

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING AGENDA

Monday, September 26, 2022, 6:00 p.m.

Queensborough Community Centre - Poplar Island Room
920 Ewen Avenue

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

<u>LIVE WEBCAST:</u> Please note City Council Meetings, Public Hearings, Council Workshops and some Special City Council Meetings are streamed online and are accessible through the City's website at http://www.newwestcity.ca/council

Pages

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Mayor will open the meeting and provide a land acknowledgement.

2. CHANGES TO THE AGENDA

Urgent/time sensitive matters only

3. CONSENT AGENDA

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

Recommendation:

THAT Council adopt the recommendations for items # on consent.

3.1. Appointment of Acting City Clerk

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City during the secondment of

the City Clerk to the Chief Election Officer position.

Recommendation:

THAT Council designate Carilyn Cook, Committee Clerk, to be the Acting City Clerk until October 20, 2022.

3.2. Budget 2023: User Fees and Rates Review Amendment Bylaws

16

To request Council give three readings to the Amendment Bylaws for Fees, Rates and Charges for Engineering, Climate Action, Planning and Development, Cultural Services, Anvil Theatre and Electric Utility as approved in principle by Council on August 29, 2022.

Recommendation:

THAT the following Amendment Bylaws attached to this report be given three readings:

- 1. Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022
- 2. Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022
- 3. Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022
- Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022
- 5. Electric Utility Charges Amendment Bylaw No. 8368, 2022

3.3. City's Response to the Accessible British Columbia Act

107

To inform Council about the Accessible British Columbia Act (the Act) and to seek their approval of the attached terms of reference for a new Accessibility Advisory Committee.

Recommendation:

That Council approve the terms of reference for the new Accessiblity Advisory Committee and direct staff to recruit members during the 2022 recruitment process;

That Council request staff to report back during the budget process on the resources needed to comply with the *Accessible British Columbia Act*.

3.4. Council Code of Conduct

120

To provide Council with a revised Council Code of Conduct (the "Code") for approval based on best practices and new legislative requirements that will be in force by next year.

Recommendation:

THAT Council approve the revised Council Code of Conduct (Attachment

	1.)	
3.5.	Infrastructure Canada Active Transportation Fund – Grant Agreement To request Council's approval for the Chief Administrative Officer and Director of Engineering to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in support of the Citywide Active Transportation Network Plan, currently being developed by the Engineering Services Department.	136
	Recommendation: THAT the Chief Administrative Officer and the Director of Engineering be authorized to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in the amount of \$50,000 in support of the development of the Citywide Active Transportation Network Plan.	
3.6.	Introduction of the Local Government Climate Action Program and 2021 Corporate Greenhouse Gas Emissions Update To introduce the Province's new Local Government Climate Action Program and provide a summary of the reporting required by the program, including the City's corporate greenhouse gas emissions.	139
	Recommendation: THAT Council receives this report for information. Recommendation: Staff recommends that the Director forward this memo and the following resolution to council for information.	
3.7.	Latecomer Agreement for Extended Servicing Costs Related to the Servicing of the Queensborough Special Study Area To seek Council authorization to enter into a Latecomer agreement with the QBT Properties Limited Partnership and to authorize Mayor and Clerk to sign, permitting the QBT Properties Limited Partnership to recover their costs related to excess/extended services from other benefitting lands.	174
	Recommendation: THAT Council approve the Latecomer Agreement for execution by the Mayor and City Clerk as outlined in this report.	
3.8.	Manufacture's Patio Application (Pacific Breeze Winery) for 6 & 7 320 Stewardson Way This report provides information regarding an application from Pacific Breeze Winery to create a patio in front of the existing business. Details regarding the application are outlined in this report.	227

Recommendation:

THAT the following resolution be approved:

WHEREAS New Westminster City Council considered a staff report regarding an application from Pacific Breeze Winery to operate a 20 seat patio located at 6/7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday;

WHEREAS the overall occupancy of the establishment remains at 20 people;

WHEREAS the location is in a light industrial zone (M-1) in the Downtown area;

WHEREAS the establishment is not expected to negatively affect traffic patterns or parking given proximity to transit, and noise is not expected to be an issue;

WHEREAS the establishment has operated a TESA patio during COVID-19 pandemic without any negative impact to the neighbourhood since May 2021;

WHEREAS the business has not generated noise complaints or negative community impacts and the proposed patio is not expected to result in noise or negative impacts to the community based on the establishment's size, hours of operation and location;

WHEREAS the New Westminster Police Department does not oppose the application;

WHEREAS a sign has been placed in front of the business for 30 days, two newspaper notices were published as well as circulated in the City's e-newsletter (Citypage Online), to 1200+ subscribers and providing details regarding the application and inviting the public to submit comments to the City; and

WHEREAS the City has received no correspondence regarding the application;

THEREFORE BE IT RESOLVED:

THAT New Westminster City Council recommends the approval of the application by Pacific Breeze to operate a 20 person patio, located at 6 & 7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

3.9. Official Community Plan Amendment Section 475 and 476: 501 Fourth Avenue and 408 Fifth Street (Holy Eucharist Cathedral), and 1135 Salter Street – Consultation Report

To identify those parties that may be affected by the proposed OCP

240

Amendments for 501 Fourth Avenue and 408 Fifth Street, and 1135 Salter Street, as required by Sections 475 and 476 of the Local Government Act, and request Council direction to proceed with the required consultation.

Recommendation:

THAT Council, with regard to the proposed Official Community Plan (OCP) Amendment for 501 Fourth Avenue and 408 Fifth Street:

- 1. Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act:
- 2. Direct staff to advise and consult with the following First Nations:
 - Skawahlook First Nation;
 - ii. Seabird Island Band;
 - iii. Shxw'ōwhámél First Nation;
 - iv. Soowahlie First Nation;
 - v. Squamish Nation; and
 - vi. Sto:lo Tribal Council.

AND

THAT Council, with regard to the proposed Official Community Plan (OCP) Amendment for 1135 Salter Street:

- Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
- 2. Direct staff to advise and consult with the following First Nations:
 - i. Skawahlook First Nation;
 - ii. Seabird Island Band;
 - iii. Shxw'ōwhámél First Nation;
 - iv. Soowahlie First Nation;
 - v. Squamish Nation; and
 - vi. Sto:lo Tribal Council.

3.10. Permissive Property Tax Exempt Properties for 2023 – Review of Application Result

To seek Council's approval of the 2022 permissive tax exemption (PTE) applications to be considered in the 2023 Permissive Property Tax Exemption Bylaw. The permissive exemption is for the 2023 year.

Chuck Puchmayr declared a conflict on this item. (director of lookout) **Recommendation:**

THAT Council approve the proposed Taxation Exemption list and forward

244

	three readings.	
3.11.	Q2 2022 Capital Budget Adjustments To seek Council's approval of the proposed 2022 Quarter 2 Capital Budget Adjustments & Revised 2022 Capital Budget: (1) Adjust for net budget increases of \$1.7M; (2) Approve the proposed revised 2022 Multi- Year Capital Budget of \$191.1M and no change to the 2022-2026 5 Year Financial Plan Bylaw as \$1.7M will be accommodated by deferring/delaying projects within the current approved Bylaw.	262
	Recommendation: That Council approves the Q2 2022 Capital Budget Adjustments as outlined in Table 1-1 in this report.	
3.12.	Queensborough Ecological Restoration Project To update Council on the ecological restoration initiative underway at two locations in Queensborough.	269
	Recommendation: THAT this report be received for information.	
3.13.	Rezoning Application for Detached Accessory Building: 228 Seventh Street – Preliminary Report To seek Council's approval to proceed with processing the proposed rezoning at 228 Seventh Street, to regularize the site's existing principal use and enable a new client intake and administrative building for Westminster House Society.	273
	Recommendation: THAT Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report.	
3.14.	Rezoning Application for Duplex: 376 Keary Street – Preliminary Report To seek Council's approval to proceed with processing the rezoning application for a duplex at 376 Keary Street as outlined within this report.	296
	Recommendation: THAT Council direct staff to process the rezoning application for a duplex at 376 Keary Street, as outlined in the "Consultation and Review Process" section of this report.	
3.15.	Rezoning, Development Variance Permit, and Development Permit: 114 and 118 Sprice Street – Preliminary Report To seek Council support for proceeding with processing a proposal for 10 single-detached houses on compact lots in Queensborough.	318
	Recommendation:	

the Permissive Tax Exemption Bylaw No. 8366, 2022 (Attachment A) for

			tions for 114-118 Sprice Street as outlined in the Application Process and Next Steps section of this report.	
	3.16.	and the This rep partners	on the Community Action Network Leadership Training Program Ethics of Engagement Project Foort provides an update on the City of New Westminster's Ship in the Community Action Network Leadership Training In (CAN New West) and results of the Ethics of Engagement	344
			mendation: Council receive this report for information.	
	3.17.	Proclan	nation: Terry Fox Week, September 12-18, 2022	404
	3.18.	Minutes	s for Adoption	
		a.	August 29, 2022 City Council Meeting (9:00 a.m.)	405
		b.	August 29, 2022 City Council Meeting (6:00 p.m.)	407
		C.	August 31, 2022 Special City Council Meeting	426
		d.	September 14, 2022 Special City Council Meeting	428
4.	OPPO	ORTUNIT	Y FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM	
5.	BYLA	<u>ws</u>		
	5.1.	Bylaws	for readings	
		a.	Permissive Tax Exemption Bylaw No. 8366, 2022 Certain properties within New Westminster such as places of worship, hospitals, and those with charitable/ philanthropic uses are eligible for an exemption from property taxes. This bylaw lists the properties exempted in 2023. This bylaw is on the agenda for THREE READINGS.	431
		b.	Anvil Theatre Fees and Charges Amendment Bylaw No 8367 2022 A bylaw to set the 2023 Anvil Theatre Fees and Charges. This	438
			bylaw is on the agenda for THREE READINGS.	
		C.	Climate Action Planning and Development Fees and Rates Amendment Bylaw No 8358 2022 A bylaw to set the 2023 Climate Action, Planning and Development Fees and Rates. This bylaw is on the agenda for THREE READINGS.	440
		d.	Cultural Services Fees and Charges Amendment Bylaw No 8359 2022	492

THAT Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit

		A bylaw to set the 2023 Cultural Services Fees and Charges. This bylaw is on the agenda for THREE READINGS .	
	e.	Electric Utility Charges Amendment Bylaw No 8368 2022 A bylaw to set the 2023 Electric Utility Charges. This bylaw is on the agenda for THREE READINGS.	497
	f.	Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022 A bylaw to set the 2023 Engineering Fees and Rates. This	501
5.2.	Rylaws	bylaw is on the agenda for THREE READINGS. for adoption	
J.Z.	a.	Delegation Amendment Bylaw No. 8365, 2022 To respond to changed department structures and allow for effective delegation of the Director position. This bylaw is on the agenda for ADOPTION.	522
	b.	Zoning Amendment Bylaw (616 and 640 Sixth Street - Text Amendment) No. 8348, 2022 To enable construction of a mixed-use, 100% secured market rental project at 616 and 640 Sixth Street. This bylaw is on the agenda for ADOPTION.	524
	C.	Heritage Revitalization Agreement (108-118 Royal Avenue and 74-82 First Street) Bylaw No. 8339, 2022 This bylaw will enable the development of a six to eight storey multiple unit residential building with 189 stratified residential units and a density of 3.29 FSR in exchange for the retention, on-site relocation, restoration, and protection of the Woods House (1890) at 82 First Street. This bylaw is on the agenda for ADOPTION.	528
	d.	Heritage Designation Bylaw (82 First Street) No. 8340, 2022 This bylaw will legally protect the Woods House (built 1890) at 82 First Street and designate it as protected heritage property. This bylaw is on the agenda for ADOPTION.	669
	e.	Windsor Road Closure, Dedication Removal and Disposition Bylaw No. 8350, 2022 This bylaw will authorize the sale and closure of a 404.7 square metre portion of Windsor Street. This bylaw is on the agenda for ADOPTION.	674
	f.	Official Community Plan Amendment (514 Carnarvon Street - Holy Trinity Cathedral) Bylaw No. 8088, 2022 This bylaw will amend the land use designation in the Official Community Plan of 514 Carnarvon Street from "Residential – Mid Rise Apartment" to "Residential – Tower Apartment". This bylaw is on the agenda for ADOPTION.	678

g. Heritage Revitalization Agreement (514 Carnarvon Street - Holy Trinity Cathedral) Bylaw No. 8089, 2022

This bylaw will allow development of a 30 storey, 6.59 FSR tower with 271 market condo units, 14 secured market rental units (285 total), and institutional-use space for the Parish at the tower base in exchange for the retention, on-site relocation, restoration, and protection of the Holy Trinity Cathedral; publicly accessible plaza space; public pedestrian connection improvements; and onsite public art. This bylaw is on the agenda for **ADOPTION**.

h. Heritage Designation Bylaw (514 Carnarvon Street - Holy Trinity Cathedral) No. 8090, 2022

This bylaw will legally protect the Holy Trinity Cathedral (built 1899) at 514 Carnarvon Street and designate it as protected heritage property. This bylaw is on the agenda for **ADOPTION**.

6. MOTIONS FROM MEMBERS OF COUNCIL

6.1. Disposition of Unused 2018 Campaign Funds, Mayor Cote WHEREAS the City is holding in trust unused candidate campaign funds

from the 2018 election; and

WHEREAS these funds are associated with candidates not running in 2022 so these unused funds have become funds of the City of New Westminster for use at the discretion of the City;

THEREFORE BE IT RESOLVED THAT Council authorizes staff to make funds equal to the unused campaign funds from the 2018 local government election available be donated to charitable and/or scholarship programs as directed by the member of Council associated with the funds.

7. NEW BUSINESS

7.1. ON TABLE 2022 Summer Heat Response Update

This report is to inform Council of a new initiative in response to heat related events in the City.

Recommendation:

THAT Council receive this report for information.

8. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

9. END OF THE MEETING

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*Some personal information is collected and archived by the City of New Westminster under Section 26(g)(ii) of the Freedom of Information and Protection of Privacy Act and for the purpose of the City's ongoing commitment to open and transparent government. If you have any questions about the collection of personal information please contact Legislative Services, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523.



REPORT Office of the CAO

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Spitale File: 05.1035.10

Chief Administrative Officer

Item #: 2022-651

Subject: Appointment of Acting City Clerk

RECOMMENDATION

THAT Council designate Carilyn Cook, Committee Clerk, to be the Acting City Clerk until October 20, 2022.

PURPOSE

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City during the secondment of the City Clerk to the Chief Election Officer position.

BACKGROUND

The City Clerk (Corporate Officer) is a statutory officer of the City under Section 148 of the Community Charter, and therefore requires appointment by a City Council to act on their behalf. Once appointed the Acting City Clerk will also assume the responsibilities of the City Clerk under the Officers Establishment and Indemnity Bylaw 7175, 2007 (Attachment 1) The enactments allow for the Assistant City Clerk to take this role but at this time the Assistant City Clerk is seconded to the role of Deputy Chief Election Officer.

ANALYSIS

This resolution seeks to put in place the authority required for the smooth operation of the City and Legislative Services.

OPTIONS

Option 1: THAT Council designate Carilyn Cook, Committee Clerk, to be the Acting City Clerk until October 12, 2022;

Option 2: Please provide Staff with other direction.

Staff recommends Option 1.

INTERDEPARTMENTAL LIAISON

The Office of the Chief Administrative Officer and the City Solicitor were consulted in the writing of this report.

CONCLUSION

In approving the resolution contained in this report, Council will be supporting the smooth administration of the City's Legislative Services Department and of the City.

ATTACHMENTS

Attachment 1 – Officers Establishment and Indemnity Bylaw 7175, 2007

This report was prepared by: Jacque Killawee, City Clerk

This report was approved by: Lisa Spitale, Chief Administrative Officer

Officers Establishment and Indemnity Bylaw No. 7175, 2007

- 1. The following positions are established as Officers of the City of New Westminster, and assigned the functions and duties set out:
 - (a) Corporate Officer:
 - (i) the powers, duties and functions of the corporate office responsible for corporate administration for the City pursuant to Section 148 of the Community Charter;
 - (ii) the overall management of the Legislative Services Department;
 - (iii) the administration of civic elections and referendums;
 - (iv) the "head" for the purposes of the Freedom of Information and Protection of Privacy Act;
 - (v) the powers, duties and functions of the City Administrator, while appointed as the Acting City Administrator by the City Administrator in his absence;
 - (vi) the authority to authorize the destruction of records in accordance with a City Records Management Program;
 - (vii) other related powers, duties and functions assigned by Council or the City Administrator.

Doc # 2153930



Attachment 1 Officers Establishment and Indemnity Bylaw No. 7175, 2007

Officers Establishment and Indemnity Bylaw No. 7175, 2007

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 - (a) Corporate Officer:
 - (i) the powers, duties and functions of the corporate office responsible for corporate administration for the City pursuant to Section 148 of the Community Charter;
 - (ii) the overall management of the Legislative Services Department;
 - (iii) the administration of civic elections and referendums;
 - (iv) the "head" for the purposes of the Freedom of Information and Protection of Privacy Act;
 - (v) the powers, duties and functions of the City Administrator, while appointed as the Acting City Administrator by the City Administrator in his absence;
 - (vi) the authority to authorize the destruction of records in accordance with a City Records Management Program;
 - (vii) other related powers, duties and functions assigned by Council or the City Administrator.



REPORT Finance

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Harji Varn File:

CFO/Director of Finance

Item #: 2022-629

Subject: Budget 2023: User Fees and Rates Review Amendment Bylaws

RECOMMENDATION

THAT the following Amendment Bylaws attached to this report be given three readings:

- 1. Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022
- Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022
- Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022
- 4. Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022
- 5. Electric Utility Charges Amendment Bylaw No. 8368, 2022

PURPOSE

To request Council give three readings to the Amendment Bylaws for Fees, Rates and Charges for Engineering, Climate Action, Planning and Development, Cultural Services, Anvil Theatre and Electric Utility as approved in principle by Council on August 29, 2022.

BACKGROUND

As directed by Council, departments are required to review their user fees and rates on an annual basis. The Finance Department compiled the departmental recommendations and prepared a report summarizing the proposed changes for Council consideration on August 29, 2022. At that time, Council approved in principle the changes and directed staff to prepare the related amendment bylaws.

OPTIONS

The following options are presented for Council's consideration:

- 1) That the Amendment Bylaws attached to this report be given three readings.
- 2) That Council provide other direction.

Staff recommends option 1.

ATTACHMENTS

Attachment 1 - Engineering User Fees and Rates Amendment Bylaw No. 8360, 2022

Attachment 2 - Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022

Attachment 3 - Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022

Attachment 4 - Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022

Attachment 5 - Electric Utility Charges Amendment Bylaw No. 8368, 2022

This report was approved by:

Harji Varn CFO/Director of Finance

Lisa Spitale Chief Administrative Officer



Attachment #1

Engineering User Fees and Rates Amendment Bylaw No. 8360,2022

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8360, 2022

A Bylaw to Amend Engineering User Fees and Rates Bylaw No. 7553, 2013

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled HEREBY ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as "Engineering User Fees and Rates Amendment Bylaw No.8360, 2022".
- 2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by:
 - a. replacing the "Parts" 1.0-3.0, and 5.0-12.0 of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the corresponding "Parts" attached to this bylaw:
 - Part 1.0 Animal Control Fees and Rates as attached herein
 - Part 2.0 Cemetery Services Fees and Rates as attached herein
 - Part 3.0 Commercial Towing Fees and Rates as attached herein
 - Part 5.0 Highway Use Utility Fees and Rates as attached herein
 - Part 6.0 Sewerage System User Fees and Rates as attached herein
 - Part 7.0 Soil Deposit Regulation Fees and Rates as attached herein
 - Part 8.0 Street and Traffic Fees and Rates as attached herein
 - Part 9.0 Subdivision and Development Control Fees and Rates as attached herein
 - Part 10.0 Waterworks Fees and Rates as attached herein
 - Part 11.0 Water Shortage Response Fees and Rates as attached herein
 - Part 12.0 Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders as attached herein

Parts 1.0, 2.0, 3.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, & 12.0 of this Bylaw shall come into force and effect on January 1st, 2023. Part 11.0 of this Bylaw shall come into force and effect on January 1st, 2023, except for the Rain Barrel Fee, which shall come into force and effect upon adoption.

GIVEN FII	RST READING THIS	day of	2022.
GIVEN SE	COND READING THIS	day of	2022.
GIVEN TH	HIRD READING THIS	day of	2022.
ADOPTEI	D and the Seal of the Corporat	ion of the City of New V	Vestminster affixed
this	day of	2022.	
		Jacque Kil	lawee, City Clerk

Part 1.0 Animal Control Fees and Rates

Annual License Fees						
Annual Electise Fees	Paid on o Before March 1s		Paid A March			nitial icense
Male/Female Dog	\$69.00		\$89.00		\$ 37.00	
Sterilized Dog	\$27.00		\$36.00		\$	27.00
Dangerous Dog - Unsterilized	\$210.00		\$262.00		_	106.00
Dangerous Dog - Sterilized	\$158.00		\$210.00		\$	79.00
Therapy Dog - No Charge	No Charg	ge	No Ch	arge	N	lo Charge
Service Dog - No Charge	No Charg	ge	No Ch	arge	N	lo Charge
Impoundment Fees						
		1st Off		2nd Offeno	e	Subsequent Offences
Licensed Dogs		\$49.00		\$85.00		\$158.00
Unlicensed Dogs		\$94.00		plus Licens	se I	Fee
Dangerous Dogs		\$350.00		\$550.00		
Vicious Dogs		\$350.00		\$550.00		\$1,050.00
Sterilized Cat with Iden	tification	\$17.00				
Sterilized Cat without		\$37.00)			
Identification						
Unsterilized Cat with Ic		\$111.0				
Unsterilized Cat withou Identification		\$136.0				
For Each Companion A	\$17.00)				
(excluding dogs/cats)						
For Any Other Animal		\$57.00)	plus any ac incu		
Other Fees				ı		1
Replacement License Tag		\$ 6.00				
Transfer of Valid Dog License		\$ 6.00				
Dog boarding (per animal)		\$32 / 6				
Cat boarding (per animal)		\$22 / 6				
Administering medication		\$6 / da	ıy			
Note – any veterinary costs						
incurred during boarding						
paid prior to release of animal						
Maintenance Fees		\$20.00)			
Dog Vicious/Dongspays Dog		\$20.00				
Vicious/Dangerous Dog	\$37.00	J				

Cat	\$12.00		
Small Animal (pocket pet)	\$10.00		
The above feet are not day not animal. Any veterinam feet in curred while in the care			

The above fees are per day/per animal. Any veterinary fees incurred while in the care of Animal Services must be paid in full prior to release

Removal/Disposal				
Dog	Fee r	Fee removed per Bylaw 7964, 2017		
Dog under 25 pounds	\$47.00			
Dog 25 pounds or over	\$74.00			
Cat	\$27.00			
Small Animal (pocket pet) \$10.00				
All fees are subject to applicable taxes				

Part 2.0 Cemetery Services Fees and Rates

Interment Fees			
Adult Casket	\$1,286.00		
Veteran Casket	\$760.00		
Child/Infant Casket - Non-Resident only	\$724.00		
Cremation Burial – Excluding Resident Child/Infant	\$505.00		
Ossuary (Includes Name Engraving)	\$687.00		
Inurnment Fee	\$349.00		
Deepen Unoccupied Grave for Interment	\$1,104.00		
Deepen Occupied Grave for Interment	\$3,791.00 (incl. CFC)		

<u>Note:</u> Interment rates for a Saturday/Sunday/Statutory Holiday are twice the regular interment fees.

Plots Fees	
	Total
Adult Casket	
Resident	\$5,421.00
Non-Resident	\$8,133.00
Child/Infant Casket	
Resident	\$1,484.00
Non-Resident	\$2,226.00
Cremation Lot	
Resident	\$1,395.00
Non-Resident	\$2,093.00
Columbarium Niche (Richmond I and II)	
Resident – Single	\$2,744.00
Resident – Double	\$4,296.00
Non-Resident – Single	\$4,116.00
Non-Resident – Double	\$6,445.00
Columbarium Niche (Richmond II Estates)	
Resident – Single	\$3,015.00
Resident – Double	\$4,718.00
Non-Resident – Single	\$4,523.00
Non-Resident – Double	\$7,076.00
Columbarium Niche (Heritage Plaza)	
Resident – Single	\$3,291.00
Resident – Double	\$5,155.00
Non-Resident – Single	\$4,938.00
Non-Resident – Double	\$7,733.00
	1 1.00

<u>Note:</u> A second interment can be added to a single niche. The cost is the difference between a single niche and double niche.

This does not apply to niches in Richmond I.

Note: Urn size for the double niche is restricted to a maximum of 5.5" in width or diameter and 10" in height.

Note: Care Contribution accounts for 25% of total.

The state of the s					
Other Fees, Products and Services					
Plaque and Marker Fees (plaque type is determined by r	niche location)				
Single Niche Plaque	\$495.00				
Double Niche Plaque	\$630.00				
Heritage Plaza Niche Plaque	\$750.00				
Plaque Additions and Changes (Single Niche Plaque)	\$328.00				
Plaque Additions and Changes (Double Niche Plaque)	\$417.00				
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$187.00				
Marker Permit Only – No Placement	\$115.00				
Marker Permit & Placement – Horizontal/Flat Marker	\$313.00				
Existing Marker Removal and Placement \$156.00					
Note: Care Fund Contribution accounts for 25% of total, not	t charged on additions and				
changes.					
Memorial Bench \$2,818.00					
Memorial Tree \$2,297.00					
Uralla Vase (Richmond II) \$521.00					
Armidale Vase (Richmond II) \$469.00					
Special Attention to Grave Space	\$240.00				
Transfer of Grave Space	\$109.00				
Exhumation	Twice the Interment				
	Fees				
Plot Buy-Back	As outlined in Cemetery				
Bylaw 7068,					
	2006				
Administration Fee	\$78.00				
All fees are subject to applicable taxes					

Part 3.0 Commercial Towing Fees and Rates

Release fee for any vehicle

All fees are subject to applicable taxes

Commercial Towing Fees and Rates are monitored and set by the Insurance Corporation of British Columbia (ICBC) and can change at any time without notice. FLAT TOWING RATE FOR VEHICLE Up to 2,999 Kgs GVWR \$79.78 3000 Kgs to 6,300 Kgs GVWR \$84.25 Flat drop rate for all vehicles (including charges & taxes) \$80.00 Special mobile vehicles. Over 6,300 Kgs GVWR At hourly rate Additional fee for each use of dolly or trailer \$35.00 Service calls (unlocks, battery boost, etc...) \$45.00 HOURLY RATES FOR EACH UNIT OF EQUIPMENT USED One Ton Wrecker \$79.78 Three Ton Wrecker \$84.25 STORAGE RATES PER VEHICLE Automobile Daily Rate \$20.71 Truck Daily Rate \$20.71 Motorcycle Daily Rate \$10.36 Utility Trailer (same as automobile) \$20.71 Charge for out of City Boundary Tow – per km \$2.41 **ADMINISTRATIVE FEE**

\$35.00

Part 5.0 Highway Use Utility Fees and Rates

- 1. Plan Approval and Inspection Fees:
 - a) A one-time flat fee of \$609.00 for a project of 20 metres or less;
 - b) For projects in excess of 20 metres, a one-time flat fee of \$1,777.00; and
 - c) A one-time charge for each project of \$12.25 per metre of Service Corridor used by the Company.

2. Pavement Degradation Fees:

a) In instances where the Company excavates, breaks up or otherwise breaches the surface of any Service Corridors, the Company will contribute to the cost of pavement degradation based on the total area of pavement excavated and such amount will be payable within 30 days of completing the restoration of the applicable Service Corridor, on a one-time per project basis, in accordance with the following table:

Age of Street in Years Since Last Paved as Determined by the Commissioner	Fee per m ² of Excavation
0-5 years	\$78.75
6-10 years	\$65.65
11-15 years	\$41.60
16-20 years	\$24.10
21 years or greater	\$12.70
All fees are subject to applicable taxes	

Part 6.0 Sewerage System User Fees and Rates

A. RESIDENTIAL RATES	ANNUAL USER CHARGE PER DWELLING UNIT		
Classification of user as defined by Zoning	Basic	5%	Net
Bylaw No. 6680, 2001 at the time of	Flat Rate	Discount	Flat Rate
adoption of this bylaw		If applicable	
Single Detached Dwelling Annually	\$1,026.98	\$51.35	\$975.63
Duplex and Row House Annually	\$1,026.98	\$51.35	\$975.63
Secondary Suite (including Laneway	\$513.49	\$25.67	\$487.82
Houses) Annually			
Townhouse Annually	\$802.28	\$40.11	\$762.17
Apartment Building Annually			
(Apartment building does not include a	\$577.56	\$28.88	\$548.68
hotel, boarding house or rooming house).			

Discount applicable if paid within 60 days of billing date.

B. OTHER

(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.

Quantity	Monthly
0 – 700 cu. ft. (minimum charge)	\$81.27 (minimum charge)
Next 24,300 cu. ft.	9.764 per 100 cu. ft.
Next 25,000 cu. ft.	6.884 per 100 cu. ft.
Next 50,000 cu. ft.	3.972 per 100 cu. ft.
In excess of 100,000 cu. ft.	1.977 per 100 cu. ft.

- (ii) A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than eighty percent of the water delivered by the municipal waterworks system to his parcel of real property.
 - By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or
 - By discharging the water so delivered or part thereof directly into a natural water course or body of water;

shall have the user charge reduced corresponding to the actual quantity of discharge.

(iii) A user of the sewerage system who obtains water from a source other than or in addition to the municipal waterworks system shall have the charge increased corresponding to the actual quantity of discharge.

C. SENIOR CITIZEN WAIVER

Council hereby waives 25% of the Residential Rate it imposes in this bylaw for the purpose of providing sewage for every person who certifies that he or she is 65 years of age or over during the calendar year, who was the sole occupier of the dwelling unit in a house for which the charge is assessed during the calendar year, who is a registered owner of the property either solely or with others during the calendar year and who submits to the City an application in a form provided by the City.

D. VACANT / NON-SEPARATE SECONDARY SUITES

For the purposes of this Part 6.0 (Sewerage System User Fees and Rates), the term "Vacant / Non-Separate Secondary Suite" means a Secondary Suite in a Single Detached Dwelling that is the only Secondary Suite in that dwelling, and

- (a) the Secondary Suite is vacant; or
- (b) the Secondary Suite is being used only by the people occupying the principal unit within the Single Detached Dwelling; or
- (c) the Secondary Suite is occupied by a family member of the family occupying the principal unit within the Single Detached Dwelling and the family member has significant interaction with the family by:
 - (i) eating meals together; and/or
 - (ii) providing childcare; and/or
 - (iii) regular indoor passage between the Secondary Suite and the principal unit within the Single Detached Dwelling.

To qualify for the fee exemption applicable to Vacant / Non-Separate Secondary Suites, the owner of the Single Detached Dwelling must:

- (d) arrange a City inspection of the Suite to confirm there are no indications of the Suite being occupied as a separate and independent housing unit, and
- (e) execute under oath a Statutory Declaration that:
 - (i) the Suite meets the requirements in this Bylaw for a Vacant / Non-Separate Secondary Suite;
 - (ii) the owner will promptly inform the City if the Suite should ever cease meeting the requirements of this Bylaw for a Vacant / Non-Separate Secondary Suite; and
 - (iii) the owner must acknowledge that even if notice under clause (ii) is given, the City is not confirming that the Suite may be lawfully or

safely occupied as a separate and independent housing unit and it is possible that the Suite cannot be lawfully or safely occupied as a separate and independent housing unit until improvements are completed (with all required City permits and inspections) to the standards required by the BC Building Code, City bylaws and the City's Design Guidelines.

E. REFUNDS OF SEWERAGE SYSTEM USER FEES AND RATES

If a Secondary Suite qualifies as a Vacant / Non-Separate Secondary Suite and if the owner of the Single Detached Dwelling containing the Suite obtains an exemption under Section D of this Part 6.0 and if the Suite was eligible for the exemption in prior years, but the current owner did not apply to the City for an exemption under this Bylaw, then the owner may apply to the City for a refund of the Sewerage System User Fees and Rates the owner has paid to the City in relation to the Suite and upon receipt of satisfactory information, the City will refund the Sewerage System User Fees and Rates paid by that owner for the year of the request (if applicable) and for the prior calendar year, but for no previous years.

F. DUE DATE, ADDITION TO TAXES

The Sewerage System User Charges listed in this Bylaw are due and payable to the City on December 30th of the year of billing.

Where indicated by this Part 6.0, charges paid within 60 days of the billing date are subject to a 5% discount.

If a Sewerage System User Charge imposed by this Bylaw is unpaid on December 31st of the year that it is imposed, the charge (including accrued interest) is deemed to be taxes in arrears.

G. SERVICE CHARGES

Installation of Single Inspection	100% of actual cost
Chamber (IC)	(deposit based on
	estimate)
Installation of Dual Inspection	100% of actual cost
Chambers (IC)	(deposit based on
	estimate)
Residential Water & Sewer Cap-off Fee (Combined)	\$5,990.00
Ditch Enclosure Administration Fee	\$328.00
Ditch Enclosure Engineering Design Fee	\$2,734.00
Ditch Enclosure Installation	100% of actual cost
	(deposit based on estimate)
Installation of a second inspection chamber for onsite	100% of actual cost
separation and future separated offsite service connection	(deposit based on estimate)
Installation of a second inspection chamber for onsite	100% of actual cost
separation when the off-site service connection is not	(deposit based on estimate)
upgraded	
All fees are subject to applicable taxes	

Part 7.0 Soil Deposit Regulation Fees and Rates

Annual License Fees		
Non-refundable Application Fee	\$709.00 plus \$0.79 per cubic	
	metre of soil or other	
	material to be deposited or	
	removed	
Security Deposit for full and proper compliance with Soil	\$4,347.00 per 5,000 cubic	
Deposit Bylaw and Terms and Conditions of permit	metres of soil or other	
	material to be deposited,or	
	removed, or fraction of	
All fees are subject to applicable taxes		

Part 8.0 Street & Traffic Fees and Rates

Street Occupancy Permit Fees	
Street Occupancy Permit Application and Traffic	\$107.00
Management Plan Review Fee	
(see Note 1)	
Street Festival	\$159.00 per block
Parade	\$39.00 per block
Block Party (local street only)	\$39.00 per block
Construction, maintenance and/or ancillary works on a street or boulevard	\$54.00 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)	\$54.00 per block face per day
Hoarding and/or staging area for private development on a street or boulevard	\$54.00 per block face per day
Parking of unattached commercial trailer or container on a street	\$54.00 per day
Parking of unattached recreational or utility trailer on a street	\$11.00 per day
Parking of recreation vehicle on a street	First 48 hours free, then \$11.00 per day thereafter
Rental of each metered parking stall	\$22.50 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$22.50 per day

Note 1: The Street Occupancy Permit (SOP) Application and Traffic Management Plan Review Fee only applies to the initial SOP or SOP renewals or extensions that require an amended Traffic Management Plan or other conditions, and only applies to SOPs for the following works:

- -Construction, maintenance and/or ancillary work on street or boulevard
- -Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)

-Hoarding and/or staging area for private development on a street or boulevard

Trout and or staging area for private acveropment on a street or soutevara		
Oversize And Overweight Permit Fees		
Single trip	\$80.00 per vehicle	
Annual permit	\$268.00 per vehicle	
Duplicate permit	\$27.00 each	
Other Fees		
Temporary No Parking Sign	\$54.00 per block face	
Installation and Removal (see Note 2)		
Pre-, post-, and other construction inspection fee	\$54.00 per inspection	
Redemption of impounded chattel \$32.00		
Note 2: Temporary No Parking Signs are required for all SOPs that require use of on-		

Note 2: Temporary No Parking Signs are required for all SOPs that require use of onstreet parking space

All fees are subject to applicable taxes		
Street Occupancy Damage Deposits		
Minor works with limited risk of damage to	\$2,500.00	
asphalt road surfaces		
Coring, test holes, drilling on asphalt or concrete	\$2,500.00 per location	
road and/sidewalk surfaces		
Moderate works with risk of damage to asphalt	\$10,000.00	
road surfaces, concrete road and/or sidewalk		
surfaces, boulevard (e.g., large vehicles operating		
on sidewalks, boulevards, etc.)		
Major works with significant risk of damage to	\$20,000.00	
asphalt road surfaces, concrete road and/or		
sidewalk surfaces, boulevard (e.g., house		
relocation traversing multiple blocks)		

Damage Deposits are collected as part of the Street Occupancy Permit process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.

All fees are subject to applicable taxes

Parking Permit Fees			
Annual Parking Permit Fee for the first and	\$44.00* per parking permit		
second residential parking permits			
Annual Parking Permit Fee for the third and	\$110.00* per parking permit		
fourth residential parking permits			
Annual Parking Permit Fee for a visitor parking	\$44.00* per parking permit		
permit (maximum one per household)			
One book of five Day-Use Visitor Parking	\$30.00		
Permits			
Shared Vehicle Parking Permit	\$40.00		
*Includes 10% Climate Action Levy			
All fees are subject to applicable taxes			

Parking Meter Rates				
Γ	Downtown, Uptown and Sapperton (\$3.50 per hour*) *Includes \$0.25 per hour Climate Action Levy			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)	
0.05	Coin	1 min	n/a	
0.10	Coin	2 min	n/a	
0.25	Coin	4 min	4 min	
1.00	Coin	17 min	17 min	
2.00	Coin	34 min	34 min	

*Includes \$0.25 per hour Climate Action Levy			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)
0.05	Coin	1min	n/a
0.10	Coin	2 min	n/a
0.25	Coin	5 min	5 min
1.00	Coin	20 min	20 min
2.00	Coin	40 min	40 min

There is a \$1.00 minimum charge for credit card purchases

 Anvil Center Parking Minimum \$0.25 per transaction Minimum \$1.00 for credit card transactions 		
Hourly	\$3.00	
5 Hours	\$8.00	
10 Hours	\$13.00	
Monthly Unreserved		
(6am to 6pm Mon-Fri)	\$80.00	
Monthly Reserved		
(6am to 6pm Mon-Fri)	\$100.00	
Monthly Reserved		
(24/7)	\$120.00	
All fees are subject to applicable taxes		

Front Street Parkade	
Hourly rate	\$3.00
Daily until 6 pm	\$11.00
Daily until 6 am next day	\$14.00
Daily evening from 6 pm to 6 am	\$4.50
Monthly – Reserved 24 hrs	\$120.00
Monthly – Random 24/7	\$80.00
All fees are subject to applicable taxe	S

Carnarvon Street Parkade	
Monthly – Random 24/7	\$80.00
Monthly – Reserved 24 hrs	\$120.00
All fees are subject to applicable taxes	

Speed Hump Application Fee				
Application Processing Fee	\$105.00			
(payable upon review of Speeding Concern Form				
and staff confirmation)				
All fees are subject to applicable taxes				

Signal Timing Report Fee	
Fee to generate a traffic signal timing report	\$79.00
All fees are subject to applicable taxes	

Part 9.0 Subdivision and Development Control Fees and Rates

Subdivision Application	(D (A ()			
(other than air space parcel or parcel under Str Subdivision Application Fee (for first parcel to be created by the subdivision), includes other subdivision types (i.e. Lot Line Adjustments and bare land Strata)	\$2,796.00			
Each additional parcel Fee	\$119.00			
Subdivision Preliminary Approval Time Extension Fee	25% of the original application fee			
Works and Services Agreement				
Works & Services Agreement Fee (non-refundable)	\$2,007.00			
Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007			
Latecomer Agreement	\$4,570.00			
Phased Strata Subdivision				
Phased Strata Subdivision Fee	\$1,710.00 plus \$495.00 for each additional phase			
Form P Amendment	\$390.00			
Strata Conversion				
Strata Conversion Fee	\$2,390.00			
Air Space Parcel Subdivision				
Air Space Parcel Subdivision Fee	\$3,280.00 plus legal costs and certified professional code compliance review costs			
Shoring				
Shoring Anchor Rod Fee and Damage Deposit	\$590.00 non-refundable fee and \$31.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane			
General				
Building Permit Servicing Review Fee (for Building permit construction value of \$100,000 or greater)	\$205.00			
Comfort Letters	\$340.00			
All fees are subject to applicable taxes				

Part 10.0 Waterworks Fees and Rates

A CEDVICE CHARGES					
A. SERVICE CHARGES		1000/	of actival acet		
19mm (3/4 inch) diameter service coinstallation	onnection	100% of actual cost (Deposit based on Estimate)			
Larger than 19mm (3/4 inch) diameter	Larger than 19mm (3/4 inch) diameter service 100%		of actual cost		
connection installation ((Deposit based on Estimate)			
Charges for water used for commercial ar	Charges for water used for commercial and multi-		3/4" connection \$1,000.00		
family construction or building purpose per year		1" connection \$2,000.00			
		1.5" connection \$2,500.00			
		2" connection \$3,000.00 \$260.00			
· ·					
Hydrant Use Damage Deposit (Refundable))	\$1,000).00		
Hydrant Use Application Fee		\$515.0	00		
76 mm (3") diameter meter test fee		100%	of actual cost		
100 mm (4") diameter meter test fee		100%	of actual cost		
150 mm (6") diameter meter test fee		100%	of actual cost		
Residential Water & Sewer Cap-off Fee (Co	ombined)	\$5,990	0.00		
B. RESIDENTIAL RATES	A	ANNUAL USER CHARGE PER DWELLING UNIT			
Classification of user as defined by Zoning					
Bylaw No. 6680, 2001 at the time of	Basic		5% Discount		
adoption of this bylaw	Flat Rate		If applicable	Flat Rate	
Single Detached Dwelling Annually	\$727.87		\$36.39	\$691.48	
Secondary Suite (including Laneway Houses) Annually	\$363.91		\$18.20	\$345.71	
Duplex and Row House Annually		If one water service, a Single Detached			
	1	Dwelling basic flat rate for each unit.			
	If served by two services, then Single				
	Detached Dwelling basic flat rate for each service.				
Discount applicable if paid within 60 days of	of billing o	late.			
C. METERED RATES					
Monthly Consumption	Monthly Consumption		(rate per 100 cubic feet)		
1 to 10,000 cubic feet		\$6.01			
next 20,000 cubic feet		\$4.37			
next 20,000 cubic feet			\$3.45		
in excess of 50,000 cubic feet			\$2.60		
Minimum monthly charge, if under 1,000 cubic feet – plumeter rental		– plus		\$60.08	

D. SPECIAL RATES	
Apartment House	Metered rate
2 or more single detached dwellings on one lot	Single Detached Dwelling basic flat rate for each house.
Building containing three or more sleeping units or	Commercial metered rate
housekeeping units (as defined by Zoning Bylaw 6680,	
2001 at the time of adoption of this bylaw)	
Any service to a building which is used for commercial or	Commercial metered rate
industrial purposes	
Irrigation rate – application to all services over ¾ inch	\$2.58 per 100 cubic feet
where such service is designed to be or used wholly or	Minimum monthly
partially for irrigation purposes.	charge
	\$60.16
Charges for water used for construction or building	Minimum monthly charge
purposes:	\$60.16
Meter rentals – monthly charge	
5/8 inch	\$16.91
³ / ₄ inch	\$16.91
1 inch	\$25.36
1 1/4 inch	\$38.89
1 ½ inch	\$47.41
2 inch	\$69.09
Stand-By Charges For Fire Service Only – annual charge	
1 ½ inch	\$207.34
2 inch	\$258.36
2 ½ inch	\$338.36
3 inch	\$603.64
4 inch	\$861.51
6 inch	\$1,033.51
8 inch	\$1,723.09
10 inch	\$2,869.67
12 inch	\$4,155.53

E. SENIOR CITIZEN WAIVER

Council hereby waives 25% of the Residential Rate it imposes in this bylaw for the purpose of providing water for every person who certifies that he or she is 65 years of age or over during the calendar year, who was the sole occupier of the dwelling unit in a house for which the charge is assessed during the calendar year, who is a registered owner of the property either solely or with others during the calendar year and who submits to the City an application in a form provided by the City.

All fees are subject to applicable taxes

Part 11.0 Water Shortage Response Fees and Rates

Permit Fees	
Permit authorizing watering of new lawn and/or	\$54.00 for Single Family Residential
new landscaping when Stage 1 Restrictions or	\$81.00 for Multiple Family
Stage 2 Restrictions are in force for a 21 day	Residential and
period	\$162.00 for Commercial or
	Industrial
Rain barrel	\$70.00
All fees are subject to applicable taxes	

Part 12.0 Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders

Security Deposits are required to repair damage to municipal facilities and perform necessary street cleaning, resulting construction work and moving of buildings described under Part 15 of the Building Bylaw.

Security Deposit for Moving a Building or Structure	
For buildings with 1 storey	\$12,110.00
For buildings with 2 storeys	\$18,190.00
For buildings with 3 or more storeys	\$24,270.00
All fees are subject to applicable taxes	

Damage Deposits			
Demolition Permit	\$2,680.00		
Single Detached Dwelling (SDD) Permit	\$5,355.00		
Duplex Permit	\$6,415.00		
Corner Lot – SDD or Duplex	\$7,506.00		
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,355.00 / Maximum Fee \$73,700.00		
The Damage Deposits are collected as part of the Building Permit Process for City infrastructure and the amount, deducting any cost incurred by the City, will be refunded after the final inspection. All fees are subject to applicable taxes			

Processing and Inspection Fees	
Non-refundable Damage Deposit Processing Fee	\$60.00
Where additional inspections are required to ensure compliance, Re-inspection fee to be deducted from the	\$148.00
Damage Deposit for each additional inspection	
All fees are subject to applicable taxes	

Doc# 2132933v5



Attachment #2

Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER

CLIMATE ACTION, PLANNING & DEVELOPMENT FEES AND RATES AMENDMENT BYLAW NO. 8358, 2022

ADOPTED

A Bylaw to Amend Climate Action	n, Planning & Development Fees and	d Rates

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Bylaw No. 7683, 2014

- 1. This Bylaw may be cited for all purposes as "Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022."
- 2. Tree Protection and Regulation Bylaw No 7799, 2016 is hereby amended as follows:
 - a. Schedule "A" Fees, Payments and Securities is deleted; and
 - b. All instances of the text "Schedule A" within the Bylaw are replace with "Schedule 'E' of Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014".
- 3. Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:
 - a. Schedule "A" (Building Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "A" attached in Appendix 1 to this amending bylaw;
 - b. Schedule "B" (Business Licence Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "B" attached in Appendix 2 to this amending bylaw;

- c. Schedule "C" (Planning Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "C" attached in Appendix 3 to this amending bylaw;
- d. Schedule "D" (Plumbing Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "D" attached in Appendix 4 to this amending bylaw;
- e. Add Section 7. Tree Protection and Regulation Fees
- f. Add section 7.1 Tree fees shall be required as outlined in Schedule E
- g. Schedule "E" (Tree Protection and Regulation Fees) attached in Appendix 5 to this amending bylaw is inserted as Schedule E.
- h. Schedule "F" (Integrated Services Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "F" attached in Appendix 6 to this amending bylaw; and
- 4. This Bylaw shall come into effect January 1st, 2023.

READ A FIRST TIME this day o	of	_, 2022.
READ A SECOND TIME this da	ay of	, 2022.
READ A THIRD TIME this day	of	, 2022.
ADOPTED this day of	, 2022.	
	_	
	_	JACQUE KILLAWEE, CITY CLERK

Appendix 1

2023 Building Permit Fees

Bylaw No. 8358, 2022

Schedule 'A' 2023 Building Permit Fees

Bylaw No. 8358, 2022

1.0 GENERAL

- 1.1 ALTERNATE SOLUTION FEES
 - (a) up to two items included in one report \$545.80 (plus GST)
 - (b) each subsequent item in same report \$241.60 (plus GST)
 - (c) for an amendment to an original report after acceptance or rejection of the report **\$155.00** (plus GST)
- 1.2 **CHANGE OF ADDRESS** A fee of **\$655.35** shall be paid where an address change based on personal preference is requested.
- 1.3 **COMFORT LETTERS** For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of \$328.70 shall be payable. For the preparations of a response from any individual department only a fee of \$155.00 shall be payable.
- 1.4 CONDITIONAL OCCUPANCY CERTIFICATES
 - (a) Residential \$104.95 per dwelling unit (maximum \$7500) per 30 days
 - (b) Other **\$577.50** per 30 days
- 1.5 **DOUBLE PERMIT FEE** If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable may be doubled, to maximum fee of \$10,000.
- 1.6 **Credit Card Convenience Fee** –An additional fee of 1.75% shall be added to the total cost of the invoice to any permits paid by credit card online.
- 1.7 **EXTENSION OF PERMIT** Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of \$155.00
- 1.8 **OCCUPANT LOAD** A fee of **\$155.00** shall be paid to review floor plans for the purposes of documenting the maximum occupant load for a business.
- 1.9 **REFUNDS** No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 RE-INSPECTION FEES

(a) Where more than two inspections are necessary due to noncompliance with the provisions of this bylaw or to correct violations from previous inspections the following charges (plus GST) may be administered:

Third inspection
 Fourth inspection
 Fifth inspection
 \$456.70

Each subsequent inspection \$609.25

(b) Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at **\$155.00** (plus GST).

1.11 REVISIONS TO PERMITS

REVISION PRIOR TO PERMIT ISSUANCE - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application:

- (a) that requires 3 or more revisions, and/or
- (b) where the design is revised and/or substituted with a new design

REVISION TO ISSUED BUILDING PERMIT - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid.

1.12 **SIGN PERMIT FEES** – Every application for a sign permit, as required by Sign Bylaw No. 7867, 2017, shall be accompanied by the applicable fees:

1.12.1 **NEW SIGN** (or existing unpermitted signs) \$525.00 1.12.2 **FACE CHANGE** (for existing permitted signs) \$155.00

- 1.13 **SOLAR HOT WATER READY EXEMPTION** A non-refundable fee of **\$545.80** (plus GST) shall be paid.
- 1.14 **SPECIAL INSPECTIONS** (linked or not linked to an issued permit)
 - a) Special inspection during normal working hours
 - i. A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid;
 - b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours \$116.25 hour (with a minimum fee of \$232.50) shall be paid
 - b. Each additional hour \$155/hour for staff time
 - ii. Weekends:

- a. A fee of \$155.00/hour for staff time (with a minimum fee of \$310.00) shall be paid
- b. ½ hour meal break shall be included for each shift 4 hours or more, to be charged at the **\$155.00**/hour rate.

1.15 TRANSFER OF PERMIT:

- (a) **CHANGE OF OWNER** In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of **\$155.00** each. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
- (b) **CHANGE/REMOVAL OF CONTRACTOR** In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$155.00**. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT FEES

- 2.1 Every person shall pay the following fees (minimum fee \$155.00) for the issuance of a building permit:
 - (a) **\$16.70** for each \$1,000.00 of construction value or fraction thereof up to and including \$50,000.00
 - (b) **\$14.20** from each \$1,000.00 of construction value or fraction thereof between \$50,001.00 and \$150,000.00
 - (c) **\$12.60** for each additional \$1,000.00 of construction value or fraction thereof in excess of \$150,000.00
- 2.2 **PLAN PROCESSING FEE:** A plan processing fee shall be paid for all applications in the amount of 50% of the calculated building permit fee, with a minimum fee of \$155.00 and a maximum fee of \$15,000.00. The plan processing fee is non-refundable and shall be credited against the building permit fee when the building permit is issued.

3.0 DOCUMENT FEES

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent construction records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to \$12.30 minimum and \$300 maximum.

3.2 BUILDING RECORDS SEARCH

(a) Document Request Fee \$22.55 (plus GST) per document

(b) Drawing Request Fee

Administration Fee \$52.50 (plus GST)

• All copies \$1.60 per page (plus GST) (Paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)

• Large format printing (paper sizes greater than 11x17) At City's cost to third-party vendor plus an administrative fee of 10% of the printing cost or \$52.50 (plus GST), whichever is greater.

4.0 **DEMOLITION PERMITS**

- 4.1 Every person shall pay the following fees (minimum fee \$155.00) for the issuance of a demolition permit:
 - a) Accessory building such as a garage or shed and demolition of interior commercial spaces under 2500sq.ft. **\$155.00** per building
 - b) All other structures shall be a minimum of \$1325 plus an hourly charge for demolitions exceeding 5000 sq. ft of building area

4.2 WASTE DISPOSAL AND RECYCLING SERVICES FEES

The fees in the table below shall be required for demolition permits

Waste Disposal and Recycling Services Fee for Single Family Homes and Commercial Interiors	\$283.00 non-refundable portion, plus \$5000.00 per building to be demolished, deconstructed, or disassembled (refundable portion)
Waste Disposal and Recycling Services Fee for Structures Accessory to Dwelling Units	\$283.00 non-refundable portion, plus \$1500.00 per building to be demolished, deconstructed, or disassembled (refundable portion)
Waste Disposal and Recycling Services Fee for all other Buildings	\$283.00 non-refundable portion, plus

	100% of the demolition cost per building to be demolished, deconstructed, or disassembled (refundable portion)
Fee Incentive	 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or
	 \$0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or
	 in all other cases, the following as calculated using the level of compliance stated on the accepted Compliance Report, multiplied by the refundable portion of Waste Disposal and Recycling Services Fee: (Level of compliance ÷ 70) x Refundable Portion of Fee = Fee Incentive

4.3 **DELAYED DEMOLITION** –

Every application to delay demolition of a dwelling or to relocate a second dwelling on a lot shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount \$50,000.

5.0 TEMPORARY BUILDINGS – Every application for a temporary building may be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (Including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount of \$25,000.00.

Appendix 2 2023 Business Licence Fees Bylaw No. 8358, 2022

Schedule "B" 2023 Business Licence Fees

Bylaw No. 8358, 2022

SECTION I

ANNUAL LICENSING FEES SET BY BUSINESS TYPE

	BUSINESS TYPE	DESCRIPTION	FEE
01	Adult Entertainment Venue Non-Liquor Licence	From any person carrying on the business of an adult entertainment venue which does not have a valid liquor licence	\$3005.90
02	Auctioneer	From any person selling property by auction (not being a Crown Officer selling crown property by auction, or a Sheriff's Officer or Bailiff selling lands, goods or chattels, under a judgment or a satisfaction of rent or taxes)	\$334.30
03	Automobile Leasing/Renting	From any person carrying on the business of leasing or renting motor vehicles one to five vehicles over five vehicles	\$334.30
			\$670.75
04	Automobile Service Station	From any person carrying on the business of an automobile service station for each nozzle	\$102.75
05	Barber, Hairdresser or Esthetician	From any person carrying on the business of a barber shop, hairdresser or esthetician for the first person for each additional person	\$159.95
			\$24.30
06	Bed & Breakfast Accommodation	From any person carrying on the business of a temporary sleeping accommodation with the provision of a daily breakfast.	\$197.05
07	Book or Magazine Agent	From any person who sells or disposes of books, periodicals or other written matter	\$168.25

	BUSINESS TYPE	DESCRIPTION	FEE
08	Bowling Alley	From any person who carries on the business of a bowling alley > per lane > minimum	\$45.20 \$196.75
09	Care Facility - Group Child Care - Adult	From any person carrying on the business of group child care or adult care facility	\$0.00 \$0.00
10	Carnival or Circus	From the proprietor or manager of any carnival or circus > one day	\$168.25
11	Christmas Tree Vendor	From any person who carries on the business of a Christmas tree vendor > 2 months	\$80.25
12	Commission Merchant	From any person carrying on the business of a commission merchant	\$137.45
13	Contractor	From any person carrying on the business of a contractor → one to two employees → each additional employee	\$168.25 \$20.30
14	Curling Rink	From any person carrying on the business of curling rink per sheet of ice minimum	\$64.00 \$197.10
15	Dating Services	From any person carrying on the business of providing information to persons desirous of meeting other persons for the purpose of social outings	\$197.10
16	Direct Seller	From every person carrying on the business of a direct seller	\$168.25

	BUSINESS TYPE	DESCRIPTION	FEE
17	Hall - Rental	From every person engaged in the business of operating a rental hall	4-00
		> one year	\$797.50
		one month	\$479.45
		> one day	\$240.80
18	Inter-Municipal	From eligible trades contractor or other	
	Business Licence (IMBL)	professional pursuant to Bylaw No. 7610	\$250.00
19	Laundromat	From any person carrying on the business of a laundromat by the operation of coin-operated automatic washing and drying machines whether or not any person or persons is in actual charge of the premise	
		one machine	\$137.50
		each additional machine	\$19.05
20	Liquor Licence "1"	"Liquor Primary" Licence - from any person	
	(Liquor Primary)	licensed under the Liquor Control and Licensing Act to carry on business as a "Liquor Primary" licensed establishment	\$3005.90
21	Liquor Licence "2"	"Food Primary" Licence - from any person	
	(Food Primary)	licensed under the Liquor Control and Licensing	
		Act to carry on business as a "Food Primary" licensed establishment	\$375.85
22	Liquor Licence "3"	"Food Primary With Patron Participation" Licence	
	(Food Primary with	- from any person licensed under the Liquor	
	Patron Participation)	Control and Licensing Act to carry on business as a "Food Primary" licensed establishment with patron participation entertainment	\$1502.60
23	Liquor Licence (Retail Store)	"Licencee Retail Store" Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a "Licensee Retail Store" licensed establishment	\$3005.90

	BUSINESS TYPE	DESCRIPTION	FEE
24	Liquor Licence (Private Club)	"Liquor Primary - Private Club" Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a "Liquor Primary - Private Club" licensed establishment	\$0.00
25	Mobile Food Vending (Food Truck)	From any person operating a Food Truck pursuant to Bylaw No. 7850 Single Event Licence Annual Licence: 1-3 employees	\$54.60 \$197.10
		> Annual Licence: 4+ employees	\$286.60
26	Parking Lot	from every person carrying on the business of a private parking lot	\$239.50
27	Peddler	from every person who goes from place to place or house to house selling or taking orders for selling, or offering for sale or vending on any street, lane, or public place within the City, whether such person is acting on that person's own behalf or as an employee of another	\$501.55
28	Pool Rooms and Billiard Halls	from any person keeping a premise where a billiard table or pool table is used for hire or profit per table minimum	\$62.75 \$197.10
29	Relaxation Body Rub	from any person providing relation body-rub services	\$3005.90
30	Retail Sale of Cannabis	From any person carrying on the business involving the retail sale of cannabis	\$3005.90
31	Secondhand Dealer	from any person carrying on the business of a secondhand dealer	\$332.50

	BUSINESS TYPE	DESCRIPTION	FEE
32	Shoe Shine Stand	from any person carrying on the business of a shoe shine stand for each chair on such stand minimum	\$19.00 \$102.75
33	Social Escort Service	from any person carrying on the business of providing or furnishing male escorts or female partners for social occasions	\$3005.90
34	Street Entertainer / Busker	from any person carrying on the business of providing entertainment on a street or public place	\$36.90
35	Street Vendor	from any person carrying on the business of selling wares on a street or public place	\$197.10
36	Storage Yard	from any person carrying on the business of storage of goods or equipment	\$197.10
37	Tea Cup Reader	from every person engaged in the occupation of a tea cup reader	\$52.30
38	Theatre	from the proprietor, lessee or manager of any theatre, concert hall, or other place of entertainment, amusement or exhibition ightharpoonup one year ightharpoonup one day provided that where one building contains more than one Theatre a separate licence fee shall be payable in respect of each theatre. Provided further than no such licence shall be required in respect of a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to charitable or religious purposes	\$797.50 \$479.45 \$240.80

SECTION II

EMPLOYEE BASED BUSINESS

Every person carrying on within the City of New Westminster any business, professional practice, trade, employment, occupation, calling, not herein before enumerated, shall pay to the City of New Westminster a fee specified as follows plus any applicable taxes:

Number of Employees		FEE
1-3	Persons Engaged in the Business	\$197.10
4 - 10	Persons Engaged in the Business	\$286.60
11 - 25	Persons Engaged in the Business	\$543.40
26 - 50	Persons Engaged in the Business	\$1085.35
51 - 100	Persons Engaged in the Business	\$2213.00
over 100	Persons Engaged in the Business	\$3005.90

SECTION III

VENDING MACHINES

For any person carrying on the business of operating vending machines the following fees per machine plus any applicable taxes apply:

	Type of Vending Machine	FEE
(a)	For the sale of confectionery, including beverages	
		\$38.15
(b)	For the sale of tobacco, cigars or cigarettes	
		\$80.30
(c)	For amusement when operated by coins greater than one cent	
		\$56.60
(d)	For the sale and/or distribution of newspapers	
		\$48.00
(e)	For coin operated laundry machines	
		\$16.05
(f)	Automated Bank Teller Machine at locations other than at a financial	
	institution	\$197.10
(g)	Any other vending machine	
		\$38.15

SECTION IV

RENTAL ACCOMMODATION FEES

For any person carrying on the business of operating Apartments, Rooming houses, Lodging Houses, Rental Houses and any other place where rooms are available for rental for human habitation.

For the purpose of calculating fees under this Bylaw, each rental unit shall be considered as follows:

Housekeeping / Bachelor rental unit	2 Rooms
1 Bedroom rental unit	3 Rooms
2 Bedroom rental unit	4 Rooms
3 Bedroom rental unit	5 Rooms

	FEE
Property not Certified by the Crime Free Multi Housing Program	
	\$17.55
	(per room)
Property Certified by the Crime Free Multi Housing Program	
(if applicable)	\$15.80
	(per room)

SECTION V

COMMERCIAL VEHICLE FEES

The licence fees payable by licensees who are carrying on the business of carriers of persons or chattels are in the following amounts plus any applicable taxes:

VEHICLE TYPE		FEE
Class "A" – Taxi	For each vehicle: Carbon fuel or Hybrid Zero Emission Accessible If also used for displaying materials, the additional fee per vehicle -	\$150.00 \$30.00 \$0.00 \$8.32
Class "B" – Bus	For each vehicle -	\$83.75
Class "C" – Hearse	For each vehicle -	\$28.00
Class "D" – Limousine	For each vehicle -	\$28.00
Class "F" – Driver Testing or Training Vehicle	For each vehicle -	\$35.00
Class "L" – Handicapped Persons Transportation Vehicle	For each vehicle -	\$221.70
Class "P" – Pedicab	For each vehicle -	\$35.00

SECTION VI

BUSINESS LICENCE APPLICATION FEES

The business types listed in the table below, shall be required to pay the corresponding application fee upon submission of an application for a business licence.

BUSINESS TYPE	FEE
Business Licence Application (excluding Liquor Primary and	\$54.60
Cannabis related) (initial application only)	
Mobile Food Vending (Food Truck) Application (applicable to Annual Licence only)	\$54.60
Retail Sale of Cannabis Application	\$5896.80
Liquor Primary Application	\$5896.80

Appendix 3
2023 Planning Fees
Bylaw No. 8358, 2022

Schedule 'C' 2023 Planning Fees

Bylaw No.8358, 2022

Application Type	Required Fee
Pre Application Review	 The greater of: \$1,154.56; \$36.63 per 1,000 sq.ft., or portion thereof, of improved site area; or \$146.37 per housing unit. Up to a maximum of \$5,248.00
Official Community Plan Basic Service for Map Designation	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$3,131.64) plus \$18.15 per 1,000 sq. ft. of improved site area over 20,500 sq. ft.
Official Community Plan Basic Service for Text Amendment	• \$1,051.42
Official Community Plan Application Time Extension	50% of application fee as calculated using current rates
Rezoning Basic Services for Single Detached and Duplex Dwelling Districts and Text Amendments	• \$2,018.02
Rezoning Basic service, unless otherwise noted	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$149.30 per housing unit for the first 250 units, - \$48.66 per housing unit for the next 200 units, - \$24.88 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Rezoning Basic Service for Creation of New Zoning District, unless otherwise noted	• \$2,317.67

Application Type	Required Fee
Rezoning Basic Service for Creation of New Zoning District that includes supportive housing and child care.	• \$1,164.53
An additional review fee which applies to all Zoning Bylaw and/or Official Community Plan Amendments for multiple-phase projects, master planning projects, study area projects, comprehensive development projects and/or other sites over 6,000 square metres (64,583 sq. ft.)	• \$81,900.29 for the first 10,000 square meters (107,639 sq. ft.) of site area or portion thereof; and \$382.20 per additional 100 square metres (1,076 sq. ft.) of site area to a maximum of \$436,801.54
Heritage Revitalization Agreement Basic Service for Single Detached, Duplex Dwelling Districts and Child Care Uses	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,051.43)
Heritage Revitalization Agreement ¹ Basic Service, unless otherwise noted	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$149.30 per housing unit for the first 250 units, - \$48.66 per housing unit for the next 200 units, - \$24.88 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Heritage Revitalization Agreement Minor Amendment Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Single Detached and Duplex Dwelling Districts	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$299.77)

 $^{^{1}}$ Includes Major Amendment to Heritage Revitalization Agreement where requested amendments affect Form, Character, Use or Density

Application Type	Required Fee
Heritage Revitalization Agreement Minor Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$599.53)
Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts	
Rezoning or Heritage Revitalization Agreement	• 50% of application fee as calculated using current
Application Time Extension.	rates
Heritage Alteration Permit	No charge
Basic Service for property outside heritage conservation area	
Heritage Alteration Permit	No charge
Basic Service for alteration of land, buildings, structures, or protected features within heritage conservation area	
Heritage Alteration Permit	• \$114.76
Basic Service for subdivision of land within heritage conservation area	
Heritage Alteration Permit	• \$1,592.77
Basic Service for demolition of building or structure within heritage conservation area	
Heritage Alteration Permit	• \$1,035.90
Basic Service for construction of a new principal dwelling within heritage conservation area	
Heritage Alteration Permit	• \$222.79
Basic Service for construction of a new Laneway or Carriage House within heritage conservation area	

Application Type	Required Fee
Heritage Designation Bylaw	No charge
Development Variance Permit Basic Service for All Districts , unless otherwise noted	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$90.46 per housing unit, whichever is greater (with a minimum fee of \$2,048)
Development Variance Permit Basic service for a modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016) and Child Care	• \$21.31 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$43.67 per housing unit, whichever is greater (with a minimum fee of \$709.81)
Development Variance Permit Basic Service for Variances to the Sign Bylaw	• \$1,051.42 minimum fee.
Development Variance Permit Amendment Basic Service for all Districts including Variances to the Sign Bylaw	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$599.53)
Development Variance Permit Application Time Extension	• 50% of application fee as calculated using current rates
Board of Variance Application Basic Service for Single Detached Dwelling Districts	• \$501.25
Board of Variance Application Basic Service, unless otherwise noted	• \$45.29 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$89.43 per housing unit, whichever is greater (with a minimum fee of \$452.27)
Temporary Use Permit Basic Service , unless otherwise noted	• \$56.59 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$113.05 per housing unit, whichever is greater (with a minimum fee of \$1,582.82)
Temporary Use Permit Basic Service for all Districts involving a non-profit organization	• \$37.37 per 1,000 sq.ft., or a portion thereof, of Improved Site Area, or \$74.62 per housing unit, whichever is greater (with a minimum fee of \$1,051.42)

Application Type	Required Fee
Temporary Use Permit Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic Service for All Districts	Improved Site Area (with a minimum of \$599.53)
Temporary Use Permit	• 50% of application fee as calculated using current
Application Time Extension	rates
Development Permit	• \$44.10 per 1,000 sq. ft., or a portion thereof, of
Basic Service for all Development Permits , unless otherwise noted	Improved Site Area, or, - \$163.96 per housing unit for the first 250 units,
	- \$56.59 per housing unit for the next 200 units, - \$28.26 per housing unit for each subsequent
	unit, whichever is greater (with a minimum fee of \$2,826.36)
Development Permit	\$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic Service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	Improved Site Area (with a minimum fee of \$2,826.36)
Development Permit	• \$2,048
Projects with Less than Six Residential Units, unless otherwise noted	

Application Type	Required Fee
Development Permit	• \$1,447.98
Basic service for:	
• Laneway House and Carriage House Development Permits,	
• changes to an existing building that do not include changes to massing,	
• changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres, unless otherwise noted	
• basic service for minor addition (maximum 500	
square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building,	
whichever is greater) unless otherwise noted	
Development Permit Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic service for all Development Permit	Improved Site Area (with a minimum fee of
Amendments, unless otherwise noted	\$1,126.40)
Development Permit Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic service for Industrial and Mixed	Improved Site Area (with a minimum fee of \$1,126.40)
Employment, and Employment Lands Development	φ1,120.70)
Permit Amendments, unless otherwise noted	

Application Type	Required Fee
Development Permit Amendment	• \$1,447.98
Basic service for:	
• changes to an existing building that do not include changes to massing,	
changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres	
• basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater)	
unless otherwise noted	
Development Permit Amendment	• \$299.66
Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.	
Minor Development Permit or	• \$299.66
Minor Development Permit Amendment	
Basic service for:	
Hazard Area Development Permit	
Natural Features Development Permit	
• improvements with a total value of \$100,000 or less, or	
• façade renovation for buildings affected by water penetration	

Application Type	Required Fee
Development Permit – All Types Time extension application Reissuance of an expired permit	50% of application fee as calculated using current rates
Special Development Permit Basic Service for all Special Development Permits, unless otherwise noted	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$163.96 per housing unit for the first 250 units, - \$56.59 per housing unit for the next 200 units, - \$28.26 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Special Development Permit Projects with Less than Six Residential Units, unless otherwise noted	• \$2,048
Special Development Permit Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) unless otherwise noted	• \$1,447.98
Special Development Permit Amendment Basic service for all Development Permit Amendments, unless otherwise noted	• \$23.77 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum fee of \$1,126.40)

Application Type	Required Fee
Special Development Permit Amendment	• \$1,447.98
Basic service for:	
• changes to an existing building that do not include changes to massing,	
• changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres,	
• basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater	
unless otherwise noted	
Minor Special Development Permit or	• \$299.66
Minor Special Development Permit	
Amendment	
Basic service for:	
• improvements with a total value of \$100,000 or less, or	
• façade renovation for buildings affected by water penetration	
Special Development Permit – All Types	• 50% of application fee as calculated using current
Time extension application	rates
Reissuance of an expired permit	
Public Consultation Fee	• \$1,433.60
For all applications requiring a Public Consultation, including Public Hearings, City-led Consultation and Opportunities to be Heard	

Application Type	Required Fee
Staff Attendance At Applicant Open Houses	• \$512 for up to two staff members.
Large Projects	- \$256 for each additional staff member
Tenant Assistant Plan Review	• \$1,331.20
For Rezoning and Heritage Revitalization Agreement applications	
Land Title Registration Fee	• \$36.19
For All Application Requiring Notices or Other Documentation to be Registered with the Land Titles Office	
Covenants	• \$460.80
Preparations of Covenants	
Telecommunication Review	• \$3,647.29 per application
Basic service for all applications that require review of telecommunications antennae	
Additional Notification	• \$1,939.37
Basic service for additional public meeting and/or change of date request requiring notification	
Council Appeal	• 50% of required current application fee
Basic service for Council reconsideration of a Director's decision	
Application Change	• \$346.17
Basic service for requested change of owner or authorized agent for any application	
Site Disclosure Statement Fee Administration	• \$100
Basic service for all districts	

Application Type	Required Fee
Land Title Document and Administration Basic service for document requests	• \$21.84
Covenant Discharge Basic service for discharge requests where there is no current development application Land Purchase Request Basic service for all districts Street Naming Fee Basic service for processing a request to name a new street created through subdivision, or rename an existing street.	 \$382.20 plus legal costs incurred by the City \$2,018.02 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council \$2,560
Comprehensive Sign Permit Review Basic service for sign plans required as part of Development Permit approvals Landscape Plan Review The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits	 \$546.01 Large Projects initial review \$546.01 Small Projects initial review \$273 Subsequent project reviews \$273
Landscape Inspection The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits	 Large Projects initial review \$546.01 Small Projects initial review \$273 Subsequent project reviews \$273

Application Type	Required Fee
Transportation Review – Development Permit	The greater of:
Basic service for all Development Permits, unless otherwise noted	 \$1,338.25; \$21.41 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit Fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Development Permit	The greater of:
Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	 \$1,338.25; or \$11.78 per 1,000 sq. ft., or a portion thereof, of improved site area
Transportation Review – Development Permit	No charge
 Laneway House and Carriage House Development Permits, changes to an existing building that do not include changes to massing, changes to landscaping, surface parking lots, or accessory buildings, or temporary residential unit sales centres, applications with 6 residential units or less unless otherwise noted 	
Transportation Review – Development Permit or Development Permit Amendment Basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	No charge

Application Type	Required Fee
Transportation Review – Development Permit Amendment	No charge
Basic service for all Development Permit Amendments, unless otherwise noted	
Transportation Review – Development Permit Amendment	No charge
Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted	
Transportation Review – Development Permit Amendment	No charge
Basic service for:	
 changes to an existing building that do not include changes to massing, changes to landscaping, surface parking lots, or accessory buildings, or temporary residential unit sales centres unless otherwise noted 	
Transportation Review – Development Permit Amendment	No charge
Basic service for amendments to Laneway House and Carriage House Development Permit Amendments	

Application Type	Required Fee
Transportation Review – Minor Development Permit or Minor Development Permit Amendment	No charge
Basic service for:	
 Hazard Area Development Permit Natural Features Development Permit improvements with a total value of \$100,000 or less, or façade renovation for buildings affected by water penetration 	
Transportation Review – Special Development Permit	The greater of: • \$1,134.83; or
Basis service for all Development Permits, unless otherwise noted	 \$21.41 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Special Development Permit	No charge
Basic service for:	
 changes to an existing building that do not include changes to massing, changes to landscaping, surface parking lots, or accessory buildings, or temporary residential unit sales centres, applications with 6 residential units or less unless otherwise noted 	

Application Type	Required Fee
Transportation Review – Special Development Permit or Special Development Permit Amendment	No charge
Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	
Transportation Review – Special Development Permit Amendment	No charge
Basic service for all Development Permit Amendments, unless otherwise noted	
Transportation Review – Special Development Permit Amendment	No charge
Basic service for:	
 changes to an existing building that do not include changes to massing, 	
 changes to landscaping, surface parking lots, or accessory buildings, or 	
• temporary residential unit sales centres unless otherwise noted	
Transportation Review –	No charge
Minor Special Development Permit or Minor Special Development Permit Amendment	
Basic service for:	
• improvements with a total value of \$100,000 or less, or	
 façade renovation for buildings affected by water penetration 	

Application Type	Required Fee
Transportation Review – Temporary Use Permit	The greater of:
Basic service for all districts except those involving a non-profit organization	 \$776.18; \$27.83 per 1,000 sq. ft. or a portion thereof, of improved site area; or, \$54.65 per housing unit
Transportation Review – Temporary Use Permit Amendment Basic service for all districts involving a non-	The greater of: • \$240.89; or, • \$23.55 per 1000 sq. ft., or a portion thereof, of
profit organization	improved site area
Transportation Review – Rezoning	• \$990.30 Service Fee
Single Detached and Duplex Dwelling Districts and text amendments	
Transportation Review – Rezoning	The greater of:
Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments	 \$1,134.83; or \$18.20 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Heritage Revitalization Agreements	The greater of: • \$1,134.83; or
Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments excluding applications exclusively for non-profit organizations or Child care	 \$18.20 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Pre Application Review	• \$160.59

Application Type	Required Deposit
Tree Protection Barrier Sign Deposit Tree Protection and Regulation Bylaw No. 7799, 2016	• \$30 per sign, refundable upon return of each sign
Water Bag	• \$25 / per bag*
For all issued tree removal/replacement permits	*Optional service being provided to Applicants choosing to purchase a Water Bag directly from City
Development, Special Development, Heritage Alteration Permits or Temporary Use Permit Landscape Deposit	• An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.
All applications other than a Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively for Child care, and/or exclusively for Affordable Housing.	
Development, Special Development Permit Landscape Deposit	e • \$7,500
Secured rental residential unit additions to an existing rental building	
Development Permit Landscape Deposit Applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively Child care, and/or exclusively Affordable Housing.	• \$7,500 - \$5,000 for each additional unit up to 6 units

Appendix 4

2023 Plumbing Permit Fees

Bylaw No. 8358, 2022

Schedule 'D' 2023 Plumbing Permit Fees

Bylaw No.8358, 2022

1.0 PLUMBING FIXTURE PERMIT FEE SCHEDULE

a) 1 To 4 Fixtures \$155.00 (minimum permit fee)

b) Each additional fixture \$36.25

c) Backflow Assembly Test Report \$25.00 (Annual test fee)

For the purpose of this section the following is an example (not exhaustive) of items considered plumbing fixtures:

Automatic washer	Glass Washer	Neutralizing tank
Backflow Assembly	Grease Interceptor	Patio Drain
Bar sink	Hand sink	Planter Drain
Bathtub	Hot Water Heater	Pot sink
Bed pan washers/grinder	Hot Water Storage Tank	Roof Drain
Bidet	Hub drain	Sanitary B.W.V.
Condensate Drain	Hose Bib	Sanitary Lift Station
Deck Drain	Janitor sink	Shower
Dialysis machine	Ice makers	Steam Machine
Dishwasher	Kitchen sink	Urinal
Drinking Fountain	Laundry tub	Wash basin
Floor Drain	Lawn Irrigation	Water closet
Foot bath	Mop Sink	Water filter
Swimming Pool	Backwash Sump	Future Drainage / Venting / Water Connection
Specialty and/or Proprietary equipment/fixture*		

^{*}Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply

system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)

2.0 DOMESTIC WATER RE-PIPE FEE SCHEDULE

- a) Per Suite Fee
 - \$61.10 per suite (Fee includes in-suite water pipe and distribution mains)
- b) Domestic Water Mains and/or Risers Re-pipe Installation Only
 - i. **\$155.00** for the first 100 feet or less
 - ii. \$60.60 for each additional 100 feet or portion thereof
 - iii. \$155.00 (minimum permit fee)

3.0 PLUMBING & OUTSIDE SERVICES PERMIT FEE SCHEDULE

- a) Residential (SFD & Duplex), Townhomes
 - i. **\$72.65** each item (**\$155.00** minimum permit fee)

Septic Tank Removal	Solid Rain Water Leader	
	Piping	
Sanitary Lift Station	Storm Lift Station	
Catch Basin	Storm Sewer	
Drain Tile	Storm Sump	
Sanitary Sewer	Trench Drain	
Water Service		

- b) Multi-residential (three or more dwelling units), Commercial & Industrial Plumbing & Services Permit Fee Schedule
 - i. All piping \$2.50 per foot (\$155.00 minimum permit fee)

Drain Tile	Storm Sewer
Sanitary Sewer	Water Service
Solid Rain Water Leader Piping	

- c) Precast Concrete Works & Associated Receptacles
 - i. **\$72.65** each item (**\$155.00** minimum permit fee)

	<u> </u>
Catch Basin	Sanitary Lift Station
Floor Drain	Storm Lift Station
Manhole	Storm Sump
Oil Interceptor	Trench Drain

- d) Waterworks
 - i. **\$72.65** each item (**\$155.00** minimum permit fee)

Combined Water Service	vice Domestic Water Service	
Fire Hydrant	Fire Line	
Isolating Valve	Yard Hydrant	

4.0 Hot Water Heating Permit Fee Schedule

a) Residential (SFD & Duplex) - \$423.40 Flat Rate per dwelling unit
**Hot water heating systems serving three or more dwelling units must
be a professionally engineered design and inspected and approved by the
engineer of design. (Permit not required)

5.0 Sprinkler Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

i.	1st Sprinkler Head	\$155.00
ii.	Each additional sprinkler head	\$3.15

b) All other Buildings

i. 1st Sprinkler head		\$304.30
ii.	Each additional sprinkler head	\$3.15

c) Additional Sprinkler Permit Charges

i. **\$72.65** each item (**\$155.00** minimum permit fee)

Alarm Valves	Fire Department Connection	Yard Hydrants
Chemical Based System	Fire Hydrants	1 1/2" Hose Valve
Compressor	Fire Pumps	2 1/2" Hose Valve
Deluge Valve	Flow Switch	Pre-action Valve
Dry Pipe Valves	Standpipe	

6.0 Miscellaneous Fee Schedule

- a) **DOUBLE PERMIT FEE** If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of \$10,000.
- b) **REFUNDS** No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.
- c) RE-INSPECTION FEES Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:

i.	Third inspection	\$155.00 plus applicable taxes			
ii.	Fourth inspection	\$304.30	u	u	u
iii.	Fifth inspection	\$456.60	u	u	u
iv.	Each subsequent inspection	\$608.75	u	u	"

- v. Where work is not ready for inspection when the inspector calls, a reinspection fee may be charged at **\$155.00**, plus GST.
- d) **CHANGE/REMOVAL OF CONTRACTOR** In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$155.00**. The new contractor must take full responsibility for the work completed to date.
- e) **CHANGE OF USE** For an inspection related to the change of occupancy or use of a building, a fee in the amount of **\$155.00** shall be paid.
- f) RENEWAL OF LAPSED PERMITS Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of \$155.00

g) **REVISIONS TO PERMITS**

- i. REVISION PRIOR TO PERMIT ISSUANCE
 - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application
 - i. that requires 3 or more revisions, and/or
 - ii. where the design is revised and/or substituted with a new design

REVISION TO ISSUED PLUMBING, SPRINKLER OR HOT WATER HEATING PERMIT

 A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application

h) **SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS**

i. Where a Plumbing/Sprinkler/Hot Water Heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.

7.0 SPECIAL INSPECTIONS (linked or not linked to an issued permit)

- a) Special inspection during normal working hours
 - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid;
- b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours \$116.25 hour (with a minimum fee of \$232.50) shall be paid
 - b. Each additional hour \$155/hour for staff time
 - ii. Weekends:
 - a. A fee of \$155.00/hour for staff time (with a minimum fee of \$310.00) shall be paid
 - b. ½ hour meal break shall be included for each shift 4 hours or more, to be charged at the **\$155.00**/hour rate.

Appendix 5

2023 Tree Protection and Regulation Fees Bylaw No. 8358, 2022

Schedule "E" 2023 Tree Protection and Regulation Fees Bylaw No. 8358, 2022

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

TREE PROTECTION REGULATION - SCHEDULE A (CURRENT)

Application Fee	
1. Application Fee	\$75.00
2. Application Fee (Resident Applicant)	\$0.00 if addressing only a hazardous tree

Permit Fee	
1. Permit fee (general)	\$75.00 per tree for first 10 trees to be cut or removed,
	\$150.00 per tree for each additional tree to be cut or removed
Permit fee for cutting or removal of hazardous trees only Permit to cut or remove a single hazardous tree Permit to cut or remove multiple hazardous trees	\$50.00 \$50.00 for the first tree, plus \$25.00 for each additional tree to be cut
3. Permit fee for transplanting a protected tree	\$0.00
4. Permit fee (Resident Applicant)	\$0.00 per hazardous tree and \$75.00 per tree for all other trees to a maximum fee of \$1,500.00.

	Security or Cash-in-Lieu for Replacement Trees		
1.	Security or cash-in-lieu per replacement tree (general)	\$512.00	
2.	Security or cash-in-lieu per replacement tree when replacing a hazardous specimen tree	\$512.00	
3.	Security or cash-in-lieu per replacement tree when replacing a non-hazardous specimen tree	\$10,240.00	
4.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a non-hazardous non-specimen tree	\$512.00 to a maximum fee of \$2560.00	
5.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a hazardous non- specimen tree	\$256.00 to a maximum fee of \$1,280.00	
6.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a hazardous specimen tree	\$256.00 to a maximum fee of \$2,048.00	
7.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a non-hazardous specimen tree	\$5,120.00 to a maximum fee of \$10,240.00	
8.	Maximum combined security or cash-in-lieu for all replacement trees for Resident Applicants	\$10,240.00	

Securities for Retained Trees	
Security per retained protected tree, other than a specimen tree	\$2560.00
2. Security per retained specimen tree	\$10,240.00
Security per retained protected tree, other than a specimen tree, for Resident-Applicant or CRZ Resident Requestor	\$2,560.00 to a maximum of \$10,240.00

4. Security per retained specimen tree for Resident- Applicant or CRZ Resident Requestor	\$10,240.00
 Maximum combined security for retained protected trees, including specimen trees, for a Resident Applicant or a CRZ Resident Requestor 	\$10,240.00

Tree Protection Barrier Inspection Fees		
Inspection of tree protection barriers	\$75.00 for first tree inspection barrier plus	
	\$10.00 per each additional enclosure on a lot	
2. Return inspection of tree protection barriers	\$75.00 for all enclosures on a lot	

Appendix 6

2023 Integrated Services FeesBylaw No. 8358, 2022

Schedule "F" 2023 Integrated Services Fees Bylaw No. 8358, 2022

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

BYLAW	DESCRIPTION	FEE
Business Regulations and	Excessive Nuisance Abatement Fees:	
Licensing (Rental Units) Bylaw	Police Nuisance Response and Abatement	ć270 AF
No. 6926, 2004	Service Call	\$278.45
	City Staff Nuisance Response and Abatement Service Call	
		\$111.40
	Administration Fee	·
		10% on Total
		Service Call Fees
Controlled Substance	Permit, Inspection Fees and Charges:	
Property Bylaw No. 6679, 2001	For Special Inspection	\$668.30
	For each inspection prior to issue of	\$445.55
	Occupancy Permit	\$445.55
	To Obtain Occupancy Permit	\$556.90
		·
Unsightly Premises Bylaw No.	Administration Fee for hiring contractor as	
5969, 1991	per Section 9	
		\$83.55
Fire Protection Bylaw No. 6940,	Administration fee for hiring contractor as	\$83.55
2004	per Section 15.1	763.33
	per 30000113.1	
Construction Noise Bylaw No.	Administration Fee	
6063, 1992 Exemption Request		\$204.80



Attachment #3

Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8359, 2022

A Bylaw to Amend Cultural Services Fees and Charges Bylaw No. 7875, 2016

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited for all purposes as "Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022."

Amendments

- 2. Cultural Services Fees and Charges Bylaw No. 7875, 2016 is amended by:
 - a. Deleting Appendix "A" and replacing it with the attached Appendix "A"

Effective Date

3. These amendments shall come into effect on January 1, 2023.

GIVEN FIRST READING THIS _	day of	2022.
GIVEN SECOND READING THIS	Sday of	2022.
GIVEN THIRD READING THIS _	day of	2022.
ADOPTED THIS day of _	2022.	
	Ja	cque Killawee, City Clerk

Doc # 2119255

APPENDIX A

CULTURAL SERVICES FEES & CHARGES

Arts, Heritage, Museum, Archives, New Media Gallery

RENTALS

ANVIL CENTRE STUDIO RATES

Fees are subject to criteria in the following policies:

• Facility Allocation Policy & Procedures: Anvil Centre Community Spaces (506823)

	Community Rental		Commercial & Private
Room Name (capacity)	(1 hour minimum)		(1 hour minimum)
	Meeting	Activity	Meeting & Activity
	(per hour)	(per hour)	(per hour)
Archives Reading Room (12)	\$17.38 + GST = \$18.25	N/A	N/A
Music Practice Rooms (4)	N/A	\$5.57 + GST = 5.85	15.90 + GST = \$16.70
Half Studios 411 & 413 (20)	\$8.67 + GST = \$9.10	17.38 + GST = 18.25	52.00 + GST = \$54.60
Dance Studio (20)	N/A	\$34.48 + GST = \$36.20	\$34.48 + GST = \$36.20
Anvil Centre Community S	paces - room capa	city up to 50 people	
	Commu	nity Rental	Commercial/Private

Doc # 2119255

Room Name (capacity)	(1 hour minimum)		(1 hour minimum)	
	Meeting Activity		Meeting & Activity	
	(per hour)	(per hour)	(per hour)	
Cultural Studio 417 (25)	\$17.38 + GST = \$18.25	\$34.48+ GST = \$36.20	\$105.00 + GST = \$110.25	
Cultural Studios 411 & 413 (50)	\$17.38+ GST = \$18.25	\$34.48 + GST = \$36.20	\$105.00 + GST = \$110.25	

Additional staff charges apply for rentals occurring when the building is closed to the public.

