



## FONVCA AGENDA THURSDAY June 19 /2003

**Place:** DNV Hall 355 W. Queens Rd V7N 2K6  
**Time:** 7:00-9:00pm  
**Chair:** Cathy Adams – Lions Gate  
 Neighbourhood Assoc. - tel: 604-987-8695

### 1. Order/content of Agenda

### 2. Adoption of Minutes of May 15/2003

### 3. Old Business

#### 3.1 Northlands Update

#### 3.2 Canlan Update – Legality of CPP

#### 3.3 Leases to non-profits – West Van Policy for Marinas (

<http://www.fonvca.org/agendas/jun2003/wvan.pdf>  
)

### 4. Correspondence Issues

#### 4.1 Beverage Vending Machines in Libraries

See correspondence (and FONVCA request letter) from  
Chief Librarian Noreen Ballantyne  
<http://www.fonvca.org/agendas/jun2003/vending.pdf>

#### 4.2 Business arising from regular emails - attached lists ~39 new letters submitted -

May 12/2003-June 15/2003 contained in a complete list of  
last 21 months but only for those subjects with recent  
entries.

#### 4.3 Non-Posted letters. - none this period

#### 4.4 Desire to change letter posting policy?

### 5. New Business

Council and other District issues.

#### 5.1 30 minute presentation by TPAC

5.2 FONVCA input to qualifications of new Municipal  
Manager [http://www.fonvca.org/letters/2003/12may-  
to/Brian\\_Platts\\_8jun2003.pdf](http://www.fonvca.org/letters/2003/12may-to/Brian_Platts_8jun2003.pdf)

#### 5.3 District & Canada Health Act

- Private Eye Surgeries
- Delbrook facility overnight stays
- LGH slips from 1<sup>st</sup> to 17<sup>th</sup> place.
- Existence of 2 tiers
- Comparison to US and other countries

Best Reference: Canada's Health Care System at a Glance

[http://www.hc-  
sc.gc.ca/english/media/releases/2002/health\\_act/glance.html](http://www.hc-sc.gc.ca/english/media/releases/2002/health_act/glance.html)

#### 5.4 Report on Financial Plan Workshop held June 11.

- Incremental, Activity/Performance, Zero-based
- Staff wants policies re-confirmed Jul 15
- ½ day Strategic plan set for June 26

#### 5.5 Report on Seymour Local Plan Process.

#### 5.6 The District does have an Economic Development Strategy

(<http://www.dnv.org/article.asp?a=438&c=161>) and a  
Strategic Directions Plan  
(<http://www.dnv.org/upload/documents/eds/VII.PDF>  
)

### 6. Any Other Business

6.1 - Legal issues to think about- enough in this  
meeting!

### 7. Chairperson & Date of next meeting.

#### Attachments

\*List of Email to FONVCA of last 21 months - **BUT  
ONLY FOR SUBJECTS WITH NEW ENTRIES**

#### OUTSTANDING FUTURE FONVCA ITEMS

A process to follow outstanding issues of Council, for  
example, where are the:

- \* Sign Bylaw
- \* Cat Regulation Bylaw
- \* Snow removal for single family homes bylaw
- \* Securing of vehicle load bylaw
- \* Review of Zoning Bylaw
- \* Taxicab regulations bylaw
- \* District-wide OCP
- \* Street-ends opening to Waterfront

## Correspondence Ordered by Subject

\* means since new emails

12 May/2003 →  
15 June/2003

Only subjects with new  
entries are listed - ordered ~  
by volume since 17 Sep/2001

### Lynn Valley Plan / Bicycle Lanes / Roads

Ernie\_Crist\_21sep2001.pdf  
Ernie\_Crist\_27sep2001.pdf  
Dave\_Sadler\_21oct2001.pdf  
Dave\_Sadler\_5nov2001.pdf  
Ernie\_Crist\_12nov2001.pdf  
Elizabeth\_James\_13nov2001.pdf  
Ernie\_Crist\_6dec2001.pdf  
Ernie\_Crist\_21jan2002.pdf  
Dave\_Sadler\_22jan2002.pdf  
John\_Fair\_22jan2002.pdf  
Ernie\_Crist\_22jan2002.pdf  
Ernie\_Crist\_5feb2002.pdf  
Ernie\_Crist\_11mar2002a.pdf  
Ernie\_Crist\_20mar2002.pdf  
Elizabeth\_James\_21mar2002.pdf  
Dave\_Sadler\_7apr2002b.pdf  
Ernie\_Crist\_1jun2002.pdf  
Ernie\_Crist\_23may2002.pdf  
Ernie\_Crist\_17jun2002.pdf  
Ernie\_Crist\_19jun2002b.pdf  
Ernie\_Crist\_12jul2002.pdf  
Elizabeth\_James\_17jul2002.pdf  
Gord\_Howie\_17jul2002.pdf  
Ernie\_Crist\_16jul2002.pdf  
Ernie\_Crist\_29jul2002b.pdf  
Ernie\_Crist\_19aug2002c.pdf  
Ernie\_Crist\_22jan2003.pdf  
Ernie\_Crist\_4feb2003b.pdf  
Ernie\_Crist\_5feb2003b.pdf  
Ernie\_Crist\_12apr2003.pdf  
\* Ernie\_Crist\_12jun2003b.pdf

