



**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, APRIL 14, 2025 AT 6:00 PM**

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

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, April 14, 2025

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, April 7, 2025

**PROCLAMATION**

Day of Mourning – April 28, 2025

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Items \*3 and \*4 are listed in the Consent Agenda and may be considered separately or in one motion.

**BYLAW – ADOPTION**

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

**REPORT**

- \*4. 2025 UBCM Community Emergency Preparedness Fund Grant Application  
– Emergency Operations Centre Equipment and Training

**DELEGATION**

George Sim, Chairman, North Shore Lions Youth Exchange Program – North Shore Lions Youth Exchange Program

**CORRESPONDENCE**

5. George Sim, Chairman, North Shore Lions Youth Exchange Program  
– North Shore Lions Youth Exchange Program

**REPORT**

6. North Shore Lions Youth Exchange Program Support

**PRESENTATION**

Provincially Legislated Zoning Amendments to Implement Small-Scale Multi-Unit Housing Zone – Director, Planning and Development

*Information Report, March 26, 2025 – “Zoning Bylaw Amendment to Implement Provincially Legislated Small Scale Multi-Unit Housing (SSMUH) Zone”*

**REPORT**

7. Curb Access and Parking Plan – Policy and Implementation

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

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

**REPORTS**

9. Rezoning Application: 758 Harbourside Drive
10. Development Variance Permit Application: 222 East 2<sup>nd</sup> Street (GWL Realty Advisors Inc.)

*Information Report, April 9, 2025 – “PLN2024-00012 – 222 East 2<sup>nd</sup> Street – Height Variance for Acoustical Screen on Roof*

11. 2025 Appropriation #1

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

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

**COUNCIL INQUIRIES**

**COUNCIL REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, April 14, 2025

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, April 7, 2025

## **PROCLAMATION**

Day of Mourning – April 28, 2025

## **PUBLIC INPUT PERIOD**

The Public Input Period is addressed in sections 12.20 to 12.28 of “Council Procedure Bylaw, 2015, No. 8500.” The time allotted for each speaker addressing Council during the Public Input Period is 2 minutes, with the number of speakers set at 5 persons. Speakers’ comments will be audio recorded, as well as live-streamed on the City’s website, and will form part of the public record.

Speakers may only speak on the same matter once in a 3-month period.

Speakers during the Public Input Period are permitted to join the meeting in person in the Council Chamber or electronically via Webex. There are 2 ways to sign up to speak during the Public Input Period.

- 1) IN PERSON: Speakers who choose to participate in person must sign the speaker list located outside the Council Chamber between 5:30 and 5:50pm on the day of the Council meeting.
- 2) ELECTRONICALLY VIA WEBEX: Speakers who choose to participate electronically must pre-register by 12:00 noon on the day of the Council meeting by completing the online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4234. These pre-registrants will receive instructions by email or phone on the afternoon before the Council meeting.

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

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

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

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

## **CONSENT AGENDA**

Items \*3 and \*4 are listed in the Consent Agenda and may be considered separately or in one motion.

### **RECOMMENDATION:**

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

## **START OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

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

### **RECOMMENDATION:**

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

## **REPORT**

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

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

### **RECOMMENDATION:**

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

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

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

## **END OF CONSENT AGENDA**



## **DELEGATION**

George Sim, Chairman, North Shore Lions Youth Exchange Program

Re: North Shore Lions Youth Exchange Program

*Item 5 refers.*

## **CORRESPONDENCE**

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

Re: North Shore Lions Youth Exchange Program

### **RECOMMENDATION:**

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

## **REPORT**

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

Report: Chief Administrative Officer, March 26, 2025

### **RECOMMENDATION:**

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

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

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

## **PRESENTATION**

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

*Information Report, March 26, 2025 – “Zoning Bylaw Amendment to Implement Provincially Legislated Small Scale Multi-Unit Housing (SSMUH) Zone”*

## **REPORT**

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

Report: Planner 2, April 1, 2025

### **RECOMMENDATION:**

PURSUANT to the report of the Planner 2, dated April 1, 2025, entitled “Curb Access and Parking Plan – Policy and Implementation”:

THAT the City of North Vancouver Curb Access and Parking Plan be endorsed;

THAT staff be directed to undertake initial implementation in 2025;

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

THAT the Resident and Visitor Parking Policy (2025) be endorsed;

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

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

*Item 8 refers.*

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

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

### **RECOMMENDATION:**

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

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

## **REPORTS**

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

Report: Planner 2, March 26, 2025

### **RECOMMENDATION:**

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

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

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

Report: Planner 1, March 26, 2025

### **RECOMMENDATION:**

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

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

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

*Information Report, April 9, 2025 – “PLN2024-00012 – 222 East 2<sup>nd</sup> Street – Height Variance for Acoustical Screen on Roof*

**REPORTS – Continued**

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

Report: Chief Financial Officer, April 8, 2025

**RECOMMENDATION:**

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

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

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

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

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

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

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

*Item 12 refers.*

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

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

**RECOMMENDATION:**

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

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

**PUBLIC CLARIFICATION PERIOD**

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

**COUNCIL INQUIRIES**

**COUNCIL REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

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

**ADJOURN**

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**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, APRIL 7, 2025**

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back  
Councillor D. Bell  
Councillor A. Girard  
Councillor S. Shahriari  
Councillor T. Valente

**STAFF MEMBERS**

L. McCarthy, CAO  
B. Pearce, Deputy CAO  
A. Cifarelli, Corporate Officer  
T. Huckell, Legislative Services Advisor  
L. Sawrenko, Chief Financial Officer  
D. Van Heerden, Manager, Financial Planning  
H. Granger, City Solicitor  
K. Magnusson, Director, Engineering, Parks and Environment  
B. Willock, Deputy Director, Infrastructure Management  
J. Hall, Manager, Public Realm Infrastructure  
J. Draper, Deputy Director, Transportation  
B. Underhill, Transportation Planner  
S. Galloway, Director, Planning and Development  
J. Greig, Manager, Planning (Development Planning)  
D. Fergusson, Manager, Planning (City Design and Planning)  
M. Menzel, Development Planner  
G. Schalk, Public Safety Director and Fire Chief  
A. Gibbs, Sr. Manager, Communications and Engagement  
L. Barton, Manager, Communications  
S. Peters, Manager, Projects and Initiatives  
S. Larisch, Administrative Coordinator

**ABSENT**

Councillor J. McIlroy

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

**APPROVAL OF AGENDA**

Moved by Councillor Back, seconded by Councillor Valente

1. Regular Council Meeting Agenda, April 7, 2025

THAT the Regular Agenda of April 7, 2025 be amended by removing Item 4 – “2025 UBCM Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre Equipment and Training”;

AND THAT the Agenda, as amended, be approved.

**CARRIED UNANIMOUSLY**

R2025-04-07/1

**ADOPTION OF MINUTES**

Moved by Councillor Shahriari, seconded by Councillor Girard

2. Regular Council Meeting Minutes, March 31, 2025

**CARRIED UNANIMOUSLY**

R2025-04-07/2

## **PROCLAMATIONS**

Mayor Buchanan declared the following proclamations:

Autism Acceptance Month – April 2025 – read by Councillor Valente

Green Shirt Day – April 7, 2025

## **PUBLIC INPUT PERIOD**

Moved by Councillor Bell, seconded by Councillor Girard

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

**CARRIED UNANIMOUSLY**

- Lori Kilback, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Oliver Pringle, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Jon Bevan, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Patrick Stafford-Smith, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Laurie Parkinson, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Barry Olsen, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Lisa Dumbrell, North Vancouver, spoke regarding the TransLink development site on East 3<sup>rd</sup> Street.
- Jan Malcom, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- David Cumming, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Brady Faught, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Dennis Hilton, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.
- Oscar Suarez, North Vancouver, spoke regarding the TransLink development site on East 3<sup>rd</sup> Street.
- Barry Forward, North Vancouver, spoke regarding Item 6 – Curb Access and Parking Plan.

## **CONSENT AGENDA**

Moved by Councillor Valente, seconded by Councillor Back

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

**CARRIED UNANIMOUSLY**



## **START OF CONSENT AGENDA**

### **CORRESPONDENCE**

3. Board in Brief – Metro Vancouver Regional District, February 2025  
– File: 01-0400-60-0006/2025

Re: Metro Vancouver – Board in Brief

Moved by Councillor Valente, seconded by Councillor Back

THAT the correspondence from Metro Vancouver, dated February 2025, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-04-07/3

### **REPORTS**

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

Report: Director, North Shore Emergency Management, March 19, 2025

Item 4 was removed from the Consent Agenda.

(R2025-04-07/4)

5. Appointment of North Shore Designate to E-Comm Board – 2025-2026 Term and Proxyholder for E-Comm Board Annual General Meeting  
– File: 01-0230-20-0016/2025

Report: Corporate Officer, March 26, 2025

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Corporate Officer, dated March 26, 2025, entitled “Appointment of North Shore Designate to E-Comm Board – 2025-2026 Term and Proxyholder for E-Comm Board Annual General Meeting”:

THAT the District of North Vancouver’s Mayor, Mike Little, be nominated to serve as the North Shore designate to the E-Comm Board of Directors for the 2025-2026 term, such Board to be elected by the Members at the June 25, 2025 Annual General Meeting;

AND THAT Mayor Mike Little be designated as the nominee to attend the Annual General Meeting of the Shareholders for the purpose of voting the City of North Vancouver’s shares.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-04-07/5

## **END OF CONSENT AGENDA**

## **PRESENTATION**

Curb Access and Parking Plan – Policy and Implementation – Deputy Director, Transportation, and Planner 2

The Deputy Director, Transportation, and the Planner 2 provided a PowerPoint presentation regarding the “Curb Access and Parking Plan – Policy and Implementation” and responded to questions from Council.

Moved by Mayor Buchanan, seconded by Councillor Valente

THAT Item 6 – “Curb Access and Parking Plan – Policy and Implementation” and Item 7 – “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” be deferred to the April 14, 2025 Regular Council meeting.

Deferral motion, **CARRIED**  
Councillor Bell and Councillor Shahriari opposed.

## **REPORT**

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

Report: Planner 2, April 1, 2025

Item 6 was removed from the Agenda.

(R2025-04-07/6)

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

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

Item 7 was removed from the Agenda.

(R2025-04-07/7)

## **REPORTS**

8. Official Community Plan Update and Amendment Applications – *Local Government Act* Required Consultation with Inter-Governmental Agencies  
– File: 01-0400-01-0001/2025

Report: Planner 3, March 19, 2025

Moved by Councillor Valente, seconded by Councillor Girard

PURSUANT to the report of the Planner 3, dated March 19, 2025, entitled “Official Community Plan Update and Amendment Applications – *Local Government Act* Required Consultation with Inter-Governmental Agencies”:

THAT the list of referral agencies and groups for Official Community Plan amendments, outlined in *Table 1* of the report, be approved.

**CARRIED UNANIMOUSLY**

R2025-04-07/8

## **REPORTS – Continued**

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

Report: Planner 1, March 26, 2025

Moved by Councillor Valente, seconded by Councillor Girard

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

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

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

Moved by Councillor Valente, seconded by Councillor Girard

THAT Item 9 – “Development Variance Permit Application: 222 East 2<sup>nd</sup> Street (GWL Realty Advisors Inc.)” be deferred to the April 14, 2025 Regular Council meeting.

Deferral motion, **CARRIED UNANIMOUSLY**

R2025-04-07/9

10. 2025-2029 Financial Plan Bylaw – File: 05-1700-03-0001/2025

Report: Chief Financial Officer, March 19, 2025

Moved by Councillor Bell, seconded by Councillor Shahriari

PURSUANT to the report of the Chief Financial Officer, dated March 19, 2025, entitled “2025-2029 Financial Plan Bylaw”:

THAT “Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107” be considered for readings.

**CARRIED UNANIMOUSLY**

R2025-04-07/10

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

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

Moved by Councillor Bell, seconded by Councillor Shahriari

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

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

**CARRIED UNANIMOUSLY**

R2025-04-07/11

**REPORT**

12. Appropriations Policy – File: 05-1705-01-0001/2024

Report: Chief Financial Officer, March 19, 2025

Moved by Mayor Buchanan, seconded by Councillor Girard

PURSUANT to the report of the Chief Financial Officer, dated March 19, 2025, entitled “Appropriations Policy”:

THAT the Appropriations Policy be endorsed.

**CARRIED UNANIMOUSLY**

R2025-04-07/12

**PUBLIC CLARIFICATION PERIOD**

Nil.

**COUNCIL INQUIRIES**

Nil.

**NEW ITEMS OF BUSINESS**

Nil.

**NOTICES OF MOTION**

Nil.

**RECESS TO CLOSED SESSION**

Moved by Councillor Back, seconded by Councillor Valente

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(c) [employee relations], 90(1)(d) [security of City property], 90(1)(e) [land matter] and 90(1)(k) [proposed service].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 8:35 pm and reconvened at 9:52 pm.

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

Moved by Councillor Shahriari, seconded by Councillor Bell

THAT the actions directed regarding the following items from the Committee of the Whole (Closed Session) of April 7, 2025, be ratified:

13. Land Matter / Proposed Service – File: 02-0800-30-0022/1

Report: Manager, Strategic Initiatives, March 26, 2025

PURSUANT to the report of the Manager, Strategic Initiatives, dated March 26, 2025, regarding a land matter and proposed service:

THAT the wording of the resolution and the report of the Manager, Strategic Initiatives, dated March 26, 2025, remain in the Closed session.

R2025-04-07/13

14. Land Matter / Proposed Service – File: 02-0870-01-0001/2025

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

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

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

R2025-04-07/14

15. Employee Relations – File: 01-0510-20-0004/2025

Report: Chief Financial Officer, March 19, 2025

PURSUANT to the report of the Chief Financial Officer, dated March 19, 2025, regarding employee relations:

THAT the wording of the resolution and the report of the Chief Financial Officer, dated March 19, 2025, remain in the Closed session.

R2025-04-07/15

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by Councillor Bell, seconded by Councillor Back

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:53 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## DAY OF MOURNING

*Whereas*

the Parliament of Canada passed the Workers Mourning Day Act in 1991, making April 28 an official Day of Mourning;

*Whereas*

the Day of Mourning is dedicated to remembering those who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy;

*And Whereas*

annual observance of this day provides an opportunity to raise public awareness of occupational health and safety and strengthens our resolve for the business community to establish safe and healthy conditions in the workplace;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **April 28, 2025** as **Day of Mourning** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 14, 2025

*Linda C. Buchanan*

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Mayor Linda Buchanan

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

**BYLAW NO. 9107**

**Financial Plan for the Years 2025 to 2029**

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

1. This Bylaw shall be known and cited for all purposes as “**Financial Plan for the Years 2025 to 2029 Bylaw, 2025, No. 9107**”.
2. Schedule “A” attached hereto is the Financial Plan of The Corporation of the City of North Vancouver for the period commencing January 1, 2025, and ending December 31, 2029.

READ a first time on the 7<sup>th</sup> day of April, 2025.

READ a second time on the 7<sup>th</sup> day of April, 2025.

READ a third time on the 7<sup>th</sup> day of April, 2025.

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

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MAYOR

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CORPORATE OFFICER

**SCHEDULE "A" TO BYLAW NO. 9107  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2025 – 2029**

(1) 2025 – 2029 Financial Plan (\$000's)

**2025 - 2029 Financial Plan (\$000's)**

<b>For the year ended December 31</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Revenue</b>					
Property Value Tax	87,492	90,112	92,934	95,835	98,818
Levies (Storm and Eco)	6,192	6,987	7,904	8,874	9,899
Revenue from Fees and Services	60,520	67,134	75,291	82,461	88,335
Revenue from Other Sources	4,623	4,674	4,725	4,776	4,829
	<u>158,827</u>	<u>168,907</u>	<u>180,854</u>	<u>191,946</u>	<u>201,881</u>
<b>Transfers</b>					
Collections for Other Governments	61,640	62,873	64,130	65,413	66,721
Transfer from Reserves	96,269	62,577	51,132	59,821	41,936
External Contributions	25,643	3,191	4,712	4,444	4,328
Transfer from Capital Assets	18,160	18,523	163,893	19,271	19,656
	<u>201,712</u>	<u>147,165</u>	<u>283,867</u>	<u>148,948</u>	<u>132,640</u>
<b>Total Revenues</b>	<b>360,539</b>	<b>316,072</b>	<b>464,721</b>	<b>340,894</b>	<b>334,521</b>
<b>Expenditures</b>					
<b>Operating Expenses</b>					
General Government	30,836	32,169	33,547	34,972	36,446
Transportation and Transit	9,312	9,498	9,688	9,882	10,080
Health, Social Services, Housing	3,751	3,826	3,903	3,981	4,061
Development Services	10,134	10,337	10,544	10,755	10,970
Protective Services	37,518	38,268	39,033	39,814	40,610
Parks, Recreation and Culture	29,885	30,483	31,093	31,715	32,349
Water	14,335	15,275	15,865	16,448	16,841
Sewer	21,696	26,166	29,766	33,460	37,108
Solid Waste	4,476	4,610	4,748	4,890	5,036
	<u>161,943</u>	<u>170,632</u>	<u>178,187</u>	<u>185,917</u>	<u>193,501</u>
Capital Expenditures	99,362	44,823	40,712	52,610	36,421
<b>Transfers</b>					
Collections for Other Governments	61,640	62,873	64,130	65,413	66,721
Equity	20,349	19,364	19,751	20,146	20,549
Reserves	12,704	15,633	51,816	15,071	14,207
Debt Servicing	4,541	2,746	110,124	1,738	3,122
	<u>99,234</u>	<u>100,616</u>	<u>245,821</u>	<u>102,367</u>	<u>104,600</u>
<b>Total Expenditures</b>	<b>360,539</b>	<b>316,072</b>	<b>464,721</b>	<b>340,894</b>	<b>334,521</b>

**SCHEDULE “A” TO BYLAW NO. 9107  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2025 – 2029**

(2) Revenue Proportions by Funding Source  
(Excluding Transfers)

	(\$000's)									
	2025	%	2026	%	2027	%	2028	%	2029	%
Property Value Tax	87,492	55	90,112	53	92,934	51	95,835	50	98,817	49
Levies (Storm and Eco)	6,192	4	6,987	4	7,904	4	8,874	5	9,899	5
Revenue from Fees and Services	60,520	38	67,134	40	75,291	42	82,461	43	88,335	44
Revenue from Other Sources	4,623	3	4,674	3	4,725	3	4,776	2	4,829	2
<b>Total Revenues</b>	<b>158,827</b>	<b>100</b>	<b>168,907</b>	<b>100</b>	<b>180,854</b>	<b>100</b>	<b>191,946</b>	<b>100</b>	<b>201,880</b>	<b>100</b>

**Background:** Property Taxes are CNV’s major source of revenue. CNV’s reliance on property tax as a source of revenue has increased gradually over the past several years. This trend is partially due to the lack of access to other types of revenues. Where feasible, CNV charges user fees for services, however this is not possible for many services. The 2025 – 2029 Financial Plan projects the percentage of revenue coming from property taxes to decrease gradually, due to the assumptions in place surrounding growth of revenue from Fees and Services, particularly within Utilities where rate increases need to account for significant future costs from Metro Vancouver.

**Policy:** CNV will continue to look for ways to reduce the overall percentage of revenue that comes from property tax, by pursuing alternate revenue sources, and remains committed to charging user fees for services where feasible.

(3) Distribution of Property Taxes among the Property Classes

Percentage of Taxes Collected by Property Class		2024 %	2025* %
1	Residential	57.37%	57.78%
2	Utilities	0.43%	0.41%
4	Major Industry	11.09%	10.95%
5	Light Industry	0.95%	0.89%
6	Business And Other	30.12%	29.92%
8	Recreation/Non-Profit	0.04%	0.05%

\*2025 estimate based on Completed Roll data

**Background:** Council adopted a Long Term Property Tax Strategy to shift taxes from the Business and Other and Light Industry tax classes to the Residential tax class. The goal of this strategy was to move CNV’s tax rates and tax rate ratios to a competitive position within the Metro Vancouver Region, while maintaining principles of fairness and equity. As CNV’s tax rates and tax rate ratios are now competitive within the region, Council endorsed an across the board tax rate increase for 2025.

**Policy:** CNV will continue to distribute property taxes among the various property classes to keep tax rates and tax rate ratios competitive within the Metro Vancouver Region, while maintaining the principles of fairness and equity.

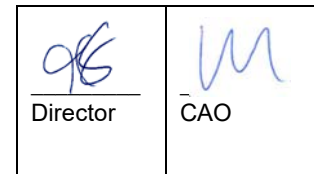
**SCHEDULE “A” TO BYLAW NO. 9107  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2025 – 2029**

(4) Use of Permissive Tax Exemptions

**Background:** Council currently allows Permissive Tax Exemptions to organizations within the City, in accordance with authority provided under the Community Charter. The Community Charter shows various types of institutions as eligible, including religious institutions, providers of social housing, and not for profit societies and service organizations.

**Policy:** CNV has adopted a policy that includes a set of criteria for approving Permissive Tax Exemptions. This criteria links taxation exemptions to desired community needs and outcomes. Applications are also assessed on whether or not uses are available to a significant portion of community residents, if there is ongoing involvement of community volunteers, if benefiting organizations have competent management, and if funding comes from multiple sources. Council also carefully considers the total amount of Permissive Tax Exemptions granted each year when reviewing the annual Property Tax Exemption bylaw, giving consideration to the equity of shifting the exempted tax burden to other property owners in the City.

All existing Permissive Tax Exemptions are reviewed each year and staff continue to work with all organizations who receive a Permissive Tax Exemption to ensure that their services align with Council’s Strategic plan.



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**NORTH SHORE EMERGENCY MANAGEMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Emily Dicken, Director, North Shore Emergency Management

Subject: 2025 UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND  
GRANT APPLICATION – EMERGENCY OPERATIONS CENTRE  
EQUIPMENT AND TRAINING

Date: March 26, 2025 File No: 14-7130-01-0001/2025

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

**RECOMMENDATION**

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

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

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

**ATTACHMENTS**

1. UBCM CEPF 2025 Emergency Operations Centre Equipment and Training Application (CityDocs [2655512](#))
2. UBCM CEPF 2025 Emergency Operations Centre Equipment and Training Budget (CityDocs [2655507](#))

## **SUMMARY**

The purpose of this report is to seek resolution and Council support for the application submitted to the UBCM CEPF under the stream of “2025 Emergency Operations Centre Equipment and Training” grant. On behalf of the three North Shore municipalities, NSEM has applied on this grant with the intent of funding training and exercising for the Emergency Operations Center at North Shore Emergency Management, as well funding equipment upgrades. Additionally, this grant will also support technology updates and maintenance to the North Shore EOC Radio Room.

NSEM staff will manage the project and provide periodic updates to the NSEM Strategic Leadership Committee.

## **BACKGROUND**

The emergency management obligations of the three North Shore municipalities are met by NSEM, whose role in supporting the prevention of and response to municipal emergencies is based on the Emergency and Disaster Management Act and reinforced through bylaw.

NSEM (and thereby the North Shore municipalities) have agreed to establish a tri-municipal Emergency Operations Centre in the event of a regional emergency. Additionally, municipal engineering and fire departments may establish a Department Operations Centre if needed.

## **DISCUSSION**

NSEM performs essential emergency management functions, including planning, Emergency Support Services (ESS), and maintaining a fully equipped EOC for use by all three North Shore municipalities.

This grant proposal aims to enhance the existing technology and visual displays in the EOC through the procurement of new conferencing systems, updates to the existing AV system, and the procurement of a new wall map and sliding whiteboards. It also aims to support the continued training and of municipal staff to work in the EOC. Finally, the proposal intends to procure updated radio equipment for the North Shore EOC Radio Room, as some of the existing equipment is reaching end of life.

Grant funding of the CEPF is provided by the Province of BC and administered by UBCM. The CEPF is a suite of funding programs intended to enhance the resilience of local governments and their residents in responding to emergencies.

The 2025 CEPF application form was submitted for the February 2025 intake, but Council resolutions from all partners, which can be submitted after the fact, are required to complete the submission.

## **FINANCIAL IMPLICATIONS**

The maximum available funding for each local authority under this grant is \$40,000. This grant application has been submitted in partnership with the three North Shore municipalities; as result of this partnership, the total eligible project funding request from UBCM is for a total of \$120,000.

## **INTER-DEPARTMENTAL IMPLICATIONS**

While most project deliverables would be executed by NSEM staff with the support of third-party contractors (owing to the technical nature of this work specific to the EOC & DOC Interoperability Assessment), NSEM would oversee and direct the initiative, including collaboration with the City of North Vancouver staff to ensure the specific needs of the municipality are considered in the project. EOC training and exercises will be offered to all CNV staff who fulfill EOC roles.

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

The execution of the proposed project and incorporation of its outcomes into NSEM's planning and operations align with Council's vision and priority to be A City for People: welcoming, inclusive, safe, accessible, and supporting the health and well-being of all.

RESPECTFULLY SUBMITTED:



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Emily Dicken  
Director, North Shore Emergency Management

## Community Emergency Preparedness Fund

# Emergency Operations Centres Equipment and Training

## 2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 28, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

### SECTION 1: Primary Applicant Information

First Nation or Local Government Name:  
District of North Vancouver

File Number\*:  
LGPS-11664

*\*Refer to the LGPS Online Application Form submission confirmation email*

### SECTION 2: Detailed Project Information

**1. Location of Proposed Activities.** For the purpose of CEPF funding, EOCs must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:

- EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Asset (e.g. trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.

**2. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of equipment and supplies, including installation of and training for eligible equipment.

NSEM Radio Equipment upgrades and maintenance:

NSEM maintains a series of radio equipment and towers. The current High Frequency radio is reaching end of life, and a replacement will ensure the Radio Room is better equipped in the event of an emergency. An additional box will be procured to move the radio out of the office for field deployments.



Maintenance and updates to existing radio equipment: Repair antenna cable connector, replace corroded aerial support wire, replace transmit wire to HF tuners, replace backup battery, install replacement fuse panel, update console labels, reattach antenna cabling to tower, update radio programming to Port Authority.

#### AV System Updates

The North Shore EOC has an AV system with multiple monitors and displays. Maintenance and updates of the system is needed, such as replacing existing cables, establishing more connections for phones, adding ceiling mounted monitors for task overview, and replacing parts.

#### Conference Systems:

The NSEM office, which includes the North Shore EOC, currently only has one video conferencing system. NSEM wishes to install two new video conference systems in breakout rooms to allow for private or smaller meetings during EOC activations.

#### EOC map and sliding whiteboards:

The backwall of the North Shore EOC has large ~20' map of the North Shore. This map is not very functional, as the plexiglass does not work for whiteboard markers and is taking up a lot of space. NSEM wishes to replace the map with an updated system with a magnetic map made from material that can be drawn on, as well as sliding whiteboards that can cover the map if not in use, allowing for a more functional space.

- b) Training. Where possible, please list specific courses.

NSEM wishes to bring in external trainers to provide Emergency Management training. Training includes EOC basics, section specific training, and ICS 100 & 200.

- c) Exercises, including tabletop exercises and mock EOC activations.

NSEM wants to hire a contractor to facilitate a functional EOC exercise testing out the municipal evacuation plan and EOC functionalities during evacuations.

- 3. Alignment with Funding Stream.** Describe how your activities align with the intent of this funding stream to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.

The proposed activities will all strengthen the operational readiness of the North Shore EOC and DOCs, both from an infrastructure perspective as well as a training and strategy perspective.

- 4. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

Squamish Nation and Tseil-Waututh Nation share jurisdictional boundaries with the three municipalities on the North Shore. Their Emergency Program Coordinators have been made aware of NSEM's intent to apply for the grant and they have expressed

their support. Although they are not funding partners in this grant, they both have Service Agreements with the three fire departments on the North Shore and the enhancements proposed in this grant would directly benefit both of the Nations in term of enhancing public safety.

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Both Squamish Nation and Tsleil-Waututh Nation will be engaged to varying degrees through elements of the work proposed within this grant application.

It is important to recognize that both Squamish Nation and Tsleil-Waututh Nation have their own EOCs and engage in the North Shore EOC if/when appropriate.

Both Nations will be included in the EOC exercising and training components of the grant based work. As valued regional partners, both Nations are always included in all EOC exercises and training opportunities.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Through the funding support of the UBCM CEPF Cultural Safety and Humility Grant, and ESS grant and the IER Funding, NSEM has supported the delivery of Cultural Safety and Humility training for 50 Public Safety Lifeline volunteers and 60 municipal staff in 2024. The 2025 training is on track and numbers are expected to be similar to 2024.

*If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

- 5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbours and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

NSEM partners with many different groups who may be invited to join the EOC/DOC during events. Partners include, but not limited to, Tsleil-Wautuh Nation, Squamish Nation, Metro Vancouver, Bowen Island Municipality, Lions Bay Municipality, District of Squamish, City of Vancouver, City of Burnaby, HEMBC, BCEHS, FNHA. None of these organizations will be directly involved in the project, but may benefit from the results or be invited to training.

*If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

- 6. Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs. What regional benefits will result from this project?

NSEM is a multi-jurisdictional emergency management organization serving and co-founded by the three North Shore municipalities. Aside from performing core emergency

management functions municipally, NSEM takes a regional approach to its work both strategically and operationally. A comprehensive, cooperative and regional approach sits at the core of this grant application. The outcomes of this grant brings all three North Shore municipalities and both Nations together for EOC exercising and training opportunities.

7. **Additional Information.** Please share any other information you think may help support your submission.

### SECTION 3: Required Attachments

The following separate attachments are required to be submitted as part of the application:

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

For regional projects only:

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

**SECTION 4: Signature** This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Simon Svane Als

Title: Manager, Operational Readiness

Signature\*:   
*A certified digital or original signature is required.*

Date: April 4<sup>th</sup>, 2025

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

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

**Please note "2025-EOC" in the subject line.**



### Proposed Budget

**Name of Applicant**

**Funding Program/Stream**

**Project Name/Application #**

### BUDGET

*The budget is required to be submitted as part of the application package. For each proposed expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and proposed number of hours; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.*

Proposed Expenses	Calculation	Total Cost
EOC Exercise		\$25,000.00
EOC Training		\$15,000.00
NSEM Radio Equipment	HF Radio: \$2000. Box: \$1000. Maintenance, installation and upgrades: \$12,000.	\$15,000.00
EOC AV System maintenance	Fixing data ports, updating encoders, installing new monitors.	\$10,000.00
Conference system x 2	2x \$5000	\$10,000.00
Updated EOC map with sliding whiteboard.	Estimate, including installation.	\$40,000.00
Contingency	Unexpected cost increases for any of the	\$5,000.00
<b>Total:</b>		<b>\$120,000.00</b>

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# NORTH SHORE LIONS YOUTH EXCHANGE PROGRAM

55 years  
1970 - 2025

## NORTH VANCOUVER AND CHIBA

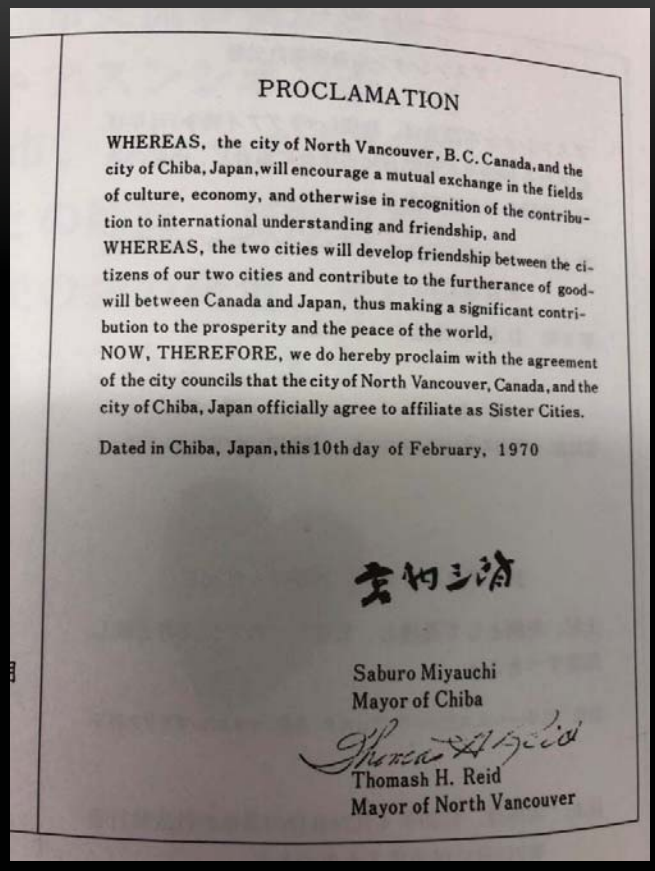
- SISTER CITIES SINCE 1970





February 10, 1970

## THE PROCLAMATION



THE NORTH SHORE YOUTH BAND  
PERFORMING IN CHIBA IN 1970.



## THE EARLY DAYS OF THE EXCHANGE.



## 1977 – CHIBA STUDENTS AND CHAPERONE WITH NV MAYOR AND MOUNTIE AT CITY HALL.



1990

On the 20th anniversary of our sister city relationship, Mayor Loucks, City Councilman and Lions members present a Totem Pole to the city of Chiba that stands at the Chiba Zoo.



1996 STUDENT - WAKAKO



*"I still remember being moved by the kindness of those who supported the Youth Exchange program and how I couldn't hold back the tears at the farewell party. Experiencing Canadian hospitality at the tender age of 17 was truly meaningful. That warmth continues to brighten my heart to this day."*



ERINA..... WAS A STUDENT IN 2000 AND IN 2001 SHE WAS A HOST FAMILY. IN 2010 SHE WAS THE CHAPERONE AND CAME TO CANADA FOR THE SECOND TIME. IN 2013, SHE WAS MY HOST FAMILY WHEN I WAS THE CHAPERONE.



2013



2016



2018



2024



2025

2013....ME AND MY GIRLS!



2014

ERIN WITH HER FELLOW STUDENTS AND CHAPERONE LARRY IN NIKKO.



2018 - OUR STUDENTS WITH MAYOR KUMAGAI.

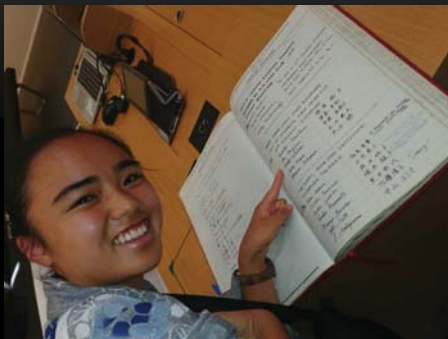




## 2019 - CHIBA STUDENTS AND CHAPERONE VISIT NV CITY HALL.



2019



1988



2025



May visiting City Hall in 2019 and signing the visitors book. We looked back to 1988 to see her mothers signature from when she was student.

*"Since I went to Canada, I had more interest to learn International Relations. So I decided to learn International Relations and English in university. When I was a junior in college, I went to Czech Republic for 2 semesters as an exchange student. Without my experience in Canada, my life would be completely different. I really appreciate the support from CCIA, North Vancouver City, Chiba City, the Lions Clubs, and our host families.*

*I hope this program will last for many long years."*

2019 – SHIPYARDS..... ONE OF MY FAVORITE PHOTOS...



2020 - CELEBRATING 50 YEARS.....



50 YEARS.....  
PRESENTATION TO MAYOR KAMIYA IN SEPTEMBER  
OF 2023. (DELAYED BECAUSE OF THE COVID PANDEMIC)



2024 – CHIBA STUDENTS VISIT TO NV CITY HALL.





## 2024 - MAYOR VISIT AT CHIBA CITY HALL



## 2024 - CHIBA MAYOR PRESENTING YUKATAS TO NV STUDENTS AND CHAPERONE.





2024 - TAKING PART IN THE CHIBA CITY  
THREE GENERATIONS FESTIVAL - MIKOSHI PARADE.



2024 - THREE GENERATIONS FESTIVAL  
- CHIBA DANCE.





# 2024 – SOME OF THE ACTIVITIES ENJOYED BY THE STUDENTS IN NV.



# 2024 - ACTIVITIES IN CHIBA.



2024 - FAREWELL BANQUET IN NORTH VANCOUVER...TIME TO SAY GOODBYE TO OUR NEW FRIENDS.



THANK YOU, TO THE CITY OF NORTH VANCOUVER AND THE NORTH SHORE LIONS CLUBS FOR SUPPORTING THIS AMAZING PROGRAM FOR FIFTY FIVE YEARS.  
THE PAST STUDENTS AND CHAPERONES ARE EXTREMELY GRATEFUL.





# North Shore Lions Youth Exchange

NORTH VANCOUVER BC



Reviewed by CAO LM

January 14, 2025

Dear Mayor and Council,

On September 23, 2024, I attended a council meeting to speak during the public session. I wanted to thank the Mayor and Council for the support that you have extended to our Youth Exchange program since 1970. During my short presentation, the Mayor thanked me and asked me if I would return with a few students and give a full presentation on our program that the North Shore Lions Clubs have been managing on behalf of the City of North Vancouver for 55 years.

I would be happy to bring a few students and update Council with a short PowerPoint presentation on our program and our healthy relationship with the City Of Chiba.

I understand that the Mayor of Chiba and his delegation will be visiting North Vancouver this September or October so it is good timing for us to supply an update to Council on our program sometime this spring.

Best regards,

George Sim  
Chairman  
North Shore Lions Youth Exchange Program

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council  
From: Leanne McCarthy, Chief Administrative Officer  
Subject: NORTH SHORE LIONS YOUTH EXCHANGE PROGRAM SUPPORT  
Date: March 26, 2025 File No: 01-0400-65-0001/2025

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

**RECOMMENDATION**

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

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

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

**ATTACHMENTS**

1. Correspondence from the North Shore Lions Youth Exchange, dated January 31, 2025 (CityDocs [2639444](#))
2. Information Report, dated March 19, 2025 (CityDocs [2644713](#))

**BACKGROUND**

Since 1970, the City of North Vancouver has enjoyed a Sister City relationship with the City of Chiba, Japan. Over the past 55 years, one of the ways this long-standing relationship has been celebrated has been through youth exchange programs. In North Vancouver, this exchange is administered by the North Shore Lions Youth Exchange Program. The City has regularly supplied grants in support of this program, and the last contribution was in 2019.

## **DISCUSSION**

The North Shore Lions Club has requested a grant in the amount of \$7,000 to continue to support the youth exchange program. Information regarding previous funding approvals is attached.

## **FINANCIAL IMPLICATIONS**

A 2025 budget of \$30,000 is available for Council Grants in the operating budget, for which this grant would be eligible. There has not been any request for use of these funds in the current year to date.

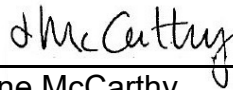
## **INTER-DEPARTMENTAL IMPLICATIONS**

None.

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

Sister city relationships align with a City for People, as the City welcomes and celebrates the culture and friendship of the residents of Chiba.

RESPECTFULLY SUBMITTED:



---

Leanne McCarthy  
Chief Administrative Officer



# North Shore Lions Youth Exchange

NORTH VANCOUVER BC



January 31, 2025

Dear Mayor and City Councillors,

On behalf of the North Shore Lions Youth Exchange Program, I would like to ask for your continued support. I am writing to request a grant of \$7000 to support our program for 2025. This is the first request since 2019 and costs of hosting and airfares have increased in that time so that is why we are asking for an increase of \$1000 this year.

As you know this program has been very successful for the past 55 years and continues to be managed by volunteers from the North Shore Lions Clubs. Each year we are able to supply an outstanding cultural experience to youth and chaperones from Canada and Japan and they leave their host families with and an enormous amount of memories...not to mention the lifelong friendships that are created.

The four Lions Clubs on the North Shore are proud to be partners in this program that promotes cultural understanding and friendships between young people from our sister city of Chiba and the City of North Vancouver.

Thank you for your consideration in regard to this request.

Best regards,

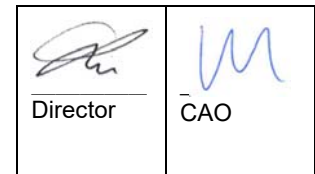
George Sim

Chairman

North Shore Lions Youth Exchange Program

778 838 8727

[georgesim@shaw.ca](mailto:georgesim@shaw.ca)



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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: FUNDING PROVIDED BY THE CITY OF NORTH VANCOUVER FOR  
 THE NORTH SHORE LIONS YOUTH EXCHANGE

Date: March 19, 2025 File No: 05-1850-01-0001/2025

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The North Shore Lions Youth Exchange program of the North Vancouver Lions Clubs supports a youth exchange with the City of North Vancouver's Sister City of Chiba, Japan. A grant of \$6,000 was last made for the 2021 fiscal year. The grants made in the last ten years are:

2024	\$-
2023	\$-
2022	\$-
2021	\$6,000
2020	\$-
2019	\$6,000
2018	\$6,000
2017	\$6,000
2016	\$6,000
2015	\$4,000

For 2025, the Lions have requested that CNV provide a grant of \$7,000 to support the program. For the information of Council, Finance confirms that \$30,000 has been included in the 2025 Operating Budget to support Council grants in 2025.

RESPECTFULLY SUBMITTED:

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Larry Sawrenko  
 Chief Financial Officer

# Provincially Legislated Zoning Amendments to Implement Small-Scale Multi-Unit Housing Zone

Presented April 14, 2025

Planning & Development



## Agenda

- Background:
  - Provincial Housing Initiatives
  - Consideration of SSMUH Policy Manual
  - Servicing Analysis
- City of North Vancouver Approach
- Proposed SSMUH Zone
- Next Steps



## Background: Provincial Housing Initiatives



## Background: Consideration of Policy Manual

### Requirements for SSMUH zones:

- Must allow up to 3, 4, 6 units in "Restricted Zones"
- No minimum parking within 400m of certain bus stops

### Must consider:

- Building form requirements
- Parking requirements

### May:

- Use Development Permit Guidelines



## Background: Consideration of Policy Manual

**880 properties**

**Up to 6 units: 434**  
(over 280 sq.m. and within FTA)

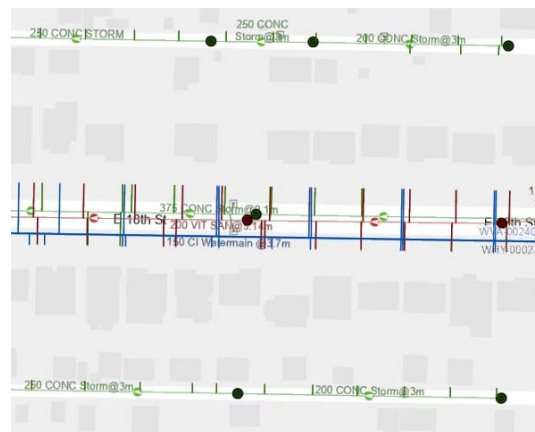
**Up to 4 units: 429**  
(over 280 sq.m. and outside FTA)

**Up to 3 units: 17**  
(280 sq. m. or less)



## Background: Servicing Analysis

- Modelling completed for new growth
- System upgrades can keep pace with gradual Build-out of zone
- No changes to existing Bylaws are required



## City of North Vancouver Approach



Trees and Permeable Surfaces



Laneway Use



Mobility Options



Site Access

## City of North Vancouver Approach

### Challenges:

- High demands on surface area
- Loss of green space and trees
- Increase in impermeable area

### Responses:

- Maximum Lot Coverage for Buildings and Parking
- Minimum Soil-Based Landscaping

### Future Considerations (DPA):

- Requirements and incentives for tree planting/retention



## City of North Vancouver Approach

**Challenges:**

- Refuse bins in Laneway
- Heat pumps in side yards

**Responses:**

- Garbage/recycling storage/staging requirements
- Setback requirements for heat pumps

**Future Considerations (DPA):**

- Design guidelines for laneway frontages (landscaping, etc.)



## City of North Vancouver Approach

**Challenges:**

- Limited mobility options

**Responses:**

- Bicycle Parking requirements
- Maximums stairs and slopes along exterior pathways

**Future Considerations (DPA):**

- Incentives and relaxations for supporting mobility options



## City of North Vancouver Approach

**Challenges:**

- Site accessibility

**Responses:**

- Minimum pathway requirements
- Disincentive for exterior stairs
- More responsive height regulations

**Future Considerations (DPA):**

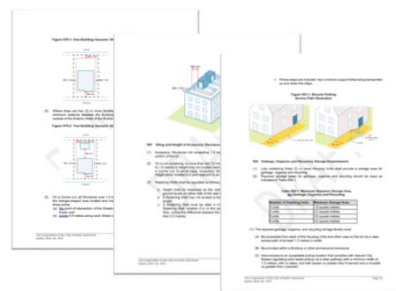
- Incentives and relaxations for improved site accessibility



## Low Rise (SSMUH) Zone

**CONSIDERATIONS:**

- SSMUH legislation and Policy Manual
- City policies and goals
- Existing neighbourhoods
- Design challenges and needs

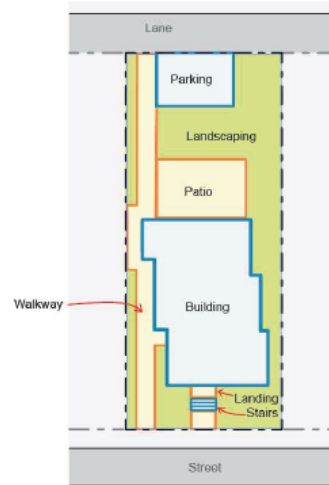




## Low Rise (SSMUH) Zone

### LOT COVERAGE:

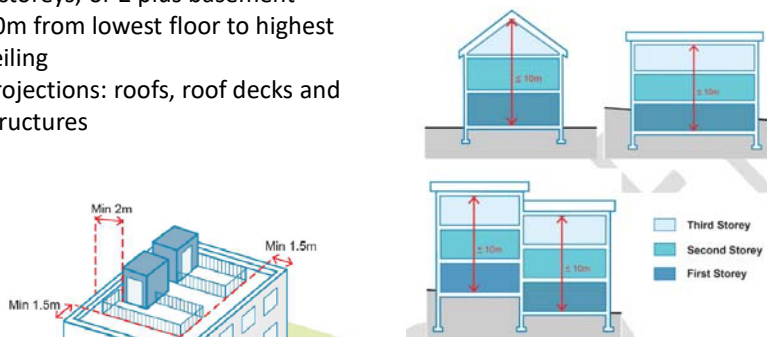
# of units	Lot Coverage	Soil-Based Landscaping
	<ul style="list-style-type: none"> <li>Buildings</li> <li>Parking</li> <li>stairs</li> </ul>	<ul style="list-style-type: none"> <li>Plants, growing medium and organic mulch</li> <li>No structures at, above or below grade</li> </ul>
1	35%	50%
2	40%	45%
3-4	45%	35%
5-6	50%	30%
Area remaining for pathways, patios, etc.: 15-20%		



## Low Rise (SSMUH) Zone

### HEIGHT:

- 3 storeys, or 2 plus basement
- 10m from lowest floor to highest ceiling
- Projections: roofs, roof decks and structures



## Low Rise (SSMUH) Zone

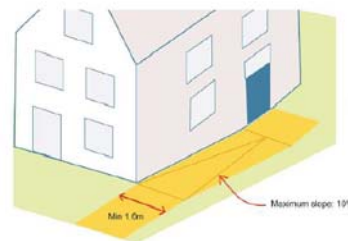
### PARKING:

- No min/max number or ratio
- Standard vehicle access requirements



### BICYCLE AND PEDESTRIAN ACCESS:

- 2 bicycle parking per unit for 3+ unit developments
- Pathway requirements for bicycle parking – also improves accessibility



## Low Rise (SSMUH) Zone

### Future Updates:

- SSMUH Zone Development Permit Guidelines
- OCP update to align with SSMUH and create Development Permit Area
- Possible expansion through Housing Capacity Updates

## Communications and Engagement

### PUBLIC COMMUNICATIONS

- Targeted mail out,
- Online information,
- Staff information (e.g. FAQ)

### ADVISORY COMMITTEES

- Heritage Advisory Committee, Integrated Transportation Advisory Committee, Advisory Design Panel, Advisory Planning Commission

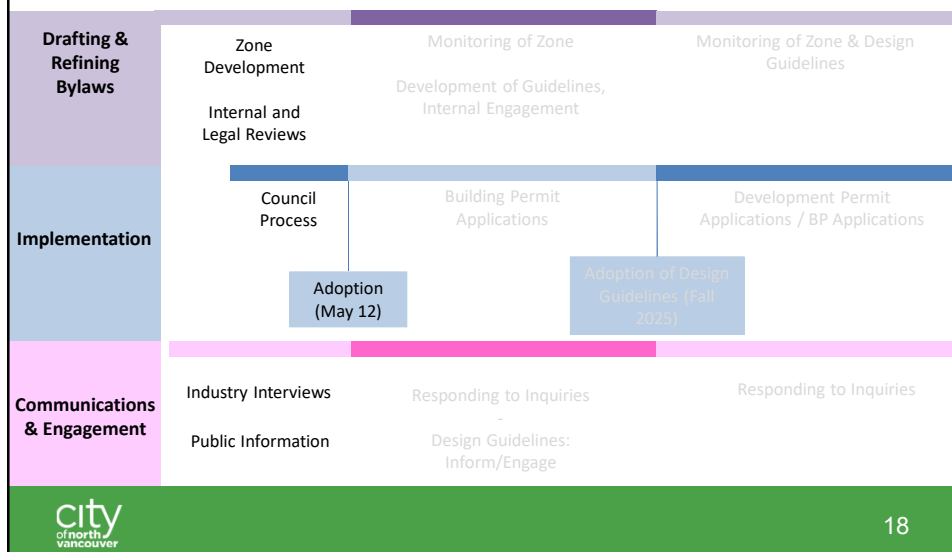
### INDUSTRY

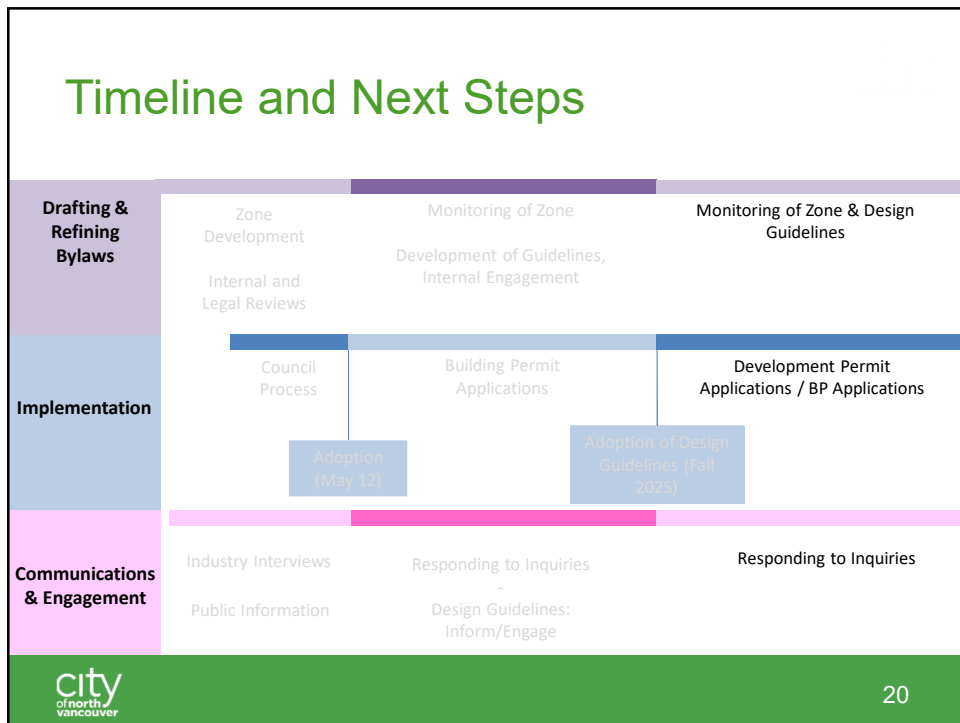
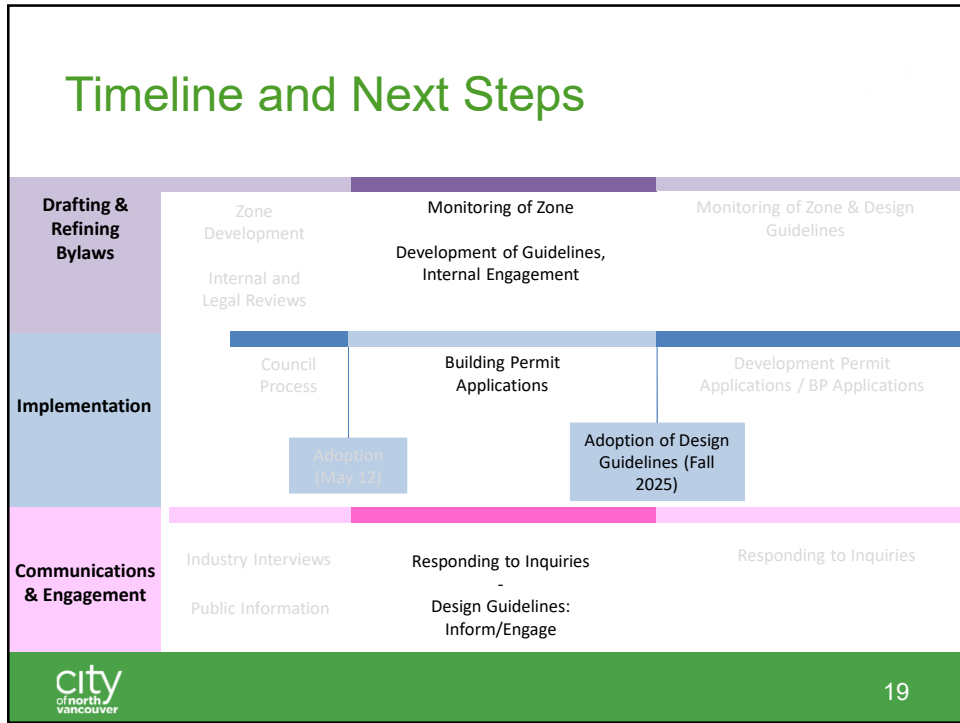
- Designer and developer interviews

### LEGISLATED NOTIFICATIONS

- Public Hearing prohibited

## Timeline and Next Steps










city  
of north  
vancouver

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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Sean Galloway, Director, Planning and Development

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

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

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**ATTACHMENTS**

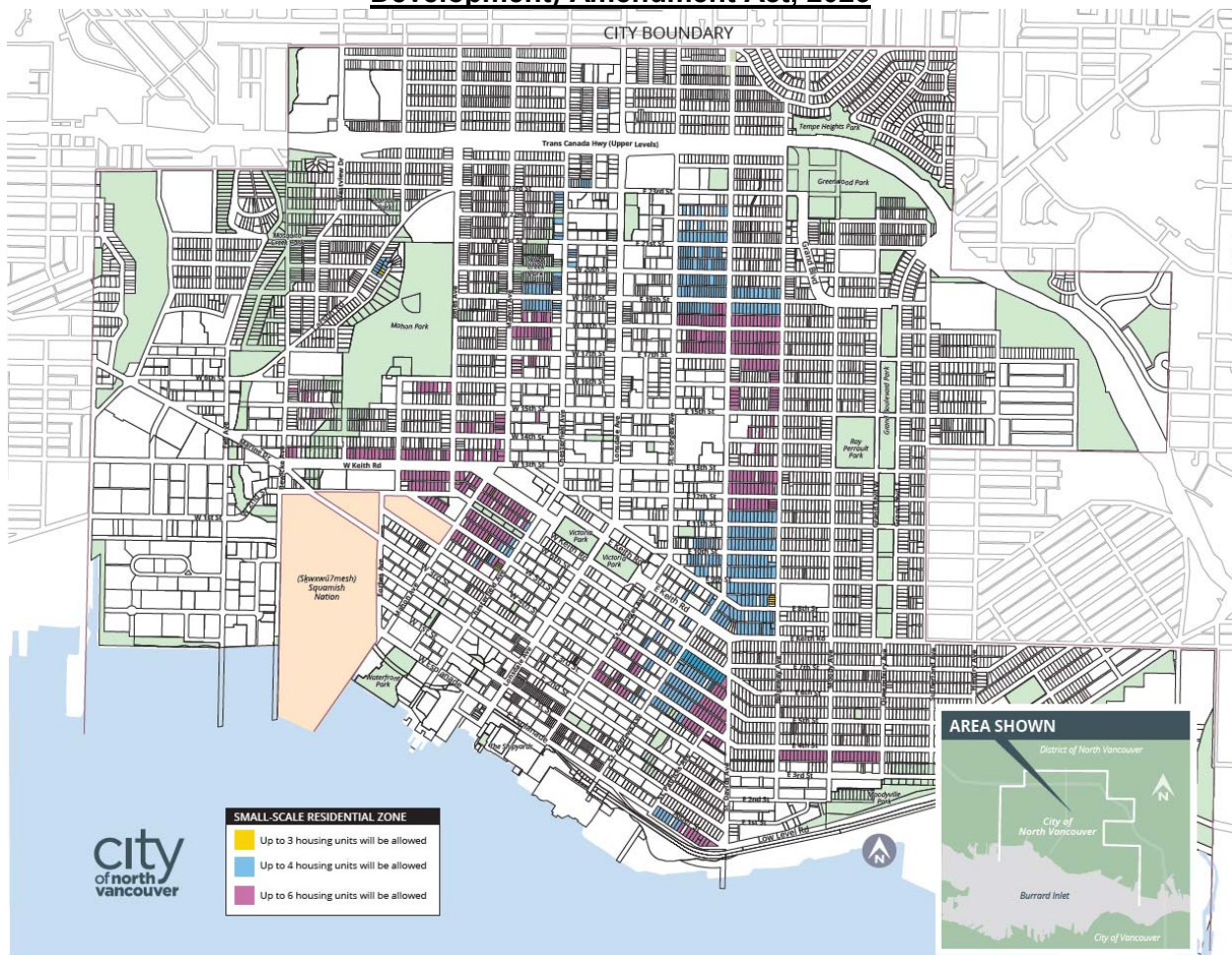
1. Draft “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9031” (CityDocs [2638454](#))
2. Small-Scale Multi-Unit Housing Policy Manual (CityDocs [2443981](#))
3. Housing Capacity Updates Timeline (CityDocs [2649910](#))
4. Comparison of Existing Low Density Zones and SSMUH Zone (CityDocs [2643674](#))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

**SUMMARY**

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



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



**BACKGROUND**

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

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



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

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

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

### ***Provincial Requirements***

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

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

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

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

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

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

## DISCUSSION

### Multiplex Housing Examples

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

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



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

**Part B: Typology Specific Guidelines**

The following section provides additional guidance for specific residential typologies permitted under zoning or as envisioned in the OCP (and therefore requiring a re-zoning) to be used in conjunction with the General Guidelines in sections 1 - 5.

**6. Corner Townhouses**

6.1. Site, orient and design corner town houses with principal façades and individual unit entries facing and accessed from both fronting streets

**7. Mid block and double row townhouses**

**Overview:** Some locations, as specified in applicable land use policies, may allow consideration for mid-block townhouses, or for developments sited in more than one building complex (i.e., more than one row). For these developments, the following should be achieved:

7.1. Townhouse forms of development should be sited and oriented with the longer face of the building parallel to the street. This is to maximize entries facing the street as well as access from the street, and to minimize visual impacts of driveways and parking on the public realm. “Galley-style” developments, where building complexes are sited perpendicular to streets with residential unit entries oriented internally or to adjacent property side-yards, are discouraged unless explicitly supported by a neighbourhood plan or other City policy.

7.2. Where development sited in more than one row (i.e., double row townhouses) is proposed as part of a re-zoning process, the following should be achieved:

7.2.1. Site planning should ensure that dwelling units face the street;

7.2.2. Units located in the interior of lots should be designed with adequate separation from other buildings and have access to open space;

a. a minimum 6 m building separation should be provided between two principal façades

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

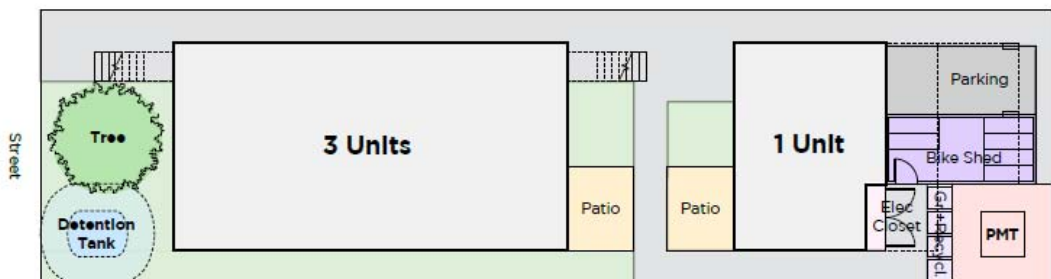
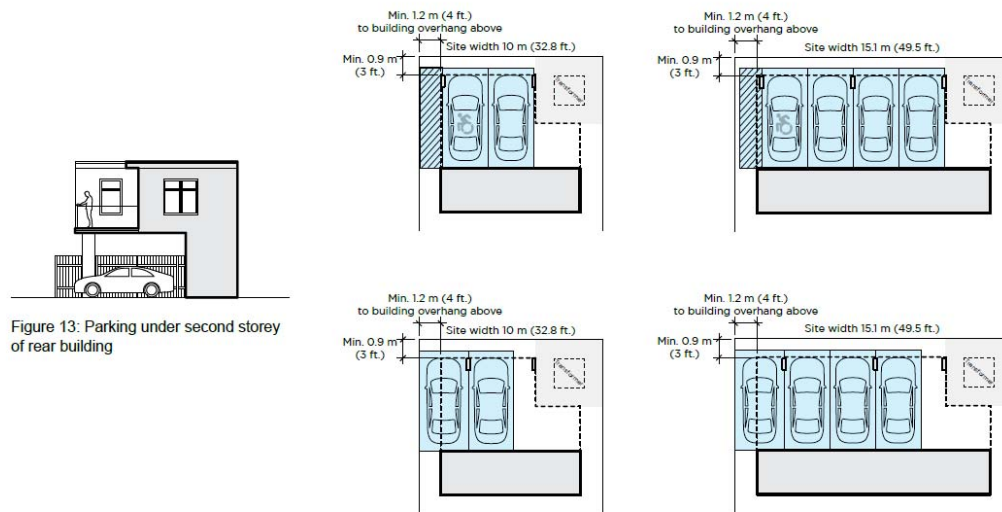


Figure 5: Multiple dwelling (“multiplex”) illustrative site plan with location of requirements from section 2 of this Guide.



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

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

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

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

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



### *Development of the Draft SSMUH Zone*

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

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



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

### *Policy Alignment*

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

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

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

### **City Strategies:**

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

### **Design Challenges**

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

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

How to address this:

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

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

Future opportunities:

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

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

How to address this:

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

Future opportunities:

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

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

How to address this:

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

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

How to address this:

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

Future opportunities:

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

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

How to address this:

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

Future opportunities:

- Incentives and relaxations to support improved site accessibility.

#### *Opportunities through Design Guidelines:*

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

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

#### ***Engagement and Communications***

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

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

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

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

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

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

## **Next Steps**

### *Lead up to Implementation*

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

### *After May 12, 2025*

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



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

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

### *In-Stream Applications*

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

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

## **INTER-DEPARTMENTAL IMPLICATIONS**

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

## **CONCLUSION**

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

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

RESPECTFULLY SUBMITTED:



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Emily Macdonald  
Planner 2

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

**Purpose:**

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

**Permitted Uses and Use-Specific Conditions**

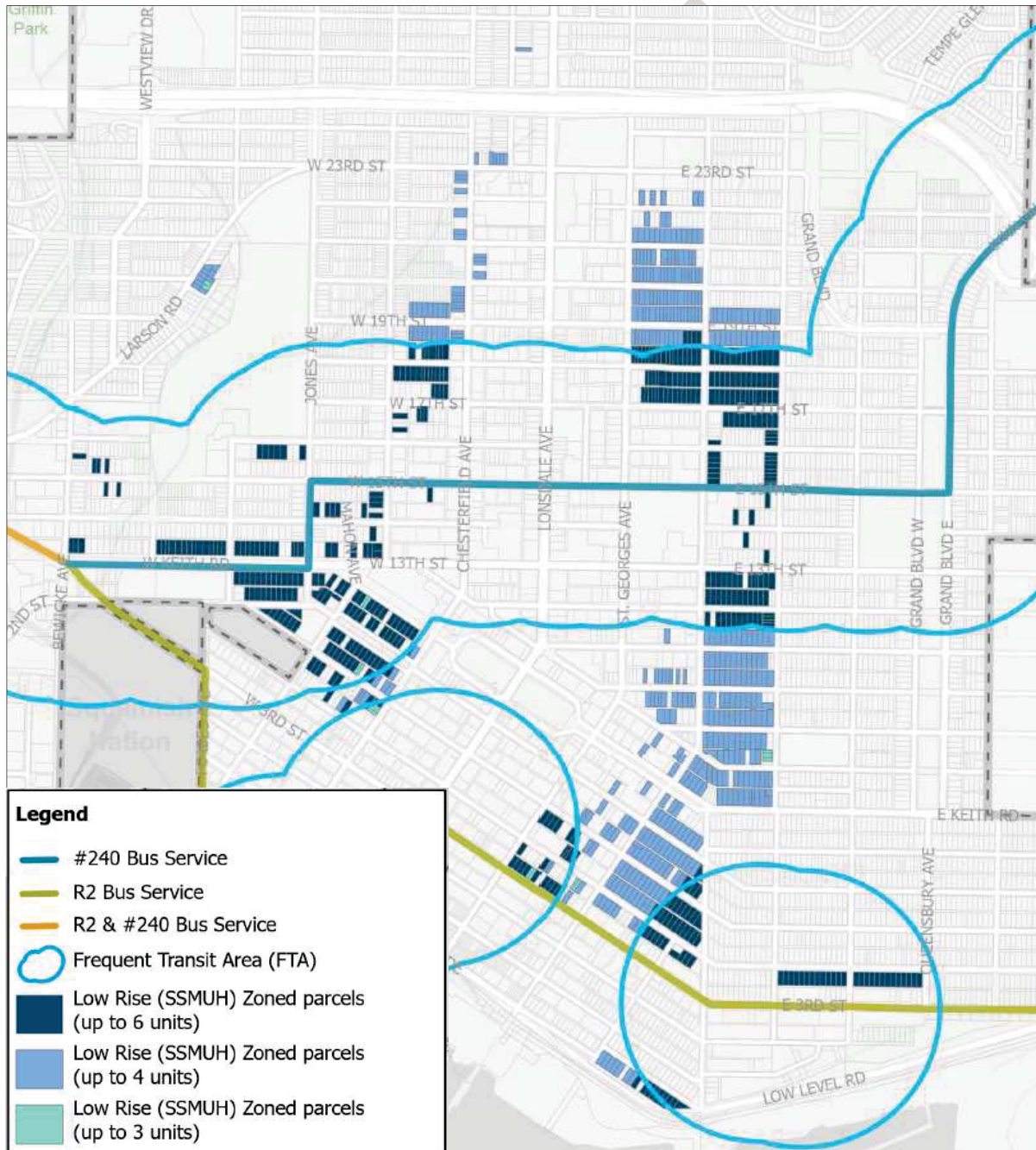
- (1) Residential Use, including stratified and non-stratified Housing Units:
- a. No Housing Unit shall have an interior floor area of less than 50 square metres.
  - b. Each Housing Unit shall be accessible from a Street via a clear path that is well-lit at night.
  - c. The number of Housing Units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

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

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

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

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



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

**Minimum Lot Width**

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

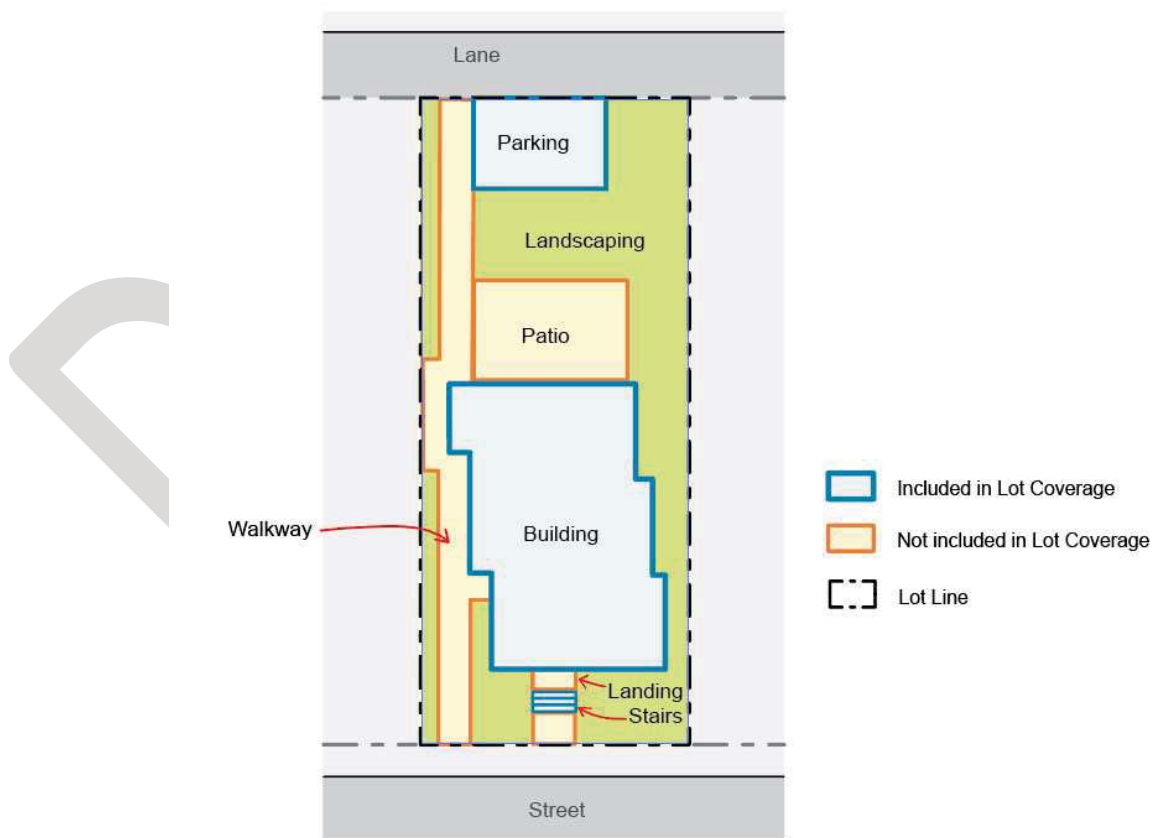
**Lot Coverage**

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

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

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

**Illustration: Lot Coverage**



**Soil-Based Landscaping**

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

**Table 576-1  
Minimum Soil-Based Landscaping**

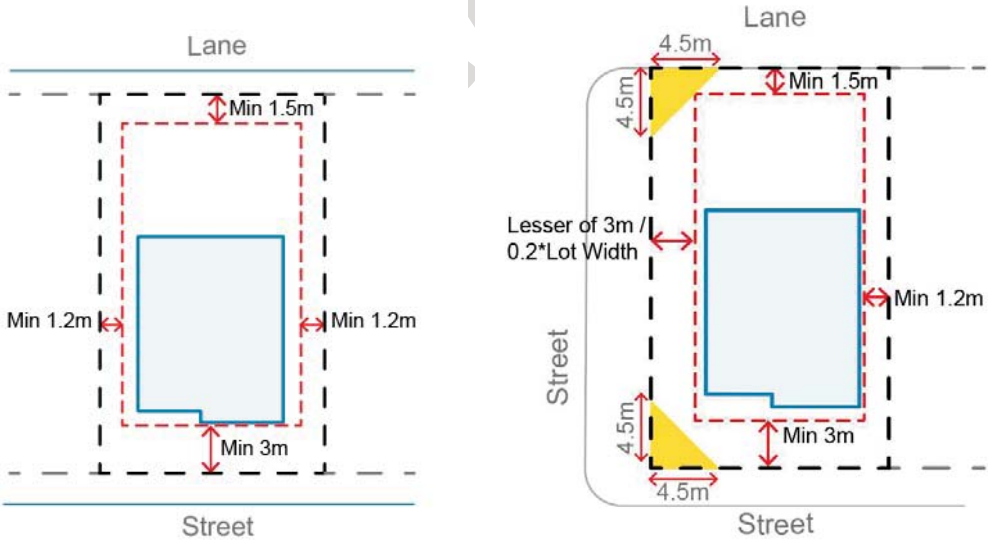
Number of Housing Units on the Lot	Minimum Soil-Based Landscaping
1 Housing Unit	50% of Lot Area
2 Housing Units	45% of Lot Area
3 or 4 Housing Units	35% of Lot Area
5 or 6 Housing Units	30% of Lot Area

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

**Building Siting**

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

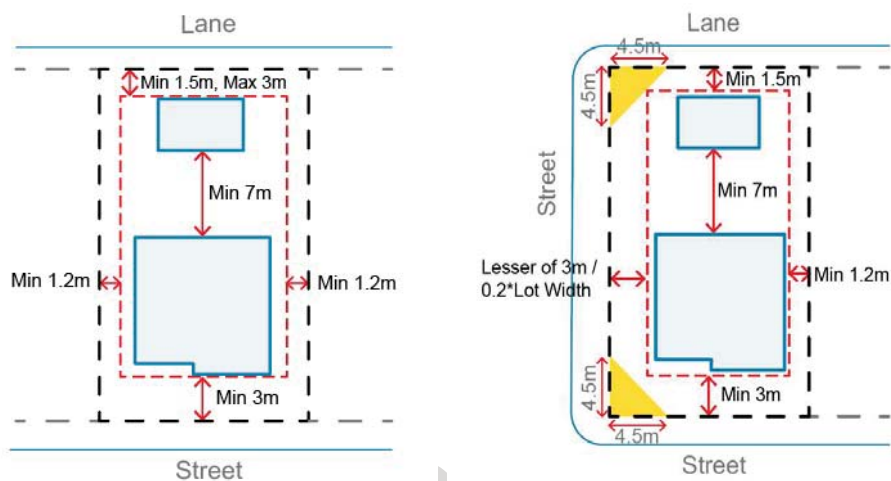
**Illustration: One-Building Scenario Siting Requirements**



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

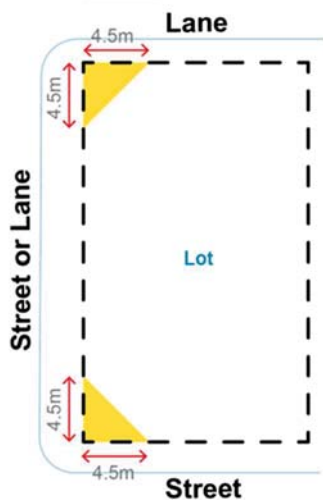


**Illustration: Two-Building Scenario Siting Requirements**



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

**Illustration: Siting Restrictions on Corner Lots**

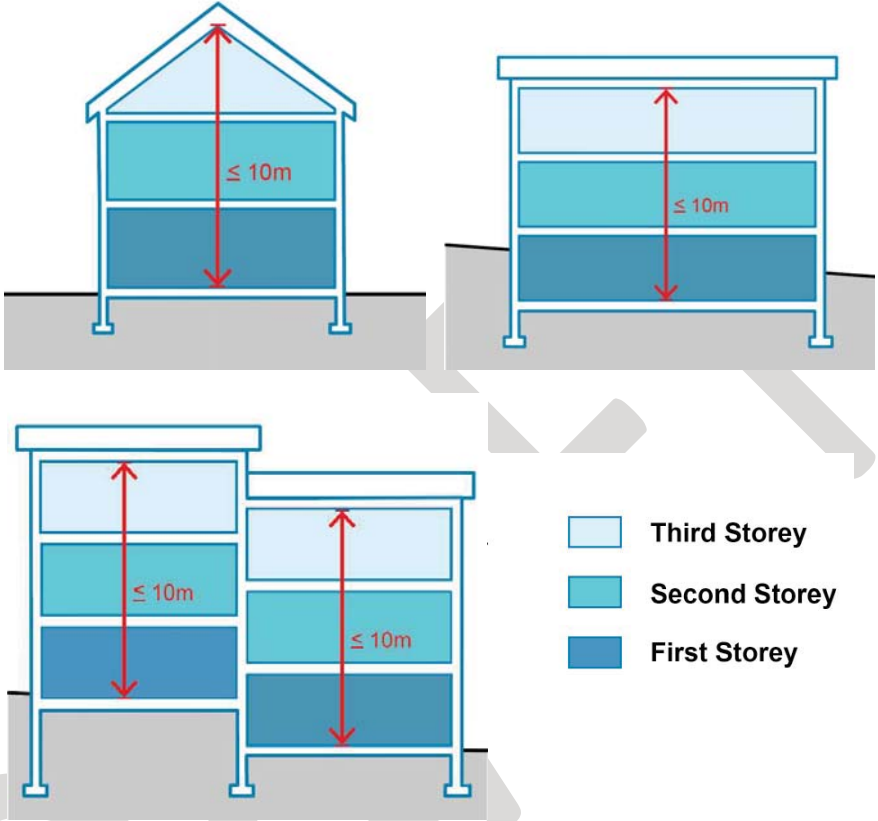


- (4) The following projections are permitted within the required Building setbacks:
- (a) A horizontal roof overhang of up to 0.6 metres, including gutters and any other elements affixed to the roof;
  - (b) Exterior ramps, lifts or similar mobility and/or accessibility-enhancing equipment.

**Building Height**

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

**Illustration: Examples of Three-Storey Buildings**



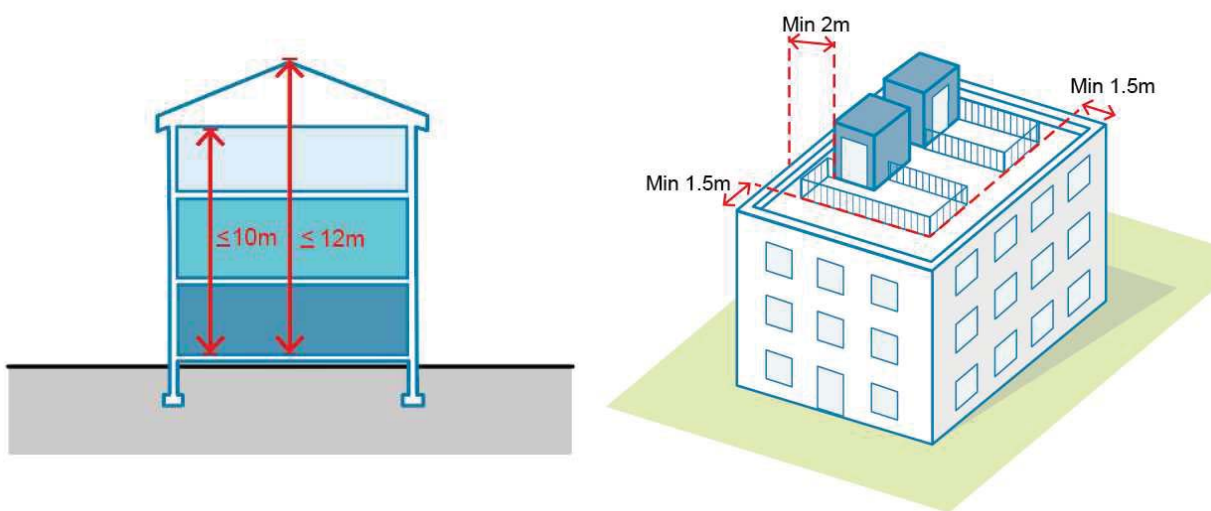
- (3) Notwithstanding subsections (1) and (2), projections are permitted as listed in Table 578-1, subject to conditions where indicated in the second column:



**Table 578-1  
Permitted Height Projections**

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

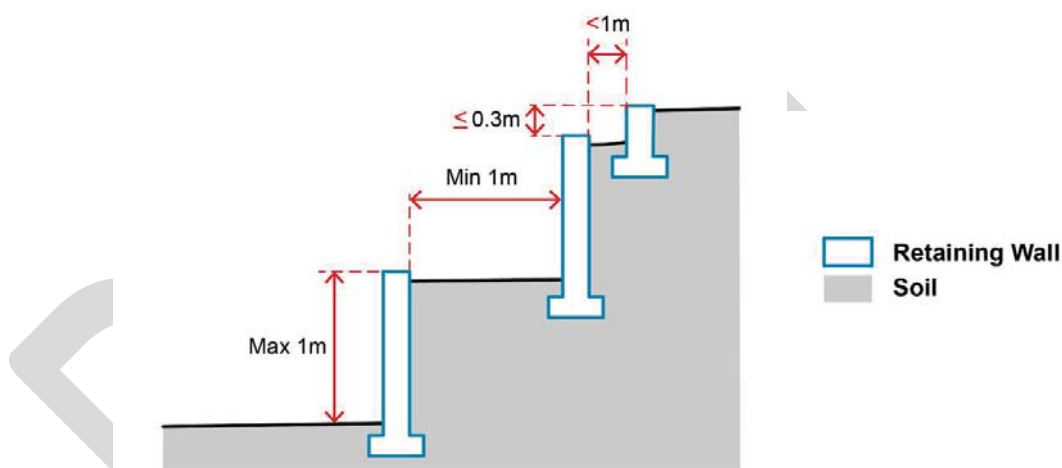
**Illustration: Examples of Permitted Height Projections (Roofs and Enclosed Landings)**



### Siting and Height of Accessory Structures

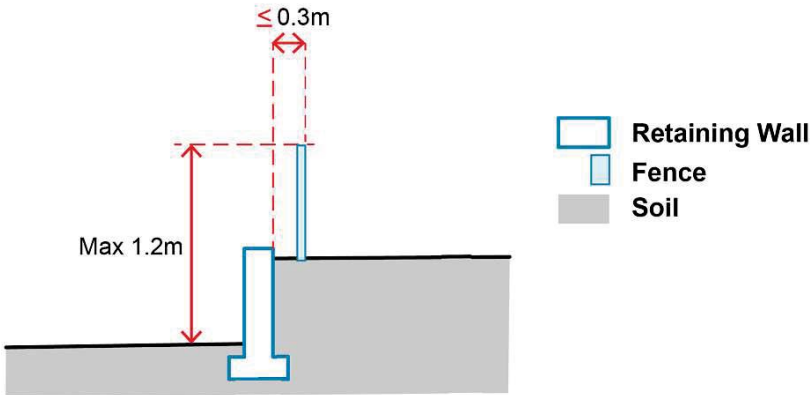
- (1) Accessory Structures not exceeding 1.2 metres in height may be located on any portion of the lot.
- (2) On a Lot containing no more than two (2) Housing Units, Accessory Structures of up to 1.8 metres in Height may be located behind the front face of a building, except for a Corner Lot, in which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

#### Illustration: Retaining Wall Height and Siting Requirements



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

**Illustration: Height Requirements for Fences near or on Retaining Walls**



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

**Vehicle Parking Requirements**

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

**Bicycle Parking Requirements**

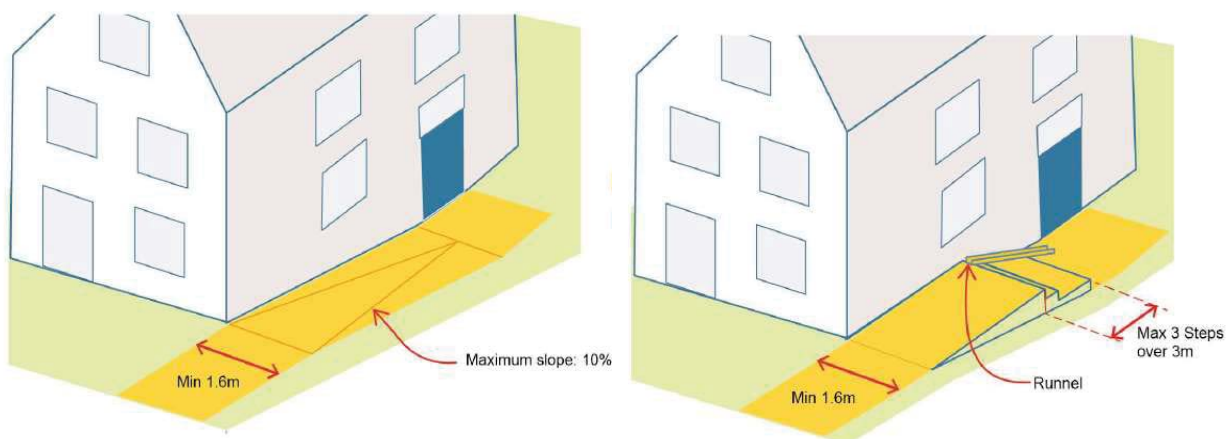
- (1) Minimum Bicycle Parking for Housing Units

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

(2) Location and Access Requirements for Secure Bicycle Parking

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

**Illustration: Bicycle Parking Access Path**



**Garbage, Organics and Recycling Storage Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





# Provincial Policy Manual & Site Standards

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

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## Small-Scale, Multi-Unit Housing

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# Introduction

## 1. Purpose of the Policy Manual

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

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

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

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

## 2. How to use the Policy Manual

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

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

### 2.1 Read the Policy Manual in its entirety

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

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

## **2.2 Geographic scale**

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

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

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

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

### **2.3 Defined terms and meanings**

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

### **2.4 Additional policy material**

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

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

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

## **3. Why is the Province introducing SSMUH requirements?**

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

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

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

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

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

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

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

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

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

# Part 1 – Overview of the legislation and implementation process

## 1. Where do the new requirements apply?

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

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

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

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

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

## 2. Summary of SSMUH requirements

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

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



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

*but does not include a manufactured home zone.*

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

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

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

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

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

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

**Important Concepts and Terms**

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

**“housing unit”** means a self-contained dwelling unit

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

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

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

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

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

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

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

**“transit station”** means:

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

## 2.1 Prohibited activities

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

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

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

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

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

### What are accessory dwelling units and secondary suites?

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

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

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

## 2.2 Density Bonusing

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

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

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

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

(a) relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind, and extent of the housing; and

(b) a condition that the owner enter into a housing agreement under section 483 before a building permit is issued in relation to property to which the condition applies.

## 3. Exemptions

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

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

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

Additionally, under the Local Government Zoning Bylaw Regulation<sup>1</sup>, lands subject to a hazardous condition where development of the land to the density of use required by sections of 481.3 (3), (4) or (5) of the LGA<sup>2</sup> can be exempted from the SSMUH legislation providing the local government has obtained a report in which a qualified professional<sup>3</sup> certifies, for the local government, that:

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

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

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

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

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

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<sup>1</sup> Vancouver Zoning Bylaw Regulation

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

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

<sup>4</sup> Vancouver Zoning Bylaw and Local Government Zoning Bylaw Regulations.



As soon as practicable after local governments update the zoning bylaw or bylaws in accordance with the SSMUH legislation and if the zones contain exempted lots, written notice must be provided to the Minister of Housing at [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)<sup>5</sup> that identifies:

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

### **3.1 Considerations for hazardous conditions and protection of the natural environment**

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

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

## **4. Extensions**

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

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

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

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

### **What is an “extraordinary circumstance”?**

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

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

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

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

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

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

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<sup>6</sup> Section 625(4) of the Vancouver Charter.

