



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, JULY 7, 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 Skw̓xwú7mesh (Squamish) and sə́lílwətaʔ (Tsleil-Waututh) Nations.

CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, July 7, 2025

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, June 16, 2025
3. Council Workshop Minutes, June 23, 2025

PUBLIC INPUT PERIOD

CONSENT AGENDA

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

BYLAWS – ADOPTION

- *4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100” (Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment)
- *5. “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment, Rental Housing Commitments)
- *6. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery)

PRESENTATION

City of North Vancouver Accessibility Plan – Diversity, Equity and Inclusion Leader

REPORT

7. City of North Vancouver Accessibility Plan

PRESENTATION

Provincial Legislation Alignment: Development Permit System – Manager,
Planning (City Design and Planning)

*Information Report, July 7, 2025 – “Zoning Bylaw Update – Development Permit
System”*

PRESENTATION

Community Engagement Framework – Senior Manager, Communications and
Engagement

REPORTS

8. Community Engagement Framework
9. Rezoning Application: 618 East 4th Street (Vernacular Studio Inc.)

BYLAW – FIRST, SECOND AND THIRD READINGS

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115” (Vernacular
Studio Inc., 618 East 4th Street, RS-2)

REPORT

11. General Local Elections – Election Sign Bylaw Amendments and Civic
Awareness, Education and Engagement Initiatives

BYLAW – FIRST, SECOND AND THIRD READINGS

12. “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117”

REPORTS

13. King Taps Lonsdale Ltd. – Application for Change to Liquor Service Hours
14. 2025 Round One Community Grant Recommendations
15. 2025 Appropriation #2

*Information Report, June 17, 2025 – “2025-2029 Capital Plan – Specific
Appropriations: Cyber Security Program – Funding Appropriation (Project 5-18)”*

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, July 7, 2025

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, June 16, 2025
3. Council Workshop Minutes, June 23, 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 5:50 pm on the day of the Council meeting.
- 2) ELECTRONICALLY VIA WEBEX: Speakers who choose to participate electronically must pre-register by 12:00 pm 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 pm on the day of the Council Meeting.

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

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

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

CONSENT AGENDA

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

RECOMMENDATION:

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

START OF CONSENT AGENDA

BYLAWS – ADOPTION

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

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100”
(Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

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

RECOMMENDATION:

THAT “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment, Rental Housing Commitments) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *6. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery)

RECOMMENDATION:

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

END OF CONSENT AGENDA

PRESENTATION

City of North Vancouver Accessibility Plan – Diversity, Equity and Inclusion Leader

Item 7 refers.

REPORT

7. City of North Vancouver Accessibility Plan – File: 07-2830-05-0004/1

Report: Diversity, Equity and Inclusion Leader, June 25, 2025

RECOMMENDATION:

PURSUANT to the report of the Diversity, Equity and Inclusion Leader, dated June 25, 2025, entitled “City of North Vancouver Accessibility Plan”:

THAT the City of North Vancouver Accessibility Plan be endorsed.

PRESENTATION

Provincial Legislation Alignment: Development Permit System – Manager,
Planning (City Design and Planning)

Information Report, July 7, 2025 – “Zoning Bylaw Update – Development Permit System”

PRESENTATION

Community Engagement Framework – Senior Manager, Communications and
Engagement

Item 8 refers.

REPORTS

8. Community Engagement Framework – File: 04-1465-01-0001/2025

Report: Senior Manager, Communications and Engagement, June 18, 2025

RECOMMENDATION:

PURSUANT to the report of the Senior Manager, Communications and Engagement, dated June 18, 2025, entitled “Community Engagement Framework”:

THAT the City of North Vancouver Community Engagement Framework Principles be approved;

THAT the City of North Vancouver Community Engagement Framework, included as Attachment #1 to the report, dated June 18, 2025, entitled “Community Engagement Framework”, be endorsed;

AND THAT staff be directed to implement the phased Community Engagement Action Plan.

REPORTS – Continued

9. Rezoning Application: 618 East 4th Street (Vernacular Studio Inc.)
– File: 08-3400-20-0126/1

Report: Planner 1, July 7, 2025

RECOMMENDATION:

PURSUANT to the report of the Planner 1, dated July 7, 2025, entitled “Rezoning Application: 618 East 4th Street (Vernacular Studio Inc.)”:

THAT the application submitted by Vernacular Studio Inc., to rezone the property located at 618 East 4th Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115” (Vernacular Studio Inc., 618 East 18th Street, RS-2) be considered for readings with no Public Hearing held, in accordance with the *Local Government Act*, Section 464(3) [public hearing prohibited];

THAT Development Variance Permit No. PLN2023-00018 (Vernacular Studio Inc., 618 East 4th Street) be considered for issuance in accordance with Section 498 of the *Local Government Act* with no Public Meeting held;

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

Item 10 refers.

BYLAW – FIRST, SECOND AND THIRD READINGS

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115” (Vernacular Studio Inc., 618 East 4th Street, RS-2)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115” (Vernacular Studio Inc., 618 East 4th Street, RS-2) be given first, second and third readings.

No Public Hearing held. Notice published on June 25 and July 2, 2025.

REPORT

11. General Local Elections – Election Sign Bylaw Amendments and Civic Awareness, Education and Engagement Initiatives – File: 01-0550-30-0001/2025

Report: Senior Advisor, Legislative Services, June 18, 2025

RECOMMENDATION:

PURSUANT to the report of the Senior Advisor, Legislative Services, dated June 18, 2025, entitled “General Local Elections – Election Sign Bylaw Amendments and Civic Awareness, Education and Engagement Initiatives”:

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117” be considered for readings;

THAT staff create an All Candidates Meeting Toolkit to help support non-partisan, not-for-profit resident associations and community groups organize such events;

THAT Council grants for All Candidates Meetings be discontinued;

THAT staff create a strategic communications and engagement plan for general local elections to help guide development and implementation of potential new civic awareness, education and engagement opportunities;

AND THAT staff report back to Council in the fourth quarter of 2025 with anticipated initiatives, communication strategies and costs for the 2026 General Local Election.

Item 12 refers.

BYLAW – FIRST, SECOND AND THIRD READINGS

12. “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117”

RECOMMENDATION:

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117” be given first, second and third readings.

REPORTS

13. King Taps Lonsdale Ltd. – Application for Change to Liquor Service Hours
– File: 09-4320-50-0002/2025

Report: Manager, Business Services, June 18, 2025

RECOMMENDATION:

PURSUANT to the report of the Manager, Business Services, dated June 18, 2025, entitled “King Taps Lonsdale Ltd. – Application for Change to Liquor Service Hours”:

THAT the application for an extension to liquor service hours from the current 12:00 a.m. to the proposed 1:00 a.m. on Fridays and Saturdays for King Taps Lonsdale Ltd. located at Unit 141-123 Carrie Cates Court be supported on the basis that:

- the proposed change to liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- the impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal; and
- the proposed change to liquor service hours is consistent with the vision for the Lower Lonsdale neighbourhood;

AND THAT the City of North Vancouver opts out of the public consultation process to allow the Liquor and Cannabis Regulation Branch to conduct public consultation with respect to this application.

14. 2025 Round One Community Grant Recommendations – File: 05-1850-20-0005/2025

Report: Community Planner, July 7, 2025

RECOMMENDATION:

PURSUANT to the report of the Community Planner, dated July 7, 2025, entitled “2025 Round One Community Grant Recommendations”:

THAT the 2025 Round One Community Grants be awarded to the list of organizations as proposed in the report, in the total amount of \$181,150, with funds allocated from the 2025 Community Grants budget;

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

REPORTS – Continued

15. 2025 Appropriation #2 – File: 05-1705-30-0019/2025

Report: Chief Financial Officer, June 18, 2025

RECOMMENDATION:

PURSUANT to the report of the Chief Financial Officer, dated June 18, 2025, entitled “2025 Appropriation #2”:

THAT (Funding Appropriation #2516) an amount of \$200,000 be appropriated from the General Capital Reserve for the purpose of funding the 2025-2029 Capital Plan;

AND THAT 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.

Information Report, June 17, 2025 – “2025-2029 Capital Plan – Specific Appropriations: Cyber Security Program – Funding Appropriation (Project 5-18)”

PUBLIC CLARIFICATION PERIOD

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

COUNCIL INQUIRIES

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

RECESS TO CLOSED SESSION

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter], 90(1)(j) [information privacy], 90(1)(l) [annual report] and 90(2)(b) [intergovernmental relations].

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, JUNE 16, 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

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
P. Manarovici, Controller
D. Hutch, Deputy Director, Parks and Public Spaces
J. Hall, Manager, Public Realm Infrastructure
M. Holm, Manager, Engineering Design
S. Galloway, Director, Planning and Development
T. Ryce, Chief Building Official
D. Fergusson, Manager, Planning (City Design and Planning)
J. Greig, Manager, Planning (Development Planning)
E. Macdonald, Development Planner
K. Pickett, Planning Assistant
M. Chan, Director, Real Estate, Facilities and Economic Development
A. Marginson, Manager, Business Services
G. Schalk, Public Safety Director and Fire Chief
E. Doran, Director, People, Culture and Transformation
A. Gibbs, Senior Manager, Communications and Engagement
S. Peters, Manager, Projects and Initiatives
T. Huckell, Legislative Services Advisor

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

APPROVAL OF AGENDA

Moved by Councillor Back, seconded by Councillor Girard

1. Regular Council Meeting Agenda, June 16, 2025

CARRIED UNANIMOUSLY

R2025-06-16/1

ADOPTION OF MINUTES

Moved by Councillor Shahriari, seconded by Councillor Back

2. Regular Council Meeting Minutes, June 9, 2025

CARRIED UNANIMOUSLY

R2025-06-16/2

PROCLAMATION

Mayor Buchanan declared the following proclamation:

National Indigenous Peoples Day – June 21, 2025

PUBLIC INPUT PERIOD

- Laurie Parkinson, North Vancouver, spoke in favour of Item 7, Provincial Legislation Alignment – Zoning Bylaw Options and Proposed Direction.
- Sean Alexander, North Vancouver, spoke regarding transparency of City Committee appointments.

CONSENT AGENDA

Moved by Councillor Valente, seconded by Councillor Back

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

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

REPORTS

3. 2024 Statement of Financial Information – File: 05-1880-20-0008/2024

Report: Chief Financial Officer, May 28, 2025

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated May 28, 2025, entitled, “2024 Statement of Financial Information”:

THAT the Statement of Financial Information for the year ended December 31, 2024 be approved and forwarded to the Ministry of Municipal Affairs.

(CARRIED UNANIMOUSLY BY CONSENT)

R2025-06-16/3

4. Report Required Under the *Local Government (Green Communities) Statutes Amendment Act, 2008* – File: 05-1610-01-0001/2024

Report: Chief Financial Officer, May 28, 2025

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated May 28, 2025, entitled “Report Required Under the *Local Government (Green Communities) Statutes Amendment Act, 2008*”:

THAT the report be received and filed.

(CARRIED UNANIMOUSLY BY CONSENT)

R2025-06-16/4

END OF CONSENT AGENDA

PUBLIC MEETING – 758 Harbourside Drive and 2024 Annual Municipal Report

Moved by Councillor Valente, seconded by Councillor Shahriari

THAT the meeting recess to the Public Meeting regarding “758 Harbourside Drive” and the “2024 Annual Municipal Report”.

CARRIED UNANIMOUSLY

The meeting recessed to the Public Meeting at 6:06 pm and reconvened at 6:25 pm.

Mayor Buchanan declared a recess at 6:25 pm and reconvened the meeting at 6:27 pm with all members of Council present.

MOTION

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

Moved by Mayor Buchanan, seconded by Councillor Girard

THAT Item 5 be deferred to the next Regular Council meeting scheduled for July 7, 2025.

CARRIED UNANIMOUSLY

R2025-06-16/5

REPORT

6. 2024 Annual Municipal Report – File: 01-0640-20-0001/2024

Report: Chief Financial Officer, May 28, 2025

Moved by Councillor Shahriari, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated May 28, 2025 entitled “2024 Annual Municipal Report”:

THAT the 2024 Annual Municipal Report be approved.

CARRIED UNANIMOUSLY

R2025-06-16/6

PRESENTATION

Provincial Legislation Alignment Options and Proposed Direction – Director, Planning and Development, and Manager, Planning (City Design and Planning)

Planning and Development staff provided a PowerPoint presentation regarding “Provincial Legislation Alignment Options and Proposed Direction” and responded to questions from Council.

REPORTS

7. Provincial Legislation Alignment – Zoning Bylaw Options and Proposed Direction
– File: 09-3900-30-0008/1

Report: Manager, Planning (City Design and Planning), June 16, 2025

Moved by Councillor Girard, seconded by Councillor McIlroy

PURSUANT to the report of the Manager, Planning (City Design and Planning), dated June 16, 2025, entitled “Provincial Legislation Alignment – Zoning Bylaw Options and Proposed Direction”:

THAT staff be directed to initiate an amendment to the Official Community Plan to enable changes to the Zoning Bylaw that would allow for the 20-year housing need;

THAT staff be directed to initiate an amendment to the Zoning Bylaw to accommodate the 20-year housing need;

THAT staff be directed to schedule an ‘OCP Facilitated Town Hall’ to gather feedback on the proposed amendments to the Official Community Plan;

AND THAT staff be directed to bring back proposed changes to the Official Community Plan and Zoning Bylaw later this year for Council’s consideration.

CARRIED UNANIMOUSLY

R2025-06-16/7

8. Amending City Regulations to Support Faster Housing Delivery
– File: 09-3800-20-0001/2025

Report: Chief Building Official, June 16, 2025

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Chief Building Official, dated June 16, 2025, entitled “Amending City Regulations to Support Faster Housing Delivery”:

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery) be considered.

CARRIED UNANIMOUSLY

R2025-06-16/8

BYLAW – FIRST, SECOND AND THIRD READINGS

9. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery)

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118” (Amendments to Support Faster Housing Delivery) be given first, second and third readings.

CARRIED UNANIMOUSLY

R2025-06-16/9

REPORT

10. The Gull Bar and Kitchen – Liquor Licensed Patio Application
– File: 09-4230-50-0002/2025

Report: Manager, Business Services, May 27, 2025

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Manager, Business Services, dated May 27, 2025, entitled “The Gull Bar and Kitchen – Liquor Licensed Patio Application”:

THAT the proposed liquor licensed patio application for The Gull Bar and Kitchen at 175 East 1st Street be supported on the basis that:

- the proposed licensed patio will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- the impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal if managed diligently; and
- the proposed licensed patio is consistent with the vision for the lower Lonsdale neighbourhood;

AND THAT the City of North Vancouver opts out of the public consultation process to allow the Liquor and Cannabis Regulation Branch to conduct public consultation with respect to this application.

CARRIED UNANIMOUSLY

R2025-06-16/10

PUBLIC CLARIFICATION PERIOD

Nil.

COUNCIL INQUIRIES

Nil.

COUNCIL REPORTS

Nil.

NEW ITEMS OF BUSINESS

Nil.

NOTICES OF MOTION

Nil.

RECESS TO CLOSED SESSION

Moved by Councillor Valente, seconded by Councillor Back

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(j) [information privacy] and 90(1)(k) [contract negotiations/proposed service].

CARRIED UNANIMOUSLY

The meeting recessed to the Committee of the Whole, Closed Session, at 8:09 pm and reconvened at 9:13 pm.

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

Moved by Councillor Valente, seconded by Councillor Back

THAT the actions directed regarding the following items from the Committee of the Whole (Closed Session) of June 16, 2025, be ratified:

11. Contract Negotiations/Proposed Service – File: 02-0800-30-0031/1

Report: Deputy Director, Civic Development and Strategic Initiatives,
May 21, 2025

PURSUANT to the report of the Deputy Director, Civic Development and Strategic Initiatives, dated May 21, 2025, regarding contract negotiations/proposed service:

THAT the wording of the resolution and the report of the Deputy Director, Civic Development and Strategic Initiatives, dated May 21, 2025, remain in the Closed session.

R2025-06-16/11

12. Contract Negotiations/Proposed Service – File: 12-6240-20-0045/1

Report: Manager, Parks and Natural Spaces, May 28, 2025

PURSUANT to the report of the Manager, Parks and Natural Spaces, dated May 28, 2025, regarding contract negotiations/proposed service:

THAT the wording of the resolution and the report of the Manager, Parks and Natural Spaces, dated May 28, 2025, remain in the Closed session.

R2025-06-16/12

CARRIED UNANIMOUSLY

ADJOURN

Moved by Councillor Bell, seconded by Councillor Girard

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:14 pm.

“Certified Correct by the Corporate Officer”

CORPORATE OFFICER

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MINUTES OF THE COUNCIL WORKSHOP HELD IN CONFERENCE ROOM A/B, CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON MONDAY, JUNE 23, 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

STAFF MEMBERS

L. McCarthy, CAO
A. Cifarelli, Corporate Officer
J. Peters, Manager, Legislative and Election Services
L. Sawrenko, Chief Financial Officer
D. Van Heerden, Manager, Financial Planning
K. Magnusson, Director, Engineering, Parks and Environment
S. Galloway, Director, Planning and Development
M. Friesen, Manager, Planning (Urban Regeneration and Analytics)
E. Doran, Director, People, Culture and Transformation
M. Trespalacios, Diversity, Equity and Inclusion Leader
S. Peters, Manager, Projects and Initiatives

GUESTS

C. Binning, Partner, Hemson Consulting
J. Hall, Consultant, Hemson Consulting

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

APPROVAL OF AGENDA

Moved by Councillor McIlroy, seconded by Councillor Bell

1. Council Workshop Agenda, June 23, 2025

CARRIED UNANIMOUSLY

W2025-06-23/1

MOTION TO SUSPEND THE RULES OF PROCEDURE

Moved by Councillor Valente, seconded by Councillor Shahriari

THAT the Rules of Procedure be suspended for the purposes of informal consideration of the Workshop matters.

CARRIED UNANIMOUSLY

PRESENTATIONS

- A. DEI Learning Offerings for Mayor and Members of Council – Diversity, Equity and Inclusion Leader

People, Culture and Transformation staff provided a PowerPoint presentation regarding “DEI Learning Offerings for Mayor and Members of Council” and responded to questions from Council.

PRESENTATIONS – Continued

B. Development Cost Charges Review and Update – Chief Financial Officer

The Chief Financial Officer and Director, Engineering, Parks and Environment, provided a PowerPoint presentation regarding “Development Cost Charges Review and Update” and, along with consultants from Hemson Consulting, responded to questions from Council.

At 8:25 pm, the Chair declared the workshop adjourned.

“Certified Correct by the Corporate Officer”

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9100

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. 9100” (Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment)**.
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 146-160 East 2nd Street and legally described below as henceforth being amended to and forming part of CD-007 (Comprehensive Development 007 Zone):

PID: 007-241-330	LOT F BLOCK 141 DISTRICT LOT 274 PLAN 17913
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3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:

- A. Amending the following section 1101, removing ‘CD-7 Comprehensive Development 7 Zone’ in its entirety and replacing it as follows:

CD-007 Comprehensive Development 007 Zone (146-160 East 2nd Street)

In the CD-007 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 LL-4 Zone, except that:

- (1) The permitted Principal Use on the Lot shall be limited to:

- (a) Retail Service Group 1A Use;
- (b) Rental Residential Apartment Use subject to Section 6A02(1) of this Bylaw, except that an Rental Residential Apartment Use shall be permitted on the second storey and above;
- (c) Accessory Home Occupation Use, subject to Section 507(6);
- (d) Accessory Home Office Use, subject to Section 507(6);
- (e) Child Care Use, subject to Section 607(9);
- (f) Accessory Off-Street Loading Use;
- (g) Accessory Off-Street Parking Use;
- (h) Off-Site Parking Use;

- (2) Gross Floor Area:

- (a) The maximum Gross Floor Area is 2.6 FSR;
- (b) Notwithstanding (2)(a) the Maximum Gross Floor Area may be increased as follows:

BASE DENSITY			
OCP Schedule 'A'		2.6 FSR	
ADDITIONAL (BONUS) DENSITY			
ADDITIONAL DENSITY CATEGORY	DESCRIPTION	ADDITIONAL DENSITY (BONUS)	POLICY REFERENCE
Secured Rental Housing	100% rental housing; 10% mid-market rental units	1.0 FSR	OCP section 2.2
TOTAL DENSITY		3.6 FSR	

- (3) Lot Coverage shall not exceed 90%, reduced to 68% above the second storey;
- (4) Building Height:
 - (a) The principal building shall not exceed a building height of 23 metres (75.5 feet) as measured from the average grade at the southern property line;
- (5) Height Exceptions:
 - (a) The Heights of Buildings and Structures permitted elsewhere in the Bylaw may be exceeded for:
 - i. parapet walls, guard rails, Garden Structures, common staircase and elevator structures by not more than 6.1 metres (20 feet);
 - ii. Fully screened mechanical equipment, sited at least 2.5 metres (8.2 feet) from the outer edge of the roof, by not more than 6.1 metres (20 feet);
- (6) Siting:
 - (a) Principal Building shall be sited in accordance with the following:
 - i. from the Front Lot Line (southern boundary):
 - 1. No less than 0.5 metres (1.6 feet) to the basement levels;
 - 2. No less than 1 metre (3.3 feet) to ground level walls;
 - 3. No less than 1.8 metre (5.9 feet) to upper level walls;
 - 4. No less than 1.1 metres (3.6 feet) to an unenclosed balcony;
 - ii. from the Rear Lot Line (northern boundary):
 - 1. No less than 0.5 metres (1.6 feet) to the basement levels;
 - 2. No less than 0.5 metres (1.6 feet) to walls between ground level and level 2 (lane level);
 - 3. No less than 3.0 metres (9.8 feet) to all upper level walls;
 - 4. No less than 1.1 metres (3.6 feet) to an unenclosed balcony;
 - iii. from the Exterior Side Lot Line (western boundary):
 - 1. No less than 3.0 metres (9.8 feet) to the basement levels;
 - 2. No less than 3.0 metres (9.8 feet) to ground level walls;
 - 3. No less than 2.6 metres (8.5 feet) to upper level walls and unenclosed balconies;

- iv. from the Interior Side Lot Line (eastern boundary):
 - 1. No less than 0 metres to the basement levels;
 - 2. No less than 0 metres to walls between ground level and the upper residential levels;
 - 3. Notwithstanding (6)(iv)(2), the walls are to be no less than 4.1 metres (13.4 feet) to the two uppermost levels of the building;
 - 4. No less than 2.0 metres (6.5 feet) to an unenclosed balcony;
- (7) Section 6A04 (5) (b) shall be varied to permit all portions of Principal Buildings exceeding four Storeys to be sited at least 17.0 metres (55.7 feet) from all portions of other Principal Buildings exceeding four storeys
- (8) Section 6A04 (6) shall be varied to allow the principal building not exceed a horizontal width or length of:
 - (a) 51.8 metres (170 feet) above the second storey; and
 - (b) 39.6 metres (130 feet) to the two uppermost levels of the building;
- (9) Section 906(4)(c)(i) shall be varied to permit vehicle access from a Street where the lot abuts both an open Street and an opened lane;
- (10) Off-Street Parking, Short-Term and Secure Bicycle Parking, and Accessory Off-Street Loading Spaces shall be provided in conformity with the requirements of Division IV, Parts 9, 10, and 10A, except that:
 - (a) A minimum of 6 residential visitor Parking Spaces shall be provided;
 - (b) A minimum of 6 commercial Parking Spaces shall be provided;
 - (c) 2 vehicle Parking Spaces shall be identified as shared residential visitor and commercial parking spaces.

READ a first time on the 27th day of January, 2025.

READ a second time on the 27th day of January, 2025.

READ a third time on the 27th day of January, 2025.

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

MAYOR

CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW, 2025, No. 9101

A Bylaw to enter into a Housing Agreement (146-160 East 2nd Street)

WHEREAS Section 483 of the *Local Government Act* R.S.B.C. 2015 c.1 permits a local government to enter into a housing agreement for rental housing.

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

1. This Bylaw shall be known and cited for all purposes as “**Housing Agreement Bylaw, 2025, No. 9101**” (**Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007 Text Amendment, Rental Housing Commitments**).
2. The Council hereby authorizes The Corporation of the City of North Vancouver to enter into a Housing Agreement to secure rental housing commitments with the owner of lands having a civic address of 146-160 East 2nd Street, North Vancouver, legally described as: PID: 007-241-330; LOT F BLOCK 141 DISTRICT LOT 274 PLAN 17913 substantially in the form attached to this bylaw.
3. The Mayor and Corporate Officer are authorized to execute the Housing Agreement and any documents required to give effect to the Housing Agreement.

READ a first time on the 27th day of January, 2025.

READ a second time on the 27th day of January, 2025.

READ a third time on the 27th day of January, 2025.

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

MAYOR

CORPORATE OFFICER

PART 2 – TERMS OF INSTRUMENT

RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT

THIS AGREEMENT,

BETWEEN:

1152455 B.C. LTD., INC.NO. BC1152455 a corporation having offices at Suite 1100-1055, Dunsmuir Street, Vancouver, British Columbia, V7X 1K8

(the “Owner”)

AND:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER, a municipal corporation pursuant to the *Local Government Act* and having its offices at 141 West 14th Street, North Vancouver, British Columbia, V7M 1H9

(the “City”)

WHEREAS:

- A. The Owner is the registered owner of the Lands.
- B. The City is a municipal corporation incorporated pursuant to the *Local Government Act*, RSBC 2015, c. 1 and the *Community Charter*, SBC 2003, c. 26.
- C. Section 219 of the *Land Title Act*, RSBC 1996, c. 250 (the “**Land Title Act**”) permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land, that land is or is not to be built on except in accordance with the covenant and that land is not to be subdivided except in accordance with the covenant.
- D. Section 483 of the Act permits a local government to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of the housing units identified in the agreement, including respecting the form of tenure of the housing units, the availability of the housing units to classes of persons, the administration and management of the housing units and the rents and lease, sale or share prices that may be charged.
- E. The City has adopted a bylaw authorizing this Agreement.
- F. The Owner and the City wish to enter into this Agreement pursuant to Section 219 of the *Land Title Act* and section 483 of the Act.

NOW THEREFORE in consideration of the sum of Ten Dollars (\$10.00) now paid by the City to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the City covenant each with the other as follows:

1. DEFINITIONS

- (a) **“Act”** means the *Local Government Act*, RSBC 2015, c.1 as amended from time to time;
- (b) **“Affordable Rent”** means with respect to each Mid-Market Rental Unit a rent payment amount equal to 10% below the “Private Apartment Average Rents” for the corresponding bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year the tenancy is entered into;
- (c) **“Agreement”** means this agreement as amended from time to time;
- (d) **“Commencement Date”** has the meaning set out in section 2.1 herein;
- (e) **“Council”** means the municipal council for the City of North Vancouver;
- (f) **“CMHC”** means Canada Mortgage and Housing Corporation;
- (g) **“Director, Planning and Development”** means the chief administrator of the Department of Planning of the City and their successors in function and their respective nominees;
- (h) **“Dwelling Unit”** means a dwelling unit as defined in the City of North Vancouver’s “Zoning Bylaw 1995, No. 6700” as amended from time to time;
- (i) **“Lands”** means those lands and premises legally described as:

Parcel Identifier: 007-241-330
Lot: F
Block: 141
District Lot: 274
Plan 17913;
- (j) **“Mid-Market Rental Units”** means the Dwelling Units in the Residential Building to be constructed on the Lands that are rented to tenants for Affordable Rent;
- (k) **“Market Rental Units”** means all Dwelling Units in the Residential Building other than the Mid-Market Rental Units;
- (l) **“Maximum Household Income”** means an annual gross household income determined by multiplying Affordable Rent by 12 to yield the households’ annual housing costs, and divide by 30% (0.30) to meet the standard definition of affordability;
- (m) **“Rental Purposes”** means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the *Residential Tenancy Act*, SBC 2002 c. 78 as amended from time to time between the Owner and the tenant;
- (n) **“Rental Units”** means the Market Rental Units and the Mid-Market Rental Units;

- (o) **“Residential Building”** means the six storey building to be constructed on the Lands to be used for Rental Purposes with 76 Dwelling Units, of which 68 Dwelling Units will be Market Rental Units and 8 Dwelling Units will be Mid-Market Rental Units;
- (p) **“RT Act”** means the *Residential Tenancy Act*, SBC 2002 c. 78;
- (q) **“Rezoning Bylaw”** means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100”;
- (r) **“Section 219 Covenant”** means a covenant pursuant to Section 219 of the *Land Title Act*;
- (s) **“Tenancy Agreement”** means an agreement, whether written or oral, express or implied, between the Owner and a tenant respecting possession or occupancy of a Rental Unit;
- (t) **“Term”** has the meaning set out in section 2.1 herein.

2. TERM

- 2.1 This Agreement will commence upon adoption by the City’s Council of “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2nd Developments Limited Partnership, 146-160 East 2nd Street, CD-007, Rental Housing Commitments) (the **“Commencement Date”**) and will continue until the date this Agreement is terminated in accordance with sections 2.2 or 8.3(c) (the **“Term”**).
- 2.2 This Agreement will terminate immediately upon the removal or destruction of the Residential Building provided the Residential Building is not repaired or rebuilt following the destruction thereof.
- 2.3 Subject to section 7.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

3. SECTION 219 COVENANT

- 3.1 The Owner covenants and agrees with the City as a covenant in favour of the City pursuant to Section 219 of the *Land Title Act*, that during the Term of this Agreement, it being the intention and agreement of the Owner that the provisions in this Agreement be annexed to, and run with and be a charge upon the Lands, that notwithstanding the Rezoning Bylaw, the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and that:
 - (a) the Lands must not be subdivided or stratified;
 - (b) the Rental Units in the Residential Building must be used for Rental Purposes only and all Rental Units must be owned and operated by the Owner, provided that the Mid-Market Rental Units may be operated by a non-profit entity engaged by the Owner and having expertise in non-market housing, with the approval of the Director, Planning and Development; and

- (c) no Rental Unit in the Residential Building must be occupied for any purpose except for Rental Purposes pursuant to a Tenancy Agreement.
- 3.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Residential Building must be developed, built, and maintained in accordance with all City bylaws, regulations and guidelines as amended from time to time.
- 3.3 Section 7.1 and 7.2 of this Agreement are integral to and form part of this Section 219 Covenant.

4. TENANCY RESTRICTIONS

- 4.1 The unit mix for Rental Units in the Residential Building will be no fewer than eight (8) three-bedroom units, twenty-one (21) two-bedroom units, six (6) one-bedroom units and forty-one (41) studio units or as otherwise approved in writing by the Director, Planning and Development in their discretion.
- 4.2 The Mid-Market Rental Units will be provided in the following unit mix: four (4) studio units, one (1) one-bedroom unit, two (2) two-bedroom units, and one (1) three-bedroom unit. The Owner may only change this mix with the approval in writing by the Director, Planning and Development with such approval to be granted in their discretion. The Owner will be entitled to determine the locations of the eight (8) Mid-Market Rental Units within the Residential Building.
- 4.3 Notwithstanding the number of Dwelling Units that are required to be Mid-Market Rental Units as specified in the definitions for Mid-Market Rental Units and Residential Building in this Agreement, the Director of Planning and Development may, at their discretion, approve a change to the number of Dwelling Units in the Residential Building and, consequently, the number of Dwelling Units that are required to be Mid-Market Rental Units, provided that such number remains equal to or greater than 10% of the total number of Dwelling Units in the Residential Building.
- 4.4 The Owner will enter into a minimum 1 year Tenancy Agreement for each of the Mid-Market Rental Units which will convert to a month to month tenancy at the end of the 1 year term. If such a tenancy is ended prior to the end of the Term, the Owner must rent the Mid-Market Rental Unit at Affordable Rent. For greater certainty, at the end of each tenancy, the Mid-Market Rental Unit will continue to be rented as a Mid-Market Rental Unit at Affordable Rent, which obligation will be ongoing at all times during the Term.

5. OWNER'S OBLIGATIONS

- 5.1 Without limiting section 3.1 of this Agreement:
 - (a) Management and administration: the management, administration, and associated costs with the management and administration of the Rental Units, including the Mid-Market Rental Units, will be borne by the Owner or its designated rental agent, unless otherwise approved by the City in writing and all Mid-Market Rental Units must be managed by one rental agent;
 - (b) Compliance with Tenant Relocation Plan: INTENTIONALLY DELETED

- (c) Advertisement: when the Mid-Market Rental Units first become available, the Owner will advertise such units for a minimum of one month on at least two common rental property search platforms that allow potential tenants to view available properties for rent in North Vancouver without payment of a fee or requirement for registration, and the Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Mid-Market Rental Units. When a Mid-Market Rental Unit becomes available for a subsequent, new tenancy, the Owner will advertise the unit in accordance with the foregoing requirements for a period of at least one week;
- (d) Tenant Selection: the Owner will make the Mid-Market Rental Units available, both at the first tenancy and each subsequent tenancy, in the following order of priority:
- (i) If the Residential Building replaces an existing rental building, then tenants from the existing rental building on the Lands being replaced who have household incomes at or below the Maximum Household Income will be provided first right of refusal in the Mid-Market Rental Units, and have first priority, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in this regard, then applications will be considered on a first come-first-served basis;
 - (ii) Households who have been displaced from redevelopment elsewhere in the City who have household incomes at or below the Maximum Household Income will have second priority, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in this regard, then applications will be considered on a first come-first-served basis
 - (iii) The Owner will then make any remaining Mid-Market Rental Units not rented by tenants from the existing building on the Lands available to tenants with an annual household income at or below that the Maximum Household Income who are either current residents of the City of North Vancouver or who work in the City of North Vancouver and have done so for at least six months, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in this regard, then applications will be considered on a first come-first-served basis;
 - (iv) If there are any remaining Mid-Market Rental Units not rented by tenants who meet the criteria in sections 5.1(d)(i) to (iii) after the expiry of the one-month advertising period, then the Owner will make such units available to tenants who meet the Maximum Household Income requirement; and
 - (v) Tenants in Mid-Market Rental Units must not have an ownership interest in a residential property in the City or in a neighbouring municipality which the tenant could otherwise occupy and the Owner will require confirmation from the prospective tenant that they meet this requirement at the time of tenancy;

- (vi) In determining whether a tenant meets the Maximum Household Income requirements or the requirement in section 5.1(d)(v), the Owner or its rental agent, so long as it acts honestly and in good faith, is entitled to rely on all information provided by the prospective tenant and the Owner will have no liability if the prospective tenant intentionally or unintentionally provides any incorrect information. The Owner is under no obligation to monitor or update the financial circumstances of the tenant once the lease is signed.
- (e) Rent Amount and Permitted Increases: Affordable Rent for Mid-Market Rental Units is to be determined at the time of tenancy. Rent amounts may be subsequently increased below or at the permitted annual rent increase then set under the RT Act;
- (f) Compliance with applicable laws: without restricting the foregoing, the Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies;
- (g) Performance: the Owner will perform its obligations under this Agreement diligently and in good faith;
- (h) Information Regarding Unit Availability: If the City establishes a register for availability of Mid-Market Rental Units within the City, the Owner will provide to the City information regarding any Mid-Market Rental Units that become available for rent, in a form acceptable to the Director, Planning and Development;
- (i) Evidence of compliance: provided that the same can be done without breaching the *Personal Information Protection Act*, SBC 2003, c. 63 (as amended from time to time) the Owner will, on an annual basis at the time of Business License renewal and upon any other request by the City, supply to the City copies of any documentation in possession of the Owner necessary to establish compliance with the Owner's obligations under this Agreement.

6. DEFAULT AND REMEDIES

- 6.1 The City may, acting reasonably, give to the Owner a written notice (in this section 6.1, the "**Notice**") requiring the Owner to cure a default under this Agreement within 30 days of receipt of the Notice. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.
- 6.2 If the default is not corrected within the time specified, the Owner will pay to the City on demand by the City 200 percent of the difference between current market rent, as determined by a third-party appraiser, and Affordable Rent for each Mid-Market Rental Unit in default for the default year to the end of the Term of the Agreement. The monies collected from default will be deposited to the City's Affordable Housing Reserve Fund.
- 6.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.
- 6.4 The Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm

sustained by the City and to the public interest will be irreparable and not susceptible of adequate monetary compensation.

- 6.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.
- 6.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.
- 6.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

7. LIABILITY

- 7.1 Pursuant to Section 219(6) of the *Land Title Act*, except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
- (a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible;
 - (b) the Owner's default under this Agreement; and
 - (c) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.
- 7.2 Except to the extent such advice or direction is given negligently, the Owner hereby releases and forever discharges the City, its elected officials, board members, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction respecting the ownership, operation or management of the Lands for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.
- 7.3 The covenants of the Owner set out in sections 7.1 and 7.2 of this Agreement will survive the expiration or the earlier termination of this Agreement and will continue to apply to any breach of the Agreement and to any claims arising under this Agreement during the ownership by the Owner of the Lands.

8. GENERAL PROVISIONS

- 8.1 The Owner agrees to reimburse the City for all legal costs reasonably incurred by the City for the preparation, execution and registration of this Agreement and notice of this Agreement which is required to be filed pursuant to the *Act*. The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.
- 8.2 Nothing in this Agreement:
- (a) affects or limits any discretion, rights, powers, duties or obligations of the City under any enactment or at common law, including in relation to the use or subdivision of land;
 - (b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or
 - (c) relieves the Owner from complying with any enactment, including the City's bylaws in relation to the use of the Lands.
- 8.3 The Owner and the City agree that:
- (a) this Agreement is entered into only for the benefit of the City;
 - (b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units and the Limited Common Property; and
 - (c) without limiting part 2 of this Agreement, the City may at any time execute a release and discharge of this Agreement in respect of the Lands, without liability to anyone for doing so.
- 8.4 This Agreement burdens and runs with the Lands and any part into which any of them may be subdivided or consolidated, by strata plan or otherwise. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement. Without limiting the generality of the foregoing, the Owner will not be liable for any breach of any covenant, promise or agreement herein in respect of any portion of the Lands sold, assigned, considered or otherwise disposed of, occurring after the Owner has ceased to be the owner of the Lands.
- 8.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 483 of the *Act* and as such will be binding on the Owner.
- 8.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement and notice of this Agreement is registered against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such registration.

- 8.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.
- 8.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.
- 8.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- 8.10 Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.
- 8.11 All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile or e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver
141 West 14th Street
North Vancouver, British Columbia
V7M 1H9
Attention: Director, Planning & Development
Facsimile: 604.985.0576
Email: planning@cnv.org

The Owner: 1152455 B.C. LTD., INC.NO. BC1152455
SUITE 1100-1055 Dunsmuir Street,
Vancouver, British Columbia
V7X 1K8
Attention: Riaan de Beer
Email: RDeBeer@anthemproperties.com
Phone: 604.488.3040

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by facsimile or e-mail transmission, on the first business day after the date when the facsimile or e-mail transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

- 8.12 Upon request by the City, the Owner will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.

- 8.13 This Agreement will enure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

9. INTERPRETATION

- 9.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.
- 9.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.
- 9.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.
- 9.4 The words "must" and "will" are to be construed as imperative.
- 9.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.
- 9.6 This is the entire agreement between the City and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except as included in this Agreement. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by City Council of an amending bylaw to "Housing Agreement Bylaw, 2025, No. 9101".
- 9.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable therein.
- 9.8 This Agreement can be signed in counterpart.

IN WITNESS OF THIS AGREEMENT the City and the Owner have executed this Agreement by signing the "Form C – General Instrument – Part 1" or "Form D – Executions Continued" attached hereto.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9118

A Bylaw to amend “Construction Bylaw, 2003, No. 7390”

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

1. This Bylaw shall be known and cited for all purposes as “**Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2025, No. 9118**” (**Amendments to Support Faster Housing Delivery**).
2. “Construction Regulation Bylaw, 2003, No. 7390” is amended as follows:
 - A. In Part 3 – Definitions, add the following definitions:
 - (1) “Chief Building Official” means the person appointed to the position of Chief Building Official for the City of North Vancouver or designates.
 - (2) “Type 1 Offsite Construction – Engineered Wood Products” means composite structural materials manufactured by bonding wood elements together or pre-assembling wood components. These products may include timber roof trusses, pre-fabricated framing, and cross-laminated timber.
 - (3) “Type 2 Offsite Construction – Pre-fabricated Panels” means *building* components, such as wall, floor, or roof sections, that are manufactured off-site in a controlled environment and are ready for installation and integration into a *building structure* upon delivery to the construction site. These panels may include framing, sheathing, insulation, and sometimes exterior or interior finishes.
 - (4) “Type 3 Offsite Construction – Pre-assembled Mechanical Systems” means integrated assemblies of mechanical, electrical, or plumbing components, or a combination thereof, that are constructed and tested in an off-site manufacturing facility as self-contained units or modules.
 - (5) “Type 4 Offsite Construction – Volumetric Construction” means a method of construction where three-dimensional *building* modules, often including finishes and building services, are manufactured off-site and then transported and assembled on the final *building* site.
 - B. Delete subsection 8.7.1 in its entirety and replace with the following:

8.7.1 Applications for a *building permit*, and demolition permit, shall include drawings and other documentation including:

 - (a) proof that any conditions imposed pursuant to Section 7.3 have been or will be met;
 - (b) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor

system of a building or structure where the City's land use regulations establish siting requirements;

- (c) floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and openings of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (d) a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- (e) elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
- (f) cross-sectional details drawn at an appropriate scale and taken at appropriate locations to illustrate that the building or structure substantially conforms to the Building Code;
- (g) copies of approvals required under any Federal, Provincial, or Regional enactment relating to health, safety or environmental protection;
- (h) where applicable, a Letter of Assurance in the form of Schedule "A" as specified in Part 7.3.2 of this bylaw, signed by the Owner, or a signing officer of the Owner if the Owner is a corporation, as well as the coordinating registered professional; and
- (i) where applicable, Letters of Assurance as referred to in Building Code, each signed by a registered professional.

C. Add subsection 8.7.5 after subsection 8.7.4 as follows:

8.7.5 Applications for a Building Permit for a *building* that contains *Type 1 Offsite Construction – Engineered Wood Products, Type 2 Offsite Construction – Pre-fabricated Panels, or Type 4 Offsite Construction – Volumetric Construction* shall:

- (a) where applicable, provide certification of compliance to CSA A277 for factory certification and pre-fabricated product; and
- (b) where applicable, include Letters of Assurance as referred to in the Building Code, each signed by a registered professional.

D. In subsection 8.8.1, add the words "Except as permitted in subsection 8.8.3," to the beginning of the clause.

E. Delete subsection 8.8.3 in its entirety and replace with the following:

8.8.3 Where requests for inspections of *construction* contain *Type 1 Offsite Construction – Engineered Wood Products, Type 2 Offsite Construction – Pre-fabricated Panels, or Type 4 Offsite Construction – Volumetric Construction*, the *Building Official* may authorize the omission of inspections deemed redundant through third-party certification or registered professional assurance.

F. Add subsection 8.8.4 after subsection 8.8.3 as follows:

8.8.4 The *Chief Building Official*, may require that the owner retain a professional to conduct any inspection required by this bylaw, and provide to the City satisfactory evidence that an inspection has been performed by a qualified professional and that the construction or installation inspected complies with any applicable codes and plans.

- G. Delete subsection 8.15.2 in its entirety and replace with the following:
- 8.15.2 The drawings and specifications are to be legible and drawn to scale.
- H. In subsection 8.16.1, add the words “Except as permitted in subsection 8.16.2,” to the beginning of the clause.
- I. Add subsection 8.16.2 after subsection 8.16.1 as follows:
- 8.16.2 Where requests for inspections of *construction* contain *Type 3 Offsite Construction – Pre-assembled Mechanical Systems*, the *Building Official* may authorize the omission of inspections deemed redundant through third-party certification or registered professional assurance.
- J. Delete subsection 8.18.2 in its entirety and replace with the following:
- 8.18.2 The drawings and specifications are to be legible and drawn to scale.
- K. In subsection 8.22.1, add the words “Except as permitted in subsection 8.22.2,” to the beginning of the clause.
- L. Add subsection 8.22.2 after subsection 8.22.1 as follows:
- 8.22.2 Where requests for inspections of *construction* contain *Type 3 Offsite Construction – Pre-assembled Mechanical Systems*, the *Electrical Safety Officer* may authorize the omission of *inspections* deemed redundant through third-party certification or registered professional assurance.

READ a first time on the 16th day of June, 2025.

READ a second time on the 16th day of June, 2025.

READ a third time on the 16th day of June, 2025.

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

MAYOR

CORPORATE OFFICER

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City of North Vancouver Accessibility Plan



Presented July 7, 2025

People Culture and Transformation



Purpose

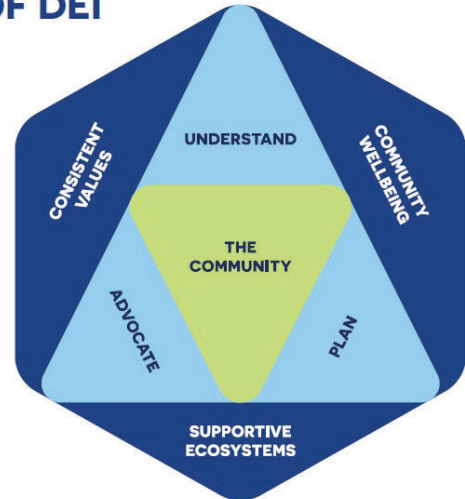
To support a more inclusive city by identifying and removing accessibility barriers—particularly those affecting people with disabilities—so that everyone can fully participate in community life and access City services, spaces, programs, and opportunities.



Alignment with Strategic Priorities and the DEI Framework



THE THREE PILLARS OF DEI



Legal Foundations of the Plan

The **Accessible BC Act** is British Columbia's accessibility legislation. It became law on June 17, 2021. The Act's requirements, principles, and coming standards guide much of our accessibility work.

REQUIREMENTS

1. Develop an accessibility plan to highlight how the organization will identify, remove, and prevent barriers.
2. Create an accessibility committee to help the organization identify, address, and prevent barriers.
3. Establish a public feedback mechanism so people can share comments on the barriers they face when interacting with the organization.



Guiding Principles

- Clarity First
- Accessible
- Learning Focused
- Action Oriented
- Collaboratively Informed
- Achievable Goals
- Build on Existing Work

Working Framework – Standard Areas



The Plan

Part One: Plan Overview and Context

How the plan came together — including staff and community input, current accessibility efforts, feedback mechanism and key legislative context. It lays the foundation and links accessibility to Council's broader vision.

Part Two: Taking Action

The roadmap for the next three years — clear commitments and ongoing initiatives the City is putting into motion



Informing the Plan Through Lived Experience and Staff Leadership



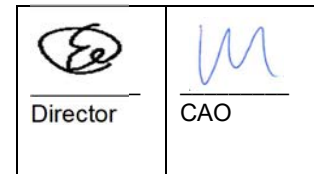
Looking Ahead

- ❖ Action Plan Implementation and Integration
- ❖ Staff Training and Capacity Building
- ❖ Community Engagement and Collaboration
- ❖ Monitoring and Reporting
- ❖ Review and Updates



Thank you.

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The Corporation of **THE CITY OF NORTH VANCOUVER**
PEOPLE, CULTURE AND TRANSFORMATION DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Magda Trespalacios, Diversity, Equity and Inclusion Leader

Subject: CITY OF NORTH VANCOUVER ACCESSIBILITY PLAN

Date: June 25, 2025 File No: 07-2830-05-0004/1

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

RECOMMENDATION

PURSUANT to the report of the Diversity, Equity and Inclusion Leader, dated June 25, 2025, entitled "City of North Vancouver Accessibility Plan":

THAT the City of North Vancouver Accessibility Plan be endorsed.

ATTACHMENTS

1. Resolution approved by Council as its regular meeting of June 24, 2024 (CityDocs [2545900](#))
2. City of North Vancouver Accessibility Plan (CityDocs [2684572](#))

BACKGROUND

At its regular meeting on June 24, 2024, Council unanimously approved the development of the City of North Vancouver's first Accessibility Plan, in alignment with the *Accessible British Columbia Act*. The Act is designed to support the full and equal participation of people with disabilities by identifying, removing, and preventing barriers in key areas of daily life. Reflecting this purpose, the plan demonstrates the City's commitment to creating a more inclusive community by addressing obstacles to participation in municipal services, public spaces, and decision-making.

The plan also aligns with the principles of the *Accessible Canada Act*, reinforcing efforts to enhance accessibility across services, facilities, programs, communications, and employment. While meeting legislative requirements, it also provides a roadmap for long-term, systemic change—centered on removing barriers for people with disabilities

and fostering a more equitable community where everyone has equal opportunities to take part in community life.

Following Council's direction, staff developed a coordinated project plan and established an interdepartmental working group to guide the development of the plan. Representatives from all City departments assessed existing barriers within their service areas, helped identify priority actions, and contributed to implementation timelines. The City's senior leadership team served as a steering group, offering strategic direction, project sponsorship, and timely decision-making.

Community engagement was a core part of the process. Staff collaborated with local partners, the North Shore Accessibility Advisory Committee, and disability-serving organizations to ensure the plan reflects lived experiences and community priorities.

Recognizing that accessibility requires ongoing commitment and continuous improvement, both the steering and working groups will remain involved in implementation and monitoring. This first Accessibility Plan lays the foundation for a sustained, coordinated approach to advancing accessibility across the City in a thoughtful and inclusive way.

DISCUSSION

Purpose and Scope of the Accessibility Plan

The City of North Vancouver's Accessibility Plan provides a coordinated and organization-wide framework for identifying, removing, and preventing barriers that affect people with disabilities. While the plan focuses on accessibility for persons with disabilities—as required by the Accessible BC Act and the Accessible Canada Act—it also recognizes that accessibility benefits everyone. Features such as clear signage, step-free routes, and inclusive communication support a wide range of people, including older adults, families with young children, newcomers, and those experiencing temporary health challenges. Embedding accessibility throughout City operations supports a more connected, fair, and welcoming community.

Guiding Principles

The Accessibility Plan is shaped by several key principles to ensure clarity, usefulness, and long-term impact:

- **Clarity First** – Use simple and easy-to-understand language
- **Accessible** – Ensure the plan is usable and relevant for everyone
- **Learning Focused** – Build knowledge and capacity among staff
- **Action Oriented** – Emphasize practical application and results
- **Collaboratively Informed** – Reflect a wide range of voices and experiences
- **Achievable Goals** – Set realistic objectives with lasting value
- **Build on Existing Work** – Expand on current accessibility efforts

Alignment with Strategic Priorities and the DEI Framework

The Accessibility Plan directly supports Council's strategic priority of building **"A City for People"**—one that is welcoming, inclusive, safe, and accessible, and that promotes the health and well-being of all members of the community. It is also a core initiative within the City's Diversity, Equity, and Inclusion (DEI) Framework, which exists to serve the community by fostering a supportive, welcoming, and equitable environment for all.

The DEI Framework's focus on removing barriers and promoting inclusion is embedded throughout the Accessibility Plan. The framework is built around three guiding pillars: Consistent Values, Supportive Ecosystems, and Community Wellbeing. These help guide efforts to create a community where everyone can participate in civic life.

The Accessibility Plan supports the Supportive Ecosystems pillar by improving access to buildings, programs, signs and navigation tools, and communication. By following the DEI Framework's approach of understanding, planning, and advocating, the plan helps City departments take meaningful action, both within their teams and in collaboration with the wider community.

Together, the DEI Framework and the Accessibility Plan work toward a shared purpose—building a more inclusive and equitable City that serves all people and enables full participation.

Plan Development and Community Engagement

The plan was created through a participatory process informed by legislation, Canadian best practices, and meaningful engagement with the community. Consultation included a broad range of individuals and organizations to help reflect a wide variety of perspectives.

The City's internal Accessibility Working Group, made up of staff from every department, played a central role in identifying barriers and proposing solutions. The North Shore Accessibility Advisory Committee, a tri-municipal advisory body aligned with the Accessible BC Act, shared valuable lived experience and advice. Additional contributions came from community partners and disability-serving organizations.

Structure and Implementation

The plan has two main parts:

- Part One provides background, legal context, and an overview of current efforts
- Part Two outlines the action plan, including initiatives planned for the next three years and beyond

Implementation is already in motion. Some actions are underway, others will launch shortly, and more are planned for future phases. Each City department is responsible for ensuring that the accessibility actions they lead are reflected in their annual budgets and work plans. This departmental accountability reinforces the integration of accessibility into day-to-day operations and long-term planning. To support this

approach and help cultivate a culture where accessibility is recognized as a shared responsibility, the City's Diversity, Equity and Inclusion (DEI) leader will provide support for cross-departmental needs—such as accessibility assessments, document remediation, and training—particularly during the early phases of implementation.

Progress Tracking and Accountability

The Accessibility Working Group will track progress through quarterly reviews of a barrier log. This log captures staff and public feedback, documents barriers, and updates on the status of actions. Each year, a progress report will be presented to Council and shared publicly to support transparency.

Next Steps

1. Implementation and Integration

Departments will continue to include accessibility actions in their regular work and planning to make accessibility a routine part of City operations.

2. Staff Training and Capacity Building

The Diversity, Equity, and Inclusion leader will guide the development and delivery of training and resources that build staff understanding and support them in taking inclusive actions.

3. Community Engagement and Collaboration

Ongoing work with the North Shore Accessibility Advisory Committee, community partners, and disability-focused organizations will ensure the plan remains community informed.

4. Monitoring and Reporting

The working group will regularly review progress and update the plan based on new challenges or learnings. An annual update will be presented to Council and the public.

5. Review and Updates

The Accessibility Plan will be formally reviewed every three years to measure results, adjust priorities, and reflect changes in law or best practices.

Broader Impact and Commitment

The City is committed to building a community that welcomes and includes everyone. Removing barriers for people with disabilities is at the heart of this plan, and these efforts also bring benefits to all who live, work, and spend time in North Vancouver. By fostering stronger connections, greater fairness, and a better quality of life, the plan helps make the City more livable and accessible for everyone.

FINANCIAL IMPLICATIONS

Implementation of actions included in the City of North Vancouver Accessibility Plan will have a multi-year and ongoing financial impact. As financial impacts are identified by each City department, they will be brought to Council through the Financial Planning process.

INTER-DEPARTMENTAL IMPLICATIONS

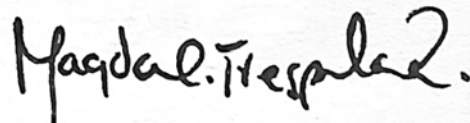
The Accessibility Plan establishes that all City departments are collectively accountable for identifying and removing barriers experienced by residents, visitors, and staff. It requires departments to collaborate closely, integrate accessibility considerations into their ongoing responsibilities, and foster a culture of continuous learning and improvement.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The City of North Vancouver is committed to accessibility and to building a community where everyone can participate fully. Aligned with Council's Strategic Priorities of "A City for People", "A Connected City," and "A Vibrant City, the City's Accessibility Plan supports building an accessible, equitable, inclusive, and diverse city—where removing barriers fosters stronger community connections, celebrates the richness of culture and history, promotes full participation and enhances the well-being of all residents and visitors.

Accessibility has also been integrated as a core consideration in the development of a wide range of City plans and strategies. The Official Community Plan (OCP) includes accessibility-related policy statements across multiple areas, including the Transportation and Community Wellbeing chapters. More recently, accessibility has been incorporated into the City's Mobility, Community Wellbeing, Economic, and Climate and Environment strategies, as well as major policy documents such as the Curb Access Plan and the upcoming Community Engagement Strategic Framework. All these strategies are intended to be integrated into the OCP over the next couple of years.

RESPECTFULLY SUBMITTED:



Magda Trespalacios
Diversity, Equity and Inclusion Leader

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, JUNE 24, 2024

REPORT

9. City of North Vancouver Accessibility Plan – File: 07-2830-01-0001/2024

Report: Leader, Diversity, Equity and Inclusion, June 12, 2024

Moved by Councillor Bell, seconded by Councillor Valente




PURSUANT to the report of the Leader, Diversity, Equity and Inclusion, dated June 12, 2024, entitled “CNV Accessibility Plan”:

THAT the work to begin development of the CNV Accessibility Plan be approved.

CARRIED UNANIMOUSLY

R2024-06-24/9



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
PEOPLE, CULTURE & TRANSFORMATION DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Magda Trespalacios, Leader, Diversity, Equity and Inclusion

Subject: CNV ACCESSIBILITY PLAN

Date: June 12, 2024 File No: 07-2830-01-0001/2024

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

RECOMMENDATION

PURSUANT to the report of the Leader, Diversity, Equity and Inclusion, dated June 12, 2024, entitled "CNV Accessibility Plan":

THAT the work to begin development of the Accessibility Plan be approved.

ATTACHMENTS

1. Resolution approved by Council at its regular meeting of June 7, 2021 (CityDocs [2063890](#))

PURPOSE

The purpose of this report is to update Mayor and Council on the development of an accessibility plan for the City of North Vancouver.

BACKGROUND

The Accessible British Columbia Act¹, requires prescribed organizations, including municipalities, to develop an accessibility plan to "identify, remove and prevent barriers to individuals in or interacting with the organization."

The plan must be developed in consultation with an accessibility committee, established with the goal of assisting the organization identify existing barriers and to provide advice

¹ <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/21019>

on how to remove and prevent them, guided by the principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design.

Following the legislative requirements, as a first step, City staff focused on developing a high level policy framework and objectives, with the goal of integrating accessibility considerations across all City policies and facilitate the development of action plans. As part of the process, City staff continuously engages in consultation with the North Shore Advisory Committee on Disability Issues (NS ACDI), which has provided advice on the City's approach to accessibility, the Draft Community Wellbeing strategy, the Mobility Strategy, and many other policy and project work.

At its regular meeting of July 24, 2023, Council instructed City staff to consider feedback received from members of NS ACDI regarding the CNV's approach to accessibility. In particular, a request to develop an accessibility plan in consultation with NS ACDI and to further develop a feedback mechanism to receive and address feedback from the public.

As a result, staff evaluated the feedback received and will move forward towards developing an accessibility plan that builds upon all the work undertaken by the CNV over the past years and expand into areas where the CNV has opportunities to improve accessibility for the community it serves.

DISCUSSION

At its Regular meeting of June 7, 2021 Council unanimously resolved to direct staff to "build a framework on EDIR (Equity, Diversity, Inclusion and Reconciliation) that identifies appropriate strategies, identifies skills and resources needed to undertake this work, identifies key partners and outlines a set of principles that guides this work".

In response to this direction, staff is currently developing a Diversity, Equity and Inclusion (DEI) framework that supports advancement of Council's vision and priorities, as well as the CNV Corporate Business Plan outcomes and initiatives. Part of the process included gathering input from members of staff across the organization, and reviewing public feedback, collected through the consultation and public engagement phases of the Draft Community Wellbeing Strategy. Advancing accessibility is one of the recommendations identified as a priority and a key area of focus of the DEI framework.

In parallel, a DEI Division was created and a DEI Leader appointed to complete development of the strategic framework and lead implementation of the DEI action plan. The DEI framework is currently in its last stage of development and is expected to be presented to Council in the fall.

The DEI Leader will lead the development of the CNV accessibility plan and will act as a point of connection between the different internal departments, through the development and implementation phases, and will liaise with external partners, advisory committees and the community, in collaboration with the internal Communications and Engagement team, to ensure information is shared in a clear and transparent manner and the voices of the disability community are heard and its members are involved throughout.

Development of the accessibility plan will be guided by BC Accessibility legislation² and will entail collaboration across all City departments and external partners. A project plan will be developed early fall, which will establish project timelines and scope.

Considering the overarching goals of the accessibility legislation, work will continue year over year, as the action plan expands into new areas of accessibility, incorporates learnings from the previous year and evolves to meet future needs.

The accessibility plan will be informed by the Accessible BC Act Standards, following the BC Accessibility legislation. Standards applicable to municipalities include: employment, delivery of services, the built environment, information and communications, and procurement.

The Accessible Service Delivery and Employment Accessibility standards are being developed by the BC Provincial Accessibility Committee (PAC), which is currently beginning consultations to collect input from people, organizations and industry groups within B.C.³, and the remaining standards will be developed in the years to come.

FINANCIAL IMPLICATIONS

Implementation of actions included in the accessibility plan will have a multi-year and ongoing financial impact. This impact will be estimated during the development of the first iteration of the plan and will be periodically reviewed, as the organization advances towards achievement of its accessibility goal of removing and eliminating barriers to accessibility.

INTER-DEPARTMENTAL IMPLICATIONS

The CNV Accessibility Plan will include a series of actions that will have cross-organizational impacts. The project will establish an internal Accessibility Committee that will include staff from across the organization to support planning and delivery of this work. The internal accessibility committee will be comprised of staff from Planning & Development, Engineering, Parks & Environment, Real Estate, Facilities & Economic Development, Financial & Information Technology Services, People, Culture and Transformation, Public Safety and Communications and Engagement.

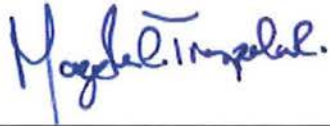
STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The City of North Vancouver is committed to being a diverse, inclusive, accessible and equitable place to work, play and live. The Accessibility Plan supports the Strategic Plan vision and priority to be “A City for People”, “A Connected City” and “A Vibrant City”: To promote an inclusive, equitable, accessible and healthy community that is welcoming of all. A City that provides sustainable ways for people to move safely and creates dynamic public spaces for connection and celebration.

² <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation>

³ <https://engage.gov.bc.ca/accessiblebcactstandards/>

RESPECTFULLY SUBMITTED:

A handwritten signature in blue ink, reading "Magda Trespalacios".

Magda Trespalacios
Leader, Diversity, Equity and Inclusion

CITY OF NORTH VANCOUVER ACCESSIBILITY PLAN

JULY 2025

2025 – 2028



Learn more at:
cnv.org/Accessibility

city
of north
vancouver

YOUR ACCESSIBILITY FEEDBACK



We invite you to share your thoughts and experiences with us. If you encounter any accessibility challenges while interacting with the City of North Vancouver or our services, please use one of the channels listed below to let us know.

Feedback will be reviewed by the City’s Accessibility Working Group, who will identify possible actions to remove or mitigate the impact of barriers.

Ways to provide feedback:

- Via the [CityFix App](#)
- Via the [Service Request Form](#)
- Email your feedback to Accessibility@cnv.org



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SOCIAL MEDIA:

You can share your feedback with us on our social media channels.



Facebook



Instagram



Youtube



Linkedin



ACKNOWLEDGMENTS AND KEY INFORMATION

Territory Acknowledgment

We respectfully acknowledge that we live and work on the traditional and unceded territories of Skwx_wú7mesh (Squamish) and səliłwəłtał (Tsleil-Waututh) Nations. The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.

Thank You

The City of North Vancouver (CNV) expresses sincere gratitude to the North Shore Accessibility Advisory Committee for their invaluable contributions to this Accessibility Plan. Their insights, dedication, and advocacy have inspired and shaped much of the barrier identification and action planning work. The work of this group has helped the City move towards a more inclusive and accessible future.

The City would also like to thank all other people with lived experience and accessibility expertise who have supported this work. This Accessibility Plan is the culmination of the collective efforts of those who generously shared their knowledge, experiences, and perspectives to help the City identify and understand barriers to access and strategize solutions.

A final thanks to *Untapped Accessibility* for their support in drafting this plan.



Accessibility Statement

This guide is accessible to PDF/UA standards. If you need a copy of our accessibility plan in a different format such as braille or large print, please email us at accessibility@cnv.org.

A Note About Language

The City of North Vancouver acknowledges that the language surrounding disability is constantly evolving – and that preferences for terminology vary. As a small gesture to recognize preferences, this Accessibility Plan alternates between “person-first” and “identity-first” language.

“Person-first” means acknowledging the individual before referencing their disability. For example, saying “person with a disability”. This language reflects the belief that disability is separate from the person. It treats disability as a single aspect of who the person is, rather than their defining feature. “Identity-first” means acknowledging the identity before the person. For example, saying “disabled person”. This language reflects the belief that disability is part of one’s identity and is inherent and inseparable from who they are.

The City also recognizes that using an individual’s preferred terminology is best practice when communicating with them directly.



IMPORTANT TERMS AND CONCEPTS

Our understanding of disability and accessibility is evolving. The following definitions will help ground this plan in the current definition of key terms.

Disability

According to the [Accessible BC Act](#), disability is the result of an impairment interacting with a barrier. When this interaction minimizes someone’s ability to fully and equally participate in society, disability occurs.

This definition focuses our work on removing and preventing the barriers that people may encounter. By this understanding, organizations like local governments play a critical role in how their residents, staff, and community members experience disability. We can proactively identify and remove barriers to make our spaces more accessible.

Impairment

The [Accessible BC Act](#) describes impairment as physical, sensory, mental, intellectual, or cognitive conditions. The *Act* also recognizes that impairments can be permanent, temporary, or episodic.

Although the *Act* uses the term impairment to describe a key component of the disability experience, it is not widely used in the disability community. It can have negative connotations that imply there’s a better way of being. For this reason, we will not be using the term impairment in this Accessibility Plan.



Barrier

A barrier is anything that hinders someone’s full and equal participation. The *Act* states that barriers can be caused by many factors including:

- ▶ Physical environment
- ▶ Attitudes
- ▶ Policies and practices
- ▶ Information
- ▶ Communications
- ▶ Technology

Barriers can also be affected by intersecting forms of discrimination.

Accommodation

Accommodation is a specific adjustment or modification made to address a single barrier. Accommodations are made in response to one disabled person’s experience. And they are often initiated at the request of that person. The goal of accommodations is to ensure the individual can fully and equally participate, contribute, or engage.

Accessibility and accommodation are not the same thing.

Accessibility

Accessibility is the intentional and proactive work we do to identify, prevent, and remove barriers for people with disabilities. According to the [World Health Organization's World Report on Disability \(2011\)](#), accessibility ensures that environments, services, and products can be accessed by as many people as possible – in particular, people with disabilities.

With an accessibility focus, organizations like local governments take on the responsibility of creating environments, services, and products that work for as many people as possible. This takes the pressure off people with disabilities to constantly have to initiate the accommodation process to ensure their own access.

Accessibility And Accommodation

Although accessibility is the ultimate end goal, there's still a time and place for accommodation. Regardless of how accessible your organization is, people will have specific access needs that still need to be accommodated. The goal is to be as accessible as possible and openly invite and provide additional accommodation as needed.

When you design for accessibility from the outset, you will save time and money on accommodations down the line. You can also use accommodations to improve the accessibility of your organization by making the adjustment or modification available to everyone. This is a great way to continue building the accessibility of your organization.



