



PLANNING AND DEVELOPMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 APRIL 30
TIME: 4:00 p.m.
PLACE: Council Committee Room, City Hall

AGENDA

	<u>PAGE</u>
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
A) Minutes of the Planning and Development Open meeting held on 2019 April 08	1
3. <u>DELEGATION</u>	
A) Nathan Davidowicz Re: Transit Improvements <u>Speaker:</u> Nathan Davidowicz	4
4. <u>CORRESPONDENCE</u>	
A) Correspondence from Metro Vancouver Re: 2018 Regional Parking Study - Key Findings	6
B) Correspondence from Metro Vancouver Re: Office Development in Metro Vancouver's Urban Centres - 2018 Update	8
C) Correspondence from the BC Liquor Distribution Branch Re: Intent to Submit Application for Retail Cannabis Location	17
D) Correspondence from Todd Langmuir and Shin Ju April Lai Re: Reimbursement Request for Decommissioning Suite	23

5. **NEW BUSINESS**

6. **INQUIRIES**

7. **CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter to discuss matters concerning negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

8. **ADJOURNMENT**



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 April 08** at 3:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Pietro Calendino, Chair
 Councillor Sav Dhaliwal, Vice Chair
 Councillor Joe Keithley, Member
 Councillor Paul McDonell, Member
 Councillor James Wang, Member (*arrived at 3:36 p.m.*)
 His Worship, Mayor Mike Hurley, Ex-Officio Member

GUESTS: Councillor Dan Johnston
 Councillor Colleen Jordan

STAFF: Mr. Lambert Chu, City Manager
 Mr. Dipak Dattani, Director Corporate Services
 Mr. Ed Kozak, Director Planning and Building
 Ms. Lee-Ann Garnett, Asst. Director – Long Range Planning
 Ms. May Leung, City Solicitor
 Mr. Johannes Schumann, Senior Current Planner
 Ms. Monica Macdonald, Administrative Officer

The Chair called the Open Committee meeting to order at 3:34 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hən̓q̓əmiñəm and s̓kwxwú7mesh 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 Open meeting held on 2019 February 28

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the minutes of the Planning and Development Committee Open meeting held on 2019 February 28 be adopted.

CARRIED UNANIMOUSLY

3. **REPORT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the report be received.

CARRIED UNANIMOUSLY

A) **Report from the Director Planning and Building**
Re: Additional 2019 UBCM Resolution

The Director Planning and Building submitted a report presenting an additional resolution for submission to the 2019 Union of BC Municipalities (UBCM) Convention.

The Director Planning and Building recommended:

1. THAT Council endorse the new resolution, outlined in Section 3.0 of this report, for submission to the 2019 UBCM Convention.
2. THAT staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. THAT copies of this report be forwarded for information to Burnaby MLAs.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

4. **NEW BUSINESS**

No items of new business were brought before the Committee at this time.

5. **INQUIRIES**

No inquiries were brought before the Committee at this time.

6. CLOSED

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee, in accordance with Section 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to discuss matters concerning negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 3:36 p.m.

Councillor Wang arrived at the meeting at 3:36 p.m.

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 4:43 p.m.

7. ADJOURNMENT

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 4:43 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Councillor Pietro Calendino
CHAIR

TO: PLANNING & DEVELOPMENT COMMITTEE
BURNABY CITY COUNCIL
c/o clerks@burnaby.ca

FROM: NATHAN DAVIDOWICZ DATE: 18/2/2019

I WISH TO APPEAR AS A DELEGATION AT THE
NEXT COMMITTEE MEETING ON FEB. 28, 2019.

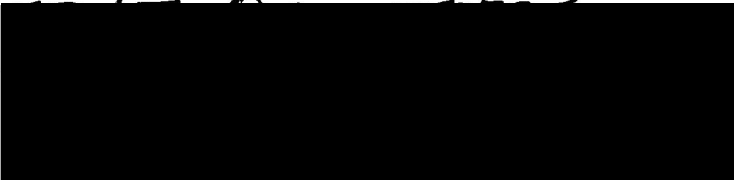
I WOULD LIKE TO SPEAK ABOUT THE
ENCLOSED LIST OF TRANSIT IMPROVEMENTS.

IT WOULD HELP IF A LARGE SIZE MAP OF
THE CURRENT BUS ROUTES IN BURNABY BE MADE
AVAILABLE BY STAFF.

YOURS TRULY



NATHAN DAVIDOWICZ



Transit Projects for Burnaby and N.W.

