

AGENDA

REGULAR MEETING OF COUNCIL

Monday, February 2, 2026

7:00 p.m.

Council Chambers, Municipal Hall

355 West Queens Road

North Vancouver, BC

Watch at <https://dnvorg.zoom.us/j/64484156494>

Council Members:

Mayor Mike Little

Councillor Jordan Back

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Herman Mah

Councillor Lisa Muri

Councillor Catherine Pope



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AGENDA

We respectfully acknowledge the original peoples of these lands and waters, specifically the səlilwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 8650 – OCP Amendment 1900-1950 Sandown Place
- Bylaw 8651 – Rezoning 1900-1950 Sandown Place
- Bylaw 8739 – OCP Amendment 520 Mountain Highway
- Bylaw 8738 – Rezoning 520 Mountain Highway

1. ADOPTION OF THE AGENDA

1.1. February 2, 2026 Regular Meeting Agenda

Recommendation:

THAT the agenda for the February 2, 2026 Regular Meeting of Council for the District of North Vancouver is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. December 2, 2025 Public Meeting Minutes

p.9-15

Recommendation:

THAT the minutes of the December 2, 2025 Public Meeting are received.

2.2. January 12, 2026 Regular Council Meeting Minutes

p.17-22

Recommendation:

THAT the minutes of the January 12, 2026 Regular Council Meeting Minutes are adopted.

3. PUBLIC INPUT

(limit of three minutes per speaker to a maximum of thirty minutes total)

4. RECOGNITIONS

5. DELEGATIONS

5.1. Pemberton Avenue Businesses

p.25-26

Re: Problem with Illegally Parked RVs

Application Form

6. RELEASE OF CLOSED MEETING DECISIONS

6.1. January 12, 2026 Closed Special Meeting

6.1.1. Inappropriate, Offensive, Misleading, Harassing or Threatening Correspondence to Members of Council or Staff – Policy Updates

THAT the amended Inappropriate, Offensive, Misleading, Harassing or Threatening Correspondence to Members of Council or Staff policy is APPROVED;

AND THAT the resolution and amended policy are released to the public.

7. COMMITTEE OF THE WHOLE REPORT

8. REPORTS FROM COUNCIL OR STAFF

With the consent of Council, any member may request an item be added to the Consent Agenda to be approved without debate.

If a member of the public signs up to speak to an item, it shall be excluded from the Consent Agenda.

Recommendation:

THAT items _____ are included in the Consent Agenda and are approved without debate.

8.1. Business Licence for Jasmin’s Childcare Centre – 2504 Swinburne Avenue **p.29-69**
File No.

Report: Community Planner, January 20, 2026
Attachment 1: December 2, 2025 Public Meeting Minutes
Attachment 2: Staff Report to December 2, 2025 Public Meeting

Recommendation:

THAT Council approve the application to amend the business licence for Jasmin’s Childcare Centre, located at 2504 Swinburne Avenue, to increase capacity from eight children (aged 0 to 36 months) to 16 children (eight aged 0 to 36 months and eight aged 30 months to school age).

8.2. People, Dogs and Parks Strategic Plan **p.71-178**
File No. CAPPARKS-313193949-31132

Report: Parks Designer, January 20, 2026
Attachment 1: Draft People, Dogs and Parks Strategic Plan
Attachment 2: Engagement 1 Summary Report
Attachment 3: Engagement 2 Summary Report

Recommendation:

THAT the People, Dogs and Parks Strategic Plan as detailed in the January 20, 2026 report of the Parks Designer entitled People, Dogs and Parks Strategic Plan is approved.

8.3. Bylaw 8762, 8776, and 8769: New Fire and Rescue Services Bylaw 8762 **p.179-235**
File No. 09.3900.20/000.000

Report: Deputy Corporate Officer, January 27, 2026
Attachment 1: Bylaw 8762
Attachment 2: Bylaw 8776
Attachment 3: Bylaw 8769
Attachment 4: PowerPoint Presentation

Recommendation:

THAT “Fire and Rescue Services Bylaw 8762, 2026” is ADOPTED;

AND THAT “Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8776, 2025 (Amendment 84)” is ADOPTED;

AND THAT “Fireworks Regulation Bylaw 7456, 2004, Amendment Bylaw 8769, 2025 (Amendment 6)” is ADOPTED.

**8.4. Bylaw 8777: Fees and Charges Bylaw 6481, 1992
Amendment Bylaw 8777, 2025 (Amendment 98)**
File No. 09.3900.20/000.000

p.237-264

Report: Deputy Corporate Officer, January 27, 2026
Attachment 1: Bylaw 8777

Recommendation:

THAT “Fees and Charges Bylaw 6481, 1992 Amendment 8777 2025 (Amendment 98)”
is ADOPTED.

9. REPORTS

9.1. Mayor

9.2. Chief Administrative Officer

9.3. Councillors

9.4. Metro Vancouver Committee Appointees

10. ADJOURNMENT

Recommendation:

THAT the February 2, 2026 Regular Meeting of Council for the District of North Vancouver
is adjourned.

MINUTES

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**DISTRICT OF NORTH VANCOUVER
PUBLIC MEETING**

**2504 Swinburne Avenue
Child Care Business Licence Application**

REPORT of the Public Meeting held on Tuesday, December 2, 2025 commencing at 7:06 p.m. in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor Mike Little
Councillor Jordan Back
Councillor Jim Hanson
Councillor Herman Mah
Councillor Catherine Pope

Absent: Councillor Betty Forbes
Councillor Lisa Muri

Staff: Tina Atva, Director, Community Planning and Housing
Genevieve Lanz, Corporate Officer
Zeralynne Te, Manager – Community Planning
Eirikka Brandson, Community Planner
Kaitlin Hebron, Confidential Council Clerk
Jillian Holden, Administration Clerk

1. OPENING BY THE MAYOR

Mayor Little welcomed everyone and advised that the purpose of the Public Meeting was to receive input from the community and staff on the proposed child care facility business licence as outlined in the Notice of Public Meeting.

He further noted that the Public Meeting was convened pursuant to Section 59 of the *Community Charter*. Members of Council, staff, and the public participated in person and via Zoom and the meeting was being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

Mayor Little stated that:

- Public participation was accommodated by speakers having signed up in advance and the provision of the Zoom link on the District website and in the notice of meeting;
- Written submissions received by the Corporate Officer were shared with Council and could be submitted up until the time the matter is considered by Council;

- Following the staff and applicant presentations, speakers would be called from the established speakers list. At the end of the speakers list, the Chair would call on speakers from the audience;
- Each speaker would have five minutes to address Council for a first time and should begin remarks to Council by stating their name;
- After everyone who wished to speak had spoken once, speakers would then be allowed one additional five-minute presentation;
- Any additional presentations would only be allowed at the discretion of the Chair;
- Speakers were reminded to refrain from repeating information from their previous presentations and to ensure all comments remained focused on the business licence application under consideration;
- If a written submission was provided, speakers were asked not to read the entire submission, noting that they could provide a summary or briefly reiterate the highlights;
- All members of the audience were asked to be respectful of one another as diverse opinions are expressed, noting that the meeting was an open and impartial forum for Council to hear everyone's views;
- Council's role at Public Meetings is to listen to the public and not to debate the merits of the application;
- Council may ask clarifying questions during Public Meetings;
- A binder containing documents and submissions related to the application is available for review in hard copy and online; and,
- Speaking opportunities would be provided for everyone who wished to provide input and the meeting would be continued on a second night, if required.

2. PRESENTATION BY STAFF

Eirikka Brandson, Community Planner, provided an overview of the proposal, noting that:

- The Public Meeting provides an opportunity for community input regarding the application to increase the capacity of an existing child care facility;
- Under the District's Child Care Facilities Business Regulation Bylaw, applications proposing care for 11 to 20 children in a residential building must be presented at a Public Meeting and subsequently considered by Council at a regular Council meeting;
- In accordance with bylaw requirements, notice was mailed at least 10 days in advance to all properties within a 50-metre radius of the facility and within the cul-de-sac;
- The applicant has operated Jasmin's Childcare Centre from their home since November 2023 and is licensed to provide Group Child Care for up to eight children under 36 months;
- Due to increased community demand, including a growing waitlist and frequent inquiries, the applicant is seeking to expand their capacity to 16 children;
- The proposed expansion includes:
 - eight spaces for Group Child Care (30 months to school age); and,
 - eight spaces for Group Child Care (under 36 months) – currently licensed.

- If the addition of eight preschool age spaces are approved, some of the current toddlers could transition into the older group age, which would reduce disruption for both children and families;
- The District has Planning Guidelines for Group Child Care in Residential Zones, which were last updated in 2014;
- These guidelines help staff evaluate child care proposals that seek to accommodate more than eight children in residential settings;
- The proposed child care facility is located in the Blueridge neighbourhood at the entrance of a cul-de-sac off Berkley Road;
- Berkley Road is a minor arterial with no parking restrictions, typical traffic volumes, and sufficient width to accommodate parking on one or both sides;
- The location is well-served by community amenities, including parks and trails, and close to both Blueridge Elementary and Seymour Heights Elementary School;
- There are four licensed child care facilities in this neighbourhood, offering a total of 46 spaces: Jasmin's current eight spaces for children 36 months and under, one multi-age centre with eight spaces and two school age programs with a combined 30 spaces;
- Jasmin's is the only group infant/toddler centre in the neighbourhood, and the addition of preschool spaces will help address the existing gap, as the neighbourhood currently has only eight multi-age spaces and the remaining spaces are for school-age care;
- With respect to transportation and parking the Zoning Bylaw requires two parking spaces;
- The Planning Guidelines recommend two staff/resident spaces plus one space per ten children for pick-up and drop off;
- For 16 children, three spaces are recommended, and the applicant provides three (one in the garage and two in the driveway);
- On-street parking is available on Swinburne Avenue and Berkley Road;
- Families can access the centre from Berkley Road, which has a sidewalk and unrestricted on-street parking, or from Swinburne Avenue via the driveway, which connects to both west-side accessible pathway and the east-side entrance;
- A marked crosswalk on Berkley Road and Swinburne provides safe pedestrian access from both sides of the street;
- The applicant has advised that there will be a minimum of three staff on site at any given time, including herself;
- District staff consider parking at the site to be sufficient based on:
 - Compliance with the Zoning Bylaw requirements;
 - Availability of on-street parking on Swinburne Avenue and Berkley Road;
 - Nearby bus stops within walking distance for staff and families;
 - No known conflicts with neighbouring amenities during peak pick-up and drop-off times; and,
 - Staggered pick-up and drop-off times to minimize traffic congestion.
- The site has adjacent neighbours to the north and east;
- The home and yard are consistent with the surrounding neighbourhood of single-family dwellings;

- The property is fully enclosed with fencing and shrubbery;
- Mature trees and existing landscaping provide natural buffering to help reduce noise and enhance privacy for neighbours;
- The child care program operates on the ground floor of this two-storey home;
- The applicant proposes eight additional spaces for children ages 30 months to school age;
- Renovations are planned for early next year, pending Council approval;
- The property includes one outdoor play area;
- The indoor space features large windows that provide natural light and ventilation;
- The outdoor area is enclosed with landscaped gardens, mature trees and perimeter shrubbery, which also support noise reduction and privacy;
- The outdoor space meets all requirements for the proposed number of children;
- Letters were sent to all properties within 50 metres of the site, as well as those within the cul-de-sac, inviting residents to the open house held on September 25, 2025, which was attended by District Staff;
- One neighbour participated and was provided a tour of the centre both current and planned, with a verbal explanation of the renovation plans;
- This neighbour expressed support for the childcare centre but notes that drivers should be reminded not to park within 11 metres of the intersection;
- The applicant agreed to inform all families and to address any future concerns raised;
- Child care is a vital component of a strong, resilient and livable community;
- The District is committed to expanding access to high-quality child care;
- In 2020, Council endorsed the Child Care Action Plan, identifying the need for 2,055 additional spaces by 2030;
- The Blueridge neighbourhood, and broader Seymour area, were highlighted as priority areas for increasing spaces across all age groups;
- Since the adoption of the Plan, 1,286 new spaces have been created District-wide; however, the Seymour Region remains below child care targets as of November 2025:
 - Under 36 months (20 spaces per 100 children) 61% of target;
 - Ages 30 months to school age (38 spaces per 100 children) 76% of target;
 - Ages six to 12 (18 spaces per 100 children) 55% of target; and
 - Specifically identified as needing more care across all age groups.
- The proposed Jasmin's Child Care Centre would contribute eight new spaces, helping to meet the identified demand in this neighbourhood.

3. PRESENTATION BY APPLICANT

3.1. Shahla Hatami, Owner, Jasmin's Childcare Centre:

- Stated she has over 15 years of experience working with young children and managing early learning programs;
- Noted she obtained a Bachelor of Sociology from Iran;
- Noted she possesses an Early Childhood Education (ECE) certification plus Infant and Toddlers Care Certificate, First Aid, CPR and Food Safety certificate;
- Stated her leadership focuses on high-quality care, open communication with families, and continuous improvement of programs;
- Noted the following points in relation to the curriculum approach:
 - Play-based and child-centered learning that focuses on exploration, curiosity and hands-on experiences;
 - Encourage creativity, problem-solving, and positive social interactions within a safe and engaging environment;
 - Guided by BC's Early Learning Framework, nurturing social, emotional, physical and cognitive development; and,
 - Aims to build each child's confidence, independence and lifelong love of learning.
- Commented on the infants and toddler (0-36 months) and preschool (30 months-school age) programs;
- Noted the following points in relation to traffic and safety plans:
 - Three entrance options for parents, one on Berkley Road and two on Swinburne Avenue including a planned accessible pathway;
 - Parents can use regular on-street parking on Berkley Road and Swinburne Avenue for drop-off and pick-up;
 - Drop-off and pick-up times are staggered to help reduce traffic; and,
 - They are committed to keeping the area calm, safe and respectful to neighbours.
- Commented on the open house and community feedback process;
- Noted two emails were received from neighbours, both expressed support for the expansion;
- One neighbour attended the open house and expressed support and one concern regarding reduced visibility at the intersection if cars are parked too close to the intersection;
- Stated they are committed to informing all families to park at least 11 metres from the intersection;
- Outlined the complaint process:
 - Send a written letter to the centre;
 - Include the date, time and place of concern and explain what happened and how often it occurs; and,
 - Stated Jasmin's is committed to open communication and will review and respond to all complaints promptly.

4. REPRESENTATIONS FROM THE PUBLIC

4.1. Briannan:

- Spoke in favour of the proposal;
- Stated her child has been enrolled in the daycare for four months;
- Commented on waitlists for daycare facilities;
- Reported a positive experience during the initial tour of the facility;
- Noted favourable reviews online;
- Indicated the centre has been highly supportive throughout the transition period;
- Noted the centre has been attentive and accommodating regarding her child's allergy needs; and,
- Expressed it would be beneficial for him to remain at the centre until he reaches school age.

4.2. Alex Rawsthorn:

- Spoke in favour of the proposal;
- Expressed hope that their other child may be able to enroll should space become available;
- Noted the centre feels like an extension of their family;
- Highlighted the staff's deep interest in each child's development and well-being; and,
- Stated that ongoing development in the area will result in more families require childcare services.

5. QUESTIONS FROM COUNCIL

In response to a question from Council, staff advised that they will confirm details of the portion of the property on the east side that may require a licence to occupy.

In response to a question from Council, staff advised that the designated outdoor play area is located on the west side.

In response to a question from Council, staff advised that they will confirm details regarding the existing fence on the east side.

In response to a question from Council, staff advised that Vancouver Coastal Health licencing has reviewed and support the application.

In response to a question from Council, staff advised that while there is no formal requirement to begin with eight spaces, staff often encourage new applicants to start with eight, however, applicants are not obligated to operate at eight spaces before applying to increase to 16.

In response to a question from Council, staff advised that there is currently an entrance through the existing fence on Berkley Road. The proposal includes two additional access points, including an accessible pathway on the west side through the outdoor space, and another fenced entry planned on the east side leading to the preschool area. Staff noted there would also be designated entrances to the outdoor area as well as two separate entrances into the building.

In response to a question from Council, staff advised that the two programs require separate entrances.

In response to a question from Council, staff advised that there is a fence on the west side of the property; and that the east side is planned to be fully fenced.

In response to a question from Council, staff confirmed there is a full six-foot chain-link fence along the south side of the yard.

In response to a question from Council, staff advised that the oversight of planned upgrades or renovations occurs through the building permit process. Applicants must submit a building permit application and work with District staff throughout the review and inspection stages. Staff informed a business licence is issued once all required work has been demonstrated.

In response to a question from Council, the applicant advised that if approved, they are hoping for a timeline around March, as children who will be turning two wish to remain at the facility.

6. COUNCIL RESOLUTION

MOVED by Councillor BACK

SECONDED by Councillor HANSON

THAT the December 2, 2025 Public Meeting regarding the proposed childcare facility business licence for Jasmin's Childcare Centre is adjourned.

CARRIED
(7:47 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

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**DISTRICT OF NORTH VANCOUVER
REGULAR MEETING OF COUNCIL**

Minutes of the Regular Meeting of Council for the District of North Vancouver held at 7:05 p.m. on Monday, January 12, 2026 in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor Mike Little
Councillor Jordan Back
Councillor Betty Forbes
Councillor Jim Hanson
Councillor Herman Mah
Councillor Lisa Muri
Councillor Catherine Pope

Staff: Dan Milburn, Acting Chief Administrative Officer
Genevieve Lanz, Director – Legislative Services and Corporate Officer
Zerayenne Te, Manager – Community Planning
Yan Zeng, Manager – Development Planning
Nicole Foth, Community Planner
Mackenzie Stonehocker, Development Planner
Kelsey Stuckert, Senior Policy Analyst
Cheryl Archer, Confidential Council Clerk
Jillian Holden, Administration Clerk

1. ADOPTION OF THE AGENDA

1.1. January 12, 2026 Regular Meeting Agenda

MOVED by Councillor FORBES

SECONDED by Councillor BACK

THAT the agenda for the January 12, 2026 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1. November 17, 2025 Regular Council Meeting

MOVED by Councillor BACK

SECONDED by Councillor MAH

THAT the minutes of the November 17, 2025 Regular Council meeting are adopted.

CARRIED

2.2. December 1, 2025 Regular Council Meeting

MOVED by Councillor BACK

SECONDED by Councillor MAH

THAT the minutes of the December 1, 2025 Regular Council meeting are adopted.

CARRIED

2.3. December 8, 2025 Regular Council Meeting

MOVED by Councillor BACK

SECONDED by Councillor MAH

THAT the minutes of the December 8, 2025 Regular Council meeting are adopted.

CARRIED

3. PUBLIC INPUT

3.1. Corrie Kost:

- Requested that additional safety reports are included in the materials for a public hearing for Bylaw 8778 – Text Amendment Rezoning – 100 Amherst Avenue (Chemtrade).

3.2. John Lesow:

- Commented on the potential redevelopment of the gas station in Edgemont Village;
- Noted that a property in Tsawwassen that had previously been the site of a gas station remained undeveloped for 20 years after the gas station ceased operations;
- Opined that redeveloping the site into housing would not be in the interest of the community; and,
- Commented on the closure of Columbia Market and the possibility of a liquor store moving into the site and opined this would not be in the interest of the community.

3.3. Hazen Colbert:

- Spoke regarding the utility billing notice he recently received;
- Stated that he has requested the utility bill list the amounts for municipal services and the North Shore Wastewater Treatment Plant cost;
- Stated that he would like to compare his utility bill as a condominium owner to single-family homes with more occupants; and,
- Advised that he will not pay property taxes while he is not allowed to contact Council directly.

3.4. Erik Jensen:

- Stated that stormwater management measures in the District’s bylaws prevent homeowners from building basements due to cost;
- Suggested the District build the required stormwater management infrastructure under its property and at its cost; and,
- Commented on the cost of installing tanks to manage stormwater.

4. RECOGNITIONS

Nil

5. DELEGATIONS

Nil

6. RELEASE OF CLOSED MEETING DECISIONS

Nil

7. COMMITTEE OF THE WHOLE REPORT

Nil

8. REPORTS FROM COUNCIL OR STAFF

8.1. Bylaw 8750: Tenant Relocation Assistance

File No. 09.3900.20/000.000

MOVED by Councillor MURI

SECONDED by Councillor MAH

THAT “District of North Vancouver Residential Tenant Relocation Assistance Bylaw 8750, 2025” is given SECOND and THIRD Readings.

CARRIED

A member of Council proposed a motion regarding the definition of “eligible tenant”.

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT staff are directed to report back to Council regarding potential amendments to Bylaw 8750 to ensure the definition of “eligible tenant” does not exclude current occupants who may not be listed on the rental agreement.

CARRIED

8.2. Bylaws 8756 and 8757: OCP Amendment and Rezoning for a 12-unit Townhouse Development at 1883-1901 Glenaire Drive

File No. 08.3060.20/007.24

MOVED by Councillor POPE

SECONDED by Councillor HANSON

THAT “District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8756, 2025 (Amendment 60)” is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1456 (Bylaw 8757)” is given FIRST Reading;

AND THAT pursuant to Section 475 and Section 476 of the *Local Government Act*, additional consultation is not required beyond that already undertaken with respect to Bylaw 8756;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8756 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT Bylaws 8756 and 8757 are referred to a Public Hearing.

CARRIED

8.3. Bylaw 8778 - Text Amendment Rezoning – 100 Amherst Avenue (Chemtrade)

File No. 08.3060.20/042.25

MOVED by Mayor LITTLE

SECONDED by Councillor MAH

THAT “District of North Vancouver Rezoning Bylaw 1462 (Bylaw 8778)” is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1462 (Bylaw 8778)” is referred to a Public Hearing.

CARRIED

Councillor POPE left the meeting at 8:34 p.m.

8.4. Appointment of Election Officials for the 2026 General Local Elections

File No. 01.0115.30/002.000

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT Genevieve Lanz is appointed Chief Election Officer for the District of North Vancouver for the conduct of the 2026 general local elections;

AND THAT Rhonda Schell is appointed Deputy Chief Election Officer for the District of North Vancouver for the conduct of the 2026 general local elections.

CARRIED

Absent for Vote: Councillor POPE

Councillor POPE returned to the meeting at 8:37 p.m.

9. REPORTS

9.1. Mayor

Mayor Little reported on the following:

- Expressed support for the Iranian community and the people of Iran;
- His attendance at the annual Penguin Plunge in Deep Cove on January 1, 2026; and,
- Congratulated Councillor Hanson and his wife on their 60th anniversary.

9.2. Chief Administrative Officer

Nil

9.3. Councillors

9.3.1. Councillor Muri reported on her participation in the Penguin Plunge at Cates Park/Whey-ah-Wichen on January 1, 2026.

9.3.2. Councillor Mah reported on his attendance at the North Shore Public Menorah Lighting on December 17, 2025.

9.3.3. Councillor Hanson expressed condolences to the families of the young driver and passenger involved in a fatal collision on Berkley Road on December 12, 2025.

9.4. Metro Vancouver Committee Appointees

Nil

10. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Mayor LITTLE

THAT the January 12, 2026 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED

(8:41 p.m.)

Mayor

Corporate Officer

DELEGATIONS

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5.1 Delegation to Council Request Form

District of North Vancouver

Corporate Officer

355 West Queens Rd, North Vancouver, BC V7N 4N5

Phone: 604-990-2311

Email: signup@dnv.org

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit via mail or email to the department and address indicated above. If you have any questions about this form, please call the number indicated above.

Delegations have five minutes to make their presentation. Questions from Council may follow.

Name of group wishing to appear before Council: Pemberton Avenue Businesses

Title of Presentation: Problem with illegally parked rv's

Name of person(s) to make presentation: Local business owners

Purpose of Presentation:

- ☐ Information only
☐ Requesting a letter of support
☐ Other – please describe below:

Attach separate sheet if additional space is required

Removal of illegally parked RV's

Note: Delegation requests will not be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.

Contact person (if different than above): Frankie LaMarre

Daytime telephone number: [REDACTED]

Email address: [REDACTED]

Will you be providing supporting documentation? ☐ Yes ☐ No

If yes: ☐ Handout ☐ Digital Format ☐ PowerPoint Presentation

Note: All supporting documentation must be provided 14 days prior to your appearance date.
This form and any background material provided will be published in the public agenda.

Arrangements can be made upon request for you to familiarize yourself with the Council Chambers equipment on or before your presentation date.

Please note:

- Council Chambers operates in a Windows environment.
- Videos and audio clips are not supported except by special accommodation.
- Disturbing or graphic images are not permitted to be displayed at any time.

Delegation to Council Request Form

Rules for Delegations:

1. Delegations must submit a Delegation to Council Request Form to the Corporate Officer. Submission of a request does not constitute approval nor guarantee a date. The request must first be reviewed by the Corporate Officer.
2. The Corporate Officer will review the request and, if approved, arrange a mutually agreeable date with you. You will receive a signed and approved copy of your request form as confirmation.
3. Only one delegation will be permitted at any Regular Meeting of Council.
4. Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as delegations.
5. Delegations are scheduled on a first-come, first-served basis, subject to direction from the Mayor, Council, or Chief Administrative Officer.
6. The Mayor or Chief Administrative Officer may reject a delegation request if it regards an offensive subject, has already been substantially presented to council in one form or another, deals with a pending matter following the close of a public hearing, or is, or has been, dealt with in a public participation process.
7. Supporting submissions for the delegation should be provided to the Corporate Officer by noon 14 days preceding the scheduled appearance.
8. Delegations will be allowed a maximum of five minutes to make their presentation.
9. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
10. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.
11. Delegations may not display or include disturbing or graphic images as part of their presentation.
12. Please note the District does not provide grants or donations through the delegation process.
13. Delegation requests that are non-jurisdictional or of a financial nature may not be accepted.

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request, if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Confidential Council Clerk may ask for any relevant notes (if not handed out or published in the agenda) to assist with the accuracy of minutes

I understand and agree to these rules for delegations

Frankie LaMarre

November 6, 2025

Name of Delegate or Representative of Group

Date

Signature

For Office Use Only

Approved by:

Corporate Officer

Deputy Corporate Officer

Appearance date:

Receipt emailed on:

November 7, 2025

Rejected by:

Mayor

CAO

Applicant informed on:

Applicant informed by:

November 17, 2025

CCC

The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the District of North Vancouver's Corporate Officer by telephone at 604-990-2207 or in person at 355 W Queens Road, North Vancouver.

REPORTS

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AGENDA INFORMATION	
☒ Regular Meeting	Date: February 2, 2026
☐ Other:	Date: _____


Dept.
Manager


GM/
Director


CAO

The District of North Vancouver REPORT TO COUNCIL

January 20, 2026

AUTHOR: Eirikka Brandson, Community Planner

SUBJECT: **Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue**

RECOMMENDATION:

THAT Council approve the application to amend the business licence for Jasmin's Childcare Centre, located at 2504 Swinburne Avenue, to increase capacity from eight children (aged 0 to 36 months) to 16 children (eight aged 0 to 36 months and eight aged 30 months to school age).

REASON FOR REPORT:

The purpose of this report is to summarize and address public input received at the December 2, 2025, Public Meeting regarding the business licence application for Jasmin's Childcare Centre. The applicant proposes to increase the licensed capacity from eight to 16 spaces to accommodate children from 30 months to school age.

SUMMARY:

The Public Meeting, held on December 2, 2025, provided residents with an opportunity to comment on the proposed expansion of Jasmin's Childcare Centre. Two residents spoke at the meeting, and eight written submissions were received, all expressing support of the application. Feedback highlighted the centre's high-quality care, value to the community, increasing local demand for child care, and the importance of continuity of care for children until school age. No opposing views were expressed.

At the meeting, Council asked about the applicant's use of the adjacent land to the east. A fence will be constructed entirely on the applicant's property.

Overall, the public input reflects strong support for the program and positive experiences with the operator.

BACKGROUND:

Jasmin's Childcare Centre has operated a group child care facility for eight children under 36 months at 2504 Swinburne Avenue since November 2023. The centre operates weekdays from 7:30 a.m. to 5:30 p.m. and currently maintains a waitlist. District Property Use staff have confirmed that no complaints have been received regarding the subject property or business.

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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On July 21, 2025, the operator applied to Vancouver Coastal Health (VCH) to increase child care capacity by eight children (aged 30 months to school age), in addition to existing licensed capacity of eight children (under 36 months), for a total of 16 children. At this capacity, the District requires a public meeting be held so that community members may make representations to Council on the District business licence application.

The Public Meeting was held on December 2, 2025, at District Hall. Two members of the public spoke, both in support of the business licence amendment. All correspondence and speaker input from the meeting form part of the official record for this application. Public input is included [here](#) and the meeting minutes are provided in **Attachment 1**.

The subject property is located adjacent to an unopened lane acquired by the District for road purposes as part of a highway exchange in or about 1969. The Council of the day adopted a bylaw dedicating the unopened lane allowance as a road.

If Council approves the business licence amendment, the applicant will be required to obtain building permits and complete all necessary renovations to meet BC Building Code assembly occupancy standards. The business licence will be issued only after inspections by the Building Department and Vancouver Coastal Health confirm compliance with all applicable provincial codes and licensing requirements.

A staff report prepared by the Community Planner, dated November 19, 2025, was presented at the December 2, 2025, Public Meeting (**Attachment 2**). The report outlines additional details regarding the application and its consistency with District policies and the Planning Guidelines for Group Child Care in Residential Zones.

EXISTING POLICY:

[Child Care Action Plan \(2020\)](#)

This plan outlines goals to improve child care services and to assess current and future space and program needs through 2030. To meet projected demand, over 2,000 additional spaces are needed District-wide. Since adoption of the Plan, 1,312 new spaces have been created (as of January 1, 2026).

[Child Care Policy \(2008\)](#)

This policy supports the development of high quality child care services that promote children's social, emotional and intellectual growth. It encourages locating child care facilities in high-needs areas and near community amenities.

[Child Care Facilities Business Regulation Bylaw 6724](#)

This bylaw requires a Public Meeting for business licence applications for child care facilities serving 11 to 20 children in residential buildings. Notices of the public meeting were mailed out at least 10 days in advance to residents within 50 metres and within the cul-de-sac of Jasmin's Childcare Centre.

SUMMARY OF PUBLIC INPUT:

A Public Meeting was held on December 2, 2025, to allow residents and members of the public to provide feedback to Council on the proposed expansion of Jasmin's Childcare Centre from eight to 16 children. All correspondence and input from the meeting form part of the official record for this application.

Two speakers addressed Council at the meeting, and eight written submissions were received, all expressing support of the business licence amendment. Additional feedback will be accepted until the date of the regular Council meeting. Public input received between November 24, 2025 and January 2, 2026 is included [here](#) and summarized below.

Public Feedback

Parents and community members expressed strong support, highlighting:

- High-quality, compassionate care and attentive staff;
- Support for children's individual needs, including allergies and development considerations; and
- A safe, nurturing environment with engaging and enriching programs.

Commenters noted significant demand for child care spaces in the area, particularly for children aged 30 months to school age. They emphasized the benefits of continuity of care, allowing children to remain at the same centre until school age and enabling siblings to attend the same facility.

Nearby residents reported no concerns regarding traffic, parking or neighbourhood impacts and described the centre as a positive addition to the community.

Council Questions and Staff Responses

Council raised several questions regarding the proposed application. At the meeting, staff confirmed the following:

Child Care Access and Facility Design

- Existing access includes a gate through the fence along Berkley Road, with two additional access points proposed:
 - An accessible pathway on the west side of the Swinburne driveway through the outdoor play area to the north entrance; and
 - An entry on the east side of the Swinburne driveway leading to the new preschool entrance facing east.
- The two programs require separate entrances: infant/toddler children enter via the north door, and preschool children enter via the east door, unless using the accessible pathway, in which case they pass through on the west side to the north entrance.
- The property currently has the following fencing:
 - Chain link fence along the south side (Swinburne Avenue);
 - Chain link fence along the west side (Berkley Road) and along the north side up to the infant/toddler entrance; and

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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- A solid wood fence along the remainder of the north side to the 2518 Swinburne Avenue property line, resulting in an encroachment on the District unopened lane between 2504 and 2518 Swinburne Avenue.
- A solid wood fence along the east side at the neighbouring 2518 Swinburne Avenue property line.
- There is currently no fence along the east property line of 2504 Swinburne Avenue. Use of the neighbour's fence to define an enclosed area would constitute an encroachment on the District unopened lane.
- The designated outdoor play area is located on the west side of the property.
- Vancouver Coastal Health has reviewed and supports the application.

Approvals

- There is no formal District requirement to begin operations with eight spaces. In response to a question from Council, staff confirmed that while this is not required, it is often recommended to allow for the gradual introduction of a new centre to the community.
- Planned upgrades and renovations will be reviewed and overseen through the building permit process. A business licence will be issued only once all required work is completed and inspections are approved.
- The applicant indicated that, if approved, they are targeting an operational timeline of approximately March 2026 to allow children turning two to remain at the facility.

District Encroachment

During the Public Meeting, Council raised questions regarding the land located to the east of 2504 Swinburne Avenue. As noted above, this land is unopened lane. While the applicant had erected a fence on portions of this land, they have stated their intent to relocate the fence, so it is entirely within their property.

Timing/Approval Process:

If Council approves the proposed application, a business licence will be issued upon completion of the following:

- Submission and approval of a building permit application to address applicable BC Building Code requirements;
- Final inspections by the Building Department and Vancouver Coastal Health; and
- Issuance of separate licences by Vancouver Coastal Health for Group Child Care (under 36 months) and Group Child Care (30 months to school age).

Social Policy Implication:

The District's Child Care Policy and Child Care Action Plan (2020) support the development of high-quality child care to meet family needs and enhance community well-being. The Blueridge neighbourhood has been identified as having a shortage of child care spaces across all age groups. Public feedback strongly supports the proposed expansion, citing quality of care, a safe environment, and the benefits of continuity for children. Increasing capacity from eight to 16 spaces responds directly to local demand and aligns with District objectives to expand access to child care.

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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Conclusion:

The proposed expansion is consistent with District policies and guidelines for group child care in residential areas. Public input demonstrates community support, with no concerns raised regarding traffic, parking, or neighbourhood impacts. The operator has an established record and has identified measures to ensure safe and effective operation. Expanding capacity to 16 children addresses local child care needs while maintaining neighbourhood liveability and quality of care.

Options:

1. THAT Council approve the application to amend the business licence for Jasmin's Childcare Centre, located at 2504 Swinburne Avenue, to increase capacity from eight children (aged 0 to 36 months) to 16 children (eight aged 0 to 36 months and eight aged 30 months to school age). (**staff recommendation**);
2. THAT Council deny the application, maintaining the existing licence to operate for eight children; or
3. THAT Council provide alternative direction.

Respectfully submitted,



Eirikka Brandson, Community Planner

Attachment 1: Public Meeting Minutes (December 2, 2025)

Attachment 2: Staff Report to December 2, 2025 Public Meeting

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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REVIEWED WITH:		
☐ Business and Economic _____	☐ Finance _____	External Agencies: ☐ Library Board _____ ☐ Museum and Archives _____ ☐ NSEM _____ ☐ NS Health _____ ☐ NVRC _____ ☐ RCMP _____ ☐ Other: _____
☐ Bylaw Services _____	☐ Fire Services _____	
☐ Clerk's Office _____	☐ Golf _____	
☐ Climate and Biodiversity _____	☐ Housing <u>7/4</u> _____	
☐ Communications _____	☐ Human Resources _____	
☐ Community Planning _____	☐ Integrated Planning _____	
☐ Development Engineering _____	☐ ITS _____	
☐ Development Services _____	☐ Parks _____	
☐ Engineering Infrastructure _____	☐ Real Estate _____	
☐ Engineering Public Works _____	☐ Solicitor _____	
☐ Environment _____	☐ Transportation _____	
☐ Facilities _____		

**DISTRICT OF NORTH VANCOUVER
PUBLIC MEETING**

**2504 Swinburne Avenue
Child Care Business Licence Application**

REPORT of the Public Meeting held on Tuesday, December 2, 2025 commencing at 7:06 p.m. in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor Mike Little
Councillor Jordan Back
Councillor Jim Hanson
Councillor Herman Mah
Councillor Catherine Pope

Absent: Councillor Betty Forbes
Councillor Lisa Muri

Staff: Tina Atva, Director, Community Planning and Housing
Genevieve Lanz, Corporate Officer
Zeralynne Te, Manager – Community Planning
Eirikka Brandson, Community Planner
Kaitlin Hebron, Confidential Council Clerk
Jillian Holden, Administration Clerk

1. OPENING BY THE MAYOR

Mayor Little welcomed everyone and advised that the purpose of the Public Meeting was to receive input from the community and staff on the proposed child care facility business licence as outlined in the Notice of Public Meeting.

He further noted that the Public Meeting was convened pursuant to Section 59 of the *Community Charter*. Members of Council, staff, and the public participated in person and via Zoom and the meeting was being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

Mayor Little stated that:

- Public participation was accommodated by speakers having signed up in advance and the provision of the Zoom link on the District website and in the notice of meeting;
- Written submissions received by the Corporate Officer were shared with Council and could be submitted up until the time the matter is considered by Council;

- Following the staff and applicant presentations, speakers would be called from the established speakers list. At the end of the speakers list, the Chair would call on speakers from the audience;
- Each speaker would have five minutes to address Council for a first time and should begin remarks to Council by stating their name;
- After everyone who wished to speak had spoken once, speakers would then be allowed one additional five-minute presentation;
- Any additional presentations would only be allowed at the discretion of the Chair;
- Speakers were reminded to refrain from repeating information from their previous presentations and to ensure all comments remained focused on the business licence application under consideration;
- If a written submission was provided, speakers were asked not to read the entire submission, noting that they could provide a summary or briefly reiterate the highlights;
- All members of the audience were asked to be respectful of one another as diverse opinions are expressed, noting that the meeting was an open and impartial forum for Council to hear everyone's views;
- Council's role at Public Meetings is to listen to the public and not to debate the merits of the application;
- Council may ask clarifying questions during Public Meetings;
- A binder containing documents and submissions related to the application is available for review in hard copy and online; and,
- Speaking opportunities would be provided for everyone who wished to provide input and the meeting would be continued on a second night, if required.

2. PRESENTATION BY STAFF

Eirikka Brandson, Community Planner, provided an overview of the proposal, noting that:

- The Public Meeting provides an opportunity for community input regarding the application to increase the capacity of an existing child care facility;
- Under the District's Child Care Facilities Business Regulation Bylaw, applications proposing care for 11 to 20 children in a residential building must be presented at a Public Meeting and subsequently considered by Council at a regular Council meeting;
- In accordance with bylaw requirements, notice was mailed at least 10 days in advance to all properties within a 50-metre radius of the facility and within the cul-de-sac;
- The applicant has operated Jasmin's Childcare Centre from their home since November 2023 and is licensed to provide Group Child Care for up to eight children under 36 months;
- Due to increased community demand, including a growing waitlist and frequent inquiries, the applicant is seeking to expand their capacity to 16 children;
- The proposed expansion includes:
 - eight spaces for Group Child Care (30 months to school age); and,
 - eight spaces for Group Child Care (under 36 months) – currently licensed.

- If the addition of eight preschool age spaces are approved, some of the current toddlers could transition into the older group age, which would reduce disruption for both children and families;
- The District has Planning Guidelines for Group Child Care in Residential Zones, which were last updated in 2014;
- These guidelines help staff evaluate child care proposals that seek to accommodate more than eight children in residential settings;
- The proposed child care facility is located in the Blueridge neighbourhood at the entrance of a cul-de-sac off Berkley Road;
- Berkley Road is a minor arterial with no parking restrictions, typical traffic volumes, and sufficient width to accommodate parking on one or both sides;
- The location is well-served by community amenities, including parks and trails, and close to both Blueridge Elementary and Seymour Heights Elementary School;
- There are four licensed child care facilities in this neighbourhood, offering a total of 46 spaces: Jasmin's current eight spaces for children 36 months and under, one multi-age centre with eight spaces and two school age programs with a combined 30 spaces;
- Jasmin's is the only group infant/toddler centre in the neighbourhood, and the addition of preschool spaces will help address the existing gap, as the neighbourhood currently has only eight multi-age spaces and the remaining spaces are for school-age care;
- With respect to transportation and parking the Zoning Bylaw requires two parking spaces;
- The Planning Guidelines recommend two staff/resident spaces plus one space per ten children for pick-up and drop off;
- For 16 children, three spaces are recommended, and the applicant provides three (one in the garage and two in the driveway);
- On-street parking is available on Swinburne Avenue and Berkley Road;
- Families can access the centre from Berkley Road, which has a sidewalk and unrestricted on-street parking, or from Swinburne Avenue via the driveway, which connects to both west-side accessible pathway and the east-side entrance;
- A marked crosswalk on Berkley Road and Swinburne provides safe pedestrian access from both sides of the street;
- The applicant has advised that there will be a minimum of three staff on site at any given time, including herself;
- District staff consider parking at the site to be sufficient based on:
 - Compliance with the Zoning Bylaw requirements;
 - Availability of on-street parking on Swinburne Avenue and Berkley Road;
 - Nearby bus stops within walking distance for staff and families;
 - No known conflicts with neighbouring amenities during peak pick-up and drop-off times; and,
 - Staggered pick-up and drop-off times to minimize traffic congestion.
- The site has adjacent neighbours to the north and east;
- The home and yard are consistent with the surrounding neighbourhood of single-family dwellings;

- The property is fully enclosed with fencing and shrubbery;
- Mature trees and existing landscaping provide natural buffering to help reduce noise and enhance privacy for neighbours;
- The child care program operates on the ground floor of this two-storey home;
- The applicant proposes eight additional spaces for children ages 30 months to school age;
- Renovations are planned for early next year, pending Council approval;
- The property includes one outdoor play area;
- The indoor space features large windows that provide natural light and ventilation;
- The outdoor area is enclosed with landscaped gardens, mature trees and perimeter shrubbery, which also support noise reduction and privacy;
- The outdoor space meets all requirements for the proposed number of children;
- Letters were sent to all properties within 50 metres of the site, as well as those within the cul-de-sac, inviting residents to the open house held on September 25, 2025, which was attended by District Staff;
- One neighbour participated and was provided a tour of the centre both current and planned, with a verbal explanation of the renovation plans;
- This neighbour expressed support for the childcare centre but notes that drivers should be reminded not to park within 11 metres of the intersection;
- The applicant agreed to inform all families and to address any future concerns raised;
- Child care is a vital component of a strong, resilient and livable community;
- The District is committed to expanding access to high-quality child care;
- In 2020, Council endorsed the Child Care Action Plan, identifying the need for 2,055 additional spaces by 2030;
- The Blueridge neighbourhood, and broader Seymour area, were highlighted as priority areas for increasing spaces across all age groups;
- Since the adoption of the Plan, 1,286 new spaces have been created District-wide; however, the Seymour Region remains below child care targets as of November 2025:
 - Under 36 months (20 spaces per 100 children) 61% of target;
 - Ages 30 months to school age (38 spaces per 100 children) 76% of target;
 - Ages six to 12 (18 spaces per 100 children) 55% of target; and
 - Specifically identified as needing more care across all age groups.
- The proposed Jasmin's Child Care Centre would contribute eight new spaces, helping to meet the identified demand in this neighbourhood.

3. PRESENTATION BY APPLICANT

3.1. Shahla Hatami, Owner, Jasmin's Childcare Centre:

- Stated she has over 15 years of experience working with young children and managing early learning programs;
- Noted she obtained a Bachelor of Sociology from Iran;
- Noted she possesses an Early Childhood Education (ECE) certification plus Infant and Toddlers Care Certificate, First Aid, CPR and Food Safety certificate;
- Stated her leadership focuses on high-quality care, open communication with families, and continuous improvement of programs;
- Noted the following points in relation to the curriculum approach:
 - Play-based and child-centered learning that focuses on exploration, curiosity and hands-on experiences;
 - Encourage creativity, problem-solving, and positive social interactions within a safe and engaging environment;
 - Guided by BC's Early Learning Framework, nurturing social, emotional, physical and cognitive development; and,
 - Aims to build each child's confidence, independence and lifelong love of learning.
- Commented on the infants and toddler (0-36 months) and preschool (30 months-school age) programs;
- Noted the following points in relation to traffic and safety plans;
 - Three entrance options for parents, one on Berkley Road and two on Swinburne Avenue including a planned accessible pathway;
 - Parents can use regular on-street parking on Berkley Road and Swinburne Avenue for drop-off and pick-up;
 - Drop-off and pick-up times are staggered to help reduce traffic; and,
 - They are committed to keeping the area calm, safe and respectful to neighbours.
- Commented on the open house and community feedback process;
- Noted two emails were received from neighbours, both expressed support for the expansion;
- One neighbour attended the open house and expressed support and one concern regarding reduced visibility at the intersection if cars are parked too close to the intersection;
- Stated they are committed to informing all families to park at least 11 metres from the intersection;
- Outlined the complaint process:
 - Send a written letter to the centre;
 - Include the date, time and place of concern and explain what happened and how often it occurs; and,
 - Stated Jasmin's is committed to open communication and will review and respond to all complaints promptly.

4. REPRESENTATIONS FROM THE PUBLIC

4.1. Briannan:

- Spoke in favour of the proposal;
- Stated her child has been enrolled in the daycare for four months;
- Commented on waitlists for daycare facilities;
- Reported a positive experience during the initial tour of the facility;
- Noted favourable reviews online;
- Indicated the centre has been highly supportive throughout the transition period;
- Noted the centre has been attentive and accommodating regarding her child's allergy needs; and,
- Expressed it would be beneficial for him to remain at the centre until he reaches school age.

4.2. Alex Rawsthorn:

- Spoke in favour of the proposal;
- Expressed hope that their other child may be able to enroll should space become available;
- Noted the centre feels like an extension of their family;
- Highlighted the staff's deep interest in each child's development and well-being; and,
- Stated that ongoing development in the area will result in more families require childcare services.

5. QUESTIONS FROM COUNCIL

In response to a question from Council, staff advised that they will confirm details of the portion of the property on the east side that may require a licence to occupy.

In response to a question from Council, staff advised that the designated outdoor play area is located on the west side.

In response to a question from Council, staff advised that they will confirm details regarding the existing fence on the east side.

In response to a question from Council, staff advised that Vancouver Coastal Health licencing has reviewed and support the application.

In response to a question from Council, staff advised that while there is no formal requirement to begin with eight spaces, staff often encourage new applicants to start with eight, however, applicants are not obligated to operate at eight spaces before applying to increase to 16.

In response to a question from Council, staff advised that there is currently an entrance through the existing fence on Berkley Road. The proposal includes two additional access points, including an accessible pathway on the west side through the outdoor space, and another fenced entry planned on the east side leading to the preschool area. Staff noted there would also be designated entrances to the outdoor area as well as two separate entrances into the building.

In response to a question from Council, staff advised that the two programs require separate entrances.

In response to a question from Council, staff advised that there is a fence on the west side of the property; and that the east side is planned to be fully fenced.

In response to a question from Council, staff confirmed there is a full six-foot chain-link fence along the south side of the yard.

In response to a question from Council, staff advised that the oversight of planned upgrades or renovations occurs through the building permit process. Applicants must submit a building permit application and work with District staff throughout the review and inspection stages. Staff informed a business licence is issued once all required work has been demonstrated.

In response to a question from Council, the applicant advised that if approved, they are hoping for a timeline around March, as children who will be turning two wish to remain at the facility.

6. COUNCIL RESOLUTION

MOVED by Councillor BACK

SECONDED by Councillor HANSON

THAT the December 2, 2025 Public Meeting regarding the proposed childcare facility business licence for Jasmin's Childcare Centre is adjourned.

CARRIED
(7:47 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

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AGENDA INFORMATION☐ Regular Meeting

Date: _____

☒ Other:

Date: December 2, 2025


 Dept.
Manager


 GM/
Director


 CAO

The District of North Vancouver

REPORT TO COUNCIL

November 19, 2025

AUTHOR: Eirikka Brandson, Community Planner
Caitlin Wong, Community Planning Assistant

SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue

RECOMMENDATION:

THAT the November 19, 2025, report of the Community Planner entitled "Application to Amend a Child Care Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue" is received as background information for the public meeting to be held on December 2, 2025.

REASON FOR REPORT:

The purpose of this report is to provide information on the business licence application for Jasmin's Childcare Centre in preparation for the December 2, 2025 public meeting held by Council. The application proposes expanding capacity from eight to 16 children – eight spaces for ages 30 months to school age and eight spaces for children under 36 months. A public meeting is required for capacity increases from 11 to 20 children as per the [Child Care Facilities Business Regulation Bylaw](#).

SUMMARY:

The applicant has operated a group child care facility for eight children at 2504 Swinburne Avenue (**Figure 1**) since November 2023. They have applied to Vancouver Coastal Health to amend their licence to increase capacity to 16 children.

An open house was held on September 25, 2025, which one resident attended. A public meeting is being planned, in accordance with the Child Care Facilities Business Regulation Bylaw, to gather additional community input. Council will consider the application at a subsequent regular meeting.

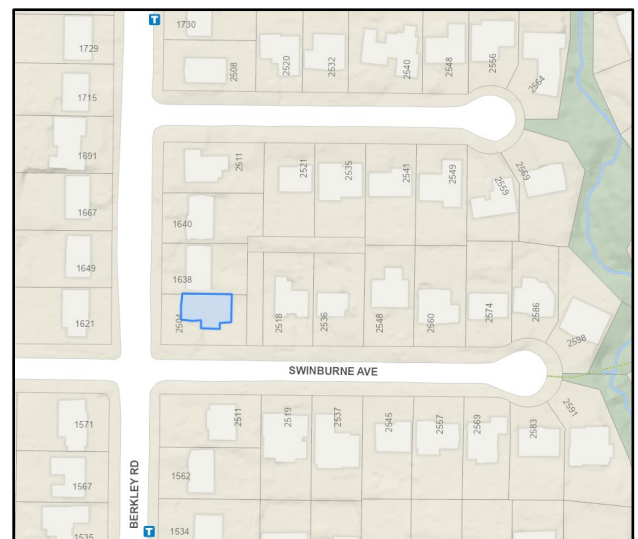


Figure 1 Location Map (2504 Swinburne Ave highlighted in Blue)

BACKGROUND:

Jasmin's Childcare Centre operates Monday to Friday from 7:30 am to 5:30 pm, currently has a waitlist, and has no complaints according to District Property Use staff. On July 21, 2025, the operator applied to Vancouver Coastal Health to expand its licenced capacity to 16 children by adding eight spaces for children aged 30 months to school age. This proposed increase requires a public meeting to gather public input as part of Council's consideration of the related District business license amendment.

If Council approves the business licence, the applicant will obtain building permits and complete the necessary renovations to meet BC Building Code assembly occupancy standards. The licence will be issued only after the inspections by the Building Department and Vancouver Coastal Health confirm compliance with all provincial codes and child care licensing requirements.

EXISTING POLICY:

[Child Care Action Plan \(2020\)](#)

This plan outlines goals for improving child care services and identifying how many spaces and programs are needed through 2030. Across the District, more than 2,000 new spaces are needed to meet demand. Since adoption, 1,286 new spaces¹ have been created. The Blueridge neighbourhood, where Jasmin's Childcare Centre is located, has been identified as a priority area for adding more spaces. As of November 2025, the Seymour Region is still below the District's child care targets²:

- Under 36 months: 20 spaces per 100 children (61% of target)
- Ages 30 months to School Age: 38 spaces per 100 children (76% of target)
- Ages 6 to 12: 18 spaces per 100 children (55% of target)

[Child Care Policy \(2008\)](#)

This policy supports the development of quality child care services that promote children's social, emotional and intellectual growth. It encourages locating child care in high need areas and near community amenities.

[Child Care Facilities Business Regulation Bylaw 6724](#)

The bylaw requires a public meeting for child care business licence applications with 11 to 20 children in residential buildings. Residents within 50 m and in the cul-de-sac will be notified at least 10 days in advance.