Ableism

Ableism refers to attitudes, behaviors, and systems that disadvantage or discriminate against people with disabilities. It's based on the idea that people without disabilities are more capable or valuable. It can be both intentional and unintentional, and it exists across policies, environments, and daily interactions. Recognizing and addressing ableism is essential for building truly inclusive and equitable communities.

At the system level, ableism disadvantages or excludes disabled people. For example, systemic ableism results in low availability of mental health services and building codes that permit wheelchair access at the back of a building instead of the main entrance.

At the institutional level, ableism can show up in how organizations design programs or policies. For example, a printed recreation program guide that is not available in large print, or a complaint line that only accepts voice calls.

A MESSAGE FROM THE MAYOR

On behalf of Council, I am proud to introduce the City of North Vancouver’s first Accessibility Plan—a meaningful milestone in our commitment to building a more inclusive community. This plan represents a deep commitment to ensuring that all residents—regardless of ability—can access and participate fully in the City’s services, public spaces, and communications. It reflects our shared vision of a city where equity, clarity, and barrier-free design are not just ideals, but everyday realities.



Mayor Linda Buchanan

City of North Vancouver

At the heart of this work is our goal to become the ‘Healthiest Small City in the World.’ Advancing accessibility, fostering inclusion, and cultivating a welcoming community are essential to achieving that vision. This plan lays out a clear path forward to remove barriers and create opportunities, particularly for people with disabilities who continue to face systemic challenges.

We are incredibly grateful to the North Shore Accessibility Advisory Committee, local disability-serving organizations, individuals with lived experience, and City staff whose insight and advocacy have shaped this plan. Their time, expertise, and dedication have been instrumental in bringing this vision to life.

While the plan sets out a vision for the future, much of the work is already underway. As a living document, it will evolve—guided by ongoing dialogue, new understanding, and the diverse experiences of our community. We recognize that accessibility is not a one-time goal, but a continuous process of learning, listening, and improving.

We are proud to move ahead together and look forward to building a more inclusive, equitable, and accessible City—for everyone.

Sincerely,

Linda C Buchanan



INTRODUCTION

Welcome to the City of North Vancouver Accessibility Plan! This plan outlines our commitment to creating a more inclusive and accessible community.

In our local government’s history, people with disabilities have not been fully involved in planning and service delivery. This has led to the creation of many barriers throughout civic life. To realize the City’s longstanding vision of being a vibrant, diverse, and livable community, our government acknowledges that much work needs to be done to remove barriers, build accessibility, and engage community members with disabilities in future planning.

In addition to highlighting the City’s accessibility accomplishments, this plan spotlights barriers across various sectors that still impact residents, staff, and community members with disabilities. The action plan section shows how our government will address these barriers and promote equitable access and engagement.

This Accessibility Plan is a small but meaningful step towards creating an inclusive and thriving city where every individual can fully participate and engage with their community.





WHO WE ARE

The City of North Vancouver is a dynamic and growing community. Despite our modest size of 12 square kilometers, we offer a wealth of amenities, attractions, services, and industries.

Our longstanding vision is to be a vibrant, diverse, and livable community that balances social, economic, and environmental needs. Accessibility is an integral part of this vision, as it ensures disabled residents are part of the fabric of this diverse and vibrant community – contributing to the City’s social, economic, and environmental success. It also ensures all community members have what they need to live well in our community.

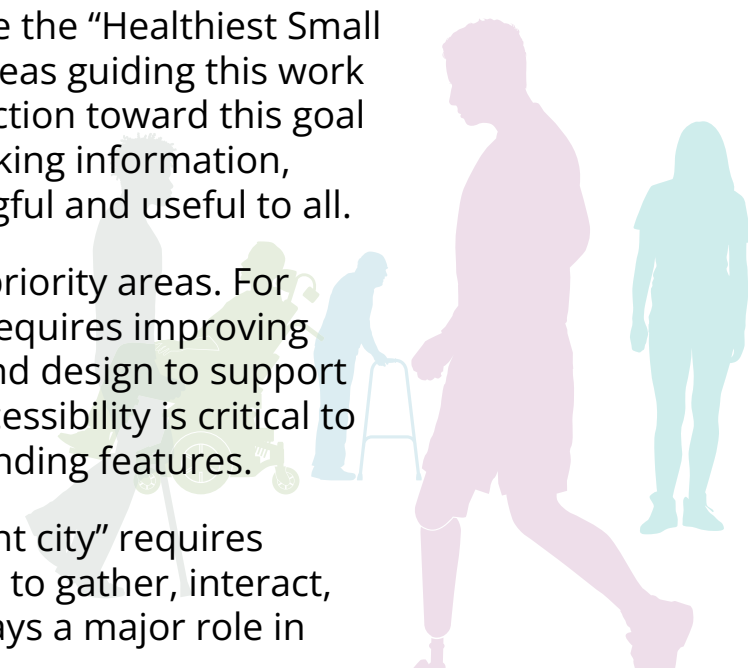


Accessibility And Our Strategic Vision

The [Council Strategic Plan for 2022 to 2026](#) outlines a more specific vision for the near future – to be the “Healthiest Small City in the World”. One of the priority areas guiding this work is to become “a city for people”. A key action toward this goal is to improve the City’s accessibility, making information, activities, and the environment meaningful and useful to all.

Accessibility is also important to other priority areas. For example, becoming “a connected city” requires improving our wayfinding using signage, colour, and design to support all people to move through the City. Accessibility is critical to good design of signage and other wayfinding features.

As another example, becoming “a vibrant city” requires activating public spaces for all residents to gather, interact, and engage in activities. Accessibility plays a major role in creating these spaces for everyone.



Accessibility and Our Vision for Community Wellbeing

*The **Community Wellbeing Strategy** is a plan to improve how people in the City live and connect with one another. It acknowledges the increasing diversity of the City and aims to address the evolving needs of everyone.*

The **Community Wellbeing Strategy** includes six focus pathways that reflect a wide range of priorities—accessibility being one of them. These priorities will be brought to life over time through various projects across the city.

While the strategy covers a broader scope, accessibility remains a central focus. This is a long-term effort, and we'll continue learning and improving along the way. Some accessibility actions are already in progress as part of this first version of the City's Accessibility Plan. Additional actions will be introduced in future updates as we continue working toward our long-term goals.



1. COMPLETE COMMUNITIES

The focus of this area is to ensure our land use and zoning decisions help create places that are welcoming, lively, and attractive. This should make it easy for people to socialize, build connections, feel safe, and make healthy choices. By focusing on good design, we aim to make walking and rolling more comfortable and convenient, so it's the best option to access daily needs, close to home

By designing *complete communities*, we ensure our public spaces and services are accessible and functional. This encourages social connection and convenience for all people – including people with disabilities.

2. HOUSING FOR ALL

This area focuses on supporting efforts to address the housing crisis. To do this, we need the right mix of housing options. This means offering different types of homes at various prices for people at all life stages and people with varying abilities and incomes. Our focus is to ensure everyone can stay in their community as their needs change. It's also important that housing is well-designed, high-quality, and sustainable.

Housing for all emphasizes equitable access to safe and sustainable housing that can meet the evolving needs of all residents – including residents with disabilities.



3. A CITY FOR THE AGES

People of all ages have shared and unique needs. Some of these needs can be met by creating intergenerational solutions, while others require targeted approaches for specific age groups. “A city for the ages” focuses on making sure there are places, programs, and services that support health and wellness for everyone.

A city for all ages recognizes that accessibility is part of intergenerational and age-specific solutions.



4. ACCESSIBILITY, DIVERSITY, EQUITY & INCLUSION

The focus of this areas is to design spaces, programs, and services that are welcoming to everyone. This means learning about and removing the barriers caused by historical and current issues like oppression, racism, ableism, colonialism, and social inequalities.

Addressing *accessibility, diversity, equity, and inclusion* involves breaking down barriers so everyone can fully participate in community life – including people with disabilities.





5. POVERTY REDUCTION & INCLUSIVE ECONOMY

Though higher levels of government are crucial to reducing poverty, our local government also has a role to play. Our focus under this area is to:

- Provide easy access to services
- Work with partners to promote stable jobs, fair wages, and affordable housing

Reducing poverty and fostering an inclusive economy enhances access to essential services, stable jobs, and affordable housing. This is especially important for people with disabilities who are more likely to live in poverty. According to [*DABC's Recommendations to Update TogetherBC: BC's Poverty Reduction Strategy April 2023*](#), many people from BC's disability population face "two times higher poverty rates, worse housing outcomes and incur higher and additional expenses for basic needs of daily living than persons without disability" (pg. 2).



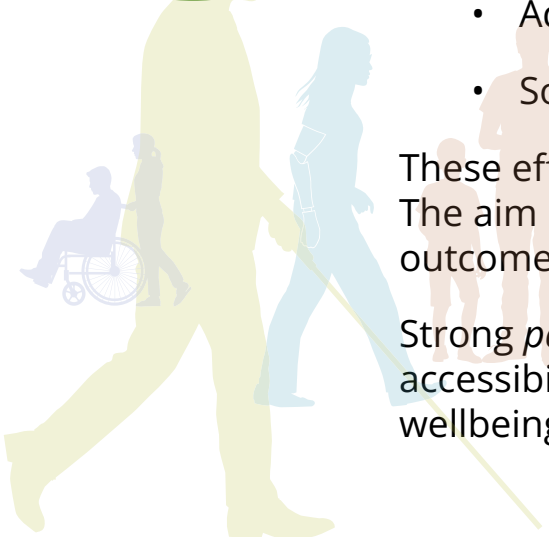
6. PARTNERSHIPS, ADVOCACY & FINANCIAL SUPPORTS

Because many areas of community wellbeing involve different organizations, the focus of this areas is to:

- Build mutually beneficial partnerships
- Advocate
- Source funding opportunities that benefit everyone

These efforts are based on shared goals, trust, and respect. The aim is long-term improvements and better health outcomes for the community.

Strong *partnerships, advocacy, and financial support* ensure accessibility remains a priority across all areas of community wellbeing.



Accessibility and our Vision for Community Mobility

The Mobility Strategy is the City's plan to create a more balanced and inclusive transportation system—one that gives people better choices for how they move and supports vibrant, welcoming public spaces. Shaped through collaboration with community members, partners, and local organizations, the strategy reflects a shared vision for how we want our streets to look, feel, and function over the next decade. At its core, this is our roadmap for building healthy streets that work for everyone—making it easier, safer, and more enjoyable to get around while enhancing the overall quality of life in our community.



The Vision: Healthy Streets that Work for Everyone

The City of North Vancouver is working toward streets that are safe, welcoming, and support a variety of ways to get around. While driving remains an important use, our streets also play a key role in connecting people who walk, bike, take transit, or use mobility aids. This vision is about creating spaces that serve all these needs while removing barriers, so everyone can move comfortably and confidently. By making our streets more inclusive and flexible, we're helping people of all ages and abilities stay connected, active, and involved in their community.

The Goals

The City's vision for healthy streets is guided by four key goals that reflect our commitment to a vibrant, inclusive, and sustainable future:



1 Our streets help our City prosper and be a vibrant place – Streets are essential to creating a lively city where people can meet, shop, and enjoy public spaces, alongside the efficient movement of goods, contributing to both economic growth and community wellbeing



2 Our streets support real and accessible choices for how we move around – A more connected transportation network ensures that everyone has reliable, convenient options for getting around, whether by walking, biking, transit, or driving



3 Our streets are safe and comfortable – Safety is a top priority. The City is committed to eliminating serious injuries and fatalities, making streets safe and welcoming for all users



4 Our streets reduce our impact on climate change and the environment – With transportation as a major source of emissions, the goal is to reduce environmental impact by promoting cleaner, low-carbon travel options, helping the City reach its target of net zero emissions by 2050

Our Accessibility Commitment

Accessibility is deeply embedded in all visions for our City's future. Recognizing this significance, the City of North Vancouver is committed to improving accessibility for residents, municipal staff, and other community members with disabilities. By prioritizing accessibility, we can foster a truly vibrant, diverse, and livable community where everyone thrives.



Other Commitments

As City Council carries out this commitment to accessibility, their promise is to remain:

Open

- Being accessible, transparent, accountable, and communicative

Inclusive

- Respecting, considering, and including diverse perspectives

Responsible

- Balancing responsibilities, including planning, environmental conservation, fiscal responsibility, and community well-being to ensure long-term sustainability

Progressive

- Finding innovative approaches and partnerships that advance our City

Engaged and Informed

- Harnessing the power of data, the professional and lived expertise of staff with disabilities, and the invaluable insights of our disabled community members to make informed decisions together





OUR PARTNERS IN THIS WORK

Community Partners

The City has connected with several disability service organizations who provided input on barriers experienced by their client groups and made recommendations to remove or mitigate the impact of these barriers.

The purpose of connecting with these organizations is to open a two way communication channel, to hear feedback on barriers experienced by their organizations and the clients they support, and to share our progress and challenges as we work to improve accessibility at the City.

We look forward to continuing our relationship with these partners as we implement and evolve our accessibility plan.

Our thanks extend to these organizations for their feedback and the work they do to support residents with disabilities:

Spinal Cord Injury BC

HYAD – Home for Young Adults with Disabilities

North Shore Disability Resource Centre

Intellectual Disabilities Society

BC Centre for Ability

Canadian National Institute for the Blind



FURTHER PARTNERSHIP

We're pleased to report that the North Shore Disability Resource Centre and the Intellectual Disabilities Society will also be joining the North Shore Accessibility Advisory Committee formally to provide their organizational perspectives on an ongoing basis.

ACCESSIBLE EMPLOYMENT RESOURCES

We've also established relationships with organizations who can help us advance accessibility for our employees.

We're partnering with [CANWiN](#), a national program supporting employers to become more inclusive, and the City has joined the [Community of Accessible Employers](#), which will provide access to training and other free resources.

North Shore Accessibility Advisory Committee

Formerly known as the North Shore Accessibility Committee on Disability Issues (NSACDI), the North Shore Accessibility Advisory Committee is a regional committee that supports the City of North Vancouver, and the Districts of North Vancouver and West Vancouver to remove barriers and improve accessibility for residents, staff, and other community members with disabilities.

Committee Purpose

The purpose of this committee is to support the North Shore municipal partner organizations by:

1. Identifying barriers for people with disabilities who interact with our government organizations, seek services, and/or participate in community life.

2. Providing advice on how to remove and prevent barriers identified by the committee or the community via feedback processes.
3. Providing an accessibility lens on municipal plans and projects including accessibility plans.

Composition

The committee includes a maximum of 15 voting members from the three partner municipalities. Membership requirements include:

- At least half of the members are community members with disabilities; others may be community members who support persons with disabilities.
- Three members are individuals from organizations on the North Shore that support persons with disabilities. When recruiting members from disability-serving organizations, people who also bring lived experience of disability are prioritized.
- At least three members are Indigenous persons, to the extent possible.
- There is balanced representation across the three North Shore communities.
- Committee members reflect the diversity of disabilities and persons in British Columbia. This includes the full demographic spectrum in each participating municipality.

Members generally participate on the committee for a two-year term.



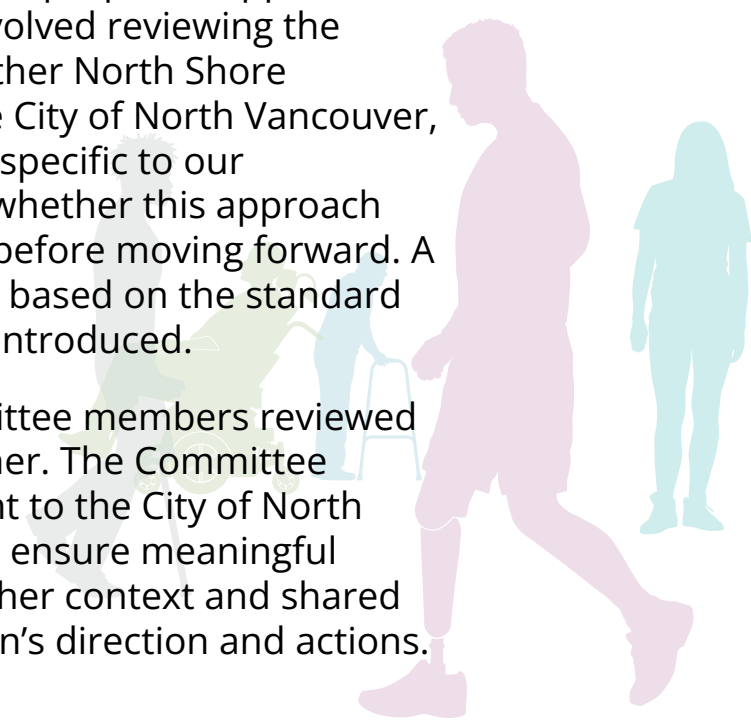


CONSULTING WITH THE NORTH SHORE ACCESSIBILITY ADVISORY COMMITTEE ON THE ACCESSIBILITY PLAN

City staff consulted with the North Shore Accessibility Advisory Committee in fall 2024 to support the development of this plan. The Committee had previously provided input on accessibility barriers to the Districts of North Vancouver and West Vancouver in 2023.

In the first meeting, staff shared the City’s proposed approach to identifying barriers. This approach involved reviewing the Committee’s previous feedback to the other North Shore municipalities to see what applied to the City of North Vancouver, as well as identifying additional barriers specific to our community. Staff asked the Committee whether this approach was appropriate and invited their input before moving forward. A draft framework for organizing the plan, based on the standard areas in the Accessible BC Act, was also introduced.

In the second meeting, staff and Committee members reviewed the previously gathered feedback together. The Committee was asked which parts were also relevant to the City of North Vancouver to help avoid duplication and ensure meaningful engagement. Members also offered further context and shared additional barriers to help shape the plan’s direction and actions.



Accessibility as Design Element in The New Harry Jerome Community Recreation Centre

Through 2025 and early 2026, the City will be completing a new community recreation centre, replacing the 59 year old Harry Jerome Recreation Centre. Driven by the City's vision of A Healthy City for All and guided by the City's Community Recreation Strategy, the new community recreation centre is focused on physical and mental wellness, inclusion, accessibility, and diversity.

The new facility is pursuing the gold standard in the Rick Hansen Foundation Accessibility Certification program.





Curb Access and Parking Plan

The City of North Vancouver Curb Access and Parking Plan was approved on April 14, 2025. It introduces more equitable parking policies, so that community members have greater opportunity to access the curb when and where needed.

Accessible design is one of the provisions in the plan, which includes providing priority or barrier-free parking spaces for vehicles displaying an accessible parking placard issued by the [Social Planning and Research Council of BC \(SPARC\)](#).

The City is implementing the plan in phases, focusing on areas with the highest parking use, Lower and Central Lonsdale, first. Parking changes in these areas will take effect in September 2025, with ongoing monitoring to adjust for any unforeseen impacts on curb space.



City Policy on Accessibility

The City has incorporated accessibility as a fundamental element in policy development for a wide range of City plans and strategies. For example, accessibility is now considered in the Community Wellbeing, Mobility, Economic and Climate and Environment Strategies and major policy documents.

Digital Accessibility

In 2024, the City began addressing digital accessibility, including conducting a formal assessment of the City's website.

Significant improvements have been made to announcements and navigation on the main menu.

The search function has been improved for screen reader users, voice-assisted technology users, and users who navigate the site with keyboard only. ARIA labels, which

help screen reader users navigate the site, have also been improved.

This accessibility plan includes actions to continue the work to identify and remove barriers on our website and in electronic documents.

Built Environment Accessibility

During the spring of 2025, we conducted assessments of two main City owned and managed properties to identify accessibility barriers in the built environment. We audited the City of North Vancouver City Hall and the Gerry Brewer building, which is the home of the North Vancouver RCMP, North Shore Emergency Management, the North Shore Restorative Justice Society, and the City of North Vancouver Police Support Services and Bylaws. The CNV Accessibility Working Group will review the findings and evaluate possible actions to remove them or mitigate their impact.





Staff Accessibility Groups

Although the North Shore Accessibility Advisory Committee is critical to our accessibility work, their primary role is to advise and make recommendations. We understand that we alone are responsible for creating real, lasting change in the way our local government operations. For this reason, we have established three internal groups to support and drive our City's accessibility work.

ACCESSIBILITY WORKING GROUP

This group is made up of City staff across each department. The role of the group is to:

1. Identify barriers related to each department
2. Propose actions
3. Lead and support implementation of these actions

ACCESSIBILITY STEERING GROUP

This group is made up of key leaders from each department. Collectively, this group is responsible for streamlining decision-making regarding this Accessibility Plan. As individual contributors, group members are also responsible for championing accessibility in their department.

LIVED EXPERIENCE REPRESENTATION

Members of the working group and steering group were selected based on their understanding of their departments and their influence on decisions that impact accessibility. We also recognize the importance of ensuring lived experience of disability is represented in the internal groups.

In 2024, we surveyed the Accessibility Working Group and Accessibility Steering Group groups, and we found that 22% of members self-identified as having a disability and a further 11% are caregivers of someone with a disability

ACCESSIBILITY EMPLOYEE RESOURCE GROUP

In 2025, with the participation of employees from all departments across the City, we launched an accessibility-focused employee resource group. The Accessibility Employee Resource Group includes employees with lived experience of disability, caregivers of persons with disabilities and employees who want to work towards advancing accessibility in the City as allies.



The objectives of the Accessibility Employee Resource Group are to:

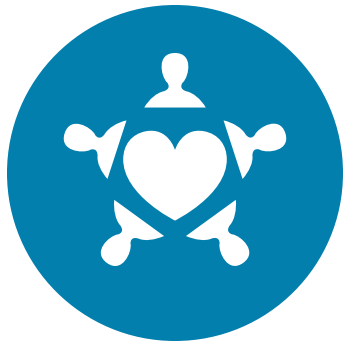
- Create a safe space for employees to talk about their experiences and access to support networks.
- Help the City identify key areas to focus learning initiatives and promote learning about ways to practice inclusion for people with disabilities.
- Share insights and perspectives on the impact of policies, processes, and procedures in the workplace.

The Accessibility Employee Resource Group shared barriers they have experienced or noticed in their workflows. Their feedback was reviewed by the working group and incorporated into the accessibility plan.

Successes of the Accessibility Advisory Committee

Before the North Shore Accessibility Advisory Committee came to be, the group was named the North Shore Advisory Committee of Disability Issues. Under this name, the group enabled the following:

- Improved crosswalk signals, curb design, transportation, and parking throughout the North Shore.
- The inclusion of a hearing assistance system at the John Braithwaite Community Centre. This is the first City facility to feature an Induction Loop System which transmits sound directly to a user's hearing aid.



LEGISLATION GUIDING THIS PLAN



Accessibility work at the City of North Vancouver is guided by the Accessible BC Act and the Accessible Canada Act.

The Accessible BC Act

The [Accessible BC Act](#) is British Columbia's accessibility legislation. It became law on June 17, 2021. The Act's requirements, principles, and coming standards guide much of our accessibility work.

REQUIREMENTS

According to the [Accessible BC Act](#), prescribed organizations must comply with three requirements:

1. Create an accessibility committee to help the organization identify, address, and prevent barriers.
2. Develop an accessibility plan to highlight how the organization will identify, remove, and prevent barriers.
3. Establish a public feedback mechanism so people can share comments on the barriers they face when interacting with the organization.

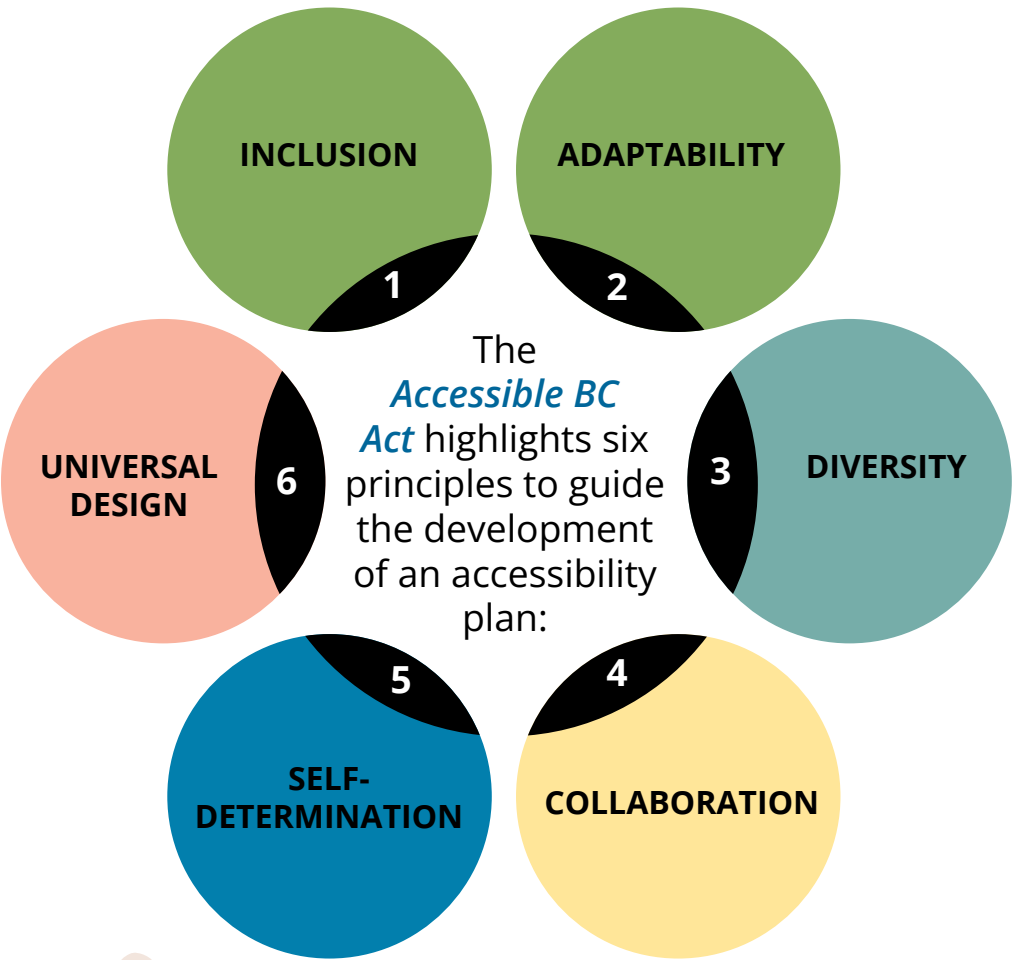
As a prescribed organization, the City of North Vancouver must fulfill these requirements. The North Shore Accessibility Advisory Committee is our accessibility committee, and this is our Accessibility Plan.

The City of North Vancouver has several ways that community members can share their feedback about accessibility barriers and this accessibility plan. Community members can [email us](#), use the [CityFix App](#), or submit a [service request form](#).



The City is committed to creating more ways to reach out, engage and listen to diverse range of community members.

PRINCIPLES



The City of North Vancouver has used these principles to guide the development of this plan.

As recommended by North Shore Accessibility Advisory Committee, we have also adopted intersectionality as a guiding principle for this work. We will continue to look to these principles as we move towards implementation.

COMING STANDARDS

The next phase of the *Accessible BC Act* is the development and release of accessibility standards. The BC Government, their Provincial Accessibility Committee, and technical committees are working together to shape these standards. As a result of this work, we will see regulations for accessibility in the following eight areas, and possibly others:



We are using these areas to guide our barrier identification and removal. Specifically, we are focusing on the areas that apply to municipal work. These include employment, service delivery, built environment, information and communications, transportation and procurement. Education and health are not within the scope of this plan.

Although final standards have not been published, we have considered themes from the draft employment and service delivery standards. According to Untapped Accessibility's analysis of these standards, themes are:



1. Employment

- a. Asking about accommodations early and often
- b. Collaborating with employees with disabilities in your accessibility work
- c. Proactively planning for accessibility
- d. Being transparent about the accessibility of your organization



2. Service Delivery

- a. Ensuring equitable access to your services
- b. Eliminating the need for people to prove disability to gain access
- c. Ensuring all staff are trained in accessibility
- d. Documenting accessibility efforts – and being transparent about these efforts
- e. Ensuring there is an accessibility representative for your organization



The Accessible Canada Act

The [Accessible BC Act](#) is Canada's federal accessibility legislation. It builds on the existing human rights framework by focusing on the identification, removal, and prevention of barriers. With the goal of ensuring a barrier-free Canada, the Act highlights three organizational requirements:

1. Prepare and publish accessibility plans
2. Set up a feedback process
3. Prepare and publish progress reports

These are similar requirements to those highlighted in the Accessible BC Act. But the Accessible Canada Act requires progress reports that describe actions the organization has taken to implement their accessibility plans.

For transparency purposes, the City of North Vancouver will ensure regular progress updates on this plan are released to the public.



BARRIER IDENTIFICATION AND REMOVAL

In our commitment to creating an inclusive and accessible City, identifying and removing barriers is a key priority. To organize our efforts, we are adopting the accessibility standard areas from the *Accessible BC Act*, as outlined below.



Employment



Service delivery



Built environment



Information and communications



Transportation



Procurement



The Accessible BC Act recognizes that barriers can be categorized in many ways. By categorizing barriers, we can begin thinking about their cause and how to remove them.

The Act notes that barriers can be categorized as:

- ▶ Physical
- ▶ Attitudinal
- ▶ Policy and Practice
- ▶ Information and Communications
- ▶ Technology

The Act also recognizes that barriers are affected by intersecting forms of discrimination.

As you'll see in the next section, sometimes a barrier may fall into several categories. Some barriers may be addressed quickly, but others may require more effort or time to address.

How Barriers Show Up In City Life

Barriers named in the Accessible BC Act can appear in many parts of civic life—employment, buildings and public spaces, communication, technology, transportation, how services are delivered, and the City's procurement of goods and services.

These barriers are not limited to a single municipality; similar challenges arise in communities throughout British Columbia and beyond. The examples in this section draw on two kinds of input: feedback about our own City and broader observations that people say hold true everywhere. Insights from individuals with disabilities, advocacy groups, service providers, and other contributors shaped this Accessibility Plan and point to both the barriers that remain and the steps we can take to remove them.

EMPLOYMENT

In the workplace, attitudinal barriers result when people assume people with disabilities don't have the skills and capability to perform their jobs. When colleagues, managers, or customers have a limited understanding of disability, and accessibility they may rely on harmful biases or stereotypes.

Sometimes standard ways of working present barriers and disabled people may face barriers to even apply to a job opening. For example, if an employer only accepts applications through a website that's not accessible, this may present technology barriers for qualified applicants with disabilities.

Physical barriers can exist in the workplace when building designs don't fully take into account the needs of people with disabilities. Older buildings may have been built before accessibility was part of the building code.

Policy barriers can result when policies are created without fully considering accessibility. For example, many job descriptions in the past included requirement that weren't essential for the role, such as "must be able to lift 50 lbs" or "a valid driver's license is required". These types of policies may still exist in today's job market, even though those requirements aren't always necessary for the job.





SERVICE DELIVERY

When community services aren't developed with accessibility in mind, barriers can sometimes appear in programs and services. Staff may unintentionally create attitudinal barriers by assuming that all disabilities are visible. For example, staff might ask for a doctor's note each time a person with a disability accesses accessible services, which can create extra challenges. Communication, technology, and policy barriers can sometimes make it harder for community members with disabilities to take part in different aspects of civic life, including community consultation events. For example, event notices may be printed in text that is too small to read, or use language that is hard to follow.

Barriers to accessibility can occur when events, whether organized by the City or by third-party hosts, are planned without clear guidelines to address accessibility needs.

When events are not planned with accessibility in mind, they may inadvertently be difficult to access or miss opportunities to be inclusive. For example, without detail about the accessibility of the venue, information and communication barriers may prevent community members from making an informed decisions about whether they can attend.

Information barriers can occur when there is not enough clear, advance information, or on-site signage about key accessibility features such as accessible washrooms, transportation options, and safe pathways to and around a venue. Without this information, people with disabilities may be unable to determine whether it is safe or feasible for them to attend. This also includes not being informed in advance when certain services or amenities are unavailable or out of order.

Policy and practice barriers can come up for individuals who rely on a caregiver or support person for assistance



with managing their activities and health needs. If program costs are set per attendee, and lack a policy about support persons, additional program fees can place a financial burden on the person who needs support.

Visible barriers can frequently be found in streetscapes. For example, a lack of awareness about the navigation needs of wheelchair or scooter users can lead to the placement of objects—like signs or displays—that unintentionally block sidewalks. These physical barriers may reflect broader attitudinal barriers, where the needs of all users of public spaces aren't fully considered.

Policy and attitudinal barriers can also appear during emergencies. When emergency service providers are not fully aware of the diverse needs of people with disabilities, it can lead to gaps in support that may affect health and safety. If first responders and emergency plans are not prepared to accommodate everyone in the community, people with disabilities may not receive the support they need.



In the past, evacuation centers may not have consistently included policies or practices that fully considered the needs of people with disabilities. Effective planning includes creating accessible spaces and ensuring people can bring essential items and equipment—especially those that may not be available in the first days of an emergency.

For example, a person with a mobility related disability may need a pressure-relieving mattress to prevent serious health complications. Making these supports available can help ensure everyone's safety and dignity in an emergency.

BUILT ENVIRONMENT



Many civic buildings and private buildings in our community were built at a time when building codes required less consideration of accessibility. As a result, many of these spaces still include physical barriers. For example, older buildings may be difficult for wheelchair users to access, especially washrooms and change room facilities. Sinks may be too low, or objects might block access to stalls.

Attitudinal barriers can also appear when it's assumed that accessible features won't be used. For example, placing items in the extra space on an accessible washroom can reduce its usability, even if the washroom remains functional.

Some physical barriers are built into the design of a space, but others can be seasonal or temporary. For example, during snow events, crews work hard to clear sidewalks and roads as quickly as possible. Without accessibility built into snow removal planning, key features, such as accessible parking stalls, may be used for snow storage, limiting access for people who rely on them.

These situations may reflect gaps in planning or policy, such as the need for clearer guidance and training to help ensure accessibility is maintained year-round.

INFORMATION & COMMUNICATIONS

Access to information is essential for everyone to participate fully in civic life. To be accessible, communications should be available in multiple formats, since relying on just one, such as only online or only print, can create barriers for a group of people. It's important to consider different needs and ways people prefer to receive information.



Sometimes, information barriers happen because policies or resources aren't in place to support staff. For example, without an up-to-date map of accessible parking available, staff may lack the information they need to provide clear answers to residents.

How information is shared matters too. Even when staff have great expertise, using complex language can make information harder to understand. Using plain language helps ensure everyone can access and use the information. This means knowing the audience and ensuring that the language used is respectful, and avoids assumptions and stereotypes about disability and people with disabilities.

A significant portion of City communications use technology, such as email newsletters or emergency alerts. If digital tools aren't designed with accessibility in mind, some community members—like those using assistive devices—may miss important information or chances to participate.



TRANSPORTATION

As residents and visitors move through the City, transportation barriers can prevent easy access and full participation. Technology can become a barrier if not designed with accessibility in mind. For example, parking meters or pay terminals may have dim display screens that don't provide enough contrast for people with vision related disabilities.

People with non-apparent or invisible disabilities may experience attitudinal barriers as they access public transit. For example, a bus user who manages a pain-related disability may choose a seat at the front of the bus and experience hostile comments from other bus users who don't recognize their disability.

Policy barriers can result when people with lived experience are not consulted or considered. For example, parking with short time limits on busy streets may not consider the extra time a disabled person needs to make it from their car to the medical office and back.

Physical barriers can result when trails aren't built to work for wheelchair users or adaptive bike riders.



PROCUREMENT

Each time the City purchases goods or services represents an opportunity to support improved accessibility. Policy and practice barriers in procurement result when accessibility considerations are not explicitly requested. With an updated procurement policy that values accessibility alongside other social and environmental goals, all departments who procure goods or services can develop a regular practice of considering the needs of people with disabilities.



While procurement professionals are highly knowledgeable, accessible procurement is an emerging field, and they may not have received training about accessibility, which may result in attitudinal barriers.

When City staff lack awareness of accessibility, they may not know how to request or assess whether software or goods meet accessibility standards. This can lead to missed opportunities for improvement and the unintentional reinforcement of inaccessible practices.



Alternately, suppliers who can offer a product with better accessibility may be discouraged from a call for proposals that doesn't explicitly value accessibility in the evaluation criteria.

Accessibility barriers can also come up for suppliers with disabilities. If the bidding portal is not accessible, some suppliers with disabilities may be excluded because of technology barriers.

If the bid process is not designed with accessibility in mind, it may also create other barriers for suppliers with disabilities. For example, if the bidding process operates on a short turnaround time, some suppliers who provide employment to disabled community members may not have time to confirm project team availability.

In partnership with the City's Accessibility Working Group and Accessibility Steering Group, the City has developed a detailed action plan. Along with the details listed below, we also have identified the departments who will be responsible for each action item.

ACCESSIBILITY ACTION PLAN

Employment

GOAL 1 | IDENTIFY, REMOVE, OR MITIGATE THE IMPACT OF BARRIERS IN THE ACCOMMODATION PROCESS

Barrier type: Attitudinal, Policy-Practice, Information & Communication
Actions

- a) Update job postings to include active offer of accommodations
- b) Review accommodation process and policies
- c) Review practices to offer accommodations to staff and job applicants
- d) Provide training to hiring managers on inclusive hiring and accommodations
- e) Enhance channels for job applicants to request accommodations
- f) Enhance accessibility during in-person and virtual interviews
- g) Expand outreach to organizations and groups that support community members with disabilities to promote available job opportunities

2025 2026

GOAL 2 | IDENTIFY, REMOVE, OR MITIGATE THE IMPACT OF BARRIERS DURING THE ONBOARDING PROCESS

Barrier type: Policy – Practice
Actions

- h) Review and update accessibility standards during new employee onboarding process, documents, and materials
- i) Communicate that accommodations are available, and the process to request them when onboarding new hires
- j) Document new employees' information about accommodation needs in case of emergencies and work with employees to confidentially develop emergency plans

2025 2026

GOAL 3 | IDENTIFY, REMOVE, OR MITIGATE THE IMPACT OF BARRIERS WHEN COMMUNICATING OR SHARING INFORMATION WITH EMPLOYEES

Barrier type: Policy – Practice

Actions

- k) Review accessibility of essential employee communications and update to remove or mitigate the impact of barriers
- l) Develop and communicate a process for employees to request communications, policies or any other essential documents in accessible formats when needed



GOAL 4 | IDENTIFY OPPORTUNITIES TO IMPROVE THE WORKPLACE EMERGENCY RESPONSE PROGRAM

Barrier type: Policy – Practice, Physical, Attitudinal, Information & Communication

Actions

- m) Review workplace emergency response program from an accessibility lens



Service Delivery

GOAL 1 | BUILD STAFF AWARENESS ABOUT ACCESSIBILITY, DISABILITY AND FOSTERING INCLUSIVE WORKPLACES

Barrier type: Attitudinal

Actions

- a) Provide staff training on accessibility and disability awareness, document accessibility, accessible and inclusive community engagement



GOAL 2 | IDENTIFY OPPORTUNITIES TO IMPROVE ACCESSIBILITY IN EMERGENCY MANAGEMENT IN THE NORTH SHORE

Barrier type(s): Policy – Practice, Attitudinal, Physical, Information & Communication

Actions

- b) Work in collaboration with NSEM, DNV, DWV and Skwx̱wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations to align on accessibility standards for emergency management in the North Shore



GOAL 3 | IDENTIFY OPPORTUNITIES TO ENHANCE SUPPORT FOR COMMUNITY MEMBERS WITH DISABILITIES DURING EMERGENCIES

Barrier type(s): Policy – Practice

Actions

- c) Conduct a comprehensive review of the Fire Department’s Community Disability Self-Reporting Program to identify opportunities for improvement and promotion. This voluntary program allows residents with disabilities to register their information in a database managed by the North Vancouver Fire Department.

The database serves as a valuable resource for first responders, providing critical information when responding to emergencies at properties where individuals with disabilities reside. By ensuring responders are aware of specific needs, the program enhances the safety and effectiveness of emergency response efforts. Through these efforts, the program can be further optimized to support a safer and more inclusive community



**GOAL 4 | IMPROVE ACCESSIBILITY OF COUNCIL DOCUMENTS
ACCESSED BY MEMBERS OF THE PUBLIC AND STAFF**

Barrier type(s): Policy – Practice, Information, Communication & Technology
Actions

- d) Review forms, checklists and commonly used public documents from an accessibility lens to identify barriers and actions to remove or mitigate their impact
- e) Incorporate accessibility principles to existing guidelines to create documents, update forms and lead community engagement events
- f) Create process to allow transcription of voicemails for public submissions in response to a notice
- g) Improve access and raise awareness about the *Listen EVERYWHERE* app that allows the public to connect Council meeting audio to personal smartphone devices, personal headphones, and/or hearing aids via Bluetooth



**GOAL 5 | IDENTIFY OPPORTUNITIES TO ENHANCE SUPPORT FOR
COMMUNITY MEMBERS WITH DISABILITIES THROUGH
SUPPORTIVE FUNDING STRATEGIES**

Barrier type(s): Policy – Practice
Actions

- h) Integrate accessibility as a key consideration in the City Supportive Funding Program framework



The Built Environment

**GOAL 1 | REMOVE OR MITIGATE IMPACT OF ACCESSIBILITY BARRIERS
IN PROPERTIES OWNED AND MANAGED BY THE CNV**

Barrier type: Physical
Actions

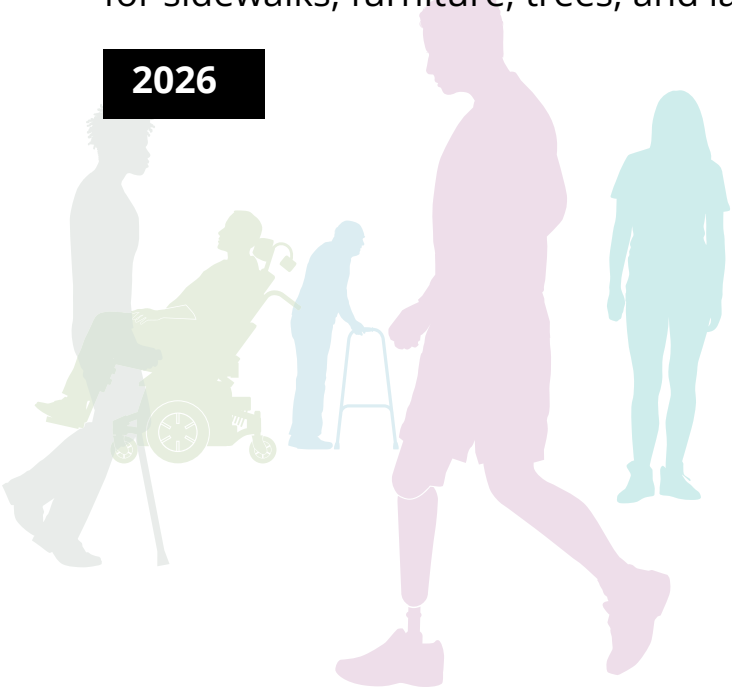
- a) Assess physical accessibility of City owned and managed buildings by a certified accessibility professional.
 - Assess accessibility of CNV City Hall and Gerry Brewer Building (RCMP and Police Support Services) in 2025
 - Create an implementation plan to address barriers in the short, medium, and long term



**GOAL 2 | ENSURE CONSISTENT ACCESSIBLE DESIGN BY
PROVIDING DIRECTION TO ALL PARTIES DESIGNING AND
CONSTRUCTING STREETScape ELEMENTS IN THE CITY'S
RIGHTS-OF-WAYS**

Barrier type: Policy – Practice
Actions

- b) Develop and implement street design guidelines, describing design objectives for sidewalks, furniture, trees, and landscaping along all public streets



GOAL 3 | INTEGRATE ACCESSIBILITY PRINCIPLES IN THE DESIGN OF CITY-WIDE WAYFINDING ELEMENTS

Barrier type(s): Physical, Policy – Practice, Information & Communication
Actions

- c) Integrate accessibility principles into the design of wayfinding infrastructure throughout the City, including development of:
 - Clear standards for the design, location, and construction of wayfinding elements. This will ensure information is accessible, intuitive, inclusive, and easily understood by all
 - New design templates for signage, icons, ground markings
 - A comprehensive city-wide graphic map, and other wayfinding features that meet the need of a diverse range of users

2025

GOAL 4 | DELIVER A COMPLETE, UNIVERSALLY ACCESSIBLE AND HIGH-QUALITY PEDESTRIAN NETWORK

Barrier type(s): Physical, Policy – Practice, Information & Communication
Actions

- d) Provide a complete sidewalk network on both sides of the street of all streets within a reasonable walking distance (typically 400 metres) of all key pedestrian areas and destinations like schools, community centres and frequent transit corridors. Prioritize improving the quality and comfort of existing narrow sidewalks along and within a reasonable walking distance of the City’s Main Streets
- e) Deliver and encourage more pedestrian connections mid-block pathways across the City, with particular focus on north-south connections in the Lonsdale Regional City Centre, and improve connections over ravines, creeks, and through parks, where environmentally appropriate
- f) Prioritize universal design and accessibility standards when designing or redesigning all streets, sidewalks, connections, and pathways using guidance from BC’s Active Transportation Design Guide

Ongoing Multi-year¹

GOAL 5 | DEVELOP EXPERIENCE-FOCUSED OPERATIONAL SERVICE STANDARDS FOR THE MAINTENANCE OF CITY ASSETS AND SPACES

Barrier type(s): Policy & Practice
Actions

- g) Align our asset management efforts to focus on the user experience, rather than solely focusing on asset condition.
- h) Provide an improved level of service for people walking and rolling during all seasons, including more leaf and debris clearing in the fall and more snow clearing of mobility lanes and critical pathways in the winter

Ongoing Multi-year¹

Information and Communications

GOAL 1 | INCORPORATE ACCESSIBILITY PRINCIPLES INTO THE CITY’S ENGAGEMENT FRAMEWORK

Barrier type: Policy – Practice, Information & Communication
Actions

- a) Include accessibility as a guiding principle in the City of North Vancouver Engagement Framework

2025

1 The Ongoing – Multi-year timeline includes actions that are part of the long-term work outlined in the Mobility Strategy, which will take years to complete. For example, sidewalk improvements are ongoing and happen each year.

GOAL 2 | SET CONCRETE, ACTIONABLE STEPS TO INTEGRATE ACCESSIBILITY INTO THE CITY’S ENGAGEMENT FRAMEWORK

Barrier type(s): Policy – Practice, Information & Communications

Actions

- b) Identify actions to improve accessibility in the City of North Vancouver Engagement Framework Implementation Plan



GOAL 3 | ESTABLISH REGULAR MONITORING AND INTERNAL REPORTING ON BARRIERS VIA COMMUNICATIONS CHANNELS

Barrier type: Policy – Practice

Actions

- c) Log all public feedback about accessibility barriers in and when interacting with the City, and establish quarterly reviews with the City Accessibility Working Group to identify short, mid, and long term actions



GOAL 4 | ENHANCE EXISTING FEEDBACK CHANNELS

Barrier type(s): Technology, Information & Communication

Actions

- d) Develop and implement feedback channels that are accessible to a wide range of users

Investigate opportunities to use existing tools
- e) Develop an engagement plan to outreach to communities that are not commonly present in consultation, including understanding and removing or mitigating barriers to participation



GOAL 5 | IMPROVE ACCESSIBILITY OF CNV.ORG

Barrier type(s): Technology, Information & Communication

Actions

- f) Assess accessibility of the City’s website to identify barriers

Develop a plan to implement website improvements in the short and midterm that prioritizes critical and serious issues

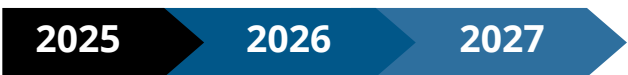


GOAL 6 | IMPROVE PUBLIC INFORMATION ABOUT ACCESSIBILITY OF FACILITIES AND EVENTS VENUES

Barrier type: Information & Communication

Actions

- g) Identify opportunities to improve public information about accessible features and services available in City-owned and managed buildings and event venues, including information when they are out of service



GOAL 7 | INTEGRATE ACCESSIBILITY PRINCIPLES IN THE REVIEW OF THE CITY VISUAL IDENTITY STANDARDS

Barrier type(s): Physical, Policy – Practice, Information & Communication

Actions

- h) Review the City’s visual identity standards to incorporate additional accessibility considerations. This includes the use of inclusive language, a portfolio of visual elements (such as logo lockups, graphic elements, colors, sizes, typography, etc.), and a set of templates for various documents and materials (e.g., posters, displays, newsletters, reports, presentations, etc.)

These guidelines will ensure that all materials are accessible and inclusive for a wide range of users

2025

Transportation

GOAL 1 | DELIVER AN ALL AGES AND ABILITIES MOBILITY LANE NETWORK THAT CONNECTS ALL OUR NEIGHBOURHOODS AND KEY DESTINATIONS

Barrier type: Physical, Information & Communication

Actions

- a) Complete the priority corridors for All Ages and Abilities (AAA) Mobility Lanes and provide improved North-South connections to key activity centres in the City. Identify new phases for network expansion on a regular basis as corridors are delivered



- b) Ensure all new mobility lane infrastructure is designed to meet AAA standards
- c) Upgrade existing mobility lane infrastructure to meet AAA standards, prioritizing investments on corridors with high use and the greatest potential for risk reduction
- d) Make better use of low-cost, quick-build solutions, such as using temporary delineator posts to separate mobility lanes from vehicle traffic, and observing these temporary solutions in advance of upgrading to fully developed infrastructure



GOAL 2 | MAKE OUR WALKING AND ROLLING NETWORKS EASIER TO USE AND NAVIGATE FOR PEOPLE OF ALL AGES AND ABILITIES

Barrier type: Physical, Information & Communication

Actions

- e) Deploy a user-friendly mobility wayfinding system at key locations across the City, and provide this in an open format to encourage third-party development of wayfinding solutions. Coordinate with North Shore governments to ensure sub-regional alignment
- f) Require the provision of direct, unobstructed, and protected routes for people walking or rolling, as part of the permitting process for construction and development, special events, and public works



GOAL 3 | PROVIDE ABUNDANT AMENITIES THAT INCREASE THE ENJOYMENT OF WALKING AND ROLLING

Barrier type: Physical

Actions

- g) Expand amenities such as benches, secure bicycle parking, weather protection, and washroom facilities, and create an inventory and prioritization schedule with community input



- h) Ensure public micromobility parking spaces are designed to accommodate e-bikes and cargo bikes, especially along Main Streets and Shared Streets



GOAL 4 | IMPROVE ACCESS TO SHARED MICROMOBILITY SERVICES FOR EVERYONE

Barrier type: Physical, Policy & Practice

Actions

- i) Work with shared micromobility service providers to ensure there is equitable fleet distribution, and prioritization across the City’s AAA Mobility Lane Network, and close to major destinations
- j) Work with shared micromobility service providers to ensure devices do not impede other travellers through application of end-of-trip procedures and education programs
- k) Advocate for new incentives and loan programs from senior levels of government to support greater uptake of electric micromobility devices, including e-bikes and other emerging devices



GOAL 5 | CREATE ENABLING CONDITIONS FOR ENHANCED TRANSIT SERVICE AND COVERAGE ACROSS THE CITY

Barrier type: Physical, Policy & Practice

Actions

- l) Work with TransLink to expand and enhance local transit service, ensuring all businesses and residents are within a reasonable walking distance of the Major Transit Network. This involves protecting and designing space for fast and reliable transit



- m) Work with TransLink to plan, design, and implement measures, such as signal priority and bus-only lanes, prioritizing investments at unreliable locations on the Frequent Transit Network



GOAL 6 | SUPPORT AN INCLUSIVE TRANSIT SYSTEM THAT IS EASY TO UNDERSTAND, AND ACCOMMODATES PEOPLE OF ALL ABILITIES

Barrier type: Physical, Policy & Practice

Actions

- n) Ensure all transit passenger facilities are designed to be universally accessible
- o) Provide consistent digital and physical wayfinding and signage
- p) Provide high-quality stops by working closely with partners to expand the availability of passenger waiting shelters, real-time information, benches, ample bike parking, improved lighting, and washrooms in high ridership and transfer areas



GOAL 7 | CREATE ENABLING CONDITIONS FOR MOBILITY HUBS TO PROVIDE SEAMLESS CONNECTIONS BETWEEN TRANSIT AND OTHER MODES

Barrier type: Policy & Practice

Actions

- q) Support the establishment of mobility hubs in Lower Lonsdale, Central Lonsdale, and other sites with frequent or rapid transit. These hubs will include improved transit priority measures, increased availability of car-sharing and ride-hailing options, and plentiful walking and rolling infrastructure



GOAL 8 | SUPPORT EASIER ACCESS TO CAR-SHARING AND CARPOOLING SERVICES

Barrier type: Policy & Practice

Actions

- r) Enhance accessibility requirements for car-sharing fleets and work with service providers to increase fleet distribution to ensure effective spatial coverage across all neighbourhoods
- s) Work with service providers to increase car-share access for families, lower income households, and people with mobility limitations



GOAL 9 | MINIMIZE THE POTENTIAL FOR CONFLICT WHERE DIFFERENT STREET USERS COME TOGETHER

Barrier type: Physical, Information & Communication

Actions

- t) Increase the separation of different users at our busiest intersections, particularly for the protection of vulnerable road users
- u) Expand the use of measures like pedestrian- and cyclist-activated signals, dedicated and protected turning signal phases, centreline medians, “no right turn on red” restrictions, and advanced pedestrian and cyclist crossing phases at intersections that have high volumes of people using different transportation modes



GOAL 10 | MANAGE TRAVEL SPEEDS AND ACCESS TO IMPROVE NEIGHBOURHOOD SAFETY AND LIVABILITY

Barrier type: Policy & Practice

Actions

- v) Create a network of 30 km/h streets that includes Local Streets and streets around schools, parks, and community centres. Expand the network of Shared Streets, where vehicle traffic is limited to speeds of pedestrians.
- w) Decrease speed limits on other street types to improve safety and comfort for all travellers



2 The multi-year timeline includes actions that are part of the long-term work outlined in the Mobility Strategy, which will take over 4 years to complete.

GOAL 11 | SUPPORT ENFORCEMENT THAT REDUCES DANGEROUS CONDUCT AND PRIORITIZES PROTECTION FOR VULNERABLE ROAD USERS

Barrier type: Policy & Practice

Actions

- x) Update City bylaws to ensure the safety needs of our most vulnerable road users are prioritized
- y) Work with the Province and North Vancouver RCMP to implement electronic enforcement to deter speeding, red light running and other dangerous behaviour at high-risk intersections and streets



GOAL 12 | MAKE IT EASIER FOR EVERYONE TO BE SEEN WHILE TRAVELLING

Barrier type: Physical

Actions

- z) Improve street and pathway light levels with prioritization at poorly lit intersections.
- aa) Increase visibility of travel lanes, medians, crosswalks, and signage under all conditions by applying and maintaining retroreflective signage, tape and paint



GOAL 13 | REVIEW CURB SPACE USE ACROSS THE CITY TO BETTER MEET THE NEEDS OF STREET USERS

Barrier type: Policy & Practice

Actions

- ab) Undertake a review of the City’s Resident Exempt Parking Program, and work with residents and businesses to develop a more comprehensive

approach to vehicle permitting that meets the needs of street users, manages spillover concerns associated with off-street reductions, and better reflects the high value of street space

Completed in 2025³

GOAL 14 | ENSURE THERE ARE SUFFICIENT LOADING ZONES, PICK-UP AND DROP-OFF ZONES, AND ACCESSIBLE PARKING SPOTS IN HIGH-DEMAND LOCATIONS

Barrier type: Physical

Actions

- ac) Provide more accessible on-street parking spaces in close proximity to shops, services, and key destinations across the City



GOAL 15 | WORK WITH TRANSLINK AND OTHER PARTNERS TO CREATE A MOBILITY MANAGEMENT SYSTEM TO OPTIMIZE SIGNALS, CURBSIDE REGULATIONS, AND REAL-TIME TRAVELLER INFORMATION

Barrier type: Policy & Practice

Actions

- ad) Provide real-time curb and street data as part of the City’s digital wayfinding program. This can encourage third-party providers to use of this data, expanding the reach of City capabilities



³ The City of North Vancouver’s Mayor and Council approved the Curb Access and Parking Plan in April 2025

Procurement

GOAL 1 | INTEGRATE ACCESSIBILITY INTO THE CITY’S PURCHASING REQUIREMENTS

Barrier type: Policy & Practice

Actions

- a) Update current Sustainability policy to integrate accessibility considerations in the competitive bidding process
- b) Add request to tender document to provide information about vendor accessibility practices in alignment with BC Accessibility legislation
- c) Integrate accessibility criteria into the vendor evaluation process
- d) Add accessibility requirements for new training purchases



GOAL 2 | LEARN BEST PRACTICES AND APPROACHES TO ACCESSIBILITY IN PROCUREMENT FROM SIMILAR PUBLIC SECTOR ORGANIZATIONS

Barrier type: Policy & Practice

Actions

- e) Research and discuss best practices with Municipal Procurement community of practice



MONITORING AND EVALUATION



The CNV Accessibility Working Group meets quarterly to review progress and discuss new barriers recorded in the Barrier Tracking Log document received from the following sources:

- a) Feedback channels available to the public that are posted on the City’s website
- b) The North Shore Accessibility Advisory Committee
- c) Disability serving organizations that supported the development of the plan. (We will continue searching for and reaching out to other organizations that have a deeper understanding of barriers experienced by their client groups)
- d) The CNV Accessibility Employee Resource Group
- e) City led public consultation conducted through the year

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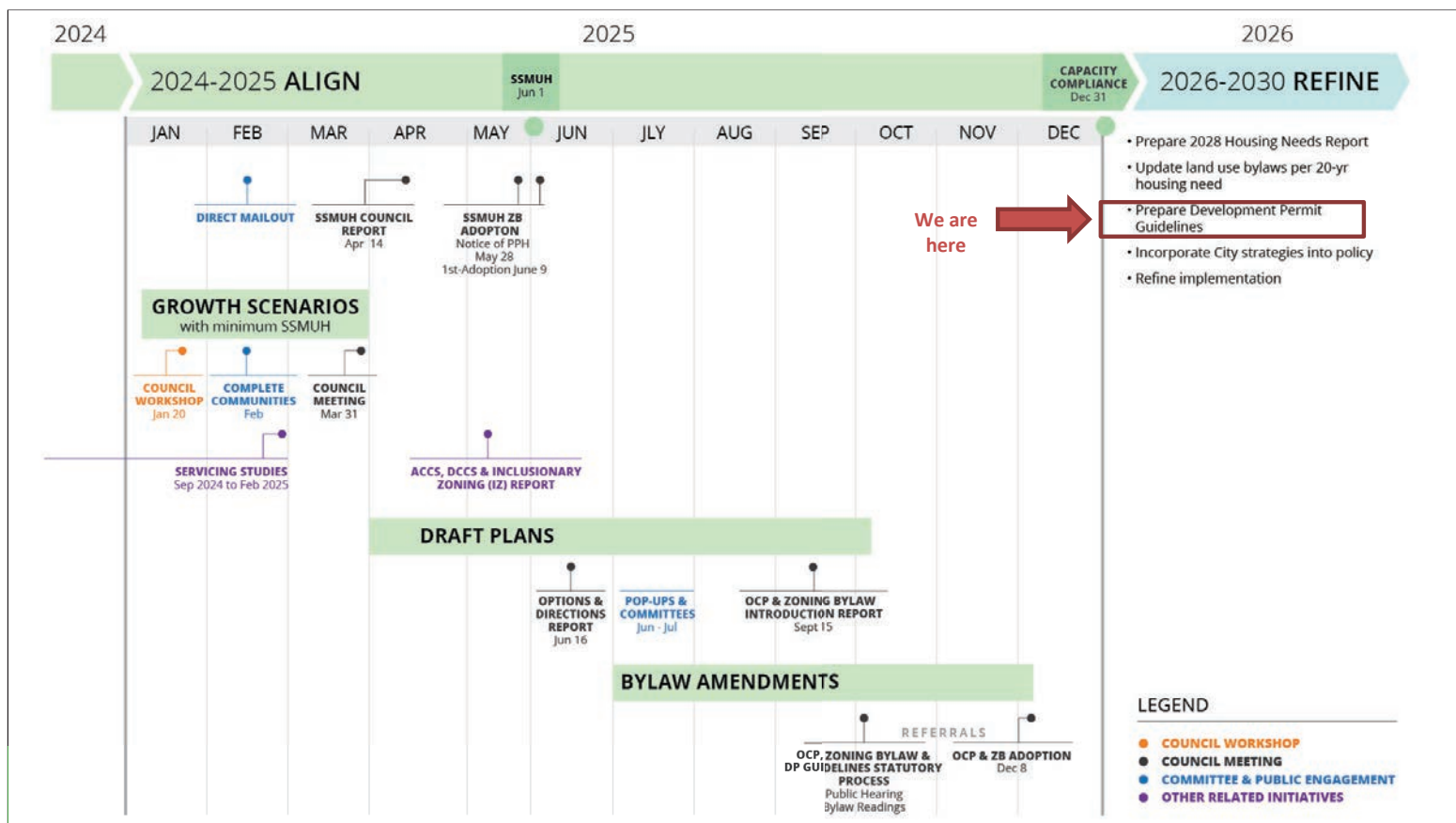


Provincial Legislation Alignment: **Development Permit System**

Presented July 2025
Planning & Development

city
of north
vancouver

Intent: Provide Council with an overview of the Development Permit System in preparation for the Zoning Bylaw Update at the “Refine” stage of work.



Agenda

- New Provincial Legislation
- Current Land Development Process
- Impact of Provincial Changes
- Mitigating Tool: DP System
- Next Steps

New Provincial Legislation

*Aimed at increasing and accelerating housing supply through **as-of-right zoning***



Accommodate 20-year housing needs in bylaws



Transit-Oriented Area



Small-Scale Multi-Unit Housing



New development financing rules

Zoning: What is Regulated?

Use

- what type of activities or businesses that can operate.

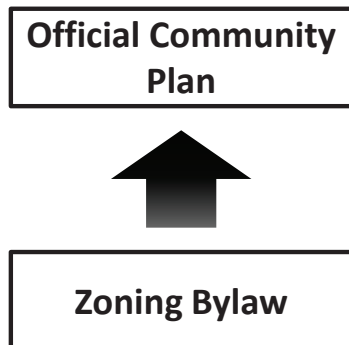
Intensity

- how much density is permitted, measured by items such as height and floor space.

Form

- size, shape, siting, and design of a building and how it fits within the surrounding neighbourhood.

Current System



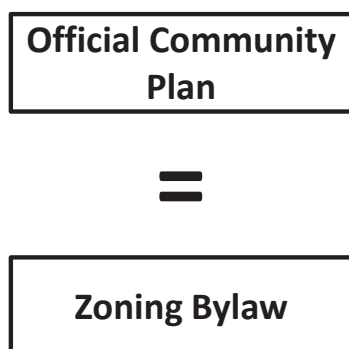
USE & INTENSITY

- OCP allows more density than Zoning Bylaw
- **Rezoning process** brings density up to OCP level. Then applicant applies for Building Permit

FORM

- City uses the difference to negotiate **good design, infrastructure, and amenities**

Impact of Provincial Legislation



USE & INTENSITY

- OCP allows the same amount of density as the Zoning Bylaw in pre-zoned areas
- **No rezoning required** before Building Permit

FORM

- City needs a different way to require **good design, infrastructure, and amenities**

How do Development Permits work?

Development Permit (DP) Tool

- Design guidelines for specific areas or types of development, can regulate:
 - Form & Character
 - Environmental sustainability
 - Mitigate natural hazards
- Development Permit can vary bylaw regulations, except for use & density
- Works with Zoning Bylaw which regulates use & density

Development Permit Benefits

- Quality design outcomes
- Provides flexibility
- Policy-driven & outcomes-based
- Supports livability & neighbourhood fit
- Clear expectations for public, development community, staff & Council

Development Permits Examples

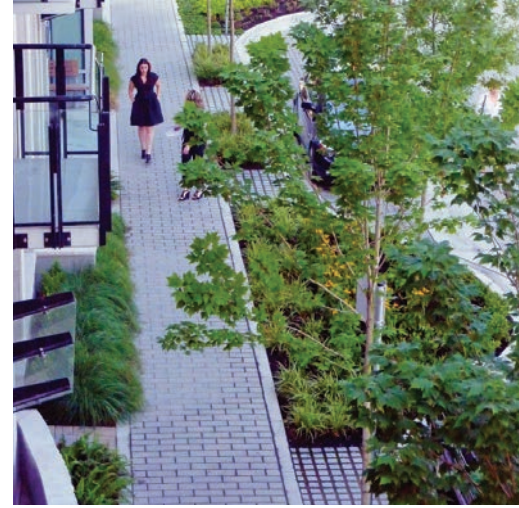
CNV: Moodyville



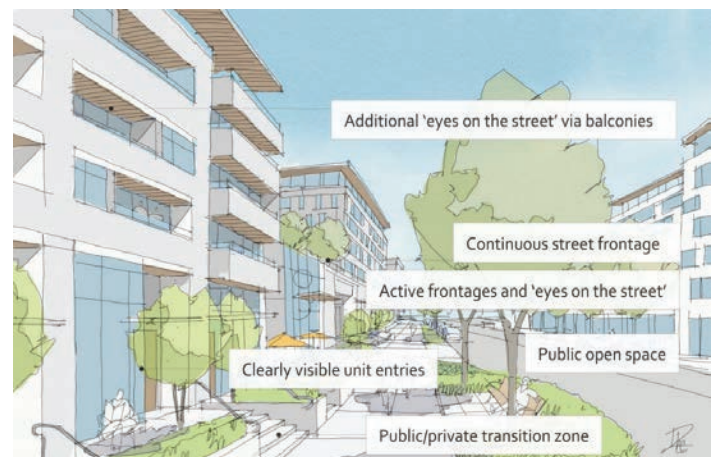
CNV: Coach Houses



Other Places: Kelowna



Other Places: Kelowna

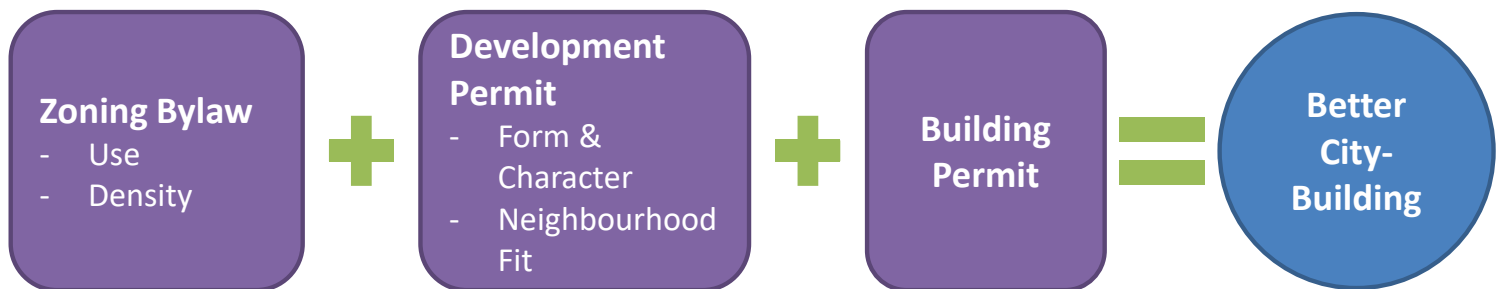


Other Places: Melbourne



Recommended Approach

- Expand City's use of DPs
- Use in tandem with Zoning Bylaw






Next Steps

- ALIGN Stage:
 - Add Development Permit Area to OCP for SSMUH and Zoning Capacity
- REFINE Stage:
 - Prepare Development Permit Guidelines as part of Zoning Bylaw Update



Thank you.