1. Gondola to SFU by summer of 2020 or 2021
2. Cyclist/Pedestrian transit ONLY BRIDGE from N.W. TO Queensbough
3. Until (2) is done run present summer ferry all year round
4. New W.C.E Train STN at North foot of Willingdon Ave
5. New Sky train stations (a)Kingsway and Boundary (b)Gilley and Beresford
6. More elevators and ENTRANCES AT Various Sky train stations
7. Expand NO PARKING/BUS ONLY LANES on Major transit corridors
8. Improve the frequency and hours of service on most bus routes
9. Extension; (a)#132 from Capitol Hill to Kensington Shopping Center (b)#9 trolley from Boundary to Gilmore and/pr Brentwood Stations
10. New routes from SFU (A) via Curtis, Parker to Kootney Loop (b)To Lougheed STN than via HWY #1 to Surrey-Guilford
11. Extensions or New Routes from Joyce STN, 29 Ave STN to Bby Hospital
12. New Routes from Burnaby City Hall to 3 Sky Train Stations
 - a. To BCIT THAT GRANDVIEW Hwy to Commercial-Broadway Station
 - b. Via Canada Way IMPERIAL, Sussex to Metrotiwn Station
 - c. Via Canada Way, ROYAL OAK to Royal Oak Sky Train station
13. New #90 B-Line Express from Edmonds/22 st/ Stations to Richmond Center
14. New #1 Bus from Brentwood STN via Lougheed (Gilmore STN), Gilmore, FIRST AVENUE to Main Street Science World Sky Train Station
15. New route connecting TENTH AVE to Stations in Burnaby and N.W.
16. Expand HandyDART and provide regularDART in low density areas
17. New NightDART (12:30am-06:30am) to complement the NightBUS
18. New Ride Sharing's to include Bikes/Scooters/Cars/Vans and have them operated by cities instead of private parties lie UBER/LYFT
19. Subsidy will range form 0% to 50% per trip
20. Whenever possible all vehicles used should be Electric/Battery in order to achieve the Fed/Prov./Mun. GREEN GOALS FOR 2030

Nathan Davidowicz





Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

APR 15 2019

File: CR-12-01
Ref: RD 2019 Mar 29

Mayor Mike Hurley and Council
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor Hurley and Council:

Re: The 2018 Regional Parking Study – Key Findings

On behalf of the Metro Vancouver Board of Directors, I am pleased to provide you with the enclosed copy of The 2018 Regional Parking Study – Key Findings* for your reference.

At its March 29, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) *receive for information the report dated February 15, 2019, titled “The 2018 Regional Parking Study – Key Findings”; and*
- b) *write letters to share the key findings of the 2018 Regional Parking Study and Technical Report to the Mayors’ Council on Regional Transportation, the TransLink Board of Directors, and the Councils of member jurisdictions.*

The 2018 Regional Parking Study is a major planning research initiative that was co-led by TransLink and Metro Vancouver. The Study provides timely information to local municipal planning and engineering staff as a consideration for municipal parking bylaw updates, rezoning and development reviews, developing neighbourhood and corridor plans, and street parking management efforts.

Parking is a cross-cutting policy issue in *Metro Vancouver 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy, the *Regional Affordable Housing Strategy*, and TransLink’s *Regional Transportation Strategy*. *Metro 2040* encourages municipalities to establish or maintain reduced residential and commercial parking provision in Urban Centres and Frequent Transit Development Areas. *The Regional Affordable Housing Strategy* advocates for parking supply reductions to improve the financial viability of new rental housing development. And, the *Regional Transportation Strategy* recognizes parking management as a form of transportation demand management.

Referred to:

Planning and Development Committee (2019.04.30)

*Available in Clerks Office

Copied to:

City Manager, Dir. Corporate Services, Dir. Planning and Building, Dir. Engineering

29140956

For more information, please visit metrovancover.org and search “Regional Parking Studies”.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/NC/rk

Encl: Report dated February 15, 2019 titled, “The 2018 Regional Parking Study – Key Findings”
(Doc# 28594978)



Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

APR 23 2019

File: CR-12-01
Ref: RD 2019 Mar 29

Mayor Mike Hurley and Council
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor Hurley and Council:

Re: Office Development in Metro Vancouver's Urban Centres – 2018 Update

On behalf of Metro Vancouver Board of Directors, I am pleased to provide you with a copy of Metro Vancouver's "[Office Development in Metro Vancouver's Urban Centres – 2018 Update](#)"* for your reference.

*Available in Clerks Office

At its March 29, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) received for information the report titled "[Office Development in Metro Vancouver's Urban Centres – 2018 Update](#)" and adopted the following resolution:

That the MVRD Board:

- a) *receive for information the consultant report attached to the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update";*
- b) *endorse the recommendations for Metro Vancouver as set out on page 5 of the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update", with the addition of the following:*
 - "8. Further to recommendations #2, #4, and #5, specifically outline the tools and best practices member municipalities can utilize to foster a greater share of office development in Regional City Centres; and*
 - 9. Metro Vancouver to take a leadership role in targeting a greater proportion of office development across all Regional City Centres and prepare a robust strategy to assist municipalities in meeting the employment goals in regional context statements, through a review of Regional Growth Strategy policy measures.";* and
- c) *distribute the report to member jurisdiction Councils for information.*

Actions to encourage office development in Urban Centres and areas well served by transit are key elements of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy. Regional policy direction in Metro 2040 responds to office projects developed outside of Urban Centre locations, such as in suburban office parks, which can have negative impacts on land use transportation patterns in the region.