### Billboards/Signage/Public Postings

Corrie\_Kost\_9mar2002.pdf  
Dave\_Sadler\_11mar2002d.pdf  
Dave\_Sadler\_13mar2002c.pdf  
Bill\_Tracey\_17mar2002b.pdf  
Eric\_Andersen\_18mar2002.pdf  
Dave\_Sadler\_22mar2002e.pdf  
Ernie\_Crist\_22mar2002b.pdf  
Ernie\_Crist\_23mar2002f.pdf  
Dave\_Sadler\_24mar2002.pdf  
Ernie\_Crist\_25mar2002.pdf  
Ernie\_Crist\_26mar2002c.pdf  
Ernie\_Crist\_26mar2002e.pdf  
Dave\_Sadler\_2apr2002.pdf  
John\_Hunter\_2apr2002.pdf  
Ernie\_Crist\_2apr2002f.pdf  
Dave\_Sadler\_3apr2002.pdf  
Angela\_Trudeau\_18apr2002.pdf  
Dave\_Sadler\_18apr2002.pdf  
Elizabeth\_James\_19apr2002.pdf  
John\_Hunter\_19apr2002.pdf  
Dave\_Sadler\_19apr2002.pdf  
John\_Hunter\_22apr2002.pdf  
Brian\_Platts\_24apr2002.pdf  
John\_Hunter\_24apr2002.pdf  
Laurie\_Johnston\_2may2002.pdf  
Ernie\_Crist\_27may2002.pdf  
Ernie\_Crist\_9jun2002c.pdf  
\* Ernie\_Crist\_24may2003b.pdf

### Northlands Golf Course / Affair

Ernie\_Crist\_31dec2001b.pdf  
Ernie\_Crist\_12may2002.pdf  
John\_Hunter\_13may2002.pdf  
Ernie\_Crist\_26nov2002b.pdf  
Ernie\_Crist\_5dec2002.pdf  
Ernie\_Crist\_7dec2002.pdf  
Ernie\_Crist\_7dec2002b.pdf  
Ernie\_Crist\_27dec2002.pdf  
Ernie\_Crist\_4jan2003.pdf  
Ernie\_Crist\_5jan2003.pdf  
Ernie\_Crist\_5jan2003c.pdf  
Elizabeth\_James\_8jan2003b.pdf  
Ernie\_Crist\_9jan2003.pdf  
Bill\_Tracey\_12jan2003.pdf  
Laurie\_Johnston\_12jan2003.pdf  
Elizabeth\_James\_3feb2003.pdf  
Ernie\_Crist\_18jan2003c.pdf  
Ernie\_Crist\_18jan2003d.pdf  
Ernie\_Crist\_27feb2003.pdf  
Ernie\_Crist\_28feb2003b.pdf  
Ernie\_Crist\_14mar2003.pdf  
Ernie\_Crist\_14mar2003b.pdf  
Ernie\_Crist\_15mar2003.pdf  
Elizabeth\_James\_11apr2003.pdf  
Ernie\_Crist\_11apr2003.pdf  
Maureen\_Bragg\_11apr2003.pdf  
Ernie\_Crist\_29apr2003.pdf  
\* Ernie\_Crist\_15may2003b.pdf  
\* Ernie\_Crist\_21may2003.pdf  
\* Ernie\_Crist\_21may2003b.pdf  
\* Ernie\_Crist\_24may2003d.pdf  
\* Corrie\_Kost\_9jun2003.pdf

