

AGENDA ADDENDUM

COUNCIL WORKSHOP

**Tuesday, May 2, 2017
5:00 p.m.**

**Committee Room, Municipal Hall
355 West Queens Road,
North Vancouver, BC**

Council Members:

Mayor Richard Walton
Councillor Roger Bassam
Councillor Mathew Bond
Councillor Jim Hanson
Councillor Robin Hicks
Councillor Doug MacKay-Dunn
Councillor Lisa Muri



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5:00 p.m.
Tuesday, May 2, 2017
Committee Room, Municipal Hall
355 West Queens Road, North Vancouver

AGENDA ADDENDUM

THE FOLLOWING LATE ITEMS ARE ADDED TO THE PUBLISHED AGENDA

3. REPORTS FROM COUNCIL OR STAFF

3.1 Progress Towards 2030: OCP Implementation Review File No. 13.6480.30/001.002

Recommendation:

THAT the April 28, 2017 report of the Manager – Community Planning entitled OCP Implementation Review Report Update is received for information.

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Memo

April 28, 2017

File:

TO: Mayor and Council

FROM: David Stuart, CAO

SUBJECT: OCP Implementation Review

Attached is a report from the Manager of Community Planning for the Workshop on Tuesday. It contains the additional information requested that is available as of today. There are three additional pieces that may be available for Tuesday but staff are wrestling with how to accurately present them; loss and replacement of low cost market and rental past present and future, development projections for the next five years (in addition to development presently approved and/or built) and light industry loss and potential replacement present and future by type. In some instances certain assumptions need to be understood and agreed upon in order to prepare the information, in other instances we either have incomplete information or the information is changing very rapidly every month. If we have an opportunity Monday to clarify Council's understanding and expectation of the information, we may be able to add it to the Workshop material on Tuesday.

A handwritten signature in black ink, appearing to read "David Stuart", is written in a cursive style.

David Stuart

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Council Workshop	Date: May 2, 2017
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____

_____ Dept. Manager	_____ GM/ Director	_____ CAO
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The District of North Vancouver REPORT TO COMMITTEE

April 28, 2017
File: 13.6480.30/001.002.000

AUTHOR: Tom Lancaster, Manager of Community Planning

SUBJECT: Progress Towards 2030: OCP Implementation Review Report Update

RECOMMENDATION:

THAT the report entitled “OCP Implementation Review Update” from the Manager of Community Planning is received for information.

REASON FOR REPORT:

This report provides supplementary and clarifying information related to the report entitled Progress towards 2030: OCP Implementation Review, dated April 12, 2017, as requested by Council at Workshops on April 18, 2017 and April 24, 2017.

SUMMARY:

This report contains:

- A) A draft Terms of Reference (TOR) for a new OCP Implementation Monitoring Committee,
- B) Information requested by Council during the Workshops on April 18, 2017 and April 24, 2017. All information available is presented in this report, and
- C) A list of information available at future dates that was requested by Council during the Workshops on April 18, 2017 and April 24, 2017.

BACKGROUND:

Council received a report entitled Progress towards 2030: OCP Implementation Review at the Council Workshop on April 18, 2017. At that workshop staff provided a detailed presentation of the report’s Executive Summary, during which Council asked clarifying questions and requested further information. Two additional workshop opportunities were identified to discuss the report’s findings; April 24, 2017 and May 2, 2017. Both additional and clarifying information was requested by Council to inform the supplementary workshops.

EXISTING POLICY:

The Official Community Plan 2011 (Bylaw 7900) provides the long-term vision for the municipality through to the year 2030 and includes goals, targets, and indicators. The OCP

focuses on a network of centres including the four key centres of Lions Gate-Marine Drive, Lynn Valley, Lynn Creek, and Maplewood. OCP implementation is supported by a number of other plans and policies.

ANALYSIS:

A) OCP Implementation Monitoring Committee

A new Terms of Reference (TOR) for a new OCP Implementation Monitoring Committee has been drafted, as identified in the scope for the January 9, 2017 Council Workshop OCP Implementation Review report.