#### **4.1 Extended compliance date and notice of compliance**

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

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

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

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

## **5. Implementing SSMUH requirements**

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

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

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

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

- Typically, all bylaws enacted after the adoption of an official community plan must be consistent with LGA, s. 478 (2)). However, zoning bylaws updates required to align with the SSMUH legislation are explicitly excluded from this requirement until December 31, 2025.
- Before December 31, 2025, however, local governments will need to amend their OCPs for the purpose of permitting the required uses and densities in their bylaws.
- Local governments can update their zoning bylaws for alignment with SSMUH by changing the permitted densities and zoning regulations for all single-family and duplex zones. An alternative approach that may be consistent with ongoing efforts to streamline zoning bylaws could be to consolidate multiple single-family and duplex zones into fewer zones with zoning regulations that align with SSMUH requirements.
- Local governments must not hold a public hearing for zoning bylaw updates for the sole purpose of complying with the SSMUH legislation. Consequently, notice that a public hearing will not be held must be given by local governments, according to the process set out in LGA section 467<sup>7</sup>.
- If zoning bylaw updates for SSMUH compliance are adopted using a phased approach or to accommodate in-progress applications, local governments are prohibited from holding a public hearing for each phase, if the amendment is for the sole purpose of complying with SSMUH.

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

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

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

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<sup>7</sup> Section 566.1 of the Vancouver Charter.

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

The Local Government Zoning Bylaw Regulation<sup>8</sup> may be used to establish specific conditions to override the non-compliant single-family and duplex zoning bylaw provisions. A ministerial order will remain in place until the affected local government adopts zoning that is compliant with the SSMUH legislation.

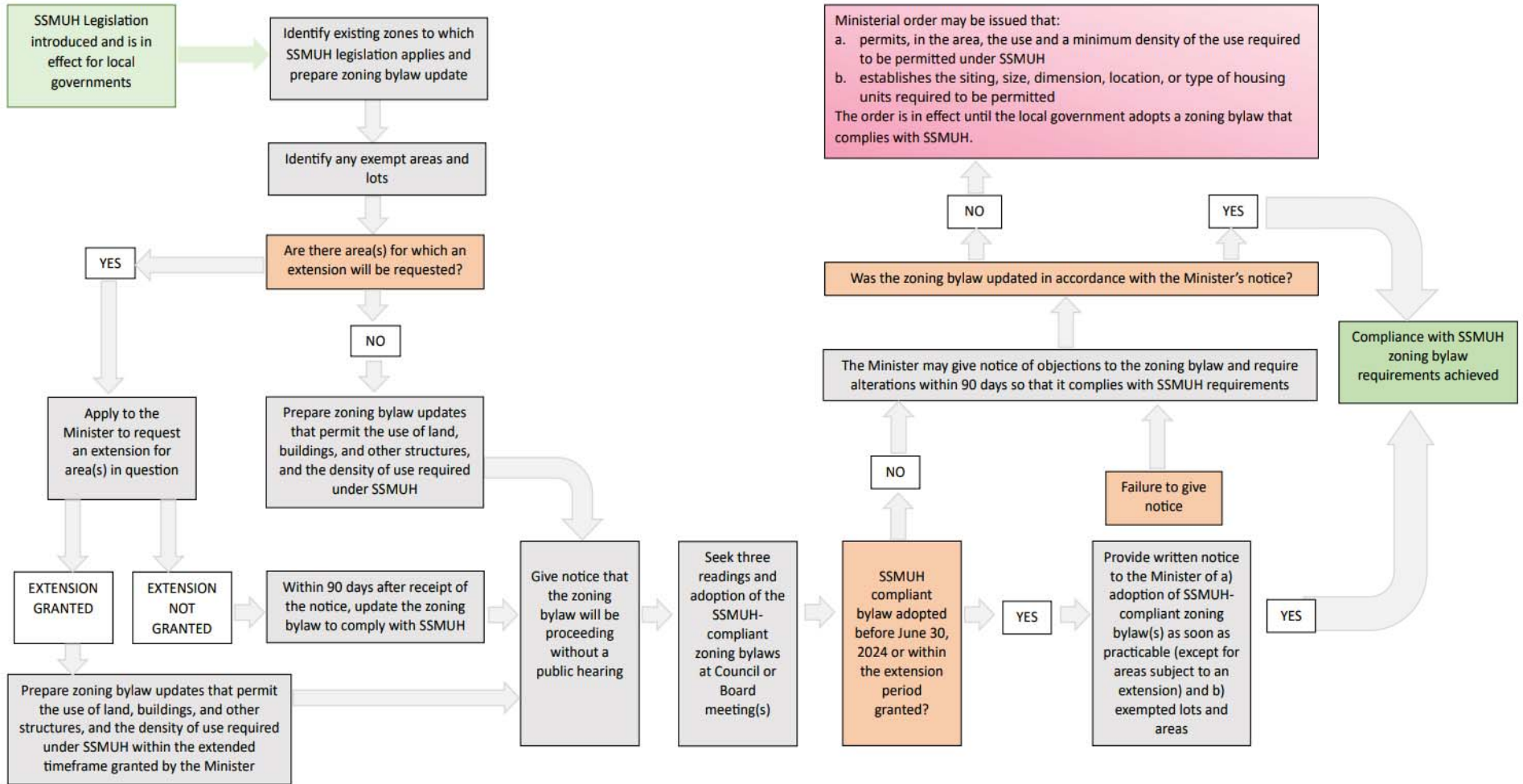
### **How to ensure compliance with SSMUH requirements**

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

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<sup>8</sup> Vancouver Zoning Bylaw Regulation.

Figure 1: Process for legislative compliance with SSMUH requirements



## 6. Development application processes and in-stream development applications

### 6.1 Development application processes

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

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

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

#### **Development approval processes improvements for SSMUH**

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



## 6.2 Options for in-stream development applications

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

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

## 7. Relationship with other provincial legislation

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

### 7.1 Agricultural Land Commission Act

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

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

accessory dwelling unit is allowed by the ALRU Regulation. However, in most communities, only s. 481.3 (3) will apply as much of the ALR is zoned for agricultural use, consists of lots larger than 4050 m<sup>2</sup> and/or is outside an urban containment boundary. Further guidance and resources can be found at [Housing in the ALR](#).

## 7.2 Building Act

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

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

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

### Secondary suites and the BC Building Code

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

## 7.3 Community Care and Assisted Living Act

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

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

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

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

#### **7.4 Drinking Water Protection Act**

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

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

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

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

## **7.5 Public Health Act**

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

## **7.6 Environmental Management Act**

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

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

## **7.7 Heritage Conservation Act**

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

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

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

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

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

## **7.8 Land Title Act**

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

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

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

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

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

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

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

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

### **7.9 Riparian Areas Protection Act**

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

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

### **7.10 Transportation Act**

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

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

## 8. Overview of other related Provincial initiatives

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

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

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

### 8.1 Housing needs reports

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



## **8.2 Linkages between official community plans and zoning bylaws**

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

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

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

## **8.3 Transit-oriented areas regulation and policy**

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

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

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

#### **8.4 Development financing**

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

##### *Subdivision Servicing Charges*

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

##### *Development Cost Charges*

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

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

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

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

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

### *Amenity Cost Charges*

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

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

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

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

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

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

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

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

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

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

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

## Part 2 – Zoning bylaw amendments

Given the depth of the housing crisis and the province-wide goal of creating more homes, faster, local governments are required to put in place zoning bylaws that enable SSMUH and do not impede the creation of SSMUH. Local governments must not use other authorities in Parts 14 and 15 of the LGA<sup>9</sup> to unreasonably restrict or prohibit SSMUH projects.

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

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

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

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<sup>9</sup> Parts XXVII and XXVIII, Vancouver Charter.

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

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

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

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



## 1. Building type

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

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

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

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

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

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

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

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

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

## 2. Density / intensity

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

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

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

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

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

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

Rather than introduce FAR limits for SSMUH forms of housing, local governments should consider reducing FAR limits for single-family dwellings, as the City of Vancouver has done. This will improve the relative economic viability of multi-unit forms of housing to encourage more of them to be built. It will also discourage the development of excessively large and expensive single-family dwellings that could be illegally converted to multi-unit dwellings to avoid costs and regulatory processes.

**Floor area ratio or FAR** describes the relationship between the total amount of usable floor area that a building is permitted to have and the total area of the lot where the building sits. It is not just a measure of the footprint of the building on the land but rather the sum of all usable floor area of the building relative to the land.

### 3. Lot line setbacks

Standard setbacks from lot lines for buildings and structures serve several functions. In addition to setbacks, building code requirements for spatial separation for fire safety need to be followed to reduce the risk of fire spreading from one building to another.

Setbacks are often also designed to create a consistent look and feel on a street, mitigate concerns about adjacent uses, and define where open space on a parcel is located. However, they can also restrict opportunities to work around on-site geotechnical or environmental constraints and limit design flexibility and diversity in terms of housing forms. Reductions in setbacks, particularly rear and side yard setbacks, will likely be required to accommodate an increased number of housing units on what have traditionally been single-family residential or duplex lots.

To create a favourable development environment that encourages landowners to add additional housing units on their lots, local governments should adopt modest lot line setbacks in *Restricted Zones*. This will help ensure the viability of SSMUH housing forms and provide flexibility for the development of new units through multiple configurations.

It is particularly important that setbacks for lots proximate to transit in respect of which local governments will be required to permit a minimum of six units have minimal setbacks to improve their viability. The Site Standards for these lots recommends zero lot line setbacks, recognizing the potential of buildings of this scale to be non-combustible and built in a rowhouse or townhouse style where lot conditions are conducive to it.

Builders and developers will often use larger setbacks depending on the building type (e.g., combustibility), parking requirements (particularly for rear-yard parking and drive aisles), and the location of doors and windows. For example, larger side yard setbacks are required if the non-principal dwelling units have entrances/exits facing rear or side yards. This configuration will be likely for some forms of SSMUH housing, such as ADUs. The generous rear yard setbacks typical of single-family zones (e.g., 7 meters) will significantly limit the viability of adding additional housing units to single family lots. A reduction in rear yard setbacks will create flexibility in terms of the siting of units and open space on a lot. Lot coverage limits can be used to help mitigate some concerns related to SSMUH by ensuring an appropriate balance between open space and impermeable area.

The BC Building Code establishes spatial separation requirements for buildings to prevent the spread of fire. Depending on a number of factors, the Code does permit buildings to be constructed right up to the property line. However, the distances that a building must be from a property line for fire safety or from another building on the same property may be greater than the setbacks in a zoning bylaw. Where this is the case, changes to the design of a building or adding sprinklers may be used to align the fire safety requirements of the building code with setbacks in a zoning bylaw.

Local governments should also consider reducing their front yard setbacks to bring buildings closer to the sidewalk, which will have the effect of creating more vibrant streets through the 'eyes on the street' effect and increasing the likelihood of social interactions. A smaller front yard setback yields opportunity for a larger backyard, which can help achieve

livability or urban forest objectives. More generous front-yard setbacks in rural or semi-rural settings (e.g., 4.5m to 6m) where there is no landscaped median may still be warranted to reduce the impacts of roads in terms of noise and safety risks. Due to the larger lot sizes that are conventional in rural and semi-rural settings, this should not have a meaningful impact on the viability of adding additional units of housing to these lots.

Of all the land use regulation changes proposed in this manual, reducing customary single-family and duplex front and rear lot line setbacks may have the most profound effect on the traditional development pattern in single-family and duplex zones. It will enable buildings to be sited in what would have traditionally been a front yard or a back yard. Importantly, it will allow flexibility in terms of the location of open space and housing unit siting on lots to create a greater variety of configurations of housing units and improve on-site livability.

#### 4. Building height / storeys

Building height regulations in single-family and duplex zones often permit up to a two-storey building with a height between seven and eight metres. To accommodate additional units on a lot, permitted building heights can be increased to maintain open or permeable space on the lot and accommodate the units within the required distances from property lines and/or between buildings for compliance with the BC Building Code. Building code requirements also create a practical limitation for SSMUH housing forms in terms of height maximums. When buildings exceed three storeys, on most lots (depending on grade) they are required to have a second exit, which has a significant impact on project costs and viability. Accordingly, local governments should consider allowing at least three storeys and a height of 11 metres in *Restricted Zones* for their zoning bylaw requirements<sup>12</sup>.

Lower height limits will introduce significant trade-offs and likely negatively impact other desired outcomes for landowners and communities. For example, overly restrictive height limits could reduce the number of units that can be established on the site and consequently increase the costs to build, buy and/or rent each unit. Restrictive height limits can also have the following impacts:

- Increasing the coverage of impermeable surfaces, which could increase pressure on stormwater management systems and/or negatively impact surface and groundwater resources;

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<sup>12</sup> Local governments use various methods to measure and regulate height. This may cause slight variations in the height necessary to permit three storeys.

- Reducing open space available for use by residents, for retention or planting of on-site trees, or for protection of other environmental values;
- Potentially reducing the livability of housing units on the site as well as adjacent units by necessitating smaller side and rear-yard setbacks; and
- Reducing accessibility and livability by foregoing a ground-floor unit in favour of a below-grade unit.

## 5. Lot coverage

Similar to Floor Area Ratio (FAR), lot coverage is another metric by which the intensity of development on a parcel is regulated. Lot coverage is generally expressed as a percentage, calculated by dividing the footprint of all buildings and structures on a lot by the size of the lot (using the same unit of measurement) and multiplying by 100. In some jurisdictions, all impervious surfaces are included in lot coverage calculations. In others, ground-level paving is excluded. Lot coverage is regulated by local governments for several reasons.

Lot coverage limits can be used to limit the size of buildings, in conjunction with setbacks, to ensure a consistent pattern of development and protect the pervious surfaces that support groundwater recharge and effective stormwater management. In most single-family and duplex zones, lot coverage ranges from between 25 and 40 percent, although it can be set below that on larger lots to control house size, or higher on smaller lots where a low lot coverage could impede development of a livable home. However, these lot coverage limitations can be an impediment to SSMUH housing forms if they do not allow a sufficiently large building footprint to accommodate development forms for multiple units that are financially viable.

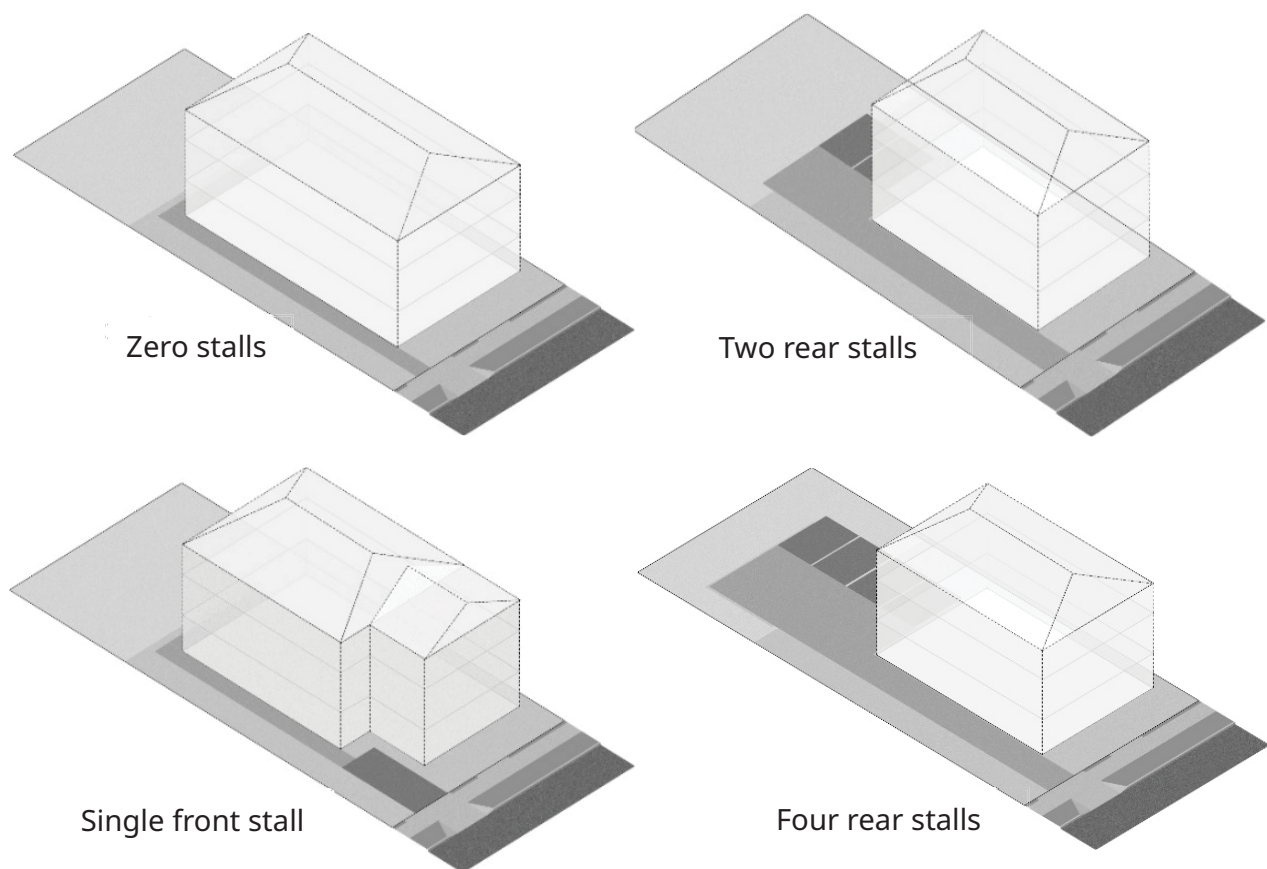
The combination of the small size of single-family and duplex lots in some BC communities and the need for sufficient distance from property lines and/or between buildings to comply with the BC Building Code (particularly for combustible buildings) inherently reduces the possible lot coverage of resulting buildings, particularly if on-site parking is required. Nonetheless, setting lot coverage limits will help maintain permeability on the site to reduce impacts to stormwater management and water resources. It will also help keep the size of new homes resulting from the SSMUH zoning changes reasonable and more affordable. The Site Standards recommend different lot coverage limits for each type of lot subject to different density requirements, ranging from 60% for lots where a minimum of 6 units must be permitted, to 30% on lots for which only secondary suite and/or ADUs must be permitted.



## 6. Parking requirements

Of all bylaw regulations, on-site vehicular parking requirements often have the greatest influence on the viability of SSMUH housing forms. This is because typical single-family and duplex lots in urban and suburban settings are generally not large enough to accommodate multiple dwelling units with their required setbacks, and parking stall requirements for each unit. As illustrated by Figure 2, the inclusion of on-site parking requirements has significant consequences for the use of space, buildable area, as well as the configuration and siting of buildings on lots. Consequently, local governments should minimize parking requirements when updating their zoning bylaws, and in some cases consider removing parking requirements for residential zones altogether.

**Figure 2: Impacts to building area and siting from on-site parking requirements**





At the same time, many people (such as students and seniors) cannot, or choose not, to own or drive a car and rely on other modes. In some communities, this is a significant share of households. Local government requirements are often dated and result in parking being significantly overbuilt. A 2018 study by Metro Vancouver found that parking supply exceeded use by around 40% in various types of strata and rental apartment buildings across the region.<sup>13</sup>

There are many other advantages of adopting low or no parking requirements for residential housing developments, as described below.

**Improved affordability and equity:** Reducing parking requirements can directly reduce housing costs through avoided costs for new development (in the lower mainland and Greater Victoria, surface parking spaces commonly cost \$20,000 - \$30,000 to build while underground parking costs range from \$50,000 - \$75,000 per space). It can also indirectly reduce housing costs by making it more viable to increase the number of dwelling units on a lot, contributing to an increase in housing supply. Car ownership rates are higher among those with higher incomes, meaning requiring parking spaces creates a housing cost that disproportionately impacts lower-income residents and may add unnecessary costs.

**Increased permeable space for the environment and livability for people:** For SSMUH housing forms, low or no parking requirements can significantly increase permeable, open space to support more tree retention/planting, reduce impacts on stormwater flows and infrastructure, and improve the livability of new housing units and any principal housing units retained on the site.

**Support modal shifts and climate change mitigation efforts:** Reduction or elimination of minimum parking requirements is also a key transportation demand management strategy that can support local governments with meeting local, provincial, and federal climate change mitigation targets. Where there are viable sustainable transportation choices available beyond driving personal automobiles, such as public transit or active transportation, removal of on-site parking can encourage a reduction in vehicular use and ownership. For this reason, a reduction in parking requirements for residential housing forms is an important strategy to improve the viability (and convenience) of public transit by increasing demand for the service, and decreasing the costs and space required for infrastructure to enable individual vehicular transportation.

**Speed up construction and reduce construction impacts:** Even in smaller buildings, building parking can add significantly to construction time, which ultimately delays the

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<sup>13</sup> *The 2018 Regional Parking Study: Technical Report*, Metro Vancouver:  
<https://metrovancover.org/services/regional-planning/Documents/regional-parking-study-technical-report.pdf>

provision of housing and uses scarce construction resources that could be at work on other homes. Underground parkades are particularly impactful on neighbours, requiring excavation and sometimes blasting, and many additional heavy truck trips on local roads. Finally, the large amounts of cement and steel required for parkades are typically the single biggest sources of embodied carbon in new buildings.

**Improve community vibrancy and equity:** In urban and sub-urban contexts, a reduction of on-site parking requirements and a transition away from car-oriented street designs are important strategies to improve community vibrancy through an increased emphasis on the pedestrian environment and gathering spaces in the public realm. This approach also contributes to greater equity by ensuring that those who are unable to drive or afford personal automobiles have access to transportation choices.

For the reasons described above, more and more local governments across North America are eliminating requirements for parking in residential developments. For example, minimum parking requirements have been eliminated in Edmonton, Toronto, San Francisco, and Portland. This does not mean that no on-site parking is built with new residential developments in these cities; it means those developing the new housing units can determine – based on local market conditions and demand – how much on-site parking to provide on their properties. This can also be influenced by the surrounding transportation context and the lifestyle of future residents.

An alternative approach, and one that is often used as an interim step toward the elimination of parking minimums, is the use of requirements that, in addition to setting a minimum number of parking spaces per unit, also set a maximum number of parking spaces per unit for residential developments. This approach is particularly promising for missing middle housing forms due to the inherent challenge of fitting several parking spaces on single-family and duplex lots. This approach gives some discretion to builders/developers to incorporate parking that they anticipate aligning with the needs of future residents, but up to a limit.

In other words, parking maximums can help ensure that parking supply is not excessive and can help local governments manage stormwater impacts associated with infill housing. Parking maximums retain some of the advantages of no parking requirement approaches, such as improved affordability and encouraging a modal shift. Parking maximums are often applied to sites that are within more urban contexts (e.g., downtown, urban mixed-use village centres, etc.) or within an area that is in proximity to high-quality frequent transit service.

In rural contexts, residents may not have reasonable alternatives to using personal automobiles. Single-family and duplex lots are generally large enough that the inclusion of parking spaces is not likely to be a barrier to the creation of additional housing units

Considerations for all three approaches to parking requirements for SSMUH housing are outlined in Table 3, which also identifies recommended scenarios for their use when local governments are considering zoning bylaw updates for alignment with SSMUH.

To help ensure the viability of a minimum of 6 units of housing on lots that meet the definition of transit proximity, local governments are not permitted to set any parking requirements for those lots.

The availability of on-street parking is also an important consideration when setting parking requirements or considering the use of no parking requirements. The use of on-street parking to manage overflow from residential parking is a long-standing practice in many urban and sub-urban contexts.

**Table 3: Considerations and recommended uses of different off-street parking approaches for lots with a minimum of three or four units in *Restricted Zones***

On-site parking approach	Considerations for SSMUH	Recommended scenarios for using the approach
No parking requirements	<ul style="list-style-type: none"> <li>• Allows builders/developers/ property owners to determine how much parking space is needed (if any) based on local conditions, the surrounding transportation context, and lifestyle of future residents</li> <li>• Can increase the viability and reduce costs for SSMUH housing forms</li> <li>• May increase demand for on-street parking (can be managed if needed through permitting programs)</li> <li>• Results in a loss of local government control over transportation demand management strategies for community objectives like climate change mitigation, increasing neighbourhood vibrancy</li> <li>• Significant implications for the amount of space on lots to support other uses (e.g., gardens and outdoor living area)</li> </ul>	<ul style="list-style-type: none"> <li>• Lots in <i>Restricted Zones</i> that must permit a minimum of three or four units and where access to sustainable modes of transportation is available.</li> <li>• Neighbourhoods where the lot sizes are sufficiently large to easily accommodate both the new units and parking.</li> <li>• In rural areas, where only one secondary suite or accessory dwelling unit is permitted providing suitable on-street parking is available.</li> </ul>

On-site parking approach	Considerations for SSMUH	Recommended scenarios for using the approach
Parking maximums (per unit)	<ul style="list-style-type: none"> <li>• Allows builders/developers/ property owners to determine how much parking space is needed (if any) based on local conditions, up to a maximum</li> <li>• Likely to increase demand for on-street parking which may compete with other objectives (e.g., installation of bike lanes, increasing curbside space for commercial/passenger loading, etc.) or require management</li> <li>• Maintains some local government control over off-street parking to help align outcomes with other community goals like climate change mitigation, tree retention, and stormwater management</li> </ul>	<ul style="list-style-type: none"> <li>• Lots in <i>Restricted Zones</i> that must permit a minimum of three or four units and where access to alternative modes of transportation is available.</li> <li>• When setting a maximum parking limit, local governments must also establish a minimum number of parking spaces.</li> </ul>
Parking minimums (per unit)	<ul style="list-style-type: none"> <li>• Can decrease the viability of projects, particularly for smaller lots</li> <li>• Can increase construction costs and contribute to higher costs per unit</li> <li>• Will reduce demand for on-street parking</li> <li>• Likely to result in a high proportion of impervious surfaces on lots in <i>Restricted Zone</i> which will increase pressure on stormwater systems and reduce yard space available for resident use and trees</li> </ul>	<ul style="list-style-type: none"> <li>• No parking requirements are recommended for most SSMUH housing forms</li> <li>• Off-street parking may be necessary in rural areas where no on-street parking is available or to facilitate snow-clearing activities</li> </ul>

On-street parking manages itself in many ways, since the difficulty obtaining it or lack thereof influences behaviour and encourages users to find parking elsewhere or reduce reliance on it. However, if needed, local governments also have the ability to manage the valuable public space used for on-street parking through permitting requirements. Residential parking permit programs are used in several communities across the province of varying size, including the City of Kelowna, City of Victoria, City and Duncan, and Township of Esquimalt, among others.

In many communities around the province, snow removal practices may limit the extent to which on-street parking can be relied upon to accommodate overflow from SSMUH housing forms. In such cases, more off-street parking may be warranted than the recommended ratios in Part 4 (the Site Standards).

**Table 4: On-site and off-site transportation demand management measures**

On-site measures for developers/builders	Off-site measures for local governments
<ul style="list-style-type: none"> <li>• Ground-floor units that enable ease of access with mobility devices and strollers</li> <li>• Bike parking facilities that are generously sized, secure, and under cover to accommodate a range of bicycle types including oversized bikes (e.g., electric cargo bikes, tricycles, etc.) which are common among young families</li> <li>• The provision of bicycles or electric bicycles to residents when they move into the building to increase bike ownership and/or rebates to offset the cost of bicycle purchase</li> <li>• The provision of carsharing memberships or cash contributions in the form of driving credits for different carshare service providers</li> <li>• Provision of a BC Transit public transit pass through the EcoPASS program for a minimum five-year term for every housing unit</li> </ul>	<ul style="list-style-type: none"> <li>• Improving pedestrian facilities such as more and improved sidewalks, paths and crosswalks, and better traffic signals (e.g., longer signals or pedestrian-priority signals)</li> <li>• Implementing traffic calming measures and re-allocating public right-of-way from vehicle movement to other uses (e.g., pedestrian infrastructure or gathering places)</li> <li>• Improvements in transit stop infrastructure</li> <li>• Installing all-ages and abilities cycling infrastructure such as protected bike lane infrastructure</li> <li>• Increasing separation of pedestrians and cyclists from vehicle traffic and enhancements to the public realm (e.g., gathering spaces, benches, shade trees, landscaping buffers)</li> <li>• Reducing parking availability on private and public lands and/or charge for its use to manage demand</li> <li>• Incentivizing secure bike parking facilities at schools, workplaces, and commercial centres</li> <li>• Encouraging end-of-trip facilities such as showers and lockers in schools, universities, and workplaces to help remove barriers to active transportation</li> </ul>

## Part 3: Other considerations for implementing SSMUH requirements

### 1. Development permit areas

Development permit areas (DPAs) are an important tool available under LGA section 488 that local governments in BC can use to establish the conditions under which land alteration and new development takes place. Development permit areas are designated through official community plans and the guidelines can be specified in either the official community plan or a zoning bylaw.

#### **Eligible Uses of Development Permit Areas (DPAs)**

DPAs are used to identify locations that need special treatment for certain purposes including the protection of development from hazards, establishing objectives for form and character in specified circumstances, or revitalization of a commercial use area.

Section 488 the *Local Government Act* identifies eligible purposes of DPAs:

(a) Protection of:

- a. The natural environment, its ecosystems and biological diversity
- b. Development from hazardous conditions
- c. Farming

(a) Revitalization of an area in which a commercial use is permitted

(b) Establishment of objectives for the form and character of:

- a. Intensive residential development
- b. Commercial, industrial or multi-family residential development
- c. Development in a resort region

(c) Promotion of:

- a. Energy conservation
- b. Water conservation
- c. Reduction of greenhouse gas emissions

Local governments may continue to use DPAs, provided they do not unreasonably restrict the ability to use land at the use or density prescribed by the new legislation provisions (Section 457.1<sup>14</sup> of the SSMUH legislation). This section offers direction on appropriate use of DPAs in the context of SSMUH legislative requirements. It also offers alternative means to achieve similar outcomes where DPA objectives are beyond the authorities of local government or likely to be a barrier to the development of SSMUH housing.

### **1.1 Ensuring alignment between SSMUH zoning, DPAs, and OCPs**

Section 478 (2) of the LGA states that all bylaws enacted after the adoption of an OCP must be consistent with the relevant plan. Local governments may therefore find that new land uses permitted under SSMUH zoning are inconsistent with existing DPAs. For example, an environmental protection DPA guideline may discourage more than one housing unit on a lot in that area. Consequently, following adoption of zoning bylaws to enable SSMUH, local governments should review their DPAs and associated guidelines to ensure they do not unreasonably prohibit or restrict SSMUH development.

In reviewing and/or updating development permit areas, local governments should identify clear objectives and guidelines for development permit areas that are directly linked to the relevant authorities found in Division 7, Part 14 of the LGA. For example, both environmental DPAs and those designed for the protection of development from hazardous conditions may specify areas of land that must remain free of development, except in accordance with any conditions outlined in the development permit area. However, only a development permit under LGA s. 488 (1) (b) [protection from hazardous conditions] may vary land use or density as they relate to health, safety, protection of property from damage.

Local governments should also ensure they are using the most appropriate tool or bylaw for the task and desired outcome. Local governments in BC commonly use DPAs to achieve objectives that are outside the purposes prescribed in the LGA, and which can be regulated in other more appropriate ways. For example, require a business licence rather than through a business licence bylaw.

### **1.2 Development Permit Areas to Establish Objectives for Form and Character**

Of the all the types of DPAs allowed under the LGA, those established under sections 488(1)(e) and (f) for the purpose of managing the form and character of SSMUH development have the greatest potential to negatively impact the creation of new housing units. DPAs and the development guidelines through which they are typically exercised,

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<sup>14</sup> Section 559.01 of the Vancouver Charter.



can introduce significant time, costs, delays, and uncertainty into projects. In the context of SSMUH housing, these factors can easily undermine the viability of projects. Common DPA requirements that can negatively impact the viability of SSMUH are identified below.

Many local governments regulate the form and character of commercial, industrial, or multi-family development through form and character DPAs. Single-family residences generally are not subject to form and character DPAs. However, local governments have discretion over what density of housing satisfies the intent of *intensive residential* under LGA, s. 488(1)(e) and would therefore be subject to this type of DPA. Since SSMUH forms are sufficiently close in size to single-detached dwellings and recognizing the other factors that can impact their viability, local governments are discouraged from using DPAs to control the form and character of SSMUH developments up to six units in all but exceptional circumstances. To implement this approach, local governments with existing form and character development permit areas should review and amend those DPAs to ensure that definitions for “intensive residential development” and “multi-family residential development” are aligned with SSMUH requirements and do not unreasonably restrict or prohibit their intent and purpose.

As outlined through the examples of common DPA guidelines on the next page, local governments can use zoning bylaw regulations to manage what are commonly viewed as the most significant elements of a development. Rather than attempting to also manage the form and character of SSMUH development through rules, local governments could also consider producing a set of voluntary, non-regulatory design guidelines that capture good practices in SSMUH development.

Some jurisdictions have developed template plans that builders can choose to use that are consistent with zoning regulation requirements and have positive design attributes, such as the City of Coquitlam. While this strategy may reduce diversity of SSMUH housing forms and innovation in design, it will likely result in more expedient approvals and produce building designs and forms that are consistent with community preferences.

## **Common DPA requirements that can negatively impact the viability of SSMUH**

### *Neighbourhood Character/Neighbourhood Fit (often considered 'General DPAs')*

DPA guidelines predicated on an evaluation of how a project may impact neighbouring properties prioritizes the interests of existing single-detached dwellings and detracts from the intention of the SSMUH legislation, which is to stimulate the creation of new SSMUH homes. Examples of these types of guidelines include requiring transitions through massing, height, or setbacks, as well as attempts to mitigate impacts on immediate surroundings via shadow, solar impact, views, and privacy.

### *Location of Entrances*

Some form and character DPA guidelines require buildings to have primary entrances to each residential unit that face, or are visible from, the street. Adherence to such guidelines may limit creative building design or be open to administrative misinterpretation. Guidelines that limit the number of entrances to a building are also not appropriate for SSMUH.

### *Building Height*

Guidelines that attempt to manage building height through a development permit to reduce impact on adjacent buildings or address shadow or privacy are not best practice for buildings of three storeys or less. Maximum building height is more appropriately regulated through the zoning bylaw.

### *Building Massing*

Form and character guidelines that attempt to show how a building should be massed such as step-backs from street frontage or requiring upper storeys to have less mass than lower storeys put more constraints on already-constrained sites and can be eliminated in respect of buildings three storeys or less.

### *Parking and Waste Management*

Policies that require parking areas to be completely enclosed or screened may result in more space being allocated for vehicles that could be dedicated for living. The same is true for solid waste management infrastructure.

### *Landscaping*

Policies that require landscaping plans by a qualified landscape architect or irrigation installation are discouraged. For SSMUH there may be little landscaped area and these requirements may not be necessary. Also, there are some policies that require each unit to have exterior space at-grade adjacent to each housing unit. This hinders creativity in providing amenity space on the parcel. Reasonable compromises must be considered to stimulate development of desired housing forms.

If a local government determines that the form and character of SSMUH developments must be guided by a DPA, they are encouraged to develop them in accordance with the principles outlined below.

**Principles for effective use of development permit areas**

**Provide Clear Direction and Be Specific:** DPA guidelines should be clearly articulated to remove discretion over how they are interpreted and how the intent of the guidelines can and has been met.

**Staff Delegation:** Authority to issue development permits should be delegated to staff under the provisions of LGA section 490(5) to improve consistency in the adjudication of applications and the timeliness of approvals.

**Advisory Urban Design Panels/Commissions:** Ensuring SSMUH projects are not subject to review by advisory design panels or planning commissions will help ensure expedient and consistent approvals.

**Recognize Constraints Through Permissive Requirements:** DPA guidelines should take into account the significant space-related constraints and limited financial viability for SSMUH housing forms and avoid the inclusion of requirements that are impractical due to these constraints.

**1.3 Development permit areas established for the protection of the natural environment, its ecosystems and biological diversity**

Similar to the requirements for single-family homes, SSMUH developments will be subject to environmental protection DPAs established under LGA section 488(1)(a) provided they do not unreasonably restrict the ability to realize the use and density required under the SSMUH legislation. This means that local governments can continue to direct development away from areas of a parcel determined to be of ecological significance, require mitigating measures to avoid harmful impacts, and/or require compensatory measures if impacts cannot be avoided. It would not be appropriate, however, for a local government to implement an environmental protection DPA that would have the effect of preventing SSMUH forms of housing from being developed in the absence of site conditions and objectives that legitimately warrant it.

#### **1.4 Development permit areas established for the protection of development from hazardous conditions**

As is the case for all dwelling types, SSMUH development will be subject to hazard protection DPAs established under section 488(1)(b) of the LGA to ensure that development in those areas does not pose an undue risk. Section 56 of the Community Charter, which allows a building official to request a report by a qualified professional confirming that the land may be used safely for its intended purpose, also applies to SSMUH homes.

Per section 491(3) of the LGA, hazard protection DPAs are the one type of development permit area where a local government can deliberately vary the use or density of land as a means to protect health, safety or protection of property from damage. Accordingly, it is recognized that there may be limited areas which, due to the risks their natural characteristics pose, or access to and from those areas, may be unsuitable for SSMUH development.

#### **1.5 Development permit areas established to promote energy conservation, water conservation, and reduction of greenhouse gas emissions**

Like single-detached dwellings, SSMUH development will be subject to DPAs established under LGA section 488(1)(h)(i) and (j) of the *Local Government Act* for the conservations of energy or water and reduction of greenhouse gas emissions.

However, local governments should consider the following in adopting and/or reviewing DPAs developed for these purposes:

- recently developed or updated regulatory requirements such as the BC Step Code or BC Building Code may already require the same or similar outcomes for developments, and
- these requirements can raise building costs (even while lowering long-term operating costs) and hamper the viability and/or affordability of SSMUH forms of housing. SSMUH housing will support local and provincial government climate change mitigation efforts by increasing density in areas with existing services and reducing sprawl.

## **2. Subdivision, lot sizes, and strata titling**

Subdivision refers to dividing land or buildings into separate real estate units. Types of subdivision that could involve SSMUH projects include, but are not limited to the:

- creation of more than one lot from one or more lots;

- creation of strata lots (can include duplexes, townhomes, and single-family homes);
- property line adjustments; and
- consolidation of lots.

In developing policies or regulations governing subdivisions, local governments should consider the relationship between the minimum lot size requirements in the various zones, including minimum lot frontage lengths, with the potential number and viability of units that could be built if the minimum lot sizes were smaller. Smaller sized lots can mean a more efficient use of infrastructure and services.

Strata subdivision of new buildings is done by the developers who must file a strata plan with the Land Title Office. Information on the process is available at the [Land Title Office](#).

The stratification of existing units requires local government approval before a strata plan can be filed in the Land Title Office. This would be the process if a landowner wished to undertake a building subdivision to create two units within the same strata corporation out of a principal dwelling like a duplex. However, local government approval is not required if none of the units have yet been occupied and are brought to lock-up stage simultaneously.

Local governments can increase strata titling or conversion of existing ADUs and duplexes by expanding the scope of existing Strata Title Conversion processes. Local governments should be aware that the BC Building Code does not allow the strata subdivision of a secondary suite from the principal dwelling unit. Side by side housing units in the same building that are built in accordance with the Code can be strata titled, however.

### **3. Considerations for the tenure of SSMUH housing**

The SSMUH legislation does not presume that a specific form of tenure for SSMUH projects will be enabled through bylaw updates. The legislation does not favour ownership versus rental housing, but rather *more* housing generally in communities where housing choice has been limited by single-family and duplex zoning. However, local governments may consider regulating or incentivizing certain forms of tenure that meet the housing needs of their communities, provided the densities prescribed by the SSMUH legislation are not affected. Local governments should be aware that mandating certain tenure types through regulation may diminish the viability of some SSMUH projects and/or impact their ability to respond to changing community needs and market conditions.

### 3.1 Residential rental

Section 481.1 of the LGA and section 565 of the VC specify that local governments may limit the form of tenure in a zone or parts of a zone, if it permits multi-family residential use, to residential rental. The ability to zone for rental tenure extends to specific lots, as well as to specified numbers or percentages of units within multi-family buildings.

Local governments should consider tenure restrictions with caution, despite the significant need for secure rental housing across the province. In the City of Vancouver, where missing middle policy and regulations have recently taken effect, zoning will allow up to eight units of secure rental on what are now larger single-detached lots. However, a 2023 staff report notes that, “financial testing has demonstrated that secured rental housing is not generally viable and staff expect limited take-up of this option. Nonetheless, including it will streamline opportunities to build secured rental housing at this scale and avoid the need for individual site rezoning applications.”

Residential rental projects work under roughly the same financial equation as commercial land uses (retail/office/etc.). The rents required to cover the cost of new buildings are significant, and far exceed affordability thresholds. Many general rental projects require government subsidies in some form (grants, low interest rates, others) to be feasible.

As such, requiring residential rental of all or a portion of units permitted under SSMUH zoning could become a barrier to the construction of the types of units this legislation is intended to encourage. However, some jurisdictions that have implemented missing middle policies have used the provision of secured rental housing as a density bonus lever, wherein developers can build a significantly larger building in return for its exclusive use as secured rental housing.

Regardless of the approach, local governments are encouraged to track the outcomes of the new zoning for at least three years to assess the level of market interest in developing this housing form, with tenure determined by the developer and unit owners, and only then assess whether mandating residential rental tenure is appropriate.

Foregoing the use of residential rental tenure zoning does not preclude SSMUH units from being used for residential rental. Recent amendments to the *Strata Property Act* now prohibit strata corporations from enacting bylaws that prohibit the rental of strata units. Therefore, strata unit owners are now free to rent their units to tenants. Alternatively, some owner-developers may choose to subsidize the construction of their own housing unit by building a triplex or quadplex where they rent out the additional units. At SSMUH's small scale, and in light of the housing challenges facing both renters and prospective new owners, tenure decisions may be best left to the project developers and unit owners, except where projects have received some form of government incentive.

### 3.2 Residential rental incentives and subsidy

To encourage more rental units within SSMUH projects, local governments should consider incentivizing, rather than regulating it through some of the following approaches:

- property tax exemptions or reductions for heritage revitalization agreements,
- development cost charge waivers or reductions,
- forgivable loans in return for commitment for rental-only tenure for an appropriate duration of time<sup>15</sup>, and
- contributing government-owned land.

Local governments may wish to consider developing such an incentive program in conjunction with SSMUH zoning regulations if this is a form of tenure they wish to target and consider provincial or federal incentive programs to ensure alignment.

### 3.3 Strata ownership

Strata ownership is a form of tenure that provides exclusive use and ownership of a specific housing unit (the residential strata lot) which is contained in a larger property (the strata plan), plus shared use and ownership of the common areas. Strata owners hold title to their individual housing units and have a proportionate share of the common property, which is typically common areas such as outdoor grounds, elevators, halls, and recreational spaces. Strata ownership is the conventional ownership model in condominium buildings across the province, guided by the *Strata Property Act*. Residential strata lots can be contained in a single building or distributed across many buildings that together form the strata project.

As discussed above, SSMUH building forms, particularly in areas with higher land costs and excessive regulation, can have slim financial viability, resulting in a low likelihood of resulting units being constructed as purpose-built rental. Local governments in urban settings particularly should anticipate that most SSMUH projects will be built for market-rate strata ownership. However, there is a reasonable likelihood that many owners of strata-built SSMUH units will rent them out on a long-term basis. The possibility of future strata conversion should be a consideration for the design of SSMUH units.

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<sup>15</sup> Ten years or the life of the building are common timeframes codified through Housing Agreements in accordance with section 483 of the LGA. Agreements 'in perpetuity' should be discouraged because they reduce the flexibility of the site for future uses after the end of the building life.



### 3.4 Short-term rentals

The purpose of the SSMUH legislation is to encourage the construction of new small-scale, multi-unit housing for long-term occupancy. In the fall of 2023, the Province passed the *Short-Term Rental Accommodations Act* to support local government enforcement of short-term rental bylaws, return short-term rentals to the long-term rental market, and establish a provincial role in the regulation of short-term rentals.

In many municipalities, once the legislation comes into effect, short-term rentals can only be offered in the principal residence, a secondary suite in the principal residence, or an accessory dwelling unit on the same property as the principal residence. Forthcoming regulations will specify which areas are exempt from the principal residence requirements. Further information on this legislation is available on [BC Laws](#).

### 3.5 Affordable Housing and Special Needs Housing

To help ensure the viability of SSMUH, the legislation prevents local governments from using density benefits (described under Section 482 of the LGA) for amenities. It does however allow their use for affordable and/or special needs housing under the following circumstances:

- for lots on which the requirements for permitting a minimum of six units apply (based on proximity to a prescribed bus stop as defined in the Local Government Zoning Bylaw Regulation or Vancouver Zoning Bylaw Regulation), in which case local governments may establish conditional density rules to achieve one of the six units required to be permitted under SSMUH; and
- for housing units in excess of the minimum number of housing units required to be permitted under SSMUH.

In either of these cases, local governments may establish the following conditions for the approval of the units concerned, in accordance with the existing authorities LGA s. 482 allows:

- conditions relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind, and extent of the housing (LGA s. 482(2)(b)); or
- a condition that the owner enter into a housing agreement under LGA section 483 before a building permit is issued in relation to property to which the condition applies (as per the provisions in LGA s. 482(2)(c)).

Local governments should confirm economic feasibility before requiring the provision of an affordable dwelling unit in six-unit buildings in proximity to bus stops. The financial viability and impact of requiring an affordable unit will vary from community to

community and even neighbourhood to neighbourhood, thereby affecting the viability of SSMUH projects. Even if a project remains viable with the inclusion of an affordable unit, it is likely to have the effect of increasing the costs of rent or purchase for the remainder of the units in the development, which could undermine the desired objective of improving housing affordability.

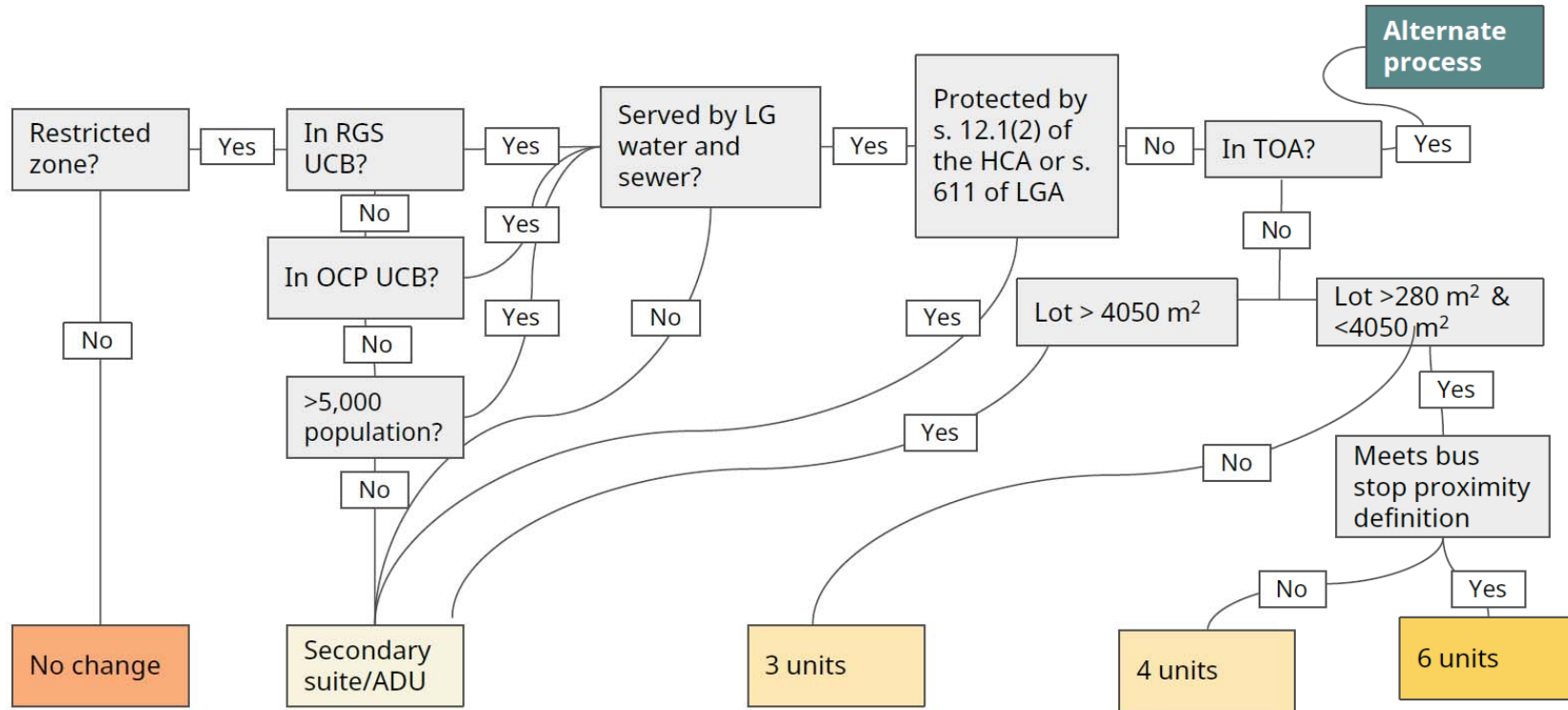
In addition to these density benefit provisions, local governments can encourage below-market affordable housing within SSMUH zones through partnerships with non-profit housing providers or by contributing publicly owned lands for housing development. However, zones permitting greater densities than SSMUH forms offer more meaningful opportunities for affordable housing.

#### **4. Using data and geospatial visualization to support implementation**

Assessing the capacity of a community to provide more SSMUH units as well as modeling the possible infrastructure implications of densification will likely be accomplished through geospatial analysis. Geospatial analysis using geographic information services (GIS), or other similar digital tools will help local governments more efficiently identify the areas and individual lots to which SSMUH requirements will apply.

Local governments that do not have in-house mapping or geographic information services (GIS) expertise may need to hire a contractor to undertake the necessary analysis. Appendix C provides a detailed step-by-step procedure to help local governments identify properties to which various provisions of the SSMUH requirements apply. Figure 3 provides a high-level visual representation of the process.

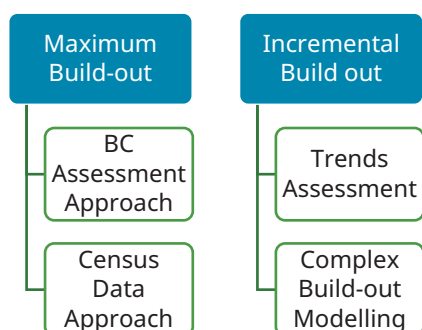
Figure 3: Process diagram for identifying impacted lots using GIS



## 5. Methods to estimate potential increases in density

There are two general ways of discussing potential density created through SSMUH zoning: the first is the maximum build-out possible under the required zoning amendments, sometimes referred to as the maximum build-out capacity (sometimes referred to as zoned capacity). The second is the incremental additional units that will actually be brought online over many years following SSMUH bylaw adoption. As illustrated by Figure 4, there are two main approaches for calculating each, which are described in detail in Appendices B and C.

**Figure 4: Methods to estimate potential increases in density**

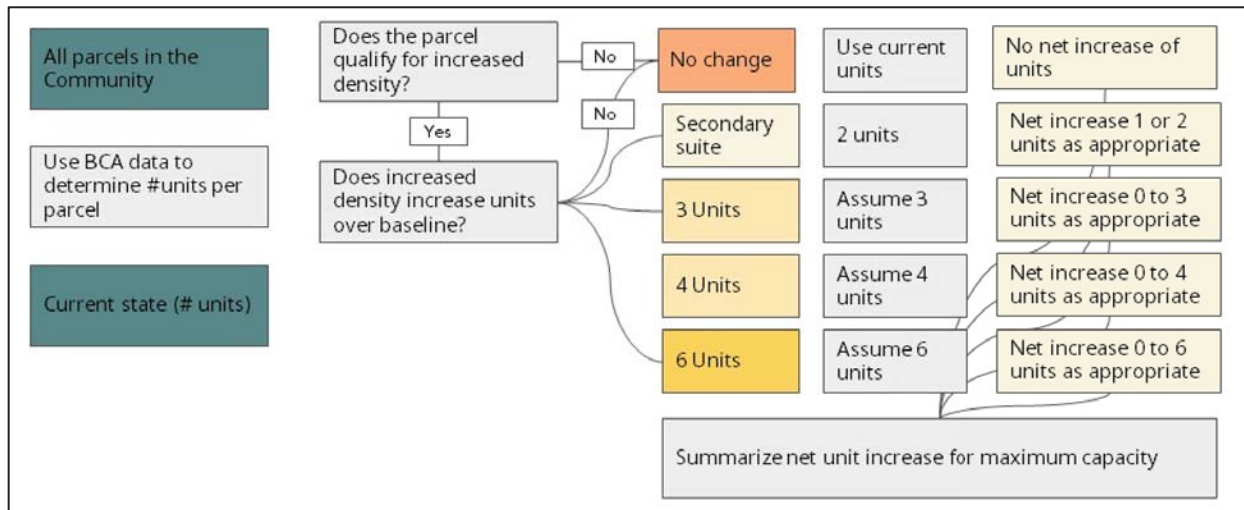


### 5.1 Maximum Build-Out Analysis

Maximum build-out of the capacity (or density) that is theoretically possible under SSMUH zoning bylaw updates is unlikely to occur due to a variety of constraints and factors discussed below. It can however be helpful for local governments to forecast the maximum build-out scenario to understand and ensure preparedness for the potential long-term implications for infrastructure.

In simple terms, this approach involves multiplying the number of lots that will be subject to the various minimum density requirements by the number of housing units permitted in that category, and then totalling the numbers for all categories, as illustrated in Figure 5. A more detailed explanation of how to calculate maximum build-out capacity using two different data sets (BC Assessment and Census data) is found in Appendix D.

**Figure 5: Process diagram for calculating maximum build-out density**



## 5.2 Incremental Build-out Analysis

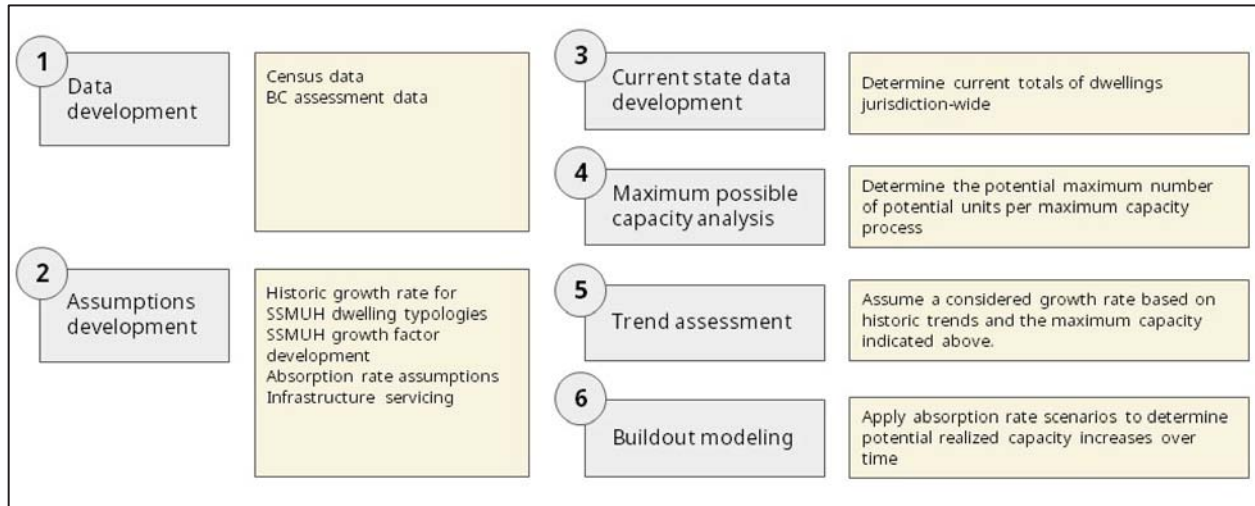
More realistic estimates of potential increases in density arising from SSMUH zoning bylaw updates should be calculated to help identify if there are any near- or medium-term infrastructure constraints that need to be addressed through capital planning, servicing bylaw changes, or development cost charge updates. As discussed in the next section on infrastructure and servicing, local governments will acquire valuable information about the rate of change or density increases resulting from the zoning bylaw updates in the first 1-2 years following implementation. This will reduce uncertainty over time and result in more reliable estimates of the rate of incremental build out.

While there are many approaches, a recognized best practice in incremental build-out analysis generally involves first developing an understanding of the current state of housing units and then determining the maximum realizable density that may occur as a result of legislation with discounts for environmental constraints, redevelopment potential and development contexts. The net of the maximum realizable density and the current state is the likely increase in dwellings units. An optional extra effort can be made to structure the incremental build-out longitudinally such that the information can be used for infrastructure impact analysis (discussed in the next section). There are two approaches for this technique, as described and illustrated below and further explained in Appendix E.

*Method #1: Trends assessment*

This is a basic method that uses readily available data to build assumptions with regards to uptake of SSMUH homes under multiple scenarios. It is anticipated that most local governments in BC will use this method pictured in Figure 6.

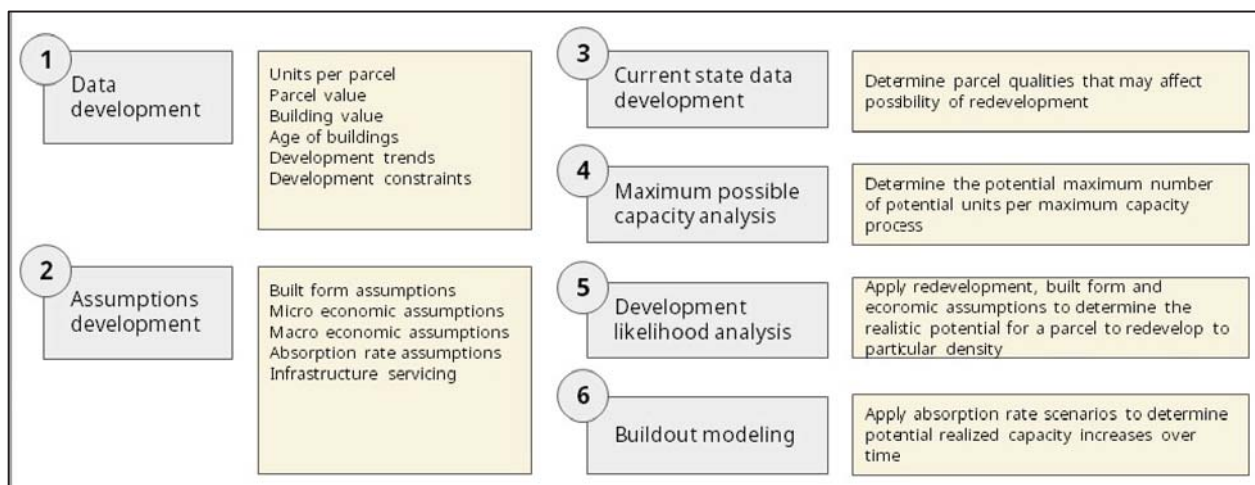
**Figure 6: The trends assessment method of estimating incremental build-out**



*Method 2: Complex build-out modelling*

This is an advanced method that uses readily available data to construct likely development scenarios under current economic conditions. Large municipalities experiencing high rates of growth may progress to complex build-out modelling to better understand both the rate of density increase arising from SSMUH zoning as well as its spatial distribution. This approach is visualized in Figure 7.

**Figure 7: The complex build-out modelling method to estimate incremental build out**



## 6. Infrastructure and servicing considerations

When full life-cycle costs are considered, infrastructure and servicing are significantly more cost-efficient at higher residential densities than lower, as represented by urban infill relative to sprawl. In addition to making better use of existing infrastructure, SSMUH housing forms will also lower the per-unit costs of any new linear infrastructure due to the smaller size of geographic area requiring servicing relative to conventional single-family home and duplex areas. Local governments can use the Province's [Community Lifecycle Infrastructure Costing Tool](#) to estimate infrastructure costs for different land use patterns.

Many factors that will determine how many new units of housing result from the SSMUH initiative in each jurisdiction, some of which are identified below. While each local government's zoning bylaw provisions (e.g., building height and setbacks) are one important determinant, many other factors are beyond the control of local governments.

### **Factors that influence the creation of new SSMUH housing units**

- Zoning bylaws & how permissive and flexible they are
- Local real estate conditions
- Historic rates of development
- Age & condition of housing stock (e.g. Demolitions of homes built after 1980 are less likely, as are homes from the 1960's - 70's that have been recently renovated)
- The age, capacity, and availability of infrastructure
- Construction costs
- Interest rates
- Local economic conditions
- Availability of skilled trades
- Sophistication of builders
- Local demand for housing
- The relevance of exemptions (e.g., predominance of Heritage Conservation Areas)



As a result, local governments may have a limited basis on which to estimate uptake or the number of new SSMUH homes when the legislative provisions initially take effect. Closely monitoring total uptake over the first 1-2 years, such as, the types of new units emerging and their geographic distribution, is recommended to better gauge medium and long-term projections, and in turn make informed assessments of impacts on infrastructure and services to adjust capital plans and projects accordingly. With the support of geospatial analysis, local governments can make educated projections about how much additional density will result from SSMUH requirements, as described in the section above.

*Infrastructure Implications*

Increased residential density resulting from zoning bylaw changes intended to align with SSMUH requirements may impact utilities like water, sewer, and stormwater, as well as services like roads, parks, and garbage collection. Local governments should assess the current and planned capacity of their systems, alongside the demand generated by, and financial implications for, their infrastructure and services under the SSMUH zoning. Impacts to infrastructure should be considered using both the maximum build out as well as the incremental buildout methods described in the above section to gain a sense of the range of outcomes that may occur in the community.

In general, this would consist of using the results from incremental build-out analysis to determine the likely cadence and intensity of changes resulting from the zoning bylaw updates. This approach is illustrated in Figure 8. For the trends assessment method, this would likely be the total anticipated rate of change across the municipality or a smaller area of interest, whereas for the complex method it would likely be the combination of disaggregated data from parcel (i.e., lot-level) analysis. Two ranges can be determined from these data to describe a low range of impacts (i.e., realizable capacity from trends or detailed modeling) and the maximum possible impacts for impacted lots and areas.

**Figure 8: Estimating infrastructure impacts from anticipated changes in density**

Buildout Model	Indicates location, cadence and intensity of changes resulting from the legislation.	Low range = realizable capacity, High range = maximum capacity
Calculate Equivalent Development Units	Essentially, transform unit outcomes into population outcomes, use BC best practices for DCCs or Census Occupancy Tables, as appropriate	Water, Sewer - Use DCC BPs Storm - Use Vancouver BPs Transportation - Use Census Soft Infrastructure - Use Census
Determining Significant effects	A localized effect is significant where: Forecast population under the realizable scenario is significantly greater than historic populations or 2021 data, as appropriate	Low range exceeds historic population by 30% = significant

Under each of these ranges, unit outcomes arising should be transformed into population outcomes using BC best practices or Census occupancy data, as appropriate. For sewer and water impacts, the Province's [Development Cost Charges Best Practices Guide](#) provides detailed information about techniques to convert information about housing unit outcomes into equivalent development units as appropriate. For stormwater impacts, the [City of Vancouver's Best Management Practice Toolkit](#) offers guidance to develop conversion factors that support analysis of the implications of various development types as they pertain to stormwater impacts. For soft infrastructure, such as community and recreation centres, local governments should use Census occupancy tables, which can be used to transform unit outcomes to populations, as appropriate.

Determination of significant effects can be determined by evaluating where the forecast population under either the realizable scenario or the maximum capacity scenario significant exceeds historic populations or equivalent development units (EDUs) from either the 2021 census or historic census years (if available or appropriate). While localized significance should be determined by local government engineering staff, likely, any increase that is greater than 30% over 30 years (an average annual growth rate of 1%) can be considered significant in the context of SSMUH qualifying zones.

In assessing infrastructure impacts, local governments should consider that populations in many urban and suburban, low-density residential neighborhoods have been relatively static or declining since the 1970s due to decreased family sizes, despite increasing numbers of units per hectare. This may result in SSMUH producing negligible impacts to services such as water provision and wastewater collection and could be investigated by reviewing changes in housing occupancy rates over time. Per capita declines in water consumption in recent decades in many communities may also be an indication that existing infrastructure has excess capacity to meet demand attributed to SSMUH.

In circumstances where water supplies or system capacity is limited and/or water use is inefficient relative to benchmarks, local governments should adopt demand management measures to lower water use, which has associated benefits for wastewater systems. Examples include implementing watering restrictions and using water meters to charge for water according to use. The [Water Conservation Guide for British Columbia](#) and the American Water and Wastewater Association's technical manuals on water conservation offer guidance for planning and implementing water conservation programs.

## **6.1 Funding infrastructure upgrades**

Local governments will no longer be negotiating for amenities, capital investments, or rights-of-way through rezoning processes for SSMUH projects. Consequently, they should ensure revenues necessary for core infrastructure and services are planned and budgeted for through existing tools. The following tools continue to be available for local governments to raise revenues needed for infrastructure renewal and growth: development cost charges, latecomer agreements, subdivision servicing bylaw requirements, and municipal development works agreements.

In consideration of future density resulting through SSMUH zoning bylaw updates, local governments that do not use development cost charges are encouraged to adopt them to distribute infrastructure costs more equitably between existing and future residents. It is common for development cost charges to apply only where four or more units are established; however, in response to SSMUH requirements, local governments may wish to enact a lower threshold, such as two units.

## Part 4 – Site Standards

### 1. Purpose of these resources

To comply with the SSMUH legislation, local governments will be required to update their zoning bylaws by June 30, 2024, unless an extension is granted by the Minister of Housing. To support local governments with this process, a series of Site Standards have been prepared that provide technical specifications commonly found in zoning bylaws. These site standards set provincial expectations for how local governments enable financially viable SSMUH developments by providing flexibility for builders and developers. While local governments may need to make changes to the site standards based on local conditions, the Province expects they will be given full consideration for implementation.

Four site standards have been prepared based on the different SSMUH unit requirements set out in the legislation:

- Site Standards Package A sets out leading practices for jurisdictions and lots where either a secondary suite or accessory dwelling **unit** must be permitted in a single-family zone.
- Site Standards Package B sets out leading practices for jurisdictions and lots where **three or four housing units** must be permitted **and lots are generally less than 1,215m<sup>2</sup>**
- Site Standards Package C sets out leading practices for jurisdictions and single-family and duplex lots where **four housing units** must be permitted **and lots are generally between 1,215m<sup>2</sup> – 4,050m<sup>2</sup>**
- Site Standards Package D sets out leading practices for jurisdictions and lots where **six housing units** must be permitted within 400 metres from prescribed bus stops

All the Site Standards are designed to ensure alignment with the requirements of the SSMUH legislation, and additionally provide a starting point for zoning bylaw regulations for which local governments retain discretion.

Each Site Standard begins with a description of where the legislated requirement for a minimum number of housing units permitted may apply, followed by the objectives underlying the policy advice, and technical specifications for common parameters in zoning bylaws (e.g., height, setbacks). The zoning bylaw parameters are based on best and emerging practices where possible, experiences and outcomes from other jurisdictions, and SSMUH objectives.

These site standards were designed to enable viable Small Scale Multi-Unit Housing projects. There can be instances where the viability of a project may depend on varying a setback, lot coverage, or building height. For example, to build an accessory dwelling unit on a lot with rocky outcrops the distance to a lot line may need to be reduced, or to allow a third bedroom in a home, the lot coverage may need to be increased. In addition, there can be a need for variances to allow for creativity in built form, for example, green space/courtyard in the middle of the lot. Local governments are encouraged to support variances for SSMUH related developments and where possible, delegate minor decisions to staff to expedite the process. It is recognized that there can be trade-offs when considering variances in terms of stormwater management, tree retention and on-site parking while still maintaining sufficient distance from property lines and between buildings for fire safety reasons, per the BC Building Code.

The content in the Site Standards should be interpreted as non-binding policy guidance. Users of this Policy Manual should seek legal advice as necessary.

## 2. Site standards package A

### 2.1 Where should it apply?

This group of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit a secondary suite and/or an accessory dwelling unit** in addition to the principal residence. Lots and jurisdictions to which this requirement applies include:

- the lands within a regional electoral area that are not identified in an urban containment boundary established by a regional growth strategy or that are wholly outside of the boundary,
- the portions of municipalities or municipalities that are wholly outside of urban containment boundaries, and
- municipalities with populations less than 5,000 that do not have urban containment boundaries.

There is no size limit for the lots to which the requirement for a secondary suite and/or accessory dwelling unit applies. (To mitigate risks related to groundwater contamination, only secondary suites, not accessory dwelling units, should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government).

Lands in the Agricultural Land Reserve that are zoned for single-family use must also permit secondary suites and/or an accessory dwelling unit, subject to the 2021 changes to the *Agricultural Land Commission Act* and Agricultural Land Reserve Use Regulation. Further information can be found at: [Housing in the ALR](#).

### 2.2 Objectives

The objectives of the benchmark zoning bylaw regulations in Table 5 include:

- recognizing and maintaining consistency with the rural and semi-rural characteristics of the lots and jurisdictions to which they will apply,
- discouraging and mitigating the impacts of sprawl, and
- providing flexibility on the lot for various building forms and configurations.

**Table 5: Recommended zoning regulations for lots requiring a minimum of 2 units**

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 5 – 6 metres	This front lot line setback maintains some consistency with conditions in most rural and semi-rural areas.
Rear Lot Line Setback	Minimum of 6 metres for principal buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Minimum of 1.2 metres	This minimum requirement will enable flexibility for a large range of lot sizes, configurations, and building types. Larger distances from property lines are likely to be used by builders or developers to meet BC Building Code requirements for combustible buildings, and to accommodate drive aisles to back of the property (if used).
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof on principal buildings At least 8 metres for accessory dwelling units	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3 storeys for principal dwellings 2 storeys for accessory dwelling units	In smaller lot settings, permitting 3 stories may reduce the loss of trees, green space, or farmland. In larger lot settings, large distances between adjacent dwellings mitigate relative height and privacy concerns.
Maximum Lot Coverage	25-40%	Relatively low lot coverages will help limit the size and cost of new units on large lots. 25% may be appropriate for large lots and up to 40% for smaller lots.
Off-Street Parking Requirements	One space per dwelling unit	



### 3. Site standards package B

#### 3.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit three or four units** and are typically sized single-family and duplex lots that are **generally less than 1,215 m<sup>2</sup> in size**. This number may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible.

SSMUH requirements specify that lots less than 280 m<sup>2</sup> must be permitted to have at least 3 housing units, while those equal to or greater than 280 m<sup>2</sup> must be permitted to have at least 4 units. The recommended zoning regulations below are appropriate for lots on which either 3 or 4 housing units are permitted.

#### 3.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 6 include:

- improving the economic and spatial viability of establishing new units on typically sized single family and duplex lots to contributed to increased housing supply and affordability;
- contributing to street, neighbourhood and urban vibrancy through smaller front yard setbacks;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, Increase opportunities for tree retention and planning, and improve onsite livability for residents;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability.

**Table 6: Recommended zoning regulations for lots requiring a minimum of 3 or 4 units that are less than 1,215m<sup>2</sup> in size**

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications.
Rear Lot Line Setback	Minimum of 1.5 metres for ADUs or main buildings	Actual rear lot line setbacks will approximate 5 meters if parking in rear is required due to parking requirements and lot configuration.
Side Lot Line Setbacks	Minimum of 1.2 metres	Actual side setbacks will approximate 3 meters if parking in rear is required due to parking requirements and lot configuration.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3	
Maximum Lot Coverage	50%	Onsite parking requirements will contribute significantly to impervious surface coverage on lots. Impervious coverages exceeding 60% may require on-site stormwater retention and/or treatment.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors that could be used to set parking requirements include proximity to services (e.g., designated village or town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.

## 4. Site standards package C

### 4.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit four units** and are large lots **generally greater than 1,215 m<sup>2</sup> in size and smaller than 4,050 m<sup>2</sup>**. This lot size may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible. Lots equal to or greater than 4,050 m<sup>2</sup> are exempt from the requirements to permit a minimum of 3 or 4 units due to their potential for subdivision and higher densities in urban and sub-urban contexts. Lots identified as being in a Transit Oriented Area are also exempt from SSMUH requirements. (See Part 2, Section 8.3.)

### 4.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 7 include:

- improving the economic and spatial viability of establishing new units on large single-family and duplex lots to contribute to increased housing supply;
- enabling appropriate family-sized units whilst limiting the creation of unnecessarily large units that will not contribute to improved housing affordability;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, increase opportunities for tree retention and planting, and improve onsite livability for residents;
- recognizing and maintaining the semi-rural nature of neighbourhoods with large lots and the potential for significant public tree canopy in these areas by maintaining front yard setbacks consistent with current conditions;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability.

**Table 7: Recommended zoning regulations for lots requiring a minimum of 4 units and are more than 1,215 m<sup>2</sup> in size**

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 4-6 metres	
Rear Lot Line Setback	Minimum of 6 metres for main buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Combined minimum setback for side-yards of 3 metres	Combined side-yard setback minimums (rather than individual side yard minimums) increase flexibility to respond to site conditions, and better support use of side yards for exterior living space. Minimum distances of 1.2 – 1.5 metres from property lines may be required for building code considerations (depending on combustibility). If parking is at the rear, setbacks of approximately 3 to 4 meters will be required on the side used for vehicular access.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	Depending on how height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.
Maximum Number of Storeys	3	
Maximum Lot Coverage	40%	Off-street parking requirements will increase impervious surface coverage significantly.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors to set parking requirements could include proximity to services (e.g. town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.

## 5. Site standards package D

### 5.1 Where should it apply?

This group of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit a minimum of six units**. This requirement will apply to parcels that meet all of these criteria:

- are wholly or partly within 400m of a prescribed bus stop;
- are at least 281 m<sup>2</sup> or greater in area; and
- are within a municipality with a population of 5,000 or greater

Lots equal to or greater than 4,050 m<sup>2</sup> are exempt these requirements due to their potential for subdivision. Lots identified as being in a Transit Oriented Area are also exempt from the requirements (see Part 2, Section 8.3 of this manual).

There are two legislative provisions that apply only to these lots and not the other densities that must be permitted under SSMUH zoning:

- local governments are **not permitted to set parking requirements in relation to residential uses** for lots that meet the above conditions, and
- **local governments may set a conditional density requirement for one of the six units** relating to the provision of affordable and special needs housing and/or that the owner enter into a housing agreement prior to the issuance of a building permit.

### 5.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 8 include:

- improving the economic and spatial viability of establishing a minimum of six units on single family and duplex lots to contributed to increased housing supply and affordability;
- contributing to street, neighbourhood and urban vibrancy through smaller front yard setbacks,
- situating new units of housing near existing transit services to reduce auto-dependency and greenhouse gas emissions from transportation, as well as improve the near- and long-term viability of transit services; and
- providing maximum flexibility on lots for various building forms and configurations, which will contributed to a greater diversity of housing types.

**Table 8: Recommended zoning regulations for lots requiring a minimum of 6 units**

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 2 metres	A front setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications.
Rear Lot Line Setback	Minimum 1.5m	
Side Lot Line Setbacks	Minimum of 0 -1.2 metres	Zero side lot line setbacks are appropriate in urban settings to achieve row housing typologies, which will help improve urban/street vibrancy, and are viable spatially due to the absence of on-site parking.  Side lot setbacks approximating 2.5m may be required for combustible buildings.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or to the highest point of a flat roof	Depending on how building height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.
Maximum Number of Storeys	3	On small lots, four storeys may be required to achieve a minimum of six liable units.
Maximum Lot Coverage	60%	On-site stormwater retention and/or treatment may be required.  A higher lot coverage limit (e.g., 70%) may be required on small lots to achieve a sufficiently large buildable area; however, increasing height limits may be a preferable solution to maintain site permeability.
Off-Street Parking Requirements	0	Local governments are not permitted to set off-street parking requirements in relation to residential uses.

## **Appendices**



## Appendix A: Similar initiatives in other jurisdictions

Many governments at the provincial, state, and local levels in Canada, the United States and further abroad have recognized the negative impacts that widespread single-detached zoning has had on housing availability, choice, and affordability. Increasingly, many jurisdictions are taking steps to ensure more homes can be built in existing neighbourhoods.

Through the SSMUH legislation, BC is joining other jurisdictions in acknowledging that single-detached residential zoning is a barrier to establishing and maintaining the mixed-income neighbourhoods needed for more equitable and affordable communities and a more resilient province. Similar initiatives undertaken in other jurisdictions to permit multiple housing units in formerly single-family residential zones are highlighted below.

**New Zealand** has taken national-level action to promote the development of more mixed neighbourhoods by requiring its larger urban centres to permit up to three dwelling units on single residential lots through legislation that implements country-wide medium density residential standards.

In the **United States**, several states have passed legislation to require local governments to provide greater residential density and flexibility in single-family zones.

- Oregon's Bill 2001 requires all medium-sized cities to permit duplexes on every lot where a single-detached dwelling is permitted, and large cities are required to permit a higher level of density.
- In Massachusetts, Bill 5250 incentivizes 170 municipalities served by the Massachusetts Bay Transportation Authority to permit multi-family housing zones within walking distance of public transit.
- A number of state legislatures in the United States have passed legislation that prohibits local governments from preventing the construction of accessory dwelling units in single-detached zones, and in some cases have prevented local governments from imposing minimum parking requirements to ensure the viability of additional units (such as the states of Maine and Washington).
- In 2019, the California state legislature passed legislation to override local regulatory barriers the construction of accessory dwelling units, resulting in an increase of building permits the following year of 61%.

In **British Columbia**, several municipalities of varying sizes have already started to embark on the process of permitting more units and promoting greater flexibility in single-detached zones.

- In 2022, the City of Kimberley amended its zoning regulations to permit a higher range of unit densities in what were previously single-detached residential zones. Through this amendment, Kimberley's R-1 zone now permits duplexes, its R-2 zone permits six units and up to as many as 10, subject to an affordable housing agreement.
- The District of Central Saanich has recently adopted new regulations after a comprehensive planning process to permit higher density housing in existing single-detached zones.
- The Cities of Victoria and Vancouver have adopted local land use regulations to permit and encourage construction of so-called "missing middle" housing.

## **Appendix B: List of local governments that may have prescribed bus stops**

City of Burnaby  
City of Colwood  
City of Coquitlam  
City of Cranbrook  
Municipality of Esquimalt  
City of Kamloops  
City of Langford  
Township of Langley  
City of Langley  
City of Maple Ridge  
Metro Vancouver Regional District  
City of New Westminster  
District of North Vancouver  
City of North Vancouver  
District of Oak Bay  
City of Pitt Meadows  
City of Port Coquitlam  
City of Port Moody  
City of Richmond  
District of Saanich  
City of Surrey  
City of Vancouver  
City of Vernon  
City of Victoria  
Town of View Royal  
District of West Vancouver  
Resort Municipality of Whistler  
City of White Rock

## Appendix C: Using GIS to identify affected parcels

### 1. Initial data preparation and administrative boundaries

Across most local governments in BC, official community plan maps and zoning regulations are represented through digital mapping. However, if for some reason a local government does not provide this information in a digital format through a Geographic Information Systems (GIS) dataset, it will be necessary to digitize the bylaws to determine spatial relationships between OCP overlays, zoning regulations and parcels.

Each local government is responsible for the provision of parcel information. The use of province-wide geographical software (maintained by ParcelMap BC) is recommended.

Care should be taken to ensure topological accuracy of official community plan overlays including municipal and urban containment boundaries as well as zoning regulations related to each parcel/lot. In practice this means:

- removing overlapping parcels, wherever feasible;
- removing or rectifying overlapping zones, if applicable;
- rectifying of split-zoned parcels, if applicable;
- aligning zoning boundaries to parcel boundaries to reduce sliver effects wherever feasible;
- aligning urban containment boundaries to parcel boundaries, where feasible;
- aligning municipal boundaries to parcel boundaries, if necessary, and
- ensuring that all parcels in the local government are covered by at least one category in the official community plan, when required.

### 2. Exemption overlays

Care should be taken to ensure the accuracy of exemption overlays, specifically: Agricultural Land Reserve (ALR) boundaries, heritage protection areas made under LGA section 611, and local government-operated sewer and water system service areas. All of these will be used to eliminate parcels from zoning bylaw amendments permitting additional dwelling units or incorrect densities. In practice this means:

- ensuring that municipal and urban containment boundaries are current;
- ensuring that ALR boundaries are up to date from DataBC or the Ministry of Agriculture and Food;

- ensuring that the spatial boundaries or designations of heritage protection bylaws made under LGA s.611 align well with parcel boundaries, wherever feasible;
- ensuring that local government-operated water system service area boundaries align with billing records and parcel boundaries, as appropriate;
- ensuring that local government-operated sewer system service area boundaries align with billing records and parcel boundaries, as appropriate; and
- ensuring that private, strata, or onsite water or sewer systems are appropriately demarcated in the data and backed by billing records, wherever feasible.

### **3. Bus Stops**

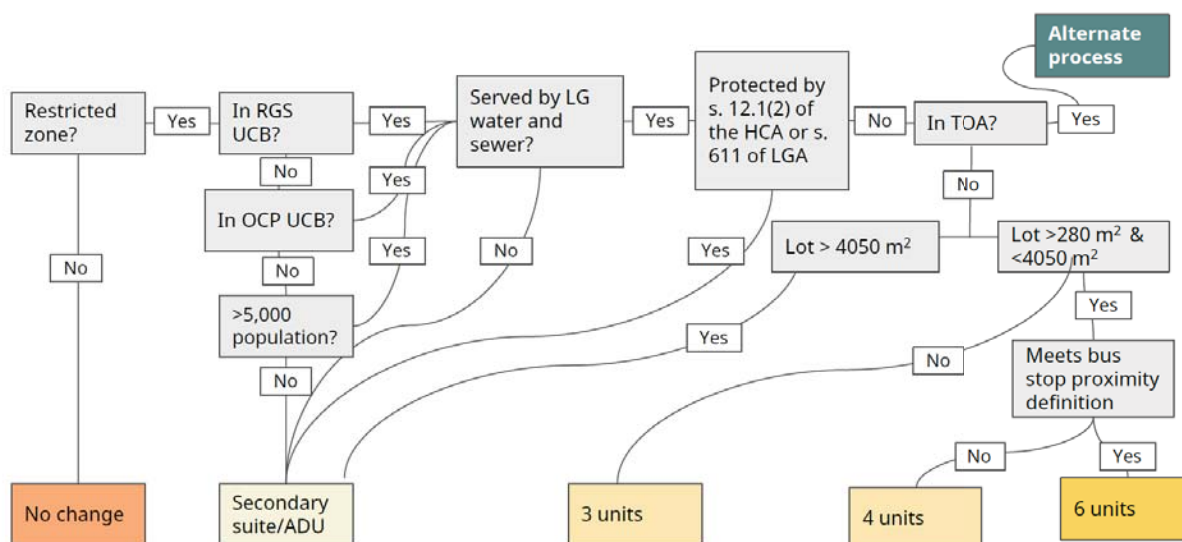
Transit frequencies are available from BC Transit for all routes in their service area and comparable data is available for routes serviced by Coast Mountain Bus Company and West Vancouver Transit in the Lower Mainland. It may be most effective to liaise directly with the appropriate transit operator to identify the bus stops that will determine density requirements under the SSMUH legislation.

The following two sections describe the steps that local governments should take to use their GIS databases to identify:

- 1) parcels where a secondary suite and/or accessory dwelling unit (ADU) must be permitted; and
- 2) parcels where between three and six residential units must be permitted.

The process is illustrated in Figure 9.

**Figure 9: Process flow chart to identify parcels where SSMUH must be permitted under the SSMUH legislation**



#### 4. Identifying parcels subject to secondary suite and accessory dwelling unit requirements

Unless subject to the higher densities of three to six housing units, and regardless of community size, at least one secondary suite and/or one accessory dwelling unit (ADU) must be allowed on all lots in a *Restricted Zone*, with the exception of lands in a local trust area or subject to a rural land use bylaw. Local governments should follow these steps to identify the parcels in their jurisdiction for which the SSMUH legislation requires amending bylaws to permit at least one secondary suite and/or one ADU:

- a) review the official community plan and local zoning bylaws to identify areas and zones that meet the definition of a *Restricted Zone* under the SSMUH legislation (see Part 1, Section 1 of this manual on page 7 or information on identifying zones that meet the criteria),
- b) run a GIS query to identify and isolate (highlight/select) all parcels within<sup>16</sup> those zones that have been determined to meet the definition of a *Restricted Zone*,

<sup>16</sup> “Within”, in this context can mean that a parcel is majority covered by a *Restricted Zone*. Other concepts of “within” that could be used for the purposes could include: Completely covered by a *Restricted Zone*; partially covered by a *Restricted Zone* or has the centre point of the parcel within a *Restricted Zone*.

- c) run a GIS query to identify and isolate (highlight) all parcels identified in step (b) to identify which parcels are not serviced by both water and sewer systems operated by, or on behalf of a local government,
- d) if ADUs are permitted generally, to identify lots where only secondary suites, not ADUs should be permitted, run a GIS query to identify which parcels identified in step (c) are not serviced by local government sewer systems and are under one hectare in size

Zoning of the highlighted parcels must be amended to permit at least one secondary suite or one accessory dwelling unit in addition to a principal dwelling unit unless the property is less than one hectare in size. On properties that are less than one hectare in size, only secondary suites, and not ADUS, should be permitted. Local governments can then query the number of lots that will be affected by the zoning changes.

## 5. Identifying lots subject to a minimum of three to six housing units

Except where exempted under the SSMUH legislation, land in *Restricted Zones* as defined in the legislation that meets the following criteria must be zoned to permit between three and six dwelling units, depending on the size of the lot and proximity to transit:

- a) the land is wholly or partly within an urban containment boundary established by a regional growth strategy applicable to the municipality or regional district, as the case may be; or
- b) the land is within a municipality with a population of 5,000 or greater, and is wholly or partly within an urban containment boundary established by an official community plan of the local government; or
- c) if neither (a) or (b) applies, the land is in a municipality with a population greater than 5,000.

Local governments should follow the steps below to identify the lots in their jurisdictions under which the legislation requires that zoning bylaws be amended to permit three to six dwelling units.

1. Review the local zoning bylaw to identify the zones that meet the definition of a *Restricted Zone* under the SSMUH legislation (see Part 1, Section 1 of this Manual on page 7 or information on identifying zones that meet the criteria);
2. Run a GIS query to identify and isolate (highlight) all lots in all zones that have been determined to meet the *Restricted Zone* definition.
3. Run a GIS query to identify and isolate (highlight) all lots identified in step (2) above that are wholly or partly within **any** of the following:



- a) an urban containment boundary established by a regional growth strategy applicable to the municipality or regional district, as the case may be;
- b) an urban containment boundary established by an official community plan of the municipality or regional district as the case may be; or
- c) a municipality with a population that exceeds 5,000.