### On Council Motions / Procedures / Freedom of Speech

Ernie\_Crist\_18oct2001.pdf  
Pat\_Munroe\_17mar2002.pdf  
Ernie\_Crist\_20mar2002e.pdf  
Ernie\_Crist\_28may2002.pdf  
Ernie\_Crist\_6jun2002.pdf  
Ernie\_Crist\_6jun2002b.pdf  
Ernie\_Crist\_8jun2002.pdf  
Elizabeth\_James\_18jun2002.pdf  
Ernie\_Crist\_17jun2002.pdf  
Ernie\_Crist\_17jun2002b.pdf  
Ernie\_Crist\_22jul2002b.pdf  
Ernie\_Crist\_19nov2002.pdf  
Ernie\_Crist\_11dec2002.pdf  
Ernie\_Crist\_15dec2002.pdf  
Ernie\_Crist\_19dec2002.pdf  
Ernie\_Crist\_21dec2002.pdf  
John\_Hunter\_14jan2003.pdf  
Ernie\_Crist\_4feb2003c.pdf  
Ernie\_Crist\_20feb2003.pdf  
Ernie\_Crist\_28feb2003c.pdf  
Ernie\_Crist\_8mar2003b.pdf  
Ernie\_Crist\_20apr2003.pdf  
Ernie\_Crist\_25apr2003.pdf  
Ernie\_Crist\_25apr2003b.pdf  
Ernie\_Crist\_30apr2003.pdf  
Ernie\_Crist\_30apr2003c.pdf  
Ernie\_Crist\_23apr2003d.pdf  
Ernie\_Crist\_10may2003.pdf  
\* Ernie\_Crist\_15may2003.pdf  
\* Ernie\_Crist\_24may2003c.pdf  
\* Ernie\_Crist\_6jun2003.pdf  
\* Ernie\_Crist\_9jun2003.pdf

### TRANSLINK / RAV /Transportation / Fuel Taxes

Dave\_Sadler\_4oct2001.pdf  
Dave\_Sadler\_21nov2001.pdf  
Ernie\_Crist\_21nov2001.pdf

Ernie\_Crist\_28nov2001.pdf  
Elizabeth\_James\_28nov2001.pdf  
Elizabeth\_James\_29nov2001.pdf  
Ernie\_Crist\_30nov2001b.pdf  
Elizabeth\_James\_18feb2002.pdf  
Ernie\_Crist\_18feb2002.pdf  
Elizabeth\_James\_22feb2002.pdf  
Ernie\_Crist\_28jun2002b.pdf  
Elizabeth\_James\_12aug2002.pdf  
Elizabeth\_James\_12aug2002b.pdf  
Dave\_Sadler\_11sep2002.pdf  
Dan\_Ellis\_9jan2003.pdf  
Elizabeth\_James\_3feb2003.pdf  
Maureen\_Bragg\_4feb2003.pdf  
Ernie\_Crist\_14feb2003c.pdf  
Ernie\_Crist\_26feb2003.pdf  
Ernie\_Crist\_30apr2003b.pdf  
\* Ernie\_Crist\_24may2003.pdf  
\* Elizabeth\_James\_28may2003.pdf  
\* John\_Hunter\_7jun2003.pdf  
\* Ernie\_Crist\_8jun2003.pdf

### Yard Trimming Collection Program / Recycling /Solid Waste

Corrie\_Kost\_6jan2002.pdf  
Corrie\_Kost\_13jan2002.pdf  
Ernie\_Crist\_15jan2002.pdf  
Dave\_Sadler\_16jan2002.pdf  
Corrie\_Kost\_24jan2002.pdf  
Elizabeth\_James\_27feb2002.pdf  
Ernie\_Crist\_16mar2002.pdf  
Ernie\_Crist\_23mar2002e.pdf  
Ernie\_Crist\_13apr2002.pdf  
Corrie\_Kost\_20may2002b.pdf  
Elizabeth\_James\_10jun2002b.pdf  
Ernie\_Crist\_10jun2002b.pdf  
Ernie\_Crist\_22jun2002.pdf  
Ernie\_Crist\_13mar2003.pdf  
Ernie\_Crist\_12apr2003b.pdf  
\* Ernie\_Crist\_6jun2003c.pdf  
\* Ernie\_Crist\_12jun2003.pdf

### Inappropriate Development Variance Permits

Dave\_Sadler\_22oct2001.pdf  
Brian\_Platts\_2dec2001.pdf  
Ernie\_Crist\_2dec2001.pdf  
Platts-Crist-Denault-Hunter-  
3dec2001.pdf  
Corrie\_Kost\_3feb2002.pdf  
Brian\_Platts\_3feb2002.pdf  
Brian\_Platts\_7may2002.pdf  
Brian\_Platts\_6oct2002.pdf  
Brian\_Platts\_10mar2003.pdf  
Brian\_Platts\_7mar2003.pdf  
Brian\_Platts\_11may2003.pdf  
\* Ernie\_Crist\_12may2003.pdf  
\* Ernie\_Crist\_1jun2003.pdf  
\* Ernie\_Crist\_9jun2003b.pdf  
\* Brian\_Platts\_10jun2003.pdf  
\* Ernie\_Crist\_11jun2003.pdf  
\* Brian\_Platts\_15jun2003.pdf