Staff used input from Council (Workshops April 18 and April 24, 2017) and from a meeting with members of the old OCP Implementation Monitoring Committee (March 2017) to draft the new TOR. In summary, the role of the Committee will be:

- To work with staff and consultants, as required, on a review of OCP indicators, metrics, and monitoring;
- To assist in the development of a communications strategy for OCP implementation monitoring;
- To play a role in community engagement undertaken as part of the OCP Implementation Review process;
- To provide commentary on OCP implementation and specifically on elements such as employment, housing, climate change, transportation, etc.

The draft TOR is in Attachment 1 of this report.

B) Requested Information

The following information is provided in response to Council's discussion at the April 18 and April 24, 2017 Workshops.

- B.1* Clarification on North Shore population growth numbers, including local First Nations
- B.2* Amended Housing Continuum with preliminary estimates by housing type
- B.3* Development forecasting
- B.4* Clarification on attached and detached housing types
- B.5* Tenant relocation assistance information
- B.6* More information on secondary suites
- B.7* Estimates of rental units in strata buildings
- B.8* Purpose built rental units
- B.9* Unoccupied dwelling units
- B.10* Information on the single family renewal survey
- B.11* Dates of other relevant transportation infrastructure improvements
- B.12* Types of data provided through TransLink trip diaries
- B.13* Industrial lands change
- B.14* Distribution of business licenses
- B.15* Information on data sources and timing of data releases

B.1 Clarification on North Shore population growth numbers, including local First Nations

These population numbers expand on population information provided on p.9 of the Progress Towards 2030: OCP Implementation Review Report. North Shore population grew by 6,636, the Lower Mainland as a whole grew by 150,103 people from 2011 to 2016 (Figure 1).

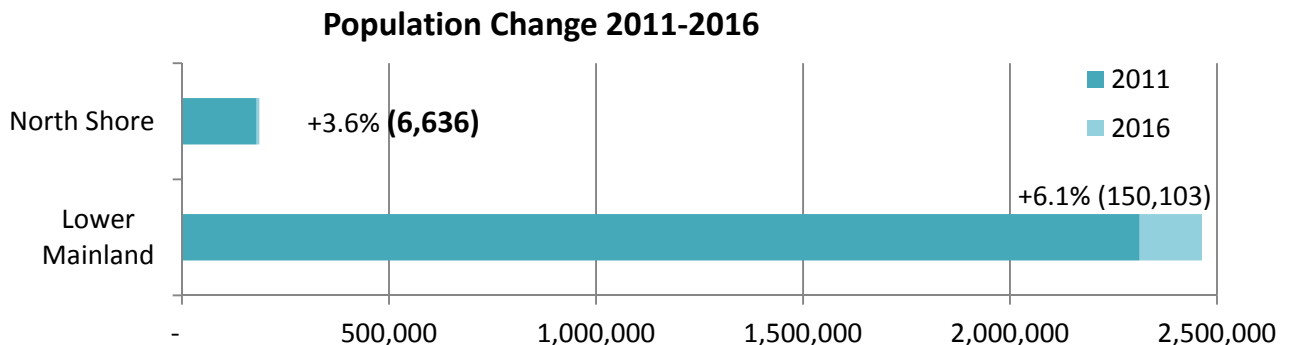


Figure 1: North Shore and Lower Mainland Population 2011-2016. Source: Statistics Canada.
 North Shore includes the District of North Vancouver, District of West Vancouver, City of North Vancouver and the First Nations Reserves. Lower Mainland is Vancouver CMA.

The District’s population grew by 1,523 people from 2011 to 2016. The remainder of the North Shore grew by 5,113 people in the same time period (Figure 2). Most of the population growth occurred in the City of North Vancouver, while West Vancouver had a slight population decline.

