

AGENDA

COUNCIL WORKSHOP

Monday, September 28, 2020

7:00 p.m.

Council Chambers, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Mike Little

Councillor Jordan Back

Councillor Mathew Bond

Councillor Megan Curren

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Lisa Muri



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COUNCIL WORKSHOP

7:00 p.m.
Monday, September 28, 2020
Council Chambers, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. September 28, 2020 Council Workshop Agenda

Recommendation:

THAT the agenda for the September 28, 2020 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. July 13, 2020 Council Workshop

p. 7-15

Recommendation:

THAT the minutes of the July 13, 2020 Council Workshop meeting are adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Rental, Social and Affordable Housing Task Force: Interim Report

p. 19-59

File No. 01.360.20/078.000

Report: Darren Veres, Senior Community Planner, September 10, 2020

Attachment A: Report entitled Interim report to Council to address rental, social and affordable housing issues (September 2020)

Attachment B: Document entitled Revisions to Residential Tenant Relocation Assistance Policy

Attachment C: Membership List

Attachment D: Meeting Schedule

Attachment E: Rental Social and Affordable Housing Task Force Terms of Reference

Recommendation:

THAT the September 10, 2020 report of the Senior Community Planner entitled Rental, Social and Affordable Housing Task Force: Interim Report is received for information.

AND THAT staff report back to Council on the immediate action items recommended in the report.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the September 28, 2020 Council Workshop is adjourned.

MINUTES

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DISTRICT OF NORTH VANCOUVER COUNCIL WORKSHOP

Minutes of the Council Workshop for the District of North Vancouver held at 5:00 p.m. on Monday, July 13, 2020. The meeting was held virtually with participants appearing via video conference.

Present: Mayor M. Little
Councillor J. Back
Councillor M. Bond
Councillor M. Curren
Councillor J. Hanson
Councillor L. Muri

Absent: Councillor B. Forbes

Staff: Mr. A. Wardell, Acting Chief Administrative Officer
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. S. Ono, Deputy General Manager – Engineering Services
Mr. J. Gordon, Manager – Administrative Services
Mr. M. Hartford, Section Manager – Development Planning
Mr. M. Toland, Section Manager – Fleet & Solid Waste
Ms. S. Dale, Confidential Council Clerk
Ms. C. Archer, Clerk Typist 3

RESOLUTION TO HOLD PUBLIC MEETING WITHOUT THE PUBLIC IN ATTENDANCE

MOVED by Councillor BACK

SECONDED by Councillor HANSON

WHEREAS:

- the Minister of Public Safety and Solicitor General has issued Order M192; and,
- Order M192 requires British Columbia municipalities to use best efforts to allow members of the public to attend open meetings of council in a manner that is consistent with the applicable requirements or recommendations of the *Public Health Act*; and,
- the District has assessed its ability to allow members of the public to attend open meetings of council in a manner that is consistent with the applicable requirements or recommendations of the *Public Health Act*; and,
- the District has taken into consideration its Covid-19 Safety Plan as required by Worksafe BC; and,
- the District has determined that, at this time, it cannot safely allow members of the public to attend open meetings of council in a manner that is consistent with the applicable requirements or recommendations of the *Public Health Act* or its Covid-19 Safety Plan;

THEREFORE, this meeting of the Council for the District of North Vancouver is to be held without members of the public being physically present;

AND THAT the principles of openness, transparency, accessibility and accountability are being ensured through:

- Providing an online subscription service for residents to sign up and be apprised of upcoming meetings and the post-meeting availability of meeting minutes and meeting videos;
- Providing advance notice of this meeting in accordance with the *Community Charter* and advising the public on how they may participate in the meeting by providing public input;
- Providing the availability of the agenda for this meeting on the District's webpage six days in advance of the meeting;
- The live streaming of this meeting via a link readily available on the District's webpage;
- Maintaining the thirty minute public input opportunity at each regular meeting and the discretionary public input opportunity at each workshop;
- The ability of the public to provide input on agenda items by full two-way audio and video means;
- Adhering the rules of procedural fairness and acting with respect and courtesy at all times when hearing the public;
- Conducting meetings in a manner that resembles in-person meeting as much as possible;
- And reminding the public that they may contact Mayor and Council at any time on any topic via its council@dnv.org email address.

CARRIED

1. ADOPTION OF THE AGENDA

1.1. July 13, 2020 Council Workshop Agenda

MOVED by Councillor BACK

SECONDED by Councillor HANSON

THAT the agenda for the July 13, 2020 Council Workshop is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1. June 22, 2020 Council Workshop

MOVED by Councillor CURREN
SECONDED by Councillor BACK

THAT the minutes of the June 22, 2020 Council Workshop meeting are adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. 2055 Purcell Way – Council Early Input for a Development Permit With Variance for an On-campus Student Housing Building at Capilano University File No. 08.3060.10/003.20

Mr. Michael Hartford, Section Manager – Development Planning, provided an overview on a preliminary application at 2055 Purcell Way. Mr. Hartford advised that HDR Architecture Associates is applying for a development permit with variance to allow for a new three hundred and sixty-two bed student housing building to be located on an existing surface parking lot in the north portion of the Capilano University campus. The building is proposed as rental housing for Capilano University students with rental rates similar to other local post-secondary institutions.

Mr. Hartford detailed the site and proposal highlighting the following:

- The Capilano University property is approximately thirty-four acres in size;
- The proposed student housing building is to be located on an existing surface parking lot in the north portion of the campus property and approximately one hundred and ninety existing surface parking spaces would be removed to accommodate the building;
- The Bosa Arts Centre and the Campus Northern Transit Exchange are located to the south with a District-owned surface parking lot, currently leased to Capilano University, to the north;
- The property is designated in the OCP as Institutional and currently zoned Public Assembly;
- The proposal is consistent with the OCP designation and zoning and no OCP amendment or rezoning are required;
- The Zoning Bylaw includes siting area regulations for many institutional properties which set out the footprint of permitted development;
- The siting area regulations applicable to this site did not anticipate development in this area of the campus, and a variance would be required to change the permitted siting area to allow the proposed development;
- An additional variance will be required to reduce the number of required parking spaces on the property, both for the new building (to zero) and to account for the removal of existing surface parking spaces;
- The site is located in Development Permit Areas for Energy and Water Conservation and Greenhouse Gas Emission Reduction, Wildfire Hazard, Protection of the Natural Environment and Streamside Protection;
- The project is exempt from the requirement for a form and character development permit as it is an Institutional use but a detailed review of

development permit issues and applicable guidelines will be undertaken as part of a detailed application;

- The preliminary application for this project includes a six-storey building with two hundred and seven rooms and three hundred and sixty-two beds;
- The majority of the units are traditional double and single dormitory rooms;
- The ground floor is proposed to include shared facilities such as a dining hall and laundry;
- In accordance with the District's Construction Bylaw, this project is required to meet Step 2 of the BC Energy Step Code and Capilano University intends to set and achieve very high sustainability standards with this new facility, including achieving Step 4 of the BC Energy Step and a LEED™ "Gold" standard or equivalency;
- Staff will be reporting back on the Council resolution to require targets for GHGI as a condition of new development, both with and without rezoning;
- Capilano University will be contributing approximately 30% to the capital budget and the balance of the funding is expected through the provincial government's BC Housing Loan Program; and,
- The University is targeting an opening date of summer 2022 to coincide with the expiry date of the lease agreement for the existing leased student housing facility operated by the University off-site on Dollarton Highway.

Public Input:

Mr. Ryan Blades, Director – Facilities Services and Campus Planning – Capilano University:

- Spoke to the timeline noting that the Capilano University is targeting an opening date of summer 2022 to coincide with the expiry date of the lease agreement for the existing leased student housing facility;
- Thanked staff for their hard work; and,
- Advised he is here to answer any questions.

Council discussion ensued and the following comments and concerns were noted:

- Spoke in support of the proposal;
- Expressed concern with regards to increased traffic and parking issues;
- Encouraged implementing other modes of transportation;
- Suggested that additional opportunities for bicycle storage and electric charging stations be explored;
- Spoke to the issue of housing affordability;
- Encouraged forward thinking projects such as modular housing;
- Questioned how parking spaces will be allocated;
- Commented on the need for student housing;
- Questioned if commercial space can be supported by Capilano University students, employees and faculty as it would add vibrancy to the area;
- Requested that signage and notification be placed on Mount Seymour Parkway;
- Requested that staff report back on a traffic and parking analysis;
- Questioned if there was support for more density to lower the cost; and,
- Suggested expanding and diversifying the housing mix in the future.

3.2. 3700-3718 Edgemont Boulevard – Council Early Input for a Heritage Revitalization Agreement and associated Multi-Family Development (Preliminary Application)

File No. 08.3060.10/015.19

Mr. Michael Hartford, Section Manager – Development Planning, provided an overview on a preliminary application at 3700-3718 Edgemont Boulevard. Mr. Hartford advised that the site is currently two properties with ten residential units. The application proposes a Heritage Revitalization Agreement (HRA) to restore one of the two fourplex buildings and designate it as a protected heritage resource. In addition, two development options are proposed: 25 duplex units plus heritage fourplex for a total of twenty-nine units; or, a thirty-three row house units plus heritage fourplex for a total of thirty-seven units. The heritage fourplex units are proposed to be secured as below-market rental for a minimum of ten years.