Referred to: [Planning and Development Committee \(2019.04.30\)](#)

Copied to: [City Manager, Dir. Corporate Services, Director Planning and Building](#)


The 2018 *Office Development in Metro Vancouver's Urban Centres Report* is an update to the 2015 Office Development Inventory. It explores the factors that influence where office development locates in the region, the challenges and opportunities for locating office in the region's network of Urban Centres, and the issues and trends in office space to better inform government plans and policies. It is intended to be a resource for local governments, office developers, and others with an interest in encouraging office development in Urban Centres.

As of the end of 2018, the region had about 80 million square feet of office space located in close to 1,400 buildings larger than 10,000 square feet. Nearly 90% of that office space is located within Urban Centres, or within 400 metres of frequent bus or 800 metres of rapid transit service. The report identifies recent office development growth including low vacancy rates, market trends toward proximity to transit as well as significant growth in co-working facilities and open space office design, and provides an overview of current and future considerations for office development.

We hope this inventory provides useful information as you continue to strive to attract office development in your respective communities. Government policies, tools and economic development initiatives can influence office development decisions, and participation by all of us is required to successfully support new office development in Urban Centres and transit oriented locations across the region. We welcome the opportunity to continue to work with you in this regard.

If you have any questions, please contact Gord Tycho, Senior Planner, Regional Planning, by phone at 604-456-8805 or by email at Gord.Tycho@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/CM/NC/gt

Encl: Report dated March 8, 2019, titled "Office Development in Metro Vancouver's Urban Centres – 2018 Update" (Doc #28955738)

To: MVRD Board of Directors

From: Regional Planning Committee

Date: March 8, 2019 Meeting Date: March 29, 2019

Subject: **Office Development in Metro Vancouver's Urban Centres – 2018 Update**

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the MVRD Board:

- a) receive for information the consultant report attached to the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update";
 - b) endorse the recommendations for Metro Vancouver as set out on page 5 of the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update", with the addition of the following:
 - "8. Further to recommendations #2, #4, and #5, specifically outline the tools and best practices member municipalities can utilize to foster a greater share of office development in Regional City Centres; and
 9. Metro Vancouver to take a leadership role in targeting a greater proportion of office development across all Regional City Centres and prepare a robust strategy to assist municipalities in meeting the employment targets in regional context statements, through a review of Regional Growth Strategy policy measures."; and
 - c) distribute the report to member jurisdiction Councils for information.
-

At its March 8, 2019 meeting, the Regional Planning Committee considered the attached report titled "Office Development in Metro Vancouver's Urban Centres – 2018 Update", dated February 6, 2019. The Committee considered the on-table correspondence (Attachment 2) and subsequently amended the recommendation as presented above in underline style.

Metro Vancouver staff note that the use of the term "targets" in No. 9 under recommendation b) in the amendment above should be replaced with the term "projections" to be consistent with the interpretation of employment numbers included in *Metro 2040* and in municipal regional context statements which are projections – or anticipated numbers based on a set of assumptions and trends – rather than targets.

This matter is now before the Board for its consideration.

Attachment

1. "Office Development in Metro Vancouver's Urban Centres – 2018 Update", dated February 6, 2019
2. Correspondence dated March 7, 2019 from the City of Coquitlam addressed to the Regional Planning Committee, regarding Office Development in Metro Vancouver's Urban Centres

To: Regional Planning Committee

From: Gord Tycho, Senior Planner, Regional Planning

Date: February 6, 2019 Meeting Date: March 8, 2019

Subject: **Office Development in Metro Vancouver's Urban Centres – 2018 Update**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the consultant report attached to the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update";
 - b) endorse the recommendations for Metro Vancouver as set out in the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update"; and
 - c) distribute the report to member jurisdiction Council for information.
-

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the 2018 Office Development in Metro Vancouver's Urban Centres report.

BACKGROUND

The 2018 Office Development in Metro Vancouver's Urban Centres (Office Development) report is an update to the previous report completed in 2015. It explores the factors that influence regional-scale office development and occupancy decisions, identifies challenges and opportunities for office potential in Metro Vancouver's Urban Centres, and identifies key issues and trends affecting office space.

METRO VANCOUVER 2040 CONTEXT

Office space accommodates the growth of businesses and employment within Metro Vancouver's local communities and broader region. Office space is built by developers that respond to the market signals of demand and supply and changes to the local, provincial, national and, in some cases, international economies.

The Metro Vancouver region is forecast to grow by approximately one million people and four hundred thousand jobs by 2041. To protect the region's ability to attract investment and jobs, *Metro Vancouver 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy, establishes regional land use designations and overlays. Office and commercial uses are directed to Urban Centres and Frequent Transit Development Areas, generally located on lands designated General Urban.