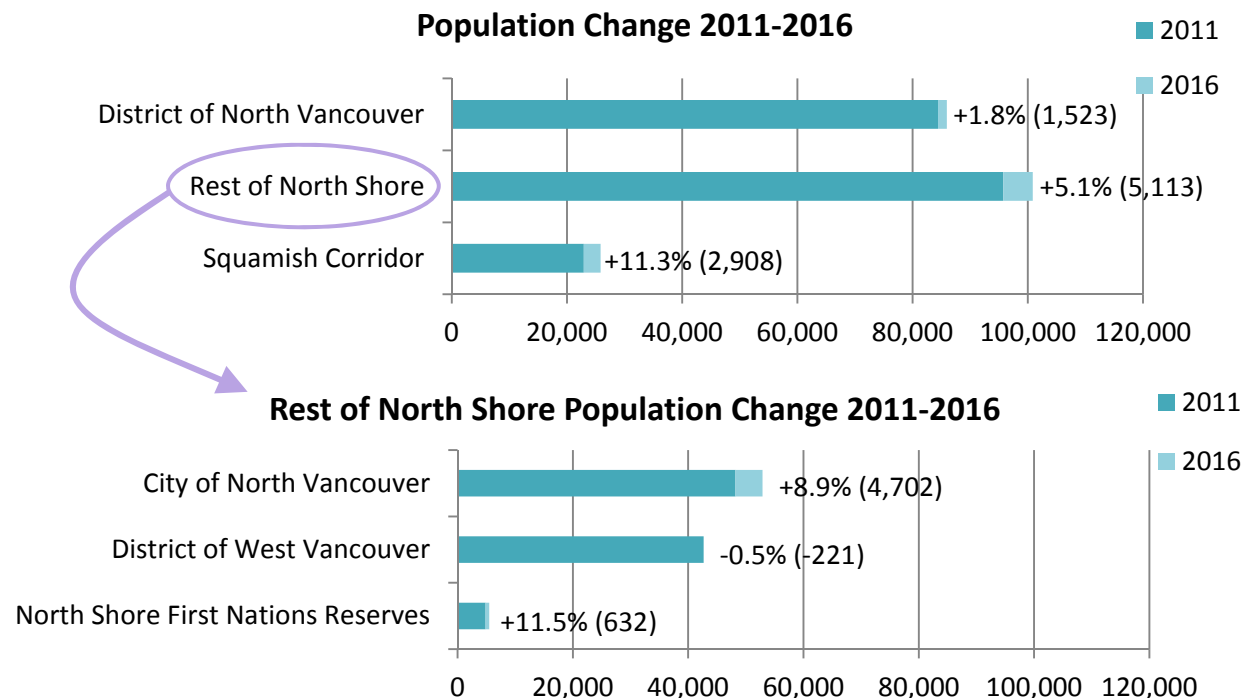


Figure 2: North Shore and Squamish Corridor Population 2011-2016. Source: Statistics Canada.
 Squamish Corridor includes Census Subdivisions Squamish District Municipality, Squamish-Lillooet Regional District, Lions Bay Village, Furry Creek, and Bowen Island. North Shore First Nations Reserves includes Tsleil-Waututh Nation and Squamish First Nation.

B.2 Amended Housing Continuum with preliminary estimates by housing type

The Housing Continuum image in the Workshop presentation on April 18, 2017 has been updated and also includes housing unit numbers.

		Current Units (end of 2016)	Target to 2030
NON-MARKET	SUBSIDIZED	Safe Houses	22
		Emergency Housing	45
		Supportive Housing	17
		Transition Housing	46
		Subsidized Rental	663 government 343 co-op
MARKET	RENTAL	Other Rentals	743 seniors, disability care
		Condo Rentals	Est. 20% of condos
		Coach Houses	9 (approved)
		Secondary Suites	4,367
		Purpose Built	Under review
	OWNERSHIP	Condos	Under review
		Townhouses (strata)	3,414
		Duplexes, Triplexes, etc.	88
		Row House (fee simple)	0
		Single-Family Detached	19,923
			Not yet available