EQUIPMENT RENTAL

Upright piano - \$47.77 + GST & PST = \$53.50/booking day

Electric Piano - \$23.89 + GST & PST = \$26.75/booking day

Piano tuning fee - At cost

RE:SOUND & SOCAN

Cultural Services is required to collect Re:Sound & SOCAN Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.

Room Size	No Dancing	Dancing	
1 – 100	Set by Re:Sound & SOCAN	Set by Re:Sound & SOCAN	

PROGRAMS, FEES and ADMISSIONS

A. Admission by donation for Samson V, Irving House, Museum and the New Media Gallery.

Doc # 2119255

B. Program fees are based on the program formula* or delivered by donation

ARCHIVE REPRODUCTION FEES

Method of Reproduction	Fee Per Reproduction & Subject to change
Scanned Image (emailed)	\$13.93 + GST & PST = \$15.60
Scanned Image (on disc)	\$16.07 + GST & PST = \$18.00
Digitized video (emailed)	\$13.93 + GST & PST = \$15.60
Digitized video (on disk)	\$16.07 + GST & PST = \$18.00
Photocopy (per page)	\$0.36 + GST & PST = \$0.40
Mailing (in Canada)	\$5.00 + GST & PST = \$5.60

Research Fee - \$57.14 / hour + GST = \$60.00

Archives staff will conduct up to one hour of free research for each unique research request. Archivist research services beyond the free allowance are charged the above fee or a portion of it for a partial hour. On-site self-research is encouraged and supported by archival staff.

- Instructor Salary (CUPE or Contractors)
- Instructor Benefits
- Supplies (teaching collection, art materials, food, etc. program consumables)
- · Banking fees
- Transportation & other costs (as applicable)
- Third Party Costs (i.e. non New Westminster admission fees)

Some programs that are developing may be excluded from the above formula considerations to provide a community services or establish a customer base.

^{*}The following fee criteria will be considered when developing fees for registered programs:

NOTES

1. FEE ADJUSTMENTS

Under special circumstances designated cultural staff (i.e. managers, directors or coordinators) may adjust fees and charges rates to meet current market value or extraordinary bookings.

3. PENNY

The Federal Government elimination of the penny in 2012 has resulted in penny rounding, to the nearest \$0.05, for cash transactions.

4. PARTNERSHIPS

Cultural Services may elect to not charge third parties rental fees if the service provided is offered in partnership with Cultural Services and offers a public good. Admission fees will be used to recover service costs.

5. FOOD, BEVERAGE, VENDING & MERCHANDISE SALES

All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.

Doc # 2119255 Page 5



Attachment #4

Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8367, 2022

A Bylaw to Amend Anvil Theatre Fees and Charges Bylaw No. 8209, 2020

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited for all purposes as "Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022."

Amendments

- 2. Anvil Theatre Fees and Charges Bylaw No. 8209, 2020 is amended by:
 - a. Deleting Appendix "A" and replacing it with the attached Appendix "A"

Effective Date

3. These amendments shall come into effect on January	1, 2023.
GIVEN FIRST READING THIS day of	2022.
GIVEN SECOND READING THIS day of	2022.
GIVEN THIRD READING THIS day of	2022.
ADOPTED THIS day of 2022	
_	
_	Jacque Killawee, City Clerl

APPENDIX "A"

ANVIL THEATRE FEES AND CHARGES

Anvil Theatre Rental Rates

	Prime Time Friday – Sunday		Non-Prime Time Monday – Thursday			
	Performance	Technical Rehearsal	Bare stage Rehearsal	Performance	Technical Rehearsal	Bare stage Rehearsal
Standard	\$2,100	\$1,575	\$1,050	\$1,800	\$1,350	\$900
NW Cultural Business ¹	\$1,470	\$1,100	\$735	\$1,260	\$945	\$630
NFP ²	\$1,050	\$787.50	\$525	\$900	\$675	\$450
Conference	Fees related to conference use of the Theatre are provided upon request by the Anvil Centre Conference team					

Rental rates are based on an 8 hour minimum booking. Same day bookings, longer than 8 hours, will be charged at 1/8th of the appropriate rental fee for up to four hours.

The Manager, Community Arts & Theatre, accountable to the CAO, is authorized to develop and implement scaled rental fees in support of the advancement of the Arts Strategy, Theatre Strategy and in alignment with the City's DIEAR Framework and commitment to Truth and Reconciliation.

Staffing Charges

All theatre rentals require theatre technical staff throughout the rental term. The number and level of technical staff are determined by Theatre operator and associated costs are additional to space rental fees and identified on the Rental Agreement. Non-technical staff may be required to accommodate rental needs for safety, customer enjoyment and performance needs. Theatre staff and/or Anvil Theatre Management will determine non-technical staffing needs. Additional staff and related charges will be identified on the Rental Agreement.

Staff Position	Hourly Fee
Technical Supervisor	\$40.96
Skilled Technician	\$30.72
General Technician	\$25.60
Front of House	\$25.60
Security	\$25.60
Building Cleaner	\$25.60

¹ NW is defined as New Westminster.

² NFP is defined as Not-for-Profit



Attachment #5

Electric Utility Charges Amendment Bylaw No. 8368, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW No. 8368, 2022

A Bylaw to Amend Electrical Utility Bylaw No. 6502, 1998

The Council of the Corporation of the City of New Westminster enacts as follows:

- 1. This Bylaw may be cited as "Electrical Utility Charges Amendment Bylaw No. 8368, 2022."
- 2. The Schedule of Standard Charges attached to Bylaw No. 6502, 1998 as Schedule "B" is hereby repealed and replaced with Schedule "B" attached to and forming part of this Bylaw No. 8368, 2022.
- 3. The Standard Charges recited in the attached Schedule "B" shall be those charges for services rendered by the City on and after January 1, 2023.

day of

GIVEN FIRST READING this

		•	,
GIVEN SE	COND READING this	day of	,2022
GIVEN TH	IIRD READING this	day of	,2022
ADOPTED	and the Seal of the Corpo	ration of the City of New We	estminster affixed
this	day of	, 2022.	

Jacqueline Killawee, City Clerk

,2022

SCHEDULE "B"

STANDARD CHARGES

1. Account Charge

Account Charge \$20.50

2. <u>Underground Service Extensions</u>

New Underground Service for Single Family and Duplex Buildings, (Extension cost only)

• Effective January 1, 2023

\$6,555.00

3. New Service Connections

New underground service connection, including one meter:

• 200/300/400Amp

\$2278.00

4. Overhead Services Work at Customer's Request (Residential Only)

(1) Alterations and Relocations – work involving increasing conductor capacity, moving conductor, changing the length of the conductor and/or changing the location of an existing service conductor, or disconnection/reconnection of the service at the weather head and any associated meter work.

Main switch size – 100/200 Amps \$880.00 Main switch size – 400 Amps At cost

5. Disconnections and Reconnections

Where a service is de-energized for wiring changes, maintenance, breach of contract or "trouble call" initiated by the customer, the following standard charges will apply:

A. Between 0800 & 1600 hours on regular working days:

Disconnect \$287.00 Reconnect \$287.00

B. Between 1600 & 2400 hours on regular working days

Disconnect	\$410.00
Reconnect	\$410.00

C. Any other time

At Cost

NOTE: when more than one meter is disconnected or reconnected at the same time, add \$47.00/meter

6. Temporary Service Connections

(1) When the temporary service can be connected to an existing distribution system the standard charges are:

Overhead \$905.00Underground \$980.00

(2) When the City's distribution system must be altered to provide a temporary service, the City's total cost of the alteration and its total costs to return the system to its original state after the removal of the temporary service will be borne by the customer. A deposit to cover the total estimated costs for the alterations and restoration work will be required before any work is recommended.

The above charges include the meter charge.

7. Miscellaneous Service Connections

The Standard charge for each service connection such as cable amplifiers, bus shelters, phone booths, etc., is: \$880.00

8. Meters

-Exchange of disputed meter (if meter fails)	No Charge
-Exchange of disputed meter (if meter passes)	\$185.00
-Request an additional meter during initial installation	\$47.00
-Request an additional meter subsequent to initial installation	\$185.00
-Request a meter removal	\$185.00
-Meters checked and resealed after disconnection	\$185.00
-Current Transformer (CT) & Potential Transformer (PT)	At Cost
-Damaged meters	At Cost

9. EV Charging Fees For All City Owned Stations/Locations

Level 2 Chargers – Charged per hour

• Dedicated Circuit: \$2/Hr

• Shared Circuits: \$1/Hr

Level 3 Fast Chargers – Charged per minute

• Dedicated Circuit: \$12.60/Hr equivalent (\$0.21/minute)

NOTE: The Electric Utility will review the fees annually. Adjustments at specific EV charger locations will be made at that time based on EV charger utilization, operating cost and maintenance and existing parking rates. Adjusted fees by location presented in the following table.

Station Name	No. of Chargers	Original Fee	Adjusted Fee	Reason for adjustment
Anvil Centre	8	Level 2 Charger – Dedicated Circuit: \$2/hr	\$1/hr	Low utilization



REPORT Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Spitale File: 05.1035.10

Chief Administrative Officer

Item #: 2022-646

Subject: City's Response to the Accessible British Columbia Act

RECOMMENDATION

That Council approve the terms of reference for the new Accessiblity Advisory Committee and direct staff to recruit members during the 2022 recruitment process;

That Council request staff to report back during the budget process on the resources needed to comply with the *Accessible British Columbia Act*.

PURPOSE

To inform Council about the Accessible British Columbia Act (the Act) and to seek their approval of the attached terms of reference for a new Accessibility Advisory Committee.

BACKGROUND

In 2021 the Accessible British Columbia Act received royal assent. The Act established a framework for government to work in partnership with people with disabilities and the broader community to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in BC. It is designed to enable the development of accessibility standards and introduce new accessibility requirements for governments and prescribed organizations.

The Ministry in April 2022 released a regulation (effective September 1, 2022) detailing the timeline for organizations to have their Organizational Accessibility plans published to the public. This regulation gives a deadline of September 1, 2024 for local governments, library boards and municipal police boards to comply with the Act.

Part 3 of the Accessible B.C. Act requires prescribed organizations (including local governments, library boards and municipal police boards) to

- establish an accessibility committee, which will provide input and direction towards:
 - o development of an organizational accessibility plan; and
 - o creation of a mechanism for public feedback on accessibility.

The Act specifies that the accessibility committee should:

- have at least one indigenous member;
- have half its membership composed of persons with disabilities or persons representing disability-serving organizations;
- have an overall membership that reflects the diversity of disabilities in BC; and
- reflect the overall diversity of the community.

The membership may include staff members as the Act also applies to employment issues.

The Act provides the City and the accessibility committee with the following accessibility principles to guide the development of the plan:

- Inclusion
- Adaptability
- Diversity

- Collaboration
- Self-determination
- Universal design

Once adopted, the plan must be reviewed and updated at least once every three (3) years. Updates must consider comments received through the established public feedback mechanism. There is no requirement to submit the plan to the Province; however, organizations must make their plans public.

The Act also contains the following two provisions:

- 1) It designates the week that begins on the last Sunday in May as AccessAbility Week in the province.
- 2) A mechanism for the development of provincial accessibility standards in the following areas:
 - Employment (hiring, workplace standards)
 - Service delivery (getting goods, receiving services, programs)
 - Built environment (buildings, places, spaces)
 - Information and communications (interactions, websites, documents)
 - Transportation (buses, ferries, trains)
 - Health (hospitals, clinics, services)
 - Education (early childhood, K-12, post-secondary)
 - Procurement (buying services)

These standards are anticipated to be developed and rolled out over the next 10 years.

The Provincial government acknowledges that organizations have already done significant work in this area and encourages them to reuse and modify existing policies and plans. It further supports coordinating work between organizations, allowing for the opportunity for the Library Board and Police Board to work with the City on a single plan.

The Province has made \$3 million funding available over three years to support organizations in meeting the requirements of the Act. This funding will be coordinated by the Disability Alliance of BC who is currently conducting a needs assessment and analysis for the 10 sectors defined in the regulation and a plan of work is expected soon.

The compliance and enforcement components of the Act are not yet in force. However, the Act does provide for fines of up to \$250,000 to non-complainant organizations.

An important point to note is that the Act does not require organizations to make physical upgrades to buildings, but expects that the Accessibility Plan will include goals that will be realized over time.

DISCUSSION

The City has been actively engaged in accessibility issues for decades. In the 2018-2022 Strategic Plan under the Reconciliation, Inclusion and Engagement area a key direction that staff have been working on is to apply a social equity lens throughout the organization to ensure that all residents can access, participate in and benefit from City facilities, infrastructure, programs and services.

The 2019 reorganization of committees merged the Access Ability Advisory Committee with both the Sustainable Transportation Advisory Committee and the Facilities, Infrastructure and Public Realm Advisory Committee in order to bring the accessibility lens into these critical areas. To comply with the Act, the City needs to establish a new Accessibility Committee. The attached terms of reference for the new Accessibility Committee meet the Act's requirements (Attachment 1). The mandate for this committee is much broader than the Sustainable Transportation or Facilities, Infrastructure and Public Realm advisory committees. Given the new Accessibility Committee will need to develop an engagement tool to solicited public feedback, the terms of reference indicates the new committee reports to the Reconciliation, Social Inclusion and Public Engagement Task Force. This will be revisited with Council after the elections, following the review of task forces and the development of the incoming Council's new strategic plan.

Approving the terms of reference today as presented will allow Legislative Services to begin the recruitment process for this committee. The terms of reference will evolve as the understanding of the work evolves.

City staff have been in conversation with the New Westminster Police Services and New Westminster Public Library. Staff in all three organizations see the benefit in collaborating on a single plan. The Library Board approved a motion on September 20, 2022, to coordinate with the City on development of the Organizational Accessibility Plan. The Police Board will discuss this issue this fall. The terms of reference will be modified to reflect their participation.

As noted previously the City has a large body of work that already addresses accessibility for staff and residents, which include the:

- Official Community Plan;
- Diversity, Equity, Inclusion, and Anti-Racism Framework;
- Master Transportation Plan;
- Wheelability Assessment Project;
- Age Friendly Community Strategy;
- Dementia Friendly Community Action Plan; and
- Age Friendly City Initiative.

Staff will work collaboratively to determine if there are further policies that support this work and to develop a plan to support the Accessibility Advisory Committee.

NEXT STEPS

Next steps include:

- Legislative Services staff will reach out to indigenous- and disability-serving organizations within the City and region to solicit applications for committee membership;
- Staff will continue to work collaboratively on a development process for the Accessibility Plan and public feedback mechanism. This will include determination of the resources needed;
- Staff to return to Council with the development plan, and
- Council to consider the recommended advisory committee membership in January 2023.

FINANCIAL IMPLICATIONS

While staff anticipate there will be financial implications, at this time staff are unable to estimate the amount. Staff will report back during the budget process after further study.

OPTIONS

There are three options before Council:

- That Council approve the terms of reference for the new Accessibility Advisory Committee and direct staff to recruit members during the 2022 recruitment process;
- 2) That Council request staff to report back during the budget process on the resources needed to comply with the Accessible British Columbia Act;
- 3) That Council provide other direction.

Staff recommend options 1 and 2.

CONCLUSION

This report informs Council on the City's obligations under the new Accessible British Columbia Act and seeks approval of the terms of reference for a new Accessibility Advisory Committee to meet the terms of the Act.

ATTACHMENTS

Attachment 1: Accessibility Advisory Committee Terms of Reference

APPROVALS

This report was prepared by: Jacque Killawee, City Clerk

This report was reviewed by:
Lisa Leblanc, Director of Engineering
Jackie Teed, Acting Director of Climate Action, Planning and Development
Jorge Cardenas, Chief Librarian
Dave Jansen, Police Chief
Jennifer Miller, Manager of Public Engagement

This report was approved by: Lisa Spitale, Chief Administrative Officer



Attachment 1 Accessibility Advisory Committee Terms of Reference



Accessibility Advisory Committee Terms of Reference

Committee Name	Accessibility Advisory Committee
Vision / Goal Statement	To provide input and direction to the City and Library Board on the development of a City of New Westminster organizational accessibility plan and in creating a mechanism for public feedback on accessibility in accordance with the Accessible British Columbia Act.
Mandate	The Committee's role is to advise the City's Reconciliation, Social Inclusion, and Engagement Task Force on: • Identifying accessibility and inclusion barriers that City staff and community members experience or may experience in the course of interacting with the City in the following areas: • Employment, • Delivery of Service, • The Built Environment, • Information and Communications, • Transportation, and • Procurement; • Development of an organizational accessibility plan by September 1, 2024; and • Development of a mechanism for public feedback on accessibility.
Voting Members	 The Committee has a maximum of 13 members including but not limited to: Member of Council (1) Indigenous community representative (1) Persons with disabilities or individuals who support or represent organizations that support persons with disabilities (at least 7) City Staff member (1) Member Appointed by the Library Board (1) Community members (2)

	Per Section 9 of the <i>Accessible British Columbia Act</i> , members of the Committee should reflect the diversity of persons with disabilities in BC.
Advisors	 The primary staff advisors to the Committee are: Representatives from the Office of the Chief Administrative Officer; New Westminster Public Library, Climate Action, Planning and Development; Parks and Recreation; and Engineering Services. Committee Clerk
Term of Service	In 2023 a. 6 members will be appointed for a one-year term (February 1, 2023 – January 31, 2024) b. 6 members will be appointed for a two-year term (February 1, 2023 – January 31, 2025)
	In 2023 and in all odd numbered years thereafter, 6 members will be appointed for two-year terms. In 2024 and in all even numbered years thereafter, 6 members will be appointed for two-year terms.
	This Committee responds to the committee requirements of the <i>Accessibility British Columbia Act</i> .
Chair	The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.
Quorum	A quorum shall consist of a majority of the Committee's appointed members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.
Attendance	Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.
	Any member who is absent from three consecutive meetings of the Committee, or in excess of one third of all meetings over any six-month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.

	Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Committee shall meet monthly in the first year of formation and thereafter 5 times a year alternating months to the Reconciliation, Social Inclusion and Engagement Task Force. The Committee may in extraordinary circumstances with the permission of the Mayor/City Clerk meet more frequently.
Governance	 Accessibility British Columbia Act Community Charter Section 142 City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)
Rules of Procedure	Committee procedures are governed by: 1. New Westminster Council Procedure Bylaw No. 6910, 2004.* 2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* *This refers to the most recent version.



Advisory Committee Policy

1. PURPOSE OF THIS POLICY

This policy guides the creation and management of all Advisory Committees created by the City of New Westminster under Section 142 of the Community Charter (Select Committees of Council).

2. PURPOSE OF ADVISORY COMMITTEES

Advisory Committees exist in the City of New Westminster to provide Council access to external expertise and lived experience on issues of strategic importance.

Advisory Committees should normally exist only where they:

- · Are directly relevant to the City's strategic priorities, as defined by Council
- Have clear mandates, objectives and outcomes that add value to City governance
- Are the most appropriate process to achieve the desired outcomes compared to alternate forms of stakeholder and resident engagement

Benefits to the City achieved through Advisory Committees may include:

- Providing access to lived experience or technical expertise missing from Council and/or staff
- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
- Improving the City's ability to hear from and respond to issues raised by equity-seeking populations
- Increasing the effectiveness of the City's stakeholder and resident engagement through leveraging the networks and advice of Committee Members.

Advisory Committees are <u>not</u> appropriate mechanisms to seek community input on matters related to City management (rather than governance) or on issues that are not strategically important to the City. In such cases, City staff may choose to engage residents and stakeholders using other processes, or to convene staff-led advisory groups that are not subject to this policy.

3. CREATION AND RENEWAL

When establishing a new Advisory Committee, Council must approve a Terms of Reference that includes:

- Mandate, with reference to the City's strategic priorities
- Member composition and quorum
- Length of appointment terms for Members and Chairs (if different than default term length)
- Start and end dates for Advisory Committee annual terms (if different than default start/end dates)

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

Unless otherwise stated in an Advisory Committee's Terms of Reference, the Annual Term for all Advisory Committees will begin on February 1 and end on January 31.

Prior to the start of each new Annual Term, Council must approve an Annual Work Plan for each Advisory Committee that identifies:

- The name of the Council Member who will serve as Committee Chair
- The name of the Staff liaison(s)
- Desired outcomes/outputs for the work year in relation to Council's strategic priorities

Reporting and Evaluation:

On an annual basis, the Staff Liaison for each Advisory Committee should submit an Annual Report to Council that summarizes the Advisory Committee's activities over the past year, describes how these activities contributed to Council's strategic priorities and provides a breakdown of all expenses incurred. The Annual Report should also include the results of a formal evaluation completed by Committee Members to support ongoing improvement and provide suggestions for the next year's work plan.

Reporting to Council:

When responding on an issue referred by Council, Advisory Committees, with the assistance of the Staff Liaison(s) and the Committee Clerk, will submit reports to Council in accordance with the Advisory Committee Policy and Council Procedure Bylaw.

5. MEMBER SELECTION/RENEWAL

Advisory Committees Members must be appointed by Council and may include Committee Members who are residents or property owners in the City, or representatives from organizations that Council has invited to participate (Organizational Representatives).

Application and Appointment:

- 1. Appointments to committees should be made in advance of each annual term, or as vacancies arise.
- 2. Opportunities to serve as a Committee Member must be widely advertised so that all interested residents can apply.
- 3. Staff will submit recommendations for Advisory Committee membership to Council for amendment or approval, including Committee Members and Organization Members.
- 4. Where Organizations are invited to nominate an Organizational Representative to an Advisory Committee but fail to do so, Council may fill the vacancy with a community Committee Member instead.
- 5. Committee members will serve without pay, unless otherwise specified.
- 6. Committee Members must be New Westminster residents and may not be employees of the City, except by special waiver from the Mayor.

In developing their recommendations for Advisory Committee Membership to Council, staff should consider such criteria as: the skills and expertise of potential members, including lived experience; the resources and networks provided by potential members to help achieve City objectives; the degree to which Advisory Committees reflect the diversity of the City; and the City's commitment to ensure representation from equity-seeking and under-served communities.

Term Length and Renewal:

- 1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.
- 2. Appointment terms should generally be staggered so that half the members for each Advisory Committee will be replaced or renewed each year.
- 3. A Committee Member can serve a maximum of two consecutive 2-year terms on any one committee, except by special waiver from the Mayor.
- 4. Advisory Committee Members cannot simultaneously serve on more than one committee, except by special waiver from the Mayor, unless the Committee Member sits on a second committee as the representative of the first committee (e.g. an Arts Commission representative sits on the Public Art Advisory Committee).

Equity, Diversity and Inclusion:

Committee Members should reflect the diversity of their community and include representation by under-heard voices and equity-seeking communities. The City will collect data to measure and evaluate its progress on equity, diversity and inclusion, and will provide appropriate supports to reduce barriers for equity-seeking communities.



REPORT Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Spitale, File:

Chief Administrative Officer

Item #: 2022-645

Subject: Council Code of Conduct

RECOMMENDATION

THAT Council approve the revised Council Code of Conduct (Attachment 1.)

<u>PURPOSE</u>

To provide Council with a revised Council Code of Conduct (the "Code") for approval based on best practices and new legislative requirements that will be in force by next year.

BACKGROUND

Bill 26, the Municipal Affairs Statutes Amendment Act requires that all local governments to publicly consider revising an existing code of conduct. Staff followed up with a revised Code of Conduct, for Council's consideration, which includes procedural reforms to the investigative process and accountability standards in the Code, including:

- Time limits on the investigative process are now incorporated in the Code;
- There is now a higher standard of accountability and enforcement when Council breaches closed confidential information, even inadvertently;
- Complaint procedures have been revised to better identify the details of the complaint, Code breaches; and
- Council on-boarding material are being updated to include the Code's mandates and requirements.

Bill 26, the Municipal Affairs Statutes Amendment Act, received Royal Assent on November 21, 2021, requiring all local governments to publicly consider whether to establish a code of conduct or revise an existing one within six months of a general local election. Municipalities will have to publicly disclose their reasons for not establishing a code of conduct or revising an existing one. The new sections in Bill 26 referencing codes of conduct in the Community Charter will come into effect by Order-in-Council likely later this year.

A working group on responsible council codes of conduct has been created and is a joint initiative of the Union of BC Municipalities, the Ministry of Municipal Affairs and the Local Government Management Association.

This working group has developed a model code of conduct that sets out shared principles and standards of conduct to help local government councils or boards get started on developing their own code of conduct. The document is also useful for councils or boards who wish to review or refresh an existing code of conduct.

The working group has developed a guide: Forging the Path to Responsible Conduct in Your Local Government, about fostering responsible conduct, maintaining good governance, resolving conduct issues informally, and the essentials of code of conduct enforcement. This report and revised Code draws on the best practices for code reform from the working group's recommendations. It also draws on the City of Vancouver's newly enacted 2021 Code of Conduct Bylaw that adopted recommendations from the working group.

ANALYSIS

Staff reviewed both the Vancouver Bylaw and the working group's recommendations in making these recommended changes to the City's Code.

Complaint Procedure

The City of New Westminster's Code did not define the details of an alleged complaint. The Code as amended (Attachment 1) now provides that the complaint be in writing and describe with a sufficient detail:

- (a) name of complainant;
- (b) name of respondent;
- (c) the basis and conduct, under the Code, that the complainant alleges to have been breached by the respondent;
- (d) the date, or dates, of the alleged proscribed conduct;
- (e) the specific sections of the Code that the complainant alleges has, or have been, breached; and
- (f) the basis for the complainant's knowledge about the conduct.

The current Code requires an appointment of an investigator within 30 days after receipt of a complaint, if there is no informal resolution. However, there is no time limit where the parties cannot agree on the choice of investigator. The Code is now amended (Attachment 1) so that if the parties cannot agree on a choice of an investigator within 30 days of the receipt of the complaint, the Mayor/CAO shall jointly select a suitable independent third party investigator. The Code as now amended (Attachment 1) also places a time limit within which the investigator must decide whether a complaint is unfounded, frivolous, beyond jurisdiction or unlikely to succeed, within thirty (30) days after receipt of the complaint by the investigator.

Adjudication and Reporting

The Code, as presently drafted, does not provide time lines for the parties to make submissions or a time limit for the investigator to make a decision.

The Code as now amended (Attachment 1) now provides that the respondent to a complaint can make a written reply with any submissions within 10 days of receiving the complaint, subject to a discretion of the investigator to extend the time line. Similarly, the complainant can respond within 10 days to the respondent's written response, subject to a discretion to extend the time line by the investigator.

The Code as now amended (Attachment 1) requires a decision from the investigator within 90 days of making a decision to proceed with a formal investigation. If this time frame is not practical, the revised decision date may be extended once for a period of up to 30 days on provision of written notice to both the complainant and respondent.

Separation of Policy and Investigative Proceedings

The investigator, under the Code as now amended (Attachment 1), is empowered to:

- (a) speak to and interview anyone relevant to the complaint;
- (b) request disclosure of documents, including emails, relevant to the complaint;
- (c) access any record in the possession or control of the City, except a record that is subject to legal privilege; and
- (d) access non-personal phone records.

Confidential Information and Enforcement

Higher standards of accountability and enforcement when a member of Council breaches closed information, even inadvertently, can be achieved by incorporating the following into the Code as now amended (Attachment 1):

- (a) not to disclose or release any confidential information acquired by virtue of their office, except as authorized by Council, or required by law;
- (b) not to use confidential information with the intention to cause harm or detriment to Council, the city or any other person or body;
- (c) protect confidential information from inadvertent disclosure;
- (d) use confidential information only for the purpose for which it is intended to be used;
- (e) take reasonable care to prevent the examination of confidential information by unauthorized individuals; and
- (f) not take advantage of, or obtain private benefit from, confidential information acquired by virtue of their office.

Final Determination by Council

The current Code does not require enforcement or implementation of the recommendations or findings of the investigator. The following actions are therefore incorporated for inclusion in the Code as amended (Attachment 1):

- (a) Council must, within 30 days of delivery of the investigation report, or a longer period if approved by a vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Code, and will take such actions as Council considers appropriate in the circumstances.
- (b) Prior to Council making any decision regarding the findings and recommendations set out in the investigative report, the respondent must be provided with an opportunity, either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- (c) That respondents that are absolved by the investigative process be reimbursed for any reasonable legal costs incurred.

OPTIONS

The options presented are:

- 1. Council approve the revised Council Code of Conduct (Attachment 1.), or
- 2. Provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 – Council Code of Conduct Policy

APPROVALS

This report was prepared by: Craig MacFarlane, Manager Legal Services (City Solicitor)

This report was approved by: Lisa Spitale, Chief Administrative Officer



Attachment #1 Council Code of Conduct Policy



POLICY

Policy Title:	COUNCIL CODE OF CONDUCT
Issue Date:	December 3, 2018
Revised Date:	September 26, 2022
Prepared by:	Lisa Spitale, Chief Administrative Officer
Document #:	1305468

1. PURPOSE

The public expects a responsive local government with the highest standards of professional conduct from Members elected to it. Honesty, integrity, objectivity, due diligence and accountability are some of the core ethical values reflected in this Code. Council Officials are expected to perform their functions of office faithfully and to the best of their knowledge and ability, in accordance with these core ethical values.

The purpose of this Code is to establish minimum expectations for the ethical and interpersonal conduct of Council Officials.

2. SCOPE & EFFECT

All Council Officials and the Chief Administrative Officer.

3. **DEFINITIONS**

The following definitions are used in this policy:

Advisory Body Member: a person sitting on an advisory committee, task force, commission, board, or other Council-established body.

Complaint: means a formal allegation that a Member has breached this Code of Conduct and submitted in accordance with Part 6 of this Code.

Complainant: means a person who has submitted a Complaint under this Code.

Confidential Information: Confidential Information includes information that could reasonably harm the interests of individuals or organizations, including the City of New Westminster, if disclosed to persons who are not authorized to access the information, as

well as information that may or must be considered by Council in a Closed meeting to which section 117 of the *Community Charter* applies, including:

- a) decisions, resolutions or report contents forming part of the agenda for or from a closed meeting of Council until a Council decision has been made for the information to become public or otherwise released;
- b) information about the acquisition, disposition or expropriation of land or improvements if disclosure could reasonably be expected to harm the interests of the city;
- c) negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages if disclosure could reasonably be expected to harm the interests of the city;
- d) advice that is subject to any privilege at law; and
- e) personal information that is prohibited from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

Council Official: the Mayor and Council Members.

Personal Information: has the same meaning as in the *Freedom of Information and Protection of Privacy* Act (the "Act") including recorded information about an identifiable individual other than contact information as defined in Schedule 1 of the Act.

Respondent: means a Member or Advisory Board Member whose conduct is the subject of a Complaint.

Staff: an employee or contract employee of the City of New Westminster, and includes staff that supports Advisory Bodies.

Municipal Officer: a member of staff designated as an officer under section 146 of the *Community Charter* or a City's Officers Establishment and Indemnity Bylaw under that section.

4. <u>INTERPRETATION:</u>

- a) In this policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.
- b) This Code of Conduct applies to the use of social media by Council Officials in relation to City of New Westminster related matters.

5. POLICY STATEMENTS:

5.1 Key Principles

- **5.1.1** *Integrity*: Council Officials are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council Officials are expected to:
 - make decisions that benefit the community;
 - act lawfully and within the authorities of the Community Charter, Local Government Act and other applicable enactments; and
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- **5.1.2** Accountability: Council Officials are obligated to answer for the responsibility that has been entrusted to them. They are responsible for decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decisionmaking processes must be transparent and subject to public scrutiny; proper records must be kept.
- **5.1.3** Leadership: Council Officials must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government. Council Officials will provide leadership to City staff through the Chief Administrative Officer (CAO).
- 5.1.4 Respect: Council Officials must conduct public business efficiently and with decorum. They must treat each other, staff and members of the public with respect at all times. This means not using derogatory language towards each other, staff and members of the public, respecting the rights of each other, staff and members of the public, treating people with courtesy and recognition of the different roles others play in local government decision making.
- **5.1.5** *Openness*: Council Officials have a duty to be as open as possible about their decisions This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

5.2 General Conduct

- Council Officials must adhere to the key principles and provisions of the Code of 5.2.1 Conduct.
- Council Officials must act lawfully and within the authorities of the Community Charter, Local Government Act and other applicable enactments and exercise a reasonable degree of care and diligence in carrying out their functions.

- **5.2.3** Council Officials have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- Members shall perform their duties in accordance with the policies and procedures and rules of order established by the City Council governing the deliberation of public policy issues, involvement of the public, and implementation of policy decisions of the Council by City staff.
- Council Officials must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council Officials must avoid conduct that:
 - contravenes this policy;
 - contravenes the law, including the BC Human Rights Code and other enactments, and City Bylaws and Policies including the City's Respectful Workplace Policy; and
 - is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment or verbal abuse of others.

Conduct of Meetings 5.3

Council Officials shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Council Officials shall not interrupt other speakers, make personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of a meeting.

5.4 Collection and Handling of Information

- **5.4.1** Council Officials shall respect the confidentiality of information concerning the property, personnel, legal affairs, or other information of the City distributed for the purposes of, or considered in, a closed Council meeting. Members shall neither disclose confidential information without proper authorization, nor use such information to advance their own or anyone's personal, financial or other private interests. Council Officials shall not disclose Council resolutions or staff report contents from a closed meeting of Council unless and until a Council decision has been made for the information to become public, and shall not disclose detail on Council's closed meeting deliberations or how individual members voted on a question in a closed meeting.
- When dealing with Personal Information, Council Officials must comply fully with the provisions of the Freedom of Information and Protection of Privacy Act and the City's Privacy policy. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information includes information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

5.5 Conflict of Interest

- Council Officials are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.
- **5.5.2** Council Officials must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the Community Charter.

5.6 Interactions of Council Officials with Staff and Advisory Body Members

- The Mayor is the head and chief executive officer of the City and has a statutory 5.6.1 responsibility to provide leadership to the Council and to provide general direction to municipal officers respecting the municipal policies, programs and other directions of the Council as set out in the Community Charter.
- **5.6.2** As a general principle, Council Officials are to direct inquiries or questions to the CAO or the appropriate Department Director and refrain from contacting other staff without first discussing the issue with the Director.
- **5.6.3** Advice to Council from staff will be vetted, approved and signed by the CAO.
- Council Officials shall respect the Advisory Committee format and understand that these committees are not able to task staff with work directly, and that recommendations for staff action arising from committees must be referred to Council for approval before staff can be tasked.
- Council Officials must not make public statements, publish or report information or make statements attacking or reflecting negatively on staff, members of the public, community groups, (or any person/organization the City has a contractual relationship with) or Advisory Body Members except to the CAO as appropriate to bring a complaint to the attention of the CAO for follow up.
- 5.6.6 Significant information provided to any member of Council, which is likely to be used in Council or in political debate, will also be provided to all other Council members, and to the CAO.

5.7 Council Officials Use of Social Media

- **5.7.1** Council Officials use of social media for City business is governed by the City's Social Media Policy.
- 5.7.2 Council Officials will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up

posts to the City's social media postings and when creating original posts pertaining to City related business.

5.7.3 Council Officials must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate this Code of Conduct. If material is deleted this action should be reported to the City Clerk.

5.8 Interactions with the Public and the Media

Council Officials will accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council, and by so doing affirm the respect for and integrity in the decision-making processes of Council.

5.9 Gifts and Personal Benefits

Council Officials must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of their duties, except in accordance with the provisions of the Community Charter and City's Code of Conduct.

5.10 Use of Public Resources

Council Officials shall not use City public resources such as staff time, equipment, supplies or facilities, for private gain or personal purposes. Specifically, members shall not undertake municipal election campaign related activities at City Hall or on other premises owned by the City during regular working hours, unless such activities are organized by the City (e.g. all-candidate information sessions). Council Officials shall not use City-owned equipment, technology or other property for municipal election campaign work (e.g. photocopiers, computers, cell phones, etc.).

5.11 Advocacy

Council Officials shall represent the Official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Council Officials shall explicitly state they do not represent Council or the City, nor shall they allow the inference that they do.

6. <u>CONSEQUENCES OF NON-COMPLIANCE – COMPLAINT AND RESOLUTION PROCEDURES</u>

This Code expresses standards of ethical conduct expected for Council Officials, who themselves have the primary responsibility to assure that this code is understood and met, thus allowing the public to continue to have full confidence in the integrity of the governance of the City. Council Officials shall respect the integrity of this Code and the enforcement of it.

However, to ensure accountability and fairness of process, Council Officials agree to the following breach, complaint and disciplinary handling procedure. This procedure flows from the City's Respectful Workplace Policy.

- a) Alleged breaches of this Code of Conduct by Council Officials shall be submitted in a written Complaint addressed to the Mayor and the CAO within six (6) months of the last alleged breach of the Complaint. In the event that the Mayor is the subject of, or is implicated in the Complaint, the Complaint shall be addressed to the Acting Mayor unless that individual is the subject of, or implicated in the Complaint, in which case the Complaint goes to the next succeeding Acting Mayor.
- b) A Complaint must be in writing and describe with sufficient detail:
 - the name of the Complainant;
 - the name of the Respondent;
 - the conduct that the Complainant alleges to have breached with this Code;
 - the date of the alleged conduct;
 - the part or parts of this Code that the complainant alleges has or have been breached; and
 - the basis for the complainant's knowledge about the conduct.
- c) A Complainant may specify in the complaint if they are willing to participate in an informal resolution of the complaint.
- d) Upon receipt of a complaint, the Mayor, or Acting Mayor, and the CAO shall, if they are not able to resolve the matter informally, within thirty (30) calendar days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Investigator"). If the parties cannot agree on the choice of Investigator-within 30 calendar days of filing a complaint, the Mayor or Acting Mayor shall appoint an Investigator.
- e) The Investigator:

Preliminary Assessment

• The Investigator may conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded subject

to another proceeding, such as a court proceeding, a Human Rights Complaint or a non-compliance with the Freedom of Information and Protection of Privacy Act, beyond jurisdiction or unlikely to succeed within 30 calendar days of the appointment;

Informal Resolution

- When the Investigator has decided to proceed with a complaint, the Investigator must determine whether the complaint requires a formal investigation, or whether the complaint may be resolved informally. In the latter case, the Investigator may, at their discretion, either attempt to resolve the complaint directly, or refer the complaint to:
 - i. the Mayor, if the complaint is made by a Council Official, unless the complaint is against the Mayor, in which case the complaint will be referred to the Acting Mayor; or
 - ii. the Chief Administrative Officer, if the complaint is made by a City employee or the public.
- Where the Investigator refers the complaint in accordance with section 6.17, the Mayor, the Acting Mayor, or the CAO, as the case may be, may agree to assist in resolving the complaint directly, or may appoint a third party to assist in resolving the complaint at their discretion.
- The person assisting in the informal resolution of a complaint will assess the suitability of the complaint for settlement or resolution on an ongoing basis and may decline to assist at any point.
- The Complainant, or the Respondent, can decline to participate in an informal resolution at any time.
- If a Complaint is resolved informally, the person assisting in resolving the Complaint must notify the Investigator in writing of the terms of the resolution, upon receipt of which, the Investigator must close the Complaint.
- If a Complaint cannot be resolved informally, the person assisting in resolving the Complaint must refer the complaint back to the Investigator for a formal investigation.

Formal Resolution

- f) If the Investigator determines to continue the complaint, the Investigator shall:
 - Conduct an independent and impartial investigation of the Complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - The Investigator must serve the Complaint on the Respondent with a request that the Respondent provide a written response to the Complaint together with any submissions the Respondent chooses to make within 10 days, subject to the Investigator's discretion to extend the timeline.
 - The Investigator may serve the Complainant with the Respondent's written response together with any submissions, on a strictly confidential basis, and request a reply in writing within 10 days, subject to the Investigator's discretion to extend the timeline.
 - The Investigator may:
 - iii. speak to anyone relevant to the complaint;

- request disclosure of documents relevant to the complaint; iv.
- v. access any record in the possession or control of the city, except a record that is subject to privilege; or
- access non-personal phone records. vi.
- The Investigator must ensure that the formal investigation complies with the rules of procedural fairness and natural justice required in the circumstances.
- Provide an investigation update within thirty (30) calendar days of their appointment to the Mayor, Acting Mayor or CAO, as applicable, and to the Complainant and the Respondent;
- Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor, Acting Mayor, or CAO as applicable, and to the Complainant and the Respondent within 90 calendar days of their appointment and if this time frame is not practical the decision date may be extended once for a period of up to 30 days on provision of writer notice to both the Complainant and Respondent; and
- Provide recommendations in the Report as to the appropriate resolution of the Complaint, which recommendations may include:
 - i. dismissal of the complaint;
 - ii. public censure of a Council Official or Officials for misbehaviour or a breach of this Code of Conduct;
 - a recommendation that a Council Official or Officials apologize to any person iii. adversely affected by a breach of this Code of Conduct;
 - counselling of a Council Official or Officials, and/or iv.
 - such other recommendations as are deemed appropriate in the professional v. judgment of the Investigator.
- g) The Mayor or Acting Mayor or CAO shall consider whether the Report should be presented to Council.
- h) The City Clerk will retain and maintain the confidentiality of all Reports prepared in the investigation.
- i) Where a Council Official alleges a breach of this Code of Conduct by a fellow Council Official, all Council Officials shall refrain from commenting on such allegations at meetings of Council pending the conclusion of the Report and any decision of Council on the Report.
- j) A violation of this Code shall not be considered a basis for challenging the validity of a Council decision.

Final Determination by Council

Council must, within 30 days of delivery of the investigation report, or a longer period if approved by a vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Code, and will take such actions as Council considers appropriate in the circumstances.

- Prior to Council making any decision regarding the findings and recommendations set out in the investigative report, the Respondent must be provided with an opportunity, either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- While an investigation report provided to Council may be considered in a closed meeting for the purpose of receiving legal advice, or other valid reason, when Council deliberates and votes on the investigation report, it will do so in a public meeting and the investigation report must be made available to the public.

7. <u>CONFIDENTIALITY OF THE INVESTIGATION</u>

- The Investigator must make all reasonable efforts to investigate complaints in confidence.
- The Investigator and every person acting under the Investigator's instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any investigation or complaint except as required by law.
- An investigation report must only disclose such matters as in Investigator's opinion are necessary for the purpose of the investigation report.

8. REPRISALS AND OBSTRUCTION

- No Council Official or City employee will obstruct the Investigator in the carrying out of the Investigator's duties or responsibilities.
- No Council Official or City employee will threaten or undertake any active reprisal against a complainant or against a person who provides information to the Investigator in the context of an investigation.
- No Council Official or City employee will tamper with or destroy documents or electronic records related to any matter under investigation under this Code or refuse to respond to the Investigator when questioned regarding an investigation.

9. REIMBURSEMENT OF COSTS

• If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Official in relation to a complaint in accordance with the provisions of the *Community Charter*.



REPORT Engineering Services

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Leblanc File:

Director of Engineering Services

Item #: 2022-627

Subject: Infrastructure Canada Active Transportation Fund – Grant Agreement

RECOMMENDATION

THAT the Chief Administrative Officer and the Director of Engineering be authorized to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in the amount of \$50,000 in support of the development of the Citywide Active Transportation Network Plan.

PURPOSE

To request Council's approval for the Chief Administrative Officer and Director of Engineering to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in support of the Citywide Active Transportation Network Plan, currently being developed by the Engineering Services Department.

BACKGROUND

In 2021, the federal government announced the creation of the Active Transportation Fund to provide \$400 million over five years to support the expansion and enhancement of active transportation infrastructure and a modal shift away from cars and toward active transportation. Two streams of funding are available: 1. Planning and design projects and 2. Capital projects.

All local governments are eligible and the program can contribute up to \$50,000 of the cost of eligible planning and design projects. Planning projects can include the development of an active transportation strategy or other studies that lead to the implementation of active transportation infrastructure. For capital projects, the program offers up to 60% of project costs.

EXISTING POLICY/PRACTICE

It is the practice of the City to seek out third-party funding to assist in the delivery of the City's programs and projects.

ANALYSIS

In response to this funding opportunity, staff from the Engineering Department considered the objectives and project funding requirements. For the planning and design stream, staff determined that the Citywide Active Transportation Network Plan was a clear candidate. The Active Transportation Network Plan was initiated in spring 2022 as a result of a motion adopted by Council on September 27, 2021, directing staff to update the Long-Term Bicycle Network in the Master Transportation Plan. No eligible projects were identified for the capital funding stream.

An application was submitted to Infrastructure Canada for the Citywide Active Transportation Network Plan in March 2022. On June 30, 2022, staff were advised that the project was approved in principle for a \$50,000 grant. Infrastructure Canada has since requested confirmation of authorization for the organization (via by-law or resolution) to enter into agreement with the Active Transportation Fund, as well as documented delegation of authority for the grant agreement to be signed by an individual who is not the head of the organization (i.e., not the Mayor).

CLIMATE ACTION IMPLICATIONS

Completion of the Citywide Active Transportation Network Plan will contribute toward the City's climate action goals by identifying an updated network of cycling and wheeling routes that are comfortable for people of all ages and abilities. The implementation of this network over time will reallocate road space in support of the City's Climate Action Bold Step #7 and encourage more people to choose sustainable modes of transportation, supporting the achievement of Bold Step #2.

FINANCIAL IMPACT

The development of the Citywide Active Transportation Network Plan is being funded through the existing 2022 capital budget at a cost of approximately \$100,000. The receipt of third-party funding toward this project provides relief against the City's own internal funding sources.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has included coordination with the Finance Department. **OPTIONS**

The following options are presented for Council's consideration:

- 1. **THAT** the Chief Administrative Officer and the Director of Engineering be authorized to enter into a grant funding agreement with the Infrastructure Canada Active Transportation Fund in the amount of \$50,000 in support of the development of the Citywide Active Transportation Network Plan.
- 2. Provide other direction to staff.

Staff recommend options 1.

CONCLUSION

The federal government's Active Transportation Fund provides grant funding to local governments to support the development of plans that will lead to the implementation of new active transportation infrastructure across Canada. The City's successful application for funding will provide approximately 50% of the cost for the development of the Citywide Active Transportation Network Plan, currently being completed by the Engineering Services Department.

<u>APPROVALS</u>

This report was prepared by:
Mike Anderson, Manager of Transportation

This report was reviewed by: Lisa Leblanc, Director of Engineering Services

This report was approved by: Lisa Leblanc, Director of Engineering Services Lisa Spitale, Chief Administrative Officer



REPORT Climate Action, Planning and Development

To: Mayor Coté and Members of Council **Date**: September 26, 2022

From: Emilie K. Adin File: 09.1742.02

Director, Climate Action, Planning and

Development

Item #: 2022-644

Subject: Introduction of the Local Government Climate Action Program and

2021 Corporate Greenhouse Gas Emissions Update

RECOMMENDATION

THAT Council receives this report for information.

PURPOSE

To introduce the Province's new Local Government Climate Action Program and provide a summary of the reporting required by the program, including the City's corporate greenhouse gas emissions.

EXECUTIVE SUMMARY

The City received \$285,082 from the Province's Local Government Climate Action Program (LGCAP) on September 6th, 2022. This program provides a source of predictable and stable funding for municipalities, regional districts and Modern Treaty Nations to advance climate actions that will reduce greenhouse gas emissions and prepare communities for the impacts of a changing climate. The purpose of these funds is to assist local governments which are signatory to the B.C. Climate Action Charter to implement climate action projects which are aligned with the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy. The LGCAP replaces the Province's previous Climate Action Revenue Incentive Program (CARIP), in which the City also participated.

A program requirement of the LGCAP is reporting corporate greenhouse gas emissions. As of 2021, the City has reduced corporate greenhouse gas emissions by 28.7% (1,213 tCO₂e) from the 2010 baseline year. This is 23.5% lower than what would have been expected without the Climate Emergency Declaration and exceeds the City's previous Community Energy and Emissions Plan (2021) target by 4.6%. The City is actively working to accelerate these reductions and achieve the target set by Bold Step 1: Carbon Free Corporation, whereby the City will strive to be net-zero by 2030.

OPTIONS

The following options are presented for Council's consideration:

- 1. That Council receives this report for information; or
- 2. That Council provides alternative direction to staff.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: Staff Memo

Attachment 2: Local Government Climate Action Program Signed Attestation Form

Attachment 3: Local Government Climate Action Program Completed Survey

Attachment 4: 2021 Corporate Emissions by Sector

Attachment 5: Corporate Energy & Emissions Inventories

Attachment 6: Committed Initiatives and Future Considerations by Sector

APPROVALS

This report was prepared by: Divya Gupta, Energy & Emissions Specialist

This report was reviewed by:

Lynn Roxburgh, Supervisor of Land Use Planning
Jackie Teed, Senior Manager, Climate Action, Planning and Development
Tobi May, Manager of Civic Buildings & Properties
Derek Bickerstaff, Manager of Electrical Services
Gabe Beliveau, Manager of Engineering Operations
Gary So, Senior Financial Analyst

This report was approved by: Emilie K. Adin, Director, Climate Action, Planning and Development Lisa Spitale, Chief Administrative Officer



Attachment 1

Staff Memo



MEMO Climate Action, Planning and Development

To: Emilie K. Adin

Director, Climate Action and Planning Date: September 26, 2022

and Development

From: Jackie Teed,

Senior Manager, Climate Action Planning and Development

Subject: Att 1 - Staff Memo for LGCAP and 2021 emissions council report.docx

RECOMMENDATION

Staff recommends that the Director forward this memo and the following resolution to council for information.

PURPOSE

To introduce the Province's new Local Government Climate Action Program and provide a summary of the reporting required by the program, including the City's corporate greenhouse gas emissions.

EXECUTIVE SUMMARY

The City received \$285,082 from the Province's Local Government Climate Action Program (LGCAP) on September 6th, 2022. This program provides a source of predictable and stable funding for municipalities, regional districts and Modern Treaty Nations to advance climate actions that will reduce greenhouse gas emissions and prepare communities for the impacts of a changing climate. The purpose of these funds is to assist local governments which are signatory to the B.C. Climate Action Charter to implement climate action projects which are aligned with the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy. The LGCAP replaces the Province's previous Climate Action Revenue Incentive Program (CARIP), in which the City also participated.

A program requirement of the LGCAP is reporting corporate greenhouse gas emissions. As of 2021, the City has reduced corporate greenhouse gas emissions by 28.7% (1,213 tCO₂e) from the 2010 baseline year. This is 23.5% lower than what would have been expected without the Climate Emergency Declaration and exceeds the City's previous Community Energy and

Emissions Plan (2021) target by 4.6%. The City is actively working to accelerate these reductions and achieve the target set by Bold Step 1: Carbon Free Corporation, whereby the City will strive to be net-zero by 2030.

LOCAL GOVERNMENT CLIMATE ACTION PROGRAM

The City received \$285,082 from the LGCAP which assists municipalities in implementing climate action initiatives. The Local Government Climate Action Program (LGCAP) replaces the Province's previous Climate Action Revenue Incentive Program (CARIP), in which the City also participated. Funding for this program is included in the next three years of the Provincial budget.

Program Requirements

To receive funding in 2022, the City had to meet the following requirements:

- Be a signatory of the Climate Action Charter the City has been a signatory since July 2008.
- Publicly attest that funding will be dedicated to climate action the City's Chief Financial Officer had signed the Province's attestation form, which confirms the LGCAP funding has been, or will be, allocated to climate action (see Attachment 2). This form has been submitted to the Province.
- Demonstrate climate investment (i.e. matching funding or in-kind contributions)
 equivalent to 20% of the provincial funding received the City has allocated funds to
 many climate action projects in 2020 in excess of the equivalent to 20% of the funding
 received.
- Publically report on one or more projects aligned with the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy – the City has completed a provincial survey outlining initiatives underway. A copy of the City's completed survey is included in Attachment 3.
- Measure and report corporate greenhouse gas emissions The City's 2021 corporate emissions reporting is detailed below.

City Projects Aligned with the Program

The purpose of these funds is to assist local governments to implement climate action projects which are aligned with the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy. The City already has projects underway in a number of key sectors:

Transportation: The City is taking bold action on transportation through accelerated implementation of the Master Transportation Plan. The City has also adopted an eMobility Strategy that will guide the City as it accelerates and supports the move towards sustainable and electric transportation systems. To lead the way in emissions reductions, the City also supports sustainable transportation options for staff commuting to work and has been reducing emissions from City vehicles and equipment.

- Buildings: The City will continue to offer programs for through Energy Save New West to improve the energy efficiency and reduce greenhouse gas emissions in homes and businesses. The City was also an early adopter of the BC Energy Step Code and anticipates accelerating implementation in coming years. The Electrical Utility is upgrading the metering
 - system which will give customers greater insight into their energy use which could help modify consumption behavior resulting in energy savings. The City aims to be a leader by reducing the emissions from City owned buildings.
- Communities: The City is in the final phase for a Community Energy and Emissions Plan (CEEP), will show the path for reducing energy consumption and GHG emissions throughout the community. The City will also be looking into expanding its public EV charging network.
- Climate resilience: The City is undertaking and expanding the scope for various initiatives such as implementation of the Urban Forest Management Strategy, update of the Flood Management Strategy, ongoing sewer separation, and implementation of the Integrated Storm Water Management Plan.

Additional details regarding projects underway are included in the Provincial survey in Attachment 3.

2021 CORPORATE EMISSIONS

Corporate GHG Emission Reduction Targets

In 2019, Council declared a climate emergency and established GHG reduction targets. These targets follow the recommendation set out by the Intergovernmental Panel on Climate Change for collaboratively keeping global temperature increases below 1.5 degrees Celsius. The targets established by the City are:

- 45% (below 2010 emission baseline levels) by 2030
- 60% (below 2010 emission baseline levels) by 2040
- Net zero by 2050

To support the climate emergency declaration, the City established Seven Bold Steps for Climate Action. Through Bold Step #1: Carbon Free Corporation, the City strives to accelerate emissions reductions by achieving net-zero corporate operations by 2030. This means taking a more ambitious action than outlined in the Corporate Energy and Emissions Reduction Strategy (CEERS), which is designed to meet the community wide target of a 45% reduction by 2030.

Summary of 2021 Corporate Emissions

The City's 2021 total corporate GHG emissions were 3,014 tCO₂e, approximately 28.7% below the baseline year of 2010 (shown in orange in Figure 1). This is 23.5% lower than what would have been expected in the "business as usual" scenario without the Climate Emergency Declaration (shown in green), and 4.6% lower than the reduction trajectory anticipated by the

CEERS for 2021 (shown in orange). This illustrates that the City's actions have successfully reduced corporate emissions. An additional 37% reduction is required to achieve the Bold Step 1 target of carbon neutral organization by 2030.

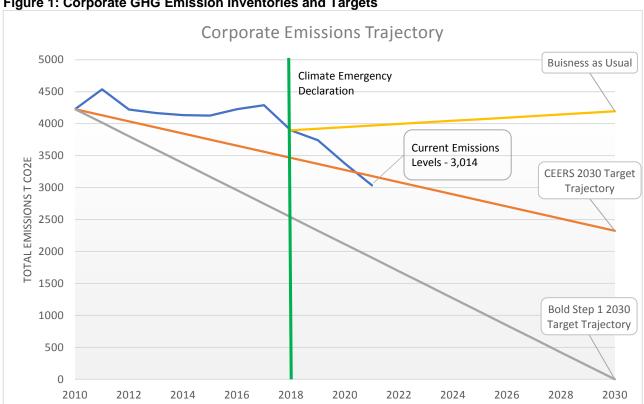


Figure 1: Corporate GHG Emission Inventories and Targets

To monitor the City's annual corporate GHG emissions, energy consumption is tracked for five key sectors: buildings, lighting, fleet, water/wastewater, and contractors. The resulting GHG emissions are calculated for each sector and aggregated to produce the City's total corporate GHG emissions.

Figure 2 shows a comparison of the City's GHG emissions between 2022 and 2021, for contractor mobile emissions (i.e. from engines and equipment that can be moved), and City mobile and stationary (i.e. from buildings and structures) emissions. The comparison illustrates that as COVID-19 restrictions were relaxed in 2021 and daily operations were returning back to normal, the City's mobile energy use slightly increased and so did the related emissions. But overall GHG emissions for the City are on a downward trajectory. The implementation of Bold Step 1 through the City's low carbon fleet policy and use of propane will help us to reduce our emissions in the future years.

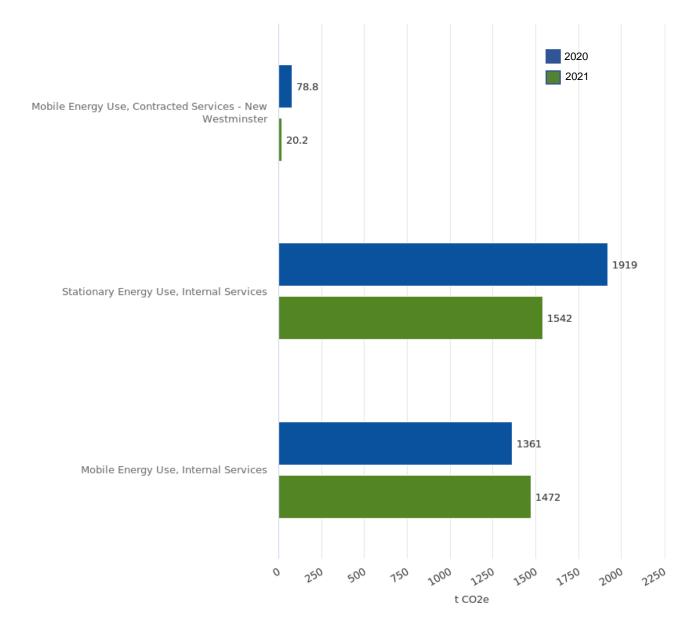


Figure 2: Comparison of the City's 2020 and 2021 GHG emissions

Attachment 4 provides additional detail about emissions by sector. Attachment 5 provides detailed energy consumption and GHG emissions for each sector in 2010 (baseline year), 2020 and 2021. Attachment 6 provides a summary of initiatives that are underway or were completed in 2021.

NEXT STEPS

In future years of the LGCAP program, it is anticipated that reporting requirements will include both corporate and community emissions. Staff will participate in provincial workshops regarding the future reporting framework, and will contribute to determining the process for consistent and regular monitoring and reporting on community wide emissions. To date, the City has worked

with consultants on three separate occasions to determine a community wide emissions inventory. The most recent assessment is being used to develop the new Community Energy and Emissions Plan.

A work plan outlining the Climate Action initiatives anticipated for 2023 will be presented at a future meeting of Council.

FINANCIAL IMPLICATIONS

The LGCAP replaces the Climate Action Revenue Incentive Program (CARIP), in which the City also participated. The CARIP was a conditional grant program that provided funding to local governments that had voluntarily signed the B.C. Climate Action Charter. The funding was equal to 100% of the carbon taxes a local government pays to support its operations. The City used these funds to pursue higher efficiency equipment or other innovative technologies which come with a capital cost premium that typically exceeded the project budget. The City received approximately \$115,000 annually through CARIP (2021 amount - \$112,240).

Through the new LGCAP program, the City received \$285,082, more than double the funds received through CARIP. Use of the funds is at the discretion of the City, but the projects must align with the CleanBC Roadmap to 2030. Eligible expenditures can include staffing, contracts, investments to improve energy efficiency, climate infrastructure, matching funds to leverage federal government and other third-party funding, and engagement. The city aims to focus allocating funding in four project areas – clean transportation, increasing building efficiency, sustainable communities and climate resilience.

A requirement of the program was that the City demonstrate climate investment (i.e. matching funding or in-kind contributions) equivalent to 20% of the provincial funding received (approximately \$57,000). The resources allocated to the City projects outlined above (see City Projects Aligned with the Program), exceeds the combined total received from the Province and the City's 20% funding contribution.

INTERDEPARTMENTAL LIAISON

This report has been developed by the Climate Action, Planning and Development Department in consultation with the Engineering Department and the Electrical Utility.

OPTIONS

The following options are presented for Council's consideration:

- That Council receives this report for information; or
- 2. That Council provides alternative direction to staff.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: Staff Memo

Attachment 2: Local Government Climate Action Program Signed Attestation Form

Attachment 3: Local Government Climate Action Program Completed Survey

Attachment 4: 2021 Corporate Emissions by Sector

Attachment 5: Corporate Energy & Emissions Inventories

Attachment 6: Committed Initiatives and Future Considerations by Sector

APPROVALS

This report was prepared by: Divya Gupta, Energy & Emissions Specialist

This report was reviewed by:
Lynn Roxburgh, Supervisor of Land Use Planning
Jackie Teed, Senior Manager, Climate Action, Planning and Development
Tobi May, Manager of Civic Buildings & Properties
Derek Bickerstaff, Manager of Electrical Services
Gabe Beliveau, Manager of Engineering Operations
Gary So, Senior Financial Analyst

This report was approved by:

Emilie K. Adin, Director, Climate Action, Planning and Development



Attachment 2 Local Government Climate Action Program Signed Attestation Form



Local Government Climate Action Program Attestation Form

Ins	structions for the Attestor:
1.	Complete and sign this form by filling in the fields below.
2.	Email the completed and signed form to LGCAP@gov.bc.ca.
	he Chief Financial Officer, or equivalent position, of <u>City of New Westminster</u> (name of cal government) confirm the following:
1.	That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2.	That if funds are held in reserve, they will be spent by March 31, 2025.
3.	That a completed and signed version of this form will be submitted by email to the Climate Action Secretariat, Ministry of Environment and Climate Change Strategy by July 29, 2022. a. If council approval is required, it will be submitted no later than September 30, 2022.
4.	That a completed and signed version of this form will be publicly posted by September 30, 2022.
5.	That a completed and exported version of the program survey (submitted online) will be publicly posted by September 30, 2022.
	tested to by me at (name of local government)City of New Westminster (date)July 28, 2022
Sig	gnature of Attestor: **Warn**
	nted Name of Attestor: Harji Varn
	le or Profession of Attestor (i.e. Chief Financial Officer or equivalent position): CFO/Director of Finance
	lephone Number of Attestor: 178-222-7020
_7	78-222-7020

Email Address of Attestor: hvarn@newwestcity.ca

Ministry of Environment and

Climate Change Strategy

Climate Partnerships and

Engagement Branch

Climate Action Secretariat

PO Box 9486 Website: http://www2.gov.bc.ca/
Stn Prov Govt gov/content/environment/climate
Victoria BC V8W 9W6 -change

Email: env.mail@gov.bc.ca

Mailing Address:



Attachment 3 Local Government Climate Action Program Completed Survey



Local Government Climate Action Program Survey Submission Report

New Westminster

Report generated on Saturday, July 16, 2022 17:09 PST

Question	Answer
Does your local government or Modern Treaty Nation have a climate action plan or strategy?	The City developed a Community Energy and Emissions Plan (CEEP) in 2011. This Plan is now being updated. The new CEEP will set a roadmap for reducing community energy consumption and GHG emissions over the next 30 years. Adoption of the new CEEP is anticipated in the fall or 2022. Following the adoption of the CEEP the City anticipates developing an Adaptation and Resilience Plan.
2. For the calendar year 2021, did your local government or Modern Treaty Nation measure and publicly disclose corporate greenhouse gas (GHG) emissions?	The City measured 2021 corporate greenhouse gas emissions. The findings have not yet been presented to Council or been publicly disclosed. It is anticipated that a report will be presented to Council in the fall of 2022. The 2020 corporate emissions were presented to Council in November 2021.
3. For calendar year 2021, did your local government or Modern Treaty Nation measure and publicly disclose a community-wide emissions inventory?	The City did not measure and publicly disclose a community-wide emissions inventory in 2021. The City has worked with consultants on three separate occasions to determine community-wide emissions inventory to inform the 2011 Community Energy and Emissions Plan; 2019 Community Energy and Emissions Inventory Report; and 2022 Community Energy and Emissions Plan. The most recent assessment is being used to develop the new CEEP, which is anticipated for adoption in fall 2022. After adoption of the new Plan, we anticipate determining the process for consistent and regular monitoring and reporting on community-wide emissions.
4. Is your local government or Modern Treaty Nation tracking progress on its community-wide GHG reduction target?	Yes
4.a. Please provide your reduction target(s).	45% reduction by 2030, 65% by 2040, and 100% by 2050 (relative to 2010 levels)

4.b. Please provide the target year.	2050
4.c. Please provide the baseline year.	The baseline year for target setting is 2010; 2016 is the baseline year for modelling
4.d. Please provide the link(s) to the document(s) or website if available.	https://www.beheardnewwest.ca/ceep https://www.newwestcity.ca/database/rte/files/NewWest%20CEEP %20Final.pdf
5. Describe up to four climate intiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Buildings	In 2019, the City declared a climate emergency. To support the declaration, the City established Bold Steps for Climate Action with the goal of moving towards a zero-carbon future by 2050. Buildings accounted for approximately 53% of total energy use and 43% of total GHG emissions in New Westminster (2016). The City aims to reduce these emissions with its building-related Bold Step: CARBON FREE HOMES AND BUILDINGS – Community carbon emissions for all homes and buildings will be reduced significantly. By 2030, all new and replacement heating and hot water systems will be zero emissions.
	Three initiatives the City is undertaking for Buildings are:
	1. Energy Save New West: Launched in 2013, Energy Save New West is a community energy program designed to improve the energy efficiency and reduce greenhouse gas emissions in homes and businesses. The program provides residents and businesses access to energy assessments, energy upgrades and utility/government incentives. Services are provided through a "concierge mode", to provide a better experience that makes it easier for community member to improve the energy performance of new and existing homes, and business. There have been more than 900 total participants in the existing homes program, with 120 new additions in 2021. There have been 66 total participants in the new homes program with 8 new additions in 2021.
	2. BC Energy Step Code Adoption: New Westminster City Council endorsed local implementation of the BC Energy Step Code in 2018, with subsequent Building Bylaw requirements for the Step Code effective March 31, 2019 for Part 9 residential buildings, and January 1, 2020 for Part 3 multi-unit residential and commercial. The City's current requirements are: Single Detached and Semi-Detached (Part 9) – Step 3; Laneway and Carriage Houses (Part 9) – Step 2; Part 9 Multiple-Unit Residential – Step 3; Part 3 Multiple-Unit Residential – Step 3;

Step 3; Part 3 Commercial – Step 2. The City has also signaled intentions on timing of Step Code requirements beyond 2020, subject to future Council approval. On July 11, 2022, Council endorsed staff increasing Step Code requirements for single detached dwellings, with the intention of new requirements coming into effect in 2023. The City's draft Community Energy Emissions Plan includes an action to require maximum BC Energy Step Code tier for residential and non-residential buildings before 2030.

3. Advanced Metering Infrastructure: The City of New Westminster will be upgrading its electrical metering equipment, which is nearing end-of-life, with a more capable metering system known as advanced metering infrastructure (AMI). AMI will be better able to support the dynamic needs of a modern grid and will accommodate new and sustainable technologies that are part of New Westminster's climate emergency response. Customers will have greater insight into their energy use which could help modify consumption behavior resulting in energy savings. The modernized grid will help support new innovative technologies and initiatives that will have a direct climate and community benefit.

In addition, the City aims to be a leader by reducing the emissions from City owned building, guided by a corporate-related Bold Step:

CARBON FREE CORPORATION – The City of New Westminster will reduce its overall carbon footprint and will strive to achieve net zero carbon emissions by 2030.

One climate initiative the City is currently undertaking for City-owned Buildings is:

1. Corporate Energy and Emissions Reduction Strategy (CEERS): CEERS was developed to help the City identify actionable strategies to be implemented in order to achieve its goal of becoming carbon neutral by 2030. The most significant opportunity for greenhouse gas reductions identified in this Plan is the replacement of the Canada Games Pool and Centennial Community Centre site. This work is now underway. In 2021, the City broke ground on the new təməsewxx Aquatic and Community Centre.

 Describe up to four climate intiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Transportation Transportation is responsible for nearly half of community emissions (2016). The City aims to reduce these emissions with three transportation-related Bold Steps:

CAR LIGHT COMMUNITY – Accelerate the Master Transportation Plan targets for mode split: 60% of all trips within the City will be by sustainable modes of transportation (walk, transit, bike, multioccupant shared) by 2030.

POLLUTION FREE VEHICLES – By 2030, 50% of kilometres driven by New Westminster registered vehicle owners will be by zero emissions vehicles.

QUALITY PEOPLE-CENTRED PUBLIC REALM – A minimum of 10% of today's street space that currently only serves motor Paiges 54 of 863

excluding transit, will be reallocated for sustainable transportation or public gathering by 2030. The natural environment will be integrated with the public realm.

Four initiatives the City is undertaking for Transportation are:

- 1. Master Transportation Plan (MTP): Adopted in 2015, the MTP supports the City's aspirations for compact, safe and livable neighbourhoods, enabling a vibrant mixture of functions and encouraging walking and cycling for local trips. Priorities reflect a hierarchy of modes that are considered in decision-making, with walking, cycling and transit at the top of the hierarchy, followed by commercial vehicles and private cars. This hierarchy ensures all road users, particularly vulnerable road users, are properly considered when transportation improvements are planned. The City has accelerated implementation to achieve the bold step targets. Work towards this target includes reallocation of road space for active transportation and public space, school zone traffic control, creation of new greenways, and development of a AAA active transportation network plan.
- 2. eMobility Strategy: Adopted in 2022, the Strategy will guide the City as it accelerates and supports the move towards sustainable and electric transportation systems. The Strategy identifies the necessary strategic initiatives and steps to create a well defined action plan that will: increase e-bike and micro-mobility adoption to reduce private motor vehicle ownership and use; increase the deployment of EV charging infrastructure; develop electric utility management to accommodate increasing electrical demand; and support EV adoption.
- 3. Smart Travel for City Staff: The City supports the use of sustainable transportation for commuting to work and for business travel. Some of sustainable transportation options available to staff include: Transit: The City offers a 50% transit pass subsidy. Departments hold Compass cards (loaded with stored value) for business travel. Cycle: The City provides information about which facilities have bike parking, showers, change rooms and/or lockers. The City has six e-bikes available for work-related trips.

Car-pool: Staff are encouraged to carpool with colleagues. Designated car-pool parking is available.

Car-share: The City has a business account with MODO for when a car is required for a business trip.

4. Low Carbon Fleet Policy and Procedure: This policy outlines actions to reduce emissions from City vehicles and equipment, while maintaining high levels of service. A 2008 assessment revealed that fleet vehicles and motorized equipment were responsible for 35% of all GHG emissions produced operationally. Since this time, the City has committed to being a community leader and has been reduce emissions through a range of actions, such as: evaluating the need for new vehicles, purchasing electric vehicles, right-sizing vehicles, redeploying unused or under-utilized vehicles and equipment, 155 of 863

maintaining vehicles and equipment to maximize the efficiency. In 2022, the City updated its financial analysis of fleet initiatives that analyzed the financial viability of electric vehicle (EV) adoption for the City fleet through 2040. The findings identified that the number of viable candidate vehicles will allow the City to exceed its 2030 target (30% of emissions eliminated).

7. Describe up to four climate intiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Community

The City has committed to reducing GHG emissions across the community by 45% of 2010 levels by 2030, 65% by 2040, and 100% by 2050. Collective action is needed by community members to proactively undertake retrofits to homes, to choose sustainable transportation when able, to reduce and divert waste, and more.

Four initiatives the City is undertaking for Community are:

1. Draft Community Energy and Emissions Plan (CEEP) 2050: The City is developing a new CEEP that will show the path for reducing energy consumption and GHG emissions throughout the community over the next 30 years. The draft Plan is a call to action for the City and the broader community. The Plan is organized into five key action areas, including targets for each area, and 55 specific implementation actions. The five action areas are:

Transportation – supporting sustainable transportation such as biking, eMicromobility (e-bikes, etc.), and electric vehicles.

Buildings – retrofitting existing buildings and requiring new buildings to be built to high energy efficiency standards that helps reduce emissions.

Energy – supporting energy conservation, district energy, and renewable energy.

Waste – reducing waste and embracing circular economy principles, which involves reusing, sharing, repairing, refurbishing and recycling existing materials for as long as possible.

Natural areas and green infrastructure – preserving and enhancing natural areas and the urban tree canopy, and increasing the use of green infrastructure.

It is anticipated that the draft CEEP will be adopted in fall 2022.

2. EV Charging Stations: As zero-emission vehicles gain momentum across BC, the City is:

o Installing public charging stations in the community. Currently the City has 11 charging locations with 30 EV charging heads.

- o Requiring (through the Zoning Bylaw) that all new buildings to have the required electrical infrastructure to allow for Level 2 electric vehicle charging for all residential parking spaces.
- o Encouraging (through development permit guidelines) that new commercial, institutional and industrial buildings to provide spaces for students, customers, and employees to charge vehicles.

Implementation of the eMobility Strategy actions (see transportation section above) will result in an increase in destination, age, 156 of 863

home charging opportunities.

- 3. Urban Solar Garden: This renewable energy project provides an opportunity for interested local residents, businesses and non-profit organizations to voluntarily subscribe to a portion of the total electricity generated by a panel photovoltaic array mounted on the roof of the Queensborough Community Centre and the City Public Works Yard. The solar power generated is credited back to each subscriber's electrical utility bill twice per year, in proportion to the number of panels they have reserved, for up to 25 years. This project has a number of benefits including accessible solar energy, without participants needing to install their own solar PV system. Another benefit is long-term savings. As grid electricity rates rise over time, so does the value of energy savings for subscribers year after year.
- 4. Environmental Strategy and Action Plan: The City's environmental master plan includes a vision, set of goals and actions to be implemented over the next 10 years (and beyond) in four priority areas: Energy, Emissions & Climate Change, Buildings, Sites & Urban Design, Water, Waste & Materials, and Natural Areas & Habitat. It integrates and builds on past work to guide city activities and help translate the environmental intentions into action. Implementation of actions from the Plan that are now underway (e.g. installation of a rain-gardens Queens Park and City Hall).
- 8. Describe up to four climate intiatives, and their outcomes, your local government or Modern Treaty Nation is currently undertaking for Climate Resilience

Four climate initiatives the City is undertaking for Climate Resilience are:

- 1. Urban Forest Management Strategy: The Strategy identifies a comprehensive set of actions to increase the urban tree canopy cover from 18% to a target of 27%, which equates to an additional 8,500 trees planted on public lands and 3,300 trees planted on private lands. Enhancing the urban forest has benefits to health and well-being, environmental health, energy savings, and provide comfort by moderating the climate at street level. This work has been reinforces by the City's new Biodiversity and Natural System Strategy, which provides a suite of recommended actions and guidelines that will help the City to prioritize protection, enhancement, and restoration of natural areas and support the species that live there.
- 2. Flood Management Strategy: The City is currently updating this strategy to include climate based risk data that projects a 1m sea level rise by 2100. The original plan was developed to address areas in the City's floodplain that are at high risk of flooding from the Fraser River design freshet event with a return period of 1:500 years. The Strategy identifies and prioritizes structural diking measures to provide protection to its flood susceptible lands. The City has reinforced non-structural flood management objectives through the Queensborough Community Plan, which includes a Flood Hazard Development Permit Area that outlines flood construction level (FCLs) related design guidelines for new development.
- 3. Sewer Separation: When rainstorms hit New West Rager,1t5₹ of 863

combined sewers (conveys both sanitary and storm flows) in the city often do not have the capacity to carry all the combined wastewater and rainfall from private property to the region's treatment plants. As a result, rainfall diluted sewage (combined sewer overflows) unavoidably enters receiving watercourses – namely the Fraser River. To address this, the City of New Westminster has been separating its combined sewers through installation of new storm sewers, with the ultimate goal of leaving the old combined sewers as the sanitary sewers. Rainfall in the future is predicted to have significantly higher intensities due to climate change, and thus installation of stormsewers that can handle this additional rain will alleviate flooding concerns while reducing combined sewer overflows. Storm Sewer design for the future is currently reinforced through the City's design criteria.

4. Integrated Stormwater Management Plan: The City Integrated Stormwater Management Plan (ISMP) was adopted by Council and is currently in implementation phase. The ISMP provides a long-term Green Infrastructure Strategy to protect and improve water quality in the waterbodies surrounding New Westminster (Fraser and Brunette Rivers). Green infrastructure has an added benefit of providing additional relief capacity in existing sewers and reducing combined sewer overflows through infiltration of storm water and returning it to its natural pathways. With rainfalls projected to be significantly intense in the face of a climate change, green infrastructure provides multiple sustainability co-benefits.

9. Which elements of your community's current official community plan (OCP) (or other relevant strategies, policies and/or plans) support the creation of more complete, compact communities?

The current City's Official Community Plan was adopted in 2017. The creation of the new OCP was done with careful consideration of the City's Master Transportation Plan (2015) and Metro 2040, the regional growth strategy. The update to the OCP land use plan was guided by the following principles:

- o Provide enough housing to meet the needs of the population projections [104,000 residents by 2041]
- o Provide housing to meet the needs of different ages, incomes, family types and abilities
- o Locate the most number of residents within mixed use, pedestrian oriented nodes that are well-served by transit
- o Locate the next highest number of residents along pedestrianoriented transit corridors
- o Locate some additional residents in single detached areas using forms that maintain neighbourhood character
- o Create liveable communities that balance growth of population, employment, amenities
- o Provide enough commercial square footage to meet the needs of the projected community population [700,000 additional square feet of neighbourhood serving commercial]
- o Locate most commercial square footage within mixed use, pedestrian oriented nodes and corridors, which are well-served by transit and ensure that growth contributes positively to the community
- o Grow the local economy by building on the existing strengths and Page 158 of 863
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opportunities of New Westminster
o Identify and create opportunities for new and innovative business
sectors and models

The OCP achieves these principles and capitalizes on the unique position of New Westminster, which is centrally located, compact and well served by transit (SkyTrain and frequent bus service). New Westminster is a compact and complete community with well-located commercial areas that serve nearby residents, students, and employees, as well as the wider region.

The land use plan in the OCP locates the highest number of new housing units within the Downtown, which is identified as a Regional City Centre in the Metro 2040 Regional Growth Strategy. The next highest number of units are located at SkyTrain stations outside of Downtown, which are identified as Frequent Transit Development Areas. These areas will include a mix of medium to high-density residential, office and retail uses, open space, and community serving facilities that are seamlessly connected to the SkyTrain stations, bike routes, trains and greenways. The next highest number of new housing units is located along pedestrian-oriented transit corridors such as Sixth Street, Twelfth Street and East Columbia Street. Growth in these locations is intended to encourage better transit and support local businesses.

The OCP reflects the need for the housing provided to include units for people who are homeless or at risk of homelessness, units that are affordable and non-market housing for low- to moderate-income households, and healthy, safe and secure rental housing. All neighbourhoods are intended to provide housing options for people of all ages, abilities and household types to meet their changing needs.

This OCP also reflects the City's intention to be more deliberate in facilitating community and individual well-being. Since the previous Official Community Plan, the City has developed policies, plans and strategies in a number of areas, including child care, family-friendly housing, healthy communities, public engagement, and others, that support well-being. The new OCP provides the foundation for moving forward and sets out a course of action for continuing to be a municipal leader in supporting individual and community well-being.

10. What actions has your local government or Modern Treaty Nation taken to increase community completeness and compactness since 2020 (e.g. urban containment boundary, increasing density by allowing secondary suites and laneway or carriage housing options)?

New Westminster is the second densest city in the country, and we project ongoing growth. As an already compact community, the City's focus is on creating a complete community.

The City continues to:

o Facilitate the approval of development projects aligned with the OCP, including projects that add to the mix of medium to high-density residential, office and retail uses, and community amenities, and that are connected to the SkyTrain stations, bike routes, trains and greenways.

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- o Allow secondary suites (outright in the Zoning Bylaw) for all single detached dwellings. (Permitted since 1998.)
- o Allow laneway houses (outright in the Zoning Bylaw, with a Development Permit approved by staff) for all single detached dwellings on sites that are not designated for a higher density land use. (Permitted since 2017.)
- o Protect industrial land for employment uses, while still allowing for intensification of use.

The City is also undertaking:

Infill Housing Program: Work is underway to make improvements to the current infill housing program (for laneway houses and infill townhouses). This could include further streamlining the approval process. In 2023 the City anticipates launching work that will expand the infill housing program by focusing on how duplexes and triplexes are permitted, with the intent of increasing the opportunity to build new ground oriented housing. This is a priority for the City, since 95% of New Westminster's housing stock is single detached dwellings or apartment units. The City believes more diverse housing stock is required in a complete community.

Affordable Housing Initiatives: Affordable Housing Initiatives: Creating a complete community also requires a complete range of affordable housing options (emergency shelter, supportive housing, deep subsidy units, etc.) Since 2020, the City has increased its efforts to address the regional housing crisis and facilitate the creation on new affordable units. Examples of this work include: working with BC Housing to facilitate new housing projects; prioritizing the review of development projects that propose affordable housing units; advocating to senior levels of government to fund existing nightly, emergency and extreme weather response shelters; exploring opportunities to partner with faith-based and non-profit organizations to build affordable housing on their land; and making changes to the Zoning Bylaw and Official Community Plan to reduce the likelihood of a rezoning or OCP amendment being required to facilitate affordable housing on government owned land. Creating a complete community also goes beyond simply providing a range of affordable housing options. As such, the City prioritizes the retention of existing or inclusion of new community amenities and services alongside affordable housing development when possible. In addition, proximity to public transit and other local services are at the top of mind when exploring potential sites, particularly affordable housing that serves vulnerable population groups.

Retail Strategy: The City is developing a Retail Strategy to ensure that our plans and regulations provide the flexibility needed to for businesses seeking to locate in our commercial and mixed-use nodes and streets. The Strategy will also identify opportunities for new kinds of businesses, and potential place-making initiatives to support and activate commercial areas. This work will help ensure our commercial and mixed-use areas are thriving, and that community members can be a few factors.

find what the goods, services and amenities they need, close to home and work. 11. What data would be most The City would value having access to more frequent and detailed valuable to your local government multi-modal transportation data. This would assist in future decisionor Modern Treaty Nation in making related to transportation, land use and climate action decision-making related to the planning. creation of complete, compact communities? 12. From 2021 to now, has your Examples of the City of New Westminster taking action to address local government or Modern climate impacts include: Treaty Nation taken any action(s) to address climate impacts? Planning for Extreme Heat: The Emergency Management Office (EMO) looks ahead to weather patterns and trends to identify and prepare for extreme heat events. The City has initiated a three step heat response strategy including a work plan that will be annually reviewed and updated. Key components in the preparation stage prior to an event include: 1. provide space where people can cool off; 2. undertake extensive in-person outreach to seniors, people with disabilities and people experiencing homelessness; and 3. communicate the risk that extreme heat poses to everyone in the community. The City's extreme heat response plan and initiatives have been created based on actions from last year, the release and alignment of the BC Heat Alert Response System this year, and the need to increase our level of pre-planning and outreach in the community. It is the EMO's goal to mobilize the community and prepare for mitigating the event if it is to occur. For Emergency Preparedness Week 2022, and the month of May, the EMO encouraged all residents of New Westminster to come together and reach out to their neighbours and friends to create an internal social network. By strengthening these networks, we can be better prepared and more resilient during these type of climate change events. BC Energy Equity, Affordability, and Poverty Resource Guide: This project was launched in 2021 to define energy poverty in BC and enable local governments to undertake more equitable climate action. The project helps identify the contributing factors to energy poverty in existing residential housing, and understand the barriers that may prevent vulnerable populations from benefitting from energy and GHG reduction initiatives and programs. The City of New Westminster was one of five partner municipalities that were uses as case studies for the research. There were two key deliverables of the work: An Energy Poverty and Equity Explorer Tool – using Tableau as the tool, the consultant, Acacia Consulting and Research, curated Statistics Canada data for the participating municipalities to allow each to easily explore the extent of energy poverty in the city and to cross tabulate data sets to see the specific impact on vulnerable populations. Each municipality received a data set specific to their municipality, as well as a summary of the findings from the province wide assessment of energy poverty. · Energy Poverty Reference Guide - outlining a framework to assist

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13. Has a climate risk and vulnerability assessment (or similar assessment) been	municipalities in applying an energy poverty lens to future policy work. Empower Me: Starting in 2022, the City is expanding its work with Empower Me, which will work with Energy Save New West (outlined above) to provide energy efficiency education and support to diverse, multilingual, and hard to reach communities in New Westminster. Across the province, it is known that members of multilingual and multicultural communities have very low participation in energy efficiency program due to various barriers, including language, trust, and cultural differences. EmpowerMe, designed for and delivered by members of diverse communities, is a free education and training program for energy conservation that can help and support those communities save energy and money, and increase the comfort and safety of their homes. With the City of New Westminster's immigrant residents representing 35% of the total population (Census 2016), the City believes Empower Me, the City will provide a new program solution that is delivered by trusted members of our hard-to-reach groups — in local communities, in homes, and in language. Empower Me will help the City successfully communicate program messages and practices to our diverse communities, ensuring equity in delivery of energy-efficiency, climate action and other important municipal activities. The City anticipates developing an Adaptation and Resilience Plan. The process of creating this Plan would include climate risk and vulnerability assessment, and would build on work already underway
undertaken for your local government or Modern Treaty Nation?	related flood management and extreme heat preparedness.
14. What are the three most significant climate hazards faced by your jurisdiction	"Extreme heat and heat stress", "Overland flooding", "Wind, rain, and other storm events", "Extreme cold, snow and ice", "Ecological, cultural and/or human health impacts (examples of cultural impacts include threats to identities, languages, and livelihoods; examples of ecological impacts include biodiversity loss, erosion, invasive species, ecosystem changes)", "Wildfire", "Coastal flooding, storm surge events and/or other coastal hazards", "Water shortage"
15. Are you responding to this survey on behalf of a Modern Treaty Nation?	No
16. Based on the hazard you indicated as most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard?	"Low-income households","Newcomers to Canada (immigrants and refugees)","People experiencing homelessness"

17. Based on the hazard you indicated as second most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard?	"Newcomers to Canada (immigrants and refugees)","People experiencing homelessness","Seniors"
18. Based on the hazard you indicated as third most significant in question 14, as a local government, which groups are most exposed/vulnerable to the impacts of that climate hazard?	"Low-income households", "Indigenous peoples", "Racialized communities", "Newcomers to Canada (immigrants and refugees)", "People experiencing homelessness", "Seniors", "Women and girls"
19. Select the top three factors your local government or Modern Treaty Nation needs most to increase the capacity to adapt to climate impacts and build community resilience.	"Increased funding","More community engagement and activation","Increased staff capacity"
20. How does your local government or Modern Treaty Nation ensure equitable access to, and distribution of, climate action opportunities and benefits?	"By collecting and analyzing disaggregated and/or spatial data on the impact of climate actions", "By engaging with equity seeking groups/frontline communities most impacted by climate change", "By designing and implementing climate actions that target the barriers to access and resilience faced by the equity seeking groups/frontline communities most impacted by climate change"
21. Do the climate action plan(s) and priorities of your local government or Modern Treaty Nation align with the climate action plans and priorities of senior levels of government?	"Yes, we align climate action plan(s) and priorities with the federal 2030 Emissions Reduction Plan", "Yes, we align climate action plan(s) and priorities with the provincial CleanBC Roadmap to 2030", "Yes, we assess our plans and priorities for multilevel alignment"
22. Is your local government a signatory to the B.C. Climate Action Charter or a Modern Treaty Nation?	Yes
23. To demonstrate commitment to climate action, climate investments (i.e., matching funding or in-kind contributions) equivalent to 20% of the provincial funding received are required of local governments and Modern Treaty Nations. The intent is to show past, current, and future investments in climate action and create awareness and education.	"Staff time","Climate or energy studies and/or assessments","Climate or energy plans, policies and/or strategy development","Climate resilient infrastructure and/or capital project(s)"

24. Please provide your (or survey primary contact's) first and last name.	Lynn Roxburgh
25. Please indicate your (or survey primary contact's) position with your local government or Modern Treaty Nation.	Supervisor of Land Use Planning and Climate Action
26. Please provide your (or survey primary contact's) business email address.	lroxburgh@newwestcity.ca
27. Please provide your (or survey primary contact's) business phone number.	6043452978



Attachment 4 2021 Corporate Emissions by Sector

2021 CORPORATE EMISSIONS BY SECTOR

To calculate the City's annual corporate GHG emissions, energy consumption is tracked for five key sectors: buildings, lighting, fleet, water/wastewater, and contractors. Based on this energy consumption, the resulting GHG emissions are calculated for each sector and aggregated to produce the City's total corporate GHG emissions. Energy consumption and GHG emissions for each sector in 2010 (baseline year), and for 2020 and 2021, are summarized in Attachment 5.