Mr. Hartford detailed the site and proposal highlighting the following:

- The site is approximately 6,550 m² (1.62 acres) in size and located on the north side of Edgemont Boulevard and approximately half a kilometer from the Edgemont Village Centre and Capilano Road is approximately two hundred metres to the west;
- Each of the two lots is occupied by a two-storey fourplex building built in 1951;
- In the north-east corner of the eastern lot is a single-storey building constructed in 1971 containing two additional residential units;
- The six units on the east lot are strata condominiums and the four units on the west lot are under single ownership and operated as rental units;
- The two properties are listed on the District's Community Heritage Register as part of Shalal Gardens, a group of four similar buildings designed by architect Fred Hollingsworth;
- The Register notes the unique pinwheel configuration of the units as a unique approach to creating multi-family units in the early years of the development of the Capilano Highlands area;
- The Official Community Plan (OCP) designates the site as Residential Level 3: Attached Residential (RES3) which allows for duplex, triplex and row house development up to approximately 0.8 FSR;
- The site is currently zoned Multiple-family Residential Zone 1 or RM-1. RM-1 has no specific FSR provision, but the maximum number of units permitted is eleven for the two sites;
- Existing siting area regulations restrict redevelopment of the site to the footprint of the existing buildings;
- The site is located in Development Permit Areas for Form and Character, Energy and Water Conservation and Greenhouse Gas Emission Reduction and Streamside Protection;
- A detailed review of development permit issues and applicable guidelines will be required should the proposal proceed to the detailed application stage;
- There are two options for re-development that were presented in the preliminary application;
- Both options include relocation and restoration of one of the two fourplex buildings, with a location in the centre of the consolidated site;
- Two-storey, ground-oriented multi-family units are proposed in the east, west, and north areas of the property, framing the heritage building in the centre;

- Option 1 is for a twenty-five duplex units with 5 two-bedroom units and 20 three-bedroom units would be created, plus the heritage fourplex for a total of twenty-nine units;
- Forty underground parking stalls would be provided for the twenty-nine units which results in approximately 1.38 stalls per unit;
- Access to the garage would be at the west end of the site from Edgemont Boulevard;
- Option 2 is for a thirty-three row house units which would all be two-bedroom units and would be created, plus the heritage fourplex, for a total of thirty-seven units;
- Fifty-one parking stalls would be provided for a similar ratio of approximately 1.38 parking stalls per unit;
- Both options propose the same height and setbacks and a density of approximately 0.84 FSR which is slightly above the maximum of 0.8 FSR under the OCP designation;
- In both options, the units in the retained fourplex building are proposed to be secured as below-market rental for low-to-moderate income households for a minimum period of ten years;
- Final rent targets will be resolved as part of the detailed application and prior to the bylaws moving forward for Council consideration; and,
- Key topics for Council's discussion on this proposal would be the support for preserving at least one of the existing heritage fourplex buildings on the site and the support for an increase in density outside of a town or village centre location.

Public Input:

Mr. Ryan Deakin:

- Spoke to the history and revisions made to the proposal as a result of community engagement; and,
- Advised that he is here to answer any questions.

Council discussion ensued and the following comments and concerns were noted:

- Expressed concern with the massing of the building;
- Expressed concern with increased density in a single-family dominated neighbourhood;
- Expressed concern that the proposed development will create privacy issues;
- Commented that more non-market housing is needed in the community;
- Suggested that more public engagement is needed;
- Acknowledged the history of this property and spoke in support of protecting the heritage building;
- Spoke to the construction fatigue in the Edgemont Village area;
- Noted that most residents favoured the duplex option over the row house option;
- Expressed concern that existing tenants may be forced to relocate;
- Stated that housing in this area is not affordable;
- Commented that density should be directed to Town Centres; and,
- Commented on the lack of greenspace.

3.3. 1547-1599 Crown Street – Council Early Input for a Market and Non-market Rental Development (Preliminary Application)

File No. 08.3060.10/004.19

Mr. Michael Hartford, Section Manager – Development Planning, provided an overview on a preliminary application at 1547-1599 Crown Street. Mr. Hartford advised that the application proposes an eighty-five unit, six-storey rental building including eight non-market rental units. Should the project advance, a Housing Agreement will be required that secures the rental tenure, non-market rental rates and eligibility criteria.

Mr. Hartford detailed the site and proposal highlighting the following:

- The preliminary application, as originally submitted, was for a project under the Province's Affordable Home Ownership Program;
- Council reviewed the program in 2019 and was not supportive at that time;
- The applicant has revised the application to a rental project;
- The property is approximately 1,980 sq. meters and located on the south side of Crown Street between Mountain Hwy and Orwell Street, in the Lynn Creek Town Centre;
- The site is currently occupied by five single-family lots and is split-designated in the OCP as Residential Level 5 and 6;
- The blended FSR under these two designations would be 1.9;
- Given the land use designation, the proposal would require an OCP amendment to accommodate the proposed development at a proposed FSR of approximately 2.9;
- Zoning for the site would need to be updated to a new CD zone;
- The Site is located in Development Permit Areas for Form and Character, Energy and Water Conservation and Greenhouse Gas Emission Reduction and Creek Hazard;
- A detailed review of development permit issues and applicable guidelines will be required should the proposal proceed to the detailed application stage;
- The project includes a six-storey building with eighty-five rental units;
- A five meter wide dedication will be required on the west side of the site for the future Green Spine Linear Park;
- Proposed parking for the site has not yet been determined but it is anticipated will be below one parking space per unit and access to the underground parking garage will be from the northeast corner of the site near Orwell Street;
- Nine units or just over 10% of the units are proposed to be rented at below-market rates and this constitutes approximately 0.3 FSR for the project;
- The proposed unit mix for all units includes a mix of studio, one, two and three bedroom layouts, with 34% of the units as two and three bedroom units that can be considered suitable for families;
- A housing agreement would secure the units as rental and secure the rental rates and eligibility for the below-market affordable units;
- The project has attempted to create units;
- The nine non-market rental units would help to address housing challenges for low to moderate income households with incomes of between \$30,000 and \$85,000, and for middle income households with incomes of just over \$100,000;

- Rents for the proposed non-market units range from just under \$1,500 for a studio unit and is considered affordable to a household with an income of approximately \$58,000, for a two bedroom unit at just over \$2,400 per month, considered affordable to a household with an income of just under \$97,000;
- Proposed rents in the project for both the market and non-market units have not been finalized and are subject to further review at the detailed application stage; and,
- It is expected that final rent targets will be resolved prior to consideration of any rezoning bylaw by Council.

Public Input:

Mr. Norman Laube, Owner's Representative:

- Commented that the project is within walking distance from Phibbs Exchange, various amenities and shopping areas on Main Street, and close to highway entrances;
- Noted that the proposed development will meet Step 3 of the BC Energy Step Code;
- Spoke to the issue of affordability on the North Shore; and,
- Trying to make it work with an affordable component;

Ms. Allison Mennie, District Resident:

- Spoke in support of the proposed project;
- Opined that the development will help revitalize the area;
- Spoke to the close proximity to transit and amenities; and,
- Urged Council to approve the application.

Council discussion ensued and the following comments and concerns were noted:

- Spoke in support of the proposed development;
- Opined that the proposal is in keeping with the character of the neighbourhood;
- Commented on the need for more rental housing;
- Commented regarding the lack of street parking for local residents;
- Noted that the north-south connectivity will be improved;
- Expressed concern with the shadowing of the building and noted the importance of a shadow study;
- Commented on the generous amount of bike storage;
- Questioned what Squamish Nation's plans are for east of this site;
- Encouraged staff to work collaboratively with Squamish Nation;
- Spoke in support of lower parking stall ratios for this application;
- Commented that more discussion is needed regarding on-street parking management;
- Questioned the cost of the proposed units;
- Noted the importance of ensuring that the proposal is built to align with the District's climate targets;
- Commented that the proposed application may help alleviate the affordability crisis;
- Suggested converting parking stalls into storage space;
- Opined that a car-free development may help with affordability issues;

- Noted that there is a shortage of studio and one-bedroom units on the North Shore;
- Opined that unbundled parking stalls may effect the marketability of the project;
- Requested that staff report back with a parking study analysis;
- Requested that staff report back on storm water and flood hazard management;
- Questioned the mix of market housing units in the District; and
- Requested that staff recirculate the report on Town Centre Parking Rates.

3.4. Recycling Update

File No.

Mr. Steve Ono, Manager – Engineering Services, provided an update on the transfer of curbside recyclables collection services to Recycle BC effective July 1, 2020. Mr. Ono advised that a collection route efficiency review and Solid Waste Removal Bylaw update will be discussed in the fall.

Council discussion ensued and the following comments and concerns were noted:

- Questioned the amount of waste created;
- Requested that staff report back on current action at the regional, provincial and federal level to reduce and regulate single-use items; and,
- Expressed concern that District residents are experiencing challenges with the transition to Recycle BC's services.

4. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Mayor LITTLE

THAT the July 13, 2020 Council Workshop is adjourned.

CARRIED
(8:05 p.m.)

Mayor

Municipal Clerk

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REPORTS

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Council Workshop	Date: <u>SEPT 28, 2020</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

September 10, 2020
File: 01.0360.20/078.000

AUTHOR: Darren Veres, Community Planner

SUBJECT: Rental, Social and Affordable Housing Task Force: Interim Report

RECOMMENDATION:

THAT Council receives the report entitled "Rental, Social and Affordable Housing Task Force: Interim Report" of the Community Planner dated September 10, 2020 for information.

AND THAT staff report back to Council on the immediate action items recommended in the report.

REASON FOR REPORT:

To update Council on the work of the Rental, Social and Affordable Housing Task Force ("Task Force") and provide an interim report for Council's consideration.

SUMMARY:

The Rental, Social and Affordable Housing Task Force ("Task Force") has prepared an interim report (**Attachment A**) with recommendations to address the District's housing issues. The Task Force has also provided suggestions on how to strengthen the District's current Residential Tenant Relocation Assistance Policy (RTRAP)(**Attachment B**).