 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: Coreen Mara, Planner 2

Subject: ZONING BYLAW UPDATE – DEVELOPMENT PERMIT SYSTEM

Date: July 7, 2025 File No: 09-3900-30-0008/1

SUMMARY

The purpose of this report is to provide Council with information on Development Permit Systems. Any proposed Development Permit Areas and Guidelines will be brought to Council for consideration at a future date as part of either the Provincial Legislation Alignment work or the Zoning Bylaw update.

BACKGROUND

New Provincial Legislation

In late 2023, in response to growing housing challenges across the province, the Government of BC adopted new legislation, which seeks to increase and accelerate the delivery of new housing and to implement proactive planning tools to remove barriers to housing development.

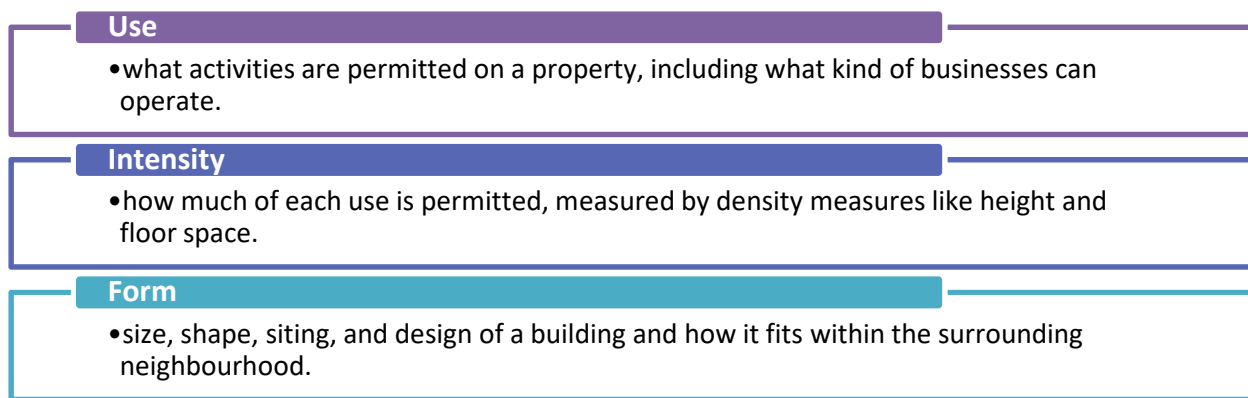
One of the Provincial changes requires the City to accommodate 20-years of housing need in the Zoning Bylaw. Staff brought forward an analysis from Urban Systems at the March 31, 2025, Regular Council meeting. The analysis concluded that the Zoning Bylaw needs to be amended to allow an additional 6,556 housing units to accommodate a 20-year supply of housing. As a result, the City must pre-zone several areas of the City.

Pre-zoning means that the City initiates a Zoning Bylaw amendment to change the land use and/or density of a property. When a property has been pre-zoned, an applicant has the right to develop their land to the new density permitted in the zone. Applicants can therefore proceed directly with a building permit application. However, the building permit process cannot adequately manage design or liveability considerations. The impact of these provincial changes on the City's current development system is described below.

Current Land Development System

The City regulates three components in the land development system: use, intensity, and form. Figure 1 provides a brief description of each component.

Figure 1: Land Use: What is Regulated?



In the City's current land development system, the Official Community Plan (OCP) sets out the long-term direction for the City. The OCP is the City's primary tool for managing future growth by identifying land uses, densities, roads, utilities, parks, institutions, and other long-term needs.

Because the OCP is a tool for managing future growth, it allows for more density than the Zoning Bylaw. By contrast, the Zoning Bylaw sets out the use and intensity permitted today. Property developers can apply for a request for a rezoning to bring the land use and intensity for a specific site up to the same level as permitted in the OCP, or to request an amendment to the OCP to further increase development potential, through a Council process. The City uses this request for increased density to negotiate building and site design (form), infrastructure, and community amenities. Once Council has approved a rezoning, an applicant applies for a building permit.

Impact of Provincial Legislation

The new Provincial legislation requires the City to accommodate its 20-year housing needs in the OCP and Zoning Bylaw. To achieve this, parts of the City need to be pre-zoned to add more capacity to achieve a 20-year housing supply. In those cases, the OCP and Zoning Bylaw would permit the same amount of density. As a result, property developers will be able to proceed directly with a building permit application. The City will lose control over elements of the development that were previously negotiated through the rezoning process (e.g. building and site design, liveability criteria, fit with surrounding neighbourhood), unless other tools are in place.

An intent of the Provincial legislation change is to encourage the construction of more housing, faster, and in the right places. This aligns with the City's ongoing processes to streamline development approvals. Both the Provincial approach and the City's approach share a common goal of making the development application process clearer, faster, and more transparent. The development permit is the City's tool to regulate building and site design, liveability consideration, and neighbourhood fit at time of building permit.

DISCUSSION

In order to mitigate the impacts of the Provincial legislation, staff propose to widen the use of development permits in the City to focus on good growth, quality design, and policy implementation. The following section provides an overview of the development permit tool, why it is beneficial, how the City and other municipalities have used it, and how staff propose to use a development permit system moving forward.

Development Permit (DP) Tool

The Development Permit tool can regulate many topic areas, such as environmental protection, protection of property from hazards, mitigating the effects of tenant displacement, and the promotion of energy conservation, water conservation, and the reduction of greenhouse gas emissions. This report focuses on how the DP tool can regulate form and character.

Form and character Development Permit Areas are areas of the City where developments need to follow guidelines that regulate the outward appearance of buildings and a site. Form and character generally refer to the outward facing elements of a building, such as landscaping, siting, circulation and access, building shape, exterior design and finishes. Form and character guidelines are intended to support the City in staying a highly livable and welcoming place to live through the design of street level spaces and buildings.

Development Permit (DP) Guidelines use text and graphics to regulate form and character. Figure 2 provides an example of a DP guideline. The Development Permit Area where the guidelines apply are identified within the OCP. Form and character DP guidelines are located in the Zoning Bylaw. In summary, DP guidelines regulate form and work in tandem with the Zoning Bylaw, which regulates use and intensity (density).

Figure 2: Development Permit Guideline Example

Source: City of Kelowna

Guideline:

- a) Ensure buildings have a continuous active and transparent retail frontage at grade to provide a visual connection between the public and private realm.
- b) Site buildings using a common 'build to' line at or near the front property line so that a continuous street frontage is maintained.

Diagram:

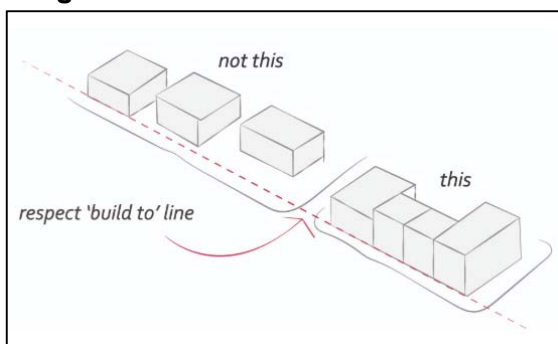


Image:



The City's OCP identifies ten form and character Development Permit Areas, six of which have been implemented with Development Permit Guidelines.

Development Permit Area	Status
Moodyville	Implemented
Harbourside Waterfront	Implemented
Harry Jerome Neighbourhood Lands	Implemented
Shipyards	Implemented
Accessory Coach House	Implemented
Rooftop Antenna	Implemented
Central Lonsdale	Not Implemented
Marine Drive	Not Implemented
Residential Apartment Levels 5 & 6	Not Implemented
Duplex	Not Implemented

Development Permit Tool Benefits

Provide Flexibility

Development Permits are a more flexible tool than the Zoning Bylaw. The Zoning Bylaw has strict, prescriptive rules; whereas, Development Permit Guidelines can be written to illustrate an intent or performance outcome that can be achieved in multiple ways. This allows developers to propose innovative solutions that meet the performance targets. In addition, DPs have the power to vary some bylaw regulations, for example a setback or parking requirement in the Zoning Bylaw, if the intent of the guideline is still achieved. However, DPs cannot vary use or density. Therefore, having DPs that work harmoniously with the Zoning Bylaw is essential.

Focus on Quality Design and Policy-Driven Outcomes

Development Permits are a better tool for regulating design than the Zoning Bylaw due to their flexible nature and ability to articulate design goals. This is particularly helpful for enabling creative solutions for sites with unique characteristics that might have otherwise needed a zoning variance. DPs are also a great tool for implementing City policy by articulating desired outcomes within the guidelines such as energy efficiency, livability, accessibility, environmental protection, or a specific form or character of a neighbourhood.

Set Clear Expectations

DP Guidelines provide clear expectations and design rationale for the public, development community, staff, and Council around the City's goals and expectations for new development. As the Province moves towards requiring municipalities to pre-zone areas, DPs can help to maintain control over design and articulate to the public what development in the area will look and feel like. Additionally, DPs can assist to lessen processing times and costs for applicants.

In summary, Development Permits provide a flexible and streamlined approach to planning and development that allows projects to achieve specific objectives without

requiring strict adherence to prescriptive rules. Instead of specifying exact designs, DP guidelines focus on the overall performance and impact of a development. This approach can promote innovative solutions, more tailored development outcomes, and implementation of City policy. Lastly, DPs are less risky, more efficient, and less expensive for applicants than a traditional rezoning process.

Form and Character Development Permit Examples

City of North Vancouver

The City has used DPs for years to help implement design and policy goals on form and character, accessibility and environmental protection. The following provides highlights of how DPs have been used in the City to achieve these outcomes.

Moodyville

Moodyville is an example of where pre-zoning and DP Guidelines have worked together in the City to create a distinct, but consistent form of development that focused on high-quality design and implementation of many City goals. The Moodyville DP Guidelines helped to push leadership in areas such as energy efficiency and electric vehicle charging before these items were made standard in City bylaws. The guidelines also demonstrated the flexibility of DPs as they accounted for site-specific conditions such as grading to ensure steep sites provided adequate landscaping, pedestrian-friendly streetscapes, and quality building designs. However, the guidelines were quite complex and staff have taken many learnings on how to simplify guidelines for future DPs.

Coach Houses

The City's Accessory Coach House Development Permit Guidelines provide another example of form and character guidelines and implementation of City policy. The guidelines have resulted in a consistent, but unique form of coach houses throughout the City. This example demonstrates how DP Guidelines help to ensure fit with the surrounding neighbourhood and integration with existing buildings onsite, through design considerations such as activation of the laneway frontage, privacy, and landscaping. The guidelines worked together with the Zoning Bylaw to incentivize accessibility features and livability considerations such as usable outdoor space and wheelchair access throughout the first floor. Staff have also changed and simplified these guidelines over time based on user feedback.

Other Places

In addition, staff have reviewed how the DP tool has been applied in other places both locally and abroad. The following highlights some of the key learnings and examples.

City of Kelowna

Kelowna has applied a single form and character Development Permit Area across the majority of the City. The guidelines are segmented into different use and form categories such as infill and townhouses, high-rise residential and mixed use, retail,

commercial, industrial, and institutional. The guidelines clearly articulate their intent, justification, and exemptions. Kelowna uses a combination of text, diagrams, and images to clearly articulate each guideline. This example highlights a very clear and straightforward approach by having only one form and character DPA with the guidelines structured around specific uses and forms, making it easy for applicants to navigate. These guidelines also help to ensure that the form and use of the development integrates seamlessly with the surrounding area and streetscape.

Australia: Melbourne & Brisbane

The City of Melbourne’s Central Melbourne Design Guidelines provides a good example of how visuals can be used to clearly articulate design outcomes, making it easier for users to understand and integrate the guidelines. Melbourne’s guidelines include images of “design outcomes to avoid” along with diagrams and photos that illustrate each desired outcome. The design outcomes also tie to implementation of City policies such as promoting walkability and ensuring a high quality public realm. The City of Brisbane uses a system that provides two options for each design criteria: an acceptable outcome and performance outcome. The acceptable outcome is very prescriptive, whereas the performance outcome is more flexible. If an applicant cannot comply with the acceptable outcome, they must demonstrate that they can apply with the performance outcome. This system works well as it gives applicants and staff clear and measurable goals to assess each design criteria.

Acceptable Outcome	Performance Outcome
Development results in a minimum side boundary setback that is: <ul style="list-style-type: none">a) 1m for habitable spaces; orb) 0.5m and a maximum height of 3.5m for non-habitable spaces only for a maximum length of:<ul style="list-style-type: none">i) 15m, where located in the Low—medium density residential zone, Medium density residential zone or High density residential zone; orii) 9m, where in the Low density residential	Development provides side boundary setbacks that: <ul style="list-style-type: none">a) does not impact on the amenity and privacy of residents in adjoining dwelling houses;b) provides for natural light, sunlight and breezes.

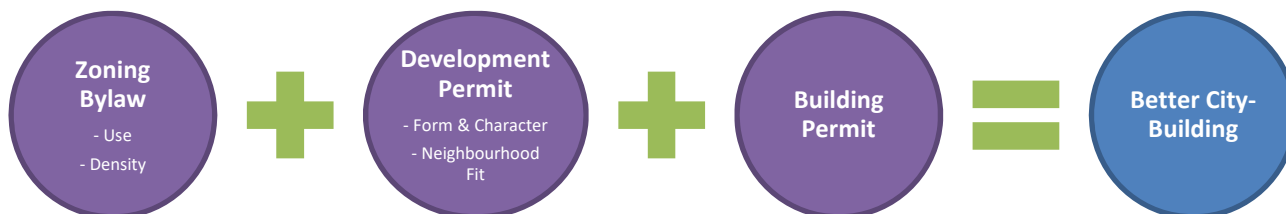
In summary, staff have learned a lot from the early use of DPs in the City of North Vancouver and from other places on how to deliver a refined DP system that sets clear expectations and a streamlined approach, while achieving quality design and policy-driven outcomes through development.

Next Steps

The new Provincial legislation requires the City to prezone areas of the City, which may result in a loss of control over building and site design and the pace of development. To mitigate these impacts and to ensure the City continues good growth and quality design that fits our community, staff propose expanding the City’s use of Development Permits to a City-wide approach. This means creating new Development Permit Areas to regulate form and character and to support the implementation of City policies. The

Zoning Bylaw will continue to regulate use and intensity (density), which will be pre-established in many areas of the City.

Staff will be working with the Business Transformation team to ensure the new DP system works in tandem with the Zoning Bylaw and Building Permit applications to create one streamlined process for development. While this framework would be applicable City-wide, there continues to be tools in place for Council and staff to deal with specific locations and/or uses that would not be appropriately regulated through this framework (e.g. OCP amendments, large-scale rezonings).



Staff are preparing an OCP Amendment that will include adding new Development Permit Areas to the OCP for the parts of the city that will be pre-zoned under the Provincial Legislation Alignment work. These newly proposed DP Areas will help to support form and character design. Staff are targeting to bring the amendment related to Provincial legislation to Council for consideration in the third quarter of this year. Additionally, other large scale rezoning applications will use DP Areas and Guidelines to regulate the character of the development. These will be considered as part of the respective development applications.

INTER-DEPARTMENTAL IMPLICATIONS

Planning staff are working collaboratively across all City departments to explore the new development permit system. This will include review and input at various key project milestones to help integrate City policy into the new DP Guidelines and to mitigate any inter-departmental concerns. In addition, staff are working together to ensure this project aligns with other forthcoming City work such as the new Subdivision and Development Control Bylaw, Amenity Cost Charges (ACC) Bylaw, Inclusionary Zoning (IZ), and the Business Transformation project, which seeks to improve and streamline the development approvals process.

RESPECTFULLY SUBMITTED:

Coreen Mara
Planner 2

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Community Engagement Framework



Presented 7 July 2025
Communications & Engagement



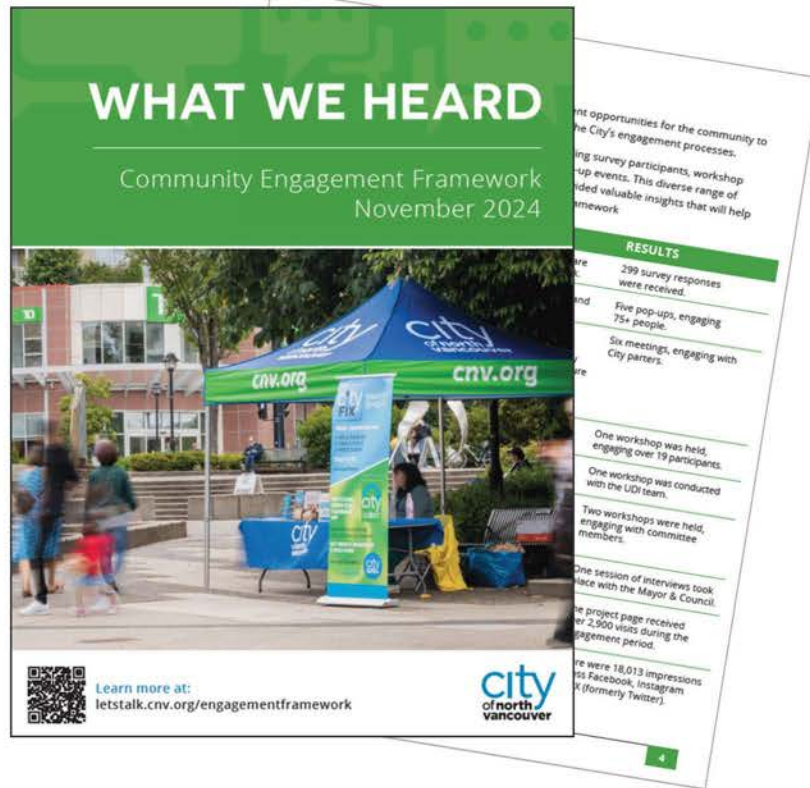
CNV's First Community Engagement Framework

The CEF is a document that outlines **the City's promise to the community** about the kind of engagement we commit to conducting.



Phase 1: What We Heard Report

- Approximately 500 individuals participated



Phase 2 May - June 2025



**Do our proposed guiding principles make sense?
How do we bring the principles to life through action?**

- Seven (7) interest holder sessions
- Two (2) open houses
- Indigenous government referral process
- Online reception of comments via Let's Talk

Phase 2: Key findings

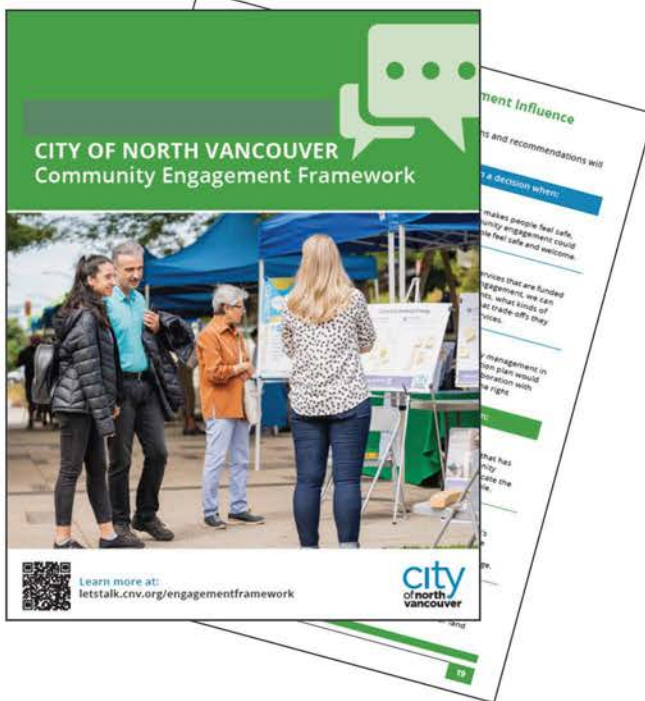
- We need to use a **variety of engagement and promotion methods**.
- People want to be **engaged earlier** – not only once projects have been defined.
- **Transparency is critical:** Open reporting of findings, including what actions will be taken as a result.



Community Engagement Framework:

Content & Guiding Principles





The Community Engagement Framework contains:

- The steps of our engagement processes
- How engagement factors into municipal decision-making
- When community engagement is provincially legislated
- How we choose methods for community engagement
- Six guiding principles

1.

Transparency and Timely Communication

Sharing clear, accurate, and up-to-date information in a timely manner.

2.

Inclusivity and Accessibility

Making sure everyone has an equal opportunity to participate by removing barriers or difficulties to engagement, particularly for historically underrepresented communities.

3.

Impact-oriented

Developing engagement processes that lead to action and change.

4.

Data-driven

Collecting high quality data and conducting rigorous analysis to support municipal decision-making processes.

5.

Relationship-focused

Building trust and strong connections through open, respectful, and ongoing dialogue.

6.

Continuous Improvement

Consistently evaluating and refining engagement processes to enhance effectiveness and relevance, using evidence-based approaches.

Bringing the Framework to life: Action Plan



The Community Engagement Framework is will be **implemented through a 3-year, 3-phase process.**

Phase 1

Phase 2

Phase 3

Development of guidelines, tools and templates that improve effectiveness and efficiency.

- New digital platform
- Corporate guidelines
- Regular meetings with partners, organizations, Advisory Committees
- Improved data collection

The Community Engagement Framework is will be **implemented through a 3-year, 3-phase process.**

Phase 1

Phase 2

Phase 3

Building stronger networks, improving experience of engagement for all interest holders.

- Improved customer experience
- Engagement knowledge database
- Improved outreach channels and tools
- Civic literacy tools

The Community Engagement Framework is will be **implemented through a 3-year, 3-phase process.**

Phase 1

Phase 2

Phase 3

Deepening data and evaluation metrics, innovating with more novel methods.

- Repository of engagement information for City decision-making
- Pilot of deliberate engagement methods

Staff are already working on early implementation.

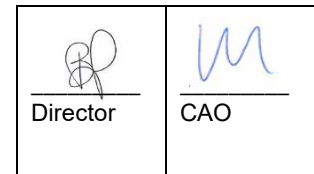
By the end of 2025, we will have:



- Improved survey, reporting and analysis methods
- Series of tools developed for City staff
- Training calendar for staff and Council
- First annual report to City Council



Thank you



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Amanda Gibbs, Senior Manager, Communications and Engagement

Subject: COMMUNITY ENGAGEMENT FRAMEWORK

Date: June 18, 2025 File No: 04-1465-01-0001/2025

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

RECOMMENDATION

PURSUANT to the report of the Senior Manager, Communications and Engagement, dated June 18, 2025, entitled "Community Engagement Framework":

THAT the City of North Vancouver Community Engagement Framework Principles be approved;

THAT the City of North Vancouver Community Engagement Framework, included as Attachment #1 to the report dated, June 18, 2025, entitled, "Community Engagement Framework", be endorsed;

AND THAT staff be directed to implement the phased Community Engagement Action Plan.

ATTACHMENTS

1. Proposed CNV Community Engagement Framework (CityDocs [2686171](#))
2. Proposed CNV Community Engagement Action Plan (CityDocs [2682177](#))
3. Phase 1 What We Heard Report (CityDocs [2682176](#))
4. Summary of Phase 2 Engagement (CityDocs [2682175](#))

SUMMARY

Following two extensive rounds of community engagement, research into leading and wise practices across Canada, and guidance from members of Council and internal

subject matter experts, the Civic Engagement team has developed a draft Community Engagement Framework (CEF) for Council's consideration.

The proposed CNV Community Engagement Framework (Attachment 1) provides a corporate framework for excellence in the delivery of community engagement efforts aligned with Council's Strategic Vision, reflecting rapidly evolving municipal practices for public involvement grounded in the ideas, experiences and advice of our communities and partners.

The Community Engagement Action Plan (Attachment 2) offers a three-year phased approach to implementation that will activate and measure the principles and commitments outlined in the framework.

The primary objectives of the proposed Community Engagement Framework (CEF) are to **build trust with the community, strengthen relationships, and improve access to local government**, helping to create opportunities for City of North Vancouver initiatives to tangibly and positively impact the lives of those who live, work and play here.

The Framework is underpinned by six guiding principles:

1. Transparency and timely communication
2. Inclusivity and accessibility
3. Impact-oriented
4. Data-driven
5. Relationship-focused
6. Continuous improvement

These principles represent a critical standard against which the organization will direct, measure and evaluate our progress. Other major components include a transparent road map for how staff plan and implement engagement and a clear articulation of how decision-making works at City of North Vancouver. Finally, the accompanying phased strategies outlined in the Community Engagement Action Plan ground the high-level principles and commitments in measurable and achievable strategies and tactics over time.

BACKGROUND

In the 2022-2026 Strategic Plan, Council set a vision to become the "Healthiest Small City in the World" including supporting commitments to be open, inclusive, engaged and informed to strengthen relationships and build trust with the community. This vision and commitments have been cornerstones in the development of the City's first Community Engagement Framework.

On June 12, 2023 Council endorsed a four-stage process, which involved Phase 1 community engagement, framework development, Phase 2 engagement and implementation. This process seeks to engage the public, partners and interest holders in the development of this critical work.

Beginning in 2023, staff led Phase 1 community and partner engagement in the development of the CEF. The work has included listening closely to the public including taking into account commentary shared at Council Meetings during public input periods, during public conversations in the development of the Community Wellbeing Strategy, and the Diversity, Equity and Inclusion Framework and ensuring alignment and compliance with the *Accessible British Columbia Act*.

In December 2024, staff presented the detailed and analysed findings of Phase 1 engagement to Council, and began the work of crafting a draft framework and an accompanying action plan. Staff researched leading practices in the field and among other Canadian municipalities, learning about the perspectives and priorities of members of Council, as well as fielding ongoing dialogue with intergovernmental leaders, community organizations, interest holders and partners, to develop key strategies to improve and elevate the City of North Vancouver's engagement practices.

Beginning in May through June 2025, staff led a final phase of engagement to test a draft Framework, its principles and to seek insight into specific strategies to implement it over time. Inclusive of this final round of engagement, staff are now able to submit the final CEF to Council for consideration.

DISCUSSION

Community engagement by local government is comprised of an evolving and critical set of tools and practices that seek to involve those with whom we partner, serve, and support in extra-democratic activities. As outlined in the accompanying documents, municipal governments in British Columbia must conduct specific forms of consultation – often involving land use and financial decisions - to comply with provincial legislation, including the *Local Government Act*. However, the majority of government interactions fall outside this legislated consultation, and are guided by established practices from the International Association of Public Participation (IAP2) as well as emerging and increasingly accepted forms of democratic practices like deliberative decision-making, quantitative and qualitative data analysis, civic education and addressing the inclusion of those who have experienced barriers to participation.

The City regularly conducts community engagement to ensure its programs and services are reflective of the needs of the communities it serves. This ranges from interactive in-person sessions (e.g. pop-ups and workshops) and partnerships with community organizations to leveraging advancements in digital platforms including an online engagement portal.

Factors like population growth, declining levels of trust in institutions like government and media, and the increasing complexity of global and regional challenges, means the municipality's approach must evolve to meet this shifting landscape. In response to these and other factors, this Framework and its associated actions such as corporate guidelines for community engagement, will help achieve and maintain higher standards of community engagement thereby strengthening the relationships and trust between the City and its residents. It will also ensure quality input can guide solutions that are

effective, creative, equitable and reflective of the needs and priorities of those who live, work and play here.

Engagement and Communications Efforts

The City's first Community Engagement Framework has been developed through a comprehensive, multi-phase engagement process.

Phase 1 activities were conducted beginning in August 2023 and completed in July 2024. This phase consisted of a variety of public-facing engagement opportunities including a digital survey, community pop-up sessions, Council interviews, and conversations with the City's Advisory Committees. One of the primary results of Phase 1 was to identify guiding principles to orient all engagement processes at the City. The Phase 1 What We Heard Report (Appendix 3) outlines the critical themes that have guided the CEF.

In the final Phase 2 engagement process, the City led a series of seven workshops and outreach to key interest holders and equity-deserving groups to validate where we have landed on the principles and processes and sought advice and ideas on the "how" – the strategies and tools that breathe life into the guiding principles. Internally, staff also convened an internal Working Group to ensure alignment and relevance with other City teams. Additionally, in June, as part of the commitment to transparency, staff shared the full draft document broadly with the public via two open houses, as well as opportunities for the public to review the draft Framework on the City's Let's Talk platform.

These new dialogues helped staff ensure we are on the right track and fine-tune the Framework, as well as inform the generation of the first version of an Action Plan. An initial summary of Phase 2 findings is attached to ensure we can share how engagement helped shape or validate the framework (Appendix 4) and will soon be shared with the general public in the form of a Phase 2 What We Heard engagement report.

In total, over 500 individuals have participated in the creation and iteration of the CNV's first Community Engagement Framework and accompanying Action Plan.

Proposed CEF Framework and Action Plan

The proposed CEF (Attachment 1) outlines six guiding principles and what they mean in terms of specific commitments: transparency and timely communication, inclusivity and accessibility, impact-oriented engagement, data-driven decision-making, being relationship-focused, and a commitment to continuous improvement. The guiding principles seek to ensure that all engagement activities are clear, inclusive, and impactful, leading to decisions that are both meaningful and actionable.

The proposed Framework also outlines the City's structured engagement process, supported by standardized methods and tools to guide the planning, execution, and evaluation of community engagement; and important contextual information about how

decision-making works in local government in BC generally, and specifically at the City of North Vancouver.

Finally, vital to this framework is a phased and costed Community Engagement Action Plan, (Attachment 2), which will be implemented over a 3-year period. The phases are articulated below.

Phase 1: Building the Foundations (July 2025 to June 2026)

This phase is characterized by the development of guidelines, tools and methods that improve the quality, effectiveness and efficiency of engagement processes at the City. Key outputs will include a new digital engagement platform, community engagement corporate guidelines, regular meetings with partners, community organizations and Council Advisory Committees to share engagement approaches and efforts.

Early Implementation – December 2025

Staff have already begun implementing Phase 1 of the Community Engagement Action Plan. By the end of 2025, staff will have completed high-impact deliverables including improved methods for survey, data analysis and reporting, a Playbook for staff, a training plan, and an annual report to Council.

Phase 2: Living Our Commitments (July 2026 – June 2027)

Building on a foundation of tools and training established in Phase 1, Phase 2 involves building stronger networks and improving the experience of engagement for all residents, partners, and interest holders. Key outputs will include civic literacy tools, improved customer experience tools, and improved and expanded outreach via print and digital channels.

Phase 3: Continuous Improvement (July 2027 – June 2028)

By Phase 3, the City has established a strong internal culture of engagement. The Civic Engagement team will gather more data about our processes, deepening KPIs and metrics around evaluation, and build a repository of information useful to City teams, Mayor and Council.

FINANCIAL IMPLICATIONS

Delivery of the Framework and early implementation outlined in this report is funded by existing project funding through 2025.

To support key initiatives and processes outlined in the Community Engagement Action Plan, operating budget funding of \$15,000 to modernize the digital engagement platform will be included in the draft 2026 Operating budget for Council consideration. In 2027, the implementation plan will require additional operating budget funding of \$50,000 designated for staff training and capacity development, public facing education

regarding participation in City engagement processes among under-represented audiences, as well enhanced evaluation and research tools.

Temporary staffing resources for this work are funded through mid-2026. Project funding of \$306,000 will be included in the draft 2026-2030 Financial Plan for Council consideration for the implementation period of May 2026 – May 2028, and will support the CEF goals, principles and deliverables, to continue implementation through 2028. Ongoing resources to support the CEF will be evaluated during the implementation period and future operating budget requests needed to fully operationalize the Framework will be incorporated in future Financial Plans for Council consideration.

INTER-DEPARTMENTAL IMPLICATIONS

Engagement staff worked closely with key departments that frequently lead engagement processes to ensure their input shaped and framed this work. An internal Working Group was formed with staff from Planning and Development, Engineering, Parks and Environment, Deputy Chief Administrative Office, Economic Development, and People and Culture (Diversity, Equity and Inclusion). Their input has been critical to ensure the socialization and applicability of the final CEF and Action Plan.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This proposed Community Engagement Framework aligns with the Strategic Plan, and is compliant with the *Local Government Act*, Community Wellbeing Strategy, Diversity, Equity and Inclusion Framework, *BC Freedom of Information and Protection of Privacy Act* (FIPPA), and Canada's anti-spam legislation (CASL), as well as the forthcoming Accessibility Plan.

RESPECTFULLY SUBMITTED:



Amanda Gibbs
Senior Manager, Communications and
Engagement

CITY OF NORTH VANCOUVER Community Engagement Framework



Learn more at:
letstalk.cnv.org/engagementframework



Land Acknowledgment

The City of North Vancouver respectfully acknowledges that we live and work on the traditional and unceded territories of Skwxwú7mesh Úxwumixw (Squamish Nation) and səliłwətaʔ (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these local First Nations, who have lived on these lands since time immemorial. We thank them for sharing this land with us and for their ongoing partnership with the City on mutual priorities.

A Commitment to Truth & Reconciliation

The City is committed to Truth and Reconciliation. We humbly recognize that we need to learn and share the truth about Indigenous history in Canada and are at the beginning of our journey of Reconciliation with local First Nations.

We are committed to working collaboratively, cooperatively, and respectfully with Skwxwú7mesh Úxwumixw (Squamish Nation) and səliłwətaʔ (Tsleil-Waututh Nation) acknowledging the legacies of colonialism and the importance of rebuilding relationships based on mutual respect, trust, and understanding.



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Executive Summary

Welcome to the City of North Vancouver's first Community Engagement Framework (CEF) designed to formalize the City's approach to engaging residents, interest holders and partners in decision-making.

The CEF clarifies the City's engagement process, emphasizing transparency, clear guidelines for participation, and the importance of community input in shaping key policies, programs, and projects.

In its 2022-2026 Strategic Plan, City Council set a bold vision to become the "Healthiest Small City in the World," including supporting commitments to be open, inclusive, engaged and informed to strengthen relationships and build trust with the community.

Beginning in summer 2023 and closing in spring 2025, staff led two phases of engagement in the development of the CEF. The work has included learning about leading practices in the field and among other Canadian municipalities, understanding the perspectives and priorities of Council, as well as ongoing dialogue with intergovernmental leaders, interest holders, partners, and the public, to develop key strategies to improve and elevate City of North Vancouver's engagement practices.

This report will outline the major components of the Framework, namely:



Summaries of two phases of engagement and how the input shaped the work



Six guiding principles and specific supporting commitments



A roadmap for how we plan and implement engagement



A clear articulation of how decision-making works



A Community Engagement Action Plan that outlines key strategies and tactics to help us realize our aspirations

The City of North Vancouver believes that more inclusive and transparent community engagement plays a vital role in ensuring the development of solutions that are effective, creative, equitable, and reflective of the needs and priorities of the public. Moreover, it helps strengthen the relationship and trust between the City and its residents, building a healthier, more connected, and resilient community.

Introduction

Welcome to the City of North Vancouver’s first Community Engagement Framework. This Framework outlines why, when, and how the City of North Vancouver conducts community engagement processes.

Engagement in the Healthiest Small City in the World

The City of North Vancouver is repeatedly ranked one of Canada’s most livable cities, distinguished by high levels of volunteerism, charitable giving, and vibrant public spaces for gathering. We are a community where residents take an active interest in their neighbourhoods and the local government.

In 2019, City Council adopted its first-ever Strategic Plan, declaring its vision to be the “Healthiest Small City in the World,” a city in which residents and visitors experience a high quality of life and well-being. We believe that community engagement is core to creating healthy communities, fostering a sense of belonging and nurturing the values and practices of democratic governance.

The City of North Vancouver Council’s Strategic Plan outlines five priorities. All five pillars require creative solutions that strengthen the relationship between the City and those who live, work, and play here.

CITY OF NORTH VANCOUVER STRATEGIC PRIORITIES



A City for People

An equitable, accessible and healthy community that is inclusive, welcoming and safe.



A Resilient City

Leads the way in climate action and is a steward of the environment for future generations.



A Connected City

Active and sustainable ways for people and goods to move safely and efficiently.



A Prosperous City

A diverse economy where new and existing businesses can grow and thrive.



A Vibrant City

Dynamic public spaces and places that provide for connection and celebration of residents’ culture and history.



Civic Health in a Changing City

The City of North Vancouver is unique regionally and nationally. In 2025, the City ranked as the [third densest city in Canada](#), and one of the smallest urbanized communities in the Metro Vancouver region, occupying a grand total of 12 square kilometres. Like many cities in British Columbia and across Canada, we are a city in transition, growing to meet new urban realities while welcoming new residents.

As of the [2021 Census](#), the City of North Vancouver had the highest average levels of population growth across the three North Shore municipalities, with immigration accounting for more than half of overall growth.

We know there is work to do to foster a sense of connection and community (the foundations of meaningful and effective community engagement) and to realize our vision as an inclusive, equitable, and safe community where every resident feels valued.

Listening to residents, businesses, intergovernmental partners, and organizations representing the voices of thousands of community members, we have received important advice and guidance. We have heard we must do more to ensure transparency in City processes, to increase accessibility of information, and to strengthen opportunities for people across all perspectives to participate fully.

A thoughtfully designed Engagement Framework, powered by the knowledge and input of community, is a critical tool that will move the City closer to achieving these aspirations.

Engagement Framework Goals

The City of North Vancouver's Engagement Framework is a strategic tool to guide how the City engages with its community on projects, policies, and decisions. Specifically, the Framework seeks to achieve the following:



Increase trust and confidence in the City's local government by ensuring that engagement efforts are transparent, easy to understand, and based on clear guidelines and standards.



Increase participation in engagement by all communities, especially those historically underrepresented or who have experienced barriers to participation.



Ensure Council has the most comprehensive and rigorous **data-driven insights** to help them make informed choices that reflect the community's needs and aspirations.



Create guidance, training and tools for staff to build their skills and capacity to improve the quality and standardization of engagement activities.

What is Community Engagement?

Community engagement refers to processes led by the City where there is an opportunity for participants (residents, community organizations, businesses, other levels of government, etc.) to help shape the outcome of a project, policy or decision.

Community engagement can take many forms and employ a range of tools, but it frequently involves gathering experiences, ideas, and/or recommendations to help shape City policies, programs, designs, and initiatives. At the core of all engagement is a two-way process for information sharing and gathering.

Why is Engagement Important?

Well-designed community engagement should generate positive impacts:

Improved trust and transparency: Engagement can foster trust by making municipal processes more transparent. It creates spaces for dialogue between the Mayor, Council, City staff, and the community, allowing the community to help shape the kind of City they want to see.

More equitable and inclusive outcomes: Successful engagement means engaging with individuals with varied perspectives, experiences and identities. This allows the City to better understand the needs of all residents and visitors, leading to policies, programs, and projects that address those needs and reduce systemic inequities.

Increasingly innovative solutions: Active public involvement in decision-making brings the rich knowledge and lived experience of our community to bear in decision-making. It results in greater creativity and encourages the City to explore more innovative solutions, especially for projects that involve competing underlying values and trade-offs that cannot be resolved through technical solutions alone.



Hearing from people with diverse lived experiences leads to more innovative ideas, better decisions, greater public support of outcomes and stronger democracies.

- Beyond Inclusion: Equity in Public Engagement -
SFU Morris J. Wosk Centre for Dialogue, 2020



Is Community Engagement a Requirement?

In many cases, engagement processes take place when the elected Mayor and Council decide to directly involve the community in a particular initiative. In other instances, City staff may initiate an engagement process so as to ensure that their work is relevant and effective for our community.

It is both an expectation of and a commitment by most local governments in Canada to meaningfully involve the community in their decision-making processes, but only certain types of community engagement or public consultation are required by provincial legislation.

The City of North Vancouver is governed by the British Columbia's Local Government Act, which legislates local government powers and responsibilities, including specific requirements for consultation, including with regional districts, First Nations, and other relevant authorities.

PROVINCIALY LEGISLATED PUBLIC CONSULTATION IN B.C.

**Public Hearings:**

Statutory public hearings are required for certain types of planning and land use bylaws, like amendments to Official Community Plans (OCPs).

**Official Community Plan (OCP) Development:**

Local governments must provide opportunities for consultation with affected parties during the development or amendment of OCPs.

**Public Notice:**

Municipalities must provide advance public notice of matters of public interest, such as public meetings, elections, and public hearings, to facilitate transparency and accountability.

**Financial Plans:**

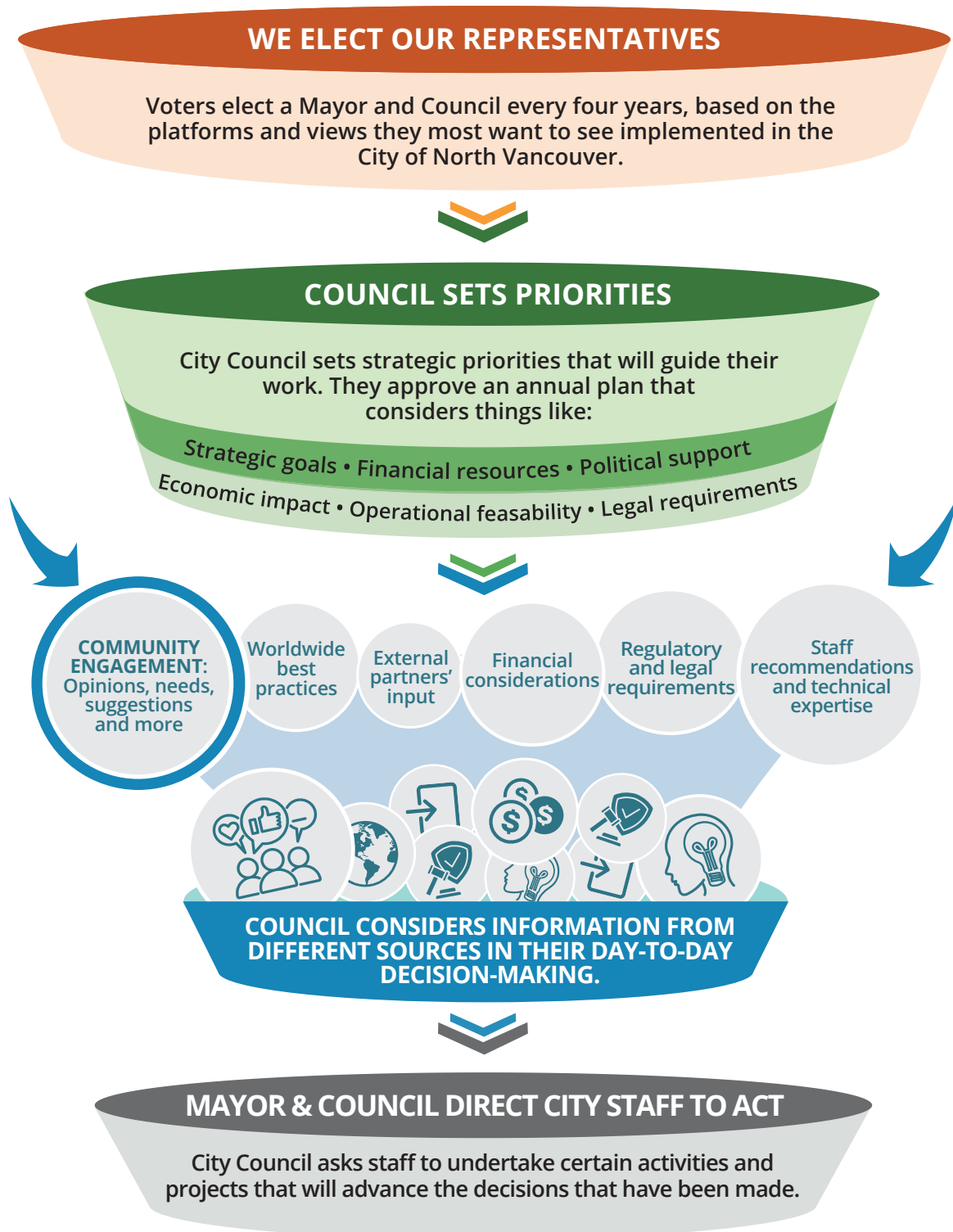
Local governments must undergo public consultation before adopting financial plans to ensure that individuals can review, comment, and ask questions.

**Public Health Bylaws:**

Municipal councils or regional district boards must consult with the regional health board or medical health officer before adopting health-related bylaws.

How Does Engagement Factor into Municipal Decision-Making?

Local governments make decisions by considering a variety of sources of input, including community engagement and factors like technical requirements, leading practices, economic considerations, and legal and regulatory requirements. The diagram below shows the ways in which decisions are made in a municipal context.



Who is Involved in Municipal Decision-Making?

Interest holder	Their role in decision-making
Mayor and Council	<ul style="list-style-type: none"> • Represent community interests in decision-making. • Approve policies, budgets, and initiatives. • Ensure oversight and accountability for projects and spending. • Provide direction to City staff and partners to implement decisions.
City Staff	<ul style="list-style-type: none"> • Provide expert analysis and recommendations to Council. • Develop policies, programs, and plans as directed by Council. • Manage daily operations to implement strategies. • Engage with the community for input and feedback. • Monitor and report on project progress.
Intergovernmental and Partner Organizations (First Nations, School district, Metro Vancouver, Translink, etc.)	<ul style="list-style-type: none"> • Provide specialized knowledge, data and best practices. • Collaborate on joint projects and community goals. • Ensure adherence to agreements and partnerships. • Ensure the protection of Indigenous rights and interests as rights holders.
Council Committees	<ul style="list-style-type: none"> • Act as a liaison between the public, staff, and decision-makers. • Offer specialized advice and recommendations. • Ensure decisions consider long-term community impacts.
Community Organizations	<ul style="list-style-type: none"> • Advocate for policies that align with community values and priorities. • Provide insights and feedback on local issues. • Collaborate with the City and other partners to develop solutions and share resources.
All Community Members	<ul style="list-style-type: none"> • Seek information on decision-making and its impacts. • Participate in engagement processes, offering feedback and proposals. • Advocate for changes within the City that they feel are necessary.

How the Draft Engagement Framework was Created

To develop this draft Framework, City staff engaged with the community, evaluated learnings from past initiatives, and researched leading practices across Canada. Throughout this process, the City considered Diversity, Equity and Inclusion (DEI) principles to ensure the Framework fosters fairness, inclusivity, and representation for all community members.



The first phase of engagement took place in 2023-2024 and included a year of research, interviews, and community and interest holder engagement, including various in-person and virtual opportunities for the community to help build the guiding principles and emerging directions. In total, nearly 500 people participated in this first phase.

For further details, please refer to the [Phase 1 - What We Heard Report](#).



In May and June 2025, the City engaged with organizations and groups to test the guiding principles and to identify the processes and tools needed to bring the Community Engagement Framework to life. Workshops were held with youth, seniors, newcomers, community organizations, intergovernmental organizations, City of North Vancouver partners, and Council Advisory Committees. The City also gathered final feedback from community members by sharing the draft Framework online and hosting pop-up open house sessions at City Hall and the Civic Plaza.

In summer 2025, staff brought the Engagement Framework to Council for adoption.



Guiding Principles

Based on the input received through community engagement, reflections on past engagement, and research into leading practices, we have developed six guiding principles for the City of North Vancouver's engagement activities.

Transparency and Timely Communication

Our Commitment:

The City is committed to sharing clear, accurate, and up-to-date information in a timely manner. This principle seeks to promote accountability and trust, ensuring that community members can remain informed, contribute meaningfully, and understand how decisions are made.

Our Approach:

To uphold this principle, the City will:

- Notify interest holders well in advance of upcoming engagement opportunities.
- Use a diverse range of communication channels to ensure broad and effective outreach.
- Clearly explain how issues and decisions may impact both interest holders and the wider community.
- Provide relevant materials in advance of engagement activities to support meaningful participation.
- Maintain transparency around rules, constraints, research, and best practices.
- Share feedback summaries and decisions with interest holders, including the rationale for how input was considered.



Inclusivity and Accessibility

Our Commitment:

The City is committed to fostering inclusive and accessible engagement where everyone has an equal opportunity to participate and be heard. Meaningful participation requires proactively identifying and removing barriers, particularly for historically underrepresented communities.

Our Approach:

To ensure accessibility and inclusion in engagement, the City will:

- Provide a variety of engagement opportunities that accommodate diverse needs, preferences, and abilities, including in-person and online options.
- Ensure physical spaces are accessible, and provide accommodations for mobility, sensory, and other needs as possible.
- Design digital platforms and content to be compatible with assistive technologies.
- Ensure engagement strategies are informed by cultural understanding and designed to honor diverse cultural norms and values.
- Offer translated materials in multiple languages.
- Use clear and simple language that supports different literacy levels and language proficiencies.
- Schedule meetings and events at varied times to support broad participation, including for those with caregiving responsibilities.
- Provide supportive services such as child care and transportation subsidies.

Impact-Oriented

Our Commitment:

The City aims to ensure that engagement processes are designed to lead to actionable decisions and meaningful change in the community.

Our Approach:

To remain focused on impact, the City will:

- Clearly communicate how public input will be used in decision-making.
- Create mechanisms to deepen understanding of community needs and priorities.
- Foster internal and external collaborations to act on engagement results.
- Ensure timely sharing of engagement outcomes with relevant municipal teams to inform decision-making.

Data-Driven

Our Commitment:

The City is committed to using high-quality engagement data to inform its decisions. Data must be analysed and interpreted rigorously.

Our Approach:

To support data-informed engagement, the City will:

- Collect data to understand community needs, demographics, and emerging trends.
- Ensure data collection, analysis, and reporting respects privacy and ethical standards.
- Rigorously analyse and interpret engagement findings to guide and inform decision-making.
- Communicate relevant data in clear, engaging, and accessible ways to the public, City staff, partners, and interest holders.





Relationship-Focused

Our Commitment:

The City prioritizes cultivating trust and building strong connections with the community through open, respectful, and ongoing dialogue.

Our Approach:

To build and sustain strong relationships, the City will:

- Create safe spaces that support open dialogue and diverse perspectives.
- Clearly explain how community voices influence decisions and outcomes.
- Evaluate all feedback impartially, ensuring a fair and balanced process.
- Adapt engagement approaches and timelines in response to feedback when possible.
- Use trauma-informed approaches to foster compassionate and inclusive engagement experiences.

Continuous Improvement

Our Commitment:

The City is committed to regularly assessing and refining engagement practices to enhance their relevance and effectiveness.

Our Approach:

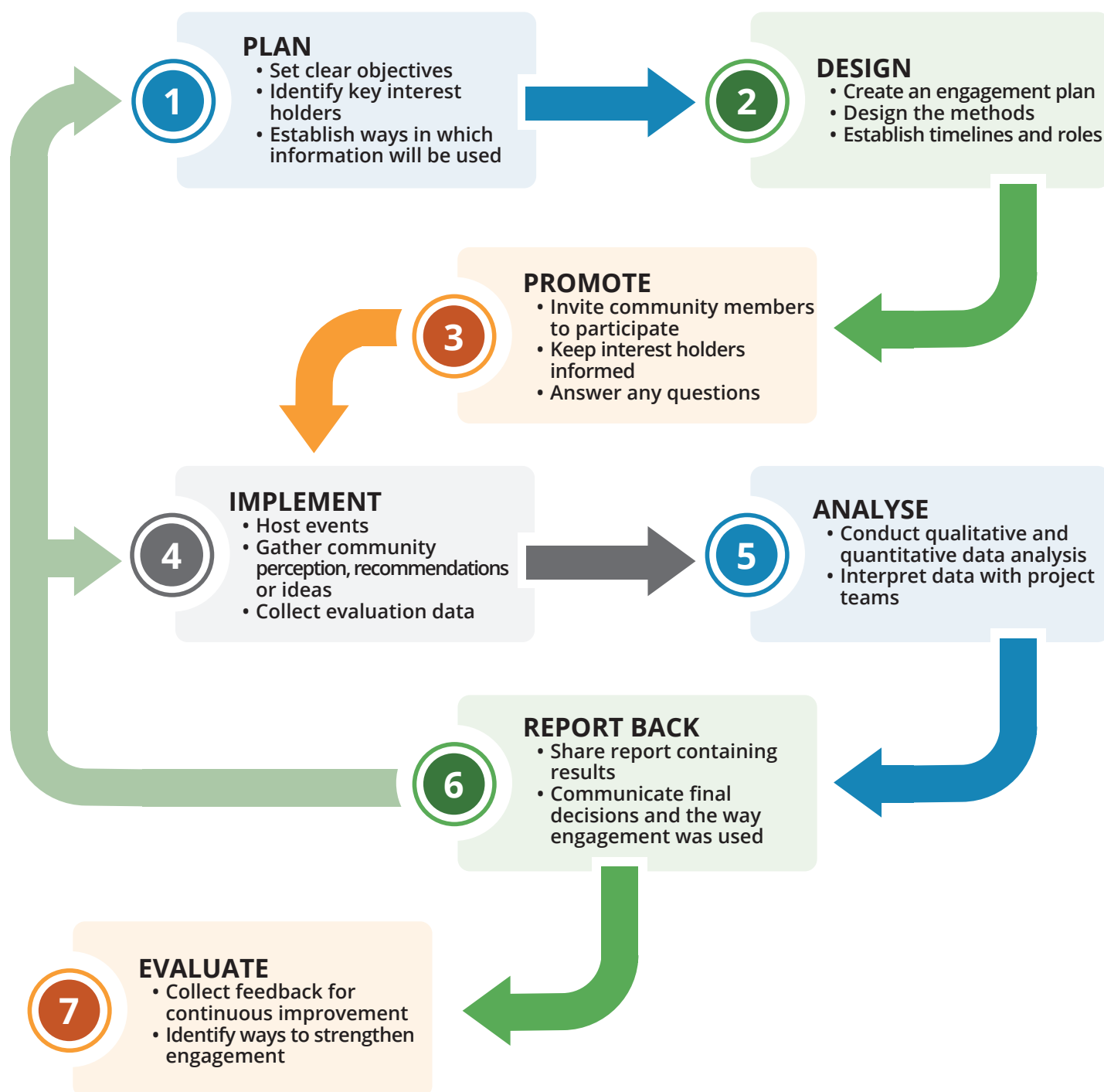
To continually enhance our engagement efforts, the City will:

- Routinely evaluate engagement processes to identify strengths and areas for improvement.
- Stay current on leading practices and integrate innovative engagement methods.
- Create opportunities for public feedback to inform continuous staff learning, internal reflection, and process improvement.
- Build national and international connections with other engagement practitioners to learn about their experiences.

The Engagement Process

The City of North Vancouver's engagement process follows a structured approach to ensure all opportunities for participation are identified and addressed effectively. The process includes seven key phases, each supported by methods and tools to guide the planning, execution, and evaluation of community involvement.


The engagement process is dynamic and often involves adjusting and refining during the process. The initial plan may need to be revisited to gather additional input, adjust strategies, or address emerging concerns. This iterative approach ensures that final outcomes—whether policies, programs, or designs—are informed by continuous dialogue and responsive changes along the way.



Defining the Impact of Community Engagement

The International Association of Public Participation's (IAP2) Spectrum of Public Participation outlines a range of engagement levels that vary from sharing information to collaboratively creating outcomes. The IAP2 Spectrum spans from 'Inform' to 'Empower'.

Depending on the design of an engagement process, the community has a different level of impact on the final resulting decisions. Wherever possible, CNV strives to conduct engagement at the 'Consult' level or higher, meaning that the City is collecting input from the community to affect decision-making. The degree to which community engagement influences decision-making in a given project is explored in the following section.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Source: www.iap2.org

To What Degree Does Community Engagement Influence Decision-Making?

Not all City projects are appropriate for community engagement; in some cases, the City will focus on sharing information with the community. When there is a meaningful opportunity for participation, the degree to which community opinions and preferences will impact decision-making is affected by a number of factors, including the following.

Community engagement will tend to have a **GREATER** impact on a decision when:

A successful outcome is greatly defined by personal perception or preference

An example could be:

The City designs a public park that makes people feel safe, welcomed and comfortable. Community engagement could help us understand what makes people feel safe and welcome.

We need to better understand the community's day-to-day experience, needs or knowledge of an issue

An example could be:

The City defines the service levels and services that are funded through the annual budget. Through engagement, we can understand what is important to residents, what kinds of services people need and expect and what trade-offs they are willing to make in delivering these services.

Community buy-in is critical to ensure the success of an initiative

An example could be:

The City builds an action plan for emergency management in the event of a flood or seismic event. The action plan would only be successful if it can be defined in collaboration with community members who will need to have the right information at the right time to be able to act.

Community engagement will tend to have a **SMALLER** impact on a decision when:

There are few options that would be feasible

An example could be:

The City needs to select the site for a new fire hall that has stringent technical and legal requirements. Although community members might have many ideas about where to locate the facility, very few options are technically feasible.

The objectives are highly technical

An example could be:

The City builds a plan to increase biodiversity in the City's green spaces. Community engagement could help define what the community wants to see, but much of the decision-making will depend on biodiversity expert knowledge.







Possible options are highly regulated or legislated

An example could be:

The City is required to update their land use planning documents. Community engagement can help inform changes, within a limited scope outlined by rigid rules and laws for land use planning.

How Do We Choose Methods for Community Engagement?

Engagement processes can be built with a wide variety of creative techniques and tools, such as workshops, pop-ups in public spaces, mapping exercises, and community forums. When deciding what techniques will be used in a particular engagement process, City staff consider the strengths and weaknesses of each tool, including these factors:

BREADTH		VS.	DEPTH OF TOOLS	
STRENGTH	Some tools like surveys or pop-ups are better for reaching a greater quantity of participants. This allows the City to better identify trends across a larger number of responses.		Techniques like workshops or interest holder focus groups allow the time and space to explore the complexities of an issue, deliberate, and offer more detailed feedback.	WEAKNESS
	However, breadth-focused tools offer less opportunity to explore background information about complex topics, gather less detailed, in-depth feedback, and are often less interactive for participants.		However, in-depth tools usually involve fewer participants, meaning we hear from fewer different perspectives and experiences. This may concentrate the impact of fewer voices.	
CONSULTATIVE		VS.	DELIBERATIVE	
STRENGTH	Some techniques are consultative: they ask people their existing opinion or perception. These methods are usually more convenient and therefore reduce barriers to participation.		Deliberative techniques allow participants to engage in dialogue and discussion. These tools often generate results that can be more directly translated into action because participants were able to consider nuanced realities.	WEAKNESS
	However, consultative tools tend to provide less space to help participants understand the complexities of an issue, are less interactive, and result in less nuanced information because participants have not had the opportunity for dialogue.		However, deliberative approaches require a greater commitment of time and energy from participants, which may prevent some communities from participating. Also, fewer people can be involved.	
OPT-IN		VS.	REPRESENTATIVE	
STRENGTH	Opt-in techniques mean that participants self-select. They require far fewer municipal resources to execute, which means they can be more fiscally responsible. By choosing opt-in approaches, the City is able to conduct more engagement processes in total.		Representative approaches mean that the City actively ensures that the group of participants reflects the make-up of our community. They give a more accurate picture of the community's needs or views.	WEAKNESS
	However, opt-in approaches mean that the City does not actively search out certain participants, so opt-in approaches tend to hear more from the people who are already interested in the topic.		However, representative approaches require far greater financial and time resources to implement. We may also hear from people who are not interested in the topic and therefore have a lower level of background knowledge.	



How Can You Be Part of Decision-Making?

There are a number of ways to get involved in City decision-making, and the City is working to build capacity for even more opportunities. Find out about the latest initiatives on our Let's Talk online engagement portal, available at www.letstalk.cnv.org

When you participate in one of the following activities, your input becomes a formal part of City decision-making.

- **Voting and elections:** Voting in local elections allows residents to choose their elected representatives based on the individual and/or party's platform. The City Mayor and Council are then tasked with representing the voters' priorities in day-to-day operations.
- **Advisory Committees:** A number of City committees were developed to focus on specific topics. The committee provides advice to City Council and staff.
- **Attend Council meetings:** Community members can attend City of North Vancouver Council meetings online or in person to gather information and/or to speak on issues important to them during the public input period or during Public Hearings.

The City additionally opens a wide variety of engagement processes on a project-by-project basis. Each project may use different engagement techniques, including a mix of digital and in-person opportunities. Based on the definitions of the projects, these opportunities may be consultative, deliberative, or informative in nature. Information about current projects can be found on www.letstalk.cnv.org.



Civic Participation Initiated by Members of the Public

Members of the public can also seek to dialogue or collaborate with the City outside of the formal City-led community engagement processes. At any point in time, community members can contact their elected representatives (Mayor and Council) or City staff to communicate priorities or concerns.

Putting the Framework into Action

The City of North Vancouver's first Community Engagement Framework (CEF) is a document which describes the City's commitment to the community to conduct high-quality community engagement.

The CEF is complemented by a Community Engagement Action Plan. Whereas the Community Engagement Framework provides conceptual guidelines and commitments, the Action Plan maps out the changes necessary to bring the Community Engagement Framework to life in practice.

A move toward more rigorous engagement

The Community Engagement Action Plan will be implemented over a 3-year period. It seeks to build upon the intentional community engagement already conducted by the City by:

- Increasing consistency across all engagement processes,
- Deepening City capacity for high-quality engagement,
- Collecting more rigorous and detailed data for municipal decision-making,
- Involving participants earlier in decision-making processes, such that participants are appropriately involved in prioritization of municipal resources.

These priorities reflect the constructive feedback provided during past community engagement processes, and represent impactful opportunities to create an improved resident experience. The phases and some key deliverables of the Community Engagement Action Plan are articulated below.

Phase 1: Building the Foundations (2025-2026)

This phase is characterized by the development of internal approaches that improve the quality, effectiveness and efficiency of engagement processes at the City. Here, much of the work involves building capacity internally within the City, developing well-thought-out policies, templates and workflows, strengthening the City's engagement team, and updating the main tools such as the online engagement platform. Additionally, during Phase 1, the engagement team will begin to build connections with key community organizations and partners.





Phase 2: Living Our Commitments (2026-2027)

Now that a strong foundation of tools and training has been established in Phase 1, Phase 2 involves building stronger networks and improving the experience of engagement for all residents, partners, and interest holders. This phase will include an enhanced approach to the public's experience of engagement including expanding and improving the means of promoting engagement and sharing back results. It will also include opportunities for improved civic literacy, as well as beginning to pilot engagement initiatives to continue to grow the impact and innovation of the City's approaches to engagement.

Phase 3: Continuous Improvement (2027-2028)

By Phase 3, the City has established a strong internal culture of engagement. The engagement team regularly supports staff to test out more innovative, creative methods in engagement processes, and a greater proportion of processes are strategized, designed and/or implemented in-house. The engagement team is now able to gather more data about our processes, deepening key performance indicators and metrics around evaluation, conduct analysis with more rigour, and build a repository of information useful to City teams, Mayor and Council.



The City of North Vancouver is committed to engaging residents and visitors on the issues that impact us all.

***Be a part of an upcoming engagement process!
Together, we can build the healthiest small city
in the world.***

***If you have questions about the City of North Vancouver's
Community Engagement Framework or the associated
Action Plan, please reach out to the Engagement team at
engagement@cnv.org***



Visit www.letstalk.cnv.org for information about engagement processes, or scan the QR code above.

Community Engagement Action Plan: A Phased Approach

The City of North Vancouver has recently completed its first Community Engagement Framework (CEF), a document which describes the City's commitment to excellence in community engagement. The CEF's primary goal is to strengthen mechanisms by which CNV residents and visitors can participate in municipal decision-making. Stronger engagement processes **build trust with the community, improve relationships, and improve access to local government**, helping to create opportunities for CNV initiatives to tangibly and positively impact the lives of those who live, work and recreate in the City of North Vancouver.

From Principles to Action

The CEF is complemented by a Community Engagement Action Plan; whereas the Community Engagement Framework provides conceptual guidelines and commitments, the Action Plan maps out the changes necessary to bring the Community Engagement Framework to life.

The Community Engagement Action Plan will be implemented over a 3-year period. It seeks to build upon the intentional community engagement already conducted by the City by:

- Increasing consistency across all engagement processes,
- Deepening City capacity for high-quality engagement,
- Collecting more rigorous and detailed data for municipal decision-making,
- Involving participants earlier in decision-making processes, such that participants are appropriately involved in prioritization of municipal resources.

The phases of the Community Engagement Action Plan are articulated below.

Quick Starts – July 2025 - December 2025

Staff have already begun implementing Phase 1 of the Community Engagement Action Plan. By the end of 2025, staff will have completed a number of high-impact deliverables:

What We Heard Reports and Survey Design

Staff are currently working on improved survey design, analysis and standardized reporting of results.

Community Engagement Playbook

A series of resources including templates, guides and decision-making tools to foster greater consistency and quality.

Professional Development and Training Plan

A calendar of 2025/2026 opportunities to support staff learn about best practices, techniques and tools for engagement.

CNV Engagement Community of Practice

A regular space for City staff and partners to collaborate, share learnings, and problem-solve around community engagement.

First Annual State of Engagement Report to Council

December will feature the first Annual Report on Engagement to Council sharing initial metrics and an approach to measuring success.

Phase 1: Building the Foundations (July 2025 to July 2026)

This phase is characterized by the development of internal guidelines and practices that improve the quality, effectiveness and efficiency of engagement processes at the City. Here, much of the work involves building capacity internally within the City, developing well-thought-out policies, templates and workflows, and updating the main tools used by the community engagement team, such as the online engagement platform.