B.3 Development Forecasting

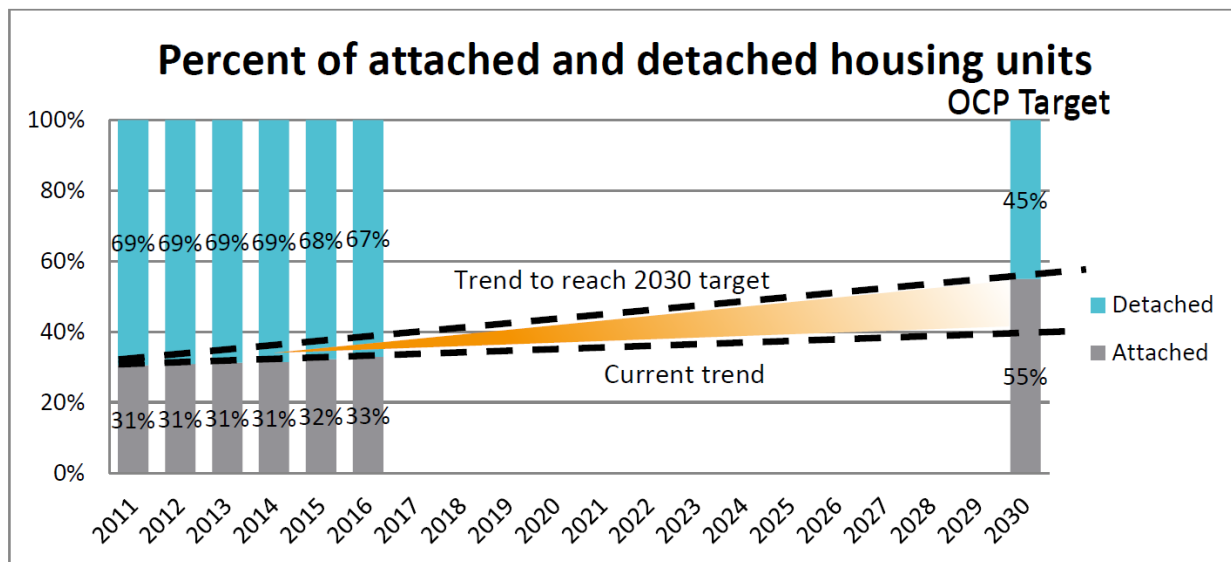
Development forecasts for the four key centres for the next five years 2017 to 2021 will be provided at a later date as they are currently under review.

B.4 Clarification on attached and detached housing types

The share of attached and detached housing types in the District from 2011 to 2016 (below and in p. 33 of the Progress Towards 2030: OCP Implementation Review Report) illustrate a gradually growing share of attached housing.

Attached housing includes apartments, townhouses, rowhouses, and multiplexes (e.g. duplex, triplexes, fourplexes). Detached housing includes single-family houses. As noted in the OCP Implementation Review Report, p. 33, the OCP target is based on counting

detached units as single-family houses, excluding secondary suites and coach houses as separate units.



Source: District of North Vancouver GIS.

To further illustrate the spectrum of attached housing Figure 3 illustrates shows different types of housing from least dense (left) to more dense (right). The image identifies “missing middle housing” as these forms are less common forms in many municipalities including the District where the majority of housing are detached single-family homes.



Figure 3: Types of attached and detached housing. Source: missingmiddle.com.

B.5 Tenant relocation assistance information

The District adopted a Residential Tenant Relocation Assistance Policy in November 2016. Two properties to date that have demolished purpose-built rental buildings have distributed tenant compensation packages. The two rental properties are Whitley Court (2601-2697 Whitley Court), which was redeveloped in 2009, and Mountain Court (1241-1289 E. 27th Street), redeveloped in 2016. The following relocation benefits to existing tenants have been awarded to residents in these developments:

- 111 tenants receiving a free month of rent,
- 85 tenants receiving a residency cash bonus, and

- \$457,644 spent by developer to assist with relocation

Currently, there are five development applications with existing residential tenants that will be eligible for tenant relocation assistance, and there are three development applications with existing commercial/industrial tenants will be eligible for tenant relocation assistance.

B.6 More information on secondary suites

There are authorized and unauthorized secondary suites in the District. While the District strives to collect information on both the number of unauthorized and authorized suites, it is assumed there are secondary suites that are not recorded or reported to the municipality. The District recorded 3,060 secondary suites in 2011 and 4,367 in 2016. This increase is a result of existing secondary suites now added to the District's database, as well as new secondary suites constructed.