BACKGROUND:

The Rental, Social and Affordable Housing Task Force was struck on June 17, 2019 and is comprised of 11 members (**Attachment C**) representing a cross-section of District of North Vancouver residents and representatives from the not-for-profit housing sector, BC Housing and the development/construction industry. The Task Force has met 19 times since August 2019 (**Attachment D**).

The purpose of the Task Force (**Attachment E**) is to explore and identify innovative local government housing solutions and make recommendations to Council for action.

At the December 2nd, 2019 Regular Meeting of Council, the Task Force presented to Council as a delegation and provided a memorandum on the Task Force's membership, activities to date, and work plan. The Terms of Reference indicate that the Task Force will report to

Council as needed, but no less than twice yearly. It is anticipated that the Task Force will report to Council next before the end of their term in June 2021.

EXISTING POLICY:

Official Community Plan

The Official Community Plan includes the following goals which are applicable to the work of the Task Force.

Goal 2: Encourage and enable a diverse mix of housing types, tenure and affordability to accommodate the lifestyles and needs of people at all stages of life; and

Goal 3: Foster a safe, socially inclusive and supportive community that enhances the health and well-being of all residents.

Rental and Affordable Housing Strategy (2016)

The Rental and Affordable Housing Strategy provides goals and direction to promote the retention of existing rental, and the expansion of the affordable rental housing inventory with a focus on low and moderate income households, lower income seniors, students, persons with disabilities and vulnerable populations at risk of homelessness.

Residential Tenant Relocation Assistance Policy (2018)

The Residential Tenant Relocation Assistance Policy provides voluntary assistance measures to address the needs of displaced tenants in purpose-built rental buildings due to redevelopment.

ANALYSIS:

See **Attachment A** for the interim report authored by the Task Force and **Attachment B** for the Task Force's comments on the District's Residential Tenant Relocation Assistance Policy.

The interim report contains the Task Force's recommendations for immediate action to address housing issues in the District. The report also provides recommendations on the six goals contained in the current Rental and Affordable Housing Strategy, as well as next steps in the Task Force's work plan. One of these upcoming areas of work includes a continued review of the District's Residential Tenant Relocation Assistance Policy (see **Attachment B** for the Task Force's feedback to date on this policy).

Staff reviewed and discussed both documents with the Task Force and provided preliminary feedback for their consideration. Should these documents or any related actions be referred to staff, further analysis regarding possible implementation is required. Staff are looking for Council feedback on priority actions, issues and other input. Staff will review priority actions with regard to the Corporate Plan, Council Directions, available resources, and current work plan to implement Council's prior directions.

Financial Impacts:

Any financial impacts of the Task Force's recommendations have not been evaluated by staff at this time.

Conclusion:

The Rental, Social and Affordable Housing Task Force has prepared the attached interim report on the progress of their work and their recommendations for Council. They have also provided their comments on the District's Residential Tenant Relocation Assistance Policy for Council's information.

Options:

1. THAT Council receives the report entitled "Rental, Social and Affordable Housing Task Force: Interim Report" of the Community Planner dated September 10, 2020 for information.

AND THAT staff report back to Council on the immediate action items recommended in the report.

OR

2. THAT Council provides staff with alternative direction.

Respectfully submitted,



Darren Veres
Community Planner

Attachments:

- A. Report entitled "Interim report to Council to address rental, social and affordable housing issues" (September 2020)
- B. Document entitled "Revisions to Residential Tenant Relocation Assistance Policy"
- C. Membership List
- D. Meeting Schedule
- E. Rental, Social and Affordable Housing Task Force Terms of Reference

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

Interim report to Council to address rental, social and affordable housing issues

Prepared by the Rental, Social and Affordable Housing Task Force
September 2020

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Message to Council

The 2016 Rental and Affordable Housing Strategy (RAHS) report outlined six goals and a series of linked recommendations to address District housing challenges. Using the most recent data available to assess progress in meeting the goals of the original report, the Task Force has expanded on and begun to clarify the original recommendations.

However, given the current state of housing in the District and the pressing need for action, the Task Force has also identified several priority actions that can be acted on immediately to effect positive change. These are actions that would either have a short-term beneficial impact on the District's housing issues or require a long lead time to bring stakeholders on board. This Interim Report begins by listing those actions with the intent of highlighting them for Council's attention.

The remainder of the report is an interim review of the work of the Task Force to date—including a "Where we are now" overview, an update on the original goals and recommendations, and a brief summary of next steps.

Recommendations for immediate action

1. **Staff Resources:** Establish one or more high-ranking positions responsible for rental, social and affordable housing with a mandate to animate and coordinate the actions and recommendation raised in this Report. [All Goals]
2. **Lands and process:**
 - a. Source lands for rental, social and affordable housing. Consider District lands. [Goals 1 & 2]
 - b. Speed up development approvals for rental, social and affordable housing. [Goals 1, 2 & 4]
3. **Funding & partners:**
 - a. Access federal and provincial funding to support rental, social and affordable housing. Advocate for increased supply-side financing for the District but also for reduced demand for District financial housing support, for example by asking the Province to require post-secondary institutions to provide housing solutions for their international students. [Goal 6]
 - b. Partner with Indigenous groups and non-profits for delivery of rental, social and affordable housing. [Goal 6]
 - c. Allocate a percentage of community amenity contributions received as cash-in-lieu on every rezoning directly to a housing reserve fund. Create a process by which such monies can be used to increase available funds for rental, social and affordable housing (such as by providing development cost charge waivers, tax exemptions or other measures). [Goal 2]
 - d. Be prepared with rental, social and affordable housing project and infrastructure plans to take advantage of new funding from the Federal government due to the Pandemic. [Goals 2, 3 & 4]

4. Regulations:

- a. Conduct a technical analysis on implementing rental-only zoning within the next four to six months. [Goals 2, 3 & 4]
- b. Lobby the provincial government for changes to the *Residential Tenancy Act* to accommodate the important differences between secondary suites and purpose-built rental buildings to encourage an increase in secondary suite rentals. The RSTA regulations discourage secondary suites. [Goals 1 & 6]

5. Tenant impacts:

- a. Create a policy to minimize impact on tenants that are evicted or relocated and lobby the Province for more power to enforce tenant protection. [Goal 5, See also Appendix A]
- b. Partner with developers to create measures to accommodate people in need of housing where development has ceased. If land is going to remain empty due to the economy or delayed permitting processes, allow temporary modular, container or tiny homes to be located on the site to house people who might otherwise be homeless. [Goals 2, 4 & 6]

Signed with the names of the Task Force members.

Members: Kelly Bond
Keith Collyer
Bruce Crowe
Ian Cullis
Hesam Deihimi
Phil Dupasquier
Katherine Fagerlund
Heather Fowler
Derek Holloway
Ellison Malin
Michael Sadler

Where we are now

This report builds on the work of the District of North Vancouver's 2016 Rental and Affordable Housing (RAH) Strategy. Using the most recent data available, the Task Force has assessed the District's progress over the past three years in increasing housing choices to meet the diverse needs of residents of all ages and incomes. Our examination reveals that little progress has been made and that the goals and recommendations outlined in the RAH Strategy continue to be as relevant as ever. In addition to updating the RAH Strategy with new data, this report revisits and expands on the original recommendations to Council.

A synopsis of the current situation

British Columbia's housing crisis affects all communities and all families. Skyrocketing costs over the past decade have made it challenging to find affordable accommodation across the entire housing spectrum, with low- and middle-income earners the hardest hit. This is at odds with the objectives outlined in the District of North Vancouver's 2011 Official Community Plan (OCP), which had as a central objective the goal of increasing housing choices to meet the diverse needs of residents of all ages and incomes.

Almost 10 years have passed since the 2011 OCP and the situation has deteriorated:

- According to the Real Estate Board of Greater Vancouver, the benchmark price for a typical dwelling in North Vancouver rose 65.8% over the past 10 years. This has had spillover effects on the rental market, with median two-bedroom rents increasing 50% from 2011 to 2019.
- Statistics suggest that, although the District's population is growing, the net increase in the number of households is predominantly in the upper income brackets at the expense of those earning less than \$100,000.
- From 2011 to 2016, the number of renter households in the District increased by 15%¹, or 860 households. Meanwhile, from 2011 to December 31, 2019, only 490 net new multi-family residential market and non-market rental units were approved for occupancy permit.
- For the past 10 years, the District has for the most part had a vacancy rate below 1.0%, making it extremely difficult for people to find rental housing and likely contributing to higher rental rates. However, in the last two years the vacancy rate has climbed to 1.7% (2018) and 2.6% (2019).² For comparison, a healthy vacancy rate is between 2% to 3%.³

¹ Number of households by tenure type (Source: Statistics Canada Census 2011 and 2016).

² CMHC. "Vacancy rates by bedroom type, North Vancouver DM." <https://www03.cmhc-schl.gc.ca/hmip-pimh/en/TableMapChart/Table?TableId=2.1.31.3&GeographyId=2410&GeographyTypeId=3&DisplayAs=Table&GeographyName=Vancouver#TableMapChart/241017/5/North%20Vancouver%20DM> (accessed June 9, 2020)

³ Metro Vancouver Housing Data Book 2019. "Average Purpose Built Apartment Vacancy Rate" <http://www.metrovancouver.org/services/regional-planning/data-statistics/housing-data-book/Pages/default.aspx> (accessed April 23, 2020).

- At least four⁴ demovictions in the past few years have had tremendous impact on some of the District's most vulnerable households and reduced available housing types. For instance, the actual number of rental bedrooms available was reduced by 34⁵ after the four demovictions.

It is clear that what was a challenging situation in 2016 when the RAH Strategy was developed has become more complex and acute. The District needs an affordable and sustainable supply of housing options and, in particular, more options for renters that are compatible with the lower and middle ranges of actual working incomes for resident households.