ANALYSIS:

In 2014, Council approved updates to the Planning Guidelines for Group Child Care in Residential Zones (**Attachment 1**) to enhance the evaluation process for business licence applications in residential areas. These guidelines apply to child care facilities operating out of single-family homes, where the applicant is proposing care for more than eight children and take into account the following factors:

¹ Child Care capacity and operator data is updated regularly. The most current information on progress toward child care space targets can be found [here](#).

² District-wide targets of child care spaces per 100 children are: 33/100 (under 36 months); 50/100 (ages 3-5) and 33/100 (ages 6-12).

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

Page 3

- location;
- transportation needs;
- neighbourhood character;
- facility design; and
- neighbourhood consultation.

District staff have reviewed Jasmin's Childcare Centre application against these guidelines. The findings are summarized below.

Location

- The site is located on the northeast corner of Berkley Road and Swinburne Avenue within the Blueridge neighbourhood. Swinburne Avenue, east of Berkley Road, is a cul-de-sac (**Attachment 2**);
- Nearby community amenities include Blueridge Elementary School [300 m (984 ft)], Seymour Heights Elementary School [500 m (1,640 ft)] and McCartney Creek Park [550 m (1,804 ft)];
- As shown in **Attachment 2**, the site is located in a neighbourhood with limited access to child care. Existing services include one multi-age centre with eight spaces and two school-age programs providing 30 spaces. Accordingly, Jasmin's Childcare Centre, offering infant/toddler and preschool care, will help address this gap.

Transportation Needs

- The Zoning Bylaw requires a base rate of two parking spaces per dwelling unit. The Planning Guidelines further recommend one additional space per every ten children;
- As shown in **Attachment 3**, the site provides one enclosed garage parking space and two driveway spaces on the owner's property.
- On-street parking spaces are available on Swinburne Avenue for staggered drop-off and pick-up use;
- Families can access the centre from Berkley Road, which has a sidewalk and unrestricted on-street parking, or Swinburne Avenue via the driveway, providing access to both the west-side accessible pathway and the east-side entrance.
- A pedestrian crosswalk across Berkley Road at Swinburne provides access from both sides of the street;
- Up to three staff members, including the director, will be on site at any time. Staff are encouraged to use public transit, with nearby stops located within 150 m (492 ft); and
- District staff have reviewed the proposal and consider the on-site parking adequate for expanded facility, based on:
 - Compliance with Zoning Bylaw requirements;
 - Proximity to public transit;
 - Direct pedestrian access from Swinburne Avenue and Berkley Road; and
 - No anticipated conflicts with pick-up or drop-off at nearby schools or amenities.

Neighbourhood Character

- The Planning Guidelines recommend that child care facilities complement the streetscape, incorporate landscaping for privacy and noise mitigation and provide a fully fenced, secured outdoor play area; and

- The home's design and front yard landscaping (**Figure 2**) is consistent with the single-family character of the neighbourhood. Fencing and landscaping are designed to enhance privacy and reduce noise.



Figure 2: Home design and front yard landscaping



Figure 3: Fully Enclosed Outdoor Play Area

Facility Design

- The centre operates on the main floor of the two-storey home, with the proposed site and floor plan shown in **Attachment 3**;
- A 111 m² (1,200 ft²) outdoor play area is located along the west side of the property and is fully enclosed;
- Large windows throughout the child care space provide natural light and ventilation;
- Proposed additions include a 170 m² (560 ft²) classroom, a nap room, and an accessible washroom, all situated east of the existing child care space;
- The outdoor play area (**Figure 3**) is enclosed with fencing and hedging along the north, west, and south property lines; and
- Outdoor play occurs twice daily:
 - Morning: 9:30 – 10:30 am (0-3 years old) and 10:30 – 11:30 am (3-5 years old)
 - Afternoon: 3:00 – 4:00 pm (0-3 years old) and 4:00 – 5:00 pm (3-5 years old)

Neighbourhood Consultation

- **Attachment 4** shows the letter mailed by the District on behalf of the applicant to residents within 50 m (164 ft) of the subject site and to households in the cul-de-sac. It explained the proposed expansion and invited neighbours to the open house on September 25, 2025;
- One resident attended the open house and expressed support for the proposed expansion.
 - The applicant provided a walkthrough of the existing facility and presented the renovation plans.
 - The resident raised a concern about limited visibility at the southeast corner of Berkley Road and Swinburne Avenue, where hedges obstruct sightlines for right-turning vehicles.
 - The applicant committed to reminding families to park at least 11 metres (36 ft) from the intersection to maintain visibility.

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

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Timing/Approval Process:

Prior to the public meeting, the District will mail out notices to residents within 50 m (164 ft) of the child care facility and within the cul-de-sac, informing them of the proposal and public meeting.

Following the public meeting, the application will be brought forward for Council consideration at a subsequent regular meeting. If approved by Council, a business licence will be issued upon final completion of inspections by both Building Department staff and Vancouver Coastal Health. These inspections will confirm that the facility meets all provincial building codes and child care licensing requirements.

Social Policy Implications:

The District's Child Care Policy encourages the development of quality child care services near community amenities to support families and enhance community well-being. The Child Care Action Plan (2020) identifies a District-wide need for additional child care spaces, and the approval of this business license amendment supports the District's overall goals.

Conclusion:

The proposal to increase the licensed child care capacity to 16 children at 2504 Swinburne Avenue aligns with the Planning Guidelines for Child Care in Residential Buildings and addresses a child care gap in the under-served Blueridge neighbourhood. The site offers good accessibility, nearby transit and sufficient on-site parking. Its proximity to community amenities supports the District's Child Care Policy and the home's design is compatible with the surrounding neighbourhood. District staff support the proposal.

Respectfully submitted,



Eirikka Brandson
Community Planner



Caitlin Wong
Community Planning Assistant

Attachment 1: Planning Guidelines for Child Care in Residential Buildings (January 2014)

Attachment 2: Map of Child Care Facilities in Blueridge and Seymour Heights

Attachment 3: Site and Floor Plans

Attachment 4: Applicant's Letter of Introduction

Attachment 5: Presentation

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

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REVIEWED WITH:		
☐ Business and Economic _____	☐ Finance _____	External Agencies: ☐ Library Board _____ ☐ Museum and Archives _____ ☐ NSEM _____ ☐ NS Health _____ ☐ NVRC _____ ☐ RCMP _____ ☐ Other: _____
☐ Bylaw Services _____	☐ Fire Services _____	
☐ Clerk's Office _____	☐ Golf _____	
☐ Climate and Biodiversity _____	☐ Housing <u>7A</u> _____	
☐ Communications _____	☐ Human Resources _____	
☐ Community Planning _____	☐ Integrated Planning _____	
☐ Development Engineering _____	☐ ITS _____	
☐ Development Services _____	☐ Parks _____	
☐ Engineering Infrastructure _____	☐ Real Estate _____	
☐ Engineering Public Works _____	☐ Solicitor _____	
☐ Environment _____	☐ Transportation _____	
☐ Facilities _____		



PLANNING GUIDELINES FOR GROUP CHILD CARE IN RESIDENTIAL ZONES

Approved January 6, 2014

Application of the Planning Guidelines

Child care in the District of North Vancouver is regulated by the *Child Care Facilities Business Regulation Bylaw*. All child care facilities providing care for more than 2 children are required to obtain a business licence and comply with the provisions of this bylaw; however, these Guidelines will only apply for any application for group child care in residential zones (more than 8 children in care). For child care with a capacity of over 10 children in a residential zone a public meeting or public hearing and Council approval is required, though the licence inspector may refer an application for more than 8 children to Council if the child care may adversely impact the residents of the neighbourhood.

Purpose of the Planning Guidelines

These Planning Guidelines are recommended to:

- assist residents and child care providers to plan for child care services that promote the health and well-being of children in residential zones, and
- assist District staff to evaluate business licence applications for child care in residential areas that promote safe and healthy communities.

Planning for child care in residential areas needs to consider community context, site planning, neighbourhood fit, access and parking, as outlined below.

Planning Guidelines

1. Locate in Under-Served Neighbourhoods

New child care facilities are encouraged to locate in under-served neighbourhoods of families with young children to promote an even distribution of services across the District.

Evaluation: The District social planner can provide numbers of child care spaces in surrounding neighbourhood, number of children in neighbourhood, enrollment in surrounding centres.

2. Locate Close to Community Amenities

Child care facilities are ideally located within a child's walking distance of one or more of the following community amenities:

- schools, playgrounds, open spaces, parks, recreation centres, and libraries.

Evaluation Tools: The District social planner can provide a map of community amenities within the vicinity of the child care program.

3. Locate on Easily Accessible Streets

Child care facilities should:

- be located on residential streets that provide easy vehicle access (entry and exit),
- be located close to arterial roads, and
- provide adequate separation of pedestrian paths from vehicle routes in the parking, drop-off and pick up areas of the site.

A child care facility located along an arterial road should have adequate area within the lot for vehicle drop off, pick up and turning movements to prevent traffic congestion and safety concerns.

Evaluation Tools: The applicant is requested to submit a site plan, context map and transportation plan.

4. Address Arrival/Departure and Parking Needs

Child care facilities should be located on sites that provide adequate space for:

- two stalls for staff/ resident parking,
- one stall for every ten children for parent and pick up and drop off, and
- a safe and non-disruptive vehicle arrival and departure zone for child care users.

Evaluation Tools: Applicants are requested to submit a transportation plan that includes: a site plan with the location of parking, mode share of parents, number of sibling groupings, staggered pick up and drop off times.

5. Maintain Neighbourhood Characteristics

Child care facilities should be located on sites that:

- are compatible with the visual character of the existing streetscape,
- provides landscaping that enhances the privacy, peace and quiet of neighbours, and
- provide the required appropriately located outdoor play space, completely fenced and secured.

Evaluation Tools: Applicants are requested to submit a site plan which includes the location of the outdoor play space and a landscape concept plan.

6. Neighbourhood Support

Any plans for a child care facility should include discussions with neighbours at the early planning stage.

Evaluation Tools: Neighbours will be asked to provide comment on the proposal either at the public meeting/ hearing or via written correspondence. The applicant will be expected to mitigate concerns with reasonable measures.

7. Relationship To Site Grade and Access to Natural Light

Child care applications must demonstrate that emergency evacuation of the children is addressed. Concerns regarding emergency evacuation increase with height above grade. Locations below grade are not preferred due to requirements for natural light. The availability of natural light is important to the creation of a suitable child care space.

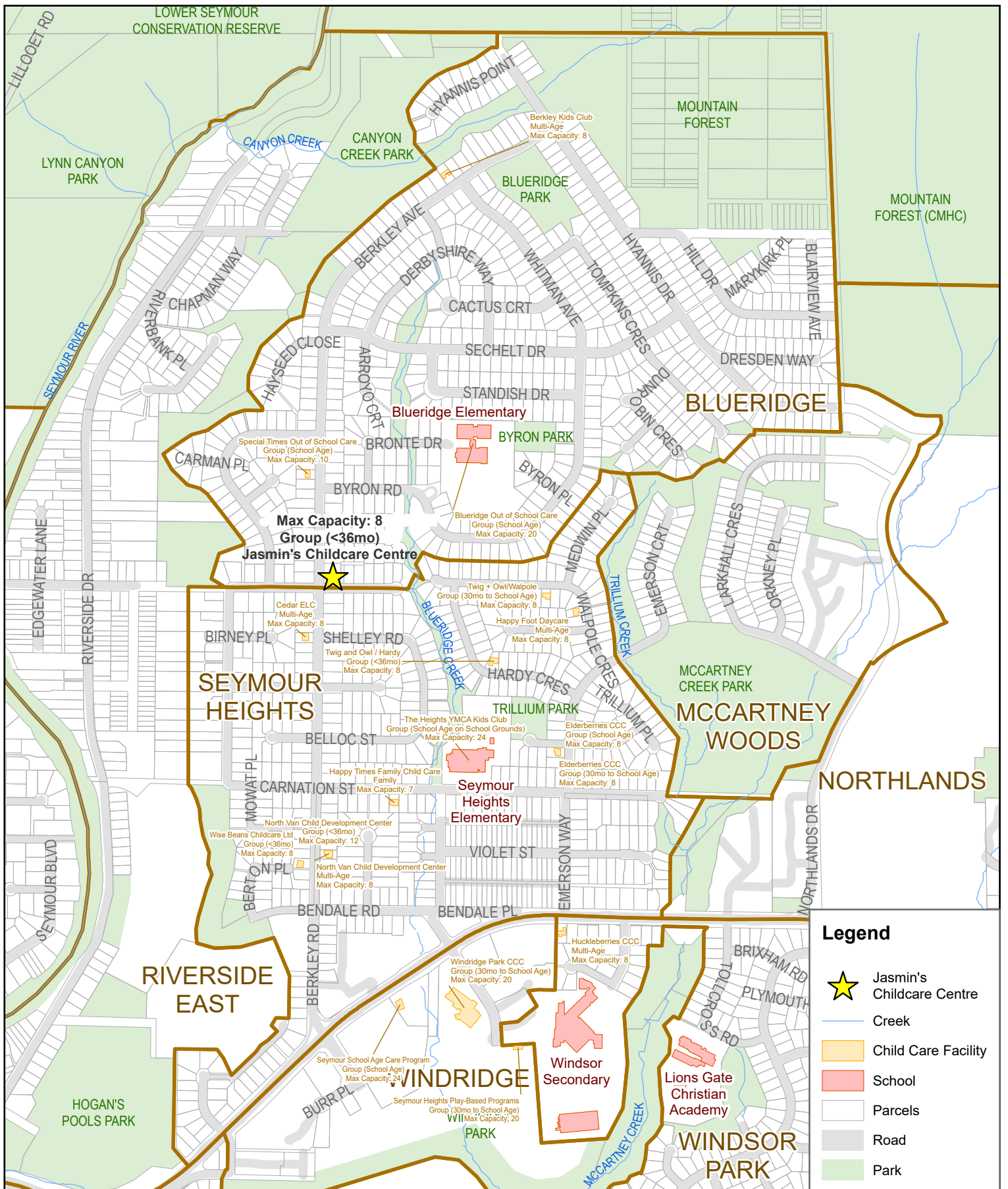
Evaluation Tools: Applicants are requested to submit a site plan and an interior layout plan.

8. Strong Indoor/Outdoor Connection

Outdoor space should be at the same level as the indoor space (plus or minus .5 m) and contiguous with it. The proposed site needs adequate outdoor play space (7 square metres per child). The indoor and outdoor areas should be planned together. Indoor and outdoor spaces should allow for inter-related indoor and outdoor activities and free movement by children. The facility should be oriented to allow the surveillance of outdoor play areas from the primary indoor activity area.

Evaluation Tools: Applicants are requested to submit a site plan, showing the indoor/ outdoor relationship, including a landscape concept plan for the outdoor play area.

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CHILD CARE FACILITIES BLUERIDGE AND SEYMOUR HEIGHTS

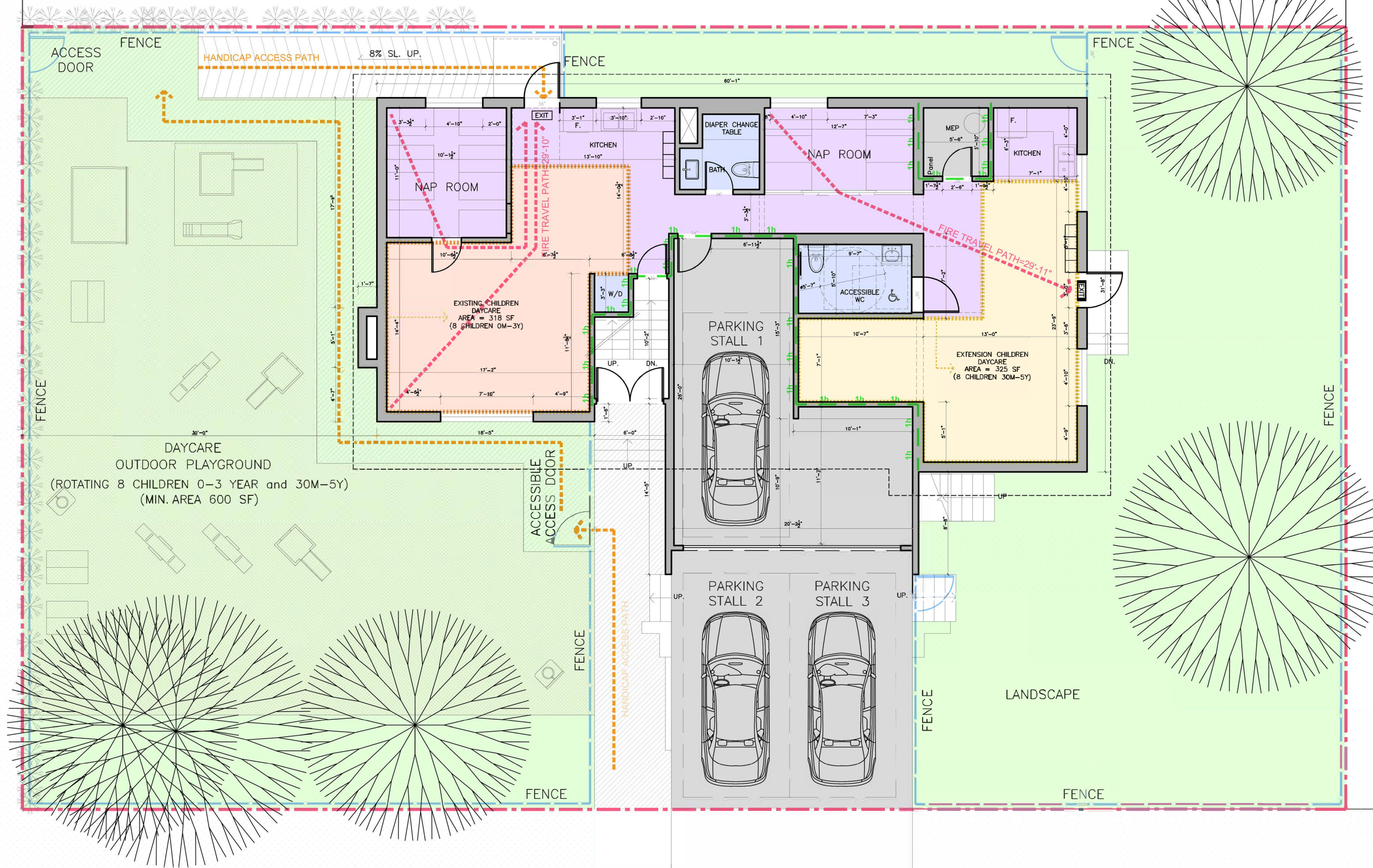
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BERKLEY ROAD

NEIGHBOR

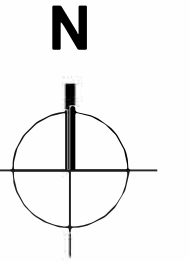
SWINBURNE AVENUE



DRIVE DRIVE WAY

SITE PLAN

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE FIELD BEFORE COMMENCING ANY PORTION OF THE WORK, AND SHALL NOTIFY THE PROJECT MANAGER IN WRITING IMMEDIATELY IF THERE ARE ANY DISCREPANCIES IN THE DRAWINGS AND/OR THE SPECIFICATIONS. COMMENCEMENT OF WORK SHALL CONSTITUTE FULL ACCEPTANCE OF SITE CONDITIONS.
2. DIMENSIONS SHOWN ARE FROM FINISH FACE OF CONCRETE, GRID LINES, AND CENTER OF STUD WALLS UNLESS NOTED OTHERWISE.
3. DO NOT SCALE DIMENSIONS ON ANY AND ALL DRAWINGS.
4. DRAWINGS TO BE READ IN CONJUNCTION WITH DOCUMENTS CREATED BY CONSULTANTS LISTED ON SHEET A-0.1



Major Accessible Door - 25.10.17
BUILDING PERMIT SET - 25.08.01
ISSUED: DAYCARE EXTENSION PERMIT

ISSUED FOR PERMIT

REVISION 5: _____
REVISION 4: _____
REVISION 3: _____
REVISION 2: _____
REVISION 1: _____

ORIGINAL DATE: 2025.07.08

CLIENT:
Shahla Hatami

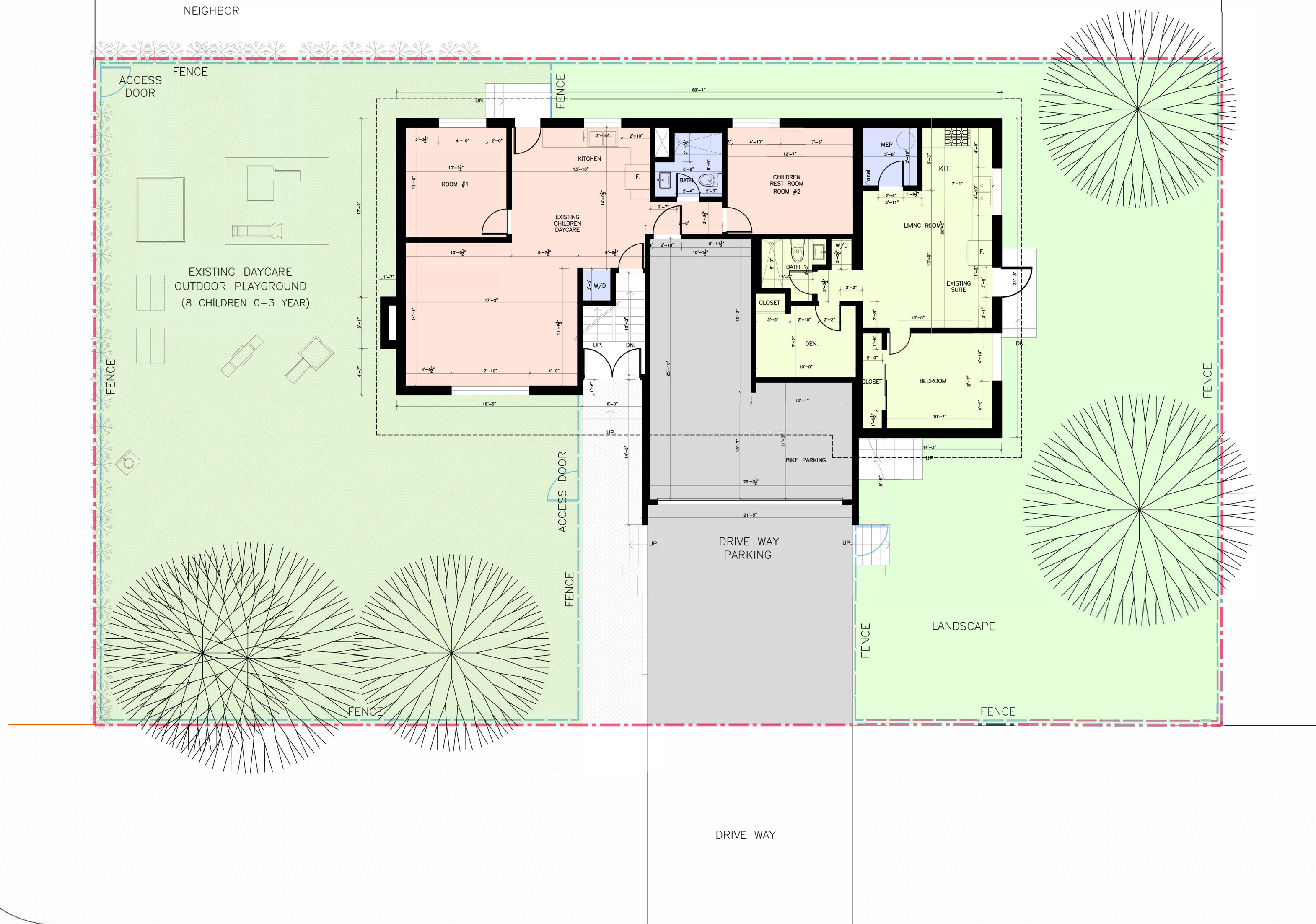
PREPARED BY:
[AZIZI ARCHITECT INC.]
#104 2433 Bellevue Ave. West Vancouver BC, V7V 1E1
TEL: (604) 240-6083 INFO@AZIZIARCHITECT.COM

PROJECT NAME:
JASMIN'S CHILDCARE CENTRE
2504 SWINBURNE AVE. NORTH VANCOUVER, BC.

SHEET TITLE:
SITE PLAN

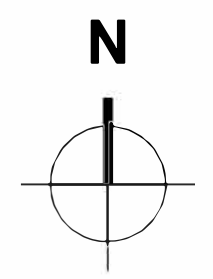
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CHECKED: M.A.
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CAD FILE: JASMIN CHILDCARE
JOB #: -
PRINT DATE: Nov 14, 2025 9:19am

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A-0.5



EXISTING
LOWER FLOOR PLAN

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE FIELD BEFORE COMMENCING ANY PORTION OF THE WORK, AND SHALL NOTIFY THE PROJECT MANAGER IN WRITING IMMEDIATELY IF THERE ARE ANY DISCREPANCIES IN THE DRAWINGS AND/OR THE SPECIFICATIONS. COMMENCEMENT OF WORK SHALL CONSTITUTE FULL ACCEPTANCE OF SITE CONDITIONS.
2. DIMENSIONS SHOWN ARE FROM FINISH FACE OF CONCRETE, GRID LINES, AND CENTER OF STUD WALLS UNLESS NOTED OTHERWISE.
3. DO NOT SCALE DIMENSIONS ON ANY AND ALL DRAWINGS.
4. DRAWINGS TO BE READ IN CONJUNCTION WITH DOCUMENTS CREATED BY CONSULTANTS LISTED ON SHEET A-0.1



Major Accessible Door - 25.10.17
BUILDING PERMIT SET - 25.08.01
ISSUED: DAYCARE EXTENSION PERMIT

ISSUED FOR PERMIT

REVISION 5: _____
REVISION 4: _____
REVISION 3: _____
REVISION 2: _____
REVISION 1: _____
ORIGINAL DATE: 2025.07.08

CLIENT:
Shahla Hatami

PREPARED BY:
[AZIZI ARCHITECT INC.]
#104 2433 Bellevue Ave. West Vancouver BC, V7V 1E1
TEL: (604) 240-6083 INFO@AZIZIARCHITECT.COM

PROJECT NAME:
**JASMIN'S CHILDCARE CENTRE
2504 SWINBURNE AVE. NORTH VANCOUVER, BC.**

SHEET TITLE:
**EXISTING
LOWER FLOOR PLAN**

DRAWN BY: N.N.	DRAWING NO.
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CAD FILE: JASMIN'S CHILDCARE	
JOB #: -	
PRINT DATE: Nov 14, 2025 9:20am	

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Letter of Introduction

September 8, 2025

Dear Neighbours,

Re: Business Licence Application – Capacity Increase for Jasmin's Childcare Centre

My name is Shahla Hatami and I live at 2504 Swinburne Avenue, North Vancouver. I own and operate Jasmin's Childcare Centre at this address.

I have applied to the District of North Vancouver and Vancouver Coastal Health to increase the number of children we can care for from eight children to 16 children. This would include eight children between 30 months and school age, and eight children under 36 months.

District staff suggest that we consult with our neighbours before our Business Licence application is considered by District Council. For this reason, I am providing you with this information package to explain the proposal.

I would also like to invite you to an open house at Jasmin's Childcare Centre on September 25th from 6:00pm to 7:00pm. This will be an opportunity for you to see the proposal and ask any questions. District staff will be there as well to answer any questions about the Business Licence process.

We are also interested in hearing whether or not you support the proposal, though there is no obligation to share your opinion.

There will also be a Public Meeting at the District of North Vancouver Municipal Hall regarding our Business Licence application that will provide an opportunity for you to learn more about our proposal, or to voice your support or concerns directly to District Council.

Once a Public Meeting has been scheduled, the District will send a letter with the date, time and location of the meeting to all neighbours within 50 meters of 2504 Swinburne Avenue, as well as the properties within the cul-de-sac. The letter will also explain how to submit written comments if you prefer.

Kind Regards,

Shahla Hatami
Director and owner of Jasmin's Childcare Centre

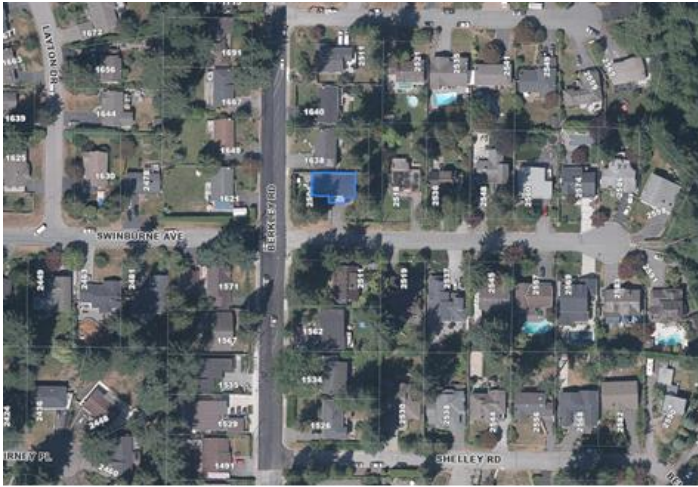
Applicant Information:

Contact: Shahla Hatami
Address: 2504 Swinburne Avenue, North Vancouver
Phone: 604-783-6229
Email: shahlahatami@yahoo.com

Proposal Description

Address: 2504 Swinburne Ave, North Vancouver BC V7H1L5

Context Map:



Lot Size: 7,392 square feet (sq. ft.)

Hours of Operation: Monday to Friday 7:30 am to 5:30 pm

Time and Duration of Outdoor Play:

- Morning: 9:30 to 10:30 am (0-3 years old) and 10:30 to 11:30 am (3-5 years old)
- Afternoon: 3:00 to 4:00 pm (0-3 years old) and 4:00 to 5:00 pm (3-5 years old)

Employees: two (including the director) with a minimum of three staff on site at all times.

Parking and Traffic: We have 3 on-site parking spaces for staff and residential use. Families can use street parking on Berkley Avenue and Swinburne Avenue for short-term pick-up and drop-off, as there are no parking restrictions. To keep traffic flowing smoothly, we will schedule pick-up and drop-off times to limit overlap. Many families walk to the centre, while others use public transit or drive. There are two pedestrian entrances to the childcare, and families can choose the one that works best for their route. We will also provide safe driving directions to help families use the safest and most convenient entrance.

Outdoor Play Space: Our 1,200 sq. ft. play area is surrounded by tall trees, providing shade and a natural setting for children. The play space is not located next to neighbouring homes, which helps reduce noise impacts.

Description: We plan to expand our childcare capacity to better serve families in our community. Currently, we care for up to eight children from ages 7 months to 3 years old. Our proposal is to increase capacity to 16 children: eight spaces for ages 0 to 3 and eight spaces for ages 3 to 5. Our goal is to provide a warm, supportive environment where children can grow, build confidence and prepare for school. Our team of qualified early childhood educators is dedicated to delivering high-quality childcare on the North Shore.

We will host an open house to share details, answer questions and hear feedback from neighbours. For more information, please contact Shahla Hatami at shahlahatami@yahoo.com or 604-783-6229.



Child Care Facility Business Licence Application

Jasmin's Childcare Centre

Public Meeting

December 2, 2025

Child Care Facilities Business Regulation Bylaw

Application to amend Child Care Business License from eight to 16 children:

- Public Meeting required
- Council approval required

Public Meeting notice requirements:

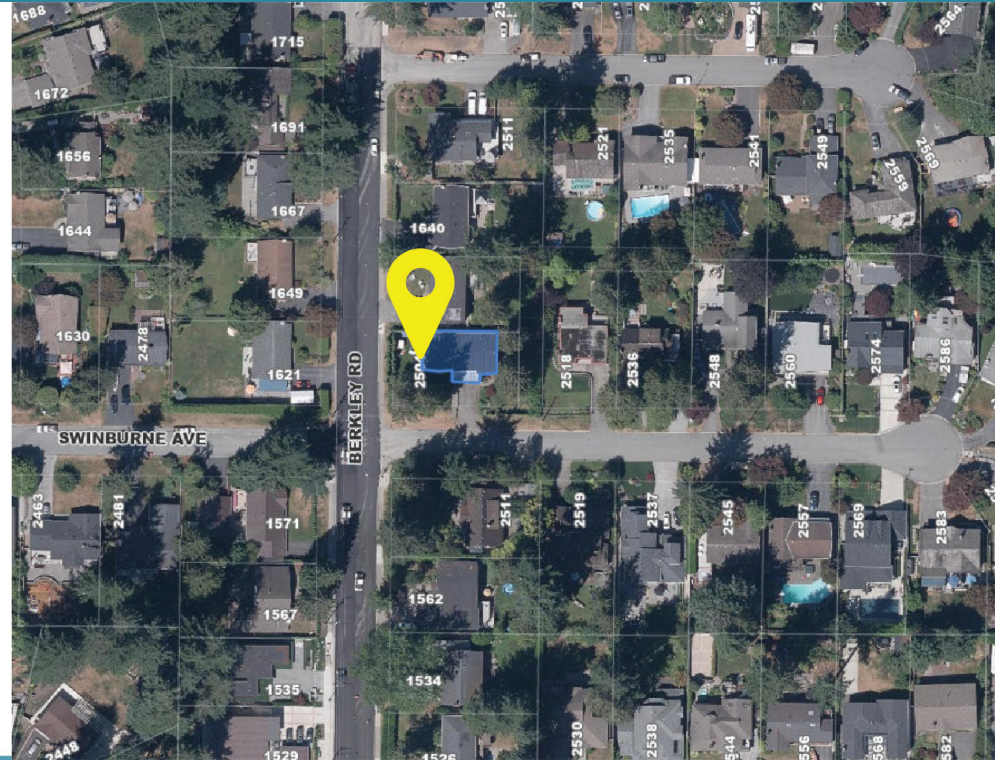
- Notify all properties located within cul-de-sac and 50m (164 ft) of the facility
- At least 10 days prior to meeting



Jasmin's Childcare Centre

Proposal:

- Increase to 16 children:
 - 8 spaces (Group Child Care –Under 36 Months)
 - 8 spaces (Group Child Care –30 Months to School Age)



Planning Guidelines for Group Child Care in Residential Zones

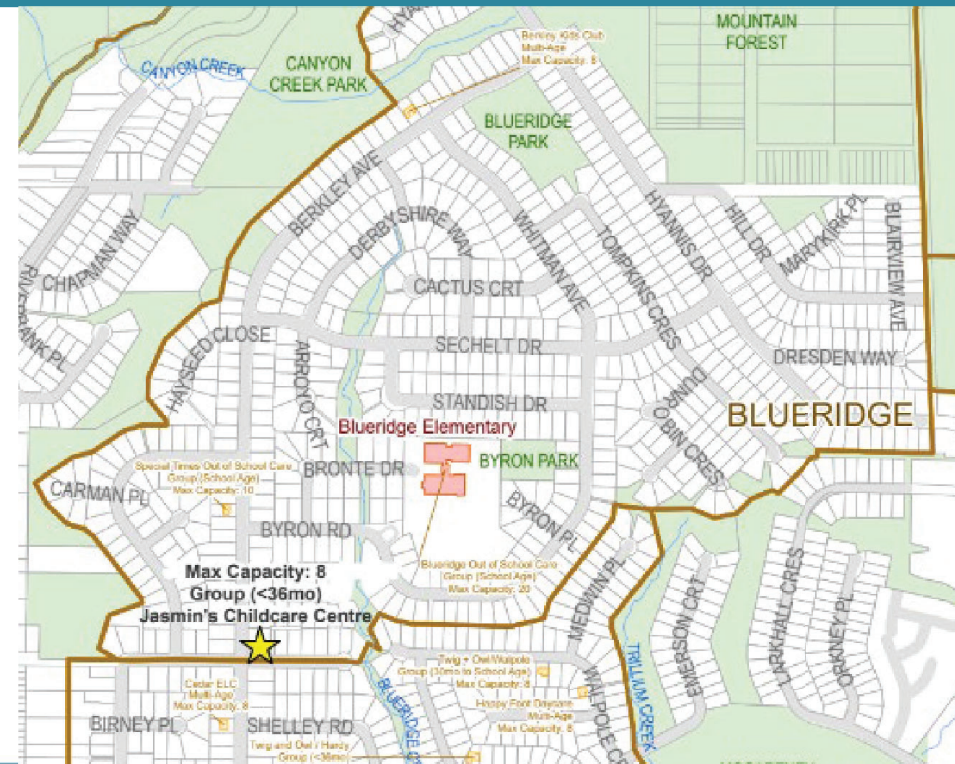
- Applies to child care applications for facilities with more than 8 children in a residential building

Criteria:

- Location
- Transportation needs
- Neighbourhood character
- Facility design
- Neighbourhood consultation

Location

- Blueridge neighbourhood
- Swinburne Avenue connects to Berkley Road
- Nearby amenities: Blueridge Elementary School, Seymour Heights Elementary School, Byron Park and McCartney Creek Park
- 4 child care facilities (46 spaces)



Transportation Needs

- Three parking spaces provided (1 garage, 2 driveway), meeting Zoning Bylaw
- On-street parking available on Swinburne Avenue and Berkley Road
- Pedestrian access for drop-off and pick-up
- Operating hours 7:30 am to 5:30 pm
- Minimum three staff on-site, including the applicant



Neighbourhood Character

- Home and yard align with single-family streetscape
- Outdoor play:
 - AM: 9:30 to 10:30 am (0-3 years old) and 10:30 to 11:30 am (3-5 years old)
 - PM: 3:00 to 4:00 pm (0-3 years old) and 4:00 to 5:00 pm (3-5 years old)
- Noise and privacy measures include enclosed fence, shrubbery, mature trees and landscaping



Facility Design

- Child care on ground floor of the 2-storey home
 - 111 m² (1,200 ft²) outdoor space
- Renovations to separate infant/toddler and preschooler areas
- Planned upgrades: accessible washroom, classroom, and nap room.



Neighbourhood Consultation

- Letter notification sent to neighbours within 50 m (164 ft) and within the cul-de-sac
- Open house on September 25, 2025
- One resident attended
- Concern: street parking close to intersection
- Action: encourage parking 11 m (36 ft) from intersection



Child Care Action Plan (2020)

- Child care is a key component of strong, resilient, and livable communities
- An estimated 2,055 additional group child care spaces needed by 2030
- 1,286 new spaces created (2019 – November 2025)



355 West Queens Road
North Vancouver, BC
V7N 4N5

604-990-2311



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AGENDA INFORMATION	
☒ Regular Meeting	Date: February 2, 2025
☐ Other:	Date: _____



 Dept.
Manager



 GM/
Director



 CAO

The District of North Vancouver REPORT TO COUNCIL

January 20, 2026

File: CAPPARKS-313193949-31132

AUTHOR: Graham MacInnes, Parks Designer

SUBJECT: People, Dogs and Parks Strategic Plan

RECOMMENDATION:

THAT the People, Dogs and Parks Strategic Plan as detailed in the January 20, 2026 report of the Parks Designer entitled People, Dogs and Parks Strategic Plan is approved.

REASON FOR REPORT:

The purpose of this report is to present the draft People, Dogs and Parks Strategic Plan for Council's consideration.

The District's Parks and Open Space Strategic Plan (2012) provides direction to "develop a dog management program with best management practices for dogs that would address and manage dog related issues in parks and trails."

SUMMARY:

The People, Dogs and Parks Strategic Plan (**Attachment 1**) responds to growing pressures in District parks and trails. With approximately one dog for every five residents and increasing park use, a proactive and coordinated approach is needed.

The Strategic Plan provides a framework that:

- Balances recreation, environmental stewardship, and safety.
- Clarifies shared responsibilities among dog owners, non-dog owners, and the District.
- Supports consistent and proactive management across the parks system.

Community Engagement:

- Engagement reached more than 4,300 participants across two phases (**Attachments 2 and 3**).
- Feedback showed strong support for the direction of the Strategic Plan, including ~80% agreement with the vision statement and guiding principles.

Implementation:

The Strategic Plan translates community values into a 10-year roadmap with 29 actions, with 8 high-priority actions in the first three years. Actions focus on the following areas:

- Improving education and enforcement
- Improving dog waste management
- Environmental protection
- Providing various off-leash opportunities
- Clarifying bylaws

This approach emphasizes education, clear expectations, and collaboration rather than blanket restrictions. It provides staff with a framework to bring forward well-scoped, evidence-based recommendations over time. Overall, the Strategic Plan supports a high quality parks system that reflects the community's values.

BACKGROUND:

The District's parks and trails are highly valued for their wide range of recreational opportunities, including areas for on- and off-leash dogs. With a growing population, park use involving dogs is increasing, presenting both opportunities and challenges.

Community engagement highlighted key concerns, including:

- Dog waste not being picked up
- Dog owners not following regulations
- Environmental impacts

To address these issues, proactive planning and updated policies are needed to balance recreation, environmental protection, and community needs.

EXISTING POLICY:

The Strategic Plan is supported by existing plans, policies, and strategies that have been approved by Council, including:

- **Official Community Plan (2011)** contains objectives for maintaining a diverse, high-quality parks and open space system that serves a range of community needs and protects the natural environment.
- **Parks and Open Space Strategic Plan (2012)** identifies the need to develop a dog management program that would address dog related issues in parks and trails. Recommendations include:
 - Review options to establish fenced dog off leash areas or dog parks.
 - Review and update Dog and Tax Regulation Bylaw 5981.
 - Evaluate options to minimize environmental impacts of dogs in parks.
 - Develop operational and design guidelines for dedicated dog park areas.
- **Corporate Plan 2023-2026** identifies the need to enhance outdoor recreation by improving urban parks to meet community needs and demand in town and village centres and protect and enhance the environment through management programs and policy.

ANALYSIS:

The People, Dogs and Parks Strategic Plan was developed through extensive community engagement, background and precedent research, discussions with intermunicipal partners and interest groups, collaboration with District staff across departments, and consultant analysis and recommendations.

The Strategic Plan serves as a roadmap of initiatives for District staff to implement, with the goal of proactively addressing challenges related to dogs in parks.

Initial engagement in Fall 2023 drew over 2,900 participants and helped identify key values, challenges and opportunities, informing a draft vision and guiding principles which were shared during subsequent engagement in Fall 2025.

Vision:

The vision statement in the Strategic Plan sets the high-level direction for future progress:

District parks offer opportunities to connect with nature and promote well-being for everyone, non-dog owners and dog owners alike, by balancing recreation with ecological integrity, and encouraging shared responsibility to keep parks safe, inclusive, and enjoyable for all.

Guiding Principles:

The guiding principles in the Strategic Plan support progress towards the vision. The three guiding principles are:



Wellness: District parks promote health and wellness through active living and provide people and dogs access to a variety of safe, and enjoyable outdoor recreation opportunities.



Environment: Recreational opportunities for dogs are supported in ways that protect the integrity and sustainability of natural landscapes and their ecological functions for future generations to come.



Community: Inclusive planning and clearly communicated, fair and enforceable regulations, promote a culture of respect, responsible dog ownership and collective stewardship in District parks.

Strategic Directions:

The Strategic Plan identifies six strategic directions that shape how the recommended actions will be implemented:

- *Distribution & Supply:*
 - *Ensure adequate supply, quality, diversity and distribution of outdoor recreation experiences and amenities including off-leash opportunities.*
- *Balance:*
 - *Practice thoughtful planning to balance the needs of various user and stewardship groups to mitigate dog conflicts and risks in parks.*
- *Ecological Integrity:*
 - *Increase awareness of environmental impacts caused by dogs in parks and implement measures to maintain ecological quality and integrity.*
- *Dog Waste Management:*

- *Improve dog waste management and demonstrate that improper disposal affects everyone's enjoyment of parks and is seen as unacceptable by both dog owners and non-owners alike.*
- **Collaboration:**
 - *Collaborate with interest groups, community partners, and local governments on dog-related initiatives, while engaging the community in decision-making.*
- **Education & Enforcement:**
 - *Enhance awareness of various recreational opportunities and effectively communicate appropriate usage, rules, and regulations related to dogs in parks through education and enforcement.*

Actions:

The Strategic Plan includes 29 actions to be implemented over the next 10 years. The actions are listed in the Strategic Plan (**Attachment 1**). There are 8 high-priority, short-term actions to be initiated over the next three years (2026-2029).

High-priority actions identified for short term implementation include:

- Implement communications programs to promote responsible dog ownership.
- Conduct a comprehensive review and update Dog Bylaw 5981.
- Conduct a comprehensive review of the Commercial Dog Walking Program.
- Identify locations in District parks experiencing significant dog-related challenges.
- Identify key areas to focus enforcement / education related to dogs in parks.
- Implement new fenced off-leash areas in suitable locations.
- Assess necessary upgrades to existing fenced off-leash areas.
- Investigate alternative dog waste collection systems.

Public Input

The development of the Strategic Plan included two phases of community engagement. Participants represented a broad range of perspectives, including dog owners, non-dog owners, park and trail users, interest groups, and adjacent land managers. Community input was essential in shaping the Strategic Plan.

Audiences were engaged at the *Consult* level (**Figure 1**).

PUBLIC ENGAGEMENT SPECTRUM

Adapted and used with permission from the International Association for Public Participation (IAP2 Federation).

Inform	Listen & Learn	Consult	Involve	Collaborate	Empower
"We will keep you informed. We will provide information that is timely, accurate, balanced, objective, and easily understood. We will respond to questions for clarification and direct you to sources of additional information."	"We will listen to you and learn about your plans, views, and issues; and work to understand your concerns, expectations, and ideas."	"We will keep you informed, and listen to and acknowledge your concerns and aspirations in developing final solutions, and we will report back to you on how your input influenced the decision."	"We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed, and we will report back on how your input influenced the decision."	"We will look to you for advice and innovation in formulating solutions, and we will incorporate your recommendations into the decisions to the maximum extent possible."	"We will implement what you decide."

Figure 1: District's Public Engagement Spectrum

The first round of community engagement (Fall 2023) drew over 2,900 participants. An estimated 77% of online survey respondents identified as District of North Vancouver residents. The engagement summary report (**Attachment 2**) was shared with Council on February 22, 2024, and later posted on the project webpage. Feedback from this initial engagement helped identify the community's key values, ideas, challenges and opportunities.

Key community values were identified, including:

- The importance of opportunities to connect with nature
- Shared responsibility for creating welcoming and inclusive parks
- Concerns about dog waste and other environmental impacts

The second round of community engagement (Fall 2025) included over 1,400 participants. Of online survey respondents, an estimated 83% (1,109 of 1,332 respondents) were District of North Vancouver residents. This phase focused on gathering feedback on the draft Strategic Plan, specifically the vision statement, guiding principles, and strategic directions, while providing another opportunity for input on the draft Plan. The engagement summary report is available in **Attachment 3**.

Engagement opportunities in the second round included:

- Online survey: 1,355 respondents
- Pop-up engagement events: 130 participants, 150 postcards handed out
- Interest group discussions

Key findings from the online survey about the Strategic Plan include:

- Of respondents, 82% (1,099 of 1,343 respondents) agree or strongly agree with the vision statement
- Of respondents, the majority support the three guiding principles and six strategic directions
- The top three comment themes when asked about the Strategic Plan overall include:
 - Concerns about losing access to off-leash trails

- Desire for more bylaw enforcement
- Desire for additional off-leash areas in the District

Both rounds of community engagement were supported by a communications strategy to raise awareness about the project and opportunities to participate. Print and digital communications tactics were used with links to the dedicated webpage and online survey, including signage in parks and the community, postcards, print and digital advertising in the North Shore News and social media posts.

Committee Input:

The Parks and Natural Environment Advisory Committee (PNEAC) has been supportive of developing the People, Dogs and Parks Strategic Plan, and their input has directly informed the Plan. PNEAC provided feedback at the following meetings:

- September 27, 2023: Reviewed the project scope and provided early input.
- February 21, 2024: Reviewed community engagement results and shared input on key topics for consideration during plan development.
- September 25, 2024: Reviewed and provided input on draft site selection criteria and design guidelines for fenced off-leash dog areas.
- April 16, 2025: Reviewed and supported the draft vision statement, guiding principles, and strategic directions.

Timing/Approval Process:

The People, Dogs and Parks Strategic Plan provides a guiding framework for future decision-making, including during the development and update of area-specific trail plans. It also contains an action plan to implement future planning initiatives, bylaw updates, capital projects, interest group coordination, and communication, education and enforcement campaigns. Policy recommendations would be brought forward for Council's consideration.

Concurrence:

This report has been reviewed by Parks, Bylaw Services, Communications, and Environment.

Financial Impacts:

Implementation of the Strategic Plan will be achieved through a combination of existing resources and new investments which would be brought forward for Council's consideration through the Financial Plan process.

Liability/Risk:

One of the Strategic Plan's primary goals is to provide safe and enjoyable outdoor recreation opportunities in District parks. Many recommended actions include measures to improve safety, while also balancing the community's diverse recreational needs.

Social Policy Implications:

Connecting people and dogs with nature provides health and social benefits, including improved physical well-being, social interaction, and quality of life.

Environmental Impact:

During engagement, the most valued aspect of District parks was the opportunity to connect with nature, and the top concerns shared by both dog owners and non-dog owners were dog waste not being picked up and other impacts to the environment. This Strategic Plan provides recommended actions to reduce environmental impacts associated with dogs.

Next Steps

There are several actions that would be implemented in the short term if the Strategy is approved. These actions include revision of the Dog Tax and Regulation Bylaw 5981, review of the commercial dog walking program, and education programs to address issues related to dog waste and dog etiquette. These actions would involve additional engagement and policy recommendations would be brought forward for Council's consideration.

Conclusion:

The People, Dogs and Parks Strategic Plan is a framework for a proactive and adaptive management approach to guide the shared use of District parks and trails by people and dogs. It outlines a coordinated approach to supporting positive dog-related activity in parks through strategies focused on wellness, environment, and community.

The Strategic Plan includes 29 actions to be implemented over 10 years, with the goal of balancing recreation and ecological integrity, and encouraging a shared responsibility to keep parks safe, inclusive, and enjoyable for all. If approved by Council, staff will implement the Strategic Plan beginning with the short-term actions.

Options:

1. THAT the People, Dogs and Parks Strategic Plan as detailed in the January 20, 2026 report of the Parks Designer entitled People, Dogs and Parks Strategic Plan is approved. **(Staff recommendation.)**
2. THAT no further action is taken. (Not recommended.)

Respectfully submitted,

Graham MacInnes

Graham MacInnes
Parks Designer

Attachment 1: Draft People, Dogs and Parks Strategic Plan

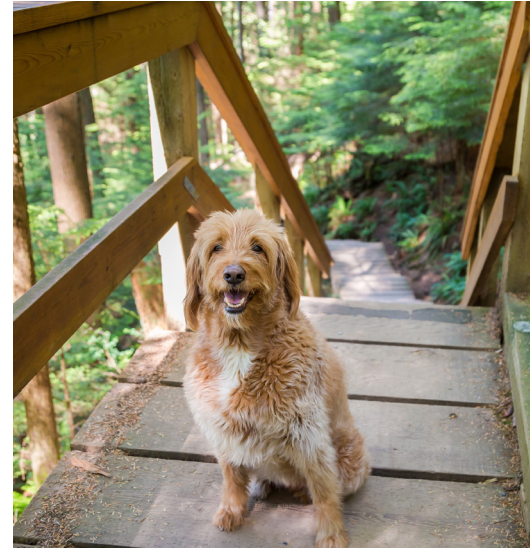
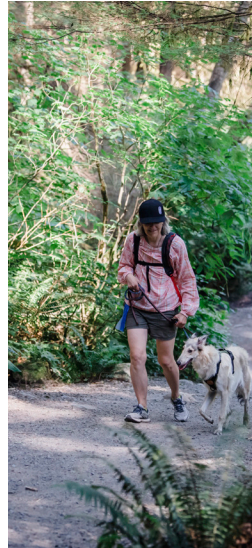
Attachment 2: People, Dogs, and Parks Strategic Plan: Engagement 1 Summary Report

Attachment 3: People, Dogs, and Parks Strategic Plan: Engagement 2 Summary Report

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

PEOPLE DOGS & PARKS

STRATEGIC PLAN



January 20, 2026

DRAFT



Executive Summary

The People, Dogs and Parks Strategic Plan sets out a comprehensive framework to guide the shared use of District parks and trails by people and dogs, helping ensure these spaces remain safe, inclusive and enjoyable for all.