Year	Number of recorded secondary suites
2011	3,060
2016	4,367
2021	4,882 projected

On average, 75% of new single-family issued Building Permits contain a secondary suite (average, 2011-2016). If this trend of 137 new single-family issued Building Permits per year (2011-2016 average) continues, an estimated 103 secondary suites would be built per year. In the five years from 2017-2021, an estimated 515 secondary suites could be built in new single-family construction. Not all 515 suites would be net-new: it is important to note that a rebuilt home may have had a secondary suite before, so it is a one-for-one replacement. In other cases, a new single-family home may contain a suite where there was none before.

B.7 Estimates of rental units in strata building

There are 826 multi-family strata buildings and 23 mixed-use strata buildings in the District.

Building Subtype	Number of buildings
Duplex	18
Fourplex	3
High Rise Apartment	9
Low Rise Apartment	71
Mixed-Use Multi Family	23
Townhouse	722
Triplex	3
Total	849

Among all strata buildings, there are 7,203 strata units. An estimated 20% of strata units are rented (approximately 1,441 units); a significant contribution to the rental housing pool.

B.8 Purpose built rental units

From 2011 to 2016:

- 177 new purpose built rental units were constructed, and
- 0 purpose built rental units demolished.

Looking forward, purpose built rental units to be demolished include:

- Mountain Court (75 units), and
- Emery Place (61 units).

B.9 Unoccupied dwelling units

Across the District, 1,508 private dwelling units are not occupied by usual residents (Statistics Canada, 2016 Census).

Cannot provide the breakdown by unit type at this time.

B.10 Information on the single-family renewal survey

Attachment 2 contains the top six issues from the single-family home renewal questionnaire from spring 2016.

B.11 Dates of other relevant transportation infrastructure improvements

Highway 1 Timeline	
Year	Name
2005	Cassiar tunnel improvements
2012	Port Mann bridge opens
2017-2018: Phase 1	Mountain Highway Interchange
Future: Phase 2	Keith Road/Seymour Parkway Interchange
Future: Phase 3	Main Street/Dollarton Highway Interchange
Future: Phase 4	Lynn Creek Connectivity Improvements

B.12 Types of data provided through TransLink trip diaries

The Regional Trip Diary survey is administered by TransLink every few years. The last Trip Diary was in 2011 (available on TransLink's website). The next Trip Diary is scheduled to be completed this year with the data to be released in 2018. The Trip Diary provides valuable travel information, including:

- Trips and trip rates
- Trips by purpose
- Trips by time of day
- Mode share (e.g. transit, walk, car, etc.)
- Trip length (distance)

Other variables: households income, dwelling type, driver's license, etc.

B.13 Industrial lands change

Building floor space area on industrial and light industrial commercial lands has increased by approximately 104,567 sq. ft. (9,715 sq. m.), or 1.3%, since 2011. Loss of building floor

space between 2011 and 2016 is due to demolition of older buildings and sheds in the industrial areas south of Marine Drive and Dollarton Highway. The number of units lost and gained is currently under review and will be provided at a later date.

Industrial land is currently being lost through redevelopment. Businesses are moving due to:

