



## MEETING MINUTES

Minutes of the meeting held at City Hall in Conference Room A,  
141 West 14<sup>th</sup> Street, North Vancouver, BC on March 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.*

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### **Members Present**

Meghan Mathieson (Chair)\*  
Ryan Trudeau (Vice Chair)  
Bahare Eris\*  
Celeste Dempster  
Shelley Luce  
Krishna Raisinghani

Cllr. Don Bell  
Cllr. Holly Back

### **Absent**

Yusra Al-Nakeeb  
Anna Boltenko

Lailani Tumaneng (SD#44)

### **Staff Present**

Jennifer Draper, Deputy Director, Transportation  
Emily Macdonald, Planner 2  
Angela Negenman, Environmental Coordinator  
Eleanor Parrott, Committee Clerk – Secretary

*\*participated electronically*

The meeting was called to order at 6:05 pm.

### **1. ADOPTION OF AGENDA**

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

### **2. ADOPTION OF MINUTES**

2.1 Minutes of June 12, 2024 were approved as circulated.

2.2 Minutes of February 12, 2025 were approved as circulated.

### **3. BUSINESS ARISING FROM THE MINUTES**

3.1 None raised.

#### **4. ELECTION OF VICE CHAIR**

- 4.1 The Chair outlined the process to elect a Vice Chair. Ryan Trudeau nominated himself for Vice Chair.

It was moved and seconded:

THAT the Advisory Planning Commission elected Ryan Trudeau as Vice Chair of the Advisory Planning Commission;

**CARRIED**

- 4.2 Since the Chair was participating electronically, responsibility for chairing the remainder of the meeting was handed to the Vice Chair.

#### **5. SMALL-SCALE MULTI-UNIT HOUSING DRAFT ZONE AND IMPLEMENTATION**

- 5.1 The Planner 2 provided an overview of the Small-Scale Multi-Unit Housing (SSMUH) Draft Zone and Implementation:

- The SSMUH draft zone has been considered by other City Advisory Bodies as well as this commission.
- In 2023, the Province enacted Bill 44 with the overarching aim to ban zoning in numerous municipalities. The Province provided a policy manual alongside Bill 44.
- The SSMUH zone allows potential to increase density in line with the maximums set out but does not require property owners to build developments to meet the new density allowance.
- Existing zones that are now restricted by Bill 44 have been identified and used to map properties which now require a zoning update. The City's single family zone already permits a second suite and a coach house, so properties within this zoning do not need to be updated. The changes will apply to the City's duplex zone. Heritage properties that are protected by a Heritage Designation Bylaw are excluded. In total, 880 properties are affected.
- Affected lots permit up to 3, 4 or 6 units depending on proximity to certain bus stops on a transit route with buses stopping every 15 minutes on average. Those within 400 m of the prescribed bus stops will be permitted 6 units if they meet the minimum size threshold of 280 m<sup>2</sup>.
- The City is required to update its zoning bylaw to implement the SSMUH zone by June 1, 2025 in line with the extension granted by the Province.
- Other municipalities such as Vancouver and Victoria were early adopters of multiplex zones and can provide useful examples.
- The draft proposed zone primarily facilitates residential buildings with a maximum height of three storeys. The zone does not prescribe a specific housing form and it is likely that different types of housing will be developed on each lot to fit different lot sizes and contexts.
- The zone permits some other uses as well, such as home offices and accessory boarding use among others, as is the case today in the single-family and duplex zones.
- Staff are engaging with staff, designers and developers regarding the upcoming changes.
- Information including the draft zone will be available on the City's website soon.