The 26 Urban Centres identified by *Metro 2040* are intended as priority locations for employment and services, higher density housing, commercial, cultural, entertainment, institutional, and mixed-uses. Urban Centres are intended to emphasize place-making, an enriched public realm, and promote transit-oriented communities, where transit, cycling, and walking are the preferred modes of transportation. The regional policy direction of *Metro 2040* also responds to office projects developed

outside of Urban Centre locations, such as in suburban office parks, which can have negative impacts on land use and transportation patterns for the region.

UPDATED OFFICE DEVELOPMENT REPORT

A planning consultant, Eric Aderneck, was contracted by Regional Planning to complete an update of the Office Development report that was published in 2015. The purpose of the Office Development report is to explore the factors that influence regional-scale office development and occupancy decisions, identify challenges and opportunities for office potential in Metro Vancouver's Urban Centres, and to identify the key issues and trends affecting office space with a view to better informing government plans and policies with respect to office development in the region.

Methodology and Key Questions

Given that no single source can accurately capture the complexities of office space trends and characteristics throughout the region, the updated data used in the report was obtained by undertaking:

- a review of relevant publications;
- the compilation of a Metro Vancouver regional office building inventory¹; and,
- in-depth interviews with key industry participants, including investors, developers, brokers, and municipal staff.

The key research questions explored in the Office Development report are:

- What are the regional trends for office development location?
- What are the benefits of locating office space within/outside of urban centres, respectively?
- How are office market trends evolving? and
- What tools do governments have to support office development in urban centres?

Office Market Profile and Regional Characteristics

The Metro Vancouver market, according to industry publications, has approximately 65,000,000 sq.ft. of office inventory² and a range of different business sectors. Approximately 8% is defined as Class AAA³ (top quality), 77% is Class A and B (average quality), and 16% is Class C. Lands designated General Urban by *Metro 2040*, which are intended to accommodate a wide variety of land uses (including commercial), hold 76% of the office inventory in the region. The remainder is located on a variety of *Metro 2040* land use designations, most of which is Mixed Employment (21%). Most office spaces (88%) are located within either Urban Centres or within 400 metres of the Frequent Transit Network bus network or within 800 metres of a rapid transit service. The 17 designated Municipal Town Centres contain relatively limited amounts of office space (i.e. 6% of the region's total).

¹ Office Building Inventory includes all buildings in the region with a minimum 10,000 sq.ft. of office space.

² Office Building Inventory totals 80,000,000 sq.ft., as it also includes smaller / institutional buildings.

³ Office Class is a function of the quality and location of the accommodation.

Sub-regional Characteristics

Compared to other North American markets, the Metro Vancouver market has fewer large head offices and has many smaller-sized office tenants. Each of the regional sub-markets has its own characteristics, i.e.:

- Vancouver (specifically the Central Business District in downtown and surrounding “core”) is the business centre for the region and province. Significant numbers of businesses also locate along the Broadway Corridor. Vancouver contains 58% of the region’s office market;
- Burnaby represents the next largest market (16%) for office space, with a considerable amount being in the Metrotown area; and
- Surrey (8%), Richmond (8%), North Shore (4%), New Westminster (3%), Langley (2%), and Coquitlam (1%) respectively comprise the remainder of the region’s office market inventory.

Office Vacancy Rates

Office vacancy rates in Metro Vancouver have declined over the past three years, to approximately 5% (Q3 2018), and may approach record lows in the near future. Vacancy rates in all of the markets have been dropping and that trend is expected to continue as leasing opportunities diminish. Downtown Vancouver is anticipated to continue with one of the lowest rates seen in North America.

Office Lease

Lease rates have climbed sharply in markets that have space in high demand. Lease rates in downtown Vancouver, already among the highest in Canada, increased in 2018 and are expected to continue to rise through 2019. Lease rates in downtown Vancouver for Class AAA space were averaging \$48 per sq.ft. (late 2018) versus \$34 per sq.ft. (2014). Growth of lease rates in the suburban markets has been smaller. Tenants seeking large blocks of space will likely need to pre-lease space in the next wave of development or backfill space vacated by tenants who relocate.

New Office Supply

A number of major office development projects are currently underway in the region. The largest wave of new downtown Vancouver office development will have 4.3 million sq.ft. of space delivered by 2022, an almost 20% increase to the current downtown inventory. In the rest of the region, there is another 1 million sq.ft. currently anticipated for delivery between 2020 and 2022.

Office Tenant Considerations

Office tenants are not all the same and variation is observed in business types, accommodation needs, and local characteristics. Some tenants require locations in downtown Vancouver, some serve their local community, and others prefer a business park environment. Some accommodation criteria include: business objectives, space design, amenities, financial, and access.

Office Developer Considerations

The office development process is complex, capital intensive, and high risk. Large office buildings (towers) are constructed all at once (with few exceptions), making the supply of new space very “lumpy”. Conversely, low rise buildings can be built and leased in phases to match demand.