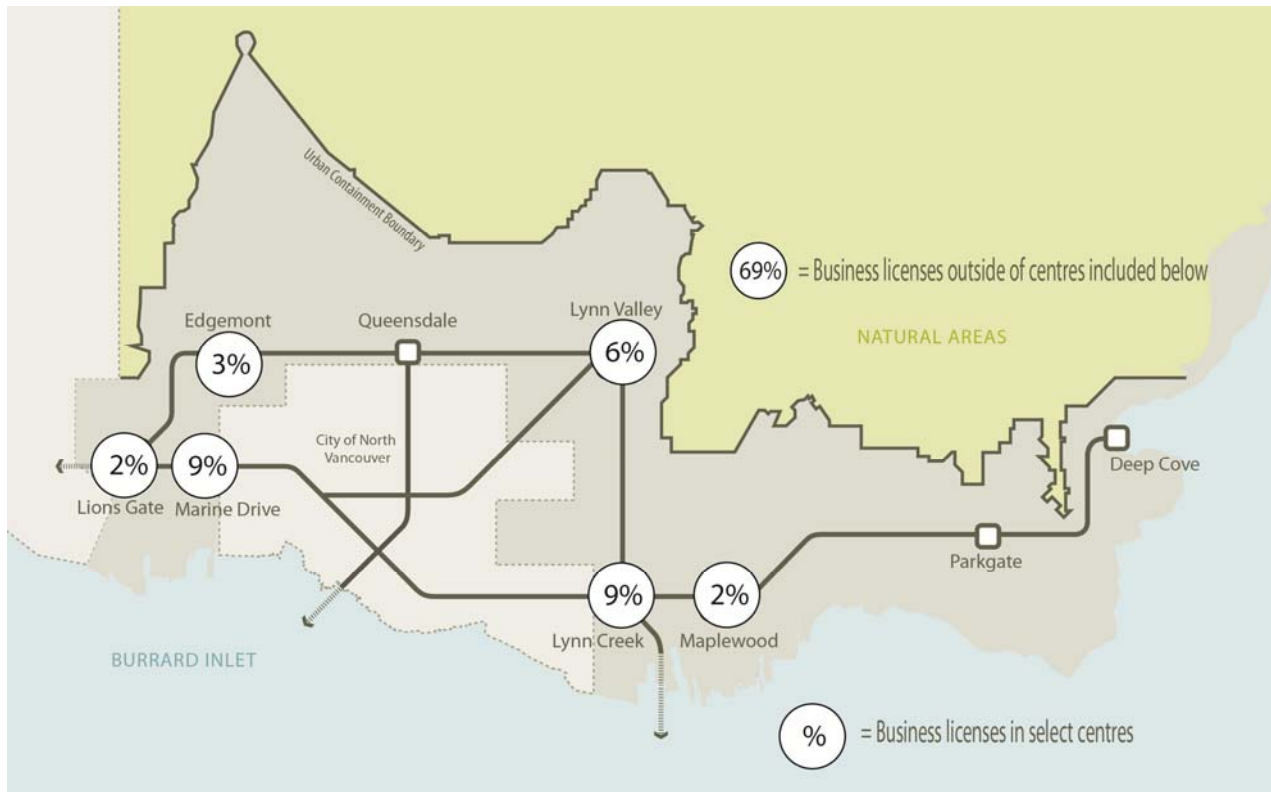
- the normal average churn rates of business,
- market forces,
- loss of land through redevelopment.

In the Lynn Creek and Maplewood Centres, there is an estimated net increase of 42 acres of employment lands.

- The Maplewood Village Area Concept Plan adds new industrial employment lands to the Maplewood Northlands and District-owned lands east of Riverside Drive.
- The plan also adds new light-industrial artisan employment lands in the Maplewood Village Centre.
- Staff is in the process of refining the concept plan in consultation with stakeholders and the community before returning the plan to Council for consideration.
- There is one application in the rezoning stage underway in Lynn Creek.

B.14 Distribution of business licenses

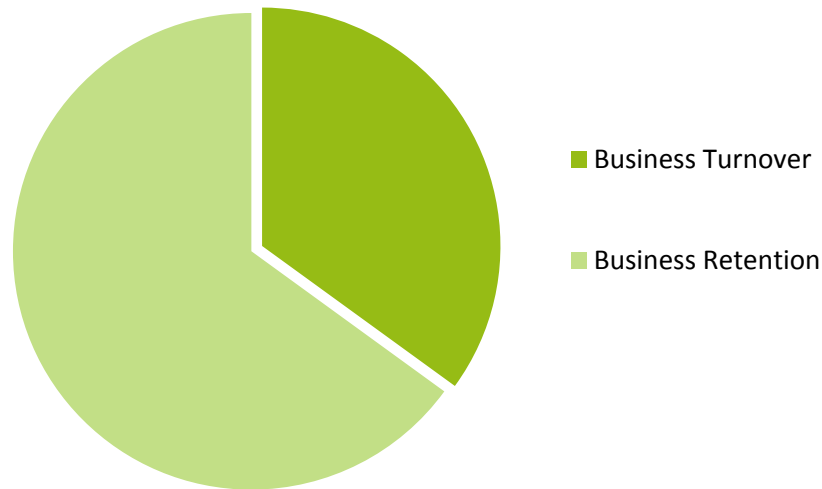
Between 2011 and 2016, the number of business licenses increased by 6.7% from 4,919 to 5,250 licenses. As shown on the map below many licenses (as of April 2017), are located in Town and Village centres. 69% of business licenses are also located outside of the centres indicated on the map. Between 2011 and 2016, home-based businesses comprised approximately 46% of District based businesses.