For the 2021 reporting year, the Province revised the reporting methodology to account for "net imports" instead of "gross imports". The change reflects the distinction between imports needed to meet domestic demand, and trading activities intended to maximize the value of B.C. as a provider of energy storage services. In a "net imports" methodology only emissions associated with the portion of imports needed for domestic use are included in the electricity emissions intensity factor (EEIF). This decreased the emissions factor by 75%. The lower EEIF will assist in fast tracking the City's vision of carbon neutrality.

Buildings Sector

GHG emissions produced by the City's buildings and facilities have decreased by 37.5% between 2010 and 2021. Natural gas consumption decreased by 3% (898 GJ) from 2020 to 2021, which translates to an emissions reduction of 45 tCO₂e. Electricity consumption increased by 4.5% (383,687kWh) from 2020 to 2021.

Due to the changes made by the Province to the emissions factor, the City saw a reduction in emissions even though consumption increased in 2021. Some of the increased electricity consumption can be associated with the easing of restrictions for COVID-19, allowing the City to open facilities with limited capacity and safety protocols. In response to the pandemic, Public Health and Work Safe BC recommended an increase in fresh air intake to reduce the risk of transmission, which has resulted in HVAC systems consuming more energy over 2020 and 2021. An increase in electricity consumption also resulted from the increased cooling load due to the heat dome.

The early closure of the Canada Games Pool resulted in significant one-time reduction of GHG Emissions (although the early opening and heating of Moody Park Pool will offset some of that reduction in 2022).

Lighting Sector

The change made by the Province to the emissions factor resulted in reduced emissions from the lighting sector (streets, parks, outdoor facility lighting, etc.). In addition, the City continued to replace less efficient lighting systems with LED or highly efficient fixtures, and replaced pole top residential street fixtures from HPS to LED fixtures as needed. The combined result of the change to the emissions factor and the

City's efforts was a 78% decrease (15 tCO₂e) from 2020 to 2021. Overall, electric consumption decreased by 43,011 KWh.

COVID-19 continued to present challenges to the lighting sector, as supply chain issues meant inefficient lighting had to operate longer than planned while the City waited for efficient LED replacements.

Water and Wastewater Sector

This sector currently has a minimal effect on total corporate emissions. Similar to 2020, the electricity consumption for 2021 was 473,894 KWh. However, there was decrease in total emissions due to the Provincial change to the emissions factor for electricity.

The increased occurrence of significant weather events due to climate change could cause an increase in emissions for this sector. For example, rain events can result in annual variations in energy consumed by pump stations. There are plans to retrofit Pump stations with variable frequency drives and high-efficiency pumps, which would assist in reducing the overall corporate emissions.

Vehicle Fleet Sector

In 2021, emissions produced by the City's fleet increased by 16 tCO₂e from 2020 level. This slight increase is due to more staff driving in work vehicles as pandemic restrictions have lifted and daily operations resumed back to normal. Although the overall emissions for this sector had decreased by 11.7% (195 tCO₂e) from the baseline year (2010). The City's Low Carbon Fleet Policy is playing a vital role in helping control and reduce our emissions. The result is a downward reduction trajectory in the average GHG emissions produced per vehicle. Propane training for staff whose vehicle are equipped with the option has be re-introduced. There was no change in the overall fleet size.

Contractor Emissions Sector

Contractor emissions are defined as those coming from the vehicles and equipment used to provide a specific municipal service (e.g. tree trimming, line painting) on contracts valued at over \$25,000. As recommended by the updated Corporate Energy and Emissions Reduction Strategy (CEERS), the City began including contractor emissions in the City's corporate emissions inventory in 2020.

In 2021, contractor emissions contributed 20 tCO₂e to the corporate emissions inventory, a 75% decrease from 2020 (79 tCO₂e). This decrease was likely related to the COVID-19 pandemic and the reduced use of certain contracted services while prioritizing COVID response work.

Although reducing contractor emissions cannot be directly controlled, the City is considering the sustainability of the contractor's operations during the vendor selection process as a means to influence these emissions. More organizations are beginning to

report these types of emissions to understand the full GHG impacts of their operations and leverage their position to encourage sustainability throughout their purchasing.

Attachment 5, which outlines energy consumption and GHG emissions for each sector, reports contractor emissions separately to differentiate which emissions the City can control and which emissions the City can only influence.



Attachment 5 Corporate Energy & Emissions Inventories

Table 1. Energy consumption and GHG emissions by sector for baseline year 2010 and years 2019,2020

Scope 1 and Scope 2 Emissions

Sector	Energy Type/Unit	Consumption	tCO₂e 2010*	Sector Total tCO₂e		Consumption	tCO₂e 2020	Sector Total tCO ₂ e		Consumption	tCO₂e 2021	Sector Total tCO ₂ e	Overall % Change GHGs 2010 - 2020
	Elect (kWh)	8,577,852	306			7,958,990	323			8,342,677	79		
Buildings	Nat Gas (GJ)	41,849	2,105	2,412		29,533	1,473	1,796		28,635	1,428	1,507	-37.5%
	Propane (L)	966	1			0	0			0	0		
Outdoor Lighting	Elect (kWh)	3,734,709	133	133		2,591,769	104	104		2,548,758	31	31	-77.0%
Water & Wastewater	Elect (KWh)	415,121	15	15		473,506	19	19		473,894	4	4	-70.2%
Vehicle Fleet	Diesel (L)	349,696	955			286,929	757			299,654	778		
	Gasoline (L)	293,878	712	1667	1667	167,246	373	1456		165,403	368	1472	-11.7%
	Propane (L)	0	0			214,994	326		ı	211,696	326		
Total			4227				3375				3014		-28.7%

Scope 3 Emissions

Sector	Energy Type/Unit	Consumption	tCO₂e 2010*	Sector Total tCO ₂ e	Consumption	tCO₂e 2020	Sector Total tCO ₂ e	Consumption	tCO₂e 2021	Sector Total tCO ₂ e	Overall % Change GHGs 2010 - 2020
Contracted	Diesel (L)				28,607	75	79	7,139	19	20	75.2%
	Gasoline (L)				1,798	4	7.5	712	1	20	7 0.2 70
Total						79			20		

^{*}Corporate emissions inventories for this period were not kept. The emissions in 2010 are based on a regression model and actual emissions calculated in 2009 and 2011.



Attachment 6 Committed Initiatives and Future Considerations by Sector

Existing Policy/ Policy levers and practice

Building Sector

- Broke ground on the təməsewtxw Aquatic and Community Centre, the first aquatic centre in Canada to achieve the Canadian Green Building Council Zero Carbon Building standard. It is designed to LEED Gold standards resulting in a 90% reduction of GHG emissions compared to the previous buildings.
- Oversaw construction of shell building for new Childcare Facility in Queensborough, built to Step 2 building performance as per the BC Energy Step Code, as part of a developer-built amenity contribution. The interior fit-out and service launch will be completed in 2022.
- Finished final deficiencies for two major facility projects, the Animal Services and Tow Yard Facility and the City Hall Renovation, replacing (Animal Services and Tow Yard) or improving upon (City Hall) existing facilities with higher-performance envelopes, high-efficiency equipment, and overall GHG reduction.
- Issued the updated Green Building Policy and new Energy Efficient Equipment Selection Policy
- Replaced gas stove with electric cook top at Fire Hall 1
- Installed Nederman Exhaust Extraction Unit at Fire Hall 2
- Replaced Server Room A/C Units at City Hall and the Library with high-efficiency models
- Installed variable speed drive motor in the Fraser River Discovery Centre HVAC system
- Completed ice plant compressor replacement project at Queens Park Arena and Moody Park Arena, including electrical service upgrade at Moody Park Arena that will support further electrification of the facility
- Continued to build awareness across departments about the need to consider GHG emission reduction and energy efficiency in all facility projects, especially renovations or schedule equipment replacements
- Continued to implement CEERS document strategies for scheduled and unscheduled maintenance projects, replacing old lighting with LED fixtures wherever possible, and choosing high-efficiency equipment for all replacements
- Early closure of the Canada Games Pool resulted in significant one-time reduction of GHG Emissions (although the early opening and heating of Moody Park Pool will offset some of that reduction)

Vehicle Fleet Sector

- Purchased fully electric forklift
- Purchased fully electric Zamboni
- 8 hybrid vehicles purchased, including large man lift utility truck for Electrical
- 2 fully electric utility vans pre-ordered

Lighting Sector

- Replacing metal halide lighting with LED retrofit kits along multi-use pathways
- Existing streetlights requiring new fixtures are being replaced with LEDS
- HPS bulb failures in existing streetlights are replaced with bulbs rather than new fixtures to maximize the assets useful life and significantly reduce costs
- LED light installations are a requirement for new development and capital projects. This will significantly reduce electricity consumption, extend the service life of the luminaires, and reduce maintenance costs.

Water & Wastewater Sector

- Aging pump station equipment (i.e., motors) will be replaced with high efficiency models as older equipment is phased out or repaired.
- New pump stations/ locations are identified as needed, new sanitary station being built at Queensborough as part of larger development.



REPORT Engineering Services

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Leblanc File:

Director of Engineering Services

Item #: 2022-632

Latecomer Agreement for Extended Servicing Costs Related to the

Subject: Servicing of the Queensborough Special Study Area

RECOMMENDATION

THAT Council approve the Latecomer Agreement for execution by the Mayor and City Clerk as outlined in this report.

PURPOSE

To seek Council authorization to enter into a Latecomer agreement with the QBT Properties Limited Partnership and to authorize Mayor and Clerk to sign, permitting the QBT Properties Limited Partnership to recover their costs related to excess/extended services from other benefitting lands.

BACKGROUND

Offsite infrastructure improvements are generally required to support developments that intensify land use. Where existing services are not available or insufficient to support new growth, developers are required to install infrastructure that accommodate their development. In some cases, the new infrastructure may also benefit other neighbouring properties. Section 939 of the Local Government Act grants local governments the ability to require excess/extended services (EES) and to enable the providing developer the ability to recover the EES cost from benefitting property owners through "latecomer" charges. To date, the City has only entered into one latecomer agreement although as development activity increases, there are some situations where latecomer agreements are being requested by developers.

As the Queensborough Special Study area was underserviced from existing city services, EES beyond the frontage of the proposed development areas were necessary in order

for the development to proceed. The developer agreed to provide the EES and has requested the City's consideration of a latecomer agreement to recover some of the cost.

Council approval of the agreement is required.

EXISTING POLICY/PRACTICE

It is the practice of the City to seek out third party funding to assist in the delivery of the City's capital programs.

ANALYSIS

Latecomers Agreement under Section 939 of the Local Government Act defines EES as:

- a) A portion of a highway system that will provide access to land other than the land being subdivided or developed;
- b) A portion of a water, sewage or drainage system that will serve land other than the land being subdivided or developed.

The City would be required to collect from future developments of the benefitting lands the portion of the costs, which are relevant to their frontage and pay this amount to the original provider of the EES on an annual basis. The trigger for payment of the latecomer fees would be either a subdivision or issuance of a building permit for the benefitting properties. Latecomer charges are effective for a period up to 15 years following the construction of the excess/extended services

In order for the agreement to be executed, Council must delegate authority to the Mayor and City Clerk.

FINANCIAL IMPACT

At the time the Development Agreement was negotiated, an administrative fee of \$4,000.00 was proposed to be charged to the providing developer at the time of execution of the agreement to cover the City's cost in relation to the establishment, collection and distribution of any latecomer fees to the providing developer during the term of the latecomer agreement (up to 15 years).

At the time of redevelopment of the benefitting properties, the City will collect an amount equivalent to the value of the EES that had been constructed by the providing developer and redistribute that back to the developer, based on the actual cost of construction as certified by the Engineer of Record, and which form part of the Agreement.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has included coordination with City's Solicitor, Finance Department and reviewed by the Engineering Department.

OPTIONS

The following options are presented for Council's consideration:

- THAT Council approve the Latecomer Agreement for execution by the Mayor and City Clerk as outlined in this report;
- 2. Provide staff with other direction.

Staff recommend options 1.

CONCLUSION

Section 939 of the Local Government Act allows local governments to require developers to provide excess/extended services (EES) and the providing developers to recover the cost of EES through latecomer charges from other benefitting properties. A Latecomer Agreement would allow QBT Properties Limited Partnership to recover some of their excess and extended expenditures related to servicing improvements from the benefitting neighbouring lots on Mercer Street, Stanley Street, Blackley Street and Ewen Avenue attached in Attachment 1 Schedule C for the term (15 years) of the agreement.

A Council resolution is required. The staff recommends that Council approve the execution of the Latecomer Agreement as outlined in this report.

<u>ATTACHMENTS</u>

Attachment 1 - Draft Latecomer Agreement

<u>APPROVALS</u>

This report was prepared by: Hardeep S Maghera, Senior Engineering Technologist

This report was reviewed by: Craig MacFarlane, Manager of Legal Services Lorraine Lyle, Manager of Financial Services

This report was approved by: Lisa Leblanc, Director of Engineering Services Lisa Spitale, Chief Administrative Officer



Attachment # 1 Draft Latecomer Agreement

LATECOMER AGREEMENT

THIS A	GREEN	MENT dated for reference the day of	is
BETW	EEN:		
		CORPORATION OF THE CITY OF NEW WESTMINSTER, 511 Royal New Westminster, British Columbia, V3L 1H9	Avenue,
		(the "City")	
AND:			
		[insert]	
		(the "Developer")	
GIVEN	THAT:		
A.	and _ Contr	Developer has applied to the City to provide works on or about Avenue in accordance with the City's Subdivision a rol Bylaw and in particular to provide facilities that will serve defined in this Agreement;	nd Development
В.	-	tion of the facilities (herein defined as Excess or Extended S the Benefiting Lands herein defined;	ervices) will also
C.	part a	City considers that its costs to provide the Excess or Extended Service are excessive, and requires the Developer, as owner of the Developers of the Benefiting Lands to pay the costs of the Excess or Extended S	er Lands, and the
D.		City is authorized to enter into this Agreement under section 5 crnment Act;	08 of the <i>Local</i>
E.		ouncil of the City has, by way of Bylaw No, set the rate of intersection 508(4) of the <i>Local Government Act</i> and in paragraph 4 of thi	
and ag other	reeme valuab	FORE THIS AGREEMENT WITNESSES THAT in consideration of the ments made by each of the parties to the other as set out in this Agrille consideration, the receipt and sufficiency of which is hereby active Developer covenant and agree as follows:	eement, and for
Interp	retatio	n	
1.	In this	s Agreement:	
	(a)	"Benefiting Lands" means the lands shown on Schedule "C" attache	d hereto;

- (b) "Completion" means the date of the issuance of a Certificate of Completion signed by the City's Director of Engineering certifying that the Excess or Extended Services have been completed to the standards and specifications set out in the bylaws of the City, such that the Excess or Extended Services have been fully tested, are functional, and can be used for their intended purpose when the system becomes operational, all to the satisfaction of the City's Director of Engineering;
- (c) "Developer Lands" means those certain lands owned by the Developer and shown on Schedule "A" attached hereto;

(d)	"Excess or Extended Services" means that portion of the	and related
	appurtenances installed by the Developer in	Road and
	Avenue, more particularly described in	Schedule "D" attached
	hereto, that serves the Benefiting Lands;	

- (e) "Pre Construction Estimate" means that the project costs estimated after the detailed design is prepared with a class "B" cost estimate;
- (f) "Post Construction Certified" means the actual construction costs certified by a Professional Engineer and as agreed to by the City's Director of Engineering; and
- (g) "Latecomer Charge" means the Post Construction Certified amount calculated under Schedule "B" attached hereto.

Charges for Latecomer Connections or Use

- 2. The City must pay to the Developer, within 30 days of receipt by the City, charges imposed by the City under section 508(1)(c) of the *Local Government Act*, in respect of the Excess or Extended Services, only if and to the extent the charges are paid by the owners of the Benefiting Lands and collected by the City during the period commencing on Completion, up to and including 15 years subsequent to Completion.
- 3. The Developer acknowledges that the parcels included as Benefiting Lands only include lands that:
 - a) by connecting to the Excess or Extended Services, the lands receive a municipal service it currently does not have at the date of this agreement (with the latecomer charge being payable for such lands at the earlier of actual connection, issuance of a building permit or subdivision approval); or
 - b) the lands already receive the municipal service and:
 - by connecting to the Excess or Extended Services with new connection of larger capacity, the lands receive an increase in capacity of service (with the latecomer charge being payable for such lands at the time of issuance of a building permit for construction that will use some of that increased capacity); or

- ii. are capable of being subdivided pursuant to the City's zoning bylaw as it stands on the date of this Agreement (with the latecomer charge being payable for such lands at the time of subdivision approval); or
- iii. are capable of being rezoned without the need for amendment to the City's Official Community Plan as it stands on the date of this Agreement other, for clarity, than by adoption of Official Community Plan (Queensborough Special Study Area) Bylaw No. 7822, 2016 (with the latecomer charge being payable for such lands at the earlier of the time of issuance of a building permit or subdivision approval, in either case, following adoption of the zoning amendment bylaw).

For clarity, if a parcel qualifies under more than one of the categories under this paragraph b), the latecomer charge for such lands will be payable under whichever of such categories the latecomer charge would become payable first.

Interest

4. There shall be included in the charge payable by the owners of the Benefiting Lands under section 508(1)(c) of the *Local Government Act*, interest calculated annually at a rate prescribed by Bylaw No. _____, payable for the period commencing on Completion, up to the date that the connection is made, and if paid by the owners of the Benefiting Lands and collected by the City during the period referred to in paragraph 2, the interest shall be paid to the Developer.

Assignment or Transfer of Developer's Rights

5. In the event of the assignment or transfer of the rights of the Developer voluntarily, or by operation of law, the City's Financial Officer may pay any benefits accruing under this Agreement, after notice, to such successor of the Developer as the City's Financial Officer, in his or her judgment, deems entitled to such benefits. In the event of conflicting demands being made on the City for benefits accruing under this Agreement, the City may at its option commence an action in interpleader joining any party claiming rights under this Agreement, or other parties which the City believes to be necessary or proper, and the City shall be discharged from further liability on paying the person or persons whom the court having jurisdiction over such interpleader action shall determine, and in such action the City shall be entitled to recover its reasonable legal fees and costs, which fees and costs shall constitute a lien upon all funds accrued or accruing pursuant to this Agreement.

Indemnity

6. The Developer covenants not to sue the City, its administrators, successors, assigns, directors, officers, agents, employees, servants, tenants, solicitors, consultants, and anyone else for whom the City is in law liable, by reason of or arising out of or in any way connected with any error, omission, or conduct of the City in relation to the Excess or Extended Services, including, without limiting the generality of the foregoing, a failure of the City to pass a resolution, enact a bylaw, enter into an agreement, impose a charge,

Doc # 919871 Page 3

calculate a charge correctly, or collect a charge under Section 508 of the Local Government Act.

City's Cost

7. The developer shall pay to the City by cash or bank draft, prior to the City executing this Agreement, a fee equivalent to \$4,000.00 for the preparation, registration and administration of this agreement.

Termination

- 8. This Agreement shall expire and shall be of no further force and effect for any purpose on the earlier of:
 - the payment of the latecomer charge or charges by the City to the Developer for all the Benefiting Lands under paragraph 2 and 3 of this Agreement; and
 - (b) 15 years subsequent to Completion,

and thereafter the City shall be forever fully released and wholly discharged from any and all liability and obligations under this Agreement, or howsoever arising pertaining to the Excess or Extended Services, and whether arising before or after the expiry of this Agreement.

9. Paragraphs 5 to 6 shall survive the termination of this Agreement.

Developer Representation and Warranty

10. The Developer represents and warrants to the City that the Developer has not received, claimed, demanded, or collected money or any other consideration from the owners of the Benefiting Lands for the provision, or expectation of the provision, of the Excess or Extended Services, other than as contemplated and as provided for under this Agreement, and further represents and warrants that the Developer has not entered into any agreement with the owners of the Benefiting Lands for consideration in any way related to or connected directly or indirectly with the provision of the Excess or Extended Services.

Miscellaneous

- 11. Time is of the essence.
- 12. Any notice required by this Agreement will be sufficiently given if delivered by courier or registered mail to the parties at the addresses first above written.
- 13. This Agreement will enure to the benefit of and be binding on the parties hereto and their respective successors and assigns.
- 14. The laws of the Province of British Columbia shall govern this Agreement.

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- 15. This Agreement constitutes the entire agreement between the City and the Developer with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the City with the Developer.
- 16. No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement. Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.
- 17. A reference in this Agreement to the City or the Developer includes their permitted assigns, heirs, successors, officers, employees and agents.
- 18. The Developer represents and warrants to the City that:
 - (a) all necessary corporate actions and proceedings have been taken by the Developer to authorize its entry into and performance of this Agreement;
 - (b) upon execution and delivery on behalf of the Developer, this Agreement constitutes a valid and binding contractual obligation of the Developer;
 - (c) neither the execution and delivery, nor the performance, of this Agreement breaches any other agreement or obligation, or causes the Developer to be in default of any other agreement or obligation, respecting the Developer Lands; and
 - (d) the Developer has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties have set their hands and seals on the day and year first above written.

WESTMINSTER, by its authorized signatories:
Mayor:
Corporate Officer:
[INSERT], by its authorized signatories:
Name:

CORPORATION OF THE CITY OF NEW

Page 5

Name:

SCHEDULE "A" DEVELOPER LANDS

PARCEL IDENTIFIER LEGAL DESCRIPTION OF LAND

023-987-073	LOT A DISTRICT LOT 757 GROUP 1 PLAN LMP36052
011-098-538	LOT "B" DISTRICT LOT 757 GROUP 1 PLAN 6985
011-281-171	SOUTHERLY HALF LOT 4 OF LOT 29 BLOCK "A" DISTRICT LOT 757 GROUP 1 PLAN 2620 HAVING A
FRONTAGE OF	31 FEET ON MERCER STREET BY FULL DEPTH OF LOT AND ADJOINING LOT 3
011-281-219	NORTHERLY HALF LOT 4 OF LOT 29 BLOCK "A" DISTRICT LOT 757 GROUP1 PLAN 2620 HAVING A
FRONTAGE OF	31 FEET ON MERCER STREET BY FULL DEPTH OF LOT AND ADJOINING LOT 5
011-224-291	NORTHERLY HALF LOT 3 OF LOT 29 BLOCK "A" DISTRICT LOT 757 GROUP 1 PLAN 2620 HAVING A
FRONTAGE OF	31 FEET ON MERCER STREET AND A LIKE FRONTAGE ON A LANE AND ADJOINING LOT 4
002-307-618	LOT 19 BLOCK A DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP2620
002-307-553	LOT 20 BLOCK A DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP2620
002-307-693	LOT 21 BLOCK A DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP2620
010-206-591	LOT 2 EXCEPT: PART ON REFERENCE PLAN 8689, DISTRICT LOT 757 GROUP 1 PLAN 2461
002-307-588	LOT B DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP16462
002-660-181	SOUTHERLY HALF LOT 3 (PLAN WITH FEE DEPOSITED 19790F) OF LOT 29 BLOCK "A" DISTRICT LOT 757
GROUP 1 PLAN	N 2620
010-605-941	LOT1 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-605-975	LOT 2 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-605-983	LOT 3 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-606-009	LOT 4 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-606-025	LOT 5 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-606-033	LOT 6 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
010-606-050	LOT 7 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2658
013-069-021	LOT 24 BLOCK A DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP2620
010-206-655	LOT F DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN NWP16904
010-790-225	LOT 2 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2904
010-790-209	LOT 1 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2904
010-660-992	LOT 1 DISTRICT LOT 757 NEW WESTMINSTER DISTRICT GROUP 1 PLAN 2671

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SCHEDULE "B"

LATECOMER RATE CALCULATION

	Water	SaniSew	-	Storm Sewer		Roads
1. Latecon	ner Costs		Construction Estimate		ion Certifie	<u>ed</u>
(A. Construction Cost Construction Cost GST Fotal Construction		iled costs as required			
E (B. Engineering Co Engineering Serving GST City Inspection Fotal Engineering	ces				
(C. Other Consulta Other Consultant GST Fotal Consultant (Costs	details as required)			
Т	O. Land / Right-of Total Land Costs Total Latecomer C		n (attach details as red	quired)		
2. Frontage	e		Pre Construction	Estimate Post (Construction	on Certified
A	A. Benefiting Land	ls				
	Latecom	nder (metres) ner (metres) (metres)				
	Total Be	nefiting Frontage				
3. Latecom	er Rate	<u>Pr</u>	e Construction Estima	ate Post Constru	iction Cert	ified
Latecomer	Rate =	ecomer Costs nefiting Frontage				
calculation	my seal and signi s set out herein a tions set out here	re correct. I also	acknowledge and agre	certify, re	epresent ar New Westr	nd warrant that the information and minster may rely on the information
Professiona	al Engineer Certif	cation / Seal				
			Professional Engir	neer Signature		Date

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PRE-CONSTRUCTION LATECOMER COST SUMMARY	

InterCAD LATECOMER COST SUMMARY

Client: Platform Properties

Project: Queensborough Eastern Neighbourhood Node

File: AD79
By: C. Leung

Sep, 2020

S. Clinton

Chkd:

Date:

Phase 1/2 Stage Two

			Late	ecomer Front	200		D	er Linear m C	ost			Cost per Lot			Total
	1											•	<u> </u>	F	
Street	Roll No.	Civic Address	Roads	Water	Sanitary	Storm	Roads	Water	Sanitary	Storm	Roads	Water	Sanitary	Storm	Cost per Lot
Mercer	13943000	322 Mercer St ¹	13.20 + TBD	18.90		See Blackley Street	\$4,055.30	\$674.59		See Blackley Street	\$53,529.96	\$12,749.75		See Blackley Street	\$66,279.71
Street	13940000	314 Mercer St	TBD	9.44				\$674.59				\$6,368.13			\$6,368.13
	13939000	312 Mercer St	TBD	9.28				\$674.59				\$6,260.20			\$6,260.20
	13103001	310 Stanley St		22.07				\$972.00				\$21,452.04			\$21,452.04
	13103000	314 Stanley St		22.40				\$972.00				\$21,772.80			\$21,772.80
Ctaplay	13104001	316 Stanley St		22.40				\$972.00				\$21,772.80			\$21,772.80
Stanley	13917000	311 Stanley St		18.62				\$972.00				\$18,098.64			\$18,098.64
Street	13919000	315 Stanley St		9.47				\$972.00				\$9,204.84			\$9,204.84
	13920000	317 Stanley St		9.47				\$972.00				\$9,204.84			\$9,204.84
	13921000	319 Stanley St ²	See Blackley Street	19.09			See Blackley Street	\$972.00			See Blackley Street	\$18,555.48			\$18,555.48
	13943000	322 Mercer St ¹	37.18			37.18	\$1,801.95			\$1,025.03	\$66,996.50			\$38,110.62	\$105,107.12
	13935000	310 Blackley St	27.13			27.13	\$1,801.95			\$1,025.03	\$48,886.90			\$27,809.06	\$76,695.97
Blackley	13922001	322 Blackley St	20.16			20.16	\$1,801.95			\$1,025.03	\$36,327.31			\$20,664.60	\$56,991.92
Street	13922000	324 Blackley St	20.16			20.16	\$1,801.95			\$1,025.03	\$36,327.31			\$20,664.60	\$56,991.92
	13886000	335 Blackley St	40.24			40.24	\$1,073.52			\$1,025.03	\$43,198.44			\$41,247.21	\$84,445.65
	13921000	319 Stanley St ²	37.26				\$1,073.52				\$39,999.36				\$39,999.36
	13938000	305 Ewen Ave	TBD				TBD				TBD				TBD
	13931000	311 Ewen Ave			TBD				TBD				TBD		TBD
	13930000	313 Ewen Ave			TBD				TBD				TBD		TBD
	13924000	319 Ewen Ave			TBD				TBD				TBD		TBD
Ewen	13925000	323 Ewen Ave			TBD				TBD				TBD		TBD
Avenue	13923001	325 Ewen Ave		TBD	TBD	TBD		TBD	TBD	TBD		TBD	TBD	TBD	TBD
	13923000	329 Ewen Ave		TBD	TBD	TBD		TBD	TBD	TBD		TBD	TBD	TBD	TBD
	13914000	333 Ewen Ave			TBD				TBD				TBD		TBD
	13913000	337 Ewen Ave			TBD				TBD				TBD		TBD
	13915000	339 Ewen Ave			TBD				TBD				TBD		TBD

¹ 322 Mercer Street - corner lot with road improvements on Mercer Street and Blackley Street. Storm sewer service connection to Blackley Street. For Phase 2 works (current), this parcel benefits from 13.2m of Mercer Street frontage improvements.

In Phase 3 works (future), this parcel will benefit from 5.7m of frontage improvements, the costs of which are yet to be determined.

² 319 Stanley Street - corner lot with road improvements on Blackley Street only. Storm sewer excluded as service connection will be on Stanley Street.

Client: Platform Properties

Project:

Queensborough Eastern Neighbourhood Node

Phase 1/2 Stage Two - Blackley Street

Date: **Sep, 2020**

Date: **Sep, 2020** File: **AD79**

By: C. Leung
Chkd: S. Clinton

10.06m Road Allowance (Roadworks only)

	Street	Civic No.	Frontage (m)		Total Cost ¹	Total Frontage ² (m)		Per Linear m		Cost per Lot		
Roadworks	Blackley St	335	40.24	\$65,769	x 1.1 x 1.15 =	¢02 100	77.50	\$83,198	/ 77.5m =	\$1,073.52	/m	\$43,198.44
NOdUWOTKS	Stanley St	319	37.26			\$83,198	77.50	\$65,196	/ / / .5m =	\$1,U/3.5Z	/m	\$39,999.36

Platform Frontage on North Side (Roadworks only)

	Street	Civic No.	Frontage (m)		Total Cost		Total Frontage ³ (m)		Per Linear m	Cost		Cost per Lot
	Mercer St	322	37.18									\$66,996.50
	Mercer 3t	326	37.20	\$441,128 x	x 1.1 x 1.15 =	\$558,027	309.68			= \$1,801.95		\$67,032.54
	Blackley St	310	27.13								[\$48,886.90
		322	20.16					\$558,027	/ 309.68m =		/m	\$36,327.31
Roadworks		324	20.16									\$36,327.31
		316	47.17									\$84,997.98
		313	40.22									\$72,474.43
1	Ī	317	40.23									\$72,492.45
		327	40.23									\$72,492.45

Note: Greyed out cells represent lots owned by Platform Properties.

Blackley Street Storm Sewer (Storm only)

	Street	Civic No.	Frontage (m)		Total Cost		Total Frontage ⁴ (m)		Per Linear m	Cost		Cost per Lot
	Mercer St	322	37.18									\$38,110.62
	Mercer 3t	326	37.20	\$283,540	x 1.1 x 1.15 =	\$358,678				= \$1,025.03	/m	\$38,131.12
		310	27.13									\$27,809.06
	Dischlay Ct	322	20.16				349.92	\$358,678	/ 349.92m =			\$20,664.60
Storm		324	20.16									\$20,664.60
3101111		335	40.24									\$41,247.21
	Blackley St	316	47.17									\$48,350.67
		313	40.22									\$41,226.71
		317	40.23									\$41,236.96
		327	40.23									\$41,236.96

Note: Greyed out cells represent lots owned by Platform Properties.

Client:Platform PropertiesDate:Sep, 2020Project:Queensborough Eastern Neighbourhood NodeFile:AD79Phase 1/2 Stage Two - Blackley StreetBy:C. LeungChkd:S. Clinton

Sample Calculation:

Blackley Street - 10.06m Road Allowance

Sub Total = \$65,769

Contingency = 10% of Sub Total = \$6,577

Engineering and Other Consultants = 10% + 5% of (Sub Total + Contingency) = 15% x (\$65,769 + \$6,577) = \$10,852

Total = \$65,769 + \$6,577 + \$10,852 = \$83,198

Total Frontage = 77.50m

Per Linear m Cost = Total Cost / Total Length = \$83,198/77.50m = \$1073.52

Cost per lot = Per Linear m Cost x Frontage=\$1,073.52 x 40.24m = \$43,198.44

¹ Total cost includes 10% contingency, 10% allowance for engineering, and 5% allowance for other consultants (including geotechnical, landscape, and street lighting).

²Total frontage is the frontage of lot #335 on Blackley Street and lot #319 on Stanley Street, fronting Blackley Street.

³ Total frontage is the frontage of all lots where road widening takes place to the north (Platform frontage).

⁴ Total frontage is the frontage of lots that are serviced by the storm sewer in Blackley Street, between Stanley Street and Mercer Street.

Client:Platform PropertiesDate:Sep, 2020Project:Queensborough Eastern Neighbourhood NodeFile:AD79Phase 1/2 Stage Two - Mercer StreetBy:C. LeungChkd:S. Clinton

Mercer Street Lot #322 (Roadworks)

_		Street	Civic No.	Frontage (m)		Total Cost		Total Frontage ¹ (m)	1	Per Linear m	Cost		Cost per Lot
ĺ	Roadworks	Mercer St	322	13.20	\$42,316	x 1.1 x 1.15 =	\$53,530	13.2	\$53,530	/ 13.2m =	\$4,055.30	/m	\$53,529.96

¹ Total frontage is the frontage of lot #322 on Mercer Street.

Cost estimate covers the road construction between Mercer Street centreline and frontage of Lot #322.

Mercer Street (Waterworks only)

	Street	Civic No.	Frontage (m)		Total Cost		Total Frontage ³ (m)		Per Linear m	Cost		Cost per Lot
		312	9.28									\$6,260.20
		314	9.44									\$6,368.13
		322	18.90	\$155,171	x 1.1 x 1.15 =	\$196,291	290.98					\$12,749.75
		315	47.91									\$32,319.61
		318	18.88									\$12,736.26
		325	10.06					\$196,291				\$6,786.38
	Mercer St	326	17.09						/ 290.98m =	\$674.59	/m	\$11,528.74
Watermain	Mercer 3t	327	10.06									\$6,786.38
	ľ	329	10.06									\$6,786.38
		331	10.06									\$6,786.38
		333	10.06									\$6,786.38
		335	11.29									\$7,616.12
		338	50.09									\$33,790.21
		340	10.10									\$6,813.36
	Ewen Ave	245	47.70									\$32,177.94

Note: Greyed out cells represent lots owned by Platform Properties.

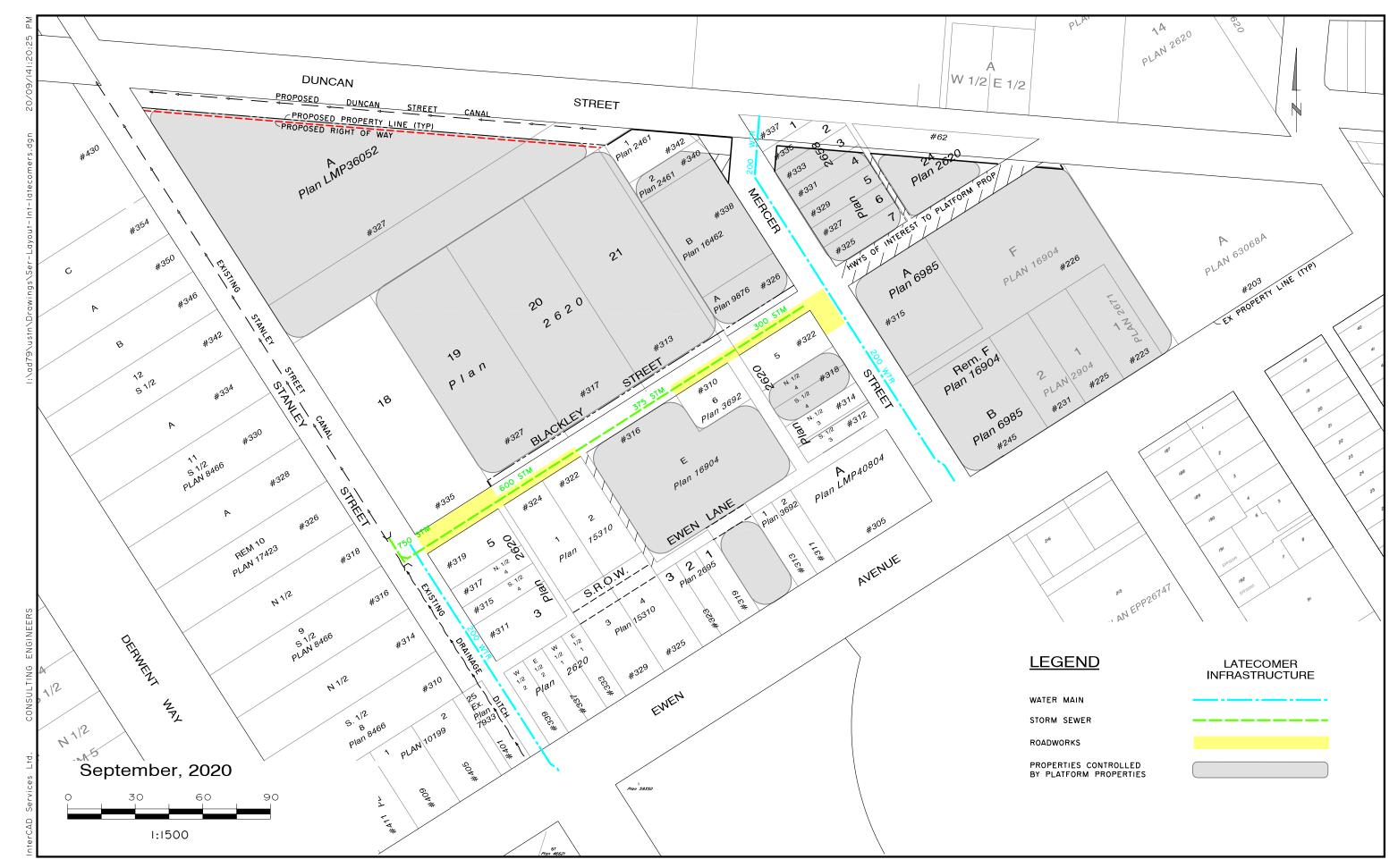
³ Total frontage is the frontage of lots that are serviced by the watermain in Mercer Street, between Duncan Street and Ewen Avenue.

Client:	Platform Properties	Da	ate:	Sep, 2020
Project:	Queensborough Eastern Neighbourhood Node	Fil	ile:	AD79
	Phase 1/2 Stage Two - Stanley Street	Ву	y:	C. Leung
		Ch	hkd:	S. Clinton

Stanley Street (Waterworks only)

	Street	Civic No.	Frontage (m)		Total Cost		Total Frontage 1 (m)		Per Linear m	Cost		Cost per Lot
		310	22.07	\$94,910	x 1.1 x 1.15 =	\$120,061	123.52					\$21,452.04
		314	22.40									\$21,772.80
	Stanley Street	316	22.40					\$120,061		\$972.00	/m	\$21,772.80
Watermain		311	18.62						/ 123.52m =			\$18,098.64
		315	9.47									\$9,204.84
		317	9.47									\$9,204.84
		319	19.09									\$18,555.48

¹ Total frontage is the frontage of lots that are serviced by the watermain in Stanley Street, between Blackley Street and Ewen Avenue.



Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Blackley Street - 10.06m Road Allowance (Latecomer Infrastructure)	Ву:	C. Leung

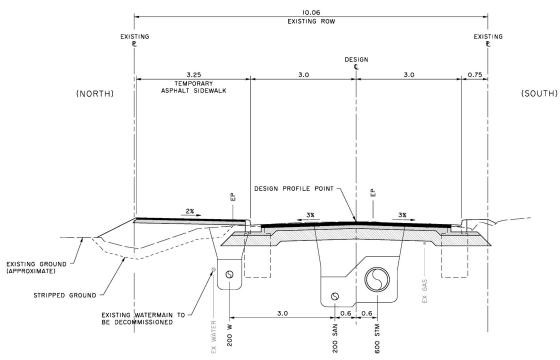
1. 1. 1. 1.	2 Offsite disposal of cut material 3 Removal and disposal of ex pavement	64 99 96 16 433	cu.m cu.m cu.m	\$80 \$30	\$5,120	
1. 1. 1.	Offsite disposal of cut materialRemoval and disposal of ex pavementImport granular material for embank. fill	99 96 16	cu.m		·	
1. 1. 1.	Removal and disposal of ex pavement Import granular material for embank. fill	96 16		\$30		
1. 1.	4 Import granular material for embank. fill	16	cu.m		\$2,970	
1.				\$50	\$4,800	
	5 Subgrade preparation	433	cu.m	\$50	\$800	
2. P		400	sq.m	\$12	\$5,196	\$18,886
	reloading / Ditch Infill					
2.	.1 Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
2.	2 Import granular material for embank. fill	0	cu.m	\$50	\$0	
2.	3 Concrete roadside barrier	0	m	\$150	\$0	
2.	.4 Settlement gauge	0	ea	\$500	\$0	
2.	5 Cut-off ditch excluding rock lining	0	m	\$50	\$0	\$0
3. R	oadworks					
3.	.1 Select granular subbase	129	cu.m	\$95	\$12,255	
3.	2 Crushed base course	41	cu.m	\$100	\$4,100	
3.	.3 Concrete curb and gutter	86	m	\$81	\$6,966	
3.	.4 1.9m Asphalt sidewalk	150	sq.m	\$85	\$12,750	
3.	5 Asphaltic concrete pavement - lower	41	t	\$115	\$4,715	
3.	.6 Asphaltic concrete pavement - upper	37	t	\$124	\$4,588	
3.	.7 Signing and pavement markings	43.1	m	\$35	\$1,509	\$46,883
	lunicipal Servicing See Blackley Street Storm Sewer Estimate)					
5. T	hird Party Utilities					
5.	.1 CoNW Electrical Civil Works	0	m	\$500	\$0	
5.	.2 Tel/Cable Civil Works	0	m	\$400	\$0	\$0
6. L	andscaping					
6.	.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7. S	treet Lighting					
7.	1 Street lighting - Blackley Street	0	LS	\$48,000	\$0	\$0
		1			SUB TOTAL	\$65,769
				Contir	ngency (10%)	\$6,577
				Engir	eering (10%)	\$7,235
				Other Con	sultants (5%)	\$3,617 age 192 of 86

Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Subject:	Subject: Class 'A' Construction Cost Estimate		AD79
	Blackley Street - 10.06m Road Allowance (Latecomer Infrastructure)	By:	C. Leung

Description	Quant	Unit	Price	Extension	Total
				TOTAL	\$83,198

Notes:

 cost estimate covers road construction of Blackley Street within the existing 10.06m road allowance (west end at Stanley Street). (43.1m of road, 77.6m of property frontage)



 ${ { \underline{ BLACKLEY STREET} \atop {\rm STA \ 3+012.2 \ TO \ 3+050.4} } \ - \ { TYPICAL SECTION \ A}$

	Blackley Street - Platform Frontage on North Side (Latecomer Infrastructure)	Ву:	C. Leung
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Client:	Platform Properties	Page:	1 of: 2

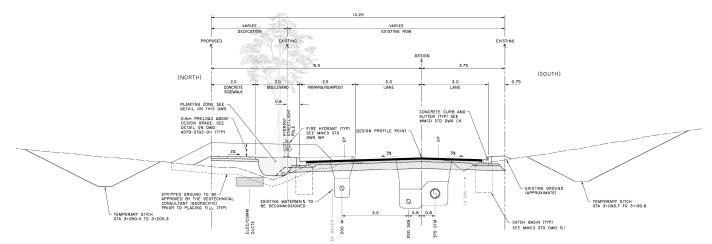
	Desc	ription	Quant	Unit	Price	Extension	Total
1.	Exc	avation and Embankment					
	1.1	Stripping, grubbing and disposal	353	cu.m	\$80	\$28,240	
	1.2	Offsite disposal of cut material	1128	cu.m	\$30	\$33,840	
	1.3	Removal and disposal of ex pavement	468	cu.m	\$50	\$23,400	
	1.4	Import granular material for embank. fill	165	cu.m	\$50	\$8,250	
	1.5	Subgrade preparation	1610	sq.m	\$12	\$19,320	\$113,050
2.	Prel	oading / Ditch Infill					
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3	300mm CSP culvert	0	m	\$120	\$0	
	2.4	Concrete roadside barrier	0	m	\$150	\$0	
	2.5	Settlement gauge	0	ea	\$500	\$0	
	2.6	Cut-off ditch excluding rock lining	0	m	\$50	\$0	\$0
3.	Roa	dworks					
	3.1	Select granular subbase	481	cu.m	\$95	\$45,695	
	3.2	Crushed base course	152	cu.m	\$100	\$15,200	
	3.3	Concrete curb and gutter	280	m	\$81	\$22,680	
	3.4	Asphaltic concrete pavement - lower	154	t	\$115	\$17,710	
	3.5	Asphaltic concrete pavement - upper	137	t	\$124	\$16,988	
	3.6	Road subgrade drain	161	m	\$70	\$11,270	
	3.7	Signing and pavement markings	161	m	\$35	\$5,635	\$135,178
4.	Mun	icipal Servicing					
	(See	Blackley Street Storm Sewer Estimate)					
5.	Thir	d Party Utilities					
	5.1	CoNW Electrical Civil Works	161	m	\$500	\$80,500	
	5.2	Tel/Cable Civil Works	161	m	\$400	\$64,400	\$144,900
6.	Land	dscaping					
	6.1	Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Stre	et Lighting					
	7.1	Street lighting - Blackley Street	1	LS	\$48,000	\$48,000	\$48,000
Ц_						P	age 194 of 863

Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Blackley Street - Platform Frontage on North Side (Latecomer Infrastructure)	Ву:	C. Leung

Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$441,128
	Contingency (10%)			\$44,113	
	Engineering (10%)			\$48,524	
Other Consultants (5%)			\$24,262		
				TOTAL	\$558,027

Notes:

cost estimate covers road construction of Blackley Street within the existing road allowance, where road widening takes
place to the north (Platform frontage) and is reconstructed to the limit of existing road allowance to the south. (161m road).
 Works within the north dedication <u>are not included</u> in this cost estimate.



BLACKLEY STREET - TYPICAL SECTION B

Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Blackley Street - Storm Sewer Only (Latecomer Infrastructure)	Ву:	C. Leung

	Desc	ription	Quant	Unit	Price	Extension	Total	
1.	Exc	avation and Embankment						
	1.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0		
	1.2	Offsite disposal of cut material	0	cu.m	\$30	\$0		
	1.3	Removal and disposal of ex pavement	0	cu.m	\$50	\$0		
	1.4	Import granular material for embank. fill	0	cu.m	\$50	\$0	\$0	
2.	Prel	oading / Ditch Infill						
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0		
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0		
	2.3	300mm CSP culvert	0	m	\$120	\$0		
	2.4	Concrete roadside barrier	0	m	\$150	\$0		
	2.5	Settlement gauge	0	ea	\$500	\$0		
	2.6	Cut-off ditch excluding rock lining	0	m	\$50	\$0	\$0	
3.	Roa	dworks						
	3.1	Select granular subbase	0	cu.m	\$95	\$0		
	3.2	Crushed base course	0	cu.m	\$100	\$0		
	3.3	Concrete curb and gutter	0	m	\$81	\$0		
	3.4	1.9m Asphalt sidewalk	0	sq.m	\$85	\$0		
	3.5	Asphaltic concrete pavement - lower	0	t	\$115	\$0		
	3.6	Asphaltic concrete pavement - upper	0	t	\$124	\$0		
	3.7	Road subgrade drain	0	m	\$70	\$0		
	3.8	Signing and pavement markings	0	m	\$35	\$0	\$0	
4.	Mun	icipal Servicing						
	4.1	Storm Sewer (300mm dia to 750mm dia)	1	LS	\$52,060	\$52,060		
	4.2	Storm Sewer - Tees and Wyes	1	LS	\$6,260	\$6,260		
	4.3	Headwall	1	LS	\$22,400	\$22,400		
	4.4	Lawn basin and lead	1	LS	\$1,760	\$1,760		
	4.5	Catchbasin and lead	1	LS	\$14,400	\$14,400		
	4.6	Equipment and labour cost	1	LS	\$78,000	\$78,000		
	4.7	19mm clear crushed gravel	205	cu.m	\$90	\$18,450		
	4.8	Removal of existing 300mm culvert	4	LS	\$1,000	\$4,000		
	4.9	Excavate trench and disposal	415	cu.m	\$80	\$33,200		
	4.10	Over-excavation (replace with LWF)	171	cu.m	\$310	\$53,010	\$283,540	
5.	Thir	d Party Utilities						
	5.1	CoNW Electrical Civil Works	0	m	\$500	\$0		
	5.2	Tel/Cable Civil Works	0	m	\$400	\$0	\$0	
I								

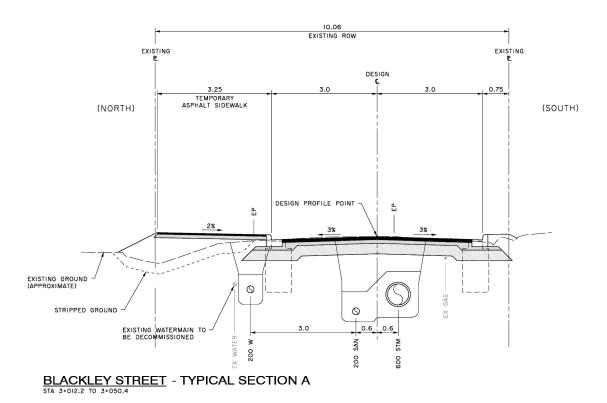
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Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Blackley Street - Storm Sewer Only (Latecomer Infrastructure)	Ву:	C. Leung

l	Description	Quant	Unit	Price	Extension	Total
6.	Landscaping 6.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Street Lighting 7.1 Street lighting - Blackley Street	0	LS	\$48,000	\$0	\$0
					SUB TOTAL	\$283,540
				Conti	ngency (10%)	\$28,354
	Engineering (10%)					\$31,189
	Other Consultants (5%)					\$15,595
	TOTAL					\$358,678

Notes:

- cost estimate covers storm sewer works of the full length of Blackley Street between Mercer Street and Stanley Street (201.3m of road, total frontage of 349.9m)



Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Mercer Street - Lot #322 Roadworks (Latecomer Infrastructure)	By:	C. Leung

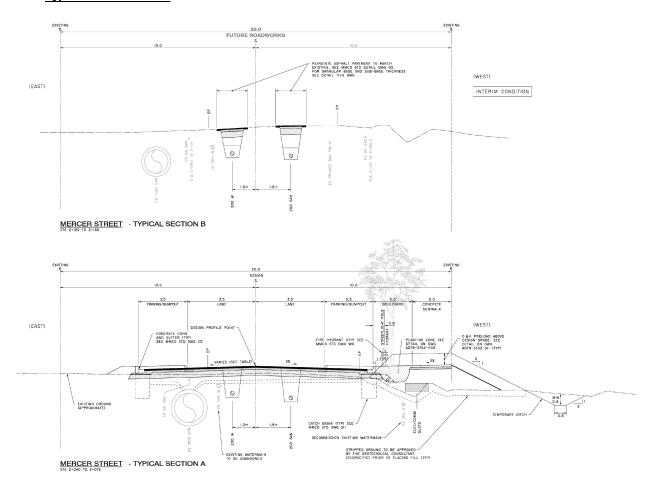
	Description	Quant	Unit	Price	Extension	Total
1.	Excavation and Embankment					
	1.1 Stripping, grubbing and disposal	36	cu.m	\$80	\$2,880	
	1.2 Offsite disposal of cut material	66	cu.m	\$30	\$1,980	
	1.3 Removal and disposal of ex pavement	52	cu.m	\$50	\$2,600	
	1.4 Subgrade preparation	104	sq.m	\$12	\$1,248	\$8,708
2.	Preloading / Ditch Infill					
	2.1 Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2 Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3 Lock block retaining wall	0	ea	\$270	\$0	
	2.4 300mm CSP culvert	0	m	\$120	\$0	
	2.5 Concrete roadside barrier	0	m	\$150	\$0	
	2.6 Settlement gauge	0	ea	\$500	\$0	
	2.7 Cut-off ditch excluding rock lining	0	ea	\$50	\$0	\$0
3.	Roadworks					
	3.1 Select granular subbase	31.2	cu.m	\$95	\$2,964	
	3.2 Crushed base course	10.4	cu.m	\$100	\$1,040	
	3.3 Concrete curb and gutter	18	m	\$81	\$1,458	
	3.4 Concrete sidewalk	0	sq.m	\$100	\$0	
	3.5 Asphalt sidewalk (Temporary)	30	sq.m	\$32	\$960	
	3.6 Asphaltic concrete pavement - lower	11.7	t	\$115	\$1,346	
	3.7 Asphaltic concrete pavement - upper	10.4	t	\$124	\$1,290	
	3.8 Road subgrade drain	0	m	\$70	\$0	
	3.9 Signing and pavement markings	18.3	m	\$35	\$641	
	3.10 Pavement sawcutting	0	m	\$15	\$0	\$9,698
4.	Municipal Servicing					
	(See Mercer Street Lot #322 Watermain Estimate)					
5.	Third Party Utilities					
	5.1 CoNW Electrical Civil Works	18.3	m	\$500	\$9,150	
	5.2 Tel/Cable Civil Works	18.3	m	\$400	\$7,320	\$16,470
6.	Landscaping					
	6.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Street Lighting					
	7.1 Street lighting - Mercer Street	0.16	LS	\$44,000	\$7,040	
	7.2 Street light special foundation (LWF)	0.16	LS	\$2,500	\$400 Pa	\$7, 440 age 198 of 863

Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Sep 11, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Mercer Street - Lot #322 Roadworks (Latecomer Infrastructure)	Ву:	C. Leung

Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$42,316
	Contingency (10%)			\$4,232	
	Engineering (10%)			neering (10%)	\$4,655
Other Consultants (5%)			\$2,327		
				TOTAL	\$53,530

Notes:

- cost estimate covers road construction of Mercer Street (only the portion between road centreline and lot #322 frontage) between Ewen Avenue and Blackley Street (18.3m roadworks length, 13.2m frontage)



InterCAD COST ESTIMATE

Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Mercer Street - Waterworks only (Latecomer Infrastructure)	Ву:	C. Leung

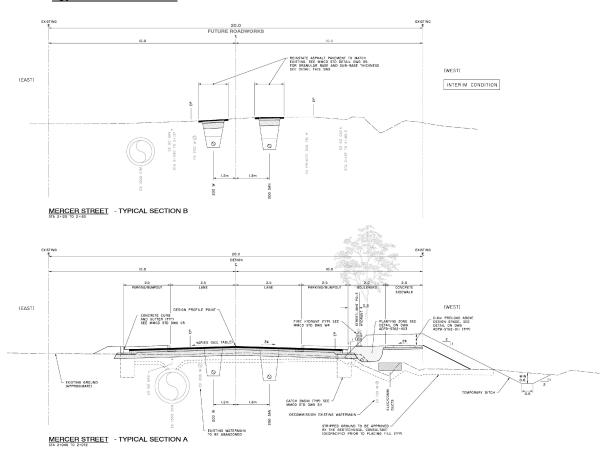
	Desc	ription	Quant	Unit	Price	Extension	Total							
1.	Exc	avation and Embankment												
	1.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0								
	1.2	Offsite disposal of cut material	0	cu.m	\$30	\$0								
	1.3	Removal and disposal of ex pavement	9.8	cu.m	\$50	\$490	\$490							
2.	Prel	oading / Ditch Infill												
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0								
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0								
	2.3	Lock block retaining wall	0	ea	\$270	\$0								
	2.4	300mm CSP culvert	0	m	\$120	\$0								
	2.5	Concrete roadside barrier	0	m	\$150	\$0								
	2.6	Settlement gauge	0	ea	\$500	\$0								
	2.7	Cut-off ditch excluding rock lining	0	ea	\$50	\$0	\$0							
3.	Roa	dworks												
	3.1	Select granular subbase	0	cu.m	\$95	\$0								
	3.2	Crushed base course	0	cu.m	\$100	\$0								
	3.3	Concrete curb and gutter	0	m	\$81	\$0								
	3.4	Concrete sidewalk	0	sq.m	\$100	\$0								
	3.5	Asphalt sidewalk (Temporary)	0	sq.m	\$32	\$0								
	3.6	Asphaltic concrete pavement - lower	13	t	\$115	\$1,495								
	3.7	Asphaltic concrete pavement - upper	11.5	t	\$124	\$1,426								
	3.8	Road subgrade drain	0	m	\$70	\$0								
	3.9	Signing and pavement markings	0	m	\$35	\$0								
		Pavement sawcutting	144	m	\$15	\$2,160	\$5,081							
4.	Mun	iicipal Servicing												
٦.	4.1	Watermain - 200mm dia (wrapped, LWF)	190	m	\$400	\$76,000								
		Hydrant	2	ea	\$7,000	\$14,000								
	4.3	Concrete Encasement	2	ea	\$5,000	\$10,000								
	4.4	Over-excavation (replace with LWF)	160	m3	\$3,000	\$49,600	\$149,600							
5.	This	d Party Utilities												
ال ا	5.1	CoNW Electrical Civil Works	0	m	\$500	\$0								
	5.1			m m	\$300 \$400	\$0 \$0	40							
	5.2	Tel/Cable Civil Works	0	m	\$ 4 00	Φ0	\$0							
6.	Land	dscaping												
	6.1	Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0							
I			Į l			l Pa								

Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Mercer Street - Waterworks only (Latecomer Infrastructure)	Ву:	C. Leung

	Description	Quant	Unit	Price	Extension	Total
7.	Street Lighting					
	7.1 Street lighting - Mercer Street	0	LS	\$44,000	\$0	
	7.2 Street light special foundation (LWF)	0	LS	\$2,500	\$0	\$0
	SUB TOTAL					\$155,171
				Conti	ngency (10%)	\$15,517
	Engineering (10%)			neering (10%)	\$17,069	
	Other Consultants (5%)			sultants (5%)	\$8,534	
					TOTAL	\$196,291

Notes:

- cost estimate covers only water works of Mercer Street between Ewen Avenue and Blackley Street (total frontage of 290.97m)



Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Stanley Street - Waterworks only (Latecomer Infrastructure)	Ву:	C. Leung

	Desc	ription	Quant	Unit	Price	Extension	Total
1.	Exc	avation and Embankment					
	1.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	1.2	Offsite disposal of cut material	0	cu.m	\$30	\$0	
	1.3	Removal and disposal of ex pavement	20	cu.m	\$50	\$1,000	\$1,000
2.	Prel	oading / Ditch Infill					
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3	Lock block retaining wall	0	ea	\$270	\$0	
	2.4	300mm CSP culvert	0	m	\$120	\$0	
	2.5	Concrete roadside barrier	0	m	\$150	\$0	
	2.6	Settlement gauge	0	ea	\$500	\$0	
	2.7	Cut-off ditch excluding rock lining	0	ea	\$50	\$0	\$0
3.	Poo	dworks					
3.	3.1	Select granular subbase	0	cu.m	\$95	\$0	
	3.2	Crushed base course	0	cu.m	\$100	\$0 \$0	
	3.3	Concrete curb and gutter	0	m	\$81	\$0	
	3.4	Concrete sidewalk	0	sq.m	\$100	\$0	
	3.5	Asphaltic concrete pavement - lower	22	t	\$115	\$2,530	
	3.6	Asphaltic concrete pavement - upper	20	t	\$124	\$2,480	
	3.7	Road subgrade drain	0	m	\$70	\$0	
	3.8	Signing and pavement markings	0	m	\$35	\$0	
	3.9	Pavement sawcutting	250	m	\$15	\$3,750	\$8,760
4.	Mun	icipal Servicing					
 •	4.1	Watermain - 200mm dia (wrapped, LWF)	122	m	\$400	\$48,800	
	4.2	Tie-in	1	LS	\$10,000	\$10,000	
	4.3	Over-excavation (replace with LWF)	85	m3	\$310	\$26,350	\$85,150
5.		d Party Utilities			*	**	
	5.1	CoNW Electrical Civil Works	0	m	\$500	\$0 \$0	.
	5.2	Tel/Cable Civil Works	0	m	\$400	\$0	\$0
6.	Land	dscaping					
	6.1	Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Stre	et Lighting					
	7.1	Street Lighting - Stanley Street	0	LS	\$80,000	\$0	\$0
							age 202 of 863

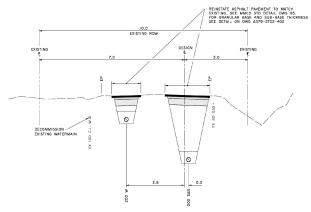
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Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	Aug 28, 2020
Subject:	Class 'A' Construction Cost Estimate	File:	AD79
	Stanley Street - Waterworks only (Latecomer Infrastructure)	Ву:	C. Leung

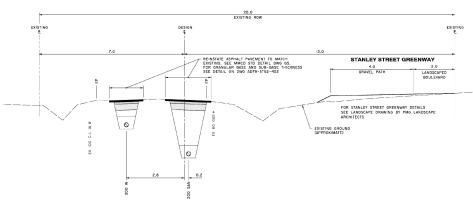
Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$94,910
	Contingency (10%)		\$9,491		
	Engineering (10%)		\$10,440		
	Other Consultants (5%)		\$5,220		
				TOTAL	\$120,061

Notes:

- cost estimate covers only water works of Stanley Street between Ewen Avenue and Blackley Street (122.0m watermain)



STANLEY STREET - TYPICAL SECTION B



STANLEY STREET - TYPICAL SECTION A

POST CONSTRUCTION LATECOMER COST SUMMARY SIGNED AND SEALED

Page 1 of 1

InterCAD Services Ltd

InterCAD

Platform Properties Project: Client:

Queensborough Eastern Neighbourhood Node Phase 1/2 Stage Two

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D. Tan	S. Clinton
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By:	Chkd:

April, 2022 AD79

Date: File:

LATECOMER COST SUMMARY

			Late	Latecomer Front	ontage		a.	Per Linear m Cost	ost			Cost per Lot			Total
Street	Roll No.	Civic Address	Roads	Water	Sanitary	Storm	Roads	Water	Sanitary	Storm	Roads	Water	Sanitary	Storm	Cost per Lot
Mercer	13943000	322 Mercer St ¹	13.20 + TBD	18.90		See Blackley Street	\$3,632.12	\$754.51		See Blackley Street	\$47,943.98	\$14,260.24	+	See Blackley Street	\$62,204.22
	13940000	314 Mercer St	TBD	9.44				\$754.51				\$7 122 57			¢7 139 E7
	13939000	312 Mercer St	TBD	9.28				\$754.51				\$7,001.85			\$7,124,37
	13103001	310 Stanley St		22.07				\$1,035.47				\$22 RE2 R2		Ī	CO CEO CEO
	13103000	314 Stanley St		22.40				\$1,035.47				\$73 194 53			\$22,032.02 \$33 104 E3
Stanlay	13104001	316 Stanley St		22.40				\$1,035.47				\$23.194.53			\$23,104.52
Ctroot	13917000	311 Stanley St		18.62				\$1,035.47				\$19,280.45		Ī	\$19 280 45
חומבו	13919000	315 Stanley St		9.47				\$1,035.47				\$9,805.90		Ī	\$9 805 90
	13920000	317 Stanley St		9.47				\$1,035.47				\$9,805.90		Ī	\$9.805.90
	13921000	319 Stanley St 2	See Blackley Street	19.09			See Blackley Street	\$1,035.47			See Blackley Street	\$19,767.12			\$19.767.12
	13943000	322 Mercer St 1	37.18			37.18	\$1,724.05			\$1,680.98	\$64,100.18			\$62,498.84	\$126.599.02
:	13935000	310 Blackley St	27.13			27.13	\$1,724.05			\$1,680.98	\$46,773.48			\$45,604.99	\$42 378 46
Blackley	13922001	322 Blackley St	20.16			20.16	\$1,724.05			\$1,680.98	\$34,756.85			533,888,56	\$68 645 40
Street	13922000	324 Blackley St	20.16			20.16	\$1,724.05			\$1,680.98	\$34,756.85			\$33.888.56	\$68 645 40
	13886000	335 Blackley St	40.24			40.24	\$1,080.48			\$1,680.98	\$43,478.52			\$67,642,64	\$111,121,15
	13921000	319 Stanley St	37.26				\$1,080.48				\$40,258.68				\$40.258.68
	13938000	305 Ewen Ave	TBD				TBD				TBD				TBD
	13931000	311 Ewen Ave			TBD				TBD				OBT.		TBD
	13930000	313 Ewen Ave			TBD				TBD				TBD		TBD
	13924000	319 Ewen Ave			TBD				TBD				TBD		TBO
Ewen	13925000	323 Ewen Ave			TBD				TBD				E C		TBD
Avenue	13923001	325 Ewen Ave		TBD	TBD	TBD		TBD	TBD	TBD		TBD	TBD	TBD	TBD
	13923000	329 Ewen Ave		TBD	TBD	TBD		TBD	TBD	TB D		CBT	TBD	TBD CBT	TBD
	13914000	333 Ewen Ave			TB0				TBD				TBD		TBD
	13913000	337 Ewen Ave			TB0				TBD				TBD		TBD
	13915000	339 Ewen Ave			TBD				TBD				TRD		TO.

1322 Mercer Street - corner lot with road improvements on Mercer Street and Blackley Street. Storm sewer service connection to Blackley Street. For Phase 2 works (current), this parcel benefits from frontage improvements of 13.2m on Mercer Street and 37.18m on Blackley Street. In Phase 3 works (future), this parcel will benefit from 5.7m of frontage improvements on Mercer Street, the costs of which are yet to be determined.

2 319 Stanley Street - corner lot with road improvements on Blackley Street only, Storm sewer excluded as service connection will be on Stanley Street.



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InterCAD Client: Platform Properties Project: Queensborough Eastern Neighbourhood Node Phase 1/2 Stage Two
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10.06m Road Allowance (Roadworks only)

	Street	Civic No.	Frontage (m)	Contract	Change Orders	Tota	I Cost	Total Frontage ² (m)	4	er Linear m	Cost	Cost nor Lot
	. O	100										2
Donnhander	blackley of	335	40.24	47.000	200		1 1 1 1					CA2 A70 E3
MODUNATION	Chambers	240	00000	351,55U	521,185	× 1.15 ≈	583,737	77.50	583 737	/ 77 5m =	\$1 080 dg /m	2
	Staffley St	513	37.75						(01.000(4)	\$40.05g 69

Platform Frontage on North Side (Roadworks only)

Street	Civic No.	Frontage (m)	Contract	Change Orders	Total Cost ¹	Total Frontage ³ (m)		Por Linear on Cort	Çoca	Ė	to lace to c
A Access Co.	322	37.18				200		The second secon	1600	1	100 per LOL
ופו כבו או	326	37.20								1	C4 474 CC
	310	27.13								1	564,134.66
											946,//3.48
	322	20.16									\$34.756.85
	324	20.16	\$386,944	\$77,321	x 1.15 = \$533,905	309.68	\$533,905	\$533.905 / 309.68m = \$1,724.05		, m/	34 756 85
Blackley St	316	47.17								Ι	50.007,45
	200										281,323.44
	513	40.22									\$69.341.79
	317.	40,23									20000000
										,,	\$6,858,50\$
	327	40.23									\$69 358 53

Note: Greyed out cells represent lots owned by Platform Properties.

Blackley Street Storm Sewer (Storm only)

	Street	Civic No.	Frontage (m)	Contract	Contract Change Orders	Total Cost	Ī	Total Frontage (m)	bale	Per Linear m Cost	1 Cost		Cost per Lot
	Marror Ct	322	37.18									t	\$62 498 84
	WELCEL JE	326	37.20									_	\$62 532 46
		310	27.13									_	\$45,604.00
		322	20.16									_	\$32 888 56
Charme		324	20.16	1								_	423,000,10
	40	335	40.24	\$597,045	\$114,440	x 1.15 = \$588,208	8,208	349.92	\$588,208	349.92m=	\$588,208 \ 349.92m = \$1,680.98	<u>س</u> /	\$25,000,00
	blackiey or	316	47.17										570,042.04
		313	40.22										CO.162,616
		24.5	20.00										\$67,609.02
		716	40.23										\$67,625.83
		327	40.23									H.	\$67 675 83

Note: Greyed out cells represent lots owned by Platform Properties.

Sample Calculation:

Sub Total (Contract) = \$51,630

Sub Total (Change Orders) = \$21,185

Engineering and Other Consultants = 10% + 5% of (Sub Total Contract & Change Orders) = 15% x (\$65,769 + \$21,185) = \$10,922

Total = \$51,630 + \$21,185 + \$11,043 = \$83,737 Blackley Street - 10.06m Road Allowance

Per Linear m Cost = Total Cost / Total Length = \$83,737/77.50m = \$1,080.48 Total Frontage = 77.50m

Cost per lot = Per Linear m Cost x Frontage = \$1,080.48 x 40.24m = \$43,478.52

¹ Total cost includes 10% allowance for engineering, 5% allowance for other consultants (including geotechnica), landscape, and street lighting), and all associated Change Orders

² Total frontage is the frontage of lot #335 on Blackley Street and lot #319 on Stanley Street, fronting Blackley Street.

³ Total frontage is the frontage of all lots where road widening takes place to the north (Platform frontage).

⁴ Total frontage is the frontage of lots that are serviced by the storm sewer in Blackley Street, between Stanley Street and Mercer Street.

InterCAD		LATECOMER COST DETAILS	COST DETAIL
Platform Properties		i i	0000
Queensborough Eastern Neighbourhood Node		Cate.	April, 2022
Phase 1/2 Stage Two	Mercer Street	By:	D. Tan
		Chkd:	S. Clinton

Mercer Street Lot #322 (Roadworks)

	Street	Civic No.	Frontage (m)	Contract	Change Orders	Total Cost	Total Frontage ¹ (m)	Per Linear m Cost	Cost per lot
Donoternate	Manage Ct	223	00.00		40.000	1			The second
MOROWOLKS	Mercer 30	377	13.20	\$38,065	\$3,626	x 1.15 = \$47,944	13.2	\$47,944 / 13.2m = \$3,632.12	1 /m \$47,943.98

Mercer Street (Waterworks only)

Per Linear m Cost per Lot	\$7,001.85	\$7,122.57	\$14,260,24	¢36 148 57	\$14.245.15	\$7 500 37	C12 804 CB	- E		\$7.590.37	\$7 590 37	\$8 518 A2	24.01.000 Ass	337,733.41	57.670.55
Per Lin			_					\$219.547 \ 790.98m = \$754.51		_			_	_	
Total Frontage ³ (m)								290.98							
Total Cost								\$219,547							
								x 1.15 =							
Change Orders								\$0							
Contract								\$190,910							
Frontage (m)	9.28	9.44	18.90	47.91	18.88	10.06	17.09	10.06	10.06	10.06	10.06	11.29	50,09	10.10	
Civic No.	312	314	322	315	318	325	326	327	329	331	333	335	338	340	
Street		!					Noncon Ct	אכוכם זר							
								Watermain							

Note: Greyed out cells represent lots owned by Platform Properties.

¹ Total frontage is the frontage of lot #322 on Mercer Street. Cost covers the road construction between Mercer Street centreline and frontage of Lot #322.

³ Total frontage is the frontage of lots that are serviced by the watermain in Mercer Street, between Duncan Street and Ewen Avenue

InterCAD	AD		LATECOMER COST DETAILS	OST DETAILS
Client:	Platform Properties			1000
Project:	Queensborough Eastern Neighbourhood Node	Transcomment of the second of	Date:	Cale: April, 2022
	Phase 1/2 Stage Two	Stanley Street and Duncan Street		AD/9
			Chkd:	S. Clinton

Stanley Street (Waterworks only)

Street	Civic No.	Frontage (m)	Contract	Change Orders	Tota	Total Cost	Total Frontage 1 (m)		Day Linear m Cort	Cort	-	to land
	040	10000					fund agrandant trans-		L CI CIICAI	COST		COSt per Lot
	370	77.77									ï	\$22.852.82
	314	22.40										¢22 104 E2
	316	22 An									1	CC-6CT / C2C
Watermain Ctanley Ctroot		2000	4444 240	4	,	1			-		_	\$23,194.53
	311	18.62	2777774	2	× 1.15 ≈	\$12/,901	123.52	\$127,901	\geq	123,52m = \$1,035.47	/w/	\$10 280 AE
	315	9.47							_		1	C+.002/CTC
	270											\$9,805.90
	31/	9.47										\$0 80E BD
	210	40.00									1	00,000,00
	CTC	13:03										\$19.767.12

¹ Total frontage is the frontage of lots that are serviced by the watermain in Stanley Street, between Blackley Street and Ewen Avenue.

Queensborough Eastern Neighbourhood Node Latecomer Infrastructure Plan

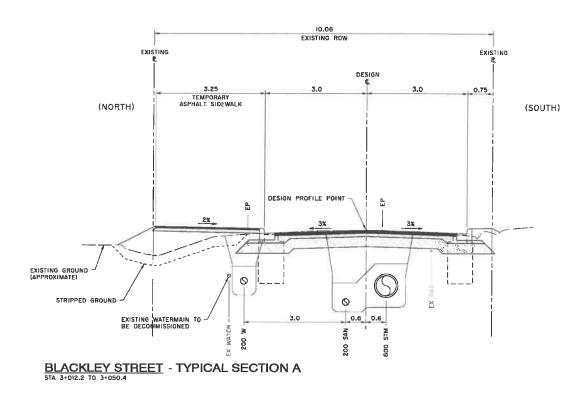
Client: Pl	latform Properties	Page:	1	of:	2
Project: Qu	ueensborough Eastern Neighbourhood Node	Date:	Apri	l, 202	22
Subject: Co	osts Calibrated to Actual Contract Costs	File:	AD7	9	****
BI	lackley Street - 10.06m Road Allowance (Latecomer Infrastructure)	Ву:	D. Ta	an	

	Desc	cription	Quant	Unit	Price	Extension	Total
1.	Exc	avation and Embankment					
	1.1	Stripping, grubbing and disposal	64	cu.m	\$80	\$5,120	
	1.2	Offsite disposal of cut material	99	cu.m	\$30	\$2,970	
	1.3	Removal and disposal of ex pavement	96	cu.m	\$50	\$4,800	
	1.4	Import granular material for embank. fill	16	cu.m	\$50	\$800	
	1.5	Subgrade preparation	433	sq.m	\$12	\$5,196	\$18,886
2.	Prel	oading / Ditch Infill					
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3	Concrete roadside barrier	0	m	\$150	\$0	
	2.4	Settlement gauge	0	ea	\$500	\$0	
	2.5	Cut-off ditch excluding rock lining	0	m	\$38	\$0	\$0
3.	Road	dworks					
	3.1	Select granular subbase	129	cu.m	\$75	\$9,675	
	3.2	Crushed base course	41	cu.m	\$80	\$3,280	
	3.3	Concrete curb and gutter	86	m	\$55	\$4,730	
	3.4	1.9m Asphalt sidewalk	150	sq.m	\$57	\$8,550	
	3.5	Asphaltic concrete pavement - lower	41	t	\$69	\$2,829	
	3.6	Asphaltic concrete pavement - upper	37	t	\$75	\$2,775	
	3.7	Signing and pavement markings	43.1	m	\$21	\$905	\$32,744
4.	Muni	icipal Servicing					
	(See	Blackley Street Storm Sewer Costs)					
5.	Thire	d Party Utilities					
	5.1	CoNW Electrical Civil Works	0	m	\$450	\$0	
	5.2	Tel/Cable Civil Works	0	m	\$360	\$0	\$0
6.	Land	Iscaping					
	6.1	Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Stree	et Lighting					
	7.1	Street lighting - Blackley Street	0	LS	\$48,000	\$0	\$0
						SUB TOTAL	\$51,630
						eering (10%)	\$5,163
					Other Cons	sultants (5%)	\$2,582
						TOTAL	\$59,375

Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Blackley Street - 10.06m Road Allowance (Latecomer Infrastructure)	By:	D. Tan

Notes:

cost covers road construction of Blackley Street within the existing 10.06m road allowance (west end at Stanley Street).
 (43.1m of road, 77.6m of property frontage)



InterCAD

CONTRACT CONSTRUCTION COSTS

Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Blackley Street - Platform Frontage on North Side (Latecomer Infrastructure)	Ву:	D. Tan

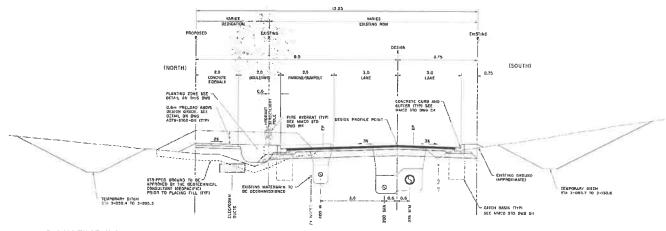
	Desc	ription	Quant	Unit	Price	Extension	Total
1.	Exc	avation and Embankment					
	1.1	Stripping, grubbing and disposal	353	cu.m	\$80	\$28,240	
	1.2	Offsite disposal of cut material	1128	cu.m	\$30	\$33,840	
	1.3	Removal and disposal of ex pavement	468	cu.m	\$50	\$23,400	
	1.4	Import granular material for embank. fill	165	cu.m	\$50	\$8,250	
	1.5	Subgrade preparation	1610	sq.m	\$12	\$19,320	\$113,050
2.	Prel	oading / Ditch Infill					
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3	300mm CSP culvert	0	m	\$120	\$0	
	2.4	Concrete roadside barrier	0	m	\$150	\$0	
	2.5	Settlement gauge	0	ea	\$500	\$0	
	2.6	Cut-off ditch excluding rock lining	0	m	\$38	\$0	\$0
3.	Road	dworks					
	3.1	Select granular subbase	481	cu.m	\$75	\$36,075	
	3.2	Crushed base course	152	cu.m	\$80	\$12,160	
	3.3	Concrete curb and gutter	280	m	\$55	\$15,400	
	3.4	Asphaltic concrete pavement - lower	154	t	\$69	\$10,626	
	3.5	Asphaltic concrete pavement - upper	137	t	\$75	\$10,275	
	3.6	Road subgrade drain	161	m	\$47	\$7,567	
	3.7	Signing and pavement markings	161	m	\$21	\$3,381	\$95,484
4.	Muni	icipal Servicing					
	(See	Blackley Street Storm Sewer Cost)					
5.	Third	l Party Utilities					
	5.1	CoNW Electrical Civil Works	161	m	\$450	\$72,450	
	5.2	Tel/Cable Civil Works	161	m	\$360	\$57,960	\$130,410
6.	Land	scaping					
	6.1	Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Stree	et Lighting					
		Street lighting - Blackley Street	1	LS	\$48,000	\$48,000	\$48,000

Client:	Platform Properties		2 of: 2
Project:	Queensborough Eastern Neighbourhood Node		April, 2022
Subject:	Costs Calibrated to Actual Contract Costs		AD79
	Blackley Street - Platform Frontage on North Side (Latecomer Infrastructure)	By:	D. Tan

Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$386,944
Engineering (10%)			neering (10%)	\$38,694	
Other Consultants (5%)			sultants (5%)	\$19,347	
				TOTAL	\$444,986

Notes:

 cost covers road construction of Blackley Street within the existing road allowance, where road widening takes place to the north (Platform frontage) and is reconstructed to the limit of existing road allowance to the south. (161m road). Works within the north dedication are not included in this cost.