At a minimum, all these lots should allow for three or four dwelling units, pending identification of land that is exempt from the legislation as follows:

- a) land that is protected under section 12.1(2) of the *Heritage Conservation Act*;
- b) land that is, on the date this section comes into force, designated as protected under a bylaw made under section 611 [*heritage designation protection*];
- c) land that is not connected to a water or sewer system provided as a service by a municipality or regional district;
- d) land that is within an area designated as a Transit-Oriented Area;
- e) land that is within a zone which has a minimum lot size of 4,050m<sup>2</sup> (or greater) for the purposes of subdivision; and
- f) a parcel of land that is larger than 4,050 m<sup>2</sup>.

## 6. Identifying the lots exempt from the minimum three to six housing units requirements

- a) Run a GIS query on all highlighted lands within the urban containment boundary to identify all lots protected under Section 12.1(2) of the *Heritage Conservation Act*. Eliminate these lots.
- b) On all remaining highlighted lands within the urban containment boundary apply, or create and apply, the GIS layer for properties with a Heritage Designation under LGA section 611 as of the date the SSMUH legislation comes into force.<sup>17</sup> Eliminate these lots.
- c) On all remaining highlighted lands, apply, or create and apply, the GIS layer for:
  - The municipal or regional district water service areas; and
  - The municipal or regional district sewer service areas.

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<sup>17</sup> Where these lots are not included as a layer within a geographic information system or digital mapping program, they can be identified from local government records and eliminated individually.

Eliminate all lots that are outside of one or both service areas.<sup>18</sup>

- d) On all remaining highlighted lands, run a GIS query to identify all parcels that fall within an area designated as a transit-oriented area as defined in the legislation. Parcels where only a portion of the lot area is within the prescribed distance are considered to be wholly within the area. Eliminate these lots.<sup>19</sup>
- e) Run a GIS query on all remaining highlighted lands to identify all parcels with a lot area greater than 4,050 m<sup>2</sup>. Remove these lots from consideration.

The remaining highlighted lots upon concluding steps 1 through 4 above are the lots that will require zoning amendments to permit between three (3) and six (6) dwelling units. The next steps will help guide local governments in identifying the parcels where at least three, four, and six units will be required.

## 7. Determining where zoning must be amended to permit three, four, or six dwelling units

1. After concluding steps 1 through 4 above, for all remaining highlighted lots, run a GIS query to identify parcels that are less than 281 m<sup>2</sup> in area. Zoning of these parcels should be amended to permit up to three (3) dwelling units.<sup>20</sup>
2. For all remaining parcels, identify all bus stops with the prescribed service level and frequency in the highlighted area. A prescribed bus stop meets the following criteria:
  - a. A least one route arrives at the bus stop on average every 15 minutes between the hours of 7 a.m. and 7 p.m. between Monday and Friday
  - b. At least one route arrives at the stop on average every 15 minutes between the hours of 10:00 a.m. and 6:00 p.m. on Saturdays and Sundays.
3. Apply, or create and apply, those routes as a layer within the highlighted area.
4. Run a GIS query to identify all lots within the highlighted area that fall within 400 metres of a bus stop that meets the specified service level and frequency criteria as measured. Parcels where only a portion of the lot area is within the prescribed distance are considered to be wholly within the area.

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<sup>18</sup> Land serviced by improvement district or strata-run water and/or sewer systems is exempt from the three-to-six-unit requirement. Land serviced by on-site water (groundwater well, etc.) or on-site sewer (septic field) is also exempt from the three-to-six-unit requirement.

<sup>19</sup> These will be subject to separate legislation about Transit-Oriented Areas.

<sup>20</sup> Local governments may permit density in zoning bylaws beyond that prescribed by the SSMUH legislation.

5. Of those parcels, run a GIS query to identify all parcels greater than 281m<sup>2</sup> in area. Under the SSMUH legislation, municipalities must amend the zoning of all lots identified through steps 9 to 13 above to permit up to six (6) dwelling units per lot.
6. All remaining parcels which are greater than 281 m<sup>2</sup> and **not** permitted for six (6) units because they are more than 400 metres from a bus stop of the prescribed service and frequency, must be zoned to permit up to four (4) dwelling units per lot.

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

Following the geospatial analysis undertaken earlier to identify the lots that must undergo zoning amendments in response to SSMUH legislation, local governments should know, or be able to easily query:

- the number of lots that must be permitted to have at least one secondary suite or one ADU;
- the number of lots that will be permitted at least three housing units;
- the number of lots that will be permitted at least four housing units; and
- the number of lots that will be permitted at least six housing units.

In all the above categories, determining the maximum potential build-out is simply a function of multiplying the number of lots in each category by the number of dwelling units permitted in that category, and then totaling the numbers for all categories.

For example, if there are 577 properties with zoning that must be amended to permit either one secondary suite or one ADU, then the maximum build-out of this zoning category is 1,154 ( $577 \times 2$ ; since the zone will allow for one principal dwelling unit plus one smaller dwelling unit). If a secondary suite and ADU is permitted on these 577 properties, then the maximum build-out density is 1,731 ( $577 \times 3$ ).

If there are 262 properties whose zoning must be amended to permit at least four dwelling units, then the ultimate build-out of this zoning category is 1,048.

Determining the maximum *net* increase in units requires some effort to align the unit calculations from the maximum build-out to counts of existing units from either the Statistics Canada Census or BC Assessment. Approaches using both data sets are outlined below.

### 1. Method 1 - BC Assessment approach

- a) BC Assessment produces a standard yearly digital dataset called the BC Building Information Report. This report is available to all local and regional governments from BC Assessment free of charge.
- b) This report can be structured to indicate the number of units at the parcel scale. This can be achieved by identifying all parcels with single detached actual use codes and assigning them a value of 1 and all parcels with secondary suite actual use codes and assigning them a value of 2.

- c) Net increase in units can be calculated by using the selections and totals generated in the section above less the values determined in step b above. These increases can be used at the disaggregate level or summarized to the municipal level as appropriate.

## 2. Method 2 - Census data approach

While lacking in spatial specificity, this technique can be used to rapidly determine the net increase in units against a 2021 baseline through the steps below.

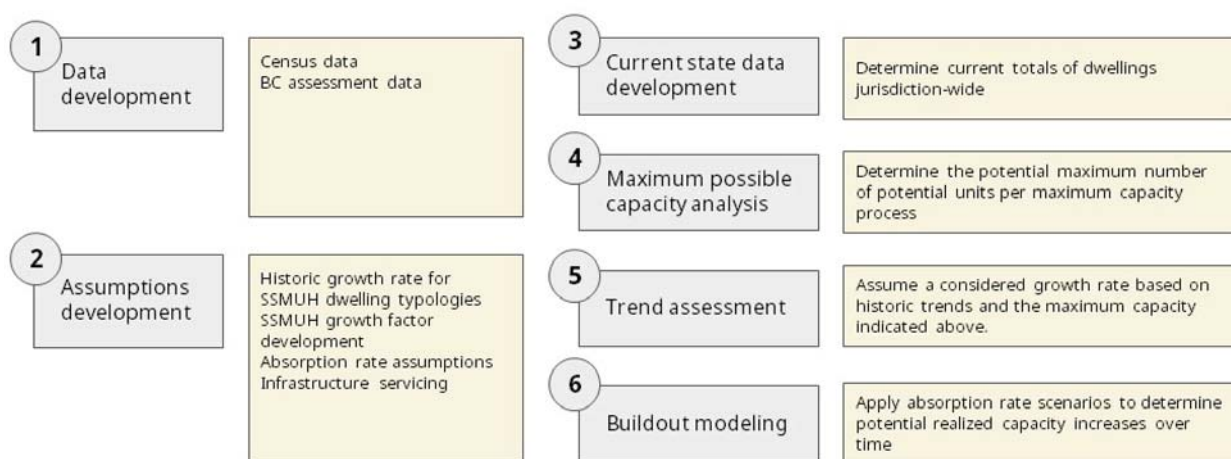
- a) An individual jurisdiction's Census Profile can be accessed through Statistics Canada. This profile contains the number of units by jurisdiction.
- b) Total increases in units can be determined by deducting the Census value from the totals determined in the maximum build out density.

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

### 1. Method 1: Trends assessment

The trends assessment approach is a basic method that uses readily available data to build assumptions about the uptake of SSMUH dwellings under multiple scenarios. The informational basis for this approach is tied to longitudinal information from either the Statistics Canada Census or BC Assessment data, whichever is more readily available. The approach is described below and pictured in Figure 10.

**Figure 10: The trends assessment method of estimating incremental build out**



1. Data development: detailed information with regards to the growth in dwellings allowable under SSMUH zoning are available from either the Census of Canada or BC Assessment. Each of these datasets can be structured to build assessments in the following ways.
  - a) Census data  
Census profiles from 2006, 2016, and 2021<sup>21</sup> can each be accessed from statistics Canada for any given local government. Each of these profiles will contain a report

<sup>21</sup> The Census changed its definition of dwellings in 2006 which inhibits the use of 2001 for trend analysis.

on the quantity of dwellings unit by structural type of dwelling<sup>22</sup>. Structural types of dwellings that correspond to SSMUH include:

- Semi-detached House -> Duplex can be used as a proxy for a 3- 4- or 6-plex;
- Row House -> Can be used as a proxy for a 3- 4- or 6-plex;
- Apartment or flat in a duplex -> Can be used as a proxy for a Secondary Suite<sup>23</sup>.

Each of these above dwelling types can be summarized longitudinally in order to build basic annual absorption rates by SSMUH type.

b) Assessment data

BC assessment data contains information on the quantity and type of buildings based on their year of construction. For the purposes of this exercise, it is necessary to discern how many units by type are constructed each year. This can be done by using BC Assessments Actual Use Code (AUC) and the BCA “year built” fields. Pertinent actual use codes will include:

- 32 - Residential Dwelling with Suite -> Secondary Suite;
- 33 - Duplex, Non-Strata Side-by-Side or Front / Back -> Duplex;
- 34 - Duplex, Non-Strata Up / Down -> Duplex;
- 35 - Duplex, Strata Side-by-Side -> Duplex;
- 36 - Duplex, Strata Front / Back -> Duplex (all of which can be used as proxies for a 3- 4- or 6-plex);
- 39 - Row Housing (Single Unit Ownership) -> Can be used as a proxy for a 3- 4- or 6-plex;
- 41- Duplex, Strata Up / Down 47 -> Can be used as a proxy for a 3- 4- or 6-plex;
- 48 - Triplex -> 3- 4- or 6-plex; 49 - Fourplex -> 3- 4- or 6-plex;
- 52 - Multi-Family (Garden Apartment & Row Housing) -> Can be used as a proxy for a 3- 4- or 6-plex;

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<sup>22</sup> <https://www12.statcan.gc.ca/census-recensement/2021/ref/98-500/001/98-500-x2021001-eng.cfm>

<sup>23</sup> Note that detached coach homes are treated as single detached dwellings and are therefore challenging to isolate from that grouping.



- 53 - Multi-Family (Conversion) -> Can be used a proxy for a 3- 4- or 6-plex.

Similar to the Census method above, each of the above unit types can be summarized from 2006 in order to build basic annual absorption rates by SSMUH types.

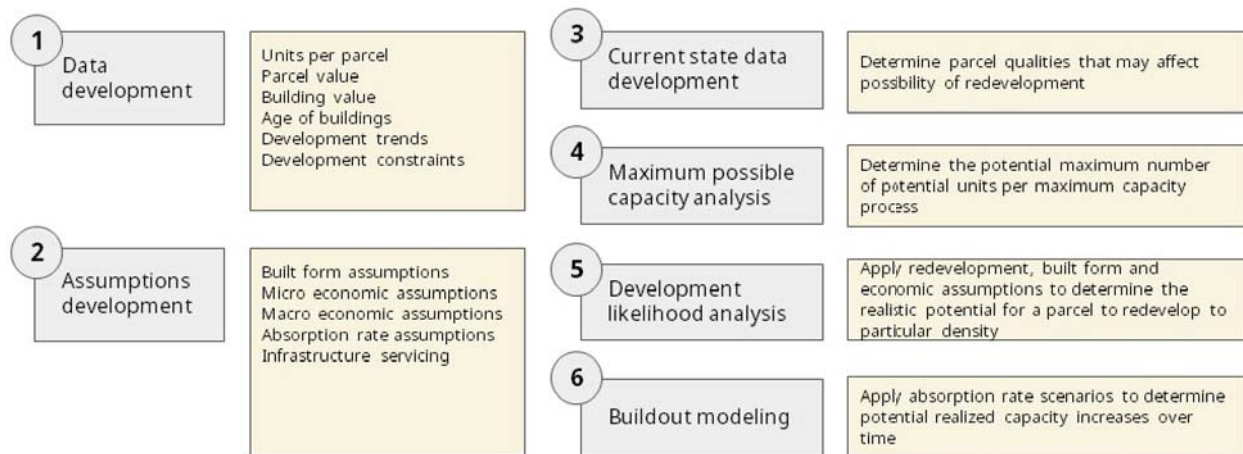
2. Assumptions development: given the data developed above, the following assumptions should be generated:
  - a) Historic absorption rates by SSMUH type -> Summarize SSMUH units and divide by 15 (regardless of method), this is the basic annual absorption rate
  - b) SSMUH growth factor -> a percent modification based on a considered review of market conditions to determine the increase in annual absorption over the baseline rate detailed above.
  - c) Other absorption rate assumptions -> additional constraining factors such as permitting times, escalating costs, declining provincial growth that can modify the growth factors detailed above
  - d) Infrastructure and servicing assumptions -> constraining factors as they relate to increased servicing requirements that may mitigate against the development of SSMUHs.
3. Current state development: based on calculations described above, the current state of units can be used to net out the incremental increase in units based on the trends to be calculated in step five (5) below.
4. Maximum possible capacity analysis: the maximum unit capacity should be determined to construct a maximum bound for the trend to be calculated in step five (5) below.
5. Trend assessment: using the information from steps 1 and 2, growth rates should be developed that reflect historic trends and mitigating factors. Growth rates should not exceed the maximum capacity of units in step four (4) nor should they be so extreme as to double or triple the number of units within a 30-year time frame.
6. Buildout modeling: growth rates should be transformed into annual absorption rates to determine the net annual number of SSMUH units that may be constructed over time. This incremental increase in capacity can be subsequently used to inform infrastructure considerations which are discussed in Part 3, Section 6 of this manual.

## 2. Method 2: Complex build-out modeling

The complex build-out modeling approach is an advanced method that uses readily available data to construct likely development scenarios under current economic

conditions. type of approach should be led by a qualified GIS expert in conjunction with a land economist and local government staff, specifically development planners and long-range planners. The effort requires significant levels of data structuring and advanced geospatial and numerical modeling. Despite the complexities of this approach, it will yield highly accurate results which can be used for infrastructure impact analyses and other value-added analyses, as appropriate. The method is illustrated in Figure 11. Each step corresponding to the numbers in the figure is described in detail below.

**Figure 11: Process to apply complex build-out modeling approach**



### 3. Data development

Data to be considered for this effort should include BCA data, BIR data, as well any information regarding conceptual, proposed or in-progress developments, environmental or infrastructural constraints to development along with local government policies and regulations pertaining to allowable uses, density and built forms. Subsequently, the BCA data should be processed such that a reasonable baseline of buildings in the community can be developed at the parcel scale.

This baseline will include information on the use of each parcel, the assessment classification code and occupancy code of the parcel, the number of units, the construction year of the structures, the total built floor area and the total land and improvement values. In addition, relevant municipal policy information, development permit data and constraints data should be extracted and applied to the parcels. The outcome of this effort will be a fully attributed baseline dataset that presents an up-to-date snapshot of all development considerations in the community at the parcel scale. This data can be used for value-added purposes in any current-state-style assessment. This information will be used to determine the potential for a parcel to redevelop under normal economic conditions (described in Step 3 below).

## 4. Assumptions development

Given that the SSMUH zoning bylaws will suggest a discrete potential development typology for any given parcel, it is crucial to develop a representative set of modeling archetypes, each of which will act as parametric guidelines in the modeling. The archetypes will have two major components, each of which is detailed below:

- a) *Built Form Assumptions* - these are the design considerations that will guide the minimum parcel size, minimum floor-plate size, density, height, setback, and usage of a particular development. They are crucial for determining economic viability of a potential use as well as the resulting form. The key components are density, coupled with maximum or achievable FARs and setbacks all of which may impact the ultimate built form of the location, the total potential floor area of the development, and the resulting potential hypothetical profit of the development given the input land and construction costs.
- b) *Development Context Assumptions* - these assumptions relate to the contextual milieu by which a particular building type will be permitted. Typically, this forms a table of allowed uses by land use type and local plan area, but occasionally additional overlays are considered. such as development permit areas, location specific locational overrides, or other policy considerations (such as agricultural interface for instance) on a case-by-case basis. Many development context considerations will be overridden by the forthcoming SSMUH zoning implementation under the SSMUH legislation.

Secondly, absorption rate scenarios should be developed. These will be used to determine the cadence of development once redevelopment potential is evaluated. This will require the following efforts:

- a) analysis of the municipality's recent development history,
- b) interviews with municipal staff,
- c) interviews with local builders and developers, and
- d) analysis and projections of the region's relevant labour force.

These inputs will be refined into 2 to 3 scenarios which will define the cadence and volume of development in the community from the near term (3 years from SSMUH implementation under the legislation (it is assumed that projects in the current development pipeline will override any absorption scenario) out to 30 years from SSMUH zoning implementation under the legislation). As these scenarios could have a significant impact on how the community will build out, they should be tested for realism and require both input and sign-off by relevant municipal planning and engineering staff in advance of finalization.

## 5. Current state development

Using the information developed in Step 1 above, it is imperative to score all qualifying parcels in the community to determine how the urban fabric may change over time based on the SSMUH legislation. This effort is required to add a degree of realism to this incremental build out effort and should be used to evaluate development potential, which reflects a market response to the SSMUH zoning policy, land availability and costs, housing and employment demands, access to transit, as well as locational contexts more generally. The core of this modeling step is to establish a “redevelopment” score for a given location.

To establish development likelihood scores, a modeling team should consider some combination of the six following market factors. Data availability (specifically assessment-based information from BCA) as well as information determined at Steps 1 and 2 should determine which factors are ultimately considered for this effort.

- a) **Parcel improvement value to land value ratio:** This ratio is developed by dividing a parcel’s improvement value by its land value. A parcel with a low improvement-to-land ratio is more likely to be redeveloped.
- b) **Average adjacent parcel improvement value to land value ratio:** A parcel with a low improvement-to-land ratio compared to its neighbor’s is more likely to be developed.
- c) **Parcel FAR:** Floor area ratio (FAR) is the measure of the built floor area of a parcel divided by the total area of the parcel. A parcel with a low FAR is more likely to be developed.
- d) **Density Gap:** This measure evaluates the relative utilization of parcels under current policy. A parcel with a large density gap is more likely to be developed.
- e) **Effective Year:** This factor considers renovations and upgrades of a structure which serves as a better metric than year built. Generally, a parcel with an older effective year is more likely to be developed.
- f) **Locational factors:** As appropriate for higher SSMUH densities under the legislation, it may be appropriate to allocate an additional locational bonus to reflect favorable milieux for some developments (specifically transit station areas).

Regardless of factors used, the second stage of this step is to reduce or constrain the development potential of a given location using a standard set of constraints (potentially including, but not limited to flood plains, hazardous/complex terrain, potentially contaminated sites, locations of indigenous cultural significance, interface considerations etc.), which should act in three separate ways described below.

- The first should be to **reduce** the development potential score of some sites on a case-by-case basis with input from the development planners in the community.

- The second application of constraints should be to **reduce the functional size of some parcels**. This should occur mainly through environmental constraints, encumbrances, and other infrastructure requirement.
- The third should be to **remove** some parcels from consideration entirely. This should incorporate development planners' collective knowledge and should be evaluated on a parcel-by-parcel basis and may include rental housing stock retention and/or land ownership, as appropriate.

The final stage of the redevelopment model is to score all parcels based on the net of redevelopment potential and constraints. Scores are typically assigned at a sub-municipal level either by policy context, location context, or some combination thereof. This is done by design since developing a comprehensive municipal score comparing lower value outlying parcels and higher value inner-city parcels does not yield useful information.

## 6. Maximum possible capacity analysis

As detailed in earlier calculations in Appendix D, the maximum unit capacity should be determined to construct a maximum bound for the trend to be calculated in step five (5) below.

## 7. Development likelihood analysis

Once the redevelopment potential has been quantified and the development archetypes have been defined, intermediate processing of all parcels in the community should be conducted to determine which SSMUH development archetype would work best on a site-by-site basis. These efforts should include:

- a) removal of newly developed, to-be developed, illogical or highly constrained parcels from the model; and
- b) testing all parcels for qualifying development typologies using built-form, policy, and economics inputs as a guide to identify the most profitable (and/or viable) potential development typologies. For instance, in an area that allows for up to six units, due to increased construction costs, the most profitable development type for this parcel may be a four-plex as opposed to six-plex.

## 8. Build-out modeling

The result of Steps 1 to 5 above will be a preferred potential development outcome for each parcel in the community that has development potential. Theoretically, this outcome represents the maximum logical capacity of a community absent any considerations with

regards to unit absorption rates (i.e., the rate at which units sell in an area in a given time period), permitting speeds, or labour considerations. To refine this maximum capacity into a reasonable sequence of development, it is therefore necessary to apply the absorption rates scenarios as defined in step two (2) above to the preferential development outcomes in step five (5) to develop an annual build-out of the community to 30 years after the implementation of the SSMUH zoning under the legislation.

This effort will result in a numerical build-out that indicates for each qualifying SSMUH-zoned parcel, the potential year of development, the resulting development type, floor area and number of units. These units can subsequently be converted into population or equivalent development units (EDUs) as appropriate for the local government's needs using agreed-upon multipliers (either from standard BC best practices or using trended municipal data or a combination of both). Summary data can be produced for milestone years, as appropriate, and should be accompanied by maps and graphs, as appropriate, for rapid review and iteration.

The technical work should be finalized based on clear acceptance criteria from a local government that should be developed during project initiation. Specific criteria could include, but may not be limited to:

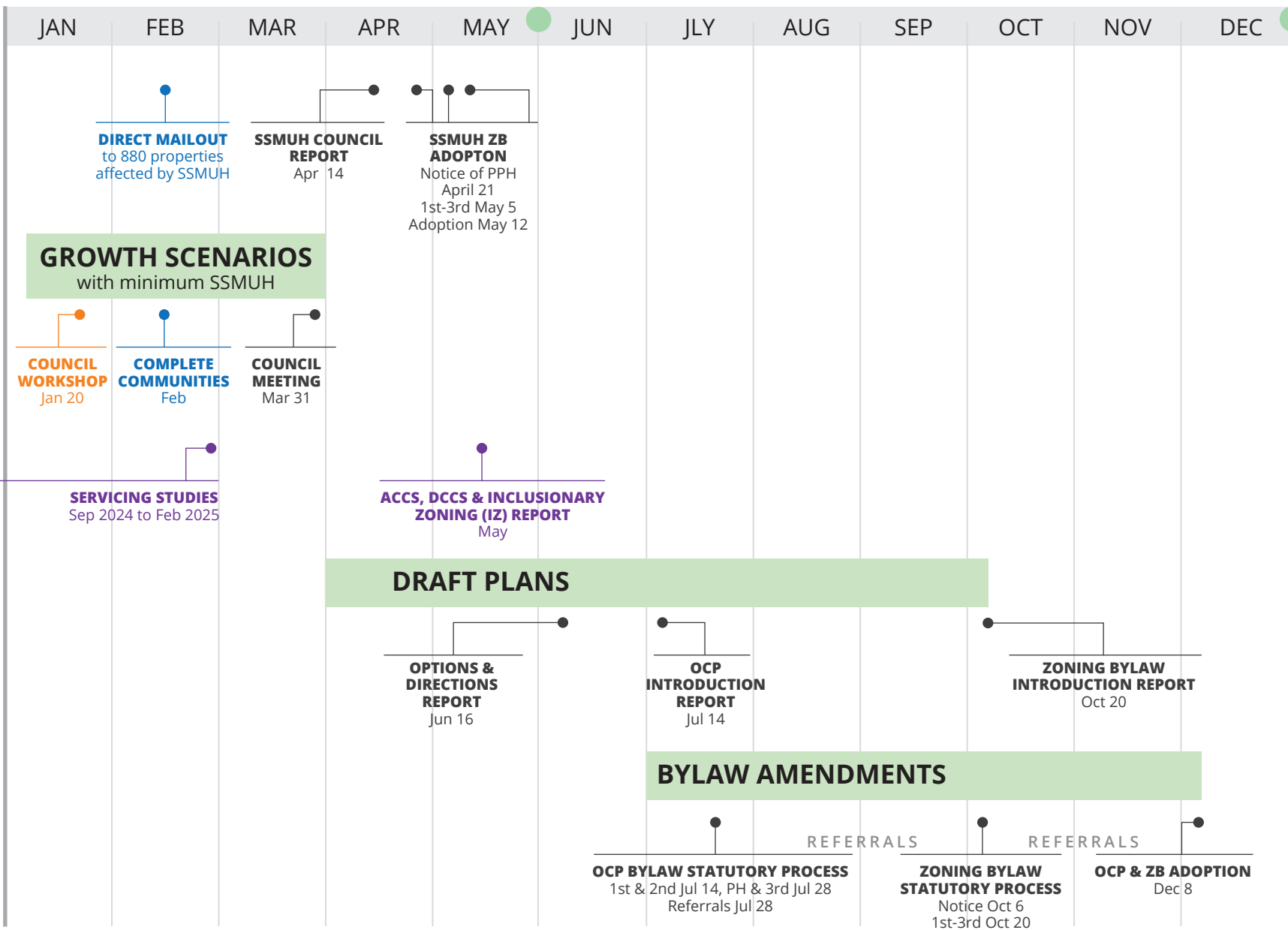
- a) Accuracy** - Does the build-out reflect the policy input parameters of the modeling? Do the buildouts indicate a smooth development cadence that mirrors historic trends?
- b) Realism** - Does the build-out reflect the experience of municipal staff with respect to historic development in the community?
- c) Plausibility** - Does the build-out portray development outcomes that seem achievable under current or forecast economic conditions?
- d) Spatial Distribution** - Does the build-out indicate a spatial pattern of development that reflects the intents of municipal planners?

2024-2025 **ALIGN**

**SSMUH**  
Jun 1

**CAPACITY COMPLIANCE**  
Dec 31

2026-2030 **REFINE**



- Prepare 2028 Housing Needs Report
- Update land use bylaws per 20-yr housing need
- Incorporate City strategies into policy
- Refine implementation

**LEGEND**

- **COUNCIL WORKSHOP**
- **COUNCIL MEETING**
- **COMMITTEE & PUBLIC ENGAGEMENT**
- **OTHER RELATED INITIATIVES**



## Comparison of RT-1 Zone and Draft SSMUH Zone as of March 2025

	<b>Current Zones (RT and CD zones)</b>	<b>Proposed Zone</b>
<b>Permitted Uses</b>	<ul style="list-style-type: none"> <li>Residential (one-unit, two unit, secondary suites)</li> <li>Home-offices and home-based businesses</li> <li>Residential Care Facilities</li> <li>Home-based child care facilities</li> </ul>	<ul style="list-style-type: none"> <li>Residential units</li> <li>Home Offices and Home-Based Businesses</li> <li>Residential Care Facilities</li> <li>Home-based child care facilities</li> </ul>
<b>Building Types</b>	<ul style="list-style-type: none"> <li>Duplex</li> <li>Single-detached home with or without coach house</li> </ul>	<ul style="list-style-type: none"> <li>Single-detached home</li> <li>Duplex</li> <li>Infill building</li> <li>Multiplex</li> <li>Townhouse</li> </ul>
<b>Height</b>	Up to 3 storeys and 10.1m from Reference Grade, calculated from surveyed lot corners	Up to 3 storeys and 12m from lowest floor level
<b>Setbacks</b>	<ul style="list-style-type: none"> <li>1.2m sides</li> <li>3.0m front</li> <li>1.2m rear for accessory buildings</li> <li>8m or .35 lot depth rear for principal buildings</li> <li>3m or 20 percent exterior side yards</li> </ul>	<ul style="list-style-type: none"> <li>1.2m sides</li> <li>3.0m front</li> <li>1.5m rear</li> <li>3m or 20 percent exterior side yards</li> </ul>
<b>Lot Coverage</b>	Single-detached: 30% Duplex: 35% (excludes parking and accessory buildings)	Variable by unit count, ranging from 35% to 50% (includes parking and stairs, excludes balconies, decks)
<b>Floor-Space Ratio</b>	Up to 0.5 FSR (roughly .75 FSR buildable floor area) (excludes basements, accessory buildings, etc.)	No FSR (buildable floor area is equivalent to ~0.7 – ~1.0 FSR, inclusive of parking)
<b>Number of units</b>	Duplex: up to 4 units (2 stratified and 2 suites) Single-detached: up to 3 units (single-detached with suite and coach house), no stratification	Lots 280 sq. m. and under: 3 units Lots over 280 sq. m. and outside of "Frequent Transit Area": 4 Lots over 280 sq. m. and inside "Frequent Transit Area": 6
<b>Unit sizes</b>	All units: Minimum 37 sq. m. Suites: maximum 90 sq. m. or 40% of whole dwelling	All units: Minimum 50 sq.m.
<b>Outdoor space</b>	Minimum open space requirements that include hardscaping and underground structures: 40-45%	Minimum area for soil-based landscaping (prohibits structures, requires soil and plantings) 30-50%
<b>Parking</b>	minimum 1 per unit or 2 for a single-detached home with a suite and coach house	No minimum, areas for parking are included in Lot Coverage

## Industry Interviews Regarding the City of North Vancouver's Draft SSMUH Zone

### The following participants were interviewed in March 2025:

- One architect who currently sits on the City of North Vancouver's Advisory Design Panel and who has worked with SSMUH zones in several municipalities including City of Vancouver, Burnaby and Port Moody.
- One architect who works almost exclusively on the North Shore and has designed numerous projects in the City.
- One architect who primarily works in the City of Vancouver on multiplex housing, and who has sat on the City of North Vancouver's Heritage Advisory Committee.
- One designer who primarily works in the City of Vancouver on multiplex housing and who previously sat on the City of North Vancouver's Advisory Design Panel.
- Three developers who work primarily on the North Shore on single-family, duplex, and multiplex housing projects.

### Interviewees provided the following comments about the zone:

- The graphics and map are very helpful.
- The height regulation is different, but is simpler than most and it makes sense from a design perspective.
- Allowing use of rooftop space is great, improves livability on sites that are tight.
- It's good that garbage storage is considered, that will help the developments fit into the existing neighbourhoods and reduce potential impacts.

### Suggestions for revisions or additions to the draft zone included:




- Increasing the maximum landing area of the rooftop access – to support accessibility, e.g. for wheelchair users.
- Allowing rooftop railings to be closer to the roof edge – to allow for more rooftop area to be usable.
- More graphics would be good.
- It could be clearer in the zone that there is no maximum FSR.
- Some municipalities will use a handout to help explain the regulations with visuals and examples – consider more visuals or handouts.
- Allowing another level for parking would help project viability.

### Insights regarding market preferences for multiplex forms of housing:

- Unit sizes between 1300 sq. ft. and 1800 sq. ft. are most marketable.
- Designs that support private space and separate unit entrances are more desirable.
- Buyers will expect to have parking on site, particularly considering that many own electric vehicles and will need somewhere to charge them.
- Fully rental buildings will not get built – there just isn't a market for it, but suites in townhouses (as mortgage helpers) are desirable to buyers.

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Blair Underhill, Planner 2

Subject: CURB ACCESS AND PARKING PLAN – POLICY AND IMPLEMENTATION

Date: April 1, 2025 File No: 16-8350-20-0041/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, dated April 1, 2025, entitled “Curb Access and Parking Plan – Policy and Implementation”:

THAT the City of North Vancouver Curb Access and Parking Plan be endorsed;

THAT staff be directed to undertake initial implementation in 2025;

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

THAT the Resident and Visitor Parking Policy (2025) be endorsed;

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

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

**ATTACHMENTS**

1. Curb Access and Parking Plan (CityDocs [2571352](#))
2. Curb Access and Parking Plan Phase Two Engagement Summary Report (CityDocs [2567159](#))
3. Resident and Visitor Parking Policy (2013) (CityDocs [2647251](#))
4. Resident and Visitor Parking Policy (2025) (CityDocs [2645893](#))

5. Proposed Bylaw 9088, tracked changes version, “Street and Traffic Bylaw, 1991, No. 6234” (CityDocs [2578245](#))
6. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes) (CityDocs [2568272](#))

## **SUMMARY**

This report presents the Curb Access and Parking Plan (Attachment #1) for Council’s consideration, to improve the reliability of finding parking in high-demand areas of the City.

This plan includes policy direction for pay parking, permit parking, loading zones, accessible parking, and additional special-use parking areas. The Plan is grounded in engagement outcomes (Attachment #2), proven practices in the region, and detailed local analysis.

These changes will be realized by way of initial implementation and amendments to the Resident and Visitor Parking Policy (Attachment #4) as well as an amendment to the Street and Traffic Bylaw (Attachment #6).

Recommended rates have been set with consideration for the scale of change for the community and are below market rates. Staff have modelled a ‘transition’ rate for pay parking that provides a substantial cost reduction for the first hour of a parking session during 2025 and 2026.

If the Curb Access and Parking Plan is endorsed, staff will return to Council with a 2025-2029 Revised Financial Plan to fund program costs and an amendment to the Fees and Charges Bylaw to reflect changes to pay and permit parking rates.

## **BACKGROUND**

### **Why We Need to Update our Curb Space and Parking Policies**

The City’s existing curb space policies were developed in the 1990s to navigate issues of the time. These dated approaches limit the ability for staff to manage the challenges of today. Without changes to how we manage curb space, we anticipate:

- Lack of reliable parking turnover in front of businesses, frustrating patrons and impacting business;
- Safety and congestion issues as deliveries and drop-offs struggle to find dedicated space;
- Shortage of accessible parking for people with disabilities;
- Busy residential streets near commercial areas struggling to manage competing demands.
- New housing with limited off-street parking in some areas, increasing pressures on-street without demand management;

- Many residents continuing to not be eligible for on-street parking near their homes in permit parking areas; and
- More congestion, pollution, and lost time spent circling for parking;

Policies in the Curb Access and Parking Plan will allow more people and businesses to reliably access curbspace when and where needed. Observed parking demand on our streets will guide ongoing adjustments to ensure the objectives of this Plan are met.

### **Plan Purpose and Objectives**

This plan includes direction for pay parking, permit parking, loading zones, accessible parking and additional special-use parking areas.

The Curb Access and Parking Plan seeks to achieve the following objectives:

- Improve the reliability of finding parking in high-demand areas of the City;
- Update our parking policies to promote fairness so more people can access curbspace when and where needed;
- Support businesses through improved curbspace management.

## **DISCUSSION**

### **Policy Changes to Parking and Curb Access**

The Curb Access and Parking Plan recommends five policy changes that are based on best practices in curbspace management, technical analysis, engagement feedback and meeting plan objectives.

- **Change 1:** Expand pay parking in high-demand areas to increase parking turnover and availability.
- **Change 2:** Update the Resident and Visitor Parking Policy by expanding the geographic coverage, and adjusting the eligibility criteria and costs.
- **Change 3:** Expand short-term loading zones for the efficient and safe movement of people and goods.
- **Change 4:** Provide more accessible on-street parking spaces for people with disabilities in close proximity to shops, services, and key destinations across the City.
- **Change 5:** Enable unique special-use parking to ensure a wide range of curbspace needs are achieved.

The specific actions associated with each policy change can be found in the attached Curb Access and Parking Plan.

Several of these actions (expansion of pay parking, permit parking, loading zones, and accessible parking spaces) would be reflected through initial implementation which is explained in the following section.

Policy-related action would be reflected through an update to the Resident and Visitor Parking Policy (Attachment #4) as well as an amendment to the Street and Traffic Bylaw (Attachment #6).

### **Public and Interest-holder Engagement**

Staff undertook two phases of public and interest-holder engagement for this project. Phase 1 engagement focused on current state feedback and building awareness of the benefits associated with improved curb access.

Phase 2 engagement aimed to further refine and validate proposed policy changes with the community. The following list provides the general thematic response to proposed policy changes:

- People generally don't like paying for parking, but it is recognized as an effective method of managing parking demand in busy areas.
- There is an understanding that modernizing the Resident & Visitor Parking Policy is necessary, with support for a fair approach that maintains resident priority.
- There is support for more short-term loading zones to accommodate pick-ups and drop-offs as well as quick deliveries.
- There is demand for more accessible parking spaces for people with disabilities, particularly in busy areas.
- There is recognition that special-use parking can provide benefits and that it should be carefully considered alongside general parking supply.

The Phase 1 Engagement Summary Report can be found online at [www.cnv.org/curb](http://www.cnv.org/curb). The Phase 2 Engagement Summary Report is attached (Attachment #2).

### **Prioritizing Areas Experiencing High Curb Space Demand**

There is over 130 km of usable curb space in the City. Staff are unable to update signage all at once and therefore must consider prioritization and phasing for a seamless change to curb space regulations. This means focusing on areas with the highest observed parking occupancy which are Lower and Central Lonsdale.

Parking occupancy refers to how many spots are available within a block and the ideal condition is to always have 1-2 spots available – which translates to an 85% occupancy. Once occupancy exceeds 85%, drivers must circle the block or may decide to forgo a trip altogether, negatively impacting businesses. Data gathered from the summer of 2024 shows that occupancy exceeds 85% for much of Lower and Central Lonsdale.

### **Signage Adjustments**

The City will follow best practices for managing general use and permit parking, seeking to maintain curb space occupancy at less than 85% for peak periods (midday weekday), so there are a few spaces available on any given block. The following types of parking regulations will be applied in high demand areas as it relates to adjacent land use.



- *Pay parking* is best applied in commercial areas to increase access for more vehicles near shops and businesses.
- *Pay parking except with permit* is best applied in mixed residential commercial areas. This provides residents with priority to park near their homes for the cost of a resident-exempt permit, and allows other vehicles to still use the space through pay parking.
- *Time-limited parking except with permit* is best applied on busy residential blocks. This provides residents with priority to park near their homes for the cost of a resident-exempt permit and allows other vehicles to use the space for a time-limited period.
- *Time-limited parking (no exemption)* may continue to be applied in some situations where parking turnover is desired but without sufficient demand to require pay parking (e.g., schools, small commercial nodes).

### Initial Implementation

Figures 1 on the following page shows existing conditions in Lower and Central Lonsdale. Figure 2 shows proposed predominant regulation type for each block in the implementation area, recognizing additional curb space uses (e.g., loading zones, accessible spaces, etc.) will continue to be accommodated.

This regulatory plan is what staff believe is required to achieve the policy goals of the program and the desired occupancy of 85% on-street for both commercial pay parking and residential permit parking zones.

By concurrently installing regulatory changes to commercial and residential areas in the highest demand areas, we can expect to see improvement to curb space availability while also actively mitigating spillover issues (which may occur in nearby residential blocks if only commercial area pay parking were installed).

Alongside signage adjustments, the residential permit parking program will shift from a restrictive block-based system to a more flexible zone-based approach. This will provide residents with more options nearby, if parking spaces directly in front of a home are unavailable.

To summarize, we anticipate commercial area parking availability to considerably improve based on expanding pay parking areas. Residential area parking availability is also expected to improve based on expanding permit parking areas, and with more vehicles using off-street spaces (e.g., driveways, garages) where they exist.

This initial implementation introduces change to how we use our streets. Staff have developed a comprehensive communications plan detailed below that will support the transition period.

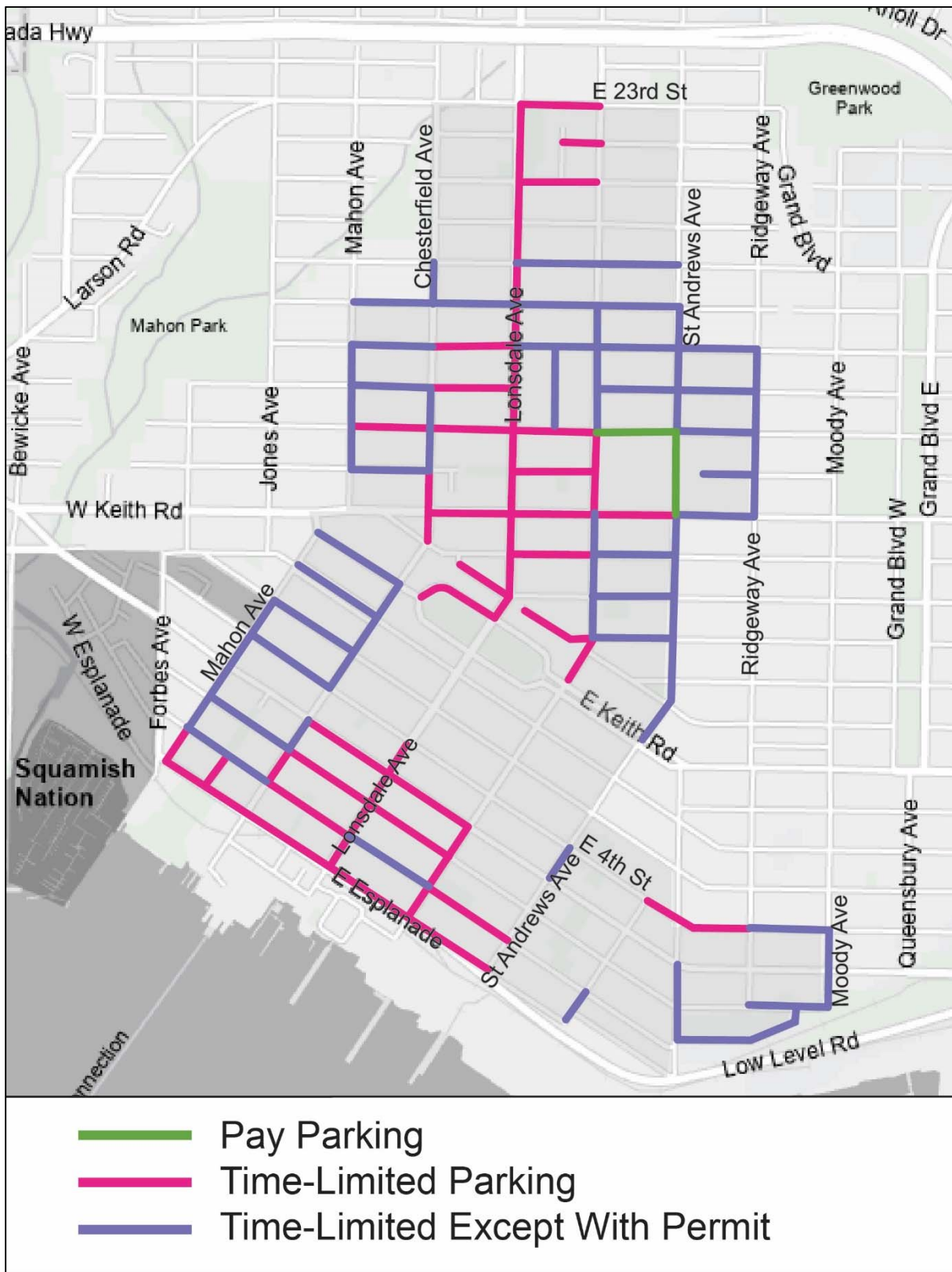


Figure 1: Existing Parking Regulations in Lower and Central Lonsdale

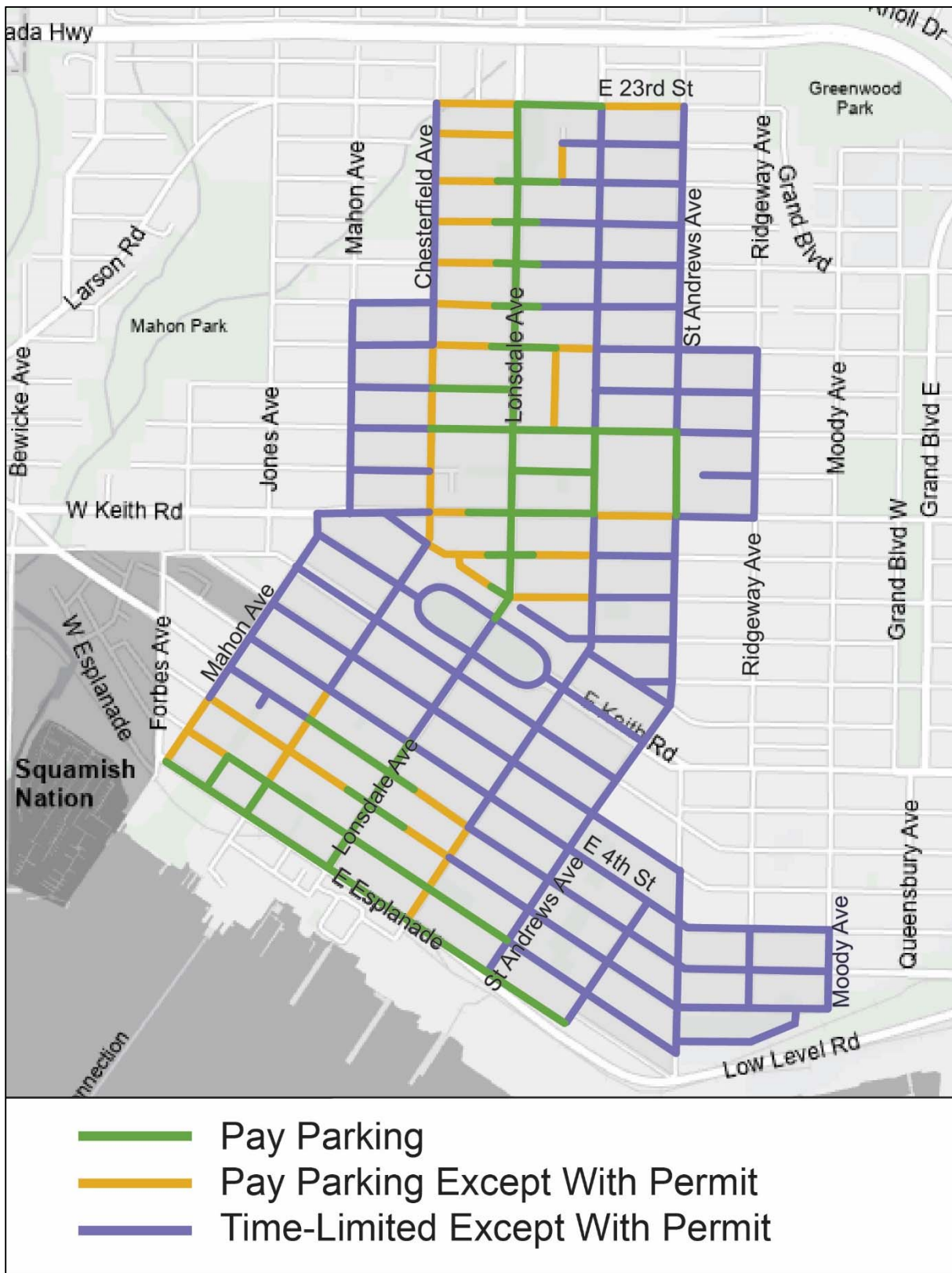


Figure 2: Future Parking Regulations in Lower and Central Lonsdale

## Pay and Permit Parking Rates

Three types of pay and permit parking regulations are included in the Curb Access and Parking Plan to manage curb space use and turnover in high demand commercial and residential parts of the City. Recommended rates are based on regional research, and local off-street hourly and monthly rates.

### *Commercial Pay Parking Rates*

On-street regional pay parking rates range from \$3.00/hour to \$6.00/hour. Typically, higher pay parking rates are reflective of higher parking demand. Current CNV rates are \$2.25/hour in the existing on-street pay parking spaces surrounding Lions Gate Hospital. Service fees, charged by the parking platform (app) provider, are paid in addition to the hourly rate and in this region can range anywhere from \$0.10-\$0.30 per parking session.

In light of the existing demand and the vibrant, mixed-use character of our commercial areas in Lower and Central Lonsdale, staff recommend a pay parking rate of \$3.00/hour. This price is still below market rate compared to off-street pay parking lots, but is anticipated to begin creating the conditions desired at our curb – namely being able to find an available space or two in every block.

For simplicity, a single rate would be introduced and following the first year of monitoring rates would be adjusted up or down (or hold steady) based on the actual occupancy measured.

### *Residential Permit Rates*

Resident parking permits in the region range from \$2.10/month to \$39.65/month. CNV rates are currently lowest in the region at \$2.10/month. Similar to on-street pay parking, higher permit rates are typically seen in high demand areas. For comparison, off-street parking spaces in multi-unit residential buildings can cost as much as \$200/month in Lower and Central Lonsdale.

It is important to start treating on- and off-street rates as one ecosystem as the rates signal the desired type of parking activity. On-street parking, when available, is generally viewed as more convenient than parking off-street. However, when rates are too low on-street, occupancies exceed the desired 85% and drivers start to prefer the reliability of a dedicated off-street space to avoid circling blocks further from home in a scramble to find parking. By bringing on-street rates into closer alignment with off-street rates, we expect more off-street spaces to be used where they exist. As such, staff recommend increasing the base permit rate to \$15.00/month (i.e. \$.50/day). This change, like pay parking rates, would be monitored through 2026 and adjusted in 2027 based on measured occupancy.

### Parking Rate Principles

The following principles will be followed for maintaining available space on our streets in commercial and residential areas:

- Apply a transition pay parking rate of \$1.00/hour for the first hour until the beginning of 2027.
- Allow up to two resident parking permits per household (i.e. unit) with the second permit costing twice the first to encourage use of off-street parking.
- Initially apply a uniform City-wide rate for both pay and permit parking and allow parking demand to set zone rates over time.
- Use occupancy observations to determine whether rates for permit and pay parking increase, decrease or stay the same for each zone the following year.

Table 1: Recommended Initial Pay and Permit Parking Rates

<b>PAY PARKING</b>	<b>Pay Parking Rate (hourly)</b>
Daytime Pay parking (6am-6pm)	\$3.00
Evening Pay parking (6pm-9pm)	\$2.00
<i>Rate adjustment</i>	+\$0.25 / -\$0.25 per hour

<b>RESIDENT EXEMPT PARKING PERMITS</b>	<b>Permit Parking Rate (monthly)</b>
First household vehicle permit	\$15.00
Second household vehicle permit	\$30.00
Homecare provider	\$15.00
<i>Rate adjustment</i>	+20% / -20%

<b>VISITOR PARKING PERMITS</b>	<b>Permit Parking Rate (monthly)</b>
Hiring a contractor	\$20.00
Borrowing a vehicle	\$30.00
Courtesy or Rental Vehicle	\$30.00
Hosting an out-of-town visitor or house sitter	\$30.00
New resident (1 month without proof of address)	\$30.00
<i>Rate adjustment</i>	+20% / -20%

### Implementation Plan

An implementation plan has been developed that accounts for staff/contractor resourcing, schedule, communications, and a transition plan from the existing policy.

- Staff/contractor resourcing: the City has confirmed the cross-departmental internal team responsible for the delivery of the plan, led by the Transportation division. The City will seek external support for sign production and installation due to volume.
- Schedule: Initial implementation will span eight months, May through December 2025, including timing contingency. This includes two months at the start for

procurement, hiring, sign printing, and communications, followed by 6 months of sign installation.

- Communications: A communications plan has been developed that follows a “no surprises” approach to public education and garnering adoption. The plan follows an expanding, phased approach that includes an online platform with interactive maps, city-wide mail outs, advertising, and on-the-ground educational opportunities for both businesses and residents.
- Transition Plan: It will take time to build awareness of new parking signage and regulations. A gentle transition is planned with bylaw enforcement officers issuing warnings for initial weeks. Continuous monitoring will allow adjustments to be made if there are unforeseen curb space impacts.

## FINANCIAL IMPLICATIONS

### *Project Costs and Funding Strategy*

Capital costs (contractor support, sign printing, pay stations) can be addressed through a revised 2025-2029 Financial Plan, without impact to tax, by borrowing from the Civic Amenity Reserve, subject to future Council consideration. Loan repayments via parking revenues would then be made to this reserve.

The initial implementation will require \$1,074,000, which reflects a strong focus on communications through the transition period. To facilitate implementation in advance of a revised 2025-2029 Financial Plan being presented to Council, short-term funding reallocation(s) from internal projects can be utilized ahead of the revised 2025-2029 Financial Plan with this short-term funding reallocation again subject to future Council consideration.

Operating costs include hiring of staff (enforcement, community response, monitoring) and ongoing maintenance and equipment fees. These costs can also be funded by parking revenue, without tax impact, through a revision to the 2025-2029 Financial Plan.

The 2025-2027 Capital & Operating expenditures of this program are estimated to be \$3,334,000 (including inflation).

### *Program Revenue*

The parking program is expected to generate revenue for the City which can be used to fund Council’s strategic priorities, strengthen City reserves and/or realize a tax rate offset.

Following implementation, staff will return to Council to provide an updated revenue forecast and present options for community investment as part of the 2026-2030 financial planning process.

## INTER-DEPARTMENTAL IMPLICATIONS

The Curb Access and Parking Plan establishes policy direction which will have cross-organizational impacts. The project maintains an internal governance structure which includes staff from across the organization to support the delivery of this work.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The Curb Access & Parking Plan supports and builds upon transportation-related objectives in core policy documents:

- CNV Official Community Plan (2014)
  - 2.2.2 - Strategically manage on-street and off-street transportation facilities to prioritize more sustainable forms of transportation through a variety of measures.
  - 7.2.10 - Ensure a balance between transportation demand management principles seeking to discourage single-occupant vehicle travel behaviour and providing adequate and appropriate parking to support local businesses.
- CNV Mobility Strategy (2022)
  - 6A – Review curb space use across the City to better meet the needs of street users.
  - 6B – Ensure there are sufficient loading zones, pick-up and drop-off zones, and accessible parking spots in high-demand locations.
- 2022-2026 Council Strategic Plan
  - Support the effective use of curbside space through updated parking policy and practices.

## NEXT STEPS

If the Curb Access & Parking Plan and initial implementation are endorsed, staff will proceed with implementation.

Staff will also return to Council with a 2025-2029 Revised Financial Plan and an amendment to the Fees and Charges Bylaw to reflect changes to pay and permit parking rates.

RESPECTFULLY SUBMITTED:



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Blair Underhill, Planner 2





# CURB ACCESS & PARKING PLAN





# A COMMITMENT TO TRUTH AND RECONCILIATION

The City of North Vancouver acknowledges that it is situated on the ancestral, traditional, and unceded territories of the Sḵwəxwú7mesh (Squamish) and səliiwətał (Tsleil-Waututh) Nations. These Nations remain deeply connected to their lands and waters and, as we build community here, it is critical we acknowledge this has been their home since time immemorial. We thank them for sharing this land with us and for their ongoing partnership with the City on shared priorities.

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

The City will work collaboratively, cooperatively, and respectfully with the Sḵwəxwú7mesh (Squamish) and səliiwətał (Tsleil-Waututh) Nations on policy, projects, programs, and services at the City and incorporate the Truth and Reconciliation Commission’s Calls to Action, support the principles and objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Province of British Columbia’s Declaration on the Rights of Indigenous Peoples Act (DRIPA).

# APPRECIATION AND THANKS

This Plan has been developed with input and support from many residents, businesses, visitors, City staff, and interest holders. The City is grateful for everyone’s efforts and time.

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# **CURB ACCESS AND PARKING PLAN - AT A GLANCE**

## **The Challenge**

In recent decades, the City of North Vancouver has grown dramatically, particularly near our vibrant commercial streets and within the Regional City Centre. Our transportation network has also evolved, with more transit priority lanes and mobility lanes, to provide people with safe, reliable, and sustainable ways to travel.

Meanwhile, our approach to managing curbside access and parking is not fully serving the people and businesses who need it most. The City has used its current approach for many decades, successfully supporting various main streets and residential areas; however, these areas are becoming increasingly complex, particularly with new curbside needs and increased demand for this space. An updated approach is necessary to adapt to these changes.

## **Our Plan**

This plan confirms the City's objective for accessing curbside space, includes policies for curbside space needs today and in the future, provides a clear guide for allocating curbside space across the City, and outlines a framework for managing curbside space informed by demand.

It includes policy direction not only for general vehicle parking, but also for loading zones, accessible parking, and special use parking.

## EXPERIENCES PARKING AND ACCESSING THE CURB

Staff frequently receive feedback about parking from community members and businesses. Each individual that travels in the City has different uses and needs for curb space.

In many cases, our curbs are used for mobility purposes, with transit priority lanes or mobility lanes creating safe and reliable ways for people to travel sustainably. In certain locations, there are short-term loading spaces to safely pick up and drop off goods or passengers. We have new curb space needs with bike-share parking, and taxi, ride-hail, and car-share spaces. We also have dedicated police and fire zones to ensure emergency services are efficient.

Beyond transportation uses, curb space is used for public place-making, with parklets, plazas, and patios providing spaces to linger and enjoy the City, while also providing economic benefit for businesses.

### **We undertook comprehensive community engagement to understand curb space challenges, and to discuss proposed solutions.**

From feedback received through both phases of engagement, it is clear that community members recognize the need to address the current parking and curb space challenges in the city. These challenges cannot be addressed by a single change but must combine a variety of approaches to create an efficient system of curb space management. A number of key takeaways addressing this have been identified following Phase 1 and 2 engagement:

- Pay parking does not have universal support, but is recognized as an effective method of managing parking demand in busy areas.
- There is understanding that modernizing the Resident and Visitor Parking Policy is necessary, with support for a fair approach that maintains resident priority.
- There is support for more short-term loading zones to accommodate pick-ups, drop-offs, and quick deliveries.
- There is demand for more accessible parking spaces for people with disabilities, particularly in busy areas.
- There is recognition that special-use parking can provide benefits, and that it should be carefully considered before adjustment and/or implementation.
- Ongoing communication is critical for any changes to parking policy and regulation on our streets.

Balancing curb space demand is complex. Policy changes in this report are in direct response to the challenges being experienced by North Vancouver residents and businesses today, and those expected in future. Engagement Summary Reports can be found online at [www.cnv.org/curb](http://www.cnv.org/curb).

## MEETING PARKING NEEDS OF TODAY AND TOMORROW

As the City grows and develops, there is a need to balance the supply and demand for curb space. Staff continue to develop policies, programs, and infrastructure to encourage sustainable modes of transportation, reducing the demand for car parking.

Where parking management is required, a range of tools is available, including time-limited parking, resident exemptions, and paid parking (using a price that influences demand to better match supply).

Many other municipalities actively manage curb space to meet transportation, business access, and livability goals (*see examples in the sidebar*). This is particularly the case as demand for curb space increases, recognizing that supply of this space is finite. Everyone – drivers, transit riders, cyclists, pedestrians, business owners, residents, and visitors – benefits when curb space is managed effectively and creates space for a range of needs.

The Curb Access and Parking Plan will allow more people and businesses to reliably access curb space when and where needed.

### How nearby cities are managing curb space needs:

**District of North Vancouver** and **District of West Vancouver** have both recently implemented pay parking in areas of high demand.

**City of Vancouver** manages parking through time-based and cost-based tools, with resident permits to support neighbourhood needs.

**City of New Westminster** uses a similar combination of tools to CNV, and is actively reviewing parking management alongside anticipated population growth.

**City of Coquitlam's** City-wide Parking Review is updating on-street and off-street parking policies for effective curb space management.

**District of Squamish** is developing a phased parking management implementation plan including on-street paid parking and pay parking at key attractions.

### Curb Space and How We Move<sup>1</sup>

- **97%** of usable curb space in the City is dedicated to private vehicle parking
- **37%** of our trips are made without a private vehicle, by walking, cycling, or transit
- **52%** of survey respondents indicated they were unable to find parking in busy commercial areas, such as Lower and Central Lonsdale
- **40%** of our off-street public parking spaces are available in Central and Lower Lonsdale, even during the busiest times of day

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<sup>1</sup> Data points are from CNV internal analysis and data collection, 2023 North Shore Transportation Survey, and the Curb Access and Parking Plan Phase 1 & 2 Engagement Survey responses.

## PLAN OBJECTIVES

The policy changes included in this report are designed to meet the following plan objectives:



**Improve the reliability of finding parking in high-demand areas of the City**



**Update our parking policies to promote fairness, so more people can access curb space when and where needed**



**Support businesses through improved curb space management**

These objectives align with those in other City policies, plans, and strategies, including our Official Community Plan, Mobility Strategy, and Council Strategic Plan.

### **What if we continue to manage curb space the same way as we have in the past?**

The City's existing curb space policies were developed in the 1990s to navigate issues of the time. These dated approaches limit the ability for staff to manage the challenges of today. Without changes to how we manage curb space, we anticipate:

- More congestion, pollution, and lost time spent circling for parking;
- Safety and congestion issues as deliveries and drop-offs struggle to find dedicated space;
- Shortage of accessible parking for people with disabilities;
- New housing with limited off-street parking in some areas, increasing pressures on-street without demand management;
- Many residents continuing to not be eligible for on-street parking near their homes in permit parking areas;
- Lack of reliable parking turnover in front of businesses, frustrating patrons and impacting business; and
- Busy residential streets near commercial areas struggling to manage competing demands.

# MANAGING CURB SPACE

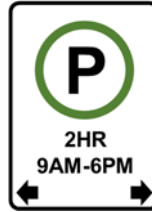
## Parking Signage and Regulations

The City can manage curb space in various ways, depending on needs and context for a specific neighbourhood or corridor.



### Unrestricted parking

In residential neighbourhoods outside of the Regional City Centre, the majority of curb space is unrestricted parking (no signage). Vehicles are allowed to park in these areas for up to 72 hours.



### Time-limited parking

Time-limited parking is applied as a tool to increase vehicle turnover in busy areas.



### Time-limited parking except with permit

In areas adjacent where there is high demand for curb space, we have several areas with resident permit parking. Permit parking helps residents find available spaces to park near their homes.



### Pay parking

The City manages high-demand parking through pay parking, which promotes greater turnover to benefit more people.



### Pay parking except with permit

Pay parking except with permit maintains resident priority on residential blocks adjacent to commercial areas.



### Loading Zones

Loading zones provide a dedicated space for vehicles to safely load and unload passengers and goods.



### Accessible Parking

These spaces provide priority to people with an accessible parking placard.

## Curb Space Occupancy

Curb space occupancy refers to how many spaces on a block are occupied at any given time.

If 10 vehicles occupy 10 spaces, the curb is 100% occupied. If 6 vehicles occupy the same space, the curb is 60% occupied.

If occupancy is consistently above 85%, this generally means it is difficult to find a space to park. Many cities use this threshold as the marker for when to use tools to manage curb space. Conversely, if occupancy is observed below 60%, this means there are opportunities to relax tools and policies so there is an increase in curb space use.

Many of the policy changes in the following sections outline how the City will maintain occupancy between 60% and 85%, so there are a few spaces available on every block.

Current state - Occupancy is at or near 100%, so there is rarely a space available



Future state - Occupancy is managed to be < 85%, so there are always a few spaces available



*Figure 1: Managing demand of current and future curb space occupancy*

## Curb Space Equity and Affordability

Our current parking management system allows vehicles to park for free, or for a small fee. This has led to consistently high occupancy in many neighbourhoods, resulting in vehicles that are actively circling for parking and contributing to congestion on our streets. There is an associated impact on everyone's time, along with environmental impacts.

Unpriced parking results in households that drive less (or not at all) subsidizing those that drive more. The current economic structure we follow is regressive, especially when considering vehicle ownership increases with income.<sup>2</sup> User-pay parking is fairer than financing parking facilities indirectly through taxes, where costs are borne by non-users.

This plan includes equity and affordability considerations through that will continue to balance community needs and demand management.

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<sup>2</sup> 2023 North Shore Transportation Survey



# CURB ACCESS AND PARKING POLICY CHANGES

The five parking policy changes are based on best practices in curbspace management, technical analysis, engagement feedback, and meeting plan objectives. The focus of these policies will occur in the curbspace lane and associated changes to regulatory signage.

## Change 1: Expand pay parking in high-demand areas to increase parking turnover and availability.

There is a finite supply of curbspace near commercial areas. Parking in many of these locations exceeds 85% parking occupancy, resulting in vehicles being unable to reliably find a space to park. While time-limited parking was effective at managing demand decades ago, they are no longer appropriate for the demand we are seeing today, and have led to compliance and enforcement challenges. The following tools are available to support the implementation and on-going effectiveness of pay parking.

Current State	Anticipated Future State
Observed occupancy tends to be near 100%, resulting in significant circling for an available parking spot.	Demand is regulated through pricing, ensuring that each block hits a targeted occupancy around 85% with a few spaces per block available at any given time.

### Apply demand-based parking management.

The City will apply a demand-based management system to ensure parking spaces are appropriately utilized. This means areas with pay parking can be reviewed annually (or more frequently) based on occupancy, and pricing can be adjusted to manage utilization.

### Enable digital pay parking to make payment convenient and seamless.

Encourage more payment-by-phone transactions to occur through intuitive street signage. Seek to install pay stations every 100m within pay parking zones, balancing access with street clutter.

### Apply transitional reduced rates for quick stops at the curb.

An initial short-term reduced rate can be implemented for on-street pay parking to encourage more frequent turnover, applying a graduated increase in rates the longer the stay. This rate can be applied to areas where pay parking is being introduced for a transitional period until regulations are understood and a regular rate can be phased in.

### Direct longer-term stays to off-street parking spaces.

In many cases, curbspace provides prime convenience compared to off-street parking lots. However, current pricing and management suggests the opposite to be true. Best practices encourage prime on-street spaces to be reflected as such through pricing, while directing longer-term stays off-street with more affordable rates. While it may take time, the City and its partners need to begin the process of bringing on-street and off-street pricing into correct alignment for this type of parking behaviour to occur.

## **Change 2: Update the Resident & Visitor Parking Policy by expanding the geographic coverage, and adjusting the eligibility criteria and costs.**

The City's Resident & Visitor Parking Policy is now 30 years old and no longer aligns with the types of housing and mixed-use buildings being built, nor can it keep pace with the rate of growth and changing curb space demands in the City. The following changes will bring the policy in line with project objectives.

<b>Current State</b>	<b>Anticipated Future State</b>
Resident Exempt (RE) permits are available to residents living in housing with three or fewer units and select older multi-family buildings. Many residents are ineligible for permits despite needing access.	Regardless of housing type, parking permits are available for purchase by residents who need them. Permit rates will reflect demand for the space and be adjusted as needed to balance demand and supply.

### **Enable equitable parking permit eligibility.**

As the City continues to grow, more people expect access to curb space. All residents within permit zones will be eligible for parking permits, regardless of housing type or tenure. Permit pricing will be adjusted annually to a fee that reflects demand for each permit zone.

### **Include tools that discourage purchasing multiple permits per household.**

The City will establish a fee and policy structure to discourage multiple parking permits per addressed household. This is to encourage use of off-street parking, increase sharing of vehicles within households, and increase the use of other modes, including transit, cycling, car-share, and ride-hailing.

### **Extend time of day restrictions in resident permit parking areas.**

Residents in many parts of the City are finding it difficult to find parking near their homes outside of daytime hours. Most of our existing time-limited resident-exempt permit areas end at 6PM. The City will extend this end time to 9PM to maintain evening priority for residents with permits.

### **Update the process for expanding and removing resident permit parking.**

The City will install time-limited resident-exempt permit parking on residential streets that consistently have peak occupancy greater than 85%. The City will also update the petition process so it is easier for residents to request expansion or removal of resident permit parking, which will use occupancy thresholds of 85% needed for expansion and 60% required for removal or reduction of permit parking areas.

### **Replace "Resident Permit Only" areas with resident-exempt permit parking areas.**

The City currently has two types of parking permits, Resident Permit Only (RPO) and Resident Exempt (RE) permits. RPO reserves parking for permit-holders only, and does not allow others to use the space. In the future RPO permit areas will be phased out. RE permits exempt permit holders from a posted time limit (e.g., 2 hours) while non-permit holders can park up to the time limit posted. Moving forward, time-limited RE permit parking areas will be expanded to maintain priority for residents in busy neighbourhoods, while not privatizing public road space for specific individuals. This will also include using pay parking except with permit in mixed commercial and residential neighbourhoods.

### **Transition to a neighbourhood permit zone approach.**

Currently, permit areas are implemented on a street-by-street approach. A neighbourhood permit zone approach allows residents to find parking nearby, even if no space exists immediately in front of their homes. As the number of units and residents increases throughout the City, we need to create permit zones that allow for a greater number of people to participate in the permit program, while also managing demand.

### **Change 3: Expand short-term loading zones for the efficient and safe movement of people and goods.**

The movement of people and goods has changed significantly since our streets were originally designed. There are substantially more deliveries occurring across the City, thanks to the onset of e-commerce. There are also more ride-hailing trips being taken than ever before, requiring more short-term spaces to pick up and drop off passengers.

<b>Current State</b>	<b>Anticipated Future State</b>
Demand exceeds supply of loading zones, resulting in double parking where vehicles park in general travel lanes, creating unsafe conditions.	More loading zones for people and goods – in both commercial and residential areas – reducing double parking and improving safety.

### **Expand and manage short-term loading zones to facilitate safe loading and unloading.**

Sufficient loading zones are critical for improving the safety of our streets. It is common to see delivery vehicles parked in general traffic lanes (i.e., double parking) or mobility lanes, which creates unsafe conditions for all travelers. Adding short-term loading zones where demand exceeds supply will allow for more safe and efficient deliveries to take place. If demand continues to exceed supply following expansion, a user pay system can be explored similar to how pay parking is used for managing general vehicle demand.

### **Design for longer-term loading and unloading of goods to be undertaken off-street.**

Long-term loading should occur off-street in dedicated locations considered in building design, leaving on-street spaces for short-term deliveries and higher turnover.

### **Manage congestion from ride-hailing vehicles through pricing.**

Following the ride-hailing regulatory framework that Council endorsed in November 2019, update the Congestion and Curbside Management (CCMP) fee to manage curb space demand and further encourage use of transit, walking, and cycling during peak curbside demand periods. Maintain the 50% discounted fee for zero-emission vehicles and the 100% discounted fee for accessible ride-hailing vehicles.

#### Change 4: Provide more accessible on-street parking spaces for people with disabilities in close proximity to shops, services, and key destinations across the City.

There are over 3,000 accessible parking permits issued in North Vancouver by the Social Planning and Research Council of BC (SPARC). Demand for accessible parking spaces across the City continues to exceed supply, particularly near commercial streets. On-street accessible parking spaces are sited and designed to accommodate a range of accessibility challenges as best they can. To use an accessible parking space, vehicles must display a valid SPARC parking permit.

Current State	Anticipated Future State
Accessible on-street parking is sporadic and occupied most of the time.	Accessible parking is provided at regular intervals and turns over regularly.

#### Increase the supply of barrier-free accessible parking spaces through development processes.

There is ongoing demand for barrier-free accessible parking spaces that follow best practices for accessible parking space design. These spaces often require angled or perpendicular parking, which is rare for on-street parking in the City. Development processes are the best opportunity for increasing the supply of barrier-free accessible parking spaces, where curb configuration can be adjusted to accommodate these types of spaces.

#### Expand supply of priority accessible parking spaces near commercial areas.

The City can increase the supply of on-street priority accessible parking spaces. Priority accessible parking spaces still require a SPARC permit, and will be suitable for most (but not all) users. Barrier-free accessible parking design is difficult to fully accommodate in curbside parallel parking spaces. Where possible, these spaces should exist on the City's east-west blocks, recognizing that many north-south blocks are on a steep grade.

Dedicated accessible parking spaces (priority and barrier-free) will be subject to time limits in most locations to manage demand. These spaces will not be subject to pay parking in the near-term, and will be reviewed on an ongoing basis to determine if pay parking is required to manage demand. SPARC permit holders will be required to adhere to sign requirements in pay parking areas, while being exempt from time limits in resident permit parking areas.

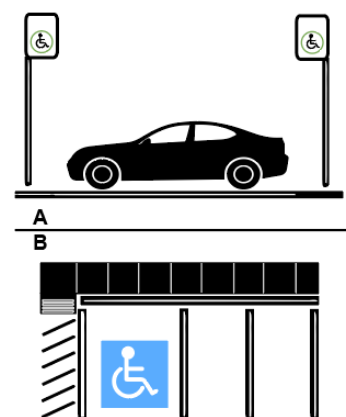


Figure 2: Conceptual diagram of A) priority accessible space, and B) barrier-free accessible space

#### Develop and maintain an online parking map with all accessible public parking spaces in the City.

This map will include data on features of each space such as whether it is a priority accessible parking space or a barrier-free accessible parking space. Additional details on the map will include time limits (if they exist), the side of the street the space is located on, whether it has side-loading/rear-loading wheelchair access, and a picture of the space.

## **Change 5: Enable unique special-use parking to ensure a wide range of curb space needs are achieved.**

There are many different needs for curb access. The following actions can increase space efficient ways to travel, contribute to local economic development, and reduce our carbon pollution and impact on the environment.

<b>Current State</b>	<b>Anticipated Future State</b>
Most unique special-use parking needs are underserved (e.g., car-share, bike parking, shuttle buses, etc.).	More space for special-use parking needs.

### **Enable the use of more car-share through curb use regulations.**

Car-share vehicles occupy curb space for shorter durations than private vehicles because multiple drivers can book and use them throughout the day. This means spaces become available more frequently. Car-share is a lower-cost transportation alternative to car ownership.

The City will align its regulations with nearby cities (e.g., Vancouver) to allow one-way car-share vehicles access to pay parking stalls, while maintain existing allowance in permit areas.

### **Investigate opportunities for more shuttle bus parking.**

Tour bus parking is needed in close proximity to attractions. Tour buses and school buses are effective at moving many people in one vehicle, and contribute to local economic development.

### **Maintain and monitor curb space for on-street bike parking.**

In some parts of the City, there is insufficient space for public bike parking infrastructure (racks, bike lids, lockers) to be located on the sidewalk. Similar to the North Shore's current e-bike share parking spaces found on-street, dedicated bike parking in the curb lane (of local, collector, and minor arterial streets) can be an efficient use of space, with several bikes being able to occupy the same amount of space as one vehicle.

### **Maintain public EV charging infrastructure at specific hubs.**

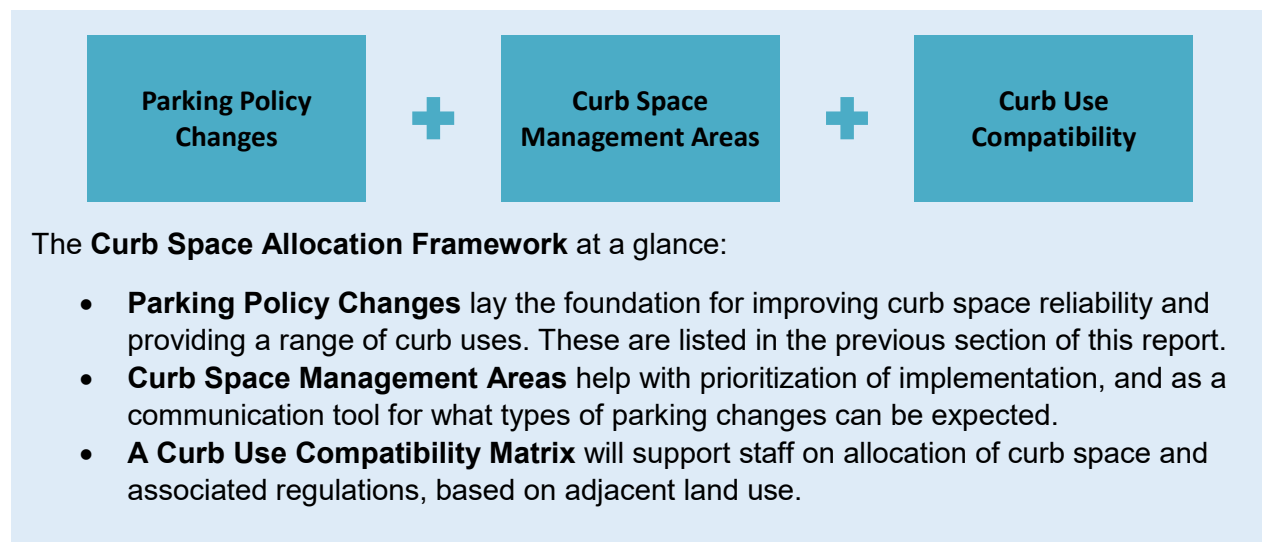
The City owns and operates a public charging network of Level 2 and DC Fast Charging stations across the City to support residents without access to home or workplace charging, as well as visitors to the City. A number of private businesses and other organizations also provide charging. The City will continue to oversee its public charging network alongside private operators to support the transition to zero emission vehicle adoption, as outlined in the CNV Electric Vehicle Strategy (2018).

### **Continue to implement curb access and parking actions from the City's Safe and Active School Travel Program.**

Schools often have unique curb space demands, where most travel demand is condensed to a short window in the morning and afternoon. Each location is planned, in coordination with school administration, to improve safety for children, families, and neighbours.

## CURB SPACE ALLOCATION FRAMEWORK

The Curb Access and Parking Plan has employed a data-driven approach to allocate curb space uses across the City. The City recognizes that demands for curb space will continue to change over time, and have developed accordingly a forward-thinking and fair approach. This process has formed a curb space allocation framework that will be used to provide ongoing direction on how parking regulations are adjusted over time, to continually meet plan objectives.



The **Curb Space Allocation Framework** at a glance:

- **Parking Policy Changes** lay the foundation for improving curb space reliability and providing a range of curb uses. These are listed in the previous section of this report.
- **Curb Space Management Areas** help with prioritization of implementation, and as a communication tool for what types of parking changes can be expected.
- **A Curb Use Compatibility Matrix** will support staff on allocation of curb space and associated regulations, based on adjacent land use.

### Curb Space Management Areas

Curb space management areas have been created based on parking occupancy observations and land use demand mapping (see Appendix 2 for more detail). Each management area has general characteristics but is not limited to a specific land use type.

- Management Area A encompasses the most densely developed blocks of the city. This includes mid- and high-rise apartment buildings, retail goods and service establishments, office space, and light industrial use. Curb space in this area is in highest demand and has the most diverse set of uses.
- Management Area B corresponds to medium density blocks, representing a transition zone between higher and lower density parts of the City. Adjacent block faces contain a mix of townhomes, row houses, mid-rise apartment buildings, office space and service establishments, and light industrial use. Curb space in this area is in high demand with several different uses.
- Management Area C covers all other areas. This area is generally lower density and includes a mix of single and multi-family dwellings, small apartment buildings, office space, and light industrial use. Curb space in this area is generally in lower demand and has less variety in uses.
- Special Study Areas are also included on this map to indicate neighbourhoods where there is comprehensive community development in progress, or planned for the near future. This includes Capilano Mall and Harbourside Waterfront Development areas.



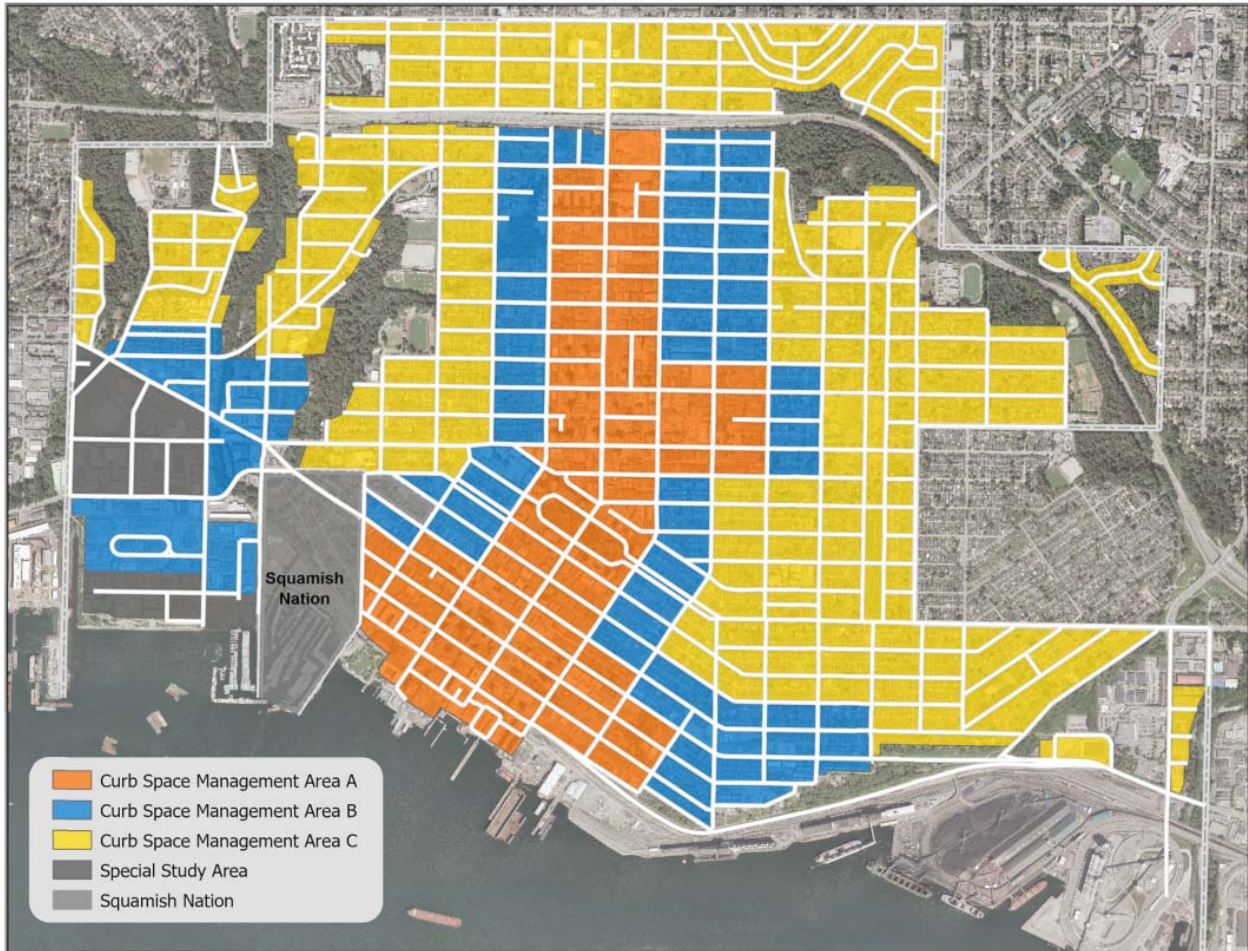


Figure 3. Curb space management areas.

These curb space management areas have been developed for long-range implementation prioritization. A subset or combination of management areas may be considered for initial implementation to address commercial and residential parking needs.

### **Curb Use Compatibility**

A compatibility matrix has been developed to guide staff on the allocation of curb space and associated signage regulations. Curb space is a limited resource, and trade-offs will continue to exist.

The matrix includes uses that occupy the majority of curb space: short and long-term general parking, pick up and drop off zones, commercial loading and delivery zones, and accessible parking. Additional curb space uses are listed in the special considerations callout below where there are exceptions to this matrix.

Adjacent land use in the matrix is divided into four types: lower density residential, higher density residential, commercial, and industrial. In mixed-use neighbourhoods and corridors, a mix of curb space uses are expected to be applied. Similarly, where a block transitions from one dominant land use to another, curb use is also expected to be adjusted. Additional considerations for curb use compatibility include local need, safety, and access.



		On-Street Curb Space Use				
		Short-term Parking	Long-term Parking	Pick-up & Drop-off	Loading & Delivery	Accessible Parking
Adjacent Land Use	Lower Density Residential					
	Higher Density Residential					
	Commercial					
	Industrial					

Legend
Low Compatibility
Moderate Compatibility
High Compatibility
Very High Compatibility

Figure 4. Curb use compatibility matrix

- **Lower Density Residential** curbs have a lower diversity of needs. The majority of curb space will be dedicated to long-term parking (with or without resident parking permits, depending on demand). Short-term loading zones or accessible parking spaces may also exist depending on local demand.
- **Higher Density Residential** curbs serve many uses. To manage the diverse needs of many users, a variety of curb space regulations will be applied. This includes short- and long-term parking, short-term loading zones, and accessible parking spaces. Commercial loading zones may also be applied in some cases.
- **Commercial** curbs also serve many uses. These tend to be busy areas with lots of short stops at the curb. As such, short-term parking, pick-up and drop-off zones, and commercial loading zones can all be expected.
- **Industrial** curbs accommodate a range of needs. Employee and customer parking is often in high demand, and while long-term loading typically occurs off-street, there may be need for on-street spaces as well.

## Special Considerations

While the curb space allocation framework takes into account the majority of uses on our streets, there are several unique instances and exceptions that are worth noting:

- **Police and Fire Zones:** The City will continue to install and maintain police and fire zones on our streets where there is a direct need for emergency services and access.
- **Bus Priority Lanes:** Bus priority lanes are undertaken through specific corridor studies and in coordination with TransLink. While existing curb space use is considered through these studies, these lanes are an exception to the allocation framework.
- **Mobility Lanes:** Similar to bus priority lanes, mobility lanes (for use by bikes, scooters, and other devices) are undertaken through a separate project process which considers the development of a complete network. Learn more on [CNV's Mobility Network page](#).
- **Parklets and Patios:** Parklets and patios occupy curb space to activate and expand our public realm. Parklets and patios will continue to be monitored, and updates to our private outdoor patio dining application will look to better analyze impacts on vehicle travel times.
- **Additional unique parking uses:** Other unique uses occupy <1% of curb space in the City. This includes parking for tour buses, taxis, car-share, and bicycles. These will continue to be considered on an ongoing basis as demand arises.

## MONITORING APPROACH

### Parking Management for General Use Parking

The City will follow best practices for managing general use and permit parking, seeking to maintain curb space occupancy at less than 85% for peak periods (midday weekday), so there are a few spaces available on any given block (see Managing Curb Space on page 7).

On streets where observed occupancy exceeds 85%, additional tools will be used to manage demand. Alternately, on streets where occupancy is less than 60%, management will be relaxed, as there is sufficient capacity and less of a need for pay or permit parking.

The installation and monitoring of loading zones, accessible parking, and other special use parking will be incorporated through policy changes outlined in this plan.

### Ongoing Monitoring and Adjustment

The primary objective of the monitoring program is to adjust types of parking, or associated rates, so that there are a few spaces available on every block. The following types of parking will be applied to blocks where parking occupancy is consistently greater than 85%.

- *Pay parking* is best applied in commercial areas to increase access for more vehicles near shops and businesses.
- *Pay parking except with permit* is best applied in mixed residential commercial areas. This provides residents with priority to park near their homes for the cost of a resident-exempt permit, and allows other vehicles to still use the space through pay parking.

- *Time-limited parking except with permit* is best applied on busy residential blocks. This provides residents with priority to park near their homes for the cost of a resident-exempt permit, and allows other vehicles to use the space for a time-limited period.
- *Time-limited parking (no exemption)* may continue to be applied in some situations where parking turnover is desired but without sufficient demand to require pay parking (e.g., schools, small commercial nodes).

### Managing rates

Pay parking and permit rates will begin at a value selected based on a review of peer municipalities, existing curb space occupancy, and off-street parking rates in the City of North Vancouver.