There are many different factors that can impact the development viability of sites and the potential for an office component on that site, including: land availability, land cost, construction cost, municipal approvals, and application process cost. The market is the main driver for office building viability. If demand is weak, there will be limited new office space developed. Local government plans directing office space to specific locations will likely not be realized if the market demand does not support that endeavour.

Office Development from a Municipal Perspective

Office development provides space for businesses, which helps to advance municipal objectives such as growing the economy and employment, reducing commuting distances, creating complete communities, and complementing local amenities. Municipal governments, through their economic development and planning functions, can encourage and regulate development in their communities, including directing office development to Urban Centre locations.

Government policies and tools, such as fiscal tools and density bonuses, may have a minor impact on influencing office development decisions in the face of market demand. The regional office market is limited and grows incrementally; downtown Vancouver and the more urban areas of the region are unique sub-markets, making it challenging to attract office development to other Urban Centres throughout the region.

Headquarters and Other Trends

Metro Vancouver has a relatively limited corporate headquarter presence compared to the other cities, adjusted for population. Other noted trends in the Office Development report include:

- There has been significant growth in the tech sector, with large companies occupying large blocks of office space, premium accommodations, and amenities in downtown Vancouver;
- Tenants increasingly prioritize access to rapid transit service and urban amenities. That said, some tenants still prioritize cost and highway accessible areas outside Urban Centres;
- The demand from a range of tenants for space and lease flexibility is being met by the significant growth in co-working facilities;
- Strata development projects are rising relative to conventional lease tenure. The former can make non strata and lease development financially unviable by driving up residual land prices; and
- There is a continued trend towards open concept office with more attention being paid to design to encourage collaboration and achieve space efficiencies.

Future Considerations for Office in Urban Centres

The consultant report identifies a range of future considerations for Metro Vancouver, member jurisdictions and the development community to support the location of office development in Urban Centres. The issues most consistently expressed in interviews and supported by research, and which should be addressed in the shorter term with a relatively high potential for effectiveness, include:

- **Land Use Planning** - Encourage, but not mandate, mixed-use projects with office components. Rather, allow market demand to inform the supply of office development in specific locations.

- **Zoning Definition** - Allow general office uses, rather than overly specific and limiting types of office business uses, which can reduce tenanting flexibility and thus increase risk for office developers.
- **Tenant Permits** - Shorten and simplify the permitting process for basic improvements needed when new office tenants occupy a premise and operate a business.
- **Development Approval Process** - Streamline the development review and approval process, reduce the uncertainties and risks, and manage municipal charges and fees to encourage office development.
- **Municipal Incentives** - Explore financial or regulatory incentives to encourage office development in specific locations.
- **Research** – Undertake further relevant research and prepare case studies, best practices and innovation profiles on topics such as mixed-use development; e.g. identify opportunities to integrate office space into mixed-use projects, and also identify where office components are warranted (or not).

RECOMMENDATIONS FOR METRO VANCOUVER

The consultant's report outlines a number of priority actions based on the research and the interviews undertaken in the process of completing the report. The actions are summarized in terms of those directed to Metro Vancouver, member jurisdictions, developers, and other organizations to encourage and facilitate office development in Urban Centres.

Of the identified actions, staff recommend that the following subset be supported by Metro Vancouver to guide ongoing efforts to encourage office development in Urban Centres:

1. Encourage the Regional Context Statements of member jurisdictions, as they are updated, to include supportive plans and policies that direct investment and encourage office development in Urban Centre locations over out-of-centre locations;
2. Work with member jurisdictions and other stakeholders to consider new policy directions that support the goal of attracting office development to Urban Centres;
3. Continue to collect and share data, statistics and other information resources about Urban Centres that may be of use to the planning efforts of member jurisdictions, business investors, developers and tenants (e.g. update the inventory of office buildings in the region and the Office Development in Metro Vancouver's Urban Centres report regularly);
4. Continue to research and share information on best practices and case studies regarding new and innovative ways that various levels of government and the private sector encourage office development in Urban Centres;
5. Consider new or strengthened policies in *Metro 2040* that better encourage or require office development in Urban Centres as part of the Urban Centre and Frequent Transit Development Area policy review project currently underway;
6. Work closely with TransLink to continue to provide and improve transit infrastructure that supports office and job growth in Urban Centres and, where appropriate, new or improved service to existing office parks that may not be currently well-served with transit; and
7. Continue to support more coordination on economic development issues at the regional level by: collecting, analyzing and sharing data; undertaking research; and convening member jurisdictions to share challenges, opportunities and research in an effort to support and supplement efforts at the municipal level.

In addition, municipalities may find the information and recommendations directed to them to be useful, and as a result, staff are recommending the report be distributed to member jurisdictions.

ALTERNATIVES

That the MVRD Board:

- a) receive for information the consultant report attached to the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update";
 - b) endorse the recommendations for Metro Vancouver as set out in the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update"; and
 - c) distribute the report to member jurisdiction Council for information.
2. That the MVRD Board receive for information the report dated February 6, 2019, titled "Office Development in Metro Vancouver's Urban Centres - 2018 Update".

