municipal staff,
- c) interviews with local builders and developers, and
- d) analysis and projections of the region's relevant labour force.

These inputs will be refined into 2 to 3 scenarios which will define the cadence and volume of development in the community from the near term (3 years from SSMUH implementation under the legislation (it is assumed that projects in the current development pipeline will override any absorption scenario) out to 30 years from SSMUH zoning implementation under the legislation). As these scenarios could have a significant impact on how the community will build out, they should be tested for realism and require both input and sign-off by relevant municipal planning and engineering staff in advance of finalization.

5. Current state development

Using the information developed in Step 1 above, it is imperative to score all qualifying parcels in the community to determine how the urban fabric may change over time based on the SSMUH legislation. This effort is required to add a degree of realism to this incremental build out effort and should be used to evaluate development potential, which reflects a market response to the SSMUH zoning policy, land availability and costs, housing and employment demands, access to transit, as well as locational contexts more generally. The core of this modeling step is to establish a “redevelopment” score for a given location.

To establish development likelihood scores, a modeling team should consider some combination of the six following market factors. Data availability (specifically assessment-based information from BCA) as well as information determined at Steps 1 and 2 should determine which factors are ultimately considered for this effort.

- a) **Parcel improvement value to land value ratio:** This ratio is developed by dividing a parcel’s improvement value by its land value. A parcel with a low improvement-to-land ratio is more likely to be redeveloped.
- b) **Average adjacent parcel improvement value to land value ratio:** A parcel with a low improvement-to-land ratio compared to its neighbor’s is more likely to be developed.
- c) **Parcel FAR:** Floor area ratio (FAR) is the measure of the built floor area of a parcel divided by the total area of the parcel. A parcel with a low FAR is more likely to be developed.
- d) **Density Gap:** This measure evaluates the relative utilization of parcels under current policy. A parcel with a large density gap is more likely to be developed.
- e) **Effective Year:** This factor considers renovations and upgrades of a structure which serves as a better metric than year built. Generally, a parcel with an older effective year is more likely to be developed.
- f) **Locational factors:** As appropriate for higher SSMUH densities under the legislation, it may be appropriate to allocate an additional locational bonus to reflect favorable milieux for some developments (specifically transit station areas).

Regardless of factors used, the second stage of this step is to reduce or constrain the development potential of a given location using a standard set of constraints (potentially including, but not limited to flood plains, hazardous/complex terrain, potentially contaminated sites, locations of indigenous cultural significance, interface considerations etc.), which should act in three separate ways described below.

- The first should be to **reduce** the development potential score of some sites on a case-by-case basis with input from the development planners in the community.

- The second application of constraints should be to **reduce the functional size of some parcels**. This should occur mainly through environmental constraints, encumbrances, and other infrastructure requirement.
- The third should be to **remove** some parcels from consideration entirely. This should incorporate development planners' collective knowledge and should be evaluated on a parcel-by-parcel basis and may include rental housing stock retention and/or land ownership, as appropriate.

The final stage of the redevelopment model is to score all parcels based on the net of redevelopment potential and constraints. Scores are typically assigned at a sub-municipal level either by policy context, location context, or some combination thereof. This is done by design since developing a comprehensive municipal score comparing lower value outlying parcels and higher value inner-city parcels does not yield useful information.

6. Maximum possible capacity analysis

As detailed in earlier calculations in Appendix D, the maximum unit capacity should be determined to construct a maximum bound for the trend to be calculated in step five (5) below.

7. Development likelihood analysis

Once the redevelopment potential has been quantified and the development archetypes have been defined, intermediate processing of all parcels in the community should be conducted to determine which SSMUH development archetype would work best on a site-by-site basis. These efforts should include:

- a) removal of newly developed, to-be developed, illogical or highly constrained parcels from the model; and
- b) testing all parcels for qualifying development typologies using built-form, policy, and economics inputs as a guide to identify the most profitable (and/or viable) potential development typologies. For instance, in an area that allows for up to six units, due to increased construction costs, the most profitable development type for this parcel may be a four-plex as opposed to six-plex.

8. Build-out modeling

The result of Steps 1 to 5 above will be a preferred potential development outcome for each parcel in the community that has development potential. Theoretically, this outcome represents the maximum logical capacity of a community absent any considerations with

regards to unit absorption rates (i.e., the rate at which units sell in an area in a given time period), permitting speeds, or labour considerations. To refine this maximum capacity into a reasonable sequence of development, it is therefore necessary to apply the absorption rates scenarios as defined in step two (2) above to the preferential development outcomes in step five (5) to develop an annual build-out of the community to 30 years after the implementation of the SSMUH zoning under the legislation.

This effort will result in a numerical build-out that indicates for each qualifying SSMUH-zoned parcel, the potential year of development, the resulting development type, floor area and number of units. These units can subsequently be converted into population or equivalent development units (EDUs) as appropriate for the local government's needs using agreed-upon multipliers (either from standard BC best practices or using trended municipal data or a combination of both). Summary data can be produced for milestone years, as appropriate, and should be accompanied by maps and graphs, as appropriate, for rapid review and iteration.

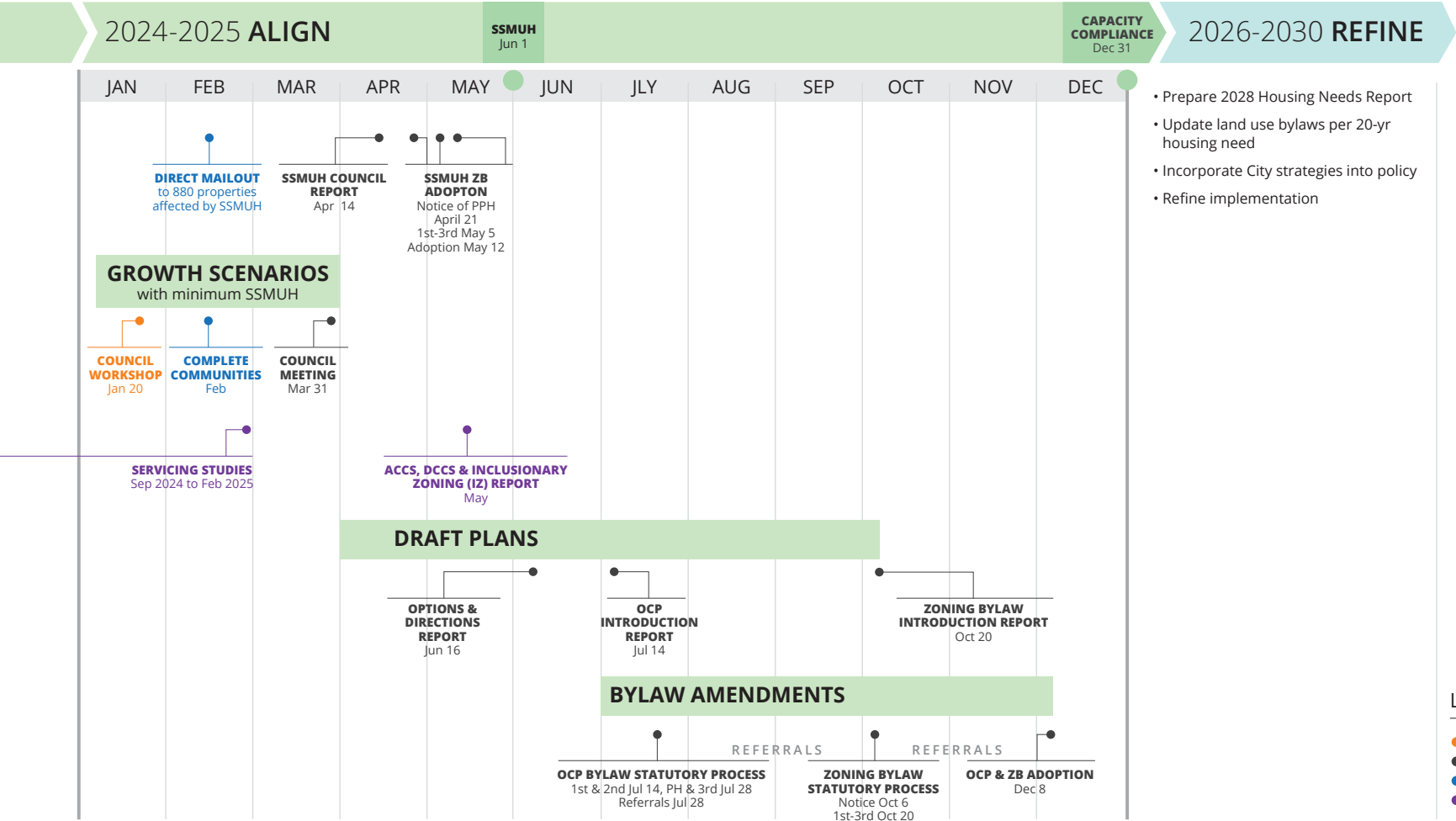
The technical work should be finalized based on clear acceptance criteria from a local government that should be developed during project initiation. Specific criteria could include, but may not be limited to:

- a) Accuracy** - Does the build-out reflect the policy input parameters of the modeling? Do the buildouts indicate a smooth development cadence that mirrors historic trends?
- b) Realism** - Does the build-out reflect the experience of municipal staff with respect to historic development in the community?
- c) Plausibility** - Does the build-out portray development outcomes that seem achievable under current or forecast economic conditions?
- d) Spatial Distribution** - Does the build-out indicate a spatial pattern of development that reflects the intents of municipal planners?

2024

2025

2026



- Prepare 2028 Housing Needs Report
- Update land use bylaws per 20-yr housing need
- Incorporate City strategies into policy
- Refine implementation

Comparison of RT-1 Zone and Draft SSMUH Zone as of March 2025

	Current Zones (RT and CD zones)	Proposed Zone
Permitted Uses	<ul style="list-style-type: none"> • Residential (one-unit, two unit, secondary suites) • Home-offices and home-based businesses • Residential Care Facilities • Home-based child care facilities 	<ul style="list-style-type: none"> • Residential units • Home Offices and Home-Based Businesses • Residential Care Facilities • Home-based child care facilities
Building Types	<ul style="list-style-type: none"> • Duplex • Single-detached home with or without coach house 	<ul style="list-style-type: none"> • Single-detached home • Duplex • Infill building • Multiplex • Townhouse
Height	Up to 3 storeys and 10.1m from Reference Grade, calculated from surveyed lot corners	Up to 3 storeys and 12m from lowest floor level
Setbacks	<ul style="list-style-type: none"> • 1.2m sides • 3.0m front • 1.2m rear for accessory buildings • 8m or .35 lot depth rear for principal buildings • 3m or 20 percent exterior side yards 	<ul style="list-style-type: none"> • 1.2m sides • 3.0m front • 1.5m rear • 3m or 20 percent exterior side yards
Lot Coverage	Single-detached: 30% Duplex: 35% (excludes parking and accessory buildings)	Variable by unit count, ranging from 35% to 50% (includes parking and stairs, excludes balconies, decks)
Floor-Space Ratio	Up to 0.5 FSR (roughly .75 FSR buildable floor area) (excludes basements, accessory buildings, etc.)	No FSR (buildable floor area is equivalent to ~0.7 – ~1.0 FSR, inclusive of parking)
Number of units	Duplex: up to 4 units (2 stratified and 2 suites) Single-detached: up to 3 units (single-detached with suite and coach house), no stratification	Lots 280 sq. m. and under: 3 units Lots over 280 sq. m. and outside of "Frequent Transit Area": 4 Lots over 280 sq. m. and inside "Frequent Transit Area": 6
Unit sizes	All units: Minimum 37 sq. m. Suites: maximum 90 sq. m. or 40% of whole dwelling	All units: Minimum 50 sq.m.
Outdoor space	Minimum open space requirements that include hardscaping and underground structures: 40-45%	Minimum area for soil-based landscaping (prohibits structures, requires soil and plantings) 30-50%
Parking	minimum 1 per unit or 2 for a single-detached home with a suite and coach house	No minimum, areas for parking are included in Lot Coverage

Industry Interviews Regarding the City of North Vancouver's Draft SSMUH Zone

The following participants were interviewed in March 2025:

- One architect who currently sits on the City of North Vancouver's Advisory Design Panel and who has worked with SSMUH zones in several municipalities including City of Vancouver, Burnaby and Port Moody.
- One architect who works almost exclusively on the North Shore and has designed numerous projects in the City.
- One architect who primarily works in the City of Vancouver on multiplex housing, and who has sat on the City of North Vancouver's Heritage Advisory Committee.
- One designer who primarily works in the City of Vancouver on multiplex housing and who previously sat on the City of North Vancouver's Advisory Design Panel.
- Three developers who work primarily on the North Shore on single-family, duplex, and multiplex housing projects.

Interviewees provided the following comments about the zone:

- The graphics and map are very helpful.
- The height regulation is different, but is simpler than most and it makes sense from a design perspective.
- Allowing use of rooftop space is great, improves livability on sites that are tight.
- It's good that garbage storage is considered, that will help the developments fit into the existing neighbourhoods and reduce potential impacts.

Suggestions for revisions or additions to the draft zone included:

- Increasing the maximum landing area of the rooftop access – to support accessibility, e.g. for wheelchair users.
- Allowing rooftop railings to be closer to the roof edge – to allow for more rooftop area to be usable.
- More graphics would be good.
- It could be clearer in the zone that there is no maximum FSR.
- Some municipalities will use a handout to help explain the regulations with visuals and examples – consider more visuals or handouts.
- Allowing another level for parking would help project viability.

Insights regarding market preferences for multiplex forms of housing:

- Unit sizes between 1300 sq. ft. and 1800 sq. ft. are most marketable.
- Designs that support private space and separate unit entrances are more desirable.
- Buyers will expect to have parking on site, particularly considering that many own electric vehicles and will need somewhere to charge them.
- Fully rental buildings will not get built – there just isn't a market for it, but suites in townhouses (as mortgage helpers) are desirable to buyers.

Summary of Feedback on the draft Small Scale Multi-Unit Housing Zone

April 15, 2025

Feedback from the Development Industry

Feedback Received	Action Taken
Bylaw Language, Graphics	
Using the word “accessible” could create confusion, because it has a specific meaning under the BC Building Code.	Replaced “accessible” with “able to be accessed” in several occurrences to reduce confusion.
It’s not clear at first that there’s no maximum floor space ratio. It could help to explicitly say so.	Recommend no change. This will be clarified in supplemental materials.
The explanatory graphics are helpful. More visuals would be even more helpful.	Will prepare a handout to support Building Permit applications.
Site and Building Requirements	
Allowing multiple buildings is good – some other jurisdictions require all of the units to be in a single building.	N/A
Lot coverage requirements and soil-based landscaping requirements make sense.	N/A
The separation distance of 7.0m between buildings is a bit more than the common 6.0m, but is still reasonable.	Recommend no change.
Pad-Mounted Transformer relaxation may need to be increased. Consider exempting the pad size that the service provider specifies as a requirement.	Updated language to exempt pad-mounted transformer from soil-based landscaping requirements without specifying pad size, because the pad size can vary substantially.
Concerned that exterior stairs are included in lot coverage.	Recommend no change – lot coverage provisions allow for a generous amount of density.
The rooftop regulations are great. Roof access improves liveability.	N/A
The rooftop regulations will help when height exceptions are needed for mechanical equipment.	N/A
The rooftop regulations need adjusting so that railings can be closer to the edge of the roof.	Updated to allow rooftop railings to be closer to the roof edge.
The rooftop regulations need adjusting so that the enclosed staircase landing can be larger.	Concern noted, and flagging the issue to monitor.
Concern that 10m height could constrain thicker floor assemblies, and recommend 11m or 12m in building height.	Recommend no change so that the required height remains close to what is currently allowed in duplex zones.

The way that maximum height is explained is good, because it allows for flexibility.	N/A
Parking	
Even if parking is not required, people will want parking. Especially, if they have electric vehicles and want to be able to charge them at home.	Clarified a minimum parking requirement of 0.5 spaces per unit, except where the Province requires 6 units on a lot.
People will try to get as much on-site parking as possible. Clients want at least 1 per unit.	N/A
1.6m wide bike parking access route is wider than needed.	Removed the requirement.
Bike parking within units will not be very functional – it will be easier to make a shared bike room work.	Simplified the bike parking requirements.
Unit Size and Configuration	
Buyers are looking for 3-bedroom units.	N/A – zone allows for 3-bedroom units.
1,300 square feet is the magic size for unit sizes.	
1,300 to 1,800 square feet per unit is marketable	
Good that the zone is flexible and allows for suites or principal dwellings.	N/A – zone is flexible.
Buyers are looking for suites for mortgage helpers.	
Would like clarity whether the zone allows for units to be separated by floor-ceiling assemblies (i.e. a unit all on one level).	Will include information in handout to be clear that the City does allow horizontal separation between units.
Implementation	
Preparing a handout with visual examples of how the zone could be used and interpreted would be helpful.	Will prepare handout to support Building Permit applications.
Staff training will be needed so that there is consistent interpretation of the zone.	Staff training is being prepared.
BC Hydro requirements are one of the biggest impediments for multiplex housing in other jurisdictions.	Noted.

Feedback from Residents

Feedback Received	Action Taken
Questions about the Mail-out	
Received a mail-out addressed to someone else.	Let the caller know the letter was sent in error and investigated the issue.
Questions about where the proposed zone applies	
The majority of questions related to the map of affected properties and what factors determined whether a property was included.	Explained the legislated requirements regarding "Restricted Zones" in determining the affected properties, noting that only those that are required to change will be rezoned.
Worried that the City is going to force the property owner to redevelop.	Explained to the caller that property owners decide if they want to redevelop – there is certainly no requirement to redevelop.
Questions about why different properties were eligible for 4 or 6 units.	Explained to the caller that Provincial legislation sets out whether a property would be allowed 4 or 6 units.
Wants more information on affected properties and how many units will be allowed on certain properties.	Shared the City's SSMUH webpage with the caller with an explanation for how to use the interactive map.
Question about why only 4 units are allowed – would like to see a higher level of density.	Explained that the number of units is set in Provincial legislation.
Questions about the proposed zone	
A number of people wanted to know what the Floor Space Ratio is for the new zone to determine the development potential of their property.	Let the caller know that the draft zone is available on the City's website and how to use lot coverage and building height to think about density.
There is an issue with fence height requirements when the fence is close to a retaining wall.	Corrected the fence height issue.
Would like to see floor space bonus for providing parking.	Noted.
Like that the new zone disincentivizes basements.	Noted.
Would like the zone to show lot coverage, soil-based landscaping, and other requirements all in one table.	Noted for inclusion in a handout to support Building Permit applications.
Concern that allowing two 3-storey buildings on a lot will mean loss of sunlight in outdoor areas and ground floor units.	Noted the concern.
Questions about the impact of the proposed zone	
Concerns that property taxes will increase.	Let the caller know that unfortunately the City does not know all of the factors that BC Assessment uses to determine property value and recommend reaching out to BC Assessment.

Implementation Insights from Local Governments

- City of Richmond
 - Made recent amendment in January 2025 and increased allowable height from 9.0m to 10.0m.
 - Regulations allow for a single building, two buildings, or rear-yard infill with 6.0m building separation.
 - Only one developer has asked for less parking than the minimum requirements (1.0 spaces per unit).
 - Tree Bylaw applies.
 - Contain provisions for bicycle parking for some building forms.
- City of Delta
 - Amended existing zones to allow more units. The regulations allow a single-detached dwelling plus suite and two accessory dwelling units Or, a duplex, each with a secondary suite (and accessory dwelling unit on lots requiring up to 6 units). A fourplex would require a rezoning.
 - Tree Bylaw applies.
 - No bicycle requirements.
- City of Burnaby
 - Requirements apply to all 12 one- and two-unit residential zones.
 - Allows for lots of different housing types, including row housing.
 - Contains bicycle parking requirements.
 - Recently completed housekeeping amendments to allow for some exemptions for decks, eaves, etc.