Rental, Social and Affordable Housing Task Force update

In August 2019, the District formed the Rental, Social and Affordable Housing Task Force to report on the significant challenges of housing diversity and availability in North Vancouver. The Task Force's mandate was to explore and identify innovative local government housing solutions in regard to, but not limited to:

- retention and maintenance of rental buildings, social housing and affordable housing such as older strata buildings;
- the housing continuum;
- tenant relocation policies;
- providing housing diversity;
- housing definitions; and,
- partnerships.

The Task Force was also requested to make recommendations to Council for action on the above-noted and related issues.

Eleven individuals representing a diversity of interests were selected by Council from those who volunteered to serve on the Task Force. They generally included:

- one person who is currently renting;
- one person currently living in social housing;
- one person currently living in a co-op; [unable to find volunteer](#)
- one senior;
- one student;
- one representative of people with disabilities; [unable to find volunteer](#)
- one owner of a unit in an existing older strata building;
- one representative from the not-for-profit housing sector;
- one representative from BC Housing;
- one representative from the development/construction sector with experience in rental, social and affordable housing; and,
- two representatives from the community at large.

⁴ Canyon Springs; Mountain Court Phase 1; Emery Village; Maplewood Plaza

⁵ DNV Nov.28, 2019 staff memo, file: 13.6410.01/000.000

The group met once in August 2019 and at least twice monthly from September 2019 through March 2020 to analyze recommendations from the 2016 RAH Strategy, meet with housing experts and citizens, and review recent data to understand how housing issues have developed over the past three years. A database of researched articles was collected on the DNV “Basecamp” software. (In-person Task Force meetings were interrupted by the District’s COVID-19 restrictions, but three teleconference meetings have been held in June.) The position of chair has been changed every three months.

Main Topics discussed thus far:

August 7, 2019	Task Force member Introductions
September 11, 2019	Motion to use previous RAHS report, Chair elected for 3 months
September 25, 2019	Facilitator workshop
October 9, 2019	Task Force discussed update plans for RAHS
October 23, 2019	Rick Danyluk, Manager of Financial Services – Presentation on funding, incomplete
November 2, 2019	Sarah Bermel- Tour of River Woods Housing Co-Op in Parkgate
November 6, 2019	Raymond Kan and James Stiver, Metro Vancouver – Transit Oriented Affordable Housing (TOAH) Study
November 6, 2019	Mayor Mike Little
November 20, 2019	Michael Hartford, Section Manager, Development Planning, DNV
November 20, 2019	Dan Milburn, DNV General Manager Planning Properties and Permits, and CAC’s
December 2, 2019	Task Force delegation presented to Council
December 18, 2019	Michael Sadler, First Nations Director from BC Housing discussed Programs
January 9, 2020	Task Force discussed updates for RAHS Goals 3 to 6
January 23, 2020	Hesam Deihimi, Developer, presented Land Development Economics
February 6, 2020	Discussed Affordability for RAHS updated introduction
February 20, 2020	Robyn Adamache and Andrew Middleton, from CMHC
February 20, 2020	Ian Cullis discussed not-for-profits, and Targeted OCP Review
February 21, 2020	Naomi Brunemeyer, BC Housing Regional Director of Development
March 5, 2020	Dan Milburn DNV G.M. discussed RTRAP; Reviewed Facilitator list outstanding

Through their own diverse experience and collaborative work, the Task Force has identified a series of actions that Council must take to ensure the District has a healthy mix of housing diversity and availability to meet the needs of its population.

Rental and Affordable Housing Strategy review

As guided by the North Vancouver District's 2011 Official Community Plan (OCP), a key objective for the District of North Vancouver is to increase housing choices to meet the diverse needs of residents of all ages and incomes.

In 2016, the [Rental and Affordable Housing \(RAH\) Strategy](#) was developed with the input of District residents, non-profit housing providers, housing agencies and development industry representatives to advise on the implementation of the housing policies in the OCP. Goals, policies and implementation measures outlined in the RAH Strategy were intended to:

- guide the community, developers, Council and staff to increase the type and tenure of housing through revitalization and the mixed-use redevelopment of designated town and village centres, and
- place greater priority on addressing the needs of low- and moderate-income households to secure affordable housing choices.

Unfortunately, the RAH Strategy does not appear to have influenced development as it was intended to. Below, we summarize each of the RAH Strategy's areas of focus and provide an update on how the issue has evolved over the past three years.

Target households

As outlined in the existing RAH Strategy, a healthy community has a diverse range of housing types to accommodate the needs of residents of all ages, incomes, abilities and household sizes. The RAH Strategy focused on housing choices for low- and moderate-income households, including populations that are particularly vulnerable. These households are largely renters earning an estimated 30%-50% and 50%-80%, respectively, of the District's median rental household income. They include families, young adults and students, seniors, persons with disabilities and persons at risk of homelessness.

Amongst this demographic, a particular concern for this Task Force has been those who have been demovicted from existing "affordable" rental housing, as well as single-parent families. In the current market, it is exceedingly difficult for these populations to find two- or three-bedroom housing that is affordable while absorbing the costs of raising one or more children. The National Occupancy Standard, as established by CMHC, states that there needs to be at least one bedroom per cohabitating adult couple; per unattached household member 18 years of age and over; per same-sex pair of children under 18; per additional boy or girl, unless there are two opposite sex children under 5 years of age, in which case they can share a bedroom.⁶

⁶ CMHC "National Occupancy Standards."

https://cmhc.beyond2020.com/HiCDefinitions_EN.html#_Suitable_dwellings (accessed June 9, 2020)

The focus of the RAH Strategy and this report overlaps with the social housing, low-end market rental and market rental housing segments of the District’s housing continuum as shown in the figure below.

Non-Market Housing			Market Housing			
Emergency Shelters & Transitional Housing	Supportive Housing	Social and Co-op Housing	Low End Market Rental	Market Rental Housing	Entry Level Market Ownership	Market Home Ownership

Figure 1: Housing continuum (Source: District of North Vancouver Rental and Affordable Housing Strategy, 2016)

Affordability

The Canada Mortgage and Housing Corporation (CMHC) generally considers housing to be “affordable” when a household spends no more than 30% of its gross household income on shelter costs (rent, mortgage payments, property taxes, strata fees and heating costs). CMHC has also established a set of recognized and regularly updated affordability levels that are derived from the CHMC annual rental market survey. However, regional context is key in evaluating affordability. Given that the District’s median income is relatively high, this skews the measure of affordability for those with lower incomes.

The rising value of land and housing has impacted affordability. According to the Real Estate Board of Greater Vancouver, the benchmark pricing for a typical dwelling in North Vancouver has risen 65.8% over the past 10 years and 45.9% over the past five years. When values increase, landlords also tend to raise rental rates and we have seen this throughout the rental market, most acutely in the lower end of the rental market. This has put significant pressure on housing costs for the community’s lower- and middle-income households. With rising rental prices, the required income needed to sustain a household in the District’s rental market also rises, exacerbating barriers.

The data bears this out.

In 2016 (the most current year for which Statistics Canada data is available), the percentage of renter-occupied households that spent more than 30% of their income on housing was more than double that of owner-occupied households (44% versus 22%).⁷

Looking deeper, Figure 2 shows the increase in median monthly rent in the District between 2011 and 2019 and the resulting rise in minimum required household income for these properties to be considered affordable. (Please note that the data in this table are provided by CMHC. Recent searches on Craigslist in the spring of 2020 suggest much higher monthly rental rates.) In 2016, the median household income of renter households of *all sizes* in the District in 2016 was \$41,504 before taxes.⁸

⁷ Housing Affordability Definitions: A Brief Overview and Scenario. PowerPoint Presentation prepared for Council by Natasha Letchford and Brett Dwyer, February 11, 2019.

⁸ This compares to the median household income of District home owners of \$88,220 (CMHC Annual Report, adapted from Statistics Canada (2016 Census of Canada)).

Reviewing the Figure 2 data against that income, only a bachelor apartment would have been considered affordable for the median renter household in the District in 2016.

Median Monthly Rent					Required Annual Income Before Tax				
Year	Housing Type				Year	Housing Type			
	Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom		Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom
2011	\$ 855	\$ 1,020	\$ 1,200	\$ 1,470	2011	\$ 34,200	\$ 40,800	\$ 48,000	\$ 58,800
2012	\$ 885	\$ 1,066	\$ 1,200	\$ 1,625	2012	\$ 35,400	\$ 42,640	\$ 48,000	\$ 65,000
2013	\$ 900	\$ 1,110	\$ 1,300	\$ 1,635	2013	\$ 36,000	\$ 44,400	\$ 52,000	\$ 65,400
2014	\$ 923	\$ 1,130	\$ 1,350	\$ 1,625	2014	\$ 36,920	\$ 45,200	\$ 54,000	\$ 65,000
2015	\$ 950	\$ 1,175	\$ 1,361	\$ 1,690	2015	\$ 38,000	\$ 47,000	\$ 54,440	\$ 67,600
2016	\$ 991	\$ 1,223	\$ 1,375	\$ 1,870	2016	\$ 39,640	\$ 48,920	\$ 55,000	\$ 74,800
2017	\$ 1,045	\$ 1,296	\$ 1,690	\$ 1,709	2017	\$ 41,800	\$ 51,840	\$ 67,600	\$ 68,360
2018	\$ 1,143	\$ 1,451	\$ 1,775	\$ 1,835	2018	\$ 45,720	\$ 58,040	\$ 71,000	\$ 73,400
2019	\$ 1,248	\$ 1,538	\$ 2,000	\$ 1,931	2019	\$ 49,920	\$ 61,520	\$ 80,000	\$ 77,240

Figure 2: Median monthly rent in the District's primary rental market by bedroom count, and minimum required household income according to CMHC definitions of affordability, 2011-2019. (Source: CMHC Annual Report 2011-2019)

Rising land values and consequent rises in rents, and negative new rental housing starts could be expected to push some lower- and moderate-income earning families out of the District. This impact would appear to be supported by changes in the distribution of income categories in the District shown in Figure 3, illustrating that while there was a net gain in the number of District households, there was a significant loss of households at all income levels below \$100,000 per annum.