An analysis of business churn on industrial zoned lands between 2011 and 2016 indicates approximately one-third of businesses turned over on lands zoned industrial.

Approximately the same proportion of businesses on comprehensive development zoned lands with industrial uses turned over between 2011 and 2016.

Average Industrial Business Turnover 2011-2016



B.15 Information on data sources and timing of data releases

More Census data about the municipality will be released later in 2017 (Figure 4), and TransLink's Trip Diary 2017 data will be released in 2018.

Release date	Release topic
✓ February 8, 2017	Population and dwelling counts
May 3, 2017	Age and sex Type of dwelling
May 10, 2017	Census of Agriculture
August 2, 2017	Families, households and marital status Language
September 13, 2017	Income
October 25, 2017	Immigration and ethnocultural diversity Housing Aboriginal peoples
November 29, 2017	Education Labour Journey to work Language of work Mobility and migration

Figure 4: Statistics Canada 2016 Census data release dates.

In the Progress Towards 2030: OCP Implementation Review Report, the sources for the data are reported whether internal (District of North Vancouver) or external.

C) Identified information to be made available at future dates

- C.1 District resident incomes, demographics, housing preferences
- C.2 Mayors' Plan Phase 1 and Phase 2 transportation funding
- C.3 Health Care facilities/services
- C.4 In-kind CAC valuation
- C.5 GHG emissions sources, inventory, emissions description/explanation
- C.6 Strategy for dealing with issues related to Single Family housing renewals
- C.7 Exploring a tenant relocation survey
- C.8 Employment, income, age, occupancy, rental cost data
- C.9 Low cost purpose built rental projected demolitions

Conclusion:

Council wishes to complete a high-level review of progress made with respect to implementation of the Official Community Plan in the first quarter of 2017. After Council discussed the potential scope of the review, staff prepared an OCP Implementation Review Scope included in the Analysis section above, which was approved by Council on January 9, 2017. Staff collected and analysed all available data related to the scope of the implementation review, noted data gaps, and conducted a survey of residents of new multifamily developments built since 2011. The data and analysis are summarized in the original report, Progress Towards 2030: OCP Implementation Review, and provided in an Executive Summary. The development management plan included in the Council-approved scope is contained as a section within that report.

Supplemental and clarifying information was requested during the two Council workshops on April 18 and April 24, 2017. The information available at this time is included in section B) of this report. Information available at a future date is listed in section C)

Council also requested a draft Terms of Reference (TOR) for a new OCP Implementation Monitoring Committee at the regular meeting on January 9, 2017. A new draft TOR is included as an Attachment to this report. The development of this draft TOR was informed through discussions with members of the old OCP Implementation Monitoring Committee, as well as by Council discussion at the two April workshops on the topic of the Progress Towards 2030: OCP Implementation Review report.

Options:

1. THAT the report from the Manager of Community Planning dated April 26, 2017, titled Progress Towards 2030: OCP Implementation Review Report Update is received.
2. THAT staff prepare an amended Official Community Plan Implementation Review Report and return it to Council for consideration.

Respectfully submitted,

Tom Lancaster
Manager of Community Planning

Attachment 1: Draft Terms of Reference for OCP Implementation Committee
Attachment 2: Top six themes of concerns from Single-Family Home Renewal Questionnaire (spring 2016).

