



**AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, MARCH 9, 2026 AT 6:00 PM**

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Watch Livestream at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming)  
View complete Agenda Package at [cnv.org/CouncilMeetings](https://cnv.org/CouncilMeetings)

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

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, March 9, 2026

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, March 2, 2026

**PROCLAMATIONS**

Nowruz – March 20, 2026

World Down Syndrome Day – March 21, 2026

**PUBLIC INPUT PERIOD**

**PRESENTATIONS**

- A. Public Works Open House Event – Director, Infrastructure Management

*Information Report, February 18, 2026 – “Public Works Open House Event – May 23, 2026”*

- B. City of North Vancouver Community Safety Strategy Update – General Manager, Public Safety and Fire Chief

*Information Report, February 18, 2026 – “Community Safety Strategy – Phase 1 Update”*

**REPORT**

3. Central Lonsdale Business Improvement Area Service Bylaw – Results of Petition

**BYLAW – ADOPTION**

4. “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138”

**REPORTS**

5. Name Recommendation for New Bridge Over Highway 1
6. Delegation and Officers Bylaws

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

7. “Delegation Bylaw, 2026, No. 9157”
8. “Officers Bylaw, 2026, No. 9158”

**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**

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## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, March 2, 2026

## **PROCLAMATIONS**

Nowruz – March 20, 2026

World Down Syndrome Day – March 21, 2026

## **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](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4234. These pre-registrants will receive instructions by email or phone on the afternoon before the Council meeting.

If a speaker has written material to accompany their comments, the material must be sent to the Corporate Officer at [clerks@cnv.org](mailto:clerks@cnv.org) no later than 12:00 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”.

## **PRESENTATIONS**

- A. Public Works Open House Event – Director, Infrastructure Management  
*Information Report, February 18, 2026 – “Public Works Open House Event – May 23, 2026”*
- B. City of North Vancouver Community Safety Strategy Update – General Manager, Public Safety and Fire Chief  
*Information Report, February 18, 2026 – “Community Safety Strategy – Phase 1 Update”*

## **REPORT**

3. Central Lonsdale Business Improvement Area Service Bylaw – Results of Petition – File: 13-6750-20-0006/1  
  
Report: Director, Legislative Services and Corporate Officer,  
February 18, 2026

### **RECOMMENDATION:**

PURSUANT to the report of the Director, Legislative Services and Corporate Officer, dated February 18, 2026, entitled “Central Lonsdale Business Improvement Area Service Bylaw – Results of Petition”:

THAT the report of the Director, Legislative Services and Corporate Officer, dated February 18, 2026, and the Corporate Officer’s Certificate as to Sufficiency of Petition, included as Attachment 1, be received and filed.

*Item 4 refers.*

## **BYLAW – ADOPTION**

4. “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138”

### **RECOMMENDATION:**

THAT “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

## **REPORTS**

5. Name Recommendation for New Bridge Over Highway 1  
– File: 11-5330-20-0071/1

Report: Project Manager, Public Realm Infrastructure, February 20, 2026

### **RECOMMENDATION:**

PURSUANT to the report of the Project Manager, Public Realm Infrastructure, dated February 20, 2026, entitled “Name Recommendation for New Bridge Over Highway 1”:

THAT staff be directed to proceed with the name Crosscut Bridge for the new active transportation bridge over Highway 1.

6. Delegation and Officers Bylaws – File: 01-0110-01-0001/2026

Report: Chief Administrative Officer, February 18, 2026

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Administrative Officer, dated February 18, 2026, entitled “Delegation and Officers Bylaws”:

THAT the following bylaws be considered for readings:

- “Delegation Bylaw, 2026, No. 9157”; and
- “Officers Bylaw, 2026, No. 9158”.

*Items 7 and 8 refer.*

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

7. “Delegation Bylaw, 2026, No. 9157”

### **RECOMMENDATION:**

THAT “Delegation Bylaw, 2026, No. 9157” be given first, second and third readings.

8. “Officers Bylaw, 2026, No. 9158”

### **RECOMMENDATION:**

THAT “Officers Bylaw, 2026, No. 9158” be given first, second and third readings.

**PUBLIC CLARIFICATION PERIOD**

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

**COUNCIL INQUIRIES**

**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)(k) [contract negotiations] and 90(2)(b) [intergovernmental relations].

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

**ADJOURN**



**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, MARCH 2, 2026**

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**PRESENT:** Mayor L. Buchanan  
Councillor H. Back  
Councillor D. Bell  
Councillor A. Girard  
Councillor J. McIlroy  
Councillor S. Shahriari  
Councillor T. Valente

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

Mayor Buchanan provided comments regarding the Iranian community in the City of North Vancouver and the hope for peace and freedom in Iran. Councillor Shahriari provided comments regarding the violence in Iran and the hope for peace.

**APPROVAL OF AGENDA**

Moved by Councillor Girard, seconded by Councillor Back

1. Regular Council Meeting Agenda, March 2, 2026

**CARRIED UNANIMOUSLY**  
R2026-03-02/1

**ADOPTION OF MINUTES**

Moved by Councillor Bell, seconded by Councillor Valente

2. Regular Council Meeting Minutes, February 23, 2026

**CARRIED UNANIMOUSLY**  
R2026-03-02/2

**PUBLIC INPUT PERIOD**

- Whalen Rozenek, North Vancouver, spoke regarding the dog park at East 8<sup>th</sup> Street and Lonsdale Avenue.

**CONSENT AGENDA**

Moved by Councillor Shahriari, seconded by Councillor Valente

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2026, No. 9152” (Nuytco Research Ltd., 214 East Esplanade, M-4)

Moved by Councillor Shahriari, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2026, No. 9152” (Nuytco Research Ltd., 214 East Esplanade, M-4) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2026-03-02/3

## **END OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

4. “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2025, No. 9141” (City Initiated Amendment to Update Regional Context Statement)

Moved by Councillor Girard, seconded by Councillor McIlroy

THAT “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2025, No. 9141” (City Initiated Amendment to Update Regional Context Statement) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**CARRIED UNANIMOUSLY**

R2026-03-02/4

## **DELEGATION**

Annwen Loverin, Executive Director, and Richard Gauntlett, President of the Board of Directors, Silver Harbour Seniors’ Activity Centre

Re: Silver Harbour Seniors’ Activity Centre

Annwen Loverin and Richard Gauntlett, Silver Harbour Seniors’ Activity Centre, provided a PowerPoint presentation regarding the “Silver Harbour Seniors’ Activity Centre” and responded to questions from Council.

## **CORRESPONDENCE**

5. Annwen Loverin, Executive Director, Silver Harbour Seniors’ Activity Centre, January 5, 2026 – File: 01-0230-20-0054/2026

Re: Silver Harbour Seniors’ Activity Centre

Moved by Councillor Girard, seconded by Councillor Bell

THAT the correspondence from Annwen Loverin, Executive Director, Silver Harbour Seniors’ Activity Centre, dated January 5, 2026, regarding the “Silver Harbour Seniors’ Activity Centre”, be received for information with thanks.

**CARRIED UNANIMOUSLY**

R2026-03-02/5

## **PRESENTATION**

Harry Jerome Community Recreation Centre and Silver Harbour Seniors' Activity Centre Update – Deputy Chief Administrative Officer

The Deputy Chief Administrative Officer, along with Paul Fast, Principal, HCMA, and Greg Scott, Project Director, MAKE Projects, provided a PowerPoint presentation regarding the “Harry Jerome Community Recreation Centre and Silver Harbour Seniors' Activity Centre Update” and responded to questions from Council.

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor Bell, seconded by Councillor Girard

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(k) [contract negotiations/proposed service] and 90(2)(b) [intergovernmental relations].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 7:54 pm and reconvened at 10:14 pm with all members of Council present.

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

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT the actions directed regarding the following items from the Committee of the Whole (Closed Session) of March 2, 2026, be ratified:

6. Intergovernmental Relations – File: 01-0110-10-0001/2026

Report: Chief Administrative Officer, March 1, 2026

PURSUANT to the report of the Chief Administrative Officer, dated March 1, 2026, regarding intergovernmental relations:

THAT the wording of the resolution and the report of the Chief Administrative Officer, dated March 1, 2026, remain in the Closed session.

R2026-03-02/6

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by Councillor Bell, seconded by Councillor Back

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:15 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER



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

# *Proclamation*

## **NOWRUZ**

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

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

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

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

*Now Therefore* I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **March 20, 2026** as **Nowruz** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, March 9, 2026

*Linda C. Buchanan*

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*Mayor Linda Buchanan*



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## WORLD DOWN SYNDROME DAY

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

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

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

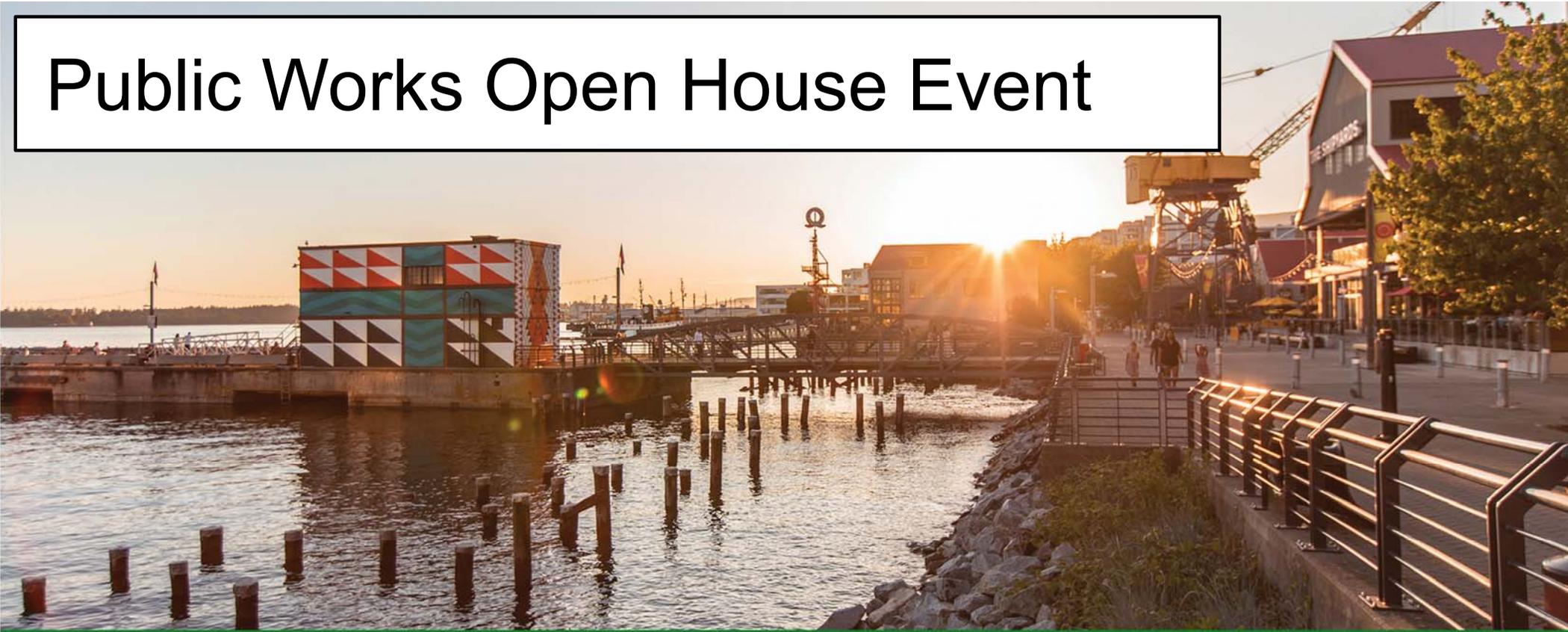
*Now Therefore* I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **March 21, 2025** as **World Down Syndrome Day** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, March 10, 2025

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Mayor Linda Buchanan

# Public Works Open House Event

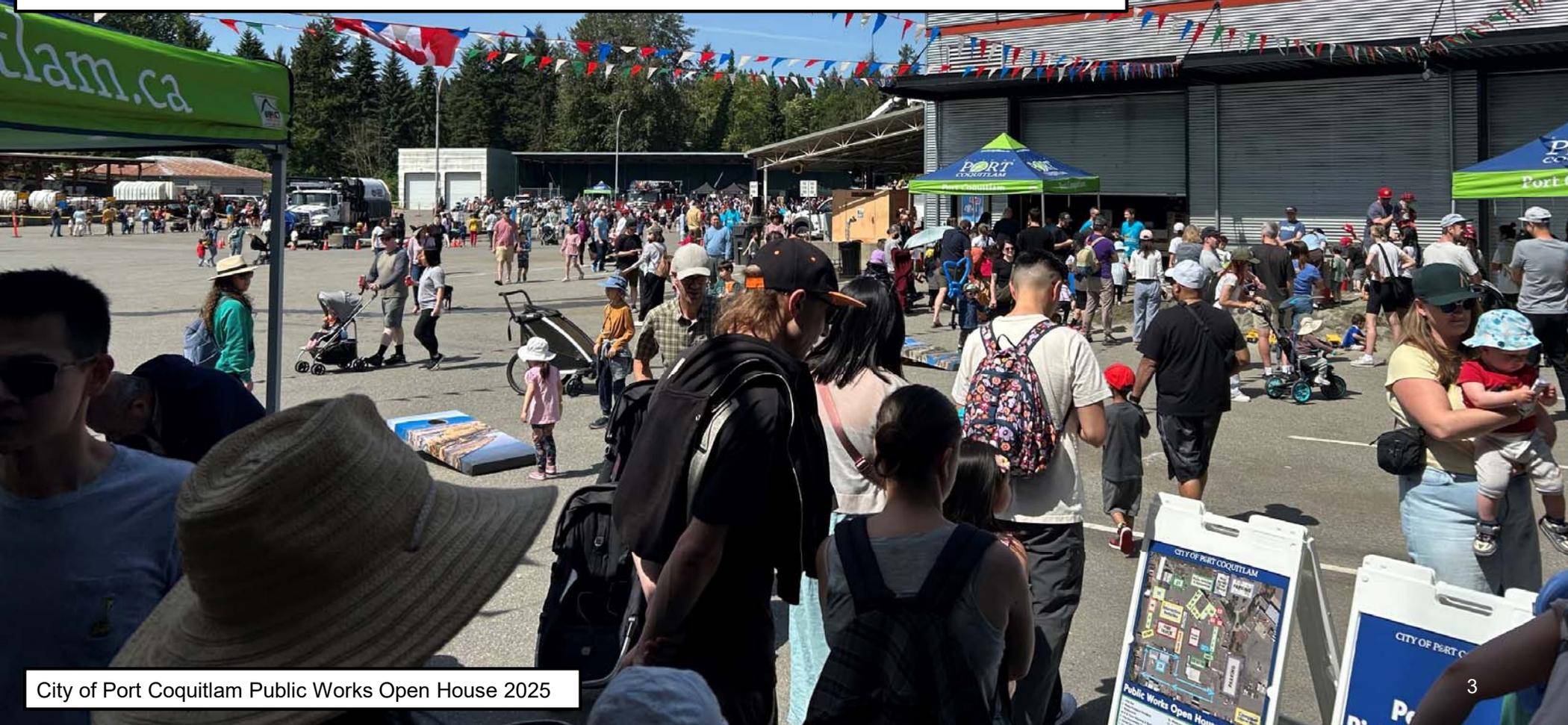


**Presented March 9, 2026**  
Infrastructure, Transportation & Parks

# What is Public Works Week?



# What is a Public Works Open House?



City of Port Coquitlam Public Works Open House 2025

# Regional Context and Benchmarking

Penticton

Thunder Bay

Vancouver

Port Coquitlam

Maple Ridge

Surrey

Kamloops

Richmond

Burnaby



**A Vibrant City  
A Resilient City  
A City for People**



# Key Outcomes Of The Event

Increased awareness of services  
Stronger community connection  
Positive civic engagement  
Celebration and recognition



Public Works Open House  
Saturday, May 23, 10 AM – 2 PM



# Event Planning



Supported by regular consultation with:

- ✓ Shipyards Events Team
- ✓ Public Safety
- ✓ Traffic Engineering
- ✓ People, Culture and Transformation
- ✓ Finance, Insurance & Risk
- ✓ Communications

# SITE MAP DRAFT\*



Thank you





 A/Director	 General Manager	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**INFRASTRUCTURE, TRANSPORTATION & PARKS DEPARTMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Derek Priestley, Section Manager, Park Operations

Subject: PUBLIC WORKS OPEN HOUSE EVENT – MAY 23, 2026

Date: February 18, 2026 File No: 11-5210-70-0001/2026

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**SUMMARY**

This report provides Council with information regarding the upcoming Public Works Open House which is a free, family-oriented public event hosted at the City's Operations Centre. The event is scheduled for Saturday, May 23, 2026, from 10:00 a.m. to 2:00 p.m. to coincide with National Public Works Week.