Household Income Category	2011 (Before Tax)		2016 (Before Tax)		Difference
Total Number of Households	30,550		31,120		570
Under \$20,000	2,680		1,995		(685)
\$20,000 to \$39,999	3,640	46%	3,210	38%	(430)
\$40,000 to \$59,999	3,865		3,360		(505)
\$60,000 to \$79,999	3,750		3,340		(410)
\$80,000 to \$99,999	3,310	54%	3,070	62%	(240)
Over \$100,000	13,310		16,145		2835

Figure 3: Analysis of changes in District income categories, 2011-2016. (Source: CMHC Annual Report 2011-2019)

To improve housing affordability, the recommendations in the RAH Strategy are as relevant today as they were in 2016:

1. Establish rental thresholds for new affordable rental units at the time of rezoning and through a signed Housing Agreement.
2. Use the established CMHC Affordability Criteria, as updated on an annual basis, to guide the determination of affordability levels.
3. Include provisions in the Housing Agreement to the effect that existing and potential renters are income tested to ensure that affordable units are provided to low and low-moderate income earners.

Rental demand and the housing continuum

In 2011, the OCP anticipated capacity for approximately 10,000 net new units in the District by 2030, with these units spanning the housing continuum to include everything from non-market subsidized housing through to ownership. Since 2011, we have seen an increase in units on the market ownership side of the housing continuum, but less progress in areas that address the housing needs of the vulnerable sectors of our population.

Figure 4 below illustrates the District's estimate of the net increase in housing units across the housing spectrum that would be needed to meet the change in demand from 2011 to 2030 based on population projections using census data. As guided by the Metro Vancouver housing demand estimates in the Regional Growth Strategy (Metro 2040) and the RAH Strategy, the District established an estimated 10-year demand (2016-2026) for affordable housing of 600-1,000 rental units.

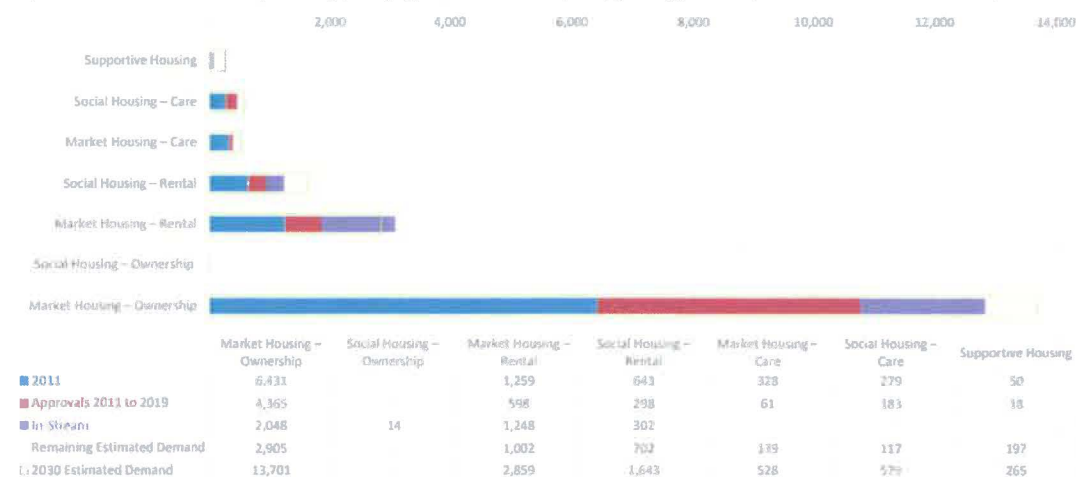
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DNV HOUSING			2011 (Units/Beds)	2030 Estimated Demand (Units/Beds)
SOCIAL AND SUPPORTIVE	SUPPORTIVE	Safe Houses	22	37
		Emergency Housing	0	50
		Transition and Recovery Housing	28	178
	SOCIAL	Seniors Care and Disability Care	279	579
		Subsidized Rental	643	1,643
		Ownership — Co-op	343	343
		Ownership — Co-housing	0	0
		Affordable Home Ownership	0	0
MARKET	RENTAL	Apartments above shops	28	26
		Seniors Care and Disability Care	328	528
		Coach Houses	0	80
		Secondary Suites	4,295	6,930
		Multifamily	1,259	2,859
	OWNERSHIP	Strata Apartments	3,793	10,143
		Townhouses	2,565	3,485
		Duplexes, Triplexes, etc.	73	73
		Row House	0	0
		Single-Family Detached	19,944	19,794

Figure 4: The District's housing continuum showing the number of units of each type in 2011, the estimated demand for each type of unit in 2030, and the number of units that would be needed between 2011 and 2030 to address this estimated demand (Source: District of North Vancouver, 2018)

As illustrated in Figure 5, between 2011 and 2018, the District approved market and non-market rental units that address a portion of the estimated housing demand. (This information represents the best numbers available to date. The District is continually working on new and better ways to track units, so these numbers will continue to be updated.)

Figure 24. Status of Multi-family Housing (2011, Approvals 2011-2019, In-Stream Applications, and 2030 Estimated Demand)



Approvals 2011 to 2019 includes:

- rezoning applications approved after OCP adoption (2011),
- rezoning applications approved before OCP adoption (2011), but occupied after OCP adoption (2011), and
- Development Permits approved after OCP adoption (2011).

In-Stream (as of July 15, 2020) includes:

- rezoning applications at the Preliminary stage of application review,
- rezoning applications after the Preliminary stage of application review, but before the Detailed stage of application review, and
- rezoning applications at the Detailed stage of application review,

Remaining Estimated Demand = the 2011 count plus Approvals after OCP adoption (2011) to 2019, subtracted from the Estimated Demand.

The number of In-Stream applications for Market Housing - Rental, if approved would result in an exceedance of the estimated demand by approximately 246 units.

Source: District of North Vancouver

Figure 5: Number of units approved in the District between 2011 and 2018 (Source: District of North Vancouver, 2019).

Reviewing Figure 3 data regarding household income against the assessment of housing demand in Figure 4, the Task Force strongly believes that the housing demand model and the consequent focus on new development needs to be reconsidered. As shown in the graph, progress has been made in adding units across several housing categories, but there is an observable lack of progress in the area of non-market rental. Given District's income demographics (including the noticeable loss of households in the low- to moderate-income brackets), we see the need for more housing choices, particularly in subsidized rental, co-op and co-housing.

New units are also being developed in the District as local First Nations expand the housing stock on their lands. However, these plans are not co-ordinated with District plans. As an example, Through the Tseil-Waututh Nation's Takaya developments, 1,089 units (as of February 2020) have been built in the Ravens Wood community over the past 25 years. The Nation is currently developing a 500-unit project that when complete will bring the total number of units to 1,550.⁹ These are both purpose-built rentals and lease hold property, and units are priced at market for non-band members. The Squamish Nation

⁹ Takaya Developments. <https://twnation.ca/about/our-businesses/takaya-developments/> (accessed April 23, 2020).

also has extensive land on the North Shore and has recently created a housing society to address the Nation's need for affordable and supportive housing for its members.

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Rental, social and affordable housing goals

The 2016 RAH Strategy outlined six goals to support rental and affordable housing, along with a series of recommendations to help the District achieve these goals. Given that little progress has been made over the past three years to ensure an accessible and diverse mix of housing types, the Task Force believes that the RAH Strategy's goals are as relevant as ever. However, we have expanded upon the list of recommendations to reflect the many areas where significant action is needed.

We believe it is crucially important that Council address these goals through the lens of sustainability. The OCP included ambitious greenhouse gas emissions targets and in July 2019, Council declared a climate emergency. The ongoing climate crisis, the potential for natural disasters like earthquakes and tsunamis, and other profoundly disruptive events point to the need to shift away from short-term decisions focused on the immediate bottom line. The Task Force believes it is essential that housing is considered within this broader context. For example, although the initial upfront investment to build units that meet high sustainability standards may seem higher than using conventional building design, the reduced long-term operating costs and reduced emissions and carbon footprint associated with green buildings must be taken into account.

GOAL 1: Expand the supply and diversity of housing

The RAH Strategy mimicked the objectives of the 2011 OCP in predicting that growth towards 2030 would see the majority (75%–90%) of new housing planned by the District added in key growth centres, while preserving the neighbourhood character and lower density of established neighbourhoods. The anticipation was that increased supply of housing in centres would add diverse multi-family housing choices (in terms of type, tenure, unit sizes, etc.) for District residents, and theoretically encourage competitive pricing for homes.

The District must expand the supply and diversity of housing to meet the diverse needs of its diverse residents. There are many innovative practices the District can adopt – from encouraging tiny homes and coach houses to supporting co-housing initiatives to helping seniors retrofit their homes into smaller rentable spaces. Our most vulnerable populations must not be overlooked, particularly single-parent families, the disabled and low-income earners.

Recommendations to Council:

1. Continue to increase diverse housing opportunities in town and village centres in accordance with OCP and centre implementation plan policies.
 - a. Focus on transit routes where parking requirements may be reduced to deliver housing
 - b. Explore inefficient uses of land (District-owned, public and private) in areas appropriate for gentle densification, such as two- or three-storey townhomes, suites and duplexes.
 - c. Create town centre specific housing action plans that include more affordable rental and co-op options, to ensure the town centre concept is achieving its desired effect of reduced car use.
2. Explore new building methods and revise building codes to accommodate potential alternatives for construction, such as pre-fab and 3D printing as well as tall wood-frame buildings using cross-laminated timber.

