CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, June 22, 2020

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, June 15, 2020

PUBLIC HEARING – 250 East 15th Street

BYLAWS – THIRD READING


4. “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15th Street, CD-726, Rental Housing Commitments)

CONSENT AGENDA

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

REPORTS

*5. 2019 Statement of Financial Information (“SOFI”)


7. 2019 Annual Municipal Report

8. 2020 Project Plan – Funding Appropriations #2045 - #2047

9. Funding Appropriation for Shipping Container Parklet Project
PRESENTATION

Fire Department 2019 Annual Report – Fire Chief


REPORT

10. Rezoning and OCP Amendment Application – 350 East 2nd Street (Hamersley House)

   Items 11 and 12 refer.

BYLAWS – FIRST AND SECOND READINGS


REPORTS

13. Sewer Utility Funding Reallocation for Sanitary Sewer Replacement – 500 Block Chesterfield Avenue

14. 2009 Mahon Avenue – Remedial Action Order (Demolition and Site Clean-Up)

15. Proposed Consultation on Low Carbon Building Bylaw Amendments

16. Lonsdale Energy Corp. – City Loan Reimbursement Schedule

NOTICE OF MOTION

17. Cross Jurisdictional Action on Homelessness – Mayor Buchanan

COVID-19 UPDATE

COUNCIL INQUIRIES

NEW ITEMS OF BUSINESS

NOTICES OF MOTION
CITY CLERK’S RECOMMENDATION

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the Community Charter, Sections 90(1)(e) [land matter] and 90(1)(g) [legal matter].

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN
CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, June 22, 2020

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, June 15, 2020

PUBLIC HEARING – 250 East 15th Street – 5:30 PM

“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15th Street, CD-726) and “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15th Street, CD-726, Rental Housing Commitments) would rezone the subject property to permit the development of two 12-storey and one 6-storey residential rental buildings with 281 rental units, including 28 mid-market units. The proposal includes 2 levels of underground parking, with 266 parking spaces and 474 secure bicycle spaces, and access from the lane to the west. The proposal also includes a City-owned park on the northeast portion of the site.

Bylaw Nos. 8769 and 8770 to be considered under Items 3 and 4.

AGENDA

- Staff presentation
- Applicant presentation
- Representations from the public
- Questions from Council
- Motion to conclude the Public Hearing

BYLAWS – THIRD READING


RECOMMENDATION:


4. “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15th Street, CD-726, Rental Housing Commitments)

RECOMMENDATION:

THAT “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15th Street, CD-726, Rental Housing Commitments) be given third reading.
CONSENT AGENDA

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

RECOMMENDATION:

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

START OF CONSENT AGENDA

REPORTS


Report: Director, Finance, June 11, 2020

RECOMMENDATION:


THAT the Statement of Financial Information be approved and forwarded to the Ministry of Municipal Affairs and Housing.


Report: Director, Finance, June 9, 2020

RECOMMENDATION:

PURSUANT to the report of the Director, Finance, dated June 9, 2020, entitled “Statutory Report Required Under Bill 27”:

THAT the report be received and filed.

END OF CONSENT AGENDA

REPORTS


Report: Manager, Internal Control and Performance, June 10, 2020

RECOMMENDATION:

PURSUANT to the report of the Manager, Internal Control and Performance, dated June 10, 2020, entitled “2019 Annual Municipal Report”:

8. 2020 Project Plan – Funding Appropriations #2045 - #2047
– File: 05-1705-30-0019/2020

Report: Director, Finance, June 10, 2020

RECOMMENDATION:

PURSUANT to the report of the Director, Finance, dated June 10, 2020, entitled “2020 Project Plan – Funding Appropriations #2045 - #2047”:

THAT (Funding Appropriation #2045) an amount of $65,000 be appropriated from the Annual Budget – Transfer to General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2046) an amount of $220,000 be appropriated from the Civic Amenity Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2047) an amount of $20,000 be appropriated from the General Reserve Fund for the purpose of funding the 2020 Project Plan;

AND THAT should any of the amounts remain unexpended as at December 31, 2023, the unexpended balances shall be returned to the credit of the respective fund.

9. Funding Appropriation for Shipping Container Parklet Project
– File 13-6750-01-0001/2020

Report: Deputy Director, Community and Partner Engagement, June 17, 2020

RECOMMENDATION:

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated June 17, 2020, entitled “Funding Appropriation for Shipping Container Parklet Project”:

THAT (Funding Appropriation #2048) an amount of $20,000 be appropriated from the Tax Sale Land Reserve Fund for the purpose of funding the Shipping Container Parklet Project;

AND THAT should any of the amount remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the Tax Sale Land Reserve Fund.

PRESENTATION

Fire Department 2019 Annual Report – Fire Chief

REPORT

10. Rezoning and OCP Amendment Application: 350 East 2nd Street (Hamersley House) – File: 08-3400-20-0002/1

Report: Planner 1, June 10, 2020

RECOMMENDATION:

PURSUANT to the report of the Planner 1, dated June 10, 2020, entitled “Rezoning and OCP Amendment Application: 350 East 2nd Street (Hamersley House)”:

THAT “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, Land Use Designation Change) be considered and referred to a Public Hearing;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783” (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, CD-427 Text Amendment) be considered and referred to a Public Hearing;

THAT the Right of Way and Encroachment Agreement listed in the report section “Inter-Departmental Implications” be secured, through agreements at the applicant’s expense, as conditions of the rezoning;

THAT the review contained in the report concerning statutory requirements for “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” be considered;

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

Items 11 and 12 refer.

BYLAWS – FIRST AND SECOND READINGS


RECOMMENDATION:

BYLAWS – FIRST AND SECOND READINGS – Continued

(Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, CD-427  
Text Amendment)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783”  
(Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, CD-427  
Text Amendment) be given first and second readings.

REPORTS

13. Sewer Utility Funding Reallocation for Sanitary Sewer Replacement  
– 500 Block Chesterfield Avenue – File: 11-5430-01-0001/2020

Report: Section Manager, Engineering Design, June 10, 2020

RECOMMENDATION:

PURSUANT to the report of the Section Manager, Engineering Design, dated  
June 10, 2020, entitled “Sewer Utility Funding Reallocation for Sanitary Sewer  
Replacement – 500 Block Chesterfield Avenue”:

THAT $110,000 of capital funds be transferred from Project 54073 to fund the  
replacement of the sanitary sewer in the 500 Block of Chesterfield Avenue.

14. 2009 Mahon Avenue – Remedial Action Order (Demolition and Site Clean-Up)  
– File: 09-3900-01-0001/2020

Report: Manager, Bylaw Services, June 10, 2020

RECOMMENDATION:

PURSUANT to the report of the Manager, Bylaw Services, dated June 10, 2020,  
entitled “2009 Mahon Avenue – Remedial Action Order (Demolition and Site  
Clean-Up)” and whereas Division 12 of Part 3 of the Community Charter  
authorizes Council to impose a remedial action requirement on the owner of a  
building or other structure, including a requirement to remove or demolish the  
building or structure where it is a nuisance or is so dilapidated or unclean as to  
be offensive to the community:

THAT Council, after considering the above-referenced report and viewing the  
attached photographs of property having a civic address of 2009 Mahon Avenue,  
North Vancouver, legally described as: Lot 27, Block 4, District Lot 548,  
Plan 3846; PID: 004-812-603 (the “Property”):

Continued…
14. 2009 Mahon Avenue – Remidual Action Or der (Demolition and Site Clean-Up)  
– File: 09-3900-01-0001/2020 – Continued

i. DECLARES, pursuant to the authority provided in Section 74 of the Community Charter, that the fire-damaged structure of the main house on the Property (the “Main Building”) and the surrounding construction debris and refuse identified in the photographs at Attachment #1 to the report (the “Debris”) are a nuisance and are so dilapidated and unclean as to be offensive to the community; and

ii. IMPOSES, pursuant to the authority provided in Section 72 of the Community Charter, the following remedial action requirements (the “Remedial Action Order”) to be completed by the registered owner in fee simple of the Property (the “Owner”) at his sole cost within 45 days, commencing on the date that notice of this Remedial Action Order is sent to the Owner:

• Completion of demolition of the Main Building and the foundation of the Main Building;

• Removal of all components of the Main Building, its foundation and the Debris from the Property and disposal of such material at an appropriate disposal facility; and

• Following the demolition and removal of the Main Building and its foundation and the Debris, filling in and covering the excavated area and levelling the area to a natural state.

THAT staff be directed to provide notice pursuant to the requirements of Section 77 of the Community Charter, of the Remedial Action Order to the Owner and to each holder of a registered charge in relation to the Property whose name is included on the assessment roll;

THAT Council set the time limit for a notice to request Council reconsideration of the Remedial Action Order at 14 days, commencing on the date that notice of the Remedial Action Order is sent to the Owner;

AND THAT Council, in the event that the Owner has not fully complied with the Remedial Action Order within 45 days of the date that notice of the Remedial Action Order is sent to the Owner, authorize staff and contractors of the City to take all appropriate actions in accordance with Section 17 of the Community Charter, including carrying out any and all of the requirements set out in the Remedial Action Order, with all costs incurred by the City to be at the expense of the Owner and recoverable from the Owner in accordance with Sections 17, 80, 258 or 259 of the Community Charter.
REPORTS – Continued

15. Proposed Consultation on Low Carbon Building Bylaw Amendments
   – File: 11-5280-14-0001/2020
   Report: Manager, Environmental Sustainability, and Chief Building Official, June 17, 2020

RECOMMENDATION:

PURSUANT to the report of the Manager, Environmental Sustainability, and Chief Building Official, dated June 17, 2020, entitled “Proposed Consultation on Low Carbon Building Bylaw Amendments”:

THAT staff be directed to consult with stakeholders with respect to proposed low carbon amendments to “Construction Regulation Bylaw, 2003, No. 7390”.

16. Lonsdale Energy Corp. – City Loan Reimbursement Schedule
   – File 11-5500-06-0001/1
   Report: Director, Lonsdale Energy Corp., June 15, 2020

RECOMMENDATION:

PURSUANT to the report of the Director, Lonsdale Energy Corp., dated June 15, 2020, entitled “City Loan Reimbursement Schedule”:

THAT Council support Lonsdale Energy Corp.’s proposed repayment schedule and confirm that a 12-month notice will be provided to Lonsdale Energy Corp. if the City wishes to request loan reimbursements prior to the planned schedule.

NOTICE OF MOTION


   Submitted by Mayor Buchanan

RECOMMENDATION:

WHEREAS the right to safe, suitable, adequate and affordable housing is a fundamental human right that we all share and housing is essential to the vitality, health and well-being of individuals, families and communities;

WHEREAS housing is a key responsibility of the federal and provincial governments with support from local government;

Continued…
NOTICE OF MOTION – Continued


WHEREAS Metro Vancouver released Addressing Homelessness in Metro Vancouver (2017);

WHEREAS the provincial government released TogetherBC: British Columbia’s Poverty Reduction Strategy (2019);

WHEREAS homelessness is a symptom of many underlying causes that demand inter-sectoral collaboration and a system-based approach;

WHEREAS the North Shore municipalities have contributed by support and/or initiatives, such as the Emergency Shelter, Youth Safe House, Seniors Safe House, transitional and supportive housing, as well as financial support for outreach workers and employment initiatives;

WHEREAS the North Shore is rich in community-based organizations that provide support to people experiencing homelessness or at risk of homelessness;

WHEREAS the number of people experiencing homelessness or are at risk is not decreasing;

WHEREAS COVID-19 has illuminated the need for an additional emergency shelter to support people across the North Shore who are experiencing homelessness that is temporary;

THEREFORE BE IT RESOLVED THAT staff be directed to create a North Shore cross-jurisdictional Steering Committee and Working Group (government, staff and relevant community agencies) to develop short, medium and long-term actions that are focused on clear, comprehensive and coordinated strategies to prevent homelessness, to serve the people who are currently homeless and to create pathways out of homelessness;

THAT these actions will specifically include working to deliver permanent supportive housing with wrap-around services creating one point of entry for people across the North Shore who are experiencing or at risk for homelessness;

AND THAT a copy of this resolution be forwarded to local MLA’s and MP’s.

Background Information, June 17, 2020
COVID-19 UPDATE

COUNCIL INQUIRIES

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

CITY CLERK’S RECOMMENDATION

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the Community Charter, Sections 90(1)(e) [land matter] and 90(1)(g) [legal matter].

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN
Public Hearings are included as part of a Regular Council agenda and governed by the provisions of the Local Government Act.

A Public Hearing is held to allow the public an opportunity to make representations to Council – in person at the Public Hearing or by written submission – on a proposed amendment to the City's Official Community Plan and/or Zoning Bylaw. All persons who believe their interest in property is affected by a proposed bylaw(s) are afforded a reasonable opportunity to be heard, voice concerns or present written submissions regarding matters contained within the bylaw(s).

All written submissions and representations made at the Public Hearing form part of the official public record. Minutes of the Public Hearing and a video recording of the proceedings will be posted on the City’s website at cnv.org.

All written submissions must include the person’s name and address. If this information is not provided, it cannot be included as part of the public record. Electronic submissions are preferred, and hand-delivered or mailed submissions will also be accepted. The deadline to submit email submissions is 12:00 noon on the day of the Public Hearing. Due to COVID-19, safety quarantine restrictions have been put in place and the deadline for submissions by mail or delivery to City Hall is 4:00 pm on the Friday prior to the Monday Public Hearing (a minimum of one clear day prior to the Public Hearing).

If persons wish to speak at the Public Hearing, pre-registration is required. The pre-registration form is available on the City’s website or speakers can pre-register by contacting the City Clerk’s Office. All pre-registrations must be submitted no later than 12:00 noon on the day of the Public Hearing, to allow City staff to contact all participants and provide them with call-in/online access instructions.

Comments from the public must specifically be related to the proposed bylaw(s). Speakers are asked to avoid repetitive comments and not to divert to other matters.

Speakers will be asked to confirm their name and address for the record and will be provided one, 5-minute opportunity to present their comments. There will be no opportunity to speak a second time. After all persons who have pre-registered have spoken, the Chair (Mayor) will ask if anyone else from the public has new information to provide. Those persons are asked to phone 604-990-4230 and a Clerk’s staff member will provide instructions on how to call into the meeting to add comments.

Everyone shall be given a reasonable opportunity to be heard and no one should feel discouraged or prevented from making their views known. The City asks for everyone’s patience during the electronic Public Hearing.

Continued...
PUBLIC HEARING GUIDELINES FOR ELECTRONIC MEETINGS
(continued)

Procedural rules for the conduct of the Public Hearing are set at the call of the Chair and Council’s main function is to listen to the views of the public regarding the change of land use in the proposed bylaw(s). It is not the function of Council to debate the merits of an application with speakers. Questions from members of the public and Council must be addressed through the Chair.

Once the Public Hearing concludes, no further information or submissions can be considered by Council.

Following adjournment of the Public Hearing, the Regular meeting reconvenes and the Zoning and/or Official Community Plan bylaw amendment(s) are discussed and debated by members of Council, followed by consideration of third reading of the bylaw(s).
MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD IN THE CAO MEETING ROOM, CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON MONDAY, JUNE 15, 2020

PRESENT

COUNCIL MEMBERS

Mayor L. Buchanan
Councillor H. Back*
Councillor D. Bell*
(joined at 5:58 pm)
Councillor A. Girard*
Councillor T. Hu*
Councillor J. McIlroy*
Councillor T. Valente*

*Participated electronically

STAFF MEMBERS

L. McCarthy, CAO*
K. Graham, City Clerk
C. Baird, Deputy City Clerk
J. Peters, Assistant City Clerk*
H. Granger, City Solicitor*
B. Themens, Director, Finance*
M. Epp, Director, Planning and Development*
M. Friesen, Interim Manager, Development Planning*
R. Skene, Director, Community and Partner Engagement*
K. Magnusson, Deputy Director, Engineering, Parks and Environment*

The meeting was called to order at 5:30 pm.

APPROVAL OF AGENDA

Moved by Councillor Back, seconded by Councillor Girard

1. Regular Council Meeting Agenda, June 15, 2020

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved by Councillor McIlroy, seconded by Councillor Girard

2. Regular Council Meeting Minutes, June 1, 2020

CARRIED UNANIMOUSLY

PROCLAMATION

Mayor Buchanan declared the following proclamation:

World Elder Abuse Prevention Day – June 15, 2020

PUBLIC HEARING – 2540-2590 Lonsdale Avenue

Moved by Councillor Valente, seconded by Councillor Girard

THAT the meeting recess to the Public Hearing regarding “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) and “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments).

CARRIED UNANIMOUSLY

Document Number: 1923618
The meeting recessed to the Public Hearing at 5:35 pm and reconvened at 7:08 pm.

**BYLAWS – THIRD READING**


Moved by Councillor Bell, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be given third reading.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the vote to give third reading to “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be rescinded.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be given third reading.

**CARRIED UNANIMOUSLY**

4. “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the vote to give third reading to “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be rescinded.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**
Mayor Buchanan declared a recess at 7:35 pm and the meeting reconvened at 7:36 pm.

CONSENT AGENDA

Moved by Councillor McIlroy, seconded by Councillor Girard

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

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

BYLAW – ADOPTION

*5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8743” (Satendra Mann / ArchiType Design, 228 East 22nd Street)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8743” (Satendra Mann / ArchiType Design, 228 East 22nd Street) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

(CARRIED UNANIMOUSLY)

END OF CONSENT AGENDA

REPORTS

6. Development Variance Permit Application – 1115 East Keith Road (Dustin Christiansen and Laurie Bayrack) – File: 08-3400-20-0009/1

Report: Development Planner, June 9, 2020

Moved by Councillor Girard, seconded by Councillor McIlroy

PURSUANT to the report of the Development Planner, dated June 9, 2020, entitled “Development Variance Permit Application – 1115 East Keith Road, Dustin Christiansen”:

THAT Development Variance Permit No. PLN2019-00008 (Dustin Christiansen and Laurie Bayrack) be considered for issuance under Section 498 of the Local Government Act;

THAT notification be circulated in accordance with the Local Government Act;

AND THAT the Public Meeting be waived.

CARRIED UNANIMOUSLY
REPORTS – Continued

7. Rezoning Application: 905 Ridgeway Avenue (Satendra Mann / M1F1 Modern Home Developments Ltd.) – File 08-3360-20-0469/1

Report: Development Planner, June 9, 2020

Moved by Councillor Girard, seconded by Councillor McIlroy

Pursuant to the report of the Development Planner, dated June 9, 2020, entitled “Rezoning Application: 905 Ridgeway Avenue (Satendra Mann / M1F1 Modern Home Developments Ltd.)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723) be considered and referred to a Public Hearing;

THAT the community benefits listed in the report in the section “Policy Context” be secured through agreements at the applicant’s expense;

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

CARRIED UNANIMOUSLY

BYLAW – FIRST AND SECOND READINGS

8. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723)

Moved by Councillor Girard, seconded by Councillor Hu

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723) be given first and second readings.

CARRIED UNANIMOUSLY

REPORT


Report: Director, Planning and Development, June 5, 2020

Moved by Councillor Bell, seconded by Councillor Girard

Pursuant to the report of the Director, Planning and Development, dated June 5, 2020, entitled “Suspension of Enforcement of Zoning Bylaw for Social Distancing and On-Site Outdoor Dining During COVID-19”:

Continued…
REPORT – Continued


THAT enforcement of minimum onsite vehicle parking space requirements and lot coverage maximums specified in the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” be temporarily suspended to the extent necessary to permit temporary expanded outdoor dining and patios and/or space for socially distanced queuing, until the Provincial Health Officer rescinds orders limiting the indoor capacity of restaurants or until Council adopts a resolution to cancel such suspension of enforcement.

CARRIED UNANIMOUSLY

COVID-19 UPDATE

Mayor Buchanan advised that the business advisory group will meet in the summer and fall to discuss future resiliency plans.

COUNCIL INQUIRIES

10. Lineup for Property Tax Payments – File: 01-0220-01-0001/2020

Inquiry by Councillor Bell

Councillor Bell inquired if people who come to City Hall to pay property taxes could wait inside the building and some seating could be provided.

The Chief Administrative Officer responded that staff are reviewing improvement options, taking into consideration the minimal access restrictions to City Hall.

11. Bollards along Lonsdale Avenue – File: 01-0220-01-0001/2020

Inquiry by Councillor Bell

Councillor Bell inquired if staff could consider marking the bollards along Lonsdale Avenue to identify parking locations.

The Chief Administrative Officer responded that staff will look into viable options.

NEW ITEMS OF BUSINESS

Nil.

NOTICES OF MOTION

Mayor Buchanan declared her intention to bring forward a Notice of Motion at the next Regular meeting of Council regarding planned support for homelessness.
CITY CLERK’S RECOMMENDATION

Moved by Councillor Girard, seconded by Councillor Back

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the Community Charter, Sections 90(1)(a) [personal information], 90(1)(c) [labour relations], 90(1)(e) [land matter] and 90(1)(g) [legal matter].

CARRIED UNANIMOUSLY

The meeting recessed to the Committee of the Whole, Closed session, at 8:04 pm and reconvened at 10:27 pm.

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

12. Metro Vancouver Housing Corporation Potential Housing Project Update
   – File: 10-5040-03-0001/2020
   
   Report: Director, Planning and Development, June 4, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Director, Planning and Development, dated June 4, 2020, entitled “Metro Vancouver Housing Corporation Potential Housing Project Update”:

THAT the following clause of the resolution approved by Council on March 30, 2020, regarding the City’s response to Metro Vancouver Housing Corporation’s expression of interest for affordable rental housing, be released from the Closed session:

“THAT staff respond positively to Metro Vancouver Housing Corporation’s expression of interest and present 123 East 23rd Street as a potential site for an affordable rental housing development;”

AND THAT the wording of the remainder of the recommendation and the report of the Director, Planning and Development, dated June 4, 2020, entitled “Metro Vancouver Housing Corporation Potential Housing Project Update”, remain in the Closed session.

CARRIED UNANIMOUSLY


Report: Planner 1, June 1, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Planner 1, dated June 1, 2020, entitled “North Shore Neighbourhood House: Site Feasibility Update”:

THAT staff be directed to initiate an Official Community Plan Amendment, Zoning Bylaw Amendment and park boundary adjustment for the redevelopment of the North Shore Neighbourhood House site;

Continued…
   – Continued

   THAT staff be directed to enter into a lease for portions of the North Shore Neighbourhood House site to Hollyburn Family Services and The Health and Home Care Society of BC, subject to the completion of rezoning and confirmation that partners have secured funding;

   THAT staff be directed to continue working with Catalyst Community Developments Society and North Shore Neighbourhood House on a new combined North Shore Neighbourhood House with a non-market housing component;

   THAT staff be directed to bring back financial options to bring forward phase 2;

   AND THAT the report of the Planner 1, dated June 1, 2020, entitled “North Shore Neighbourhood House: Site Feasibility Update”, remain in the Closed session.

   CARRIED UNANIMOUSLY


   Report: Director, Community and Partner Engagement, June 9, 2020

   Moved by Councillor McIlroy, seconded by Councillor Girard

   PURSUANT to the report of the Director, Community and Partner Engagement, dated June 9, 2020, regarding a land / legal matter:

   THAT the action taken by the Committee of the Whole, Closed Session, be ratified;

   AND THAT the wording of the recommendation and the report of the Director, Community and Partner Engagement, dated June 9, 2020, remain in the Closed session.

   CARRIED UNANIMOUSLY

15. Partnerships and COVID Related Issues – File: 05-1700-02-0001/2020

   Report: Chief Administrative Officer, June 8, 2020

   Moved by Councillor McIlroy, seconded by Councillor Girard

   PURSUANT to the report of the Chief Administrative Officer, dated June 8, 2020, entitled “Partnerships and COVID Related Issues”:

   THAT Council thank the North Vancouver Museum and Archives, the North Vancouver City Library and the RCMP for their suggested savings and reduce the respective budgets for North Vancouver Museum and Archives by $27,500, the North Vancouver City Library by $188,445 and the RCMP by $139,598;

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


THAT staff be directed to work with the North Vancouver Recreation and Culture Commission to mitigate financial impacts related to City recreational facilities through a financial approval process;

THAT staff write to the boards and executive directors of these respective agencies to ensure that service level changes, where there are budgetary impacts to the City of North Vancouver, are approved by City staff prior to implementation;

THAT the Mayor, on behalf of Council, write to Premier Horgan and Minister Farnworth regarding a review of the Police Act and restructuring and to request that local governments have a voice at the table;

AND THAT the report of the Chief Administrative Officer, dated June 8, 2020, entitled “Partnerships and COVID Related Issues”, remain in the Closed session.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Councillor Back, seconded by Councillor Valente

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:28 pm.

“Certified Correct by the City Clerk”

CITY CLERK
To: Mayor Linda Buchanan and Members of Council  
From: Mike Friesen, Planner 2  
Subject: REZONING APPLICATION: 250 EAST 15th STREET (NACEL PROPERTIES LTD, CD-726)  
Date: May 13, 2020  

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

RECOMMENDATION

PURSUANT to the report of the Planner 2, dated May 13, 2020, entitled "Rezoning Application: 250 East 15th Street (Nacel Properties Ltd, CD-726)":

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8769" (Nacel Properties Ltd, 250 East 15th Street, CD-726) be considered and be referred to a Public Hearing;

THAT "Housing Agreement Bylaw, 2020, No. 8770" (Nacel Properties Ltd, 250 East 15th Street, CD-726, Rental Housing Commitments) be considered and referred to a Public Hearing;

THAT notification be circulated in accordance with the Local Government Act;

THAT the community benefits listed in the report section "Density Bonus and Community Benefits" be secured through agreements at the applicant's expense and to the satisfaction of the Director of Planning and Development;

AND THAT the Mayor and City Clerk be authorized to sign all necessary documentation to give effect to the motion.

Document Number: 1912388-v2
ATTACHMENTS

1. Context Map (Doc# 1912389)
2. Consolidated Drawing Package (February) (Doc# 1912385)
3. Preliminary Park Design (Doc# 1885281)
4. Off-Site Servicing Requirements (Doc# 1885276)
5. Developer Information Session Summary (Doc# 1912390)
6. Zoning Amendment Bylaw No. 8769 (Doc# 1912422)
7. Housing Agreement Bylaw No. 8770 (Doc# 1912425)

PROJECT DESCRIPTION

The project, located at 250 East 15th Street, consists of three rental residential buildings – two 12-storey buildings adjacent to East 15th Street and one 6-storey building adjacent to East 16th Street – and the provision of a public park on the site’s north-eastern quadrant. The project proposes 281 secured rental residential units, including 28 mid-market units (as well as two guest suites for the use of tenants’ friends and family), and includes two-storeys of underground parking, bicycle parking, and storage that provides 266 vehicle parking spaces and 474 bicycle parking spaces. The subject site currently hosts two rental residential buildings composed of 101 units that were built in 1964. The requested changes to the Zoning Bylaw to permit this development are identified in Table 1 below, and Attachment 6 – Zoning Amendment Bylaw No. 8769 is the amending bylaw with the proposed changes.

Table 1. Requested Changes to the Zoning By-law

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Official Community Plan</th>
<th>Current Zoning</th>
<th>Proposed Designation/Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone/Designation</td>
<td>Residential Level 5 (north) and Level 6 (south)</td>
<td>RM-1</td>
<td>CD-726</td>
</tr>
<tr>
<td>Density</td>
<td>R5 = 2.6 FSR</td>
<td>Maximum density of 1.6 FSR</td>
<td>Maximum density of 2.95 FSR</td>
</tr>
<tr>
<td></td>
<td>R6 = 3.3 FSR</td>
<td>Maximum height of 13.0 metres and 3 storeys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site = 2.95 FSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>R5 = 6 storeys</td>
<td>Front, Rear or Exterior Lot Line Setback: 6 metres (20 feet)</td>
<td>Front, Rear or Exterior Lot Line Setback: between 3-4.5 metres (10-15 feet)</td>
</tr>
<tr>
<td></td>
<td>R6 = 37 metres</td>
<td>Interior Lot Line Setback: 4.5 metres (15 feet)</td>
<td>Interior Lot Line Setback: between 3-9 metres (10-30 feet)</td>
</tr>
<tr>
<td>Siting (Setbacks)</td>
<td>N/A</td>
<td>Minimum of between 3 and 12 metres (10 and 40 feet) of separation between living areas and 24 metres (80 feet) above the 4th storey</td>
<td>Minimum of 7.6 metres (25 feet) between building faces, increasing to 22.5 metres (75 feet) above the 6th storey</td>
</tr>
<tr>
<td>Unit Separation</td>
<td>N/A</td>
<td>Minimum unit size</td>
<td>37.16 square metres (400 square feet)</td>
</tr>
<tr>
<td>Minimum unit size</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
POLICY FRAMEWORK

The subject site contains two designations – one designation each for the south and north portions of the site – within the Official Community Plan: Residential Level 5 (R5) to the north and Residential Level 6 (R6) to the south. These designations permit a range of multi-family housing types, with a focus on mid-rise in the R5 designation and high-rise in the R6 designation. These two designations focus on providing quality housing with a mix of unit sizes that support attractive and active streets in the City’s central core.

<p>| Metro 2040 |
|-----------------|-------------------------------------------------------------------------------------------------|
| <strong>Goal 1</strong>      | Intensifying this site with new development that is consistent with and scaled to the planned vision for the surrounding neighbourhood will support the highest and best use of the land promoting a compact urban area. |
| <strong>Goal 2</strong>      | Redevelopment that includes a range of rental units to address a variety of household sizes on this site promotes housing forms that can support a diversity of income levels and ensure people live close to where they work. |
| <strong>Goal 4</strong>      | The proposed development provides housing for a range of household types as well as a new park to support an active lifestyle and social opportunities in the City’s core. |
| <strong>Goal 5</strong>      | Intensification of this site will support future transit investments along Lonsdale Avenue and will develop a separated AAA Bike Facility along St Andrews Avenue. The site is proximate to community and commercial amenities and is well situated to provide the occupants with a variety of transportation choices across the North Shore and the greater region. |</p>
<table>
<thead>
<tr>
<th>Official Community Plan</th>
<th>Intensification of the site supports the Central Lonsdale Area and future transit infrastructure and community amenity investments.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lonsdale Regional City Centre</strong></td>
<td>Development is located to support local economy and make use of existing infrastructure and amenities.</td>
</tr>
<tr>
<td><strong>Policy 1.1.2</strong></td>
<td>Density and height are consistent with the OCP guidelines and are greatest adjacent to an institutional use (Lions Gate Hospital), and is reduced as it crosses the site.</td>
</tr>
<tr>
<td>Align growth with the development community amenities and infrastructure</td>
<td>The public park will provide an amenity for what is currently an area underserved for parks. The cycling infrastructure will provide an important link in the City's north-south cycling network.</td>
</tr>
<tr>
<td><strong>Policy 1.1.4</strong></td>
<td>The East 15th Street frontage presents an amenity space to activate the street and rights-of-way through the site provide pedestrian linkages to and from the park. Each building presents a varied but consistent architectural style.</td>
</tr>
<tr>
<td>Support the role of the Lonsdale Regional City Centre as the urban core of the City, in part, by locating high trip-generating uses such as high density residential and commercial uses there</td>
<td>The proposed architecture and building materials of the new dwelling have been chosen with sustainability, maintenance, and aesthetics as key determinants. The buildings have been designed to present entrances and glazing at a human scale to provide an attractive urban realm.</td>
</tr>
<tr>
<td><strong>Policy 1.3.1</strong></td>
<td>The development activates the laneway through the inclusion of townhouse units and vegetation through the lane as well as design features integrate pedestrians.</td>
</tr>
<tr>
<td>Ensure that new development is compatible with the established urban form of the City, reflecting the primacy of the Lonsdale Regional City Centre and the transition through mid- and low-rise buildings to lower-density residential neighbourhoods</td>
<td>Building and Urban Design</td>
</tr>
<tr>
<td><strong>Policy 1.3.5</strong></td>
<td>Encourage design excellence in developments through carefully considered, high quality architecture and landscaping, with varied designs which are interesting, sensitive and reflective of their surroundings</td>
</tr>
<tr>
<td>Encourage design excellence in developments through carefully considered, high quality architecture and landscaping, with varied designs which are interesting, sensitive and reflective of their surroundings</td>
<td>The East 15th Street frontage presents an amenity space to activate the street and rights-of-way through the site provide pedestrian linkages to and from the park. Each building presents a varied but consistent architectural style.</td>
</tr>
<tr>
<td><strong>Policy 1.3.6</strong></td>
<td>Encourage architecture that responds to the unique context of the City in a sensitive, sustainable, and aesthetically compatible manner</td>
</tr>
<tr>
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<td>The proposed architecture and building materials of the new dwelling have been chosen with sustainability, maintenance, and aesthetics as key determinants. The buildings have been designed to present entrances and glazing at a human scale to provide an attractive urban realm.</td>
</tr>
<tr>
<td><strong>Policy 1.3.9</strong></td>
<td>Explore ways to activate laneways in the City including opportunities for varied uses, pedestrian and cycling activity as</td>
</tr>
<tr>
<td>Explore ways to activate laneways in the City including opportunities for varied uses, pedestrian and cycling activity as</td>
<td>The development activates the laneway through the inclusion of townhouse units and vegetation through the lane as well as design features integrate pedestrians.</td>
</tr>
</tbody>
</table>
well as storm water management and urban agriculture.

**Policy 1.3.10**
Encourage active, healthy lifestyles and the opportunity for more social connections through planning and active design principles that encourage physical activity and contribute to enhanced walkability and active streets, sidewalks and public spaces.

**Policy 1.4.3**
Consider recreational, cultural and other community spaces as aspects of informal community living rooms, and essential 'social infrastructure', particularly in high-density neighbourhoods like Central/Lower Lonsdale.

**Policy 1.4.4**
Incorporate active-design principles in new development that encourage physical movement and social interaction thereby contributing to a healthier community.

**Policy 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.

**Policy 5.3.3**
Provide appropriate spaces for and encourage the installation of public art in parks, greenways and open spaces.

**Housing**

**Policy 1.5.1**
Provide opportunities for a range of housing densities, diversified in type, size and location.

The project will provide multiple upgrades to the City’s active transportation network, and provide a public park to support outdoor activity.

The project includes multiple elements from the City’s active design guidelines such as including garden plots for residents, prominent stairwells, and a significant social space for the future residents.

The proposed development includes a separated bike facility along St. Andrews Avenue, signal and intersection improvements at East 15th and St Andrews and intersection improvements at East 16th and St Andrews to facilitate active transportation in the neighbourhood. The development also includes more than minimum required bicycle parking and a cycling repair/maintenance area.

The proposed development will include a public art component.

Provides a range of unit types and sizes to accommodate various family sizes and lifestyles. The unit mix includes townhomes – with direct access to the public realm – and apartments ranging in size from studio to 3 bedroom. 281 units will be developed, 28 of which will be a part of the City’s mid-market rental.
### Policy 1.5.4
Prioritize the development and revitalization of affordable rental housing and use density bonusing and density transfers to incentivize the retention, renewal and/or replacement of rental units as a public benefit

Additional benefits include two guest suites for use by the tenants.

The City will secure 25% of the proposed units — or 76 units — will be secured as Level 2 accessible, with the remaining 75% being secured as Level 1 accessible.

### Policy 1.5.6
Ensure a sufficient number of new apartment building provide accessible units and that these accessible units are represented across various unit sizes

The proposed development includes a community garden and outdoor amenity spaces accessible to future residents. Depending on community feedback, the inclusion of community gardens may be considered for the public park as well.

### Park and Greenspace

**Policy 3.4.2**
Consider the potential for food production on public and private land including rooftops, community gardens, micro gardens, composting, urban farming, orchards, beehives and edible landscaping on residential boulevards, park land and rights-of-way

The park provides a significant ratio of greenspace for the site as a whole. Non-park area is largely impermeable at ground level, though portions of the buildings’ roofs are landscaped.

**Policy 4.2.6**
Increase the ratio of productive, permeable green space to hard impermeable surface areas as redevelopment occurs

The development includes several opportunities for outdoor pursuits including social (shared rooftop amenity spaces) and recreational (proposed park).

**Policy 5.1.2**
Ensure access to a range of outdoor recreational pursuits and facilities for community members of all ages and abilities

The acquisition of the proposed park area will provide greenspace to the eastern side of Central Lonsdale. This area is part of the City’s core — a medium to high density residential area — and is currently underserved it terms of accessible park area.

**Policy 5.1.7**
Acquire new parkland in areas identified as park deficient and in future growth areas

The proposed site design conforms to the City’s official community plan — in terms of height and density — while permitting the acquisition of area for a neighbourhood park.

**Policy 5.1.9**
Acquire parkland through dedication associated with development projects in the City, including consideration of trade-offs between varying building heights and acquiring desired park spaces

The proposed development includes a community garden and outdoor amenity spaces accessible to future residents.
**Housing Action Plan**

<table>
<thead>
<tr>
<th>Action #3 Mid-Market Rental Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>To enable affordability for low and moderate income renters.</td>
</tr>
</tbody>
</table>

The proposed development includes 28 mid-market rental units. The distribution of unit sizes for these units will be: 3 studio units; 14 1-bedroom units; 5 2-bedroom units; 6 3-bedroom units.

<table>
<thead>
<tr>
<th>Action #4 Family Friendly Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>To increase the number of three or more bedroom units appropriate for larger and/or extended families within new multi-unit residential developments.</td>
</tr>
</tbody>
</table>

Twenty percent (57 total) of the proposed development’s units contain 3-bedrooms. This is double the City policy’s recommended minimum.

**Sustainable Development Guidelines**

<table>
<thead>
<tr>
<th>Natural Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.</td>
</tr>
</tbody>
</table>

The park secures a significant green node in perpetuity. Stormwater is addressed on site to reduce impact of major storm events. Preservation of several prominent mature trees. The inclusion of trees and plants that support bird and insect populations.

<table>
<thead>
<tr>
<th>Physical Structures/Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, storm water drainage, solid waste management, roads, telecommunications, and energy efficiency and conservation including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.</td>
</tr>
</tbody>
</table>

The project will achieve Step 3 of the BC Building Code Step Code, one step greater than the requirements at the time of application. The project provides a significant number of rental units for the City, including 28 below market units, for a variety of household sizes, from studio units to 3-bedrooms. The project will connect to the Lonsdale Energy Corporation district energy system. The project will upgrade required infrastructure (water, sewer, stormwater systems) as well as improve active transportation infrastructure in and around the site. Additional secured and covered bicycle parking has been integrated into the landscape design in order to support active transportation of residents.
**Human Potential**
The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.

| The project includes a range of units to serve a broad spectrum of lifestyles, incomes, and abilities. |
| Significant area has been dedicated to recreational pursuits to support residents in living a healthy lifestyle. |
| The project includes numerous active transportation elements including infrastructure improvements and cycling maintenance facilities. |

**Social Connections**
The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.

| The project proposes social space as a central element to the project. By centralising and highlighting the areas for social interaction, the project intends to foster greater community interaction between residents. Additionally the proposed park can be a hub for the broader community. |

**Cultural Diversity**
The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings.

| The project will include a public art piece, to be located in a prominent location. The North Vancouver Public Art Advisory Committee will support the project in determining the final location and what an appropriate piece may be. |

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**PLANNING ANALYSIS**

**Site Context**
The surrounding land uses are identified in Table 2 below.
Table 2. Surrounding Uses

<table>
<thead>
<tr>
<th>Direction</th>
<th>Address</th>
<th>Description</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>North – Across East 16th St</td>
<td>260 East 16th St</td>
<td>50-unit, 3 storey, rental residential building</td>
<td>Medium Density Apartment Residential 1 (RM -1)</td>
</tr>
<tr>
<td>East – across St Andrews Ave</td>
<td>1504-1552 St Andrews Ave</td>
<td>2-2.5 storey duplex</td>
<td>Two-Unit Residential 1 (RT-1)</td>
</tr>
<tr>
<td>South – Across East 15th</td>
<td>230-240 E 13th St, 231 E 15th St</td>
<td>Multi-storey health services complex</td>
<td>Public Use and Assembly 1 (P-1)</td>
</tr>
<tr>
<td>West – Across Lane</td>
<td>235 East 16th St</td>
<td>19 unit, three storey rental residential building</td>
<td>CD-425</td>
</tr>
<tr>
<td>West – Across Lane</td>
<td>236 East 15th St</td>
<td>9 unit, 2 storey, rental residential building</td>
<td>Medium Density Apartment Residential 1 (RM -1)</td>
</tr>
</tbody>
</table>

The subject site is located on the eastern edge of the City’s high-density residential core. It is north of the Lions Gate Hospital’s Evergreen House, east and south of existing apartment buildings, and west of existing duplexes (the duplexes are a part of the duplex special study area and may be re-designated). The site currently contains two residential apartment buildings that contain a combined 101 units.

The site is proximate to numerous urban amenities, including two major bus routes (Lonsdale and 15th Street), health services, civic amenities (City Hall, City Library, Harry Jerome Community Recreation Centre), bike routes (St. Andrews, 13th Street), and commercial services. Please see Attachment 1 for several maps illustrating the context.

Use
Residential Level 6 has the purpose of providing well-designed high-density development in the Lonsdale Regional City Centre, while Residential Level 5 should provide quality multi-family housing with a mix of unit sizes, and a focus on creating attractive and active streets. R6 permits a maximum density of 3.3 FSR and a maximum height of 37 metres while R5 permits a maximum density of 2.6 FSR and 6 storeys; the combined site density is therefore 2.95 FSR with a height of 37 metres on the southern portion of the site and 6 storeys on the northern portion.

The policy framework applicable to the subject site supports the proposed high-density residential apartment use. The site is located in the City’s high-density core and is in close proximity to frequent transit infrastructure (Lonsdale Avenue and East 15th Street) as well as Central Lonsdale’s commercial and social amenities. The proposed development will secure 28 mid-market rental units at reduced rates (10% below CMHC average rates) while increasing the number of rental units from 101 to 281 (an increase of 181 units).

The proposed 24,600 square foot park is consistent with the permitted land uses and will provide an area that is currently underserved in park space with a green hub to support physical and social activity.
Intensity
The proposed intensification on the site is appropriate for the neighbourhood given the applicable OCP and City policy framework for the subject site and the surrounding land use designations. The increase in intensity is supportable due to the subject site’s proximlity to the Lonsdale Core, the project’s response to the City’s policy, and the public benefits achieved by the City through the acquisition of a new park. The Residential Level 5 and 6 designations permits the development of mid-rise and high-rise multi-family apartment buildings.

With the proposed development the site will accommodate a total of 281 units split between three buildings, as well as two guest suites. The south portion of the site, designated R6 with a maximum density of 3.3 FSR, hosts two 12 storey buildings, while the north portion of the site, designated R5 with a maximum density of 2.6 FSR, hosts a six storey building and the proposed public park. The project achieves the site’s maximum blended density 2.95 FSR through the provision of market rental housing – including 10% of units secured for ten years at 10% below CMHC market rents – secured through a housing agreement (see Attachment 7 – Housing Agreement Bylaw No. 8770). The application was received prior to the enactment of policy to secure 10% of the units in perpetuity.

The breakdown of the unit types is as follows:
- Studio – 34 (12%) total, 3 mid-market and 2 guest suites
- 1-Bedroom – 148 (52%) total, 14 mid-market
- 2-Bedroom – 44 (16%) total, 5 mid-market
- 3-Bedroom – 57 (20%) total, 6 mid-market

The proposed project includes 266 parking spaces, including the appropriate ratio of visitor and accessible stalls, which surpasses the 169 spaces that would be required under current Zoning Bylaw requirements. The project also exceeds the minimum required bicycle parking stipulated by the Zoning Bylaw, providing 474 spaces rather than the 422 required by bylaw; to further support cycling in the development the proposal includes a cycling repair/maintenance workshop as a part of its amenity space. The project also provides for public realm improvements such as a separated cycling facility, a pedestrian and cyclist-controlled signal, and curb realignment to support active transportation in and around the site.

Regarding the environmental standards, the proposed development will achieve Step 3 of the BC Building Code Step Code. Outlets capable of supporting Level 2 electric vehicle charging capacity will be provided for all required parking spaces, with the exception of visitor stalls. Storm water will be addressed through on-site mitigation, including retention tanks to support stormwater management during more significant storm events. Covered bicycle parking has also been integrated into the landscape design in order to promote active transportation modes.

Form
The urban form proposed is consistent with the planned character of the surrounding neighbourhood as illustrated by the City’s Official Community Plan. The form of the development will conform generally to the attached drawings (Attachment 2: Consolidated Drawing Package, February). The design proposes three buildings on the
site, two 12-storey buildings located adjacent to East 15th Street, and one 6-storey building on the western portion of the site’s East 16th Street frontage.

The three buildings frame a proposed public park that has been placed in the north-east quadrant of the site. To secure access to the proposed public park, several rights-of-way – both running through the middle of the site, one north-south oriented and the other east-west – will be secured to ensure public access through the site. The three buildings are designed with a common architectural character, but the details of each building – such as the materials, windows, and balcony design – differentiate the buildings so as to not have them appear repetitive.

The principle design element of the project, aside from the provision of the public park, is the span between the two 12-storey buildings along 15th Street. The proposed span will host the majority of the shared amenity spaces for the complex, including a games room, a reception area, a large lounge, washrooms, and a bookable event space that could be used for hosting a party or a cooking class for the building. The spaces will be available to the tenants of all three buildings and the applicant has stated the importance of forming a community for tenants that will provide renters with a greater social experience than a traditional rental building. Significant glazing of these amenity spaces will support the activation and attractiveness of the streetscape on East 15th Street and will provide passive surveillance of the bus stop located directly in front of the proposed project. Other street frontages are activated through the inclusion of at-grade entrances to units, or where the grade does not support entrances, balconies and landscaping are utilized to ensure an attractive and activated interface between the public and private realms. A rooftop amenity space – only accessible to residents – is included on the 6-storey building and the connecting span that includes: community garden plots, planters for additional vegetation, a lounge area and outdoor dining/cooking area, as well as a greenhouse structure with a washroom. The easternmost 12-storey building includes a rooftop component only accessible to the tenants of the top units.