### Foul/Noxious Odours in Maplewood/ Chlorine Releases

Dave\_Sadler\_1oct2001.pdf  
Hunter-Sadler-2oct2001.pdf  
Dan\_Ellis\_11oct2001.pdf  
Brian\_Platts\_12oct2001.pdf  
Ernie\_Crist\_12oct2001.pdf  
Don\_Bell\_12oct2001.pdf  
Dave\_Sadler\_14oct2001e.pdf  
Dave\_Sadler\_12jul2002.pdf  
John\_Hunter\_12jul2002.pdf  
John\_Hunter\_12jul2002b.pdf

Elizabeth\_James\_12jul2002.pdf  
Eric\_Andersen\_12jul2002.pdf  
\* Ernie\_Crist\_13may2003.pdf

### Health Care

Don\_Bell\_22mar2002.pdf  
Ernie\_Crist\_3apr2002c.pdf  
Elizabeth\_James\_3apr2002.pdf  
Ernie\_Crist\_10jul2002.pdf  
Ernie\_Crist\_30jan2003b.pdf  
\* Ernie\_Crist\_20may2003.pdf  
\* Ernie\_Crist\_4jun2003.pdf

### West Nile Virus

\* Elizabeth\_James\_26may2003.pdf  
\* Elizabeth\_James\_30may2003.pdf  
\* Ernie\_Crist\_26may2003.pdf  
\* Maureen\_McKeon-  
Holmes\_30may2003.pdf  
\* Ernie\_Crist\_10jun2003.pdf

### Qualifications of District Manager

\* Brian\_Platts\_8jun2003.pdf  
\* Bill\_Tracey\_13jun2003.pdf  
\* Bill\_Tracey\_13jun2003b.pdf

### Mountain biking/Parking issue

\* Ernie\_Crist\_5jun2003.pdf  
\* Ernie\_Crist\_6jun2003b.pdf

### Volunteer Appreciation

\* Brian\_Platts\_21may2003.pdf

### Unightly Properties

\* Ernie\_Crist\_14jun2003.pdf

### Council Crist's 75th Birthday

\* Ernie\_Crist\_28may2003.pdf

# FONVCA

## Minutes of May 15<sup>th</sup> 2003

### Attendees:

Brian Platts (chair)	Edgemont C.A.
Diana Bellhouse	Delbrook C.A.
Cathy Adams	Lions Gate N.A.
Maureen Bragg	Save Lynn Canyon Park
Dan Ellis	Lynn Valley C.A.
Hugh Murray	Lower Cap Comm R. A.
Corrie Kost	Edgemont C.A.
David Knee	Norgate Park C.A.
Eric Andersen	Blueridge C.A.
Tom Hodson	Panorama R.A.

Notetaker: Jenny Knee

### 1. ORDER/CONTENT OF AGENDA

Add:

- 6.2 Report on public hearing on new RV Bylaws - Dave Knee
- 6.3 Columns for community advertising

### 2. ADOPTION OF April 17<sup>TH</sup> MINUTES

Adopted as circulated.

### 3. OLD BUSINESS

#### 3.1 2003/2004 Taxes

Corrie reviewed his input to council (<http://www.fonvca.org/agendas/may2003/taxes.pdf>) on the 2003/2004 budget/taxes in which he reminded council that Heritage Funds cannot be used for operating costs (as they appear to).

### 4. CORRESPONDENCE ISSUES

#### 4.1 Business arising from 23 emails:

Commercialization of Libraries - ie installation of vending machine was reviewed with emphasis on apparent lack of consultation with public and lack of contract cost details.

Legally non-conforming premises – discussion lead by Brian Platts on this aspect as it related to recent DVP's. The point being that, the onus is on the property owner to prove structures were in conformance at time they were built.

#### 4.2 Non posted emails

One from councilor Crist - discussed and subsequently approved for posting.

### 5. NEW BUSINESS

#### 5.1 Change in DNV Senior Management:

Termination of manager Gord Howie - interim replacement Dennis Back (after rescinding a flawed

process of Mayor Bell temporarily taking on that position). Process to find a permanent replacement.