This Strategic Plan considers the needs of dog owners, other park users, and the natural environment to guide thoughtful decision-making. It outlines a coordinated approach to supporting positive dog-related activity in parks through strategies focused on wellness, environment, and community.

The Plan includes a vision statement, guiding principles, strategic directions, and a set of recommended actions to be implemented over the next 10 years.

Guiding Principles



Wellness



Environment



Community

Actions

The following are the high-priority actions identified for implementation over the next three years:

- Implement new fenced off-leash areas in suitable locations within District parks, prioritizing sites near key growth centres.
- Assess and identify necessary upgrades to existing fenced off-leash areas.
- Identify and evaluate locations in District parks and trails experiencing significant dog-related challenges.
- Investigate alternative dog waste collection systems, including those used by other local governments.
- Identify key areas and parks to focus enforcement and education efforts to improve efficiency.
- Develop and implement targeted communications programs on a range of dog-related topics to support education, and enforcement.
- Conduct a comprehensive review and update Dog Tax and Regulation Bylaw 5981.
- Conduct a comprehensive review of the District's Commercial Dog Walking Program.



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Introduction

Purpose

The District of North Vancouver is home to over 3,000 hectares of parkland and more than 120 kilometers of trails. These natural spaces are highly valued by residents and visitors for their wide range of recreational opportunities, including the opportunity for people to enjoy the outdoors with their dogs.

Dogs play an important role in the lives of many District residents. With an estimated one dog for every five people, and a growing population, the number of dogs in parks and trails is increasing.

This growing park use presents both opportunities and challenges, and the District recognizes the need to update its policies and practices to reflect increased demand and address emerging concerns.

Community engagement has highlighted a range of perspectives, including from dog owners and non-dog owners. In response, the People, Dogs and Parks Strategic Plan sets clear direction to improve park experiences for everyone, including our four-legged friends.



Process & Engagement

Insights gathered through the community engagement process provided valuable input, helping to align strategic priorities with the community's values and aspirations.



Engagement – Round 1

The purpose of the first round of engagement was to learn more about key community values, ideas, and opportunities to inform the development of the Strategic Plan, including its guiding framework.

Over 2,900 respondents participated in at least one of the engagement opportunities. Input was shared through an online survey, three in-person pop-up engagement events, and an intercept survey with park users.

The following key themes were identified by the community during this phase of engagement:

- Connecting with nature in parks and environmental protection is highly valued.
- Everyone plays a role in making parks welcoming and inclusive.
- Parks serve as vital spaces for physical activity and wellness for dogs and people.
- Dog waste management is important for maintaining clean and enjoyable parks.
- Transparent guidelines and regulations ensure parks are safe and harmonious.

For details, visit [DNV.org](https://dnv.org) for the People, Dogs and Parks Strategic Plan: Engagement 1 Summary Report, 2024.

Engagement – Round 2

The purpose of the second round of engagement was to collect feedback from the community on the draft Strategic Plan including the vision, guiding principles, strategic directions, and recommended actions.

Over 1,485 respondents participated in at least one of the engagement opportunities. Input was shared through an online survey, and five in-person pop-up events held at multiple parks and community centres across the District.

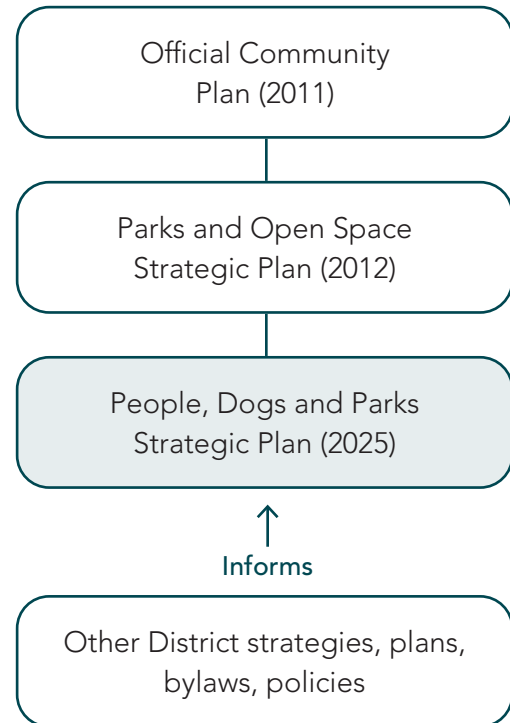
Overall, there was strong support for the vision statement, guiding principles, and strategic directions.

Of online survey respondents, an estimated 83% were District of North Vancouver residents.

For details, visit [DNV.org](https://dnv.org) for the People, Dogs and Parks Strategic Plan: Engagement 2 Summary Report, 2025.

Policy Context

The People, Dogs and Parks Strategic Plan aligns with various District plans, policies, and bylaws:



- Dog Tax and Regulation Bylaw, 5981
- Park Regulation Bylaw, 8310
- Fees and Charges Bylaw, 6481

Vision & Guiding Principles

Vision Statement

District parks offer opportunities to connect with nature and promote well-being for everyone, non-dog owners and dog owners alike, by balancing recreation with ecological integrity, and encouraging shared responsibility to keep parks safe, inclusive, and enjoyable for all.

The vision statement is aspirational and indicates the direction in which the District seeks to progress. It is ambitious, overarching, and future-looking, and illustrates what we will work towards. The guiding principles, strategic directions, and actions in this Strategic Plan support progress towards this vision.

This vision statement is informed by values expressed through community input during the community engagement process, aligns with the vision in the Parks and Open Space Strategic Plan (2012), and supports the wider community vision in the Official Community Plan (2011).

Guiding Principles

Guiding principles are beliefs and values that help inform decision-making and guide the implementation of initiatives to achieve the vision statement. These guiding principles are informed by values expressed through community input during the engagement process. The guiding principles are not listed in any particular order.



Wellness

District parks promote health and wellness through active living and provide people and dogs access to a variety of safe, and enjoyable outdoor recreation opportunities.



Environment

Recreational opportunities for dogs are supported in ways that protect the integrity and sustainability of natural landscapes and their ecological functions for future generations to come.



Community

Inclusive planning and clearly communicated, fair and enforceable regulations, promote a culture of respect, responsible dog ownership and collective stewardship in District parks.

Strategic Directions

Strategic directions are specific goals and objectives that outline the path towards achieving the vision and guiding principles. These strategic directions are informed by community input during the engagement process which included public, interest group, and staff input. The strategic directions are not listed in any particular order.

1 Distribution & Supply

Ensure adequate supply, quality, diversity and distribution of outdoor recreation experiences and amenities including off-leash opportunities.

3 Ecological Integrity

Increase awareness of environmental impacts caused by dogs in parks and implement measures to maintain ecological quality and integrity.

5 Collaboration

Collaborate with interest groups, community partners, and local governments on dog-related initiatives, while engaging the community in decision-making.

2 Balance

Practice thoughtful planning to balance the needs of various user and stewardship groups to mitigate dog conflicts and risks in parks.

4 Dog Waste Management

Improve dog waste management and demonstrate that improper disposal affects everyone's enjoyment of parks and is seen as unacceptable by both dog owners and non-owners alike.

6 Education & Enforcement

Enhance awareness of various recreational opportunities and effectively communicate appropriate usage, rules, and regulations related to dogs in parks through education and enforcement.



Action Plan

The following recommended actions outline practical steps to achieve the vision, guiding principles, and strategic directions set out in this Strategic Plan.



Action Plan

This section lists strategic actions over the short, medium, and long term and actions that are ongoing.

Short term actions should be implemented immediately to over the next three years. Medium term actions could be implemented over the next 4-6 years. These actions usually take longer to plan and implement. Long term actions are expected to take 7-10 years for long term success. Ongoing actions are sustained efforts continuously carried out over time.

Approximate costs for each recommended action are categorized as being high (\$150,000-500,000+), medium (\$25,000-150,000) or low (less than \$25,000).

Priority levels for the implementation of each recommended action are also included as high, medium or low priority, and are based on input from the community and staff.

The District will need to monitor and assess the recommended actions to determine if any course changes are needed.



1 Distribution & Supply

Action		Priority	Timeframe	Relative Cost
1.1	Evaluate off-leash area distribution in the District, identify gaps, and opportunities to improve access.	Low	Ongoing	Low
1.2	Advocate for the inclusion of off-leash areas and other dog-related amenities outside of District parks including in new development projects.	High	Ongoing	Low
1.3	Implement new fenced off-leash areas in suitable locations within District parks, prioritizing sites near key growth centres.	High	Short term	High
1.4	Assess and identify necessary upgrades to existing fenced off-leash areas to ensure they meet Design Guidelines, and accessibility requirements.	High	Short term	Low
1.5	Identify and evaluate potential locations to pilot 'fetching lanes' in existing parks and prepare design standards.	Low	Medium term	Low

2 Balance

2.1	Identify and evaluate locations in District parks and trails experiencing significant dog-related challenges.	High	Short term	Low
2.2	Identify and implement mitigation measures to address dog management challenges in parks.	High	Ongoing	Low



3 Ecological Integrity

Action	Priority	Timeframe	Relative Cost
3.1 Identify key environmentally sensitive areas in District parks near popular dog off-leash areas to inform planning and decision making.	Medium	Long term	Low
3.2 Identify suitable locations to provide dogs access to the water (oceanfront, creeks etc.).	Medium	Short term	Low
3.3 Implement adaptive mitigation measures to limit negative impacts from dogs on key environmentally sensitive areas.	High	Ongoing	Medium

4 Dog Waste Management

4.1 Secure permanent operating funding to maintain the separated dog waste program.	High	Medium term	Low
4.2 Use site selection criteria and data collection to evaluate and optimize the placement of dog waste bins and bag dispensers.	High	Ongoing	Low
4.3 Investigate alternative dog waste collection systems, including those used by other local governments, to identify more efficient options.	High	Short term	Low
4.4 Ensure all dog waste bags provided in District parks and trails comply with provincial regulations and are free of oxo-degradable plastics.	Medium	Ongoing	Low
4.5 Explore alternative ways to competitively procure dog waste bag supply and dog waste bin collection services in District parks and trails.	Medium	Medium term	Low



5 Collaboration

Action		Priority	Timeframe	Relative Cost
5.1	Organize a bi-annual roundtable meeting, led by the District's Parks department, with key staff involved in dog management to discuss current issues and ongoing projects related to dogs in parks and trails.	Low	Short term	Low
5.2	Hold annual or biennial meetings with the District of West Vancouver to collaborate on commercial dog walking regulations, policies, and permit fees.	Low	Short term	Low
5.3	Collaborate with trail user groups to explore innovative solutions to address challenges related to dogs on trails.	Medium	Short term	Low



6 Education & Enforcement

Action	Priority	Timeframe	Relative Cost
Signage:			
6.1 Develop standard dog regulatory and educational signs with a consistent look and messaging, using the District's unique and identifiable communication standards.	Medium	Medium term	Low
6.2 Create an inventory of existing dog-related signs in parks and trails, assess if these signs are appropriately located, and identify suitable locations for new signs.	Medium	Short term	Low
6.3 Replace all dog-related signs in parks and trails with standardized signs with a coherent look and messaging as resources allow.	Medium	Long term	High
Staffing:			
6.4 Offer dog behavior training to staff who regularly work in parks and interact with dogs.	High	Ongoing	Low
6.5 Review staffing levels and the roles of animal control officers and park rangers in managing dogs in parks.	Medium	Medium term	Low
6.6 Identify key areas and parks to focus enforcement and education efforts to improve enforcement efficiency.	High	Short term	Low



6 Education & Enforcement

Action		Priority	Timeframe	Relative Cost
Outreach:				
6.7	Consider supporting volunteer programs related to dogs in parks.	Medium	Medium term	Low
6.8	Develop and implement targeted communications programs on a range of dog-related topics to support education, and enforcement where necessary.	High	Short term	Medium
6.9	Consider implementing the Yellow Bandana Program to help identify reactive dogs and support owners.	Low	Medium term	Medium
Bylaw Amendments:				
6.10	Conduct a comprehensive review and update Dog Tax and Regulation Bylaw 5981.	High	Short term	Low
6.11	Conduct a comprehensive review of the District's Commercial Dog Walking Program, including the relevant provisions in Bylaw 5981.	High	Short term	Low

Detailed Action Plan



1 Distribution & Supply

Action 1.1

Evaluate off-leash area distribution in the District, identify gaps, and opportunities to improve access.

Based on benchmarks from other municipalities, it is recommended that the District aim to provide access to an off-leash area within 1.2 km, or approximately a 15-minute walk, of most residents¹. However, this distance may not always be feasible and may need to be adjusted based on the level of demand in an area, and the availability of suitable District parkland.

¹ Trust for Public Land, Parks on the Clock: Why We Believe in the 10-Minute Walk, 2016

Action 1.2

Advocate for the inclusion of off-leash areas and other dog-related amenities outside of District parks including in new development projects.

The District should continue to encourage the private sector to provide fenced off-leash areas and other amenities for dogs, such as rooftop relief areas, through development. To support this, the District could develop design guidelines and best practices for new multi-unit buildings, update Development Permit Area Guidelines, or consider eligibility of dog-related amenities as Community Amenity Contributions (CACs).

Additionally, the District should explore opportunities to create off-leash areas outside of District parks, including through partnerships with other landowners, as suitable sites become available.

Action 1.3

Implement new fenced off-leash areas in suitable locations within District parks, prioritizing sites near key growth centres.

As the District's key growth centres continue to develop into densely populated communities, more people are living without access to private green space. Conveniently located off-leash areas are crucial for dogs' daily exercise and relief, and can contribute to a higher quality of life.

Each of the District's town and village centres should be prioritized for the inclusion of at least one nearby fenced off-leash area, ensuring convenient access for the greatest number of residents and their dogs. Additional suitable locations for fenced off-leash areas in under-served locations should be considered as indicated by demand. Fenced off-leash areas should be piloted first to evaluate their suitability before investing in long-term infrastructure.

The District will require 6 additional fenced off-leash areas to service each of the District's town and village centres that do not currently have one. The fenced off-leash area in Belle Isle Park, built in 2025, cost approximately \$100,000 (not including taxes). This off-leash area was designed to a high specification and includes quality materials like artificial turf surfacing and metal fencing for durability and long-term use. Anticipated capital expenditures required (not including land) are estimated at between \$600,000 and \$900,000 to deliver this action.

This action is aspirational and could be phased in over several years. Funding for additional fenced off-leash areas and maintenance would be included in Capital and Operations Budgets.

See Appendix 3 for more information.

Action 1.4

Assess and identify necessary upgrades to existing fenced off-leash areas to ensure they meet Design Guidelines, and accessibility requirements.

The fenced off-leash area in Myrtle Park would benefit from upgrades to enhance accessibility, functionality, and the overall user experience. An assessment should be conducted to identify improvements that align with the Design Guidelines (see Appendix 1) and meet accessibility standards. Potential enhancements may include updated surfacing, adding double gates, additional seating, shaded areas, clear and consistent signage, and accessible pathways. Improvements should be prioritized based on immediate safety and accessibility needs, as required, while considering which upgrades can be deferred to future comprehensive park planning.

Action 1.5

Identify and evaluate potential locations to pilot 'fetching lanes' in existing parks and prepare design standards.

A fenced 'fetching lane', could provide a safe, and designated space for dogs to run and fetch, reducing the likelihood of conflicts with other park users. 'Fetching lanes' should be piloted to test location suitability and the effectiveness of the design. Single-dog access could provide an enclosed space for dogs that are reactive or in training. Signage that outlines the unique etiquette and rules of these spaces would need to be designed and installed.



2 Balance

Action 2.1

Identify and evaluate locations in District parks and trails experiencing significant dog-related challenges.

Identify locations in District parks and trails, including commercial dog walking routes, that are experiencing significant dog-related challenges, such as park user group conflicts.

Using a structured evaluation method, assess each location's level of priority for action. Prioritization could be guided by staff observations, documented infractions and conflicts, and feedback from park users and residents. This approach directs resources to locations where improvements will have the greatest positive impact.

Action 2.2

Identify and implement mitigation measures to address dog management challenges in parks.

Address dog-related challenges in priority parks and trails, including commercial dog walking routes, by identifying and evaluating feasible mitigation measures, as outlined in the Trail Modification Measures section (Appendix 5).

If mitigation measures are unlikely to adequately address challenges, use the Decision-Making Criteria for Trail Designations (Appendix 4) to determine whether a different dog-access category (e.g., on-leash, leash-optional, commercial dog walking) would be more appropriate. Proposed changes should be supported by a coordinated work plan that incorporates community engagement, enforcement, and ongoing monitoring to assess effectiveness.

The Decision Making Criteria for Trail Designations should also be applied during the planning stages of new parks and trails to help determine suitable dog access categories.

3 Ecological Integrity

Action 3.1

Identify key environmentally sensitive areas in District parks near popular dog off-leash areas to inform planning and decision making.

Use available environmental information, including the District's Biodiversity Strategy, to help identify environmentally sensitive areas that are most vulnerable to impacts from dog activity. This exercise will help guide future planning and decision-making.

Action 3.2

Identify suitable locations to provide dogs access to the water (oceanfront, creeks etc.).

Collaborate with the District's Environment Department, the North Vancouver Streamkeepers Society, and other land managers to identify appropriate waterfront access points for dogs and determine suitable seasons for use. Clear signage and fencing (where needed) should support this initiative to help protect sensitive fish-bearing waterways.

Action 3.3

Implement adaptive mitigation measures to limit negative impacts from dogs on key environmentally sensitive areas.

Collaborate with the District's Environment Department and key interest groups to develop solutions that support both dog recreation and ecological conservation goals. Assess appropriate and feasible mitigation measures (including fencing, trail improvements or rerouting, leash-required zones, access restrictions, and signage) to help protect highly sensitive ecological areas, including waterways.

4 Dog Waste Management

Action 4.1

Secure permanent operating funding to maintain the separated dog waste program.

Securing ongoing operational funding for the dog waste collection program (which features separate dog waste bins in parks and trails, and has been positively received by the community), will allow the District to continue to offer the current service, help reduce the environmental impact of dog waste, and potentially expand the program in areas of high demand.

Community engagement identified dog waste as a top concern for both dog owners and non-owners, and indicated a high level of support for improving dog waste management practices. This initiative also aligns with Metro Vancouver's regional goal to divert waste from landfills by separating waste streams.

Action 4.2

Use site selection criteria and data collection to evaluate and optimize the placement of dog waste bins and bag dispensers.

Use site selection criteria and bin volume data collected by the District's Parks Operations staff to strategically place dog waste bins and dog waste bag dispensers in areas with high demand in parks. Continue monitoring waste volumes to refine placement over time and assess additional popular dog-walking areas to identify new suitable locations, ensuring efficient waste management with minimal operational impact.



Action 4.3

Investigate alternative dog waste collection systems, including those used by other local governments, to identify more efficient options.

Research alternative dog waste collection systems used by other local governments to identify more efficient and effective methods for managing dog waste. Evaluating these systems may reveal opportunities to reduce operational costs, improve staff workload and safety, and streamline collection processes. Findings should inform whether any of these approaches are suitable for future implementation in the District.

› Supporting Action 4.3.1

Explore vehicle adaptations or other equipment for dog waste bin collection to reduce staff workload.

Collaborate with the District's Fleet Services department to explore vehicle modifications that reduce the physical demands of dog waste collection on staff. The current system is labor-intensive, and initiatives, such as vehicles equipped with mechanical loading arms, could help minimize staff contact with waste and lower the risk of injury.

Action 4.4

Ensure all dog waste bags provided in District parks and trails comply with provincial regulations and are free of oxo-degradable plastics.

As of 2024, British Columbia regulations prohibit the sale or distribution of single-use products containing oxo-degradable plastics, including dog waste bags². These plastics break down into microfragments and are often misleadingly marketed as biodegradable. The bags currently provided in District parks meet requirements, and future bags should continue to do so.

² Single-Use and Plastic Waste Prevention Regulation - Province of British Columbia

Action 4.5

Explore alternative ways to competitively procure dog waste bag supply and dog waste bin collection services in District parks and trails.

Currently, the District relies on a specialized contractor to remove dog waste from a centralized storage container and a separate supplier that provides dog waste bags in exchange for advertising. A formal RFP process could allow the District to competitively procure these services and make improvements to service consistency. Other municipalities have issued similar RFPs in recent years, demonstrating a growing regional interest in sustainable dog waste management practices.

5 Collaboration

Action 5.1

Organize a bi-annual roundtable meeting, led by the District's Parks department, with key staff involved in dog management to discuss current issues and ongoing projects related to dogs in parks and trails.

Improved collaboration among District departments, such as Parks, Bylaw and Animal Services, Development Planning, Fleet and Solid Waste, Environmental Protection, Community Services, Communications, and Finance, will help align efforts and foster a shared understanding of the challenges and opportunities each department faces related to dogs in parks.

Action 5.2

Hold annual or biennial meetings with the District of West Vancouver to collaborate on commercial dog walking regulations, policies, and permit fees.

Coordinating commercial dog walking regulations, policies, and fees, and providing a consistent framework for commercial dog walkers to follow could help reduce confusion and improve compliance.

Action 5.3

Collaborate with trail user groups to explore innovative solutions to address challenges related to dogs on trails.

Trail user groups, including the North Shore Mountain Bike Association (NSMBA), have strong working relationships with the District and bring valuable experience to trail management. Their insights can support the development of user-informed strategies to address challenges related to dogs on trails, particularly on shared-use routes, including off-leash dogs accompany mountain bikers on rides. Collaborating with various groups can help to enhance safety and enjoyment for all trail users.



6 Education & Enforcement: Signage

Action 6.1

Develop standard dog regulatory and educational signs with a consistent look and messaging, using the District's unique and identifiable communication standards.

Inconsistent and outdated dog regulation signs across District parks can lead to confusion, causing visitors to miss or overlook important rules and information related to dogs in parks. Standardizing signage would improve clarity of information, support better compliance, and contribute to more cohesive and visually appealing parks.

› Supporting Action 6.1.1

Collaborate with other neighbouring municipalities to establish a common color code and symbols for dog-related signs.

Consistent color coding and graphics on dog-related regulation signage would reduce confusion, especially in areas where parks and trails cross municipal boundaries. Shared visual standards would improve rule recognition and contribute to a clearer, more cohesive experience for visitors across the region.

› Supporting Action 6.1.2

Incorporate humorous and engaging messages on dog-related signs.

The District has a history of using humorous messaging on regulatory signage, including dog etiquette signs. When messaging resonates with the community, it makes important rules more engaging, memorable, and more likely to be followed.

6 Education & Enforcement: Staffing

Action 6.2

Create an inventory of existing dog-related signs in parks and trails, assess if these signs are appropriately located, and identify suitable locations for new signs.

Identifying strategic locations for dog-related signage helps ensure information is shared where it will be most effective. Some areas may lack signage entirely, while others may have too much resulting in “signage clutter”. Consideration should be given to placing signage in high-use areas, transition zones where rules change, and locations prone to conflict to ensure information is being shared efficiently.

Action 6.3

Replace all dog-related signs in parks and trails with standardized signs with a coherent look and messaging as resources allow.

Replacing all outdated dog-related signs with standardized versions will help create a more consistent, recognizable signage system across District parks and trails. Based on the assessment of existing dog-related signage, avoid replacing signs in unsuitable locations and prioritize installing them where they will be most effective

Action 6.4

Offer dog behavior training to staff who regularly work in parks and interact with dogs.

Dog behavior training helps staff safely and confidently manage interactions with dogs and their owners. It reduces the risk of incidents and improves conflict resolution. Well-trained staff also help build public trust. Advanced dog behavior training could be offered to staff responsible for enforcing regulations.

Action 6.5

Review staffing levels and the roles of animal control officers and park rangers in managing dogs in parks.

Effective enforcement is essential for ensuring the safety and enjoyment of parks for people and dogs. A visible bylaw presence reinforces that dog regulations are taken seriously and encourages greater compliance. To keep pace with demand, the District should assess current staffing levels and evaluate whether additional staff may be needed, especially as new off-leash areas or trails are introduced.

Action 6.6

Identify key areas to focus enforcement and education efforts to improve enforcement efficiency.

Targeting enforcement and education in parks with frequent dog-related bylaw infractions or on-going community concerns allows the District to use resources more effectively to improve compliance. Also, providing park rangers and animal services staff access to a shared reporting system should be considered as this would enable real-time tracking of infractions, enhance interdepartmental coordination, and promote a data-driven approach to decision-making.



6 Education & Enforcement: Outreach

Action 6.7

Consider supporting volunteer programs related to dogs in parks.

Activities such as park clean-ups, dog training sessions, dog sporting club activities (e.g. flyball, agility etc.), or “Paws in the Park” style gatherings can foster community connection while promoting responsible dog ownership. These initiatives can also serve as a bridge between the community and local government. Support from the District and North Vancouver Recreation and Culture (NVRC) could help facilitate these groups by offering shared resources and coordination.

› Sub-Action 6.7.1

Consider developing a “Bark Ranger” campaign supported by volunteers to encourage responsible dog ownership.

This type of campaign would promote responsible dog ownership through peer-to-peer engagement. Volunteers, equipped with basic training and recognizable gear, could share dog-etiquette tips, answer questions, and model positive behaviour in parks and trails. This light-touch approach encourages education over enforcement and helps build a more respectful and informed community.

Action 6.8

Develop and implement targeted communications programs on a range of dog-related topics to support education, and enforcement where necessary.

Consider using a variety of tools to communicate dog-related regulations and etiquette in parks including permanent and temporary signage (placed at key locations such as off-leash areas, environmentally sensitive areas, and sites with recurring dog-related challenges), digital outreach (including online resources, educational videos, and social media campaigns), and printed handouts (featuring key information and maps of permitted off-leash areas). All communication materials should consistently follow the District's brand guidelines.

› Sub-Action 6.8.1

Allocate a budget for low-cost outreach initiatives to promote and reward responsible dog ownership.

Public outreach initiatives, like park rangers occasionally providing treats, free leashes and dog waste bags while patrolling District parks, provide opportunities for education in a non-confrontational way. This approach is easy to implement and can be supported through partnerships or small-scale funding within existing operational budgets.

› Sub-Action 6.8.2

Develop an information package or reference guide for staff, in collaboration with the Animal Services and Park Ranger teams, that clearly summarizes dog-related park regulations and enforcement best-practices.

The reference guide could include a summary of dog-related District bylaws and the rationale behind them, tips for engaging with dog owners, suggested responses to common questions or concerns, and guidance on recognizing and reinforcing positive dog ownership. It could also outline consistent procedures for documenting and tracking infractions to support data collection and enforcement efforts.

› Sub-Action 6.8.3

Update the District's website with additional resources and guidelines to encourage responsible dog ownership in parks.

To improve access to information, create a centralized online resource that includes a summary of dog-related District bylaws, a map of leash optional trails in the District, and clear dog etiquette guidelines. This hub could also link to information on dog licensing, commercial dog walking, community events, dog training resources, related park projects and a frequently asked questions (FAQ) section. Including educational videos produced with the District's Communications team would also help share information with the community.



Temporary dog etiquette sign, Whistler

› Sub-Action 6.8.4

Launch targeted campaigns using temporary signage to share dog regulations and promote responsible ownership and etiquette.

Temporary signage, such as sandwich boards, can be an effective way to share information on responsible dog ownership, environmental efforts, and ongoing educational campaigns. These signs can be easily updated and relocated to address immediate dog-related challenges or initiatives. Some examples of messaging could include “children play here, please pick up dog waste”, or “salmon spawning, please keep out of waterways.”

Action 6.9

Consider implementing the Yellow Bandana Program to help identify reactive dogs and support owners.

The Yellow Bandana program signals that certain dogs need extra space, helping to prevent unwanted interactions. It supports owners in managing their pets more confidently in public spaces, and encourages responsible pet ownership.

If implemented, a strong signage and communication strategy will be key to supporting the program. Temporary signage and social media campaigns can explain the program’s purpose and promote participation. Collaborating with other neighbouring land managers would expand the reach of the Program and promote a unified regional approach.

This recommendation is supported by positive feedback from the City of Vancouver, which has successfully adopted the program

6 Education & Enforcement: Bylaw Amendments

Action 6.10

Conduct a comprehensive review and update Dog Tax and Regulation Bylaw 5981.

Conduct a full review of Dog Tax and Regulation Bylaw 5981 to identify opportunities for modernization, clarity, and improved operational flexibility. The review may include updates to definitions, alignment with current operational practices, and revisions to maps. This review will inform a bylaw amendment report for Council consideration and will include exploration of the specific bylaw amendments outlined below and any additional recommended updates.

› Sub-Action 6.10.1

Review and revise Bylaw 5981 to reduce operational details and improve administrative flexibility.

Undertake a review of Bylaw 5981 to identify operational details that could change frequently and, where possible, replace them with higher level policy statements or references to Council approved or staff maintained guidelines. This could allow updates, such as adjustments to trail designations (e.g., on-leash, off-leash, dogs prohibited, commercial dog walking), to be made administratively without requiring a full bylaw amendment. This would support more responsive and adaptive park management.

› Sub-Action 6.10.2

Explore and define options for including the term “competent person” in Bylaw 5981.

A clearer definition would address ongoing confusion about what it means to have a dog “under control” in parks and on trails, making expectations more understandable for both staff and dog owners.

› Sub-Action 6.10.3

Add a definition for “water access” to Bylaw 5981.

Include a clear definition of “water access” in Bylaw 5981 to improve the District’s ability to enforce restrictions on dogs entering creeks, rivers, and other water bodies where access is unsuitable. The Province has confirmed that the District may enforce such provisions, including leash requirements, within provincial waterways.

› Sub-Action 6.10.4

Amend Bylaw 5981 to include a requirement that all park users must have their dogs on leash for the first 50 meters from any park or trail entrance or exit.

Park and trail entrances and exits, especially parking lots and trailheads, are busy places with cars and people coming and going. Having dogs on-leash in these areas will help make the arrival and departure experience more safe and enjoyable. This initiative also encourages dog waste pick up, as dogs are more likely to relieve themselves within close proximity to a trail entrance.

This recommendation is an extension of the Dog Tax and Regulation Bylaw 5981 8.12(f)(iii) that applies to commercial dog walkers.



› Sub-Action 6.10.5

Amend Bylaw 5981 to include a requirement that all park users with a dog must have a dog waste bag with them at all times when in a District park or trail.

To promote consistent dog waste pickup in parks and reduce the negative impacts of uncollected dog waste on natural areas and other park users, it is recommended that Bylaw 5981 be amended to require all park users with a dog to carry an empty dog waste bag at all times. This measure would help ensure dog owners are prepared to clean up after their pets, supporting cleaner, safer, and more enjoyable parks for everyone.

› Sub-Action 6.10.6

Amend Bylaw 5981 to clarify that dogs are expected to remain on designated trails within parks where off-leash use is permitted, unless otherwise posted.

While Bylaw 5981 currently implies that dogs should stay on trail within parks where off-leash use is permitted, this expectation isn't always clearly stated. Clarifying that dogs are expected to remain on designated trails, unless signage indicates otherwise, would help protect sensitive natural areas and support responsible park use. Determining a reasonable offset would allow dogs some freedom while minimizing disturbances. In less sensitive areas, greater flexibility could be considered.

Action 6.11

Conduct a comprehensive review of the District's Commercial Dog Walking Program, including the relevant provisions in Bylaw 5981.

Review the District's Commercial Dog Walking Program, including relevant sections of Bylaw 5981, to ensure the program is clearly defined, enforceable, and aligned with current operational practices. The review will assess the program's effectiveness and identify opportunities for improvement. The review should include engagement with commercial dog walking businesses, and coordination with the District of West Vancouver to better align the two programs, supporting a unified approach that improves clarity and consistency of rules and regulations across municipal boundaries.

› Sub-Action 6.11.1

Consider amending Bylaw 5981 to address areas that are currently signed to allow commercial dog walking but are not recognized in the bylaw.

Consider housekeeping amendments to Bylaw 5981 to align it with current signage and online information regarding commercial dog walking trails. As a first step, identify all locations where signage permits commercial dog walking but are not currently recognized in the Bylaw 5981. Addressing these inconsistencies will reduce confusion for commercial dog walkers, other trail users, and enforcement staff, and ensure the bylaw accurately reflects on-the-ground conditions.

› Sub-Action 6.11.2

Clarify the number of commercial dog walkers permitted under each Annual Park Use Permit in Bylaw 5981.

It can be understood that each District Park Use Permit allows a business up to four commercial dog walkers. This could result in 160 individual walkers on District trails at a time despite a cap of 40 permits. In contrast, West Vancouver limits one walker per Park Use Permit. Clearer language could reduce confusion.

› Sub-Action 6.11.3

Determine if the current number of commercial dog walkers permitted on District trails is appropriate.

Assessing whether the current number of commercial dog walkers permitted on District trails is appropriate would help determine if current limits are sustainable or need adjustment. This evaluation could involve collaboration with Parks staff, commercial dog walking businesses, and the District of West Vancouver to ensure any changes reflect both operational realities and community expectations.

Following the review, consider amending Bylaw 5981 to limit the number of Annual Park Use Permits issued to any one business. Currently, there is no cap, which can lead to inequities and administrative challenges.



› Sub-Action 6.11.4

Clarify the titles of permits for different fee categories issued to commercial dog walking businesses and amend the District Fees and Charges Bylaw 6481 and the Dog Tax and Regulations Bylaw 5981 accordingly.

Work with Legal, Bylaw Services, and Finance to revise the Fees and Charges Bylaw 6481 and Dog Tax and Regulations Bylaw 5981 to clearly distinguish between permit types and associated fees for commercial dog walking businesses. Currently, similar permit names cause confusion. For example, businesses must obtain an Annual Park Use Permit and pay an Annual Fee per dog walker, but the naming does not reflect these differences.

› Sub-Action 6.11.5

Develop a bylaw amendment report for Bylaw 5981 for Council consideration that incorporates findings from the comprehensive bylaw review and commercial dog walking program review.

A bylaw amendment report should be prepared for Council consideration, consolidating findings from the comprehensive review of Dog Tax and Regulation Bylaw 5981 and the Commercial Dog Walking Program. The report will outline recommended updates and proposed amendments.



Metrics for Success

Indicators and targets are key to evaluating the Strategic Plan's success and impact over time. They help monitor progress, inform adjustments, and ensure resources are directed where they're most needed.



To evaluate the effectiveness of the People, Dogs and Parks Strategic Plan, a set of indicators and targets has been established to monitor progress.

These may be refined or expanded during implementation to reflect evolving needs or new data. The indicators are informed by community feedback collected during the initial engagement phase, as summarized in the Engagement 1 Report (February 2024).

Each indicator's baseline level of concern is classified into one of three tiers: high (targeting a 10% reduction), moderate (targeting a 5% reduction), or low (maintain or reduce current low levels). This tiered approach ensures that resources are allocated in proportion to the community's level of concern.

Indicator	Baseline (2024)	Desired Direction	Target Reduction
Percentage of park users who express concern about dog waste not being picked up or properly disposed.	90% of non-dog owners and 76% of dog owners are somewhat/very concerned.	Decrease in concern over time, indicating improved conditions and perceptions.	10% reduction for non-dog owners (to 81%), and 10% reduction for dog owners (to 68%) within 3 years.
Percentage of park users who express concern about impacts to the environment (other than dog waste).	66% of non-dog owners and 52% of dog owners are somewhat/very concerned.		10% reduction for non-dog owners (to 59%), and 5% reduction for dog owners (to 49%) within 3 years.
Percentage of park users who express concern about dog owners not following regulations.	82% of non-dog owners and 51% of dog owners are somewhat/very concerned.		10% reduction for non-dog owners (to 74%), and 5% reduction for dog owners (to 48%) within 3 years.
Percentage of park users who express concern about conflicts with other dogs or dog owners.	76% of non-dog owners and 45% of dog owners are somewhat/very concerned.		10% reduction for non-dog owners (to 68%), and 5% reduction for dog owners (to 43%) within 3 years.
Percentage of park users who express concern about not having enough enforcement or regulations.	75% of non-dog owners and 41% of dog owners are somewhat/very concerned.		10% reduction for non-dog owners (to 68%), and 5% reduction for dog owners (to 39%) within 3 years.
Percentage of park users who express concern about not enough signs or information about regulations or etiquette.	62% of non-dog owners and 38% of dog owners are somewhat/very concerned.		5% reduction for non-dog owners (to 59%), and maintain current low levels for dog owners within 3 years.
Percentage of park users who express concern about commercial dog walking.	52% of non-dog owners and 23% of dog owners are somewhat/very concerned.		5% reduction for non-dog owners (to 49%), and maintain current low levels for dog owners within 3 years.

Appendix 1

Fenced Off-leash Area Design Guidelines

These design guidelines support the creation of safe, inclusive, and enjoyable fenced off-leash areas. Informed by best practices and community input, they offer a flexible framework with recommended materials and amenities to guide implementation and future improvements.

Summary of Design Elements

- 01 Fencing:**
 - Steel
 - Chain link
 - Post and rail (with wire mesh infill)
- 02 Gates:**
 - 2a Double-gated entrance
 - 2b Service gate
- 03 Surfacing:**
 - Artificial turf
 - Crushed gravel
 - Engineered wood fiber / mulch
- 04 Circulation / Pathways:**
 - Concrete / asphalt (accessible)
 - Crushed gravel (accessible)
- 05 Signage:**
 - 5a Notice board
 - 5b Entry signs (bylaws, contact info.)
 - 5c Educational signs (etiquette, dog behaviour)

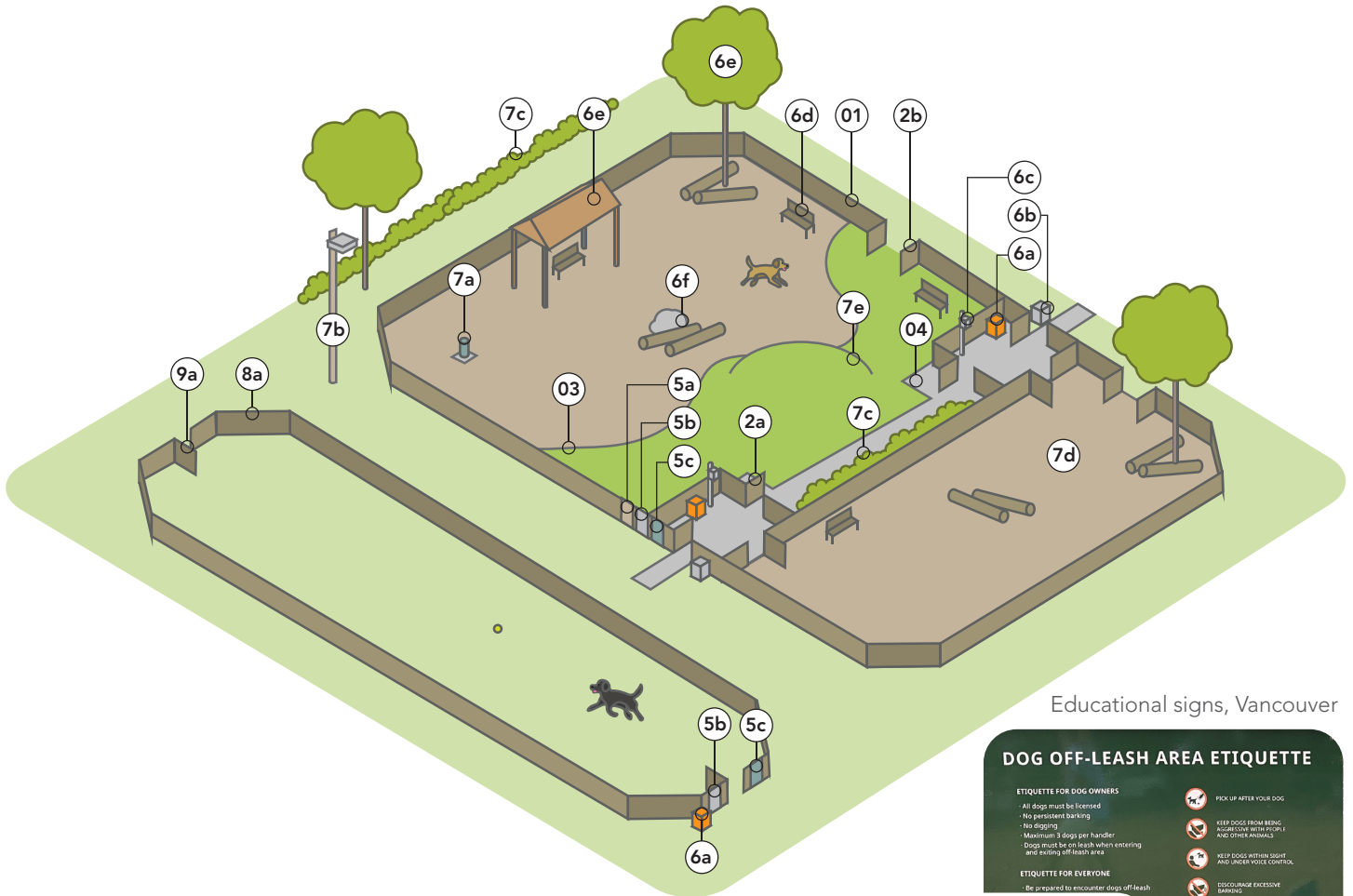
Summary of Amenities

- 06 Standard Amenities:**
 - 6a Dog waste bin
 - 6b Standard waste bin
 - 6c Dog waste bag dispenser
 - 6d Seating
 - 6e Shade / shelter
 - 6f Natural features (logs, boulders)
- 07 Optional Amenities:**
 - 7a Water / hose
 - 7b Lighting
 - 7c Vegetated buffers
 - 7d Separate area for small dogs
 - 7e Small hills and mounds

Summary of Design Elements for Dog Runs

(Temporary / Pilot Project)

- 08 Fencing:**
 - 8a Temporary metal panels
- 09 Gates:**
 - 9a Temporary gated metal fence panel



Educational signs, Vancouver



Double-gated entrance, Vancouver



Belle Isle Park, District of North Vancouver

Appendix 2

Site Selection

Site selection criteria were developed to help identify and select suitable sites for new fenced off-leash areas, ensuring decisions were made in a transparent and objective way and sufficient regard was given to alternative options.



Site Selection Criteria

Consideration was given to a wide range of criteria to assess which sites within District parks are 'suitable' for the development of new off-leash areas.

The goal was to identify sites with the highest potential to provide a positive and safe experience for both dogs and their owners and minimize impacts on existing park users and residents where feasible.

A sieving exercise using Selective, Evaluative, and Informative Criteria considered every District owned park and ranked potential sites through the application of a rating process.

- Selective Criteria were used to identify and filter out unsuitable choices early on, ensuring that only viable options were evaluated further.
- Evaluative Criteria were used to assess and compare the suitability of different sites, helping to rank each site based on its merits and drawbacks to ensure the most suitable options were shortlisted.
- Informative Criteria were used to provide additional insights to help inform decisions but were not used to disqualify or rank sites.

The site selection criteria were determined based on research, interviews with other municipalities, and best practices.

See Appendix 3 for Priority Locations for Fenced Off-leash Areas in District Parks.

Selective Criteria

1. **Park Size:** To be considered, sites need to be capable of accommodating an off-leash area at least 0.04 hectares.
1. **Available Open Space:** To be considered, sites need to be “open space” currently used for passive, unstructured activities.
2. **Topography:** To be considered, most of the site must be relatively flat and not exceed 8% slope.
3. **Sensitive Ecosystems:** To be considered, the site must not include riparian areas, wetlands, or ponds.
4. **Environmental Restoration Areas:** To be considered, the site must not include areas that have undergone environmental restoration.

Evaluative Criteria:

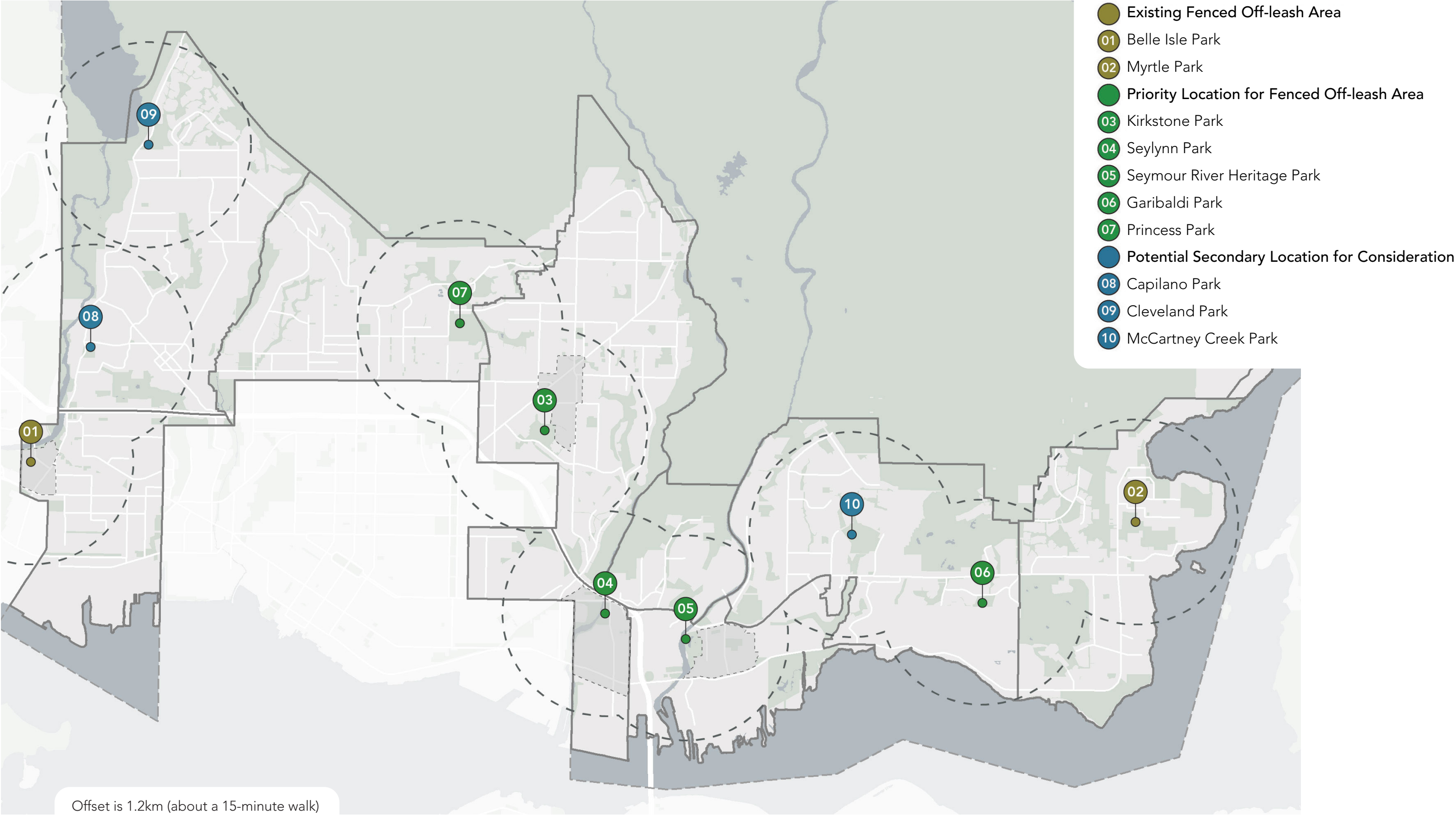
5. **Open Space Size:** Prioritize sites with more available open space over ones with less.
6. **Type of Open Space Available:** Prioritize open space characterized by maintained lawn, grass and/or with minimal trees and vegetation.
7. **Access:** Prioritize sites that are easily accessible by the public, service vehicles etc. (connected to existing pathways).
8. **Visibility:** Prioritize sites that are highly visible to passersby and have clear sightlines for user safety.
9. **Distance from Existing Fenced Off-leash Areas:** Prioritize sites that are further away from an existing fenced off-leash area (in either District of North Vancouver or City of North Vancouver parks).
10. **Areas with High Potential Demand:** Prioritize sites in areas with high population density, high number of apartment buildings, and near the District’s town and village centres.

Informative Criteria:

11. **Land Ownership:** Consider the sites’ ownership.
12. **Exiting Park Amenities:** Consider if the site is within a park that has existing amenities (off-street parking, fencing, washrooms etc.)
13. **Existing Bylaw Designation:** Consider the park’s designation within the Dog Tax and Regulation Bylaw 5981.
14. **Site Drainage:** Consider the site’s level of soil permeability and drainage patterns.
15. **Streamside Protection:** Consider the level of impact the off-leash area could have on adjacent hydrographic features (creeks, ponds, wetlands etc.).
16. **Natural Areas:** Consider the level of impact the off-leash area could have on sensitive natural areas, species of concern and important habitats and ecosystems.
17. **Amount of Park Space Occupied:** Consider the amount of park space that the off-leash area would occupy and how much space would remain available for other park users.
18. **Existing Utilities:** Consider if the site has existing utilities (storm, sanitary, water, electricity etc.) that could be impacted (if an off-leash area is developed on top or adjacent them) or utilized for future amenities.

Appendix 3

Priority Locations for Fenced Off-leash Areas in District Parks



Appendix 4

Decision Making Criteria for Trail Designations

The appropriate dog access category for each District trail should be determined based on safety, trail conditions, user experience, and environmental conditions. This section outlines various criteria to support informed decision-making.



In the District, dogs must be leashed in public places unless they are in a designated off-leash area, park, or trail.

To help determine a District trail's most appropriate dog access category/designation, such as on-leash, leash-optional, dogs-prohibited, or commercial dog walking, it's important to consider a wide range of trail conditions and contextual factors.

This section outlines a set of criteria, to help determine the most appropriate dog access category/designation for a trail, with the goal of promoting safe and enjoyable experiences for all users, while also minimizing environmental impacts.

The site selection criteria were determined based on research, staff input, and best practices.

The following criteria are provided to inform the process and are listed in no particular order.

Informative Criteria

1. **Trail Activities:** Consider the types of permitted trail use, such as hiking, mountain biking, or equestrian activities, the most common uses and whether trails are optimized for specific activities.
2. **Trail Usage Levels:** Consider overall trail usage levels, including peak times and seasonal variations.
3. **Trail Conditions:** Consider existing trail conditions, such as trail width, slope, surface material, level of trail degradation, erosion etc.
4. **Trail Length and Connectivity:** Consider the length of the trail and its connectivity to the broader trail network.
5. **Trail Distribution:** Consider the location and geographic distribution of trails with different designations and assess equitable access across the District.
6. **Trail Visibility:** Consider sightlines and potential blind spots along the trail and assess the risk of unexpected encounters or conflicts between trail users.
7. **Trail Conflicts:** Consider documented incidents or patterns of conflict involving dogs and other trail users.
8. **Trail Regulations / Historic Use:** Consider past patterns of trail use and existing regulations or designations.
9. **Trail Designation of Adjacent Routes:** Consider the category/designation of nearby or connecting trails and assess whether a consistent designation is suitable.
10. **Proximity to Environmentally Sensitive Areas:** Consider the trail's proximity to ecologically sensitive areas and assess the potential impact on wildlife, vegetation, and environmental stewardship efforts.
11. **Proximity to Areas with Wildlife Critical Periods:** Consider the trail's proximity to areas where wildlife undergoes critical life cycle events, such as ground bird nesting or fish spawning.
12. **Proximity to Areas with Conflicting Park Use:** Consider the trail's proximity to areas that could have conflicting uses or areas where dogs are not permitted (busy roads, playgrounds, sports fields etc.).
13. **Parking:** Consider the availability, proximity, and capacity of parking near trailheads.