REVIEWED WITH:		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> NVRC _____
<input type="checkbox"/> Environment _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Facilities _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Human Resources _____	<input type="checkbox"/> Real Estate _____	

District of North Vancouver

Terms of Reference

OCP Implementation Committee

Name	Official Community Plan (OCP) Implementation Monitoring Committee.
Purpose	<p>The purpose of the North Vancouver District OCP Implementation Monitoring Committee is to encourage meaningful community engagement in the implementation of the OCP and to provide advice, as requested, on elements of OCP implementation, monitoring, and communications with the public.</p> <p>Specifically, the OCP Implementation Committee will provide advice regarding:</p> <ol style="list-style-type: none"> 1) Community engagement in implementing the OCP Network of Centres and other relevant Council Policy; 2) The direction of OCP Implementation to ensure consistency with the OCP Vision and Goals; 3) Other key aspects of the OCP such as housing diversity, ; 4) A review of the OCP monitoring program to ensure meaningful and appropriate indicators for monitoring progress on OCP targets.
Delegated Authority	There is no delegation of authority to the Committee.
Origin of Work	Work assignments for this Committee will come through the Manager of Community Planning and be consistent with the purpose of the Committee.
Membership	The Committee will be comprised of 12 - 14 members and two Council liaisons.
Appointment	
Qualification	<p>Up to 14 members at large, selected to represent a range of interests relevant to OCP implementation, which may include members bringing one or more of the following perspectives:</p> <ul style="list-style-type: none"> • youth and / or young adults

- family
- seniors
- housing
- transportation
- economy
- urban development and design
- sustainability / climate change
- community services

As the focus of OCP implementation is achieving the Network of Centres Vision, a minimum of 2 members of the committee will be from each of the communities in the following areas designated in the OCP (for a total of 8 members minimum from the following areas):

- Lynn Creek Town Centre
- Lynn Valley Town Centre
- Lions Gate Marine Village Centre
- Maplewood Village Centre

In addition, at least one member should be from the Edgemont Village area recognizing recent OCP implementation planning.

All members should be residents of the District of North Vancouver; however, an exception to the residency requirement may be made for individuals with unique qualifications and background.

Recruitment and

Selection

The Clerk’s Office will undertake a process of advertising for residents who are interested in volunteering for the OCP Implementation Committee. Names of interested residents will be received and reviewed by the Advisory Oversight Committee (AOC).

Appointment

The AOC will recommend appointees to Council for ratification.

Term

Members will be appointed for a term ending December 31, 2015.

If a member misses three consecutive meetings without giving reasonable cause to the Chair in advance, they will be deemed to have resigned.

Revocation of

Appointment

The AOC may recommend revocation of appointment, as may be deemed necessary.

Vacancy	Any vacancy created will be filled by a new appointee for the remainder of the term of the person being replaced.
Chair	The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present.
Duties	See "Purpose".
Work Plan	A work plan based on the Committee's purpose will be prepared jointly by the Committee and staff. The Committee may establish temporary working groups (for example on housing issues) from its membership as needed to advance the work program.
Budget	A modest budget for the Committee will be maintained by the Manager Community Planning as part of the OCP Implementation program.
Meeting Schedule	The Committee will meet as required through the determination of the Chair and staff. It is anticipated the Committee will meet approximately every 1-2 months in light of the OCP implementation program. A meeting between the Committee and Council will be coordinated from time to time to update on the work of the committee.
Procedures	Decisions of the Committee will be made by consensus.
Reporting	Oversight of the Committee will be the responsibility of the General Manager, Planning, Properties & Permits. The Committee will report quarterly, or as appropriate to Council.
Staff Support	Staff support to the Committee will be provided by Community Planning. Professional advice will be provided by District staff as needed.
Remuneration	Appointees will receive no remuneration for their service.
Conflict of Interest	Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staffs (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.
Code of Ethics	Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.
Dissolution	At the discretion of Council.

ATTACHMENT 2: Top six themes of concerns from Single-Family Home Renewal Questionnaire (spring 2016).

Excerpt from report for Council Workshop on June 10, 2016.

1. **New house size and impact.** This category includes concerns about height, placement, building coverage and setbacks.
2. **Loss of trees and vegetation.** Comments also include loss of green space, gardens, and mature plants.
3. **Transportation.** Examples of comments include truck traffic, parking (during construction and overall supply), road closures and delays.
4. **Garbage, debris and piles.** For example, dust, materials stored on streets, debris, and garbage on or near construction sites.
5. **Noise.** This includes comments on hours noise is permitted, and general complaints about construction-related noise.
6. **Change in neighbourhood character.** Comments reflected unease about changes to look and feel, and loss of older houses.