Density Bonus and Community Benefits

Analysis of the project regarding the City’s Density Bonus and Community Benefits Policy indicates that the proposed project, were it not providing secured market rental housing, would include community benefits valued at approximately $16M as outlined in Table 3 below. The community benefit contribution in question is calculated from the existing permitted density to the proposed maximum bonus density.

<table>
<thead>
<tr>
<th>Density Value Calculation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Density Bonus to Max Density OCP Density (28,515.59 square feet @ $25 / sq. ft.)</td>
<td>$712,889</td>
</tr>
<tr>
<td>Density Bonus to Max Bonus OCP Density (81,473 square feet @ $190 / sq. ft.)</td>
<td>$15,479,892</td>
</tr>
<tr>
<td><strong>Total Value of Community Benefits</strong></td>
<td><strong>$16,192,781</strong></td>
</tr>
</tbody>
</table>

In lieu of providing a cash contribution the proposed project will provide rental housing – 281 units secured in perpetuity through a housing agreement including 28 mid-market rental units – as is stipulated through the City’s Official Community Plan and 2018
Density Bonus and Community Benefits Policy. Bonusing for rental housing is intended to assist the City in achieving its housing goals set out in the Official Community Plan and Housing Action Plan.

In addition to the items above, staff seek Council's direction to secure the following items as a condition of the development:

- Purchase of the public park lands, on which the applicant will construct a City approved park;
- Public art incorporated into the project with a value of $175,000;
- Public access rights-of-way through the project to provide pedestrian connection;
- Improved offsite works, including expanded cycling and pedestrian facilities and a new intersection signal (see Attachment 4 – Off-Site Servicing Requirements).

Park Acquisition
The proposed development includes the provision of a public park to support the achievement of goals and objectives outlined in the City's Official Community Plan – Policy 5.1.7, acquire new parkland in areas identified as park deficient and in future growth areas – as well as the City's Parks Master Plan – Goal 2, Ensure that parks are well distributed throughout the community, particularly in higher density areas. In this case, the acquisition of a park is made possible by the size of the site, which can accommodate the site density in a fashion consistent with the OCP while reserving approximately 30% of the site (24,600 sq.ft.) as a public space.

The City can direct Development Cost Charges collected through redevelopment throughout the City towards the acquisition of parks, but is more limited in how those funds can be used for the improvement (construction, new structures, programming, and maintenance) of the park. By purchasing land, as opposed to receiving land and funding improvements, the City has an opportunity to acquire an improved park. Staff therefore recommend that the City purchase the park from the applicant at a fair value, and that the applicant improve the park in tandem with their residential development. Under the proposed agreement, the City will purchase the park at a value of $53.78/sq.ft. for a total purchase cost of $1,322,988. The design of the park is subject to public consultation and the applicant will be required to construct the final design at their cost; staff estimate the value of the park improvements of the preliminary design to be approximately $1.3 million.

Several major benefits emerge through having the park constructed by the applicant as a part of their larger development, including:

- Timing: a complete park will be delivered in tandem with the larger development with no lag between the completion of the rental housing and the delivery of an amenity for the community.
- Efficiencies: construction efficiencies can be achieved regarding various aspects of the project including earth moving, the installation of infrastructure (electricity, stormwater management), the purchase of surface materials and plant materials, earth moving, and labour costs. These efficiencies provide greater value to residents of the City of North Vancouver than could be delivered if the City were
responsible for the delivery of the park after the completion of the apartment building.

- Reduced impact on adjacent residents: by limiting the project to one construction period, the impact of construction (noise, parking disruption, untidiness) is reduced.

A preliminary design has been included as a part of this report (see: Attachment 3 – Preliminary Park Design), that includes play area, lawn/open space, seating areas, circulation, and the provision of new trees. The design of the park is not finalized, and the agreement will require a public design exercise to allow the neighbourhood to provide valuable feedback and help to identify desired park elements and programming. The Parks Department will review revised plans to ensure that the design incorporates public feedback and that the park achieves required City standards prior to the issuance of a full building permit for the residential portion of the project.

COMMUNITY CONSULTATION

Developer Information Session
A Developer Information Session (DIS) was held May 9th, 2019. Twenty-seven members of the public signed in to the session and six comment forms were received. The applicant has provided a summary of the event (Attachment 5 – Developer Information Session Summary).

The attendees were primarily those who live in the building. The DIS was held early in the process, prior to the applicant being able to contact many of the tenants through their formal tenant relocation process. The tenant relocation strategy is discussed further in the “Tenant Relocation Strategy” section below.

Items identified as concerns by the community feedback include the affordability of future units, the height of the proposed buildings, the removal of existing trees, impact of construction, and the effect of dog waste on the proposed park.

Tenant Relocation Strategy
As an existing rental building, the applicant is required to provide support to existing tenants as stipulated by the City’s Residential Tenant Displacement Policy.

The policy provides several key elements to support existing tenants in transition to new housing should the project be approved, including:

- Provide early notification to tenants to inform them of the rezoning process;
- Find up to three comparable rental units (i.e. same number of bedrooms, in the City of North Vancouver, at not more than 10% above the City’s average rent for a unit of that size);
- Compensate all tenants with three months rent to assist in securing alternate accommodations;
- Compensate tenants for moving expenses;
- Provide all tenants with 4 months notice only after the issuance of a demolition permit;
- Provide first right of refusal to existing tenants to live in the new building.
The applicant has agreed to all of the requirements of the City’s Residential Tenant Displacement Policy and has undergone a concerted effort to engage existing residents in order to understand their housing needs. The applicant has been able to engage with the majority of residents, though some tenants have not responded to efforts to engage in relocation discussions.

ADVISORY BODY INPUT

The application was directed to the Advisory Design Panel on May 15th, 2019. The Panel recommended the approval of the project subject to addressing the following issues to the satisfaction of the Development Planner assigned to the file:

- Encouraged to include additional solar shading on the upper elevations of the south and west facades to mitigate solar heat gain;
- Ensure the park amenity is successfully planned along side the development while also considering the connections from the street, programming of the park, rain protection and effective lighting of the paths;
- Consider achieving Step 4 of the Step Code;
- Include clear and definitive unit identification for first responders;
- Further review of the P1 bike corridors for improved CPTED protection; and
- Consider additional outlets for e-bikes.

In response to the Advisory Design Panel’s suggestions the applicant reviewed the aspects identified and amended various aspects of the proposal, these include: improving solar shading; unit identification for units accessible from the street; security for the parkade; and increasing outlets for e-bikes.

CONCLUSION

The proposed application represents an appropriate development for the land use designation and a design that is responsive to the planned vision for the community. Intensification – particularly of market and mid-market rental residential projects – adjacent to the Lonsdale Core will support transportation infrastructure improvements and enhanced amenities in the area. The acquisition of a public park will secure an amenity for future generations of residents at a reasonable cost to the City. The requested zoning change and development proposal are consistent with the Region’s and the City’s planning policies. Overall, the application looks to implement a development that provides a significant neighbourhood amenity as well as increased density in an appropriate design & location.

RESPECTFULLY SUBMITTED:

Mike Friesen
Planner 2
This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.
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CENTURY REDEVELOPMENT
250 EAST 15TH STREET
DATE: SEPTEMBER 13, 2019
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

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A1.02 PROJECT INFORMATION
A1.03 SURVEY
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A1.07 PLANNING/DESIGN RATIONALE
A1.08 VIEW ANALYSIS
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A1.10 SITE SECTIONS
A1.11 SHADOW ANALYSIS
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A4.04 BUILDING A NORTH AND WEST ELEVATION
A4.05 BUILDING B SOUTH AND EAST ELEVATION
A4.06 BUILDING B NORTH AND WEST ELEVATION
A4.07 BUILDING C SOUTH AND EAST ELEVATION
A4.08 BUILDING C NORTH AND WEST ELEVATION
A5.01 SECTION A1
A5.02 SECTION A2
A5.03 SECTION B1
A5.04 SECTION B2
## PROJECT INFO

**CIVIC ADDRESS**
205 East 15th Street

**LEGAL DESCRIPTION**
Lot 4-Block 32- District lot 549 Plan 11519

**CURRENT ZONING**
RM / RH-1

**PROPOSED REZONING**
DA-1

**EXISTING USE**
RENTAL RESIDENTIAL (101 UNITS)

**PROPOSED USE**
- 12 STOREY RENTAL RESIDENTIAL (BUILDING A)
- 12 STOREY RENTAL RESIDENTIAL (BUILDING B)
- 6 STOREY RENTAL RESIDENTIAL (BUILDING C)

**SITE INFO**

### PROPERTY AREA

<table>
<thead>
<tr>
<th>CURRENT AREA</th>
<th>SITE AREA REDUCTION (VA/PARK)</th>
<th>REGULATED SITE AREA</th>
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</thead>
<tbody>
<tr>
<td>81,471.91 sq ft</td>
<td>28,853.82 sq ft</td>
<td>53,618.09 sq ft</td>
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### SITE DIMENSIONS

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<thead>
<tr>
<th>NORTH</th>
<th>SOUTH</th>
<th>EAST</th>
<th>WEST</th>
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<tbody>
<tr>
<td>271.86 ft</td>
<td>271.61 ft</td>
<td>300.96 ft</td>
<td>300.19 ft</td>
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</table>

### AVERAGE GRADE

- **AT NORTH PROPERTY LINE**: 81.03 ft
- **AT LINE MIDPOINT**: 80.63 ft

### BUILDING HEIGHT

<table>
<thead>
<tr>
<th>STOREY</th>
<th>ALLOwed HEIGHT</th>
<th>PROPOSED (ELEVATORS &amp; COURTYARD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING A</td>
<td>12</td>
<td>129.35 ft</td>
</tr>
<tr>
<td>BUILDING B</td>
<td>12</td>
<td>129.35 ft</td>
</tr>
<tr>
<td>BUILDING C</td>
<td>5</td>
<td>70.00 ft</td>
</tr>
</tbody>
</table>

### SETBACKS

- SOUTH (EAST 15TH STREET) LOT LINE: 20.0 ft
- WEST (LANE) LOT LINE: 20.0 ft
- EAST (ST. ANDREWS AVENUE) LOT LINE: 20.0 ft

### SITE AREA (AS AGREED WITH CNV)

- **NORTH PORTION OF SITE**: 40,735.96 sq ft
- **SOUTH PORTION OF SITE**: 16,135.34 sq ft
- **TOTAL**: 56,871.29 sq ft

### DENSITY (AS AGREED WITH CNV)

<table>
<thead>
<tr>
<th>NORTH PORTION OF SITE</th>
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<th>TOTAL</th>
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### DENSITY (AGREED WITH CNV)

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<tr>
<td>1.20</td>
<td>1.20</td>
<td>1.20</td>
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</tbody>
</table>

### RESIDENTIAL UNIT SUMMARY (TO ESTABLISH MINIMUM REQUIRED PARKING)

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>BUILDING A</th>
<th>BUILDING B</th>
<th>BUILDING C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
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</tr>
<tr>
<td>3</td>
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<td>6</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>12</td>
<td>6</td>
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</table>

### DISABILITY PARKING

<table>
<thead>
<tr>
<th>BLDG</th>
<th>TOTAL UNITS</th>
<th>ALLOWABLE/REQUIRED</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>105</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>122</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>55</td>
<td>2</td>
<td>2</td>
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### VISITOR PARKING

<table>
<thead>
<tr>
<th>BLDG</th>
<th>TOTAL UNITS</th>
<th>ALLOWABLE/REQUIRED</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>120</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>B</td>
<td>112</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>C</td>
<td>66</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

### PARKING TOTAL

<table>
<thead>
<tr>
<th>BLDG</th>
<th>TOTAL UNITS</th>
<th>ALLOWABLE/REQUIRED</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>120</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>B</td>
<td>112</td>
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<td>11</td>
</tr>
<tr>
<td>C</td>
<td>66</td>
<td>6</td>
<td>6</td>
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</table>

### BICYCLE PARKING

<table>
<thead>
<tr>
<th>BLDG</th>
<th>TOTAL UNITS</th>
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<tbody>
<tr>
<td>A</td>
<td>120</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>B</td>
<td>112</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>C</td>
<td>66</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

## PROJECT INFORMATION

**NOTES**:
2. One electrical receptacle for four bicycle spaces to be provided for the charging of electric bicycles.

---

**DISABILITY PARKING**

As per City of North Vancouver Zoning Bylaw (Table 9-4 of City of North Vancouver Zoning Bylaw Division IV 908.7.a) 0.1 space for each dwelling unit (excluding elevator overrun) 0.6 spaces per dwelling unit 1.5 spaces per dwelling unit (Average building grade to highest top of built structure) 0.038 spaces per dwelling unit (excluding Visitor Grand parking)
<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>STUDIO UNITS</th>
<th>1 BEDROOM UNITS</th>
<th>2 BEDROOM UNITS</th>
<th>3 BEDROOM UNITS</th>
<th>4 BEDROOM UNITS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL F.S.R. AREA</td>
<td>36.11 sq ft</td>
<td>1,935.01 sq ft</td>
<td>7,805.56 sq ft</td>
<td>4,447.04 sq ft</td>
<td>11,839.60 sq ft</td>
<td>21,722.57 sq ft</td>
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<tr>
<td>% OF GROSS AREA</td>
<td>0.3%</td>
<td>12.4%</td>
<td>60.2%</td>
<td>14.9%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**AREA SUMMARY - BUILDING B**

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>STUDIO UNITS</th>
<th>1 BEDROOM UNITS</th>
<th>2 BEDROOM UNITS</th>
<th>3 BEDROOM UNITS</th>
<th>4 BEDROOM UNITS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROSS AREA</td>
<td>8,085.96 sq ft</td>
<td>8,085.96 sq ft</td>
<td>25,373.5 sq ft</td>
<td>25,373.5 sq ft</td>
<td>96,985.19 sq ft</td>
<td>128,999.64 sq ft</td>
</tr>
<tr>
<td>% OF GROSS AREA</td>
<td>0%</td>
<td>60%</td>
<td>22%</td>
<td>11%</td>
<td>100%</td>
<td>100%</td>
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</table>

**AREA SUMMARY - PROJECT TOTAL**

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>STUDIO UNITS</th>
<th>1 BEDROOM UNITS</th>
<th>2 BEDROOM UNITS</th>
<th>3 BEDROOM UNITS</th>
<th>4 BEDROOM UNITS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>TOTAL GROSS AREA</td>
<td>128,999.64 sq ft</td>
<td>128,999.64 sq ft</td>
<td>128,999.64 sq ft</td>
<td>128,999.64 sq ft</td>
<td>128,999.64 sq ft</td>
<td>128,999.64 sq ft</td>
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<tr>
<td>% OF GROSS AREA</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**NOTES:**

- Studio units excludes storage, amenity areas and common service amenity.
- 1 Bedroom units excludes storage, amenity areas and common service amenity.
- 2 Bedroom units excludes storage, amenity areas and common service amenity.
- 3 Bedroom units excludes storage, amenity areas and common service amenity.
- 4 Bedroom units excludes storage, amenity areas and common service amenity.

**AREA SUMMARY - BUILDING C**

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>STUDIO UNITS</th>
<th>1 BEDROOM UNITS</th>
<th>2 BEDROOM UNITS</th>
<th>3 BEDROOM UNITS</th>
<th>4 BEDROOM UNITS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL F.S.R. AREA</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
</tr>
<tr>
<td>% OF GROSS AREA</td>
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<td>59%</td>
<td>21%</td>
<td>21%</td>
<td>0%</td>
<td>100%</td>
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</table>

**AREA SUMMARY - PROJECT TOTAL**

<table>
<thead>
<tr>
<th>FLOOR LEVEL</th>
<th>STUDIO UNITS</th>
<th>1 BEDROOM UNITS</th>
<th>2 BEDROOM UNITS</th>
<th>3 BEDROOM UNITS</th>
<th>4 BEDROOM UNITS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROSS AREA</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
<td>25.448.3 sq ft</td>
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<tr>
<td>% OF GROSS AREA</td>
<td>0%</td>
<td>59%</td>
<td>21%</td>
<td>21%</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**NOTES:**

- Studio units excludes storage, amenity areas and common service amenity.
- 1 Bedroom units excludes storage, amenity areas and common service amenity.
- 2 Bedroom units excludes storage, amenity areas and common service amenity.
- 3 Bedroom units excludes storage, amenity areas and common service amenity.
- 4 Bedroom units excludes storage, amenity areas and common service amenity.
SITE CONTEXT

The proposed development is located on a sloping site along St. Andrew's Avenue between East 15th + 16th Street.

Two 4-storey aging rental buildings currently occupy the site providing 101 rental units in total. The site is immediately adjacent Lions Gate Hospital and three block east of Lonsdale Avenue. Access to public transit is available along 15th Avenue and Lonsdale Avenue. The neighborhood consists of two storey single family homes a mix of market and rental residential development.

Located nearby the site are shops along Lonsdale, several banks, North Vancouver City Hall, Lions Gate Hospital and the North Vancouver Public Library.

TRANSIT CORRIDORS
1. Lonsdale Avenue
2. 15th Avenue

CIVIC AMENITIES
3. City of North Vancouver Public Library
4. City of North Vancouver City Hall
5. Lions Gate Hospital
6. RCMP office

RESIDENTIAL
7. 260 East 16th Street (4 Storeys)
8. 230 East 16th Street (4 Storeys)
9. 1612 St. Georges Avenue (4 Storeys)
10. 235 East 16th Street (3 Storeys)
11. 215 East 16th Street (4 Storey)
12. 1540 St. Georges Avenue (4 Storeys)
13. 1480 St. Andrews Avenue (4 Storeys)
14. 236 East 15th Street (2 Storeys)
15. 228 East 15th Street (3 Storeys)
16. 226 East 15th Street (3 Storeys)
17. 214 East 15th Street (3 Storeys)
18. 206 East 15th Street (3 Storeys)
19. 150 East 15th Street (10 Storeys)
20. 1441 St. Georges Avenue (23 Storeys*)
21. 1415 St. Georges Avenue (11 Storeys)
22. 1308 Lonsdale Avenue (26 Storeys)
23. 1308 Lonsdale Avenue (18 Storeys)

*Future Development
CONTEXT PLAN

NOTE:
OFFSITE PLAN INFORMATION, PROPERTY LINE
AND BUILDING GRADES ARE AS PROVIDED ON
PRELIMINARY GRADING PLAN DATED JAN 2018 BY
WSP CANADA INC.
**Plant List Legend**

<table>
<thead>
<tr>
<th>Item</th>
<th>Plant Description</th>
<th>Common Name</th>
<th>Size and Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Acer r. 'Scarlet Sentinel'</td>
<td>Scarlet Sentinel Maple</td>
<td>B&amp;B, 7cm calliper, 1.8m ht. Std.</td>
</tr>
<tr>
<td>B</td>
<td>Magnolia soulangeana 'Susan'</td>
<td>Susan Magnolia</td>
<td>B&amp;B, 8cm calliper, 4m ht. Std.</td>
</tr>
<tr>
<td>C</td>
<td>Malus x conspicua</td>
<td>Multi Variety Apple Tree</td>
<td>3m ht.</td>
</tr>
<tr>
<td>D</td>
<td>Sweetbay Magnolia</td>
<td>Magnolia virginiana</td>
<td>B&amp;B, 5cm calliper, tree form</td>
</tr>
<tr>
<td>E</td>
<td>Malus x robusta 'Prairiefire'</td>
<td>Prairie Fire Crabapple</td>
<td>3m ht.</td>
</tr>
<tr>
<td>F</td>
<td>Cornus s. 'Kelseyi'</td>
<td>Dwarf Redstem Dogwood</td>
<td>#3 pot</td>
</tr>
<tr>
<td>G</td>
<td>Leucanthemum x superbum 'Becky'</td>
<td>Shasta Daisy</td>
<td>#1 pot</td>
</tr>
<tr>
<td>H</td>
<td>Hypericum clycinum</td>
<td>St. John's Wort</td>
<td>#1 pot</td>
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<tr>
<td>I</td>
<td>Arenaria montana</td>
<td>Sandwort</td>
<td>#1 pot</td>
</tr>
<tr>
<td>J</td>
<td>Fragaria - everbearing</td>
<td>Strawberry</td>
<td>#1 pot</td>
</tr>
<tr>
<td>K</td>
<td>Miscanthus 'Little Kitten'</td>
<td>Litten Kitten Maiden Grass</td>
<td>#2 pot</td>
</tr>
<tr>
<td>L</td>
<td>Miscanthus s. 'Monring Light'</td>
<td>Maiden Grass</td>
<td>#2 pot</td>
</tr>
<tr>
<td>M</td>
<td>Pennisetum a. 'Hameln'</td>
<td>Fountain Grass</td>
<td>#1 pot</td>
</tr>
<tr>
<td>N</td>
<td>Rubus idaeus 'Chilcotin'</td>
<td>Raspberry</td>
<td>#3 pot</td>
</tr>
<tr>
<td>O</td>
<td>Juncus effusus</td>
<td>Common Rush</td>
<td>#1 pot</td>
</tr>
<tr>
<td>P</td>
<td>Carex 'Everest'</td>
<td>Everest Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>Q</td>
<td>Fragaria 'Elka'</td>
<td>Everbearing Strawberry</td>
<td>#1 pot</td>
</tr>
<tr>
<td>R</td>
<td>Carex 'Erythrocalva'</td>
<td>Commmanding Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>S</td>
<td>Carex 'Sundance'</td>
<td>Sundance Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>T</td>
<td>Carex 'Saratoga'</td>
<td>Saratoga Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>U</td>
<td>Carex 'Shangri-La'</td>
<td>Shangri-La Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>V</td>
<td>Carex 'Spikem', 'Little Sedge'</td>
<td>Little Sedge Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>W</td>
<td>Carex 'Rosa'</td>
<td>Rose Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>X</td>
<td>Carex 'Serendipity'</td>
<td>Serendipity Sedge</td>
<td>#1 pot</td>
</tr>
<tr>
<td>Y</td>
<td>Carex 'Silver Grass'</td>
<td>Silver Grass Sedge</td>
<td>#1 pot</td>
</tr>
</tbody>
</table>

**Legend**

- **Shrubs**
- **Trees**
- **Soft Landscape**
- **Rain Garden Planting**
- **Plants**

**Landscape Bird Friendly Strategy**

There are several landscape components that make the proposed development Bird Friendly. The existing retained street trees along St. Andrews Avenue will provide nesting sites and food sources. Additionally, the new tree and shrub plantings in the City boulevard and along the internal roadways will provide food and nesting opportunities for birds. The proposed planting incorporates the use of native and deciduous trees, shrubs, and ground covers to attract birds and other wildlife.

**Tree Retention**

- **Street Trees**
- **Parkland Trees**
- **Private Property Trees**

**Soft Landscape**

- **Retaining Walls**
- **Sod**
- **Sod Based Sodded Lawn**
- **Sod Based Sodded Lawn 10-50mm**

**Grading + Drainage**

- **Top of Wall**
- **Top of Wall**
- **Bottom of Wall**
- **Broom Finished, 1.75' x 4' x 4''**

**Furniture + Structures**

- **Table**
- **Chair**
- **Bench**

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Provide new hardy, low maintenance plant species, max. height of 0.5m at periphery and max. 1m height in the center. Final species selection to the satisfaction of the City of North Vancouver.

An off-site irrigation system will be installed at the developers’ cost.

Offsite irrigation Note:
At a site irrigation systems will be installed at the developers’ cost of North Vancouver House will install an irrigation head and 30 foot of irrigation line to the boundary of the building. Location to be determined at the builders design stage.

Boulevard Tree Note:
Boulevard trees are to be installed in a continuous row on the east side of the building to meet maintenance requirements. Trees will be installed at the City of North Vancouver’s standards. The developer will be responsible for the maintenance of all public landscaping.

Public Realm Street Furniture:
All street furniture to the City of North Vancouver Standard, including but not limited to benches, trash receptacles and bicycle racks.
North 415.35'

Urban Agriculture Plots (20 total)

TC c/w Cedar Dividers and Temporary Starter Planting

Potting Bench

Exit Stair

Kitchen Counter c/w BBQ and Bar Stools

Dining Area

5' wide Walking Loop

Guardrail mounted on back face of Concrete Curb

TW

Lounge Area

Covered Bridge Access

Building A

Building B

1 BEDROOM
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3 BEDROOM

Refer to Sheet L0.0 for Plant List
Tree Protection Area. All work within the Critical Root Zone shall be coordinated with the consulting arborist. New sidewalk grading shall allow for retaining existing grade.
OFF-SITE SERVICING REQUIREMENTS

250 East 15th Street, North Vancouver

Information for Council Report

The applicant has provided design drawings for off-site works and services as required by the Subdivision and Development Control Bylaw. In addition, a park is to be designed and constructed by the applicant on the northeast corner of the site.

In addition to standard frontage upgrades and improvements to the public realm, the off-site works will include:

- Off-road AAA bike lane along St. Andrews Avenue frontage.
- In addition to providing landscaping and street trees surrounding the site, the applicant has positioned the buildings to allow for the retention of two large Cedar trees at the corner of St. Andrews Avenue and East 15th Street. A large Douglas Fir tree and a large Cedar tree are also to be retained within the new park.
- Traffic diverter along East 15th Street at St. Andrews Avenue complete with new pedestrian/cyclist traffic signal.
- Road narrowing and traffic calming along East 16th Street fronting the new park.
- Statutory rights-of-way through the site ensuring easy public access to the new park from the laneway and East 15th Street.
- Undergrounding of overhead hydro lines fronting the site on St. Andrews Avenue and within the laneway west of the site.
- Upgrading of storm and sanitary sewer mains from St. Andrews Avenue to St. Georges Avenue.
March 5, 2020

Mike Friesen  
City Planner  
City of North Vancouver  
141 West 14th Street  
North Vancouver, BC  
V7M 1H9

Dear Mike,

**250 East 15th Street – Developer Information Session Summary**

This letter is to summarize the details of the developer information session for the rezoning of 250 East 15th Street which took place on May 9, 2019, from 5:00 - 8:00pm at the North Vancouver City Library.

The purpose of the Open House was to present the project to the public and request feedback on the development proposal. Presentation material and in person discussion during the event was centered on this objective. The local community was notified of the Developer Information Session by four methods:

1. Site signage;
2. Mailed notifications to surrounding properties/residents;
3. Newspaper ads;
4. Hand delivered letters to tenants of the existing building.

All of these materials were approved by City staff prior to placement or delivery. Copies of each notification method have been attached hereto as Appendix A.

The developer information session was held in room 3FPR at the North Vancouver City Library, and was set up with the following items:

- **Sign-in station** – upon entering the room, attendees were asked to sign in, were given a brief description of the room layout, and then given a comment card. If the attendee was a current tenant of the existing building, they were given additional information outlining the tenant relocation process. The sign in sheet is attached as Appendix B.

- **Display boards** – Display boards including architectural drawings, landscape drawings, and traffic report findings were set up on tables around the room. Attendees were free to browse the display boards and ask questions of the project team or City staff. Display boards are attached as Appendix C.

- **Comment Forms** – Comment forms were available at tables near the entrance/exit of the room and attendees were encouraged to fill these out. All comment forms that were received are attached as Appendix D.

A number of representatives from the project team and City Staff were in attendance to answer questions. These people included the following:

- Julian Kendall – Cressey Development
- Doug Nelson – Bingham Hill Architects
- Will Blair – Bingham Hill Architects
• Jennifer Stamp – Durante Kreuk Landscape Architects
• Daniel Fung – Bunt Engineering (traffic)
• Mike Friesen – City of North Vancouver (planning)

There were approximately 25 people that attended the information session, 6 of whom left comment forms. The majority of the attendees were tenants from the existing building who came to see the proposed project and receive more information on anticipated project timelines and what the tenant relocation services provided were. A letter specifically regarding the tenant relocation process was handed out to all attendees who were current tenants of the existing building. The comment form feedback from the six forms that were submitted can be summarized as follows:

Comment forms received: 6

• In support: 1
• Conditional support: 3
• Opposed: 2

Common areas of Support included the following:

• The addition of the park;
• Amount of rental housing being added;
• Inclusion of adaptable units;
• Design of project;
• Proximity to the hospital;
• Amount of parking;
• Electric vehicle charging

Common areas of concern included the following:

• Building Height;
• Questions about tree retention;
• Noise of construction site;
• Affordability of future units;
• Finding an affordable alternative to current unit.

Please refer to the appendices attached for further details on the items discussed in this letter.

Sincerely,

[Signature]

Julian Kendall
Director of Development

Cc: Mike Friesen, Planner
Dear Resident,

Re: Information Session for a proposed rezoning at 250 East 15th Street, City of North Vancouver

We are writing to invite you to an information session with Nacel Properties Ltd. (the “Applicant”) to review and discuss the proposed redevelopment for 250 East 15th Street. The proposal is for three rental buildings totaling approximately 281 units. The applicant has applied to rezone the site from its current RM-1/RH-1 zoning to allow for two 12-story and one 6-story residential rental buildings together with an adjacent park. The project is made up of 1 bedroom, 2 bedroom and 3 bedroom units ranging from approximately 565 to 1,250 square feet in size and will include 234 underground residential parking stalls and 28 underground visitor stalls.

We welcome all questions and feedback surrounding the proposed redevelopment at the following Information Session:

Date: Thursday, May 9th, 2019
Time: 5:00 – 8:00pm
Location of Meeting: North Vancouver City Library
120 West 14th Street, North Vancouver, BC V7M 1N9;
Room 3FPR located on the third floor.

Sincerely,
NACEL PROPERTIES LTD.

Julian Kendall
Development Manager
DEVELOPMENT APPLICATION

250 East 15th Street

PROPOSAL:

Nacel Properties Ltd. has submitted a Development Application for 250 East 15th Street to rezone the property in order to permit the construction of two 12-storey and one 6-storey residential rental buildings, as well as a public park. The project will consist of 281 residential rental units and 262 parking spaces.

Nacel Properties Ltd. will be hosting an information session where interested members of the public will have an opportunity to learn about and respond to the application.

APPLICANT:

NAME: Julian Kendall
COMPANY: Nacel Properties Ltd.
EMAIL: jkendall@cressey.com
PHONE: 604.895.0468

FOR MORE INFORMATION AND TO SHARE YOUR OPINION:

cnv.org

DEVELOPER’S INFORMATION SESSION

LOCATION: North Vancouver City Library
120 W 14th Street
North Vancouver

DATE: Tuesday May 9, 2019
TIME: 5:00PM - 8:00PM

CITY OF NORTH VANCOUVER CONTACT
Mike Friesen, Planner 1
planning@cnv.org 604.983.7357

blueline does not print
PUBLIC INFORMATION MEETING

A redevelopment is being proposed for 1149-1155 Lynn Valley Road, to construct a Four storey, 36 unit multifamily residential apartment building. You are invited to a meeting to review and discuss the project.

Date: Thursday, April 19th, 2018
Time: 6:00 – 7:30pm
Location of Meeting: Community Meeting Room – Lynn Valley Public Library – 1277 Lynn Valley Road, North Vancouver, BC

The applicant has applied to rezone the site from a single family zoning to a comprehensive development zone to permit a 36 unit apartment building project. The project is made up of both 3 bedroom, 2 bedroom and 1 bedroom units that range between approximately 565 and 1,250 square feet in size and includes 50 residential parking stalls and 4 visitor stalls accessed by a shared driveway off of Lynn Valley Road.

Information packages are being distributed to residents within a 100 meter radius of the site. If you would like to receive a copy or if you would like more information, please contact McGregor Wark, Applicant Representative from Allaire Headwater Residences at 604.899.2020 or Kayzad Nadirshaw of the Development Planning Department at 604.990.2480 or bring your questions and comments to the meeting.

*This is not a Public Hearing. District of North Vancouver Council will receive a report from staff on the issues raised at the meeting and will formally consider the proposal at a later date.
Project Description

• Three rental residential buildings
  – Two 12-storey, one 6-storey
• 281 rental units (57 three bedroom)
• 28 mid-market units
• 266 vehicle parking spaces, 474 bicycle parking spaces
• City-owned park
Official Community Plan

• Supports Lonsdale Regional City Centre
• Responsive architecture and urban design
  – Active frontages
  – Social and physical well-being
• Variety of housing opportunities
• Provision of a new public park
• Step 3 of the BC Building Code
Community Consultation

Key Concerns Include:
- Affordability of future units
- Height and massing
- Removal of trees
- Impact of construction
- Impact of dogs on the proposed park
Conclusion

• Consistent with the City’s OCP
• Supports the City’s Infrastructure
• Supports future rapid transit investment
• Provides affordable rental units
• Satisfies the policies of the Metro 2040 and the OCP

Thank you.
Decision to build rental housing

• Decided to do 100% rental project
• Inspired by our large-scale rental projects in Seattle
• Increasing demand for market rental housing in City of North Vancouver
• Majority of existing rental buildings are from the 50’s & 60’s and need replacing
• Cressey has been a landlord in this City for over 50 years and we’re looking to continue
Why now?

- Existing buildings have been owned and managed by Nacel Properties Ltd. (ie. Cressey Development) since 1965
- Either in need of major renovations or redevelopment
  - Both require evictions but redevelopment allows for additional 180 units of rental

Proposed Development

- Property is roughly 1.9 acres.
- Two 12 storey buildings along E. 15th and one 6 storey building on E. 16th.
- Park on NE corner of site.
- 281 rental units:
  - 28 mid-market rental units
  - 82 adaptable units (level 2)
- Public access from all surrounding streets to the park.
- Addition of an off-street bike lane on St. Andrews Avenue.
- Extensive bike storage and a bike repair room all located on level 1.
Building Community

- Roughly 14,000 sq. ft of indoor amenity.
- 12,500 sq. ft. of outdoor amenity.
- Programmed to foster community building.
- Amenities include:
  - Gym;
  - Equipment rental room;
  - Bike repair room & bike storage;
  - Social lounge with coffee/news bar;
  - Group class room (ie. yoga, etc.)
  - Rooftop deck with cooking/eating areas;
  - Kitchen/dining space;
  - Rooftop urban agriculture with greenhouse, potting tables, and orchard.
  - Private work spaces.

Building Community

- Amenities are emphasized by the architecture and located to activate the streetscape.
- Site-lines to the public park are maintained from all streets and framed by amenity from East 15th.
- Public art will be provided under the bridge element for public enjoyment.
Sustainable Design

- Designed to Step Code 3 and connecting to the LEC district energy.
- Solar shading devices used across the project to mitigate solar heat gain.
- Roof surfaces are finished as either green roofs or in a light colour to mitigate the heat island effect.
- Larger trees are being retained on the site.
- On site stormwater retention is being achieved with extensive planted roofs, on site landscaping and a rain garden swale.
- Urban agriculture plots.
- 100% of parking wired for EV charging, 25% of bike parking wired for charging.
Responsible Tenant Relocation

- 101 existing apartments, 90 of which are currently tenanted.
- A tenant relocation coordinator was engaged to establish and maintain communication with existing tenants.
- Four months notice, three months free rent will be given.
- Sourcing three alternate housing options for each tenant.
- Offering first right of refusal for future mid-market rental units to current tenants

Growing with the community

- Increasing number of rental units by 180%.
- Dedicating a new fully completed park to the City.
- Upgrades to surrounding streets and public realm.
- Public art installation.
Respectfully, it is my understanding that you are set to o.k. and bylaw this development (possibly today – June 1/2020), I have strong reservations about the development. See listed comments/arguments below;

1st – I’ve heard rumour that 15 storeys was going to be allowed, this can’t be.

2nd – The proposed design has 12 storeys facing east on St. Andrews and a 6 storey building on the west – simply put this is completely wrong, no sane municipal plan creates development cliffs with 12 or 15 storey buildings across a residential street from a two and three storey neighbourhood, 4 or 5 storeys – O.K., 6 is getting too tall, 12-15 says the City does not know what it is doing and or does not care and is controlled by the developers!

3rd – The 6 storey building should be reduced to ‘5’ and change site locations with the St. Andrews ‘12’ storey – so that a 5 storey building faces east (the two taller buildings on the west side of site)

4th - The artist’s renditions of the project portray a false narrative and are misleading and incomplete, all too common. The fantasy pictures deliberately lack street names making them confusing to the novice to comprehend. The portrayed building’s shadowing is under represented showing only an overly optimistic eastern angle and is missing a western showing and most importantly, (we live in the northern hemisphere), the project’s northern shadowing that is near constant and most profound through the winter half (Oct.-march), of the year! Before any advancement of this project these renderings must be redone.

5th – Parking, there should now and always be 1.5 (or more if larger units), parking stalls per unit. Social engineering that makes ownership of the personal auto for those of modest to average income (the likely residents), by deliberately under allowing and forgoing proper parking is class building and divisive, (the rich with auto’s vs. those without). The every day fruits of life and labour should be attainable to all.

6th – More on parking, when not enough on site (and street in front), has people dumping their cars throughout the neighbourhood, as is occurring elsewhere. Parking in the area already too tight! (think hospital!)

7th – Municipal zoning that bylaws or allows for less parking will not make housing more affordable, in the competitive marketplace it does at first lower overall construction costs, but then with these lower costs in mind the price of the real estate for projects such as this simply goes up, the net return per unit goes up, especially if other nearby communities do as they should and maintain parking requirements. If there were to be excess parking thru a 1.5 rule, then rent the extra stalls to hospital
staff, or the neighbourhood in general, they can even become storage units (for the tenants), something that is in short supply, all possibilities moving forward should be allowed for.

8th – Were it not for rezoning and the socialist’s densification ideals (they know all, we should as a populace be happy with 300 - 500 square feet, bicycles and transit journey’s !), maintenance and refurbishment of the current buildings here and all over the City of North Van would make sense and would happen, true affordability would be maintained and available – a liveable City we could have!

I ask you Mayor and Council to disallow this project as presented, to force a redesign, lower building heights and increase parking. Further to apply critiques as I have suggested to City planning and project proposals moving forward!

Thank-you,
Tony Caldwell
2400 Chesterfield Avenue
North Van. V7M 2R1
NOTICE OF PUBLIC HEARING

WHO: Nacel Properties Ltd.
WHAT: Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769 (CD-726) and Housing Agreement Bylaw, 2020, No. 8770 for 250 East 15th Street
WHEN: Monday, June 22, 2020 at 5:30 pm
HOW: View meeting online at cnv.org/LiveStreaming

Notice is hereby given that Council will consider:

Zoning Amendment Bylaw, 2020, No. 8769
Housing Agreement Bylaw, 2020, No. 8770
to rezone the subject property to permit the development of two 12-storey and one 6-storey residential rental buildings with 281 rental units, including 28 mid-market units. The proposal includes 2 levels of underground parking, with 266 parking spaces and 474 secure bicycle spaces, and access from the lane to the west. The proposal also includes a City-owned park on the northeast portion of the site.

As City Hall remains closed to the public, the Public Hearing will be held electronically via “WebEx”. All persons who believe their interest in property may be affected by the proposed bylaws will be afforded an opportunity to speak at the Public Hearing and/or by email or written submission. To ensure all submissions are available for Council at the Public Hearing, certain deadlines have been implemented.

For email submissions (preferred): include your name and address and send to input@cnv.org no later than 12:00 noon on Monday, June 22, 2020.

For written submissions: include your name and address and mail or deposit into a drop-box at City Hall no later than 4:00 pm on Friday, June 19, 2020. Written submissions are subject to a 24-hour quarantine period before being opened due to COVID-19.

To speak at the Public Hearing, pre-registration is required by completing an online form at cnv.org/PublicHearings. Persons can also pre-register by phoning Julie Peters at 604-990-4230 and providing contact information so we can forward call-in instructions to you. All pre-registration must be submitted no later than 12:00 noon on Monday, June 22, 2020.

In order to accommodate any last minute speakers with new information to provide, please phone 604-990-4230 and a staff member will provide instructions on how to call in to add comments.

Once the Public Hearing has concluded, no further information or submissions can be considered by Council.

The proposed Zoning Amendment and Housing Agreement Bylaws, background material and presentations of staff and the applicant will be available for viewing on Friday, June 12, 2020 online at cnv.org/PublicHearings.

Please direct any inquiries to Mike Friesen, Planner, at mfriesen@cnv.org or 604-700-6477.

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9
T 604 985 7761 / F 604 985 9417 / CNV.ORG
THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8769

A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

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

1. This Bylaw shall be known and cited for all purposes as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15th Street, CD-726).

2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of CD-726 (Comprehensive Development 726 Zone):

<table>
<thead>
<tr>
<th>Lots</th>
<th>Block</th>
<th>D.L.</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>32</td>
<td>549</td>
<td>11519</td>
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<td></td>
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<td>from RM-1</td>
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</tbody>
</table>

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:

   A. Adding the following section to Section 1100, thereof, after the designation “CD-725 Comprehensive Development 725 Zone”:

   “CD-726 Comprehensive Development 726 Zone”

   B. Adding the following to Section 1101, thereof, after the “CD-725 Comprehensive Development 725 Zone”:

   “CD-726 Comprehensive Development 726 Zone”

   In the CD-726 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 RH-1 Zone, except that:

   (1) In the CD-726 Zone, the subject site shall be comprised of Site A, Site B, and Site C as shown in Schedule 144 – Sites;

   (2) Gross Floor Area

       (a) On the subject site, the Principal Buildings shall not exceed a Gross Floor Area of 1.0 times the Lot Area, provided that this amount may be increased to a maximum of 1.95 times the lot area through the provision of Adaptable Design, subject to section 423;
(b) Notwithstanding 2 (a), the maximum Gross Floor Area permitted may be increased as follows:

<table>
<thead>
<tr>
<th>Additional Density Category</th>
<th>Description</th>
<th>Additional Density (Bonus)</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Rental Housing</td>
<td>Secured Rental Apartment Building (all units)</td>
<td>Maximum 7,596 square metres (81,472 square feet) or 1.0 FSR</td>
<td>OCP Section 2.2</td>
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Such that the total effective on-site Gross Floor Area shall not exceed 2.95 times the Lot Area;

(c) Total permitted density for the subject site may be allocated between the Sites in the CD-726 Zone as follows:

i. Site A: 0 FSR;
ii. Sites B and C: Combined and in total, not to exceed 2.95 FSR;

(3) Principal Uses

(a) On Site A, the 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 P-1 Zone;

(b) On Sites B and C, the Permitted Uses shall be limited to:

i. Apartment Residential Use, limited to Rental Apartment Residential Use;
ii. Ground Oriented Apartment Residential Use, limited to Rental Apartment Residential Use;
iii. Accessory Non-Commercial Social and Recreational Facilities;
iv. Accessory Home Occupation Use, subject to Sections 507(6), (7) and (8) of this Bylaw;
v. Accessory Off-Street Parking Use;
vi. Accessory Home Office Use;
vii. Childcare Use, subject to Section 507(5) of this Bylaw;
viii. Residential Care Facility Use;
ix. Guest suite use;

(4) Height

(a) For Site B, Principal Buildings shall not exceed a Building Height of 12 storeys and 33.5 metres (110 feet) as measured from the average Building Grades at the east property line along St. Andrews Avenue:
i. Notwithstanding 4 (a), parapet walls, guard rails, railings, formwork for planting beds, and canopy roofs of common areas may project beyond the Building Height by not more than 1.1 metres (3.5 feet);

ii. Notwithstanding 4 (a), staircase structures to permit access to the roof may project beyond the Building Height by not more than 2.2 metres (7 feet);

iii. Notwithstanding 4 (a), elevator shafts and mechanical equipment, as well as its screening, may project beyond the Building Height by not more than 3 metres (10 feet);

(b) For Site C, Principal Buildings shall not exceed a Building Height of 6 storeys and 16 metres (52.5 feet) as measured from the average Building Grades at the east property line along St. Andrews Ave;

i. Notwithstanding 4 (b), parapet walls, guard rails, railings, and formwork for planting beds, may project beyond the Building Height by not more than 1.1 metres (3.5 feet);

ii. Notwithstanding 4 (b), common staircase and elevator structures, and common amenity area structures may project beyond the Building Height by not more than 4.1 metres (13.5 feet);

iii. Notwithstanding 4 (b) and 4 (b) ii, elevator shafts and mechanical equipment, as well as its screening, may project beyond the Building Height by not more than 5.5 metres (18 feet);

(5) The Lot Coverage of the subject site, together with accessory buildings, shall not exceed 50%;

(6) Setbacks from lot lines for Principal Buildings on Site B and C shall conform to the minimum distances identified in Schedule 144 – Setbacks;

(7) Minimum Dwelling Unit Size shall have a minimum Gross Floor Area of not less than 32 square metres (345 square feet);

(8) Section 510 (2) Unit Separation is waived and Building and Unit Separation is required as follows:

(a) Principal Buildings shall maintain a minimum separation of at least 7.6 metres (25 feet) between building faces;

(b) Notwithstanding Section 9 (a), the minimum separation between building faces shall increase to 22.5 metres (75 feet) between building faces above the sixth storey;

(9) Section 510 (3) Building Width and Length shall not apply;

(10) Section 906 (4) (i) Driveway Slope shall not apply;
(11) All exterior finishes, design and landscaping shall be approved by the Advisory Design Panel.

READ a first time on the 25th day of May, 2020.

READ a second time on the 25th day of May, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

____________________________________
MAYOR

____________________________________
CITY CLERK
THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8770

A Bylaw to enter into a Housing Agreement (250 East 15th Street)

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

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

1. This Bylaw will be known and cited for all purposes as “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15th Street, CD-726, Rental Housing Commitments).

2. The Council hereby authorizes the agreement substantially in the form attached to this bylaw between The Corporation of the City of North Vancouver and Nacel Properties Ltd. with respect to the lands referenced as 250 East 15th Street, “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15th Street, CD-726).

3. The Mayor and City Clerk are authorized to execute any documents required to give effect to the Housing Agreement.

READ a first time on the 25th day of May, 2020.

READ a second time on the 25th day of May, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

MAYOR

_________________________________________________________________________

CITY CLERK
RENTAL HOUSING AGREEMENT

THIS AGREEMENT dated for reference the _____ day of __________________, 2020.