BLACKLEY STREET - TYPICAL SECTION B

Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Blackley Street - Storm Sewer Only (Latecomer Infrastructure)	Ву:	D. Tan

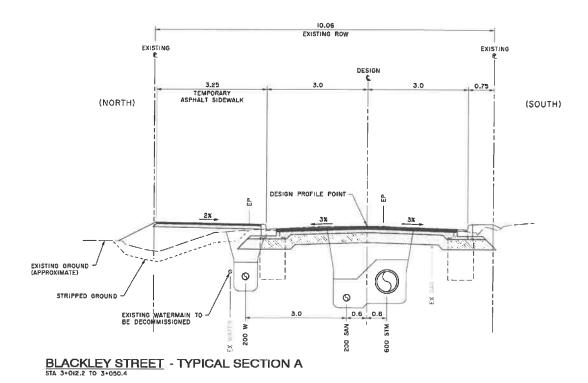
	Desc	eription	Quant	Unit	Price	Extension	Total
1.	Exca	avation and Embankment					
	1.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	1.2	Offsite disposal of cut material	0	cu.m	\$30	\$0	
	1.3	Removal and disposal of ex pavement	0	cu.m	\$50	\$0	
	1.4	Import granular material for embank. fill	0	cu.m	\$38	\$0	\$0
2.	Prek	oading / Ditch Infill					
	2.1	Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2	Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3	300mm CSP culvert	0	m	\$120	\$0	
	2.4	Concrete roadside barrier	0	m	\$150	\$0	
	2.5	Settlement gauge	0	ea	\$500	\$0	
	2.6	Cut-off ditch excluding rock lining	0	m	\$38	\$0	\$0
3.	Road	dworks					
	3.1	Select granular subbase	0	cu.m	\$75	\$0	
	3.2	Crushed base course	0	cu.m	\$80	\$0	
	3.3	Concrete curb and gutter	0	m	\$55	\$0	
	3.4	1.9m Asphalt sidewalk	0	sq.m	\$57	\$0	
	3.5	Asphaltic concrete pavement - lower	0	t	\$69	\$0	
	3.6	Asphaltic concrete pavement - upper	0	t	\$75	\$0	
	3.7	Road subgrade drain	0	m	\$47	\$0	
	3.8	Signing and pavement markings	0	m	\$21	\$0	\$0
4.	Muni	cipal Servicing					
	4.1	Storm Sewer (300mm dia to 750mm dia)	1	LS	\$77,175	\$77,175	
	4.2	Storm Sewer - Tees and Wyes	1	LS	\$12,330	\$12,330	
	4.3	Headwall	1	LS	\$33,040	\$33,040	
	4.4	Lawn basin and lead	1	LS	\$2,580	\$2,580	
	4.5	Catchbasin and lead	1	LS	\$21,340	\$21,340	
	4.6	Equipment and labour cost	1	LS	\$115,200	\$115,200	
	4.7	19mm clear crushed gravel	205	cu.m	\$130	\$26,650	
	4.8	Removal of existing 300mm culvert	4	LS	\$1,480	\$5,920	
	4.9	Excavate trench and disposal	415	cu.m	\$120	\$49,800	
	4.10	Over-excavation (replace with LWF)	171	cu.m	\$310	\$53,010	\$397,045
5.	Third	Party Utilities					
	5.1	CoNW Electrical Civil Works	0	m	\$450	\$0	
	5.2	Tel/Cable Civil Works	0	m	\$360	\$0	\$0

Client:	Platform Properties	Page: 2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date: April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File: AD79
	Blackley Street - Storm Sewer Only (Latecomer Infrastructure)	By: D. Tan

Description		Unit	Price	Extension	Total
Landscaping 6.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
7. Street Lighting7.1 Street lighting - Blackley Street	0	LS	\$48,000	\$0	\$0
	SUB TOTAL				
Engineering (10%)				\$39,705	
Other Consultants (5%)			sultants (5%)	\$19,852	
TOTAL				TOTAL	\$456,602

Notes:

- cost covers storm sewer works of the full length of Blackley Street between Mercer Street and Stanley Street (201.3m of road, total frontage of 349.9m)



Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Mercer Street - Lot #322 Roadworks (Latecomer Infrastructure)	Ву:	D. Tan

	Description	Quant	Unit	Price	Extension	Total
1. Excavation and Embankment						
	1.1 Stripping, grubbing and disposal	36	cu.m	\$80	\$2,880	
	1.2 Offsite disposal of cut material	66	cu.m	\$30	\$1,980	
	1.3 Removal and disposal of ex pavement	52	cu.m	\$50	\$2,600	
	1.4 Subgrade preparation	104	sq.m	\$12	\$1,248	\$8,708
2.	Preloading / Ditch Infill					
	2.1 Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2 Import granular material for embank. fill	0	cu.m	\$50	\$0	
	2.3 Lock block retaining wall	0	ea	\$270	\$0	
	2.4 300mm CSP culvert	0	m	\$120	\$0	
	2.5 Concrete roadside barrier	0	m	\$150	\$0	
	2.6 Settlement gauge	0	ea	\$500	\$0	
	2.7 Cut-off ditch excluding rock lining	0	ea	\$38	\$0	\$0
3.	Roadworks					
	3.1 Select granular subbase	31.2	cu.m	\$75	\$2,340	
	3.2 Crushed base course	10.4	cu.m	\$80	\$832	
	3.3 Concrete curb and gutter	18	m	\$55	\$990	
	3.4 Concrete sidewalk	0	sq.m	\$67	\$0	
	3.5 Asphalt sidewalk (Temporary)	30	sq.m	\$32	\$960	
	3.6 Asphaltic concrete pavement - lower	11.7	t	\$69	\$807	
	3.7 Asphaltic concrete pavement - upper	10.4	t	\$75	\$780	
	3.8 Road subgrade drain	0	m	\$47	\$0	
	3.9 Signing and pavement markings	18.3	m	\$21	\$384	
	3.10 Pavement sawcutting	0	m	\$15	\$0	\$7,094
4.	Municipal Servicing					
	(See Mercer Street Lot #322 Watermain Cost)					
5.	Third Party Utilities					
	5.1 CoNW Electrical Civil Works	18.3	m	\$450	\$8,235	
	5.2 Tel/Cable Civil Works	18.3	m	\$360	\$6,588	\$14,823
6.	Landscaping					
	6.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0
	·	-	- 4	Ţ.J	**	Ψ
7.	Street Lighting					
	7.1 Street lighting - Mercer Street	0.16	LS	\$44,000	\$7,040	
	7.2 Street light special foundation (LWF)	0.16	LS	\$2,500	\$400	\$7.440

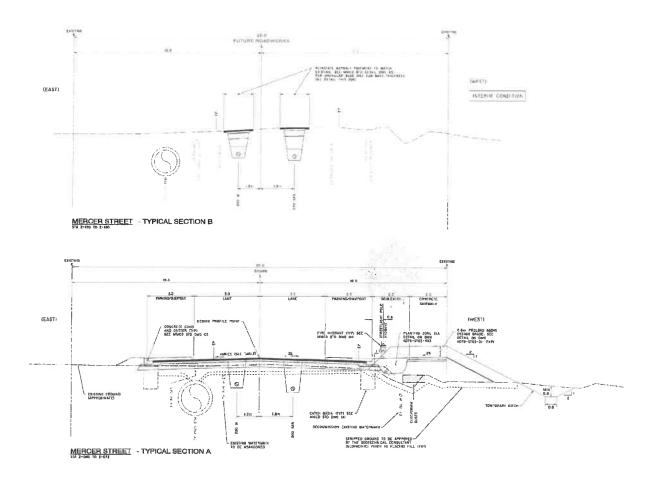
Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Mercer Street - Lot #322 Roadworks (Latecomer Infrastructure)	Ву:	D. Tan

Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$38,065
			Engi	neering (10%)	\$3,806
			Other Co	nsultants (5%)	\$1,903
				TOTAL	\$43,774

Notes:

- cost covers road construction of Mercer Street (only the portion between road centreline and lot #322 frontage) between Ewen Avenue and Blackley Street (18.3m roadworks length, 13.2m frontage)

Typical Road Section:



Client:	Platform Properties	Page: 1	of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date: Apr	il, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File: AD7	9
	Mercer Street - Waterworks only (Latecomer Infrastructure)	Ву: р. т	an

	Description	Quant	Unit	Price	Extension	Total
1.	Excavation and Embankment					
	1.1 Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	1.2 Offsite disposal of cut material	0	cu.m	\$30	\$0	
	1.3 Removal and disposal of ex pavement	9.8	cu.m	\$50	\$490	\$490
2.	Preloading / Ditch Infill					
	2.1 Stripping, grubbing and disposal	0	cu.m	\$80	\$0	
	2.2 Import granular material for embank, fill	0	cu.m	\$50	\$0 \$0	
	2.3 Lock block retaining wall	0	ea	\$270	\$0	
	2.4 300mm CSP culvert	0	m	\$120	\$0 \$0	
	2.5 Concrete roadside barrier	0	'''	\$150	\$0 \$0	
	2.6 Settlement gauge	0	ea	\$500	\$0	
	2.7 Cut-off ditch excluding rock lining		ea	\$38		40
	2.7 Gut-on diterrexcidenting rock inning		ea	\$30	\$0	\$0
3.	Roadworks					
	3.1 Select granular subbase	0	cu.m	\$75	\$0	
	3.2 Crushed base course	0	cu.m	\$80	\$0	
	3.3 Concrete curb and gutter	0	m	\$55	\$0	
	3.4 Concrete sidewalk	0	sq.m	\$67	\$0	
	3.5 Asphalt sidewalk (Temporary)	0	sq.m	\$32	\$0	
	3.6 Asphaltic concrete pavement - lower	13	t	\$69	\$897	
	3.7 Asphaltic concrete pavement - upper	11.5	t	\$75	\$863	
	3.8 Road subgrade drain	0	m	\$47	\$0	
	3.9 Signing and pavement markings	0	m	\$21	\$0	
	3.10 Pavement sawcutting	144	m	\$15	\$2,160	\$3,920
4.	Municipal Servicing					
	4.1 Watermain - 200mm dia (wrapped, LWF)	190	m	\$550	\$104,500	
	4.2 Hydrant	2	ea	\$9,500	\$19,000	
	4.3 Concrete Encasement	2	ea	\$6,700	\$13,400	
	4.4 Over-excavation (replace with LWF)	160	m3	\$310	\$49,600	\$186,500
5	Third Party Utilities					
Э.	5.1 CoNW Electrical Civil Works			0450		
	5.2 Tel/Cable Civil Works	0 0	m	\$450	\$0	.
	5.2 Tel/Gable Civil WORKS	"	m	\$360	\$0	\$0
6.	Landscaping					
	6.1 Boulevard topsoil and sod	0	sq.m	\$15	\$0	\$0

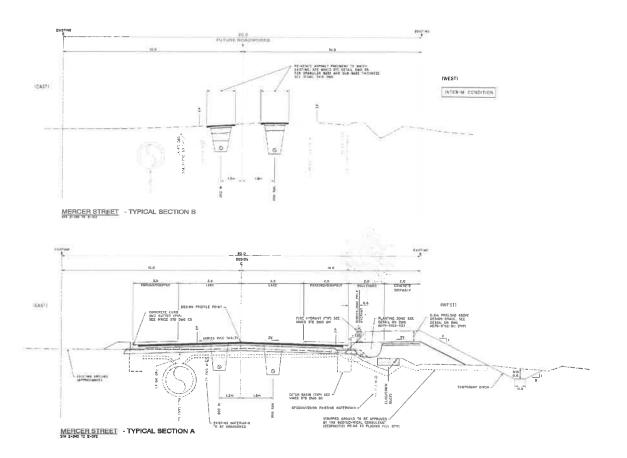
Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Mercer Street - Waterworks only (Latecomer Infrastructure)	Ву:	D. Tan

	Description	Quant	Unit	Price	Extension	Total
7.	Street Lighting					
	7.1 Street lighting - Mercer Street	0	LS	\$44,000	\$0	
	7.2 Street light special foundation (LWF)	0	LS	\$2,500	\$0	\$0
					SUB TOTAL	\$190,910
				Engin	eering (10%)	\$19,091
				Other Con	sultants (5%)	\$9,545
					TOTAL	\$219,546

Notes:

- cost covers only water works of Mercer Street between Ewen Avenue and Blackley Street (total frontage of 290.97m)

Typical Road Section:



Client:	Platform Properties	Page:	1 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
7-dh	Stanley Street - Waterworks only (Latecomer Infrastructure)	By:	D. Tan

	Descripti	on	Quant	Unit	Price	Extension	Total
1.	Excavation	on and Embankment					
	1.1 Strip	oping, grubbing and disposal	0	cu.m	\$80	\$0	
	1.2 Offs	site disposal of cut material	0	cu.m	\$30	\$0	
	1.3 Ren	noval and disposal of ex pavement	20	cu.m	\$50	\$1,000	\$1,000
2.	Preloadir	ng / Ditch Infili					
		oping, grubbing and disposal	0	cu.m	\$80	\$0	
	-	ort granular material for embank. fill	0	cu.m	\$50	\$0	
		k block retaining wall	0	ea	\$270	\$0	
		mm CSP culvert	0	m	\$120	\$0	
	2.5 Con	crete roadside barrier	0	m	\$150	\$0	
	2.6 Settl	lement gauge	0	ea	\$500	\$0	
	2.7 Cut-	off ditch excluding rock lining	0	ea	\$38	\$0	\$0
3.	Roadworl	ks					
		ect granular subbase	0	cu.m	\$75	\$0	
1		shed base course	0	cu.m	\$80	\$0	
	3.3 Cone	crete curb and gutter	0	m	\$55	\$0	
1		crete sidewalk	0	sq.m	\$67	\$0	
	3.5 Asph	naltic concrete pavement - lower	22	t	\$69	\$1,518	
	_	naltic concrete pavement - upper	20	t	\$75	\$1,500	
		d subgrade drain	0	m	\$47	\$0	
	3.8 Sign	ing and pavement markings	0	m	\$21	\$0	
	3.9 Pave	ement sawcutting	250	m	\$15	\$3,750	\$6,768
4.	Municipal	l Servicing					
	-	ermain - 200mm dia (wrapped, LWF)	122	m	\$550	\$67,100	
	4.2 Tie-ii		1	LS	\$10,000	\$10,000	
	4.3 Over	r-excavation (replace with LWF)	85	m3	\$310	\$26,350	\$103,450
5.	Third Part	ty Utilities					
		W Electrical Civil Works	0	m	\$450	\$0	
		Cable Civil Works	0	m	\$360	\$0	\$0
6.	Landscap	ing					
	-	evard topsoil and sod	0	sq.m	\$15	\$0	\$0
7.	Street Lig	htina					
	_	et Lighting - Stanley Street	0	LS	\$80,000	\$0	\$0

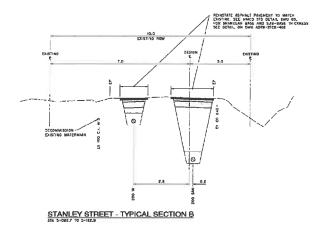
Client:	Platform Properties	Page:	2 of: 2
Project:	Queensborough Eastern Neighbourhood Node	Date:	April, 2022
Subject:	Costs Calibrated to Actual Contract Costs	File:	AD79
	Stanley Street - Waterworks only (Latecomer Infrastructure)	Ву:	D. Tan

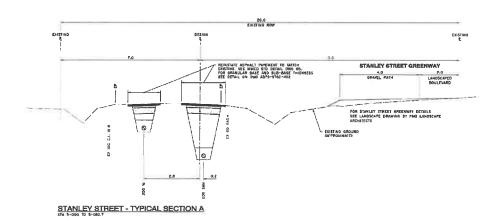
Description	Quant	Unit	Price	Extension	Total
				SUB TOTAL	\$111,218
			Engi	neering (10%)	\$11,122
			Other Cor	nsultants (5%)	\$5,561
				TOTAL	\$127,901

Notes:

- cost covers only water works of Stanley Street between Ewen Avenue and Blackley Street (122.0m watermain)

Typical Road Section:





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InterCAD Services Ltd

LATECOMER COST DETAILS - CHANGE ORDERS			Change Order Tracking Log Bv: D. Tan	- COXIO
dΡ	Platform Properties	Queensborough Eastern Neighbourhood Node	Phase 1/2 Stage Two	
InterCAD	Client:	Project:		

						Riackley 10m	Ricchion - Bornsin	Money 333	
	-					77.5m	309.7m	13.2m	Individual Frontage
Date of CO	CO No.	Becrintion	4				387.2m	291.0m	Total Frontage
70/00/00	+	A the manufactor Duration Comments of the Comm	Cost (exchaing GST)	Notes and % Distribution	Storm	20%	%08	2%	% Distribution
20/00/07	1	Atternative prainage Option to Accommodate Existing Ditch Intill	\$121,107	57% Blackley / 43% Mercer		\$13,818	\$55.213	\$2.367	
20/09/24	2	Removal of trees on the west side of Mercer for road widening	\$4,650	57% Blackley / 43% Mercer		\$531	\$2.120	\$01	
20/09/29	m	Stanley Street Sanitary Install Extra and Install of Stanley Street Culvert	\$8,856	40% Stores / 60% Sanitary	\$3,542			100	
20/12/10	7	Environmental Soil Testing	\$3,669	50% to Biackley 10m Road Allowance		\$1.834			
20/12/16	æ	Supply and Delivery of Pre-Cast NWE Items	\$73,815	32% Blackley / 25% Mercer / 43% Duncan		\$4.728	\$18.802	7503	
20/12/16	6	Storm and San Manhole Backfill with LWF	\$18,167	40% Storm / 60% Sanitary	\$7.267) coc	
20/12/16	11	Extra Work Associated with 750mm Temp Drainage and Extra Survey Costs	\$8,198	57% Blackley / 43% Mercer		COSE	767 CD	2100	
21/01/15	12	Additional Survey Work (Nov to Dec 2020) - Sewer Installations	\$7,574	40% Storm / 60% Sanitary	\$3.029	and a	161,64	nare	
21/02/03	13	Additional Survey Work (Dec to Jan 2021) - Sewer Installations	\$6,534	40% Storm / 60% Sanitary	\$2.614				
21/05/12	12	Mercer Street Subgrade Over-Excavation at Duncan Street Intersection	\$5,518	50% Mercer / 50% Duncan				1014	
21/02/17	17	Additional Survey Work and Dewatering	\$14:111	40% Storm / 60% Sanitary	¢s 645			2776	
21/03/12	22	Delete Headwall Near Manhole D02	\$3,808	100% Storm	-\$3.808				
21/03/12	23	Additional Survey Work	\$12,161	40% Storm / 60% Sanitary	\$4.864				
21/04/01	28	Sewer Videos	\$6,115	40% Storm / 60% Sanitary	\$2.446				
21/04/20	53	Additional Survey Work	\$14,211	40% Storm / 60% Sanitary	\$5.684				
21/04/20	30	Connect Existing Storm Services on Blackley Street to Storm Sewer	\$2,498	100% Storm	\$2 A98				
21/04/26	32	Remove and Reinstall 30m of Storm and Sanitary Sawer on Blackley Street	\$41.848	40% Storm / 60% Sanitary	\$16.720				
21/02/12	34	Additional Survey Work	\$8,712	40% Storm / 60% Sanitary	\$3.485				
21/06/11	36	Additional Survey Work	\$3.515	40% Storm / 60% Sanitary	\$1.406				
21/06/23	37	Video Inspection of Sewers (May 12)	\$4,992	40% Storm / 60% Sanitary	\$1 997				
21/09/23	43	NWE Electrical Joint Trenching on Blackley	-\$4,680	100% Blacklev	Contra	-4037	CA 742		
21/09/23	44	Delete Concrete Roadside Barriers From Scope of Work	-\$18,620	57% Blackley / 43% Mercer		451 55-	-CP /45	¢aça	
21/09/23	48	Expose FortisBC Gas Main Elbow	\$852	100% Storm	\$852		COL'ON.	CDCC-	
21/10/13	S	Remove and Reinstall 81m of Storm and Sanitary Sewer on Blackley Street	\$121,388	40% Sterm / 60% Sanitary	\$48.555				
21/11/04	23	Additional Survey Work	\$2,277	32% Blackley / 25% Mercer / 43% Duncan		\$146	¢583	900	
21/11/16	22	Removal of Temporary 750 Dia Storm Sewer on Mercer and Blackley Street (Ditch Infill)	\$16,486	57% Blackley / 43% Mercer		\$1.881	47 516	\$200	
22/01/07	23	Steel Road Plates Rental to Protect Sewers Prior to Paving	\$19,062	40% Storm / 60% Sanitary	\$7.625		2000	2200	
22/01/10	28	Quality Control Testing Costs During Construction	\$5,827	32% Blackley / 25% Mercer / 43% Duncan		\$473	\$1.401	çee	

Sample Calculation:

\$3,626

\$77,321

\$21,185

\$114,440

Blackley Street - 10.06m Road Allowance

Change Order #1 = \$121,107

Distribution to Blackley Street (Sub Total) = 57% x \$121,107 = \$69,031

Frontage Distribution = (Sub Total) x (10.06m Read Allowance Frontage / Total Blackley Street F = \$69,031 x (77.5m / 387.2m) = \$13,818

SCHEDULE "C"

BENEFITING LANDS & LATECOMER FRONTAGE

Developer's Name:		
Project Number:		

Legal Description of Benefiting Parcels	Roll No.	Civic Address	Roads Latecomer Frontage	Water Latecomer Frontage	Sanitary Latecomer Frontage	Storm Latecomer Frontage	Total Latecomer Frontage
Lot A, District Lot 757, New West District Group 1, PLAN NWP9876 Group 1	13904000	326 Mercer St	TBD*	TBD	N/A	TBD	
Lot 5, Block A, District Lot 757, New West District, PLAN NWP2620 Group 1,of Lot 29	13943000	322 Mercer St	TBD*	TBD	N/A	TBD	
Lot A, District Lot 757, New West District Group 1, PLAN NWP6985	13944000	315 Mercer St	TBD*	TBD	N/A	N/A	
Lot 8, District Lot 757, New West District, PLAN NWP8466 PART S 1/2 Group 1	13103001	310 Stanley St	N/A	TBD	N/A	N/A	
Lot 8, District Lot 757, New West District, PLAN NWP8466 PART N 1/2 Group 1 HAVING A FRONTAGE OF 73.35 FEET ON STANLEY STREET BY FULL DEPTH OF LOT AND ADJOINING LOT 8.	13103000	314 Stanley St	N/A	TBD	N/A	N/A	
LOT 9, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP8466 GROUP 1,	13104001	316 Stanley St	N/A	TBD	N/A	N/A	

Doc# 913704

S 1/2; HAVING A FRONTAGE OF 73.35 FEET ON STANLEY STREET BY FULL DEPTH OF LOT AND ADJOINING LOT 8.						
LOT 3, BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2620 GROUP 1, OF LOT 25	13917000	311 Stanley St	N/A	TBD	N/A	N/A
LOT 4, BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2620 PART S 1/2, GROUP 1, OF LOT 25	13919000	315 Stanley St	N/A	TBD	N/A	N/A
BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP2620 PARCEL A(G80407E), LOT 4 OF 25	13920000	317 Stanley St	N/A	TBD	N/A	N/A
LOT 5, BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2620 GROUP 1, OF LOT 25	13921000	319 Stanley St	TBD*	TBD	N/A	N/A
LOT 6, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP3692 GROUP 1	13935000	310 Blackley St	TBD*	N/A	N/A	TBD
LOT 2, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP15310 GROUP 1	13922001	322 Blackley St	TBD*	N/A	N/A	TBD
LOT 1, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP15310 GROUP 1	13922000	324 Blackley St	TBD*	N/A	N/A	TBD
LOT 18, BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP2620 GROUP 1	13886000	335 Blackley St	TBD*	N/A	N/A	TBD

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DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN LMP40804 PARCEL A, GROUP 1	13938000	305 Ewen Ave	TBD*	N/A	N/A	N/A	
LOT 2, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP3692 GROUP 1	13931000	311.Ewen Ave	N/A	N/A	TBD	N/A	
LOT 1, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP3692 GROUP 1	13930000	313 Ewen Ave	N/A	N/A	TBD	N/A	
LOT 1, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP2695 GROUP 1	13924000	319 Ewen Ave	N/A	N/A	TBD	N/A	
LOT 2 & 3, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP2695 GROUP 1	13925000	323 Ewen Ave	N/A	N/A	TBD	N/A	
LOT 4, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP15310 GROUP 1	13923001	325 Ewen Ave	N/A	TBD	TBD	TBD	
OT 3, DISTRICT LOT 757, NEW WEST DISTRICT GROUP 1, PLAN NWP15310 GROUP 1	13923000	329 Ewen Ave	N/A	TBD	TBD	TBD	
OT 1, BLOCK A, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2620 GROUP 1, E1/2, OF LOT 25, HAVING A FRONTAGE 33' EWEN AVE AND ADJOINING BLOCK 26	13914000	333 Ewen Ave	N/A	N/A	TBD	N/A	
NEW WEST DISTRICT GROUP 1, PLAN NWP2620 PCL B OF LOT 1 OF PCL C DF LOT 2 OF LOT 25 BLK A DL 757	13913000	337 Ewen Ave	N/A	N/A	TBD	N/A	

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11

NEW WEST DISTRICT GROUP 1, PLAN	13915000	339 Ewen Ave	N/A	N/A	TBD	N/A	
NWP2620 GROUP 1, LT 2 W1/2 OF LT							
25 BLK A DL 757							
				·			

TBD*: applicable only to roadworks components that are designed and constructed to ultimate design standards

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REPORT Office of the CAO

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Lisa Spitale, CAO File: 2081399

Item #: 2022-637

Subject: Manufacture's Patio Application (Pacific Breeze Winery) for 6 & 7 320

Stewardson Way

RECOMMENDATION

THAT the following resolution be approved:

WHEREAS New Westminster City Council considered a staff report regarding an application from Pacific Breeze Winery to operate a 20 seat patio located at 6/7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday;

WHEREAS the overall occupancy of the establishment remains at 20 people;

WHEREAS the location is in a light industrial zone (M-1) in the Downtown area;

WHEREAS the establishment is not expected to negatively affect traffic patterns or parking given proximity to transit, and noise is not expected to be an issue;

WHEREAS the establishment has operated a TESA patio during COVID-19 pandemic without any negative impact to the neighbourhood since May 2021;

WHEREAS the business has not generated noise complaints or negative community impacts and the proposed patio is not expected to result in noise or negative impacts to the community based on the establishment's size, hours of operation and location;

WHEREAS the New Westminster Police Department does not oppose the application;

WHEREAS a sign has been placed in front of the business for 30 days, two newspaper notices were published as well as circulated in the City's e-newsletter (Citypage Online),

to 1200+ subscribers and providing details regarding the application and inviting the public to submit comments to the City; and

WHEREAS the City has received no correspondence regarding the application;

THEREFORE BE IT RESOLVED:

THAT New Westminster City Council recommends the approval of the application by Pacific Breeze to operate a 20 person patio, located at 6 & 7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

PURPOSE

This report provides information regarding an application from Pacific Breeze Winery to create a patio in front of the existing business. Details regarding the application are outlined in this report.

SUMMARY

Pacific Breeze Winery, located at 6/7 320 Stewardson Way, has applied to the City of New Westminster and the Province's Liquor and Cannabis Regulation Branch (LCRB) to operate a patio directly in front of the winery. This application is to make permanent the pandemic-related patio (known as a Temporary Expansion Service Area) they were approved for and have operated since May 2021. The patio would be located in front of the business on private property and accommodate up to 20 people. There is no change to the total maximum occupancy of the business, which remains at 20 people. The proposed operating hours would be 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

BACKGROUND

Pacific Breeze Winery, located at 6/7 320 Stewardson Way, has applied to continue operating a 20-seat patio on private property in front of the business – see map below. The business has a Manufacturer's Lounge Endorsement License and a maximum occupant load of 20. The hours of operation are 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday. The patio has been operational since May 2021, when it was approved as a temporary pandemic-related patio.

Policy and Regulations

The subject property is designated Industrial (I) in the City's Official Community Plan (OCP), and zoned Light Industrial (M-1). The M-1 zone currently has a site-specific provision for the property, allowing for a lounge endorsement area with a maximum occupant load of 20 persons.

Manufacturers wishing to operate a patio must obtain approval from both the Liquor and Cannabis Regulation Branch and the City.

Liquor and Cannabis Regulation Branch Policy

Manufacturers with a lounge or special event area endorsement who are operating an outdoor patio as a Temporary Expanded Service Area (TESA), can apply for a new outdoor patio to make their TESA permanent. The Branch's process to consider an application can be summarized as follows:

- The operator must submit a Manufacturer's New Outdoor Patio Application;
- The local government provides a resolution to support or oppose the application.
 The local government has 90 days to provide a resolution unless an extension is
 requested. Prior to considering a resolution, the local government must conduct a
 public input process to obtain the views of residents. The resolution must contain
 comments pertaining to the potential for negative impacts on the community and the
 views of residents; and
- After the local government provides a resolution regarding the application, the Branch proceeds to make a final decision regarding amending the establishment's liquor license.

City Policy

The City's process to consider a patio application (on private property) from a business with a manufacturer's liquor license is as follows:

- City staff meet with the applicant to discuss bylaw requirements relating to the design and operation of the proposed patio;
- The applicant submits an application, as necessary, to the Planning division for a Minor Development Permit;
- The applicant posts a project sign on site for 30 days;
- Two notices are placed in the local newspaper as well as through the City's enewsletter (1200 subscribers) inviting the public to comment on the application;
- Council considers a staff report regarding the application and adopts a resolution regarding the application; and
- Staff submits the resolution to LCRB and if the patio is supported by Council, finalizes the Minor Development Permit with the applicant.

New Westminster Zoning Bylaw No. 6680, 2001 permits lounge endorsement areas and allows parking and loading spaces to be converted to patios to serve the use as follows:

 a) up to two off-street parking spaces, which are not accessible off-street parking spaces; one off-street loading space, provided patio furnishings or structures located within the loading space can be disassembled at any time to facilitate loading.

Site Characteristics and Context

The subject site is situated in the North Arm North neighbourhood of the city, on Third Avenue between Stewardson Way and Levi Street. The property contains two multitenant buildings. Pacific Breeze currently operates within two of the units. The business has a previously approved patio in front of the business that was installed as part of the City's and Province's response to support expanded seating and service areas for COVID-19 business recovery.

Other properties surrounding the site are similarly zoned Light Industrial (M-1), including other manufacturing/warehouse buildings to the north and south, automobile-related uses to the east and west, and an ICBC Claims Centre to the south. The property is also located in fairly close proximity to the railroad tracks, the elevated SkyTrain guideway, and Stewardson Way.

Current location of Pacific Breeze

A site context map is provided below (Figure 1):

Figure 1. Site Context Map

PROPOSAL

Pacific Breeze Winery, located at 6/7 320 Stewardson Way, has applied to the City of New Westminster and the Province's Liquor and Cannabis Regulation Branch (LCRB) to operate a patio directly in front of the winery. This application is to make permanent the pandemic-related patio (known as a Temporary Expanded Service Area) they were

approved for and have operated since May 2021. The patio would be located in front of the business on private property and accommodate up to 20 people. There is no change to the total maximum occupancy of the business, which remains at 20 people. The proposed operating hours would be 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

The applicant's letter of intent is included as **Attachment 1**.

DISCUSSION

As part of the review process, public input was sought from the community as well as comments from New Westminster Police Department, the Provincial Liquor Inspector and other City departments.

Public Comments

The applicant posted a sign in front of the business for 30 days, see **Attachment 2**. Two notices (March 17 and 24, 2022) were place in the local newspaper as well as through the City's e-newsletter (+1200 subscribers) advising the public of the application and inviting comments. No correspondence was received.

New Westminster Police Department

New Westminster Police Department advises Pacific Breeze Winery has not generated calls for service and do not have issues with the application.

Provincial Liquor Inspector

The Liquor Inspector reports that Pacific Breeze Winery has not generated any concerns or violations with respect to Provincial liquor regulations.

City Departments

The impact of noise on the community in the immediate vicinity of the establishment Noise is not expected to be an issue because of the establishment's small size and closing hours. The location is in an industrial area that is removed from nearby residences, and is suitable as a night time venue where some street noise is unlikely to cause disturbance to residents. The City's Integrated Services division reports that Pacific Breeze Winery has not generated any community complaints regarding bylaw matters in the past.

Pacific Breeze Winery's maximum occupant load inside the premises is 20 people. The patio will not increase the overall maximum occupant load but rather allow flexibility to shift the 20 person occupant to interior or exterior/patio space, depending on weather and/or customer demand. City regulations regarding patios on public property associated with manufacturer's endorsement areas require businesses to close their patio at 11pm in an industrial area. In this instance, the applicant's hours of operation are not proposed to extend past 11pm based on their existing Liquor License permissions, nor is the application on public property.

The impact on the community if the application is approved

If the application is approved, the impact is expected to be positive in that it will support a local business recovering from the pandemic, support the local food and drink industry and offer an additional social venue for residents, workers and business. The maximum person capacity of 20 with closing hours of 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday is acceptable.

Views of residents

As noted above, no correspondence was received on this application. Given the small size of the establishment and its location, this was not unexpected by staff.

Patio Design

Planning staff have met with the applicant to discuss the design of the patio. During off-peak patio weather, the size of the patio is reduced to allow easier access to loading doors and additional parking spaces. The patio occupies a portion of the businesses' parking/loading stall area but maintains four reserved spots for customer use when the patio is at its largest size, and is in keeping with the Zoning Bylaw provisions. The final design of the patio would be approved by City staff through a minor Development Permit process.

OPTIONS

There are two options Council presented for Council's consideration:

1. THAT the following resolution be approved:

WHEREAS New Westminster City Council considered a staff report regarding an application from Pacific Breeze Winery to operate a 20 seat patio located at 6/7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday;

WHEREAS the overall occupancy of the establishment remains at 20 people;

WHEREAS the location is in a light industrial zone (M-1) in the Downtown area;

WHEREAS the establishment is not expected to negatively affect traffic patterns or parking given proximity to transit, and noise is not expected to be an issue;

WHEREAS the establishment has operated a TESA patio during COVID-19 pandemic without any negative impact to the neighbourhood since May 2021;

WHEREAS the business has not generated noise complaints or negative community impacts and the proposed patio is not expected to result in noise or negative impacts to the community based on the establishment's size, hours of operation and location;

WHEREAS the New Westminster Police Department does not oppose the application;

WHEREAS a sign has been placed in front of the business for 30 days, two newspaper notices were published as well as circulated in the City's e-newsletter (Citypage Online), to 1200+ subscribers and providing details regarding the application and inviting the public to submit comments to the City; and

WHEREAS the City has received no correspondence regarding the application;

THEREFORE BE IT RESOLVED:

THAT New Westminster City Council recommends the approval of the application by Pacific Breeze to operate a 20 person patio, located at 6 & 7 320 Stewardson Way with liquor service hours from 12:00 pm-8:00 pm Sunday to Wednesday and 12:00pm – 10:00 pm Thursday to Saturday.

2. THAT Council provide staff with alternate direction.

Staff recommend Option 1 (Approve Sidewalk Patio) and have prepared a resolution relating to this option for Council's consideration.

INTERDEPARTMENTAL LIAISON

Staff from Climate Action, Planning and Development were consulted regarding this matter. The Police Service and Liquor Inspector were also consulted.

ATTACHMENTS

Attachment 1 – Letter of Intent Attachment 2 – Sign Posting

APPROVALS

This report was prepared by: Carolyn Armanini

This report was reviewed by: Blair Fryer

This report was approved by: Lisa Spitale, CAO



Attachment #1
Letter of Intent



Project Summary Letter

A 5-foot cedar fencing in mobile concrete blocks surrounding our proposed patio. The structure is already built as it was used since May 2021 with our TESA. Height on blocks is 5'6" with hinges to allow for easy adaptability in size. During off-peak patio weather, we reduced the size to allow easier access to our overhead doors and additional parking spaces. Occupies a portion of our parking lot but still provides 4 private reserved spots for our customers when at its largest size. The proposed space extends only to the pre-existing chain-link fence along Levi Street so access to large trucks turning in will not be impacted. A large main entrance/exit provides adequate space for entry as well as an additional exit for emergencies.







Attachment #2
Sign Posting

From: devon@pacificbreezewinery.com
To: Carolyn Armanini; Jen Arbo
Cc: Dylan@pacificbreezewinery.com

Subject: [EXTERNAL] RE: Draft Patio Signage for LCRB

Date: Tuesday, March 15, 2022 12:18:54 PM

Attachments: <u>image001.png</u>

CAUTION: This email originated from outside of the City of New Westminster's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Attached is a photo showing that our sign has been posted!

Let me know if you need anything else!

Cheers,
Devon Hamilton
Pacific Breeze Winery
604-522-2228

From: Carolyn Armanini <carmanini@newwestcity.ca>

Sent: March 10, 2022 1:47 PM

To: 'devon@pacificbreezewinery.com' <devon@pacificbreezewinery.com>; 'Dylan Hamilton'

<dylan@pacificbreezewinery.com>
Cc: Jen Arbo <jarbo@newwestcity.ca>
Subject: FW: Draft Patio Signage for LCRB

Hi Devon – yes looks good to be posted. I have sent it to the newspaper and it will run March 17 and March 24. I will be away March 13 - 25 but have copied my colleague Jen in case you need anything while I'm away. That said, everything looks in order! Don't forget to take a picture once it's up (by March 17) and send that to me so I have a time stamp.

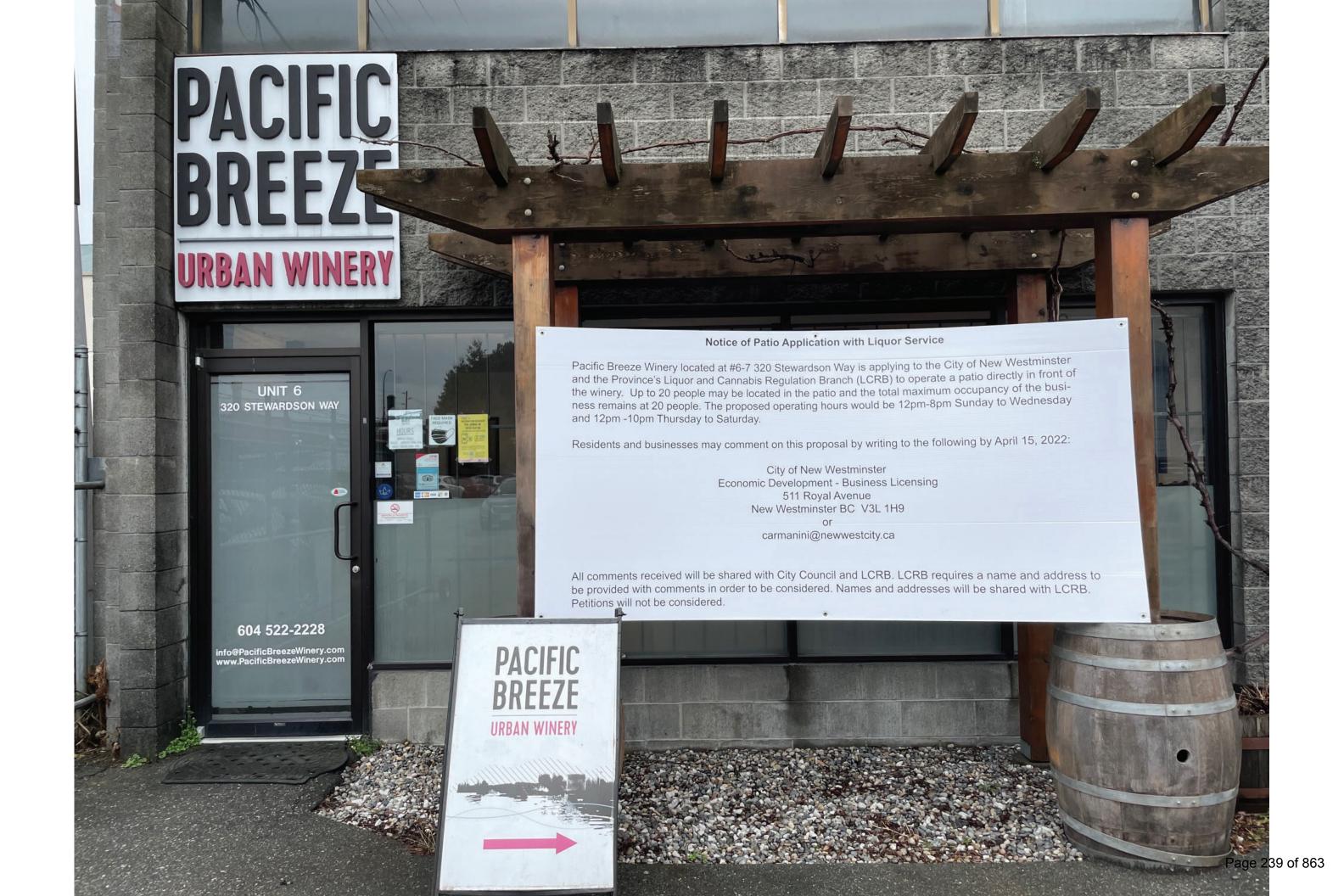
Cheers, Carolyn

Carolyn Armanini, MCIP, RPP | Planner, Economic Development

Mobile 604.354.8596 | Office 604.527.4647 | E carmanini@newwestcity.ca

From: devon@pacificbreezewinery.com>

Sent: Thursday, March 10, 2022 11:41 AM





REPORT Climate Action, Planning and Development

To: Mayor Cote and Members of Council Date: September 26, 2022

From: Emilie K. Adin, File: OCP00036

Director, Climate Action, Planning and

Development

Item #: 2022-623

OCP00031

Subject: Official Community Plan Amendment Section 475 and 476: 501 Fourth

Avenue and 408 Fifth Street (Holy Eucharist Cathedral), and 1135

Salter Street - Consultation Report

RECOMMENDATION

THAT Council, with regard to the proposed Official Community Plan (OCP) Amendment for 501 Fourth Avenue and 408 Fifth Street:

- 1) Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
- 2) Direct staff to advise and consult with the following First Nations:
 - i) Skawahlook First Nation;
 - ii) Seabird Island Band;
 - iii) Shxw'ōwhámél First Nation;
 - iv) Soowahlie First Nation;
 - v) Squamish Nation; and
 - vi) Sto:lo Tribal Council.

AND

THAT Council, with regard to the proposed Official Community Plan (OCP) Amendment for 1135 Salter Street:

1) Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;

- 2) Direct staff to advise and consult with the following First Nations:
 - i) Skawahlook First Nation;
 - ii) Seabird Island Band;
 - iii) Shxw'ōwhámél First Nation;
 - iv) Soowahlie First Nation;
 - v) Squamish Nation; and
 - vi) Sto:lo Tribal Council.

PURPOSE

To identify those parties that may be affected by the proposed OCP Amendments for 501 Fourth Avenue and 408 Fifth Street, and 1135 Salter Street, as required by Sections 475 and 476 of the Local Government Act, and request Council direction to proceed with the required consultation.

DISCUSSION

Consultation Requirements

Section 475 and 476 of the *Local Government Act* provides specific requirements for consultation that must occur prior to the consideration of an Official Community Plan (OCP) amendment. The Act requires local government to provide one or more opportunities it considers appropriate for consultation with the organizations and authorities it considers may be affected by the proposed OCP amendment.

Consideration of Consultation

On April 25, 2022 and May 9, 2022, Council provided direction to staff to proceed with the required consultation for 501 Fourth Avenue and 408 Fifth Street, and 1135 Salter Street, respectively, as required by Sections 475 and 476 of the Local Government Act. The following First Nations were included based on Port Metro Vancouver's consultation list:

- Cowichan Tribes;
- Halalt First Nation:
- Katzie First Nation;
- Kwantlen First Nation;
- Kwikwetlem First Nation;
- Lyackson First Nation;
- Lake Cowichan First Nation;
- Musqueam Indian Band;

- Penelakut Tribe;
- Qayqayt First Nation;
- Semiahmoo First Nation;
- Sto:lo Nation;
- Stz'uminus First Nation;
- Tsawwassen First Nation; and
- Tsleil-Waututh Nation.

New information has since come available to staff which identifies additional nations to consult with based on updates to the Port Metro Vancouver contact list. As such, staff recommends consultation with the following additional First Nations:

- Skawahlook First Nation;
- Seabird Island Band:
- Shxw'ōwhámél First Nation;
- Soowahlie First Nation;
- Squamish Nation; and
- Sto:lo Tribal Council.

OPTIONS

The following options are available for Council's consideration:

- 1. That Council, with regard to the proposed Official Community Plan (OCP) Amendment for 501 Fourth Avenue and 408 Fifth Street:
 - Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
 - 2) Direct staff to advise and consult with the following First Nations:
 - i. Skawahlook First Nation;
 - ii. Seabird Island Band:
 - iii. Shxw'owhámél First Nation;
 - iv. Soowahlie First Nation;
 - v. Squamish Nation; and
 - vi. Sto:lo Tribal Council.
- 2. That Council, with regard to the proposed Official Community Plan (OCP) Amendment for 1135 Salter Street:
 - Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act:

- 2) Direct staff to advise and consult with the following First Nations:
 - i. Skawahlook First Nation;
 - ii. Seabird Island Band;
 - iii. Shxw'ōwhámél First Nation;
 - iv. Soowahlie First Nation;
 - v. Squamish Nation; and
 - vi. Sto:lo Tribal Council
- 3) That Council provide staff with alternative direction.

Staff recommend Options 1 and 2.

<u>APPROVALS</u>

This report was prepared by: Amanda Mackaay, Planner Dilys Huang, Planner

This report was reviewed by:
Mike Watson, Acting Supervisor of Development Planning
Jackie Teed, Senior Manager of Climate Action, Planning, and Development

This report was approved by: Emilie Adin, Director of Climate Action, Planning, and Development Lisa Spitale, Chief Administrative Officer



REPORT Finance

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Harji Varn File:

CFO/Director of Finance

Item: 2022-633

Subject: Permissive Property Tax Exempt Properties for 2023 – Review of

Application Result

RECOMMENDATION

THAT Council approve the proposed Taxation Exemption list and forward the Permissive Tax Exemption Bylaw No. 8366, 2022 (Attachment A) for three readings.

PURPOSE

To seek Council's approval of the 2022 permissive tax exemption (PTE) applications to be considered in the 2023 Permissive Property Tax Exemption Bylaw. The permissive exemption is for the 2023 year.

SUMMARY

Section 224 of the Community Charter allows Council, on or before October 31 of each year, to adopt a bylaw to exempt from property taxation, for a period not longer than ten years, the land, improvements or both owned and used for various specified purposes. In previous years, City of New Westminster Council has provided permissive tax exemptions for the following land and/or improvements:

- 1. Surrounding an exempt property
- 2. Used or occupied by a hospital and independent schools
- 3. Used or occupied by a home for elderly citizens constructed with the assistance of aid granted by the Province under the *Housing Construction (Elderly Citizens) Act* before its repeal
- 4. Used for charitable or philanthropic purposes
- 5. Owned or held by an athletic or service club for public service purposes

The City's Property Taxation Permissive Exemption Policy strives to ensure a balance between approving permissive property tax exemption and the need to preserve the property tax revenue base. The City's general position is not to award new permissive tax exemptions, but each application is reviewed on a case by case basis and in some instances tax exemptions have been Page 244 of 863

approved. Consideration for permissive tax exemption is generally limited to organizations such as places of public worship, hospitals and independent schools, etc. that are already statutorily exempt from the Province for their building and for the land on which the building resides. Based on policy and past practice, application for permissive tax exemption by other not-for-profit organizations are not approved by Council as most are referred to the City's grant programs.

The Community Charter requires the City to provide notice of permissive exemptions proposed by Council in the local newspaper, published once each week, for two consecutive weeks. The notice must include a list of the properties being permissively exempted and an estimate of the amount of property taxes that would have been imposed if the exemption had not been approved by Council. Permissive exemptions of property used for public worship, under section 224(2)(f), and seniors' homes, hospitals and independent schools, under section 224(2)(h), are excluded from this requirement. Advertisements are scheduled to be published in the New Westminster Record in September 2022.

BACKGROUND

Since 1996, properties that qualify for a permissive tax exemption have been required to submit an application each year for continued tax exemption.

EXISTING POLICY AND PRACTICE

On an annual basis, existing PTE applicants are notified by email of the application process and deadline date. During this period, new applicants that contact the City are also provided with the same information that is on the City website.

Corporate Policy Document: Property Taxation Permissive Exemption Policy

Document 316477 version 1

ANALYSIS

Application Results

Letters were emailed to current recipients of permissive tax exemptions and applicants were advised to download the application form from the City's website and complete and submit the applications by no later than August 8, 2022.

The following provides a summary of the applications received and any significant changes from last year's taxation exemption and Exempt Properties Bylaw No. 8280, 2021.

Section 224(2)(f) in relation to property that is exempt under section 220(a)(h)[buildings for public worship]

- Thirty-one applications per Attachment A. Note some of the applications contain more than one parcel of land (e.g. parking lots/ancillary buildings close to primary parcel containing improvements for place of public worship)

Section 224(2)(g) land or improvements used or occupied by a religious organization for the purpose of public worship

- Two applications per Attachment A. Only the space occupied will be exempt from taxes.

Section 224(2)(k) land or improvements for which a grant has been made, after March 31, 1974 under the Housing Construction (Elderly Citizens) Act

Three applications per Attachment A

Section 224 (2)(h) in relation to property that is exempt under section 220(l)(i)[seniors' homes] or (j) [hospitals], any area of land surrounding the exempt building; and (h.1) in relation to land or improvements, or both, exempt under section 220(1)(1) [independent schools], any area of land surround the exempt land or improvements;

- Two applications relating to seniors' homes and hospitals as included in Attachment A.

Section 224(2)(b) land or improvements that are owned or held by municipality, regional district or local authority and council considers are used for the purpose of the local authority.

- Eight applications that are 100% exempt per Attachment A
- One application that is 75% exempt (Royal City Curling Club) per Attachment A

Section 224(2)(a) land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation, and the council considers are used for a purpose that is directly related to the purposes of the corporation

Five applications per Attachment A

New Applications

All new applications are being presented to Council for consideration. The following provides a brief synopsis of each new application. The applicable section of the Community Charter and an estimate of the 2023 tax levy is provided, assuming a modest tax increase. A detailed analysis of each of the new applications is provided in Attachment B along with a brief summary below.

Seven new applications have been received for 2023 for tax exemption under section 224. Of the seven new applications:

- One application is per section 224(2)(f) of the Community Charter and is a place of worship and therefore qualifies for exemption as Council has continued to support permissive exemptions for places of worship.
- Four applications are from not-for-profit organizations providing addiction recovery and housing and health support services to vulnerable community members.

 Two applications that are not required as the properties receive statutory exemptions and no permissive exemption is required.

Section 224(2)(f) – Places of Worship

New applications under this subsection are infrequent. Council has continued to support permissive exemptions for places of worship. The property IS included in the attached bylaw.

1. Vancouver Chin Baptist Church

Folio: 003178000 Civic: 76 Jamieson Court Total \$7,253

<u>Section 224(2)(a) – Not for Profit:</u> Land or improvements that are owned or held by a charitable, or philanthropic or other not for profit corporation and Council considers are used for a purpose that is directly related to the purposes of the Corporation

New applications under this subsection of the Community Charter are generally not supported by Council, consistent with Council's policy of (with few exceptions) not approving such applications for permissive exemption. The properties are NOT included in the attached bylaw. If Council chooses to extend a permissive property tax exemption to any of these properties, the bylaw attached to this report will need to be amended.

1. Last Door Recovery Society

Folio: 1017000 Civic: 109 Ash St Total: \$4.556

2. Lookout Housing and Health Society

Folio: 00255000 Civic: 544 Columbia St Total: \$91,670

3. Aunt Leah's Foundation

Folio: 01067000 Civic: 845 Royal Ave Total: \$4,383

4. Aunt Leah's Foundation

Folio: 13265000 Civic: 307 Boyne St Total: \$3,996

Two additional applications were received from the Fraser Health Authority. In follow-up with the applicant it was learned that the applications were not required as the properties receive statutory exemptions for the areas occupied by the Fraser Health Authority.

FINANCIAL IMPLICATIONS

Based on staff recommendation, an increase of approximately \$4,029 (municipal portion only) is anticipated in permissive property tax exemptions. Property tax exemptions will be spread over the existing tax base to recover costs to provide City services annually. Grants are another avenue for not-for-profit to seek financial assistance form the City.

Permissive property tax exemptions have generally been provided to properties that are statutorily exempt. There are few other pre-existing charitable, philanthropic or other not-for profit properties that continue to receive the permissive tax exemptions.

OPTIONS

Council may choose one of the following:

- Option 1: that Council approve the proposed Taxation Exemption list forward the Permissive Tax Exemption Bylaw No. 8366, 2022 (Attachment A) for three readings, or
- Option 2: that Council provides staff with direction to amend the proposed Taxation Exemption and Exempt Properties Bylaw.

Staff recommends Option 1.

CONCLUSION

In New Westminster, the Property Taxation Exemption Policy has been be employed since the mid-1990's. Permissive tax exemptions are of significance mainly to places of worship, seniors homes and hospitals, independent schools and pre-existing charitable, philanthropic or other notfor profit properties. The range of community contribution varies widely amongst these properties in the survey of the permsisve tax exmptions.

ATTACHMENTS

Attachment A – Permissive Tax Exemption Bylaw No. 8366, 2022.

Attachment B – Detailed Analysis of New Permissive Exemption Applications for 2023

This report was prepared by: Parissa K. Bhullar, CPA, CGA (Manager, Revenue and Collections)

This report was approved by:

Harji Varn CFO/Director of Finance

Lisa Spitale Chief Administrative Officer





Attachment #A Permissive Tax Exemption Bylaw No. 8366, 2022

GIVEN FIRST READING this

Attachment A

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8366, 2022

A Bylaw to authorize the exemption from taxation of certain lands and premises

WHEREAS BY Section 224 of the Community Charter the Council of a Municipality may exempt from taxation certain land or improvements as determined by Council should be so exempted to the extend, for the period and subject to the conditions provided by bylaw;

THE CITY COUNCIL of the Corporation of the City of New Westminster ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "PERMISSIVE TAX EXEMPTION BYLAW NO. 8366, 2022".

day of

2. All those lands and premises more particularly known and described in the list of properties appearing as Attachment "A" to this bylaw are exempt from taxation for the succeeding year pursuant to the provisions of Section 224 of the Community Charter.

GIVEN SECOND READING this day of 2022

GIVEN THIRD READING this day of 2022

ADOPTED and the seal of the Corporation of the City of New Westminster affixed this day of , 2022

MAYOR JONATHAN COTE

JACQUE KILLAWEE CITY CLERK

2022

Attachment A

Section 224 (2)(f) – Owned and Occupied for the purpose of Public Worship (TOTAL EXEMPTION)

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
1.	00444000	Holy Trinity Romanian Orthodox Parish Society	Lot D NWD PI EPP48991 PID 029-589-941	220 Carnarvon St
2a.	00648001	Emmanuel Pentecostal Church of New Westminster	Lot A (Z129828) Blk.26 Pl.2620 PID 004-513-801 (800 sq.ft. living quarters taxable)	321 Carnarvon St
2b.	00419001	Emmanuel Pentecostal Church of New Westminster – New Church Hall	Lot 1 Blk. 16 Pl.LMS2926	335 Carnarvon St
3.	00424000	Word Christian Community Church	Lot E Blk. 16 Pl. 9562	336 Agnes St
4.	00734000	The Roman Catholic Archbishop of Vancouver – St. Peter's Church	Lots A, Blk.31 Pl.3142	330 Royal Ave
5a.	01124000	Columbia Congregation of Jehovah's Witnesses	Lot 3 of Lot 15 Blk.36 Pl.2620	126 – Tenth St (parking lot)
5b.	01125000	Columbia Congregation of Jehovah's Witnesses	Lot 4 of Lot 15 Blk.36 Pl.2620	120 – Tenth St
6.	01288000	Holy Trinity Parish of New Westminster BC	Pcl. 1 Victoria Gardens Ref. PL. 74708 PID 008-186- 430	514 Carnarvon St
7.	01411000	Trustees Congregation of Queen's Avenue United Church of Canada	Lot "D" Blk. "H" St. George's Square Pl. 17922 (650 sq ft. living quarters taxable)	513 Queen's Ave
8.	03307000	The Parish of St. Mary the Virgin	Lot 21 Sub. Blk. 3 Pl.4606 PID 011-110-473	121 E. Columbia St
9.	03472001	Sapperton Baptist Church	Lot 127 Sub. Blk.3 Pl.51113 PID 004-900-065	322 Hospital St
10.	03575000	Trustees of the Congregation of Knox Presbyterian Church	Lot A SB3 PI.85177 GP1. PID 015-949-613	403 E Columbia St

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
11.	03680000	The Roman Catholic Archbishop of Vancouver – Sts. Cyril & Methodius Church	Lots 1/2/3/4 of Blk 2 Sub. Blk.3 Pl.3984 (580 sq ft Manse only taxable)	472 E Eighth Ave
12.	03724000	Gospel Church in Christ	Lot "M" Sub. Blk.3 Pl. 18045 PID 010-346-490	520 McDonald St
13.	05476000	Olivet Baptist Church	Pcl A Sub. Blk.5 Pl.33098 (819 sq. ft. living quarters taxable)	613 Queen's Ave
14.	06128000	Trustees of the Congregation of the First Presbyterian Church	Lots 9/10 of Lots 8/9/35/36/37/38 Sub. Blk.6 Pl.2620	616 Fourth Ave
15.	06156000	The Governing Council of the Salvation Army Canada	Lots 32/33 of Lots 8/9/35-38 Sub. Blk.6 Pl.2620	325 Sixth St
16.	06191000	Burnaby Apostolic Christian Church	Lot 16 of Lot 10 & E.1/2 of Lot 11 Sub Blk.6 Pl.2620	316 Seventh St
17a.	06207000	Ukrainian Orthodox Church of St. Peter & Paul	LT 1, NWD, PL NWP3958 LOT 1, NEW WEST DISTRICT, PLAN NWP3958 SUBURBAN BLOCK 6, GROUP 1 (900 sq. ft residence taxable)	302 Eighth St
17b.	06208000	Ukrainian Orthodox Church of St. Peter & Paul AND Hohite Semay St Marie	Lot 2 Sub Blk.6 Pl3958 PID 002-219-557	304 Eighth St
18.	06420000	Trustees of New Westminster Congregation Free Methodist Church in Canada	Lot 17 Sub.Blk.6 Pl37978 Ex. Plan 38812 (1600 sq.ft. Manse taxable)	320 Eighth St
19.	06755000	The Ukrainian Catholic Eparchy of New Westminster	Lots 5/6/7 of Lot 6 Sub. Blk.7 Pl.2620	501 Fourth Ave
20.	06866000	Vancouver Japanese Gospel Church	Lot 21 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	425 Eleventh St
21a.	06879000	The Parish of St. Barnabas (Church)	Lot "A" (Z205283 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620 PID 005-293-839 (3284 sq.ft. Manse taxable)	1002 Fifth Ave
21b.	06881000	The Parish of St. Barnabas (Hall)	Lot 33 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	1010 Fifth Ave
22.	09204000	The Trustees of St. Aiden's Presbyterian Church	Lots 23 & 24 of Lot 10 Sub. Blk. 11 Pl.2620 (2300 sq.ft. Manse taxable)	1316 Seventh Ave

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
23.	09778000	Unity of New Westminster Church	Lot 10 Sub. Blk.12 Pl.5153	1636 Edinburgh St
24.	10145000	The Image of God Church	Lot 32 of Lot 1 of Lot 13 Sub. Blk. 12 Pl.2620 PID 013-483- 617	925 Tenth St
25a.	10884000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot "A" Sub. Blk.13 Pl.18173 (1620 sq.ft. Manse taxable) PID 004-757-173	701 Sixth Street
25b.	10886000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot 34 of Lot 15 SB13 Plan 39977 PID 001-497-588	511 Seventh Ave (parking lot)
26.	11003000	First Church of Christ Scientist of New Westminster BC	Lot 21 Sub. Blk. 13 Pl.36862	633 Eighth St
27.	11174000	Mt. Zion Lutheran Church of New Westminster	Parcel B SB14 PI.71817 PID 004-168-721	930 Cumberland St
28.	12884000	The Roman Catholic Archbishop of Vancouver – Holy Spirit Church	Lot A of Blk.21 of Lot 757 G.P.1 Pl.2620 (2640 sq.ft. Manse taxable)	244 Lawrence St
29a.	13294000	The Khalsa Diwan Society	Pcl. 1 Blk.27 Pl.LMP12733 DL 757 Grp.1 PID 018-496-598 (250 sq. ft. living quarters taxable)	347 Wood Street
29b.	13300001	The Khalsa Diwan Society	Lot 98, Blk 27 NWD PL NWP2620 DL 757 & 758	331 Wood Street (parking area)
29c.	13299000	The Khalsa Diwan Society	Lot 96, Blk 27 NWD PL NWP2620 DL 757	335 Wood Street (parking area)
29d.	13300000	The Khalsa Diwan Society	Lot 97, Blk 27 NWD PL NWP2620 DL 757	333 Wood Street (parking area)
29e.	13314001	The Khalsa Diwan Society	Lot 1, DL 757 NWD, PL LMP1695	348 Wood Street (vacant land)
29f.	13278000	The Khalsa Diwan Society	Lot 75 BL 27 DL 757 PL NWP2620	334 Boyne Street (parking area)
29g.	13280000	The Khalsa Diwan Society	Lot 77 BL 27 DL 757 PL NWP2620	338 Boyne Street (parking area)

	ROLL# OWNER		<u>LEGAL</u>	CIVIC ADDRESS
29h.	13279000	The Khalsa Diwan Society	Lot 76 BL 27 DL 757 PL NWP2620	336 Boyne Street (parking area)
30a.	15475002	Trustees Congregation Connaught Heights Pentecostal Assembly	Lot 63 D.L. 172 G.P.1 PI.59349 PID 005-742-846	2201 Eighth Ave
30b.	15570001	Trustees Congregation Connaught Heights Pentecostal Assembly	Pcl. "A" D.L. 172 Group 1 EX Pl.61292 PID 002-744-406	2201 Edinburgh St. (parking lot)
31.	06154000	Seventh-day Adventist Church BC Conference	Lot30, NWD, Plan NWP2620 Suburban Block 6, of lots 8, 9 & 35 to 38.	333 Sixth St
32.	03178000	Vancouver Chin Baptist Church	Lt 1, DL 115, NWD, PL NWP82717	76 Jamieson Crt (church only)
	Section 224	(2)(a) - 1 sed or occupied by a c	hurch as tenant for the purpose of	nublic worship
	Occilon 224		EXEMPTION)	public worship
1.	07811000	Gheorghe and Fancia Serban (St. Gheorghe Romanian Orthodox Church)	Lot 14 Sub. Blk. 9 Pl.2531	1932 Eighth Ave
2.	11831000	Thornebridge Gardens Holdings (Royal City Christian Centre portion only – registered 99 year lease)	Lot A PI.16995 D.L. 2056 (250 Sq Ft. living quarters taxable)	601 Eighth Ave
<u>Sect</u>	ion 224(2)(k)	 Homes for elderly citizens con: 	structed with assistance of aid gra	nted by the Province
		<u>January 1, 1947 and</u>	<u>after</u> <u>d before March 31, 1974</u> EXEMPTION <u>)</u>	
1.	06417000	Free Methodist Church Senior Citizen Home Society	Lot 16 Sub Blk.6 Pl.28109 PID 008-937-079	815 Kennedy St
2.	11111000	New Westminster Rotary Senior Citizen's Home Society	Lot 7 Sub Blk.14 Pl.36206 Subsidy Lot A	25 Clute St
3.	15474000	Connaught Heights Pentecostal Villa Society	Lot "A" Blk.12 D.L.172 G.P.1. Pl.2974	2222 Edinburgh St

daycare portion - lessee

Section 224(2)(h) – Hospitals and Private Schools (TOTAL EXEMPTION)

		<u>(</u>				
1a.	01612001	BC Buildings Corp (Queen's Park Hospital Society - Queen's Park Hospital)	Lt. 3 DL115, GP1, Plan BCP8786 PID 025-813-901	315 McBride Blvd		
1b.	01612002	Fraser Health Authority (Administration building for Queens Park Hospital)	Lt. C DL115 GP.1 PI LMP 8439	33 Blackberry Dr		
5	Section 224(2)		ed by the municipality and used fo DTAL EXEMPTION)	r a purpose of the		
			-	artian of Ousans		
1.	05873100	Park	· Cadet Squadron – located on a p	ortion of Queens		
2.	09206100	New Westminster Lawn Bowling	g Club – located on a portion of Mo	oody Park		
3.	00853100	New Westminster Tennis Club	 located on a portion of Tipperary 	Park		
4.	05873150	Vagabond Players – located on	a portion of Queens Park			
5.	09206101	New Westminster Amateur Rac	dio Club – located on portion of Mo	ody Park		
6.	05873103	Arts Council of New Westminster – located on portion of Queen's Park				
7.	05873102	Queen's Park Preschool Societ	Queen's Park Preschool Society – located on portion of Queen's Park			
8.	05090000	Greater Vancouver Water Distr	ict – Tennis Courts, leased portion	of GVRD Reservoir.		
	Se	ection 224(2)(b) – Land or improv	vements owned by the municipality	<u>and</u>		
		used for the purpose of the r	municipality (75% EXEMPTION)			
1.	04317000	Royal City Curling Club	Lot 87 SB. 4 & 13 Pl.28208	75 E Sixth Ave		
	04017000	royal only canning clas	20107 05. 4 0 1011.20200	70 L GIXII 7 WO		
		0 11 001/0\/ \ 11 1/				
			haritable or Philanthropic purpose: EXEMPTION)	<u>S</u>		
		<u>,</u>	,			
1.	01051000	Kinsight Community Living	Lot 31 Blk. 36 Pl.57988 PID 005-665-850	811 Royal Avenue		
			FID 003-003-030			
2.	03466000	Sapperton Old Age	Pcl. "A" Lots 8/9 Sub. Blk.3 Ex.	318 Keary Street		
۷.	0040000	Pensioners Association	PI.9528 PI.2620	o to Realy Ollect		
3.	01613501	Kolumbia Inn Daycare Society	Lt B, DL115, Gp. 1, Pl BCP25520 – leased portion of	236 Ross Drive		

folio 01613501

4.	00111100	The Fraser River Discovery Centre	PI.LMP29059 Pcl A Airspace, DL3979 & 3982, that portion occupied by Discovery Centre	788 Quayside Drive
5.	01441001	Honour House Society	Blk H, Pcl C St. George's Square, Plan 2620	509 St. George Street



Attachment #B Detailed Analysis of New Permissive Exemption Applications for 2023

Detailed Analysis of New Permissive Exemption Applications for 2022

1. Vancouver Chin Baptist Church

Folio: 03178000 Civic: 76 Jamieson Court

The applicant purchased the property in December 2021. The applicant is a charitable church organization. Members worship together to strive for physical, mental and spiritual development. The applicant holds worship services, mourning services, Bible studies, prayer services and a meeting place for the community.

A portion of the parcel is used for daycare space and that will remain unchanged. There is a five year lease to operate the daycare. The daycare space will continue to be levied property taxes.

If approved, the exemption would only be for the portion of the site used for public worship. Currently, the property is assessed as a Class 6 property (based on previous ownership). Subject to review by BC Assessment, the property assessment class may change to Class 8 (recreation/other) as the premises are being used for a place of worship.

This property **IS** included in the attached bylaw. The information in terms of tax impact is provided for information only and based on a Class 8 assessment value.

Estimate of permissive property tax exemption:

Est. municipal tax levy	\$4,029
Est. tax levies collected on behalf of other authorities	3,514
Total Estimated 2023 taxes	\$7,543

2. Last Door Recovery Society

Folio: 01017000 Civic: 109 Ash St

The applicant operates a long-term 10 bed residential care facility for youth aged 14-18 who have issues with substance abuse disorders and/or concurrent health issues. The facility operates 24/7 and is staffed at all times. Although the facility has ten beds, it typically houses approximately 40 clients per year. The facility is funded by First Nation's Health Authority, Fraser Health Authority, and the Province of BC. Some services are also provided privately for those who wish.

The application does not meet the terms of the current Property Tax Permissive Exemption Policy and as such is **NOT** included in the attached bylaw.

Estimate of permissive property tax exemption:

Est. municipal tax levy	\$2,944
Est. tax levies collected on behalf of other authorities	1,612
Total Estimated 2023 taxes	\$4,556

3. Lookout Housing and Health Society

Folio: 00255000 Civic: 544 Columbia St

The applicant provides homeless and health support services to vulnerable community members. The administration offices are located at 544 Columbia St. The site is classified as Class 6 (business). The site also provides direct service programs for individuals struggling with barriers to employment. The applicant purchased the property for \$7M in March 2021. The sale of the property triggered a detailed review by BC Assessment for the 2022 roll. It is not always an improvement in property that leads to increase in assessment values. The property may have been valued appropriately in prior years and the market value yielded \$7M.

Per Council policy, Council will consider applications on an individual basis but will generally not support any application for permissive exemption from not-for-profit groups in order to preserve the City's property tax revenue base. In this case, it is recommended that applicant be directed to the City's grant programs to seek potential financial assistance.

This property is **NOT** included in the attached bylaw. The information in terms of tax impact is provided for information.

Estimate of permissive property tax exemption:

Est. municipal tax levy	\$59,632
Est. tax levies collected on behalf of other authorities	32,038
Total Estimated 2023 taxes	\$91,670

4. Aunt Leah's Foundation

Folio: 01067000 Civic: 845 Royal Ave

The applicant provides an apartment building that is affordable, transition housing to youth aging out of foster care. The applicant has been providing this service at this location since April 2017.

Per Council policy, Council will consider applications on an individual basis but will generally not support any application for permissive exemption from not-for-profit groups in order to preserve the City's property tax revenue base. In this case, it is recommended that the applicant be directed to the City's grant programs to seek potential financial assistance if deemed eligible.

This property is <u>NOT</u> included in the attached bylaw. The information in terms of tax impact is provided for information only and to assist the applicant of the financial impact to seek grant funding.

Estimate of permissive property tax exemption:

Est. municipal tax levy	\$2,832
Est. tax levies collected on behalf of other authorities	1,551
Total Estimated 2023 taxes	\$4,383

5. Aunt Leah's Foundation

Folio: 13265000 Civic: 307 Boyne St

The applicant rents the property to Aunt Leah's Independent Lifeskills Society (known as Aunt Leah's Place), a registered non-profit for the purposes of providing supportive housing for young moms and babies at risk of losing custody of their children in an independent, shared living environment. The five suites are occupied 24/7 by five moms plus babies. The Society provides workers on –site approx. 8 hours per day. The rent is \$3500 per month and each participant pays rent directly to the Society.

Per Council policy, Council will consider applications on an individual basis but will generally not support any application for permissive exemption from not-for-profit groups in order to preserve the City's property tax revenue base. In this case, it is recommended that the applicant be directed to the City's grant programs to seek potential financial assistance if deemed eligible.

This property is <u>NOT</u> included in the attached bylaw. The information in terms of tax impact is provided for information only and to assist the applicant of the financial impact to seek grant funding.

Estimate of permissive property tax exemption:

Est. municipal tax levy	\$2,582
Est. tax levies collected on behalf of other authorities	1,414
Total Estimated 2023 taxes	\$3,996

6. Fraser Health Authority

Folio: 02704000 Civic: 330 East Columbia St

Fraser Health Authority submitted a permissive tax exemption for the Royal Columbia Hospital site. Public hospitals receive a statutory exemption from the Province and no application is required.

The applicant has been advised and understands that the application was made in error and not necessary.

7. Fraser Health Authority

Folio: 0163501 Civic: 230 Ross Drive

Fraser Health Authority submitted a permissive tax exemption for 232-234 Ross Drive (civic is 230 Ross Drive). The Fraser Health Authority operates a health care clinic and provides adult care programs. The public health care clinic is statutorily exempt.

In terms of the two occupiers, the Good Samaritan Canada portion that operates assisted living suites remains taxable. The Kolumbia Inn Daycare Society applies annually to seek a permissive exemption for the site occupied by the daycare site under section 224(2)(a).

The applicant has been advised and understands that the application was made in error and not necessary.



REPORT Office of the Chief Administrative Officer And Finance Department

To: Mayor Cote and Members of Council,

Closed Council Meeting

Date: September 26, 2022

From: Lisa Spitale

Chief Administrative Officer

Harji Varn

CFO/Director of Finance

Item #: 2022-654

File:

Subject: Q2 2022 Capital Budget Adjustments

RECOMMENDATION

That Council approves the Q2 2022 Capital Budget Adjustments as outlined in Table 1-1 in this report.

PURPOSE

To seek Council's approval of the proposed 2022 Quarter 2 Capital Budget Adjustments & Revised 2022 Capital Budget: (1) Adjust for net budget increases of \$1.7M; (2) Approve the proposed revised 2022 Multi-Year Capital Budget of \$191.1M and no change to the 2022-2026 5 Year Financial Plan Bylaw as \$1.7M will be accommodated by deferring/delaying projects within the current approved Bylaw.

BACKGROUND

The 2022 Budget and Five Year Financial Plan were approved in February of this year. This plan was guided by the Financial Sustainability Principles that align with the City's core values when building a vibrant compassionate City that includes everyone and ensures the City's budget is sustainable, adaptable, stable and accountable.

The Capital Budget was presented by Strategic Priority which reinforced the alignment of spending to Council's priorities; and the Operating Expenditure Budget was prepared and presented by each Department Head focused on 2021 highlights and achievements and 2022 initiatives which demonstrated commitment to transparency of our services. Council approved the Capital Budget at \$170.7M during the annual budgeting process and later approved an increase of \$13.8M at the end of Q1 2022 bringing the current approved budget to \$189.4M. The Operating Expenditure Budget was approved at \$216.0M and no adjustments are being requested at this time.

As indicated in previous Council reports, as part of the City's commitment to flexibility and transparency, the Finance Department will report back to Council on a quarterly basis and seek Council approval for any adjustments where budgets would need to be reset or varied from the original budget targets throughout the year.

The annual budget draws from an existing Five Year Financial Plan and is established in advance of the year of delivery with Council approval specific to annual property taxation and utility rates; the funding sources. Where the funds do not exist within the current approved Bylaw, then staff work to find offsets within the current approved expenditure plan to avoid growing the plan and seeking an amendment. Should an offset not exist, then staff would seek to amend the Bylaw to avoid delays or impacts on city services for major projects on the go.

A quarterly monitoring and reporting process is recognized as a best practice and acknowledges that change happens over the course of any given fiscal year. Accordingly, this approach allows for:

- reporting out on the quarter results so Council is well informed on accomplishments or project deferrals due to economic or internal factors;
- consultation on needed changes to the 2022 Approved Budget which therefore incorporates Council's feedback on project adjustments or new projects on a timely basis; and
- increased transparency and robust financial oversight which supports a more seamless transition into the next annual budget setting exercise and Five Year Financial Plan update.

ANALYSIS

Capital projects and program spending can span over multiple years and therefore budgets can be larger than the actual annual spend due to the need to complete the procurement strategy and contract awards ahead of time. As per the Community Charter and Procurement Policy the City's budgets must be in place before contracts are committed

The current 2022 Approved Multi-Year Capital Budget of \$189.4M has ~\$57M spend up to end of August and over \$132M in commitments to span spending over multiple years.

At Q2, there are some relatively significant budget adjustments such as \$0.70M for the Sewer Drainage Program, \$0.51M for Sidewalk Installation and Improvements, \$0.28M for Westminster Pier Park Fire project and \$0.24M for Road Safety Improvements.

Attachment 1 is a detailed list of items by project or program which staff have brought forward as proposed adjustments to the existing 2022 Approved Multi-Year Capital Budget.

See **Table 1-1** for a summary of the adjustments which bring us to the Proposed Revised 2022 Multi-Year Capital Budget of **\$191.1M**.

Table 1-1

2022 Q1 Revised Multi-Year Capital Budget	2022 Q2 Quarterly Adjustment	2022 Q2 Revised Multi-Year Capital Budget	Spend to Date (As of Aug 31)	
\$ 189.4	\$ 1.7	\$ 191.1	\$ 57.3	

2022 Net New Capital Budget Increases \$1.7M:

An additional net **\$1.7M increase** is being proposed for a net increase to the 2022 Capital Budget; the total dollar value of projects requesting an increase is \$2.4M where staff have found offsets in the amount of \$0.7M in 2022 and \$1.7M within the Five Year Capital Plan. Significant project budget increases as mentioned above include:

- Sewer Drainage Program \$0.70M due to higher than expected procurement results, largely due to increase in installation costs and difference in cost estimates (class A vs class C); Drainage work at Wood Street is critical and deferring the project would pose significant risk to level of service in that area
- Sidewalk Installation and Improvements \$0.51M largely due to cost escalation resulting from deferral of project and longer than anticipated project delivery timeline due to staff/resource constraints
- Westminster Pier Park Fire project \$0.28M imminent need for documentation work & fees to the Province to apply for a Certificate of Compliance for the site
- Road Safety Improvements \$0.24M due to expanded scope and escalating design and construction costs on key projects.

The Proposed Q2 Capital Budget Adjustments are being offset with project BU 12299 future Park Land Acquisitions as such acquisition(s) will be further informed by the finalization of the Parks and Recreation Master Plan Update planned for next year. Current approved 5 Year Plan amount is \$4.5M; staff have reduced the amount by

\$1.7M and will bring forward any subsequent proposed changes during future annual budget cycles.

Major Projects Highlight and Status update at the end of the second Quarter:

- \$62.0M təməsevitx Aquatic & Community Centre (TACC) as at Q2 the forecasted spend is \$47.0M, with the balance of spending carrying over into 2023. The City has secured \$93.6M debt authorized by Bylaw No. 8073, 2019 to fund the project. Construction Contractor, Heatherbrae Construction Ltd, has informed the City that due to various factors on-site and globally, there is some indication that the project timeline may be affected.
- \$24.5M Queensborough (QB) Substation as at Q2 the forecasted spend is \$20.9M with the balance of spending to carrying into 2023. Project is anticipated to be completed in spring 2023. The City has secured \$25.0M of the approved \$30.0M debt authorized by Bylaw No. 8041, 2018 to fund the project.
- \$10.0M Advance Metering Infrastructure (AMI) as at Q2 the forecasted spend is \$1.0M with the balance carrying over into 2023 and 2024. Contract has been awarded to KTI Limited for the supply & install of the new meters and to Harris Computer Systems for the IT infrastructure to connect the meters. Detailed project planning with the 2 vendors is underway.
- **\$8.7M Sewer Separation** as at Q2 the forecasted spend is \$4.9M with the balance carrying over into 2023. Contract has been awarded to Complete Utilities Contractors Ltd for work at 4th and 6th Avenue and 13th Street.
- **\$6.6M Water Main Replacement –** as at Q2 the forecasted spend is \$3.4M with the balance carrying over into 2023. This contract is co-ordinated with the Sewer Separation Work; same contractor, timing and location.
- **\$5.9M Boundary Pump Station** Construction is well underway. The project is on track to be completed by end of 2022.
- \$4.1M Massey Theatre as at Q2 the forecasted spend is \$0.9M with the balance carrying over into 2023. Project manager, Turnbull, has been selected to define the project charter, scope of work, estimated budget and timelines. RFP for architectural design firm for Phase 1 renovation work was issued in August.
- \$3.5M Agnes Street Greenway Construction as at Q2 the forecasted spend is \$2.5M with the balance carrying over into 2023 for paving and final project completion work.

- \$2.8M Electrical New Services as at Q2 staff are estimating to spend to the
 full budget amount with new services at various locations such as 618 and 813
 Carnarvon Street, 300 Duncan Street and the new Aquatics facility. The
 remaining projects charged to new services were largely new single family
 homes and laneway houses, as well as smaller subdivisions
- **\$2.5M McInnis Overpass -** as at Q2 the forecasted spend is \$0.25M for design work and the balance to carry over into 2023 for the construction phase.
- \$2.0M Sapperton District Energy as at Q2 the forecasted spend is \$0.4M with the balance carrying over into 2023. Consultant continues to develop the design further and provides support for all external related discussion, grant applications etc. Project is not feasible without additional grant or developer funding.

INTERDEPARTMENTAL LIAISON

All City departments have collaborated in this report

OPTIONS

There are two options for Council's consideration:

Option 1: That Council approves the 2022 Quarter 2 capital budget adjustments as outlined in Attachment 1 of this report; or

Option 2: Council provides staff with further direction.

Option 1 is recommended.

<u>ATTACHMENTS</u>

Attachment 1: Q2 2022 Capital Budget Adjustments

This report was prepared by: Gary So, Senior Financial Services Analyst

This report was approved by: Harji Varn
CFO/Director of Finance

Lisa Spitale Chief Administrative Officer



Attachment #1 Q2 2022 Capital Budget Adjustments

BU#	Projects	2022 Approved Multi-Year Capital Budget	2022 Q2 Quarterly Adjustment	2022 Q2 Revised Proposed Multi-Year Capital Budget	Spend to Date (As of Aug 31)	Explanation
						Budget Increase requested largely due to cost escalation resulting from deferral
						of project and longer than anticipated project delivery timeline due to staff/resource constraints. Added costs will be partially recovered through
11766	Sidewalk Installation and Improvements	675,000	510,000	1,185,000	164.678	additional cost-sharing from TransLink.
	·	,	,		,	Budget Increase requested due to expanded scope and escalating design and
						construction costs on key projects; road safety works are a priority and staff
11035	Road Safety Improvements	250,000	241,000	491,000	71,338	recommend not deferring or delaying the work. Budget Increase requested largely due to cost escalation resulting from longer
						than anticipated project delivery timeline that have resulted due to staff
12378	Corporate Intranet (HUB replacement)	75,000	50,000	125,000	-	challenges/resource constraints.
			-			Budget Decrease requested due to a scope change - to provide offset to
11468	Data Mining/Reporting Tools	79,000	(50,000)	29,000	1,350	Corporate Internet Hub funding pressure
						Budget Increase requested due to higher than expected procurement results,
						largely due to increase in installation costs and difference in cost estimates (class A vs class C); Drainage work at Wood Street is critical and deferring the project
10943	Drainage Program	500,000	700,000	1,200,000	23,135	would pose significant risk to level of service in that area
		,	,		,	Budget Decrease requested due to timing; staff are seeking grant funding to
			,			support the project of approximately \$800K; in the short term this can provide
11758	Flood Management (diking)	763,800	(600,000)	163,800	17,981	offset to Drainage Project at Wood Street funding pressure Budget Increase requested due to higher than expected cost; procurement
12392	Police Lobby Reno Phase Two	160,000	125,000	285,000	_	results include lowest price option with good value of \$285K
12241	Replace F550 Dump Truck Unit 289	96,000	7,500	103,500	101.841	Budget Increase requested due to higher than expected parks vehicle cost
12438	Replace Nissan Titan Unit 410	50,000	7,500	57,500	-	Budget Increase requested due to higher than expected fire vehicle cost
			-			Budget Decrease requested due to a scope change- to provide offset for increase
12404	Business Analytics	15,000	(7,500)	7,500	-	in fire vehicle costs
						Budget Increase requested for documentations & fees to BC Ministry of
12308	Westminster Pier Park Fire	1,000,000	280,000	1,280,000	1 010 835	Environment & Climate Change Strategy to apply for a Certificate of Compliance for the site; funds available within existing insurance proceeds
12500	Westimister Fiel Fark File	2,000,000	200,000	1,200,000	1,010,000	Budget Increase requested to accelerate the repair works that were initially
11032	Esplanade Repairs	546,600	200,000	746,600	436,357	scheduled in future years.
						Budget Increase requested for emerging/urgent need to replace 8 broken
12360	Anvil Centre Glass Canopy Replacement	-	80,000	80,000	17,168	laminated tempered glass canopy panels on exterior of building Budget Decrease requested to re-prioritize for emerging/urgent works to replace
12288	Anvil Centre Backup Chiller	15,000	(15,000)	-	-	glass canopy panels
		-,	, ,,,,,,,,,,			Budget Decrease requested to re-prioritize for emerging/urgent works to replace
12387	Refinish Marble Floors	20,000	(20,000)	-	-	glass canopy panels
40250	Donland 2015 Nisson Biok un Unit #100		45.000	45.000		Budget Increase requested to accelerate the replacement of truck unit #107 due
A0359	Replace 2015 Nissan Pick-up Unit #108	-	45,000	45,000	-	to unexpected engine failure Budget Increase requested to address security and access issues not fully
						considered in the original design, to correct design deficiencies that were having a
11688	Animal Service Facility & Tow Yard	176,300	35,000	211,300	192,036	negative impact on staff and animal health & safety.
12125	OR Stadium Ranging	20.200	35.000	F2 200	30.500	Budget Increase requested due to emerging need for structural engineer safety
12135 12370	QP Stadium Repairs Advanced Scheduler	28,200 125,000	25,000 20,000	53,200 145,000	39,560	report and relocation of community occupied space to new secure/safe location Budget Increase requested due to higher than expected costs
123/0	Auvanceu schedulei	123,000	20,000	145,000	-	Budget Increase requested due to nigner than expected costs Budget Increase requested due to emerging/urgent need to immediately replace
12353	Shop Air Compressor		20,000	20,000	14,360	cooler assembly and main compressor motor
						Budget Increase requested to cover cost increases related to design and
12016	Community Banners	15,000	6,050	21,050	15,967	fabrication.
12037	Fire Escape Stairs Public Art	7,000	(6,050)	950	285	Remaining project contingency no longer required; Decrease to offset community banner budget increase
12037	ine Escape Stans Public Art	7,000	(0,000)	950	285	Budget Increase Budget Increase requested as provincial grant funding has been received to
						retrofit child care space within the Queensborough Community Centre for the
TBA	School Age Care Program 920 Ewen Ave	-	47,566	47,566	-	purpose of accommodating 25 new child care spaces.
						Budget Increase requested as BIA funding has been received to deliver the Hyack
12274	Public Seating Initiative	37,800	30,000	67,800	_	Square Stage costs; existing funding will be used to support the Belmont Plaza works
122/4	Total Q2 Adjustments	37,000	1,731,066	07,000	_	THO INC.
	Total QE Aujustinents		1,731,000			



REPORT Parks and Recreation

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Dean Gibson, File: 2147207

Director of Parks and Recreation

Item #: 2022-648

Subject: Queensborough Ecological Restoration Project

RECOMMENDATION

THAT this report be received for information.

<u>PURPOSE</u>

To update Council on the ecological restoration initiative underway at two locations in Queensborough.

SUMMARY

The ecological restoration initiative planned for two locations in Queensborough is an exciting opportunity to restore biodiversity and enhance ecological health while simultaneously creating a more connected, dynamic park and trail user experience. The project supports direction in the Environmental Strategy and Action Plan (2018), Biodiversity and Natural Areas Strategy (2022), Urban Forest Management Strategy (2016) and contributes to achieving Bold Steps #2 (car light community), #6 (robust urban forest) and #7 (quality people-centred public realm).

BACKGROUND

Most of the habitat currently found in Queensborough provides low levels of biodiversity with grass and invasive shrub cover comprising ~65% of the total available habitat for wildlife. In 2021, informed by the proposed principles, goals and objectives within the <u>Biodiversity and Natural Areas Strategy</u>, an interdepartmental staff team identified two sites in Queensborough for ecological restoration and trail improvements:

- 1) Stanley Street Greenway (between Ewen Avenue and the Fraser River); and
- 2) Ryall Park South (between Zazzara field and South Dyke Road)

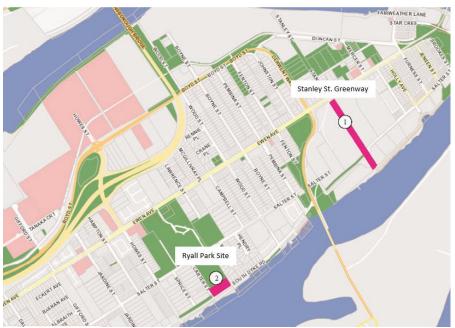


Figure 1. Location Map

These Queensborough sites were selected as they rank high on the criteria for priority restoration areas within the Biodiversity and Natural Areas Strategy:

1) Restore the Fraser River foreshore.

Located within 30m of the Fraser River and other water courses and along the proposed Green Infrastructure Network (GIN). Restoration efforts should remove waste, mitigate invasive plant species, and restore native plant communities. Habitat features should be installed in riparian setbacks including wildlife trees, raptors perches, large woody debris and nesting boxes for bats and birds.

2) Enhance Tree Canopy Cover.

Queensborough has a relatively low tree cover of approximately 6%.
 Priority areas for increasing tree cover to support biodiversity include all areas within 30 m of the Fraser River and the proposed GIN corridors.

3) Increase the Cover of Natural Area Habitats.

 Areas dominated by invasive shrubs and urban trees should be converted to mixed forest types and managed lawn to pollinator meadows.
 Opportunities exist along the perimeter edges of existing parks and some roadsides. Priority areas include those along the proposed GIN corridors and in Ryall Park.

4) Protect and enhance red and yellow coded open ditches and sloughs

There are numerous open ditches and sloughs that provide access to water for wildlife. Most of these are maintained and have banks that consist of mowed grass. Red and yellow-coded ditches and sloughs must be protected and where possible, the banks restored to a native plant community. Priority for restoration should be the south or west sides of ditches, which will increase shading to these watercourses.

DISCUSSION

LEES + Associates Landscape Architects have been contracted to develop restoration plans, in conjunction with an interdepartmental staff team, for both locations. The plans are aligned with the City's Environmental Strategy and Action Plan (2018), Biodiversity and Natural Areas Strategy (2022), Urban Forest Management Strategy (2016) and Include:

- 1) Removal and management of invasive plant species;
- 2) Planting of indigenous plants and trees;
- 3) Enhancement of habitat areas:
- 4) Public amenities such as seating, trail improvements and natural features (i.e. boulders and logs);
- 5) Signage; and
- 6) Operations and management plan.

Prior to advancing tender documents, staff presented the locations and concepts to the City's Facilities, Infrastructure and Public Realm (FIPR) Task Force in July 2022 and to the FIPR Advisory Committee in February 2022. Both the FIPR Force and Advisory Committee supported the process and outlined next steps. In July 2022 staff also updated the Queensborough Residents' Association through email correspondence and provided an opportunity to contact staff with questions or comments.

NEXT STEPS

The tender process is currently underway for this project. Construction is anticipated to commence in October 2022 (following bird nesting season) and is expected to be completed before the end of 2022. Prior to the start of construction, project information signage will be posted at both sites. In addition, project information and construction updates will be available on the City's Projects On the Go page at www.newwestcity.ca

FINANCIAL IMPLICATIONS

The 2022 capital budget includes \$491,794.14 (subject to Council approval of the 2022 Q2 capital budget quarterly adjustments) for the completion of this project and includes planning, design and construction works. There are no additional financial implications for this project anticipated at this time.

OPTIONS

- 1. Receive this report for information; or
- 2. Provide staff with additional direction.

Option #1 is recommended.

CONCLUSION

In addition to enhancing Biodiversity and supporting the City's Seven Bold Steps for Climate Action, the restoration efforts will also provide improved opportunities for residents to access and experience nature in the city.

APPROVALS

This report was prepared by: Erika Mashig, Manager – Parks & Open Space Planning, Design and Construction

This report was approved by: Dean Gibson, Director of Parks and Recreation Lisa Spitale, Chief Administrative Officer



REPORT Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Emilie K. Adin, MCIP File: REZ00229

Director, Climate Action, Planning and

Development

Item #: 2022-628

Subject: Rezoning Application for Detached Accessory Building: 228 Seventh

Street – Preliminary Report

RECOMMENDATION

THAT Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report.

<u>PURPOSE</u>

To seek Council's approval to proceed with processing the proposed rezoning at 228 Seventh Street, to regularize the site's existing principal use and enable a new client intake and administrative building for Westminster House Society.

EXECUTIVE SUMMARY

Westminster House Society currently operates a provincially and municipally licensed residential recovery house at 228 Seventh Street. The program provides support and housing for women and girls recovering from substance use and chronic homelessness. A rezoning application has been received for this property, which would regularize the site's principal use, and permit construction of a detached accessory building. The detached accessory building would contain support spaces, including office and administrative areas, laundry, washroom facilities and food storage. An expansion of the number of clients served by the recovery house is not proposed; rather, the building would improve and expedite clients' access to services and better accommodate staff needs.

The project is being funded through Reaching Home, a community-based program aimed at preventing and reducing homelessness, and is subject to a limited funding window. In consideration of these limitations, the application is being processed under an expedited timeline.

OPTIONS

The following options are available for Council's consideration:

- That Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report;
- 2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 - Staff Memo

Attachment 2 – Background Information

Attachment 3 – Applicant's Project Summary and Drawings

APPROVALS

This report was prepared by: Wendee Lang, Development Planner

This report was reviewed by:
Mike Watson, A/Supervisor of Development Planning
Jackie Teed, Senior Manager of Climate Action, Planning and Development

This report was approved by: Emilie Adin, Director of Climate Action, Planning and Development Lisa Spitale, Chief Administrative Officer



Attachment 1 Staff Memo



MEMO Climate Action, Planning and Development

To: Emilie K. Adin, MCIP

Director, Climate Action, Planning and Date: September 26, 2022

Development

From: Jackie Teed, File: REZ00229

Senior Manager, Climate Action, Planning and Development

Subject: Rezoning Application for Detached Accessory Building: 228 Seventh

Street – Preliminary Report

RECOMMENDATION

Staff recommends that the Director forward this memo and the following resolution to Council for consideration:

THAT Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report.

PURPOSE

To seek Council's approval to proceed with processing the proposed rezoning at 228 Seventh Street, to regularize the site's existing principal use and enable a new client intake and administrative building for Westminster House Society.

EXECUTIVE SUMMARY

Westminster House Society currently operates a provincially and municipally licensed residential recovery house at 228 Seventh Street. The program provides support and housing for women and girls recovering from substance use and chronic homelessness. A rezoning application has been received for this property, which would regularize the site's principal use, and permit construction of a detached accessory building. The detached accessory building would contain support spaces, including office and

administrative areas, laundry, washroom facilities and food storage. An expansion of the number of clients served by the recovery house is not proposed; rather, the building would improve and expedite clients' access to services and better accommodate staff needs.

The project is being funded through Reaching Home, a community-based program aimed at preventing and reducing homelessness, and is subject to a limited funding window. In consideration of these limitations, the application is being processed under an expedited timeline.

BACKGROUND

Policy and Regulations

The Official Community Plan (OCP) designation for the subject property is Residential – Ground Oriented Infill Housing (RGO). The proposed use is consistent with this designation. The property is zoned Single Detached Residential Districts (RS-1) zone, which does not permit the existing primary use of the site as a recovery house.

The Local Government Act and the Zoning Bylaw have provisions to allow non-conforming uses in certain situations. However, as the detached accessory building would increase the area of the non-conforming use, it is not permitted under the site's existing zoning. Rezoning to a Comprehensive Development (CD) District is required to regularize the existing primary use of the site, and to allow the supporting uses proposed by this project (office, administrative, client intake). A summary of these and other related City policies and regulations is included in Attachment 2.

Existing Site Use

Westminster House Society currently operates a residential recovery program at the subject site, which provides support and housing to nine women and girls recovering from substance use and chronic homelessness. The program is a provincially licensed community care facility, and holds an active municipal business licence, first issued in 2010.

Addressing Community Needs

This existing program helps address community needs related to the overdose epidemic and to homelessness, both of which have been amplified by the COVID-19 pandemic. For instance, local service providers now estimate that the number of those who are unsheltered is likely three to four times the pre-pandemic number.

In 2016, the Province declared a Public Health Emergency in response to the rise in illicit drug overdoses and deaths. For instance in New Westminster there were 42 recorded deaths in 2021, compared to 16 in 2016. It is recognized that there is a need for a continuum of health supports to address the overdose epidemic, including

treatment and recovery services, and affordable, stable and secure housing for those in recovery. In Metro Vancouver, 70% of unsheltered people who were counted had selfreported an addiction, which is a leading contributing factor to homelessness.