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

SUMMARY / CONCLUSION

Office space accommodates the growth of businesses and employment within Metro Vancouver's local communities and broader region. The Office Development in Metro Vancouver's Urban Centres report is an update to the previous report completed in 2015. It explores the factors that influence regional-scale office development and occupancy decisions, identifies challenges and opportunities for office potential in Metro Vancouver's Urban Centres, and identifies key issues and trends affecting office space

The Metro Vancouver market has approximately 65,000,000 sq.ft. of office inventory and a range of different business sectors, with the City of Vancouver containing the majority of the inventory. While office vacancy rates are declining and are now at approximately 5% which is approaching historic lows, a number of major office development projects are currently underway in the region, with most delivery anticipated between 2020 and 2022. The decisions surrounding the development of office space are complex, capital intensive, and high risk, involving factors such as land availability and cost, construction cost and municipal approvals. Government policies, tools and economic development initiatives can influence office development decisions, but the participation by all stakeholders is required to achieve success.

In consideration of the recommendations from the consultant report, staff are recommending that a subset of actions be undertaken by Metro Vancouver to support the efforts of member jurisdictions in encouraging office development in Urban Centres. As a result, staff recommend Alternative 1, that the MVRD Board endorse the recommendations set out in the staff report, and distribute the consultant report to member jurisdictions for information.

Attachment: Office Development in Metro Vancouver's Urban Centres, dated January 2019
(orbit doc #28488422)

From: McKeown, Ryan LDB:EX [mailto:ryan.mckeown@bclddb.com]
Sent: April-11-19 3:40 PM
To: Clerks
Subject: Memo to council from BCLDB

Hello,

Please see attached letter to Council informing them of our intent to submit an application for a retail cannabis location in one of the four town centres allowable under bylaw 13928.

In the letter, we are also inquiring about adding a 5th BC Cannabis location where we were previously limited to 4. This location would be in the Marine Way and Byrne Road area. The rationale for this is based on commercial growth for the area and geographical positioning.

How can we go about having this letter added to an upcoming Council agenda? I would also like to include, for reference, the attached presentation. *

Thanks,

***Available under separate cover**

Ryan McKeown

Senior Business Analyst, Corporate Services (Contractor).

BC Liquor Distribution Branch

3383 Gilmore Ave, Burnaby BC V5G 4S1

T: 604 910 3073 E: Ryan.McKeown@bclddb.com

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The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.



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Referred to:

Planning and Development Committee (2019.04.30)

Copied to:

City Manager

Dir. Corporate Services

Dir. Planning and Building

Dir. Public Safety and Community Services



LIQUOR DISTRIBUTION BRANCH

April 10th, 2019

City of Burnaby
4949 Canada Way
Burnaby BC V5G 1M2

Dear Mayor and Councillors:

Re: Cannabis Retail Store Application

This letter is to advise you that we are in the process of submitting a rezoning application to locate a non-medical retail cannabis Store in the Old Orchard area of Burnaby. The Liquor Distribution Branch (LDB) has received support from the property owner to proceed with this application and we are in the process of collating the required information and materials. This area is zoned C3-C3A which fits within the framework of the established policy regarding this use.

We would also like to gauge Council's appetite to add another town centre to the bylaw allowing for a 5th location in the Marine Way and Market Crossing area which technically fits within the amended C2D zoning bylaw for permitted use. The LDB has support from owners within this commercial area, should Council be interested in permitting an additional location.

We feel that there is enough traffic and commercial growth in this area to substantiate a 5th Government operated retail cannabis store location.

About the LDB

The LDB is one of two branches of government responsible for the beverage alcohol and non-medical cannabis (cannabis) industries in B.C. Through the *Liquor Distribution and Cannabis Distribution Acts*, the LDB is mandated with the purchase and distribution of beverage alcohol and cannabis for the Province. As well, the LDB operates a number of public liquor stores (197 in total), and as of October 17th, a public cannabis retail store in Kamloops, as well as an e-commerce platform to offer public on-line sales of cannabis. The LDB is self insured as a branch of the BC government.

Revenue generated through the LDB's wholesale and retail operations is directed to the Provincial Government and contributes to supporting vital public services such as health care and education. For the 2017/2018 fiscal year, the LDB contributed \$1.12 billion to fund government services. Revenue generated through LDB's newly implemented cannabis operations (both wholesale and retail) will also be directed back to the Province to support important public services.

Location of Proposed Cannabis Retail Store

These locations were selected by the LDB for a proposed cannabis retail store for a number of reasons, including that the sites are;

- Located in a retail complexes and therefore consistent with the nature of the immediate area;
- Easily accessible to customers; and
- Not expected to adversely impact traffic in the surrounding area, given its location in an already established retail complex.