BETWEEN:

NACEL PROPERTIES LTD., INC. NO. 113691
Suite 200 – 555 West 8th Avenue, Vancouver, BC V5Z 1C6

(the “Owner”)

AND:

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

(the “City”)

WHEREAS:

A. The Owner is the registered owner of the Lands.

B. The City is a municipal corporation incorporated pursuant to the Act.

C. As a condition of the Rezoning Bylaw, the Owner has agreed to enter into a housing agreement with the City in accordance with section 483 of the Act.

D. Section 483 authorizes the City, by bylaw, to enter into a housing agreement in respect of the form of tenure of housing units, availability of such units to classes of identified person, administration and management of such units and the rent that may be charged for such units.

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

1. DEFINITIONS

   (a) “Act” means the Local Government Act, RSBC. 2015 c.1 as amended from time to time;

   (b) “Affordable Rent” means with respect to each Mid-Market Rental Unit:

      (i) a rent payment amount equal to the “Private Apartment Average Rents” for the corresponding bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year the tenancy is entered into;

      (ii) if such amount has not yet been set for the year, a rent payment amount equal to the “Private Apartment Average Rents” for the corresponding
bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year previous to the year the tenancy is entered into plus an annual rent increase then permitted under the RT Act; or

(iii) if such amount is no longer set out in CMHC’s Housing Market Information Portal, then such amount determined by a survey conducted by an independent consultant acceptable to the City, acting reasonably;

(c) “Agreement” means this agreement as amended from time to time;

(d) “Commencement Date” has the meaning set out in section 2.1 herein;

(e) “Council” means the municipal council for the Corporation of the City of North Vancouver;

(f) “CMHC” means Canada Mortgage and Housing Corporation;

(g) “Director of Planning” means the chief administrator of the Department of Planning of the City and his or her successors in function and their respective nominees;

(h) “Dwelling Unit” means a dwelling unit as defined in the City of North Vancouver’s Zoning Bylaw 1995, No. 6700 as amended from time to time;

(i) “Guest Suites” means the two Dwelling Units within one or more Residential Building(s) of the Owner’s choosing that are utilized for short-term guests of the tenants of the Residential Buildings but is not used for Rental Purposes and is not a Rental Unit;

(j) “Lands” means those lands and premises legally described as Parcel Identifier: 009-054-073 Lot 4 block 32 District Lot 549 Plan 11519;

(k) “Market Rental Term” has the meaning set out in section 2.1;

(l) “Mid-Market Rental Term” has the meaning set out in section 2.1;

(m) “Mid-Market Rental Units” means Dwelling Units that are rented to tenants for Affordable Rent;

(n) “Market Rental Units” means Dwelling Units that are rented to tenants for market rental rates as set by the Owner;

(o) “Rental Purposes” means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the Residential Tenancy Act, SBC 2002 c. 78 as amended from time to time;

(p) “Rental Units” means the Market Rental Units and the Mid-Market Rental Units, and “Rental Unit” is a singular thereof;
(q) “Residential Buildings” means, collectively, the following buildings to be constructed on the Lands pursuant to the Rezoning Bylaw:

(i) 12-storey building adjacent to East 15th Street;
(ii) 12-storey building adjacent to East 15th Street; and
(iii) 6-storey building adjacent to East 16th Street,

containing collectively 283 Dwelling Units, of which 253 Dwelling Units will be Market Rental Units, 28 Dwelling Units will be Mid-Market Rental Units and two Dwelling Unit will be the Guest Suites;

(r) “RT Act” means the Residential Tenancy Act, SBC 2002 c. 78 and regulations thereunder, as amended or replaced from time to time; and

(s) “Rezoning Bylaw” means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8769”, as amended or replaced from time to time.

2. TERM

2.1 This Agreement will commence upon the issuance of the final occupancy permit for the last of the Mid-Market Rental Units constructed or to be constructed on the Lands, (the “Commencement Date”) and will continue as follows:

(a) in respect to the Owner’s obligation to deliver and operate 28 Mid-Market Rental Units, until the earlier of:

(1) the date this Agreement is terminated in accordance with sections 2.2 or 8.3(c); and

(2) the 10th anniversary of the Commencement Date

(the “Mid-Market Rental Term”); and

(b) in respect to other obligations under this Agreement, until the date this Agreement is terminated in accordance with section 2.2 or 8.3(c) (the “Market Rental Term”).

2.2 In respect to each Residential Building, this Agreement will terminate immediately upon the removal or destruction of the Residential Building provided the Residential Building is not repaired following the destruction thereof.

2.3 Subject to section 7.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

3. USE OF LANDS

3.1 The Owner covenants and agrees with the City that, notwithstanding the Rezoning Bylaw, the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and that:
(a) during the Mid-Market Rental Term and the Market Rental Term, whichever is the longest:

(i) the Lands will not be subdivided or stratified, without the prior written consent of the City;

(ii) the Residential Buildings will be used for Rental Purposes only;

(iii) no Rental Unit in any of the Residential Buildings will be occupied for any purpose except for Rental Purposes;

(iv) the Guest Suites will be used only for the following purposes:

   a. to accommodate short-term guests of the tenants of the Residential Buildings; or
   b. if the Owner, acting reasonably, determines that it is not financially viable to operate one or more of the Guest Suites in the Residential Buildings, for Rental Purposes as a Market Rental Unit. For greater certainty, the Guest Suites will not be used for short-term rentals (rentals for a term less than 30 consecutive days) except as provided in section 3.1(a)(iv)a above;

(b) during the Mid-Market Rental Term, at least 28 Dwelling Units in the Residential Buildings will be Mid-Market Rental Units, in accordance with this Agreement.

3.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Residential Buildings will be developed, built and maintained in accordance with all City bylaws, regulations and guidelines as amended from time to time.

4. TENANCY RESTRICTIONS

4.1 The unit mix for Rental Units and the Guest Suites in the Residential Buildings will be as follows:

(a) Studio: 32 Rental Units and two Guest Suites;

(b) 1-Bedroom: 148 Rental Units;

(c) 2-Bedroom: 44 Rental Units;

(d) 3-Bedroom: 57 Rental Units,

or as otherwise approved in writing by the Director of Planning in his or her discretion.

4.2 The unit mix for the 28 Mid-Market Rental Units will be as follows:

(a) Studio: 3 Mid-Market Rental Units;

(b) 1-Bedroom: 14 Mid-Market Rental Units;
(c) 2-Bedroom: 5 Mid-Market Rental Units;
(d) 3-Bedroom: 6 Mid-Market Rental Units.

or as otherwise approved in writing by the Director of Planning in his or her discretion.

The locations of the 28 Mid-Market Rental Units within the Residential Buildings will be in the Owner’s sole discretion. Notwithstanding the foregoing, no more than 18 Mid-Market Rental Units will be clustered in one Residential Building.

4.3 The Owner will enter into a minimum 1 year tenancy agreement for each of the Mid-Market Rental Units which will convert to a month to month tenancy at the end of the 1 year term. If such a tenancy is ended prior to the end of the Mid-Market Rental Term, the Owner must rent the Mid-Market Rental Unit at Affordable Rent. After the Mid-Market Rental Term has elapsed, when a tenancy of the Mid-Market Rental Unit is terminated in accordance with the RT Act, the Owner may rent the Mid-Market Rental Unit out at a market rental rate set by the Owner.

4.4 During the Mid-Market Rental Term, the Owner will notify the City when a tenancy of the Mid-Market Rental Unit is terminated in accordance with the RT Act and will notify the City when the Owner intends to rent the Mid-Market Rental Unit out at market rental rate.

5. OWNER’S OBLIGATIONS

5.1 The Owner will operate and maintain the Rental Units in accordance with the following requirements:

(a) Management and administration: The Owner will be fully responsible for the management and administration of the Rental Units, and all associated costs;
(b) Advertisement: The Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Mid-Market Rental Units;
(c) Tenant Selection: The Owner will determine the selection of the tenants of the Mid-Market Rental Units, applying the suggested CMHC income qualification of a maximum household income determined by multiplying the low-end of market rents by 12 to yield the households’ annual housing costs, and divided by 30% to meet the standard definition of affordability. Tenants from the existing rental building on the Lands will be provided first right of refusal in the Mid-Market Rental Units, regardless of income. In determining financial eligibility, the Owner or its rental agent, so long as it acts honestly and in good faith, is entitled to rely on all information provided by the prospective tenant and the Owner will have no liability if the prospective tenant intentionally or unintentionally provides any incorrect information. The Owner is under no obligation to monitor or update the financial circumstances of the tenant once the lease is signed.
(d) Rent Amount and Permitted Increases: Affordable Rent for Mid-Market Rental Units is to be determined at the time of entering into a tenancy agreement. Rent amounts may be subsequently increased by the permitted annual rent increase then set under the RT Act.
(e) **Parking:** All tenants and occupants of the Residential Buildings, including tenants and occupants of Mid-Market Rental Units, will have equal access, at equal rates, to parking stalls assignable for exclusive use in the Residential Buildings, acknowledging that due to the ratio of parking stalls per Dwelling Units in the Residential Buildings, there may be instances when no parking stalls are available for exclusive use of a Dwelling Unit.

(f) **Common Amenities:** All tenants and occupants of the Residential Buildings, including tenants and occupants of Mid-Market Rental Units, will have equal access, at equal rates, to all indoor and outdoor amenities on the Lands from time to time, including visitor parking stalls, storage units, fitness facilities, Guest Suites, recreation facilities and the like.

(g) **Short Term Rentals:** Mid-Market Rental Units will only be used as a principal residence of a tenant. The Owner will not permit a Mid-Market Rental Unit to be used for short term rental purposes (being rentals for periods shorter than 30 consecutive days).

(h) **Compliance with applicable laws:** The Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies.

(i) **Performance:** The Owner will perform its obligations under this Agreement diligently and in good faith.

(j) **Evidence of compliance:** Provided that the same can be done without breaching the *Personal Information Protection Act* (British Columbia) and *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5) (each as amended from time to time) the Owner will, at business license renewal or upon request by the City, from time to time, supply to the City copies of any documentation in possession of the Owner necessary to establish compliance with the Owner’s obligations under this Agreement.

6. **DEFAULT AND REMEDIES**

6.1 The City may, acting reasonably, give to the Owner a written notice (the “Notice”) requiring the Owner to cure a default under this Agreement within 30 days of receipt of the Notice or such longer period as may reasonably be required to cure such default provided the Owner is diligently pursuing same. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.

6.2 If the Owner fails to correct a default as contemplated in section 6.1, the Owner will pay to the City, within 30 days of receiving a written request by the City:

(a) $2,000.00 for each default under this Agreement that has not been remedied as provided under section 6.1; and

(b) $200.00 each day the default remains un-remedied beyond the date for correcting the default as provided under section 6.1;
This section is without prejudice to any other remedies available to the City under this Agreement and at law or in equity.

6.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.

6.4 Notwithstanding section 6.2, the Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm sustained by the City and to the public interest will be irreparable and not susceptible of adequate monetary compensation.

6.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.

6.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.

6.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

7. LIABILITY

7.1 Except for the negligence or wilful misconduct of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

(a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible;

(b) the Owner's default under this Agreement; and

(c) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.

7.2 Except to the extent such advice or direction is given negligently or in wilful misconduct, the Owner hereby releases and forever discharges the City, its elected officials, board members, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction
respecting the ownership, operation or management of the Lands for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.

7.3 The covenants of the Owner set out in sections 7.1 and 7.2 of this Agreement will survive the expiration or the earlier termination of this Agreement and will continue to apply to any breach of the Agreement and to any claims arising under this Agreement during the ownership by the Owner of the Lands.

8. GENERAL PROVISIONS

8.1 The Owner agrees to reimburse the City for all legal costs reasonably incurred by the City for the preparation, execution and registration of this Agreement. The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.

8.2 Nothing in this Agreement:

(a) affects or limits any discretion, rights, powers, duties or obligations of the City under any enactment or at common law, including in relation to the use or subdivision of land;

(b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or

(c) relieves the Owner from complying with any enactment, including the City's bylaws in relation to the use of the Lands.

8.3 The Owner and the City agree that:

(a) this Agreement is entered into only for the benefit of the City;

(b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units; and

(c) the City may at any time execute a release and discharge of this Agreement in respect of the Lands, without liability to anyone for doing so.

8.4 This Agreement burdens and runs with the Lands and any part into which any of them may be subdivided or consolidated, by strata plan or otherwise. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement. Without limiting the generality of the foregoing, the Owner will not be liable for any breach of any covenant, promise or agreement herein in respect of any portion of the Lands sold, assigned, considered or otherwise disposed of, occurring after the Owner has ceased to be the owner of the Lands.

8.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 483 of the Act.
8.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is noted against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such notation.

8.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.

8.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.

8.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

8.10 All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile or e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver
141 West 14th Street
North Vancouver, British Columbia
V7M 1H9
Attention: Director, Planning and Development
Facsimile: 604.985.0576

Owner: At the address set out on the registered title to the Lands, from time to time.

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

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

8.12 This Agreement will ensure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.
9. **INTERPRETATION**

9.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.

9.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.

9.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.

9.4 The words "must" and "will" are to be construed as imperative.

9.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.

9.6 This is the entire agreement between the City and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except as included in this Agreement and except for any covenants and statutory rights of way that may be registered on title to the Lands from time to time. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by Council of an amending bylaw to Bylaw 8770.

9.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.
9.8 This Agreement can be signed in counterpart and delivered electronically.

IN WITNESS WHEREOF each of the City and the Owner have executed this Agreement under seal by their duly authorized officers as of the reference date of this Agreement.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER,
by its authorized signatories:

__________________________________
MAYOR

__________________________________
CITY CLERK

NACEL PROPERTIES LTD., by its authorized signatories:

__________________________________

__________________________________
To: Mayor Linda Buchanan and Members of Council  
From: Ben Themens, Manager, Director of Finance  
SUBJECT: 2019 STATEMENT OF FINANCIAL INFORMATION ("SOFI")  
Date: June 11, 2020  
File No: 05-1880-20-0008/2019

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

RECOMMENDATION:

PURSUANT to the report of the Director, Finance, dated June 11, 2020, entitled, "2019 Statement of Financial Information ("SOFI")":

THAT the Statement of Financial Information be approved and forwarded to the Ministry of Municipal Affairs and Housing.

ATTACHMENTS:

2. Copy of Section 107, Community Charter (Doc# 1898432)  
3. Copy of Section 168, Community Charter (Doc# 1898434)

BACKGROUND:

Each year, as normally required under the Financial Information Act, municipalities file a Statement of Financial Information ("SOFI") with the Ministry of Municipal Affairs and Housing no later than June 30th. The SOFI includes, for the year being reported, the City's audited financial statements, information regarding remuneration of Mayor and Council, a list of employees with remuneration exceeding $75,000, amounts paid to suppliers of goods and / or services to which the City paid more than $25,000, and all grants and contributions paid by the City.
The SOFI must be approved by the Director of Finance and by Council. The Council remuneration and expenses portion of this report will also fulfill the requirement under section 168 (1) of the Community Charter which requires preparation of a report listing total remuneration, expenses and benefits paid for each Council member including contracts to be reported under section 107.

Remuneration includes payments received during the year being reported. The number of employees with remuneration greater than $100,000 increased from 103 in 2018 to 112 in 2019. This is mainly due to regular increases. As in prior years, to enhance transparency, one time payments such as prior year vacation have been reported separately.

The Financial Information Regulation, Schedule 1, subsection 6(1), defines remuneration as:

- “any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but
does not include anything payable under a severance agreement.”

Expenses are defined as:

- “includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration',
is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and
excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans.”

The definition of expenses does not include the assignment of overhead costs to employees.

RESPECTFULLY SUBMITTED: 

Ben Themens
Director, Finance
2019 Statement of Financial Information

JUNE 2020 | FINANCIAL INFORMATION REGULATION, SCHEDULE 1
City of North Vancouver
2019 Statement of Financial Information

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1(2) [Explanatory information for reference]
1(3) Statements prepared on a consolidated basis or for each fund
1(4) & (5) Notes to the statements and schedules in section 1(1)

Page 2: Statement of Assets & Liabilities: Section Two
2 Balance sheet
Changes in equity and surplus or deficit

Operational Statement: Section Three
3(1) Statement of Income / Statement of Revenue and Expenditures
Statement of Changes in Financial Position
3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
3(4) Requirement for community colleges, school districts and municipalities

Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five
5(1) List agreements under the Guarantees and Indemnities Regulation
5(2) State the entities and amounts involved
5(3) & (4) Omission of schedule, with explanation

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six
6(1) [Definitions for reference]
6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
6(2)(b) List each employee with remuneration exceeding $75,000, plus expenses
6(2)(c) Consolidated total for all employees with remuneration of $75,000 or less
6(2)(d) Reconcile difference in total remuneration above with operational statement
6(3) Exclude personal information other than as required
Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)

6(4) & (5) [Explanatory information for reference]
6(6) Report employer portion of EI and CPP as a supplier payment
6(7)(a) & (b) Statement of severance agreements
6(8) Explain an omission of statement of severance agreements
6(9) [Statement of severance agreements to minister – not required unless requested]

Page 4: Schedule of Suppliers of Goods or Services: Section Seven

7(1)(a) List suppliers receiving payments exceeding $25,000
7(1)(b) Consolidated total of all payments of $25,000 or less
7(1)(c) Reconcile difference in total above with operational statement
7(2)(a) [Explanatory information for reference]
7(2)(b) Statement of payments of grants or contributions
7(2)(c) [Explanatory information for reference]

Page 5: Inactive Corporations: Section Eight

8(1) Ministry to report for inactive corporations
8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
8(2)(b) Contents of report – operational status of corporation

Approval of Financial Information: Section Nine

9(1) Approval of SOFI for corporations (other than municipalities)
9(2) Approval of SOFI for municipalities
9(3) Management report
9(4) Management report must explain roles and responsibilities
9(5) Signature approval is for all contents of the SOFI

Access to the Financial Information: Section Ten

10(1) to (3) [Explanatory information for reference]
## Financial Information Regulation, Schedule 1

### Checklist – Statement of Financial Information (SOFI)

#### For the Corporation:
- **Corporate Name:** The Corporation of the City of North Vancouver
- **Contact Name:** Carlos Fernandes
- **Fiscal Year End:** December 31, 2019  
  **Phone Number:** (604) 990-4208
- **Date Submitted:** June 11, 2020  
  **E-mail:** cfernandes@cnv.org

#### For the Ministry:
- **Ministry Name:**  
  **Reviewer:**
- **Date Received:**  
  **Deficiencies:** Yes  
  No
- **Date Reviewed:**  
  **Deficiencies Addressed:** Yes  
  No
- **Approved (SFO):**  
  **Further Action Taken:**

#### Distribution:
- Legislative Library
- Ministry Retention

### FIR Schedule 1 Section

<table>
<thead>
<tr>
<th><strong>FIR Schedule 1 Section</strong></th>
<th><strong>Item</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>N/A</strong></th>
<th><strong>Comments</strong></th>
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<tbody>
<tr>
<td>General</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1 (1) (a)</td>
<td>Statement of assets and liabilities</td>
<td>✓</td>
<td></td>
<td></td>
<td>See Schedule 1, Section 2</td>
</tr>
<tr>
<td>1 (1) (b)</td>
<td>Operational statement</td>
<td>✓</td>
<td></td>
<td></td>
<td>See Schedule 1, Section 3(1)</td>
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<tr>
<td>1 (1) (c)</td>
<td>Schedule of debts</td>
<td>✓</td>
<td></td>
<td></td>
<td>See Schedule 1, Section 4(4)</td>
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<tr>
<td>1 (1) (d)</td>
<td>Schedule of guarantee and indemnity agreements</td>
<td>✓</td>
<td></td>
<td></td>
<td>See Schedule 1, Section 5(4)</td>
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<tr>
<td>1 (1) (e)</td>
<td>Schedule of employee remuneration and expenses</td>
<td>✓</td>
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<td>See Schedule 1, Section 6(2)</td>
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<td>1 (1) (f)</td>
<td>Schedule of suppliers of goods and services</td>
<td>✓</td>
<td></td>
<td></td>
<td>See Schedule 1, Section 7(1) &amp; 7(2)</td>
</tr>
<tr>
<td>1 (3)</td>
<td>Statements prepared on a consolidated basis or for each fund, as appropriate</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>1 (4) 1 (5)</td>
<td>Notes to the financial statements for the statements and schedules listed above</td>
<td>✓</td>
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<tr>
<td>FIR Schedule 1 Section</td>
<td>Item</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------</td>
<td>------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Statement of Assets &amp; Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and • Show changes in equity and surplus or deficit due to operations</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Consolidated Statement of Operations and notes to the financial statements for changes in equity</td>
</tr>
<tr>
<td><strong>Operational Statement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 (1)</td>
<td>Prepared in accordance with GAAP or stated accounting principles / policies and consists of: • a Statement of Income or Statement of Revenue and Expenditures, and • a Statement of Changes in Financial Position</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Consolidated Statement of Cash Flows</td>
</tr>
<tr>
<td>3 (2) 3 (3)</td>
<td>• The Statement of Changes in Financial Position may be omitted if it provides no additional information • The omission must be explained in the notes</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3 (4)</td>
<td>Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule of Debts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (1) (a) 4 (2)</td>
<td>List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (1) (b)</td>
<td>Identify debts covered by sinking funds or reserves and amounts in these accounts</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIR Schedule 1 Section</td>
<td>Item</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------</td>
<td>------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>4 (3)</td>
<td>• The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information&lt;br&gt;• The omission must be explained in a note to the schedule</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>See attached schedule.</td>
</tr>
<tr>
<td>4 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Schedule of Guarantee and Indemnity Agreements**

| 5 (1)                  | List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package) |    |    | ✓   |
| 5 (2)                  | State the entities involved, and the specific amount involved if known |    |    | ✓   |

| 5 (3)                  | • The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information<br>• The omission must be explained in a note to the schedule | ✓   |    | ✓   | See attached schedule |
| 5 (4)                  |                                                  |     |    |     |

**Schedule of Remuneration and Expenses**

(See Guidance Package for suggested format)

<p>| 6 (2) (a)              | List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet | ✓   |    |    |
| 6 (2) (b)              | List alphabetically each employee whose total remuneration exceeds $75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)] | ✓   |    |    |
| 6 (2) (c)              | Include a consolidated total for employees whose remuneration is $75,000 or less [excluding the persons listed under 6 (2) (a)] | ✓   |    |    |
| 6 (2) (d)              | Reconcile or explain any difference between total remuneration in this | ✓   |    |    |</p>
<table>
<thead>
<tr>
<th>FIR Schedule 1 Section</th>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>schedule and related information in the operational statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 (3)</td>
<td>Exclude personal information other than name, position, function or remuneration and expenses of employees</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Schedule of Remuneration and Expenses**  
(See Guidance Package for suggested format)

| 6 (6)                  | Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration | ✓   |    |     | Employer share of CPP for elected officials was shown under the heading “Benefits” on FIR Schedule 1, Section 6(2)(a) |

| 6 (7) (a) 6 (7) (b)   | Include a statement of severance agreements providing:  
|                       | • the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and  
|                       | • the range of equivalent months’ compensation for them  
|                       | (see Guidance Package for suggested format) | ✓   |    |     |

| 6 (8)                  | Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses | ✓   |    |     |

**Schedule of Suppliers of Goods or Services**  
(See Guidance Package for suggested format)

| 7 (1) (a)              | List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding $25,000 | ✓   |    |     |

| 7 (1) (b)              | Include a consolidated total of all payments to suppliers who received $25,000 or less | ✓   |    |     |

<p>| 7 (1) (c)              | Reconcile or explain any difference between the consolidated total and related figures in the operational statement | ✓   |    |     |</p>
<table>
<thead>
<tr>
<th>FIR Schedule 1 Section</th>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 (2) (b)</td>
<td>Include a statement of payments for the purposes of grants or contributions</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inactive Corporations**

| 8 (1)                  | The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI | ✓   |    |     |                                               |
| 8 (2) (a)              | The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible | ✓   |    |     |                                               |
| 8 (2) (b)              | The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include) | ✓   |    |     |                                               |

**Approval of Financial Information**

<p>| 9 (1)                  | Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example) | ✓   |    |     |                                               |
| 9 (2)                  | Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example) | ✓   |    |     |                                               |
| 9 (3)                  | A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a>) | ✓   |    |     | See Consolidated Financial Statements – Statement of Management Responsibility |
| 9 (4)                  | The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors | ✓   |    |     | See Consolidated Financial Statements – Statement of Management Responsibility |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements</td>
<td>✓</td>
<td></td>
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</tr>
</tbody>
</table>
The Corporation of the City of North Vancouver

2019 Statement of Financial Information

Financial Information Regulation, Schedule 1

Section 1 (1) (a), 1 (1) (b), 1 (4) & 1 (5)
Section 2
Section 3 (1)
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The Corporation of the City of North Vancouver
Consolidated Financial Statements
For the year ended December 31, 2019
Statement of Management Responsibility

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

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

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

The City's independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether the City's consolidated financial statements present fairly in all material respects the financial position of the City as at December 31, 2019, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

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

Director of Finance

May 4, 2020
Independent Auditor’s Report

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

Opinion

We have audited the consolidated financial statements of Corporation of the City of North Vancouver and its controlled entities (the “City”), which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the City to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

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

BDO Canada LLP
Chartered Professional Accountants
Vancouver, British Columbia
May 4, 2020
The Corporation of the City of North Vancouver
Consolidated Statement of Financial Position
As at December 31, 2019 with comparative figures for 2018
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINANCIAL ASSETS</strong></td>
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</tr>
<tr>
<td>Cash</td>
<td>$ 9,929</td>
<td>$ 6,796</td>
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<tr>
<td>Temporary investments (note 3(a))</td>
<td>52,994</td>
<td>43,918</td>
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<tr>
<td>Portfolio investments (note 3(b))</td>
<td>139,269</td>
<td>139,902</td>
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<tr>
<td>Investment in Lonsdale Energy Corp. (note 4)</td>
<td>2,709</td>
<td>2,114</td>
</tr>
<tr>
<td>Due from other governments</td>
<td>4,561</td>
<td>3,542</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>8,365</td>
<td>10,727</td>
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<tr>
<td>Loan to Lonsdale Energy Corp. (note 5)</td>
<td>25,623</td>
<td>23,294</td>
</tr>
<tr>
<td>Interest receivable</td>
<td>13,145</td>
<td>14,210</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>256,595</strong></td>
<td><strong>244,503</strong></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
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<tr>
<td>Accounts payable and accrued liabilities</td>
<td>24,888</td>
<td>17,066</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>30,218</td>
<td>27,735</td>
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<td>Deferred development cost charges</td>
<td>23,323</td>
<td>22,282</td>
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<tr>
<td>Long-term debt (note 6)</td>
<td>884</td>
<td>895</td>
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<tr>
<td>Employee future benefits (note 7)</td>
<td>8,150</td>
<td>8,121</td>
</tr>
<tr>
<td>Advances and other liabilities</td>
<td>10,447</td>
<td>10,493</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>97,710</strong></td>
<td><strong>86,562</strong></td>
</tr>
<tr>
<td><strong>NET FINANCIAL ASSETS</strong></td>
<td><strong>158,885</strong></td>
<td><strong>157,911</strong></td>
</tr>
<tr>
<td><strong>NON-FINANCIAL ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible capital assets (note 8)</td>
<td>414,093</td>
<td>402,540</td>
</tr>
<tr>
<td>Inventories</td>
<td>631</td>
<td>666</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>1,745</td>
<td>1,619</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>416,469</strong></td>
<td><strong>404,815</strong></td>
</tr>
<tr>
<td><strong>ACCUMULATED SURPLUS</strong> (note 9)</td>
<td>$ 575,354</td>
<td>$ 562,726</td>
</tr>
</tbody>
</table>

Commitments and contingencies (note 10)
See accompanying notes to the consolidated financial statements

Director of Finance
The Corporation of the City of North Vancouver
Consolidated Statement of Operations
Year ended December 31, 2019 with comparative figures for 2018
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property value tax</td>
<td>$62,557</td>
<td>$62,521</td>
<td>$58,775</td>
</tr>
<tr>
<td>Parcel taxes</td>
<td>3,160</td>
<td>3,204</td>
<td>2,940</td>
</tr>
<tr>
<td>Licences and permits</td>
<td>4,572</td>
<td>4,856</td>
<td>6,493</td>
</tr>
<tr>
<td>Fines and fees</td>
<td>4,840</td>
<td>5,157</td>
<td>6,418</td>
</tr>
<tr>
<td>Rent</td>
<td>1,491</td>
<td>2,191</td>
<td>2,213</td>
</tr>
<tr>
<td>Interest, dividends and penalties</td>
<td>2,119</td>
<td>6,477</td>
<td>5,924</td>
</tr>
<tr>
<td>Sale of services</td>
<td>27,947</td>
<td>29,896</td>
<td>27,767</td>
</tr>
<tr>
<td>Rebate and recoveries</td>
<td>85</td>
<td>58</td>
<td>62</td>
</tr>
<tr>
<td>Grants and other</td>
<td>7,116</td>
<td>11,276</td>
<td>10,850</td>
</tr>
<tr>
<td>Developer contributions and other transfers</td>
<td>269</td>
<td>5,203</td>
<td>34,856</td>
</tr>
<tr>
<td>Gains on disposition of assets</td>
<td>-</td>
<td>(427)</td>
<td>1,626</td>
</tr>
<tr>
<td>Lonsdale Energy Corp. income (note 4)</td>
<td>-</td>
<td>595</td>
<td>580</td>
</tr>
<tr>
<td></td>
<td></td>
<td>114,156</td>
<td>131,007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General government</td>
<td>18,999</td>
<td>19,818</td>
</tr>
<tr>
<td>Transportation and transit</td>
<td>6,109</td>
<td>8,279</td>
</tr>
<tr>
<td>Health, social services and housing</td>
<td>2,663</td>
<td>2,685</td>
</tr>
<tr>
<td>Development services</td>
<td>6,009</td>
<td>6,340</td>
</tr>
<tr>
<td>Protective services</td>
<td>27,489</td>
<td>27,259</td>
</tr>
<tr>
<td>Parks, recreation and culture</td>
<td>28,422</td>
<td>30,210</td>
</tr>
<tr>
<td>Water utilities</td>
<td>10,337</td>
<td>9,964</td>
</tr>
<tr>
<td>Sewer utilities</td>
<td>9,272</td>
<td>9,598</td>
</tr>
<tr>
<td>Solid waste</td>
<td>4,396</td>
<td>4,226</td>
</tr>
<tr>
<td></td>
<td>113,696</td>
<td>118,379</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>460</td>
<td>12,628</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated surplus beginning of year</td>
<td>562,726</td>
<td>562,726</td>
</tr>
<tr>
<td></td>
<td>563,186</td>
<td>575,354</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements
The Corporation of the City of North Vancouver  
Consolidated Statement of Change in Net Financial Assets  
Year ended December 31, 2019 with comparative figures for 2018  
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>$460</td>
<td>$12,628</td>
<td>$47,458</td>
</tr>
<tr>
<td>Acquisition of tangible capital assets</td>
<td>(78,542)</td>
<td>(26,315)</td>
<td>(32,071)</td>
</tr>
<tr>
<td>Non-cash developer contributed assets and found assets</td>
<td>-</td>
<td>(1,085)</td>
<td>(3,918)</td>
</tr>
<tr>
<td>Proceeds on sale of tangible capital assets</td>
<td>-</td>
<td>70</td>
<td>2,187</td>
</tr>
<tr>
<td>Depreciation of tangible capital assets</td>
<td>15,100</td>
<td>15,350</td>
<td>14,827</td>
</tr>
<tr>
<td>Loss (gain) on disposition of tangible capital assets</td>
<td>-</td>
<td>427</td>
<td>(1,626)</td>
</tr>
<tr>
<td></td>
<td>(63,442)</td>
<td>(11,553)</td>
<td>(20,601)</td>
</tr>
<tr>
<td>Acquisition of inventories</td>
<td>-</td>
<td>(1,347)</td>
<td>(1,243)</td>
</tr>
<tr>
<td>Acquisition of prepaid expenses</td>
<td>-</td>
<td>(1,707)</td>
<td>(1,693)</td>
</tr>
<tr>
<td>Use of inventories</td>
<td>-</td>
<td>1,372</td>
<td>1,280</td>
</tr>
<tr>
<td>Use of prepaid expenses</td>
<td>-</td>
<td>1,581</td>
<td>1,554</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>(101)</td>
<td>(102)</td>
</tr>
<tr>
<td>Increase (decrease) in net financial assets</td>
<td>(62,982)</td>
<td>974</td>
<td>26,755</td>
</tr>
<tr>
<td>Net financial assets, beginning of year</td>
<td>157,911</td>
<td>157,911</td>
<td>131,156</td>
</tr>
<tr>
<td>Net financial assets, end of year</td>
<td>$94,929</td>
<td>$158,885</td>
<td>$157,911</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements
The Corporation of the City of North Vancouver  
Consolidated Statement of Cash Flows  
Year ended December 31, 2019 with comparative figures for 2018  
(in thousands of dollars)

<table>
<thead>
<tr>
<th>Operating Transactions</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>$12,628</td>
<td>$47,458</td>
</tr>
</tbody>
</table>

Items not involving cash:
- Depreciation expense: 15,350 / 14,827
- Loss (gain) on disposal of tangible capital assets: 427 / (1,626)
- Non-cash developer contributed assets and found assets: (1,085) / (3,918)
- Lonsdale Energy Corp. income: (595) / (580)

Changes in non-cash operating items:
- (Increase) decrease in due from other governments: 1,019 / 311
- Decrease (increase) in accounts receivable: 2,362 / (1,773)
- Increase in loan to Lonsdale Energy Corp.: 2,329 / (4,052)
- Decrease (increase) in interest receivable: 1,046 / (1,469)
- Increase (decrease) in accounts payable and accrued liabilities: 7,822 / (2,032)
- Increase increase in deferred revenue: 2,483 / 11
- Increase in deferred development cost charges: 1,041 / 3,016
- Increase (decrease) in accrued employee future benefits: 29 / (137)
- Decrease in advances and other liabilities: 46 / (279)
- Increase in deferred development cost charges: 25 / 37
- Increase in prepaid expenses: (126) / (139)

Cash provided by (used for):

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, end of year</td>
<td>$9,929</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements.
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

1. OPERATIONS

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

2. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants Canada. The significant accounting policies are summarized below:

(a) Basis of Presentation

The consolidated financial statements include the accounts of all the funds of the City, the accounts of the North Vancouver City Library, which is controlled by the City, the City’s 33% proportionate share of the operations of the North Vancouver Recreation Commission, and the City’s 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. The City’s investment in Lonsdale Energy Corporation (“LEC”), a wholly owned government business enterprise, is accounted for using the modified equity method.

The City participates with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33% (2018 – 33%) by the City and 67% (2018 – 67%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

The City also participates with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2018 – 50%) by the City and 50% (2018 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

(b) Basis of Accounting

Revenue is recorded on an accrual basis and recognized when earned. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.
2. SIGNIFICANT ACCOUNTING POLICIES (con’t)

(c) Revenue Recognition

Taxes are recognized as revenue in the year they are levied. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Any additional adjustments required over that estimated are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Levies imposed for Regional District services and other taxing authorities are not included.

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

Sale of service and other revenue are recognized on an accrual basis.

(d) Deferred Revenue

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

(e) Development Cost Charges

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

(f) Temporary Investments

Temporary investments include bank issued notes and bonds and provincial bonds and debentures maturing in the subsequent year and are valued at the lower of cost or market value.

(g) Portfolio Investments

Portfolio investments include bank issued notes and bonds and provincial bonds and debentures maturing after the subsequent year end. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

(h) Budget Figures

The budget figures are based on the ten year financial plan adopted on April 8th, 2019.
2. **SIGNIFICANT ACCOUNTING POLICIES (con't)**

(i) **Government Transfers**

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

(j) **Employee Future Benefits**

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

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

(k) **Long-term Debt**

Long-term debt is recorded in the consolidated financial statements net of repayments and sinking fund adjustments.

(l) **Non-Financial Assets**

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

   (i) **Tangible Capital Assets**

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

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Amortization Method</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land improvements</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 100 years</td>
</tr>
<tr>
<td>Parks</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 75 years</td>
</tr>
<tr>
<td>Buildings</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 100 years</td>
</tr>
<tr>
<td>Machinery &amp; equipment</td>
<td>Straight line over useful life of each asset unit</td>
<td>3 – 25 years</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Straight line over useful life of each asset unit</td>
<td>6 – 25 years</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>Straight line over useful life of each asset unit</td>
<td>7 – 100 years</td>
</tr>
<tr>
<td>Library materials</td>
<td>Straight line over useful life of each asset unit</td>
<td>2 – 5 years</td>
</tr>
<tr>
<td>Work in progress</td>
<td>Not depreciated until put into use</td>
<td></td>
</tr>
</tbody>
</table>
(l) Non-Financial Assets (cont’d)

(ii) Contributions of Tangible Capital Assets

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

(iii) Works of Art and Historic Assets

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

(iv) Natural Resources

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

(v) Interest Capitalization

The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Leased Tangible Capital Assets

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

(vii) Inventories

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

(m) Estimates

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

(n) Segment Disclosure

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses. See note 12.
2. SIGNIFICANT ACCOUNTING POLICIES (con't)

(o) Contaminated Sites

A liability for contaminated sites is recognized when a site is not in productive use or an unexpected event has occurred and the following criteria are met:

i) An environmental standard exists;

ii) Contamination exceeds the environmental standard;

iii) The City is directly responsible or accepts responsibility;

iv) It is expected that future economic benefits will be given up; and

v) A reasonable estimate of the amount can be made

The liability is recognized as management’s estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.
3. INVESTMENTS

(a) Temporary Investments

The fair value of temporary investments at December 31, 2019 was $54,943,973 (2018 - $46,769,729). These investments range in maturity date from January 2, 2020 to December 16, 2020, and range in yield from 2.05% to 5.16%.

(b) Portfolio Investments

The fair value of portfolio investments at December 31, 2019 was $151,360,972 (2018 - $149,587,369). These investments range in maturity from January 7, 2021 to May 15, 2031, and range in yield from 2.01% to 7.52%.

4. INVESTMENT IN LONSDALE ENERGY CORPORATION (“LEC”)

The City owns all the issued and outstanding shares of LEC, which was incorporated under the British Columbia Company Act on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the Lonsdale and Marine Drive – Harbourside areas of the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and accounts receivable</td>
<td>$2,230</td>
<td>$1,874</td>
</tr>
<tr>
<td>Tangible capital assets</td>
<td>34,762</td>
<td>31,777</td>
</tr>
<tr>
<td>Other assets</td>
<td>659</td>
<td>612</td>
</tr>
<tr>
<td>Total assets</td>
<td>$37,651</td>
<td>$34,263</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$1,346</td>
<td>$1,449</td>
</tr>
<tr>
<td>Deferred contributions</td>
<td>7,289</td>
<td>6,511</td>
</tr>
<tr>
<td>Debt</td>
<td>26,307</td>
<td>24,189</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$34,942</td>
<td>$32,149</td>
</tr>
<tr>
<td>Shareholder’s equity</td>
<td>$2,709</td>
<td>$2,114</td>
</tr>
<tr>
<td>Total revenue</td>
<td>$5,964</td>
<td>$4,770</td>
</tr>
<tr>
<td>Total expenses</td>
<td>5,369</td>
<td>4,190</td>
</tr>
<tr>
<td>Net income</td>
<td>$595</td>
<td>$580</td>
</tr>
</tbody>
</table>
4. INVESTMENT IN LONSDALE ENERGY CORPORATION (“LEC”) (con’t)

Included in the City’s consolidated statement of financial position is “Investment in Lonsdale Energy Corp.” in the amount of $2,709,000 (2018 - $2,114,000) and a loan receivable, see note 5. Also, included in accounts receivable in the City’s consolidated statement of financial position are receivables from LEC in the amount of $522,000 (2018 - $559,000).

5. LOAN TO LONSDALE ENERGY CORPORATION (“LEC”)

The loan receivable balance of $25,623,086 (2018 - $23,293,926) consists of the following interest bearing promissory notes:

On August 1, 2018, the City converted amounts due from LEC whereby LEC issued a 5 year promissory note to the City in the amount of $33,661,966 bearing interest at 2.65%. The promissory note to the City has been partially drawn upon with a balance owing at December 31, 2019 of $25,623,086 (2018 - $23,293,926).

All loans are due on demand and bear interest at 2.65% (2018 – 2.65%). Interest revenue of $648,777 (2018 - $492,448) and Dividend revenue of $30,100 (2018 - $0) has been included in the consolidated statement of operations.

At the maturity date of the loan to LEC, the City may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

6. LONG-TERM DEBT

The City has financed the expansion of LEC by assuming debt on behalf of LEC through the Municipal Finance Authority in accordance with the Community Charter. Debt principal is reported net of repayments and actuarial adjustments. The City carries no other long-term debt. The total debt issued and outstanding as at December 31, 2019 was $684,288 (2018 - $895,067).
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

6. LONG-TERM DEBT (con’t)

Future principal re-payments and actuarial adjustments on net outstanding debt over the next five years are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Net Outstanding Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$684,288</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$219,210</td>
<td>$227,979</td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td>$237,099</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2022</td>
<td></td>
<td>$684,288</td>
</tr>
</tbody>
</table>

Interest expense of $6,000 (2018 - $6,000) has been included in the Consolidated Statement of Operations. The interest rate on long-term debt is 0.3% per annum.

7. EMPLOYEE FUTURE BENEFITS

(a) Sick and Severance

Employees of the City are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City’s future benefits was completed as at December 31, 2019.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Benefit obligation - beginning of the year</th>
<th>Benefit obligation - end of the year</th>
<th>Unamortized actuarial gain</th>
<th>Accrued benefit liability - end of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$7,604</td>
<td>$7,815</td>
<td>$335</td>
<td>$8,150</td>
</tr>
<tr>
<td>2018</td>
<td>$7,862</td>
<td>$7,604</td>
<td>$517</td>
<td>$8,121</td>
</tr>
</tbody>
</table>

Add: Current service costs

   Interest on accrued benefit obligation

   Actuarial (gain) loss

   Benefit paid

   Unamortized actuarial gain

   Accrued benefit liability - end of the year
The significant actuarial assumptions adopted in measuring the City’s accrued benefit liability are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount rates</td>
<td>2.70%</td>
<td>3.30%</td>
</tr>
<tr>
<td>Expected future inflation rates</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
<tr>
<td>Expected wage and salary increases</td>
<td>2.58% to 4.63%</td>
<td>2.58% to 4.63%</td>
</tr>
</tbody>
</table>

The unamortized actuarial gain is amortized over a period equal to the employees’ average remaining service lifetime of ten years for the City.

(b) Council Retirement Stipend

Starting 2005, Council Members are entitled to a retirement stipend based on 9.97% of the individual’s total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.

8. TANGIBLE CAPITAL ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land</strong></td>
<td>38,909</td>
<td>35,365</td>
</tr>
<tr>
<td><strong>Land Improvements</strong></td>
<td>63,348</td>
<td>55,813</td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td>49,700</td>
<td>42,766</td>
</tr>
<tr>
<td><strong>Buildings</strong></td>
<td>125,709</td>
<td>123,057</td>
</tr>
<tr>
<td><strong>Machinery &amp; Equipment</strong></td>
<td>19,708</td>
<td>19,225</td>
</tr>
<tr>
<td><strong>Vehicles</strong></td>
<td>10,901</td>
<td>11,082</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td>232,731</td>
<td>227,567</td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td>930</td>
<td>936</td>
</tr>
<tr>
<td><strong>Work in Progress</strong></td>
<td>46,888</td>
<td>46,888</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>588,824</td>
<td>555,685</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as at December 31, 2018</td>
<td>$38,909</td>
<td>$35,365</td>
</tr>
<tr>
<td>Additions</td>
<td>12,753</td>
<td>4,467</td>
</tr>
<tr>
<td>Disposals</td>
<td>- 1286</td>
<td>- 792</td>
</tr>
<tr>
<td>Balance as at December 31, 2019</td>
<td>$41,668</td>
<td>$38,909</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Depreciation</td>
<td>- $12,219</td>
<td>- $10,458</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>- 2103</td>
<td>- 1,761</td>
</tr>
<tr>
<td>Disposals</td>
<td>- 1,262</td>
<td>- 523</td>
</tr>
<tr>
<td>Balance as at December 31, 2019</td>
<td>$20,627</td>
<td>$18,332</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Book Value</td>
<td>$38,909</td>
<td>$35,365</td>
</tr>
<tr>
<td>December 31, 2019</td>
<td>$61,779</td>
<td>$51,129</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land</strong></td>
<td>35,385</td>
<td>38,909</td>
</tr>
<tr>
<td><strong>Land Improvements</strong></td>
<td>55,813</td>
<td>63,348</td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td>42,766</td>
<td>49,700</td>
</tr>
<tr>
<td><strong>Buildings</strong></td>
<td>123,057</td>
<td>125,709</td>
</tr>
<tr>
<td><strong>Machinery &amp; Equipment</strong></td>
<td>19,225</td>
<td>19,708</td>
</tr>
<tr>
<td><strong>Vehicles</strong></td>
<td>11,082</td>
<td>10,901</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td>227,567</td>
<td>232,731</td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td>936</td>
<td>930</td>
</tr>
<tr>
<td><strong>Work in Progress</strong></td>
<td>46,888</td>
<td>46,888</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>555,685</td>
<td>588,824</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as at December 31, 2017</td>
<td>$35,385</td>
<td>$38,909</td>
</tr>
<tr>
<td>Additions</td>
<td>4,467</td>
<td>4,671</td>
</tr>
<tr>
<td>Disposals</td>
<td>923</td>
<td>522</td>
</tr>
<tr>
<td>Balance as at December 31, 2018</td>
<td>$39,803</td>
<td>$43,102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Depreciation</td>
<td>- $10,458</td>
<td>- $10,458</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>- 1,761</td>
<td>- 1,671</td>
</tr>
<tr>
<td>Disposals</td>
<td>- 792</td>
<td>- 792</td>
</tr>
<tr>
<td>Balance as at December 31, 2018</td>
<td>$17,626</td>
<td>$24,132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Book Value</td>
<td>$35,385</td>
<td>$38,909</td>
</tr>
<tr>
<td>December 31, 2018</td>
<td>$51,129</td>
<td>$55,813</td>
</tr>
</tbody>
</table>
8. TANGIBLE CAPITAL ASSETS (con’t)

(a) Work in Progress

Work in progress having a value of $49,339,000 (2018 - $46,888,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

(b) Developer Contributed Tangible Capital Assets and Other Transfers

Developer contributed tangible capital assets and other transfers have been recognized at their estimated fair value at the date of contribution. Developer contributed tangible capital assets and other transfers of $1,085,000 (2018 - $4,841,000) have been recognized during the year.