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

“Zoning Bylaw, 1995, No. 6700”

CONSOLIDATED FOR CONVENIENCE – NOVEMBER 25, 2024

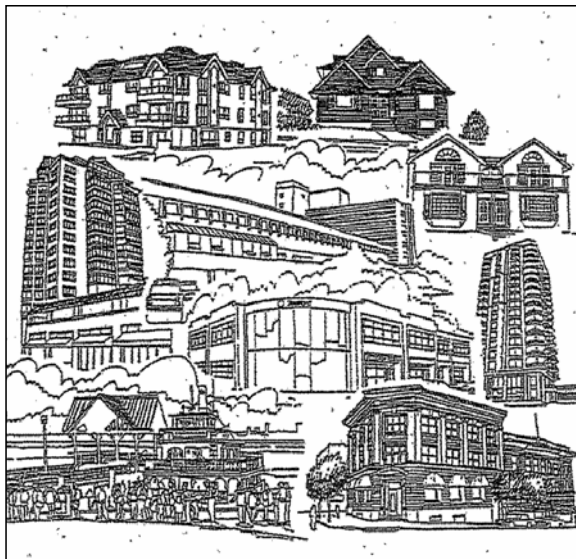
Amendment #	Adoption Date
Amendment Bylaw, 1995, No. 6748	February 12, 1996
Amendment Bylaw, 1997, No. 6935	September 22, 1997
Amendment Bylaw, 1998, No. 7046	August 10, 1998
Amendment Bylaw, 1998, No. 7091	February 1, 1999
Amendment Bylaw, 1998, No. 7092	January 25, 1999
Amendment Bylaw, 1999, No. 7135	June 28, 1999
Amendment Bylaw, 2000, No. 7223	June 26, 2000
Amendment Bylaw, 2000, No. 7258	July 24, 2000
Amendment Bylaw, 2000, No. 7261	September 25, 2000
Amendment Bylaw, 2001, No. 7290	April 4, 2001
Amendment Bylaw, 2002, No. 7422	September 16, 2002
Amendment Bylaw, 2002, No. 7432	September 9, 2002
Amendment Bylaw, 2003, No. 7481	May 5, 2003
Amendment Bylaw, 2003, No. 7508	June 23, 2003
Amendment Bylaw, 2003, No. 7528	October 6, 2003
Amendment Bylaw, 2003, No. 7537	November 24, 2003
Amendment Bylaw, 2002, No. 7466	March 22, 2004
Amendment Bylaw, 2004, No. 7629	November 8, 2004
Amendment Bylaw, 2004, No. 7650	November 22, 2004
Amendment Bylaw, 2005, No. 7661	January 24, 2005
Amendment Bylaw, 2005, No. 7666	January 24, 2005
Amendment Bylaw, 2005, No. 7680	April 4, 2005
Amendment Bylaw, 2005, No. 7721	October 3, 2005
Amendment Bylaw, 2006, No. 7759	March 27, 2006
Amendment Bylaw, 2006, No. 7788	July 24, 2006
Amendment Bylaw, 2006, No. 7805	November 27, 2006
Amendment Bylaw, 2007, No. 7830	February 5, 2007
Amendment Bylaw, 2008, No. 7919	April 21, 2008
Amendment Bylaw, 2008, No. 7978	February 2, 2009
Amendment Bylaw, 2009, No. 8001	May 25, 2009
Amendment Bylaw, 2009, No. 8018	July 27, 2009
Amendment Bylaw, 2010, No. 8065	April 26, 2010
Amendment Bylaw, 2010, No. 8076	June 7, 2010
Amendment Bylaw, 2010, No. 8097	January 1, 2011
Amendment Bylaw, 2010, No. 8122	January 1, 2011
Amendment Bylaw, 2010, No. 8135	January 24, 2011
Amendment Bylaw, 2012, No. 8215	February 27, 2012
Amendment Bylaw, 2012, No. 8227	July 23, 2012
Amendment Bylaw, 2012, No. 8267	November 26, 2012
Amendment Bylaw, 2012, No. 8276	January 21, 2013
Amendment Bylaw, 2013, No. 8296	April 8, 2013

Amendment #	Adoption Date
Amendment Bylaw, 2013, No. 8301	May 6, 2013
Amendment Bylaw, 2013, No. 8307	June 24, 2013
Amendment Bylaw, 2013, No. 8314	July 22, 2013
Amendment Bylaw, 2013, No. 8327	October 28, 2013
Amendment Bylaw, 2014, No. 8351	June 9, 2014
Amendment Bylaw, 2014, No. 8337	June 16, 2014
Amendment Bylaw, 2014, No. 8352	June 23, 2014
Amendment Bylaw, 2014, No. 8346	July 21, 2014
Amendment Bylaw, 2014, No. 8350	October 20, 2014
Amendment Bylaw, 2014, No. 8391	October 27, 2014
Amendment Bylaw, 2014, No. 8404	March 30, 2015
Amendment Bylaw, 2015, No. 8418	June 15, 2015
Amendment Bylaw, 2015, No. 8407	July 7, 2015
Amendment Bylaw, 2015, No. 8421	July 7, 2015
Amendment Bylaw, 2015, No. 8441	November 23, 2015
Amendment Bylaw, 2016, No. 8459	May 2, 2016
Amendment Bylaw, 2016, No. 8464	May 30, 2016
Amendment Bylaw, 2016, No. 8470	May 30, 2016
Amendment Bylaw, 2016, No. 8482	July 11, 2016
Amendment Bylaw, 2016, No. 8516	December 5, 2016
Amendment Bylaw, 2016, No. 8521	December 12, 2016
Amendment Bylaw, 2017, No. 8529	February 27, 2017
Amendment Bylaw, 2017, No. 8558	June 19, 2017
Amendment Bylaw, 2017, No. 8575	October 16, 2017
Amendment Bylaw, 2017, No. 8578	November 6, 2017
Amendment Bylaw, 2017, No. 8598	December 11, 2017
Amendment Bylaw, 2017, No. 8484	December 11, 2017
Amendment Bylaw, 2018, No. 8635	July 16, 2018
Amendment Bylaw, 2018, No. 8642	July 23, 2018
Amendment Bylaw, 2018, No. 8609	September 17, 2018
Amendment Bylaw, 2018, No. 8692	February 4, 2019
Amendment Bylaw, 2019, No. 8693	February 4, 2019
Amendment Bylaw, 2019, No. 8705	May 6, 2019
Amendment Bylaw, 2021, No. 8818	April 12, 2021
Amendment Bylaw, 2021, No. 8863	October 4, 2021
Amendment Bylaw, 2021, No. 8882	December 6, 2021
Amendment Bylaw, 2022, No. 8883	March 7, 2022
Amendment Bylaw, 2023, No. 8952	March 27, 2023
Amendment Bylaw, 2024, No. 9030	June 17, 2024
Amendment Bylaw, 2024, No. 9084	November 4, 2024
Amendment Bylaw, 2024, No. 9093	November 25, 2024



*The Corporation of the
City of North Vancouver*

ZONING BYLAW, 1995



BYLAW NO. 6700 DIV. I – IV: REGULAR ZONES

**Adopted: August 28, 1995
Consolidated: November 25, 2024**

BYLAW NO. 6700

A Bylaw to provide for the adoption of the “Zoning Bylaw, 1995, No. 6700”

WHEREAS, pursuant to Part 29, Division (4), of the Municipal Act, the Council may, by Bylaw, provide for the adoption of Zoning, Parking and other land use regulations within the municipality;

AND WHEREAS, the Council in its consideration of this Bylaw, has had due regard to the requirements of said Act;

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

1. This Bylaw shall be known and cited for all purposes as the **“Zoning Bylaw, 1995, No. 6700”**.
2. The document entitled “The Corporation of the City of North Vancouver Zoning Bylaw, 1995, No. 6700” a copy of which is hereto annexed and marked Document “A” (June 26, 1995), and schedules thereto, which form the total content of this Bylaw, is hereby ratified and enacted as the “Zoning Bylaw, 1995, No. 6700” of the City of North Vancouver.
3. The “Zoning Bylaw, 1967, No. 3778” and all amending bylaws thereto, are hereby repealed in their entirety.
4. The “Parking Bylaw, 1991, No. 6149” and all amending bylaws thereto are hereby repealed in their entirety.

READ a first time by the Council on the 20th
day of March, 1995.

READ a second time by the Council on the 26th
day of June, 1995.

READ a third time and passed by the Council
on the 24th day of July, 1995.

RECONSIDERED and finally adopted by the
Council, signed by the Mayor and City Clerk
and sealed with the Corporate Seal on the 28th
day of August, 1995.

“John E. Loucks”, Mayor
“Bruce A. Hawkshaw”, City Clerk

TABLE OF CONTENTS

Division	Title
DIVISION I:	ADMINISTRATION Part 1: Short Title Part 2: Interpretation Part 3: Basic Provisions Part 3A: Enforcement Part 3B: Amendment
DIVISION II:	GENERAL ZONING STANDARDS Part 4: General Regulations
DIVISION III:	ZONE STANDARDS Part 5: Residential Zone Regulations Part 5A: Special Residential Zone Regulations Part 6: Commercial Zone Regulations Part 6A: Lower Lonsdale Zones Part 7: Industrial Zones Part 7A: Light Industrial Zones Part 7B: Waterfront Zones Part 8: Public Use and Assembly Zones
DIVISION IV:	PARKING AND LOADING STANDARDS Part 9: Parking and Access Regulations Part 10: Loading Regulations Part 10A: Bicycle Parking & Access Regulations
DIVISION V:	COMPREHENSIVE DEVELOPMENT ZONES Part 11: Comprehensive Development Zone Regulations
DIVISION VI:	ZONING MAP
DIVISION VII:	DEVELOPMENT PERMIT GUIDELINES A. Shipyard Development Permit Area B. Streamside Protection and Enhancement Development Permit Area C. Accessory Coach House Development Permit Guidelines D. Deleted [Bylaw 8642, July 23, 2018 – Duplex Development Permit Guidelines] E. Harbourside Waterfront Development Permit Area Guidelines F. Moodyville Development Permit Area Guidelines G. Rooftop Antenna Development Permit Area Guidelines H. Harry Jerome Neighbourhood Lands Development Permit Area Guidelines
DIVISION VIII:	HERITAGE CONSERVATION AREA GUIDELINES A. Ottawa Gardens Heritage Conservation Area Guidelines.

DIVISION I: ADMINISTRATION

Purpose

The "Zoning Bylaw, 1995, No. 6700" presents regulations for the use and development of lands, buildings and structures in the City of North Vancouver. For convenience, the Bylaw is divided into Divisions and Parts which should be read together to gain a complete understanding of the Zoning regulations within the City. Purpose statements are included with each Division, and are provided for general information only.

Purpose statements are not binding regulations. Defined terms have been capitalized to assist the user in knowing when to seek a written interpretation, as contained in Part 2. Such capitalization has been inserted for convenience only and users are advised to refer to Part 2 for interpretation regardless of whether or not capitalization has been used.

This portion of the "Zoning Bylaw, 1995, No. 6700" contains Division I "Administration", Division II "General Zoning Standards", Division III "Zoning District Standards" and Division IV "Parking and Loading Standards". Division V "Comprehensive Development Zones" and Division VI "Zoning Map" may be purchased or viewed at City Hall.

Zoning standards are periodically amended by Council, as provided for in the *Local Government Act*. Users requiring up-to-date Zoning information are therefore advised to contact City Hall to confirm the Zoning designations and corresponding regulations applicable to any individual site.

Members of the public interested in land use or development regulations in the City should also refer to other City bylaws and standards which may be applicable. These may include but are not limited to, the Official Community Plan, Development Permit Guidelines, the Subdivision and Development Control Bylaw, Building Bylaw, Sign Bylaw, Business License Bylaw and Development Procedures Bylaw, all as amended from time to time.

Members of the Public should also be aware of other land use regulations aside from the Zoning Bylaw which include but are not limited to, Development Variance Permits, Development Permits, Heritage Revitalization Agreements, Land Use Contracts as well as Covenants, Easements and Rights-of-Way. [Bylaw 7537 November 24, 2003]

Division I "Administration" which follows, contains Zoning definitions, basic Zoning provisions and matters related to the enforcement, amendment and status of this Bylaw. These are presented in Parts 1, 2, 3, 3A and 3B;

PART 1: SHORT TITLE

This Bylaw may be cited as the **"Zoning Bylaw, 1995, No. 6700"**.

- (i) provided for common use and held in common ownership;
- (ii) located on any floor level; and
- (iii) up to a maximum floor area in accordance with Figure 4-3; [Bylaw 8464, May 30, 2016]

(11) For provision of Visitability Features as follows:

- (a) 4.7 square metres (50 square feet) for each principal Dwelling Unit;
- (b) 2.3 square metres (25 square feet) for each Accessory Secondary Suite Use, Accessory Coach House use or Accessory Dwelling Unit;

(12) Floor area permanently occupied by elevators, to a combined maximum of 2.3 square metres (25 square feet), provided that this equipment is used to enhance accessibility and mobility;

“Ground-Oriented Apartment Residential Use” means a Residential Use where the Building or Buildings on a Lot are each Used For three or more Dwelling Units in accordance with the regulations for Ground-Oriented Apartment Residential Use as specified by this Bylaw; [Bylaw 8464, May 30, 2016]

“Habitable Room” means a room designed or Used For living, sleeping, eating, or food preparation, including a living room, dining room, bedroom, kitchen, Family room, recreation room and den, but excluding a bathroom, utility room, workroom, furnace room and storage room;

“Heat Recovery Ventilator” means a mechanical ventilation device that continuously replaces stale indoor air with fresh outdoor air while exchanging heat between the supply and exhaust air; [Bylaw 8391, October 27, 2014]

“Height” with reference to an Accessory Structure, means the vertical distance between the top of a Structure and the highest finished ground elevation within 0.3 metres of such Structure, or, when fixed to a roof, the vertical distance between the top of a Structure and the roof at the point of fixation.

Deleted: “Height” with reference to an Accessory Structure or a Landscape Screen means the vertical distance between the top of such Structure and the highest finished ground elevation within 0.014 metres (3 feet) of such Structure;¶

“Height” with reference to a Structure other than an Accessory Structure or a Landscape Screen means: [Bylaw 8346, July 21, 2014]

- (1) The vertical distance in metres between the highest point of the Structure and the greater of the Average Grade or the Flood Construction Level; or,
- (2) The total number of Storeys in the Structure;

“Height Envelope” means a three-dimensional space that a Principal Building in a One-Unit or Two-Unit Residential Use Zone may not project beyond, that is calculated using the following methodology:

DIVISION III: ZONE STANDARDS

Purpose

Division III contains Use and development regulations for most Zones in the City, as established in Part 3 of this Bylaw. This includes regulations for Residential (Part 5), Special Residential (Part 5A), Low Rise (Part 5B), Commercial (Part 6), Lower Lonsdale (Part 6A), Industrial (Part 7), Waterfront (Part 7A), Light Industrial (Part 7B) and Public Use and Assembly Zones (Part 8). Regulations in Division III should be read in conjunction with other Divisions of this Bylaw. Comprehensive Development Zone regulations are presented in Division V. Zone boundaries are established by the Zoning Map presented in Division VI.

PART 5: RESIDENTIAL ZONE REGULATIONS

501 USES IN ONE-UNIT RESIDENTIAL ZONES

Subject to the regulations contained in this Bylaw, the following Uses and no others shall be permitted in the RS-1 and RS-2 One-Unit Residential Zones: [Bylaw 8642, July 23, 2018]

- (1) One-Unit Residential Use, subject to Section 506(2) of this Bylaw;
 - (a) Accessory Secondary Suite Use, subject to Section 507(11) of this Bylaw;
 - (b) Accessory Bed and Breakfast Use, subject to Section 507(10) of this Bylaw;
 - (c) Accessory Boarding Use, subject to Section 507(9) of this Bylaw;
 - (d) Accessory Home Occupation Use, subject to Sections 507(6), (7) and (8) of this Bylaw;
 - (e) Accessory Off-Street Parking Use;
 - (f) Accessory Home Office Use; [Bylaw 7537 November 24, 2003]
 - (g) Accessory Coach House Use, subject to Section 507(13) of this bylaw.
 - (h) Accessory Hen Keeping, with customarily incidental Accessory Structures subject to Section 412, and customarily incidental Accessory Buildings subject to Section 514 of this bylaw.
- (2) Residential Care Facility Use:
 - (a) Accessory Off-Street Parking Use;

502 USES IN TWO-UNIT RESIDENTIAL ZONES

Subject to the regulations contained in this Bylaw, the following Uses and no others shall be permitted in the RT-1 and RT-2 Two-Unit Residential Zones: [Bylaw 8521, December 12, 2016; Bylaw 8642, July 23, 2018]

- (1) One-Unit Residential Use, subject to Section 506(2) of this Bylaw:

Deleted: Division III contains Use and development regulations for most Zones in the City, as established in Part 3 of this Bylaw. This includes regulations for Residential (Part 5), Special Residential (Part 5A), Commercial (Part 6), Lower Lonsdale (Part 6A), Industrial (Part 7), Waterfront (Part 7A), Light Industrial (Part 7B) and Public Use and Assembly Zones (Part 8). Regulations in Division III should be read in conjunction with other Divisions of this Bylaw. Comprehensive Development Zone regulations are presented in Division V. Zone boundaries are established by the Zoning Map presented in Division VI.¶

- (iii) Basement (Accessory Coach House Use) may be excluded from Gross Floor Area (One-Unit and Two-Unit Residential) subject to Section 509(6)(e).
- (3) Lot Coverage (Principal Building plus Accessory Coach House Building)
- shall not exceed a maximum total combined Lot Coverage of 40% of which the Principal Building shall not exceed 30%.
- (4) Building Height *[Bylaw 8642, July 23, 2018]*
- (a) a Principal Building shall not exceed a Top of Plate height of 8 metres (26.2 feet) as measured by the Height Envelope;
- (b) notwithstanding 509(4)(a), a Principal Building roof may project above the Top of Plate height to a maximum overall Building Height of 10.1 metres (33.1 feet) as measured by the Height Envelope;
- (c) the First Storey of the Principal Building shall be a minimum 0.76 metres (2.5 feet) above the reference grade determined by the Height Envelope if a Basement (One-Unit and Two-Unit Residential) is present.
- (5) Siting (Principal Building) *[Bylaw 8642, July 23, 2018]*
- shall be sited not less than:
- (a) 4.6 metres (15 feet) from the Front Lot Line;
- (b) 8 metres (26.2 feet) or 0.35 times the Lot depth, whichever is greater, from the Rear Lot Line;
- (c) 1.2 metres (4 feet) from the Interior Side Lot Line;
- (d) 3.048 metres (10 feet) or 0.2 times the Lot width, whichever is less, from the Exterior Side Lot Line.
- (6) Accessory Coach House Standards (Accessory Coach House Use) *[Bylaw 8642, July 23, 2018]*
- Accessory Coach House Use should comply with the applicable Accessory Coach House Development Permit Guidelines and:
- (a) Deleted
- (b) shall not exceed a maximum overall Building Height of 6.7 metres (22 feet) as measured from the average Building Grades on the Rear Lot Line;
- (c) Deleted;
- (d) a maximum of one enclosed or covered parking space is permitted within the Accessory Coach House Use;
- (e) a Basement (Accessory Coach House Use) may be permitted subject to the following:

Deleted: shall not be permitted on a Lot with a width of less than 10 metres (32.81 feet);

PART 5B: LOW RISE ZONE REGULATIONS

Purpose:

The Low Rise Small Scale Multi-Unit Housing Zone permits a range of low density, ground-oriented residential housing in forms that enhance neighbourhood comfort, walkability and connectedness, and that support a healthy urban tree canopy. Permitted uses include residential, supportive community uses and home-based businesses.

The regulations in this Section apply to all Lots, Uses, Buildings and Structures within the Low Rise Small Scale Multi-Unit Housing (LOW-Small Scale Multi-Unit Housing) Zone as identified on Division IV Zoning Map in Zoning Bylaw, 1995, No. 6700.

573 Permitted Uses and Use-Specific Conditions

In the Low Rise Small Scale Multi-Unit Housing Zone, the following Uses are permitted, subject to conditions, where indicated:

- (1) Residential Use, including stratified and non-stratified Housing Units, subject to:
 - (a) No Housing Unit shall have an interior floor area of less than 50 square metres.
 - (b) Each Housing Unit shall be able to be accessed from a Street via a clear path that is at least 1.0 metres wide and well-lit at night.
 - (c) The number of Housing Units permitted on a Lot shall be as indicated in Table 573-1.

Table 573-1
Maximum Housing Units in the Low Rise Small Scale Multi-Unit Housing Zone

<u>Lot Area and Location</u>	<u>Number of Housing Units Permitted</u>
<u>Less than or equal to 280 square metres</u>	<u>3 units</u>
<u>Greater than 280 square metres and located outside of the Frequent Transit Area</u>	<u>4 units</u>
<u>Greater than 280 square metres and located within the Frequent Transit Area</u>	<u>6 units</u>

- (d) Notwithstanding section 573(1)(c), a Lot greater than 280 square metres in area that is located outside of the Frequent Transit Area, but that was, at the date of adoption of this Bylaw or any subsequent date, within the Frequent Transit Area, shall be permitted to contain up to 6 Housing Units.