This event is designed to give residents a behind-the-scenes look at the essential public works services that support daily life in the community. The Open House will provide the community an opportunity to meet the people, interact with the equipment, and learn about the programs that collectively maintain the City's street, utility and parks infrastructure and how that contributes to our community's quality of life.

**BACKGROUND**

Public Works Week

Since 1960, National Public Works Week has been used to energize and educate the public on the importance of the professionals who plan, build, and manage the core services of local communities. By hosting this event, the City joins over 29,000 municipalities across North America hosting similar events that increase the understanding of these essential services in a fun and interactive way.

Defining Public Works

Public works is the municipal function responsible for the delivery, operation, maintenance, and renewal of core civic infrastructure and environmental services that protect public health, safety, and mobility. Within the City, our teams steward the roads, water systems, sewer systems, waste management, parks and watersheds with a

committed and skilled staff including labourers, equipment operators, technical tradespeople, engineers, infrastructure specialists, and people and project managers.

## **DISCUSSION**

By hosting a Public Works Day, the City is improving community engagement by providing a fun and interactive event that showcases how our city operates.

The Open House is designed with hands-on experiences that allow residents to interact directly with City staff and equipment that is used to build and maintain municipal infrastructure. Operations staff will serve as on-site ambassadors, providing insight into their roles and answering questions from attendees.

### Regional Context

There are multiple regional municipalities across the Lower Mainland that regularly participate in Public Works Week and host Open House events. Some benefits of these events are:

- Enhanced Transparency by showing residents the tangible assets, services and equipment their taxes and utility payments support;
- Recruitment & Retention by serving as a career-awareness tool for youth and adults, showcasing municipalities as a great place to work;
- Service Appreciation by improving relations between residents and field crews by humanizing the staff who perform challenging work in all weather conditions and providing an opportunity to learn about residents' experiences with municipal services.

Given a target attendance of 1,000 people, staff have worked closely with Traffic Engineering to devise a traffic management plan. This plan ensures ease of access, support for all modes, and that pedestrian safety remains paramount.

### Accessibility

Accessibility and inclusivity are core principles of the event design. Interactive stations and displays are being developed to support all people with a wide range of access needs. Event information will be shared well in advance to support informed planning by attendees. This approach helps to ensure the event is welcoming and accessible to the broadest possible audience.

### Transport & Sustainability

A core component of the event is promoting sustainable transportation. To encourage attendees to walk, roll, or take transit, the event will host a large-scale bike valet, where attendees can securely store their wheeled devices with staff volunteers. There will also be a designated drop-off area available for attendees. Designated on site parking is reserved for those with accessible parking permits and locations for general purpose parking will be identified through event information.

## Promotion & Outreach

The Communications team is developing a communications plan to promote the event and build awareness and audiences for future activations. This plan will include creative tools to reach young families and local students. Targeted promotion will include City-led social media channels and direct outreach to SD44 Schools to request that event posters be shared through their Parent Advisory Councils (PACs). The team will use all the City's own tools including a dedicated webpage, newsletters, social media channels and proactive media relations to get the word out.

## **FINANCIAL IMPLICATIONS**

A \$20,000 budget has been allocated in the 2026 capital plan to cover materials, equipment, communications and contracted services. This investment aligns with comparators from regional municipalities hosting similar events.

The event will be executed by internal staff volunteering their time supported by external partners.

## **INTER-DEPARTMENTAL IMPLICATIONS**

Ongoing consultation with Public Safety, Traffic Engineering, and Insurance Risk and Liability ensures the site plan accounts for the safe movement of heavy machinery and potential large crowds. The partnership with Communications ensures that the event reaches its intended audiences and "walk, roll, transit" and event accessibility messaging is prioritized to mitigate neighbourhood traffic impacts, and enables all attendees, including people with disabilities and diverse access needs, to plan their visit accordingly.

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

The Public Works Open House supports several of Council's Strategic Plan Priorities:

- **A Vibrant City:** Supports the goal of enhancing community involvement by providing opportunities for connection.
- **A Resilient City:** Emphasizes the importance of maintaining a sustainable and resilient infrastructure network.
- **A City for People:** Underscores the City's commitment to enhancing the quality of life and safety for all residents.

City Staff working out of the City Operations Centre deliver our community services that maintain our infrastructure contributing to a safer, more connected, resilient, and vibrant city, inline with Council's vision of the being the Healthiest Small City in the World.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Derek Priestley  
Section Manager, Park Operations

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# City of North Vancouver Community Safety Strategy Update

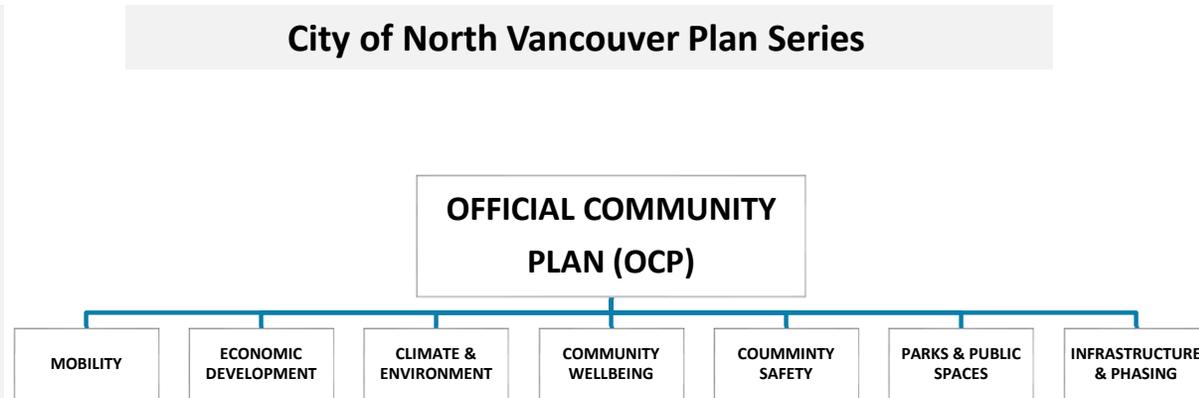


**Presented March 9, 2026**  
Public Safety



# Background – Why a Community Safety Strategy?

- A Safe and Strong Foundation
- Proactive and Forward Looking
- 10 Year Vision
- Diverse Working Group
- Shared Framework

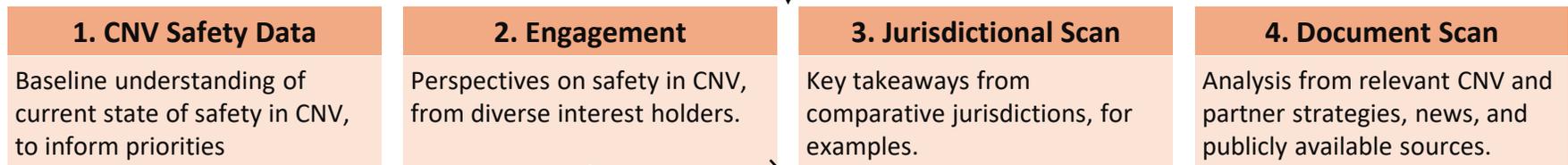


# Strategy Development Process

## OBJECTIVE

How can the **City of North Vancouver** take **develop a community safety strategy that understands current conditions, identifies emerging issues, and defines strategic priorities** that guide collective action?

## STRATEGY INPUTS



## ANALYSIS OUTPUTS



## HOW ITS USED

**Development of Community Safety Strategy**

These inputs will be used by the CNV working group to aid in the development of the strategy;

- **Definition of Community Safety:** Engagement and jurisdictional scan help define what *community safety* means in CNV.
- **Vision:** Engagement, jurisdictional scan, and the document scan inform the *vision* (i.e., what CNV should aim for).
- **Priorities** From that shared definition and vision, and using the current state data, the *strategic priorities* are identified (i.e., the main areas where coordinated action is needed.)
- **Tactics and Outcome Measures:** Finally, those priorities translate into *actions and measures* that guide how the City and partners will deliver and track progress.

## Strategic Framework

### Strategy Framework

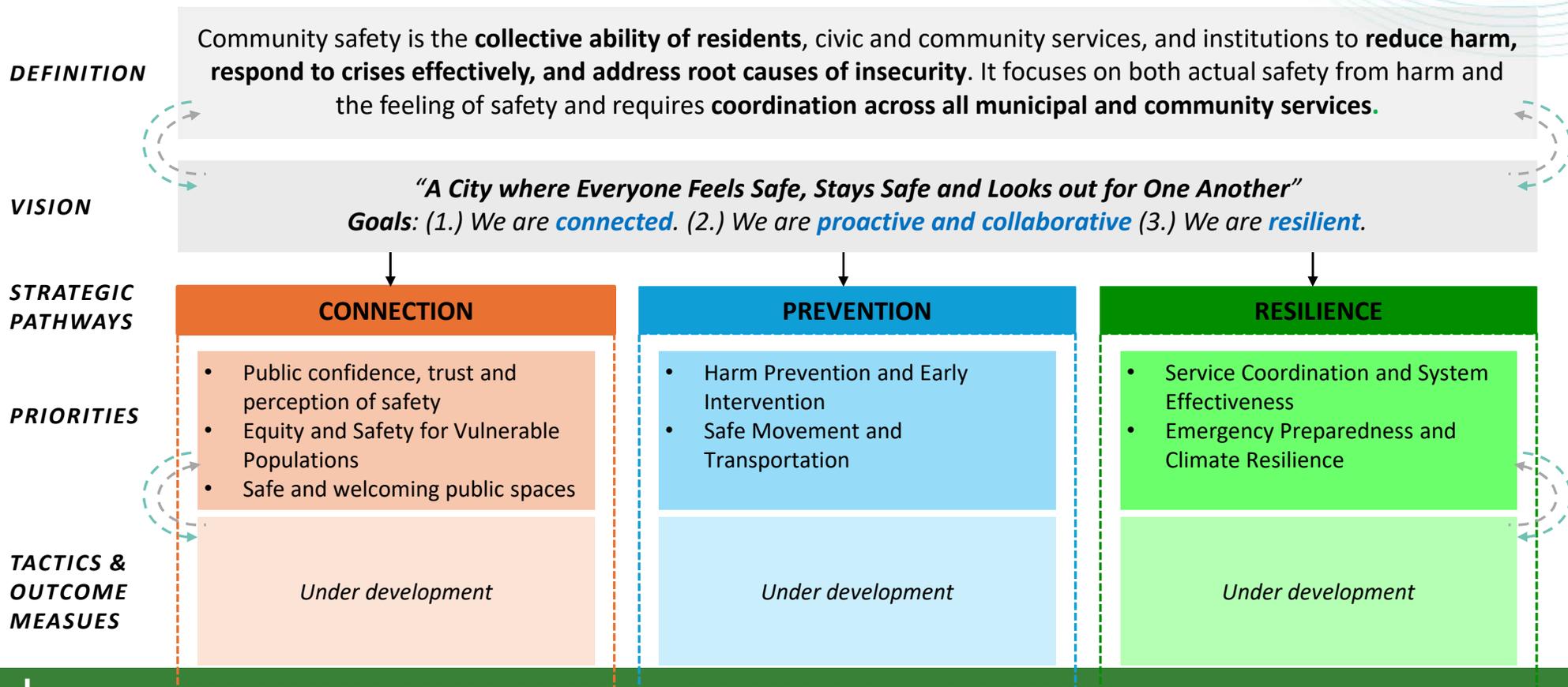


### Components

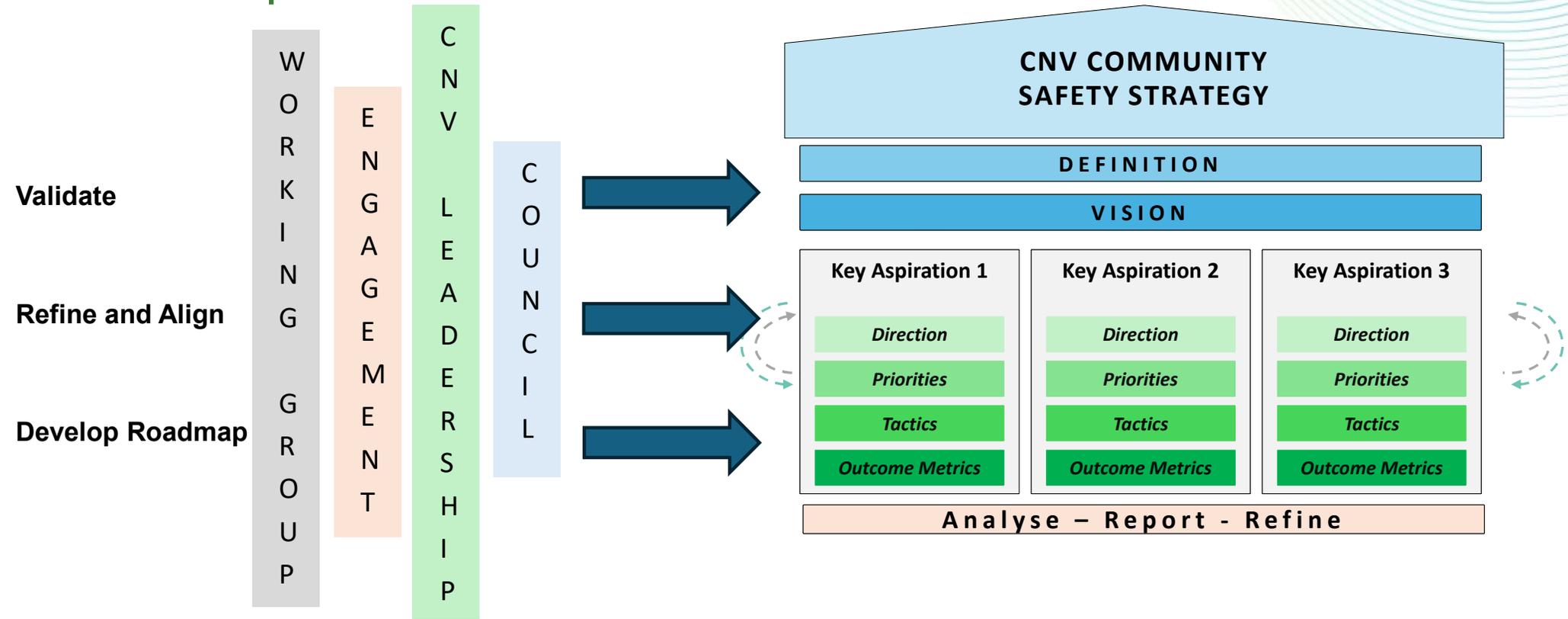
- **Definition: What's in Scope**
- **Vision: Where Do We Want to Be?**
- **Key Aspirations and Direction: Where to Act**
- **Priorities: Issues to Address**
- **Tactics: Actions Taken**
- **Outcome Metrics: How Progress is Tracked**

# City of North Vancouver Community Safety Strategy

## Strategy at a Glance

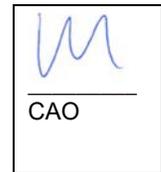


# Next Steps





Thank you.



