



VANCOUVER CITY PLANNING COMMISSION

MINUTES

September 9, 2026

A meeting of the Vancouver City Planning Commission was held on Wednesday, September 9, 2026, at 4:02 PM, via electronic means.

PRESENT: Aidan Shirley, Chair
Sarvnaz Golkar
Carolina Jianto
Khushali Kagrana
Sheyda Keyani
William Liang
Taygete Luna
Tim Rhone*
Mariyeh Sharifisaraei, Vice-Chair
Gloria Song, Vice-Chair
Jack Wells

ABSENT: Trisha Halpenny
Amber Osadan-Ullman, Chair (Leave of Absence)

ALSO PRESENT: Chris Robertson, Director, City-Wide and Regional
Planning; Staff Liaison

*Denotes absence for a portion of the meeting.

WELCOME

The Chair acknowledged we are on the unceded homelands of the Musqueam, Squamish, and Tsleil-Waututh Peoples. We thank them for having cared for this land and look forward to working with them in partnership as we continue to build this great city together.

Leave of Absence Requests

MOVED by Commissioner Kagrana
SECONDED by Commissioner Jianto

THAT the Vancouver City Planning Commission approve a leave of absence for Commissioners Halpenny and Osadan-Ullman, for this meeting.

CARRIED UNANIMOUSLY

Approval of Minutes

MOVED by Commissioner Luna
SECONDED by Commissioner Song

THAT the Vancouver City Planning Commission approve the minutes from the meeting of Wednesday, July 22, 2026, as circulated.

CARRIED UNANIMOUSLY

1. Liaison Updates

The Staff Liaison provided updates and responded to questions and comments.

The Park Board Liaison provided prior written updates.

2. Commissioner Updates

a) Workplan Subcommittee Updates

Commissioners provided updates.

b) Update from Reimagine VCPC Subcommittee

Commissioners shared a presentation, provided updates and engaged in a discussion.

c) Update from Urban Design Panel

None.

3. VCPC Procedural Updates

Members discussed a new Procedures Policy guiding the activities and procedures of the Commission.

Following discussion, it was

MOVED BY Commissioner Sharifisaraei

SECONDED by Commissioner Kagrana

THAT the Vancouver City Planning Commission Procedures policy be adopted.

CARRIED UNANIMOUSLY

Note: the adopted Procedures Policy is appended to the minutes.

4. New Business

None.

ADJOURNMENT

MOVED by Commissioner Jianto
SECONDED by Commissioner Kagrana

THAT this meeting be adjourned.

CARRIED UNANIMOUSLY

Next Meeting:

DATE: Wednesday, October 7, 2026
TIME: 4:00 pm
PLACE: Cascadia Room, 3rd Floor, City Hall
/ Teams Meeting

The Committee adjourned at 5:35 PM.

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Appendix

Vancouver City Planning Commission Procedures Policy

Adopted: September 9, 2026

Consolidated for convenience to September 9, 2026

List of Amendments		
No.	Date	Description

SCHEDULES

Schedule A – Robert's Rules of Order Motions Chart

Schedule B – Guidelines for Decision-based Business

MEETING AGENDAS

1. Any item which a Commissioner wishes to be included on a meeting agenda should be delivered by email to the Chair and Clerk not less than ten (10) days prior to the scheduled meeting date.
2. Draft meeting agendas prepared by the Clerk should be delivered by email to the Chair and Vice Chairs not less than seven (7) days prior to the scheduled meeting date. The Chair and Vice Chairs should provide written approval of the agenda not less than five (5) days prior to the scheduled meeting date.
3. Except where otherwise stated in this policy, or where the Commission has passed a motion providing specific direction on a matter, the Chair is delegated discretion over all agenda items.

MEETING PROCEDURES

4. The Commission should take a decision-based approach to agenda items to ensure meaningful outcomes and accurate meeting minutes. This includes, but is not limited to:
 - (a) Adoption/amendment of the agenda;
 - (b) Adoption of minutes;
 - (c) Presentations, delegations, and liaison updates;
 - (d) Business items;
 - (e) Notices of Motion;
 - (f) Adjournment

Guidelines setting out common motions in response to each type of item are included in Schedule B for reference purposes only.

LIAISON UPDATES

5. Council and Park Board Liaisons should provide general updates verbally at each meeting which they attend. Should specific feedback or decision be requested of the Commission, then relevant materials should be submitted to the Chair and Clerk ahead of the meeting, in accordance with section 1.
6. Staff Liaisons should provide updates in writing to the Chair and Clerk not less than seven (7) days prior to the scheduled meeting date. The Clerk shall deliver such updates to the Commission in conjunction with the meeting agenda. Staff Liaisons may provide a brief verbal summary of their updates at the meeting, generally reserving time for discussion with the Commission.
7. Commission Liaisons to other civic agencies, including the Urban Design Panel, should provide high-level updates on the business of such agencies, and are not necessarily required to report on each business item.

WORKPLANS

8. The Commission should develop and approve a workplan not less than once every two (2) years. Such workplan should set out the general priorities and activities of the Commission for the upcoming term(s).
9. The approval of a workplan must be authorized by a 2/3 majority vote of the Commission.
10. Should a workplan set out undertakings which are likely to require City funding or resources which are outside of the ordinary resources available to the Commission, the workplan must not be approved without a formal request to Council for such resources. Any request for funding or resources must be authorized by a majority vote of the Commission.