(c) Works of Art and Historic Assets

The City manages and controls various works of art and non-operational historic assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded in the consolidated financial statements of the City.

(d) Write-Down and Write-Up of Tangible Capital Assets

There were no write-downs during the current or prior year. Write-ups of tangible capital assets during the current year relate to software still in active use.

9. ACCUMULATED SURPLUS

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Funds – general, water and sewer</td>
<td>$36,718</td>
<td>$35,877</td>
</tr>
<tr>
<td>Reserve fund</td>
<td>107,552</td>
<td>112,153</td>
</tr>
<tr>
<td>Capital fund</td>
<td>431,084</td>
<td>414,696</td>
</tr>
<tr>
<td>Accumulated surplus, end of year</td>
<td>$575,354</td>
<td>$562,726</td>
</tr>
</tbody>
</table>

(a) Current Funds – general, water and sewer

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General funds</td>
<td>$13,298</td>
<td>$14,162</td>
</tr>
<tr>
<td>Water fund</td>
<td>1,857</td>
<td>1,096</td>
</tr>
<tr>
<td>Sewer fund</td>
<td>9,675</td>
<td>10,722</td>
</tr>
<tr>
<td>Unappropriated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General funds</td>
<td>10,722</td>
<td>9,128</td>
</tr>
<tr>
<td>Sewer funds</td>
<td>476</td>
<td>745</td>
</tr>
<tr>
<td>Water fund</td>
<td>690</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>$36,718</td>
<td>$35,877</td>
</tr>
</tbody>
</table>
### 9. ACCUMULATED SURPLUS (con't)

#### (b) Reserve Funds

<table>
<thead>
<tr>
<th></th>
<th>Balance December 31, 2018</th>
<th>Contributions &amp; Transfers</th>
<th>Earnings</th>
<th>Less Expenditures</th>
<th>Balance December 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>3,914 $</td>
<td>437 $</td>
<td>166 $</td>
<td>655 $</td>
<td>3,862 $</td>
</tr>
<tr>
<td>Fire</td>
<td>704</td>
<td>350</td>
<td>32 $</td>
<td>213 $</td>
<td>873</td>
</tr>
<tr>
<td>General</td>
<td>99</td>
<td></td>
<td>4 $</td>
<td>8 $</td>
<td>95</td>
</tr>
<tr>
<td>Computer</td>
<td>561</td>
<td>38</td>
<td>11 $</td>
<td>409 $</td>
<td>201</td>
</tr>
<tr>
<td>Building</td>
<td>539</td>
<td></td>
<td>12 $</td>
<td>226 $</td>
<td>326</td>
</tr>
<tr>
<td>Local Improvements</td>
<td>805</td>
<td>5</td>
<td>23 $</td>
<td>828 $</td>
<td></td>
</tr>
<tr>
<td>Affordable Housing</td>
<td>4,868</td>
<td>396</td>
<td>140 $</td>
<td>508 $</td>
<td>4,896 $</td>
</tr>
<tr>
<td>Tax Sale Lands</td>
<td>34,928</td>
<td></td>
<td>1,190 $</td>
<td>877 $</td>
<td>35,241 $</td>
</tr>
<tr>
<td>Waterworks</td>
<td>6,044</td>
<td></td>
<td>151 $</td>
<td>1,639 $</td>
<td>4,556 $</td>
</tr>
<tr>
<td>Parking</td>
<td>190</td>
<td></td>
<td>8 $</td>
<td>159 $</td>
<td>39</td>
</tr>
<tr>
<td>Civic Amenity</td>
<td>54,771</td>
<td>4,185</td>
<td>2,287 $</td>
<td>9,358 $</td>
<td>51,885 $</td>
</tr>
<tr>
<td>Justice Administration</td>
<td>142</td>
<td></td>
<td>4 $</td>
<td>23 $</td>
<td>123</td>
</tr>
<tr>
<td>Streets DCC</td>
<td></td>
<td>2,027</td>
<td></td>
<td>2,027 $</td>
<td></td>
</tr>
<tr>
<td>Parks DCC</td>
<td></td>
<td>4,543</td>
<td></td>
<td>4,543 $</td>
<td></td>
</tr>
<tr>
<td>Lower Lonsdale Amenity</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Lower Lonsdale Legacy</td>
<td>2,660</td>
<td></td>
<td>76 $</td>
<td>76 $</td>
<td>2,660 $</td>
</tr>
<tr>
<td>Public Art</td>
<td>502</td>
<td>85</td>
<td>15 $</td>
<td>55</td>
<td>547</td>
</tr>
<tr>
<td>Marine Drive Community</td>
<td>346</td>
<td></td>
<td></td>
<td></td>
<td>190</td>
</tr>
<tr>
<td>Carbon Fund</td>
<td>349</td>
<td>88</td>
<td>8 $</td>
<td>167 $</td>
<td>278</td>
</tr>
<tr>
<td>Public Art</td>
<td>329</td>
<td>65</td>
<td>8 $</td>
<td>158 $</td>
<td>244</td>
</tr>
<tr>
<td>Water DCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitary DCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage DCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>112,153 $</td>
<td>12,219 $</td>
<td>4,869 $</td>
<td>21,689 $</td>
<td>107,552 $</td>
</tr>
</tbody>
</table>

#### (c) Capital Fund

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in tangible capital</td>
<td>$ 414,093</td>
<td>$ 402,540</td>
</tr>
<tr>
<td>Appropriated Capital funds</td>
<td>16,991</td>
<td>12,156</td>
</tr>
<tr>
<td>Total</td>
<td>$ 431,084</td>
<td>$ 414,696</td>
</tr>
</tbody>
</table>
10. COMMITMENTS AND CONTINGENCIES

(a) Property Taxes

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

<table>
<thead>
<tr>
<th>Collections for and remittances to other bodies</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Government - Schools</td>
<td>$39,123</td>
<td>$36,026</td>
</tr>
<tr>
<td>Greater Vancouver Regional District</td>
<td>1,460</td>
<td>1,340</td>
</tr>
<tr>
<td>Greater Vancouver Transportation Authority</td>
<td>8,917</td>
<td>7,992</td>
</tr>
<tr>
<td>British Columbia Assessment Authority</td>
<td>1,448</td>
<td>1,367</td>
</tr>
<tr>
<td>Municipal Finance Authority</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>BIA Lower Lonsdale Society</td>
<td>498</td>
<td>498</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$51,453</strong></td>
<td><strong>$47,229</strong></td>
</tr>
</tbody>
</table>

(b) Pension Liability

The City and its employees contribute to the Municipal Pension Plan (a jointly trusteeed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a $2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid $4,259,000 (2018 - $4,112,000) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.
(b) Pension Liability (con't)

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

(c) Contingent Liabilities

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

(d) E-Comm

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

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

The City holds 2 class “A” shares and one class “B” share.

(e) Contractual Obligations

During 2014 the City, in conjunction with the District of North Vancouver and the District of West Vancouver, entered into a new contract for recyclables collection for a period of five years commencing July 1, 2015. The City’s portion of the annual contract costs is expected to be approximately $1,100,000 for the years from 2015 to mid 2020. The City is also eligible to receive an incentive from Multi-Materials BC (MMBC) of approximately $65,000 per month ($780,000 annually). This will not be renewed as commencing July 2020, RecycleBC will be responsible for providing residential recycling services in the City.

As at December 31, 2019 the City had entered into various construction contracts for a total outstanding value of $19,6M

(f) Construction Loan Guarantee

On February 14, 2017 the City entered an agreement as a loan guarantor, for the British Columbia Photography and Media Society, for a demand construction bridge loan to a maximum of $5M not to exceed five years.
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

11. TRUST FUNDS

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling $3,045,000 (2018 - $2,918,000), which is administered by the City, has not been included with the City’s accounts.

12. SEGMENTED INFORMATION

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

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

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

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

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

Protective Services
Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible to provide fire suppression service, fire prevention services and fire safety education.

Parks, Recreation and Culture
Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of the City’s many parks and trails, the North Vancouver City Library and the City’s participation in the North Vancouver Museum and Archives and the North Vancouver Office of Cultural Affairs.
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

12. SEGMENTED INFORMATION (con’t)

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

Sewer Utilities
The Sewer Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages the City’s 150km storm sewerage system which diverts rainfall runoff from private property with an emphasis on flood prevention.

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

13. CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019 the significant contractual rights of the City consisted of developer contributions. These rights exist as the City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the City assumes the risks and responsibilities related to the assets.
The budget figures presented in these consolidated financial statements are based upon the financial plan approved by Council as the Financial Plan for the Years 2019 to 2028 Bylaw, 2019, No. 8703 April 8th, 2019. The table below reconciles the approved budget to the budget figures reported.

<table>
<thead>
<tr>
<th>Financial Plan Bylaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue per Statement of Operations</td>
</tr>
<tr>
<td>Less:</td>
</tr>
<tr>
<td>Budget Adjustments for Consolidation</td>
</tr>
<tr>
<td>Transfers from Reserve</td>
</tr>
<tr>
<td>Interagency Funds</td>
</tr>
<tr>
<td>Revenue per financial plan bylaw 8637</td>
</tr>
<tr>
<td>Expenses per Statement of Operations</td>
</tr>
<tr>
<td>Add:</td>
</tr>
<tr>
<td>Transfer to other funds</td>
</tr>
<tr>
<td>Less:</td>
</tr>
<tr>
<td>Budget Adjustments for Consolidation</td>
</tr>
<tr>
<td>Interagency payments</td>
</tr>
<tr>
<td>Expenses per financial plan bylaw 8637</td>
</tr>
<tr>
<td>Deficit for the year</td>
</tr>
</tbody>
</table>

Reserves and capital:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital expenditures</td>
</tr>
<tr>
<td>Depreciation</td>
</tr>
<tr>
<td>Equity</td>
</tr>
<tr>
<td>Transfers from reserves</td>
</tr>
<tr>
<td>External contributions</td>
</tr>
<tr>
<td>Annual budgeted Surplus per financial plan bylaw</td>
</tr>
</tbody>
</table>
15. COVID-19 IMPACT

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be specific impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City’s assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City’s ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and available credit facilities. A revenue anticipation borrowing bylaw, 2020, No. 8749 was also authorized to borrow up to $35M to ensure it is able to continue providing essential services to its citizens.
The Corporation of the City of North Vancouver

2019 Statement of Financial Information

Financial Information Regulation, Schedule 1

Section 4 (4)
Section 5 (4)
Section 6 (2) (a)
Sections 6 (2) (b) & 6 (2) (c)
Section 6 (2) (d)
Sections 6 (7) (a) & 6 (7) (b)
Section 7 (1) (a)
Section 7 (1) (b)
Section 7 (1) (c)
Section 7 (2) (b)
Section 9 (2)
Sections 9 (3) & 9 (4)
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Information on the City of North Vancouver’s debt is included in note 6 to the audited consolidated financial statements.
The Corporation of the City of North Vancouver
Schedule of guarantee and indemnity agreements
FIR Schedule 1, Section 5 (4)
2019

The City of North Vancouver’s Bylaw 7714 authorizes the borrowing of Two Million Dollars ($2,000,000) for the purpose of lending funds to the Lonsdale Energy Corporation, a municipal environment project providing heat energy and domestic hot water.

There is a loan agreement with the City of North Vancouver, Federation of Canadian Municipalities (FCM) and Municipal Finance Authority (MFA).

The British Columbia Photography and Media Arts Society entered into an agreement with a Canadian chartered bank for a demand construction bridge loan to a maximum of $5 million for five years secured by a guarantee, expiring in February 2022, from the City of North Vancouver.
### The Corporation of the City of North Vancouver
#### Schedule of Remuneration and Expenses paid to Elected Officials
##### FIR Schedule 1, Section 6 (2) (a)
##### 2019

<table>
<thead>
<tr>
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1. Includes taxable and the employer’s portion of CPP.
2. The retirement stipend for former Mayor Mussatto is the stipend portion deferred to 2019.
The Corporation of the City of North Vancouver  
Schedule of Employee Remuneration and Expenses  
FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)  
2019

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Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.
### The Corporation of the City of North Vancouver
### Schedule of Employee Remuneration and Expenses
### FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)

**2019**

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**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.
## Schedule of Employee Remuneration and Expenses

**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**

**2019**

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**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

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The Corporation of the City of North Vancouver  
Schedule of Employee Remuneration and Expenses  
FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)  
2019

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Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

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### The Corporation of the City of North Vancouver
### Schedule of Employee Remuneration and Expenses
#### FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)
#### 2019

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</table>

**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.
### The Corporation of the City of North Vancouver
### Schedule of Employee Remuneration and Expenses
### FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)
### 2019

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Initial</th>
<th>Remuneration</th>
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<th>Expenses</th>
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</table>

**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as “any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.
The Corporation of the City of North Vancouver
Reconciliation between total remuneration & financial statements
FIR Schedule 1, Section 6 (2) (d)
2019

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<th>Description</th>
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<td>FIR Schedule 1, Section 6 (2) (a) - Remuneration paid to elected officials</td>
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<td>FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c) - Employee Remuneration</td>
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<td>Total City of North Vancouver Remuneration</td>
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<td>Reconciling items</td>
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<tr>
<td>Wages and Benefits per consolidated financial statements note 12</td>
<td>$ 62,226,409</td>
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The reconciling items/variance between the Schedule of Remuneration and Expenses and the Wages and Benefits expense reported on the consolidated financial statements of the City of North Vancouver are due to various factors including:

- The Remuneration and Expenses schedule is based on actual cash payments made during the fiscal year (including payouts of vacation, gratuity, and overtime banks) whereas the consolidated financial statement figure is determined on an accrual basis;
- The Remuneration and Expenses schedule excludes the City of North Vancouver Public Library and the City’s share of the North Vancouver Recreation Commission; and,
- The Wages and Benefits include benefits recorded at full cost on the consolidated financial statements and includes items such as employer portions of deductions, retirement benefits and medical benefits.
The Corporation of the City of North Vancouver
Statement of Severance Agreements
FIR Schedule 1, Section 6 (7) (a) & (b)
2019

There was one severance agreement under which payment commenced between The Corporation of the City of North Vancouver and its non-unionized employees during fiscal year 2019.

- One to six months lump sum payment

The severance agreement payment was determined on salary only. The Statement of Severance Agreements reflects the full amount of payments for City employees who are cost shared with external parties.
The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019

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<td>ANCAN MARKETING</td>
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<td>ANDREW SHERET LTD</td>
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<td>ANIXTER CANADA INC</td>
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<td>ANSAN INDUSTRIES LTD</td>
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<td>AON REED STENHOUSE INC</td>
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<td>BA BLACKTOP LTD</td>
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<td>BAY HILL CONTRACTING LTD</td>
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<td>BC HYDRO</td>
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<td>BLACKBEAR EXCAVATING LTD</td>
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<td>BLT CONSTRUCTION SERVICES</td>
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<td>BLU POOL SUPPLY LTD.</td>
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<td>BRAVEHEART VENTURES</td>
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<td>BUNZL CANADA CLEANING &amp; HYGIENE</td>
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<td>CANADA POST CORPORATION</td>
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<td>CANADIAN DEWATERING LP</td>
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<td>CANADIAN LINEN AND UNIFORM SERVICE</td>
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<td>CITY OF NORTH VANCOUVER</td>
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### Schedule of Suppliers of Goods and Services

**FIR Schedule 1, Section 7 (1) (a) and (b)**

**2019**

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Section 7 (1) (a) - Vendors over $25,000       65,691,508
Section 7 (1) (b) - Vendors $25,000 or less    5,162,246
Grand Total Sections 7 (1) (a) and 7 (1) (b)   70,853,754
The Corporation of the City of North Vancouver  
Reconciliation between total payments to suppliers & financial statements  
FIR Schedule 1, Section 7 (1) (c)  
2019

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</tr>
<tr>
<td>FIR Schedule 1, Section 6 (2) (a) - Remuneration paid to elected officials</td>
<td>453,515</td>
</tr>
<tr>
<td>FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c) - Employee Remuneration</td>
<td>42,223,311</td>
</tr>
<tr>
<td><strong>Reconciling Items</strong></td>
<td><strong>(8,995,931)</strong></td>
</tr>
<tr>
<td><strong>Total expenses per Consolidated Statement of Financial Activities</strong></td>
<td><strong>$118,379,000</strong></td>
</tr>
</tbody>
</table>

The schedule of payments to Suppliers of goods and services is based on actual payments processed through the City's Accounts Payable system. This provides assurance on completeness, as the reported amounts are reconciled to the payment register and electronic funds transfer records. The schedule of payments to supplier is a "cash basis" listing. This will vary from the expenditures in the consolidated financial statements, which are reported on an accrual basis.

In addition, there are payments issued by the City which are not considered payments for the provision of goods and services, such as payments made to other taxing authorities, employee payroll deductions, debt repayments and deposit refunds. In addition there are expenditures that do not involve actual disbursements such as grants offset by related revenues and holdbacks.
The Corporation of the City of North Vancouver
Schedule of Grants & Contributions
FIR Schedule 1, Section 7 (2) (b)
2019

Listing of contributions exceeding $25,000

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH SHORE EMERGENCY MANAGEMENT OFFICE</td>
<td>268,635</td>
</tr>
<tr>
<td>NORTH SHORE NEIGHBOURHOOD HOUSE</td>
<td>749,957</td>
</tr>
<tr>
<td>NORTH VANCOUVER CITY LIBRARY</td>
<td>4,037,902</td>
</tr>
<tr>
<td>NORTH VANCOUVER MUSEUM &amp; ARCHIVES COMMISSION</td>
<td>567,926</td>
</tr>
<tr>
<td>NORTH VANCOUVER RECREATION COMMISSION</td>
<td>6,451,192</td>
</tr>
<tr>
<td>SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)</td>
<td>113,800</td>
</tr>
</tbody>
</table>

Total contributions exceeding $25,000  12,189,412

Listing of grants exceeding $25,000

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPILANO COMMUNITY SERVICES SOCIETY</td>
<td>82,008</td>
</tr>
<tr>
<td>FAMILY SERVICES OF THE NORTH SHORE</td>
<td>60,705</td>
</tr>
<tr>
<td>LOOKOUT HOUSING AND HEALTH SOCIETY</td>
<td>42,766</td>
</tr>
<tr>
<td>NAVY LEAGUE OF CANADA</td>
<td>71,500</td>
</tr>
<tr>
<td>NORTH SHORE COMMUNITY RESOURCES</td>
<td>54,324</td>
</tr>
<tr>
<td>NORTH SHORE RESTORATIVE JUSTICE SOCIETY</td>
<td>35,700</td>
</tr>
<tr>
<td>NORTH SHORE NEIGHBOURHOOD HOUSE</td>
<td>182,750</td>
</tr>
<tr>
<td>NORTH VANCOUVER RECREATION COMMISSION</td>
<td>94,252</td>
</tr>
<tr>
<td>POLYGON GALLERY</td>
<td>125,000</td>
</tr>
<tr>
<td>SILVER HARBOUR CENTRE SOCIETY</td>
<td>161,670</td>
</tr>
<tr>
<td>THE SALVATION ARMY NORTH SHORE</td>
<td>35,700</td>
</tr>
<tr>
<td>VANCOUVER RESOURCE SOCIETY FOR THE PHYSICALLY DISABLED</td>
<td>400,000</td>
</tr>
</tbody>
</table>

Total of grants exceeding $25,000  1,346,375

Total of all grants and contributions exceeding $25,000  13,535,787

Consolidated total of grants and contributions less than $25,000  308,564

Grand total of all grants and contributions  13,844,351
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Ben Themens
Director of Finance
Date: June 23, 2020

Linda Buchanan
Mayor
Date: June 23, 2020

Karla D. Graham
City Clerk
Date: June 23, 2020
Information on the City of North Vancouver’s Management Report is included in the Statement of Management Responsibility with the audited consolidated financial statements.
Community Charter Section 107
Disclosure of contracts with council members and former council members

107 (1) If a municipality enters into a contract in which

(a) a council member, or

(b) a person who was a council member at any time during the previous 6 months,

has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.

(2) In addition to the obligation under section 100 [disclosure of conflict], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

(3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 [disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
Community Charter Section 168
Reporting of council remuneration, expenses and contracts

168 (1) At least once a year, a council must have prepared a report separately listing the following for each council member by name:

(a) the total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;

(b) the total amount of expense payments for the council member made to the council member as reimbursement for expenses incurred by the council member or as an allowance that is not reported under paragraph (a);

(c) the total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the council member or the member's dependants;

(d) any contracts reported under section 107 [disclosure of contracts with council members and former council members], including a general description of their nature.

(2) If applicable, the report under this section must also list contracts referred to in subsection (1) (d) for each former council member.
To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director of Finance

Subject: STATUTORY REPORT REQUIRED UNDER BILL 27

Date: June 9, 2020

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

RECOMMENDATION

PURSUANT to the report of the Director of Finance, dated June 9, 2020, entitled “Statutory Report Required Under Bill 27”:

THAT this report be received and filed.

PURPOSE:

The purpose of this report is to provide Council with Financial information required under Bill 27.

BACKGROUND:

In April of 2008, the Province passed Bill 27, the Local Government (Green Communities) Statutes Amendment Act. This Act amended a number of sections of the Local Government Act relating to expenditures on development cost charge works, parking space construction, and alternative transportation initiatives, and added some additional reporting requirements.

This report addresses those reporting requirements.
DISCUSSION:

Development Cost Charges (DCC’s)

Local Government Act Section 937.01 requires:

In each year,

a. the Director of Finance must prepare and submit to Council a report for the previous year that includes the following, reported for each purpose under this section for which the Council imposes the development cost levy in the applicable year:
   i. the amount of the development cost levies received;
   ii. the expenditure from the development cost levy reserve funds;
   iii. the balance in the development cost levy reserve funds at the start and at the end of the applicable year;
   iv. and waivers or reductions under subsection (10.4); and

b. as soon as practicable after receiving the report, the Council must consider the report and make it available to the public.

Development Cost Charges Bylaw, 2016, No. 8471 was adopted by Council July 25th, 2016. The bylaw provides a structured DCC program to assist in funding the cost of expanding and upgrading transportation and park infrastructure, parkland development as well as funding the impacts of growth on the City’s water, sanitary sewer and drainage utilities.

Transportation DCC Reserve

The transportation DCC program includes projects principally focused on required multi-mode transportation such as bicycle routes, bridges, sidewalks etc.

<table>
<thead>
<tr>
<th>Transportation DCC Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$ 2,030,062</td>
</tr>
<tr>
<td>Interest</td>
<td>107,285</td>
</tr>
<tr>
<td>Contributions</td>
<td>580,880</td>
</tr>
<tr>
<td>Loan from Parks DCC</td>
<td>2,972,385</td>
</tr>
<tr>
<td>Expenditure</td>
<td>(916,295)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$ 4,774,317</td>
</tr>
</tbody>
</table>
Parks DCC Reserve
The Parks DCC program includes acquisition of parkland and prescribed parks works that include development of parks, trails, and greenways throughout the City.

<table>
<thead>
<tr>
<th>Parks DCC Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$19,521,132</td>
</tr>
<tr>
<td>Interest</td>
<td>473,027</td>
</tr>
<tr>
<td>Contributions</td>
<td>670,108</td>
</tr>
<tr>
<td>Loan to Transportation DCC</td>
<td>(2,972,384)</td>
</tr>
<tr>
<td>Expenditure</td>
<td>(460,104)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$17,231,779</td>
</tr>
</tbody>
</table>

Utility DCC Reserves
The utility DCC programs include the expansion of our existing utility infrastructure to accommodate new growth.

<table>
<thead>
<tr>
<th>Water DCC Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$263,271</td>
</tr>
<tr>
<td>Interest</td>
<td>8,840</td>
</tr>
<tr>
<td>Contributions</td>
<td>209,690</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$481,801</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sanitary Sewer DCC Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$257,033</td>
</tr>
<tr>
<td>Interest</td>
<td>8,351</td>
</tr>
<tr>
<td>Contributions</td>
<td>185,573</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$450,957</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drainage DCC Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$206,430</td>
</tr>
<tr>
<td>Interest</td>
<td>6,949</td>
</tr>
<tr>
<td>Contributions</td>
<td>167,276</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$380,655</td>
</tr>
</tbody>
</table>
Local Government Act Section 933.1 DCC Reductions or Waivers

Bill 27 amended the LGA to provide a municipality the ability to pass a bylaw allowing waivers or reductions of DCC's to certain categories of development, including:

a) not for profit rental housing, including supportive living housing;
b) for-profit affordable rental housing;
c) a subdivision of small lots that is designed to result in low greenhouse gas emissions;
d) a development that is designed to result in a low environmental impact.

The City provides a 100% waiver of DCC's for not-for-profit rental housing. Until the enactment of Amendment Bylaw No. 8586 on October 23rd 2017, which discontinued the practice, the City reduced DCC's by 50% for for-profit rental housing. The City does not provide a waiver related to other types of eligible development but is actively developing other initiatives to minimize environmental impacts of development and to reduce greenhouse gas emissions both corporately and in the community. No DCC's were waived in 2019.

Parking-in-lieu Payments and Alternative Transportation

Local Government Act Section 906.(09) requires:

A local government must prepare and consider a report respecting the previous year in relation to the reserve funds required under this section (Parking Fund and Alternative Transportation Fund) including the following information separately for each of the purposes established under this subsection:

a) the amounts received in the applicable year;
b) the expenditures from the reserve funds in the applicable year;
c) the balance in the reserve funds at the start and at the end of the applicable year; and
d) the projected timeline for future projects to be funded from the reserve funds

Parking Reserve

<table>
<thead>
<tr>
<th>Parking Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$361,981</td>
</tr>
<tr>
<td>Interest</td>
<td>8,186</td>
</tr>
<tr>
<td>Expenditure</td>
<td>(159,219)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$210,648</td>
</tr>
</tbody>
</table>

Document Number: 1910486
The City's parking reserve has two funding sources. One is from payments-in-lieu of parking space construction, which are allowed by legislation in certain cases to meet City zoning requirements for parking, by providing payment instead of off-street parking space construction. The second source is from a portion of parking revenues from 1988-2003 to fund parking-related projects. Since 2003 all parking revenues have been treated as general operating revenue.

**Alternative Transportation Reserve**

Local Government Act Section 906(7) allows the creation of a Reserve to fund "transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation". At the March 10, 2008, Finance Committee meeting, Council directed that such a fund be established, and that an amount equivalent to 0.25% of a tax point, or $87,500, be added to the Project Plan to support alternative transportation projects. Contributions from outside sources, such as developers, may also be made to the fund.

<table>
<thead>
<tr>
<th>Sustainable Transportation Reserve</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$ 349,238</td>
</tr>
<tr>
<td>Interest</td>
<td>8,805</td>
</tr>
<tr>
<td>Contributions</td>
<td>87,500</td>
</tr>
<tr>
<td>Expenditure</td>
<td>(166,600)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>$ 278,643</td>
</tr>
</tbody>
</table>

There is an annual contribution of $87,500 to the Sustainable Transportation Reserve Fund.

**FINANCIAL IMPLICATIONS:**

The financial implications are covered in the body of the report.
To: Mayor Linda Buchanan and Members of Council
From: Verna Wen, Manager, Internal Control and Performance
Subject: 2019 ANNUAL MUNICIPAL REPORT
Date: June 10, 2020

The Corporation of THE CITY OF NORTH VANCOUVER
FINANCE DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council
From: Verna Wen, Manager, Internal Control and Performance
Subject: 2019 ANNUAL MUNICIPAL REPORT
Date: June 10, 2020

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

RECOMMENDATION:

PURSUANT to the report of the Manager, Internal Control and Performance, dated June 10, 2020, entitled "2019 Annual Municipal Report":


ATTACHMENTS:

1. 2019 Annual Municipal Report (CD#1913434)

DISCUSSION:

The Community Charter requires that municipalities prepare an annual municipal report (AMR) prior to June 30 of each year. It has specific reporting content that must be included in the AMR. These include the following:

- A report on municipal services and operations for the previous year;
- A progress report on municipal performance with respect to established objectives and measures for the previous year;
- A statement of objectives that will be used as the basis for determining municipal performance during 2020;
- The audited annual financial statements for the previous year;
- A listing of permissive tax exemptions provided by Council and for each exemption, the amount of property taxes that would have been imposed in the previous year if the property was not exempt; and
- Any declarations of Council disqualifications made in the previous year.
It is important to note that the 2020 Objectives included in the 2019 AMR (Attachment 1) are based on departmental work plans that were prepared before the impact of COVID-19. At the time of preparation of the AMR, it became evident that some of the 2020 Objectives would need to be modified to address the circumstances resulting from the crisis. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related business and financial impact cannot be reasonably estimated at this time. The 2020 Objectives will likely be modified as the COVID-19 situation evolves and Council provides further direction to staff. A disclaimer has been included in the AMR to that effect.

The City's 2019 AMR was made posted on the City website and a form was made available to the public for comments. At the date of this report, the City received one comment in relation to safe streets. Staff has responded back to the individual in writing and directed him to where this item is discussed and addressed in the AMR.

The Council meeting on the AMR is scheduled for June 22, 2020. A Public Notice for the 2019 AMR (Attachment 2) containing this information was published in the North Shore News.

FINANCIAL IMPLICATIONS:

The AMR preparation is funded within the current operating budget.

INTER-DEPARTMENTAL IMPLICATIONS:

The AMR is a collaborative document that collates all City departments and shared services information with the intent to provide insight into their respective areas.

STRATEGIC PLAN IMPLICATIONS:

The objectives and measures contained within the AMR are in accordance with the City's major policy documents and promote the City's objective of communicating information to the community.

RESPECTFULLY SUBMITTED:

[Signature]

Verna Wen
Manager, Internal Control and Performance
2019 ANNUAL MUNICIPAL REPORT
CITY OF NORTH VANCOUVER
DISCLAIMER:

The 2020 Objectives included in the 2019 Annual Municipal Report are based on departmental work plans that were prepared before the impact of COVID-19. The work plans consider various documents approved by Council such as the Council Strategic Plan, Official Community Plan, Financial Plan, etc. At the time of preparation of the Report, it became evident that some of the 2020 Objectives would need to be modified to address the circumstances resulting from the crisis. The full potential impact of COVID-19 on the City is still unknown. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related business and financial impact cannot be reasonably estimated at this time. The 2020 Objectives will likely be modified as the COVID-19 situation evolves and Council provides further direction to staff.
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City Council

Your dedicated Mayor and Councillors are responsible for providing community leadership and establishing administrative policies that ensure the social, economic and environmental health of our municipality.

Left to right: Councillor Tony Valente, Mayor Linda Buchanan, Councillor Tina Hu, Councillor Jessica McIlroy, Councillor Holly Back, Councillor Angela Girard, Councillor Don Bell.
Offices of the Chief Administrative Officer, City Clerks and Mayor

The Chief Administrative Officer provides organization leadership to all City staff. The various departments within the City provide critical support services for the organization.

The City solicitor provides legal advice to City Council and City staff; drafts and negotiates legal agreements on behalf of the organization.

The City Clerk’s Office is responsible for the preparation of Council and Committee meeting agendas and minutes, administration and certification of City bylaws, interpreting legislation, administration of local elections and managing corporate records, coordinating Committees of Council, protection of privacy and access for information requests.

The Mayor’s Office provides administrative, communications and research support for the Mayor.

KEY RESPONSIBILITIES

- Act as liaison between Mayor, Council and City staff
- Oversee the affairs and operations of the City and its departments
- Advise City Council and City staff on legal obligations, legislative interpretation and the extent of municipal authority
- Provide strategic advice to minimize legal risk to the City
- Negotiate agreements on behalf of the City to protect the City’s interests and maximize contract value
- Deliver information to Council and Council Committees
- Administer and preserve corporate records management services
- Provide information and records to the public regarding Council business
- Respond to requests for information under the Freedom of Information and Protection of Privacy Act
- Administer the general local election
- Oversee Committees of Council
- Coordinate the Mayor’s schedule, commitments and speaking engagements
- Conduct research and draft media communications
- Provide administrative support to the Office of the Mayor
<table>
<thead>
<tr>
<th>2019 MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completed review of City policies and established a corporate policy framework</td>
</tr>
<tr>
<td>• Completed Phase 3 of the digitization of Council reports and resolutions</td>
</tr>
<tr>
<td>• Finalized Corporate Business Plan and Strategic Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2020 OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Implement Council’s Strategic Plan within the community</td>
</tr>
<tr>
<td>• Deploy corporate policy framework</td>
</tr>
<tr>
<td>• Continue to Phase 4 of the digitization of Council reports and resolutions</td>
</tr>
</tbody>
</table>
Finance

Finance provides financial services to citizens, City departments and City Council.

KEY RESPONSIBILITIES

- Accounting and reporting
- Financial planning
- Internal control and performance
- Payroll
- Purchasing
- Revenue
- Administration

<table>
<thead>
<tr>
<th>2019 MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Continue the review of the City’s Purchasing Policy</td>
</tr>
<tr>
<td>- Continue the review of the Long Term Property Tax Strategy</td>
</tr>
<tr>
<td>- Completed the four-year cycle review of Permissive Tax Exemptions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2020 OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review the Living and Fair Wage Policy for inclusion in the City’s Purchasing Policy</td>
</tr>
<tr>
<td>- Review the Economic Development Strategy for its impact on the Long Term Property Tax Strategy</td>
</tr>
<tr>
<td>- Review of Permissive Tax Exemptions Policy</td>
</tr>
</tbody>
</table>
Engineering, Parks and Environment

The Engineering, Parks and Environment department provides and maintains essential municipal services and infrastructure.

**KEY RESPONSIBILITIES**

Creating safe, resilient, inviting and cost effective public infrastructure that supports our community and enables it to thrive.

**DIVISIONS**

- Engineering Planning and Design
- Public Realm Infrastructure and Project Management Office
- Operations
- Development Services
- Parks and Environment (and Cemetery)
- Administration

### 2019 MEASURES

- Developed an asset management policy and draft strategy
- Completed Moodyville Park play features
- Completed transit priority measures along the Marine–Main corridor to support RapidBus launch in 2020

### 2020 OBJECTIVES

- Provide key protected bike facilities and improve the sidewalk network with a focus on missing sections and improved accessibility
- Complete construction of the Marine Drive - Mosquito Creek Bridge replacement
- Complete Moodyville Park Master Plan
Community and Partner Engagement

Community and Partner Engagement takes direction from Mayor and Council, the Official Community Plan, the Economic Development Strategy, and other civic policies in order to provide excellent customer service.

KEY RESPONSIBILITIES

- Liaison between the City and news media, managing external communications and City website
- Assist City departments with public engagement processes
- Business licensing and compliance
- Economic and tourism development
- Place-making and events
- Parking and bylaw enforcement
- Shipyards skate plaza and splash park
- Shipyards / Waterfront programming and events

DIVISIONS

- Business and Community Partnerships
- Communications
- Bylaws
- Administration
- Shipyards and Waterfront Operations

2019 MEASURES

- Created the Community and Partner Engagement department with a new vision and undertook team building efforts
- Launched the new Shipyard Commons to manage and program the Central Waterfront
- Worked with the Leadership Team to create an engagement strategy for the Corporation, including a suite of engagement methods

2020 OBJECTIVES

- Update the City’s Economic Development Strategy with an emphasis on City of North Vancouver Economic Health Cluster
- Establish and implement a Programming Framework for the Shipyards Waterfront
- Social and Community Engagement Strategy with emphasis on the needs of the Vulnerable Sector
Planning and Development

Planning and Development assists Mayor and Council in setting community goals and objectives, creating plans, and implementing these plans through policies, regulations and development.

KEY RESPONSIBILITIES

- Long range and land use planning
- Community and social planning
- Transportation planning
- Environmental planning and sustainability
- Development planning
- Building permits
- Zoning administration
- Code interpretation and regulation
- Construction approvals

DIVISIONS

- Building
- Planning
- Transportation
- Environmental Sustainability
- Administration

2019 MEASURES

- Launched the Balanced Housing Lab partnership for housing solutions for middle income earners and successfully secured senior government funding
- Advanced key transportation policy components including endorsement of the WalkCNV strategy, set ‘AAA’ mobility lanes priorities and began the Mobility Strategy process to update the City’s Long Range Transportation Plan and Lonsdale great streets vision
- Successfully transitioned to CityPal permits and licensing platform supporting future improvements in customer service, business process and analytics

2020 OBJECTIVES

- Complete Draft Directions for Environment and Mobility Strategies including Lonsdale great streets vision
- Implement Balanced Housing Lab recommendations and support delivery of new non-market housing on strategic City lands
- Finalize Well-Being Strategy and support implementation of childcare objectives
RCMP

The RCMP serves and protects citizens of the City.

KEY RESPONSIBILITIES

- Municipal traffic enforcement
- Investigative services
- Crime reduction and prevention
- Community policing
- Youth intervention

<table>
<thead>
<tr>
<th>2019 MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Increased road awareness and safety through regular education programs and partnerships with ICBC</td>
</tr>
<tr>
<td>• Reduced property crime through proactive and intelligence-led policing</td>
</tr>
<tr>
<td>• Increased operational readiness by allocating resources to upgrade and improve the General Duty interview room to current technological standards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2020 OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Increase road safety and improve sense of security in our communities</td>
</tr>
<tr>
<td>• Partner for social impact</td>
</tr>
<tr>
<td>• Optimize people capacity</td>
</tr>
</tbody>
</table>
Fire

Fire safeguards and serves our community through the promotion and provision of education, emergency medical and fire services in order to protect life, property and the environment.

KEY RESPONSIBILITIES

- Administration
- Operations and support
- Fire prevention and public education
- Emergency management and planning

2019 MEASURES

- Completed CityPal Integration for Fire Inspections
- Completed North Shore Shipboard Firefighting Training
- Completed Emergency Planning program Review and Development

2020 OBJECTIVES

- Complete Infor Integration for Fire Inspections
- Increase the number of trained personnel as Emergency Medical Responders (EMR)
- Improve post-emergency resiliency through planning and training
Strategic and Corporate Services

The Strategic and Corporate Services department is dedicated to creating and maintaining critical support services for the organization, and delivering spaces for betterment of the entire community. The Department works closely with all other groups to deliver effective and efficient service.

KEY RESPONSIBILITIES

- Lead large scale public development projects from inception to completion
- Provide a complete range of facility, property management and real estate services for City-owned and City-leased properties and building assets
- Provide progressive, client-focused Human Resources services
- Support Council and Corporation with strategic and business planning services
- Deliver customer-focused technology services for solutions that contribute to the City's business objectives

DIVISIONS

- Strategic Initiatives
- Civic Facilities
- Real Estate
- Human Resources
- Information Technology

2019 MEASURES

- Developed Council Strategic Plan and began work on Corporate Business Plan
- Completed Central Waterfront revitalization and handed over governance and staffing to Community and Partner Engagement
- Continued implementation of new telephony system and CityServ online services for residents.

2020 OBJECTIVES

- Finalize Corporate Business Plan and begin work on corporate metrics and reporting
- Advance design of Harry Jerome Community Recreation Centre
- Commence implementation of CityWorks software project to facilitate improved customer service requests, work management and asset management analysis
North Vancouver Museum and Archives Commission

The Museum and Archives Commission is the sole custodian of the City’s cultural, archival and museum collections.

**KEY RESPONSIBILITIES**

- Manages and preserves artifacts and records of municipal, historical and cultural significance to the community
- Develops and delivers engaging and compelling interpretative, educational programs and exhibits
- Works with the local community to identify, document and preserve local history and bring it to life

**2019 MEASURES**

- Met significant milestones for new museum fundraising campaign and developed a marketing and communications plan
- Moved Streetcar #153 into the new museum, began exhibit fabrication, and created new educational and public programs
- Created concept for new mobile exhibits for the Lions Gate Community Centre and strengthened the vision for the Community History Centre in the areas of programming and exhibits

**2020 OBJECTIVES**

- Complete construction of new Museum of North Vancouver, install exhibits, and launch new museum and programs, enriched by digital content
- Launch 2020-2023 NVMA Strategic Plan
- Continue to develop and deliver mobile exhibits to the community and mark the 100th anniversary of the Archives building in Lynn Valley
North Vancouver Recreation and Culture Commission

The Recreation and Culture Commission improves the health and well-being of all North Vancouver individuals, families and communities and inspires residents through quality recreation and culture opportunities.

**KEY RESPONSIBILITIES**

- Community recreation and culture service, program and event planning and delivery
- Community recreation and culture facility management, operations and maintenance and facility planning
- Management of the public art programs and oversight of community arts grants
- Capacity building of relevant recreation and culture organizations

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**2019 MEASURES**

- Incorporated findings from Community Needs Assessment and Fitness, Health and Wellness review into service, program and facility planning
- Increased fitness, arts and culture programming in the outdoors
- Implemented new recreation management software for program registration and membership management

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**2020 OBJECTIVES**

- Develop new strategic plan for program and service delivery
- Implement new human resources recruitment and onboarding strategies and applicant tracking software
- Support community recreation facility renewal, replacement and future planning
North Shore Emergency Management (NSEM)

NSEM is the lead municipal agency responsible for coordinating work to build resilience to disasters, capacity for emergency response, and strategies for community recovery.

**KEY RESPONSIBILITIES**

- Operationally-ready Emergency Operations Centre
- Emergency plans and strategies for disaster resilience
- Trained municipal staff and volunteers for emergency response and recovery
- Provision of public education programs
- Administrative support to North Shore Rescue

**2019 MEASURES**

- Implemented phase one of the Operational Readiness Strategy, including installation of four disaster supply caches, a technology upgrade to the EOC, and conducted Operation Dry Lightning III, a wildfire emergency exercise, and Operation Annona, a supply, distribution, and transportation emergency exercise
- Advanced the North Shore Resilience Strategy, including hosting two workshops in the NS EOC with staff from all three municipalities and partner agencies
- Completed a disaster debris management plan for the North Shore Sector (including Bowen Island and Lions Bay) and participated in IPREM disaster debris management exercise

**2020 OBJECTIVES**

- Complete roll-out of NSEM Disaster Supply Cache initiative at strategic locations across the North Shore
- Advance North Shore resilience strategy, including hazard, risk, and vulnerability assessment and critical infrastructure interdependencies
- Update the North Shore evacuation plan, crisis communications strategy, and business continuity planning
On July 22, 2019, the 2018-2022 Council Strategic Plan was adopted. Since that time, staff have been working towards achieving Council’s five strategic priorities.