Site Characteristics and Context

The subject site is located in the Uptown neighbourhood in an area composed primarily of single-detached dwellings and low-rise apartment buildings. The property is located on the west side of Seventh Street, near the intersection of Seventh Street at Third Avenue, and is occupied by a single detached dwelling built in 1941. The site is located close to the Sixth Street and Eighth Street Frequent Transit Network routes. Additional site context information is provided in Attachment 2.





PROJECT DESCRIPTION

The proposed project consists of a two-storey detached accessory building, which would be sited at the rear of the property, at the intersection of two lanes. This building would support the existing recovery centre by providing lobby and office space, food storage, and laundry and washroom facilities on the ground floor, and additional office, administrative space, and a non-commercial staff kitchen on the upper floor. Drawings indicate a Floor Space Ratio (FSR) of 0.26 and a total proposed floor area of 127.2 sq. m. (1,369.2 sq. ft.). The overall FSR for the site would be 0.72, or 0.46 FSR for the existing residential building, and 0.26 FSR for the new support building. The applicant's design rationale and drawings are included in Attachment 3.

Primary pedestrian access would be provided via the principal building, from Seventh Street, and secondary access from the lane. Vehicle access would be from the rear lane, with two parking spaces accommodated in a carport. An improved solid waste storage facility is proposed along the flanking lane. A project statistics table is included in Attachment 2.



Figure 2: Proposed Project Rendering (view from rear lane)

Concurrent Building Permit Application

The applicant's funding requires that demolition of the existing detached garage, excavation, and foundation for the new structure be complete by the end of 2022. Given that a detached accessory building is permitted under the site's existing zoning, the applicant has applied for a Building Permit to construct a smaller building than proposed here (Phase 1) to use this funding.

Were the rezoning to be adopted by Council, this Phase 1 building would be modified to support the project proposed by this application (Phase 2). Should the rezoning not receive support, the Phase 1 building would be required to be used in a manner consistent with the site's existing zoning.

DISCUSSION

Overall Evaluation

The proposed project would support the implementation of two key OCP policies:

- 1. Foster a community that proactively addresses health issues and facilitates healthy environments; and,
- 2. Facilitate the creation and maintenance of housing that offers options for people who are homeless or at risk of homelessness.

The applicant has noted that residents' recovery journey begins with the client intake process, and that the operational layout of the recovery centre is critical to the provision of stable housing and support for recovering residents. The proposal supports the OCP policies identified above, as the project intends to both improve residents' intake experience and advance the centre's operational layout. Further review of the relationship between the existing building and new support building would be undertaken by staff during the application review process.

Building Massing and Transition

To maintain consistency with the laneway and carriage house design guidelines, the building would have a residential expression. The proposed height would comply with laneway house requirements, and the upper floor of the building would be integrated into the roof form, to create a more compact form. The building would be subordinate in height and size to the existing principal building. Though the building would be larger than permitted for a laneway house, Staff considers the overall form to be generally consistent with the neighbourhood's context, and the design to be generally consistent with the guidelines.

Off-Street Parking

The Zoning Bylaw does not specify parking requirements for residential recovery houses. Parking ratios are indicated for the following uses, which bear similarities to the proposed project:

Use	Zoning Bylaw, Minimum Required Off- street Parking Spaces
Business and professional office use (commercial)	1.0 per 50 sq. m. (538.2 sq. ft.)
Private hospital (institutional)	1 per 92.9 sq. m. (1,000.0 sq. ft.)

The amount of office space proposed by the project is approximately 52.0 sq. m. (559.7 sq. ft.). Per the Zoning Bylaw, two parking spaces would be required for a similarly sized commercial office space. The total amount of recovery house floor area proposed by the project is approximately 357.4 sq. m. (3,847.0 sq. ft.) including the existing residential

building and new support building. Per the Zoning Bylaw, four spaces would be required for a similarly sized private hospital. The proposal includes two parking spaces, which falls within this range. This is considered reasonable given the tenants do not have vehicles, so the parking would be used by employees.

CONSULTATION AND REVIEW PROCESS

Given the applicant's funding constraints, the application is being processed on an expedited timeline; however, this is generally consistent with the City's development review process. As such, the anticipated review steps for the application are:

- 1. Preliminary report to Council (WE ARE HERE);
- 2. Applicant-led consultation, including dissemination through the local Residents Association;
- City-led public consultation, including the creation of a Be Heard New West webpage and survey;
- 4. Council consideration of rezoning application and issuance of notice of waiving the Public Hearing;
- 5. A Public Hearing (if scheduled), followed by Council consideration of First, Second, and Third Reading;
- 6. Council consideration of adoption of the Bylaw.

Applicant-led consultation for this project would take place no earlier than November 2022. As the form of development is consistent with the OCP and within the City's established land use policy, the application would not be forwarded to the New Westminster Design Panel or the Advisory Planning Commission for review.

INTERDEPARTMENTAL LIAISON

The City has a project-based team approach for reviewing development applications, which facilitates interdepartmental review, providing comments to the applicant throughout the development review process.

OPTIONS

The following options are available for Council's consideration:

- That Council direct staff to proceed with processing the proposed rezoning at 228 Seventh Street, as outlined in the "Consultation and Review Process" section of this report;
- 2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 – Staff Memo

Attachment 2 – Background Information

Attachment 3 – Applicant's Project Summary and Drawings

APPROVALS

This report was prepared by: Wendee Lang, Development Planner

This report was reviewed by:
Mike Watson, A/Supervisor of Development Planning
Jackie Teed, Senior Manager of Climate Action, Planning and Development

This report was approved by: Emilie Adin, Director of Climate Action, Planning and Development



Attachment 2 Background Information

BACKGROUND INFORMATION

Policy and Regulations Summary

Council Strategic Plan

The 2019-2022 Council Strategic Plan, under the strategic area, 'Reconciliation, Inclusion and Engagement,' includes the following key strategic direction:

- Take a lead role in responding to the opioid epidemic, including coordinating actions with community partners; and,
- Explore strategies to reduce homelessness, including developing opportunities for supportive housing.

Official Community Plan

The subject property is designated (RGO) Residential – Ground Oriented Infill Housing, which is described, in part, as follows:

<u>Purpose:</u> To allow a mix of ground oriented infill housing forms which are complementary to the existing neighbourhood character. Generally forms with a higher number of units are expected to be located on larger properties. Units can be attached, detached or a combination of the two.

<u>Principal Forms and Uses:</u> Single detached dwellings, single detached dwellings on a compact lot, duplexes, triplexes, quadraplexes, cluster houses, townhouses, rowhouses and other equivalent ground oriented housing forms. Lots with single detached dwellings may also include a secondary suite and/or a detached accessory dwelling unit.

<u>Complementary Uses:</u> Home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities), utilities, transportation corridors, parks, open space, and community facilities.

The proposed development is consistent with the RGO land use designation and therefore, no Official Community Plan (OCP) amendment would be required for this proposed development.

Development Permit Area

The subject site is located within the Laneway and Carriage Houses Development Permit Area (DPA 1.1) and, as a laneway house is not proposed, a Development Permit is not required for the proposed development. However, design review of the form and character of the proposed building would be done in light of DPA 1.1 design guidelines,

as a condition of the rezoning process.

Zoning Bylaw

The subject property is currently zoned Single Detached Residential (RS-1), which does not permit a residential recovery house as a primary use. As the proposed project would increase the area of the non-conforming use, it is not permitted under the property's existing zoning. Rezoning to a Comprehensive Development (CD) District is required to regularize the existing primary use, and enable the supporting uses proposed by this project.

Site Characteristics and Context

The subject site is located in the Uptown neighbourhood, in an area composed of single-detached dwellings and low-rise apartment buildings. The lot has an approximate area of 497.4 sq. m. (5,354.3 sq. ft.). One single detached house is situated on the lot, built in 1941. This house would remain unchanged through the application.

The majority of properties surrounding the site are designated RGO, with the low-rise apartment buildings to the east and south designated Residential – Multiple Unit Buildings (RM). The site is located approximately one block west of the Sixth Street commercial corridor, and less than 400 m. from Tipperary Park. A site context map and aerial image is provided below:

Figure 1: Site Context Map with 228 Seventh Street in blue

Proximity to Transit Service and Other Sustainable Transportation Options

Seventh Street is classified as a local road, while nearby Sixth Street and Eighth Street serve as part of the Frequent Transit Network (FTN). The sidewalk network surrounding the site is complete, including an accessible curb letdown at the intersection of Seventh Street at the lane. Transit service is proximate, as shown on the table below:

Table 1: Site Proximity to Transit Service

Bus Service	Approx. Frequency	Approx. Distance
#106	15 minutes	210 m. (689 ft.) to Sixth Street at Third Avenue
N19	20 minutes (night bus)	210 m. (689 ft.) to Sixth Street at Third Avenue
#123	15 minutes	222 m. (728.3 ft.) to Eighth Street at Third Avenue

PROJECT STATISTICS

	Permitted / Required Under RS-1 Zone for Detached Accessory Buildings	Proposed
Lot Area	-	497.4 sq. m. (5,354.3 sq. ft.)
Site Frontage	-	13.2 m. (43.3 ft.)
Average Lot Depth	-	37.7 m. (123.6 ft.)
Total Detached Accessory Building FSR ¹	0.136 FSR	0.256 FSR
Total Site-wide FSR	0.60 FSR	0.72 FSR
Total Floor Area	67.7 sq. m. (728.2 sq. ft.)	127.2 sq. m. (1,369.2 sq. ft.)
Building Height	Detached accessory buildings with a dwelling unit: 7 m. (22.97 ft.) Detached accessory buildings without a dwelling unit: 4.57 m. (15 ft.)	6.7 m. (22.0 ft.)
Site Coverage (Site-wide)	45%	38.3%
Site Coverage (Detached Accessory Building Only)	10%	19.4%
Off-Street Parking	Single detached house with no detached accessory dwelling unit or secondary suite: 1.0 parking space	2.0 parking spaces

¹ The RS-1 Zoning District permits a base density of 0.1 Floor Space Ratio (FSR) for detached accessory buildings. Unused density from the principal building may be transferred to the detached accessory building, up to 5% of the site area. The maximum permitted principal building FSR is 0.5. The existing principal building FSR for this property is 0.464. Per the Bylaw, 0.036 FSR can be transferred to the detached accessory building.



Attachment 3 Applicant's Project Summary and Drawings

Massing 3D View



Design Rationale

Project Description

The proposed structure is a two-storey wood-frame building that will help Westminster House Society to enlarge its current intake and administration spaces. The building will be located at the corner of two lanes with primary pedestrian access provided via the principal building on Seventh Street and additional access from the lane via a new gate.

Massing, Form & Character

The proposed laneway house has been designed in accordance with a majority of the requirements set out in the design guidelines for new laneway & carriage houses in the City of New Westminster. The highest portion of the building is concentrated towards the centre of the lot and the flanking lane in order to minimize the impact of shade and overlook on neighbouring properties. The upper floor facing the adjacent property is integrated into the roof geometry to create a compact building form. The structure steps back at the lane intersection to satisfy the 15' corner visibility requirement.

In order to maintain the existing courtyard (frequently used by clients for various activities), the upper floor spans above two parking stalls and creates a covered outdoor space adjacent to the courtyard.

The building will have good natural cross ventilation via proposed windows and skylights. Windows located on the facade facing the adjacent property will have increased sill heights (min 1.75 m) to mitigate privacy concerns

Landscape Design & Sustainability

The current garbage & recycling storage for the property is neither well organized nor aesthetically pleasing. It will be replaced by a new garbage enclosure along the north lane and will accommodate all garbage bins and a front-end container. Low maintenance and evergreen plants have been proposed at the corner of the site to create a green pedestrian interface. Pedestrian level lighting along the lane will increase safety and visibility.

Materials

The material selection respects the existing context of the neighbourhood. Stucco, to match the principal building, will be used predominantly on the building exteriors. Vinyl windows will introduce a warm accent to the colour scheme.

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Project Data

Civic Address 228 SEVENTH ST, NEW WESTMINSTER, BC

Postal Code V3M 3K3 **PID** 012-634-671

Legal Description LOT 7, NEW WEST DISTRICT, PLAN NWP2315 SUBURBAN BLOCK 5, GROUP 1.

Existing Zoning RS-1 Proposed Zoning CD

Lot Area 497.4 SQM (5,354.3 SQFT)

Dimensions 13.21 m x 37.66 m

Storeys 2

FSR Calculation TOTAL PERMITTED DENSITY = BASE DENSITY + TRANSFER OF THE UNUSED

DENSITY FROM THE MAIN HOUSE

BASE DENSITY: 0.1 FSR * 5.354.3 SF LOT AREA = 535.4 SF

UNUSED DENSITY FROM THE MAIN HOUSE: 0.5 FSR (MAX. PERMITTED) -0.464 FSR (DENSITY OF THE MAIN HOUSE) = 0.036 FSR * 5,354.3 SF LOT

AREA = 192.8 SF

Permitted Floor Area 728.2SF (67.7 m²) Proposed Floor Area 1369.2 SF (127.2 m²)

Proposed FSR 0.720

Ground Floor Area 1010.6 SF (93.9 m²)

(Principal house)

Permitted Site Coverage 35% (1.874 SF) Proposed Site Coverage 38.3% (2,049 SF)

Building Height (Laneway Permitted & Proposed - 7m (272'5") (refer to section)

house)

Building Height (Principal 278' (refer to elevation, elevations are to geodetic datum)

house, roof ridge)

Side Yard Setback 1.22 m (Permitted & Proposed) Rear Yard Setback 1.48 m (Permitted & Proposed)

Separation From the 4.88 m (Required) **Principal House** 4.76m (Proposed)

Parking Required & Proposed - 2 parking stalls

Parking Stall Size 8.53'x17.39'

Project Summary Letter

Westminster House Society (WHS) project description is a new admission and triage laneway house. The outcome is an improved admission and triage process to support individuals who come into treatment by providing them with an improved intake process.



WHS aims to achieve an improved client experience by advancing the operation layout that significantly influences the outcomes of the client process. The operation process provides a service that aims to support addicted individuals to become individuals who are recovering and have stable housing. The processes involved are an intense schedule of events throughout the treatment programs beginning with the admission process. The interim goals are to meet human needs that involve feelings of kindness and respect and to develop belonging by creating interpersonal relationships and trust. The trust starts with the admissions process.

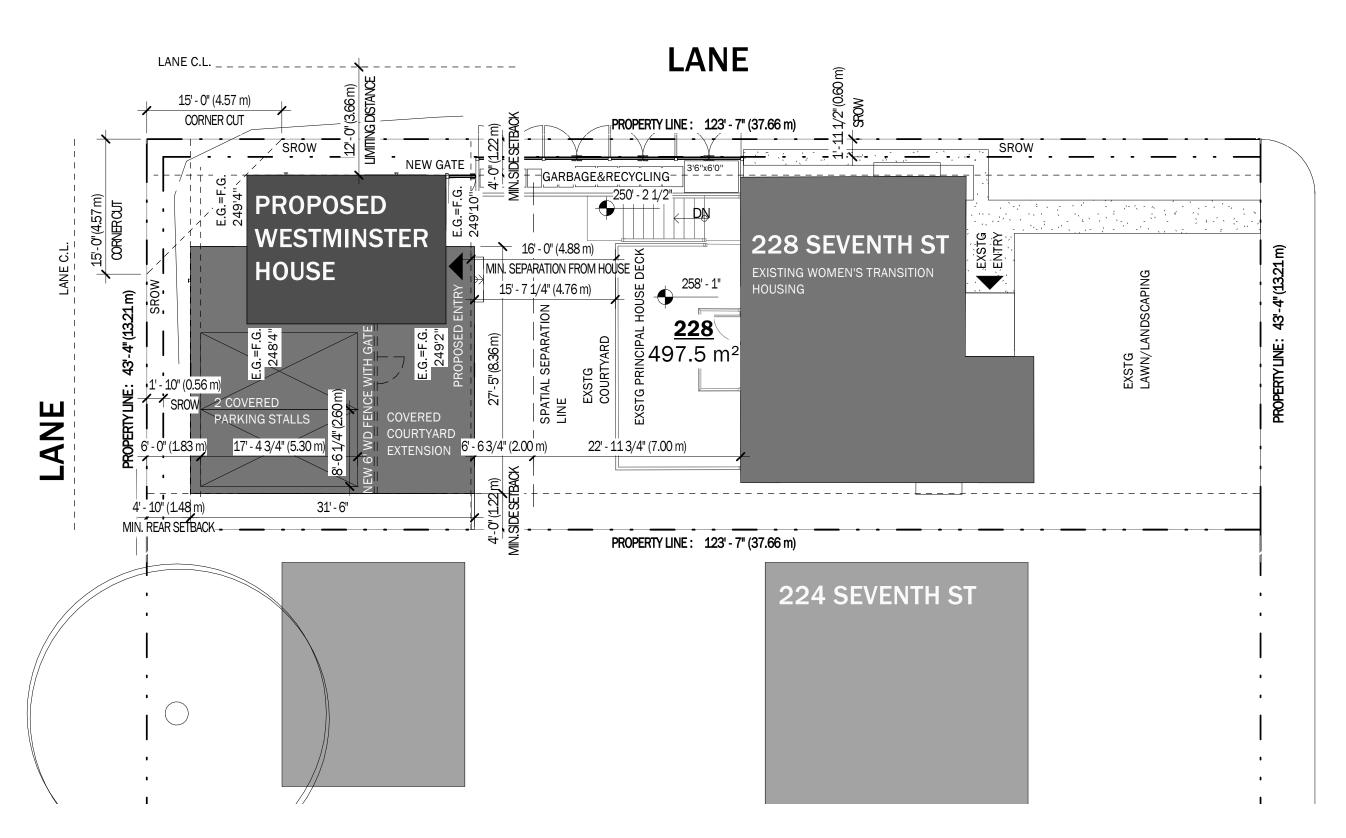
The goal is to replace the existing garage with a new admissions office to triage the vulnerable population and expedite their access to services. The building will have a private counselling office for delicate conversations with the population served. It will include adequate food storage on the same site as the meal program and dining hall (currently, the food is typically stored in other buildings). The project will include access to a bathroom and running water for the support intakes and the staff working in the space, addressing the need to provide adequate working conditions for WHS staff responsible for supporting clients' recovery.

Over the past 12 years, WHS capacity and the program have grown by 488%. As a result, WHS Society has outgrown the office and does not have enough space to accommodate workers. Due to space constraints, the intake and triage process for vulnerable individuals needs improvements to expedite their access to services. Part of this process is currently being conducted in a covered area outside. In addition, the delicate intake process does not have a dedicated space for the admissions conversation necessary to understand the urgent needs of the individual; conversations may not be comfortable talking about without privacy.

Additionally, the space has no running water or bathroom, and the bed bug protocol procedure upon admission happens inside the common area bathroom, which is counterproductive. Furthermore, WHS staff that use the common area in the facility for all personal uses pose a safety concern, especially during pandemics. Finally, the organization lacks the space to store the food in one location that is presently in storage spaces in other areas including expensive commercial spaces. The solution is to integrate the food processes into one area close to the food service area improving access to food storage and the working condition of the staff and volunteers.

Since the proposed structure exceeds the floor area & site coverage allowed in zone RS-1 (and introduces a new accessory use) a Zoning Bylaw Amendment would be required for this development.

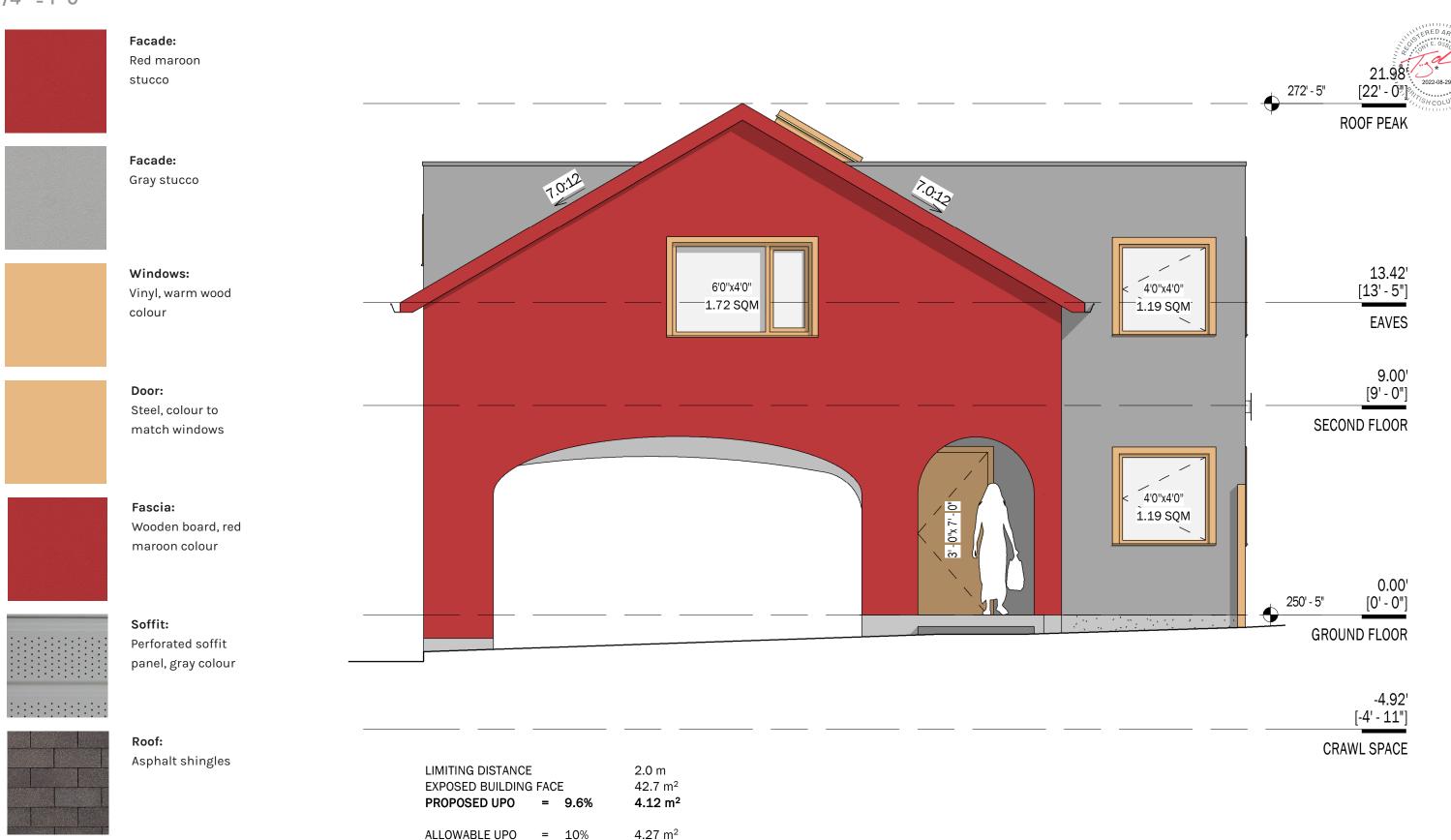




Northeast Elevation

1/4" = 1'-0"

16

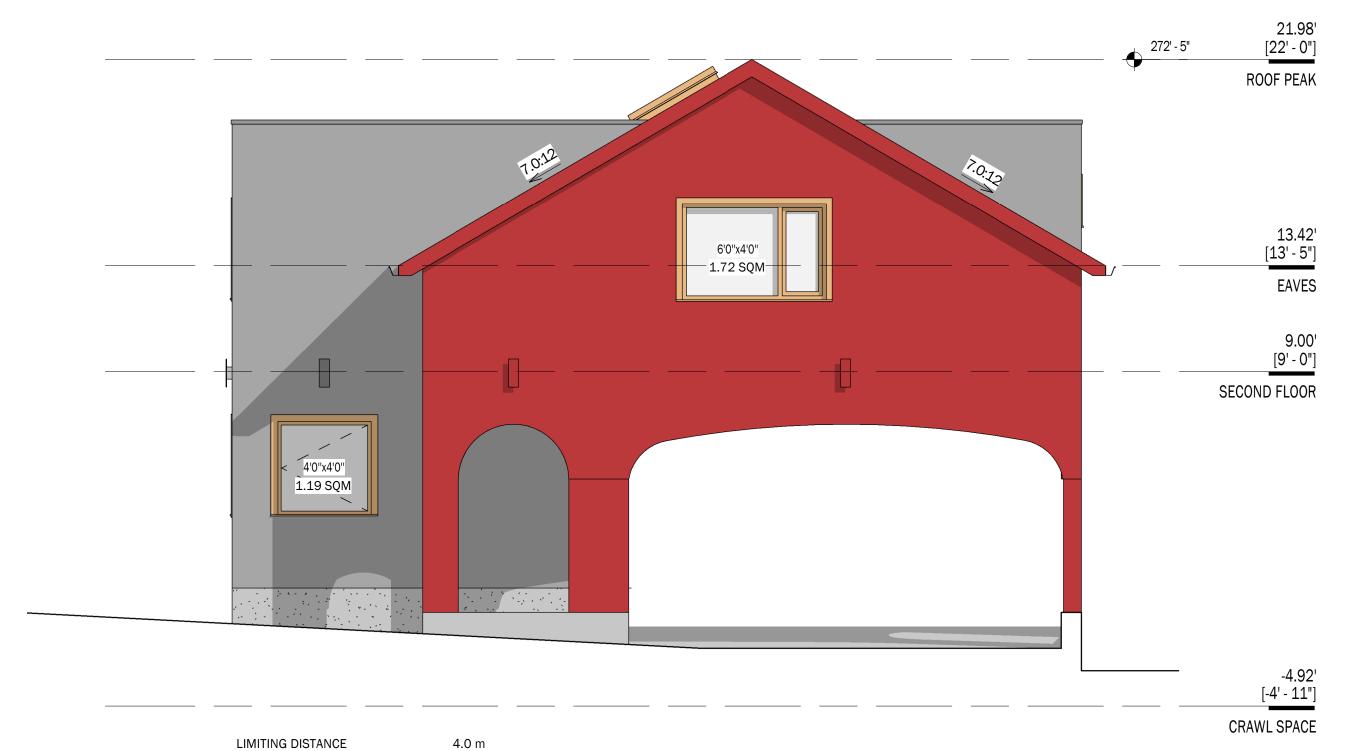


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Southwest Elevation

1/4" = 1'-0"





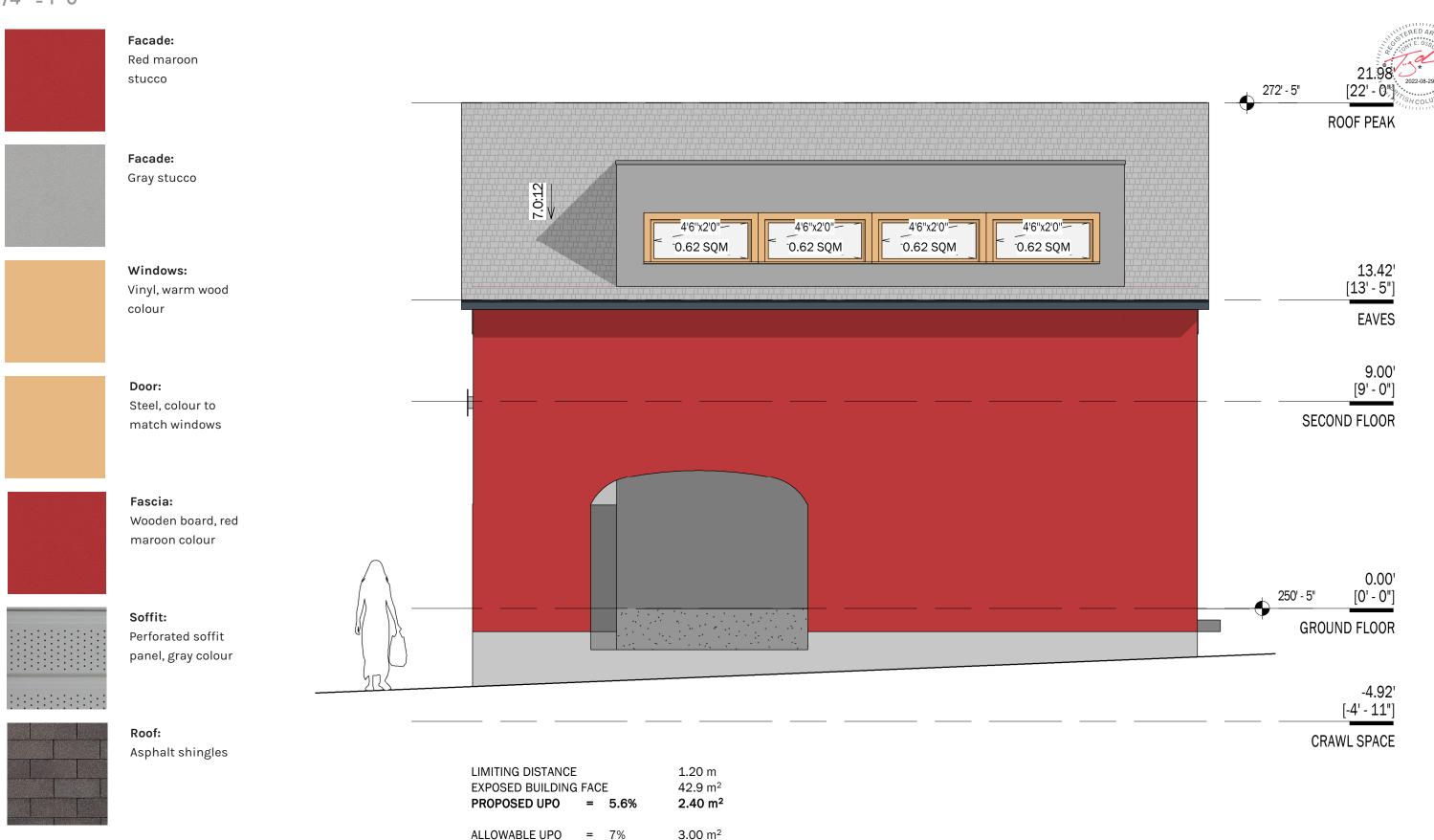
LIMITING DISTANCE 4.0 m EXPOSED BUILDING FACE 42.7 m² PROPOSED UPO = 6.8% 2.91 m²

ALLOWABLE UPO = 28% 11.97 m²

Southeast Elevation

1/4" = 1'-0"

18

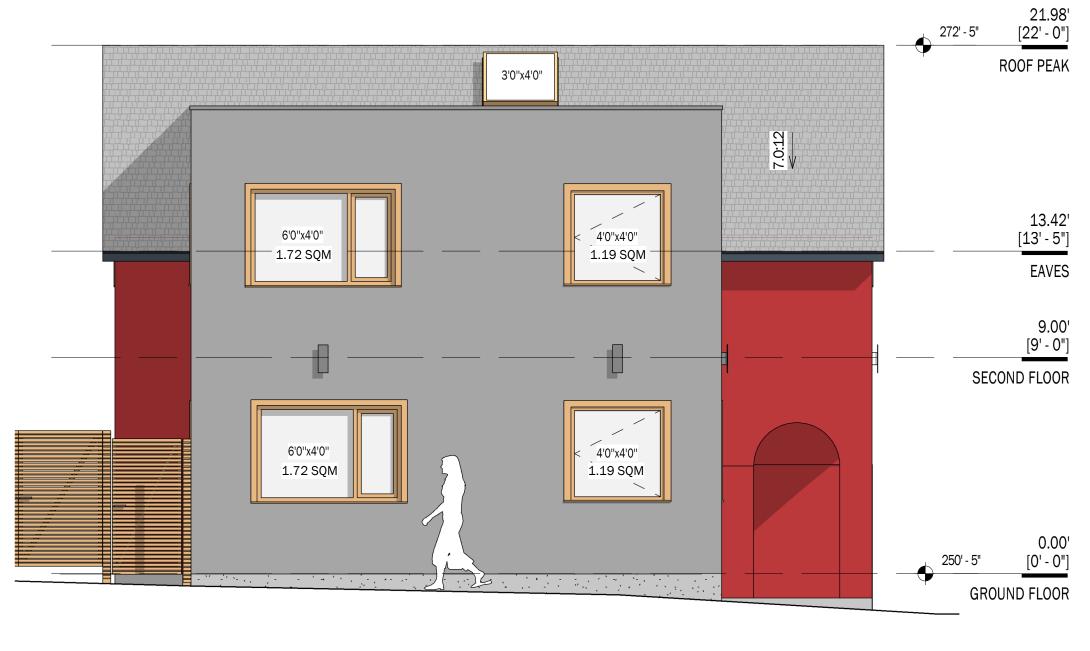


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Northwest Elevation

1/4" = 1'-0"





-4.92' [-4' - 11"]

CRAWL SPACE

LIMITING DISTANCE 3.6 m EXPOSED BUILDING FACE 42.7 m² PROPOSED UPO = 13.6% 5.8 m² ALLOWABLE UPO = 24.9% 10.6 m²



REPORT Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Emilie K. Adin, MCIP File: REZ00224

Director, Climate Action, Planning and

Development

Item #: 2022-640

Rezoning Application for Duplex: 376 Keary Street – Preliminary

Subject: Report

RECOMMENDATION

THAT Council direct staff to process the rezoning application for a duplex at 376 Keary Street, as outlined in the "Consultation and Review Process" section of this report.

PURPOSE

To seek Council's approval to proceed with processing the rezoning application for a duplex at 376 Keary Street as outlined within this report.

EXECUTIVE SUMMARY

A rezoning application has been received to allow construction of a duplex at 376 Keary Street. Drawings indicate a proposed Floor Space Ratio (FSR) of 0.61 and both of the proposed units would be family-friendly. Secondary suites and/or a laneway house would not be permitted. Two resident and one visitor off-street parking spaces are proposed at the rear of the site, accessed via the lane. The proposed rezoning of the property from Single Detached Residential Districts (RS-1) to Comprehensive Development District (CD) to allow for a duplex use is consistent with the subject property's Official Community Plan (OCP) land use designation and with the *Duplex*, *Triplex*, *Quadruplex: Interim Development Review Policy*.

OPTIONS

The following options are available for Council's consideration:

- 1. That Council direct staff to proceed with processing the proposed rezoning at 376 Keary Street, as outlined in the "Consultation and Review Process" section of this report;
- 2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 - Staff Memo

Attachment 2 – Background Information

Attachment 3 – Applicant's Design Rationale and Drawing Package

APPROVALS

This report was prepared by: Nazanin Esmaeili, Planning Technician

This report was reviewed by:
Mike Watson, A/Supervisor of Development Planning
Jackie Teed, Senior Manager of Climate Action, Planning and Development

This report was approved by: Emilie Adin, Director of Climate Action, Planning and Development Lisa Spitale, Chief Administrative Officer



Attachment 1 Staff Memo



MEMO Climate Action, Planning and Development

To: Emilie K. Adin, MCIP

Director of Climate Action, Planning and Date: September 26, 2022

Development

From: Jackie Teed File: REZ00224

Senior Manager, Climate Action, Planning and Development

Item #: [Report Number]

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Subject: Report

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property's Official Community Plan (OCP) land use designation and with the *Duplex*, *Triplex*, *Quadruplex*: *Interim Development Review Policy*.

BACKGROUND

Policy and Regulations

The Official Community Plan (OCP) land use designation for the subject property is Residential – Detached and Semi-Detached Housing, which allows for duplexes. The property is zoned single-detached residential (RS-1) and requires rezoning to allow for a duplex development.

Though the subject site is located within the Laneway and Carriage Houses Development Permit Area (DPA 1.1), as this is a form of development not sought by this project, a Development Permit is not required. However, design review of the form and character of the proposed development would be conducted as a condition of the rezoning process. A summary of relevant City policies and regulations is included in Attachment 2.

Site Characteristics and Context

The subject site is located in the Sapperton neighbourhood on Keary Street, near Richmond Street, in an area of primarily single detached dwellings. The property is one block southwest of Macbride Elementary School, and one block southeast of Sapperton Park, and is less than 1,181 ft. (360 m.) from Royal Columbian Hospital and shops and services along Columbia Street. A site context map and aerial image is provided below:



Demolition of the Existing Single Detached House

Prior to submission of the rezoning application, the applicant sought approval for the demolition of the existing 1950 house. As per the City's policy for buildings that are 50 years or older, the application has been reviewed by Planning/Heritage staff and a letter has been sent to the applicant explaining the different retention or deconstruction options. The owner has chosen not to pursue a retention option. A demolition permit has not yet been issued.

PROJECT DESCRIPTION

The proposed development consists of a side-by-side, ground-oriented fee simple owned duplex, consistent with the form anticipated by the *Duplex, Triplex and Quadruplex: Interim Review Policy.* Both units would be oriented to Keary Street. Plans indicate an overall density of 0.61 FSR. Units are proposed to be approximately 185.8 sq. m. (2,000 sq. ft.) each and family-friendly, containing three bedrooms located on the upper storey and an office/den at the main floor. Each unit would have access to outdoor space in the form of ground level open space, rear decks and front verandahs. The duplex would be built to Step 3 of the Energy Step Code, as required by City bylaw.

The applicant has proposed a total of three off-street parking spaces accommodated on parking pads and equipped with EV charging stations, including two resident spaces and one visitor space. This exceeds the Zoning Bylaw requirements for duplex developments. Access would be taken from the rear lane. Long-term bike parking is also proposed. The proposed Keary street elevation is provided in Figure 2 below. Design drawings/rationale and project statistics table are included in Attachment 3.



DISCUSSION

Overall Evaluation

The proposed duplex would help increase opportunities for family-friendly, ground-oriented infill housing, which is a key objective of the Official Community Plan. As the proposed project also satisfies the interim requirements for duplex developments with regard to density, parcel size, design form, parking and access, staff considers this to be an appropriate pilot project for consideration under the *Duplex, Triplex and Quadruplex: Interim Review Policy*.

Interim Policy Guidelines

The Interim Review Policy includes a set of guidelines for the building massing and unit entries. Staff considers the overall density and form to be generally consistent with the neighbourhood context and the design to be generally consistent with the design guidelines. Additional design work is needed, specifically with regard to the attached accessory structures and private open space design. As part of the design review process, staff would work with the applicant to address these items based on the guidelines included as per DPA 1.1 (Laneway and Carriage Houses) and 1.3 (Townhouses and Rowhouses), as directed by the Interim Policy.

Although the existing Duplex Districts (RT-1) zone would be used for general reference, a Comprehensive Development District (CD) would be created for this site as per the Interim Review Policy.

Lane Width

The Interim Review Policy requires that duplex pilot projects be located on properties that have a minimum 4.9 m. (16.1 ft.) lane, with some exceptions. The subject site satisfies this requirement. Further review is necessary to determine if a lane dedication would be required to facilitate future lane widening to the City's standard lane width of 6.0 m. (19.7 ft.).

Trees

As part of this rezoning application, the applicant has submitted a Tree Permit application. No on-site, and two off-site trees are relevant to the development. The application proposes retention of both off-site trees. Additionally, nine replacement trees are required to be provided, based on an active Tree permit (TRE01249). Due to site restrictions, the City Arborist has agreed to further consider a portion of the required replacement trees to be provided as cash-in-lieu. Further review of the project's tree retention and replacement strategy, including the total number of trees to be planted on-site, would be undertaken by staff during the application review process.

CONSULTATION AND REVIEW PROCESS

As per the City's development review process, the anticipated review steps for the applications are:

- 1. Preliminary report to Council (WE ARE HERE);
- 1. Applicant-led public consultation, including dissemination of information through the local Residents Association;
- 2. City-led public consultation, including the creation of a Be Heard New West webpage and survey;
- 3. Council consideration of the rezoning application and issuance of notice of waiving the Public Hearing
- 4. Council consideration of First and Second Reading;
- 5. Public Hearing (if scheduled), followed by Council consideration of Third Reading;
- 6. Council consideration of adoption of the Bylaw.

As there are fewer than six units proposed, and the form of development is consistent with the Official Community Plan, the application would not be forwarded to the New Westminster Design Panel nor the Advisory Planning Commission for review and comment.

INTERDEPARTMENTAL LIAISON

The City has a project-based team approach for reviewing development applications, which facilitates interdepartmental review, providing comments to the applicant throughout the development review process.

OPTIONS

The following options are available for Council's consideration:

- 1. That Council direct staff to proceed with processing the proposed rezoning at 376 Keary Street, as outlined in the "Consultation and Review Process" section of this report;
- 2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 – Staff Memo

Attachment 2 – Background Information

Attachment 3 – Applicant's Design Rationale and Drawing Package

APPROVALS

This report was prepared by: Nazanin Esmaeili, Planning Technician

This report was reviewed by: Mike Watson, Acting Supervisor of Development Planning Jackie Teed, Senior Manager of Climate Action, Planning and Development

This report was approved by:

Emilie K. Adin, Director of Climate Action, Planning and Development



Attachment 2 Background Information

Site Characteristics and Context

The property has an approximate area of 609.3 sq. m. (6,558.4 sq. ft.) with a 15.1 m. (49.5 ft.) frontage on Keary Street. The property slopes slightly east-west along Keary street. There is an undersized lane at the rear of the property from which vehicle access would be taken. The property currently contains a single detached dwelling with a secondary suite and a detached garage.

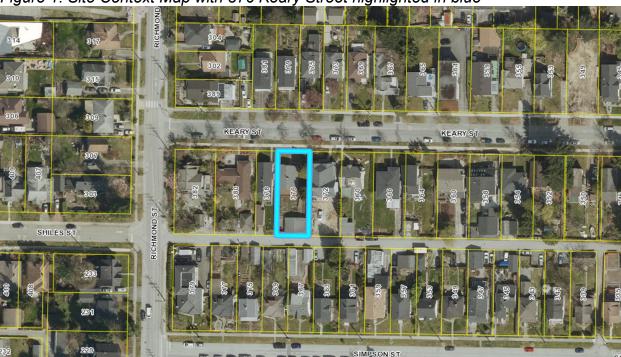


Figure 1: Site Context Map with 376 Keary Street highlighted in blue

Proximity to Transit Service and Other Sustainable Transportation Options

Keary Street is classified as a local road, and is part of the Crosstown Greenway. The rear lanes is undersized at 5.2 m. (17 ft.). The Central Valley Greenway also routes along Richmond Street, less than 60 m. (196.8 ft.) from the site. The sidewalk network surrounding the site is complete, including an accessible curb letdown at the intersection of Keary Street and Richmond Street and the rear lane and Richmond Street. Transit service is proximate, as shown on the table below:

Transit Service	Approx. Frequency	Approx. Distance
#155	30 minutes	295 ft. (90 m.) to Richmond St. at Shiles St.
#109	20 minutes	350 m. (1,148 ft.) to Keary St. at Columbia St.
Sapperton	2-5 minutes	1936 ft. (590 m.) to Brunette Ave.
Skytrain Station –		
Expo Line		

POLICIES AND REGULATIONS SUMMARY

Official Community Plan

The subject property is designated (RD) Residential – Detached and Semi-Detached, which is described, in part, as follows:

<u>Purpose</u>: To allow low density ground oriented residential uses including gentle infill which increases housing choice and retains existing neighbourhood character.

<u>Principal Forms and Uses</u>: Single detached dwellings and duplexes. Single detached dwellings may also include a secondary suite and/or a detached accessory dwelling unit (e.g. laneway house, carriage house).

The proposed development is consistent with the intent of the RD land use designation and therefore, no Official Community Plan (OCP) amendment would be required for this proposed development.

Development Permit Area

The subject site is located within the Laneway and Carriage Houses Development Permit Area (DPA 1.1), and as such, a Development Permit is not required for the proposed development. However, as per the *Duplex, Triplex and Quadruplex: Interim Review Policy,* design review of the form and character of the proposed development would be conducted as a condition of the rezoning process.

Duplex, Triplex and Quadruplex: Interim Development Review Policy

Council has endorsed an interim development review policy for duplex, triplex and quadruplex applications in order to facilitate pilot projects, such as this application. The interim requirements relate to density, parcel size, design form and character, parking, and access. These interim requirements are intended to address that there is limited policy direction currently in place, such as updated duplex zoning regulations.

The Interim Review Policy also identifies that a duplex on an RD designated property cannot include secondary suites, given that the OCP does not contemplate this building form.

Zoning Bylaw

The subject properties are currently zoned Single Detached Residential (RS-1), and would need to be rezoned to support the proposed development. It is understood that the existing Duplex (RT-1) zone would be used for general reference, except where other guidelines have established a new approach. As such, a Comprehensive

Development (CD) zone would be created for this parcel, should the proposed development be supported.

Family-Friendly Housing Policy

The proposed development has fewer than 10 units and therefore is not subject to the Family-Friendly Housing Policy requirements of the City. However, three bedrooms are proposed for each unit, which is in keeping with the Policy.



Attachment 3 Applicant's Design Rationale and Drawing Package

PROJECT INFORMATION

The new development is proposing a duplex that will replace the current single-family building with an innovative ground oriented, family friendly housing form.

The proposed development is in the Sapperton neighbourhood which is a substantial residential neighborhood with mix of land uses and housing types. The new development will provide more housing choice for the New Westminster residents by providing an appropriate scale and building form that are complementary to the existing single detached dwelling.

This development provides a duplex fronting Keary Street with on site parking. The proposed development respects the OCP Development Permit Guidelines and Level 3 of the BC Energy Step Code in New Westminster by complying with the max. allowable FSR of 0.60+0.01, height restrictions regardless of the slope, building size and form by providing a unique and innovative design, discouraging the use of synthetic materials and instead providing sustainable, durable and natural materials, and includes smart environmental choices such as low maintenance, drought resisting landscaping and permeable surfacing.

This development is designed to provide adequate front, rear, and side setbacks by complying with Development Permit Guidelines to ensure privacy between properties are achieved. We are supporting the continuity of the public realm design within the provided building setbacks by including softscape and hardscape.

We believe that the proposed development, with its innovative design and compatible form, engaging streetscape and landscape features, will have a positive impact on the neighbourhood.

In addition, while rezoning the property to Comprehensive Development and respecting and adhering to the neighbourhood character, the project maintains the Duplex form as outlined in the zoning and the OCP.



PROPOSAL SITE



This proposal for The Keary Duplex is located in New Westminster, British Columbia with close access to bus routes, a transit hub, and a variety of shops and restaurants.

Features:

- 2 modern units
- · On-site parking





DESIGN RATIONALE

Project Brief

The Keary Duplex provides 2 units to replace 1 single family house in the Sapperton Neighbourhood. The development provides two adjacent units on Keary Street and with parking at the rear of the lot adjacent to the laneway.

The proposed development will provide more housing choice for the New Westminster residents in a substantial neighbourhood with a mix of land uses and housing types.

2-storey combustible construction.

Zoning + Density

Existing Zoning: RS-1
Proposed Zoning: CD

Existing Building: Single family House

Proposed Building: Duplex

Existing Height: 1 Storey
Proposed Height: 2 Storeys

Landscape + Public Realm

The development provides two adjacent units on Keary Street.

Smart environmental choices will be included in the design such as low maintenance, drought resisting landscaping, permeable surfacing, sustainable materials, safe pedestrian connections from the courtyard to the street to achieve sustainable design that provides a long-lasting fresh look and a space the community can take pride in.



DESIGN RATIONALE

Architecture

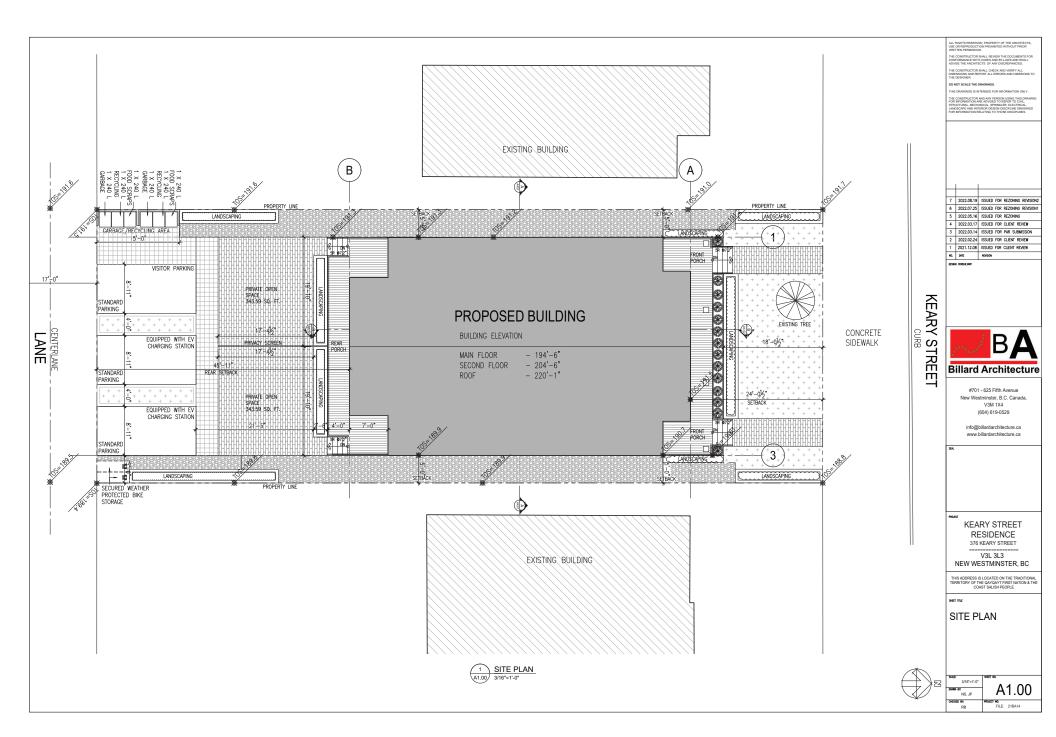
The Keary Duplex is a 2-storey ground oriented residential complex replacing 1 existing single-family house on Keary Street. The new development will provide more housing choice for the New Westminster residents.

The project is designed to suit the neighborhood character of Residential – Detached and Semi-Detached housing, while providing a unique and innovated design that is an appropriate scale and building form that is complementary to the existing single detached dwellings and mid-rise multi-residential developments in the neighbourhood.

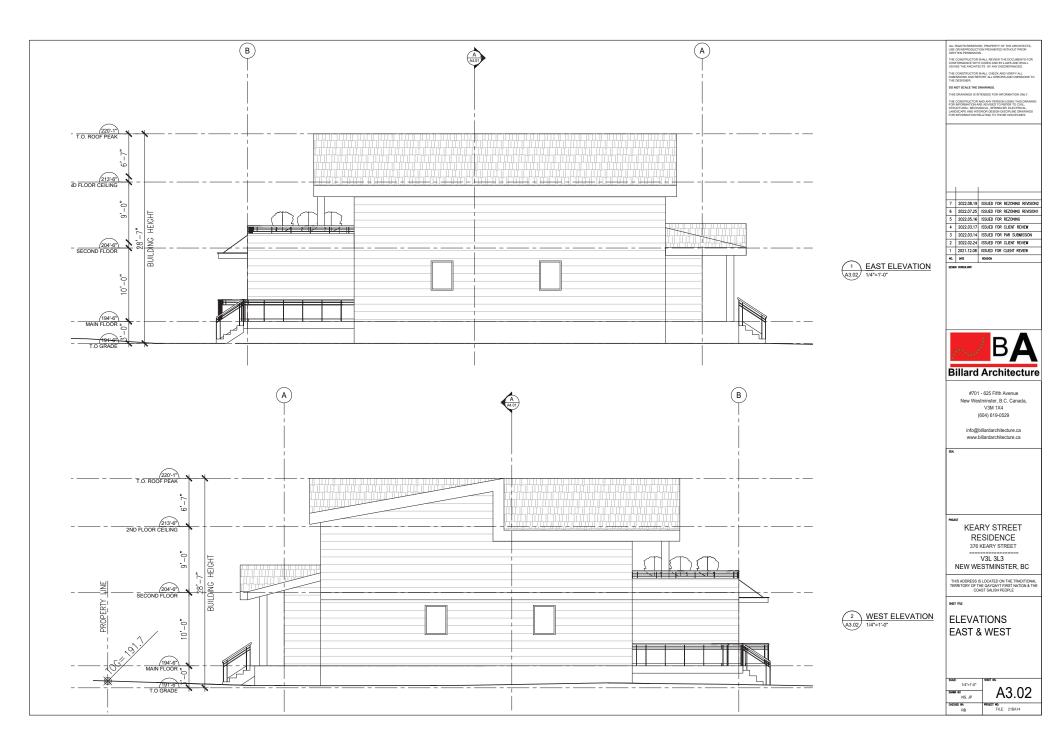
Two of the units face Keary Street, with laneway access from the rear. Parking is also located in the rear.

Materials such as Hardie shingle siding and Aluminum finishes are utilized in the modern massing of the building to create a new but familiar bridge between designs in New Westminster









PROJECT STATISTICS

	Permitted / Required if Under Interim Policy	Proposed
Lot Area	6,000 sq. ft. (557.4 sq. m.) with lane access	6,558.4 sq. ft. (609.3 sq. m.)
Site Frontage	-	49.7 ft. (15.1 m.)
Average Lot Depth	-	132 ft. (40.2 m.)
Front Setback	19.0 ft. (5.79 m.)	24.0 ft. (7.3 m.)
Floor Space Ratio	0.6 FSR + 0.1 addition FSR for Step 3 of the Energy Step Code	0.61 FSR (Step 3)
Building Height Roof Peak	35.0 ft. (10.67 m.)	28.6 ft. (8.7 m.)
Site Coverage (Principal Building)	35%	35%
off-Street Parking	2 spaces (1.0 per dwelling unit)	Resident : 2 spaces Visitor: 1 space Total : 3 spaces
Bicycle Parking	No requirement	2 spaces (1.0 per dwelling unit)



REPORT Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Emilie K. Adin, File: REZ00220

Director, Climate Action, Planning and

Development

Item #: 2022-643

DVP00697

Subject: Rezoning, Development Variance Permit, and Development Permit:

114 and 118 Sprice Street – Preliminary Report

RECOMMENDATION

THAT Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit applications for 114-118 Sprice Street as outlined in the Application Review Process and Next Steps section of this report.

PURPOSE

To seek Council support for proceeding with processing a proposal for 10 singledetached houses on compact lots in Queensborough.

EXECUTIVE SUMMARY

Rezoning, Development Variance Permit, and Development Permit applications have been received to permit the development of 10 single-detached houses on compact lots for the properties located at 114 and 118 Sprice Street. The development is proposed to consist of houses that are two storeys in height, measured from the flood construction level of 3.53 m (11.53 ft). The proposed floor space ratio for the principal house is 0.63 for Type A houses/lots and 0.53 for Type B houses/lots. A site coverage of 35.4% is proposed for Type A1 houses/lots and 27% for Type B houses/lots, the former which is over the coverage permitted by the Zoning Bylaw; staff will work with the applicant to meet the site coverage requirement for the Type A1 parcels. Variances would be required for frontage width, height of garages, and driveway access. The proposed site

plan would require the dedication of two new lanes, one east/west lane which will provide access to a new north/south lane. Parking for each lot would be provided in an enclosed garage at the rear of the site.

OPTIONS

The following options are offered for Council's consideration:

- That Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit applications for 114 and 118 Sprice Street as outlined in the Application Review Process and Next Steps section of this report.
- 2. That Council provide staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1 - Staff Memo

Attachment 2 – Applicant's Design Rationale and Select Project Drawings

Attachment 3 - Background

APPROVALS

This report was prepared by: Amanda Mackaay, Planner

This report was reviewed by:

Michael Watson, Acting Supervisor of Development Planning Jackie Teed, Senior Manager of Climate Action, Planning, and Development

This report was approved by:

Jackie Teed, Acting Director of Climate Action, Planning, and Development Lisa Spitale, Chief Administrative Officer



Attachment 1 Staff Memo



MEMO

Climate Action, Planning and Development

To: Emilie K. Adin, Director of Climate Action, Date: September 26, 2022

Planning and Development

From: Jackie Teed, Senior Manager of Climate File: REZ00220

Action, Planning and Development DVP00697

Subject: Rezoning, Development Variance Permit, and Development Permit: 114 and 118 Sprice Street – Preliminary Report

RECOMMENDATION

Staff recommends that the Director forward this memo and the following resolution to Council for consideration:

THAT Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit applications for 114 and 118 Sprice Street as outlined in the Application Review Process and Next Steps section of this report.

PURPOSE

To request the Director seek Council support for proceeding with processing a proposal for 10 single-detached houses on compact lots in Queensborough.

EXECUTIVE SUMMARY

Rezoning, Development Variance Permit, and Development Permit applications have been received to permit the development of 10 single-detached houses on compact lots for the properties located at 114 and 118 Sprice Street. The development is proposed to consist of houses that are two storeys in height, measured from the flood construction level of 3.53 m (11.53 ft). The proposed floor space ratio for the principal house is 0.63 for Type A houses/lots and 0.53 for Type B houses/lots. A site coverage of 35.4% is proposed for Type A1 houses/lots and 27% for Type B houses/lots, the former which is over the coverage permitted by the Zoning Bylaw; staff will work with the applicant to meet the site coverage requirement for the Type A1 parcels. Variances would be required for frontage width, height of garages, and driveway access. The proposed site plan would require the dedication of two new lanes, one east/west lane which will

provide access to a new north/south lane. Parking for each lot would be provided in an enclosed garage at the rear of the site.

BACKGROUND

Policy and Regulations

The Official Community Plan (OCP) land use designation for the subject property is Residential – Compact Lot and zoned Queeensborough Neighborhood Residential Dwelling Districts (RQ-1). A summary of these and other related City policies and regulations is included in Attachment 3.

Site Characteristics and Context

The subject site is bounded by Howes Street and Sprice Street within the Queensborough neighbourhood. The site is made up of two lots, 114 and 118 Sprice Street, with an approximate combined area of 3,434 sq. m (36,963 sq. ft). 114 Sprice Street is currently vacant and 118 Sprice Street contains a house that is more than fifty years old (built in 1961). The house is considered to have relatively low heritage value and has been approved for demolition per City policy. More detail on the site characteristics and context is included in Attachment 3.



Figure 1 - Site Context Map

PROJECT DESCRIPTION

The proposed development consists of 10 single-detached houses on compact lots; five houses are proposed to front onto Howes Street and five onto Sprice Street. A rezoning

from the existing RQ-1 zone to RT-2D zone would be required to permit this development. The houses would be two storeys in height measured from the flood construction level of 3.53 m (11.53 ft) and would consist of four bedrooms. The proposed site plan would require the dedication of two new lanes, one east/west lane which will provide access to the new north/south lane. The applicant is proposing two different lot configurations to provide more flexibility in the housing form.

Type A1 (Lots 1 and 6)

The proposal includes two Type A1 lots. The principal house is proposed to be approximately 178 sq.m. (1,921 sq.ft) with a site coverage of 35.4%. The proposed floor space ratio is for the principal house is 0.63. Single-storey flex space is proposed at the rear of the house, accessed via and enclosed corridor with the intention of providing private space for extended family or for a home office. One parking stall is proposed, accommodated in a single enclosed garage accessed off the new lane north/south in the rear of the site.

Type B (Lots 2-5, 7-10)

The proposal includes eight Type B lots. The principal house is proposed to be 157 sq.m. (1,691 sq.ft) with a site coverage of 27%. The proposed floor space ratio for the principal house is 0.53. Two parking stalls are proposed for Type B houses, accommodated in a double car garage at the rear of the site. All Type B lots propose 41 sq.m. (440 sq.ft) of studio space above the double garage, accessed from the back yard with views to the lane and the main house. The studio space is intended to be used as a home office, guest accommodation and/or an additional bedroom for family members, and staff will ensure appropriate regulations and securities are in place through the rezoning process to discourage unauthorized dwelling unit conversion.

The applicant's design rationale and project drawings are included in Attachments 2. Additional site context information and project statistics in Attachment 3.

DISCUSSION

Site Access and No Build Covenant

Vehicular access for the dwelling units will be from a new 6 m (19.7 ft.) north/south lane that runs through the center of the development. A 3 m (9.8 ft.) dedication will be taken to construct half the width of an east/west lane that will connect Howes and Sprice Street to the north/south lane. Due to the uncertainty of the redevelopment of the 110 Sprice Street property to the south, a no-build covenant and 3 m (9.8 ft.) wide statutory right away will be registered over Lot 1 to accommodate the construction of a temporary north half of the lane, thus achieving a 6 m (19.7 ft.) wide lane in the interim (shown in Figure 2 below). The section of east/west lane that meets Sprice Street will be a one way, 3 m (9.8 ft.) wide lane in the interim and will be a left-out only. The no-build

covenant will be released once 110 Sprice Street redevelops and a dedication can be taken to achieve the ultimate east/east lane width.

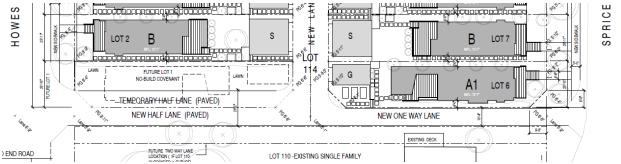


Figure 2 - Proposed East/West Lane

Garbage and recycling collection will occur on Howes Street and Sprice Street until the full width of the east/west lane is constructed as part of future development. Staff will continue to work with the applicant on the provision of a minimal intervention, low maintenance landscape treatment for Lot 1.

Building Design and Massing

As the subject site is located within the Residential Development Permit Area (DPA) #2 – Compact Lot, the proposal would be evaluated against the associated DPA guidelines and principles. This proposal generally meets the intent of the DPA guidelines and the form and character is consistent with other single-detached development projects in Queensborough. The proposed project design will be further reviewed by staff through the application review process. In particular, staff will continue to evaluate the impact of the massing of the proposed flex addition for the Type A1 houses on adjacent rear yards.

The application satisfies the Natural Hazard Development Permit Area #1 Flood Hazard designation by placing all habitable space above the 3.53 m. (11.53 ft.) flood plain elevation identified for this site.

Site Coverage

Zoning Bylaw Section 414.17 states that a principal building shall not cover more than 35% of the site area when a house has two habitable levels above the Geodetic elevation of 3.53 metres (11.53 feet). The applicant is proposing a site coverage of 35.4% for Type A1 houses/lots, which is over the maximum site coverage in the bylaw. Staff would work with the applicant to reduce the site coverage to meet Zoning Bylaw requirements as the proposal proceeds through the application review process

Variances

Site Frontage

Section 512 of the Local Government Act and RT-2D Zoning District states that the site shall not have a frontage of less than 10% of the perimeter, unless Council determines upon a lesser frontage. 10% of the proposed perimeter of Type A1 lots is 8.7 m (28.5 ft.) and 9 m (29.6 ft) for Type B lots. The applicant is proposing lots with a frontage of 7.9 m (25.9 ft.) which is 9.1% of the perimeter for Type A lots and 8.7% of the perimeter of Type B lots. Council approval of a variance to reduce the minimum frontage requirements would be required; the subdivision would be conditional on receiving this approval.

The minimum frontage requirement ensures that the lot is wide enough to allow a reasonable building footprint and that adequate access is provided to all properties. The proposed lot width supports a livable footprint for the house. The dedication and construction of a rear lane provides vehicular access to the all lots in this subdivision, therefore the intent of the regulation is satisfied. There is precedent for this type of variance in the Queensborough neighborhood, including on the opposite side of Howes Street from the proposed development, and therefore staff consider it to be reasonable.

Height of Garage/Studio

Zoning Bylaw Section 414.10 indicates that the height of the detached accessory building shall not exceed a height of 4.56 m (15 ft.) measured from the finished floor of the building. The applicant is requesting additional height for the detached accessory space for Type B lots to simplify the building envelope, reduce the construction costs, maximize the studio space efficiency, and mitigate overlook into the neighbor's yards. As such, the applicant has applied for a Development Variance Permit to allow for the increase in allowable height from 4.56 m (15 ft.) to 5.5 m (18 ft.).

Based on the rationale provided by the applicant and the negligible impact of the shadow study include in the drawing package, staff consider this variance to be reasonable. Staff will continue to evaluate the proposed variance to determine if it meets the criteria to be eligible for delegation to the Director of Climate Action, Planning and Development.

Lot 1 and Lot 6 Driveways

Zoning Bylaw Section 140.56 states that driveways shall not be located within 4.56 m (15 ft.) at the intersection of streets, lanes or a street and a lane. The applicant is proposing a single parking garage for lots 1 and 6, which are located at the intersection of the two lanes. The siting of the proposed garages will be further detailed and explored as the review process continues to determine if a variance is required.

MOTI Approval

The proposed application is located within 800 m of a Ministry of Transportation and Infrastructure (MoTI) controlled access area (Highway 91A). As part of formal Rezoning and Development Permit applications, a design referral package for the proposed project would be forward to MOTI for response. MOTI will need to review and approve the access design before the City can approve a rezoning application.

<u>APPLICATION REVIEW PROCESS AND NEXT STEPS</u>

The proposed Rezoning, Development Variance Permit and Development Permit applications would be reviewed concurrently. The anticipated next steps in the application review process, consistent with the Interim Development Review Process endorsed by Council in response to the pandemic, include:

- 1. Internal circulation, review, and applicant revisions (ongoing);
- 2. Preliminary report to Council (September 26, 2022) (WE ARE HERE);
- 3. Applicant-led consultation, including dissemination of information to the relevant Residents Associations (Queensborough Residents Association);
- City-led consultation;
- 5. Council consideration of the rezoning application and issuance of notice of waiving the Public Hearing
- 6. Council consideration of First and Second Reading;
- 7. Public Hearing (if scheduled), followed by Council consideration of Third Reading;
- 8. Applicant addresses adoption requirements;
- 9. Council consideration of adoption of proposed Zoning Amendment Bylaw and issuance Development Variance Permit;
- 10. Issuance of Development Permit by Director of Climate Action, Planning and Development.

INTERDEPARTMENTAL LIAISON

The City has a team-based approach for reviewing development applications. The project is being reviewed by staff from various departments, including Climate Action, Planning and Development; Engineering Services; Parks and Recreation; and Electrical Operations.

OPTIONS

The following options are offered for Council's consideration:

 That Council instruct staff to process the proposed Zoning Bylaw Amendment, Development Variance Permit, and Development Permit applications for 114 and 118 Sprice Street as outlined in the Application Review Process and Next Steps section of this report. 2. That Council provide staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1 – Staff Memo

Attachment 2 – Applicant's Design Rationale and Select Project Drawings

Attachment 3 – Background

APPROVALS

This memo was prepared by: Amanda Mackaay, Development Planner

This memo was reviewed by:

Mike Watson, Acting Supervisor of Development Services Jackie Teed, Senior Manager of Climate Action, Planning and Development

This memo was approved by:

Jackie Teed, Acting Director of Climate Action, Planning and Development



Attachment 2 Applicant's Design Rationale and Select Project Drawings



Howe St Elevation

STATISTICS:

CIVIC ADDRESS: HOWE STREET & SPRICE STREET

E. info@rwa.ca W. www.rwa.ca

LEGAL: LOTS 114 and 118, ALL OF DISTRICT LOT 757, GROUP 1. NEW WESTMINSTER DISTRICT PLAN 21376

CURRENT ZONING : RQ-1 PROPOSED ZONING : RT-2D

	future Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8	Lot 9	Lot 10
SITE AREA:	3063 sf	3170 sf	3170 sf	3170 sf	3170 sf	3063 sf	3170 sf	3170 sf	3170 sf	3170 sf
Unit Type	A1	В	В	В	В	A1	В	В	В	В
Site Coverage - Principle Building (35% max. allowable)	1085 sf - 35.4%	855 sf - 27%	1085 sf - 35.4%	855 sf - 27%	855 sf - 27%	855 sf - 27%	855 sf - 27%			
Site Coverage - Attached Accessory (10% max. allowable)	301 sf - 9.8%	316 sf - 10%	301 sf - 9.8%	316 sf - 10%	316 sf - 10%	316 sf - 10%	316 sf - 10%			
Site Coverage - Detached Accessory (greater of 15% or 400 sf)	242 sf~ 7.9%	440 sf - 13.8%	242 sf - 7.9%	440 sf - 13.8%	440 sf - 13.8%	440 sf - 13.8%	440 sf - 13.8%			
Impervious Surfaces in % (total area)	55% (1688 sf)	48% (1449 sf)	48% (1449 sf)	48% (1449 sf)	48% (1449 sf)	55% (1688 sf)	48% (1449 sf)	48% (1449 sf)	48% (1449 sf)	48% (1449 sf)
Average Grade / Crawl Space Height to U/S Structure	7'-9" / 3'-9"	7'-5" / 4'-1"	7'-2" / 4'-4"	6'-11" / 4'-7"	6'-9" / 4'-9"	6'-0" / 4'-11"	5'-10" / 4'-11"	5'-8" / 4'-11"	5'-7" / 4'-11"	5'-5" / 4'-11"

UNIT BREAKDOWN :	Type A1	Type B	SETBACKS:	Type A1	Type B
Main Floor Area :	1085 SF	855 SF	Min. Front Yard - 10'-0"	17'-7"	16'-9"
Upper Floor Area :	836 SF	836 SF	Min. Rear Yard - 20% (24.44')	35'-4"	58'-2"
Total Floor Area :	1921 SF	1691 SF	Min. Side Yard - 7'-0" total	7'-0"	7'-1"

STUDIO BREAKDOWN - TYPE B	:		Type A1	Type B	
Main Floor Garage Area :	440 SF	Detached Accessory Building to	Proposed	Proposed	
Upper Floor Studio Area :	440 SF	Principal Building - Min. 10'-0"	11'-10"	23'-8"	

	oosed
d Type A1 1	1
Type B 1	2

BUILDING HEIGHT :

from Geodetic

Elevation - 11.53

Max. 25'-0" allowable

DRAWING LIST:

DP0.01	Cover	Stats
--------	-------	-------

DP1.01 Overall Site Plan w/ No Build Covenant on Lot 1

DP1.02 Floor Plans - Type A1

DP1.03 Exterior Elevations - Type A1

DP1.04 Building Sections - Type A1 & B

DP1.05 Floor Plans - Type B

DP1.06 Building Elevations - Type B

DP1.07 Studio/Garage - Plans & Elevations

DP1.08 Overall Site Plan - Ultimate Build Out

ARCHITECTURE ASSESSED TO A STATE OF THE PROPERTY OF THE PROPER

Gilhurst Developments
9708 Gilhurst Crescent
Richmond, BC V7A 1P2



Type A1 Type B

20'-9"

20'-9"

Type A1 - Garage

Max. 15'-0" allowable to mid-point of roof

Type B - Garage / Studio

Max. 15'-0" allowable to mid-point of roof 18'-0"

* Variance Permit Required

Sprice Street Flexible Family Housing 114 & 118 Sprice Street Ouensborough, NW

10'-0"

Cover Page
Statistics / Drawing List

SCALE:

DRAWN BY: ---

DP0.01_{age 329 of 863}

OCP AND ZONING OVERVIEW

114 & 118 Salter St are located between Sprice St., Howes St., Salter St. and South Dyke Rd in Queensborough. The Queensborough Community Plan (QCP) designates the land use as Residential - Compact Lot and includes the property in the Compact Lot Development Permit Area.

Official Community Plan:

Land Use: Key characteristics of this land use are (on page 139 of the QCP) refer to fig 2:

Purpose: To allow single detached houses on a compact lot, which are complementary to the existing neighbourhood character.

Principal Forms and Uses: Single detached dwellings, single detached dwellings on a compact lot, and cluster houses. Lots with single detached dwellings may also include a secondary suite.

Development Permit Area: The Compact Lot Development Permit Area is described in the QCP (page 190) refer to fig 3.:

The Compact Lot intensive residential area, identified as Development Permit Area #2 [see Map B], is designated in order to provide an opportunity for an innovative ground oriented housing type. This Development Permit Area encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. It also establishes guidelines for the form and character of intensive residential development.

Zoning Bylaw:

The property is currently zoned RQ-1. The applicant will apply for rezoning to RT-2D: Single Detached Dwelling Districts (Compact Lots) which allows single family residential development on compact lots.



fig 1: Site Location

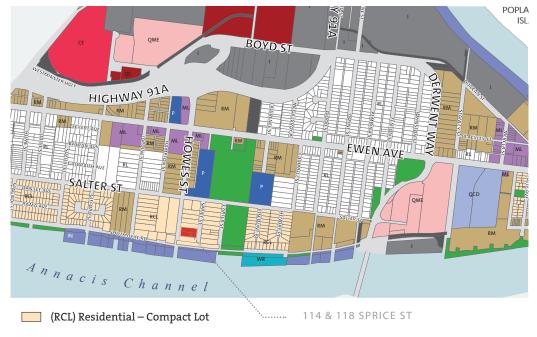


fig 3: Queensborough Community Plan Schedule C Land Use Designation Map



fig 2: Queensborough Community Plan Map B Residential Development Permit Areas

REZONING & DP APPLICATION BOOKLET

OCP and Zoning Overview

PROJECT DESCRIPTION

OVERALL

The intention of this application for family housing is to provide an innovative form of compact housing in Queensborough with the following benefits:

- a range of affordability with options for additional living space including home office and/or intergenerational living
- the potential for some home owners to build their lot out over time including garage or garage/studio when they can afford it (Type B)
- variety in building form and density, ie: choices of housing types combined with an asymmetrical house form contribute to inherent variety on the street - avoiding monotony from repetition
- walkable streets, integrating grading required by the FCL, continuing the Queensborough vernacular of front porches/yards/gardens
- the potential to develop the lane as a safe, pedestrian oriented neighbourhood space
- The ground floor flex space in the Type A lots are ideally suited for an elderly family member who requires an accessible space, "connected" to the larger household balanced with privacy. Alternatively it could be used a home office or family room play loom for larger families.

FLEXIBILITY

Flexibility is offered as housing choices (details on page 5):

- 1. compact 2 level house with four bedrooms (approx. 1140 sf) included in Type B
- 2. approx. 285 sf studio above a double garage included in Type B with the DP or completed later depending on the homeowners financial ability.
- 3. A slightly larger 2 level house with four bedrooms plus a one level flex space (office, bedroom) accessed via an indoor passageway combined with a private outdoor courtyard (approx. 1920 sf) included in Type A,

The proposed subdivision requires a rezoning to RT-2D zoning schedule and a Development Permit for each lot. The current site plan provides eight Type B lots and two Type A lots based on Dominion Landmark Developments' assessment. The illustration on this page describes what would happen if there was a change in the market and resulting in a balance of type A and B. Obviously this would require a revision to the Development Permit for the affected lots. (Note: This is not contemplated at this time, but is shown for illustration purposes only.)



asymmetrical forms contribute to a varied and animated Sprice streetscape



site plan illustrating the "ultimate build out" of the re-zoning application

REZONING & DP APPLICATION BOOKLET

Project Description

AN UPDATED VERNACULAR

The Arts and Crafts style of architecture in New Westminster and Queensborough has a rich and vibrant history. A significant portion of new buildings refer to this historic style through the use of textured cladding; changes in colour and cladding at floor lines to establish good building proportions and a human scale; design elements including brackets, generous trim, bays, porches and chimney boxes; and a palette of warm, "friendly" colours.

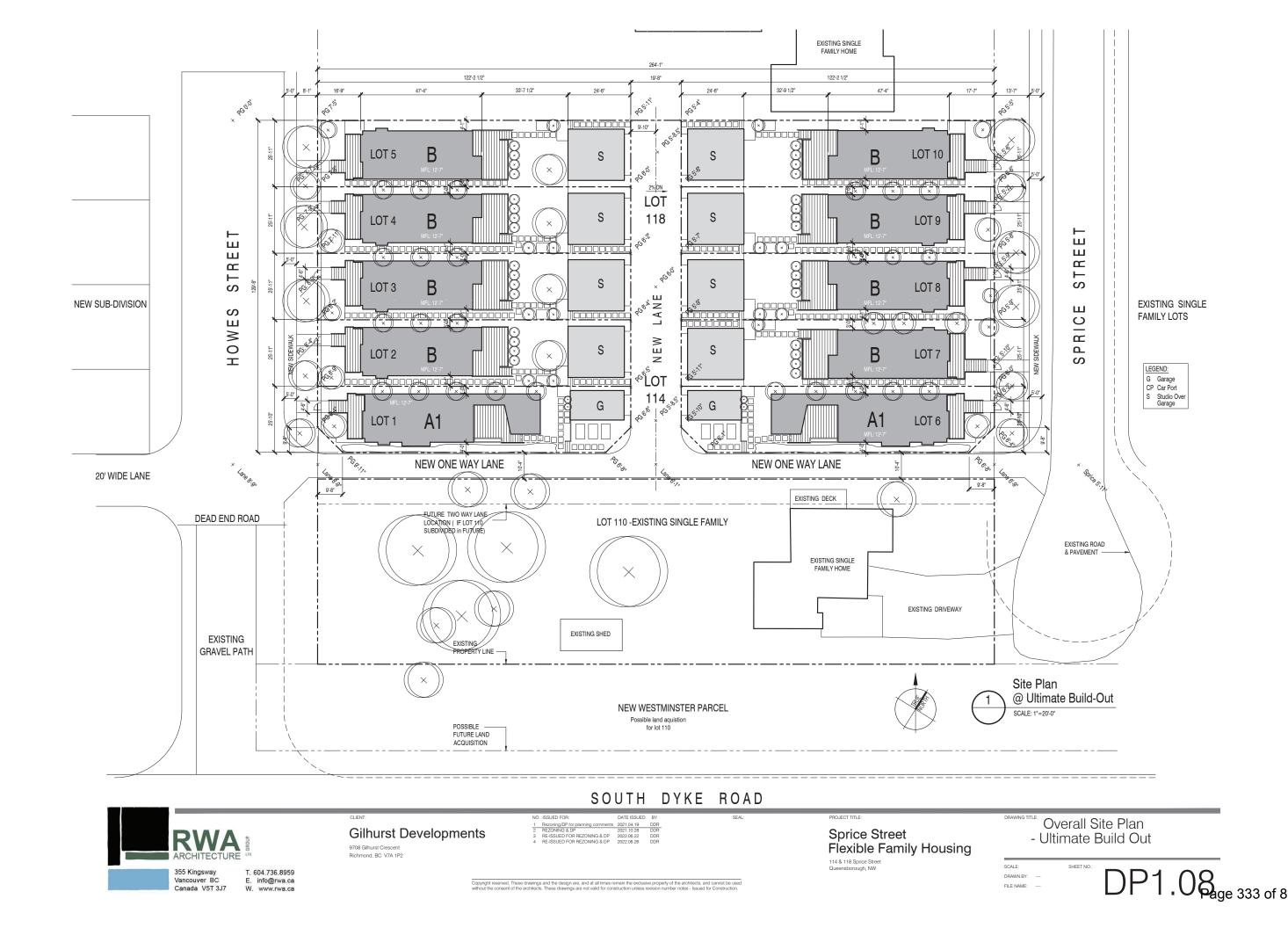
The cost of construction has restricted the use of "heritage" materials and reduced the palette of design elements required for an authentic expression of Arts and Crafts.

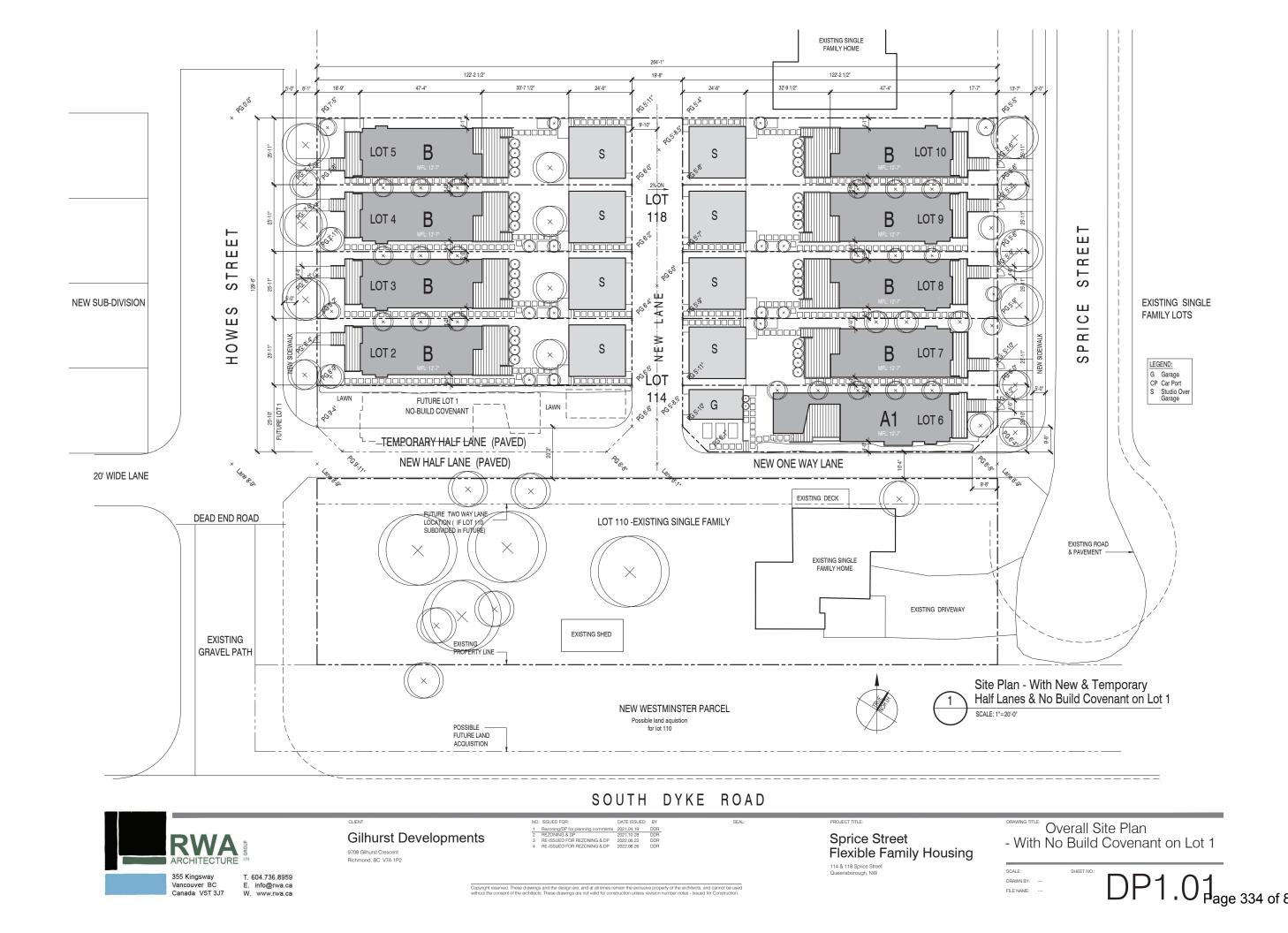
This development proposes a simpler, contemporary version of the craftsman architectural style using similar strategies to create textured, human scaled elevations and streetscapes. These simple, building forms and envelopes also support the realities of climate change, energy efficiency and affordability, The key elements are:

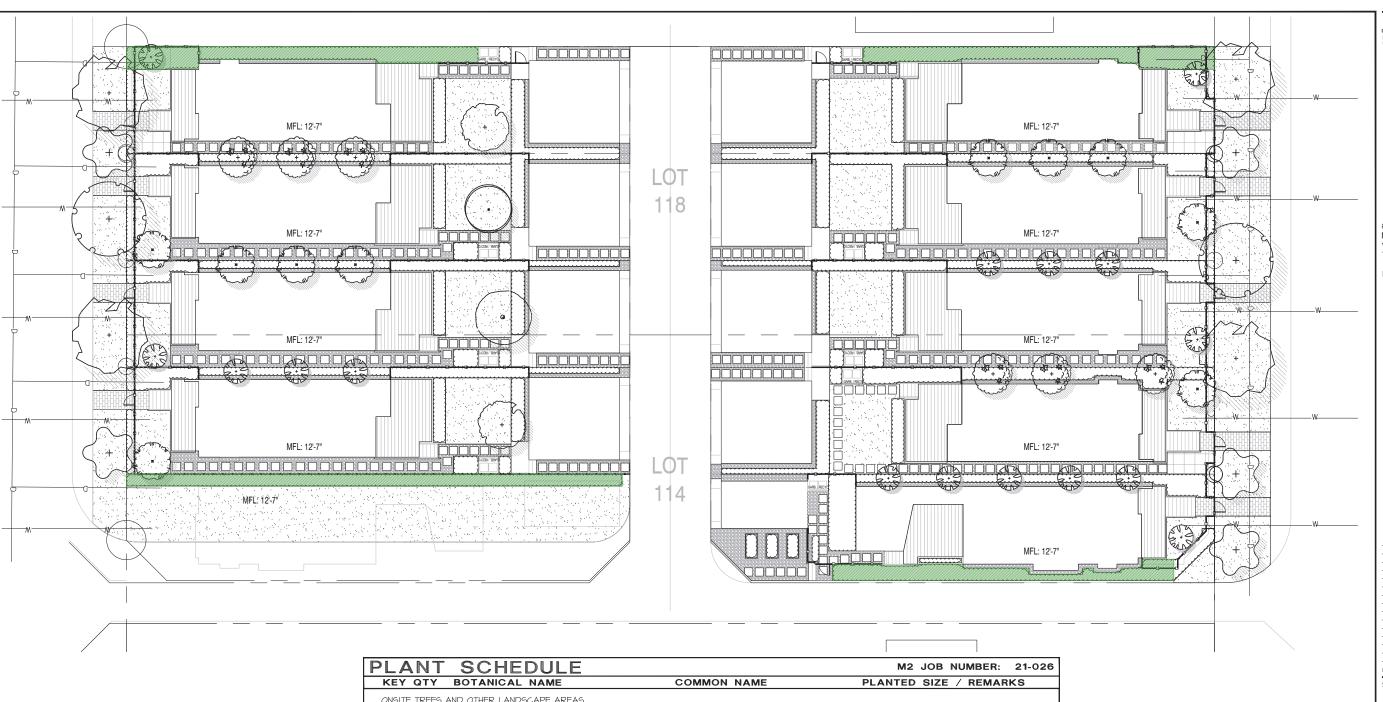
- simple building envelopes with minimal articulation to increaste energy efficiency
- changes in materials and colours to emphasize building proportions and a human scale
- design elements to highlight entrances and porches
- repeating patterns of railings, window sizes, bay windows, chimney and roof forms to allow streetscape continuity
- changes in materials, colours and door and entry details to contribute to streetscape variety and an identity for each house on the street



a contemporary streetscape with Arts and Crafts roots









LANDSCAPE ARCHITECTURE

#220 - 26 Lorne Mews New Westminster, British Columbia V3M 3L7 Tel: 604.553.0044 Fax: 604.553.0045 Email: office@m2la.com



ΙΞ				
1				
_	3	AUG.26.2022	ISSUED FOR DP	QL
_	2	JL.25.2022	ISSUED FOR DP	QL
	1	JUL 21.2022	ISSUED FOR DP	QL
N	0.	DATE	REVISION DESCRIPTION	DR.

PROJECT:

SINGLE FAMILY RT-2D, OFF-SITE&ON-SITE LANDSCAPE

HOWES STREET & SPRICE STREET, NEW WESTMINSTER, BC

DRAWING TITLE:

TREE PLAN

DATE: JULY.21.22 SCALE: 1' = 3/32" DRAWN: QL DESIGN: QL

DRAWING NUMBER:

STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

LEGEND	<u>></u>		
	GRAVEL BED	-0	42" HT. PICKET FENCE L6/04 DETAIL
	CONCRETE UNIT PAVER		5' Ht. PERIMETER FENCE L6/05 DETAIL
	SCORE CUT CONCRETE		SOFTSCAPE PLANTING AREA
	COMPOSITE WOOD DECKING		HEDGE BUFFER
	SOD/LAWN		2'X2' HYDRAPRESSED PAVER

ONSITE TREES AND OTHER LANDSCAPE AREAS ACER RUBRUM 'ARMSTRONGII COLUMNAR RED MAPLE 6CM CAL;B&B ACER RUBRUM 'BOWHALL' COLUMNAR BOWHALL MAPLE 6CM CAL; B&B CARPINUS BETULUS ?FRANS FONTAINE? COLUMNAR HORNBEAM 5CM CAL; B&B JAPANESE HORNBEAM 5CM CAL; B&B GINKGO BILOBA 'PRINCETON SENTRY' PRINCETON SENTRY MAIDENHAIR 6CM CAL; B&B LIQUIDAMBAR STYRACIFLUA 'SLENDER SILHOUETTE' SLENDER SILHOUETTE SWEET GUM 6CM CAL; B&B SOFT LANDSCAPE AREAS HEDGE BUFFER STREET TREES CORNUS EDDIE'S 'WHITE WONDER' 5CM CAL; STD FORM; B&B WHITE WONDER DOGWOOD 5CM CAL; B&B CORNUS KOUSA 'CHINENSIS' CHINESE DOGWOOD MAGNOLIA KOBUS STELLATA 'ROYAL STAR' ROYAL STAR MAGNOLIA 3M HT; B&B; STD 1.5M

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL, UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.