Appendix 5

Trail Modification Measures

When deciding the dog access category for a District trail, it's useful to consider whether modifications, such as signage, fencing, or design changes, could inform the chosen designation.



When determining the appropriate dog access category for trails in District parks, it's important to consider the range of trail conditions and contextual factors (as outlined in Appendix 4: Decision Making Criteria for Trail Designations), various potential trail modification measures, and the unique characteristics of each site.

The following modification measures may help reduce trail user conflicts, improve safety, reduce the impact of dogs, or enhance the suitability of a trail for dog use, including off-leash access where appropriate.

Ultimately, the feasibility of implementing trail modification measures may significantly influence a trail's dog access category.

Decision and Implementation

- Completing an initial assessment of a District trail using the Decision Making Criteria for Trail Designations (Appendix 4) and evaluating potential trail modification measures, helps staff to decide the most appropriate dog access category.
- Implementing a new dog access category or modification measures for a trail would involve developing a communication plan or community engagement program to collect input and build awareness.
- Once in place, enforcement efforts and ongoing monitoring should be carried out to evaluate the effectiveness of the modifications, assess the suitability of the chosen dog access category, and identify whether further adjustments or adaptations are needed.

Modification Measures

1. Signage & Communication:

- Permanent signage (e.g., trail rules, dog etiquette)
- Seasonal or temporary signage (e.g., education on wildlife, stewardship initiatives)
- Wayfinding signage

2. Education & Enforcement:

- On-site education campaigns (e.g., volunteer ambassadors)
- Enforcement patrols or presence during peak times

3. Physical Infrastructure:

- Permanent fencing (e.g., to protect sensitive environmental areas)
- Temporary or seasonal fencing (e.g., during wildlife critical periods, stewardship initiatives)
- Trail rerouting (e.g., to avoid conflict zones, sensitive habitats)

4. Trail Design Enhancements:

- Trail edging improvements to define boundaries and reduce off-trail wandering
- Trail surfacing improvements (e.g., to accommodate high trail usage levels)
- Trail widening (e.g., to reduce user conflicts)
- Clear separation of multi-use zones (e.g., off-leash dogs vs. mountain bikes)

5. Access Management:

- Leash-required zones or trail sections (permanent or seasonal)
- Time-based access (e.g., feasibility of off-leash access allowed during early morning hours)

People, Dogs & Parks Strategic Plan

Engagement 1
Summary Report
February 2024

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EXECUTIVE SUMMARY

The purpose of the first engagement for the People, Dogs & Parks Strategic Plan is to learn more about key community values, ideas, and opportunities from a broad range of audiences to inform the development of the plan.

Participation

There were 2,933 interactions with people in at least one of the engagement opportunities. Engagement opportunities included an online engagement survey (completed by 2,511 respondents), three pop-up engagement events in the plazas outside of Parkgate Library, Lynn Valley Library, and Delbrook Community Centre (attended by 270 participants), and an intercept survey with park users (completed by 152 respondents).

Notification

The District promoted the engagement opportunities using the following methods: District of North Vancouver website, District of North Vancouver online engagement survey site, signs in parks throughout the District, print and digital advertisements in the North Shore News newspaper, and emails to current and recent parks permit holders and groups (such as sports field users, commercial dog walkers).

Key findings and themes¹

Percentages are shown in the Executive Summary. Both numbers and percentages are provided in the Appendices, starting on page 7.

Online survey key findings

- A total of **2,511 respondents completed the online survey**
- 93% of respondents were from North Vancouver
 - An estimated 77% of respondents were from the District of North Vancouver

Dog owner and non-dog owner respondents shared common opinion on several topics:

- **Opportunities to connect with nature** was the most important aspect of District parks for both dog owners and non-dog owners alike, followed by **amenities and facilities, cleanliness, and environmental protection and wildlife habitat**. [Q1]
- Statements strongly supported (70%+) by dog owners and non-dog owners alike include:
 - **We all share responsibility for welcoming and inclusive parks** (over 90%)
 - **Provide dog-appropriate spaces** (over 80%)
 - **Improve dog waste management practices** (over 80%)
 - **Protect sensitive environmental areas** (over 80%)
 - **Communicate guidelines and rules** (over 70%)
 - **Parks provide important spaces for dogs** (70%+) [Q3]
- **Dog waste** was the top concern for dog owners and non-dog owners alike, followed by **impacts to the environment besides dog waste**. [Q2]

Dog owner and non-dog owner respondents differed in opinion on some topics:

¹ Note that when dog owners and non-dog owners are referred to in this report, this means those respondents that chose to participate and share their thoughts and opinions on this topic.

- The statement about **whether dogs may be off leash if under control** had the largest difference in opinion, with 92% of dog owners who agreed compared to 52% of non-dog owners who agreed. [Q3]
- **Not following regulations, not enough enforcement, and conflicts with dogs or their owners** was of greater concern to non-dog owners (over 75%), than to dog owners (around 40-50%). [Q2]
- **Supporting rules and regulations through education and enforcement** was supported by 85% of non-dog owners and 65% of dog owners. [Q3]

Dog owner respondents shared:

- Many visit District parks with their dog on most days (65%)
- Top 2 reasons to visit District parks with a dog were to:
 - Exercise together (77%)
 - Exercise the dog (73%)
- Most walk their dog both on leash (82%) and off-leash (86%)
- Many would like more enclosed off-leash areas (55%), with Lynn Valley and Upper Lonsdale / Delbrook indicated as the top two areas
- Commonly suggested features for off-leash areas include: large & open space, off-leash trails, and dog waste bins.
- Most have one dog (67%)

When asked if there was anything else we should consider, respondents commonly mentioned a need for more off-leash areas and trails, more and improved enforcement, and concerns and issues with dogs not under control.

Intercept survey key findings:

- A total of **152 respondents participated in the intercept survey**
- 82% of respondents identified as residents of the District
- Top reason both dog owners and non-dog owners were visiting the park was for exercise
- 87% of respondents see other dogs in District parks every time they visit
- While most respondents report they never or rarely experience conflicts with dogs in District parks (75-79%), some respondents experience conflicts sometimes (15%-21%)
 - Of those who said they experience conflicts, the top two conflicts were dog waste and dogs off-leash where not permitted
- Many dog owner respondents visit a few times a week or more frequently (70%)
- When asked for suggestions to improve the experience for people and dogs in parks, respondents commonly mentioned a need for more off-leash areas and trails, more dog waste bins and bags

Pop-up events

The top three comment themes from the pop-up events include:

- Support for off-leash trails and areas
- Concern about dog waste not picked up and need more dog waste bins
- Concern about losing access to dog off-leash trails

Who we heard from

North Vancouver residents represented 93% of online survey respondents (by postal code). For the intercept survey, 85% of respondents identified as North Vancouver residents with 82% identifying as District residents. Refer to the demographic sections of Appendix A and B for further information.

Next steps

Key themes emerging from this engagement will be considered along with background research and analysis as the draft plan is developed. Further engagement opportunities will be available when the draft plan is prepared.

OVERVIEW & PURPOSE

The District is developing a People, Dogs and Parks Strategic Plan to provide a framework for how people and dogs can share District parks in a fun, responsible and respectful way.

To learn more about key community values, ideas, and opportunities, the District conducted public and stakeholder engagement in fall 2023. This report summarizes feedback received through the **Phase 1** engagement.

The process to develop the plan is outlined below.



There were a total of 2,933 interactions with people at one or more of the engagement opportunities, which included an online survey, pop-up events, and intercept survey.

- Online survey: 2,511 respondents completed the survey
- Pop-up events: 270 participants
- Intercept survey: 152 participants

ENGAGEMENT ACTIVITIES

The engagement program to inform the community and collect feedback on the People, Dogs and Parks Strategic Plan took place in November-December 2023.

There were a total of 2,933 interactions with people at one or more of the engagement opportunities, which included an online survey, pop-up events, and intercept survey.

The District promoted the engagement opportunities using the following methods:

Notification Method	Description	Dates
District of North Vancouver website	New page with project information and link to the online survey.	Webpage launched on November 14, 2023
Online engagement survey	Site including background information about the project and survey questions. There were 2,511 online survey respondents.	Engagement open from November 14 to December 5, 2023
Intercept survey	Intercept surveys were conducted by Park Rangers and District staff in November 2023 at 19 different parks. There were 152 respondents to the survey.	November 2023
Pop-up events	Pop-up, drop-by events were held at three locations across the District in the plazas outside of Parkgate Library, Lynn Valley Library, and Delbrook Community Centre. There were 270 participants.	November 15, 21, 22, 2023
Social media	Facebook, Instagram and X (formally known as Twitter) posts to promote the online survey. Combined total: 863 engagements; 12,075 impressions/reach. 8,809 Facebook post reach, 2,662 Twitter link views, 604 Instagram post reach.	November 14, 17, 20, 22, 30 and December 5
Information signs	Fifty 2' x 2' information signs posted throughout District parks.	Signs installed on November 15, 2023
Newspaper advertisements	Digital and print advertisements in the <i>North Shore News</i> . Digital ads targeted to District residents resulted in 32,964 total impressions and 38 clicks.	One ¼ page print ad ran Nov. 22, 2023 Digital ad ran on <i>North Shore News</i> website on Nov. 15 – Dec. 1, 2023

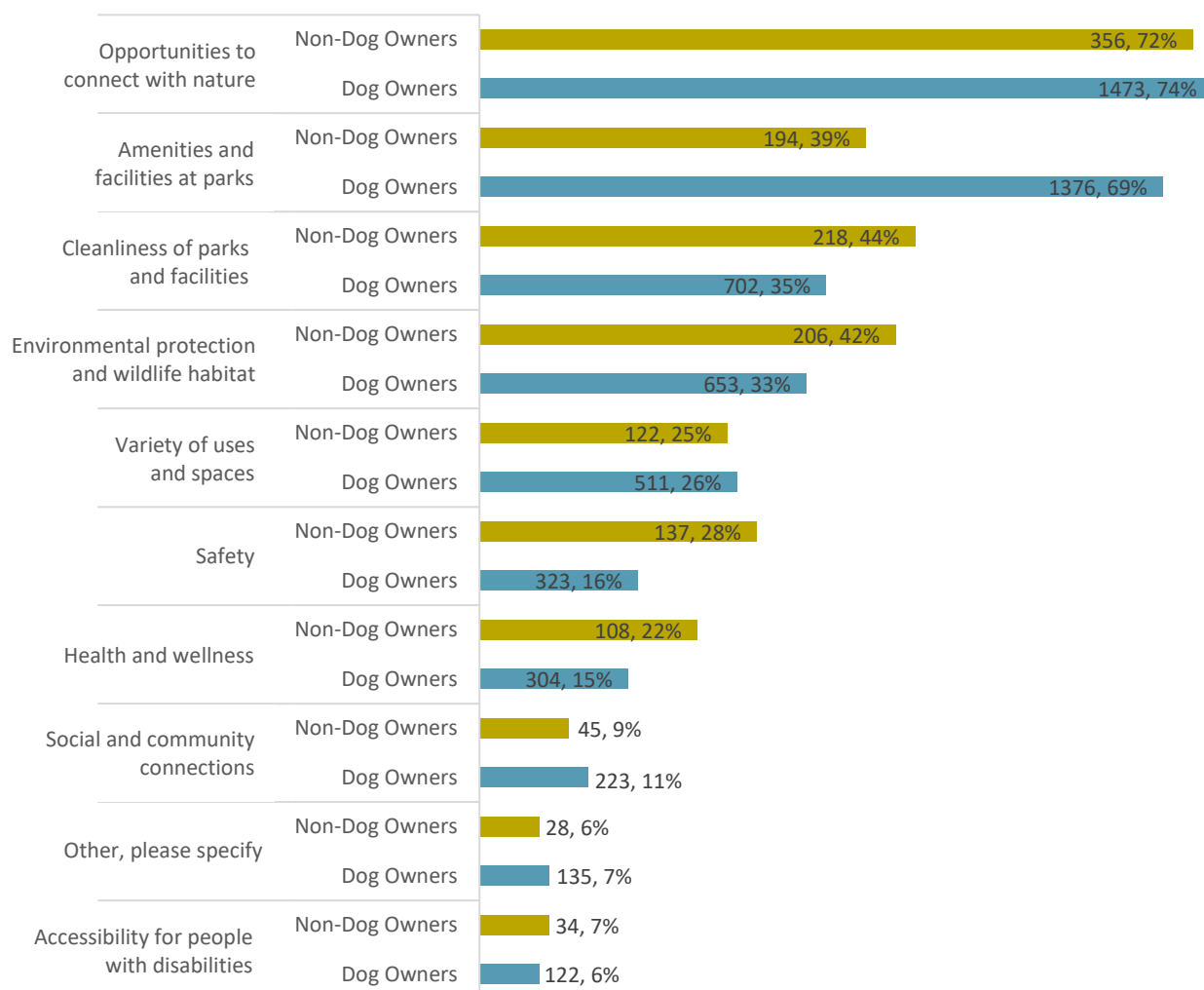
APPENDIX A: ONLINE SURVEY

A total of 2,511 respondents completed the online survey, which was available online through the ZenCity Engage platform. Paper copies of the survey were available upon request (there were 0 requests).

Q1. When thinking about District parks generally, what are the top three most important considerations for you?

Total respondents: 2,491

Respondents could select up to three options. Results are shown by respondents who indicated they are dog owners and non-dog owners in Q6. Percentages show the number of respondents (dog owners or non-dog owners) who selected that option.



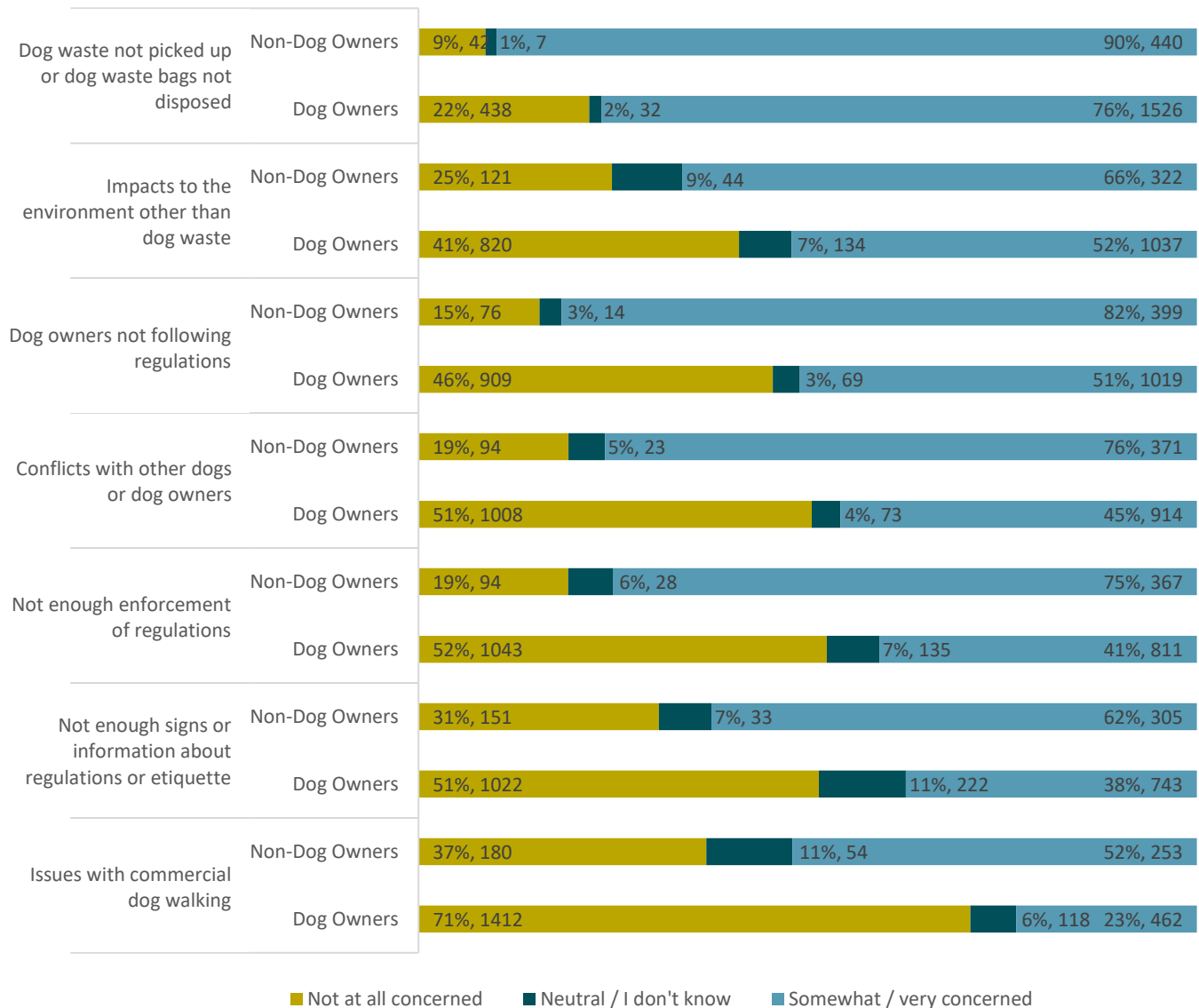
“Other” response themes with 10 or more responses reported below:

- Access to off-leash areas / trails – 38
- More off-leash areas / trails – 27
- Park and trail maintenance – 11

Q2. Please tell us how concerned you are about the following topics.

Total respondents: 2,495

Results are shown by respondents who indicated they are dog owners and non-dog owners in Q6.



Did we miss any concerns in the list above? If so, please tell us what they are.

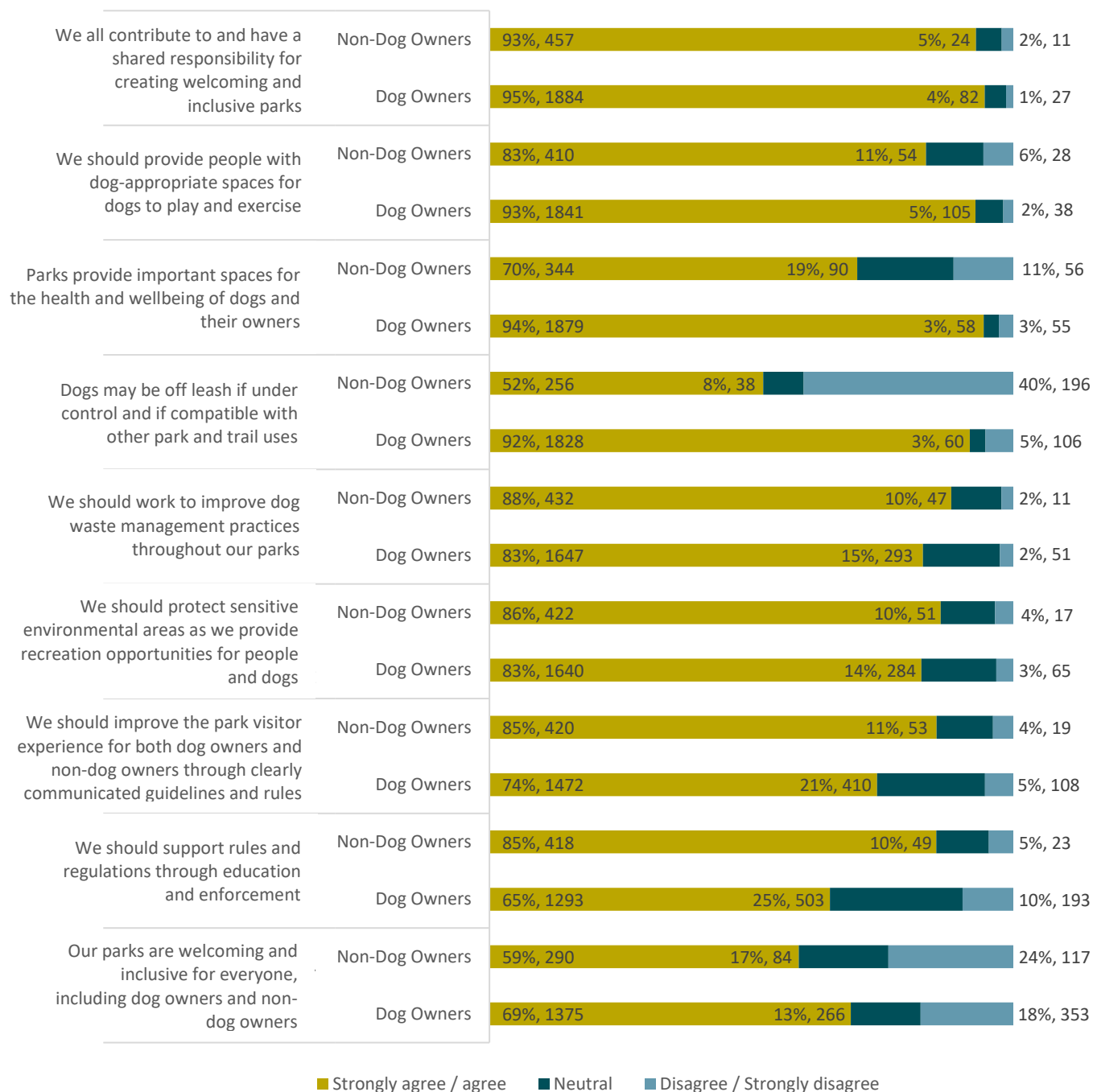
Response themes with 20 or more responses reported below:

- Need more off-leash areas / trails – 120
- Concerns / issues with mountain bikes / cyclists – 89
- Dog waste not picked up – 73
- Need more / improved enforcement – 69
- Off-leash dogs in on-leash / prohibited areas – 56
- Dog waste bins are good, need more – 45
- Concerns / issues with dogs not under control – 42
- Do not want to lose access to existing off leash areas – 39
- Commercial dog walkers provide a necessary service / are respectful – 31
- Concerns / issues with dogs injuring people (biting, scratching etc.) – 31
- People should accept / understand that they will encounter dogs in parks – 23
- Conflicts with dog owners / non-dog owners (interpersonal) – 21
- Dogs should be allowed more places / too many restrictions – 21

Q3. Please read the following statements and tell us if you agree.

Total respondents: 2,492

Results are shown by respondents who indicated they are dog owners and non-dog owners in Q6.



Q4. Is there anything else we should consider for the People, Dogs and Parks Strategic Plan?

Response themes with 20 or more responses reported below:

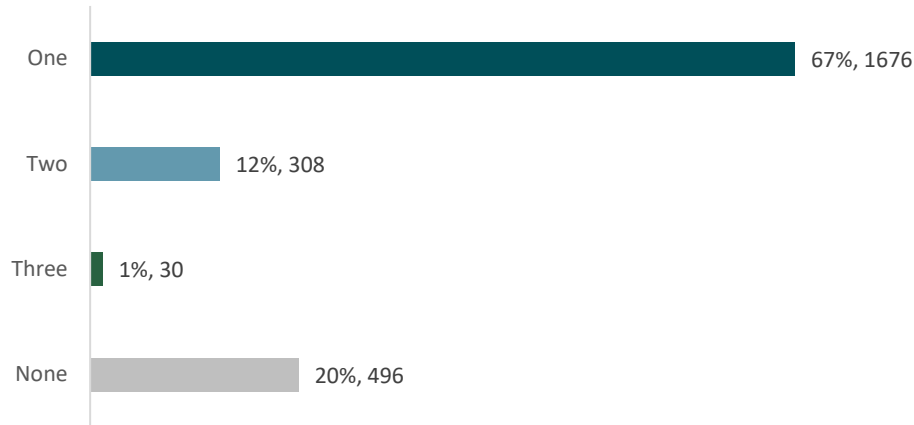
- Need more off-leash areas / trails – 119
- Need more / improved enforcement – 103
- Concerns / issues with dogs not under control – 79
- Fenced-in off-leash areas are not the solution – 75
- Educate people on trail etiquette / dog ownership etiquette / bylaws – 66
- Concerns / issues with mountain bikes / cyclists – 58
- Dog waste not picked up – 48
- Off-leash trails / areas are good – 47
- Off-leash dogs in on-leash / prohibited areas – 46
- Dog waste bins are good, need more – 40
- Most dog owners are respectful / a few “bad apples” – 40
- Dogs should be allowed more places (patios, playgrounds, etc.) / fewer restrictions – 40
- Need more fenced off-leash areas – 38
- Need more signage for etiquette and bylaws – 38
- Do not want to lose access to existing off leash areas – 34
- All dogs should be on-leash unless in designated areas – 30
- Concerns / issues sharing trails with multiple user groups – 28
- Commercial dog walkers provide a necessary service / are respectful – 27
- Concerns / issues with dogs injuring people (biting, scratching, etc.) – 24
- Off-leash dogs are okay if under control and well behaved – 24
- People should accept / understand that they will encounter dogs in parks – 22
- Concerns with dogs in areas with kids (playgrounds) – 21
- Consider seasonal and time-based bylaws / restrictions on dogs – 21
- Need both fenced and non-fenced off-leash areas – 20

Q5 Are you a commercial dog walker?

Of 2,491 respondents, 2% (57 people) shared that they are commercial dog walkers.

Q6. How many dogs do you currently have in your household?

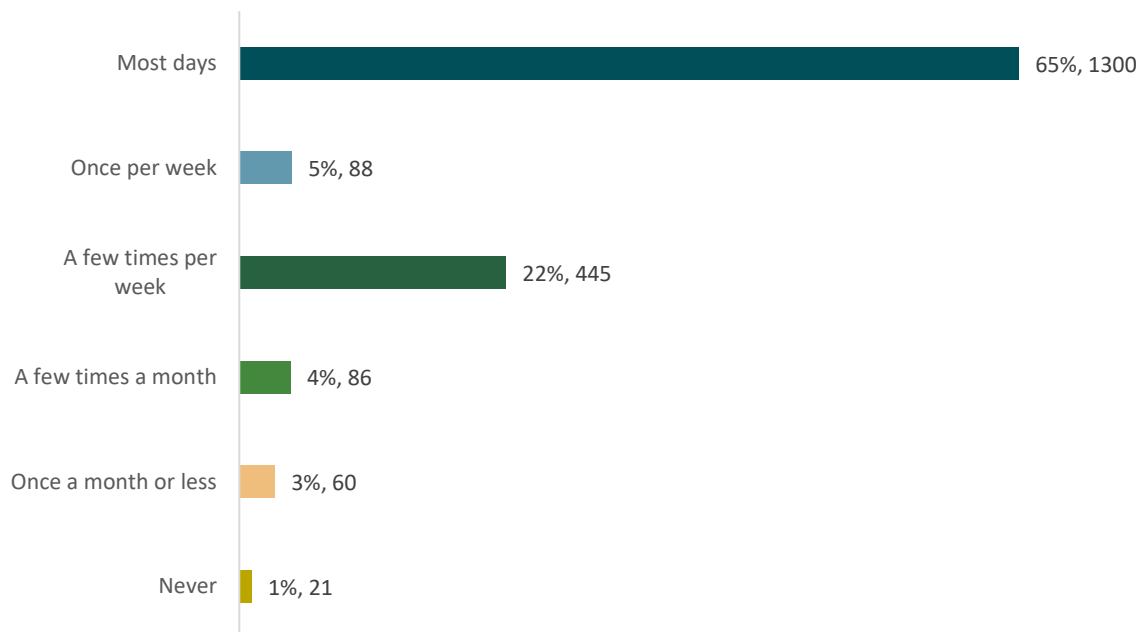
Total respondents: 2,510



If a respondent indicated they currently have one or more dogs in their household, they were asked to respond to Q7-14.

Q7. How often do you visit District parks with a dog?

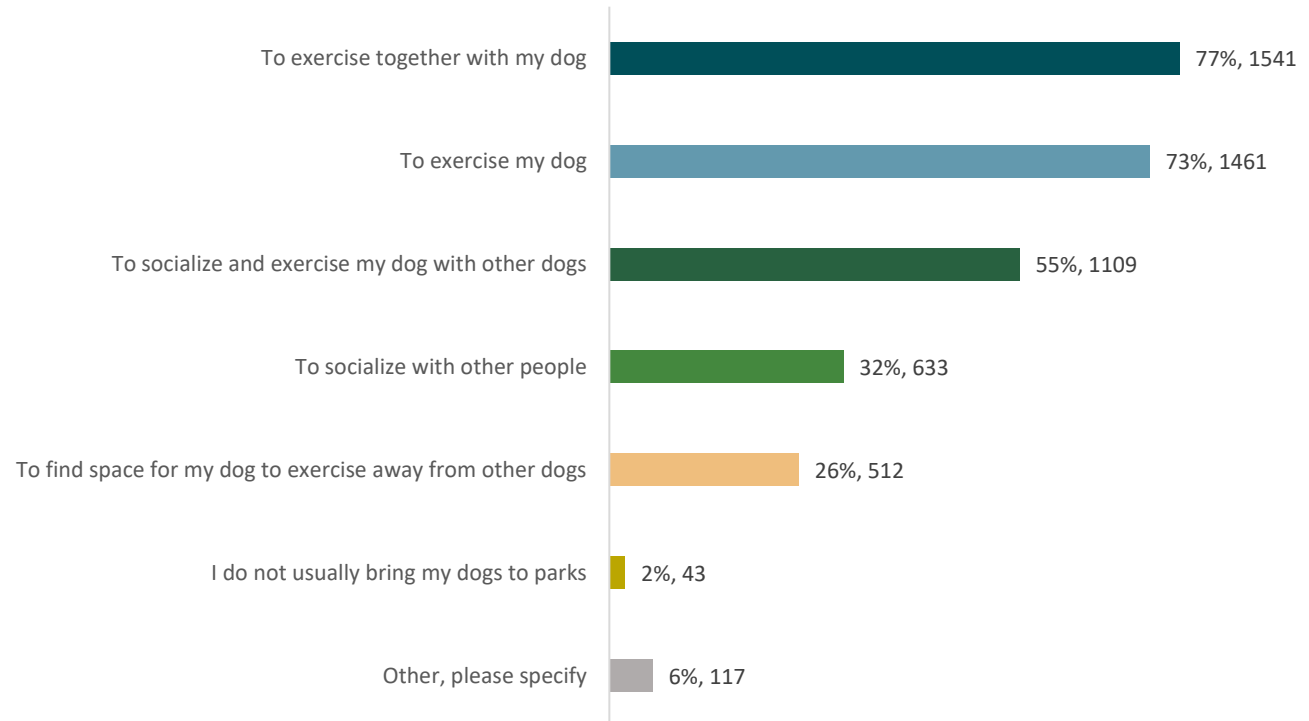
Total respondents: 2,000



Q8. If you bring your dog to District parks, what are the specific reasons? Select all that apply.

Total respondents: 2,002

Respondents could select one or more options. Percentages show the number of respondents who selected that activity.



Other, please specify:

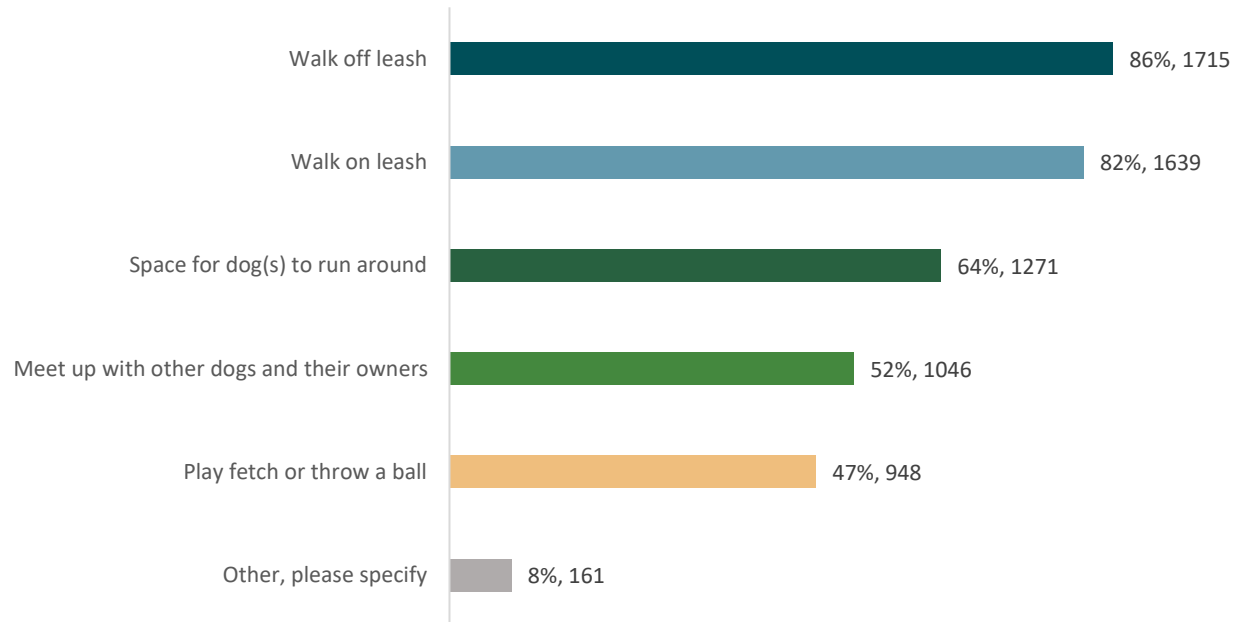
Response themes with 10 or more responses reported below:

- Enjoy nature / outdoors with my dog – 23
- Enjoy nature / outdoors – 22
- Socialize with others with my dog – 13
- Exercise my dog – 11

Q9. What activities do you do with your dog? Select all that apply.

Total respondents: 2,001

Respondents could select one or more options. Percentages show the number of respondents who selected that activity.



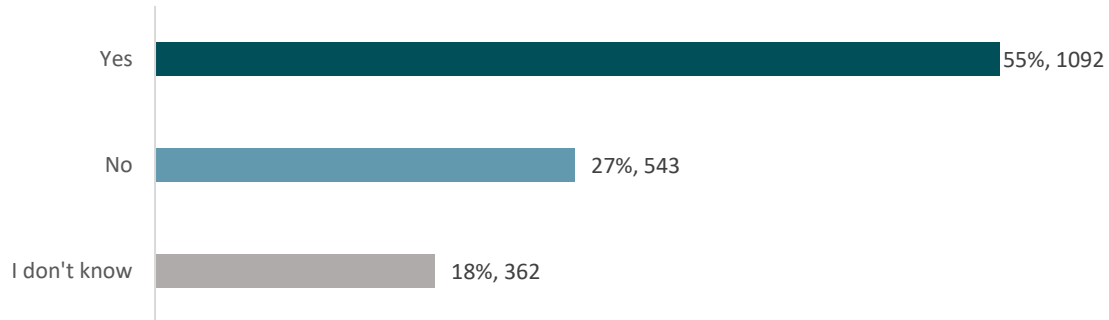
Other, please specify:

Response themes with 10 or more responses reported below:

- Swimming – 32
- Mountain biking / cycling – 26
- Running / jogging – 23
- Training dog – 22
- Walking / hiking – 15
- Hiking / exploring – 13

Q10. Would you like to see more enclosed off leash areas in the District?

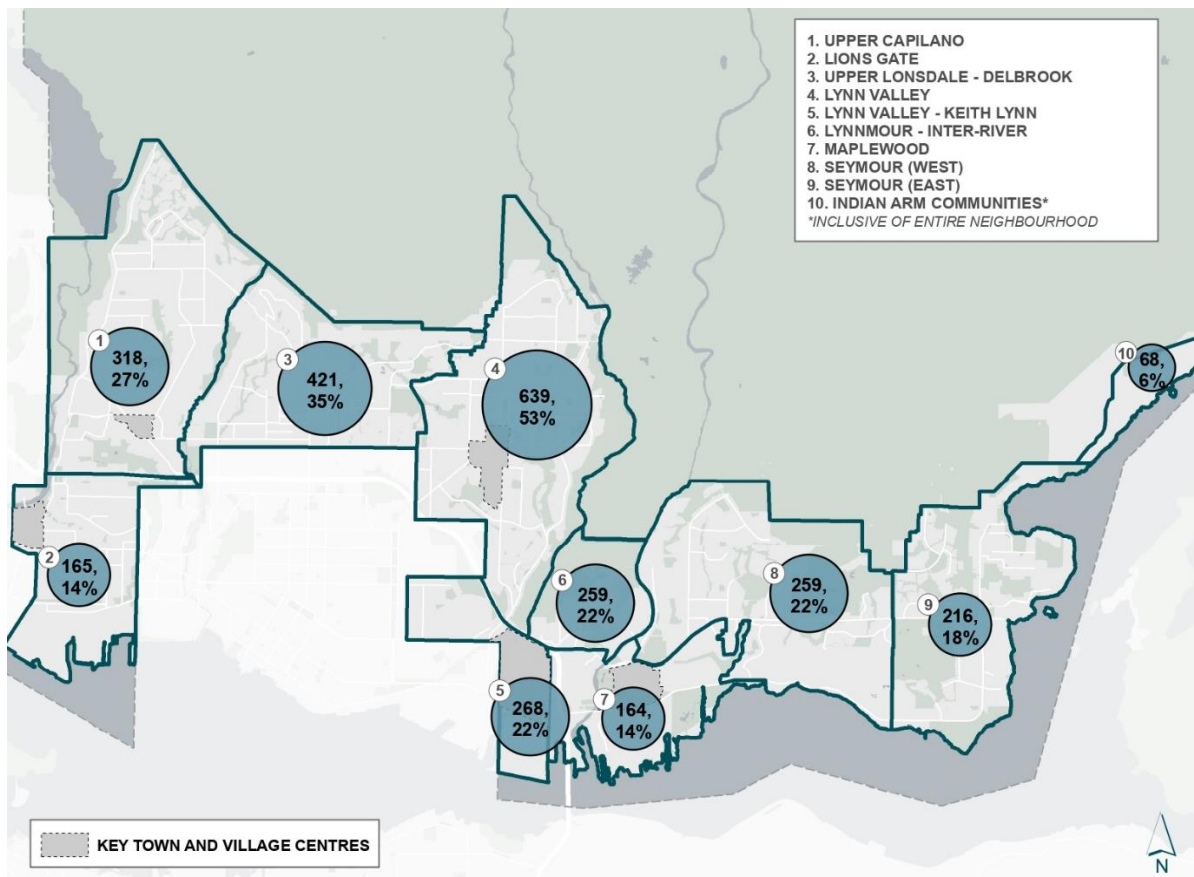
Total respondents: 1,997



Q11. If you answered "yes" to the above question, where would you like to see more off leash areas?

Total respondents: 1,195

Respondents could select up to three options. Percentages show the number of respondents who selected that option.



Map of neighbourhoods survey respondents would like to see more off leash areas

Q12. Thinking about off leash areas, what features or design elements do you suggest we consider?

Total respondents: 1,172

Response themes with 20 or more responses reported below:

- Don't want / like / use fenced-in off-leash areas – 209
- Large, open space – 193
- Off-leash trails are good, need more – 164
- Dog waste bins are good, need more – 140
- Water / beaches for swimming – 138
- Enclosed area – 113
- Separate areas for large and small dogs – 108
- Natural features (trees, logs, vegetation) – 106
- Water fountain with drinking water – 100
- Trails – 92
- Surfacing that doesn't get muddy or dusty – 65
- Shade / shelter – 63
- Dog waste bags – 58
- Grass fields – 56
- Agility equipment and obstacles – 52
- Double-gates – 39
- Need signage for etiquette / bylaws / education – 38
- Seating / benches – 37
- Lighting – 30
- Need both fenced and non-fenced off-leash areas – 24
- Separated / buffered from roadways – 21
- Need more / improved enforcement – 21

Q13. Do you have outdoor space on the property where you live for your dog (for example, a backyard, dog run, or a washroom area)?

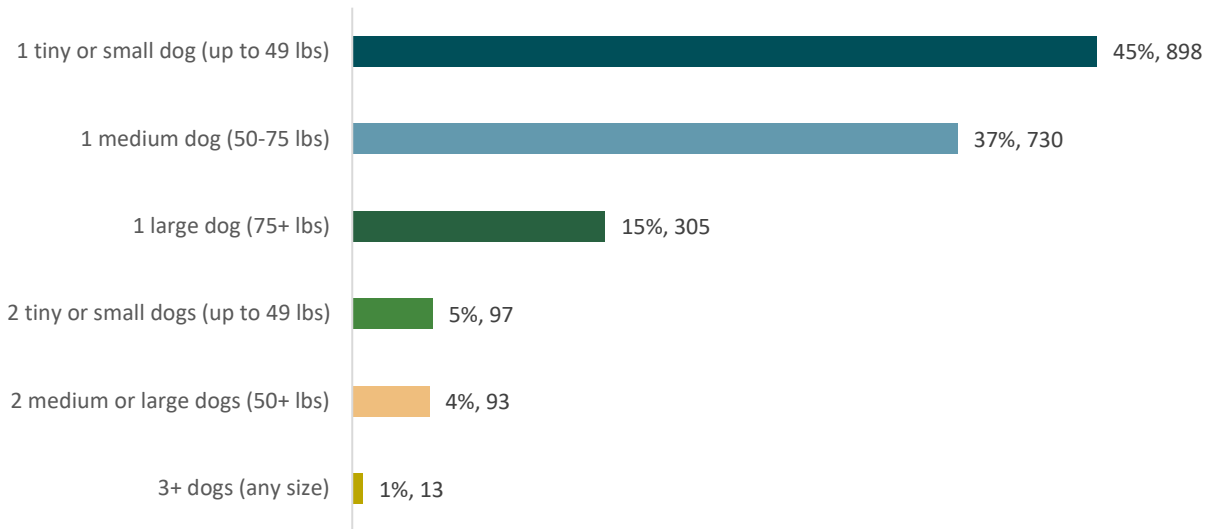
Of 1,992 respondents, 65% (1,295 people) answered "yes".

Q14. If you have a dog, please tell us how many in your household?

Total respondents: 1,976

Respondents could select one or more options. Percentages show the number of respondents who selected that option. Responses with 1% and above shown.

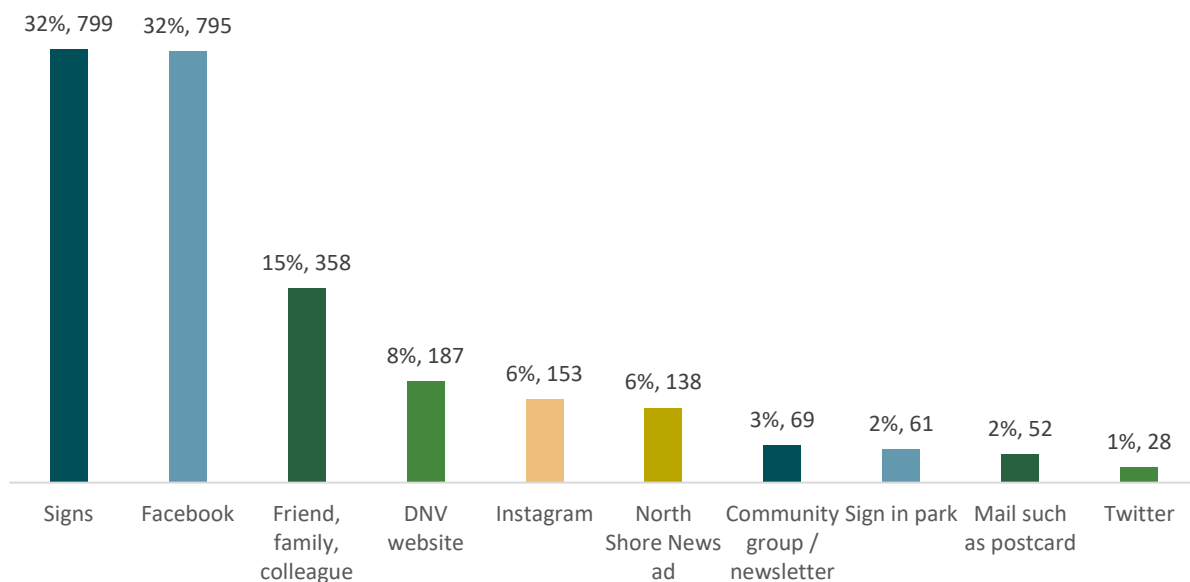
Of respondents, 45% had at least 1 tiny or small sized dog, and 37% had at least 1 medium sized dog.



Q15. How did you hear about this engagement? Please select all that apply.

Total respondents: 2,460

Respondents could select one or more options. Percentages show the number of respondents who selected that option.



"Other" response themes reported below:

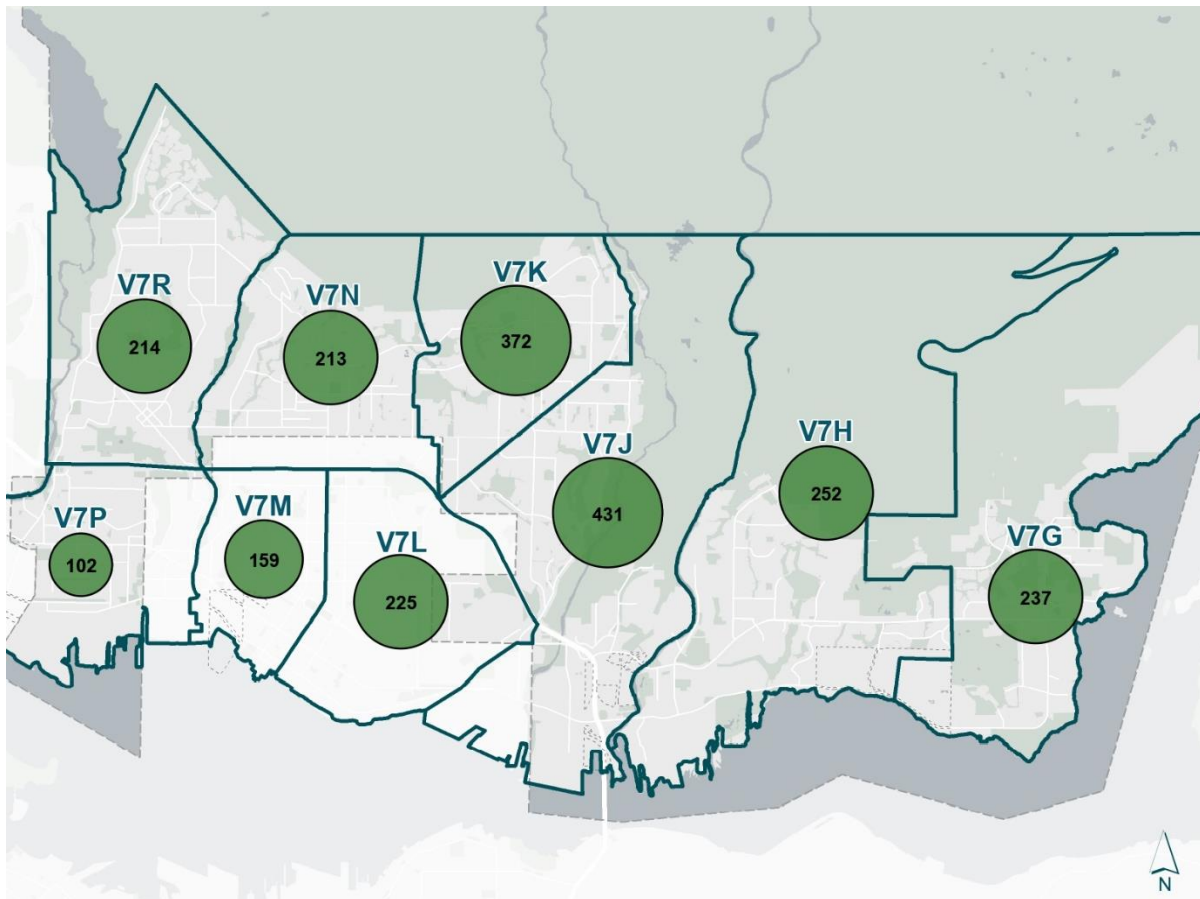
- District of North Vancouver staff – 31
- Social media (LinkedIn, Nextdoor) – 19
- Pop-up event – 16

Q16. What are the first 3 digits of your postal code?

Total respondents: 2,376

Total respondents from North Vancouver: 2,205 (93%)

Total estimated respondents from the District of North Vancouver: approximately 1,821 (77%) – note this is a general estimate only.



Map of respondent postal codes

Respondents from outside of North Vancouver: 171

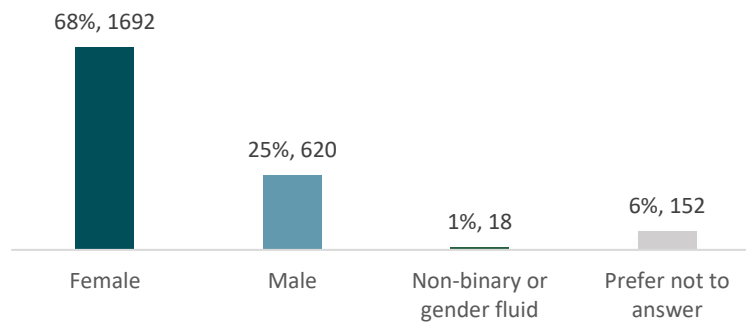
- Vancouver – 82
- West Vancouver – 40
- Burnaby – 21
- New Westminster – 4
- Port Moody – 3
- South of the Fraser River - 7
- Outside Lower Mainland - 9
- Outside BC – 5

Who we heard from: demographic questions

The District asks respondents to share demographic information to help determine if the District's outreach efforts are reaching a balanced and diverse range of populations in the District.

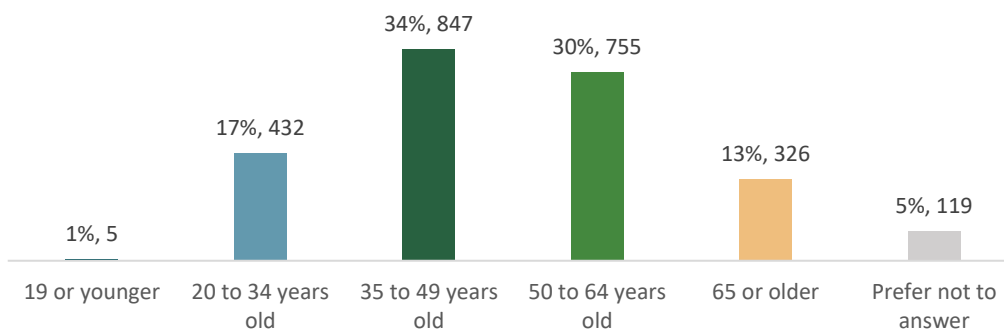
Q17. What is your gender?

Total respondents: 2,482



Q18. What is your age range?

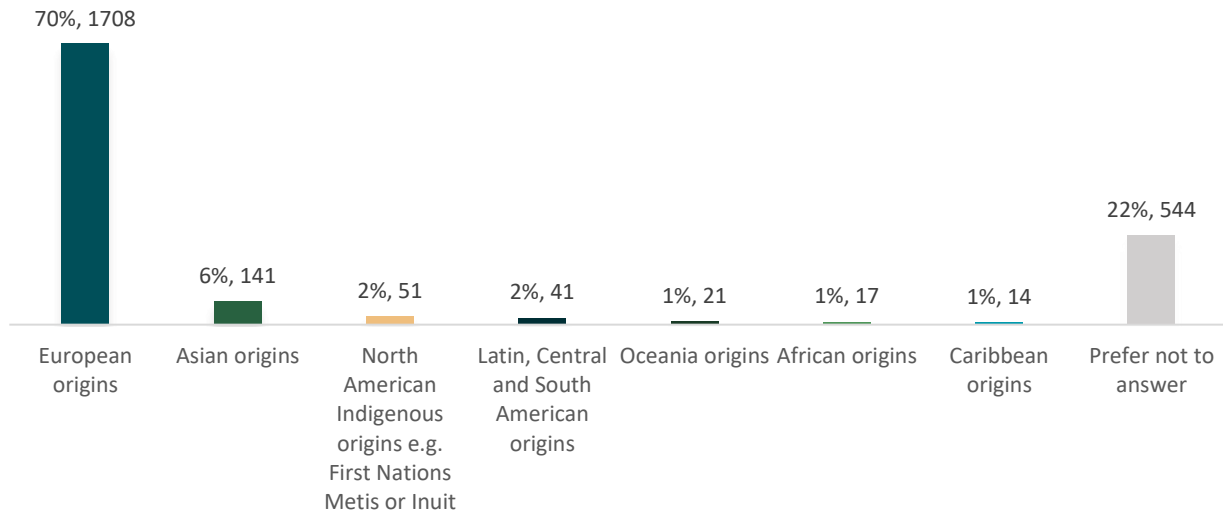
Total respondents: 2,484



Q19. What is your ethnic origin? Please select all that apply.