(2) Child Care Facility, subject to:

- (a) A Child Care Facility Use is only permitted within a Housing Unit in which the Child Care Facility Operator resides;
- (b) A Child Care Facility is only permitted to operate with a valid license provided by a Health Authority or other Provincial agency, and shall:
 - i. post no signage advertising the facility except for one name-plate of not greater than 0.1 square metres in area;
 - ii. not exceed a maximum of 16 children in care at any one time and be operated by a resident of the Housing Unit to which the Child Care Facility is Accessory;
 - iii. be physically separated in its entirety, for both indoor and outdoor areas, from other Housing Units and other Uses on the Lot;

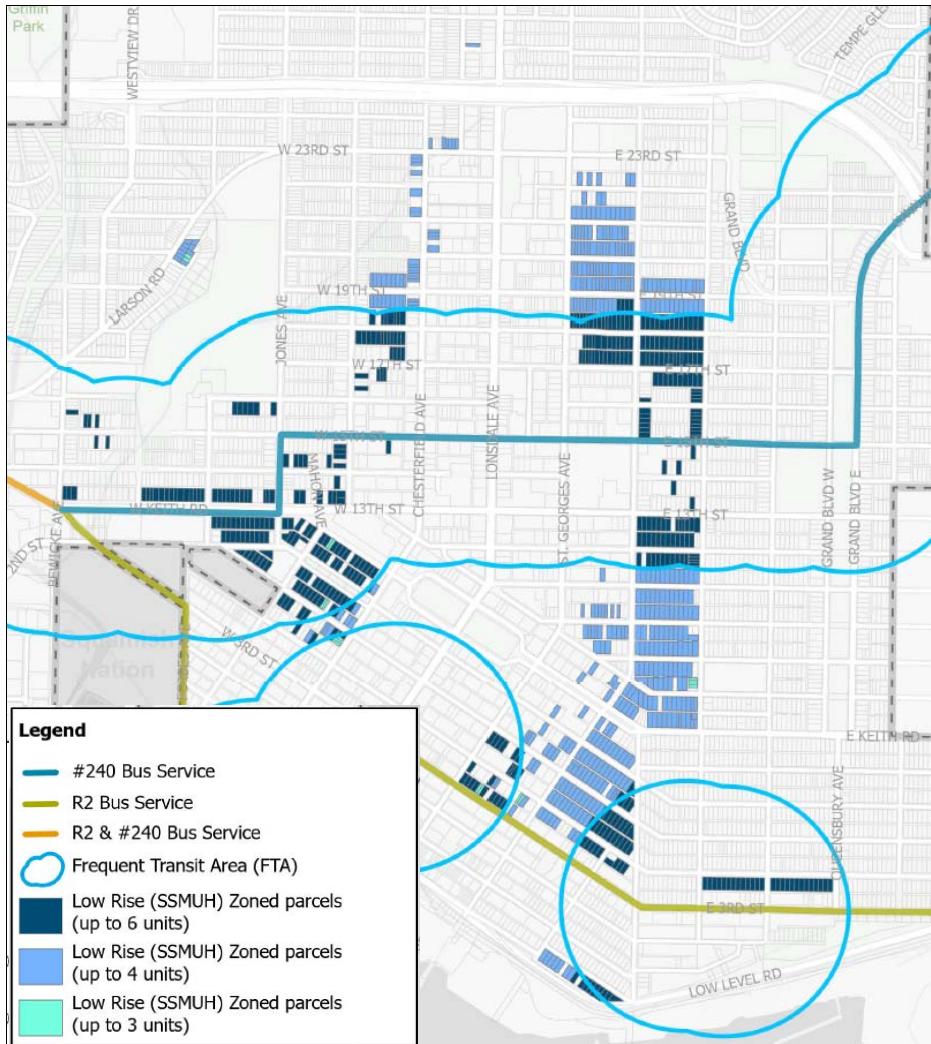
(3) Home Office

- (a) A Home Office Use is permitted as Accessory to a Housing Unit and must be fully enclosed within a Building.

(4) Home Occupation

- (a) A Home Occupation Use is permitted as Accessory to a Housing Unit and:
 - i. must be fully enclosed within a Building;
 - ii. is limited to one Home Occupation Use per Housing Unit;
 - iii. is limited to a maximum of two persons working, at least one of whom shall be a resident of the Housing Unit to which the Use is Accessory;
- (b) A Home Occupation Use may not:
 - i. except for one name-plate of up to 0.1 square metres in area, advertise or indicate from the exterior that the Premises are being so Used;
 - ii. include outdoor services, display or storage;
 - iii. sell, lease or rent physical goods directly on the Lot;
 - iv. include automobile servicing or repair;
 - v. discharge, generate or emit odorous, toxic or noxious matter or vapours; heat or glare; ground vibration; or noise that can be heard at the property line.

Figure 573-1
Low Rise Small Scale Multi-Unit Housing Zone Frequent Transit Area Illustration



Disclaimer: This figure is for illustrative purposes only and does not reflect changes in the transit network after the date of this Bylaw.

574 Minimum Lot Width

(1) The minimum width of a Lot that may be created by subdivision in the Low Rise (SSMUH) Zone is 15.0 metres.

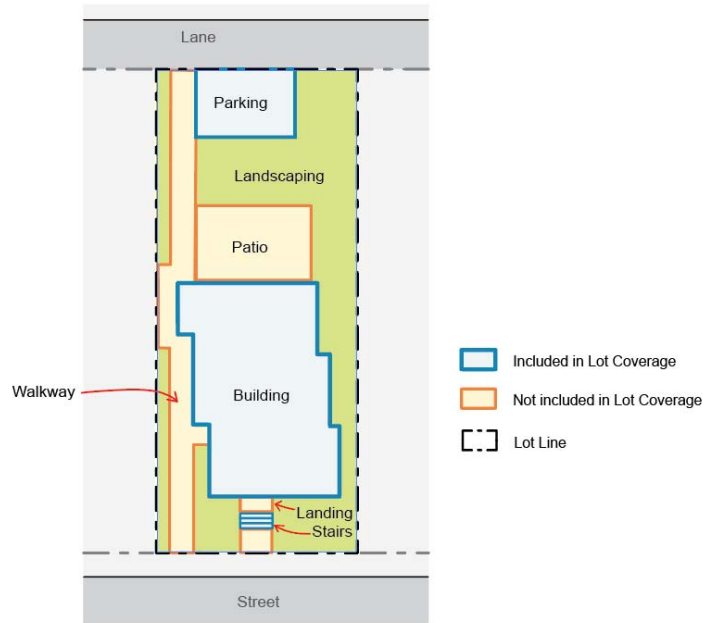
575 Lot Coverage

(1) Lot Coverage shall not exceed the maximum percentages in Table 575-1.

Table 575-1
Maximum Lot Coverage in the Low Rise Small Scale Multi-Unit Housing Zone

<u>Number of Housing Units</u>	<u>Maximum Lot Coverage on the Lot</u>
<u>1 Housing Unit</u>	<u>35% of Lot Area</u>
<u>2 Housing Units</u>	<u>40% of Lot Area</u>
<u>3 or 4 Housing Units</u>	<u>45% of Lot Area</u>
<u>5 or 6 Housing Units</u>	<u>50% of Lot Area</u>

Figure 575-1
Lot Coverage Illustration



576 Soil-Based Landscaping

(1) The minimum percentages for Soil-Based Landscaping must be provided and maintained on a Lot in accordance with Table 576-1.

Table 576-1
Minimum Soil-Based Landscaping

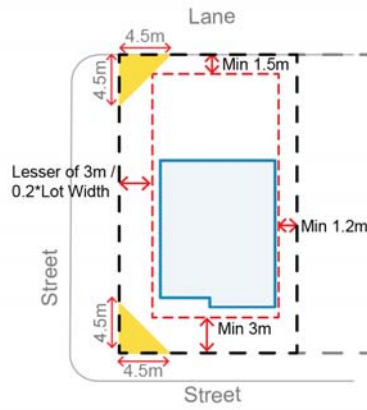
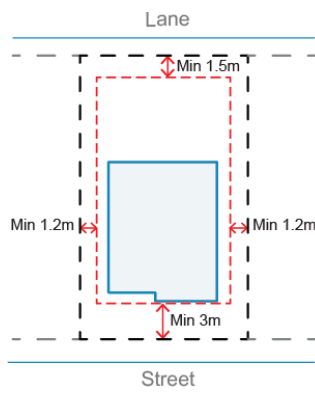
<u>Number of Housing Units on the Lot</u>	<u>Minimum Soil-Based Landscaping</u>
<u>1 Housing Unit</u>	<u>50% of Lot Area</u>
<u>2 Housing Units</u>	<u>45% of Lot Area</u>
<u>3 or 4 Housing Units</u>	<u>35% of Lot Area</u>
<u>5 or 6 Housing Units</u>	<u>30% of Lot Area</u>

(1) Where a pad-mounted transformer is required to be installed on the Lot, the required minimum area for Soil-Based Landscaping is reduced by the area required for the pad-mounted transformer.

577 Building Siting

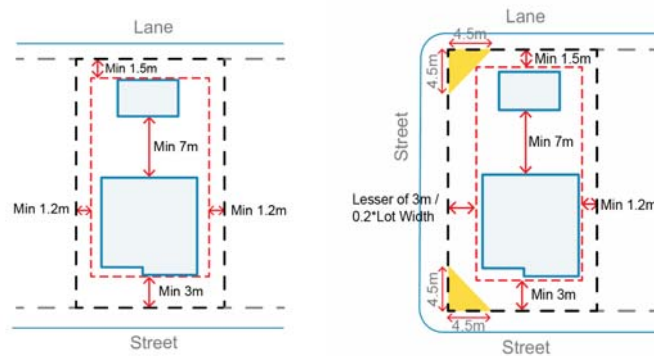
- (1) All Buildings shall be sited:
- (a) From the Front Lot Line, no less than 3.0 metres;
 - (b) From the Rear Lot Line, no less than 1.5 metres;
 - (c) From an Interior Side Lot Line, no less than 1.2 metres; and
 - (d) From an Exterior Side Lot Line, no less than 3.0 metres or 0.2 times the Lot Width, whichever is less.

Figure 577-1: One-Building Scenario Siting Requirements Illustration



- (2) Where there are two (2) or more Buildings containing Housing Units on a Lot the minimum distance between the Buildings is 7.0 metres, measured between the outside of the Exterior Walls of the Buildings.

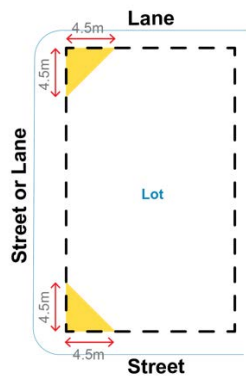
Figure 577-2: Two-Building Scenario Siting Requirements Illustration



- (1) On a Corner Lot, all Structures over 1.0 metres in Height must be located outside of the triangle-shaped area located and measured horizontally between the following three points:

- (a) the point of intersection of the Streets or Lanes onto which the Corner Lot fronts; and
- (b) points 4.5 metres along each Street or Lane from such point of intersection.

Figure 577-3: Siting Restrictions on Corner Lots Illustration



(1) The following projections are permitted within the required Building setbacks:

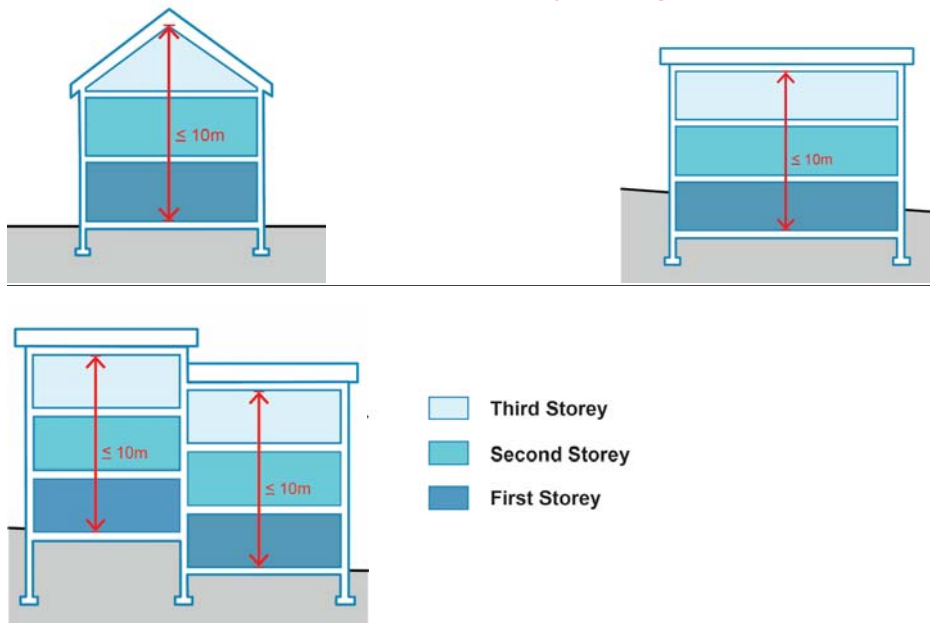
- (a) A horizontal roof overhang of up to 0.6 metres, including gutters and any other elements affixed to the roof;
- (b) Exterior ramps, lifts or similar mobility and/or accessibility-enhancing equipment, provided that they do not impede access to side or rear yards for fire or other emergency services.

Deleted: provided that the vertical distance from the highest finished ground elevation and the lowest portion of the overhang is at least 1.8 metres

578 Building Height

- (1) No portion of a Building shall exceed three (3) Storeys.
- (2) For any portion of a Building, the maximum distance between the lowest floor and highest point of the uppermost ceiling directly above shall be 10.0 metres.

Figure 578-1: Examples of Three-Storey Buildings Illustration

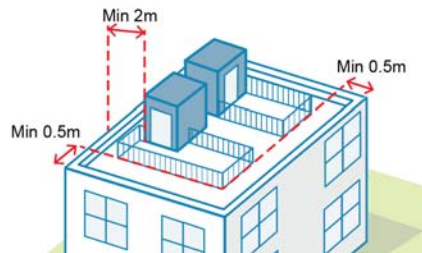
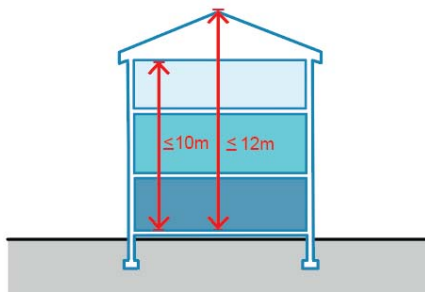


(3) Notwithstanding subsections (1) and (2), projections are permitted as listed in Table 578-1, subject to conditions where indicated in the second column:

Table 578-1
Permitted Height Projections

<u>Permitted Projections</u>	<u>Conditions</u>
<u>Roofs</u>	<u>A. Roofs may project up to 12.0 metres above the floor level of the lowest storey directly below.</u>
<u>Enclosed landings providing access to a Roof Deck</u>	<u>B. Enclosed landings shall be permitted only for Housing Units with a Roof Deck;</u> <u>C. The interior floor area of the landing shall not exceed 1.2 square metres;</u> <u>D. The vertical extent of the enclosed landing shall not project more than 13 metres above the floor level of the lowest storey directly below.</u> <u>E. All portions of the enclosed landing, including Exterior Walls and roof, shall be sited at least 2.0 metres from the nearest roof edge of the Storey directly below.</u>
<u>Venting and architectural structures encasing the venting</u>	<u>F. Projections shall extend no higher than the minimum height necessary to meet applicable safety requirements set by any government agency.</u>
<u>All other projections</u>	<u>G. Shall not project more than 1.2 metres above the surface to which they are affixed, at their point of contact, and shall be sited a minimum of 0.5 metres from the roof edge of the Storey directly below.</u>

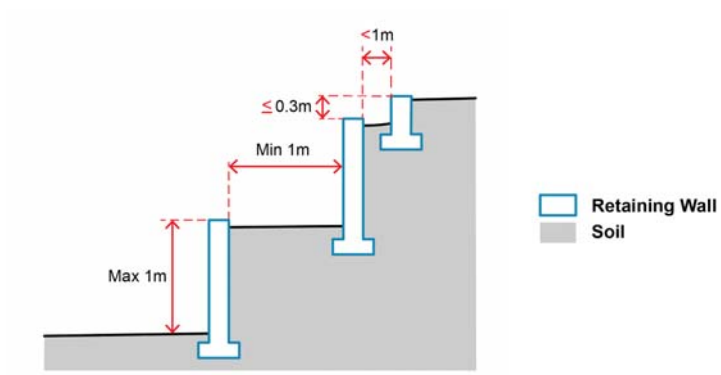
Figure 578-2:
Examples of Permitted Height Projections (Roofs and Enclosed Landings)



579 Siting and Height of Accessory Structures

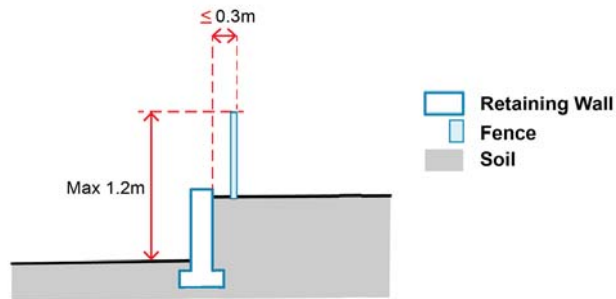
- (1) Accessory Structures not exceeding 1.2 metres in height may be located on any portion of the lot.
- (2) On a Lot containing no more than two (2) Housing Units, Accessory Structures of up to 1.8 metres in Height may be located behind the front face of a building, except for a Corner Lot, in which case, Accessory Structures may not exceed 1.2 metres in Height when located in a yard adjacent to an Exterior Side Lot Line.
- (3) Retaining Walls shall be regulated as follows:
 - (a) Height shall be measured as the vertical distance between the lower of the ground levels on either side of the wall and the top of the wall.
 - (b) A Retaining Wall may not exceed a height of 1.0 metres at any point along its length;
 - (c) A Retaining Wall must be sited a minimum of 1.0 metres from any other Retaining Wall, whether it is on the same Lot or an adjoining Lot or Right-of-Way, unless the difference between the top-of-wall elevations of the walls is less than 0.3 metres.

Figure 579-1: Retaining Wall Height and Siting Requirements Illustration



- (4) Portions of a fence that are within 0.5 metres of a Retaining Wall may be no more than 1.2 metres in Height, measured from the top of the Retaining Wall.

Figure 579-2: Height Requirements for Fences near or on Retaining Walls Illustration



- (5) Mechanical equipment for Heating, Ventilation and Air Conditioning at ground level shall be sited a minimum of 2.0 metres from a Lot Line.
- (6) Notwithstanding Sections 579(1) and (2), any Residential Use adjoining Trans-Canada Highway Number 1 may provide along the Highway frontage a Landscape Screen of up to 2.0 metres in Height.

580 Vehicle Parking Requirements

- (1) A minimum of 0.5 Vehicle Parking Spaces per Housing Unit is required for all properties within the Small Scale Multi-Unit Housing Zone, except for Properties located within the Frequent Transit Area, in which case, no minimum number of required Parking Spaces will apply.
- (2) Where Parking Spaces are provided on a Lot, they may be provided as surface parking or within a Building.
- (3) Where Parking Spaces are provided on a Lot, they must each be equipped with an Energized Outlet capable of providing Level 2 Charging or a higher charging level for an Electric Vehicle.
- (4) Vehicle Parking Space Access and Siting
 - (a) Access to Parking Spaces may be provided directly from a Lane, or via a Driveway from a Lane or Street;
 - (b) Where vehicle access from a Lane can be provided, no vehicular access from a Street is permitted.
 - (c) Where vehicle access from a Lane cannot be provided, a driveway not exceeding 3.0 metres in width may be provided from a Street.
 - (d) Parking Spaces may not be sited between a Front or Exterior Side Lot Line and a Building;

- (e) All driveways and Parking Areas shall be located a minimum distance of 7.6 metres from the point of intersection of two streets, or 4.5 metres from the point of intersection of two lanes, or a street and a Lane, when such road allowances intersect at an interior angle of 135 degrees or less;

581 Bicycle Parking Requirements

- (1) Minimum Bicycle Parking for Housing Units
- (a) Secure Bicycle Parking Spaces shall be provided at a minimum rate of 2.0 spaces per Housing Unit.
- (b) Notwithstanding section 10A05, for properties within the Small-Scale Multi-Unit Housing zone, Secure Bicycle Parking Spaces may be provided in any of the following forms:
- i. For Housing Units with a ground-level entryway, as a storage space located in an area next to the main entrance;
- ii. Within a garage that can be accessed by only one Housing Unit.
- iii. Within a shared storage area;
- (c) Notwithstanding section 10A04, when a Secure Bicycle Parking Space is provided within a Housing Unit or within a garage, no bicycle rack shall be required to be installed.