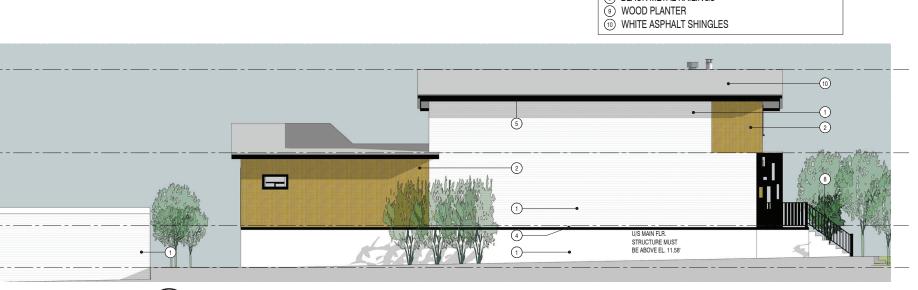
^{снкто: мт}Раде 335 of 865 M2LA PROJECT NUN







SCALE: 1/8"=1'-0"



Side Elevation SCALE: 1/8"=1'-0"

Side Elevation @ Lane

SCALE: 1/8"=1'-0"

NOTE: TYPE A IS A MIRROR IMAGE OF TYPE A1



Gilhurst Developments 9708 Gilhurst Crescent Richmond, BC V7A 1P2

Sprice Street

Flexible Family Housing 114 & 118 Sprice Street Queensborough, NW

Exterior Elevations Type A1
Corner House + Flex Space and Garage/Carport

MATERIAL LEGEND:

 BLACK VINYL WINDOWS 7 RED GLAZED DOOR w/ TRANSOM 8 BLACK METAL RAILINGS

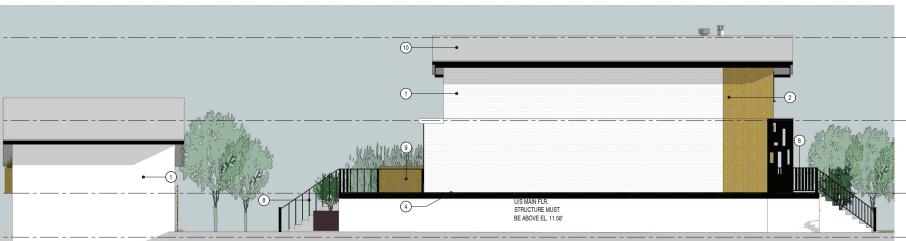
1 HORIZONTAL SIDING - 1X6 LAPPED COMPOSITE BOARD ② STAINED WOOD PANELLING W/ 1X1 STAINED PATTERNS

3 1x4 WOOD PICKETS W/ 2x4 WOOD CAP

4 2x8 HORIZONTAL TRIM
5 2x8 FASCIA

DRAWN BY: ----







MATERIAL LEGEND:

- 1 HORIZONTAL SIDING 1X6 LAPPED COMPOSITE BOARD
- 2 STAINED WOOD PANELLING W/ 1X1 STAINED PATTERNS
 3 1x4 WOOD PICKETS w/ 2x4 WOOD CAP
 4 2x8 HORIZONTAL TRIM

- 5 2x8 FASCIA
- Exp Pascia
 BLACK VINYL WINDOWS
 RED GLAZED DOOR w/ TRANSOM
 BLACK METAL RAILINGS
 WOOD PLANTER
 WHITE ASPHALT SHINGLES











Gilhurst Developments 9708 Gilhurst Crescent Richmond, BC V7A 1P2

Sprice Street Flexible Family Housing 114 & 118 Sprice Street Queensborough, NW

Exterior Elevations Type B House + Studio/Garage

DRAWN BY: ----



Attachment 3

Background

Site Characteristics and Context

The subject site is bounded by Howes Street and Sprice Street within the Queensborough neighbourhood. The site is made up of two lots, 114 and 118 Sprice Street, with an approximate combined area of 3,434 sq. m (36,963 sq. ft). 114 Sprice Street is currently vacant and 118 Sprice Street contains a house that is more than fifty years old (built in 1961). The house is considered to have relatively low heritage value and has been approved for demolition per City policy.

To the west of the site across Howes Street is a new subdivision with 18 single-detached homes. The north, east and south of the site are single-detached houses on similarly sized lots, which are zoned RQ-1 and designed Residential – Compact Lot (RCL). The site is located one block from Ryall Park, a prominent community park in Queensborough that offers a range of amenities including tennis courts, spray parks, and playgrounds.

The site is subject to flood plain constraints on the amount of floor space at grade and the use of that floor space. No storage or habitable floor space is allowed at grade within the Flood Plain. The underside of the floor system for the habitable space must be clear of 3.53 m. (11.53 ft.) Geodetic Survey of Canada (GSC). A site context map is provided below (Figure 1).



Figure 1 - Site Context Map

Proximity to Transit and Cycling Networks

Sprice Street and Howes Street are both designated as local roads. The site is located approximately 40 m (131 ft.) north of the Queensborough Perimeter Trail, which is

currently being constructed in segments. The Queensborough Community Plan and Master Transportation Plan envision the trail as a prominent multi-use trail that connects residents to the waterfront. The site's proximity to transit service is highlighted in Table 1.

Tr	ansit Facility	Distance	
•	Bus #104 (22 nd Street Station/Annacis Island)	• 650 m. (2,133 ft.) to northbound bus stop	
•	Bus #410 (22 nd Street Station/Brighouse Station)	• 750 m. (2,460 ft.) to eastbound bus stop on Ewen Avenue; 650 m (2,133 ft.) to westbound stop on Howes Street	

Table 1 - Proximity to Transit Facility

Policy and Regulations

Queensborough Official Community Plan (OCP)

The subject site is currently designated (RCL) Residential – Compact Lot, which is described, in part, as follows:

<u>Purpose</u>: To allow single detached houses on a compact lot, which are complementary to the existing neighbourhood character.

<u>Principal Forms and Uses</u>: Single detached dwellings, single detached dwellings on a compact lot, and cluster houses. Lots with single detached dwellings may also include a secondary suite

<u>Complementary Uses</u>: Home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

Maximum Density: Low density multiple unit residential

Development Permit Area

The subject site is located in The Compact Lot intensive residential area, identified as Development Permit Area (DPA) #2. This DPA is designated in order to provide an opportunity for an innovative ground oriented housing type. This Development Permit Area encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. A development permit would be required as part of this application.

The site is designated as part of Natural Hazard DPA #1 – Flood Hazard. Guidelines for this development permit area are intended to minimize the potential for loss of life and property damage in the event of flooding of the Fraser River, while allowing for the

continued use of industrial lands to provide employment and the continued renewal and development of an historic New Westminster neighbourhood.

Zoning Bylaw

The subject site is currently zoned Queensborough Neighbourhood Residential Dwelling Districts (RQ-1) and the intent of this district is to allow single detached dwellings in the Queensborough neighbourhood. The applicant is proposing to rezone the site to Single Detached Dwelling Districts (Compact Lots) (RT-2D) to facilitate the development of single-detached dwellings on compact lots.

50 Year and Older Heritage Review Policy

The City's heritage review policy is that demolition applications for a building or structure older than 50 years is automatically forwarded to the Planning Division for review, and may be referred to the Community Heritage Commission (CHC) for comment if it is deemed by the Planning Division to have sufficient heritage significance.

Building Bylaw No. 8125, 2019

The Building Bylaw includes the following provisions regarding construction in Queensborough:

- 9.1 All buildings or structures located in Queensborough Area shall:
 - 9.1.1 comply with the City's Queensborough Construction Guidelines; and
 - 9.1.2 have their minimum finished floor elevation, including crawl space and basement floors, not lower than 1.52 m (5 feet) above the geodetic datum or 150 mm (6 inches) above the center of the road abutting the property, whichever elevation is greater, provided, however, that where the center of the road elevation proves to be impractical in the opinion of the Building Official, the minimum elevation shall be 150 mm (6 inches) above natural grade which will be established by the Director of Engineering. The elevation of the finished grade of the yard must be at least 50 mm (2 inches) lower than the elevation of the crawl space floor, basement floor or ground floor.

Project Statistics Summary

	Permitted/Required under RT-2D	Proposed
Site Details		
Site Area (Net)		
Type A1		
	279 sq.m. (3,000 sq.ft)	285 sq.m. (3,063 sq.ft.)
Type B	279 sq.m. (3,000 sq.ft)	295 sq.m. (3,170 sq.ft.)
Floor Space Ratio (Principal House)		
Type A1	-	0.63
Type B	-	0.53
Site Frontage (Minimum 10% of Site Perimeter)		
Type A1*	8.7 m (28.5 ft.)	7.9 m (25.9 ft.); 9.1% of perimeter
Type B*	9.0 m (29.6 ft.)	7.9 m (25.9 ft.); 8.7% of perimeter
Site Coverage		
Type A1*	35%	35.4%
Type B	35%	27%
Principal Building		
Building Height		
Type A1	10.7 m. (25.0 ft.)	6.3 m (20.8 ft.)
Type B	10.7 m. (25.0 ft.)	6.3 m (20.8 ft.)
Setbacks:		
Front Type A1 Type B	3 m (10 ft.)	5.4 m (17.6 ft.) 5.1 m (16.8 ft.)
Rear Type A1 Type B	7.4 m (24.4 ft.)	10.8 m (35.3 ft.) 17.7 m (58.2 ft.)
Side Type A1 Type B	2.1 m (7.0 ft.)	2.1 m (7.0 ft.) 2.2 m (7.1 ft.)
Parking (Vehicle)		
Standard		
Type A1	1.0	1.0
Туре В	1.0	2.0

Detached Accessory		
Site Coverage		
Type A1	15%	7.9%
Type B	15%	13.8%
Building Height		
Type A1	4.6 m (15 ft.)	3.0 m (10.0 ft.)
Type B*	4.6 m (15 ft.)	5.5 m (18.0 ft.)
Distance from Lane		
Type A1	0.71 m (2.3 ft.)	0.8 m (2.5 ft.)
Type B	0.71 m (2.3 ft.)	0.8 m (2.5 ft.)
Attached Accessory (Deck)		
Site Coverage		
Type A1	10%	9.8%
Type B	10%	10%

NOTE: grey rows indicate proposed variances, white rows meet City regulations. *Staff will continue to work with applicant to verify the conformance with zoning provisions



REPORT Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date**: September 26, 2022

From: Emilie K. Adin, Director, File: 13.2630.01

Climate Action, Planning and

Development

Item #: 2022-626

Subject: Update on the Community Action Network Leadership Training

Program and the Ethics of Engagement Project

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

This report provides an update on the City of New Westminster's partnership in the Community Action Network Leadership Training Program (CAN New West) and results of the Ethics of Engagement Project.

EXECUTIVE SUMMARY

People with lived and living experience are increasingly acknowledged as context or subject matter experts with valuable first-hand knowledge. It is progressively recognized that they should be involved in the development, implementation and evaluation of initiatives that affect their lives.

The BC Poverty Reduction Coalition's Community Action Network (CAN) aims to increase the involvement of people with lived and living experience of poverty and homelessness in planning, policy development and advocacy efforts at both the provincial and civic levels. One of CAN's flagship initiatives is its Leadership Training Program, which includes learning about the systemic causes of poverty, the role of government in addressing poverty, and the importance of community-organizing training. In addition, this program is intended to increase the involvement of people with

lived and living experience in civic engagement, planning, policy development and decision-making, thus making these processes more representative and responsive. Council, at its Regular Meeting on September 9, 2019, directed staff to enter into a partnership with the BC Poverty Reduction Coalition and to engage New Westminster residents with lived and living experience of poverty and homelessness in the CAN New Westminster (CAN New West) Leadership Training Program.

In fall of 2020, BC Poverty Reduction Coalition facilitators and City staff concluded the inaugural CAN New West Leadership Training Program, which involved eight people with lived and living experience (CAN leaders), and was considered to be a resounding success.

Staff reported back to Council at a Regular Meeting on March 29, 2021, following completion of the inaugural Leadership Training Program. Council endorsed continued partnership with the BC Poverty Reduction Coalition and several next steps, which build on the success of the inaugural program. This report provides an update on each of the endorsed next steps, including sharing the results of the completed Ethics of Engagement Project.

The City has made significant progress through its ongoing partnership with the BC Poverty Reduction Coalition and its participation in the CAN New West Leadership Training Program. Over the past two years more community residents with lived and living experience of poverty and homelessness are valued, respected and supported in the City's engagement processes. Their contributions are being reflected in local decision-making.

<u>OPTIONS</u>

The following options are presented for Council's consideration:

- 1. That Council receive this report for information.
- 2. That Council provide staff with other direction.

Staff recommends Option 1.

<u>ATTACHMENTS</u>

Attachment 1: Staff Memo Attachment 2: Background

Attachment 3: Experiences and Impacts of the Ethics of Engagement Project Report

APPROVALS

This report was prepared by: Anur Mehdic, Social Planner

This report was reviewed by: John Stark, Supervisor of Community Planning Jennifer Miller, Manager of Public Engagement

This report was approved by: Emilie Adin, Director of Climate Action, Planning and Development Lisa Spitale, Chief Administrative Officer



Attachment 1 Staff Memo



MEMO Climate Action, Planning and Development

To: Emilie K. Adin, MCIP

Director, Climate Action, Planning and Date: September 26, 2022

Development

From: Jackie Teed, File: 13.2630.01

Senior Manager, Climate Action Planning and Development

Item #: [Report Number]

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BACKGROUND

For information on the policy context and all previous Council direction related to this partnership, please refer to Attachment 2.

Previously Endorsed Next Steps

At the Regular Meeting on March 29, 2021, Council adopted the following motion:

THAT Council direct staff to proceed with the recommended actions related to the Community Action Network and the Ethics in Engagement Project, as contained in the 'Next Steps' section in this report.

Next steps outlined in the report included the following:

- That the City Clerk and the Manager of Public Engagement oversee a process to create opportunities for CAN graduates to be part of City advisory committees, task forces and working groups.
- That the BC Poverty Reduction Coalition and the City create a CAN Learning Network, in which CAN graduates would be available to inform City resources; train and mentor key City staff; and assist with and/or coordinate civic engagement with under-represented groups.
- That the BC Poverty Reduction Coalition offer a CAN Leadership Training Program in 2022 to empower more people with lived and living experience and to replenish the membership of the CAN Learning Network.
- That the City compensate CAN graduates (leaders) for their time as context or subject matter experts when involved in and/or assisting with City engagement and decision-making processes, and that this work be coordinated by the Manager of Public Engagement.
- That the City participate in the Ethics in Engagement Project, which would develop a framework to inform and evaluate City engagement resources, strategies an training methods, with the objective of facilitating greater engagement by people with lived and living experience.

DISCUSSION

Through its ongoing partnership with BC Poverty Reduction Coalition, and its participation in the CAN New West Leadership Training Program, in the past two years the City has made significant progress to ensure that more community residents with lived and living experience of poverty and homelessness are valued, respected and supported in the engagement process, and that their contributions are reflected in decision-making. This is a result of the progress made on each of the above-mentioned Council endorsed next steps.

Updates on each of the steps are provided below.

CAN Leader Involvement in City Committees, Task Forces and Working Groups

CAN leaders are regularly informed of opportunities to be part of City advisory committees, task forces and working groups, and the majority are excited to participate in as many activities as possible. Several CAN leaders are currently appointed to one of the three Grant Committee portfolios.

While CAN leaders are interested in applying to be on other advisory committees to share their expertise and passion in areas that are important to them, the previous timing of CAN graduation has been out of alignment with established committee

recruitment and appointments. A majority of CAN leaders have indicated that they are looking forward to the upcoming advisory committee intake starting in September 2022.

Creating the CAN Learning Network

BC Poverty Reduction Coalition facilitators and City staff are currently formalizing the New Westminster CAN Learning Network, where CAN leaders would be able to inform City resources; train and mentor key City staff; and assist with and/or coordinate civic engagement with under-represented groups.

CAN leaders from the 2020 cohort participated in the development of several plans policies and strategies, most notably: partnering on the development of the Homelessness Action Strategy (2022); partnering on the preparation and delivery of the Sanctuary City Policy Implementation Plan; leading segments of the Digital Inclusion Initiative; informing the draft Community Energy and Emissions Plan 2050; and participating in the Ethics of Engagement Project.

With respect to the latter, on February 10 and 12, 2022, CAN leaders and the City's Public Engagement staff hosted a booth at Royal City Centre Mall to introduce the work of CAN and its partnership role with the City; to share community resources and information with the public; and to open up space for informal conversations and relationship building. Over the two events, the leaders connected with about 50 community residents and established some ongoing connections.

With the additional eight graduates from the 2022 cohort (described below), the City's CAN Learning Network now consists of 16 CAN leaders.

Presently, the CAN Learning Network is engaged in supporting several timely projects, plans and strategies, including: participating on the Homelessness Action Strategy Implementation Working Group; engaging on the Downtown 24/7 Public Toilet Pilot Project; partnering with the New Westminster Homelessness Coalition on the 2023 Homelessness Action Week; and developing a CAN New West Community Resource Hub alongside the BC Poverty Reduction Coalition and New Westminster Public Library, with support from the Community Planning and Public Engagement divisions.

Facilitating a Second CAN Leadership Training Program in 2022

A second CAN New West Leadership Training Program was successfully delivered in the spring of 2022. Eight participants completed the program, all stating their desire to continue learning after program completion; to apply what they had learned to enhance policy development and program delivery; and to become active members in the City's CAN Learning Network. Highlights related to the 2022 CAN Leadership Training Program include:

- Recruitment, intake and program delivery was modeled after the first iteration of the Leadership Training Program, which was considered a success.
- All eight training sessions were held in the Council Chambers at City Hall between April 8 and May 27, 2022.
- All eight participants that attended the opening session successfully completed the program. Participants maintained regular attendance and were engaged throughout the program.
- Participants received breakfast and lunch, and were provided with transit tickets, as well as being compensated for any off-site child care costs.
- Training sessions focused on the key foundational themes of poverty reduction initiatives; public speaking, including related to storytelling to build solidarity; and, community organizing.
- Participants included Black and Indigenous residents, precariously housed individuals, single mothers, and those living with disabilities.
- Graduates received official certificates of participation, which were signed by the BC Poverty Reduction Coalition and the Mayor of New Westminster.
- CAN leaders from the inaugural 2020 cohort participated as guest facilitators, and shared their experience and lessons learned following their graduation.
- All graduates stated their desire to continue learning after program completion and to apply what they had learned to enhance policy development and program delivery.

Compensating CAN Leaders

City staff have been working to develop several compensation policies and procedures to support engagement by community residents with lived and living experience. Staff is currently working on two related policies: one to establish compensation for advisory committee members from low-income households, and another to establish criteria for providing compensation for participants from equity-denied groups in one-time engagement sessions such as interviews, workshops, etc. This policy work aims to address systemic inequities that restrict participation by specific demographic groups, and recognize the emotional labour and financial demands placed on these groups in order to participate. This work is being coordinated by the Manager of Public Engagement and the City Clerk.

In the interim, and primarily through grants such as those under the Strengthening Communities Services Program, CAN leaders have been regularly compensated at a living wage rate for their time as context or subject matter experts when involved in and/or assisting with City engagement and decision-making processes. In addition, any

child care and transportation costs that are incurred as a result of participation are also covered. To date, compensation for CAN leaders has been administered through the BC Poverty Reduction Coalition.

Staff have been advocating for similar compensation and cost coverage to occur with external organizations who have reached out to engage CAN leaders.

Participating in the Ethics in Engagement Project

In June of 2022, the City completed its involvement in the Ethics of Engagement Project, which was a systems change initiative led by the Single Mothers Alliance for Gender and Economic Justice (SMA) and funded by the Vancouver Foundation.

This project aimed to experiment with, and document, an engagement approach that focused on relationship building and power sharing between the City and CAN leaders with lived and living experiences of poverty and homelessness. CAN leaders from the inaugural 2020 cohort were central to the project, as they shared their stories and insights with City staff, partnered on several projects, sat on advisory committees and working groups, gave feedback on City initiatives, collected input from community members, and designed a multi-day pop-up engagement event.

Following these activities, an *Experiences and Impacts of the Ethics of Engagement Project* report (Project report) was completed by Dr. Tania Kajner at the request of the SMA. The evaluation research captures the experiences and impacts of the Ethics of Engagement Project from January 2020 to late-June 2022. The complete Project report is included as Attachment 3.

Key findings of the Project report include:

- CAN leaders felt welcomed and included, valued, heard, encouraged and supported by City staff, and by one another.
- Participating in the project helped CAN leaders develop a sense of purpose, showed them that they are not alone in their experiences, and helped them overcome barriers to accessing City space.
- Interacting with CAN leaders increased staff's understanding of the lived realities
 of poverty and homelessness, and impacted their approach to engaging people
 with lived and living experience. Engaging CAN leaders motivated staff to
 advocate more for people with lived and living experience of poverty and
 homelessness.
- As a result of the project, CAN leaders had an impact on existing City policies and frameworks and on the creation of new ones.
- Staff noted a more nuanced understanding of engagement practices and a motivation to engage people with lived and living experience in the future.

- A number of project strengths were identified as contributing to the project success, including: CAN leaders' commitment and passion, along with the solid preparation they received in the training program; the City's commitment to the project, the particular people involved and their dedication to building relationships; CAN leaders' relationships with one another; and, honorariums, which provided pragmatic support for CAN leaders.
- Project challenges included: the COVID-19 pandemic, which had a significant impact on the project activities, as well as the tension between working on concrete results and longer-term impacts.
- City staff and CAN leaders expressed hopes for the future of engagement between the City and people with lived and living experiences of poverty and homelessness.

FINANCIAL IMPLICATIONS

The City contributed \$10,000 to implement the inaugural CAN Leadership Training Program. City staff accessed senior government grants to implement the second CAN Leadership Training Program, and to cover compensation for CAN leaders to facilitate their involvement in a range of City initiatives, including the Homelessness Action Strategy.

City staff will continue to explore senior government funding opportunities to host future training opportunities and to further facilitate the involvement of individuals with lived and living experience. The City is also working on a compensation policy with regard to membership on advisory committees for low-income individuals and participation in one-time engagement sessions for equity-denied groups. The latter work is being coordinated by the Manager of Public Engagement and the City Clerk.

INTERDEPARTMENTAL LIAISON

This report was circulated to the Public Engagement Division for review and comment. Multiple departments have engaged with and are continuing to request engagement with CAN Leaders. City staff is working to develop a process for CAN leader inclusion to become seamless so that all departments can benefit from their knowledge.

<u>OPTIONS</u>

The following options are presented for Council's consideration:

- 1. That Council receive this report for information.
- 2. That Council provide staff with other direction.

Staff recommends Option 1.

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Attachment 1: Staff Memo Attachment 2: Background

Attachment 3: Experiences and Impacts of the Ethics of Engagement Project Report

APPROVALS

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Attachment 2 *Background*

BACKGROUND

Policy Context

Council Strategic Plan: 2019-2022

The Council Strategic Plan: 2019-2022 (July 8, 2019) includes the following key direction:

• Ensure that the organization's engagement practices and processes are representative of the entire community.

Official Community Plan

The Our City Official Community Plan (2017) includes the following policy under 'Community and Individual Wellbeing:'

Policy 1.5: Facilitate and support civic engagement, including with at-risk, marginalized and vulnerable populations.

Public Engagement Strategy

The Mayor's Task Force on Public Engagement (2015/16) was established to review the City's engagement practices; gather input from community members; and create a vision for the future of public engagement in New Westminster.

On December 5, 2016, Council endorsed a *Public Engagement Strategy*, which included the following principles:

- Involves community members who reflect the diversity of interests and opinions in the community.
- Achieves accessibility for all community members, recognizes their right to participate and values the knowledge and experience they contribute.

The *Public Engagement Strategy* also includes the following actions:

- Identify constituents that are most under-represented in public engagement and create a centralized list of known relationships, communications vehicles and methods to better reach these constituents.
- Identify or develop community engagement champions who can encourage and/or facilitate participation within under represented communities.

Community Poverty Reduction Strategy

The *Community Poverty Reduction Strategy* (2016) identifies the following actions related to people with lived and living experience under the pillar of 'Public Awareness, Empowerment and Mobilization:'

- That the Community Poverty Reduction Committee continue to involve people living in poverty and with low incomes in the development and implementation of poverty reduction actions. Additionally, that those sharing their lived experiences be recognized for their contributions and, where possible, compensated for their time.
- That the Community Poverty Reduction Committee, in conjunction with the Arts Council of New Westminster and the New Westminster Museum and Archives, hold an arts or media exhibit related to the lived experiences of people living in poverty and with low incomes.

Previous Council Direction

At the Regular Meeting on September 9, 2019, Council adopted the following motion:

THAT Council direct staff to enter into a partnership with the BC Poverty Reduction Coalition to engage up to 15 residents with lived and living experience of poverty in the Community Action Network Leadership Training Program; to develop principles and resources to more effectively involve people with lived and living experience in City engagement and decision-making processes; and to train key City staff in their use and implementation.

THAT Council endorse an amount of \$10,000 in support of this partnership and that it provide in-kind and staffing support, including covering costs associated with City catering services and venue rental.

THAT Council direct staff to explore the City's participation in the 'Ethics in Engagement' Project, which could inform and evaluate City engagement resources, strategies and training materials related to involving people with lived and living experience, and report back on the potential benefits and any related cost and staffing implications.

At the Regular Meeting on March 29, 2021, Council adopted the following motion:

THAT Council direct staff to proceed with the recommended actions related to the Community Action Network and the Ethics in Engagement Project, as contained in the 'Next Steps' section in this report.

Next steps outlined in the report included the following:

- That the City Clerk and the Manager of Public Engagement oversee a process to create opportunities for CAN graduates to be part of City advisory committees, task forces and working groups.
- That the BC Poverty Reduction Coalition and the City create a CAN Learning Network, in which CAN graduates would be available to inform City resources; train and mentor key City staff; and assist with and/or coordinate civic engagement with underrepresented groups.
- That the BC Poverty Reduction Coalition offer a CAN Leadership Training Program in 2022 to empower more people with lived and living experience and to replenish the membership of the CAN Learning Network.
- That the City compensate CAN graduates for their time as context or subject matter experts when involved in and/or assisting with City engagement and decision-making processes, and that this work be coordinated by the Manager of Public Engagement.
- That the City participate in the Ethics in Engagement Project, which would develop a framework to inform and evaluate City engagement resources, strategies an training methods, with the objective of facilitating greater engagement by people with lived and living experience.



Attachment 3 Experiences and Impacts of the Ethics of Engagement Project Report

Final Report

Experiences and Impacts of the

Ethics of Engagement Project

August 30, 2022

PREPARED BY

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1. Executive Summary

Overview of the Project

The *Ethics of Engagement* project aimed to experiment with an engagement approach that focussed on relationship building and power sharing between City of New Westminster staff (City staff) and Community Action Network (CAN) leaders with lived and living experiences of poverty and homelessness. The BC Poverty Reduction Coalition ran its Community Action Network leadership training program for those with lived/living experience of poverty to learn advocacy and organizing skills to impact public policy development to end poverty. After the program finished, the graduates (CAN leaders) were invited to participate in the Vancouver Foundation funded Ethics of Engagement systems change project partnered with the City of New Westminster, and co-led by a community partner, the Single Mothers' Alliance (SMA) within the Giving Change Group. From fall 2020 to June 2022, trained CAN leaders experimented with a variety of engagement methods, shared their stories and insights with City actors and dignitaries, sat on committees, gave feedback on City initiatives, collected input from community members and designed two pop-up engagement events.

The following report documents research into the experiences and impacts of the *Ethics of Engagement* project from fall 2020 to June 2022.

Research Methods

The research included a short survey distributed to City staff and community members who interacted with CAN leaders; interviews with CAN leaders, City staff and SMA contacts; and a focus group with the project team.

Quantitative data was analyzed using Survey Monkey's statistical analysis tool at the level of descriptive statistics. Qualitative data was thematically analyzed using a recursive process of data review whereby all data was organized into broad themes. These themes were then coded and analyzed for sub-themes through a line-by-line review of the data. Sub-themes were confirmed with reference to the original unsorted data set and summarized.

Key Findings

CAN leaders' experience of the project was very positive. CAN leaders came to the project with commitment and passion. They felt welcomed and included, valued, heard, encouraged and supported by City staff. CAN leaders also felt supported by one another. Leaders experienced some frustration at the lack of direct and concrete action in response to community needs during the project.

CAN leaders noted that participating in the project impacted them in positive ways.

Participating in the project helped leaders develop a sense of purpose, showed them that they are not alone in their experiences, and helped them overcome barriers to accessing City space. The project resulted in new knowledge of systems and social issues.

City staff and members of the public who interacted with leaders experienced the project in positive ways. Interacting with CAN leaders increased understanding of the lived realities of poverty and homelessness, and impacted this group's approach to engaging people with lived and living experience. Engaging CAN leaders motivated them to advocate more for people with lived and living experience of poverty and homelessness. City staff noted that they were grateful to have learned about lived and living experiences, and that they appreciated CAN leaders' passion, community connections and leadership skills.

City staff and City work were influenced by interactions with CAN leaders. The leaders' contributions were valuable and helped increase City staffs' understanding of the everyday realities facing people living with poverty and homelessness. Many City staff developed stronger skills for inclusion. They also formed meaningful relationships that impacted their understanding of their work.

The project led to new ideas about effective policy making and a deeper understanding of policy impacts. As a result of the project, CAN leaders had an impact on some existing City policies and frameworks and on the creation of new policy mechanisms.

Some ideas about engagement were affirmed, while new insights also developed. City staff noted a more nuanced understanding of engagement practices and a motivation to engage people with lived and living experience of poverty and homelessness in the future. The benefits of having CAN leaders engage with the public to solicit input on City initiatives was another insight gained through the project. CAN leaders were highly effective at building trust and securing participation in City consultations.

A number of project strengths were identified as contributing to the project success. CAN leaders' commitment and passion were key strengths, along with the solid preparation they received in the leadership training. The City's commitment to the project, the particular people involved and their dedication to building relationships through casual conversation were also noted as project strengths. CAN leaders' relationships with one another were important, as were actions taken by City actors to support reciprocity. Finally, honorariums were an important strength of the project, providing pragmatic support for CAN leaders. Some leaders noted that the honorarium was important financially, but the best recognition of their contributions came from the encouragement and personal support they received from the project team.

Some project challenges were identified by CAN leaders and City staff and suggestions were made to address these challenges. The COVID-19 pandemic had a big impact on the project activities, as did the tension between working on concrete results and longer-term impacts. There were some project design challenges, though with the emergent nature of the project some of these were expected. Navigating differences and structural constraints were additional challenges identified.

City staff and CAN leaders expressed hopes for the future of engagement between the City and people with lived and living experiences of poverty and homelessness. Many City staff and CAN leaders expressed the hope that some form of the project can continue, and some saw possibility of an expanded role for CAN leaders. CAN leaders asserted that they need to continue to speak out and hoped that future projects could provide individualized support for participation and include more learning activities and opportunities for growth.

2. Overview of the Project

Project Background

The *Ethics of Engagement* project was a systems-change initiative led by the Single Mothers Alliance (SMA) and funded by the Vancouver Foundation. Its aim was to develop strategies that would add value to the process of including those with direct lived and living experience of poverty in the development of poverty reduction policy in British Columbia.

In Sept. 2019, New Westminster City Council approved staff's recommendation to explore joining the *Ethics of Engagement*. The City also proposed a partnership with the BC Poverty Reduction Coalition's Community Action Network (CAN) to train up to 15 residents with lived and living experience of poverty and homelessness to better enable them to participate in City engagement and decision-making processes. Staff noted that joining the *Ethics of Engagement* would augment this proposed partnership by providing an opportunity for CAN leaders to apply what they learned and for City staff to evaluate City engagement resources, strategies and training materials related to involving people with lived and living experience.

With Council approval, City staff established the necessary partnerships to undertake the *Ethics of Engagement* project. CAN leaders received training in early 2020 and the *Ethics of Engagement* project began shortly thereafter. CAN leaders interacted with the City from fall 2020 to June 2022. A project team comprised of City staff and the Executive Director of the SMA provided guidance and support for the project.

Project Goal

The goal of *Ethics of Engagement* in partnership with the City of New Westminster was to experiment with an engagement approach that focussed on relationship building and power sharing between City staff and CAN leaders. To facilitate shared decision making, CAN leaders played a role in shaping the engagement design, and interacted with City staff, initiatives and committees in a variety of ways.

Project Activities

On completion of the CAN leadership training offered by the BC Poverty Reduction Coalition, CAN leaders began to interact with the City in a variety of ways. Leaders shared their stories and insights with dignitaries, participated as members on City committees, contributed their feedback on City initiatives, collected input from other community members on City initiatives and designed their own pop-up engagement events to share information that they believed was important to the community. City staff supported CAN leaders in specific activities, such as planning their own events, and in their participation on City committees and with City initiatives. Prior to the *Ethics of Engagement*, some City staff participated in the CAN leaders' training and thus had established relationships upon which to build.

3. Research Framework

Purpose of the Research

The following research report was conducted by Dr. Tania Kajner at the request of the Single Mothers Alliance. The research captures the experiences and impacts of the *Ethics in Engagement* project from fall 2020 to June, 2022.

Research Questions

Guiding questions for the research included the following:

- How did CAN leaders and City staff experience the project?
- What impact did the project have on CAN leaders, City staff and community members who interacted with CAN leaders?
- What impact did the project have on City policies and practices, and on City engagement?
- What were the project strengths?
- What were the project challenges and how could they be addressed?
- What are the hopes for next steps in light of the project?

Data Collection

The research included both qualitative and quantitative data collection. Data was collected from a total of 29 data collection points.*

Table 1: Methods & Participants

Method	# of Participants
Survey of City staff and community members who interacted with CAN leaders	9
Interviews with CAN leaders	6
Interviews with Project team (City staff & SMA)	8
Focus group with City staff	6

^{*} Note that some participants were included in multiple forms of data collection, so the total number of participants will be lower than this.

See appendix A for interview and focus group questions. See Appendix B for survey questions and results.

Data Analysis Methods

Quantitative data was analyzed using Survey Monkey's statistical analysis tool at the level of descriptive statistics.

Qualitative data was thematically analyzed using a recursive process of data review that included the following steps:

- 1. Review all data to get a general sense of the findings and tone of the findings.
- 2. Review data more carefully, identifying macro level themes and sorting data.
- 3. Do a line-by-line reading of sorted data, identifying micro level themes, sorting data and reorganizing where needed.
- 4. Review the initial findings again to ensure alignment with all themes.
- 5. Begin writing, combining, eliminating or reorganizing themes as required at this stage of analysis.

Limitations of the Research

The research findings are specific to the project in question and, therefore, cannot be generalized to apply to other projects of a similar nature. The number of participants in the research was small and cannot be taken to represent the perspectives of a larger group of individuals.

4. Findings

How CAN Leaders Experienced the Project

CAN leaders' experience of the project was very positive. They came to the project with commitment and passion, felt welcomed and included, valued, heard, encouraged and supported by City staff. CAN leaders also felt supported by one another. Leaders experienced some frustration at the lack of direct and concrete response to community needs during the project.

Were Committed and Passionate

CAN leaders came to the project with a deep sense of commitment to impact change and were excited to participate in as many activities as possible. For example, one leader explained, "I need to help. That's why I engage in anything I have a chance to ... for our community." The project provided a way to work for change and an opportunity to have an impact. Many CAN leaders experienced that opportunity as a gift and wanted to take advantage of "having a voice and being heard."

Felt Welcomed and Included

CAN leaders were very positive about their experience with the *Ethics of Engagement* project. Without exception, leaders felt welcomed by City staff, who were described as kind, caring and

gentle people with big hearts. CAN leaders noted the ways in which City staff made them feel welcomed, highlighting staff efforts to find a personal connection with leaders and to minimize power and status difference. Leaders noted that many City staff asked questions about leaders' lives that reflected genuine interest, spent casual time with

"This is a tremendous opportunity that they gave us. And that I'm just I'm in awe and grateful that I got to be a part of it."

"I felt such a refreshing difference. Nobody was any more important than anyone else." them, treated them as equals, and did not highlight differences in educational and professional accomplishments. Finding common ground and some shared lived experiences with some staff was an impactful experience for leaders. It challenged their assumptions that City staff were "not like us" and further strengthened their interpersonal connections.

CAN leaders shared that when interacting with City staff, they felt like part of a team. Leaders described their interactions and work with City staff as "doing it together" and noted that "it's a

community." Leaders describe their relationship with City staff as "strong" and "like family." Some leaders noted that the relationship with City staff was one of equal give and take, while others felt that staff gave them more than they contributed.

"They let me find my voice again. They made me feel valid...I think they gave way more than I gave them."

Felt Valued

Can leaders noted that City staff appeared genuinely interested in their thoughts and ideas. For example, one leader shared, "We were made to feel like we had a very valuable contribution to

"I felt very comfortable saying what I had to say, even if it wasn't good. make," while another shared, "The City does want to hear from us ... they are open for suggestions." Another leader shared their feelings of being valued when staff "expressed interest in me, asking what do you think of this or that?"

Some leaders were initially worried that they would be seen as less important than City staff or treated as objects of curiosity, but these concerns disappeared

after interacting with City staff. Leaders noted that staff were "humble and willing to listen; they were very, very inviting." Leaders also noted that City staff repeatedly assured them that they wanted to hear leaders' stories, that the stories were important and that leaders' contributions were valuable to City work and to the wider community they were trying to impact.

"...there was nothing like discrimination. Nothing like racism. And we were only together, working together, talking together."

Felt Heard

When sharing, CAN leaders felt heard. They noted that time was set aside for them to share their stories and when they talked, they could see people listening, paying attention and focussing on them. For example, one leader shared, "When I do talk, I can see on it, like on the Zoom chat, you can see that they all kind of just stop and they just really focus on what I'm

going to say" while another shared, "You could really see that they were taking in the things I had to say." Another leader emphasized that listeners responded to their story with empathy, which helped them feel heard, while another received feedback that they provided a perspective the listeners had never before thought of. Leaders noted that after sharing,

"Every time I had something to say, they would thank me for sharing...and I'm not talking about one person, there was multiple staff members that said, thank you ... There was always that sense of acknowledgement. And active listening."

they could sometimes see their comments reflected by others, and could tell their stories or points were remembered. In addition, leaders' stories were acknowledged as important and leaders were often thanked for sharing, both of which contributed to their sense of being heard.

Felt Encouraged and Affirmed

City staff were seen as encouraging, appreciative and helpful. One leader shared that staff often told them, "You can do this...let's do it together." Another noted that staff encouraged leaders by giving them responsibility and trusting that they were capable.

"They took a group of strangers that, they had no idea, are they going to show up? ... They put 100% faith into us from day one..." Leaders' contributions were complemented, contributing to a sense of importance. For example, one leader shared, "I didn't ask for that. But those affirmations out of nowhere just create such a harmonious area that you do feel important, right?" Another leader pointed to the impact of receiving appreciation: "It validates myself as a person that has helped the City." Staff were also willing to help leaders with everything from finding a room at City Hall to meeting new people, to answering questions that were sometimes not related to City work. One leader noted that when they raised a concern with a City-initiated process, they expected

"They heard my worries. And they were completely just open and found a solution with me." to be told that "You have to do it this way," but instead their concerns were taken seriously by City staff, who adjusted the process to ensure the leader was comfortable and supported. Another leader noted that staff helped them express their ideas in a language that decision

makers could understand: "They're very patient and tolerant and hearing our complaints and our ideas and then reflecting with us and helping us to mold it into something more presentable."

CAN leaders noted that they had the ability to shape their involvement with the City, though there was not complete agreement on this. Leaders noted that City staff "really let us run with it" and "it wasn't like us mimicking what the City wanted. City staff sat back and said, 'What do you guys want to do?'" Leaders noted that they were given the opportunity to lead but also that they were supported: "they're behind us. But they let us kind of shine." However, some leaders also noted that for part of the experience "what it felt like is they [City staff] had an expectation of where they wanted things to go ... it was like, being corralled."

Felt Supported by the City but had Mixed Perspectives on the Honorarium

When asked if they were given the support needed to participate in the project, CAN leaders enthusiastically shared examples of feeling encouraged, heard and appreciated by City staff. When asked specifically about financial support, leaders appreciated the honorarium they were given, but had differing perspectives about what it meant to them. The honorarium was seen as an important support to participation and leaders appreciated the financial boost: "The honorarium is important, and so much more important than you'll ever know." Some leaders had mixed feelings about taking the honorarium, explaining that they were grateful but also aware of others whose financial need might be

greater than their own. The honorarium was seen by some leaders as a sign of appreciation and evidence that leaders' contributions were valued. However, other leaders saw it in a more pragmatic way and noted that the honorarium was not as important as

"The payment isn't the validation and the connection and the sense of authority... It's that we have the mayor's ear."

"acknowledgement and appreciation" and the chance to influence decision makers.

Felt Supported by Each Other

CAN leaders noted that they felt supported by other leaders throughout the project: "If I don't understand something...then I call one of the CAN leaders in the group. And then I explain my situation to them. So that is the first support I get." One leader noted that as a group, leaders

could engage in and work through disagreement: "We could debate; we didn't always get along 100%. But we could debate and listen to each other and come to a compromise."

Experienced some Frustration

CAN leaders noted that while they saw that they were heard, valued and impacting the City's

work, they could not clearly see how the lives of people living with poverty and homelessness were being improved during the project. Some leaders noted frustration with the pace of change, the complexity of making change and with frequent meetings. They felt the urgency of community needs and wanted to see more immediate actions, though

"I got very frustrated because they just kept talking and then wanted to talk about talking. Just get out there and do something."

they also recognized that impacting policy and City decision-making is important.

How the Project Impacted CAN Leaders

CAN leaders noted that participating in the project impacted them in positive ways. It helped some leaders develop a sense of purpose, showed them that they are not alone in their experiences, and helped the overcome barriers to accessing City space. The project resulted in new knowledge of both systems and social issues.

Contributed to a Sense of Purpose

The experience of having a space to share their stories and having an attentive audience that wanted to hear those stories was significant for the CAN leaders. Leaders shared that prior to

"Gave me an audience that gave me a sense of purpose. Before that, I didn't know what I wanted to do with my life. I didn't, I had no sense of direction." the project, they seldom felt heard. For example, one leader shared, "I didn't know if anybody cared to hear or be a part of what I was going through." While telling their story was difficult, it helped to build confidence. As a result of having an audience

attend to their stories, CAN leaders experienced positive shifts. One leader shared that they felt a new sense of purpose. Another leader shared, "When I tell my

story. I feel like this thing inside me comes out...I find people to listen to me after all these years," while yet another shared, "I guess you could say the whole experience, CAN, has lifted me up."

"This is the first time I've ever been able to share my story. And it's changed who I am."

Showed They Are Not Alone

Through the CAN training, and through leaders' interactions with City staff, one another and with city residents during the project, CAN leaders discovered they are not alone in their experiences. One CAN leader described the impact of discovering this, "I wasn't the only one with a story like that ... all of us had a story. And since we all share similarities, then we found fellowship in those, in those hardships and those stories, and it was quite therapeutic.... It's made me believe that this wasn't my doing, it wasn't my fault. It was circumstances. And it

could, it could happen to anyone." These relationships provided encouragement and helped

build self-esteem for leaders: "We've become very close as individuals, it's a very rewarding experience building on self-esteem, building on giving us faith that we can do it." One leader shared, "I could not repay them back with everything that they've done, like this self-esteem, some of the friendships that I've gotten from meeting with those people, lifetime friendships, and just yeah, just a lot gained a lot."

"I know the whole you know, thing of one person can make a difference, but I always thought honestly, whatever, like one person with money in their pocket can make a difference. But now I have learned that I can have an impact too."

Helped to Overcome Barriers to the City

Throughout the project, CAN leaders learned about City services and programs and gained insight into the complexities of City work. Their participation in the project helped to reduce barriers to municipal spaces and services. Some leaders noted that as a result of their participation in the project, they overcame their fear of City Hall and become comfortable

"I just know more...when something's happened...I need to go to City Hall but I don't know how to go... But now I have access. I can go because I'm engaging with the City."

entering that space. Some leaders marvelled at the experience of being in City Hall, having never imagined it as a space where they would be welcomed like other residents. Leaders learned about City programs and services in order to be able to share information with others, and in the process came to understand what is available to themselves.

Leaders learned about aspects of how municipalities work. One leader shared how their assumptions about City budgeting and decision-making were challenged, leading to a realization that meeting the needs of residents is more complex than they thought.

Led to New Skills

CAN leaders noted that the project led to growth in skills and self-confidence. One leader noted that the project "enhanced my capability to assess and look for a solution to problems that might arise," and another shared that they

"learned to be able to go and talk to people."
Many leaders noted that the project pushed them outside their comfort zone and led them to do things they did not think they were capable of. This created an enhanced sense of personal confidence. The development of

"What it did is it gave me a realization of what you could do, your limitations were extended, so that you could do more than what you thought you could before... and it empowered you to have the confidence."

confidence was also noted by members of the project team who shared an example of seeing leaders' confidence grow as they participated in the project.

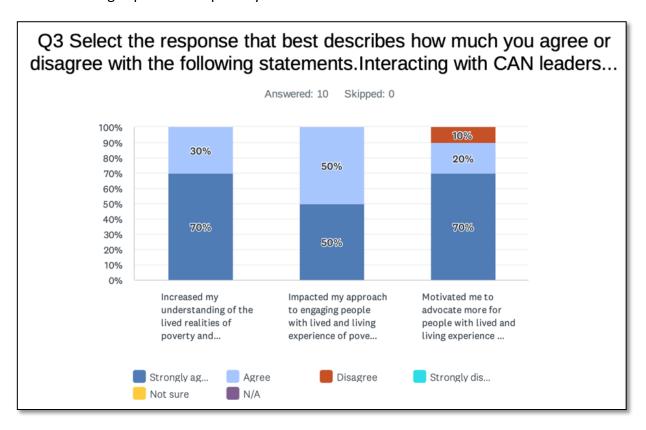
Resulted in New Knowledge

CAN leaders noted some learning as a result of their participation in the project. For example, one leader shared that they came to see how complex systems change can be. Another leader described learning about professional work and the communication styles used "You fix one thing, and you cause another problem."

in professional settings. Still another noted learning about how decisions are made and strategies for change that may not be obvious to the public. Finally, a number of leaders talked about learning more about social issues and having their assumptions about others challenged: "I had one idea of what homeless was about...So I had to learn that I was in the wrong. I had assumptions." The need to educate others about the homeless population to challenge public perceptions was also identified as a learning. Finally, one leader noted the project helped them understand that both professional knowledge and lived experiences help when making change.

How City-based Participants Experienced the Project

When asked about their experiences of interacting with CAN members, City staff and members of the public who interacted with leaders responded favourably. For example, 100% of survey respondents agreed or strongly agreed that interacting with CAN leaders increased their understanding of the lived realities of poverty and homelessness, and impacted their approach to engaging people with lived and living experience. Eighty percent of respondents agreed or strongly agreed that engaging CAN leaders motivated them to advocate more for people with lived and living experience of poverty and homelessness.



In interviews, City staff noted they were grateful to learn about lived and living experiences, and that they appreciated CAN leaders' passion, community connections and leadership skills.

Grateful to Learn More about Lived and Living Experiences

City staff expressed gratitude for the contributions made by CAN leaders throughout the

"They're experts in their lived experience ... they're really able to identify things ... they bring a fresh perspective... and it made us ask questions about why have we been doing this for so many years ... to look at old biases."

project. CAN leaders brought important lived and living experiences that challenged City staff to consider why they do what they do, how they do it and how it could be done differently. CAN leaders' experiences helped to highlight the complex, nuanced and interconnected nature of many topics the City is working on. They

highlighted biases in City policies and helped to reveal factors that contribute to ongoing exclusion of people with lived and living experiences of poverty and homelessness. City staff noted that CAN leaders' stories were important in bringing forward some of the impacts of municipal program and policy decisions that may not otherwise be considered. It was also noted that these stories often touched on programs and policies that are provincial or federal responsibilities, inviting reflection about the City's role in advocating for change.

Appreciated CAN Leaders' Passion

In addition to offering their expertise based in experience, City staff noted that CAN leaders

brought active participation, enthusiasm, passion and drive for change to the project. Leaders' passion for improving the lives of people living with poverty, homelessness and other structural inequities was noted as a significant positive contribution to City work. Their passion was reflected in their high level of participation and willingness to give their time and energy to the project. It was also reflected in leaders' attention to impact and desire to see change happen quickly.

"There was such a drive to want to do something, to have action and make an impact."

"It's a huge, a huge strength. They just have so much desire to serve community members and to help improve people's lives."

Appreciated CAN Leaders' Community Connections

City staff noted CAN leaders' capacity to connect with community members and link City initiatives with residents in the city who have lived and living experience as another important

"So that is a strength, the ability to really build that trust, through shared experience, with many of the residents." contribution. CAN leaders were able to establish trust with these residents, which was very helpful in engaging them and securing feedback on City initiatives. As one City staff noted, this connection with community "resulted in, I think, one of our healthiest

engagement sessions that we've, I would say, that we've ever had, in terms of policy recommendations."

Appreciated CAN Leaders' Skills

City staff noted that CAN leaders were excellent communicators, both in terms of listening and in telling their stories. CAN leaders educated staff about other, better ways of working with

residents. They exhibited technical skills and were friendly. Some staff noted the important contribution made by leaders' capacity for being themselves. This capacity and its contrast to the City's work culture highlighted the social

"They're just themselves and I think that that's really a strength as well that they bring their whole selves to everything they're doing."

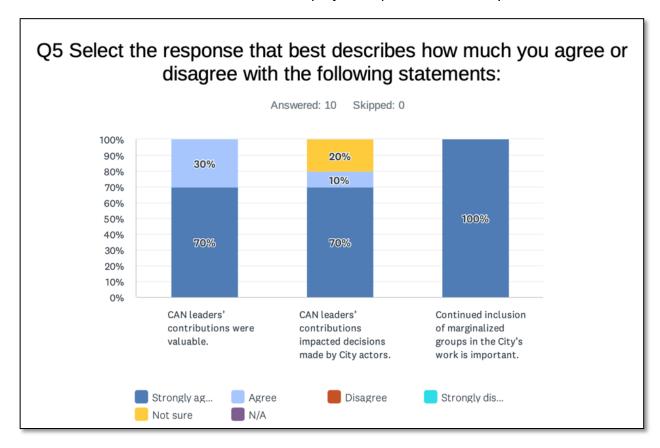
positioning and power dynamics that are sometimes at play between City professionals.

How the Project Impacted City Staff

City staff and City work were influenced by the involvement of CAN leaders. The leaders' contributions were valuable and helped to increase staff's understanding of the everyday realities facing people living with poverty and homelessness. Many City staff developed stronger skills for inclusion and formed meaningful relationships that impacted their understanding of their work.

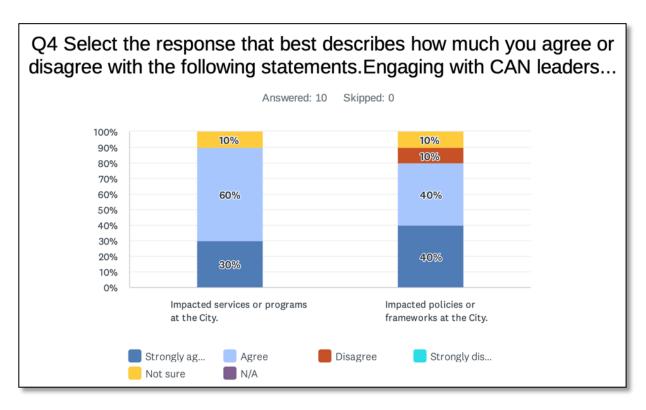
CAN Leaders' Contributions were Valuable and Impacted City Work

When asked if CAN leaders' contributions were valuable, City staff and members of the public who had interacted with CAN leaders on the project responded favourably.



Of the survey respondents, 100% agreed or strongly agreed that CAN leaders made valuable contributions and 100% strongly agreed that continued inclusion of marginalized groups in the City's work is important. When asked if CAN leaders' contributions impacted decisions, 80% of survey respondents agreed or strongly agreed, while 20% were unsure.

City staff and members of the public who interacted with CAN leaders viewed their contributions as impactful. For example, 90% of survey respondents agreed or strongly agreed that engaging with CAN leaders impacted services or programs at the City. Likewise, 80% agreed or strongly agreed that engaging with CAN leaders impacted policies and frameworks.



Increased Knowledge and Understanding of Lived and Living Experiences

Many staff noted that the project increased their understanding of social issues, lived

"It just really opened my eyes... this impacts people on a day-to-day basis...! think that was like the most impactful part of the whole project." experiences, impacts and intersecting systems. As one staff pointed out, the CAN leaders contributed a perspective that City staff might never have had access to and that filled some gaps in City staff's understanding of impacts. Some staff noted that they had a good level of understanding of poverty and homelessness, but still learned some of the nuances of their

impact. They noted that interacting with CAN leaders reminded them that while they may hold a lot of knowledge, there is always more to learn. Others noted how their knowledge was

enhanced by learning about particular and unique intersecting systems and how they are experienced at the everyday level. Some staff noted how hearing CAN leaders' stories helped reveal the compounding challenges that people living with poverty and homelessness face. The details that CAN leaders shared painted a picture that was much richer than reading about social issues and brought a more human picture to these issues. Some City staff, however, noted that they already hold a lot of

"Day-to-day details that I wouldn't necessarily have access to otherwise ... gave me just more of a window into I guess, compounding challenges ... felt to me from what they were sharing, like, you know, nothing is simple, nothing is easy in their lives."

knowledge and did not really learn a lot that is new about poverty and homelessness.

Enhanced Skills for Engagement and Inclusion

City staff noted that participating in the project enhanced their engagement and inclusion skills. For example, one staff noted how the project pushed them out of their comfort zone and led to a "really great learning experience" that helped with "learning to work in different ways, with the CAN leaders." They described this learning as one of the most impactful aspects of the project. Another City staff noted that they learned to "let go of my process a little bit and create space." Some City staff noted additional learning related to patience and respect. Staff shared examples of learning to let go of set agendas and time frames in order to honor and respect the stories being shared and the important contributions being made. Staff noted learning how to be patient and make space for ways of contributing and interacting that differed from the way that they typically interact during meetings, interactions identified by one staff person as "colonial practices." One staff noted that developing a relationship with CAN leaders includes patience: "When we talk about a relationship, a relationship is about patience and understanding and being supportive."

Developed Meaningful Relationships

Some City staff noted that participating in the project enabled the development of interpersonal relationships with CAN leaders that were both valued and impactful. One staff described these relationships as bringing "a deeper level than I've personally experienced in my work." Another staff described the time they spent with CAN leaders as "a cherished memory

from this whole experience." Building relationships with CAN leaders enabled staff to develop enhanced empathy for the leaders' experiences. One staff shared, "In a much more concrete way, you have, sort of, more of an empathetic reaction for what the impact of that experience is." Another shared, "Hearing the stories about what people face on a day-to-day basis ... really helped me build empathy."

"... it just highlighted for me the importance of building those relationships. And that's something that everyone has done so well ... there's so much trust and friendship that's developed through this program."

Some City staff noted that participating in this project made their job more meaningful. One

staff described the project as the highlight of their professional career, while another noted that the project became meaningful to them in ways they did not anticipate. Developing relationships with CAN leaders highlighted the importance to City staff's work and the importance of engaging meaningfully with the community.

How the Project Impacted Policies & Practices

The project led to new ideas about effective policymaking and a deeper understanding of policy impacts. As a result of the project, CAN leaders had an impact on some existing City policies and frameworks and on the creation of new policy mechanisms.

Ideas about Effective Policymaking

Engaging with CAN leaders impacted the ways in which City staff think about policymaking. For example, one City staff noted that the project highlighted the importance of empathy as a foundation or guiding principle for policy development. Another staff noted that the project confirmed how engaging with CAN leaders and others with lived and living experience can lead to more effective policy. One staff shared that the project pointed to a need to begin policy development early in the process, with lived and living experiences at the centre. Another staff noted that the project demonstrated that "recommendations can really be shaped effectively with those who have lived experience," though the role of elected officials as decision-makers must be clearly communicated.

Deeper Understanding of Policy Impacts

City staff noted that hearing the stories, experiences and perspectives of CAN leaders helped to make the implication of policy decisions clearer and more concrete. The personal experiences

"One of the really impactful contributions is that by sharing their personal experiences, encounters and situations... what that impact is on an individual. I think it's a huge education piece...that takes it from the abstract into the concrete."

also help to understand policy impacts at a more detailed and nuanced level. As one staff noted, sometimes these details get lost by policymakers looking at the bigger picture, but they have a significant impact on the lived experiences of people affected by policy. For example, one staff shared how CAN leaders' experiences revealed how shelter policies might unintentionally exclude people.

Hearing from CAN leaders enabled staff to drill down deeper, which was described by one City staff person as "invaluable" and a key factor in "meeting the actual needs of the individuals."

Direct and Indirect Influence on Policy Decisions

City staff shared their belief that through the project CAN leaders directly informed policy decisions and "made a significant difference." For example, one staff shared how a CAN leader's input was included directly in a policy document. This direct influence was also evident through CAN leaders' participation in decision-making processes directly shaping distribution of grant funding awards.

City staff noted that CAN leaders also shaped policy in indirect ways, by influencing public support and engagement, and by informing frameworks. One staff mentioned how CAN leaders shared their stories at an engagement event. The engagement evaluation results demonstrated the impact of CAN leaders' stories on the public's understanding of a policy issue, helping to secure social support for the City's policy decisions. Another staff noted that CAN leaders' involvement helped to shape an engagement framework and thereby indirectly shape the resulting feedback and ultimately City policy decisions.

Creation of New Policy Mechanisms

City staff also noted that some new policy mechanisms were created as a result of the project: "As a result of *Ethics of Engagement*, the City came up with a number of initiatives." For example, the Sanctuary City initiative was introduced and a subsequent training program for staff is in development. The project also impacted internal policies, such as the honorarium policy, which is being revised as a result of the project.

How the Project Impacted the City's Approach to Engagement

As a result of the project, some ideas about engagement were affirmed, while new understandings were also developed. City staff noted a more nuanced understanding of engagement practices and a motivation to engage people with lived and living experience in the future. The benefits of having CAN leaders engage with the public to solicit input on City initiatives was another insight gained through the project.

Ideas about Engagement were Affirmed

Many City staff noted that participating in the project affirmed their ideas about the benefits of engaging people with lived and living experience and their belief that more effective policy would result from more meaningful engagement that happens earlier on in the policy cycle. Many City staff also noted that their belief in the importance of relationship development in engagement and the importance of openness, listening and creating a welcoming environment were also affirmed.

New Understanding of Engagement

For others, relationship-based engagement was a new way of understanding and practicing

engagement. One staff shared how resistance to doing things differently was followed by "a flipping around to like ... this is going to take time [for] relationship building, but there's so much to explore here." Another noted that they "saw minds shifting ... new ideas occurring ... saw impact

"Working directly with individuals and not just listening to them on your terms ... but actually having to listen and understand what's going on in their lives and what they feel about these processes; that can be quite a game changer."

... from 'we're going to make all decisions' to 'no, let's listen'." Another staff observed that "this is like an entirely different way of thinking about engagement."

More Nuanced Understanding of Engagement in Practice

"That's been a big kind of learning for me ... it's going to take more than us just saying, hey, you know, be heard, we want to hear from you... what does that mean to someone who's been actively excluded? For so long? There has to be some bridge or repair in that relationship."

One City staff noted that as a result of participating in this project they have realized that relationship building must begin with relationship repair to heal the exclusion experienced by people with lived and living experience. Another City staff noted that they developed new awareness of how easy it is for engagement to "be a checkbox or turn

into something like tokenistic." Some staff shared their learning that engagement should not just be earlier in the policy cycle, but should be undertaken to shape the engagement plan

itself. One staff noted that the project led to wider reflections on the way they conduct their work and the barriers to inclusion in City processes overall.

"One thing that this group really brought forward and illuminated, is this idea of actually ... learn about how we should engage. Because we can't know all the ways or barriers people have to engagement."

Many staff noted that they learned how timeconsuming relationship-based engagement is in

practice. Staff noted the need to provide time for discussions and relationship development, without rushing the process in order to achieve pre-determined outcomes or timeframes. In addition, staff noted that the project helped them see the need to use plain language, make space for stories and tangents, and be open to communication that differs from professional norms when engaging. Some staff also pointed to learning how to provide support without being directive: "trying to help them move forward without influencing them was, was a big learning for me."

Motivated Staff to Engage in the Future

Many staff noted that as a result of the project they were motivated to engage people with lived and living experience in future work: "The takeaway is that it should always be included,

individuals with lived experience of whatever we're working on. It's integral to the work we do." One staff noted that they will take more time in the future to build relationships in support of engagement. Another staff noted that they were motivated to engage earlier in the

"...being more purposeful ...
engaging them not just upfront, but
throughout the development or
planning strategy, and also looking at
implementation and reporting."

policy development process and to identify ways to engage in implementation as well.

Highlighted Benefit of Involving People with Lived Experience

One City staff noted how the project led them to realize that people with lived and living experience have a reach into communities that City staff may not be able to connect with and that this connection could be another engagement path. They shared that CAN leaders were very successful at engaging with community members who also have lived and living experience of poverty and homelessness, helping City staff to gather their feedback and "breaking down

some of those barriers" to engaging this population. One staff described how CAN leaders were able to create a bridge between the City and community, building community capacity and connecting people with lived and living experience of poverty and homelessness and the City.

Strengths of the Project

A number of project strengths were identified as contributing to the project success. CAN leaders' commitment and passion were key strengths, along with the solid preparation they received in the leadership training. The City's commitment to the project, the particular people involved and their dedication to building relationships through casual conversation were also noted as project strengths. CAN leaders' relationships with one another were important, as were actions taken to support reciprocity. Finally, honorariums were an important strength of the project, although for some leaders they were not as important as the personal recognition, encouragement and support they received.

CAN Leaders' Commitment and Passion

While a number of factors were identified as contributing to the success of the project, of central importance was the passion and commitment that CAN leaders brought to the project. Leaders' strong and abiding desire to have an impact and benefit others experiencing poverty and homelessness was identified as a crucial component of the project. Their passion for change and their willingness to contribute their time helped to ensure the project's success. In addition, leaders' openness to sharing their stories and experiences in order to educate others about the impacts of poverty and homelessness were noted as having a significant impact on the success of the project.

Leadership Training

While leaders were asked about experiences after completing the CAN Leadership Training, many brought forward important points about the training as a foundation for their experiences interacting with the City. CAN leaders expressed appreciation for the BC Poverty Reduction Coalition and the Single Mothers Alliance. They describe their relationship CAN training facilitators as strong and positive, noting that "they are so good" and they have "a big heart". Leaders emphasized that they learned a lot from the leadership training and appreciated the in-depth knowledge of the facilitators. Leaders noted that the training helped them to develop as a group, to find similarities and realize they are not alone. The training helped them better understand how their own lived experiences are shaped by social and structural forces and provided a "nice onramp" to their work with the City.

City's Commitment and Willingness

Another important factor in the project's success was the City's willingness to undertake the project. Having support of, and direction from, City Council to engage with more diverse citizens signalled the importance of the project and communicated a clear message that CAN leaders were welcomed. City staff were committed to the project and open to experimenting.

They were willing to come to the project without a set agenda, to spend the time needed for relationship building, to reflect on and change their own practices and to explore and innovate in collaboration with CAN leaders. City staff valued the project and took their involvement seriously, demonstrating an enormous amount of "buy-in." The City's commitment included funding for the project and enabling access to Council Chambers and other City spaces. Opening Council Chambers to CAN leaders served to demystify and remove barriers to City Hall.

Individuals on the Project Team

A central component of this project's success was the particular individuals involved. The CAN leaders who participated in the project brought enormous benefit. The project team involved in the CAN training were excellent at establishing trust with the CAN leaders and created a learning environment that helped leaders develop confidence. They could navigate community and City spaces. They understood the needs of people with lived and living experiences and also had good knowledge of City processes, both of which provided a strong pathway into the City for CAN leaders. They helped to navigate and support relationships throughout the project.

The particular City staff involved in the project also contributed to the project's success. Staff members were described as thoughtful, compassionate, friendly and welcoming. Some staff make extensive efforts to find points of connection with CAN leaders. City staff listened openly and communicated genuine interest in and concern for CAN leaders. Of particular importance was the work done to minimize differences and find shared histories. Hearing from City staff with lived experiences was noted as particularly important to building strong relationships with CAN leaders. The personal commitment of the project team was demonstrated in a multitude of ways and was central to the project's success. They valued engagement, sought to share power, demonstrated empathy and a genuine desire to learn from CAN leaders. City staff championed the project and its importance.

Taking Time to Build Relationships

Relationship building was a strength of the project and undertaken genuinely, and with success. Importantly, the relationship building began before the engagement project, which provided a solid foundation for stronger ties. As one Leader shared, "Part of the success of this Ethics [of Engagement] part was that it came after this huge time investment ... and the training, which built these relationships." This early phase also signalled inclusion of CAN leaders at the very beginning of the project and supported leaders' ability to shape the project activities. In addition, taking time to get to know CAN leaders early in the project allowed City staff to ensure their interests and talents were matched with existing committee and engagement roles. As one CAN leader shared, "When they started putting us where they thought that our talents would be best served, that's when I felt like, yes, this is coming together. I can give back I can contribute."

Casual Conversations

Once the project began, casual time spent together and the willingness to chat and share stories, were essential to supporting further relationship development. Many project team

members noted that it was during the casual conversations that they were really able to connect with team members. These casual conversations were "really meaningful" opportunities to learn about the lived experiences of others and build friendships. One City staff shared, "For me, I think that was like the most impactful part of the whole, the whole project ... these anecdotal sidebar conversations of people just telling us how their week has been going or what they were experiencing in that moment. And it was super powerful stuff." Another staff observed that when groups or committees operated more informally, it helped CAN leaders participate. They appeared more comfortable and more willing to speak up and contribute.

Many City staff noted their awareness of the vulnerability of CAN leaders in engaging with the City, the power differences and the potential blindness of their own biases. They noted efforts to build relationships by being open, engaging in active listening, demonstrating caring, minimizing power positions and seeking out opportunities to find similarities with CAN leaders. Some staff connected with CAN leaders outside of the professional context, demonstrating an interest in them that went beyond the confines of the project. One staff noted that they believe trust was developed, citing CAN leaders' willingness to share what is not working and to problem solve together as evidence of trust. Other staff noted the importance of communication, with a lot of talking and explaining and listening, as an important aspect of relationship building.

Relationships Between CAN Leaders

Another strength of the project was the relationships that developed between CAN leaders who could see that there were other people struggling with issues similar to their own. The identification of shared experiences, in the training and throughout the project, created bonds between leaders and reminded them that their circumstances and experiences had a broader, systems level dynamic. As one CAN Leader noted, "It was good knowing that we all went through different hardships. And that brought us all to the same place." Another leader shared, "I think the strengths was unity. Unity together. If we are together, then it gives us strength." Being able to hear the different perspectives and ideas, yet still work towards a collective goal was another aspect of this unity that was highlighted.

Reciprocity and Power Relations

Another strength of the project that helped it work was the training received by CAN leaders, coupled with the opportunity to apply what they learned. Of particular significance was the

autonomy given to CAN leaders to shape the project and the engagements. Despite some struggles with settling on an idea, many City staff and CAN leaders noted the value in being able to be active leaders in the project. The approach reflected a desire for power sharing and reciprocity – with CAN leaders not just expected to fit into City structures and processes, but able

"So, I think the City opening up to us kind of dissolved the line between City officials and the lowly people, you know, coming from this life that no one wants. It dissolved that hard rock line where we can't talk to them, they're too important. It put us on equal ground. Right? ... And I really felt that it made an impact. It made me feel like nobody was too important to hear your story."

to contribute to creatively designing engagements. This was described as unusual in public engagement and was noted by my City staff as "cutting-edge work" that was crucial to mitigating power differences in the project. One City staff described the power sharing as enabling CAN leaders to lead and be decision-makers.

Honorariums

The project team noted that providing honorariums to recognize the important contributions that CAN leaders were making, their role as experience experts and to honor their stories was an important strength of the project. They noted the importance of ensuring the CAN leaders were appropriately compensated for their expertise and the hope that paying honorariums could be enshrined in policy in the future.

CAN leaders had some hesitancy early in the project about receiving payment. As noted in the section above, CAN leaders appreciated the honorarium as a practical financial support, but most leaders emphasized that the attention, active listening, warmth, thanks and appreciation they received from the City was a far more important form of recognition. Appreciation affirmed that they were valuable contributors, that their voices and stories mattered and could help others, but the honorarium was helpful in a pragmatic way.

Challenges and How They Might be Overcome

Some project challenges were identified by CAN leaders and City staff and suggestions were made to address these challenges. The COVID-19 pandemic had a big impact, as did the tension between working on concrete results and longer-term impacts. There were some project design challenges, though with the emergent nature of the project this was expected. Navigating differences and structural constraints were additional challenges identified.

COVID-19 Pandemic

The COVID-19 pandemic was identified as a key challenge for the project. As a result of the pandemic, public health orders and restrictions, CAN leaders could not meet in-person regularly. While online meetings supporting the project's continuation, project participants felt they could have formed deeper, more meaningful relationships and achieved a lot more if they could've meet in person. Lack of access to appropriate technology led some people to participate in online meeting by cell phones, which limited their ability to participate fully. Participants noted that while this challenge could not be fully addressed, having funds to purchase and distribute appropriate technology to CAN leaders could help in the future.

Tension between Concrete Results and Longer-term Systemic Change

An additional challenge identified was the tension between wanting to see concrete results from the project in order to respond to the urgency of community needs, and project activities aimed at policy and systems change. CAN leaders noted that while they saw some small impacts, they could not clearly see how the lives of people living with poverty and homelessness are improved as a result of the project. The leaders were very motivated and

driven to improve their own, and others' lived and living experiences, but noted that there were too many meetings and not enough action. CAN leaders suggested that this challenge could be addressed by the City doing more for people who are unemployed, unhoused, seeking child care, living with disabilities or drug use, and those leaving hospital care without supports. City staff recognized the urgency to make change that CAN leaders expressed and the frustration of not seeing concrete outcomes. Staff noted that the challenge of not seeing concrete results could be addressed by further educating CAN leaders about the constraints faced by the City and the complex process of policy change. Further education on the role of the City's mandate and how that differs from the mandate and programs of other levels of government and the legal and bureaucratic constraints were both seen as important. For example, health care services for substance users or those leaving hospital care are under Provincial jurisdiction.

Project Design Challenges

Level of Involvement

City staff noted that balancing the engagement needs with respect for CAN leaders' time and energy was challenging. They suggested that participating in the project was demanding for CAN leaders and felt that the project drew on leader's time and emotional energy extensively. Staff noted the passion and commitment of the leaders, but wanted to better understand if leaders felt pushed to participate or if the City was taxing them with the level of engagement in the project. Some staff noted that there seemed to be too many priorities or invitations issued. Some staff also emphasized that they wanted to ensure CAN leaders' autonomy to choose how much they participate, so felt that sending a lot of opportunities was important. CAN leaders did not share feeling over-burdened by the engagement, and one leader felt they could have been used more effectively to support staff in their everyday work. City staff noted that it may be helpful in the future to be more strategic about where to include CAN leaders and to have more leaders involved. Staff shared that it would be important to avoid tokenism and ensure reciprocal benefit in strategizing about leaders' involvement.

Limited Institutionalization

While the particular individuals involved in the project were seen as a strength and the relationships they developed as important to its success, the individuality was also identified as a challenge. Individuals might leave the City and the relationships they have built and the engagement opportunities tied to those relationships may leave with them. In addition, the lack of organizational-wide involvement in the project was identified as potentially creating a siloed approach that would not support systems-level change. Questions were raised about sustainability of the engagement model and how this different way of working with communities could be supported across departments on an ongoing basis.

Ensuring a non-siloed institution-wide approach to the project and enshrining the engagement approach in City policy were suggested as strategies to address this challenge. Many City staff noted that expanding the project to include more of the institution would be beneficial. Some

CAN leaders suggested that having a larger audience to tell their stories to might give them more power.

Scheduling

CAN leaders noted that it was sometimes challenging to manage their schedules without knowing ahead of time what kinds of engagements were planned and what they might be invited to. More up-front planning and regular meetings was suggested.

Project Timing

The timing of the project was noted as being out of alignment with committee appointments and if CAN leaders are going to participate in established committees in the future, beginning engagement in September would be better.

Structure and Decision Making

Given the community-based emphasis in the project, there were questions raised about the extent to which structure and leadership from the City should be provided. Some City staff noted that things took a long time because no one was forcing CAN leaders' decision-making. Some staff pointed to the tensions between letting leaders set their own course and providing support, and directing them towards particular activities or ends. Some leaders also recognized this tension. City staff noted pros and cons to the way the project was run, with more power sharing but potentially less efficiency and impact.

Project Direction

City staff expressed some uncertainty about the scope of CAN leaders work and what should be expected from them. Some CAN leaders noted that the early phase of the project was challenging because they were not sure what their purpose was or what they were supposed to be doing. Joining existing committees, having City staff provide resources and having time to make decisions helped with this and could be incorporated into future projects. More clarity about the scope of CAN leaders' involvement and more project planning upfront could also be helpful for future projects, though many participants recognized that the tensions in project clarity were not necessarily problematic. They were tensions associated with a different way of doing things.

Role Clarity

Some City staff pointed out that roles of the project team were unclear. It was not always clear who, if anyone, was leading the project or coordinating CAN leaders' involvement with the City. Some staff worried about the impact of multiple, sometimes overlapping requests on CAN leaders' time and energy. They noted that having guiding principles or a project charter might be helpful with role clarity, but also recognized the emergent nature of the project.

CAN Coordination

CAN leaders noted that it was hard for them to know what other leaders were doing and how the engagements all fit together. This led some leaders to feel more like an individual being

engaged rather than a member of the CAN team. One potential solution to this disconnect would be to provide CAN leaders with a shared space to operate out of and to provide them with a shared email address. Having business cards would also help them feel part of a team and bring credibility to their engagement with the public, who at times questioned why leaders were engaging on behalf of the City but didn't have identification to prove it.

Compensating Leaders

City staff noted that understanding how best to compensate CAN leaders for their time and the pragmatics of doing so, were both challenges. Some staff used the language of "experience expertise" to describe leaders' contributions, noting that the City pays significant amounts for other forms of expertise and should here as well.

Navigating Differences

CAN leaders and City staff identified two aspects of navigating difference that were challenging during the project. They also noted, however, that these were not surprising tensions in a project that links people with lived and living experience to a municipal organization and were worked through effectively.

Navigating Professional Space

It was noted that bringing together a cross section of people requires being mindful of difference. One CAN leader pointed to a tension between the formal and subtle communication style in City spaces and the more direct communication in community spaces. Another leader noted the tension between "real life and how things look on paper." Some City staff noted that the workplace culture and meeting processes were not always aligned with CAN leaders' ways of interacting and could lead to frustration. These tensions might be addressed by a more indepth orientation on the part of the City and/or by patience for the learning on both sides.

Personal Agendas/ Dominating Group

Some City staff noted that the project highlighted the tension in helping facilitate a conversation and decision-making, and directing the conversation. It was challenging at times to not step in and move things along. It was also challenging to know how to respond to someone dominating the space and not leaving room for others to contribute, without directing interactions. Some City staff noted that it was challenging to approach the project without expectations about what would be done. Further relationship building in order to support people in working through these tensions was a suggested strategy.

Structural Constraints

City Mandate

A number of participants noted that the project was constrained by the City's mandate and the authority given to it as a municipality. This created a tension with the lived and living experience of CAN members whose lives are impacted by multiple orders of government. Risk aversion and the slow pace of change within bureaucracies, as well as within complex systems, was another structural constraint identified by the project team. Shifting institutional practices

requires buy in, takes time and there is a tension between the pace of change and the urgency of the issues identified by CAN leaders.

How City is Organized

Heavy staff workloads constrained what was possible in the project, and staff's typical hours of work did not always align with CAN leaders' schedules. The requirement on staff to shift focus quickly in response to organizational changes or new directions from leadership further impacted their ability to participate. Existing City policies, particularly with regards to financial support for CAN leaders, also constrained what was possible in the project. The formality of City spaces and City processes was another constraint identified as both were at odds with the CAN leaders' approach.

How City Operates/ Approaches Engagement

The City's current approach to engagement was a constraint in that it raised questions about reciprocity. While the project was an opportunity to expand engagement practices, some staff questions if it was too unidirectional, training CAN leaders to enter the City's space but not doing enough to train City staff across the organization on how to do things differently. In some spaces, engagement with CAN leaders looked like a typical City consultation process. Likewise, one City staff noted that the City may need CAN leaders to participate more than CAN leaders necessarily need to interact with the City. Another staff pointed out that sometimes City processes try to get a particular outcome without paying attention to the process of building trusting relationships. Many City staff noted that learnings from the project would be helpful to expand the City's existing practices and inform a more reciprocal method of engagement.

Broader Constraints

Provincial / federal Income support policies were identified as a constraint on the project as they impact CAN leaders' compensation. In addition, colonial practices throughout society have a constraining impact on what the City can do. Finally, class differences and their impact on privilege were identified as broad constraints on relationship building, reciprocity and the project overall.

5. Hopes for the Future

City staff and CAN leaders were asked about their hopes for the future of engagement between the City and people with lived and living experiences of poverty and homelessness. Many expressed the hope that some form of the project can continue, and some saw possibility of an expanded role for CAN leaders. CAN leaders asserted that they need to continue to speak out and hoped that future projects could provide individualized support for participation and include more learning activities.

Continue with the Ethics of Engagement

Almost everyone involved in the project expressed the hope that the *Ethics of Engagement* project, or some version of it, would continue. Some CAN leaders expressed hope that the City will continue to reach out so that they can be included in future opportunities and some City staff expressed the hope that they could reach out in a genuine way. Many City staff expressed a hope that engaging with CAN leaders can continue in a long-term, sustainable way. Some staff noted the need to integrate leaders into all aspects of the City's work so that their inclusion becomes seamless and all departments can benefit from their knowledge. City staff and CAN leaders both expressed a hope that other cities can learn from the *Ethics of Engagement* project and perhaps establish their own initiatives.

Expanded Role for CAN Leaders

Many City staff expressed the hope that CAN leaders' role could be expanded. This might take the shape of "experience consultants" who are included in City work the way that other professional consultants are, and/or engagement leaders who become a bridge between the City and community or decision-makers in City strategies. CAN leaders noted an interest in expanding their role to become a bridge between the City and the community. Some leaders felt that they could become assistants to City staff and help with their heavy workloads.

CAN Leaders Continue to Speak Up

Many CAN leaders expressed a willingness and need to continue to speak up about their experiences. Many leaders were hopeful that more CAN leaders could be engaged so that people would have no choice but to hear their voices. Leaders noted that the more they connect with each other and invite others to join them, the stronger their voices will become. Some leaders noted that an ongoing platform to support their sharing would be helpful to keep them linked to the City.

Provide Individualized Support for CAN Leaders to Participate

It was noted that participation in the project may be facilitated by attending to the individual needs of CAN leaders. While the honorarium and provision of childcare, bus passes, etc. are important as blanket offerings, there are also individual needs that impact leaders' ability to participate. Learning about and supporting these needs would be helpful. This may include City staff spending more time with the leaders in one-on-one interactions.

Incorporate More Learning into the Project

CAN leaders expressed an interest in seeing more learning for both City staff and leaders incorporated into the project. Some CAN leaders noted that in the future, it would be great to see compassion training for City staff, as well as police and ambulance, to educate them about trauma and how it presents, the impacts of poverty and homelessness and other challenges facing community members. Some CAN leaders expressed the hope that learning opportunities could be added to the project so that they receive training on an ongoing basis. Topics could include professional skills, how City Hall works, use of pronouns and respecting difference and other topics that they could collectively identify.

6. Appendix A: Interview and Focus Group Questions

Interview Questions - CAN Leaders

- 1. Can you describe the activities or engagements you were involved in as part of the *Ethics of Engagement* project things you did <u>after</u> the CAN training?
- 2. When you were engaging with City staff, did you feel welcomed and included?
- 3. What made you feel this way?
- 4. At times when you spoke up with an idea or shared your story, did you feel heard?
- 5. Did participating in this project impact your sense of what you are personally capable of- how you can be a community leader?
- 6. How would you describe your relationship with City staff; do you think that what you contributed and what you got back were equal?
- 7. What do you think were the strengths of this project?
- 8. What do you think was challenging about this project?
- 9. Did you receive the support you needed to participate in the project?
- 10. Do you have any suggestions for supporting community leaders in ongoing involvement with City staff and City initiatives?
- 11. What is your hope for the future of engagement between people with lived and living experiences of poverty and homelessness and City staff?
- 12. Is there anything else you'd like to share?

Interview Questions – City Staff Project Team Members

- 1. Can you describe how you were involved in the *Ethics of Engagement* project?
- 2. How has participating in this project impacted your understanding of the lived and living realities of poverty and homelessness?
- 3. How has participating in this project impacted your understanding of how engagement can be facilitated between Cities and people with lived and living experience?

- 4. What do you think has changed, for CAN leaders, as a result of this project? Can you provide an example?
- 5. What do you think has changed, for the City or for City staff, as a result of this project? Can you provide an example?
- 6. What were the strengths of the project?
- 7. What were the challenges of the project?
- 8. How could challenges be addressed?
- 9. What is your hope for the future in terms of engagement between people with lived and living experiences of poverty and homelessness and City staff?
- 10. Is there anything else you'd like to share?

Interview Questions - SMA Project Team Members

- 1. Can you describe how you were involved in the *Ethics of Engagement* project?
- 2. How has participating in this project impacted your understanding of the lived and living realities of poverty and homelessness?
- 3. How has participating in this project impacted your understanding of how engagement can be facilitated between Cities and people with lived and living experience?
- 4. What do you think has changed, for CAN leaders, as a result of this project? Can you provide an example?
- 5. What do you think has changed, for the City or for City staff, as a result of this project? Can you provide an example?
- 6. What were the strengths of the project?
- 7. What were the challenges of the project?
- 8. How could challenges be addressed?
- 9. What is your hope for the future in terms of engagement between people with lived and living experiences of poverty and homelessness and City staff?
- 10. Is there anything else you'd like to share?

Focus Group Questions- City Staff and SMA Project Team Members

- 1. Share one experience from the project that comes to mind for you.
- 2. What worked in the project?
- 3. What was challenging in the project?
- 4. Were there any structural constraints that impacted the project?
- 5. How could challenges and constraints be addressed or mitigated?
- 6. In what way(s) do you think this project has contributed to positive social change for people with lived and living experience in poverty and homelessness?
- 7. What else is important to highlight? What else would you like to share?

7. Appendix B: Survey & Results

Survey Instrument

The *Ethics of Engagement* project is an initiative whereby the City of New Westminster has been engaging with Community Action Network (CAN) leaders who have lived and living experience of poverty and homelessness in a variety of City committees, working groups, projects, events, and networks. The project team is now conducting research to determine the experiences and impacts of this engagement.

You are receiving this survey because you may have engaged or interacted with a CAN leader.

The survey will take approximately 10-15 minutes to complete. Your participation is strictly voluntary and you are free to exit the survey at any time. Your responses will be kept confidential. Only the research consultant will have access to the data and no identifying information will be shared.

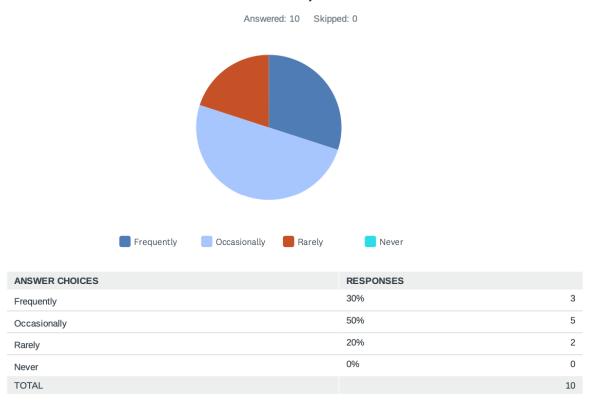
* 3. Select the responsible following statement		st describes	how much yo	ou agree or d	isagree with	the
Interacting with CA	N leaders					
	Strongly agree	Agree	Disagree	Strongly disagree	Not sure	N/A
Increased my understanding of the lived realities of poverty and homelessness.	0	0	0	0	0	0
Impacted my approach to engaging people with lived and living experience of poverty and homelessness.	\circ	0	0	0	\circ	0
Motivated me to advocate more for people with lived and living experience of poverty and homelessness.		0	0	0	0	0
* 4. Select the respo following statements Engaging with CAN	S.	st describes	how much yo	ou agree or d	lisagree with	the
	Strongly			Strongly		
	agree	Agree	Disagree	disagree	Not sure	N/A
Impacted services or programs at the City.	0	0	0	0	0	0
Impacted policies or frameworks at the City.	\circ	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

* 5	. Select the response	that best describe	s how much you	ı agree or	disagree	with t	the
foll	owing statements.						

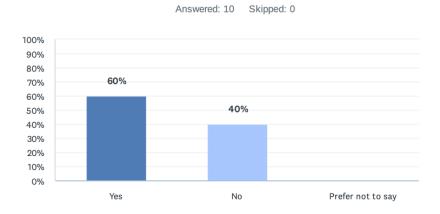
	Strongly agree	Agree	Disagree	Strongly disagree	Not sure	N/A
CAN leaders' contributions were valuable.	0	0	0	0	\circ	0
CAN leaders' contributions impacted decisions made by City actors.	\circ	\circ	\circ	\circ	\circ	\circ
Continued inclusion of marginalized groups in the City's work is important.	0	0	0	0	0	0
6. How have you or	your work l	een impact	ed by your in	teractions wi	th CAN lead	ers?
7. Is there anything	g else you'd l	ike to share	?			

Survey Results

Q1 How often did you interact with one or more CAN leaders? (Select One)

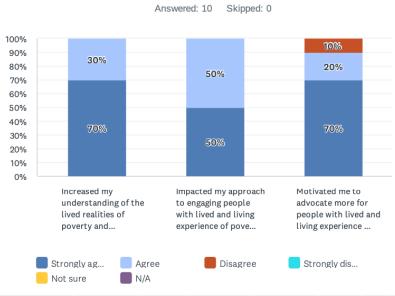


Q2 Are you an employee of the City of New Westminster?



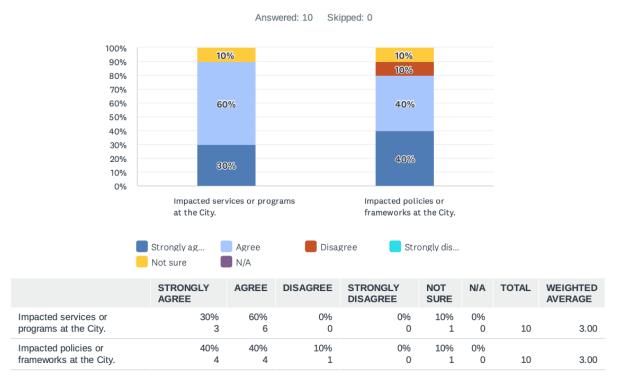
ANSWER CHOICES	RESPONSES	
Yes	60%	6
No	40%	4
Prefer not to say	0%	0
TOTAL		10

Q3 Select the response that best describes how much you agree or disagree with the following statements. Interacting with CAN leaders...