3. Create bylaws to support new types of housing that could be added into the District's diverse housing landscape.
 - a. Consider policies to support tiny homes, modular housing and container housing, as well as policies to support a party wall ownership model.
4. Support co-op housing platforms and projects and introduce co-housing as an option. These can include student and senior co-housing, as well as single-parent co-ops.
5. Recognize the risk of creating an economically divided North Vancouver and ensure affordable options are placed throughout the municipality.
 - a. Explore the option of minor densification in single-family neighbourhoods, such as tiny homes, coach houses and basement suites.
6. Encourage greater acceptance of supportive housing for homeless populations.
7. Create emergency housing and plan for emergencies with community centres and schools. Consider using these facilities as homeless shelters.
8. Consider the environmental impacts and benefits of amenities with net zero requirements.
9. Encourage more duplex/triplex living.
10. To recognize the value and importance of pets in our lives, create a pet-friendly policies to ensure the availability of pet-friendly rental accommodations.
11. Be a leader in providing more than the basic requirements in building for persons with disabilities.

GOAL 2: Expand the supply of new rental and affordable housing

The RAH Strategy spoke with optimism about a perceived renewed interest in new purpose-built market rental. The report suggested that some developers were taking advantage of low interest rates, higher rental returns, municipal incentives and other factors to develop market rental housing.

Despite the good intentions and optimism expressed in the original Goal 2 that we would see an expanded supply of new rental and affordable housing, the supply of affordable rental housing in the District has decreased. However, there is some potential good news. Renewed interests from senior levels of government in funding the construction of new affordable and rental housing via various programs (sponsored by BC Housing, Housing Hub and CMHC in partnership with non-profit and for-profit developers) for the purpose of delivering below market and market rental units offers some hope for progress.

Recommendations to Council:

1. Expand the supply of rental and affordable housing in a manner that is consistent with the OCP, and enables low- and moderate-income households to access transit and community services, retail and employment within walking distance from their homes.
2. Use incentives to encourage development applicants to demonstrate how their proposed project will support rental and affordable housing in the District.

3. Ensure that new rental includes a range of units (i.e., number of bedrooms) to suit the needs of families and other households by requiring that a minimum percentage of units in new developments (35%-45%) be two or three bedrooms.
4. Review district parking policy for opportunities to increase affordability of housing.
5. Continue to apply the strata rental protection policy, recognizing that strata rental provides an important source of market rental housing.
6. Reconsider policies – such as the flexible framework for Lynn Valley – that are in conflict with meeting the town centre housing targets.
7. Shorten the approval process for rental, social and affordable housing projects by previewing projects to Council for input and by pre-zoning in some areas.
8. Require developers to provide rent subsidies for existing tenants during the construction period.
9. Compare new rental developments by number of bedrooms replaced and by square footage.
10. Provide density bonusing for rental and below market rental developments of between 0.5 to 1.2 for rental and below market rental applications.
11. Explore the inclusion of rental caps at the time of rezoning for applications that receive density bonusing, CAC exemption and expedited approval process.
12. Explore opportunities for redeveloping properties along main transit corridors, such as those having bus service at 15-minute intervals for most of the day, and/or within walking distance to town centres for rental-only zoning.

GOAL 3: Support and facilitate the maintenance and retention of existing affordable rental

As stated in the RAH Strategy, existing, older purpose-built rental housing makes an important contribution to the affordable rental inventory in the District, and provides a key source of more affordable housing for low- to moderate-income families and other households. Progressive maintenance and restoration of these buildings is needed to extend their service life and to ensure their functionality and liveability for residents.

Another important consideration is that maintaining an existing building or upgrading it to meet new energy-efficiency targets can have less of an environmental impact than demolishing the building and constructing a new structure on the site.

Recommendations to Council:

1. Enable the appropriate enforcement of the Standards of Maintenance Bylaw in consideration of other applicable policies.
 - a. Review the Bylaw and update as necessary relative to acceptability and enforceability.
 - b. When revising the Bylaw, consider social, environmental and monetary impacts in that order.

- c. Retain/designate qualified personnel to monitor Bylaw compliance. Explore partnerships with other north shore municipalities to share staff. This could include retaining, designating or training District staff or using a specialist consultant.
2. Prioritize the maintenance, restoration and retention of purpose-built multi-unit rental buildings in consideration of applicable town centre plans, objectives and policies.
 - a. Create a registry/matrix of existing purpose-built multi-unit rental buildings and populate with relevant information (e.g., # of units of each type, age, Facility Condition Index (FCI) or equivalent).
 - b. Prioritize retention of existing purpose-built multi-unit rental outside of OCP centres. This is in consideration that OCP centres are suitable for redevelopment to fit with the overall vision for that centre and such properties have largely already been absorbed for redevelopment purposes.
3. Create a framework that will facilitate the maintenance, restoration and retention of purpose-built multi-unit rental buildings.
 - a. Explore partnerships to help support maintenance and retention (e.g., Landlord BC, residential tenancy branch).
 - b. Establish policies/practices to implement partnership support in maintaining existing purpose-built rental stock.
 - c. Streamline/prioritize building permits for renovation of existing purpose-built rental stock
4. Establish incentives for landlords/owners to retain existing purpose-built rental stock. These could include penalties, fees or financial incentives (e.g., taxes, carbon off-sets). Also consider financial contributions to repairs (e.g., VHF Heritage Energy Retrofit Grant).
 - a. Consider maintenance and retention policies that would include other types of rental stock, such as secondary suites.
5. Create a body that assists elderly homeowners in ways that may reduce the demand to build more seniors homes.
 - a. Provide assistance for retrofits to add accessibility aides, such as grab bars, ramps and chair lifts – so seniors can age in place.
 - b. Explore options for allowing the subdivision of homes to accommodate other senior

GOAL 4: Enable the replacement of existing rental housing with conditions

The RAH Strategy recognized that even with ongoing and regular maintenance, once a residential building is 50 or 60 years old, several major mechanical components may need to be replaced outright. Higher maintenance costs associated with this work may be reflected in higher rents and/or sub-standard living conditions if maintenance is deferred. On a case-by-case basis, the condition of an existing rental building may warrant redevelopment.

Recommendation to Council:

1. Review all applications for the replacement of existing rental on a case-by-case basis to determine if there are any aspects of the application that offer the District leverage to negotiate benefits to the stock of affordable rental housing with particular reference to accommodating existing tenants and diversifying the types of units. Consideration should be given to the replacement of units to reflect the number of bedrooms and affordability of original units, or some combination thereof, to meet the affordable housing needs of families and other households.

GOAL 5: Minimize impacts to tenants

The RAH Strategy noted that the demolition of older multi-family rental buildings has raised concerns for displaced renters who may face significant challenges finding suitable affordable housing in a low vacancy rate climate. This concern had not been adequately addressed.

The District needs a *revised* Residential Tenant Relocation Assistance Policy that outlines procedures that go beyond provincial legislation in the *Residential Tenancy Act* to help current tenants find alternative and affordable accommodation. The revised policy should include the requirement that developers/landlords must to provide advance notice to tenants, assistance with relocation (including swing housing or rental top-up), a moving cost allowance, right of first refusal in the new building, and a long-term tenant bonus.

Recommendations to Council:

1. Work with land owners and developers to explore a phased approach to development where feasible and to minimize impacts to existing tenants.
2. Create a revised Residential Tenant Relocation Assistance Policy that ensures tenants are provided with adequate compensation for their demoviction and relocation costs, as well as with acceptable temporary (or permanent) new housing.
3. Adopt revisions to the Tenant Relocation Assistance Policy as indicated in Appendix 1. The revisions address many gaps in the existing policy and brings it in line with current standards elsewhere in Metro Vancouver.
4. Appoint an outside consultant or staff person (perhaps same person as in our priority measures) to manage the relocation process, doing so by the use of standardized forms and procedures to make sure the process is accountable and fair to all tenants.

GOAL 6: Partner with other stakeholders to help deliver affordable housing

Addressing the affordable housing needs of lower and low- to moderate-income households will require partnership and collaboration with diverse community partners. Efficiencies can be realized when affordable housing is constructed as part of a market housing or mixed-use development project.

The day-to-day operation of affordable housing units and provision of services to tenants, as needed, is often managed by non-profit housing providers. Capital grants or other financing from provincial and federal governments can strengthen the economic feasibility of an affordable housing project. Strategic use of District-owned lands, which may involve a long-term lease, can help leverage senior government funding.

Recommendations to Council:

1. Seek opportunities to partner with community stakeholders (including First Nations, school boards, churches, private agencies and senior government) towards achieving affordable housing goals.
2. Explore opportunities to use District-owned land to build affordable housing.
3. Leverage District-owned lots for affordable housing in a manner that is consistent with the OCP.

Implementing this strategy and its recommendations

Successfully expanding rental, social and affordable housing options in the District will require regular data collection and monitoring to ensure alignment with changing community needs. A reporting framework will provide a consistent and comprehensive way to track important housing metrics and can inform future adjustments. Implications to the existing funding levels will be considered with the long-term funding strategy.

Recommendations to Council:

1. Establish a reporting framework to routinely monitor appropriate affordable housing metrics (not limited to the number of units and bedrooms) and level of affordability of existing and new affordable units, by project and by area.
2. Track metrics, including number of partnerships, number of units and bedrooms built due to partnerships and dollars leveraged.
3. Track the number of people being demovicted as part of the standardized relocation forms that developers must submit as part of the redevelopment process.
4. Report on these metrics for each applicable residential development application and on a consolidated annual basis and compare to projected demand estimates.
5. Consider the allocation of Community Amenity Contribution funds for affordable housing, on a case-by-case basis, and subject to consideration of the District's long-term funding strategy.

