

FONVCA AGENDA

Wednesday May 21st 2014

Place: DNV Hall 355 W. Queens Rd V7N 2K6

Time: 7:00-9:00pm

Chair: Eric Andersen – Blueridge CA – email: ericgandersen@shaw.ca Tel: 604-929-6849

Regrets:

1. Order/content of Agenda

- a. Chair Pro-Tem Suggests:

2. Adoption of Minutes of April 9th

- a. <http://www.fonvca.org/agendas/may2014/minutes-apr2014.pdf>
 b. Business arising from Minutes.

3. Roundtable on “Current Affairs”

A period of roughly 30 minutes for association members to exchange information of common concerns.

a. EUCCA

Acknowledge April 7/2014 DNV Council “Award of Honour” to Peter Thompson.

b. Delbrook CA

Discussion of their next Delbrook Dialogue

c. Blueridge CA

- (i) Financing of Election Campaigns – see item 23 of <http://www.cnv.org/~media/02654FABD1FA47F4866856500F714B22.pdf>
<http://www.cnv.org/~media/26F96237AB274852BDD55E617250CE39.pdf>
 (ii) Succession planning in a community association

4. Old Business

- a) Update: “Process” FONVCA Committee
 b) Update: OCPIC by Corrie Kost / Dan Ellis

5. Correspondence Issues

- a) Business arising from 0 regular emails:
 Distributed with full package and posted on web-site
 b) Non-Posted letters – 5 this period
 Distributed as non-posted addenda to the full package.

6. New Business

- a) Request to give a June 18th presentation on North Vancouver Museum & Archives by guest speaker Don Evans.
 b) Future of Recycling on the North Shore
 Focus Group Meeting Wed May 28 6pm-8pm
 Register by Thursday May 22
page15-NSNFR120140516.pdf

c) BC Ministry: CAC Guidelines

http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/CAC_Guide_Full.pdf
http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/CAC_Guide_Short.pdf
<http://www.fonvca.org/agendas/may2014/news-clips/Vancouver%20reviews%20developers%20fees%20for%20community%20amenities.pdf>

d) Coach Houses in DNV

Open House 6-9pm Thursday May 22 at Highlands United Church
<http://www.fonvca.org/agendas/may2014/Coach%20houses%20don%27t%20raise%20value%20or%20tax%20assessments.pdf>
http://identity.dnv.org/upload/pccdocsdocuments/23hnf01_.pdf

7. Any Other Business

- a) DCC/CAC and Value Capture
http://en.wikipedia.org/wiki/Value_capture

8. For Your Information Items

a) Non-Legal Issues

i. News-Clips of the month May 2014

<http://www.fonvca.org/agendas/may2014/news-clips/>
 The annotated newspaper clips may be worth a read!

ii. Learning from the James Bay Neighbourhood Association Project

<http://hcbdclasp.files.wordpress.com/2013/03/learning-from-the-james-bay-neighbourhood-association-project-final-report.pdf>

iii. Neighbourhood Association How To's

<http://lincoln.ne.gov/city/urban/reports/pdf/NAHow2.pdf>

iv) BC Chamber of Commerce rejects Metro Bylaw 280 (Incinerator Feeding)

<http://www.bcchamber.org/news/release/s/2014/BC%20Chamber,%20Lower%20Mainland%20chambers,%20call%20for%20rejection%20of%20Bylaw%20280.html>

v) 10 Ways to Improve Through Public Spaces

<http://www.tedxamsterdam.com/10-ways-to-improve-your-city-through-public-space/>

b) Legal Issues

i. “Duty to Consult” with Aboriginals

<http://www.macdonaldlaurier.ca/files/pdf/DutyToConsult-Final.pdf>

ii. Another Landslide Court Case

<http://www.courts.gov.bc.ca/jdb-txt/SC/14/06/2014BCSC0688.htm>

9. Chair & Date of next meeting

Wed. June 18th 2014

FONVCA Received Correspondence/Subject

7 April 2014 → 18 May 2014

LINKED or NO-POST	SUBJECT
NO-POST-Doug_Curran_7apr2014.pdf	CACs short guide - March 2014
NO-POST-Monica_Craver_15may2014.pdf	Parking lot for mountain biking
NO-POST-Wendy_Qureshi_14apr2014.pdf	DNV Tax \$\$\$
NO-POST-Wendy_Qureshi_14may2014.pdf	Arrogant "I'm right & you're wrong" letter
NO-POST-Wendy_Qureshi_14may2014b.pdf	DNV Tax \$\$\$

Past Chair Pro/Tem of FONVCA (Jan 2010-present)

Notetaker

Month	Chair Pro/Tem	Subject	Notetaker
May 2014	Eric Andersen	Blueridge C.A.	To be Determined
Apr 2014	Val Moller	Woodcroft rep.	John Miller
Mar 2014	Peter Thompson	Edgemont & Upper Capilano C.A.	John Gilmour
Feb 2014	John Miller	Lower Capilano Community Residents Assoc.	Diana Belhouse
Jan 2014	Dan Ellis	Lynn Valley C.A.	John Miller
Nov 2013	Diana Belhouse	Delbrook CA & S.O.S	Eric Andersen
Oct 2013	Val Moller	Woodcroft rep.	Sharlene Hertz
Sep 2013	Eric Andersen	Blueridge C.A.	John Gilmour
Jun 2013	Peter Thompson	Edgemont & Upper Capilano C.A.	Cathy Adams
May 2013	John Miller	Lower Capilano Community Residents Assoc.	Dan Ellis
Apr 2013	Paul Tubb	Pemberton Heights C.A.	Sharlene Hertz
Mar 2013	Dan Ellis	Lynn Valley C.A.	Sharlene Hertz
Feb 2013	Diana Belhouse	Delbrook C.A. & SOS	John Miller
Jan 2013	Val Moller	Woodcroft & LGCA	Sharlene Hertz
Nov 2012	Eric Andersen	Blueridge C.A.	Cathy Adams
Oct 2012	Peter Thompson	Edgemont & Upper Capilano C.A.	Sharlene Hertz
Sep 2012	John Hunter	Seymour C.A.	Kim Belcher
Jun 2012	Paul Tubb	Pemberton Heights C.A.	Diana Belhouse
May 2012	Diana Belhouse	Delbrook C.A. & SOS	John Miller
Apr 2012	Val Moller	Lions gate C.A.	Dan Ellis
Mar 2012	Eric Andersen	Blueridge C.A.	John Hunter
Feb 2012	Dan Ellis	Lynn Valley C.A.	John Miller
Jan 2012	Brian Platts	Edgemont & Upper Capilano C.A.	Cathy Adams
Nov 2011	Paul Tubb	Pemberton Heights	Eric Andersen
Oct 2011	Diana Belhouse	Delbrook C.A. & SOS	Paul Tubb
Sep 2011	John Hunter	Seymour C.A.	Dan Ellis
Jul 2011	Cathy Adams	Lions Gate C.A.	John Hunter
Jun 2011	Eric Andersen	Blueridge C.A.	Cathy Adams
May 2011	Dan Ellis	Lynn Valley C.A.	Brian Platts/Corrie Kost
Apr 2011	Brian Platts	Edgemont & Upper Capilano C.A.	Diana Belhouse
Mar 2011	Val Moller	Lions Gate C.A.	Eric Andersen
Feb 2011	Paul Tubb	Pemberton Heights ← Special focus on 2011-2015 Financial Plan	
Jan 2011	Diana Belhouse	S.O.S.	Brenda Barrick
Dec 2010	John Hunter	Seymour C.A. ← Meeting with DNV Staff on Draft#1 OCP	None
Nov 2010	Cathy Adams	Lions Gate C.A.	John Hunter
Oct 2010	Eric Andersen	Blueridge C.A.	Paul Tubb
Sep 2010	K'nud Hille	Norgate Park C.A.	Eric Andersen
Jun 2010	Dan Ellis	Lynn Valley C.A.	Cathy Adams
May 2010	Val Moller	Lions Gate C.A.	Cathy Adams
Apr 2010	Paul Tubb	Pemberton Heights	Dan Ellis
Mar 2010	Brian Platts	Edgemont C.A.	Diana Belhouse
Feb 2010	Special		
Jan 2010	Dianna Belhouse	S.O.S	K'nud Hille

AGENDA ITEM 2(a)

FONVCA

Draft Minutes of Regular Meeting, Wednesday April 9th, 2014

Place: DNV Hall 355 W. Queens Rd V7N 2K6

Time: 7:00-9:00pm

Chair: Val Moller – Assoc. of Woodcroft Councils Email: vmoller@telus.net

Regrets:

Attendees:

Corrie Kost

Diana Belhouse

Eric Andersen

Lesley Brooks

Val Moller (Chair Pro-tem)

Cathy Adams

Rene Gourley

John Miller (notetaker)

Edgemont & Upper Capilano C.A.

Delbrook Community Association

Blueridge Comm. Association

Blueridge Comm. Association

Woodcroft

L.G.N.A.

Delbrook Community Association

Lower Capilano Comm. Res. Assoc.

Guest: Courtenay Fraitzl – Community Beautification Coordinator DNV

1. Order/content of Agenda

a) Motion for Call to Order at 7:05 pm

b) Chair Pro-Tem Suggests: as is

A presentation was made by DNV's Community Beautification Coordinator Courtenay Fraitzl regarding the Adopt a Street program. The program originally started from a litter/graffiti/blocked storm drains program (called "little pickers"). Ms. Fraitzl presented herself as a one-stop shop for inquiries where she either answers the question or finds out who can respond to the query if it isn't covered by her department. She works on Sundays and Mondays to Wednesdays [604-990-3841].

Item completed 7:42 pm

2. Adoption of Minutes of March 19th , 2014

<http://www.fonvca.org/agendas/apr2014/minutes-mar2014.pdf>

a. The only recommended change was to correctly spell 'Andersen'. Moved by Eric and seconded by Diana – Carried.

3. Roundtable on "Current Affairs"

a) EUCCA – Corrie Kost

Advised that EUCCA will have 12 on their newly elected Board. DNV Council endorsed the refresh of Edgemont Village. Contentious issues were removing the median and having a partial 4th floor under exceptional circumstances.

b) Delbrook – Diana Belhouse / Rene Gourley

Speaker Series Invitation – Rene Gourley

http://www.fonvca.org/agendas/apr2014/PB_Delbrook%20Invitation.pdf

Reported on upcoming Delbrook Dialogue public discussions. Timing of discussions to be in line with the Delbrook Rec centre discussions in 2015. Association will hold an all municipal candidates meeting on Monday, November 3rd.

c) LGNA – Cathy Adams

Spoke about the Grouse Inn presentation with the proposed two towers.

d) BCA - Eric Andersen

Spoke on the sharing garden which isn't public yet but is expected to be announced in two weeks. The Seymour Plan done in 2007 proposed 50 units per year but is being ignored and Eric questioned why the public should partake in plans which are later ignored by District Council.

4. Old Business

- a) **“Process” FONVCA Committee** – no meeting was held to report on. It was pointed out that a committee member may no longer be holding a position with his local community. Discussion took place on this issue resulting in a motion made by Diana, seconded by Eric, that ‘Only bona fide community association representatives can sit on the Process FONVCA Committee.’ Carried unanimously.
- b) **OCPIC** – next meeting in May 2014.

5. Correspondence Issues

- b) No-Post: Motion by Corrie, seconded by Val, that: email #1 not be posted. Carried. Motion by Kathy, seconded by Diana, that: emails # 5 and 6 not be posted. Carried. All other emails (#'s 2, 3, 4, 7, 8 and 9) were to be posted.

6. New Business

- a) Densification and Affordability –
<http://www.globalsiteplans.com/content/why-grandma-is-moving-to-denver-not-miami/>
- presenter not present so no discussion, received for information only.

- b) 2014 – 2018 DNV Financial Plan – see table for sample tax increases since year 2000.
<http://www.fonvca.org/agendas/mar2014/2014%20Municipal%20Taxes%20on%20my%20home.pdf>

BC Analysis of Municipal Property Taxes – distributed for info only – no discussion
http://www.cscd.gov.bc.ca/Lqd/library/revenue_source_review/An%20Analysis%20of%20Property%20Taxation.pdf
<http://www.fonvca.org/agendas/mar2014/cities-grossly-underestimating-money-they-receive.pdf>

- c) Fostering Dialogues Across Divides – **no discussion.**

<http://www.pentictonherald.ca/local-columnists/dealing-with-differences-of-opinion.html>
http://www.publicconversations.org/docs/resources/Jams_website.pdf
<http://www.cawi-ivtf.org/sites/all/files/pdf/publications/Creating-Change-We-Want-en.pdf>

7. Any Other Business

a) Importance of Building Shadow Studies – discussion on the issue and effects on neighbouring communities (loss of sunlight hours).

For a little background:

http://www-bcf.usc.edu/~rknowles/sol_env/sol_env.html

Example of good shadow study standards of Mississauga Ontario:

http://www6.mississauga.ca/onlinemaps/planbldg/UrbanDesign/ShadowStudiesFinal_Feb2012.pdf

<http://www.halifax.ca/council/agendasc/documents/130723cai2.pdf>

they are easy to do:

<http://sustainabilityworkshop.autodesk.com/buildings/ecotect-shadows-sunlight-hours> ← visit website for details

8. For Your Information Items

a) Non-Legal Issues

i. News-Clips of the month Mar 2014

<http://www.fonvca.org/agendas/apr2014/news-clips/>

The annotated newspaper clips may be worth a read!

ii. Municipal Financial Performance Indicators

<http://www.novascotia.ca/snsmr/municipal/finance/indicator/definitions.asp>

iii. Community Development – Participation

http://www.centerforurbanstudies.com/documents/silverman_patterson/jcde_participation_special_issue.pdf

<http://www.charretteinstitute.org/charrette.html> explains the Charrette System.

b) Legal Issues

i. Law Discourages Designated Drivers

<http://www.pentictonherald.ca/local-columnists/law-discourages-designated-drivers.html>

ii. Metro power to veto land use curtailed

<http://www.courts.gov.bc.ca/jdb-txt/SC/14/04/2014BCSC0413.htm>

because Langley did not, in fact, amend the regional context statement!

iii. Earthquake Preparedness

http://embc.gov.bc.ca/em/hazard_preparedness/earthquake_preparedness.html

http://www.bcauditor.com/files/publications/2014/report_15/report/OAG%20Catastrophic%20Earthquake_FINAL.pdf

iv. Is Music a Noise in the City of North Vancouver?

Singing, even amplified, is not “noise” – tickets invalidated.

<http://www.courts.gov.bc.ca/jdb-txt/SC/14/05/2014BCSC0513.htm>

Corrie presented some Ottawa signage issues and examples of no signs from a publication Urban Commuter – Bike Ottawa Blog – “Of a Woonerf, Too Many Signs and Complete Streets”

<http://urbancommuter.wordpress.com/2013/04/15/of-a-woonerf-too-many-signs-and-complete-streets/>

Next Meeting: Wednesday May 21st

Suggested Chair: Eric Andersen, Blueridge CA

AGENDA ITEM 3(c)(1)

MOTIONS AND NOTICES OF MOTIONS - Continued

22. **Federation of Canadian Municipalities (FCM) Housing Campaign - Development of a New Long-Term Federal Plan to Fix Canada's Housing Crunch – File: 5040-07-01 – Continued**

THEREFORE BE IT RESOLVED THAT Council endorses the Federation of Canadian Municipalities (FCM) Housing Campaign and urges the Minister of Employment and Social Development to develop a long-term plan for housing that puts core investments on solid ground, increases predictability, protects Canadians from the planned expiry of \$1.7 billion in social housing agreements and ensures a healthy stock of affordable rental housing for Canadians; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Minister noted above, to the Honourable Coralee Oakes, Minister of Municipal Affairs, to Andrew Saxton, MP, to the Federation of Canadian Municipalities and to the Union of British Columbia Municipalities.

CARRIED UNANIMOUSLY

Video Clip 21

23. **Financing of Election Campaigns – File: 4200-01**

Submitted by: Councillor Heywood

Moved by Councillor Heywood, seconded by Councillor Clark

WHEREAS the Provincial Government's recent effort to reform local government elections did not deal with the source of election campaign funds;

AND WHEREAS the appearance of a conflict of interest is created when developers and unions that make significant contributions to election campaigns of candidates for Council also have matters that come before Council and that whether or not these conflicts are permitted in law, they harm the reputation of Council and impair the legitimacy of its decisions;

BE IT RESOLVED THAT while this resolution does not have the force of law, the City of North Vancouver strongly urges all candidates for election to Council to abstain from accepting donations from developers with projects or potential projects before Council or from labour unions that represent employees of the City; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the other Metro Vancouver municipalities, UBCM and the Provincial Ministry of Community, Sport and Cultural Development.

Continued...

MOTIONS AND NOTICES OF MOTIONS - Continued

23. Financing of Election Campaigns – File: 4200-01 - Continued

A recorded vote was taken on the motion.

Voting in favour: Councillor Bell
Councillor Bookham
Councillor Clark
Councillor Heywood

Voting against: Councillor Buchanan
Councillor Keating
Mayor Mussatto

The motion was **CARRIED** by a vote of 4 to 3.

RECESS

Video Clip 22

Mayor Mussatto declared a recess at 9:00 pm for the public question period and reconvened the meeting at 9:06 pm.

George Pringle inquired regarding Item 23 on the agenda.

Kerry Morris inquired regarding Item 12 on the agenda.

John Harvey provided feedback regarding the sound system in the Council Chamber.

Sue Lakes Cook inquired regarding Items 15 and 23 on the agenda.

Gina Cuts inquired regarding affordable housing.

INQUIRIES

Video Clip 23

24. Inquiry of Councillor Clark

Councillor Clark requested that a presentation be provided to Council regarding Port property taxation, focusing on Port and industrial properties located within the City of North Vancouver.

The Chief Administrative Officer advised that staff will report back to Council on the matter.

Continued...

Finding New Leaders

Once your neighborhood association has been up and running for a while, the group should think about how to find and encourage new leadership within the organization. If the group stays with the same leadership year after year, there is a very real risk of “burning out” those leaders. This is hard on the tired leaders and it is hard on the organization. Although nurturing new leaders takes time and effort, the results are worth it – a healthy organization with leaders who are fresh and enthusiastic.

The first place to look for names of potential officers and/or board members is within your association’s membership. To do that, the group needs to know something about the members, especially those who are also volunteers. Having an organized system of tracking volunteers is a useful approach. Sign-in sheets, 3x5 biography cards, volunteer time slips and a computer spreadsheet are all useful for tracking those neighbors who are showing active involvement.

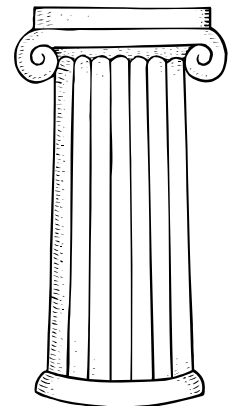
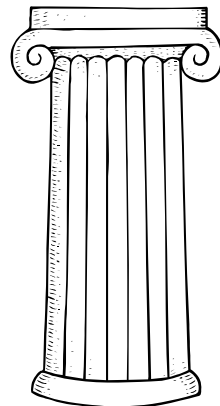
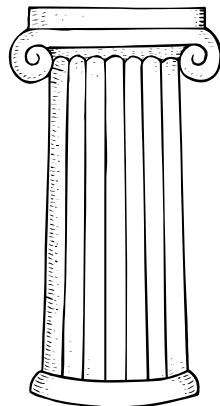
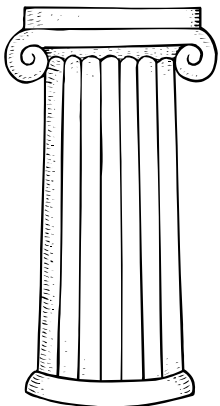
Another approach is to survey the paid membership. Members of a “leadership committee” can divide up the membership list, directly contact members, and ask them:

- Why did you join the neighborhood association?
- What projects might you want to participate in?
- Would you ever be interested in serving on the board of directors or as an officer?

Many organizations have a vice-president elect, allowing that officer to observe the president for a year. Other groups personally approach residents asking them if they want to serve as a board member or future officer. As new people move into the area, either an individual board member or a group can form a “welcoming committee.” Much like the Welcome Wagon concept, the committee may want to give the new resident samples of neighborhood newsletters, brochures or even coupons to local businesses.

One neighborhood organization keeps track of all volunteers on 3x5 cards that include name, address, phone (work and home), email address, the first year active, interests and concerns in the neighborhood and projects involved in. This method would work on a spread sheet or data base as well. Whatever technology used, it requires someone to consistently collect names at each neighborhood activity and to record the information for future use.

You can also collect the names of residents who have received services from your neighborhood. Who has had alleys graveled, homes painted, sidewalks repaired, garbage hauled away, or a new street tree planted? If you remind them what your group has done for them, perhaps they may feel the need to return the favor.



AGENDA ITEM 6(b)

Have your say about the future of recycling on the North Shore

What/Why: North Shore Recycling Program is inviting residents to take part in a focus group and give their input on how curbside recycling services could be delivered in the future.

Who can attend: Any resident of the North Shore who is 18 years of age or older.

When: Wednesday, May 28, 6:00 p.m. - 8:00 p.m.

Pre-registration Required: Email info@reeveconsulting.com or phone **604.655.3552**.
Please register by Thursday, May 22.

Light snacks and refreshments will be provided. Participants will be compensated for their time with a \$50 stipend.

www.northshorerecycling.ca



The Short Guide - Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability

Ministry of Community, Sport and Cultural Development



March 2014

Acknowledgements

This guide was drafted in consultation with numerous local governments, the development and building sectors, and the legal and academic communities. The Ministry would like to thank everyone who contributed to the development of this guide.

Ministry of Community, Sport and Cultural Development

Contact the Ministry of Community, Sport and Cultural Development for answers to questions about the material contained in this guide or other aspects of community amenity contributions.

Ministry of Community, Sport and Cultural Development
Local Government Division
Intergovernmental Relations and Planning
PO Box 9841 Stn. Prov. Govt.
Victoria, B.C. V8W 9T2
Phone: 250 387-4037
Website: www.cscd.gov.bc.ca/lgd/contacts/department.htm

Disclaimer

The information contained in this guide is provided as general reference and, while all attempts have been made to ensure the accuracy of the material, the guide is not a substitute for provincial legislation and it does not constitute legal advice.

Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability

Table of Contents

Purpose of the Short Guide to Community Amenity Contributions	1
CACs Are Both an Opportunity and a Risk	1
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Exhibit 2: A simplified comparison - impact of CACs on housing prices	2
Summary of Recommended Practices for CACs	3

Purpose of the Short Guide to Community Amenity Contributions

When a local government rezones land, it usually increases the land's value which provides a financial benefit to the applicant, usually the owner or a developer. Increasingly, local governments are seeking to capture part of that financial benefit in order to help fund new infrastructure or provide other public benefits. While rezoning land presents an opportunity to obtain these "community amenity contributions" (CACs), there are also some important legal and public policy risks that need to be considered.

To help local governments appreciate the opportunities and risks of obtaining CACs, the Ministry of Community, Sport and Cultural Development has produced a guide, *"Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability"*. The purpose of this Short Guide is to provide the highlights of the full length guide. Those interested in more detailed information should view the full length document available on the Ministry's website: http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/CAC_Guide_Full.pdf

CACs Are Both an Opportunity and a Risk

Growth creates demands for new or expanded infrastructure and amenities. The cost of meeting these demands can be substantial. While provincial legislation allows local governments to require developers to provide infrastructure, such as roads, parks, water, drainage and sewer facilities, not all impacts of development are fully covered by the legislation. Local governments wanting to recover the full costs of providing infrastructure and community amenities associated with growth, such as recreation facilities or fire halls, are increasingly looking for alternative means of funding, including CACs secured during the rezoning process.

Before deciding if and how to pursue CACs, however, local governments need to ensure that these CACs are obtained legally, fairly and in a way that maintains public confidence in the local government and its community plan.

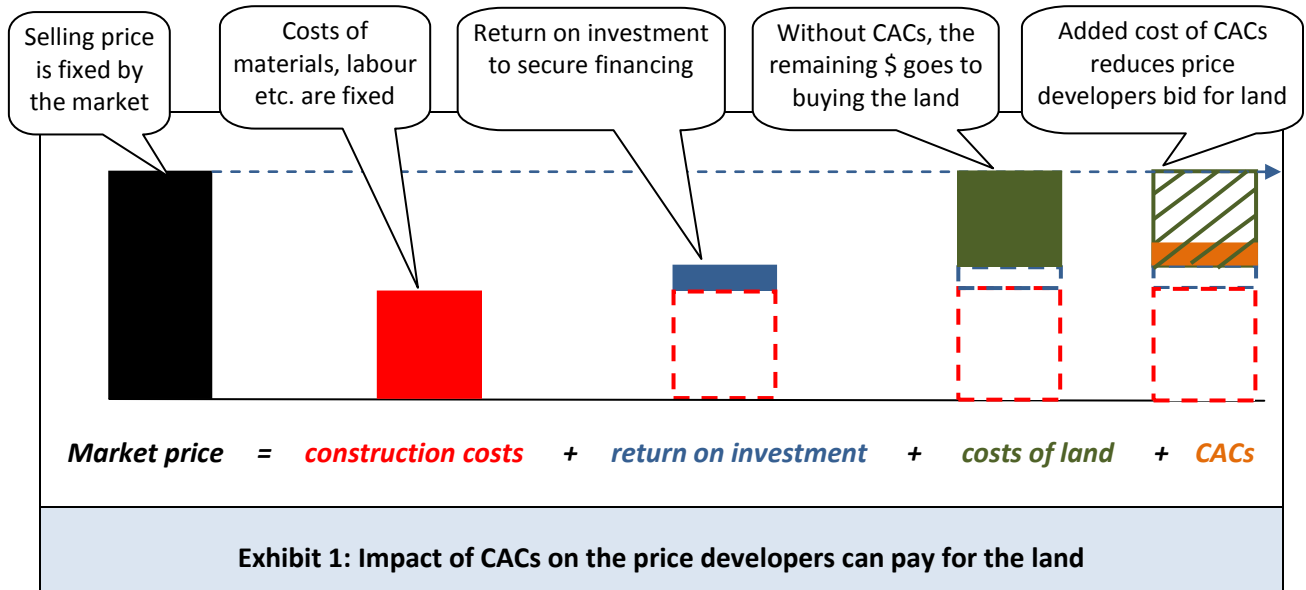
Local governments do not have legal authority to require applicants for rezoning to pay CACs. They must ensure that any CACs are obtained as part of a negotiation process. Local governments must also not commit to pass a rezoning bylaw on the condition that CACs are provided. Council and regional board members are legally required to remain open-minded on a proposed rezoning, until they have heard the public's perspectives at the public hearing.

It is important to keep in mind that zoning is intended to implement the community plan and should not be seen as a revenue source. Being perceived to be "selling zoning" can undermine public confidence in the community plan and the council/regional board's commitment to the plan.

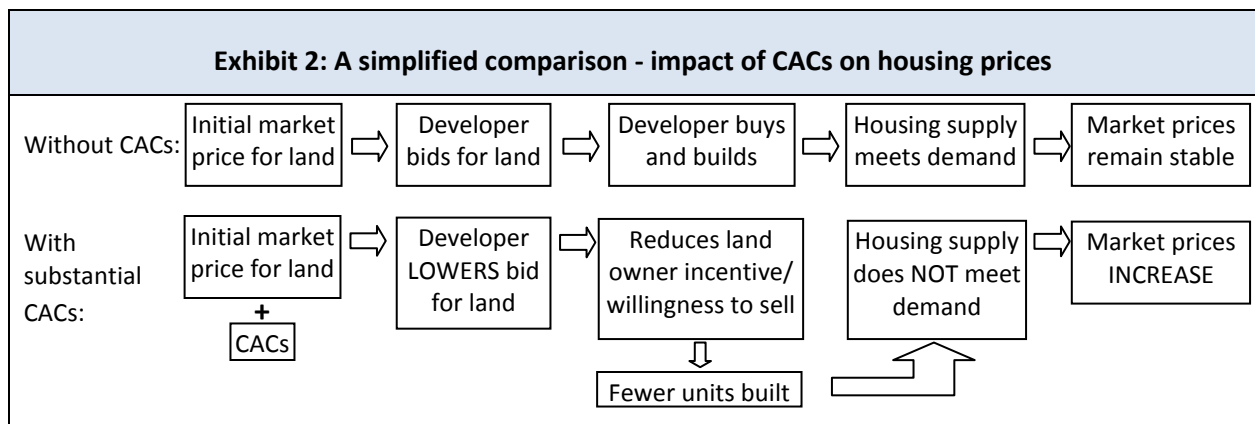
CACs Can Impact Housing Affordability

Another important consideration is the relationship between CACs and housing affordability. If not managed carefully, CACs have the potential to decrease the supply of new housing and increase housing prices. In a nutshell, a housing developer faced with significant CACs cannot simply increase the selling price of the units, as the selling price is set by the market.

Labour, materials and other construction costs are also fixed. Choosing to reduce their return on investment to absorb these additional costs is also not usually an option. To secure financing, a developer needs to ensure that their *pro forma* shows a normal financial return. As illustrated in Exhibit 1, the only practical option for the developer is to try and offset the cost of CACs by reducing the amount they offer to land owners to buy the site.



In land markets where supply is limited, as in many of B.C.'s growing communities, large CACs leave fewer dollars for developers to purchase land. If land owners are reluctant to sell for a reduced price, developers do not proceed to develop, resulting in a reduction in the supply of new housing, which in turn contributes to higher housing prices (as illustrated below in Exhibit 2).



The above diagrams show that while CACs cannot directly increase the price of housing for a particular development, if they are widely used, CACs can push up prices in the overall market.

To ensure that housing affordability is not being compromised, local governments need to ensure that CACs are kept at a modest level. A policy of trying to maximize the amount of CACs risks driving up housing prices.

Summary of Recommended Practices for CACs

The following outlines recommended practices for local governments currently, or considering, using, CACs:

1. Avoid Legal Risk and Maintain Public Confidence

- Negotiate, do not impose CACs. A common misperception is that local governments have authority to **impose** CACs as a condition of rezoning. In fact, the *Local Government Act* [s. 931(6)] prohibits this. CACs must be negotiated.
- Avoid the perception that zoning is for sale. Elected officials must remain “open-minded” during the rezoning process, and must not *commit* to approving a rezoning subject to CACs. Zoning should not be considered a revenue stream. The perception of “selling zoning” undermines public confidence in the local government and the community plan.

2. Plan Ahead

- Identify potential amenities that could be partly funded through CACs when preparing or updating the community plan, ideally identifying the priorities at the neighbourhood level.

3. Seek Modest Contributions and Follow an Approach that Balances Community Amenities and Housing Affordability

- The potential impact of CACs on housing affordability is higher where CACs are a significant portion of the cost of the development.
- Since CACs increase the cost of a project, it is important to consider who ultimately pays for these additional costs, and how they may affect housing supply and housing prices. This issue is of particular concern in areas where land is in short supply.
- Strategies that facilitate an increase in the supply of housing have a positive effect on affordability.
- The impact of CACs will be different in different areas or circumstances, so a flexible approach is best.

4. Apply Development Cost Charge (DCC) Principles to CACs

- Ensure a direct, demonstrable link (‘nexus’) between CACs and the impacts of new development.
- Ensure CACs are proportional to the impact of the development and consistent with the CACs made by other applicants/developers.
- Be transparent about the amount of CACs and how they will be used.
- Borrow the principles and practices that apply to DCCs to develop (tables of/schedules of) estimated CAC amounts.
- CACs should only be used for capital costs. Local governments should be sure that they have the budget capacity to deal with operational and repair costs over time.

5. Engage the Development Community

- Be aware of how CACs could impact projects and their viability, to avoid contributing to higher housing prices.

6. Choosing an Approach to Obtaining Amenities - *It is recommended that local governments consider the following strategies (in order):*

- **Adopt an “affordability by design” approach to writing zoning bylaws** – i.e. zones that allow for design features that reduce the costs of producing housing units and/or encourage additional units. Examples include reducing or eliminating setbacks and parking requirements.
- **Use density bonus zoning** – modest levels of density bonus tied to modest contributions, encourage new development while minimizing the impact on housing affordability.
- **Set targets for CACs** – and be open to negotiation at time of rezoning. These targets should be modest to minimize impact on housing affordability.
- **Negotiating CACs based on a “lift” approach is inconsistent with the principles set out in this Guide**, and is the approach most likely to reduce the supply of developable land and housing, thereby contributing to higher housing costs. The CAC principles set out in this Guide, including ‘planning ahead’, nexus and proportionality, support an approach that clearly identifies community needs and the impacts associated with new development, and links the CAC not to the “lift” in land value, but rather to the cost of providing a package of amenities that makes sense given the development being proposed.

This Short Guide has outlined for B.C. local governments some of the risks, challenges and recommended practices related to obtaining CACs. Most of the recommended principles and practices apply equally to CAC and density bonus approaches. The guide has also described the relationship between CACs and housing affordability, and encourages practices that do not risk inadvertently causing housing prices to increase. Since the impact of CACs will vary, it is suggested that BC local governments be flexible in their approach to obtaining CACs.

AGENDA ITEM 6(c)(3)

Vancouver reviews developers' fees for community amenities

Province concerned 'voluntary' payments could be driving up housing prices

BY JEFF LEE, VANCOUVER SUN APRIL 24, 2014



The city's practice has been to seek what it calls 'voluntary contributions' from developers that amount to 75 per cent of any profit they might generate from land that becomes more valuable through rezoning. In the most expensive of cases, that amounts to as much as \$50,000 per-unit.

Photograph by: Jason Payne Jason Payne, PNG

The City of Vancouver said Thursday it is reviewing its method of demanding extra payments from developers to help pay for non-traditional services such as daycare centres, heritage conservation, parks and social housing.

The review comes after the province issued new guidelines for how local governments assess community amenity contributions (CACs) that are tied to rezoning applications. Those guidelines were sparked in large part by concerns that Vancouver is using a method of calculation that could be seen as both coercive of developers and breaching long-standing rules against the selling of zoning in return for a benefit.

The city's practice has been to seek what it calls "voluntary contributions" from developers that amount to 75 per cent of any profit they might generate from land that becomes more valuable through rezoning. In the most expensive of cases, that amounts to as much as \$50,000 per-unit, compared to a more modest \$1,200 per unit in Surrey.

By seeking "voluntary" payments the city retains a discretionary right to approve rezoning applications. The payment is different from legislated "development cost levies" that all applicants must pay for services such as sidewalks, water, roads and sewer connections. Vancouver said it obtained a legal opinion that the CACs are fair as long as they are made "voluntarily" by developers, who are told they are not a precondition of zoning approval.

"parks" missing! - cjk

Developers have instead called the payments "extortion" but say they pay the fees because they're told city council will not approve their rezoning applications without them. The practice has drawn the concern of the Urban Development Institute, which argues that by taking a majority of profits from a project the city is acting as an income taxing authority, something it doesn't have the legislative right to do.

Anne McMullin, the executive director of the UDI, said there is a perceived lack of fairness in how municipalities assess CACs. Developers are willing to pay for the community amenities their projects need but feel the city is being unfair in

what it takes. She noted that in 2000, local governments in B.C. collected \$100 million in CACs and development cost levies. By 2011, it had risen to \$720 million.

"It's not the developer who pays this. Those costs are passed on," she said. "It results in a higher cost of housing."

The amount Vancouver has collected in CACs in the last four years alone is a staggering \$340 million, which it has put to everything from social housing to heritage retention to parks, daycare centres and transportation services.

The province has now weighed in, saying some municipalities are making excessive demands that can lead to higher housing prices and a shortage of affordable housing. It recommends municipalities confine their CACs to "modest" fees based on an assessment of community needs but doesn't say what those amounts should be. It singled out Vancouver's method of taking the majority of the "land lift," or increased value in rezonings, saying this was "not an approved method."

"The province has concerns about housing affordability and about some of the practices that are going on," said Alan Osborne, the former executive director of intergovernmental relations and planning for the ministry of community development, who co-authored the guidelines. "The province wants municipal governments to focus on good planning. It is concerned some of these practices could be interpreted as municipalities selling zoning."

"The city of Vancouver has ambitions to take most or all of the value. When you do that you are going to have an impact on affordability. If you take the profit, you take incentive for landowners to sell their land to developers."

Osborne, who now acts as a consultant for the province, said B.C. considered bringing in legislation directing how CACs are to be calculated but chose to issue guidelines after consulting with municipalities and developers. Those guidelines could become the basis for legislation if necessary, he said.

Brian Jackson, Vancouver's general manager of planning, said the city is reviewing its policy in light of the province's criticism.

"This leaves cities to come up with a better (policy) that fits this ill-defined term of 'modest.' We're reviewing the guidelines carefully and looking at the implications," he said.

"I think the province was sending two messages, one to the city of Vancouver about its method of calculation. But it was also sending a message out to every other municipality in B.C. because that is what the UDI is concerned about, that the Vancouver approach could be taken provincewide."

But he stopped short of saying that the city would either abandon its current method of calculation or reduce the amounts it expects from developers.

"It is too early to tell whether the amounts that would be asked would be less. It is too early to say whether there is an equitable method to replace the "land lift" method that still ensures the facilities and services are delivered."

Osborne said the province supports the idea of municipalities asking developers to pay for the community amenities their projects will need. But it disagrees with how Vancouver calculates those fees.

"The province is pretty strongly concerned about that (land lift) technique. It is also the one most likely to affect housing affordability," Osborne said. "It hosts the perspective that zoning is for sale, that we're not planning, we're simply selling zoning, and to get as much money as you can."

Tsur Somerville, the director of the University of B.C.'s centre for urban economics and real estate, said there is a limit to what the market can bear. He told a UDI luncheon this week that Vancouver's method is causing a shortage of developable land and raising prices because homeowners are choosing not to sell.

Jackson said there is no evidence the city's policy is leading to higher housing prices or a lack of developable land.

"The province argues that the city is slowing down development with its CAC policy. But I challenge you to look out your window and look at what is going on in the city. We don't suffer from getting developers to propose developments. We suffer from too much work going on," he said.

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north shore news

Coach houses don't raise value or tax assessments, City hears

Market analyst weighs in on laneway homes debate

[Brent Richter](#) / North Shore News

April 11, 2014 12:00 AM



A coach house built on the North Shore. Photo file, North Shore News

Plunking down coach houses on single-family lots might be in ideal way to keep family close by, but it won't make your property fetch more on the market and it won't result in a higher tax assessment.

Those are two conclusions offered by Paul Borgo, deputy assessor with the BC Assessment Authority, and Paul Sullivan, a market analyst with expertise in property taxes and appraisals.

City of North Vancouver council invited Borgo and Sullivan to speak on how allowing coach houses and secondary suites on singlefamily lots, as proposed in the draft official community plan, would affect tax assessments.

Council watcher Kerry Morris had been collecting signatures for a petition calling on council members to reject the proposed OCP based on the worry BC Assessment will burden homeowners with higher appraisals due to the development potential of city properties. By his estimates, every single family homeowner would experience a \$650 to \$1,000 bump on their tax bills.

While the draft OCP does foresee allowing both secondary suites and coach houses, it would not allow an increase in density on a single-family lot, meaning the primary home on the lot must be smaller because the square footage must be shared

between the two buildings.

"From the perspective of density driving value, because there is no increased density, I would project no increased value due to that. It simply isn't occurring," Borgo said.

Much of Borgo and Sullivan's presentation was clarifying the often murky waters that is property assessment vs. tax rates vs. the amount owing on a city tax bill.

Properties are assessed on their land value as if nothing is built on it, and additionally on the "improvements" of the home itself. A local government then uses those assessed values to set tax rates. If a home's assessment goes up more than the average assessment, the owner can expect a higher tax bill.

"Assessment is separate from the tax rate," Borgo said. "Prudent councils adjust their budget for their needs and they adjust their tax rate too."

As there is no evidence building coach houses increases value, developers aren't keen on including them in developments, because they tend to be more cost and trouble than they're worth, according to Sullivan.

Sullivan presented council with some data he collected observing the sale prices of properties, with and without coach houses, in Vancouver where property owners are allowed extra density on their single-family lots if it comes in the form of a coach house.

"You can see a bit of a trend. Not too much of a spread if any.

"I can tell you from the one laneway (house) I built, I would never do it again. They're an extraordinary cost per square foot because there are no efficiencies. You have to upgrade your sewer, water, electrical, your access, your parking.

"They're difficult to build and the price per square foot to build them can be almost double," he said, noting that the City of Vancouver expects coach houses to cost \$240,000 to \$270,000 to build.

Sale price per square foot goes down if the property has a laneway house, according to his study.

While they might be a mortgage helper, homeowners don't necessarily want to make the sacrifices that come with coach houses in exchange for rental income, Sullivan said.

"You give up things when you build laneway houses. You give up your backyard. You give up your garage. You give up some privacy," he said.

The main exception where coach houses prove worthwhile, Sullivan noted, is when emptynesters want to downsize while passing on their homes to their kids looking for space to raise a family of their own.

Council is holding a town hall meeting to specifically address the two-suite policy and concerns arising from it. The meeting will be held next Tuesday, April 15, 6:30 p.m. at Queen Mary Community School gymnasium, 230 East Keith Rd. in North Vancouver.

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http://identity.dnv.org/upload/pdocsdocuments/23hnf01_.pdf

Exploring Coach Houses in the District of North Vancouver

A DISCUSSION PAPER

November 2013



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1.0 Purpose

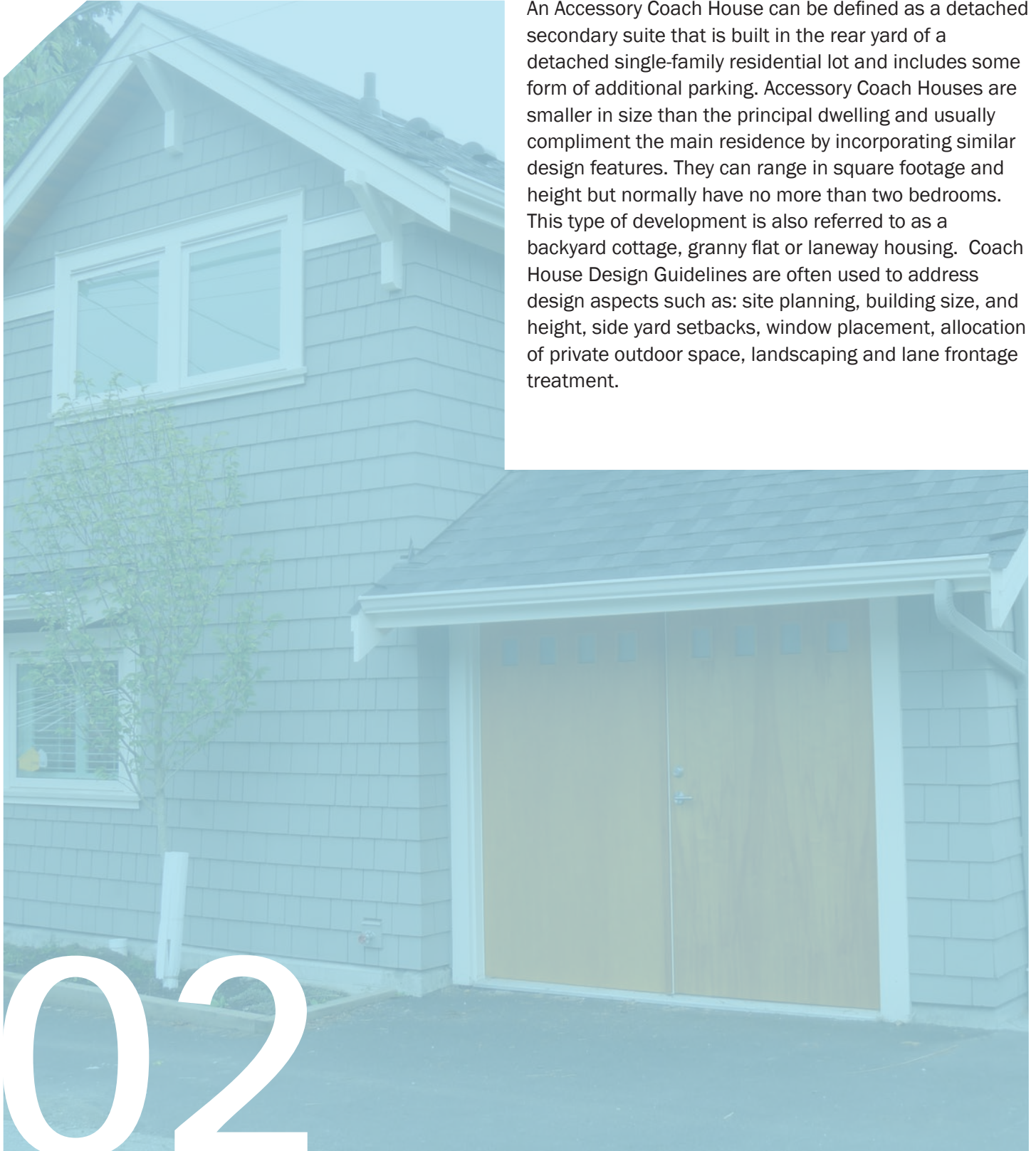


This discussion paper responds to a growing number of resident inquiries regarding the possibility of building an Accessory Coach House on their property in the District of North Vancouver. During the Official Community Plan (OCP) public consultation process, there was significant interest expressed by the public in regard to a range of sensitive infill housing options, including Coach Houses. The OCP directs the majority of population growth to the network of town and village centres where a diversity of housing options will be provided. The OCP also includes policies to facilitate some sensitive infill housing in neighbourhoods to address specific housing needs. In this regard, it recommends that criteria be developed and suitable areas identified to support detached accessory dwellings such as coach houses. Since the adoption of the OCP, interest in coach housing has grown and there is a desire from some community members to advance a policy to implement coach housing in the District.

This discussion paper provides background information on Accessory Coach Houses, for Council and the community's consideration. Specifically, it outlines what a Coach House is and identifies successes and challenges experienced by other municipalities that allow Coach Houses. Relevant District of North Vancouver ("District") policy and potential implications for the District are also considered. Finally, a process is suggested for consideration should Council wish to begin facilitating this form of housing in the District. A controlled and 'gradual entry' program for considering coach houses is recommended. A set of development conditions and site criteria are provided which could be used by potential applicants to self-evaluate eligibility for an Accessory Coach House and by staff and Council for evaluating any applications in the initial stages of a Coach House program. This program could be monitored and adapted appropriately following several years of implementation.

2.0 What is an Accessory Coach House?

An Accessory Coach House can be defined as a detached secondary suite that is built in the rear yard of a detached single-family residential lot and includes some form of additional parking. Accessory Coach Houses are smaller in size than the principal dwelling and usually compliment the main residence by incorporating similar design features. They can range in square footage and height but normally have no more than two bedrooms. This type of development is also referred to as a backyard cottage, granny flat or laneway housing. Coach House Design Guidelines are often used to address design aspects such as: site planning, building size, and height, side yard setbacks, window placement, allocation of private outdoor space, landscaping and lane frontage treatment.



3.0 Relevant District of North Vancouver Policies

Under the District's Official Community Plans (Bylaw 7900) the detached residential land use designation (Residential Level 2) which is intended for predominantly detached housing within neighbourhoods, accommodates a principle dwelling as well as a secondary rental suite or coach house subject to the imposition and satisfaction of appropriate conditions. Other relevant OCP policies include the following:

- Section 2.3.5: *Prepare Housing Action Plan(s) to identify criteria for low intensity infill housing, such as coach and laneway housing and small lot subdivision as appropriate.*
- Section 7.1.2.c: *Undertake Neighbourhood Infill plans and/or Housing Action Plans where appropriate to: develop criteria and identify suitable areas to support detached accessory dwellings (such as coach houses, backyard cottages and laneway housing).*

Currently the Zoning Bylaw 3210:

- permits secondary suites
- requires secondary suites to be attached to the principal single family residential building
- allows a range of single family dwelling densities from 0.35 FSR + 350 sq. ft. (most common) to 0.45 FSR (on small lots) and 0.55 FSR (in Kilmer area)
- does not permit Coach Houses to be built in any existing residential zones.

The District's development variance permit process (DVP) may apply where specific site characteristics or other unique circumstances do not permit strict compliance with the existing regulations. The DVP process does not affect the use or density permitted in the appropriate zoning category.

Currently any property owner in the District could apply to rezone their individual property to request a Coach House to be built. However, there are no development criteria or design guidelines with which staff or Council could evaluate such an application thereby limiting the likelihood of this approach being successful at present.

Staff have reviewed the Coach House policies and procedures of other municipalities (Section 5 and Appendix A) in developing a proposed framework to consider advancing coach housing in the District as outlined in this discussion paper. The framework necessarily includes measures to protect neighbourhood character, facilitate development that is compatible with adjacent residential properties; ensure sufficient parking is provided and avoid or minimize environmental impacts. Additional design guidance measures would need to be developed prior to implementing a strategy for coach houses.

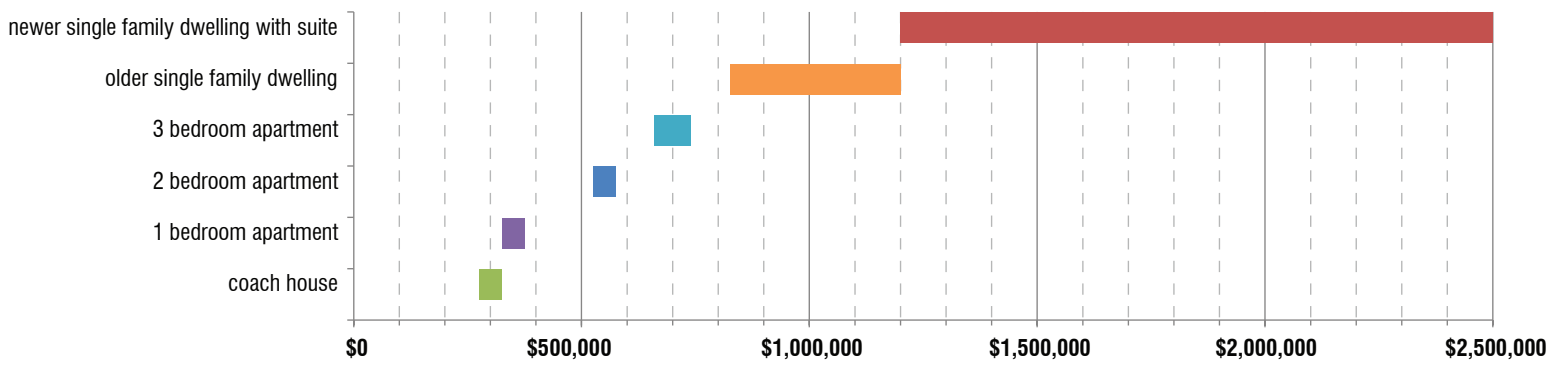


4.0 Need for Coach Houses

The following is a snapshot of current housing situation in the DNV:

- Apartment rental vacancy rate as of 2011 was 0.9%.
- 25% of all residents residing within the DNV are currently over the age of 55 and this percentage is projected to increase to almost 40% by 2020.
- 72% of all housing in the DNV is in the form of single-detached homes.
- Average single-detached home cost \$820,000 (June 2013, see Housing Cost Chart).

Coach housing may fill a specific housing niche in the community while being sensitive to single family neighbourhood character. A range of benefits are outlined in the following sections.



Housing Cost Chart

Coach Housing Benefits for the Community and Municipality:

1. Maintaining Neighbourhood Character

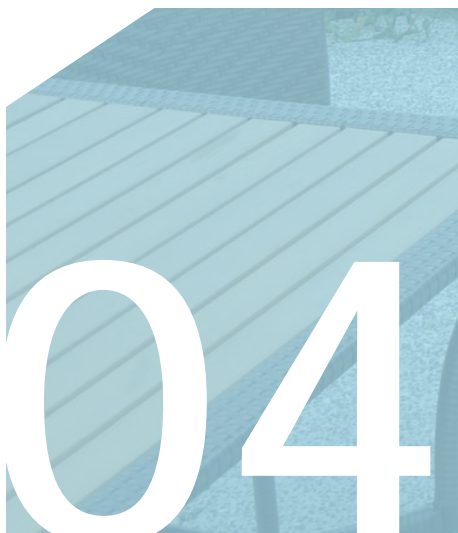
Coach Houses have the ability to preserve the overall and historic neighbourhood charm while adding both flexibility in the use of the property, adding to the available rental stock and to increasing housing diversity. By keeping Coach House designs similar to the main house (relative heights, colour, materials, etc.) and providing streetscape improvements to laneways, Coach Houses are able offer a unique solution to additional diversity in single-family neighbourhoods with little compromise to neighbourhood character. Coach housing may reduce the likelihood that a property with a smaller older home will be redeveloped with a much larger new home.

2. Growth Management

One key goal of the District of North Vancouver’s Official Community Plan and Metro Vancouver’s Regional Growth Strategy is to manage growth and encourage compact communities. While the majority of new residential growth will be accommodated with the District’s Network of Centres, a sensitive infill policy such as facilitation of Coach Houses provides for greater housing diversity within existing neighbourhoods thereby using land and infrastructure more efficiently.

3. Increased Rental Stock

Creating a net increase in the percentage of rental housing units is an objective set out in the DNV’s Official Community Plan. Offering rental Coach Houses in suitable single-family areas would increase rental housing and work towards achieving the 2030 target set out in the OCP.





Multigenerational Families



Ageing in Place/Downsizing



Maintaining Neighbourhood Character

Coach Housing Benefits to the Owner

1. Ageing in Place

Many residents who enjoy living in their current neighbourhood but find the need to downsize from their larger homes would have the option to live in a Coach House on their same property and still get help with financing and maintaining their larger house. It would also allow separate living space for a caregiver.

2. Multi-generational Families

Coach Houses are commonly used to keep relatives close by whether it is to take care for a parent as they age or as an opportunity for children to experience living on their own. Coach Houses can accommodate multiple grandparents, sons, daughters, and grandchildren living on one property.

3. Additional Income

New home owners have used Coach Houses as a mortgage-helper, allowing them to afford a house in the neighbourhood they wish to live in. Other common living situations include single income households who require Coach Houses in order to stay in their desired community.

4. Private Rental Option

Secondary suites require close living conditions and often decrease the level of privacy within the principle dwelling. Coach Houses are designed to maintain distance from the main house and landscaping or fencing can help ensure privacy. In some cases, it may be difficult to retrofit an existing house for a suite and a Coach House may fit better from a space and site planning perspective.

Coach Housing Benefits to the Tenant

1. Ground-Oriented Housing

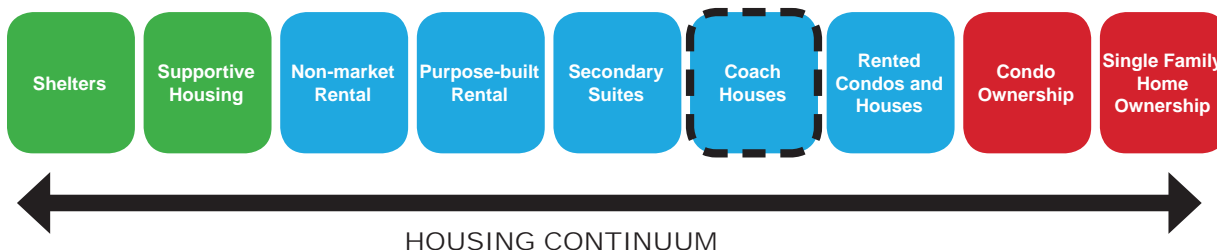
Coach Housing provides ground-oriented housing in single family neighbourhoods that might otherwise be unaffordable to young families or single parents.

2. Increased Neighbourhood Options for Housing

Coach Houses give young couples, seniors and single occupancy renters an additional rental option outside of apartments, townhouses and larger single-family homes (each of which are in high demand in the DNV).

3. Better Use of Existing Infrastructure

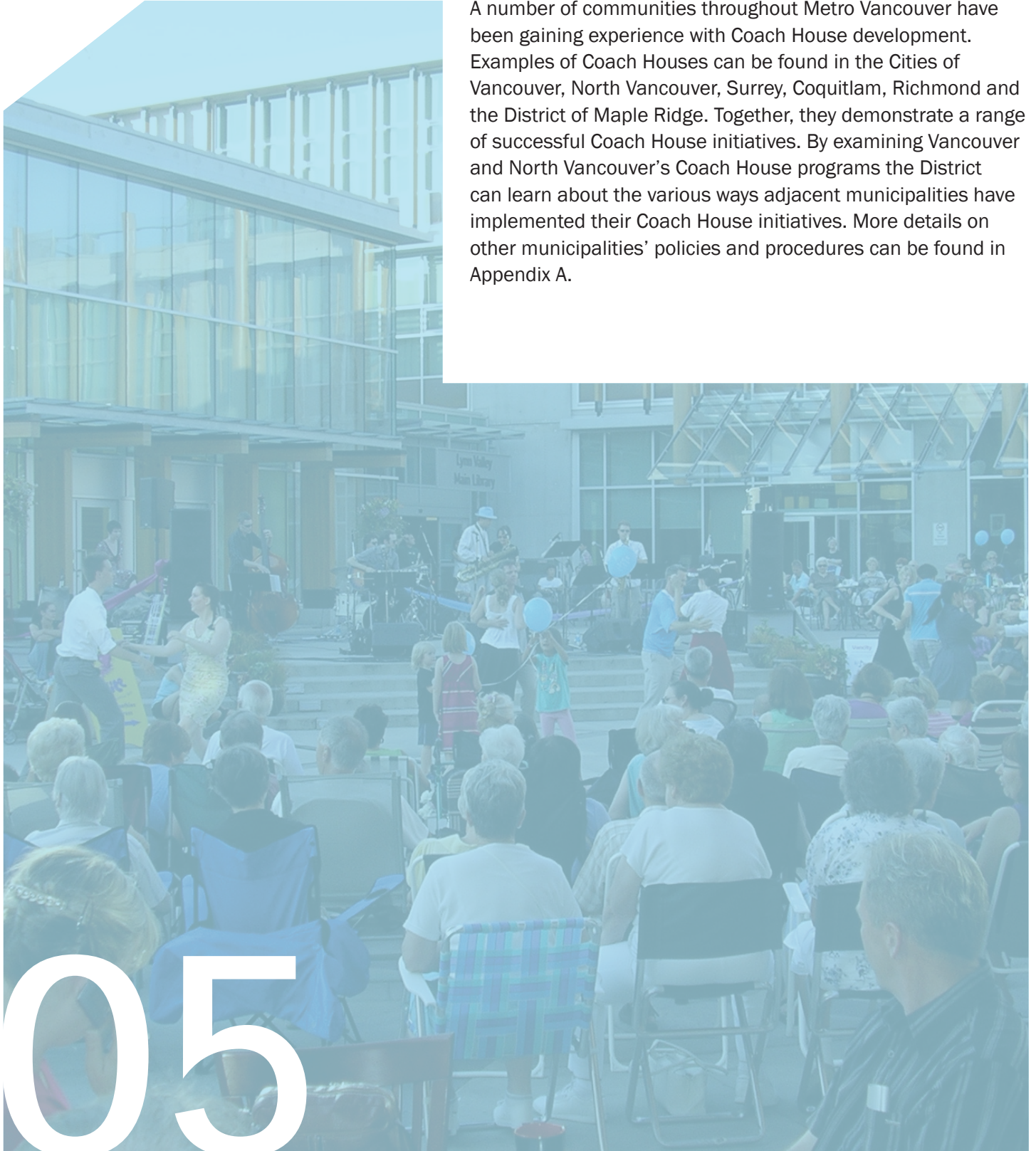
Existing single-family residential neighbourhoods are commonly associated with transit services, parks and schools that have already been provided. Coach House residents will help to support these public facilities that are already paid for.



*Staff recognizes that Coach Houses should be considered as one component of the housing continuum within the District of North Vancouver.

5.0 Examples of Coach Houses and Best Practices Used in Other Municipalities

A number of communities throughout Metro Vancouver have been gaining experience with Coach House development. Examples of Coach Houses can be found in the Cities of Vancouver, North Vancouver, Surrey, Coquitlam, Richmond and the District of Maple Ridge. Together, they demonstrate a range of successful Coach House initiatives. By examining Vancouver and North Vancouver's Coach House programs the District can learn about the various ways adjacent municipalities have implemented their Coach House initiatives. More details on other municipalities' policies and procedures can be found in Appendix A.



05

The City of Vancouver



750 sq. ft. laneway house
on 50 ft. x 120 ft. lot



Concept of 900 sq. ft., 1 storey LWH
on a 50 ft. wide lot



530 sq.ft. laneway house
on 33 ft. x 130 ft. lot

The City of Vancouver has played a central role in Coach House development through its 'Laneway Housing' program and has experienced initial community acceptance over the past decade. With over 90% of all single-family residential zones permitting laneway houses, there have been roughly 900 development applications approved by staff over the last 3 years based on approximately 59,000 single family lots. User-friendly design guidelines and the application processes have been developed in the form of a 'How-to-Guide' for anyone interested in building a laneway house (<http://vancouver.ca/files/cov/laneway-housing-howto-guide.pdf>). This document has been well received by construction companies hired to build laneway houses and anyone interested in understanding the application process in detail.

Some criteria unique to Vancouver's laneway house program is that they permit a property owner to have both a secondary suite and a laneway house as well as allowing for an increase in permitted floor area from 0.6FSR to 0.75 FSR. However, most municipalities within Metro Vancouver only allow either a secondary suite or a laneway house and require total floor space to remain the same as permitted in the zone. Additional individual property rezoning is not required and the approval authority is delegated to staff.

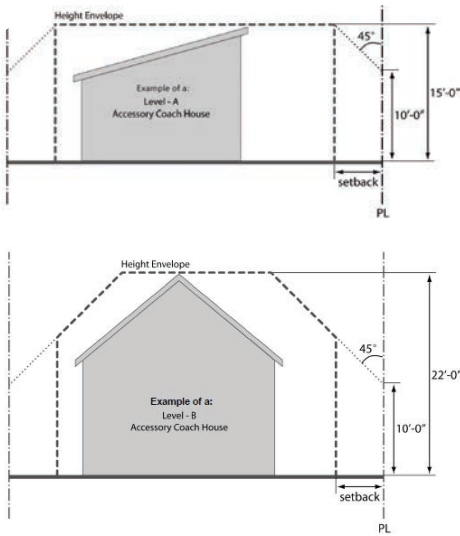
Parking requirements for Vancouver also differ significantly when compared to other municipalities. In Vancouver only 1 parking space is required per single family property which can include both a secondary suite and a coach house as well as the principal dwelling. In other municipalities it is more typical to require an additional parking space for either the suite or the coach house.

The application process begins with the property owner determining if their property is eligible for a laneway house. This requires them to contact Vancouver's Engineering Department to investigate sewer and water connections, BC Hydro to get an estimate of connection costs and Fortis BC for information on gas installation. The next step is a pre-application review with staff that will go over submission requirements. Finally the formal permit application is submitted to staff and undergoes the development permit process in which plans are considered based on laneway house design guidelines and eventually approved or rejected by staff.

The City of Vancouver has been receiving about 300 Coach House applications per year. This is 0.5% uptake based on 59,000 zoned lots.

Typical construction costs have been cited from laneway housing construction companies and range from \$290-\$320 per square foot in Vancouver. These costs include all application, connection and construction fees and may vary depending on the municipality and on the company chosen.

City of North Vancouver



Level A (top) and Level B Design Guidelines "Height Envelope"



Level B Coach House
2 Storey, 1,000 sq. ft.



Coach House under construction.
Frames are made off-site for faster installation.

The City of North Vancouver's approach to coach housing depends on the size of dwelling to be built. Permitted floor area is 'redistributed' from the principal dwelling to the coach house, meaning that both the coach house and main house must comply with the total allowable floor size. In the City of North Vancouver that is the lesser of either 0.5FSR or 0.3FSR plus 800 sq. ft. for Level A Coach Houses or the lesser of 0.5 or 0.3FSR plus 1,000 sq. ft. for Level B Coach Houses. The single family zones were then identified as residential intensification areas requiring a Development Permit that controls the form and design of the Coach House and a Development Variance Permit is required if a larger unit is proposed. One additional off-street parking stall (for a total of 2 spaces per lot) is also required to service potential renters of the coach house. This is a common approach found in several other communities (Surrey, Richmond, Coquitlam and Maple Ridge).

The City of North Vancouver has also created an Application Checklist (www.cnv.org/~media/6E772166725D408598327AD42DEA382E.pdf) and corresponding Design Guidelines to help direct anyone interested in building a coach house. These helpful documents have led to the development of 28 Coach House applications being approved since the program started in 2010. This has resulted in a 0.3% uptake rate annually based on the 4,178 single family zoned lots.

An innovative aspect of the City's current Coach House policy is their two-tiered approval process:

- **Level A** allows for a coach house with a maximum of 1 storey (15 feet) in height and 800 sq. ft. A Development Permit is required (staff approve and issue). (www.cnv.org/~media/4304847816734030A05632A21F74334C.pdf). The application fee is \$500.
- **Level B** allows for a coach house with a maximum of 1.6 stories (22 feet) in height and 1,000 sq. ft. A Development Permit, a Development Variance Permit and a (depending on use) Rezoning are required (Council approval). www.cnv.org/~media/44140D123D99466EB5C82CBE4CB249CD.pdf. The application fee is \$1750.
- To date 12 Level A and 16 Level B applications have been approved or are in process.

It is interesting to note the City originally initiated an individual lot rezoning program for coach houses similar to what is discussed in Section 8.0 of this discussion paper. Between 2002 and 2010 only 2 applications were received under this Council approval process.

District of West Vancouver

West Vancouver is currently developing a Coach House program suitable for their municipality. This program grew out of a discussion paper and a public engagement process undertaken earlier this year. The Council recently directed their staff to prepare a draft bylaw that would allow Coach Houses in designated single family zones which is expected to be introduced in 2014. Their approach is also based on considering the Coach House as a form of a secondary suite and establishing a “Detached Secondary Suite Development Permit Area” to consider allowing Coach Houses under the following conditions:

- No density increase
- Rental or owner occupancy- no stratification
- Either a secondary suite or a coach house but not both
- Minimum of 3 parking spaces (2 for the principal unit and 1 for the secondary unit)

Approval authority is proposed to be delegated to staff and some program details such as the minimum lot sizes, yard and setback or separation requirements are yet to be finalized.

LESSONS LEARNED

- Lot size requirements tend to be less of a factor than lot configuration and siting requirements typically found in Design Guidelines. Parking, setbacks, lot size, and access are what usually limit the application process.
- Height is an important factor to ensure minimal impact of a Coach House in any neighbourhood.
- Although rear lanes are popular aspects of Coach Houses, they are not necessary and they can be just as successful without them.
- Clear, comprehensive and enforceable design guidelines do a lot to influence the look of Coach Houses and are a key factor in maintaining neighbourhood character.



Vancouver Laneway House
Lot size: 66' x 128'
Zoning: RS-5
1 bedroom
719 sq. ft.



Vancouver Laneway House
Lot size: 47' x 120'
Zoning: RS-1
2 bedrooms
826 sq. ft. inc. garage



Example of permeable parking treatment

6.0 Costs of Coach Housing

Coach Housing is not generally considered as “affordable housing”. The motivation of the homeowner seeking to develop this type of housing has been identified earlier in this discussion paper. The reasons why of this type of housing is expensive is generally related to the processing fees, servicing costs and construction costs.

Processing and Connection Considerations

The way in which the municipality chooses to process applications can greatly influence homeowner interest in these types of development. In the District the cost difference between an approval through an individual rezoning process versus a development variance permit process is estimated to be between \$6,300 and \$6,600 depending on how many variances are needed. Current District charges for these types of processes are provided in Appendix B. Of a lesser concern perhaps would be the cost incurred to connect to local sewer, water and storm water systems. In 2013 the District connection fees are \$647.

Site Servicing Costs

It may be difficult to service Coach Houses on some lots in the District using existing connections. This will likely be due to local topographic conditions. Additional piping may be required where service lines are located on the street and not on the lane or at the rear of a property through easements. Revisions to policy around permitting more than one sewer connection to a single-family property may have to be investigated and pumping could be a potential solution in some cases. These costs to the homeowner are estimated to range between \$12,000 and \$30,000 (or more) depending on upgrading requirements, location of existing services and connection points, soil conditions and topography. Appendix B provides details of these estimated costs.

Coach House Construction Costs

Coach House industry representatives advise that the typical cost of construction, including both hard and soft costs of permits, building plans, landscaping and construction, vary between \$250 and \$300 per square foot depending on the owners personal tastes and the peculiarities of the property involved. This would translate into a minimum cost of approximately \$240,000 to \$290,000 for those lots where the maximum Coach House size could be built.



7.0 Local Community Interests in The District of North Vancouver

In addition to interest in coach housing expressed by a significant number of individuals during OCP workshops, there have been over 75 telephone and written inquiries from District residents seeking specific information about building a Coach House on their property. In addition, Centres Implementation Plan meetings for Lower Capilano-Marine Village Centre and other Town Centres generated additional interest in Coach Houses. These inquiries have been coming from a range of residents including those who are ageing and wanting to stay in their community but do not require a large home, to young couples looking for a starter home. Inquiries have been coming from areas around Carisbrooke Park, Pemberton Heights, the Keith-Lynn area, Lower Capilano and Marine Drive, Seymour and other areas throughout the District.

Uptake Expectations

Regardless of how the District were to proceed with a Coach House program (see Section 8.0) it is unlikely that a flood of applications for this type of development will be received. When we look at the uptake from the City of North Vancouver to compare the number of

applications received to the number of qualified lots (i.e. the number that meet specified conditions for approval) and apply this ratio to the District we would expect only between 8 and 25 individual Coach House applications per year. And that is including all the lots on lanes and corners over 50 feet wide and the lots between 10,000 and 20,000 sq. ft. in size. This is approximately 7430 lots and does not factor in the difference in cost and uncertainty of applying to rezone versus applying for a development variance permit which could be expected to deter many potential applicants if an individual rezoning approach is favoured.

Even under a Coach House program based on the staff recommended development variance permit approach, we do not estimate a flood of applications because as the other criteria necessary to support development are applied, the pool of qualified District lots is reduced even as the process becomes less costly and more timely. Considering the lots that a) have 500 sq. ft. or more of unrealized development potential; b) do not already have a secondary suite; and c) are not impacted by Development Permit restrictions, the pool of potentially qualified lots shrinks to approximately 2714. Applying the uptake multiplier from the City of North Vancouver, it is estimated that between 5 and 9 applications might be expected annually.

From the analysis, it is clear that by applying just 6 of the main Coach House Development Criteria listed in Section 8.0 (lot sizes, location and width, capacity to expand, secondary suite presence, and outside DP area), the majority of single family lots in the District will be eliminated from qualifying to apply for Coach House developments. Staff believe this gradual uptake of between 5 and 25 applications per year will allow both Council and staff to see which criteria are best suited for our unique geography and development pattern and which ones may need to be added, altered or eliminated after a 2 - 3 year trial period. Appendix C contains the details of this analysis.



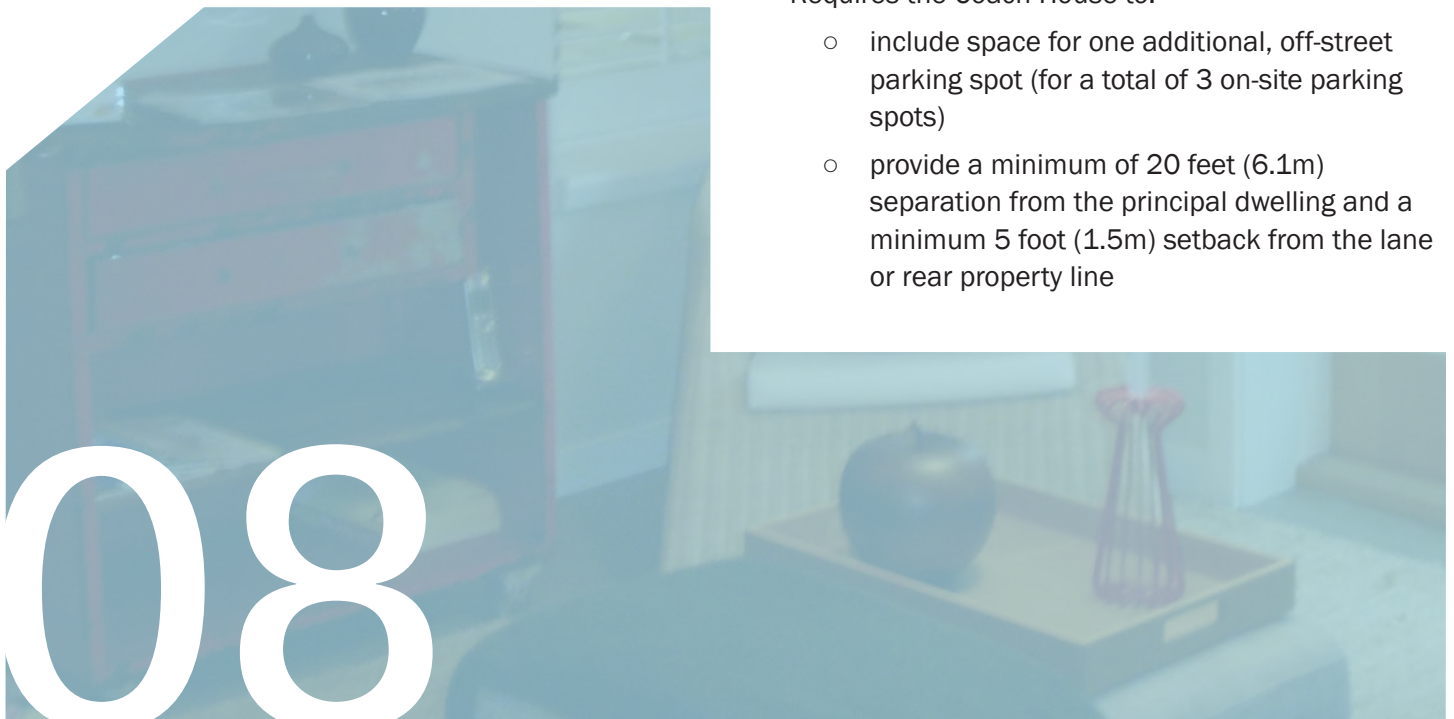
8.0 Recommended Process and Development Criteria for Moving Forward with Coach Houses in The District of North Vancouver

Based on staff's awareness of key community interests and considerations for coach housing in the District as well as the review of best practices from other municipalities, the following criteria are proposed to determine eligibility for application to develop a coach house as an accessory detached secondary suite. A process to consider development applications for coach houses is also proposed. Design guidance measures to address site specific aspects of a coach house development, for example size, setbacks, height, window placement, separation from main dwelling, landscaping, parking design, lane frontage, etc. would also be prepared to support implementation. Together, these criteria, guidelines and the proposed process would support a controlled, gradual entry approach that could serve as an initial step to facilitate coach housing in the District of North Vancouver.

Proposed Coach House Development Criteria

The following list of initial criteria to support Coach House applications is to be applied in either optional processes and:

- Does not involve an increase in density from the existing zoning (which is typically 0.35 FSR + 350 sq. ft.)
- Limits the size of the Coach House to the amount of unrealized density left on the lot. Proposed Coach Houses are anticipated to range in size from 450 sq. ft. to a maximum of 968 sq. ft. (maximum size permitted for a secondary suite)
- Requires the owner:
 - to choose the option of having either a secondary suite or a coach house but not both (an existing suite could be removed)
 - to live in either the principal dwelling or the coach house
 - not to sell the coach house unit (i.e. no strata titling)
- Requires the property to:
 - be 50 feet (15m) or greater in width
 - have access from an opened lane or be a corner lot OR be greater than 10,000 sq. ft. (929m²) in size
- Requires the Coach House to:
 - include space for one additional, off-street parking spot (for a total of 3 on-site parking spots)
 - provide a minimum of 20 feet (6.1m) separation from the principal dwelling and a minimum 5 foot (1.5m) setback from the lane or rear property line



- be limited in height to 1.5 storeys (second floor development to be limited to 50% of the building footprint)
- address overview and privacy issues with neighbouring lots
- provide private outdoor space
- meet standard Zoning and Environmental setback requirements
- Retain trees and manage storm water runoff where possible
- demonstrate support from adjacent neighbours

Proposed Process to Consider Development Applications for Coach Houses

One approach to consider development applications for coach houses is through the rezoning process whereby an application would be made to allow a detached accessory dwelling to be built on the property. This approach keeps the approval process firmly within Council's control, however it requires considerable staff and Council review. This approach also adds time and expense to the owner/applicant as outlined in Appendix B. It is anticipated very few applications would come forward under such an approach for these reasons.

An alternate approach which achieves a similar level of Council control through a more cost and time efficient process, is to consider development applications for coach houses through a Development Variance Permit (DVP) process. This process would require amending the definition of Secondary Suite in the Zoning Bylaw to include provision of a detached accessory suite. In this manner the secondary suite is permitted to be located either within the principal dwelling or to be

located at a separate location within the lot. Such an amendment would allow Coach House development in all single family zones, however approval would be contingent upon obtaining a DVP to vary the location of the secondary suite, compliance with the Coach House Development Criteria outlined previously as well as design guidance measures yet to be prepared. As indicated in Section 7.0, the anticipated uptake and resulting development applications under the proposed criteria and process is estimated to be modest and reflective of a gradual process to facilitate coach house development.

As noted, the DVP process would still retain Council as the decision making authority but has the advantage whereby an application only need be considered once (vs. four times in the case of a rezoning application) by Council. The process is less costly and timelier for the owner/applicant as the fees are significantly reduced as is the processing time. This process is illustrated in Appendix B.

After an initial phase using the DVP process for 2 or 3 years, staff could report back to Council with recommendations on any adjustments necessary to the Coach House Development Criteria and design guidance measures as appropriate. Future considerations could include provisions for coach houses on smaller or irregularly shaped residential lots, those already with secondary suites or adjustments to size and height provisions. At that time Council may also wish to consider whether or not to convey some of the approval authority to staff as has been done in other jurisdictions.

RECOMMENDATIONS FOR COUNCIL CONSIDERATION

General recommendations for Council to consider are:

- to direct staff to consult with the community on the proposed approach and Coach Houses as outlined in this Discussion Paper;
- for staff to report back with the results of the public consultation and any recommended changes to the approach for considering an initial step to Coach House development;
- that based on the community consultation, initial steps to implement and monitor Coach House development be undertaken.

It is anticipated that community consultation and reporting back to Council will occur in early 2014.

APPENDIX A: Coach House Policies in Metro Vancouver

A Review of Coach House Policies and Procedures in Metro Vancouver

Jurisdiction & Zone	Approval	Min. Lot Area & Frontage	Max. Property FSR	Max. Coach House Floor Area	Storeys & Height	Lane Access	Parking Requirement Per Unit
CNV Level A	Staff (DP, BP)	3900 ft ² and 33 ft	Lesser of 0.3 FSR + 1000 ft ² or 0.5 FSR	Lesser of 0.15 FSR or 800 ft ²	1 storey, 15 ft	Not required	1
CNV Level B	Council (DVP or RZ)	3900 ft ² and 33 ft	Lesser of 0.3 FSR + 1000 ft ² or 0.5 FSR	Lesser of 0.15 FSR or 1000 ft ²	1.6 storey, 22 ft	Not required	1
Surrey RF-9C Zone	Staff (DP, BP)	2690 ft ² and 30 ft (int. lot) or 2960 ft ² and 35 ft (corner lot)	14.5 UPA excluding coach houses and suites	500 ft ² above garage or 430 ft ² at grade	16 ft, or 23 ft above garage	Required	1
Surrey RF-12C Zone	Staff (DP, BP)	3445 ft ² and 40/44 ft (int. lot) or 4037 ft ² and 46/51 ft ² (corner lot)	0.7 FSR excluding coach house	968 ft ²	16 ft, or 23 ft above garage	Required unless corner lot	1
Richmond R/9 Zone	Staff (DP, BP)	2906 ft ²	0.6 FSR with coach house	645.9 ft ² , above a garage	2 storeys, 24.3 ft	Required	1
Maple Ridge Garden Suites (various zones)	Staff (DP, BP)	5994 ft ²		Lesser of 0.1 FSR or 968 ft ²	1 storey, 14.8 ft if at grade, 19.7 ft if above garage	Not required	1
Coquitlam RS7 Zone	Staff (DP, BP)	3659 ft ² and 33 ft, 43 ft for corner lots	29 UPH	538 ft ² + 50 ft ² for storage	18 ft, or 23 ft if 3 in 12 pitch	Not required	1
*Vancouver RS1 and RS5 Zones	Staff (DP, BP)	3595 ft ² and 33 ft	0.60 FSR excluding laneway house	Lot area x 0.16, max 900 ft ²	1 storey, 12-15 ft. 1.5 storey, 18-20 ft	Required unless corner lot	1 per lot

*Laneway policy currently under review

APPENDIX B: Coach House Cost Estimates

Two Possible Processes				
Rezoning		OR	DVP	
Rezoning	\$ 3,500		≤3 Variances	\$ 620
Hearing	\$ 1,725		>4 Variances	\$ 905
Preliminary	\$ 750			
Detail	\$ 1,275			
	\$ 7,350			\$ 620 - \$ 905
Building Permit ¹ \$ 2,270				
Connection Charges				
Water			\$ 69	
Sewer			\$ 289	
Storm			\$ 289	
			\$ 647	
Total District Fees and Charges	\$ 10,267		\$ 3,557 - \$ 3,822	
Site Servicing Costs				
Water ²		\$ 5,400		
Sanitary ³		\$ 1,945		
Storm ⁴		Variable		
Hydro ⁵		\$ 5,000 - 15,000		
Gas ⁶		\$ 25 and up		
Total Site Servicing Cost		\$ 12,370 - \$ 22,370	or more	
Total Construction Cost	Construction Cost at \$ 250 - \$ 300 per sf			
	\$ 229,630 - \$ 268,030			
Total Cost	\$ 252,267 - \$ 299,667		\$ 245,547 - \$ 293,947	
	With Rezoning Costs		With DVP Costs	

Notes:

1. May also include environmental permits
2. Varies depending on upgrading requirements
3. Varies based on existing services (includes \$ 273 inspection fee)
4. Varies based on existing services
5. Varies based on location and whether lines are underground
6. \$25 connection fee applies on streets that have an existing gas main and where the cost to connect is \$1,535 or less (Fortis BC charges only \$25 for the first \$1,535 in construction costs). Additional fees apply where connection costs exceed \$1,535, or on streets without gas mains.

APPENDIX C: Coach House Uptake Demand

Two methods of analysis were used in order to estimate how many coach house applications might be received by Council if the program moves forward. The first method looked at the rate of uptake in two other municipalities – the City of Vancouver and the City of North Vancouver. In the City of Vancouver, 59,000 single family lots qualify for coach housing and approximately 300 applications are approved by staff annually. The uptake ratio is therefore, 0.0051. In the City of North Vancouver, 4178 single family lots qualify and fourteen applications have been approved annually. Of these applications, six have been staff decisions and eight have been Council decisions (involving the larger units). The combined uptake ratio is, therefore, 0.0034 for both types of applications but only 0.0019 for those applications requiring City Council approval. Applying these ratios to the proposed District of North Vancouver process, staff might expect:

- **Eight** coach house rezoning applications per year if the program includes lots 50 feet or wider on a lane or a corner lot 50 feet or wider (4,270 lots), **OR**,
- **Twenty five** coach house rezoning applications per year if the program also includes large lots between 10,000 and 20,000 ft². (3,161 lots).

The second method of analysis looks at the number of properties that meet the Lot Size criteria and then considers three additional criteria—the presence of secondary suite, the development capacity available under existing zoning and whether or not the property was in the Streamside Protection DPA. This capacity to build the Coach House is split into 2 categories of over or under 500 sq. ft. In this method all the lots meeting the minimum size criteria were included (7431) as only 657 do not have a suite and do have the surplus capacity to build a Coach House larger than 500 sq. ft. and were not in the DP area. There are an additional 4113 properties that met these additional conditions. Given the expense involved to build such small units staff do not believe many of these owners will be interested in applying for this form of development. However, because of the potential for error in estimating house sizes from existing information sources, there might be an additional 50 percent of these properties that could also be suitable candidates. This would bring the total number of qualifying lots to approximately 2714 qualified lots. When the City Council application ratio is applied to this number it could be expected that between 5 and 9 Coach House applications per year might be generated by the District’s process.

Given the numbers of applications estimated above it is expected that the District of North Vancouver will see a very gradual uptake of the coach house development with the current approach and selection criteria. Process and potential utility hook-up and site servicing costs are expected to deter the individual property owners from building many of these types of dwellings. This gradual uptake will allow Council and staff to see which criteria are best suited for our unique topography and development pattern and which ones may need altering or eliminating all together.

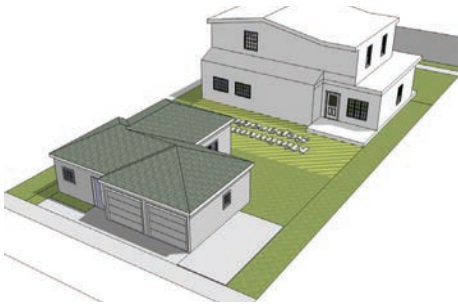
TABLE 1. Potential lots meeting lot size, location, capacity, suite and DPA criteria

		500+ ft ² of buildout available		Estimate <500 ft ² of buildout available	
		No Suite	Existing Suite	No Suite	Existing Suite
5,000 - 10,000 ft ² on Lanes or Corners	On Lane	55	27	1057	603
	Corner Lots	59	12	1718	563
	Sub TOTAL	114	39	2775	1166
10,000 - 20,000 ft ² Lots		543	152	1338	383
TOTAL LOTS BY QUALIFIED POTENTIAL		657	Disqualified	4113*	Disqualified
GRAND TOTAL QUALIFIED LOTS		657 + 2057 = 2714			

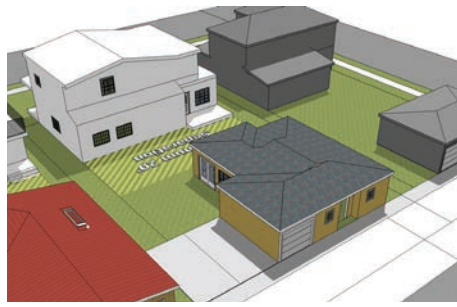
*Estimate that 50% of these lots may qualify and be interested in Coach House development despite only being able to build less than 500 ft² units

See [Map 1](#) for locations of these Properties

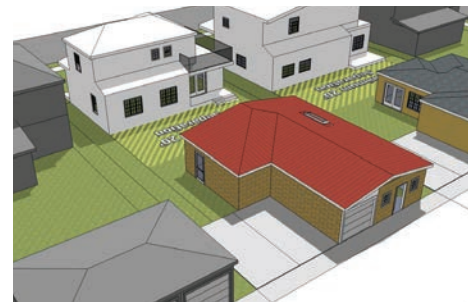
APPENDIX D: Coach House Examples



Lot Dimensions: 60' x 120'
 Lot Location: Mid-block
 Lane: yes
 Floors: 1
 Living Space: 550 ft²
 Parking: 3 (2 enclosed)
 Principal Dwelling: 2320 ft²



Lot Dimensions: 60' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1
 Living Space: 968 ft²
 Parking: 3 (1 enclosed)
 Principal Dwelling: 1902 ft²



Lot Dimensions: 50' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1
 Living Space: 968 ft²
 Parking: 3 (1 enclosed)
 Principal Dwelling: 1482 ft²



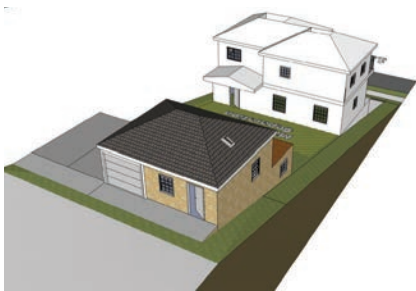
Lot Dimensions: 50' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1.5
 Living Space: 550 ft²
 Parking: 3 (1 enclosed)
 Principal Dwelling: 1900 ft²



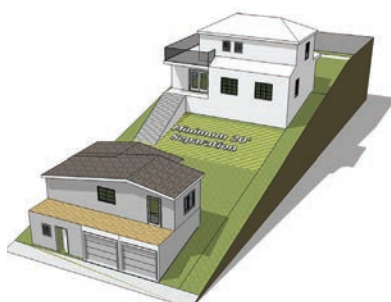
Lot Dimensions: 50' x 120'
 Lot Location: Corner
 Lane: No
 Floors: 1.5
 Living Space: 968 ft²
 Parking: 3 (2 enclosed)
 Principal Dwelling: 1482 ft²



Lot Dimensions: 60' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1.5
 Living Space: 968 ft²
 Parking: 3 (1 enclosed)
 Principal Dwelling: 1902 ft²



Coach House on Higher Side
 Lot Dimensions: 50' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1.5
 Living Space: 550 ft²
 Parking: 3 (1 enclosed)
 Principal Dwelling: 1900ft²



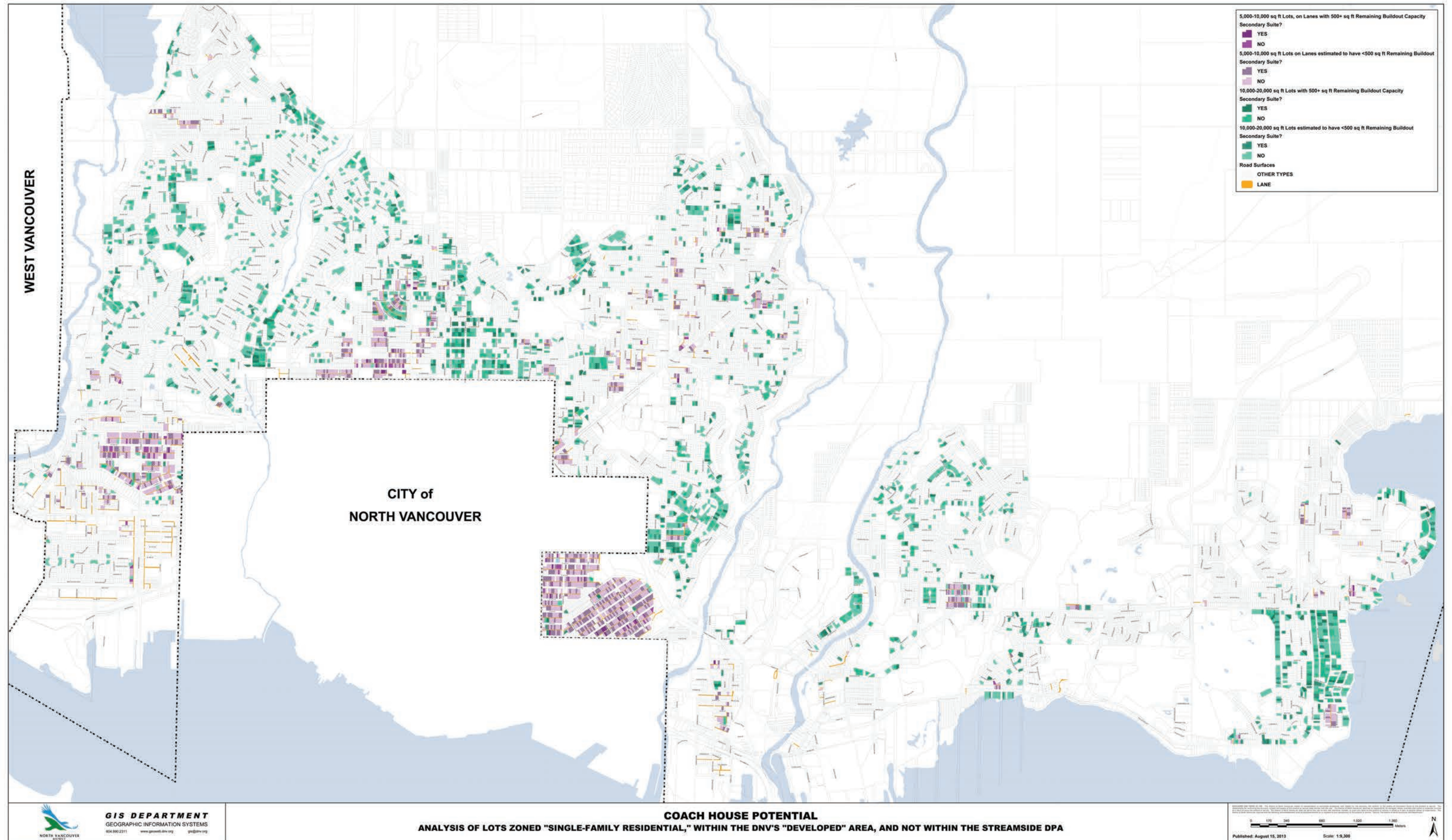
Coach House on Lower Side
 Lot Dimensions: 50' x 120'
 Lot Location: Mid-block
 Lane: Yes
 Floors: 1.5
 Living Space: 968 ft²
 Parking: 3 (2 enclosed)
 Principal Dwelling: 1482 ft²



Lot Size: 13,640 ft²
 Lot Location: Any
 Lane: No
 Floors: 1
 Living Space: 968 ft²
 Parking: 3 (3 enclosed)
 Principal Dwelling: 2888 ft²

*Principal dwelling sizes do not include basements in some cases.

MAP 1: Location of Potential lots



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