*C. Dempster joined the meeting at 6:19pm.*

5.2 Members presented the following notable questions and comments:

- Why are some homes not identified as part of the SSMUH zone? **A:** The SSMUH zone will only affect properties which currently restrict the number of units on the lot in a way that conflicts with Bill 44. The properties not highlighted for the SSMUH zone already permit sufficient density, even if the development has not actually taken place.
- The Official Community Plan (OCP) sets out Council's long-term vision and generally permits more development than currently exists. The OCP outlines the extent of development that could happen. The Province has restricted hearings for certain types of development and Council is no longer permitted to refuse these applications.
- Information previously circulated to the public about the SSMUH zone implied that all lots would permit either 4 or 6 units, but 3 unit lots are also included now? **A:** The number of units to be permitted depends on two factors; lot size and proximity to certain bus stops. Lots of 280 m<sup>2</sup> or less will be permitted up to 3 units. Larger lots that are within 400m of certain bus stops will be permitted to have 6 units, those outside 400m will be allowed to have 4. This has been in the legislation since it was adopted.
- Can other uses be added to the zone, such as cafés and corner stores? **A:** Additional uses cannot be added before the SSMUH zone is presented to Council. Other uses could be revisited and considered at a later date possibly in 2026. The ongoing Complete Communities project help identify community needs for additional amenities such as cafés.
- What are the existing goals of the SSMUH zone? **A:** Climate and environment related goals are to preserve tree retention and ease ground and storm water management. Wellbeing related goals are to facilitate a range of housing choices, which will be achieved by not being overly prescriptive in the design guidelines. A mobility related goal is to facilitate a range of transport mode choices, which will be achieved through the design requirements which encourage accessible site design and bicycle parking spaces.
- Design guidelines are being developed by staff and will be presented to Council as part of the overall OCP updates later this year. The guidelines add an extra step in the development application process and provide a policy oriented lens to development application reviews.
- Will developments be subject to parking space minimums? **A:** No. The Province does not allow the City to include parking minimums for 6 unit lots and this links to their being closer to frequent transit routes. The City has chosen not to implement parking minimums.
- Can developers choose to provide parking spaces? **A:** Yes and it is likely that developers will include some parking spaces. Developments will be at a high price point and buyers are likely to expect some on-site parking.
- Density is supported but it is important to balance this with green infrastructure. How will green spaces be preserved? **A:** Soil based landscaping is included in the zoning bylaw. This will ensure a certain amount of each lot's area supports plants and trees.
- The Climate and Environment Strategy sets out tree canopy goals. Does this conflict with the SSMUH zone aims? How can both of these goals be achieved? **A:** It will be a challenge. Sites in the SSMUH zone will be constrained and underground parking is unlikely to be feasible unless site conditions support it.
- Is there a regulated setback that developers need to allow between properties, or will they be back-to-back? **A:** Setbacks must be 1.2m on sides, 3m at the front and 1.5m at the back.

- Can lots be combined to develop one large building containing the number of units that would be permitted on both lots separately? **A:** Although this would likely generate better developments, the legislation does not provide any incentive for lots to be combined in this way.
- Incentivising green space will help to avoid cramming properties next to one another.
- The City’s diversity of housing types is aesthetically pleasing and it is positive that the SSMUH zone continues to enable a range.
- Can affordable housing be included in the SSMUH zone developments? **A:** There is a provision that would enable the sixth unit of a 6 unit lot to be affordable but in reality there is very little appetite for developers to take up this option due to the associated property management difficulties.
- The Housing Needs Report highlighted a lack of multi-bedroom housing for families. Will the SSMUH zone properties accommodate this need? **A:** Staff will raise this with developers as part of the engagement process. Staff expect most of the units to be similar to townhouses in terms of size and number of bedrooms.
- Can a rental zone be developed? **A:** The Province granted all Cities the authority to zone for tenure previously and this option can be discussed in relation to general housing capacity. The draft SSMUH zone does not require or prohibit rental housing. It will be up to property owners and developers to decide what is most feasible and marketable.
- Council has expressed an interest in row housing developments as this increases density whilst allowing a greater green space around the building.
- Will fourplexes be managed by their own strata? **A:** This is not required by the SSMUH zone but is expected.
- The development of coach-houses will likely function best on properties with a back lane. **A:** There are challenges associated with adding units to an existing building, and it is not permitted in many cases. Staff expect that SSMUH developments will be in the form of a full redevelopment of a site, or possible one infill building on a lot with another existing building.

