



MEETING MINUTES

Minutes of the meeting held at City Hall in Conference Room A,
141 West 14th Street, North Vancouver, BC on February 12, 2025

The City of North Vancouver respectfully acknowledges that this meeting is held on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlílwətaʔ (Tseil-Waututh) Nations.

Members Present

Meghan Mathieson (Chair)
Anna Boltenko
Celeste Dempster
Shelley Luce
Ryan Trudeau

Lailani Tumaneng (SD#44)
Cllr. Don Bell

Absent

Yusra Al-Nakeeb
William Ian Cassie
Bahare Eris
Krishna Raisinghani

Cllr. Holly Back

Staff Present

Daniella Fergusson, Manager, City Design and Planning
Mike Friesen, Manager, Urban Regeneration and Analytics
Eleanor Parrott, Committee Clerk – Secretary

The meeting was called to order at 6:06 pm.

1. ADOPTION OF AGENDA

1.1 The Agenda for February 12, 2025 was adopted as circulated.

2. ADOPTION OF MINUTES

2.1 Members agreed to postpone adoption of the minutes of June 12, 2024 to the following meeting to allow members time to review the proposed amendments.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Members requested that staff provide an update on the Small-Scale Multi-Unit Housing (SSMUH) initiative and the Curb Access and Parking Plan that were discussed at the previous meeting.

ACTION: Staff to provide an update on progress in the SSMUH initiative and the Curb Access and Parking Plan to a future meeting.

4. WELCOME ORIENTATION

4.1 The Manager, City Design and Planning presented the welcome orientation:

- The commission is formed of a range of voting and non-voting members. Voting members provide their individual perspectives as community members.
- The commission will be required to vote on matters at times and all members must vote. There is no option to abstain from voting. Any present voting member that does not vote will be assumed to have voted in the affirmative.
- Members must declare any conflicts of interest and where a conflict exists, leave the meeting for the duration of the related discussion.
- Members of the public can observe meetings provided they give advance notice to the Committee Clerk.
- The APC communicates as a group and to Council via resolutions conveyed in a report. Outside commission meetings, members express their personal views and do not reflect those of the commission.
- Robert's Rules are used to help maintain respect and focus during discussions.
- The key purpose of the commission is to provide input on Official Community Plan (OCP) amendment applications, City plans, policies and strategies, along with zoning bylaws, development permits and any other items as directed by Council. Members should consider how items for consideration align with the OCP and liveability of the City.

4.2 Members presented the following notable questions and comments:

- If a planning application for a development on a member's street is received, does this constitute a conflict of interest? **A:** If an issue affects a large proportion of the community as a whole, it is unlikely that living near to the development area would constitute a conflict of interest. However, conflicts of interest should be evaluated on a case by case basis as they arise.
- Voting members are individual representatives of their community but they do not represent their community in the way that elected Councillors do.
- How many resolutions do other City Advisory Bodies make to Council per year? **A:** The number varies depending on the business of the Advisory Bodies.
- How does the commission agree upon a resolution? Does the group discuss each individual members' wording proposals? **A:** The resolution wording will be discussed and agreed upon as a group.
- The role of this commission changed since its inauguration due to legislation changes. Re-zoning applications are no longer considered and the focus has turned to OCP amendments. Council may request the commission to report on specific matters from time to time.
- Can the commission revert to reviewing mid-large projects, such as the TransLink Moodyville development? **A:** The TransLink Moodyville development application to amend the OCP has not yet been submitted to Council. This project will be presented to the commission at the point in the development process when input will be most relevant.
- The Social Planning Advisory Committee inputs into its own agendas by providing staff with suggestions on organisations that could be invited to give presentations to future

meetings. Could agendas for this commission include a standing item for members to input to shaping future agendas? Can members email staff with suggested items? **A:** APC provides advice to Council on items Council has asked for APC's input on (whether it is via the Terms of Reference or other items as referred). Staff expect the following items to be presented to the commission over the coming months; Complete Communities, Small-Scale Multi-Unit Housing, Lonsdale Great Streets and Development and Amenity Cost Charges. A standing item for members to discuss the commission work plan and provide feedback will be included on agendas going forward.

- Can the commission choose to take a resolution that was not requested by staff or Council? **A:** Usually, a development application will require a resolution and staff will recommend taking a resolution for any other items as required. In cases where a resolution is not specifically requested, members can still choose to agree on a resolution if they wish.
- Resolutions are most useful for Council when they provide specific detail on the issue, rather than simply informing Council that the commission approved or did not approve the item.
- Can members inform their networks of key development applications scheduled for presentation to the commission? **A:** Agendas are posted to the City's public website and the public bulletin board in City Hall one week before the meeting to enable the public to view upcoming items. Members of the public wishing to attend will need to notify the committee clerk in advance, and will attend in an observer capacity only. The Chair is permitted to entertain a motion for public attendees to speak to a point, but they are not permitted to participate in discussion.
- Public attendees' expectations should be managed to ensure awareness of the limited opportunity for input and the overriding authority of Council.

Election of Chair and Vice Chair

- 4.3 The Manager, City Design and Planning outlined the process to elect a Chair and Vice Chair. It was agreed upon to vote by a show of hands.
- 4.4 Members nominated Meghan Mathieson for Chair and the nomination was accepted.

It was moved and seconded:

THAT the Advisory Planning Commission elected Meghan Mathieson as Chair of the Advisory Planning Commission;

AND THAT the election of a Vice Chair would be postponed to the following meeting to afford absent members the opportunity to propose themselves.

CARRIED

5. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 5.1 The Manager, City Design and Planning provided an overview of the resolution recommended for adoption. Information provided to members is the property of the City and only the City can determine whether the information may or may not be shared outside the commission in accordance with the Freedom of Information and Protection of Privacy Act.