Next steps

The Task Force's research, discussion and analysis has identified other areas for exploration in the next phase of its work. These include:

- Developing a list of key indicators of data that can be tracked and monitored.
- Reviewing parking requirements and other barriers that are preventing higher take-up of coach house and secondary suite rentals.
- Exploring ways to develop sensitive infills on single-family lots, converting larger homes into two or more units or joining two houses together to create four to six units.
- Reviewing legislation that encourages free simple row houses.
- Rethinking traditional land use – such as using cul-de-sacs as possible sites for multi-family housing.

Over the next period of its work, the Task Force will explore the following issues under each aspect of its mandate:

- **Retention and maintenance of rental buildings, social housing and affordable housing such as older strata units**
 - Determine accurate accounting of building so far to move ahead
 - Explore existing inventory and its status
 - Request/develop Council feedback plan
 - Offer incentives to landowners to retain and maintain their current properties
 - Develop an aging-in-place program so seniors can live longer in their homes
 - Create green demonstration plans
 - Explore rezoning residential bylaws to allow for senior co-op housing
 - Require the District to carefully review each rezoning if demolition of affordable rental required
- **The housing continuum**
 - Identify and review existing audits to determine where we are now
 - Analyze and revise existing continuum to suit current needs
 - Find out what CNV/DWV are planning for housing development to see how this impacts the needs of the District and reflects in our existing appropriation to the housing
 - Carefully review the Whistler Housing Authority Model to see if it can work in our District
 - Review whether Council can apply permissive tax exemption to purpose-built rental to achieve affordability
 - Create/develop a rent-to-own policy
 - Explore options and ideas for reducing the barrier of high land costs
 - Identify incentives that are working in other jurisdictions for fixing or improving existing housing
- **Tenant relocation policies**
 - Discuss biases, hopes and needs
 - Revise existing RTRAP to formulate a solvent policy driven by fair standards which are enforceable.

- **Provide housing diversity**

- Review rental housing index
- Evaluate rental & affordable housing breakdown *in regard to specific income brackets* for lower-income populations, seniors, students, disabled and other vulnerable populations

Continue to explore implementing creative housing examples such as modular, tilt wall and container housing

- Allow seniors to subdivide their properties/homes for income and to accommodate other seniors' housing needs.
- Provide information on building secondary suites to homeowners wishing to renovate/build
- Develop a guide for infill and subdivision of existing stock of house suites (Ontario)
- Explore possibility of community Land Trusts
- Formulate a policy for below-market or rent geared to income rental, % required for all applications going forward
- Recommend DNV complete the housing data needs report by Q4 2020 - Q2 2021

- **Housing definitions**

- Define for older rentals what is meant by objective, end of economic life and standard of maintenance
- Study house-sharing concept (including bylaws) to work with the province on the *Residential Tenancy Act*

- **Partnerships**

- Invite presentations from First Nations
- Create (CAPU) student initiative to work with and represent youth
- Compile lists of available grants and non-profit providers
- Partner with for-profit and corporate partners to develop strategies that benefit businesses and people (Airbnb)
- Short-list non-profit partners and form memorandums of understandings with housing societies, churches and charities
- Work with the provincial government to get BC Assessment to reconsider taxes
- Advocate to federal and provincial government partners
- Include community groups in our discussions, as they can provide valuable input into what works and what is needed in the area should be included in relevant ways

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*FORWARD: **Please note that the items listed in this document are only suggestions and are based along the same lay out/headings as the existing RTRAP for ease of comprehension. All Task Force (TF) input is indicated in green font. Comments are further indicated by grey shading.*

REVISIONS TO RESIDENTIAL TENANT RELOCATION ASSISTANCE POLICY

POLICY

These recommended revisions reflect more accurately the crisis in our current housing climate, fairness to ALL demovictées and to set a standard for future residential tenant relocation provisions province wide.

Therefore, adding some wording like the following in this portion: the District wishes to become a provincial leader in delivering assistance to displaced tenants utilizing the OCP goals and is striving to create a policy that will ensure a fair process and quality of life for ALL displaced tenants. The District also encourages Developers to aspire above the forthcoming measures.

This policy is supported by the District's Official Community Plan through the following goals:

- Encourage and enable a diverse mix of housing type, tenure and affordability to accommodate the lifestyles and needs of people at all stages of life, and
- Foster a safe, socially inclusive and supportive community that enhances the health and well-being of all residents.

Housing is a fundamental human right and Council recognizes that existing residential buildings, particularly purpose-built rental buildings, form an important source of affordable rental housing for many District residents. The Ongoing low rental vacancy rates crisis creates challenges severe hardships for tenants being displaced by redevelopment to find alternate comparable and affordable accommodations in a timely manner.

Under this heading there should also be some wording that notes "Council recognizes that this housing crisis has had a serious impact to our community and its' quality of life and it is necessary to update/amplify/mandate this policy in order to meet the dire housing needs of our community.

Policy approved on: November 28, 2016

Policy amended on: March 19, 2018

PROCEDURE

The following procedure used to implement this policy does not form part of the policy.

Can staff please explain what this means? Does this statement make this policy non-binding? Further, this policy, as mentioned in our RAHS revision, should become a bylaw or introduce enabling legislation so that it becomes fully binding. (As we understand it, a bylaw does not give a municipality authority over provincial law, which is why the 'enabling legislation' is mentioned here.)

This procedure may be amended from time to time at the discretion of the Chief Administrative Officer. Adherence to this policy does not guarantee development approval from Council.

Applicability: -

What is the widest most allowable application of tenant policy? Can renter be defined to include tenants in a land assembly area, in an older strata where a large percentage are rental units? (i.e., if owner gets paid by developer, can or should developer be required to compensate tenant)? We recommend Council advocate to province for widest application of tenant protections. This should involve requesting 'ENABLING LEGISLATION' of the Province for Municipalities to require these provisions to protect tenants.

This policy is applicable to all rezoning applications that require the demolition of any building or combination of buildings containing more than four rental dwelling units, at the time of the detailed application. This policy and the measures outlined ~~will be mandatory~~ *represent the preferred suggestions for a voluntary commitment by* for the developer applicant to provide ~~additional~~ *any and all* measures ~~necessary~~ *to support renters' efforts to by finding suitable, (similar in rent, sq ftge and number of bedrooms) affordable type housing. alternative accommodations.* Document: 3047442

We need to define renter; this policy should clarify that it applies to ALL renters regardless of status, type of lease or agreement, and is applied to ALL forms of rentals, stratas, purpose built, etc. ALL tenants/renters should be treated the same in any type of dwelling and under all redevelopment

Exemptions:

This policy does not apply to redevelopment that is permitted as an outright use under existing zoning.

Provisions: ~~Consideration of~~ The following provisions ~~are~~ *will be requested* ~~mandatory~~ *of all* development applicants as a ~~voluntary~~ commitment to implement the Residential Tenant Relocation Assistance policy:

A. Provisions at the Development Application Stage

Prior to reading/detailing the following, the task force feels it is imperative to create standardized forms for A.1, A.2, A.3, for tenant relocation information and status with the following information. This creates a contractual facet, ensuring a fair & accountable process for all. The task force has researched some sample templates and can provide these. This information is important because it reflects the development's impact to our current community and to our quality of life. It also provides us with statistics and records to analyze this huge impact made by the development.

For sites subject to this policy, the applicant should submit the following documents at the time of Preliminary Rezoning Application:

1. Current Standardized Occupancy Summary Form: With the following information:

The development of a standardized occupancy form for ALL applicants at the Preliminary Application to Rezone should include everyone in the RTRAP plus address special needs, ie seniors, students, disabled, pets, # of vehicles, etc. So add these areas for information in the following:

- a. Number of occupied and vacant units;
- b. Number of people living in residence. (As in we have absolutely no records of the huge amount of people that we have displaced).
- c. Type of tenancy for each tenant (e.g. periodic or fixed term);
- d. Start and end of tenancy for each tenant;
- e. Rent for each unit;
- f. Number of bedrooms of each unit;
- g. Mobility or accessibility features and/or other housing supports required by the tenant.
- h. Number and type of pets owned.
- i. Age of tenants? Is extremely important. Add something for the elderly (who are seriously impacted by demoviction to the point it has a dire effect on their life span and health) ... elderly shall be given the utmost attention during this process.
- j. We also need to address the needs of children who are also severely affected by moving such as changing schools and losing friendships.
- l. list anyone who needs special help with moving; i.e., they are hoarders, have no one to help them pack and move, are elderly and cannot pack themselves, (this might be covered under the existing f. so maybe reword that to be more detailed and binding)
- k. People who need interpreters.
- l. Number of vehicles owned by tenant/renter. Builder to ensure existing parking ability is not reduced for demovictes. Parking should be replaced on a 1-1 ratio.

2. Tenant Assistance Package:

Via standardized forms, require tenant assistance to meet provincial standards within the RTA. Maximize/increase the notice to vacate period and the required months of free rent. The provisions for moving expenses, right of first refusal, return at displaced rental rate, any purchase discount, rent to own options must be specific and clearly communicated in Preapplication to DNV and to each tenant.