	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	NOT SURE	N/A	TOTAL	WEIGHTED AVERAGE
Increased my understanding of the lived realities of poverty and homelessness.	70% 7	30% 3	0% 0	0% 0	0% 0	0% 0	10	3.70
Impacted my approach to engaging people with lived and living experience of poverty and homelessness.	50% 5	50% 5	0% 0	0% 0	0%	0%	10	3.50
Motivated me to advocate more for people with lived and living experience of poverty and homelessness.	70% 7	20%	10%	0% 0	0%	0%	10	3.60

Q4 Select the response that best describes how much you agree or disagree with the following statements. Engaging with CAN leaders...



Q6 How have you or your work been impacted by your interactions with CAN leaders?

Answered: 6 Skipped: 4

#	RESPONSES	DATE
1	Better understanding of what's happening around me and not just 'within City walls' or larger projects that are not reflective of lived experiences of CAN leaders.	5/6/2022 4:52 PM
2	Was impressed by the insights and expertise shared with integrity, generosity and grace.	5/2/2022 8:53 PM
3	working with city staff that understand the importance of ethically engaging participants has been a massive boost in my practice and fulfilling.	5/2/2022 5:31 PM
4	CAN leader's involvement in informing the Strategy development, engagement framework, and conducting some engagement sessions has been important in our work. Their involvement is one way that the City is centering individuals with lived and living experience of homelessness in the Strategy, and ensuring that it's developed by these individuals who are experts in this field, rather than planning FOR these individuals.	4/28/2022 12:48 PM
5	The CAN leaders offered perspectives that I had not considered before, and offered important context where a more nuanced approach was needed to new policy and the prioritization of actions to be taken by the City.	4/26/2022 9:14 AM
6	Engaging with the CAN network has increased engagement with the City of New Westminster's underrepresented groups. This enabled staff to gather diverse perspectives on community needs and priorities as it relates to climate change. This input was used to inform the development of the City's Community Energy & Emissions Plan (CEEP) and help ensure that the needs of the City's underrepresented community members are addressed / incorporated into climate action initiatives.	4/25/2022 4:53 PM

Q7 Is there anything else you'd like to share?

Answered: 3 Skipped: 7

#	RESPONSES	DATE
1	Let's hope that CAN continues to grow beyond the upcoming municipal elections	5/2/2022 5:31 PM
2	I hope CAN leaders past and future will continue to inform and guide policies and decision making at the City. Bringing in CAN leaders into the council chamber to do workshops and other sessions is a important way to make City Hall more accessible to those who may not traditionally been able to or feel welcomed at municipal buildings.	4/28/2022 12:50 PM
3	I feel that I have only just started to learn from CAN leaders. I hope there are many more opportunities in the future.	4/26/2022 9:15 AM



PROCLAMATION

CITY OF NEW WESTMINSTER

TERRY FOX WEEK SEPTEMBER 12 - 18, 2022

WHEREAS

For millions of people worldwide, Terry Fox is the face of cancer

research; and

WHEREAS

In 1980, Terry's Marathon of Hope inspired a country. After four

decades, the Terry Fox Foundation continues to motivate people in

Canada and around the world; and

WHEREAS

To date, over \$850 million has been raised in support of Terry's cause.

The Terry Fox Foundation is a leading national investor in cancer

research.

WHEREAS

On Sunday, September 18, 2022, over 9,000 communities across Canada

will participate in the 42nd annual Terry Fox Run; and

WHEREAS

The New Westminster Terry Fox Run is open and accessible to everyone and people can honour Terry, have fun and raise money for cancer research. Participants are asked to walk, run, wheel, or ride as part of the Run event at the Quay or on their own if they feel more comfortable

doing so.

NOW THEREFORE

I, Jonathan Cote, Mayor of the City of New Westminster do hereby

proclaim the week of September 12 -18, 2022 as

Terry Fox Week

In the City of New Westminster, Province of British Columbia.

Jonathan X. Cote

MAYOR





A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING MINUTES

Monday, August 29, 2022, 9:00 a.m. Meeting Held Electronically

PRESENT:

Mayor Jonathan Coté
Councillor Chinu Das
Councillor Patrick Johnstone
Councillor Jaimie McEvoy
Councillor Nadine Nakagawa
Councillor Chuck Puchmayr
Councillor Mary Trentadue

STAFF PRESENT:

Ms. Lisa Spitale Chief Administrative Officer

Ms. Jacque Killawee City Clerk

Ms. Emilie Adin Director of Climate Action, Planning and Development

Mr. Kwaku Agyare-Manu Senior Manager, Engineering Services

Ms. Carolyn Armanini Planner, Economic Development

Mr. Todd Ayotte Manager, Community Arts and Theatre

Ms. Christina Coolidge Indigenous Relations Advisor

Ms. Corrine Garrett Senior Manager, Recreation Services and Programs

Mr. Dean Gibson

Ms. Lisa Leblanc

Ms. Lorraine Lyle

Director of Parks and Recreation

Director of Engineering Services

Senior Manager, Financial Services

Mr. Craig MacFarlane Manager of Legal Services

Ms. Erika Mashig Manager, Parks and Open Space Planning Mr. Robert McCullough Manager, Museums and Heritage Services

Ms. Jennifer Miller Manager of Public Engagement

Mr. Patrick Shannon Manager, Purchasing

Ms. Denise Tambellini Intergovernmental and Community Relations Manager

Ms. Brittany Tom Integrated Storm Water Engineer

Mr. Erin Williams Acting Chief, New Westminster Fire and Rescue Services

August 29, 2022 Doc #2153692 City Council Meeting
DRAFT Minutes

1

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

2. MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING

That Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

3. END OF THE MEETING

The meeting ended at 9:01 a.m.	
Jonathan Cote	Jacque Killawee
MAYOR	CITY CLERK



A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING MINUTES

Monday, August 29, 2022, 6:00 p.m.

Meeting held electronically and open to public attendance
Council Chamber, City Hall

PRESENT:

Mayor Jonathan Coté

Councillor Chinu Das

Councillor Patrick Johnstone

Councillor Jaimie McEvoy

Councillor Nadine Nakagawa

Councillor Chuck Puchmayr

Councillor Mary Trentadue

STAFF PRESENT:

Ms. Lisa Spitale Chief Administrative Officer

Ms. Jacque Killawee City Clerk

Ms. Emilie Adin Director of Climate Action, Planning and Development

Mr. Mike Anderson Acting Manager, Transportation

Mr. Kwaku Agyare-Manu Senior Manager of Engineering Services
Mr. Todd Ayotte Manager, Community Art and Theatres
Mr. Rod Carle General Manager, Electrical Utility

Ms. Corrinne Garrett Senior Manager, Recreation Services and Facilities

Mr. Dean Gibson Director of Parks and Recreation

Mr. Gavin Hermanson Transportation Planner

Ms. Wendee Lang Planning Analyst, Climate Action, Planning and Development

Ms. Lisa Leblanc Director of Engineering Services
Ms. Lorraine Lyle Senior Manager, Financial Services

Mr. Christy Mereigh Manager, Strategic Projects

Ms. Denise Tambellini Manager, Intergovernmental and Community Relations
Mr. Erin Williams Acting Chief, New Westminster Fire and Rescue Services

Ms Debbie Reimer Minute Taker, Mosaic Writing Group

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Coté opened the meeting at 6:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. CHANGES TO THE AGENDA

MOVED and SECONDED

THAT Council adds "Recruitment 2022: Appointments to the Community Heritage Commission (CHC) and the Economic Development Advisory Committee (EDAC)" to the agenda as New Business.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Council receive all on table items.

Carried.

All members present voted in favour of the motion.

3. PRESENTATION

3.1 2022 Planning Institute of BC Excellence in Policy Planning Award: Seven Bold Steps for Climate Action

Mayor Coté presented the Seven Bold Steps for Climate Action Award to the New Westminster recipients:

- Babies for Climate Action
- The Walker's Caucus.

In discussion, Council members noted:

- Recognition of staff for their vision and challenging work;
- The importance of community members advocating for future generations; and
- The City of New Westminster's accumulation of carbon credits.

4. CONSENT AGENDA

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a

report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

MOVED AND SECONDED

THAT Council adopt the recommendations for items 4.1 to 4.6 and 4.10 to 4.16 on consent.

Carried.

All members present voted in favour of the motion.

4.1 Amendments to the 2022 Schedule of Council Meetings

To seek Council's approval to align the council meeting schedule with Council commitments in September and November.

THAT the 2022 schedule of council meetings be amended to: remove the meetings scheduled for September 12, 2022; remove the council workshop scheduled for September 19, 2022; and add a Council Workshop to November 14, 2022.

Adopted on Consent.

4.2 Appointment of City Officers

To provide for the efficient operation of the City by designating Manager of Communications and Economic Development, Blair Fryer as the Chief Licence Inspector, and Eva Yip as Acting Director of Human Resources and Information Technology with the power, duty and responsibility to carry out the functions prescribed to these positions.

THAT Council designates the Manager of Communications and Economic Development, Blair Fryer, as the Chief Licence Inspector; and

THAT Council appoints Eva Yip as Acting Director of Human Resources and Information Technology.

Adopted on Consent.

4.3 Budget 2023: Fees and Rates Review

To seek Council's approval in principle for the proposed changes to the fees and rates bylaws to accommodate the changes recommended by staff in their review of user fees and rates; and provide direction to staff on changes to the related bylaws.

THAT Council approves in principle the proposed changes in fees and rates; and

THAT Council direct staff to prepare the necessary amendment bylaws.

Adopted on Consent.

4.4 Construction Noise Bylaw Exemption Request – New Westminster Interceptor – Columbia Sewer Rehabilitation

To request that Council grant an exemption from the Construction Noise Bylaw for ORCC to continue construction of utility holes and related works on Columbia Street in the downtown core from September 12, 2022 through December 23, 2022.

THAT Council grant an exemption to Metro Vancouver's contractor, Oscar Renda Contracting of Canada (ORCC), from Construction Noise Bylaw No. 6063, 1992, for an average of two nights per week (between Monday to Thursday) excluding Friday and Saturday nights, Sundays or Statutory Holidays, re-commencing September 12, 2022 and ceasing December 23, 2022, to construct utility holes and conduct related works in the 600 - 800 block of Columbia Street.

Adopted on Consent.

4.5 Delegation Bylaw Update to facilitate Acting Director Roles

To request Council amend the Delegation Bylaw 7176, 2015, and so respond to changed department structures to allow for effective delegation of the Director position.

THAT Delegation Bylaw Amendment Bylaw No 8365, 2022 (attachment 1) be given three readings.

Adopted on Consent.

4.6 Electronic Message Centre for Ryall Park / Queensborough Community Centre

This report responds to Council direction to report back regarding the feasibility for a third party to provide and operate an electronic sign at the Queensborough Community Centre in Ryall Park.

THAT Council receive this report for information, and

THAT Council direct staff to proceed with the design and installation of the Electronic Message Centre in Ryall Park.

Adopted on Consent.

4.7 Fall 2022 Outdoor Pools Operating Schedule Update

To inform Council of changes to the proposed September 6 – October 10 Outdoor Pool operations.

In discussion, Council members noted:

- The benefits of the extending the pool operating season;
- Suggested reminding the public that pools remain open and lessons are being offered; and
- Concerns regarding the booking system.

In response to Council's questions, Dean Gibson, Director of Parks and Recreation, noted:

- The number of patrons frequenting the pools increased in the warmer weather;
- The extended season will be promoted through Facebook, the Active Living Guide and website; and
- Feedback on the reservation system will be sought through community engagement.

MOVED AND SECONDED

THAT this report be received for information.

Carried.

All members present voted in favour of the motion.

4.8 Massey Theatre Renovation Update

The purpose of this report is to provide an update of the Massey Theatre Renovation project. The report provides an overview of project milestones completed to date, and outlines the work plan of future works, including removal of the large gymnasium and supporting spaces as per the 2015 approved plan for the project.

In response to Council's questions, Lisa Leblanc, Director of Engineering Services, noted:

- The capital plan includes all costs associated with the Massey Theatre Renovation;
- The work plan outlines the phased renovation and intention to stay within the budget; and
- The project budget allows for cost escalation.

In response to Council's questions, Lorraine Lyle, Senior Manager Financial Services, noted that funding is allocated for renovation but does not preclude future enhancements to the facility.

MOVED AND SECONDED

THAT Council receives this report for information.

Carried.

All members present voted in favour of the motion.

4.9 Master Transportation Plan Amendment and Monitoring Report

This report provides a progress update regarding implementation of the City's Master Transportation Plan (MTP) and presents amendments addressing new mobility and curbside management.

In discussion, Council members noted:

- Concern regarding the decline in road safety during the COVID-19 pandemic;
- Concern regarding the impacts of speed on non-vehicular traffic;
- The importance of new safety measures in the Master Transportation Plan; and
- The need to regularly update the Seven Year Plan.

MOVED AND SECONDED

THAT Council adopt the Master Transportation Plan amendments provided in Attachment 1 of this report;

THAT the Master Transportation Plan monitoring report be received; and

THAT Council direct Staff to report back on future MTP amendments that would bring a Vision Zero model to transportation safety in New Westminster.

Carried.

All members present voted in favour of the motion.

4.10 Official Community Plan Amendment and Rezoning Applications for Infill Townhouse: 102/104 Eighth Avenue and 728 First Street – Preliminary Report

To seek Council's approval to proceed with processing the proposed Official Community Plan amendment and rezoning at 102/104 Eighth Avenue and 728 First Street.

THAT Council direct staff to proceed with processing the proposed Official Community Plan (OCP) amendment and rezoning at 102/104 Eighth Avenue and 728 First Street, as outlined in the "Consultation and Review Process" section of this report.

THAT Council, with regard to the proposed OCP amendment:

- 1. Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the *Local Government Act*;
- 2. Direct staff to advise and consult with the following:
 - The Board of Education of New Westminster Schools: and
 - The following First Nations:
 - Cowichan Tribes;
 - Halalt First Nation:
 - Katzie First Nation;
 - Kwantlen First Nation;
 - Kwikwetlem First Nation;
 - Lyackson First Nation;
 - Lake Cowichan First Nation;
 - Musqueam Indian Band;
 - o Penelakut Tribe:
 - Qayqayt First Nation;
 - Seabird Island Band:
 - Semiahmoo First Nation;
 - Shxw'ōwhámél First Nation;
 - Soowahlie First Nation;
 - Squamish Nation;
 - Sto:lo Nation;
 - Sto:lo Tribal Council:
 - Stz'uminus First Nation;
 - Tsawwassen First Nation: and
 - Tsleil-Waututh Nation;
- 3. Direct staff to seek input from interested parties in the following manner:
 - Send a request for written comments to the parties listed above;
 - As part of the notification requirements for a Public Hearing, place a notice on the City Page to advise the public of this application; and

- As part of the notification requirements for a Public Hearing, require
 the applicant to include notice of the proposed OCP amendment on
 the site signage required for the subject application; and
- 4. Not require consultation with:
 - Board of the regional district in which the area covered by a plan is located (Metro Vancouver);
 - Any greater boards or improvement districts;
 - Greater Vancouver Sewerage and Drainage District Board;
 - Ministry of Transportation and Infrastructure; and
 - Councils of immediately adjacent municipalities;

as none are considered to be affected by this application.

Adopted on Consent.

4.11 Recruitment 2022: Appointment to the Social and Cultural Vibrancy Grant Committee

The purpose of this report is to release appointments to the City's Grant Committees to the public.

THAT Council receive the report titled, "Recruitment 2022: Appointment to the Social and Cultural Vibrancy Grant Committee" for information.

Adopted on Consent.

4.12 Temporary Use Permit: 97 Braid Street (Royal Columbian Hospital Parking) Phase 2 – Consideration of Notice of Issuance

To seek Council's approval to proceed with a Temporary Use Permit to allow a temporary parking lot on a portion of 97 Braid Street for hospital staff and construction workers during the Phase 2 of Royal Columbian Hospital redevelopment.

THAT Council issue notice that it will consider a resolution to issue a Temporary Use Permit to allow a temporary parking lot on a portion of 97 Braid Street for hospital staff and construction workers during the Phase 2 of Royal Columbian Hospital redevelopment, following a Request for Public Comment period ending on September 19, 2022.

Adopted on Consent.

4.13 Temporary Use Permit for Group Living Facility: 311 Louellen Street – Consideration of Notice of Issuance

To seek Council's approval to proceed with processing the Temporary Use Permit, to enable temporary operation of a recovery program for men at 311 Louellen Street.

THAT Council issue notice that it will consider a resolution to issue a Temporary Use Permit to allow Maintain Recovery to operate a residential recovery program for up to 10 men at 311 Louellen Street, following completion of public consultation and following a Request for Public Comment period ending on September 19, 2022.

Adopted on Consent.

4.14 Proclamation: Azadi Ka Amrit Mahotsav Day, August 15, 2022

Adopted on Consent.

4.15 Proclamation: Literacy Month, September 2022

Adopted on Consent.

4.16 Minutes for Adoption

- a. June 30, 2022 Public Hearing
- b. June 30, 2022 City Council Meeting
- c. July 11, 2022 City Council Meeting (9:00 a.m.)
- d. July 11, 2022 City Council Meeting (6:00 p.m.)
- e. July 25, 2022 Special City Council Meeting

Adopted on Consent.

Procedural Note: Council agreed to hear Item 7.1 as the next item of business. The minutes are recorded in numerical order.

5. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL - 7:00 PM

Ken Armstrong, New West Progressives, requested information regarding the error in a previous waiver of Public Hearing and noted that developers were affected by the error. He requested information on the internal communications be provided free of charge prior to the upcoming election.

In response to a question from the delegate, Mayor Coté noted that the error was corrected at the Council meeting immediately after discovery and referred the Freedom of Information Request to the Legislative Services Department.

Rick Folka, New West Progressives, expressed concerns that the New Westminster Capital Plan will affect future upgrades in the City due to immediate concerns of inflation, wage contracts and supply chain issues. He recommended stronger asset management, budget adherence and a commitment to secure stimulus funding.

Karima Budhwani, New West Progressives, expressed concerns over the cost of a new aquatic center and inquired if repurposing was considered in the proposal. Ms. Budhwani also cited the need for more recreational facilities due to increased subscription and higher population in New Westminster.

In discussion, Council members noted that the Canada Games Pool was identified as an aging facility and it was determined that demolition was the most prudent course of action.

Brin R., New Westminster resident, expressed concern regarding the impact of train whistles on the increased population in the Sapperton neighbourhood. The complexity of the issue was acknowledged and a request was made to find solutions to the problem.

In response to a question from Council, Lisa Leblanc, Director of Engineering Services, advised that staff is discussing infrastructure changes to achieve whistle cessation on the Cumberland and Spruce Street crossings and noted that a budget is provided for whistle cessation.

Monica Arcadi. expressed support for the Low Carbon Energy Systems motion and expressed concern over time to reduce climate change.

Karen Crosby expressed support for the Low Carbon Energy Systems motion and expressed the opinion that electricity is the most appropriate low carbon fuel.

In discussion Council members noted that engagement and advocacy are necessary to implement change.

Aggie Black, Environmental Committee at St. Paul's, expressed support for the Low Carbon Energy Systems motion and noted that renewable natural gas is not a green solution for reducing emissions. She expressed the opinion that solar and wind power are more cost effective to produce.

Maureen Curran expressed support for the Low Carbon Energy Systems motion and encouraged Councillors to prioritize people over corporations.

Liz McDowell, Stand.earth, noted that the American Medical Association has recommended banning gas stoves in homes due to their harmful effects and other municipalities in BC have banned renewable gas. Ms. McDowell encouraged Council to pass the Low Carbon Energy Systems motion.

Kathryn Jones, New Westminster resident, expressed her support for the Low Carbon Energy Systems motion, citing health effects and the unsustainable extraction process of gas.

6. BYLAWS

6.1 Public Hearings Not Held

a. Zoning Amendment Bylaw (337 and 339 Keary Street) No. 8324, 2022

To enable construction of a 9-unit infill townhouse project at 337 and 339 Keary Street. This bylaw is on the agenda for **THREE READINGS**.

Application considered by Council on July 11, 2022, notice published on August 18 and 25, 2022.

No Public Hearing held.

a. Notification

b. Bylaw No. 8324, 2022

MOVED and SECONDED

THAT Zoning Amendment Bylaw (337 and 339 Keary Street) No. 8324, 2022 be given first reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (337 and 339 Keary Street) No. 8324, 2022 be given second reading.

Carried.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (337 and 339 Keary Street) No. 8324, 2022 be given third reading.

Carried.

All members present voted in favour of the motion.

b. Zoning Amendment Bylaw (616 and 640 Sixth Street) No. 8348, 2022

To enable construction of a mixed-use, 100% secured market rental project at 616 and 640 Sixth Street. This bylaw is on the agenda for **THREE READINGS**.

Application considered by Council on July 11, 2022; notice published on August 18 and 25, 2022.

No Public Hearing held.

a. Notification

b. Bylaw No. 8348, 2022

MOVED and SECONDED

THAT Zoning Amendment Bylaw (616 and 640 Sixth Street) No. 8348, 2022 be given first reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (616 and 640 Sixth Street) No. 8348, 2022 be given second reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (616 and 640 Sixth Street) No. 8348, 2022 be given third reading.

Carried.

c. Zoning Amendment Bylaw (122 Eighth Avenue) No. 8356, 2022

To enable construction of a duplex at 122 Eighth Avenue. This bylaw is on the agenda for **THREE READINGS**.

Application considered by Council on July 11, 2022; notice published on August 18 and 25, 2022.

No Public Hearing held.

a. Notification

b. Bylaw No. 8356, 2022

MOVED and SECONDED

THAT Zoning Amendment Bylaw (122 Eighth Avenue) No. 8356, 2022 be given first reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (122 Eighth Avenue) No. 8356, 2022 be given second reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (122 Eighth Avenue) No. 8356, 2022 be given third reading.

Carried.

All members present voted in favour of the motion.

d. Zoning Amendment Bylaw (817 St. Andrews Street) No. 8354, 2022

To enable construction of a triplex at 817 St. Andrews Street. This bylaw is on the agenda for **THREE READINGS**.

Application considered by Council on July 11, 2022; notice published on August 18 and 25, 2022.

No Public Hearing held.

a. Notification

b. Bylaw No. 8354, 2022

MOVED and SECONDED

THAT Zoning Amendment Bylaw (817 St. Andrews Street) No. 8354, 2022 be given first reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (817 St. Andrews Street) No. 8354, 2022 be given second reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (817 St. Andrews Street) No. 8354, 2022 be given third reading.

Carried.

All members present voted in favour of the motion.

e. Zoning Amendment Bylaw (Parking Reductions for Patios) No. 8357, 2022

To allow businesses to convert parking or loading spaces on private property into patio space. This bylaw is on the agenda for **THREE READINGS**.

Application considered by Council on July 11, 2022; notice published on August 18 and 25, 2022.

No Public Hearing held.

a. Notification

b. Bylaw No. 8357 2022

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Parking Reductions for Patios) No. 8357, 2022 be given first reading.

Carried.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Parking Reductions for Patios) No. 8357, 2022 be given second reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Parking Reductions for Patios) No. 8357, 2022 be given third reading.

Carried.

All members present voted in favour of the motion.

6.2 Bylaws for readings

a. Delegation Amendment Bylaw No. 8365, 2022

To respond to changed department structures and allow for effective delegation of the Director position. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

THAT Delegation Amendment Bylaw No. 8365, 2022 be given first reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Delegation Amendment Bylaw No. 8365, 2022 be given second reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Delegation Amendment Bylaw No. 8365, 2022 be given third reading.

Carried.

6.3 Bylaws for adoption

a. Zoning Amendment Bylaws Repeal Bylaw No. 8353, 2022

To repeal Bylaw No.8317, 2022 (Parking Reduction for Patios); Bylaw No.8325, 2022 (122 Eighth Ave); and, Bylaw No. 8323, 2022 (817 St. Andrews St) in order to correct an administrative error. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Zoning Amendment Bylaws Repeal Bylaw No. 8353, 2022 be adopted.

Carried.

All members present voted in favour of the motion.

b. Zoning Amendment (1321 Cariboo Street) Bylaw No. 8345, 2022

To facilitate a 15 unit secured market rental housing development. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Zoning Amendment (1321 Cariboo Street) Bylaw No. 8345, 2022 be adopted.

Carried.

All members present voted in favour of the motion.

c. Development Cost Charges Bylaw No. 8327, 2022

To establish new Development Cost Charge rates for subdivisions and building projects in New Westminster. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Development Cost Charges Bylaw No. 8327, 2022 be adopted.

Carried.

7. MOTIONS FROM MEMBERS OF COUNCIL

7.1 Advocacy for Inclusion of Sexualized Violence Prevention as part of the Serving It Right program, Councillor Trentadue

Background:

To provide support and advocacy to the City of Victoria in their work to prevent and respond to sexualized violence in the hospitality sector. The CoV been working with a number of other partners (including Ending Violence Association of BC, Good Night Out Vancouver, BC Restaurant and Foodservices Association and BC's Alliance of Beverage Licensees) in advocating and requesting that the Province enhance BC's "Serving It Right" training to incorporate sexualized violence prevention and response education.

Recommendation:

That Council request the Mayor write to Minister Farnworth and Parliamentary Secretary Lore advocating for the inclusion of 'sexualized violence prevention training' within the Serving It Right curriculum to provide foundational education to people with the front-line opportunity to take action to prevent sexualized violence and respond appropriately and with care when incidents occur.

MOVED and SECONDED

THAT Council requests the Mayor write to the Province to advocate for the inclusion of "sexualized violence prevention training" within the Serving It Right curriculum.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to hear from speakers as the next item of business. The minutes are recorded in numerical order.

7.2 Low Carbon Energy Systems, Councillor Nakagawa

MOVED and SECONDED

WHEREAS the City of New Westminster declared a climate emergency in 2019 with a plan to meet the IPCC targets; and

WHEREAS the City of New Westminster endorsed the Fossil Fuel Non-Proliferation Treaty in 2021; and

WHEREAS it is important to distinguish carefully between various possible 'low carbon' gasses that might be employed as pipeline gasses, including renewable natural gas (RNG), biomass, green hydrogen and blue hydrogen, since the carbon emissions from these sources vary significantly;

WHEREAS sources for Renewable Natural Gas (RNG) in BC are very limited, and are at most expected to produce an amount equivalent to 5% of BC's current gas use (according to a 2022 report prepared for the BC Government and FortisBC);

WHEREAS In order to meet province-wide emissions reduction targets of at least 80% below 2007 levels in the next 30 years, flexible but limited resources such as RNG will likely need to be prioritized for more difficult to decarbonize industries such as steel, concrete, pulp and paper and meeting peak electric loads; and

WHEREAS a typical electric heat pump operates at 300-400% thermal efficiency, more than 3-4 times more efficient than a gas appliance burning RNG or any other fuel (which operates below 100% efficiency);

THEREFORE BE IT RESOLVED THAT the City of New Westminster recognize both the significant difference in the lifecycle emissions associated with different gaseous fuels including RNG, blue and green hydrogen and biomass, and the limited supply of truly low-carbon RNG; and

THAT the City of New Westminster direct staff to prioritize electrification over gas when proceeding with work on acceleration of the Energy Step Code, and in particular explore ways to exclude RNG from future Low Carbon Energy Systems; and

THAT the City of New Westminster consider electric heat pumps systems the preferred option for space and water heating in buildings and intend to encourage the use of limited RNG resources for their highest and best use and not for residential or commercial heating; and

THAT the City of New Westminster include the above in our Community Energy and Emission Plan (CEEP) and our Corporate Energy and Emissions Reduction Strategy (CEERS); and

THAT the City of New Westminster write a letter to the BC Minister of Environment encouraging that this definition be adopted provincially, and encouraging the Province to evaluate the highest and best use of RNG considering its limited availability.

All members present voted in favour of the motion.

8. <u>NEW BUSINESS</u>

8.1. ON TABLE Recruitment 2022: Appointments to the Community Heritage Commission (CHC) and the Economic Development Advisory Committee (EDAC)

MOVED and SECONDED

THAT Council receive the report titled, "Recruitment 2022: Appointments to the Community Heritage Commission (CHC) and the Economic Development Advisory Committee (EDA)" for information.

Carried.

All members present voted in favour of the motion.

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor McEvoy reported that recreation facilities in New Westminster have been a focus for Council and noted the numerous facilities that have been repaired, modernized and are now energy efficient.

Councillor Puchmayr reported that Councillor Lorrie Williams wished to thank Council for the flowers and wishes for her recovery.

Mayor Coté reported that the next New Westminster Council meeting will be held at Queensborough Community Center.

10. END OF THE MEETING

The	meeting	ended	at i	7:38	n m
1110		CHACA	aι	1.00	v.III.

Jonathan Cote	Jacque Killawee
MAYOR	CITY CLERK



A vibrant, compassionate, sustainable city that includes everyone. SPECIAL CITY COUNCIL MEETING

MINUTES

Wednesday, August 31, 2022, 5:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT: Councillor Patrick Johnstone, Acting Mayor

Councillor Chinu Das Councillor Jaimie McEvoy Councillor Nadine Nakagawa

STAFF PRESENT: Ms. Jacque Killawee, City Clerk

Ms. Emilie Adin, Director of Development Services

Ms. Carilyn Cook, Committee Clerk

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor Johnstone, Acting Mayor, opened the meeting at 5:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. BYLAWS

2.1 Bylaws for Adoption

a. Zoning Amendment Bylaw (337 and 339 Keary Street) No. 8324, 2022

To enable construction of a 9 unit infill townhouse project at 337 and 339 Keary Street. This bylaw is on the agenda for **ADOPTION**.

Carried.

All members present voted in favour of the motion.

August 31, 2022

b. Zoning Amendment Bylaw (122 Eighth Avenue) No. 8356, 2022

To enable construction of a duplex at 122 Eighth Avenue. This bylaw is on the agenda for **ADOPTION**.

Carried.

All members present voted in favour of the motion.

c. Zoning Amendment Bylaw (817 St. Andrews Street) No. 8354, 2022

To enable construction of a triplex at 817 St. Andrews Street. This bylaw is on the agenda for **ADOPTION**.

Carried.

All members present voted in favour of the motion.

d. Zoning Amendment (Parking Reductions for Patios) Bylaw No. 8357, 2022

To allow businesses to convert parking or loading spaces on private property into patio space. This bylaw is on the agenda for **ADOPTION.**

Carried.

All members present voted in favour of the motion.

3. END OF THE MEETING

_	
Jacque Killawee	Jonathan Cote
CITY CLERK	MAYOR



A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL CITY COUNCIL MEETING MINUTES

Wednesday, September 14, 2022, 4:45 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

Mayor Jonathan Coté Councillor Chinu Das Councillor Patrick Johnstone

Councillor Jaimie McEvoy

Councillor Nadine Nakagawa

Councillor Chuck Puchmayr

Councillor Mary Trentadue

STAFF PRESENT:

Ms. Jacque Killawee City Clerk

Ms. Eva Yip, Acting Director of Human Resources

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Cote opened the meeting at 4.47pm. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. BUSINESS

2.1 MOTION to waive notice of a special council meeting per s.127(4) of the Community Charter

MOVED AND SECONDED

That Council waive notice of the special council meeting of September 14th, 2022 at 4.45pm in accordance with s.127(4) of the *Community Charter*.

Carried.

All members present voted in favour of the motion.

2.2 National Day of Mourning for the Passing of Queen Elizabeth II – September 19, 2022

To update Council regarding the recent declarations by the Government of Canada (the "Federal Government") and Province of British Columbia (the "Province") to proclaim September 19, 2022 as a statutory holiday to observe the National Day of Mourning for the passing of Queen Elizabeth II (the "Queen") and to propose that Council appoint September 19, 2022 as a statutory holiday in alignment with the Federal Government and the Province.

The Mayor introduced the issue noting the passing of the Queen and the need for the City to respond to the statutory holiday declaration.

MOVED AND SECONDED

THAT Council approve a one-time declaration to appoint September 19, 2022 as a statutory holiday for the Corporation of the City of New Westminster in recognition of the National Day of Mourning for the passing of Queen Elizabeth II.

Carried.

All members present voted in favour of the motion.

In response to Council's questions Ms. Jacque Killawee, City Clerk noted that there would be a press release soon to let the public know the changes to City services on September 19th. Ms. Killawee also noted that the declaration of Election would be delayed until September 20.

Council thanked staff for all their work on responding to the passing of Queen Elizabeth II.

3.	END OF THE MEETING	
	The meeting ended at 4.51 p.m.	
	 Jonathan Cote	Jacque Killawee
		•

MAYOR

CITY CLERK

Attachment A

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8366, 2022

A Bylaw to authorize the exemption from taxation of certain lands and premises

WHEREAS BY Section 224 of the Community Charter the Council of a Municipality may exempt from taxation certain land or improvements as determined by Council should be so exempted to the extend, for the period and subject to the conditions provided by bylaw;

THE CITY COUNCIL of the Corporation of the City of New Westminster ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as "PERMISSIVE TAX EXEMPTION BYLAW NO. 8366, 2022".
- 2. All those lands and premises more particularly known and described in the list of properties appearing as Attachment "A" to this bylaw are exempt from taxation for the succeeding year pursuant to the provisions of Section 224 of the Community Charter.

JACQUE KILLAWEE CITY CLERK

GIVEN FIRST READING this day of 2022

GIVEN SECOND READING this day of 2022

GIVEN THIRD READING this day of 2022

ADOPTED and the seal of the Corporation of the City of New Westminster affixed this day of , 2022

MAYOR JONATHAN COTE

Attachment A

Section 224 (2)(f) – Owned and Occupied for the purpose of Public Worship (TOTAL EXEMPTION)

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
1.	00444000	Holy Trinity Romanian Orthodox Parish Society	Lot D NWD PI EPP48991 PID 029-589-941	220 Carnarvon St
2a.	00648001	Emmanuel Pentecostal Church of New Westminster	Lot A (Z129828) Blk.26 Pl.2620 PID 004-513-801 (800 sq.ft. living quarters taxable)	321 Carnarvon St
2b.	00419001	Emmanuel Pentecostal Church of New Westminster – New Church Hall	Lot 1 Blk. 16 PI.LMS2926	335 Carnarvon St
3.	00424000	Word Christian Community Church	Lot E Blk. 16 Pl. 9562	336 Agnes St
4.	00734000	The Roman Catholic Archbishop of Vancouver – St. Peter's Church	Lots A, Blk.31 Pl.3142	330 Royal Ave
5a.	01124000	Columbia Congregation of Jehovah's Witnesses	Lot 3 of Lot 15 Blk.36 Pl.2620	126 – Tenth St (parking lot)
5b.	01125000	Columbia Congregation of Jehovah's Witnesses	Lot 4 of Lot 15 Blk.36 Pl.2620	120 – Tenth St
6.	01288000	Holy Trinity Parish of New Westminster BC	Pcl. 1 Victoria Gardens Ref. PL. 74708 PID 008-186- 430	514 Carnarvon St
7.	01411000	Trustees Congregation of Queen's Avenue United Church of Canada	Lot "D" Blk. "H" St. George's Square Pl. 17922 (650 sq ft. living quarters taxable)	513 Queen's Ave
8.	03307000	The Parish of St. Mary the Virgin	Lot 21 Sub. Blk. 3 Pl.4606 PID 011-110-473	121 E. Columbia St
9.	03472001	Sapperton Baptist Church	Lot 127 Sub. Blk.3 Pl.51113 PID 004-900-065	322 Hospital St
10.	03575000	Trustees of the Congregation of Knox Presbyterian Church	Lot A SB3 PI.85177 GP1. PID 015-949-613	403 E Columbia St

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
11.	03680000	The Roman Catholic Archbishop of Vancouver – Sts. Cyril & Methodius Church	Lots 1/2/3/4 of Blk 2 Sub. Blk.3 Pl.3984 (580 sq ft Manse only taxable)	472 E Eighth Ave
12.	03724000	Gospel Church in Christ	Lot "M" Sub. Blk.3 Pl. 18045 PID 010-346-490	520 McDonald St
13.	05476000	Olivet Baptist Church	Pcl A Sub. Blk.5 Pl.33098 (819 sq. ft. living quarters taxable)	613 Queen's Ave
14.	06128000	Trustees of the Congregation of the First Presbyterian Church	Lots 9/10 of Lots 8/9/35/36/37/38 Sub. Blk.6 Pl.2620	616 Fourth Ave
15.	06156000	The Governing Council of the Salvation Army Canada	Lots 32/33 of Lots 8/9/35-38 Sub. Blk.6 Pl.2620	325 Sixth St
16.	06191000	Burnaby Apostolic Christian Church	Lot 16 of Lot 10 & E.1/2 of Lot 11 Sub Blk.6 Pl.2620	316 Seventh St
17a.	06207000	Ukrainian Orthodox Church of St. Peter & Paul	LT 1, NWD, PL NWP3958 LOT 1, NEW WEST DISTRICT, PLAN NWP3958 SUBURBAN BLOCK 6, GROUP 1 (900 sq. ft residence taxable)	302 Eighth St
17b.	06208000	Ukrainian Orthodox Church of St. Peter & Paul AND Hohite Semay St Marie	Lot 2 Sub Blk.6 Pl3958 PID 002-219-557	304 Eighth St
18.	06420000	Trustees of New Westminster Congregation Free Methodist Church in Canada	Lot 17 Sub.Blk.6 Pl37978 Ex. Plan 38812 (1600 sq.ft. Manse taxable)	320 Eighth St
19.	06755000	The Ukrainian Catholic Eparchy of New Westminster	Lots 5/6/7 of Lot 6 Sub. Blk.7 Pl.2620	501 Fourth Ave
20.	06866000	Vancouver Japanese Gospel Church	Lot 21 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	425 Eleventh St
21a.	06879000	The Parish of St. Barnabas (Church)	Lot "A" (Z205283 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620 PID 005-293-839 (3284 sq.ft. Manse taxable)	1002 Fifth Ave
21b.	06881000	The Parish of St. Barnabas (Hall)	Lot 33 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	1010 Fifth Ave
22.	09204000	The Trustees of St. Aiden's Presbyterian Church	Lots 23 & 24 of Lot 10 Sub. Blk. 11 Pl.2620 (2300 sq.ft. Manse taxable)	1316 Seventh Ave

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
23.	09778000	Unity of New Westminster Church	Lot 10 Sub. Blk.12 Pl.5153	1636 Edinburgh St
24.	10145000	The Image of God Church	Lot 32 of Lot 1 of Lot 13 Sub. Blk. 12 Pl.2620 PID 013-483- 617	925 Tenth St
25a.	10884000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot "A" Sub. Blk.13 Pl.18173 (1620 sq.ft. Manse taxable) PID 004-757-173	701 Sixth Street
25b.	10886000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot 34 of Lot 15 SB13 Plan 39977 PID 001-497-588	511 Seventh Ave (parking lot)
26.	11003000	First Church of Christ Scientist of New Westminster BC	Lot 21 Sub. Blk. 13 Pl.36862	633 Eighth St
27.	11174000	Mt. Zion Lutheran Church of New Westminster	Parcel B SB14 PI.71817 PID 004-168-721	930 Cumberland St
28.	12884000	The Roman Catholic Archbishop of Vancouver – Holy Spirit Church	Lot A of Blk.21 of Lot 757 G.P.1 Pl.2620 (2640 sq.ft. Manse taxable)	244 Lawrence St
29a.	13294000	The Khalsa Diwan Society	Pcl. 1 Blk.27 Pl.LMP12733 DL 757 Grp.1 PID 018-496-598 (250 sq. ft. living quarters taxable)	347 Wood Street
29b.	13300001	The Khalsa Diwan Society	Lot 98, Blk 27 NWD PL NWP2620 DL 757 & 758	331 Wood Street (parking area)
29c.	13299000	The Khalsa Diwan Society	Lot 96, Blk 27 NWD PL NWP2620 DL 757	335 Wood Street (parking area)
29d.	13300000	The Khalsa Diwan Society	Lot 97, Blk 27 NWD PL NWP2620 DL 757	333 Wood Street (parking area)
29e.	13314001	The Khalsa Diwan Society	Lot 1, DL 757 NWD, PL LMP1695	348 Wood Street (vacant land)
29f.	13278000	The Khalsa Diwan Society	Lot 75 BL 27 DL 757 PL NWP2620	334 Boyne Street (parking area)
29g.	13280000	The Khalsa Diwan Society	Lot 77 BL 27 DL 757 PL NWP2620	338 Boyne Street (parking area)

	ROLL#	<u>OWNER</u>	<u>LEGAL</u>	CIVIC ADDRESS
29h.	13279000	The Khalsa Diwan Society	Lot 76 BL 27 DL 757 PL NWP2620	336 Boyne Street (parking area)
30a.	15475002	Trustees Congregation Connaught Heights Pentecostal Assembly	Lot 63 D.L. 172 G.P.1 PI.59349 PID 005-742-846	2201 Eighth Ave
30b.	15570001	Trustees Congregation Connaught Heights Pentecostal Assembly	Pcl. "A" D.L. 172 Group 1 EX Pl.61292 PID 002-744-406	2201 Edinburgh St. (parking lot)
31.	06154000	Seventh-day Adventist Church BC Conference	Lot30, NWD, Plan NWP2620 Suburban Block 6, of lots 8, 9 & 35 to 38.	333 Sixth St
32.	03178000	Vancouver Chin Baptist Church	Lt 1, DL 115, NWD, PL NWP82717	76 Jamieson Crt (church only)
	Section 224		hurch as tenant for the purpose of EXEMPTION)	public worship
1.	07811000	Gheorghe and Fancia Serban (St. Gheorghe Romanian Orthodox Church)	Lot 14 Sub. Blk. 9 Pl.2531	1932 Eighth Ave
2.	11831000	Thornebridge Gardens Holdings (Royal City Christian Centre portion only – registered 99 year lease)	Lot A PI.16995 D.L. 2056 (250 Sq Ft. living quarters taxable)	601 Eighth Ave
Sect	ion 224(2)(k)		structed with assistance of aid grai	nted by the Province
		<u>January 1, 1947 and</u>	d before March 31, 1974 EXEMPTION)	
1.	06417000	Free Methodist Church Senior Citizen Home Society	Lot 16 Sub Blk.6 Pl.28109 PID 008-937-079	815 Kennedy St
2.	11111000	New Westminster Rotary Senior Citizen's Home Society	Lot 7 Sub Blk.14 Pl.36206 Subsidy Lot A	25 Clute St
3.	15474000	Connaught Heights Pentecostal Villa Society	Lot "A" Blk.12 D.L.172 G.P.1. Pl.2974	2222 Edinburgh St

Section 224(2)(h) – Hospitals and Private Schools (TOTAL EXEMPTION)

1a.	01612001	BC Buildings Corp (Queen's Park Hospital Society - Queen's Park Hospital)	Lt. 3 DL115, GP1, Plan BCP8786 PID 025-813-901	315 McBride Blvd			
1b.	01612002	Fraser Health Authority (Administration building for Queens Park Hospital)	Lt. C DL115 GP.1 PI LMP 8439	33 Blackberry Dr			
		, ,					
<u>S</u>	Section 224(2)		ned by the municipality and used fo OTAL EXEMPTION)	r a purpose of the			
1.	05873100	513 Hornet Royal Canadian Ai Park	r Cadet Squadron – located on a p	ortion of Queens			
2.	09206100	New Westminster Lawn Bowlin	New Westminster Lawn Bowling Club – located on a portion of Moody Park				
3.	00853100	New Westminster Tennis Club – located on a portion of Tipperary Park					
4.	05873150	Vagabond Players – located on a portion of Queens Park					
5.	09206101	New Westminster Amateur Radio Club – located on portion of Moody Park					
6.	05873103	Arts Council of New Westminster – located on portion of Queen's Park					
7.	05873102	Queen's Park Preschool Society – located on portion of Queen's Park					
8.	05090000	Greater Vancouver Water District – Tennis Courts, leased portion of GVRD Reservoir.					
Section 224(2)(b) – Land or improvements owned by the municipality and used for the purpose of the municipality (75% EXEMPTION)							
1.	04317000	Royal City Curling Club	Lot 87 SB. 4 & 13 PI.28208	75 E Sixth Ave			
	Section 224(2)(a) – Used for Charitable or Philanthropic purposes (TOTAL EXEMPTION)						

1.	01051000	Kinsight Community Living	Lot 31 Blk. 36 Pl.57988 PID 005-665-850	811 Royal Avenue
2.	03466000	Sapperton Old Age Pensioners Association	Pcl. "A" Lots 8/9 Sub. Blk.3 Ex. Pl.9528 Pl.2620	318 Keary Street

3. 01613501 Kolumbia Inn Daycare Society daycare portion - lessee Lt B, DL115, Gp. 1, Pl BCP25520 – leased portion of folio 01613501

4.	00111100	The Fraser River Discovery Centre	PI.LMP29059 Pcl A Airspace, DL3979 & 3982, that portion occupied by Discovery Centre	788 Quayside Drive
5.	01441001	Honour House Society	Blk H, Pcl C St. George's Square, Plan 2620	509 St. George Street

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8367, 2022

A Bylaw to Amend Anvil Theatre Fees and Charges Bylaw No. 8209, 2020

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited for all purposes as "Anvil Theatre Fees and Charges Amendment Bylaw No. 8367, 2022."

Amendments

- 2. Anvil Theatre Fees and Charges Bylaw No. 8209, 2020 is amended by:
 - a. Deleting Appendix "A" and replacing it with the attached Appendix "A"

Effective Date

3. These amendments shall come into effect on January	1, 2023.
GIVEN FIRST READING THIS day of	2022.
GIVEN SECOND READING THIS day of	2022.
GIVEN THIRD READING THIS day of	2022.
ADOPTED THIS day of 2022	
_	
-	Jacque Killawee, City Clerl

APPENDIX "A"

ANVIL THEATRE FEES AND CHARGES

Anvil Theatre Rental Rates

	Prime Time Friday – Sunday		Non-Prime Time Monday — Thursday			
	Performance	Technical Rehearsal	Bare stage Rehearsal	Performance	Technical Rehearsal	Bare stage Rehearsal
Standard	\$2,100	\$1,575	\$1,050	\$1,800	\$1,350	\$900
NW Cultural Business ¹	\$1,470	\$1,100	\$735	\$1,260	\$945	\$630
NFP ²	\$1,050	\$787.50	\$525	\$900	\$675	\$450
Conference	Fees related to conference use of the Theatre are provided upon request by the Anvil Centre Conference team					

Rental rates are based on an 8 hour minimum booking. Same day bookings, longer than 8 hours, will be charged at 1/8th of the appropriate rental fee for up to four hours.

The Manager, Community Arts & Theatre, accountable to the CAO, is authorized to develop and implement scaled rental fees in support of the advancement of the Arts Strategy, Theatre Strategy and in alignment with the City's DIEAR Framework and commitment to Truth and Reconciliation.

Staffing Charges

All theatre rentals require theatre technical staff throughout the rental term. The number and level of technical staff are determined by Theatre operator and associated costs are additional to space rental fees and identified on the Rental Agreement. Non-technical staff may be required to accommodate rental needs for safety, customer enjoyment and performance needs. Theatre staff and/or Anvil Theatre Management will determine non-technical staffing needs. Additional staff and related charges will be identified on the Rental Agreement.

Staff Position	Hourly Fee
Technical Supervisor	\$40.96
Skilled Technician	\$30.72
General Technician	\$25.60
Front of House	\$25.60
Security	\$25.60
Building Cleaner	\$25.60

¹ NW is defined as New Westminster.

² NFP is defined as Not-for-Profit

CORPORATION OF THE CITY OF NEW WESTMINSTER

CLIMATE ACTION, PLANNING & DEVELOPMENT FEES AND RATES AMENDMENT BYLAW NO. 8358, 2022

ADOPTED

A Bylaw to Amend Climate Action	n, Planning & Development Fees and Rates

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Bylaw No. 7683, 2014

- 1. This Bylaw may be cited for all purposes as "Climate Action, Planning & Development Fees and Rates Amendment Bylaw No. 8358, 2022."
- 2. Tree Protection and Regulation Bylaw No 7799, 2016 is hereby amended as follows:
 - a. Schedule "A" Fees, Payments and Securities is deleted; and
 - b. All instances of the text "Schedule A" within the Bylaw are replace with "Schedule 'E' of Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014".
- 3. Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:
 - a. Schedule "A" (Building Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "A" attached in Appendix 1 to this amending bylaw;
 - b. Schedule "B" (Business Licence Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "B" attached in Appendix 2 to this amending bylaw;

- c. Schedule "C" (Planning Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "C" attached in Appendix 3 to this amending bylaw;
- d. Schedule "D" (Plumbing Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "D" attached in Appendix 4 to this amending bylaw;
- e. Add Section 7. Tree Protection and Regulation Fees
- f. Add section 7.1 Tree fees shall be required as outlined in Schedule E
- g. Schedule "E" (Tree Protection and Regulation Fees) attached in Appendix 5 to this amending bylaw is inserted as Schedule E.
- h. Schedule "F" (Integrated Services Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "F" attached in Appendix 6 to this amending bylaw; and
- 4. This Bylaw shall come into effect January 1st, 2023.

READ A FIRST TIME this	_ day of	, 2	2022.
READ A SECOND TIME this _	day of		ر 2022.
READ A THIRD TIME this	day of	,	2022.
ADOPTED this day of _	- -	_, 2022.	
			IACOLIE KILLAWEE CITY CLERE

Appendix 1

2023 Building Permit Fees

Bylaw No. 8358, 2022

Schedule 'A' 2023 Building Permit Fees

Bylaw No. 8358, 2022

1.0 GENERAL

1.1 ALTERNATE SOLUTION FEES

- (a) up to two items included in one report \$545.80 (plus GST)
- (b) each subsequent item in same report \$241.60 (plus GST)
- (c) for an amendment to an original report after acceptance or rejection of the report **\$155.00** (plus GST)
- 1.2 **CHANGE OF ADDRESS** A fee of **\$655.35** shall be paid where an address change based on personal preference is requested.
- 1.3 **COMFORT LETTERS** For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of \$328.70 shall be payable. For the preparations of a response from any individual department only a fee of \$155.00 shall be payable.

1.4 CONDITIONAL OCCUPANCY CERTIFICATES

- (a) Residential \$104.95 per dwelling unit (maximum \$7500) per 30 days
- (b) Other **\$577.50** per 30 days
- 1.5 **DOUBLE PERMIT FEE** If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable may be doubled, to maximum fee of \$10,000.
- 1.6 **Credit Card Convenience Fee** –An additional fee of 1.75% shall be added to the total cost of the invoice to any permits paid by credit card online.
- 1.7 **EXTENSION OF PERMIT** Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of \$155.00
- 1.8 **OCCUPANT LOAD** A fee of **\$155.00** shall be paid to review floor plans for the purposes of documenting the maximum occupant load for a business.
- 1.9 **REFUNDS** No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 RE-INSPECTION FEES

(a) Where more than two inspections are necessary due to noncompliance with the provisions of this bylaw or to correct violations from previous inspections the following charges (plus GST) may be administered:

Third inspection
 Fourth inspection
 Fifth inspection
 \$456.70

Each subsequent inspection \$609.25

(b) Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at **\$155.00** (plus GST).

1.11 REVISIONS TO PERMITS

REVISION PRIOR TO PERMIT ISSUANCE - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application:

- (a) that requires 3 or more revisions, and/or
- (b) where the design is revised and/or substituted with a new design

REVISION TO ISSUED BUILDING PERMIT - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid.

1.12 **SIGN PERMIT FEES** – Every application for a sign permit, as required by Sign Bylaw No. 7867, 2017, shall be accompanied by the applicable fees:

1.12.1 **NEW SIGN** (or existing unpermitted signs) \$525.00 1.12.2 **FACE CHANGE** (for existing permitted signs) \$155.00

- 1.13 **SOLAR HOT WATER READY EXEMPTION** A non-refundable fee of **\$545.80** (plus GST) shall be paid.
- 1.14 **SPECIAL INSPECTIONS** (linked or not linked to an issued permit)
 - a) Special inspection during normal working hours
 - i. A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid;
 - b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours \$116.25 hour (with a minimum fee of \$232.50) shall be paid
 - b. Each additional hour \$155/hour for staff time
 - ii. Weekends:

- a. A fee of \$155.00/hour for staff time (with a minimum fee of \$310.00) shall be paid
- b. ½ hour meal break shall be included for each shift 4 hours or more, to be charged at the \$155.00/hour rate.

1.15 TRANSFER OF PERMIT:

- (a) **CHANGE OF OWNER** In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of **\$155.00** each. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
- (b) **CHANGE/REMOVAL OF CONTRACTOR** In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$155.00**. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT FEES

- 2.1 Every person shall pay the following fees (minimum fee \$155.00) for the issuance of a building permit:
 - (a) **\$16.70** for each \$1,000.00 of construction value or fraction thereof up to and including \$50,000.00
 - (b) **\$14.20** from each \$1,000.00 of construction value or fraction thereof between \$50,001.00 and \$150,000.00
 - (c) **\$12.60** for each additional \$1,000.00 of construction value or fraction thereof in excess of \$150,000.00
- 2.2 **PLAN PROCESSING FEE:** A plan processing fee shall be paid for all applications in the amount of 50% of the calculated building permit fee, with a minimum fee of \$155.00 and a maximum fee of \$15,000.00. The plan processing fee is non-refundable and shall be credited against the building permit fee when the building permit is issued.

3.0 DOCUMENT FEES

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent construction records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to \$12.30 minimum and \$300 maximum.

3.2 BUILDING RECORDS SEARCH

(a) Document Request Fee \$22.55 (plus GST) per document

(b) Drawing Request Fee

Administration Fee \$52.50 (plus GST)

• All copies \$1.60 per page (plus GST) (Paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)

• Large format printing (paper sizes greater than 11x17) At City's cost to third-party vendor plus an administrative fee of 10% of the printing cost or \$52.50 (plus GST), whichever is greater.

4.0 **DEMOLITION PERMITS**

- 4.1 Every person shall pay the following fees (minimum fee \$155.00) for the issuance of a demolition permit:
 - a) Accessory building such as a garage or shed and demolition of interior commercial spaces under 2500sq.ft. **\$155.00** per building
 - b) All other structures shall be a minimum of \$1325 plus an hourly charge for demolitions exceeding 5000 sq. ft of building area

4.2 WASTE DISPOSAL AND RECYCLING SERVICES FEES

The fees in the table below shall be required for demolition permits

Waste Disposal and Recycling Services Fee for Single Family Homes and Commercial Interiors	\$283.00 non-refundable portion, plus \$5000.00 per building to be demolished, deconstructed, or disassembled (refundable portion)
Waste Disposal and Recycling Services Fee for Structures Accessory to Dwelling Units	\$283.00 non-refundable portion, plus \$1500.00 per building to be demolished, deconstructed, or disassembled (refundable portion)
Waste Disposal and Recycling Services Fee for all other Buildings	\$283.00 non-refundable portion, plus

	100% of the demolition cost per building to be demolished, deconstructed, or disassembled (refundable portion)	
Fee Incentive	 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or 	
	 \$0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or 	
	 in all other cases, the following as calculated using the level of compliance stated on the accepted Compliance Report, multiplied by the refundable portion of Waste Disposal and Recycling Services Fee: (Level of compliance ÷ 70) x Refundable Portion of Fee = Fee Incentive 	

4.3 **DELAYED DEMOLITION** –

Every application to delay demolition of a dwelling or to relocate a second dwelling on a lot shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount \$50,000.

TEMPORARY BUILDINGS – Every application for a temporary building may be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (Including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount of \$25,000.00.

Appendix 2 2023 Business Licence Fees Bylaw No. 8358, 2022

Schedule "B" 2023 Business Licence Fees

Bylaw No. 8358, 2022

SECTION I

ANNUAL LICENSING FEES SET BY BUSINESS TYPE

	BUSINESS TYPE	DESCRIPTION	FEE
01	Adult Entertainment Venue Non-Liquor Licence	From any person carrying on the business of an adult entertainment venue which does not have a valid liquor licence	\$3005.90
02	Auctioneer	From any person selling property by auction (not being a Crown Officer selling crown property by auction, or a Sheriff's Officer or Bailiff selling lands, goods or chattels, under a judgment or a satisfaction of rent or taxes)	\$334.30
03	Automobile Leasing/Renting	From any person carrying on the business of leasing or renting motor vehicles one to five vehicles over five vehicles	\$334.30
			\$670.75
04	Automobile Service Station	From any person carrying on the business of an automobile service station for each nozzle	\$102.75
05	Barber, Hairdresser or Esthetician	From any person carrying on the business of a barber shop, hairdresser or esthetician for the first person	·
		for each additional person	\$159.95 \$24.30
06	Bed & Breakfast Accommodation	From any person carrying on the business of a temporary sleeping accommodation with the provision of a daily breakfast.	\$197.05
07	Book or Magazine Agent	From any person who sells or disposes of books, periodicals or other written matter	\$168.25

	BUSINESS TYPE	DESCRIPTION	FEE
08	Bowling Alley	From any person who carries on the business of a bowling alley > per lane > minimum	\$45.20 \$196.75
09	Care Facility - Group Child Care - Adult	From any person carrying on the business of group child care or adult care facility	\$0.00 \$0.00
10	Carnival or Circus	From the proprietor or manager of any carnival or circus > one day	\$168.25
11	Christmas Tree Vendor	From any person who carries on the business of a Christmas tree vendor > 2 months	\$80.25
12	Commission Merchant	From any person carrying on the business of a commission merchant	\$137.45
13	Contractor	From any person carrying on the business of a contractor → one to two employees → each additional employee	\$168.25 \$20.30
14	Curling Rink	From any person carrying on the business of curling rink per sheet of ice minimum	\$64.00 \$197.10
15	Dating Services	From any person carrying on the business of providing information to persons desirous of meeting other persons for the purpose of social outings	\$197.10
16	Direct Seller	From every person carrying on the business of a direct seller	\$168.25

	BUSINESS TYPE	DESCRIPTION	FEE
17	Hall - Rental	From every person engaged in the business of operating a rental hall	4-00
		> one year	\$797.50
		one month	\$479.45
		> one day	\$240.80
18	Inter-Municipal	From eligible trades contractor or other	
	Business Licence (IMBL)	professional pursuant to Bylaw No. 7610	\$250.00
19	Laundromat	From any person carrying on the business of a laundromat by the operation of coin-operated automatic washing and drying machines whether or not any person or persons is in actual charge of the premise	
		one machine	\$137.50
		each additional machine	\$19.05
20	Liquor Licence "1"	"Liquor Primary" Licence - from any person	
	(Liquor Primary)	licensed under the Liquor Control and Licensing Act to carry on business as a "Liquor Primary" licensed establishment	\$3005.90
21	Liquor Licence "2"	"Food Primary" Licence - from any person	
	(Food Primary)	licensed under the Liquor Control and Licensing	
		Act to carry on business as a "Food Primary" licensed establishment	\$375.85
22	Liquor Licence "3"	"Food Primary With Patron Participation" Licence	
	(Food Primary with	- from any person licensed under the Liquor	
	Patron Participation)	Control and Licensing Act to carry on business as a "Food Primary" licensed establishment with patron participation entertainment	\$1502.60
23	Liquor Licence (Retail Store)	"Licencee Retail Store" Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a "Licensee Retail Store" licensed establishment	\$3005.90

	BUSINESS TYPE	DESCRIPTION	FEE
24	Liquor Licence (Private Club)	"Liquor Primary - Private Club" Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a "Liquor Primary - Private Club" licensed establishment	\$0.00
25	Mobile Food Vending (Food Truck)	From any person operating a Food Truck pursuant to Bylaw No. 7850 Single Event Licence Annual Licence: 1-3 employees	\$54.60 \$197.10
		> Annual Licence: 4+ employees	\$286.60
26	Parking Lot	from every person carrying on the business of a private parking lot	\$239.50
27	Peddler	from every person who goes from place to place or house to house selling or taking orders for selling, or offering for sale or vending on any street, lane, or public place within the City, whether such person is acting on that person's own behalf or as an employee of another	\$501.55
28	Pool Rooms and Billiard Halls	from any person keeping a premise where a billiard table or pool table is used for hire or profit per table minimum	\$62.75 \$197.10
29	Relaxation Body Rub	from any person providing relation body-rub services	\$3005.90
30	Retail Sale of Cannabis	From any person carrying on the business involving the retail sale of cannabis	\$3005.90
31	Secondhand Dealer	from any person carrying on the business of a secondhand dealer	\$332.50

	BUSINESS TYPE	DESCRIPTION	FEE
32	Shoe Shine Stand	from any person carrying on the business of a shoe shine stand for each chair on such stand minimum	\$19.00 \$102.75
33	Social Escort Service	from any person carrying on the business of providing or furnishing male escorts or female partners for social occasions	\$3005.90
34	Street Entertainer / Busker	from any person carrying on the business of providing entertainment on a street or public place	\$36.90
35	Street Vendor	from any person carrying on the business of selling wares on a street or public place	\$197.10
36	Storage Yard	from any person carrying on the business of storage of goods or equipment	\$197.10
37	Tea Cup Reader	from every person engaged in the occupation of a tea cup reader	\$52.30
38	Theatre	from the proprietor, lessee or manager of any theatre, concert hall, or other place of entertainment, amusement or exhibition ightharpoonup one year ightharpoonup one day provided that where one building contains more than one Theatre a separate licence fee shall be payable in respect of each theatre. Provided further than no such licence shall be required in respect of a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to charitable or religious purposes	\$797.50 \$479.45 \$240.80

SECTION II

EMPLOYEE BASED BUSINESS

Every person carrying on within the City of New Westminster any business, professional practice, trade, employment, occupation, calling, not herein before enumerated, shall pay to the City of New Westminster a fee specified as follows plus any applicable taxes:

Number of E	Number of Employees	
1-3	Persons Engaged in the Business	\$197.10
4 - 10	Persons Engaged in the Business	\$286.60
11 - 25	Persons Engaged in the Business	\$543.40
26 - 50	Persons Engaged in the Business	\$1085.35
51 - 100	Persons Engaged in the Business	\$2213.00
over 100	Persons Engaged in the Business	\$3005.90

SECTION III

VENDING MACHINES

For any person carrying on the business of operating vending machines the following fees per machine plus any applicable taxes apply:

	Type of Vending Machine	FEE
(a)	For the sale of confectionery, including beverages	
		\$38.15
(b)	For the sale of tobacco, cigars or cigarettes	
		\$80.30
(c)	For amusement when operated by coins greater than one cent	
		\$56.60
(d)	For the sale and/or distribution of newspapers	
		\$48.00
(e)	For coin operated laundry machines	
		\$16.05
(f)	Automated Bank Teller Machine at locations other than at a financial	
	institution	\$197.10
(g)	Any other vending machine	
		\$38.15

SECTION IV

RENTAL ACCOMMODATION FEES

For any person carrying on the business of operating Apartments, Rooming houses, Lodging Houses, Rental Houses and any other place where rooms are available for rental for human habitation.

For the purpose of calculating fees under this Bylaw, each rental unit shall be considered as follows:

Housekeeping / Bachelor rental unit	2 Rooms
1 Bedroom rental unit	3 Rooms
2 Bedroom rental unit	4 Rooms
3 Bedroom rental unit	5 Rooms

	FEE
Property not Certified by the Crime Free Multi Housing Program	
	\$17.55
	(per room)
Property Certified by the Crime Free Multi Housing Program	
(if applicable)	\$15.80
	(per room)

SECTION V

COMMERCIAL VEHICLE FEES

The licence fees payable by licensees who are carrying on the business of carriers of persons or chattels are in the following amounts plus any applicable taxes:

VEHICLE TYPE		FEE
Class "A" – Taxi	For each vehicle: Carbon fuel or Hybrid Zero Emission Accessible If also used for displaying materials, the additional fee per vehicle -	\$150.00 \$30.00 \$0.00 \$8.32
Class "B" – Bus	For each vehicle -	\$83.75
Class "C" – Hearse	For each vehicle -	\$28.00
Class "D" – Limousine	For each vehicle -	\$28.00
Class "F" – Driver Testing or Training Vehicle	For each vehicle -	\$35.00
Class "L" – Handicapped Persons Transportation Vehicle	For each vehicle -	\$221.70
Class "P" – Pedicab	For each vehicle -	\$35.00

SECTION VI

BUSINESS LICENCE APPLICATION FEES

The business types listed in the table below, shall be required to pay the corresponding application fee upon submission of an application for a business licence.

BUSINESS TYPE	FEE
Business Licence Application (excluding Liquor Primary and	\$54.60
Cannabis related) (initial application only)	
Mobile Food Vending (Food Truck) Application (applicable to Annual Licence only)	\$54.60
Retail Sale of Cannabis Application	\$5896.80
Liquor Primary Application	\$5896.80

Appendix 3 2023 Planning Fees Bylaw No. 8358, 2022

Schedule 'C' 2023 Planning Fees

Bylaw No.8358, 2022

Application Type	Required Fee
Pre Application Review	 The greater of: \$1,154.56; \$36.63 per 1,000 sq.ft., or portion thereof, of improved site area; or \$146.37 per housing unit. Up to a maximum of \$5,248.00
Official Community Plan Basic Service for Map Designation	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$3,131.64) plus \$18.15 per 1,000 sq. ft. of improved site area over 20,500 sq. ft.
Official Community Plan Basic Service for Text Amendment	• \$1,051.42
Official Community Plan Application Time Extension	• 50% of application fee as calculated using current rates
Rezoning Basic Services for Single Detached and Duplex Dwelling Districts and Text Amendments	• \$2,018.02
Rezoning Basic service, unless otherwise noted	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$149.30 per housing unit for the first 250 units, - \$48.66 per housing unit for the next 200 units, - \$24.88 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Rezoning Basic Service for Creation of New Zoning District, unless otherwise noted	• \$2,317.67

Application Type	Required Fee
Rezoning Basic Service for Creation of New Zoning District that includes supportive housing and child care.	• \$1,164.53
An additional review fee which applies to all Zoning Bylaw and/or Official Community Plan Amendments for multiple-phase projects, master planning projects, study area projects, comprehensive development projects and/or other sites over 6,000 square metres (64,583 sq. ft.)	• \$81,900.29 for the first 10,000 square meters (107,639 sq. ft.) of site area or portion thereof; and \$382.20 per additional 100 square metres (1,076 sq. ft.) of site area to a maximum of \$436,801.54
Heritage Revitalization Agreement Basic Service for Single Detached, Duplex Dwelling Districts and Child Care Uses	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,051.43)
Heritage Revitalization Agreement ¹ Basic Service, unless otherwise noted	• \$37.37 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$149.30 per housing unit for the first 250 units, - \$48.66 per housing unit for the next 200 units, - \$24.88 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Heritage Revitalization Agreement Minor Amendment Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Single Detached and Duplex Dwelling Districts	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$299.77)

 $^{^{1}}$ Includes Major Amendment to Heritage Revitalization Agreement where requested amendments affect Form, Character, Use or Density

Application Type	Required Fee
Heritage Revitalization Agreement Minor Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$599.53)
Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts	
Rezoning or Heritage Revitalization Agreement	• 50% of application fee as calculated using current
Application Time Extension.	rates
Heritage Alteration Permit	No charge
Basic Service for property outside heritage conservation area	
Heritage Alteration Permit	No charge
Basic Service for alteration of land, buildings, structures, or protected features within heritage conservation area	
Heritage Alteration Permit	• \$114.76
Basic Service for subdivision of land within heritage conservation area	
Heritage Alteration Permit	• \$1,592.77
Basic Service for demolition of building or structure within heritage conservation area	
Heritage Alteration Permit	• \$1,035.90
Basic Service for construction of a new principal dwelling within heritage conservation area	
Heritage Alteration Permit	• \$222.79
Basic Service for construction of a new Laneway or Carriage House within heritage conservation area	

Application Type	Required Fee
Heritage Designation Bylaw	No charge
Development Variance Permit Basic Service for All Districts , unless otherwise noted	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$90.46 per housing unit, whichever is greater (with a minimum fee of \$2,048)
Development Variance Permit Basic service for a modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016) and Child Care	• \$21.31 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$43.67 per housing unit, whichever is greater (with a minimum fee of \$709.81)
Development Variance Permit Basic Service for Variances to the Sign Bylaw	• \$1,051.42 minimum fee.
Development Variance Permit Amendment Basic Service for all Districts including Variances to the Sign Bylaw	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$599.53)
Development Variance Permit Application Time Extension	50% of application fee as calculated using current rates
Board of Variance Application Basic Service for Single Detached Dwelling Districts	• \$501.25
Board of Variance Application Basic Service, unless otherwise noted	• \$45.29 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$89.43 per housing unit, whichever is greater (with a minimum fee of \$452.27)
Temporary Use Permit Basic Service , unless otherwise noted	• \$56.59 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$113.05 per housing unit, whichever is greater (with a minimum fee of \$1,582.82)
Temporary Use Permit Basic Service for all Districts involving a non-profit organization	• \$37.37 per 1,000 sq.ft., or a portion thereof, of Improved Site Area, or \$74.62 per housing unit, whichever is greater (with a minimum fee of \$1,051.42)

Application Type	Required Fee
Temporary Use Permit Amendment Basic Service for All Districts	• \$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$599.53)
Temporary Use Permit Application Time Extension	• 50% of application fee as calculated using current rates
Development Permit Basic Service for all Development Permits , unless otherwise noted	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$163.96 per housing unit for the first 250 units, - \$56.59 per housing unit for the next 200 units, - \$28.26 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,826.36)
Development Permit Basic Service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	\$23.77 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$2,826.36)
Development Permit Projects with Less than Six Residential Units, unless otherwise noted	• \$2,048

Application Type	Required Fee
Development Permit	• \$1,447.98
Basic service for:	
• Laneway House and Carriage House Development Permits,	
• changes to an existing building that do not include changes to massing,	
• changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres, unless otherwise noted	
basic service for minor addition (maximum 500)	
square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building,	
whichever is greater) unless otherwise noted	
Development Permit Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic service for all Development Permit	Improved Site Area (with a minimum fee of
Amendments, unless otherwise noted	\$1,126.40)
Development Permit Amendment	• \$23.77 per 1,000 sq. ft., or a portion thereof, of
Basic service for Industrial and Mixed	Improved Site Area (with a minimum fee of
Employment, and Employment Lands Development	\$1,126.40)
Permit Amendments, unless otherwise noted	

Application Type	Required Fee
Development Permit Amendment	• \$1,447.98
Basic service for:	
• changes to an existing building that do not include changes to massing,	
• changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres	
• basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater)	
unless otherwise noted	
Development Permit Amendment	• \$299.66
Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.	
Minor Development Permit or	• \$299.66
Minor Development Permit Amendment	
Basic service for:	
Hazard Area Development Permit	
Natural Features Development Permit	
• improvements with a total value of \$100,000 or less, or	
• façade renovation for buildings affected by water penetration	

Application Type	Required Fee
Development Permit – All Types Time extension application Reissuance of an expired permit	50% of application fee as calculated using current rates
Special Development Permit Basic Service for all Special Development Permits, unless otherwise noted	• \$44.10 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, - \$163.96 per housing unit for the first 250 units, - \$56.59 per housing unit for the next 200 units, - \$28.26 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,317.67)
Special Development Permit Projects with Less than Six Residential Units, unless otherwise noted	• \$2,048
Special Development Permit Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) unless otherwise noted	• \$1,447.98
Special Development Permit Amendment Basic service for all Development Permit Amendments, unless otherwise noted	• \$23.77 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum fee of \$1,126.40)

Application Type	Required Fee
Special Development Permit Amendment	• \$1,447.98
Basic service for:	
• changes to an existing building that do not include changes to massing,	
• changes to landscaping, surface parking lots, or accessory buildings, or	
• temporary residential unit sales centres,	
• basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater	
unless otherwise noted	
Minor Special Development Permit or	• \$299.66
Minor Special Development Permit	
Amendment	
Basic service for:	
• improvements with a total value of \$100,000 or less, or	
• façade renovation for buildings affected by water penetration	
Special Development Permit – All Types	• 50% of application fee as calculated using current
Time extension application	rates
Reissuance of an expired permit	
Public Consultation Fee	• \$1,433.60
For all applications requiring a Public Consultation, including Public Hearings, City-led Consultation and Opportunities to be Heard	

Application Type	Required Fee	
Staff Attendance At Applicant Open Houses Large Projects	 \$512 for up to two staff members. \$256 for each additional staff member 	
Tenant Assistant Plan Review	• \$1,331.20	
For Rezoning and Heritage Revitalization Agreement applications		
Land Title Registration Fee	• \$36.19	
For All Application Requiring Notices or Other Documentation to be Registered with the Land Titles Office		
Covenants	• \$460.80	
Preparations of Covenants		
Telecommunication Review	• \$3,647.29 per application	
Basic service for all applications that require review of telecommunications antennae		
Additional Notification	• \$1,939.37	
Basic service for additional public meeting and/or change of date request requiring notification		
Council Appeal	• 50% of required current application fee	
Basic service for Council reconsideration of a Director's decision		
Application Change	• \$346.17	
Basic service for requested change of owner or authorized agent for any application		
Site Disclosure Statement Fee Administration	• \$100	
Basic service for all districts		

Application Type	Required Fee
Land Title Document and Administration Basic service for document requests	• \$21.84
Covenant Discharge Basic service for discharge requests where there is no current development application Land Purchase Request Basic service for all districts Street Naming Fee Basic service for processing a request to name a new street created through subdivision, or rename an existing street.	\$382.20 plus legal costs incurred by the City \$2,018.02 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council \$2,560
Comprehensive Sign Permit Review Basic service for sign plans required as part of Development Permit approvals Landscape Plan Review The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits	 \$546.01 Large Projects initial review \$546.01 Small Projects initial review \$273 Subsequent project reviews \$273
Landscape Inspection The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits	 Large Projects initial review \$546.01 Small Projects initial review \$273 Subsequent project reviews \$273

Application Type	Required Fee
Transportation Review – Development Permit	The greater of:
Basic service for all Development Permits, unless otherwise noted	 \$1,338.25; \$21.41 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit Fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Development Permit	The greater of:
Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	 \$1,338.25; or \$11.78 per 1,000 sq. ft., or a portion thereof, of improved site area
Transportation Review – Development Permit	No charge
 Laneway House and Carriage House Development Permits, changes to an existing building that do not include changes to massing, changes to landscaping, surface parking lots, or accessory buildings, or temporary residential unit sales centres, applications with 6 residential units or less unless otherwise noted 	
Transportation Review – Development Permit or Development Permit Amendment Basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	No charge

Application Type	Required Fee
Transportation Review – Development Permit Amendment	No charge
Basic service for all Development Permit Amendments, unless otherwise noted	
Transportation Review – Development Permit Amendment	No charge
Basic service for Industrial and Mixed	
Employment, and Employment Lands	
Development Permit Amendments, unless otherwise noted	
Transportation Review – Development Permit	No charge
Amendment	
Basic service for:	
 changes to an existing building that do not include changes to massing, 	
 changes to landscaping, surface parking lots, or accessory buildings, or 	
 temporary residential unit sales centres 	
unless otherwise noted	
Transportation Review – Development Permit	No charge
Amendment	
Basic service for amendments to Laneway House	
and Carriage House Development Permit	
Amendments	

Application Type	Required Fee
Transportation Review – Minor Development Permit or Minor Development Permit Amendment	No charge
Basic service for:	
 Hazard Area Development Permit Natural Features Development Permit improvements with a total value of \$100,000 or less, or façade renovation for buildings affected by water penetration 	
Transportation Review – Special Development Permit	The greater of: • \$1,134.83; or
Basis service for all Development Permits, unless otherwise noted	 \$21.41 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Special Development Permit	No charge
Basic service for:	
 changes to an existing building that do not include changes to massing, changes to landscaping, surface parking lots, or accessory buildings, or temporary residential unit sales centres, applications with 6 residential units or less unless otherwise noted 	

Application Type	Required Fee
Transportation Review – Special Development Permit or Special Development Permit Amendment	No charge
Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	
Transportation Review – Special Development Permit Amendment	No charge
Basic service for all Development Permit Amendments, unless otherwise noted	
Transportation Review – Special Development Permit Amendment	No charge
Basic service for:	
 changes to an existing building that do not include changes to massing, 	
 changes to landscaping, surface parking lots, or accessory buildings, or 	
• temporary residential unit sales centres unless otherwise noted	
Transportation Review –	No charge
Minor Special Development Permit or Minor Special Development Permit Amendment	
Basic service for:	
• improvements with a total value of \$100,000 or less, or	
 façade renovation for buildings affected by water penetration 	

Application Type	Required Fee
Transportation Review – Temporary Use Permit	The greater of:
Basic service for all districts except those involving a non-profit organization	 \$776.18; \$27.83 per 1,000 sq. ft. or a portion thereof, of improved site area; or, \$54.65 per housing unit
Transportation Review – Temporary Use Permit Amendment Basic service for all districts involving a non-	The greater of: • \$240.89; or, • \$23.55 per 1000 sq. ft., or a portion thereof, of
profit organization	improved site area
Transportation Review – Rezoning	• \$990.30 Service Fee
Single Detached and Duplex Dwelling Districts and text amendments	
Transportation Review – Rezoning	The greater of:
Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments	 \$1,134.83; or \$18.20 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Heritage Revitalization Agreements	The greater of: • \$1,134.83; or
Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments excluding applications exclusively for non-profit organizations or Child care	 \$18.20 per 1,000 sq. ft., or a portion thereof, of improved site area; or, Unit fee, calculated as follows: \$80.29 per housing unit for the first 250 units; \$26.77 per housing unit for the next 200 units; and, \$13.92 per housing unit for each subsequent unit
Transportation Review – Pre Application Review	• \$160.59

Application Type	Required Deposit
Tree Protection Barrier Sign Deposit Tree Protection and Regulation Bylaw No. 7799, 2016	• \$30 per sign, refundable upon return of each sign
Water Bag	• \$25 / per bag*
For all issued tree removal/replacement permits	*Optional service being provided to Applicants choosing to purchase a Water Bag directly from City
Development, Special Development, Heritage Alteration Permits or Temporary Use Permit Landscape Deposit	• An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.
All applications other than a Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively for Child care, and/or exclusively for Affordable Housing.	
Development, Special Development Permit Landscape Deposit	e • \$7,500
Secured rental residential unit additions to an existing rental building	
Development Permit Landscape Deposit Applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively Child care, and/or exclusively Affordable Housing.	• \$7,500 - \$5,000 for each additional unit up to 6 units

Appendix 4

2023 Plumbing Permit Fees

Bylaw No. 8358, 2022

Schedule 'D' 2023 Plumbing Permit Fees

Bylaw No.8358, 2022

1.0 PLUMBING FIXTURE PERMIT FEE SCHEDULE

a) 1 To 4 Fixtures \$155.00 (minimum permit fee)

b) Each additional fixture \$36.25

c) Backflow Assembly Test Report \$25.00 (Annual test fee)

For the purpose of this section the following is an example (not exhaustive) of items considered plumbing fixtures:

Automatic washer	Glass Washer	Neutralizing tank
Backflow Assembly	Grease Interceptor	Patio Drain
Bar sink	Hand sink	Planter Drain
Bathtub	Hot Water Heater	Pot sink
Bed pan washers/grinder	Hot Water Storage Tank	Roof Drain
Bidet	Hub drain	Sanitary B.W.V.
Condensate Drain	Hose Bib	Sanitary Lift Station
Deck Drain	Janitor sink	Shower
Dialysis machine	Ice makers	Steam Machine
Dishwasher	Kitchen sink	Urinal
Drinking Fountain	Laundry tub	Wash basin
Floor Drain	Lawn Irrigation	Water closet
Foot bath	Mop Sink	Water filter
Swimming Pool	Backwash Sump	Future Drainage / Venting / Water Connection
Specialty and/or Proprietary equipment/fixture*		

^{*}Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply

system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)

2.0 DOMESTIC WATER RE-PIPE FEE SCHEDULE

- a) Per Suite Fee
 - \$61.10 per suite (Fee includes in-suite water pipe and distribution mains)
- b) Domestic Water Mains and/or Risers Re-pipe Installation Only
 - i. **\$155.00** for the first 100 feet or less
 - ii. \$60.60 for each additional 100 feet or portion thereof
 - iii. \$155.00 (minimum permit fee)

3.0 PLUMBING & OUTSIDE SERVICES PERMIT FEE SCHEDULE

- a) Residential (SFD & Duplex), Townhomes
 - i. **\$72.65** each item (**\$155.00** minimum permit fee)

·		
Septic Tank Removal	Solid Rain Water Leader	
	Piping	
Sanitary Lift Station	Storm Lift Station	
Catch Basin	Storm Sewer	
Drain Tile	Storm Sump	
Sanitary Sewer	Trench Drain	
Water Service		

- b) Multi-residential (three or more dwelling units), Commercial & Industrial Plumbing & Services Permit Fee Schedule
 - i. All piping \$2.50 per foot (\$155.00 minimum permit fee)

Drain Tile	Storm Sewer
Sanitary Sewer	Water Service
Solid Rain Water Leader Piping	

- c) Precast Concrete Works & Associated Receptacles
 - i. **\$72.65** each item (**\$155.00** minimum permit fee)

	<u> </u>
Catch Basin Sanitary Lift Station	
Floor Drain	Storm Lift Station
Manhole	Storm Sump
Oil Interceptor	Trench Drain

- d) Waterworks
 - i. \$72.65 each item (\$155.00 minimum permit fee)

Combined Water Service	Domestic Water Service
Fire Hydrant	Fire Line
Isolating Valve	Yard Hydrant

4.0 Hot Water Heating Permit Fee Schedule

a) Residential (SFD & Duplex) - \$423.40 Flat Rate per dwelling unit
**Hot water heating systems serving three or more dwelling units must
be a professionally engineered design and inspected and approved by the
engineer of design. (Permit not required)

5.0 Sprinkler Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

i.	1st Sprinkler Head	\$155.00
ii.	Each additional sprinkler head	\$3.15

b) All other Buildings

i.	1st Sprinkler head	\$304.30
ii.	Each additional sprinkler head	\$3.15

c) Additional Sprinkler Permit Charges

i. **\$72.65** each item (**\$155.00** minimum permit fee)

Alarm Valves	Fire Department Connection	Yard Hydrants
Chemical Based System	Fire Hydrants	1 1/2" Hose Valve
Compressor	Fire Pumps	2 1/2" Hose Valve
Deluge Valve	Flow Switch	Pre-action Valve
Dry Pipe Valves	Standpipe	

6.0 Miscellaneous Fee Schedule

- a) **DOUBLE PERMIT FEE** If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of \$10,000.
- b) **REFUNDS** No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.
- c) RE-INSPECTION FEES Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:

i.	Third inspection	\$155.00 plus applicable taxes			
ii.	Fourth inspection	\$304.30	u	u	u
iii.	Fifth inspection	\$456.60	u	u	u
iv.	Each subsequent inspection	\$608.75	u	u	"

- v. Where work is not ready for inspection when the inspector calls, a reinspection fee may be charged at **\$155.00**, plus GST.
- d) **CHANGE/REMOVAL OF CONTRACTOR** In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$155.00**. The new contractor must take full responsibility for the work completed to date.
- e) **CHANGE OF USE** For an inspection related to the change of occupancy or use of a building, a fee in the amount of **\$155.00** shall be paid.
- f) RENEWAL OF LAPSED PERMITS Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of \$155.00

g) **REVISIONS TO PERMITS**

- i. REVISION PRIOR TO PERMIT ISSUANCE
 - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application
 - i. that requires 3 or more revisions, and/or
 - ii. where the design is revised and/or substituted with a new design

REVISION TO ISSUED PLUMBING, SPRINKLER OR HOT WATER HEATING PERMIT

 A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid on an application

h) **SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS**

i. Where a Plumbing/Sprinkler/Hot Water Heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.

7.0 SPECIAL INSPECTIONS (linked or not linked to an issued permit)

- a) Special inspection during normal working hours
 - A fee, based upon the City hourly rate of \$77.50/hour for staff time (with a minimum fee of \$155.00) shall be paid;
- b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours \$116.25 hour (with a minimum fee of \$232.50) shall be paid
 - b. Each additional hour \$155/hour for staff time
 - ii. Weekends:
 - a. A fee of \$155.00/hour for staff time (with a minimum fee of \$310.00) shall be paid
 - b. ½ hour meal break shall be included for each shift 4 hours or more, to be charged at the **\$155.00**/hour rate.

Appendix 5

2023 Tree Protection and Regulation Fees Bylaw No. 8358, 2022

Schedule "E" 2023 Tree Protection and Regulation Fees Bylaw No. 8358, 2022

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

TREE PROTECTION REGULATION - SCHEDULE A (CURRENT)

Application Fee	
1. Application Fee	\$75.00
2. Application Fee (Resident Applicant)	\$0.00 if addressing only a hazardous tree

Permit Fee	
1. Permit fee (general)	\$75.00 per tree for first 10 trees to be cut or removed,
	\$150.00 per tree for each additional tree to be cut or removed
Permit fee for cutting or removal of hazardous trees only Permit to cut or remove a single hazardous tree Permit to cut or remove multiple hazardous trees	\$50.00 \$50.00 for the first tree, plus \$25.00 for each additional tree to be cut
3. Permit fee for transplanting a protected tree	\$0.00
4. Permit fee (Resident Applicant)	\$0.00 per hazardous tree and \$75.00 per tree for all other trees to a maximum fee of \$1,500.00.

	Security or Cash-in-Lieu for Replacement Trees		
1.	Security or cash-in-lieu per replacement tree (general)	\$512.00	
2.	Security or cash-in-lieu per replacement tree when replacing a hazardous specimen tree	\$512.00	
3.	Security or cash-in-lieu per replacement tree when replacing a non-hazardous specimen tree	\$10,240.00	
4.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a non-hazardous non-specimen tree	\$512.00 to a maximum fee of \$2560.00	
5.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a hazardous non- specimen tree	\$256.00 to a maximum fee of \$1,280.00	
6.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a hazardous specimen tree	\$256.00 to a maximum fee of \$2,048.00	
7.	Security or cash-in-lieu per replacement tree for Resident-Applicant when replacing a non-hazardous specimen tree	\$5,120.00 to a maximum fee of \$10,240.00	
8.	Maximum combined security or cash-in-lieu for all replacement trees for Resident Applicants	\$10,240.00	

Securities for Retained Trees	
Security per retained protected tree, other than a specimen tree	\$2560.00
2. Security per retained specimen tree	\$10,240.00
Security per retained protected tree, other than a specimen tree, for Resident-Applicant or CRZ Resident Requestor	\$2,560.00 to a maximum of \$10,240.00

4.	Security per retained specimen tree for Resident- Applicant or CRZ Resident Requestor	\$10,240.00
5.	Maximum combined security for retained protected trees, including specimen trees, for a Resident Applicant or a CRZ Resident Requestor	\$10,240.00

Tree Protection Barrier Inspection Fees		
Inspection of tree protection barriers	\$75.00 for first tree inspection barrier plus	
	\$10.00 per each additional enclosure on a lot	
2. Return inspection of tree protection barriers	\$75.00 for all enclosures on a lot	

Appendix 6

2023 Integrated Services FeesBylaw No. 8358, 2022

Schedule "F" 2023 Integrated Services Fees Bylaw No. 8358, 2022

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

BYLAW	DESCRIPTION	FEE
Business Regulations and Licensing (Rental Units) Bylaw	Excessive Nuisance Abatement Fees: Police Nuisance Response and Abatement	
No. 6926, 2004	Service Call	\$278.45
	City Staff Nuisance Response and Abatement Service Call	
	Administration Fee	\$111.40
		10% on Total
		Service Call Fees
Controlled Substance	Permit, Inspection Fees and Charges:	
Property Bylaw No. 6679, 2001	For Special Inspection	\$668.30
	For each inspection prior to issue of	\$445.55
	Occupancy Permit	
	To Obtain Occupancy Permit	\$556.90
Unsightly Premises Bylaw No. 5969, 1991	Administration Fee for hiring contractor as per Section 9	
		\$83.55
Fire Protection Bylaw No. 6940,	Administration fee for hiring contractor as	\$83.55
2004	per Section 15.1	
Construction Noise Bylaw No.	Administration Fee	
6063, 1992 Exemption Request		\$204.80

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8359, 2022

A Bylaw to Amend Cultural Services Fees and Charges Bylaw No. 7875, 2016

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited for all purposes as "Cultural Services Fees and Charges Amendment Bylaw No. 8359, 2022."