5.2 It was moved and seconded:

THAT the Corporate Officer and the Records Management and Privacy Coordinator of the Corporation of the City of North Vancouver be appointed as the Head and Coordinator respectively for the purposes of administering the Freedom of Information and Protection of Privacy Act as it relates to the Advisory Planning Commission.

CARRIED

6. INTERIM HOUSING NEEDS REPORT

6.1 The Manager, Urban Regeneration and Analytics provided an overview of the Interim Housing Needs Report:

- Housing Needs are determined by the Province.
- Housing Needs Reports emerged from the Provincial response to housing concerns in 2019. This legislation required Municipalities to report on their housing needs. Municipalities carried out analysis of their housing needs using different methodologies which limited the ability to compare. Many communities did not take advantage of the opportunity to expand and improve their housing provision.
- In 2023, the Province issued new legislation in Bill 44. This legislation introduced the SSMUH requirements and a standardised methodology to project housing needs. By December 31, 2025, the City is now required to update its OCP and zoning bylaw to accommodate its projected 20-year housing capacity. Another Housing Needs Report will be required in 2028 and then at regular 5-year intervals.
- The 2021 Housing Needs Report was based on the 2016 census data, whereas the 2024 Interim Housing Needs Report used updated data from the 2021 census.
- The Province's prescriptive housing needs methodology does not factor in geographical constraints or the proximity of amenities available in the bordering North Shore Municipalities.
- The City's population is growing faster than the rest of the region, and has already provided opportunities for growth via the increase in multi-family housing options.
- The City's demographics are changing. The senior population has increased from 14% in 2006 to 20% in 2021. Approximately one quarter of residents are families with children which is driving an increased need for schools. A large proportion of the community are under the age of 25 and the overall number of young people in the City has increased. Multi-bedroom units would help accommodate this change.
- Affordability is a key housing challenge. Home ownership has increased by 1% annually since 2016. The previous increase rate was 6%. Home ownership is not affordable for medium income households without assistance.
- The increased cost of home ownership has increased the number of residents living in rental accommodation, which has also become more expensive. The vacancy rate is currently 0.6%. A healthy vacancy rate is considered to be 3-5%. Rental housing cannot meet demand in the City at present. The cost of rent has increased by 50% since 2016, with the greatest impact being on two-bedroom apartments though all rental housing has been affected by price increase.
- 1 in 5 City residents fall into the core housing need category, meaning their household lives in unsuitable, inadequate or unaffordable dwelling and cannot afford an alternative within this community. 70% of this group are renters.
- Future housing needs are assessed against six components.

- Staff are currently focused on understanding the increased capacity that need to be enabled by the OCP and zoning bylaw updates. Following this, growth scenarios will be developed and the preferred scenario identified. The Housing Needs Report does not prescribe how the future capacity should be incorporated, only the number of additional units that are required. The development of these units will largely be determined by market appetite which is as yet unclear, and growth will likely be sporadic.

6.2 Members presented the following notable questions and comments:

- There have been many recent news reports around the number of people leaving both British Columbia and Canada more widely.
- How does the methodology determine how many people will move specifically to the City, rather than to the Lower Mainland in general? Is the formula correct? **A:** The formula largely seems to be driven by historical precedent. The Province is not mandating the construction of units, instead the Province is requiring that municipalities zone for potential development. The amount of development that takes place will depend on the market.
- The methodology treats the City as equivalent to other areas with a greater land mass, such as Coquitlam and this seems unfair.
- Is every Municipality required to meet the same target? **A:** No, but the number for the City is almost identical to that of the District of North Vancouver despite the District's greater land mass and opportunity for greenfield and brown site development.
- Increased housing to facilitate population growth will place additional constraints on transportation in the City. How is this being addressed? Is it possible to build more roads before the additional housing? **A:** Infrastructure development is driven by demand and funded by taxes. It is unlikely that there will be public appetite to pay additional taxes to fund roads leading to houses that are not yet being built, or schools for children that do not yet live in the City.
- Has Council communicated any concerns regarding these requirements and the housing needs projection formula to the Province? **A:** Yes Council has made numerous motions, given direction to staff and raised concerns with the Province. The legal obligation to meet the requirements remains.
- A North Shore Connects study concluded that the Iron Workers Bridge is the most congested in the Lower Mainland. North Shore Connects is a partnership between the City, the District of North Vancouver, the District of West Vancouver, Squamish Nation and Tsleil-Waututh Nation. Despite Councils communicating residents' frustrations regarding transport, TransLink does not have the funding to improve the issue.
- How does the Housing Needs Report link to the Complete Communities project? The City will likely need to increase the number of schools, parks, hospitals and other amenities in order to achieve the Complete Communities concept alongside the additional housing capacity. **A:** There is a relationship between these two projects and a broader OCP update will address work resulting from the Provincial requirement to increase housing capacity.
- When will the OCP and zoning bylaw updates be presented to this commission for input? **A:** At the soonest, April 2025. Members' feedback will be sought but the timeline may fluctuate depending on the pace of progress.
- Can members review the full Housing Needs Report? **A:** Yes the full length Interim 2024 Report and 2021 Report are available on the City's website for the public to view.

S.Luce left the meeting at 7:23pm and the meeting was no longer quorate.

7. COMPLETE COMMUNITIES

7.1 This item was deferred to the following meeting.

8. COUNCILLOR UPDATE

8.1 This item was deferred to the following meeting.

9. ROUND TABLE

9.1 This item was deferred to the following meeting.

10. DATE OF NEXT MEETING

10.1 The next regular meeting is scheduled for March 12, 2025.

11. ADJOURN

11.1 The Chair adjourned the meeting at 7:23pm.

Certified Correct by the Chair

Meghan Mathieson, Chair