If occupancy in a given zone is observed to be consistently greater than 85%, the rate for pay and permit parking in that zone will be increased the following year. If occupancy in a given zone is observed to be below 60%, the rate for pay and permit parking in that zone will be decreased. Specific rates for pay and permit parking, and their associated zones will be set out in the Fees and Charges Bylaw No. 9000.

If occupancy continues to be less than 60% for a permit or pay parking zone after three consecutive years of adjustment, the parking area will be adjusted or removed the following year.

Figure 5 provides an example of how parking management would apply in practice for a pay parking area. In this example, Block Example A and Block Example B are both priced at \$3.00 per hour. During observations, Block A is 100% occupied, while Block B is 40% occupied.

For the following year, based on existing occupancy observations, Block A's rate is raised to \$3.25/hr, while block B is reduced to \$2.75 an hour. The next round of observations show that Block A now has an occupancy of 80% and Block B is at 60%, both within target occupancy.

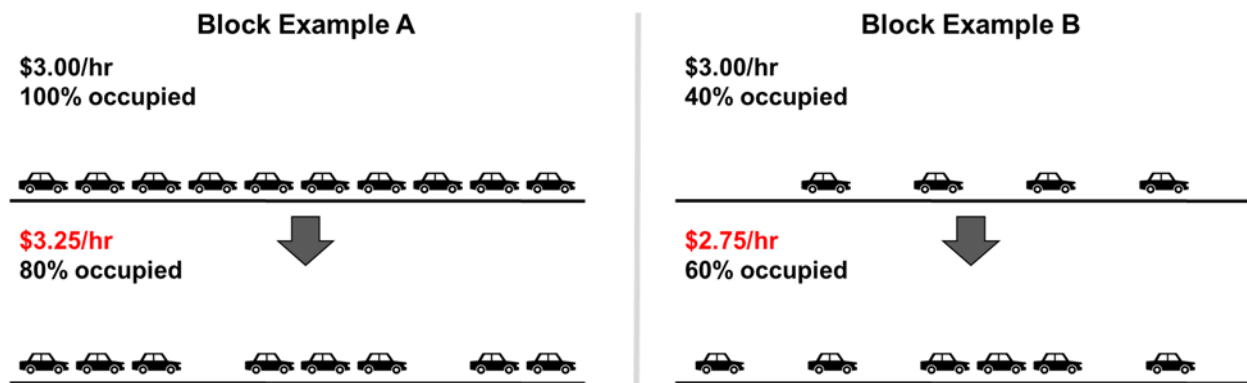


Figure 5. Demand-based parking management example

Special use parking (loading zones, accessible parking, car-share, etc.) will also be monitored for occupancy and compliance. Allocation of special use parking will be determined based on policy in this plan.

## **Occupancy Observations**

### *Occupancy Observations*

The purpose of occupancy observations is to identify peak consistent occupancy.

- Daytime observations will be based on the average occupancy reading of 3 observations undertaken between 9am-6pm.
- Evening observations will be based on the average occupancy reading of 2 observations undertaken between 6pm-9pm.
- Long-term construction will not be counted towards supply or occupancy.
- Vehicles parked illegally (e.g., in a no stopping zone) will not be counted. Only vehicles or motorcycles parked in a usable curb space section will be counted.
- Special-use curb space parking (e.g., loading zones, accessible parking spaces) will have occupancy observations undertaken separate from general use parking.

### *Ongoing Assessment*

Ongoing assessment will include parking data collection, and review of management area boundaries. Public and interest-holder engagement is an important input for ongoing management of this program, and will be integral to the comprehensive assessment.

## APPENDIX 1: CURRENT AND FUTURE CURB SPACE COMPOSITION

Existing and anticipated future usable curb space is shown in Figure 6 below. Usable curb space includes general use and permit parking (unrestricted parking, time limited parking, pay parking) and special use parking (loading zones, accessible parking, etc.). It does not include no parking and no stopping areas.

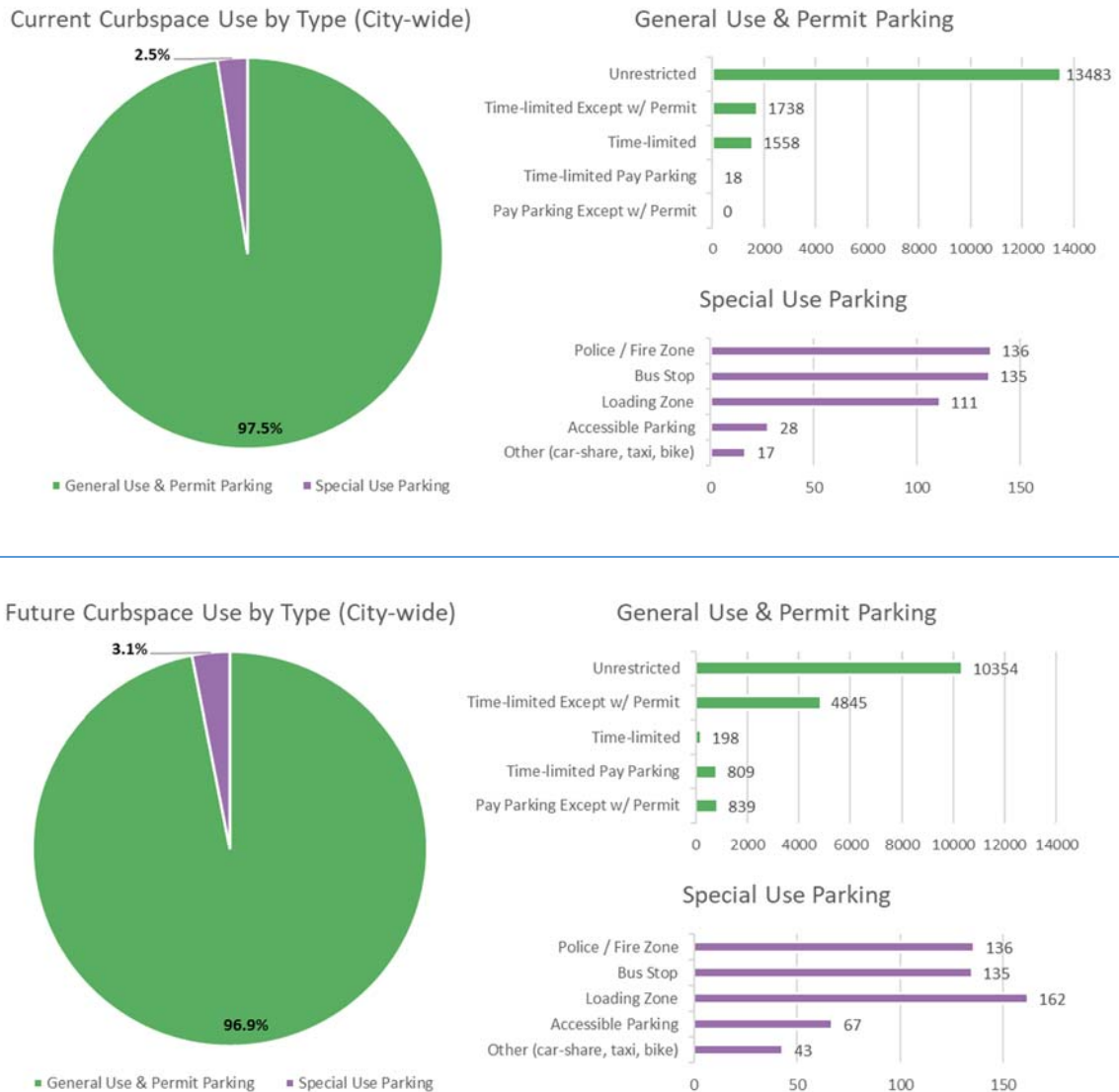


Figure 6: City-wide Current and Future Curb Space Allocation

## APPENDIX 2: CURB SPACE OCCUPANCY AND ANALYSIS

Curbspace occupancy is a core indicator in determining how well a street is operating. When streets are observed at full occupancy, increased management is required to reduce occupancy, so that there are available spaces to park for those who need it.

Two different approaches were applied to determine curbspace occupancy:

- Modeled Curbspace Demand Mapping shows where modeled curbspace occupancy will be the highest and lowest, based on population and employment density, and adjacent land use type.
- On-Street Parking Occupancy Observations is the actual observation of the number of vehicles occupying parking spaces on all streets of the City, at different times of day, on weekdays and weekends.

Combined, these two methods of observation and analysis provide the City with a current benchmark that contributes to the curbspace management areas.

### Modeled Curbspace Demand Mapping

Staff analyzed several indicators to determine modeled curbspace demand. Population and employment density provide clear proxies – where there is high population and employment density, it is anticipated there will be high demand for curbspace. Similarly, land use types (e.g., commercial, high-density residential) provide an indication of where curbspace is in high demand. Alternatively, areas with lower-density residential, further from commercial centres, are expected to have lower curbspace demand. These indicators were combined to create a modeled curbspace demand map shown in Figure 7 below.

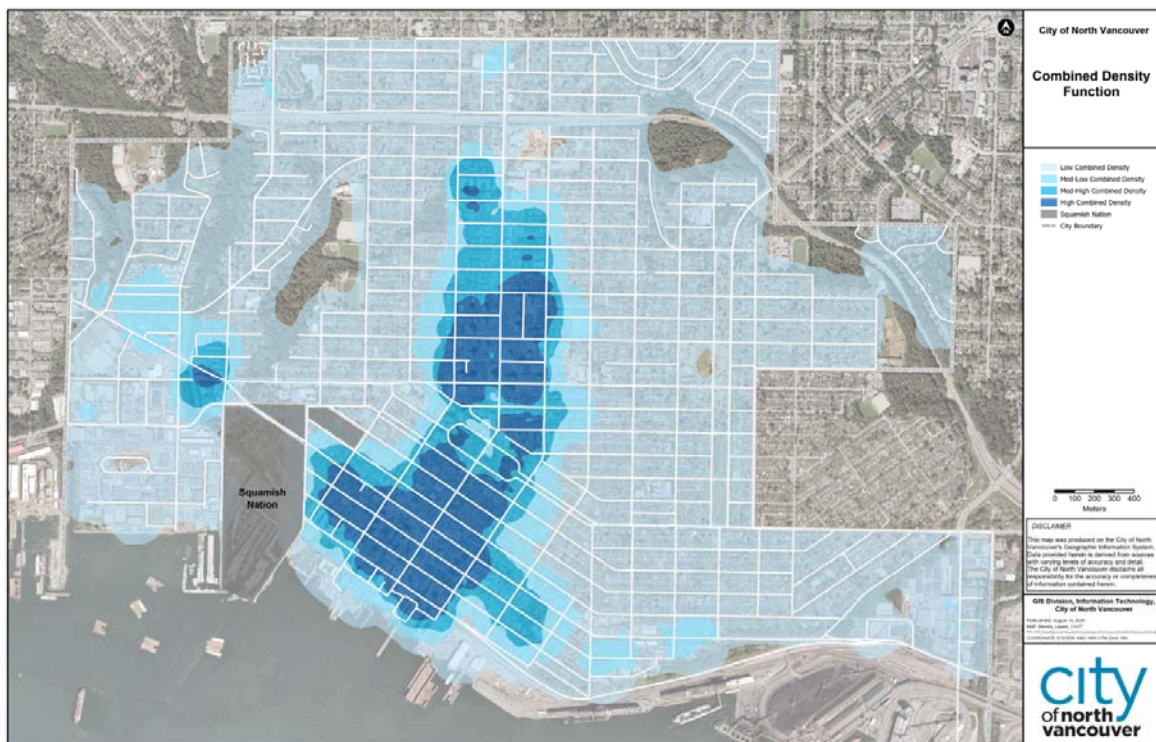


Figure 7. Modeled curbspace demand based on population and employment



**On-Street Parking Occupancy Observations**

On top of using population, employment, and land use as indicators of curb space demand, staff undertook city-wide curb space data collection in June and July 2024. The purpose of parking occupancy counts is to determine the peak occupancy, the time at which there is the greatest demand for parking. At least one midday count (11 am to 3 pm) was undertaken for all usable curb space in the City. In areas with known high parking occupancy (Central and Lower Lonsdale), up to four counts were undertaken: during the midday and afternoon, both on weekdays and weekends.

Occupancy counts were then consolidated at the block level. Only general use parking spaces were included in this assessment (unlimited parking, time-limited parking, and pay parking). All other uses were removed from occupancy and supply counts. Similarly, areas with construction or temporary no parking were removed from analysis. The results were benchmarked against existing years of occupancy data to verify for any outliers.

Block occupancy is broken into three categories: greater than 85%, between 60% and 85%, and less than 60%. Figure 8 shows how occupancy varies across the City.



Figure 8: Peak on-street parking occupancy, from summer 2024 observations.



# Curb Access & Parking Plan

## Phase Two Engagement Summary Report



# Acknowledgements

## Land acknowledgement

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and sə́lilwətał (Tsleil-Waututh) Nations. The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.

## Thank you

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

The City thanks Spur Communication, who supported the engagement process for this Plan, including facilitation of workshops, the consolidation and analysis of engagement findings, and initial development of this report.

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# Executive Summary

The Curb Access & Parking Plan (CAPP) is an initiative aimed at updating how residents and visitors interact and engage with curb space in the City of North Vancouver. In anticipation of the City's evolving needs and mandated growth, this planning process has been guided by important goals to:

- improve parking reliability
- support businesses through better curb space management, and
- make the curb more accessible for residents, businesses, and visitors alike when and where needed.



In June and July 2024, the City of North Vancouver conducted a second phase of comprehensive city-wide engagement on the emerging Curb Access & Parking Plan (CAPP). This report provides information on the Phase 2 engagement process, who participated and what they shared, as well as fully analyzed quantitative and qualitative results.

In brief, the primary objective of Phase 2 engagement was to understand and gauge community views on proposed parking management and curb access policy changes, ensuring the final plan would be responsive to the diverse needs of those looking to access curb space in the City. Throughout a six week period, our planning team, communications and engagement staff, suppliers, and advisors worked to engage residents, businesses, and interest holder organizations in a conversation about emerging policy changes including paid parking in high-demand areas, the Resident & Visitor Parking Policy, loading zones, accessible parking, car-share parking, and other unique or special-use parking.

With more than 1400 touchpoints via workshops, an online survey, pop up community events, emails, and letters, we have gained a demonstrable picture of public priorities, challenges, technical and project preferences, and valuable information to help shape a final plan for a decision by Mayor and Council.

Overall, the engagement process revealed a desire among participants for more reliable and accessible parking options. There was diverse feedback and sentiment across all five policy changes.

Key themes include:

- People generally don't like paying for parking, but it is recognized as an effective method of managing parking demand in busy areas.
- There is public understanding that modernizing the Resident & Visitor Parking Policy is necessary, with support for a fair approach that maintains resident priority.
- There is support for more short-term loading zones to accommodate pick-ups and drop-offs, as well as quick deliveries.
- There is demand for more accessible parking spaces for people with disabilities, particularly in busy areas.
- There is recognition that special-use parking can provide benefits, and that it should be carefully considered before adjustment and/or implementation.

## Phase 2 Engagement Approach

Well designed public processes bring people together to explore issues from many perspectives. They can lead to better outcomes by opening up channels of local knowledge, experience, and concerns to guide decision makers – essentially including those who stand to be affected – into solutions design. This approach is critical when dealing with projects that involve competing underlying values and trade-offs that cannot be resolved through technical solutions alone. Durable policies require adaptive cultural and community approaches alongside technical ones. This approach was the cornerstone of both phases of public and interest holder engagement on CAPP.

Phase one, completed in winter 2023, sought feedback from residents, businesses, and other interest holders on a range of issues related to curb access and parking such as availability, accessibility, and enforcement. This phase of engagement was designed to listen for the community's concerns and preferences, which, alongside technical analysis and policy research, helped shaped a series of emerging policy solutions. Read the [Phase 1 engagement summary](#) here.

### Phase 2: Validating the Proposed Changes with the Community

Phase 2 engagement took place from June 17 to July 18, 2024. It was designed to share and test these emerging policies, with a particular focus on outreach to specific equity deserving communities and organizations who would stand to be most impacted by policy changes. To ensure we achieved the appropriate reach and focus to these communities, the City of North Vancouver team collaborated with local businesses and organizations hosting 15 community workshops, and launched a corresponding survey on Let's Talk, the City's online engagement platform. The primary objective: to ensure that the proposed changes accurately addressed the diverse needs and challenges at the curb as identified by residents, businesses, and frequent visitors to the City.

This phase focused on providing detailed information about the proposed changes – including specific impacts on curb space access for different road users – and explained the rationale behind these changes.

This included:

- **Sharing the proposed parking policy changes:** Communicating the proposed changes informed by the previous engagement and technical analyses, to illustrate how curb space usage would be adjusted to meet community needs.
- **Providing details and rationale:** Clarifying the specifics of each proposed change, detailing which road users would have access to curb space in certain areas, along with the reasons and timing for these changes.
- **Gathering implementation feedback:** Collecting feedback from local residents, businesses, and frequent visitors on the practical aspects of implementing the proposed changes, focusing on effective strategies for a smooth rollout.



# How We Engaged

The team used a mixed method approach combining an online survey with in-person workshops and face to face pop-ups in high traffic areas to ensure we could go to where people were and connect with a broad cross-section of residents, businesses, and frequent visitors.

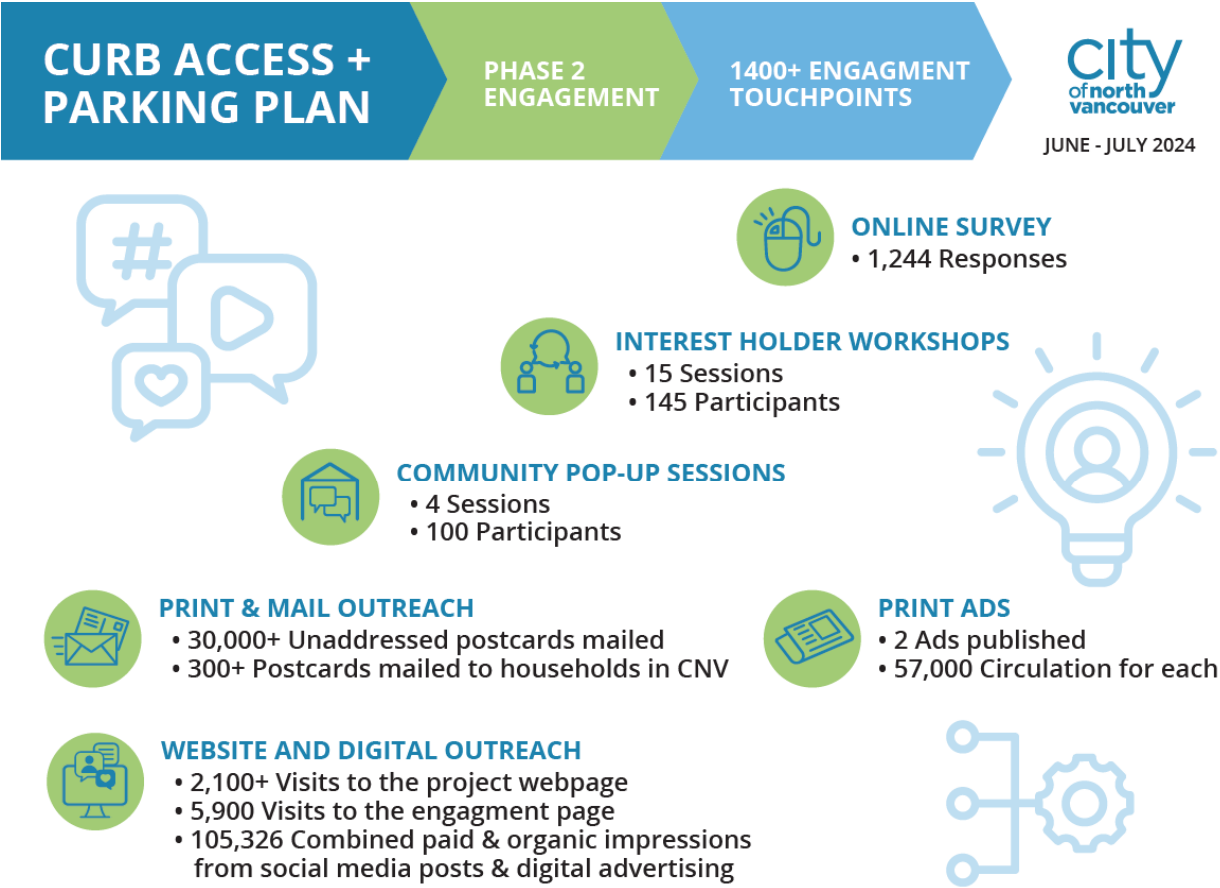
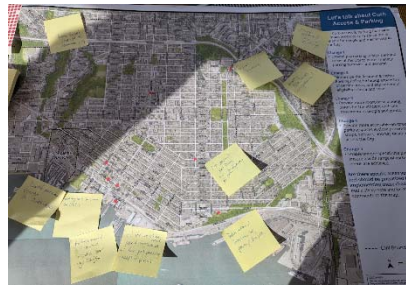


Figure 1: Phase 2 engagement reach at a glance

- Communication:** A comprehensive communications plan was developed to create a wide reach and awareness within the community about the proposed parking changes and the rationale. This included a community-wide mail out to 30,000 households, out-of-home advertising on bus shelters, paid and organic social media outreach, proactive media relations, as well as easy to understand educational materials available on the Let’s Talk platform and cnv.org .
- Let’s Talk online survey:** An online survey was completed by 1,244 participants, which provided valuable insights into the community's perspectives and preferences.



- **In-person workshops:** City staff hosted 15 in-person workshops to facilitate in-depth discussions with a broad cross section of residents, community organizations, business-owners, and equity deserving groups. The workshops saw a total of 145 attendees and provided an opportunity for participants to engage directly with City staff, ask questions, and share their views on the proposed adjustments to curb access and parking. The workshops were tailored to gather detailed feedback and foster meaningful dialogue.
- **Pop-up events in Central and Lower Lonsdale:** To reach a wider audience, City staff facilitated four pop-up events, including two at Civic Plaza, one at the Shipyards, and one at the parklet at 1st and Lonsdale. These events prompted over 100 discussions with residents, visitors, and business owners, allowing passersby to learn about the proposed changes, ask questions, and provide immediate feedback. It was an effective way to engage with people who might not have participated in the online survey or workshops.



# Who Participated

## Online Survey Respondents

The online survey gathered responses from 1,244 individuals with varying relationships to the City of North Vancouver.

Distinct differences emerged between the survey responses and the feedback gathered during the workshops. Survey respondents represented a broad cross-section of residents, along with people who work and visit the City. There were a wide range of comments regarding the potential benefits and implications of the proposed policy changes.

Respondents emphasized the need for fairness and accessibility, especially for vulnerable groups such as lower-income households and individuals with mobility challenges. The survey data underscored the importance of designing a parking system that does not disproportionately impact any particular demographic group.

In order to learn more about the interests and experiences of community members, survey participants were given the option to answer demographic questions. This data allows the City to discover more about issues of equity and impacts on different groups within the community.

- **Demographics of respondents:** The majority of respondents (80%) are residents of the City of North Vancouver, demonstrating a strong local interest in the plan. Additionally, 27% of respondents work in the city, 13% are visitors, 1% attend school, and 11% live in neighbouring communities. This mix of respondents highlights the regional impact of the City's policies and the importance of considering both resident and non-resident perspectives.
- **Neighbourhood representation:** Among the City's neighbourhoods, Central Lonsdale (31%) had the highest representation, followed by Lower Lonsdale (26%), reflecting their central location and higher population density. Other neighbourhoods, such as Moodyville (4%), Grand Boulevard (5%), and Marine-Hamilton (4%), also provided valuable input, ensuring the City heard from a range of community voices.
- **Housing and living situations:** The survey also collected data on the types of homes respondents live in, revealing a diverse housing stock and residents with varying experiences of parking. Most respondents live in condos or apartments (52%), followed by those in single detached houses (30%) and those in townhouses or similar multi-family housing (23%).
- **Transportation preferences:** Personal vehicles, primarily gas or diesel-fueled (82%), were the predominant mode of transport, highlighting the importance of road infrastructure and parking policies. Walking (40%) and public transit (20%) also emerged as significant modes of transport, emphasizing the need for a balanced approach to transportation planning.

- **Community diversity:** The demographic data revealed significant diversity within the community. Respondents included individuals from racialized communities (12%), Indigenous peoples (2%), and new Canadians (2%). The survey also identified several individuals with disabilities, both mental (9%) and physical (8%), and members of the 2SLGBTQI+ community (9%). The presence of single-income households (24%) and those with dependents (16%) further highlighted economic diversity, emphasizing the need for equitable and supportive policies.

## In-Person Workshop Participants

In addition to the survey, the City of North Vancouver facilitated 15 in-person workshops with various interest holder groups, including government representatives, business owners, seniors, newcomers, and residents (Summaries provided in Appendix 2). This included:

- **City Committees:** Integrated Transportation Committee; Advisory Planning Commission; Social Planning Advisory Committee; North Shore Advisory Committee on Disability Issues; and the Urban Development Institute Development Liaison Committee.
- **Workshops:** Lower Lonsdale Business Improvement Area Executive Board; Central Lonsdale Business Improvement Area Executive Board; Waterfront Stakeholders Group; Lions Gate Hospital; TransLink Last Mile Urban Freight Task Force; Peer Agencies and Partners; Businesses and Community Organizations; and Residents
- **Equity-deserving Workshops:** North Shore Seniors Action Table workshop; and a newcomers workshop in partnership with Impact North Shore.

These workshops provided helpful insights into different community groups' specific demographic concerns and priorities.

For instance, seniors expressed significant concerns about the availability of accessible spaces and the potential financial burden of new parking fees for residents living on fixed incomes. They highlighted the need for adequate drop-off zones and accessible public transit options to accommodate individuals with mobility impairments. The feedback from seniors underscored the importance of ensuring that any changes to the parking system do not negatively affect their ability to navigate the City and access essential services.

Similarly, newcomers to the City expressed reservations about potential increases in parking costs. This group emphasized the need for clear communication regarding how parking revenues would be reinvested into community services. They advocated for transparency and accountability in using funds, suggesting that visible improvements to public amenities could help garner support for the proposed changes. The concerns of newcomers reflected a broader sentiment across all groups about the necessity of transparent and effective communication from the City of North Vancouver. Participants consistently called for clear, accessible information about the rationale behind policy changes and the benefits these are expected to bring to the community.

Business owners also provided valuable feedback during the workshops. They were particularly concerned about the impact of extended pay parking hours on customer access and local commerce. While there was recognition of the need for efficient parking management, business representatives stressed the importance of maintaining convenient short-term parking options to support local businesses. They suggested that a balanced approach is crucial, one that facilitates urban mobility while also supporting the economic vitality of commercial areas.



# What We Heard

Following the engagement activities – including the online survey, in-person workshops, and pop-up events – the City analyzed the input, experiences, and insights shared by respondents to identify key themes, concerns, and opportunities relating to each of the proposed policy changes. The information that follows is a summary of what was heard, reflecting the priorities and perspectives of those who participated in the process.

## Change 1: Expand pay parking in high-demand areas to increase parking turnover and availability.

- **Challenges with existing parking availability:** There was widespread dissatisfaction with the current parking availability, especially in high-demand areas like Lower and Central Lonsdale. Respondents reported that it was often challenging to find parking, which adversely affected residents and local businesses. The scarcity of parking spaces was seen as a significant issue, leading to frustration and inconvenience. The expansion of pay parking was recognized as a potential solution to improve turnover and availability.
- **Need for increased enforcement:** Several respondents emphasized the need for better enforcement of parking regulations. They felt that without strict enforcement, the effectiveness of any new parking policies would be limited. Participants raised concerns about issues like illegal parking, misuse of loading zones, and the need for consistent application of rules to ensure fairness. Enhanced enforcement was seen as essential to the success of any pay parking initiatives.
- **Concerns about the impact on residents' costs:** Some respondents were concerned about the financial implications of expanded pay parking on residents. They emphasized that living costs in the City of North Vancouver were already high and that additional expenses, such as increased parking fees, could further strain household budgets. This concern underscored

*“As long as the data is analyzed each year and pricing adjusted as suggested (in an open way) then I think it's a good idea.”*

*“I feel like our city is already expensive and I worry for low-income families.”*

the need for the City to consider the economic impact on residents and to offer mitigating measures, such as discounts or exemptions for specific groups.



## Change 2: Update the Resident and Visitor Parking Policy by expanding the geographic coverage, and adjusting the eligibility criteria and costs.

- **Financial impact on residents:** There was unease regarding the financial implications of changes to the cost structure for parking permits. Many participants worried that increased fees would exacerbate the already high cost of living in the City of North Vancouver. The potential for higher parking costs was seen as an additional burden on households, particularly for those on fixed or lower incomes, making it harder for them to afford basic living expenses.

*"I hope that people with access to off-street parking (garages, underground parking) begin to use them"*

- **Need for increased enforcement:** Many comments highlighted the necessity for stronger enforcement of parking regulations. Participants expressed frustration regarding non-permitted vehicles overstaying in time-limited zones, which they felt undermined the effectiveness of current policies. There was a desire for the City to implement more rigorous enforcement measures to ensure compliance with any new rules, thereby enhancing the overall efficiency of the parking system.

*"I definitely support expanding access to residential permits. If paid parking was implemented without enabling residents a permit to park their cars, it would be entirely impractical."*

## Change 3: Expand short-term loading zones for the efficient and safe movement of people and goods.

- **Loading needs on the Lonsdale corridor:** Respondents consistently emphasized the importance of addressing loading needs in Lower Lonsdale and Central Lonsdale. These areas are noted for their high-density commercial and residential development, leading to frequent congestion. The feedback highlighted that existing loading zones must be more robust to meet the demand. Currently, delivery vehicles and ride-sharing services resort to double parking in travel lanes. This behaviour disrupts traffic flow and poses safety hazards for pedestrians and other road users. Respondents suggested prioritizing these locations to alleviate pressure and improve overall traffic safety.

*"I feel that enforcement will still be heavily needed to prevent the issues around double or illegal short-term parking."*

- **Loading zone support and concerns:** While many respondents supported this proposed change, recognizing the need for more organized and safe loading zones, there were also concerns. Some were skeptical about enforcing these new zones, questioning whether there would be adequate measures to ensure compliance. There were specific mentions of challenges with ride-sharing services, like Uber, where drivers might not adhere to designated loading zones, potentially leading to ongoing issues.

*"This is so desperately needed. There should be a loading zone for every multi family apartment"*

- **Suggestions for implementation:** Respondents offered practical suggestions for implementing the proposed changes. One recurring suggestion was the establishment of parcel lockers for consolidated deliveries, to reduce vehicle demand in busy areas.

#### Change 4: Provide more accessible on-street parking spaces in close proximity to shops, services, and key destinations across the City.

- **Signage, visibility, and awareness:** Respondents emphasized the importance of visible, well-marked accessible parking spaces that are easy to locate and are distinguished from general use parking. There were calls to improve communication on these spaces, through an online map or app.
- **Need for increased enforcement:** Respondents consistently noted the misuse of accessible parking by unauthorized vehicles, suggesting that stricter enforcement is essential to maintaining the availability of these spaces for those who need them.

*"I think enforcement of accessible spots is important. More often than not, those in the accessible spots do not have SPARC passes."*

- **Targeted expansion and equitable parking solutions:** Many respondents identified key areas like Lower Lonsdale and Central Lonsdale as needing additional accessible parking. There were also responses who expressed hesitation for reducing general use parking supply.

#### Change 5: Enable unique special-use parking to ensure a wide range of curb space needs are achieved.

- **Sustainable and equitable transportation solutions:** Respondents had mixed support for initiatives promoting sustainable transportation, such as the expansion of EV charging hubs and secure parking for bikes and micromobility devices. There was a clear preference for policies that facilitate car-sharing without dedicating additional spaces solely for car-share vehicles. Participants emphasized the need for a balanced approach that supports diverse transportation options while maintaining general parking availability, particularly in high-demand areas.

*"EV hubs should not be on street - if people want electric cars plug them in on your property and leave parking for people needing the space."*

- **Strategic management and allocation of curb space:** There were significant concerns about how curb space is allocated, particularly for micromobility devices, tour buses, and outdoor seating areas such as patios. Respondents highlighted the need for better management and organization of these spaces to prevent clutter, safety hazards, and parking shortages. While some participants appreciated the value of patios for enhancing public life, many opposed reducing street space for outdoor seating, arguing that it



exacerbates parking challenges in high-demand areas. This theme underscores the importance of thoughtful, well-managed use of curb space to meet various community needs while balancing the demand for parking, pedestrian areas, and other public uses.

- **Community-specific priorities and suggestions:** Feedback reflected diverse neighbourhood-specific requests and suggestions for improving parking and curb space management. Residents in high-density areas like Lower Lonsdale and Central Lonsdale are supportive of targeted pilot programs to address local parking challenges before broader implementation. Additionally, there was support for the safe and active school travel initiative, with requests for protected bike lanes and safe crossing zones. Respondents also provided constructive suggestions, such as covered bike parking and strategic placement of EV charging stations, emphasizing the need for detailed planning and community engagement to ensure effective implementation.

*“Car share, scooters, bikes, etc. already have an abundance of parking with few limitations”*

## Key Takeaways

The second phase of engagement produced several overall insights providing valuable guidance for future planning and policy development.

- 1. Diverse community support and concerns:** The engagement process revealed a broad spectrum of community support and concerns regarding the proposed changes to curb access and parking management. There was consensus on the need for efficient parking management and a balanced approach that accommodates various needs, including those of residents, businesses, and visitors.
- 2. Challenges with current parking availability, and neutral acceptability for pay parking:** Dissatisfaction with existing parking availability, especially in high-demand areas like Lower and Central Lonsdale, highlights the need for management of parking resources. Expanding pay parking and improving enforcement were recognized as solutions to increase turnover and improve parking availability. Consistent feedback was received to set the lowest possible rate to create parking availability, while prioritizing affordability.
- 3. Importance of fairness and affordability for parking permits:** Participants emphasized the need for fair parking policies. Concerns about the financial implications of increased parking fees and the importance of eligibility criteria for parking permits underscore the necessity of considering the needs of vulnerable groups, such as low-income residents, seniors, and individuals with disabilities. Transparent communication about policy goals and benefits was also seen as important.
- 4. Need for improved enforcement:** The feedback consistently emphasized the importance of better enforcement of parking regulations. Enhanced enforcement measures were seen as crucial for preventing abuses like illegal parking and misuse of loading zones, thereby improving overall parking efficiency and fairness.
- 5. Addressing specific area needs for loading zones and accessible parking:** Lower Lonsdale and Central Lonsdale were among key areas identified as needing more accessible parking spaces due to high demand. Participants suggested prioritizing these areas for implementation of accessible parking solutions, along with clear signage and visibility, to ensure these spaces are easily identifiable and not misused.
- 6. Mixed feedback for special-use parking:** A balanced approach needs to be considered for special-use parking. There is openness to expanding EV charging hubs, supportive car-share policy, tour bus parking, and secure parking for bikes, cargo bikes, and micro mobility devices. However, there is hesitation of these being accommodated if it reduces the amount of general use parking in high-demand areas.

# Next Steps

Following the conclusion of the Phase 2 Public and interest-holder engagement, the City has gained crucial insights from residents, businesses, and visitors regarding the proposed policy changes on curb access and parking management. City of North Vancouver staff will integrate these insights alongside technical analysis to finalize the strategy and develop an implementation plan. This plan will be presented to City Council for endorsement.

If endorsed, the City will commence the phased implementation and monitoring of the policy changes starting in the spring of 2025. This period will allow for careful observation and iterative adjustment of the changes, ensuring they effectively meet the evolving needs of the community.

### Stay informed

Read more about this project at [cnv.org/curb](http://cnv.org/curb). Contact the project team at [cityparking@cnv.org](mailto:cityparking@cnv.org).



# Appendix 1: Full Survey Results

## Proposed policy change questions

**Proposed Change #1: Expand pay parking in high-demand areas to increase parking turnover and availability.**

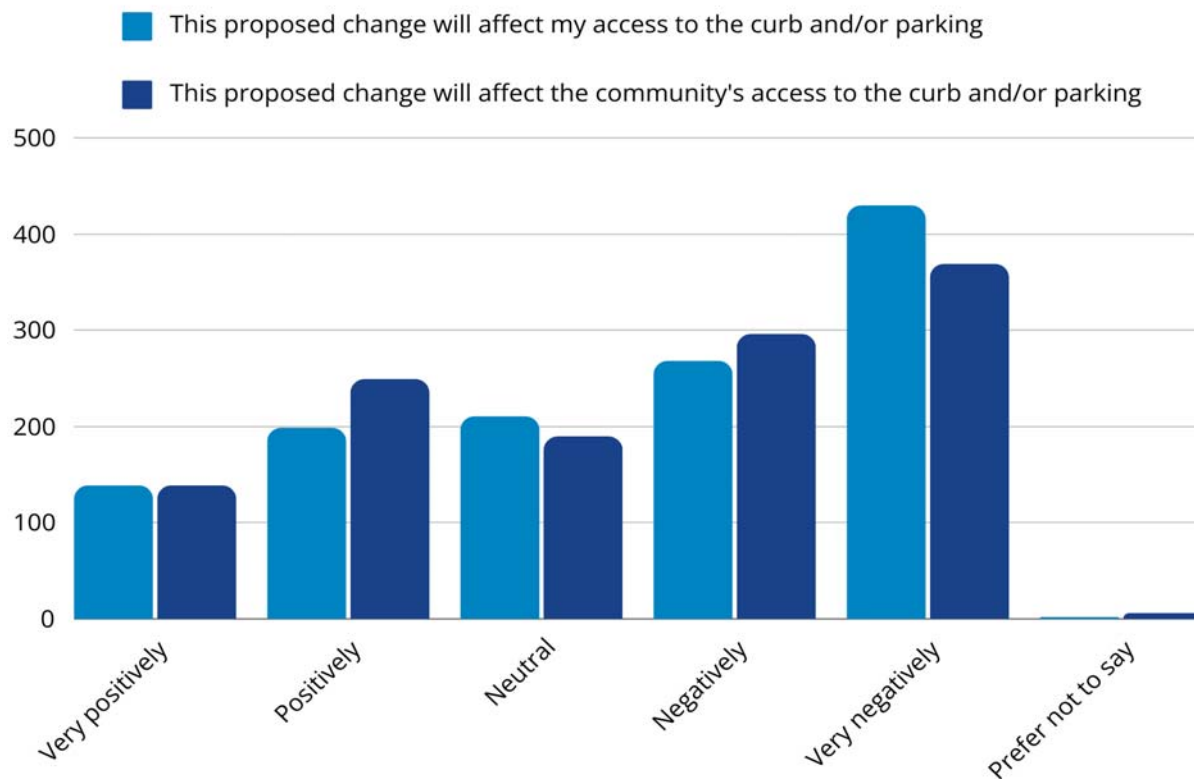
**Why? Right now, parking in our busy areas is frequently full, resulting in significant circling for parking, impacting businesses, people's time, and the environment.**

**What will this look like?**

- We will regulate high-demand areas through pay-parking, ensuring that there's always 1-2 spaces available per block at any given time.

### Q1. How would you rate this proposed change?

The proposed expansion of pay parking in high-demand areas is generally viewed negatively by respondents. A majority of respondents believe the change will negatively impact both their personal access to parking and the community's access, with negative and very negative responses outweighing positive ones. Neutral opinions are also prevalent.



## Q2. Are there specific areas in the community you feel should be prioritized to implement this change and/or do you have anything else to share?

Most of the responses focused on practical suggestions and observations about the proposed change without expressing strong positive or negative biases.

Some respondents had concerns about the potential negative impacts of this proposed change, particularly in terms of equity, affordability, and possible adverse effects on local businesses. Positive feedback highlighted the benefits of improved parking availability, reduced congestion, and environmental advantages.

Among respondents who identified as working in the City, 28% expressed concern about parking costs, while 21% noted that finding parking in high-demand areas is becoming more challenging.

The responses have been summarized into the following high-level themes:

- **Paid parking (313 mentions):** Respondents largely acknowledged the potential effectiveness of this measure in managing parking availability and reducing the time spent searching for parking spaces.
- **High-demand areas (269 mentions):** Many responses highlighted specific high-demand areas that would benefit from the proposed change. Suggestions included busy commercial districts, popular recreational areas, and streets near public transit hubs.
- **Parking availability (121 mentions):** Concerns about the general availability of parking were raised, with respondents noting that parking spaces are often difficult to find in busy areas. The proposed change to expand paid parking was seen as a potential solution to this issue.
- **Equity and affordability (72 mentions):** Feedback emphasized the importance of ensuring that parking remains affordable and accessible to all residents, particularly those with lower incomes. Respondents expressed concern that expanding paid parking could disproportionately impact vulnerable groups.
- **Parking enforcement (52 mentions):** Suggestions included increased monitoring and stricter penalties for parking violations to ensure compliance if pay parking were expanded.
- **Local businesses (50 mentions):** Respondents expressed mixed views; some believed it would benefit businesses by increasing parking turnover, while others worried it may deter customers due to additional costs.
- **Parking facilities (44 mentions):** Comments focused on the condition and adequacy of existing parking facilities. Respondents suggested that improvements to facilities could complement the expansion of paid parking.

- **Parking regulations (44 mentions):** Respondents discussed the need for clear and consistent parking regulations. This included standardized signage and communication to ensure the public is well-informed about the new parking rules.
- **Alternative transportation (30 mentions):** Comments also included promoting alternative transportation options, like enhancing public transit services and improving bike parking to reduce reliance on personal vehicles.
- **Barrier-free access (27 mentions):** Ensuring barrier-free access for people with disabilities was highlighted as important. Respondents emphasized the need for accessible parking spaces and facilities.
- **Pricing structures (21 mentions):** Respondents recommended variable pricing based on demand, time of day, and location to optimize parking space usage.

**Proposed Change #2: Update the Resident and Visitor Parking Policy by expanding the geographic coverage, and adjusting the eligibility criteria and costs.**

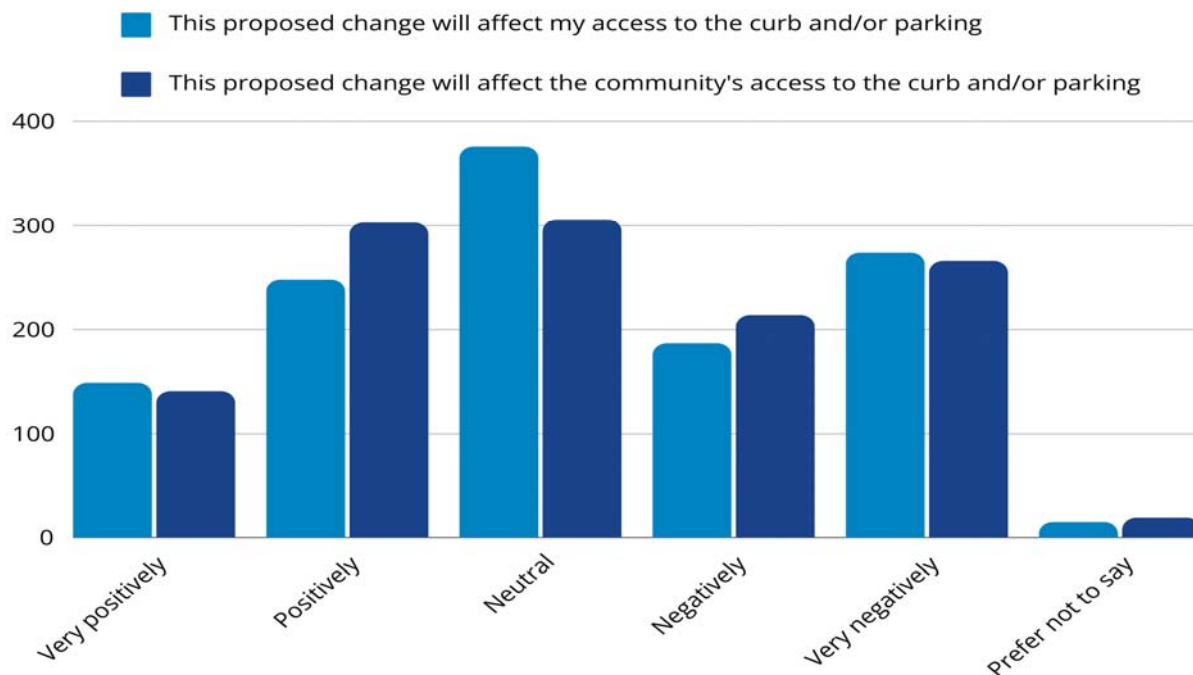
**Why?** This proposed change seeks to increase fairness of our resident parking, and maintain priority for residents looking to park on a street near their home.

**What will this look like? We would:**

- Open up permits to households in multi-unit buildings,
- Discourage purchasing multiple permits per household through the fee structure,
- Transition to all-day permit parking (instead of just daytime),
- Replace 'resident permit only' areas with short-term resident-exempt permit areas, and
- Implement a neighbourhood zone parking permit system rather than limiting people to zones directly in front of their homes.

**Q3. How would you rate this proposed change?**

The community is divided on the proposed change to modernize the Resident & Visitor Parking Policy, with a roughly equal distribution of positive, neutral, and negative responses. A slightly higher number of respondents feel the change will positively affect their personal access to parking compared to those who feel it will negatively impact them, while opinions on the community impact are more balanced, with positive and negative views almost evenly split.





#### Q4. Are there specific areas in the community you feel should be prioritized to implement this change and/or do you have anything else to share?

There was a mix of neutral, positive, and negative feedback. Most responses were neutral, focusing on practical suggestions and observations about the proposed changes. Some respondents expressed concerns about potential negative impacts, particularly related to equity, affordability, and the possible adverse effects on tourists and local businesses. Positive feedback included the benefits of improved parking availability and a more equitable system for all residents.

Among respondents who identified as living in Central or Lower Lonsdale, 22% expressed concerns about parking permit costs, availability, and fairness for residents, along with 13% naming the availability of parking as a primary need to be addressed in these changes.

The responses have been summarized into the following high-level themes:

- **Resident parking permits (215 mentions):** Respondents expressed a strong desire for an efficient and fair resident parking permit system. There were concerns about the availability and distribution of these permits, especially in high-demand areas.
- **Parking availability (154 mentions):** Feedback highlighted concerns about the overall availability of parking spaces, particularly in residential areas. Respondents noted that the proposed changes should ensure sufficient parking for residents and visitors alike.
- **Resident & visitor parking policy (123 mentions):** Discussions about the overall resident and visitor parking policy revealed a desire for clarity and fairness. Respondents requested a policy that is easy to understand and equitably enforced, ensuring that all residents have fair access to parking.
- **Parking facilities (65 mentions):** Suggestions included the improvement and expansion of parking facilities and more communication about where these spaces are.
- **Equity and affordability (63 mentions):** Equity and affordability were significant concerns. Many respondents stressed the importance of creating a policy that considers the financial impact on residents, particularly those from lower-income households.
- **High-demand areas (53 mentions):** Respondents identified many high-demand areas where parking is particularly challenging, including Lower and Central Lonsdale. Respondents suggested prioritizing these areas for the implementation of the new parking policy to alleviate current issues.
- **Permit systems (50 mentions):** Respondents provided input on how the permit system could be designed to be fair and efficient, ensuring that residents can park near their homes without undue hardship.
- **Multi-unit dwellings (41 mentions):** The inclusion of households in multi-unit buildings in the permit system was a key topic. Respondents highlighted the unique challenges faced by

residents in these buildings and a desire for tailored solutions to address their parking needs.

- **Parking enforcement (29 mentions):** Effective enforcement of parking regulations was seen as critical. Respondents believe that strict enforcement and clear communication about the rules are necessary to ensure the success of the new policy.
- **Tourism and visitors (27 mentions):** There was concern about the impact of the new policy on tourists and visitors. Respondents suggested that provisions should be made to accommodate non-residents who need parking, particularly in areas popular with tourists.
- **Construction impacts (23 mentions)** Feedback included concerns about the impacts of construction on parking availability. Respondents stressed the need for temporary solutions to mitigate parking issues during construction periods.
- **Proximity to destinations (21 mentions):** The convenience of parking in relation to key destinations was a recurring theme. Respondents highlighted the need for parking policies that consider the proximity to homes, businesses, and public amenities.
- **Parking regulations (20 mentions):** Clear and consistent parking regulations were important to participants. They suggested that well-defined rules and effective communication will help ensure compliance and reduce confusion.

**Proposed Change #3: Expand short-term loading zones for the efficient and safe movement of people and goods.**

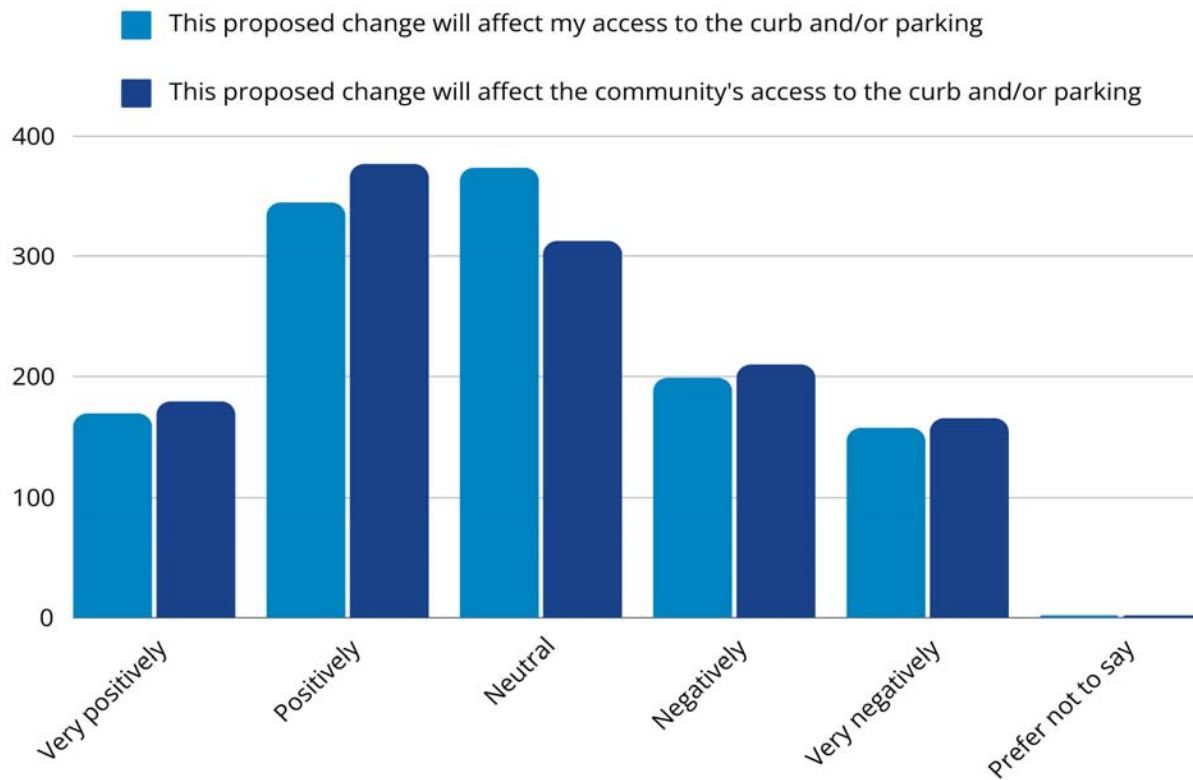
**Why? Demand exceeds supply of loading zones, resulting in double parking, where vehicles park in general travel lanes, creating unsafe conditions.**

**What will this look like? We would:**

- Provide more short-term loading zones on-street for quick loading and unloading of passengers and goods,
- Support the creation of a Regional Commercial Vehicle Loading Permit program, and
- Direct longer-term loading and unloading of goods to be undertaken off-street.

**Q5. How would you rate this proposed change?**

The proposed expansion of short-term loading zones is generally well-received, with more respondents viewing the change positively for both their personal access and the community's access to parking. Positive responses outweigh negative ones, although a large portion of respondents remain neutral.



## Q6. Are there specific areas in the community you feel should be prioritized to implement this change and/or do you have anything else to share?

The comments reveal a mix of neutral, positive, and negative feedback. Most responses are neutral, focusing on practical suggestions and observations about the proposed changes. Some respondents expressed concerns about potential negative impacts, particularly related to enforcement, safety, and equitable access. Positive feedback highlighted the benefits of improved loading zone availability, reduced congestion, and enhanced safety. The responses have been summarized into the following themes:

- **Short-term loading zones (182 mentions):** Respondents emphasized that increasing the availability of these zones will reduce double parking and improve safety.
- **Parking availability (134 mentions):** There was a strong focus on the overall availability of parking spaces. Respondents expressed the need for a balanced approach that considers both short-term loading and general parking needs.
- **Commercial loading zones (120 mentions):** Many responses highlighted the importance of designated commercial loading zones. These zones are crucial for businesses to efficiently receive goods and services without causing disruptions.
- **Parking enforcement (103 mentions):** Effective enforcement of parking regulations was seen as essential. Respondents suggested stricter monitoring and penalties to ensure compliance and prevent misuse of loading zones.
- **High-demand areas (100 mentions):** Feedback frequently mentioned specific high-demand areas where loading zones are needed, including near schools and commercial areas. Respondents suggested prioritizing these areas to address the most pressing issues first.
- **Ride-hailing and delivery services (60 mentions):** Respondents highlighted the need for improved loading and unloading zones that don't disrupt traffic flow.
- **Lighting and safety (48 mentions):** Ensuring that loading zones are well-lit and safe was a concern. Respondents flagged the importance of safety measures to protect both drivers and pedestrians.
- **Proximity to destinations (38 mentions):** The convenience of loading zones in relation to key destinations was a recurring theme. Respondents suggested strategically placing loading zones near commercial centres and busy streets.
- **Equitable access (32 mentions):** Equity in access to loading zones was an important consideration. Respondents suggested that the new policy should ensure fair access for all users, including small businesses and delivery drivers.

- **Parking turnover (22 mentions):** Encouraging high turnover in loading zones is seen as beneficial. Respondents believe that time limits and proper enforcement can help maintain availability for all users.
- **Parking regulations (20 mentions):** Clear and consistent parking regulations are important to respondents. Well-defined rules and effective communication were seen as necessary to ensure compliance and reduce confusion.
- **Permit systems (16 mentions):** Respondents discussed how a Regional Commercial Vehicle Loading Permit program could help manage demand and streamline access to loading zones.
- **Parking facilities (14 mentions):** Suggestions included improving existing parking facilities to better support loading needs, and ensuring adequate space for loading activities to occur off-street where possible.

**Proposed Change #4: Provide more accessible on-street parking spaces in close proximity to shops, services, and key destinations across the City.**

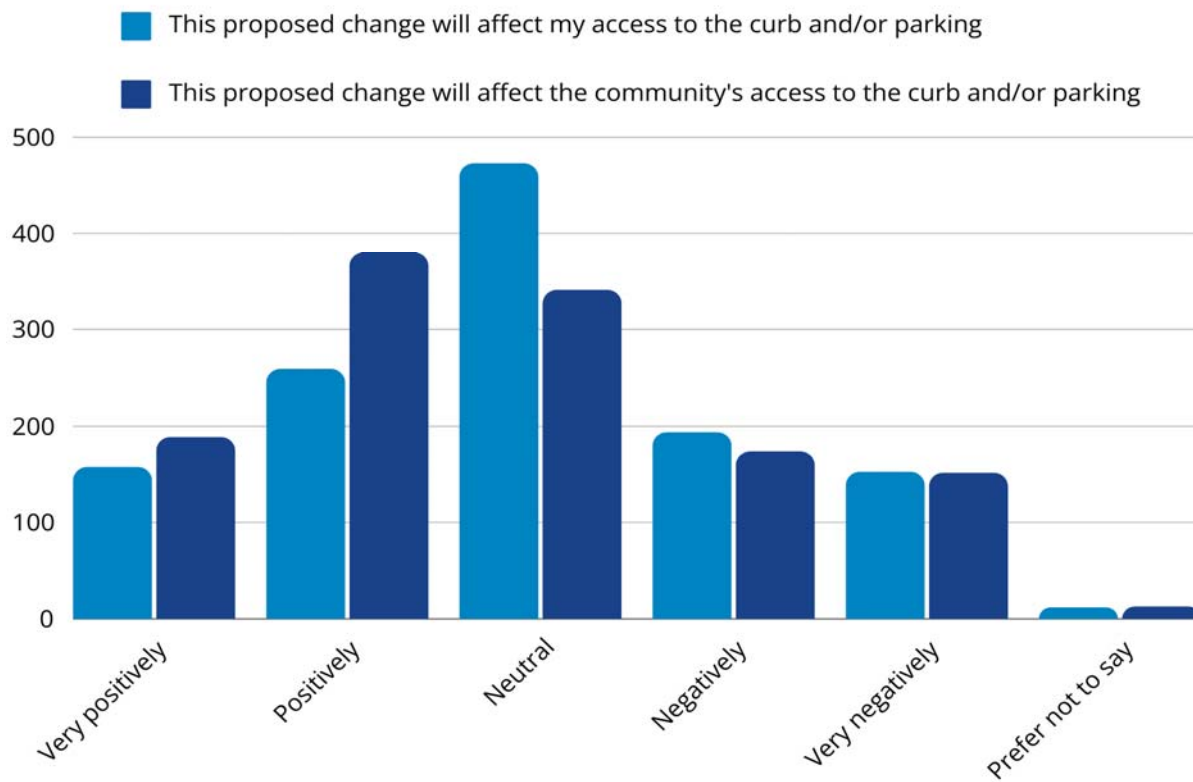
**Why? Accessible on-street parking for people with disabilities is sporadic and occupied most of the time.**

**What will this look like? We would:**

- Expand the supply of priority accessible parking spaces near commercial areas,
- Seek opportunities to increase the supply of barrier-free accessible parking spaces through development processes,
- Implement accessible pay parking where accessible parking spaces exist and are in high demand, and
- Develop an online parking map with all accessible public parking spaces in the City.

**Q7. How would you rate this proposed change?**

The proposed increase in accessible on-street parking spaces is generally viewed positively, especially in terms of community impact. While the majority of respondents remain neutral, positive responses outnumber negative ones for both personal and community access.



## Q8. Are there specific areas in the community you feel should be prioritized to implement this change and/or do you have anything else to share?

Most responses were neutral, focusing on practical suggestions and observations about the proposed changes. Some respondents expressed concerns about potential negative impacts, particularly related to enforcement, affordability, and the equitable distribution of accessible parking spaces. Positive feedback included the benefits of improved accessibility, enhanced convenience, and support for local businesses. The responses have been summarized into the following high-level themes.

- **Accessible on-street parking (185 mentions):** Comments emphasized the need for more accessible on-street parking spaces. Respondents frequently mentioned that current accessible parking spots are insufficient and often occupied. There is a request for expanding the supply of accessible parking, especially near commercial areas and key destinations.
- **Parking enforcement (83 mentions):** This theme reflects concerns about the enforcement of parking regulations. Respondents mentioned issues with non-compliance, such as unauthorized vehicles occupying accessible parking spots. Improved enforcement measures are suggested to ensure that rules are followed for parking in accessible spaces.
- **Paid parking (71 mentions):** Comments about paid parking for accessible spaces included both support and opposition. Some respondents believed that implementing paid parking for accessible spaces could help manage demand, while others argued that it could create barriers for people with disabilities. There were suggestions for a balanced approach that considers affordability.
- **Barrier-free access (68 mentions):** Respondents emphasized the importance of barrier-free access to parking spaces. This includes ensuring that parking spots are not obstructed by physical barriers and are easily accessible for people with disabilities. Suggestions include better design and placement of accessible parking spots.
- **Equitable access (39 mentions):** Respondents requested a fair distribution of parking spaces, ensuring that people with disabilities have equal opportunities to park near their destinations.
- **Equity and affordability (31 mentions):** There was concern that paid parking could disproportionately impact those with limited financial resources. Respondents suggested that parking policies should consider equity and affordability to avoid creating additional burdens.
- **Parking facilities (29 mentions):** Feedback included suggestions for improving parking facilities, such as better signage, lighting, and maintenance. Respondents mentioned that



well-maintained and properly equipped parking facilities enhance the overall accessibility and usability of parking spaces.

- **Permit systems (26 mentions):** Respondents discussed the need for an effective permit system to manage accessible parking spaces. Suggestions include stricter eligibility criteria for permits and better enforcement to prevent misuse. There was also a call for a streamlined process for obtaining and renewing parking permits.

**Proposed Change #5: Enable unique special-use parking to ensure a wide range of curb space needs are achieved.**

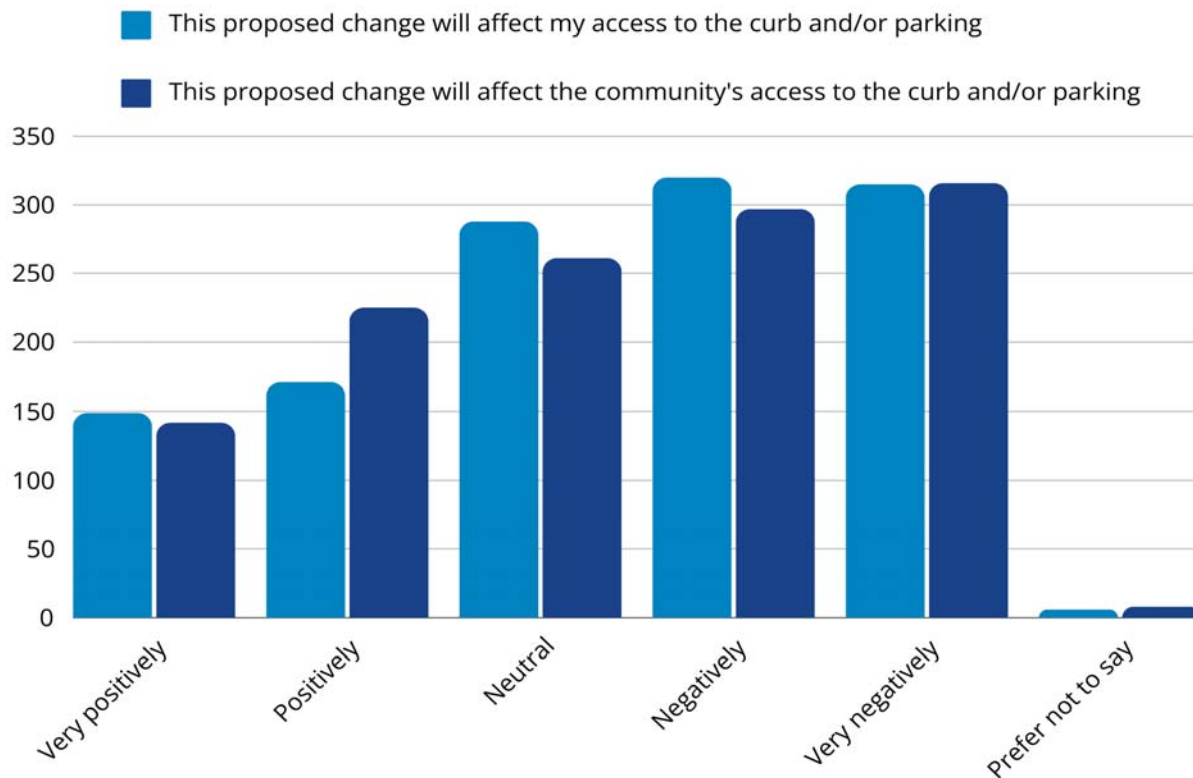
**Why? This proposed change is focused on ensuring our curb access and parking policies reflect all the current and emerging changes in uses and demands.**

**What will this look like? We would:**

- Dedicate spaces for car-share vehicles to pick-up and drop off customers,
- Provide more shuttle/tour bus parking,
- Maintain curb space for bike and micromobility device (e.g. e-scooters) parking where there isn't enough space on our sidewalks,
- Expand EV Charging hubs, and
- Continue to implement curb access and parking actions to support the City's Safe and Active School Travel Program.

### Q9. How would you rate this proposed change?

The proposed change to enable unique special-use parking garnered mixed responses, with a significant number of respondents viewing it negatively, particularly in terms of personal access to the curb and parking. Neutral responses were also common. Overall, the community is divided, with negative perceptions outweighing positive ones, reflecting concerns about the impact on both personal and community access to parking.



## Q10. Are there specific areas in the community you feel should be prioritized to implement this change and/or do you have anything else to share?

Most responses were neutral, focusing on practical suggestions and observations about the proposed changes. Some respondents expressed concerns about potential negative impacts, particularly related to parking availability, enforcement, and equitable access. There were notable apprehensions about how the changes might affect tourism and visitors, as well as the need for comprehensive parking facilities and regulations. Positive feedback highlighted the benefits of promoting alternative transportation, expanding EV charging hubs, and supporting local businesses.

- **Special-use parking (189 mentions):** Comments emphasized the need for designated parking spaces for specific uses, such as car-share vehicles, shuttle buses, and micromobility devices (e.g., e-scooters). Respondents supported the idea of allocating curbside space for these purposes to accommodate various transportation modes and emerging demands.
- **EV parking and/or charging (154 mentions):** Respondents highlighted the importance of expanding electric vehicle (EV) charging infrastructure. There is a call for more EV charging hubs to support the growing number of electric vehicles and promote sustainable transportation options.
- **Parking availability (126 mentions):** Feedback indicated concerns about the overall availability of parking spaces. Respondents mentioned the need for sufficient parking to meet the diverse demands of residents, visitors, and businesses.
- **Alternative transportation (110 mentions):** This theme reflects support for promoting alternative transportation modes, such as biking and micromobility devices. Respondents suggest maintaining curbside space for these modes where sidewalk space is limited, encouraging sustainable and active transportation options.
- **Tourism and visitors (49 mentions):** Comments emphasized the need for parking solutions that cater to tourists and visitors. Suggestions included providing more shuttle/tour bus parking and ensuring that curbside access supports the tourism industry.
- **Equitable access (43 mentions):** Respondents requested a fair distribution of parking spaces that considers the needs of different users, including people with disabilities and low-income individuals.
- **High-demand areas (41 mentions):** Respondents identified specific high-demand areas where parking is particularly scarce along Lonsdale Avenue. Suggestions include prioritizing parking solutions in these areas to accommodate the high parking demand and improve accessibility.

- **Green infrastructure (35 mentions):** Comments highlighted the importance of integrating green infrastructure into parking solutions. Suggestions included incorporating environmentally friendly designs and practices to enhance sustainability.
- **Parking regulations and enforcement (22 mentions):** Feedback included concerns about the enforcement and effectiveness of parking regulations. Respondents suggested improving regulation and enforcement to ensure compliance and fair use of parking spaces.

### Q11. Is there anything else that you'd like to share about accessing curb space and parking in the City that has not been asked about already?

Most responses focused on practical suggestions and observations about accessing curb space and parking in the City. Concerns were raised about parking availability, affordability, and equitable distribution, with particular emphasis on the impact of construction, the need for better enforcement of parking regulations, and the integration of green infrastructure. Positive feedback highlighted the benefits of promoting alternative transportation, expanding EV charging hubs, and supporting local businesses. The feedback reflects a mix of practical concerns and constructive suggestions aimed at improving parking and curb space accessibility in the City.

- **Parking availability (244 mentions):** Respondents expressed concerns about the general lack of available parking spaces. They highlighted difficulties in finding parking near key destinations and residential areas.
- **Equity and affordability (103 mentions):** Feedback focused on the need for parking solutions that are equitable and affordable for all community members. Respondents expressed concerns about the cost of parking and the need for policies that consider the financial constraints of residents.
- **Paid parking (99 mentions):** Comments about paid parking include both support and opposition. Some respondents support paid parking as a way to manage demand and generate revenue, while others are concerned about the financial burden it places on users.
- **Green infrastructure (90 mentions):** Respondents highlighted the importance of integrating green infrastructure into parking solutions. Suggestions include environmentally friendly designs and practices to enhance sustainability.
- **High-demand areas (76 mentions):** Feedback indicates that certain areas in the City experience high demand for parking. Respondents identified specific locations where additional parking capacity is needed to accommodate the demand.
- **Alternative transportation (72 mentions):** This theme reflects support for promoting alternative transportation modes, such as biking, transit, and micromobility devices. Respondents suggested maintaining curb space for these modes to encourage sustainable transportation options.

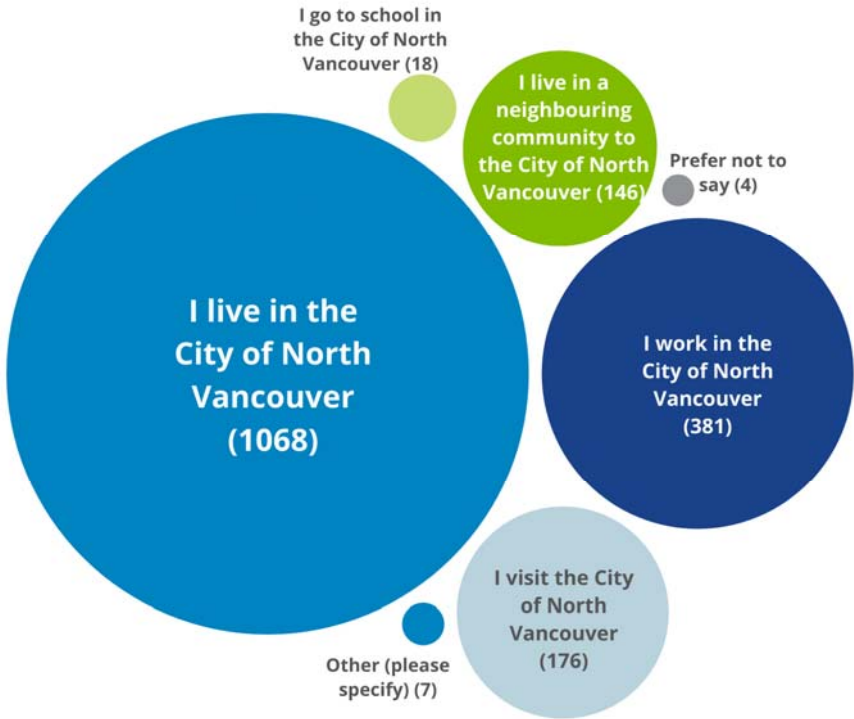
- **Construction impacts (56 mentions):** Comments emphasized the impact of construction projects on parking availability. Respondents noted that construction often reduces the number of available parking spaces and creates additional challenges.
- **Parking enforcement (53 mentions):** Participants shared concerns about the enforcement of parking regulations and mentioned issues with non-compliance and suggested stricter enforcement measures.
- **Parking regulations (45 mentions):** Feedback included concerns about the effectiveness and fairness of current parking regulations. Respondents requested clearer and more consistent regulations to manage parking demand.
- **Equitable access (31 mentions):** Comments highlighted the need for equitable access to parking for all community members. Participants flagged a need for fair distribution of parking spaces that considers the needs of different users, including people with disabilities and low-income individuals.
- **Resident & Visitor Parking Policy (24 mentions):** This theme includes suggestions for policies that balance the needs of residents and visitors. Respondents called for clear and fair policies to manage parking demand effectively.
- **Local businesses (23 mentions):** Feedback emphasizes the need for parking solutions that support local businesses and considers the needs of business owners and their customers.
- **Special-use parking (21 mentions):** Comments emphasized the need for designated parking spaces for specific uses, such as car-share vehicles, shuttle buses, and micromobility devices. Respondents supported allocating curb space for these purposes to accommodate various transportation modes.
- **Maintenance and upkeep (20 mentions):** Respondents highlighted the importance of maintaining parking facilities. Suggestions included regular maintenance, cleanliness, and addressing any physical damages to enhance the overall parking experience.
- **Resident parking permits (18 mentions):** Feedback included suggestions for improving the resident parking permit system with more efficient processes and stricter eligibility criteria to prevent misuse.
- **Accessible on-street parking (15 mentions):** Similar to previous themes, this theme emphasized the need for accessible on-street parking spaces for people with disabilities. Respondents supported expanding the supply of accessible parking to improve access.
- **Lighting and safety (14 mentions):** Comments emphasized the importance of adequate lighting and safety measures in parking areas and suggested improving lighting and implementing safety features to enhance security.

- **Commercial loading zones (13 mentions):** Respondents highlighted the need for designated commercial loading zones. Suggestions included allocating specific areas for loading and unloading to improve efficiency and reduce congestion.
- **Traffic congestion (13 mentions):** Feedback included concerns about traffic congestion related to parking. Respondents suggested that effective parking management can help reduce congestion and improve traffic flow.
- **Parking facilities (13 mentions):** Comments suggested improving parking facilities, such as providing better signage, lighting, and maintenance to enhance the overall parking experience.
- **Public awareness and education (12 mentions):** This theme reflects the need for public awareness and education about parking policies and regulations. Respondents suggested that increased awareness can help improve compliance and understanding.

# Demographic and location information

**Q12. What is your relationship to the City of North Vancouver?** Participants were allowed to select more than one option.

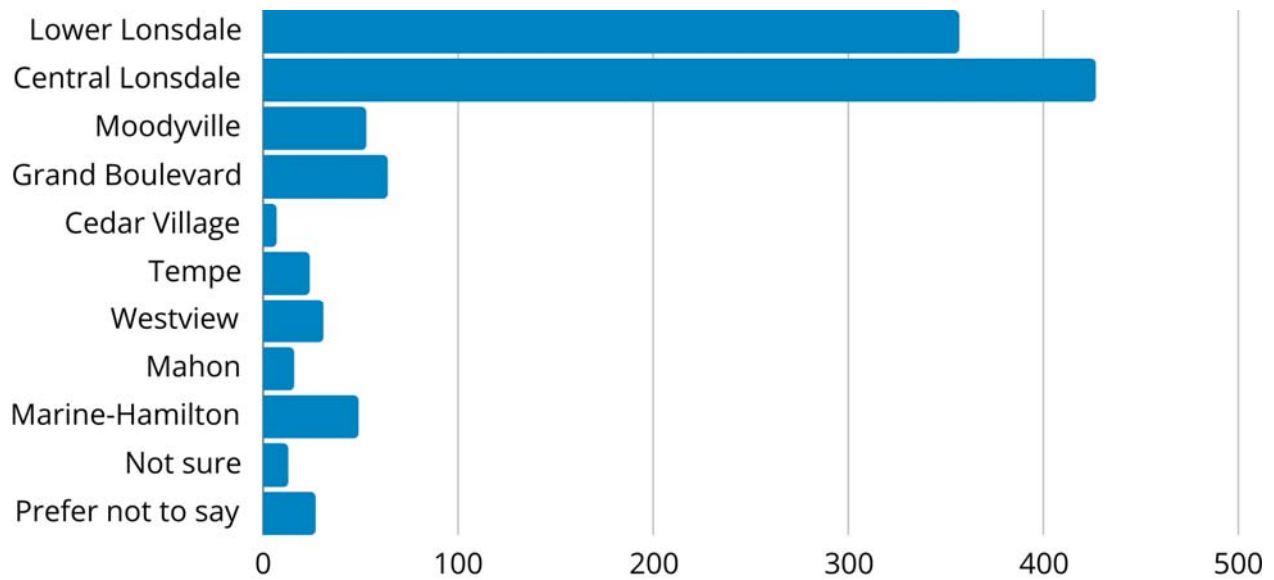
The majority of respondents, 80%, live in the City of North Vancouver, while 27% work in the City. Additionally, 13% visit the City, and 11% live in neighbouring communities. A small percentage, 1%, attend school in the City, with 0.3% preferring not to say and 0.5% identifying another relationship. This indicates strong local engagement, particularly from residents and workers.



**Q13. If you live in the City, which neighbourhood do you live in?**

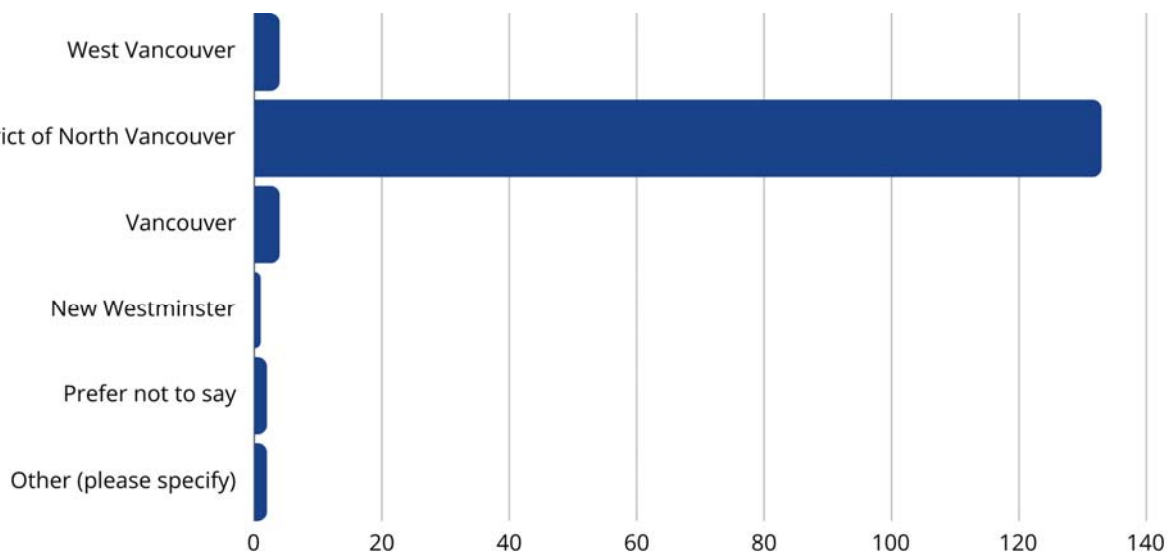
The largest group of respondents, 42%, live in Central Lonsdale, followed by 35% in Lower Lonsdale. Several neighbourhoods account for 3-6% of respondents (Grand Boulevard, Moodyville, Marine-Hamilton, and Westview). A small portion, 1%, are unsure of their neighbourhood. Central and Lower Lonsdale are the most represented neighbourhoods among respondents. All neighbourhoods were within 4 percentage points of population representation (according to the 2021 Census) barring Central Lonsdale, which accounts for 30% of the population, meaning this neighbourhood was over-represented in this survey.





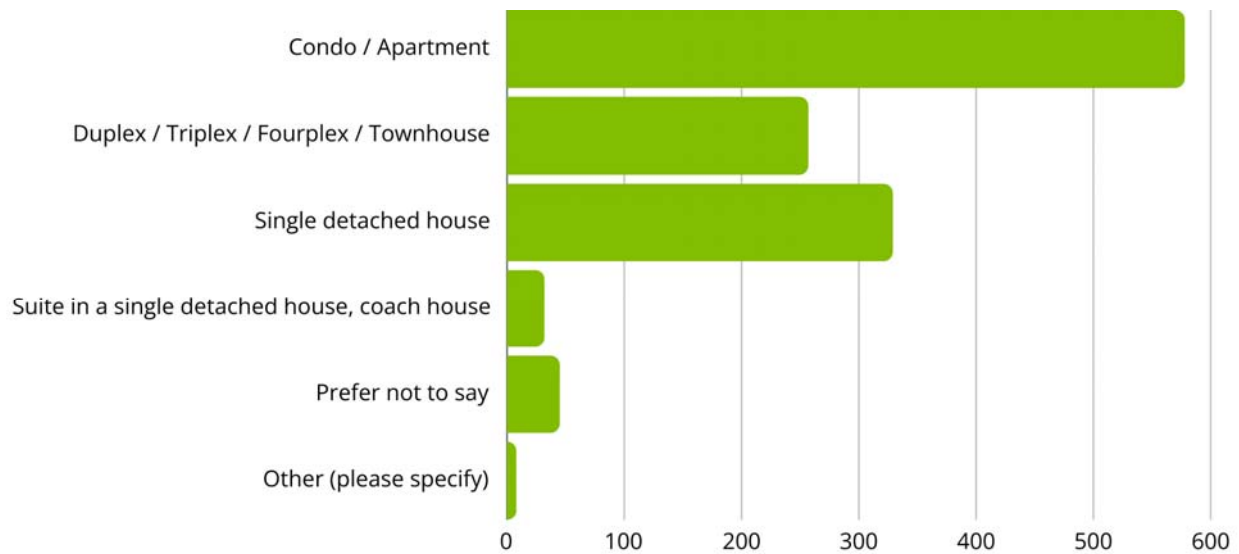
**Q14. If you live in a neighbouring community, which community do you live in?**

Responses show that 86% of non-resident respondents reside in the District of North Vancouver. Smaller percentages live in West Vancouver and Vancouver, each with 3% of respondents. Only 1% live in New Westminister and 1% chose other.



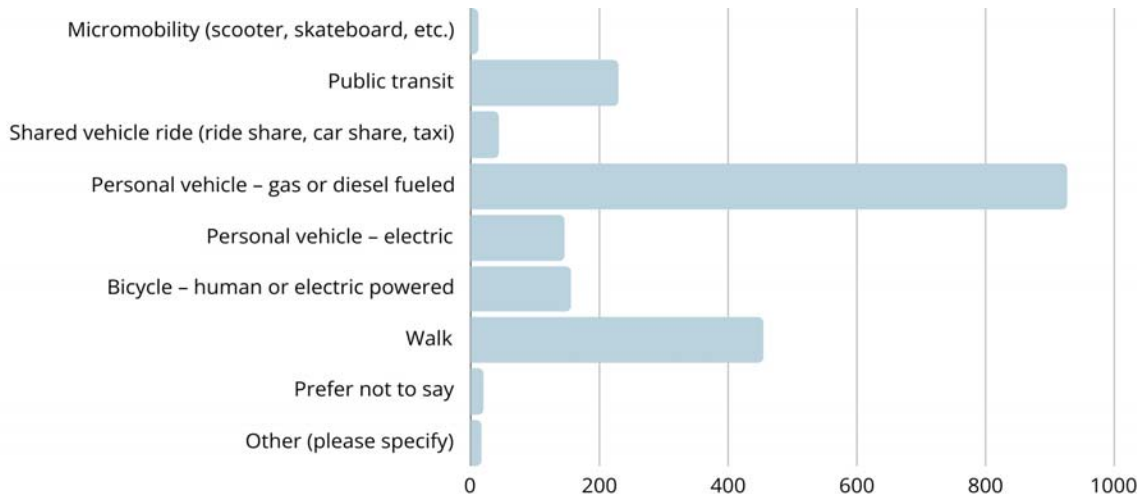
**Q15. What best describes the type of home you live in? Whether you own, rent, or live with someone.**

52% of respondents live in a condo or apartment, making it the most common type of housing. Those living in a single detached house represent 30% of respondents, while 23% reside in a duplex, triplex, fourplex, or townhouse. A smaller portion, 3%, live in a suite within a single detached house or a coach house.



**Q16. What is your primary mode of transport? Please select the two most frequent.**

The most common mode of transport among respondents was a personal vehicle, with 82% using gas or diesel-fueled vehicles and 13% using electric vehicles. Walking is the second most frequent mode, chosen by 40% of respondents. Public transit is used by 20%, while 14% rely on bicycles. A smaller percentage, 4%, use shared vehicle rides, and 1% use micromobility options (e.g. e-scooters).

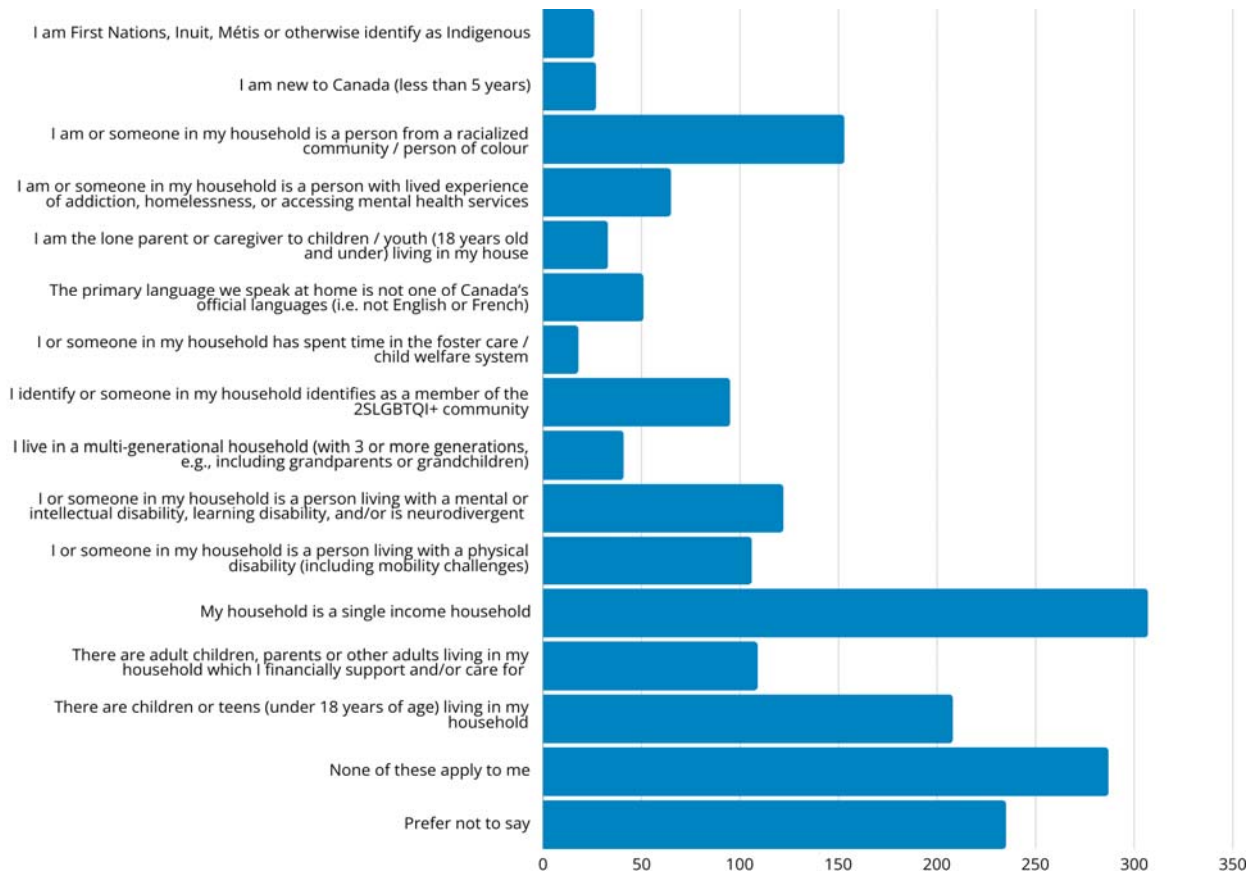


*Note that respondents were asked to choose their two most frequently used modes of transportation. As a result, values do not add up to 100%.*

**Q17. The following is optional, but helps us understand if we have heard from a variety of voices in the community. Please place a checkmark next to the descriptions that you identify with.** *Participants were allowed to select more than one option.*

A significant portion of respondents, 24%, live in single-income households, and 16% have children or teens under 18 years of age in their homes. Additionally, 12% are from a racialized community or identify as a person of colour, and 9% live in households with someone experiencing a mental or intellectual disability, while 8% are in households with someone living with a physical disability. 9% of respondents identify as members of the 2SLGBTQI+ community, and 7% live in multigenerational homes.

Smaller percentages identify with other categories, such as 2% being new to Canada, 2% identifying as Indigenous, and 4% having a primary language at home that is not English or French. These findings highlight the diversity within the community.