Additionally, during Phase 1, the community engagement team will begin to build some connections with key community organizations and partners, and identify possibilities for early experimentation. Phase 1 puts the City in a position to clearly understand and communicate its approaches to engagement, both internally and externally. Key outputs for Phase 1 include:

- New digital engagement platform provider
- New engagement dashboard with basic key performance indicators for all City-led engagement processes
- Community Engagement Corporate Guidelines
 - Develop a language and physical accessibility guidelines for all engagement both online and in person
 - Generate a database of spaces for engagement activities in CNV, including their physical accessibility
 - Establish digital accessibility standards
 - Produce a standards memo for all engagement suppliers hired by the City
- Quarterly info report to Council on scheduled engagement
- Regular meetings with partner agencies
- Regular meetings with intergovernmental partners
- Regular meetings with Council Advisory Committees on forthcoming engagement processes

Phase 2: Living Our Commitments (July 2026 – December 2026)

Now that a strong foundation of tools and training has been established in Phase 1, Phase 2 involves building stronger networks and improving the experience of engagement for all residents, partners, and interest holders. Improved internal planning will mean more meaningful engagement activities promoted earlier and more broadly. It will also include opportunities for improved civic literacy for those groups under-represented in community engagement, as well as beginning to pilot engagement initiatives and partnerships to continue to grow the impact and innovation of the City's approaches to engagement. This phase will also include new community relations staff roles and tools to improve the customer experience.

Key outputs for Phase 2 include:

- Civic literacy tools to help residents understand the role of Municipal government
- Enhanced customer experience resources including improved notification procedures
- Improved promotion of engagement opportunities including expanded outreach via digital and print channels
- Identify opportunities to pilot one deliberative engagement process in CNV

Phase 3: Continuous Improvement (Jan 2027 – June 2028)

By Phase 3, the City has established a stronger internal culture of engagement. The Engagement team regularly support staff to test out more innovative, creative methods in engagement processes, and a greater proportion of processes are strategized, designed and/or implemented in-house. The Engagement team is now able to gather more data about our processes, deepening KPIs and metrics around evaluation, conduct analysis with more rigor, and build a repository of information useful to City teams, Mayor and Council.

Key deliverables will include:

- Develop basic process for internal evaluation of large-scale engagement processes
- Identify initial evaluation of Key Performance Indicators (KPIs)
- If appropriate, pilot one deliberative engagement process
- Industry standards training for staff leading engagement
- Promotion of participation in community engagement among under-represented demographic groups

Budget requirements

Delivery of the Framework and early implementation outlined in this report is funded by existing project funding through 2025.

To support key initiatives and processes outlined in the Community Engagement Action Plan, operating budget funding of \$15,000 to modernize the digital engagement platform will be included in the draft 2026-operating budget for Council consideration. In 2027, the implementation plan will require additional operating budget funding of \$50,000 designated for staff training and capacity development, public facing education regarding participation in City engagement processes among under-represented audiences, as well enhanced evaluation and research tools.

Temporary staffing resources for this work are funded through mid-2026. Project funding of \$306,000 will be included in the draft 2026-2030 Financial Plan for Council consideration for the implementation period of May 2026 – May 2028, and will support the CEF goals, principles and deliverables, to continue implementation through 2028. Ongoing resources to support the CEF will be evaluated during the implementation period and future operating budget requests needed to fully operationalize the Framework will be incorporated in future Financial Plans for Council consideration.

WHAT WE HEARD

Community Engagement Framework
November 2024



Learn more at:
letstalk.cnv.org/engagementframework

city
of north
vancouver



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About the Community Engagement Framework

The City of North Vancouver is committed to engaging with our community to ensure that decisions made reflect the voices and needs of those in the community.

We are developing a Community Engagement Framework so people who live, work and play within our city have meaningful opportunities to impact the decisions that affect their lives. The Framework will align with research and informed practices such as principles of equity, diversity and inclusion to ensure the needs of all community members are met and their voices heard.

The Framework supports the City's strategic goal of a City For People; welcoming, inclusive, safe, accessible and supports the health and well-being of all.

Phase 1 Engagement

Phase 1 of the City of North Vancouver's engagement was held during two key periods: June to July 2023, and April to June 2024.

During these engagement periods, we connected with a diverse range of interest holders, including community members, local organizations, advisory committees and municipal partners. Our primary focus was to understand several key aspects:

- Preferred ways to participate
- Barriers to participation
- Accessibility and inclusion needs
- Preferred ways to receive information

This report provides an overview of the Phase 1 engagement and summarizes the feedback received, highlighting common themes. A second phase of engagement will be held once the Engagement Framework is drafted.

How We Engaged

Phase 1 offered a mix of in-person and virtual engagement opportunities for the community to learn about the Framework and to provide feedback on the City's engagement processes.

We engaged with various groups during this phase, including survey participants, workshop attendees, meeting participants, and attendees at our pop-up events. This diverse range of engagement facilitated meaningful conversations and provided valuable insights that will help inform the development of the Community Engagement Framework

OPPORTUNITIES	DESCRIPTION	RESULTS
Survey	Online and print survey for people to share their vision and values for the Framework.	299 survey responses were received.
Pop-Ups	Pop-up events held at different locations and times across the city.	Five pop-ups, engaging 75+ people.
City Partner Meetings	Meetings with City partners, including North Vancouver School District (SD44), Museum of North Vancouver (MONOVA), City Library, North Vancouver Recreation and Culture Commission (NVRCC), North Shore Emergency Management (NSEM), and Lonsdale Energy Corporation (LEC).	Six meetings, engaging with City partners.
Impact North Shore Workshop	An in-person workshop to inform and gather vision and values from newcomers.	One workshop was held, engaging over 19 participants.
Urban Development Institute (UDI) Workshop	A workshop was held with UDI to inform them of the project and gather their vision and values.	One workshop was conducted with the UDI team.
Advisory Committee Workshops	The project was presented to the North Shore Advisory Committee on Disability Issues (ACDI) and Integrated Transportation Committee (ITC) to inform them and gather their insights.	Two workshops were held, engaging with committee members.
Council Interview	An interview session with Mayor and Council to glean their insights.	One session of interviews took place with the Mayor & Council.
Project Engagement Page	A project engagement web page was created to provide information about the project, including timelines, key dates, and research.	The project page received over 2,900 visits during the engagement period.
Digital Media Campaign	A digital media campaign shared information about the Framework and promoted engagement.	There were 18,013 impressions across Facebook, Instagram and X (formerly Twitter).

What We Heard

Through our analysis of community responses received through the engagement activities, we identified seven key themes essential for developing the Community Engagement Framework:

1. Transparency and Communication

- **Timely communication** regarding an issue and engagement opportunities is crucial, allowing participants to prepare and participate effectively.
- **Availability of information** regarding how specific issues impact interest holders, how their input influences outcomes, and any transparency about engagement sessions, limitations, and relevant studies is crucial for fostering understanding.
- **Clear explanations** on how interest holder feedback is gathered, analyzed, and used in decision-making, along with the rationale behind the decisions and how input leads to actions or changes.



“Rarely hear the results. Why are we giving our views if we can’t hear how the information is used?”



What We Heard

2. Community Involvement and Inclusivity

- It's essential to **reach all segments of the community** and ensure all groups have the opportunity to participate. This can be done by offering various engagement avenues, including online and in-person formats that accommodate different needs.
- **Include diverse perspectives** from various demographic, cultural, and socio-economic backgrounds to enrich discussions and decision-making processes.
- **Provide supportive services**, including financial incentives and amenities such as free parking, to remove barriers to participation and encourage greater community involvement.
- Ensure that **engagement activities are user-friendly** and not overly complex. Creating an environment where individuals feel safe, comfortable, and welcomed, is crucial for fostering meaningful interactions.



“It's important to hear different voices in the community and provide all demographics an opportunity to speak and I feel you do that.”

What We Heard

3. Accessibility

- Choose **accessible physical locations for engagement activities** for individuals with mobility challenges. Online platforms and digital content must also be accessible, compatible with assistive technologies, and available in various formats.
- Offer **translation services and materials in multiple languages** to accommodate non-native speakers, along with using clear and simple language to foster a more inclusive environment and enable broader community engagement.



Ensure accessibility for people with physical or mental disabilities.

4. Action-Oriented

- Effective engagement should both **facilitate discussion and lead to concrete actions** that address community needs and concerns.
- There is a clear expectation that **recommendations from the community will be implemented**, as this shows a commitment to valuing their contributions.



Knowing that the CNV council and staff are actually listening to constituent concerns and are taking action to address them.



What We Heard

5. Collaboration

- **Create opportunities to connect** with others who share similar interests, while promoting a sense of community and collective purpose.
- A commitment to **mutual respect between the community and decision-makers** is essential for productive collaboration; It encourages open communication and leads to more meaningful discussions.
- There is a need for **collaborative decision-making that includes all interest holders and staff-led findings**. City departments should work together to ensure diverse perspectives are considered, which leads to effective solutions for the community.



“ I like the idea of participation guidelines. In an open forum, time limits and procedural efficiency - to ensure that certain individuals don't monopolize the conversation - would be helpful. ”



What We Heard

6. Relationship and Trust

- **Leaders must actively listen to community input** and respond appropriately.
- **A flexible engagement process that can adapt** based on feedback and changing circumstances is essential to staying relevant and effectively meeting the evolving needs of the community.
- **Fairness and impartiality in evaluating feedback and decision making is essential.** Input should be assessed objectively, and decisions should reflect a balance of interests, grounded in the majority of perspectives and evidence-based studies. This commitment to fairness can enhance trust and ensure that all community voices are respected.



Equitable engagement means that my voice is just as important as my neighbours, as my councillors, as my Mayor's. It means I have been given the opportunity to voice my opinion, to be heard and to be considered.

What We Heard

7. Meaningful Impact and Future Focused

- The City's **engagement efforts should focus on long-term outcomes** that benefit future generations, rather than solely addressing immediate concerns. This forward-thinking approach encourages sustainable development that considers how community initiatives are designed for long-term social, economic and environmental impact.
- There is a collective expectation that discussions and feedback during **engagement processes should lead to meaningful changes.**

Next Steps

Thank you to everyone who completed the survey, attended a workshop, met with staff at a pop-up event, and shared feedback on this project. Your input enriches the technical, operational, and historical knowledge the City applies to decision-making. We appreciate your time and value your insights as we advance this important work.

Over the coming months, we will develop a draft Community Engagement Framework and will share it with the community for feedback before seeking Council adoption. We anticipate that we will start implementing the Framework in 2025.



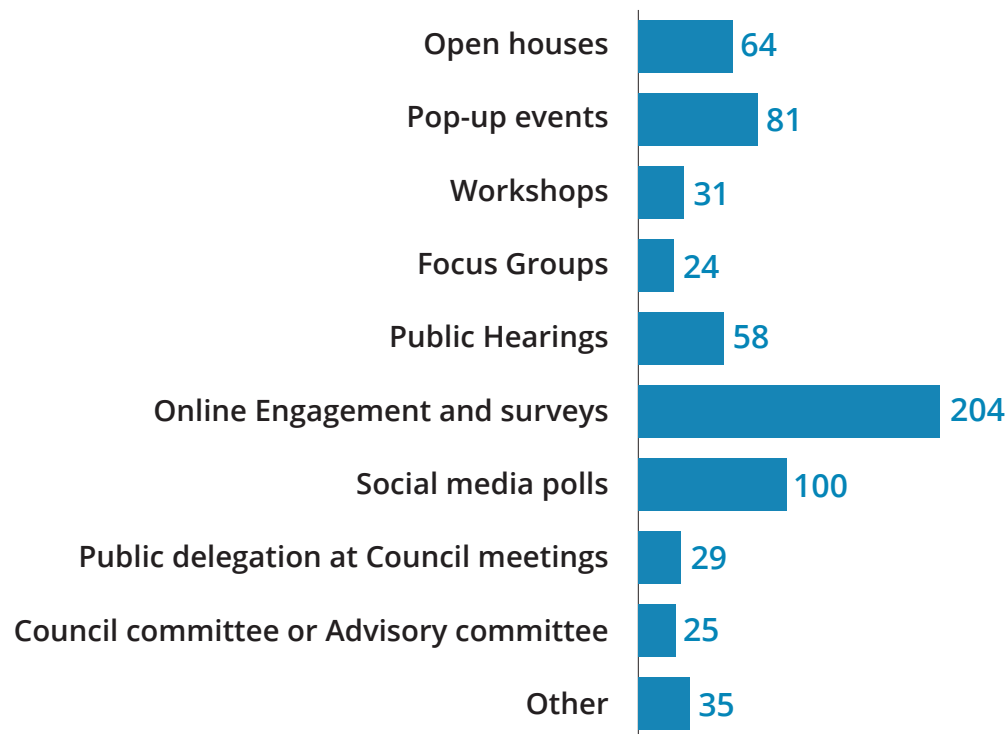
“ The City takes into account people’s feedback and the community sees meaningful change based on these sessions. ”



Appendix 1: Survey Results

Please select the statement that is most appropriate for you. In the past, I have participated in City of North Vancouver engagement activities in the following ways:

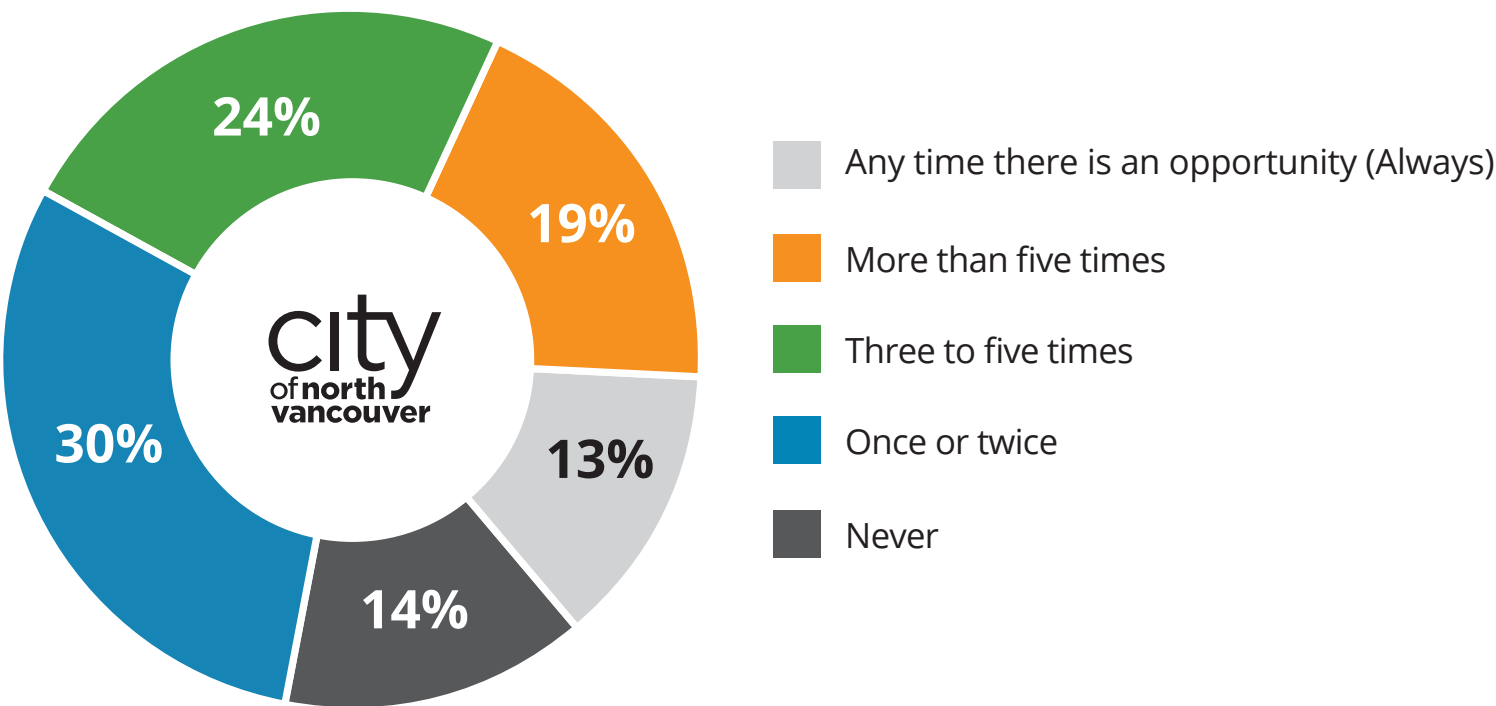
Respondents shared their diverse experiences with engagement activities in the City of North Vancouver. Most participants engaged through online surveys (204 mentions) and social media polls (100 mentions), indicating a strong preference for digital engagement. Traditional methods like open houses (64 mentions) and public hearings (58 mentions) also received notable responses.



In the “Other” section, respondents mentioned various ways they’ve engaged with the City, including emailing City staff, and discussing issues directly with the mayor and council members. Others noted they are new residents or have limited participation in previous activities.

Appendix 1: Survey Results

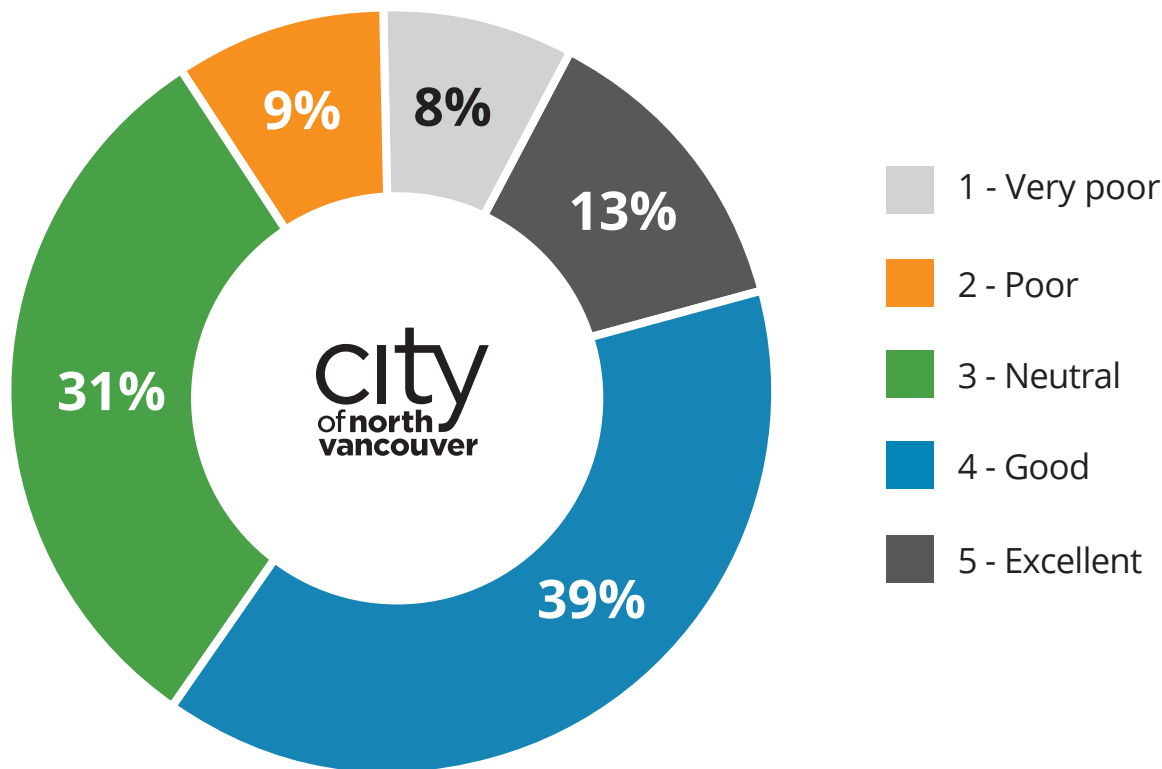
How often have you participated in a City public engagement process?



In response to the question about participation in City public engagement processes, the majority of respondents indicated they engage regularly, with 71 participating three to five times and 58 more than five times. Additionally, 38 stated they participate whenever opportunities arise. However, a significant number, 89, reported engaging once or twice, and 42 indicated they have never participated. This suggests a mix of frequent and occasional engagement among community members, alongside a notable portion that remains uninvolved.

Appendix 1: Survey Results

Given your participation in past engagement processes, how would you rate the City's current approach to engagement? (1 being very poor and 5 being excellent)

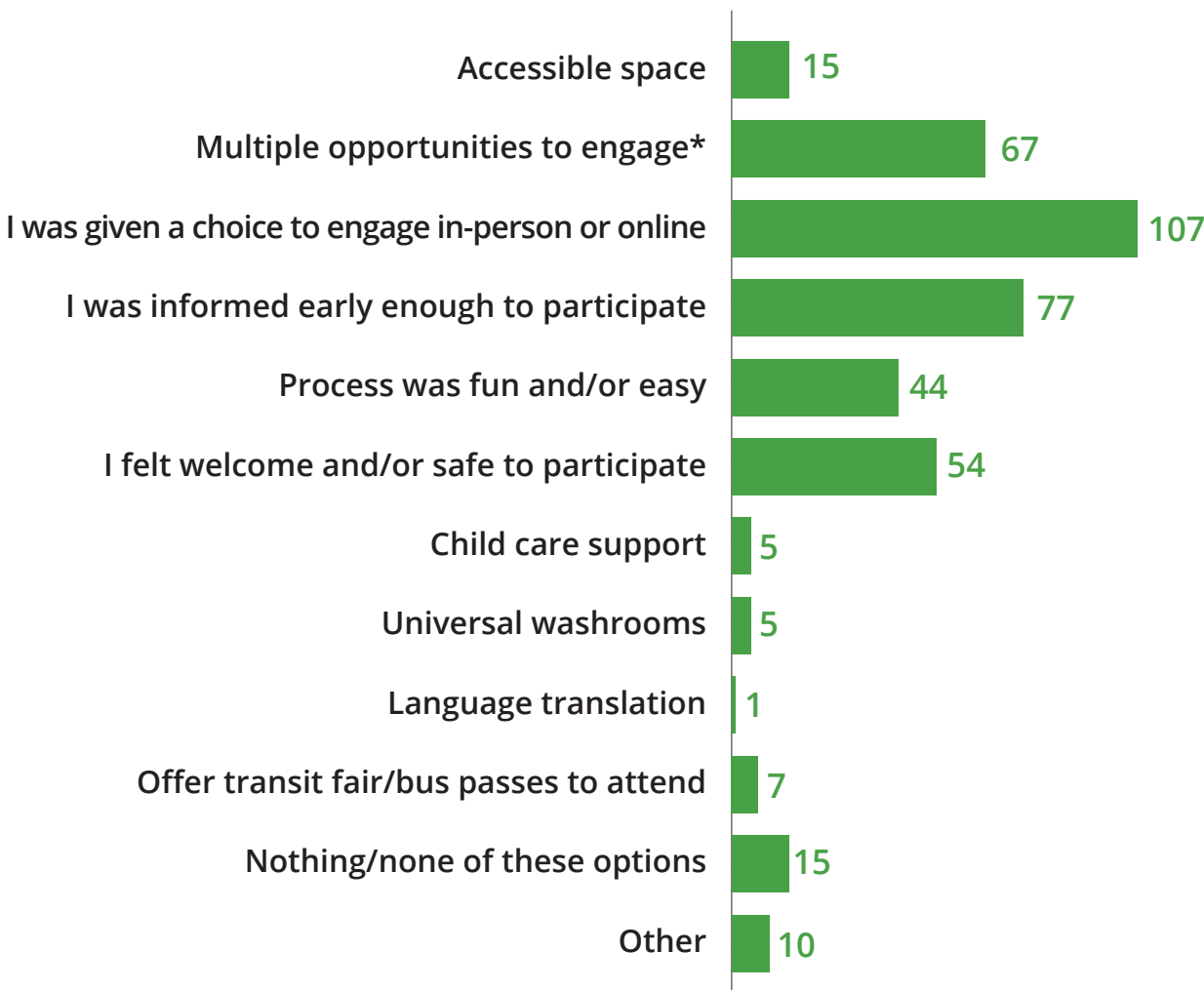


In rating the City's current approach to engagement, responses varied, with 52 participants giving a neutral score of 3. A majority rated the approach positively, with 65 selecting a score of 4 and 22 giving it a score of 5, indicating satisfaction with the engagement efforts. However, there were also concerns reflected in the lower scores, with 14 respondents rating it as very poor (1) and 15 as poor (2). This highlights a range of opinions on the effectiveness of the City's engagement strategies, suggesting room for improvement.

Appendix 1: Survey Results

What helped you participate in engagement opportunities in the past? Pick all that apply.

Respondents identified several factors that encouraged their participation in past engagement opportunities. The most common facilitators were the option to engage in-person or online (107), receiving early notifications (77), and having multiple engagement opportunities (67). While a smaller number felt the process was enjoyable and welcoming, only a few mentioned supports for childcare or transit.



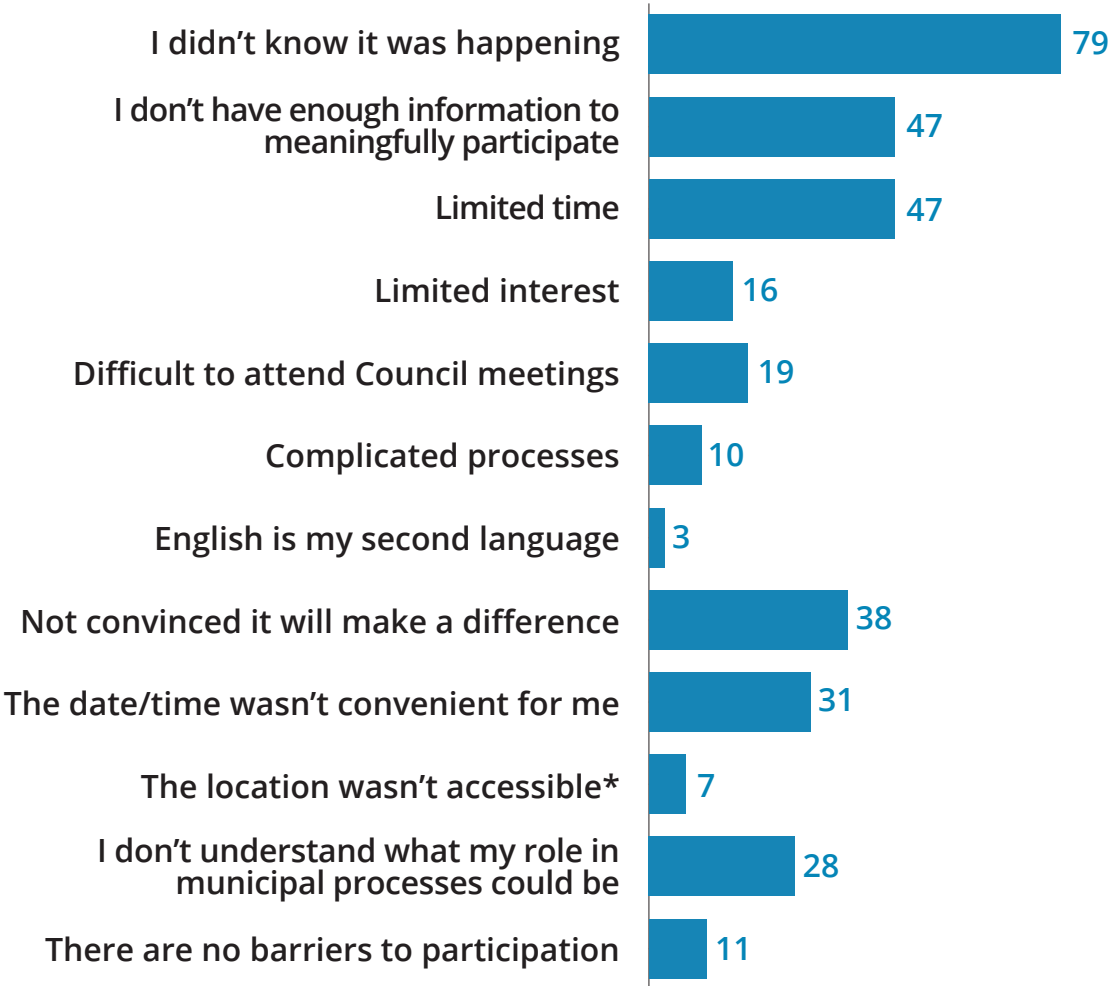
*different times and dates

The Other section included comments about personal motivation, location convenience, and frustrations with design choices and engagement practices. Overall, feedback indicates that accessibility and personal connection to engagement topics significantly influence participation.

Appendix 1: Survey Results

Please select the top three barriers you have experienced that prevent you from participating more in municipal processes in general (top three selection).

In response to the question about barriers to participating in municipal processes, the most common issue cited was a lack of awareness about events, with 79 respondents indicating they didn't know it was happening. Other significant barriers included insufficient information to participate meaningfully (47) and limited time (47). Concerns about the convenience of meeting times (31) and the belief that participation may not lead to meaningful change (38) were also notable. Additionally, a smaller number mentioned complications related to attendance, understanding their role, or language barriers. Overall, the data highlights the need for improved communication and accessibility to encourage greater community involvement.

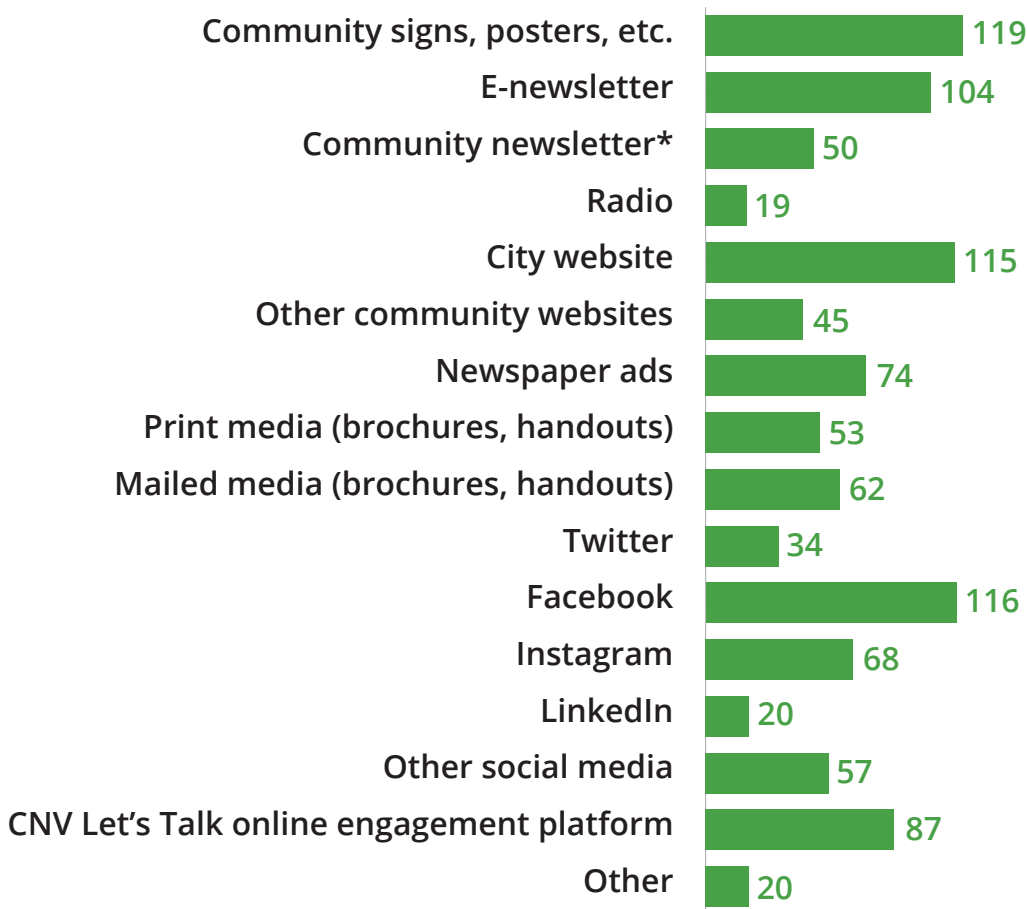


*not on a transit route, not enough parking, etc.

Appendix 1: Survey Results

Where do you currently get information about community events or engagement opportunities? (Select all that apply)

In our survey, participants identified various sources for obtaining information about community events and engagement opportunities. The most frequently cited sources were community signs (119), Facebook (116), and the City website (115), highlighting the importance of both traditional and digital platforms. Other notable mentions included the E-newsletter (104), Newspaper ads (74), and the CNV Let’s Talk online engagement platform (87). Additional responses indicated engagement through print media (53) and social media channels, such as Instagram (68) and Other social media (57).



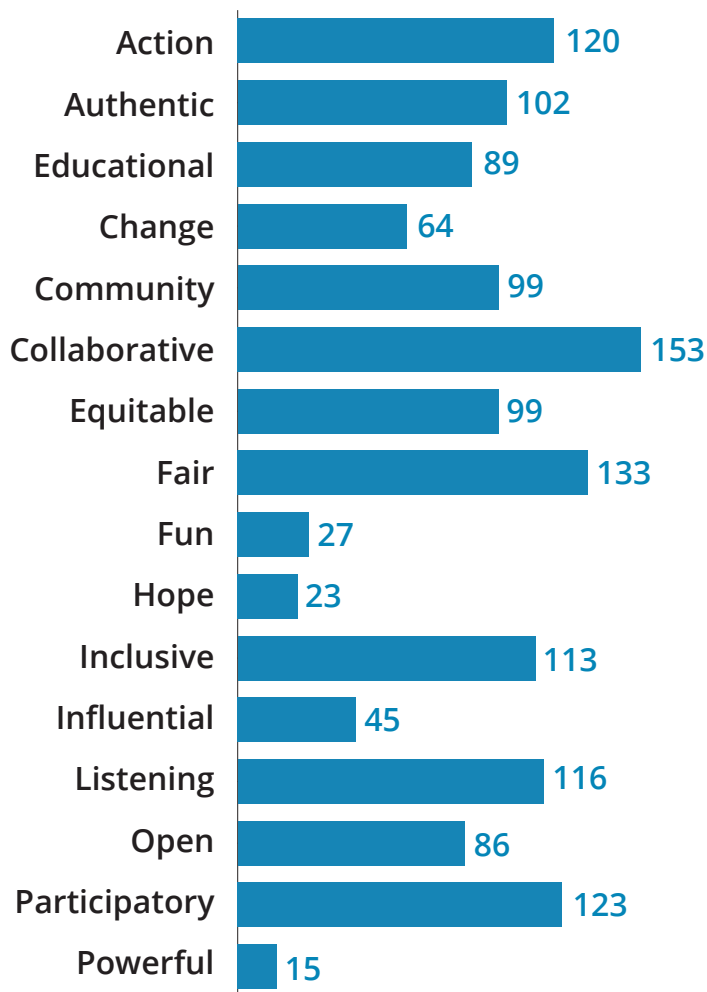
*through organizations you belong to

In the Other section, participants provided insights into their information-gathering methods, mentioning friends and neighbors, local news outlets like North Shore News, and platforms such as NextDoor. Some noted less active engagement, indicating they don’t consistently notice information, while others highlighted personal networks and community discussions as key sources. The feedback underscores the varied ways individuals connect with community information, emphasizing the significance of both formal channels and personal relationships in strengthening engagement.

Appendix 1: Survey Results

Best practices tell us that meaningful engagement is when everyone who is impacted by a decision has an opportunity to participate in a way that is easy for them. Please select the top five words from the list below which resonate most with you in describing what meaningful engagement means to you.

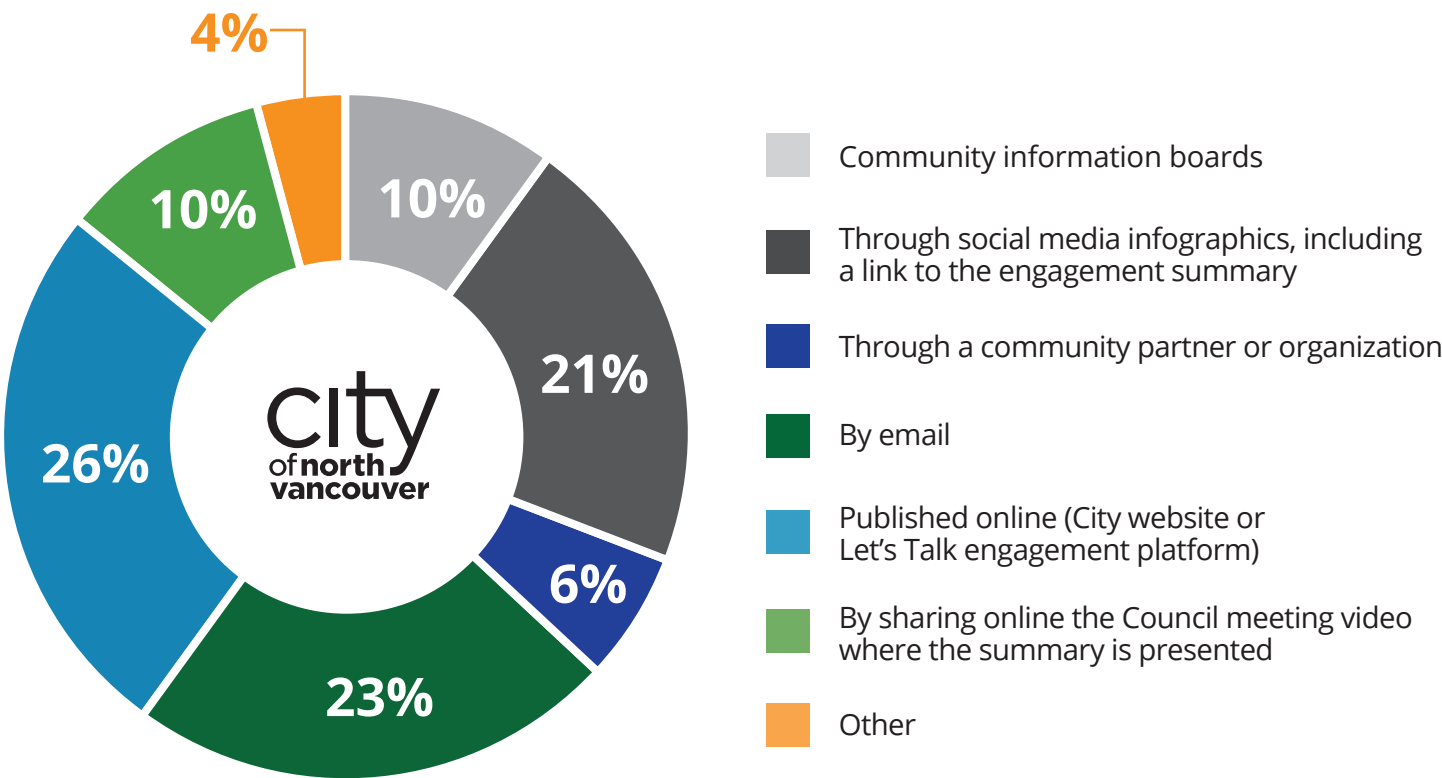
The responses highlighted a strong emphasis on collaboration (153) and participation (123), indicating a desire for inclusive and cooperative processes. Listening (116) and authenticity (102) also stood out, reflecting the importance of genuine communication and responsiveness in engagement efforts. Other significant terms included equitable (99), community (99), and fair (133), suggesting that respondents value engagement that is just and representative of diverse perspectives. The overall feedback underscores the need for engagement practices that are not only inclusive and equitable but also foster a sense of community and shared ownership in decision-making.



Appendix 1: Survey Results

At the end of an engagement process, how would you like the City to share what was heard and the next steps? Please select all that apply:

Participants indicated a strong preference for digital and accessible formats. The most favoured option was publishing online (217), particularly on the City website or the Let’s Talk engagement platform. This was closely followed by communication by email (192), indicating the importance of direct outreach. Respondents also showed significant support for sharing information through social media infographics (174), which can effectively summarize key findings.

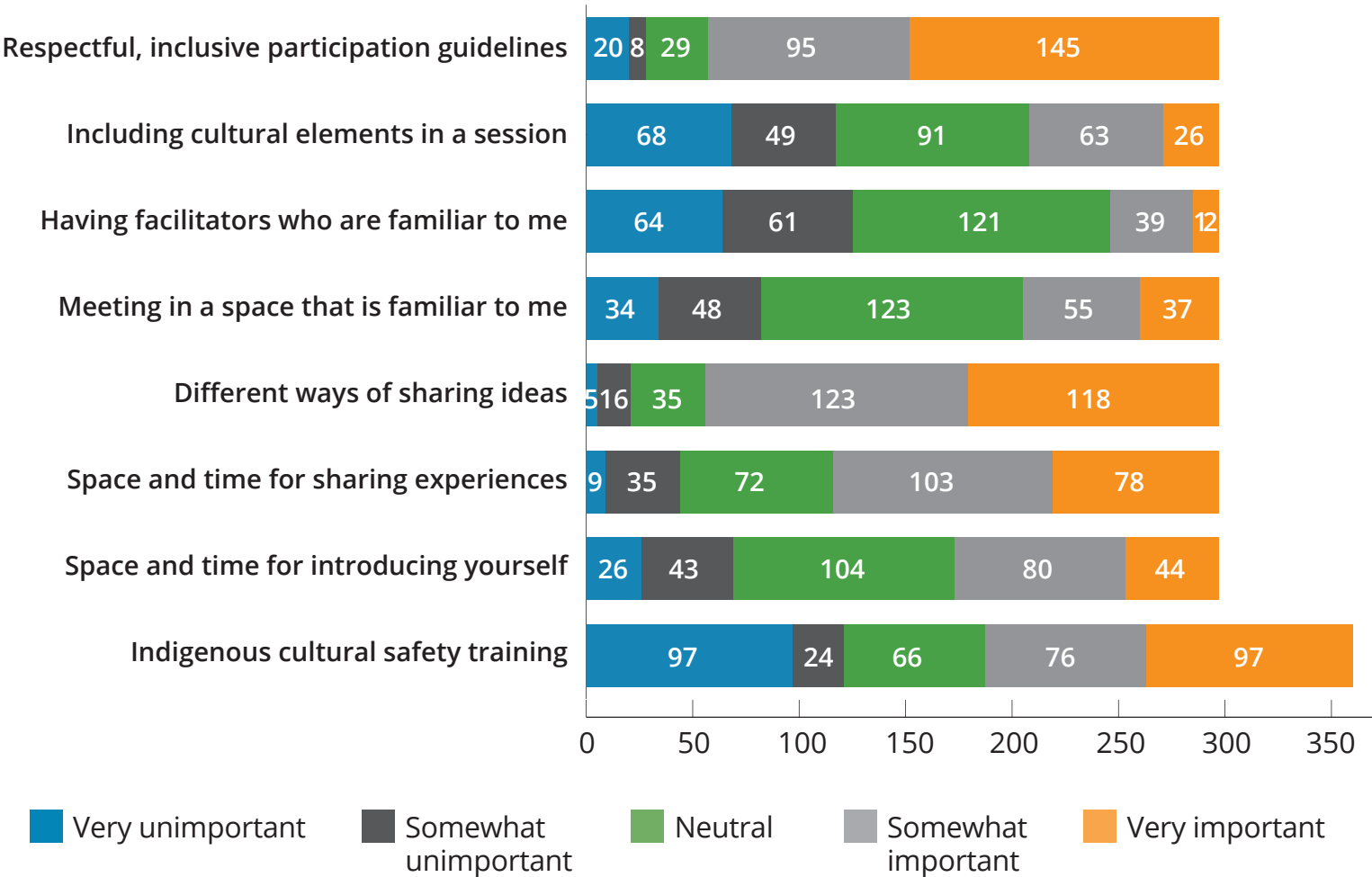


Additional comments emphasized the need for varied communication methods to reach a wider audience. Many suggested leveraging local media such as the North Shore News for broader distribution and mentioned the importance of hard copy materials for those without easy access to digital platforms. Ideas included direct mail to households, and video summaries on platforms like YouTube. Overall, the feedback underscores a desire for comprehensive and accessible communication that ensures all community members can stay informed about engagement outcomes and future steps.

Appendix 1: Survey Results

We want to hear from community about how to create a safe and welcoming environment for engagement. When participating in an engagement event, how would you rate the importance of each of these actions to help you feel welcomed?

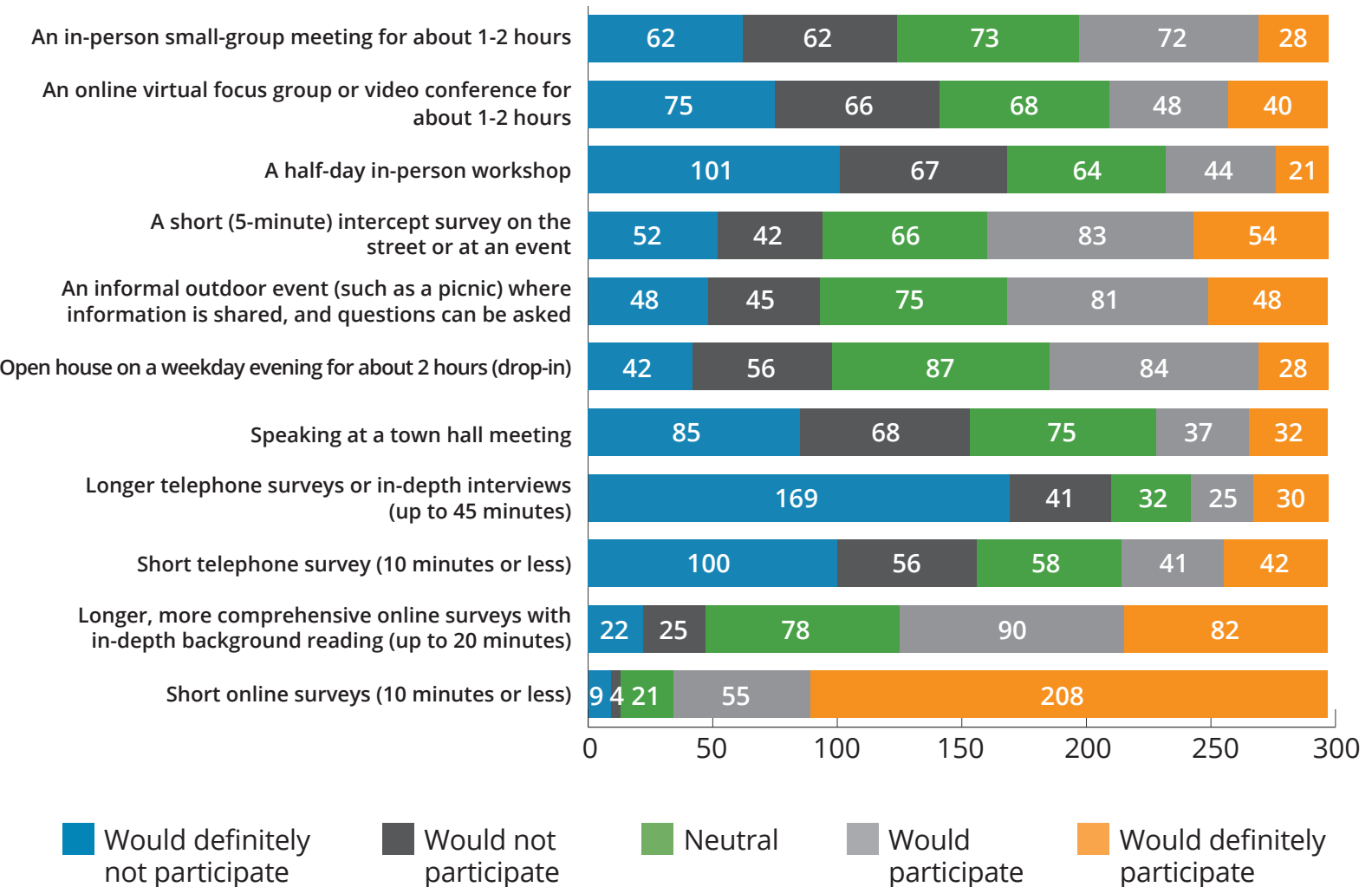
Respondents expressed strong support for creating a safe and welcoming environment. Most participants emphasized the importance of facilitators having training in Indigenous cultural safety, anti-racism, and equity and inclusion, with 97 rating it as very important. Additionally, 78 participants valued the opportunity to share personal experiences, while 118 highlighted the need for diverse methods of idea sharing. The establishment of respectful and inclusive participation guidelines was also highly regarded, with 145 considering it very important. While opinions varied on the necessity of familiar meeting spaces and facilitators, the overall findings indicate a collective commitment to creating an inclusive and equitable engagement experience for all community members.



Appendix 1: Survey Results

How likely are you to participate in the following municipal engagement activities? Rank each from one to five, with: -1 being “would definitely not participate” - 5 being “would definitely participate.”

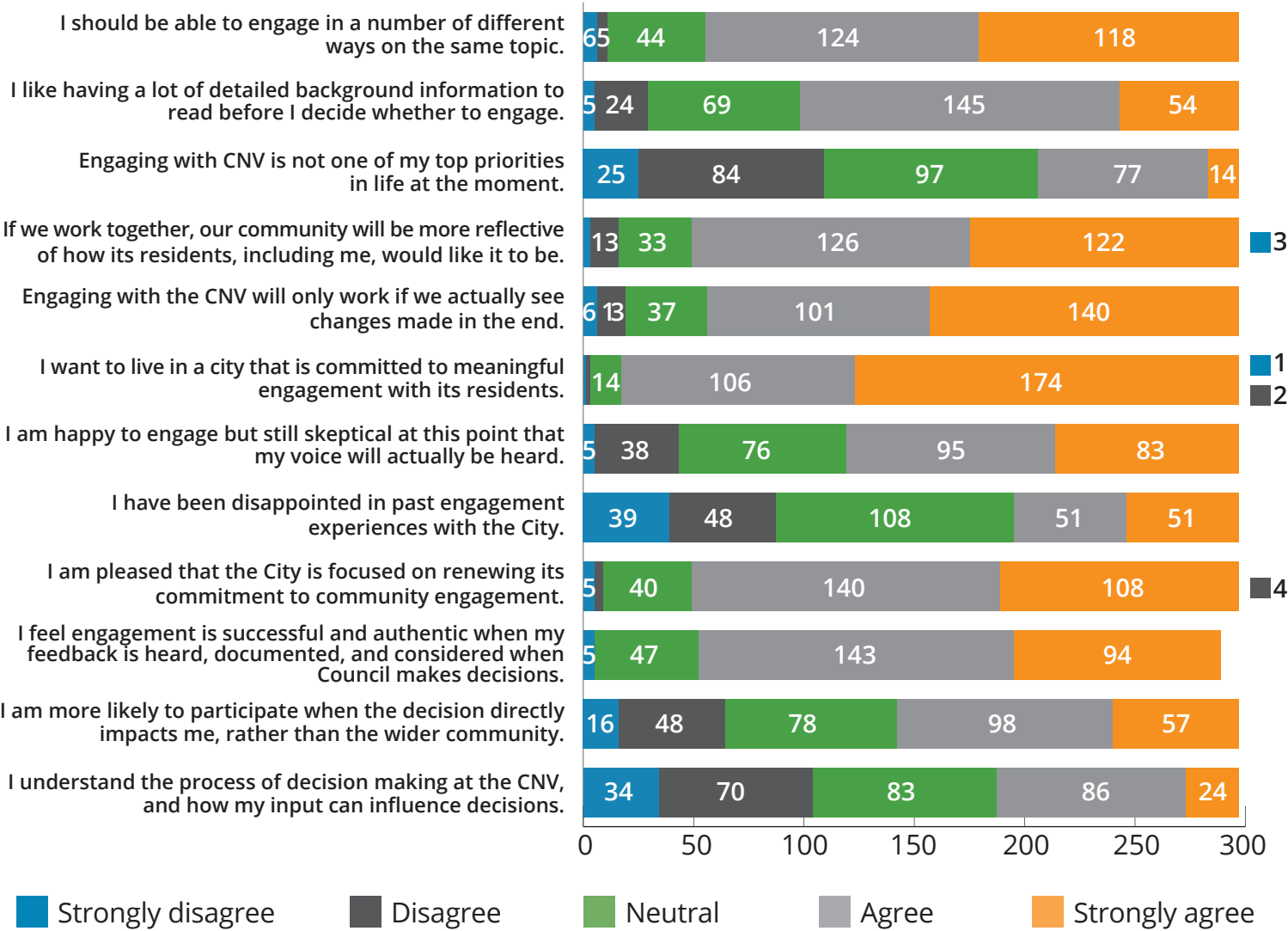
Short online surveys (10 minutes or less) garnered the highest engagement, particularly with a score of 208 for the most favourable option. In contrast, longer methods such as in-depth telephone surveys and workshops showed mixed responses, indicating varying levels of comfort and interest among participants. Notably, interactive formats, including town hall meetings and informal outdoor events, demonstrated significant appeal, suggesting a strong preference for opportunities that allow for direct interaction and discussion. Overall, the findings emphasize the importance of tailoring engagement strategies to meet diverse participant needs and preferences.



Appendix 1: Survey Results

Public engagement is about engaging the people who live in our community in municipal decision-making. This could mean providing feedback on a budget, input on an Official Community Plan, or your ideas about the development of a park plan. Please indicate to what extent you agree or disagree with the following statements about community engagement with the City of North Vancouver.

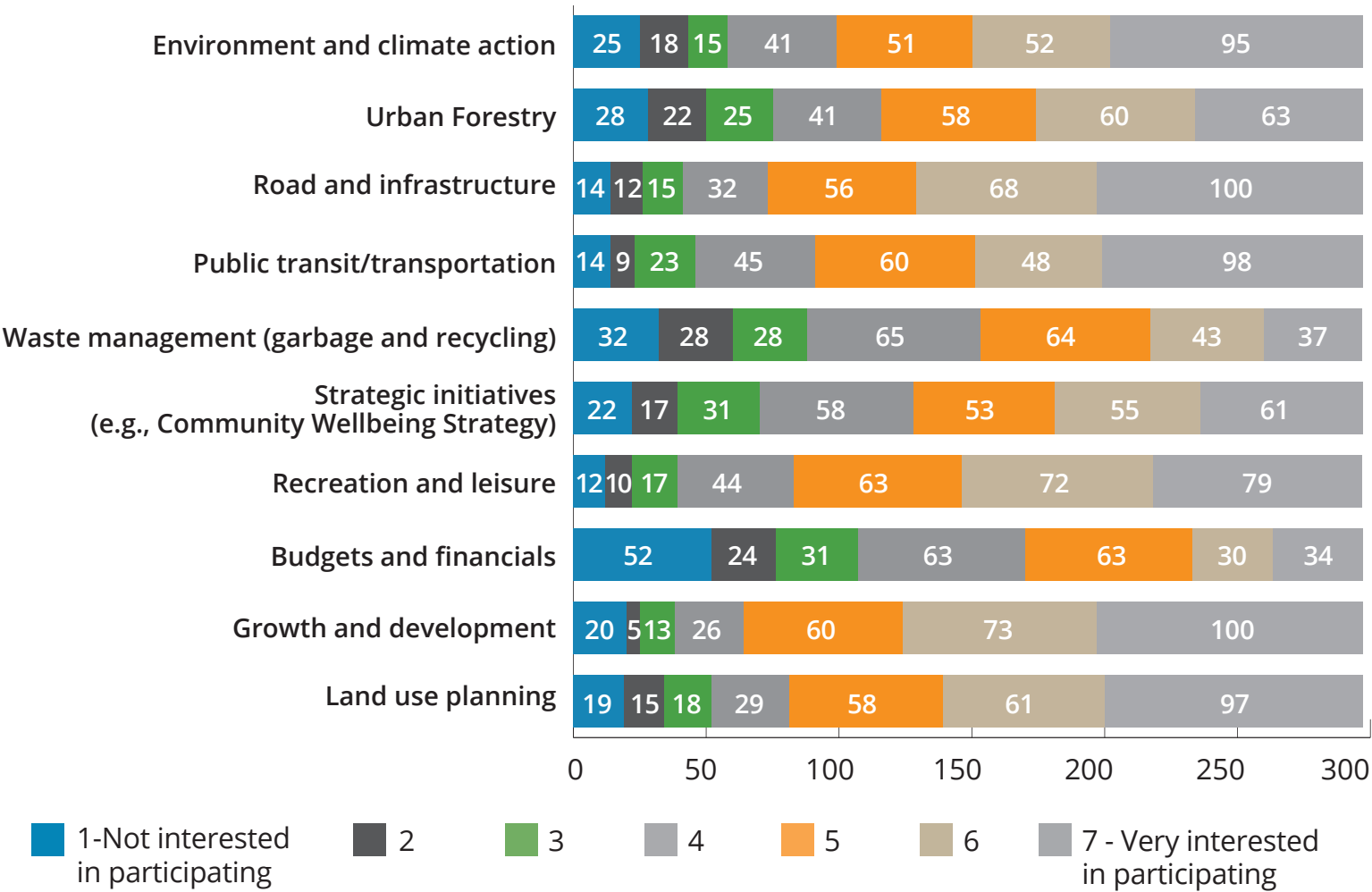
A significant majority of respondents expressed a strong desire for diverse engagement methods, with 118 strongly agreeing on the importance of varied options. Many participants also emphasized the need for detailed background information prior to engagement, as indicated by 145 agreeing on this point. While a notable number expressed skepticism about the effectiveness of past engagement efforts—illustrated by 39 strongly disagreeing with their past experiences—there remains a robust commitment to meaningful participation, with 174 strongly agreeing that they wish to live in a city dedicated to resident engagement. Overall, the findings highlight the community’s call for authentic involvement and the necessity for clear communication regarding decision-making processes to build trust and encourage participation.



Appendix 1: Survey Results

There are a number of municipal processes that you could be invited to participate in. Please indicate your interest in participating in and sharing your voice about the municipal processes listed below. Please rate each of the following on a scale of 1 to 7:- 1 means you are not at all interested in participating, and- 7 means you are very interested in participating

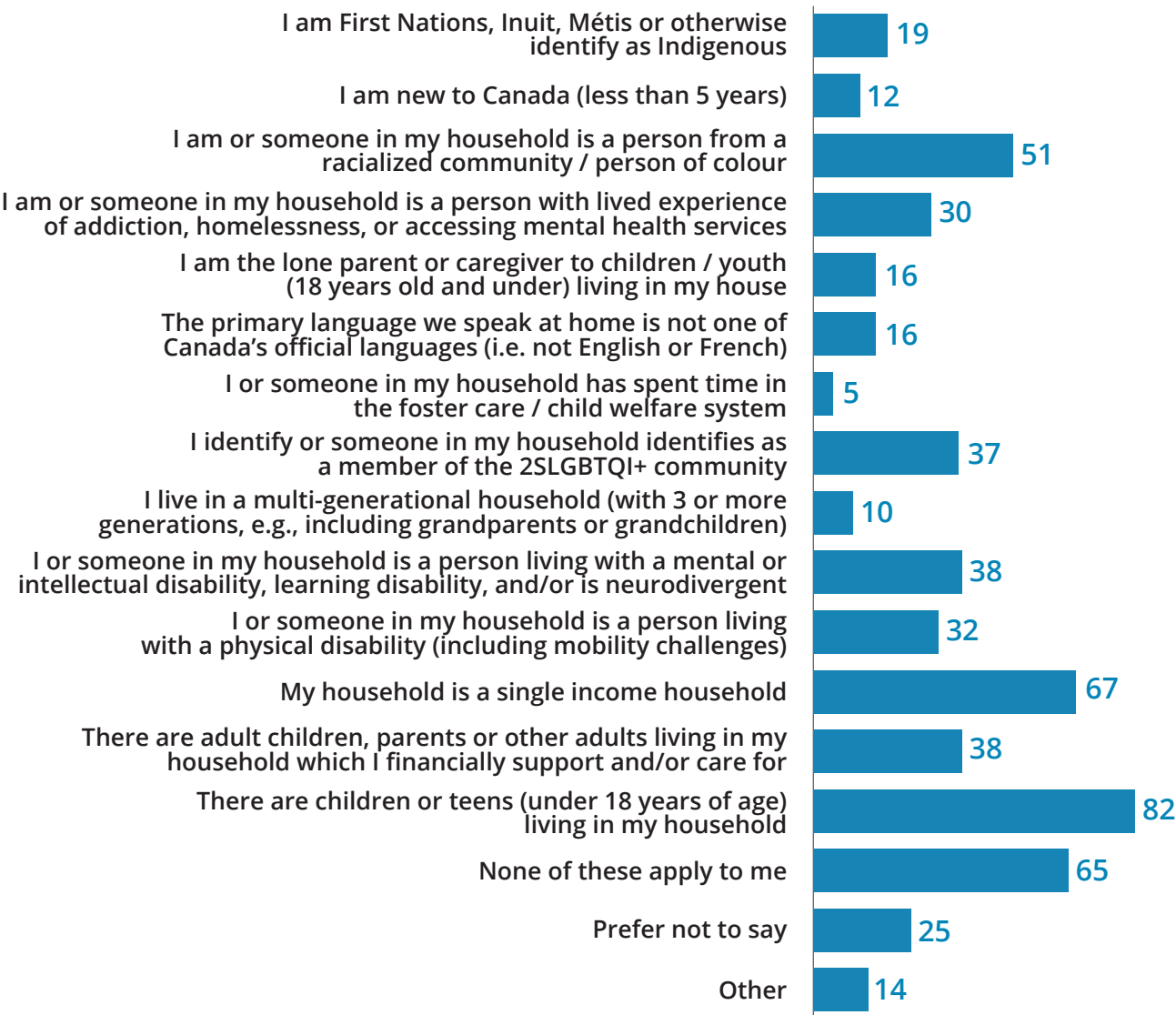
Among the topics, “Public transit/transportation” and “Road and infrastructure” received the highest engagement, with both achieving a score of 100 for the most favourable responses. “Growth and development” closely followed, indicating strong community interest in this area as well. Conversely, “Recreation and leisure” and “Budgets and financials” showed varied levels of interest, with lower engagement scores. Notably, “Waste management” and “Environment and climate action” also garnered significant attention, reflecting a community commitment to sustainability and effective resource management. Overall, the findings show the diverse priorities of the community, emphasizing the need for informed planning and development strategies that align with resident interests.



Appendix 1: Survey Results

Please select the descriptions that you identify with. (Select all that apply)

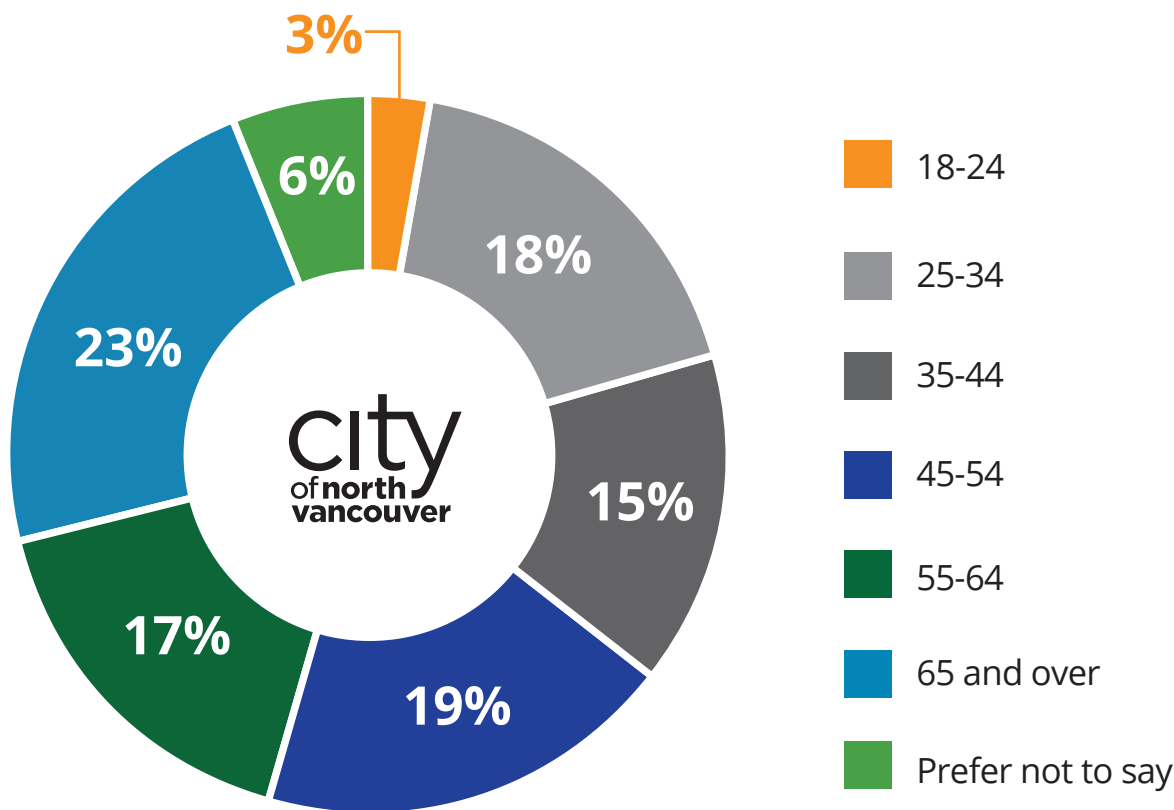
In the survey, a diverse range of identities and circumstances were represented among respondents. The most common identification was as a household with children or teens under 18, reported by 82 participants. A sizable number also identified as members of racialized communities (51), or as individuals or households with mental or physical disabilities (38 and 32, respectively). The survey highlighted notable experiences related to socio-economic status, with 67 respondents indicating they live in single-income households. Additionally, 30 respondents reported experiences related to addiction, homelessness, or mental health services. Indigenous identity was noted by 19 participants, and 12 respondents mentioned being new to Canada. Other responses included a range of personal and family circumstances, with 65 participants stating that none of the options applied to them. Overall, the survey reflects a rich tapestry of experiences, highlighting both challenges and diverse identities within the community.



Appendix 1: Survey Results

We are inviting input from people of all ages in our community. To help us understand who we are hearing from, please share your age range. (If you would prefer not to, simply click “Prefer not to say.”)

The age distribution of survey respondents indicates a strong representation among older adults, particularly those aged 65 and over, with 67 participants in this category. The 45–54 age group followed closely with 55 responses, while the 35–44 group had 45. Younger age ranges were less represented, with only eight respondents aged 18–24 and none in the 12–17 category. Additionally, 19 participants chose not to disclose their age. Overall, the data suggests most input comes from middle-aged and older individuals in the community.





Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Mayor and Council Interviews	<p>It was mentioned a successful engagement framework should be straightforward, prioritize inclusivity, and actively seek diverse community input while clearly communicating the purpose and outcomes of engagement efforts.</p> <p>There was an emphasis that genuine respect for public input is essential, alongside transparency and integrity in communication to foster trust, particularly by addressing past mistakes and maintaining consistent follow-up.</p> <p>Mayor and Council emphasized the importance of utilizing a mix of traditional and digital methods to engage all demographics, ensuring equity in participation and reaching underrepresented groups through proactive outreach.</p> <p>It is essential to ensure that the community understands how their feedback influences decisions.</p> <p>There was a strong desire to establish collaborations with local organizations, including youth councils and neighborhood associations, to enhance engagement and representation, and facilitate ongoing community conversations to strengthen public understanding of City governance.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Urban Development Institute (UDI) October 2023	<p>UDI members prefer in-person interactions over surveys, require a 3 to 4-week lead time for meetings, and suggest scheduling early morning sessions for better participation.</p> <p>There was a strong desire for genuine engagement opportunities, with UDI emphasizing the importance of receiving materials in advance to prepare meaningful feedback.</p>
Earth Day Pop Up April 20, 2024	<p>Participants reported facing challenges such as not knowing about events, limited time, lack of information, not being convinced it will make a difference, difficulty attending Council meetings, uncertainty about their role, limited interest, complicated processes, scheduling conflicts, language barriers, and accessibility issues.</p> <p>Attendees indicated a preference for completing an online survey, attending informal outdoor events (like picnics or barbecues), attending open houses on weekday evenings, participating in virtual focus groups, attending half-day in-person workshops, completing telephone surveys, speaking at town halls, attending small-group meetings, and completing short intercept surveys on the street or at events.</p> <p>There was an emphasis on the importance of clear communication, such as sending hard-copy mail to every household and providing a clear online synopsis of the major topics discussed by City Council in the previous month. They also suggested the creation of mobile apps for news and surveys.</p> <p>Many appreciated pop-up events and direct community connections but highlighted the need for improved accessibility and friendliness. Suggestions included providing food at events, reducing complexity in accessing City information online, clarifying how feedback is used, and following up on community inquiries.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Civic Plaza Pop Up May 2, 2024	<p>Many individuals face challenges such as limited time, lack of awareness about events, and scheduling conflicts that hinder their involvement in City processes.</p> <p>People expressed a desire for online surveys, informal outdoor events for information sharing, and small in-person meetings lasting one to two hours.</p> <p>Participants emphasized the need for accessible information, such as using plain language and concise summaries. They suggested various communication channels, including email notifications, newspaper ads, robocalls, and social media updates, to keep them informed.</p>
Shipyards Pop Up May 9, 2024	<p>Common challenges included limited time, lack of awareness about events, and inconvenient scheduling, making attendance difficult, especially for those with full-time jobs and family responsibilities.</p> <p>Respondents expressed a desire for flexible participation options, such as evening open houses, half-day workshops, informal outdoor events, and small group meetings, allowing for more inclusive and accessible engagement.</p> <p>Ideas included better online information availability, extending speaking time limits at public meetings, and creating a system for written feedback to ensure everyone has a chance to contribute and prevent domination by a few voices.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Silver Harbour Seniors Pop Up May 13, 2024	<p>Seniors face limited time, insufficient information, uncertainty about their roles in the process, and language barriers that hinder their engagement in City decisions.</p> <p>There is a strong need for enhanced customer service at City Hall and more accessible engagement boards, including larger font sizes and simplified visual aids for better comprehension.</p> <p>Seniors prefer receiving materials in English ahead of time to facilitate understanding, rather than translations. They also find the two-minute public input limit too restrictive and suggest prioritizing the majority's needs in decision-making.</p>
Youth Library Pop Up May 14, 16, 17, 2024	<p>Participants appreciate translated materials, but their preference is to receive materials in English in advance, allowing enough time to understand the issues and provide feedback.</p> <p>It was mentioned that, since some people are spending only a brief period of time in the city, there is limited opportunity to get involved in the engagement process.</p>



Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
North Shore Advisory Committee on Disability Issues (ACDI) Workshop May 2, 2024	<p>There was an emphasis on the need for meaningful consultation under the Accessibility Act and incorporate accessibility considerations into the City’s communications and engagement strategies.</p> <p>It was suggested to implement a range of engagement tools to accommodate diverse needs, such as offering telephone contact options, ensuring events are accessible for individuals with mobility challenges, and using inclusive communication methods (e.g., ASL videos, plain language).</p> <p>It is essential to acknowledge the existing barriers faced by community members, including accessibility challenges at events, the need for timely information, and the emotional toll of feeling tokenized or unheard in feedback processes.</p> <p>Committee members emphasized the importance of reaching out to community organizations, schools, and diverse groups to ensure all voices, particularly those of neuro-divergent and disabled individuals, are included in discussions and decision-making.</p> <p>There is an issue with ableist attitudes within the City that should be addressed through staff training that involves recognizing and eliminating barriers so that committee liaisons are informed about individual needs to create authentic, respectful dialogue.</p> <p>It was suggested that the City establish consistent communication channels and timelines for feedback, ensuring that community members have adequate time to process information and contribute meaningfully to discussions.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Integrated Transportation Committee (ITC) Advisory Committee Workshop May 1, 2024	<p>Committee members seek more opportunities for meaningful input, clarity on issues discussed, and access to City strategies.</p> <p>Participants requested hybrid meeting formats to accommodate diverse members and increased community representation within the committee.</p> <p>There was an emphasis on the importance of presenting project context, encouraging dialogue among members, and sharing success stories.</p> <p>It was suggested to engage the public at busy locations using plain language, promoting open discussions, and targeting young adults.</p>
Impact North Shore Workshop May 2, 2024	<p>Newcomers value clear communication in English and seek connections through organizations like Impact North Shore; they suggested tours of City Hall and emphasized the importance of meaningful work opportunities, including volunteering and skills exchanges.</p> <p>They face challenges in civic engagement due to the demands of settling in, such as job hunting and finding housing, but recognize that participation can create community connections and improve mental health; they stressed the need for diverse ways to provide input on issues that affect them.</p> <p>Participants preferred methods for participation include email, social media, and an online app with translation options; they are interested in volunteer opportunities with the City and suggested that access to existing feedback could help them articulate their own perspectives more effectively.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
North Vancouver School District (SD44) May 28, 2024	<p>Regular meetings between the Superintendent and chief administrative officer (CAO), along with Council dinner meetings and discussions with the Mayor, have strengthened connections between CNV and SD44.</p> <p>There are concerns about Rec Commission governance changes and a desire for more roundtable discussions to enhance information sharing and collaboration.</p> <p>Engaging parents through school principals and newsletters, promoting budget engagement and kindergarten registration, and leveraging existing programs can strengthen community ties.</p>
Library June 4, 2024	<p>The library expressed a desire to provide feedback on strategies and policies affecting them, such as the Great Streets initiative.</p> <p>They highlighted the need for more frequent updates on local events and issues that patrons inquire about, emphasizing their role as a community hub or “third space” for public education.</p> <p>The library suggested promoting community engagement initiatives within their spaces and praised the City’s Diversity Equity Inclusion efforts, while offering to serve as an information source to connect with specific groups and gather community feedback on issues like transportation.</p>



Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
Museum of North Vancouver (MONOVA) June 4, 2024	<p>MONOVA highlighted the existing government-to-government engagement, including regular communication with City partners and a desire to explore marketing collaborations, noting their potential as a venue for City-led workshops and panels.</p> <p>MONOVA expressed interest in supporting City engagement efforts through community education opportunities linked to their exhibits, facilitating learning and involvement without direct operational ties.</p> <p>MONOVA suggested sharing cultural calendars and offered to serve as an agency partner if the City lacks capacity, highlighting their Sensory Friendly Sundays as an opportunity for engagement with individuals who have accessibility needs.</p>
North Vancouver Recreation and Culture Commission (NVRC) June 5, 2024	<p>NVRC emphasized the need to redefine their relationship with the City, as they are a funded service rather than a direct partner. They suggested improving communication and collaboration to reduce confusion and overlap between entities.</p> <p>NVRC highlighted the importance of closer communication with the City, particularly through regular meetings to discuss forecasts, projects, and shared engagement strategies, which would enhance understanding of issues and improve collaborative processes.</p> <p>They advocated for reciprocal information sharing and consistency in engagement approaches, mentioning their use of Civil Space for online engagement and the upcoming Arts Strategy, which will involve community participation and offer opportunities for joint messaging and events in recreational facilities.</p>

Appendix 2: Event Engagement Summary

EVENT/DATE/ NUMBER OF PARTICIPANTS	SUMMARY NOTES
North Shore Emergency Management (NSEM) June 11, 2024	<p>NSEM expressed a desire for a more meaningful partnership with the City, advocating for greater integration into the City's internal processes and decision-making to better understand cultural dynamics and align emergency management efforts.</p> <p>They highlighted the need for improved integration with CNV's IT systems, including better access to calendars, emails, and updates, to enhance operational efficiency and communication within the organization.</p> <p>NSEM requested more collaboration on communications and engagement planning, emphasizing the importance of sharing information and content to ensure consistent messaging and to build stronger relationships with CNV staff for effective public safety and emergency response.</p>
Lonsdale Energy Corporation (LEC) June 11, 2024	<p>LEC emphasized the need for clearer communication regarding their relationship with the City, highlighting the importance of involving staff early in relevant processes and providing informational sessions to enhance understanding.</p> <p>LEC expressed a desire for closer collaboration with the City's planning and development teams to streamline processes, particularly in development applications, and to enhance community engagement through more joint events and better use of communication channels.</p> <p>LEC highlighted the challenge of engaging customers effectively due to the absence of a customer list and expressed interest in co-sharing information with the City to enhance customer confidence in their services, while also inquiring about the adoption of a shared engagement framework.</p>

CNV Community Engagement Framework: Summary of Phase 2 Engagement Activities

Between May 22nd and June 14th, 2025, the City of North Vancouver's Engagement team conducted seven (7) interest holder workshops, two (2) open houses and sought feedback through an online questionnaire as part of the Phase 2 engagement activities. These activities aimed to:

1. To test the guiding principles developed through Phase 1 engagement of the Framework,
2. To detail the actions needed to implement the guiding principles in City engagement processes,
3. To build relationships with organizations and institutions that can support future CNV engagement activities.

Interest Holder Workshops

Interest Holder Workshops were organized with interest holder groups that may experience unique barriers to participation and/or who may assist in the implementation on the Engagement Framework. The following sessions were conducted:

Workshop	Date	Number of participants	Participants included:
Intergovernmental collaborators	May 22, 2025	10	Representatives from the Districts of North and West Vancouver, Squamish Nation, School District 44, Translink, Metro Vancouver.
Council Advisory Committees	May 22, 2025	7	Members of the Advisory Planning Commission, Accessibility Advisory Committee and Advisory Design Panel.
Youth	May 23, 2025	29	Grade 11 students from Sutherland Secondary School.
CNV Partners	May 27, 2025	6	Representatives from NSEM, NVRC, NVCL, MONOVA, LEC.
Community organizations	May 28, 2025	7	Representatives of organizations including Hollyburn Community Services Society, North Shore Black

			Bear Society, North Vancouver Chamber, and more.
Newcomers to Canada	May 30, 2025	18	Clients of Impact North Shore.
Seniors	June 5, 2025	10	Seniors affiliated with the Silver Harbour Centre.

Open houses and online activities

The following three activities were generated for the general public to engage with the draft Framework. The activities were promoted through:

- The City's social media channels – Instagram, LinkedIn, Facebook
- A print advertisement
- Directed emails to individuals signed up for Framework updates
- Emails to all individuals invited to join Interest Holder Workshops (not only participants)

Activity	Date	Description:
Pop-up open house 1: City Hall	Monday, June 9, 2025	Informal open house that invited people to learn about and provide feedback on the draft Framework between 12 noon and 4 p.m. at City Hall.
Pop-up open house 2: Civic Plaza	Saturday, June 14, 2025	Informal open house that invited people to learn about and provide feedback on the draft Framework between 11 a.m. and 2 p.m. in Civic Plaza.
Online feedback collection	Open May 27 – June 14	Questionnaire through the City's Let's Talk page, which invited people to download the draft Framework and provide their comments electronically, to ensure a variety of ways for people to engage if they couldn't attend a session in person.

Summary of initial findings

High-level findings are shared below. Some of the most prevalent themes that surfaced suggested:

- **Using a variety of engagement methods**, both in person and online, such as mail, posters, social media, QR codes, surveys, North Shore magazines/newspapers, discussion boxes, community events, signage, email, radio, public transit advertisement, unpaid social media promos, door to door conversations, Tiktok or Instagram interviews,

or a government Facebook page. Showing up where people are already is critical to help reach more people.




- **Inviting engagement much earlier is critical** to bring in partners and see if/how they would like to be engaged. For the general public, engagement processes should incorporate shared priority setting so that the community can help decide which projects move forward together.
- **Transparency is key.** People want to feel that they are a part of a larger conversation, and see that CNV is actively listening, learning from past experiences and adapting. Concerns were expressed about the validity of engagement processes, such as the use of leading questions, not seeking input on topics of most concern to residents, or presenting options that are not technically possible. Reporting back to the community is important, including communicating what actions will be taken and following through. Reporting should reflect all feedback received, with a range of community member perspectives.

Additional recurrent themes included:

- **Engagement should bring in different perspectives**, creating a safe place to share information, hear all opinions, and focus on groups that are not often heard or subject matter experts. There is a need to balance between constituencies, and be mindful of engagement fatigue.
- **Data accuracy in tools like surveys is vital.** Statistically relevant surveys need big budgets, and data may not be accurate if some louder voices dominate the conversation. Data privacy is important to keep in mind, particularly in context of collecting data from Nations. Asking too many questions can decrease participation, but demographic information helps us understand who we are hearing from.
- **There is interest in finding ways to partner and work together** to align engagement events, leverage data, and promote activities. Open communication can be operationalized through recurring conversations, bringing in partners earlier in the conversation, and creating strong relationships with host Nations. Building up a community of practice or regular meetings would help to address limited time and resources.
- **Language translation** is needed, particularly for newcomers. Engagement materials should include simple language, suitable for a wide audience.
- **Fun additions encourage participation.** Youth are interested in free food, barbecues, giveaways, games, markets with vendors, block parties, colour, and live music, which draw in people who may not be as interested in the subject material.
- **Project information should be simple, avoid jargon, and be scaled** with the right amount of information to support participation. Focus information on impact: Why is this project relevant to me and the wider community?

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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: Sara Rasooli, Planner 1

Subject: REZONING APPLICATION: 618 EAST 4TH STREET (VERNACULAR STUDIO INC.)

Date: July 7, 2025 File No: 08-3400-20-0126/1

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

RECOMMENDATION

PURSUANT to the report of the Planner 1, dated July 7, 2025, entitled “Rezoning Application: 618 East 4th Street (Vernacular Studio Inc.)”:

THAT the application submitted by Vernacular Studio Inc., to rezone the property located at 618 East 4th Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115” (Vernacular Studio Inc., 618 East 18th Street, RS-2) be considered for readings with no Public Hearing held, in accordance with the *Local Government Act*, Section 464(3) [public hearing prohibited];

THAT Development Variance Permit No. PLN2023-00018 (Vernacular Studio Inc., 618 East 4th Street) be considered for issuance in accordance with Section 498 of the *Local Government Act* with no Public Meeting held;

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

ATTACHMENTS

1. Context Map (CityDocs [2663880](#))
2. Existing Statutory Right-of-Way (SRW) agreement (CityDocs [2661838](#))
3. Public Consultation Summary (CityDocs [2666272](#))

4. Development Variance Permit No. PLN2023-00018 (CityDocs [2663816](#))
5. Architectural Drawings Illustrating the Variances (CityDocs [2666269](#))
6. Overview of Zoning Variances (CityDocs [2669293](#))
7. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9115" (Vernacular Studio Inc., 618 East 4th Street, RS-2) (CityDocs [2665216](#))

SUMMARY

This report presents an application to rezone 618 East 4th Street from One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone to allow for future subdivision of the existing lot into two lots, and a Development Variance Permit.

BACKGROUND

Applicant / Architect:	Vernacular Studio Inc.
Official Community Plan Designation:	Residential Level 1 (R1)
Existing Zoning:	One Unit Residential 1 (RS-1)

PROJECT DESCRIPTION

The intent is to develop a single-family dwelling with a secondary suite and detached garage on each subdivided lot. A Development Variance Permit (DVP) is required to reduce the rear setback on Lot B affected by an existing registered Statutory Right-of-Way in favour of the City for a stormwater connection. A variance is also proposed to reduce the required distance between the principal building and accessory building, on the same lot.

Table 1. Requested Changes to the Zoning Bylaw

	Current RS-1 Zone	Proposed RS-2 Zone	Development Variance Permit
Buildings	One Principal Building per lot	One Principal Building per lot	
Use	One-Unit Residential Use	One-Unit Residential Use	
Units	3 Units (One Principal Dwelling Unit, one Accessory Secondary Suite, one Coach House)	2 Units per lot (one Principal Dwelling Unit, one Accessory Secondary Suite)	
GFA	Lesser of 0.3 FSR + 92.9 sq. m (1,000 sq. ft), or 0.5 FSR.	Lesser of 0.3 FSR + 92.9 sq. m (1,000 sq. ft), or 0.5 FSR.	
Lot Coverage	30 % for Principal Building	30 % per Principal Building	

Minimum Lot Frontage	10 m (32.8 ft)	7.5 m (24.6 ft)	
Minimum Rear Set-Back	To be sited 14.6 m (47.9 feet) away from the rear lot line	To be sited 14.6 m (47.9 feet) away from the rear lot line	Lot B: proposed rear set-back is 10.2 metres (33.5 feet) No variance for Lot A
Accessory Building (i.e. garage) Siting	To be sited not less than 3.048 metres (10 feet) from a Principal Building on the Lot	To be sited not less than 3.048 metres (10 feet)	Lot B: proposed accessory building is sited 2.5 metres (8.5 feet) from the principal building No variance for Lot A

Site Context and Surrounding Use

The property at 618 East 4th Street is located in the Moodyville Neighborhood, between Queensbury Avenue to the east and Moody Avenue to the west. While townhouses dominate the southern sides of 4th Street, most properties on the north side of 4th Street are single-family homes.

The buildings and uses immediately surrounding the subject site are described in Table 2 below.

Table 2. Surrounding Uses

Direction	Address	Description	Zoning
North – across the lane	619 East 5 th Street	Single family home	RS-1
South – across East 4 th Street	619 East 4 th Street	Single family home	RS-1
East	629 East 4 th Street	Single family home	RS-1
West	614 East 4 th Street	Single family home	RS-1

POLICY FRAMEWORK

The Official Community Plan (OCP) designates the subject site as Residential Level 1 (R1), which provides for ground-oriented housing with non-strata accessory uses with a maximum density of 0.5 FSR.

The proposal represents a minimal increase in the number of units to the land area with one additional net unit being permitted through the RS-2 rezoning and subdivision. The proposed density is consistent with the OCP and planned character of the neighbourhood.

Table 3. Policy Alignment

Metro 2050 – Regional Growth Strategy	
Strategy 1.3 Develop resilient, healthy, connected, and complete communities with a range of services and amenities	The proposed development seeks to permit context appropriate development that ensures a compact community and continues to support businesses and transit in the City.
Official Community Plan	
Policy 1.1.2 Align growth with the development of community amenities and infrastructure;	The development provides additional housing that supports investments in infrastructure that align with where growth is being directed through the Official Community Plan.
Policy 1.3.1 Ensure that new development is compatible with the established urban form of the City, reflecting the primacy of the Lonsdale Regional City Centre and the transition through mid- and low-rise buildings to lower-density residential neighbourhoods.	The proposed development and its density is compatible with the surrounding urban context and provides a built form that is consistent with the neighbouring character.
Policy 1.3.6 Encourage architecture that responds to the unique context of the City in a sensitive, sustainable, and aesthetically compatible manner.	The proposed development of single detached dwellings is consistent with the form and character of the surrounding neighbourhoods.
CNV Community Well-Being Strategy	
Direction #2 Expand the supply and improve the quality, diversity, and affordability of housing in the City.	The proposed development adds to the supply and diversity of housing types in the City
CNV Climate and Environment Strategy	
Direction #1 Restore, protect, and enhance natural areas and biodiversity on public and private property.	Through the development of this site enhancements will be made to the public realm and laneway area that will support greening and tree planting opportunities on public and private property.

Landscaping and Tree Retention

The City's Tree Bylaw, 2022, No. 8888 does not apply to sites within the RS-2 zone. Staff encourage applicants to take measures to retain trees on site where possible and to plant new trees where the site plan permits. However, the proposed removal of four on-site trees is due to their location on the Statutory Right-of-Way. Four new street trees and four new on-site trees are considered in the proposal as replacement.

PLANNING ANALYSIS

The rezoning from RS-1 to RS-2 aligns with the community's development policies by promoting higher density residential use, which supports the strategic goals of increasing housing availability. This change facilitates a more diverse housing stock and encourages sustainable growth within the neighborhood, while maintaining the character of the area. Additionally, the rezoning is consistent with the objectives of enhancing community resilience and ensuring equitable access to housing for all residents.

The requested zoning changes and variances to the Zoning Bylaw to permit this development are identified in Table 1. The proposal would comply with all requirements of the One-Unit Residential 2 (RS-2) Zone with the exception of a rear setback and the distance between principal building and Accessory Building for Lot B.

The proposed variances are necessary to construct a new building on Lot B, which has an existing City stormwater pipe running through a portion of the property. A plan showing the Statutory Right-of-Way Area is on Sheet A-01 of the Architectural Drawings (Attachment #5).

To keep construction outside the Statutory Right-of-Way Area, the new building must be sited in the rear portion of Lot B. This means that variances to the rear setback and the distance between the principal building and accessory building are required. These proposed variances are supported by staff because they allow development to occur in accordance with the OCP designation, while keeping City infrastructure secure.

While the pipe and Statutory Right-of-Way Area also appear on Lot A, they do not inhibit the ability of the proposed development to comply with all the zoning requirements for the RS-2 zone.

The proposed amendments and variances are consistent with the policy framework noted above. They are required to facilitate density in an appropriate location given the policies of the OCP.

COMMUNITY CONSULTATION

The applicant was required to follow the City's procedures for community consultation, which includes a neighbourhood notification including site sign, and mailed notification to nearby properties. The applicant received a total of five comments during a set comment period of four weeks.

The feedback from the community were in support of this project. However, there were concerns regarding:

- Street parking demand,
- The amount of on-site parking,
- The removal of existing trees on site, and
- Site affordability and improvement.

The applicant responded to comments and made improvements to the proposal based on the feedback. Given that the proposal complies with the Official Community Plan in terms of density, and no variances to the parking requirements are proposed, staff believe that there will be minimal impacts to street parking demand as a result of the development. Furthermore, while the property is not covered by the City's Tree Bylaw, four new trees will be planted on the site.

A summary of the public consultation, as prepared by the applicant, is available in Attachment #3.

Off-Site Works and Infrastructure Upgrades

The proposed development will provide appropriate off-site public realm upgrades and service connections consistent with the Subdivision and Development Control Bylaw. This includes the reconstruction of the frontage on East 4th Street with the installation of new sidewalk, curb and gutter, street trees, street lighting, and road paving. In addition, the proposed development will deliver lane reconstruction to full width adjacent to site. In addition to the Subdivision and Development Control Bylaw, the application is subject to the standard requirements of other City bylaws and policies, including but not limited to, the Street and Traffic Bylaw, Sewerage and Drainage Utility Bylaw, and Tree Policy for the Management of Trees on City Property.

There is an existing storm main located within the development site and an existing Statutory Right-of-Way Agreement was registered on title. However, the width of the existing SRW Agreement is insufficient for the City to undertake operation and maintenance works. The City is seeking to replace the existing SRW Agreement with a new SRW agreement with a 3m width to enable access to the sewer infrastructure on the development site.

Should Council approve the proposal, the following legal documents would be required for completion prior to final adoption of the Bylaw:

- Storm main Statutory Right-of-Way (SRW)
- Servicing Agreement
- Community Good Neighbour Agreement
- Flooding Covenant

NO PUBLIC HEARING FOR OCP COMPLIANT RESIDENTIAL DEVELOPMENT

Pursuant to recent Provincial amendments to Section 464 of the *Local Government Act*, which came into force on November 30, 2023, the City must not hold a public hearing on a proposed rezoning bylaw if: an OCP is in place for the subject site; the bylaw is consistent with the OCP; the purpose of the bylaw is to permit a development that is residential; and that residential component is at least half of the gross floor area for the development. Since all of these factors apply to these developments, no public hearing will be held and notices have been published prior to First Reading of the Bylaw, as required by the *Local Government Act*.

CONCLUSION

This application has been assessed and is in alignment with the policy framework set out in the Official Community Plan, which is to increase and diversify the residential housing stock within the City. The proposal represents good planning and it creates housing opportunities that support servicing and infrastructure investment.

RESPECTFULLY SUBMITTED:

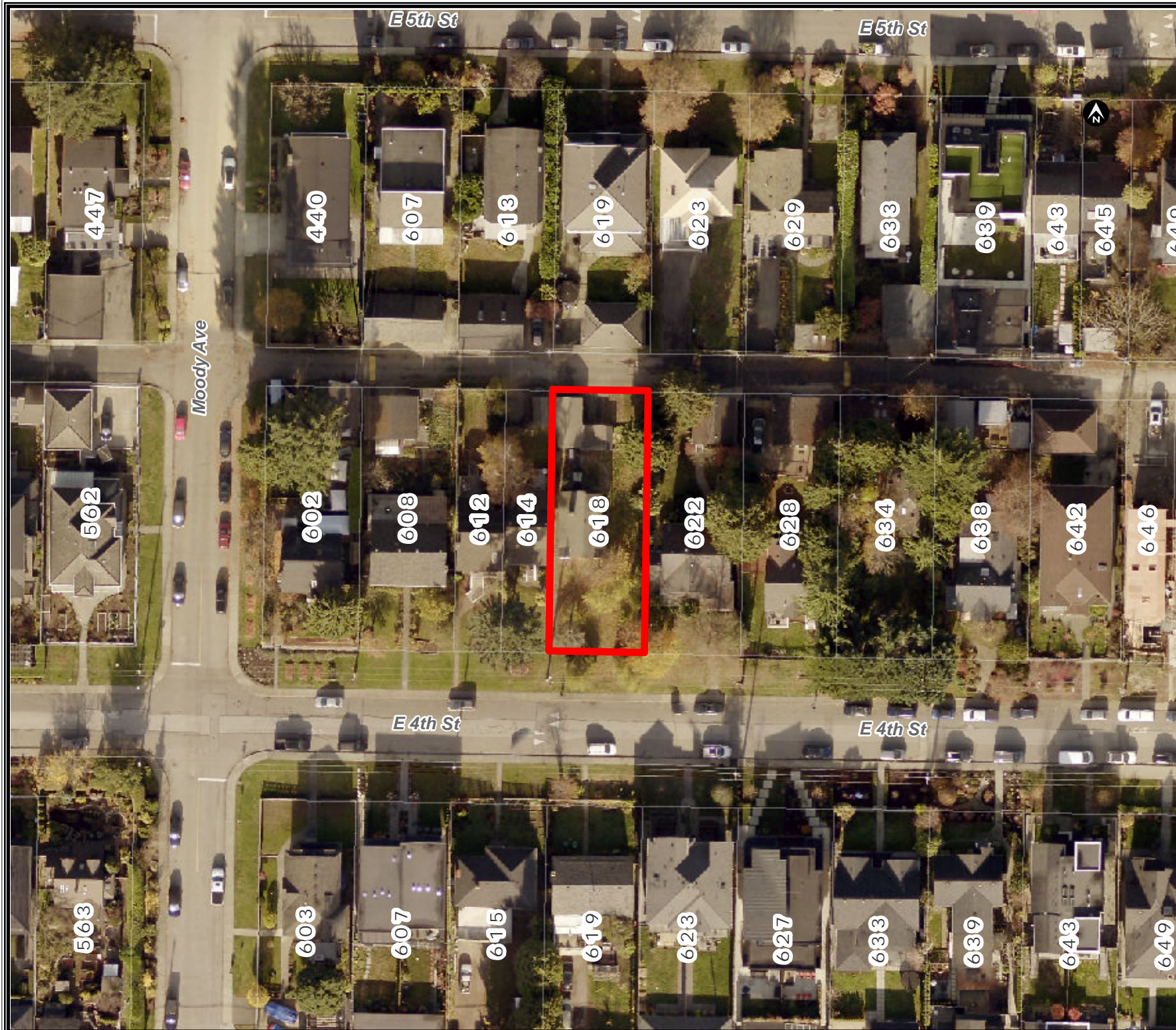


Sara Rasooli
Planner 1

City of North Vancouver

Context Map

618 East 4th Street



DISCLAIMER

This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

GIS Division, Information Technology,
City of North Vancouver

PLOTTED ADDRESS:
SOURCE: Survey
COORDINATE SYSTEM: NAD 83 UTM Zone 10

Status: Registered

Doc #: 514184M

RCVD: 1970-08-26 RQST: 2025-04-10.31.

LAND REGISTRY
Vancouver, B.C.



514184
No. _____

514184-M

26 AUG 26 PM 3 00

LAND REGISTRY ACT

FORM C

(Section 128)

Application for Registration of Charge

19th August
Date 25 AUG 1970

1600
7/19/70
1970

I, Frederick James Roder

that I am ~~for Solicitor for~~ the duly authorized Agent of The Corporation of the City of North Vancouver and that he is entitled to a

* charge by way of a Right-of-Way, over the land hereunder described, and hereby make application under the provisions of the "Land Registry Act" and claim registration of a charge accordingly.

The full name, address, and occupation of the person so entitled to be registered as owner of the charge is The Corporation of the City of North Vancouver 209 West 4th Street, North Vancouver, B.C.

† Not applicable where the applicant is a corporation. Strike out words not applicable.

~~Land or British subject~~ [Or]

~~Land or British subject~~ [Or]

I am informed by _____, and

(Adapt to suit circumstances.)

‡ For use where the application is made by a solicitor or agent.

verily believe, that the person so entitled to be registered as owner of the charge is a British subject [or] is not a British subject.†‡

The fee-simple is registered in Vol. 2145, Fol. 345046-1 of the Register.

DESCRIPTION OF LAND

MUNICIPALITY OR ASSESSMENT DISTRICT	LOT OR SECTION	ADMEASUREMENT OR AREA
City of North Vancouver	Part of Lot 23, Blk 18, D.L. 273, Grp 1, N.W.D., Plan 1063. AS SHOWN OUTLINES	105.97 sq. ft. \$10.00

LIST OF INSTRUMENTS

DATE	PARTIES	CHARACTER OF DEED
18th August, 1970.	John Henry Donnelly and Kathleen Mary Donnelly TO The Corporation of the City of North Vancouver	Easement Agreement, Tax Certificate, C of T in LRO.

And I solemnly declare that I have investigated and ascertained the value of the interest covered by the charge, registration of which is hereby applied for, and that the true value thereof at the date of this application is \$1.00 dollars. (In the case of a Solicitor or Agent, add) and I am duly authorized by the owner to make this application (in the case of an Agent, add) and I reside in the Province of British Columbia, and am of the full age of twenty-one years.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

DECLARED before me this 25th 19th day of August 1970 (Signature) F.J. Roder

(Full post-office address) 209 West 4th Street, N.V. at N. Vancouver, British Columbia. For mailing notices and documents. A Commissioner for taking affidavits for British Columbia (D.A. Hurd) and for British Columbia.

* NOTE.—Insert here the estate less than the fee-simple, or encumbrance or equitable interest claimed in, over, or upon the land; e.g., mortgage in fee-simple for \$500, estate for life, its pendants (according to circumstances, upon, in, over).

514184

M-481412

Application.....	\$	1	00
Registration of Charge.....		2	00
✓ Deposit of Deeds.....		2	00
Deposit of Map.....			
Documents filed.....			
1/10 of 1% on \$.....			
	\$		
Cash.....			

RED ON PLAN PREPARED BY
B.C. LOACH, D.C.L.S. AND DATED
THE 13TH DAY OF MARCH 1970,
A PRINT OF WHICH IS ATTACHED
HEREIN.

514184.

10.3

THIS INDENTURE is made the ^{18th}~~23rd~~ day of ~~March~~^{August}, *EHR*

A.D. 1970.

BETWEEN:

JOHN HENRY DONNELLY, Bridgeman,
and KATHLEEN MARY DONNELLY, his wife, both residing
at, 618 East 4th Street, in the City of North Vancouver,
in the Province of British Columbia.

"Joint Tenants".

(hereinafter called the "Grantor")

OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER
209 West 4th Street, in the City of North Vancouver,
in the Province of British Columbia.

(hereinafter called the "Grantee")

OF THE SECOND PART

WHEREAS,

John Henry Donnelly and Kathleen Mary Donnelly,
of 618 East 4th Street, North Vancouver, B.C.

are the owners of that certain parcel or tract of land and
premises situate, lying and being in the City of North Vancouver,
in the Province of British Columbia, more particularly known
and described as:

Lot Twenty-three (23),
Block Eighteen (18),
District Lot Two Hundred and Seventy-three (273),
Group One (1),
New Westminster District,
Plan 1063.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS:-

1. The Grantor in consideration of the sum of One Dollar
(\$1.00) now paid by the Grantee to the Grantor (the receipt of
which is hereby acknowledged) and the covenants of the Grantee
herein contained, hereby grants unto the Grantee the full and free
right and liberty for the Grantee, its servants, employees, agents
and all others the licencees of the Grantee, firstly from time to
time to construct, operate and maintain and repair a storm-sewer
covered by soil, and its attachments in and under

FORM OF LAND REGISTRY ACT.
(SECTION 50)
MEMORANDUM OF REGISTRATION
REGISTERED

7/9 1970
on application received at the time written
or stamped on the application.
J. M. D. TOOTILL, Registrar
VANCOUVER LAND REGISTRY DISTRICT

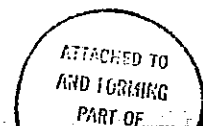
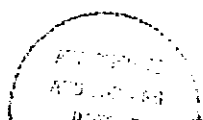
514184

DESCRIPTION Right-of-Way in Lot 23

All that portion of Lot 23, Block 18, District Lot 273, Group One, New Westminster District, Plan 1063 which said portion may be more particularly described as follows:-

Commencing at a point in the south boundary of said Lot 23 said point being distant 13.30 feet on a bearing of east from the south-west corner of said Lot 23; thence N $31^{\circ}36'26''$ E a distance of 62.82 feet; thence N $11^{\circ}50'$ E a distance of 18.41 feet more or less to an intersection with the east boundary of said Lot 23; thence south along the east boundary of Lot 23 a distance of 27.15 feet; thence S $31^{\circ}36'26''$ W a distance of 52.10 feet more or less to an intersection with the south boundary of said Lot 23; thence west along the south boundary of Lot 23 a distance of 9.40 feet more or less to the point of commencement. Said portion is shown outlined red on plan prepared by A.C. Loach, B.C.L.S. and dated the 13th day of March 1970, a print of which is attached hereto.

PLAN REFERRED TO HEREIN
PRESERVED AND HELD UNDER
DOCUMENT NUMBER 514184M



514184

2. The Grantor hereby covenants with the Grantee:

(a) That he, the Grantor, will not construct or place any structure of any kind whatsoever, or plant or maintain any trees, shrubs or gardens of any kind whatsoever except a lawn or construct any rockeries on the right-of-way without the consent in writing of the Grantee first had obtained.

(b) That he, the Grantor, will not store any material on the right-of-way without the written consent of the Grantee.

(c) That he, the Grantor, will not plant, make, place or maintain any growth, excavation, pile of material or obstruction on the right-of-way so as at any time to obstruct access by the Grantee's servants, employees, agents, licencees, vehicles or equipment to, or interfere with any of the things to be constructed, erected or maintained as aforesaid.

(d) That he, the Grantor, will from time to time and at all times upon every reasonable request and at the cost and charges of the Grantee, do and execute or cause to be made, done or executed all such further and other lawful acts, deeds, things, devices, conveyances and assurances in law whatsoever for the better assuring unto the Grantee of the Easements hereby granted.

(e) That he, the Grantor, will not do or knowingly permit to be done any act or thing which will interfere with, or injure, any of the things constructed, erected or maintained as aforesaid, or the operation thereof:-

(f) That he, the Grantee, may at any time for the purpose of performing work on the said lands, remove therefrom any structure thereon, provided however that the said structure is replaced by the Grantee on the said lands, after the work undertaken thereon by the Grantee is completed.

514184

3. It is mutually understood, agreed and declared by and between the parties hereto:-

(a) That this Agreement shall be construed as running with the land and that no part of the fee of the soil thereof shall pass to or be vested in the Grantee under and by these presents.

(b) That notwithstanding anything contained in this Agreement there are hereby reserved to the Grantee all its rights and powers of expropriation or other powers or privileges granted to the Grantee, or enjoyed by it, by or under any act of the Legislature of the Province of British Columbia.

(c) That the expressions "Grantor" and "Grantee" herein contained shall be deemed to include the executors, administrators, successors, and assigns of such parties wherever the context so admits and the Grantee shall include its employees, servants and agents.

(d) That wherever the singular and masculine are used in this Indenture they shall be construed as meaning the plural or the feminine or body corporate where the context or the parties hereto so require.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed on the day and in the year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of:

.....

209 West 4th Street,

North Vancouver, B.C.

(as to both signatures) LAWS AGENT

THE CORPORATE SEAL of the Corporation of the City of North Vancouver was hereto affixed in the presence of:

.....

MAYOR

.....

ACTING/CITY CLERK

John H. Donnelly.....
John Henry Donnelly.

Kathleen Mary Donnelly.....
Kathleen Mary Donnelly.

514184

AFFIDAVIT OF WITNESS

Province of British Columbia)
To Wit:)

I, Frederick James Roder of the City
of North Vancouver, in the Province of British Columbia,
make oath and say:

1. I was personally present and did see the within
Instrument duly signed and executed by John Henry Donnelly and Kathleen
the parties thereto, for the purposes named therein. Mary Donnelly

2. The said Instrument was executed at North Vancouver.

3. I know the said parties, and that they are of the
full age of twenty-one years.

4. I am the subscribing witness to the said Instrument
and am of the full age of sixteen years.

Sworn before me at the City of North Vancouver)
in the Province of British Columbia, this 18th)
day of August, 1970.)

D.A. Moulding
..... (D.A. Moulding)
~~JUSTICE OF THE PEACE IN AND FOR~~
~~BRITISH COLUMBIA~~
A COMMISSIONER FOR TAKING AFFIDAVITS
FOR BRITISH COLUMBIA.

F. J. Roder
.....

ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 19th day of August 1970, at
the City of North Vancouver, in the Province of British Columbia,
Edward August Raymond, who is personally known to me, appeared
before me and acknowledged to me that he is the Acting/Clerk of
The Corporation of the City of North Vancouver, and that he is
the person who subscribed his name to the annexed Instrument as
A/Clerk of the said City of North Vancouver
and affixed the seal of the Corporation to the said Instrument,
that he was first duly authorized to subscribe his name as A/Clerk
aforesaid, and affix the said seal to the said Instrument, and
that such Corporation is legally entitled to hold and dispose of
land in the Province of British Columbia.

IN TESTIMONY whereof I have hereunto set my Hand and Seal of Office,
at the City of North Vancouver in the Province of
British Columbia, this 19th day of August,
in the year of our Lord one thousand nine hundred and Seventy.

D.A. Moulding
..... (D.A. Moulding)
A Commissioner for taking affidavits
within British Columbia.

Explanatory Plan 10599

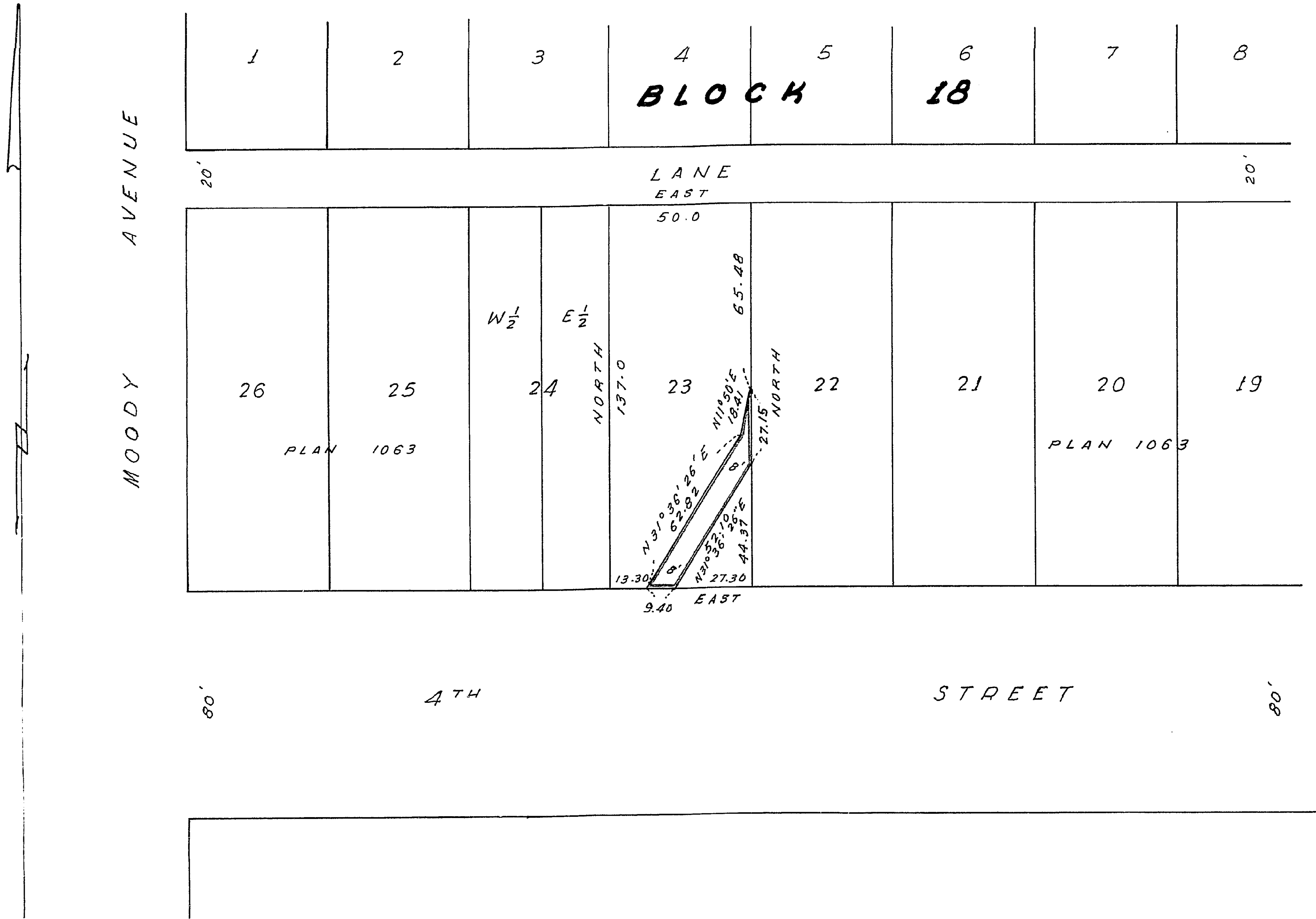
EXPLANATORY PLAN OF RIGHT OF WAY ON LOT 23, BLOCK 18,
DISTRICT LOT 273, GROUP ONE, NEW WESTMINSTER DISTRICT,
PLAN 1063

Deposited in the Land Registry
Office at Vancouver, B.C. this
____ day of _____ 19____

Registrar

THIS PLAN LIES WITHIN THE THE GREATER VANCOUVER REGIONAL DISTRICT

SCALE: 1 INCH = 40 FEET



Certified correct according to Land Registry
Office Records.

A. Paul

13TH MARCH 1970

B.C.L.S.
DATE

ANTONY C. LOACH & ASSOCIATES
B.C. LAND SURVEYORS
NORTH VANCOUVER, B.C.



SUMMARY REPORT OF DEVELOPMENT INFORMATION SESSION (DIS)

April 30, 2025

Sara Rasooli, Planning Assistant
City of North Vancouver
141 West 14th Street
North Vancouver, BC, V7M 1H9

Re: 618 East 4th Street, Rezoning

- Received Comments: 5
- DIS PRESENTATION: It was waived
- The site sign was installed on September 28th, 2023, through October 28th, 2023. During this period, we received 5 comments as listed below.

Comment 1: Sep/28/2023

Like: I appreciate that there has been a requirement for two parking stalls per unit - as this has become an acute problem in the neighbourhood with the added density. I am in favour of adding density and affordability on the North Shore - but we have to keep the impacts in mind and plan for them.

Suggestion/change: FYI - the "bird's eye view" photo on page R.02 of the architectural submission is highlighting the wrong lot, and does not correspond to the lot highlighted on page R.03. The photos indicating the properties East of the proposed site on page R.02 are also incorrect. Both photos presented are the houses to the West. The only concern I have with the variance, is for the proximity of the new build to the existing home to the west, and possible impact on the foundation structure as the digging for the new structure is completed. We have seen neighbouring homes seriously and negatively impacted by new construction. Most recently this occurred on 5th Street East, with the residents required to vacate their home due to damage caused by the neighbouring construction.

Best described as: I live in the City of North Vancouver

Comment 2: Oct/6/2023

Like: The two houses look cute.

Suggestion/change: The process. This property was purchased this September for approximately 1.5 million. It is listed for sale at 2.25 million dollars without the current owner improving the property. The current owner will benefit from a zoning change without actually doing anything. The current



owner is very confident that a zoning change will occur as per the description provided by the realtor. Spot zoning should only happen once a builder is in place that will do something to improve the property. This property also has a right away that could impact this development.

Best described as: I live in the City of North Vancouver

Comment 3: Oct/11/2023

Like: The use of native drought resistant plants. Energy efficiency features.

Suggestion/change: The landscape plan isn't posted so I can't review that. But my usual concern is around tree loss. I hope that every effort will be made to retain healthy mature trees, with the knowledge that urban trees: - provide cooling in the summer to the tune of 10 room-sized air conditioners per good-sized tree - provide vital habitat - reduce crime - make us 7 years younger - promote well-being, empathy and relaxation - clean the air - beautify the neighbourhood With climate change, it's important to consider trees/vegetation and use of impermeable surfaces to deal with extreme rain events. And likewise how the landscape is designed to retain water when we face drought, for example with swales, deep wood chipped paths and mulching. You may also consider whether roof materials will cause toxic run-off or whether it would be safe for collecting into rain barrels for use in a garden. Lastly if there is any lawn installed, please consider planting clover instead because it is much more drought tolerant and, if left to flower, feeds bees as well.

Best described as: I live in the City of North Vancouver

Comment 4: Oct/15/2023

Like: I like the increase in density to the neighbourhood, which will hopefully bring with it improved city services such as streetlighting and improved sidewalks

Suggestion/change: As a resident of this block, I am extremely concerned about the impacts on street parking. The increase in secondary suites and rental units on 3rd street and below has negatively impacted parking on the 600 block of 4th and it is often difficult for residents to find parking after work and in the evening. Adding parking areas restricted for residents and tenants living on the 4th would be an improvement for all residents on the block. Also, adding streetlights to the street would be an improvement as we have recently experienced prowlers and unlocked cars have been rummaged through on multiple occasions. the only lights are at Moody and Queensbury. the darkness, coupled with poor conditioned sidewalks result in a safety hazard.

Best described as: I live in the City of North Vancouver

Comment 5: Oct/15/2023

Like:



Suggestion/change: I am deeply concerned about the potential removal of the beautiful trees that lend warmth and personality to our neighborhood. Currently, there are over four trees on the property, and I am eager to ensure their preservation as they contribute significantly to our community's character and environmental standards. I also have a concern about the affordability of these houses. If the intention behind rezoning is to accommodate young families, it's crucial that the cost of these homes aligns with the average income levels of such families in our community. It's essential that housing remains within reach for the very demographic this rezoning aims to serve. I would appreciate

more information regarding the pricing structure and whether measures are in place to ensure that these houses are accessible to young families in our area. Additionally, I've noticed that I am visible in the architectural proposal while on my property at 614 4th St E, and I would like to request that my presence be omitted from any photos or representations associated with the new building project.

Best described as: I live AND work in the City of North Vancouver

RESPONSES FROM THE APPLICANT:

- **Comment 1**

Regarding parking, there are 4 units in total and one parking stall for each unit, designed in compliance with RS2 zoning.

Regarding the drawing error, that has been addressed now.

Regarding the impact of construction, at the building permit phase, a Geotech engineer will be engaged, and extra care will be taken to ensure the safety of the neighbouring houses during excavation and shoring.

- **Comment 2**

Regarding pricing, we cannot provide any comments.

As for the ROW, we have provided 3 meters R.O.W. as per CNV requirement, and the proposed lot B has been designed; accordingly, the revised siting is supported by the planning department.

- **Comment 3**

Regarding the Landscape Plan, an updated Landscape Plan has been resubmitted, and the point about the lawn has already been considered. The proposed removal of some on-site trees is due to their location on the R.O.W. However, 4 new street trees and 4 new on-site trees are considered.



- **Comment 4**

Regarding parking, please refer to the response to Comment 1.

Regarding off-site design, a new sidewalk with street lighting is proposed in this application.

- **Comment 5**

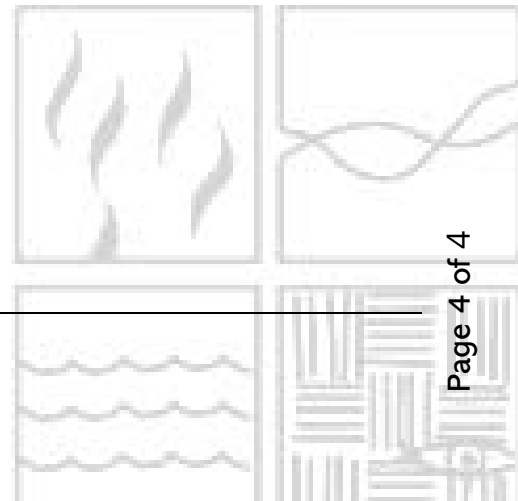
Regarding trees, please see the response to comment 3.

Regarding Affordability, by subdivision of a 6,800 sq.ft. lot into two 3,400 sq. ft. lots with a secondary suite for each, we are creating a smaller footprint for a typical single-family dwelling, and while the secondary suites provide a mortgage helper for the young owners.

END

Mehrdad Rahbar,

VERNACULAR STUDIIO INC.





THE CORPORATION OF THE CITY OF NORTH VANCOUVER

DEVELOPMENT VARIANCE PERMIT

Permit No. PLN2023-00018

File: 08-3400-20-0126/1

Issued to owner(s): **1432877 B.C. LTD., INC.NO. BC1432877**

Respecting the lands located at **618 East 4th Street**, North Vancouver, BC, legally described as:

LOT 23 BLOCK 18 DL 273 PLAN 1063 PID: 014-871-076

(the “**Lands**”)

List of Attachments:

Schedule “A”: List of Plans

Authority to Issue:

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.

Bylaws Supplemented or Varied:

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
 - A. Section 509(5)(b) shall be varied to permit the Principal Building on Lot B to be sited 10.2 metres (33.5 feet) measuring from the Rear Lot Line.
 - B. Section 514(5)(c) shall be varied to permit Accessory Building To be sited 2.5 meters (8.5 feet) apart from the principal building on lot B.

Special Terms and Conditions of Use:

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices

of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder; OR hereunder including:

4. No variances other than those specifically set out in this permit are implied or to be construed.
5. All plans attached to this Permit and specifications referred to above, are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.

General Terms and Conditions:

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.
8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
-

Authorized by Council: _____
Year / Month / Day

Linda C. Buchanan, Mayor

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 Development Variance Permit No. PLN2023-00018.

Notice filed the _____ day of _____, 20____.

THIS IS NOT A BUILDING PERMIT

Schedule A
List of Plans – 618 East 4th Street

Designer	Project Name	Sheet Description	Sheet No.	Sheet Date	CityDocs File Number
Vernacular Studio	618 E 4 th St.	Site Plan	A-01	April 30, 2025	2666269
Vernacular Studio	618 E 4 th St.	Basement Floor Plans House A&B	A-02	April 30, 2025	2666269
Vernacular Studio	618 E 4 th St.	Main Floor Plans House A&B	A-03	April 30, 2025	2666269
Vernacular Studio	618 E 4 th St.	Upper Floor Plans House A&B	A-04	April 30, 2025	2666269
Vernacular Studio	618 E 4 th St.	Landscape Plan	L-01	April 30, 2025	2666277



EAST 4TH STREET ELEVATION

DRAWING INDEX

ARCHITECTURAL DRAWINGS

- A-01 SITE PLAN FOR BOTH LOTS
- A-02 FLOOR PLANS - BASEMENT BOTH LOTS
- A-03 FLOOR PLANS – MAIN BOTH LOTS
- A-04 FLOOR PLANS – UPPER BOTH LOTS
- A-05 ROOF PLANS – BOTH LOTS
- A-06 FRONT ELEVATIONS (BOTH HOUSES)
- A-07 REAR ELEVATIONS (BOTH HOUSES)
- A-08 SIDE ELEVATIONS (LOT A)
- A-09 SIDE ELEVATION (LOT B)
- A-10 BUILDING SECTIONS – LOT A
- A-11 BUILDING SECTIONS – LOT B
- A-12 GARAGES BOTH LOTS – PLANS
- A-13 GARAGES SECTIONS & ELEVATIONS
- A-14 STREET ELEVATION

PROJECT SYNOPSIS

Current Lot Area: 15.24 M x 42.67 = 649.0 SM [50’ X 140’ = 6,986 SF]
Current Zoning: RS1
Proposed Zoning: RS2 (with minimum lot size relaxation)
As minimum lot size is 334.45 SM (3,600 SF) lot area. Ref. Bylaw 506 (1)d

Proposed FSR: 0.50 FOR EACH LOT

Subdivision: From ONE LOT INTO TWO LOTS OF 7.62 M. (25 FT.) WIDE

REZONING APPLICATION
HOMES ON FOURTH
618 EAST 4TH STREET, NORTH VANCOUVER

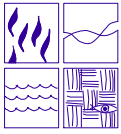
Legal Address: LOT 23, BLOCK 18, DL. 273, PLAN 1063
PID: 014-871-076

OWNERS: GORDON KLEAMAN AND KEN LINEHAM
APPLICANT: VERNACULAR STUDIO INC.

ISSUED FOR: REZONING
REVISION: REZONING
AUGUST 8, 2023
MARCH 25, 2025

Lot A (WEST)					
Lot Area: 7.62 X 41.71 = 317.83 SM 25.0’ X 136.86’= 3,421.50 SF					
FSR Allowed (0.50): 325.14. X 0.5 = 158.91 SM [1,710.50 SF]					
FSR Proposed: 158.50 SM [1,706.0 SF.]					
Lot Coverage Allowed: 30% 95.34 SM [1,026.30 SF]					
Lot Coverage Proposed: 30%					
BLDG. HEIGHT: 8.90 M [61.98’]					
FLOOR AREA (FSR CALCULATION)					
Main Floor 77.57 SM [835.0 SF]					
Upper 80.91 SM [871.0 SF]					
Basement (77.57 SM [835.0 SF])					
Total FSR 148.50 SM [1,706.0 SF]					
SETBACKS: ALLOWED PROPOSED					
FRONT: 4.57 M [15.0’] 6.13 M [21.1’]					
REAR @35% LOT DEPTH: 14.59 M [47.9’] 18.78 M [61.6’]					
EAST SIDE: 1.2 M [4.0’] 1.2 M [4.0’]					
WEST SIDE: 1.2 M [4.0’] 1.2 M [4.0’]					
HOUSE TO GARAGE: 3.0 M. [10.0’] 11.15 M [36.60’]					
Accessory Building:10% 32.45 SM [349.3 SF] 20.43 SM [220.0 SF]					
Parking: 2 2					
SECONDARY SUITE: 40% 63.35 SM [682.4 SM] 40% 63.35 SM [682.4 SM]					
PARKING: One CAR PAD ALLOCATED FOR EACH DWELLING UNIT					
BIKE: 2 ENCLOSED					

Lot B (EAST)					
Lot Area: 7.62 X 41.71 = 317.83 SM 25.0’ X 136.86’= 3,421.50 SF					
FSR Allowed (0.50): 325.14. X 0.5 = 158.91 SM [1,710.50 SF]					
FSR Proposed: 158.21 SM [1,703.0 SF.]					
Lot Coverage Allowed: 30% 95.34 SM [1,026.30 SF]					
Lot Coverage Proposed: 30%					
BLDG. HEIGHT: 9.60 M [31.50’]					
FLOOR AREA (FSR CALCULATION)					
Main Floor 74.88 SM [806.0 SF]					
Upper 83.33 SM [897.0 SF]					
Basement (74.88 SM [806.0 SF])					
Total FSR 158.21 SM [1,703.0 SF]					
SETBACKS: ALLOWED PROPOSED					
FRONT: 4.57 M [15.0’] 16.45 M [53.97’]					
REAR @35% LOT DEPTH: 14.59 M [47.9’] 10.21 M [33.52’] 24.5%					
EAST SIDE: 1.2 M [4.0’] 1.2 M [4.0’]					
WEST SIDE: 1.2 M [4.0’] 1.2 M [4.0’]					
HOUSE TO GARAGE: 3.0 M. [10.0’] 2.61 M. [8.57’]					
Accessory Building:10% 32.45 SM [349.3 SF] 21.46 SM [231.0 SF]					
Parking: 2 2					
SECONDARY SUITE: 40% 63.35 SM [681.2 SM] 63.35 SM [681.0 SM]					
PARKING: One CAR PAD ALLOCATED FOR EACH DWELLING UNIT					
BIKE: 2 ENCLOSED					



LEGEND:

- N
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VISIONS:

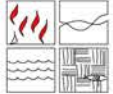
OBJECT:

DRAWING TITLE:

AGE #:

SCALE: SCALE: 1/8"

A-01



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LEGEND:

- FINISH ELEV.
- POWER VENT
- FLOOR DRAIN
- SMOKE ALARM



REVISIONS:

7		
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3	SUBDIV./REV.	MARCH 26, 2025
2	SUBDIV./REV.	OCT. 28, 2024
1	SUBDIV./REV.	AUG. 08, 2023
NO.	ISSUE FOR	DATE

PROJECT:

618 E 4TH.

DRAWING TITLE:

BASEMENT
FLOOR PLANS
HOUSE A&B

PAGE #:

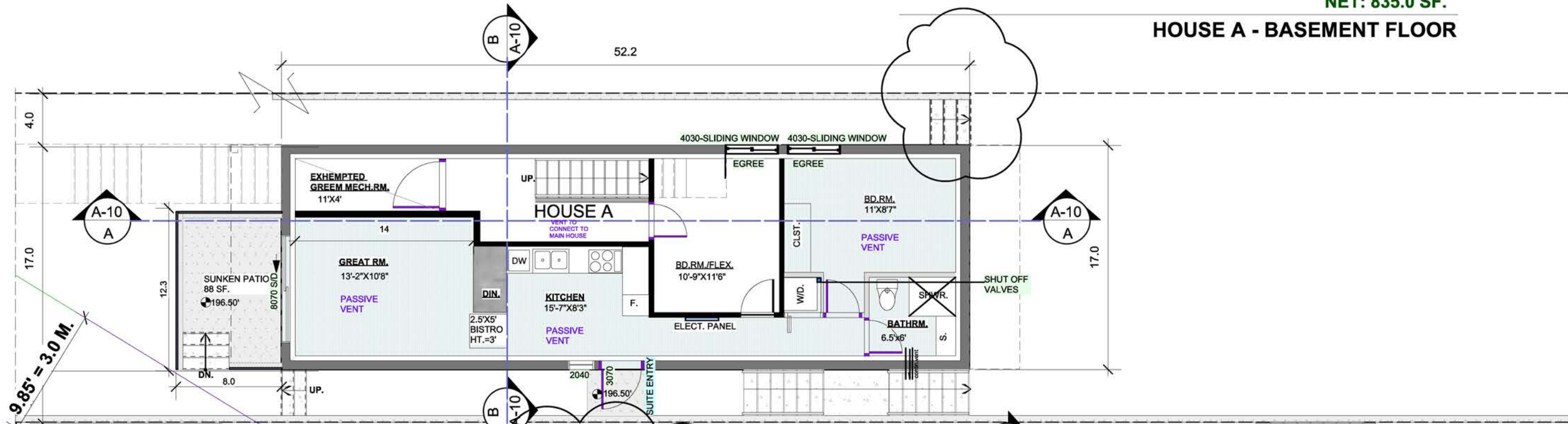
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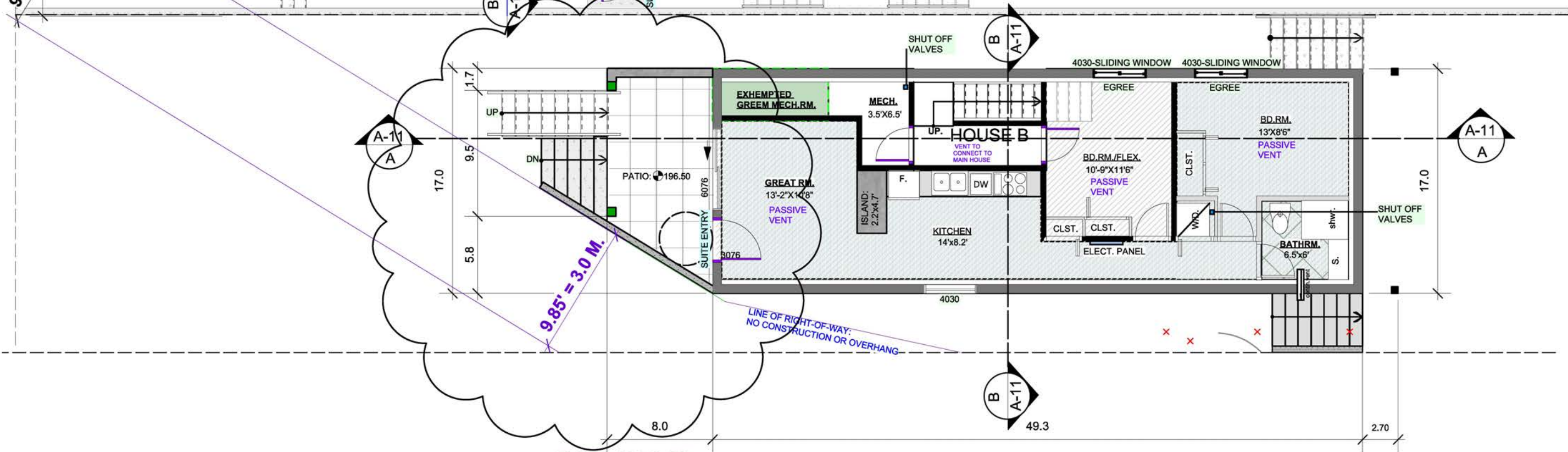
SUITE: 584.0 SF.
GROSS: 889.0 SF.
GREEN MECH.RM.: 54.0 SF.
NET: 835.0 SF.

HOUSE A - BASEMENT FLOOR



SUITE: 684.0 SF.
GROSS: 840.0 SF.
GREEN MECH.RM.: 34.0 SF.
NET: 806.0 SF.

HOUSE B - BASEMENT FLOOR



HOUSE B - MAIN FLOOR

806.0 SF.

The main floor plan for House B shows a layout with the following rooms and features:

- Great Room:** 22.2' x 12.5'
- Kitchen:** 16.2' x 14.3', featuring a 10.8' x 3' island, sink (S.), stove (F.), and dishwasher (DW).
- Dining:** 10.2' x 10.5'
- Porch:** 8.8' x 4'
- Balcony:** 8' x 17'
- Staircase:** UP and DN stairs are located near the porch and in the Great Room.
- Closets:** 9.5' closet / storage, and a 6' x 5' closet.
- Other:** A line of right-of-way is indicated with the note "NO CONSTRUCTION OR OVERHANG".

Dimensions and structural notes are provided throughout the plan, including a total width of 49.30' and a depth of 17.00'.

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- FINISH ELEV.
- POWER VENT
- FLOOR DRAIN
- SMOKE ALARM



REVISIONS:

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3	SUBDIV./REV.	MARCH, 26, 2025
2	SUBDIV./REV.	OCT, 26, 2024
1	SUBDIV./REV.	AUG, 08, 2023

PROJECT:

618 E 4TH.

DRAWING TITLE:

UPPER
FLOOR PLANS
HOUSE A&B

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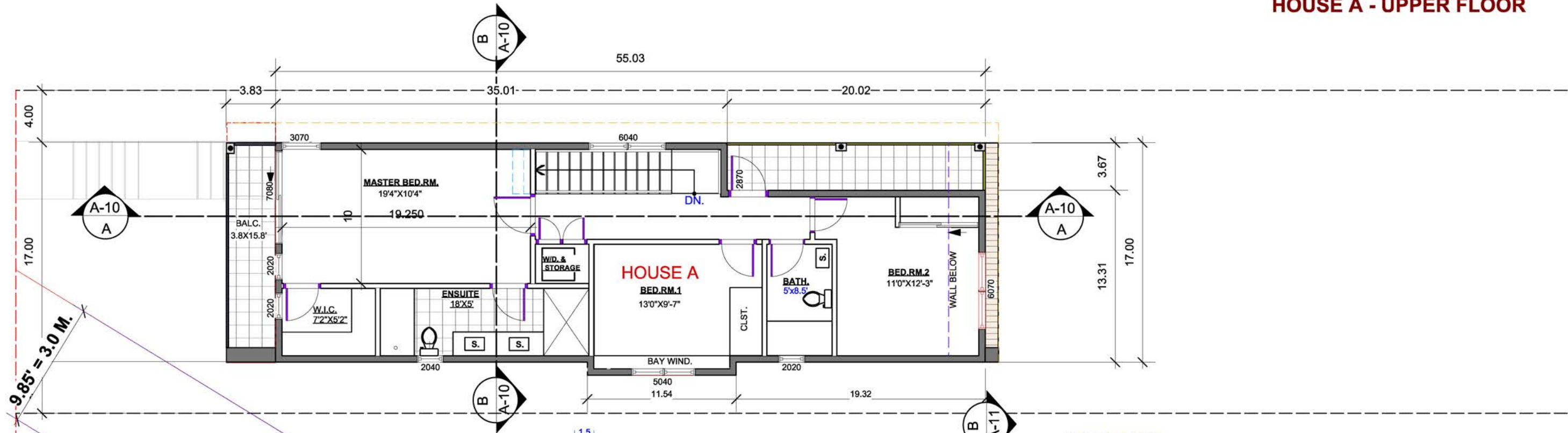
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A-04

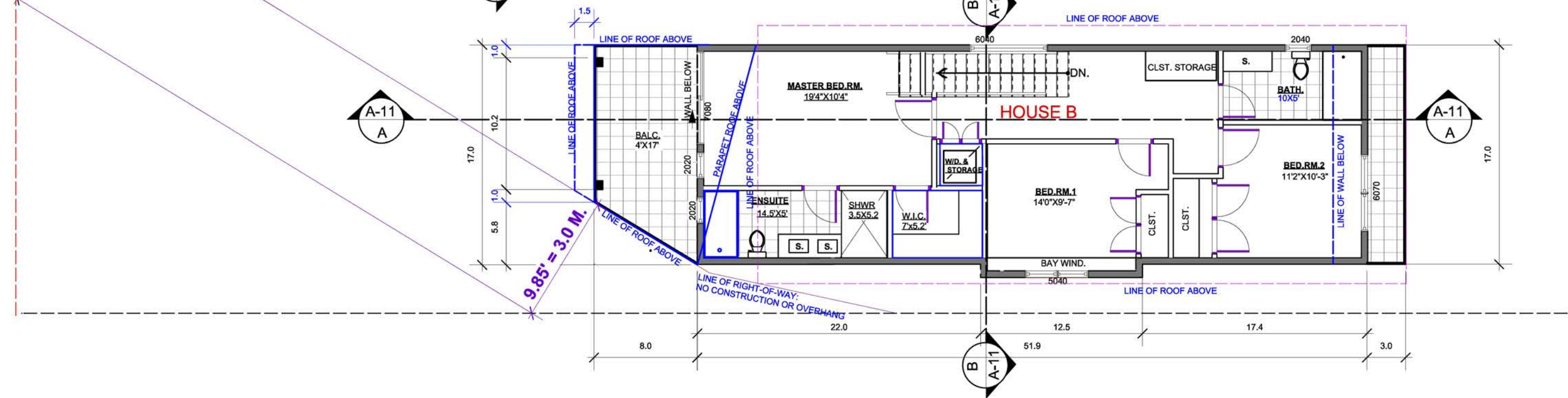
871.0 SF.