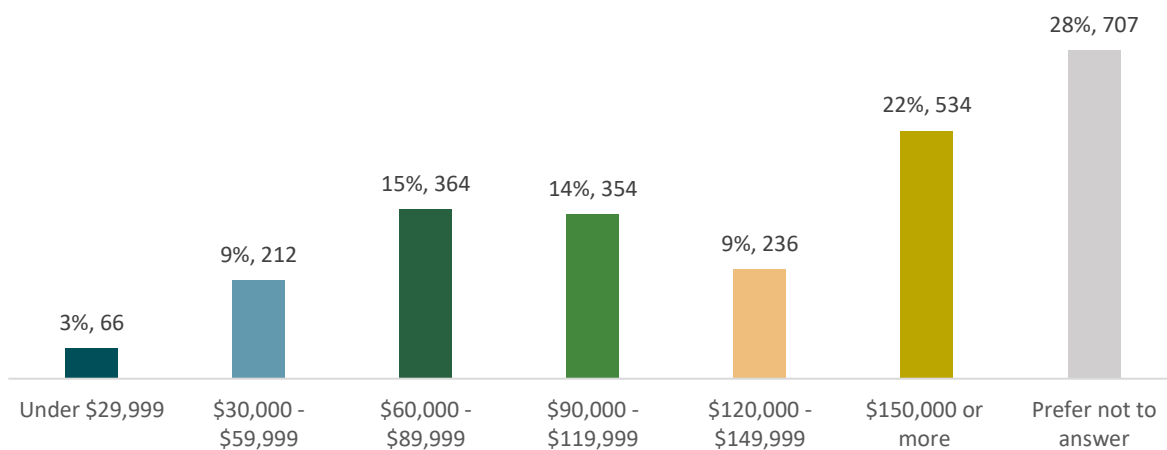
Total respondents: 2,447

Respondents could select one or more options. Percentages show the number of respondents who selected that activity.



Q20. Which best describes your individual annual income?

Total respondents: 2,473



APPENDIX B: INTERCEPT SURVEY

Format & methodology

The purpose of the intercept survey was to collect input from park users to get an understanding of the existing challenges and potential opportunities related to people and dogs sharing District parks.

Intercept surveys are intended to reach passerby audiences, with the goal of hearing from different user types and demographics than other engagement methods. It is intended to complement the results of the online survey.

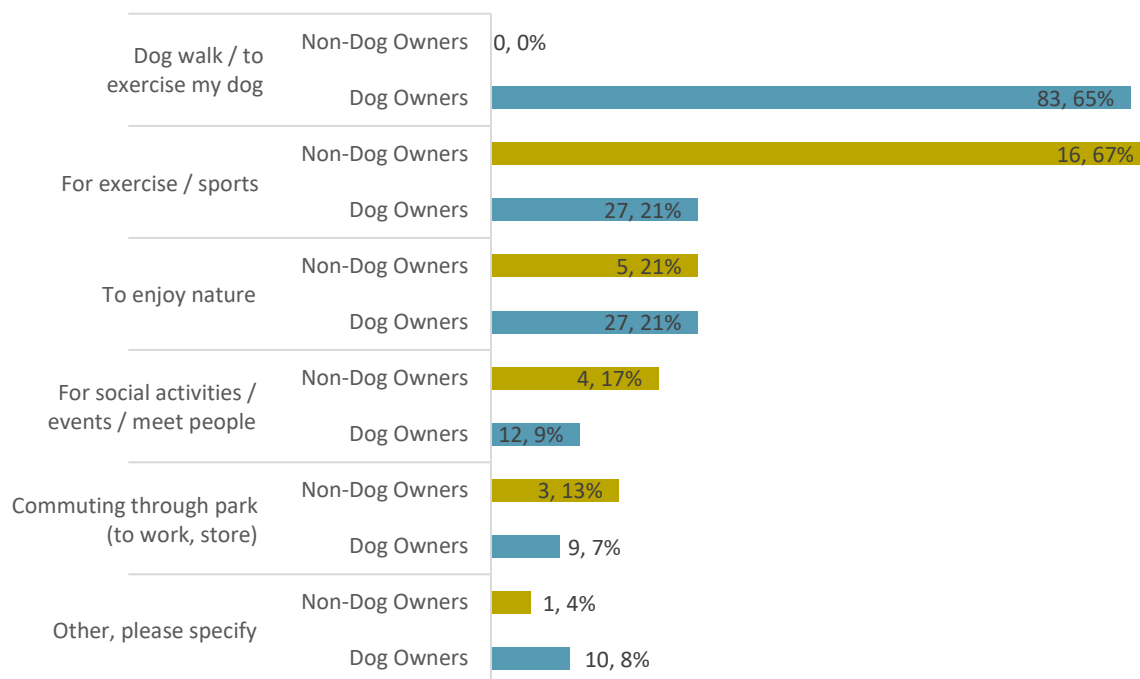
Intercept surveys were conducted by Park Rangers and District staff throughout the month of November 2023 at 19 parks across the District. Each location was surveyed for approximately 1 hour during both weekdays and weekend days and at different times of the day. Participation in the survey was voluntary. Respondents were asked survey questions verbally and staff recorded the responses.

In total, there were **152 respondents**.

Q1: What brings you to the park today?

Total respondents: 151

Respondents could mention one or more options. Percentages show the number of respondents who selected that activity. Results are shown by respondents who indicated they are dog owners and non-dog owners in Q2.



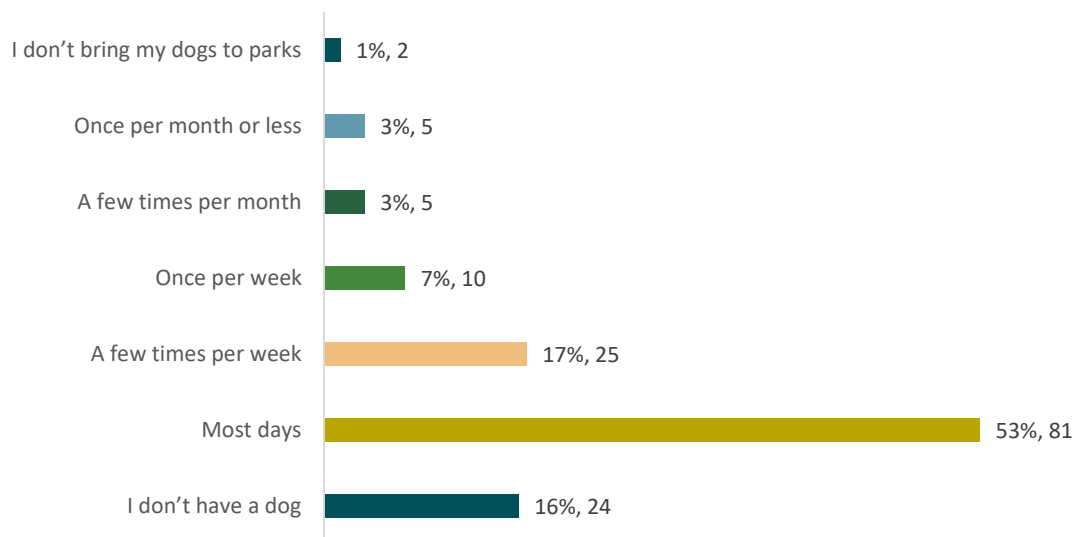
Other, please specify:

Response themes with 2 or more responses reported below:

- Playground – 2
- Volunteering – 2
- Flying club – 2

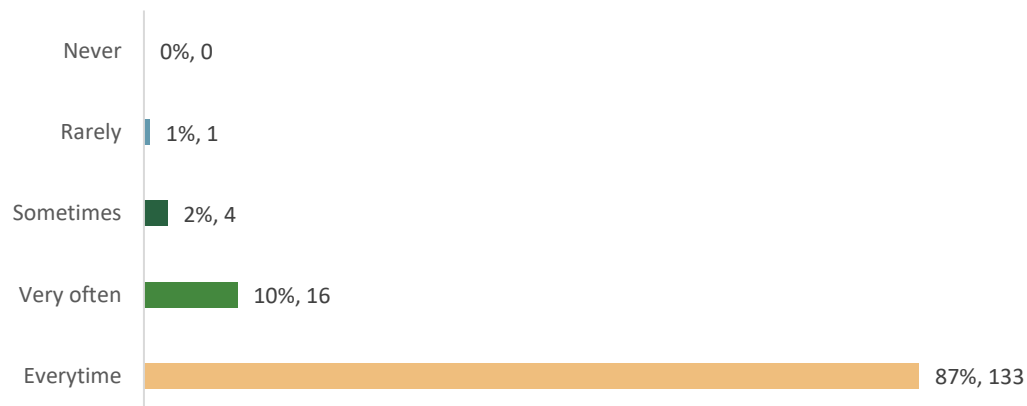
Q2: How often do you visit parks in the District of North Vancouver with a dog?

Total respondents: 152



Q3: When you visit parks in the District of North Vancouver, how often do you see dogs (besides your own)?

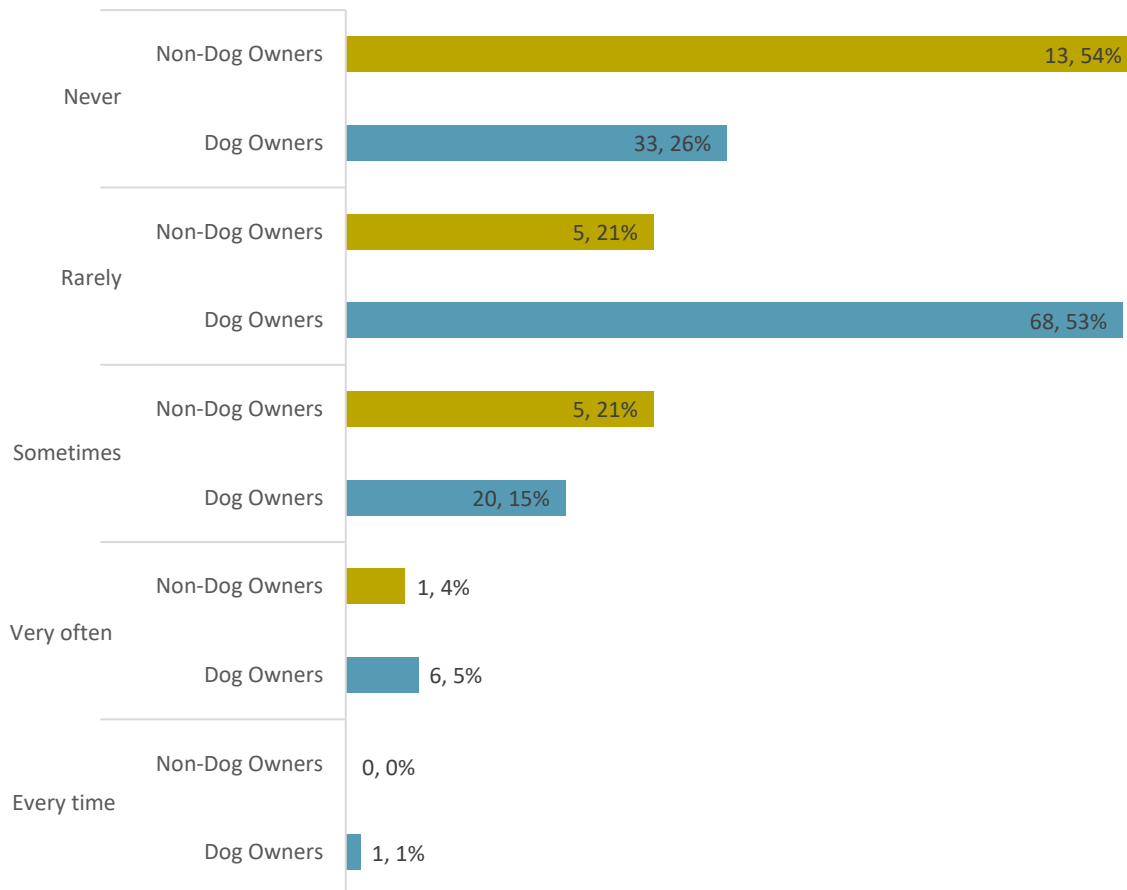
Total respondents: 152



Q4: When you visit parks in the District of North Vancouver, how often do you experience conflicts with dogs?

Total respondents: 152

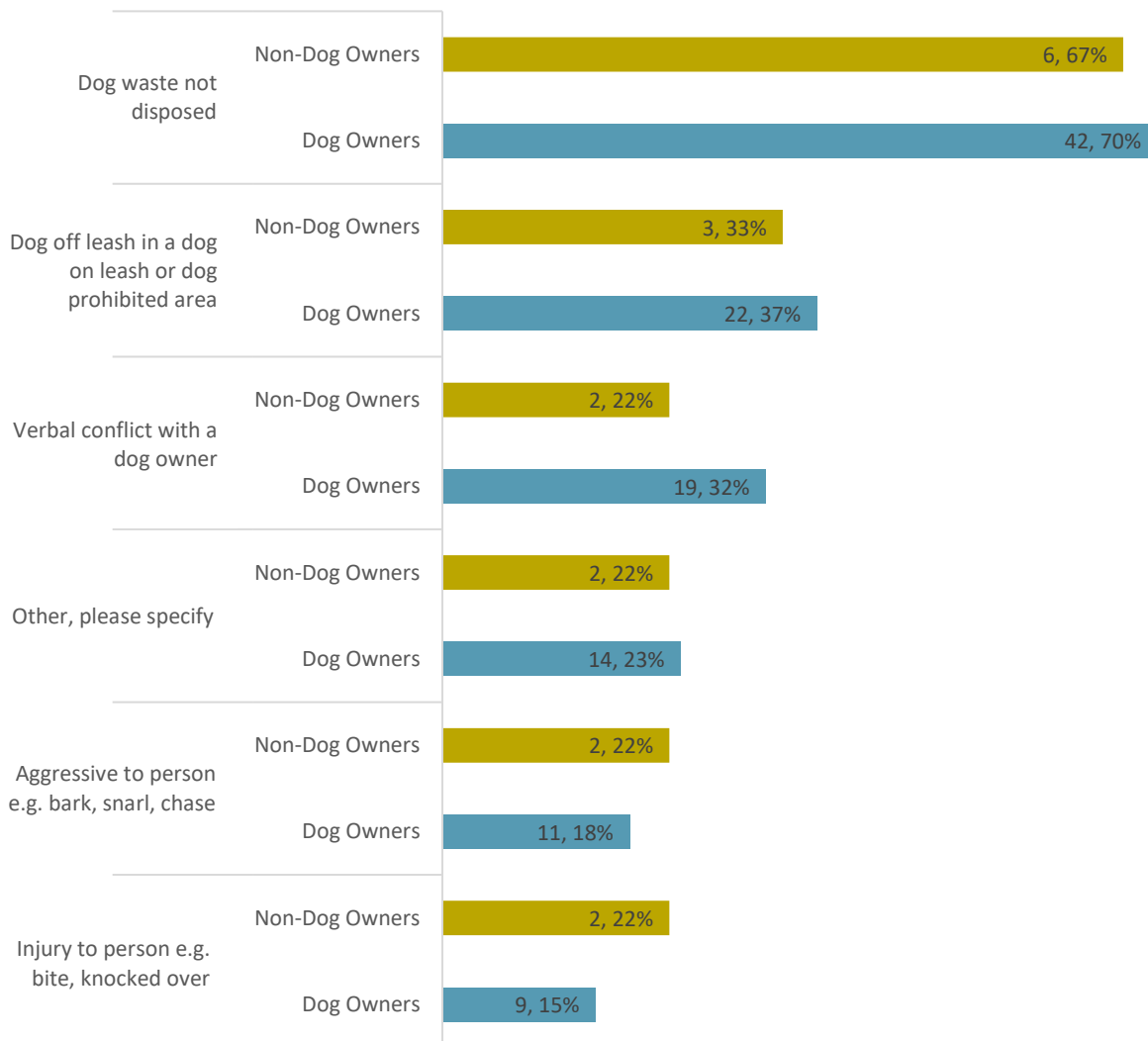
Results are shown by respondents who indicated they are dog owners and non-dog owners in Q2.



Q5: If you answered sometimes or more [in Q4], what type of conflicts do you experience with dogs?
Select all that apply.

Total respondents: 69

Respondents could select one or more options. Percentages show the number of respondents who selected that activity. Results are shown by respondents who indicated they are dog owners and non-dog owners in Q2. Note some respondents who did not select “sometimes” or more in Q4 also answered this question.



Other, please specify:

Response themes with 5 or more responses:

- Dogs not under control / acting aggressively – 8

Q6: Do you have any suggestions to help us improve the experience for people and dogs in parks?

Total respondents: 147

Response themes with 10 or more responses reported below:

- Need more off-leash areas – 26
- Need more dog waste bins – 19
- Need more dog waste bags – 17
- No issues – 15
- Need more / improved enforcement – 15
- Dog waste not picked up – 14
- Need more signage (bylaws, etiquette) – 12

Q7: I noticed your dog is off leash in this area, without any judgement or consequence, could you tell me why you chose to bring your dog to this place today?

For this question, staff would approach park users with dogs that were off-leash in an area that is on-leash or prohibited to dogs to understand about their use of the area.

Total respondents: 30

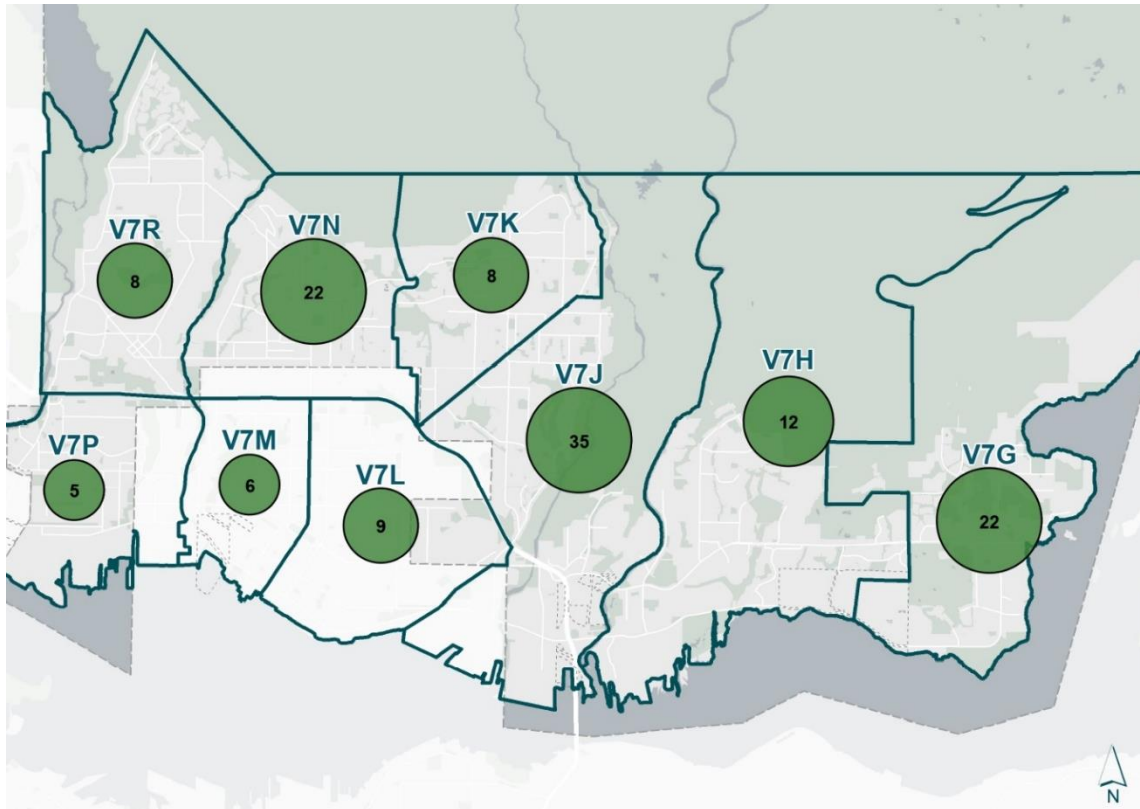
Response themes with 2 or more responses reported below:

- Accessible / convenient / close to home – 7
- No one else is around – 5
- Few other options – 5
- Rules aren't clear / don't make sense – 4
- Sports field / large open space for dog to run – 4
- Area used to be off-leash – 3
- Dog is well trained / good recall – 3
- Passing through – 3

Q8: What are the first three digits of your postal code?

Total respondents: 149

Total respondents from North Vancouver: 127 (85%)



Map of respondent postal codes

Respondents from outside of North Vancouver: 22

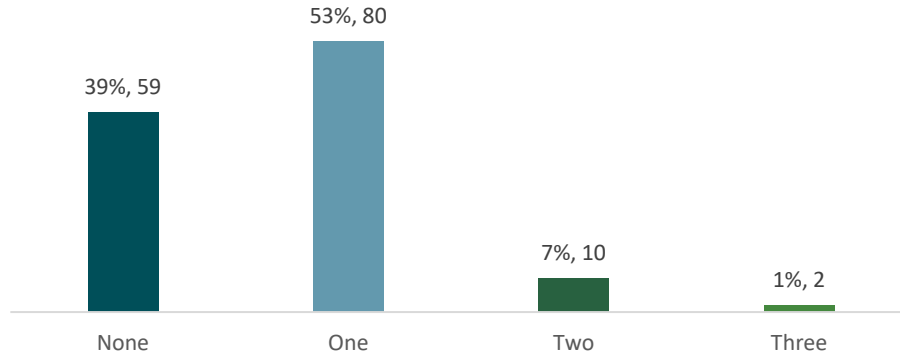
- Vancouver – 10
- Burnaby – 3
- New Westminster – 2
- West Vancouver – 1
- Other areas in the Lower Mainland – 5
- Outside BC – 1

Q9: Are you a resident of the District of North Vancouver?

Of 151 respondents, 124 (82%) were residents of the District.

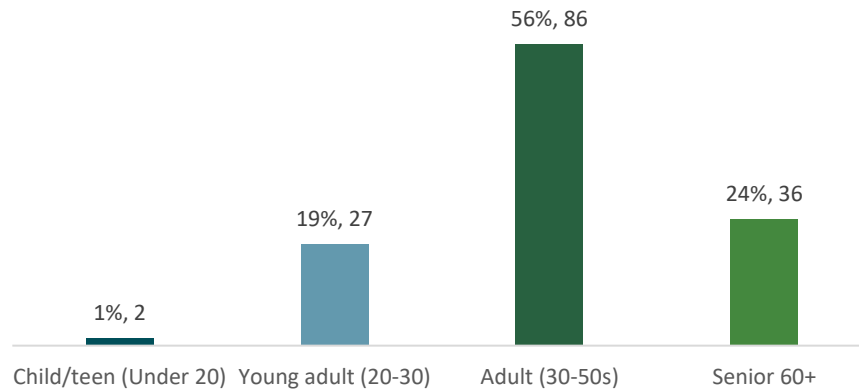
Q11: How many dogs with the respondent?

Total respondents: 151



Q12: Age guesstimate of the respondent.

Total respondents: 151



APPENDIX C: POP-UP ENGAGEMENT EVENTS

Format & methodology

The purpose of the pop-up engagement events was to meet with community members to learn more about key issues, opportunities and ideas for planning spaces for people and dogs in District parks, and to promote the online survey by handing out postcards. The pop-up engagement events were intended to reach passerby audiences, which may result in hearing from different user types or demographics than other engagement methods. It is intended to complement the online survey.

Three pop-up engagement events were conducted by District staff. In total, there were **210 participants** that interacted with staff at the pop-up events.

The events were held at:

- Parkgate Library / Community Centre, Wednesday, November 15, 2023, 10:00 am – noon (2 hours)
- Lynn Valley Public Library, Tuesday, November 21, 2023, 12:00 – 2:00 pm (2 hours)
- Mount Fromme trailhead, Wednesday, November 22, 2023, 3:00 – 5:00 pm (2 hours)

Locations and times for the events were selected for having high visibility, high likelihood of pedestrian passersby, and a variety of days and times (during daylight).

Summary of main themes

Participants were able to provide comments that were recorded on sticky notes. Themes with 3 or more responses reported below.

- Off-leash trails and areas are good / need more - 13
- Dog waste not picked up / need more dog waste bins - 9
- Concerned about Princess Park (forest restoration signs are unclear, fencing, not engaged) - 8
- Off-leash dogs in on-leash / prohibited areas - 6
- Need more / improved enforcement - 5
- Engage dog owners regarding changes - 5
- Like having parking at dog off-leash parks - 3
- Improve dog bylaw signage - 3
- Concerns with mountain biking - 3
- Concerns with off-leash dogs injuring people - 3

APPENDIX D: OTHER INPUT RECEIVED

Three emails were received with comments for the People, Dogs & Parks Strategic Plan.

Comments themes:

- Concern about dogs and dog waste on sports fields
- Support enforcement of dog waste bylaws
- Support for more dog waste bins
- Support enforcement of dog licencing
- Support for additional fenced off-leash areas, and with higher fences
- Support for fenced off-leash area for small dogs
- Suggestion for some parks and trails where dogs are not allowed
- Suggestion to expand the off-leash area in Inter River park, e.g. an area for throwing balls
- Suggestion of features within fenced off-leash areas, e.g. hills, trees, logs, not gravel surfacing

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People, Dogs & Parks Strategic Plan

Engagement 2
Summary Report
December 2025

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EXECUTIVE SUMMARY

The purpose of the second round of engagement for the People, Dogs & Parks Strategic Plan was to gather input and feedback from the community on the draft plan. This input will inform the development of the final Strategic Plan. Overall, engagement participants were highly supportive of the Strategic Plan.

Participation

There were approximately 1,485 participants across various engagement opportunities. Engagement opportunities included an online survey (completed by 1,355 respondents), five pop-up events held at Princess Park, Kirkstone Park, Seylynn Park, Delbrook Community Centre, and Parkgate Community Centre (attended by 130 participants). Overall, we heard from both dog-owners, non-dog owners, residents and visitors, various local organizations, and land managers.

Notification

The District promoted the engagement opportunities through a variety of channels, including the District's project webpage, signs at parks and trails throughout the District, digital and print advertisements in the North Shore News, advertisements and posts on the District's social media accounts, postcards (with a link to the project webpage and online survey), and emails to various interest groups (such as commercial dog walkers, community associations etc.) and local First Nations governments (Musqueam Indian Band, Squamish Nation and Tsleil-Waututh Nation).

Key Findings and Themes

Key findings and themes from the online survey:

- A total of 1,355 respondents completed the online survey.
 - Of respondents, an estimated 83% were District of North Vancouver residents.
- Of respondents, 82% agree or strongly agree with the vision statement.
- A majority of respondents (76–87%) agree or strongly agree with the three guiding principles.
- A majority of respondents (64–93%) support the six strategic directions
- The top three comment themes when asked about the Strategic Plan overall include:
 - Concerns about losing access to existing off-leash trails, and using fenced areas
 - Need more enforcement
 - Desire for additional off-leash areas in the District

Key findings and themes from the pop-up engagement events:

- The top three comment themes when asked about the Strategic Plan overall include:
 - Support having off-leash areas in parks
 - Need more enforcement
 - Concerned with mountain biking (trail conflicts)

Who We Heard From

Of online survey respondents, an estimated 83% were District of North Vancouver residents (based on postal code). Refer to the Demographic Questions section for further information.

Next Steps

Feedback from this round of engagement will help inform the development of the final Strategic Plan.

OVERVIEW & PURPOSE

The District is developing the People, Dogs and Parks Strategic Plan to provide a framework for how people and dogs can share District parks in a responsible and respectful way.

This report summarizes feedback received through the second round of engagement in fall 2025.

The process to develop the Plan is outlined below:



The first round of community engagement was conducted in fall 2023 to learn more about key community values, ideas, challenges and opportunities. This engagement summary is available at [DNV.org/dog-plan](https://dnv.org/dog-plan).

The second round of community engagement focused on gathering feedback on the draft Strategic Plan including the vision statement, guiding principles, and strategic directions and provided another opportunity for input.

There were 1,485 interactions with people in at least one of the engagement opportunities, which included an online survey, and pop-up events.

- Online survey: 1,355 respondents completed the survey
- Pop-up events: 130 participants, handed out 150 postcards (with a link to the project webpage and online survey)

ENGAGEMENT ACTIVITIES

The second round of engagement took place from October 14 to November 2, 2025.

There were 1,485 interactions with participants at one or more of the engagement opportunities, which included an online survey, and pop-up events.

The District promoted the engagement opportunities using the following methods:

Method	Description	Dates	Participants
Project Webpage	Information about the second round of community engagement was added to the District's project webpage.	The webpage was updated with additional information on October 6, 2025.	-
Online Survey	The online survey was launched on the project webpage, and the draft Strategic Plan was available for review.	The online survey and the draft Strategic Plan were posted on October 14, 2025.	There were 1,355 online survey respondents.
Pop-up Events	Pop-up events were held at five locations across the District at various times of day.	Pop-ups were held at Princess and Kirkstone Parks on October 20, Seylunn Park on October 21, Delbrook Community Centre on October 22, and at Parkgate Community Centre on October 23.	There were 130 participants. Also, 150 postcards were handed out to passersby and about 350 were left at the front desks of several NVRC community centres and libraries.
Social Media	Facebook, Instagram, and LinkedIn posts were published to promote the online survey. This included paid advertisements.	Posts were published on October 14, 24, 30, and November 2 and 3.	There were 1,535 engagements (reactions and link clicks), and posts were viewed a total of 35,599 times.
Information Signs	Temporary signs (with a link to the project webpage, and online survey) were posted District-wide.	Signs were posted from October 14 until November 2.	48 signs were posted at various parks and trail-heads across the District.
Newspaper Advertisements	Digital and print advertisements were posted in the <i>North Shore News</i> .	One ¼ page print ad ran on October 15, and digital ads ran from October 14 to November 2, 2025.	Digital ads, targeted to District residents, resulted in over 55,500 impressions (total number of ads displayed), and 84 clicks.

APPENDIX A: ONLINE SURVEY

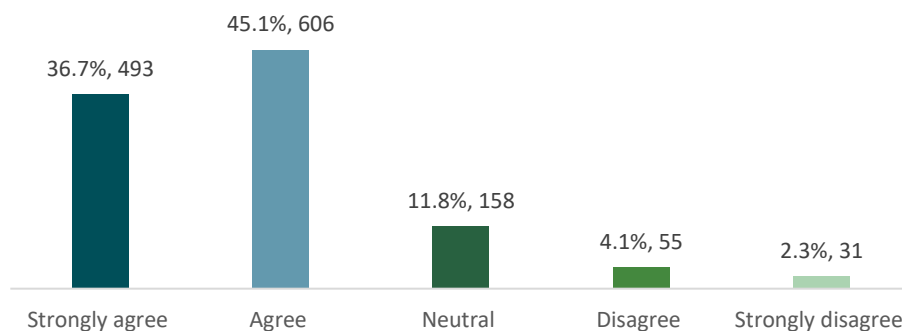
A total of 1,355 respondents completed the online survey available from October 14 to November 2.

P2 Q1: To what extent do you agree with the draft vision for the People, Dogs and Parks Strategic Plan?

Total respondents: 1,343

This question provided the draft vision statement:

District parks offer opportunities to connect with nature and promote well-being for everyone, non-dog owners and dog owners alike, by balancing recreation with ecological integrity, and encouraging shared responsibility to keep parks safe, inclusive, and enjoyable for all.



P2 Q2: Do you have any additional comments about the vision statement?

Total respondents: 427

Comments were reviewed to identify common themes.¹

- Frequently raised themes:
 - Concerns about losing access to existing off-leash trails
 - Vision statement is too generic, needs more clarity
- Commonly noted themes:
 - Concerns about dog-owners not respecting on-leash requirements, dogs not under control
 - Need more off-leash areas / trails
 - Concerns with dog waste not being picked up
- Occasionally mentioned themes:
 - Concerns about fenced off-leash areas
 - Consideration of environment and wildlife is good
 - Vision statement is good

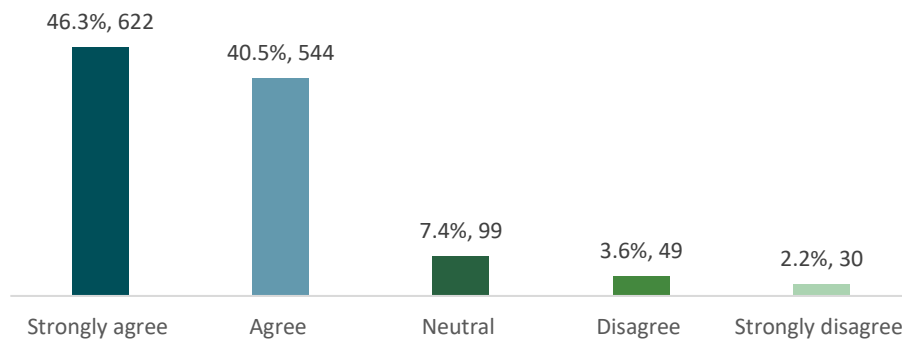
¹ For all open-ended questions, a structured sampling method was used to identify common themes.

P3 Q1: To what extent do you agree with the Wellness draft guiding principle?

Total respondents: 1,344

This question provided the statement:

District parks promote health and wellness through active living and provide people and dogs access to a variety of safe, and enjoyable outdoor recreation opportunities.

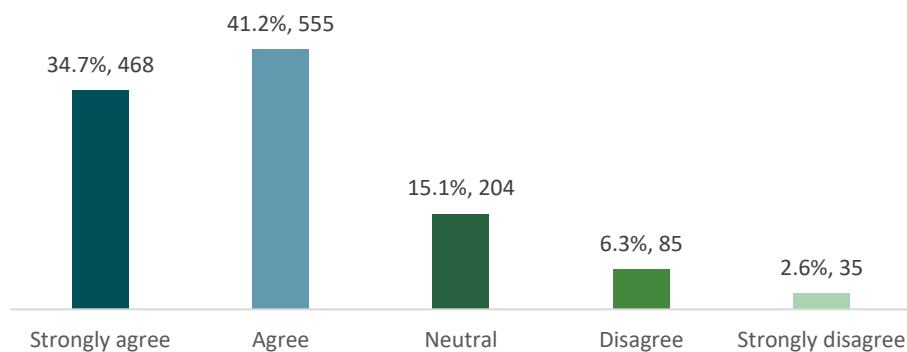


P3 Q2: To what extent do you agree with the Environment draft guiding principle?

Total respondents: 1,347

This question provided the statement:

Recreational opportunities for dogs are supported in ways that protect the integrity and sustainability of natural landscapes and their ecological functions for future generations to come.

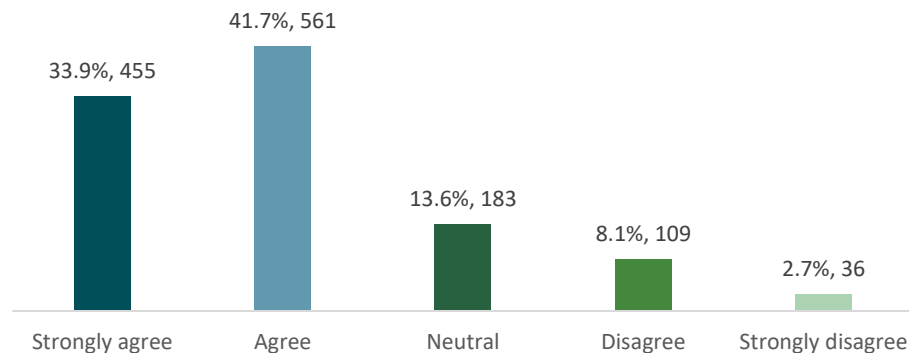


P3 Q3: To what extent do you agree with the Community draft guiding principle?

Total respondents: 1,344

This question provided the statement:

Inclusive planning and clearly communicated, fair and enforceable regulations, promote a culture of respect, responsible dog ownership and collective stewardship in District parks.



P3 Q4: Do you have any additional comments about the draft guiding principles?

Total respondents: 416

Comments were reviewed to identify common themes.

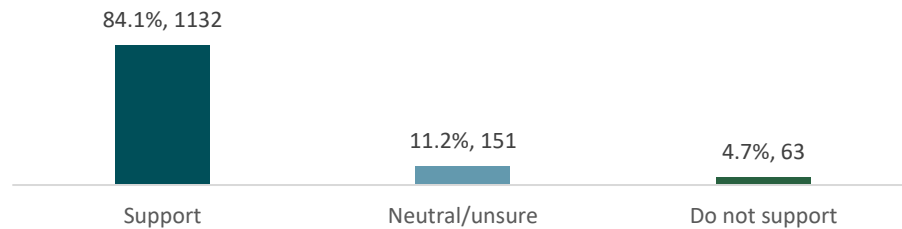
- Frequently raised themes:
 - Concerns about losing access to existing off-leash trails
 - Need more enforcement
- Commonly noted themes:
 - Consider dogs to have less impact on the natural environment than people
- Occasionally mentioned themes:
 - Concerns about dog-owners not respecting on-leash requirements, dogs not under control
 - Guiding principles are unclear

P4 Q1: To what extent do you agree with strategic direction #1?

Total respondents: 1,346

This question provided the statement:

1. Distribution & Supply: Ensure adequate supply, quality, diversity and distribution of outdoor recreation experiences and amenities, including off-leash opportunities.



P4 Q2: Do you have additional thoughts to share about strategic direction #1?

Total respondents: 455

Comments were reviewed to identify common themes.

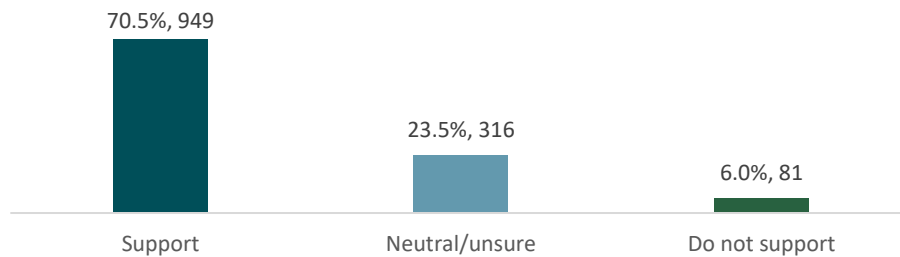
- Frequently raised themes:
 - Need more off-leash areas / trails
 - Concerns about losing access to existing off-leash trails
- Commonly noted themes:
 - Strategic direction is unclear
- Occasionally mentioned themes:
 - Concerns about dog-owners not respecting on-leash requirements, dogs not under control
 - Concerns about bias against dog owners
 - Concerns about fenced off-leash areas

P4 Q3: To what extent do you agree with strategic direction #2?

Total respondents: 1,346

This question provided the statement:

2. Balance: Balance the needs of various user and stewardship groups to mitigate dog conflicts and risks in parks.



P4 Q4: Do you have additional thoughts to share about strategic direction #2?

Total respondents: 365

Comments were reviewed to identify common themes.

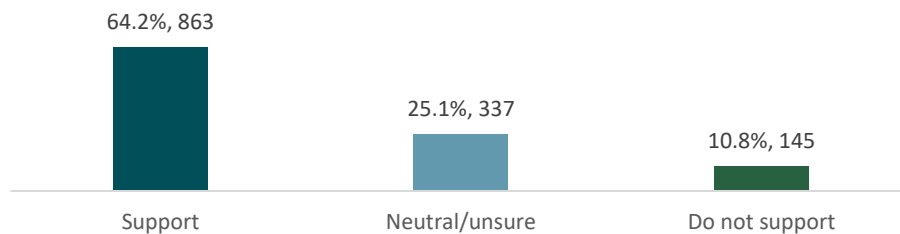
- Frequently raised themes:
 - Concerns that irresponsible dog owners could lead to stricter rules for everyone
- Commonly noted themes:
 - Concerns about bias against dog owners
 - Concerns about dog-owners not respecting on-leash requirements, dogs not under control
 - Concerned with mountain biking (trail conflicts)
 - Need more enforcement
- Occasionally mentioned themes:
 - Rarely see conflicts with dogs in parks
 - Need to make bylaw information more accessible
 - Strategic direction is unclear

P4 Q5: To what extent do you agree with strategic direction #3?

Total respondents: 1,345

This question provided the statement:

3. Ecological Integrity: Increase awareness of environmental impacts caused by dogs in parks and implement measures to maintain ecological quality and integrity.



P4 Q6: Do you have additional thoughts to share about strategic direction #3?

Total respondents: 342

Comments were reviewed to identify common themes.

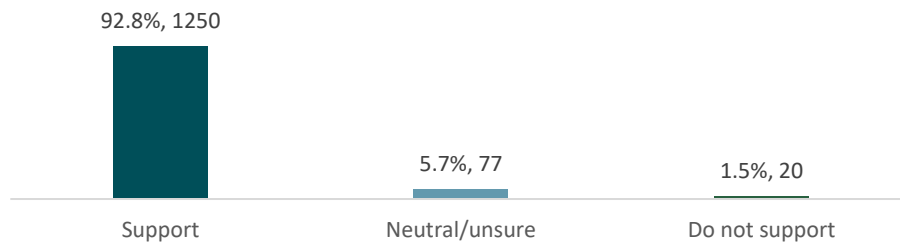
- Frequently raised themes:
 - Consider dogs to have less impact on the natural environment than people
 - Concerns with dog waste not being picked up
- Commonly noted themes:
 - Need more education on environmental impacts
 - Need a better understanding of the environmental protection measures being considered
- Occasionally mentioned themes:
 - Concerns with dogs in fish-bearing waterways

P4 Q7: To what extent do you agree with strategic direction #4?

Total respondents: 1,347

This question provided the statement:

4. Cleanliness: Improve dog waste management and demonstrate that improper disposal affects everyone's enjoyment of parks and is seen as unacceptable by both dog owners and non-owners.



P4 Q8: Do you have additional thoughts to share about strategic direction #4?

Total respondents: 408

Comments were reviewed to identify common themes.

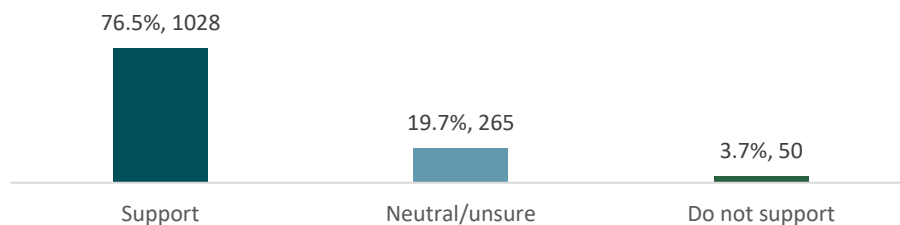
- Frequently raised themes:
 - Need more dog waste bins / bags
 - Need more enforcement
 - Concerns with amount of dog waste and dog waste bags left on trails
- Occasionally mentioned themes:
 - Need more education on negative impacts of dog waste

P4 Q9: To what extent do you agree with strategic direction #5?

Total respondents: 1,343

This question provided the statement:

5. Collaboration: Collaborate with interest holders, community partners and local governments on dog-related initiatives, while engaging the community in decision-making.



P4 Q10: Do you have additional thoughts to share about strategic direction #5?

Total respondents: 208

Comments were reviewed to identify common themes.

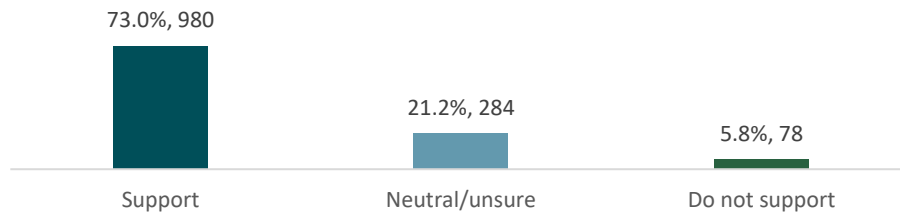
- Frequently raised themes:
 - Concerns about bias (i.e. certain user groups getting “more say” than others)
 - Ensure appropriate level of community engagement
- Commonly noted themes:
 - There are bigger priorities
 - Commercial dog walkers provide an important service

P4 Q11: To what extent do you agree with strategic direction #6?

Total respondents: 1,342

This question provided the statement:

6. Education & Enforcement: Enhance awareness of various recreational opportunities and effectively communicate appropriate usage, rules and regulations related to dogs in parks through education and enforcement.



P4 Q12: Do you have additional thoughts to share about strategic direction #6?

Total respondents: 345

Comments were reviewed to identify common themes.

- Frequently raised themes:
 - Need more enforcement
- Commonly noted themes:
 - Need more signs
 - Concerns about bias against dog owners
 - Concerns about dog-owners not respecting on-leash requirements, dogs not under control

P5 Q1: When determining whether a trail should be designated on-leash, off-leash or dogs prohibited, what do you think are the most important factors to consider?

Total respondents: 1,102

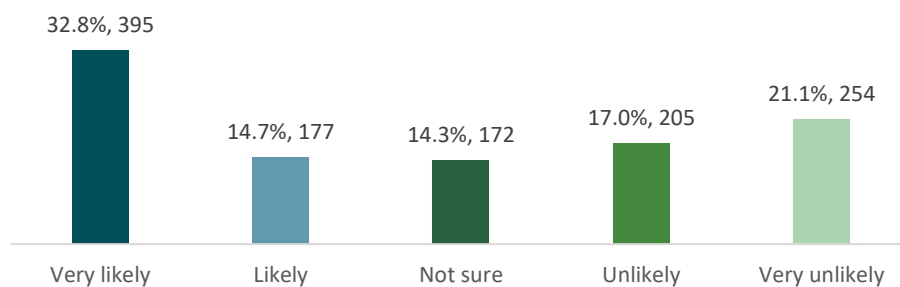
Comments were reviewed to identify common themes.

- Frequently raised themes:
 - Protect sensitive ecological areas
- Commonly noted themes:
 - Ensure safety for all users
 - Consider how busy the trail is
 - Concerns about losing access to existing off-leash trails
- Occasionally mentioned themes:
 - Need more enforcement
 - Consider trail conditions (width, surface material)
 - Consider trail proximity to roads
 - Consider separating conflicting trail uses (bikes, dogs, runners)
 - Focus on responsible trail use (dogs under control, good recall)
 - Equitable access the trail network
 - Keep off-leash areas away from playgrounds, schools etc.

P5 Q2: If you are a dog owner, how likely are you to visit one of these fenced off-leash areas?

Total respondents: 1,203

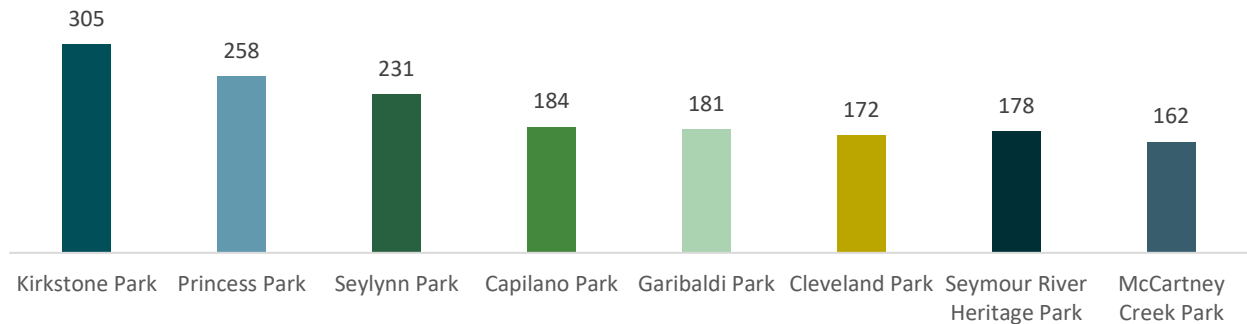
This question provided a map showing the locations included in question P5 Q3 (below).



P5 Q3: Which of the following proposed locations would you be most happy to see a fenced off-leash dog area added? We're looking for answers from both non-dog owners and dog owners.

Total respondents: 802

This question provided a map showing each of the locations in the chart below.



P5 Q4: Tell us more about your answers above.

Total respondents: 448

Comments were reviewed to identify common themes.

- Frequently raised themes:
 - Preference for off-leash trails
 - Visit to this park often, lots of dog owners in the area
- Commonly noted themes:
 - Concerns about fenced off-leash areas
- Occasionally mentioned themes:
 - Fenced off-leash areas are useful (for dog relief, fetching)
 - Need more enforcement
 - Don't need additional fenced off-leash areas
 - Prioritize adding fenced off-leash areas in the most populated areas
 - Desire for separated small dog areas

P6 Q1: Do you have any other comments to share about this draft plan?

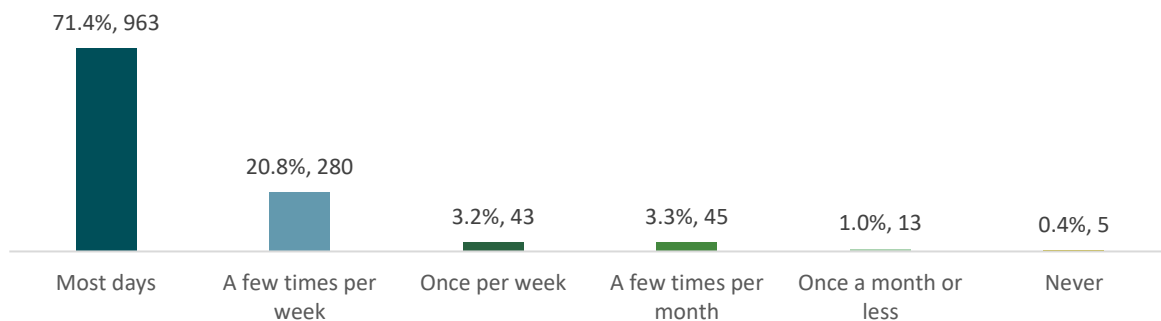
Total respondents: 641

Comments were reviewed to identify common themes.

- Frequently raised themes:
 - Concerns about losing access to existing off-leash trails
 - Concerns about fenced off-leash areas
- Commonly noted themes:
 - Need more enforcement
- Occasionally mentioned themes:
 - Desire for additional off-leash areas in the District
 - Appreciation for the opportunity to provide input
 - Importance of trail access for commercial dog walkers
 - Concerns about rule compliance
 - Need to consider parking availability at off-leash areas
 - Preference for off-leash use only in fenced areas

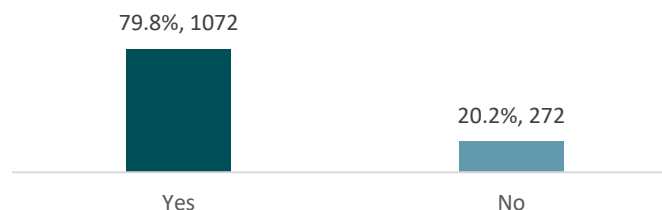
P7 Q1: How often do you usually visit District parks and/or trails?