## Appendix 2: Event Engagement Summary

Event (and attendees)	Summary Notes
<b>Integrated Transportation Committee (9 ppl)</b>	<ul style="list-style-type: none"> <li>• Interest in dynamic pricing, and adjusting price to meet desired occupancy objectives for pay parking and permit areas.</li> </ul>
<b>Advisory Planning Commission (9 ppl)</b>	<ul style="list-style-type: none"> <li>• Encouragement for staff to do as much outreach as possible with businesses.</li> <li>• One member is concerned about decreased off-street parking requirements, which is increasing on-street demand in Lower Lonsdale east.</li> </ul>
<b>Social Planning Advisory Committee (9 ppl)</b>	<ul style="list-style-type: none"> <li>• Most people are able to see parking demand issues in Central and Lower Lonsdale.</li> <li>• Members felt they could able explain the Proposed Policy Changes to others (e.g., neighbours, friends).</li> </ul>
<b>North Shore Advisory Committee on Disability Issues (14 ppl)</b>	<ul style="list-style-type: none"> <li>• Interest in a graduated rate for pay parking, to incentivize short-term stays.</li> <li>• Interest in more enforcement of accessible parking spaces (specific frustration with food delivery drivers)</li> <li>• Interest in improving sightlines at various intersections, particularly N/S streets on slopes (e.g., St Georges @ 12<sup>th</sup> mentioned) through parking restrictions.</li> <li>• Encourage staff to be aware of community members with fixed incomes – pay parking costs a potential concern.</li> <li>• Understand objectives of improving reliability.</li> </ul>
<b>Urban Development Institute Liaison Committee Meeting (12 ppl)</b>	<ul style="list-style-type: none"> <li>• Interested in off-street parking requirements.</li> <li>• Observation from a few developers that off-street underground lot utilization continues to be at ~70%, similar to MV apartment study from 2014 (and also similar to CNV observations from 2021/22).</li> </ul>
<b>Lower Lonsdale BIA Executive Board Meeting (18 ppl)</b>	<ul style="list-style-type: none"> <li>• Understands value of improving parking reliability.</li> <li>• Interest in improved management/enforcement of short-term loading zones to increase turnover.</li> </ul>
<b>Waterfront Stakeholders Meeting (10 ppl)</b>	<ul style="list-style-type: none"> <li>• Interest in more tour bus parking zones in Shipyards area.</li> </ul>
<b>TransLink Last Mile Urban Freight Task Force (8 ppl)</b>	<ul style="list-style-type: none"> <li>• CoV uncertain on ability to influence double-parking through provision of more short-term loading zones.</li> <li>• Determining initial steps of regional commercial parking decal (since UBCM program stopped in 2019).</li> </ul>
<b>Peer Agencies and Partners workshop (14 ppl)</b>	<ul style="list-style-type: none"> <li>• Proposed policy changes aligns with direction of Metro Vancouver &amp; TransLink's Regional Parking Strategy development.</li> <li>• CNV proposed parking policy tracks similarly to what other municipalities have undertaken (or are planning to do).</li> <li>• Coquitlam has moved away from "resident permit only" permits, similar to what is proposed by CNV staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• North Vancouver Recreation &amp; Culture is interested in improved intersection safety near Centennial Theatre – substantial amount of pedestrians crossing the street in an unsafe manner.</li> <li>• Neighbouring municipalities support implementation of pay parking in high-demand areas.</li> </ul>
<b>Businesses &amp; Community Orgs workshop (15 ppl)</b>	<ul style="list-style-type: none"> <li>• North Shore Chamber – support for improving reliability on finding a place to park.</li> <li>• Support for more accessible parking spaces in Central Lonsdale.</li> <li>• Improved daylighting of intersection sightlines.</li> <li>• Suggestion to align one-way car-share policies with Vancouver / Burnaby for stops in pay parking zones.</li> <li>• Interest in expanding EV charging – they are transitioning their fleet.</li> <li>• Lack of support of Central Lonsdale parklets</li> </ul>
<b>Residents workshop (9 ppl)</b>	<ul style="list-style-type: none"> <li>• No major opposition to pay parking.</li> <li>• Support for RVPP changes, this requires ongoing conversation – some folks were concerned about proposed changes, and then after discussion, there was understanding and support.</li> <li>• Lack of support of Central Lonsdale parklets</li> </ul>
<b>CNV Seniors Action Table (9 ppl)</b>	<ul style="list-style-type: none"> <li>• Support for more accessible parking</li> <li>• Interest in more enforcement of loading zones (re HandyDart) and accessible parking stalls.</li> <li>• Interest in improved sightlines, particularly on north-south streets.</li> <li>• Encourage staff to be aware of seniors on fixed incomes – pay parking costs a potential concern.</li> <li>• Understand objectives of improving reliability.</li> </ul>
<b>Newcomers Workshop (Impact NS) (5 ppl)</b>	<ul style="list-style-type: none"> <li>• Interest in real-time parking map that shows on-/off-street availability, so people know where there is availability to park. Also a map of different parking time limits around the City.</li> <li>• Recognition that cost of parking can be a barrier to programs delivered in Central and Lower Lonsdale.</li> <li>• A lot of people forgo a trip altogether if at John Braithwaite CC because of lack of free parking.</li> </ul>
<b>Central Lonsdale BIA Society Meeting (2 ppl)</b>	<ul style="list-style-type: none"> <li>• Need to think about parking solutions as more people and jobs come to the North Shore.</li> <li>• Interest in Central Lonsdale parklets being removed/relocated.</li> <li>• Interest in seeing more off-street parking supply come online, while managing on-street supply as best possible.</li> </ul>
<b>Vancouver Coastal Health / Lions Gate Hospital Meetings (2 ppl)</b>	<ul style="list-style-type: none"> <li>• Many staff drive to get to work. Insufficient on-street parking for everyone at LGH. Request to relax time restrictions in neighbourhoods for more employees to use area to park.</li> </ul>



# City of North Vancouver Resident and Visitor Parking Policy



Updated May 2013  
Approved by Council June 10, 2013

**RESIDENT AND VISITOR PARKING POLICY**

Updated May 2013

Approved by Council June 10, 2013

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## **1. OVERVIEW AND CONTEXT**

The Resident Parking Policy outlines the application and implementation of a resident parking system on a more uniform basis throughout the City and optimises the use of on-street parking by residents and non-residents.

The City of North Vancouver has a limited supply of on-street parking; therefore appropriate management of existing resources is essential for achieving a sustainable community with an efficient transportation system as envisioned in the Official Community Plan and the City's Long-term Transportation Plan. The purpose of the Resident Parking Policy is to reduce external parking pressure on residential streets outside commercial area and help residents with insufficient off-street parking provisions to meet their parking needs.

## **2. RESIDENT PARKING ZONES**

The City's Resident Parking Program includes two types of designated resident parking zones, Resident Exempt (RE) and Resident Parking Only (RPO). Residents located outside of Zone A (Appendix A) may apply to receive an RE or RPO parking designation on their block subject to adherence to the criteria outlined in Sections 3. Applications will be accepted provided that applicants can demonstrate that they reside at a civic address on the block for which they are applying to receive RE or RPO parking designation.

### **2.1. Resident Exempt (RE) parking designation**

Allows residents whose civic address is on a block that has the RE designation to obtain a permit to park within the RE zone and be exempt from the existing parking time restrictions for up to 72 hours. Non-residents are permitted to park within the RE zone in accordance with the posted time restrictions.

### **2.2. Resident Permit Only (RPO) parking designation**

Allows residents whose civic address is on a block that has the RPO designation to obtain a permit to park within the RPO zone for up to 72 hours. Non-residents are not permitted to park within the RPO zone at any times.

## **3. CRITERIA FOR GRANTING RESIDENT PARKING ZONE DESIGNATION**

RE or RPO designated parking zones for a particular block will be granted if all of the criteria outlined points 3.1, 3.2 & 3.3 are met.

### **3.1. Completed & submitted petition in favour of Resident Parking Zone Designation.**

A new zone request must be supported by a petition signed in favour of the RE or RPO designation by at least 67% of all of the residences from both sides of the block seeking exemption. A petition can only contain one signature from each residence on the block.

If the block has a mix of residential buildings with and without sufficient off-street parking provisions, all residents on the block are permitted to participate in the petition process and they will be counted towards achieving 67% support from all residences; However only residents of

buildings with insufficient off-street parking will qualify for the appropriate parking permit for the block that is successful in obtaining a resident parking designation.

The Engineering Department will proceed with an investigation of the parking conditions on the block in question only after receiving a petition (see Appendix B) that fulfills the required support from the residents of the block.

### **3.2. A shortfall of parking on a block is demonstrated.**

A shortfall is deemed to exist if more than 75% (for RE) or 85% (for RPO) of on-street parking spaces are occupied during the weekday, and 50% or more of the parked vehicles belong to non-residents. A survey/ investigation of on-street parking will be undertaken by City staff following the submission of a neighbourhood petition.

### **3.3. Insufficient off-street parking for a block is demonstrated.**

If the total number of off-street parking spaces for a block is less than the required number of spaces based on the Zoning requirements, then the block is deemed to have insufficient off-street parking and would qualify for the resident parking designation.

## **4. SPECIAL CONDITIONS**

### **4.1. Corner Lots**

Residents of corner lots are permitted to participate in the petition process for blocks adjoining their civic address however will have to meet the applicable criteria to apply for a permit if the petition is approved.

### **4.2. Mixed Use Areas**

In a mixed use area, residents are required to petition at least 67% (see Appendix B) of residences on the block. Along with this, businesses on the block must be notified in writing about the intent to change the parking provisions on the block (proof must be shown to City staff upon application). It should be noted that RE or RPO designation will not be installed adjacent to ground level commercial occupancies.

## **5. REMOVAL OF AN EXISTING RESIDENT PARKING ZONE**

Residents living within an existing RE or RPO zones may apply to remove the zone or to reduce the length of the zone to 50% or less on the block. A request must be supported by a petition signed in favour by at least 67% (see Appendix B) of all of the residences from both sides of the block seeking the zone change. A petition may contain a maximum of one signature from each residence on the block.

## **6. RESIDENT PARKING PERMITS**

The Resident Parking Permit allows residents that have an RE or RPO designation on their block to purchase a permit to park on their block and be exempt from the existing parking restrictions for up to 72-hours. Permit applicants must meet the criteria outlined in Appendix C to obtain a relevant permit. Permit holders are required to comply with all *Street & Traffic Bylaw* and *Motor Vehicle Act* parking provisions.

Residents of buildings consisting of 3 or more units with sufficient off-street parking are excluded from receiving resident parking permits. Sufficient off-street parking is assumed when a building has off-street parking provision equal to or higher than the number of parking spaces required by the *Zoning Bylaw* or if parking allowances/ variances have been granted by the City.

### **6.1. Oversized vehicles**

Residents that have vehicles with a Gross Vehicle Weight (GVW) of more than 4500 kilograms, or an overall length (including trailer) exceeding 6.1 metres do not qualify for the RE or the RPO permit.

### **6.2. Corner lots**

RE or RPO parking privileges are available to the residents of corner properties where the designation is assigned to the block that the civic residence fronts. If parking is prohibited on the block that the civic residence fronts, the adjacent street may be considered for parking if supported by the City Engineer.

### **6.3. Heritage Buildings**

Residents of a heritage building located within Zone A (Appendix A), and contain less off-street parking than what the *Zoning Bylaw* specifies, are eligible for an RE parking permit on a specific block that contains RE regulatory signage.

Residents that reside in a heritage building located outside of Zone A (see Appendix A) must adhere to the relevant criteria for the RE or RPO permit and designation outlined in Section 3.

## **7. VISITOR PARKING PERMITS**

A variety of Visitor Parking Permits are available to visitors of CNV residents. The visitor permits allow residents that have an RE or RPO designation on their block to purchase the relevant permit for their visitor to park on their block. Permit applicants must meet the criteria outlined in Appendix C to obtain the relevant permit. Permit holders are required to comply with all *Street & Traffic Bylaw* and *Motor Vehicle Act* parking provisions.

### **7.1. Annual Visitor Permit**

This enables City of North Vancouver residents to purchase an annual permit for one visitor of their choice. The visitor will be able to park within any Resident Exempt RE or RPO parking zones on the block of their residence and be exempt from the parking restrictions. Maximum

one permit can be issued per household and approval is subject to the criteria outlined in Appendix C.

## 7.2. Temporary Visitor Permits

### 7.2.1. Contractors & Out-of-Town Guests

This permit enables residents of the City of North Vancouver that reside in an RE or RPO zone to purchase a permit allowing contractors and out of town guests to use on-street parking on their block. Approval is subject to the criteria outlined in Appendix C.

### 7.3. Medical Needs Permit

This permit enables residents of the City of North Vancouver that reside in an RE or RPO zone to purchase a permit allowing at-home medical assistance personnel to use on-street parking on their block. Approval is subject to the criteria outlined in Appendix C.

## 8. PERMIT COST

The fee structure for each permit is outline in the table below:

Category	Fee	Validity
Annual Resident Exempt	\$25/ year	January 1 <sup>st</sup> – December 31 <sup>st</sup>
Half-Year Resident Exempt	\$12.50	September 1 <sup>st</sup> – December 31 <sup>st</sup>
Annual Resident Permit Only	\$50/ year	January 1 <sup>st</sup> – December 31 <sup>st</sup>
Half-Year Resident Permit Only	\$25	September 1 <sup>st</sup> – December 31 <sup>st</sup>
Annual Visitor Permit	\$50/ year	January 1 <sup>st</sup> – December 31 <sup>st</sup>
Temporary Visitor Permit	\$10/week	Monday - Sunday
Medical Needs Permit	\$25/year	January 1 <sup>st</sup> – December 31 <sup>st</sup>
Out-of-Town Guest Permit	\$10/week	Monday - Sunday

## 9. EXCEPTIONS

The City Engineer may consider hearing from anyone who feels they are, or could be, legitimately aggrieved by the decision regarding exemption. If a block under consideration for a RE or RPO designation fails to meet the requirements, the City Engineer may authorize the designation under special circumstances. The City Engineer may reject or revoke any designation or permit within any block if it is contrary to this policy or if he considers it to be contrary to public interest.

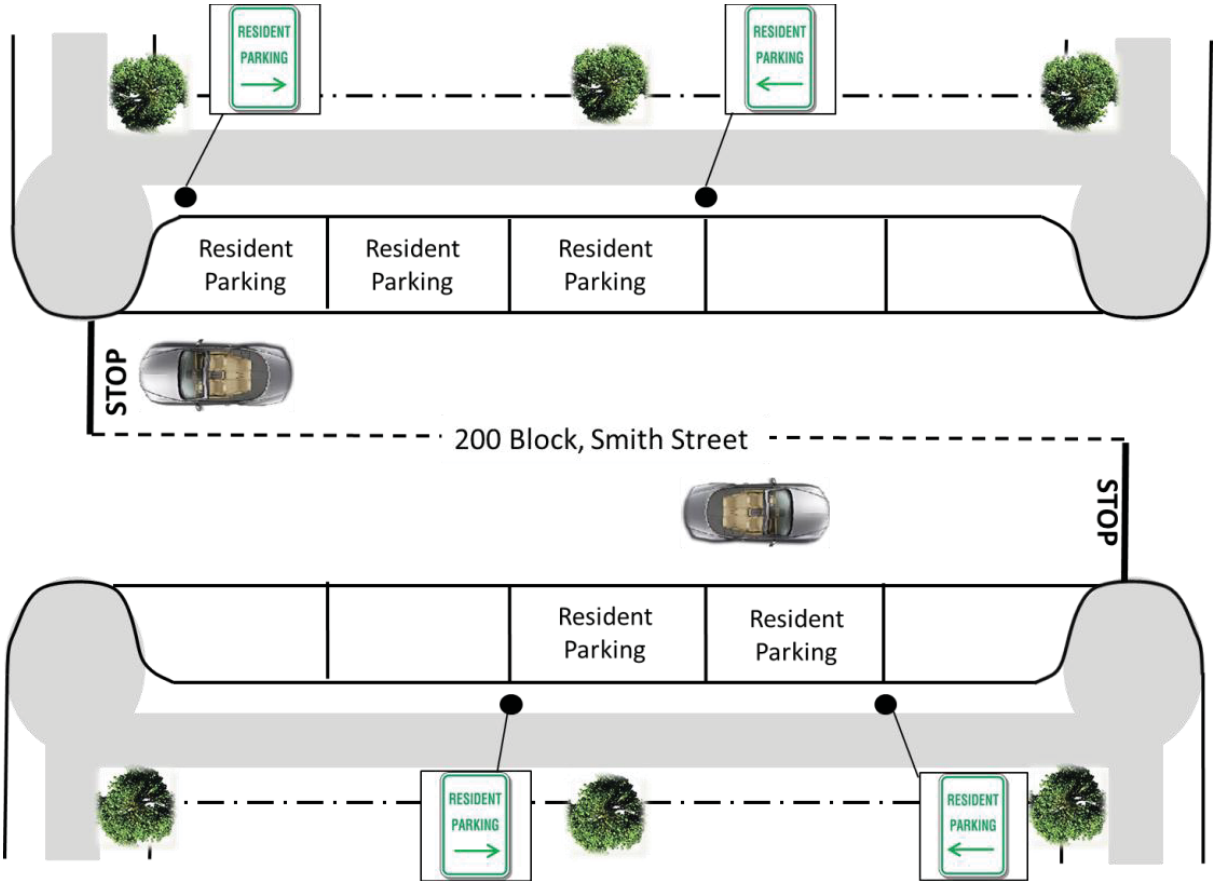
**10. IMPLEMENTATION**

All approved RE and RPO parking will result in regulatory signage being installed or modified along the identified block so that all road users can clearly identify what parking is available.

Signage will reserve at least 50% of the parking for the residents of the block in question on both sides of the block (with the exception of Mixed-Use areas). More than 50% may be considered for RE parking designation in extreme cases when a block is affected by severe parking pressures, as determined by the City Engineer. The remainder of the block’s parking restrictions will be determined to the satisfaction of the City Engineer.

Once approved, permit holders may park anywhere within their respective parking zone on their block for up to 72-hours, in addition to the areas with unrestricted parking.

The figure below is an example of how the on-street parking designation could be implemented.





# Appendix A – Zone A







## Appendix C – Criteria for Granting Permits

Permit for	Required Documentation	Validity
Resident Exempt (RE)	<ul style="list-style-type: none"> <li>• Two pieces of the resident's ID showing their address is in the permit zone</li> <li>• Vehicle registration (must include the licence plate information and address)</li> </ul> <p><b>Note:</b> If the resident is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> <li>• Valid for residents that reside at a civic address that is within an RE zone</li> <li>• Valid for the respective calendar year specified upon applying.</li> <li>• Renewable upon receiving renewal notice letter from the City</li> <li>• Not Transferable</li> <li>• Licence Plates and Decal must be clearly visible to enforcement officers at all times</li> </ul>
Resident Permit Only (RPO)	<ul style="list-style-type: none"> <li>• Two pieces of the resident's ID showing their address is in the permit zone</li> <li>• Vehicle registration (must include the licence plate information and address)</li> </ul> <p><b>Note:</b> If the resident is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> <li>• Valid for residents that reside at a civic address that is within an RPO zone</li> <li>• Valid for the respective calendar year specified upon applying.</li> <li>• Renewable upon receiving renewal notice letter from the City</li> <li>• Not Transferable</li> <li>• Licence Plates and Decal must be clearly visible to enforcement officers at all times</li> </ul>
Annual Visitor	<ul style="list-style-type: none"> <li>• Two pieces of the resident's ID showing their address is in the permit zone</li> <li>• Visitor's drivers licence</li> <li>• Valid vehicle registration documents</li> </ul> <p><b>Note:</b> If the visitor is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> <li>• Valid for visitors that frequent residents that reside at a civic address that is within an RE or RPO zone</li> <li>• Valid for the respective calendar year specified upon applying.</li> <li>• Maximum 1 permit per address at any one time</li> <li>• Not Transferable</li> <li>• Renewable upon receiving renewal notice letter from the City</li> <li>• Licence Plates and Decal must be clearly visible to enforcement officers at all times</li> </ul>

Permit for	Required Documentation	Validity
Temporary Visitor (i.e. Contractors)	<ul style="list-style-type: none"> <li>• Company Name</li> <li>• Company Vehicle License Plate Number</li> <li>• Valid Vehicle insurance</li> <li>• Address of work being done</li> <li>• Two piece of the resident's ID showing that their address is located within a permit zone</li> <li>• Documentation showing the work being done: Business name &amp; licence, work order, or building permit must be shown to the City as evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Valid for up to 4-weeks</li> <li>• Maximum 1 transferrable temporary pass per address at any one time (between vehicles from the same contracting company).</li> <li>• Renewable</li> <li>• Residential work only</li> <li>• Valid from 7:00am to 8:00pm Monday to Friday and 8am to 6pm Saturdays.</li> <li>• Permit must be clearly visible to enforcement officers at all times</li> </ul>
Medical Needs	<ul style="list-style-type: none"> <li>• Homecare provider's vehicle registration</li> <li>• Two pieces of the resident's ID showing their address is in the permit zone</li> <li>• A letter from a medical practitioner stating the need for homecare services</li> </ul>	<ul style="list-style-type: none"> <li>• Duration of the visit, or the Annual Permit if ongoing (renewable)</li> <li>• Maximum 1 transferrable temporary permit per residence at any one time (between vehicles from the same company).</li> <li>• Permit must be clearly visible to enforcement officers at all times</li> </ul>
Out of town Guest (areas located outside of the Greater Vancouver Regional District)	<ul style="list-style-type: none"> <li>• Visitor's vehicle registration (must include the licence plate information and address)</li> <li>• Two pieces of the host's ID showing their address is in the permit zone</li> </ul>	<ul style="list-style-type: none"> <li>• Duration of the visit (no more than 4 weeks)</li> <li>• Permit must be clearly visible to enforcement officers at all times</li> <li>• Not transferable or renewable</li> <li>• Maximum of one per residence at one time</li> </ul>



# POLICY

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<b>Policy Name</b>	Resident and Visitor Parking Policy		
<b>Policy Number</b>	TBD	<b>Previous Policy Number</b>	N/A
<b>Effective Date</b>	TBD		
<b>Approved By</b>	City Council		

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## PURPOSE

The purpose of this policy is to outline City of North Vancouver’s (“CNV”) Resident and Visitor Parking Policy (“RVPP”).

CNV has a limited supply of on-street parking. Management of curb space is necessary to ensure availability exists, and that off-street parking spaces are being used, creating space on-street for those who do not have access to off-street parking.

This policy will make it easier for residents to find parking near their homes, where on-street parking is in high demand. It is also expected to increase the use of off-street parking supply where it exists (i.e., garages, carports, driveways).

## SCOPE

The RVPP outlines the application and implementation of a resident permit parking system throughout the City.

Current Resident Permit Parking Areas can be found on the City’s website. Permit rates, and permit rate adjustment structure are found in Schedule H of the Fees and Charges Bylaw, 2024, No. 9000 and are also posted on the City’s permit parking webpage.

## POLICY

The RVPP supports changes laid out within the Curb Access and Parking Plan is intended to support and build upon transportation related objectives and policies in the City’s Official Community Plan (2014), the City’s Mobility Strategy (2022), and directly aligns with Council’s 2022-2026 Strategic Plan to “Develop and implement the City’s parking policies and practices to support the effective use of curbside space.”

### 1. RESIDENT PERMIT PARKING AREAS

Residents who live at a civic address within a parking permit area can obtain a permit to park within the area and be exempt from parking time restrictions for up to 72 hours as per section 505 of the Street & Traffic Bylaw, and exempt from payment in a ‘pay parking except with permit’ space. Vehicles without permits can park in a ‘time-limited except with permit’ space in accordance with the posted time restrictions.

Applications will be accepted provided that applicants:

- Provide proof that they reside at a civic address in the resident permit parking area for which they are applying to receive a permit.
- Are in good standing with CNV bylaw enforcement, with no outstanding unpaid tickets.

Resident permit parking areas include two types of signage:



**Time-limited parking except with permit**



**Pay parking except with permit**

## **2. CREATING RESIDENT PERMIT PARKING AREAS**

There are two streams for the installation of resident permit parking areas: permit areas initiated by the City, and permit areas requested by residents.

### **2.1 Resident Permit Parking Installation – Initiated by the City**

Staff undertake occupancy assessments across the city at various times of day and days of the week to determine peak occupancy. Frequency of occupancy assessments are outlined in the Curb Access and Parking Plan (2024).

If peak occupancy consistently exceeds 85%, resident permit parking will be installed on a block. The City will notify each household on the block of changes being made to on-street parking regulations. Residents may buy a parking permit after receiving notification and regulations will be enforced once signage is installed. The block will be added to an existing neighbourhood permit area.

### **2.2 Resident Permit Parking Installation – Requested by Residents**

#### Step 1: Submit your request

To request permit parking on your block, you will need to send an email to [cityparking@cnv.org](mailto:cityparking@cnv.org) with:

- The street name and block number that you are requesting for review (i.e. 200 Block E 4<sup>th</sup>); and
- Your name, address, email, and daytime phone number

Your request will be placed in a queue and processed in the order requests are made. Staff will provide a response regarding estimated wait times for assessment.

#### Step 2: Occupancy Assessment

Staff will undertake occupancy assessments at several times of day and days of the week to determine peak occupancy.

If peak occupancy exceeds 85%, resident permit parking is warranted as a solution to make it easier for residents to find parking near their homes.

If observed occupancy is less than 85%, permit parking will not be installed. A block can request another occupancy assessment 1 year following the previous request.

### Step 3: Permit Parking Installation

Once we have approved the request, the City will notify each household on the block of changes being made to on-street parking regulations and signs will be installed. The installation of signs is not immediate and installation varies depending on season. Residents may buy a parking permit after receiving notification and regulations will be enforced once signage is installed. The block will be added to an existing neighbourhood permit area.

## **3. REDUCING OR REMOVING A RESIDENT PERMIT PARKING AREA**

There are two streams for the reduction or removal of resident permit parking areas.

### **3.1 Resident Permit Parking Reduction or Removal – Initiated by the City**

Staff undertake occupancy assessments across the city at various times of day and days of the week to determine peak occupancy. Frequency of occupancy assessments are outlined in the Curb Access and Parking Plan (2024).

If peak occupancy is below 60%, resident permit parking will be reduced or removed on a block. The City will notify each household on the block of changes being made to on-street parking regulations.

### **3.2 Resident Permit Parking Reduction or Removal – Requested by Residents**

#### Step 1: Submit your request

To request removal of permit parking on your block, you will need to send an email to [cityparking@cnv.org](mailto:cityparking@cnv.org) with:

- The street name and block number that you are requesting for review (i.e., 200 Block E 4<sup>th</sup> St); and
- Your name, address, email, and daytime phone number

Your request will be placed in a queue and processed in the order requests are made. Staff will provide a response regarding estimated wait times for assessment.

#### Step 2: Occupancy Assessment

Staff will undertake occupancy assessments at several times of day, and days of the week to determine peak occupancy.

If observed occupancy is greater than 60%, permit parking will not be removed. A block can request another occupancy assessment 1 year following the previous request.

#### Step 3: Permit Parking Reduction or Removal

If peak occupancy is below 60%, resident permit parking will be reduced or removed on a block. The City will notify each household on the block of changes being made to on-street parking regulations.

#### 4. RESIDENT PARKING PERMITS

Applications for resident parking permits will be accepted provided that applicants:

- Provide proof that they reside at a civic address in the resident permit parking area for which they are applying to receive a permit. Only registered addresses with the City will be eligible for resident parking permits (i.e., unregistered suites are not eligible).
- Are in good standing with CNV bylaw enforcement, with no outstanding unpaid tickets.
- Do not exceed two parking permits per civic address.
- Comply with vehicle weight, length, and height restrictions set out in the Street & Traffic Bylaw 6234.

Applying for a permit can be completed in person at City Hall, or online. Permits can be purchased with a maximum term of 12 months before renewal.

Permits allow vehicles to be parked near an associated household and be exempt from any noted street parking time restriction for up to 72 hours, and are required to comply with all Street & Traffic Bylaw 6234 and Motor Vehicle Act provisions when parking a vehicle.

##### Types of Resident Parking Permits and Required Documents

Driver Status	Documents Required at Time of Purchase
Registered owner or lessee of the vehicle, or principal operator	<ul style="list-style-type: none"> <li>• Valid ICBC insurance that shows your current address on both pages 1 and 2 of your insurance documents               <ul style="list-style-type: none"> <li>○ Note: If the resident is not the owner of the vehicle, they must be listed as the principal operator.</li> </ul> </li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example:               <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul> <p>The information you provide us when applying for a residential parking permit is verified with ICBC and your consent is required. Therefore, you must be the registered owner or lessee of the vehicle and the declared operator when applying for a permit, not a representative (even with written consent).</p>
Driver of a company car (no principal operator identified)	<ul style="list-style-type: none"> <li>• Valid ICBC insurance and registration registered to a BC company name with no principal operator listed.</li> <li>• A letter or contract on company letterhead, stating that the vehicle is used by you, and is needed at your home on a regular basis.               <ul style="list-style-type: none"> <li>○ The letter must include your licence plate and home address. A new letter is required every year to renew your permit.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Business identification (such as a pay stub, T4, or business card) as proof of employment</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example: <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
<p>Homecare provider (nurse, family member, or friend that provides medical care)</p>	<p>The resident of the eligible address must apply for a permit on behalf of their homecare provider. You will need to provide at time of purchase:</p> <ul style="list-style-type: none"> <li>• Your homecare provider's ICBC vehicle insurance and registration</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example: <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A doctor's letter that states you require regular homecare services. For your first application, we require the doctor's letter to be dated within the last 3 months. An updated doctor's letter is required every five years.</li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
<p>Vancouver Coastal Health North Shore Home Support Program</p>	<p>If you are part of the VCH North Shore Home Support Program, you will need to provide at time of purchase:</p> <ul style="list-style-type: none"> <li>• Valid ICBC insurance that shows your current address on both pages 1 and 2 of your insurance documents <ul style="list-style-type: none"> <li>○ Note: If the resident is not the owner of the vehicle, they must be listed as the principal operator.</li> </ul> </li> <li>• 2 pieces of ID that match the eligible participants list of the VCH North Shore Home Support Program. For example: <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>



## 5. SHORT-TERM & VISITOR PARKING PERMITS

Temporary short-term and visitor parking permits must be purchased in-person and are available for periods up to 3 months depending on permit type. Permits can be purchased up to 2 weeks in advance of the first day a permit comes into effect. Permit costs can be found on the City's website.

### Types of Short-term and Visitor Parking Permits, and Required Documents

Reason for Permit	Documents Required at Time of Purchase
Courtesy vehicle (provided by a repair shop or dealership)	<ul style="list-style-type: none"> <li>• Courtesy vehicle insurance and registration, or contract</li> <li>• Licence plate number of your vehicle that's getting repaired</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example:               <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
Rental vehicle	<ul style="list-style-type: none"> <li>• Rental vehicle contract in your name</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example:               <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
Borrowing someone else's vehicle	<ul style="list-style-type: none"> <li>• Vehicle insurance and registration</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 dated within the last 3 months. For example:               <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
Hiring a contractor	<ul style="list-style-type: none"> <li>• Documentation of the dates, location, and type of work being done. For example:               <ul style="list-style-type: none"> <li>○ Building permit</li> <li>○ Work order</li> <li>○ Invoice</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Valid vehicle insurance and registration of your contractor(s) working on site</li> <li>• One piece of ID dated within the last 3 months that shows your address is in the permit area. For example: <ul style="list-style-type: none"> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A maximum of 2 permits can be issued to you at a time. If you have more than 1 contractor, we can make the permits transferable between multiple contractor vehicles.</li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
<p>Hosting an out-of-town visitor or house sitter</p>	<ul style="list-style-type: none"> <li>• Visitor's vehicle insurance and registration (must include the licence plate information and address) <ul style="list-style-type: none"> <li>○ If the vehicle insurance and registration is within BC, provide both the first and second page of the ICBC insurance. The address on the second page must reflect the out-of-town address.</li> </ul> </li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example: <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• A credit card, cheque, cash, or debit card</li> </ul>
<p>New resident from out-of-province (a person that has moved from another province and has not yet obtained ICBC documents and BC vehicle plates)</p>	<ul style="list-style-type: none"> <li>• Valid out of province vehicle insurance and registration</li> <li>• Recently dated rental/purchase agreement of new residence</li> <li>• 2 pieces of ID that show your address is in the permit area, with 1 item dated within the last 3 months. For example: <ul style="list-style-type: none"> <li>○ Driver's licence</li> <li>○ Canada Post change of address form</li> <li>○ Phone, cable, hydro, or credit card statement (electronic or paper format)</li> <li>○ Rental agreement</li> </ul> </li> <li>• Available for <u>1 month and 1 time only</u>.</li> <li>• A credit card, cheque, cash, or debit card</li> </ul>

## **6. PERMIT COSTS, REFUNDS, ADJUSTMENTS**

### **Permit Costs**

Costs for each resident exempt zone are found in Schedule H of the Fees and Charges Bylaw, 2024, No. 9000, and are also posted on the City's permit parking webpage. Any new Resident Exempt Parking Permit Area created will reflect the present rate of the closest area already in operation.

If the curbside occupancy rate for permit spaces in a resident exempt zone exceeds 85% in a calendar year, then the fee for the subsequent calendar year shall be increased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000".

Alternatively, if the curbside occupancy rate for permit spaces in a resident exempt zone is less than 60% in a calendar year, then the fee for the subsequent calendar year shall be decreased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000", with no resident exempt permit costing less than \$2.00 per month.

### **Permit Refunds**

A pro-rated refund is possible if you have more than 30 days left on the permit. Refunds are not issued for short-term or visitor permits. Refunds can only be processed in person at City Hall.

The cost of the permit is pro-rated per month and the outstanding amount is refunded minus an administrative fee as set out in Schedule H of the Fees and Charges Bylaw, 2024, No. 9000.

### **Transferability**

Permits are non-transferable. If your address, vehicle, or licence plate information changes, you will need to have your existing permit refunded at City Hall and can then purchase a new parking permit in-person or online.

## **7. EXCEPTIONS**

If a block under consideration for a resident parking permit designation fails to meet the conditions to proceed, the City Engineer may authorize designation under special circumstances. The City Engineer may reject or revoke any designation or permit within any area if it is contrary to this policy or if they consider it to be contrary to the public interest.

## **8. IMPLEMENTATION**

Permit parking (regardless of pay parking except with permit or time-limited parking except with permit) will apply to the majority of a block. Remaining curb space can include a mix of loading zones, accessible parking spaces, pay parking, unrestricted parking, and other unique curb space uses, as determined by Transportation Planning and Traffic Engineering staff to serve neighbourhood needs.

### **AUTHORITY**

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

**REFERENCES**

City of North Vancouver Curb Access and Parking Plan, 2025

**POLICY HISTORY**

Date	Action	Approved By

**POLICY REVIEW DATES**

Date	Action	Responsible Department



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**“STREET AND TRAFFIC BYLAW, 1991, NO. 6234”**  
**CONSOLIDATED FOR CONVENIENCE – JULY 22, 2024**

Amendment Bylaw, 1993, No. 6390	Traffic Control
Amendment Bylaw, 1994, No. 6493	Sandwich Board Signs
Amendment Bylaw, 1994, No. 6532	Overweight Vehicles
Amendment Bylaw, 1994, No. 6604	City Owned Parking Lots
Amendment Bylaw, 1997, No. 6645	Truck Routes
Amendment Bylaw, 1995, No. 6699	City Owned Parking Lots
Amendment Bylaw, 1996, No. 6751	Increase to late payment schedule
Amendment Bylaw, 1997, No. 6883	Application to Plant Trees on City Property
Amendment Bylaw, 1997, No. 6901	Utility Access Agreement
Amendment Bylaw, 1997, No. 6910	Attached Trailer
Amendment Bylaw, 1998, No. 7067	City Owned Parking Lots
Amendment Bylaw, 1998, No. 7068	Automatic Devices to Issue Bylaw Violation Tickets
Amendment Bylaw, 1999, No. 7104	Shuttle Cab
Amendment Bylaw, 1999, No. 7142	Mobile Carts
Amendment Bylaw, 1999, No. 7146	Newsboxes
Amendment Bylaw, 1999, No. 7165	Prohibition of Skateboarders from City Properties, Including Plazas)
Amendment Bylaw, 2003, No. 7492	Increase to Voluntary Payments
Amendment Bylaw, 2003, No. 7564	Panhandling
Amendment Bylaw, 2004, No. 7586	Parking and Stopping Vehicles
Amendment Bylaw, 2004, No. 7599	Bylaw Registry Amendments
Amendment Bylaw, 2004, No. 7462	Use of skateboards and roller skates
Amendment Bylaw, 2004, No. 7663	On-street Disability Parking
Amendment Bylaw, 2005, No. 7668	Wharf Regulation Bylaw
Amendment Bylaw, 2005, No. 7676	Removal of Schedule A: Schedule of Penalties
Amendment Bylaw, 2005, No. 7691	Section 1820.3 City Wharves as Parking Lots
Amendment Bylaw, 2005, No. 7695	Placement of Temporary Signs on City Streets
Amendment Bylaw, 2005, No. 7697	Vehicle Idling
Amendment Bylaw, 2005, No. 7712	Street Use
Amendment Bylaw, 2006, No. 7751	Block Party Approval Process
Amendment Bylaw, 2006, No. 7822	Section 1820.1 - Schedule C
Amendment Bylaw, 2006, No. 7715	Part 9 Vehicle Weight, Loads, Dimensions (Commercial Vehicle Regulations)
Amendment Bylaw, 2007, No. 7845	Vehicles as Living Quarters
Amendment Bylaw, 2007, No. 7881	Tag Days
Amendment Bylaw, 2007, No. 7882	Cooperative Vehicle Parking
Amendment Bylaw, 2008, No. 7915	Unauthorized Street Closure and Block Party Fee Exemption
Amendment Bylaw 2008, No. 7960	Section 1820 re City Owned Parking Lots
Amendment Bylaw, 2009, No. 7989	Neighbourhood Zero Emission Vehicle Regulations
Amendment Bylaw, 2010, No. 8062	Motorcycle parking
Amendment Bylaw, 2010, No. 8082	Resident Exempt Permit Increase
Amendment Bylaw, 2010, No. 8101	Heritage Precinct Street Parking
Amendment Bylaw, 2011, No. 8210	Landscaping Elements and Trees, Part 3 and Part 8
Amendment Bylaw, 2012, No. 8229	RV Parking Restrictions, Part 3, section 202 and Part 5
Amendment Bylaw, 2012, No. 8271	Shared Vehicle Parking
Amendment Bylaw, 2013, No. 8293	Parking Unattached trailers
Amendment Bylaw, 2013, No. 8305	Foot of Bewicke – City Owned Property with Temporary Parking and Vehicular Access
Amendment Bylaw, 2013, No. 8317	Resident and Visitor Parking

Amendment Bylaw, 2013, No. 8335	Bicycle Infrastructure Improvements and Skateboarding/Roller Skating Restrictions Update
Amendment Bylaw, 2013, No. 8343	Legislative Updates
Amendment Bylaw, 2015, No. 8415	Use of Resident Permit Only Parking Zones by Shared Vehicles and People with Disabilities, and Temporary Advertising Signs and 60 km/hr. Speed Limit Zone on Low Level Road
Amendment Bylaw, 2015, No. 8436	Enforcement of Unapproved Highway Closures
Amendment Bylaw, 2016, No. 8476	Temporary Building Zone and Street Occupancy Permits
Amendment Bylaw, 2017, No. 8551	Schedule L
Amendment Bylaw, 2017, No. 8595	Crosswalk Use by Cyclists and Street Occupancy Permits
Amendment Bylaw, 2018, No. 8645	Election Signs
Amendment Bylaw, 2019, No. 8698	Electric Vehicle Charging Stations
Amendment Bylaw, 2019, No. 8536	Sidewalks – Snow and Ice Removal
Amendment Bylaw, 2019, No. 8699	Regional Harmonization of Heavy Truck Definition
Amendment Bylaw, 2019, No. 8737	Schedule C, City-Owned Parking Lots
Amendment Bylaw, 2020, No. 8768	Passenger Directed Vehicles, Geo-fencing and Loading Zone Updates
Amendment Bylaw, 2020, No. 8786	Transit Lanes and Electric Vehicles Charging Parking
Amendment Bylaw, 2020, No. 8801	Ridgeway Neighbourhood 30 km per hour Zone
Amendment Bylaw, 2020, No. 8791	E-Bike Share Service Permit
Amendment Bylaw, 2021, No. 8815	Mobility Lanes, Skateboarding, Pay Parking and E-Bike Share Permit GST
Amendment Bylaw, 2022, No. 8846	Electric Kick Scooter Pilot
Amendment Bylaw, 2023, No. 8979	Schedule F – Fees
Amendment Bylaw, 2024, No. 9022	Electric Kick Scooter Pilot
Amendment Bylaw, 2024, No. 9034	Fees and Charges
<a href="#">Amendment Bylaw, 2025, No. 9088</a>	<a href="#">Curb Access and Parking Plan Policy Changes</a>

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

**BYLAW NO. 6234**

**A Bylaw to regulate traffic and the use of streets  
within the City of North Vancouver**

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

**PART 1 – TABLE OF CONTENTS**

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

<b>PART</b>	<b>TITLE</b>
1	Table of Contents
2	Title
3	Definitions
4	Traffic Control
5	Parking and Stopping Vehicles
6	General Regulations
7	Parades, Processions, Funerals and Motion Picture Film Tow Shots
8	Regulation of Street Usage
9	Heavy Trucks – Commercial Vehicles <i>[Bylaw 8699, May 13, 2019]</i>
10	Operation of Vehicles
11	Pedestrian Regulations
12	Cycle and Electric Kick Scooter Regulations <i>[Bylaw 8846, March 7, 2022]</i>
13	Parking Meters
14	Delegation of Authority
15	Permits – Compliance, Revocation
16	Offences, Penalties and Enforcement
17	Repeal and Enactment
	Schedules: A – Deleted <i>[Bylaw 7676]</i> B – Deleted <i>[Bylaw 7068]</i> C – List of Parking Lots Deemed to be Streets D – Table of Authority for the City Engineer and his Duly Authorized Representatives E – Truck Routes F – Deleted <i>[Bylaw 9034]</i> G – Utility Access Agreement H – Designated Locations for Mobile Carts I – Roadways upon which the use of skateboards and roller skates is restricted J – Restricted Streets for Neighbourhood Zero Emission Vehicles K – List of City Properties with Temporary Parking and Vehicular Access L – Cycle routes where vehicle speeds can be reduced with speed limit signs

**PART 2 – TITLE**

**201** This Bylaw may be cited for all purposes as the “**Street and Traffic Bylaw, 1991, No. 6234**”.



### PART 3 – DEFINITIONS

**301** Words defined in the *Motor Vehicle Act* and Regulations pursuant thereto shall have the same meaning when used in this Bylaw, or in any Resolution of Council passed pursuant hereto, unless otherwise defined in Section 302 of this Bylaw or unless the context otherwise requires.

**302** In this Bylaw, unless the context otherwise requires:

“Accessible Passenger Directed Vehicle” has the meaning set out in the *Passenger Transportation Act*. [Bylaw 8768, March 30, 2020]

“Boulevard” means that portion of the street lying between the curb and the adjacent street line; and for a street having two or more roadways, that portion of the street lying between the roadways.

“Bulk Refuse Container” means a container acceptable to the City Engineer that is temporarily placed on a street for the purpose of collecting and disposing of refuse and garbage.

“Bus” means a motor-vehicle capable of carrying more than ten passengers and used for the transportation of persons.

“Bylaw Notice” means a ticket issued in respect of this Bylaw.

“Chief of Police” means the senior member in rank of members of the North Vancouver Detachment of the Royal Canadian Mounted Police or his duly authorized representative.

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

“City Engineer” means the person holding the Office of City Engineer.

“Commercial Passenger Vehicle” means a Bus or Passenger Directed Vehicle. [Bylaw 8768, March 30, 2020]

“Commercial Vehicle” means a vehicle which is a commercial vehicle defined as such and licensed under the *Commercial Transportation Act* (British Columbia), as amended from time to time and any vehicle not so licensed but which is used for the collection or delivery, or both, of goods, wares, merchandise, or other commodity in the ordinary course of a business undertaking, and displaying a valid decal or plate issued by a municipality for the purpose of identifying a commercial vehicle. [Bylaw 8768, March 30, 2020]

“Community Charter” means the *Community Charter*, SBC 2003, c26.

“Congestion and Curbside Management Permit” means a permit issued by the City Engineer under section 520 of this Bylaw. [Bylaw 8768, March 30, 2020]

“Council” means the City Council of the City.

“Curb” means the line of demarcation between the roadway and the boulevard of any street or the line of demarcation between the roadway and the sidewalk.

“Cycle” means a device having any number of wheels that is propelled by human power and on which a person may ride and includes a Motor Assisted Cycle or E-Bike, but does not include a human-powered wheelchair, a regulated motorized wheelchair or mobility aid device, Skateboard, Roller Skates, or non-motorized push/kick scooter. *[Bylaw 8335, October 21, 2013] [Bylaw 8815, February 8, 2021]*

“Cycle route” means a street located in the City of North Vancouver and identified as a “bikeway or greenway on local or collector road” in Schedule L to this Bylaw.

“E-Bike Share Permit” means a permit issued by the City Engineer under section 520 of this Bylaw. *[Bylaw 8791, December 7, 2020]*

“E-Bike Share Service” means a legal entity whose business is to provide access to a fleet of Motor Assisted Cycles for a fee. *[Bylaw 8791, December 7, 2020]*

“E-Bike Share Zone” means the area or space on a roadway designated by a Traffic Control Device and established for the exclusive use of a specified E-Bike Share Service. *[Bylaw 8791, December 7, 2020]*

“Election Sign” has the meaning ascribed to it under the “Election Sign Bylaw, 2018, No. 8643”. *[Bylaw 8645, May 14, 2018]*

“Electric Kick Scooter” means a motorized device as defined in the Electric Kick Scooter Regulation, effective April 5, 2024. *[Bylaw 8846, March 7, 2022] [Bylaw 9022, April 15, 2024]*

“Electric Kick Scooter Regulations” means the Electric Kick Scooter Regulation, effective April 5, 2024. *[Bylaw 8846, March 7, 2022] [Bylaw 9022, April 15, 2024]*

“Electric Vehicle” means any vehicle that operates, either partially or exclusively, on electrical energy from an off-board source, that is stored on-board for motive purpose; but for the purposes of this bylaw, does not include vehicles that cannot be licensed by the Insurance Corporation of British Columbia. *[Bylaw 8698, April 1, 2019]*

“Electric Vehicle Charging Station” is a battery charging station that is available for public use for the purpose of transferring electric energy to a battery in an Electric Vehicle. *[Bylaw 8698, April 1, 2019]*

“Fire Chief” means the person holding the office of Fire Chief for the City or his duly authorized representative.

“Geo-fence” means a virtual boundary between two geographic areas or a virtual perimeter around a geographic area, the location and delineation of which shall be determined by the City Engineer. *[Bylaw 8768, March 30, 2020]*

“Geo-fenced Area” means the area within a Geo-fence, or on one side of a Geo-fence, as determined by the City Engineer. *[Bylaw 8768, March 30, 2020]*

“Helmet” means a protective device intended to be worn on the head that must:

- (a) have a smooth, rigid and durable outer surface,
- (b) be constructed so that the helmet is capable of absorbing energy on impact,
- (c) be strongly attached to a strap designed to be fastened under the chin of the person wearing it, and
- (d) be undamaged from use or misuse.

“Highway” includes:

- (a) highways as defined in the *Motor Vehicle Act*;
- (b) highways as defined in the Community Charter; and
- (c) every Street, Roadway, Boulevard, Lane, Alley, Sidewalk, walkway, pathway, bridge, viaduct, tunnel, bicycle path, or any other way used by or intended for use by the public.” [Bylaw No. 8436, Adopted Nov 23, 2015]

“Idle” means the operation of the engine of a motor vehicle while the motor vehicle is not in motion.

“Intersection” means the area embraced within the prolongation of the lateral property lines of streets which join one another, whether such streets at the junction cross each other or meet at an angle without crossing each other.

“Lane” or “Alley” means any street 9 metres or less in width.

“Landscaping Elements” means flowers, plants, foliage, vegetation, whether occurring naturally or by way of human endeavour, and all things ancillary thereto including rocks, wooden, plastic and metal objects, and irrigation equipment.

“Living Quarters” means a space used temporarily or permanently as a dwelling unit and includes a space used temporarily or permanently for the purposes of sleeping or cooking.

“Local Government Act” means the *Local Government Act*, RSBC 1996, c323.

“Local Government Bylaw Notice Enforcement Act” means the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c60.

“Metered Space” means any lawful Parking Space on a Street where Parking Meters regulate the use of such space.

“Mobile Carts” shall mean any City approved wagon, cart or kiosk from which merchandise, food, confectionery or beverage is offered for sale on City streets.

“Mobile Storage Container” means a container acceptable to the City Engineer that is temporarily placed on a street for the purpose of facilitating the relocation of residential items.

“Mobile Workshop” means

- (a) a motor vehicle containing equipment that must be operated inside or in association with the motor vehicle; or

Deleted: ¶

- (b) a motor vehicle serving as a facility for taking measurements or making observations or conducting maintenance or construction or operated by or on behalf of the City, a public utility or police, fire or emergency service.

“Mobility Lane” means any portion of a Roadway or path which is separated from motor vehicle traffic by a demarcated buffer that may include, but is not limited to paint, curb, planters, landscaping, parking, bollards, or similar measures, and is designated by the City Engineer for use by persons on Cycles, Skateboards, Roller Skates, Electric Kick Scooters, or non-motorized push/kick scooters. [Bylaw 8846, March 7, 2022]

“Motor Assisted Cycle” or “E-Bike” means a type of Cycle:

- (a) with two or three wheels to which pedals or hand cranks are attached that will allow for the Cycle to be propelled by human power;
- (b) on which a person may ride;
- (c) to which is attached an electric motor that has an output not exceeding 500 W; and,
- (d) that meets the other criteria prescribed under the *Motor Vehicle Act*, the *Motor Vehicle Act Regulations*, and the *Motor Assisted Cycle Regulation*.

[Bylaw 8791, December 7, 2020]

“*Motor Vehicle Act*” means the *Motor Vehicle Act*, RSBC 1996, c 318, as amended. [Bylaw 8343, January 20, 2014]

“*Motor Vehicle Act Regulations*” means the *Motor Vehicle Act Regulations*, B.C. Reg. 26/58. [Bylaw 8791, December 7, 2020]

“*Neighbourhood Zero Emission Vehicle*” means a neighbourhood zero emission vehicle as defined in the *Motor Vehicle Act Regulations*, B.C. Reg. 26/58.

“*Network Card*” is a card provided by a network operator that activates a Parking Meter for the purposes of initiating a session and collecting payments. [Bylaw 8698, April 1, 2019]

“*One Way Street*” means a street upon which vehicular traffic may lawfully move only in one direction.

“*Parade*” means any procession of more than thirty pedestrians or more than ten vehicles moving upon any street.

“*Parking Meter*” means a device or other method of controlling parking by the requirement of payment or deposit of a parking fee, including an Electric Vehicle Charging Station. [Bylaw 8698, April 1, 2019]

“*Parking Space*” or “*parking stall*” means a section of the roadway indicated by a traffic control device as a place to park one vehicle.

“*Passenger Directed Vehicle*” has the meaning set out in the *Passenger Transportation Act*. [Bylaw 8768, March 30, 2020]

“Passenger Transportation Act” means the *Passenger Transportation Act*, S.B.C. 2004, c.39, as the same may be amended from time to time. [Bylaw 8768, March 30, 2020]

“Pay Parking Zone” means an area of Street in which Metered Spaces are established by Parking Meters, including time-limited pay parking and pay parking except with permit.

“Peace Officer” means any person defined as a peace officer by the *Interpretation Act*, R.S.B.C. 1979, c 206 and includes the person or persons appointed as Manager, Bylaw Services, Bylaw Enforcement Supervisor, Bylaw Enforcement Officer 1 & 2, and Parking Bylaw Enforcement Officer. [Bylaw 8436, November 23, 2015]

“Peak Daytime Curbside Occupancy Rate” is the ratio of the number of occupied Metered Spaces in a Pay Parking Zone during the hours of 9:00 am to 6:00 pm to the total number of Metered Spaces in a Pay Parking Zone, expressed as a percentage that is calculated based on all data collected by the City within a 30 day period.

“Peak Evening Curbside Occupancy Rate” is the ratio of the number of occupied Metered Spaces in a Pay Parking Zone during the hours of 6:00 pm to 9:00 pm to the total number of Metered Spaces in a Pay Parking Zone, expressed as a percentage that is calculated based on data collected by the City within a 30-day period.

“Pedestrian” means (a) a person on foot, (b) a person using a human powered wheelchair, (c) a person using a regulated motorized wheelchair or motorized mobility aid device, or (d) a child in a stroller. [Bylaw 8815, February 8, 2021]

“Play Vehicle” without limiting the generality of the phrase means coaster wagon, scooter, child’s tricycle, sled, toboggan, ski or skate.

“Private Roadway” or “Driveway” means every road or driveway which is not a street.

“Roadway” means the portion of a street that is improved, designed, or ordinarily used for vehicular traffic, and includes the shoulders up to a physical barrier or to the edge of a ditch or an area improved for grass, planting or pedestrian use; and where a street includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively.

“Recreational vehicle” means, but is not limited to the following:

- (a) Tent trailer
- (b) Travel trailer
- (c) Camper
- (d) Camper van
- (e) Motor home
- (f) 5<sup>th</sup> wheel

“Resident and Visitor Parking Policy” means the City’s Resident and Visitor Parking Policy, as amended from time to time. [Bylaw 8317, July 15, 2013]

“Resident Exempt Parking Permit Area” means an area on a Roadway in which Resident Exempt Parking Permit Spaces are designated in accordance with the Resident and Visitor Parking Policy.

“Resident Exempt Parking Permit Space” means a section of the Roadway indicated by Traffic Control Devices that exempts resident parking permit holders from time limits for up to 72 hours.

“Roller Skates” means any footwear or device which may be attached to the foot or footwear, to which wheels are attached and such wheels may be used by the wearer for moving or propulsion, including but not limited to in-line skates commonly known as roller blades.

“Sandwich Board Sign” means a free standing, portable sign consisting of two boards which are joined at the top by a means of permanent hinging which, when opened, shall configure to an “A” frame shape and a method of restraint to maintain the “A” frame shape is incorporated in the design.

“Shared Vehicle” means a four-wheeled automobile, van, or pick-up truck owned and operated by a shared vehicle organization. *[Bylaw 8271, November 26, 2012]*

“Shared Vehicle Organization” means a legal entity whose principal business objective is to provide its members, for a fee, with a car-sharing service by which such members have access to a fleet of shared vehicles which they may reserve for use.

“Sidewalk” means that portion of the street other than a roadway that is improved for the use of pedestrians.

“Sidewalk Crossing” means that portion of a sidewalk or boulevard improved or designed for the passage of vehicular traffic to a driveway or private road.

“Skateboard” means all wheeled objects, coasters, toys, conveyances, or similar devices used for transportation or sport which are propelled by human power and does not include bicycles or roller skates.

“Skateboard Park” means an indoor or outdoor civic facility specifically designed and constructed to support skateboard and roller skate activities in a recreational environment, and which is identified by a civic signage posted at the facility.

“Solicit” means to, without consideration, ask for money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture, for one’s self or for any other person, and solicitation has a corresponding meaning, but does not include soliciting for charity by the holder of a license for soliciting for charity under the provisions of the License Bylaw.”

“Street” means a “Highway” as defined in the *Community Charter*. *[Bylaw 8343, January 20, 2014]*

“Street Line” or “property line” means the dividing line between a street and a parcel of land, the title for which is registered in the Land Title Office.

**Deleted:** “Resident Exempt Zone” means the area or space on a roadway designated as a resident exempt zone in accordance with the Resident and Visitor Parking Policy. *[Bylaw 8317, July 15, 2013]*

“Taxi” means a Passenger Directed Vehicle, as defined in the *Passenger Transportation Act*, capable of carrying ten or less passengers but does not provide Transportation Network Services, as defined in the *Passenger Transportation Act*. [Bylaw 8768, March 30, 2020]

“Temporary Sign” means a sign which is affixed to the ground, though not in a permanently installed position, and is constructed of canvas, plywood, cardboard, plastic or other similar light material and designed or intended to be displayed for a short period of time, but does not include posters or sandwich board signs.

“Temporary Street Occupancy” means the area or space on a roadway, sidewalk and boulevard adjacent to a construction site which is fenced or otherwise secured for the exclusive use of storing materials and equipment for immediate use on the construction site. [Bylaw 8476, May 2, 2016]

“Through Street” means a street or part of a street designated by Council or the City Engineer at the entrances to which stop signs are erected.

“Traffic” includes pedestrians, vehicles, Cycles, and other conveyances, ridden or herded animals, either singly or together, while using a Highway to travel.” [Bylaw 8436, November 23, 2015]

“Traffic Control Device” without limiting the generality of the phrase means a sign, signal, line, meter, marking, space barrier, geo-fence, or device, not inconsistent with this Bylaw, placed or erected or designated by authority of Council or the City Engineer. [Bylaw 8768, March 30, 2020]

“Transit Lane” means any portion of a roadway designated by the City Engineer for the exclusive use of public transit vehicles and Cycles. [Bylaw 8786, September 14, 2020]

“Transportation Act” means the *Transportation Act*, SBC 2004, c 44. [Bylaw 8343, January 20, 2014]

“Transportation Network Services” has the meaning set out in the *Passenger Transportation Act*. [Bylaw 8768, March 30, 2020]

“Trees” means long lived perennial plant(s) that are woody and have a self supporting trunk with root system. May be deciduous or evergreen and includes all living parts.

“Trust Company” means an office or branch of a trust company to which the *Trust and Loans Company Act (Canada)* applies and in which deposit accounts are held.”

“Working Quarters” means a space used temporarily or permanently to purchase, distribute, manufacture, or construct any material or thing for profit.

“Zero-emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source, or a motor vehicle that has been approved by the City Engineer as a Zero-emission Vehicle. [Bylaw 8768, March 30, 2020]



### **Zones where Parking is Restricted:**

“Building Zone” means the area or space on a roadway adjacent to a construction site designated by a traffic control device and established for the exclusive use of unloading or loading of goods, chattels, things or persons to or from vehicles for use on the construction site.

“Bus Zone” means the area or space on a roadway designated by a traffic control device and established for the purpose of taking on or discharging persons from a bus or taxi. A Bus Zone shall include that portion of roadway 15 metres proceeding, and on the same side as a traffic control device marked “bus stop” or “bus”.

“Commercial Loading Zone” means the area or space on a Roadway designated by a Traffic Control Device and established for the exclusive use of Commercial Vehicles for loading or unloading of goods or materials. *[Bylaw 8768, March 30, 2020]*

“Disability Zone” means an area or space on a highway identified by the disabled parking sign as set out in Schedule 2 of Division (23) of the *Motor Vehicle Act* Regulations.

“Film Zone” means the area or space on a roadway designated by a traffic control device and established for the exclusive use of vehicles serving the motion picture film industry, and, without limiting the generality of the foregoing shall include wardrobes, generators, catering vehicles, crew cars and trucks.

“Fire Zone” means the area or space on a roadway designated by a traffic control device and established for free access of Fire Department emergency vehicles.

“Loading Zone” means the area or space on a Roadway designated by a Traffic Control Device and established for the loading or unloading of goods, materials, things or persons. *[Bylaw 8768, March 30, 2020]*

“Passenger Zone” means the area or space on a roadway designated by a traffic control device and established for the purpose of taking on or discharging persons only.

“Public Access Zone” means the area or space on a roadway designated by a traffic control device and established to be used in the indicated limited continuous periods of time for the purpose of taking on or discharging persons, for loading and unloading of goods, chattels, things or persons and for parking of vehicles.

“Resident Permit Only Zone” means the area or space on a roadway designated by a traffic control device and established for the exclusive use of persons who hold a valid permit issued in accordance with the Resident and Visitor Parking Policy and persons driving a shared vehicle. *[Bylaw 8415, May 25, 2015]*

“Shared Vehicle Zone” means the area or space on a roadway designated by a traffic control device and established for the exclusive use of a specified shared vehicle organization. *[Bylaw 8271, November 26, 2012]*

“Special Parking Permit Zone” means the area or space on a roadway designated by a traffic control device and established for the exclusive use of persons who hold a special parking permit issued in accordance with Section 510 of this Bylaw. [Bylaw 8317, July 15, 2013]

“Taxi Zone” means the area or space on a roadway designated by a traffic control device for the purpose of parking a taxi only while taking on or discharging passengers; or parking a taxi for a maximum of fifteen minutes.

“Time-Limited Zone” means the area or space on a roadway designated by a traffic control device and established to restrict parking of vehicles for the indicated limited continuous periods of time.

## **PART 4 – TRAFFIC CONTROL**

### **401 Traffic Control Devices**

The City Engineer is hereby authorized to place or cause to be placed traffic control devices on or above the surface of a street, other than on an arterial highway as defined in the *Transportation Act* of such character and in such location as may be deemed desirable to give effect to the provisions of this Bylaw. [Bylaw 8343, January 20, 2014]

### **402 Through Streets**

The City Engineer may establish through streets by erecting stop signs at entrances to a street.

### **403 Temporary Parking Restrictions**

The Chief of Police is hereby authorized to cause to be placed, for temporary periods not exceeding twenty-four hours at any one time, traffic control devices indicating no parking or limited time parking:

- .1 At the entrance to dance halls, funeral parlours, or other places of public assembly during the period of assembly therein;
- .2 Upon either or both sides of any street or section of street along the route of any parade or in the vicinity of public gatherings;
- .3 At any other location where, in the circumstances, The Chief of Police deems it necessary to facilitate or safeguard traffic.

### **404 Closing Streets**

- .1 When for any reason any Highway or section thereof is unsafe or unsuitable for Traffic, or it is deemed advisable that Traffic should be restricted thereon as to speed, volume or classification, or diverted therefrom, the City Engineer, Fire Chief, Police Chief, or any person duly authorized by the City Engineer, may order such Highway or section

thereof closed, or order that the Traffic thereon or therefrom be restricted or diverted, and for that purpose may erect or place Traffic Control Devices upon such Highway or section thereof; and no person shall enter upon or travel upon such Highway or section thereof so closed as aforesaid, or enter upon or travel thereon contrary to the restrictions placed upon the Highway thereon as aforesaid, or interfere in any way with any Traffic Control Device so placed as aforesaid. *[Bylaw 8436, Adopted November 23, 2015]*

- .2 No person shall for any reason close any Highway or section thereof or restrict or divert Traffic thereon except with the written permission of the City Engineer. *[Bylaw 8436, November 23, 2015]*

#### **405 Loitering Prohibited**

No person shall stand or loiter on any street in such manner as to obstruct or impede or interfere with traffic thereon.

#### **406 Crowds or Groups Obstructing Traffic**

No person shall congregate with other persons on a street in such a manner as to obstruct the free passage of pedestrians or vehicles, except with the written permission of Council.

#### **407 Tethering Animals in Public Places**

No person shall leave any horse or other animals in any street without being tethered in such manner as to prevent such horse or other animal from running away or from moving on the street in any way so as to obstruct or impede other traffic thereon.

#### **408 Sports on Streets**

- .1 No person shall engage in any sport, amusement, exercise or occupation on a street, public open space, or plaza, which is likely to spoil or deface City property, or interfere with or delay traffic, or to cause any obstruction whatsoever except with the written permission of Council.
- .2 No person shall propel, coast, ride or in any other way use Roller Skates or a Skateboard on (a) any portion of the Roadways described in Schedule I, unless being used in a designated Mobility Lane, (b) on a portion of the Roadway that has been closed to motor-vehicle traffic, or (c) a portion of the Roadway designated for its use by the City Engineer. *[Bylaw 8815, February 8, 2021]*
- .3 Council, or the City Engineer in the case of winter conditions may declare any street closed to all vehicular traffic for the purpose of permitting people to coast or slide traffic control devices for the purpose of enabling such coasting or sliding.
- .4 Notwithstanding Section 408.2, no person shall propel, coast, ride or in any other way use Roller Skates, a Skateboard or an Electric Kick Scooter

on any portion of the following public open spaces, plazas, or other City properties: *[Bylaw 8846, March 7, 2022]*

- (a) 14<sup>th</sup> Street Civic Plaza
- (b) St. Roch Dock
- (c) Burrard Dry Dock Pier
- (d) Goldsworthy Pier
- (e) Roger's Plaza
- (f) Shipyard Commons
- (g) Shipbuilders Square

- .5 No person shall engage in or organize a street party on any street except with the written permission of the City Engineer or Council. The City Engineer may provide a permit for a street party provided there is written application indicating consent of at least 67% of all affected residents and provided the occupation of the street is not likely to unreasonably interfere with or delay traffic.
- .6 No person shall engage in or organize a street festival on any street except with the written permission of Council.
- .7 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on a sidewalk without due care and attention or without reasonable consideration for other persons using the sidewalk.
- .8 No person shall propel, coast, ride or in any other way use rollers skates or a skateboard on any street, including the roadway, lane and sidewalk, public open space, plaza, other City properties or skateboard park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice.
- .9 No parent or guardian of a person under the age of 16 years shall authorize or knowingly permit that person to propel, coast, ride or in any other way use a skateboard or roller skates in a skateboard park unless that person is wearing a helmet on his or her head that is properly fastened, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice.
- .10 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any roadway or lane except as near to the right side of the roadway or lane as is practicable.
- .11 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any roadway or lane that is posted with a speed limit exceeding 50 kilometres per hour.
- .12 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane and sidewalk or skateboard park between sunset and sunrise.

- .13 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane and sidewalk while being towed by a vehicle, person, bicycle or animal.
- .14 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any roadway or lane, in such a manner as to pose a hazard to traffic.
- .15 No person shall propel, coast, ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane, and sidewalk in any position other than standing.

#### **409 Peace Officer Traffic Direction**

When it is considered necessary by a Peace Officer:

- .1 to ensure orderly movement of traffic; or
- .2 to prevent injury or damage to persons or property; or
- .3 to permit proper action in an emergency;

traffic may be directed according to the Peace Officer's discretion, notwithstanding anything in the Bylaw, and every person shall obey those directions.

#### **410 Geo-fenced Areas**

The City Engineer is hereby authorized to establish, designate and delineate Geo-fenced Areas and regulate, prohibit or control vehicle access, stopping and loading within such Geo-fenced Areas. *[Bylaw 8768, March 30, 2020]*

#### **411 Transit Lanes**

General purpose motor vehicle traffic is prohibited from traveling or stopping in designated Transit Lanes, unless for the purpose of turning onto an intersecting street, roadway, or driveway. *[Bylaw 8786, September 14, 2020]*

### **PART 5 – PARKING AND STOPPING VEHICLES**

#### **501 General Parking Prohibitions**

Except as otherwise provided in the Bylaw or when necessary to avoid conflict with traffic or to comply with the law or the direction of a Peace Officer or traffic control device, no person shall stop, stand or park a vehicle:

- .1 on a sidewalk or boulevard;
- .2 in front of or within 3 metres of either side of a driveway, private road or sidewalk crossing;
- .3 on that side and section of a roadway within 3 metres of the imaginary projection of the street lines of a lane intersecting a street;

- .4 within 5 metres of a fire-hydrant measured from a point in the curb or edge of roadway which is closest to the fire-hydrant;
- .5 on a crosswalk or in an intersection;
- .6 within 6 metres of the approach or far side of either a crosswalk or intersection except motorcycles which shall not stop, stand or park within 4 metres of the approach or far side of either a crosswalk or intersection unless prohibited by a no parking or no stopping sign;
- .7 within 6 metres on the approach to a flashing beacon, stop-sign, or traffic control signal located at the side of a roadway except motorcycles which shall not stop, stand or park within 4 metres on the approach to a flashing beacon, stop-sign, or traffic control signal located at the side of a roadway unless prohibited by a no parking or no stopping sign;
- .8 on a lane, except commercial vehicles while actually engaged in loading or unloading and then only when parked in such a manner as to leave on one side of the vehicle more than 3 metres of the usable travelled portion of such lane unobstructed for the free movement of vehicular traffic;
- .9 within 15 metres of the nearest rail of a railway crossing;
- .10 upon any street for the principal purpose of:
  - (a) displaying a vehicle for sale;
  - (b) advertising, greasing, painting, wrecking, storing, or repairing any vehicle, except where repairs are necessitated by an emergency;
  - (c) displaying signs;
  - (d) selling flowers, fruit, vegetables, seafood, or other commodities or articles;
- .11 Deleted *[Bylaw 7712, September 12, 2005]*
- .12 on the roadway side of a vehicle stopped or parked at the edge or curb of a roadway;
- .13 on a bridge or other elevated structure on a street, or in a tunnel, except as permitted by a traffic control device;
- .14 in a place in contravention of a traffic control device that gives notice that stopping, standing or parking there is prohibited;
- .15 in a time-limited zone for a period of time longer than the designated time limit. A Bylaw Officer may issue more than one Notice on any one vehicle during any calendar day for over time limit contraventions.
- .16 in a manner that obstructs the visibility of a traffic sign erected by or with the authority of the Minister of Transportation and Highways or this Bylaw;

- .17 on any school day between the hours of 8:00 o'clock in the forenoon and 5:00 o'clock in the afternoon in front of any school grounds on the side of the roadway forming part of the boundary of such school grounds, as indicated by a traffic control device;
- .18 attended or unattended adjacent to a curb painted yellow;
- .19 in a position that causes it to interfere with removal of snow from a street by a person authorized to do so by the City Engineer;
- .20 in a position that causes it to interfere with fire-fighting;
- .21 in a position that causes it to interfere with the normal flow of traffic on the street;
- .22 in a position that causes it to interfere with the construction, reconstruction, repair or maintenance of a street or public utility or connection thereto by a person authorized to undertake such work by the City Engineer;
- .23 so as to permit it to stand unattended or parked unless he has locked the motor-vehicle or made it secure in such a manner as to prevent the unauthorized use of the motor-vehicle;
- .24 on or over any hose lying on or attached to a roadway;
- .25 on any portion of a street that is designated as a Transit Lane. *[Bylaw 8786, September 14, 2020]*
- .26 on any portion of a street that is designated as a Mobility Lane. *[Bylaw 8815, February 8, 2021]*

## **502 Stop When Traffic Obstructed**

No driver of a vehicle shall enter an intersection or a marked crosswalk unless there is sufficient space on the other side of the intersection or crosswalk to accommodate the vehicle he is operating without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic-control signal indication to proceed.

## **503 Parallel Parking**

Except as otherwise provided in this Bylaw:

- .1 No person shall, except on a one way street, stop, stand or park a vehicle on a roadway or street other than on the right side of the roadway and with the right-hand wheels parallel to that side, and within 30 centimetres of a curb if one exists;
- .2 where parking is permitted on both sides of a roadway on a one-way street, the nearside wheels of the motor-vehicle must be within 30



centimetres of the curb, and the vehicle shall face with the direction of the traffic flow;

- .3 where parking spaces have been marked on any roadway for parallel parking no driver shall park any vehicle otherwise than between the lines or markings indicating the limits of a single space except in the case of a vehicle being of greater length than that of a parking space, but in no case shall a vehicle occupy or encroach upon more than two parking spaces;
- .4 no driver shall permit a motor-vehicle to stand on a grade without having turned the front wheels of the motor-vehicle to the adjacent side of the roadway (except on an ascending grade where there is a barrier at the curb in which case the driver shall turn the front wheels of the motor vehicle away from the adjacent side of the roadway).

#### **504 Angle Parking**

Angle parking shall be permitted only upon the roadway of such streets or sections thereof as are designated for such purpose by the City Engineer. Upon any street which has been marked for angle parking, vehicles shall be parked with the nearest front wheel not more than 30 centimetres from the curb or other traffic control device, and parallel to and between the lines so marked.

Notwithstanding the parking privileges allowed by the provisions of this Bylaw, it shall be unlawful for the driver of any vehicle to park such vehicle in such a manner that any part of the vehicle shall extend into the roadway of any street beyond the lines or markings indicating the limit of the parking spaces on that section of the street.

On a street where angle parking is permitted, 3.5% of the total number of angle parking shall be designated as a disability zone. One disability zone shall be provided on a street with 30 or less angle parking stalls.

#### **505 Parking – 72 hours**

No person shall park any vehicle on any roadway for a longer period than seventy-two consecutive hours.

#### **506 Parking Large Vehicles**

No person shall park any vehicle having a gross vehicle weight rating of 5,500 kg or more, or a vehicle having an overall length including any attached trailer exceeding 6.1 metres between 6:00 pm of any day and 6:00 am of the day immediately following on any street in a residential district except when actively engaged in loading or unloading.

Deleted: 4,500

#### **507 Parking Large Vehicles – Permits**

Where by reason of the width or length of any vehicle or for any other reason, it is impossible to park such vehicle on any street or section of street in compliance with all the provisions of this Bylaw, then such vehicle shall not be parked upon

such street or section of street except by permission of the City Engineer or Chief of Police, who is hereby empowered to grant a special permit, subject to such conditions as he may think fit.

**508 Power to Establish Restrictive Parking Zones** *[Bylaw 8317, July 15, 2013]*

The City Engineer is hereby authorized to place or erect or designate or cause to be placed or erected or designated a Traffic Control Device establishing: *[Bylaw 8791, December 7, 2020]*

- (a) a Loading Zone, Commercial Loading Zone, Passenger Zone, Bus Zone, Taxi Zone, Film Zone, Disability Zone, Building Zone, Fire Zone, Time-Limited Zone, Shared Vehicle Zone, and E-Bike Share Zone as the City Engineer deems desirable; *[Bylaw 8791, December 7, 2020]*
- (b) a Special Parking Permit Zone as he deems desirable, provided that the person requesting the establishment of such zone pays for all expenses arising out of the placement or erection or designation of the Traffic Control Device establishing such zone; and *[Bylaw 8768, March 30, 2020]*
- (c) a Resident Permit Only Zone in accordance with the Resident and Visitor Parking Policy. *[Bylaw 8768, March 30, 2020]*

**.1 Power to Charge Shared Vehicle Organizations for the Establishment of a Shared Vehicle Zone**

If the City Engineer places or erects or causes to be placed or erected a traffic control device establishing a shared vehicle zone, the City Engineer may charge the shared vehicle organization for which the shared vehicle zone was established a fee for the placement or erection of the traffic control device. If the City Engineer places or erects or causes to be placed or erected a traffic control device establishing a shared vehicle zone in a metered zone, the City Engineer may charge the shared vehicle organization for which the shared vehicle zone was established an annual fee equal to the meter revenue that would have been collected by the City had that area not been established as a shared vehicle zone. *[Bylaw 8271, November 26, 2012]*

**.2 Use of Shared Vehicle Zone**

The shared vehicle organization which requests the establishment of a shared vehicle zone shall have exclusive use of that shared vehicle zone for two years. After the expiration of the two year period, the use of that shared vehicle zone shall be determined by right of first refusal whereby the current user of the shared vehicle zone may choose to continue to use the shared vehicle zone or relinquish the use of that shared vehicle zone. *[Bylaw 8271, November 26, 2012]*

**.3 Parking in Electric Vehicle Charging Spaces**

No person shall park a motor vehicle in an on-street or City owned parking space equipped with an Electric Vehicle Charging Station unless the motor vehicle fits the definition of an Electric Vehicle as set out in Section 302 of this bylaw. *[Bylaw 8786, September 14, 2020]*

.4 Power to Charge E-Bike Share Services for the Establishment of an E-Bike Share Zone *[Bylaw 8791, December 7, 2020]*

If the City Engineer places or erects or causes to be placed or erected a Traffic Control Device establishing an E-Bike Share Zone, the City Engineer may charge the E-Bike Share Service for which the E-Bike Share Zone was established, a fee for the placement or erection of the Traffic Control Device. If the City Engineer places or erects or causes to be placed or erected a Traffic Control Device establishing an E-Bike Share Zone in a Metered Zone, the City Engineer may charge the E-Bike Share Service for which the zone-Bike Share Zone was established an annual fee equal to the meter revenue that would have been collected by the City had that area not been established as an E-Bike Share Zone. *[Bylaw 8791, December 7, 2020]*

**509 Parking Zone Restrictions** *[Bylaw 8317, July 15, 2013]*

No person shall stop or park a vehicle in any Loading zone, Commercial Loading Zone, Passenger Zone, Bus Zone, Taxi Zone, Building Zone, Film Zone, Disabled Zone, Fire Zone, Shared Vehicle Zone, E-Bike Share Zone, Resident Permit Only Zone, and Special Parking Permit Zone except that a person may do so: *[Bylaw 8791, December 7, 2020]*

- .1 in a Loading Zone while actually engaged in the loading or unloading of goods, materials or passengers, for no longer than the maximum period indicated on any Traffic Control Device, or in the absence of such posted time limit, for no longer than five minutes for the loading or unloading of persons or 30 minutes for the loading or unloading of goods or materials; *[Bylaw 8768, March 30, 2020]*
- .2 in a Commercial Loading Zone with a Commercial Vehicle while actively engaging in loading or unloading goods or materials, for no longer than the maximum period indicated on any Traffic Control Device, or in the absence of such posted time limit, for longer than 30 minutes; *[Bylaw 8768, March 30, 2020]*
- .3 in a Passenger Zone only for as long as is necessary to take on or discharge passengers, to a maximum of five minutes; *[Bylaw 8768, March 30, 2020]*
- .4 in a bus zone with a bus provided that the bus is not parked so as to impede traffic;
- .5 in a bus zone, with a vehicle owned or operated on behalf of Canada Post Corporation for the delivery or picking up of mail, for no longer than is necessary to pick up or deliver such mail, provided that no driver of such mail vehicle shall enter any bus zone when a bus is approaching thereto,

and the driver of such mail vehicle already entered into the bus zone shall immediately vacate the bus zone on the approach of a bus;

- .6 in a bus zone with a taxi for only as long as it is necessary to take on or discharge passengers, provided that no such driver shall enter any zone when a bus is approaching thereto and the driver of any taxi already entered into such a zone shall immediately vacate such a zone upon the approach of a bus;
- .7 in a taxi zone with a taxi;
- .8 in a fire zone as authorized by the Fire Chief;
- .9 in a disability zone only in accordance with the Regulations of the *Motor Vehicle Act*;
- .10 in a building zone while engaged in the exclusive use of unloading or loading of goods, chattels, things or persons for use at the construction site adjacent to the building zone provided that the vehicle is not standing, stopped or parked in a manner to impede traffic or on the roadway side of a vehicle lawfully standing, stopped or parked in the building zone;
- .11 in a shared vehicle zone with a shared vehicle belonging to a shared vehicle organization assigned to that shared vehicle zone;
- .12 in a resident permit only zone with a valid permit issued in accordance with the Resident and Visitor Parking Policy or with a shared vehicle; and *[Bylaw 8415, May 25, 2015]*
- .13 in a special parking permit zone with a valid special parking permit issued in accordance with Section 510 of this Bylaw.
- .14 in an E-Bike Share Zone with an E-Bike belonging to an E-Bike Share Service assigned to that E-Bike Share Zone. *[Bylaw 8791, December 7, 2020]*

**510 Special Parking Privileges** *[Bylaw 8317, July 15, 2013]*

.1 Special Parking Permit

The City Engineer is hereby authorized to grant to any person an exemption from any parking time restrictions in a special parking permit zone by issuing a special parking permit to that person, provided that such special parking permit specifies:

- (a) the parking time restrictions to which the exemption applies;
- (b) the period of time for which the exemption applies; and
- (c) the special parking permit zone to which the exemption applies.

.2 Resident Exempt Parking Permit Area

**Deleted:** Zone

**Deleted:** . The City Engineer is hereby authorized to grant an annual exemption from the parking time restrictions in a resident exempt zone for up to 72 hours to:¶

¶

- (a) . a person who holds a valid permit issued in accordance with the Resident and Visitor Parking Policy; and¶
- (b) . a shared vehicle organization which applies for such an exemption and pays an annual application fee set out in Schedule H to the "Fees and Charges Bylaw, 2024, No. 9000" per shared vehicle in the shared vehicle organizations' fleet of shared vehicles. ¶

The City Engineer is hereby authorized to grant an exemption from the parking time restrictions in a Resident Exempt Parking Permit Area for up to 72 hours to:

- (a) a person who holds a valid permit issued in accordance with the Resident and Visitor Parking Policy and pays a permit fee as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000", and
- (b) a Shared Vehicle Organization which applies for such an exemption and pays an annual application fee as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000" per shared vehicle in the Shared Vehicle Organizations' fleet of Shared Vehicles.

### **511 Exemptions to Public Utility Vehicles**

The provisions of this Bylaw prohibiting stopping or parking shall not apply to:

- .1 Municipal or Provincial utility service vehicles;
- .2 Service vehicles of a public utility;
- .3 Tow cars as defined in the *Motor Vehicle Act*;

while such vehicles are actually engaged in works of necessity requiring them to be stopped or parked in contravention of any such provision. This exemption shall not relieve the drivers of such vehicles from taking due precautions to indicate the presence of such vehicles on the street while so parked or stopped.

### **512 Exemption to People with Disabilities**

The provisions of this Bylaw regulating time restricted parking and resident parking only zones shall not apply to people with disabilities drivers, whose vehicles prominently display in a window a valid permit issued to people with disabilities by the Social Planning and Review Council of British Columbia. *[Bylaw 8415, May 25, 2015]*

### **513 Overtime Parking – Same Block**

No person shall move a vehicle from one location to another in the same block to avoid the time limit regulations specified in that particular block.

### **514 Parking Unattached Trailers**

No person shall park any trailer on any roadway without being attached to a motor vehicle, in which that motor vehicle is capable of legally towing the trailer and is in accordance with the *Motor Vehicle Act*. *[Bylaw 8293, March 4, 2013]*

### **515 Noise Nuisances from Vehicle Horns and Alarms**

No person shall park a vehicle on any street with a:

- .1 vehicle horn or other traffic warning device which operates continuously or intermittently for a period of 10 minutes; or

- .2 the audible sound of a motor vehicle security system which activates either continuously or intermittently for a period exceeding one minute, or which produces a false alarm activating more than three times in a 24 hour period, but not including the activation status signal given when arming or disarming the alarm.

#### **516 Vehicle Idling**

No person shall permit a motor vehicle engine to idle on a street for more than three (3) minutes in a 60-minute period.

This section does not apply to:

- .1 A mobile workshop while such a vehicle is being used as a mobile workshop.
- .2 Police, fire or ambulance vehicles while engaged in operational activities, including training activities, except where idling is substantially for the convenience of the operator of the vehicle.
- .3 Vehicles assisting in an emergency activity.
- .4 Vehicles for which idling is required as part of a repair or regular pre-check maintenance process.
- .5 Armoured vehicles in which a person remains inside the vehicle while guarding the contents of the vehicle or while the vehicle is being loaded or unloaded.
- .6 Vehicles required to remain motionless because of an emergency, traffic, or mechanical difficulties over which the driver has no control.
- .7 Vehicles engaged in a parade or race or any other event authorized by the City of North Vancouver.
- .8 Vehicles required to use heating or refrigeration systems powered by the motor or engine for the preservation of perishable cargo.
- .9 Vehicles when the ambient temperature inside the vehicle is:
  - (a) More than twenty-seven degrees Celsius (27°C); or
  - (b) Less than five degrees Celsius (5°C)

#### **517 Use of Vehicles as Living Quarters**

No person shall occupy a vehicle, motor home or trailer as living quarters while it is stopped, standing or parked upon any highway except at a location approved for that purpose by the City;

#### **518 Working Quarters**

No person shall use a Recreational Vehicle as Working Quarters;

**519 Recreational Vehicle 24 hour parking**

No person shall park a recreational vehicle on any street for more than 24 hours.

**520 Transportation Network Services**

.1 The City Engineer may establish and designate Geo-fenced Areas and regulate and control the operation of Transportation Network Services within any Geo-fenced Area, including the regulation or prohibition of stopping and loading by any Transportation Network Services provider within a Geo-fenced Area. *[Bylaw 8768, March 30, 2020]*

.2 Except for Accessible Passenger Directed Vehicles, a Transportation Network Services provider must not cause, allow, or permit any Passenger Directed Vehicles being operated under the licence issued to them under the Passenger Transportation Act to stop to pick up or drop off any passengers on any Highway within the City of North Vancouver between the hours of 7:00 a.m. and 9:00 p.m. unless they hold a valid Congestion and Curbside Management Permit, in which case the Passenger Directed Vehicles may stop at any place where stopping is permitted at such times for the purposes of picking up or dropping off passengers.

.3 The City Engineer may issue a Congestion and Curbside Management Permit to a Transportation Network Services provider for the fee set out in Schedule H to the “Fees and Charges Bylaw, 2024, No. 9000”, as amended from time to time, which fee may vary among vehicle types, and which fee shall be payable monthly at the end of each month in a manner satisfactory to the City Engineer. No permit shall be required for Accessible Passenger Directed Vehicles used by a Transportation Network Services provider. *[Bylaw 8768, March 30, 2020] [Bylaw 9034, July 22, 2024]*

**Deleted:** Except for Accessible Passenger Directed Vehicles, a Transportation Network Services provider must not cause, allow, or permit any Passenger Directed Vehicles being operated under the licence issued to them under the *Passenger Transportation Act* to stop to pick up or drop off any passengers on any Highway within the City of North Vancouver between the hours of 7:00 a.m. and 9:00 a.m. or the hours of 2:00 p.m. and 6:00 p.m., Monday through Friday, unless they hold a valid Congestion and Curbside Management Permit, in which case the Passenger Directed Vehicles may stop at any place where stopping is permitted at such times for the purposes of picking up or dropping off passengers. *[Bylaw 8768, March 30, 2020]*

**PART 6 – GENERAL REGULATIONS**

**601 Provisions for Obeying Signs**

Subject to this Bylaw and except where otherwise directed by a Peace Officer, every driver of a vehicle and every pedestrian shall obey the instructions of an applicable traffic control device.

**602 Firemen May Direct Traffic in Vicinity of Fire**

Any Officer or member of a Fire Department while in the course of duty in or about any fire or at the scene of any accident, may direct traffic on any street in



the vicinity of any fire or accident. No person shall fail to comply with the directions of any Officer or member of a Fire Department.

### **603 Traffic Tickets**

No person other than the owner or driver of a vehicle shall remove any notice placed therein or affixed thereto by a Peace Officer in the course of his duty in checking violations of this Bylaw and no person shall deliberately erase a chalk mark from a tire marked by a Peace Officer or remove any other object or device used by him in checking violations of this Bylaw.

## **PART 7 – PARADES, PROCESSIONS, FUNERALS AND MOTION PICTURE FILM TOW SHOTS**

### **701 Parade – Permit For**

No parade or procession shall be held on any street except by written permission of the City granting a permit to one of the persons forming part of the parade organization, and no such order shall be made unless written application at least twenty-four hours before the holding of the parade has been submitted to the Chief of Police and the City Engineer; such application shall specify the nature of the parade, the day and hour at which such parade is to be held, the place or places of formation or commencement thereof, the route intended to be taken, the point of disbandment or dispersal of same, and the approximate length or duration thereof.