HOUSE A - UPPER FLOOR



897.0 SF.

HOUSE B, UPPER FLOOR



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LEGEND:

- FINISH ELEV.
- POWER VENT
- FLOOR DRAIN
- SMOKE ALARM



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3	SUBDIV./REZ.	MARCH, 26, 2025
2	SUBDIV./REZ.	OCT, 28, 2024
1	SUBDIV./REZ.	AUG, 08, 2023
NO.	ISSUE FOR	DATE

PROJECT:

618 E 4TH.

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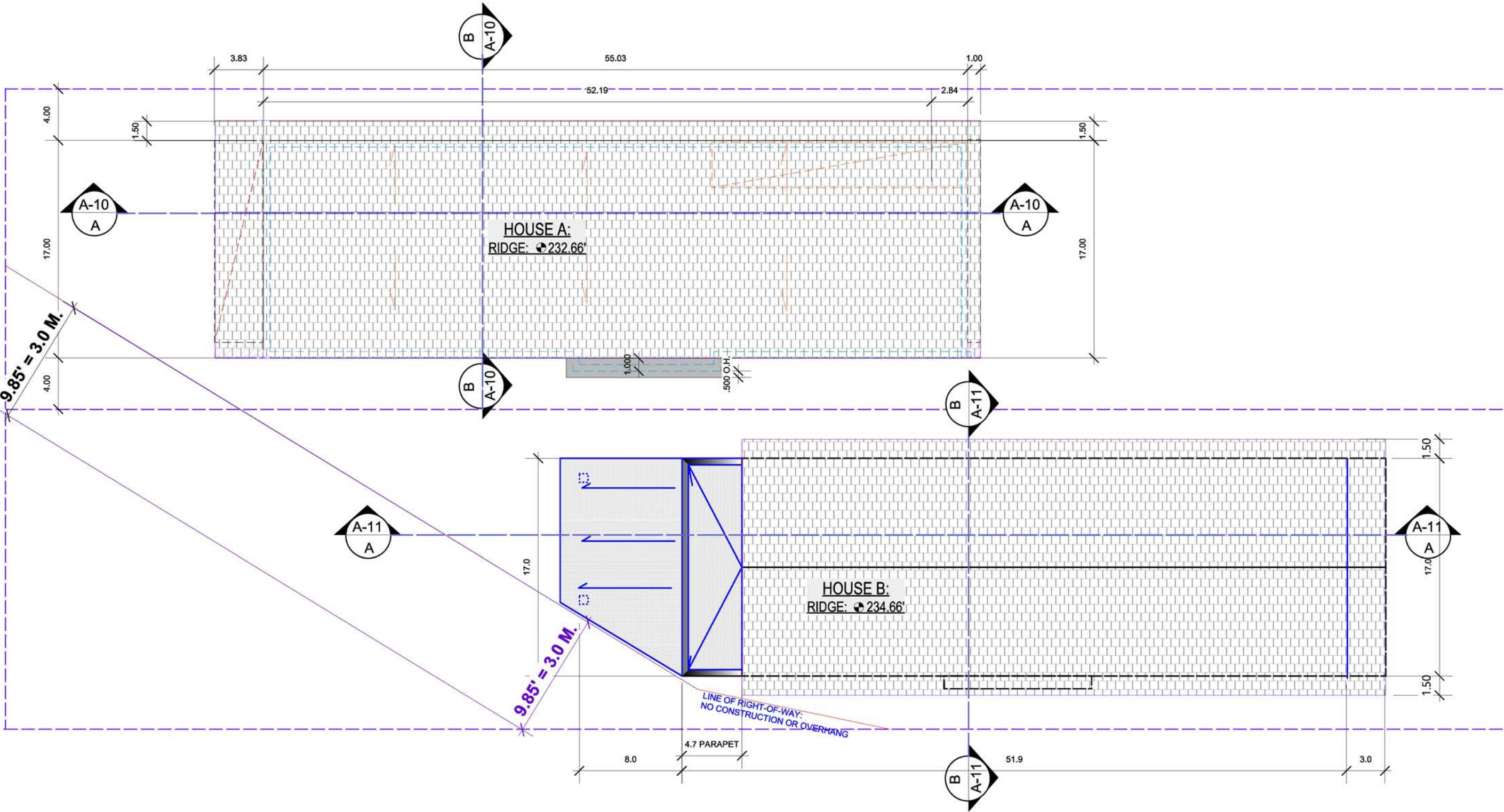
ROOF PLANS
HOUSE A&B

PAGE #:

A-05

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ROOF PLANS, HOUSE A&B

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3	SUBDIV./REZ.	MARCH, 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023
NO.	ISSUE FOR	DATE

PROJECT:

618 E 4TH.

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FRONT ELEVATIONS
HOUSE A&B

PAGE #:

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A-06

HOUSE A , HIGHT CALCUL.
FRONT AVE: 199.0+199.25=199.12'
REAR AVE: 206.6+207.8=207.20'

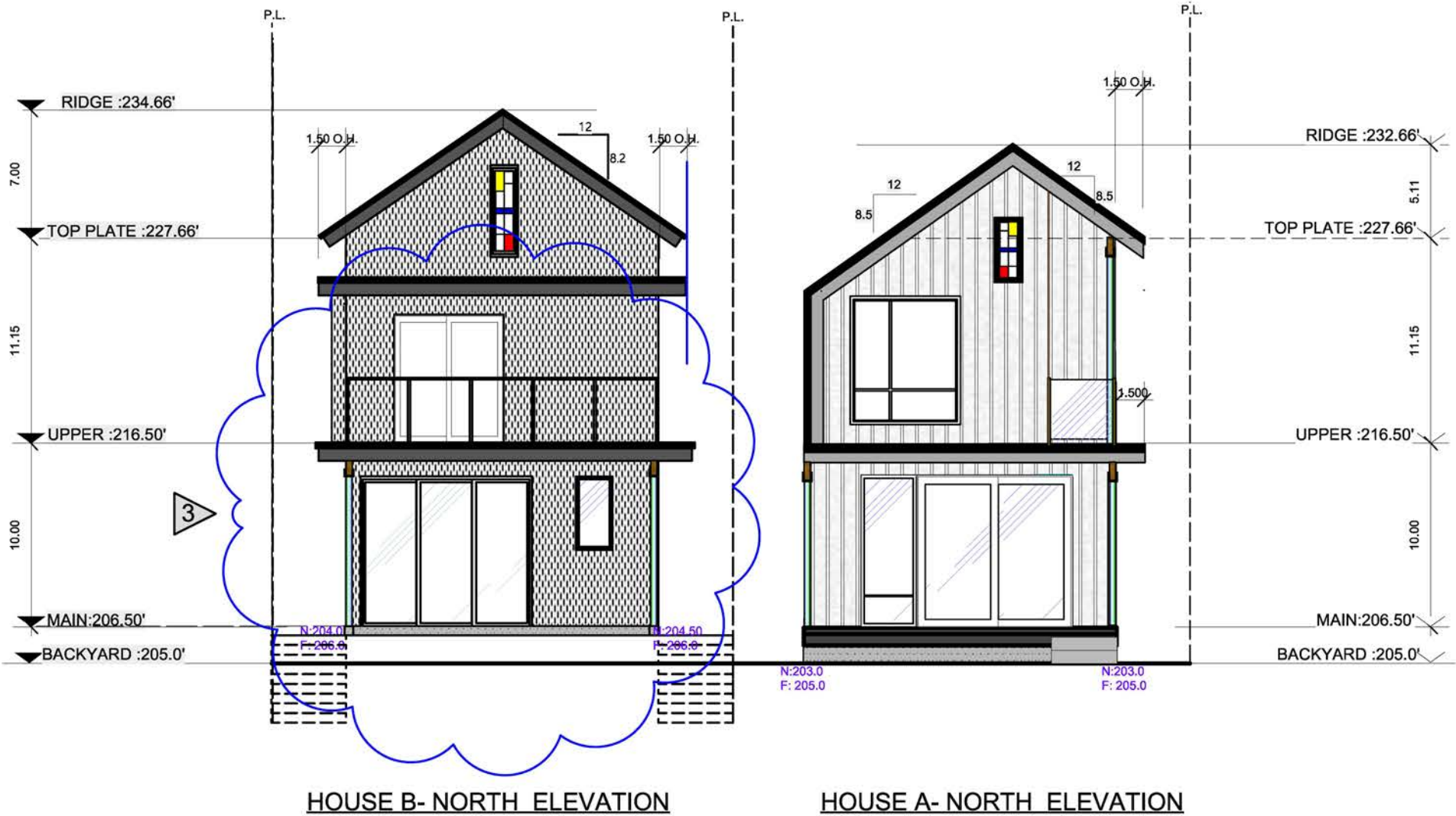
REFERENCE PONT:
199.12'+(207.20'-199.12')X0.4=203.35'

203.35'+26.2=229.55' (ALLOWABLE TOP PLATE)
203.35' +33 =236.35' (ALLOWABLE HEIGHT)

HOUSE B . HIGHT CALCUL.
FRONT AVE: 200.4+199.25=199.82'
REAR AVE: 208.4+207.8=208.10'

REFERENCE PONT:
199.82'+(208.10-199.82)X0.4=203.13'

203.13'+26.2=229.33' (ALLOWABLE TOP PLATE)
203.13' +33 =236.13' (ALLOWABLE HEIGHT)



REVISIONS:		
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3	SUBDIV./REZ.	MARCH, 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023

PROJECT:

618 E 4TH.

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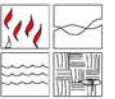
REAR ELEVATIONS
HOUSE A&B

PAGE #:

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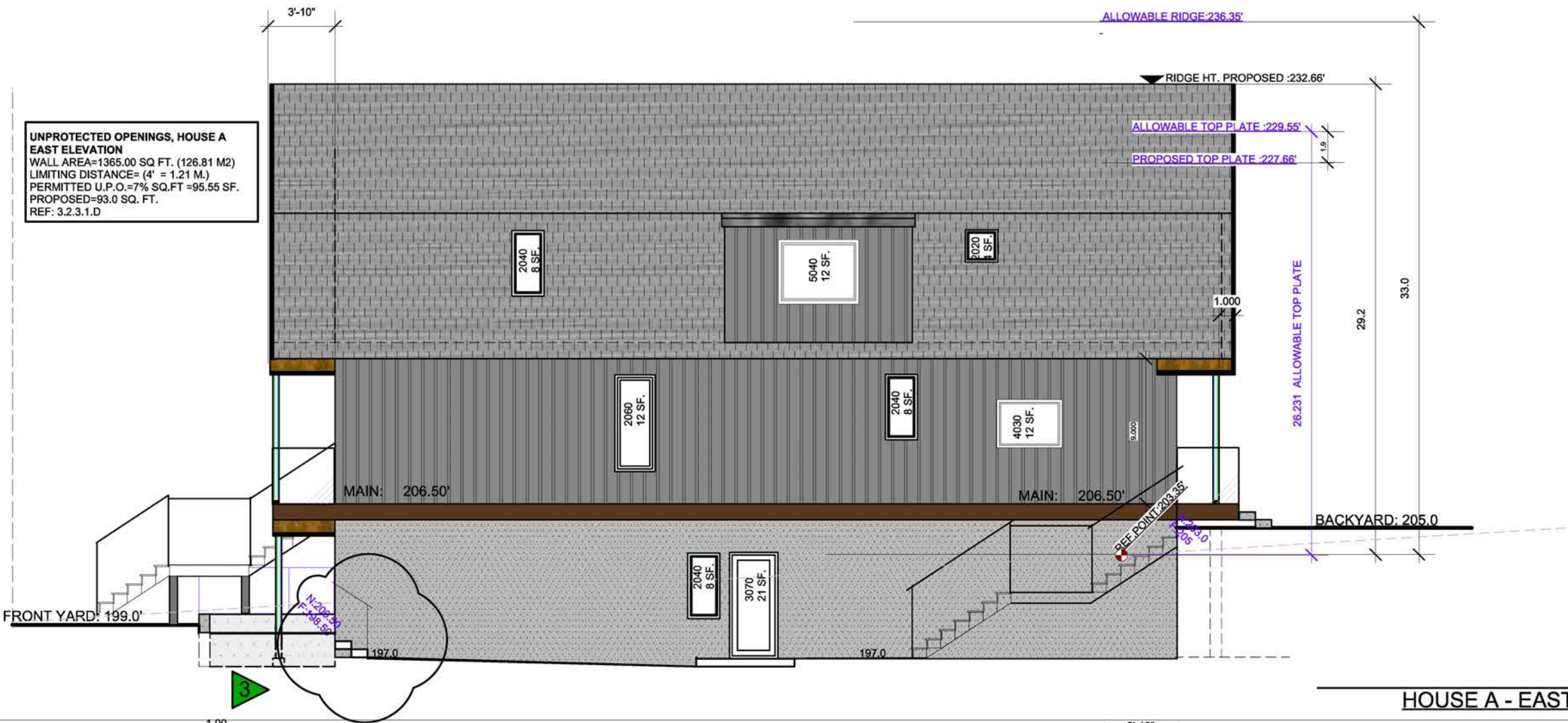
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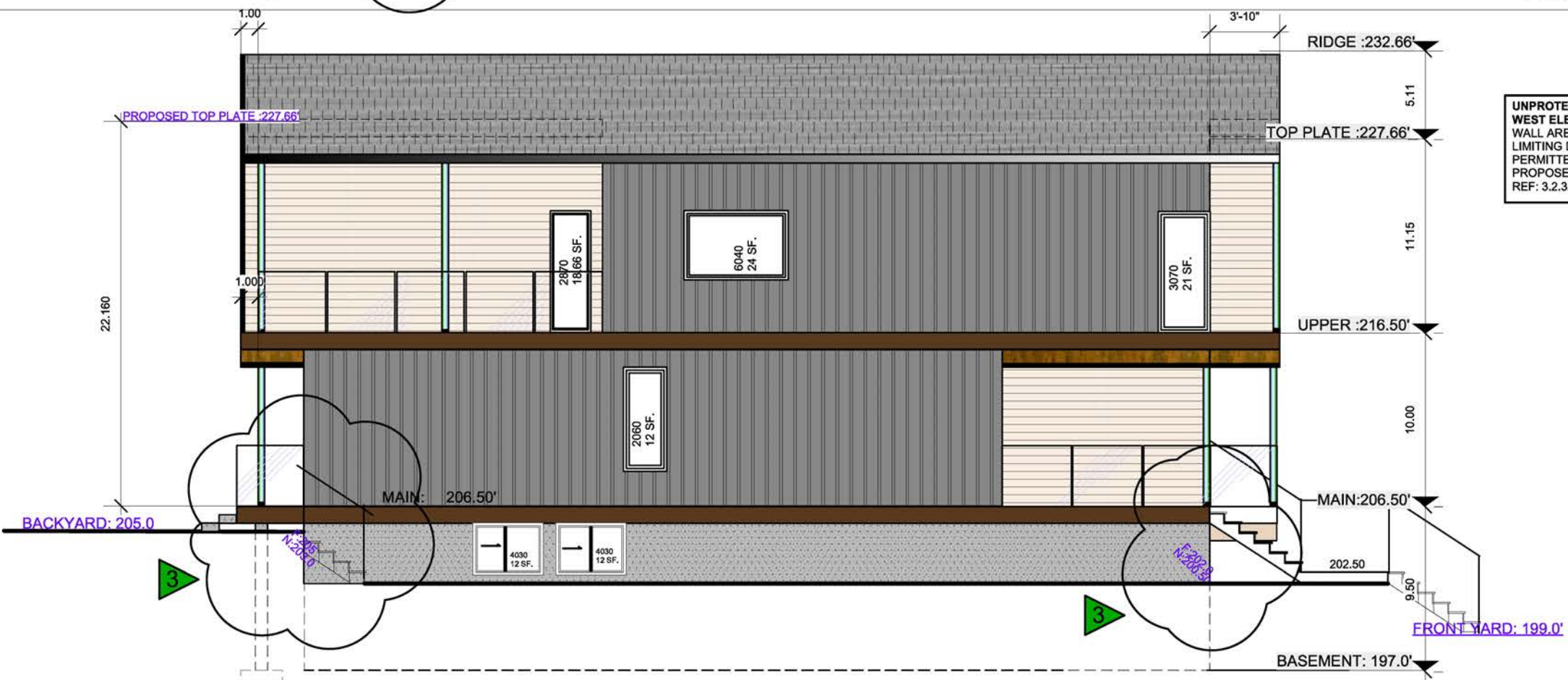
300-120 Lonsdale Ave
North Vancouver, B.C.
V7M 2E8
604 990 6662
vernaculardev.com

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HOUSE A - EAST ELEVATION



HOUSE A - WEST ELEVATION

REVISIONS:

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3	SUBDIV./REZ.	MARCH 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023

PROJECT:

618 E 4TH.

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HOUSE A,
EAST & WEST
ELEVATIONS

PAGE #:

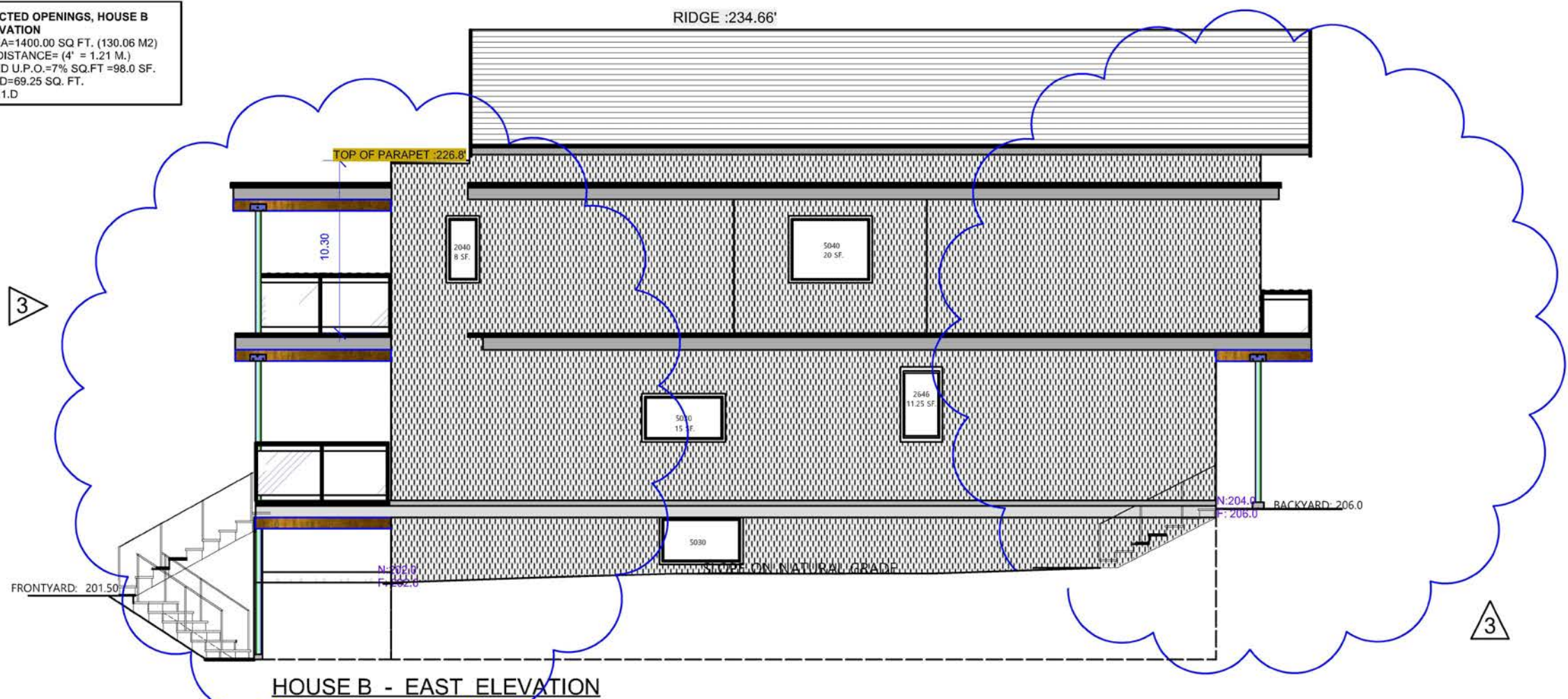
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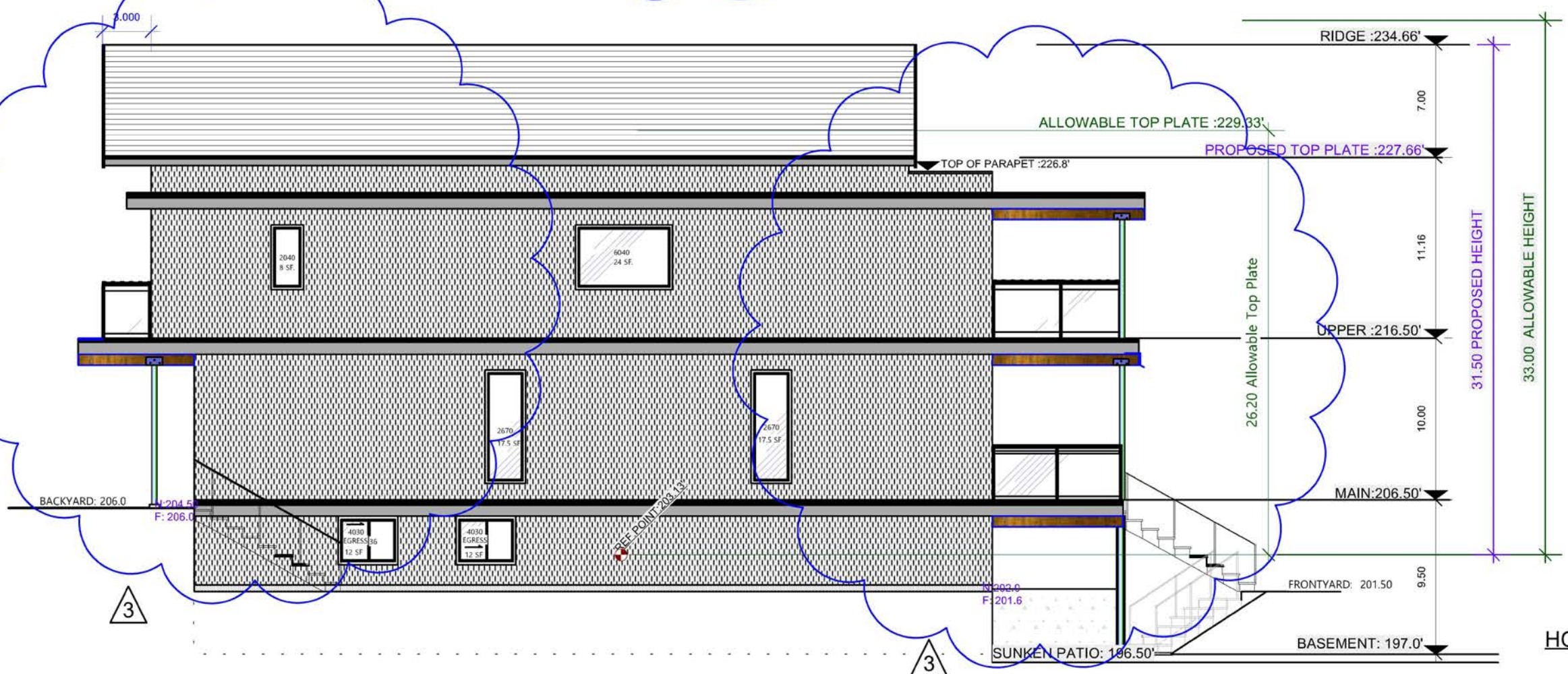
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UNPROTECTED OPENINGS, HOUSE B
EAST ELEVATION
WALL AREA=1400.00 SQ. FT. (130.06 M2)
LIMITING DISTANCE= (4' = 1.21 M.)
PERMITTED U.P.O.=7% SQ.FT =98.0 SF.
PROPOSED=69.25 SQ. FT.
REF: 3.2.3.1.D



HOUSE B - EAST ELEVATION



HOUSE B - WEST ELEVATION

UNPROTECTED OPENINGS, HOUSE B
WEST ELEVATION
WALL AREA=1364.00 SQ. FT. (126.71 M2)
LIMITING DISTANCE= (4' = 1.21 M.)
PERMITTED U.P.O.=7% SQ.FT =95.48 SF.
PROPOSED=91.0 SQ. FT.
REF: 3.2.3.1.D

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REVISIONS:

NO.	ISSUE FOR	DATE
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3	SUBDIV./REZ.	MARCH, 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023

PROJECT:

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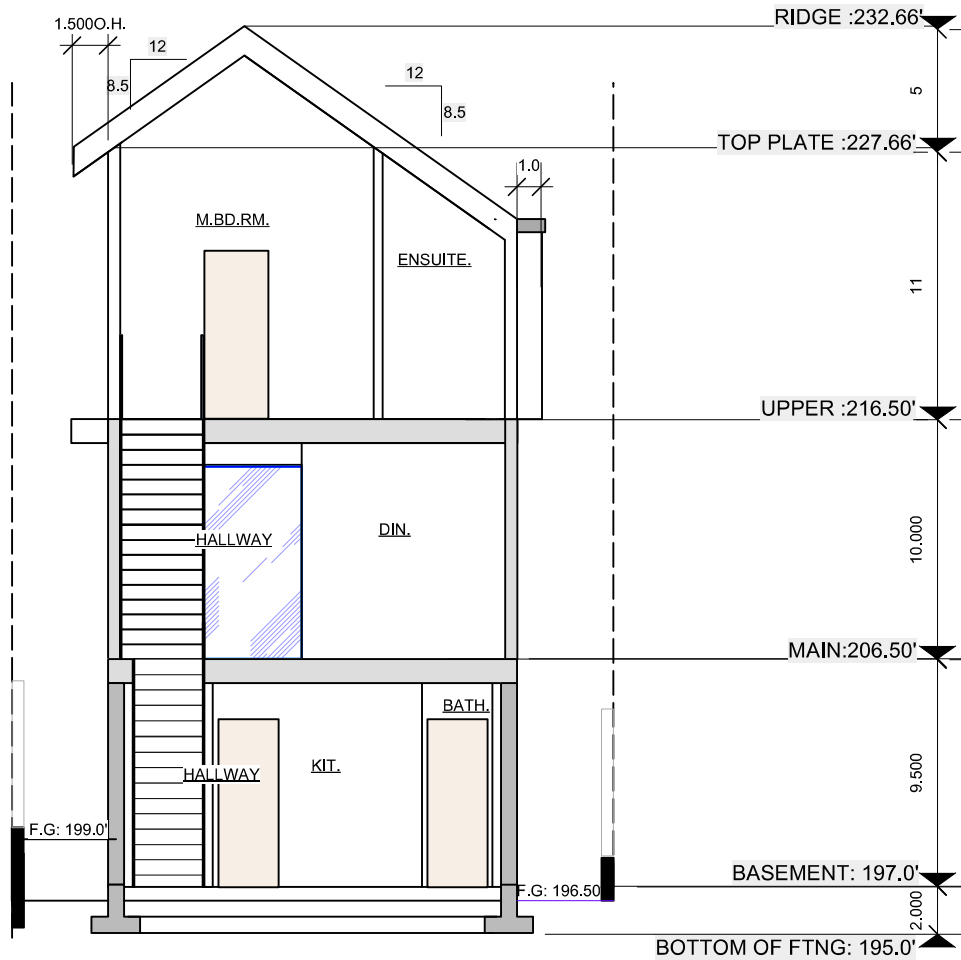
HOUSE B,
EAST & WEST
ELEVATIONS

PAGE #:

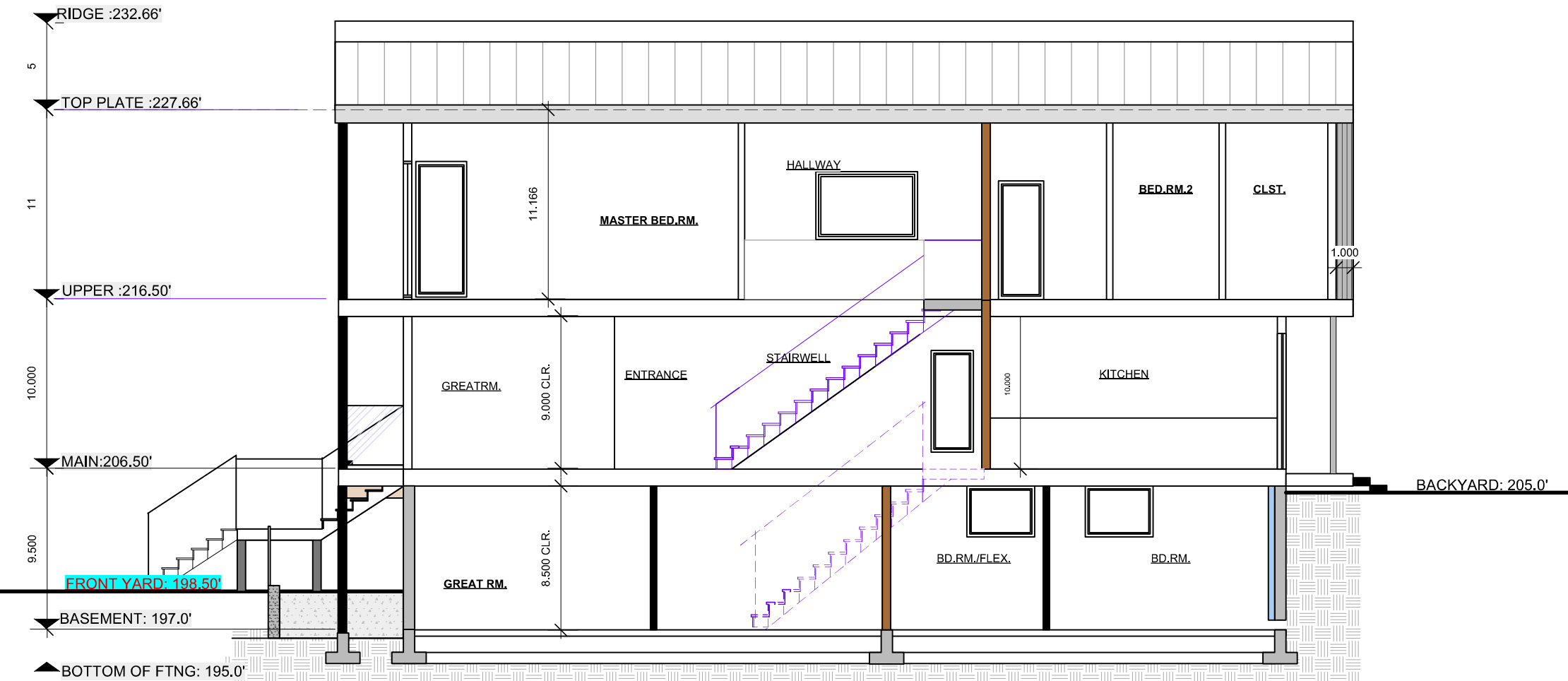
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A-09

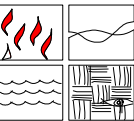


HOUSE A, SECTION BB



HOUSE A, SECTION AA

Vernacular
studio



300-120 Lonsdale Ave
North Vancouver, B.C
V7M 2E8

Phone: (604)990-6662
Web: vernaculardesign.ca

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LEGEND:

- FINISH ELEV.
- POWER VENT
- FLOOR DRAIN
- SMOKE ALARM

REVISION:

6		
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3	SUBDIV./REZ.	MARCH, 19, 2025
2	SUBDIV./REZ.	OCT. 28, 2023
1	SUBDIV./REZ.	MAR. 24, 2023
No.	Issue for	DATE

618 E 4TH.
NORTH VANCOUVER

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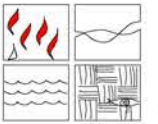
HOUSE A,
SECTIONS

DATE:

DRAWING NO. :

A-10

SCALE: 1/8"



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LEGEND:

- FINISH ELEV.
- POWER VENT
- ⊙ FLOOR DRAIN
- ⊗ SMOKE ALARM

REVISION:

6		
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3	SUBDIV./REZ.	MARCH 19, 2025
2	SUBDIV./REZ.	OCT 28, 2023
1	SUBDIV./REZ.	MAR 24, 2023
No.	Issue for	DATE

618 E 4TH.
NORTH VANCOUVER

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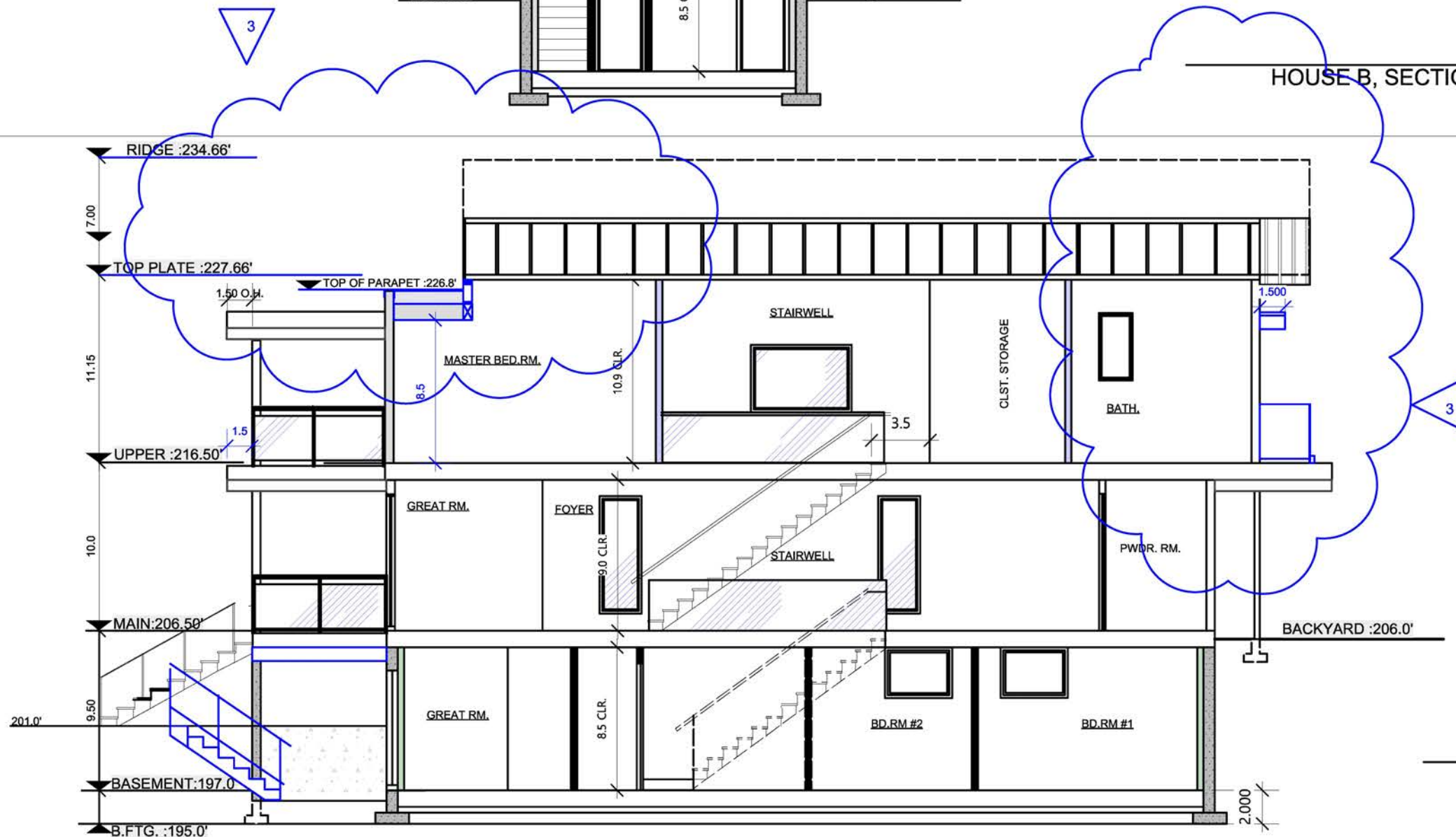
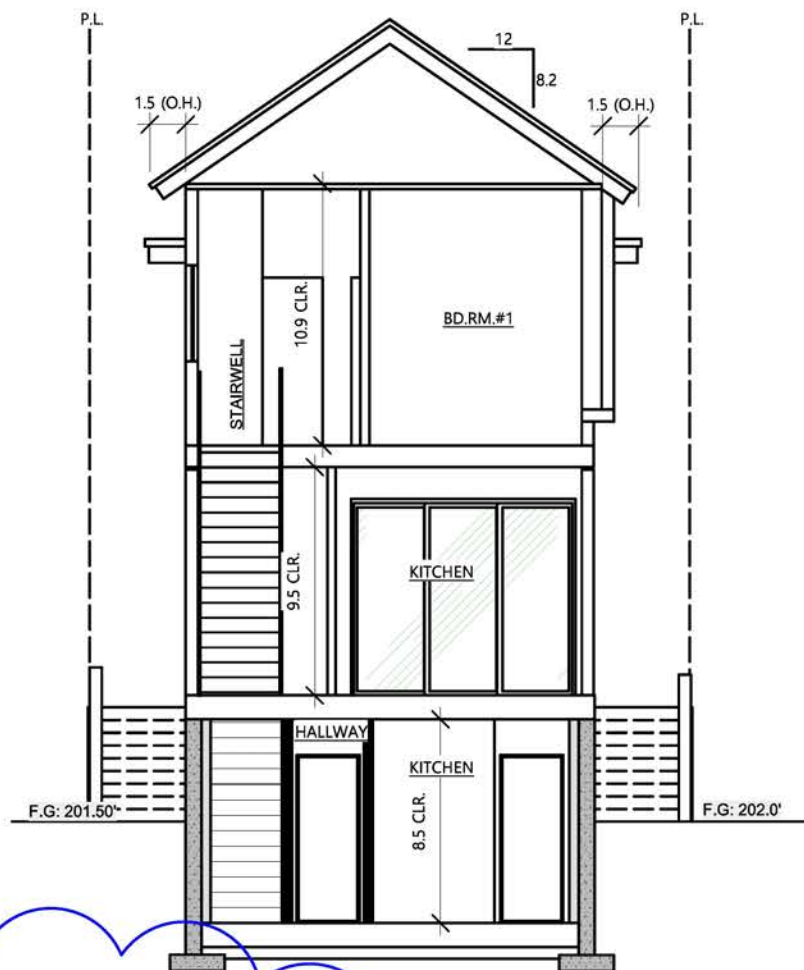
HOUSE B,
SECTIONS

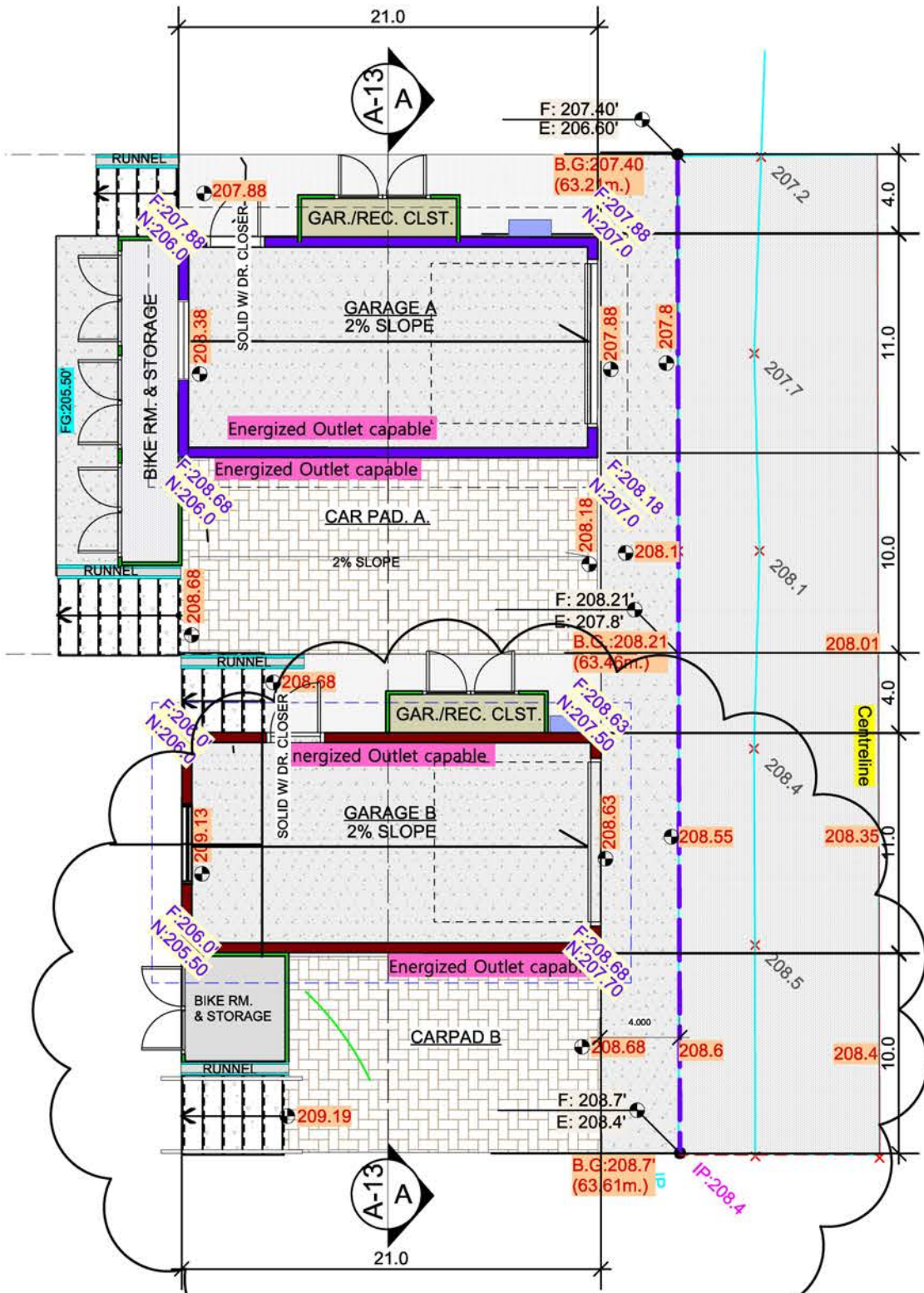
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A-11

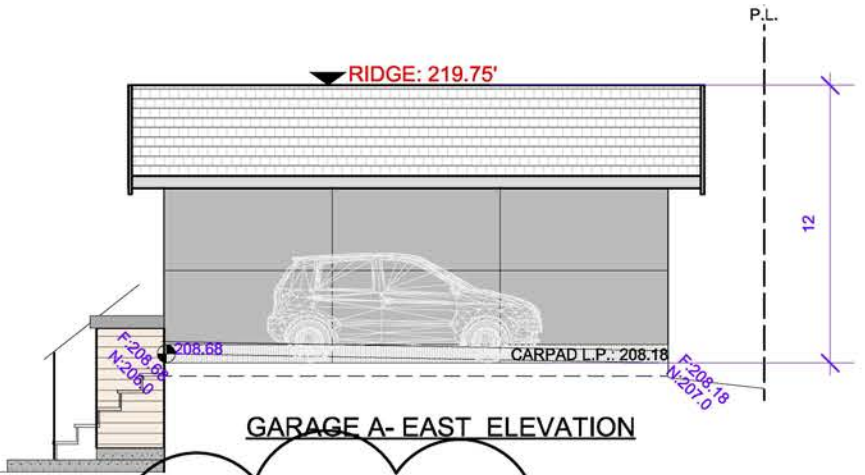




GARAGE A & B PLANS



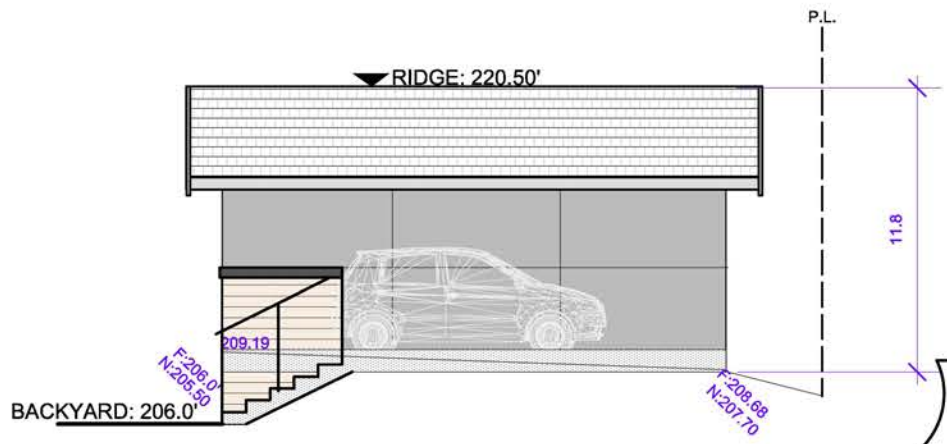
GARAGE A-WEST ELEVATION



GARAGE A-EAST ELEVATION



GARAGE B-WEST ELEVATION



GARAGE B-EAST ELEVATION



REVISIONS:		
NO.	ISSUE FOR	DATE
7		
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4	SUBDIV./REZ.	APRIL 30, 2025
3	SUBDIV./REZ.	MARCH 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023

PROJECT:

618 E 4TH.

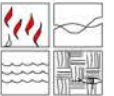
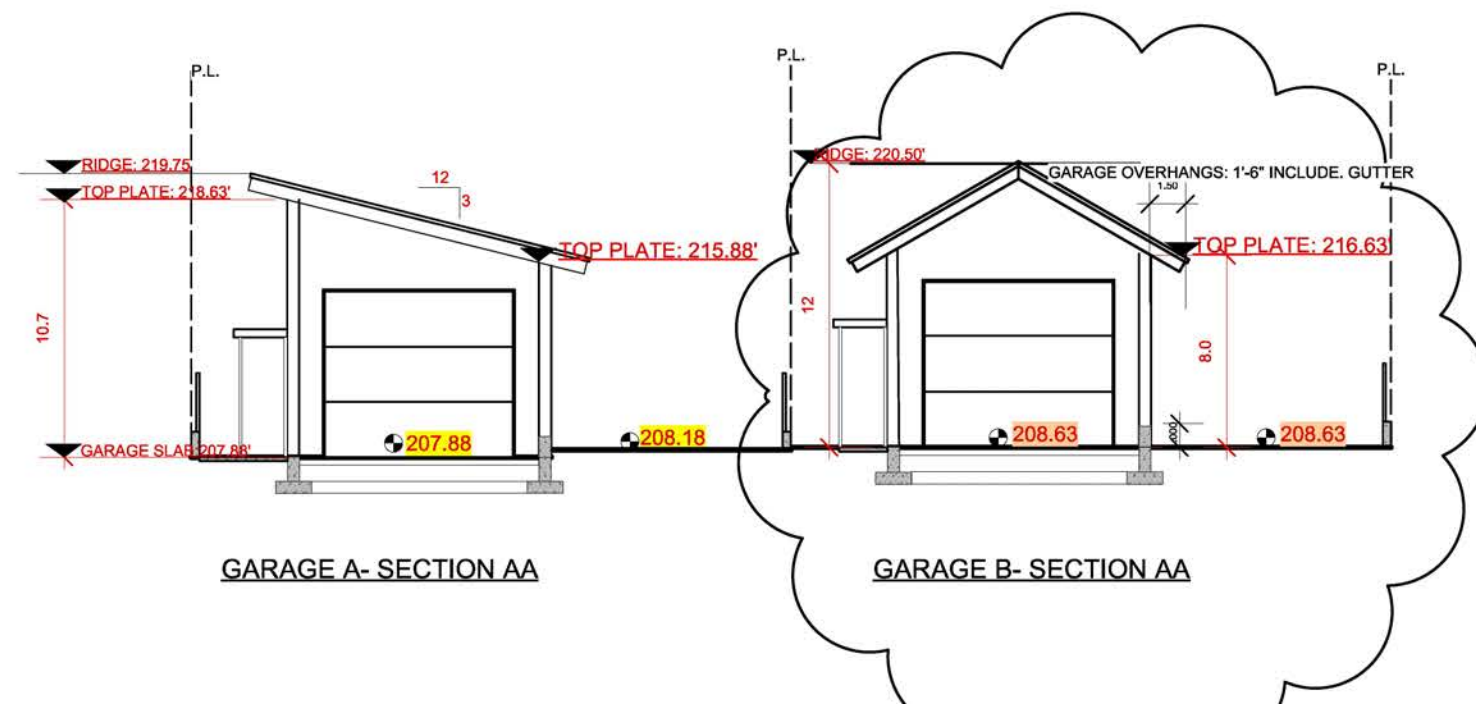
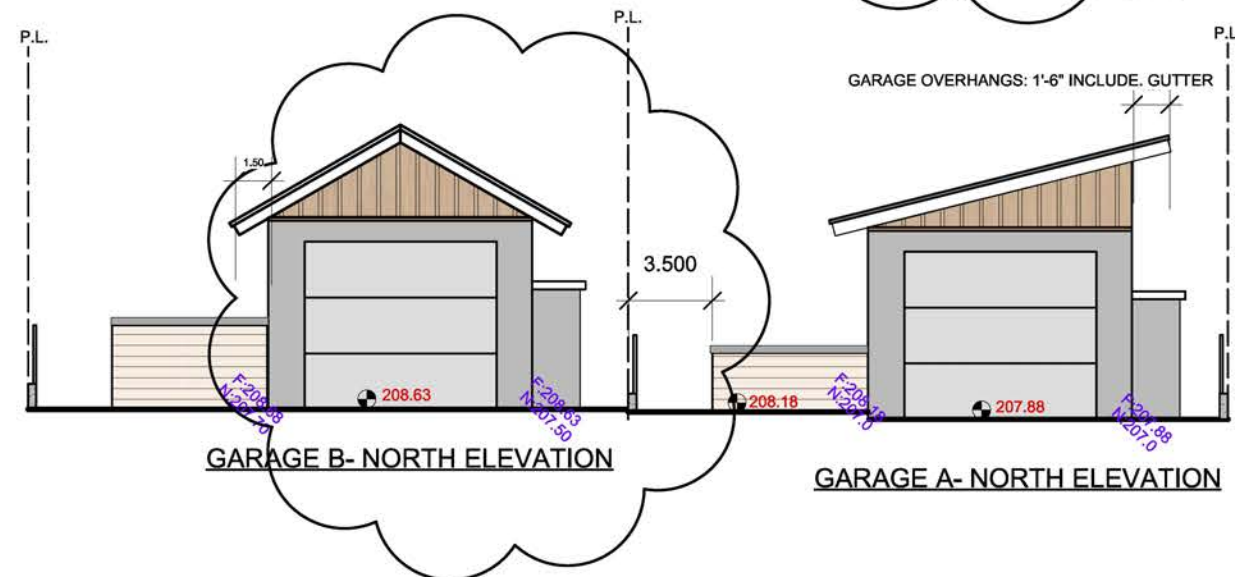
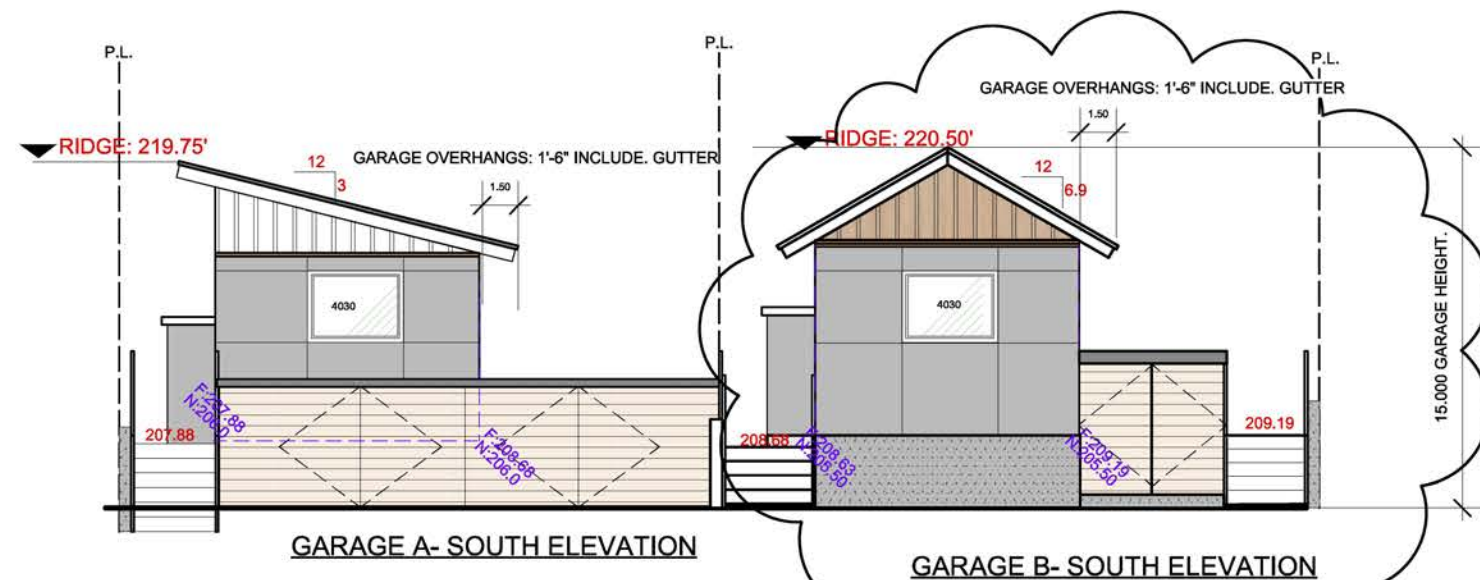
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GARAGE A & B
PLANS & ELEVATIONS

PAGE #:

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LEGEND:

REVISIONS:

NO.	ISSUE FOR	DATE
7		
6		
5		
4	SUBDIV./REZ.	APRIL 30, 2025
3	SUBDIV./REZ.	MARCH 26, 2025
2	SUBDIV./REZ.	OCT. 28, 2024
1	SUBDIV./REZ.	AUG. 08, 2023

PROJECT:

618 E 4TH.

DRAWING TITLE:

GARAGE A & B
ELEVATIONS & SECTIONS

PAGE #:

DATE:

SCALE:
SCALE: 1/8"



300-120 Lonsdale Ave
North Vancouver, B.C
V7M 2E8

Phone: (604) 990-6662
Web: vernaculardev.com

CONSULTANTS:

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REVISION:		
6		
5		
4		
3		
2		
1	SUBDIV./REV.	OCT 28, 2024
No.	Issue for	DATE

PROJECT:

618 E 4TH.
NORTH VANCOUVER

DRAWING TITLE:

STREET ELEVATION

DATE:	DRAWING NO. :
DRAWN BY :	
CHECKED BY:	
-M.R.	
-R.CH	
SCALE: 1"=10'	A-14



Overview for Zoning Variances

The following provides a summary and overview of the proposed zoning variances associated with the project at 618 East 4th Street:

Table 1. *Summary of Proposed Zoning Changes*

CURRENT REGULATION		PROPOSED VARIANCES
Minimum Rear Set-Back	To be sited 14.6 m (47.9 feet) away from the rear lot line	Lot B: proposed rear set-back is 10.2 metres (33.5 feet)
Accessory Building (i.e. garage) Siting	To be sited not less than 3.048 metres (10 feet)	Lot B: proposed accessory building is sited 2.5 metres (8.5 feet) from the principal building No variance for Lot A

Justification for Variances

Minimum Required Set Back

The application seeks a variation to the Rear Setback requirements set for the RS-2 zone, specifically being 14.6 m (47.9 feet). The application proposes a Rear Setback of 45% of 10.2 metres (33.5 feet).

The proposed Setback is required in order to to construct a new building on Lot B, which has an existing City stormwater pipe running through a portion of the property.

To avoid the existing stormwater pipe, a 3 meters setback on both sides is required.

The proposed Rear Setback result in development to occur in accordance with the OCP designation, while keeping City infrastructure secure.

Accessory Building separation from the Principal Building

The application seeks a variation to the minimum distance between Accessory Building and the Principal Building for the RS-2 zone, specifically being 3.048 metres (10 feet) to be varied to be 2.5 metres (8.5 feet).

The proposed distance is required as a result of reducing the Rear Setback to avoid the City stormwater pipe running onsite.

Subject: Please save two weeping willow trees at 618 E 4th St from lot splitting.

From: Laurie Parkinson

Sent: June-29-25 8:28 PM

To: Mayor Linda Buchanan <Mayor@cnv.org>; Holly Back (Councillor) <HBack@cnv.org>; Don Bell (Councillor) <dbell@cnv.org>; Angela Girard (Councillor) <agirard@cnv.org>; Jessica McIlroy (Councillor) <jmcilroy@cnv.org>; Shervin Shahriari (Councillor) <sshahriari@cnv.org>; Tony Valente (Councillor) <tvalente@cnv.org>; Submissions <input@cnv.org>; Planning <Planning@cnv.org>; Amelia Cifarelli <acifarelli@cnv.org>

Subject: Please save two weeping willow trees at 618 E 4th St from lot splitting.

Hello Mayor and Council, Sara Rasooli (Planner 1), and Ms Cifarelli,

I live at 634 E 4th St, and recently received a notice that the lot for 618 E 4th St will likely be split, to have a single family dwelling built on each half.

I walk by 618 E 4th frequently; it's very near my house.

Council will consider splitting 618 E 4th's lot at their July 7th, 2025 Council meeting.

There are several trees on 618 E 4th St. Most of them are quite old and are clearly in the path of construction. However, I hope you will save two weeping willow trees on the East side of the lot. (I know CNV is trying to increase our urban canopy.) The larger tree is further back on the lot. The smaller tree is fairly close to the sidewalk, so it must be on City land. The smaller tree also appears to be very close to the East lot line.

I have some "tree experience" with the developer involved:

In 2022, the same developer represented by Mr Mehrdad Radbar applied to split 646 E 4th, also very close to where I live. Three mature trees grew on that lot - two at the front of the lot, and one at the back. Mr Radbar planned to remove all 3 trees, although removal of none of them was necessary. Via letters from me and my friends, and discussions with planners including Linden Maultsaid-Blair, Mr Radbar decided against removing these trees. I have an email from Mr Maultsaid-Blair written June 10, 2022 in front of me, in which he said that if the rezoning application was approved (it was) staff were seeking to secure the retention of these 3 trees through a legal agreement. Thanks to their good work, these 3 mature trees stand still proud, and provide shade to the 2 new houses as well as the garages.

618 E 4th St:

General picture of two weeping willow trees on the East side of 618 E 4th St:



Looking North: older weeping willow that's a ways back on the lot.



Looking South: younger weeping willow tree:



Looking North from E 4th St. Note from the mowing of the grass, it's not clear which lot this younger weeping willow tree is on.



Thank you very much for looking into saving these trees. Multiple young trees can certainly be planted to replace older trees, but young trees take years to actually accomplish replacing the large older trees.

Thank you for replying to this letter.

Best regards,

Laurie Parkinson
E 4th St
North Van, BC

Notice of Proposed Zoning Amendment Bylaw

Zoning Amendment Bylaw, 2025, No. 9115

618 East 4th Street

PURPOSE: The purpose of the proposed Bylaw is to rezone the subject property from a One-Unit Residential 1 Zone (RS-1) to a One-Unit Residential 2 Zone (RS-2) to permit the subdivision of the property into two lots, and the construction of a single-family dwelling on each lot.

SUBJECT LANDS: The lands that are the subject of the proposed Bylaw are shown on the inset map, with a civic address of 618 East 4th Street. **LEGAL DESCRIPTION:** Lot 23, Block 18, DL 273, Plan 1063.

BYLAW READINGS: Consideration of first, second and third readings of the proposed Bylaw will be at the Regular Council Meeting on **July 7, 2025**.

ACCESS DOCUMENTS: A copy of the proposed Bylaw is available for inspection online anytime at cnv.org/PublicNotices from **June 24 to July 7, 2025**.

PROVIDE INPUT: *If you deem your interests are affected, written submissions (including your name and address) may be addressed to the Corporate Officer and sent by email to input@cnv.org, or by mail or delivered to City Hall, **no later than noon on Monday, July 7, 2025**, to ensure availability to Council at the meeting. No Public Hearing will be held, as it is prohibited by section 464(3) of the *Local Government Act*. No Public Input Period submissions on this matter will be heard at the Council meeting.*

QUESTIONS? Sara Rasooli, Planner 1, planning@cnv.org / 604 983 7357



Watch the meeting online at cnv.org/LiveStreaming or in person at City Hall

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9
T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)

Enter City Hall from
13th St after 5:30pm

city
of north
vancouver

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9115

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. 9115” (Vernacular Studio Inc., 618 East 4th Street, RS-2).**
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 618 East 4th Street and legally described below as henceforth being transferred, added to and forming part of RS-2 (One-Unit Residential 2):

PID: 014-871-076	LOT 23 BLOCK 18 DISTRICT LOT 273 PLAN 1063
------------------	--

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

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

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Peter DeJong, Senior Advisor, Legislative Services

Subject: GENERAL LOCAL ELECTIONS – ELECTION SIGN BYLAW
AMENDMENTS AND CIVIC AWARENESS, EDUCATION AND
ENGAGEMENT INITIATIVES

Date: June 18, 2025 File No: 01-0550-30-0001/2025

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

RECOMMENDATION

PURSUANT to the report of the Senior Advisor, Legislative Services, dated June 18, 2025, entitled “General Local Elections – Election Sign Bylaw Amendments and Civic Awareness, Education and Engagement Initiatives”:

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117” be considered for readings;

THAT staff create an All Candidates Meeting Toolkit to help support non-partisan, not-for-profit resident associations and community groups organize such events;

THAT Council grants for All Candidates Meetings be discontinued;

THAT staff create a strategic communications and engagement plan for general local elections to help guide development and implementation of potential new civic awareness, education and engagement opportunities;

AND THAT staff report back to Council in the fourth quarter of 2025 with anticipated initiatives, communication strategies and costs for the 2026 General Local Election.

ATTACHMENTS

1. “Election Sign Bylaw, 2018, No. 8643”, draft consolidation with proposed tracked changes (CityDocs [2667106](#))
2. Proposed “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117” (CityDocs [2684852](#)) with Schedules A (CityDocs [2673109](#)) and A-1 to A-21 (City Docs [2678596](#))

SUMMARY

The purpose of this report is to review the City’s approach to local government elections and the means by which civic awareness, education and engagement can be supported and enhanced to increase voter turnout and encourage community participation in the City’s local government functions and processes.

BACKGROUND

At the June 5, 2023 Council meeting, the following Notice of Motion was passed by Council unanimously:

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

WHEREAS achieving this priority depends on ensuring public engagement in all aspects of local government, including all candidates’ meetings where the community can learn more about local election candidates;

WHEREAS only 22.64% of eligible City of North Vancouver voters participated in the 2022 municipal election;

AND WHEREAS the City of North Vancouver seeks and encourages public participation in the democratic process and has created physical spaces like Library Plaza and the Shipyards Commons that can support public discourse, enhance community connectedness and, therefore, participation in our community’s local government;

THEREFORE BE IT RESOLVED THAT staff be directed to evaluate options to:

1. Amend “Election Sign Bylaw, 2018, No. 8643” that regulates election signs to allow for election signs to be placed in areas that seek to encourage public discourse, including Shipyards Commons and Library Plaza;
2. Evaluate additional locations for the placement of election signage;
3. Review the grant application regarding stipend values available to community associations and organizations to encourage All Candidates’ Meetings during municipal election times.

DISCUSSION

In response to the June 5, 2023 Notice of Motion, staff propose amendments to the Election Sign Bylaw to allow for additional location options, and are working on strategies for increasing public awareness and engagement in General Local Elections.

Candidate Election Signage

Election Signs play an important role in the democratic process. They serve to make the public aware that there is an election taking place and they provide a relatively inexpensive means for all candidates to achieve a modicum of name recognition. Even in the digital age, there can be value in an effective election sign campaign.

Within the City of North Vancouver, size and placement of election signs is regulated by the “Election Sign Bylaw, 2018, No. 8643”, as amended. The principal objectives of the amended Bylaw are to expand the opportunities for signage locations while protecting the City’s underground infrastructure and ensuring election signage will not create unsafe traffic conditions.