#### 5.2 Street litter and maintenance:

Complaints from two areas about excessive street litter due to lack of maintenance. Don Sigston had been contacted and came and took photos. Mess cleaned up and future meetings to be set up with merchants for a "civic pride program". Pattison bus stops are maintained by contract. Dan suggested finding out where responsibility lies.

#### 5.3 Community Charter:

A presentation was made by Corrie Kost (similar to one he gave on May 13<sup>th</sup> to the Blueridge C.A. It will be posted with these minutes at <http://www.fonvca.org/agendas/jun2003/charter-presentation.pdf>

#### 5.4 Biodegradable Plastic for 'yard waste'

Corrie reviewed his input to council on this issue with conclusion that such a solution will not make overall economic/environmental sense.

### 6. ANY OTHER BUSINESS

**6.1 A concise version of Roberts Rules** was referenced by Corrie in his usual "legal issues to think about".

**6.2 RV parking hearing** – held May 14 – was reported on by David Knee.

**6.3 LIFKA columns for advertising** Community events advertisement by way of lifka columns was reported on by Hugh Murray – it is to be on an upcoming Council agenda.

### 7.0 CHAIR & DATE OF NEXT MEETING

**Chair Cathy Adams Lions Gate Neighbourhood Association - tel# 604-987-8695**

**7:00 p.m. Thursday June 19 2003  
at District Hall**

Meeting adjourned 9:45 p.m.

**Subject: Beverage Vending Machines in District Libraries: Reply to a Letter to Library Board**

**Date:** Wed, 21 May 2003 14:30:11 -0700

**From:** "Noreen A. Ballantyne" <nab@nvdpl.north-van.bc.ca>

**To:** <Corrie@kost.ca>

Mr. Corrie Kost  
May 21, 2003  
Federation of North Vancouver Community Associations

Dear Mr. Kost:

Re: Beverage Vending Machines in Branches of the North Vancouver  
District  
Public Library

First of all I would like to apologize for the time that it has taken for me to respond to your e-mail message of May 8th, 2003. As Sandra Smith, our Deputy Chief Librarian, explained to you in her e-mail of May 9th, I was out of the office for a couple of weeks and the reply to your query was left for my return.

The presence of beverage vending machines in two branches of the North Vancouver District Public Library originates from a Library Board directive in August 2001 for staff to explore opportunities for selling beverages in our libraries, including the option of vending machines. Providing a beverage service was viewed primarily as another service to our library patrons within a "friendly and inviting" atmosphere. There was an assumption that the service would be used primarily by students, who spend long periods of time in the Library studying and doing homework. The revenue generation aspect of such a service was not viewed as a significant factor, but was seen as a demonstration of the willingness of the Library Board to look for non-traditional sources of funds.

Investigation revealed two preferred methods of providing beverage services to library users in public libraries throughout the Lower Mainland : 1. allocation of space for a coffee shop operated as a separate service with the Library receiving a percentage of the profits; and 2. provision of vending machines containing hot or cold drinks, snacks, etc. though a contract with a vending company with the Library again receiving a percentage of the profits. With the current space constraints and layouts of District Library branches, the use of vending machines appeared to be the most feasible method of providing this service. At that time the North Vancouver Recreation Commission already had a contract with the Coca Cola Beverages which was signed after a tendering process. This contract already included two other District facilities under the same "umbrella" and it was confirmed that the Library could also become a partner under that same contract . This was seen as a definite advantage to the Library -- to join an already-established contract with a much larger organization which would handle the paperwork and allocation of revenue to each machine site. After one successful year at the Parkgate Branch, the Library Board approved the installation of another beverage machine at the Capilano Branch. The contract with Coca Cola Beverages through the North Vancouver Recreation Commission is within the guidelines of the Board Policy relating to "Corporate Partnerships" which was adopted in 2001.

With respect to the operational questions raised about removal of empty cans, extra cleaning of spills, etc.; I have confirmed with Branch Managers and Maintenance Men at both locations that there have been no additional problems with spills or cleaning since the installation of the machines. The Maintenance Men take responsibility for the removal and recycling of the empty drink containers as part of their regular cleaning tasks. The vending company does provide a box beside the machines to receive empty containers and this is regularly used by

library patrons. In terms of the cost of electricity, based on our experience to date, the revenue generated by the machines has more than covered those costs.

I hope this information will provide enough background and rationale for your members to appreciate that the Library Board has made the decisions relating to beverage vending machines within the context of their mandate to monitor, improve and develop excellent library services in our community. The Library Board members are committed to providing collections and services that reflect the changing needs of our residents and many of our library users have expressed an appreciation for the beverage service in their local branches. Please do not hesitate to contact me if you wish to discuss this matter further.

