



## **PLANNING AND DEVELOPMENT COMMITTEE**

### **Minutes**

An Open meeting of the Planning and Development Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Monday, 2019 January 14** at 4:30 p.m.

#### **1. CALL TO ORDER**

PRESENT: Councillor Pietro Calendino, Chair  
Councillor Sav Dhaliwal, Vice Chair  
Councillor Joe Keithley, Member  
Councillor James Wang, Member  
His Worship, Mayor Mike Hurley, Ex-Officio Member

ABSENT: Councillor Paul McDonell, Member

STAFF: Mr. Ed Kozak, Deputy Director Planning and Building  
Ms. Lee-Ann Garnett, Asst. Director - Long Range Planning  
Mr. Doug Louie, Asst. Director Engineering Transportation Services  
Ms. Eva Prior, Chief Elections Officer  
Mr. Johannes Schumann, Senior Current Planner  
Ms. Lily Ford, Planner 2 - Housing  
Ms. Elaine Wong, Executive Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open Committee meeting to order at 4:30 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiṇəm and skwxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

#### **2. MINUTES**

##### **a) Minutes of the Planning and Development Committee Open meeting held on 2018 December 11**

MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR WANG

THAT the minutes of the Planning and Development Committee Open meeting held on 2018 December 11 be adopted.

CARRIED UNANIMOUSLY

**3. CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY MAYOR HURLEY

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 4:32 p.m.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 5:26 p.m.

**4. PRESENTATIONS**

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

THAT the presentations be heard.

CARRIED UNANIMOUSLY

**a) Secondary Suites in Two-Family Dwellings**  
**Presenter: Ed Kozak, Deputy Director Planning and Building**

**Mr. Ed Kozak**, Deputy Director Planning and Building, provided an overview of the bylaw amendment process to facilitate laneway homes in single family zones and secondary suites in duplexes. Staff advised that the completion date of Phase 1 of the process is anticipated the end of Q4 2019, and Phase 2 the end of Q4 2020.

Staff noted that for both issues, the process for the bylaw amendments is complex and amendment of the Official Community Plan would be required for each.

Arising from discussion, the Committee requested staff consider the issues of laneway homes and secondary suites separately, and prepare two reports

outlining the process for advancing bylaw amendments to be submitted to the Committee meeting in February.

Further, the Committee directed that priority be given to reviewing secondary suites in two family dwellings.

b) **Secondary Suites Billing**

**Presenter: Lee-Ann Garnett, Assistant Director - Long Range Planning**

**Ms. Lee-Ann Garnett**, Assistant Director - Long Range Planning, provided an update on the Secondary Suites Billing program and noted that 2019 marks the third year since its implementation.

Staff advised that Secondary Suites Billing is a multi-departmental initiative involving the Finance, the Engineering, and the Planning & Building Departments. The three groups are engaged in discussions to identify a process which will take into account issues raised by residents and changes in Council's program objectives.

The Committee expressed concern regarding the current program and directed staff to identify a means to determine that: 1) only property owners who use their suite for rental receive the utility surcharge; and 2) every household is sent a letter regarding secondary suites billing.

Further, the Committee stated that the amount of the utility surcharge needs to be reconsidered to support more affordable housing in the City.

Arising from discussion, the Committee requested staff provide a report which will address concerns.

5. **CORRESPONDENCE**

**MOVED BY COUNCILLOR DHALIWAL**  
**SECONDED BY COUNCILLOR KEITHLEY**

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from Lee Hu**

**Re: Support for Enlarging Basements and Eliminating Crawl Spaces**

A letter was received from Mr. Lee Hu in favour of enlarging basements and removing crawl spaces, allowing laneway homes, and other initiatives that support affordable housing in Burnaby.

6. **REPORT**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR WANG

THAT the report be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Planning and Building**  
**Re: Proposed Zoning Bylaw Text Amendment - Cellar Floor**  
**Area in R Districts**

The Director Planning and Building submitted a report proposing text amendments to enable construction of cellars in R Residential Districts.

Staff advised that the purpose of the bylaw text amendment is to facilitate construction of full cellars in single family residences with the aim of increasing the City's inventory of affordable rental units.

The Director Planning and Building recommended:

1. THAT Council be requested to authorize the preparation of a bylaw amending the Burnaby Zoning Bylaw, as outlined in Section 4.0 of this report, for advancement to First Reading on 2019 February 11 and Public Hearing on 2019 February 26.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY MAYOR HURLEY

THAT the recommendation of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

7. **ADJOURNMENT**

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR WANG

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:30 p.m.

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Monica Macdonald  
ADMINISTRATIVE OFFICER

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Councillor Pietro Calendino  
CHAIR