Currently, the Election Sign Bylaw provides limited options for candidates to post election signage within the City. Staff propose to increase the number of locations where election signage is permitted, provide a few minor amendments to the definitions, and include recitals with respect to the objectives of the bylaw. Additional specifications have been added in relation to size and mounting of Election Signs, in support of the proposed new locations provided in the schedules to the Bylaw. A draft consolidation of the proposed Election Sign Bylaw with tracked changes is provided in Attachment 1.

Key considerations developed by our infrastructure services and traffic safety divisions related to the current, restrictive number of permissible election signage locations include:

- Services – infrastructure underground which may be susceptible to damage from persons unknowingly driving thick signage frames or stakes into the turf;
- Sightlines – ensuring election signage will not create unsafe traffic conditions for all forms of mobility and the interaction between them (i.e. Vehicles-Bikes-Scooters-Skateboards-Pedestrians); and
- Schools – ensuring election signage is at least 100 meters from polling places, which are often located in schools.

In light of safety concerns related to underground infrastructure and traffic sightlines, staff have reviewed the current Election Sign Bylaw, connected with various sign making companies, observed the signage from the recent Federal Election and researched best practices to identify the preferred election signage option that minimizes the risks to underground infrastructure and obstruction of traffic sightlines.

Staff propose the following clarifying amendments to protect our underground infrastructure and mitigate any traffic safety sightline issues:

- maintain the permissible height of 1.8 metres and the maximum area of 0.4 square metres (approximately 2'x2');
- prescribe the use of no thicker than 9 gauge wire frame sign holders; and
- prohibit the use of wood stakes or thick metal spikes for the insertion of sign frames into the ground.

Size limits for election signs across the Metro region vary significantly with a few having limits similar to the City (e.g. New Westminster, Langley City and some Port Moody signs), creating equal opportunities for all candidates, while some other municipalities are in the 3 square metre range, or about 32 square feet (e.g. City of Vancouver, District of West Vancouver); the District of North Vancouver has no size limits.

Given that the Election Sign Bylaw applies to elections at all levels of government, Legislative Services will need to be more proactive in circulating Election Sign Bylaw specifications to Provincial and Federal riding associations in advance of expected election writs, and to local candidates with their nomination packages and in other pre-campaign education and awareness materials, before intending candidates order their election signage. Bylaw Services will also need to be more active in enforcing compliance with these prescribed specifications.

It is anticipated that this approach will significantly reduce infrastructure and traffic safety risks associated with Election Signs, thereby expanding the opportunities for new locations around the City from the current five (5) locations to twenty-one (21) locations for the approximately five (5) weeks of an election campaign. The new locations identified in the Election Sign Amendment Bylaw, Schedules A and A-1 to A-21 (Attachment 2), seek to provide visibility in more areas of the City, along major North-South and East-West arterials, and with considerations for cyclists and pedestrians in areas not currently serviced, such as on the Spirit Trail and locations on the Green Necklace network.

The expanded list of permissible election signage locations in Schedule A does not include locations for candidate election signage at City Plazas or at The Shipyards. These locations have hard surface environments, which are not conducive to posting signage. The Election Sign Bylaw also prohibits the attachment of Election Signs to trees and poles, and includes a proposed prohibition for walls, to be added.

While temporary, portable election signage associated with partisan events would be manageable for short durations, general candidate election signage for the length of a campaign would create safety risks associated with unattended portable signage in high traffic areas like City Plazas and The Shipyards. However, a provision has been included in the proposed Election Sign Bylaw amendments for temporary, portable election signage that might be associated with an event booked for Rogers Plaza, a Shipyards location or a Parks and Open Spaces location, such signage to be removed when the event is finished.

Development of Awareness, Education and Engagement Initiatives

Staff have been working to identify and cost a number of potential new civic awareness, education and engagement opportunities and will be working to create a strategic communications and engagement plan for general local elections to help guide development and implementation of such initiatives. Staff will return to Council in the fourth quarter of 2025 with anticipated communications strategies and costs for the 2026 General Local Election.

Support for All Candidates Meetings

Since 2008, the City has supported All Candidates Meetings (ACMs) through grants of up to \$500 provided to eligible organizations (generally, non-partisan, not-for-profit resident associations and other community groups). There have been several resolutions over the years, approving these grants and setting conditions. With such applications naturally coming during election periods, Council has been uncomfortably close to a process for which there could be perceptions of conflict of interest.

In surveying other municipalities in Metro and beyond, staff has not found any that engage in this practice. For the 2022 municipal elections, it appears there were at least thirteen (13) ACMs on the North Shore, only two of which were in the City of North Vancouver: one hosted by the North Vancouver Chamber at the Pinnacle Hotel at the Pier, and one online Zoom session hosted by the City Library. Neither received grant funding for their events. The other eleven ACMs held in the two Districts were hosted by a variety of business, resident and community associations or organizations, the DNV Library, church groups, seniors' groups, and the West Vancouver PAC. None of them received municipal grant funding toward the expenses associated with their events.

Staff recognizes that the cost of hosting an ACM can certainly be a challenge for many of these groups, particularly in respect of venues if they don't have their own venue or one which is available at a discounted price. Most of the 2022 events appear to have been hosted in community, recreation and seniors' centres, libraries, schools, churches and other facilities where the hosts presumably received a discounted or zero rate. In checking with some of the facilities in the City (e.g. NVRC managed facilities like Centennial Theatre, the HJCRC and JBCC), not-for-profit, non-partisan community groups would be eligible for discounted rates, with some fees potentially waived. For Quay North Urban managed facilities like the Pipe Shop or the Wallace Venue at The Shipyards, such groups can also get a community rate. In all cases, there may be requirements for facility staff, but there may be some opportunities to limit those expenses.

Staff's recommendation is to create an All Candidates Meeting Toolkit as a means of supporting non-partisan, not-for-profit resident associations and community groups looking to host an ACM. It is recommended that Council not continue to provide a grant program for ACMs.

FINANCIAL IMPLICATIONS

There are no expected financial implications in respect of the proposed amendments to the Election Sign Bylaw, provided that advance communications with prospective candidates effectively pre-empts the need for additional bylaw enforcement resources. Staff will continue to work on costing of other awareness, education and engagement initiatives and expect to report back to Council in the fourth quarter of 2025 with anticipated communications strategies and costs for the 2026 General Local Election.

INTER-DEPARTMENTAL IMPLICATIONS

This report has been compiled through inter-municipal information gathering and inter-departmental consultation, particularly between the Office of the Deputy Chief Administrative Officer (Legislative Services and Communications & Engagement), Engineering, Parks and Environment, Planning and Development, Finance, and Public Safety (Bylaw Enforcement). Going forward, awareness, education and engagement initiatives will primarily impact Legislative Services and Communications and Engagement, within the Office of the Deputy CAO. Preparation of materials will also be run through a DEI lens with additional consultation with the North Shore Accessibility Advisory Committee.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The recommendations in this report support Council's strategic priorities to be a City for People and a Vibrant City by providing more civic awareness about election initiatives, with the expectation that staff will return with a strategic communications and engagement plan for general local elections to help guide development and implementation of potential new civic awareness, education and engagement opportunities for people to participate through voting and other ways to be involved in the governance of their community, thereby fostering a sense of place and enhancing social connection and inclusion while building a strong spirit of belonging throughout the City.

RESPECTFULLY SUBMITTED:



Peter DeJong
Senior Advisor, Legislative Services



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

“Election Sign Bylaw, 2018, No. 8643”

CONSOLIDATED FOR CONVENIENCE – JUNE 27, 2022

Amendment #	Adoption Date	Subject
8944	June 27, 2022	Schedule A

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8643

A bylaw to regulate and impose requirements in relation to election signs

WHEREAS the City wishes to regulate the placement of election signage during elections and assent voting opportunities;

AND WHEREAS the City wishes to protect underground infrastructure on boulevards which may be susceptible to damage from persons unknowingly driving thick signage frames or wood stakes into the ground;

AND WHEREAS the City wishes to limit the blight of unsightly signs and protect the safety of the public by ensuring election signage will not create unsafe traffic conditions or a pose a risk to pedestrians and other forms of mobility;

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

SECTION 1 – CITATION

- 1.1 This Bylaw shall be known and cited for all purposes as “**Election Sign Bylaw, 2018, No. 8643**”.

SECTION 2 – INTERPRETATION

- 2.1 In this Bylaw:

- (a) words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
- (b) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
- (c) an expression “include” or “including” means including without limitation and refers to a non-exhaustive list;
- (d) unless expressly stated otherwise, a reference to a “section” is a reference to a section in this Bylaw; and
- (e) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference to a bylaw is a reference to a City bylaw, as amended, revised, consolidated or replaced from time to time.

SECTION 3 – DEFINITIONS

- 3.1 In this Bylaw:

- (a) **"Assent Voting"** means any political process, other than an Election, placing a matter, policy or issue for polling or voting by the electorate;
- (b) **"Banner"** has the meaning ascribed to "Sign, Banner" under the Sign Bylaw;
- (c) **"Boulevard"** means that portion of the Highway lying between the Roadway, or other way used by or intended for use by the public, and the adjacent property line, and for a Highway having two or more Roadways, that portion of the Highway lying between the Roadways;
- (d) **"Bylaw Enforcement Officer"** means an individual who has been designated as a bylaw enforcement officer pursuant to the Bylaw Notice Enforcement Bylaw;
- (e) **"Bylaw Notice Enforcement Bylaw"** means the City of North Vancouver "Bylaw Notice Enforcement Bylaw, 2005, No. 7675";
- (f) **"Chattel"** means any item, thing or equipment that is not affixed to the land;
- (g) **"Chief Election Officer"** means a chief election officer appointed by the City;
- (h) **"City"** means the Corporation of the City of North Vancouver;
- (i) **"City Property"** means a parcel, lot, block, strata lot, public park or other area of land that is located in the City of North Vancouver and which is either owned or occupied by the City, or in which the City has vested interest pursuant to a statute, and includes a Highway;
- (j) **"Curb"** has the meaning ascribed to it in the Street and Traffic Bylaw;
- (k) **"Election"** means any federal, provincial, municipal or school board election or by-election;
- (l) **"Election Sign"** means a Sign on any matter regarding an Election, or an Assent Voting opportunity;
- (m) **"Electric Sign"** has the meaning ascribed to it in the Sign Bylaw;
- (n) **"Highway"** has the meaning ascribed to it in the Street and Traffic Bylaw and, for greater certainty, includes Lanes, Boulevards, Sidewalks, Roadways and pathways or any other way used by or intended for use by the public;
- (o) **"Lane"** has the meaning ascribed to it in the Street and Traffic Bylaw;
- (p) **"Mobility Device"** means a bicycle, scooter, vehicle, trailer or any other mobility device;
- (q) **"Person"** includes an individual, a corporation, a partnership, a society, an association, an elector organization, an administrative entity, a governmental authority, a government, or any other legal person, but does not include the City;
- (r) **"Place", "Placement"** or other iterations thereof, means place, insert, erect, affix or attach; or permit to be placed, inserted, erected, affixed or attached;

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Deleted: "Sign, Electric"

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- (s) **"Private Property"** means a parcel, lot, block, strata lot or other area of land that is located in the City of North Vancouver and owned or occupied by a Person and includes areas subject to a public statutory right of way or a utility statutory right of way;
- (t) **"Roadway"** has the meaning ascribed to it in the Street and Traffic Bylaw;
- (u) **"Sidewalk"** has the meaning ascribed to it in the Street and Traffic Bylaw;
- (v) **"Sign"** has the meaning ascribed to it in the Sign Bylaw;
- (w) **"Sign Bylaw"** means the "Sign Bylaw, 1992, No. 6363";
- (x) **"Street and Traffic Bylaw"** means the "Street and Traffic Bylaw, 1991, No. 6234"; and
- (y) **"Traffic Control Device"** has the meaning ascribed to it in the Street and Traffic Bylaw.

SECTION 4 – ELECTION SIGN SPECIFICATIONS

4.1 No Person shall Place an Election Sign in the City, unless the Election Sign:

- (a) is permitted under this Bylaw; and
- (b) complies with the following specifications:
 - (1) has an area not exceeding 0.4 square metres;
 - (2) has a height not exceeding 1.8 metres;
 - (3) is mounted on no thicker than a 9 gauge wire frame inserted no deeper than twenty (20) centimetres into the ground – thicker wire, metal or wood stakes are prohibited;
 - (4) is not an Electric Sign;
 - (5) is not a Banner;
 - (6) is not in any way illuminated, electrified, animated, moving or flashing;
 - (7) is Placed in a manner and in a location that does not obscure the line of vision from a Highway to vehicular or pedestrian traffic;
 - (8) is Placed in a manner and in a location that does not hinder the safe movement of vehicular or pedestrian traffic on a Highway;

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Deleted: (89) . in respect to of City Property, Highways and Traffic Control Devices: is not Placed on a wall, tree, a utility pole or a flagpole; and¶
¶
(910) . in respect to of City Property, Highways and Traffic Control Devices: is not Placed on a Chattel or a Mobility Device, parked or stationed for the principal purpose of supporting the Election Sign.¶

SECTION 5 – TIME PERIOD FOR DISPLAY OF ELECTION SIGNS

5.1 No Person shall Place an Election Sign earlier than:

- (a) in case of an Election for which a writ of election is issued – the date of the writ;
- (b) in case of an Election for which a writ of election is not issued – the day after the date on which the nomination period is closed; and
- (c) in case of an Election to which neither 5.1(a) nor 5.1(b) applies, and in case of an Assent Voting, 30 days before the designated general voting day for the Assent Voting opportunity, not including advance voting or mail ballot voting dates.

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5.2 A Person that Placed an Election Sign shall remove the Election Sign within 7 days after the last voting opportunity for the Election or the Assent Voting.

SECTION 6 – LOCATION OF ELECTION SIGNS

6.1 A Person may Place an Election Sign on Private Property, subject only to sections 4.1, 5.1 and 5.2.

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6.2 No Person shall Place an Election Sign on City Property, on a Highway, or on a Traffic Control Device, unless the Election Sign:

- (a) is expressly permitted pursuant to an event permit granted by the City and complies with sections 4.1(a) and 4.1(b)(1),(4), and (6) to (8) and 5.1 of this bylaw, or
- (b) is expressly permitted pursuant to section 6.3 or 6.4, and complies with sections 6.5 and 6.6.

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6.3 A Person may Place an Election Sign on a Boulevard abutting the Private Property owned or occupied by the Person Placing the Election Sign, if:

- (a) the fence or hedge on or adjacent to the Private Property exceeds 1.2 metres in height; and
- (b) the Election Sign is Placed within 0.6 metres of the property line adjacent to the fence or hedge.

6.4 A Person may Place an Election Sign on a Boulevard in areas of the City outlined in red on the maps attached as Schedules A and A-1 to A-21 of this Bylaw.

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6.5 Elections Signs Placed pursuant to sections 6.3 and 6.4 must be located more than 1.5 metres from the Curb, or the edge of Roadway or pathway, unless the Election Sign is fully contained within a structure that is approved by the City for containing Signs.

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6.6 For clarity, in respect of City Property and notwithstanding section 6.4, no person shall Place an Election Sign on a wall, tree, utility pole, flagpole or Traffic Control Device, or on a Chattel or a Mobility Device parked or stationed for the purpose of supporting the Election Sign.

SECTION 7 – ENFORCEMENT

7.1 The Chief Election Officer and the Bylaw Enforcement Officer may enter upon and inspect Private Property at all reasonable hours and with reasonable notice to the owner or occupier, as necessary to determine whether the provisions of this Bylaw are being complied with.

7.2 The Chief Election Officer and the Bylaw Enforcement Officer may:

- (a) verbally or in writing, order a Person who has contravened this Bylaw to correct their contravention within a specified time-period;
- (b) with or without a prior order, remove and impound the following if Placed or used in contravention of this Bylaw:
 - (1) an Election Sign;
 - (2) a Chattel or a Mobility Device; and
 - (3) an Election Sign, together with a Chattel or a Mobility Device to which the Election Sign is attached, and cannot be removed without damaging the Chattel or the Mobility Device.

7.3 An Election Sign impounded pursuant to section 7.2 will be:

- (a) impounded by the City for 7 days; and
- (b) if not claimed within those 7 days, destroyed.

7.4 A Chattel or a Mobility Device impounded pursuant to section 7.2 will be dealt with in accordance with section 813 of the Street and Traffic Bylaw.

7.5 Neither the City nor its officers, employees or contractors will be liable for any damage, loss or expense of any nature or kind whatsoever arising out of or related to the exercise of its or their powers under section 7.

SECTION 8 – OFFENCES AND PENALTIES

8.1 A Person who:

- (a) contravenes any provision of this Bylaw or does any act or thing which contravenes any provision of this Bylaw, or suffers or allows any other Person to do any act or thing which contravenes any provision of this Bylaw;
- (b) neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
- (c) fails to comply with an order issued under this Bylaw, or suffers or allows any other Person to fail to comply with an order under this Bylaw,

is guilty of an offence against this Bylaw and liable to the penalties imposed under this Bylaw.

8.2 Every Person who commits an offence against this Bylaw is punishable on summary conviction by a fine of not less than \$5,000.00 and not more than \$10,000.00.

8.3 Where a contravention of this Bylaw is a continuing one, each day that the contravention occurs, or is allowed to continue, constitutes a separate offence subject to the penalties set out in section 8.2.

8.4 Designated contraventions of this Bylaw may be enforced pursuant to the Bylaw Notice Enforcement Bylaw.

SECTION 9 –APPLICATION

Deleted: SEVERABILITY

9.1 Nothing herein operates to restrict the City from producing, posting, distributing or otherwise using Election Signs for the purposes of civic awareness, education and engagement in any location, medium or manner it chooses.

SECTION 10 – SEVERABILITY

10.1 If any part, section, subsection, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it will be severed and the validity of the remaining provisions of this Bylaw will not be affected.

Deleted: 9

READ a first time on the 7th day of May, 2018.

READ a second time on the 7th day of May, 2018.

READ a third time on the 7th day of May, 2018.

ADOPTED on the 14th day of May, 2018.

“Darrell R. Mussatto”

MAYOR

“Karla D. Graham”

CITY CLERK

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9117

A Bylaw to amend “Election Sign Bylaw, 2018, No. 8643”

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 “**Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2025, No. 9117**”.
2. “Election Sign Bylaw, 2018, No. 8643” (“Bylaw 8643”) is hereby amended by deleting the enacting clause and replacing it with the following recitals and enacting clause:

“WHEREAS the City wishes to regulate the placement of election signage during elections and assent voting opportunities;

AND WHEREAS the City wishes to protect underground infrastructure on boulevards which may be susceptible to damage from persons unknowingly driving thick signage frames or stakes into the ground;

AND WHEREAS the City wishes to limit the blight of unsightly signs and protect the safety of the public by ensuring election signage will not create unsafe traffic conditions or a pose a risk to pedestrians and other forms of mobility;

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

3. Bylaw 8643 is further amended by deleting the definition of “Boulevard” at section 3.1(c) and replacing it with the following definition:

“**Boulevard**” means that portion of the Highway lying between the Roadway, or other way used by or intended for use by the public, and the adjacent property line, and for a Highway having two or more Roadways, that portion of the Highway lying between the Roadways;

4. The definition of “**Election**” in section 3.1(k) of Bylaw 8643 is amended by striking the phrase “local or administrative” and substituting the phrase “municipal or school board”.
5. Section 3.1(l) of Bylaw 8643 is amended by deleting the definition of “**Election Sign**” and replacing it with the following definition:

“**Election Sign**” means a Sign on any matter regarding an Election or an Assent Voting opportunity;

6. The definition of “**Electric Sign**” in section 3.1(m) of Bylaw 8643 is amended by striking the phrase “Sign, Electric” and replacing it with the word “it”.
7. Section 3.1(n) of Bylaw 8643 is amended by deleting the definition of “Highway” and replacing it with the following definition:

“Highway” has the meaning ascribed to it in the Street and Traffic Bylaw and, for greater certainty, includes Lanes, Boulevards, Sidewalks, Roadways and pathways or any other way used by or intended for use by the public;

8. Section 4.1(b) of Bylaw 8643 is amended by inserting the following as section 4.1(b)(3):

“is mounted on no thicker than a 9 gauge wire frame inserted no deeper than twenty (20) centimetres into the ground – thicker wire, metal or wood stakes are prohibited;”

and by renumbering the subsequent subsections of section 4.1(b) as (4) through (10).
9. Bylaw 8643 is further amended by deleting the renumbered subsections (9) and (10) of section 4.1(b).
10. Section 5.1(b) of Bylaw 8643 is amended by inserting the phrase “day after the” between the words “the” and “date”.
11. Section 5.1(c) of Bylaw 8643 is deleted and replaced with the following:
 - (c) in case of an Election to which neither 5.1(a) nor 5.1(b) applies, and in case of an Assent Voting, 30 days before the designated general voting day for the Election or Assent Voting opportunity, not including advance voting or mail ballot voting dates.
12. Section 6.1 of Bylaw 8643 is amended by striking the phrase “subject only to section 4.1(b), section 5.1 and section 5.2” and replacing it with the phrase “subject only to sections 4.1, 5.1 and 5.2.”
13. Section 6.2 of Bylaw 8643 is deleted and replaced with the following:

“No Person shall Place an Election Sign on City Property, on a Highway, or on a Traffic Control Device, unless the Election Sign:

 - (a) is expressly permitted pursuant to an event permit granted by the City and complies with sections 4.1(a) and 4.1(b)(1),(4), and (6) to (8) and 5.1 of this bylaw, or
 - (b) is expressly permitted pursuant to section 6.3 or 6.4 and complies with sections 6.5 and 6.6.”
14. Section 6.4 of Bylaw 8643 is deleted and replaced with the following:

“A Person may Place an Election Sign on a Boulevard in areas of the City outlined in red on the maps attached as Schedules A and A-1 to A-21 of this Bylaw.”
15. Section 6.5 of Bylaw 8643 is deleted and replaced with the following:

“Elections Signs Placed pursuant to sections 6.3 and 6.4 must be located more than 1.5 metres from a Curb, or the edge of Roadway or pathway, unless the Election Sign is fully contained within a structure that is approved by the City for containing Signs.”
16. Bylaw 8643 is further amended by adding the following as section 6.6:

“6.6 For clarity, in respect of City Property and notwithstanding section 6.4, no person shall Place an Election Sign on a wall, tree, utility pole, flagpole or Traffic Control Device, or on a Chattel or a Mobility Device parked or stationed for the purpose of supporting the Election Sign.”

17. Section 7.5 of Bylaw 8643 is amended by striking the word “employees” and substituting the phrase “officers, employees or contractors”.
18. Bylaw 8643 is further amended by renumbering Section 9 and the body of section 9.1 as Section 10 and section 10.1 respectively, and inserting the following as Section 9 and section 9.1:

“SECTION 9 – APPLICATION

- 9.1 Nothing herein operates to restrict the City from producing, posting, distributing or otherwise using Election Signs for the purposes of civic awareness, education and engagement in any location, medium or manner it chooses.”
19. Bylaw 8643 is further amended by deleting Schedule A and replacing it with the Schedule A and Schedule A-1 to A-21 attached to and forming a part of this bylaw.

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

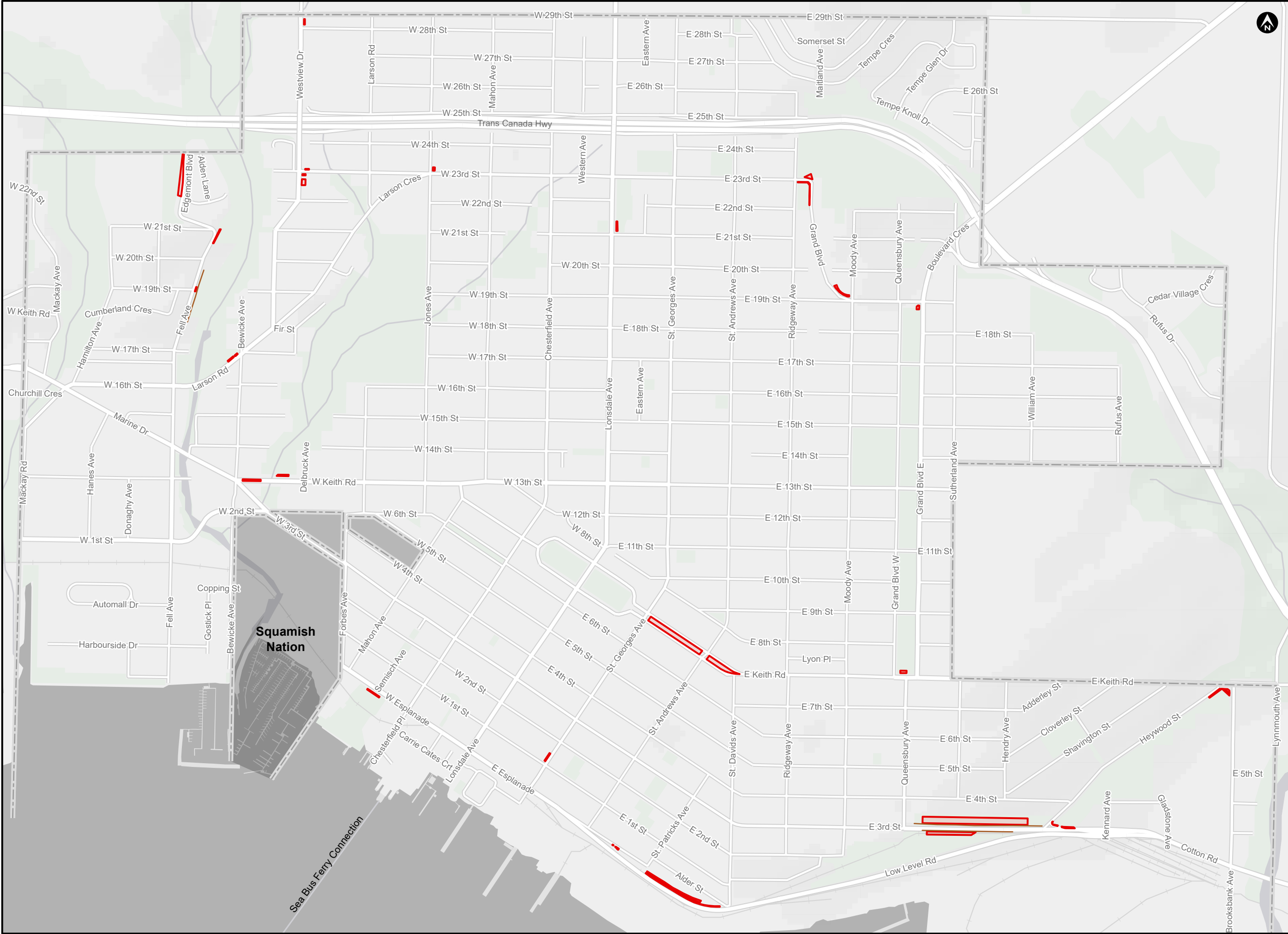
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READ a third time on the <> day of <>, 2025.

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

MAYOR

CORPORATE OFFICER






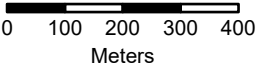
City of North Vancouver

**Election Sign Bylaw,
2018, No. 8643,
Amendment Bylaw,
2025, No. 9117**

Schedule A

Legend

-  Election Sign Location
-  City Border
-  Squamish Nation



DISCLAIMER

This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

**GIS Division, Information Technology,
City of North Vancouver**

PUBLISHED: June 24, 2025
MAP: Election_Signage_11x17
PATH: H:\GIS\Staff\CW_Maps\Clerks\2025_Election_Signage\
COORDINATE SYSTEM: NAD 1983 UTM Zone 10N





W 19th St

Fell Ave



City of North Vancouver

Schedule A – 1


Fell Ave. at Edgemont
Blvd.




Election Sign Location

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**City of North Vancouver**

Schedule A – 2
Larson Rd. at Bewicke Ave.

 Election Sign Location

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Grand Blvd W

Grand Blvd E


E Keith Rd

E Keith Rd

Queensbury Ave

**City of North Vancouver**

Schedule A – 3
Grand Blvd. Park (South End)

 Election Sign Location

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City of North Vancouver

Schedule A – 4

E.3rd St. from
Queensbury to Heywood
St. & Low Level Rd.



Election Sign Location

PATH HIGSBURGH Map/Clerks/2025_Election_Signage

E Keith Rd

Heywood St

Brooksbank Ave



City of North Vancouver

Schedule A – 5

Heywood St. at E. Keith Rd. and Brooksbank Ave



Election Sign Location

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E 4th St

Heywood St

E 3rd St

Low Level Rd



City of North Vancouver

Schedule A – 6

E.3rd St. (WB) at
Heywood St. Exit



Election Sign Location

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E 2nd St


St. Georges Ave

E 1st St

E 1st St

 City of North Vancouver

Schedule A – 7
St. Georges Ave. at E.1st St.

 Election Sign Location

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City of North Vancouver

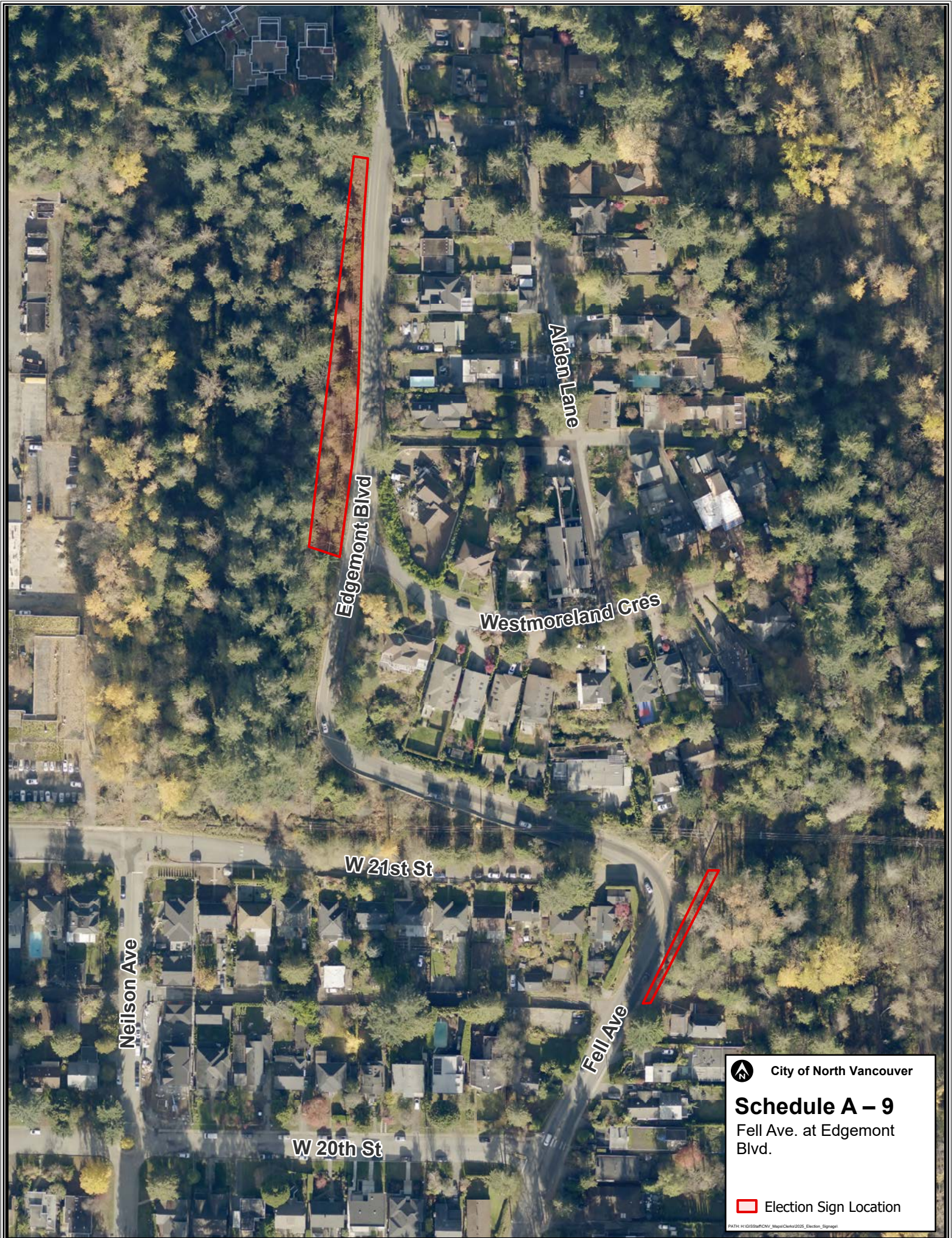
Schedule A – 8

Lonsdale Ave. at E. 21st St. (Rodger Burnes Park)



Election Sign Location

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City of North Vancouver

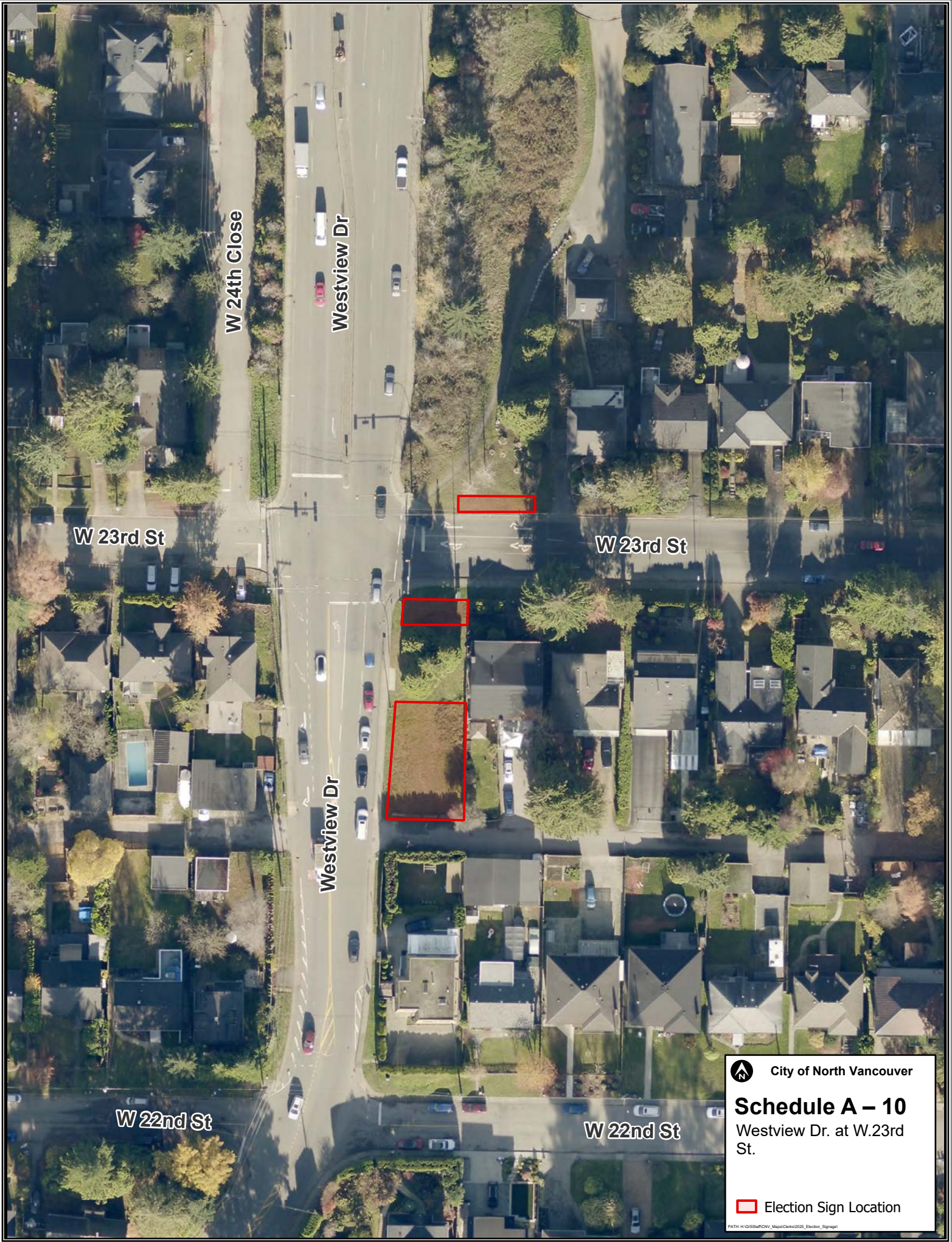
Schedule A – 9

Fell Ave. at Edgemont Blvd.



Election Sign Location

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City of North Vancouver

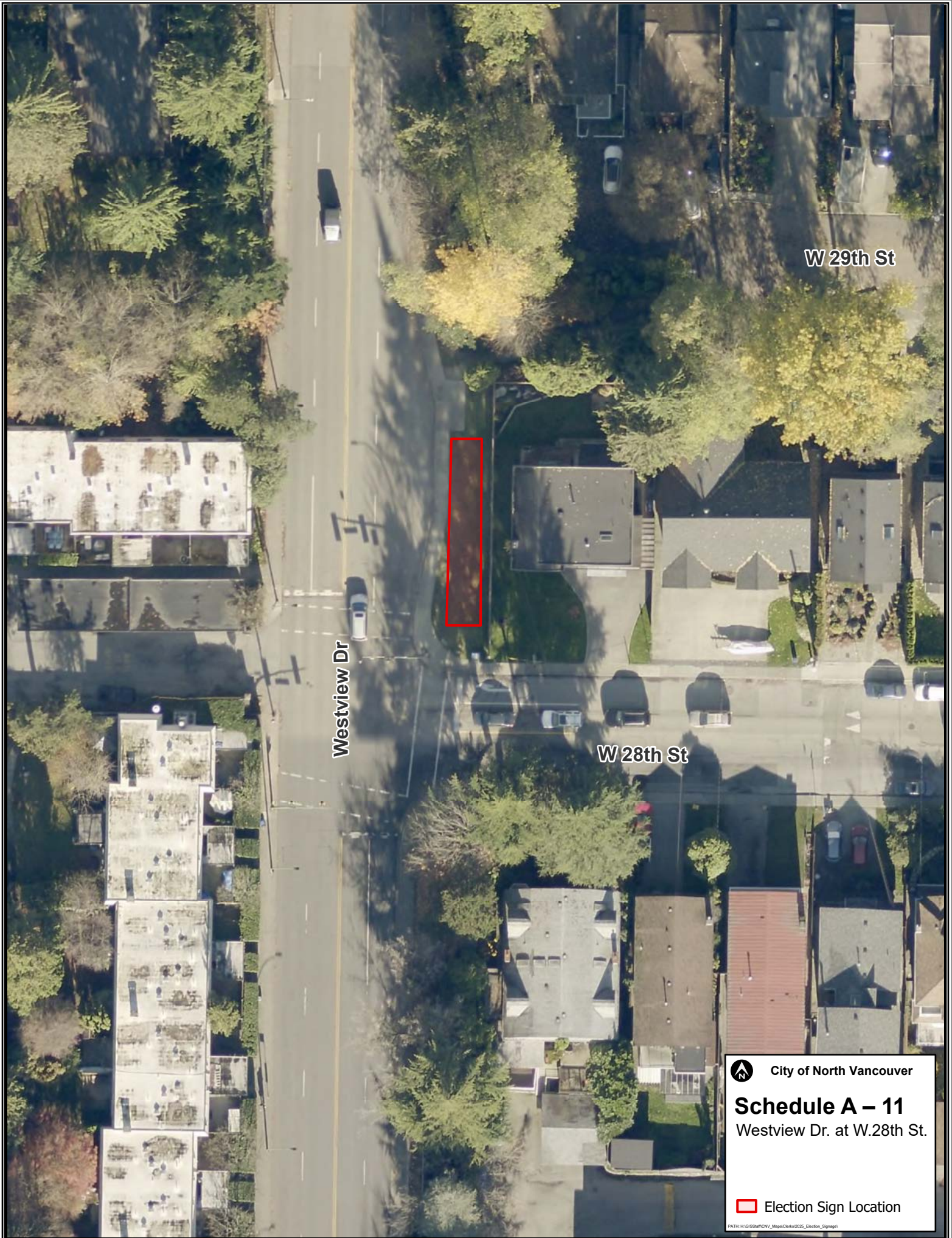
Schedule A – 10

Westview Dr. at W.23rd St.



Election Sign Location

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W 29th St

Westview Dr

W 28th St



City of North Vancouver

Schedule A – 11

Westview Dr. at W.28th St.



Election Sign Location

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Jones Ave

W 23rd St

Larson Cres



City of North Vancouver

Schedule A – 12

W.23rd St. at Jones Ave.



Election Sign Location

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City of North Vancouver

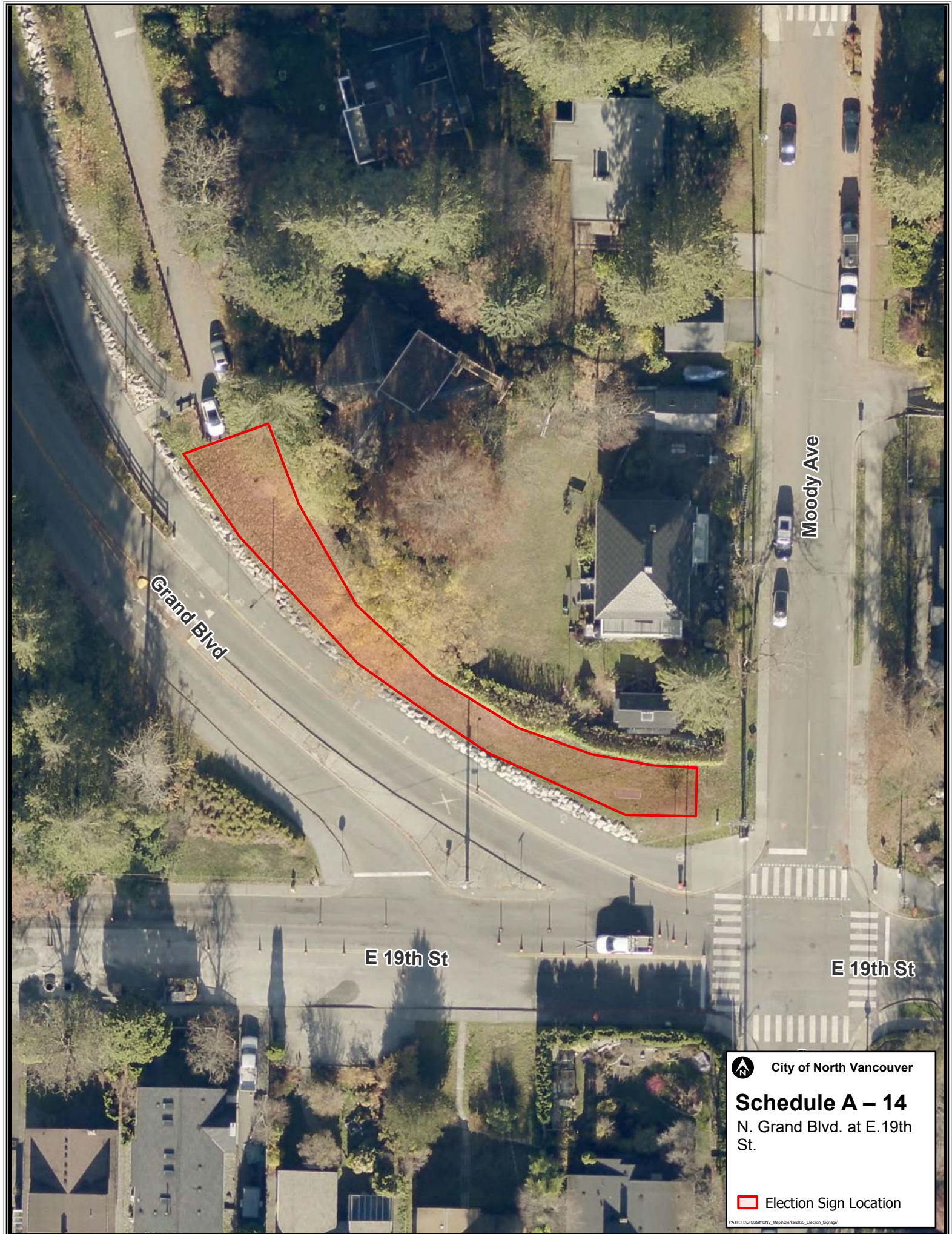
Schedule A – 13

Grand Blvd. Park (North End) at E. 19th St.



Election Sign Location

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Grand Blvd

Moody Ave

E 19th St

E 19th St



City of North Vancouver

Schedule A – 14

N. Grand Blvd. at E.19th St.



Election Sign Location

PATH: H:\GIS\BURN\Map\Clarks2025_Election_Signage

E 24th St

E 23rd St

E 22nd St

E 21st St

Ridgeway Ave

Grand Blvd



City of North Vancouver

Schedule A – 15

N. Grand Blvd. at E.23rd St.



Election Sign Location

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City of North Vancouver

Schedule A – 16

E. Keith Median St.
Georges to St. Davids



Election Sign Location

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W Keith Rd



City of North Vancouver

Schedule A – 17

W. Keith Blvd. North Side
at Wagg Creek



Election Sign Location

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City of North Vancouver

Schedule A – 18

W. Keith Median at W.3rd/
Bewicke



Election Sign Location

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W Esplanade

Semisich Ave



City of North Vancouver

Schedule A – 19


W. Esplanade at
Waterfront Park




Election Sign Location

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 City of North Vancouver

Schedule A - 20
 East Esplanade
 (Brewery District) between
 St. Andrews and St.
 Patricks

 Election Sign Location

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City of North Vancouver

Schedule A – 21

Spirit Trail from St.
Patrick's to St. David's



Election Sign Location

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
REAL ESTATE, FACILITIES AND ECONOMIC DEVELOPMENT

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Alex Marginson, Manager, Business Services

Subject: KING TAPS LONSDALE LTD. – APPLICATION FOR CHANGE TO LIQUOR SERVICE HOURS

Date: June 18, 2025 File No: 09-4320-50-0002/2025

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

RECOMMENDATION

PURSUANT to the report of the Manager, Business Services, dated June 18, 2025, entitled “King Taps Lonsdale Ltd. – Application for Change to Liquor Service Hours”:

THAT the application for an extension to liquor service hours from the current 12:00 a.m. to the proposed 1:00 a.m. on Fridays and Saturdays for King Taps Lonsdale Ltd. located at Unit 141-123 Carrie Cates Court be supported on the basis that:

- the proposed change to liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- the impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal; and
- the proposed change to liquor service hours is consistent with the vision for the Lower Lonsdale neighbourhood;

AND THAT the City of North Vancouver opts out of the public consultation process to allow the Liquor and Cannabis Regulation Branch to conduct public consultation with respect to this application.

ATTACHMENTS

1. Maps of local area with zoning indicated (CityDocs [2679932](#))

SUMMARY

King Taps Lonsdale Ltd. (doing business as “King Taps”), has submitted an application to the Liquor and Cannabis Regulation Branch (LCRB) to permanently extend its closing hours of liquor service from the current 12 a.m. to the proposed 1 a.m. on Fridays and Saturdays. In accordance with the LCRB’s standing regulations, applications for a permanent change to liquor service hours must receive a response from the respective local government. This report seeks direction from Mayor and Council on a response to this application.

BACKGROUND

King Taps is a Canadian restaurant and bar concept that opened its first location in downtown Toronto in 2017. Since then, the company has expanded to include four additional locations, one more in Toronto, as well as three in British Columbia: Kelowna, Langley, and most recently, North Vancouver. King Taps is part of the Cactus Club Café group of companies, another well-known Canadian restaurant group. King Taps holds an active Food Primary Liquor Licence issued by the LCRB and currently operates as a licensed restaurant in the City of North Vancouver. King Taps received LCRB approval as a Food Primary establishment in April 2025 with liquor service hours allowed until 12 a.m. 7 days a week, commencing operations in lower Lonsdale on May 27, 2025. The establishment has a total occupant load of 365 persons, including an outdoor dining patio with a capacity of 50. Additionally, in relation to this patio, located on the south side of the restaurant, King Taps obtained Outdoor Dining approval from the City in May 2025. King Taps has indicated that the proposed extension to liquor service closing hours is intended to align its operating hours with customer demand and to enhance the overall guest experience, while continuing to uphold responsible service standards.

CONSIDERATION

The LCRB provides guidance to local governments on the factors to consider when reviewing applications for a permanent change to liquor service hours. Local governments receive an invitation to participate in providing a recommendation to the LCRB for an application. In the process of providing input, local governments are asked to highlight the potential impact of noise on nearby residents and the potential impacts on the community if the application is approved. The LCRB requires that nearby residents be consulted as part of the application process (either by the LCRB or the local government – further information below), typically by the posting of site signage to inform the public regarding an application. The standing LCRB Liquor Policy provides that local governments complete both the public consultation process (part 1), and provide input regarding the application (part 2) in order to participate in the decision-making process for an application.

As an alternative, the LCRB Liquor Policy also provides that local governments may instead choose to “opt out” of an application. This provides that the LCRB would complete the public consultation process. The LCRB would then render a decision and provide information regarding the result of the application to the City. If Council chooses

to opt out (as recommended by staff), this report and the meeting minutes would be forwarded to the LCRB for context and reference. In consideration of the foregoing, Economic Development staff have reviewed this application and provide the following comments.

1. Location of the Premises

King Taps is located in Unit 141-123 Carrie Cates Court – zoned as Comprehensive Development 30 Zone (CD-30), with provisions for “accessory outdoor dining use” in specified areas including the location of the establishment (see Attachment 1 for maps of the location with zoning indicated). The CD-30 Zone includes all of the 123 Carrie Cates Court units, and is bordered by other Comprehensive Development Zones within the Mixed Use Level 4A (MU4A) area surrounding Lonsdale Quay. The service of alcoholic beverages is permitted in the current zone.

King Taps, including its patio, fronts directly onto the Lonsdale Quay South Plaza. The City holds a long-term lease for the plaza with the Vancouver Fraser Port Authority, which remains in effect until 2044. Additionally, the aforementioned patio is situated on a Pedestrian Access Statutory Right of Way in favour of the City. Use of this right of way for outdoor private patio seating has been granted by the City through a formal agreement. There are no residential buildings within the immediate vicinity of the business premises.

The immediate surrounding area within a 40-metre radius (i.e., the designated range used by the Planning Department for public consultation) is a mixed use area populated by a variety of commercial and industrial businesses. These businesses include cafes and licensed restaurants, non-profit organizations, an art gallery, craft alcoholic beverage producers, retail shops, health and wellness centres, financial services, real estate and business consulting services, a law firm, a hotel, tutoring services, convenience stores, and industrial business offices.

Lonsdale Quay is located at the centre of significant attractions for visitors and local residents, such as Waterfront Park, Chiba Gardens, the Shipyards Brewery District, and The Shipyards. The Lonsdale Quay offers a connection across Vancouver Harbour through the Lonsdale Quay Seabus Terminal, and is a notable destination along both the North Shore Spirit Trail and the Trans Canada Trail. The lower Lonsdale neighbourhood engages the community with a variety of vibrant businesses, and has been a site of recent economic expansion and community activation. The Shipyards, in particular, is the site of numerous accessible and inclusive events throughout the year which contribute to the activation of the entire lower Lonsdale area. The growing popularity of the Shipyards Brewery District further supports the community interest in extending liquor service hours.

2. Hours of Liquor Service and Occupant Load

King Taps is seeking approval for an extension to liquor service closing hours from the current 12 a.m. to the proposed 1:00 a.m. on Fridays and Saturdays. King Taps has an indoor occupant load of 273 patrons, with an additional 50 patrons accommodated on

the outdoor dining patio. Including 42 staff across both areas, the total occupant load is 365 persons. This patio is located on the south side of the Lonsdale Quay.

The Business Licence for King Taps includes specific conditions for patio use, stipulating that all exterior amplified sound equipment (e.g., speakers) must be turned off by 10:00 p.m. daily, and that the patio must be vacated by 11:00 p.m. These requirements are intended to minimize potential disturbances to the surrounding area. In the event the proposed extension to liquor service hours is granted, it will not change these existing patio-related conditions.

King Taps is seeking an extension of liquor service hours to 1 a.m. on Fridays and Saturdays, as an amendment to their Food Primary Liquor Licence. There are a number of other Food Primary Liquor Licensed restaurants within the lower Lonsdale neighbourhood that have approval to serve alcohol past midnight, including those doing business as:

- Anatoli Souvlaki (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Boston Pizza No 25 (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Finch & Barley Restaurant & Gallery (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Jägerhof Restaurant (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Joey Restaurant (Shipyards) Inc. (liquor service closing hours to 1:00 a.m. Friday and Saturday)
- Mr Sushi Lonsdale Inc. (liquor service closing hours to 1:30 a.m. Monday to Saturday)
- Mythos Taverna Ltd. (liquor service closing hours to 2:00 a.m. Monday to Saturday)
- Pier 7 Restaurant & Bar (liquor service closing hours to 1:00 a.m. Friday and Saturday)
- Raglan's Bistro (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Rollio (liquor service closing hours to 1:00 a.m. Monday to Saturday)
- Sempre Uno (liquor service closing hours to 2:00 a.m. daily)
- Seaside Hotel Vancouver (liquor service closing hours to 1:00 a.m. Friday and Saturday)
- Tap & Barrel Shipyards Ltd. (liquor service closing hours to 1:00 a.m. Friday, Saturday, and holidays).

The immediate neighbour to King Taps is Strathcona Beer Company Ltd., (doing business as "Strathcona"). Strathcona holds a different licence, namely an LCRB Liquor Manufacturer licence, and has approved liquor service closing hours to 12:00 a.m. Sunday to Thursday and 2:00 a.m. Friday and Saturday.

3. Impact of Noise and Related Issues

According to the City's records, King Taps has not been the subject of specific complaints since its establishment on May 27, 2025. There are no residences in the immediate vicinity of the establishment. There is a hotel on the upper floors of the Lonsdale Quay Market building. A similar establishment located directly adjacent to King Taps is Strathcona Beer Company Ltd. Strathcona received Outdoor Dining patio approval in October 2024, with an approved Outdoor Dining patio occupant load of 50 persons. Strathcona has not been the subject of specific complaints since its establishment in September 2024. The City's Bylaw Services Department, Planning Department, and the Shipyards & Waterfront Team have all been consulted on this application and have not expressed any related concerns.

Business premises that do not front onto residential properties, such as King Taps, which faces a public pedestrian plaza, are anticipated to have minimal noise impacts on the surrounding community. King Taps has proposed efforts to mitigate potential impacts, in addition to adhering to the City's bylaw regulations, by following responsible liquor service policies, and collaborating with neighbouring businesses and City staff to proactively address any potential concerns. In any event, staff will continue to explore tools that support positive community integration within neighbourhoods.

DISCUSSION

The continued development of the Shipyards and the popularity of lower Lonsdale has contributed to a strong tourism and hospitality economy. This application aligns with the City's efforts to support a diverse and vibrant local economy. The proposed extension to liquor service closing hours is consistent with the vision for the lower Lonsdale neighbourhood as an engaging community destination for visitors and local residents, and is consistent with other licensed establishments in the area.

It should also be noted while there are currently existing conditions related to noise mitigation on King Taps Business License, staff have authority under the *Business Licence Bylaw, 2018, No. 8640* to introduce additional conditions should issues arise at a later date. The LCRB also monitors complaints about business operations for businesses that hold Provincial Liquor Licences and can take action if warranted.

The following options are provided for Council's consideration regarding the application to extend liquor service hours submitted by King Taps:

Option 1 – Recommended: The City opts out of the public consultation process with respect to this application to allow the LCRB to complete the public consultation process. It is recommended that the City opt out for the following reasons:

- The proposed change to liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- The impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal; and

- The proposed change to liquor service hours is consistent with the vision for the lower Lonsdale neighbourhood.

Should Council choose to follow staff's recommendation and opt out of the public consultation process, it is important to note a consultation will still be conducted by the LCRB, instead of the City.

Option 2 – Not Recommended: Staff undertake a public consultation process that involves soliciting written feedback from business operators, residents, and property owners (residential and commercial properties) in the immediate vicinity of the business premises. Staff would then return and present the feedback to Council, and seek further direction from Mayor and Council for this application.

FINANCIAL IMPLICATIONS

If Council approves Option 2, the City will incur additional costs to implement a public notification process. The cost of signage to solicit public feedback will be borne by the applicant.

INTER-DEPARTMENTAL IMPLICATIONS

The Bylaw Services Department, the Planning Department, and the Shipyards & Waterfront Department have been consulted on this application.

RESPECTFULLY SUBMITTED:



Alex Marginson
Manager, Business Services

Attachment 1: Map of Local Area
Aerial View with Zoning Indicated

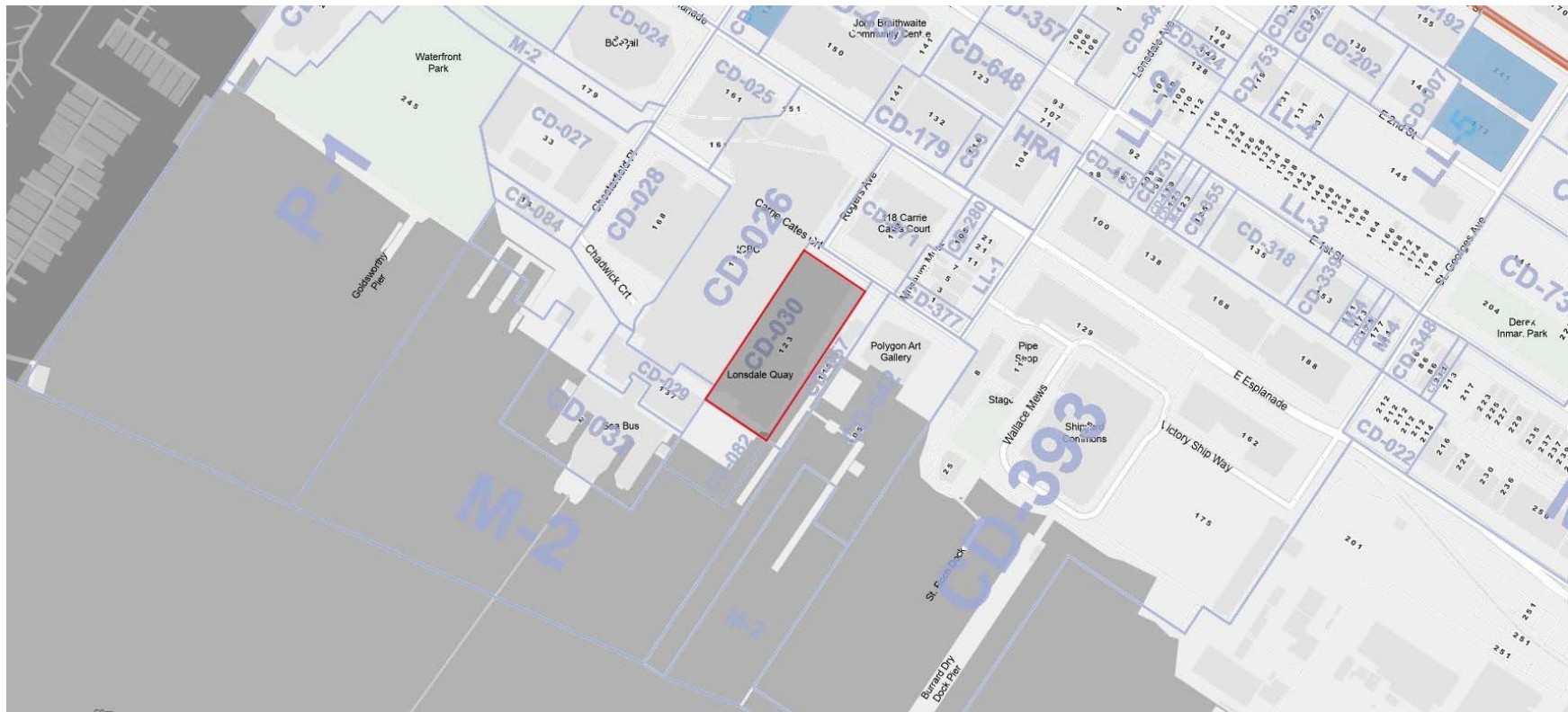
Applicant: King Taps Lonsdale Ltd.
Location: Unit 141-123 Carrie Cates Court



View of the Establishment and Zones

Applicant's Site: CD-30 Zone (Comprehensive Development 30 Zone)

OCP Designation: MU4A (Mixed Use Level 4A)



LEGEND

CD-# Comprehensive Development Zone




LL-# Lower Lonsdale Zone

M-2 General Industrial Zone

M-4 Industrial-Commercial Zone

P-1 Public Use and Assembly 1 Zone



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Heather Evans, Community Planner

Subject: 2025 ROUND ONE COMMUNITY GRANT RECOMMENDATIONS

Date: July 7, 2025 File No: 05-1850-20-0005/2025

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

RECOMMENDATION

PURSUANT to the report of the Community Planner, dated July 7, 2025, entitled “2025 Round One Community Grant Recommendations”:

THAT the 2025 Round One Community Grants be awarded to the list of organizations as proposed in the report, in the total amount of \$181,150, with funds allocated from the 2025 Community Grants budget;

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

ATTACHMENTS

1. City of North Vancouver Community Grant Application Guidelines (CityDocs [2668602](#))
2. 2025 Round One Community Grants – Applicant Requests and SPAC Recommendations for Allocation (CityDocs [2671923](#))

PURPOSE

This report provides Council with the Social Planning Advisory Committee’s (SPAC) recommendations for the 2025 Round One Community Grants.

BACKGROUND

Community Grants are among several grant funding opportunities that the City of North Vancouver offers to non-profit organizations and groups. The purpose of these grants is to assist with the delivery of services that work to reduce social, economic or physical disadvantage, and/or improves the quality of life for City residents. Community grants provide an opportunity for non-profit agencies to gain municipal financial support for projects, programs or general operations that address the objectives of the City's Community Wellbeing Strategy, Official Community Plan and Council Strategic Plan.

The City's annual budget for Community Grants is the sum of two components:

- The City's annual operating budget: \$100,000; and,
- The annual interest accrued from a reserve fund called the Lower Lonsdale Legacy Fund ("LLLLF"). In the last five years the interest in this fund has fluctuated from approximately \$46,000 to \$179,000.

DISCUSSION

Total Amount of Community Grants

In 2025 the operating budget funding of \$100,000 is combined with interest in the amount of \$160,000 from the Lower Lonsdale Legacy Fund, for a total Community Grants budget of \$260,000. This amount is distributed through two rounds of application intakes:

- Round 1 (application deadline February 2025) – \$181,500 is recommended to be distributed; and
- Round 2 (application deadline September 2025) – \$78,500 would be available for distribution.

In the last two years, the City has changed the investment for the legacy fund and this has resulted in significantly more interest earned and available for community grants.

Application Review Process

SPAC reviews applications in accordance with criteria set out in the Community Grant Guidelines (Attachment 2) and in relation to the City of North Vancouver's Community Wellbeing Strategy.

To be eligible for funding, an organization must be a registered not-for-profit, provide services to residents of the City of North Vancouver, seek additional sources of funding, and provide proof of financial responsibility.

Eligible not-for-profits offer services that directly benefit local residents. The number of City residents benefiting from the services must be estimated as a part of the application, measured through the service delivery, and reported upon completion by the receiving agency. Grant applications that meet the community grants program criteria are reviewed by SPAC and prioritized for recommended allocation.

Many applicants commented in their submissions that needs for programs and assistance are on the increase, e.g. mental health challenges, poverty, financial difficulties for individuals and families that have not experienced these problems before. Community organizations are feeling impacts of inflation in rising operational and program costs. Also, economic challenges are affecting non-profit organizations' financial models as donations, grants and sponsorships have been reduced.

Grant Recommendations

In the first round of grants for 2025, 72 grant applications were received and reviewed, requesting a total amount of \$364,625. Of those, 63 were repeat applicants for new or existing programs and operating grants, and nine were applications from first-time applicants. A list of grant applications with recommended allocations is included as Attachment 2. Of the 72 applications received in Round One, 61 are recommended to receive funding. The Committee's recommendation is to allocate \$181,500.