Yours truly,

Noreen A. Ballantyne

Chief Librarian  
cc. Library Board

\*\*\*\*\*  
Noreen A. Ballantyne, Chief Librarian  
North Vancouver District Public Library  
1280 East 27th St. North Vancouver, B.C. V7J 1S1  
Tel: Main 604-990-5800 Direct 604-990-5803  
Fax: 604-984-7600  
nballantyne@nvdpl.north-van.bc.ca  
\*\*\*\*\*

**Subject: Library Vending Machine - Letter to Library Board**

**Date:** Thu, 08 May 2003 22:02:41 -0700

**From:** Corrie Kost <corrie@kost.ca>

**To:** nab@nvdpl.north-van.bc.ca, smiths@nvdpl.north-van.bc.ca, marjorie@nvdpl.north-van.bc.ca

## Federation of North Vancouver

### Community Associations

Dear Ms. Ballantyne:

**RE: Library Vending Machine**

At the April meeting of the Federation of NV Community Associations (an umbrella group representing community associations across the District) a discussion took place with respect to the commercialization of our libraries with beverage vending machines.

What brought this issue to the fore was the recent installation of such a vending machine in the entry of the Capilano Library. Concerns were raised by members of FONVCA over the expanding commercialization of our libraries (we note that a similar vending machine already exists at the Parkgate Library). Of even greater concern, however, is the terms and conditions of the contract between the library and the soft drink vendor, which raises the following questions:

1. Was the proposal for the installation of a vending machine put out to tender? If not, did council approve this violation of standard DNV policy? How do we know we got the best deal?
2. Is the cost of electricity, removal of empty cans, extra cleaning of spills in the library, etc. factored into the contract? In short, may we see the business case for the installation of this machine?
3. Does the contract specify a guaranteed minimum annual commission to the library, and ensure it cannot lose money?
4. Has appropriate liability insurance been provided by the vendor?
5. Who is responsible for the disposal of drink containers left on library premises?

Beyond the contractual details, however, still lies the issue of commercial advertising within our libraries. While FONVCA appreciates the library attempting to secure alternative sources of revenue, the addition of commercial vending machines with prominent display advertising is a significant change in business policy that ought to have been preceded by full public consultation. Now we worry 'what's next'. But we particularly worry – "is there even a solid business case?" Please provide a copy of that and the tender documents.

Sincerely,

Corrie Kost

Corrie Kost [corrie@kost.ca](mailto:corrie@kost.ca) >

**Subject: Marina Rental Rates**

**Date:** Mon, 9 Jun 2003 10:22:13 -0700

**From:** sgraham@westvancouver.net

**To:** corrie@kost.ca


Attached is an electronic version of our current Marina Pricing Policy which was brought in by Bylaw in 1993. I believe it followed generally the Provincial Marina Tenure Policy of the day. Our Head Lease was issued in 1984 for 30 years. We share all revenues 50/50 with the Province (now represented by Land and Water British Columbia Inc.). I hope this assists. If you have any questions, please call me. The document is below the legal disclaimer.

Susan E. Graham, RI (BC),  
Land and Property Agent,  
The Corporation of the District of West Vancouver  
Planning, Lands and Permits Division  
750 - 17th Street, West Vancouver BC V7V 3T3  
Direct line: 604-925-7067  
Dept. fax :604-925-5968  
<mailto:sgraham@westvancouver.net>  
<<http://www.westvancouver.net/>>

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<<1147-20 MARINA RENTAL CALCULATION POLICY(v1).DOC>>

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 <a href="#">1147-20 MARINA RENTAL CALCULATION POLICY(v1).DOC</a>	<b>Name:</b> 1147-20 MARINA RENTAL CALCULATION POLICY(v1).DOC <b>Type:</b> WINWORD File (application/msword) <b>Encoding:</b> base64 <b>Download Status:</b> Not downloaded with message
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## RENTAL CALCULATION POLICY

### **1.0 Marina and Yacht Club Pricing**

#### **1.1 Moorage and Ancillary Use Rental**

- (a) “Potential Gross Income from Moorage” is the total potential income from boat moorage which a marine operation could receive in any given year. It is calculated as follows:  $POTENTIAL\ GROSS\ INCOME = (NUMBER\ OF\ LINEAL\ FEET\ OF\ MOORAGE) \times (MOORAGE\ RATE\ PER\ LINEAL\ FOOT\ PER\ MONTH) \times (NUMBER\ OF\ OPERATIONAL\ MONTHS)$ .
- (b) Marinas and Yacht clubs will pay an annual rental of 3.5 per cent of potential gross income from moorage in the first 15 years of tenure and 4% of potential gross income in the last fifteen years of the Head Lease tenure.
- (c) The lineal footage of moorage space, the monthly moorage rate, the number of months of the year the marina is open for business, the list of ancillary uses, and the level of business operation in the period of closure are obtained by the District of West Vancouver in an anniversary date of the tenure. To be eligible under this policy, a marina must be open for a minimum of 4 months per year.
- (d) For purposes of rental determination the first year of the licence of occupation is considered year 1 of the 30 year Head Lease.
- (e) Rental is not charged for breakwaters established for marina development or enhancement. Breakwater areas are included within the marina tenure area.