### **702 Parade – Exemption**

The provisions of Section 701 shall not apply to any parade of the armed forces, or to any funeral procession.

### **703 Funeral, Film Tow Shots and Other Processions**

- .1 No driver of a vehicle shall drive between the vehicles comprising a funeral, film tow shots, or other authorized procession while it is in motion. The provision shall not apply at intersections where traffic is being controlled by traffic control signals or Peace Officers.
- .2 Funeral processions shall be identified as such by each vehicle therein having its headlights illuminated.
- .3 The route taken by any funeral procession consisting of vehicles and persons on foot, shall be subject to the direction of the Chief of Police.
- .4 Film tow shot processions shall be identified as such by the lead vehicle being a police car.
- .5 A route taken by any film tow shot procession shall be subject to the direction of the City Engineer.

## **PART 8 – REGULATION OF STREET USAGE**

## **801 Street-Structures / Advertising / Writing-Permit**

- .1 No person shall construct, place, maintain mark or imprint, or cause to be constructed, placed, maintained, marked or imprinted any structure, placard, playbill, poster, advertising, writing, pictures, thing, or device in, upon, or over any street, or in any manner whatsoever deface any street except as otherwise permitted by any Bylaw of the City unless written permission to do so has first been granted to such person under authority of this or another Bylaw or, in the event that no authority exists for granting such permission, with the written permission of Council.
- .2 No person shall install temporary signs without having first obtained permission from the City Engineer provided that temporary signs shall not be attached to street trees, street furniture or any other City property. Notwithstanding the foregoing, temporary signs for the purpose of advertising non-profit or fund-raising activities shall be permitted only at the following locations:
  - (a) on the median, 600 Block West Keith (at Marine Drive); and
  - (b) on the boulevard only, on the north side of Keith Road between East and West Grand Boulevard, (not on Grand Boulevard Park proper). *[Bylaw 8415, May 25, 2015]*
- .3 Sections 801.1 and 801.2 do not apply to Election Signs placed and removed in accordance with the "Election Sign Bylaw, 2018, No. 8643". *[Bylaw 8645, May 14, 2018]*

## **802 Street Waste Matter**

Except as otherwise permitted by any Bylaw of the City, no person shall place or deposit, or cause to be placed or deposited, any goods, chattels or other things upon any street, or allow any goods, chattels or other thing to blow, drop, spill, fall, flow or drift onto any street from any premises owned or occupied by him or to allow any substance or thing to fall upon any street from any vehicle or following an accident, allow any substance or thing to remain upon any street longer than is necessary to remove such substance or thing from such street or fail to take immediate and reasonable precautions to safeguard traffic in the event of an accident, which shall include the removal of any damaged vehicle from the line of traffic.

## **803 Street – Spills**

Without limiting the generality of Section 802 or of Section 813, in the event that any substance or material shall, due to any cause whatsoever, blow, drop, spill, fall, flow or drift on to any street it shall be the duty of the person in charge of, and of the owner of, such substance or material to remove such substance or material from such street to clean up such street and to repair any damage caused by such substance or material, as soon as possible, and, such removal, clean-up and repair shall be done at the expense of the owner of such substance or material and of the person responsible for the presence of such substance or material on such streets jointly and severally.

#### **804 Street-Spills Removal**

In the event that the terms of Section 803 of this Bylaw are not complied with forthwith, the City Engineer or the Chief of Police or, if the material or substance is a petroleum product, the Fire Chief, may direct that such substance or material be removed and cleaned up and repairs be made at the expense of the person who has defaulted in complying with the said terms, and, the City shall recover the expenses thereof, with interest at such rate as may be prescribed under authority of the *Community Charter*, with costs in like manner as municipal taxes. Without limiting the generality of the foregoing, in the event that any person from whom such expense may be recovered is not an owner of real property within the municipality, such expenses shall be a debt recoverable by action brought by the municipality in any Court of competent jurisdiction. *[Bylaw 8343, January 20, 2014]*

#### **805 Streets – Normal Use**

Except as otherwise permitted by any Bylaw of the City or as is herein provided to the contrary, no person shall use any street for the purpose of performing work or doing any act not associated with the normal use of such street for traffic purposes, or which will in any way impede or interfere with traffic or will deface or injure any such street, and no person shall use any street for the purpose of storing any material or substance.

#### **806 Awning, Canopy and Marquee Regulations**

No person shall erect or maintain over any street an awning except as otherwise permitted by any Bylaw of the City.

#### **807 Permission to Excavate Streets**

No person shall break, tear up or remove or otherwise interfere with any sidewalk, curb or surfacing of any street, or excavate any street or under any street, without having first obtained permission of the City Engineer; and any person acting under such permission shall, upon completion of the work, refill and thoroughly consolidate any excavation and put the street in as good order and repair as it was before the work was done and notify the City Engineer that this restoration work has been completed. The City Engineer may inspect the work and order further restoration to be undertaken.

#### **808 Regulation of Access**

The following regulations pertain to access to any street:

- .1 Pedestrian access to an opened lane or street may be permitted at any location.
- .2 Vehicular access to opened lanes or streets shall be in accordance with City Bylaws.

- .3 Crossings for vehicular access shall only be permitted in accordance with City Bylaws. The City Engineer may direct that crossings not serving a purpose in conformance with City Bylaws shall be removed and the curb, sidewalk and boulevard restored to the adjacent standard. The removal and repair shall be made at the expense of the owner or occupier of the real property no longer being served by the crossing.

**809 Permission for Sidewalk Crossings**

The City Engineer is empowered to grant to any person upon application therefore a permit to construct or alter any curb or roadway on any street, or a sidewalk crossing, in accordance with the particulars of the construction of such sidewalk crossing which was supplied for the information of the City Engineer at the time of such application, and the work shall be carried out in compliance therewith to the satisfaction and subject to the direction of the City Engineer.

**810 Driving on Boulevards Prohibited**

No person shall drive a vehicle on or across boulevards or sidewalks other than at approved crossings.

**811 Barricades Must Be Provided**

The person, to whom permission is granted to do any work upon any street, shall construct and maintain a good and sufficient fence or other barrier around the work so being done, in such manner as to prevent accident, and shall place and maintain upon such barrier, suitable and sufficient beacons or flashing lights or flares at night. All work done under authority of such permission and all precautions taken for the protection of the public are subject to the direction and supervision of the City Engineer and any instructions issued by him shall be carried out.

The person to whom such permission is given shall also indemnify the City against loss or damage by reason of any such work and give security that he will carry out the work in accordance with the provisions of this section, if such security is demanded of him by the City Engineer, who is empowered to demand such security, the person of whom such security is demanded shall not proceed with the work until such security has been provided to the satisfaction of the City Engineer. The barricade shall be removed after the street is returned to its original condition or to a condition satisfactory to the City Engineer.

**812 Barricades Not To Be Tampered With**

No person shall interfere in any way with any barrier, lamp, sign or other device placed upon any street by any person at or near any excavation or other work being performed under authority of a valid permit or placed upon any street by any City Workman.

**813 Obstructions – Removal**

- .1 Notwithstanding anything herein contained, no person shall place, maintain or permit to remain any goods, chattels or other things upon any Highway which will obstruct or impede Traffic thereon, or deface or injure any such Highway, or which may be an inconvenience to the free and lawful use thereof, or which may unlawfully encroach thereon. *[Bylaw 8436, November 23, 2015]*
- .2 Notwithstanding anything herein contained, no person shall place, maintain or permit to remain any bulk refuse container or mobile storage container upon any street or boulevard without having first obtained permission of the City Engineer.
- .3 The City Engineer and any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw, 2018, No. 8675" may remove, detain or impound or cause to be removed, detained, or impounded such goods chattels, motor-vehicles, Cycles, and E-Bikes or other thing which unlawfully has been placed or maintained or permitted to remain or used in any way in contravention of this Bylaw upon any highway and the cost of removing, towing, impounding and storing the same shall be charged to the owner thereof or the person placing, maintaining or permitting to remain or using in any way in contravention of this Bylaw the said goods, chattels, motor vehicles, Cycles, E-Bikes, or other things. *[Bylaw 8791, December 7, 2020]*
- .4 In the event that the charges herein before mentioned are not paid within one month from the removal, detention or impounding, the City or its agents may sell the same by public auction.
- .5 Before selling by public auction under this section, the City or its agents shall advertise the time and place of the proposed public auction in two consecutive issues of a newspaper circulating in the City, giving at least ten days' notice of such proposed sale.
- .6 The proceeds of any such sale by public auction shall be applied firstly against any expense for such sale and all charges for which the owner is liable under this section, and the balance of the proceeds, if any, shall be paid to the owner upon application therefore to the City Clerk.
- .7 Wherein the opinion of the non-commissioned officer in charge of the R.C.M.P. Traffic Department or the Bylaw Enforcement Officer, the thing or obstruction removed, detained or impounded pursuant to section 813.3 is a perishable item or has no apparent marketable value, or its custody involves unreasonable expense or inconvenience, the non-commissioned officer in charge of the R.C.M.P. Traffic Department or the Bylaw Enforcement Officer may dispense with a public auction and may dispose of the thing or obstruction in any manner in which he deems expedient.

#### **814 Sidewalks – Removal of Snow & Ice**

The owner or occupier of real property must remove any accumulation of snow or ice from the sidewalks and footpaths bordering the real property within 24 hours

after the cessation of any snowfall that caused any accumulation of snow or ice on any sidewalk or footpath, or prior to the depth of snow accumulation exceeding ten centimetres. *[Bylaw 8536, April 8, 2019]*

#### **815 Sidewalks – Removal of Dirt & Rubbish**

The owner or occupier of any real property shall sweep, wash or otherwise remove any accumulation of leaves, dirt or rubbish from the sidewalks and footpaths bordering on the real property owned or occupied by him.

#### **816 Commercial Use of Sidewalks**

- .1 Any owner or tenant of business premises fronting a cement concrete public sidewalk may occupy a maximum of 2.5 metres of the sidewalk immediately adjacent to the business premises for:
  - (a) the outdoor commercial display of goods or products for sale, of a type usually offered for sale by the business, or
  - (b) the placement of tables and chairs for the purpose of food service in conjunction with an adjoining restaurant, take-out service prepared food, delicatessen, or bakery provided that:
    - (i) there remains a minimum of 3.0 metres unencumbered sidewalk adjacent to the curb face; this width may be reduced to 2.0 metres with the written approval of the City Engineer;
    - (ii) the maximum allowed area of street occupancy will be reduced by the City Engineer if, in his opinion, it is required for public purposes;
    - (iii) the goods, products, tables and chairs permitted on the sidewalk shall be placed and maintained by the owner in a manner so as not to constitute a hazard to the general public.
  
- .2 Notwithstanding Section 801.1 and 801.2, any owner or tenant of business premises fronting a cement concrete public sidewalk may occupy the sidewalk immediately adjacent to his premises for the placement of a sandwich board sign provided that:
  - (a) only one such sign shall be located on the street per business premises;
  - (b) the entire sign is located within four feet of the curb edge;
  - (c) the sign does not exceed the dimension of .76 metres wide by 1.22 metres high and that only two sides of the sign may contain advertising copy;
  - (d) the sign shall contain no electrical components and may not be illuminated;
  - (e) the sign is placed on the street only during the operating hours of the business premises to which it applies.

- .3 It shall be an offence under this Bylaw to locate goods or products for sale, to situate tables, chairs or other items related to outdoor dining or to place a sandwich board sign contrary to this Bylaw.
- .4 "Mobile Carts", as defined in Section 302, are permitted to use the sidewalk or City Wharf at locations as described in Schedule H to this Bylaw. Street vending license requirements are to be satisfied as required in the City of North Vancouver Street Vending Guidelines.

#### **817 Obstructive Solicitation**

- .1 No person shall solicit in a manner which causes an obstruction. A person shall be deemed to be causing an obstruction when he or she solicits by:
  - (a) sitting or lying on a street in a manner which obstructs or impedes the convenient passage of any pedestrian traffic in a street, in the course of solicitation,
  - (b) continuing to solicit from or otherwise harassing a pedestrian after that person has made a negative initial response to the solicitation or has otherwise indicated a refusal,
  - (c) physically approaching and soliciting from a pedestrian as a member of a group of three or more persons,
  - (d) soliciting on a street within 10 m of
    - (i) an entrance to a bank, credit union or trust company, or
    - (ii) an automated teller machine, or
  - (e) soliciting from an occupant of a motor vehicle in a manner which obstructs or impedes the convenient passage of any vehicular traffic in a street.

#### **818 Street Landscaping and Street Trees**

- .1 Subject to Section 813.3 no person, other than a duly authorized person or employee of the City acting in pursuance of his duties shall:
  - (a) dig up in any manner, alter or disturb any landscaping element constructed, planted or installed in any street.
  - (b) Alter or damage any tree planted or situated on any street.
  - (c) Remove any tree planted or situated on any street.
- .2 No landscaping elements may be constructed, planted or installed on any street without having first obtained the permission of the City Engineer and any person acting under such permission shall do so in accordance with the terms and conditions contained in a permit. Landscaping elements, once constructed, planted or installed or planted will become the property of the City.
- .3 Property owners are responsible for the care and maintenance of grass and landscaping elements constructed, planted or installed, excluding trees, pursuant to Section 818.2 on streets adjacent to their property.

#### **819 Tag Days**



No person shall hold a Tag Day or otherwise solicit donations of money or in kind or for material assistance upon any street or public place except with the written permission of the City Engineer or any other person duly authorized by the City Engineer.

## **820 Licensing of Vehicles**

- .1 No person may drive, or park a vehicle or trailer on any street without displaying on it, in the manner prescribed in the *Motor Vehicle Act* and Regulations pursuant thereto, the number plates issued or designated by the Superintendent or otherwise prescribed to be displayed on that motor vehicle or trailer for the current licensed year of that motor vehicle or trailer.
- .2 No person may operate or use, or cause a commercial vehicle to be operated or used on a street without holding and displaying a valid and subsisting municipal licence plate required under the authority of any other Bylaw.

## **821 Utility Access Agreement**

Any person seeking permission to construct works on a street, for the purpose of installing utility works, is required to enter into a Utility Access Agreement substantially in accordance with Schedule G.

## **822 E-Bike Share Services**

- .1 The City Engineer may establish and designate Geo-fenced Areas and regulate and control the operation of E-Bike Share Services within any Geo-fenced Area, including the speed of E-Bikes and the regulation or prohibition of parking of any E-Bikes within a Geo-fenced Area.
- .2 No person or legal entity may operate an E-Bike Share Service without a valid E-Bike Share Permit.
- .3 The holder of an E-Bike Share Permit may deploy a fleet of E-Bikes in any location where parking is permitted for the purpose of making E-Bikes available to reserve for use.
- .4 The City Engineer may issue an E-Bike Share Permit to an E-Bike Share Service for the fee set out in Schedule H to the "Fees and Charges Bylaw, 2024, No. 9000", as amended from time to time, which fee may vary based on the total number of E-Bikes deployed in a fleet by the E-Bike Share Service and which fee shall be payable prior to being issued a permit in a manner satisfactory to the City Engineer. *[Bylaw 9034, July 22, 2024]*
- .5 Successful applicants for the E-Bike Share Permit must pay a performance deposit set out in Schedule H to the "Fees and Charges Bylaw, 2024, No. 9000", as amended from time to time, prior to being

issued a permit. The performance deposit fee is refundable, less any deductions.

[Bylaw 8791, December 7, 2020] [Bylaw 9034, July 22, 2024]

## **PART 9 – HEAVY TRUCKS – COMMERCIAL VEHICLES** [Bylaw 8699, May 13, 2019]

### **901 Size, Weight and Loading Regulations by Reference**

Hereby adopted as regulations pursuant to this bylaw are:

- .1 *Motor Vehicle Act Regulations*, B.C. Reg. 26/58:
  - (a) Section 19.01;
  - (b) Section 19.02;
  - (c) Section 19.03;
  - (d) Section 19.05; and
  - (e) Section 19.06,
- all as amended from time to time;
- .2 *Motor Vehicle Act Regulations*, B.C. Reg. 26/58 Division 35 Cargo Securement, as amended from time to time; and
- .3 *Commercial Transport Regulations*, B.C. Reg. 30/78:
  - (a) Division 1 Interpretation;
  - (b) Division 2 Application;
  - (c) Division 7 Commencing at Section 7.05; Size and Weight;
  - (d) Division 8 Pilot Cars and Signs; and
  - (e) Division 11 Penalties,

all as amended from time to time.

[Bylaw 8699, May 13, 2019]

### **902 Travel on Truck Routes**

- .1 A Commercial vehicle or combination of vehicles with a licensed gross vehicle weight of 11,800 kg or more, or a commercial vehicle with four or more axles may only travel on designated Truck Routes, as set out in Schedule E of this bylaw, and on any street providing the shortest distance route between a designated Truck Route and points of origin or destination.
- .2 This Section 902 shall not apply when otherwise directed by the City Engineer, or a Peace Officer, or as dictated by an emergency situation; nor to transit vehicles when on approved transit routes, recreational vehicles, trucks with campers mounted on them, and emergency vehicles.
- .3 A waybill, bill of lading, delivery invoice, dispatch sheet or other documentation identifying an origin or destination not located on a designated Truck Route may be required to demonstrate that an operator of a commercial vehicle as defined in this Section has valid reason to be

off a designated Truck Route. If satisfactory evidence cannot be provided, a Peace Officer may issue a warning or a violation notice in accordance with "Bylaw Notice Enforcement Bylaw, 2018, No. 8675".

*[Bylaw 8699, May 13, 2019]*

### **903 Prohibits Cleats, Tractors**

.1 No person shall drive or park a vehicle or device upon or along any hard-surfaced street, unless such vehicle or device is so equipped with smooth tires or surfaces of some resilient material in such a manner that only the resilient material comes into contact with the surface of the roadway. This section shall not apply to vehicles which are equipped with chains, studded tires, or other similar device between October 1<sup>st</sup> and April 30<sup>th</sup> in the succeeding year.

.2 No person shall, without a permit issued by the City Engineer, drive or operate on a highway a vehicle other than a horse-drawn vehicle, the wheels of which are not equipped with pneumatic tires in good order.

*[Bylaw 8699, May 13, 2019]*

**904** For the purposes of this By-law, wherever in these regulations adopted by this By-law, the term "Minister" or "Minister of Transportation and Infrastructure" appears, the term "Engineer" shall be substituted and where the term "Act" appears, the term "By-law" shall be substituted. *[Bylaw 8699, May 13, 2019]*

**905** No person shall operate a vehicle on any street in the City contrary to a regulation adopted by this section. *[Bylaw 8699, May 13, 2019]*

### **906 Permits for Extraordinary Traffic**

.1 Any person desiring a permit required by this Part shall make application in writing therefore to the City Engineer, giving such particulars thereof as the City Engineer may require. The City Engineer may, in their discretion, by a permit in writing, but subject to the conditions or limitations as may be stated therein, authorize the operation and driving of vehicles and loads which are otherwise prohibited from being operated or driven prior to issuance of a permit. An application for such permit shall be made not less than 24 hours in advance of the time the trip is made.

.2 Before any permit is issued, the City Engineer may require a bond of indemnity or such other document or instrument as will ensure payment to the City of the cost of repairing or reconstructing any street or other property of the City damaged by reason of the driving or operating of the vehicle for which the permit is granted. Such bond, document or instrument shall be in the amount prescribed by the City Engineer, and shall be in a form satisfactory to the City.

*[Bylaw 8699, May 13, 2019]*

**907** Permits issued pursuant to this section shall only apply to highways under the jurisdiction of the City. *[Bylaw 8699, May 13, 2019]*

## **PART 10 – OPERATION OF VEHICLES**

### **1001 Hospital or Quiet Zones**

Wherever signs are erected on any part of a street indicating a zone of quiet or hospital zone on such part of the street, no person operating a motor vehicle within such zone shall sound the horn or other warning device of said vehicle, except in an emergency.

### **1002 Boarding or Alighting From Vehicles**

No person shall board or alight from a vehicle while it is in motion on a street.

### **1003 Speed Limits**

It shall be unlawful for any person to drive or operate a motor vehicle on any street within the City of North Vancouver at a rate of speed greater than 50 km per hour, unless otherwise posted.

### **1004 Speed Limits on Specific Streets**

.1 Deleted *[Bylaw 8415, May 25, 2015]*

.2 30 km/h Streets

Notwithstanding Section 1003, it shall be unlawful for any person to drive or operate a motor vehicle at a rate of speed greater than 30 km per hour on:

- (a) Rufus Drive between Cedar Village Crescent and the City Boundary at 16<sup>th</sup> Street;
- (b) Ridgeway Avenue and Moody Avenue between East Keith Road and East 13<sup>th</sup> Street;
- (c) East 8<sup>th</sup> Street, East 9<sup>th</sup> Street, East 10<sup>th</sup> Street, East 11<sup>th</sup> Street and East 12<sup>th</sup> Street between St. Georges Avenue and Grand Boulevard West; and
- (d) Lyon Place between Ridgeway Avenue and Moody Avenue.

*[Bylaw 8801, November 2, 2020]*

.3 20 km/h Streets

Notwithstanding Section 1003, it shall be unlawful for any person to drive or operate a motor vehicle on Rogers Court, Chesterfield Place or Chadwick Court in the City of North Vancouver at a rate of speed greater than 20 km per hour.

### **1005 Speed Limits on Lanes**

No person shall drive or operate a motor vehicle upon a lane at a greater rate of speed than 20 km per hour.

.1 Speed Limits on Cycle Routes

No person shall drive or operate a motor vehicle upon a cycle route at a greater rate of speed than that specified on the speed limit traffic control device for that cycle route. *[Bylaw 8335, October 21, 2013]*

#### **1006 Driving over Newly Painted Lines**

No person shall drive on or over any newly painted line or marking on any street when the line is indicated by a traffic control device.

#### **1007 Neighbourhood Zero Emission Vehicles**

A person may drive or operate a Neighbourhood Zero Emission vehicle only:

- .1 On a street that has a speed limit of 50 kilometres per hour or less; and
- .2 In that portion of the street available for moving traffic that is closest to the right hand edge or curb of the street, except when making a left hand turn is necessary or when passing another vehicle.
- .3 Notwithstanding subsection .1 no person shall, without a permit, drive or operate a Neighbourhood Zero Emission Vehicle on those streets as set out in Schedule J of this bylaw.

## **PART 11 – PEDESTRIAN REGULATIONS**

### **1101 Use Right Half of Crosswalk**

Pedestrians shall use the right half of crosswalks whenever practicable.

### **1102 Must Observe Care When Leaving Bus**

No person who has alighted from a bus which has stopped at the near side of an intersection shall start to cross to the opposite side of the street upon which such bus is moving, until the bus has moved away from its stopping place, unless such crossing is made in compliance with traffic control signals or at the direction of a Peace Officer. This provision shall not apply when a bus has stopped at its regular terminus.

### **1103 Jaywalking**

- .1 In a business district no pedestrian shall cross any street at any place other than upon or along a crosswalk distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface, or where not so indicated that area within the intersection of a street with any other street. Notwithstanding the foregoing, no pedestrian shall cross any street in a Business district at an intersection at a street and a lane.
- .2 Notwithstanding the provisions of Section 1103.1, where there is a signalized or marked crosswalk at an intersection only the signalized or marked crosswalk shall be used by pedestrians.

## **PART 12 – CYCLE AND ELECTRIC KICK SCOOTER REGULATIONS**

*[Bylaw 8846, March 7, 2022]*

### **1201 Must Have Adequate Brakes**

Every Cycle and Electric Kick Scooter when operated upon a Street shall be equipped with a brake adequate to control the movement of and to stop such Cycle or Electric Kick Scooter whenever necessary.

### **1202 Operation of Electric Kick Scooters**

Pursuant to the *Electric Kick Scooter Regulations*, a person may operate an Electric Kick Scooter in the City, subject to compliance with this Part and all other applicable provisions of this Bylaw and the *Electric Kick Scooter Regulations*.

### **1203 Operation of Cycles and Electric Kick Scooters on Sidewalks**

Despite the general prohibition on operating a Cycle or Electric Kick Scooter on a Sidewalk, a person may do so if authorized by a Traffic Control Device.

**1204 Operation of Cycles and Electric Kick Scooters in Elephant's Feet Crosswalks**

Despite the general prohibition against operating Cycles on crosswalks in the Motor Vehicle Act, a person may cross a Highway by operating a Cycle or an Electric Kick Scooter on a crosswalk:

- .1 if the crosswalk is marked by or is bordered by two lines of intermittent squares (elephant's feet); or
- .2 if authorized to ride on the crosswalk by a Traffic Control Device.

**1205 Every person operating a Cycle or Electric Kick Scooter who crosses or intends to cross a Highway as permitted by section 1204 must:**

- .1 enter the crosswalk from the Curb or the edge of the Roadway;
- .2 yield to Pedestrians in the crosswalk; and
- .3 not ride into the path of a vehicle that is so close that it is impractical for the driver to yield the right of way.

**1206 Operation of Electric Kick Scooters on Highways**

A person must not operate an Electric Kick Scooter on a Highway unless it is operated:

- .1 in a Mobility Lane, if the Highway has a Mobility Lane; or
- .2 as near as practicable to the right side of the Highway if the Highway has a posted speed no greater than 50 km/h and does not have a Mobility Lane.

**1207 Restrictions on Operations of Electric Kick Scooters**

A person must not operate an Electric Kick Scooter:

- .1 on unpaved park trails; or
- .2 on any Highway listed in Schedule "1" of this bylaw.

**1208 Traffic Control Devices Permitting the Use of Cycles and Electric Kick Scooters**

Any Traffic Control Device that authorizes Cycles also authorizes Electric Kick Scooters, unless otherwise provided.



## PART 13 – PARKING METERS

### 1301 Authorization

It shall be lawful for the Council by Resolution from time to time to designate Streets or portions thereof where Metered Spaces may be installed, and to install such Parking Meters.

### 1302 Installation

Parking meters shall either be placed alongside of individual parking stalls (hereinafter referred to as "stall type meters") or shall be in the form of ticket dispensers which, on the deposit of a coin, or other method of payment, issues a ticket or coupon (hereinafter referred to as a "coupon") to authorize parking as permitted under the regulation of this Bylaw. Notwithstanding the foregoing stall type meters may be of the double headed type placed alongside or adjacent to individual parking stalls.

### 1303 Payment

- .1 Coins used for payment shall be the lawful coinage of Canada. No person shall deposit or cause to be deposited in any stall type meter or ticket dispenser any slug, device or substitute for the coinage described in this section of the Bylaw.
- .2 Payment by a credit card, Network Card, smartphone application or special device issued by the City, shall be in lieu of coinage for those Parking Meters specifically equipped to accommodate such methods of payment. *[Bylaw 8698, April 1, 2019]*
- .3 Payment for stall type parking for a vehicle shall be made by the owner, operator or driver of such vehicle immediately after entering the parking stall.
- .4 Payment for coupons shall be in the amount indicated according to a sign displayed on the ticket dispenser or an official sign of the appropriate authority. Said coupons or coupon while valid shall be conspicuously displayed on the dashboard at all times, while the vehicle is so parked, or in some other location if specified by the said sign or signs or printed on the coupon. Coupons shall be valid for the time paid for in accordance with the said sign or as printed on the coupon or coupons within the lot where said coupon was issued.

### 1304 Offence

- .1 It shall be an offence under this Bylaw to permit any vehicle to remain in a stall regulated by a stall type meter when the said parking meter shows that the parking time of such vehicle has expired.
- .2 It shall be an offence under this Bylaw to fail to register the plate of any parked vehicle in City owned pay parking lots or on street Parking Space

**Deleted:** It shall be lawful for the Council by Resolution from time to time to designate streets or portions thereof whereon parking meters may be installed, and to install such parking meters.¶

via smartphone applications or Parking Meter posted in or near to these facilities. [Bylaw 8815, February 8, 2021]

.3 Deleted [Bylaw 8815, February 8, 2021]

.4 No vehicle shall be parked in a Metered Space on which Parking Meters are installed except in compliance with the provisions of this Bylaw.

**Deleted:** No vehicle shall be parked on any street or portion thereof designated for parking meters and on which parking meters are installed except in compliance with the provisions of this Bylaw.

### 1305 Impoundment

An owner, operator or driver who leaves a car parked in any street designated pursuant to Section 1301 in contravention of Part 13 of this Bylaw commits an offence under this Bylaw and any Peace Officer may, in addition to issuing a ticket under Part 16 of this Bylaw, impound said offending vehicle and the provisions of Section 813 shall apply.

### 1306 Damage

No person shall deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any Parking Meter installed under the terms of this Bylaw. [Bylaw 8815, February 8, 2021]

### 1307 City-Owned Parking Lots

For the purposes of this Bylaw the City-owned parking lots described in Schedule C shall be deemed to be streets under this Bylaw.

### 1308 Meter Rates

.1 The initial metered rates for all parking spaces in an existing Pay Parking Zone shall, prior to adjustment in accordance with this section 1308, be the rate shown for that Pay Parking Zone as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000".

.2 Every new Metered Space installed in a Pay Parking Zone shall be subject to same rate at the time of installment as the present rate imposed set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000" for the closest Metered Spaces already operating when installment began.

.3 If the Peak Daytime Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone exceeds 85% in a calendar year, then the fee between 9 AM and 6 PM for the subsequent calendar year shall be increased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000".

.4 If Peak Daytime Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone is less than 60% in a calendar year, then the fee between 9 AM and 6 PM for the subsequent calendar year shall be decreased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000", but no Metered Space shall be subject to a fee less than \$1.00 per hour.

.5 If the Peak Evening Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone exceeds 85% in a calendar year, then the fee between 6 PM and 9 PM for the subsequent calendar year shall be increased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000".

.6 If the Peak Evening Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone is less than 60% in a calendar year, then the fee between 6 PM and 9 PM for the subsequent calendar year shall be decreased as set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000", but no Metered Space shall be subject to a fee less than \$1.00 per hour.

### **1309 Exemptions**

.1 The following vehicles are exempt from the provisions of Section 1308 of this Bylaw:

(a) Shared vehicles belonging to a Shared Vehicle Organization that are parked in a Pay Parking Zone by a member at the end of their rental period, provided that the Shared Vehicle Organization has an agreement with the City Engineer to pay:

i. for Zero-emission Vehicles, 5% of the Parking Meter fees for parking time that is less than the parking time limit,

ii. for vehicles that are not Zero-emission Vehicles, 65% of the Parking Meter fees for parking time that is less than the parking time limit, and,

iii. 100% of the Parking Meter fees for parking time that exceeds the parking time limit.

The Shared Vehicle may remain parked in the Metered Space, without time limit, as long as it is not in contravention of any other stopping or parking regulations.

### **1310 Lost Revenue**

Where a Special Parking Permit Zone, Temporary Street Occupancy Zone, or Film Zone occupy Metered Spaces, the permit holder must pay for all lost Metered Space revenue, at the rates set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000.

## **PART 14 – DELEGATION OF AUTHORITY**

### **1401 Delegation**

- .1 The City Engineer, or for the purposes of the sections of this Bylaw found in Column 1 of Schedule D of this bylaw, the City officers and employees holding the corresponding positions designated in the schedule with an X, are hereby authorized and empowered to make orders in respect to this Bylaw.
- .2 The Chief of Police is hereby authorized and empowered to make orders in respect of any of the matters comprised in Sections 403, 404, 507, 701, 703.3, 804, 813.3, of this Bylaw.
- .3 The Fire Chief is hereby authorized and empowered to make orders in respect of any of the matters comprised in Section 404 and 804 of this Bylaw.
- .4 Each person to whom authorities are delegated in Sections 1401.1, 1401.2, 1401.3 and 1401.4 may rescind, revoke, amend or vary any such order made by him from time to time.
- .5 Any order made under authority of this Section shall be at all times subject to review and rescission by Council.

## **PART 15 – PERMITS – COMPLIANCE, REVOCATION**

### **1501 Conditions of Permits Must Be Complied With**

All permits granted under the provisions of this Bylaw shall be subject to all the terms and conditions contained in such permit and it shall be an offence against the provisions of this Bylaw for any person to act upon any such permit except in compliance with the terms and conditions of such permit.

#### **.1 Insurance and Waiver Requirements**

In addition to any other conditions and requirements that may be imposed under this Bylaw, a person authorized to issue a permit or permission shall consider the nature of the permittee's use of the highway and may require as a condition of the permit that the permittee provide the City with any or all of the following in a form acceptable to the City Engineer:

- (a) proof of general liability insurance for the activity to be performed on a highway under the permit in an amount and on terms acceptable to the City Engineer;
- (b) an agreement in writing that the permittee will waive and release the City from all claims against the City in relation to the use of highway as authorized by the permit; and
- (c) an agreement in writing that the permittee will indemnify and save harmless the City for all claims made against the City in relation to the permittee's use of the highway.

*[Bylaw 8595, January 15, 2018]*

### **1502 All Permits Revocable**

All permits granted under any of the provisions of this Bylaw shall be revocable by the Council and the Council is hereby empowered to revoke the same unless the permit is issued for a stated period of time, provided however that the Council is empowered to cancel any permit issued pursuant to the provisions of this Bylaw, if any of the terms or conditions of the permit or of the provisions of this Bylaw are violated.

### **1503 Fees**

The fees payable for permits issued pursuant to this Bylaw are set out in Schedule H to the "Fees and Charges Bylaw, 2024, No. 9000".

*[Bylaw 8595, January 15, 2018]*

## **PART 16 – OFFENCES, PENALTIES AND ENFORCEMENT**

**1601** Every person who violates a provision of this Bylaw, or consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw or any other applicable Bylaw of the City, and is guilty of a separate offence each day that a violation continues to exist.

**1602** Any person who contravenes any of the provisions of this Bylaw commits an offence punishable upon summary conviction and is liable to a fine of not less than \$20.00 and not more than \$10,000.00 or to imprisonment for not more than six months, or to both. Each day that an offence continues shall constitute a separate offence.

**1603** Authority to Impound Play Vehicles. In addition to any other penalty or method of enforcement prescribed by this Bylaw, a Bylaw Officer may detain and impound any play vehicle or skateboard being used by any person in contravention of Sections 408.2 or 408.4 of this Bylaw for a period of 24 hours and, in such an event, the Bylaw Officer shall deliver the play vehicle or skateboard to the Justice Administration Building located at 147 East 14<sup>th</sup> Street, North Vancouver, and shall advise any person of the day and hour after which the item may be redeemed.

**1604** The City Engineer, Chief of Police, Fire Chief and any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw, 2005, No. 7675" is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

## **PART 17 – REPEAL AND ENACTMENT**

### **1701 Repeal**

The Bylaw known as the "Street and Traffic Bylaw 1976, No. 4949", and Bylaws numbered 4955, 5044, 5085, 5173, 5202, 5249, 5409, 5477, 5613, 5626, 5661, 5720, 5798, 5825, 5878, 5963, 6039 and 6136 being amendments thereto, are hereby repealed.

## 1702 Enactment

READ a first time by the Council on the 30<sup>th</sup> day of September, 1991.

READ a second time by the Council on the 23<sup>rd</sup> day of March, 1992.

READ a third time and passed by the Council on the 23<sup>rd</sup> day of March, 1992.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 13<sup>th</sup> day of April, 1992.

Signed by: Mayor John E. Loucks

Signed by: Bruce A. Hawkshaw, City Clerk

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

**BYLAW NO. 9088**

**A Bylaw to amend “Street and Traffic Bylaw, 1991, No. 6234”**

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 **“Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2025, No. 9088” (Curb Access and Parking Plan Policy Changes)**.
2. “Street and Traffic Bylaw, 1991, No. 6234” is amended as follows:
  - A. In Part 3 – Definitions, section 302:
    - (1) By deleting the definition of “Resident Exempt Zone” and replacing it with the following definition, in alphabetical order:

“Resident Exempt Parking Permit Area” means an area on a Roadway in which Resident Exempt Parking Permit Spaces are designated in accordance with the Resident and Visitor Parking Policy.
    - (2) By replacing “Resident Exempt Zone” with “Resident Exempt Parking Permit Area” wherever it appears in the Bylaw.
    - (3) By adding the following definitions in alphabetical order:

“Metered Space” means any lawful Parking Space on a Street where Parking Meters regulate the use of such space.

“Pay Parking Zone” means an area of Street in which Metered Spaces are established by Parking Meters, including time-limited pay parking and pay parking except with permit.

“Peak Daytime Curbside Occupancy Rate” is the ratio of the number of occupied Metered Spaces in a Pay Parking Zone during the hours of 9:00 am to 6:00 pm to the total number of Metered Spaces in a Pay Parking Zone, expressed as a percentage that is calculated based on all data collected by the City within a 30 day period.

“Peak Evening Curbside Occupancy Rate” is the ratio of the number of occupied Metered Spaces in a Pay Parking Zone during the hours of 6:00 pm to 9:00 pm to the total number of Metered Spaces in a Pay Parking Zone, expressed as a percentage that is calculated based on data collected by the City within a 30-day period.

“Resident Exempt Parking Permit Space” means a section of the Roadway indicated by Traffic Control Devices that exempts resident parking permit holders from time limits for up to 72 hours.



B. In Part 5 – Parking and Stopping Vehicles:

- (1) In section 506, by deleting “4,500 kg” and replacing it with “5,500 kg”;
- (2) By deleting section 510.2 in its entirety and replacing it with the following:

“The City Engineer is hereby authorized to grant an exemption from the parking time restrictions in a Resident Exempt Parking Permit Area for up to 72 hours to:

- (a) a person who holds a valid permit issued in accordance with the Resident and Visitor Parking Policy and pays a permit fee as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”, and
  - (b) a Shared Vehicle Organization which applies for such an exemption and pays an annual application fee as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000” per shared vehicle in the Shared Vehicle Organizations’ fleet of Shared Vehicles.”
- (3) By deleting section 520.2 in its entirety and replacing it with the following:

“Except for Accessible Passenger Directed Vehicles, a Transportation Network Services provider must not cause, allow, or permit any Passenger Directed Vehicles being operated under the licence issued to them under the *Passenger Transportation Act* to stop to pick up or drop off any passengers on any Highway within the City of North Vancouver between the hours of 7:00 a.m. and 9:00 p.m. unless they hold a valid Congestion and Curbside Management Permit, in which case the Passenger Directed Vehicles may stop at any place where stopping is permitted at such times for the purposes of picking up or dropping off passengers.”

C. In Part 13 – Parking Meters:

- (1) By deleting section 1301 in its entirety and replacing it with the following:

**“1301 Authorization**

It shall be lawful for the Council by Resolution from time to time to designate Streets or portions thereof where Metered Spaces may be installed, and to install such Parking Meters.”

- (2) By deleting section 1304.4 in its entirety and replacing it with the following:

“No vehicle shall be parked in a Metered Space on which Parking Meters are installed except in compliance with the provisions of this Bylaw.”

- (3) After section 1307, by adding new sections 1308, 1309 and 1310 as follows:

**“1308 Meter Rates**

- .1 The initial metered rates for all parking spaces in an existing Pay Parking Zone shall, prior to adjustment in accordance with this section 1308, be the

rate shown for that Pay Parking Zone as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”.

- .2 Every new Parking Meter installed in a Pay Parking Zone shall be subject to same rate at the time of installment as the present rate imposed set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000” for the closest Parking Meter already operating when installment began.
- .3 If the Peak Daytime Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone exceeds 85% in a calendar year, then the fee between 9 AM and 6 PM for the subsequent calendar year shall be increased as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”.
- .4 If Peak Daytime Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone is less than 60% in a calendar year, then the fee between 9 AM and 6 PM for the subsequent calendar year shall be decreased as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”, but no Metered Space shall be subject to a fee less than \$1.00 per hour.
- .5 If the Peak Evening Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone exceeds 85% in a calendar year, then the fee between 6 PM and 9 PM for the subsequent calendar year shall be increased as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”.
- .6 If the Peak Evening Curbside Occupancy Rate for Metered Spaces in a Pay Parking Zone is less than 60% in a calendar year, then the fee between 6 PM and 9 PM for the subsequent calendar year shall be decreased as set out in Schedule “H” of the “Fees and Charges Bylaw, 2024, No. 9000”, but no Metered Space shall be subject to a fee less than \$1.00 per hour.

### **1309 Exemptions**

- .1 The following vehicles are exempt from the provisions of Section 1308 of this Bylaw:
  - (a) Shared vehicles belonging to a Shared Vehicle Organization that are parked in a Pay Parking Zone by a member at the end of their rental period, provided that the Shared Vehicle Organization has an agreement with the City Engineer to pay:
    - i. for Zero-emission Vehicles, 5% of the Parking Meter fees for parking time that is less than the parking time limit,
    - ii. for vehicles that are not Zero-emission Vehicles, 65% of the Parking Meter fees for parking time that is less than the parking time limit, and,
    - iii. 100% of the Parking Meter fees for parking time that exceeds the parking time limit.

The Shared Vehicle may remain parked in the Metered Space, without time limit, as long as it is not in contravention of any other stopping or parking regulations.

### 1310 Lost Revenue

Where a Special Parking Permit Zone, Temporary Street Occupancy Zone, or Film Zone occupy Metered Spaces, the permit holder must pay for all lost Metered Space revenue, at the rates set out in Schedule "H" of the "Fees and Charges Bylaw, 2024, No. 9000."

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

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

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

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

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MAYOR

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CORPORATE OFFICER



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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Linden Mulleder, Planner 2

Subject: REZONING APPLICATION: 758 HARBOURSIDE DRIVE

Date: March 26, 2025 File No: 08-3400-20-0106/1

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

**RECOMMENDATION**

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

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

**ATTACHMENTS**

1. Context Map (CityDocs [2639987](#))
2. Applicant’s Project Description (CityDocs [2304025](#))
3. Comprehensive Development 360 Zone (CityDocs [573614](#))
4. Virtual Developer Information Session Summary (CityDocs [2334183](#))

**SUMMARY**

This report presents a Zoning Bylaw Amendment (rezoning) application to modify the existing CD-360 zone to expand the definition of “Service Commercial Use” to include professional and semi-professional offices, finance and accounting offices, and business offices, which are currently prohibited in the CD-360 Zone, and to include “Recreation Use” as an allowable principal use with a maximum floor area of 497 square metres.

Staff do not support the proposal, as it does not align with the Regional Growth Strategy, Official Community Plan, Economic Strategy, which limit the site to primarily

light industrial uses as a means of maintaining the City's industrial base, and to ensure it is not further diluted with intensification of office or other commercial uses.

Related to this rezoning, Absolute Cheer and Tumbling Ltd chose to make a separate application for a Temporary Use Permit (TUP), proposing an expansion of their recreation use beyond the currently limited provision allowable under the definition of "Service Commercial Use" in the CD-360 zone. This TUP application will be brought to Council for consideration at a later date.

## BACKGROUND

Applicant:	Eric White, RWPAS Ltd.
Official Community Plan Designation:	Mixed Employment (ME)
Existing Zoning:	CD-360
Applicable Guidelines:	N/A

The CD-360 zone was implemented across many properties in 1999 with an intent to allow for an "Industrial Business Park Use" with a range of business park uses. The zone allows for a certain amount of "Service Commercial Use" on each lot, based on the lot size. For the property at 758 Harbourside Drive the maximum permitted floor area for service commercial use is 500 square metres. In the CD-360 Zone "Service Commercial Use" is defined as "property manager, café, coffee shop, print or copy shops, recreation uses". Retail sales and general office use are prohibited. A copy of the CD-360 Zone which describes all the permitted uses can be found in Attachment 3.

## DISCUSSION

### Project Description

#### Site Context and Surrounding Use

The property is located in the southwest corner of the city, in the Marine-Hamilton neighbourhood. The buildings and uses immediately surrounding the subject site are described in Table 1 below:

**Table 1. Surrounding Uses**

Direction	Address	Description	OCP	Zoning
North	35 Gostick Place	Two storey light industrial building	Mixed Employment (ME)	CD-360
South	18 Fell Avenue	Under construction mixed-use development	Harbourside Waterfront Mixed Use	CD-646
East	30 Gostick Place and 22 Gostick Place	Two and three storey light industrial buildings	Mixed Employment (ME)	W-1 Waterfront Zone
West	788 Harbourside Drive	Two storey light industrial building	Mixed Employment (ME)	CD-412

### Existing Condition

The site was improved with a three-storey building constructed in 2002. About two-thirds of the floor area is a large warehouse space, and the remainder is other general light industrial space.

### Project Proposal

The applicant proposes to expand the definition of “Service Commercial Use” to allow more general office uses, which are currently prohibited. Additionally, they propose to allow “Recreation Use” as a principal use, effectively taking it out of the current “Service Commercial Use” definition to free up space for more office use.

In combination, the proposed changes would allow for a total of 997 square metres of “Service Commercial Use” and “Recreation Use”, which is about 40% of the total building area. This would leave only 1,475 square metres for “Industrial Business Park Use,” which is the primary intended use.

### Policy Context

The site is in the Employment land use designation in the Regional Growth Strategy (RGS). Goal 2 of the RGS is to “Support a Sustainable Economy,” namely through the long-term protection of Industrial, Employment, and Agricultural lands. Employment lands are intended for light industrial, commercial, and other employment-related uses to help meet the needs of local and regional economic activities.

The site is also within the Mixed Employment (ME) land use designation in the Official Community Plan (OCP), which allows for a wide variety of light industrial, automotive uses, business parks, storage and assembly of semi-finished products, as well as a limited amount of complementary commercial use.

In the CD-360 zone and other similar zones in the ME designated lands, the maximum floor area for “Service Commercial Use” is intentionally limited in size to ensure the principal “Industrial Business Park Use” remains dominant, while encouraging more commercial uses to be located in commercial areas, such as the Lonsdale Regional City Centre.

In the decades since the original zoning was put in place, additional uses have filtered into the area on a site-by-site basis. The “Industrial Business Park Use” definition allows certain types of office uses, such as engineering, drafting, and architectural offices, computer systems and software development, data processing, surveying, and building contractor and trade contractor offices. Other site-specific rezoning applications have been considered for other properties in the area to allow additional office uses, such as the properties at 788 Harbourside Drive and 38 Fell Avenue, which had their CD-412 zone amended in 2018 to add general office uses to their permitted “Service Commercial Use”. This represents a gradual dilution of the primary light industrial uses intended for the Mixed Employment area.

Policy alignment is described in Table 2 below.

**Table 2. Policy Alignment**

<b>Metro 2050 – Regional Growth Strategy</b>	
<p>Strategy 2.2 Protect the supply and enhance the efficient use of industrial land.</p>	<p>The amount of industrial land in the City is limited in comparison to the amount of commercial land, and increasing the commercial floor area at this site contradicts this strategy.</p>
<p>Strategy 2.2.9 (d)(i) Support a mix of industrial, small scale commercial and office, and other related employment uses, while maintaining support for the light industrial capacity of the area, including opportunities for the potential densification/intensification of industrial activities, where appropriate.</p>	<p>Small scale commercial is permitted in the mixed employment area, especially that which is accessory to and supports primary industrial uses, but this rezoning proposes unrelated general office use, as well as an expansion of the recreation use, meaning that the light industrial capacity will be diminished, not maintained.</p>
<p>Strategy 2.2.9(d)(iii) Support the objective of concentrating larger scale commercial, higher density forms of employment, and other major trip-generating uses in urban centres, and local-scale uses in Frequent Transit Development Areas.</p>	<p>The site is outside the Lonsdale Regional City Centre and the Frequent Transit Development Areas, and therefore is not appropriate for the concentration of general office use, which generally generates more trips than light industrial.</p>
<b>Official Community Plan</b>	
<p>Mixed Employment Land Use Designation</p> <p>To allow for <b>light industrial and automotive uses</b> characterized by research and development activities, business parks, storage, assembly of semi-finished products from previously prepared materials, automotive uses, automobile sales or other light industrial and service commercial uses with limited smoke, noise, soot, dirt, vibration or odor. A limited amount of complementary commercial use could be supported—<b>commercial uses with high trip-generating uses</b> should be directed to mixed-use and commercial areas.</p>	<p>Allowing general office uses would not meet the stated purpose of the land use designation.</p> <p>Office uses are specifically listed in the 'Commercial' and 'Mixed Use' land use designations but excluded from the Mixed Employment designation.</p> <p>Furthermore, recreation use should be permitted only where it acts as limited and complementary, which the proposed principal "Recreation Use" would not be.</p>
<p>Policy 7.2.7 Maintain the City's mixed employment areas which provide light industrial and service commercial uses in the City.</p>	<p>Allowing general office use and recreation use to take up a larger portion of the building would deplete the portion of the building usable for Industrial Business Park Use, meaning a reduction in mixed employment area.</p> <p>Furthermore, by allowing general office use in the building, more tenants will be competing for limited industrial space, further reducing the light industrial potential in the mixed employment area.</p>

<p><b>Policy 7.2.12</b>          Ensure that permitted uses on designated industrial lands are most appropriate for an industrial location (as opposed to being better suited to a commercial location), allow for intensification of industrial lands and prohibit residential as a principle use.</p>	<p>General office uses are better suited for a commercial location, rather than a mixed employment area.</p> <p>Expanding the general office use and lifting the prohibition does not represent an intensification of industrial lands.</p>
<b>Economic Strategy</b>	
<p><b>Performance Metric 1.</b>          Our economic spaces meet business and community needs and interests: availability of retail, office, and industrial space.</p>	<p>The application does not meet Performance Metric 1 as it does not support the availability of industrial space.</p>

Planning Analysis

Given the policies and strategies in the RGS and OCP described above, with which this proposal does not align, staff do not support the application. Overall, the intent of the RGS and OCP is to carefully manage the uses in the ME land use designation, and to protect light industrial lands. Furthermore, the Economic Strategy also includes metrics to support the availability of industrial space.

The ME and Employment lands in the city have faced increased pressure to accommodate more intensive and expensive commercial uses, which threatens to reduce the industrial uses that these designations intend to accommodate. Staff regularly receive business licence enquiries for commercial enterprises that do not comply with the permitted zoning.

The “Industrial Business Park Use” in the CD-360 Zone is intended to accommodate industrial and business activities that complement industrial operations. The current definition for industrial park use in the Zoning Bylaw has provisions for certain types of professional offices already, such as I.T. and trades contracting offices.

Singling out “Recreation Use” as an independent principal use would result in 997 square metres of a combined use related to service commercial activities (497 + 500 square metres). This would result in 40% of the total gross floor area of the building being used for non-industrial purposes, outside of the primary uses intended for the ME designation.

Given the above analysis of the rezoning application, the proposed zoning change is not supported and could not be adopted, as it does not comply with the OCP. As such, if Council seeks to support the proposed changes, it would require an amendment to the OCP to allow the site to sit outside the ME designation.



## **ADVISORY BODY INPUT**

### **Advisory Design Panel**

As the applicant has proposed no exterior changes to the existing building, it was determined that the proposal would not require a review by the Advisory Design Panel.

## **COMMUNITY CONSULTATION**

The applicant hosted a Virtual Developer Information Session on February 7, 2023. No attendees were recorded, and no comments were submitted before, during, or after. A summary of the engagement activity is recorded in Attachment 4.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The proposal has been reviewed by the City's Economic Development group and the report was written and reviewed by staff from both Planning & Development and Economic Development.

## **CONCLUSION**

Staff are not supportive of the rezoning application to expand office use on the subject property, as it does not meet the stated purpose of the OCP land use designation for this property, nor does it align with the Regional Growth Strategy or Economic Strategy.

RESPECTFULLY SUBMITTED:



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Linden Mulleder  
Planner 2





## **RWPAS LTD.**

### **758 Harbourside Drive Rezoning**

#### **Project Description**

758 Harbourside Drive (The Property) is the site of 3 story, mixed use (commercial; industrial; child care) building that, due to current restrictive zoning regulations, is not fully occupied.

The intent of the proposed Rezoning from CD-360 to a newly created CD Zone is (1) to expand the definition of “Service Commercial Use” to include “professional and semi-professional offices, finance and accounting offices, and business offices” which are prohibited on the CD-360 Zone and (2) to include “Recreation Use” as an allowable use with a maximum floor area of 497 square metres.

The amendments listed above will allow a portion of the 2nd floor of The Property, which is currently unoccupied, to be the future location of “professional and semi-professional offices, finance and accounting offices, and business offices,” and will also allow the existing tenants to continue their operations at The Property.

The proposed Rezoning will increase employment opportunity at The Property and will increase overall tax revenue for the CNV.

## CD-360

**COMPREHENSIVE DEVELOPMENT 360 ZONE**

(Harbourside Business Park 2)  
(890 Harbourside Drive)

In the CD-360 Zone, permitted uses, regulations for permitted uses, regulations for the size, shape and siting of buildings and structures and required off-street parking shall be as in the M-3 Zone, except that:

- (1) (a) the permitted principal and accessory uses shall be limited to:
- (i) *Industrial Business Park Use*
  - (ii) *Service Commercial Use*
  - (iii) *Accessory Service Commercial Use*
  - (iv) *Accessory Off-Street Parking Use*
  - (v) *Accessory Off-Street Loading Use*
  - (vi) *Civic Use*
  - (vii) *Child Care Use*
  - (viii) *Accessory Retail Services Group 2 Use, subject to Section 702 (3)*

*For the purpose of this section:*

“Industrial Business Park Use” is defined as research laboratories, product testing, manufacturing, fabrication, assembly, storage, servicing, wholesaling, and distribution of materials, goods or things, including film, television, and music studios, engineering, drafting, and architectural offices, computer system and software development, data processing, surveying, building contractor and trade contractor offices; excluding bulk loading, wrecking, or salvaging of goods, materials, and things and excludes the production, refining, or processing of Dangerous Goods.

“Service Commercial Use” is defined as property manager, café, coffee shop, print or copy shops, recreation uses, and are limited to a maximum of

- i) *500 Square Metres (5,380 square feet) on a Lot less than 12,600 square metres (135,630 square feet);*
- ii) *715 square metres (7,700 square feet) on a Lot greater than or equal to 12,600 square metres (135,630 square feet). [Bylaw 7754 Feb27/06]*

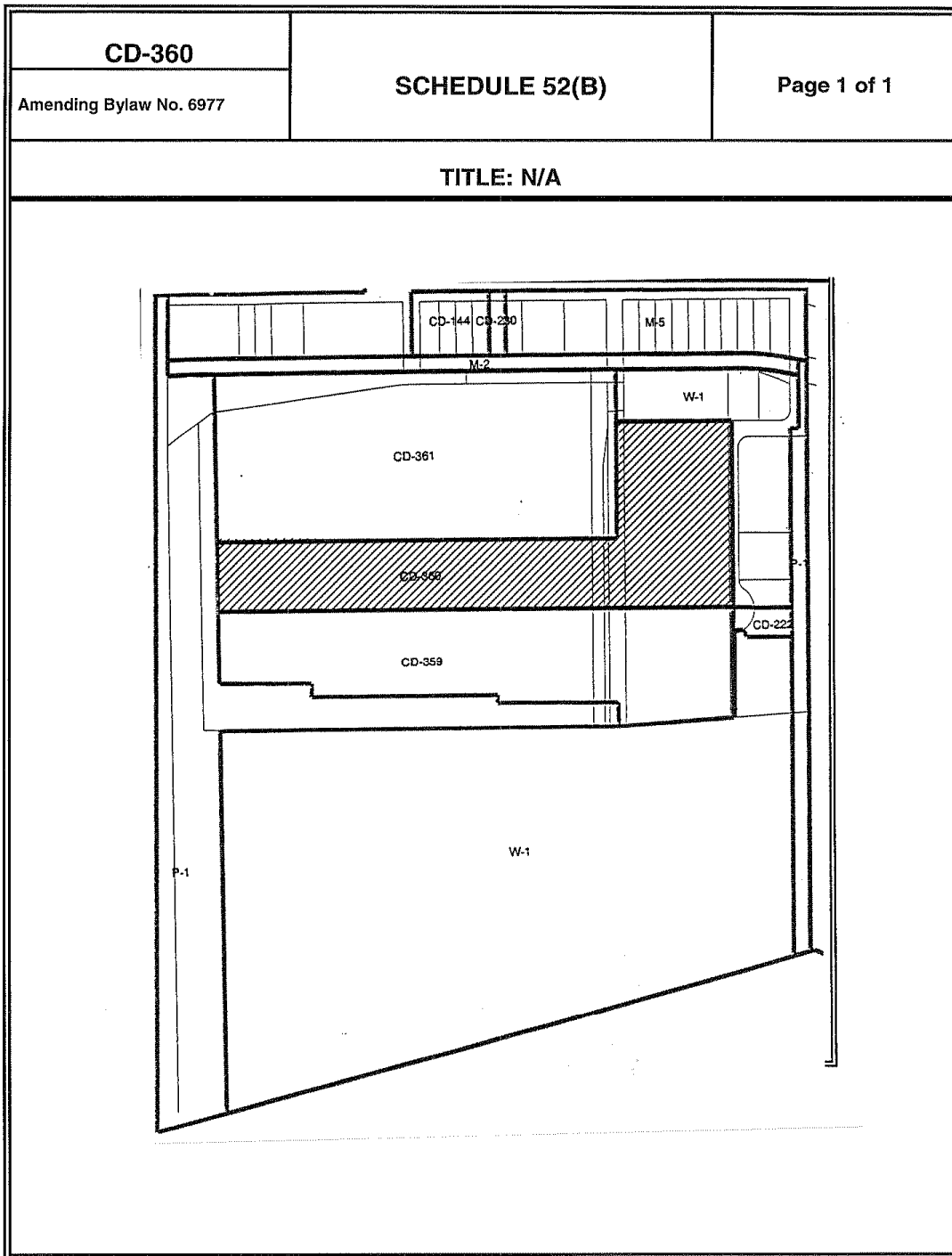
(b) *The following uses are prohibited:*

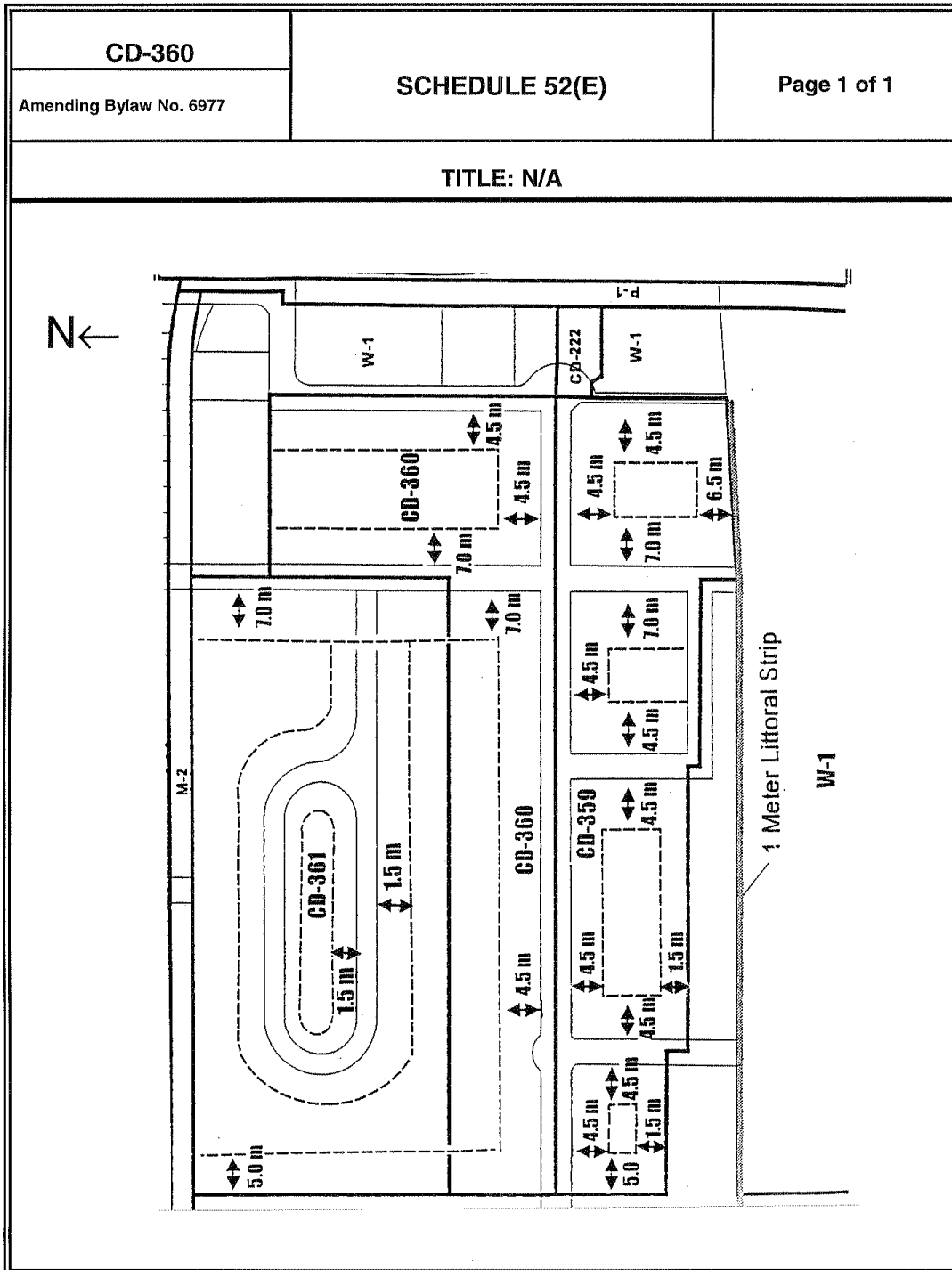
- (i) *retail sales of personal items such as jewelry, clothing, food items and computers;*
- (ii) *professional and semi-professional offices, finance and accounting offices, business offices, social clubs and health clubs;*
- (iii) *call centers and telephone solicitation centers;*

- (2) the principal buildings, together with accessory buildings, shall not exceed a lot coverage of 50%

## CD-360

- (3) the principal building, together with accessory buildings, shall not exceed a Gross Floor Area of 0.75 times the Lot Area, provided that this amount may be increased by:
  - (a) *0.75 times the Lot Area times the ratio of underground parking to required Off-Street Parking, not to exceed 0.25 times the Lot area up to a maximum combined Gross Floor Area of 1.0 times the Lot Area; [Bylaw 7222]*
- (4) the principal building shall be sited in accordance with the siting envelopes shown on Schedule 52 (E);
- (5) the principal buildings shall not exceed a height of 12.2 metres (40 feet);
- (6) parking shall be in accordance with Part 9 of the Zoning Bylaw and shall be calculated at 1 space per 50 square metres (538 square feet) of Gross Floor Area; [Bylaw 7222]
- (7) bicycle parking shall be provided on site and shall be calculated at 1 bicycle parking stall per 500 square metres (5380 square feet) of Gross Floor Area; [Bylaw 7222]
- (8) refuse storage containers and recycling containers shall be readily accessible for pick-up and for users and shall be screened on all sides and shall not be located in required maneuvering aisles, driveways, loading or parking spaces;
- (9) all open areas not covered by buildings, structures, driveways, and parking spaces shall be suitably landscaped and maintained;
- (10) Section 906(5)(b) is hereby amended to the extent necessary to increase the maximum width of any driveway crossing as measured at the property line to 11.0 metres (36 feet). [Bylaw 6977 refers]





**RWPAS LTD.**

**To: Linden Maultsaid-Blair**

**From: Eric White**

**Subject: PLN2022-00034 - 758 Harbourside Drive - Developer Information Session Public Feedback**

**Date: February 21, 2023**

This letter is to confirm that the applicant received no public comments prior to, during, and for a two-week period after the Virtual Developer Information Session for PLN2022-00034 - 758 Harbourside Drive.


A handwritten signature in black ink, appearing to read 'Eric White', with a long horizontal flourish extending to the right.

Eric White



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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Kyle Pickett, Planner 1

Subject: DEVELOPMENT VARIANCE PERMIT APPLICATION: 222 EAST 2<sup>nd</sup> STREET (GWL REALTY ADVISORS INC.)

Date: March 26, 2025 File No: 08-3400-20-0151/1

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

**RECOMMENDATION**

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

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

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

**ATTACHMENTS**

1. Context Map (CityDocs [2634188](#))
2. Architectural Plans (CityDocs [2623239](#))
3. Acoustic Report (CityDocs [2623326](#))
4. Development Variance Permit No. PLN2024-00012 (GWL Realty Advisors Inc.) (CityDocs [2549297](#))

## SUMMARY

This report presents an application for a Development Variance Permit (DVP) to provide variance to building height in the existing CD-715 zone to allow for the installation of an acoustical screen around the mechanical equipment on the roof. The existing building in the CD-715 zone has an approved height of 48.5 geodetic metres and the proposed variance would permit an additional height of 4 metres to allow for the acoustic screening.

## BACKGROUND

Applicant:	Michael Reed, GWL Realty Advisors Inc.
Architect:	Bryce Rositch, RH Architects Inc.
Official Community Plan Designation:	Residential Level 5 (R5)
Existing Zoning:	CD-715

## DISCUSSION

Zoning Bylaw CD-715 was adopted by Council on September 16, 2019 to allow for the development of a 6-storey residential building at 222 East 2<sup>nd</sup> Street (The Bowline), and final occupancy was given in February 2023. The applicant is now proposing to install an acoustic screen around the mechanical equipment on the rooftop of the west building to reduce negative noise impacts on surrounding properties. By doing so, the approved height for the development would be exceeded. All other aspects of the project remain the same as described in the original Council report.

### Site Context & Surrounding Use

The site is located on the north-east corner of East 2<sup>nd</sup> Street and St. Georges Avenue (Attachment #1). The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	221 East 3 <sup>rd</sup> Street	Three storey Apartment building	CD-592
South	221-225 East 2 <sup>nd</sup> Street	North Shore Neighbourhood House	CD-737
East	250 East 2 <sup>nd</sup> Street	Three storey Apartment building	RM-1
West	172-180 East 2 <sup>nd</sup> Street	Sixteen storey Mixed-Use building	LL-5

### Policy Context

The Official Community Plan (OCP) designates the subject site as Residential Level 5 (R5), which provides for residential multi-family uses with a maximum density of 1.6 FSR without bonus density and 2.6 FSR with bonus density. The property is outside the

East 3<sup>rd</sup> Street (Moodyville) Development Permit Area and is zoned CD-715 (Medium Density Apartment Residential 1), which allows a maximum density of 1.6 FSR.

### Project Description

The application proposes the addition of an acoustic screen around the mechanical equipment, which is located on the north-east corner of the roof of the existing six storey apartment building. The purpose of this screen is to reduce the noise generated by the cooling systems, which has been noted to exceed the CNV Noise Control Bylaw No. 8885 limits for night time noise.

The applicant has prepared an acoustical report (Attachment 4) in support of the proposed variance, which has recommended that the installation of an acoustic screen around the mechanical plant will reduce noise to acceptable levels as per the CNV Noise Control Bylaw No. 8885. The report has assessed noise impacts on nearby sensitive uses, including 221 East 3<sup>rd</sup> Street to the north, and the future North Shore Neighbourhood House at 221 East 2<sup>nd</sup> Street to the south. This acoustic screen will be constructed on all four sides of the cooling systems, to a height of 1 metre higher than the equipment.

### STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

#### Policy Alignment

The proposed development is consistent with policies and objectives listed in the Official Community Plan regarding mechanical systems in new buildings. Policy alignment is described in Table 2 below.

**Table 2. Policy Alignment**

Official Community Plan	
Objective 1.2.2 (a) Encourage the displacement of inefficient building systems (e.g. HVAC) through high efficiency system upgrades and sustainable heating and cooling systems.	The placement of mechanical systems on building rooftops is being implemented throughout the City, and the new zones are being written with these systems, and associated screening structures, being excepted from the zoning height limits.

#### Proposed Zoning Variances

The applicant is requesting a variance to increase the maximum building height by four metres above the as-built top of roof height to allow for construction of an acoustic screen around mechanical equipment. The proposed screen is four metres above the existing height of the roof level, with a geodetic height of 52.38 metres. This height is consistent with the maximum building height permitted in the Schedule A Land Use map in Official Community Plan, as well as other six storey development projects in the City.

The proposed zoning variance is outlined in Table 2.

**Table 2. Requested Changes to the Zoning Bylaw**

	<b>As-Built Height</b>	<b>Proposed Variance</b>
<b>Principal Building Height</b>	48.5 metres geodetic datum	52.3 metres geodetic datum

By increasing the maximum building height, this will allow for the installation of an acoustic screen which will reduce the noise impacts to within the acceptable range of the Noise Control Bylaw No. 8885. All other aspects of the proposal remain unchanged, and comply with Zoning Bylaw CD-715. As the proposed screening is exempt from GFA calculation there are no FSR implications.

### **COMMUNITY CONSULTATION**

Given the limited scope of the application, no Developer Information Session was required for this application. Detailed information of the proposed variance was provided on the City's webpage, where the community had an opportunity to provide input on the proposal. No formal feedback was provided through the processing of this application.

### **CONCLUSION**

Staff are supportive of the variance application as it will reduce negative noise impacts on current and future neighboring properties and to within acceptable noise levels stated within the CNV Noise Control Bylaw No. 8885, while also delivering effective heating and cooling systems to the apartment building it services.

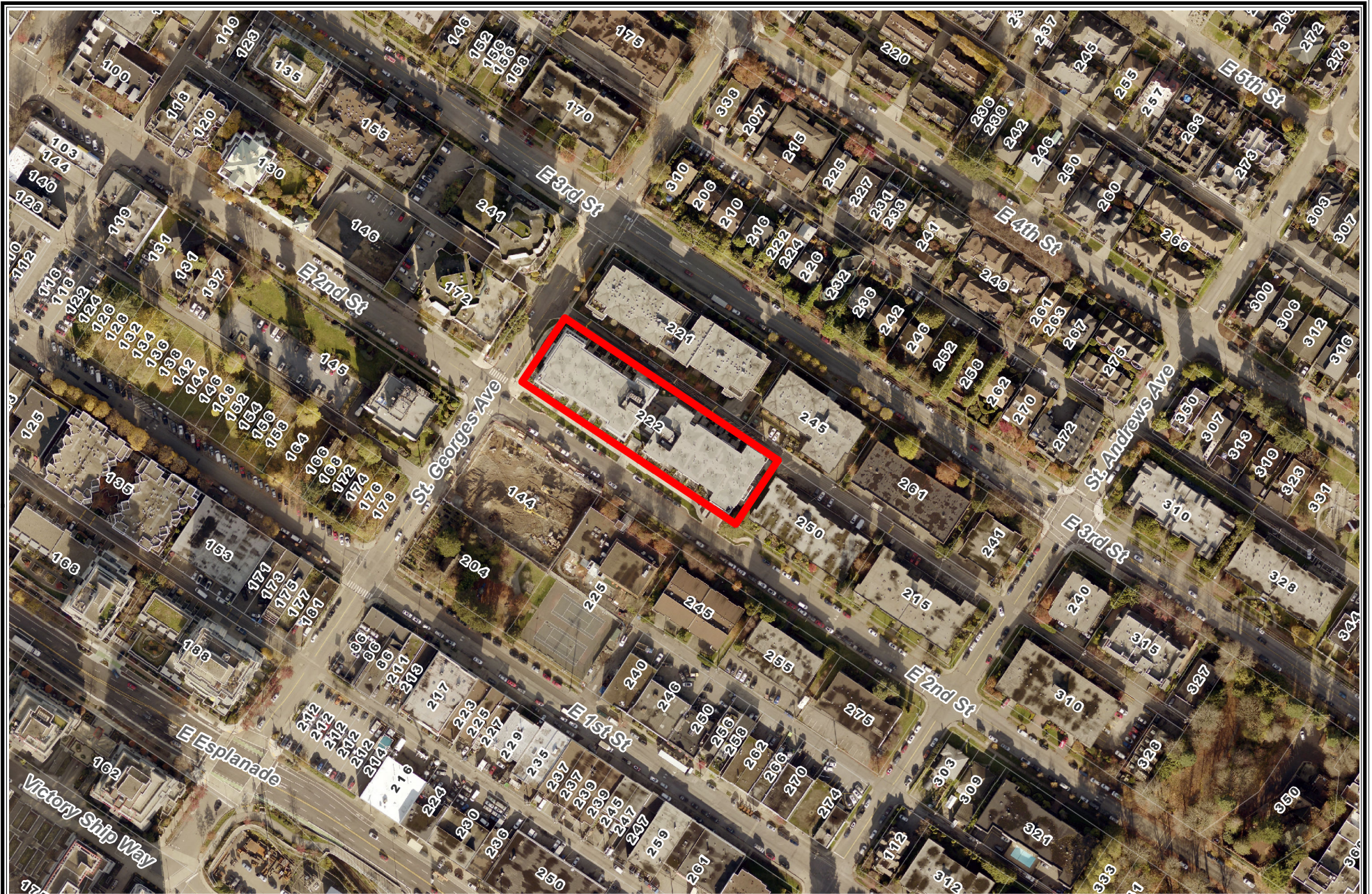
RESPECTFULLY SUBMITTED:



---

Kyle Pickett  
Planner 1



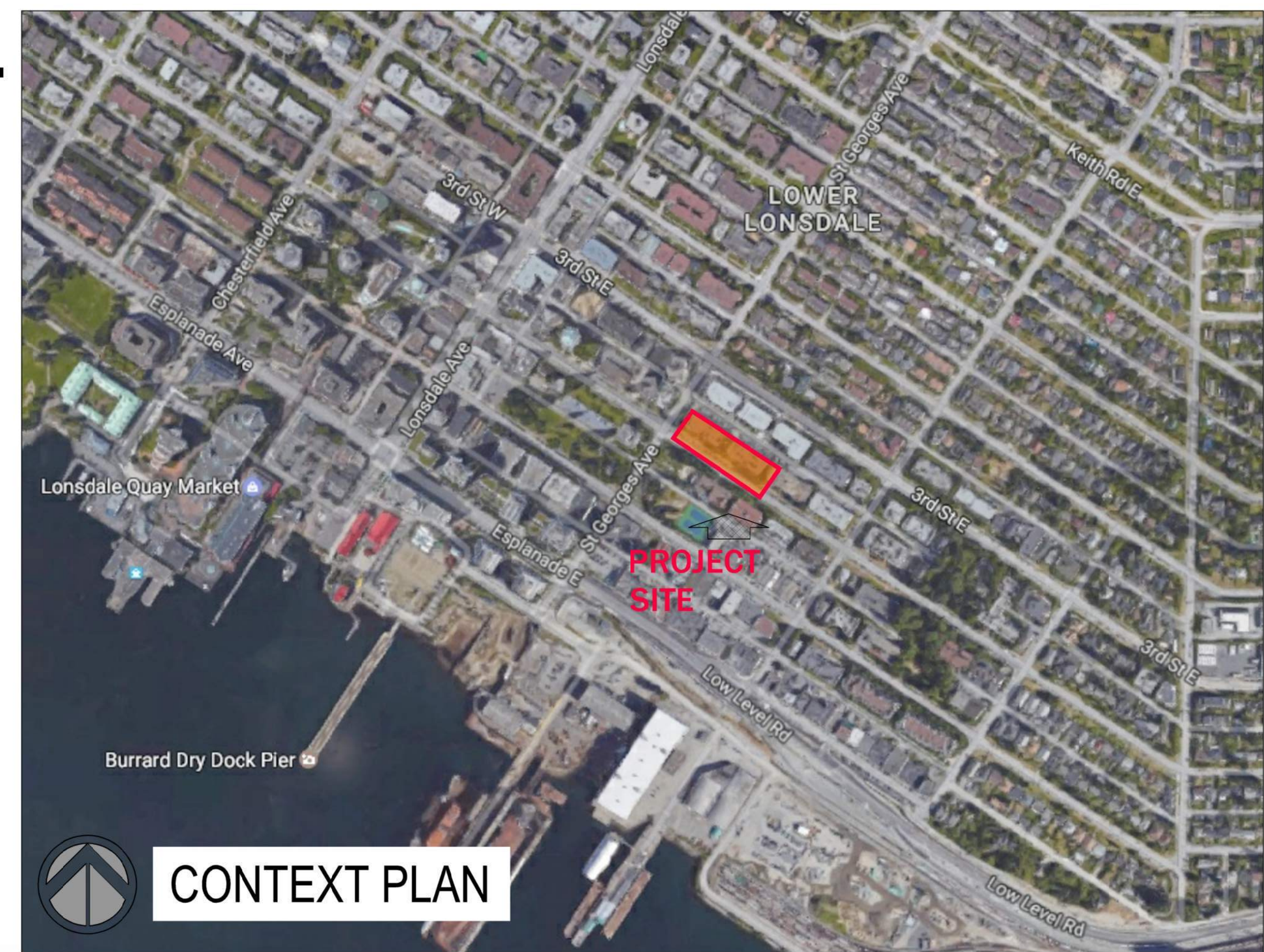




# LOWER LONSDALE RESIDENTIAL RENTAL

222 E 2nd STREET, NORTH VANCOUVER

VIEW FROM E2nd STREET & ST. GEORGE'S AVE.



Rositch Hemphill Architects

120 Powell Street, Unit 10  
Vancouver, BC Canada  
V6A 1G1

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f 604.669.1091

www.rharchitects.ca

ISSUED:	DATE:
1. REZONING / DPA	17 AUGUST 2017
2. DESIGN PANEL	18 OCTOBER 2017
3. REZ/ DPA RESUBMISSION	21 MARCH 2018
4. COORDINATION	27 SEPT. 2019
5. EXCAVATION PRICING	15 NOV. 2019
6. COORDINATION	10 JAN. 2020
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8. BP SUBMISSION	16 MARCH 2020
9. IFT	10 JULY 2020
10. BP RESUBMISSION	18 SEPT 2020
11. IFO BELOW GRADE	09 OCT 2020
12. ISSUED FOR CONSTRUCTION	25 NOV 2020
13. FINAL DESIGN DRAWINGS	09 DEC 2022
14. DEVELOPMENT VARIANCE	17 JUN 2024

ISSUED FOR  
DEVELOPMENT VARIANCE  
PERMIT RESUBMISSION  
NOV. 15, 2024

## DRAWING LIST

PAGE	TITLE	SCALE
A0.0	COVER SHEET	N/A
A0.1	PERSPECTIVE VIEWS	N/A
A0.2	SHADOW STUDIES	N/A
<b>PLANS</b>		
A1.0	SITE PLAN OVERALL	1/16"=1'-0"
A3.6	ROOF PLAN	1/16"=1'-0"
A3.6A	ROOF PLAN WEST	1/8"=1'-0"
<b>ELEVATIONS</b>		
A4.0	SOUTH & NORTH OVERALL ELEVATIONS	1/16"=1'-0"
A4.0A	SOUTH ELEVATIONS	3/32"=1'-0"
A4.0B	NORTH ELEVATIONS	3/32"=1'-0"
A4.1	EXTERIOR SIDE ELEVATIONS	3/32"=1'-0"
A4.2	COURTYARD ELEVATIONS	3/32"=1'-0"

## PROJECT STATISTICS

Lot Area	47824.05	4443.00			
	SF	m <sup>2</sup>	SF	m <sup>2</sup>	
<b>GFA</b>	Allowed	124343	Proposed	124135	
<b>FSR</b>	Allowed	2.6	Proposed	2.6	
<b>Lot Coverage</b>	Allowed		Proposed	57.67%	
<b>BUILDING AREA</b>					
	Building West	Building East	Building W+E		
1st Floor			14133		
2nd Floor			26803		
3rd Floor	11734	12694	24428		
4th Floor	11734	12694	24428		
5th Floor	11734	12554	24288		
6th Floor	10282	10840	21122		
<b>TOTAL</b>			135202		
<b>Total Units</b>	78	81	159		
<b>Level 2 Units</b>	75	77	152		
<b>ALLOWABLE EXCLUSIONS</b>					
	Amenity	Meeting Rm.	Garbage	Stair W	
				Stair E	
				Total	
Bylaw Ref	15	15	13	18 (a)(b)(c)	
1st Floor	306	156			462
2nd Floor	3437	322	778	214	4965
3rd Floor				325	650
4th Floor				325	650
5th Floor				325	650
6th Floor				325	650
<b>TOTAL</b>	3743	478	778	1514	8027
Credit for Level 2 units (20 sf/unit)			Bylaw Ref. 14		3040
<b>TOTAL EXCLUSIONS</b>					11067
<b>TOTAL GFA (after exclusions)</b>					124135
<b>PARKING AND BIKES</b>					
<b>Required</b>					
Parking required (.75/unit)					119
Visitor parking (greater of 10% of total cars or 0.2car/unit)					32
Bikes required (1.5/unit)					239
Short term bikes required (6/60units)					16
Parking reduction (1/6 bikes)					39.8
Visitor parking reduction (50%)					16
Parking required after reduction					79.4
Visitor parking required after reduction					15.9
<b>Total parking required</b>					96
<b>Provided</b>					
Bikes Provided					240
Short term bikes provided					18
Parking provided					121
Visitor parking provided					16
<b>Total parking provided</b>					137

## PROJECT DIRECTORY

<b>OWNER</b>	<b>GWL</b> 1600-650 West Georgia Street Vancouver, BC V6B 4N7	<b>Geoff Heu</b> 604-306-1033 <a href="mailto:Geoff.Heu@gwira.com">Geoff.Heu@gwira.com</a>
<b>PROJECT MANAGER</b>	<b>Turnbull Construction</b> # 1670 Central City Tower 13450 - 102nd Ave Surrey, BC V3T 5X3	<b>Michael Reed</b> 604-802-0843 <a href="mailto:Michael.reed@gwira.com">Michael.reed@gwira.com</a> <b>Geoff Watson</b> 604-282-1363 <a href="mailto:gwatson@tcpm.ca">gwatson@tcpm.ca</a>
<b>ARCHITECT</b>	<b>Rositch Hemphill Architects</b> 10-120 Powell Street Vancouver, BC V6A 1G1	<b>Bryce Rositch</b> 604-669-6002 <a href="mailto:bryce@rharchitects.ca">bryce@rharchitects.ca</a> <b>Anca Hurst</b> <a href="mailto:anca@rharchitects.ca">anca@rharchitects.ca</a>
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<b>CIVIL</b>	<b>InterCAD</b> 1111 West 8th Vancouver, BC V6H 1C5	<b>Graham Wood</b> 604-619-7707 <a href="mailto:mail@intercad.bc.ca">mail@intercad.bc.ca</a> <b>William Leung</b>
<b>STRUCTURAL</b>	<b>BMZSE</b> #700 - 609 W. Hastings Vancouver, BC V6B 4W4	<b>John Zickmantel</b> 604-685-9533 <a href="mailto:zickmantel@bmzse.com">zickmantel@bmzse.com</a>
<b>ELECTRICAL</b>	<b>Nemetz (S/A) &amp; Associates Ltd.</b> 2009 - W 4th Avenue Vancouver, BC V6J 1N3	<b>Steve Nemetz</b> 604-736-6562 <a href="mailto:steven@nemetz.com">steven@nemetz.com</a>
<b>MECHANICAL</b>	<b>Bycar Engineering Ltd.</b> 105A- 7808 132nd St Surrey, BC V3V 4N1	<b>Bijan Valagohar</b> 604-591-2766 <a href="mailto:sarj@bycar.ca">sarj@bycar.ca</a>
<b>GEOTECHNICAL</b>	<b>Geopacific Consultants</b> 1779 West 75th Avenue Vancouver, BC V6P 6P2	<b>Farshid Bateni</b> 604-439-0922 <a href="mailto:bateni@geopacific.ca">bateni@geopacific.ca</a>
<b>CODE CONSULTANT</b>	<b>CFT Engineering</b> 1901 Rosser Avenue Burnaby, BC V5C 6R4	<b>Samir Eidnani</b> 604-684-2384 <a href="mailto:seidnani@cftengineering.com">seidnani@cftengineering.com</a>
<b>TRAFFIC</b>	<b>Bunt and Associates</b> #1550 - 1050 W. Pender Street Vancouver, BC V6E 3S7	<b>Kyle Brandstaetter</b> 604 685 6427 Ext 238 <a href="mailto:kbrandstaetter@bunteng.com">kbrandstaetter@bunteng.com</a>
<b>CONSTRUCTION</b>	<b>Ventana</b> 3875 Henning Drive Burnaby, BC V5C 6N5	<b>Chris Nichols</b> 778-995-2864 <a href="mailto:CNichols@ventanaconstruction.com">CNichols@ventanaconstruction.com</a>
<b>BUILDING ENVELOPE</b>	<b>Aqua-Coast Engineering Ltd</b> 5155 Ladner Trunk Rd #201 Delta, BC V4K 1W4	<b>Ben Marsolais</b> 604-291-9000 <a href="mailto:bmarsolais@ventanaconstruction.com">bmarsolais@ventanaconstruction.com</a> <b>Pat Cuthbert</b> 604-946-9910 <a href="mailto:pcuthbert@aquacoast.ca">pcuthbert@aquacoast.ca</a>
<b>INTERIOR DESIGN</b>	<b>Portico Design Group Ltd</b> #300 - 1508 W 2nd Ave Vancouver, BC, V6J 1H2	<b>Daver Bolbolan</b> 604-275-5470 <a href="mailto:dbolbolan@aquacoast.ca">dbolbolan@aquacoast.ca</a> <b>Christine Bauhaus</b> <a href="mailto:cbauhaus@portico.design.com">cbauhaus@portico.design.com</a>
<b>ACOUSTICAL CONSULTANT</b>	<b>BKL Consultants Ltd.</b> 1200 Lynn Valley Rd North Vancouver, BC, V7J 2A2	<b>Nick Dobbs</b> 604-988-2508 <a href="mailto:dobbs@bkl.ca">dobbs@bkl.ca</a>
<b>ELEVATOR CONSULTANT</b>	<b>KJA Consultants Inc</b> # 212 409 Granville St Vancouver, BC, V6C 1T2	<b>Paul Marks</b> 604-681-9294 <a href="mailto:marks@bkl.ca">marks@bkl.ca</a> <b>Adrian Schneider</b> <a href="mailto:adrian.schneider@kja.com">adrian.schneider@kja.com</a>
<b>STREET LIGHTS DESIGN</b>	<b>Great Northern Eng. Consultants</b> #202 - 8525 Baxter Pl Burnaby, BC, V6J 1H2	<b>Enrique Ullod</b> 855-463-2266 <a href="mailto:enrique.ullod@gnec.ca">enrique.ullod@gnec.ca</a>

## PROJECT HEIGHT INFORMATION

- MAXIMUM BUILDING HEIGHT AS PER OCP: 18-19m
- BUILDING HEIGHT AS PER APPROVED CD ZONING: 16.78m (55.08')
- MECHANICAL EQUIPMENT HEIGHT ABOVE APPROVED BUILDING HEIGHT: 2.93m (9.63')
- PROPOSED MECHANICAL SCREEN PROJECTION ABOVE APPROVED BUILDING HEIGHT: 3.92m (12.88')
- PORTION OF PROPOSED MECHANICAL SCREEN ABOVE OCP MAX. BUILDING HEIGHT: 1.7m (5.58')
- AVERAGE GRADE (GEODETIC FOR HEIGHT DETERMINATION): 31.67m (103.92')

NO. REVISION: DATE:  
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ARCHITECTURAL SEAL:



PROJECT:  
222 E 2nd STREET

NORTH VANCOUVER, BC

DRAWING TITLE:  
COVER

DATABASE: 1629-A0.0.dwg

SCALE: N/A

PLOT DATE: JUNE 2024

DRAWN: AH

CHECKED: KH

PROJECT NO.  
1629



D.P. A. No. :





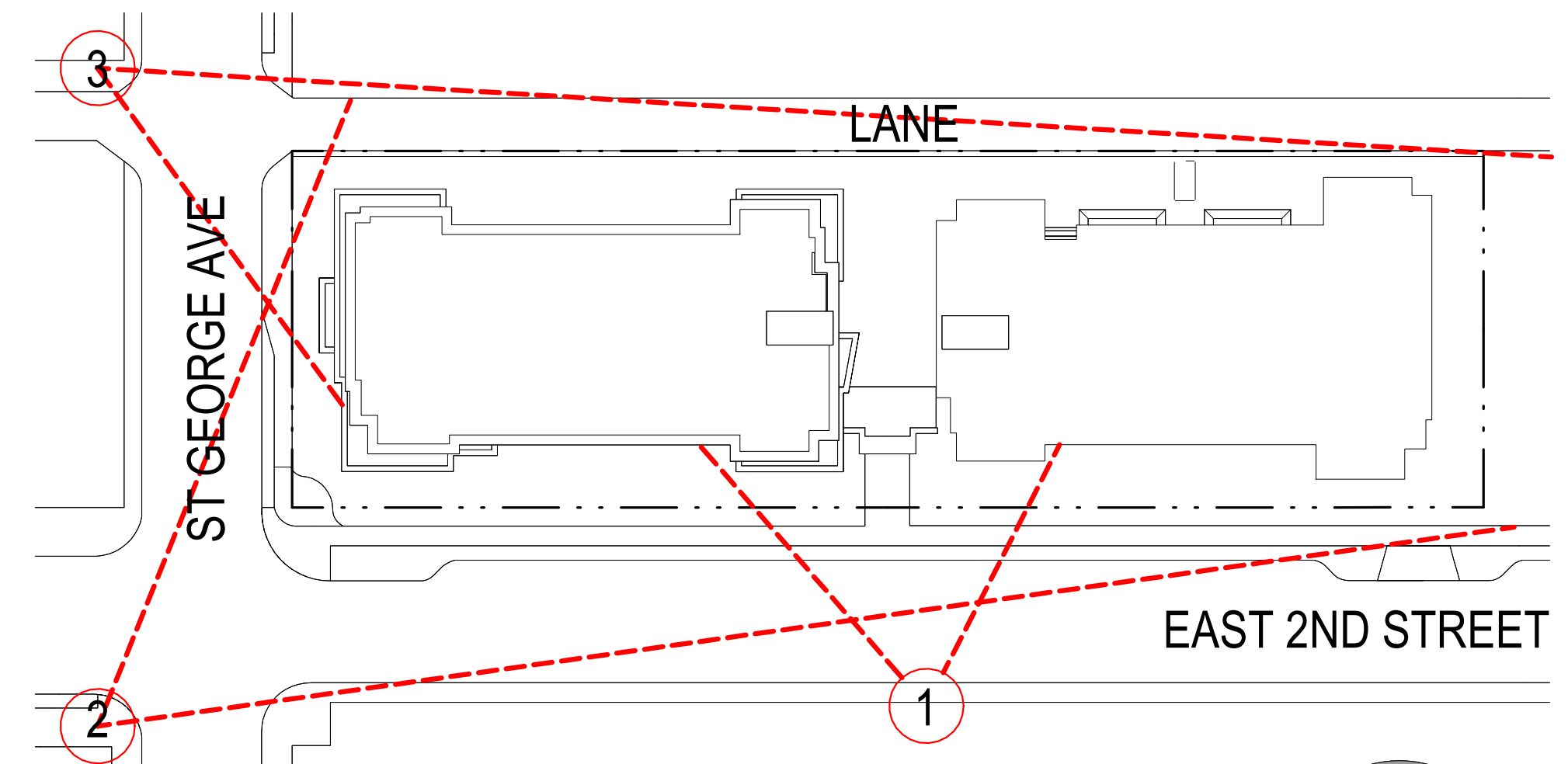
1 VIEW OF MAIN ENTRY (2ND STREET)



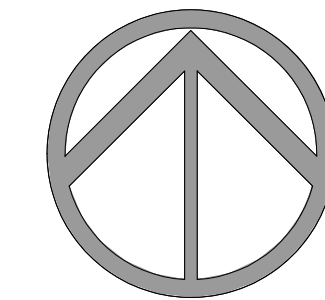
2 VIEW FROM ST GEORGE AVE & 2ND STREET



3 VIEW FROM ST GEORGE AVE ALONG REAR LANE



VIEW KEYPLAN



RH ARCHITECTS INC.