Below is a summary of some key 2019 accomplishments:

**A City for People 🏥**

- Develop and adopt Community Well-Being Strategy
  - Phase 1 finding report out in process; preparation of strategy beginning
- Complete Balanced Housing Lab and implement its solutions
  - Project on schedule. Consultant hired, project governance established and first lab sessions held in early December 2019
- Improve access to childcare and early childhood development opportunities
  - Delivery of policy work underway. Consultant retained and strategic opportunities workshop forthcoming
- Continue protection and expansion of rental housing stock
  - Zoning Bylaw review at inception stage and Housing Lab underway
- Develop a Community Recreation Strategy that includes the Harry Jerome Community Recreation Centre
  - Strategy development underway. Report back to Council anticipated for Q1 2020

**A Liveable City 🌿**

- Develop and adopt a new Climate and Environment Strategy that includes a pathway to net-zero buildings by 2050
  - Engagement Consultant secured to support Environmental Strategy and scope of work under development for gap analysis
- Implement new climate adaptation and environmental improvement measures
  - Tree planting / forest restoration in Moodyville, Hyak and Heywood Park. Living City Street Tree Planting project along West 14th Street. A total of 1,736 trees were planted in 2019
- Further develop a renewable energy strategy to transition the City-owned Lonsdale Energy Corporation district energy system to incorporate low carbon energy sources and minimize the use of natural gas, including exploring a compost/waste to energy facility and other strategic opportunities
  - A project sheet was submitted for consideration in Year 1 of the 2020-2029 Project Plan
- Advance the City’s Electric Vehicle Strategy to accelerate the transition to electric vehicles
  - Consultation with other municipalities on commercial requirements completed
Complete Central Waterfront Revitalization
  - Splash park opened in July 2019; Skating plaza opened in December 2019. Final completion of site is underway. Anticipated to be completed in early 2020. Site transferred to operational group

Build a new vision to revitalize Lonsdale Avenue as a high street
  - Phase I RFP and Engagement RFP awarded for shared services. Mobility Strategy will develop overarching goals and objectives for Great Streets, with Lonsdale on an accelerated timeline

Develop and adopt new Mobility Plan
  - RFP awarded for Phase I services. Staff working groups confirmed

Complete east-west RapidBus (B-Line)
  - Construction on corridor nearing completion. Upgrades to Cotton Rd and Lower Lonsdale remaining in anticipation of the April launch of the RapidBus Service

Increase kilometres of protected bike lanes
  - Corridor endorsement by Council and accompanying framework will be incorporated into Mobility Strategy. Priority Corridors for AAA Mobility Lanes strategy approved by Council. Preliminary design for 2020 corridor construction underway

Undertake Burrard Inlet Rapid Transit Technical Feasibility Study
  - Attending bi-weekly partner working group workshops as per Phase I schedule

Secure funding for the Casano Loutet Overpass project and the Upper Levels Greenway project
  - Funding application to TransLink submitted October 31, 2019. Update on application status anticipated by April 2020

Explore safe routes to schools opportunities
  - Staff on-track for February 2020 council report with recommendations based on engagement and technical analysis

Explore innovative solutions to transportation challenges, and continue to integrate land use and transportation planning to support connectivity across the region
  - NXSTPP Transportation Leadership Group (previously known as INSTPP – Integrated North Shore Transportation Planning Project) convening before year-end to set work plan and priorities for Steering Committee and new project manager

Create Lower Lonsdale Brewery District
  - Zoning Change completed

Foster the expansion of Business Improvement Associations across the City
  - Initial relationship building with Central Lonsdale businesses begun
The Corporation of the City of North Vancouver
Consolidated Financial Statements
For the year ended December 31, 2019
Statement of Management Responsibility

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

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

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

The City's independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether the City's consolidated financial statements present fairly in all material respects the financial position of the City as at December 31, 2019, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

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

Director of Finance

May 4, 2020
To the Mayor and Council of the Corporation of the City of North Vancouver

Opinion

We have audited the consolidated financial statements of Corporation of the City of North Vancouver and its controlled entities (the “City”), which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the City to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

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

**BDO Canada LLP**

Chartered Professional Accountants

Vancouver, British Columbia
May 4, 2020
The Corporation of the City of North Vancouver  
Consolidated Statement of Financial Position  
As at December 31, 2019 with comparative figures for 2018  
(in thousands of dollars)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$9,929</td>
<td>$6,796</td>
</tr>
<tr>
<td>Temporary investments (note 3(a))</td>
<td>52,994</td>
<td>43,918</td>
</tr>
<tr>
<td>Portfolio investments (note 3(b))</td>
<td>139,269</td>
<td>139,902</td>
</tr>
<tr>
<td>Investment in Lonsdale Energy Corp. (note 4)</td>
<td>2,709</td>
<td>2,114</td>
</tr>
<tr>
<td>Due from other governments</td>
<td>4,561</td>
<td>3,542</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>8,365</td>
<td>10,727</td>
</tr>
<tr>
<td>Loan to Lonsdale Energy Corp. (note 5)</td>
<td>25,623</td>
<td>23,294</td>
</tr>
<tr>
<td>Interest receivable</td>
<td>13,145</td>
<td>14,210</td>
</tr>
<tr>
<td></td>
<td>256,595</td>
<td>244,503</td>
</tr>
<tr>
<td>LIABILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>24,888</td>
<td>17,066</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>30,218</td>
<td>27,735</td>
</tr>
<tr>
<td>Deferred development cost charges</td>
<td>23,323</td>
<td>22,282</td>
</tr>
<tr>
<td>Long-term debt (note 6)</td>
<td>684</td>
<td>895</td>
</tr>
<tr>
<td>Employee future benefits (note 7)</td>
<td>8,150</td>
<td>8,121</td>
</tr>
<tr>
<td>Advances and other liabilities</td>
<td>10,447</td>
<td>10,493</td>
</tr>
<tr>
<td></td>
<td>97,710</td>
<td>86,592</td>
</tr>
<tr>
<td>NET FINANCIAL ASSETS</td>
<td>158,885</td>
<td>157,911</td>
</tr>
<tr>
<td>NON-FINANCIAL ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible capital assets (note 8)</td>
<td>414,093</td>
<td>402,540</td>
</tr>
<tr>
<td>Inventories</td>
<td>631</td>
<td>656</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>1,745</td>
<td>1,619</td>
</tr>
<tr>
<td></td>
<td>416,469</td>
<td>404,815</td>
</tr>
<tr>
<td>ACCUMULATED SURPLUS (note 9)</td>
<td>$575,354</td>
<td>$562,726</td>
</tr>
</tbody>
</table>

Commitments and contingencies (note 10)  
See accompanying notes to the consolidated financial statements

[Signature]  
Director of Finance
The Corporation of the City of North Vancouver
Consolidated Statement of Operations
Year ended December 31, 2019 with comparative figures for 2018
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property value tax</td>
<td>$62,557</td>
<td>$62,521</td>
<td>$58,775</td>
</tr>
<tr>
<td>Parcel taxes</td>
<td>$3,160</td>
<td>$3,204</td>
<td>$2,940</td>
</tr>
<tr>
<td>Licences and permits</td>
<td>$4,572</td>
<td>$4,856</td>
<td>$6,493</td>
</tr>
<tr>
<td>Fines and fees</td>
<td>$4,840</td>
<td>$5,157</td>
<td>$6,418</td>
</tr>
<tr>
<td>Rent</td>
<td>$1,491</td>
<td>$2,191</td>
<td>$2,213</td>
</tr>
<tr>
<td>Interest, dividends and penalties</td>
<td>$2,119</td>
<td>$6,477</td>
<td>$5,924</td>
</tr>
<tr>
<td>Sale of services</td>
<td>$27,947</td>
<td>$29,896</td>
<td>$27,767</td>
</tr>
<tr>
<td>Rebate and recoveries</td>
<td>$85</td>
<td>$58</td>
<td>$62</td>
</tr>
<tr>
<td>Grants and other</td>
<td>$7,116</td>
<td>$11,276</td>
<td>$10,850</td>
</tr>
<tr>
<td>Developer contributions and other transfers</td>
<td>$269</td>
<td>$5,203</td>
<td>$34,856</td>
</tr>
<tr>
<td>Gains on disposition of assets</td>
<td>-</td>
<td>$(427)</td>
<td>$1,626</td>
</tr>
<tr>
<td>Lonsdale Energy Corp. income (note 4)</td>
<td>-</td>
<td>$595</td>
<td>$580</td>
</tr>
<tr>
<td></td>
<td>$114,156</td>
<td>$131,007</td>
<td>$158,504</td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General government</td>
<td>$18,999</td>
<td>$19,818</td>
<td>$19,293</td>
</tr>
<tr>
<td>Transportation and transit</td>
<td>$6,109</td>
<td>$8,279</td>
<td>$7,173</td>
</tr>
<tr>
<td>Health, social services and housing</td>
<td>$2,663</td>
<td>$2,685</td>
<td>$2,637</td>
</tr>
<tr>
<td>Development services</td>
<td>$6,009</td>
<td>$6,340</td>
<td>$5,926</td>
</tr>
<tr>
<td>Protective services</td>
<td>$27,489</td>
<td>$27,259</td>
<td>$25,319</td>
</tr>
<tr>
<td>Parks, recreation and culture</td>
<td>$28,422</td>
<td>$30,210</td>
<td>$27,790</td>
</tr>
<tr>
<td>Water utilities</td>
<td>$10,337</td>
<td>$9,964</td>
<td>$9,618</td>
</tr>
<tr>
<td>Sewer utilities</td>
<td>$9,272</td>
<td>$9,598</td>
<td>$9,139</td>
</tr>
<tr>
<td>Solid waste</td>
<td>$4,396</td>
<td>$4,226</td>
<td>$4,151</td>
</tr>
<tr>
<td>Total expenses (note 12)</td>
<td>$113,696</td>
<td>$118,379</td>
<td>$111,046</td>
</tr>
<tr>
<td>Annual surplus</td>
<td>$460</td>
<td>$12,628</td>
<td>$47,458</td>
</tr>
<tr>
<td>Accumulated surplus beginning of year</td>
<td>$562,726</td>
<td>$562,726</td>
<td>$515,268</td>
</tr>
<tr>
<td>Accumulated surplus end of year</td>
<td>$563,186</td>
<td>$575,354</td>
<td>$562,726</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements
### The Corporation of the City of North Vancouver

**Consolidated Statement of Change in Net Financial Assets**

Year ended December 31, 2019 with comparative figures for 2018

(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>460</td>
<td>12,628</td>
<td>47,458</td>
</tr>
<tr>
<td>Acquisition of tangible capital assets</td>
<td>(78,542)</td>
<td>(26,315)</td>
<td>(32,071)</td>
</tr>
<tr>
<td>Non-cash developer contributed assets and found assets</td>
<td>-</td>
<td>(1,085)</td>
<td>(3,918)</td>
</tr>
<tr>
<td>Proceeds on sale of tangible capital assets</td>
<td>-</td>
<td>70</td>
<td>2,187</td>
</tr>
<tr>
<td>Depreciation of tangible capital assets</td>
<td>15,100</td>
<td>15,350</td>
<td>14,827</td>
</tr>
<tr>
<td>Loss (gain) on disposition of tangible capital assets</td>
<td>-</td>
<td>427</td>
<td>(1,626)</td>
</tr>
<tr>
<td></td>
<td>(63,442)</td>
<td>(11,553)</td>
<td>(20,601)</td>
</tr>
<tr>
<td>Acquisition of inventories</td>
<td>-</td>
<td>(1,347)</td>
<td>(1,243)</td>
</tr>
<tr>
<td>Acquisition of prepaid expenses</td>
<td>-</td>
<td>(1,707)</td>
<td>(1,693)</td>
</tr>
<tr>
<td>Use of inventories</td>
<td>-</td>
<td>1,372</td>
<td>1,280</td>
</tr>
<tr>
<td>Use of prepaid expenses</td>
<td>-</td>
<td>1,581</td>
<td>1,554</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>(101)</td>
<td>(102)</td>
</tr>
<tr>
<td>Increase (decrease) in net financial assets</td>
<td>(62,982)</td>
<td>974</td>
<td>26,755</td>
</tr>
<tr>
<td>Net financial assets, beginning of year</td>
<td>157,911</td>
<td>157,911</td>
<td>131,156</td>
</tr>
<tr>
<td>Net financial assets, end of year</td>
<td>$94,929</td>
<td>$158,885</td>
<td>$157,911</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements
The Corporation of the City of North Vancouver  
Consolidated Statement of Cash Flows  
Year ended December 31, 2019 with comparative figures for 2018  
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash provided by (used for):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual surplus</td>
<td>$12,628</td>
<td>$47,458</td>
</tr>
<tr>
<td>Items not involving cash:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>15,350</td>
<td>14,827</td>
</tr>
<tr>
<td>Loss (gain) on disposal of tangible capital assets</td>
<td>427</td>
<td>(1,626)</td>
</tr>
<tr>
<td>Non-cash developer contributed assets and found assets</td>
<td>(1,085)</td>
<td>(3,918)</td>
</tr>
<tr>
<td>Lonsdale Energy Corp. income</td>
<td>(595)</td>
<td>(580)</td>
</tr>
<tr>
<td>Changes in non-cash operating items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase) decrease in due from other governments</td>
<td>(1,019)</td>
<td>311</td>
</tr>
<tr>
<td>Decrease (increase) in accounts receivable</td>
<td>2,362</td>
<td>(1,773)</td>
</tr>
<tr>
<td>Increase in loan to Lonsdale Energy Corp.</td>
<td>(2,329)</td>
<td>(4,052)</td>
</tr>
<tr>
<td>Decrease (increase) in interest receivable</td>
<td>1,065</td>
<td>(1,469)</td>
</tr>
<tr>
<td>Increase (decrease) in accounts payable and accrued liabilities</td>
<td>7,822</td>
<td>(2,032)</td>
</tr>
<tr>
<td>Increase increase in deferred revenue</td>
<td>2,483</td>
<td>11</td>
</tr>
<tr>
<td>Increase in deferred development cost charges</td>
<td>1,041</td>
<td>3,016</td>
</tr>
<tr>
<td>Increase (decrease) in accrued employee future benefits</td>
<td>29</td>
<td>(137)</td>
</tr>
<tr>
<td>Decrease in advances and other liabilities</td>
<td>(46)</td>
<td>(279)</td>
</tr>
<tr>
<td>Decrease in inventories</td>
<td>25</td>
<td>37</td>
</tr>
<tr>
<td>Increase in prepaid expenses</td>
<td>(128)</td>
<td>(139)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38,032</td>
<td></td>
<td>49,655</td>
</tr>
<tr>
<td><strong>Capital Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash used to acquire tangible capital assets</td>
<td>(26,315)</td>
<td>(32,071)</td>
</tr>
<tr>
<td>Proceeds from sale of tangible capital assets</td>
<td>70</td>
<td>2,187</td>
</tr>
<tr>
<td></td>
<td>(26,245)</td>
<td>(29,884)</td>
</tr>
<tr>
<td><strong>Investing Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease (increase) in temporary investments</td>
<td>(9,076)</td>
<td>970</td>
</tr>
<tr>
<td>Increase in portfolio investments</td>
<td>633</td>
<td>(21,489)</td>
</tr>
<tr>
<td></td>
<td>(8,443)</td>
<td>(20,519)</td>
</tr>
<tr>
<td><strong>Financing Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment of long-term debt</td>
<td>(211)</td>
<td>(203)</td>
</tr>
<tr>
<td>(Decrease) increase in cash</td>
<td>3,133</td>
<td>(951)</td>
</tr>
<tr>
<td>Cash, beginning of year</td>
<td>6,796</td>
<td>7,747</td>
</tr>
<tr>
<td>Cash, end of year</td>
<td>$9,929</td>
<td>$6,796</td>
</tr>
</tbody>
</table>

See accompanying notes to the consolidated financial statements
1. OPERATIONS

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

2. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants Canada. The significant accounting policies are summarized below:

(a) Basis of Presentation

The consolidated financial statements include the accounts of all the funds of the City, the accounts of the North Vancouver City Library, which is controlled by the City, the City’s 33% proportionate share of the operations of the North Vancouver Recreation Commission, and the City’s 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. The City’s investment in Lonsdale Energy Corporation (“LEC”), a wholly owned government business enterprise, is accounted for using the modified equity method.

The City participates with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33% (2018 – 33%) by the City and 67% (2018 – 67%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

The City also participates with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2018 – 50%) by the City and 50% (2018 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

(b) Basis of Accounting

Revenue is recorded on an accrual basis and recognized when earned. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

2. SIGNIFICANT ACCOUNTING POLICIES (con’t)

(c) Revenue Recognition

Taxes are recognized as revenue in the year they are levied. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Any additional adjustments required over that estimated are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Levies imposed for Regional District services and other taxing authorities are not included.

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

Sale of service and other revenue are recognized on an accrual basis.

(d) Deferred Revenue

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

(e) Development Cost Charges

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

(f) Temporary Investments

Temporary investments include bank issued notes and bonds and provincial bonds and debentures maturing in the subsequent year and are valued at the lower of cost or market value.

(g) Portfolio Investments

Portfolio investments include bank issued notes and bonds and provincial bonds and debentures maturing after the subsequent year end. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

(h) Budget Figures

The budget figures are based on the ten year financial plan adopted on April 8th, 2019.
2. SIGNIFICANT ACCOUNTING POLICIES (con't)

(i) Government Transfers

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

(j) Employee Future Benefits

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

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

(k) Long-term Debt

Long-term debt is recorded in the consolidated financial statements net of repayments and sinking fund adjustments.

(l) Non-Financial Assets

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

(i) Tangible Capital Assets

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

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Method</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land improvements</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 100 years</td>
</tr>
<tr>
<td>Parks</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 75 years</td>
</tr>
<tr>
<td>Buildings</td>
<td>Straight line over useful life of each asset unit</td>
<td>10 – 100 years</td>
</tr>
<tr>
<td>Machinery &amp; equipment</td>
<td>Straight line over useful life of each asset unit</td>
<td>3 – 25 years</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Straight line over useful life of each asset unit</td>
<td>6 – 25 years</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>Straight line over useful life of each asset unit</td>
<td>7 – 100 years</td>
</tr>
<tr>
<td>Library materials</td>
<td>Straight line over useful life of each asset unit</td>
<td>2 – 5 years</td>
</tr>
<tr>
<td>Work in progress</td>
<td>Not depreciated until put into use</td>
<td></td>
</tr>
</tbody>
</table>
(l) Non-Financial Assets (cont’d)

(ii) Contributions of Tangible Capital Assets

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

(iii) Works of Art and Historic Assets

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

(iv) Natural Resources

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

(v) Interest Capitalization

The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Leased Tangible Capital Assets

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

(vii) Inventories

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

(m) Estimates

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

(n) Segment Disclosure

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses. See note 12.
2. SIGNIFICANT ACCOUNTING POLICIES (con't)

(o) Contaminated Sites

A liability for contaminated sites is recognized when a site is not in productive use or an unexpected event has occurred and the following criteria are met:

i) An environmental standard exists;
ii) Contamination exceeds the environmental standard;
iii) The City is directly responsible or accepts responsibility;
iv) It is expected that future economic benefits will be given up; and
v) A reasonable estimate of the amount can be made

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.
3. INVESTMENTS

(a) Temporary Investments

The fair value of temporary investments at December 31, 2019 was $54,943,973 (2018 - $46,769,729). These investments range in maturity date from January 2, 2020 to December 16, 2020, and range in yield from 2.05% to 5.16%.

(b) Portfolio Investments

The fair value of portfolio investments at December 31, 2019 was $151,360,972 (2018 - $149,587,369). These investments range in maturity from January 7, 2021 to May 15, 2031, and range in yield from 2.01% to 7.52%.

4. INVESTMENT IN LONSDALE ENERGY CORPORATION (“LEC”)

The City owns all the issued and outstanding shares of LEC, which was incorporated under the British Columbia Company Act on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the Lonsdale and Marine Drive – Harbourside areas of the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and accounts receivable</td>
<td>$ 2,230</td>
<td>$ 1,874</td>
</tr>
<tr>
<td>Tangible capital assets</td>
<td>34,762</td>
<td>31,777</td>
</tr>
<tr>
<td>Other assets</td>
<td>659</td>
<td>612</td>
</tr>
<tr>
<td>Total assets</td>
<td>$ 37,651</td>
<td>$ 34,263</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$ 1,346</td>
<td>$ 1,449</td>
</tr>
<tr>
<td>Deferred contributions</td>
<td>7,289</td>
<td>6,511</td>
</tr>
<tr>
<td>Debt</td>
<td>26,307</td>
<td>24,189</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$ 34,942</td>
<td>$ 32,149</td>
</tr>
<tr>
<td>Shareholder’s equity</td>
<td>$ 2,709</td>
<td>$ 2,114</td>
</tr>
<tr>
<td>Total revenue</td>
<td>$ 5,964</td>
<td>$ 4,770</td>
</tr>
<tr>
<td>Total expenses</td>
<td>5,369</td>
<td>4,190</td>
</tr>
<tr>
<td>Net income</td>
<td>$ 595</td>
<td>$ 580</td>
</tr>
</tbody>
</table>
4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC") (con’t)

Included in the City’s consolidated statement of financial position is “Investment in Lonsdale Energy Corp.” in the amount of $2,709,000 (2018 - $2,114,000) and a loan receivable, see note 5. Also, included in accounts receivable in the City’s consolidated statement of financial position are receivables from LEC in the amount of $522,000 (2018 - $559,000).

5. LOAN TO LONSDALE ENERGY CORPORATION ("LEC")

The loan receivable balance of $25,623,086 (2018 - $23,293,926) consists of the following interest bearing promissory notes:

On August 1, 2018, the City converted amounts due from LEC whereby LEC issued a 5 year promissory note to the City in the amount of $33,661,966 bearing interest at 2.65%. The promissory note to the City has been partially drawn upon with a balance owing at December 31, 2019 of $25,623,086 (2018 - $23,293,926).

All loans are due on demand and bear interest at 2.65% (2018 – 2.65%). Interest revenue of $648,777 (2018 - $492,448) and Dividend revenue of $30,100 (2018 - $0) has been included in the consolidated statement of operations.

At the maturity date of the loan to LEC, the City may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

6. LONG-TERM DEBT

The City has financed the expansion of LEC by assuming debt on behalf of LEC through the Municipal Finance Authority in accordance with the Community Charter. Debt principal is reported net of repayments and actuarial adjustments. The City carries no other long-term debt. The total debt issued and outstanding as at December 31, 2019 was $684,288 (2018 - $895,067).
6. LONG-TERM DEBT (con't)

Future principal re-payments and actuarial adjustments on net outstanding debt over the next five years are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>219,210</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td>227,979</td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td>237,099</td>
</tr>
<tr>
<td></td>
<td></td>
<td>684,288</td>
</tr>
</tbody>
</table>

Interest expense of $6,000 (2018 - $6,000) has been included in the Consolidated Statement of Operations. The interest rate on long-term debt is 0.3% per annum.

7. EMPLOYEE FUTURE BENEFITS

(a) Sick and Severance

Employees of the City are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City’s future benefits was completed as at December 31, 2019.

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

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit obligation - beginning of the year</td>
<td>$ 7,604</td>
<td>$ 7,862</td>
</tr>
<tr>
<td>Add: Current service costs</td>
<td>646</td>
<td>655</td>
</tr>
<tr>
<td>Interest on accrued benefit obligation</td>
<td>257</td>
<td>239</td>
</tr>
<tr>
<td>Less: Actuarial (gain) loss</td>
<td>130</td>
<td>(154)</td>
</tr>
<tr>
<td>Benefits paid</td>
<td>(822)</td>
<td>(998)</td>
</tr>
<tr>
<td>Benefit obligation - end of the year</td>
<td>$ 7,815</td>
<td>$ 7,604</td>
</tr>
<tr>
<td>Add: Unamortized actuarial gain</td>
<td>335</td>
<td>517</td>
</tr>
<tr>
<td>Accrued benefit liability - end of the year</td>
<td>$ 8,150</td>
<td>$ 8,121</td>
</tr>
</tbody>
</table>
The significant actuarial assumptions adopted in measuring the City’s accrued benefit liability are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount rates</td>
<td>2.70%</td>
<td>3.30%</td>
</tr>
<tr>
<td>Expected future inflation rates</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
<tr>
<td>Expected wage and salary increases</td>
<td>2.58% to 4.63%</td>
<td>2.58% to 4.63%</td>
</tr>
</tbody>
</table>

The unamortized actuarial gain is amortized over a period equal to the employees’ average remaining service lifetime of ten years for the City.

(b) Council Retirement Stipend

Starting 2005, Council Members are entitled to a retirement stipend based on 9.97% of the individual’s total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.
8. TANGIBLE CAPITAL ASSETS (con't)

(a) Work in Progress

Work in progress having a value of $49,339,000 (2018 - $46,888,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

(b) Developer Contributed Tangible Capital Assets and Other Transfers

Developer contributed tangible capital assets and other transfers have been recognized at their estimated fair value at the date of contribution. Developer contributed tangible capital assets and other transfers of $1,085,000 (2018 - $4,841,000) have been recognized during the year.

(c) Works of Art and Historic Assets

The City manages and controls various works of art and non-operational historic assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded in the consolidated financial statements of the City.

(d) Write-Down and Write-Up of Tangible Capital Assets

There were no write-downs during the current or prior year. Write-ups of tangible capital assets during the current year relate to software still in active use.

9. ACCUMULATED SURPLUS

\[
\begin{array}{lcc}
\text{2019} & \text{2018} \\
\hline
\text{Current Funds – general, water and sewer} & $36,718 & $35,877 \\
\text{Reserve fund} & 107,552 & 112,153 \\
\text{Capital fund} & 431,084 & 414,696 \\
\text{Accumulated surplus, end of year} & $575,354 & $562,726 \\
\end{array}
\]

(a) Current Funds – general, water and sewer

\[
\begin{array}{lcc}
\text{Appropriated:} & \text{2019} & \text{2018} \\
\text{General funds} & $13,298 & $14,162 \\
\text{Water fund} & 1,857 & 1,096 \\
\text{Sewer fund} & 9,675 & 10,722 \\
\text{Unappropriated:} & \text{} & \text{} \\
\text{General funds} & 10,722 & 9,128 \\
\text{Sewer funds} & 476 & 745 \\
\text{Water fund} & 690 & 24 \\
\text{Total} & $36,718 & $35,877 \\
\end{array}
\]
The Corporation of the City of North Vancouver
Notes to Consolidated Financial Statements
Year ended December 31, 2019
(tabular amounts in thousands of dollars)

9. ACCUMULATED SURPLUS (con't)

(b) Reserve Funds

<table>
<thead>
<tr>
<th></th>
<th>Balance December 31, 2018</th>
<th>Contributions &amp; Transfers</th>
<th>Earnings</th>
<th>Less Expenditures</th>
<th>Balance December 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>$3,914</td>
<td>$437</td>
<td>$166</td>
<td>$655</td>
<td>$3,862</td>
</tr>
<tr>
<td>Fire</td>
<td>704</td>
<td>350</td>
<td>32</td>
<td>213</td>
<td>873</td>
</tr>
<tr>
<td>General</td>
<td>99</td>
<td>-</td>
<td>4</td>
<td>8</td>
<td>95</td>
</tr>
<tr>
<td>Computer</td>
<td>561</td>
<td>38</td>
<td>11</td>
<td>409</td>
<td>201</td>
</tr>
<tr>
<td>Building</td>
<td>539</td>
<td>-</td>
<td>12</td>
<td>225</td>
<td>326</td>
</tr>
<tr>
<td>Local Improvements</td>
<td>805</td>
<td>5</td>
<td>23</td>
<td>5</td>
<td>828</td>
</tr>
<tr>
<td>Affordable Housing</td>
<td>4,868</td>
<td>396</td>
<td>140</td>
<td>508</td>
<td>4,896</td>
</tr>
<tr>
<td>Tax Sale Lands</td>
<td>34,928</td>
<td>-</td>
<td>1,190</td>
<td>877</td>
<td>35,241</td>
</tr>
<tr>
<td>Waterworks</td>
<td>6,044</td>
<td>-</td>
<td>151</td>
<td>1,639</td>
<td>4,556</td>
</tr>
<tr>
<td>Parking</td>
<td>190</td>
<td>-</td>
<td>8</td>
<td>159</td>
<td>39</td>
</tr>
<tr>
<td>Civic Amenity</td>
<td>54,771</td>
<td>4,185</td>
<td>2,287</td>
<td>9,358</td>
<td>51,885</td>
</tr>
<tr>
<td>Justice Administration</td>
<td>142</td>
<td>-</td>
<td>4</td>
<td>23</td>
<td>123</td>
</tr>
<tr>
<td>Accommodation</td>
<td>2,027</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Streets DCC</td>
<td>-</td>
<td>2,027</td>
<td>-</td>
<td>2,027</td>
<td>-</td>
</tr>
<tr>
<td>Parks DCC</td>
<td>-</td>
<td>4,543</td>
<td>-</td>
<td>4,543</td>
<td>-</td>
</tr>
<tr>
<td>Lower Lonsdale Amenity</td>
<td>70</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>70</td>
</tr>
<tr>
<td>Lower Lonsdale Legacy</td>
<td>2,660</td>
<td>-</td>
<td>76</td>
<td>76</td>
<td>2,660</td>
</tr>
<tr>
<td>Public Art</td>
<td>502</td>
<td>85</td>
<td>15</td>
<td>55</td>
<td>547</td>
</tr>
<tr>
<td>Marine Drive Community Amenity</td>
<td>346</td>
<td>-</td>
<td>-</td>
<td>156</td>
<td>190</td>
</tr>
<tr>
<td>Sustainable Transportation</td>
<td>349</td>
<td>88</td>
<td>8</td>
<td>167</td>
<td>278</td>
</tr>
<tr>
<td>Carbon Fund</td>
<td>329</td>
<td>65</td>
<td>8</td>
<td>158</td>
<td>244</td>
</tr>
<tr>
<td>Water DCC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sanitary DCC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Drainage DCC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$112,153</td>
<td>$12,219</td>
<td>$4,869</td>
<td>$21,889</td>
<td>$107,552</td>
</tr>
</tbody>
</table>

(c) Capital Fund

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in tangible capital assets</td>
<td>$414,093</td>
<td>$402,540</td>
</tr>
<tr>
<td>Appropriated Capital funds</td>
<td>16,991</td>
<td>12,156</td>
</tr>
<tr>
<td>Total</td>
<td>$431,084</td>
<td>$414,695</td>
</tr>
</tbody>
</table>
10. COMMITMENTS AND CONTINGENCIES

(a) Property Taxes

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

<table>
<thead>
<tr>
<th>Collections for and remittances to other bodies</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Government - Schools</td>
<td>$39,123</td>
<td>$36,026</td>
</tr>
<tr>
<td>Greater Vancouver Regional District</td>
<td>1,460</td>
<td>1,340</td>
</tr>
<tr>
<td>Greater Vancouver Transportation Authority</td>
<td>8,917</td>
<td>7,992</td>
</tr>
<tr>
<td>British Columbia Assessment Authority</td>
<td>1,448</td>
<td>1,367</td>
</tr>
<tr>
<td>Municipal Finance Authority</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>BIA Lower Lonsdale Society</td>
<td>498</td>
<td>498</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$51,453</strong></td>
<td><strong>$47,229</strong></td>
</tr>
</tbody>
</table>

(b) Pension Liability

The City and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a $2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid $4,259,000 (2018 - $4,112,000) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.
(b) Pension Liability (con’t)

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

(c) Contingent Liabilities

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

(d) E-Comm

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

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

The City holds 2 class “A” shares and one class “B” share.

(e) Contractual Obligations

During 2014 the City, in conjunction with the District of North Vancouver and the District of West Vancouver, entered into a new contract for recyclables collection for a period of five years commencing July 1, 2015. The City’s portion of the annual contract costs is expected to be approximately $1,100,000 for the years from 2015 to mid 2020. The City is also eligible to receive an incentive from Multi-Materials BC (MMBC) of approximately $65,000 per month ($780,000 annually). This will not be renewed as commencing July 2020, RecycleBC will be responsible for providing residential recycling services in the City.

As at December 31, 2019 the City had entered into various construction contracts for a total outstanding value of $19,6M

(f) Construction Loan Guarantee

On February 14, 2017 the City entered an agreement as a loan guarantor, for the British Columbia Photography and Media Society, for a demand construction bridge loan to a maximum of $5M not to exceed five years.
11. TRUST FUNDS

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling $3,045,000 (2018 - $2,918,000), which is administered by the City, has not been included with the City’s accounts.

12. SEGMENTED INFORMATION

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

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

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

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

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

Protective Services
Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible to provide fire suppression service, fire prevention services and fire safety education.

Parks, Recreation and Culture
Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of the City’s many parks and trails, the North Vancouver City Library and the City’s participation in the North Vancouver Museum and Archives and the North Vancouver Office of Cultural Affairs.
12. SEGMENTED INFORMATION (con't)

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

Sewer Utilities
The Sewer Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages the City’s 150km storm sewerage system which diverts rainfall runoff from private property with an emphasis on flood prevention.

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

13. CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019 the significant contractual rights of the City consisted of developer contributions. These rights exist as the City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the City assumes the risks and responsibilities related to the assets.
14. BUDGET FIGURES

The budget figures presented in these consolidated financial statements are based upon the financial plan approved by Council as the Financial Plan for the Years 2019 to 2028 Bylaw, 2019, No. 8703 April 8th, 2019. The table below reconciles the approved budget to the budget figures reported.

<table>
<thead>
<tr>
<th>Financial Plan Bylaw</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue per Statement of Operations</td>
<td>$ 114,156</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
</tr>
<tr>
<td>Budget Adjustments for Consolidation</td>
<td>(144)</td>
</tr>
<tr>
<td>Transfers from Reserve</td>
<td>(3,467)</td>
</tr>
<tr>
<td>Interagency Funds</td>
<td>(4,926)</td>
</tr>
<tr>
<td></td>
<td>(8,537)</td>
</tr>
<tr>
<td>Revenue per financial plan bylaw 8637</td>
<td>105,619</td>
</tr>
<tr>
<td>Expenses per Statement of Operations</td>
<td>113,696</td>
</tr>
<tr>
<td>Add:</td>
<td></td>
</tr>
<tr>
<td>Transfer to other funds</td>
<td>(5,314)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Less:</td>
<td></td>
</tr>
<tr>
<td>Budget Adjustments for Consolidation</td>
<td>4,003</td>
</tr>
<tr>
<td>Interagency payments</td>
<td>(4,926)</td>
</tr>
<tr>
<td></td>
<td>(923)</td>
</tr>
<tr>
<td>Expenses per financial plan bylaw 8637</td>
<td>107,459</td>
</tr>
<tr>
<td>Deficit for the year</td>
<td>(1,840)</td>
</tr>
<tr>
<td>Reserves and capital:</td>
<td></td>
</tr>
<tr>
<td>Capital expenditures</td>
<td>(78,542)</td>
</tr>
<tr>
<td>Depreciation</td>
<td>15,100</td>
</tr>
<tr>
<td>Equity</td>
<td>(9,424)</td>
</tr>
<tr>
<td>Transfers from reserves</td>
<td>54,298</td>
</tr>
<tr>
<td>External contributions</td>
<td>20,408</td>
</tr>
<tr>
<td>Annual budgeted Surplus per financial plan bylaw</td>
<td>$ -</td>
</tr>
</tbody>
</table>
15. COVID-19 IMPACT

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be specific impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City’s assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City’s ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and available credit facilities. A revenue anticipation borrowing bylaw, 2020, No. 8749 was also authorized to borrow up to $35M to ensure it is able to continue providing essential services to its citizens.
## 2019 Permissive Tax Exemptions

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>PROPERTY ADDRESS</th>
<th>MUNICIPAL TAXES EXEMPT PORTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anavets Senior Citizens’ Housing Society</td>
<td>245 3rd St. East</td>
<td>$44,123</td>
</tr>
<tr>
<td>Army, Navy, and Air Force Veterans in Canada</td>
<td>119 East 3rd Street</td>
<td>$20,809</td>
</tr>
<tr>
<td>The Auxiliary to the Lions Gate Hospital</td>
<td>128 15th Street West</td>
<td>$11,999</td>
</tr>
<tr>
<td>BC Photography and Media Arts Society</td>
<td>105 Carrie Cates Court</td>
<td>$61,136</td>
</tr>
<tr>
<td>Canadian Mental Health Association</td>
<td>300-1835 Lonsdale Ave</td>
<td>$5,314</td>
</tr>
<tr>
<td>The Cascadia Society for Social Working</td>
<td>325 West 19th Street</td>
<td>$3,741</td>
</tr>
<tr>
<td>The Cascadia Society for Social Working</td>
<td>351 West 19th Street</td>
<td>$3,257</td>
</tr>
<tr>
<td>The Cascadia Society for Social Working</td>
<td>348 West 19th Street</td>
<td>$3,411</td>
</tr>
<tr>
<td>Community Living Society</td>
<td>317 &amp; 319 East Keith Road</td>
<td>$3,865</td>
</tr>
<tr>
<td>Community Living Society</td>
<td>1003-555 West 28th Street</td>
<td>$1,215</td>
</tr>
<tr>
<td>City of North Vancouver (Pipe Shop)</td>
<td>115 Victory Ship Way</td>
<td>$32,763</td>
</tr>
<tr>
<td>Family Services North Shore</td>
<td>1109-1117 Lonsdale Avenue</td>
<td>$17,771</td>
</tr>
<tr>
<td>Fraternal Order of Eagles, Northwest Aerie 2638</td>
<td>170, 168, 166, 164, 162 West 3rd Street</td>
<td>$14,274</td>
</tr>
<tr>
<td>Girl Guides of Canada</td>
<td>252 Esplanade W</td>
<td>$59,720</td>
</tr>
<tr>
<td>Hollyburn Family Services Society</td>
<td>210 West 13th Street</td>
<td>$6,095</td>
</tr>
<tr>
<td>HYAD Housing for Young Adults with Disabilities</td>
<td>2130 Chesterfield Avenue</td>
<td>$2,693</td>
</tr>
<tr>
<td>Kiwanis North Shore Housing Society</td>
<td>170 West 2nd Street</td>
<td>$46,691</td>
</tr>
<tr>
<td>Kiwanis North Shore Housing Society</td>
<td>1480 St. Andrews Avenue</td>
<td>$3,243</td>
</tr>
<tr>
<td>Lighthouse Harbour Ministries</td>
<td>1 - 260 East Esplanade</td>
<td>$4,892</td>
</tr>
<tr>
<td>The Lonsdale Creek Daycare Centre Society</td>
<td>230 West 21st Street</td>
<td>$6,475</td>
</tr>
<tr>
<td>Lookout Housing &amp; Health Society</td>
<td>705 West 2nd Street</td>
<td>$17,843</td>
</tr>
<tr>
<td>Marineview Housing Society</td>
<td>1415 Chesterfield Ave</td>
<td>$3,436</td>
</tr>
<tr>
<td>Marineview Housing Society</td>
<td>1053 Grand Blvd</td>
<td>$4,311</td>
</tr>
<tr>
<td>Marineview Housing Society</td>
<td>1057 Cloverley Street</td>
<td>$2,438</td>
</tr>
<tr>
<td>Navy League of Canada</td>
<td>1555 Forbes Ave</td>
<td>$15,906</td>
</tr>
<tr>
<td>North Shore Connexions Society</td>
<td>1924 Jones Avenue</td>
<td>$2,514</td>
</tr>
<tr>
<td>The North Shore Disability Resource Centre Association</td>
<td>2412 Wilding Way</td>
<td>$2,699</td>
</tr>
<tr>
<td>North Shore Multicultural Society</td>
<td>123 East 16th Street - Various Units</td>
<td>$2,693</td>
</tr>
<tr>
<td>North Shore Neighbourhood House</td>
<td>113 East 3rd Street</td>
<td>$31,147</td>
</tr>
<tr>
<td>North Shore Neighbourhood House (Centre View Childcare)</td>
<td>143 East 14th Street</td>
<td>$2,834</td>
</tr>
<tr>
<td>North Shore Neighbourhood House (Community Garden)</td>
<td>207 East 2nd Street</td>
<td>$3,651</td>
</tr>
<tr>
<td>North Vancouver Chamber of Commerce</td>
<td>102-124 West 1st Street</td>
<td>$6,878</td>
</tr>
<tr>
<td>North Vancouver Lawn Bowling Club</td>
<td>2160 Lonsdale Avenue</td>
<td>$539,655</td>
</tr>
<tr>
<td>North Vancouver Masonic Temple</td>
<td>1140 - 1144 Lonsdale Avenue</td>
<td>$9,209</td>
</tr>
<tr>
<td>Presentation House Cultural Society</td>
<td>333 Chesterfield Avenue</td>
<td>$76,176</td>
</tr>
<tr>
<td>North Vancouver Royal Canadian Legion, Branch 118</td>
<td>121/123 West 15th Street</td>
<td>$17,329</td>
</tr>
<tr>
<td>Silver Harbour Centre</td>
<td>144 East 22nd Street</td>
<td>$85,922</td>
</tr>
<tr>
<td>St. Edmund's Parish</td>
<td>613 Mahon Avenue</td>
<td>$5,592</td>
</tr>
<tr>
<td>St Leonard's Society of North Vancouver</td>
<td>312 Bewicke Avenue</td>
<td>$2,380</td>
</tr>
<tr>
<td>Vancouver Coastal Health Authority- Magnolia House</td>
<td>720 East 17th Street</td>
<td>$2,741</td>
</tr>
<tr>
<td>Vancouver Coastal Health Authority- Margaret Fulton Centre</td>
<td>1601 Forbes Avenue</td>
<td>$22,531</td>
</tr>
<tr>
<td>Young Women's Christian Association</td>
<td>125 East 14th Street</td>
<td>$2,070</td>
</tr>
<tr>
<td>Assembly of Christians (Gospel Hall)</td>
<td>133 East 4th Street</td>
<td>$3,832</td>
</tr>
<tr>
<td>North Shore Bethel Christian Mennonite Brethren Church</td>
<td>185 East Keith Road</td>
<td>$2,794</td>
</tr>
<tr>
<td>Holy Trinity Catholic Church</td>
<td>2705 Lonsdale Avenue</td>
<td>$3,483</td>
</tr>
<tr>
<td>North Shore Alliance Church</td>
<td>201 East 23rd Street</td>
<td>$19,133</td>
</tr>
<tr>
<td>King's Temple Missionary Society (North Shore Christian Centre)</td>
<td>1400 Sutherland Avenue</td>
<td>$1,890</td>
</tr>
<tr>
<td>Parish of St. Agnes Anglican Church</td>
<td>530 East 12th Street</td>
<td>$716</td>
</tr>
<tr>
<td>Parish of St. John The Evangelist Anglican Church</td>
<td>209 West 13th Street</td>
<td>$16,065</td>
</tr>
<tr>
<td>Salvation Army North Vancouver Community Church</td>
<td>105 West 12th Street</td>
<td>$11,685</td>
</tr>
<tr>
<td>St. Andrew's &amp; St. Stephen's Presbyterian Church</td>
<td>2641 Chesterfield Avenue</td>
<td>$4,600</td>
</tr>
<tr>
<td>St. Andrew's United Church</td>
<td>1044 St. Georges Avenue</td>
<td>$2,889</td>
</tr>
<tr>
<td>Sutherland Church</td>
<td>630 East 19th Street</td>
<td>$4,168</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,336,443</strong></td>
</tr>
</tbody>
</table>
Declaration of Council Disqualifications

No Councillors were disqualified from holding office in 2019 under the provisions set out in the Community Charter.
141 West 14th Street
North Vancouver, BC
V7M 1H9

T. 604.985.7761
F. 604.985.9417

cnv.org
info@cnv.org
The City of North Vancouver’s 2019 Annual Municipal Report will be presented for consideration at the above noted Regular Council Meeting.

Members of the community may submit comments and questions regarding the 2019 Annual Municipal Report at cnv.org/annualmunicipalreport until 12:00 noon on Monday, June 22, 2020. Alternatively, submissions may be deposited in the drop-boxes outside of City Hall no later than 4:00 pm on Friday, June 19, 2020.

Due to COVID-19, the Regular Council Meeting will be conducted “virtually” with Council members attending through electronic means. Public attendance cannot be accommodated at this time. Therefore, we are asking members of the community to submit any comments or questions in writing through the above-mentioned website or in one of the drop-boxes.

The 2019 Annual Municipal Report will be available for viewing on Friday, June 5, 2020, after 4:00 pm online at cnv.org/annualmunicipalreport.
Hi Duncan,

Thank you for taking the time to review the City’s 2019 Annual Municipal Report (AMR).

We have received your comment below and will be sharing it with Council:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Duncan Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>&lt;&gt;</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>&lt;&gt;</td>
</tr>
<tr>
<td>Comments:</td>
<td>Maybe I’m missing it, but I see nothing in here about safe streets - especially in school, zones, park zones and residential neighbourhoods.</td>
</tr>
</tbody>
</table>

We would like to direct you to the relevant pages of the AMR that discuss safe streets:

- Page 9 under 2019 Measures:
  - Advanced key transportation policy components including endorsement of the WalkCNV strategy, set ‘AAA’ mobility lanes priorities and began the Mobility Strategy process to update the City’s Long Range Transportation Plan and Lonsdale great streets vision
- Page 10 under 2019 Measures and 2020 Objectives:
  - Increased road awareness and safety through regular education programs and partnerships with ICBC
  - Increase road safety and improve sense of security in our communities
- Page 17 under A Connected City:
  - Increase kilometres of protected bike lanes
    - Corridor endorsement by Council and accompanying framework will be incorporated into Mobility Strategy. Priority Corridors for AAA Mobility Lanes strategy approved by Council. Preliminary design for 2020 corridor construction underway
  - Explore safe routes to schools opportunities
    - Staff on-track for February 2020 council report with recommendations based on engagement and technical analysis

We hope this provides the information that you are looking for. If you have any further questions or comments, please do not hesitate to contact me directly.

Kind regards,

Verna Wen, CIA, CPA, CGA | Manager, Internal Control and Performance Finance
T 604 982 3949

City of North Vancouver
141 W 14th Street, North Vancouver, BC | V7M 1H9
cnv.org
RECOMMENDATION:

PURSUANT to the report of the Director of Finance, dated June 10, 2020 and entitled "2020 Project Plan – Funding Appropriations 2045 - 2047":

THAT (Funding Appropriation #2045) an amount of $65,000 be appropriated from the Annual Budget – Transfer to General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2046) an amount of $220,000 be appropriated from the Civic Amenity Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2047) an amount of $20,000 be appropriated from the General Reserve Fund for the purpose of funding the 2020 Project Plan;

AND THAT should any of the above amounts remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the said Reserve Fund.

ATTACHMENT:

1. 2020 Project Budget Funding Allocation Detail by Source (CityDoc #1921542)
2. 2020 Project Sheets (CityDoc #1921571)
DISCUSSION:

These projects are deemed essential. The attached Project Sheets (Attachment 2) provide additional information regarding each project.

FINANCIAL IMPLICATIONS:

Funding is included in the 2020 Project Budget and is available for appropriation.

RESPECTFULLY SUBMITTED:

Ben Themens
Director of Finance
### Funding from Reserves

<table>
<thead>
<tr>
<th>Description</th>
<th>Manager</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Budget - Transfer to General Reserve - Appropriation # 2045</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Play Equipment Replacement</td>
<td>PRIESTLEY, DEREK</td>
<td>35,000</td>
</tr>
<tr>
<td>Block Funding - Library Equipment</td>
<td>KOEP, DEBORAH</td>
<td>20,000</td>
</tr>
<tr>
<td>Block Funding - Museum &amp; Archives</td>
<td>WENHARDT, WESLEY</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total Annual Budget - Transfer to Gen Reserve Fund - Appropriation # 2045</strong></td>
<td></td>
<td>65,000</td>
</tr>
<tr>
<td><strong>Civic Amenity Reserve Fund - Appropriation # 2046</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Sidewalks on East side St Andrews: Keith Road to 13th Str</td>
<td>HALL, JUSTIN</td>
<td>220,000</td>
</tr>
<tr>
<td><strong>Total Civic Amenity Reserve Fund - Appropriation # 2046</strong></td>
<td></td>
<td>220,000</td>
</tr>
<tr>
<td><strong>General Reserve - Appropriation # 2047</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit Stop Improvements</td>
<td>KUZMANOVSKI, KJMENT</td>
<td>20,000</td>
</tr>
<tr>
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<tr>
<td><strong>Total Funding From Reserves</strong></td>
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</table>
Project Name: Play Equipment Replacement
Department: Engineering: Parks & Environment
Project Manager: Derek Priestley
Date: 4-Jul-19

### Description:
The ongoing play equipment renewal and replacement program in 18 City parks.

### Purpose:
The purpose of the play equipment replacement program is to ensure that the City has safe, high-quality play equipment at all times. Worn pieces of equipment are replaced at the end of their useful life, to ensure that our playgrounds are up to date and meet the evolving safety standards in a reasonable fashion.