#### **1.2 Non-Moorage Use Rental**

- (a) All marina and yacht club facilities not listed in Appendix I are charged a rental of 10 per cent (lease) and 7.5 per cent (licence of occupation) of land value. The land value will be established by the District of West Vancouver and reviewed every 5 years. B.C. Assessment Authority actual land value will not be used for rental calculation during the term of tenure.
- (b) Fill which is not purchased in fee simple is to be charged the upland commercial rate for rental purposes. The valuation of fill will be reviewed every 5 years.



- (c) The rental exclusive of floats will be reduced by up to 50 per cent for up to 10 years for costs incurred by the marina or yacht club for site development (breakwater construction, dredging and rock blasting).

NOTE: TOTAL RENTAL FOR MARINAS IS THE COMBINED RENTAL FROM MOORAGE AND ANCILLARY USES AND MARINE NON-MOORAGE USES ABOVE.

## **2.0 Development Plan**

- (a) For marinas in staged development, a proposed development plan showing the amount of lineal footage of moorage space is required for purposes of establishing the potential gross income in the first phase of operation.
- (b) A proposed development plan is also required to accompany applications for marina expansion and tenure conversion to the new policy.
- (c) The applicant may be required to obtain written consent of the upland owner for the proposed use and duration of the tenure, to ensure protection of the upland owner's riparian/littoral rights of access and egress to the water.

## **3.0 Statutory Declaration for Marinas**

- (a) Marina and yacht club tenure holders are required to complete an annual Statutory Declaration which identifies:
  - (i) the amount of lineal footage;
  - (ii) monthly moorage rate (not discounted);
  - (iii) the number of months the marina is open for business;
  - (iv) a list of ancillary uses in the marina development; and
  - (v) the level of business operation during the period of marina closure.

The Statutory Declaration must be submitted to the District of West Vancouver upon the issuance of an annual notice.

- (b) The monthly moorage rate for yacht clubs is based on the nearest comparable moorage rate for a commercial marina.

#### 4.0 Land Inspections

Inspections are not normally required for marina tenures except where the District of West Vancouver wishes to confirm or verify information submitted in the annual statutory declaration.

#### **APPENDIX I** **ANCILLARY USES (MARINAS) \***

1. Boathouses
2. Gas docks
3. Marine ways (portion submerged at mean high tide)
4. Fuel docks
5. Launching ramps (portion submerged at mean high tide)
6. Boat sales/dock
7. Boat rentals/dock
8. Boat charters/dock

The lineal footage of the above facilities will be calculated and added to the total lineal footage for moorage for purposes of calculating the annual potential gross income from moorage.

\* Applies to areas below the mean high water mark and not on fill.

**Subject: Qualities / Criteria For New DNV Municipal Manager**

**Date:** Sun, 08 Jun 2003 13:31:49 -0700

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In response to a request from Mayor Bell, the *Federation of NV Community Associations* submits the following suggested qualities and criteria for the position of the new DNV Municipal Manager.

**1) The Position:**

**The vacant Manager's position should be filled by someone from outside the District or even outside the province.**

Rationale: When KPMG submitted its Phase One report, two very important recommendations were made; both were ignored. The first was that a replacement for Mr. Bob West-Sells should be sought "from outside the District."

**The new Manager should be competent enough to make him- or herself thoroughly familiar with all aspects of both the Local Government Act and the evolving Community Charter.**

Rationale: In particular, this individual should be able to evaluate and interpret to Council - and Staff, where appropriate - legal opinions being given to the District. Where concerns about such advice might exist, s/he should suggest clarification or a second opinion.

**The new Manager should be thoroughly conversant with the fundamentals of public-private-partnerships.**

Rationale: In today's climate of 'downloading' of costs and responsibilities by senior governments and with the scarcity of tax dollars, the District cannot afford to have a new Manager who has a need to 'learn on the job.' The P.3 concept has been around long enough by now that the new Manager should be able to recognize (a) when a P. 3 is appropriate; and, (b) the difference between a good P.3 proposal and a bad one. In any P3 proposal, however, the Manager's overriding obligation is to provide better service to the public.

