

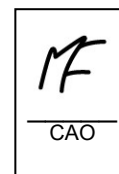
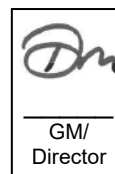
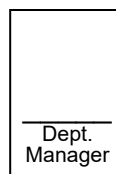
AGENDA INFORMATION

✓ Regular Meeting

Date: June 29, 2026

☐ Other:

Date: _____



The District of North Vancouver REPORT TO COUNCIL

June 15, 2026

AUTHOR: Lisa Stalham, Section Manager Administration and Continuous Improvement**SUBJECT:** **DAPR Update and Construction Bylaw Amendments****RECOMMENDATION:**

THAT District of North Vancouver Construction Bylaw 8271, 2017 Amendment Bylaw 8797, 2026 (Amendment 4) is given FIRST, SECOND, and THIRD Readings.

REASON FOR REPORT:

This report provides Council with an update on the Development Approvals Process Review (DAPR) program and presents to Council proposed improvements to the Construction Bylaw.

SUMMARY:

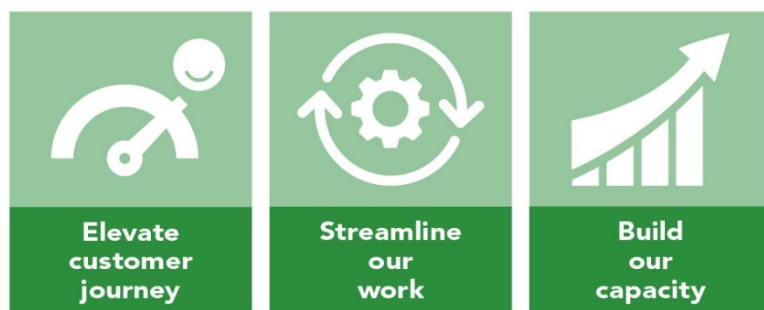
Firstly, the DAPR program is progressing as planned with recent activity outlined in the quarterly report card (**Attachment 1**).

Secondly, amendments to the Construction Bylaw are proposed:

- Coach Houses: simplify the requirements for coach house applications;
- Construction Value: update the Value of Works reference table; and
- Permit Extensions: minor housekeeping amendment to the permit extension process.

BACKGROUND:

The District launched its DAPR program in March 2023, engaged consultants to conduct an in-depth review through fall 2024, and launched the implementation phase in January 2025.



The project aims to elevate the customer journey, streamline work, and build organizational capacity through:

- standardizing processes and resources,
- creating a culture of continuous improvement, and
- updating regulatory and operational frameworks.

EXISTING POLICY:

The DAPR program is supported by the following District plans, bylaws, and strategies:

- [Corporate Plan \(2023-2026\)](#), Goal: Achieve a Balanced and Fair Economy, Priority 3: Reduce permit approval times
- [Official Community Plan \(2011\)](#), Policy 8.2.2: Work to reduce permit approval times and to simplify and streamline regulations.
- [OCP Action Plan \(2021\)](#), Supporting Actions 16: Considering ways to reduce development application review timelines, and 20: Streamlining municipal procedures and permitting processes
- [Economic Development Strategy \(2024\)](#), Objective 2: Streamline District business regulations, processes, and services and facilitate permitting and licencing for local businesses

DAPR UPDATE:

The DAPR implementation program is now halfway complete on schedule and on budget. Implementation activity is outlined in the attached DAPR Implementation Report Card (**Attachment 1**). Some highlights follow.

Simplifying permit applications

Recent successes which simplify permit applications include:

- *Redesign the online experience* for building permit applicants based on detailed research with applicants.
- *Reduce the steps* required for a building permit by consolidating soil and tree applications with the building permit application.
- *Simplify heat pumps* with a dedicated application page and streamlined process.
- *Improve accuracy and efficiency* by automating application data entry.