### Alignment With Official Community Plan:
This project supports the goals and objectives of Chapters 5 and 8 of the OCP, by protecting and maintaining new and existing public infrastructure and amenities, enhancing public safety, and providing safe spaces for play as a part of a complete community.

### Strategic Plan:
**A City for People** - is welcoming, inclusive, safe, accessible and supports the health and well-being of all. **A Vibrant City** - is where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community and celebrate their culture and history.

### Outcome:
Customer satisfaction will be achieved by having steady upgrading and replacement of the City's playground equipment with public input into the most suitable replacements for each neighbourhood's needs.

### Impact If Project Does Not Proceed:
Equipment will get progressively older, out of date and won't meet the evolving safety standards.

### External Funding:
<table>
<thead>
<tr>
<th>Year</th>
<th>City Funding (Fund Appropriation)</th>
<th>External Funding/Contributions</th>
</tr>
</thead>
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<tr>
<td>2019</td>
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<tr>
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<tr>
<td>TOTAL</td>
<td>$70,000</td>
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### GHG Implications:
Short-term: Limited GHG emissions associated with construction (fuel and materials).

### Milestones:
Existing playgrounds will be reviewed and prioritised for replacement between 2019 and 2021.

### Funding Requirements:
<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>2010-2019</th>
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</thead>
<tbody>
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<td>$35,000</td>
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<tr>
<td>External Funding/Contributions</td>
<td>$ -</td>
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<tr>
<td>Total Project Expenditures</td>
<td>$140,000</td>
<td>$35,000</td>
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</table>

### Overhead Staffing (Engineering/Facilities):
Specify as a percentage of funds appropriated:
0% 0% 0% 0% 0% 0% 0% 0% 0% 0%

### Impact on Operations/Maintenance:
(Incremental to 2018 Base Year Operating Budget)
<table>
<thead>
<tr>
<th>Item</th>
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<td>Revenues</td>
<td>$ -</td>
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<tr>
<td>Expenses net of recoveries</td>
<td>$ -</td>
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<tr>
<td>Total</td>
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</table>

### Staffing (FTE):
* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.
**Project Name:** Block Funding - Library Equipment  
**Department:** Library  
**Project Manager:** Deb Hutchison Koep  
**Date:** 4-Jul-19  
**Project Type:** On-Going Program/Project  

### Description:
Block funding for replacement of equipment and furnishings.

### Purpose:
Maintenance and replacement of equipment and furnishings under $10,000.

### Alignment With Official Community Plan:
8.2 Employ a proactive approach to infrastructure maintenance and upgrades.

### Strategic Plan:
A Vibrant City - open seven days a week with over 1400 visitors a day of all ages and walks of life, the City Library experiences significant wear and tear from daily use. Block funding enables us to maintain a safe, reliable and operational space for the community.

This work is also consistent with the City Library’s Strategic Plan and our commitment to provide robust, well-maintained facilities and infrastructure that support service delivery.

### Outcome:
(Customer Satisfaction)
The library and its furnishings and equipment will be well-maintained and in good working order.

### Impact If Project Does Not Proceed:
Deterioration of current assets and services.

### External Funding:
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<tr>
<th>2010</th>
<th>2021</th>
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### GHG Implications:
The intentional selection of environmentally friendly furniture and equipment may have a small positive impact on GHG.

### Milestones:

#### 2010-2019

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### Overhead Staffing (Engineering/Facilities)
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### Impact on Operations/Maintenance
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### Staffing (FTE)

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</tbody>
</table>

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.
Project Name: Block Funding - Museum and Archives
Department: Museum & Archives
Project Manager: Nancy Kirkpatrick
Date: 26-Jul-19

Description: Annual block funding is used by the Museum & Archives for purchasing or replacing minor capital assets such as equipment, technology, or specialized storage and display components. These funds are matched by the District so that the purchase of these assets is funded 50/50 by each municipality.

Purpose: Block funds are used to buy and replace small capital items used in the delivery of community programs, in the management and stewardship of the museum and archival collections, in the public operations of the Museum & Archives, and at the storage warehouse.

Alignment With Official Community Plan: The OCP outlines supporting culture and heritage facilities that both add vibrancy to the fabric of the City and engage the community; respecting the City's history through connections to our past; and enhancing residents’ and visitors' experiences, which are the touchstones of the Museum & Archives. The NVMA brings to life the community's sense of place and unique cultural heritage. It promotes access and inclusion to all local residents to our community's rich heritage resources.

Strategic Plan: NVMA is a community-enhancing organization that supports the Strategic Plan's healthy city vision by encouraging understanding and connection between people of all backgrounds, and by fostering an awareness of community history and a sense of community pride. NVMA's programs, services, and facilities add to the quality of life in North Vancouver and enhance our community’s liveability and dynamism.

Outcome: (Customer Satisfaction) NVMA effectively balances its responsibilities to acquire, preserve, and manage municipally-owned heritage resources (museum and archives collections), to provide public access (on site and online) and research opportunities for people to use those collections; to present programs that educate and involve diverse audiences; and to create exhibitions that bring the community's history and heritage to life.

Impact If Project Does Not Proceed: Without proper preservation, collections and archival materials will physically deteriorate and be rendered inaccessible to the public. Programming tools and equipment are essential to delivering engaging, quality experiences to the community and visitors. Replacement of dated technology and static exhibits are necessary to engage visitors who have become accustomed to modern, interactive environments. A move and restructuring of office and storage facilities in 2020 will necessitate new or reconfigured equipment and furniture.

External Funding:

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<tr>
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Funding Requirements

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Impact on Operations/Maintenance

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<tr>
<td>Expenses net of recoveries (Include staffing)</td>
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</tbody>
</table>

Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.
### Project Name: New Sidewalks on East side St Andrews: Keith Road to 13th Str

**Department:** Engineering: Streets  
**Project Manager:** Justin Hall  
**Project Type:** New Capital Asset  
**Date:** 4-Jul-19

#### Description:
Construction of approximately 425 metres of missing sidewalk on the east side of St Andrews between East Keith Road and East 13th Street.

#### Purpose:
To provide a continuous sidewalk complete with grass boulevards and street trees along the east side of St Andrews between East Keith Road and East 13th Street.

#### Alignment With Official Community Plan:
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; 2.3.8 Encourage transportation options that reduce fossil fuel use, such as walking, cycling, transit, carpooling, and low-emission vehicles.

#### Strategic Plan:
Supports a Connected City and a Vibrant City by providing a high-quality pedestrian facility complete with grass boulevards and new street trees to provide a safe and attractive pedestrian connection leading directly to Vancouver General Hospital and indirectly to Ridgeway Elementary School.

#### Outcome:
(Streets - Customer Satisfaction)
A safe and attractive facility for pedestrians to encourage walking as a preferred option for neighbourhood travel.

#### Impact If Project Does Not Proceed:
The pedestrian facilities along St Andrews will remain incomplete.

#### External Funding:
N/A  
Specify Funding Agency/Program:
N/A

#### GHG Implications:
Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily:
Construction of concrete sidewalks generates significant GHG's related to the production of the portland cement used to make concrete. However, encouraging walking may reduce travel by vehicle which will decrease GHG's.

#### Milestones:
Design and public notification in Q2 2020, followed by construction in Q3 2020 or Q2 2021

#### Director Approval:
Approved by D. Pope November 20, 2019

### Funding Requirements

<table>
<thead>
<tr>
<th>2010-2019 Budget</th>
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#### Overhead Staffing (Engineering/Facilities)
Specify as a percentage of funds appropriated:
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#### Impact on Operations/Maintenance
(Incremental to 2018 Base Year Operating Budget)

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Expenses net of recoveries</th>
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#### Staffing (FTE)

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* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

3 - 10
**Project Name:** Transit Stop Improvements  
**Department:** Engineering: Traffic  
**Project Manager:** Kliment Kuzmanovski  
**Date:** 4-Jul-19  
**Project Type:** New Capital Asset

### Description:
To make physical improvements to existing bus stops i.e. wheelchair pads, concrete pads, bus bay reconstruction and bus priority measures at intersections to decrease delays to transit. Locations are determined each year with the bus company.

### Purpose:
To improve transit service in the City to maintain existing ridership and encourage more people to use transit. This is part of the North Shore INSTPP recommendations to enhance access to transit.

### Alignment With Official Community Plan:
- 2.1.6 Implement transit priority treatments such as signal coordination, intersection queue jumpers and dedicated bus lanes to reduce transit travel times and improve transit reliability.
- 2.3.3 Provide universally accessible bus stops, bus shelters at all bus stops.

### Strategic Plan:
Supports a Connected City. Provides supportive infrastructure to encourage people to move to, from and within the city efficiently and sustainably. Results in reduced dependence on vehicles for mobility.

### Outcome:
More accessible bus stops will allow more people with disabilities to use transit, geometric improvements also account for stops with high ridership and reduce delay. Priority measures will improve transit service attracting more customers.

### Impact If Project Does Not Proceed:
Bus stops and zones will not adapt to the changing needs of our residents. Transit will be a less desirable form of transportation resulting in continued use of single occupant vehicles.

### External Funding:

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<td>$65,000</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

**Total Project Expenditures:** $1,300,000

### Milestones:
Implementation and design in budgeted year. City contribution is approximately 50% of the total cost. The other 50% is funded by the Coast Mountain Bus Company.

### Funding Requirements

<table>
<thead>
<tr>
<th>2010-2019 Budget</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Funding (Fund Appropriation)</td>
<td>$290,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>External Funding/Contributions</td>
<td></td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
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<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

**Total Project Expenditures:** $1,300,000

### Overhead Staffing (Engineering/Facilities)
Specify as a percentage of funds appropriated

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
<td>7%</td>
</tr>
</tbody>
</table>

### Impact on Operations/Maintenance

<table>
<thead>
<tr>
<th>Incremental to 2019 Base Year Operating Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
</tr>
<tr>
<td>Expenses net of recoveries (Include staffing)</td>
</tr>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>

**Total:** $ -

### Staffing (FTE)

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.
RECOMMENDATION

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated June 17, 2020, entitled "Funding Appropriation for Shipping Container Parklet Project":

THAT (Funding Appropriation #2048) an amount of $20,000 be appropriated from the Tax Sale Lane Interest Reserve Fund for the purpose of funding the "Shipping Container Parklet Project";

AND THAT should any of the above amount remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the said Reserve Fund.

PURPOSE

The purpose of this report is to seek Council support for the appropriation of $20,000 in funding to convert a shipping container into a covered parklet for use in the Central Lonsdale Open Streets Action Plan. Staff are requesting this appropriation at this time to coincide with the expedited activation of Lonsdale Ave. given that conversion of the container will take some time to complete.
BACKGROUND

In August 2019, the City’s CNV Play initiative secured a 40ft shipping container for the potential future use as a 2020 PLAY parklet project. The container was purchased for $200 and has been temporarily stored in the Harry Jerome Centennial Theatre parking lot. The Open Streets Activation Team is currently developing a parklet plan for commercial areas in the City to compliment the Temporary Patio program for businesses. The first phase of this program focuses on the Central Lonsdale corridor and the shipping container is proposed to be used to support the Open Streets Action Plan on Lonsdale Ave. The shipping container parklet will be an iconic signature parklet and include lighting and a roof, making the space more usable during both dark, rainy and sunny, hot days.

Parklets will be placed in curb side parking zones in locations near businesses that are not able to expand into the public realm due to sidewalk restrictions such as proximity to intersections and food vendors that offer take-way options. Parklets will provide areas where customers can enjoy their take-out food and beverages and will not be assigned to any one business. They will be maintained by the City and as such, available for the general public to use. Staff will consult with area business before installing parklets.

DISCUSSION

As per the chosen proposal, the funding will cover the following:

- Transport and delivery of the 40' shipping container from the current storage site to the proposed destination
- Three designs for review by City staff after approval of contract
- Public information drawings after the City’s comments at the final design
- Interior and exterior walls primed and painted with durable weather resistant product
- Installation of vapor proof lights for interior lighting and electrical outlets
- Fabrication of container to allow access at curbside and opportunity for sun and air circulation
- Installation of new flooring
- CSA inspection of electrical, build and safety check
- Drainage solution at the base of the container
- Accessibility ramp or other functions to ensure inclusive design
- Video construction of project
- Paint
- Planters and seating
- Placement

Design Considerations

- Interest to all ages and abilities, show originality and distinction
- Flexibility of space to animate and program
- Opportunity for public seating and dining furniture with physical distancing protocol
• Decking structure; drainage channel at base; physical distancing protocol; and focus for visual interest
• Design will discourage graffiti vandalism
• Parklets will be accessible to people with mobility challenges as per the BC Building Access Handbook

Below are some visual examples of shipping containers used as parklets in other communities:

![Example 1](image1.png)
![Example 2](image2.png)

**FINANCIAL IMPLICATIONS**

The total estimated cost for this conversion is $35,000. There is currently $20,000 available in a Placemaking Project budget which we are requesting Council appropriation for and $15,000 could be used from the funding Council recently appropriated for the Open Streets Action Plan implementation. Staff will also investigate the potential for sponsorship of the furnishings which will reduce the cost to the City.
INTER-DEPARTMENTAL IMPLICATIONS

This project has had input from the Finance and Engineering, Parks and Environment Departments.

STRATEGIC PLAN IMPLICATIONS

This project is part of the Play Initiative and the Open Streets Action Plan and contributes to the following priorities of Council’s Strategic Plan:

- A City for People
- A Liveable City of North Vancouver
- A Vibrant City
- A Prosperous City

RESPECTFULLY SUBMITTED:

L. R. O
Deputy Director, Community and Partner Engagement
# Fire Department 2019 Annual Report

Presented June 22, 2020
Fire Department

---

## Staffing - 2019

<table>
<thead>
<tr>
<th>Chief Officers (4)</th>
<th>Administrative Staff (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (58)</td>
<td></td>
</tr>
<tr>
<td>Fire Prevention (6)</td>
<td></td>
</tr>
<tr>
<td>Training (1)</td>
<td></td>
</tr>
<tr>
<td>Emergency Planning (1)</td>
<td></td>
</tr>
<tr>
<td>Mechanical (1)</td>
<td></td>
</tr>
</tbody>
</table>

---

2
Apparatus

- 3 Fire Engines
- 1 Ladder Truck
- 1 Rescue Truck
- 1 Hazmat Truck

Incident Response and Performance

2019 Metrics

Turnout Time: 1:21
Travel Time: 3:44
Total Response Time: 5:05
Training and Development

• 13,336 Specialized training hours completed in 2019
• Core / Professional Development / Multi-Agency

Fire Prevention and Education

• 3659 Inspectable Properties
• Revenue - $110,625
• 98 Fire Investigations
• Public Education / Outreach
Emergency Planning

• Transition to Fire Department – June 2019

Public and Community Engagement

• 41 public engagement events in 2019
Thank you.
On behalf of the men and women who proudly represent the North Vancouver City Fire Department, it is my distinct honor as the newly appointed Fire Chief to present our 2019 Annual Report.

As a City that is striving to become the "Healthiest Small City in the World", it is your Fire Department that serves as one of the primary providers of safety and security to all that live, work and play within our community each and every day.

The North Vancouver City Fire Department has evolved to an "all hazards" response service, requiring all our front-line members to be highly competent and capable in a multitude of disciplines and specialties. The demands, as well as the expectations, placed on the Fire Department are constantly changing and we as an organization are committed to being adaptive, responsive, and innovative in our approaches.

Additionally our Fire Department has placed a high priority in the areas of fire prevention and education. Our staff work tirelessly to keep up with the demands of a growing and vibrant City ensuring our community is safe through its continued inspection and education programs.

Our success as an organization is due in no small part to our collaborative efforts with our various partner agencies. It is however the commitment and internal coordination that exists throughout our fire department that provides the foundation for the excellence that we strive to achieve each and every day.
Staffing and Apparatus

The North Vancouver City Fire Department (NVCFD) is a highly engaged and dedicated organization comprised of staff in the areas of administration, suppression, prevention, training, emergency planning, and maintenance. In 2019 our staffing breakdown was as follows:

- 4 – Chief Officers
- 1 – Administrative Assistant
- 58 – Firefighters (Suppression)
- 1 – Captain, Training
- 1 – Captain, Emergency Planning
- 6 – Fire Prevention
- 2 – Administrative Support Staff
- 1 – Emergency Vehicle Technician

The Fire Department is very fortunate to be supported in our endeavour to provide the highest quality of service it can. This support provides us the ability to secure some of the best frontline apparatus and equipment in the industry.

NVCFD Frontline Responding Apparatus includes:
- 3 – Fire Engines
- 1 – Ladder
- 1 – Rescue
- 1 – Hazmat
Responding to Incidents

The NVCFD is a highly trained organization that responds to a multitude of emergency and non-emergency incidents, ranging from structure fires to public service calls and everything in between. We pride ourselves in providing the highest level of customer service and ensuring we are embracing industry best practices and being at the forefront of service delivery.

In 2019 the NVCFD responded to 3837 incidents either in the City of North Vancouver or as a mutual aid partner.

The breakdown of calls is as follows:

<table>
<thead>
<tr>
<th>Response Type</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESA (Medical)</td>
<td>1493</td>
<td>39%</td>
</tr>
<tr>
<td>Alarms</td>
<td>708</td>
<td>18%</td>
</tr>
<tr>
<td>Fires</td>
<td>204</td>
<td>5%</td>
</tr>
<tr>
<td>Assist</td>
<td>346</td>
<td>9%</td>
</tr>
<tr>
<td>HazMat</td>
<td>91</td>
<td>2%</td>
</tr>
<tr>
<td>Rescue</td>
<td>22</td>
<td>1%</td>
</tr>
<tr>
<td>MVA</td>
<td>299</td>
<td>8%</td>
</tr>
<tr>
<td>Standby</td>
<td>284</td>
<td>7%</td>
</tr>
<tr>
<td>Other</td>
<td>390</td>
<td>10%</td>
</tr>
</tbody>
</table>

Performance Metrics

- Turnout Time 1:21
- Travel Time 3:44
- Total Response Time 5:05

Training and Development

During 2019, the Fire Department completed 13,336 training hours in scheduled specialized training. This includes training in the following areas:

- Fire Behaviour
- Fire Ground Operations
- Incident Command – Strategies and Tactics
- Hazardous Materials
- High Angle Rescue
- Confined Space Rescue
- Swift Water Rescue
- Auto Extrication
- First Medical Responder
In addition to specialized training, our members also routinely engage in company training to help maintain their skills and awareness level with respect to core firefighting duties. To ensure our staff is staying competent and current in their trade, many of them engage yearly in professional development opportunities, external training, conferences and workshops. In 2019 these included:

**EMR – Advanced Level Medical Training**
- Blue Card Incident Command
- Swift Water Advanced Level
- Emergency Vehicle Operations
- Structural Collapse
- Leadership
- Marine Firefighting
- Chainsaw Operations
- Paratech University
- Fire Officer 1
- Digital Combustion – Simulation
- Railcar Safety and Operations course
- Mental Health Conference
- Resilient Minds Instructor Course
- Incident Safety Officer
- Fire Service Instructor 1
- FDIC
- BC Fire Training Officer Conference
- Fire Prevention
- Emergency Vehicle Technician
- Emergency Planning

In addition to the departmental development we engage in, we also place a high level of importance on collaborative multi-agency training. Examples of exercises the NVCFD participated in in 2019 are:

**CANTF-1**
- VanSlam
- North Shore Joint Recruit Academy
- Operation Dry Lightning
- Operation Annona
- Major Emergency Operations Plan (MEOP)
- Food Truck Program
- Camp Ignite
Fire Prevention and Education

Our Fire Prevention Division plays an integral role in our ability to provide the citizens of the City of North Vancouver the highest level of public safety and education possible. Much like our suppression staff, our fire prevention officers are expected to manage the responsibilities associated with:

- Conducting Building Inspections
- Ensuring Fire Safety Code Enforcement
- Conducting Fire Investigations
- Reviewing Building Plans
- Pre-planning buildings
- Providing public education
- Overseeing Fire Department Communication and Technology systems
- Conducting Food Truck Inspections

The Fire Prevention Office had an exceptionally busy year in 2019. The total number of inspectable properties last year was 3659, an increase of 19% when compared to 2964 inspectable properties in 2012.

These inspections include those associated with routine annual inspections, business licenses, complaints, and new buildings. The vast majority of inspections involves properties, but food trucks has become an increasing growing inspection service that we provide to ensure safe operation.

2549 Inspections  
2592 Total Inspections Conducted  
43 Food Trucks
The Fire Prevention Office is also responsible for reviewing Fire Safety Plans and Protection of Adjacent Building reports. Revenue generated from the Plan Check Fee in 2019 was $110,625.00.

The Fire Prevention Office is also responsible for creating "comfort letters" and reviewing occupancy loads. A "comfort letter" is a fee-based service that provides inspection information on any property in the City. The department issued 18 such letters in 2019, in addition to 19 reviews of occupant load.

Fire investigations comprise a significant component of Fire Department activity. Over 2019, a total of 98 fires were investigated. These were largely balanced between structure fires and outdoor fires, with a small number of vehicle fires.

The total fire loss in dollars incurred during 2019 was $807,969.00. The potential fire loss in dollars was $868,756,053.00.
Emergency Planning

In 2019 the Fire Department took on the role of overseeing the Emergency Planning portfolio for the City of North Vancouver. In an effort to enhance our relationship with North Shore Emergency Management, a Captain of Emergency Planning position was created in June. The following initiatives were actioned in 2019:

- **Staff Emergency Supply** – Emergency supplies required to sustain the operational capacity for staff for 6 days were secured for all the City facilities.
- **Municipal and Departmental Emergency Plans** – All plans were reviewed and a priority approach for updating was created.
- **Staff Training** – A review of all Emergency Operations staff training levels was conducted and a training plan and matrix for 2020 was created in coordination with NSEM.
- **Fire Department DOC (Department Operation Centre)** – An upgrade to the Firehall DOC was initiated in an effort to create a fully functional supportive operations center to assist with small and large scale emergency events.
- **Medium Urban Search and Rescue (MUSAR)** – Continued training by the three North Shore Fire Departments to build out the capacity of an organized and functional team. In 2019 a total of 22 NVCFD members trained in coordination with CANTF-1 (Canada Task Force-1) for a total of 128 hours.
- **Operation Annona** – Members participated in a functional exercise testing interagency coordination and response to contingency land, air and marine transportation networks.
- **North Shore Major Emergency Operations Plan (MEOP) Exercise** – The MEOP was exercised by the three North Shore Fire Departments four times over the course of two weeks including crews conducting scenario based damage assessment routes and engaging the Department Operations Center (DOC) as well as the Emergency Operations Center (EOC).
Public and Community Engagement

One of the most significant non-emergency roles the Fire Department plays is in continual community engagement. In 2019 the North Vancouver City Fire Department held 41 public engagement events. Many of our events are eagerly anticipated by families and include the following:

- Fire Prevention Week
- Hot Summer Nights
- Camp Ignite
- Fire Hall tours
- Bright Nights at Park and Tilford
- X-Mas Tree Chip-up
- Car Wash
- Muscular Dystrophy Boot Drive
- Lawn Bowling
- 4 on 4 Charity Hockey Tournament
- Challenger Baseball
- Special Olympics Floor Hockey
- Gerry’s Garden

While we actively work to promote and engage with the public through various scheduled events we also maintain an “open door” policy and encourage and welcome the public to drop in, interact with our firefighters and tour the firehall.

In conclusion, the North Vancouver City Fire Department plays a critical role in shaping and maintaining the safety and security of the City of North Vancouver, and contributing towards our municipality becoming The Healthiest Small City in the World.

RESPECTFULLY SUBMITTED:

Greg Schalk
Fire Chief
To: Mayor Linda Buchanan and Members of Council  
From: Meg Wray, Planner 1  
Subject: REZONING AND OCP AMENDMENT APPLICATION: 350 EAST 2nd STREET (HAMERSLEY HOUSE)  
Date: June 10, 2020  

File No: 08-3400-20-0002/1

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

RECOMMENDATION:

PURSUANT to the report of the Planner 1, dated June 10, 2020, entitled "Rezoning and OCP Amendment Application: Hamersley House, 350 East 2nd Street":

THAT "Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782" (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street) be considered and referred to a Public Hearing;

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783" (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street) be considered and referred to a Public Hearing;

THAT the Right of Way and Encroachment Agreement listed in the report section "Inter-Departmental Implications" be secured, through agreements at the applicant’s expense, as conditions of the rezoning;

THAT the review contained in the report concerning statutory requirements for "Official Community Plan Bylaw, 2015, No. 8782," be considered;

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

The building onsite at 350 East 2nd Street, known as Hamersley House, is listed as a Heritage 'A' building in the City’s 2013 Heritage Register, and is a Designated Municipal Heritage Site.

Hamersley House has served a number of uses over the years. The current zoning allows for single-family dwelling use along with accessory uses such as suites, and bed and breakfast. The existing Official Community Plan (OCP) Land Use Designation is Residential Level 5, and Parks, Recreation and Open Space.

PROJECT DESCRIPTION

A child care facility is proposed for up to 77 children and 15 to 20 employees. The child care would be located within the heritage building, and the existing accessory building would be converted to office and storage space as part of the child care use. Outdoor play space would be located at the front of the site towards East 2nd Street. The application is for a change of use, and no additional floor area is proposed.

The proposal provides 12 on-site parking spaces, which meets the minimum Zoning Bylaw requirement. The existing driveway and parking space encroachment onto City property would be moved to within the subject lot. The existing driveway is narrow, given the heritage of the property as an estate. Parking spaces, maneuvering aisle, and the driveway would be widened. These improvements would allow for two-way traffic movement along the majority of the driveway, with one narrowed portion in order to retain a significant red cedar tree. Additional traffic management measures are proposed to manage this including on-site speed limit, yield signage and speed bumps. The first 5 parking spaces would be designated as staff parking in order to minimise vehicle movement during child care pick-up and drop-off. Bike and stroller storage would be provided on the heritage building patio as well as inside the accessory building.

The requested changes to the Official Community Plan and Zoning Bylaw are identified in Table #1.
Table #1. Requested Changes to the Official Community Plan and Zoning Bylaw

<table>
<thead>
<tr>
<th>OCP Designation</th>
<th>Current Designation/Regulation</th>
<th>Proposed Designation/Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, Recreation and Open Space</td>
<td></td>
<td>Parks, Recreation and Open Space &amp; Mixed-Use Level 1</td>
</tr>
<tr>
<td>Residential Level 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Zone</td>
<td>RS-1 Zone</td>
<td>RS-1 Zone</td>
</tr>
<tr>
<td>Permitted Principal Use</td>
<td>Shall be limited to one Dwelling Unit</td>
<td>Shall be limited to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Child Care Use, subject to section 507(5), except that: section 507(5)(a) shall be varied to allow for storage and office supporting the Principal Use within an Accessory Building, and section 507(5)(h) be varied to allow for a maximum of 77 children in care at any one time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) One-Unit Residential Use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Residential Care Facility Use</td>
</tr>
<tr>
<td>Permitted Accessory Uses</td>
<td>Shall be limited to Accessory Bed and Breakfast Use, Accessory Secondary Suite Use, Accessory Home Occupation Use, Accessory Off-Street Parking Use, and Social gatherings, with subjects</td>
<td>Shall be as in the RS-1 Zone, except that: Sections 507(11)(b) shall be waived</td>
</tr>
<tr>
<td>Siting</td>
<td>Refers to a ‘Schedule B’</td>
<td>Shall be sited as in the RS-1 zone, except that: Principal Building shall be sited not less than 19.5 metres (64 feet) from the Rear Lot Line</td>
</tr>
<tr>
<td>Accessory Buildings</td>
<td>One Accessory Building shall be permitted up to a maximum of 81.75 square metres (880 square feet) and shall not exceed a Height of 5.8 m (19 feet) and two Storeys</td>
<td>The total floor area of all Accessory Buildings on the Lot shall not exceed 110 square metres (1184 square feet) and a maximum of one Accessory Building shall not exceed a height of two Storeys</td>
</tr>
<tr>
<td>Off-Street Parking</td>
<td>Shall comply with Part 9 except that Section 906(2) shall be varied to allow angle parking for a total of six Parking Spaces to have an overall width including two-way maneuvering aisle, of 7.62 metres (75 feet), and in no case shall less than 10 Parking Spaces be provided on site</td>
<td>Parking standards shall comply with Part 9 of this Bylaw, except that: section 906(2) shall be varied to allow a maneuvering aisle width of 3.86 metres (12.67 feet) for two-way traffic, and section 906(5)(a) shall be varied to allow a driveway width of 4.0 metres (13.1 feet) for two-way traffic</td>
</tr>
</tbody>
</table>

POLICY FRAMEWORK

OCP Designation

This application requires a change of OCP Designation to Mixed-Use Level 1, for the portion of the site currently designated Residential Level 5. A portion of the site, which is used for the driveway and parking, is designated Parks, Recreation and Open Space, and will remain this designation. A map of the existing OCP Designation is available in Attachment 1, and a map of the proposed OCP Designation is available in Attachment 2.
The purpose of the Mixed-Use Level 1 designation is to allow for small-scale
neighbourhood centres with activities, including services located to complement the
surrounding community. This proposal supports the Metro 2040 Strategy 4.2 to ‘develop
healthy and complete communities with access to a range of services and amenities’ by
providing child care services integrated into the growing Lower Lonsdale and Moodyville
neighbourhoods.

This application is also supported by the City’s OCP Policy 1.1.6: ‘through provisions in
the Zoning Bylaw, allow for strategically located neighbourhood commercial uses to
provide commercial amenities...close to residences’. Child care use at the Hamersley
House site supports a neighbourhood-scale amenity that would be central to a medium-
density residential area of the City.

Child Care

This proposal for a child care with up to 77 children would contribute significantly to the
OCP direction to enhance community well-being and services for all ages, including
families with children. The City’s recent research on child care needs (to inform the
forthcoming Child Care Action Plan) indicates a need for all child care programs,
particularly for infants and toddlers and school age children. In the eastern part of the
City where the proposed child care would be located, there is growing demand for child
care from residents living in new developments and few existing child care facilities.

It can be challenging for child care operators to find existing sites in the City suitable for
child care facilities. Child care facilities require outdoor play spaces, as prescribed by
Vancouver Coastal Health Child Care Licensing requirements. Most existing buildings
are not constructed with child care uses and the outdoor space in mind, and it is difficult
to retrofit existing site design to accommodate required outdoor space while meeting the
parking requirements for the site. Hamersley House provides an opportunity for a child
care operator to utilize the expansive on-site heritage landscaping for outdoor play
space. Landscaping Plans, as prepared by the applicant, are available in Attachment 5.

Availability of qualified staff can be an issue in the child care sector. The proposed
location of this facility on a future major transit route is advantageous to the ability of the
child care business to attract and retain staff who would be able to efficiently travel to
work. The applicant will be providing 2-zone transit passes to all employees for a period
of 6 months to establish a commuting pattern by transit and reduce the reliance on
vehicles.

Vancouver Coastal Health has reviewed and approved the attached plans, subject to
next steps of the permitting process and determining final capacity.

STATUTORY REVIEW

When an amendment to the Official Community Plan is being considered, Section 477
(3)(a) of the Local Government Act requires municipalities to consider whether the change
would have any impact on the City’s Financial Plan or Waste Management Plan. The
proposed change to the OCP presents no significant impact on the City’s infrastructure;
therefore, no significant impact to the City's Financial Plan or Waste Management Plan are contemplated.

Following introduction of the Bylaws, they would be formally referred to the School District, the Ministry of Transportation and Infrastructure and the District of North Vancouver for comments.

**PLANNING ANALYSIS**

**Site Context and Surrounding Use**

The site is located in the 300-block of East 2nd Street, between St. Andrews Avenue and St. Patricks Avenue. The block consists primarily of mid-rise residential apartments and park land; Emerald Park is located to the west of the site. The site is accessed from East 2nd Street.

The buildings and uses immediately surrounding the subject site are outlined in Table #3.

**Table #3. Surrounding Uses**

<table>
<thead>
<tr>
<th>Direction</th>
<th>Address</th>
<th>Description</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>346-352 E 3rd Street&lt;br&gt;354 E 3rd Street</td>
<td>Mid-rise apartment residential</td>
<td>RM-1 CD-014</td>
</tr>
<tr>
<td>East</td>
<td>360 E 2nd Street</td>
<td>Mid-rise apartment residential</td>
<td>RM-1</td>
</tr>
<tr>
<td>West</td>
<td>Emerald Park</td>
<td>Park</td>
<td>P-1</td>
</tr>
<tr>
<td>South</td>
<td>341 E 2nd Street</td>
<td>Park</td>
<td>P-1</td>
</tr>
</tbody>
</table>

*Use*

The Hamersley House site is ideally situated for a child care facility to complement and integrate with the surrounding neighbourhood. The site's location, as well as extensive landscaped outdoor space, make it an appropriate location for child care use.

*Intensity*

The Mixed-Use Level 1 OCP designation allows for a density up to 1.0 FSR. This application will maintain the existing heritage building and accessory building, which is less than 0.4 FSR.

*Form and Heritage*

The subject property is known as Hamersley House, and was built between 1902 and 1904. It is a Designed Municipal Heritage Site and is ranked “A” in the City’s 2013 Heritage Register. This heritage resource is one of two resources that belonged to the Hamersley family. Of the resources this is the most prominent and well maintained.
The applicant is proposing minor changes to the heritage resource to comply with building code and child care licensing requirements. These changes are to occur on the newer addition, including railings on the second floor rear door, and a door to access that deck. No changes will be visible from the public realm. The original house will not be augmented on its exterior. Interior heritage features such as the fireplaces and staircase will be protected.

A Heritage Alteration Permit is required when a building is protected by heritage designation. Contingent on Council’s approval of this application, a Heritage Alteration Permit (HAP) application would be required. Heritage Alteration Permits are delegated to staff for issuance. The HAP for the minor changes to this heritage resource would be processed concurrently with the Building Permit application.

In addition, the open space along the East 2nd Street frontage would be maintained to preserve the “cultural heritage landscape” of the original property, which was more pastoral and had direct access to waterfront.

Two existing sheds, which are not heritage structures and do not conform to the Zoning Bylaw, on the lot will be removed.

COMMUNITY CONSULTATION

A Developer's Information Session (DIS) was held on November 26, 2019 and was attended by six members of the public. Key discussion points included the demand for child care in the area, and proposed renovations to the heritage asset. Some concerns were also raised from neighbours over potential noise. A summary of the public consultation, as prepared by the applicant, is available in Attachment 6.

Following the DIS, two additional email correspondences were received from neighbours regarding noise and traffic concerns.

ADVISORY BODY INPUT

Heritage Advisory Commission

The application was reviewed by the Heritage Advisory Commission on December 3, 2019. The Commission supported the proposal and commended the applicant.

INTER-DEPARTMENTAL IMPLICATIONS

Transportation and Engineering
The proposed development presents no significant impact on the City’s infrastructure. The applicant would be providing adjacent streetscape upgrades on the East 2nd Street frontage in accordance with City bylaw standards.

A 3.048 metre Right of Way and encroachment agreement along the northern East 3rd Street frontage would be secured as part of the approval. This Right of Way facilitates future rapid transit development on East 3rd, as identified in the Official Community Plan.
and regional growth plans. Therefore, this application assists the City's broader transit connectivity and public realm plans.

**Building**
The proposed child care use presents a change in use in terms of Building code. This triggers requirements such as upgrades to the fire suppression system, which would need to be addressed at Building Permit application stage.

**CONCLUSION**

This proposal represents an appropriate use of the important Hamersley House heritage asset. The subject site's opportunity to act as neighbourhood centre, and proximity to a medium-density growing neighbourhood and transit routes make it suitable for child care. The project would provide up to 77 child care spaces, and support the City's need for more child care. The project would maintain the heritage characteristics of the building and landscaping. The Policy Framework supports the proposed changes to the site.

RESPECTFULLY SUBMITTED:

[Signature]

Meg Wray
Planner 1
Context Map: 350 East 2nd St - Existing OCP Designation

- Emerald Park
- Hamersley Park
- Subject Site
- Context Map: 350 East 2nd St - Existing OCP Designation
- Parks, Recreation & Open Space
- Residential Level 5
- Subject Site
Context Map: 350 East 2nd St - Proposed OCP Designation
To Compare the Lighting Plan to Anticipated Play Circulation Patterns
Please refer to L-3, Proposed Play Activity Zones Play Circulation

View Port: Not to scale

Photos of Exiting Stair to East 3rd Street

PRELIMINARY NOT FOR CONSTRUCTION
350 East 2nd Street Rezoning Application

Development Information Session Summary Report

Event Date: November 26, 2019
Time: 6:00 PM – 9:00 PM
Location: John Braithwaite Community Centre, North Vancouver
Attendance: 6 members of the public signed in.
Comments: 8 comment sheets submitted. 4 e-mails were submitted.

Meeting Purpose:
1) To present development application materials to neighbours
2) To provide an opportunity for the public to ask questions about the development
3) To provide an opportunity for neighbours to comment on the proposal.

Notification:
In accordance with City of North Vancouver policies:

Invitation Brochures
Invitations and informational packages were delivered to 181 addresses within a 40m radius from the site, meeting City requirements. Appendix A includes a copy of this package and a map of the distribution area.

Newspaper Ad
A newspaper ad was placed in the North Shore News on Wednesday, November 20, 2019 and Friday, November 22, 2019. A copy of the ad is included in Appendix A: Notification.

Attendance:
6 members of the public signed in for the meeting. A copy of the sign-in sheet is included in Appendix B.

The following City staff and project team members were in attendance:

City of North Vancouver:
• Sean Galloway, Manager of Planning

Project Team presenters included:
• Thomas Grimwood, Architect
• Michael Oord, QRD (Hamersley) Development Inc.

Facilitators:
• Katrina May, Katrina May Consulting
Overview:
The meeting was held in a Public Information Session format. Meeting participants could browse the display boards and engage with the project team directly. The facilitator listened for questions and comments and noted them on a flip chart for all to see.

A planned presentation and facilitated question and answer period did not take place as members of the public were able to speak directly with the project team. The facilitator heard several questions and comments about the project and recorded them on a flip chart.

The participants were invited to submit written comments to the facilitator or to the municipal planner. Two comment forms were submitted, as well as one email to the applicant and municipal planner.

The key themes of the evening were related to a discussion on the demand for childcare in the area, interest in the programming details, as well as questions on the proposed interior and exterior design changes that may impact the heritage nature of Hamersley House. An adjacent neighbor raised concerns over potential noise generated by the children, and a concern that this noise may negatively affect their property value and ability to enjoy quiet time while at home. Overall, the proposed childcare facility, historical landscaping, new playground features and minor design changes to the heritage character of Hamersley House were well received.

Public Dialogue:
(Q = Question, A = Answer, and the number is to track the dialogue)

Q1  Where is the demand for childcare coming from? I don’t know anyone with kids in this neighbourhood.
A1  There is a significant shortage of childcare in the City and District of North Vancouver, and across the Metro Vancouver region.

C2  I’m concerned about the noise.

C3  I’m concerned about my property value going down.

Q4  My wife and I live nearby and are hoping to have kids soon. We are interested in this childcare facility, what ages will it accommodate?
A4  There will be space and programming for infants through to school age children.

Q5  What changes to the heritage character are happening on the outside and the inside?
A5  The exterior of the building will for the most part be left intact. There will be a new wood stair at the back of the building added, not visible from the street, along with another half flights of stairs and a new exterior door, which will serve as new exits and will create a safer situation for the children. Guardrails will be heightened (with glass additions) and the walkway will be brought up to code. The interior changes are being kept to a minimum and include new sinks and toilets and heightened guardrails (with glass).
Q6  It would be great if you could document and/or frame some of the historical information on Hamersley House and display it at the house for public interest.

A6  This is a great idea that we will certainly look into implementing. Historical research on Hamersley House has been documented in our Heritage Advisory Commission Report, that we could draw from.

Q7  How many square feet is the facility?

A7  It is approximately 10,000 square feet.

Comment Sheet and Email Summary
Participants were invited to submit comments for a two-week response period after the meeting. Two comment sheets were submitted, as well as one email. The written comments received were mixed. There is support for childcare in the community and for the proposed programming. There is also concern by surrounding neighbours of the noise impacts generated by the children playing. The applicant responded by informing that children will be brought outside during designated play periods, from approximately 9:30 AM – 11 AM and 3:00 PM – 4:30 PM, from Monday to Friday only.

Conclusion
The purpose of this development information session was to present to neighbours the proposed rezoning application and the childcare concept at Hamersley House, and to provide them with an opportunity to ask clarifying questions and comment on the proposal. 181 invitations were distributed by hand to the surrounding community, and 6 community members signed in. Two newspaper ads notified the community of the meeting, and a sign was posted on the property. Two comment forms were submitted as well as 1 email to the applicant and municipal planner.

The public could participate in this process in three ways:
- browsing boards
- talking to the project team and City Planner
- submitting written comments.

The meeting length and format was sufficient to provide all participants an opportunity to learn more, ask questions, and make the comments they wished to provide that evening. Participants asked the development team and City planner a variety of specific questions, mostly related to childcare demand, programming, proposed design changes to the heritage-designated Hamersley House, and concern over noise impacts. The community was given ample opportunity to express their views of the proposal.
Appendix A: Notification
Newspaper Advertisement: North Shore News November 20, 22, 2019

PUBLIC HEARING
Maximum House Size in the Single-Family Residential One Acre Zone (RS-1)
ZONING BYLAW AMENDMENT

What: A Public Hearing for Bylaw 8400, a proposed amendment to the Zoning Bylaw, to create a maximum principal building (house) size within the Single-Family Residential One Acre Zone (RS-1).

When: 7pm, Tuesday, November 26, 2019.

Where: Council Chambers, District of North Vancouver Municipal Hall, 355 West Queens Road, North Vancouver, BC.

What changes are proposed? Bylaw 8400 proposes to amend the District’s Zoning Bylaw to create a maximum principal building (house) size of 540 m² (5,813 sq.ft.) within the Single-Family Residential One Acre Zone (RS-1). This proposed maximum house size would not include floor space that is commonly exempted (e.g., basements, garages, balconies, small sheds), as long as it complies with existing zoning regulations. No changes are proposed to the floor space exemptions referenced above. Detailed information on floor space exemptions and residential zoning is available on the District of North Vancouver website: DNV.org/zoning.

How can I provide input? We welcome your input Tuesday, November 26, 2019, at 7 pm. You can speak in person by signing up at the hearing, or you can provide a written submission to the Municipal Clerk at input@dnv.org or by mail to Municipal Clerk, District of North Vancouver, 355 West Queens Road, North Vancouver, BC, V7N 4N5, before the conclusion of the hearing.

Please note that Council may not receive further submissions from the public concerning this application after the conclusion of the public hearing.

Need more info? Relevant background material and copies of the bylaws are available for review at the Municipal Clerk’s Office or online at DNV.org/public_hearing from November 12, 2019 to November 26, 2019. Office hours are Monday to Friday 8 am to 4:30 pm, except statutory holidays.

Questions? Adam Wright, Community Planner 604.990.3657
wrighta@dnv.org

LITTLE MOUNTAIN, BIG BRASS Musicians Brian G. Fronier, Don Harder, Mac McManus and Roxie Gilesg et ready for their 25th birthday bash. To mark the group’s 25th year, the Little Mountain Brass Band is set to celebrate with the music of Handel, John Williams, and Holst at an afternoon concert Sunday, Nov. 24 at Mt. Seymour United Church at 1200 Parkgate Ave. Admission by donation. Photo: MIKE WAKEFIELD

COMMUNITY BULLETIN BOARD
Paws4 Stories Paws4 Stories is a St. John Ambulance Therapy Dog Community Service that is designed to assist in helping to improve reading skills of children. In this program, children have the opportunity to read to a friendly, certified therapy dog. Ages 6-12. Sessions are 20 minutes in length. Children can sign up for a maximum of three sessions each. Registrations first come, first served. Though priority will be given to those who have not participated before. 4:30-5:30 p.m. Nov. 21, North Vancouver District Public Library (Parkgate branch), 3675 Baff Court, North Vancouver. For information, 604-990-5800, cmns@nvdpl.ca

Developer Information Session Early Public Input Opportunity - Development Application 350 East 2nd Street

PROPOSAL: QRD (Hamerley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

Date: Tuesday, November 26, 2019, 6 pm - 9 pm
Place: John Braithwaite Community Centre

City of North Vancouver Contact
141 West 14th Street
North Vancouver, BC V7M 1J6
604-983-7357
planning@cnv.org

Project Location

Applicant Contact
NAME: Michael Oord
COMPANY: QRD (Hamerley) Development Inc.
EMAIL: michael.oord@groverelliott.ca
PHONE: 604.990.3657

Katrina May Consulting
**RECHARGEABLE**
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WEST VANCOUVER
604.281.3691
114-2419 Bellevue Ave.

NORTH VANCOUVER
604.988.9900
102-129 E 15th St.

**Developer Information Session**
Early Public Input Opportunity - Development Application
350 East 2nd Street

**PROPOSAL:**
QROD (Hamersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

Date: Tuesday, November 26, 2019, 6pm - 9pm
Place: John Bradlaugh Community Centre

**PUBLIC HEARING NOTICE**

**WHAT:** The public hearing regarding proposed: Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5044, 2019; Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5045, 2019; and Phased Development Agreement Authorization Bylaw No. 5041, 2019, previously scheduled for November 19, 2019 has been rescheduled to December 3, 2019 in order to meet statutory notification requirements. A public meeting will be held concurrently.

**WHERE:** 6 p.m. on Tuesday, December 3, 2019
WHERE: Municipal Hall Council Chamber, 750 17th Street
SUBJECT LANDS: Areas 5 and 6 of Rodgers Creek. The subject lands are shown shaded to the right.

**PROPOSED ZONING BYLAW NO. 4662, 2010, AMENDMENT BYLAW NO. 5044, 2019:** would amend the existing zoning for Areas 5 and 6 of Rodgers Creek (Comprehensive Development Zone 3) to allow an increase in maximum height from 12 to 16 storeys, an increase in the “for sale” residential units from 493 to 699 (206 additional) enabled by decreasing units sizes (i.e. no increase in floor area) and an increase in density to allow up to 275 secured rental units, including up to 150 units on the District-owned parcel (Lot 11 of Area 6).