**The Candidate should be able to provide verifiable evidence of an ability to manage and manage well.**

Rationale: S/he should be able to (a) command respect from all members of staff; (b) engender 'loyalty and a desire to do one's best' on the job; and, (c) to achieve that without being a 'pocket dictator', and without stifling individual initiative, or creating 'an atmosphere of fear.'

**The Candidate should inspire the confidence not only of Council, but also of Senior management.**

Rationale: The Manager should 'oversee and initiate' rather than 'micro-manage and dominate'. The new Manager will treat senior staff as colleagues, not 'underlings' but, at the same time, strike a balance which requires no less than the highest quality of professional work from those members of staff. Lax departmental supervision which enabled "theft of time and materials", incomplete/inaccurate reports to Council, or contravention of District policies should all be cause for a serious review by the new Manager.

**The new Manager should subscribe to, and agree with the concept that, in the final analysis, every person at the Hall, elected or otherwise, is there to serve the citizens of the District - the 'shareholders' of the Corporation - who pay the second highest taxes in the Region for that service.**

Rationale: The current Local Government Act requires that Council and Staff provide [ethical and competent] "Stewardship of Public Assets" and that they "foster the current and future economic, social and environmental well-being of the community." This can only happen if the CEO of the Corporation - the Mayor - and the most senior member of Staff - the District Manager - establish the tone and the climate in which this standard can be achieved.

**2) The Job:**

- Gather, tabulate and analyze data on a variety of administrative and policy matters; confer with department management staff; develop recommendations and prepare and present reports; develop policies and procedures.

- Evaluate existing programs and activities to determine efficiency and effectiveness of same.
- Oversee and manage certain contracts and franchise agreements for the City; negotiate and/or support the negotiation of contracts and conditions; ensure compliance with provisions of contracts; assist in developing long-term focus and funding for programs.
- Identify and secure grant funding.
- Assist in the compiling and review of agenda material.
- Respond to questions and inquiries from the public and/or other agencies.
- Perform other duties as assigned.

### **3) Qualifications:**

#### **(a) Ability To:**

- Do team building, and handle conflict resolution.
- Oversee the operations of the District's departments and activities. Initiates studies and monitors operations to ensure quality services are provided in an efficient and timely manner.
- Recommend policies and programs to Council. Provides information to the Council to aid in its deliberations. Implements policies set forth by the Council.
- Supervise the development of budget forecasts. Assists the Finance Officer with preparation of the annual budget. Ensures the proper administration of the budget.
- Represent the District at meetings and conferences. Negotiates contracts and agreements on behalf of the Municipality. Presents the official District position on issues related to finances and operations.
- Respond to complaints related to District policies and services. Recommends remedial action as required.
- Supervise all District employees, either directly or through department heads. Participates in employee selection, evaluation, recognition, discipline and discharge. Recommends organization of Municipal departments and personnel.
- Advises and assists administrative staff and department heads in resolving difficult operational problems.
- Assists with the development of capital improvement programs. Monitors capital needs and determines appropriate financing mechanisms for larger purchases and projects.
- Serves as the District's legislative coordinator. Stays current of proposed changes in legislation that may impact the municipality.
- Performs related work as required by City Council or operational needs.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to maintain records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings scheduled at night or at times other than regular business hours.
- Ability to train, supervise and evaluate the work of others.

#### **(b) Experience & Training:**

- BA (preferably MA) in public administration, economics, etc.
- Minimum 5 years of relevant experience.
- Have appropriate level of computer skills.
- Thorough knowledge of the laws, ordinances and related legislation pertaining to municipal operations and authority, budgeting, labour relations and public information.
- Considerable knowledge of the professional principles and procedures of city management.
- Knowledge of municipal financial and personnel management, contract negotiation and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in managing diverse programs and services.

### **4) Contract of Employment:**

- Applicants must agree to be hired on a 'contract of employment' which would stipulate exact details of the job -- including the type of clean-up required -- and require that certain goals be met.
- Applicants must agree to a contract that will contain performance bonuses based on measurable set criteria such as lowering operating costs without affecting services.
- Applicants must agree to a contract that stipulates a performance review by Council after 6 months, 1 year, and 2 year marks with termination without severance for the first two years if the job is not being done. This should be subject only to the advice of the manager as to valid reasons why the job is taking longer than expected. In any event, if District Hall is not seen to be running efficiently at the end of five years, the contract should allow for termination with only 3-months notice with pay.