Single family building permit service standards

The new single family building permit application process has reduced processing times by more than 50% from application submission to issuance. Having a consistent timeline allows clear expectations to be provided to applicants. This new service standard for single family building permits will be communicated as “3-6-6”:

- 3 weeks for staff to communicate whether the application is complete
- 6 weeks for staff to complete a detailed review
- 6 weeks for an applicant to respond to staff’s detailed review and for staff to issue the permit (Note: The 6 weeks estimated timeline is primarily related to the applicant’s ability to modify their application in response to staff’s feedback)

As part of the DAPR commitment to continuous improvement, this service level standard will be measured and reported regularly allowing ongoing refinement over time.

Building on the success of this process changes, staff are piloting similar process changes with other permit types and look forward to reporting on progress.

ANALYSIS OF PROPOSED BYLAW AMENDMENTS:

Process refinement associated with the DAPR program was anticipated to involve regulatory change such as the recent updates to the OCP and Development Procedures Bylaw, and the ongoing Zoning Bylaw rewrite.

The Construction Bylaw amendments proposed in this report are intended to improve the user experience and management of the development approvals process.

Coach houses:

Staff recommend exempting coach houses from the requirement to engage the services of a building envelope professional. Given the smaller scale and generally lower complexity of coach houses, this amendment will simplify permit requirements and streamline the permitting process for homeowners and developers.

Construction value reference table:

The Construction Bylaw includes *Schedule A – Value of Work*, a reference table used to provide minimum construction values. Construction values are used to calculate building permit fees and evaluate thresholds for servicing and utility reviews.

The reference table was last updated in December 2022. The cost of construction (labour and materials) has continued to increase over time. Staff therefore recommend a 12% increase to maintain its effectiveness as an administrative tool and to support consistent application of permit valuation requirements.

Permit Extensions:

A minor housekeeping amendment is proposed to the permit extension process.

TIMING:

If adopted, it is proposed that the bylaw take effect immediately. Building permit applications received after bylaw adoption would benefit from the new rules.

PUBLIC INPUT AND INDUSTRY ENGAGEMENT:

Industry and stakeholder engagement is an ongoing part of the DAPR program. General public input will be received in response to the notice for these bylaws.

CONCURRENCE:

This report has been reviewed with Building and Inspections, Legal, and Finance.

FINANCIAL IMPACTS:

The proposed update to the reference table in *Bylaw 8271 Schedule A - Value of Work* is not anticipated to have a significant impact on applicant fees nor District revenue and the function will continue to operate on a cost recovery model. The reference table is only used in a limited number of applications where the declared construction value does not accurately

reflect the scope of work. Any increase is incidental to the objective of maintaining an accurate valuation schedule.

LIABILITY/RISK:

The proposed Construction Bylaw amendment to exempt coach houses from the requirement for a building envelope professional design certification, the BC Building Code requirements are still in force.

CONCLUSION:

The DAPR program is progressing as planned.

Staff recommend that Council support the proposed bylaw amendments to simplify and streamline permit application and review.

OPTIONS:

The following options are available for Council's consideration:

1. Give Bylaw 8797 First, Second, and Third Readings (staff recommendation); or
2. Provide alternative direction to staff.

Respectfully submitted,



Lisa Stalham

Section Manager Administration and Continuous Improvement

ATTACHMENTS:

1. DAPR Implementation Report Card – 2026 Q2
2. Construction Bylaw 8271, 2017 Amendment Bylaw 8797, 2026 (Amendment 4)
3. Bylaw 8797 – Redline version

SCHEDULE A to BYLAW 8271 – VALUE OF WORK**Residential**

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	578.67	54.00
Unfinished Basement	1,012.67	94.00
Main Floor	2,230.28	207.00
Upper Floor	2,025.34	188.00
Additional Floors	2,2025.34	188.00
Basement or space finishing	1,012.67	94.00
Basement with secondary suite	868.00	80.00
Additions	120%	120%
Garages	940.34	87.00
Carports	578.67	54.00
Verandas/Covered decks	723.33	67.00
Sundeck	578.67	54.00
Carport infill to create garage	434.00	40.00
Garage/carport infill to create living area	651.00	60.00
Sundeck enclosure to create living area	1,085.00	100.00
Detached Garages	1,157.34	108.00