**PROPOSED OFFICIAL COMMUNITY PLAN BYLAW NO. 4985, 2018, AMENDMENT BYLAW NO. 5045, 2019:** would increase the maximum number of dwellings for Rodgers Creek to enable the proposed zoning amendments.

**PROPOSED PHASED DEVELOPMENT AGREEMENT AUTHORIZATION BYLAW NO. 5041, 2019:** would secure all outstanding amenities that have yet to be delivered for Rodgers Creek and the proposed community amenity contributions offered as part of the rezoning application, along with green building and adaptable housing commitments.

**PROPOSED DEVELOPMENT PERMIT 19-068:** would amend the existing development permit (16-079) for Area 6 of Rodgers Creek to enable subdivision of the lands, including environmental requirements related to tree removal and protection, wildlife management and creek protection. The proposed changes to the subdivision include extension of two multi-family housing parcels, the creation of a parcel for rental housing, consolidation and re-subdivision of the existing four single-family parcels into 10 smaller parcels and extension of Uplands Way to connect to Cypress Bowl Road.

**COUNCIL WELCOMES YOUR INPUT:** All persons whose interest in property is affected by the proposed bylaws and development permit will be given an opportunity to be heard and to present written submissions respecting matters contained in the proposed bylaws and development permit at the public hearing and concurrent public meeting. Prior to the public hearing and concurrent public meeting you may provide your submission via email to mayor@westvancouver.ca, via mail to Municipal Hall, 750 17th Street, West Vancouver BC, V7V 3T3, or deliver to Legislative Services c/o Municipal Services Centre (main floor). Please provide written submissions by 3 p.m. on December 3, 2019. To ensure their inclusion in the public information package for Council’s consideration, after the public hearing has closed no further submissions can be considered by Council.

**MORE INFORMATION:** The proposed bylaws, development permit and relevant documents that Council may consider in deciding whether to adopt the proposed bylaws and approve the development permit may be inspected at Municipal Hall from October 31 to December 3, 2019 (Monday-Friday, except statutory holidays; 8 a.m. to 4:30 p.m.), at the Memorial Library or at the public hearing and concurrent public meeting.

**QUESTIONS?** Michelle McGuire, Manager of Current Planning and Urban Design mmaguire@westvancouver.ca | 604-925-7059

westvancouver.ca

© © WestVanDistrict
Notification Sign
Notification Flyers

PROPOSAL:
QRD (Hamersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

Applicant Contact
NAME: Michael Oord
COMPANY: QRD (Hamersley) Development Inc.
EMAIL: michael.oord@groverelliott.ca
PHONE: 604.418.8100

City of North Vancouver Contact
141 West 14th Street
North Vancouver, BC V7M 1H9
604-983-7357
planning@cnv.org
Developer Information Session
Early Public Input Opportunity - Development Application
350 East 2nd Street

PROPOSAL:
QRD (Hamersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

Date: Tuesday, November 26, 2019, 6pm - 9pm
Place: John Braithwaite Community Centre

Project Location

Applicant Contact
NAME: Michael Oord
COMPANY: QRD (Hamersley) Development Inc.
EMAIL: michael.oord@groverelliott.ca
PHONE: 604.418.8100

City of North Vancouver Contact
141 West 14th Street
North Vancouver, BC V7M 1H9
604-983-7357
planning@cnv.org
Notification Area Map
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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8782

A Bylaw to amend “Official Community Plan Bylaw, 2014, No. 8400”

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 “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, Land Use Designation Change).

2. “Official Community Plan Bylaw, 2014, No. 8400” is amended as follows:

   A. In Schedule A “Land Use” by reclassifying the following property:

      | Lot | Block | D.L. | Plan   |
      |-----|-------|------|--------|
      | 1   | 143   | 274  | LMP53860 |

from Parks, Recreation, and Open Space and Residential Level 5 to Parks, Recreation, and Open Space and “Mixed-Use Level 1” as indicated in Schedule A.

READ a first time on the <> day of <>, 2020.

READ a second time on the <> day of <>, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

MAYOR

CITY CLERK
This map forms part of and is integral to the Official Community Plan. Land use designations extend from property boundary to the centerline of streets and lanes.

All residential development without maximum heights on this map shall not exceed six storeys. For other uses, heights shall be regulated through the Zoning Bylaw and in considering increases in building heights, attention will be given to view impacts, contextual relationships and the livability or use of the buildings.
THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8783

A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

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

1. This Bylaw shall be known and cited for all purposes as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783” (Thomas Grimwood / Grimwood Architecture, 350 East 2nd Street, CD-427 Text Amendment).

2. Comprehensive Development 427 Zone (CD-427) of Part 11, Division V: Comprehensive Development Regulations, Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended as follows:

   A. By deleting the following paragraph:

      “In the CD-427 Zone, permitted Uses, regulations and permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RS-1 Zone, except that for Buildings built prior to 1910:"

   and replacing it with the following:

      “In the CD-427 Zone, permitted Uses, regulations and permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RS-1 Zone, except that:"

   B. By deleting subsection (1) in its entirety and replacing it with the following:

      (1) The permitted Principal Uses shall be limited to:

         (a) Child Care Use, subject to section 507(5) of the Bylaw, except that:

            (i) section 507(5)(a) shall be varied to allow storage and office supporting the Principal Use to be within an Accessory Building;

            (ii) the maximum number of children in care at any one time specified under section 507(5)(h) shall be varied to allow for a maximum of 77 children;

         (b) One-Unit Residential Use;

         (c) Residential Care Facility Use;

   C. By deleting subsection (2) in its entirety and replacing it with the following:

      (2) The permitted Accessory Uses shall be as in the RS-1 Zone, except that:

         (a) Section 507(11)(b) shall be waived;
D. By deleting subsection (4) in its entirety and replacing it with the following:

   (4) The Principal Building shall be sited as in the RS-1 zone, except that:

   (a) The Principal Building shall be sited not less than 19.5 metres (64 feet) from the Rear Lot Line;

E. By deleting subsection (6) in its entirety and replacing it with the following:

   (6) The total floor area of all Accessory Buildings on the Lot shall not exceed 110 square metres (1184 square feet) and a maximum of one Accessory Building shall not exceed a height of two Storeys;

F. By deleting subsection (7) in its entirety and replacing it with the following:

   (7) Parking standards shall comply with Part 9 of this Bylaw, except that:

   (a) section 906(2) shall be varied to allow a maneuvering aisle width of 3.86 metres (12.67 feet) for two-way traffic;

   (b) section 906(5)(a) shall be varied to allow a driveway width of 4.0 metres (13.1 feet) for two-way traffic;

READ a first time on the <> day of <>, 2020.

READ a second time on the <> day of <>, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

MAYOR

CITY CLERK
The Corporation of THE CITY OF NORTH VANCOUVER
ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council
From: David Matsubara, Section Manager – Engineering Design
Subject: SEWER UTILITY FUNDING REALLOCATION FOR SANITARY SEWER REPLACEMENT – 500 BLOCK CHESTERFIELD
Date: June 10, 2020 File No: 11-5430-01-0001/2020

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

RECOMMENDATION

PURSUANT to the report of the Section Manager – Engineering Design, dated June 10, 2020, entitled “Sewer Utility Funding Reallocation for Sanitary Sewer Replacement – 500 Block Chesterfield”:

THAT $110,000 of capital funds be transferred from Project 54073 to fund the replacement of sanitary sewer in the 500 Block of Chesterfield.

ATTACHMENT:
1. Site Plan (CD#1916472)

DISCUSSION:

On May 3, 2020, Engineering Operations conducted an emergency repair of the sewer main in the laneway north of 5th Street, on the east side of Chesterfield Avenue. This sewer main is a concrete pipe that was constructed around 1960 and had been repaired in the past. The most recent collapse of the pipe was in the laneway and is attributed to long-term degradation of the concrete pipe. On May 3, an interim repair was made to return the pipe to service; however, this block of sewer is in poor condition and should be replaced.

The private property adjacent to this sewer main is currently being redeveloped (see attachment 1 for the site plan) and there is an opportunity in the next few months to reconstruct this sewer main prior to restoration of the property frontage, sidewalks, and proposed off-road bike path.
Also in the same area, replacement of the water main in the 100 Block of West 6th Street will be occurring this year as part of the 2020 Water Utility Capital Program and there is a good opportunity to replace the sewer at the same time. Due to the timing of the private development and replacement of the frontage works, replacement of both the water and sanitary sewer are considered a high priority.

Coordinating replacement of the sewer at this time also provides some efficiencies in cost as final restoration of the site will be completed by the development site in early 2021 and will avoid the future costs of disturbing new sidewalks and bike paths. Completing the sewer replacement at this time will also have a lower neighbourhood impact now prior to occupancy of the new development.

The 2020 Utility Plan includes $200,000 for the annual sewer system rehabilitation and replacement program that is currently targeting improvements to the St. David’s sewer catchment. This is the priority rehabilitation area in the City due to higher levels of rainwater inflow and groundwater infiltration into the sewer. The rehabilitation program supports repair of pipe defects and leaks in the system through a combination of trenchless and traditional repair methods. $110,000 would be transferred to the proposed sewer replacement in the 500 Block of Chesterfield Avenue, which would reduce the volume of work possible in the St. David’s area this year.

FINANCIAL IMPLICATIONS:

Project 54073 – Sewer Utility Annual Capital Mainline Rehabilitation currently has funding of $200,000. A transfer of $110,000 is proposed from the Project 54073 to a new capital project to fund the replacement of an aging and failure prone pipe. This transfer will not result in any change to the current drainage utility rate. Transfer of the funds would slow progress in the St. David’s catchment, and the work would be deferred to 2021 and later as required to effectively improve the catchment.

INTER-DEPARTMENTAL IMPLICATIONS:

Finance and Engineering, Parks and Environment staff jointly identified the proposed funding reallocation.

CORPORATE PLAN AND/OR POLICY IMPLICATIONS:

The 2014 Official Community Plan includes the guiding principles to serve the community vision for infrastructure management, which reads as follows:

Goal 8.1 Provide the community with public infrastructure that protects the natural environment at an affordable cost;

Goal 8.2.1 Maintain or improve service levels related to water supply, sewers, transportation, communication and energy infrastructure;

Goal 8.2 Employ a proactive approach to infrastructure maintenance and upgrades;
Goal 8.2.2 Identify and monitor the condition of our infrastructure on a regular basis in order to identify the remaining operation life of individual elements, and to identify and rectify weaknesses before failure, thereby optimizing capital and maintenance program expenditures;

Goal 8.3 Use innovative planning and design to ensure infrastructure longevity.

STRATEGIC PLAN IMPLICATIONS:

The 2018-2022 Council Strategic Plan identifies a vision to create the Healthiest Small City in the World, through five key priorities. Provision of an affordable, safe, and sustainable sewer utility to meet the needs of future residents supports the priorities of:

- A City for People; and
- A Liveable City.

The replacement of this section sewer improves reliability, improves future capacity and longevity at the most efficient cost to the Utility.

RESPECTFULLY SUBMITTED:

David Matsubara, M.Eng., P.Eng.,
Section Manager – Engineering Design
Approximate Location of Watermain Replacement

Location of previous pipe repair

Location of recent pipe collapse

Development Site Currently Under Construction

Area to be Reconstructed by the Development

Legend

- Sanitary Water Feature
- Sanitary Pump
- Sanitary Lift Station
- Sanitary Manhole
- OWNER
  - CNV
  - Sanitary Node
  - Sanitary Serviceline
  - Non-CNV Sanitary Serviceline
- OWNER, UNITTYPE
  - CNV Sanitary Serviceline
  - CNV Sanitary Unknown Main
  - CNV Sanitary Force Main
  - CNV Sanitary Gravity Main
  - METRO Sanitary Force Main
  - METRO Sanitary Gravity Main
  - SQN Sanitary Gravity Main
  - Sanitary Feature
  - Legal_Parcel

Aerial 2019
RGB
Red: Band_1
Green: Band_2
Blue: Band_3

DISCLAIMER
This map was produced on the City of North Vancouver’s Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

GIS Division, Information Technology,
City of North Vancouver
The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.

RECOMMENDATION

PURSUANT to the report of the Manager, Bylaw Services, dated June 10, 2020, entitled “2009 Mahon Avenue – Remedial Action Order (Demolition & Site Clean-up)” and whereas Division 12 of Part 3 of the Community Charter authorizes Council to impose a remedial action requirement on the owner of a building or other structure, including a requirement to remove or demolish the building or structure where it is a nuisance or is so dilapidated or unclean as to be offensive to the community:

THAT Council, after considering the above-referenced report and viewing the attached photographs of property having a civic address of 2009 Mahon Avenue, North Vancouver, legally described as: Lot 27, Block 4, District Lot 548, Plan 3846; PID: 004-812-603 (the “Property”):

i. DECLARES, pursuant to the authority provided in Section 74 of the Community Charter, that the fire-damaged structure of the main house on the Property (the “Main Building”) and the surrounding construction debris and refuse identified in the photographs at Attachment #1 to the report (the “Debris”) are a nuisance and are so dilapidated and unclean as to be offensive to the community; and

ii. IMPOSES, pursuant to the authority provided in Section 72 of the Community Charter, the following remedial action requirements (the “Remedial Action Order”) to be completed by the registered owner in fee simple of the Property (the “Owner”) at his sole cost within 45 days,
commencing on the date that notice of this Remedial Action Order is sent to the Owner:

• Completion of demolition of the Main Building and the foundation of the Main Building;

• Removal of all components of the Main Building, its foundation and the Debris from the Property and disposal of such material at an appropriate disposal facility; and

• Following the demolition and removal of the Main Building and its foundation and the Debris, filling in and covering the excavated area and levelling the area to a natural state.

THAT Council direct the Manager, Bylaw Services to provide notice pursuant to the requirements of Section 77 of the Community Charter, of the Remedial Action Order to the Owner and to each holder of a registered charge in relation to the Property whose name is included on the assessment roll.

THAT Council set the time limit for a notice to request Council reconsideration of the Remedial Action Order at 14 days commencing on the date that notice of the Remedial Action Order is sent to the Owner.

AND THAT Council, in the event that the Owner has not fully complied with the Remedial Action Order within 45 days of the date that notice of the Remedial Action Order is sent to the Owner, authorize staff and contractors of the City to take all appropriate actions in accordance with Section 17 of the Community Charter, including carrying out any and all of the requirements set out in the Remedial Action Order, with all costs incurred by the City to be at the expense of the Owner and recoverable from the Owner in accordance with Sections 17, 80, 258 or 259 of the Community Charter.

ATTACHMENTS

1. Photos of 2009 Mahon Taken on June 6th, 2020 (Doc #1921689)
2. Community Charter Division 12 Section 72-80 (Doc #1921868)

SUMMARY

The purpose of this report is to seek Council's direction to declare the Main Building and Debris located on the Property as a nuisance and as so dilapidated and unclean as to be offensive to the community, and to impose the requirements comprising the Remedial Action Order on the Owner to ensure that the Property is no longer a nuisance or offensive to the community.

BACKGROUND

The Property has a long history of Bylaw violations and City actions to address such violations that began when the Owner acquired the Property in 1985. The house was
heated with a wood burning stove and firewood is stored on site. The Owner operates a home-based tree service business. As a result of his business of tree removals, the Owner had a tendency to bring materials back to the Property for storage and repurposing. That business also uses several vehicles that have been parked on the street in the vicinity of the Property. At times, outdoor work in the yard and on the street has occurred in contravention of municipal Bylaws.

Previous enforcement issues include:

- repeated unsightly premises;
- work without permit;
- wood burning furnace installation without permit and not in compliance with the Building Code;
- electrical, plumbing and gas code violations;
- construction in contravention of the Zoning Bylaw;
- storage of materials on City roadway;
- use of City street for lumber milling;
- business licence fees unpaid for several years; and
- parking violations.

Enforcement action with the Owner in the past has resulted in limited success because there has only ever been minimal response on his part to achieve compliance, followed by a return to the contravening activity over time.

The City has issued fines in the past and has pursued legal action against the Property Owner. This includes filing a petition seeking a BC Supreme Court Injunction in 1985 related to the wood burning furnace, which was successfully obtained. Further legal action was pursued in 1993 for unlawful work being conducted on a City street. A Notice of Contravention was filed in the Land Title Office in 1996. Further legal action occurred in 1998 to address building deficiencies.

DISCUSSION ON CURRENT STATE OF THE PROPERTY

A fire occurred on the Property in September 2018, the second to occur at the Property. The City has repeatedly provided the Owner with information and deadlines on how to remedy the outstanding safety concerns and Bylaw violations at the Property. In August 2019, after numerous correspondence and deadlines, the Owner brought the Property back into compliance with Bylaws by removing a considerable amount of debris and began the process of applying for a demolition permit.

On October 2, 2019, a permit was issued to the Owner to demolish the Main Building on the Property. This initial permit expired on February 2, 2020 with minimal progress and before the demolition permit was extended, the Owner was asked to provide a rationale as to why an extension was required.

In part, the Owner provided the following; "I was not actually ready to demolish the structure, but did so to show/satisfy the City I was serious in the intention to demolish the structure". Under proposed completion time, the Owner wrote "3 months."
As a result, a demolition permit extension was granted on February 27, 2020 with an expiry date on May 10, 2020. A further extension to June 22, 2020 was permitted so that the demolition work could continue while staff prepared this report to Council. Staff have visited the Property regularly, with the last visit being on June 6, 2020, to confirm that the demolition has not been completed.

Under the *Community Charter*, the City can exercise some powers in regards to hazardous or nuisance properties. Specifically, Section 74 of the *Community Charter* provides that Council may declare that buildings, structures or erections of any kind or a similar matter or thing may be declared as nuisances, or that they are so dilapidated and unclean that they are offensive to the community. Council has latitude with regards to determining what matters or things in relation to a property constitute a nuisance or are offensive to the community and Council should exercise a standard of reasonableness in assessing whether matters or things are a nuisance or are offensive. In the present case, as evidenced by the photographs set out in Attachment #1, it is staff’s view that the Main Building and Debris located on the Property are dilapidated and unclean to the extent that they are offensive to the community, especially when considered in the context of the surrounding neighborhood which is an area of well-maintained single-family residences, and are a nuisance. Staff do not believe that the garage structure at the rear of the Property is dilapidated or offensive and so are of the opinion that this building should be allowed to remain on the Property. As such, staff recommend that Council make the declaration set out in the Recommendation to declare the Main Building and the Debris as a nuisance.

Section 72 of the *Community Charter* provides that Council may impose remedial action requirements on property owners, lessees or occupiers of land in relation to, among other things, matters or things referred to in Section 74. Such actions may include requirements for a person to remove or demolish a matter or thing; fill it in, cover it or alter it; or bring it up to a standard set out in a Bylaw. Council must require that such requirements be carried out within a specified time period of not less than 30 days from the date that notice of the requirements is provided to the Owner. The Owner is currently in the process of demolishing the Main Building on the Property and it is expected that this work will be completed at some stage. However, given the history of the Property and the inability of the Owner to carry out remedial work in a thorough and reasonably timely manner, City staff are of the opinion that a remedial action order is necessary to ensure that the remedial work is actually completed. As such, staff recommend that Council impose the remedial action requirements set out in the Recommendation.

**REQUIREMENTS FOR NOTICE AND RECONSIDERATION**

Sections 77 and 78 of the *Community Charter* require that the City must notify property owners and certain other registered charge holders of Council’s decision to impose remedial action requirements. A title search for the Property shows that there are numerous charges registered against the Property, including several judgments and two mortgages. If Council imposes the requirements set out in the Recommendation, notice will be provided as required under the *Community Charter*. 
Under Section 78 of the Community Charter, a person affected by remedial action requirements, such as the Owner, may request that Council reconsider the decision and have an opportunity to make representations to Council. The minimum time period that Council can set for such a request is 14 days unless there is a significant risk to health and safety, which is not the current case. As such, staff recommends that Council set the time period for notice of reconsideration to be 14 days.

FINANCIAL IMPLICATIONS

A preliminary estimate of costs to carry out the requirements of the Remedial Action Order is between $30,000 and $40,000 based on the current state of the Property. If the Owner defaults on carrying out the Remedial Action Order, then pursuant to the Recommendation, the City may act to complete the remedial action requirements and the costs can be charged back to the Owner under Section 17 of the Community Charter. Any costs associated with the proposed demolition that remain unpaid as of December 31, 2020 may be added to the taxes for the Property itself. Actions may also be taken to recover costs pursuant to Sections 80, 258 and 259 of the Community Charter.

INTER-DEPARTMENTAL IMPLICATIONS

Bylaw Services staff are working with the City Solicitor, Fire Department and Planning and Development Department staff on this matter.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

A livable City includes robust and complete neighborhoods. This recommendation aligns with a Livable City.

RESPECTFULLY SUBMITTED:

Paul Duffy
Manager, Bylaw Services
Photos of 2009 Mahon Avenue Taken on June 6, 2020 at 9:10 am by Bylaw Officer Crookes

South Side of Residence
North Side of Residence
Top Floor of Residence
Top Floor of Residence
Top Floor looking to Rear of Residence
In Laneway behind Residence
Division 12 — Remedial Action Requirements

Council may impose remedial action requirements

72 (1) A council may impose remedial action requirements in relation to
(a) matters or things referred to in section 73 [hazardous conditions],
(b) matters or things referred to in section 74 [declared nuisances], or
(c) circumstances referred to in section 75 [harm to drainage or dike].
(2) In the case of matters or things referred to in section 73 or 74, a remedial
action requirement
(a) may be imposed on one or more of
(i) the owner or lessee of the matter or thing, and
(ii) the owner or occupier of the land on which it is located, and
(b) may require the person to
(i) remove or demolish the matter or thing,
(ii) fill it in, cover it over or alter it,
(iii) bring it up to a standard specified by bylaw, or
(iv) otherwise deal with it in accordance with the directions of
council or a person authorized by council.
(3) In the case of circumstances referred to in section 75, a remedial action
requirement
(a) may be imposed on the person referred to in that section, and
(b) may require the person to undertake restoration work in accordance
with the directions of council or a person authorized by council.

Hazardous conditions

73 (1) Subject to subsection (2), a council may impose a remedial action
requirement in relation to any of the following:
(a) a building or other structure, an erection of any kind, or a similar
matter or thing;
(b) a natural or artificial opening in the ground, or a similar matter or
thing;
(c) a tree;
(d) wires, cables, or similar matters or things, that are on, in, over, under
or along a highway;
(e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.

(2) A council may only impose the remedial action requirement if
(a) the council considers that the matter or thing is in or creates an unsafe condition, or
(b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (l) [spheres of authority — buildings and other structures] or Division 8 [Building Regulation] of this Part.

Declared nuisances

74 (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
(a) a building or other structure, an erection of any kind, or a similar matter or thing;
(b) a natural or artificial opening in the ground, or a similar matter or thing;
(c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
(d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).

(2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

Harm to drainage or dike

75 A council may impose a remedial action requirement if a person has
(a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the Local Government Act, or
(b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

Time limit for compliance

76 (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.
(2) Subject to section 79 [shorter time limits in urgent circumstances], the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) [notice to affected persons] is sent to the person subject to the remedial action requirement.

(3) The council may extend the time for completing the required action even though the time limit previously established has expired.

**Notice to affected persons**

**77** (1) Notice of a remedial action requirement must be given by personal service or by registered mail to
(a) the person subject to the requirement, and
(b) the owner of the land where the required action is to be carried out.

(2) In addition, notice of the remedial action requirement must be mailed to
(a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and
(b) any other person who is an occupier of that land.

(3) A notice under this section must advise
(a) that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 [person affected may request reconsideration], and
(b) that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 [municipal action at defaulter's expense] at the expense of the person subject to the requirement.

**Person affected may request reconsideration by council**

**78** (1) A person who is required to be given notice under section 77 (1) [notice to affected persons] may request that the council reconsider the remedial action requirement.

(2) Subject to section 79 [shorter time limits in urgent circumstances], a request under subsection (1) must be made by written notice provided within
14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.

(3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [notice to affected persons].

**Shorter time limits in urgent circumstances**

**79** If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

(a) set a time limit under section 76 [time limit for compliance] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and

(b) set a time limit for giving notice under section 78 [persons affected may request reconsideration] that is shorter than the limit otherwise applicable under subsection (2) of that section.

**Recovery of municipal costs through sale of property**

**80** (1) This section applies to remedial action requirements in relation to the following:

(a) matters or things referred to in section 73 (1) (a) [unsafe and non-complying structures];
(b) matters or things referred to in section 74 (1) (a) [nuisances in relation to structures];
(c) matters or things referred to in section 74 (1) (d) [nuisances in relation to things in or near structures] that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.
(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of
   
   (a) the date specified for compliance, and
   (b) 60 days after the notice under section 77 (1) [notice to affected persons] is given.

(4) If a municipality sells property under this section, it
   
   (a) may retain from the proceeds
       
       (i) the costs incurred by the municipality in carrying out the sale, and
       (ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [municipal actions at defaulter's expense] that have not yet been paid by the person subject to the requirement, and
   
   (b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [municipal action at defaulter's expense].
The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.

RECOMMENDATION

PURSUANT to the report of the Manager, Environmental Sustainability, dated June 17, 2020, entitled "Proposed Consultation on Low Carbon Building Bylaw Amendments":

THAT staff be directed to consult with stakeholders with respect to proposed low carbon amendments to the Construction Regulation Bylaw as detailed in this report.

PURPOSE

The purpose of this report is to advise Council of the need for a low carbon pathway in the City's BC Energy Step Code requirements for new buildings in order to achieve the City's climate targets, and to seek direction to consult with stakeholders regarding proposed low carbon amendments to the City's Construction Regulation Bylaw.

BACKGROUND

A Critical Decade for Climate Action
The International Panel on Climate Change (IPCC) released a report in October 2018 warning that urgent and unprecedented action is required over the next decade to avoid the most far-reaching effects of climate change. In February 2019, Council unanimously adopted new community-wide greenhouse gas emissions reduction targets of an 80% reduction in emissions by 2040 and net zero emissions by 2050, and directed staff to incorporate these targets into plans, policies, and business practices.
Building Emissions
Approximately half of the City’s greenhouse gas emissions, on a community-wide basis, are attributed to building energy use. These emissions are primarily due to space and water heating using natural gas heating systems. Transitioning to electric and other low carbon heating systems represents a significant opportunity to reduce emissions from buildings and will be a critical strategy in achieving the City’s emissions reduction targets.

Given that buildings constructed today will be in operation in 2050 and beyond, it is important that they are powered by zero emission heating systems. Equipping buildings with low emission electric heating systems at the time of construction is simpler and more cost-effective than retrofitting them later.

BC Energy Step Code
The BC Energy Step Code was introduced in 2017 to support market transformation towards higher performance buildings through progressive energy efficiency targets, and to provide consistency in building requirements across BC. As a voluntary compliance pathway in the BC Building Code, the Energy Step Code establishes a series of incremental energy efficiency targets for new buildings that local governments can encourage or require. The Energy Step Code also communicates the future intent of Building Code requirements with the goal of all new buildings being net zero energy ready by 2032 (all energy needs could be met through on-site energy generation).

![Figure 1. BC Energy Step Code](image)

The Step Code thus allows local governments to require higher levels of energy efficiency in new construction above the minimum requirements of the BC Building Code. Over time, the minimum requirements of the Building Code will be increased.
according to the Steps with the target of all buildings achieving the highest Step by 2032.

The transition to higher performance buildings through the Energy Step Code supports better quality construction, improved comfort, and better indoor air quality.

**Step Code Requirements on the North Shore**

The City first introduced Step Code requirements in December 2017, becoming one of the first municipalities in BC to implement Step Code requirements for all buildings. The City has coordinated closely with the District of West Vancouver (DWV) and the District of North Vancouver (DNV) to provide builders with consistent requirements across the North Shore. Builders have now been building to the current Step Code requirements for approximately two years and have consistently met or exceeded the energy performance targets.

**Part 9 (Simple) Buildings.** Part 9 buildings under the Building Code are typically small residential buildings (three storeys and under) and other non-complex buildings. The City has required Step 3 of 5 for the majority of residential buildings in this category (with the exception of coach houses, where Step 1 is required) since 2018. The exception was made for coach houses as the cost differential is higher for smaller buildings.

**Part 3 (Complex) Buildings.** Part 3 buildings under the Building Code are typically larger and taller (over three storeys) buildings with a variety of uses including multi-family residential buildings, commercial buildings and institutional buildings. The City has required Step 2 of 4 for the majority of Part 3 residential buildings and Step 1 of 3 for Part 3 commercial buildings since 2018. In both cases, projects seeking rezoning are required to achieve an additional step above these base requirements per the Step Code Rezoning Policy.

**DISCUSSION**

While the Energy Step Code has been successful in increasing overall energy efficiency, achieving better construction quality and building more comfortable and climate resilient homes, it does not alone accomplish the emissions reductions necessary to achieve the City’s climate targets.

**BC Energy Step Code and Greenhouse Gas Emissions**

In BC, due to the Province’s low carbon electricity supply, building-related greenhouse gas emissions are directly correlated with heating type. Buildings that rely on electricity compared to natural gas produce relatively few emissions, regardless of the step under the Energy Step Code.

While the Step Code can result in emissions reductions, it can still result in buildings that continue to emit significant emissions over their lifetimes, and does not guarantee the level of emissions reductions necessary to drive emission to zero or near-zero levels.
Depending on the home heating system selected, the greenhouse gas emissions intensity can vary by over 90%, since the Step Code does not require designers to select a low-carbon heating system. For example, when a home is heated using natural gas, even at the highest Step, emissions are only reduced by half (Figure 2).

![Figure 2. Greenhouse gas emissions by heating type and step of Energy Step Code (Source: Metro Vancouver Climate 2050 Buildings Discussion Paper)](image)

**Low Carbon Path in Part 9 Buildings**

To achieve the necessary reductions in emissions from buildings, low carbon heating systems are needed in addition to the Energy Step Code performance requirements. Recent guidance from the Province has highlighted that local governments can use the inherent flexibility of the Energy Step Code requirements to advance emissions reductions goals by offering a low carbon compliance pathway.

A number of municipalities, including Surrey, Burnaby, and Richmond have implemented a Step Code low carbon path option by requiring a higher step and offering a voluntary compliance of a lower step with a low carbon (electric) heating system. Most recently, the District of West Vancouver implemented a requirement for Part 9 buildings for Step 5 with an option permitting Step 3 (the City’s current step) when a low carbon heat pump energy system is used.

**Heat Pump Technology in Part 9 Buildings**

Heat pumps are increasingly being implemented as heating systems in Part 9 buildings. Heat pump technology involves using a small amount of energy to pull heat from the outside air to heat a building. Heat pumps work very efficiently, as they simply transfer heat rather than burning a fuel to create heat.

A key advantage of heat pumps is that they also function in reverse to provide cooling, resulting in a more resilient housing stock. Climate projections predict that over the coming decades, our region will experience summer heat similar to that currently
experienced in Southern California, and mandatory mechanical cooling is already being considered by Provincial authorities to safeguard health under a warming climate. During heat and forest fire smoke events, heat pumps can contribute to maintaining comfortable temperatures and good air quality in homes.

**Proposed Requirement for Part 9 Residential Buildings: Increase to highest step with voluntary low carbon compliance option**

An increase is proposed to the City's current requirement for most Part 9 buildings to the highest Step (Step 5) while offering a voluntary compliance option of the City's current (2018) requirements along with a low carbon (electric heat pump) heating system (Table 1). This proposed requirement is consistent with bylaws adopted by the District of West Vancouver earlier this year, and with a proposed approach currently under consideration by the District of North Vancouver.

This approach offers a number of advantages:

- Harmonized approach with the Districts of West and North Vancouver, maintaining consistency across the North Shore;
- Maintaining the City's existing Step 3 standard for Part 9 residential buildings (in place since 2018), with the addition of a low carbon heating system requirement thus providing flexibility and reducing the need for industry to adopt substantial new building practices; and
- Ensuring mechanical cooling can be provided, creating a more resilient future-proof residential building stock; and
- Avoiding future retrofit costs for these buildings to ensure zero emissions are achieved by 2050.

**Table 1. Summary of Proposed Part 9 Changes**

<table>
<thead>
<tr>
<th>Current Requirement</th>
<th>Proposed Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pathway 1:</strong> Low Carbon</td>
<td><strong>Pathway 2:</strong> Higher Step</td>
</tr>
<tr>
<td>Small Part 9 residential buildings</td>
<td>Step 1 of 5</td>
</tr>
<tr>
<td>Part 9 residential buildings over 1,200 sq. ft.</td>
<td>Step 3 of 5</td>
</tr>
</tbody>
</table>

**Approach for Part 3 (Complex) Buildings**

Staff are also examining requirements for Part 3 buildings to determine options for achieving the City's 2050 target. Given the complexity and diversity of these building types, analysis specific to Part 3 buildings is required before determining any future proposed changes.

For these building types, the B.C. Energy Step Code consists of four steps for residential Part 3 buildings, and three steps for commercial Part 3 buildings. Under the City's current requirements in the Construction Regulation Bylaw, residential Part 3
buildings are required to meet Step 2 of 4 while commercial Part 3 buildings are required to meet Step 1 of 3. However, the majority of these Part 3 buildings undergo a rezoning process and thus are subject to the City’s 2017 Step Code Rezoning Policy, where residential buildings are required to be built to Step 3 of 4 and commercial buildings are required to be built to Step 2 of 3.

Most Part 3 buildings are over 1,000 m² and thus are required to connect to the City’s Lonsdale Energy Corporation (LEC) district energy system. LEC is currently incorporating low carbon heat sources including waste heat from the new North Shore Wastewater Treatment Plant to reduce emissions.

Further research and dialogue is required with internal and external stakeholders to determine potential policy options for consideration for Part 3 buildings, and staff will bring forward further information in due course for Council’s consideration.

**Proposed Requirement for Part 3 (Complex) Buildings**
A measure under consideration would be to achieve greater administrative efficiency by migrating the current Rezoning Policy requirements into the Construction Regulation bylaw directly, while continuing to review possible future changes to achieve low carbon objectives.

As the majority of projects undergo a rezoning process prior to Building Permit application, this proposal will standardize the energy efficiency requirements that are largely already in effect for Part 3 buildings.

**Table 2. Summary of Proposed Part 3 Changes**

<table>
<thead>
<tr>
<th>Part 3</th>
<th>Current Requirement</th>
<th>Proposed Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>residential</td>
<td>Step 2 of 4</td>
<td>Step 3 of 4</td>
</tr>
<tr>
<td>buildings</td>
<td>(Rezoning: Step 3 of 4)</td>
<td></td>
</tr>
<tr>
<td>commercial</td>
<td>Step 1 of 3</td>
<td>Step 2 of 3</td>
</tr>
<tr>
<td>buildings</td>
<td>(Rezoning: Step 2 of 3)</td>
<td></td>
</tr>
</tbody>
</table>

**NEXT STEPS**
Should Council direct staff to proceed with consultation regarding the above proposed requirements, staff will initiate industry consultation, and work to achieve consistency across the North Shore, with the goal of matching the District of West Vancouver’s implementation date of March 2021. Staff will report back to Council in the fall.

**CONCLUSION**
Incentivizing low carbon heating systems in new construction will play a significant role in reducing emissions from buildings. Given the long lifespan of buildings and high retrofit cost, it is important that this transition happens in the near term in order to advance carbon reduction goals. Bringing these requirements forward now for
consideration will maintain a coordinated North Shore approach and achieve greater consistency for industry.

FINANCIAL IMPLICATIONS

Should Council endorse the report recommendation, staff will proceed with consultation with industry using existing resources and will report back to Council.

INTER-DEPARTMENTAL IMPLICATIONS

This report and recommendation were reviewed by the City Solicitor.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This policy supports the City’s Livable City goal as articulated in Council’s Strategic Plan of achieving net zero emissions by 2050, and is considered an early action in progressing the City’s Environment Strategy.

RESPECTFULLY SUBMITTED:

Caroline Jackson, M.Sc.
Manager, Environmental Sustainability

RESPECTFULLY SUBMITTED:

Tim Ryce, P. Eng.
Chief Building Official
To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director, LEC

SUBJECT: CITY LOAN REIMBURSEMENT SCHEDULE

Date: June 15, 2020

RECOMMENDATION:

PURSUANT to the report of the Director of Lonsdale Energy Corp., dated June 15, 2020, entitled “City Loan Reimbursement Schedule”:

THAT Council supports Lonsdale Energy Corp. proposed repayment schedule and confirms that a twelve-month notice will be provided to Lonsdale Energy Corp. if the City wishes to request loan reimbursements prior to the planned schedule.

ATTACHMENT:


B. Loan Reimbursement Schedule as at June 15, 2020

PURPOSE

This report seeks Council’s support of Lonsdale Energy Corp.’s (LEC) proposed loan reimbursement schedule and confirmation that a twelve-month notice will be provided if reimbursement is requested prior to the proposed schedule time table.
LEC's auditors requested this confirmation in order to mitigate going concerns issues and related analysis that would be required if Council requires the right to call for reimbursements without providing advance notices.

DISCUSSION

The terms of the LEC loan were discussed with Council in July 2018 (Attachment A) as part of the renewal of the loan for a second five year period ending August 1st, 2023. With the exception of an interest increase, the terms of the loan remained mostly unchanged. While providing a reimbursement schedule, the report and resolution refers to the loan as being a 5 year demand term loan. This has been the case since the initial loan was issued in 2013.

The fact that the loan is callable on demand has not created any issues until now. It was understood that the loan provided a reimbursement schedule and that LEC would likely need some time to arrange for another funding source if the City was to ever elect to recall the loan.

However, the current COVID-19 crisis is a cause for concern to the auditors. Basically, the on demand specifications requires for the total amount of the debt to be considered a current liability, which must be considered as potentially having to be repaid within one year after the reporting date. In the case of the 2019 Financial Statements that covers the period ending December 31, 2019, that date would be December 31, 2020. As such, to address the going concern of the organization, LEC would need to demonstrate that it is capable of arranging replacement financing to meet a demand request from the City.

Alternatively, the City can confirm that it will provide LEC with sufficient notice to arrange such financing. This can be done by providing confirmation that LEC would be provided twelve-month notice prior to requesting payments that exceeds those forecasted in the schedule. Such a statement would allow treatment of the debt as per past years' classification, that is only payments considered in the schedule to be paid in the following year would be included in current liabilities while the remainder of the debt would be classified as a non-current liability.

More specifically, the Auditor has informed LEC staff of the following (underline added for clarification):

Due to the additional uncertainty arising from COVID 19, and the requirements of BDO to consult on matters of uncertainty, BDO's technical department have confirmed that they will require additional assurance around the repayment of LEC's loan due to the City. Specifically, they require a confirmation that LEC's loan payments will follow the council approved repayment schedule and that the City waives its right to demand repayment of the loan within 12 months of the date of the confirmation.

As a consequence of this additional technical review, the classification of the LEC's loan payable between its current and non-current portion was discussed,
as the demand feature provides the City with the option/right to call the debt at any time. Per IAS 1.69c/d (see guidance below) a financial liability that is due within 12 months from the reporting date, or is payable on demand, is to be classified as current. This applies to a loan with terms that enable the lender to call the loan at any time, even if such a loan may not be due to be settled within 12 months or is considered highly unlikely as of the reporting date.

In the past BDO were able to accept LEC’s payment history and the loan schedules approved by council as sufficient evidence, as there were no additional external factors indicating a risk of demand of the loan. However with the added concerns arising from COVID 19 they are seeking the additional confirmation waiving the demand feature of the loan.

This confirmation would also provide support for LEC’s repayment schedules and ready access to financial resources which mitigates potential going concern issues (refer to [IAS 1.26 below] the going concern assessment for “ready access to finance”). This would alleviate the requirement for more detailed analysis of LEC’s ability to meet its financial obligations (including the loan if it were demanded by the City) and any going concern disclosure in the financial statements that might be required as a result of that analysis.

**Handbook Guidance Referenced:**

**IAS 1 - 69c:**

An entity shall classify a liability as current when:

(a) it expects to settle the liability in its normal operating cycle;

(b) it holds the liability primarily for the purpose of trading;

(c) the liability is due to be settled within twelve months after the reporting period; or

(d) it does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting period (see paragraph 73). Terms of a liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

An entity shall classify all other liabilities as non-current.

**IAS 1 - 26:**

In assessing whether the going concern assumption is appropriate, management takes into account all available information about the future, which is at least, but is not limited to, twelve months from the end of the reporting period. The degree of consideration depends on the facts in each case. When an entity has a history of profitable operations and ready access to financial resources, the entity may reach a conclusion that the going concern basis of accounting is appropriate without detailed analysis. In other cases, management may need to consider a wide range of factors relating to current and expected profitability, debt repayment schedules and potential sources of replacement financing before it can satisfy itself that the going concern basis is appropriate.

**FINANCIAL IMPLICATIONS:**

The financial implications are addressed throughout the report. It should be noted that to date, except for a precautionary delay of a few months to repay the debt in late 2018 due to the Enbridge pipeline rupture, LEC has met or exceeded scheduled repayments. **Attachment B** provides an updated version of LEC’s repayment schedule.
STRATEGIC PLAN IMPLICATIONS:

LEC aligns with the 2018-2022 Council Strategic Plan, more specifically, Council's Liveable City goal stating:

Further develop a renewable energy strategy to transition the City-owned Lonsdale Energy Corporation district energy system to incorporate low carbon energy sources and minimize the use of natural gas, including exploring a compost/waste to energy facility and other strategic opportunities.

RESPECTFULLY SUBMITTED BY:

Ben Themens, MBA, P.Eng., CGA
Director, LEC
REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF

21. Lonsdale Energy Corp. – Review of City Loan Terms – File: 11-5500-06-0001/1

Report: Director, Lonsdale Energy Corp., July 11, 2018

Moved by Councillor Clark, seconded by Councillor Bell

PURSUANT to the report of the Director, Lonsdale Energy Corp., dated July 11, 2018, entitled "Lonsdale Energy Corp. – Review of City Loan Terms":

THAT the loans currently outstanding and authorized by the City of North Vancouver be renewed on a 5-year demand term and interest rate of 2.65% compounded quarterly as of August 1, 2018;

THAT Lonsdale Energy Corp. be authorized to borrow up to $4,200,000 in additional funding from the City of North Vancouver under the same terms and conditions of the renewed loan;

THAT Lonsdale Energy Corp. pay to the shareholder, on an annual basis, a dividend of 5% of the amount of capital reimbursed to the City during the year;

AND THAT Lonsdale Energy Corp. provide an annual report on the balance and payments of principal and interest of the loan, as well as on construction activities impacting borrowing and loan repayment.

CARRIED UNANIMOUSLY
REPORT

To: Mayor Darrell Mussatto and Members of Council
From: Ben Themens, Director, LEC
SUBJECT: LONSDALE ENERGY CORP. – REVIEW OF CITY LOAN TERMS
Date: July 11, 2018

RECOMMENDATION

PURSUANT to the report of the Director of Lonsdale Energy Corp., dated July 11, 2018 entitled "Lonsdale Energy Corp. – Review of City Loan Terms":

THAT the loans currently outstanding and authorized by the City of North Vancouver be renewed on a 5 year demand term and interest rate of 2.65% compounded quarterly as of August 1, 2018;

THAT Lonscale Energy Corp. be authorized to borrow up to $4,200,000 in additional funding from the City of North Vancouver under the same terms and conditions than the renewed loan;

THAT Lonsdale Energy Corp. pay to the shareholder, on an annual basis, a dividend of 5% of the amount of capital reimbursed to the City during the year;

AND THAT Lonsdale Energy Corp. provide an annual report on the balance and payments of principal and interest of the loan, as well as on construction activities impacting borrowing and loan repayment.

ATTACHMENTS

1. 2018 – 2020 Project Funding Requests
2. Loan Reimbursement Schedule
PURPOSE

This report provides an overview of the financial position of Lonsdale Energy Corp (LEC), a detailed review of LEC’s outstanding City of North Vancouver (the City) loans, a request for additional loan authorization to fund 2018-2020 projects, a history and projection of loan reimbursements, and recommendations for a renewal of the term for the outstanding five-year demand term loans expiring December 16, 2018 and the instauration of dividend payments to the City.

BACKGROUND

The City owned district energy utility, LEC, has been in operation since 2004 following the enactment of Bylaw 7575, creating the energy service. To date, LEC provides heating and cooling services to 75 buildings, totaling more than 5.25 million square feet of building area. LEC operates in three separate service areas (Lower Lonsdale, Central Lonsdale and Harbourside / Marine Drive) and is in the process of connecting the Moodyville area. LEC provides thermal energy to these service areas through nearly 10 trenched kilometers of underground distribution piping connected to 8 Mini-Plants.

LEC’s district energy system has seen rapid growth over the past five years. Over this period LEC has connected approximately 30 customers and added approximately 6 km of trenched pipe to its distribution network. This growth is a result of development within the City and the desire to incorporate alternative energy sources to LEC’s heating generation capacity. LEC’s rapid expansion over this period has been facilitated by funding from the City. This provided the City with an opportunity to make a long-term investment in LEC while earning competitive return on investment via quarterly interest payments. City funding has facilitated the integration of alternative energy sources including heat recovery from cooling services in Lower Lonsdale and heat recovery from the impending North Shore Waste Water Treatment Plant (NSWWTP) currently under construction. These sustainable energy sources are in addition to other alternative sources that were already in use: hydronic solar panel arrays on the roof of the Library, and geo-exchange field under the School District 44 head office in conjunction with building waste heat recovery in that building as well as at the Shipyards precinct. All of these sources are used in priority whenever they are available.