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PUBLIC SAFETY DEPARTMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Greg Schalk, General Manager, Public Safety and Fire Chief

Subject: COMMUNITY SAFETY STRATEGY – PHASE 1 UPDATE

Date: February 18, 2026 File No: 01-0550-30-0001/2026

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**SUMMARY**

North Vancouver is widely recognized as a safe community, with strong emergency services, engaged residents, and generally positive safety outcomes. The Community Safety Strategy is not a response to declining safety, but a proactive effort to strengthen coordination, improve how safety is experienced, and ensure the city continues to be a place where people feel secure, welcomed, and supported as the community grows and changes.

The City of North Vancouver is undertaking a phased approach to developing a Community Safety Strategy that will guide long-term, coordinated action on safety issues that matter most to residents. Phase 1 focused on understanding current conditions, engaging stakeholders, reviewing data and best practices, and establishing the foundational elements of the strategy.

Through stakeholder engagement, a comprehensive environmental scan analysis, and several workshops with a combination of Fire Department, RCMP, Squamish Nation, Tsleil-Waututh Nation and City of North Vancouver Staff, Phase 1 has established a shared understanding of community safety, identified key safety challenges and priorities, and clarified how the strategy will be structured. This phase has confirmed that community safety in North Vancouver is shaped not only by crime and emergency response, but also by perceptions of safety, public space design, social vulnerability, coordination of services, and growing climate-related risks.

Phase 2 will build on this foundation by identifying specific strategic actions, performance measures, and implementation considerations for Council's future consideration.

## **BACKGROUND**

### **Why a Community Safety Strategy**

North Vancouver is a safe, livable city with strong services, engaged residents, and vibrant neighbourhoods. That strong foundation allows the City to take a proactive and forward-looking approach to community safety - one focused on continuous improvement and ensuring safety is consistently experienced by all who live, work, and gather here.

While crime rates and emergency response remain important indicators, community safety today is shaped by a broader range of factors than traditional measures alone. Residents' sense of safety is influenced by how public spaces feel and function, how quickly and effectively help arrives when needed, how visible and accessible support services are, and how well systems work together across organizations. As communities grow and face new and evolving pressures including climate-related risks there is an opportunity to strengthen how safety is coordinated, communicated, and experienced across the city.

Engagement and analysis undertaken as part of Phase 1 confirmed that community safety issues in North Vancouver are increasingly complex and interconnected. Residents and stakeholders identified concerns related to traffic and pedestrian safety, public space conditions, homelessness, substance use, violence in relationships, and climate-driven emergencies. While many of these issues are not new, their intersections and cumulative impacts shape both actual safety outcomes and the experience of safety in people's daily lives.

At the same time, Phase 1 findings highlighted a gap between objective safety indicators and public perception. Research and engagement show that confidence in safety is influenced by visibility, trust, and communication, not solely by incident data. Addressing this gap requires a coordinated, preventative, and people-centred approach that extends beyond any single service or department.

The Community Safety Strategy is intended to provide a shared framework to guide this work by establishing:

- A clear definition and vision for community safety
- Strategic priorities to guide City and partner efforts
- A coordinated approach across services and sectors
- A long-term roadmap for prevention, response, and resilience

## **DISCUSSION**

### **Process Overview to Date**

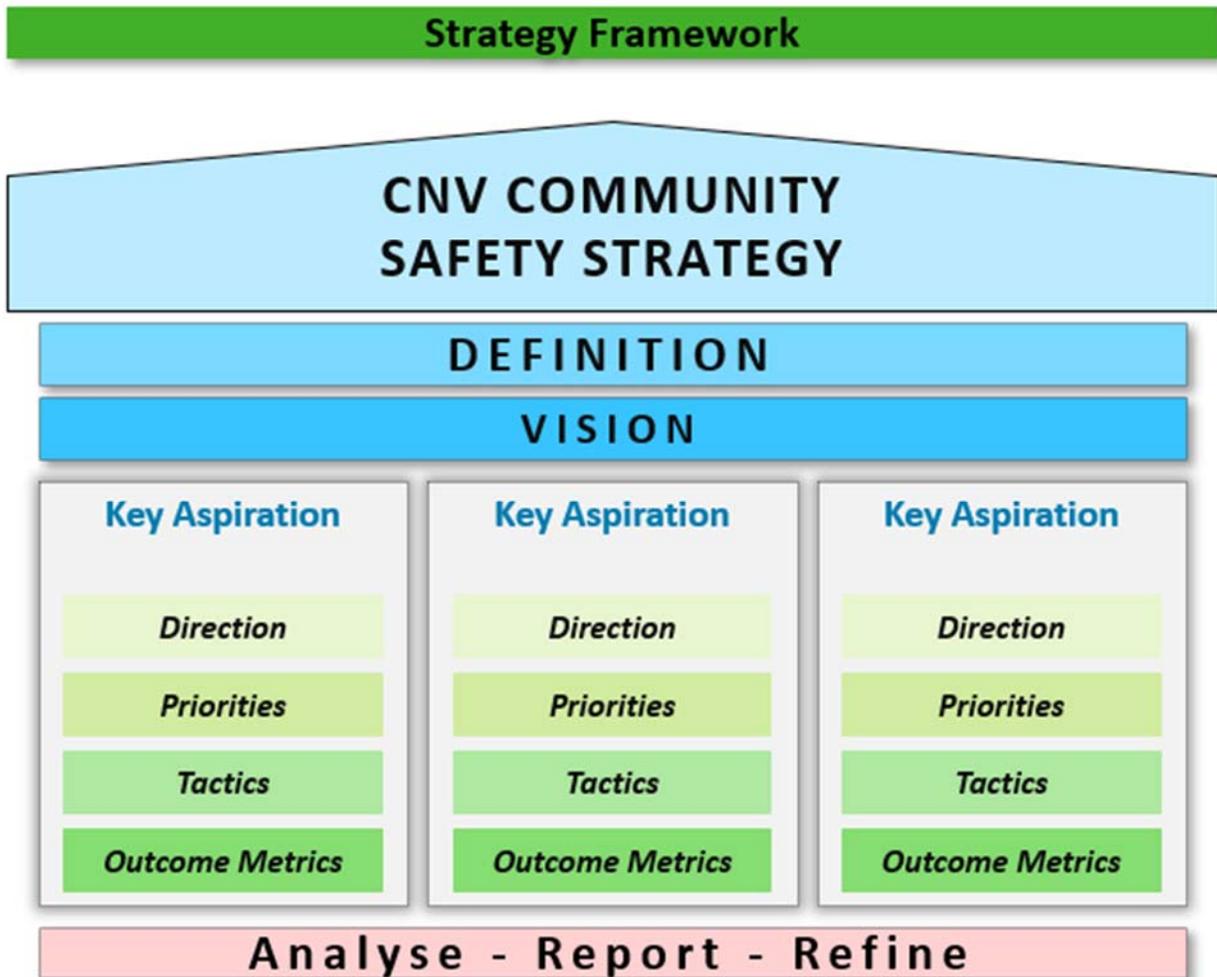
Phase 1 of the Community Safety Strategy focused on building a shared understanding and strategic alignment. This phase was designed to establish a strong foundation by examining current conditions, understanding community experience, and identifying the key elements that will shape the strategy moving forward.

The work undertaken in Phase 1 included a review of existing City plans, policies, and strategies; an environmental scan of community safety approaches in comparable municipalities in British Columbia, across Canada, and in select European communities; and analysis of available data related to community and public safety. This included engagement findings gathered as part of the Community Wellbeing Strategy. In addition, more than 30 stakeholder interviews and workshops were conducted with 128 external subject matter experts, members of committees, public safety agencies, service providers, community organizations, and key partners complimented by two facilitated workshops to test and refine the definition of community safety, vision options and emerging priorities.

Together, this approach ensured the strategy is grounded in local context, informed by evidence and best practices, and shaped by those who deliver safety services and those who experience safety in their daily lives.

### **How the Strategy Is Being Shaped**

Phase 1 confirmed that an effective Community Safety Strategy must move beyond siloed responses and reflect the complex, interconnected nature of safety in the community. Findings emphasized the importance of collective responsibility, a balanced focus on prevention and response, and deliberate attention to both actual safety from harm and residents' perceptions of safety. The work also underscored the need for flexibility, recognizing that emerging risks, particularly those related to climate and environmental change, will continue to shape community safety over time. Based on these insights, the strategy framework being developed includes a shared definition of community safety, a clear vision that articulates what success looks like, and a focused set of strategic priorities. Subsequent phases will build on this foundation by identifying specific tactics, outcome measures, and performance indicators to guide implementation and track progress.



## What Has Been Determined So Far

### Working Definition of Community Safety

Through engagement and workshop discussion, participants co-created the following working definition:

*Community safety is the collective ability of residents, civic and community services, and institutions to prevent harm, respond to crises effectively, and address root causes of insecurity. It focuses on both actual safety from harm and the feeling of safety, and requires coordination across all municipal and community services.*

This definition intentionally emphasizes:

- Coordination across systems
- Prevention and upstream intervention
- The importance of feeling safe and lived experience

## Vision Direction

Initial vision options were tested with stakeholders and workshop participants. Feedback consistently highlighted the importance of:

- Feeling safe in daily life and public spaces
- Visible and trusted support when help is needed
- A shared responsibility for safety

A refined, vision statement has emerged for further validation in Phase 2, centred on safety being built together and felt across the community.

The working vision statement for the Community Safety Strategy is:

*A City where Everyone Feels Safe, Stays Safe and Looks Out for One Another*

## Key Aspirations – Strategic Pathways

Phase 1 analysis identified several recurring themes shaping community safety in North Vancouver that can be aligned under three Core Aspirations

### We Are Connected

What this means:

*North Vancouver is a city where people feel safe, welcomed, and supported in their homes, neighbourhoods, and public spaces. Community safety is strengthened through equity, inclusion, reconciliation, and strong relationships when residents, services, and institutions are connected, coordinated, and trusted, safety becomes a shared responsibility.*

### We are Proactive and Collaborative

What this means:

*Community safety in North Vancouver is achieved through strong core services, coordinated partnerships, and a commitment to prevention. By working collaboratively across governments, agencies, and community partners and addressing root causes early the city reduces harm, improves outcomes, and limits reliance on crisis response.*

### We are Resilient

What this means:

*North Vancouver is prepared to anticipate, withstand, and recover from emergencies, shocks, and stresses from climate-driven events to unforeseen crises. By investing in resilient infrastructure, informed and connected communities, and shared preparedness, the city and its residents can adapt, recover, and thrive.*

## **Emerging Strategic Priorities**

Phase 1 analysis indicates that community safety in North Vancouver is shaped by a set of interconnected issues that extend beyond traditional notions of crime and emergency response. The following emerging strategic priorities reflect both quantitative data and qualitative input from residents, service providers, and partner organizations. Together, they describe where focused, coordinated effort is most likely to improve both actual safety outcomes and residents' confidence in safety.

### **Service Coordination and System Effectiveness**

Community safety depends on multiple services and systems working together. While individual agencies perform critical functions, fragmentation can limit overall effectiveness and increase demand on emergency response. This priority focuses on improving coordination, defining service interfaces, and strengthening partnerships to ensure timely, effective, and person-centred responses to safety concerns.

### **Safe and Welcoming Public Spaces**

North Vancouver's public spaces are widely used and valued, reflecting a generally safe community. Engagement indicated that even in safe environments, small improvements such as lighting, maintenance, and activity can significantly enhance how welcoming and secure people feel, particularly in the evening or during quieter periods. This priority recognizes the importance of well-designed, well-maintained, and inclusive public environments that support positive social interaction and reduce opportunities for harm.

### **Equity and Safety for Vulnerable Populations**

Safety outcomes are not experienced equally across the community. Engagement and environmental scanning highlight that certain populations including women experiencing violence, seniors, newcomers, people with disabilities, people experiencing homelessness, and those facing mental health or substance use challenges face elevated safety risks and barriers to accessing support. Addressing community safety effectively requires acknowledging these disparities and ensuring that safety planning, services, and communications are accessible, culturally appropriate, and responsive to lived experience. Improving safety for those at greatest risk strengthens safety for the entire community.

### **Public Confidence, Trust, and Perception of Safety**

A recurring theme in Phase 1 was the gap between measured safety indicators and how safe residents feel. High-profile incidents, visible disorder, and inconsistent communication can disproportionately influence public perception, even when overall risk remains stable. Research and engagement indicate that trust in institutions, transparency, and meaningful community involvement are critical to improving safety confidence. This priority emphasizes that safety is not only about reducing incidents, but also about building trust, demonstrating responsiveness, and enabling residents to understand and participate in safety efforts.

## **Emergency Preparedness and Climate Resilience**

North Vancouver faces increasing exposure to climate-related and environmental risks, including heat events, wildfire smoke, flooding, and seismic threats. This priority recognizes the need to strengthen both physical infrastructure and community readiness, ensuring that residents, businesses, and services are better prepared to respond to and recover from emergencies. Building resilience reduces harm, shortens recovery time, and supports long-term community wellbeing

## **Harm Prevention and Early Intervention**

Phase 1 confirmed that prevention is essential to improving long-term safety outcomes. Addressing root causes such as violence in relationships, social isolation, housing instability, and untreated mental health needs is more effective and sustainable than relying solely on crisis response. This priority emphasizes upstream approaches that reduce future harm, lower demand on emergency services, and support healthier, safer communities over time.

## **Safe Movement and Transportation**

Safe movement is a foundational component of community safety and a consistent concern raised by residents. Data and engagement highlight ongoing risks related to traffic speeds, pedestrian and cyclist safety, school zones, transit access, and the growing use of micromobility such as e-bikes and e-scooters. While many incidents are not criminal in nature, their frequency and visibility significantly influence how safe people feel in their daily lives. Improving safety on streets and sidewalks supports injury prevention, accessibility for all ages and abilities, and confidence in moving through the community.

## **Next Steps**

Building on the foundation established in Phase 1, Phase 2 of the Community Safety Strategy will focus on refining and validating the emerging definition, vision, and strategic priorities with Council and key partners. This next phase will translate the identified priorities into clear strategic tactics and actions, supported by outcome-based performance measures to track progress over time. Phase 2 will also consider implementation requirements, including sequencing, roles, partnerships, and alignment with existing City plans and available resources. This work will ensure the Community Safety Strategy is both aspirational and achievable, providing a clear roadmap for coordinated action. A draft Community Safety Strategy will be brought forward for Council consideration following completion of Phase 2.

## **Conclusion**

North Vancouver is a safe community, and that strong foundation allows the City to take a proactive and thoughtful approach to community safety. The Community Safety Strategy is about raising the bar from being a safe city to being a city where safety is consistently felt, visible, and shared. This work reflects the City's commitment to maintaining and enhancing safety over the long term. Phase 1 has established a strong,

shared foundation grounded in evidence, engagement, and lived experience, positioning the City to move confidently into the next phase of defining actions that prevent harm, strengthen coordination across services, and ensure that everyone, regardless of background feels safe, welcomed, and supported in their daily lives.

### **FINANCIAL IMPLICATIONS**

Any financial implications related to administering the Community Safety Strategy will be covered in the 2026 Operating and Capital Budget for Public Safety.

### **INTER-DEPARTMENTAL IMPLICATIONS**

The Community Safety Strategy will establish new policy direction and supportive actions that will require collaboration across City departments. As such, the preliminary vision, goals, and priorities were developed with input from representatives from various City departmental teams. In addition, the preliminary vision, goals, and priorities were reviewed by the City's Public Safety Committee, the City's Community Safety Advisory Committee and the City's Leadership Team.

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

The Community Safety Strategy supports Council's priority of being A City for People: an equitable, accessible and healthy community that is inclusive, welcoming and safe.

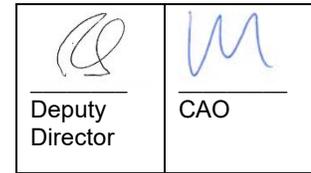
RESPECTFULLY SUBMITTED:



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Greg Schalk  
General Manager, Public Safety and Fire Chief

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Amelia Cifarelli, Director, Legislative Services and Corporate Officer

Subject: CENTRAL LONSDALE BUSINESS IMPROVEMENT AREA SERVICE  
BYLAW – RESULTS OF PETITION

Date: February 18, 2026 File No: 13-6750-20-0006/1

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

**RECOMMENDATION**

PURSUANT to the report of the Director, Legislative Services and Corporate Officer, dated February 18, 2026, entitled “Central Lonsdale Business Improvement Area Service Bylaw – Results of Petition”:

THAT the report of the Director, Legislative Services and Corporate Officer, dated February 18, 2026, and the Corporate Officer’s Certificate as to Sufficiency of Petition, included as Attachment 1, be received and filed.

**ATTACHMENTS**

1. Corporate Officer’s Certificate as to Sufficiency of Petition (CityDocs [2771567](#))

**SUMMARY**

The purpose of this report is to present the results of the opportunity to petition against “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138”.

**BACKGROUND**

At its Regular meeting of December 8, 2025, Council received a Central Lonsdale Business Improvement Area Service Establishment Bylaw and passed the following resolution:

*THAT staff be directed to initiate a petition against process, in accordance with Section 213 of the Community Charter, for the proposed creation of the Central Lonsdale Business Improvement Area;*

*AND THAT “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138” be considered for readings.*

Following three readings of “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138”, the statutory Public Notice of Intent of Council’s proposal to undertake a local area service on its own initiative was published in the January 7 and 14, 2026 editions of the *North Shore News*.

A notification letter and petition form were mailed to registered owners of properties within the boundaries of the proposed Central Lonsdale Business Improvement Area and completed petitions were received at City Hall until 5:00 pm on February 13, 2026. A sufficient number of petitions against the service was not received within the specified time period.

## **DISCUSSION**

The number of petitions submitted in opposition of the proposed Central Lonsdale Business Improvement Area did not meet the requirements for petition against the service, as set out in Section 212(3) of the *Community Charter*, which states:

*212(3) In order for a petition for a local area service to be certified as sufficient and valid,*

- (a) the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax, and*
- (b) the persons signing must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.*

The final number of negative petitions received regarding the assessed value of the land and improvements within the subject Central Lonsdale Business Improvement Area Initiative is as follows:

Total Number of Petitions (Parcels) Mailed	283
Negative Petitions (Parcels) Received	76
Percentage of Petitions Against =	26.9%
Assessed value of Class 5 and 6 Parcels in BIA area	\$ 1,318,383,600
Assessed value of 76 Petitions submitted	\$ 193,925,300
Percentage of assessed value of negative Petitions =	14.7%

Attached is the Certificate as to Sufficiency of Petition (Attachment 1).

Below is a summary of the negative petitions we received based on the business licence categories:

Category	Percentage of Negative Petitions
Accommodation and Food Service	9%
Administrative Office and Support, Waste Management and Remediation Service	2%
Art, Entertainment and Recreation	Less than 1%
Construction Contractor	Less than 1%
Courier and Warehouse	Less than 1%
Education Service	4%
Finance and Insurance	3%
Health Care and Social Assistance	44%
Other Service	10%
Professional, Scientific and Technical Service	4%
Real Estate, Rental and Leasing	8%
Retail Trade	13%
Wholesaler and Distributor	1%

At the December 8, 2025 Council meeting, the “Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138” was given first, second and third reading. The Bylaw is being presented to Council for consideration of adoption. At the time the Bylaw is being considered, no further deliberations are permitted.

### **FINANCIAL IMPLICATIONS**

None.

### **INTER-DEPARTMENTAL IMPLICATIONS**

If Council chooses to adopt the Central Lonsdale Business Improvement Area Bylaw, the Business Improvement Area levy amount for the properties located within the specified area will be calculated and collected by the Finance & Economic Development Department.

If Council chooses not to proceed with the Central Lonsdale Business Improvement Area Bylaw, no further action will be taken.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The creation of the Central Lonsdale Business Improvement Area aligns with Council’s 2022-2026 Strategic Plan priority “A Prosperous City” to:

- Foster the expansion of Business Improvement Associations throughout the City.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Amelia Cifarelli  
Director, Legislative Services and Corporate Officer

**CITY OF NORTH VANCOUVER**  
**CORPORATE OFFICER'S CERTIFICATE AS TO SUFFICIENCY OF PETITION**  
**CENTRAL LONSDALE BUSINESS IMPROVEMENT AREA**

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WHEREAS Council of the City of North Vancouver authorized a Council Initiative opportunity with respect to a bylaw to establish a specified area of the City of North Vancouver for the purpose of funding the Central Lonsdale Business Improvement Area Society to conduct certain works and services and to market and promote business within the Central Lonsdale Business Improvement Area:

WHEREAS "Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138", received introduction and three readings on December 8, 2025;

WHEREAS the deadline for the submission of petitions against the creation of the Central Lonsdale Business Improvement Area was February 13, 2026 at 5:00 pm;

WHEREAS the requirements of Section 213 of the *Community Charter* for a Council Initiative have been met with respect to advertising and mailing notices to the affected property owners;

WHEREAS the petitions against the proposed establishment of the Central Lonsdale Business Improvement Area have been properly signed by the owners of 76 parcels, representing 26.9% of the total 283 parcels, located within the proposed Central Lonsdale Business Improvement Area, and 14.7% of the total assessed value of all the lands and improvements;

NOW THEREFORE, I, Amelia Cifarelli, Corporate Officer for the City of North Vancouver, certify that the results of the opportunity to petition against the establishment of the Central Lonsdale Business Improvement Area were not sufficient, in accordance with Sections 212(3) and (4) of the *Community Charter*, and "Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138", may now be considered by Council.

Signed this 18<sup>th</sup> day of February, 2026.

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

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9138

### A Bylaw to establish the Central Lonsdale Business Improvement Area Service

WHEREAS Council may, pursuant to section 215 of the *Community Charter*, as amended, grant money to an organization that has one of its aims, functions, and purposes, the planning and implementation of a business promotion scheme;

AND WHEREAS Council, at the request of the Lonsdale Centre Business Improvement Area Society, wishes to establish a new Central Lonsdale Business Improvement Area as a local area service;

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 “**Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138**”.

#### 2. Definitions

“Central Lonsdale Business Improvement Area” means the area described in section 3.A.

“Central Lonsdale Business Promotion Scheme” means:

- (1) carrying out studies or making reports respecting the Central Lonsdale Business Improvement Area where business or commerce is carried on;
- (2) improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in the Central Lonsdale Business Improvement Area, subject to approval by the City of any works or improvements proposed for municipally owned streets, sidewalks, land, buildings or other structures;
- (3) the removal of graffiti from buildings and other structures in the Central Lonsdale Business Improvement Area; and
- (4) Encouraging Business in the Central Lonsdale Business Improvement Area;

“Encouraging Business” includes, but is not limited to:

- (1) creating a strong “Central Lonsdale” brand and distinct identity for businesses in the Central Lonsdale Business Improvement Area;
- (2) developing and implementing a marketing strategy to promote goods and services from the Central Lonsdale Business Improvement Area to local, regional and tourist markets;
- (3) promoting new investment in commercial, residential and mixed-use developments in the Central Lonsdale Business Improvement Area that supports the viability of local businesses;

- (4) representing interests of the business community in the Central Lonsdale Business Improvement Area in local government processes;
- (5) encouraging businesses from the Central Lonsdale Business Improvement Area to participate in established major events in the community, planning and implementing other special events and promotions; and
- (6) promoting and implementing streetscape improvements and public amenities to enhance the visitor experience in the Central Lonsdale Business Improvement Area.

“Chief Financial Officer” means the financial officer for the City under section 149 of the *Community Charter*.

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

“Council” means the Council of The Corporation of the City of North Vancouver.

“Local Service Tax” means the property value tax imposed pursuant to section 6.A of this bylaw.

“Shortfall” has the meaning set out in section 5.G.

“Society” means the Lonsdale Centre Business Improvement Area Society.

“Term” means the period set out in section 3.C.

### 3. **Business Improvement Area Service**

- A. The area shown in blue outline on the map attached as Schedule A is designated as the Central Lonsdale Business Improvement Area, including parcels fronting both sides of all boundary streets.
- B. The following is hereby established as a business improvement area service in accordance with section 215 of the *Community Charter*, as amended:
  - (1) the provision of monetary grants to the Society for the planning and implementation of the Central Lonsdale Business Promotion Scheme.
- C. The term of the service for the Central Lonsdale Business Improvement Area is five (5) years, commencing on January 1, 2026 and ending on December 31, 2030.

### 4. **Grants**

- A. Pursuant to section 215(2) of the *Community Charter*, the amount of money granted to the Society under this bylaw shall not exceed
  - (1) the sum of \$3,054,000 for the Term; and

- (2) an annual amount reasonably based on the annual budget submitted by the Society and approved by the Chief Financial Officer pursuant to section 5.B(1), but in all cases shall not exceed the following amounts in each year of the Term:

Year 1 (2026):	\$600,000
Year 2 (2027):	\$600,000
Year 3 (2028):	\$618,000
Year 4 (2029):	\$618,000
Year 5 (2030):	\$618,000

- B. Provided the Society is in compliance with this bylaw, the City shall pay all annual grants to the Society in two instalments: 50% on or before March 31 of each year of the Term, and 50% on or before July 15 of each year of the Term.

## 5. General Conditions and Limitations

- A. Monies granted to the Society under this bylaw must be expended only:
- (1) by the Society;
  - (2) for the purposes of the Central Lonsdale Business Promotion Scheme during the Term in accordance with the terms of this bylaw; and
  - (3) in accordance with the annual budget submitted to the City under section 5.B(1) and with the budget attached in Schedule B.
- B. The Society shall submit to the City, on or before September 1 of the preceding year:
- (1) an annual budget for the following year during the Term which contains information sufficient in detail to describe all anticipated expenses and revenues, which has been approved by a majority of the members present at a general meeting of the Society; and
  - (2) a program, plan, or other information sufficient in detail to describe the Society's activities for the following year during the Term to implement the Central Lonsdale Business Promotion Scheme.
- C. Section 5.B does not apply to 2026.
- D. The Society shall account for the money granted and received under this bylaw by submitting to the City, on or before May 31 of each year of the Term except for the final year and by May 1, 2030 for the final year of the Term, annual audited financial statements for the preceding year, including an Auditor's Report, Statement of Financial Position, Statement of Revenues and Expenditures, Statement of Changes in Net Assets, Statement of Cash Flow, and Notes in accordance with Generally Accepted Accounting Standards in form and content satisfactory to the Chief Financial Officer.
- E. The Society shall permit the City to inspect, during normal business hours on reasonable notice, all books of accounts, receipts, invoices, and other financial records which the Chief Financial Officer deems necessary or advisable for the purpose of verifying compliance with this bylaw.

- F. The Society shall not incur any indebtedness or other obligations in respect of the Central Lonsdale Business Promotion Scheme beyond the sum granted by Council for each year. For clarity, this restriction does not prevent the Society from receiving or expending funds obtained from sponsorships, donations, membership fees, or grants not made pursuant to this bylaw, provided that such funds are used in accordance with this bylaw.
- G. If the amount of the Local Service Tax levied on parcels within the Central Lonsdale Business Improvement Area in a given year is insufficient to recover one hundred percent (100%) of the costs of the annual grant made to the Society in that year (the “Shortfall”), the amount of Shortfall is a debt owed to the City, and the City may:
  - (1) increase the Local Service Tax levied within the Central Lonsdale Business Improvement Area in a subsequent year by an amount equivalent to the Shortfall; or
  - (2) require the Society to repay an amount equivalent to the Shortfall, if the Shortfall occurs in the final year of the service.
- H. Any unspent annual funding remaining at the end of the Society’s financial year may be transferred to and held in a reserve account maintained by the Society. Monies held in the reserve account may be carried forward and expended on the Society’s future activities, programs, or unforeseen expenses for the Central Lonsdale Business Promotion Scheme only, subject to approval by a majority of the members present at a general meeting of the Society.
- I. It is a condition of the receipt and expenditure of the monies granted under this bylaw that the Society is in compliance with Parts 7 through 8 of this bylaw.

## 6. Recovery and Tax Levy

- A. Subject to section 5.G, all of the monies granted to the Society under this bylaw shall be recovered in that year as a property value tax within the Central Lonsdale Business Improvement Area in accordance with section 6.B of this bylaw.
- B. In any year within the Term, the City shall impose a property value tax on land or improvements, or both, in the Central Lonsdale Business Improvement Area that is classified as Class 5 [light industry] and Class 6 [business or other] under the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended from time to time.

## 7. Insurance

- A. The Society shall carry at all times a policy of comprehensive general liability insurance in the amount of five million dollars (\$5,000,000) on the following terms:
  - (1) with the City named as an additional insured;
  - (2) containing a cross-coverage provision; and
  - (3) containing an endorsement to provide that the policy shall not be cancelled, lapsed, or materially altered without giving thirty (30) days’ notice in writing to the Corporate Officer of the City.

- B. The Society shall deliver proof of the insurance coverage set out in section 7.A to the Corporate Officer of the City on or before July 15 of each year of the Term.

**8. Society’s Constitution, Bylaws, and Meetings**

- A. The City may withhold any payments of the grant referred to in section 4 of this bylaw if the Society alters its constitution or bylaws in such a manner as to, in the opinion of Chief Financial Officer, impair the Society’s ability to plan and implement the Central Lonsdale Business Promotion Scheme.
- B. The Society shall provide written notice of every meeting of the Society’s members, annual or general, at least 14 days prior to the meeting, to the Corporate Officer of the City.
- C. The Society shall permit a representative from the City to attend any meeting of the Society’s members, annual or general, and to obtain a copy of any materials available to the Society’s members at such a meeting.

**9. No Joint Venture**

Nothing in this bylaw makes the City a partner, an agent, or a joint venturer with the Society in the planning or implementation of the Central Lonsdale Business Promotion Scheme or for any other purpose.

**10. Severability**

If a portion of this bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion, subsection, paragraph, subparagraph, clause or phrase.

**11. Schedules**

- A. Schedule A – Central Lonsdale Business Improvement Area Boundaries.
- B. Schedule B – Proposed Year One (2026) Budget.

READ a first time on the 8<sup>th</sup> day of December, 2025.

READ a second time on the 8<sup>th</sup> day of December, 2025.

READ a third time on the 8<sup>th</sup> day of December, 2025.

ADOPTED on the <> day of <>, 2026.

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MAYOR

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CORPORATE OFFICER

## Schedule A

### Central Lonsdale Business Improvement Area Boundaries

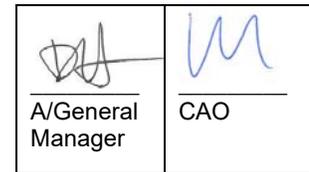
Those lands shown in blue outline below are designated as the Central Lonsdale Business Improvement Area.



**Schedule B**

<b>Category / Subcategory</b>	<b>Balance</b>	<b>Allocation</b>
<b>GENERAL &amp; ADMINISTRATION</b>	<b>113,800</b>	
Audit & Bookkeeping, Payroll, Tax Preparation, Tax Filing		38,000
Legal, Business Fees & Licenses		10,000
Professional Services / Consultants		12,000
Rent (office, utilities, cleaning)		32,000
Office Supplies & Equipment		4,800
Bank & Credit Card Fees		3,000
Telephone & Internet		3,000
Courier & Postage		2,000
Miscellaneous Admin		9,000
<b>INSURANCE</b>	<b>6,000</b>	
General Liability Insurance		2,400
Directors & Officers Insurance		1,800
Event Insurance		1,800
<b>PAYROLL &amp; STAFF</b>	<b>115,300</b>	
Executive Director Salary		90,000
Employee Benefits		13,500
CPP, EI, EHT, WCB		8,800
Training & Professional Development		3,000
<b>PLACEMAKING &amp; COMMUNITY SAFETY</b>	<b>124,000</b>	
Banners, Signage & Branding		25,000
Street Garden Planters & Landscaping		30,000
Cleaning & Maintenance		25,000
Murals, Public Art & Utility Wraps		20,000
Infrastructure (benches, lighting upgrades)		16,000
Security Patrols & Community Safety		8,000
<b>FESTIVALS &amp; EVENTS</b>	<b>111,000</b>	
Signature Events (Halloween, Christmas, Canada Day, etc.)		50,000
Contracted Event Services		30,000
Entertainment & Performers		15,000
New Event Activations / Pilots		16,000

<b>MARKETING &amp; PROMOTION</b>	<b>87,700</b>	
Advertising & Campaigns (print, radio, digital, OOH)		25,000
Branding & Graphic Design		16,000
Digital Marketing & Social Media		18,000
Media Assets/Photo/Videos		8,000
Direct Mail Marketing & Brochures		8,300
Community Engagement Campaigns		12,400
<b>MEMBERSHIP &amp; BUSINESS ENGAGEMENT</b>	<b>24,200</b>	
Membership Database & CRM		6,000
BIABC & Other Membership Dues		4,100
Networking Events, Workshops, Guest Speakers		6,600
Advocacy (e.g., fair commercial property tax)		4,100
Business Recruitment & Retention Initiatives		1,700
Member Communications & Newsletters		1,700
<b>WEBSITE DEVELOPMENT &amp; ONLINE SECURITY</b>	<b>18,000</b>	
Website Development & Upgrades		8,000
Hosting, Domain & Cloud Storage		2,500
Maintenance & Updates		2,500
Cybersecurity Services & Tools		2,500
Online Software Subscriptions		2,500
<b>TOTAL BUDGET</b>	<b>\$600,000</b>	<b>\$600,000</b>



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**INFRASTRUCTURE, TRANSPORTATION & PARKS DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Sheila Sister, Project Manager, Public Realm Infrastructure

Subject: NAME RECOMMENDATION FOR NEW BRIDGE OVER HIGHWAY 1

Date: February 20, 2026 File No: 11-5330-20-0071/1

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

**RECOMMENDATION**

PURSUANT to the report of the Project Manager, Public Realm Infrastructure, dated February 20, 2026, entitled “Name Recommendation for New Bridge Over Highway 1”:

THAT staff be directed to proceed with the name Crosscut Bridge for the new active transportation bridge over Highway 1.

**ATTACHMENTS**

1. Civic Naming Committee Policy (CityDocs [888331](#))
2. Naming Options for New Bridge Over Highway 1 (CityDocs [2760553](#))

**SUMMARY**

The project team identified three name options for the Civic Naming Committee’s consideration. On February 20, 2026, the Committee deliberated and selected the official name for the new bridge over Highway 1 as ‘Crosscut Bridge’ – in reference to the bridge crossing over the section of the Highway locally referred to as “the Cut”. The purpose of this report is to receive endorsement of the name ‘Crosscut Bridge’.

**BACKGROUND**

The Casano-Loutet Overpass is one of the most-anticipated active transportation projects in the City’s history. The idea of reconnecting the communities bisected by the construction of the Upper Levels Highway in the late 1950s has appeared in civic

planning documents for over two decades, with the first formal feasibility study completed in 1999.

The highway corridor that separates Cedar Village to the north from Loutet Park and the broader south-side neighbourhoods was established when the Upper Levels Highway was extended east to the Second Narrows Bridge, opening to traffic on March 4, 1961.

For over sixty years, residents, students, and cyclists have faced a detour via the Lynn Valley Road interchange to move between two parts of the same city. Public consultation efforts formally resumed in 2017, and community feedback was Highway 1 functions as a barrier, pushing residents toward vehicle trips when they would otherwise walk, roll, or cycle.

In 2019, the project began accruing external funding contributions to prepare for construction. The City secured a total of \$6.5m in contributions (\$2.5m from TransLink and \$4m from the Provincial Government), complementing \$6m from the City, for a total construction cost of approximately \$12.5 million. Completion is scheduled for summer 2026.

The project has been referred to informally as the "Casano-Loutet Overpass" since the 1999 feasibility study, in reference to its physical endpoints: Casano Drive and Rufus Avenue to the north, and Loutet Park to the south.

## DISCUSSION

The project team developed formal name options for consideration by the Civic Naming Committee that align with the Civic Naming Committee Policy (C107) found in Attachment 1. On February 20, 2026, the Committee members deliberated on three options that are described in detail in a report that was prepared for the Committee, found in Attachment 2.

The name "Crosscut Bridge" carries multiple layers of meaning that connect it authentically to this place and community.

Most immediately, it references "the Cut", the colloquial name long used by North Shore residents to describe the steep stretch of Highway 1 between Mountain Highway to Lynn Valley Road through North Vancouver. The name has no official standing, but it is deeply embedded in local vernacular. A bridge that crosses over "the Cut" is, in the most direct sense, a *crosscut*.

The name also draws on the rich forestry heritage of British Columbia's North Shore. The crosscut saw was the defining tool of the Pacific Northwest logging industry from the 1880s through the mid-20th century. In BC, the two-person crosscut saw came into widespread use in the 1880s alongside the construction of the Canadian Pacific Railway, which opened eastern markets and accelerated the province's timber economy. The crosscut was eventually displaced by the chainsaw, but it remains an enduring symbol of the collaborative, skilled labour that built the North Shore.

Importantly, a crosscut is specifically engineered to cut perpendicular to the grain, across it, rather than with it, which provides a second layer of meaning: this bridge cuts across the grain of the existing road network, offering an entirely new kind of connection.

The name is strong, clear, and resonant. It is rooted in local geography, honours regional history, and describes precisely what the bridge does: it crosses the Cut.

Staff are seeking endorsement from Mayor and Council to also support this name which would then be presented to the public at the ribbon cutting ceremony.

The City's Public Safety team has confirmed that "Crosscut Bridge" is sufficiently unique within the local place name inventory to avoid confusion during emergency dispatch.

### **FINANCIAL IMPLICATIONS**

The overpass name would be integrated into wayfinding and onsite signage within the existing project budget.

### **INTER-DEPARTMENTAL IMPLICATIONS**

The City's Records Management and Privacy Coordinator contributed to the proposed names with research support from Monova and the District of North Vancouver Records Department.

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

The proposed names were prepared in accordance with the Civic Naming Committee Policy.

Construction of the Overpass is a Council Strategic Plan initiative supporting the Official Community Plan and Mobility Strategy objectives to provide safe, comfortable transportation options that overcomes network barriers and connects people to the places they need to go.

RESPECTFULLY SUBMITTED:



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Sheila Sister  
Project Manager, Public Realm Infrastructure



## COUNCIL POLICY

01 Corporate Administration

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Policy Name	Civic Naming Committee Policy		
Policy Number	C107		
Effective Date	July 16, 2012	Revised October 21, 2013	
Approved By	Council		

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### POLICY

The purpose of this policy is to:

1. Establish civic policy to guide the City of North Vancouver's Streets and Parks Naming Committee for the naming of parks, municipal facilities, streets and honorary roads;
2. Establish the criteria to recognize and commemorate noteworthy persons whereby the names will be placed on a Names Reserve List;
3. Establish principles for the naming of parks, municipal facilities, roads, and honorary roads;

#### 1. GENERAL PRINCIPLES:

1. All naming shall be posthumous. Naming after living individuals is inappropriate since there could be future circumstances or difficulties that a living individual encounters in their future that leads to an inappropriate connotation for that name.
2. Naming a park, municipal facility, road or honorary road after a person shall be commensurate with the contributions made by the person during their lifetime and having regard to the person's achievements or areas of interest.
3. Written consent should be obtained from the individual's surviving family (if applicable); and,
4. A written description of the individual's contribution to the City and/or community should be reviewed by City Council.

#### 2. NAMES RESERVE LIST

1. All naming shall be posthumous.
2. For a person's name to be added to the reserve list, the person must meet, except in extenuating circumstances, at least one of the following criteria:
  - a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that brought special credit to the City of North Vancouver;
  - b) A person who volunteered and gave extraordinary help or care to individuals, families or groups, or supported community services or humanitarian causes in the City of North Vancouver;

- c) A person who fostered equality and reduced discrimination;
- d) A person who risked his or her life to save or protect others; and
- e) A person who achieved a deed or activity performed in an outstanding professional manner that brought considerable benefit or great honour to the City of North Vancouver.

- 3. Names, other than a person, may reflect a historical event significant to the City of North Vancouver.
- 4. Names, other than a person, may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.
- 5. Notwithstanding the above, the name of a person or a name other than a person, not identified on the "Names Reserve List" may be assigned to a park, municipal facility, road or an honorary road when unique or extenuating circumstances warrant.

3. GENERAL PRINCIPLES WHEN A NAME IS ASSIGNED TO A PARK, MUNICIPAL FACILITY, HONOURARY ROAD, STREET OR RENAMED STREET

- 1. Naming a park, municipal facility, street or honorary road after a person shall be commensurate with the contributions of the person being honoured and having regard to the person's achievements or areas of interest and other comparable people who have or may in the future be commemorated.
- 2. No municipal parks, facilities, roads or honorary roads to be named after staff members or former Council members of the Corporation of the City of North Vancouver.
- 3. Honorary Roads
  - a) A road, either whole or in part, may be named in honour of a person or organisation (e.g. Veteran's Way) as an honorary road. This is supplemental to the actual road name which does not change in this instance.

**DOCUMENT HISTORY**

<b>Date</b>	<b>Action</b>	<b>By</b>
July 16, 2012	Approved	Council
October 21, 2013	Amended	Council



 Director	 General Manager	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**INFRASTRUCTURE, TRANSPORTATION & PARKS DEPARTMENT**

**REPORT**

To: Civic Naming Committee

From: Sheila Sister, Project Manager, Public Realm Infrastructure

Subject: NAMING OPTIONS FOR NEW BRIDGE OVER HIGHWAY 1

Date: February 9, 2026 File No: 11-5330-20-0071/1

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

**RECOMMENDATION**

PURSUANT to the report of the Project Manager, Public Realm Infrastructure, dated February 9, 2026, entitled "Naming Options for New Bridge Over Highway 1":

THAT staff be directed to proceed with the name Crosscut Bridge for the new active transportation bridge over Highway 1;

AND THAT staff present the Committee's recommended name to Council for endorsement.

**ATTACHMENTS**

1. Civic Naming Committee Policy (CityDocs [888331](#))

**SUMMARY**

This report seeks to receive the Civic Naming Committee's direction on the selection of the name for the bridge currently under construction over Highway 1 that connects Casano Drive to Loutet Park. The project team recommends Crosscut Bridge be considered the formal name of the Overpass.

## BACKGROUND

The Casano-Loutet Overpass is a new active transportation bridge over Highway 1 linking two parts of our community bisected in the late 1950's. Creating the Overpass is a Council Strategic Plan initiative supporting the Official Community Plan and Mobility Strategy objectives to provide safe, comfortable transportation options that overcomes network barriers and connects people to the places they need to go.

The Overpass has been informally called the Casano-Loutet Overpass since the first feasibility study in 1999 in reference to the physical locations it connects. The project team has developed formal name options for consideration by the Civic Naming Committee that align with the Civic Naming Committee Policy (C107) found in Attachment 1.

## DISCUSSION

The project team has identified three names for the Committee's consideration including the existing informal name of the overpass. The names seek to convey a sense of place that has meaning to the community and help with wayfinding.

### Option 1: Crosscut Bridge (Recommended)

Theme: Site character and Geographical Feature

Staff Comments:

- The name plays on the Overpass crossing over the section of Highway 1 locally referred to as "*the cut*".
- Speaks to reconnecting the community north and south of the highway.
- Contributes to a sense of place that is unique to this specific location and relevant to community members.
- More limited elements that could be used for wayfinding icons.

### Option 2: Cedar Bridge

Theme: Site Character and Local Fauna

Staff comments:

- The Overpass design has taken great care to protect a large cedar near Casano Drive. The tree's presence is emphasized through the approach pathway design and functions as a prominent wayfinding landmark.
- Complements the name of Cedar Village on the north side of the highway.
- Cedars are a prominent species in the area and have a strong association with the North Shore's outdoor spaces.
- Presents iconographic wayfinding opportunities through the use of the tree's silhouetted form, cones, trunk or leaf structure.
- While Cedar Bridge has strong general associations and some spatial relevance, it does not highlight this unique location.

### Option 3: Casano-Loutet Overpass

Theme: Site Geographical Feature

Staff Comments:

- Is the long-standing informal name for the Overpass that has strong name recognition in the community.
- References the physical locations that the Overpass connects - Casano Drive (north of the bridge) and Loutet Park (south of the bridge).
- The name is not consistent with the City's naming policy:
  - The name complies with General Principle 1 of the City's naming policy. However, there is limited information available to provide the Committee to comply with General Principles 2, 3, and 4. The project team consulted with the Records Management and Privacy team at both the City and District of North Vancouver as well as Monova to learn more about the two individuals.
    - *Casano* – Former developer in the area
    - *Jack Loutet* – Former councilor (1911-1921), mayor (1945-1947) and MLA (1930-1933). Loutet was awarded the Freedom of The City in 1966 which can be bestowed to individuals by City Council who gave service of great value – Council minutes from 1966 do not capture details on why it was conferred on Loutet. Two other City assets are named after Jack Loutet: Loutet Park (1966) and Loutet Farm (2011).
  - It is difficult to assess if the contributions made by the persons made during their lifetimes are commensurate with the naming of the Overpass (as required by General Principle 2). However, the research did not uncover any documented circumstances that indicates an inappropriate connotation for either name.
- The name does not comply with Section 3.2 that states municipal parks, facilities or roads should not be named after former Council members of the Corporation of the City of North Vancouver.

### FINANCIAL IMPLICATIONS

The overpass name would be integrated into wayfinding and onsite signage and would be within the existing project budget.

### INTER-DEPARTMENTAL IMPLICATIONS

The Records Management and Privacy Coordinator contributed to the proposed names.

The project team has consulted with Public Safety to confirm each option is sufficiently unique to avoid confusion during a call-out for emergency response.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The proposed names were prepared in accordance with the Civic Naming Committee Policy.

RESPECTFULLY SUBMITTED:



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Sheila Sister  
Project Manager, Public Realm Infrastructure

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council  
From: Leanne McCarthy, Chief Administrative Officer  
Subject: DELEGATION AND OFFICERS BYLAWS  
Date: February 18, 2026 File No: 01-0110-01-0001/2026

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

## **RECOMMENDATION**

PURSUANT to the report of the Chief Administrative Officer, dated February 18, 2026, entitled “Delegation and Officers Bylaws”:

THAT the following bylaws be considered for readings:

- “Delegation Bylaw, 2026, No. 9157”; and
- “Officers Bylaw, 2026, No. 9158”.