Total respondents: 1,349



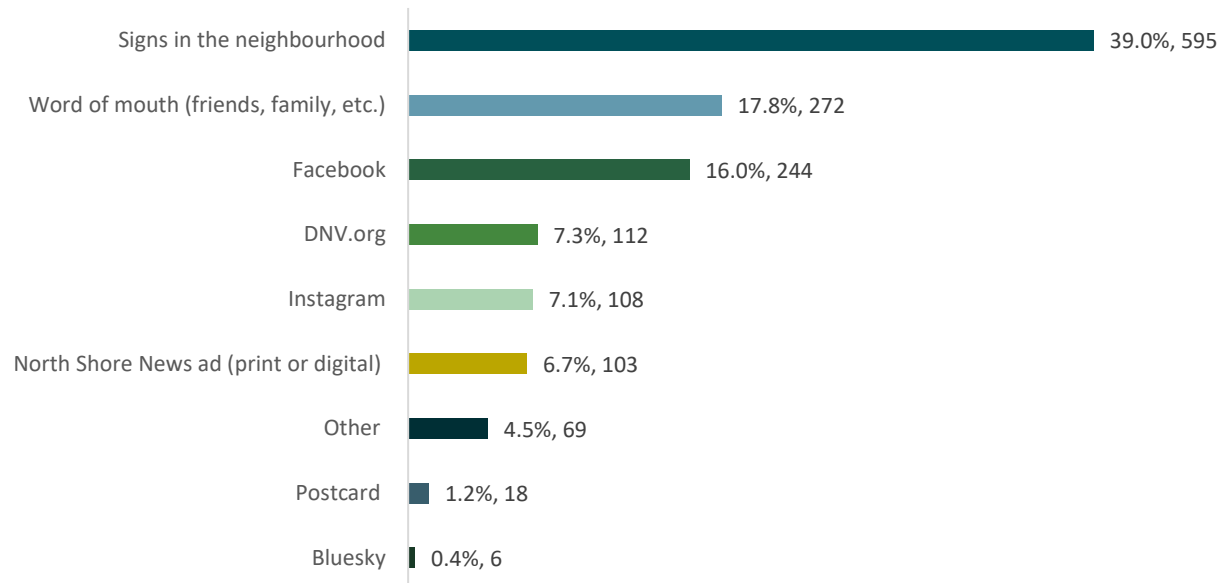
P7 Q2: Do you own a dog? Either way, your perspectives are important to us.

Total respondents: 1,344



P7 Q3: How did you hear about this engagement? Please select all that apply.

Total respondents: 1,270



Who We Heard From: Demographic Questions

The District asks respondents to share demographic information to help determine if the District's outreach efforts are reaching a balanced and diverse range of populations in the District.

P7 Q4: Please provide the first three digits of your postal code to help us understand who is responding to this survey

Total respondents: 1,332. Excluding 23 non-valid postal codes entered.

Total estimated respondents from the District of North Vancouver: approximately 1,109 (83.3%).

Note: this is a general estimate only.

Respondents from North Vancouver: 1,279

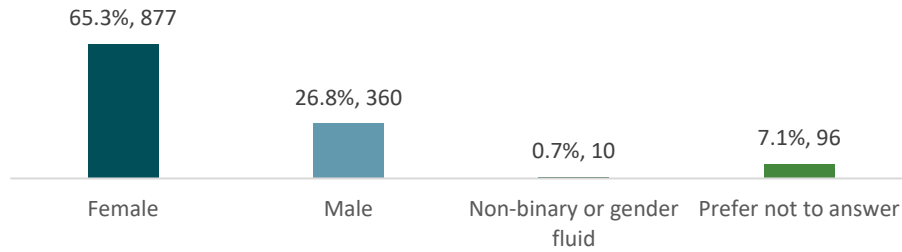
- V7K: 193
- V7G: 168
- V7H: 150
- V7N: 147
- V7R: 119
- V7L: 111
- V7P: 65
- V7M: 59

Respondents from outside of North Vancouver: 52

- Vancouver: 23
- West Vancouver: 15
- Burnaby: 7
- Coquitlam: 1
- Rural BC: 1
- Sechelt: 1
- Outside BC: 2

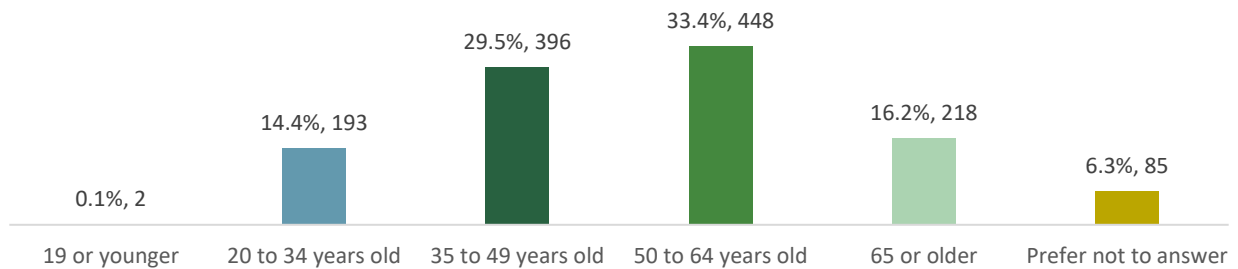
P7 Q5: What is your gender?

Total respondents: 1,343



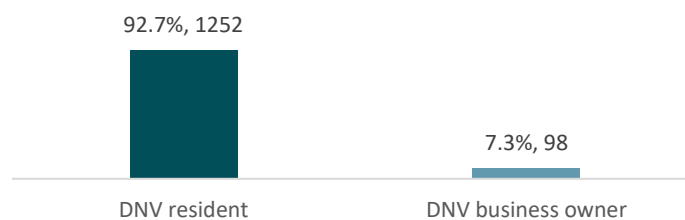
P7 Q6: Which of the following ranges includes your age?

Total respondents: 1,342



P7 Q7: DNV resident (Which of the following options best describes you? Select all that apply)

Total respondents: 1,350



APPENDIX B: POP-UP ENGAGEMENT EVENTS

Format & Methodology

The purpose of the pop-up engagement events was to connect with community members in person to gather feedback on the draft Strategic Plan, provide an opportunity for staff to answer questions, and promote the online survey by distributing postcards. The pop-up engagement events were intended to reach passersby, which may result in hearing from different user types or demographics than other engagement methods. It is intended to complement the online survey.

Five pop-up engagement events were conducted by District staff. In total, there were around 130 participants that shared ideas or asked questions about the Strategic Plan, and around 150 postcards handed out to passersby.

The pop-up events were held at:

- Princess Park: Monday, October 20 - 10:00am -12:00pm
- Kirkstone Park: Monday, October 20 – 1:00 - 3:00pm
- Seylynn Park / Lynn Creek Community Centre: Tuesday, October 21 - 10:00am -12:00pm
- Delbrook Community Centre: Wednesday, October 22 - 12:00 - 2:00pm
- Parkgate Community Centre: Thursday, October 23 – 2:00 - 4:00pm

Pop-up events were scheduled at various locations across the District and at different times during daylight hours, with the aim of engaging a high number of people.

Although the pop-up events were held on weekdays during common working hours, the online survey (with the same content) was available throughout the engagement period, offering a convenient way for participants to share their input at any time.

Postcards were left at the front desks at Delbrook, Karen Magnussen, Lions Gate, Lynn Creek, Lynn Valley, Parkgate, and Ron Andrews Community Recreation Centres, North Vancouver Tennis Centre, Maplewood Farm, North Vancouver Municipal Hall, and Lynn Valley, Capilano, and Parkgate Libraries. Each location was given around 30 postcards for a total of about 350.

Summary of Main Themes

Participants recorded comments on sticky notes. Comment themes with 5 or more responses are reported below.

- Support having off-leash areas in parks - 10
- Need more enforcement - 8
- Concerned with mountain biking (trail conflicts) - 8
- Prefer fencing-in picnic areas and playgrounds rather than dog areas - 7
- Concerned with dogs off-leash in prohibited areas - 6
- Concerned with dog waste not being picked up – 5

APPENDIX C: INTEREST GROUP DISCUSSIONS

Various District of North Vancouver community groups and local recreation organizations were notified by email about the engagement program and encouraged to complete the online survey or attend one of the pop-up engagement events.

In addition, the Parks and Natural Environment Advisory Committee (PNEAC) has been consistently supportive of developing the People, Dogs and Parks Strategic Plan, and their input has directly informed the process. PNEAC provided feedback at the following key meetings:

- September 27, 2023 – Reviewed the project scope and provided early input
- February 21, 2024 – Reviewed community engagement results and shared input on key topics
- September 25, 2024 – Reviewed and provided input on draft guidelines
- April 16, 2025 – Reviewed and supported the draft vision statement, guiding principles, and strategic directions

Interest Group Meetings

Meeting with interest groups included a presentation about the Strategic Plan, followed by opportunities for participants to ask questions and provide feedback. The following meetings were attended:

- North Shore Parks Coordination Meeting – November 6, 2025
 - Attendees: Metro Vancouver, City of North Vancouver, District of West Vancouver, BC Parks, Recreation Sites and Trails BC
- North Shore Stream Keepers – November 20, 2025
- North Shore Mountain Bike Association – November 27, 2025

Summary of Main Themes

The following broad themes emerged during discussions:

- Strong interest in maintaining shared access to parks and trails for a variety of user groups.
- Recognition of the need to manage potential conflicts between different types of users.
- Support for measures that protect natural environments and sensitive areas.
- Emphasis on education and collaboration as key strategies for successful implementation.

People, Dogs & Parks Strategic Plan

Council Meeting
February 2, 2026

Background



- Need identified in 2012 through the District's Parks and Open Space Strategic Plan.
- Strategic Plan development began in 2023.
- Goal: Guide park and trail planning and management to keep these spaces safe and enjoyable.

Approach



- Assess current conditions and trends related to dogs in parks.
- Identify community values, priorities and challenges.
- Create a Strategic Plan with goals and recommended actions.

Existing Challenges



- More people and dogs sharing parks and trails.
- Community engagement highlighted key concerns:
 - Dog waste not being picked up.
 - Dog owners not following regulations.
 - Environmental impacts.

Goal of the Strategic Plan



- Continue to provide safe and enjoyable recreational experiences.
- Recommended initiatives to be implemented over 10 years.
- Proactively mitigate existing and potential future challenges.

Public Input



- Over 4,300 participants during two rounds of community engagement.
- About 80% of online survey respondents were District residents.
- Key community values identified:
 - Opportunities to connect with nature.
 - Shared responsibility for creating welcoming and inclusive parks.
 - Existing off-leash trails are highly valued.

Implementation



- There are several actions to be implemented over the next 10 years.
- Some quick-win, high-priority actions identified for short term implementation.

Staff Recommendation

- THAT the People, Dogs and Parks Strategic Plan as detailed in the January 20, 2026 report of the Parks Designer entitled People, Dogs and parks Strategic Plan is approved.

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


 Dept.
Manager


 GM/
Director


 CAO

The District of North Vancouver REPORT TO COUNCIL

January 27, 2026
File: 09.3900.20/000.000

AUTHOR: Rhonda Schell, Deputy Corporate Officer, Legislative Services

SUBJECT: **Bylaw 8762, 8776, and 8769: New Fire and Rescue Services Bylaw 8762**

RECOMMENDATION:

THAT "Fire and Rescue Services Bylaw 8762, 2026" is ADOPTED;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8776, 2025 (Amendment 84)" is ADOPTED;

AND THAT "Fireworks Regulation Bylaw 7456, 2004, Amendment Bylaw 8769, 2025 (Amendment 6)" is ADOPTED.

BACKGROUND:

Bylaws 8762, 8776 and 8769 received First, Second and Third Readings on January 26, 2026 ([Staff report dated January 13, 2026](#)).

The bylaws are now ready to be considered for adoption by Council.

Options:

1. Adopt the bylaws;
2. Give no further readings and abandon the bylaws at third reading; or,
3. Rescind third reading and debate possible amendments to the bylaws.

Respectfully submitted,



Rhonda Schell
Deputy Corporate Officer, Legislative Services

1. Bylaw 8762
2. Bylaw 8776
3. Bylaw 8769

REVIEWED WITH:		
☐ Business and Economic	_____	External Agencies: ☐ Library Board _____ ☐ Museum and Archives _____ ☐ NSEM _____ ☐ NS Health _____ ☐ NVRC _____ ☐ RCMP _____ ☐ Other: _____
☐ Bylaw Services	_____	
☐ Clerk's Office	_____	
☐ Climate and Biodiversity	_____	
☐ Communications	_____	
☐ Community Planning	_____	
☐ Development	_____	
Engineering	_____	
☐ Development Services	_____	
☐ Engineering	_____	
Infrastructure	_____	
☐ Engineering Public	_____	
Works	_____	
☐ Environment	_____	
☐ Facilities	_____	
☐ Finance	_____	
☐ Fire Services	_____	
☐ Golf	_____	
☐ Housing	_____	
☐ Human Resources	_____	
☐ Integrated Planning	_____	
☐ ITS	_____	
☐ Parks	_____	
☐ Real Estate	_____	
☐ Solicitor	_____	
☐ Transportation	_____	

The Corporation of the District of North Vancouver

Bylaw 8762

A bylaw to regulate the prevention and suppression of fire and the protection of life and property in the District of North Vancouver.

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

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- 1.2 Minimum Competency Training Level

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- 2.2 Definitions
- 2.3 Conflict
- 2.4 Application
- 2.5 Duty of Care

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- 6.26 Fire Alarm System Monitoring and Certificate Posting
- 6.29 Smoke Alarms
- 6.31 Standpipe and Hose Systems
- 6.35 Automatic Sprinkler Systems
- 6.39 Water Supply Systems for Fire Protection
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- 6.51 Commercial Cooking Equipment
- 6.55 In Building Emergency Responder Communication Enhancement Systems
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- 6.59 Enclosed Storage Garage
- 6.66 Shipping Containers
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Schedule A – Definitions

INTRODUCTION

Citation

- 1.1 This bylaw may be cited as “Fire and Rescue Services Bylaw 8762, 2025”.

Minimum Competency Training Level

- 1.2 The *District* of North Vancouver Fire and Rescue Service is a Full Service Operation according to the British Columbia Structure Firefighters Minimum Training Standards, prepared by the Officer of the Fire Commissioner of British Columbia, pursuant to paragraph 4(1)(d) of the *Fire Safety Act*.

INTERPRETATION AND APPLICATION

Words and Phrases

- 2.1 Unless specifically defined herein, words and phrases used in this bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Safety Act*, the *Building Code*, the *Fire Code* or the *Community Charter*, all as may be amended or replaced, as the context and circumstances require.

Definitions

- 2.2 The definitions of terms used in this bylaw are contained in Schedule A of this bylaw and form part of this bylaw.

Conflict

- 2.3 In the event of a conflict, discrepancy, variation or inconsistency between any provision of this bylaw and the *Fire Safety Act*, the *Fire Code* or the *Building Code*, the provisions of the *Fire Safety Act*, the *Fire Code* or the *Building Code*, as the case may be, shall prevail over the provisions of this bylaw to the extent of any conflict, discrepancy, variation or inconsistency.

Application

- 2.4 The provisions of this bylaw apply to all *Buildings*, structures, *Premises* and conditions within the *District* and, for certainty, apply to both existing *Buildings* and *Buildings* under construction.

Duty of Care

- 2.5 This bylaw does not create any duty of care whatsoever on the *District* or its elected officials, officers, employees or agents in respect of enforcement or failure to enforce this bylaw. Neither the failure to administer or enforce, nor the incomplete or inadequate administration or enforcement of this bylaw or inspections made by the *Fire Chief* or *Fire Inspector* gives rise to a cause of action in favour of any person.

FIRE DEPARTMENT OPERATIONS

Fire Chief

- 3.1 The *Fire Chief* is appointed by the *Municipal Council*.
- 3.2 Any references to the *Fire Chief* in this bylaw shall include a reference to any person duly authorized by the *Fire Chief* to exercise any of the *Fire Chief's* powers or to carry out any of the *Fire Chief's* duties under this bylaw.

Authority of *Fire Chief*

3.3 The *Fire Chief* is authorized to:

- (a) Manage, control, supervise and enforce the activities of the *Fire Department* and its *Members*;
- (b) Appoint or authorize *Members* to exercise any of the *Fire Chief's* powers on such terms and conditions as the *Fire Chief* considers appropriate and revoke any such appointment or authorization;
- (c) Carry out all other actions the *Fire Chief* is authorized to perform pursuant to this bylaw, the *Fire Code*, the *Fire Safety Act* and any statute or regulation; and
- (d) Make such *Orders* as the *Fire Chief* deems necessary with respect to any of the matters referred to in this bylaw.

3.4 The *Fire Chief*, *Fire Inspectors*, *Fire Investigators* and every *Member* authorized by the *Fire Chief* is authorized to take all measures considered necessary to:

- (a) Prevent, suppress, control and extinguish fires;
- (b) Provide *Incident Response*;
- (c) Provide *Fire Safety Inspection* and *Fire Investigation* services;
- (d) Provide *Fire Code* review for *Buildings*;
- (e) Protect life and property; and
- (f) Have the care, custody and control of all *Fire Department* apparatus, equipment and buildings.

3.5 No apparatus of the *Fire Department* shall be used beyond the jurisdictional boundaries of the *District* without the permission of the *Fire Chief*.

Conduct of Persons

3.6 A person must not:

- (a) Impede in any way any *Member* in the execution of their duties, including but not limited to:
 - (i) providing an *Incident Response*;
 - (ii) investigating a fire scene;
 - (iii) investigating a *Building* to determine the cause of activation of a *Fire Alarm System*, sprinkler system or other fire or *Life Safety System*;
 - (iv) investigating a complaint of a *Fire Hazard*; or

- (v) conducting a *Fire Safety Inspection* as required by the *Fire Safety Act* or this bylaw;
 - (b) Enter an incident area without the permission of the *Fire Chief* except for those duly authorized by the *Fire Chief* or any *Member* in charge at an incident;
 - (c) Drive a vehicle over any fire hose; or
 - (d) Falsely represent themselves as a *Member* or wear or display the *Fire Department* badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- 3.7 The *Fire Chief* or any *Member* designated by the *Fire Chief* to be in charge at an incident may order any person at or near an *Incident Response* to render reasonable assistance to mitigate an incident.

Vacant and Fire-Damaged Buildings

- 3.8 The *Owner(s)* or *Owner's Authorized Agent* of a vacant or fire-damaged *Building* must promptly take all steps necessary to secure the *Building* against the entry of unauthorized persons, including, but not limited to, guarding the *Building* and securing all openings to the *Building* and surrounding the *Building*, if so ordered by the *Fire Chief*, to the satisfaction of the *Fire Chief*. In such events, the *Owner(s)* or *Owner's Authorized Agent* or *Occupier* of the property must pay the cost to secure the *Building* and land surrounding the *Building*.
- 3.9 The *Fire Chief* or any *Member* has the authority, at all times, by day or night, to provide a post-incident watch for a period of time deemed necessary to secure the vacant or fire-damaged *Building* and any necessary surrounding land against further incident, or to engage the services of a security company or security person to maintain a *Fire Watch* for the *Building* and surrounding land, to perform site security or to secure a vacant or fire-damaged *Building* and any necessary surrounding land at the expense of the *Owner(s)* or *Owner's Authorized Agent* or *Occupier* and any such measures taken are considered services provided in relation to lands or improvements.

Demolition

- 3.10 The *Fire Chief* and any *Member* authorized by the *Fire Chief* may order the damage, destruction or demolition of any *Building*, part of a *Building*, structure, equipment or other private property as may be necessary to extinguish, suppress or prevent the spread of fire or prevent the potential collapse of a *Building* resulting from an *Incident Response*.
- 3.11 None of the *District*, the *Fire Department* or any of their elected or appointed officials, officers, employees or *Members* is obligated to restore or pay compensation for property damaged, destroyed or demolished pursuant to section 3.10.
- 3.12 If the *Fire Chief* or a *Member* arranges for damage, destruction or demolition pursuant to section 3.10, the *Owner(s)* or *Owner's Authorized Agent* of the property subject to such services must pay to the *District* the hourly rate of equipment and staffing costs of each *Member* for the actual time the *Member* and equipment attended at the site, plus any other expenses incurred by the *Fire Department* in relation to the *Incident Response* as prescribed in the *Fees and Charges Bylaw*.

Commandeer Privately Owned Equipment

- 3.13 The *Fire Chief* or any *Member* in charge at an *Incident Response* has the authority to commandeer privately owned equipment which the *Fire Chief* or *Member* considers necessary to deal with the *Incident Response* and the *Owner* of such equipment will be compensated in accordance with standard industry rates.

Safe Handling of *Dangerous Goods*

- 3.14 Every *Owner(s)* or *Owner's Authorized Agent*, carrier, agency, organization or other person having responsibility for the transport, storage or use of *Dangerous Goods* is responsible, at their own cost, for the clean-up and safe disposal of all such *Dangerous Goods* arising from any incident and where the person fails to clean up and/or dispose of such *Dangerous Goods* adequately (as determined by the *Fire Chief*), such person must pay the actual costs and expenses incurred by the *Fire Department* or its contractors in mitigating the incident involving *Dangerous Goods* and pay the actual costs and expenses incurred to clean up and safely dispose of the *Dangerous Goods* as prescribed in the *Fees and Charges Bylaw*.

Tampering with Fire Protection Equipment

- 3.15 A person must not:
- (a) Tamper with, alter or damage in any way any *Fire Protection Equipment* of any kind except as may be required for maintenance and service; or
 - (b) Reset or silence a *Fire Alarm System* until authorized by the *Fire Chief*.

PUBLIC SAFETY

Regular System of Inspections

- 4.1 The *Fire Chief* is authorized and required to implement a risk-based compliance monitoring system for public buildings consisting of *Fire Safety Inspections* and fire safety assessments as required by the *Fire Safety Act* to ensure that owners of public *Buildings* comply with the *Fire Safety Act* and its regulations.

Fire Inspectors and Fire Investigators

- 4.2 The *Fire Chief* must:
- (a) Designate, in writing, persons or classes of persons as *Fire Inspectors* to conduct *Fire Safety Inspections* provided that any such designated individual meets the applicable standards established by the *Fire Commissioner* in accordance with the *Fire Safety Act*; and
 - (b) Designate, in writing, persons or classes of persons as *Fire Investigators* to conduct *Fire Investigations* provided that any such designated individual meets the applicable standards established by the *Fire Commissioner* in accordance with the *Fire Safety Act*.
- 4.3 *Fire Inspectors* are authorized to enforce rules, regulations and policies for the administration and operation of the *Fire Department* as directed by the *Fire Chief*.

4.4 The *Fire Chief* and *Fire Inspectors* are authorized to:

- (a) Enter on property and inspect *Premises* for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
- (b) Take measures to prevent and suppress fires, including demolition of *Buildings* or other structures and removal or cutting of natural or planted vegetation to prevent the spreading of fires;
- (c) Order an *Owner(s)*, *Owner's Authorized Agent* or *Occupier* to undertake any actions to remove or reduce anything or condition that is a *Fire Hazard* or increases the danger of fire;
- (d) Provide *Incident Response*;
- (e) Exercise any of the powers conferred to a *Fire Chief* or *Fire Inspector* under the *Fire Safety Act*;
- (f) Create and enforce rules, orders, regulations and policies respecting fire prevention and suppression and the protection of life, property and the environment;
- (g) Inquire into, investigate and record the causes of fires in the *District*;
- (h) Collect and disseminate information in regard to fires in the *District*;
- (i) Investigate and hold inquiries into fires in the *District*;
- (j) Study methods of fire prevention; and/or
- (k) Provide advice and make recommendations to *Council*, other officers and employees of the *District* and the public in relation to:
 - (i) the installation or maintenance of *Fire Protection Equipment*; and
 - (ii) fire prevention generally.

Emergency Fire Protection System Inspection, Testing and Maintenance

4.5 Every *Occupier*, *Owner(s)* or *Owner's Authorized Agent* must undertake required actions to correct violations within the time specified in a report, notice or *Order*.

4.6 The *District* may undertake required actions to correct violations, but is not obligated to carry out such work. The *Fire Chief* has the authority, at all times, by day or night to hire or engage the services of a fire protection service company to repair, inspect or maintain *Fire Protection Equipment* that may require repair, inspection or maintenance and the costs are to be paid by the *Occupier*, *Owner(s)* or *Owner's Authorized Agent*. Any such measures taken are considered services provided in relation to lands or improvements.

- 4.7 Every person who is required under any provision of the *Fire Code* to perform or cause to be performed any inspection or test of *Fire Protection Equipment*, whether annually or otherwise, must ensure that:
- (a) The inspection or test is performed by a *Certified Fire Protection Technician* and in accordance with the *Fire Code*; and
 - (b) The inspection or test is recorded or the *Fire Protection Equipment* tagged or labelled in accordance with the *Fire Code* and any regulations or bylaws under the *Professional Governance Act*, SBC 2018, c. 47, as amended or replaced, and acceptable to the *Authority Having Jurisdiction*.
- 4.8 All *Fire Protection Equipment* in *Buildings* with two or more strata corporations must be serviced by a common *Certified Fire Protection Technician*.

False Information

- 4.9 A person must not withhold or falsify any information required by any *Member*, nor refuse to assist a *Member* in their responsibilities under this bylaw.

Evacuations

- 4.10 Upon activation of a fire alarm, the *Owner(s)* or *Owner's Authorized Agent* and all *Occupiers* must exit the *Building*, if possible, or remain inside the suite, unit, *Building* or *Area of Refuge* as directed in the *Fire Safety Plan* for the *Building* or comply with the orders or directions of the *Fire Chief* or *Member*, until the *Fire Chief* or officer in charge authorizes re-entry into the *Building* or premise and/or the re-setting of the *Fire Protection Equipment* and/or the all clear is given.
- 4.11 If a *Fire Chief*, or a person authorized by a *Fire Chief*, believes that there is an immediate threat to life due to a *Fire Hazard* or explosion, the *Fire Chief* or person authorized by the *Fire Chief* may evacuate a geographic area or *Premises*. Persons evacuated under this section must not return to the geographic area or *Premises* until notified by the *Fire Chief* or person authorized by the *Fire Chief* that it is safe to do so.
- 4.12 *Council* or the *Fire Commissioner* may evacuate *Premises* if either believes that conditions exist on or in the *Premises* that a fire on or in the *Premises* would endanger life and the owner of the *Premises* has failed to comply with an order issued under section 11 of the *Fire Safety Act*.
- 4.13 *Council* or the *Fire Commissioner* may secure evacuated *Premises* if the *Owner* fails to secure the *Premises* to prevent unauthorised entry. If *Council* secures evacuated *Premises*, the *Council* may recover the costs in accordance with section 16 of the *Fire Safety Act*.

Fire Watch

- 4.14 A *Fire Watch* is required:
- (a) When any *Life Safety System* is taken out of service, requires servicing, has been silenced or shut down, or as otherwise directed by a *Member*, and
 - (b) When doing *Hot Works* or as required in a special *Permit* or *Fire Safety Plan*.

- 4.15 When a *Fire Watch* has been initiated, the person assigned to perform the *Fire Watch* must have the means and ability to comply with all of the following:
- (a) Communicate effectively with *Building* occupants and emergency personnel;
 - (b) Notify the *Fire Department* in the event of a fire emergency;
 - (c) Notify the *Building Occupiers* in the event of a fire emergency;
 - (d) Ensure that all public areas on all floors of the *Building* are patrolled at least once every 45 minutes;
 - (e) Maintain a logbook on the *Premises* to be immediately available for inspection by the *Fire Chief*;
 - (f) Relay any special orders or pertinent information to any person relieving the *Owner* of the *Fire Watch* duty;
 - (g) Remain on duty until relieved by another *Assigned Fire Watch Person* that complies with this section;
 - (h) Have an easily visible means of identification, such as an armband or nametag; and
 - (i) Must not have other assigned duties that negate their ability to perform the *Fire Watch* as detailed in this section 4.15.

The *Fire Watch* must be maintained until *Fire Department* personnel have been notified that the *Life Safety Systems* are back in service.

Review of Building Construction Plans

- 4.16 The *Fire Chief* or any *Member* is authorized to review plans and inspect the construction of all new *Buildings* and structures, other than single family dwellings, in order to establish that the fire protection facilities and equipment in the *Building* comply with the *Fire Code* and all other applicable fire-related regulations, codes and standards. The *Fire Chief* may charge a fee for such review as prescribed in the *Fees and Charges Bylaw*.

Alternate Solutions to Prescribed Code

- 4.17 A design solution from a *Registered Professional* for an *Alternate Solution* that is approved by the *District's* Building Department is subject to the following requirements:
- (a) *Alternate Solutions* must be functionally demonstrated before *Occupancy* of a *Building* is authorized by the *Fire Chief*;
 - (b) *Alternate Solutions* must be serviced and maintained in accordance with applicable codes and standards as represented by the system components in the Inspection of Premises and Fire Protection Equipment section of this bylaw and must be operational at all times;
 - (c) A copy of the *Alternate Solution* and the service and maintenance requirements must be included in the *Fire Safety Plan*;

- (d) *Alternate Solutions* that include interconnected components of property and/or multiple property strata(s) must be serviced by a common fire protection service company in order to maintain the operational function of the *Alternate Solution*; and
- (e) A functional demonstration of an *Alternate Solution* may be requested by the *Fire Department* at any time in which case the *Owner* of the property must pay the applicable fee prescribed in the *Fees and Charges Bylaw* for the attendance and review by the *Fire Department*.

Technical Assistance

- 4.18 If, in the opinion of the *Fire Chief*, a design proposal for a *Building* requires an independent review, the *Fire Chief* is authorized, at the *Owner's* expense, to retain the services of a *Registered Professional* with expertise in the proposed design to review the design proposal and provide an evaluation, including making recommendations for changes to the proposed design, operation, process, or new technology. The cost for the *Registered Professional* must be paid by the *Building Owner* upon receipt of an invoice from the *District*.

Code Analysis

- 4.19 The *Fire Chief* may require an *Owner(s)* or *Owner's Authorized Agent* of a *Building* to provide, at the *Owner's* expense, confirmation from a *Registered Professional* that the *Building* or use within the *Building* is adequately protected against *Fire Hazards* in conformance with the *Building Code*, the *Fire Code* and any associated regulations.
- 4.20 If required by the *Fire Chief*, the *Owner's Registered Professional* must provide an evaluation of the *Building* or use and, where applicable, recommended upgrades to the *Building* or *Life Safety Systems*.

Construction Fire Safety Planning

- 4.21 An *Owner(s)* or *Owner's Authorized Agent* must at the time of *Building Permit* application submit a *Construction Fire Safety Plan* for review and acceptance in a form and diagram template acceptable to the *Fire Chief* together with the *Construction Fire Safety Plan* review fee prescribed in the *Fees and Charges Bylaw*.
- 4.22 The *Owner(s)* or *Owner's Authorized Agent* must ensure that *Construction Fire Safety Plan* is kept up to date, including but not limited to:
- (a) The emergency contact information; and
 - (b) The changing hazards or risks at the construction site and mitigation strategies.
- 4.23 The *Owner(s)* or *Owner's Authorized Agent* must:
- (a) Submit updates to the *Construction Fire Safety Plan* to the *Fire Department* for review and acceptance together with the applicable fee prescribed in the *Fees and Charges Bylaw*; and
 - (b) Ensure that the *Construction Fire Safety Plan* includes a *Fire Code* Exposure Report per *Fire Code*, prepared by a *Registered Professional* in accordance with

the *Fire Code*, to identify risks to adjacent properties and the mitigation methods that will be used on the construction site.

Fire Safety Plan/Emergency Planning

4.24 The Owner(s) or Owner's Authorized Agent of any of the following must provide fire emergency planning and procedures conforming to section 2.8. of the *Fire Code*:

- (a) *Buildings* containing assembly or care and detention occupancy as per the *Building Code*;
- (b) *Buildings* required to have a *Fire Alarm System*;
- (c) Demolition and construction sites;
- (d) Indoor and outdoor storage areas;
- (e) Properties where *Flammable and Combustible Liquids* are stored or handled; and
- (f) Properties where *Hazardous Materials* are stored or processed.

4.25 The Owner(s) or Owner's Authorized Agent must:

- (a) Where required to have a *Fire Safety Plan* per the *Fire Code*, submit the plan for review and acceptance in a form and diagram template acceptable to the *Fire Chief* together with the *Fire Safety Plan* review fee prescribed in the *Fees and Charges Bylaw*;
- (b) Review the approved *Fire Safety Plans* at least every twelve (12) months to ensure that the emergency contact information is up to date;
- (c) Forward any changes in the use, design or *Life Safety Systems* to the *Fire Department* for review and acceptance together with the *Fire Safety Plan* review fee prescribed in the *Fees and Charges Bylaw*; and
- (d) Ensure that every *Fire Safety Plan* is placed in a locked cabinet located at the *Fire Department Response Point* or other location acceptable to the *Fire Chief*.

Pre-Incident Fire Plans

4.26 The Owner(s) or Owner's Authorized Agent of any *Building* required by the *Fire Code* to have a *Fire Safety Plan* must, on the request of the *Fire Chief*, provide *Building* pre-plan information, including floor plans and diagrams showing the type and location of any *Building* service, *Fire Protection Equipment*, *Fire Department connection*, fire hydrant, *Fire Department Access Route* and *Hazardous Materials* storage or processing, in a form prescribed by the *Fire Chief*, and must pay the review fee prescribed in the *Fees and Charges Bylaw*.

Occupancy Contact Requirements

4.27 The Owner(s) or Owner's Authorized Agent of a *Building* that has a *Fire Alarm System* or an automatic fire sprinkler system, monitored or non-monitored, must:

- (a) Provide a twenty-four hour emergency contact name and phone numbers for persons able to respond to a phone call and attend the *Premises* immediately; and
- (b) Provide additional *Building* contact names and phone numbers.

4.28 The contact persons required under section 4.27 must:

- (a) Have full access to the entire *Building* for which they have responsibility;
- (b) Be available to attend, enter and secure the *Premises* at all times of day and night to respond to an *Incident Response*;
- (c) Be able to take responsibility for the *Building* from the *Member* on completion of an *Incident Response*;
- (d) Attend all alarms at the *Building* within forty-five (45) minutes of being requested by the *Fire Department*; and
- (e) Secure the *Premises* within a reasonable time or when directed to do so by the *Fire Chief*.

REGULATION OF FIRE HAZARDS

Fire Hazards

5.1 The *Fire Chief* or any *Fire Inspector* may, at all reasonable hours enter any *Premises* to inspect them and ascertain whether:

- (a) A *Fire Hazard* exists on the *Premises*;
- (b) The *Premises* are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
- (c) The *Premises* are so used or occupied that fire would endanger life or property; or
- (d) *Combustible* or explosive material is kept or other flammable conditions exist on the *Premises* so as to endanger life or property.

5.2 A person must not cause a *Fire Hazard*.

Disposal of Material

5.3 A person must not:

- (a) Dispose of any liquid, flammable substance or hazardous substance in any manner that could cause a *Fire Hazard* ;
- (b) Dispose of any explosive, *Flammable and Combustible Liquid*, *Hazardous Material* or any liquid of a petro-chemical nature without written permission from the *Fire Chief*;

- (c) Dispose of any lighted or extinguished cigarette, cigar, match, smoking or vaporizing equipment or other burning substance except into a garbage container or other container designed for such disposal; or
- (d) Dispose of yard waste or trimmings, trees, branches or any other materials which could cause a *Fire Hazard*.

Garbage and Recycling Containers

5.4 Containers for the disposal, removal or storage of garbage, refuse, *Building* debris, paper, recyclable materials or *Combustible* material with any dimension greater than 1.5 metres must comply with the following requirements:

- (a) Be constructed of non-*Combustible* material;
- (b) Be equipped with a non-*Combustible* tight-fitting lid;
- (c) Have lids kept closed at all times, unless otherwise approved by the *Fire Chief*;
- (d) If the container is located outside of a *Building*, it must not be located within 5 metres of any *Combustible Building* or structure, unless stored within a non-*Combustible* structure or in a location approved by the *Fire Chief*; and
- (e) If the container is located outside of a *Building* and is a non-*Combustible* container with a self-closing lid and no hold-open devices, it must be located no closer than 1 metre from any *Combustible Building* or structure,

Combustible containers with dimensions greater than 1.5 metres are permitted to be stored in storage rooms specifically designed for the storage of garbage and recycling.

Combustible Waste Near Buildings

5.5 An *Owner(s)* or *Owner's Authorized Agent* must not allow *Combustible* waste materials or garbage to remain adjacent to such *Building* for longer than forty-eight (48) hours.

5.6 The *District* may facilitate or cause the removal of *Combustible* materials from, in or around *Buildings* and in such event, the *Owner(s)* or *Owner's Authorized Agent* of the *Building* must pay the cost of such removal. Any such measures taken are considered services provided in relation to lands or improvements.

Explosion or Potential Explosion – Hazardous Substance

5.7 It is the duty of the *Owner(s)* or *Owner's Authorized Agent* of any property, *Building*, *Premises*, motor vehicle, vessel or railway rolling stock, to immediately report the potential for or the occurrence of any *Explosion*, discharge, emission, escape or spill of a *Hazardous Materials* to the *Fire Chief*.

Open Air Fires

5.8 Restrictions:

- (a) Except as specifically permitted in this bylaw, a person must not light, ignite, start or cause to be lighted, ignited or started, a fire of any kind whatsoever in the open air, including airborne fire holding devices not under the control of the user (e.g. wish lanterns);
- (b) A person must not burn for land clearing and/or construction purposes;
- (c) All exterior solid fuel-fired appliances or devices are prohibited, including pizza ovens and outdoor fireplaces that were built without a municipal *Building Permit*;
- (d) Existing wood-fired pizza ovens and outdoor fireplaces that were constructed and inspected through a municipal *Building Permit* may be permitted to operate, but must be in compliance with the *Metro Vancouver Air Quality Bylaw*.

Exemptions:

- (e) The *Fire Chief* may issue a *Permit* for open air burning fires and charge a *Permit* fee as prescribed in the *Fees and Charges Bylaw*. Any person to whom such a *Permit* has been issued must comply with the *Metro Vancouver Air Quality Bylaw*, as amended or replaced;
- (f) The *Fire Chief* or designate may suspend an open air fire *Permit* if on the date specified, the wind and weather conditions, or other conditions such as fire danger rating, are not conducive to fire safety;
- (g) CSA/ULC approved briquette, natural gas, electric or propane appliances are permitted provided such appliance is operated in accordance with its listed use and manufacturer's instructions. In the absence of defined operating instructions, the operator must:
 - (i) maintain a minimum of 1-metre clearance from the nearest structure, property line, overhead tree or other combustible material;
 - (ii) keep the appliance under constant supervision when in use;
 - (iii) provide an adequate extinguishing agent, such as a fire extinguisher or garden hose; and
 - (iv) dispose of used briquettes in a non-combustible container;
- (h) Open air burning for the purposes of *Fire Department* approved training is permitted;
- (i) Smokers that are ULC rated and fueled by electricity, propane, or natural gas where wood/mesquite is supplemental, and the appliance is used in accordance with the manufacturer's specifications, including clearance to *combustibles*, are permitted. Smoke generated from such device must be in compliance with *Metro Vancouver Air Quality Bylaw*.

Forest Fire Danger

5.9 For the purpose of preventing forest fires within the *District*, the *Fire Chief* may:

- (a) Order the temporary closure to public use of outdoor trails, camping areas and other facilities located in or near forested areas, whether on municipal land, Crown land or private land;
- (b) Order the notification of the public regarding a closure under this section, including without limitation, the erection of signs and the publication and broadcasting of notices;
- (c) Order that a person not light, ignite, start, or maintain, or allow or cause to be lighted, ignited, started or maintained, a campfire or other kind of fire outdoors or within a grill, barbecue or other outdoor fireplace or appliance which uses wood, charcoal, briquettes;
- (d) Order that any procedures, activity or work program of any business, contractor, facility or their operations adjacent to a forest or park be stopped or modified as directed by the *Fire Chief*;
- (e) Modify and rescind any order under this section;
- (f) Exempt in writing any person or group of persons from an order issued under this section where the *Fire Chief* considers that such an exemption is unlikely to result in a fire, increase the danger of a fire or increase the danger to persons or property from fire; and
- (g) Suspend, revoke or deny any *Permits*.

5.10 An order under section 5.9 does not prevent any person from travelling to and from or occupying their residence or using a *Highway*.

5.11 A person must not:

- (a) Tamper with or remove any sign or notice placed pursuant section 5.9; or
- (b) Violate any order issued pursuant to section 5.9.

Interface Construction Protocols

5.12 High-risk construction and demolition activity, as defined in the North Shore Interface Construction and Maintenance Protocol for High Risk Work During Periods of Extreme Fire Danger Ratings, will require a site-specific *Construction Fire Safety Plan* which must be available on site for review by the *Fire Chief* on request.

5.13 High-risk construction and demolition activity during high and extreme fire danger rated days, as established or declared by the Province, requires submission and acceptance of an interface construction mitigation checklist in the form required by the *Fire Department*.

5.14 The *Owner(s)* or *Owner's Authorized Agent* must:

- (a) Provide all mitigation measures that are required in the *Construction Fire Safety Plan* and/or the interface construction risk mitigation checklist, as applicable;
- (b) Where a site inspection is required to confirm that mitigation measures are in place during construction and/or demolition, pay the applicable fee prescribed in the *Fees and Charges Bylaw*; and
- (c) Ensure that the mitigation measures required pursuant to section 5.14(a) are complied with and/or must comply with any order by the *Fire Chief* to cease and desist any or all activities on site.

Delegation of Authority – Fire Risk in Forest/Woodlands

5.15 Where the *Fire Chief* determines that there is a fire or a risk of fire in a forest or woodland, the *Fire Chief* has the authority to take the following measures to prevent or suppress the fire:

- (a) Order the *Owner(s)* or *Owner's Authorized Agent*, *Occupier* or any other person who has contributed or may contribute to the risk of fire to cease any activity that may contribute to the risk of fire;
- (b) Order the *Owner(s)* or *Owner's Authorized Agent*, *Occupier* or any other person who has contributed or may contribute to a risk of fire to take specified reasonable actions to prevent or suppress a fire, including, but not limited to, cutting, removing and demolishing any trees, vegetation, *Buildings* and other things;
- (c) Order that no person enter or be in all or a portion of the forest or woodland unless authorized by the *Fire Chief*;
- (d) Enter on private or public forest or woodland and take any reasonable action to prevent or suppress a fire, including, but not limited to, cutting, removing and demolishing any trees, vegetation, *Buildings* and other things.

Compliance with Orders

5.16 If the *Fire Chief* makes an *Order* under section 5.15, any person to whom the *Order* is directed must:

- (a) Cease the activity specified in the *Order*; and/or
- (b) Take the actions specified in the *Order*.

5.17 If the *Fire Chief* makes an *Order* under section 5.15, a person must not enter or be in the forest or woodland specified in the *Order* unless authorized by the *Fire Chief*.

Right to Enter

5.18 The *Fire Chief* may:

- (a) On reasonable notice, enter on property for the purpose of fire protection;
- (b) In the case of an emergency, as determined by the *Fire Chief* or any person authorized to act in the place of the *Fire Chief*, enter on property for the purpose of fire protection;
- (c) On reasonable notice, enter on property that is subject to a direction in or requirement of a bylaw to ascertain whether the direction or requirement is being met or the regulations under the bylaw are being observed.

INSPECTION OF PREMISES & FIRE PROTECTION EQUIPMENT

Fire Department Access

6.1 An *Owner(s)* or *Owner's Authorized Agent* must in relation to all property they own or control:

- (a) Maintain and keep all streets, yards and roadways provided for *Fire Department Access Routes* on private property clear and ready for use by *Fire Department* vehicles at all times;
- (b) Post signs in all fire lanes prohibiting parking with the wording "FIRE LANE – NO PARKING";
- (c) Ensure that all fire lanes are designed to meet *Fire Department* response needs and to meet the operational restrictions of *Fire Department* vehicles and apparatus;
- (d) Maintain *Fire Department Access Routes* in compliance with all applicable codes and standards;
- (e) Ensure the address of the *Building* is visible from the street frontage at all times;
- (f) Provide directional signage for entrances not visible from the primary *Fire Department Response Point*;
- (g) Maintain and keep corridors used by the public and exits free of obstructions; and
- (h) Design, install, keep, maintain and use devices on all required exit doors in accordance with the *Building Code*.

Fire Department Lock Boxes

6.2 All *Premises*, not including single family dwellings, with a monitored or unmonitored fire alarm or an automatic fire sprinkler system, must install a *Fire Department Lock Box* conforming to the *Fire Department Lock Box* key and:

- (a) Maintenance and upgrades of the *Fire Department Lock Box* is the responsibility of the *Owner(s)* or *Owner's Authorized Agent*.

- (b) The *Owner(s)* or *Owner's Authorized Agent* is responsible for ensuring that the *Building* access, service rooms, and common area keys that are provided in the *Fire Department Lock Box*, are kept current.
 - (c) Additional *Fire Department Lock Boxes* may be required to accommodate additional sets of access keys for high or complex *Buildings*.
- 6.3 For all new construction, the interior access stairs for providing access to all levels of each *Building* must be located within close proximity to the *Fire Department Response Point*, in a location acceptable to the *Fire Chief*.

Indoor and Outdoor Storage

6.4 An *Owner(s)* or *Owner's Authorized Agent* of a *Building* must in relation to all property they own or control:

- (a) Ensure indoor and outdoor storage is in compliance with the *Fire Code*;
- (b) Not permit *Combustible* materials to accumulate or be stored in and around *Buildings* in quantities or locations that constitute a *Fire Hazard*;
- (c) Ensure that all storage is contained within rooms designed for storage and that such storage rooms are designed in compliance with the requirements of the *Building Code*;
- (d) Not permit *Combustible* materials to accumulate or be stored in a *Storage Garage* or *Underground Storage Garage* designed for the parking of motor vehicles;
- (e) Not permit limited non-*Combustible* materials such as bicycles and metal ladders to be stored in a *Storage Garage* unless, they can remain in place during a fire without affecting aisles and means of egress and so as not to interfere with firefighting activities which is to be determined at the discretion of the *Fire Chief*;
- (f) Ensure that no storage units, cabinets or shelving, whether *Combustible* or non-*Combustible*, are located within a *Storage Garage*;
- (g) Not permit storage in the common area of a *Storage Garage*; storage is only to be permitted in storage rooms designed for storage use; and
- (h) Not permit storage in portable storage containers or bike lockers in the common area of a *Storage Garage*.

Fire Separations

6.5 Where *Fire Separations* are damaged so as to affect their integrity, the *Owner(s)* or *Owner's Authorized Agent* must, without delay, repair them in conformance with the *Fire Code* and *Building Code*.

Fire Doors

6.6 The *Owner(s)* or *Owner's Authorized Agent* of any *Building* must not block, wedge or keep open closures in *Fire Separations* or allow such action.

- 6.7 Every door used as a closure within a *Fire Separation* must have a permanent sign posted on the visible side of the door when the door is in the open position with the words "FIRE DOOR KEEP CLOSED".

Identification of Floors

- 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) Display conspicuous signage of the floor level in all stairwells at each floor level. If numbers are used, the minimum height of those numbers is 100 mm. If wording is used, the dimensions and type must be not less than 50 mm by 100 mm on permanent plastic laminate or equivalent material;
- (b) Have stair numbering as follows:
 - (i) main exit stair from lobby to floor levels above is to be Stair #1;
 - (ii) other exit stair is to be Stair #2; and
 - (iii) no *Building* or complex may duplicate stair numbers, 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 #1 and Stair #2 should be duplicated in each tower. There must be no further duplication of Stair #1 and Stair #2;
- (d) Lettering must not be used for stair signage;
- (e) Stair number plan for complex sites is to be submitted to the *Fire Department* and the *Building Official* for review;
- (f) Stair numbers 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 numbers in a high building as defined by the *Building Code*, must be identified on the fire alarm graphic annunciator.

Portable Extinguishers

- 6.9 Portable fire extinguishers must be:

- (a) Selected and installed in conformance with the *Fire Code* and *NFPA 10*;
- (b) Located so as to be visible and readily accessible at all times; and
- (c) Inspected, tested and tagged annually by a *Certified Fire Protection Technician*.

Exit Signs

- 6.10 Illuminated exit signage must be installed in *Buildings* in accordance with the *Building Code*.

- 6.11 Illuminated exit signage with internal battery backup systems must be inspected, tested and maintained in conformance with the *Fire Code* and CAN/CSA C282-M, "Emergency Electrical Power Supply for Buildings".
- 6.12 Emergency power systems for illuminated exit signage must be inspected, tested and tagged annually by a *Certified Fire Protection Technician*.
- 6.13 Replacement of illuminated exit signage must be consistent to avoid combining current code green signs with previous code versions of red signs.
- 6.14 Records of monthly inspections of exit signage and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Emergency Power Systems and Emergency Lighting Systems

- 6.15 Emergency power systems and emergency lighting systems must be:
 - (a) Installed in *Buildings* in accordance with the *Building Code*;
 - (b) Inspected, tested and maintained in operable condition at all times in conformance with the *Fire Code* and CAN/CSA C282-M "Emergency Electrical Power Supply for Buildings"; and
 - (c) Inspected, tested and tagged annually by a *Certified Fire Protection Technician*.
- 6.16 Records of monthly inspections of emergency power systems and emergency lighting systems and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Exit Systems

- 6.17 There must be no storage in access to exits and exits, including elevators, stair shafts, hallways and *Fire Escapes*.
- 6.18 Exit systems must be inspected, tested and maintained in operational condition at all times.
- 6.19 For multi-family residential *Buildings* and commercial *Buildings* with any *Fire Escape* where the difference in floor or ground level is more than 2 m:
 - (a) All such *Fire Escapes*, including their guards, handrails and connection to the building, shall be inspected for structural integrity by a *Registered Professional* at intervals not greater than 5 years; and
 - (b) All *Fire Escapes*, including their guards, handrails, and connection to the building, shall be maintained so as to be structurally sound and operational at all times.
- 6.20 Records of monthly inspections and the last two consecutive records of inspection by a *Registered Professional* for *Fire Escapes* must be kept on site and available for examination by the *Fire Chief* on request.

Smoke Control Systems and Fire Dampers

6.21 Smoke control systems and fire dampers must be:

- (a) installed in accordance with the *Building Code*;
 - (b) Inspected, tested and maintained in operable condition at all times in conformance with the *Fire Code* and CAN/ULC-S1001 "Integrated Systems Testing of Fire Protection and Life Safety Systems"; and
 - (c) Inspected, tested and maintained annually by a *Certified Fire Protection Technician*.
- 6.22 Records of monthly inspections of smoke control systems and fire dampers and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.
- 6.23 Inspection is required to confirm operation of smoke control systems and fire dampers, and the *Owner(s)* or *Owner's Authorized Agent* must pay the applicable fee prescribed in the *Fees and Charges Bylaw*.

Fire Alarm and Voice Communication Systems

6.24 *Fire Alarm Systems* and related systems must be:

- (a) Maintained in operable conditions at all times;
 - (b) Inspected and tested in conformance with the *Fire Code* and CAN/ULC-S536 "Inspection and Testing of Fire Alarm Systems"; and
 - (c) Inspected, tested and tagged annually by a *Certified Fire Protection Technician*.
- 6.25 Records of monthly inspections of *Fire Alarm Systems* and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Fire Alarm System Monitoring and Certificate Posting

- 6.26 The *Owner* or *Owner's Authorized Agent* of any *Building* required by the *Building Code* or the *Construction Bylaw* to have a monitored *Fire Alarm System* installed as per ULC S561 must obtain a ULC Certificate or equivalent as approved by the *Fire Chief* and post it in a permanent manner in close proximity to the monitoring equipment or such other location acceptable to the *Fire Chief*.
- 6.27 The *Owner(s)* or *Owner's Authorized Agent* of any *Building* containing a ULC monitored *Fire Alarm System* must immediately notify the *Fire Chief* if the monitoring service has been cancelled or changed or the ULC Certificate has been removed.
- 6.28 Records of monthly inspections of *Fire Alarm Systems* and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Smoke Alarms

6.29 Smoke alarms must be:

- (a) Installed in accordance with the *Building Code* and the *Fire Code*; and
- (b) Maintained in operable condition at all times and in conformance with CAN/ULC-S552 Inspection, Testing and Maintenance of Smoke Alarms.

6.30 Records of monthly inspections or smoke alarms and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Standpipe and Hose Systems

6.31 Standpipe and hose systems must be:

- (a) Installed in accordance with the *Building Code* and *NFPA 14* Installation of Standpipe and Hose Systems and be operable at all times;
- (b) Inspected, tested and maintained in conformance with the *Fire Code* and *NFPA 25* Inspections, Testing and Maintenance of Water-Based Fire Protection Systems;
- (c) Inspected, tested and tagged annually by a *Certified Fire Protection Technician*.

6.32 Records of monthly inspections of standpipe and hose systems and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

6.33 Unless otherwise approved by the *Fire Chief*, *Fire Department connections* must be located not less than 0.61m (24 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade or access level.

6.34 *Fire Department Connections* for standpipe and hose systems must:

- (a) Be clearly identified, clean, functional and with protective caps in place;
- (b) Have signage in place to clearly identify the area that the *Fire Department connection* serves and the maximum pumping pressure, if applicable; and
- (c) Be kept free and clear by at least one metre (three feet) from all shrubbery, trees, other vegetation, structures, *Buildings* and obstructions and be clearly visible at all times from the *Fire Department access route*.

Automatic Sprinkler Systems

6.35 Automatic sprinkler systems must be:

- (a) Installed in conformance with the *Building Code*, *Fire Code*, the *Construction Bylaw*;

- (b) Inspected, tested and maintained annually in conformance with the *Fire Code* and *NFPA 25* Inspection, Testing and Maintenance of Water-Based Fire Protection System and in accordance with good engineering practice; and
 - (c) Inspected, tested and tagged annually by a *Certified Fire Protection Technician*.
- 6.36 *Fire Department Connections* for automatic sprinkler systems must be:
- (a) Clearly identified, clean, functional and with protective caps in place;
 - (b) Located not less than 0.61 m (24 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade or access level, Unless otherwise approved by the *Fire Chief*; and
 - (c) Kept free and clear by at least one metre (three feet) from all shrubbery, trees, other vegetation, structures, *buildings* and obstructions, and be clearly visible at all times from the *Fire Department Access Route*.
- 6.37 Signage must be in place to clearly identify the area the *Fire Department Connection* serves and the maximum pumping pressure if applicable.
- 6.38 Records of monthly inspections of automatic sprinkler systems and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Water Supply Systems for Fire Protection

- 6.39 Fire hydrants must be maintained in operable condition at all times.
- 6.40 The colour coding and location of all fire hydrants in the *District* will be subject to the approval of the *Fire Chief* and the *Municipal Engineer*.
- 6.41 No person, except a *Member*, may use or take water from any water supply system nor make any attachment thereto without first obtaining authorization from the *Fire Chief*.
- 6.42 Fire hydrants must be in clear view from the driving lane when approached from either direction.
- 6.43 There must be a clear and unobstructed radius of one metre (three feet) around fire hydrants.
- 6.44 Fire hydrants must be maintained so that the centre of the 0.1 m (4 inch) port is not less than 0.46 m (18 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade.
- 6.45 Fire pumps must be inspected, serviced and tested at full rated capacity by a *Certified Fire Protection Technician* at least once per year to ensure that they are capable of delivering the rated flow.
- 6.46 Records of monthly inspections of fire pumps and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

- 6.47 The *Owner* of any property being used for manufacturing or industrial uses must ensure that the property is equipped with sufficient fire hydrants and water supply with pressure and quantity that is adequate to meet the demands for fire protection purposes to the satisfaction of the *Fire Chief*.
- 6.48 The *Owner(s)* or *Owner's Authorized Agent* of a property on which a private fire hydrant has been installed must:
- (a) Have the private fire hydrant flushed and drained and have all the threads of outlets and caps greased with waterproof grease not less than twice per calendar year;
 - (b) Before November 1 of each year, provide the *Fire Chief* with a written report of the inspection, servicing and testing performed on the private fire hydrant during the previous 12 months;
 - (c) Maintain the private fire hydrant so that the centre of the 0.1 m (4 inch) port is not less than 0.46 m (18 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade; and
 - (d) Keep the ground surface clear of shrubs, trees, structures, debris and any obstructions of any kind within a radius of one metre around the private fire hydrant.

Special Fire Suppression Systems

- 6.49 Where a *Special Fire Suppression System* has been installed, inspection, testing and maintenance must be provided in conformance with the *Fire Code* and/or applicable *NFPA* standard.
- 6.50 Records of monthly inspections for *Special Fire Suppression Systems* and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Commercial Cooking Equipment

- 6.51 Commercial cooking equipment, fire suppression, hood, vent and exhaust systems must be installed in accordance with the *Fire Code* and *NFPA 96 - "Ventilation Control and Fire Protection of Commercial Cooking Operations."*
- 6.52 Commercial cooking equipment and fire suppression systems must be inspected, tested and maintained in conformance with the *Fire Code* by a *Certified Fire Protection Technician* at intervals not greater than 6 months or more often if required to remove grease and other *Combustible* residues.
- 6.53 Commercial kitchen hood, vent and exhaust systems must be inspected, tested, maintained, and cleaned by a *Certified Fire Protection Technician* at intervals not greater than 6 months or more often as ordered by the *Fire Chief* if required to remove grease and other *Combustible* residues.

- 6.54 Records of monthly inspections of commercial cooking equipment and fire suppression systems and the last two consecutive testing and service reports must be kept on site and available for examination by the *Fire Chief* on request.

In Building Emergency Responder Communication Enhancement Systems

- 6.55 Radio amplification systems must be installed, maintained and inspected in *Buildings* as per the Radio Amplification Bylaw 8514.

Carbon Monoxide/Gas Monitoring Systems

- 6.56 Carbon monoxide and gas monitoring systems must be inspected, tested and maintained in conformance with the *Fire Code* and the manufacturer's instructions.
- 6.57 Records of the last two consecutive testing for Carbon monoxide and gas monitoring systems and service reports must be kept on site and available for examination by the *Fire Chief* on request.

Access to Storage Areas

- 6.58 The *Owner(s)* or *Owner's Authorized Agent* of a property must maintain adequate access for firefighting purposes to all portions of a storage area in accordance with the *Fire Code*.

Enclosed Storage Garages

- 6.59 *Enclosed Storage Garages* in any multifamily residential development must be used for the parking of vehicles only (including bicycles, scooters, motorcycles and motorized watercraft).
- 6.60 *Private Storage Garages* are not permitted.
- 6.61 "NO STORAGE PERMITTED" signage must be installed in all *Enclosed Storage Garages*.
- 6.62 Private parking stalls, bike storage rooms and/or bike storage lockers must not be used to store *Combustible* materials.
- 6.63 The *Fire Safety Plan* for an *Enclosed Storage Garage* must require the *Owner* or Strata Corporation to inspect the *Enclosed Storage Garages* monthly and enforce for compliance with sections 6.59 through 6.65, inclusive.
- 6.64 *Enclosed Storage Garages* must be available for inspection by the *Fire Department* at any time without notice and must not have the access or visibility of the garage blocked at any time.
- 6.65 Replacement of the door at the entrance to an *Enclosed Storage Garage* with a solid door is not permitted.

Shipping Containers

- 6.66 All *Shipping Containers* used for storage of *Dangerous Goods*, including but not limited to any flammable or *Combustible* liquids or *Combustible* materials must have the following identification information:

- (a) UN (United Nations) Placards for all stored *Dangerous Goods* must be visible on the two container sides most visible to emergency responders;
 - (b) The name of the company/person responsible for the storage and an emergency telephone contact number must be marked on the shipping container in lettering visible from 10m; and
 - (c) The shipping container and contents must be identified in the *Fire Safety Plan* for the property.
- 6.67 Any *Shipping Containers* being used for any kind of storage must have the following safety features in place prior to any use for storage:
- (a) One ventilation opening must be added within 150 mm of the floor in the container door primarily used for opening;
 - (b) One ventilation opening must be added within 150 mm from the top of the container on the opposite end from the doors for cross ventilation;
 - (c) The high ventilation opening required in section 6.67(b) must not directly vent toward a structure and must be equipped with a wind vent device designed to generate a venturi effect during low wind speeds; and
 - (d) Where heavier than air flammable or *Combustible* liquids are stored in the shipping container, a ventilation opening at a low level as referenced in 6.67(a) must also be installed at the opposite end from the doors.
- 6.68 The ventilation openings in a *Shipping Containers* required in section 6.67 must be constructed in accordance with the following minimum requirements:
- (a) Containers 6m or less in length must have two 0.3 m x 0.3 m ventilation openings;
 - (b) Containers over 6m in length must have two 0.5 m x 0.5 m ventilation openings;
 - (c) Both ventilation openings must be covered by open grate wire mesh with greater than 50% free area; and
 - (d) Both ventilation openings must remain unobstructed by stored materials at all times and must be kept clean of internal and external debris.
- 6.69 Where 1A flammable liquids (as defined in the *Fire Code*) in quantities greater than 4 litres are stored in a *Shipping Containers*, the *Shipping Containers* must be modified to withstand an internal *Explosion* as per the *Fire Code*, *Building Code* and *NFPA 68*.
- 6.70 Compressed gasses must not be stored within *Shipping Containers*.
- 6.71 Alternate engineered solutions for ventilation and *Explosion* protection in a *Shipping Containers* may be submitted to the *Fire Chief* for consideration.

Construction and Demolition Sites

- 6.72 All construction and demolition sites must have a *Construction Fire Safety Plan* in accordance with section 4.21.
- 6.73 Prior to construction of any new water supply system or extension of an existing water supply system, the *Owner* of the property must submit plans for the water supply system, including the proposed fire hydrant locations and all components of the water supply system to the *Municipal Engineer* and the *Fire Chief* for review and acceptance.
- 6.74 Fire hydrants must not be decommissioned prior to review and acceptance by the *Municipal Engineer* and the *Fire Chief*.
- 6.75 All construction and demolition sites must immediately advise the *Municipal Engineer* and the *Fire Department* of all fire hydrant conditions affecting fire safety during the installation of the water supply to the site for mitigation measures, including, but not limited to, fire hydrants temporarily out of service, low water volumes and low water pressure.
- 6.76 Construction and demolition sites must maintain a *Fire Department access route* as required in the *Building Code* and *Fire Code*.
- 6.77 The *Owner(s)* or *Owner's Authorized Agent* of all construction and demolition sites must:
- (a) Comply with the site-specific *Construction Fire Safety Plan*;
 - (b) Comply with the site-specific BCFC 5.6.1.2 Protection of Adjacent Buildings Report; and
 - (c) Ensure that the water supply to the site for mitigation measures proposed in the *Construction Fire Safety Plan* and the BCFC 5.6.1.2. Protection of Adjacent Buildings Report is installed at the beginning of construction and is functionally operational before a hazard exists.

New Fire Hydrants

- 6.78 As part of the development of a property, the *Fire Chief* may require an *Owner* to provide additional fire hydrant(s) to be located and installed to address *Fire Department* operational requirements.
- 6.79 New fire hydrants must be installed so that the distribution density and fire flow requirements will meet the needs for each *Building*, structure or use that the new fire hydrant serves.
- 6.80 Fire hydrants must be installed in accordance with the following requirements:
- (a) Installed in accordance with the *District's* standard;
 - (b) In residential areas - located generally at street intersections and no more than 150m apart. In high density residential, commercial or industrial areas, - located a maximum of 75m apart or as otherwise approved by the *Municipal Engineer* and the *Fire Department*; and

- (c) Installed so that the centre of the 0.1 m (4 inch) port is not less than 0.46 m (18 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade.

Flammable and Combustible Liquids

6.81 *Flammable and Combustible Liquids* must be handled and stored in accordance with the *Fire Code*.

Hazardous Processes and Operations

6.82 Any processes or operations that involve a risk from *Explosion*, high flammability or related conditions that may create a hazard to life safety must only be carried out in compliance with the *Fire Code*.

Dangerous Goods

6.83 *Dangerous Goods* must be stored in accordance with the *Fire Code*.

Mobile Food Vendors

6.84 Every *Mobile Food Vendor* operation must:

- (a) Apply for and obtain an annual inspection by the *Fire Chief*;
- (b) Comply with the commercial cooking equipment requirements in this bylaw; and
- (c) Situate all cooking appliances on a stable non-*Combustible* base with clearance from *Combustibles*.

6.85 All *Mobile Food Vendor* tents and awnings must have flame resistance conforming with CAN/ULC S-109 and identified with a factory label. Flame retardant treatments to tents and awnings must be renewed as often as required to meet the match test of *NFPA 705*.

6.86 All *Mobile Food Vendors* must have fire extinguishers that meet the requirements in section 6.9 and comply with the following, where applicable:

- (a) At least one portable multi-purpose extinguisher (minimum 4.54 kg (10-pound) 4A-10B:C);
- (b) A portable Class K wet chemical extinguisher for all deep fryers; and
- (c) A 2A rated water-type extinguisher or a 6L wet chemical fire extinguisher listed for Class K Fires if using solid fuel cooking appliances.

Special Events

6.87 Any person organizing or hosting any *Special Event* must submit an application for an occupant load certificate together with a dimensioned site plan prepared by a *Registered Professional* must ensure that:

- (a) All cooking and *Mobile Food Vendor* operations comply with the commercial cooking equipment requirements in sections 6.51 through 6.54, inclusive;
- (b) Aisles with a minimum width of 3.0 metres are maintained between displays at all times;

- (c) The line of travel to an exit door by an aisle is not more than 45 metres;
 - (d) Lobbies, foyers or access to exit are not blocked;
 - (e) A special inspection is scheduled; and
 - (f) All prescribed fees for *Special Events* in the *Fees and Charges Bylaw* have been paid.
- 6.88 Any person holding a *Special Event* that displays automobiles, motorcycles, scooters, or other fuel-operated vehicles in any public *Building* must ensure that the vehicles comply with the *Fire Code*, including, but not limited to:
- (a) The battery must be disconnected and the battery cable placed or tied in a position to prevent accidental battery contact;
 - (b) Fuel tanks must be equipped with a key-locking cap or other similar locking device; and
 - (c) The quantity of fuel in the fuel tank must not exceed the lesser of one quarter of the tank capacity or nineteen (19) litres (5 gallons).

Service Station Safety

6.89 The operator of a service station must ensure that:

- (a) Every employee who acts as an attendant successfully completes a training program in fire safety and protection designed for service station employees within 30 days of being hired;
- (b) All fire extinguishers comply with the requirements in this bylaw;
- (c) One fire extinguisher is mounted on each of the dispensing service islands with conspicuous signs that clearly identify the location of each fire extinguisher;
- (d) Emergency signage is provided in each attendant's booth and in the office of the service station, providing instructions for dealing with any emergency involving a fire or potential fire, including instructions on how to shut off all electrical power to the pumps, evacuate the area and notify the *Fire Department*.

Integrated Fire Protection and Life Safety Systems Testing

- 6.90 As per CAN/ULC-S1001, an *Integrated Testing Plan* must be submitted to the *Fire Department* for review as required by the *Building Code*.
- 6.91 The *Integrated Testing Coordinator* must ensure that system testing is coordinated with the *Fire Department* in advance of the occupancy of a *Building* being authorized by the *Fire Chief*.
- 6.92 The *Integrated Testing Coordinator* must coordinate with the *Fire Department* to conduct an *Integrated Test* one year after completion of the initial *Integrated Test*.

- 6.93 The *Integrated Testing Coordinator* must ensure that subsequent *Integrated Tests* are conducted at intervals not exceeding five years.
- 6.94 *Integrated Testing Reports* must be kept on site and available for examination by the *Fire Chief* on request.
- 6.95 As outlined in CAN/ULC-S1001, the *District* may request that any *Building* which has not undergone an initial *Integrated Test* provide an *Integrated Testing Plan*, conduct an *Integrated Test* and submit an *Integrated Testing Report*.
- 6.96 A functional demonstration of the *Integrated Test* may be required by the *Fire Department* and the *Owner* of the property must pay the applicable fee in the *Fees and Charges Bylaw*.

COST RECOVERY AND FEES

Fees for Permits and Services

- 7.1 Every person who requests any *Permits*, inspections and services from the *Fire Department* listed in the *Fees and Charges Bylaw* must pay the applicable fee unless otherwise exempted under this bylaw.
- 7.2 Payment of a fee or charge under this bylaw or the *Fees and Charges Bylaw* does not relieve a person from an obligation to pay any fee or charge prescribed under another enactment.

Inspections, Special Inspections, Follow-up and Re-inspections

- 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*.
- 7.4 The *Fire Commissioner* may impose an administrative penalty if a person has failed to comply with an order made under section 11 of the *Fire Safety Act* or has contravened section 10(6) or 26(5) of the *Fire Safety Act*.
- 7.5 Where a special inspection is required to determine compliance with the *Fire Code* and/or municipal bylaws, the applicant may be required to pay the fee prescribed in the *Fees and Charges Bylaw*.
- 7.6 Where a second and/or subsequent inspections are required to determine compliance with instructions noted on a *Fire Department* "Fire Inspection Violation Report", the applicant must pay the re-inspection fee prescribed in the *Fees and Charges Bylaw*.

Fire Investigations

- 7.7 Every *Owner* of property which requires a *Fire Investigation* and report pursuant to the *Fire Safety Act* must pay the minimum fee for *Fire Investigation* services as prescribed in the *Fees and Charges Bylaw* and, in addition, may have to pay other costs, including, but not limited to, overtime costs of fire investigators for an investigation lasting 4+ hours and/or requiring more than one fire investigator, tools/equipment/supplies that are lost, damaged or consumed as a result of *Fire Department* investigation or operations, and/or rentals of *Fire Department* equipment.

- 7.8 If, while completing an investigation pursuant to the *Fire Service Act*, the *Fire Chief* deems it necessary to obtain the services of a private investigation company, service contractor, industry specialist or consultant, site security or structure securing services and/or testing fees from an independent agency, the *Owner(s)* or *Owner's Authorized Agent* of the property shall pay all expenses incurred by the *District* in relation to such services. Any charges remaining unpaid on December 31 of that year will be added to and form part of the taxes payable on the property as taxes in arrears.

Comfort Letter Requests

- 7.9 Comfort letter requests may be fulfilled on payment of the fee prescribed in the *Fees and Charges Bylaw*. Additional fees may be charged for any requested on-site inspection to complete a comfort letter.

Damaged or Contaminated Vehicles, Equipment, or Property

- 7.10 The *Fire Chief* may charge an *Owner* or *Occupier* of a premise for the costs of decontamination, replacement or repair of *Fire Department* vehicles or equipment as prescribed in the *Fees and Charges Bylaw* where such vehicles or equipment has been damaged or contaminated by a hazardous substance or *Dangerous Goods* and requires decontamination, repair or replacement as a result of an incident at that *Owner* or *Occupier's* property.
- 7.11 If services are required to clean up or properly dispose of hazardous material or dangerous good on or at a property, the *Fire Chief* may require an *Owner* or *Occupier* to pay the applicable fees for cleanup and disposal as specified in the *Fees and Charges Bylaw*.

Development Review Fees

- 7.12 When the *Fire Department* is involved in the process of *Building Permit* issuance or is required to perform an inspection or inspections in order to determine compliance with an issued *Building Permit*, the *Building Permit* holder must pay a fee prescribed in the *Fees and Charges Bylaw*. Such fee must be paid at the time of *Building Permit* issuance and may be waived for *District*-led civic projects on *District*-owned land in whole or in part, at the discretion of the *Fire Chief*.

Occupant Load

- 7.13 An *Owner*, *Occupier*, or *Owner's Authorized Agent* of a premise must ensure that the number of persons in a room does not exceed the maximum occupant load for that room for that use. Occupant loads are calculated as follows:
- (a) for all new construction - calculated in conformance with the *Building Code*; and/or
 - (b) for all existing construction - calculated in conformance with the *Fire Code*.
- 7.14 Occupant load signage must be posted as required by the *Fire Code*:
- (a) in a conspicuous location near the principal entrance to the room or floor area;
 - (b) in the form prescribed by the *Fire Commissioner*; and
 - (c) signed by the *Fire Chief*.

- 7.15 Every person who requires an occupant load certificate for the purpose of assembly in an existing *Building* or area within the *District* must apply in the form specified by the *Fire Chief* and must include with the application:
- (a) Drawings certified by an architect or other *Registered Professional*;
 - (b) Occupant load calculation form; and
 - (c) Any other documentation required by the *Fire Chief*.
- 7.16 Every person who receives an occupancy load certificate must pay to the *District* the fee set out in the *Fees and Charges Bylaw*.

Event Approval

- 7.17 If the approval of the *Fire Chief* is required by any Act, bylaw or procedure for an event to be permitted within the *District*, the *Fire Chief* will review the details of the event application and may:
- (a) Refuse approval if the *Fire Chief* determines that the event may be hazardous or create a nuisance;
 - (b) Provide approval without condition; or
 - (c) Provide approval subject to the conditions and restrictions that they deem necessary for safety and the prevention or the spread of fire.
- 7.18 If as a condition of event approval, the *Fire Chief* requires any number of *Members* to inspect or attend at an event site for any time before, during or after the event, for any reason, the person applying to the *District* for the event shall pay to the *District* the fees set out in the *Fees and Charges Bylaw*.

Filming Special Effects and Pyrotechnics

- 7.19 Fire protection is required for *Special Effects*, *Special Events* and any other event involving pyrotechnics. A *Permit* is required in the form prescribed by the *Fire Chief* and must include a site plan, a description of the event including time and date, the risks of the event, training of staff, and the proposed mitigation measures for the event. The *Fire Chief* will review for acceptance the level of fire protection required based on the location and event specific risks.
- 7.20 *Permit*, inspection, and fire protection fees for the event must be paid to the *District* as prescribed in the *Fees and Charges Bylaw*.

Notification of Fire and Sprinkler Alarm Testing

- 7.21 Any *Owner* or *Occupier of Premises* where there is a monitored *Fire Alarm System* must notify their fire alarm monitoring company prior to any service, test, repair, maintenance, adjustment alteration or installation of the system which might activate a *False Alarm* which would normally result in an emergency response.

- 7.22 Where an *Owner* or *Occupier* of *Premises* fails to notify as required in section 7.21, such *Owner* or *Occupier* must pay the applicable fee prescribed in the *Fees and Charges Bylaw*.

False Alarms and Nuisance Alarms

- 7.23 The *Owner* or *Occupier* of *Premises* must pay the applicable fee prescribed in the *Fees and Charges Bylaw* on the occurrence of a second *False Alarm*, or *Nuisance Alarm*, and for each subsequent *False Alarm* or *Nuisance Alarm*, respecting the *Premises*.

PERMITS

Issuance of Permit

- 8.1 If a *Permit* is required under this bylaw, the *Fire Chief* will only issue such *Permit* if:
- (a) The proposed operation or occupancy conforms to this bylaw, the *Fire Code* and any other applicable bylaws or codes;
 - (b) Receptacles, vehicles, *Buildings* and storage places to be used for the activity have been reviewed and accepted by the *Fire Chief*;
 - (c) The proposed location for the activity is acceptable to the *Fire Chief* with respect to topography, proximity to other occupancies and adequacy of water supply for fire control; and
 - (d) The *Permit* fee as prescribed by the *Fees and Charges Bylaw*, if required, has been paid.

Conditions of Permit

- 8.2 A *Permit* issued by the *Fire Chief*:
- (a) Is not transferable and any change in use or *Occupancy* of a *Building* or *Premises* or change in operations to be conducted, requires a new *Permit*;
 - (b) Is revocable where there is a violation of:
 - (i) any condition under which the *Permit* was issued; or
 - (ii) any violation of this bylaw;
 - (c) must be posted in the *Premises* in a conspicuous place on the *Building* or structure to the satisfaction of the *Fire Chief*; and
 - (d) may be revoked at any time at the discretion of the *Fire Chief*.

Permit Form

- 8.3 Where in this bylaw a *Permit* is required for any activity, the application for a *Permit* must be in the form prescribed by the *Fire Chief* for such *Permit*.

ENFORCEMENT

Orders

- 9.1 If any provision of this bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or conditions exist in or upon a *Building* or property to which the bylaw applied and which, in the opinion of the *Fire Chief*, constitute a *Fire Hazard* or otherwise constitute a hazard to life or property or both:
- (a) The *Fire Chief* may make an *Order* to ensure full and proper compliance with this bylaw and in particular, but without limiting the generality of the foregoing, may make such recommendations to the *Owner* or *Occupier* of the *Building* or property as the *Fire Chief* deems necessary to correct the contravention or to ensure compliance with this bylaw or to remove the hazards referred to in the bylaw; and
 - (b) A person who is delivered an *Order*, whether by mail, sign, posting or personal delivery, must comply with it, either promptly or, if a time period for compliance is specified, within that time period. Any and all costs and expenses associated with compliance are the responsibility of the property *Owner* or other person to whom the *Order* is directed.
- 9.2 Where an *Order* issued by the *Fire Chief* is not complied with within the time specified, the *Fire Chief* may give such notice as the *Fire Chief* deems sufficient for entry onto the property or *Premises* and carrying out of any remedial work required to bring the property into a safe, compliant condition, including, without limitation:
- (a) Removal and safe disposal of any accumulation of *Combustible* material;
 - (b) Installation of a fire safety device; or
 - (c) Work to secure a vacant or fire-damaged *Building*.
- 9.3 In any circumstance where the *Fire Chief* has arranged for work to be carried out on, within, or for a property or *Building* to achieve compliance with an *Order*, the *Owner* of the property is liable to pay the *District* the total amount of all costs incurred by the *Fire Department* for the purpose.
- 9.4 If fees are charged for *Fire Safety Inspections* or reviews or charges payable in respect of other services to land or improvements that are undertaken under this bylaw, are not paid to the *District* by December 31st of the year in which they are due and payable, the amounts owing may be collected from the *Owner* in the same manner as for property taxes in arrears in accordance with Section 258(1) of the *Community Charter*.

Standard of Work

- 9.5 The *Fire Chief* may, where work being completed is not covered by this bylaw or applicable codes, in the interest of safety adopt the latest edition of the National Fire

Protection Association codes, standards, recommended practices and manuals by reference or equivalent.

Rejection of Work

- 9.6 The *Fire Chief* may, after the examination of any work, issue a written rejection which shall have the same force and effect as an *Order* issued under this bylaw.

Form of Order

- 9.7 An *Order* made under this bylaw will be in writing and may be directed to the *Owner*, *Occupier* or lessee of the *Building* or property in respect of which the *Order* is made.

Serving and Compliance With Order

- 9.8 An *Order* made under this bylaw will be served by delivering it or causing it to be delivered to the person to whom it is directed.
- 9.9 An *Owner(s)* or *Owner's Authorized Agent* of a *Building* or *Premises* must, after receipt of a violation report, inspection report or *Order* issued by the *Fire Chief*, comply within the stated timelines.
- 9.10 Where an *Order* has been made pursuant to this bylaw, the *Owner* must pay applicable fees for inspection prescribed in the *Fees and Charges Bylaw* and if upon re-inspection, a *Member* determines that the *Order* has not been complied with, the *Owner* must pay the applicable fee for each additional inspection as prescribed in the *Fees and Charges Bylaw*.

Cost Recovery

- 9.11 The *District* may recover the costs and expenses of providing services to lands or improvements and/or incident response as outlined in this bylaw, jointly and severally from any person, *Owner(s)* or *Owner's Authorized Agent* responsible for the *Building* or *Premises*.
- 9.12 Fees and charges payable in relation to services provided to or in relation to lands or improvements may be collected as property taxes as per section 258(1) of the *Community Charter*. If the *Owner* does not pay the cost of the service, on or before December 31st in the year in which the service was done the cost shall be added to and form part of the taxes payable on the parcel as taxes in arrears.

Compensation to District

- 9.13 Every person who, without necessary cause or required *Permit*, sets a fire to which the *Fire Department* responds, or in any manner makes or causes to be made a *False Alarm*, or causes a fire, damage to property or injury to persons that can be attributed to the use of fireworks contrary to the Fireworks Regulation Bylaw, or to the unauthorized cultivation, processing, manufacturing or storage of a controlled substance contrary to the *Controlled Drugs and Substances Act (Canada)*, SC 1996, c. 19, is deemed to have caused a nuisance in the community and, in addition to any fine or other penalty, as an extraordinary service fee is liable to compensate the *District* for the actual costs and expenses incurred by the *Fire Department* in responding to the fire, *False Alarm* or unauthorized activity. The amount of the extraordinary service fee will be calculated in accordance with the rates prescribed in the *Fees and Charges Bylaw*.

- 9.14 Whether or not a *Permit* is in effect, any person who fails to comply with this bylaw must, upon direction of the *Fire Chief*, immediately and completely extinguish any fire that the person has started, maintained or otherwise is responsible for, and at their own cost, promptly take any and all remedial measures that the *Fire Chief* considers necessary or advisable in the interest of fire safety and protection of life or property as communicated to that person.
- 9.15 If a person fails to extinguish a fire as directed by the *Fire Chief* or *Fire Officer*, the *Fire Chief* or *Fire Officer* may direct or cause it to be extinguished and in that circumstance, the *Permit* holder or other person responsible is liable to pay the *District* the costs and expenses of extinguishment incurred by the *Fire Department* as prescribed in the *Fees and Charges Bylaw*.
- 9.16 Every person who is not a resident or ratepayer of the *District* and who causes, directs, allows or suffers an incident attended by the *Fire Department* is liable to pay the *District* for all costs and expenses incurred by the *Fire Department* in response to the incident as well as any fees imposed under the *Fees and Charges Bylaw*.

Designation of the Bylaw

- 9.17 Pursuant to the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, this bylaw is designated as a bylaw that may be enforced by bylaw notice and the *Fire Chief*, *Fire Inspectors* and Bylaw Enforcement Officers are designated to enforce this bylaw pursuant to the Bylaw Notice Enforcement Bylaw or as otherwise provided by this or any other bylaw of the *District*.

Obstruction

- 9.18 A person must not interfere with, delay, obstruct or impede any person lawfully authorized to enforce this bylaw in the performance of duties under this bylaw.

Default

- 9.19 Whenever a person is in default of doing any matter or thing required to be done under this bylaw, the *District*, through its employees or agents, may do what is required to be done, at the expense of the person in default and such costs will constitute a debt due and owing in accordance with section 17 of the *Community Charter*.

Offences and Penalties

- 9.20 (a) A person who:
- (i) contravenes a provision of this bylaw;
 - (ii) causes, consents to, allows or permits an act or thing to be done contrary to this bylaw;
 - (iii) neglects or refrains from doing anything required by a provision of this bylaw; or
 - (iv) fails to comply with any order, direction or notice given under this bylaw, commits an offence and is subject to the penalties imposed by this bylaw and the *Offence Act*.
- (b) Each instance that a contravention of a provision of this bylaw occurs and each day that a contravention occurs or continues shall constitute a separate offence.

- (c) A person found guilty of an offence under this bylaw is subject to a fine of not less than \$1,000.00 and not more than \$50,000.00 for every instance that an offence occurs or each day that it occurs or continues, plus the costs of prosecution.

Ticketing (Municipal Ticket Information)

9.21 Pursuant to sections 264(1)(c) and 265(1)(a) of the *Community Charter*, this bylaw is designated as a bylaw that may be enforced by means of a ticket in the form prescribed and *Fire Chief, Fire Inspectors and Bylaw Enforcement Officers* are designated to enforce this bylaw and the table below sets out the designated expressions for offences under this bylaw with the corresponding bylaw section number and fine amount:

Section number	Designated Expression (Short-Form Description)	Fine \$
3.6(a)	Impede <i>Member</i>	500
3.6(b)	Enter incident area	200
3.6(c)	Drive over fire hose	200
3.6(d)	Impersonate <i>Member</i>	500
3.8	Fail to secure vacant/damaged <i>Building</i>	500
3.15(a)	Tamper with <i>Fire Protection Equipment</i>	500
3.15(b)	Reset <i>Fire Alarm System</i> without authorization	200
4.5	Fail to comply with <i>Order</i>	200
4.7(a)	Fail to have inspection by <i>Certified Fire Protection Technician</i>	200
4.7(b)	Fail to have <i>Fire Protection Equipment</i> tagged	200
4.9	Falsify information	300
4.10	Fail to evacuate	200
4.14	Fail to have <i>Fire Watch</i>	200
4.15	Fail to comply with <i>Fire Watch</i> requirements	500
4.21	Fail to submit update to <i>Construction Fire Safety Plan</i>	200
4.25	Fail to submit <i>Fire Safety Plan</i>	200
4.27	Fail to have occupancy contact information	200
4.28(d)	Fail to attend within 45 minutes	200
5.2	<i>Cause Fire Hazard</i>	200
5.3(a)	Unsafe disposal of hazardous substance	500
5.3(b)	Unauthorized disposal of <i>Hazardous Materials</i>	500
5.3(c)	Unsafe disposal of smoking equipment	500
5.3(d)	Unsafe disposal of yard waste	500
5.4	Fail to comply with container requirements	200
5.5	<i>Combustible</i> waste near <i>Building</i>	200
5.7	Fail to report potential explosion/ <i>Hazardous Materials</i> spill	500
5.8(a)	Start open air fire	500
5.8(b)	Burn land for clearing	300
5.8(c)	Unpermitted cooking fire	200
5.8(d)	Smoke from outdoor cooking fire	200

5.8(e)	Smoke from open air burning	200
5.8(g)	Fail to comply with propane appliance requirements	200
5.8(i)	Smoke from smoker	200
5.11(a)	Tamper with fire ban sign	200
5.11(b)	Violate fire ban order	300
5.12	Unauthorized high-risk construction/demolition	200
5.13	Fail to obtain approval of <i>construction Fire Safety Plan</i> mitigation checklist	200
5.14	Fail to comply with <i>Construction Fire Safety Plan</i> mitigation checklist	200
5.16	Fail to comply with <i>Order</i>	300
5.17	Enter forest contrary to <i>Order</i>	200
6.1(a)	Fail to keep access routes clear	200
6.1(b)	Fail to post fire lane sign	200
6.1(d)	Fail to maintain access routes	200
6.1(e)	Fail to have address visible from street	100
6.1(f)	Fail to provide directional signage	100
6.1(g)	Fail to keep corridors free of obstructions	200
6.1(h)	Fail to have devices on exit doors per <i>Building Code</i>	200
6.2	Fail to maintain <i>Fire Department Lock Box</i>	200
6.4(a)	Storage contrary to <i>Fire Code</i>	200
6.4(b)	Permit <i>Combustibles</i> around <i>Building</i>	200
6.4(c)	Fail to contain storage in room	200
6.4(c)	Storage room fails to comply with <i>Building Code</i>	200
6.4(d)	Store <i>combustible</i> materials in <i>Storage Garage</i> or <i>Underground Storage Garage</i>	200
6.4(e)	Storage impeding firefighting access	200
6.4(f)	Have storage unit in <i>Storage Garage</i>	200
6.4(g)	Storage in common area of <i>Storage Garage</i>	200
6.4(h)	Storage in portable storage container in common area of <i>Storage Garage</i>	200
6.5	Fail to maintain <i>Fire Separation</i>	200
6.6	Fail to keep <i>Fire Door</i> closed	200
6.7	Fail to have sign on <i>Fire Separation</i> door	200
6.8	Fail to comply with stair numbering requirements	200
6.9	Fail to comply with fire extinguisher requirements	200
6.10	Exit sign not in compliance with <i>Building Code</i>	200
6.11	Fail to maintain exit sign	200
6.12	Fail to maintain emergency power for exit sign	200
6.13	Exit sign not consistent with current <i>Fire Code</i>	200
6.14	Fail to keep records for exit sign	200
6.15	Emergency power system does not meet requirements	200
6.16	Fail to keep records for emergency power system	200

6.17	Storage in exit system area	200
6.18	Fail to inspect exit systems	200
6.20	Fail to keep records for exit system	200
6.21	Fail to comply with smoke control system requirements	500
6.22	Fail to keep records for smoke control system	200
6.23	Fail to obtain inspection of smoke control system	200
6.24	Fail to inspect or maintain <i>Fire Alarm System</i>	200
6.25	Fail to keep records for <i>Fire Alarm System</i>	200
6.26	Fail to obtain certificate for installation of monitored <i>Fire Alarm System</i>	200
6.27	Fail to notify of cancellation of monitored <i>Fire Alarm System</i>	200
6.28	Fail to keep records of monitored <i>fire alarm system</i>	200
6.29(a)	Fail to install smoke alarm	200
6.29(b)	Fail to maintain smoke alarm	200
6.30	Fail to keep records for smoke alarm	200
6.31	Fail to comply with standpipe requirements	200
6.32	Fail to keep records for standpipe and hose	200
6.34	Fail to comply with standpipe siting requirements	200
6.35	Fail to comply with automatic sprinkler system requirements	500
6.36	Fail to comply with automatic sprinkler system connection requirements	200
6.37	Fail to post sign for automatic sprinkler system connection	200
6.38	Fail to keep records for automatic sprinkler system	200
6.41	Take water without authorization	200
6.45	Fail to maintain fire pump	200
6.46	Fail to keep records for fire pump	200
6.48	Fail to comply with private fire hydrant requirements	300
6.49	Fail to maintain <i>Special Fire Suppression System</i>	200
6.50	Fail to keep records for <i>special fire suppression system</i>	200
6.51	Fail to install fire suppression system for commercial cooking equipment	200
6.52	Fail to maintain fire suppression system for commercial cooking equipment	200
6.53	Fail to maintain exhaust system for commercial cooking equipment	200
6.54	Fail to keep records of commercial cooking equipment	200
6.55	Fail to install radio amplification system	200
6.56	Fail to maintain carbon monoxide monitoring system	200
6.57	Fail to keep records for carbon monoxide monitoring system	200
6.58	Fail to maintain access to storage areas	200
6.59	Enclosed <i>Storage Garage</i> used for other than parking vehicles	200
6.60	Have <i>Private Storage Garage</i>	200
6.61	Fail to install no storage sign in <i>Enclosed Storage Garage</i>	200

6.62	Storage of <i>Combustible</i> materials	200
6.64	Access to <i>Enclosed Storage Garage</i> blocked	200
6.65	Solid door on <i>Enclosed Storage Garage</i>	200
6.66(a)	Fail to have required info. on <i>Shipping Container</i>	200
6.66(b)	Fail to have required contact info. on <i>Shipping Container</i>	200
6.66(c)	Fail to identify shipping container in <i>Fire Safety Plan</i>	200
6.67	Fail to install safety features in <i>Shipping Container</i>	200
6.68	Fail to install ventilation for <i>Shipping Container</i>	200
6.69	Fail to modify <i>Shipping Container</i> as required	200
6.70	Store compressed gas in shipping container	300
6.72	Fail to have <i>Construction Fire Safety Plan</i>	200
6.74	Decommission fire hydrant without authorization	200
6.75	Fail to notify of fire hydrant conditions	200
6.76	Fail to maintain access route	200
6.77(a)	Fail to comply with <i>Construction Fire Safety Plan</i>	200
6.77(b)	Fail to comply with Exposure Report	200
6.77(c)	Fail to install water supply	200
6.80	New fire hydrant fail to meet requirements	200
6.81	Handle <i>flammable and combustible liquids</i> contrary to <i>Fire Code</i>	200
6.82	Hazardous process contrary to <i>Fire Code</i>	300
6.83	Store <i>Dangerous goods</i> contrary to <i>Fire Code</i>	300
6.84(a)	Fail to obtain <i>Mobile Food Vendor</i> inspection	200
6.84(b)	<i>Mobile Food Vendor</i> fail to comply with commercial cooking equipment requirements	200
6.84(c)	<i>Mobile food vendor</i> fail to safely situate cooking appliances	200
6.85	<i>Mobile food vendor</i> with non-flame retardant tent	200
6.86	<i>Mobile food vendor</i> fail to have required fire extinguishers	200
6.87(a)	Fail to comply with commercial cooking requirements for <i>Special Event</i>	200
6.87(b)	Fail to have required aisle width at <i>Special Event</i>	200
6.87(c)	Fail to have required line of travel at <i>Special Event</i>	200
6.87(d)	Access to exit blocked at <i>Special Event</i>	200
6.87(e)	Fail to obtain inspection for <i>Special Event</i>	200
6.88	Fail to comply with requirements for motor vehicle display	200
6.89(a)	Service station attendant not qualified	200
6.89(b)	Service station fire extinguishers do not meet requirements	200
6.89(c)	Service station fire extinguishers not mounted as required	200
6.89(d)	Fail to post service station emergency signage	200
6.90	Fail to submit <i>Integrated Testing Plan</i>	200
6.91	Fail to conduct <i>Integrated Test</i> before occupancy	200
6.92	Fail to conduct <i>Integrated Test</i> after one year	200

6.93	Fail to conduct <i>Integrated Test</i> every 5 years	200
6.94	Fail to keep records for <i>Integrated Test</i> on site	200
6.95	Fail to provide <i>Integrated Testing Plan</i>	200
6.96	Fail to give functional demonstration of <i>Integrated Test</i>	200
7.13	Exceed occupant load	300
7.14	Fail to post occupant load	200
7.19	Fail to provide fire protection for <i>Special Effects</i>	200
9.1(b)	Fail to comply with <i>Order</i>	300
9.15	Fail to extinguish fire	300
9.18	Obstruction	500

SEVERABILITY AND REPEAL

Severability

- 10.1 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

Repeal

- 10.2 Bylaw 8511, (Fire and Rescue Services Bylaw 8511, 2021) is hereby repealed and all references in other *District* bylaws to Bylaw 8511 are hereby amended to refer to Fire and Rescue Services Bylaw 8762, 2025.

READ a first time January 26, 2026

READ a second time January 26, 2026

READ a third time January 26, 2026

ADOPTED

Mayor

Corporate Officer

Schedule A to Bylaw 8762

Definitions

In this bylaw, unless the context otherwise requires:

Alternate Solution means a proposed alternate design solution for a *Building* that is produced by a *Registered Professional* to comply with the requirements of the *Building Code*, *Fire Code* or other statutory or regulatory requirements.

Area of Refuge means a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the floor area, and provides direct access to an exit or firefighters elevator.

Authority Having Jurisdiction means the governmental agency having regulatory authority over a specific aspect of a project.

Building means any structure used or intended for supporting or sheltering any use or *Occupancy* as defined by the *Fire Code*.

Building Code means the current edition of the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or replaced.

Building Official means the *District's* Chief Building Official and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the *District*.

Building Permit has the meaning prescribed in the *Construction Bylaw 8271, 2017*.

Bylaw Enforcement Officer means a Park Ranger, Royal Canadian Mounted Police officer, a *Member*, or any official or employee of the *District* whose designated duties include the enforcement of bylaws within the *District*;

Certified Fire Protection Technician means a person certified by ASTTBC (Applied Science Technologists and Technicians of British Columbia) to inspect and test *Fire Protection Equipment*, or an equivalent acceptable to the *Fire Chief*.

Combustible refers to the chemical reaction that is demonstrated when matter (substance, product) bursts into flame, through combustion or being exposed to fire. Combustion is a self-sustaining chemical reaction yielding energy or products that cause further reactions of the same kind.

Community Charter means the *Community Charter*, SBC 2003, c. 26, as amended or replaced.

Construction Bylaw means *Construction Bylaw 8271, 2017*, as amended or replaced;

Construction Fire Safety Plan means a plan meeting *Fire Department* Guidelines for construction fire safety submitted for acceptance in accordance with the *Fire Code* and *Building Code*.

Cross Over Floors has the meaning prescribed in the *Building Code*.

CSA/ULC means the Canadian Standards Association/Underwriters Laboratory of Canada.

Dangerous Goods means those products or substances which are regulated by the *Transportation of Dangerous Goods Act*, SC 1992, c. 34 and its Regulations, as amended or replaced.

District means the Corporation of the *District* of North Vancouver or the geographic area within the municipal boundaries of the *District*, as the context requires.

Enclosed Storage Garage means a structure built within a common area of a *Storage Garage* as defined in the *Building Code*, where the interior space can be fully viewed from the exterior through a gated or mesh overhead door.

Explosion means a rapid release of energy that may or may not be preceded or followed by a fire which produces a pressure wave or shock wave in air and is usually accompanied by a loud noise.

False Alarm means the activation of a *Fire Alarm System*, regardless of how caused, as a result of which *Fire Department* resources and services are provided and a *Member* does not find any evidence of fire, fire damage or smoke.

Fees and Charges Bylaw means the Fees and Charges Bylaw 6481.

Fire Alarm System means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal and/or alerting a monitoring service, but does not include local smoke alarms that are intended to alert only the occupants of a single family dwelling unit in which it is installed.

Fire Chief means the person appointed as the Chief of the *Fire Department* of the *District* or an authorized designate.

Fire Code means a fire code established by adopting the National Fire Code of Canada in accordance with section 48 (3) (b) of the *Fire Safety Act* [regulations of minister].

Fire Commissioner means the person appointed as the fire commissioner pursuant to the *Fire Safety Act*.

Fire Department means the department that provides municipal emergency and non-emergency fire and rescue services.

Fire Department Access Route means an approved route designed to *Building Code* and municipal standards that the Fire Department uses to respond to a building or occupancy.

Fire Department Connection means a Siamese connection through which the *Fire Department* pumps supplemental water into a sprinkler or standpipe system.

Fire Department Response Point means an identified primary response point on a property where the *Fire Department* would access and operate the site specific *fire protection equipment* and *life safety systems* during an incident response.

Fire Escape means an emergency exit, typically fastened to the outside of a building, intended for use by building occupants and firefighters during emergencies.

Fire Hazard means a condition that exists on or in *Premises* that endangers life or property due to fire, including a condition arising from the following:

- a) the state of repair of the *Premises*;
- b) the use or occupancy of the *Premises*;
- c) the keeping of *Combustible*, flammable, explosive or other *Hazardous Materials* or substances on or in the *Premises*.

Fire Inspector means an individual designated in writing as a fire inspector pursuant to this bylaw and Section 8 of the *Fire Safety Act*.

Fire Investigation means an investigation within the meaning of section 25 of the *Fire Safety Act*.

Fire Investigator means an individual designated by a local authority under section 23 of the *Fire Safety Act*.

Fire Investigation Report means a report prepared by a *Fire Investigator* in accordance with the *Fire Safety Act*.

Fire Officer means *Fire Department* personnel who have achieved the rank of Lieutenant or Captain.

Fire Protection Equipment means, but is not limited to, fire alarm systems, automatic sprinkler systems, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for fire protection, standpipe and hose systems, fixed pipe fire suppression systems in commercial cooking exhaust systems, smoke control measures and emergency power installations.

Fire Safety Inspection means an inspection within the meaning of section 9 of the *Fire Safety Act*.

Fire Safety Plan means a documented plan outlining fire safety measures, procedures and equipment as required in accordance with the *Fire Code* and the *Building Code*.

Fire Separation has the meaning prescribed in the *Building Code*.

Fire Safety Act means the *Fire Safety Act*, SBC 2016, Chapter 19, as amended or replaced.

Fire Watch is a temporary measure intended to ensure continuous and systematic surveillance of a *Building* or portion thereof by an assigned fire watch person, for the purposes of identifying and controlling *Fire Hazards*, detecting early signs of fire, raising an alarm for fire and notifying occupiers and the *Fire Department*.

Flammable and Combustible Liquid means a liquid classified as flammable or combustible in the *Fire Code*.

Hazardous Materials means products, materials, or substances that are considered *Dangerous Goods*.

Highway includes a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property.

Hot Works means processes that involve open flames or that produce heat or sparks, including but not limited to cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.

Incident Response means aid provided in response to fires, *Explosions*, medical emergencies, earthquakes or other natural disasters, escape of *Dangerous Goods*, rail or marine incidents, motor vehicle or other accidents and other circumstances to which the *Fire Department* responds or attends.

Integrated Test means a test of the interconnections between fire protection and life safety systems as per CAN/ULC-S1001 "Integrated Systems Testing of Fire Protection and Life Safety Systems".

Integrated Testing Coordinator means a person, firm, corporation, or organization responsible for developing and implementing the *Integrated Testing Plan* and who are knowledgeable and experienced in the design, installation and operation of the *Fire Protection Equipment* included in the *Integrated Testing Plan*. The *Integrated Testing Coordinator* is to be certified by ULC as an Integrated Systems Testing Service Provider or equivalent acceptable to the *Fire Chief*.

Integrated Testing Plan means a written project-specific document, prepared by the *Integrated Testing Coordinator*, outlining the required tests and necessary functional results to conduct integrated fire protection and life safety system testing.

Integrated Testing Report means a written project-specific document, prepared by the integrated testing coordinator, documenting the implementation of the integrated testing plan.

Interface Construction Guidelines means the municipal permit process for reporting risks and mitigating measures related to construction work adjacent to or in parks and forest, which must be submitted by the *Owner* to the *Authority Having Jurisdiction* before the fire danger rating, as declared by the Province, for the area becomes high or extreme.

Life Safety Systems means components or combinations of equipment of *Fire Alarm Systems*, sprinkler systems, special suppression systems, means of egress, and other emergency equipment as regulated by the *Fire Code*, its regulations and this bylaw.

Lock Box means a locked metal enclosure designed to securely hold the keys to a Building, structure or complex where the Lock Box is to be located, as approved by the Fire Department.

Member means any employee of the *Fire Department*.

Metro Vancouver Air Quality Bylaw means the Metro Vancouver Air Quality Management Bylaw No. 1082, 2008 as amended or replaced.

Mobile Food Vendor means a person carrying on a business of preparing food and offering it for sale from a vehicle and includes, but is not limited to, vehicles, trailers and carts with cooking equipment that produce smoke or grease laden vapors in a confined compartment.

Municipal Council or Council means the elected council of the *District*.

Municipal Engineer means the General Manager – Engineering, Parks and Facilities or a person designated to act in his/her place.

NFPA means the National Fire Protection Association.

Nuisance Alarms means activation of a *Fire Alarm System* regardless of how it is caused necessitating a fire response where a fire or emergency does not exist.

Occupancy means the use or intended use of a *Building* or part thereof for the shelter or support of persons, animals or property as defined in *Fire Code*.

Occupier means a tenant, lessee, agent or any other person who has the right of access to and control of any *Building* or *Premises* and in relation to common property and common facilities in a strata plan, the strata corporation within the meaning of the *Strata Property Act*.

Order means an order, direction, remedial action, approval, decision, determination, or *Permit* made under this bylaw, the *Fire Safety Act* and/or the *Fire Code* by the *Fire Chief*, *Fire Inspector* or a *member*.

Owner has the meaning prescribed in the *Community Charter*, SBC 2003, c. 26, as amended or replaced.

Owner's Authorized Agent means the person or persons appointed by the *Owner* to make decisions in relation to the *Owner's* property in their absence.

Permit means a *Permit* issued by the *Fire Chief* or any *Member* pursuant to this bylaw.

Premises means any of the following: a private dwelling, a public building, the parcel of land on which a private dwelling or public building is located; a motor vehicle within the meaning of the *Motor Vehicle Act*, railway vehicle, aircraft, vessel or other means of transportation.

Private Storage Garage means a structure built within a common area of a *Storage Garage* as defined in the *Building Code* where the interior space cannot be fully viewed from the exterior due to the installation of solid doors and walls.