582 Garbage, Organics and Recycling Storage Requirements

- (1) Notwithstanding Section 417, in the Low Rise (SSMUH) Zone requirements for garbage, organics and recycling storage facilities and access, shall be as outlined in this section;
- (2) Lots containing three (3) or more Housing Units shall provide a storage area for garbage, organics and recycling;
- (3) Required storage areas for garbage, organics and recycling shall be sized as indicated in Table 582-1:

Table 582-1: Minimum Required Storage Area for Garbage, Organics and Recycling

<u>Number of Dwelling Units</u>	<u>Minimum Storage Area</u>
<u>3 units</u>	<u>1.9 square metres</u>
<u>4 units</u>	<u>2.2 square metres</u>
<u>5 units</u>	<u>2.8 square metres</u>
<u>6 units</u>	<u>3.0 square metres</u>

- (4) The required garbage, organics, and recycling storage facility must:

- (a) Be able to be accessed from each of the Housing Units and other uses on the lot via a clear access path of at least 1.0 metres in width;
 - (b) Be provided within a Building or other animal-proof enclosure;
 - (c) Have access to an acceptable pickup location that complies with relevant City Bylaws regulating solid waste pickup via a clear pathway with a minimum width of 1.2 metres, with no steps, and with slopes no greater than 5 percent and a crossfall no greater than 2 percent;
- (5) Required pathways providing access to and from the storage area for garbage, organics and recycling must be separated from vehicle parking and maneuvering areas by a physical barrier, landscaping or change in paving materials. Where a Building on a Lot is Used only for the storage of garbage, organics and recycling and does not exceed an area of 4.5 square metres, nor a height of 1.8 metres, it may be excluded from Lot Coverage, and may be sited anywhere on the Lot.

583 Definitions Pertaining to the Low Rise Small Scale Multi-Unit Housing Zone

- (1) All definitions contained in Division I, Part 2: Interpretation of Zoning Bylaw, 1995, No. 6700 apply to the Low Rise Small Scale Multi-Unit Housing Zone, except where revised by the following:

“Child Care Facility” means a premises providing temporary care for children that is licensed and regulated by a Health Authority or other Provincial government agency.

“Child Care Facility Operator” means a person who is licensed by a Health Authority or other Provincial agency to provide a child care program.

“Corner Lot” means a Lot which fronts on two or more Streets, or a Street and a Lane, which intersect at an interior angle of 135 degrees or less.

“Exterior Wall” means an outermost portion of a Building that is a vertical structure providing weather protection that may or may not be insulated.

“Frequent Transit Area” means an area comprising the Lots that are located wholly or partly within 400 metres of a bus stop that is served by at least one bus route that is scheduled to stop at least every 15 minutes, on average, between the hours of:

- (1) 7 am and 7 pm, Monday to Friday, and
- (2) 10 am and 6 pm on Saturdays and Sundays.

“Home Office” means a room or portion of a room where a person who resides on the Lot practices a profession or conducts work using only standard office equipment, and where other persons do not conduct any work or provide or receive goods or services.

“Home Occupation” means a business, occupation or professional Use, other than a Home Office or Child Care Facility, where the business operator or practitioner resides in a Housing Unit on the Lot.

“Housing Unit” means a building, or portion of a building that is self-contained and is used for the living accommodation of one or more persons.

“Lot Coverage” means portions of the Lot covered by Buildings, exterior stairs and areas used for parking and maneuvering of motor vehicles, measured as follows:

- (1) For Buildings: Lot Coverage shall be measured to the exterior of the outermost walls
- (2) For exterior stairs: Lot Coverage shall be measured as the combined area of steps located along paths providing access to a Housing Unit, and shall exclude landings.
- (3) For areas used for Parking and maneuvering of motor vehicles: Lot Coverage shall be measured as the horizontal extent of ground-covering materials designed and used, or that are capable of being used, to support a motor vehicle.

“Lot Width”, where a lot has two Interior Side Lot Lines or an Interior Side Lot Line and an Exterior Lot line that are parallel, means the distance between those two Lot Lines; or, where those two Lot Lines are not parallel, shall mean the average length of the Front Lot Line and the Rear Lot Line.

“Parking” means the use of land or Building for the storage of a vehicle or vehicles.

“Residential Use” means a Building containing one or more Housing Units.

“Retaining Wall” means a predominantly vertical, rigid structure that retains soil, gravel or other medium in order to allow for two different ground surface levels on either side of the structure.

“Soil-Based Landscaping” means soil-based, planted areas on a Lot, measured on a horizontal plane to the outermost extent of growing medium, where trees, shrubs, and plants are grown. Areas must be no less than 1.0 metres at the narrowest dimension and may not be covered by materials that would restrict the growth of trees, shrubs and plants, including, but not limited to: various paving materials, decorative stonework, gravel, artificial turf, inorganic mulch. No Structures or pathways are permitted within Soil-Based Landscaping areas, at, above or below grade, except that:

- (1) Groundwater infiltration equipment that supports groundwater recharge may be sited partly or fully within a Soil-Based Landscaping area; and,
- (2) Horizontal roof overhangs, including gutters and any other elements affixed to the roof that are a minimum of two storeys above the Soil-Based Landscaping area are permitted to project up to 0.6 metres into a Soil-Based Landscaping area.

“Storey” means the space between a floor level and the ceiling directly above it and includes:

- (1) A floor that is partly or wholly below the level of the ground surrounding the Building;
- (2) Except for a Crawl Space, an area directly beneath a floor level that can be accessed and used, whether it is enclosed by Exterior Walls or not.

Subject: SSMUH Zone bylaws (February 2025) - written feedback from gdp architecture

From: gdp architecture

Sent: April-23-25 10:00 AM

To: City Council <CityCouncil@cnv.org>

Subject: SSMUH Zone bylaws (February 2025) - written feedback from gdp architecture

Attn: Members of the City of North Vancouver City Council

RE: SSMUH Zone bylaws (February 2025)

We at gdp architecture are in general support of the proposed SSMUH Zone bylaws (February 2025). We endorse the aim to permit multi-unit development on currently zoned duplex properties in order to increase much needed housing supply. While we are in support of the aim of the regulations, we have several concerns with the implementation:

1. The Maximum Lot Coverage:

- a. Allowable maximum Lot Coverage percentages are comparable to other municipalities where similar zoning has been enacted. The CoNV percentage calculation, however, are required to include items that other municipalities do not:
 - i. Parking stalls: most other municipalities do not include surface parking in Lot Coverage.
 - ii. Parking maneuvering space: the inclusion vehicle maneuvering space is significant.
 - 1. Example:
 - a. a lot has 4 stalls accommodated off of the lane
 - b. the minimum building setback is 1.5 m
 - c. a total of 16.2m+ (175.0 sq ft +) of lot overage would be utilized just between the lane and the stalls when sited in a building. This is significant.
 - iii. Exterior steps: the inclusion of exterior steps unduly penalizes properties located on sloped topography.
- b. Other requirements have Lot Coverage implications:
 - i. Secured bicycle parking requires a significant amount of space. While we support the requirement, given that bicycle storage must be accommodated on the ground floor, it greatly effects the Lot Coverage calculation.
 - ii. Designated storage area for garbage and recycling is reasonable. Given that it must be accommodated in a building or enclosure at the ground floor, however, effects the Lot Coverage calculation.

The aggregate effect of the inclusion of vehicle surface parking stalls, vehicle maneuvering space, bicycle storage, and garbage and recycling facilities, to the Lot Coverage calculation is substantial. When the area of all of these items are included in the lot coverage of the first storey, many lots will be left with minimum floor area remaining to actually accommodate indoor livable spaces on the first storey. This may minimize opportunities to connect interior spaces to useable exterior patios and yard space, and negatively impact the livability of possible unit layouts.

2. Soil based landscaping:

Multi-unit buildings often require significant exterior hard surfacing to accommodate paths to unit entries and at-grade patio spaces.

Given the soil-based landscaping requirements, the 'impervious surface' left for buildings, parking, paths, patios, etc. would be limited to 65% for 3-4 units and 70% for 5-6 units. This is significantly lower than other

municipalities and may be difficult to achieve in a multi-unit form. The City of Vancouver, for instance, permits 75% of impervious site coverage.

Kind regards,
Tara Gronlund

Tara Gronlund ABID, MArch, Architect AIBC
Vancouver, BC Canada V6E 3P3

www.gdparchitecture.ca



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Subject: Proposed Small Scale Housing Zone

From: Jirina Kuliskova

Sent: April-24-25 2:56 PM

To: City Council <CityCouncil@cnv.org>

Cc: Zoning Update <zoningupdate@cnv.org>

Subject: Proposed Small Scale Housing Zone

Dear Mayor and Council

Re: Proposed Small Scale Housing Zone

I am writing to provide input to Council consideration of changes to the Duplex Zone.

I object to the proposed changes and urge Council to have a limit of 2 units in any duplex zone with the potential for 2 suites.

Parking

Not requiring any parking in this zone is only going to create problems for residents and future Councils. Even on a transit route parking is still required. Many transit users and cyclists still require a car. To have six units and potentially twelve people with no parking is unacceptable. I urge you to retain one parking space per unit.

The only way to effectively increase density and improve affordability is to upzone large parcels of land for high-rises.

Jirina Kuliskova
North Vancouver

Subject: draft ssmuh changes feedback

From: Jason L

Sent: April-29-25 2:58 PM

To: City Council <CityCouncil@cnv.org>

Subject: draft ssmuh changes feedback

Hi,
As a person in the building community and reading through these draft changes to the ssmhu I have some concerns.

- 1) Why are stairs being counted toward lot coverage? On a sloped lot this would penalize those specific lot owners unfairly.
- 2) Why is the maneuvering area for parking considered lot coverage? again penalising developers for providing parking spaces which I would think the surrounding community would want.
- 3) Due to the power demands of having multiple units and the step code leaning towards all electric allowing the LPT(low profile transformer) to be located on the boulevard should be an option

thanks

Subject: Inquiry Regarding SSMUH Zoning Implementation

From: Ben Fisher
Sent: April-29-25 4:30 PM
To: City Council <CityCouncil@cnv.org>
Subject: Inquiry Regarding SSMUH Zoning Implementation

Good Afternoon CNV Council,

I appreciate the work being done to move the city toward more reasonable and diverse housing options, and I hope there may be an opportunity to expand the scope of SSMUH zoning to include more suitable properties across the city.

I am writing to seek clarification regarding the recent draft zoning for the Small-Scale Multi-Unit Housing (SSMUH) zoning updates within the City of North Vancouver. While I fully support the intent of these changes to increase housing volume, diversity and affordability, I am curious about the rationale behind applying the new zoning designations primarily to areas that are currently zoned for duplexes.

Many of the properties in these areas are already developed as duplexes, and in many cases, relatively recently. As such, they are less likely to be redeveloped in the near term. In contrast, there are numerous single-family zoned lots throughout the city that are significantly underutilized — often with aging housing stock on generously sized lots — that would be ideal candidates for gentle densification through 3- to 6-unit multiplex development. Many of these properties are in close proximity to major public transportation routes, amenities and infrastructure (parks, community centres, hospitals and schools). All of which are ideal for this typology of housing. Focusing SSMUH rezoning on these single-family areas could meaningfully contribute to increasing the city's housing supply and better align with the goals of sustainable and gentle infill-focused growth. Since a development permit is still required for these projects, the CNV will have influence on how the SSMUH would be implemented city wide while working with developers, architects and home owners in designing their lots.

It would be honorable to see the CNV take a leadership role in implementing and sustaining gentle, thoughtful and family oriented housing yet I received a response from the zoning update team on April 10th clarifying that the RS-1 properties are not being considered at this time because they do not qualify as “restrictive zones” per the provincial government mandate. I encourage you to reconsider this approach under the context of what has been mentioned above.

**Is the intent to help the citizens of North Vancouver by increasing the housing supply in our great city?
Or is the CNV committed to minimum standards to satisfy the provincial government?**

Thank you for your time and consideration. I look forward to your response.

Thanks,
Ben



Ben Fisher

Principal Architect AIBC, Polyform Architecture Inc.



LEVEL 5

Consulting Ltd.
Building Envelope Engineers

Received April 30, 2025
PH Pro SSMUH

Mayor and City Council

City of North Vancouver
141 West 14th St
North Vancouver, B.C.
V7M 1H9

April 30, 2025

Via email: CityCouncil@cnv.org

Dear Mayor and City Council members;

I am the owner of 273-275 East 8th St in North Vancouver. I am writing today regarding the zoning update for my property that states it will be changed to a "small scale residential zone". I wish to object to this. First, I would like to give you a bit of history on the property so you can understand what I have been through regarding this property.

I bought this property in 2011. It was the worst property in the entire neighborhood, and I lived in an old house on the next block where I raised my kids for 20 years. I worked a full time job and I spent my nights and weekends for over 2 years designing it and doing most of the work myself to renovate the property into a legal 4 plex. It was the first project in the City to be a legal duplex with legal secondary suites. It is soundproof, all electric, built higher than the code at the time for energy efficiency and is also fire resistant. I wanted a building that I could be proud of as this is my neighborhood - and I am very proud of it!

Before



After





LEVEL 5

Consulting Ltd.

Building Envelope Engineers

In 2018, I decided that I wanted to develop the back yard and build a small parkade with 2 townhouse units on top that had a similar design to my existing 4 plex. I spent over \$100,000 (keep in mind I had to earn \$200,000 to pay for this with our excessive taxes in Canada) on consultants and fees to get it through the DP process. At the last stage of the DP, I was given direction by the City to make more changes in order to get the DP that were impossible to do. So after 3 years of re-designs and getting no where - I gave up on that scheme which can be seen below.



Due to financial considerations, I moved into my 4 plex in 2020. I live in the east side upper unit and my son now lives in the west side upper unit. I am now 68 years old and I am semi-retired. After a divorce, I no longer have the money to develop this property, and I like my back yard with my garden where my son and I grow our own vegetables in the summer. I don't want more units and never will now. I never intend on moving or developing the back yard and this will be my son's property when I am no longer around. I have lived in this neighborhood now for 35 years – it is my home and my son's home.

I have no work pension having been self employed most of my life. I live off the 2 basement suite rents and the old age pension and CPP from the government. I am not allowed to increase the rents on my one bedroom basement suites due to the ridiculous government controls limiting it to 2.5% per year and they rent at less than half the going market value right now. (approx. \$1200 and \$1400) Inflation is taking a huge toll on us all. Prices for everything are way up. The old age pension I get is nowhere near enough to live on. What I am trying to say is that no way can I afford my property taxes being increased and I imagine the City will use the rezoning as an excuse to do exactly this. The



LEVEL 5

Consulting Ltd.

Building Envelope Engineers

property taxes are already over \$11,000 a year. My maintenance costs are easily this much as well but I try do most of the maintenance work myself whenever I can to save money. It gets harder every year at my age and I am glad I have a son to help.

My property already has a special CD zoning so it is completely unnecessary for any rezoning against my permission to take place. I am also totally against any more development in North Vancouver until the infrastructure has been upgraded accordingly. The traffic is gridlock and the storm system is overloaded. For some reason the City is putting in more bike lanes and taking out car lanes to restrict car travel even more. This is sheer lunacy. Very few people ride bikes in North Van due to the constant rain and steep hills. All major development should be stopped until there is another bridge, increased storm capacity and the traffic nightmare is resolved. Unfortunately, it seems the City is doing the opposite of what is needed and wanted by the residents of our community.

In conclusion, I respectfully request that this rezoning of my property is not allowed. This is my property and I should be the one that applies for rezoning should I decide to build more units someday. I cannot afford more taxes being forced on me when I will NEVER build more units on this property. Thank you for your attention.

Yours truly



Brenda Shaw P.Eng.
Level 5 Consulting Ltd
273-275 East 8th Street

Low Rise Small Scale Multi-Unit Housing (SSMUH) Zone

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9031

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

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

1. This Bylaw shall be known and cited for all purposes as **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (Low Rise Small Scale Multi-Unit Housing Zone)**.
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying all of the Lots that are in the zones set out in Schedule A, attached hereto, to LOW-Small Scale Multi-Unit Housing (Low Rise Small Scale Multi-Unit Housing).
3. Division I: Administration, Part 2: Interpretation of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended as follows:
 - A. By deleting the Definition of “Height” with reference to an Accessory Structure and replacing it with the following:

“Height” with reference to an Accessory Structure, means the vertical distance between the top of a Structure and the highest finished ground elevation within 0.3 metres of such Structure, or, when fixed to a roof, the vertical distance between the top of a Structure and the roof at the point of fixation.
4. Division III: Zone Standards of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended as follows:
 - A. Under the heading “Purpose” by deleting the text in its entirety and replacing it with the following:

“Division III contains Use and development regulations for most Zones in the City, as established in Part 3 of this Bylaw. This includes regulations for Residential (Part 5), Special Residential (Part 5A), Low Rise (Part 5B), Commercial (Part 6), Lower Lonsdale (Part 6A), Industrial (Part 7), Waterfront (Part 7A), Light Industrial (Part 7B) and Public Use and Assembly Zones (Part 8). Regulations in Division III should be read in conjunction with other Divisions of this Bylaw. Comprehensive Development Zone regulations are presented in Division V. Zone boundaries are established by the Zoning Map presented in Division VI.”
 - B. In Section 509, by deleting subsection (6)(a) in its entirety.
 - C. After Part 5A: Special Residential Zone Regulations, by adding the following text:

“PART 5B: LOW RISE ZONE REGULATIONS:

Purpose:

The Low Rise Small Scale Multi-Unit Housing Zone permits a range of low density, ground-oriented residential housing in forms that enhance neighbourhood comfort,

walkability and connectedness, and that support a healthy urban tree canopy. Permitted uses include residential, supportive community uses and home-based businesses.

The regulations in this Section apply to all Lots, Uses, Buildings and Structures within the Low Rise Small Scale Multi-Unit Housing (LOW-Small Scale Multi-Unit Housing) Zone as identified on Division IV Zoning Map in Zoning Bylaw, 1995, No. 6700.

573 Permitted Uses and Use-Specific Conditions

In the Low Rise Small Scale Multi-Unit Housing Zone, the following Uses are permitted, subject to conditions, where indicated:

- (1) Residential Use, including stratified and non-stratified Housing Units, subject to:
 - (a) No Housing Unit shall have an interior floor area of less than 50 square metres.
 - (b) Each Housing Unit shall be able to be accessed from a Street via a clear path that is at least 1.0 metres wide and well-lit at night.
 - (c) The number of Housing Units permitted on a Lot shall be as indicated in Table 573-1.

Table 573-1
Maximum Housing Units in the Low Rise Small Scale Multi-Unit Housing Zone

Lot Area and Location	Number of Housing Units Permitted
Less than or equal to 280 square metres	3 units
Greater than 280 square metres and located outside of the Frequent Transit Area	4 units
Greater than 280 square metres and located within the Frequent Transit Area	6 units

- (d) Notwithstanding section 573(1)(c), a Lot greater than 280 square metres in area that is located outside of the Frequent Transit Area, but that was, at the date of adoption of this Bylaw or any subsequent date, within the Frequent Transit Area, shall be permitted to contain up to 6 Housing Units.
- (2) Child Care Facility, subject to:
 - (a) A Child Care Facility Use is only permitted within a Housing Unit in which the Child Care Facility Operator resides;
 - (b) A Child Care Facility is only permitted to operate with a valid license provided by a Health Authority or other Provincial agency, and shall:
 - i. post no signage advertising the facility except for one name-plate of not greater than 0.1 square metres in area;
 - ii. not exceed a maximum of 16 children in care at any one time and be operated by a resident of the Housing Unit to which the Child Care Facility is Accessory;
 - iii. be physically separated in its entirety, for both indoor and outdoor areas, from other Housing Units and other Uses on the Lot;

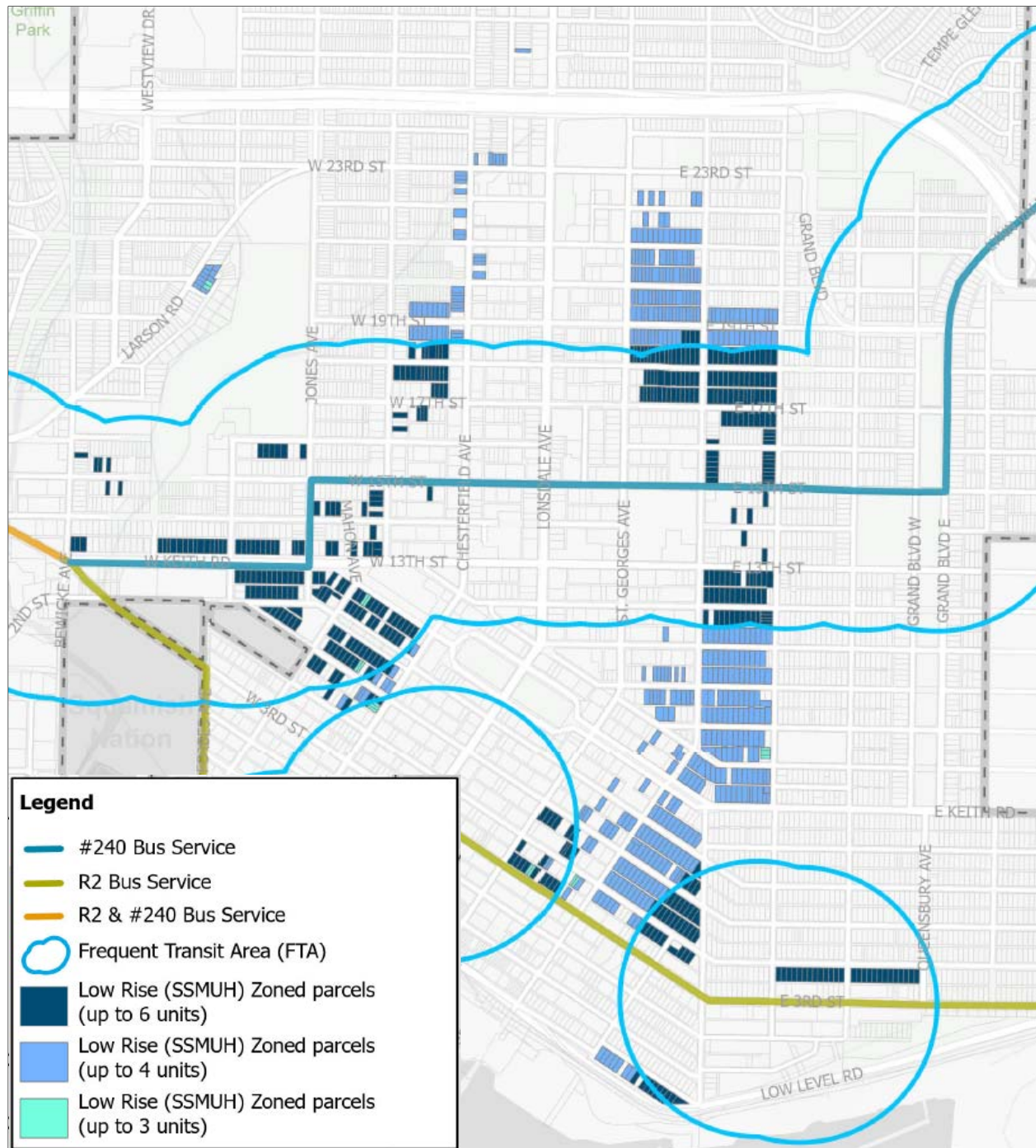
(3) Home Office

- (a) A Home Office Use is permitted as Accessory to a Housing Unit and must be fully enclosed within a Building.

(4) Home Occupation

- (a) A Home Occupation Use is permitted as Accessory to a Housing Unit and;
 - i. must be fully enclosed within a Building;
 - ii. is limited to one Home Occupation Use per Housing Unit;
 - iii. is limited to a maximum of two persons working, at least one of whom shall be a resident of the Housing Unit to which the Use is Accessory;
- (b) A Home Occupation Use may not:
 - i. except for one name-plate of up to 0.1 square metres in area, advertise or indicate from the exterior that the Premises are being so Used;
 - ii. include outdoor services, display or storage;
 - iii. sell, lease or rent physical goods directly on the Lot;
 - iv. include automobile servicing or repair;
 - v. discharge, generate or emit odorous, toxic or noxious matter or vapours; heat or glare; ground vibration; or noise that can be heard at the property line.

Figure 573-1
Low Rise Small Scale Multi-Unit Housing Zone Frequent Transit Area Illustration



Disclaimer: This figure is for illustrative purposes only and does not reflect changes in the transit network after the date of this Bylaw.

574 Minimum Lot Width

- (1) The minimum width of a Lot that may be created by subdivision in the Low Rise (SSMUH) Zone is 15.0 metres.

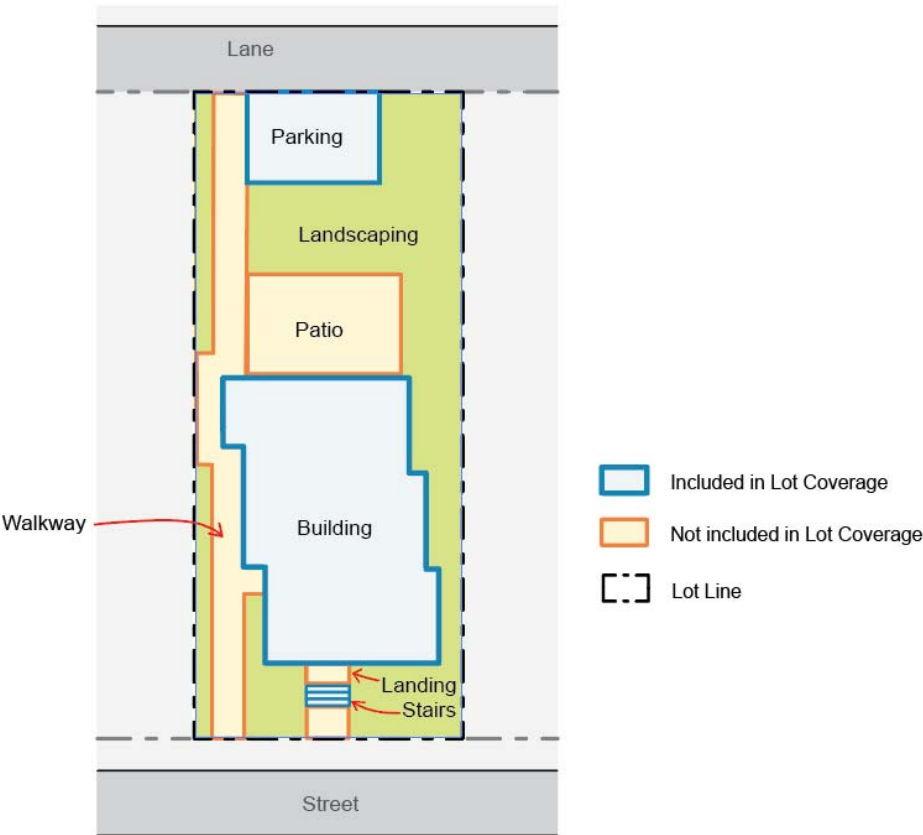
575 Lot Coverage

- (1) Lot Coverage shall not exceed the maximum percentages in Table 575-1.

Table 575-1
Maximum Lot Coverage in the Low Rise Small Scale Multi-Unit Housing Zone

Number of Housing Units on the Lot	Maximum Lot Coverage
1 Housing Unit	35% of Lot Area
2 Housing Units	40% of Lot Area
3 or 4 Housing Units	45% of Lot Area
5 or 6 Housing Units	50% of Lot Area

Figure 575-1
Lot Coverage Illustration



576 Soil-Based Landscaping

- (1) The minimum percentages for Soil-Based Landscaping must be provided and maintained on a Lot in accordance with Table 576-1.

Table 576-1
Minimum Soil-Based Landscaping

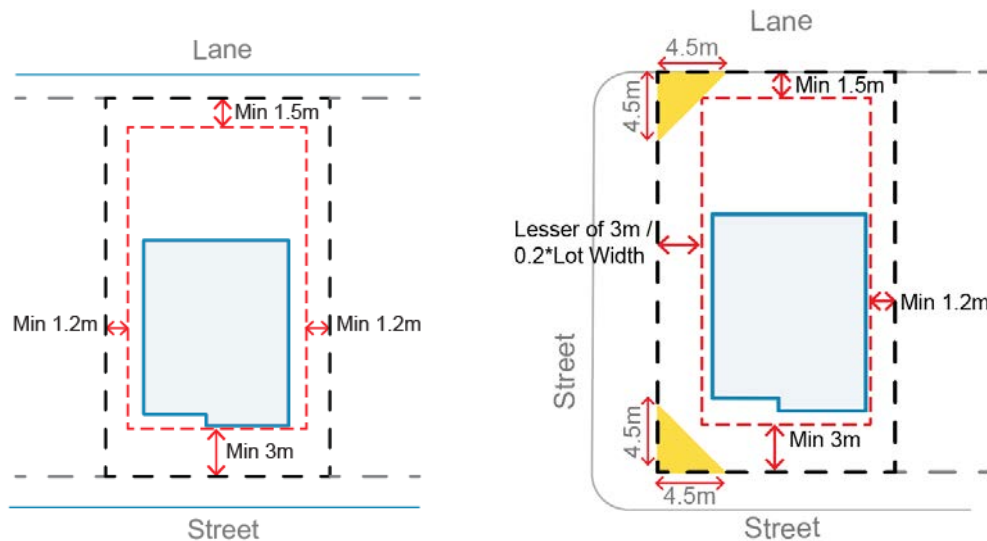
Number of Housing Units on the Lot	Minimum Soil-Based Landscaping
1 Housing Unit	50% of Lot Area
2 Housing Units	45% of Lot Area
3 or 4 Housing Units	35% of Lot Area
5 or 6 Housing Units	30% of Lot Area

- (1) Where a pad-mounted transformer is required to be installed on the Lot, the required minimum area for Soil-Based Landscaping is reduced by the area required for the pad-mounted transformer.

577 Building Siting

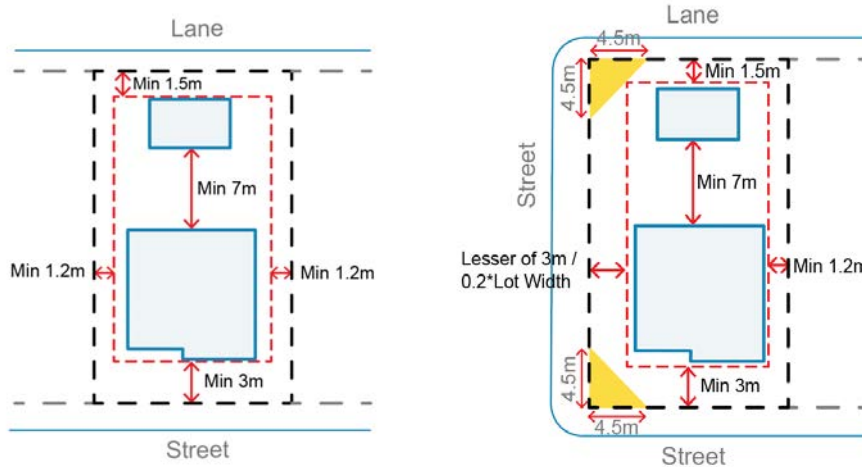
- (1) All Buildings shall be sited:
 - (a) From the Front Lot Line, no less than 3.0 metres;
 - (b) From the Rear Lot Line, no less than 1.5 metres;
 - (c) From an Interior Side Lot Line, no less than 1.2 metres; and
 - (d) From an Exterior Side Lot Line, no less than 3.0 metres or 0.2 times the Lot Width, whichever is less.

Figure 577-1: One-Building Scenario Siting Requirements Illustration



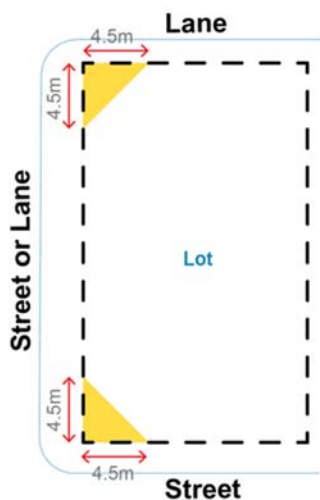
- (2) Where there are two (2) or more Buildings containing Housing Units on a Lot the minimum distance between the Buildings is 7.0 metres, measured between the outside of the Exterior Walls of the Buildings.

Figure 577-2: Two-Building Scenario Siting Requirements Illustration



- (1) On a Corner Lot, all Structures over 1.0 metres in Height must be located outside of the triangle-shaped area located and measured horizontally between the following three points:
- (a) the point of intersection of the Streets or Lanes onto which the Corner Lot fronts; and
 - (b) points 4.5 metres along each Street or Lane from such point of intersection.

Figure 577-3: Siting Restrictions on Corner Lots Illustration

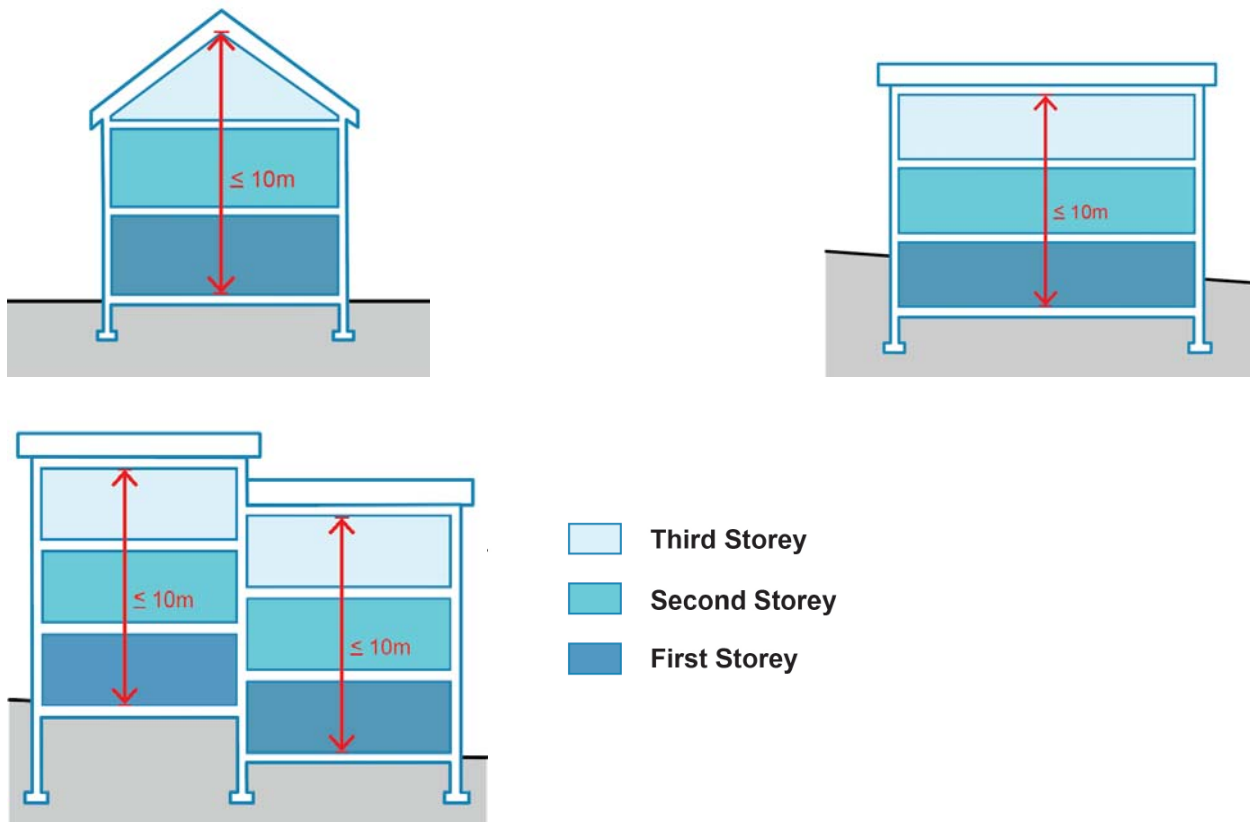


- (1) The following projections are permitted within the required Building setbacks:
- (a) A horizontal roof overhang of up to 0.6 metres, including gutters and any other elements affixed to the roof;
 - (b) Exterior ramps, lifts or similar mobility and/or accessibility-enhancing equipment, provided that they do not impede access to side or rear yards for fire or other emergency services.

578 Building Height

- (1) No portion of a Building shall exceed three (3) Storeys.
- (2) For any portion of a Building, the maximum distance between the lowest floor and highest point of the uppermost ceiling directly above shall be 10.0 metres.

Figure 578-1: Examples of Three-Storey Buildings Illustration

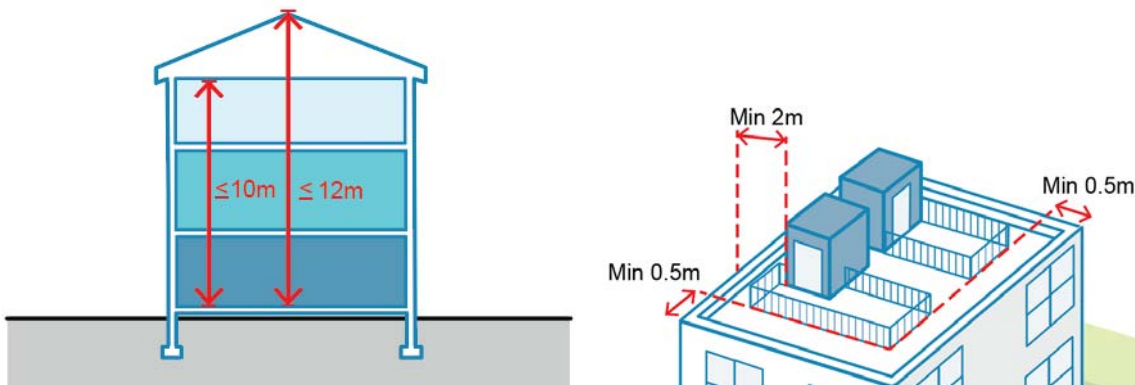


- (3) Notwithstanding subsections (1) and (2), projections are permitted as listed in Table 578-1, subject to conditions where indicated in the second column:

Table 578-1
Permitted Height Projections

Permitted Projections	Conditions
Roofs	A. Roofs may project up to 12.0 metres above the floor level of the lowest storey directly below.
Enclosed landings providing access to a Roof Deck	B. Enclosed landings shall be permitted only for Housing Units with a Roof Deck; C. The interior floor area of the landing shall not exceed 1.2 square metres; D. The vertical extent of the enclosed landing shall not project more than 13 metres above the floor level of the lowest storey directly below. E. All portions of the enclosed landing, including Exterior Walls and roof, shall be sited at least 2.0 metres from the nearest roof edge of the Storey directly below.
Venting and architectural structures encasing the venting	F. Projections shall extend no higher than the minimum height necessary to meet applicable safety requirements set by any government agency.
All other projections	G. Shall not project more than 1.2 metres above the surface to which they are affixed, at their point of contact, and shall be sited a minimum of 0.5 metres from the roof edge of the Storey directly below.

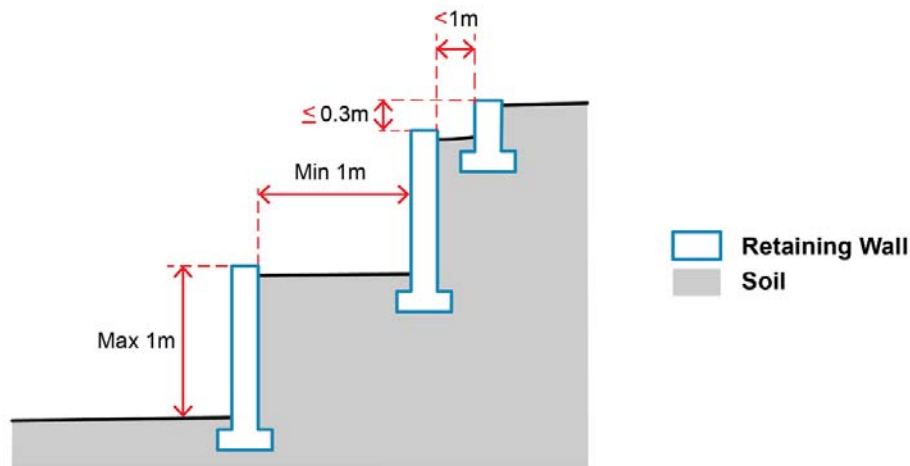
Figure 578-2:
Examples of Permitted Height Projections (Roofs and Enclosed Landings)



579 Siting and Height of Accessory Structures

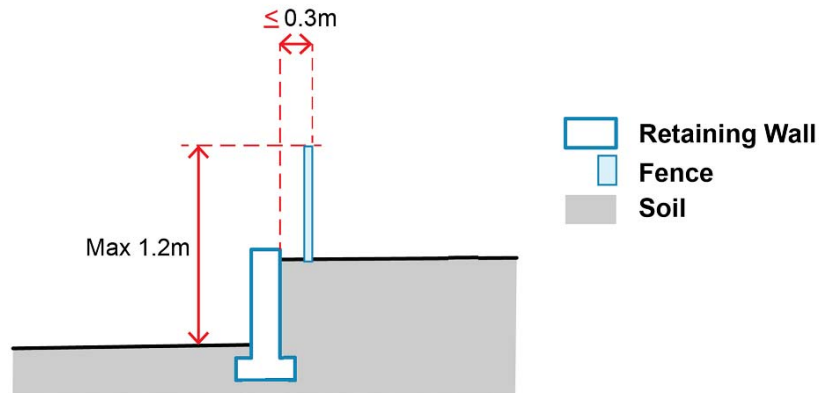
- (1) Accessory Structures not exceeding 1.2 metres in height may be located on any portion of the lot.
- (2) On a Lot containing no more than two (2) Housing Units, Accessory Structures of up to 1.8 metres in Height may be located behind the front face of a building, except for a Corner Lot, in which case, Accessory Structures may not exceed 1.2 metres in Height when located in a yard adjacent to an Exterior Side Lot Line.
- (3) Retaining Walls shall be regulated as follows:
 - (a) Height shall be measured as the vertical distance between the lower of the ground levels on either side of the wall and the top of the wall.
 - (b) A Retaining Wall may not exceed a height of 1.0 metres at any point along its length;
 - (c) A Retaining Wall must be sited a minimum of 1.0 metres from any other Retaining Wall, whether it is on the same Lot or an adjoining Lot or Right-of-Way, unless the difference between the top-of-wall elevations of the walls is less than 0.3 metres.