Demolition

Minor - less than or equal to 100 m² \$7,500.00

Major - greater than 100 m² \$15,000.00

REVIEWED WITH:

☐ Community Planning _____
☐ Development Planning _____
☐ Development Engineering _____
☐ Utilities _____
☐ Engineering Operations _____
☐ Parks _____
☐ Environment _____
☐ Facilities _____
☐ Human Resources _____
☐ Review and Compliance _____

☐ Clerk's Office _____
☐ Communications _____
☐ Finance RD _____
☐ Fire Services _____
☐ ITS _____
☐ Solicitor _____
☐ GIS _____
☐ Real Estate _____
☐ Bylaw Services _____
☐ Planning _____

External Agencies:
☐ Library Board _____
☐ NS Health _____
☐ RCMP _____
☐ NVRC _____
☐ Museum & Arch. _____
☐ Other: _____



We are working to improve and simplify our development approvals process.

The development approvals process refers to applications, permitting, inspections, engineering reviews, related utility works, and more – essentially everything related to development projects, from simple renovations to constructing new buildings.

STATUS



Complete



Underway



Upcoming



Continuous

 Elevate customer journey	STATUS
Provided staff and manager training in service excellence; senior management endorsed internal service excellence commitment.	
Investigated ways to better support our applicants online, by surveying and interviewing recent applicants.	
Implemented a new communication management tool for Engineering Administration and Customer Service to improve the service delivery process	
Improved online resources for common engineering-related fees on Building Permits.	
Allow surety bonds as a payment option to guarantee completion of works and services required under a Servicing Agreement.	
Amended procedures to accommodate the amended Development Cost Charge and Amenity Cost Charge (Instalments) Regulation effective from January 2026 to allow payment in instalments and use of on-demand surety bonds.	

Council adopted recommendations to improve process efficiency through regulatory change.	
Publish guidelines on Stormwater Management Plan & Geotechnical Report requirements for Building Permit applications.	
Improving resources such as notifications, guides, requirements, and templates to help applicants produce high quality submissions.	
Reimagine the online experience for building permit applicants.	
Streamline the process for residential heat pump permits.	
Expand payment options for fees and security deposits to streamline the experience for applicants and reduce administration.	
Increase communication and transparency on non-single family building permits by sending automatic updates during application review.	
Explore opportunities to use artificial intelligence and MyDNV to improve the experience for online applicants.	
Evaluate opportunities to expand where surety bonds are allowed as a payment option beyond those already created through DAPR.	

 Streamline our work		STATUS
Completed a detailed review of the current single family new construction building permit process. Results inform process redesign to make it more transparent and efficient.		
Completed a detailed review of the non-single family new construction building permit process to inform process redesign.		
Expanded automation of data entry to increase accuracy and efficiency on gas permit applications.		

Implemented a new review process for single family building permit applications to improve transparency, communication, timelines, and outcomes.	
Rebuilt the significant development applications section of DNV.org to automatically display project details from permit tracking software.	
Reduced the steps required for a building permit by consolidating soil and tree applications with the building permit application to create efficiencies for customers and staff.	
Conduct a detailed review of the planning application process for significant development applications. Results will inform process redesign.	
Migrate document management system to MS SharePoint to align with other enterprise systems and improve user experience.	
Establish MOU with Metro Vancouver to streamline hazard tree management on Metro Parks and Watershed land and facilities within the District.	
Expand automation of data entry to increase accuracy and efficiency on trade applications.	
Explore opportunities to automate further steps in the trade application workflow to improve staff efficiency.	
Implement a risk-based approach to inspections.	
Pilot a new review process for non-single family building permit applications to improve transparency, communication, timelines, and outcomes.	
Redesign the non-single family new construction building permit process to streamline and improve the experience.	
Refine the processes involved in managing encroachments related to building permits.	
Review inspection requirements and guidance to provide clear, timely, effective inspection services.	
Continue to examine and redesign additional application processes further to those complete and underway to improve efficiency and effectiveness.	