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

Table 1 – Applications Recommended for Funding

A Loving Spoonful Meals Society - Operating	\$1,000
Athletics for Kids Financial Assistance (B.C.) Society - Program - Sport4Life Grants	\$3,000
Backpack Buddies (Community First Foundation Operating as Backpack Buddies) - Operating	\$1,000
Backpack Buddies (Community First Foundation Operating as Backpack Buddies) - Program - Backpack Buddies	\$4,500
BC Pets & Friends - Operating	\$3,000
Better Environmentally Sound Transportation - Program- Eco-Voyage	\$1,000
Big Sisters of BC Lower Mainland - Operating	\$1,500
Big Sisters of BC Lower Mainland - Program - Big Sisters Mentoring	\$1,500
Big Sisters of BC Lower Mainland - Program - Study Buddy Mentoring	\$1,500
Canadian Mental Health Assn. - North and West Vancouver Branch - Program - Counselling Services	\$9,000
Carson Graham Secondary School - Program - Community Dinners and Conversation Classes	\$4,000
Crisis Intervention & Suicide Prevention Centre of BC - Operating	\$5,000
Family Services of the North Shore - Program - Baby Basics and Breastfeeding	\$10,000
FENS2LIFE Association - Operating	\$1,000
Food Link Society (formerly Immigrant Link Centre Society)- Operating	\$9,000
Foundations for Social Change – Program – The New Leaf Expansion Project	\$8,500

Greater Vancouver Youth Unlimited North Shore - Program - Mobile Youth Drop-In	\$8,000
Greater Vancouver Law Students' Legal Advice Society – Program – Law Students' Legal Advice Program	\$2,000
Highlands United Church - Program - Saturday Lunch Program	\$4,500
Hollyburn Community Services Society - Operating	\$1,000
Hollyburn Community Services Society - Program - Feeding Vulnerable Seniors	\$2,000
Hollyburn Community Services Society - Program - Supporting Seniors to Remain Housed Program	\$2,500
Hollyburn Community Services Society - Program - Victims Services Justice Dog Program	\$2,000
Intellectual Disabilities Society North & West Vancouver (formerly North Shore ConneXions Society) - Operating	\$3,000
Iranian Music Society of BC (IMSBC) - Program - Performing Music in North Vancouver Public Library	\$1,000
KidSport North Shore - Program - KidSport North Shore Grants	\$5,000
Lionsview Seniors' Planning Society - Operating	\$2,500
Lionsview Seniors' Planning Society - Program - Services to Seniors Coalition	\$425
Lionsview Seniors' Planning Society - Program - City of North Vancouver Seniors Action Table	\$625
Liver Canada, BC Region (formerly Canadian Liver Foundation, BC/Yukon Region) - Program - 2025 LIVERight Forum	\$500
Living Systems: Family Systems Counselling, Education, Training & Research Society - Program - Parenting & Marriage Counselling	\$3,000
Lookout Housing and Health Society - Operating	\$5,000
Lumara Grief & Bereavement Care Society (formerly Camp Kerry Society) - Program - Family Grief and Bereavement Care	\$2,500
NS Fruit Tree Project Society - Operating	\$500
North Shore Disability Resource Centre (NSDRC) - Program - Information & Advocacy	\$3,500
North Shore Keep Well Society - Operating	\$2,000
North Shore Multicultural Society (dba Impact North Shore) - Operating	\$3,000
North Shore Multicultural Society (dba Impact North Shore) - Program - Anti-Racism Programming	\$1,000
North Shore Multicultural Society (dba Impact North Shore) - Program - Community Bridging	\$4,000
North Shore Polish Association Belweder - Operating	\$1,500
North Shore Safety Council - Operating	\$3,000
North Shore Stroke Recovery Centre - Operating	\$5,000

North Shore Table Tennis Society - Program - Youth Table Tennis	\$1,500
North Shore Table Tennis Society - Program - Table Tennis for Brain Health	\$1,500
North Shore Table Tennis Society - Program - Happy Hands Adopted Table Tennis	\$1,500
North Shore Women's Centre Society - Program – 'Flip The Script with Enhanced Assess, Acknowledge, Act (EAAA)'-Sexual Violence Prevention in High Schools	\$2,500
North Shore Women's Centre Society - Program - NS Violence Against Women in Relationships (VAWIR) Coordinating Committee	\$4,000
North Shore Women's Centre Society - Program - Separation Support Group Program	\$3,000
North Vancouver Community Arts Council -Program - Equity, Inclusion and Access Project	\$1,000
Orchid Club for Taiwanese Woman in the North Shore - Program - Sing-Along Where We Belong	\$600
Parkgate Community Services Society - Program- "Good Grief" Youth Bereavement Peer Support	\$2,000
Quest Outreach Society - Operating	\$2,500
Quest Outreach Society - Program - Food Recovery & Redistribution	\$5,000
Special Olympics British Columbia Society - North Shore - Operating	\$2,500
Special Olympics British Columbia Society- North Shore - Program - SOBC North Shore Sports	\$2,500
Spinal Cord Injury BC - Program - Peer Support	\$2,500
St. Andrew's United Church - Program - St. Andrew's Community Lunch	\$5,500
United Girls of the World - Program - Empowerment Camp	\$2,000
Vancouver Adaptive Snow Sports (VASS) - Operating	\$3,000
Vancouver Adaptive Snow Sports (VASS) - Program - Adaptive Learn to Ski	\$1,500
Variety - The Children's Charity of B.C - Program - Private Assessments for Low-Income North Vancouver	\$3,000
Total	\$181,150

Eleven applications are recommended to not receive funding (Table 2). The committee decided not to recommend funding to these applications for the following reasons:

- For organizations that submitted multiple applications, SPAC may not be recommending that all applications be funded.
- Some organizations / programs were proposing to serve a lower amount of City residents than others, or the outcomes are not as clear and certain.
- Some applications did not have a strong social planning focus.
- Some applicants' proposed programs would not be meeting a need that was deemed to be as critical as other applications to supporting core needs of City residents.

Table 2 – Applications Recommended to Not Receive Funding

BC International Seniors' Society - Operating
BC International Seniors' Society - Program - Senior Peer Support Program
Iranian Laughter Club – Operating
Iranian Laughter Club - Program - Train The Trainer
Iranian Laughter Club - Program - Laughter for Kids
Iranian Laughter Club - Program - Laughter for Seniors
Iranian Laughter Club - Program - Laughter Awareness Support Group
North Shore Polish Association Belweder - Program - Canadian Polish Active Club - Seniors Club for People 55+
Iranian Music Society of BC (IMSBC) - Operating
Orchid Club for Taiwanese Woman in the North Shore - Program - Azalea Viewing Tour Mother's Gathering
Orchid Club for Taiwanese Woman in the North Shore - Program - Mid-Autumn Festival Workshop and Tea Party

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

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

Community Supporting Community:

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

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

The Community Grants program supports Council's Strategic Plan priority to be "A City for People that is welcoming, inclusive, safe, accessible, and supports the health and wellbeing of all". All community grant applications are also reviewed relative to the goals and objectives of the City's Community Wellbeing Strategy and the Community Grant Guidelines (Attachment 1).

The Community Grants are included in the scope of the Supportive Funding Review Project, as per the Community Wellbeing Strategy's direction (tactic 6.12). This project aims to provide an overall supportive funding framework for the City that is aligned with City priorities and desired outcomes, flexible to changing needs, transparent and simplified processes and administration, reporting, and efficient use of City resources. The project has been delayed as resources have been allocated to responding to Provincial legislation, but it will be brought to Council in the coming months for an update and direction.

RESPECTFULLY SUBMITTED:

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

Heather Evans
Community Planner



CITY OF NORTH VANCOUVER COMMUNITY GRANTS APPLICATION GUIDELINES

Submission Deadlines: Round 1 – February 28, Round 2 – September 30

PLEASE NOTE: These guidelines are for the City of North Vancouver.

The District of West Vancouver's separate Community Grants Program can be found at:

<https://westvancouver.ca/be-involved/grants-awards/community-grants>.

The District of North Vancouver's separate Community Grants Program can be found at:

<https://www.dnv.org/programs-and-services/municipal-community-grants>

Guidelines

Using these Guidelines

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

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

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City of North Vancouver Community Grants - Overview

Purpose of the City of North Vancouver Community Grants

City of North Vancouver Community Grants are intended to support not-for-profit organizations serving City residents. The City provides these grants in order to:

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

Who Can Apply?

Eligible Organizations

The organization applying for a grant must be:

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

Eligible Expenses

- a) Special projects and events: e.g. hosting a workshop or producing resource material.
- b) Operating costs: e.g. ongoing operating costs such as rent, utilities, fixed costs.
- c) Project or program to serve a particular group. A program typically has distinct resources committed to the operation of that specific program such as staff costs and other expenses related to that program.
- d) Capital costs: e.g. the purchase of office equipment.

Program Grants: Applying for More than One

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

Funding Characteristics of the City of North Vancouver's Community Grants

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

Funding Limits

The maximum total grant amount available per year from the City of North Vancouver is \$15,000.

Funding Term

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

Funding Cycles

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

Notification of Application Decisions

Allocations by municipal Council are typically made in June/July (Round One grants) and November/December (Round Two grants). Organizations are notified by letter.

Disbursement of Funds

Cheques are typically issued by the City's Finance department in June or July (Round One grants) and in November/December (Round Two grants).

Acknowledgement of City of North Vancouver Community Grants

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

Applying for the City of North Vancouver's Community Grants

This form is for the City of North Vancouver's Community Grants only.

Please note: Each municipality on the North Shore receives, processes and allocates grants separately.

The District of West Vancouver's separate Community Grants Program can be found at: westvancouver.ca/be-involved/grants-awards/community-grants

The District of North Vancouver's separate Community Grants Program can be found at: dnv.org/programs-and-services/community-grants-and-awards

Application Submission

Application Deadlines

The deadline for Round One Community Grants applications is 5:00 p.m. February 28 of each year, or, where February 28 lands on a weekend (or it is a leap year), the last Friday of February.

The City of North Vancouver has a Round Two intake of applications with a deadline of September 30. **PLEASE NOTE:** If your organization applied for a grant in the first round of the year, you may apply to the second round but for a **different** program only.

Submitting Forms

Choose one of two options:

- Email (submit one digital copy by email): communitygrants@cnv.org

or

- Mail or Drop off (submit two copies):

Planning and Development Department
Attention: Heather Evans
City of North Vancouver
141 West 14th Street
North Vancouver, V7M 1H9

Evaluation Criteria

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

- a) Evidence of need for the service or project.
- b) Number of City of North Vancouver residents served.
- c) Quality of management (established track record, proposal well thought out and clear, etc.).
- d) Evidence of clear goals and expected outcomes.
- e) Uniqueness of service (does not duplicate but may complement an existing service).
- f) Number of local volunteers.
- g) Evidence of financial need for a City of North Vancouver Community Grant.
- h) Amount of funding requested from each municipality is proportional to the number of residents served.
- i) Inclusion and access. Breaking down the layered and intersecting physical, social, and perceived barriers that can deter people from accessing services and programs. These include varying mobility, cognitive, and accessibility needs, sense of safety, attitudes and discrimination, how welcoming and inclusive programs feel, cost considerations, wayfinding and communication needs and other obstacles.
- j) Indicated involvement from other community partners whether financial or in kind.

Further, the City's goals and objectives will also be considered while reviewing grant applications. For more information: <https://www.cnv.org/Community-Environment/Social-Planning/Community-Wellbeing>

Filling in the Application Forms - Overview

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

Acceptable Applications

Applications will only be accepted if they are:

- Completed **in full** including all attachments listed on the City of North Vancouver Community Grant Application Checklist.
- Completed **legibly**
- Submitted **on time**

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

Three Application Forms

There are three application forms to be used as follows:

- Organization Summary Form: to be filled out by *all* applicants;
- Operating Grant Application Form: for organizations applying for financial assistance for ongoing operating costs such as rent, utilities, fixed costs;

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

Quality of Information

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

Maximum Words for Answer

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

Filling in the Organization Summary Form

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

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

Section: Accessibility

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

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

- a) People with disabilities
 - Is your building wheelchair accessible?
 - Are you on a bus route?
 - Are there designated parking spots for persons with disabilities adjacent to the building in which your programs/services take place?
 - How do you market/communicate your programs/services to people with disabilities?
- b) Culturally diverse communities: (maximum 50 words)
 - Do you list languages other than English that are spoken by your staff/volunteers?
 - Are your program/service materials available in languages other than English? Which languages?
 - Are your website and/or social media in languages other than English? Which languages?
 - How do you market/communicate your programs/services to speakers of languages other than English?
- c) People of various social and economic backgrounds: (maximum 50 words)
 - Which organizations have you approached that serve this demographic in order to promote your programs/services?
 - How do you market/communicate your programs/services to people of various social and economic backgrounds?

Section: Trends

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

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

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

This question asks organizations to identify and share these trends.

Section: Sustainability

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

The City places strong value on environmental sustainability. Explain how the organization shares this value. Please be sure to provide examples.

Filling in the Operating Grant Application Form

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

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

Section: Operating Budget

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

Question: In-kind Sources

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

Filling in the Program Grant Application Form

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

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

Section: Program Proposal

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

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

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

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

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

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

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

Section: Program Budget

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

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

Question: In-kind Sources

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

Final Steps to Completing the Application Package

The Checklist

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

Attachments

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

All applications will be required to include:

- Organization Summary Application Form

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

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

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

Frequently Asked Questions

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

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

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

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

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

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

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

4. Can we rely on the City's community grant funding as the sole source of funding?

Community grant funding is considered one source of funding. Organizations should not prepare and submit budgets where this request is the only source of revenue.

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

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

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

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

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

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

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

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

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

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

The actual numbers are required. For further information or assistance, please contact City staff.

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

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

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

You could split the full amount you require and ask for a portion from each municipality that is commensurate with the residents served in each municipality.

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

Operating costs are your ongoing costs such as rent, utilities, fixed costs. If you are unsure, please contact City staff to discuss.

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

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

Updated: August 2024

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
REPEAT APPLICATIONS			
Athletics for Kids Financial Assistance (B.C.) Society #360-145 Chadwick Court (NEW) North Vancouver, BC V7M 3K1 Maggie Larocque, Executive Director 604-221-7529 maggie@a4k.ca	\$4000	Program - Sport4Life Grants - Athletics4Kids (A4K) is a B.C.-based charity established in 2002, dedicated to removing financial barriers that prevent children from participating in amateur sports. By collaborating with community groups, family service organizations, and sports providers, A4K ensures that all children have the opportunity to play. The organization provides sports grants for children aged 5-18 across the province, covering over 55 different sports. Grants, issued directly to sports program providers, assist families with a net household income of \$45,000 or less, those receiving social assistance, or foster children. A4K provides up to \$450 per eligible athlete annually, covering up to 100% of registration fees.	\$3,000
Backpack Buddies (Community First Foundation Operating as Backpack Buddies) 170 Harbour Avenue North Vancouver, BC V7J 2E6 Joanne Griffiths, Co-Founder & Director of Strategic Partnership 604-910-4046 joanne@backpackbuddies.ca	\$2,500	Operating - Operating funding is needed to cover warehouse costs for program delivery in North Vancouver. The organization's head office and main warehouse are located in a large facility on Harbour Avenue. In the City of North Vancouver, the program is delivered in two schools and through North Shore Neighborhood House. An operating grant would help offset facility costs and support the organization's ongoing operations.	\$1,000
Backpack Buddies (Community First Foundation Operating as Backpack Buddies) 170 Harbour Avenue North Vancouver, BC V7J 2E6 Joanne Griffiths, Co-Founder & Director of Strategic Partnership 604-910-4046 joanne@backpackbuddies.ca	\$6,000	Program - Backpack Buddies - Backpack Buddies ensures that vulnerable children in B.C. have access to food over the weekend when school meal programs are unavailable. Addressing the "weekend hunger gap," the program provides backpacks filled with enough meals and snacks every Friday to last until Monday. The organization prioritizes nutrition by including fresh produce, milk, and healthy snacks. These backpacks are made possible through community support, including students, volunteers, and corporate groups who fundraise, purchase food, and pack meals. Currently, Backpack Buddies serves 6,000 children in 73 B.C. communities each week, delivering essential food directly to those in need.	\$4,500
BC International Seniors' Society 3135 - 6900 Graybar Road Richmond, BC V6W 0A5 Zahra Rabii, President 778-893-9585 info@bcintss.ca	\$8,000	Operating - This fund will be used for renting a space for one year, ensuring a dedicated venue for our programs. It is essential for providing an stable and welcoming place for our seniors. Additionally it will fund classes such as yoga, music, dance and English, which will contribute to their physical and mental wellness, social inclusion, and life long learning for our seniors. It will also provide a safe and consistance place for our volunteers in order to perform better.	\$0
BC International Seniors' Society 3135 - 6900 Graybar Road Richmond, BC V6W 0A5 Zahra Rabii, President 778-893-9585 info@bcintss.ca	\$7,000	Program - Senior Peer Support - The Senior Peer Support program provides empathetic listening and support to help seniors stay engaged, connected, and healthy. Experienced senior counselors will be hired to train volunteers who will offer emotional support, guidance, information, outreach, goal-setting assistance, and exploration of possibilities. The program primarily serves Farsi-speaking seniors with limited English proficiency, ensuring they have access to support services that may not be available to them in English.	\$0
BC Pets & Friends PO Box 38639 North Vancouver, BC V7M 3N1 Rhonda Dyce, Vice President 604-250-2696 rhonda@petsandfriends.org	\$7,500	Operating: Operating funds will support operational costs including salaries, insurance, volunteer recruitment and training costs, and other general operating expenses. BCPF is operated by a volunteer board of directors, and three paid part-time employees, including a new Executive Director, Volunteer Coordinator and Events Coordinator. The staff is responsible for volunteer recruitment, pet screenings, orientation, administration and on-boarding. They also coordinate activities with our partner facilities, organizations and communities where we operate. BCPF have requested increased funding in 2025 to support the addition of new pet therapy teams and partners in the City of North Vancouver to expand our reach to more residents in the community.	\$3,000
Better Environmentally Sound Transportation PO Box 312 Main Street Vancouver, BC V6A 2T2 Pablo Zacarias, Executive Director 778-924-9113 pablo.zacarias@best.bc.ca	\$15,000	Program- Eco-Voyage - Eco-Voyage is a program designed to connect equity-seeking groups with the knowledge and skills needed to access sustainable transportation. It offers interactive workshops covering walking, cycling, micro-mobility, public transit, and shared mobility services. These workshops provide best practices, etiquette, safety, and accessibility tips to reduce barriers faced by groups such as newcomers and youth. By improving access to multimodal transportation, the program helps participants engage in their communities while promoting sustainable habits that benefit their health, finances, and the environment. Following a pilot year in Vancouver, workshops are available in Farsi, Spanish, and simple English to reach diverse communities, including those in the City of North Vancouver.	\$1,000

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Big Sisters of BC Lower Mainland #200 - 1158 Joyce Street Vancouver, BC V5R 4H1 Cindy Morrison, Giving Manager 604-873-4525 x 114 cmorrison@bigsisters.bc.ca	\$1,500	Operating - The funding request aims to support operating costs for mentoring programs in the City of North Vancouver. Expenses include occupancy costs, such as taxes, maintenance, strata fees, and utilities for the Vancouver office, as well as office administrative costs, including membership expenses for affiliation with Big Brothers Big Sisters of Canada.	\$1,500
Big Sisters of BC Lower Mainland #200 - 1158 Joyce Street Vancouver, BC V5R 4H1 Cindy Morrison, Giving Manager 604-873-4525 x 114 cmorrison@bigsisters.bc.ca	\$1,500	Program - Big Sisters Mentoring - The Big Sisters Mentoring Program connects girls, non-binary, transgender, and gender-diverse youth (ages 7-17) with caring adult mentors in one-on-one relationships. These mentors provide support, guidance, and positive role models to help youth navigate life's challenges. Matches meet for 2-4 hours each week for at least one year, engaging in activities such as crafting, attending events, or simply talking. Each relationship is unique but focuses on providing the support needed for personal growth. Key benefits of the program include increased self-confidence, leadership development, healthier relationships with peers and family, and improved school engagement. Mentors help youth have fun while realizing their full potential.	\$1,500
Big Sisters of BC Lower Mainland #200 - 1158 Joyce Street Vancouver, BC V5R 4H1 Cindy Morrison, Giving Manager 604-873-4525 x 114 cmorrison@bigsisters.bc.ca	\$1,500	Program - Study Buddy Mentoring - The Study Buddy Mentoring Program connects self-identifying girls, non-binary, transgender, and gender-diverse youth (ages 7-17) with caring adult mentors who serve as positive academic role models. Through one-on-one support, mentors help improve academic performance, set educational goals, and build self-confidence. Mentors and youth meet for one hour each week at a mutually convenient location, such as a library, for a minimum of six months. Sessions focus on academic support, goal setting, and encouraging school engagement. Matches continue year-round, fostering long-term connections. Key benefits of the program include access to academic role models, improved performance, increased school attendance, reduced disruptive behavior, and enhanced self-confidence.	\$1,500
Canadian Mental Health Assn. - North and West Vancouver Branch 312-2030 Marine Drive North Vancouver, BC V7P 1V7 Sam Wilson, Revenue Development Manager 613-407-8860 sam.wilson@cmhanorthshore.ca	\$15,000	Program- Counselling Services - The Counselling Services Program provides vital mental health support, helping individuals navigate challenges, enhance well-being, and improve their quality of life. With a focus on accessibility, equity, and specialized care, it plays a key role in the region's social services network. Counselling is provided by 13 Registered Clinical Counsellors (RCCs) and Student Interns, addressing a critical service gap by focusing on individual adult counselling while complementing youth and family services offered by other organizations. The program offers in-person, virtual, walking, and phone counselling sessions, delivering 1,319 sessions over the past year in English, French, and Farsi. It is also expanding to include trauma counselling using the EMDR model, an effective approach for treating PTSD, depression, and trauma-related issues.	\$9,000
Carson Graham Secondary School 2145 Jones Avenue North Vancouver, BC V7M 2W7 Rob Olson, Teacher 604-903-3555 rolson@sd44.ca	\$4,000	Program - Community Dinners and Conversation Classes - The Community Dinners and Conversation Classes Program is a student leadership initiative unique to the North Shore and the province. Meeting weekly, students plan and organize monthly community dinners for individuals in need while also running conversation classes for new Canadians. The program, which has been operating for 10 years, provides leadership education and various leadership activities. It offers students hands-on experience while fostering a sense of community service and giving back to those in need.	\$4,000
Crisis Intervention & Suicide Prevention Centre of BC 763 East Broadway Vancouver, BC V5T 1X8 Lorelynn Hart, Grant & Special Projects Coordinator 604-872-3311 grants@crisiscentre.bc.ca	\$15,000	Operating - Over the past four years, the organization has transformed the crisis line sector, increasing the response rate for suicide and crisis calls from 43% to 77% through collaboration with the Provincial Health Services Authority. Operational funding is essential to achieving a 100% call answer rate and supporting inter-agency work with E-Comm 9-1-1 and BC Ambulance to transfer mental health and crisis calls directly to crisis lines. This initiative significantly reduces municipal costs related to police intervention, with 99% of calls diverted to non-police and non-hospital crisis resolution.	\$5,000

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COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Family Services of the North Shore Suite 203 - 1111 Lonsdale Avenue North Vancouver, BC V7M 2H4 Julia Staub-French, Executive Director 604-988-5281 jsfrench@familyservices.bc.ca	\$12,000	Program - Baby Basics and Breastfeeding - The Baby Basics and Breastfeeding Drop-In program provides free, specialized support for parents with infants from birth to 12 months. Held weekly at the CNV Central Library, the program offers guidance on parenting challenges, including safe sleep, breastfeeding, feeding transitions, teething, relationship dynamics, sibling adjustment, and mental health. Led by a certified birth doula and experienced family resource staff, the program provides hands-on support, facilitated discussions, and resources to foster community belonging and reduce isolation, benefiting all parents, especially those at risk of postpartum depression and anxiety.	\$10,000
Food Link Society (formerly Immigrant Link Centre Society) #107 - 17 Fawcett Road Coquitlam, BC V4K 6V2 Igor Bjelac, Director 604-724-7028 igorbjelac@yahoo.com	\$15,000	Operating - Operating funding is crucial for Foodlink to continue its mission of environmental preservation and food redistribution. By rescuing surplus food from grocery stores and warehouses, the program prevents waste from reaching landfills, reducing methane emissions and supporting a carbon-neutral solution. Donated food, including fresh produce, meats, dairy, and bakery items, is sorted and delivered daily by volunteers to low-income families based on their needs. A \$15,000 funding request will partially cover a driver's salary and gas expenses for the North Vancouver "From Pollution to Solution" program, ensuring the continuation of food delivery and environmental impact.	\$9,000
Foundations for Social Change Unit 290 - 1275 Venables Street Vancouver, BC V6A 2X6 Bridget Mailley, Partnership & Fundraising Manager 604-440-4423 Bridget@forsocialchange.org	\$15,000	Program - The New Leaf Expansion Project - The New Leaf Expansion Project (NLEP) is an evidence-based homelessness intervention that evaluates the impact of unconditional cash transfers and non-cash support. Participants experiencing homelessness receive a one-time payment of \$8,500, along with ID replacement, a cell phone with a data plan, financial coaching, and support from a community connector over 12 months. The program empowers individuals to address their immediate needs, increasing their chances of exiting homelessness and achieving stability. In partnership with UBC, NLEP assesses the outcomes of cash transfers, providing evidence for a trust-based approach. The program focuses on the "hidden homeless"—those whose primary cause of homelessness is unexpected life events and lack of income and support—offering dignity, agency, and hope.	\$8,500
Greater Vancouver Law Students' Legal Advice Society 129 - 1822 East Mall, UBC Vancouver, BC V6T 1Z1 Anders Mirabee, Executive Director 604-779-7733 execdirector@lslap.bc.ca	\$15,000	Program - Law Students' Legal Advice Program - The Law Students' Legal Advice Program (LSLAP) is a non-profit initiative run by law students at the University of British Columbia, providing free legal advice and representation to individuals who cannot afford legal services. Operating for nearly 50 years, LSLAP is the second-largest provider of free legal services in British Columbia and the largest private provider. The North Vancouver clinic, located at the North Shore Neighbourhood House, assists with employment matters, immigration issues, residential tenancies, small claims, wills and estates, summary criminal convictions, and other legal concerns.	\$2,000
Highlands United Church 3255 Edgemont Blvd North Vancouver, BC V7R 2P1 Melissa Wilkin, Administrator 604-980-6071 melissa.wilkin@highlandsunited.org	\$5,500	Program - HUC Saturday Lunch - The Saturday Lunch Program, established in February 2009, provides nutritious bagged lunches every Saturday year-round to individuals experiencing poverty or homelessness. Each week, over 100 meals are distributed from the North Shore Neighbourhood House by a team of 10 to 12 volunteers organized by Highlands United Church. In addition to preparing and distributing meals, volunteers engage in conversations, share community resources, and develop a deeper understanding of issues related to poverty, affordable housing, and food insecurity. The program also fosters community engagement, attracting newcomers to Canada who benefit from language-learning opportunities and youth who participate for both volunteer hours and meaningful involvement.	\$4,500
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Director of Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	\$3,000	Operating - Funding will be used to cover administrative and infrastructure costs that have increased, this will include insurance, software costs, rental costs.	\$1,000
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Director of Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	\$2,500	Program - Feeding Vulnerable Seniors - Last year, 322 vulnerable seniors were supported, with most facing food insecurity. This funding request aims to provide \$50 grocery store gift cards to seniors at significant risk of malnutrition. Staff will distribute the cards through a secure internal documentation and double-signature process, ensuring access to essential food resources.	\$2,000

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COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Director of Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	\$2,500	Program - Supporting Seniors to Remain Housed - The Supporting Seniors to Remain Housed program focuses on preventing housing loss by assisting individuals and families at risk of homelessness due to crises or transitions. This includes tenancy issues such as policy breaches, hoarding, property damage, or unpaid rent. Upon identifying these challenges—either through tenants or landlords—staff intervene to support both parties, finding mutually beneficial solutions to help tenants maintain their housing. The program also offers education on essential life skills, including budgeting, simple tax preparation, and end-of-life planning.	\$2,500
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Director of Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	\$2,000	Program - Victims Services Justice Dog - Hollyburn Specialized Victim Support provides services to victims of intimate partner violence, family violence, sexualized assault, and criminal harassment. The program assists individuals by offering personal safety guidance, support in navigating the criminal justice system, information on available victim resources, and court preparation and accompaniment. A key component of the program is Queenie, a service dog who helps reduce clients' anxiety, lower blood pressure, and create a calming presence. Queenie serves as an icebreaker for reluctant participants, normalizing traumatic situations and encouraging engagement. Her presence has significantly increased client participation and comfort in seeking support.	\$2,000
Intellectual Disabilities Society North & West Vancouver (Formerly NS ConneXions Society) 1070 Roosevelt Crescent North Vancouver, BC V7P 1M3 Christopher Hui, Program Manager 604-764-7366 chrish@idsbc.org	\$15,000	Operating - Operating funding is essential for the Intellectual Disabilities Society to sustain and enhance its programs and services. The funding will support program development, purchase necessary materials and equipment, and maintain facilities. It will also cover administrative expenses such as office supplies, technology, and outreach efforts. Additionally, the funding will strengthen advocacy initiatives, raise awareness, and ensure continued support for individuals with intellectual disabilities and their families. These resources are critical for advancing the organization's mission and maintaining its impact.	\$3,000
Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirchian, Founder 604-700-5960 iranianlaughterclub@gmail.com	\$1,000	Operating - Laughter Club seeks operating funding to support the hiring of one full-time and one part-time staff member, a key component of its 2024 strategic plan that was previously unfulfilled due to a lack of funds. Currently, the founder manages all operations and facilitates community sessions with the help of two volunteers. This funding will primarily cover payroll costs, as well as office expenses, shared office space rent, and program-specific costs, ensuring the organization's continued growth and sustainability.	\$0
Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirchian, Founder 604-700-5960 iranianlaughterclub@gmail.com	\$1,000	Program - Train The Trainer - This program is a structured program designed to educate new facilitators in laughter therapy techniques for public group sessions. The program consists of a two-day, six-hour in-person training followed by a six-month practicum. During the practicum, trainees must participate in at least five group sessions and are encouraged to volunteer for additional sessions. The program can be conducted online, in person, or in a blended format. New facilitators are evaluated by a certified professional, engage in self-assessment, and practice with groups to earn final certification from the International Association of Laughter Yoga.	\$0
Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirchian, Founder 604-700-5960 iranianlaughterclub@gmail.com	\$1,000	Program - Laughter for Kids - The Laughter for Kids program provides low-income families with vulnerable children techniques to manage daily stress. It offers an eight-week laughter yoga program for kids at low or no cost, with optional informational sessions for parents. The program can be implemented as a summer camp, after-school program, or part of a physical education curriculum to promote overall well-being. Sessions include group discussions on laughter, interactive play, laughter-based games, and the "Ha Ha" dance, fostering a supportive and joyful environment for children aged 6-11.	\$0
Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirchian, Founder 604-700-5960 iranianlaughterclub@gmail.com	\$1,000	Program - Laughter for Seniors - The Laughter for Seniors – Stand Strong program is a monthly initiative designed to support low-income, minority, and isolated seniors through Laughter Therapy. Each session includes ice-breaking activities, breathing exercises, laughter techniques such as the "Ha Ha" dance, and concludes with relaxation and light meditation. The program is offered in collaboration with the BC International Seniors Society and has consistently engaged 20-30 participants per session, including people of color, immigrants, refugees, and individuals with disabilities who may face disadvantages or discrimination.	\$0

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirschian, Founder 604-700-5960 iranianlaughterclub@gmail.com	\$1,000	Program - Laughter Awareness Support Group - The Laughter Awareness Support Group is a four-hour session designed to integrate adults, seniors, children (ages 6-11), and parents from diverse backgrounds. Led by a certified trainer, participants learn laughter techniques, explore their benefits, engage in practical exercises, and complete a survey to assess the impact. Each session offers a unique set of practices aimed at improving overall well-being. The program provides a safe, inclusive space for isolated individuals to connect, express themselves freely, and experience stress-relieving techniques without financial or other barriers.	\$0
KidSport North Shore 851 West Queens Road North Vancouver, BC V7N 4C2 Peter Elsaesser, Executive Administrator 604-719-5968 Kidsportnorthshore@sportbc.com	\$7,500	Program - KidSport North Shore Grants - KidSport North Shore (KSNS) provides financial assistance to help families overcome barriers to their children's participation in organized sports. Serving North Vancouver, West Vancouver, Bowen Island, and Lions Bay, KSNS ensures that children aged 5-18 can access sports opportunities regardless of financial constraints. Operated entirely by a volunteer board, the organization partners with families, communities, and sports organizations, relying on donations from foundations, corporations, individual donors, government, and fundraising efforts. With rising sports registration costs and increasing financial challenges for families, KSNS has expanded its support. In 2024, it provided financial assistance to 233 children, distributing over \$105,000 in grants—double the amount awarded in 2023, reflecting a broader trend across BC.	\$5,000
Lionsview Seniors' Planning Society 1733 Lions Gate Lane North Vancouver, BC V7P 0C7 Margaret Coates, Coordinator/Executive Director 604-988-7115, ex. 4001 lions_view@telus.net	\$2,850	Operating - The LSPS seeks funding to fulfill its mandate as a strong advocate for seniors and seniors' organizations while developing programs and services that address their key concerns. The organization relies on core funding, including support from the City of North Vancouver (CNV), to cover essential operational, administrative, and overhead expenses. These include staff wages, rent, utilities, supplies, insurance, website maintenance, and printing costs. Additionally, the funds help leverage and attract other funding sources, as many grants require matching contributions.	\$2,500
Lionsview Seniors' Planning Society 1733 Lions Gate Lane North Vancouver, BC V7P 0C7 Margaret Coates, Coordinator/Executive Director 604-988-7115, ex. 4001 lions_view@telus.net	\$425	Program - Services to Seniors Coalition - The Coalition provides a platform for representatives from North Shore seniors' service organizations to collaborate, network, and address key issues affecting seniors. Through information sharing and regular meetings, the Coalition responds to evolving community needs in areas such as housing, emergency preparedness, and transportation. Members identify gaps in services and develop action plans, securing funding and partnerships to support vulnerable seniors, including the frail elderly, those facing food insecurity, and multicultural communities. With 55 participants, the Coalition meets 9 to 12 times a year, featuring 18 presentations to educate and inform members, ultimately enhancing services for seniors across the North Shore.	\$425
Lionsview Seniors' Planning Society 1733 Lions Gate Lane North Vancouver, BC V7P 0C7 Margaret Coates, Coordinator/Executive Director 604-988-7115, ex. 4001 lions_view@telus.net	\$625	Program - City of North Vancouver Seniors Action Table - The City of North Vancouver Seniors Action Table (SAT) works to enhance the quality of life and well-being of seniors in North Vancouver. Comprising 12 members and supported by the North Vancouver City Library and Silver Harbour Seniors' Activity Centre, SAT meets monthly to address seniors' issues and promote age- and dementia-friendly communities. Collaborating with residents, municipalities, organizations, and businesses, SAT raises awareness, advises city planners, and advocates for improvements in the built environment, transportation, disability access, walkability, and public spaces. SAT also participates in public consultations on housing, transit, emergency preparedness, and climate change impacts on seniors.	\$625
Liver Canada, BC Region (formerly Canadian Liver Foundation , BC/Yukon Region) 828 West 8th Ave., Suite 109 Vancouver, BC V5Z 1E2 Daniela Bordignon, Regional Development Officer 604-707-6434 dbordignon@liver.ca	\$1,000	Program - 2025 LIVERight Forum- Liver Canada provides liver health education to patients, caregivers, the public, and healthcare providers through awareness campaigns, educational materials, and direct support. To enhance community engagement, the LIVERight Forum offers interactive liver health education led by medical experts. Misinformation about liver disease remains widespread, increasing the demand for accurate public education. The 2025 LIVERight Forum will take place on Saturday, September 6, from 1-5 PM at VGH Paetzold Auditorium as a free hybrid event with live streaming. The forum will feature expert presentations, a panel Q&A, patient stories, liver-healthy lifestyle demonstrations, and a mental health workshop to address health anxiety and promote well-being.	\$500

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Living Systems: Family Systems Counselling, Education, Training & Research Society 133-901 3rd Street West North Vancouver, BC V7P 3P9 Leila Howard, Business & Finance Director 778-232-0479 leila.howard@livingsystems.ca	\$5,000	Program - Parenting & Marriage Counselling - This program provides parents with skills and knowledge to improve their relationship with each other and with their children; primarily parents in this program have dependents with behaviour or mental health issues. Each parent gains insight into how they can change one's part in the family problem. A sliding scale is provided for household incomes under \$50,000.	\$3,000
Lookout Housing and Health Society 544 Columbia St New Westminster, BC V3L 1B1 Owen Hynes, Community Coordinator 604-982-9126, ex. 107 owen.hynes@lookoutsociety.ca	\$15,000	Operating - This Operating Grant Program supports mature, registered non-profit organizations that provide consistent, meaningful, and locally focused programming in the City of North Vancouver. The grant helps sustain organizations that demonstrate strong administrative practices, effective structures, and leadership in enhancing community life. Key goals include assisting vulnerable populations, fostering a safe and supportive community, promoting equity and inclusion, addressing the needs of disadvantaged or marginalized residents, supporting capacity building, and enhancing overall community well-being.	\$5,000
Lumara Grief & Bereavement Care Society (formerly Camp Kerry Society) 322 - 198 Island Hwy, East, PO Box 809 Parksville, BC V9P 2G8 Heather Mohan, Executive Director 604-808-1199 heather@lumarsociety.org	\$2,500	Program - Family Grief and Bereavement Care - Lumara's Family Grief & Bereavement Care program provides grief support for children, youth, and families coping with the loss of a loved one due to illness, suicide, medically assisted death, overdose, accident, homicide, or other causes. Serving North Vancouver, the program brings together a compassionate team of facilitators, professional counselors, Indigenous Elders, and trained peer mentors in retreat and group settings. Its flagship initiative, Camp Kerry, is an internationally recognized bereavement retreat. Using expressive arts therapies, counseling, mindfulness, Indigenous healing, and adventure-based therapies, the program helps families navigate grief, transforming loss and hopelessness into love, meaning, and hope.	\$2,500
NS Fruit Tree Project Society 3770 Hillcrest Ave North Vancouver, BC V7R 4B6 Tom Walker, President 604-218-3697 walkert@shaw.ca	\$500	Operating - The organization's renewal plan includes updating and distributing promotional materials and maintaining its website. Annual operational costs include vehicle and liability insurance, as well as BC Societies reporting requirements.	\$500
North Shore Disability Resource Centre 3158 Mountain Highway North Vancouver, BC V7K 2H5 Teri Taylor, Manager of Communication & Community partnership 604-985-5371 / 604-788-4645 t.taylor@nsdrc.org	\$3,500	Program - Information & Advocacy - The North Shore Disability Resource Centre (NSDRC) Information & Advocacy Program supports individuals with disabilities of all ages, backgrounds, and socio-economic statuses on the North Shore. The program assists with self-advocacy and applications for provincial and federal disability benefits and services. Resource Assistants provide information and referrals to individuals, families, and community professionals. As the only program on the North Shore offering reconsideration services for denied Persons with Disability and Canada Pension Plan Disability benefits, it plays a vital role in ensuring accessibility, employment, recreation, and social inclusion. The program is managed by a part-time manager and two Resource Assistants.	\$3,500
North Shore Keep Well Society 1733 Lions Gate Lane North Vancouver, BC V7P 0C7 Adele Wilson, Manager of Operations 604-764-2275 adelekeepwell@gmail.com	\$4,000	Operating - Funding is needed to sustain the core seniors' health and fitness program. The requested funds will support part-time administrative staff responsible for coordinating instructors, communicating with participants, and acting as a liaison between staff, volunteers, and the board. Additionally, funding will cover a portion of contract fitness instructor costs. The budget includes \$1,500 for administrative staff and \$2,500 for contract instructors.	\$2,000
North Shore Multicultural Society (dba Impact North Shore) 207 - 123 East 15th Street North Vancouver, BC V7L 2P7 Wendy McCulloch, Executive Director 604-988-2931 wendyM@ImpactNorthShore.ca	\$10,000	Operating - Impact North Shore relies on municipal grants to cover essential organizational expenses not funded by other program sources. This funding is crucial for hiring and retaining staff responsible for community planning and coordination, ensuring organizational stability and sustainability. With increasing vulnerabilities among immigrants, including Iranians and Ukrainians seeking safety in Canada, the organization must enhance operational efficiencies and continue its holistic approach to immigrant integration.	\$3,000

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North Shore Multicultural Society (dba Impact North Shore) 207 - 123 East 15th Street North Vancouver, BC V7L 2P7 Wendy McCulloch, Executive Director 604-988-2931 wendyM@ImpactNorthShore.ca	\$1,000	Program - Anti-Racism Programming - Racism continues to impact racialized individuals and immigrants on the North Shore, as highlighted by newcomer and community surveys. To address this, a collective impact approach is needed, combining principles, best practices, and strategic actions to advance racial equity. Active engagement with community groups is essential to fostering a shared vision, strengthening collaboration, and eliminating racism at its root. There is a strong demand for these initiatives, and sustaining momentum is crucial for long-term change. Impact North Shore seeks funding to continue its anti-racism programming, expanding community engagement and collaboration efforts.	\$1,000
North Shore Multicultural Society (dba Impact North Shore) 207 - 123 East 15th Street North Vancouver, BC V7L 2P7 Wendy McCulloch, Executive Director 604-988-2931 wendyM@ImpactNorthShore.ca	\$4,000	Program - Community Bridging - Impact North Shore seeks funding to further develop its Community Bridging Program and sustain its achievements. Ongoing global crises, local challenges such as precarious housing and poverty, and shifting immigration policies contribute to isolation and barriers to belonging for immigrants. This program helps immigrants build or restore essential connections and support networks, promoting their health, safety, and inclusion. By providing safe, inclusive, and accessible initiatives, the program strengthens immigrants' skills, confidence, and social networks, encouraging active community participation, including volunteering.	\$4,000
North Shore Polish Association Belweder 5484 Keith Road West Vancouver, BC V7W 3C9 Urszula Sulinska, President 604-786-1709 belweder.org@hotmail.com	\$3,000	Operating - The requested funding will support a variety of cultural events and initiatives in 2025, including the Polish Festival Vancouver (11th edition at Shipbuilders Square), a Concert Series promoting local talent, and an Art Exhibition during Polish Heritage Month in September. Additional activities include participation in the West Vancouver Community Cultural Fest, monthly Senior Club meetings, the Poland the Series lecture and film screenings, a MONOVA Museum project highlighting Polish contributions to BC's North Shore heritage, and a Young Talent Contest.	\$1,500
North Shore Polish Association Belweder 5484 Keith Road West Vancouver, BC V7W 3C9 Urszula Sulinska, President 604-786-1709 belweder.org@hotmail.com	\$3,000	Program - Canadian Polish Active Club - Seniors Club for People 55+ - The Canadian Polish Active Club is a community initiative that provides social, educational, and recreational opportunities for seniors in the Vancouver metro area, with a focus on the North Shore. The club fosters friendship and cultural exchange through twice-monthly meetings at Mollie Nye House in North Vancouver. Activities include chair yoga for flexibility and balance, financial presentations on retirement planning, festive crafting events, and cultural celebrations such as Easter egg painting and Fat Thursday. Additionally, the club hosts social gatherings and special performances, including classical guitar concerts and other cultural events.	\$0
North Shore Safety Council 3770 Hillcrest Avenue North Vancouver, BC V7R 4B6 Tom Walker, President 604-218-3697 walkert@shaw.ca	\$3,000	Operating - Funding from the City of North Vancouver is necessary to maintain communications with members, agencies, and municipal departments, as well as to plan and implement programs in schools and the community.	\$3,000
North Shore Stroke Recovery Centre 225 East 2nd Street North Vancouver, BC V7L 1C4 Alex Beyer, Centre Operations Manager 778-340-5803 alex@nssrc.org	\$6,000	Operating - The North Shore Stroke Recovery Centre (NSSRC) aims to reduce the life-changing effects of strokes by helping members regain confidence and independence. Operating funding is essential to sustain core programs and services, retain experienced professionals, and maintain safe and supportive facilities through rental support.	\$5,000
North Shore Table Tennis Society 1555 Forbes Avenue North Vancouver, BC V7M 2Y4 Mike Dumler, Chair 604-340-6774 info@nsttc.ca	\$4,200	Program - Youth Table Tennis Program - The Youth Table Tennis Program promotes physical and mental well-being by enhancing motor skills, coordination, reflexes, and social behavior. It provides an engaging and inclusive environment where young players develop communication skills, build friendships, and stay active. In an era dominated by technology, this program encourages youth to reduce screen time, participate in sports, and maintain a healthy lifestyle. The goal is to keep youth engaged, active, and socially connected while fostering discipline and skill development.	\$1,500
North Shore Table Tennis Society 1555 Forbes Avenue North Vancouver, BC V7M 2Y4 Mike Dumler, Chair 604-340-6774 info@nsttc.ca	\$5,875	Program - Table Tennis for Brain Health - This program supports individuals with brain and neurological disorders by providing a friendly and engaging environment that fosters social connections, physical activity, and mental well-being. Participants develop routine, build healthy habits, and experience improved cognitive function through table tennis. The sport enhances focus, coordination, and brain activity, helping individuals regain lost functions. The program raises awareness of table tennis as a tool for improving both physical and mental health, with participants reporting positive changes over time.	\$1,500

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
North Shore Table Tennis Society 1555 Forbes Avenue North Vancouver, BC V7M 2Y4 Mike Dumler, Chair 604-340-6774 info@nsttc.ca	\$3,500	Program - Happy Hands Adopted Table Tennis -This table tennis program provides training, mentorship, and guidance to support children and youth, particularly those with neurodiverse conditions such as ADHD, ADD, and autism. As an Olympic sport and a low-impact activity, table tennis enhances physical and cognitive development while being accessible to all ages and abilities. The program fosters confidence, inclusion, and well-being in a safe and supportive environment. It also offers sensory benefits, pain relief for children with disabilities, and promotes overall health by encouraging active participation in sports.	\$1,500
North Shore Women's Centre Society 131 East 2nd Street North Vancouver, BC V7L 1C2 Michelle Dodds, Executive Director 604-984-6009 michelleg@northshorewomen.ca	\$3,500	Program - Flip The Script with EAAA - Sexual Violence Prevention in High Schools - Flip The Script with EAAA is an evidence-based curriculum developed by the SARE Centre at the University of Windsor, designed to reduce sexual assault experiences by over 50% within two years of program completion. With 30% of women aged 15+ experiencing sexual assault and high-school-aged girls being particularly at risk, this program focuses on dismantling rape myths, addressing coercion and acquaintance rape, and empowering young women to assess and respond to risk. Given that 12% of North Shore youth have disclosed sexual abuse, the program has been actively implemented in local high schools to enhance safety and awareness.	\$2,500
North Shore Women's Centre Society 131 East 2nd Street North Vancouver, BC V7L 1C2 Michelle Dodds, Executive Director 604-984-6009 michelleg@northshorewomen.ca	\$5,000	Program - North Shore Violence Against Woman in Relationships Coordinating Committee (NS VAWIR) - The North Shore Violence Against Women in Relationships (VAWIR) Committee is a cross-sectoral network of agencies working to create an integrated and effective response to ending violence against women in the community. In 2024, the committee included over 30 representatives from 20 agencies and was hosted and administered by the North Shore Women's Centre. The committee focuses on three key areas: Service Delivery, by identifying and addressing service gaps and safety needs; Education, through capacity building, training, networking, and public awareness initiatives; and Systemic Response, by addressing the systemic nature of violence through policy, legislation, and collaboration with other response networks.	\$4,000
North Shore Women's Centre Society 131 East 2nd Street North Vancouver, BC V7L 1C2 Michelle Dodds, Executive Director 604-984-6009 michelleg@northshorewomen.ca	\$3,000	Program - Separation Support Group - The Separation Support Group helps women build resilience, skills, and connections while navigating the financial, legal, practical, and emotional challenges of ending a relationship. Many women face overwhelming barriers, including parenting concerns and fear, which can deter them from leaving violent relationships. This program provides a supportive space for community-building and practical learning through four free sessions per year: one tripartite separation workshop featuring a financial advisor, family lawyer, and clinical counselor, and three 10-week facilitated support groups offering in-depth assistance. The program reduces isolation, provides support, and empowers women with the knowledge and resources needed to navigate separation effectively.	\$3,000
Parkgate Community Services Society 3625 Banff Court North Vancouver, BC V7H 2Z8 Ellen Clague, Executive Director 604-983-6375 eclague@parkgatesociety.ca	\$2,000	Program - "Good Grief" Youth Bereavement Peer Support - This program aims to reduce stigma around death, dying, and grief among youth while fostering a peer support community. It will offer a series of peer support groups for youth aged 10-18, providing a safe space for open discussions on grief, mental health strategies, and associated stigmas. Led by trained bereavement facilitators, the sessions will include activities that encourage participants to share experiences and explore their natural capacity to heal. Each group will run for eight weeks, with a maximum of six participants per session. Funding is being sought to support two "Good Grief" groups, scheduled for October 7 – November 25, 2025, and January 20 – March 10, 2026.	\$2,000
Quest Outreach Society HO-2020 Dundas Street, Vancouver V5L 1J4 NV- 167 1ST Street East North Vancouver, BC V7L 1B2 Sarah Abbott, Grants Administrator 778-808-7512 grants@questoutreach.org	\$2,500	Operating - Quest has been impacted by the cost of living, with many expenses soaring such as utilities and gas for our fleet of trucks that collect and redistribute our donated surplus food. Funding from the City will be used toward rent for our North Vancouver Non-profit Grocery Market.	\$2,500

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Quest Outreach Society HO-2020 Dundas Street, Vancouver V5L 1J4 NV- 167 1ST Street East North Vancouver, BC V7L 1B2 Sarah Abbott, Grants Administrator 778-808-7512 grants@questoutreach.org	\$5,000	Program - Food Recovery & Redistribution - Quest operates a sustainable grocery model that supports individuals and families facing financial barriers while reducing methane and greenhouse gas emissions. Since 2016, Quest's Food Recovery & Redistribution Program has been active on the North Shore, collecting quality surplus food and redistributing it in a traditional grocery store environment. By bridging the gap between retail grocers and food banks, the program promotes dignity and inclusiveness. Quest was the first nonprofit organization in British Columbia to pioneer this unique food redistribution model.	\$5,000
Special Olympics British Columbia Society - North Shore 1379 Chuckart Place North Vancouver, BC V7J 1R8 Peter Noble, Grants Coordinator 778-229-5951 grants@sobcnorthshore.ca	\$2,500	Operating - The fund will support over 100 athletes in 28 sports programs across the North Shore and expand youth athlete enrollment (ages 2-21) in 2025. Addressing health issues caused by inactivity and social isolation, it will provide specialized programs (\$10,300) and recruit more athletes through community partnerships. Additionally, it will assist qualified athletes competing in the 2025 BC Provincial Games in Prince George, covering facility rentals, equipment, training, travel, accommodation, and fees, totaling \$10,000.	\$2,500
Special Olympics British Columbia Society - North Shore 1379 Chuckart Place North Vancouver, BC V7J 1R8 Peter Noble, Grants Coordinator 778-229-5951 grants@sobcnorthshore.ca	\$2,500	Program - SOBC North Shore Sports - Since 1984, SOBC - NS has provided individuals with intellectual disabilities the opportunity to enhance their lives through positive sports experiences. Beyond physical benefits, participation fosters goal-setting, a sense of belonging, relationship-building, and increased self-esteem. The Athlete Council empowers athletes to contribute ideas and guide the organization's growth, promoting leadership, communication, and teamwork. SOBC - NS offers year-round training and competition opportunities for all skill levels, from beginners to elite athletes. Many participants represent the North Shore at regional and national events, with some competing internationally for Canada.	\$2,500
Spinal Cord Injury BC 780 SW Marine Drive Vancouver, BC V6P 5Y7 Susie Jackson, Fund Development Officer 604-326-1223 sjackson@sci-bc.ca	\$2,500	Program - Peer Support - This program supports individuals with spinal cord injuries and their families by reducing social isolation, inactivity, and depression. It creates a safe and inclusive environment where participants can connect, share experiences, and engage in activities they may have thought impossible. Offerings include monthly "Bean There" support groups, seasonal community events, adaptive recreational sports like hand cycling, and virtual peer sessions. Additional activities include home fitness workouts, adapted boxing, book clubs, trivia nights, expert Q&A sessions, and discussions on living with a spinal cord injury. The program fosters confidence, social engagement, and increased participation in the community.	\$2,500
St. Andrew's United Church 1044 St. George's Avenue North Vancouver, BC V7L 3H6 Lizeth Ardila, Community Outreach Coordinator 604-985-0408 outreach@st-andrews-united.ca	\$5,500	Program - St. Andrew's Community Lunch - This outreach program addresses food insecurity and strengthens community connections through a weekly Community Lunch every Thursday. Guests receive a meal with coffee or tea and can take home donated baked goods. A special Christmas dinner serves 175-200 people with traditional holiday dishes. Due to growing attendance, two seatings have been introduced. The program, supported by staff and volunteers, fosters a welcoming environment that combats social isolation and builds meaningful relationships with regular attendees.	\$5,500
Vancouver Adaptive Snow Sports (VASS) 6400 Nancy Greene Way North Vancouver, BC V7R 4K9 James Peters, Executive Director 604-646-8277 giving@vass.ca	\$3,000	Operating - Because participant numbers continue to grow, VASS has hired an administrative assistant to support the work of its ED. Funding from the City will be used towards her wages.	\$3,000
Vancouver Adaptive Snow Sports (VASS) 6400 Nancy Greene Way North Vancouver, BC V7R 4K9 James Peters, Executive Director 604-646-8277 giving@vass.ca	\$1,500	Program - Adaptive Learn to Ski - VASS operates Canada's largest adaptive snowsport program and is the only provider of adaptive snow sport lessons in the Lower Mainland. The program ensures that individuals of all abilities can participate in skiing and snowboarding. Running from January to March, lessons are offered once a week for six weeks, with options including drop-in sessions, traditional student-instructor lessons, and a family learn-to-ski program that equips family members with adaptive techniques to ski together independently. Beyond skiing, the program enhances participants' physical, mental, and social well-being.	\$1,500

**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Variety - The Children's Charity of B.C. 4300 Still Creek Drive Burnaby, BC V5C 6C6 Tony Wang, Philanthropy Officer 604-268-3896 tony.wang@variety.bc.ca	\$6,000	Program - Private Assessments for Low-Income North Vancouver - Variety - The Children's Charity of B.C. is the only organization in the province that funds private autism and psychoeducational assessments for low-income families. While diagnoses can be made as early as age two, many children face long wait times, with the average diagnosis occurring at 6.5 years old. This initiative aims to provide ten families in the City of North Vancouver with faster access to assessments, enabling them to secure government support of up to \$22,000 annually for children under six and \$6,000 per year up to age 19. Early diagnosis helps families better understand their child's educational and social needs, allowing them to reach their full potential.	\$3,000
Youth Unlimited North Shore (Greater Vancouver Youth Unlimited North Shore) 115 - 12974 84th Avenue Surrey, BC V3W 1B3 Nate Riebe, Team Lead 604-309-9843 natew@youthunlimited.com	\$12,000	Program - Mobile Youth Drop-In - Youth Unlimited North Shore operates a mobile drop-in program for youth aged 10-24, with a primary focus on high school students (13-18). Partnering with the City of North Vancouver, the program secures street permits to set up at Sutherland Secondary and Carson Graham, bringing services directly to youth in their own environment. This initiative creates a safe and engaging space for young people to connect, have fun, and access support. By collaborating with other youth programs citywide, the program ensures it delivers the best possible services to benefit the entire community.	\$8,000
NEW APPLICANTS			
A Loving Spoonful Meals Society 1449 Powell Street Vancouver, BC V5L 1G8 Lisa Martella, Executive Director 604-682-6325 alovingspoonful.org	\$8000	Operating -As of October 2024, Sharing Abundance has transitioned all its programs to A Loving Spoonful. After discussions with Sharing Abundance's founders, A Loving Spoonful agreed to take on their programming, as both organizations share the goal of providing high-quality, nutritious meals to vulnerable individuals and families. The grant will be used solely for rent expenses related to A Loving Spoonful's 5,500-square-foot commercial kitchen, which costs approximately \$12,000 per month or \$144,000 annually. The request does not include expenses for the organization's second location, which serves as a warehouse and administrative space.	\$1,000
FENS2LIFE Association 249 East Georgia Street Vancouver, BC V6A 1Z6 Gueshly Masson, Founder 604-202-6031 gueshly@fens4life.com	\$10,000	Operating - Operating funding is essential for the sustainability and growth of the program, ensuring that training can continue to be provided to communities, including North Vancouver. Funding is needed to compensate instructors and cover essential expenses such as photography services, communication software (Zoom, Google, Outlook), and transportation. As the program is still in its early stages, securing financial support is crucial to making it sustainable and creating a long-term impact.	\$1,000
Iranian Music Society of BC (IMSBC) 1488 Pemberton Ave North Vancouver, BC VSP 2S1 Amir Eslami, President of Society 604-329-2401 iranian.music.society@gmail.com	\$10,000	Operating - The Iranian Music Society of BC (IMSBC) seeks operating funding to establish a stable foundation for its activities. The funding will support office rental for administrative operations, meetings, and community engagement, as well as venue rental for gatherings, rehearsals, and events for up to 100 members. A dedicated space will enhance the organization's ability to organize cultural programs, support musicians, and strengthen the local music community. This stability is crucial for expanding outreach and ensuring long-term sustainability.	\$0

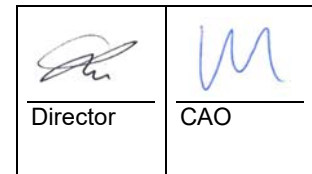
**2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
Iranian Music Society of BC (IMSBC) 1488 Pemberton Ave North Vancouver, BC VSP 2S1 Amir Eslami, President of Society 604-329-2401 iranian.music.society@gmail.com	\$5,000	Program - Performing Music in North Vancouver Public Library - The Iranian Music Society of British Columbia (IMSBC) enriches Vancouver's cultural scene by promoting Iranian music and fostering connections between Iranian and Canadian communities. This project combats social isolation, mental health challenges, and cultural disconnection among North Shore Vancouver seniors, issues exacerbated by COVID-19. Through free monthly live performances at the North Vancouver Public Library, seniors can enjoy music, socialize, and reconnect with their heritage. The performances feature Iranian traditional, pop, folk, and Western classical music in Persian and English, with translated lyrics. Interactive sessions encourage participation through singing and dancing, with outreach efforts ensuring accessibility for seniors with mobility challenges. The program anticipates 12 performances per year, reaching over 1,000 seniors and fostering social connections, mental well-being, and cultural engagement.	\$1,000
North Vancouver Community Arts Council 335 Lonsdale Avenue North Vancouver, BC V7M2G3 Anna Lynch, Executive Director 604-988-6844 annalynch@northvanarts.ca	\$13,500	Program - Equity, Inclusion and Access Project - North Van Arts aims to enhance equity, inclusion, and access by addressing barriers in digital workshop registrations and call-for-entry applications, particularly for seniors and those less familiar with online processes. To support this, the organization will introduce a Community Outreach Coordinator, a part-time staff member who will offer free, one-on-one in-person assistance to community members needing help with program requirements and applications. This initiative will improve accessibility, streamline participation, and strengthen community engagement.	\$1,000
Orchid Club for Taiwanese Woman in the North Shore 148 St. James Rd E North Vancouver, BC V7N1K9 Patty Lee, Vice President 236-591-9682 orchidclub604@gmail.com	\$600	Program - Sing-Along Where We Belong - The Orchid Club's Karaoke Event aims to reduce isolation and loneliness by fostering social connections, particularly among seniors and new immigrants facing language barriers. Through group and solo performances, the event encourages cultural exchange, personal expression, and a sense of belonging within the Taiwanese community. Attendees are invited to bring non-perishable food and hygiene products for donation to the North Shore Women's Center, supporting the broader North Vancouver community. By promoting emotional well-being and social interaction, the event strengthens community ties and inclusivity.	\$600
Orchid Club for Taiwanese Woman in the North Shore 148 St. James Rd E North Vancouver, BC V7N1K9 Patty Lee, Vice President 236-591-9682 orchidclub604@gmail.com	\$750	Program - Azalea Viewing Tour Mother's Gathering - The Azalea Viewing Tour is a Mother's Day celebration designed for Orchid Club members, primarily from North Vancouver, with a focus on senior accessibility. The event offers a culturally enriching experience where participants can learn about azaleas while celebrating mothers in a welcoming environment. Conducted in Taiwanese, the tour addresses language barriers for Taiwanese-speaking seniors and new immigrants, promoting socialization and strengthening family bonds. By fostering community engagement and reducing isolation, the event provides a meaningful way for local families to connect with nature and each other.	\$0
Orchid Club for Taiwanese Woman in the North Shore 148 St. James Rd E North Vancouver, BC V7N1K9 Patty Lee, Vice President 236-591-9682 orchidclub604@gmail.com	\$800	Program - Mid-Autumn Festival Workshop and Tea Party - The Orchid Club's Mid-Autumn Festival Estate Planning Workshop and Tea Party will combine cultural celebration with financial education. Conducted in Mandarin, the workshop will provide insights on wills, trusts, and asset management to help members overcome language barriers and make informed financial decisions. Following the workshop, a tea party will foster community connection and cultural exchange. The club is exploring collaboration with the Lions Gate Hospital Foundation, continuing its 30-year tradition of community support. Funding will cover speaker fees, venue costs, refreshments, and materials. The event aims to enhance financial literacy, promote well-being, and strengthen community ties.	\$0
United Girls of the World 1903-9603 Manchester Dr. Burnaby, BC V3N 4Y7 Jennifer Peterson, Executive Director 604-363-1827 Jenn@fireandflowergirls.org	\$4,000	Program - Empowerment Camp - The Empowerment Camps are five-day programs for girls and gender-diverse youth ages 10-14, focusing on identity development, personal values, and healthy relationships. These camps support youth in their transition to young adulthood by providing a safe space for self-expression and personal growth. Previously held in neighboring municipalities, the camps will be offered in North Vancouver this summer in partnership with the North Shore Women's Centre. The program fosters confidence, self-acceptance, and a sense of community among participants.	\$2,000

2025 ROUND ONE
COMMUNITY GRANTS APPLICATIONS MATRIX

APPLICANT	2025 ROUND ONE AMOUNT OF REQUEST	DESCRIPTION OF SERVICE/PROJECT	2025 ROUND ONE RECOMMENDED AMOUNT
		Total Recommended Amount	\$181,150

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The Corporation of **THE CITY OF NORTH VANCOUVER**
FINANCE & INFORMATION TECHNOLOGY SERVICES

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2025 APPROPRIATION #2

Date: June 18, 2025 File No: 05-1705-30-0019/2025

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 June 18, 2025, entitled "2025 Appropriation #2":

THAT (Funding Appropriation #2516) an amount of \$200,000 be appropriated from the General Capital Reserve for the purpose of funding the 2025-2029 Capital Plan;

AND THAT 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.

ATTACHMENTS

1. 2025 Specific Appropriations (CityDocs [2683089](#))
2. Information Report: 2025-2029 Capital Plan – Specific Appropriations: Cyber Security Program – Funding Appropriation (Project 5-18) (CityDocs [2685013](#))

SUMMARY

Council recently approved CNV's 2025-2029 Financial Plan Bylaw. This report recommends that funds be appropriated in alignment with CNV's Appropriation Policy so work can progress on a project that was included in the 2025-2029 Capital Plan.

BACKGROUND

Sections 173(1) and 173(2) of the Community Charter specifies that a municipality must not make an expenditure unless it is included in its Financial Plan for that year. CNV's current 2025-2029 Financial Plan Bylaw was passed at Council's May 12, 2025 meeting and included a fully funded 5-year Capital Plan.

Appropriation is the final step in the funding of projects in the Capital Plan and, if approved, will allow funds to be expended. Council approved CNV's Appropriations Policy on April 7, 2025. Under that Policy, CNV's appropriation process is as follows:

- an Early Appropriation following Council's endorsement of the Capital Plan for projects requiring funds immediately (Approved by Council on March 3, 2025)
- a General Appropriation for most of the remaining projects up to \$2M at the time of Council's approval of the Financial Plan Bylaw (Approved by Council on April 14, 2025)
- Additional Specific Appropriations for New Initiative projects over \$2M and provisions submitted to Council throughout the year when these projects reach milestones/stage gates

DISCUSSION

The recommended new Specific Appropriation (**Attachment 1**), the subject of this report, is to fund the next phase of work under the Cyber Security capital program included in CNV's current 2025-2029 Capital Plan. The appropriation has an accompanying Information Report provided (**Attachment 2**) that includes additional information on progress to date and the next phase of work.

FINANCIAL IMPLICATIONS

Sufficient funding is available in CNV's reserves for the recommended appropriations as identified in CNV's 2025-2029 Financial Plan.

INTER-DEPARTMENTAL IMPLICATIONS

The Financial Plan is a reflection of CNV's policies and the work plans of all CNV departments.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The preparation and approval of a Financial Plan is consistent with the requirements of the Community Charter and several of the objectives of the City's 2014 Official Community Plan. Financial Plans are also prepared taking into consideration Council's Strategic Plan.

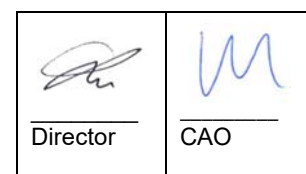
RESPECTFULLY SUBMITTED:



Larry Sawrenko
Chief Financial Officer

2025 Specific Appropriations

				CNV RESERVE
Ref#	Dept	Project Name	2025 Appropriation #2	General Capital Reserve
5 - 18	IT	Cyber Security Program	200,000	200,000
Total Specific Appropriation			200,000	200,000



The Corporation of **THE CITY OF NORTH VANCOUVER**
FINANCE & INFORMATION TECHNOLOGY SERVICES

INFORMATION REPORT

To: Mayor Linda Buchanan and Members of Council

From: Artem Ponomarov, IT Security Manager

Subject: 2025-2029 CAPITAL PLAN – SPECIFIC APPROPRIATIONS: CYBER SECURITY PROGRAM – FUNDING APPROPRIATION (PROJECT 5-18)

Date: June 17, 2025 File No: 05-1705-30-0019/2025

	2025	2026	2027	2028	2029	Total
City Contributions	\$1,090,000	\$ 700,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,790,000
External	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$1,090,000	\$ 700,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,790,000

PURPOSE

This report provides the rationale for appropriating \$200,000 in funding for the Cyber Security Program in 2025, as included in the 2025-2029 Financial Plan.

BACKGROUND

Council approved the inclusion of a \$1,090,000 Cyber Security Capital Program in 2025-2029 Capital Plan. The description of this project is as follows:

“To sustain and enhance CNV's IT security posture, the IT department will focus on governance, risk management, and continuous improvement. Based on the findings from the Cybersecurity Maturity Assessment, this project will implement strategic measures in 2025-2029 to safeguard our digital infrastructure. This project is vital for ensuring long-term resilience and aligning CNV's security practices with evolving threats in order to protect sensitive information thereby maintaining public trust.”

The Cyber Security Program advances an organizational enabler, to be a Modern Organization, in CNV's 2025 Corporate Plan.

Funding in the amount of \$1,090,000 was included in the 2025-2029 Capital Plan in the year 2025 for the Cyber Security Program. Council approved appropriation of \$370,000 of this amount in Appropriation #1 in April 2025. Of this \$370,000, \$273,000 is funding a 2-year Temporary-Full-Time Infrastructure Security Analyst position to begin the work program.

DISCUSSION

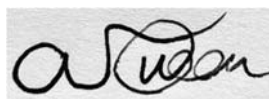
The next phase of work is to engage a lead consultant, following a competitive RFP process, to collaborate with CNV staff and oversee an interdisciplinary sub-consultant team. Additional professional services may be engaged following that process if needed tasks fall outside the lead consultant's scope/capabilities to round out the project team. The project team, including CNV staff, will then undertake a significant amount work, including research, outreach, planning and design and will lead the delivery of core cybersecurity elements covering People, Processes and Technology.

The next phase of work will also involve the implementation of a governance, risk and compliance controls software platform, which is a risk management tool that tracks and reports on security service deliverables.

FINANCIAL IMPLICATIONS

As noted above, 2025 funding in the amount of \$1,090,000 was included in the 2025-2029 Capital Plan for the Cyber Security Program, of which \$370,000 was appropriated in April 2025 as part of Appropriation #1. This report requests the appropriation of \$200,000 from the balance of available funding to enable the next phase of work. The amount that remains unappropriated and available for appropriations in the future is \$520,000.

RESPECTFULLY SUBMITTED:



Artem Ponomarov
IT Security Manager
Finance & IT Services