Building and Site

The following considerations were taken into account when evaluating the appropriateness of these sites and building for a cannabis retail store:

- The intended use of a site is consistent with the “retail” nature of the immediate area.
- The size of the proposed cannabis retail stores are approximately 3500 square feet, which is in the midrange of other retail stores existing on the subject site and in the surrounding area.
- The sites provide for ample and accessible parking

Exterior Design Rationale

Storefronts will have frosted windows to align with Health Canada’s requirements that cannabis not be visible to minors and with LCRB’s regulation that “the retail store must be located in a permanent building or structure and be enclosed by floor-to-ceiling walls that are not transparent”.

The stores will have one exterior sign, the BC Cannabis Stores signage. An image with standardized design specifications is included in this package.

Odour Mitigation

Product has to be packaged as per Health Canada’s packaging requirements, in a child-proof container with packing that reduces any odor. Since the product is prepackaged and the cardboard it comes in is removed from the store once received, there is little to no noticeable odor emitted in or around the store.

There will be a ventilation/filtration system to reduce and eliminate any odors from within the store. In the event that neighbouring property owners or customers complain about any odour, the LDB will respond to these requests immediately.

Defective product will be transported to an off-premise location to be destroyed. Stores will not incinerate or dispose of cannabis products on premise, reducing the risk that cannabis will come into the hands of minors or the illicit market.

Community Impact

The LDB works closely with the Liquor and Cannabis Regulation Branch (LCRB) and the Ministry of Public Safety and Solicitor General to encourage the safe and responsible consumption of alcohol and cannabis in BC. The LDB is committed to working in partnership with local governments to ensure a smooth introduction of the legal cannabis retail market to BC communities. While government-operated cannabis retail stores do not require a licence from the LCRB¹, we are committed to following all municipal zoning processes and meeting all bylaw requirements, as well as working with local law enforcement agencies to maintain public safety and to mitigate, and respond to, any negative impact on the community.

¹ As a branch of the Ministry of Attorney General, the LDB does not require a formal license from the LCRB to operate a retail cannabis store - written confirmation from the LCRB is attached.

Social Responsibility is part of the LDB's Mission Statement and one of the four pillars we have identified that supports our success. Our efforts are focused on three themes: encouraging and promoting responsible use of alcohol and cannabis, reducing the impact our business has on the environment, and giving back to the communities we serve. We meet these objectives by:

- Delivering products that meet strict product safety and quality requirements - all cannabis products will be purchased through the LDB wholesale channel; product will be lab tested and will only be purchased from producers that have been licensed by Health Canada.
- Ensuring accountability of our key business partners (e.g. Licensed Cannabis Producers).
- Promoting the safe and responsible use of beverage alcohol and cannabis through social responsibility campaigns aimed at keeping alcohol and cannabis out of the hands of youth*, preventing driving under the influence, and informing the public about associated health risks.
- Actively discouraging customers from engaging in high-risk behaviour like drinking or consuming cannabis and driving, consuming alcohol or cannabis during pregnancy and participating in sporting activities while under the influence of alcohol or cannabis;
- Increasing awareness of the dangers associated with over-consumption or risky behaviour through various in-store campaigns with strategically placed messaging;
- Raising money through in-store fundraising campaigns for local school dry grad celebrations, Red Cross disaster relief, kids in need, and local community charities (through the Provincial Government's Employee Workplace charitable giving campaign); and
- Incorporating environmental sustainability into all facets of our business with a goal of reducing our environmental footprint and being a leader in sustainable retailing.

All stores will employ unionized staff and results in job creation within the City of Burnaby. Specifically to these sites, the stores would have one Store Manager, two Assistant Managers, 6 full-time Cannabis Consultants, 2-4 part-time Cannabis Consultants, and approximately 4-6 auxiliary staff. The starting wages for these positions is \$21/hour. All employees go through criminal background checks.

****Keeping cannabis out of the hands of minors will be a top priority for the LDB. Unlike liquor stores, minors will not be permitted to enter cannabis retail stores, even if they are accompanied by a parent or guardian. When entering the store, there will be an ID check at the entrance. Individuals without ID or minors (even those accompanying someone of legal age) will not be permitted in the store. As well, all staff will be required to complete a provincial training program.***

Store Operations

All cannabis products carried by BC Cannabis Stores are sourced from federally licensed cannabis producers that are required to meet Health Canada's guidelines for quality control, Good Production Practices, and inventory management. BC Cannabis Stores will sell cannabis flower, pre-rolls, oils, cannabis accessories and once legalized, edibles and concentrates. Store hours may vary by each store location, but most stores will be open from Monday to Sunday 10 am to 10 pm.

