

AGENDA INFORMATION	
☐ Regular Meeting	Date: _____
☐ Other:	Date: _____

Dept. Manager

MD
GM/ Director


CAO

The District of North Vancouver REPORT TO COUNCIL

September 3, 2026

File:

AUTHOR: Glenn Danks

SUBJECT: Amendments to Bylaw 8808 and Bylaw 8809

RECOMMENDATION:

THAT "Fire and Rescue Services Bylaw 8762, 2026 Amendment Bylaw 8808, 2026 (Amendment 1)" is given FIRST, SECOND, and THIRD Readings;

AND THAT "Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8809, 2026 (Amendment 99)" is given FIRST, SECOND, and THIRD Readings.

REASON FOR REPORT:

This report provides information for Council to consider regarding a new Fire Safety Inspection compliance confirmation fee and a required bylaw update to align with the new version of the BC Building Code

SUMMARY:

This report covers two topics as follows:

1. During fire safety inspections, inspectors frequently identify deficiencies that are documented on the inspection report provided to the property owner or their representative. The report specifies a deadline by which it must be signed and returned to the District of North Vancouver Fire and Rescue Services (DNVFRS), confirming that the identified deficiencies have been corrected. When the signed report is not returned by the required date, a Fire Inspector or Fire Prevention Administrator must follow up, either by email, phone or through an on-site visit, to verify that the deficiencies have been addressed. To recover the additional staff time required for this follow-up, a new fee is being proposed as both a cost-recovery measure, and a financial incentive for property owners to complete required corrective actions and comply with bylaw requirements in a timely manner.
2. In 2024, the BC Building Code was revised, including changes to the requirements for stairwell identification in high buildings. Under the updated code, each stairwell must be uniquely designated by a letter and marked in accordance with specific signage requirements. The District of North Vancouver (DNV) Fire Bylaw currently contains

provisions based on the previous version of the BC Building Code and should be updated to align with the current code requirements.

BACKGROUND:

The DNVFRS provided over 2,600 fire safety inspections to DNV property owners during the last year. Of those inspections there are over 400 where the owner has failed to return confirmation that the issues identified have been remedied. This backlog requires additional staff time for follow up and increases liability for the DNV. The Public Safety division handles a wide range of tasks of which inspections are one part. Additional time spent following up with owners who do not resolve violations detracts from the many other tasks inspectors deal with on a daily basis. The addition of a new “Compliance Confirmation Fee” is a proposed tool to assist with compliance.

In addition, DNVFRS continues to transition their database systems into a new platform called First Due and has been working closely with Finance to incorporate existing fees into this system. There is opportunity for the new proposed fee to be integrated into this system to further reduce staff time required to ensure compliance.

EXISTING POLICY:

When property owners or their representatives do not return a signed fire inspection report indicating that violations have been corrected within 30 days, fire administration sends a reminder email to the owner/representative. After another 30 days, if the signed report has still not been received, the file goes back to the fire inspector to follow up with either a phone call, physical re-inspection, or a ticket as appropriate for the issues found at the property.

ANALYSIS:**Concurrence:**

The proposed new fee has been reviewed and created in collaboration with the Finance Department

Financial Impacts:

The addition of the “Compliance Confirmation Fee” to the Fire and Rescue Services Bylaw 8762 and a related change to the Fees and Charges Bylaw 6481 will provide a modest revenue increase to the DNV. This fee is intended to increase property owner compliance rates and save staff time rather than be a significant revenue source.

Liability/Risk:

The additional “Compliance Confirmation Fee” will help to ensure that fire code and fire bylaw violations are remedied in a timely manner, reducing liability exposure to the DNV.

Conclusion:

This report provides proposed changes to the Fire and Rescue Services Bylaw 8762 and a related change to the Fees and Charges Bylaw 6481 to obtain two goals:

1. Provide a new financial incentive tool for the Public Safety division to use to ensure the timely remedy of safety issues discovered during fire safety inspections.

2. Update the wording of the Fire and Rescue Services Bylaw 8762 to match changes in the new version of the BC Building Code

Options:

1. Give Bylaws 8808 and 8809 First, Second, and Third Readings;
2. Give the bylaws no readings and abandon the bylaws; or,
3. Refer the bylaws back to staff.