Figure 579-1: Retaining Wall Height and Siting Requirements Illustration



- (4) Portions of a fence that are within 0.5 metres of a Retaining Wall may be no more than 1.2 metres in Height, measured from the top of the Retaining Wall.

Figure 579-2: Height Requirements for Fences near or on Retaining Walls Illustration



- (5) Mechanical equipment for Heating, Ventilation and Air Conditioning at ground level shall be sited a minimum of 2.0 metres from a Lot Line.
- (6) Notwithstanding Sections 579(1) and (2), any Residential Use adjoining Trans-Canada Highway Number 1 may provide along the Highway frontage a Landscape Screen of up to 2.0 metres in Height.

580 Vehicle Parking Requirements

- (1) A minimum of 0.5 Vehicle Parking Spaces per Housing Unit is required for all properties within the Small Scale Multi-Unit Housing Zone, except for Properties located within the Frequent Transit Area, in which case, no minimum number of required Parking Spaces will apply.
- (2) Where Parking Spaces are provided on a Lot, they may be provided as surface parking or within a Building.
- (3) Where Parking Spaces are provided on a Lot, they must each be equipped with an Energized Outlet capable of providing Level 2 Charging or a higher charging level for an Electric Vehicle.
- (4) Vehicle Parking Space Access and Siting
 - (a) Access to Parking Spaces may be provided directly from a Lane, or via a Driveway from a Lane or Street;
 - (b) Where vehicle access from a Lane can be provided, no vehicular access from a Street is permitted.
 - (c) Where vehicle access from a Lane cannot be provided, a driveway not exceeding 3.0 metres in width may be provided from a Street.
 - (d) Parking Spaces may not be sited between a Front or Exterior Side Lot Line and a Building;
 - (e) All driveways and Parking Areas shall be located a minimum distance of 7.6 metres from the point of intersection of two streets, or 4.5 metres from the point of intersection of two lanes, or a street and a Lane, when such road allowances intersect at an interior angle of 135 degrees or less;

581 Bicycle Parking Requirements

- (1) Minimum Bicycle Parking for Housing Units
 - (a) Secure Bicycle Parking Spaces shall be provided at a minimum rate of 2.0 spaces per Housing Unit.
 - (b) Notwithstanding section 10A05, for properties within the Small-Scale Multi-Unit Housing zone, Secure Bicycle Parking Spaces may be provided in any of the following forms:
 - i. For Housing Units with a ground-level entryway, as a storage space located in an area next to the main entrance;
 - ii. Within a garage that can be accessed by only one Housing Unit;
 - iii. Within a shared storage area;
 - (c) Notwithstanding section 10A04, when a Secure Bicycle Parking Space is provided within a Housing Unit or within a garage, no bicycle rack shall be required to be installed.

582 Garbage, Organics and Recycling Storage Requirements

- (1) Notwithstanding Section 417, in the Low Rise (SSMUH) Zone requirements for garbage, organics and recycling storage facilities and access, shall be as outlined in this section;
- (2) Lots containing three (3) or more Housing Units shall provide a storage area for garbage, organics and recycling;
- (3) Required storage areas for garbage, organics and recycling shall be sized as indicated in Table 582-1:

**Table 582-1: Minimum Required Storage Area
for Garbage, Organics and Recycling**

Number of Dwelling Units	Minimum Storage Area
3 units	1.9 square metres
4 units	2.2 square metres
5 units	2.8 square metres
6 units	3.0 square metres

- (4) The required garbage, organics, and recycling storage facility must:
 - (a) Be able to be accessed from each of the Housing Units and other uses on the lot via a clear access path of at least 1.0 metres in width;
 - (b) Be provided within a Building or other animal-proof enclosure;
 - (c) Have access to an acceptable pickup location that complies with relevant City Bylaws regulating solid waste pickup via a clear pathway with a minimum width of 1.2 metres, with no steps, and with slopes no greater than 5 percent and a crossfall no greater than 2 percent;
- (5) Required pathways providing access to and from the storage area for garbage, organics and recycling must be separated from vehicle parking and maneuvering

areas by a physical barrier, landscaping or change in paving materials. Where a Building on a Lot is Used only for the storage of garbage, organics and recycling and does not exceed an area of 4.5 square metres, nor a height of 1.8 metres, it may be excluded from Lot Coverage, and may be sited anywhere on the Lot.

583 Definitions Pertaining to the Low Rise Small Scale Multi-Unit Housing Zone

- (1) All definitions contained in Division I, Part 2: Interpretation of Zoning Bylaw, 1995, No. 6700 apply to the Low Rise Small Scale Multi-Unit Housing Zone, except where revised by the following:

“Child Care Facility” means a premises providing temporary care for children that is licensed and regulated by a Health Authority or other Provincial government agency.

“Child Care Facility Operator” means a person who is licensed by a Health Authority or other Provincial agency to provide a child care program.

“Corner Lot” means a Lot which fronts on two or more Streets, or a Street and a Lane, which intersect at an interior angle of 135 degrees or less.

“Exterior Wall” means an outermost portion of a Building that is a vertical structure providing weather protection that may or may not be insulated.

“Frequent Transit Area” means an area comprising the Lots that are located wholly or partly within 400 metres of a bus stop that is served by at least one bus route that is scheduled to stop at least every 15 minutes, on average, between the hours of:

- (1) 7 am and 7 pm, Monday to Friday, and
- (2) 10 am and 6 pm on Saturdays and Sundays.

“Home Office” means a room or portion of a room where a person who resides on the Lot practices a profession or conducts work using only standard office equipment, and where other persons do not conduct any work or provide or receive goods or services.

“Home Occupation” means a business, occupation or professional Use, other than a Home Office or Child Care Facility, where the business operator or practitioner resides in a Housing Unit on the Lot.

“Housing Unit” means a building, or portion of a building that is self-contained and is used for the living accommodation of one or more persons.

“Lot Coverage” means portions of the Lot covered by Buildings, exterior stairs and areas used for parking and maneuvering of motor vehicles, measured as follows:

- (1) For Buildings: Lot Coverage shall be measured to the exterior of the outermost walls
- (2) For exterior stairs: Lot Coverage shall be measured as the combined area of steps located along paths providing access to a Housing Unit, and shall exclude landings.
- (3) For areas used for Parking and maneuvering of motor vehicles: Lot Coverage shall be measured as the horizontal extent of ground-covering materials designed and used, or that are capable of being used, to support a motor vehicle.

“Lot Width”, where a lot has two Interior Side Lot Lines or an Interior Side Lot Line and an Exterior Lot line that are parallel, means the distance between those two Lot Lines; or, where

those two Lot Lines are not parallel, shall mean the average length of the Front Lot Line and the Rear Lot Line.

“Parking” means the use of land or Building for the storage of a vehicle or vehicles.

“Residential Use” means a Building containing one or more Housing Units.

“Retaining Wall” means a predominantly vertical, rigid structure that retains soil, gravel or other medium in order to allow for two different ground surface levels on either side of the structure.

“Soil-Based Landscaping” means soil-based, planted areas on a Lot, measured on a horizontal plane to the outermost extent of growing medium, where trees, shrubs, and plants are grown. Areas must be no less than 1.0 metres at the narrowest dimension and may not be covered by materials that would restrict the growth of trees, shrubs and plants, including, but not limited to: various paving materials, decorative stonework, gravel, artificial turf, inorganic mulch. No Structures or pathways are permitted within Soil-Based Landscaping areas, at, above or below grade, except that:

- (1) Groundwater infiltration equipment that supports groundwater recharge may be sited partly or fully within a Soil-Based Landscaping area; and,
- (2) Horizontal roof overhangs, including gutters and any other elements affixed to the roof that are a minimum of two storeys above the Soil-Based Landscaping area are permitted to project up to 0.6 metres into a Soil-Based Landscaping area.

“Storey” means the space between a floor level and the ceiling directly above it and includes:

- (1) A floor that is partly or wholly below the level of the ground surrounding the Building;
- (2) Except for a Crawl Space, an area directly beneath a floor level that can be accessed and used, whether it is enclosed by Exterior Walls or not.

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

CORPORATE OFFICER

TITLE: LOTS TO BE RECLASSIFIED TO LOW RISE (SSMUH) ZONE



TITLE: LOTS TO BE RECLASSIFIED TO LOW RISE (SSMUH) ZONE

CD-135	CD-420	CD-546	CD-652
CD-140	CD-423	CD-547	CD-653
CD-149	CD-457	CD-561	CD-657
CD-196	CD-458	CD-565	CD-659
CD-208	CD-466	CD-573	CD-665
CD-210	CD-472	CD-575	CD-668
CD-217	CD-491	CD-595	CD-675
CD-224	CD-494	CD-602	CD-687
CD-273	CD-495	CD-615	CD-695
CD-277	CD-501	CD-616	CD-706
CD-305	CD-513	CD-622	CD-719
CD-343	CD-514	CD-626	CD-723
CD-364	CD-523	CD-633	CD-751
CD-374	CD-526	CD-644	RT-1*
CD-413	CD-527	CD-645	RT-2
CD-414	CD-529	CD-650	
CD-544 (except the property at 254 West 6th Street Lot: 5; Block 112A DL: 548; Plan: 1228)			
CD-613 (except the property at 252-254 East 10th Street Strata Lots: 1-2; DL: 549; Plan: EPS1263)			

In the event of any conflict between the map on page 1 of this Schedule A (LOTS TO BE RECLASSIFIED TO LOW RISE SSMUH ZONE) and the table above, the table shall prevail.

* Pursuant to Section 481.4(1)(b) of the *Local Government Act*, lots that are within the RT-1 Zone that have been designated, in whole or in part, as protected heritage property pursuant to a Heritage Designation Bylaw adopted under Section 611 of the *Local Government Act* will not be reclassified to the Low Rise (SSMUH) Zone.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9108

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

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

1. This Bylaw shall be known and cited for all purposes as **“Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9108” (Terms of Reference)**.
2. “Advisory Design Panel Bylaw, 1997, No. 6839”, Section 11A is hereby amended by deleting the introductory clause and replacing it with the following:

“The Advisory Design Panel shall consider and make recommendations on all applications for renovations, additions or new construction for all development except:

- residential development of no more than five dwelling units in any zone;
- residential development of no more than six dwelling units within the Small Scale Multi-Unit Housing Zone.

Such review shall be based on the following considerations:”

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

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

MAYOR

CORPORATE OFFICER

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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Kyle Pickett, Planner 1

Subject: TEMPORARY USE PERMIT: 758 HARBOURSIDE DRIVE – EXPANDING
COMMERCIAL FLOOR AREA

Date: April 16, 2025 File No: 08-3400-20-0146/1

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

RECOMMENDATION

PURSUANT to the report of the Planner 1, dated April 16, 2025, entitled
“Temporary Use Permit: 758 Harbourside Drive – Expanding Commercial Floor
Area”:

THAT the application for Temporary Use Permit No. PLN2024-00007 (Absolute
Cheer & Tumbling Ltd.), to permit an increase in the allowable commercial floor
area to the property located at 758 Harbourside Drive for a three-year term, be
considered and referred to a Public Meeting;

AND THAT notification be published in accordance with the *Local Government
Act*.

ATTACHMENTS

1. Context Map (CityDocs [2639987](#))
2. Applicants Proposal Letter (CityDocs [2547420](#))
3. Architectural and Landscape Plans (CityDocs [2547443](#))
4. Comprehensive Development 360 Zone (CD-360) (CityDocs [573614](#))
5. Temporary Use Permit No. PLN2024-00007 (CityDocs [2547486](#))

SUMMARY

This report presents a Temporary Use Permit (TUP) application to allow the applicant, Absolute Cheer and Tumbling Ltd., to expand their recreation use beyond the currently limited provision allowable under the definition of “Service Commercial Use” in the CD-360 Zone. Currently, the CD-360 Zone permits a maximum floor area of 500 square metres for service commercial uses, which includes recreation uses. The applicant is proposing to temporarily increase their recreation use to a maximum of 908 square metres.

BACKGROUND

Applicant:	Sonja Aquila, Absolute Cheer & Tumbling Ltd.
Official Community Plan Designation:	Mixed Employment (ME)
Existing Zoning:	CD-360
Applicable Guidelines:	N/A

The CD-360 Zone was implemented across many properties in 1999 with an intent to allow for an Industrial Business Park Use with a range of business park uses. The zone also allows for 500 square metres (5,380 square feet) of “Service Commercial Use” on each property, which includes the applicant’s current recreation use. A copy of the CD-360 Zone which describes all the permitted uses can be found in Attachment 4.

PROJECT DESCRIPTION

Site Context and Surrounding Use

The property is located in the southwest corner of the City, in the Marine-Hamilton neighbourhood. The buildings and uses immediately surrounding the subject site are described in Table 1 below.

Table 1. Surrounding Uses

Direction	Address	Description	OCP	Zoning
North	35 Gostick Place	Two storey light industrial building	Mixed Employment (ME)	CD-360
South	18 Fell Avenue	Under construction mixed-use development	Harbourside Waterfront Mixed Use (HRBS)	CD-646
East	30 Gostick Place and 22 Gostick Place	Two and three storey light industrial buildings	Mixed Employment (ME)	W-1 Waterfront Zone
West	788 Harbourside Drive	Two storey light industrial building	Mixed Employment (ME)	CD-412

Existing Condition

The site was improved with a three-storey building constructed in 2002. About two-thirds of the floor area is a large warehouse space, and the remainder is other general light industrial space.

Project Proposal

The applicant has applied for a Temporary Use Permit to allow the expansion of area for their recreation use to operate. They plan to expand the business from the current 497 square metres up to a new maximum of 908 square metres.

The applicant proposes that the TUP be issued for the maximum term of three years. Additionally, they have expressed interest in applying again in the future to extend for another term of three years; two three year terms is the maximum a Temporary Use Permit can be active.

POLICY CONTEXT

The site is in the Mixed Employment (ME) land use designation in the Official Community Plan (OCP), which allows for a wide variety of light industrial, automotive uses, business parks, storage and assembly of semi-finished products, as well as a limited amount of complementary commercial uses.

In the decades since the original zoning was put in place, additional uses have filtered into the area on a site-by-site basis. Recreation uses such as gyms and fitness centres have been allowed as Service Commercial Uses on other properties in the Mixed Employment designation in other zones, while remaining limited in maximum floor areas for each building or property.

Policy alignment is described in Table 2 below.

Table 2. Policy Alignment

Official Community Plan	
Mixed Employment Land Use Designation To allow for light industrial and automotive uses characterized by research and development activities, business parks, storage, assembly of semi-finished products from previously prepared materials, automotive uses, automobile sales or other light industrial and service commercial uses with limited smoke, noise, soot, dirt, vibration or odour. A limited amount of complementary commercial use could be supported—commercial uses with high trip-generating uses should be directed to mixed-use and commercial areas.	Staff support this type of recreation use for this property, as the use requires a larger floor area and higher ceilings, typically found in industrial buildings.

<p>Section 2.7. Temporary Use Permits</p> <p>TUPs will only be permitted where the City judges a temporary use to be in the interest of the public in general, and where the public has been advised of, and allowed to comment on, the possibility of a temporary use being established by the holding of a public meeting for each proposed temporary use. Specifically, the following conditions should prevail before a temporary use is allowed:</p> <ul style="list-style-type: none"> • The development of a temporary use should not unduly curtail the redevelopment of land in accordance with the interests of the Official Community Plan; • A temporary use should not be permitted where, in Council's opinion, such a use would have negative impacts on adjoining property; • A temporary use permit should not be used to resolve ongoing land use problems on private property; • A temporary use permit is intended for short-term community benefit purposes where a broad range of the public benefit from its issuance. 	<p>The OCP provides for the issuance of Temporary Use Permits (TUP) for site-specific locations that are otherwise not permitted under current zoning.</p> <p>The OCP designates all areas of the City to be a TUP area where TUP's can be granted, should the temporary use be in the interest of the public in general and the public have been advised of, and allowed to comment on, through a public meeting.</p> <p>Temporary Use Permits are valid for three years when approved by Council and can only be renewed by Council once for another three year term. The permit can not exceed the combined six year term.</p>
--	---

PLANNING ANALYSIS

The current recreation use of a cheerleading gym is already permitted by the City's Zoning bylaw at this location, within the CD-360 zone's definition of Service Commercial Use. Additionally, it complies with the Mixed-Employment land use designation in the Official Community Plan which allows for a portion of the industrial building to consist of commercial uses.

For context, it is understood that gymnastics and cheerleading instruction facilities generally require ceiling height of no less than 20 feet, including access to open floor space to accommodate a variety of equipment and mats. As such, these types of uses are often attracted to industrial buildings. The additional space is required to facilitate the growth of the business temporarily in the current location, and to offer time for the business to look for an alternative location in the future.

Given the above analysis, along with the aforementioned policy framework, the proposed Temporary Use Permit requesting a temporary increase in space for recreation use for three years is generally supported.

ADVISORY BODY INPUT

Advisory Design Panel

As the applicant has proposed no exterior changes to the existing building, it was determined that the proposal would not require a review by the Advisory Design Panel.

COMMUNITY CONSULTATION

As the application is supported by staff, it is required that a Public Meeting be held before the consideration by Council, as per Section 2.7 of the OCP, and Section 494 of the Local Government Act.

CONCLUSION

Staff are supportive of the Temporary Use Permit application to increase the recreation use for three years as the use is already permitted in the zone. This permit will facilitate a temporary opportunity for the growth of the business so that it can seek out an alternative location.

RESPECTFULLY SUBMITTED:



Kyle Pickett
Planner 1



1. Planning & Design Description and Rationale

Use:

Absolute Cheer & Tumbling Ltd. has been in operation in this building for 8 years. It is our intention to utilize the existing building with zero structural changes or renovations. Our ask is move from our current unit of 497 SqM of floor space to an existing unit of 908 S1M of floor space that is currently empty (In the same building on the same floor). The only request of the City of North Vancouver is to allow the recreational use of the building to be increased by 411 SqM. NOTE: of the requested 411 SqM it would be used as approx 40% recreational use, and 60% additional space for merchandise manufacturing, athlete waiting areas and employee offices.

Alignment with Council's Vision and Regional Growth Strategy

1. Community Engagement and Recreation Accessibility:

Council's Vision: North Vancouver's Council often emphasizes community health, engagement, and the development of recreational amenities to improve quality of life.

Contribution: The gym would provide a specialized recreational facility that promotes physical activity and community engagement. Offering classes and training sessions, the gym would serve various age groups, fostering inclusivity and active lifestyles, which are key aspects of the Council's vision for a vibrant, engaged community.

2. Economic Activity and Regional Growth:

Regional Growth Strategy: This typically aims to focus development in urban centers to prevent sprawl, enhance economic growth, and improve transportation efficiencies.

Contribution: By attracting participants from within the local community, the gym would contribute to local economic activity. Located near brand new residential condominiums, it would support the strategy's goal by being local, walkable recreation, boosting foot traffic and patronage to nearby businesses such as retail shops and restaurants.

3. Proposed Intensity and Density Transfer

Intensity Appropriateness:

Location Consideration: The gym is ideally situated in a mixed-use area where its activity level complements the surroundings. The intensity of its use—reflected in the number of people it attracts and the scale of its operations matches walkability and available parking. There have been zero complaints about traffic in the 8 years of operation of Absolute Cheer & Tumbling Ltd.

Building and Usage: The design of the new floor plan for the gym would maximize the use of the space and includes already High ceilings and ample floor space for routines would ensure the gym meets specific functional requirements while maintaining a footprint appropriate for the area.

Absolute Gym fills a niche for specialized recreational facilities but also aligns with and supports North Vancouver's strategic goals by promoting a healthy, vibrant, and economically active community. The proposed intensity of the gym would be crafted to ensure it complements the urban fabric and supports the region's growth objectives.

HOME IS ABSOLUTE

World Class Cheerleading Organization Unique to North Vancouver Cannot Keep Up with Increased Demands for Recreation in their Community

Attention: North Vancouver Planning Department

About Us

Absolute Cheer and Tumbling Ltd was established in 2007, as small business owned and operated by Sonja Aquila. In 2008, the company found its own private space in North Vancouver, where it began cultivating all-star cheerleaders and tumblers. Our coaches stand as leaders in the All-Star Cheer and tumbling industry. Our teams consistently secure podium finishes in provincial, national, and international competitions. Notable achievements include being World's Finalists in 2010, 2012, 2013, 2019, and 2023.

Our Mission

Our mission is to empower each athlete to reach their full potential in the All-Star Cheer and tumbling community, nurtured by expert coaches who inspire personal growth and achievement. We are committed to fostering an environment where dedication and teamwork unlock individual goals and lead to excellence in performance at all levels. By valuing every athlete's journey, we aim to develop skills, confidence, leadership by "building champions for life"!

Our Ask

We have outgrown our current gym. Our building has unused space available for lease. Our ask is to be able to move to this larger unused space within our current lease window (up for renewal in 2026) however, this option is not supported by the existing zoning bylaw. We are requesting the permission of a TUP for our business as we hope to secure the larger unit before the end of the summer! We want to continue to be the proud home of All Star Cheerleading which serves over 600 youth athletes here on the North Shore.