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REVISION :		DATE :

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CLIENT: **GWL REALTY ADVISORS**

PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**PERSPECTIVE VIEWS**

BASE FILE : 1629 Building.rvt  
SCALE: 1" = 50'-0"  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**

DWG. NO. **A0.1**

D.P. No :  
B.P. No :





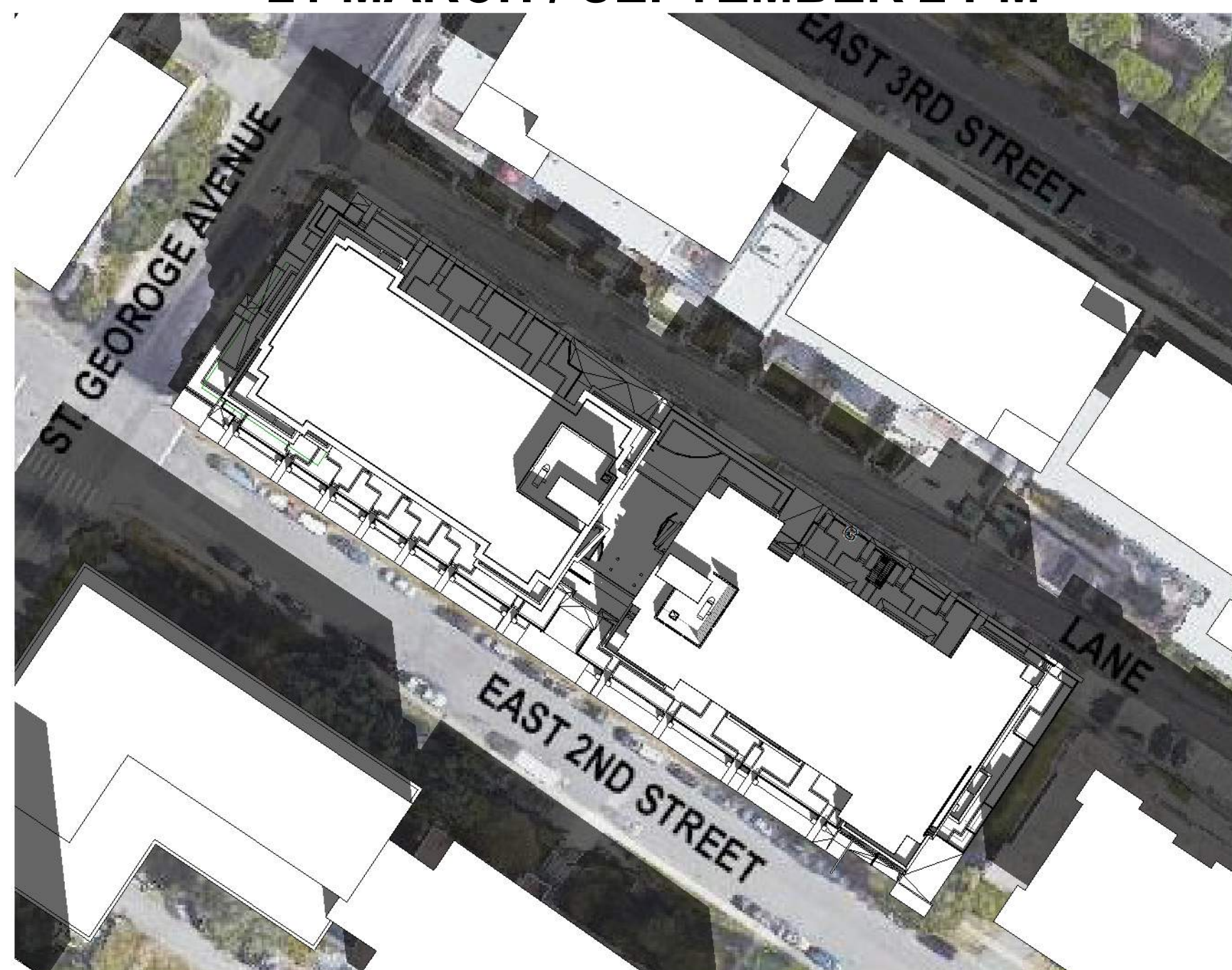
21 MARCH / SEPTEMBER 2 PM



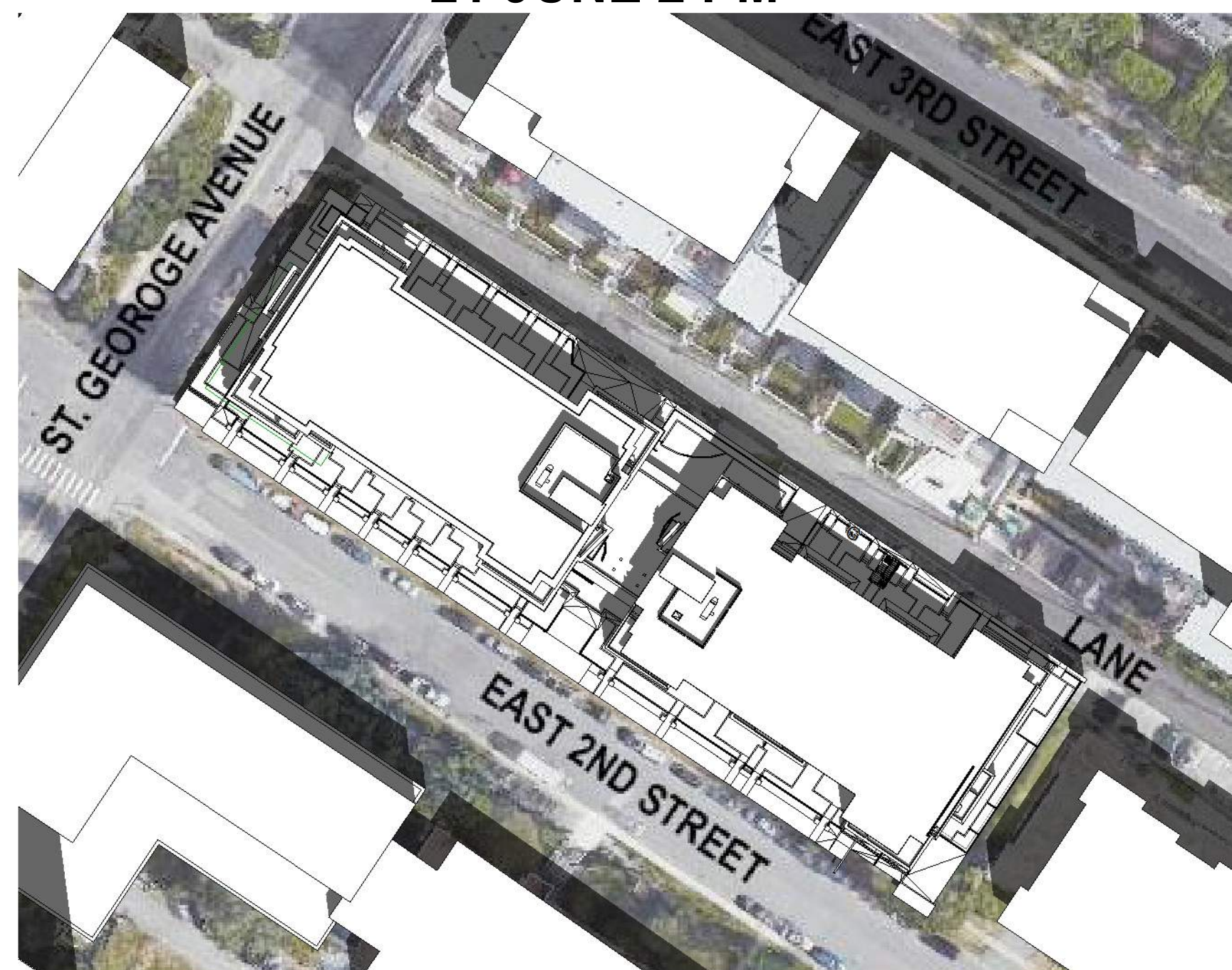
21 JUNE 2 PM



21 DECEMBER 2 PM



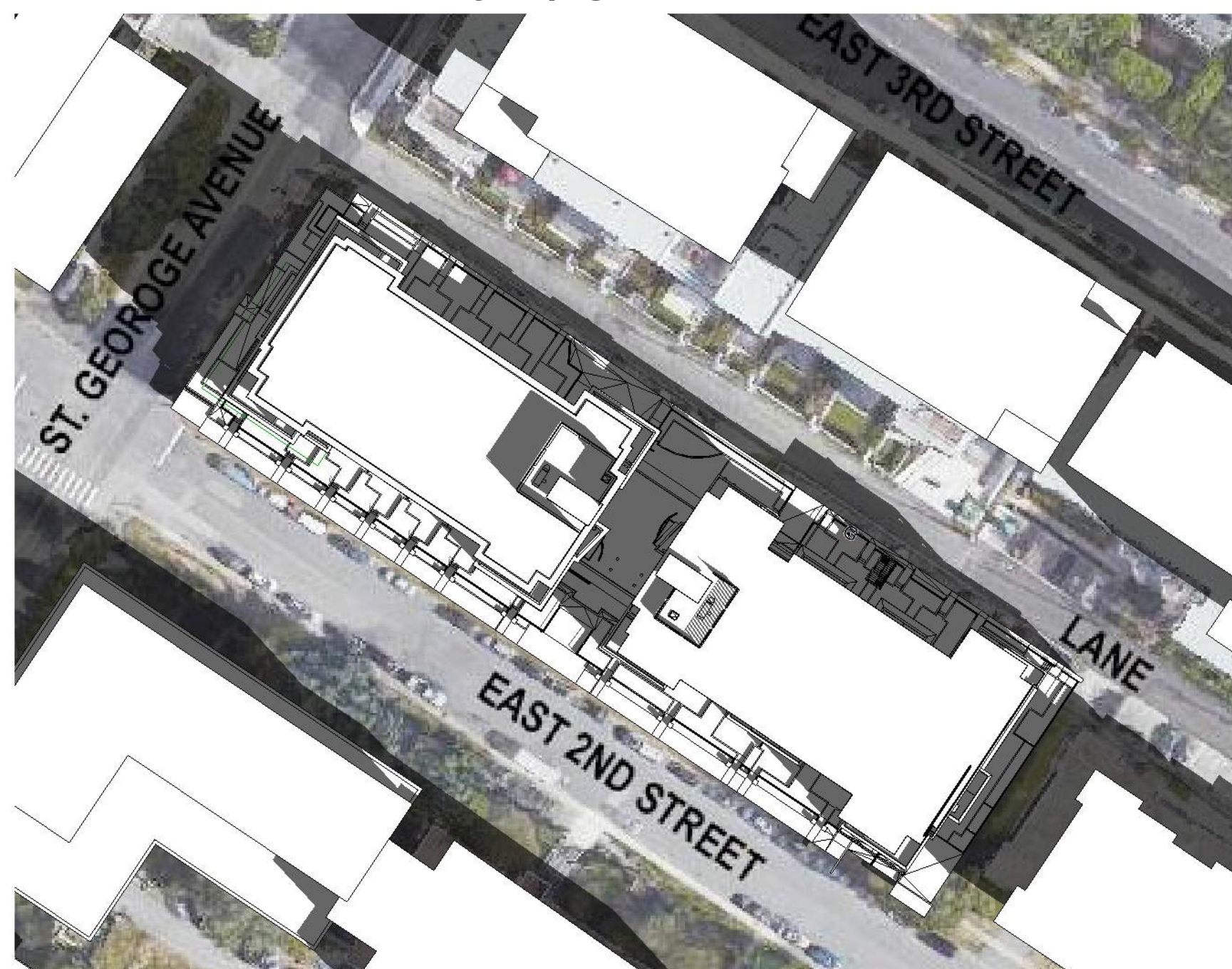
21 MARCH / SEPTEMBER 12 PM



21 JUNE 12 PM



21 DECEMBER 10 AM



21 MARCH / SEPTEMBER 10 AM



21 JUNE 10 AM



21 DECEMBER 12 PM



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NOV. 15, 2024

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ARCHITECTURAL SEAL:



PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**SHADOW DIAGRAM**

BASE FILE : 1629 Building.rvt  
SCALE: 1" = 60'-0"  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**



D.P. No:  
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ARCHITECTURAL SEAL:

CLIENT:



PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**SITEPLAN**

BASE FILE : 1629 Building.rvt

SCALE: 1/16" = 1'-0"

PLOT DATE: JUNE 2021

DRAWN: LP

CHECKED: AH / BR

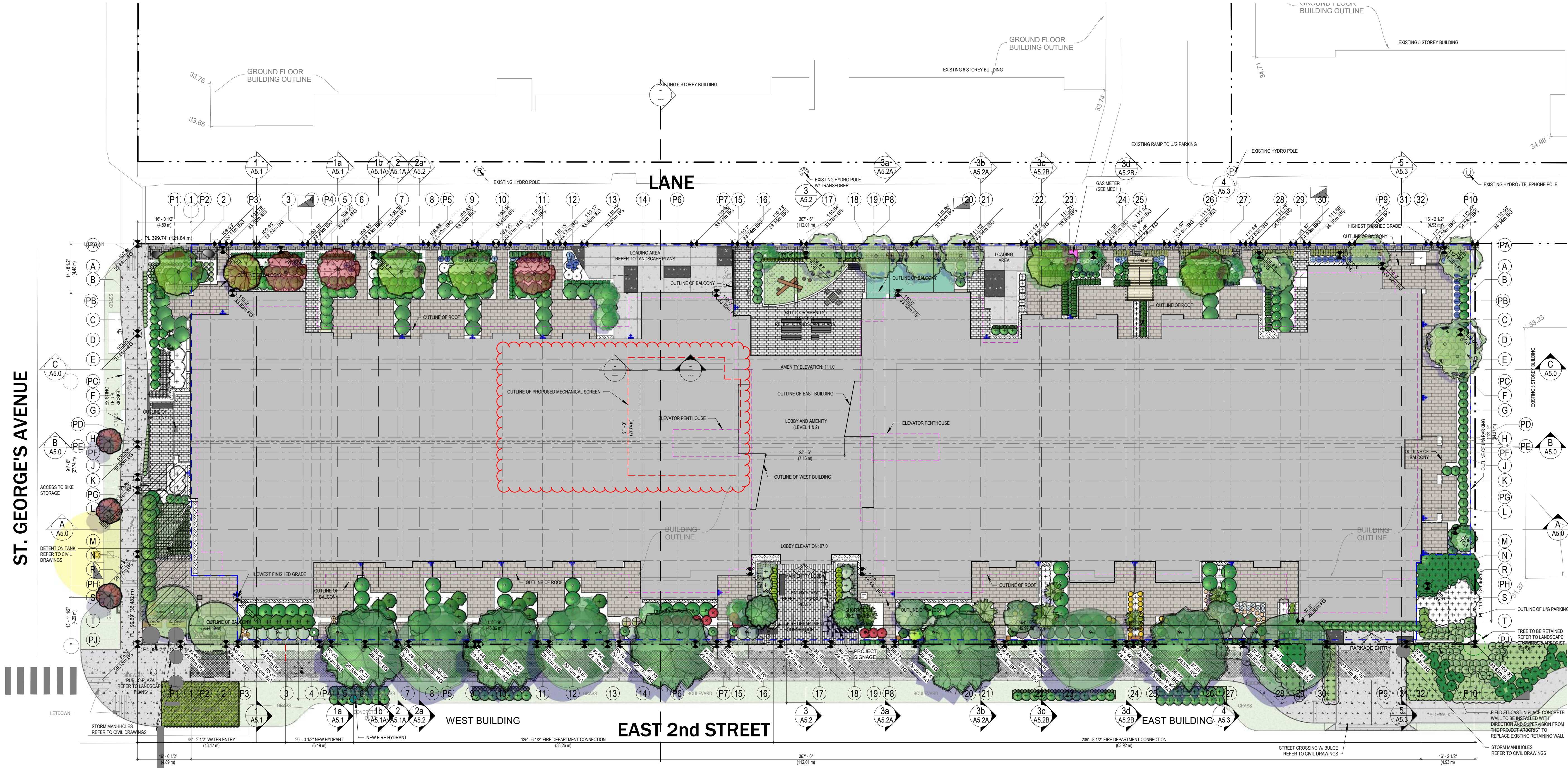
PROJECT NO. **1629**

DWG. NO.

**A1.0**

D.P. No.:

B.P. No.:



**LEGEND**

	B.G. BUILDING GRADE	P.D. PATIO BI-LEVEL DRAIN	
	E.G. EXISTING GRADE	R.D. ROOF DRAIN	
	F.D. FLOOR DRAIN	R.S. ROD & SHELF	
	F.F.E. FINISHED FLOOR ELEVATION	R.V. ROOF VENT	
	F.G. FINISHED GRADE	R.W.L. RAIN WATER LEADER	
	FRG. REFRIGERATOR	S. SAMESE CONNECTION	
	IB.G. INTERPOLATED BUILDING GRADE		
	BL.F.D. LANDSCAPE BI-LEVEL DRAIN		
	LN. LINEN CLOSET	T.O.R. TOP OF ROOF	
	L.S. LAZY SUSAN	T.O.S. TOP OF SLAB	
	M.V. MECH. WALL VENT TERMINATION	T.O.W. TOP OF WALL	
	M.V.G. MECH. SOFFIT VENT GRILL	WD. WASHER / DRYER	
	M.S. MECH. STANDPIPE		

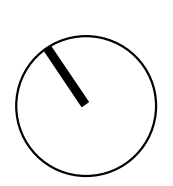
**GENERAL NOTES:**

- EXISTING GRADE INFORMATION, PROPERTY LINES AND SITE BOUNDARIES TAKEN FROM SURVEYORS DRAWING PREPARED BY MCELHANEY ASSOCIATES LAND SURVEYING LTD., DATED 1 JUNE 2017.
- BUILDING GRADE ELEVATIONS PER CIVIL DRAWINGS.
- REFER TO CIVIL DRAWINGS FOR OFF-SITE WORK AND SERVICE CONNECTIONS.
- REFER TO LANDSCAPE DRAWINGS FOR GRADING, PLANTER / RETAINING WALLS, PAVING AND LANDSCAPE DETAILS.
- REFER TO THE UNIT PLANS FOR LEVEL 2 ADAPTABILITY FEATURES.
- MECHANICAL EQUIPMENT SHALL BE DESIGNED AND LOCATED TO MINIMIZE ITS NOISE IMPACTS ON THE NEIGHBOURHOOD.
- UNDERGROUND PARKING IS TO BE ADEQUATELY VENTILATED.
- ALL VESTIBULE AND ELEVATOR LOBBY DOORS AT PARKING TO BE FULL GLAZED METAL DOORS, CW SPRINKLER PROTECTION AS REQUIRED.

LOT CONTAINS A COMMUNITY GARDEN (207 E. 2ND ST.)

OUTLINE OF NORTH SHORE NEIGHBOURHOOD HOUSE (225 E. 2ND ST.)

APPROXIMATE OUTLINE OF APARTMENT (245 E. 2ND ST.)







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No.	Description	Date
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REVISION : DATE :

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ARCHITECTURAL SEAL:

CLIENT:



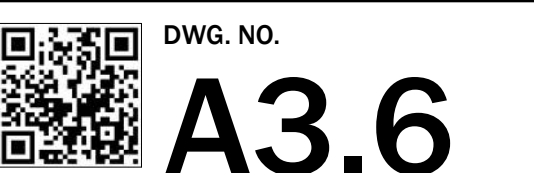
PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

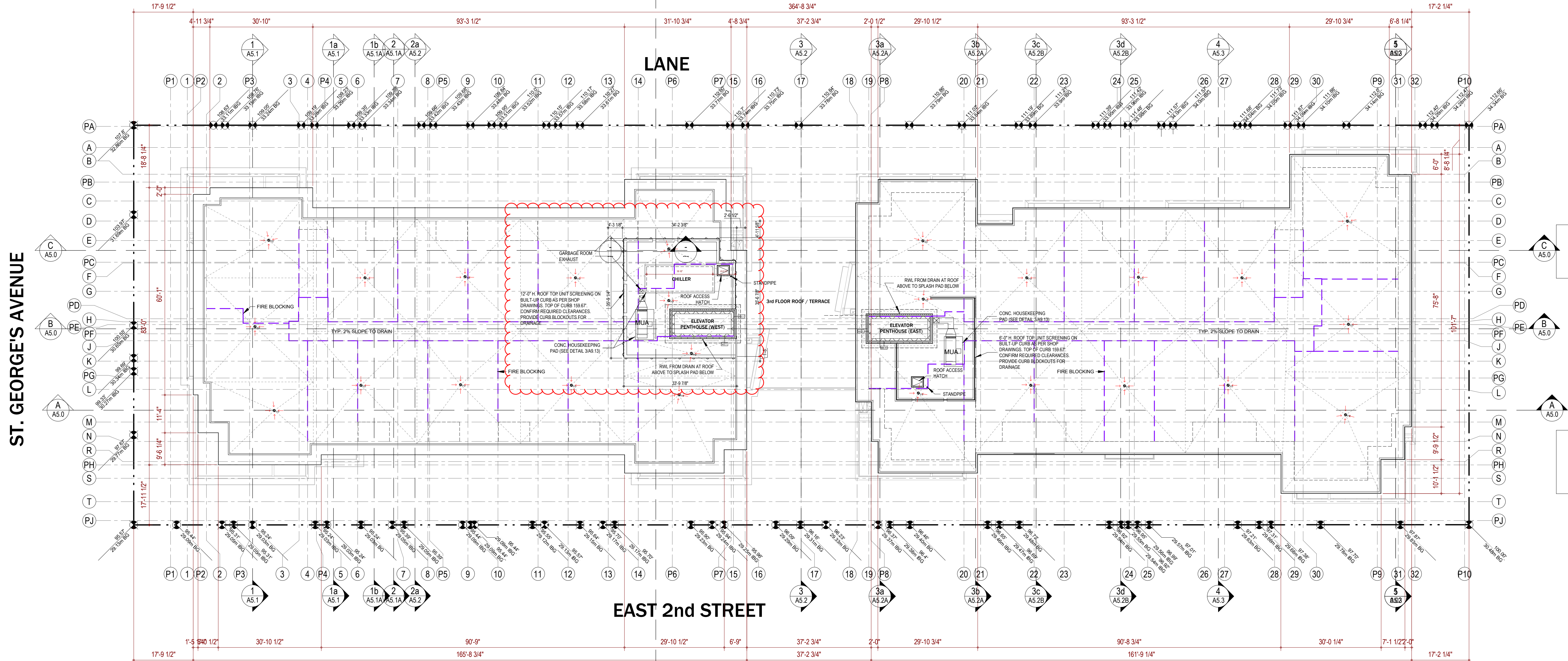
DRAWING TITLE:  
**ROOF PLAN**

BASE FILE : 1629 Building.rvt  
SCALE : 1/16" = 1'-0"  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**



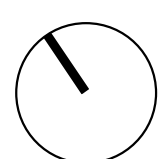
D.P. No:  
B.P. No:



ST. GEORGE'S AVENUE

EAST 2nd STREET

LANE







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11. IFC BELOW GRADE	09 OCT. 2020
12. ISSUED FOR CONSTRUCTION	25 NOV. 2020
13. FINAL DESIGN DRAWINGS	09 DEC. 2022
14. DEVELOPMENT VARIANCE	17 JUN. 2024
15. DEV. VARIANCE RESUB.	15 NOV. 2024

ISSUED FOR  
DEVELOPMENT VARIANCE  
PERMIT RESUBMISSION  
NOV. 15, 2024

No.	Description	Date
REVISION :	DATE :	

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ARCHITECTURAL SEAL:

CLIENT:



PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:

ROOF PLAN - WEST  
SIDE

BASE FILE : 1629 Building.rvt

SCALE: 1/8" = 1'-0"

PLOT DATE: JUNE 2021

DRAWN: LP

CHECKED: AH / BR

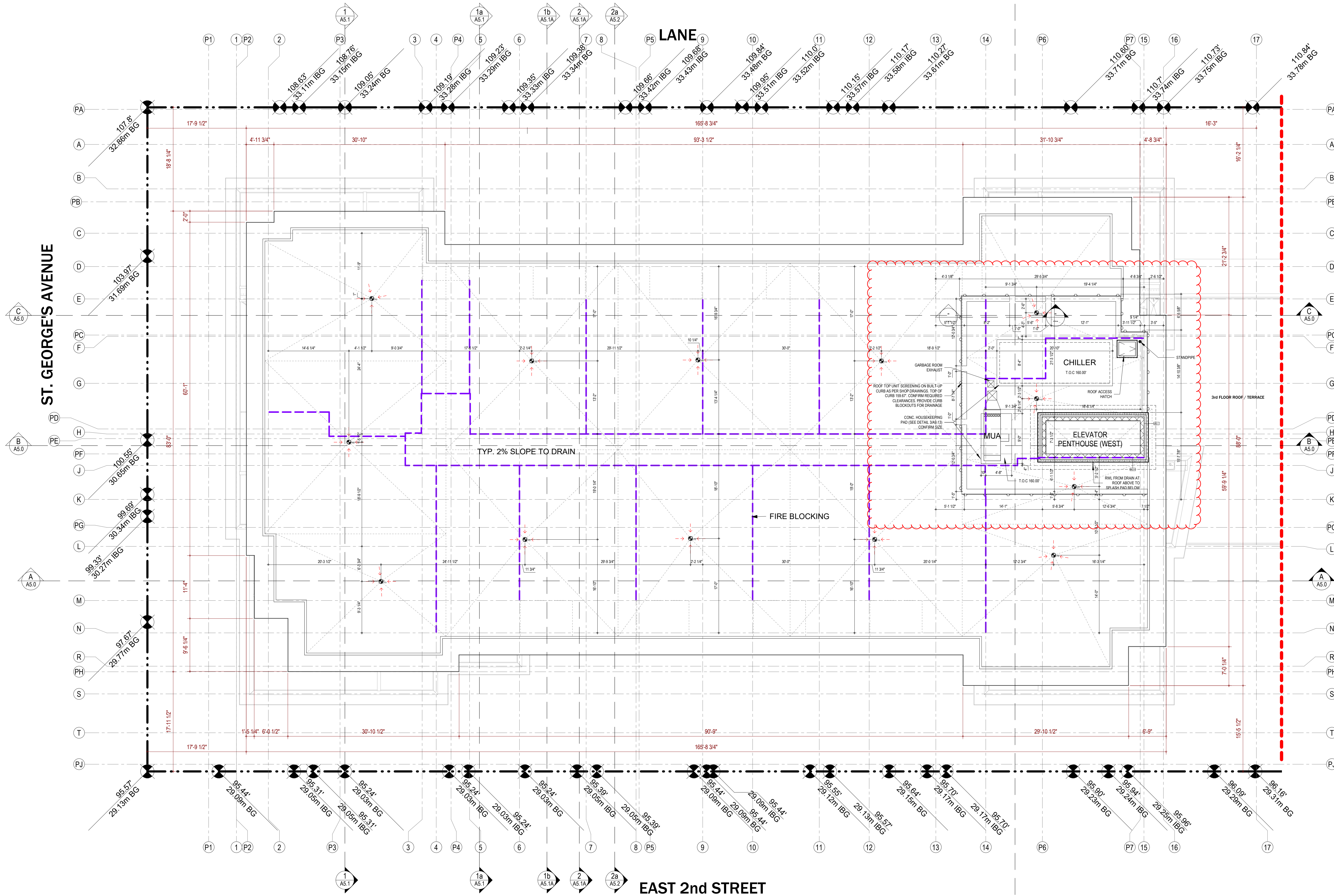
PROJECT NO. 1629

DWG. NO.

A3.6A

D.P. No.:

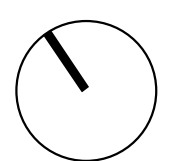
B.P. No.:



LEGEND	
	TYPICAL DROPPED CEILING
	ALTERNATE DROPPED CEILING
	CONCRETE WALL
	CONCRETE BLOCK WALL
	INTERIOR WALLS
	A.D. AREA DRAIN
	A.C. ATTIC COMPARTMENT OUTLINE
	B.O.C. BOTTOM OF CURB
	B.O.P. BOTTOM OF PARAPET
	B.O.W. BOTTOM OF WALL (TOP OF F.G.)
	C.B. CATCH BASIN
	C.T. COOK TOP
	D.W. DISH WASHER
	B.G. BUILDING GRADE
	E.G. EXISTING GRADE
	F.D. FLOOR DRAIN
	F.F.E.L. FINISHED FLOOR ELEVATION
	F.G. FINISHED GRADE
	FRIG. REFRIGERATOR
	I.B.G. INTERPOLATED BUILDING GRADE
	BL.FD. LANDSCAPE B-LEVEL DRAIN
	LN. LINEN CLOSET
	L.S. LAZY SUSAN
	M.W.V. MECH. WALL VENT TERMINATION
	M.S.V.G. MECH. SOFFIT VENT GRILLE
	M.S. MECH. STANDPIPE
	P.B. PATIO B-LEVEL DRAIN
	R.D. ROOF DRAIN
	R.A.S. ROOF A SHELF
	R.V. ROOF VENT
	R.W.L. RAIN WATER LEADER
	S.C. SIMESE CONNECTION
	SPR. SPRINKLER PROTECTION
	F.E. FIRE EXTINGUISHER
	T.O.R. TOP OF ROOF
	T.O.S. TOP OF SLAB
	T.O.W. TOP OF WALL
	W.D. WASHER / DRYER
	D.M. DOOR MARK
	W.M. WINDOW MARK
	R.F.M. ROOM FINISH MARK
	W.A.M. WALL ASSEMBLY MARK
	F.A.M. FLOOR ASSEMBLY MARK
	R.A.M. ROOF ASSEMBLY MARK
	L.D. LANDSCAPE DETAILS
	R.L. REFER TO LANDSCAPE DWGS FOR REFERENCE
	R.I.D. REFER TO INT. DESIGN DWGS FOR REFERENCE

**GENERAL NOTES:**

- EXISTING GRADE, INFORMATION, PROPERTY LINES AND SITE BOUNDARIES TAKEN FROM SURVEYORS DRAWING PREPARED BY MELHARNEET ASSOCIATES LAND SURVEYING LTD. (A) 1611 JUNE 2017.
- BUILDING GRADE ELEVATIONS PER CIVIL DRAWINGS.
- REFER TO CIVIL DRAWINGS FOR OFF-SITE WORK AND SERVICE CONNECTIONS.
- REFER TO LANDSCAPE DRAWINGS FOR GRADING, PLANTER / RETAINING WALLS, PAVING AND LANDSCAPE DETAILS.
- REFER TO THE UNIT PLANS FOR LEVEL 2 ADAPTABILITY FEATURES.
- MECHANICAL EQUIPMENT SHALL BE DESIGNED AND LOCATED TO MINIMIZE ITS NOISE IMPACTS ON THE NEIGHBOURHOOD.
- UNDERGROUND PARKING IS TO BE ADEQUATELY VENTILATED.
- ALL VESTIBULE AND ELEVATOR LOBBY DOORS AT PARKING TO BE FULL GLAZED METAL DOORS, CW SPRINKLER PROTECTION AS REQUIRED.
- WOOD FRAMED BALCONIES TO SLOPE 3% TO EDGE TO ALLOW FOR SETTLEMENT OF STRUCTURE.







RH ARCHITECTS INC.

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f 604.669.1091

www.rharchitects.ca

ISSUED:	DATE:
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NOV. 15, 2024

No.	Description	Date
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REVISION : DATE :

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ARCHITECTURAL SEAL:

CLIENT:



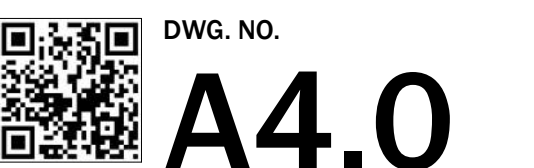
PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**SOUTH & NORTH  
OVERALL  
ELEVATIONS**

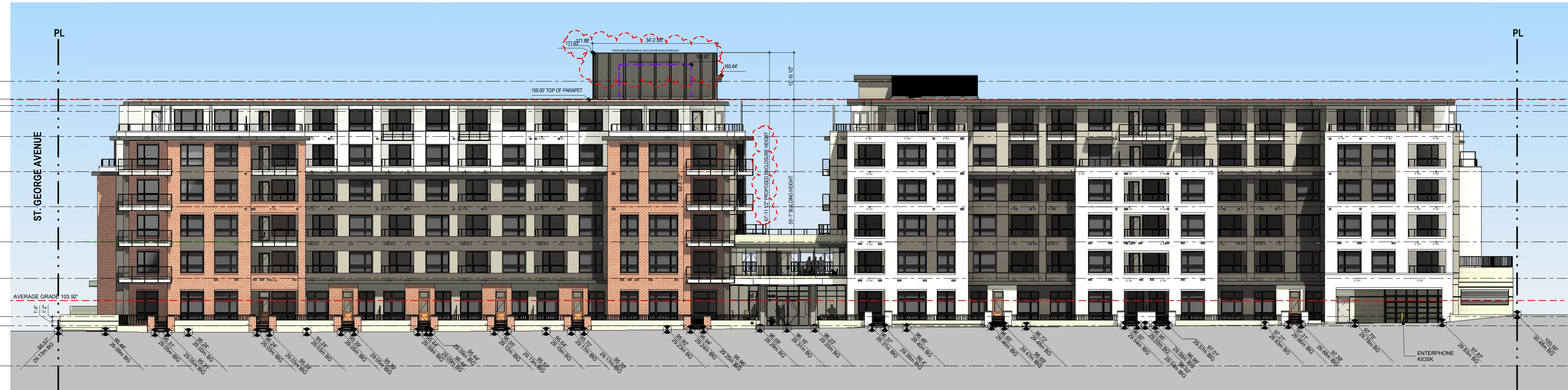
BASE FILE : 1629 Building.rvt  
SCALE: 1/16" = 1'-0"  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**



D.P. No:  
B.P. No:

164' - 0"	TOP(ELEVATOR)	(49.99 m)
159' - 2"	T.O.R	(48.50 m)
155' - 9"	NSNH ROOF 5"	(47.47 m)
147' - 5"	UIS - CEILING	(47.97 m)
148' - 11"	LEVEL 6	(45.38 m)
139' - 3"	LEVEL 5	(42.44 m)
129' - 8"	LEVEL 4	(39.51 m)
120' - 0"	LEVEL 3	(36.58 m)
110' - 0"	LEVEL 2	(33.53 m)
99' - 6"	MEZZANINE	(30.33 m)
97' - 0"	LEVEL 1	(29.57 m)
86' - 0"	P2	(26.21 m)

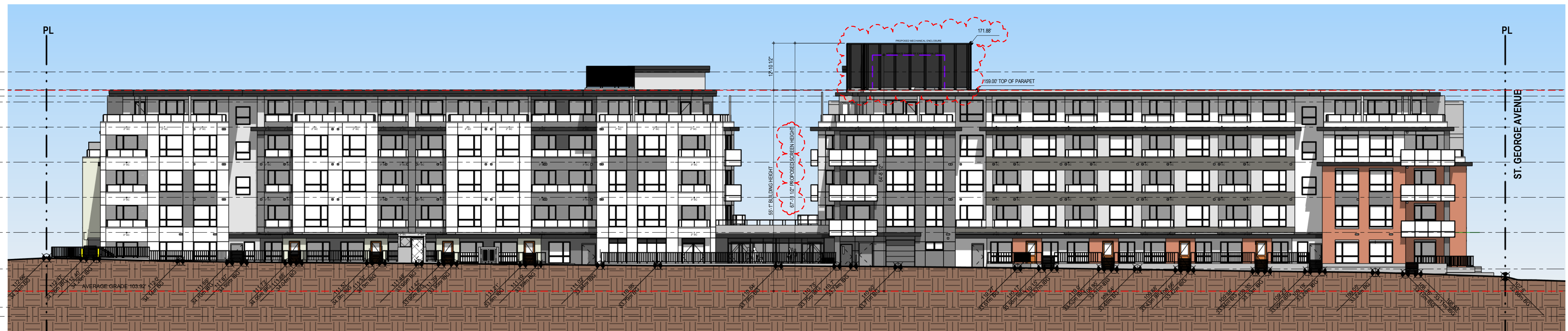


WEST BUILDING

EAST BUILDING

**SOUTH ELEVATION FACING EAST 2ND STREET**

164' - 0"	TOP(ELEVATOR)	(49.99 m)
159' - 2"	T.O.R	(48.50 m)
155' - 9"	NSNH ROOF 5"	(47.47 m)
147' - 5"	UIS - CEILING	(47.97 m)
148' - 11"	LEVEL 6	(45.38 m)
139' - 3"	LEVEL 5	(42.44 m)
129' - 8"	LEVEL 4	(39.51 m)
120' - 0"	LEVEL 3	(36.58 m)
110' - 0"	LEVEL 2	(33.53 m)
99' - 6"	MEZZANINE	(30.33 m)
97' - 0"	LEVEL 1	(29.57 m)

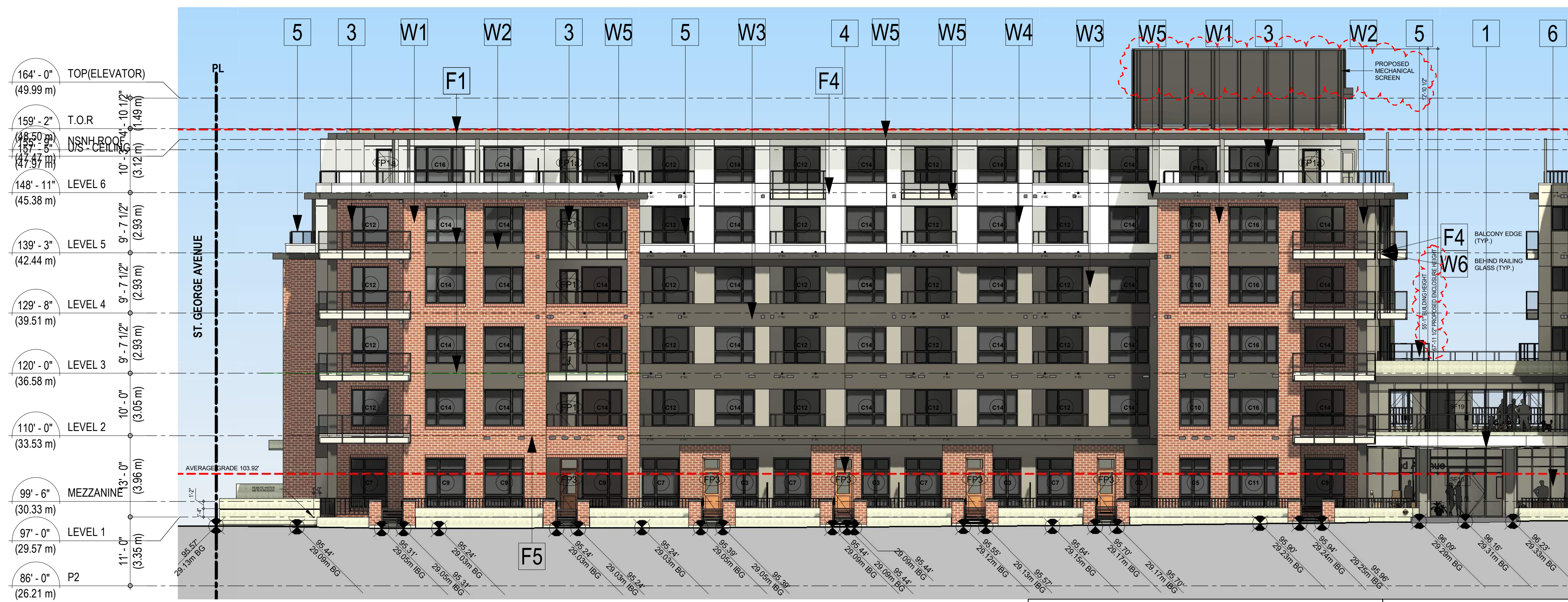


EAST BUILDING

WEST BUILDING

**NORTH ELEVATION FACING LANE**





1 SOUTH ELEVATION - WEST BUILDING  
3/32" = 1'-0"

ELEVATION SYMBOLS	
[Symbol]	METAL VENT CAP FOR IN SLAB DUCT (COLOUR MATCH TO CLADDING U.N.O.)
[Symbol]	WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
[Symbol]	DOUBLE WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
[Symbol]	3" SQUARE COPPER SCUPPER
[Symbol]	2" CIRCULAR METAL SCUPPER

FLASHING LEGEND	
F1	DARK BROWN (CASCADIA METALS)
F2	CASHMERE (CASCADIA METALS)
F3	STONE GREY (CASCADIA METALS)
F4	POLAR WHITE (CASCADIA METALS)
F5	BLACK (CASCADIA METALS)

**BUILDING MATERIAL LEGEND**

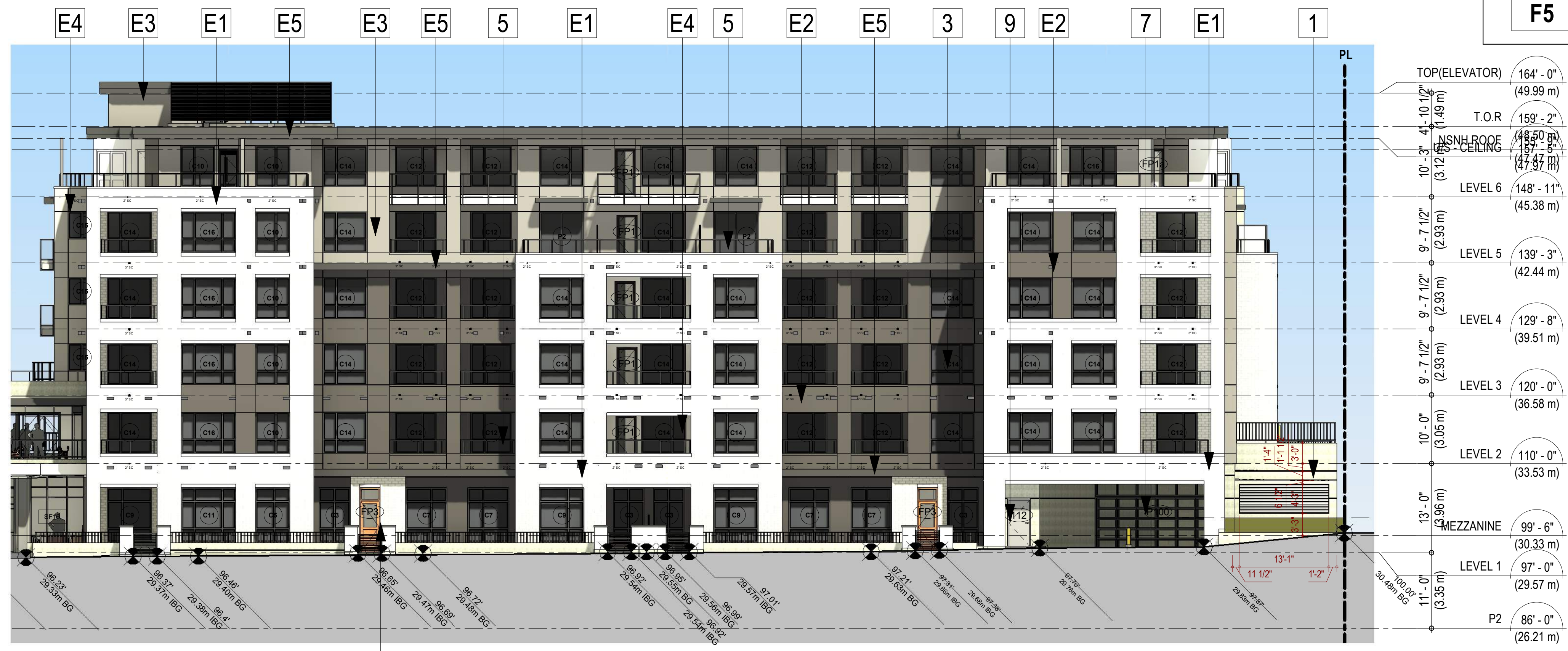
- 1 PAINTED ARCHITECTURAL CONCRETE WITH REVEALS (BM - ESCARPMENT "CC-518")
- 2 DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - WHITE FLASHING - F4 - POLAR WHITE
- 3 DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - BLACK FLASHING - F5 - BLACK
- 4 SUITE STREET ENTRY DOORS (TBD)
- 5 ALUMINUM GUARD RAILS (BLACK WITH GLASS INSERTS)
- 6 ALUMINUM FRAME STOREFRONT GLAZING (BLACK)
- 7 O/H ALUMINUM DOOR WITH TRANSLUCENT GLASS PANELS - (BLACK FRAME)
- 8 O/H METAL SOLID DOOR (BLACK)
- 9 STEEL MAN DOOR (BM - ESCARPMENT "CC-518")
- 10 METAL FENCE & GATES (BLACK)
- 11 ARCHITECTURAL CONCRETE PLANTER (SACKED)
- 12 ALUMINUM FRAMED EXIT DOOR (ANODIZED)
- 13 CEMENTITIOUS PANEL SOFFIT (BM - WHITE DOVE "0C-17")

**WEST BUILDING**

- W1 BRICK CLADDING (MUTUAL MATERIALS "MAUNA LOA - MISSION")
- W2 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- W3 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
- W4 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WINTER WHITE "OC-21") FLASHING - F4 - POLAR WHITE
- W5 PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- W6 PAINTED CEMENTITIOUS FASCIA (BM - WINTER WHITE "OC-21")

**EAST BUILDING**

- E1 BRICK CLADDING (MUTUAL MATERIALS "LIMESTONE SMOOTH") (ALTERNATE - SUMMIT "ALASKAN SMOOTH")
- E2 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- E3 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
- E4 CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - MARITIME WHITE "OC-5") FLASHING - F2 - CASHMERE
- E5 PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN



2 SOUTH ELEVATION - EAST BUILDING  
3/32" = 1'-0"

4



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ISSUED:	DATE:
1. REZONING/ DPA	17 AUGUST 2017
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DEVELOPMENT VARIANCE  
PERMIT RESUBMISSION  
NOV. 15, 2024

No.	Description	Date
REVISION :		DATE :

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ARCHITECTURAL SEAL:



CLIENT:  
PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**SOUTH ELEVATIONS**

BASE FILE : 1629 Building.rvt  
SCALE: As indicated  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**

DWG. NO. **A4.0A**

D.P. No.:  
B.P. No.:





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V6A 1G1

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ARCHITECTURAL SEAL:

CLIENT: **GWL REALTY ADVISORS**

PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**NORTH ELEVATIONS**

BASE FILE : 1629 Building.rvt  
SCALE: As indicated  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**

DWG. NO. **A4.0B**

D.P. No.:  
B.P. No.:

### BUILDING MATERIAL LEGEND

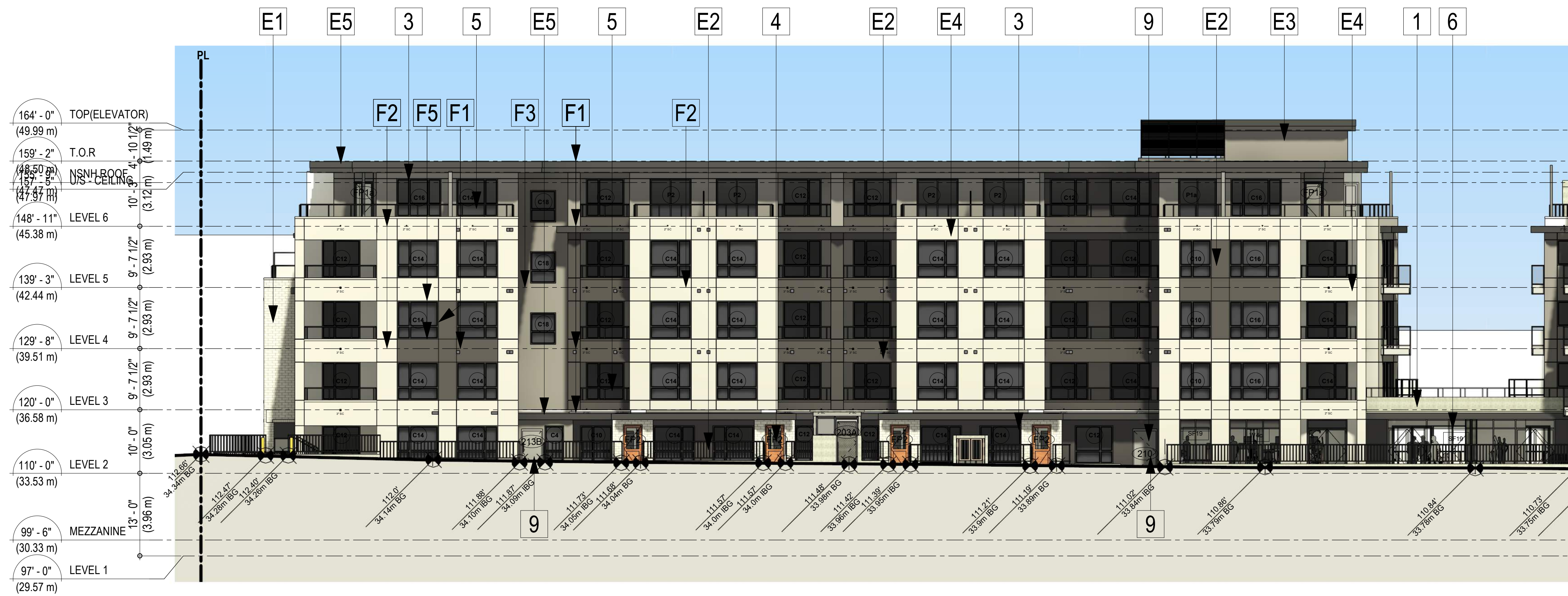
- 1** PAINTED ARCHITECTURAL CONCRETE WITH REVEALS (BM - ESCARPMENT "CC-518")
- 2** DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - WHITE FLASHING - F4 - POLAR WHITE
- 3** DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - BLACK FLASHING - F5 - BLACK
- 4** SUITE STREET ENTRY DOORS (TBD)
- 5** ALUMINUM GUARD RAILS (BLACK WITH GLASS INSERTS)
- 6** ALUMINUM FRAME STOREFRONT GLAZING (BLACK)
- 7** O/H ALUMINUM DOOR WITH TRANSLUCENT GLASS PANELS - (BLACK FRAME)
- 8** O/H METAL SOLID DOOR (BLACK)
- 9** STEEL MAN DOOR (BM - ESCARPMENT "CC-518")
- 10** METAL FENCE & GATES (BLACK)
- 11** ARCHITECTURAL CONCRETE PLANTER (SACKED)
- 12** ALUMINUM FRAMED EXIT DOOR (ANODIZED)
- 13** CEMENTITIOUS PANEL SOFFIT (BM - WHITE DOVE "OC-17")

### WEST BUILDING

- W1** BRICK CLADDING (MUTUAL MATERIALS "MAUNA LOA - MISSION")
- W2** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- W3** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
- W4** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WINTER WHITE "OC-21") FLASHING - F4 - POLAR WHITE
- W5** PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- W6** PAINTED CEMENTITIOUS FASCIA (BM - WINTER WHITE "OC-21")

### EAST BUILDING

- E1** BRICK CLADDING (MUTUAL MATERIALS "LIMESTONE SMOOTH") (ALTERNATE - SUMMIT "ALASKAN SMOOTH")
- E2** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
- E3** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
- E4** CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - MARITIME WHITE "OC-5") FLASHING - F2 - CASHMERE
- E5** PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN



1 NORTH ELEVATION EAST BUILDING  
3/32" = 1'-0"

#### ELEVATION SYMBOLS

- METAL VENT CAP FOR IN SLAB DUCT (COLOUR MATCH TO CLADDING U.N.O.)
- WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
- DOUBLE WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
- 3" SQUARE COPPER SCUPPER
- 2" CIRCULAR METAL SCUPPER

#### FLASHING LEGEND

- F1** DARK BROWN (CASCADIA METALS)
- F2** CASHMERE (CASCADIA METALS)
- F3** STONE GREY (CASCADIA METALS)
- F4** POLAR WHITE (CASCADIA METALS)
- F5** BLACK (CASCADIA METALS)



2 NORTH ELEVATION WEST BUILDING  
3/32" = 1'-0"





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ARCHITECTURAL SEAL:

CLIENT:



PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**EXTERIOR SIDE  
ELEVATIONS**

BASE FILE : 1629 Building.rvt  
SCALE: As indicated  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**

DWG. NO. **A4.1**

D.P. No:  
B.P. No:

FLASHING LEGEND		BUILDING MATERIAL LEGEND	
<b>F1</b>	DARK BROWN (CASCADIA METALS)	<b>1</b>	PAINTED ARCHITECTURAL CONCRETE WITH REVEALS (BM - ESCARPMENT "CC-518")
<b>F2</b>	CASHMERE (CASCADIA METALS)	<b>2</b>	DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - WHITE FLASHING - F4 - POLAR WHITE
<b>F3</b>	STONE GREY (CASCADIA METALS)	<b>3</b>	DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - BLACK FLASHING - F5 - BLACK
<b>F4</b>	POLAR WHITE (CASCADIA METALS)	<b>4</b>	SUITE STREET ENTRY DOORS (TBD)
<b>F5</b>	BLACK (CASCADIA METALS)	<b>5</b>	ALUMINUM GUARD RAILS (BLACK WITH GLASS INSERTS)
		<b>6</b>	ALUMINUM FRAME STOREFRONT GLAZING (BLACK)
		<b>7</b>	O/H ALUMINUM DOOR WITH TRANSLUCENT GLASS PANELS - (BLACK FRAME)
		<b>8</b>	O/H METAL SOLID DOOR (BLACK)
		<b>9</b>	STEEL MAN DOOR (BM - ESCARPMENT "CC-518")
		<b>10</b>	METAL FENCE & GATES (BLACK)
		<b>11</b>	ARCHITECTURAL CONCRETE PLANTER (SACKED)
		<b>12</b>	ALUMINUM FRAMED EXIT DOOR (ANODIZED)
		<b>13</b>	CEMENTITIOUS PANEL SOFFIT (BM - WHITE DOVE "OC-17")

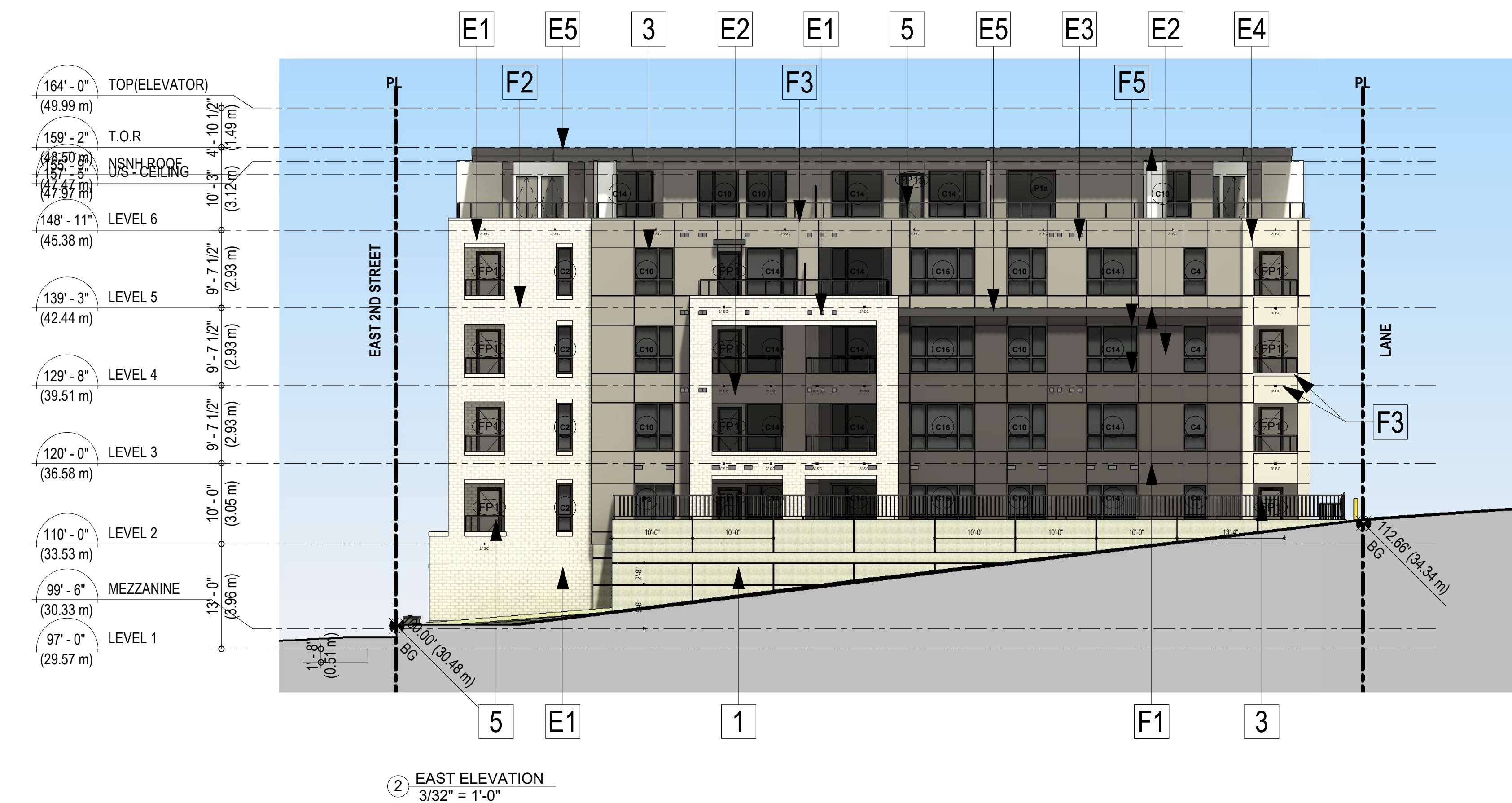
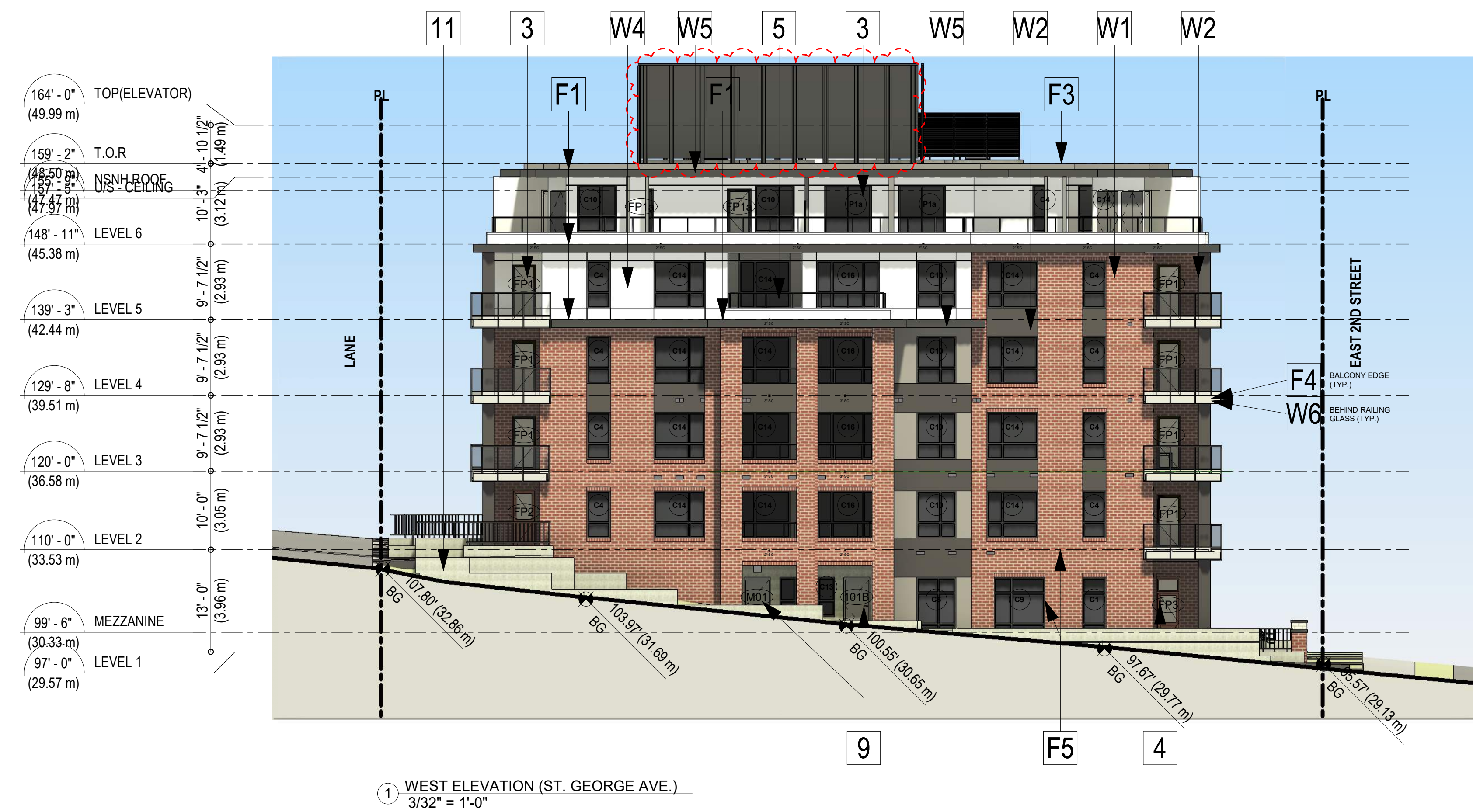
**WEST BUILDING**

<b>W1</b>	BRICK CLADDING (MUTUAL MATERIALS "MAUNA LOA - MISSION")
<b>W2</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
<b>W3</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
<b>W4</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WINTER WHITE "OC-21") FLASHING - F4 - POLAR WHITE
<b>W5</b>	PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
<b>W6</b>	PAINTED CEMENTITIOUS FASCIA (BM - WINTER WHITE "OC-21")

**EAST BUILDING**

<b>E1</b>	BRICK CLADDING (MUTUAL MATERIALS "LIMESTONE SMOOTH") (ALTERNATE - SUMMIT "ALASKAN SMOOTH")
<b>E2</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
<b>E3</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
<b>E4</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - MARITIME WHITE "OC-5") FLASHING - F2 - CASHMERE
<b>E5</b>	PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN

ELEVATION SYMBOLS	
	METAL VENT CAP FOR IN SLAB DUCT (COLOUR MATCH TO CLADDING U.N.O.)
	WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
	DOUBLE WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
	3" SQUARE COPPER SCUPPER
	2" CIRCULAR METAL SCUPPER







RH ARCHITECTS INC.

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ISSUED:	DATE:
1. REZONING/ DPA	17 AUGUST 2017
2. DESIGN PANEL	18 OCTOBER 2017
3. REZ./DPA RESUBMISSION	21 MARCH 2018
4. COORDINATION	27 SEPT. 2019
5. EXCAVATION PRICING	15 NOV. 2019
6. COORDINATION	10 JAN. 2019
7. COORDINATION	13 MARCH 2020
8. BP APPLICATION	16 MARCH 2020
9. IFT	10 JULY 2020
10. BP RESUBMISSION	18 SEPT. 2020
11. IFC BELOW GRADE	09 OCT. 2020
12. ISSUED FOR CONSTRUCTION	25 NOV. 2020
13. FINAL DESIGN DRAWINGS	09 DEC. 2022
14. DEVELOPMENT VARIANCE	17 JUN. 2024
15. DEV. VARIANCE RESUB.	15 NOV. 2024

**ISSUED FOR**  
DEVELOPMENT VARIANCE  
PERMIT RESUBMISSION  
NOV. 15, 2024

No.	Description	Date
REVISION :	DATE :	

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ARCHITECTURAL SEAL:



PROJECT:  
222 E 2nd Street

222 E 2nd Street  
NORTH VANCOUVER, B.C.

DRAWING TITLE:  
**COURTYARD ELEVATIONS**

BASE FILE : 1629 Building.rvt  
SCALE: As indicated  
PLOT DATE: JUNE 2021  
DRAWN: LP  
CHECKED: AH / BR

PROJECT NO. **1629**

DWG. NO. **A4.2**

D.P. No.:  
B.P. No.:

### FLASHING LEGEND

<b>F1</b>	DARK BROWN (CASCADIA METALS)
<b>F2</b>	CASHMERE (CASCADIA METALS)
<b>F3</b>	STONE GREY (CASCADIA METALS)
<b>F4</b>	POLAR WHITE (CASCADIA METALS)
<b>F5</b>	BLACK (CASCADIA METALS)

### BUILDING MATERIAL LEGEND

<b>1</b>	PAINTED ARCHITECTURAL CONCRETE WITH REVEALS (BM - ESCARPMENT "CC-518")
<b>2</b>	DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - WHITE FLASHING - F4 - POLAR WHITE
<b>3</b>	DOUBLE GLAZED VINYL DOOR / WINDOW FRAME & PATIO SLIDING DOOR - BLACK FLASHING - F5 - BLACK
<b>4</b>	SUITE STREET ENTRY DOORS (TBD)
<b>5</b>	ALUMINUM GUARD RAILS (BLACK WITH GLASS INSERTS)
<b>6</b>	ALUMINUM FRAME STOREFRONT GLAZING (BLACK)
<b>7</b>	O/H ALUMINUM DOOR WITH TRANSLUCENT GLASS PANELS - (BLACK FRAME)
<b>8</b>	O/H METAL SOLID DOOR (BLACK)
<b>9</b>	STEEL MAN DOOR (BM - ESCARPMENT "CC-518")
<b>10</b>	METAL FENCE & GATES (BLACK)
<b>11</b>	ARCHITECTURAL CONCRETE PLANTER (SACKED)
<b>12</b>	ALUMINUM FRAMED EXIT DOOR (ANODIZED)
<b>13</b>	CEMENTITIOUS PANEL SOFFIT (BM - WHITE DOVE "OC-17")

### WEST BUILDING

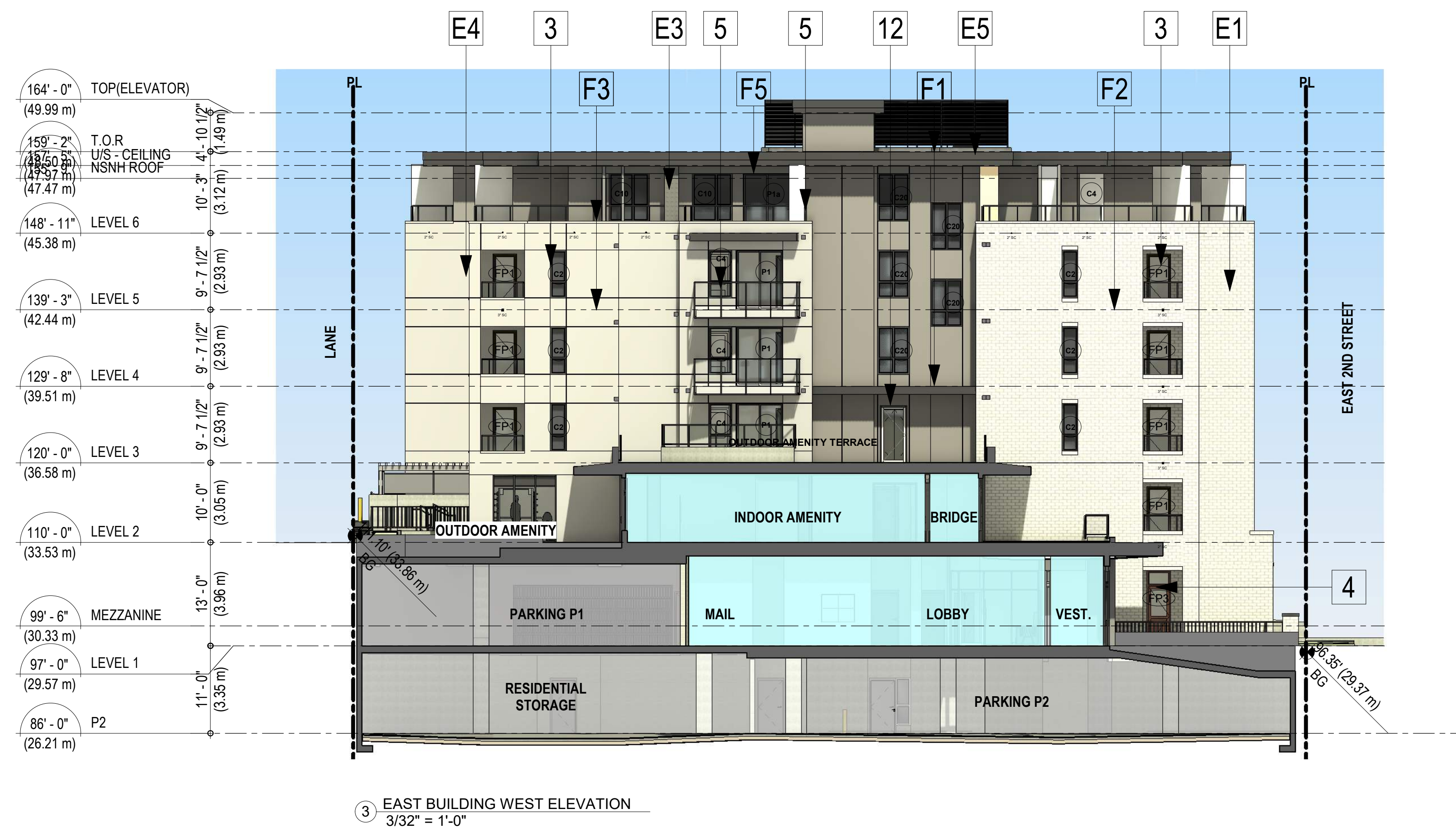
<b>W1</b>	BRICK CLADDING (MUTUAL MATERIALS "MAUNA LOA - MISSION")
<b>W2</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
<b>W3</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - ESCARPMENT "CC-518") FLASHING - F3 - STONE GREY
<b>W4</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WINTER WHITE "OC-21") FLASHING - F4 - POLAR WHITE
<b>W5</b>	PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
<b>W6</b>	PAINTED CEMENTITIOUS FASCIA (BM - WINTER WHITE "OC-21")

### EAST BUILDING

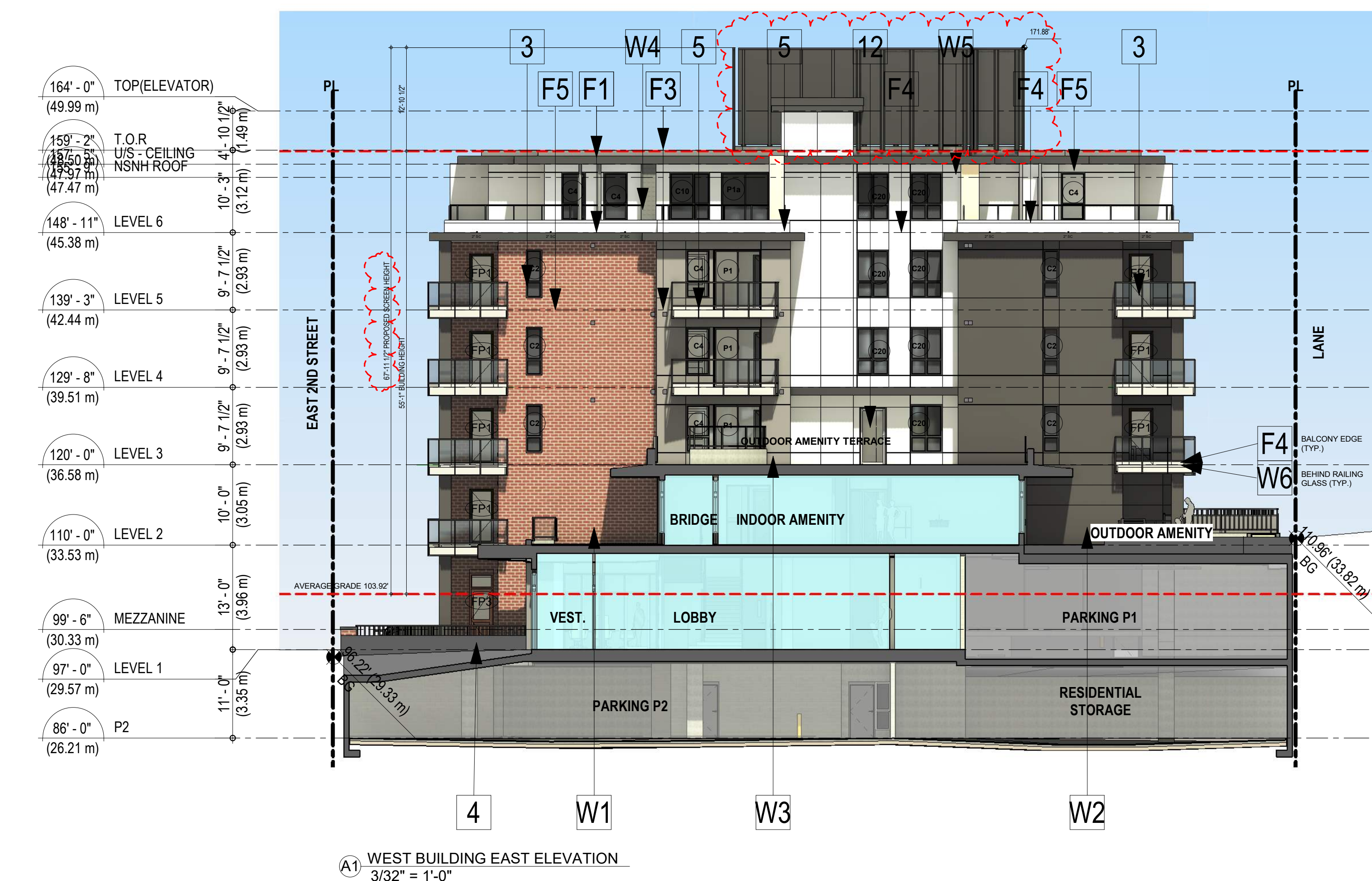
<b>E1</b>	BRICK CLADDING (MUTUAL MATERIALS "LIMESTONE SMOOTH") (ALTERNATE - SUMMIT "ALASKAN SMOOTH")
<b>E2</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN
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<b>E4</b>	CEMENTITIOUS PANEL W/ REVEALS & TRIM (BM - MARITIME WHITE "OC-5") FLASHING - F2 - CASHMERE
<b>E5</b>	PAINTED CEMENTITIOUS FASCIA (BM - WILLOW "CC-542") FLASHING - F1 - DARK BROWN

### ELEVATION SYMBOLS

	METAL VENT CAP FOR IN SLAB DUCT (COLOUR MATCH TO CLADDING U.N.O.)
	WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
	DOUBLE WALL CAP (FOR WOOD FRAME, TYPE T.B.D.)
	3" SQUARE COPPER SCUPPER
	2" CIRCULAR METAL SCUPPER



**3 EAST BUILDING WEST ELEVATION**  
3/32" = 1'-0"



**A1 WEST BUILDING EAST ELEVATION**  
3/32" = 1'-0"



October 2, 2024

File: 3726-19B-R0

2281140 Ontario Inc. and 2278372 Ontario Inc. NF Real Estate LP  
Suite 1670 Central City Tower  
13450 102<sup>nd</sup> Avenue  
Surrey, BC V3T 5X3

Attention: Ashley Karlen, Project Manager

Dear Ashley:

**Re: The Bowline, 222 East 2nd Street, North Vancouver  
Rooftop Mechanical Unit Noise Bylaw Assessment**

BKL Consultants Ltd. (BKL) have previously conducted a noise assessment of mechanical units installed on the rooftop of the Bowline, 222 East 2<sup>nd</sup> Street, North Vancouver (the project site) to determine their impact on the existing residential building to the north on 221 East 3<sup>rd</sup> Street.

Full details of the noise assessment can be found in the appended reports:

- 3726-19B Rooftop Chiller Unit Noise Measurements dated September 29, 2023; and,
- 3726-19B - BKL Memorandum- Rooftop Chiller Noise Mitigation dated December 7, 2023.

Following submission of our reports to the City of North Vancouver, they have advised that;

From review of the memorandum entitled 'Rooftop Chiller Unit Noise Mitigation', dated December 7, 2024, it is noted that the assessment has only reviewed the excessive community noise emissions on the property at 221 East 3rd Street. Staff have concerns that the acoustic assessment has not accounted for the potential noise impacts the rooftop chiller unit will have on the future development to the south at 221 East 2nd Street, which is currently under construction (i.e. Phase 1 of the North Shore Neighbourhood House).

In light of the comments received from the City of North Vancouver, we have updated our noise assessment to include prediction of the noise impacts of the rooftop mechanical units on the future receptor to be located on 221 East 2<sup>nd</sup> Street, south of the project site.

## Site Description

The project site consists of two, 6 storey residential buildings (east and west) connected by a shared three storey lobby, amenity and roof terrace building with two levels of shared parkade. The west building has a mechanical enclosure containing a rooftop chiller (CH-1) and make up air unit (MUA-1) enclosed with an architectural louvre. The east building has a mechanical enclosure containing a make up air unit (MUA-2) enclosed with an architectural louvre. The mechanical enclosures are open

to above. The west building mechanical units are north and west of the elevator penthouse. The east building rooftop mechanical units are southeast of the elevator penthouse.

Some residents of 221 East 3<sup>rd</sup> Street overlook the west building mechanical enclosure. The distance between the north side of the mechanical enclosure and south facade of 221 East 3<sup>rd</sup> Street is approximately 23 metres.

The North Shore Neighbourhood House (NSNH) will be located approximately 32 metres to the south of the project site at 221 East 2<sup>nd</sup> Street. We understand that the roof of the NSNH will be one metre lower than the roof of the Bowline therefore, the development will not overlook the Bowline rooftop mechanical units but the buildings will be of a similar height.

An indicative plan of the project site, approximate locations of the rooftop units and the noise sensitive receptors; 221 East 3<sup>rd</sup> Street and the future NSNH development at 221 East 2<sup>nd</sup> Street are shown in Figure 1.



Figure 1: Aerial Photo Showing the Project Site and Existing/Future Noise Sensitive Receptors



## City of North Vancouver Noise Bylaw No. 8885

The City of North Vancouver Noise Bylaw No. 8885 (the Bylaw) outlines quantitative noise limits associated with community noise emissions. The Bylaw states the following:

*“A Person may make, cause or permit to be made, a Continuous Sound with a Sound Level during the Daytime of **55** Decibels or less, and during the Nighttime of **45** Decibels or less when received at a Point of Reception within a Quiet Area.”*

Daytime hours are defined as 7:00 am to 8:00 pm of the same day, nighttime is 8:00 pm of any day to 7:00 am of the following day.

Point of Reception (PoR) is defined as:

*“Any place on individual residential premises where Sound originating from any source, other than a source of the same individual residential premises, is received”*

Per Schedule A of the Bylaw, the project site and nearby residences are situated within a Quiet Area (CD-592). As the rooftop mechanical units could typically operate continuously at any point within a 24-hour period, the more stringent nighttime limit of 45 dBA has been used for our assessment.

The nearest PoRs are:

- PoR-1: 221 East 3<sup>rd</sup> Street located to the north of the project site; and,
- PoR-2: The future NSNH at 221 East 2<sup>nd</sup> Street south of the project site.

### Tonality

Section 3.4 (b) of the Bylaw specifies a correction of +5 dB should be applied to the measured equivalent sound level whenever the sound has a tonal characteristic, as follows:

- by 3 Decibel or more for tones in the 500 Hz to 16 kHz bands,
- by 5 Decibel or more for tones in the 160 Hz to 400 Hz bands, and,
- by 10 Decibel or more for tones in the 31.5 Hz to 125 Hz bands.

### Noise Sources

The primary noise producing equipment located on the Bowline include one (1) rooftop chiller unit (CH-1), and two (2) rooftop make-up air units (MUA-1/2).

#### Chiller Noise (CH-1)

BKL visited the Bowline, on September 20, 2023, to conduct acoustical measurements associated with the operation of the rooftop chiller unit (CH-1). Our assessment, methodology and summary of our findings are outlined in the BKL Report: 3726-19B Rooftop Chiller Unit Noise Measurements (appended). Noise measurements conducted on site have been used to inform our assessment and noise model.

## Make-Up Air Unit Noise (MUAs)

Noise emissions of the MUA units have been taken from manufacturer cut sheets provided by the mechanical consultant. The equipment specifications, including sound power level data, are appended to this report.

## Noise Predictions and Assessment

Based on our previous assessment, the following has been assumed;

- A +5 dB tonality penalty has been applied to the specific noise from the chiller unit (CH-1); and
- A noise barrier has been modelled to the north, east and west of the chiller unit (CH-1); and
- The MUA units do not have a tonal component therefore, no tonality penalty has been applied.

Details of the noise barrier are outlined in the appended report: 3726-19B - BKL Memorandum-Rooftop Chiller Noise Mitigation. As we were not aware of the NSNH at the time of our assessment, the proposed barrier included screening to only three sides of the chiller. The proposed barrier extent is shown in Figure 2.

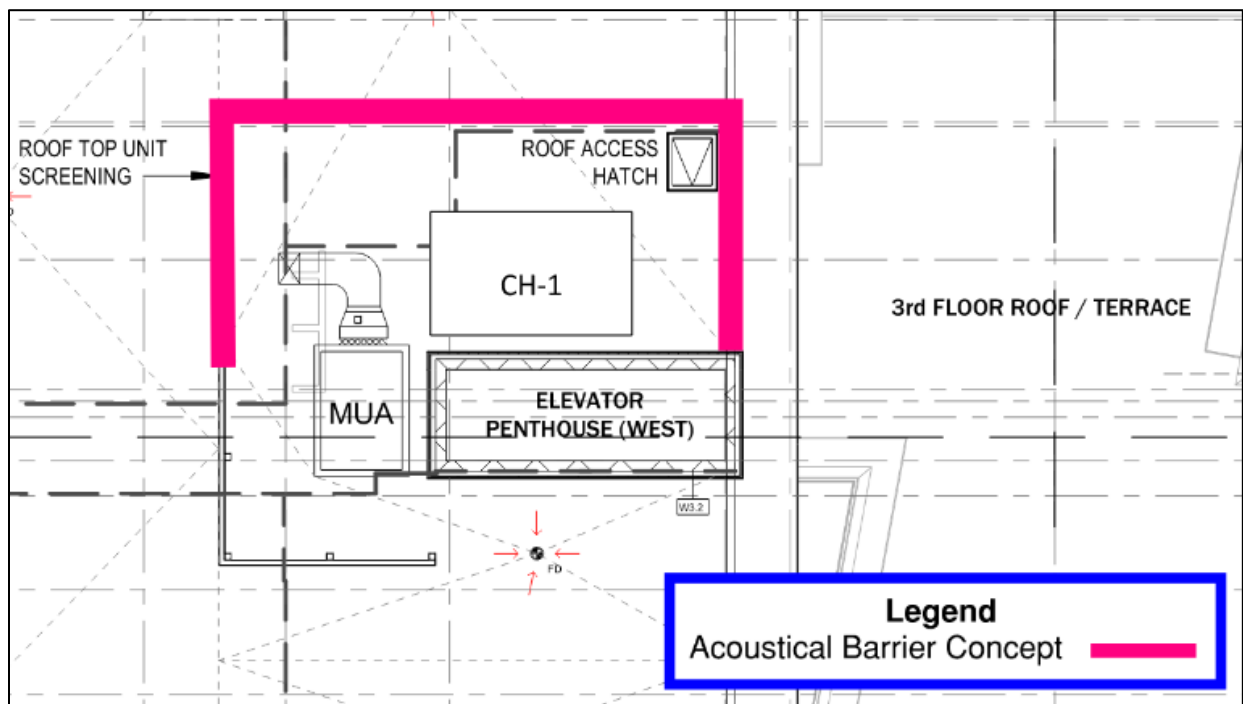


Figure 2: Schematic Showing Acoustical Barrier's Original Proposed Outline

We have updated our noise model to include the proposed NSNH development at 221 East 2<sup>nd</sup> Street (PoR-2). Based on our updated model, we predict noise impacts from the rooftop mechanical units on the identified points of reception (PoR-1 and PoR-2) would be as shown in Table 1.