Develop and implement a triage and prioritisation protocol for single-family building permit applications to find efficiencies and address organizational priorities.	
Explore opportunities to use technology to streamline zoning compliance checks during single-family building permit review.	

 Build our capacity	STATUS
Conducted change management training to promote innovation and support staff through transformation.	
Executing a change management plan to sustain efforts throughout the project and build a culture of continuous improvement.	
Align resourcing to better support the single family application review and approval process.	
Evaluate departmental skills and develop a program of training to ensure adequate resources and effective workflow throughout the development approvals process.	
Evaluate roles and responsibilities to ensure appropriate capacity and adequate resourcing.	
Implement improved governance and quality control procedures for business system.	
Support managers to adopt a continuous improvement model of service delivery including feedback channels and a custom-designed toolkit.	

The DAPR program aims to make the process easier to understand, set clearer application requirements, and improve transparency at every stage.

The Corporation of the District of North Vancouver

Bylaw 8797

A bylaw to amend Construction Bylaw 8271, 2017

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

Citation

1. This bylaw may be cited as “Construction Bylaw 8271, 2017 Amendment Bylaw 8797, 2026 (Amendment 4)”.

Amendments

2. Construction Bylaw 8271, 2017 is amended by:

- a. deleting section 4.57 and replacing it with the following:

“4.57 For all new single family *construction*, the *owner* must provide *professional design* and plan certification and *field reviews* for the building envelope, supported by letters of assurance in the form specified in the current *Building Code*, with the exception of the *construction* of a coach house, as defined in the *Zoning Bylaw*, provided such *building* falls within the scope of Part 9 of the *Building Code*.”

- b. deleting sections 4.15 and substituting the following:

“Permit Extension

4.15 A *building official* may, from time to time, extend the period of time set out under section 4.14 by one or more additional periods of up to six months each if:

415.1 the work authorized by the *permit* has not been commenced or has been delayed or discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner’s* control; or

415.2 if the size and complexity of the *construction* warrants;

provided:

415.3 an application for the extension is made within 30 days prior to

the date of *permit* expiration; and

415.4 the *owner* has paid the permit extension fee prescribed in the Fees and Charges Bylaw 6481.”

- c. deleting “make” and substituting “may” in section 4.56;
- d. deleting Schedule A and substituting with the Schedule A attached to this bylaw.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Corporate Office

SCHEDULE A to BYLAW 8271 – VALUE OF WORK

Residential

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	578.67	54.00
Unfinished Basement	1,012.67	94.00
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Garages	940.34	87.00
Carports	578.67	54.00
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Carport infill to create garage	434.00	40.00
Garage/carport infill to create living area	651.00	60.00
Sundeck enclosure to create living area	1,085.00	100.00
Detached Garages	1,157.34	108.00

Demolition

Minor - less than or equal to 100 m ²	\$7,500.00
Major - greater than 100 m ²	\$15,000.00

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The Corporation of the District of North Vancouver**Bylaw 8797**

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415.2 if the size and complexity of the *construction* warrants;

provided:

415.3 an application for the extension is made within 30 days **prior to** the date of *permit* expiration; and

415.4 the *owner* has paid the permit extension fee prescribed in the Fees and Charges Bylaw 6481.”

- c. deleting “make” and substituting “**may**” in section 4.56;
- d. deleting Schedule A and substituting with the Schedule A attached to this bylaw.

SCHEDULE A to BYLAW 8271 – VALUE OF WORK

Residential

Construction	\$/Sq.M	\$/Sq.Ft.	Current \$/Sq.Ft. (For comparison purposes)
Crawlspace	578.67	54.00	48.00
Unfinished Basement	1,012.67	94.00	84.00
Main Floor	2,230.28	207.00	185.00
Upper Floor	2,025.34	188.00	168.00
Additional Floors	2,2025.34	188.00	168.00
Basement or space finishing	1,012.67	94.00	84.00
Basement with secondary suite	868.00	80.00	72.00
Additions	120%	120%	120%
Garages	940.34	87.00	78.00
Carports	578.67	54.00	48.00
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Major - greater than 100 m ²	\$15,000.00”