**6. LIVING CITY GRANTS**

- 6.1 The Environmental Coordinator provided an overview of the Living City Grants process and applications.
- 6.2 Members discussed their proposed allocations and reasoning for award amount suggestions.
- 6.3 It was moved and seconded:

THAT the Advisory Planning Commission has reviewed the 2025 Living City Grant applications and recommends that the grant funding be awarded as follows:

<b>Name of Applicant</b>	<b>Amount Recommended</b>
Carson Graham Secondary School	\$1,200
The Craft Pod	\$1,360
Get Out And Play	\$2,150
Queen Mary Community Elementary PAC	\$2,500
Vancouver Food Runners	\$3,000
Elements Society	\$3,000
Coho Society of the North Shore	\$10,000

North Shore Neighbourhood House	\$2,850
Green Bricks Education Society	\$3,940
<b>TOTAL</b>	<b>\$30,000</b>

AND THAT the grant funding for the following application is not funded:

<b>Name of Applicant</b>	<b>Amount Recommended</b>
North Shore Community Garden Society	\$0

**CARRIED**

*M.Mathieson left the meeting at 7:53pm.*

## **7. LIVING CITY AWARDS**

7.1 The Environmental Coordinator provided an overview of the Living City Awards process and nominations.

*B.Eris left the meeting at 8:00pm*

7.2 Members discussed the award nominations.

7.3 It was moved and seconded:

THAT the Advisory Planning Commission has reviewed the 2025 Living City Award nominations and recommends that the following be awarded in the respective categories:

- Ponnie Matin – Education and Awareness, Zero Waste, Urban Agriculture
- Mark Howard – Environmental Protection and Enhancement, Education and Awareness
- Ocean Ambassadors Canada – Community Group Education and Awareness

**CARRIED**

## **8. COUNCILLOR UPDATE**

8.1 Council is now holding 1-2 workshops per month in place of regular meetings. The workshops are open or closed to the public depending on the subject matter and in line with the Council Procedure Bylaw, 2015. The workshop format facilitates less formal discussion amongst Council.

8.2 The Harry Jerome Community Recreation Centre is on budget and on track to deliver to the timeline.

## **9. ROUNDTABLE**

9.1 Is there an update on the Capilano Mall project? **A:** Both the Capilano Mall and TransLink Bus Depot development applications have garnered significant public interest recently. Neither of these applications has been formally submitted to Council yet and therefore Council is not permitted to comment. The developers of these projects have engaged in early neighbourhood engagement and members of the public can contact developers

directly with further comments and questions. Both applications would require an OCP update if approved. This commission considers all OCP amendment projects.

- 9.2 Can Council facilitate a more open public engagement session similar to a town hall meeting format, to discuss major development applications? The Public Input period during Council meetings is too restrictive as it limits speakers to 2-minutes and does not enable Council to provide an immediate answer in response. Slowing down the development application process and allowing more time for public engagement would be welcome. **A:** The Province has limited municipal authority and public input. Council are not permitted to provide comment on an application until after the Public Input period has completed as per the Council Procedure Bylaw. This is to avoid Council bringing their own biases to the decision making process. In addition, the town hall meeting format is vulnerable to aggression toward elected officials which has increased over recent years. The Capilano Mall and TransLink Bus Depot developers have facilitated their own public engagement sessions and members of the public can contact developers directly with further comments and queries.
- 9.3 An online workshop or an online question and answer document updated regularly to address common themes raised by the public would help residents understand how their feedback is being addressed and considered. **A:** Councillors listen to and consider all the feedback they receive from a wide range of viewpoints in the City. Members of the public are not necessarily always aware that other residents have different perspectives to their own, whereas Councillors hear both sides of the argument.
- 9.4 Staff could consider inviting the City Solicitor or the Corporate Officer to present an overview of the Council process to aid members' understanding.

## 10. WORK PLAN FORWARD LOOK

- 10.1 The Deputy Director, Transportation outlined the items scheduled for the next meeting:
- TransLink Moodyville Bus Depot Development Application. The applicant will be invited to present and members will have the opportunity to pose questions and comments.
  - Lonsdale Great Street Project. The public engagement survey results are still being analysed.

## 11. DATE OF NEXT MEETING

- 11.1 The next regular meeting is scheduled for April 9, 2025.

## 12. ADJOURN

- 12.1 The Chair adjourned the meeting at 8:28pm.

Certified Correct by the Chair

April 9, 2025

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Meghan Mathieson, Chair

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Date