## **ATTACHMENTS**

1. “Officers and Officials Bylaw, 2013, No. 8322” (CityDocs [1112852](#))
2. Proposed “Delegation Bylaw, 2026, No. 9157” (CityDocs [2712957](#))
3. Proposed “Officers Bylaw, 2026, No. 9158” (CityDocs [2724497](#))

## **SUMMARY**

The proposed Delegation Bylaw and Officers Bylaw work together to provide a modern governance structure and centralized location for delegations of authority. This will clarify decision-making authority. The Delegation Bylaw is a newly created bylaw that aims to capture the existing delegations of authority to place them in one consolidated bylaw. This bylaw will be updated annually to reflect any changes as necessary. The Officers Bylaw is an updated version of the Officers and Officials Bylaw, streamlined to include only the provisions required under the *Community Charter*.

## **BACKGROUND**

In order to operate municipal government, Council has the ability to delegate powers, duties and functions (including to staff, specific council members, or Council committees), as set out in section 154 of the *Community Charter*. There are, however, some limitations on this delegation power, as also contained in section 154 of the

*Community Charter*. For example, Council is unable to delegate powers or duties that can only be exercised by bylaw or where Council is expressly authorized to hear an appeal or reconsideration as established by an enactment.

Of special note, a Bylaw Enforcement Officer has the general power to enforce City bylaws, unless otherwise provided in the Delegation Bylaw, Community Charter, or other enactment. As such, notwithstanding that Column B of the Delegation Bylaw may not identify a Bylaw Enforcement Officer, a Bylaw Enforcement Officer still has the power to enforce City Bylaws, unless otherwise provided in the Delegation Bylaw, *Community Charter*, or other enactment.

## **DISCUSSION**

Consolidating delegations of authority into one bylaw is a concept that many municipalities have adopted. In researching this method, staff have looked to other municipalities such as Coquitlam, Surrey, Edmonton, Victoria, and Abbotsford. This research has guided the overall approach with the goal of having a clear, easily maintained document to reference for staff, Council, and the public.

The proposed Delegation Bylaw (Attachment 2) consolidates and organizes existing delegations by functional area (such as Administration, Planning, Fire Safety, etc.) and clarifies which positions hold decision-making authority. Importantly, this bylaw doesn't create any new delegation to staff, it simply organizes existing delegations, updates job titles to reflect current workflows, and uses summative language. In general, this bylaw should help staff, Council and the public understand where decisions are made within the local government environment. The bylaw still also provides for Council reconsideration rights where appropriate. Over the upcoming year, staff will bring forward repeal sections of existing bylaws containing delegation provisions.

The proposed Officers Bylaw (Attachment 3) establishes the three statutory officer positions required under the *Community Charter*: the Chief Administrative Officer, Corporate Officer, and Chief Financial Officer. It defines core responsibilities and reporting relationships. The updated draft Officers Bylaw is streamlined and modernized to focus solely on governance matters.

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **INTER-DEPARTMENTAL IMPLICATIONS**

All departments have reviewed and contributed to the development of the Delegation Bylaw and Officers Bylaw.

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

These bylaws directly support the commitment in Council's Strategic Plan to being Open, Responsible, Progressive, Engaged and Informed:

- **Open:** The proposed Delegation Bylaw and proposed Officers Bylaw enhance transparency by consolidating and clarifying decision-making authority in accessible formats for staff, Council, and the public.
- **Responsible:** Clear delegation structures enhance accountability, reduce risk of invalid decisions, and ensure appropriate oversight of City resources and decisions.
- **Progressive:** Modern governance frameworks and organizational structures position the City to respond effectively to evolving community needs and provincial requirements.
- **Engaged and Informed:** These bylaws harness the professional expertise of City staff, enable more efficient and informed decision-making, and create transparent governance frameworks that help the organization move forward together.

RESPECTFULLY SUBMITTED:



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Leanne McCarthy  
Chief Administrative Officer



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“OFFICERS AND OFFICIALS BYLAW,  
2013, NO. 8322”**

**CONSOLIDATED FOR CONVENIENCE – OCTOBER 23, 2023**

<b>Amendment #</b>	<b>Adoption Date</b>	<b>Subject</b>
8341	November 18, 2013	Part 9(b)
8632	May 7, 2018	Housekeeping Amendments
8710	April 8, 2019	Statutory Officers Designation of Municipal Employees Exempt Benefit Option Language Clarification
8987	October 23, 2023	Regular Full-Time and Regular Part-Time Complement

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8322

**A Bylaw to provide for the manner of appointment, the assignment of powers, duties and functions, conditions of employment, benefits and remuneration of the Officers and Officials of the Corporation of the City of North Vancouver.**

**WHEREAS** Section 146(a) of the *Community Charter* (SBC 2003, Chapter 26) provides that Council must, by bylaw, establish officer positions in relation to the powers, duties and functions under section 148 [corporate officer] and 149 [financial officer] and under section 147 [chief administrative officer];

**AND WHEREAS** Section 146(b) of the *Community Charter* provides that Council may, by bylaw, establish other officer positions and 146(c) may assign powers, duties and functions to its officer positions;

**AND WHEREAS**, subject to the BC Labour Relations Code, Council may also establish the terms and conditions of its officers' employment, including terms and conditions respecting their remuneration, benefits, expenses, hours of work and manner of appointment, promotion, discipline and dismissal;

**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 “**Officers and Officials Bylaw, 2013, No. 8322**”.
2. The following positions are designated as Statutory Officers (“Officers”) of the Corporation of the City of North Vancouver:
  - (a) Chief Administrative Officer
  - (b) Corporate Officer (City Clerk)
  - (c) Chief Financial Officer (Director of Finance)

The persons holding these positions are established as Statutory Officers of the City under Section 146 of the *Community Charter* and are also designated as “municipal employees” for the purposes of the *Financial Disclosure Act*, RSBC 1996.

*[Bylaw 8710, April 8, 2019]*

3. In addition to the Officers of the City listed in Section 2 above, this Bylaw shall also apply to those positions, including Department Heads designated by the Chief Administrative Officer, to be management and exempt positions within the City of North Vancouver pursuant to the terms of the BC Labour Relations Code and excluded from the CUPE and IAFF bargaining units. *[Bylaw 8710, April 8, 2019]*
4. For the purposes of this Bylaw, employees of the City, as defined in Section 3, shall be referred to as “Officials”. *[Bylaw 8710, April 8, 2019]*
5. The Chief Administrative Officer shall be assigned chief administrative responsibility for the City of North Vancouver, including the statutory powers, duties and functions specified in Section 147 of the *Community Charter*, and shall be under the supervision of Council to:

- (a) supervise, coordinate and administer the affairs of the City and its Officials;
  - (b) put into effect and carry out the policies of Council;
  - (c) advise Council on matters within the control and purview of Council;
  - (d) prepare with Department Heads estimates of revenue and expenditures annually or as required by Council and submit them to Council or the Finance Committee for consideration;
  - (e) direct the establishment of effective internal controls to safeguard municipal assets under the control of Council and the adequate provision of insurance, protection and defence against claims;
  - (f) review and approve appropriation lists for capital expenditures for new equipment and/or the replacement of existing equipment;
  - (g) report to Council any changes in the statutory responsibilities of Officers or organization changes involving departments or Department Heads;
  - (h) make changes in regular full-time and regular part-time complement to maintain a full-time complement in alignment with the annual budget; *[Bylaw 8710, April 8, 2019] [Bylaw 8987, October 23, 2023]*
  - (i) participate in the recruitment of Officers appointed by Council and appoint Department Heads that are not Officers;
  - (j) provide input and assistance into collective bargaining, contract interpretation and wage/salary administration;
  - (k) serve and represent the City on various civic committees, commissions, boards or other forums appointed by Council or that are within the discretion of the position to establish;
  - (l) establish, promote and maintain extensive contact and liaison with municipal, senior government and business officials and representatives and the general public;
  - (m) carry out any other duties prescribed by bylaw or resolution of Council;
  - (n) the Chief Administrative Officer may discipline Department Heads and discharge Department Heads that are not Officers. The Chief Administrative Officer may make recommendations to Council for the termination of an Officer of the City. The Chief Administrative Officer, or designated Officer or Official, shall have the discretion to discipline or discharge any other municipal employee; it being understood that in the case of an Officer or Official, a decision to terminate will not be made without first reviewing the matter with the Director responsible for Human Resources and/or Chief Administrative Officer. *[Bylaw 8710, April 8, 2019]*
6. The Corporate Officer is assigned the responsibility of corporate administration for the City of North Vancouver, including the statutory powers, duties and functions set out in Section 148 of the *Community Charter*. The Corporate Officer is responsible for responding on

behalf of the City in dealing with issues under the *Freedom of Information and Protection of Privacy Act*. [Bylaw 8710, April 8, 2019]

7. The Chief Financial Officer is assigned the responsibility of financial administration for the City of North Vancouver, which includes the statutory powers, duties and functions specified in Section 149 of the *Community Charter*. [Bylaw 8710, April 8, 2019]
8. The responsibilities, power and duties of Officials, other than the Officers listed in Section 2, shall be as determined by the Chief Administrative Officer or as otherwise directed by Council by resolution.
9. (a) All Officers shall be appointed to their positions by Council; such appointments may involve a Council appointed selection committee, which, except for the Chief Administrative Officer's selection, would then include the Chief Administrative Officer and Director responsible for Human Resources as facilitators. Department Heads shall be appointed to their position by the Chief Administrative Officer and may involve an advisory Committee of Council, which would then include the Chief Administrative Officer and the Director responsible for Human Resources as facilitators. Any other Officials shall be appointed to their position by their respective Department Heads. [Bylaw 8710, April 8, 2019]
- (b) The temporary position of Deputy Chief Administrative Officer may be appointed by the Chief Administrative Officer from amongst current Officers and Officials for a period to be determined at the discretion of the Chief Administrative Officer. Such appointment is renewable. For the additional responsibility of relieving the Chief Administrative Officer during absence and providing assistance on special projects and assignments, as required, the Deputy Chief Administrative Officer will receive 6%, effective May 1, 2013, of the Officer's or Official's base salary prorated in accordance with the duration of the appointment, should it be for a period of less than one year. [Bylaw 8341, November 18, 2013] [Bylaw 8710, April 8, 2019]
10. (a) The remuneration of Officers and Officials covered by this Bylaw shall be in accordance with the pay scales established for each respective position based on a market salary survey of comparable municipal employers, as determined through a third party consultant review, as authorized by the Chief Administrative Officer and subject to any necessary budget approvals. The selection of a third party consultant is to be discussed with the City of North Vancouver Managerial Association. [Bylaw 8710, April 8, 2019]

Benefits for Officers and Officials covered under this Bylaw are outlined in the Employee Benefits Summary (Exempt). Specific terms and conditions of employment for each Officer and Official are outlined in their Employment Agreement and/or Appointment Letter. [Bylaw 8710, April 8, 2019]

- (b) To compensate for overtime required, Officers and Officials covered under this Bylaw shall be eligible to receive compensation for work authorized in writing to be performed outside of their regular hours of work pursuant to City policies and as determined by the Chief Administrative Officer in consultation with the Department Head and the Director responsible for Human Resources and/or designate, as provided below: [Bylaw 8710, April 8, 2019]

For those Officials in pay bands 1 to 6, inclusive, overtime shall be paid in accordance with the current CUPE Collective Agreement.

Those Officials in pay bands 7 to 10, inclusive, are eligible to accumulate overtime beyond their regular hours of work, hour for hour at straight time rates, up to 70 hours annually, with a one-hour minimum claim. An Official who has accumulated overtime hours may take equivalent time off with pay. *[Bylaw 8710, April 8, 2019]*

Those Officers and Officials in pay bands 11 and above (and designated positions in pay bands 6 to 10, inclusive, as authorized by the Chief Administrative Officer) are eligible to accumulate overtime beyond their regular hours of work, hour for hour at straight time rates, up to 70 hours annually. For this group, there is a one-hour grace period for claiming overtime immediately preceding or following an Officer or Official's normal work schedule. An Officer or Official who has accumulated overtime hours may take equivalent time off with pay. *[Bylaw 8710, April 8, 2019]*

The foregoing represents total overtime compensation for Officers and Officials, except as may be required by law. *[Bylaw 8632, May 7, 2018]*

- (c) Officials exempted from the CUPE or IAFF bargaining unit who replace an Officer or Official with a higher salary by reason of vacation or illness shall receive a 10% premium over their current salary (unless the 10% premium results in a salary higher than the top step of the pay band. In this case, the salary for the acting assignment will be the top step of the pay band the Officer or Official is acting in), providing the term is for a minimum of one day or longer and a replacement was required. *[Bylaw 8710, April 8, 2019]*
- (d) Officers and Officials in designated positions will be required to use their personal vehicle for City business, when required. A T2200 documenting this requirement for income tax purposes will be issued. *[Bylaw 8710, April 8, 2019]*

Such Officers and Officials must maintain business-use insurance, as required by ICBC, at their own expense, and cover any other additional vehicle expenses necessitated by using their personal vehicle for City business. *[Bylaw 8710, April 8, 2019]*

Any new position will have their salary range determined by the Chief Administrative Officer and Director responsible for Human Resources, in consultation with a third party consultant, and be considered based on total market compensation criteria and may be designated as requiring a vehicle for business use based on position requirements. *[Bylaw 8710, April 8, 2019]*

Those Officers and Officials who are not designated, as required, to use their personal vehicle for business use, may claim casual mileage for business use in accordance with the City's "Vehicle Policy No. 501". *[Bylaw 8710, April 8, 2019]*

Designated Officers and Officials may claim casual mileage in accordance with the City's "Vehicle Policy No. 501" for travel outside the Metro Vancouver area only. *[Bylaw 8710, April 8, 2019]*

Any Officers and Officials required to use their personal vehicle for business use will not be eligible to use a City fleet or pool vehicle, except in exceptional circumstances with the express approval of the Chief Administrative Officer. *[Bylaw 8710, April 8, 2019]*

11. Vacation Entitlement

(a) For Officers and Officials in pay bands 11 and below, basic vacation entitlements are as follows: *[Bylaw 8632, May 7, 2018] [Bylaw 8710, April 8, 2019]*

Up to 1 year	prorated based on 15 working days
2 – 4 years	15 working days
5 – 12 years	20 working days
13 – 20 years	25 working days
21+ years	30 working days

(b) Officers and Officials in pay bands 11 and above will have a base vacation entitlement of 4 weeks (20 working days). This base vacation entitlement is prorated during the Officer’s or Official’s first year of employment with the City. Vacation entitlement beyond the 20 working days will be as outlined in paragraph 11(a) above. *[Bylaw 8632, May 7, 2018] [Bylaw 8710, April 8, 2019]*

(c) Officers and Officials with the applicable municipal or other comparable service prior to their employment by the City may have this service calculated in determining their vacation entitlement at the discretion of the Chief Administrative Officer, in consultation with the Director responsible for Human Resources. *[Bylaw 8710, April 8, 2019]*

12. Subject to the possession of the necessary professional qualifications required by law in the discharge of the duties of certain Officers and Officials, any office(s) may be held by any other Officer or Official of the City, and the City agrees to pay the membership and annual licence fees to maintain this professional qualification. *[Bylaw 8710, April 8, 2019]*

13. (a) Compulsory Group Life Insurance coverage shall be provided by the City at no cost to the Officers and Officials covered by this Bylaw at 2 times annual salary; the terms of which are detailed in a contract administered by the Director responsible for Human Resources. *[Bylaw 8710, April 8, 2019]*

(b) Optional Life Insurance shall be made available, at the Officer’s or Official’s option and at their cost, to Officers and Officials covered under this Bylaw and their spouses; the terms of which are detailed in a contract administered by the Director responsible for Human Resources. *[Bylaw 8710, April 8, 2019]*

14. A Long Term Disability Plan shall be provided at no cost to the Officer or Official; the terms of which are detailed in a contract administered by the Director responsible for Human Resources. During the period of Long Term Disability (LTD), the Officer or Official shall continue with basic Medical, Dental, Extended Health and Group Life Insurance Benefits provided under this Bylaw. No further contributions will be made to the Municipal Pension Plan and application will be made to the Municipal Pension Plan for the approval of the LTD Plan whereby the period of disability will be considered as “service” and will be approved for the purpose of an indexed pension at maximum retirement age. All other benefits provided under this Bylaw will cease during the period of disability. *[Bylaw 8710, April 8, 2019]*

15. The City shall provide, at no cost to Officers and Officials, the following health and welfare benefits: *[Bylaw 8710, April 8, 2019]*

(a) Basic Medical

- (b) Extended Health
- (c) Dental Coverage
- (d) Sick Leave Coverage
- (e) Critical Illness Coverage

Benefits will be provided in accordance with formal plan documents and are subject to the eligibility and limitations specified in those plan documents.