The LDB's neighbourhood strategy includes:

- Mandatory full day training program, Keep It Safe, required for all staff. This program covers best practices for dealing with intoxicated customers, suspicious activities, and instances of violence, theft or nuisance. Additional topics covered include understanding cannabis related laws and strategies for maintaining a safe environment for employees and customers.
- Implementation of procedures on how to deal with unruly customers, store safety, loitering, and consumption outside the premises. For example, procedures are in place to ensure there are at least 2 employees in the store at all times and that stores are armed and locked outside business hours. For events that occur outside of the store, staff is trained to contact mall security, if applicable, or to call 911.
- BC Cannabis Stores have a two ID policy. Customers must show two pieces of ID, one of which must be issued by a government agency and includes their name, birth date, and picture. The second must include an imprint of their name, signature and/or picture. Staff receives training on conducting ID checks and identifying signs of altered ID documents.
- Defective product will be transported to an off-premise location to be destroyed. Stores will not incinerate or dispose of cannabis products on premise, reducing the risk that cannabis will come into the hands of minors or the illicit market.

Security

Customer, employee, and community safety is paramount. The LDB brings over 40 years of experience in working with local government, enforcement agencies, and security experts in establishing and operating secure retail stores in BC. The LDB utilizes Crime Prevention Through Environmental Design (CPTED) principles in all of our retail store layouts.

BC Cannabis Stores are supported by the LDB's Corporate Loss Prevention department and privately contracted security personnel are available to work in conjunction with store staff to ensure security practices and protocols are followed.

All BC Cannabis Stores will have:

- Centrally maintained province-wide intruder and fire monitoring systems;
- Interior and exterior camera surveillance;
- Locked and tempered glass display cases for cannabis accessories;
- A secure storage room where product will be kept that will require access cards to enter;
- Durable and reliable commercial-grade doors and locks;
- Security shutters; and
- Smash-resistant windows.

Further details regarding BC Cannabis Stores and the LDB's social responsibility efforts are included in the attached presentation. If you require additional materials or have any questions we would be very happy to provide it. We thank you in advance for your consideration of our application.

Sincerely,

Michael Tan
Executive Director – Cannabis Operations
BC Liquor Distribution Branch

Attachments:

1. BC Cannabis Stores presentation

From: todd langmuir [REDACTED]
Sent: April-05-19 2:45 PM
To: secondarysuites; Clerks; Keithley, Joe
Subject: Request for Reimbursement for Decommissioning Fees from [REDACTED]
[REDACTED], Burnaby

Mr. Rowley, Councillor Keithley, and the Mayor's Office:

We reside at [REDACTED], Burnaby (tel # [REDACTED]). Before we purchased our home in 2008, there was a basement suite on the ground floor. However, once we moved in, our child took over the space, and we have never rented any part of our home to anyone. In 2016, we received a letter from the City regarding a new tax for homeowners with secondary suites. As you know, this tax was even collected from those who had no intention of renting out to others. We phoned City Hall, and it was confirmed to us that the only way to avoid the tax was to have our suite "decommissioned". We had no choice but to hire an electrician to apply for a permit so that we could be decommissioned. We were forced to destroy the breaker and electrical plugs and lost the ability to use our second oven and range hood. Only then were we allowed to apply to avoid paying the tax on something that we had no connection to. This not only deprived us of the use those outlets for other electric appliances on our own property, but it also left an ugly, gaping hole in the wall that we had to repair. We were upset by this action because we felt it to be very unfair. We still feel this way.

Now the city has decided to abolish this tax and return the taxes to those who paid it. We would also like to recover the damages that the City forced on us. We do not consider it fair that other owners are having their tax money returned in full and the City has not offered to compensate us for the damage that has been done to our property. At this point, we are the only ones suffering a loss in this matter. We would like to request the City to reimburse us the cost to recover our property, which includes city permits, an electrical materials, electrician fees, our kitchen appliances, and the damage to our wall.

Thank you for your attention.

Todd Langmuir &
Shin Ju April Lai

[REDACTED], Burnaby
[REDACTED]

On Friday, April 5, 2019, 1:49:51 PM PDT, April Lai [REDACTED] wrote:

To Mr. Rowley & To the Mayor's office,

Referred to:

[Planning and Development Committee \(2019.04.30\)](#)

Copied to:

[City Manager, Dir. Corporate Services, Dir. Planning and Building, Dir. Public Safety and Community Services](#)

We're the owner of the property at [REDACTED], Burnaby. Tel # [REDACTED]

We have a basement suit but have never rented it out since moving in in 2008. As in 2016 we received the letter from the city regarding taxing owners of the secondary suits even they're not rented, we phoned the city hall and followed the instructions to decommissioning the suit by hiring an electrician to apply for a permit and to rid of the breaker and plugs for the oven and kitchen hood. We also got rid of the oven and kitchen hood. By doing that, we wouldn't be taxed the new taxes, but it deprived us of the use those outlets for other electric appliances in our own property, which we feel unfairly deprived. This was one of the reasons I voted for the new mayor who advocated for this issue. Now the city decided to abolish this tax and return the taxes to ppl who paid. We'd like to recover our suit. As an equal treatment as other owners who will get the tax return, We would like to request the city to reimburse us the costs of decommissioning and recovering our suit because of the changes of bylaw which caused the unnecessary back and forth work at the citizens' expenses.

Thank you for your attention.

Todd Langmuir &
Shin Ju April Lai

[REDACTED], Burnaby

Sent from my iPad