Respectfully submitted,

Glenn Banks

Glenn Banks
Assistant Chief – Public Safety and Technology

REVIEWED WITH:					
☐ Business and Economic	_____	☒ Finance	_____	External Agencies:	
☐ Bylaw Services	_____	☒ Fire Services	_____	☐ Library Board	_____
☐ Clerk's Office	_____	☐ GIS	_____	☐ Museum and Archives	_____
☐ Climate and Biodiversity	_____	☐ Human Resources	_____	☐ NSEM	_____
☐ Communications	_____	☐ Integrated Planning	_____	☐ NS Health	_____
☐ Community Planning	_____	☐ ITS	_____	☐ NVRC	_____
☐ Development Engineering	_____	☐ Parks	_____	☐ RCMP	_____
☐ Development Planning	_____	☐ Real Estate	_____	☐ Other:	_____
☐ Engineering Operations	_____	☐ Review and Compliance	_____		
☐ Environment	_____	☒ Solicitor	_____		
☐ Facilities	_____	☐ Utilities	_____		

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The Corporation of the District of North Vancouver

Bylaw 8808

A bylaw to amend Fire and Rescue Services Bylaw 8762, 2026

The Council for The Corporation of the District of North Vancouver enacts as follows:

Citation

1. This bylaw may be cited as “Fire and Rescue Services Bylaw 8762, 2026 Amendment Bylaw 8808, 2026 (Amendment 1)”.

Amendments

2. Fire and Rescue Services Bylaw 8762, 2026 is amended as follows:

- a) Adding the following definition to section 2.2 Definitions in alphabetical order:
““Compliance Confirmation” means written confirmation, in the form and manner required by the DNVFRS, that deficiencies or violations identified during a Fire Safety Inspection have been corrected.”

- b) Deleting section 7.3 and replacing with the following:

“7.3. Council may charge the Owner of a public Building a fee prescribed in the Fees and Charges Bylaw for conducting a Fire Safety Inspection.

- a) Following a Fire Safety Inspection, a Fire Inspector may issue written instructions, a deficiency notice, or a Fire Inspection Violation Report identifying deficiencies or violations and specifying a time period for compliance.
- b) The Fire Inspector may require the Owner(s) or Owner's Authorized Agent of a Building that has been subject to a Fire Safety Inspection to provide a Compliance Confirmation within the time period specified by the Fire Inspector.
- c) Where an Owner(s) or Owner's Authorized Agent fails to provide a required Compliance Confirmation within the specified time period, the Owner may be charged a fee prescribed in the Fees and Charges Bylaw for compliance monitoring and administrative follow up, whether or not a re inspection of the Building is conducted.
- d) The Fire Chief may extend the time for compliance, waive a fee, or require a re inspection where the Fire Chief considers it reasonable in the circumstances.”

- c) Deleting section 6.8 and replacing with the following:

“6.8 The Owner(s) or Owner's Authorized Agent of every Building greater than 4

stories must ensure that the following requirements are complied with:

- a) Provide conspicuous signage in both visual and tactile forms mounted permanently on the stair side and on the floor side at the latch side of doors to exit stair shafts. The minimum height for numbers is 100 mm, for wording the dimensions and type must be not less than 50 mm by 100 mm on permanent plastic laminate or equivalent material.
- b) Have stair designation as follows:
 - i. main exit stair from lobby to floor levels above is to be Stair A
 - ii. other exit stair is to be Stair B; and
 - iii. no Building or complex may duplicate stair designation, other than as stated in section 6.8(c);
- c) For complex sites where there is more than one tower on a common podium and/or parkade, Stair A and Stair B should be duplicated in each tower. There must be no further duplication of Stair A and Stair B;
- d) Upper case lettering must be used for stair identification and numbering for the stair level, Example: Stair A Level 2.
- e) Stair identification plan for complex sites is to be submitted to the Fire Department and the Building Official for review;
- f) Stair designations are to be clearly posted on both the inside of the stairwell and on the corridor side;
- g) Cross Over Floors in a high building as defined by the Building Code, must be posted on the inside of the stairwell and identified on the fire alarm graphic annunciator; and
- h) Stair designations in a high building as defined by the Building Code, must be identified on the fire alarm graphic annunciator.”

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Corporate Officer

The Corporation of the District of North Vancouver

Bylaw 8809

A bylaw to amend Fees and Charges Bylaw 6481, 1992

The Council for The Corporation of the District of North Vancouver enacts as follows:

Citation

1. This bylaw may be cited as “Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8809, 2026 (Amendment 99)”.

Amendments

2. Fees and Charges Bylaw 6481, 1992 is amended as follows:
 - a) Delete “Fire and Rescue Services Bylaw 8511, 2021” and replace with “Fire and Rescue Services Bylaw 8762, 2026”
 - b) Add two new fees to the “Fire Services Fees Pursuant to Fire Services Bylaw” table

Compliance Confirmation Fee	\$100.00	
Re-Inspection Fee*	\$150.00 +tax	\$150 for first re-inspection, \$300 for second re-inspection, \$600 for third re-inspection and any additional inspections.
* Where a re-inspection is required due to non-compliance with this bylaw, the owner will pay a re-inspection charge for each inspection after the initial inspection, prior to any additional inspections being performed by the District of North Vancouver.		

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Corporate Officer