16. Exempt Benefit Option (TFSA, RRSP, Vacation)

Officers and Officials will receive the value of 1.04% of regular salary, calculated at the rate in effect on January 1 of each year, to be credited into either a Tax Free Savings Account (TFSA), Registered Retirement Savings Plan (RRSP) or to purchase additional vacation. Details of these plans are as administered by the Director responsible for Human Resources. *[Bylaw 8710, April 8, 2019]*

17. The Chief Administrative Officer may appoint an Official, except for those Officers appointed by Council, for a fixed term of employment and is authorized to enter a fixed term agreement with the Official. All Officers and Officials, including internal changes in position, will be required to sign an Employment Agreement, as administered by the Chief Administrative Officer and Director responsible for Human Resources. *[Bylaw 8710, April 8, 2019]*

18. Any amalgamation and/or integration of services provided by the City and another government authority shall be preceded by the establishment of a joint committee to which at least one Officer or Official, defined in this Bylaw, shall be appointed. This committee shall meet to consider and recommend resolution of matters dealing with the integration of Officers and Officials whose positions are affected by amalgamation or integration. The appointment of the Officer or Official shall be made by the City's Managerial Association. *[Bylaw 8710, April 8, 2019]*

19. Subject to the provisions of the *Community Charter*, and all amendments thereto, and of this Bylaw, the persons now acting as holders of the respective offices as above mentioned are hereby confirmed and continued as the holders of such offices.

20. Each Officer and Official shall faithfully perform the duties usually appertaining to the office which that person holds and shall, in addition to any duties which may be assigned by statute, perform all other duties required by the bylaws, resolutions or instructions of Council that are not inconsistent with their normal duties. *[Bylaw 8710, April 8, 2019]*

21. "Officers and Officials Bylaw, 2008, No. 7980" and all amendments thereto are hereby repealed.

READ a first time by the Council on the 22<sup>nd</sup> day of July, 2013.

READ a second time by the Council on the 22<sup>nd</sup> day of July, 2013.

READ a third time and passed by the Council on the 22<sup>nd</sup> day of July, 2013.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 9<sup>th</sup> day of September, 2013.

"Darrell R. Mussatto"

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MAYOR

"Karla D. Graham"

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CITY CLERK

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9157

### **A Bylaw to provide for the manner of the delegation of powers, duties and functions in The Corporation of the City of North Vancouver**

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 “**Delegation Bylaw, 2026, No. 9157**”.

#### **Definitions**

2. Schedule A establishes definitions for terms used in this bylaw.

#### **Interpretation**

3. All schedules to this bylaw form part of this bylaw. The definitions given for any defined terms in this bylaw shall apply equally to both the singular and plural forms of the terms defined.

#### **Policies to Govern Delegation**

4. The CAO may provide guidelines, instructions, schemes, and other information to govern the administration, execution, and lawful sub-delegation of the powers, duties, or functions delegated under this bylaw, so long as such action by the CAO does not conflict with this bylaw, other applicable enactments, including the *Community Charter*, or Council resolution.

#### **Appointment of Servicing Officer**

5. The following officer positions are designated as servicing officers of the City, pursuant to section 513.2(4) of the *Local Government Act*:
  - A. Director, Development.

#### **Managerial Powers**

6. Where Council, in any bylaw or resolution, delegates a power, duty, or function to a person or position, the person or position may, in writing, give direction within their department or division to administer and carry out that power, duty or function, including but not limited to:
  - A. establishing procedures, guidelines, and employee standards; and
  - B. sub-delegating tasks, duties, and responsibilities, provided that any sub-delegation is in accordance with this bylaw and any applicable enactments, including the *Community Charter*, and that the delegator retains the ultimate power and responsibility of the power, duty, or function.

### **Power to Act**

7. Where a person or position, to whom a power, duty, or function has been delegated in this bylaw, or any other applicable enactment, is absent or unable to act, the person or position's deputy, or another position appointed or designated by an authorized person, in writing, to act for the person or position may exercise that power, duty, or function for the period when the original person or position is absent or unable to act, or such earlier time as may be designated.

### **Position Changes**

8. Any delegation of powers, duties, or functions to a specific position in this bylaw, or any other applicable enactment, is to the person who holds that position, or if the referenced position is modified or eliminated, any such position that assumes responsibility for the scope of the delegated power, duty, or function.

### **Conflict in Position Titles Contained in Past Bylaws**

9. If the position title to which a power, duty, or function is delegated in this bylaw is not the same as contained in a City bylaw passed before adoption of this bylaw, due to the position title or responsibilities changing since such City bylaw was passed, the position title in the prior City bylaw or bylaw amendment shall no longer be delegated the power, duty, or function, and the position title contained in the prior City bylaw shall be deemed to mean the position title in this bylaw, so long as not otherwise in conflict with the *Community Charter* or other applicable enactment.

### **Delegation of Authority**

10. Subject to any other powers, duties, and functions assigned by Council or required or permitted by any other applicable enactment, Council delegates certain powers, duties, and functions to employees in Schedule B to this bylaw. Subject to this bylaw, and any other applicable enactments, each power, duty, or function identified in Column A of Schedule B may only be exercised by the corresponding delegate in Column B of Schedule B in accordance with the corresponding terms and conditions set out in Column C of Schedule B.

**Severability**

- 11. If, for any reason, one or more provisions of this bylaw are found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will not be affected and will continue in full force and effect.

READ a first time on the <> day of <>, 2026.

READ a second time on the <> day of <>, 2026.

READ a third time on the <> day of <>, 2026.

ADOPTED on the <> day of <>, 2026.

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MAYOR

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CORPORATE OFFICER

## SCHEDULE A

In this bylaw:

**Approving Officer** means an Approving Officer of the City appointed pursuant to sub-section 77(1) of the *Land Title Act*;

**Bylaw Enforcement Officer** means a person designated as a Bylaw Enforcement Officer in the Bylaw Notice Enforcement Bylaw or other person delegated by Council to enforce one or more of the bylaws of the City;

**CAO** means the Chief Administrative Officer appointed under section 147 of the *Community Charter*;

**Cashier/Accounting Clerk** means a cashier or accounting clerk employed in the Finance department in the City;

**CFO** means the Chief Financial Officer appointed under section 149 of the *Community Charter*;

**Chief Building Official** means the person appointed as the Chief Building Official for the City;

**Chief Election Officer** means the person appointed pursuant to sub-section 58(1) of the *Local Government Act*;

**Chief of Police** means the senior member in rank of members of the North Vancouver detachment of the Royal Canadian Mounted Police or his or her duly authorized representative;

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

**City Solicitor** means the person appointed as the Director of the City's Legal Services division;

**Claim** means any action, demand, proceeding, or suit that has or could be advanced to seek damages, compensation, or other relief;

**Community Charter** means the *Community Charter*, SBC 2003, c. 26, as amended or replaced;

**Corporate Officer** means the person appointed under section 148 of the *Community Charter*;

**Council** means the Council of The Corporation of the City of North Vancouver;

**Director** means a position that is designated as Director by their position title or by being defined as a Director in this bylaw and is responsible for a certain City department or division;

**Director of Recreation and Culture** means the person hired by the NVRCC as director of the NVRCC;

**District** means the District of North Vancouver;

**Employee** means an individual employed in a regular, temporary, auxiliary, or other position within any department of the City and includes Statutory Officers;

**Environmental Health Officer** means an Environmental Health Officer of the Vancouver Coastal Health Authority who derives their powers and duties from the *Public Health Act*;

**Fire Chief** means the General Manager in charge of the City's fire department;

**Fire Department Member** means members of the North Vancouver City Fire Department;

**Fire Inspector** means an individual designated in writing by the Fire Chief as a Fire Inspector pursuant to the Fire Bylaw and section 8 of the *Fire Safety Act*;

**General Manager** means a position that is designated as General Manager by their position title or by being defined as a General Manager in this bylaw and is responsible for a major functional scope or group of departments;

**General Manager, ITP** means the General Manager, Infrastructure, Transportation and Parks;

**Governance Policy** means a policy adopted by the CAO to govern the administration and execution of delegated powers, duties, and functions;

**Instrument** has the same meaning as in the *Land Title Act*;

**Licence Inspector** means the person appointed as a Licence Inspector for the City;

**Local Government Act** means the *Local Government Act*, RSBC 2015, c. 1, as amended or replaced;

**Manager** means a position that is designated as Manager by their position title or by being defined as a Manager in this bylaw and is responsible for a certain division or section;

**Mayor** has the same meaning as in the *Community Charter*;

**Medical Health Officer** means a Medical Health Officer of the Vancouver Coastal Health Authority who derives their powers and duties from the *Public Health Act*;

**NVRCC** means the North Vancouver Recreation and Culture Commission;

**Peace Officer** has the same meaning as in the *Criminal Code*, R.S. 1985, c. C-46;

**Province** means Government of British Columbia;

**Qualified Code Official** means any building official or plumbing official that meets the qualification requirements under section 11 of the *Building Act* and is acting within their specific scope(s) of practice set out in Tables 1 and 2 of the *Building Act* General Regulation;

**Statutory Officer** means the CAO, Corporate Officer, or CFO statutory officer positions established under the *Community Charter*;

**Street** means a “Highway” as defined in the *Community Charter*;

**VCH** means the Vancouver Coastal Health Authority;

**Witnessing Officer** means a person before whom an affidavit may be taken or made under sub-section 42(3) of the *Land Title Act*, but does not include a registrar.

## SCHEDULE B

**Table 1: Administration of the City**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
All necessary power to do anything incidental or conducive to support the exercise or performance of Council's powers, duties, and functions	CAO	<i>Community Charter</i> , section 114.
Authority to approve edits to Council policy that do not affect substantive content	CAO	Only edits that do not affect substantive content are allowed, including but not limited to, changing formatting, implementing gender neutral language, and updating out-of-date web links and maps.
Authority to execute or sign all documents on behalf of the City	Mayor; Corporate Officer	<i>Land Title Act</i> , section 44; any Instrument must have at least one of the signatures witnessed by a Witnessing Officer.
Administration of Council reconsideration of delegates' decisions	Corporate Officer	<i>Community Charter</i> , section 156.
Meet the requirements for public notice	Corporate Officer	<i>Local Government Act</i> , section 50; <i>Community Charter</i> , sections 94, 94.1, 94.2.
Designation of Financial Officer under section 149 of the <i>Community Charter</i>	CFO	<i>Community Charter</i> , section 149.

**Table 2: Animals**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration and enforcement of the regulation of animals; animal control	Bylaw Enforcement Officer	Dog Tax and Regulation Bylaw.
Dog licensing	Cashier/Accounting Clerk	Dog Tax and Regulation Bylaw.

**Table 3: Business**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Business licensing	Manager, Economic Development; Manager, Business Services; Licence Inspector	Business Licence Bylaw; <i>Community Charter</i> , sections 8(6), 15, 60, and 156; those subject to business licensing decisions have a right to Council reconsideration.
Inspection of liquor licensed establishments	Licence Inspector	Business Licence Bylaw; <i>Liquor Control and Licensing Act</i> .
Authority to designate an event as municipally significant for the purposes of the provincial Special Event Liquor Permit Policy	Manager, Economic Development	BC Special Event Liquor Permit Policy and Manual; Liquor Control and Licensing Regulation; Special Event Liquor Licensing Policy.
Business licensing for child care facilities in a residential zone for 12 or fewer children that are not referred to Council	Manager, Economic Development	Business Licence Bylaw, section 509; applicants must first apply to VCH.
Approval of neighbourhood consultation plans for child care facility business licence applications referred by Council to a public meeting	Director, Planning	Business Licence Bylaw, section 509(4).
Inspection of business improvement area services' finances	CFO	Lower Lonsdale Business Improvement Area Service Bylaw.

**Table 4: Bylaw Enforcement**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Enforcement of the City's bylaws; issuing bylaw notices	Bylaw Enforcement Officer; Employees designated in City bylaws to enforce specific bylaws	Bylaw Notice Enforcement Bylaw; <i>Local Government Bylaw Notice Enforcement Act</i> ; the right of access/entry is subject to <i>Community Charter</i> , section 16.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Enforcement of City's bylaws by means of issuing ticket notices	Employees designated in the Ticket Information Utilization Bylaw to enforce specific bylaws	Ticket Information Utilization Bylaw; <i>Community Charter</i> , sections 264 and 266.
Execution of compliance agreements under the <i>Local Government Bylaw Notice Enforcement Act</i> ;	Manager, Bylaw Services; Bylaw Enforcement Supervisor; Bylaw Ticket Screening Clerk; Bylaw Enforcement Officer; the immediate Manager of a division or department whose staff are authorized to issue bylaw notices	Bylaw Notice Enforcement Bylaw; <i>Local Government Bylaw Notice Enforcement Act</i> .
Cancelling of bylaw notices	Manager, Bylaw Services; Bylaw Enforcement Supervisor; Bylaw Ticket Screening Clerk; Bylaw Enforcement Officer; the immediate Manager of a division or department whose staff are authorized to issue bylaw notices	Bylaw Notice Enforcement Bylaw; <i>Local Government Bylaw Notice Enforcement Act</i> .

**Table 5: Elections**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Election Administration	Chief Election Officer	Automated Vote Counting System Authorization and Procedure Bylaw; Election Sign Bylaw; Local Election Bylaw; <i>Local Government Act</i> .

**Table 6: Fire Safety**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Fire prevention; emergency response; enforcement of fire-related enactments;	Fire Department	Fire Bylaw; <i>Fire Safety Act</i> .

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
approval of Fire Department lock boxes		
Supervision, management, and control over the Fire department; administering the regulation of enhancement systems and fire alarms; taking all measures necessary for firefighting or fire prevention	Fire Chief	Fire Bylaw; <i>Fire Safety Act</i> .
Authority to exercise any of the powers given to the Fire Chief or Fire Inspector under the <i>Fire Safety Act</i> ; authority to conduct fire safety inspections	Fire Chief; Fire Inspector	Fire Bylaw, sections 4.3 and 5.1; <i>Fire Safety Act</i> ; <i>Community Charter</i> , section 66; both the Fire Chief and Fire Inspector are authorized to exercise each others' statutory powers.
Issuance of permits to sell or discharge fireworks	Fire Chief	Fireworks Regulation Bylaw.
Revocation of permits to sell or discharge fireworks	Members of the Fire Department	Fireworks Regulation Bylaw.
Seizure of fireworks or animal deterring explosives that contravene the Fireworks Regulation Bylaw	Members of the Fire Department	Fireworks Regulation Bylaw.
Approval of in-building emergency responder communications enhancement systems	Deputy Fire Chief, Prevention and Public Safety	Radio Amplification Bylaw, section 601.

**Table 7: Hydronic Energy Service**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Direction, management, implementation, and maintenance of the City's hydronic energy service	Lonsdale Energy Corporation	Hydronic Energy Service Bylaw.
Withholding of hydronic services	CFO	Hydronic Energy Service Bylaw, section 5.

**Table 8: Nuisances**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration of fees for repeat nuisance service calls	Bylaw Enforcement Officer; Building Inspector	Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw.
Administration and enforcement of the Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw	Qualified Code Official; Bylaw Enforcement Officer; Building Inspector	Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw.
Administration and Enforcement of the Nuisance Abatement Bylaw; issuance of orders to comply	Qualified Code Official; Bylaw Enforcement Officer	Nuisance Abatement Bylaw, those subject to an order to comply have a right to Council reconsideration.