ENFORCEMENT

11. For all matters taking place during a meeting, the Commissioner appointed as chair for said meeting shall undertake reasonable effort to ensure that this policy is adhered to throughout.
12. For all matters taking place outside of a meeting, the Commissioner(s) appointed as Chair and Vice Chair(s) shall undertake reasonable effort to ensure that this policy is adhered to.
13. Should the Commission act in violation of any section of this policy, and such violation affects the consideration of a subsequent decision, a Commissioner may request to the Chair that such decision be reconsidered, or alternatively, considered for rescission, at the next meeting. Upon receipt of such request, the Chair shall ensure that reconsideration or rescission of the decision is published on the agenda of said meeting.
14. A motion to reconsider or rescind such a decision must be passed by a majority vote of the Commission. Should a vote to reconsider a decision pass, the decision must be reconsidered immediately, prior to the continuation of any other business and following the same rules and procedures as the original vote on the decision.

GENERAL

15. If any portion of this policy conflicts with a by-law or other enactment made by Council, such enactment shall take precedence.
16. This policy may only be amended or repealed by a majority vote of the Commission, however such amendment or repealment must be included as a Notice of Motion at a meeting prior to consideration at a subsequent meeting.

Robert's Rules of Order Motions Chart

SCHEDULE A

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

SCHEDULE B

Adoption of Agenda	
Motion	Sample Wording
Amend	"That the agenda be amended by [adding / removing / changing / etc.]..."
Adopt	"That the agenda be adopted [as presented / as amended]."

Adoption of Minutes	
Motion	Sample Wording
Amend (ONLY IF ERRONEOUS)	"That the minutes of [meeting type and date] be amended by [adding / removing / changing / etc.]..."
Adopt	"That the minutes of [meeting(s)] be adopted [as presented/as amended]."

Presentations, Delegations, Liaison Updates, & Correspondence	
Motion	Sample Wording
Receive for Information	"That [subject matter] be received."
Support	"That the Commission support..."

Business Items	
Motion	Sample Wording
Amend	"That the resolution be amended by [adding / removing / changing / etc.]..."
Resolve	"That the resolution be adopted [as presented / as amended]." OR [Wording of resolution] ("That...")
Postpone	"That consideration of [subject matter] be postponed [indefinitely / until such time as...]."
Refer	"That [subject matter] be referred to [the next regularly scheduled meeting / the meeting of (date)]."

Notices of Motion	
Motion	Sample Wording
Refer	"That the Notice of Motion be referred to [the next regularly scheduled meeting / the meeting of (date)]."

Adjournment	
Motion	Sample Wording
Adjourn	"That the meeting be adjourned."

DRAFTING RESOLUTIONS

Vancouver City Planning Commission Centennial Anniversary

HEADER:

Name/title of resolution.

WHEREAS:

1. The Vancouver City Planning Commission (the "Commission") is an active City of Vancouver civic agency that advises Council on a broad range of planning-related priorities and initiatives;
2. The Commission was formally established on February 1, 1926, as the "Vancouver Town Planning Commission", making 2026 its centennial anniversary;
3. The Commission was created in part to advise in the creation of a city plan and zoning ordinance, later published as "A Plan for the City of Vancouver British Columbia" in 1930, and the City continues to undertake and advance similarly important planning initiatives today, including the drafting of Vancouver's first City-wide Official Development Plan (ODP); and
4. The Commission feels it important to recognize this milestone and the Commission's historical role in the shaping of the City.

PREAMBULATORY CLAUSES:

Explain the context, background, and reasons why the body is addressing the issue.

Should sufficiently prepare the Commission to make an informed decision on the resolution.

THEREFORE BE IT RESOLVED:

- A. That the Vancouver City Planning Commission recognize 2026 as its centennial anniversary;
- B. That the Commission request that Council direct staff and any other relevant persons or entities to identify opportunities to prioritize the digitization and publication of Commission-related materials currently stored in the City of Vancouver archives and other repositories, including, but not limited to:
 - (i) City of Vancouver Planning By-law No. 1771 (including all of the original by-law, amendment by-laws thereto, and the most recent consolidated version of the by-law upon its repealment);
 - (ii) Agendas, minutes, and other meeting materials of the Commission dating back to its inception;
 - (iii) City plans, by-laws, and other materials which were produced with meaningful input from the Commission; and
 - (iv) Similar materials to the foregoing in relation to the Town Planning Commission of the Municipality of Point Grey prior to its amalgamation with the City of Vancouver on January 1, 1929;
- C. That the Commission request that Council direct staff to co-develop a "100+ Years of City Planning" campaign alongside the Commission, aimed at raising awareness of the City's planning history, including how planning processes originated and have evolved over the past century;
- D. That past Commissioners as well as prominent and distinguished planners and planning-adjacent professionals (current or former) be invited to advise on, participate in, or otherwise contribute to the campaign; and
- E. That the Commission request that Council declare November 2026 as Urban Planning Month in Vancouver, coinciding with World Urbanism Day/World Town Planning Day on November 8, 2026.

OPERATIVE CLAUSES:

Detail the specific actions, policies, or decisions that the Commission will take.