DISCUSSION

LEC’s Financial Position

In 2017 LEC achieved its highest net income since commencing operations: $799,595. This amount is considerably larger than any previous years. The substantial increase in profit in 2017 is a combination of multiple factors:

- The addition of new customers including the Centreview development at Lonsdale and 13th Street, LEC’s largest customer to date (by area and heating capacity)
- Increased overall system efficiency from plant control optimization and automation upgrades
- A rate increase introduced November 30, 2016
- A revision of the application fee to 0.15% of assigned construction value
• Continued enhancement of selective natural gas purchases
• Lower operating costs as a result of increased capital activities in 2017

LEC's revenue grew by 37% from $2,838,793 to $3,900,077 in 2017. While such an increase is not sustainable, LEC has averaged a revenue growth of 19% over the past five years as a result of the consistent addition of new customers to LEC's network. Many of these new customers are located near or next to existing LEC piping, allowing for relatively lower costs of system extensions for new service connections. LEC expects to generate a significant profit again in 2018. Excess revenue generated by LEC is used to make interest payments to the City and reimburse the principal of outstanding loans.

Loans Outstanding to the City
The following table provides a summary of LEC's outstanding loans to the City as of June 30, 2018:

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<tr>
<th>Date Authorized by Council</th>
<th>Amount Authorized by Council</th>
<th>Amount Disbursed to LEC</th>
<th>Available Balance</th>
<th>Amount Reimbursed by LEC</th>
<th>Amount Outstanding</th>
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<td>$11,317,000</td>
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<td>$2,000,000</td>
<td>$0</td>
<td>$0</td>
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<td>$611,966</td>
<td>$911,966</td>
<td>$0</td>
<td>$611,966</td>
<td>$0</td>
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<tr>
<td>25-Jan-16</td>
<td>$1,600,000</td>
<td>$1,205,000</td>
<td>$395,000</td>
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<td>4-Apr-16</td>
<td>$2,300,000</td>
<td>$1,165,000</td>
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<td>4-Apr-16</td>
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<table>
<thead>
<tr>
<th>Loan Purpose</th>
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<td>FCM GMI $2 million Loan through the City</td>
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<td></td>
<td></td>
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<td>Distribution system construction &amp; working capital</td>
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<tr>
<td>Corix Agreement Expiration Settlement</td>
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<td>Corix Agreement Expiration Settlement</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Construction of mini-plant 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Connection of Moodyville</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connection of 160 East 6th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marine Drive - Central Lonsdale connection</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2018 LEC Construction Program Financing</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat Recovery from the NSWWTP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling Services Lot 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On June 29, 2012, the City received a loan of $2,000,000 under the Green Municipal Investment Fund Project Loan through the Municipal Finance Authority ("MFA") to finance Eligible Costs incurred related to the capital projects undertaken by LEC. The loan bears interest at the ten year Government of Canada bond yield rate in effect at the date of request of the disbursement less 1.5% (effective interest rate of 0.3%), is payable semiannually, and matures on the tenth anniversary of the loan date. The City assumed this loan on behalf of LEC. The City then loaned the proceeds of the loan to LEC with terms consistent with the MFA. The principal payments of this loan are made by LEC directly to the MFA, which results in the reduction to the amounts owed by LEC to the City.

In December of 2013, LEC's existing amount due to the City (approximately $6,664,000) was formalized into a loan. This amount was comprised of construction and engineering costs for the construction of LEC's underground distribution system from 2009 to 2013. The loan allowed further borrowing up to a maximum of $12 million and is comprised of a five-year demand term loan maturing on December 16, 2018, bearing interest at 2.1% per annum.

Following the expiry of a lease agreement with Corix and the resulting arbitration proceedings, loans of $2,000,000 and $611,966 were required in 2015 to fund the
settlement of the agreement and resulting non-recurring expenses. These loans are subject to the same interest rate (2.1% per annum) and conditions of the $12 million loan approved by Council on December 16, 2013.

In 2016 and 2017 the City provided an additional seven loans to LEC for the continued expansion of the district energy system and to fund alternative energy sources. Among other things, this funding will allow LEC to connect 23 customers between 2016 and 2018. LEC had 60 customer buildings at the beginning of 2016 and is expecting to have 83 by the end of 2018, a 38% increase. In addition to this, funding has been provided to increase Lower Lonsdale cooling capacity to allow heat recovery from cooling services to the Polygon Gallery and Shipyards Lots 3 to 5, as well as to recover heat from the North Shore Waste Water Treatment Plant (NSWWTP) effluent. The heat recovery from the NSWWTP is expected to reduce the region’s GHG emissions by 7,200 annually and provide 20,000-30,000 MWh of energy to LEC per year by 2021. These loans are also subject to the same interest rate (2.1% per annum) and conditions of the original 2013 City loan.

**Reimbursement of Outstanding Loans**

LEC has reimbursed $1,787,933 of its debt obligation to date and intends to make an additional payment of $215,000 to the City in 2018. LEC has also paid over 1.1 million in interest to the City over the past five year (2013-2017). Up until 2017, LEC reinvested its operating revenue to fund some of its capital projects; however, in 2017 LEC deferred this practice in an effort to increase transparency around its capital investments and loan repayments to the City. LEC intends to continue securing new loans for significant capital projects and allocate operating revenues to the repayment of outstanding loans that funded older assets.

In addition to these authorized loans, LEC is planning to complete four additional significant projects over the course of the next two years totaling $4,200,000. LEC is making a funding request for the purpose of funding the following projects:

1. St Georges Ave. – 160 E 6th Street to E 3rd Street & NTS2 $1,600,000
2. Construction of MP-9 at Harbourside Concert Properties 1,200,000
3. E 15th Street – St. Georges Ave. to 250 E 15th Street & LGH 450,000
4. Chesterfield Ave. – W Keith Road to W 3rd Street 950,000

**Attachment 1** provides the rationale for each project.

The additional funding would increase the total amount authorized by Council to $33,874,033 net of reimbursements to date, and including future authorized project disbursements of $12,220,000. Previous financial modeling predicted complete reimbursement of City loans by 2034. Based on LEC’s updated loan reimbursement schedule (**Attachment 2**), it is expected that LEC would reimburse its current debt obligation including the above funding request, if approved, by 2036.

**Loan Term and Interest Rate**

The current City loan provides an annual return of 2.1% to the City. This rate is stipulated in the December 16, 2013, Council resolution that authorized the loan. This rate has been advantageous to the City. While market lending rates have recently
increased, they were lower for a number of years between 2013 and 2018 and LEC continued paying a return rate of 2.1% to the City.

The proposed loan is for a five-year term, identical to the original 2013 loan. Staff have reviewed various sources in order to determine an annual rate of return that is fair to both organizations. The Municipal Finance Authority of BC website indicates that its spring 2018 5-year borrowing issue and current lending rate for analytical purposes is 2.65%. LEC proposes that this rate be used for the proposed loan. Using this rate of interest, LEC’s financial model still anticipates that full repayment by 2036.

LEC has paid interest of $1,143,629 to the City for the five years ending December 31, 2017. As shown in the loan reimbursement schedule (Attachment 2), under the current proposal assuming an interest rate of 2.65% until complete repayment of the loan, LEC will pay approximately $11.2 million in interest to the City between 2018 and 2036.

It is important to note that increases in LEC’s interest payments delay the repayment of loan capital. As they are considered as an expense, interest payments also reduce LEC’s net income each year.

Dividend Payments
The City invested an amount of $2 million in LEC in 2006 by purchasing LEC’s common shares which increased the book value of the City equity in LEC to $2,000,010. However, the accumulated losses and profits of the company since its start of operation reduced the value of the investment below its book value. Given the profits made by LEC over the past two years and the profits anticipated in 2018, LEC anticipates that the City equity will exceed its book value for the first time.

As the sole owner of LEC, the City is entitled to reinvest LEC’s net income in the company which would increase the City’s equity or receive a portion of the income under the form of dividends.

Staff believe that it would be opportune to start paying dividends to the City as a return on its equity investment. LEC proposes that starting this year a dividend payment calculated on the basis of 5% of City loan capital repayment be implemented.

Anticipated dividend payments are shown in the right column of Attachment 2. LEC expects paying more than $25,000 in dividends in 2018.

Dividend payment is a significant step toward enabling the City to diversify its funding sources to achieve its goal of reducing reliance on property taxes.

FINANCIAL IMPLICATIONS

The financial implications are addressed throughout the report.
STRATEGIC PLAN IMPLICATIONS

The district energy system implemented by LEC is consistent with the goals of the City Strategic Plan concerning the enhancement of the natural and built environment and the City Official Community Plan.

RESPECTFULLY SUBMITTED BY:

Ben Themens, MBA, P.Eng., CGA
Director, LEC
2018 – 2020 Project Funding Requests

1. St Georges Ave. – 160 E 6th Street to E 3rd Street & NTS2 $1,600,000

This project includes distribution system construction and network transfer station (NTS) to inter-connect the Lower Lonsdale and Central Lonsdale service areas.

The project is planned for fall 2018 to allow the provision of heat from Central Lonsdale to Lower Lonsdale during 2018-2019 winter to meet peak demand. Central Lonsdale currently has excess heating capacity and the inter-connection will avoid the installation of additional boilers in Lower Lonsdale where demand is significantly increasing due to servicing of the Moodyville area.

This project will also allow the transfer of recovered heat from the shipyard precinct's district cooling system to other heating service areas during summer. In 2019, the completion of the Lot 5 building will require for all three heating service areas to be inter-connected in order to adequately distribute the recovered heat generated by the cooling process during peak cooling demand periods (without the need for temporary heat rejection equipment and to avoid overheating).

2. Construction of MP-9 at Harbourside Concert Properties $1,200,000

The Harbourside Concert Properties project has entered the design phase. The project includes an LEC mini-plant room. LEC will install heating equipment at this location and will initially provide heat to the development from this facility. The connection of this development to the other service areas will occur once demand in this neighbourhood has sufficiently increased. The connection of the area will require the crossing of the CN railway and could take a number of years to complete.

3. E 15th Street – St. Georges Ave. to 250 E 15th Street & LGH $450,000

A significant residential project is being planned at 250 East 15th Street. The Lions Gate Hospital is currently serviced from 13th Street at the south. The extension of the heating distribution system to this block will serve the proposed development and more importantly will provide the hospital with heating service connection redundancy from the north.

4. Chesterfield Ave. – W Keith Road to W 3rd Street $950,000

This project will be coordinated with the connection of a building currently in the rezoning process at 173-181 West 6th Street. The purpose of the project is to provide a redundant connection between the Lower Lonsdale and Central Lonsdale service areas as well as a direct connection between the Marine Drive and Lower Lonsdale service areas.
Without this connection, the Marine Drive and Lower Lonsdale service areas will be inter-connected indirectly via the Central Lonsdale service area. Due to the Central Lonsdale service area's elevation, network transfer stations are required to separate the operating pressure between the Central Lonsdale and the other service areas. This means that thermal energy from the North Shore Wastewater Treatment Plant would need to be exchanged through two network transfer stations to reach Lower Lonsdale including Moodyville. Due to some unavoidable thermal inefficiency of heat exchangers, the overall system efficiency is impacted by the size and complexity of distribution system piping and equipment including heat exchangers. This connection will allow the bypass of the two energy transfer stations and provide a direct connection between areas located at an approximate elevation of 72 meters or less, thereby eliminating unnecessary thermal energy loss and additional pumping energy.
Loan Reimbursement Schedule

Debt obligation allocation increase (2018-2026): 10%
Debt obligation allocation increase (2027-2036): 5%
Interest Rate used in Forecast: 2.65%

<table>
<thead>
<tr>
<th>Year</th>
<th>Capacity Charge Allocated to Debt Outlook</th>
<th>Future disbursements from available Loan Balance</th>
<th>Interest Reimbursement</th>
<th>Dividend</th>
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<tr>
<td>Actual</td>
<td>2013</td>
<td>$11,411,018</td>
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<td>2014</td>
<td>$12,324,620</td>
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<td>2015</td>
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<td>2016</td>
<td>$15,907,770</td>
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<td>$20,339,665</td>
<td>$357,790</td>
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<tr>
<td>Forecast</td>
<td>2035</td>
<td>$3,657,951</td>
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<td>2037</td>
<td>$-</td>
<td>$-</td>
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</table>

Future Disbursements $12,220,000

Attachment 2 to July 11 2018 Report
## Loan Reimbursement Schedule

**as at June 15, 2020**

Debt obligation allocation increase (2017-2026): 10%  
Debt obligation allocation increase (2027-2036): 5%  
Interest Rate used in Forecast: 2.65%

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual Capacity Charge Revenue Allocated to Debt Obligation</th>
<th>Actual Payment / Forecasted Allocation to Debt Obligation</th>
<th>Outstanding Loan</th>
<th>Future Disbursements from Available Loan Balance</th>
<th>Interest</th>
<th>Annual Reimbursement</th>
<th>Dividend</th>
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<tr>
<td>Actual 2013</td>
<td>$181,399</td>
<td>N/A</td>
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<td>Actual 2014</td>
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**Future Disbursements** $ 7,765,000

* The Annual Reimbursement amount includes a payment made March 21, 2019, this payment was originally scheduled to be made during December 2018, however as part of a contingency plan to provide cash flow for increased natural gas prices due to the rupture of the Enbridge pipeline on October 9, 2018 the payment was delayed.

** The Outstanding Loan amount is the actual amount as of June 15, 2020.
NOTICE OF MOTION


Submitted by Mayor Buchanan

RECOMMENDATION:

WHEREAS the right to safe, suitable, adequate and affordable housing is a fundamental human right that we all share and housing is essential to the vitality, health and well-being of individuals, families and communities;

WHEREAS housing is a key responsibility of the federal and provincial governments with support from local government;

WHEREAS Metro Vancouver released Addressing Homelessness in Metro Vancouver (2017);

WHEREAS the provincial government released TogetherBC: British Columbia’s Poverty Reduction Strategy (2019);

WHEREAS homelessness is a symptom of many underlying causes that demand inter-sectoral collaboration and a system-based approach;

WHEREAS the North Shore municipalities have contributed by support and/or initiatives, such as the Emergency Shelter, Youth Safe House, Seniors Safe House, transitional and supportive housing, as well as financial support for outreach workers and employment initiatives;

WHEREAS the North Shore is rich in community-based organizations that provide support to people experiencing homelessness or at risk of homelessness;

WHEREAS the number of people experiencing homelessness or are at risk is not decreasing;

WHEREAS COVID-19 has illuminated the need for an additional emergency shelter to support people across the North Shore who are experiencing homelessness that is temporary;

THEREFORE BE IT RESOLVED THAT staff be directed to create a North Shore cross-jurisdictional Steering Committee and Working Group (government, staff and relevant community agencies) to develop short, medium and long-term actions that are focused on clear, comprehensive and coordinated strategies to prevent homelessness, to serve the people who are currently homeless and to create pathways out of homelessness;
THAT these actions will specifically include working to deliver permanent supportive housing with wrap-around services;

THAT will create one point of entry for people across the North Shore who are experiencing or at risk for homelessness;

AND THAT a copy of this resolution be forwarded to local MLA’s and MP’s.
Resources:

Metro Vancouver Addressing Homelessness in Metro Vancouver (2017)


City of North Vancouver Housing Action Plan Report Card One Year Implementation (2016-17)
https://www.cnv.org/City-Services/Planning-and-Policies/Housing/Housing-Action-Plan

Vancity Community Foundation
https://www.vancitycommunityfoundation.ca/initiatives/2020-homeless-count
The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.

RECOMMENDATION

PURSUANT to the report of the Corporate Officer, dated June 22, 2020, entitled “Ministerial Order No. M192 – Local Government Meetings and Bylaw Process (COVID-19)”:  

THAT Ministerial Order No. M192, issued by the Minister of Public Safety and Solicitor General, was provided to the City on June 18, 2020, after notices of public hearings had already been published. The recent Order requires Council to state the basis for holding meetings without members of the public in physical attendance and the means by which the City is ensuring openness, transparency, accessibility and accountability in respect of meetings;

THAT the basis for holding Council meetings without members of the public in physical attendance is because City Hall and civic buildings continue to remain closed to the public for safety precautions regarding COVID-19;

THAT the means by which the City is ensuring openness, transparency, accessibility and accountability in respect of the meeting is:

• publishing notices in the North Shore News as to the process by which the public can attend the meetings electronically;
• posting notices on the City’s website with staff contact information and instructions to participate in Council meetings;
• posting background information on the City’s website regarding each development application scheduled for Council consideration;
• posting on the City’s website the PowerPoint presentations that are the subject of a public hearing/public meeting;
• posting on the City’s website and in the North Shore News instructions for members of the public to pre-register to attend a public hearing/public meeting by electronic means or by phone;
• posting to the City’s website staff contact information and instructions on how to participate in a Council meeting if the member of the public has not pre-registered;
• posting information on the City’s social media accounts with instructions for the public to participate in Council meetings; and
• live-streaming the Council meetings, including public hearings/public meetings, and posting the meeting agendas and minutes on the City’s website;

THAT Council direct staff to work toward creating a safe environment for the public to attend Regular Council meetings and public hearings in the coming months, and move forward to purchase the necessary technological equipment to conduct Council meetings in the Council Chamber, and create physical distance requirements that would encourage members of the public to attend Council meetings in the future.

AND THAT Council agrees to continue to hold its meetings electronically, including public hearings, as long as City Hall remains closed to the public and physical distancing measures are necessary.

ATTACHMENTS

1. Ministerial Order No. M192 (CityDoc #1924757)
2. Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order No. M192 (CityDoc #1924759)

SUMMARY

Since the outbreak of COVID-19, City Hall and civic facilities have been closed to the public. City Hall remains closed to the public due to physical distancing requirements and the City continues its focus on maintaining the health and safety of its employees and members of the public. Until City Hall fully re-opens to the public, staff recommend electronic only attendance for members of the public.
DISCUSSION

In response to the COVID-19 pandemic and in accordance with orders and recommendations of the Provincial Health Officer regarding mass gatherings and physical distancing, City Hall closed its doors to the public on March 17, 2020. Since that time, processes and procedures have been put in place and resourced to conduct Council meetings, including public hearings, electronically;

On June 15, 2020, the City held its first electronic public hearing through WebEx Events, where members of the public could attend electronically and provide comments to Council by calling into the meeting by phone;

There has been no disruption to the holding of scheduled Regular Council meetings since City Hall closed to the public. Within the last 4 months, Council has successfully held more than 6 electronic Council meetings, including one electronic public hearing, which included 6 pre-registered speakers who provided comments to Council by phone and one speaker who provided comments by phone after joining the meeting by calling in during the meeting’s recess.

The City is meeting the requirement for public participation in Council meetings by continuing to provide opportunity for members of the public to provide written submissions to Council. The requirement for allowing opportunity for public comments to Council for a public hearing is met by allowing members of the public to provide written submissions to Council and allowing those members to provide verbal submissions through electronic means of by phone, either through pre-registration or by direct call-in during the public hearing. The contact information is provided during the meeting, which is read aloud by the Chair and shown on the screen for persons watching the meeting via live-stream on the City’s website.

City Hall recently opened the public doors to the building off 13th Street for limited hours each day for members of the public to attend to pay their property taxes in person. Only one person at a time is permitted in the building to interact with Finance staff to pay their taxes. Public access is restricted to the area of the Finance counter only.

For the safety of staff and the public, the remainder of City Hall remains closed to the public. In this regard, City resources have been dedicated to provide as many services as possible online and staff are available for public inquiries by phone and email.

Staff have made best efforts to facilitate physical attendance at public meetings, but are unable to accommodate physical attendance at this time. Before the Council Chamber can be re-opened to the public, the following considerations must be taken into account:

- The Council Chamber has limited seating capacity, taking into account physical distancing measures, and would be able to accommodate 12 to 16 members of the public at a time;
- The Council Chamber is a relatively small space with no windows and limited air flow;
• Some seating rows within the Chamber will have to be removed and converted into aisles to allow for a safer flow of people entering and leaving. The challenge will be to maintain a 2 metre distance as people move in and out of the space;
• All persons attending would be required to wear a mask;
• The Mayor and Council would be distanced 2 metres apart at the current desk, which would accommodate 5 Council members and no staff at the table. The staff tables behind the Council desk would need to be relocated to accommodate one Council member at each table at a distance of 2 metres;
• The CAO, Corporate Officer and Deputy Corporate Officer would have to sit elsewhere at an area to be determined;
• Each time staff or a member of the public used the podium to speak, all touchable surfaces would have to be sanitized; this would also apply to the portable microphone;
• Access to the lobby area in front of the Council Chamber would have to be limited and controlled. Seating would be spaced 2 metres apart, including room for movement;
• A minimum of 2 Commissionaires will be required, plus additional staff to manage access and egress to the building, inside the building and the surrounding outside areas (i.e. civic plaza, 13th Street);
• Access to City Hall would be limited to one door; likely the loading dock door by the Commissioner’s desk (staff entrance);
• Staff would be required to work at the door and use a counting system to manage capacity;
• A strict limit would be in place as to the number of people permitted in the lobby and Council Chamber, which poses the risk of someone not being able to enter City Hall to speak to an application;
• All doors to other locations within City Hall would have to be closed to ensure no public access. Stanchions and signage would likely be required (similar to what has recently been placed in the Finance area);
• No early access to the building would be permitted;
• Access to the lower washrooms would be permitted, with limits to capacity, monitored by a Commissioner or member of staff;
• Additional deep cleaning of all the spaces used on Council meeting evenings would be required before the meeting, after the meeting concludes and before staff return to the City Hall the next morning;
• Additional cleaning supplies, hand sanitizer and masks would be required;
• Additional signage will have to be posted outside of the building to remind people if they are not feeling well, they will not be permitted to enter; and
• We do not have the technology in place to conduct a partial in-person meeting and partial electronic meeting; it has to be one or the other.

It is therefore recommended to continue the City’s current practice of holding Council meetings, including public hearings, electronically in order to ensure public safety and the safety of employees and Council members for so long as City Hall remains closed to the public and physical distancing measures are required;
FINANCIAL IMPLICATIONS

Additional staff and Commissionaires would be required to work on Council meeting evenings in order to accommodate public attendance at City Hall. Facilities staff would be required to work later in the evenings to thoroughly clean and disinfect all areas that were occupied during the Council meeting.

INTER-DEPARTMENTAL IMPLICATIONS

Additional staff will be required to assist in managing the Council meetings.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

Electronic Council meetings align with Council’s Strategic Plan in being a City for People, in that electronic meetings are accessible to all persons, without the risk of someone being turned away due to over-capacity of City Hall during these times of physical distancing, as well as additional safety precautions that would have to be taken if in-person meetings were held.

RESPECTFULLY SUBMITTED:

[Signature]

Karla Graham
Corporate Officer
PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments’ purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the Emergency Program Act provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

(a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and

(b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

17/06/2020
Date

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020
LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS
(COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“board” has the same meaning as in the Schedule of the Local Government Act;
“council” has the same meaning as in the Schedule of the Community Charter;
“improvement district” has the same meaning as in the Schedule of the Local Government Act;
“local trust committee” has the same meaning as in section 1 of the Islands Trust Act;
“municipality” has the same meaning as in the Schedule of the Community Charter;
“municipality procedure bylaw” has the same meaning as “procedure bylaw” in the Schedule of the Community Charter;
“regional district” has the same meaning as in the Schedule of the Local Government Act;
“regional district procedure bylaw” means a procedure bylaw under section 225 of the Local Government Act;
“trust body” means
(a) the trust council,
(b) the executive committee,
(c) a local trust committee, or
(d) the Islands Trust Conservancy,
as defined in the Islands Trust Act;
“Vancouver council” has the same meaning as “Council” in section 2 of the Vancouver Charter;

Application

2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the Emergency Program Act and any extension of the duration of that declaration is in effect.

(2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.
Division 2 – Open Meetings

Open meetings – municipalities

3 (1) A council, or a body referred to in section 93 [application of rule to other bodies] of the Community Charter, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act.

(2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act.

(3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
   (a) the council or body must state the following, by resolution:
      (i) the basis for holding the meeting without members of the public in attendance;
      (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
   (b) for the purposes of Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the Community Charter, the meeting is not to be considered closed to the public.

(4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(5) This section applies despite
   (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the Community Charter, and
   (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

4 (1) A board, a board committee established under section 218 [appointment of select and standing committees] of the Local Government Act, or a body referred to in section 93 [application of rule to other bodies] of the Community Charter as that section applies under section 226 [board proceedings: application of Community Charter] of the Local Government Act, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act.

(2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act.
(3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,

(a) the board, board committee or body must state the following, by resolution:

(i) the basis for holding the meeting without members of the public in attendance;

(ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and

(b) for the purposes of Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the Community Charter as that Division applies to a regional district under section 226 of the Local Government Act, the meeting is not to be considered closed to the public.

(4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(5) This section applies despite

(a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the Community Charter,

(b) section 226 [board proceedings: application of Community Charter] of the Local Government Act, and

(c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

5  (1) The Vancouver council, or a body referred to in section 165.7 [application to other city bodies] of the Vancouver Charter, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act.

(2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act.

(3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,

(a) the Vancouver council or the body must state the following, by resolution:

(i) the basis for holding the meeting without members of the public in attendance;

(ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and

(b) for the purposes of section 165.1 [general rule that meetings must be open to the public] of the Vancouver Charter, the meeting is not to be considered closed to the public.
(4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(5) This section applies despite
   (a) section 165.1 of the Vancouver Charter, and
   (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [land use and subdivision regulation] of the Islands Trust Act, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act.

(2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the Public Health Act.

(3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
   (a) the trust body or board of variance must state the following, by resolution:
       (i) the basis for holding the meeting without members of the public in attendance;
       (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
   (b) For the purposes of section 11 [procedures to be followed by local trust committees] of the Islands Trust Act, the meeting is not to be considered closed to the public.

(4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(5) This section applies despite
   (a) section 11 [application of Community Charter and Local Government Act to trust bodies] of the Islands Trust Regulation, B.C. Reg. 119/90, and
   (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

7 (1) A council, or a body referred to in section 93 [application of rule to other bodies] of the Community Charter, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
(2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

(4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:

(a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;

(b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.

(5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(6) Section 128 (2) (c) and (d) [electronic meetings and participation by members] of the Community Charter does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.

(7) This section applies despite

(a) section 128 of the Community Charter, and

(b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

8  (1) A board, a board committee established under section 218 [appointment of select and standing committees] of the Local Government Act, or a body referred to in section 93 [application of rule to other bodies] of the Community Charter as that section applies under section 226 [board proceedings: application of Community Charter] of the Local Government Act, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.

(2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

(4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:
(a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;

(b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.

(5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(6) Section 2 (2) (d) and (e) [electronic meetings authorized] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.

(7) This section applies despite

(a) section 221 [electronic meetings and participation by members] of the Local Government Act,

(b) the Regional District Electronic Meetings Regulation, and

(c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

9  (1) The Vancouver council, or a body referred to in section 165.7 [application to other city bodies] of the Vancouver Charter, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.

(2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

(4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:

(a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;

(b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.

(5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
(6) Section 2 (2) (c) and (d) [electronic meetings authorized] of the City of
Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not
apply in respect of a meeting conducted by means of electronic or other
communication facilities under this section unless the Vancouver council or a
body proceeds by using electronic or other communication facilities as described
in subsection (3) of this section, in which case those paragraphs apply.

(7) This section applies despite
(a) section 164.1 [meeting procedures] of the Vancouver Charter,
(b) the City of Vancouver Council Electronic Meetings Regulation, and
(c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

10 (1) An improvement district board, or a committee of an improvement district board
appointed or established under section 689 [appointment of select and standing
committees] of the Local Government Act, may conduct all or part of a meeting
of the improvement district board or committee of an improvement district board,
other than an annual general meeting, by means of electronic or other
communication facilities.

(2) A member of an improvement district board or committee of an improvement
district board who participates in a meeting by means of electronic or other
communication facilities under this section is deemed to be present at the
meeting.

(3) When conducting a meeting under subsection (1), an improvement district board
or committee of an improvement district board must use best efforts to use
electronic or other communication facilities that allow members of the public to
hear, or watch and hear, the part of the meeting that is open to the public.

(4) If an improvement district board or committee of an improvement district board
does not use electronic or other communication facilities as described in
subsection (3), the improvement district board or committee of an improvement
district board must state the following, by resolution:
(a) the basis for not using electronic or other communication facilities that
allow members of the public to hear, or watch and hear, the part of the
meeting that is open to the public;
(b) the means by which the improvement district board or committee of an
improvement district board is ensuring openness, transparency, accessibility
and accountability in respect of the meeting.

(5) An improvement district board or committee of an improvement district board
may pass a resolution under subsection (4) in reference to a specific meeting or,
if the same circumstances apply, more than one meeting.

(6) This section applies despite
(a) section 686 [meeting procedure – improvement district board] of the Local
Government Act, and
(b) any applicable requirements in a procedure bylaw of an improvement
district board.
Electronic meetings – trust bodies

11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [land use and subdivision regulation] of the Islands Trust Act, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.

(2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

(3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

(4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:

(a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;

(b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.

(5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

(6) This section applies despite

(a) section 2 [electronic meetings authorized] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009, and

(b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

12 Despite section 135 (3) [requirements for passing bylaws] of the Community Charter, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to

(a) the following sections of the Community Charter:
   
   (i) section 165 [financial plan];
   (ii) section 177 [revenue anticipation borrowing];
   (iii) section 194 [municipal fees];
   (iv) section 197 [annual property tax bylaw];
   (v) section 200 [parcel tax bylaw];
   (vi) section 202 [parcel tax roll for purpose of imposing tax];
   (vii) section 224 [general authority for permissive exemptions];
(viii) section 226 [revitalization tax exemptions];

(ix) section 235 [alternative municipal tax collection scheme], and


Division 5 – Public Hearings

Public hearings – Local Government Act

13 (1) A public hearing under Part 14 [Planning and Land Use Management] or 15 [Heritage Conservation] of the Local Government Act, including a public hearing under section 29 (1) (b) [land use and subdivision regulation] of the Islands Trust Act, may be conducted by means of electronic or other communication facilities.

(2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),

(a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

(b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and

(c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.

(3) This section applies to delegated public hearings.

(4) This section applies despite the following provisions:

(a) section 124 [procedure bylaws] of the Community Charter;

(b) section 225 [procedure bylaws] of the Local Government Act;

(c) section 11 [application of Community Charter and Local Government Act to trust bodies] of the Islands Trust Regulation, B.C. Reg. 119/90;

(d) section 2 [electronic meetings authorized] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009;

(e) any applicable requirements in a procedure bylaw made under the Community Charter, the Local Government Act or the Islands Trust Act.

Public hearings – Vancouver Charter

14 (1) A public hearing under Division 2 [Planning and Development] of Part 27 [Planning and Development] of the Vancouver Charter may be conducted by means of electronic or other communication facilities.

(2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),

(a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
(b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and

(c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.

(3) This section applies despite

(a) section 566 [amendment or repeal of zoning by-law] of the Vancouver Charter, and

(b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – Improvement districts

15 (1) An improvement district may defer an annual general meeting that is required under section 690 [annual general meeting – improvement districts] of the Local Government Act to a date not later than December 31, 2020.

(2) An improvement district may defer the preparation of financial statements required under section 691 [annual financial statements] of the Local Government Act to a date not later than December 31, 2020.

(3) Despite the date referred to in section 691 (5) of the Local Government Act, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.

(4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.

(5) This section applies despite

(a) Division 3 [Governance and Organization] of Part 17 [Improvement Districts] of the Local Government Act, and

(b) any applicable provisions in a letters patent for an improvement district.
Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order 192

Introduction

This document provides guidance to local governments on open meetings, electronic meetings and the timing requirements for bylaw passage as outlined in Ministerial Order 192 (replaces M139).

http://www.bclaws.ca/civix/document/id/mo/mo/2020_m192

Order 192 repeals and replaces M139, moves local governments towards normal operations as they move through the restart process. The guidance below provides practical advice to local governments while operating under Order M192 and measures that support recommendations of the Provincial Public Health Officer (PHO) and the principles of local government openness, accountability, accessibility and transparency.

This document focuses on the primary changes set out in Order M192. However, all other previous provisions under M139 such as conducting public hearings electronically, allowing for Council, Boards and the Islands Trust Body to meet electronically and deferring improvement district annual general meetings, remain in effect under Order M192. Other rules such as those provided for in legislation or local government procedure bylaws such as: notice requirements; voting rules; and, minutes also continue to apply.

Order M192 continues to provide local governments flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate, for both “in person” and electronic meetings. Order M192 also transitions local governments to more standard rules in relation to bylaw adoption, limiting the previous Order’s broad authority to read and adopt a bylaw on the same day it has been given to third reading to now only apply to the types of bylaws specified in Order M192.

Guidance for Ministerial Order 192

As local governments transition back towards more normal operations as part of BC’s Restart Plan -- including holding meetings with the public in attendance -- new or amended policies and procedures are needed to support elected officials, local government staff and the public.

Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the PHO recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt a resolution to provide a
rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Provide information to the local government staff, elected officials and the public on how the local government is meeting the PHO requirements and recommendations at open meetings:
  - how many members of the public can safely be accommodated at the meeting location while meeting physical distancing guidelines;
  - whether another meeting location has been considered to provide better space for public attendance (and what, if any, are the limitations of that space); and,
  - how public attendance at meetings will be managed if there is limited space; (e.g. restricting numbers of attendees; ensuring no crowds at entranceways).

- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. via email, online submission form, phone or written letter);

- If in-person presence will not be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (e.g. livestream proceedings in a space made available in other facilities where people can watch and hear the open meeting);

- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;

- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and,

- Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

For more information on legislative open meeting requirements please see: https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules

**Electronic Meetings**

Order M192 requires that local governments undertake best efforts to provide facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically or council members are attending by means of electronic communication.

If after best efforts, local governments are unable to provide the facilities where the public can hear, or watch and hear a meeting held electronically, they must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting. The resolution must also describe the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
Best efforts from local governments include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard;

- Explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting (e.g. a larger venue or a venue that provides technology for the public to hear, or watch and hear the meeting);

- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website, or provide a telephone at the facility for the public to hear the meeting); and,

- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

For more information on electronic meetings please see: https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic

**Timing Requirements for Bylaw Passage**

Order M192 repeals the authority for the expedited passage of bylaws under M139 which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust and narrows the eligibility for the expedited single-day bylaw adoption of certain financial bylaws by municipalities. This recognizes that the number and scope of very time-sensitive emergency-focused decisions needed diminish as local governments move into transition and restart, while providing targeted flexibility for certain municipal financial bylaws.

Allowing for at least a single day between third reading and adoption creates an opportunity for both reflective critical thought and other necessary actions, such as conditions, approvals, and further public input. Providing this time contributes to the principles of good governance, fairness and public process. However, it is critical that the Province continue to provide municipalities with the tools to quickly and effectively manage their cash flow issues. Many municipal financial bylaws also often have an annual requirement, meaning that they must occur within a specific timeframe, and if not adopted when necessary, could carry significant financial risk for a community.

The following bylaws regarded as important to the financial health and operation of have been authorized for expedited process where adoption can occur on the same day as third reading. These bylaws do not require approval, electoral consent or electoral assent. Bylaw making powers under the Community Charter, include:

- Financial Plan (s.165);
- Revenue Anticipation Borrowing (s.177);
- Municipal Fees (s.194);
- Annual Property Tax Bylaw (s.197);
- Parcel Tax Bylaw (s.200);
- Parcel Tax Roll for the Purpose of Imposing Tax (s.202);
Bylaw making powers under the Local Government Act:


The authority for expedited bylaw passage timing is not provided to regional districts as they have the existing authority under LGA s.228 to pass certain bylaws on the same day if there are 2/3 votes cast. It is also not provided to the Islands Trust as it is primarily a land use planning body and have limited involvement in emergency services and therefore are less likely to need the streamlined bylaw passage moving forward.

For more information on the bylaw adoption process please see: https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/bylaws/bylaw-adoption-process

Further Guidance on Best Practices and Operational Considerations for Local Government Open Meetings

Order M192 requires that local governments make best efforts to hold open meetings with the public in attendance. The guidelines below are to help reduce the risk of person-to-person transmission of COVID-19 during open meetings and to assist local governments to create policies and procedures that follow the PHO requirements and recommendations and support the principles of local government openness, transparency and accessibility.

Training for Elected Officials and Local Government Staff

- Establish safe meeting policies and procedures based on the recommendations of the PHO;
- Identify areas of risk for holding open meetings and develop policies and procedures to address risks using the WorkSafeBC COVID-19 Safety Plan template;
- Provide training for elected officials and local government staff including review of amended policies and procedures for open meetings, available technologies, changes to occupancy limits, meeting room flow/setup and how tasks are completed;
- Keep a record of who has completed and attended training and provide a way for elected officials, staff and the public to bring forward health and safety concerns for open meetings;
- Have a plan in place that considers what to do if someone falls ill at an open meeting or starts to feel unwell; and,
- Revisit open meeting procedures and policies every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Public Notice
bullet Provide public notice that meetings of council or board are now open to the public;

bullet Create a robust communication plan so members of the public understand how to continue to be involved with their local government;

bullet Include a contact (e.g., corporate officer) in the public notice for the public to contact if they wish to attend remotely, call-in or provide comment on agenda items (this will depend on technological capabilities of each local government);

bullet Include information on the local government website, public notice posting place, social media and other community notice boards that outline the health and safety measures in place for open meetings (e.g., physical distancing; limit on number of people; attendance only if well);

bullet Include where draft meeting minutes and archived recordings of meetings (if available) may be found on the local government website;

bullet Include information on how the public can hear, or watch and hear the meeting either online or if another facility is provided for this purpose;

bullet Provide an e-mail subscription service where the public can sign up to receive notice of upcoming meetings, agendas and minutes or a newsletter with links to these items on the local government website;

bullet Provide regular updates to the public on changes that are made to procedures and policies for council or board meetings; and,

bullet If the community newspaper has shut down, notice may be given by alternative means per s.94(4) of the Community Charter.

Meeting Location

bullet Post signage, including occupancy limits and effective hygiene practices at the main entrance to the building and meeting room. Signage should also be posted indicating who is restricted from entering the premises (including visitors and staff with symptoms of COVID-19 or those who feel unwell);

bullet PHO has developed guidance for the retail food and grocery store sector that requires at least five square metres of unencumbered floor space per person;

bullet Have a greeter at the front entrance to explain safety procedures;

bullet Create separate entrance and exit doors and one-way walkways in the meeting space;

bullet Implement cleaning and sanitizing protocols for the meeting space before, during and after the meeting (e.g., multiple speakers using the same podium) particularly for high touch surfaces;

bullet Consider leaving doors open so there is no need to touch doors handles;

bullet Arrange the space in such a way as to meet physical distancing requirements for council or board members, local government staff and the public (e.g., members of the public moving in the space before, during and after the meeting and location of chairs and aisles);
• Post directional signage at the entrance to the meeting room (e.g., that the public may not move chairs or other furniture and no food or drink except closed mugs/water bottles);

• Created designated seating areas for the public and any delegations; and,

• Consider alternative venues if the space can’t accommodate the public at all due to physical distancing requirements and if it won’t pose challenges for the technology being used. Local governments may by bylaw or resolution provide that meetings be held outside of the municipal boundaries (s.134.1 Community Charter and s.224 Local Government Act) Typically, this provision is in the local government procedure bylaw.

Elected Officials Attendance at Meeting Location

• If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting;

• Ensure council or board members can hear those members attending by electronic means;

• Amend the procedure bylaw to allow for electronic special meetings and electronic participation at regular meetings by some members (if this is not already provided for);

• In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption; and,

• Outline the process for how members attending electronically can participate in the debate.

Local Government Staff at Meeting Location

• Provide an option for local government staff presenting on agenda topics to present remotely or call-in to the meeting; and,

• Ensure physical distancing is in place for local government staff at the meeting.

Public Attendance at Meeting Location

• Provide space for the public to physically attend the meeting, but also encourage members of the public to attend remotely if this is option is available;

• Create a local government webpage with a picture of the public gallery showing the meeting space, how physical distancing requirements are being met and outline cleaning and sanitizing protocols;

• Provide information on how many members of the public can reasonably be accommodated in the meeting space, while meeting physical distancing requirements;

• Outline how in-person attendance at meetings will be managed at the start, during and after the meeting;

• Provide access to hand sanitizer before members of the public enter the building or meeting room and post signage indicating those who are unwell must stay home;
Have a staff member act as a greeter to explain the new protocols in place as the public enters the building (e.g. how to fill the public seating area – left to right or what to do if they must leave during the meeting or attend the washroom);

Provide a designated seating area for delegations to limit how far they have to move through the space to present to council or board; and,

Clearly mark how the public may enter and exit the space.

Agendas

Provide agendas early if possible and make them available online and at the public notice posting place for the public to review what is coming up (this may help the public make an informed decision as to whether they wish to attend the meeting);

At the top of the agenda or in some other way clearly state how the public may provide comment on agenda items both at the meeting and via email, online submission form, phone or written letter prior to the meeting and how these will be addressed at the meeting;

Consider bunching agenda topics that may be of greater public interest at the beginning so a break can be provided afterwards if people wish to leave the meeting or consider controversial topics at different meetings;

Provide opportunities for the public to leave at different points during the meeting;

Move the consent agenda to the end of the meeting;

Provide opportunities in the agenda to allow people to leave the meeting room safely; this may assist in not having everyone leave at the same time;

If possible, postpone controversial agenda topics or consider using other engagement tools so the public can provide input outside of a meeting; and,

Provide information to the public on how comments received via other mechanisms (email; letter; public engagement tool) will be presented at a council or board meeting or incorporated into the agenda.

Provide Opportunities for the Public to Watch and Hear Electronically (if technology is available)

Provide easy to understand information on the local government website, public notice posting place and in other community spaces for the public to understand how they can attend electronically (if available) including:

- how to call in and listen if this option is available;
- where to view a livestream or archived version of the meeting; and,
- how to ask questions during question period if this is an option;

Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting; and,
Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

Opportunities for the Public to Provide Input on Meeting Topics

- Actively promote others means for the public to participate in council or board meetings;
- Ensure the process for the public to submit comments on agenda topics is well understood and there are several options available to support accessibility (e.g., by email, letter, phone, drop-box);
- If only limited seating is available for the public and there is a public question period, consider how questions from those in attendance and those attending electronically (if available) will be managed;
- Explore options for expanded on-line or in-person public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial); and,
- Consider ways in which questions not answered at the meeting may be made public.

Delegations at Open Meetings

- Outline a clear method for delegations to participate in the meeting on the local government website;
- Continue to accept in-person delegations if physical distancing requirements can be met and the item is on the agenda;
- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time presentation);
- Provide a reserved spot for a delegation to sit if they are presenting at the meeting location; and,
- Schedule delegations at the beginning of the meeting or stagger them so there are fewer people at the meeting location.

Minutes

- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting; and,
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

Technical Difficulties

- Create a plan for when technical difficulties arise, including the process if a technical failure does not allow for the meeting to continue;
- Do a trial run with volunteers if using new technology or in a new location;
- Have a staff member on standby who is the contact for participants with technical issues;
- Ensure accessibility considerations have been made for people with hearing or visual impairments;

- Solidify roles and responsibilities should there be technology issues or a technology failure;

- Practice organizing and incorporating public comments into the meeting;

- Provide etiquette guidelines for those attending online or by phone (e.g., muting themselves unless speaking, stating full name, behavior expectations or they may be dropped from the meeting);

- If the public is able to participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked; and,

- Consider privacy and security of the platform being used.

**Background**

**Open Meetings**

The *Community Charter* (CC), Division 3 – Open Meetings s.89 and *Local Government Act* (LGA) s.226(1)(a) provide that council and regional district board meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.

Under legislation all meetings of local government elected (councils and boards) and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public. Discussion and decisions must occur in properly called meetings, where the public can review the agenda and listen to the debate to understand how and why a council or board is making decisions. The requirement for open meetings is broad, in keeping with the principles of openness, transparency and accountability.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to make necessary decisions and provided an override to existing open meeting rules and waived the requirement for councils (including the City of Vancouver), regional district boards and the Islands Trust to hold meetings in a venue that is open to the public.

**Electronic Meetings**

Section 128 of the CC and s.226 of the LGA provide that local governments may hold special meetings electronically and allow council or board members to attend regular meetings by means of electronic communication if it is authorized in their procedure bylaw. The legislation provides that except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the meeting location.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to continue to be able to hold meetings while following physical distancing guidelines and provided an override to existing rules and procedure bylaws and allowed councils (including the City of Vancouver), regional district boards and the Islands Trust to hold all or part of any meeting electronically. It also waived the requirement to provide facilities that enable to public to hear, or watch and hear, the meeting.
Timing Requirements for Bylaw Passage

Section 135(3) of the CC requires municipal councils to leave one day between third reading of a bylaw and final adoption. Section 228 of the LGA provides that regional districts may adopt a bylaw in the same meeting if the bylaw receives at least 2/3 votes cast and it does not require approval, consent, or assent under any Act. Bylaws for the Islands Trust are subject to section 11 of the Islands Trust Regulation [application of CC and LGA] where trust bodies are subject to the bylaw timing requirements under the Community Charter and Local Government Act.

The previous Orders under the Emergency Program Act provided authority for municipalities, regional districts, and the Islands Trust to adopt bylaws on the same day as third reading with some limitations. It relaxed the requirements under s.135(3) of the CC and allowed municipalities to pass bylaws on the same day as third reading. It further relaxed the requirement for regional district bylaws by allowing for same day adoption if the motion for adoption received the majority of the votes cast (rather than 2/3 votes cast), provided that the bylaw did not require approval, consent, or assent under an Act before adoptions.

Additional Resources:

BC Centre for Disease Control
- Event Planning
- General COVID-19 Information

WorkSafeBC
- Municipalities and COVID-19 safety
- WorkSafeBC Safety Plan Template
- WorkSafeBC Signs and Templates

BC Municipal Safety Association
- Pandemic Exposure Control COVID-19

Government of Canada
- Risk assessment for mass gatherings

World Health Organization
- Planning recommendations for mass gatherings
- Getting workplace ready for COVID-19

Ombudsperson’s Guide to Open Meetings

AMTCO Electronic Council Meeting Resources

Electronic Participation Procedure:
Procedure for Electronic Participation in City Council Meetings: