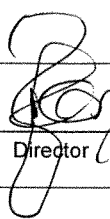



COUNCIL AGENDA/INFORMATION

|  |                           |                    |
|--|---------------------------|--------------------|
| <input type="checkbox"/> Closed                  | Date: _____               | Item # _____       |
| <input checked="" type="checkbox"/> Reg. Council | Date: <u>June 20, '11</u> | Item # <u>16.3</u> |
| <input type="checkbox"/> Supplemental            | Date: _____               | Item # _____       |

|  |  |
|--|--|
|  |  |
| Director   | CAO  |

16.3

DISTRICT OF WEST VANCOUVER  
750 – 17<sup>TH</sup> STREET, WEST VANCOUVER, BC V7V 3T3

## COUNCIL REPORT

Date: June 14, 2011 File: 1145-04  
From: Brent Leigh, Deputy Chief Administrative Officer  
Subject: **Hollyburn Cabins Long Term Permits – Permit to Occupy Approval**

### RECOMMENDED THAT:

The report dated June 14, 2011 from the Deputy Chief Administrative Officer regarding Hollyburn Cabins Long Term Permits – Permit to Occupy Approval be received for information.

### Purpose

To inform of Council's approval of the Hollyburn Cabin Permit to Occupy and the conclusion of collaborative discussions and negotiations between the District and the Hollyburn Ridge Association.

### 1.0 Background

At the closed Council meeting on June 6, 2011 Council approved the draft Hollyburn Cabin Permit to Occupy (10 year permit at an annual fee increase of 3%).

Prior Resolutions and History: Discussions regarding the establishment of long term permits for Hollyburn cabin permit holders spans a few years. In November 2009 Council took the decisive step in directing staff to work towards a long term strategy for the future of the Hollyburn Ridge cabins and the area they occupy.

In 2010 Council directed staff to begin discussions with the Hollyburn Ridge Association (HRA) for a proposed ten year permit; removed the Hollyburn Ridge Cabin long-term study from the Parks Master Plan; and supported that the key terms being discussed between the District and HRA were appropriate to continue toward a long term permit to occupy, as follows:

- a ten year renewable permit be drafted;
- an improved 3<sup>rd</sup> party inspection process be devised;
- a schedule be structured to ensure maintenance and improvements, directed by the inspection process, be completed;
- a fee and process for transferring permits be established; and
- mechanisms be put in place to ensure the value of this heritage community is mutually stewarded.

In March 2011 Council considered a draft permit which was circulated to HRA membership for a 60 day comment period. Concerns raised by the HRA membership before or since the comment period were either addressed on an administrative level or by Council at their June 6, 2011 closed meeting.

## 2.0 Policy

There are no policies that require amending for approval of the Hollyburn Cabins Permit to Occupy; although this will stand as an ongoing land use designation as the District moves to initiate and complete the Upper Lands Strategy.

## 3.0 Balanced Scorecard

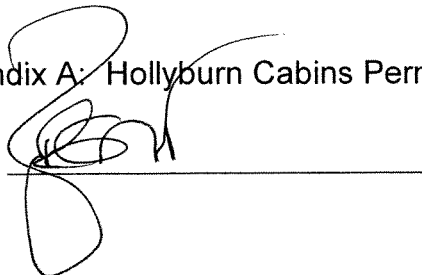
| STRATEGIC INITIATIVES                          | 2010 MILESTONE  | 2011 MILESTONE  |
|--|---|---|
| 1.2.5 Implement sustainable land use policies. | <ul style="list-style-type: none"><li>1.2.5a - Develop for Council approval, Terms of Reference for a Parks Master Plan which will include the Hollyburn Ridge Cabins Long-term Study</li></ul> | <ul style="list-style-type: none"><li>Complete balance of the Parks Master Plan</li></ul> |

## 4.0 Analysis

- 4.1 This has been a long but fruitful process where collaborative efforts of the Hollyburn Ridge Association and the District have led to long term tenancies for the 93 permit holders. This documentation fulfills Council's original objectives of acknowledging the value of this historic community while formalizing the parties' business processes and mutual stewardship obligations.
- 4.2 Consultation: Council allowed that the permit terms be negotiated on a collaborative basis with HRA and that members had the ability to comment on the draft permit through a 60 day consultation period.

Appendices:  
Appendix A: Hollyburn Cabins Permit to Occupy

Author: \_\_\_\_\_



PERMIT TO OCCUPY

ATTACHMENTS  
AVAILABLE FOR VIEWING  
IN LEGISLATIVE SERVICES DEPARTMENT

HOLLYBURN CABINS

Appendix A

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ is

BETWEEN:

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER,**  
750 - 17th Street, West Vancouver, B.C., V7V 3T3

("Municipality")

AND:

«PermitHolder»  
«PrimeContactAddress»

(jointly or severally, the "Permit Holder")

GIVEN THAT:

- A. The Municipality wishes to grant to the Permit Holder a permit to use and occupy a cabin site on land owned by the Municipality on Hollyburn Ridge ("Land"),
- B. The Municipality and the Permit Holder recognize that the Hollyburn Ridge cabins are a unique heritage asset within a valuable and unique wilderness area, that their presence fosters a sense of a recreational community, and that careful management and stewardship by both parties is required to ensure the preservation of the Land, the cabins and their rich history,
- C. This Permit requires the Permit Holder to maintain and preserve the Permit Area and Cabin, both as hereinafter defined, and respect other users of the Land,
- D. The Municipality acknowledges and may administer this permit with reference to the Hollyburn Cabins Procedure Guide, as amended from time to time.

THIS AGREEMENT is evidence that in consideration of the promises exchanged below and other good and valuable consideration paid by the Permit Holder to the Municipality (the receipt and sufficiency of which the Municipality acknowledges) the parties covenant and agree as follows:

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