Registered Professional means a person who is registered or licensed to practice as an architect under the *Architects Act*, RSBC 1996, c. 17, as amended or replaced, a person who is registered or licensed to practice as a professional engineer under the *Professional Governance Act*, SBC 2018, c. 47, as amended or replaced, or other professionals as approved by the *Fire Chief*.

Shipping Container means a large standardized container designed and built for intermodal freight transport.

Special Effects means images and/or sounds used to represent real or imaginary spectacles in a television or movie production or other similar activity, including but not limited to an *Explosion* or fire.

Special Event means any exhibit, market, outdoor concert, fair display, trade show, vehicle display or outdoor event or other similar event.

Special Fire Suppression System includes low, medium and high expansion foam systems, foam-water, carbon dioxide, dry chemical and wet chemical systems.

Storage Garage as defined by the BC Building Code means a *Building* or part thereof intended primarily for the storage or parking of motor vehicles and containing no provision for the repair or servicing of such vehicles, but do not include entrances at which vehicles stop for a short time beneath an unenclosed canopy to pick up and drop off passengers. For certainty, *Storage Garages* may also contain space for parking or storing other vehicles, including, but not limited to bicycles and boats.

Test Operator means an individual or company with experience in testing radio communications signals and whose credentials are acceptable to the *Fire Chief*.

Transportation of Dangerous Goods Act means the *Transportation of Dangerous Goods Act*, SC 1992, c. 34, as amended or replaced

ULC Certificate is a certificate issued under the Certificate Service of Underwriters Laboratories of Canada.

Value of the Work has the meaning prescribed in the *Construction Bylaw*.

Water Supply System means the system for supplying water for fire protection purposes and includes, but is not limited to, fire hydrants, fire pumps, water towers and tanks, *Fire Department* connections and any other hose connections necessary for *Fire Department* operations.

The Corporation of the District of North Vancouver

Bylaw 8776

A bylaw to amend Bylaw Notice Enforcement Bylaw 7458, 2004

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

Citation

1. This bylaw may be cited as “Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8776, 2025 (Amendment 84)”

Amendments

2. Bylaw Notice Enforcement Bylaw 7458, 2004 is amended as follows:
 - a) Deleting the section entitled “Fire and Rescue Services Bylaw 8511, 2021” and replacing with “Fire and Rescue Services Bylaw 8762, 2025” as follows:

Fire and Rescue Services Bylaw 8762, 2025						
Bylaw Section	Description	A1 Penalty Amount	A2 Discounted Penalty: Within 14 days	A3 Late Payment: After 28 days	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	The following fines apply to the contraventions below:	(\$)	(\$)	(\$)		(\$)
3.6(a)	Impede in any way any Member in execution of duties	500	375	750	NO	N/A
3.6(b)	Enter an incident area without permission	200	150	300	NO	N/A
3.6(c)	Drive over fire hose	200	150	300	NO	N/A
3.6(d)	Impersonate <i>Member</i>	500	375	750	NO	N/A
3.8	Fail to secure vacant/damaged <i>Building</i>	500	375	750	NO	N/A
3.15(a)	Tamper with <i>Fire Protection Equipment</i>	500	375	750	NO	N/A
3.15(b)	Reset <i>Fire Alarm System</i> without authorization	200	150	300	NO	N/A
4.5	Fail to comply with <i>Order</i>	200	150	300	NO	N/A
4.7(a)	Fail to have inspection by <i>Certified Fire Protection Technician</i>	200	150	300	NO	N/A
4.7(b)	Fail to have <i>Fire Protection Equipment</i> tagged	200	150	300	NO	N/A
4.9	Falsify information	300	225	450	NO	NA
4.10	Fail to evacuate	200	150	300	NO	N/A
4.14	Fail to have <i>Fire Watch</i>	200	150	300	NO	N/A
4.15	Fail to comply with <i>Fire Watch</i> requirements	500	375	750	NO	N/A

4.21	Fail to submit update to <i>Construction Fire Safety Plan</i>	200	150	300	NO	N/A
4.25	Fail to submit <i>Fire Safety Plan</i>	200	150	300	NO	N/A
4.27	Fail to have occupancy contact information	200	150	300	NO	N/A
4.28(d)	Fail to attend within 45 minutes	200	150	300	NO	N/A
5.2	Cause <i>Fire Hazard</i>	200	150	300	NO	N/A
5.3(a)	Unsafe disposal of hazardous substance	500	375	750	NO	N/A
5.3(b)	Unauthorized disposal of <i>Hazardous Materials</i>	500	375	750	NO	N/A
5.3(c)	Unsafe disposal of smoking equipment	500	375	750	NO	N/A
5.3(d)	Unsafe disposal of yard waste	500	375	750	NO	N/A
5.4	Fail to comply with container requirements	200	150	300	NO	N/A
5.5	<i>Combustible</i> waste near <i>Building</i>	200	150	300	NO	N/A
5.7	Fail to report potential explosion/ <i>Hazardous Materials</i> spill	500	375	750	NO	N/A
5.8(a)	Start open air fire	500	375	750	NO	N/A
5.8(b)	Burn land for clearing	300	225	450	NO	N/A
5.8(c)	Unpermitted cooking fire	200	150	300	NO	N/A
5.8(d)	Smoke from outdoor cooking fire	200	150	300	NO	N/A
5.8(e)	Smoke from open air burning	200	150	300	NO	N/A
5.8(g)	Fail to comply with propane appliance requirements	200	150	300	NO	N/A
5.8(i)	Smoke from smoker	200	150	300	NO	N/A
5.11(a)	Tamper with fire ban sign	200	150	300	NO	N/A
5.11(b)	Violate fire ban <i>Order</i>	300	225	450	NO	N/A
5.12	Unauthorized high-risk construction/demolition	200	150	300	NO	N/A
5.13	Fail to obtain approval of <i>construction Fire Safety Plan</i> mitigation checklist	200	150	300	NO	N/A
5.14	Fail to comply with <i>Construction Fire Safety Plan</i> mitigation checklist	200	150	300	NO	N/A
5.16	Fail to comply with <i>Order</i>	300	225	450	NO	N/A
5.17	Enter forest contrary to <i>Order</i>	200	150	300	NO	N/A
6.1(a)	Fail to keep access routes clear	200	150	300	NO	N/A
6.1(b)	Fail to post fire lane sign	200	150	300	NO	N/A
6.1(d)	Fail to maintain access routes	200	150	300	NO	N/A
6.1(e)	Fail to have address visible from street	100	75	150	NO	N/A
6.1(f)	Fail to provide directional signage	100	75	150	NO	N/A
6.1(g)	Fail to keep corridors free of obstructions	200	150	300	NO	N/A
6.1(h)	Fail to have devices on exit doors per <i>Building Code</i>	200	150	300	NO	N/A
6.2	Fail to maintain <i>Fire Department Lock Box</i>	200	150	300	NO	N/A
6.4(a)	Storage contrary to <i>Fire Code</i>	200	150	300	NO	N/A
6.4(b)	Permit <i>Combustibles</i> around <i>Building</i>	200	150	300	NO	N/A
6.4(c)	Fail to contain storage in room	200	150	300	NO	N/A
6.4(c)	Storage room fails to comply with <i>Building Code</i>	200	150	300	NO	N/A
6.4(d)	Store <i>combustible</i> materials in <i>Storage Garage</i> or <i>Underground Storage Garage</i>	200	150	300	NO	N/A

6.4(e)	Storage impeding firefighting access	200	150	300	NO	N/A
6.4(f)	Have storage unit in <i>Storage Garage</i>	200	150	300	NO	N/A
6.4(g)	Storage in common area of <i>Storage Garage</i>	200	150	300	NO	N/A
6.4(h)	Storage in portable storage container in common area of <i>Storage Garage</i>	200	150	300	NO	N/A
6.5	Fail to maintain <i>Fire Separation</i>	200	150	300	NO	N/A
6.6	Fail to keep <i>Fire Door</i> closed	200	150	300	NO	N/A
6.7	Fail to have sign on <i>Fire Separation</i> door	200	150	300	NO	N/A
6.8	Fail to comply with stair numbering requirements	200	150	300	NO	N/A
6.9	Fail to comply with fire extinguisher requirements	200	150	300	NO	N/A
6.10	Exit sign not in compliance with <i>Building Code</i>	200	150	300	NO	N/A
6.11	Fail to maintain exit sign	200	150	300	NO	N/A
6.12	Fail to maintain emergency power for exit sign	200	150	300	NO	N/A
6.13	Exit sign not consistent with current <i>Fire Code</i>	200	150	300	NO	N/A
6.14	Fail to keep records for exit sign	200	150	300	NO	N/A
6.15	Emergency power system does not meet requirements	200	150	300	NO	N/A
6.16	Fail to keep records for emergency power system	200	150	300	NO	N/A
6.17	Storage in exit system area	200	150	300	NO	N/A
6.18	Fail to inspect exit systems	200	150	300	NO	N/A
6.20	Fail to keep records for exit system	200	150	300	NO	N/A
6.21	Fail to comply with smoke control system requirements	500	375	750	NO	N/A
6.22	Fail to keep records for smoke control system	200	150	300	NO	N/A
6.23	Fail to obtain inspection of smoke control system	200	150	300	NO	N/A
6.24	Fail to inspect or maintain <i>Fire Alarm System</i>	200	150	300	NO	N/A
6.25	Fail to keep records for <i>Fire Alarm System</i>	200	150	300	NO	N/A
6.26	Fail to obtain certificate for installation of monitored <i>Fire Alarm System</i>	200	150	300	NO	N/A
6.27	Fail to notify of cancellation of monitored <i>Fire Alarm System</i>	200	150	300	NO	N/A
6.28	Fail to keep records of monitored <i>fire alarm system</i>	200	150	300	NO	N/A
6.29(a)	Fail to install smoke alarm	200	150	300	NO	N/A
6.29(b)	Fail to maintain smoke alarm	200	150	300	NO	N/A
6.30	Fail to keep records for smoke alarm	200	150	300	NO	N/A
6.31	Fail to comply with standpipe requirements	200	150	300	NO	N/A
6.32	Fail to keep records for standpipe and hose	200	150	300	NO	N/A

6.34	Fail to comply with standpipe siting requirements	200	150	300	NO	N/A
6.35	Fail to comply with automatic sprinkler system requirements	500	375	750	NO	N/A
6.36	Fail to comply with automatic sprinkler system connection requirements	200	150	300	NO	N/A
6.37	Fail to post sign for automatic sprinkler system connection	200	150	300	NO	N/A
6.38	Fail to keep records for automatic sprinkler system	200	150	300	NO	N/A
6.41	Take water without authorization	200	150	300	NO	N/A
6.45	Fail to maintain fire pump	200	150	300	NO	N/A
6.46	Fail to keep records for fire pump	200	150	300	NO	N/A
6.48	Fail to comply with private fire hydrant requirements	300	225	450	NO	N/A
6.49	Fail to maintain <i>Special Fire Suppression System</i>	200	150	300	NO	N/A
6.50	Fail to keep records for <i>special fire suppression system</i>	200	150	300	NO	N/A
6.51	Fail to install fire suppression system for commercial cooking equipment	200	150	300	NO	N/A
6.52	Fail to maintain fire suppression system for commercial cooking equipment	200	150	300	NO	N/A
6.53	Fail to maintain exhaust system for commercial cooking equipment	200	150	300	NO	N/A
6.54	Fail to keep records of commercial cooking equipment	200	150	300	NO	N/A
6.55	Fail to install radio amplification system	200	150	300	NO	N/A
6.56	Fail to maintain carbon monoxide monitoring system	200	150	300	NO	N/A
6.57	Fail to keep records for carbon monoxide monitoring system	200	150	300	NO	N/A
6.58	Fail to maintain access to storage areas	200	150	300	NO	N/A
6.59	Enclosed <i>Storage Garage</i> used for other than parking vehicles	200	150	300	NO	N/A
6.60	Have <i>Private Storage Garage</i>	200	150	300	NO	N/A
6.61	Fail to install no storage sign in <i>Enclosed Storage Garage</i>	200	150	300	NO	N/A
6.62	Storage of <i>Combustible</i> materials	200	150	300	NO	N/A
6.64	Access to <i>Enclosed Storage Garage</i> blocked	200	150	300	NO	N/A
6.65	Solid door on <i>Enclosed Storage Garage</i>	200	150	300	NO	N/A
6.66(a)	Fail to have required info. on <i>Shipping Container</i>	200	150	300	NO	N/A
6.66(b)	Fail to have required contact info. on <i>Shipping Container</i>	200	150	300	NO	N/A
6.66(c)	Fail to identify shipping container in <i>Fire Safety Plan</i>	200	150	300	NO	N/A

6.67	Fail to install safety features in <i>Shipping Container</i>	200	150	300	NO	N/A
6.68	Fail to install ventilation for <i>Shipping Container</i>	200	150	300	NO	N/A
6.69	Fail to modify <i>Shipping Container</i> as required	200	150	300	NO	N/A
6.70	Store compressed gas in <i>Shipping Container</i>	300	225	450	NO	N/A
6.72	Fail to have <i>Construction Fire Safety Plan</i>	200	150	300	NO	N/A
6.74	Decommission fire hydrant without authorization	200	150	300	NO	N/A
6.75	Fail to notify of fire hydrant conditions	200	150	300	NO	N/A
6.76	Fail to maintain access route	200	150	300	NO	N/A
6.77(a)	Fail to comply with <i>Construction Fire Safety Plan</i>	200	150	300	NO	N/A
6.77(b)	Fail to comply with Exposure Report	200	150	300	NO	N/A
6.77(c)	Fail to install water supply	200	150	300	NO	N/A
6.80	New fire hydrant fail to meet requirements	200	150	300	NO	N/A
6.81	Handle <i>flammable and combustible liquids</i> contrary to <i>Fire Code</i>	200	150	300	NO	N/A
6.82	Hazardous process contrary to <i>Fire Code</i>	300	225	450	NO	N/A
6.83	Store <i>Dangerous goods</i> contrary to <i>Fire Code</i>	300	225	450	NO	N/A
6.84(a)	Fail to obtain <i>Mobile Food Vendor</i> inspection	200	150	300	NO	N/A
6.84(b)	<i>Mobile Food Vendor</i> fail to comply with commercial cooking equipment requirements	200	150	300	NO	N/A
6.84(c)	<i>Mobile food vendor</i> fail to safely situate cooking appliances	200	150	300	NO	N/A
6.85	<i>Mobile food vendor</i> with non-flame retardant tent	200	150	300	NO	N/A
6.86	<i>Mobile food vendor</i> fail to have required fire extinguishers	200	150	300	NO	N/A
6.87(a)	Fail to comply with commercial cooking requirements for <i>Special Event</i>	200	150	300	NO	N/A
6.87(b)	Fail to have required aisle width at <i>Special Event</i>	200	150	300	NO	N/A
6.87(c)	Fail to have required line of travel at <i>Special Event</i>	200	150	300	NO	N/A
6.87(d)	Access to exit blocked at <i>Special Event</i>	200	150	300	NO	N/A
6.87(e)	Fail to obtain inspection for <i>Special Event</i>	200	150	300	NO	N/A
6.88	Fail to comply with requirements for motor vehicle display	200	150	300	NO	N/A
6.89(a)	Service station attendant not qualified	200	150	300	NO	N/A
6.89(b)	Service station fire extinguishers do not meet requirements	200	150	300	NO	N/A
6.89(c)	Service station fire extinguishers not mounted as required	200	150	300	NO	N/A

6.89(d)	Fail to post service station emergency signage	200	150	300	NO	N/A
6.90	Fail to submit <i>Integrated Testing Plan</i>	200	150	300	NO	N/A
6.91	Fail to conduct <i>Integrated Test</i> before occupancy	200	150	300	NO	N/A
6.92	Fail to conduct <i>Integrated Test</i> after one year	200	150	300	NO	N/A
6.93	Fail to conduct <i>Integrated Test</i> every 5 years	200	150	300	NO	N/A
6.94	Fail to keep records for <i>Integrated Test</i> on site	200	150	300	NO	N/A
6.95	Fail to provide <i>Integrated Testing Plan</i>	200	150	300	NO	N/A
6.96	Fail to give functional demonstration of <i>Integrated Test</i>	200	150	300	NO	N/A
7.13	Exceed occupant load	300	225	450	NO	N/A
7.14	Fail to post occupant load	200	150	300	NO	N/A
7.19	Fail to provide fire protection for <i>Special Effects</i>	200	150	300	NO	N/A
9.1(b)	Fail to comply with <i>Order</i>	300	225	450	NO	N/A
9.15	Fail to extinguish fire	300	225	450	NO	N/A
9.18	Obstruction	500	375	750	NO	N/A

READ a first time January 26, 2026

READ a second time January 26, 2026

READ a third time January 26, 2026

ADOPTED

Mayor

Corporate Officer

The Corporation of the District of North Vancouver

Bylaw 8769

A bylaw to amend Fireworks Regulation Bylaw 7456, 2004

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

Citation

1. This bylaw may be cited as “Fireworks Regulation Bylaw 7456, 2004, Amendment Bylaw 8769, 2025 (Amendment 6)”.

Amendments

2. Fireworks Regulation Bylaw 7456, 2004 is amended as follows:
 - a) By replacing \$2.00 with “fee as prescribed in the Fees and Charges Bylaw” in Schedule A.

READ a first time January 26, 2026

READ a second time January 26, 2026

READ a third time January 26, 2026

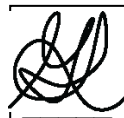
ADOPTED

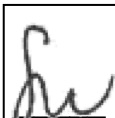
Mayor

Corporate Office

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


 Dept.
Manager


 GM/
Director


 CAO

The District of North Vancouver REPORT TO COUNCIL

January 27, 2026
File: 09.3900.20/000.000

AUTHOR: Rhonda Schell, Deputy Corporate Officer, Legislative Services

SUBJECT: **Bylaw 8777: Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8777, 2025 (Amendment 98)**

RECOMMENDATION:

THAT “Fees and Charges Bylaw 6481, 1992 Amendment 8777 2025 (Amendment 98)” is ADOPTED.

BACKGROUND:

Bylaw 8777 received First, Second and Third Readings on January 26, 2026 ([Staff Report dated January 6, 2026](#)).

The bylaw is now ready to be considered for adoption by Council.

Options:

1. Adopt the bylaw;
2. Give no further readings and abandon the bylaw at third reading; or,
3. Rescind third reading and debate possible amendments to the bylaw.

Respectfully submitted,



Rhonda Schell
Deputy Corporate Officer, Legislative Services

SUBJECT: Bylaw 8777: Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8777, 2025 (Amendment 98)Bylaw 8777: Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8777, 2025 (Amendment 98)

January 27, 2026

Page 2

Attachment:

1. Bylaw 8777

REVIEWED WITH:		
☐ Business and Economic _____	☐ Finance _____	External Agencies:
☐ Bylaw Services _____	☐ Fire Services _____	☐ Library Board _____
☐ Clerk's Office _____	☐ Golf _____	☐ Museum and Archives _____
☐ Climate and Biodiversity _____	☐ Housing _____	☐ NSEM _____
☐ Communications _____	☐ Human Resources _____	☐ NS Health _____
☐ Community Planning _____	☐ Integrated Planning _____	☐ NVRC _____
☐ Development _____	☐ ITS _____	☐ RCMP _____
Engineering _____	☐ Parks _____	☐ Other: _____
☐ Development Services _____	☐ Real Estate _____	
☐ Engineering _____	☐ Solicitor _____	
Infrastructure _____	☐ Transportation _____	
☐ Engineering Public _____		
Works _____		
☐ Environment _____		
☐ Facilities _____		

The Corporation of the District of North Vancouver

Bylaw 8777

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 8777, 2025 (Amendment 98)”.

Amendments

2. Fees and Charges Bylaw 6481, 1992 is amended as follows:

- a) Schedule A – **CORPORATE AND FINANCE FEES**, section “Permits and Development Department - Record Searches” is deleted in its entirety and replaced by the following:

Permits and Development Department - Record Searches		
Property summaries which may be referred to as comfort letters or zoning compliance letters:		
Residential: single-family	\$214.10	
Residential: non single-family	\$428.00	
All other properties	\$642.10	

- b) Schedule A – **CORPORATE AND FINANCE FEES**, section “Digital copy of approved permit drawings” is deleted in its entirety and replaced by the following:

Digital copy of approved permit drawings		
Permits in our electronic permitting system	\$50.00	Per permit, to maximum of historical permits fee
Historical permit searches		
Single-family Residential	\$160.90	
All other buildings	\$320.30	per building

Historical permit searches exceeding three hours shall be charged an additional fee of \$107.00/hour for each additional hour.	\$107.00	per hour or portion thereof
Digital copy of routinely available record	\$11.10	per record
Request for custom data or research	\$107.00	per hour or portion thereof

- c) Schedule A – **CORPORATE AND FINANCE FEES**, section “Financial Services” the fee directly below “Returned cheques or payments” is deleted in its entirety and replaced by the following:

Interest on overdue (non-tax) accounts receivable	2.00%	per month
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- d) Schedule B – **PERMITTING AND DEVELOPMENT FEES**, is deleted in its entirety and replaced by the following:

Building Permits		
Building Permit Fee		
First \$1,000 value of the work	\$99.80	
Each \$1,000 or part thereof by which the value of work exceeds the sum of \$1,000 up to a maximum of \$15,000, add	\$20.30	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$15,000 up to a maximum of \$50,000, add	\$17.60	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$50,000, add	\$16.00	

Revision Fees		
Revision from the time of application submission to permit issuance: first revision	\$127.00	per hour
Revision from the time of application submission to permit issuance: second revision	\$254 or \$127 per hour, whichever is greater	
Revision from the time of application submission to permit issuance: third revision and subsequent revision	\$381 or \$127 per hour, whichever is greater	
Revision after permit issuance	\$127.00	per hour
The Building Permit Fee is increased where construction commenced before the Building Inspector issued a permit by:		

For work valued up to \$15,000	\$408.70	
For work valued up to \$50,000	\$823.40	
For work valued up to \$100,000	\$1,646.40	
For work valued up to \$500,000	\$3,290.70	
For work valued up to \$1,000,000	\$8,226.30	
For work valued greater than \$1,000,000	\$16,449.00	
Corporate Search Fee – per company	\$38.00	
Permit Transfer Fee		
Single Family Residential Building	\$99.80	
Other building type	\$199.90	
Preliminary Plan Review	\$127.00	per hour, minimum two hours
Review of Alternate Solutions		
Up to two alternate solutions items included in one submission (this includes a single review of a single revision required from the primary review)	\$615.10	
For each alternate solutions equivalency item review exceeding the first two items included in the single submission	\$199.90	
Each additional revision submission of any single item	\$99.80	
Plan Review and Summary Letter (reviewed for Board of Variance application)	\$338.80	
Provisional Occupancy Permit		
Residential occupancy, per dwelling unit, to a maximum of \$5,000.00	\$134.80	per 30 days or part thereof
Other occupancies, per building or part thereof	\$661.00	per 30 days or part thereof
Temporary Building Fee	\$661.00	
Green Demolition Permit Fee	\$290.80	
Land Title Search Fee	\$38.00	
Removal of Bylaw Contravention Notice on Property Title	\$661.00	
Scan building plans fee	\$11.20	per page
For each inspection exceeding two in number where a re-inspection is required	\$165.50	
Inspection outside normal working hours	actual cost	
Permit Extension Fee: first extension	10% of original fee or half of the minimum permit fee, whichever is greater	

Permit Extension Fee: second extension and subsequent extensions	25% of original fee or half of the minimum permit fee, whichever is greater	
Finishing Permit Fee: for completion of an expired permit that is no longer eligible for a permit extension as allowed under the Construction Bylaw. Approval for a finishing permit is required from the Chief Building Official.	50% of original fee or the minimum permit fee, whichever is greater	
Occupant Load Stamp	\$253.20	

Properties Involving Controlled Substances		
Inspection Fees:		
Each time the District enters on a Parcel to inspect in the exercise of the District's authority to regulate, prohibit or impose requirements under the Properties Involving Controlled Substances Bylaw 7494 or another enactment, the Owner must pay the District an administration and inspection fee of:	\$712.10	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the District or a person authorized under the Properties Involving Controlled Substances Bylaw 7494 to order the action, the Owner must pay an additional fee of:	\$3,559.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

Before confirmation is provided by the Chief Building Inspector that a satisfactory inspection of the building by the District's Building Department has been completed the Owner must pay to the District:		
For the first inspection:	\$712.10	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose:	\$3,559.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a Special Safety Inspection:	\$712.10	
For each inspection prior to issuance of a Re-occupancy Permit:	\$427.30	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

To obtain a Re-occupancy Permit:	\$356.10	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident
The fee for a Special Safety Inspection in respect of that incident is as follows:	\$356.10	

Board of Variance		
Application Fee	\$564.00	

Chimney and Fuel Burning Appliances		
A chimney with one flue, including factory-built chimney	\$99.80	
Each additional flue or chimney in a building	\$28.90	
A fireplace and flue, including factory-built fireplace	\$99.80	
Solid fuel burning appliances	\$99.80	
Mechanical Permits		
For the installation of fixtures, each roof drain, hot water tank, sump and interceptor being classed as a fixture, as follows:		
One fixture	\$99.80	
Each additional fixture up to ten	\$36.30	
Each additional fixture over ten	\$31.90	
Re-piping of an existing building:	40% of the equivalent fixture installation fee	
For the installation or replacement of water service	\$99.80	
For the installation of perimeter drains:		
For single family residential buildings	\$99.80	
For other than single family residential buildings, up to 150 metres	\$99.80	
Each additional 75 metres or part thereof	\$52.10	
For the alteration of plumbing where no fixtures are involved, for each 10 metres of house drain installed or portion thereof	\$99.80	

In every case where, due to non-compliance with the provisions of this bylaw or to unsatisfactory workmanship, more than two inspections are necessary, for each inspection after the second inspection	\$165.50	
For the installation of domestic water for fire lines in other than single family dwellings:		
For the first 30 metres or portion thereof	\$99.80	
For each additional 30 metres	\$52.10	
For each fire hydrant, alarm valve, dry valve and flow switch	\$50.70	
For each hose outlet/connection and/or fire department connection	\$50.70	
For the connection of the municipal water supply to a hydraulic equipment	\$99.80	
For the installation of pressure vacuum breakers, approved double check valve assemblies and reduced pressure backflow preventers	\$99.80	
For the installation of a sanitary or storm sewer:		
Up to 30 metres	\$99.80	
Each additional 30 metres or part thereof	\$52.10	
For the installation of Sprinkler System:		
Fee for the first head	\$99.80	
For each additional head	\$5.60	
For the installation of a forced air heating duct distribution system:		
Per 1,000 btu	\$4.60	
Minimum	\$99.80	
Maximum	\$327.90	
For the installation of a hydronic heating pipe distribution system:		
Per 1,000 btu	\$4.60	
Minimum	\$99.80	
Maximum	\$327.90	
For each inspection exceeding two in number where a re-inspection is required	\$165.50	
Inspection outside normal working hours	actual cost	
Permit Extension Fee: first extension	10% of original fee or half of the minimum permit fee, whichever is greater	

Permit Extension Fee: second extension and subsequent extensions	25% of original fee or half of the minimum permit fee, whichever is greater	
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Electrical Permits		
The fees payable for the issuance of an electrical permit are based on the total value of the proposed electrical installation including all material and labour as follows:		
Value of installation up to a maximum of \$500	\$99.80	
Value of installation exceeds \$500 up to a maximum of \$750	\$141.40	
Value of installation exceeds \$750	\$180.80	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$1,000 up to a maximum of \$2,000, add	\$15.20	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$2,000 up to a maximum of \$3,500, add	\$11.80	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$3,500 up to a maximum of \$7,000, add	\$9.00	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$7,000 up to a maximum of \$10,000, add	\$7.00	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$10,000 up to a maximum of \$50,000, add	\$5.45	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$50,000 up to a maximum of \$100,000, add	\$4.10	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$100,000 up to a maximum of \$250,000, add	\$3.20	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$250,000 up to a maximum of \$500,000, add	\$2.30	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$500,000 up to a maximum of \$750,000, add	\$1.90	

Each \$100 or part thereof by which the value of installation exceeds the sum of \$750,000 up to a maximum of \$1,000,000, add	\$1.60	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$1,000,000, add	\$0.90	
If applicant makes an erroneous declaration of the permit value to obtain a lesser permit fee, the permit shall be revoked and a new permit issued using the corrected value. The new permit shall be calculated according to the corrected permit value and a 50% administrative fee shall be added to the calculated fee.		
Solar Photovoltaic Panels - The above electrical permit fees will be reduced by 50% for the sole purpose of installation of solar photovoltaic panels in residential buildings		
Electrical Sign Connection	\$99.80	
Temporary Permits:		
Temporary Power Pole - for a maximum period of 120 days (an extension is the same rate)	\$99.80	
Temporary to Permanent Connection	\$99.80	
Circus, Carnivals, Trade, Conventions, Exhibit, or similar shows	\$176.80	
Annual permits where the connected load in calculated horsepower is:		
1,000 HP or less	\$359.50	
Each additional 100 HP or part thereof	\$32.70	
Maximum fee	\$3,488.00	
Electric Vehicle Energy Management Systems – The above annual electrical permit fees will be reduced by 50% where the permit applies to electric vehicle energy management systems. Movie Locations - Temporary Permits:		
One location (valid for 90 days from the first day of filming)	\$99.80	
Two locations (valid for 90 days from the first day of filming)	\$198.60	
Three locations (valid for 90 days from the first day of filming)	\$296.00	
Four locations (valid for 180 days from the first day of filming)	\$394.00	

Movie Locations - Annual permit - unlimited locations:	\$1,016.50	
For each inspection exceeding two in number where a re-inspection is required	\$165.50	
Inspection outside normal working hours	actual cost	
Permit Extension Fee (not applicable to Temporary or Annual permits): first extension	10% of original fee or half of the minimum permit fee, whichever is greater	
Permit Extension Fee: second extension and subsequent extensions	25% of original fee or half of the minimum permit fee, whichever is greater	

Gas Permits		
Single family, duplex, townhouse:		
For the first appliance	\$99.80	
For each additional appliance	\$42.00	
Institutional, Commercial and Industrial For each appliance installed on the one permit:		
Equipment with input of 30 kW or less	\$99.80	
Equipment with input greater than 30 kW	\$111.70	
For piping (no appliance):		
For first 30 metres or part thereof	\$99.80	
Each additional 30 metres or part thereof	\$43.60	
For each inspection exceeding two in number where a re-inspection is required	\$165.50	
Inspection outside normal working hours	actual cost	
Permit Extension Fee: first extension	10% of original fee or half of the minimum permit fee, whichever is greater	

Permit Extension Fee: second extension and subsequent extensions	25% of original fee or half of the minimum permit fee, whichever is greater	
Fuel Switching - The gas permit fee for decommissioning the existing gas installation will be \$0.00 for the sole purpose of switching fuel source for heating from gas to electric in existing residential buildings.		

Blasting Permits		
The fees payable for the issuance of a blasting permit for blasting on any one parcel are as follows:		
For a period not longer than ten days from the date issued	\$99.80	
For a period longer than ten days but no longer than thirty days from the date issued	\$165.50	
For a period longer than thirty days but no longer than sixty days from the date issued	\$246.60	

Construction Works on DNV Infrastructure		
Restoration fees to asphalt and concrete in response to permitted work on DNV owned roadways and boulevards. Examples can include service connection work, driveway realignment, and upgrades to concrete infrastructure at the applicant's request.		
Paving Works and Restoration		
Asphalt Paving (includes sawcut)	\$235.00	Per m ²
Concrete Works and Restoration (includes sawcut and removal of existing concrete)		
Extruded Curb Frontage Provision Redevelopments above \$200,000 with existing extruded curbing and driveway crossings require full frontage replacement of all curbing; on corner lots this includes 2 frontages.		
Regular Sidewalk - MMCD Standard - panels up to 2.0m wide		
Sidewalk Panels (measured in linear metres, up to 2.0 m wide):		
First 3 metres or portion (measure to nearest sidewalk panel joint)	\$2,426.50	
Each subsequent metre	\$555.00	

Mono Pour Curb & Sidewalk - District Standard - panels up to 2.0m wide		
Sidewalk Panels (measured in linear metres, up to 2.0 m wide):		
First 3 metres or portion (measure to nearest sidewalk panel joint)	\$2,743.00	
Each subsequent metre	\$580.00	
Curb and Gutter - MMCD Standard		
First 3 metres or portion	\$2,915.00	
Each subsequent metre	\$620.00	
SW Driveway Crossing - District Standard (up to 6.5 meters in total width – total includes driveway transitions of approx. 1m on each side)	\$7,720.00	
Extruded High Curb - District Standard		
First 3 metres or portion	\$855.00	
Each subsequent metre of extruded curb	\$120.00	
Depressed Driveway Crossing - District Standard		
First 4.5 metres in length	\$1,630.00	
Each subsequent metre of extruded driveway curb over 4.5 metres	\$160.00	
Replacement of Survey Monument:		
Standard Integrated	\$2,931.00	per monument
Secondary Benchmark	\$4,886.00	per monument
Federal Benchmark	\$7,694.00	per monument
High Precision	\$10,992.00	per monument
GeoBC Registration	\$73.00	per monument
GeoBC Survey	\$525-\$1,050	per survey

Development Applications		
Peer review of a registered professional report or qualified professional report where it is required in the opinion of the General Manager – Planning, Properties, and Permits; General Manager - Engineering, Parks, and Facilities; the Chief Building Official; or Approving Officer. The peer reviewer will be retained by the District at the owner's expense.	Recovery of actual cost	
Corporate Search Fee – per company	\$38.00	
Preliminary Planning Application		
Base fee for most development applications	\$2,610.00	
Base fee for subdivisions resulting in no more than 2 additional lots	\$1,080.00	
Profiling Fee - Major	\$355.00	

Early Input Report to Council. This applies to rezoning enquiries that, 1) require Official Community Plan Amendment (with the exception of amendment that is contemplated by policy, e.g. Lion Gate and Edgemont village areas); or 2) the District deems it necessary that an Early Input Report to Council is required.	\$2,610.00	
Early Input Public Meeting where required	\$3,900.00	Includes first bidirectional sign

Utility Modelling		
Where the District deems it necessary, hydraulic modelling fees will be charged at the Preliminary or subsequent stages of a development application for the District to assess the capacity of the District's water, sanitary and drainage infrastructure as follows:		
Water (plus Fire Hydrant Flow Test Fee, per Bylaw 2279)	\$4,045.00	Plus Test Fee
Sanitary	\$4,045.00	
Drainage	\$4,045.00	

Complex Site Rezoning		
Where the Site is 6,000 square metres of area or greater and one or more of the following apply: a. The proposal includes or results in multiple parcels and or mixed-use development; b. The proposal is for a CD zone or a split zone; c. There is a density bonus bylaw; d. The site includes a phased development agreement; e. There are new roads, park or other dedications; f. The proposal includes a housing agreement (other than strata rental protection). Where an application is withdrawn prior to municipal notification of the public hearing, the Public Hearing Fee is refundable as per provisions in the "Refund of Fees" section. (Note for clarification: All applicable Development Permit fees, including multi-family per residential unit fee, will be charged with Development Permit application)	A minimum fee of \$150,000 for the first 10,000m² of site area plus \$350 per additional 100m² of site area or portion thereof, to a maximum fee of \$750,000	

Official Community Plan Amendment		
Base Fee	\$5,220.00	Charged in addition to rezoning fees where applicable, includes first bidirectional sign
Public Hearing Fee (refundable as per provisions in the "Refund of Fees" section)	\$4,390.00	Includes first bidirectional sign
Public Information Meeting Signage Fee (where required)	\$1,125.00	per bidirectional sign
	\$645.00	per single-sided sign
Profiling Fee - Major	\$355.00	

For change in land use or increased residential density - base fee plus this fee calculated based on the amount of the proposed increase from existing OCP designation to proposed overall FSR	\$85.00	per 100m ² of floor area or portion thereof
Rezoning (including text or map amendments but not including Complex Site Rezoning), Heritage Revitalization Agreements		
Base Fee	\$5,220.00	Includes first bidirectional sign
Public Hearing Fee (refundable as per provisions in the "Refund of Fees" section)	\$4,390.00	Includes first bidirectional sign
Public Information Meeting Signage Fee (where required)	\$1,125.00	per bidirectional sign
	\$645.00	per single-sided sign
Profiling Fee - Major	\$355.00	
Proforma evaluation for applications within designated Centres where Community Amenity Contribution policy stipulates	\$19,690.00	Initial deposit for actual cost recovery
Multi-Family – base fee plus (only to be charged if application does not include Development Permit)	\$54.00	per residential unit

Additional Public Notification Fees		
Additional Public Hearing Process (where required for a Rezoning, or Official Community Plan Amendment application)	\$4,390.00	Includes first bidirectional sign
Additional Public Hearing, Public Information Meeting, or Early Input Public Meeting Signs or Non-Statutory notification (where required)	\$1,125.00	Per additional bidirectional sign
	\$645.00	per single-sided sign

Development Permit - Minor		
Base fee for additions of less than 1,000 sq.ft. (93 m ²) in DP area: Heritage Alteration Permit or Heritage Revitalization Agreement where no change to use or density	\$1,945.00	
Minor Development Permit Exemption Letter	\$435.00	
Profiling Fee - Minor	\$47.00	

Development Permit (some applications may require more than one Development Permit application and fee)		
Form and Character (when associated with a detailed rezoning application):		
Base fee for form and character for multi-family, commercial or industrial developments	\$5,300.00	
Profiling Fee – Major	\$355.00	
Multi family – base fee plus	\$54.00	
Form and Character (when there is no precursor detailed rezoning application associated with the site):		
Base fee applicable when one or more of the following apply: a. There are zoning requirements enabled by the 2024 Local Government Act changes that provide new tools to the local government, including but not limited to density bonus provisions, inclusionary housing provisions, tenant protection provisions, site-level infrastructure and transportation demand management (TDM) provisions; b. There is a housing agreement(s); c. There is a phased development agreement; or d. There are new roads, park or other dedications.		
Base Fee:		
0-1,999 m ² site area	\$20,000.00	Plus \$500 per 500 m ² of GFA or portion thereof above 1000 m ²
2,000-5,999 m ² site area	\$60,000.00	Plus \$500 per 500 m ² of GFA or portion thereof above 1000 m ²
6,000 m ² site area	\$150,000.00	Plus \$500 per 500 m ² of GFA or portion thereof above 1000 m ²
Profiling Fee Major	\$355.00	
Environmental or Hazardous Conditions:		
Single Family: (For single family (RS) zoned properties involving more than one Development Permit, where new development is occurring, the fee for all the Development Permits shall be the fee of the highest value Development Permit plus \$144 for each additional Development Permit type)	\$152.00	

Protection of the Natural Environment DPA	\$152.00	per parcel for renovations on the existing parcel
	\$745.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Streamside Protection DPA – Single Family	\$152.00	per parcel for renovations on the existing parcel
	\$745.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Wildfire Hazards DPA:	\$360.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Creek Hazards DPA:	\$152.00	per parcel for renovations on the existing parcel
	\$745.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Slope Hazards DPA:	\$152.00	per parcel for renovations on the existing parcel

Slope Hazards DPA:	\$745.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Profiling Fee - Minor	\$47.00	
Other than single family:		
Environmental, or Hazardous Conditions (fee charged for each applicable Development Permit Area)"	\$860.00	per 10,000 sq.ft. (929 m ²) or portion thereof, of affected site area with a minimum fee of \$860
Profiling Fee - Major	\$355.00	
Environment Development Permit Exemption Letter	\$64.00	

Major Projects Development Review		
In cases where a property owner requests design and development review by the District in relation to a major project for which a Form and Character Development Permit is not required, the following service fee will apply as provided under Section 194(1)(a) of the Community Charter. May include municipal, utility, school, recreation, and other land use review.	\$5,300.00	
Profiling Fee – Major	\$355.00	

Development Variance Permit Fees		
Base fee for Development Variance Permit (Council consideration)	\$4,485.00	Includes all required notification
Profiling Fee – Major	\$355.00	
Base fee for Delegated Development Variance Permit	\$1,945.00	
Profiling Fee - Minor	\$47.00	

Temporary Use Permit Fees		
Temporary Use Permit (Council Consideration)	\$4,485.00	
Delegated Temporary Use Permit	\$1,945.00	
Profiling Fee - Major	\$355.00	
Temporary Use Permit Extension	\$705.00	
Profiling Fee - Minor	\$47.00	

Subdivision		
Base fee for: - Subdivisions creating new lots - Subdivisions for consolidation and dedication, or - Applications for phased strata plan	\$2,690.00	
Base fee for subdivision creating an air space parcel	\$5,950.00	Plus \$2690 for each additional parcel
Base fee for lot-line adjustment	\$1,465.00	
Base fee strata-titling of previously or currently occupied buildings	\$4,255.00	
Profiling Fee - Major	\$355.00	
Signing Fee (payable with submission of subdivision plans for final approval)	\$1,465.00	
Fee per new lot created	\$660.00	per additional lot
Conditions Letter extension	\$705.00	

Resubmissions		
This fee may be levied for additional reviews of building, landscape, engineering, survey or tree plans.		
Per resubmission	\$705.00	

Amendments		
This fee may levied for amendment to approved subdivision, restrictive covenant, or other legal documents where the amendment will require staff review and/or a public notification process.		
Amendment	\$880.00	
Amendment (Council Consideration)	\$2,475.00	

Sign Permits		
Application for new sign(s) or to amend an issued sign permit in accordance with the Sign Bylaw 7532 and that can be reviewed and issued by staff without a Minor Development Permit	\$190.00	for the first sign
Each additional sign	\$105.00	
Minor Development Permit for a sign where the sign(s) are not in accordance with an approved Development Permit or an accepted sign package, but are otherwise compliant with the Sign Bylaw 7532	\$750.00	per site

Delegated Development Variance Permit required for signage that does not comply with the Sign Bylaw but is supported by Design Guidelines	\$1,945.00	
Profiling Fee - Major	\$355.00	

Liquor Related Applications		
Temporary change to a liquor licence	\$140.00	
Permanent Liquor Licences:		
Applications for a new liquor licence or a significant amendment to an existing licence	\$2,645.00	
Applications for a minor permanent change to an existing licence (i.e. Operating hours)	\$1,320.00	
Public Notification Fee	\$2,310.00	
Profiling Fee - Minor	\$47.00	
Permanent Cannabis Licences:		
Applications for a new cannabis licence or an amendment to an existing licence	\$2,645.00	
Public Notification Fee	\$2,310.00	
Profiling Fee - Minor	\$47.00	

Wireless Telecommunications Facility Review Application		
Proposals requiring a District Wireless Telecommunications Facility Review Application	\$5,300.00	per facility
Profiling Fee – Major	\$355.00	
Public notification fee (not part of a District Wireless Telecommunications Facility Review Application)	\$2,310.00	

Legal Documents		
Site Specific Legal Documentation:		
Fees for legal documents will be based on the costs associated with their preparation. When possible, standardized documents will be used.		
Standard Development Servicing Agreement	\$960.00	
Renewal of Standard Development Servicing Agreement	\$960.00	

Special Services		
Extraordinary Work		actual cost
Custom Research: Requests for detailed research of one or more properties where municipal research is appropriate	\$210.00	per hour
Confirmation Letters: Requests for letters confirming the land use designation in the Official Community Plan or the Zoning of a particular site are requested but where no additional research is required.	\$210.00	

Refund of Fees
A fee prescribed in the Development Applications section of Schedule B will be refunded to the applicant, upon request, in the following circumstances: a) If an application is withdrawn by the applicant before public notification for a public hearing occurs, the Public Hearing Fee will be refunded b) If an application is rejected by Council before public notification for a public hearing occurs, the Public Hearing Fee will be refunded c) If an application is determined to not require a public hearing, the Public Hearing Fee will be refunded d) If an application is withdrawn by the applicant and no significant staff work has occurred, Development Application fees may be considered for refund. Fees will not be refunded where significant staff work has been completed

Development Conducted without a Permit		
If any development for which a permit is required by the District of North Vancouver is commenced without a permit, the applicant for the proposed development must pay double the fee prescribed in this bylaw.		If any development for which a permit is required by the District of North Vancouver is commenced without a permit, the applicant for the proposed development must pay double the fee prescribed in this bylaw.

Development Site Access		
This fee is levied when District crews attend a development site to perform works (e.g. capping/stalling water/sewer/other works) but are forced to reschedule works due to inadequate side access and preparation (e.g. obstructions/missing survey pins) per s. 13.0 of the Development Servicing Bylaw 8145:		
1st attendance	\$1,345.00	
2nd attendance	\$2,015.00	
3rd attendance	\$2,690.00	

Administration Fees For Development Servicing		
An administration fee required in connection with all administrative costs incurred by the District in connection with the "Works" as defined in the Development Servicing Bylaw.	5.1%	up to and including \$100,000
	4.1%	on amount in excess of \$100,000
Design revision fee required in connection with incomplete design drawing submissions for review costs incurred by the District - Minimum charge 1 hour	\$123.00	per hour
Administration fee required in connection with all administrative costs incurred by the District in connection with a crane swing agreement.	\$1,345.00	
Administration fee required in connection with all administrative costs incurred by the District in connection with an underpinning agreement.	\$1,345.00	

Permits Pursuant to the Environmental Protection and Preservation Bylaw		
Aquatic Area Permit	\$450.00	
Pesticide Permit:		
Single Family Residential	\$64.00	
Industrial, Commercial, Multi-family	\$125.00	
Soil Permit:		
Single Family Residential	\$265.00	
Industrial, Commercial, Multi-family	\$540.00	
Site Disclosure Statement for a Site Disclosure Statement/Site Profile under the Environmental Management Act, Contaminated Sites Regulation	\$100.00	
Re-Inspection Fee:		
For each inspection exceeding two in number, made on the same site	\$165.50	

Works Conducted Without a Permit:		
If any works for which a permit is required by the Environmental Protection and Preservation Bylaw 6515 are commenced without a permit issued by the General Manager of Planning, Permits and Properties Division, the permit applicant for the proposed works shall pay double the fee prescribed as set out in the Fee section of this Bylaw		
Preliminary Site Review:		
Environmental Requirements - A preliminary plan review and/or site inspection including required liaison with other jurisdictions. The service includes an analysis of a proposed development, building, or structure for compliance with the Environmental Protection and Preservation Bylaw 6515 and/or other requirements as related to stream or waterfront setbacks	\$190.00	

Tree Permits Pursuant to the Tree Protection Bylaw		
<i>Cut or remove protected tree(s):</i>		
For each protected tree to be removed up to and including four trees	\$116.00	
Five or more protected trees	\$581.00	
For development involving removal of ten or more protected trees on a parcel greater than 1 hectare	\$2,908.00	
Cut large diameter tree(s) – per tree	\$116.00	
Remove large diameter tree(s) - per tree	\$581.00	
**Above fees doubled for Retroactive Permit for work requiring tree permit done without obtaining tree permit		
Corporate Search Fee – per company	\$38.00	
Inspection and Re-inspection Fees:		
The following fees apply for inspections undertaken to determine whether or not to release a security deposit held under the Tree Protection Bylaw:		
For each inspection exceeding two in number, made on the same site	\$165.50	
Where it has been determined that work or development permitted pursuant to the Tree Protection Bylaw 7671 has not been satisfactorily completed, the following fees shall apply with respect to inspections:		
Inspection relating to tree protection barrier, retained tree or replacement tree	\$165.50	
Inspection to determine compliance with tree permit or bylaw	\$165.50	
Environmental Compensation Fee	\$1,164.00	For all large diameter trees not a Douglas fir or Western red cedar
	\$2,326.00	For all large diameter trees that are Douglas fir or Western red cedar
Installation of Street Tree(s)	\$1,200.00	

Permits Pursuant to the Drinking Water Conservation Bylaw		
Fee for water sprinkling permit for new lawn	\$66.00	

- e) Schedule C – **PARKS AND RECREATION FEES**, section “Ecology Centre”, the sub-section “Groups” is deleted in its entirety and replaced by the following:

Groups:		
Students age 3 to 12 (12 students or less)	\$114.00	
Students age 3 to 12 (13 to 30 students)	\$211.00	
Students age 13 to adult (12 students or less)	\$133.00	
Students age 13 to adult (13 to 30 students)	\$247.50	

- f) Schedule D – **PROTECTIVE SERVICES FEES**, section “Fire Building/Shipboard prop - Theatrical Smoke Use Only” is deleted in its entirety and replaced by the following:

Fire Building/Shipboard prop - Theatrical Smoke Use Only		
Technician (2 tech minimum) (Includes pre/post prep time)	\$1,500.00	per day
	\$950.00	per half day
Building, plus material/smoke	\$1,000.00	per day
	\$500.00	per half day
Total	\$2,500.00	per day
	\$1,450.00	per half day

- g) Schedule E – **LICENSING AND FILM FEES**, section “Schedule of Licence Fees B”, subsection “Group 1 Areas”, subsection “Warehousing” is deleted in its entirety and replaced by the following:

Warehousing:		
1 to 930 square metres of floor space	\$857.40	
931 to 2,790 square metres of floor space	\$1,785.60	
2,791 to 4,650 square metres of floor space	\$2,736.40	
4,651 to 6,510 square metres of floor space	\$3,659.90	
6,511 to 8,370 square metres of floor space	\$4,588.10	
8,371 to 10,230 square metres of floor space	\$5,540.80	
10,231 to 12,090 square metres of floor space	\$6,156.20	
Each additional 1,860 square metres of floor space or portion thereof	\$764.90	

- h) Schedule E – **LICENSING AND FILM FEES**, section Fees for Business Licences – Schedule of Licence Fees B – Group 2 Units, section “Apartment” is deleted in its entirety.
- i) Schedule F – **TRANSPORTATION FEES**, section “Permit” is deleted in its entirety and replaced by the following:

Permit		
Highway Use Permit: Building Zone Fee - Use of Road Allowance for adjacent Development or construction work related to public or private utilities.	\$156.00	plus \$0.25/ m ² /day** **increased to \$0.50/ m ² /day (or \$1.00/ m ² for 2nd and subsequent violations) where fail to: (i) obtain Highway Use Permit; (ii) meet schedule dates in Highway Use Permit; or (iii) complete work or restore area to the satisfaction of the Municipal Engineer
Highway Use Permit: Development - Use of Road Allowance	\$156.00	
Storage of Waste Disposal Bins or Containers on Road Allowance	\$68.00	plus \$25/week
Special Highway Use Permit fee:		
(i) First occurrence	\$1,500.00	per each 12 hours
(ii) Second occurrence	\$3,000.00	per each 12 hours
(iii) Third and any subsequent occurrences	\$5,000.00	per each 12 hours
Highway Use Permit: Any other Construction/Activity on Road Allowance	\$87.00	per occurrence
Highway Use Permit: Special Events and Community Signs	\$59.00	per occurrence
Highway Use Permit (block watch party)	\$0.00	
Highway Construction and Planting Permit	\$250.00	

E-Bike Share Provider - Revenue Base Fee (the greater of \$50.00 per Shared E-bike and \$5,000) *These fees waived if paid to other municipality in inter-municipal E-bike share program	\$50.00	Paid annually; Per E-Bike deployed (not including E- Bikes in storage)
E-Bike Share Provider - Revenue Sharing Fee	\$0.25	per E-Bike trip made
E-Bike Security for Performance	\$10,000.00	
Borehole Application	\$509.00	
Newspaper Box Permit	\$60.00	
Resident Parking Only Decal	\$37.62	Per year
Congestion and Curbside Management Permit (Transportation Network Services)		
Vehicles other than Zero-emission Vehicles and Accessible Passenger Directed Vehicles	\$0.10	Per pick up and drop off
Zero-emission Vehicles	\$0.05	Per pick up and drop off

READ a first time January 26, 2026

READ a second time January 26, 2026

READ a third time January 26, 2026

ADOPTED

Mayor

Corporate Officer