An outline of the proposed assistance the applicant ~~intends to~~ will offer tenants. In consideration of the scale of the redevelopment project. This package may contain ~~any or all of~~ shall contain all of the following ~~considerations~~ provisions and shall apply to all re-developments with 4 units and up:

- a. Extension of the notice to vacate period;
- b. ~~Additional~~ Minimum 6 months of free rent;
- c. Assistance with moving expenses with receipts – to include the use of a moving vehicle and assistance with packing if needed;
- d. Residency bonus for long time tenants; we need to be more specific here so provide/insert a standardized rental graph like CNV has in their relocation policy.
- e. First right to rent in new building; at same rate as before or per the Residential Tenancy Act at an increase of 2.5%
- f. Any rental discount for returning tenants; Be specific so state percentage as in 20%
- g. Any purchase discount for returning tenants wishing to become owners. Be specific so state percentage as in 20%
- h. Create a rent to buy option for demovictes;
- i. This policy and compensation therein is to apply to everyone that is forced to relocate, even people who choose to move early as the move was created by the redevelopment;

- j. Provide a detailed plan showing phased development and timing of rental availability as the development will progress;
- k. The provision of any type of swing housing needed (trailers, modular, container) until tenant is permanently relocated.

3. **Tenant Communications Plan:** An outline of how tenants will be involved and notified of input opportunities throughout the rezoning and development process. Information on tenant resources such as that available from the Tenant Resource and Advisory Centre should be made available to tenants and notifications posted in conspicuous places within the building(s). The applicant is responsible for providing copies of all written correspondence and notifications to tenants and to municipal planning staff. This communications plan will be included in the staff report for Council review and consideration.

TF recommends that in order to make the Tenant Communications Plan binding, we feel the need to: Create a form (contract) indicating a step-by-step public input process including First/Second/Third reading of bylaw/ensure notification given for each tenant at each step (initialed by both parties each step).

State explicitly when tenant qualifies to receive compensation (i.e., early departure?) -developer to give package that includes RTA, RTRAP Municipal policy, TRAC, other tenant resources Name/request a non-partisan tenant representative/agency for communication with Council /staff on equal level to developer as a tenant communications rep.

*Tenant rep can verify all tenants receive and understand the process, including translation and any special need, when they would qualify for compensation (i.e., at adoption? First reading? etc.) ** Tenant must sign the form (contract) to verify that they have been fully advised on the above items, development and relocation process.*

TF has suggested in RAHS that this position might be filled internally

4. **Tenant Relocation Co-ordinator:** The applicant should designate a Tenant Relocation Co-ordinator to aid tenants in finding up to three comparably priced rental units in the municipality, or on the North Shore which have the same number of bedrooms and features as their existing housing. The Tenant Relocation Co-ordinator should have regular hours during which they are available to the tenants and those hours should be convenient to the tenants. These hours should be posted in conspicuous places on-site. The recommended maximum rent for the new units found by the Tenant Relocation Coordinator should be no more than 10% above current rent unless agreed to by tenant. The Tenant Relocation Coordinator is responsible for continuing to tracking the units found for each tenant and submitting a status report to Planning staff prior to the issuance of a Demolition Permit. Tenants may opt out of this service by providing the Co-ordinator written notice.

Prior to the issuance of an ~~Occupancy~~ Building (Wouldn't occupancy be a little too late?) Permit the District must be presented with documentation on the status of all tenants including those who wish to relocate to the new building. *Can staff inform TF where this existing information is found at DNV?*

Developer should be required to hire outside firm for tenant relocation, not employee of company who simply sends craigslist ads or possibly create a position within DNV for this role.

Determine best rental relocation option below and lobby Province to bring into law:

- a. rent no more than 10% above current rent
- b. rent no more than 10% current year's median CMHC rent (include graph/chart for guidance and update annually).
- c. developer pays rent gap above previous two options for duration of displacement
- d. developer provide a temporary or transitional site.
- e. if rent exceeds median CMHC rental rates by more than 10% then Relocation Coordinator shall continue to find comparable units and/or the Developer will pay the rent gap for duration of displacement (if tenant moves back in) or for two (or more) years following displacement.
- f. Developer/TRC shall provide updated reports (f/u statistics) on all tenants 2 years after issuance of a demolition permit to provide proof that everyone was provided for. This should be done so no one falls thru the cracks.

B. Provisions After Development Approval

If the rezoning is approved by Council, the following provisions are applicable:

1. After a Demolition Permit is issued by the municipality the applicant will provide all tenants with a minimum of ~~two~~ **six months' notice due to housing crisis**
2. The applicant will provide all tenants with the compensations agreed to in the Tenant Assistance Package. The applicant ~~should~~ **will** compensate all tenants, whether on periodic (month to month) or fixed term tenures, with ~~three~~ **six months' rent** to assist in finding alternative accommodation. **This is due to the current housing crisis and less than 1% rental market.** The applicant should also allow tenants who elect to vacate their units up to ~~three~~ **six months** prior to the end of the "Notice to End Tenancy" period to leave without paying the outstanding rent and to qualify for any other provisions included in the Tenant Assistance Package.
****Council should lobby for longer time limits to be required in the Residential Tenancy Act**
3. *A provision should go in here also for "based on length of tenancy" – provide a chart with numerical amounts based on length of tenancy.*
4. The applicant is required to provide to Planning staff proof of delivery of the approved Tenant Assistance Package prior to the issuance of any ~~Occupancy~~ **Building** Permit.

Authority to Act:

Administration of this policy is delegated to the Community Planning Department

How is this all enforced?

Should council also consider fines for applicants who do not follow this policy, to include fines for developers that stall redevelopment after demovicting residents thus leaving an even more crucial housing gap and crisis?

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Rental, Social and Affordable Housing Task Force: Membership List

- Bruce Crowe, Member-at-Large
- Ellison Mallin, Student
- Derek Holloway, Member-at-Large
- Heather Fowler, Renter
- Hesam Deihimi, Developer/Construction, Affordable Housing
- Ian Cullis, Representative (not-for-profit housing sector)
- Katherine Fagerlund, Member-at-large
- Keith Collyer, Senior Resident
- Kelly Bond, Renter
- Michael Sadler, BC Housing Representative
- Phil Dupasquier, Representative (not-for-profit housing sector)

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Rental, Social and Affordable Housing Task Force: Meeting Schedule

2020 Meetings

- January 9
- January 23
- February 6
- February 20
- February 21
- March 5
- June 4
- June 16
- June 30
- August 27
- September 10

2019 Meetings

- August 7
- September 11
- September 25
- October 9
- October 23
- November 6
- November 20
- December 18

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**District of North Vancouver
Terms of Reference**

Rental, Social and Affordable Housing Task Force

Name	Rental, Social and Affordable Housing Task Force
Purpose	<p>The purpose of the Task Force is:</p> <ol style="list-style-type: none"> 1) To explore and identify innovative local government housing solutions in regards to, but not limited to, the following: <ol style="list-style-type: none"> a. Retention and maintenance of rental buildings, social housing and affordable housing such as older strata buildings; b. The housing continuum; c. Tenant relocation policies; d. Providing housing diversity; e. Housing definitions; and, f. Partnerships; 2) To make recommendations to Council for action on the above-noted and related issues.
Delegated Authority	There is no delegation of authority to the Task Force.
Origin of Work	Work assignments, consistent with the purpose of the Task Force, will come through the Manager – Community Planning in consultation with the Chair of the Task Force.
Membership	The Task Force will be comprised of eleven members.
Appointment	
Qualification	<p>Members will represent a cross-section of the District of North Vancouver as follows:</p> <ul style="list-style-type: none"> • 1 person who is currently renting; • 1 person currently living in social housing; • 1 senior; • 1 student; • 1 representative for people with disabilities; • 1 owner of a unit in an existing older strata building; • 2 representatives from the not-for-profit housing sector; • 1 representative from BC Housing; • 1 representative from the development / construction sector with experience in rental, social and affordable housing; and, • 1 representative from the community at large. <p>With the exception of the representatives from the not-for-profit housing sector, BC Housing and the development / construction sector, all other appointees must be, and remain, current residents of the District of North Vancouver.</p>

Recruitment and Selection	The Clerk's Office will undertake a process of advertising for qualified persons interested in volunteering to sit on the Task Force. Names of interested persons will be received and reviewed by the Advisory Oversight Committee who will recommend appointees.
Appointment	The Advisory Oversight Committee will recommend appointments to be ratified by Council.
Term	<p>The term of the Task Force will be for two years commencing on the date that at least a quorum of members is appointed.</p> <p>The term of appointment for members is for the term of the Task Force (two years).</p> <p>If a member misses three consecutive meetings without giving reasonable cause to the Chair in advance, they will be deemed to have resigned.</p>
Revocation of Appointment	Council retains the ability to revoke an 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 Task Force at its first meeting. If both are absent from a meeting, an Acting Chair will be chosen from the members present.
Duties	In order to fulfil the purpose of the Task Force, the Task Force may invite any individuals or groups it deems necessary to present, discuss or answer questions in order for Task Force members to become informed and knowledgeable in subject areas relevant to their investigations and deliberations.
Work Plan	A work plan, to cover the two-year term, will be prepared by the Task Force to provide focus and direction in achieving its stated purpose.
Budget	In each of the two years of the Task Force's term, the Manager – Community Planning will maintain a modest budget sufficient to support the Task Force's work plan.
Meeting Schedule	The Task Force will meet at the call of the Chair.
Procedures	<p>The Task Force will conform to the <i>Community Charter</i> and the Council Procedure Bylaw.</p> <p>A quorum will be seven members of the Task Force.</p> <p>Decisions of the Task Force will be determined by a simple majority of members present.</p>

Reporting	The Task Force will report to Council as needed but no less than twice yearly.
Staff Support	Staff support to the Task Force will be provided by Community Planning.
Remuneration	Appointees will serve with no remuneration.
Conflict of Interest	Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (CAO, General Managers, District Clerk) 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	The Task Force will terminate after two years from the date that at least a quorum of members is appointed.
Attendance at Task Force Meetings by Members of Council	Subject to a maximum of three attending at any one time, any member of Council may attend any meeting of the Task Force as an observer. At the discretion of the Chair, members of Council in attendance may be permitted to take part in discussions but are not permitted to vote and may not count towards a quorum.

Approved by Council: April 1, 2019

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