Unique to North Vancouver

The only All Star Cheerleading Club on the North Shore or within 45km



In Demand Classes

From Parent- Tot to All Star Cheer, class demand always outstrips availability and we are currently showing a waitlist of over 100 participants- showcasing the need for our services.



Walkability

Our club is within 50 meters of over 900+ newly developed condominiums, a minimum of 2000 new people and families seeking recreational spaces.



Birthday Parties and Event Rental Space

We have affordable for families to be active and create unforgettable memories in a neighbourhood that does not have a lot of vacant space.



Diversity, Equity & Inclusion

We foster a unique culture that supports indigenous youth, equity for all 18 employees and an inclusive space for the North Shore's youth to feel safe and seen!



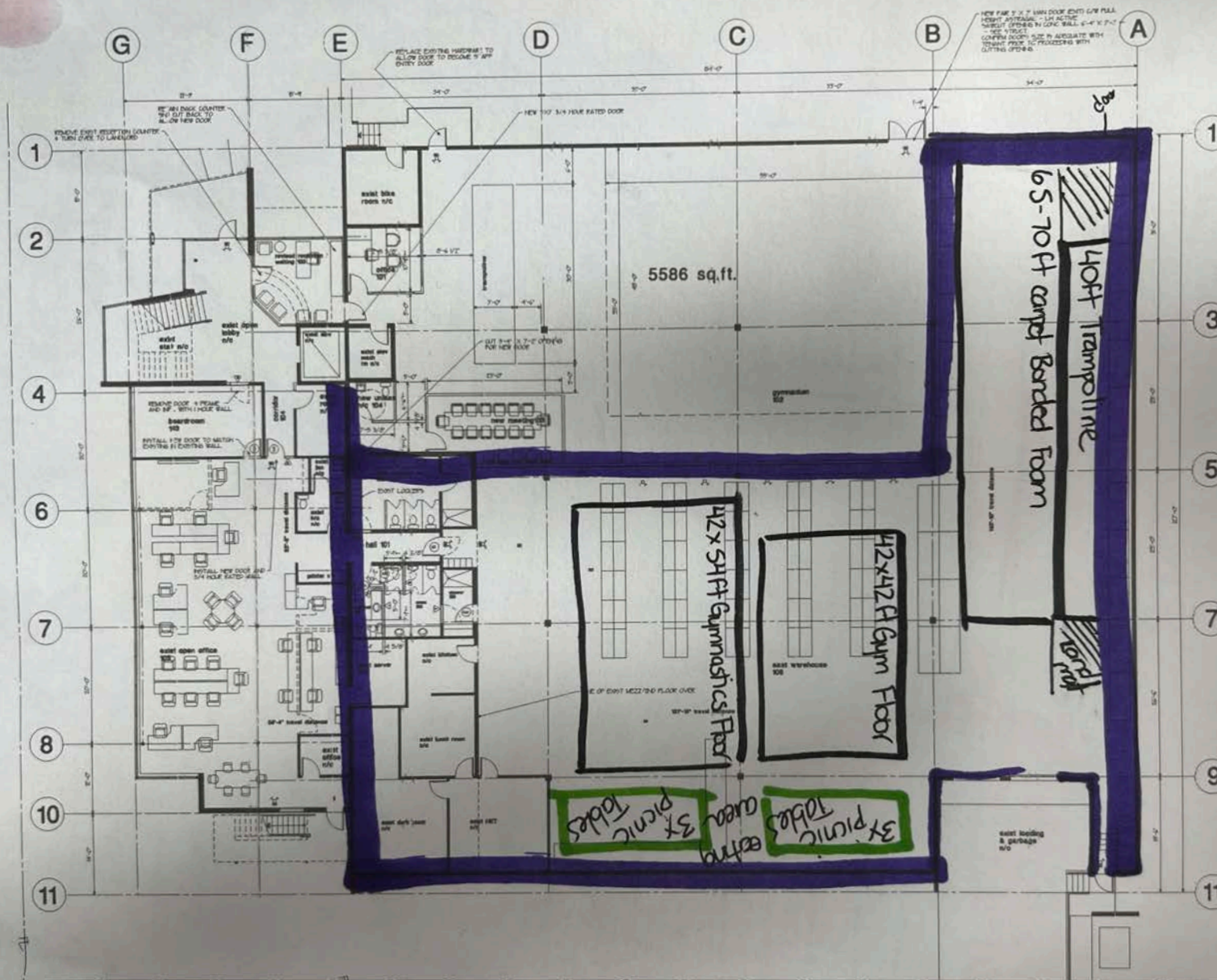
Scholarships

Our ability to offer a greater number of scholarships for Indigenous youth, at risk teens and low income families is dependant on space availability.



Reducing Pollution/Gas Emissions

Our Walkability reduces greenhouse gas emissions, traffic and pollution and fosters a healthy and engaged community!



BROCK CROOME ARCHITECT
 ARCHITECTURE • INTERIOR DESIGN • LANDSCAPE ARCHITECTURE
 788 Harbourside Drive
 North Vancouver, BC

GYMNASIUM TENANT IMPROVEMENT
 788 Harbourside Drive
 North Vancouver, BC

GRADE FLOOR PLAN

A-1

CD-360**COMPREHENSIVE DEVELOPMENT 360 ZONE**

(Harbourside Business Park 2)
(890 Harbourside Drive)

In the CD-360 Zone, permitted uses, regulations for permitted uses, regulations for the size, shape and siting of buildings and structures and required off-street parking shall be as in the M-3 Zone, except that:

- (1) (a) the permitted principal and accessory uses shall be limited to:
- (i) *Industrial Business Park Use*
 - (ii) *Service Commercial Use*
 - (iii) *Accessory Service Commercial Use*
 - (iv) *Accessory Off-Street Parking Use*
 - (v) *Accessory Off-Street Loading Use*
 - (vi) *Civic Use*
 - (vii) *Child Care Use*
 - (viii) *Accessory Retail Services Group 2 Use, subject to Section 702 (3)*

For the purpose of this section:

“Industrial Business Park Use” is defined as research laboratories, product testing, manufacturing, fabrication, assembly, storage, servicing, wholesaling, and distribution of materials, goods or things, including film, television, and music studios, engineering, drafting, and architectural offices, computer system and software development, data processing, surveying, building contractor and trade contractor offices; excluding bulk loading, wrecking, or salvaging of goods, materials, and things and excludes the production, refining, or processing of Dangerous Goods.

“Service Commercial Use” is defined as property manager, café, coffee shop, print or copy shops, recreation uses, and are limited to a maximum of

- i) *500 Square Metres (5,380 square feet) on a Lot less than 12,600 square metres (135,630 square feet);*
- ii) *715 square metres (7,700 square feet) on a Lot greater than or equal to 12,600 square metres (135,630 square feet). [Bylaw 7754 Feb27/06]*

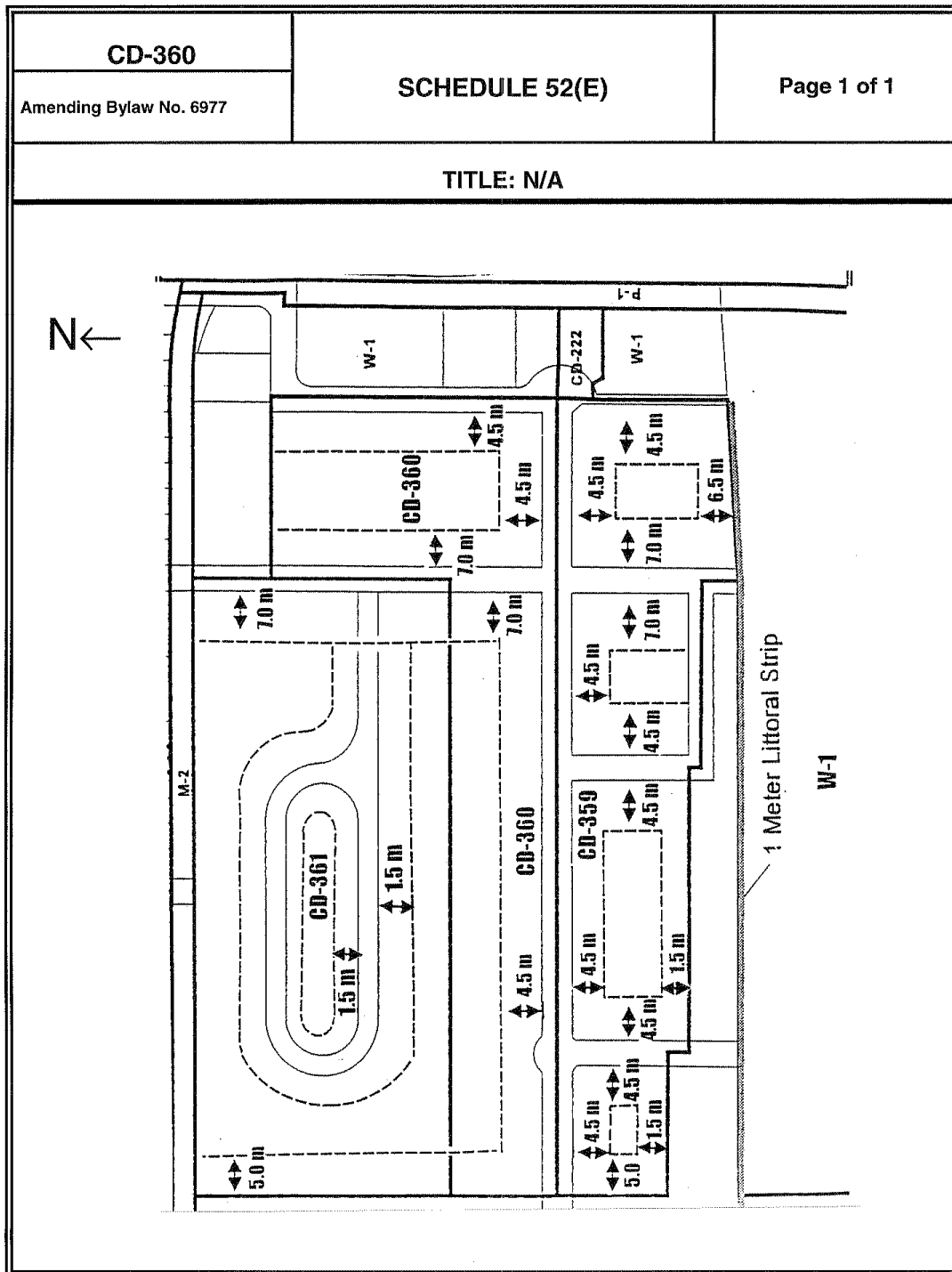
(b) *The following uses are prohibited:*

- (i) *retail sales of personal items such as jewelry, clothing, food items and computers;*
- (ii) *professional and semi-professional offices, finance and accounting offices, business offices, social clubs and health clubs;*
- (iii) *call centers and telephone solicitation centers;*

- (2) the principal buildings, together with accessory buildings, shall not exceed a lot coverage of 50%

- (3) the principal building, together with accessory buildings, shall not exceed a Gross Floor Area of 0.75 times the Lot Area, provided that this amount may be increased by:
 - (a) *0.75 times the Lot Area times the ratio of underground parking to required Off-Street Parking, not to exceed 0.25 times the Lot area up to a maximum combined Gross Floor Area of 1.0 times the Lot Area; [Bylaw 7222]*
- (4) the principal building shall be sited in accordance with the siting envelopes shown on Schedule 52 (E);
- (5) the principal buildings shall not exceed a height of 12.2 metres (40 feet);
- (6) parking shall be in accordance with Part 9 of the Zoning Bylaw and shall be calculated at 1 space per 50 square metres (538 square feet) of Gross Floor Area; [Bylaw 7222]
- (7) bicycle parking shall be provided on site and shall be calculated at 1 bicycle parking stall per 500 square metres (5380 square feet) of Gross Floor Area; [Bylaw 7222]
- (8) refuse storage containers and recycling containers shall be readily accessible for pick-up and for users and shall be screened on all sides and shall not be located in required maneuvering aisles, driveways, loading or parking spaces;
- (9) all open areas not covered by buildings, structures, driveways, and parking spaces shall be suitably landscaped and maintained;
- (10) Section 906(5)(b) is hereby amended to the extent necessary to increase the maximum width of any driveway crossing as measured at the property line to 11.0 metres (36 feet).
[Bylaw 6977 refers]

CD-360 Amending Bylaw No. 6977	SCHEDULE 52(B)	Page 1 of 1
TITLE: N/A		





THE CORPORATION OF THE CITY OF NORTH VANCOUVER

TEMPORARY USE PERMIT

Permit No. PLN2024-00007

File: 09-4520-20-005/2024

Issued to owner(s): **Prime Canadian Holdings Inc., INC. NO. BC0918660**

Respecting the lands located at 758 Harbourside Drive, North Vancouver, BC, legally described as:

**LOT B (BP237854) DISTRICT LOT 2654 GROUP 1 NEW WESTMINSTER DISTRICT
PLAN LMP45092 PID: 024-870-188**

(the “Lands”)

List of Attachments:

Schedule “A”: List of Plans

Authority to Issue:

1. This Temporarily Use Permit is issued pursuant to Section 493 of the *Local Government Act*.

Bylaws Supplemented or Varied:

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” CD-360 zone are hereby varied as follows:
 - A. This permit temporarily allows the Lands to be used for the purposes described below:
 - i. To permit Absolute Cheer and Tumbling to occupy a maximum of 908 square metres of gross floor area as an open gym for gymnastics and cheerleading services (a recreation use);

Special Terms and Conditions of Use:

3. Development upon or use of the lands shall conform to the following specifications:
 - A. This permit is subject to the following conditions, completed to the satisfaction of City staff:
 - i. The proposed building changes must comply with all relevant building code requirements through the future building permit application;
 - ii. The new expanded floor area obtained through the Temporary Use Permit is to be returned to the original layout as it was prior to the issuance of this permit.

General Terms and Conditions:

4. This Temporary Use Permit is issued by the City of North Vancouver subject to compliance with all the applicable bylaws of the City except as specifically varied or supplemented by this Permit. No variances other than those specifically set out in this permit are implied or to be construed.
5. The Lands shall be used in accordance with the terms and conditions of this Permit. All terms and conditions are subject to any changes required by the Building Inspector or other officials of the City where such specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted through the issuance of this Temporary Use Permit.
6. This Permit expires: three years from date of issuance.
7. The Permit holder acknowledges that a Building Permit or other City Permits may be required. This is not a Building Permit.
8. Nothing in this Permit shall in any way relieve Land Owner/Business Owners obligation to ensure that the use complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

9. Nothing in this Permit shall in any way relieve the Land Owner/Business Owners obligation to comply with regulations for construction of structures or provision of on-site services pursuant to the Health Act, the Fire Services Act, the Electrical Energy Inspection Act, and any other provincial statutes.
-

Authorized by Council: _____
Year / Month / Day

Expiry Date: _____
Year / Month / Day

Linda C. Buchanan, Mayor

Amelia Cifarelli, Corporate Officer

Date Signed: _____
Year / Month / Day

Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Temporary Use Permit No. PLN2024-00007.

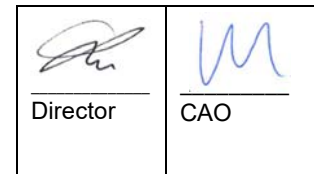
Notice filed the _____ day of _____, 20_____.

THIS IS NOT A BUILDING PERMIT

Schedule A
List of Plans – 758 Harbourside Drive

Author	Sheet Name	Sheet No.	Date Received	CityDocs File Number
Brock Croome Architect	Grade Floor Plan	A-1	May, 2015	2547443

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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2025-2029 REVISED FINANCIAL PLAN

Date: April 16, 2025 File No: 05-1715-20-0020/2025

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

RECOMMENDATION

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled "2025-2029 Revised Financial Plan":

THAT "Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112" (Revised Financial Plan) be considered;

THAT (Funding Appropriation #2508) an amount of \$1,073,382 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2025-2029 Revised Financial Plan, and should any of the amount remain unexpended as at December 31, 2028, the unexpended balance shall be returned to the credit of the respective reserve;

THAT funding in an amount of \$100,000 be returned to the "2022 Pavement Management" project from the "Parking and Curbside Management Planning and Implementation" project;

AND THAT "Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089" (Schedule H – Curb Access and Parking Plan Fees) be considered.

ATTACHMENTS

1. Proposed Bylaw 9089 Tracked Changes version of “Fees and Charges Bylaw, 2024, No. 9000” (CityDocs [2648416](#))
2. “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (CityDocs [2658419](#))
3. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9089” (CityDocs [2568273](#) and [2648495](#))

SUMMARY

This report proposes amendments to the 2025-2029 Financial Plan in order to advance the City of North Vancouver Curb Access and Parking Plan, endorsed by Council at the Regular Meeting of April 14, 2025.

BACKGROUND

The *Community Charter* requires CNV to prepare and adopt a 5-year Financial Plan. On April 14, 2025, Council considered and adopted CNV’s 2025 - 2029 Financial plan. Expenditures for items not included in the plan are unlawful, but amendments to the Financial Plan are allowed, by bylaw, at any time.

On April 14, 2025, Council endorsed the City of North Vancouver Curb Access and Parking Plan (CAPP), which requires capital for implementation, operating budget for staffing, maintenance and equipment fees, as well as amendments to the Fees and Charges Bylaw.

Council also endorsed the recommendation that staff return with updated revenue forecasts and present options for community investment as part of the 2026-2030 financial planning process, which in the normal course is expected to take place in the second half of 2025.

DISCUSSION

Staff have updated the current year of the 2025-2029 Financial Plan in order to advance the City of North Vancouver Curb Access and Parking Plan. See Schedule 1 of **Attachment #2** for the full detailed revised 2025-2029 Financial Plan. Changes are summarized in the table below:

2025 Financial Plan (\$000's)	2025 April 14	2025 May 5	Increase/ (Decrease)
Revenue			
Revenue from Fees and Services	60,520	60,856	336
Other Revenue	98,307	98,307	-
Transfers from Reserves	96,269	97,342	1,073
Other Transfers	105,443	105,443	-
Total Revenue	360,539	361,948	1,409
Expenditures			
Transportation and Transit	9,312	9,510	198*
Protective Services	37,518	37,656	138*
Other Operating Expenses	115,113	115,113	-
Other Capital	99,362	100,435	1,073
Transfers	99,234	99,234	-
Total Expenditures	360,539	361,948	1,409

*Increased expenditures in Transportation and Transit (\$198K) and Protective Services (\$138K) result in the combined \$336K detailed below in notes 2-4.

Council also adopted the following resolution at its Regular Meeting on April 14, 2025:

“... THAT a Parking Revenue Reserve Fund [Parking Fund] be created to collect net parking revenues and fund public safety programs and asset management including road and sidewalk improvements...”

As such, Staff have created a new reserve fund to manage parking revenues and expenditures in a clear and transparent manner. This fund will contain all accumulated CAPP related net revenues to be utilized to fund safety programs and asset management as Council directed.

Operating Budget

Net new CAPP revenue and expenditures:

Council has resolved that the CAPP be implemented in September 2025. Proposed amendments to the 2025-2029 Financial Plan summarized in the table above are further explained below:

CAPP Operating Budget (\$000's)	2025
Revenue: ¹	
Pay Parking	237
Pay Parking Except with Permit	14
Permit Parking	20
Other	65
Total Operating Revenue:	336

1 – On April 14, Council endorsed the recommendation that staff return with updated revenue forecasts and present options for community investment as part of the 2026-2030 financial planning process. For the purposes of the 2025-2029 Revised Financial Plan, revenue has been conservatively budgeted to only offset operating expenses for the remainder of the year. Any surplus net revenues generated by higher than budgeted revenues will be allocated at the direction of Council as part of the development and approval of the 2026-2030 Financial Plan.

CAPP Operating Budget (\$000's)	2025
Expenses:	
Wages & benefits ²	244
Pay station & sign maintenance ³	75
Interest ⁴	17
Total Operating Expenses:	336

**Increased expenses (\$336K) are shown in the proposed revised 2025-2029 Financial Plan in the Transportation and Transit (\$198K) and Protective Services (\$138K) categories noted in the summary table above.*

2 – Wages and benefits include those for a Permits Clerk starting in May, a Bylaw Clerk and Traffic Engineering Technician starting in June, and additional Bylaw Officers starting in August.

3 – Maintenance for new pay stations and signs required throughout the CNV, starting in September.

4 – Internal borrowing costs relating to a loan from the Civic Amenity Reserve needed to initially fund the project, to be repaid from future parking revenues with no impact on tax revenues.