**Table 9: Planning, Development, Buildings, and Signs**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration and enforcement of the Zoning Bylaw	Director, Planning	Zoning Bylaw.
Issuance of development permits	Director, Planning	Development Procedures Bylaw; <i>Local Government Act</i> , sections 490 and 491, applicant has a right to Council reconsideration.
Issuance of minor development variance permits	Director, Planning	Development Procedures Bylaw Schedule B; <i>Local Government Act</i> , section 498.1, applicant has a right to Council reconsideration.
Approving authority under section 242 of the <i>Strata Property Act</i>	Director, Planning	Development Procedures Bylaw; they can only approve applications to convert previously occupied buildings with fewer than three units to strata title.
Authority to require security as a condition of a land use permit	Director, Planning	Development Procedures Bylaw; they may require what is listed under sub-section

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
		6(c); <i>Local Government Act</i> , section 502.
Heritage conservation	Director, Planning; Chief Building Official	Heritage Conservation Procedures Bylaw, a person affected by a decision under this bylaw may appeal to Council. Decisions are subject to review by Ombudsperson under the <i>Local Government Act</i> , section 591.
Authority to exempt registered heritage structures from amenity share requirements	Director, Planning	Zoning Bylaw; the exemption must support conservation or legal protection.
Setting of building grades; determination of the lot line, front; approval of alternate driveway widths and crossings notwithstanding the rest of the bylaw; approval of steep driveways being made to include adjoining boulevards, approval of laneway parking spaces, approval of visitor stalls provided in the form of laneway stalls	Director, Development	Zoning Bylaw; <i>Local Government Act</i> ; building grades prevail over land surveyors in any conflict.
Approval of subdivision plans	Approving Officer	Subdivision and Development Control Bylaw; <i>Local Government Act</i> ; <i>Land Title Act</i> .
Approval of on-site landscape plans and drainage systems for subdivision and building permit applications	General Manager, ITP; Chief Building Official	Subdivision and Development Control Bylaw; subject to review by the advisory design panel.
Authority to waive works and services provisions of the Subdivision and Development Control Bylaw	Approving Officer	Subdivision and Development Control Bylaw; the authority to waive works and services provisions must be waived if conditions in section 302 have been met.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration and enforcement of Subdivision and Development Control Bylaw	Director, Development; Manager, Development Services	Subdivision and Development Control Bylaw.
Administration of deviation to Subdivision and Development Control bylaw	Director, Development	Subdivision and Development Control Bylaw.
Entering into and administration of works and services agreements	Director, Development; City Solicitor	Subdivision and Development Control Bylaw.
Administration and enforcement of the Construction Regulation Bylaw	Chief Building Official	Construction Regulation Bylaw.
Issuance of permits relating to building, plumbing, gas, electricity, and other works	Chief Building Official	Construction Regulation Bylaw.
Issuance of stop work orders	Chief Building Official	Construction Regulation Bylaw.
Determination of fees for building permits	Chief Building Official	Fees and Charges Bylaw Schedule D; Subdivision and Development Control Bylaw; Construction Regulation Bylaw.
Issuance of partial permits for construction	Qualified Code Official	Construction Regulation Bylaw.
Issuance of occupancy permits (certificates of occupancy)	Qualified Code Official	Construction Regulation Bylaw; Radio Amplification Bylaw.
Authority to require security deposits for work involving the disturbance of soil	Chief Building Official	Stream and Drainage System Protection Bylaw Appendix 3.
Approval of the building of awning and canopy signs below the prescribed minimum projections	General Manager, ITP	Sign Bylaw; minimum projections can be reduced only if there are obstructions or potential hazards that would make the minimum standards unfeasible.
Approval and revocation of sign permits; enforcement of the Sign Bylaw	Qualified Code Official	Sign Bylaw; those subject to the delegate's decision have a right to Council reconsideration.

**Table 10: Public Health**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administering and enforcing health-related bylaw provisions	Medical Health Officer; Environmental Health Officer	North Vancouver Cemetery Bylaw; Real Property Regulation Bylaw.
Administration and enforcement of the Noise Control Bylaw	Bylaw Enforcement Officer; Medical Health Officer; Environmental Health Officer	Noise Control Bylaw.
Issuance of pesticide permits	Manager, Parks & Natural Spaces	Cosmetic Pesticide Use Control Bylaw; <i>Integrated Pest Management Act</i> ; Integrated Pest Management Act Regulation.
Enforcement of marina health standards	Medical Health Officer; Environmental Health Officer	Zoning Bylaw.
Administration and enforcement of health and safety standards to prevent rodent infestations	Medical Health Officer; Environmental Health Officer	Rodent Control Bylaw.
Inspection of properties regarding compliance with the Properties Involving Controlled Substances Bylaw	Bylaw Enforcement Officer; Fire Department Member; Medical Health Officer; Environmental Health Officer; Qualified Code Official	Properties Involving Controlled Substances Bylaw; section 5.1 outlines constraints regarding how they may use this right of entry.

**Table 11: Public Places**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Park and outdoor recreation planning, design, construction, operation, and maintenance; park regulation; commemorative installations; approval of commemorative permits; setting of park hours; removal of bylaw violations from parks, roadways, and paths; post traffic and parking signs;	Director, Parks & Public Spaces	Parks Regulation Bylaw; park hours may only be set if they are not fixed by the Director of Recreation and Culture.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Authority to enter parks when they are closed	City employee; NVRCC employee	Parks Regulation Bylaw; they may only enter in the performance of their duties.
Direction of the posting of signs setting the boundaries of and hours during which liquor may be consumed in public places	Director, Parks & Public Spaces	Consumption of Liquor in Public Places Bylaw.
Maintenance and management of cemetery; direction of people within the cemetery; performance of interments	Director, Parks & Public Spaces	North Vancouver Cemetery Bylaw; <i>Cremation, Interment, and Funeral Services Act.</i>
Administration and enforcement of the Wharf Regulation Bylaw	Manager, The Shipyards and Waterfront	Wharf Regulation Bylaw.

**Table 12: Public Safety**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Authority to confiscate devices that are contrary to the Slingshots and Dangerous Devices Bylaw	Bylaw Enforcement Officer	Slingshots and Dangerous Devices Bylaw.

**Table 13: Recreation, Culture, & Events**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Deliverance of indoor recreation and arts services in the City	NVRCC	North Vancouver Recreation and Culture Commission Delegation Bylaw.
Giving direction to the Director of Recreation and Culture	CAO	North Vancouver Recreation and Culture Commission Delegation Bylaw.
Supervision and management of the operation of the recreation and arts services within the general mandate given to the NVRCC	Director of Recreation and Culture	North Vancouver Recreation and Culture Commission Delegation Bylaw; powers, duties, and functions are subject to section 12 and Schedule A.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Programming of and approving applications for events and activities in programmable public spaces	Director, Parks and Public Spaces	Parks Regulation Bylaw.
Direction of the administration of the City's public art program	CAO	North Vancouver Recreation and Culture Commission Delegation Bylaw.
Granting consent for the NVRCC to incur liabilities or debt, or to grant indemnities or releases	CFO of the City in conjunction with the Chief Financial Officer of the District	NVRCC Delegation Bylaw, section 8, subject to section 12(g) restrictions.

**Table 14: Solid Waste Management**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration of solid waste management services; approval of the type and location of solid waste receptacles	General Manager, ITP	Solid Waste Management Service Bylaw; by default, garbage collection is provided for properties with nine units or less; service may or may not be provided due to operational reasons; for properties with more than nine units, service may be provided if they deem it to be operationally feasible and cost effective.

**Table 15: Streets**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Administration and enforcement of the regulation of streets and traffic	General Manager, ITP	Street and Traffic Bylaw; the authorization of specific positions is subject to part 14 and Schedule D.
Closing of streets	Director, Transportation; Fire Chief	Street and Traffic Bylaw; the Fire Chief may only close roads when responding to an emergency.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Authority to sign agreements with shared vehicle organizations to exempt their vehicles from parking meter rates	General Manager, ITP	Street and Traffic Bylaw.
Approval of street signs, street decorations, and public notices on streets; establishment of the grade of elevation for ground adjacent to or below a sign	General Manager, ITP	Sign Bylaw; Street and Traffic Bylaw.
Approval of traffic management plans for child care facilities	Director, Transportation	Business Licence Bylaw.

**Table 16: Trees**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Issuance of permits to cut or remove trees; authority over trees that pose a safety risk on private land	Director, Planning	Tree Bylaw (private property only); <i>Community Charter</i> , sections 50 and 51; individuals subject to tree permitting decisions have a right to Council reconsideration.

**Table 17: Water**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Management and control of all design, construction, operation, and maintenance of the City waterworks system; management and control of distribution of water within the City and to certain areas outside the City; approval of applications for water service	Director, Infrastructure Management	Water Utility Bylaw.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
Issuance and revocation of lawn watering permits	Director, Infrastructure Management	Drinking Water Conservation Plan Bylaw.
Approval of water management plans	Director, Infrastructure Management	Drinking Water Conservation Plan Bylaw.
Reduction or curtailing of less essential water services	Director, Infrastructure Management	Drinking Water Conservation Plan Bylaw.
Authority over financial matters concerning sewerage, drainage, and water utility; rating of all premises	CFO	Sewerage and Drainage Utility Bylaw; Water Utility Bylaw.
Making requirements for the installation of backflow prevention assemblies	Qualified Code Official	Water Utility Bylaw.
Approval of private plumbing systems prior to turning on the water service pipe	Qualified Code Official	Water Utility Bylaw.
Approval of the location, installation, decommission, and colour coding of fire hydrants	Director, Infrastructure Management; Fire Chief	Fire Bylaw.
Acceptance of the installation of water supply systems	Director, Infrastructure Management	Fire Bylaw.
Approval of applications to establish and sever sanitary and storm drainage services	Director, Infrastructure Management	Sewerage and Drainage Utility Bylaw.
Authority over the installation, use, and maintenance of private service pipes	Director, Infrastructure Management	Sewerage and Drainage Utility Bylaw.
Allowing exceptions to the rule that every building must be connected to the storm drainage system	Director, Infrastructure Management	Sewerage and Drainage Utility Bylaw.
Enforcement of flood construction levels	Director, Development	Sewerage and Drainage Utility Bylaw.
Authority to require owners to enter into covenants regarding flood construction levels	Director, Development	Sewerage and Drainage Utility Bylaw; <i>Land Title Act</i> , section 219.
Enforcement of the prevention of discharge of	Director, Infrastructure Management	Stream and Drainage System Protection Bylaw; the Province establishes what is

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Power, Duty, or Function</b>	<b>Delegate(s)</b>	<b>Terms and Conditions</b>
prohibited substances into the drainage system		prohibited; offences are reported to the Province.
Suspension of construction work that is suspected to cause a prohibited substance to enter the drainage system	Qualified Code Official	Stream and Drainage System Protection Bylaw, section 8.2.
Authority to require erosion and sediment control (ESC) plans	General Manager, ITP	Stream and Drainage System Protection Bylaw, section 7.
Approval of flat rate sewer charges	CFO	Fees and Charges Bylaw, Schedule J; users who return less than 40% of their purchased water to the sanitary sewer system can apply.

- (1) Unless otherwise indicated, if a list of delegates is provided in Column B, each person or title listed has been separately delegated the power, duty, or function listed in Column A.
- (2) If the Chief of Police or a Peace Officer is authorized or been given a power, duty, or function by another bylaw, enactment, or direction of Council, this bylaw does not alter or otherwise amend such power, duty, or function, notwithstanding that Column B may not identify the Chief of Police or a Peace Officer.
- (3) A Bylaw Enforcement Officer has the general power to enforce City bylaws, unless otherwise provided in the subject bylaw, *Community Charter*, or other enactment. As such, notwithstanding that Column B may not identify a Bylaw Enforcement Officer, a Bylaw Enforcement Officer still has the power to enforce City Bylaws, unless otherwise provided in the subject bylaw, *Community Charter*, or other enactment.
- (4) If the delegate set out in Column B, or the terms and conditions set out in Column C, are in direct conflict with a prior City Bylaw, then the prior City bylaw takes precedence. If, however, this bylaw adds delegates in Column B, or terms and conditions in Column C, not otherwise found in a prior City bylaw, this is not a direct conflict, and such additions are otherwise enforceable.

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9158

### **A Bylaw to provide for the manner of appointment, the assignment of powers, duties, and functions, and indemnification of the Officers of The Corporation of the City of North Vancouver**

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 “**Officers Bylaw, 2026, No. 9158**”.
2. Pursuant to section 146 of the *Community Charter*, as amended, the following positions are designated as statutory officers (the “Officers”) of The Corporation of the City of North Vancouver (the “City”):
  - A. Chief Administrative Officer;
  - B. Corporate Officer (also known as the City Clerk); and
  - C. Chief Financial Officer (also known as the Director of Finance).
3. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions of the City, as set out in Section 147 of the *Community Charter*, as amended, and unless limited by the *Community Charter* or other enactment, shall be under the supervision of Council to, without limitation:
  - A. supervise, coordinate and administer the affairs of the City;
  - B. put into effect and carry out the policies and directives of Council;
  - C. advise Council on matters within the control and purview of Council;
  - D. designate those persons responsible for departments of the City (the “Department Heads”);
  - E. recruit, manage, discipline, oversee, and terminate the Department Heads and other employees of the City, except for the Chief Administrative Officer, or the termination of Officers;
  - F. prepare with Department Heads estimates of revenue and expenditures annually, or as required by Council, and submit them to Council for consideration, or as otherwise may be directed by Council;
  - G. direct the establishment of effective internal controls to safeguard municipal assets under the control of Council and the adequate provision of insurance, protection, and defence against claims, including settlement of claims;
  - H. amend any City template documents, so long as such amendments do not affect substantive content of such documents;

- I. review and approve appropriation lists for capital expenditures for new equipment and/or the replacement of existing equipment;
  - J. report to Council any material changes in the statutory responsibilities or organizational changes in respect of the Officers or Department Heads;
  - K. provide input and assistance into collective bargaining, contract interpretation, and wage/salary administration;
  - L. serve and represent the City on civic committees, commissions, boards, or other forums appointed by Council or that are within the discretion of the position to establish;
  - M. establish, promote, and maintain contact and liaison with municipal, senior government and business officials and representatives and the general public; and
  - N. carry out any other duties prescribed by bylaw or resolution of Council.
4. For the purposes of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 c. 165*, as amended or replaced, the Chief Administrative Officer is the head of the public body.
  5. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Corporate Officer shall be responsible for the corporate administration functions of the City, as set out in Section 148 of the *Community Charter*, as amended.
  6. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Chief Financial Officer shall be responsible for the financial administration functions of the City, as set out in Section 149 of the *Community Charter*, as amended.
  7. In the event of a conflict, in terms of any powers, duties, and functions between any of the Officers, unless otherwise directed by Council or provided for in the *Community Charter* or other enactment, the Chief Administrative Officer shall make the final determination regarding the specific power, duty, or function in conflict.
  8. Each Officer shall faithfully perform the duties of the office which that person holds and shall, in addition to any duties which may be assigned by enactment, perform all other duties required by the bylaws, resolutions or directions of Council that are not inconsistent with their statutory duties.
  9. If, for any reason, one or more provisions of this bylaw are found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will not be affected and will continue in full force and effect.

10. "Officers and Officials Bylaw, 2013, No. 8322" and all amendments are repealed.

READ a first time on the <> day of <>, 2026.

READ a second time on the <> day of <>, 2026.

READ a third time on the <> day of <>, 2026.

ADOPTED on the <> day of <>, 2026.

\_\_\_\_\_  
MAYOR

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