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To: ["Direct to Mayor and Council - DL"](#)

Date: 12/18/2025 11:38:41 AM

Subject: Memo re Changes to Rezoning Reports

Attachments: PDS - Memo to Mayor Council - Changes to Rezoning Reports 12 18 2025.pdf

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Dear Mayor and Council,

This memo highlights changes to rezoning reports to improve clarity and consistency in how information is conveyed.

This improvement is happening in the context of a broader effort to modernize and streamline the rezoning process to be clearer, faster, and customer service centered while being aligned with the City's broader objectives. You can expect regular updates on improvements we are making to our rezoning process.

Josh White M.Pl. (He/him)

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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x m k y m (Musqueam), S wx\u03b1817 \_w\u03b17mesh (Squamish), and s lilw ta (Tseil-Waututh) Nations.

## MEMORANDUM

December 18, 2025

TO: Mayor and Council

CC: Donny van Dyk, City Manager  
Armin Amrolia, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Sandra Singh, Deputy City Manager  
Katrina Leckovic, City Clerk  
Maria Pontikis, Chief of External Relations  
Teresa Jong, Administration Services Manager, City Manager's Office  
Mellisa Morphy, Director of Policy, Mayor's Office  
Trevor Ford, Chief of Staff, Mayor's Office  
Templar Tsang-Trinaistich, Director, Rezoning Centre, Planning Urban Design & Sustainability  
Cynthia Lau, Manager Systems Integration, Planning Urban Design & Sustainability

FROM: Josh White  
General Manager, Planning, Urban Design and Sustainability

SUBJECT: Changes to Rezoning Reports

RTS #: N/A

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This memo provides an overview of upcoming improvements to the format of rezoning reports. Beginning with February public hearings, staff will introduce a more concise rezoning report to support clearer decision-making, while not compromising key details and existing processes.

Rezoning reports have historically been lengthy, complex, and labour-intensive to prepare. Staff draw from multiple policy sources, technical analyses, and inputs from several departments, which has made it difficult to maintain consistency across applications and can prolong preparation and concurrence timelines. Further, the new R3/R4/R5 "simplified" rezoning pathways and the ability for some rezonings to be approved at Council meetings following approval of Vancouver ODP next year, underscored the need to update rezoning reports.

To address these challenges, staff have modernized the structure, content, and workflow of rezoning reports. The updated format will provide greater consistency across reports while preserving the unique, project-specific details required for Council's consideration. Key improvements include:

- Reduced repetition and redundancy, with background and reference material shifted to appendices to enhance the narrative flow of the main report
- A restructured Housing section, with supplementary information and data moved to appendices
- A more focused Form of Development section, highlighting only key areas of deviation from policy and guidelines
- Alignment with a new Council presentation format, which seeks to improve the throughline between written and verbal presentation of information

Beginning in February, rezoning reports will therefore appear shorter, clearer, and more streamlined, making it easier for Council to locate and understand the major considerations relevant to each application. It is important to note that these formatting updates do not alter the depth or rigour of staff review, nor do they change any public consultation practices.

The updated report format is expected improve accessibility for Council and the public through a clearer articulation of key issues and decisions. They will contain less repetition and enable staff and management to prepare and finalize reports more efficiently.

Staff will continue to evaluate the new report format over the coming months and may make further refinements based on Council feedback and operational experience.

Thank you,

A handwritten signature in black ink, appearing to read 'J White', is positioned below the 'Thank you,' text.

Josh White  
General Manager, Planning, Urban Design and Sustainability

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