Internal Reorganization:

A new Parking Revenue Reserve Fund is being created to provide transparent financial management of the parking program. CNV's Transportation team is also being reorganized and moved into the Engineering, Parks & Environment Department to deliver and manage the Curb Access and Parking Program. These changes impact the operating revenue and expenditure budgets of some CNV departments as summarized in the table below. The new revenue and expenses shown in the table below (each \$336K) agree to the new revenue and expenditures summarized in the revised financial plan. Increases and/or decreases in revenues and expenses in the Reorg column below all net to zero.

2025 Operating Budget Expenses (\$000's)	March 3	Revision			May 5
		Reorg	New	Total	
Revenue:					
Engineering Parks and Environment ¹	1,558	16	-	16	1,574
Public Safety – Bylaw ²	1,018	(892)	-	(892)	126
Planning & Development ³	4,805	(16)	-	(16)	4,789
Real-estate, Facilities & Economic Development ⁴	3,619	(70)	-	(70)	3,549
Parking Fund ⁵	-	962	336	1,298	1,298
All Others	99,830	-	-	-	99,830
Total Operating Revenue:	110,830	-	336	336	111,166
Expenses:					
Engineering Parks and Environment ¹	12,204	614	-	614	12,818
Public Safety – Bylaw ²	1,620	(370)	-	(370)	1,250
Planning & Development ³	9,606	(614)	-	(614)	8,992
Parking Fund ⁵	-	370	336	706	706
All Others	87,400	-	-	-	87,400
Total Operating Expenses:	110,830	-	336	336	111,166

1 – Engineering, Parks and Environment: this department is the future home of the Transportation team. The increase in revenue is driven by \$16K of Curbside and Congestion Management Fees (Uber, Lyft, etc.) moving from P&D to EPE-Transportation. The increase in expenditures is a result of transportation staffing costs of \$614K being transferred here from P&D.

2 – Public Safety Bylaw: The decrease in revenue is due to existing Bylaw and resident permits revenue budgets being moved to the new Division. The decrease in expenses is due to the budget for existing parking enforcement officers (\$370K) being moved to the Parking Revenue Reserve Fund.

3 – Planning and Development: The decrease in revenue is driven by Curbside and Congestion Management Fees (Uber, Lyft, etc.) (\$16K) moving from P&D to EPE – Transportation. The Operating expense budget is reduced as a result of transportation staffing moving out of the department to EPE (\$614K).

4 – Real Estate, Facilities and Economic Development: The decrease in revenue is due to existing parking meter revenue budget (\$70K) being moved to the Parking Revenue Reserve Fund.

5 – Parking Fund: Following the re-organization and net new increases, the 2025 operating budget for the new Parking Revenue Reserve Fund would be as follows:

Parking Revenue Reserve Fund (\$000's)	2025
Revenue:	
Pay parking	321
Permit parking	90
Bylaw	887
Total Operating Revenue:	1,298
Expenses:	
Wages & benefits	614
Pay station & sign maintenance	75
Interest on internal loan	17
Total Operating Expenses:	706
Surplus*	592

* Existing net parking related revenue in the 2025 Operating budget included as part of the existing 2025-2029 Financial Plan offsets the need for property taxes to fund various other CNV programs. In order for this new fund not to create a 2025 deficit elsewhere, a year-end balancing transfer of this surplus is required. Allocation of any surpluses over and above this amount will be brought forward to Council as part of future financial planning processes.

Fees & Charges Bylaw Update:

Rates endorsed by Council on April 14, 2025 are as follows:

Pay Parking Zone	Parking Time	Rate
All Zones	First 30 minutes	Free
	Second 30 minutes	\$ 1.00
	Each 1.0 hour following (9AM-6PM)	\$ 3.00
	Each 1.0 hour following (6PM-9PM)	\$ 2.00
Annual rate adjustment		+\$0.25 / -\$0.25 per hour
Resident Parking Permit	Permit sub-type	Rate
All Permit Areas	Resident Monthly Rate (1st vehicle)	\$ 8.33
	Resident Monthly Rate (2nd vehicle)	\$ 12.50
	Homecare Provider Monthly Rate	\$ 8.33
	Low Income Monthly Rate	\$ 2.10
Annual rate adjustment		+20% / -20%
Short-term and Visitor Parking Permit	Permit sub-type	Monthly Rate
All Permit Areas	Hiring a contractor	\$ 20.00
	Borrowing a vehicle	\$ 30.00
	Courtesy or rental car	\$ 30.00
	Out-of-town visitor	\$ 30.00
	New resident from out of province	\$ 30.00
Annual rate adjustment		+20% / -20%
Day Pass for Visitors of Residents with a valid Parking Permit		Daily Rate
All Permit Areas		\$ 12.50
General Fees		
Administration Fee for processing permit refunds		\$ 10.24

Schedule H of the Fees and Charges Bylaw (**Attachments #1 and #3**) have been updated to reflect these new rates.

Capital Budget

Project (\$000's)	2025	2026	2027	2028	2029	2025-2029
Curb Access and Parking Plan Implementation	1,073	-	-	-	-	1,073

This project will deliver initiatives to enable CNV to shift towards more proactive parking and curbside management to better respond to emerging needs. Project deliverables will include pay station installation, parking signage production and installation, as well communications support.

The Curb Access and Parking Plan implementation project can initially be funded with a loan (i.e. internal borrowing) from the Civic Amenity Reserve, with the intention that this loan amount of \$1,073,382 be repaid, with interest, to the reserve from future net parking revenue. Options for the terms of this repayment will be brought to Council as a part of the 2026-2030 Financial Plan.

Pavement Management:

As noted in an Information Report to Council on April 16, 2025, \$100,000 was subsequently transferred to the "Parking and Curbside Management Plan" project from the "2022 Pavement Management" project to hire communications support and procure professional services for sign plans to adhere to the committed implementation schedule. The transferred funding can be returned to the Pavement Management project should Council approve the 2025-2029 Revised Financial Plan Bylaw after its consideration.

FINANCIAL IMPLICATIONS

The bylaw recommended for adoption in this report in (**Attachment #2**) incorporates the adjustments discussed in this report.

Staff will return with updated revenue forecasts and present options for community investment as part of the 2026-2030 financial planning process.

INTER-DEPARTMENTAL IMPLICATIONS

This revision to the 2025-2029 Financial Plan supports the Curb Access and Parking Plan, which establishes policy direction that will have cross-organizational impacts. The project maintains an internal governance structure that includes staff from across the organization to support the delivery of this work.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The Revised 5-year Financial Plan has been prepared to support the delivery of the CAPP in support of CNV's Official Community Plan (2014), CNV's Mobility Strategy (2022), and Council's 2022-2026 Strategic Plan.

RESPECTFULLY SUBMITTED:



Larry Sawrenko
Chief Financial Officer

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

Fees			
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	\$ 81.90	per day per 10 m ² 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 ² 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
<i>* Street parties organized by the North Vancouver Block Watch Program are exempt from the processing fee.</i>			
Parade/Procession	s.701	\$ 102.40	N/A
Container on Street 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	

Pay Parking Zone Rates		
Pay Parking Zone	Parking Time	Rate
All Zones	First 30 minutes	Free
	Second 30 minutes	\$ 1.00
	Each 1.0 hour following (9AM-6PM)	\$ 3.00
	Each 1.0 hour following (6PM-9PM)	\$ 2.00
Annual rate adjustment		+\$0.25 / -\$0.25 per hour
Resident Exempt Parking Permit Area Rates		
Resident Parking Permit	Permit sub-type	Rate
All Permit Areas	Resident Monthly Rate (1st vehicle)	\$ 8.33
	Resident Monthly Rate (2nd vehicle)	\$ 12.50
	Homecare Provider Monthly Rate	\$ 8.33
	Low Income Monthly Rate	\$ 2.10
Annual rate adjustment		+20% / -20%
Short-term and Visitor Parking Permit	Permit sub-type	Monthly Rate
All Permit Areas	Hiring a contractor	\$ 20.00
	Borrowing a vehicle	\$ 30.00
	Courtesy or rental car	\$ 30.00
	Out-of-town visitor	\$ 30.00
	New resident from out of province	\$ 30.00
Annual rate adjustment		+20% / -20%
Day Pass for Visitors of Residents with a valid Parking Permit		Daily Rate
All Permit Areas		\$ 12.50
General Fees		
Administration Fee for processing permit refunds		\$ 10.24

City-owned Electric Vehicle Charging Station User Fees			
Public Level 2 Charging Station			
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
Public Level 3 (Fast) Charging Station			
Fees apply 24 hours a day	per hour	\$	16.00
	minimum, per minute	\$	0.2666

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9112

Financial Plan for the Years 2025 to 2029

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

1. This Bylaw shall be known and cited for all purposes as **“Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107, Amendment Bylaw, 2025, No. 9112” (Revised Financial Plan)**.
2. Schedule “A” attached hereto is the Financial Plan of The Corporation of the City of North Vancouver for the period commencing January 1, 2025, and ending December 31, 2029.

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

CORPORATE OFFICER

**SCHEDULE "A" TO BYLAW NO. 9112
CITY OF NORTH VANCOUVER FINANCIAL PLAN
FOR THE YEARS 2025 – 2029**

(1) 2025 – 2029 Financial Plan (\$000's)

For years ended December 31	2025	2026	2027	2028	2029
Revenue					
Property Value Tax	87,492	90,112	92,934	95,835	98,818
Levies (Storm and Eco)	6,192	6,987	7,904	8,874	9,899
Revenue from Fees and Services	60,856	67,134	75,291	82,461	88,335
Revenue from Other Sources	4,623	4,674	4,725	4,776	4,829
	159,163	168,907	180,854	191,946	201,881
Transfers					
Collections for Other Governments	61,640	62,873	64,130	65,413	66,721
Transfer from Reserves	97,342	62,577	51,132	59,821	41,936
External Contributions	25,643	3,191	4,712	4,444	4,328
Transfer from Capital Assets	18,160	18,523	163,893	19,271	19,656
	202,785	147,165	283,867	148,948	132,640
Total Revenues	361,948	316,072	464,721	340,894	334,521
Expenditures					
Operating Expenses					
General Government	30,836	32,169	33,547	34,972	36,446
Transportation and Transit	9,510	9,498	9,688	9,882	10,080
Health, Social Services, Housing	3,751	3,826	3,903	3,981	4,061
Development Services	10,134	10,337	10,544	10,755	10,970
Protective Services	37,656	38,268	39,033	39,814	40,610
Parks, Recreation and Culture	29,885	30,483	31,093	31,715	32,349
Water	14,335	15,275	15,865	16,448	16,841
Sewer	21,696	26,166	29,766	33,460	37,108
Solid Waste	4,476	4,610	4,748	4,890	5,036
	162,279	170,632	178,187	185,917	193,501
Capital Expenditures	100,435	44,823	40,712	52,610	36,421
Transfers					
Collections for Other Governments	61,640	62,873	64,130	65,413	66,721
Equity	20,349	19,364	19,751	20,146	20,549
Reserves	12,704	15,633	51,816	15,071	14,207
Debt Servicing	4,541	2,746	110,124	1,738	3,122
	99,234	100,616	245,821	102,367	104,600
Total Expenditures	361,948	316,072	464,721	340,894	334,521

**SCHEDULE “A” TO BYLAW NO. 9112
CITY OF NORTH VANCOUVER FINANCIAL PLAN
FOR THE YEARS 2025 – 2029**

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

	(\$000's)									
	2025	%	2026	%	2027	%	2028	%	2029	%
Property Value Tax	87,492	55	90,112	53	92,934	51	95,835	50	98,818	49
Levies (Storm and Eco)	6,192	4	6,987	4	7,904	4	8,874	5	9,899	5
Revenue from Fees and Services	60,856	38	67,134	40	75,291	42	82,461	43	88,335	44
Revenue from Other Sources	4,623	3	4,674	3	4,725	3	4,776	2	4,829	2
Total Revenues	159,163	100	168,907	100	180,854	100	191,946	100	201,881	100

Background: Property Taxes are CNV’s major source of revenue. CNV’s reliance on property tax as a source of revenue has increased gradually over the past several years. This trend is partially due to the lack of access to other types of revenues. Where feasible, CNV charges user fees for services, however this is not possible for many services. The 2025 – 2029 Financial Plan projects the percentage of revenue coming from property taxes to decrease gradually, due to the assumptions in place surrounding growth of revenue from Fees and Services, particularly within Utilities where rate increases need to account for significant future costs from Metro Vancouver.

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

(3) Distribution of Property Taxes among the Property Classes

Percentage of Taxes Collected by Property Class		2024 %	2025* %
1	Residential	57.37%	57.78%
2	Utilities	0.43%	0.41%
4	Major Industry	11.09%	10.95%
5	Light Industry	0.95%	0.89%
6	Business And Other	30.12%	29.92%
8	Recreation/Non-Profit	0.04%	0.05%

*2025 estimate based on Completed Roll data

Background: Council adopted a Long Term Property Tax Strategy to shift taxes from the Business and Other and Light Industry tax classes to the Residential tax class. The goal of this strategy was to move CNV’s tax rates and tax rate ratios to a competitive position within the Metro Vancouver Region, while maintaining principles of fairness and equity. As CNV’s tax rates and tax rate ratios are now competitive within the region, Council endorsed an across the board tax rate increase for 2025.

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

**SCHEDULE “A” TO BYLAW NO. 9112
CITY OF NORTH VANCOUVER FINANCIAL PLAN
FOR THE YEARS 2025 – 2029**

(4) Use of Permissive Tax Exemptions

Background: Council currently allows Permissive Tax Exemptions to organizations within the City, in accordance with authority provided under the Community Charter. The Community Charter shows various types of institutions as eligible, including religious institutions, providers of social housing, and not for profit societies and service organizations.

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

All existing Permissive Tax Exemptions are reviewed each year and staff continue to work with all organizations who receive a Permissive Tax Exemption to ensure that their services align with Council’s Strategic plan.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9089

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. 9089” (Schedule H - Curb Access and Parking Plan Fees)**.
2. “Fees and Charges Bylaw, 2024, No. 9000” is amended as follows:
 - A. By deleting Schedule H in its entirety and replacing it with a new Schedule H attached to this bylaw.

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

CORPORATE OFFICER

SCHEDULE H

STREETS AND PLAZAS FEES

<i>Street and Traffic Bylaw, 1991, No. 6234</i>			
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
Fees			
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	\$ 81.90	per day per 10 m ² 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 ² 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
<i>* Street parties organized by the North Vancouver Block Watch Program are exempt from the processing fee.</i>			
Parade/Procession	s.701	\$ 102.40	N/A
Container on Street 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 [Bylaw 8815, February 8, 2021] \$ 40.96
E-Bike Share Permit – Security for Performance	s.822.4	N/A	\$ 10,240.00

Pay Parking Zone Rates		
Pay Parking Zone	Parking Time	Rate
All Zones	First 30 minutes	Free
	Second 30 minutes	\$ 1.00
	Each 1.0 hour following (9AM-6PM)	\$ 3.00
	Each 1.0 hour following (6PM-9PM)	\$ 2.00
Annual rate adjustment		+\$0.25 / -\$0.25 per hour
Resident Exempt Parking Permit Area Rates		
Resident Parking Permit	Permit sub-type	Rate
All Permit Areas	Resident Monthly Rate (1st vehicle)	\$ 8.33
	Resident Monthly Rate (2nd vehicle)	\$ 12.50
	Homecare Provider Monthly Rate	\$ 8.33
	Low Income Monthly Rate	\$ 2.10
Annual rate adjustment		+20% / -20%
Short-term and Visitor Parking Permit	Permit sub-type	Monthly Rate
All Permit Areas	Hiring a contractor	\$ 20.00
	Borrowing a vehicle	\$ 30.00
	Courtesy or rental car	\$ 30.00
	Out-of-town visitor	\$ 30.00
	New resident from out of province	\$ 30.00
Annual rate adjustment		+20% / -20%
Day Pass for Visitors of Residents with a valid Parking Permit		Daily Rate
All Permit Areas		\$ 12.50
General Fees		
Administration Fee for processing permit refunds		\$ 10.24

City-owned Electric Vehicle Charging Station User Fees			
Public Level 2 Charging Station			
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
Public Level 3 (Fast) Charging Station			
Fees apply 24 hours a day	per hour	\$	16.00
	minimum, per minute	\$	0.2666



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2025 TAX RATES BYLAW

Date: April 16, 2025 File No: 05-1970-05-0005/2025

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

RECOMMENDATION

PURSUANT to the report of the Chief Financial Officer, dated April 16, 2025, entitled "2025 Tax Rates Bylaw":

THAT "Tax Rates Bylaw, 2025, No. 9104" be considered.

ATTACHMENTS

1. Proposed "Tax Rates Bylaw, 2025, No. 9104" (CityDocs [2630485](#))

PURPOSE

The purpose of this report is to seek Council approval for the 2025 Tax Rates Bylaw.

BACKGROUND

The *Community Charter* requires the preparation and adoption of a Tax Rates Bylaw after adoption of the Financial Plan but before May 15th each year. CNV's property tax rates are set each year to enable CNV to collect the tax levy that is required in the Financial Plan.

DISCUSSION

The Tax Rate Bylaw presented for endorsement reflects the 5.95% tax rate increase endorsed by Council at the March 3, 2025 Regular Council meeting and the "across the

board” tax rate distribution option endorsed by Council at the March 31, 2025 Regular Council meeting.

The 2025 Tax Rates Bylaw contains the following schedules:

- Schedule A** – Rates required for CNV’s total general municipal tax revenue
- Schedule B** – Rates required for the CNV’s storm drainage levy
- Schedule C** – Rates required for the CNV’s eco levy
- Schedule D** – Rates required for the Metro Vancouver Regional District tax

The storm drainage and eco levy rates in schedules B and C reflect the CNV utilities budgets endorsed by Council on December 2, 2024.

The Metro Vancouver Regional District (“MV”) tax rates are as required to collect the MV 2025 tax requisition included in MV’s Bylaw 1401, 2024 relating to its most recent Financial Plan for the years 2025-2029, adopted by the MV Board of Directors on November 1, 2024.

Note that the other governmental agencies (School, TransLink, BC Assessment and the Municipal Finance Authority) will set and approve their own respective tax rates separate from CNV’s Tax Rate Bylaw.

FINANCIAL IMPLICATIONS

Financial implications have been addressed in detail during the 2025-2029 Financial Planning process.

STRATEGIC PLAN IMPLICATIONS

The preparation and approval of a Tax Rates Bylaw is a critical step in CNV’s financial planning process. The property taxes collected through the Bylaw will provide funding for programs and projects in support of the vision and priorities of the 2022-2026 Council Strategic Plan.

RESPECTFULLY SUBMITTED:



Larry Sawrenko
Chief Financial Officer

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9104

A Bylaw to impose property value taxes on land and improvements in the City of North Vancouver for the year 2025.

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

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

WHEREAS for General and Debt purposes, according to the last Revised Assessment Roll of the City, the amount of the assessed value of the taxable land and taxable improvements is \$33,724,899,478;

AND WHEREAS for the Regional Hospital purposes, according to the last Revised Assessment roll of the City, the amount of the assessed value of the taxable land and taxable improvements is \$33,748,111,478;

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

1. This Bylaw shall be known and cited for all purposes as “**Tax Rates Bylaw, 2025, No. 9104**”.
2. The following rates are hereby imposed and levied for the year 2025:
 - A. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “A” attached hereto and forming a part hereof.
 - B. For the storm drainage purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “B” attached hereto and forming a part hereof.
 - C. For the eco levy purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “C” attached hereto and forming a part hereof.

- D. For the City's appropriate share of the monies required for the operating fund of the Metro Vancouver Regional District for the year 2025, on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing on Schedule "D" attached hereto and forming a part hereof.

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

CORPORATE OFFICER

SCHEDULE "A"

2025 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Municipal General
1.	Residential	1.77100
2.	Utilities	37.37652
4.	Major Industry	25.69641
4.	Major Industry (With Provincial Cap)	25.69641
4.	Major Industry (With Provincial Cap for new investment)	21.02434
5.	Light Industry	5.63931
6.	Business	5.63931
8.	Recreation/Non Profit	2.02632

SCHEDULE "B"

2025 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Storm Drainage
1.	Residential	0.09590
2.	Utilities	2.02389
4.	Major Industry	1.39137
4.	Major Industry (With Provincial Cap)	1.39137
4.	Major Industry (With Provincial Cap for new investment)	1.13839
5.	Light Industrial	0.30536
6.	Business	0.30536
8.	Recreation/Non Profit	0.10972

SCHEDULE "C"

2025 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Eco Levy
1.	Residential	0.02841
2.	Utilities	0.59959
4.	Major Industry	0.41222
4.	Major Industry (With Provincial Cap)	0.41222
4.	Major Industry (With Provincial Cap for new investment)	0.33727
5.	Light Industry	0.09047
6.	Business	0.09047
8.	Recreation/Non Profit	0.03251

SCHEDULE "D"

2025 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class	Metro Vancouver Regional District
<hr/>	
1. Residential	0.05938
2. Utilities	0.20783
4. Major Industry	0.20189
5. Light Industry	0.20189
6. Business	0.14548
8. Recreation/Non Profit	0.05938