Table 1: Summary of Noise Modeling Results

Noise Modelling Results		
Point of Reception	Predicted Noise Level (Leq)	Compliant with the Bylaw
PoR-1 221 East 3 <sup>rd</sup> Street	46 dBA*	No
PoR-2 221 East 2 <sup>nd</sup> Street (NSNH)	52 dBA*	

\* The results include a +5 dB tonal penalty applied to the chiller unit (CH-1) as stipulated in the Bylaw.

As shown in Table 1, we predict an overall noise level, including tonality penalty for the chiller unit (CH-1), of up to 46 dBA at the existing point of reception north of the project site on 221 East 3<sup>rd</sup> Street (PoR-1) and up to 52 dBA at the future NSNH building (PoR-2) south of the project site.

With the +5 dB penalty applied, the noise emissions from the rooftop mechanical units at both points of reception are predicted to comply with the daytime criteria of the Bylaw, but exceed the more stringent nighttime noise criteria of the Bylaw.

We should note that, without the penalty applied, the predicted noise levels at PoR-1 will be up to 41 dBA, which complies with even the most stringent nighttime criteria of the Bylaw. The noise levels at PoR-2 would be up to 47 dBA, which marginally exceeds the nighttime criteria of the Bylaw by two decibels.

## Mitigation

The Bylaw exceedance at the points of reception is attributable to noise emissions from the chiller unit (CH-1). To control the noise emissions to a reasonable level, the barrier should run from the north facade of the elevator penthouse to the east and wrap around the full extent of the chiller unit (CH-1) to be parallel with the south face of the elevator penthouse. The barrier should extend to the full width of the chiller unit (CH-1).

The noise barrier should extend at least one metre above the top of the chiller unit (CH-1) height.

As the noise barrier will wrap around the chiller unit (CH-1), the interior (chiller unit) facing sides of the noise barrier will require acoustic absorption to reduce unwanted reflected noise. An exterior acoustic product, such as the Kinetics S4 absorption panel (or equivalent), should be applied to the full extent of the interior faces of the noise barrier. These products are moisture resistant and therefore, suitable for use in outdoor settings.

The barrier may be constructed of almost any material having a surface weight of at least 2 lb/ft<sup>2</sup> (10 kg/m<sup>2</sup>). For example, galvanized steel, aluminum or transparent panels formed of plastic polymers could be used as long as they have an impervious surface with a negligible number of holes or cracks (< 0.2% of total area) and they meet and exceed the required surface weight.

Ideally, there should be no gap along the bottom edge but a few scuppers could be provided for drainage if required. We have assumed the barrier will generally follow the course of the existing

architectural screen. The revised barrier alignment is shown in Figure 3.

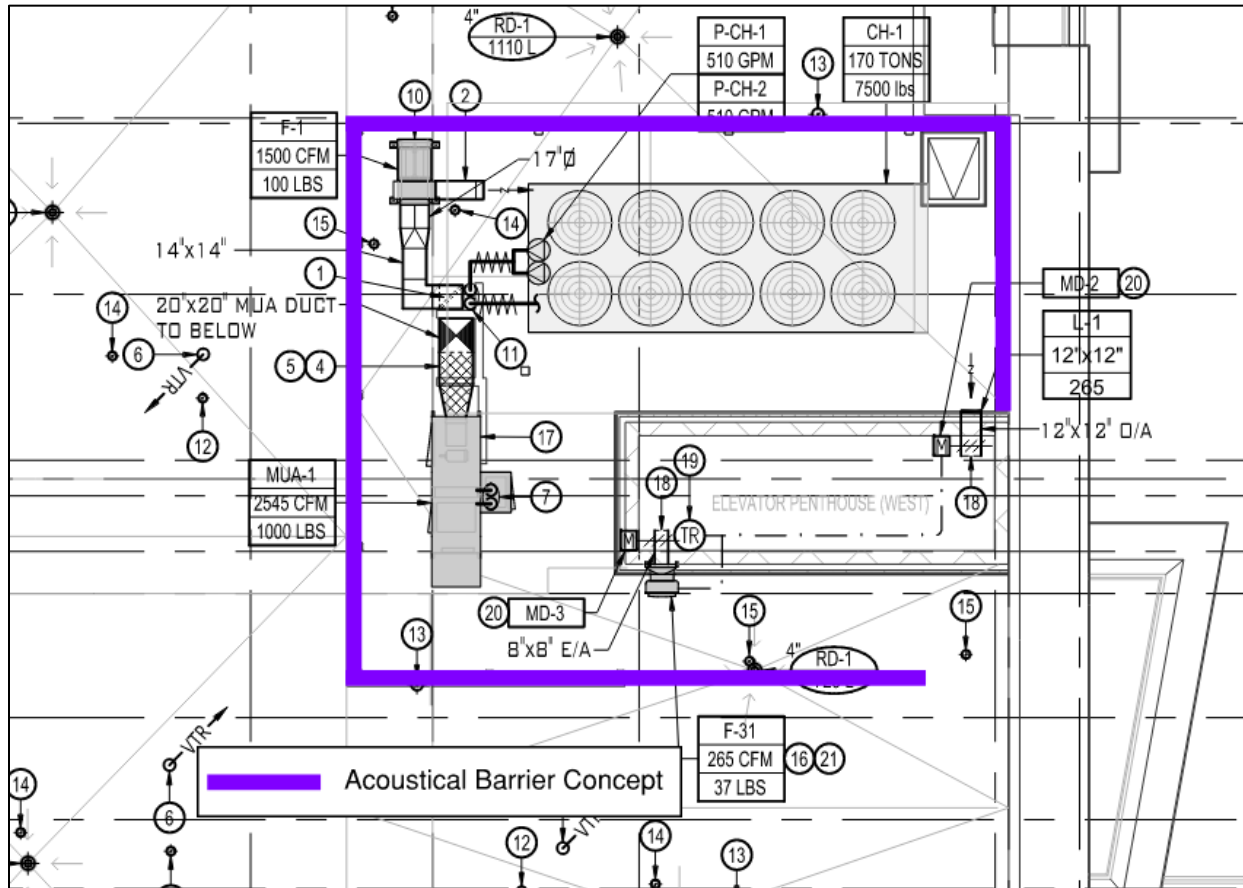


Figure 3: Schematic Showing Revised Acoustical Barrier's Proposed Outline

With the barrier in-situ, we predict noise impacts from the rooftop mechanical units on the identified points of reception (PoR-1 and PoR-2) would be as shown in Table 2.

Table 2: Summary of Updated Noise Modeling Results with Extended Mitigation

Noise Modelling Results with Extended Mitigation		
Point of Reception	Predicted Noise Level (Leq)	Compliant with the Bylaw
PoR-1 221 East 3 <sup>rd</sup> Street	47 dBA*	No
PoR-2 221 East 2 <sup>nd</sup> Street (NSNH)	47 dBA*	

\* The results include a +5 dB tonal penalty as stipulated in the Bylaw.

As shown in Table 2, we predict an overall noise level, including tonality penalty, of up to 47 dBA at both points of reception (PoR-1 and PoR-2).

With the +5 dB penalty applied, the noise emissions from the rooftop unit at both points of reception are predicted to comply with the daytime criteria of the Bylaw, but marginally exceed the more stringent nighttime noise criteria of the Bylaw by up to two decibels. We should note that, without the penalty applied, the predicted noise levels at both points of reception will be up to 42 dBA, which complies with both the daytime and nighttime noise criteria of the Bylaw.

## Discussion

The height of the noise barrier required to mitigate noise emissions to a level compliant with both the daytime and nighttime noise criteria of the Bylaw, to all points of reception, would be in excess of five metres in height. A barrier of this height would not be feasible for a number of reasons including; exceeding wind load and snow drift code requirements. The optimum barrier height, that would work both acoustically and in terms of other code requirements, would be no higher than one metre above the top of the chiller unit (CH-1) height. Further reductions to noise emissions of the chiller unit (CH-1) may not be feasible as, to our knowledge, the manufacturer does not provide any specific acoustic packages or mitigation that could be implemented. Without the tonality penalty applied, we predict noise levels at the points of reception would be compliant with the most stringent (nighttime) noise criteria of the Bylaw (i.e. 45 dB). As previously noted, in terms of perception, a change in noise level of one to two decibels would typically be imperceptible therefore, a marginal exceedance of the nighttime noise criteria may not significantly impact the points of reception.

## Closure

A noise bylaw assessment has been conducted for rooftop mechanical units associated with the Bowline, 222 East 2<sup>nd</sup> Street, North Vancouver. A noise barrier has been proposed to mitigate noise emissions on the nearest points of receptions to a reasonable level. This concludes our noise bylaw assessment. Please note that the recommendations contained herein address only the acoustical requirements with respect to exterior noise. Other requirements should be examined for compatibility with our recommendations.

Please let us know if you have any questions regarding this report.

Sincerely,

**BKL Consultants Ltd.**

per:



Farbod Ghanouni, EIT  
Assistant Project Consultant  
[ghanouni@bkl.ca](mailto:ghanouni@bkl.ca)



Nick Dobbs, MIOA  
Acoustical Consultant  
[dobbs@bkl.ca](mailto:dobbs@bkl.ca)

Enclosures:

3726-19B Rooftop Chiller Unit Noise Measurements dated September 29, 2023  
3726-19B - BKL Memorandum- Rooftop Chiller Noise Mitigation dated December 7, 2023  
Kinetics S4 – Cut Sheet  
MUA Unit – Cut Sheet



September 29, 2023

File: 3726-19B-R0

2281140 Ontario Inc. and 2278372 Ontario Inc. NF Real Estate LP  
Suite 1670 Central City Tower  
13450 102<sup>nd</sup> Avenue  
Surrey, BC V3T 5X3

Attention: Ashley Karlen, Project Manager

Dear Ashley:

**Re: The Bowline, 222 East 2nd Street, North Vancouver  
Rooftop Chiller Unit Noise Measurements**

Two rooftop chiller units are located on the roof of the Bowline building situated at 222 East 2nd Street, North Vancouver (herein “project site”). There have been noise complaints from an occupant of a nearby residential building. You would like to understand if the noise emissions associated with the operation of the rooftop chillers comply with the relevant City of North Vancouver noise bylaw limits.

BKL Consultants Ltd. (BKL) visited the project site on September 20, 2023, to measure noise associated with the operation of the chiller believed to be the source of these complaints.

The purpose of our report is to provide our assessment, methodology and summarize our findings following our acoustical evaluation of the rooftop chiller noise emissions.

## Site Description

The project site consists of two, 6 storey residential buildings (east and west) connected by a shared three storey lobby, amenity and roof terrace building with two levels of shared parkade. Each of the buildings has a mechanical enclosure containing a rooftop chiller and make up air unit (MUA) enclosed with an architectural louvre. The mechanical enclosures are open to above. The east building rooftop mechanical units are east and south of the elevator penthouse, the west building mechanical units are north and west of the elevator penthouse.

We understand that some residents of 221 East 3<sup>rd</sup> Street overlook the west building mechanical enclosure. The distance between the north side of the mechanical enclosure and south facade of 221 East 3<sup>rd</sup> Street is approximately 23 metres.

An indicative plan of the project site, approximate chiller unit locations and 221 East 3<sup>rd</sup> Street are shown in Figure 1.

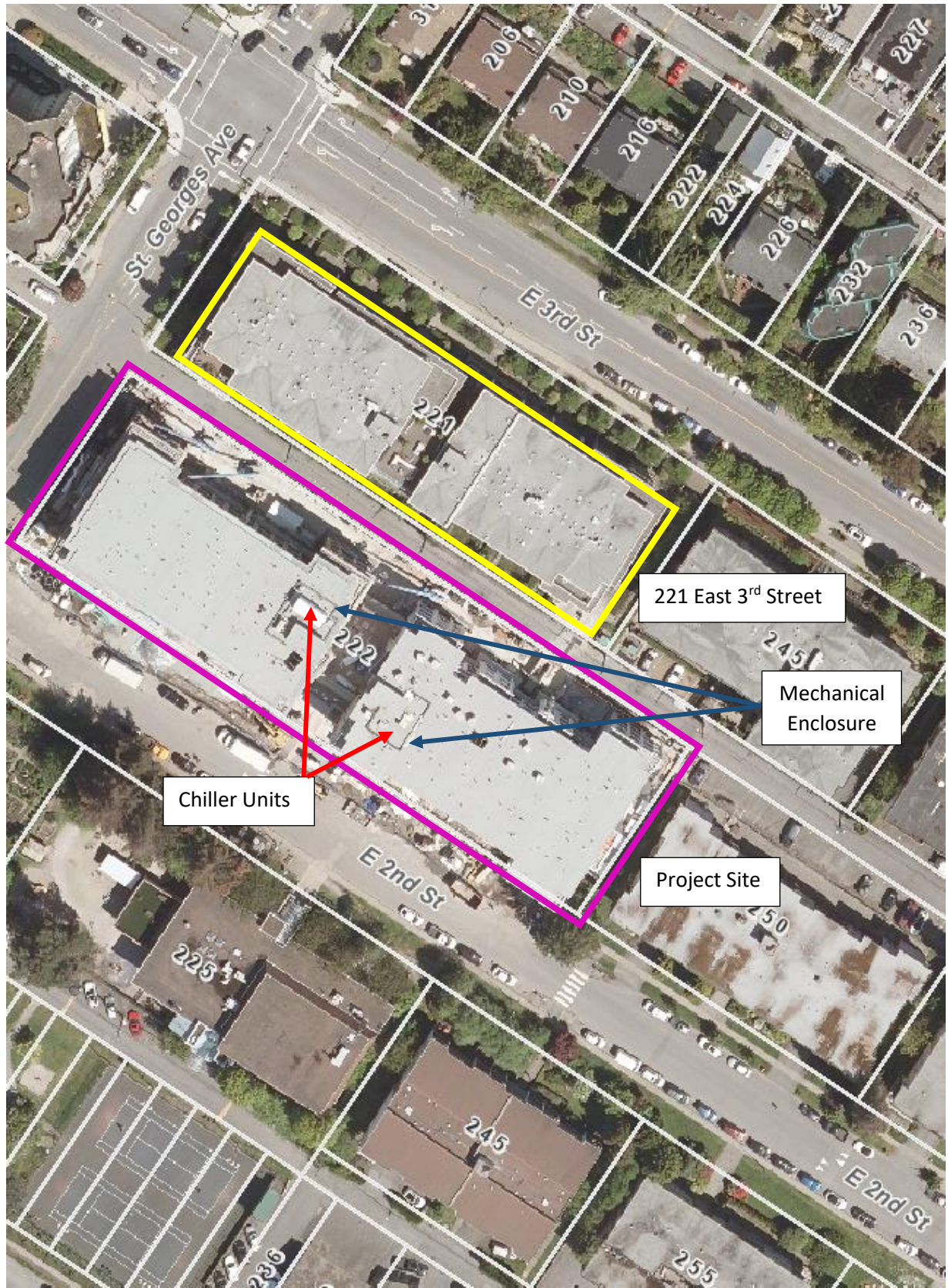


Figure 1: Aerial Photo Showing Project Site and Chiller Locations



## City of North Vancouver Noise Bylaw No. 8885

The City of North Vancouver Noise Bylaw No. 8885 (Herein “Bylaw”) outlines quantitative noise limits associated with community noise emissions. The Bylaw states the following:

*“A Person may make, cause or permit to be made, a Continuous Sound with a Sound Level during the Daytime of 55 Decibels or less, and during the Nighttime of 45 Decibels or less when received at a Point of Reception within a Quiet Area.”*

Daytime hours are defined as 7:00 am to 8:00 pm of the same day, nighttime is 8:00pm of any day to 7:00 am of the following day.

Point of Reception (PoR) is defined as:

*“Any place on individual residential premises where Sound originating from any source, other than a source of the same individual residential premises, is received”*

Per Schedule A of the Bylaw, the project site and nearby residences are situated within a Quiet Area (CD-592). As the rooftop chillers could typically operate continuously at any point within a 24-hour period, the more stringent nighttime limit of 45 dBA has been used for our assessment.

The nearest PoR is the following:

PoR-1: 221 East 3<sup>rd</sup> Street, North Vancouver located to the north of the project site.

### Tonality

Section 3.4 (b) of the Bylaw specifies a correction of +5 dB should be applied to the measured equivalent sound level whenever the sound has a tonal characteristic, as follows:

- by 3 Decibel or more for tones in the 500 Hz to 16 kHz bands,
- by 5 Decibel or more for tones in the 160 Hz to 400 Hz bands, and,
- by 10 Decibel or more for tones in the 31.5 Hz to 125 Hz bands.

## Noise Measurements

BKL visited the Bowline building located at 222 East 2<sup>nd</sup> Street, North Vancouver, on September 20, 2023, to conduct acoustical measurements associated with the operation of the rooftop chiller equipment.

Measurements were conducted using a type 1 Brüel & Kjær Type 2250 sound level meter which was field calibrated before and after the measurements using a Brüel & Kjær Type 4230 calibrator. There was no drift observed.

It is understood that the west building chiller unit is the source of resident complaints therefore, our assessment focused only on the measurement of this unit.

Short-term spot measurements were conducted in close proximity to the west building rooftop chiller unit only.

The microphone was fitted to a tripod at a height of 1.6 metres above the roof level. Measurements were conducted to the north of the chiller unit at distances of 3 metre and 5 metres and west of the chiller unit at distance of 3 metre, 5 metres and 12 metres.

The measurements were repeated at similar setback distances but with the microphone fitted to a pole at a height of approximately 3 metres above the roof level.

The chiller equipment operated at the maximum duty cycle.

Further noise measurements were conducted on the roof of the west building with all units switched off. These measurements were conducted to determine the prevailing background noise level without contribution from the chiller unit.

Figures 2 and 3 provide photos showing the measurement setup, chiller units, mechanical enclosure and architectural louvre for reference.

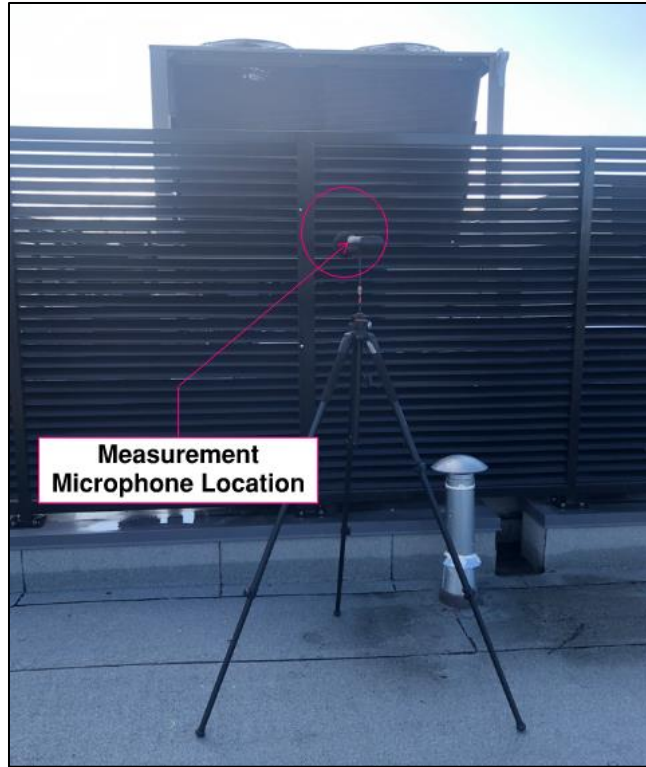


Figure 2: Photo Showing Field Microphone Location at a Height of 1.6 metre, 1 metre from the Existing Enclosure

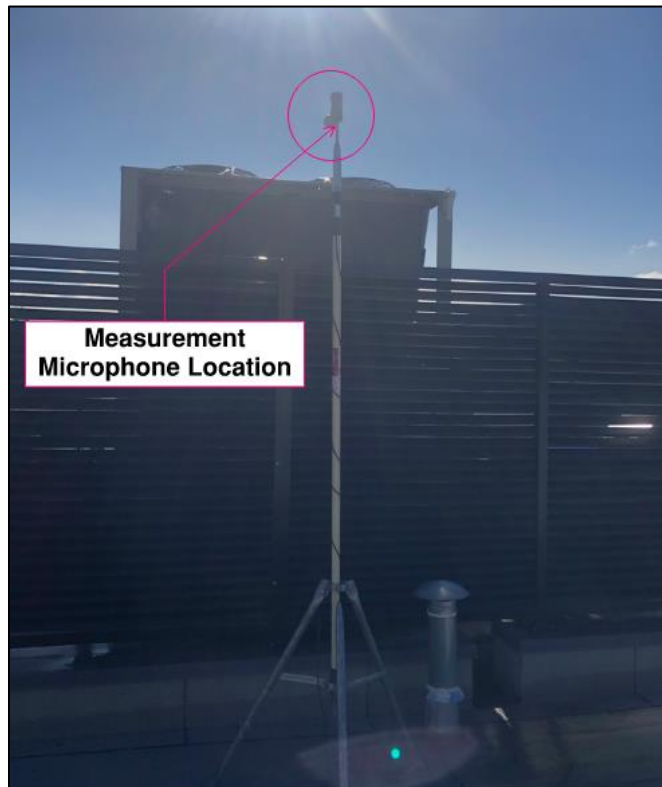


Figure 3: Photo Showing Field Microphone Location at a Height of 3 metres, 1 metre from the Existing Enclosure



Table 1 summarizes the measured noise levels below.

*Table 1: Summary of Measured Noise Levels Associated with Rooftop Chiller Operation*

Test No.	Measurement Description	Measured Noise Level (dBA)
1	1 metre north of the enclosure at 1.6 metres	73
2	1 metre north of the enclosure at 3 metres	73
3	3 metres north of the enclosure at 1.6 metres	67
4	3 metres north of the enclosure at 3 metres	68
5	1 metre west of the enclosure at 1.6 metres	66
6	1 metre west of the enclosure at 3 metres	67
7	3 metres west of the enclosure at 1.6 metres	63
8	3 metres west of the enclosure at 3 metres	66
9	10 metres west of the enclosure at 1.6 metres	60
10	10 metres west of the enclosure at 3 metres	60
11	Roof background (chiller not operating) – ambient	56

## Noise Assessment

From observation during the site visit, there is a direct line of sight between the west building chiller unit and the south facing 5<sup>th</sup> floor residential suites of 221 East 3<sup>rd</sup> Street. We measured a distance of 25 metres between the north facade of the west building chiller unit and the south facade of 221 East 3<sup>rd</sup> Street.

BKL analyzed and predicted the noise propagation of the west building chiller unit based on the measured noise levels at different setback distances and microphone heights. Our predictive noise propagation analysis takes into account distance attenuation, directivity and reflection from the building envelope.

We performed a tonality test, which scans the frequency content of the measured noise emissions to identify any tonal content. The results show a prominent tone at 80 Hz which exceeds the Bylaw threshold of 10 Decibel or more for tones in the 31.5 Hz to 125 Hz bands. As such, a +5 dB tonality penalty would apply to the specific noise from the chiller unit.

## Recommendations

Based on our analysis of the measured noise associated with the operation of the west building rooftop chiller, we predict an overall noise level, including tonality penalty, of up to 58 dBA at the point of reception. The overall equivalent predicted noise level exceeds the Bylaw limit of 45 dBA.

To mitigate noise emissions from the west building chiller unit, to a level commensurate with the Bylaw at the point of reception, a noise barrier, as described in our previously issued report; 3726-19B Mechanical \_ Building Services Acoustical Review May 21 2020, should be suitable.

## Closure

BKL would be available to conduct noise modelling and further analysis of the required height, extent and material specifications of the noise barrier. Further details are noted in Items 8-10 of our issued scope of work; 3726-19B-R0 - Rooftop Chiller Unit Noise Measurement and Inspection.

We believe all the required information is included. Please contact us if you have any questions or wish to proceed with the detailed mitigation design phase of the scope of work.

Sincerely,

**BKL Consultants Ltd.**

per:



Farbod Ghanouni, EIT  
Assistant Project Consultant  
[ghanouni@bkl.ca](mailto:ghanouni@bkl.ca)

## Memorandum

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To: Ashley Karlen, Project Manager

December 7, 2023

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From: Farbod Ghanouni

Page 1 of 4

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cc:

File: 3726-19B-R0

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**Re: Rooftop Chiller Unit Noise Mitigation**

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The following memo outlines a summary of our findings, and provides recommendations to mitigate noise emissions from the rooftop mechanical unit CH-1 (“the Unit”) on the Bowline building situated at 222 East 2nd Street, North Vancouver (“project site”). The purpose of these noise control recommendations is to reduce noise emissions from the Unit at nearby residences to facilitate compliance with the City of North Vancouver noise Bylaw (“the Bylaw”).

The project site consists of two, 6 storey residential buildings (east and west) connected by a shared three storey lobby, amenity and roof terrace building with two levels of shared parkade. The primary concern for excessive community noise emissions is associated with the operation of the Unit on the roof of the west building as would be received at 221 East 3<sup>rd</sup> Street (“the point of reception”) to the north of the project site.

BKL report *3726-19B Rooftop Chiller Unit Noise Measurements* dated September 29, 2023, provides our acoustical evaluation of measured noise associated with the Unit and indicates a 13 dB noise level exceedance at the point of reception. This exceedance includes a +5 dB tonality penalty associated with the measured low frequency tone (as outlined by the Bylaw). In order to significantly reduce noise emissions associated with the Unit at the point of reception, a noise barrier is recommended.

### Noise Modelling

We have developed a 3-D model using the proprietary noise modelling software Cadna/A to predict the noise levels at the point of reception. The measurements of the Unit, conducted on September 20, 2023, were used to calibrate the noise model for two scenarios (with and without the noise barrier). The model implements noise prediction standard ISO 9613-2 and considers the relative height of the sources, the receptors, reflective surfaces, and ground type.

Our assessment only considers noise emissions from the Unit, and does not include contributions from any other rooftop or other mechanical items associated with the project site. We have used our noise model to determine the optimum noise barrier height and extent.

### Noise Barrier

Based on our noise model, the noise barrier should extend at least one metre above the top of the Unit height. The barrier should run from the north facade of the elevator penthouse to the east and wrap around the full extent of the Unit to align with the north face of the elevator penthouse west of the Unit. We have assumed the barrier will follow the course of the existing architectural screen. The proposed alignment is shown in Figure 1.

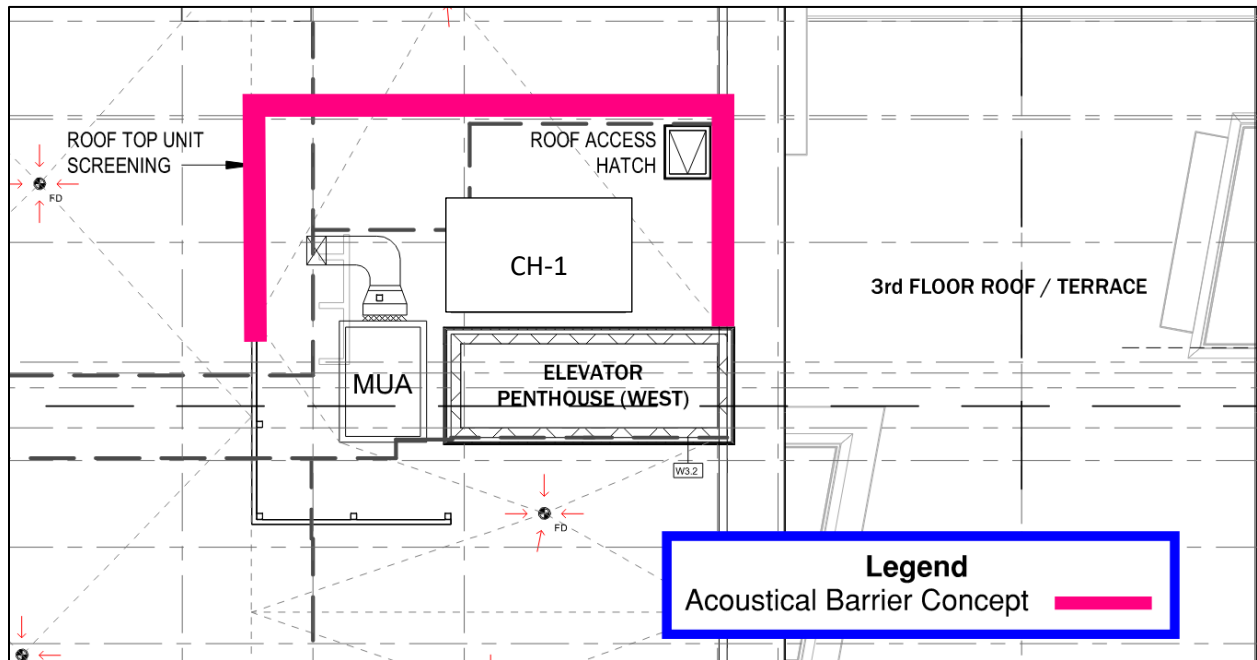


Figure 1: Schematic Showing Acoustical Barrier Concept for West Building Rooftop Chiller Unit CH-1

The barrier may be constructed of almost any material having a surface weight of at least 2 lb/ft<sup>2</sup> (10 kg/m<sup>2</sup>). For example, galvanized steel, aluminum or transparent panels formed of plastic polymers could be used as long as they have an impervious surface with a negligible number of holes or cracks (< 0.2% of total area) and they meet and exceed the required surface weight.

Ideally, there should be no gap along the bottom edge but a few scuppers could be provided for drainage if required. The architectural screens already installed could be retained but backed by a solid layer at the required locations, thereby retaining a consistent visual appearance from an outside viewpoint.

Table 1 summarizes the modelled noise results of the Unit at the point of reception. The results include a +5 dB tonal penalty as stipulated in the Bylaw. The actual predicted results would be five decibels lower than those shown in the table.

Table 1: Summary of Noise Modeling Results

Scenario	Overall Noise Level ( $L_{eq}$ ) plus 5 dB tonal Penalty			
	Noise Receptors Located at 221 East 3 <sup>rd</sup> Street			
	Residential Suites Directly North of the Unit	Other South facing Residential Suites	West Facing Residential Suites	East Facing Residential Suites
No Barrier	58	57	43	49
With Barrier	46	45	37	37

As shown in Table 1, the predicted noise levels at the point of reception are generally predicted to comply with the most stringent nighttime criteria of the Bylaw (i.e.  $\leq 45$  dB). We predict that some residential suites, on the top floor of 221 East 3<sup>rd</sup> Street, directly north of the Unit, may experience noise levels of up to 46 dB. This would include the +5 dB tonal penalty as specified by the Bylaw. Without the penalty applied, we predict a noise level of up to 41 dB at the point of reception, which would comply with the Bylaw.

In terms of perception, an exceedance of 1 dB would be considered negligible. To reduce the predicted noise impacts further, i.e. to 45 dB at all locations, the barrier height would need to increase significantly. This may prove unfeasible for a number of reasons including wind and snow load.

Should complaints persist after installation of the noise barrier, there are additional noise control measures, supplementary to the noise barrier, which may be adopted including:

- Applying sound absorption to the barrier (Kinetics S4 or equivalent);
- Reducing fans operating speed during nighttime;
- Enclosing variable frequency drive equipment with mass loaded vinyl;
- Providing acoustical blanket for compressors, etc; or,
- Discharge and intake silencers (as shown in Figure 2 for example).

We should note that our modelled noise impacts are based on a facade level. Noise levels on the rooftop amenity area of 221 East 3<sup>rd</sup> Street, such as those that may be conducted by the municipality, could prove to be lower as they are further from the Unit and may include other noise attenuating effects such as partial screening from the building envelope.





*Figure 2: Unit Silencer Example*

In summary, BKL modeled noise emissions associated with the CH-1 rooftop chiller unit located on the roof of the west Bowline building. Two scenarios were modelled, one with and one without a noise barrier. Without the barrier, we predict that noise emissions from the CH-1 rooftop chiller unit will exceed the criteria of the municipal noise bylaw. With the modelled barrier in-situ, the predicted noise emissions will be mitigated to a level commensurate with the bylaw at all locations with the exception of a minor 1 dB exceedance predicted to upper floor levels of residential suites on the south facade of 221 East 3<sup>rd</sup> Street. The predicted noise levels include a +5dB tonal penalty as required in the bylaw. Without the penalty applied, the noise levels will be commensurate with the most stringent nighttime noise limit of the bylaw. The required height, extent and material specifications of the noise barrier has been provided. Should they be required, some additional noise control measures have been suggested which could be implemented after the installation of the barrier.



**KINETICS® S4**  
WIPEABLE ABSORPTION PANEL

This fully encapsulated sound absorber can be cleaned with steam or a soap solution and is very economical. The durable fiber reinforced face is available in white or reflective silver.

S4 panel is an economical and easily cleanable sound absorber. The S4 panel is constructed from a 3 PCF fiberglass core completely encapsulated with a fiberglass reinforced, aluminized polyester film facing. S4 is available in 1" and 2" thicknesses and panel sizes up to 48" x 120". The S4 panel with aluminized (silver) facing can be used in temperatures from -65° F to 265° F.

The S4 panel is well suited for projects where moisture resistant sound absorber panels are required. Applications include natatoriums, shooting ranges, dog kennels, arenas, and mechanical rooms.

# S4 - Wipeable Absorption Panel

## DESCRIPTION

A fully encapsulated moisture resistant fiberglass sound absorber.

## COMPOSITION

1" or 2" thick 3 PCF fiberglass core

Completely wrapped with a neoprene-coated, fiberglass reinforced, aluminized polyester reflective film facing.

Thickness: Film 1.5 mil. At fiber reinforcement 8 mil.

Select reflective silver or white.

## ACOUSTICAL PERFORMANCE

Sound Absorption per ASTM C423. Type A Mounting

Frequency, Hz	125	250	500	1000	2000	4000	NRC
1" Thick	0.13	0.32	0.95	1.08	0.62	0.46	0.75
2" Thick	0.26	0.80	1.23	1.00	0.71	0.43	0.95

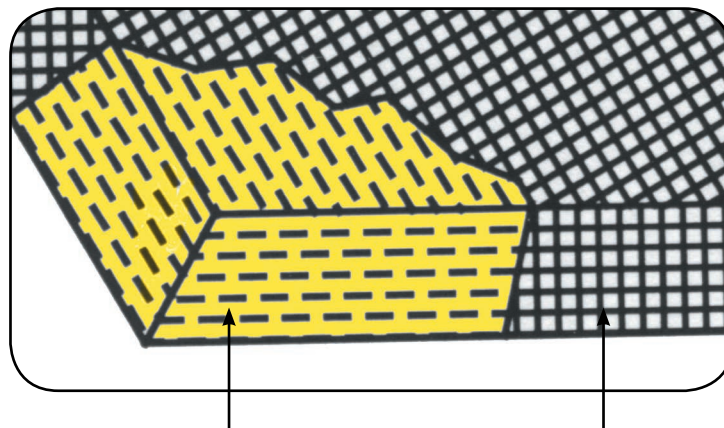
## APPLICATIONS

- Projects that require a highly cleanable and moisture resistant acoustical treatment that is economical.
- Arenas
- Natatoriums
- Dog Kennels
- Shooting Ranges
- Mechanical Equipment Rooms
- Workshops

## MOUNTING

S4 Clips

J-Clips (top and bottom)



Fiberglass core

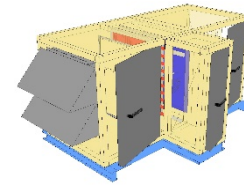
Fiber reinforced film encapsulates the entire panel. Silver or white facing



[kineticsnoise.com](http://kineticsnoise.com)  
[sales@kineticsnoise.com](mailto:sales@kineticsnoise.com)  
1-800-959-1229

# Technical Data Sheet for MUA-1

Job Information		Technical Data Sheet
Job Name	222 E 2nd Street - 11160	
Date	October 08 2020	
Submitted By	MT	
Software Version	12.32	
Unit Tag	MUA-1	



Unit Overview						
Model Number	Air Volume cfm	Static Pressure		External Dimensions		
		External inWc	Total inWc	Height in	Width in	Length in
		OAH005GHGM	2745	1.50	3.09	40*

*\*Not including base rails, coil connectors, drain connectors, vestibule sections, control boxes and hoods.*

Unit			
Model Number:	OAH005GHGM		
Approval:	ETL Listed / ETL Listed to Canadian Safety Standards (ETL Label / ETLc Label)		
Outer Panel:	Painted 24 gauge G60 Galvanized Steel		
Liner:	24 gauge Galvanized Steel (unless noted per section)		
Insulation:	R-13 Injected Foam		
Unit Configuration:	Inline horizontal	Drive (Handling) Location:	Right
Base:	4" formed channel	Wall Thickness:	2 in
Roof Curb Kit:	0 in	Altitude:	0 ft
Parts Warranty:	Standard One Year		

Mixing Box		Component: 1		Length: 30 in		Shipping Section: 1					
Portion	Damper			Blade Action	Rated CFM	Air Pressure Drop	Quantity	Hoods			
	Size (length x width)		Location						Type		
	Overall	Opening								Outside Air	28 in x 32 in
Return Air	No opening	No opening	None	Opposed	2745 cfm		1				

Filter Data						
Type	Efficiency	Face Velocity	Face Area	Air Volume	Filter Loading	
Pleated	MERV 8	548 ft/min	5.0 ft <sup>2</sup>	2745 cfm	Side	


Air Pressure Drop			Number of Filters	Height	Width	Depth
Clean Air	Mean Air	Dirty Air				
0.26 inWc	<b>0.63</b> inWc	1.00 inWc	1	20 in	24 in	2 in
			1	12 in	24 in	2 in

Door		
Location	Width	Opening
Drive side	26 in	Outward



# Technical Data Sheet for MUA-1

Hot Water Coil		Component: 2			Length: 16 in		Shipping Section: 1		
Coil Model	Total Capacity	Number of Coils		Number of Rows		Fins per Inch		Tube Diameter	Tube Spacing (Face x Row)
5WQ1003B	166493 Btu/hr	1		3		10		0.625 in	1.50 in x 1.299 in
Air Volume	Air Temperature		Coil Air Pressure Drop	Finned Height	Finned Length	Face Area	Face Velocity		
	Entering	Leaving							
	Dry Bulb	Dry Bulb							
2745 cfm	16.0 °F	71.5 °F	0.36 inWc	30 in	23 in	4.79 ft²	573 ft/min		
Water		Flow Rate	Pressure Drop	Velocity	Volume	Weight	Piping Vestibule		
Entering	Leaving								
120.0 °F	99.5 °F	16.20 gpm	4.80 ftHd	3.50 ft/s	3.0 gal	28.00 lb	18 in		
Connection [Data Per Coil]					Min. Fin Surface Temp.	Min. Tube Wall Surface Temp.	Fouling Factor		
Type	Size	Location	Material						
Threaded	1.50 in	Drive side	Carbon steel		99.5 °F	99.5 °F	0.000		
Material									
Fin		Tube		Header		Case			
Aluminum .0075 in		Copper .020 in		Copper		Galv. steel			
AHRI 410 Certification									
 Certified in accordance with the AHRI Forced-Circulation Air-Cooling and Air-Heating Coils Certification Program which is based on AHRI Standard 410 within the Range of Standard Rating Conditions listed in Table 1 of the Standard. Certified units may be found in the AHRI Directory at <a href="http://www.ahridirectory.org">www.ahridirectory.org</a>									
Door									
Location			Width			Opening			
Drive side			- in			Outward			
Supply Fan		Component: 3			Length: 38 in		Shipping Section: 1		
Fan Performance									
Air Volume	Static Pressure			Brake Horsepower	Speed		Outlet Velocity		
	External	Total	Cabinet		Operating	Maximum			
2745 cfm	1.50 inWc	3.09 inWc	0.55 inWc	1.99 BHP	2139 rpm	3650 rpm	0 ft/min		
Fan Data									
Fan Type	Blade Type / Class	Quantity of Fans	Wheel Diameter	Material Type	Number of Blades	Discharge	Motor Location		
Centrifugal - Plenum	Airfoil / 2	1	15.75 in	Aluminum	9	End, single opening	Behind Fan		
Motor Data									
Power	Electrical Supply	Speed	Efficiency	Enclosure	Frame Size	Supplier	Number of Poles	Lock Rotor Current	Full Load Current
3.0 HP	200/60/3 V/Hz/Phase	1750 rpm	Premium	ODP	182 T frame	Generic	4	70.77 A	9.70 A
Fan Options									
Seismic Restraint:		With snubbers			Isolator Type:		Spring		
VFD/Starter/Disconnect Data									
Selection Type:		External J-Box			Vendor:		Factory Standard		
Voltage:		200 v			Height x Width x Depth:		6.00 in x 6.00 in x 4.00 in		
Mounting:		Door Side			Enclosure:		NEMA 3R		
Door									
Location			Width			Opening			
Drive side			18 in			Outward			



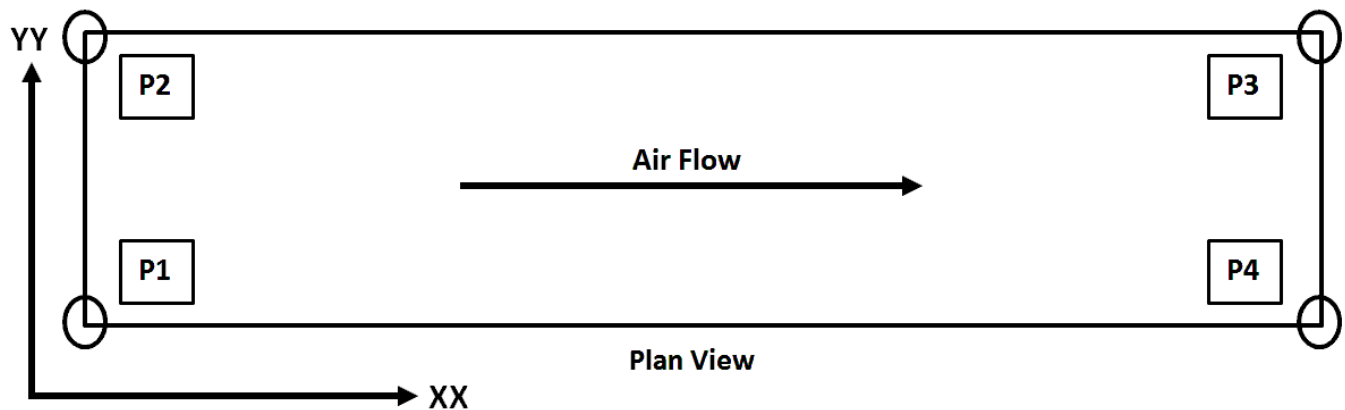
## Technical Data Sheet for MUA-1

### Unit Sound Power (dB)

Type	63 Hz	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	8000 Hz
Radiated:	66	63	65	58	54	49	46	51
Unit Discharge:	76	72	81	76	76	77	73	67
Unit Return:	68	66	74	71	63	65	60	55

### Shipping Section Details

Section	Length in	Weight lb	Corner Weights (lb)				Center of Gravity (in)		
			P1	P2	P3	P4	XX	YY	ZZ
1	84	1062	319	219	212	312	41	15	22
Entire Unit	84	1062	319	219	212	312	41	15	22



NOTE: Piping vestibule shipping section length(s) not included in the total shipping section length.

NOTE: Piping vestibule(s) are shipped attached to the coil section(s).

NOTE: Special components aren't included in the corner weights and center of gravity data.

### Supply Static Pressure Drop

Component	Option	Static Pressure Drop
Mixing Box	Filter	0.63 insWg
Mixing Box	Mixing Box	0.04 insWg
Hot Water Coil	Hot Water Coil	0.36 insWg
Supply Fan	Cabinet	0.55 insWg
External Static	External Static	1.50 insWg
<b>Total Supply Static</b>		<b>3.09 insWg</b>

### AHRI Certification



Certified in accordance with the AHRI Central Station Air-Handling Unit Certification Program, which is based on AHRI Standards 430/431. Certified units may be found in the AHRI Directory at [www.ahridirectory.org](http://www.ahridirectory.org).

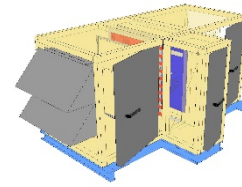
### Notes

#### Standard

1. As a standalone component, unit meets or exceeds requirements of ASHRAE 90.1 - 2007. The approving authority is responsible for compliance of multi - component building systems.

# Technical Data Sheet for MUA-2

Job Information		Technical Data Sheet
Job Name	222 E 2nd Street - 11160	
Date	October 08 2020	
Submitted By	MT	
Software Version	12.32	
Unit Tag	MUA-2	



Unit Overview						
Model Number	Supply					
	Air Volume cfm	Static Pressure		External Dimensions		
		External inWc	Total inWc	Height in	Width in	Length in
OAH005GHGM	2745	1.50	3.09	40*	36*	84

*\*Not including base rails, coil connectors, drain connectors, vestibule sections, control boxes and hoods.*

Unit	
Model Number:	OAH005GHGM
Approval:	ETL Listed / ETL Listed to Canadian Safety Standards (ETL Label / ETLc Label)
Outer Panel:	Painted 24 gauge G60 Galvanized Steel
Liner:	24 gauge Galvanized Steel (unless noted per section)
Insulation:	R-13 Injected Foam
Unit Configuration:	Inline horizontal
Drive (Handling) Location:	Right
Base:	4" formed channel
Wall Thickness:	2 in
Roof Curb Kit:	0 in
Altitude:	0 ft
Parts Warranty:	Standard One Year

Mixing Box		Component: 1			Length: 30 in		Shipping Section: 1		
Portion	Damper				Blade Action	Rated CFM	Air Pressure Drop	Quantity	Hoods
	Size (length x width)		Location	Type					
	Overall	Opening							
Outside Air	28 in x 32 in	24 in x 22 in	End	UltraSeal Low Leak	Parallel	2745 cfm	0.04 insWg	1	Fitted - Factory installed
Return Air	No opening	No opening		None	Opposed	2745 cfm		1	

Filter Data						
Type	Efficiency	Face Velocity	Face Area	Air Volume	Filter Loading	
Pleated	MERV 8	548 ft/min	5.0 ft <sup>2</sup>	2745 cfm	Side	


  

Air Pressure Drop			Number of Filters	Height	Width	Depth
Clean Air	Mean Air	Dirty Air				
0.26 inWc	<b>0.63</b> inWc	1.00 inWc	1	20 in	24 in	2 in
			1	12 in	24 in	2 in

Door		
Location	Width	Opening
Drive side	26 in	Outward

## Technical Data Sheet for MUA-2

Hot Water Coil		Component: 2			Length: 16 in		Shipping Section: 1		
Coil Model	Total Capacity	Number of Coils		Number of Rows		Fins per Inch		Tube Diameter	Tube Spacing (Face x Row)
5WQ1003B	166493 Btu/hr	1		3		10		0.625 in	1.50 in x 1.299 in
Air Volume	Air Temperature		Coil Air Pressure Drop	Finned Height	Finned Length	Face Area	Face Velocity		
	Entering	Leaving							
	Dry Bulb	Dry Bulb							
2745 cfm	16.0 °F	71.5 °F	0.36 inWc	30 in	23 in	4.79 ft²	573 ft/min		
Water		Flow Rate	Pressure Drop	Velocity	Volume	Weight	Piping Vestibule		
Entering	Leaving								
120.0 °F	99.5 °F	16.20 gpm	4.80 ftHd	3.50 ft/s	3.0 gal	28.00 lb	18 in		
Connection [Data Per Coil]					Min. Fin Surface Temp.	Min. Tube Wall Surface Temp.	Fouling Factor		
Type	Size	Location	Material						
Threaded	1.50 in	Drive side	Carbon steel		99.5 °F	99.5 °F	0.000		
Material									
Fin		Tube			Header		Case		
Aluminum .0075 in		Copper .020 in			Copper		Galv. steel		
AHRI 410 Certification									
 <p>Certified in accordance with the AHRI Forced-Circulation Air-Cooling and Air-Heating Coils Certification Program which is based on AHRI Standard 410 within the Range of Standard Rating Conditions listed in Table 1 of the Standard. Certified units may be found in the AHRI Directory at <a href="http://www.ahridirectory.org">www.ahridirectory.org</a></p>									
Door									
Location				Width			Opening		
Drive side				- in			Outward		
Supply Fan		Component: 3			Length: 38 in		Shipping Section: 1		
Fan Performance									
Air Volume	Static Pressure			Brake Horsepower	Speed		Outlet Velocity		
	External	Total	Cabinet		Operating	Maximum			
2745 cfm	1.50 inWc	3.09 inWc	0.55 inWc	1.99 BHP	2139 rpm	3650 rpm	0 ft/min		
Fan Data									
Fan Type	Blade Type / Class	Quantity of Fans	Wheel Diameter	Material Type	Number of Blades	Discharge	Motor Location		
Centrifugal - Plenum	Airfoil / 2	1	15.75 in	Aluminum	9	End, single opening	Behind Fan		
Motor Data									
Power	Electrical Supply	Speed	Efficiency	Enclosure	Frame Size	Supplier	Number of Poles	Lock Rotor Current	Full Load Current
3.0 HP	200/60/3 V/Hz/Phase	1750 rpm	Premium	ODP	182 T frame	Generic	4	70.77 A	9.70 A
Fan Options									
Seismic Restraint:		With snubbers			Isolator Type:		Spring		
VFD/Starter/Disconnect Data									
Selection Type:		External J-Box			Vendor:		Factory Standard		
Voltage:		200 v			Height x Width x Depth:		6.00 in x 6.00 in x 4.00 in		
Mounting:		Door Side			Enclosure:		NEMA 3R		
Door									
Location				Width			Opening		
Drive side				18 in			Outward		

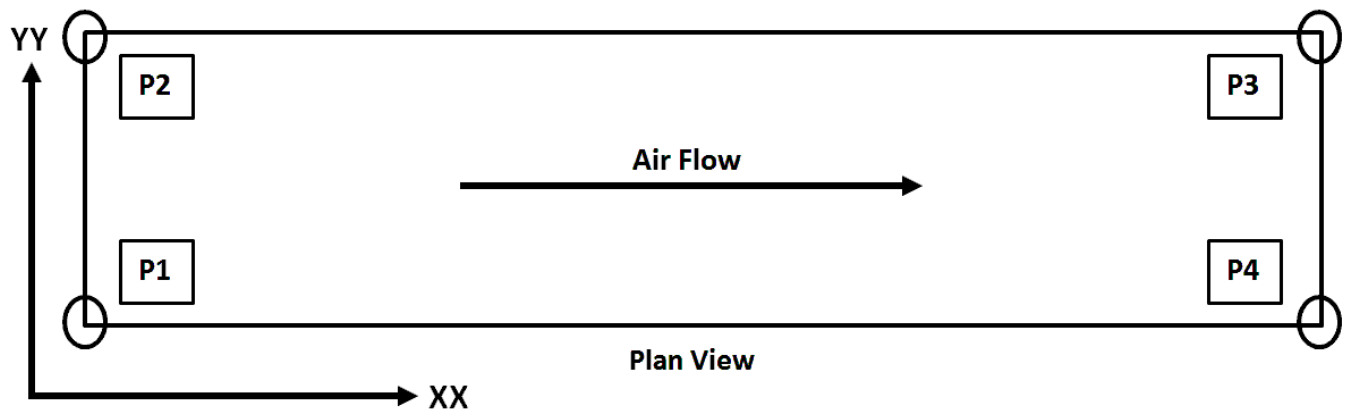
## Technical Data Sheet for MUA-2

### Unit Sound Power (dB)

Type	63 Hz	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	8000 Hz
Radiated:	66	63	65	58	54	49	46	51
Unit Discharge:	76	72	81	76	76	77	73	67
Unit Return:	68	66	74	71	63	65	60	55

### Shipping Section Details

Section	Length in	Weight lb	Corner Weights (lb)				Center of Gravity (in)		
			P1	P2	P3	P4	XX	YY	ZZ
1	84	1062	319	219	212	312	41	15	22
Entire Unit	84	1062	319	219	212	312	41	15	22



NOTE: Piping vestibule shipping section length(s) not included in the total shipping section length.

NOTE: Piping vestibule(s) are shipped attached to the coil section(s).

NOTE: Special components aren't included in the corner weights and center of gravity data.

### Supply Static Pressure Drop

Component	Option	Static Pressure Drop
Mixing Box	Filter	0.63 insWg
Mixing Box	Mixing Box	0.04 insWg
Hot Water Coil	Hot Water Coil	0.36 insWg
Supply Fan	Cabinet	0.55 insWg
External Static	External Static	1.50 insWg
<b>Total Supply Static</b>		<b>3.09 insWg</b>

### AHRI Certification



Certified in accordance with the AHRI Central Station Air-Handling Unit Certification Program, which is based on AHRI Standards 430/431. Certified units may be found in the AHRI Directory at [www.ahridirectory.org](http://www.ahridirectory.org).

### Notes

#### Standard

1. As a standalone component, unit meets or exceeds requirements of ASHRAE 90.1 - 2007. The approving authority is responsible for compliance of multi - component building systems.



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

**DEVELOPMENT VARIANCE PERMIT**

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Permit No. PLN2024-00012

File: 08-3400-20-0151/1

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Issued to owner(s): **2281140 Ontario INC. No. A0092343 and 2278372 Ontario INC. No. A0082985**

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Respecting the lands located at **222 East 2<sup>nd</sup> Street**, North Vancouver, BC, legally described as:

**LOT 1 DL 274 BLOCK 142 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP90507 PID: 031-143-164**

(the “Lands”)

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**List of Attachments:**

Schedule “A”: List of Plans

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**Authority to Issue:**

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.
- 

**Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
    - A. Comprehensive Development Zone 715(3) to be varied in order to increase the maximum building height by 4.0 metres above the as-built top of roof height of 48.5 metres geodetic datum to allow for an acoustic screen around mechanical equipment.
-



### **Special Terms and Conditions of Use:**

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder.
  4. No variances other than those specifically set out in this permit are implied or to be construed.
  5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.
- 

### **General Terms and Conditions:**

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw or application of the zoning bylaw in relation to residential rental tenure, nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.
8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.

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Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

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

Date Signed: \_\_\_\_\_  
Year / Month / Day

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2024-00012.



Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**THIS IS NOT A BUILDING PERMIT**

**Schedule A**  
**List of Plans – 222 East 2<sup>nd</sup> Street**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
RH Architects INC.	Lower Lonsdale Residential Rental	Cover	A0.0	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Perspective Views	A0.1	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Shadow Diagram	A0.2	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Siteplan	A1.0	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Roof Plan	A3.6	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Roof Plan – West Side	A3.6A	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	South & North Overall Elevations	A4.0	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	South Elevations	A4.0A	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	North Elevations	A4.0B	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Exterior Side Elevations	A4.1	November 2024	2623239
RH Architects INC.	Lower Lonsdale Residential Rental	Courtyard Elevations	A4.2	November 2024	2623239



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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Sean Galloway, Director, Planning and Development

Subject: PLN2024-00012 – 222 EAST 2<sup>ND</sup> STREET – HEIGHT VARIANCE FOR  
ACOUSTICAL SCREEN ON ROOF

Date: April 9, 2025 File No: 08-3400-20-015/1

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**BACKGROUND**

The purpose of this report is to provide information to Council following the April 7<sup>th</sup> Council meeting, in which Mayor and Council requested clarification regarding the BKL Acoustic Report. More specifically, concern was raised regarding the proposed screening around the rooftop mechanical equipment, and whether this barrier was sufficient enough to comply with the applicable code requirements in our City's Noise Bylaw.

**SUMMARY**

The following paragraph is taken directly from the Acoustic Report, and this is the portion of the report Council are seeking clarification on:

- The height of the noise barrier required to mitigate noise emissions to a level compliant with both the daytime and nighttime noise criteria of the Bylaw, to all points of reception, would be in excess of five metres in height. A barrier of this height would not be feasible for a number of reasons including; exceeding wind load and snow drift code requirements. The optimum barrier height, that would work both acoustically and in terms of other code requirements, would be no higher than one metre above the top of the chiller unit (CH-1) height. Further reductions to noise emissions of the chiller unit (CH-1) may not be feasible as, to our knowledge, the manufacturer does not provide any specific acoustic packages or mitigation that could be implemented. Without the tonality penalty applied, we predict noise levels at the points of reception would be compliant with the most stringent (nighttime) noise criteria of the Bylaw (i.e. 45 dB). As previously noted, in terms of perception, a change in noise level of one to two

decibels would typically be imperceptible therefore, a marginal exceedance of the nighttime noise criteria may not significantly impact the points of reception.

## **CLARIFICATION**

The following is a brief explanation provided by the Acoustic Consultant on April 9, 2025, which outlines the paragraph above and provides justification regarding the proposed four metre screen as opposed to a five metre screen.

- In line with the City requirements, we applied a +5 dB penalty to our assessment results.
- To meet the 45 dBA nighttime criteria at the neighbouring buildings, a noise barrier in excess of five metres is required. It is not possible to install a barrier of this height due to structural safety concerns, therefore the proposed four metre screen is the most optimal outcome for both noise bylaw requirements and safety code requirements.
- The design team has approved a noise barrier extending one metre above the rooftop mechanical units. This will reduce noise to 47 dBA at the neighboring buildings, which is two decibels above the most stringent bylaw criteria (45 dBA).
- In terms of perception, a difference in noise level of 1-2 decibels would be imperceptible. A change in noise level of three decibels barely noticeable, five decibels provides a clear difference and 10 decibels is perceived as a halving or doubling of volume.
- Without the penalty applied, the noise levels at the neighbouring properties are predicted to be 42 dBA, which is well within the noise bylaw.

## **CONCLUSION**

The proposed acoustical screen provides a sufficient outcome that satisfies both the City's noise bylaw requirements, as well as safety requirements for both wind load and snow drift.

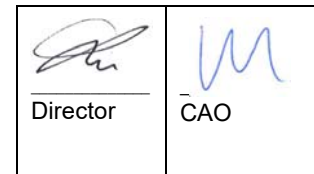
RESPECTFULLY SUBMITTED:



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Kyle Pickett  
Planner 1





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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2025 APPROPRIATION #1

Date: April 8, 2025 File No: 05-1705-30-0019/2025

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

**RECOMMENDATION**

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

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

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

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

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

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

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

## ATTACHMENTS

1. 2025 General Appropriations (CityDocs [2646736](#))
2. 2025 Specific Appropriations (CityDocs [2648209](#))
3. 2025-2029 Capital Plan – Specific Appropriations: Mobility Network Improvements (Project 3-12) (CityDocs [2647616](#))
4. 2025-2029 Capital Plan – Specific Appropriations: Cyber Security Program – Funding Appropriation (Project 5-18) (CityDocs [2648119](#))
5. 2025-2029 Capital Plan – Specific Appropriations: Enterprise Development Applications and Permits Software (Project 5-35) (CityDocs [2647476](#))
6. 2025-2029 Capital Plan – Specific Appropriations: Financing Costs HJCRC (Project 8-23) (CityDocs [2648114](#))
7. Proposed “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2025, No. 9109” (CityDocs [2648396](#))

## SUMMARY

Council recently approved CNV’S 2025-2029 Financial Plan Bylaw. This report recommends that:

- Funds be appropriated in alignment with CNV’s Appropriation Policy so work can progress on projects that were included in the 2025-2029 Capital Plan.
- Funds previously transferred from the “2024 Pavement Management Streets and Lanes” project to the “Casano Loutet Overpass” project to enable the latter to proceed in a timely manner be returned, and

## BACKGROUND

Sections 173(1) and 173(2) of the Community Charter specifies that a municipality must not make an expenditure unless it is included in its Financial Plan for that year. A 2025-2029 Financial Plan was endorsed by Council at its March 3, 2025 meeting and included a fully funded 5-year Capital Plan. Council subsequently gave first three readings to a 2025-2029 Financial Plan Bylaw on April 7, 2025, and are anticipated to consider final reading on April 14, 2025.

Appropriation is the final step in the funding of projects in the Capital Plan and, if approved, will allow funds to be expended.

Council approved CNV’s new Appropriations Policy on April 7, 2025. CNV’s appropriation process is now as follows:

- an *Early Appropriation* following Council’s endorsement of the Capital Plan for projects requiring funds immediately (Approved by Council on March 3, 2025)
- a *General Appropriation* for most of the remaining projects up to \$2M at the time of Council’s approval of the Financial Plan Bylaw (The subject of this Report)

- Additional Specific Appropriations for New Initiative projects over \$2M and provisions submitted to Council throughout the year when these projects reach milestones/stage gates (Some of which are the subject of this Report).

In the 2025 Early Appropriations report, \$1,400,000 was transferred to the “Casano Loutet Overpass” project from the “2024 Pavement Management Streets and Lanes” project in order to award a Casano Loutet Overpass contract prior to April to maintain the project timeline and mitigate possible risks of tariffs.

## DISCUSSION

All of the recommended appropriations are for projects included in year 2025 of CNV’s current 2025-2029 Financial Plan.

Base Programs and New Initiative Projects with total spending below the \$2,000,000 threshold are recommended for General Appropriation. **Attachment 1** lists all of these projects. The Finance department will continue to manage the release of funding for these projects during the year.

New Initiative Projects over \$2,000,000 and provisions regardless of value fall under the Specific Appropriation process. **Attachment 2** includes all Specific Appropriations recommended to Council for the release of funding at this time. Each individual appropriation has an accompanying Information Report provided by the Project Manager (**Attachments 3-6**) that includes additional information on project benefits and readiness to proceed.

### Casano-Loutet Overpass:

In the 2025 Early Appropriations report approved by Council on March 3, 2025, \$1,400,000 was transferred to the “Casano Loutet Overpass” project from the “2024 Pavement Management Streets and Lanes” project in order to award a Casano Loutet Overpass contract prior to April to maintain the project timeline and mitigate possible risks of tariffs. The transferred funding can be returned to the Pavement Management Streets and Lanes project now that the 2025-2029 Financial Plan Bylaw has been approved.

## FINANCIAL IMPLICATIONS

Sufficient funding is available in CNV’s reserves, including the DCC Transportation Reserve (**Attachment 7**), for the recommended appropriations as identified in CNV’s 2025-2029 Financial Plan.

## INTER-DEPARTMENTAL IMPLICATIONS

The Financial Plan is a reflection of CNV’s policies and the work plans of all CNV departments. Finance staff relied on their close working relationships with all departments in the development of this Report and its recommendations

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The preparation and approval of a Financial Plan is consistent with the requirements of the Community Charter and several of the objectives of the City's 2014 Official Community Plan. Financial Plans are also prepared taking into consideration Council's Strategic Plan.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

2025 General Appropriations				CNV Reserves													
Ref#	Department	Project Name	Total 2025	General Capital	Civic Amenity	Carbon Fund	Equipment	Affordable Housing	Sustainable Transportation	Building	Equipment Replacement Program	Fire Equipment Replacement	TSL Interest	Justice	Infrastructure	Growing Community	DCC Streets
2 - 04	REFED	Maintenance, Repair & Replacement - City Hall	218,839	215,386						3,453							
2 - 05	REFED	Maintenance, Repair & Replacement - Gerry Brewer Building	377,946	352,856										25,090			
2 - 06	REFED	Maintenance, Repair & Replacement - Fire Hall	95,000	95,000													
2 - 07	REFED	Maintenance, Repair & Replacement - Civic Library	57,000	57,000													
2 - 08	REFED	Maintenance, Repair & Replacement - City Owned / Non-City Use	120,868	120,868													
2 - 09	REFED	Maintenance, Repair & Replacement - Parks Buildings	137,000	137,000													
2 - 10	REFED	Maintenance, Repair & Replacement - Operations Centre	37,000	37,000													
2 - 15	REFED	EV Fleet Transition Infrastructure	85,551			85,551											
2 - 18	REFED	Condition Assessment for All City-Owned Buildings	220,000	220,000													
2 - 19	REFED	Strategic Land Stewardship Model	80,000	80,000													
2 - 20	NVRC	Harry Jerome CRC - Block fund until facility replacement	50,000	50,000													
2 - 23	NVRC	John Braithwaite Community Centre	70,000	70,000													
2 - 24	NVRC	Centennial Theatre - repair / replacement	500,000	500,000													
2 - 25	REFED	Shipyards Chiller Venting Alterations	250,000	250,000													
3 - 01	EPE	Mobility Data Collection and Monitoring	130,000	130,000													
3 - 02	EPE	Neighbourhood Traffic Safety and Infrastructure Improvements Pr	450,000	105,611											344,389		
3 - 04	EPE	New Pedestrian Crossing Facilities	300,000		300,000												
3 - 07	EPE	Street Lighting and Traffic Signal Pole Replacement	200,000	200,000													
3 - 08	EPE	Traffic Signal Upgrades	500,000	208,111									291,889				
3 - 09	EPE	Sidewalks - Infill and Reconstruction	200,000	200,000													
3 - 10	EPE	Pavement Management: Streets & Lanes	2,000,000	82,318									698,490		1,219,192		
3 - 11	EPE	Marine Structures Repairs & Proactive Maintenance	896,000	896,000													
3 - 13	EPE	New Sidewalks To Complete The Pedestrian Network	357,840		245,600												112,240
3 - 17	EPE	Waterfront Connections and Wayfinding Plan	400,000													400,000	
3 - 19	EPE	Wallace Mews Access Control	60,000	60,000													
4 - 01	EPE	Parks and Public Space Comprehensive Plan	250,000	250,000													
4 - 04	EPE	Sport Court Infrastructure Replacement	250,000	150,000	100,000												
4 - 06	EPE	New Public Washrooms	50,000		50,000												
4 - 07	EPE	Parks Furnishings and Signage	25,000	25,000													
4 - 08	EPE	Hemlock Looper Impact Tree Removal & Restoration	300,000	300,000													
4 - 09	EPE	Encampment Management	100,000	100,000													
4 - 10	EPE	FireSmart	100,000	100,000													
4 - 11	EPE	Streetscape Renovations	20,000	20,000													
4 - 12	EPE	Park Structure Renovations	25,000	25,000													
4 - 14	EPE	Multi-use Paths & Trail Maintenance	14,000														
4 - 17	EPE	Urban Forest Implementation and Watershed Management	725,000	325,000		400,000											
4 - 18	EPE	Open Streets Central Lonsdale - Maintenance	135,000	135,000													
4 - 19	EPE	Placemaking in the City	125,000	125,000													
5 - 02	EPE	CityWorks	472,000	472,000													
5 - 03	PC&T	Implement Recruitment Process Improvement & System	100,000	100,000													
5 - 04	PC&T	Update Working in Isolation Program and Policy & Systems	60,000	60,000													
5 - 05	Library	Website Renewal	10,000	10,000													
5 - 06	Library	Integrated Library System (ILS) Renewal	7,200	7,200													
5 - 07	Library	Automated Materials Handling, RFID & Self-Service Payment Sys	10,000	10,000													
5 - 08	Library	AV, Multimedia and Instructional Systems Renewal	23,700	23,700													
5 - 09	MONOVA	Museum & Archives Collections Database Project	90,000	90,000													
5 - 10	MONOVA	IT Refresh	5,000	5,000													
5 - 11	Finance & IT	GIS and Data Modernization	410,000	410,000													
5 - 12	Finance & IT	Parcel Lifecycle Management	120,000	120,000													
5 - 13	IT	User Device Replacements	200,000	200,000													
5 - 14	IT	Data Centre Infrastructure	500,000	500,000													
5 - 15	IT	Microsoft Cloud Services Extension	920,000	920,000													
5 - 16	Finance & IT	AV Improvements	150,000	150,000													
5 - 17	Finance & IT	Fibre Infrastructure	50,000	50,000													
5 - 19	Finance & IT	Innovation Incubator (Hackathon)	20,000	20,000													
5 - 20	NVRC	NVRC Website Replacement	66,000	66,000													
5 - 21	NVRC	Facility Audio/Visual Systems Replacement	10,000	10,000													
5 - 25	NVRC	NVRC Network Hardware Replacement	40,000	40,000													
5 - 26	NVRC	NVRC Desktop Computer Hardware Refresh	15,000	15,000													
5 - 27	Finance & IT	Land Strategy	100,000	100,000													



2025 General Appropriations				CNV Reserves													
Ref#	Department	Project Name	Total 2025	General Capital	Civic Amenity	Carbon Fund	Equipment	Affordable Housing	Sustainable Transportation	Building	Equipment Replacement Program	Fire Equipment Replacement	TSL Interest	Justice	Infrastructure	Growing Community	DCC Streets
5 - 29	Finance & IT	Strategic Planning & Performance Measurement Software	100,000	100,000													
5 - 30	Finance & IT	Modernizing Tax Services	48,000	48,000													
5 - 31	Public Safety	Licence Plate Recognition Camera and Technology Replacement	174,500	174,500													
5 - 32	Finance & IT	Business Intelligence and Analytics	280,000	280,000													
5 - 33	Finance & IT	Infrastructure and Operations	200,000	200,000													
5 - 34	DCAO	Interest Holder and Media Monitoring tools	40,000	40,000													
6 - 01	Fire	Fire Equipment Replacement	180,000									180,000					
6 - 02	Public Safety	Self Contained Breathing Apparatus (SCBA)	300,000				300,000										
6 - 03	EPE	EPE Operations Vehicle/Equipment Replacement Program	545,000								545,000						
6 - 04	EPE	Garage Parts Washer	25,000	25,000													
6 - 05	EPE	Additional Parks Vehicle	200,000	200,000													
6 - 08	EPE	Skate Plaza Heat Coil System Installation	40,000	40,000													
6 - 09	Public Safety	Bylaw Services Vehicle Replacement	50,000	50,000													
6 - 10	Public Safety	Municipal Police Pool Vehicle Replacement	55,308	55,308													
6 - 11	Library	Library Shelving Replacement	42,700	42,700													
6 - 12	Library	Library Furniture Renewal	51,000	23,348			27,652										
6 - 13	NVRC	NVRC Recreation Program Equipment	275,000	275,000													
6 - 14	REFED	Gerry Brewer Furniture & Equipment	24,433	24,433													
6 - 15	REFED	Civic Buildings - Furniture and Equipment	50,000	50,000													
6 - 16	Finance & IT	Pool Car Replacement	65,000	65,000													
6 - 17	MONOVA	Mobile Exhibitions	15,000	15,000													
7 - 01	REFED	Block Funding - City Used Buildings	100,000	100,000													
7 - 02	REFED	Block Funding - Gerry Brewer Building	29,969	29,969													
7 - 03	REFED	Block Funding - Non-City Used Buildings	100,000	100,000													
7 - 04	Public Safety	Block Funding - Fire & Bylaw	50,000	50,000													
7 - 05	EPE	Block Funding - Parks	100,000	100,000													
7 - 06	EPE	Block Funding - The Shipyards	35,000	35,000													
7 - 07	EPE	Block Funding - Engineering Equipment	50,000	50,000													
7 - 08	EPE	Block Funding - Transportation	30,000	30,000													
7 - 09	P&D	Block Funding - P&D	10,000	10,000													
7 - 10	Public Safety	Block Funding - POLICE	23,045	23,045													
7 - 11	Library	Block Funding - Library	20,000	20,000													
7 - 12	MONOVA	Block Funding - MONOVA	10,000	10,000													
7 - 13	Finance & IT	Block Funding Computer Equipment	100,000	100,000													
7 - 15	NVRC	NVRC Minor Capital Projects	50,000	50,000													
8 - 01	DCAO	Major Projects - Communications Lead	252,634	252,634													
8 - 02	REFED	Health Cluster Development	51,000	51,000													
8 - 03	REFED	Business Service Support and Licencing Reforms	25,000	25,000													
8 - 04	Public Safety	Health and Wellness	55,000	55,000													
8 - 05	EPE	Asset Management	500,000	500,000													
8 - 06	EPE	Multicultural Festival	50,000	50,000													
8 - 07	PC&T	P&C Strategy and CNV Values	120,000	120,000													
8 - 08	PC&T	Customer Experience Strategy	75,000	75,000													
8 - 10	P&D	Shower Program	75,000					75,000									
8 - 12	P&D	Climate Action Initiatives - Emissions Reductions	191,738			191,738											
8 - 13	NVRC	NVRC Inclusion, Diversity, Equity & Accessibility (IDEA)	51,000	51,000													
8 - 15	P&D	Comprehensive Development Fees & Charges Review	50,000	50,000													
8 - 16	Public Safety	Crime Prevention Through Environmental Design (CPTED)	65,000	65,000													
8 - 17	Library	Accessibility improvements	25,000	25,000													
8 - 18	P&D	Micromobility Services Planning and Coordination	60,000	-					60,000								
8 - 19	Finance & IT	Insurance Risk Analysis	50,000	50,000													
8 - 20	Finance & IT	KPIs, Targets, and Data Collection	100,000	100,000													
8 - 22	MONOVA	Fundraiser	37,500	37,500													
8 - 24	DCAO	Indigenous Relations	500,000	500,000													
8 - 27	Finance & IT	Data Strategy and Governance	150,000	150,000													
8 - 28	Finance & IT	City Application Management	100,000	100,000													
8 - 29	Finance & IT	Service Management	140,000	140,000													
8 - 30	Finance & IT	Program and Project Management	150,000	150,000													
<b>Total</b>			<b>19,633,771</b>	<b>13,978,487</b>	<b>695,600</b>	<b>677,289</b>	<b>327,652</b>	<b>75,000</b>	<b>60,000</b>	<b>3,453</b>	<b>545,000</b>	<b>180,000</b>	<b>990,379</b>	<b>25,090</b>	<b>1,563,581</b>	<b>400,000</b>	<b>112,240</b>
<b>Bylaw #</b>																	9109 - B

**2025 Specific Appropriations**

				CNV RESERVES			
				Growing Comm Reserve	General Capital Reserve	HJCRC Fund	DCC Streets
Ref#	Dept	Project Name	2025 Appropriation #1				
3 - 12	EPE	Mobility Network Implementation	2,219,812	2,200,469			19,343
5 - 18	IT	Cyber Security Program	370,000		370,000		
5 - 35	P&D	Enterprise Development Applications & Permits Software	3,140,000		3,140,000		
8 - 23	FIN	Financing Costs for HJCRC	4,324,176			4,324,176	
<b>Subtotal Specific Appropriations</b>			<b>10,053,988</b>	<b>2,200,469</b>	<b>3,510,000</b>	<b>4,324,176</b>	<b>19,343</b>
<b>Appropriation/Bylaw #</b>				2505	2506	2507	9109 - A



		
Deputy Director	Director	CAO

The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS AND ENVIRONMENT DEPARTMENT**

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Justin Hall, Manager, Public Realm Infrastructure

SUBJECT: 2025-2029 Capital Plan – Specific Appropriations: Mobility Network Implementation (Project 3-12)

Date: March 26, 2025 File No: 05-1705-30-0019/2025

	2025	2026	2027	2028	2029	Total
City Contributions	\$7,153,363	\$988,504	\$5,054,585	\$10,013,882	\$2,275,860	<b>\$25,486,194</b>
External Contrib.	\$2,532,000	\$0	\$2,007,000	\$3,007,000	\$3,007,000	\$10,553,000
<b>Total</b>	<b>\$9,685,363</b>	<b>\$998,504</b>	<b>\$7,061,585</b>	<b>\$13,020,882</b>	<b>\$5,282,860</b>	<b>\$36,039,194</b>

## PURPOSE

The purpose of this report is to present the rationale for appropriating \$2,219,812 of funding to advance the next tranche of high priority mobility corridors identified in the 2019 report to Council titled “Priority Corridors for All Ages and Abilities (AAA) Mobility Lanes”.

## DISCUSSION

In 2019, Council endorsed the All Ages and Abilities Priority Mobility Network Implementation Plan – advancing the CNV’s existing Bicycle Master Plan and All Ages and Abilities Bike Network, while considering users with a broad range of electrified mobility devices. The strategy focuses on a multi-phased approach to prioritize and implement important north-south and east-west corridors that connect people to key destinations in the City and throughout the region.

The priority projects funded in the next few years by this project are:

- *Casano-Loutet Overpass* – Construction is beginning on a new pedestrian and cycling overpass over Highway 1, linking the Loutet and Cedar Village neighbourhoods. Once complete, the Casano-Loutet Overpass will provide people walking, rolling and cycling with a safe and accessible pathway between

the City's schools, services and neighbourhoods, over the Upper Levels Highway.

- *The first phase of the Midtown Connector* – A key east-west route connecting Lynn Valley via the future Casano-Loutet Overpass through Central Lonsdale to the Marine-Hamilton neighbourhoods. This route is identified as priority given the high east-west demand and connection to the regional bike network. The first phase connecting the Casano-Loutet Overpass via East 17<sup>th</sup> Street to West Grand Boulevard is now underway with a design contractor onboard. Council can anticipate touchpoints in June-July and in the fall to stage-gate the preferred design concept, final design and construction.
- *Upper Levels Greenway (ULG)* – A greenway connecting the Westview and Tempe neighbourhoods, located north of Highway 1. The ULG is identified as a priority to provide greater access to active transportation and recreation options to the neighbourhoods north of Highway 1 and as a connection along Lonsdale to the new HJCRC. Detailed design for the segment from Chesterfield to St Andrews is underway and will be presented to the community and Council prior to initiating the construction phases. Work with MoTI on Lonsdale overpass improvements are underway. The segment from Lonsdale and 24<sup>th</sup> to E. 23<sup>rd</sup> has been designed in collaboration with the HJCRC site and will be delivered in time for opening of the new HJCRC.

## **FINANCIAL IMPLICATIONS**

The total estimated cost for project management support, engagement, design and construction of the priority mobility corridors from 2025-2029 is \$36,039,194. However, it should be noted that these are preliminary cost estimates based on recent construction costs and that actual project costs will be refined through the design process.

This appropriation of \$2,219,812 provide resources to advance the following:

- *Casano-Loutet Overpass* – In March funds were reallocated and a temporary loan of \$1.4 million from the 2024 Paving Program was secured to award the construction contract to deliver the Overpass. The funding requested will allow the project to return the short-term loan to the Paving Program.
- *Staffing and Programs* – The funds requested for appropriation are required for staffing to deliver the City's priority mobility projects, mobility programs including infrastructure spot improvements, and educational and promotional materials.

Staff will request the remaining Priority Mobility Network funds from the 2025 Capital Plan allocated to Phase I construction later in the year following direction from Council to proceed with finalizing the design and construction.

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

This project supports a “Connected City” providing active and sustainable ways for people to move to, from and within the City safely and efficiently by increasing the number of kilometres of protected bike lanes. In addition, the Mobility Network Implementation project aligns with and advances key principles of the Safe Mobility Strategy and established City goals and objectives.

Specific OCP objectives include:

2.1.1 Invest in cycling and pedestrian networks and facilities to make these more attractive, safer, and convenient transportation choices for all ages and abilities with an aim to increase these ways of travelling over single-occupant vehicle use;

2.1.2 Invest in pedestrian and cycling facilities on the routes to and around schools, and work with the North Vancouver School District to promote active transportation, healthy lifestyles, and sustainable travel behaviour among children and youth.

RESPECTFULLY SUBMITTED:






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Justin Hall  
Manager, Public Realm Infrastructure





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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Sundesh Balraj, Senior Manager, Information Technology  
Artem Ponomarov, IT Security Manager, Information Technology

Subject: 2025-2029 CAPITAL PLAN – SPECIFIC APPROPRIATIONS: CYBER  
SECURITY PROGRAM (PROJECT 5-18)

Date: March 26, 2025 File No: 05-1705-30-0019/2025

	2025	2026	2027	2028	2029	Total
City Contributions	\$1,090,000	\$ 700,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,790,000
External	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$1,090,000</b>	<b>\$ 700,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 2,790,000</b>

## PURPOSE

This report provides the rationale for appropriating \$370,000 in funding for the Cyber Security Program in 2025, as outlined in the 2025-2029 Capital Plan.

## DISCUSSION

This report is to request appropriation for \$370,000 to support the Cyber Security Program, aligning with the Modern Organization priority under Organizational Priorities. CNV's Cyber Security Project was developed *"To sustain and enhance CNV's IT security posture, the IT department will focus on governance, risk management, and continuous improvement. Based on the findings from the Cybersecurity Maturity Assessment, this project will implement strategic measures in 2025-2029 to safeguard our digital infrastructure. This project is vital for ensuring long-term resilience and aligning the CNV's security practices with evolving threats in order to protect sensitive information thereby maintaining public trust."*

The requested funding covers planning and executing cybersecurity improvements. Following an Request for Proposal (RFP) process, a lead vendor will be appointed to collaborate with City staff and oversee an interdisciplinary team. Additional security professional services may be engaged if tasks fall outside the lead vendor's scope. Additionally, a 2 year temporary full-time (TFT) position is planned to start in 2025 to

assist in onsite implementation of the security solutions and is to be funded by this initial appropriation.

Vendors, the project team and City staff will execute research, outreach, and planning and design work, amongst other areas of work, and will have a lead role in delivering core cybersecurity elements covering People, Processes and Technology.

## **FINANCIAL IMPLICATIONS**

This report requests the appropriation of \$370,000 in 2025 to fund the temporary full-time (TFT) position needed to launch the project, leaving the balance of available funding to support the above identified work following additional project planning.

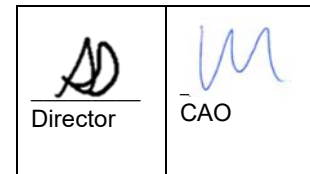
RESPECTFULLY SUBMITTED:



Sundesh Balraj  
Senior Manager,  
Information Technology



Artem Ponomarov  
IT Security Manager,  
Information Technology



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING AND DEVELOPMENT**

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Sean Galloway, Director, Planning and Development

Subject: 2025-2029 Capital Plan – Specific Appropriations: Enterprise Development Applications and Permits Software (Project 5-35)

Date: March 26, 2025 File No: 05-1705-30-0002/2025

	2025	2026	2027	2028	2029	Total
City Contributions	\$ 4,370,000	\$ 800,000	\$ 789,900	\$ -	\$ -	\$5,959,900
External Contrib.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 4,370,000</b>	<b>\$ 800,000</b>	<b>\$ 789,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$5,959,900</b>

## PURPOSE

The purpose of this report is to provide rationale for appropriating the funding for the Enterprise Development Applications and Permits Software project in the amount of \$3,140,000 as provided in the 2025-2029 Capital Plan.

## DISCUSSION

This report is to request appropriation for \$3,140,000 for the purchase of Enterprise Development Applications and Permits Software. Streamlining development approvals is a priority project in Council's Strategic Plan. Redesigning the process and adopting advanced technology will enable more efficient processing, reduce administrative burden, and enhance the applicant experience, ultimately leading to a more streamlined and customer-focused permitting process.

Key benefits of this project include:

- Enhanced customer experience with more user-friendly and transparent systems;
- Improved processing times for development applications and permits;
- Increased operational efficiency across multiple departments involved in permitting and approvals.

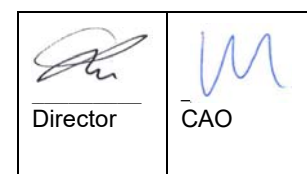
The requested funding is intended to i) support the acquisition of modern software to replace the City's current system and ii) onboard one IT resource. To date, the City has issued a Request for Information (RFI) to gather insights on available solutions and best practice implementation; this will help inform the requirements for the software. Once the RFI closes, the City will be ready to proceed with a tender for the software through a Request for Proposal (RFP) process by the end of Q2 2025. These funds will cover the initial software purchase costs and the cost of one IT resource to support with the project. A second round of funding will be requested for system implementation once the system purchase has been confirmed.

### **FINANCIAL IMPLICATIONS**

This report requests the appropriation of \$3,140,000 in the first half of 2025; the remaining funds will be appropriated as and when necessary.

RESPECTFULLY SUBMITTED:

  
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Sean Galloway  
Director, Planning and Development



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

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2025-2029 Capital Plan – Specific Appropriations: Financing Costs for Harry Jerome Community Recreation Centre (Project 8-23)

Date: March 26, 2025 File No: 05-1705-30-002/2025

	2025	2026	2027	2028	2029	Total
City Contributions	\$4,324,176	\$2,094,338	-	-	-	\$6,418,514
External Contrib.	-	-	-	-	-	-
<b>Total</b>	<b>\$4,324,176</b>	<b>\$2,094,338</b>	-	-	-	<b>\$6,418,514</b>

## PURPOSE

The purpose of this report is to provide rationale for appropriating the funding for the project “Financing Costs – Harry Jerome Community Recreation Centre” in the amount of \$4,324,176.

## DISCUSSION

On April 11, 2022, Council adopted the “Harry Jerome Community Recreation Centre Loan Authorization Bylaw, 2022, No. 8909” following approval of the Inspector of Municipalities. This bylaw authorized the borrowing of \$109,000,000 to support the Harry Jerome Community Recreation Facility (“HJCRC”) Financial Strategy required to deliver the construction of the HJCRC and related projects, including the relocation and construction of a new North Vancouver Lawn Bowling Club and lawn bowling facilities, the relocation of the Flicka Gymnastics Club, upgrades to the Mickey McDougal Community Recreation Centre, and the relocation and construction of the new Silver Harbour Centre.

On March 21, 2025, CNV made a request to draw down debt of \$2,866,823 from the above Municipal Finance Authority (“MFA”) loan facility in order to advance the construction of the HJCRC projects. This draw was the first from the debt facility approved under the above bylaw.



**INFORMATION REPORT: 2025-2029 Capital Plan – Specific Appropriations: Financing Costs for Harry Jerome Community Recreation Centre (Project 8-23)**  
**Date: March 26, 2025**

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	<b>HJCRC</b>
<b>Total Authorized Borrowing</b>	<b>\$109,000,000</b>
<b>Advances to date:</b>	
March 21, 2025	(2,866,823)
Total Advances	(2,866,823)
<b>Remaining Borrowing – March 31 2025</b>	<b>\$106,133,177</b>

Upcoming drawdowns for the HJCRC projects are expected to occur on a monthly basis.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9109

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

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

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

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

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

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

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

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

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

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MAYOR

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CORPORATE OFFICER