Amendments

- 2. Cultural Services Fees and Charges Bylaw No. 7875, 2016 is amended by:
 - a. Deleting Appendix "A" and replacing it with the attached Appendix "A"

Effective Date

3. These amendments shall come into effect on January 1, 2023.

GIVEN FIRST READING THIS	day of	2022.
GIVEN SECOND READING THIS	day of	2022.
GIVEN THIRD READING THIS	day of	2022.
ADOPTED THIS day of	2022.	
	Jaco	que Killawee, City Clerk

APPENDIX A

CULTURAL SERVICES FEES & CHARGES

Arts, Heritage, Museum, Archives, New Media Gallery

RENTALS

ANVIL CENTRE STUDIO RATES

Fees are subject to criteria in the following policies:

• Facility Allocation Policy & Procedures: Anvil Centre Community Spaces (506823)

Anvil Centre Community Spaces - room capacity up to 20 people					
	Commur	Commercial & Private			
Room Name (capacity)	(1 hour	(1 hour minimum)			
	Meeting	Activity	Meeting & Activity		
	(per hour)	(per hour)	(per hour)		
Archives Reading Room (12)	\$17.38 + GST = \$18.25	N/A	N/A		
Music Practice Rooms (4)	N/A	\$5.57 + GST = 5.85	15.90 + GST = \$16.70		
Half Studios 411 & 413 (20)	\$8.67 + GST = \$9.10	17.38 + GST = 18.25	52.00 + GST = \$54.60		
Dance Studio (20)	N/A	\$34.48 + GST = \$36.20	\$34.48 + GST = \$36.20		
Anvil Centre Community Spaces - room capacity up to 50 people					
	Community Rental Commercial/Private				

Doc # 2119255

Room Name (capacity)	(1 hour	(1 hour minimum)		
	Meeting Activity		Meeting & Activity	
	(per hour)	(per hour)	(per hour)	
Cultural Studio 417 (25)	\$17.38 + GST = \$18.25	\$34.48+ GST = \$36.20	\$105.00 + GST = \$110.25	
Cultural Studios 411 & 413 (50)	\$17.38+ GST = \$18.25	\$34.48 + GST = \$36.20	\$105.00 + GST = \$110.25	

Additional staff charges apply for rentals occurring when the building is closed to the public.

EQUIPMENT RENTAL

Upright piano - \$47.77 + GST & PST = \$53.50/booking day

Electric Piano - \$23.89 + GST & PST = \$26.75/booking day

Piano tuning fee - At cost

RE:SOUND & SOCAN

Cultural Services is required to collect Re:Sound & SOCAN Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.

Room Size	No Dancing	Dancing
1 – 100	Set by Re:Sound & SOCAN	Set by Re:Sound & SOCAN

PROGRAMS, FEES and ADMISSIONS

A. Admission by donation for Samson V, Irving House, Museum and the New Media Gallery.

B. Program fees are based on the program formula* or delivered by donation

ARCHIVE REPRODUCTION FEES

Method of Reproduction	Fee Per Reproduction & Subject to change			
Scanned Image (emailed)	\$13.93 + GST & PST = \$15.60			
Scanned Image (on disc)	\$16.07 + GST & PST = \$18.00			
Digitized video (emailed)	\$13.93 + GST & PST = \$15.60			
Digitized video (on disk)	\$16.07 + GST & PST = \$18.00			
Photocopy (per page)	\$0.36 + GST & PST = \$0.40			
Mailing (in Canada)	\$5.00 + GST & PST = \$5.60			

Research Fee - \$57.14 / hour + GST = \$60.00

Archives staff will conduct up to one hour of free research for each unique research request. Archivist research services beyond the free allowance are charged the above fee or a portion of it for a partial hour. On-site self-research is encouraged and supported by archival staff.

- Instructor Salary (CUPE or Contractors)
- Instructor Benefits
- Supplies (teaching collection, art materials, food, etc. program consumables)
- Banking fees
- Transportation & other costs (as applicable)
- Third Party Costs (i.e. non New Westminster admission fees)

Some programs that are developing may be excluded from the above formula considerations to provide a community services or establish a customer base.

^{*}The following fee criteria will be considered when developing fees for registered programs:

NOTES

1. FEE ADJUSTMENTS

Under special circumstances designated cultural staff (i.e. managers, directors or coordinators) may adjust fees and charges rates to meet current market value or extraordinary bookings.

3. PENNY

The Federal Government elimination of the penny in 2012 has resulted in penny rounding, to the nearest \$0.05, for cash transactions.

4. PARTNERSHIPS

Cultural Services may elect to not charge third parties rental fees if the service provided is offered in partnership with Cultural Services and offers a public good. Admission fees will be used to recover service costs.

5. FOOD, BEVERAGE, VENDING & MERCHANDISE SALES

All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.

Doc # 2119255

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW No. 8368, 2022

A Bylaw to Amend Electrical Utility Bylaw No. 6502, 1998

The Council of the Corporation of the City of New Westminster enacts as follows:

- 1. This Bylaw may be cited as "Electrical Utility Charges Amendment Bylaw No. 8368, 2022."
- 2. The Schedule of Standard Charges attached to Bylaw No. 6502, 1998 as Schedule "B" is hereby repealed and replaced with Schedule "B" attached to and forming part of this Bylaw No. 8368, 2022.
- 3. The Standard Charges recited in the attached Schedule "B" shall be those charges for services rendered by the City on and after January 1, 2023.

day of

.2022

Jacqueline Killawee, City Clerk

GIVEN FIRST READING this

GIVEN SE	COND READING this	day of		,2022
GIVEN TH	IRD READING this	day of		,2022
ADOPTED	and the Seal of the Corpo	oration of th	ne City of New Westr	minster affixed
this	day of	, 2022.		

SCHEDULE "B"

STANDARD CHARGES

1. Account Charge

Account Charge \$20.50

2. <u>Underground Service Extensions</u>

New Underground Service for Single Family and Duplex Buildings, (Extension cost only)

• Effective January 1, 2023

\$6,555.00

3. New Service Connections

New underground service connection, including one meter:

• 200/300/400Amp

\$2278.00

4. Overhead Services Work at Customer's Request (Residential Only)

(1) Alterations and Relocations – work involving increasing conductor capacity, moving conductor, changing the length of the conductor and/or changing the location of an existing service conductor, or disconnection/reconnection of the service at the weather head and any associated meter work.

Main switch size – 100/200 Amps \$880.00 Main switch size – 400 Amps At cost

5. Disconnections and Reconnections

Where a service is de-energized for wiring changes, maintenance, breach of contract or "trouble call" initiated by the customer, the following standard charges will apply:

A. Between 0800 & 1600 hours on regular working days:

Disconnect \$287.00 Reconnect \$287.00

B. Between 1600 & 2400 hours on regular working days

Disconnect	\$410.00
Reconnect	\$410.00

C. Any other time

At Cost

NOTE: when more than one meter is disconnected or reconnected at the same time, add \$47.00/meter

6. Temporary Service Connections

(1) When the temporary service can be connected to an existing distribution system the standard charges are:

Overhead \$905.00Underground \$980.00

(2) When the City's distribution system must be altered to provide a temporary service, the City's total cost of the alteration and its total costs to return the system to its original state after the removal of the temporary service will be borne by the customer. A deposit to cover the total estimated costs for the alterations and restoration work will be required before any work is recommended.

The above charges include the meter charge.

7. Miscellaneous Service Connections

The Standard charge for each service connection such as cable amplifiers, bus shelters, phone booths, etc., is: \$880.00

8. Meters

-Exchange of disputed meter (if meter fails)	No Charge
-Exchange of disputed meter (if meter passes)	\$185.00
-Request an additional meter during initial installation	\$47.00
-Request an additional meter subsequent to initial installation	\$185.00
-Request a meter removal	\$185.00
-Meters checked and resealed after disconnection	\$185.00
-Current Transformer (CT) & Potential Transformer (PT)	At Cost
-Damaged meters	At Cost

9. EV Charging Fees For All City Owned Stations/Locations

Level 2 Chargers – Charged per hour

• Dedicated Circuit: \$2/Hr

• Shared Circuits: \$1/Hr

Level 3 Fast Chargers – Charged per minute

• Dedicated Circuit: \$12.60/Hr equivalent (\$0.21/minute)

NOTE: The Electric Utility will review the fees annually. Adjustments at specific EV charger locations will be made at that time based on EV charger utilization, operating cost and maintenance and existing parking rates. Adjusted fees by location presented in the following table.

Station Name	No. of Chargers	Original Fee	Adjusted Fee	Reason for adjustment
Anvil Centre	8	Level 2 Charger – Dedicated Circuit: \$2/hr	\$1/hr	Low utilization

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8360, 2022

A Bylaw to Amend Engineering User Fees and Rates Bylaw No. 7553, 2013

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled HEREBY ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as "Engineering User Fees and Rates Amendment Bylaw No.8360, 2022".
- 2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by:
 - a. replacing the "Parts" 1.0-3.0, and 5.0-12.0 of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the corresponding "Parts" attached to this bylaw:
 - Part 1.0 Animal Control Fees and Rates as attached herein
 - Part 2.0 Cemetery Services Fees and Rates as attached herein
 - Part 3.0 Commercial Towing Fees and Rates as attached herein
 - Part 5.0 Highway Use Utility Fees and Rates as attached herein
 - Part 6.0 Sewerage System User Fees and Rates as attached herein
 - Part 7.0 Soil Deposit Regulation Fees and Rates as attached herein
 - Part 8.0 Street and Traffic Fees and Rates as attached herein
 - Part 9.0 Subdivision and Development Control Fees and Rates as attached herein
 - Part 10.0 Waterworks Fees and Rates as attached herein
 - Part 11.0 Water Shortage Response Fees and Rates as attached herein
 - Part 12.0 Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders as attached herein

Parts 1.0, 2.0, 3.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, & 12.0 of this Bylaw shall come into force and effect on January 1st, 2023. Part 11.0 of this Bylaw shall come into force and effect on January 1st, 2023, except for the Rain Barrel Fee, which shall come into force and effect upon adoption.

GIVEN FII	RST READING THIS	day of	2022.
GIVEN SE	COND READING THIS	day of	2022.
GIVEN TH	HIRD READING THIS	day of	2022.
ADOPTEI	D and the Seal of the Corporat	ion of the City of New V	Vestminster affixed
this	day of	2022.	
		Jacque Kil	lawee, City Clerk

Part 1.0 Animal Control Fees and Rates

Annual License Fees						
Annual Electise Fees	Paid on o Before March 1s		Paid A March			nitial icense
Male/Female Dog	\$69.00		\$89.00		\$	37.00
Sterilized Dog	\$27.00		\$36.00		\$	27.00
Dangerous Dog - Unsterilized	\$210.00		\$262.0	0	_	106.00
Dangerous Dog - Sterilized	\$158.00		\$210.0	0	\$	79.00
Therapy Dog - No Charge	No Charg	ge	No Ch	arge	N	lo Charge
Service Dog - No Charge	No Charg	ge	No Ch	arge	N	lo Charge
Impoundment Fees						
		1st Off		2nd Offeno	e	Subsequent Offences
Licensed Dogs		\$49.00		\$85.00	· ·	
Unlicensed Dogs		\$94.00		_	plus License Fee	
Dangerous Dogs		\$350.00		\$550.00		
	Vicious Dogs		00	\$550.00		\$1,050.00
Sterilized Cat with Iden	tification	\$17.00				
Sterilized Cat without		\$37.00)			
Identification						
Unsterilized Cat with Ic		\$111.0				
Unsterilized Cat withou Identification		\$136.0				
For Each Companion A	nimal	\$17.00)			
(excluding dogs/cats)						
For Any Other Animal		\$57.00)	plus any ac incu		
Other Fees				ı		1
Replacement License Ta		\$ 6.00				
Transfer of Valid Dog L		\$ 6.00				
Dog boarding (per animal)		\$32 / 6				
Cat boarding (per animal)		\$22 / 6				
Administering medication		\$6 / da	ıy			
Note – any veterinary costs						
incurred during boarding must be						
paid prior to release of a	ınımaı					
Maintenance Fees		\$20.00)			
Dog Vicious/Dongspays Dog		\$20.00				
Vicious/Dangerous Dog		\$37.00	J			

Cat	\$12.00		
Small Animal (pocket pet)	\$10.00		
The above fees are ner day/ner animal. Any veterinary fees incurred while in the care			

The above fees are per day/per animal. Any veterinary fees incurred while in the care of Animal Services must be paid in full prior to release

Removal/Disposal				
Dog	Fee r	Fee removed per Bylaw 7964, 2017		
Dog under 25 pounds	\$47.00			
Dog 25 pounds or over	\$74.00			
Cat	\$27.00			
Small Animal (pocket pet)	\$10.00			
All fees are subject to applicable	e tares	·		

All fees are subject to applicable taxes

Part 2.0 Cemetery Services Fees and Rates

Interment Fees		
Adult Casket	\$1,286.00	
Veteran Casket	\$760.00	
Child/Infant Casket – Non-Resident only	\$724.00	
Cremation Burial – Excluding Resident Child/Infant	\$505.00	
Ossuary (Includes Name Engraving)	\$687.00	
Inurnment Fee	\$349.00	
Deepen Unoccupied Grave for Interment	\$1,104.00	
Deepen Occupied Grave for Interment	\$3,791.00 (incl. CFC)	

<u>Note:</u> Interment rates for a Saturday/Sunday/Statutory Holiday are twice the regular interment fees.

Plots Fees	
	Total
Adult Casket	
Resident	\$5,421.00
Non-Resident	\$8,133.00
Child/Infant Casket	
Resident	\$1,484.00
Non-Resident	\$2,226.00
Cremation Lot	
Resident	\$1,395.00
Non-Resident	\$2,093.00
Columbarium Niche (Richmond I and II)	
Resident – Single	\$2,744.00
Resident – Double	\$4,296.00
Non-Resident – Single	\$4,116.00
Non-Resident – Double	\$6,445.00
Columbarium Niche (Richmond II Estates)	
Resident – Single	\$3,015.00
Resident – Double	\$4,718.00
Non-Resident – Single	\$4,523.00
Non-Resident – Double	\$7,076.00
Columbarium Niche (Heritage Plaza)	
Resident – Single	\$3,291.00
Resident – Double	\$5,155.00
Non-Resident – Single	\$4,938.00
Non-Resident – Double	\$7,733.00
	1 1.00

<u>Note:</u> A second interment can be added to a single niche. The cost is the difference between a single niche and double niche.

This does not apply to niches in Richmond I.

Note: Urn size for the double niche is restricted to a maximum of 5.5" in width or diameter and 10" in height.

Note: Care Contribution accounts for 25% of total.

<u></u>		
Other Fees, Products and Services		
Plaque and Marker Fees (plaque type is determined by niche location)		
Single Niche Plaque	\$495.00	
Double Niche Plaque	\$630.00	
Heritage Plaza Niche Plaque	\$750.00	
Plaque Additions and Changes (Single Niche Plaque)	\$328.00	
Plaque Additions and Changes (Double Niche Plaque)	\$417.00	
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$187.00	
Marker Permit Only – No Placement	\$115.00	
Marker Permit & Placement – Horizontal/Flat Marker	\$313.00	
Existing Marker Removal and Placement	\$156.00	
Note: Care Fund Contribution accounts for 25% of total, not charged on additions and		
changes.		
Memorial Bench	\$2,818.00	
Memorial Tree	\$2,297.00	
Uralla Vase (Richmond II)	\$521.00	
Armidale Vase (Richmond II)	\$469.00	
Special Attention to Grave Space	\$240.00	
Transfer of Grave Space	\$109.00	
Exhumation	Twice the Interment	
	Fees	
Plot Buy-Back	As outlined in Cemetery	
	Bylaw 7068,	
	2006	
Administration Fee	\$78.00	
All fees are subject to applicable taxes		

Part 3.0 Commercial Towing Fees and Rates

ADMINISTRATIVE FEE
Release fee for any vehicle

All fees are subject to applicable taxes

Commercial Towing Fees and Rates are monitored and set by the Insurance Corporation of British Columbia (ICBC) and can change at any time without notice. FLAT TOWING RATE FOR VEHICLE Up to 2,999 Kgs GVWR \$79.78 3000 Kgs to 6,300 Kgs GVWR \$84.25 Flat drop rate for all vehicles (including charges & taxes) \$80.00 Special mobile vehicles. Over 6,300 Kgs GVWR At hourly rate Additional fee for each use of dolly or trailer \$35.00 Service calls (unlocks, battery boost, etc...) \$45.00 HOURLY RATES FOR EACH UNIT OF EQUIPMENT USED One Ton Wrecker \$79.78 Three Ton Wrecker \$84.25 STORAGE RATES PER VEHICLE Automobile Daily Rate \$20.71 Truck Daily Rate \$20.71 Motorcycle Daily Rate \$10.36 Utility Trailer (same as automobile) \$20.71 Charge for out of City Boundary Tow – per km \$2.41

\$35.00

Part 5.0 Highway Use Utility Fees and Rates

- 1. Plan Approval and Inspection Fees:
 - a) A one-time flat fee of \$609.00 for a project of 20 metres or less;
 - b) For projects in excess of 20 metres, a one-time flat fee of \$1,777.00; and
 - c) A one-time charge for each project of \$12.25 per metre of Service Corridor used by the Company.

2. Pavement Degradation Fees:

a) In instances where the Company excavates, breaks up or otherwise breaches the surface of any Service Corridors, the Company will contribute to the cost of pavement degradation based on the total area of pavement excavated and such amount will be payable within 30 days of completing the restoration of the applicable Service Corridor, on a one-time per project basis, in accordance with the following table:

Age of Street in Years Since Last Paved as Determined by the Commissioner	Fee per m ² of Excavation
0-5 years	\$78.75
6-10 years	\$65.65
11-15 years	\$41.60
16-20 years	\$24.10
21 years or greater	\$12.70
All fees are subject to applicable taxes	

Part 6.0 Sewerage System User Fees and Rates

A. RESIDENTIAL RATES	ANNUAL USER CHARGE PER DWELLING UNIT		
Classification of user as defined by Zoning	Basic	5%	Net
Bylaw No. 6680, 2001 at the time of	Flat Rate	Discount	Flat Rate
adoption of this bylaw		If applicable	
Single Detached Dwelling Annually	\$1,026.98	\$51.35	\$975.63
Duplex and Row House Annually	\$1,026.98	\$51.35	\$975.63
Secondary Suite (including Laneway	\$513.49	\$25.67	\$487.82
Houses) Annually			
Townhouse Annually	\$802.28	\$40.11	\$762.17
Apartment Building Annually			
(Apartment building does not include a	\$577.56	\$28.88	\$548.68
hotel, boarding house or rooming house).			

Discount applicable if paid within 60 days of billing date.

B. OTHER

(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.

Quantity	Monthly
0 – 700 cu. ft. (minimum charge)	\$81.27 (minimum charge)
Next 24,300 cu. ft.	9.764 per 100 cu. ft.
Next 25,000 cu. ft.	6.884 per 100 cu. ft.
Next 50,000 cu. ft.	3.972 per 100 cu. ft.
In excess of 100,000 cu. ft.	1.977 per 100 cu. ft.

- (ii) A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than eighty percent of the water delivered by the municipal waterworks system to his parcel of real property.
 - By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or
 - By discharging the water so delivered or part thereof directly into a natural water course or body of water;

shall have the user charge reduced corresponding to the actual quantity of discharge.

(iii) A user of the sewerage system who obtains water from a source other than or in addition to the municipal waterworks system shall have the charge increased corresponding to the actual quantity of discharge.

C. SENIOR CITIZEN WAIVER

Council hereby waives 25% of the Residential Rate it imposes in this bylaw for the purpose of providing sewage for every person who certifies that he or she is 65 years of age or over during the calendar year, who was the sole occupier of the dwelling unit in a house for which the charge is assessed during the calendar year, who is a registered owner of the property either solely or with others during the calendar year and who submits to the City an application in a form provided by the City.

D. VACANT / NON-SEPARATE SECONDARY SUITES

For the purposes of this Part 6.0 (Sewerage System User Fees and Rates), the term "Vacant / Non-Separate Secondary Suite" means a Secondary Suite in a Single Detached Dwelling that is the only Secondary Suite in that dwelling, and

- (a) the Secondary Suite is vacant; or
- (b) the Secondary Suite is being used only by the people occupying the principal unit within the Single Detached Dwelling; or
- (c) the Secondary Suite is occupied by a family member of the family occupying the principal unit within the Single Detached Dwelling and the family member has significant interaction with the family by:
 - (i) eating meals together; and/or
 - (ii) providing childcare; and/or
 - (iii) regular indoor passage between the Secondary Suite and the principal unit within the Single Detached Dwelling.

To qualify for the fee exemption applicable to Vacant / Non-Separate Secondary Suites, the owner of the Single Detached Dwelling must:

- (d) arrange a City inspection of the Suite to confirm there are no indications of the Suite being occupied as a separate and independent housing unit, and
- (e) execute under oath a Statutory Declaration that:
 - (i) the Suite meets the requirements in this Bylaw for a Vacant / Non-Separate Secondary Suite;
 - (ii) the owner will promptly inform the City if the Suite should ever cease meeting the requirements of this Bylaw for a Vacant / Non-Separate Secondary Suite; and
 - (iii) the owner must acknowledge that even if notice under clause (ii) is given, the City is not confirming that the Suite may be lawfully or

safely occupied as a separate and independent housing unit and it is possible that the Suite cannot be lawfully or safely occupied as a separate and independent housing unit until improvements are completed (with all required City permits and inspections) to the standards required by the BC Building Code, City bylaws and the City's Design Guidelines.

E. REFUNDS OF SEWERAGE SYSTEM USER FEES AND RATES

If a Secondary Suite qualifies as a Vacant / Non-Separate Secondary Suite and if the owner of the Single Detached Dwelling containing the Suite obtains an exemption under Section D of this Part 6.0 and if the Suite was eligible for the exemption in prior years, but the current owner did not apply to the City for an exemption under this Bylaw, then the owner may apply to the City for a refund of the Sewerage System User Fees and Rates the owner has paid to the City in relation to the Suite and upon receipt of satisfactory information, the City will refund the Sewerage System User Fees and Rates paid by that owner for the year of the request (if applicable) and for the prior calendar year, but for no previous years.

F. DUE DATE, ADDITION TO TAXES

The Sewerage System User Charges listed in this Bylaw are due and payable to the City on December 30th of the year of billing.

Where indicated by this Part 6.0, charges paid within 60 days of the billing date are subject to a 5% discount.

If a Sewerage System User Charge imposed by this Bylaw is unpaid on December 31st of the year that it is imposed, the charge (including accrued interest) is deemed to be taxes in arrears.

G. SERVICE CHARGES

Installation of Single Inspection	100% of actual cost
Chamber (IC)	(deposit based on
	estimate)
Installation of Dual Inspection	100% of actual cost
Chambers (IC)	(deposit based on
	estimate)
Residential Water & Sewer Cap-off Fee (Combined)	\$5,990.00
Ditch Enclosure Administration Fee	\$328.00
Ditch Enclosure Engineering Design Fee	\$2,734.00
Ditch Enclosure Installation	100% of actual cost
	(deposit based on estimate)
Installation of a second inspection chamber for onsite	100% of actual cost
separation and future separated offsite service connection	(deposit based on estimate)
Installation of a second inspection chamber for onsite	100% of actual cost
separation when the off-site service connection is not	(deposit based on estimate)
upgraded	
All fees are subject to applicable taxes	

Part 7.0 Soil Deposit Regulation Fees and Rates

Annual License Fees	
Non-refundable Application Fee	\$709.00 plus \$0.79 per cubic metre of soil or other material to be deposited or removed
Security Deposit for full and proper compliance with Soil Deposit Bylaw and Terms and Conditions of permit	\$4,347.00 per 5,000 cubic metres of soil or other material to be deposited, or removed, or fraction of
All fees are subject to applicable taxes	

Part 8.0 Street & Traffic Fees and Rates

Street Occupancy Permit Fees	
Street Occupancy Permit Application and Traffic	\$107.00
Management Plan Review Fee	
(see Note 1)	
Street Festival	\$159.00 per block
Parade	\$39.00 per block
Block Party (local street only)	\$39.00 per block
Construction, maintenance and/or ancillary works on a street or boulevard	\$54.00 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)	\$54.00 per block face per day
Hoarding and/or staging area for private development on a street or boulevard	\$54.00 per block face per day
Parking of unattached commercial trailer or container on a street	\$54.00 per day
Parking of unattached recreational or utility trailer on a street	\$11.00 per day
Parking of recreation vehicle on a street	First 48 hours free, then \$11.00 per day thereafter
Rental of each metered parking stall	\$22.50 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$22.50 per day

Note 1: The Street Occupancy Permit (SOP) Application and Traffic Management Plan Review Fee only applies to the initial SOP or SOP renewals or extensions that require an amended Traffic Management Plan or other conditions, and only applies to SOPs for the following works:

- -Construction, maintenance and/or ancillary work on street or boulevard
- -Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)

-Hoarding and/or staging area for private development on a street or boulevard

Oversize And Overweight Permit Fees		
Single trip	\$80.00 per vehicle	
Annual permit	\$268.00 per vehicle	
Duplicate permit	\$27.00 each	
Other Fees		
Temporary No Parking Sign	\$54.00 per block face	
Installation and Removal (see Note 2)		
Pre-, post-, and other construction inspection fee	\$54.00 per inspection	
Redemption of impounded chattel	\$32.00	
Note 2: Temporary No Parking Signs are required for all SOPs that require use of on-		

Note 2: Temporary No Parking Signs are required for all SOPs that require use of onstreet parking space

All fees are subject to applicable taxes	
\$2,500.00	
\$2,500.00 per location	
\$10,000.00	
\$20,000.00	

Damage Deposits are collected as part of the Street Occupancy Permit process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.

All fees are subject to applicable taxes

Parking Permit Fees		
Annual Parking Permit Fee for the first and	\$44.00* per parking permit	
second residential parking permits		
Annual Parking Permit Fee for the third and	\$110.00* per parking permit	
fourth residential parking permits		
Annual Parking Permit Fee for a visitor parking	\$44.00* per parking permit	
permit (maximum one per household)		
One book of five Day-Use Visitor Parking	\$30.00	
Permits		
Shared Vehicle Parking Permit	\$40.00	
*Includes10% Climate Action Levy		
All fees are subject to applicable taxes		

	Parking Meter Rates				
Γ	Downtown, Uptown and Sapperton (\$3.50 per hour*) *Includes \$0.25 per hour Climate Action Levy				
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)		
0.05	Coin	1 min	n/a		
0.10	Coin	2 min	n/a		
0.25	Coin	4 min	4 min		
1.00	Coin	17 min	17 min		
2.00	Coin	34 min	34 min		

City wide except above areas (\$3.00 per hour*) *Includes \$0.25 per hour Climate Action Levy				
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)	
0.05	Coin	1min	n/a	
0.10	Coin	2 min	n/a	
0.25	Coin	5 min	5 min	
1.00	Coin	20 min	20 min	
2.00	Coin	40 min	40 min	
All fees are subject to applicable taxes				

There is a \$1.00 minimum charge for credit card purchases

 Anvil Center Parking Minimum \$0.25 per transaction Minimum \$1.00 for credit card transactions 		
Hourly	\$3.00	
5 Hours	\$8.00	
10 Hours \$13.00		
Monthly Unreserved		
(6am to 6pm Mon-Fri) \$80.00		
Monthly Reserved		
(6am to 6pm Mon-Fri) \$100.00		
Monthly Reserved		
(24/7)	\$120.00	
All fees are subject to applicable taxes		

Front Street Parkade	
Hourly rate	\$3.00
Daily until 6 pm	\$11.00
Daily until 6 am next day	\$14.00
Daily evening from 6 pm to 6 am	\$4.50
Monthly – Reserved 24 hrs	\$120.00
Monthly – Random 24/7	\$80.00
All fees are subject to applicable taxes	\mathbf{S}

Carnarvon Street Parkade	
Monthly – Random 24/7	\$80.00
Monthly – Reserved 24 hrs	\$120.00
All fees are subject to applicable taxes	

Speed Hump Application Fee		
Application Processing Fee	\$105.00	
(payable upon review of Speeding Concern Form		
and staff confirmation)		
All fees are subject to applicable taxes		

Signal Timing Report Fee		
Fee to generate a traffic signal timing report	\$79.00	
All fees are subject to applicable taxes		

Part 9.0 Subdivision and Development Control Fees and Rates

Subdivision Application (other than air space parcel or parcel under Str	cata Property Act)
Subdivision Application Fee (for first parcel to be created by the subdivision), includes other subdivision types (i.e. Lot Line Adjustments and bare land Strata)	\$2,796.00
Each additional parcel Fee	\$119.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original application fee
Works and Services Agreement	
Works & Services Agreement Fee (non-refundable)	\$2,007.00
Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007
Latecomer Agreement	\$4,570.00
Phased Strata Subdivision	
Phased Strata Subdivision Fee	\$1,710.00 plus \$495.00 for each additional phase
Form P Amendment	\$390.00
Strata Conversion	
Strata Conversion Fee	\$2,390.00
Air Space Parcel Subdivision	
Air Space Parcel Subdivision Fee	\$3,280.00 plus legal costs and certified professional code compliance review costs
Shoring	
Shoring Anchor Rod Fee and Damage Deposit	\$590.00 non-refundable fee and \$31.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
General	
Building Permit Servicing Review Fee (for Building permit construction value of \$100,000 or greater)	\$205.00
Comfort Letters	\$340.00
All fees are subject to applicable taxes	

Part 10.0 Waterworks Fees and Rates

A. SERVICE CHARGES				
19mm (3/4 inch) diameter service connection installation		100% of actual cost (Deposit based on Estimate)		
		100% of actual cost (Deposit based on Estimate)		
Charges for water used for commercial and multi- family construction or building purpose per year		3/4" connection \$1,000.00 1" connection \$2,000.00 1.5" connection \$2,500.00 2" connection \$3,000.00		
Hydrant Flow Test		\$260.	00	
Hydrant Use Damage Deposit (Refundable))	\$1,00	0.00	
Hydrant Use Application Fee		\$515.	00	
76 mm (3") diameter meter test fee		100%	of actual cost	
100 mm (4") diameter meter test fee		100%	of actual cost	
150 mm (6") diameter meter test fee		100%	00% of actual cost	
Residential Water & Sewer Cap-off Fee (Co	ombined)	\$5,99	0.00	
B. RESIDENTIAL RATES	A	–	AL USER CHA	_
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	Basic 5		5% Discount If applicable	Net Flat Rate
Single Detached Dwelling Annually	\$727.87	7	\$36.39	\$691.48
Secondary Suite (including Laneway Houses) Annually	\$363.91		\$18.20	\$345.71
Duplex and Row House Annually	If one water service, a Single Detached Dwelling basic flat rate for each unit. If served by two services, then Single Detached Dwelling basic flat rate for each service.		ch unit. Single	
Discount applicable if paid within 60 days of	of billing o	late.		
C. METERED RATES				
Monthly Consumption			(rate per 100	cubic feet)
1 to 10,000 cubic feet			\$6.01	
next 20,000 cubic feet				\$4.37
next 20,000 cubic feet				\$3.45
in excess of 50,000 cubic feet	1: 0			\$2.60
Minimum monthly charge, if under 1,000 c meter rental	cubic feet	– plus		\$60.08

D. SPECIAL RATES	
Apartment House	Metered rate
2 or more single detached dwellings on one lot	Single Detached Dwelling basic flat rate for each house.
Building containing three or more sleeping units or	Commercial metered rate
housekeeping units (as defined by Zoning Bylaw 6680,	
2001 at the time of adoption of this bylaw)	
Any service to a building which is used for commercial or	Commercial metered rate
industrial purposes	
Irrigation rate – application to all services over ¾ inch	\$2.58 per 100 cubic feet
where such service is designed to be or used wholly or	Minimum monthly
partially for irrigation purposes.	charge
	\$60.16
Charges for water used for construction or building	Minimum monthly charge \$60.16
purposes:	\$60.16
Meter rentals – monthly charge	
5/8 inch	\$16.91
³ / ₄ inch	\$16.91
1 inch	\$25.36
1 1/4 inch	\$38.89
1 ½ inch	\$47.41
2 inch	\$69.09
Stand-By Charges For Fire Service Only – annual charge	
1 ½ inch	\$207.34
2 inch	\$258.36
2 ½ inch	\$338.36
3 inch	\$603.64
4 inch	\$861.51
6 inch	\$1,033.51
8 inch	\$1,723.09
10 inch	\$2,869.67
12 inch	\$4,155.53

E. SENIOR CITIZEN WAIVER

Council hereby waives 25% of the Residential Rate it imposes in this bylaw for the purpose of providing water for every person who certifies that he or she is 65 years of age or over during the calendar year, who was the sole occupier of the dwelling unit in a house for which the charge is assessed during the calendar year, who is a registered owner of the property either solely or with others during the calendar year and who submits to the City an application in a form provided by the City.

All fees are subject to applicable taxes

Part 11.0 Water Shortage Response Fees and Rates

Permit Fees	
Permit authorizing watering of new lawn and/or	\$54.00 for Single Family Residential
new landscaping when Stage 1 Restrictions or	\$81.00 for Multiple Family
Stage 2 Restrictions are in force for a 21 day	Residential and
period	\$162.00 for Commercial or
	Industrial
Rain barrel	\$70.00
All fees are subject to applicable taxes	

Part 12.0 Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders

Security Deposits are required to repair damage to municipal facilities and perform necessary street cleaning, resulting construction work and moving of buildings described under Part 15 of the Building Bylaw.

Security Deposit for Moving a Building or Structure		
For buildings with 1 storey	\$12,110.00	
For buildings with 2 storeys	\$18,190.00	
For buildings with 3 or more storeys	\$24,270.00	
All fees are subject to applicable taxes		

Damage Deposits	
Demolition Permit	\$2,680.00
Single Detached Dwelling (SDD) Permit	\$5,355.00
Duplex Permit	\$6,415.00
Corner Lot – SDD or Duplex	\$7,506.00
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,355.00 / Maximum Fee \$73,700.00
The Damage Deposits are collected as part of the Building Infrastructure and the amount, deducting any cost incurred refunded after the final inspection. All fees are subject to applicable taxes	•

Processing and Inspection Fees	
Non-refundable Damage Deposit Processing Fee	\$60.00
Where additional inspections are required to ensure	\$148.00
compliance, Re-inspection fee to be deducted from the	
Damage Deposit for each additional inspection	
All fees are subject to applicable taxes	

Doc# 2132933v5

CORPORATION OF THE CITY OF NEW WESTMINSTER BYLAW NO. 8365, 2022

A Bylaw to Amend Delegation Bylaw No. 7176, 2015

The Council of The Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited for all purposes as "Delegation Amendment Bylaw No. 8365, 2022."

Amendments

- 2. Delegation Bylaw No. 7176, 2015 is amended by:
 - a. Replacing the final paragraph of section 5 with the following paragraph: The Senior Manager of Climate Action, Planning and Development, Manager, Climate Action, Manager, Inspections, or Manager, Integrated Services may exercise the powers, duties and functions delegated to the Director of Climate Action, Planning and Development under this Bylaw and the Officers and Indemnity Bylaw 7175, 2007 upon appointment as Acting Director when the Director of Climate Action, Planning and Development is absent or otherwise unable to act.
 - b. Replace Manager, Infrastructure Planning with Senior Manager of Engineering in the final paragraph of section 6.
 - c. Add in "and the Officers and Indemnity Bylaw 7175, 2007" after "under this Bylaw" in the final paragraph of section 6;
 - d. Add in Senior in front of "Manager of Financial Services in the final paragraph of section 8;
 - e. Add "and the Officers and Indemnity Bylaw 7175, 2007" after "under this Bylaw" in the final paragraph of section 8;
 - f. Add in the following paragraph the end of section 10: "The Senior Manager of Recreation Facilities and Programs, Manager, Business Operations, Manager, Parks and Open Space Planning, Design and Construction, Manager, Parks Operations and Services or Manager, Special Projects and Community Partnerships may exercise the powers, duties and functions delegated to the Director of Parks and Recreation under this Bylaw and the Officers and Indemnity Bylaw 7175, 2007 upon appointment as Acting Director when the Director of Parks and Recreation is absent or otherwise unable to act."
 - g. Replacing all instances of "Human Resources" with "Human Resources and Information Technology";
 - h. Add in the following paragraph the end of section 12:
 "The Senior Manager of Human Resources and Information Technology may exercise the powers, duties and functions delegated to the Director of Human

Doc # 2140230 Page 1

- Resources and Information Technology under this Bylaw and the Officers and Indemnity Bylaw 7175, 2007 upon appointment as Acting Director when the Director of Human Resources and Information Technology is absent or otherwise unable to act."
- i. Add in the following paragraph as section 15 of the bylaw: The Assistant City Clerk may exercise the powers, duties and functions delegated to the City Clerk under the Officers and Indemnity Bylaw 7175, 2007 upon appointment as Acting City Clerk when the City Clerk is absent or otherwise unable to act.
- 3. These amendments shall come into effect upon adoption.

GIVEN FIRST READING THIS 29th day of August	2022.
GIVEN SECOND READING THIS 29th day of Augus	2022.
GIVEN THIRD READING THIS 29th day of August	2022.
ADOPTED THIS day of 2022	
	*
_	Mayo
	Мауог
.—	
	Llacque Killawee, City Clerk

CORPORATION OF THE CITY OF NEW WESTMINSTER ZONING AMENDMENT BYLAW (616 AND 640 SIXTH STREET – TEXT AMENDMENT) NO. 8348, 2022

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

WHEREAS the Local government Act authorizes a municipality to zone areas of land and to make regulations pursuant to zoning,

WHEREAS the Council has adopted a zoning bylaw under Part 14 of the *Local Government Act*, and wishes to amend the bylaw,

THE CITY COUNCIL of the Corporation of the City of New Westminster, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw (616 and 640 Sixth Street Text Amendment) No. 8348, 2022."
- 2. Zoning Bylaw No. 6680, 2001 is amended by:
 - a) Deleting section 1080.1 of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) and substituting the following:
 - 1080.1 The intent of this District is to allow a twenty-nine storey mixed use commercial / multi-family residential development and to restrict residential uses to rental tenure.
 - b) Inserting a new section "Rental Tenure" into the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) as follows:
 - 1080.3 The tenure of the dwelling units for a multiple dwelling use is limited to residential rental tenure.
 - c) Inserting a new section "Definitions" into the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) as follows:
 - 1080.4 Despite definitions elsewhere in the Bylaw, the following shall be defined as noted below for the purposes of this Zoning District:

1080.5 **Below-market commercial space** means space:

- a) Designated for commercial use;
- b) With rents or lease rates equal to, or lower than, average rent or lease rates in private-market office space;
- c) Leased and operated by a non-profit organization; and
- d) Secured through an agreement registered to title and to the satisfaction of the Director of Climate Action, Planning and Development.

1080.6 **Below market rental units** means *housing units* with rents equal to, or lower than, average rates for similar units in private-market rental housing, as secured

- through a housing agreement registered on title on the City's standard terms for such agreements, subject to such minor modifications as the City's Director of Climate Action, Planning and Development considers necessary to ensure rental rates will be below market rates.
- d) Deleting the section under the header "Density" of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) and substituting the following:
 - 1080.10 The minimum commercial floor space shall be 975.5 square metres (10,500 square feet).
 - 1080.11 The total floor space ratio shall not exceed a factor of 6.46.
 - 1080.12 The maximum number of residential dwelling units shall not exceed 237 units.
 - 1080.13 Notwithstanding S. 1080.11 and S. 1080.12, the total floor space ratio may be increased to 7.41, provided the following conditions are met:
 - a) A minimum of 10 below-market rental units are provided;
 - b) A minimum of 46.4 square metres (500 square feet) of below-market commercial space shall be provided on the ground floor; and,
 - d) The maximum number of residential dwelling units shall not exceed 338 units.
- e) Deleting the section under the header "Principal Building Envelope" of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) and substituting the following:
 - 1080.14 The siting of principal buildings and structures, and the location of uses within buildings and structures, shall generally be in accordance with the Building Siting Plan attached to and forming part of this bylaw and for the CD-80 Zoning District.
 - 1080.15 The maximum site coverage for principal buildings shall not exceed 55%.
 - 1080.16 The site coverage of principal buildings measured at any point above the third storey, must not exceed 1,393.5 square metres (15,000 square feet).
 - 1080.17 The site coverage of principal buildings measured at any point above the fourth storey, must not exceed 799.0 square metres (8,600 square feet).
 - 1080.18 The site coverage of principal buildings measured at any point above the fifth storey, must not exceed 752.5 square metres (8,100 square feet).
 - 1080.19 Maximum principal building height shall not exceed 29 storeys, nor 91 metres (298.5 feet).
 - 1080.20 The building line requirements in Section 180 shall not apply.
- f) Deleting the section under the header "Off-Street Parking and Loading Requirements" of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) and substituting the following:

1080.21 A minimum of 271 off-street automobile parking shall be provided for all uses on site in accordance with the Off-Street Parking Regulations section of this bylaw.

1080.22 A minimum of 5 off-street parking spaces and vehicles shall be provided for car share purposes.

1080.23 Bicycle parking shall be provided in accordance with the Off-Street Bicycle Parking Regulations section of this bylaw except that:

- a) A minimum of 526 long-term bicycle parking spaces shall be provided; and,
- b) A minimum of 18 short-term bicycle parking spaces shall be provided.

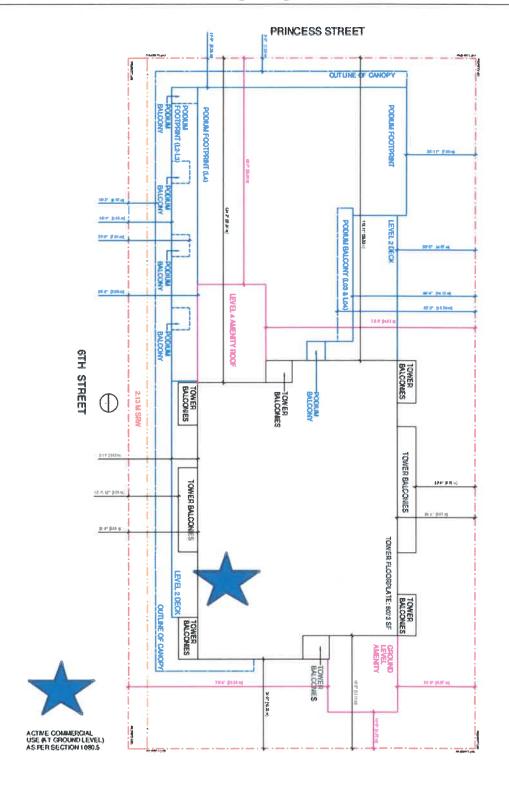
1080.24 Off-Street loading shall be provided in accordance with the Off-Street Loading Regulations section of this bylaw.

- g) Deleting section "Building Siting Plan" of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80) and substituting with Schedule A "Building Siting Plan" attached to and forming part of this bylaw.
- 3. Zoning Bylaw No. 6680, 2001 is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format and numbering of the Comprehensive Development District (616 and 640 Sixth Street) (CD-80).

GIVEN FIRST READING this 13th day of June, 2022.
GIVEN SECOND READING this 13th day of June, 2022.
GIVEN THIRD READING this 30th day of June, 2022.
THIRD READING RESCINDED this day of, 2022.
SECOND READING RESCINDED this 1 and day of July , 2022.
FIRST READING RESCINDED this day of, 2022.
Public Hearing not held, notice published August 18th and 25th , 2022
GIVEN FIRST READING this 29th day of August, 2022.
GIVEN SECOND READING this 29th day of August, 2022.
GIVEN THIRD READING this 29th day of August, 2022.
ADOPTED this day of, 2022.

Schedule A to ZONING AMENDMENT BYLAW (616-640 SIXTH STREET – TEXT AMENDMENT) NO. 8348, 2022

Building Siting Plan



THE CORPORATION OF THE CITY OF NEW WESTMINSTER HERITAGE REVITALIZATION AGREEMENT (108-118 Royal Avenue and 74-82 First Street) BYLAW NO. 8339, 2022

A Bylaw to enter into a Heritage Revitalization Agreement under Section 610 of the *Local Government Act*

WHEREAS the City of New Westminster and the owner of the properties located at 74 First Street, 82 First Street, 108 Royal Avenue, 112 Royal Avenue, 114 Royal Avenue and 118 Royal Avenue in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the properties;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

Citation

1. This Bylaw may be cited as "Heritage Revitalization Agreement (108-118 Royal Avenue and 74-82 First Street) Bylaw No. 8339, 2022".

Heritage Revitalization Agreement

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owners of the properties located at:

74 First Street, New Westminster, and legally described as:

PID: 003-959-252

NORTHERLY 60 FEET LOT 18 BLOCK 32 PLAN 2620 HAVING A FRONTAGE OF 60 FEET ON FIRST STREET BY A UNIFORM DEPTH OF 132 FEET AND ADJOINING LOTS 16 AND 17

and

PID: 012-912-441

LOT 18 EXCEPT: NORTHERLY 60 FEET HAVING A FRONTAGE OF 60 FEET ON FIRST STREET WITH A UNIFORM WIDTH THE FULL DEPTH OF LOT AND ADJOINING LOTS 16 AND 17, BLOCK 32 PLAN 2620

82 First Street, New Westminster, and legally described as:

PID: 007-604-084

LOT "C" BLOCK 32 PLAN 12722

108 Royal Avenue, New Westminster, and legally described as:

PID: 009-735-542

LOT "B" BLOCK 32 PLAN 12722

112 Royal Avenue, New Westminster, and legally described as:

	PID: 012-912-433 LOT 15 BLOCK 32 PLAN 2620
	114 Royal Avenue, New Westminster, and legally described as: PID: 001-316-842 LOT 14 BLOCK 32 PLAN 2620
	118 Royal Avenue, New Westminster, and legally described as: PID: 003-901-467 LOT 13 BLOCK 32 PLAN 2620
	and
	No PID NMBR THAT PART OF BLOCK 32 SHOWN AS ROAD TO BE CLOSED ON PLAN EPP121184.
	(together, the "Lands")
3.	If the City and the registered owners of the Lands enter into a road closure and land exchange agreement and the registered owners of the Lands acquire, and consolidate with the Lands a part of the Windsor Street (the "Closed Road") as shown in Appendix 7, the Heritage Revitalization Agreement will apply to the Closed Road.
4.	The Mayor and City Clerk are authorized on behalf of the City of New Westminster Counci to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule "A".
READ A	A FIRST TIME this day of June, 2022.
READ A	A FIRST TIME this day of 2022. A SECOND TIME this day of 2022.
PUBLIC	CHEARING held this 27^n day of $5une$, 2022.
READ /	A THIRD TIME this 27th day of June, 2022.
ADOPT	ED this day of, 2022.
MAYO	R JONATHAN X. COTE JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"

HERITAGE REVITALIZATION AGREEMENT (108-118 Royal Avenue and 74-82 First Street)

THIS AGREEMENT dated for reference the 27th day of May, 2022 is

BETWEEN:

TPL DEVELOPMENTS ROYAL INC., Inc. No. BC1103289, 200-1111 West Hastings Street, Vancouver, BC V6E 2J3

(the "Owner")

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

A. The Owner is the registered owner in fee simple of the land and all improvements located at:

74 First Street, New Westminster, and legally described as:

PID: 003-959-252

NORTHERLY 60 FEET LOT 18 BLOCK 32 PLAN 2620 HAVING A FRONTAGE OF 60 FEET ON FIRST STREET BY A UNIFORM DEPTH OF 132 FEET AND ADJOINING LOTS 16 AND 17

and

PID: 012-912-441

LOT 18 EXCEPT: NORTHERLY 60 FEET HAVING A FRONTAGE OF 60 FEET ON FIRST STREET WITH A UNIFORM WIDTH THE FULL DEPTH OF LOT AND ADJOINING LOTS 16 AND 17, BLOCK 32 PLAN 2620

82 First Street, New Westminster, and legally described as:

PID: 007-604-084

LOT "C" BLOCK 32 PLAN 12722

108 Royal Avenue, New Westminster, and legally described as:

PID: 009-735-542

LOT "B" BLOCK 32 PLAN 12722

112 Royal Avenue, New Westminster, and legally described as:

PID: 012-912-433

LOT 15 BLOCK 32 PLAN 2620

114 Royal Avenue, New Westminster, and legally described as:

PID: 001-316-842

LOT 14 BLOCK 32 PLAN 2620

118 Royal Avenue, New Westminster, and legally described as:

PID: 003-901-467

LOT 13 BLOCK 32 PLAN 2620.

and

No PID NMBR

THAT PART OF BLOCK 32 SHOWN AS ROAD TO BE CLOSED ON PLAN EPP121184.

(together, the "Lands");

- B. If the Owner and the City enter into a road closure and land exchange agreement and the Owner acquire, and consolidate with the Lands, a part of the Windsor Street (the "Closed Road") shown in Appendix 7, the Heritage Revitalization Agreement will apply to the Closed Road.
- C. There is one building situated on 82 First Street, known as the E.M.N Woods House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan");
- D. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- E. The Owner wishes to relocate, make certain alterations to, restore, and rehabilitate the Heritage Building (the "Work");
- F. The Owner intends to apply to the City's Approving Officer for approval to file a subdivision plan (the "Subdivision Plan") in the Land Title Office in order to consolidate the Lands into a single parcel, generally as shown on the Site Plan;
- G. If the proposed consolidation of the Lands is approved by the City's Approving Officer, the Owner wishes to relocate the Heritage Building from 82 First Street to that portion of the Lands labeled on the Site Plan as "RELOCATED HERITAGE HOUSE", convert the Heritage Building into two (2) market strata units and to construct a new six to eight storey residential building containing 187 market strata (the "New Building") on that portion of the Lands labeled on the Site Plan as "NEW BUILDING MULTIPLE UNIT RESIDENTIAL";
- H. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- The Owner and the City have agreed to enter into this Heritage Revitalization Agreement (the "Agreement") setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;
- J. If the proposed consolidation of the Lands is approved by the City's Approving Officer, the Owner also wishes to relocate a building situated on 112 Royal Avenue (the "House") off-site.

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Conservation of Heritage Building

- Upon execution of this Agreement, the Owner shall promptly commence the Work to the Heritage Building in accordance with the Heritage Conservation Plan prepared by Elana Zysblat CAHP, of Ance Building Services dated June 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by CityState Consulting Services, dated June 15, 2021, in respect of the Heritage Building, and Iredale Architecture, dated March 16, 2022 and Landscape Plans prepared by ETA Landscape Architecture dates March 14, 2022, a copy of each of which are attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
- 2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
- 3. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Work or the Approved Plans, and obtain any amended permits that may be required for such changes, as required by the City.
- 4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
- 5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.
- 6. The Owner shall, at the Owner's sole expense, erect on the Lands and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify

- contractors and tradespersons entering onto the Lands that the Work involves protected heritage property and is being carried out for heritage conservation purposes.
- 7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the British Columbian Association of Heritage Professionals with specialization in Building or Planning (the "Registered Professional") to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

- 8. The Registered Professional shall:
 - (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
 - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
 - (c) provide regular reports to the City's Climate Action, Planning and Development Department, on the progress of the Work;
 - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
 - (e) notify the City within one business day if the Registered Professional's engagement by the Owner is terminated for any reason.

Heritage Designation

- 9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the Local Government Act, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands, the New Building or the Heritage Building that may result from the designation.
- 10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the

- event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.
- 11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.

Damage to or Destruction of Heritage Building

- 12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
- 13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2, the Approved Plans in Appendix 5, and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
- 14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

Relocation of the House

- 15. Upon execution of this Agreement, the Owner shall make reasonable efforts to advertise and offer the House for sale and relocation to a location other than the Lands for a purchase price of \$0 and a minimum \$30,000.00 contribution by the Owner towards costs of relocating the House.
- 16. If, prior to commencement of the excavation of the Lands, the House has not been sold, the Owner may demolish the House and pay to the City a contribution in the amount of \$30,000.00 for general serving amenities.
- 17. Prior to commencement of the relocation or demolition of the House, the Owner shall obtain, or if the House has been sold the purchaser, the purchaser of the House shall obtain all necessary permits, licenses, approvals and authorizations for the demolition or relocation, as applicable, from all municipal and provincial governmental authorities having jurisdiction.

Construction of the New Building

18. The Owner shall construct the New Building in strict accordance with the Site Plan and the Approved Plans.

- 19. Prior to commencement of construction of the New Building, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, and tree permit and approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
- 20. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the New Building, and obtain any amended permits that may be required for such changes to the New Building, as required by the City.
- 21. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the New Building if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
- 22. The construction of the New Building shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

- 23. The Owner acknowledges and agrees that no building permits above grade (permits for work on levels 01, 02 03, 04, 05 or 06 of the Approved Plans) applied for in respect of the New Building shall be issued until the Owner has commenced and completed all actions required for the completion of the Work set out in Appendix 8 under the heading "HH Phase 1 structural conservation".
- 24. The Owner acknowledges and agrees that no insulation inspection by the City in respect of the New Building shall be issued until the Owner has commenced and completed all actions required for the completion of the Work set out in Appendix 8 under the heading "HH Phase 2 exterior/finishing conservation".
- 25. The Owner acknowledges and agrees that no occupancy permit for the New Building will be issued until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Climate Action, Planning and Development, has provided the Certification of Compliance described in section 8(d) above, and has approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
- 26. The Owner shall complete all actions required for the completion of the Work and the New Building, as set out in Approved Plans in Appendix 5, within five years following the date on which the Owner deposits the Subdivision Plan in the Land Title Office.

Consolidation

27. Nothing in this Agreement commits the Approving Officer to approve the proposed consolidation of the Lands.

Inspection

- 28. Upon request by the City, the Owner shall advise or cause the Registered Professional to advise, the City's Climate Action, Planning and Development Department, of the status of the Work.
- 29. For the duration of the Work and the construction of the New Building as authorized by this Agreement, without limiting the City's power of inspection conferred by statute and in addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Lands for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.
- 30. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Climate Action, Planning and Development.
- 31. The Land shall not be subdivided by any means other than in accordance with the Subdivision Plan, including by deposit of a strata plan of any kind under the *Strata Property Act* (British Columbia) in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Climate Action, Planning and Development.

Conformity with City Bylaws

- 32. The City of New Westminster Zoning Bylaw No. 6680, 2001, is varied and supplemented in its application to the Lands in the manner and to the extent provided and attached as Appendix 6.
- 33. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Lands, including any construction, alteration, rehabilitation, relocation, restoration and repairs of the Heritage Building or New Building, must comply with all applicable bylaws of the City.

No Application to Building Interiors

34. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and New Building apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, stairs, windows and architectural ornamentation.

Enforcement of Agreement

- 35. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Lands, the Heritage Building or the New Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
- 36. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
- 37. The Owner acknowledges that, if the Owner alters the Lands, the Heritage Building or the New Building in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
 - (a) an order that the Owner restore the Lands or the Heritage Building or the New Building, or all, to their condition before the contravention;
 - (b) an order that the Owner undertake compensatory conservation work on the Lands, the Heritage Building, or the New Building;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
- 38. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Lands, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.
- 39. The Owner acknowledges that the City may file a notice on title to the Lands in the Land Title Office if the terms and conditions of this Agreement have been contravened.
- 40. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
 - (a) seeking an order for specific performance of the Agreement;
 - (b) any other means specified in this Agreement; or

(c) any means specified in the *Community Charter* or the *Local Government Act*, and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Statutory Authority Retained

41. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Indemnity

- 42. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.
- 43. In no case shall the City be liable or responsible in any way for:
 - (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Lands, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

44. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Interpretation

45. In this Agreement, "Owner" shall mean all registered owners of the Lands or subsequent registered owners of the Lands, as the context requires or permits.

Headings

46. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

47. All appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

48. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

Joint and Several

49. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia) owns the Lands, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

Successors Bound

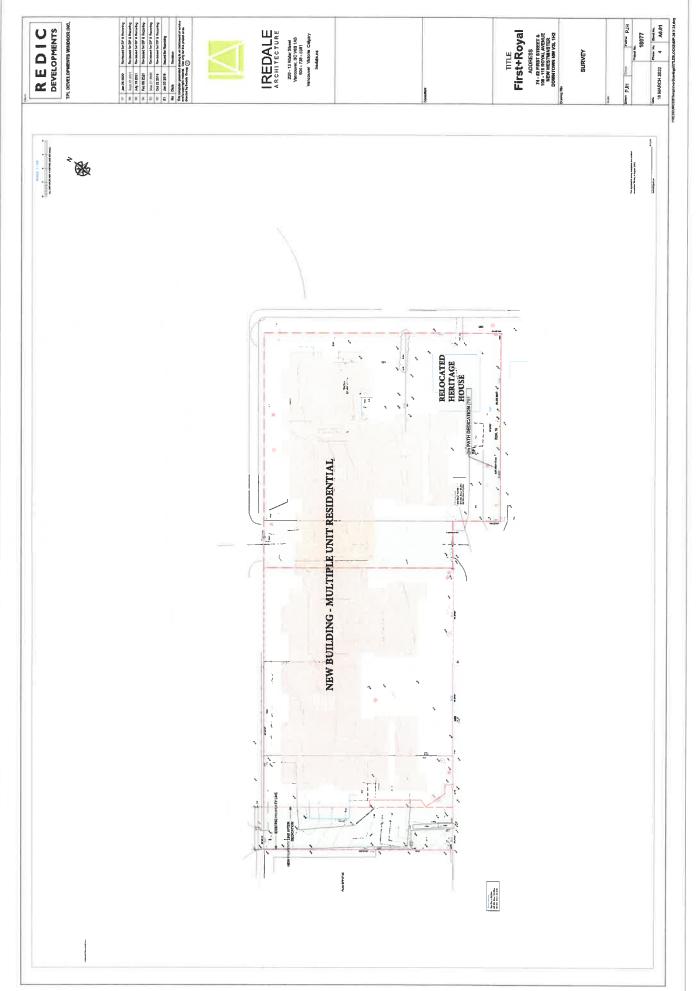
50. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the	e City have executed this Agreement as of the date
written above.	· ·

TPL DEVELOPMEN	TS ROYAL INC. by	its authorized	signatories:	
	<i>i</i>			
Name:	7			
Name:				
THE CORPORATION by its authorized si		NEW WESTMII	NSTER	
Mayor Jonathan X.	Cote			

APPENDIX 1

SITE PLAN



APPENDIX 2

CONSERVATION PLAN

Heritage Conservation Plan

82 First Street, New Westminster, BC

E. M. N. Woods House ~ 1890



Elana Zysblat, CAHP :: Ance Building Services :: October 2019

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Statement of Significance



Description of the Historic Place

The E.M.N. Woods House is a 1 and 1/2 storey, Victorian Arts & Crafts style house located between Queen's Park and Albert Crescent at the southeast corner of Royal Avenue and 1st Street in downtown New Westminster.

Heritage Value of the Historic Place

Built in 1890, the E. M. N. Woods House is associated with the late 1880s development boom in New Westminster, sparked in response to the announcement of the arrival of the Canadian Pacific Railway to the area. Located on a short stretch of First Street connecting Queen's Park and Albert Crescent, the E. M. N. Woods House was constructed in what was considered the most exclusive area of early New Westminster. The lots on Park Lane (the original name of First Street) were advertised in local papers as some of the 'finest' in the city and the subject building's corner location adds to this prestige.

The building's association with its developers and first residents - pioneers, notable and affluent citizens of the city - expresses the prestigious status of this location in the Victorian era. When Edward Montague Nelson Woods - the son of the local Archdeacon Charles T. Woods - commissioned the construction of this residence, he had been recently married and inducted as a barrister. His new wife Emily Sophia Dickinson was the daughter of New Westminster Mayor Robert Dickinson whom the nearby Dickinson Street is named for.

The E. M. N. Woods House is important as an example of one of approximately two dozen buildings generated by the brief partnership between two prolific architects in 1890 and 1891 - Samuel Maclure

and Charles Clow. New Westminster-born architect Samuel Maclure, who is considered the leading residential architect in British Columbia in the early twentieth century, had just begun his distinguished career when the E. M. N. Woods House was designed in 1890. Shortly after the subject house construction, Maclure moved on to work in Victoria and then Vancouver where he left an invaluable built heritage legacy. Charles Clow began his practice in New Westminster in 1887 and remained active in the area for close to 30 years, especially while New Westminster was rebuilt after the fire of 1898.

The building's elaborate display of the Victorian Arts & Crafts style expresses an elite architectural trend of the late 1880s and early 1890s.

The flat-roofed apartment addition attached to the side of the house was constructed in 1958 during a time when the neighbourhood shifted towards rental units and the house was adapted as a multifamily rental property for working-class families - its continuous use for the last six decades. The survival of the 1890 residence, alongside only a handful of other early single-family homes, in a neighbourhood that has transformed through zoning changes to dominantly apartment buildings, is even more important as the oldest surviving building on this block of 1st Street.

Character-Defining Elements

- continuous residential use since 1890
- continuous multi-family residential rental use since 1958
- location on First Street at the corner of Royal Avenue, with views towards the Fraser River
- residential form and scale as expressed in its cross plan, and one and one-half storeys plus basement height
- wood-frame construction
- complex, intersecting gabled roof design with hip dormers on two sides
- projecting front porch with columns and brackets
- evidence of porch extending across the front and around the north side of the house, now enclosed
- half-timbered, stuccoed gables with decorative bargeboards
- gable ornaments
- original 6-panelled wood front door and decorative leaded sidelights with wood trim
- decorative leaded casement window with transom on the north side of the house, main floor
- divided-light wood windows in upper storey
- corbeled brick chimney shaft with decorative Victorian brickwork

Historic Brief

Although parks and public plazas were allocated in New Westminster's first plan drawn by the Royal Engineers in the early 1860s, there was almost no development beyond the Royal City's original northern boundary of Royal Avenue until the 1880s.

The announcement of the arrival of the CPR to Vancouver, with a branch line to New Westminster caused a huge building boom between 1887-1898, transforming the small town into a real city.

At the time this map (right) was drawn in 1892, New Westminster had not only a train station but a streetcar system, electric street lights, and expanded boundaries well beyond Royal Avenue to include suburbs such as Queen's Park, Sapperton and Queensborough. Queen's Park was refined and designed with public gardens, walkways and sports fields.

It was during this Victorian-era growth and investments in infrastructure that residential development really began in the streets around Queen's Park which would become a neighbourhood named after the park. Numerous late 1880s and early 1890s grand homes were built in the Queen's Park



City of New Westminster map, by R.J. Williams, Ottawa. 1892. source: City of Vancouver Archives Map 617

neighbourhood, establishing its reputation as a prestigious area located at a commanding distance from the industrial riverfront and busy downtown core. The subject house is directly linked to this development period.

The blocks in the vicinity of the subject house (marked in red) were already subdivided at this time as they were located on to the streetcar line which came from downtown along Columbia, Leopold, Royal, Park Row, up 1st Street, 3rd Avenue, Pine Street, 4th Avenue and then out along 6th Street. Another high-end residence surviving on this block of First Street is that of Mayor Keary (72 First Street - 1902).

The developers of the subject property were newlyweds Edward M. N. Woods and Emily S. Dickinson. Woods was a lawyer, the son of Archdeacon Charles T. Woods, who came to British Columbia in 1860 to take charge of the collegiate schools of Victoria where Edward was born in 1862. As archdeacon of

BC, Woods was sent to New Westminster in 1868 where he served at St. Mary's Sapperton Parish until his death in 1895. Edward Woods passed the Bar in 1889 and set up practice as a barrister on McKenzie Street in 1890, the same year of his marriage and the construction of the subject house. His legal cases were regularly mentioned in the newspapers. The Woods were highly involved in the local community - Edward was politically involved in the Liberal party, played on the New Westminster Cricket Club and Emily served as a judge on various competitions at Queen's Park Royal City Fair and was an organist at Holy Trinity Cathedral. They were among the main donors for the construction of St. Mary's Hall in 1892. Together they were members of the Royal City Regatta Club where they won several sailing competitions. After 10 years at the subject house the Woods family relocated to Atlin, where Edward had invested in some mining claims and later settled in Vancouver where he reopened his legal practice in the Birks Building.

After the devastating fire of 1898, which burned down much of downtown New Westminster between Tenth and Fourth Streets, another 12-year growth spurt commenced in the city. Specific improvements to Queen's Park were sparked by the 1905 Canadian National Exhibition held in the park, for which new exhibition buildings were constructed. Paving and concrete sidewalks introduced to the

NATIVE SON PASSES AWAY

Edward M. N. Woods, Well-Known Vancouver Barrister, Dies

Edward M. N. Woods, well-known barrister, died in Victoria at the Jubiles hospital there on Sunday morning at \$:30 o'clock. The late Mr. Woods had been in falling health since the middle of last October when he first went to Kamloops and then afterwards to Victoria. He was born in Victoria \$8 years ago of Irish parentage, his father being the late Archdencon C. E. Woods of New Westminster.

For about twelve years Mr. Woods practiced law in Vancouver. He was educated in Ireland. One sister, Mrs. Amy Bentley, resides at Agassis, while another rister, Sarah, is in the sisterhood in England. A brother. Rev. Father Henry Woods, is living at Los Gatas, California. His wife, who survives him, is at present in Victoria where the funeral will take place. Mr. Woods made his home in this city at the Gilford Court.

E.M.N. Woods death announcement in the Vancouver Sun newspaper, Nov 24, 1919. source: newspapers.com

neighbourhood in 1906 and by 1913 the number of homes in Queen's Park had doubled.

The population of the city grew over the decades putting pressure on single-family dwellings in the downtown area. After World War II, a city-wide housing shortage brought expansion to new neighbourhoods, but also sparked the replacement of most downtown houses with low-rise apartment buildings in the 1950s. In the case of the subject property, mid-century development was introduced as an addition to the house in 1958 and a layer of stucco was applied to both buildings to join them aesthetically. Low-rise mid-century apartment buildings dominate the streetscape character of this eastern part of the downtown neighbourhood today, leaving early single-family dwellings as rare, often isolated scenario. The few surviving single-family homes on Royal Avenue have needed to adapt to the high-traffic, noisy context of what is now a major inter-city arterial and have responded by planting tall, dense hedges and using rear entrances. The subject block is unique in that is has several single-family homes surviving on it.

Research Findings

Civic address: 82 First Street, New Westminster BC (Originally St. Anne's Street/Park Lane)

Legal description: LOT C, BLOCK 32, PLAN NWP12722 GROUP 1

Date of construction: 1890 (New Westminster CityViews permit database)

Builder: W. D. Purdy (New Westminster Heritage Inventory for Albert Crescent)

Architects: Maclure & Clow (Daily Columbian newspaper, Dec 31 1890, pg 4)

Original owners and residents: Edward Montague Nelson Woods & Emily Sophia Dickinson

Residents at 82 First Street

1891 - 1899 - Edward Montague Nelson Woods (Barrister) & Emily Sophia Dickinson

1900 - 1906 - Robert Huntley Gordon (insurance Agent)

1908 - 1950 - Cliff J. W. (postmaster) & Jessie Duncan Lord

1951 - 1990 - George A. (Welder at Marathon Machinery) & Sylvia Levers*

*The Levers built the 1958 rental addition.

Archival Photographs



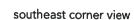
Barrister E.M.N. Woods House ca. 1970.

source: NWPL 723



82 First Street ca. 1982

source: NWMA IHP IHP14337





front (east) view



northwest corner view





rear (west) view



northeast corner view



side (north) view

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Conservation Objectives

Restoration is the overall conservation objective for the historic house. **Rehabilitation** is the conservation objective for the property.

As the immediate context of the property has dramatically changed from a quiet, prestigious residential corner to a noisy, high-traffic arterial, the the subject house will be relocated to a more pedestrian-focused, quiet section of the block- to benefit the quality of life in the house and allow its restoration efforts to be intimately seen and appreciated. The historic house will be relocated from its corner location on First Street and Royal Avenue, and repositioned approximately 65 feet south on the same street, linking the old house with a grouping of early homes at the southern half of the block. This will also allow for a new L-shaped apartment complex to be constructed at the corner, creating an interior pedestrian-friendly plaza shielded from Royal Avenue. The subject building will retain its residential use, but be restored to a single-family massing and appearance with the removal of the 1958 addition. The proposed development does not negatively impact the exterior design of the historic house, nor significantly affect the property's Character Defining Elements and Heritage Values.

<u>Preservation:</u> The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

<u>Restoration:</u> The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

<u>Rehabilitation:</u> The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value¹.



Rendering of the proposed development showing the historic house in its new, adjusted location (circled) and the new apartment complex.

source: Iredale Architecture

¹ definitions from the Standards & Guidelines for the Conservation of Historic Places in Canada (2nd edition)

Condition Assessment

Overall the building is in **good** condition.

-::

a. Structure

The exterior building lines are true to the eye, there is no visual evidence of structural distortion or obvious failures.

b. General Wood Elements

Exterior wood elements - window and door trim boards, tongue & groove soffits and gable finials are all in good condition. Facia boards, half timbering in gables and front porch railing cap are in fair condition as they appear to have lacked paint maintenance. There is no evidence of wood rot, damage or missing parts in any of the above mentioned elements.

The condition of the original wood cladding and other wood elements such as brackets or additional trim boards underneath the stucco, is unknown at this time.

- 1 window trim
- 2 soffit
- 3 gable finial
- 4 facia board
- 5 half timbering
- 6 railing cap





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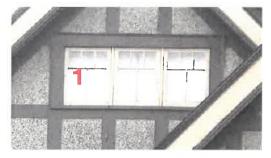
c. Roofing and waterworks

The asphalt shingle roof and aluminum gutters are in excellent condition and appear to have been installed within the last 5-10 years.

d. Windows and Doors

The 1890 portion of the building retains many original window and door openings as well as some original window sashes. The condition of the surviving windows and doors is good. See details below:

facade (east elevation)



- 1 gable triple-assembly window
- 2 & 3 front door leaded side lights
- 4 panelled front door





side (north elevation)

- 5 staircase leaded triple assembly with art glass transom
- 6 gable window opening, missing original sash
- 7 original side door opening, missing original door





rear (west elevation)



8 dormer double assembly windows

side (south elevation)



9 dormer double assembly windows. One sash is missing where an air conditioning unit was installed.

All original window sashes and doors require further assessment but in general are in good, repairable condition.

e. Finishes

The painted finish on the wood elements is in fair condition.

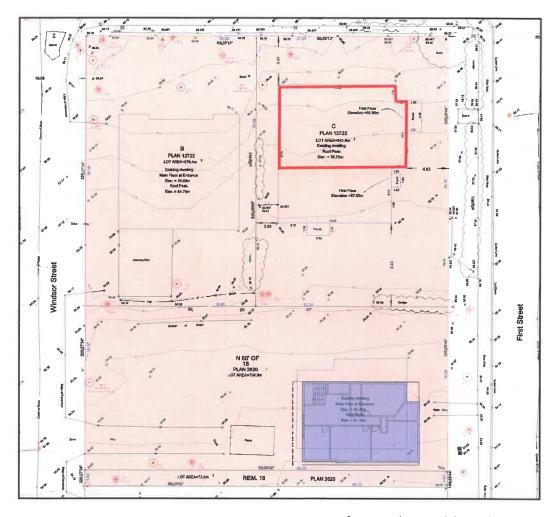
Recommended Conservation Procedures

Structure and site - Restoration and Rehabilitation:

Restore the historic house building structure in its new location, while introducing a new ground-level unit, thus converting the building into a two-family dwelling. Improve the functionality and liveability of the historic house through internal and mechanical alterations, not visible on the exterior. Remove 1958 additions - back porch and flat-roofed attachment to the south.

Rehabilitate the historic property by introducing a new multi-family development to significantly increase density at this site.

The below site plan shows the historic house in its current (red outline) and proposed (solid purple) locations:



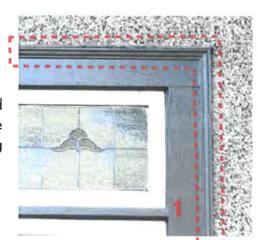
source for site plan: Iredale Architecture

b. General Wood Elements - Preservation and Restoration:

Preserve the following visible, original exterior wood elements:

1 window trim - The original 5.5" window and door casings survive on the building around many original openings such as in the photographs below, however an additional back band moulding was added (outlined in red in photo - right), likely at the time the stucco was applied in 1958. This additional moulding should be removed where present.

2 soffits, 3 gable finials, 4 facia boards, 5 half timbering 6 railing caps.



Repair any of the above wood elements with a thorough paint preparation (sanding down to sound paint layer, caulking and priming).

Only replace (in-kind) any individual element or portion of element that is identified as damaged beyond repair - with like species, dimensions and profiles of wood. At this time no visible wood elements are observed to be damaged beyond repair.





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At this time, we have no confirmed knowledge of the condition or design of the non-visible wood elements on the subject building - especially the cladding, the front porch columns and brackets and any trim boards that have all been covered in stucco.

The following restoration assumptions are based on two other Maclure & Clow houses of the same era and neighbourhood - the Hill Residence (400 block of Fourth St., now demolished) and the English Residence (survives at 119 Royal Avenue). The subject house scale is more in line with the Hill Residence, pictured below in an archival photograph, and for this reason the cladding, column and porch elements recommended here are similar to those of the 1891 Maclure & Clow designed Hill Residence.

When more invasive investigation of the elements below the stucco layer are possible, this plan can be amended if necessary to reflect the original wood elements and their condition.



"Idlewild," home of A.J. Hill photographed ca. 1905. source: New Westminster Museum & Archives IHP0058

Restore the following non-visible, original exterior wood elements:

- 1 gable boards currently stuccoed, originally wood boards
- 2 altered window & door trim where window openings were altered, the trim size was changed. Restore all window and door trim on historic house to original 1890 dimension as per front door and sidelights trim.
- 3 front porch columns currently stuccoed, originally wood posts, likely turned.
- **4 porch brackets** currently stuccoed, originally wood brackets, likely ornamental cut outs like the image on the right.
- **5 cladding** currently stuccoed, originally wood. Likely 1890s drop siding, as per other Maclure & Clow houses of the same era.
- **6 trim boards** currently stuccoed, originally wood. Likely a 10" trim board below gable, a 10" after table at main floor and a 5.5" trim board capping the porch entry.





The below crop from the proposed elevation drawings illustrates some of the restored wood elements on the facade elevation:



source for elevation drawing: CityState Consulting Group Ltd.

- 1 gable boards restored to wood
- 2 stucco removed and wood cladding repaired
- 3 window trim restored to historic dimensions and materials
- 4 window sash restored to historic dimensions and materials
- 5 turned wood columns exposed and restored

c. Roof and Rainwater Works - Restoration:

Restore roof to a traditional cedar shake roof installed in standard coursing.

Install new "Colonial" K-style gutters and 2"x2" square downspouts - in Edwardian Pewter VC-23. Do not install downspouts facing the street.

d. Windows and Doors - Restoration:

Systematically and thoroughly repair all the original wood windows as identified on pages 14-15 with the aid of a specialized wood window carpenter. Wood windows need to be individually assessed for putty and glass repair, and for hardware integrity and operability. All windows need thorough paint preparation and repainting.

Restore original front door by stripping it of paint, filling in mail slot and restoring a lacquered, high-gloss finish. Restore the door hardware to a Victorian style entry set such as the (right) pictured Fenwick set by Baldwin Hardware, either in bronze or black. Rehang and discreetly weather strip.

Replace non-original window sashes and window openings with vertically oriented replica wood casement windows, as per proposed elevation drawings (see pages 23 to 26). Restore trim around these 'new' window openings as per original trim size (5.5") and style (square).

Restore back door on north elevation to a Victorian style back door with an upper-glazed portion such as the below photo pf an 1890 salvaged door.

New basement level

This proposed addition to the historic house will be subtle and discreet in its siting behind landscaping (planted and constructed) so that the historic portion of the house is the most visible portion of the building from the street. The finishes on this level will be contemporary (concrete finish) and the window and door openings will mimic the historic ones in size but the trim detail will be slimmer. The basement addition will thus be compatible with, subordinate to and distinguishable from the historic place, as required in the Conservation Standards & Guidelines for additions. See illustration of this level on the proposed elevation drawings on pages 23 to 26.





g. Finishes - Restoration:

The current colour scheme is dominated by the 1958 bottle-dash stucco and texture which is in contrast to the dark, glossy and smooth painted finish an 1890s house would have featured.

The below proposed colour scheme is based on spot-scraping of original trim elements which revealed an almost black, dark green original paint layer. Inspired by the sepia archival photograph of the Hill Residence on page 18 and in line with 'drab' Victorian exterior colour schemes, the cladding too is proposed to be a deep, dark colour. The contrasting elements will be the light buff colour of the gable stucco and the window sashes, as per the same treatments on the Hill Residence.

Colour Scheme - all Benjamin Moore colours



all trim boards including window and door trim, facia, brackets, columns and finials

Salamander 2050-10 (matched to original paint colour found on building) semi-gloss finish



body wood siding Edwardian Pewter VC-23 low luster finish



gable stucco and window sash Edwardian Buff VC-6 window sash in high gloss finish



front door clear lacquer/stain



new construction body and trim concrete (or) concrete colour

Proposed Elevations

East elevation (front):



West elevation (rear)



source for elevation drawing: CityState Consulting Group Ltd.

South elevation (side)



source for elevation drawing: CityState Consulting Group Ltd.

North elevation (side)



source for elevation drawing: CityState Consulting Group Ltd.

Future Changes

Changes to the building configuration, especially additions, should be carefully considered for minimal affect on the **Heritage Values** as embodied in the **Character-Defining Elements** (CDE) listed in the **Statement of Significance**.

Research Resources

Ancestry.ca - historic genealogical documents for Woods, Dickinson and Lord and families

BC and National Archives

Indexes to births (1854-1903), marriages (1872-1938), deaths (1872-1993), colonial marriages (1859-1872) and baptisms (1836-1888). Archival photographs. Government of Canada Censuses for BC

City of New Westminster

Building permit records - CityViews database, City of New Westminster. Barman, Burton & Cook. 2009. Queen's Park Historical Context Statement prepared for the City of New Westminster.

New Westminster Archives

Archival photographs

New Westminster Public Library

Historic directories, Fire insurance maps, Municipal Voters Lists Columbian Daily newspaper - 1880s-1890s

Freund-Hainsworth, Katherine & Hainsworth, Gavin. 2005. A New Westminster Album: Glimpses of the City As It Was. Dundurn. pages 46-47

Gottfried, Herbert & Jennings, Jan. 1985. American Vernacular Building and Interiors 1870-1960. Norton & Co. New York.

Hayes, Derek. 2005. Historical Atlas of Vancouver and the Lower Fraser Valley. Douglas & McIntyre.

Roy, Patricia E. 1989. A White Man's Province: BC Politicians and Chinese and Japanese Immigrants 1858-1914. UBC Press. pages 111-112

Vancouver Daily World Newspaper. various archival editions 1888-1924

Vancouver Archives and Vancouver Public Library - archival photographs

Wolf, Jim. 2005. Royal City: A Photographic History of New Westminster. Heritage House.

APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date:	
City of New Westminster 511 Royal Avenue New Westminster, BC V3L 1H9 Attention: Director of Climate Action, Pla	
Re: Heritage Revitalization Agreement for	r 108-118 Royal Avenue and 74-82 First Street
carried out at the captioned address for (Conservation Plan) of the Heritage Revit the undersigned acknowledges having reformed of New Westminster in writing within or review is terminated at any time during the control of the caption of the capt	be responsible for field reviews of the construction or compliance with the requirements of Appendix adization Agreement applicable to the property, which ceived and reviewed, and undertakes to notify the City ne business day if the undersigned's contract for fielding construction. This letter is not being provided in lumbia Building Code, but in connection only with the on Agreement.
Registered Professional's Name	-
Address	-
Telephone No.	- Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date:	
City of New Westminster 511 Royal Avenue	
New Westminster, BC V3L 1H9	
Attention: Director of Climate Action, Pla	nning and Development
Re: Heritage Revitalization Agreement fo	r 108-118 Royal Avenue and 74-82 First Street
letter to the City of New Westminster d property, and that the architectural comp the requirements of Appendix 2 (Consei referred to in that letter. This letter is not	lled my obligations for field review as indicated in my ated in relation to the captioned conents of the work comply in all material respects with vation Plan) of the Heritage Revitalization Agreement being provided in connection with Part 2 of the British ection only with the requirements of the Heritage
Registered Professional's Name	_
Address	-
Telephone No.	Signature or Seal

APPENDIX 5 APPROVED PLANS

R E D I C DEVELOPMENTS









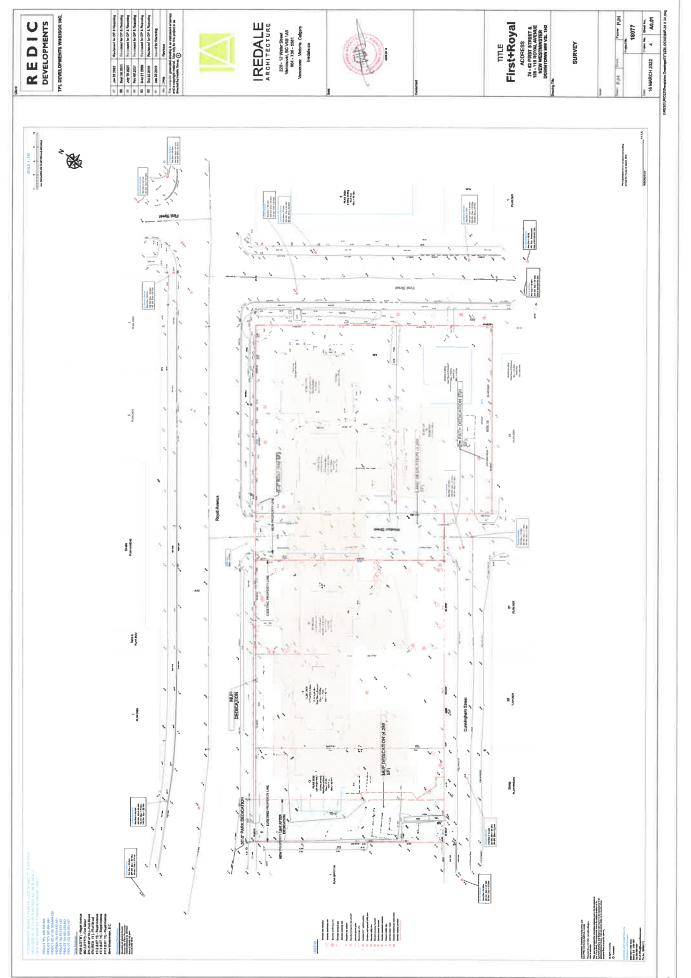
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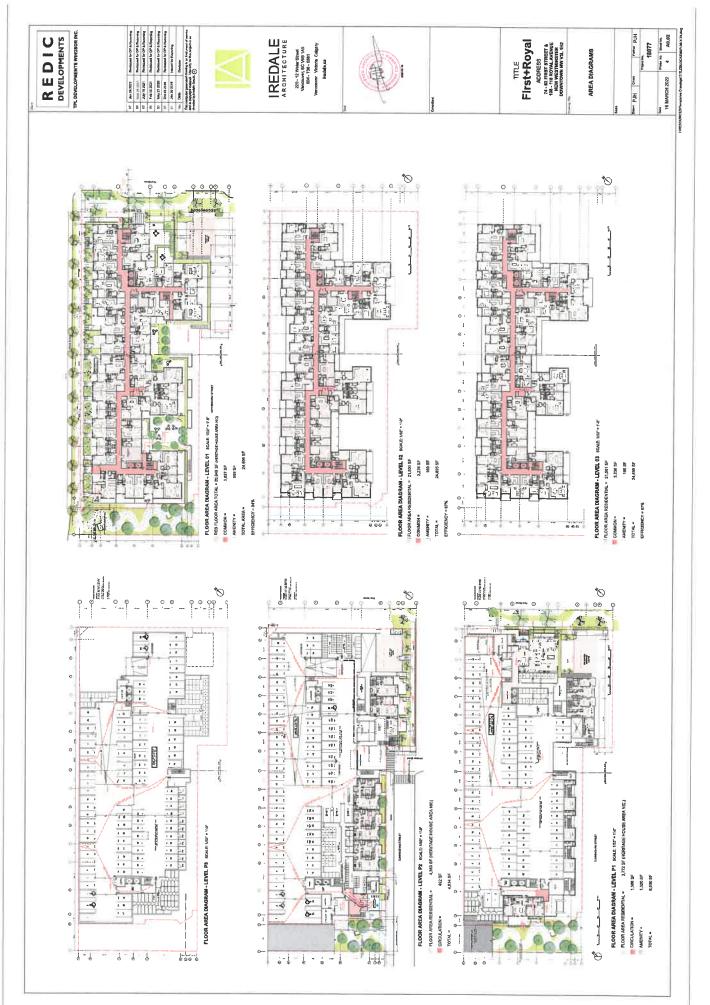
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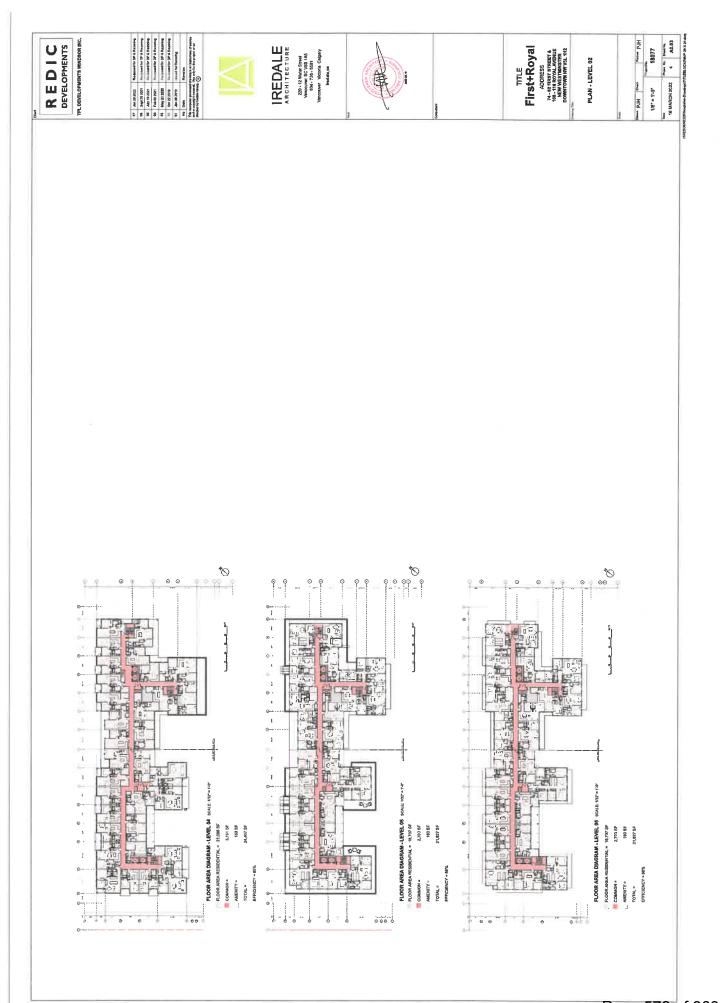
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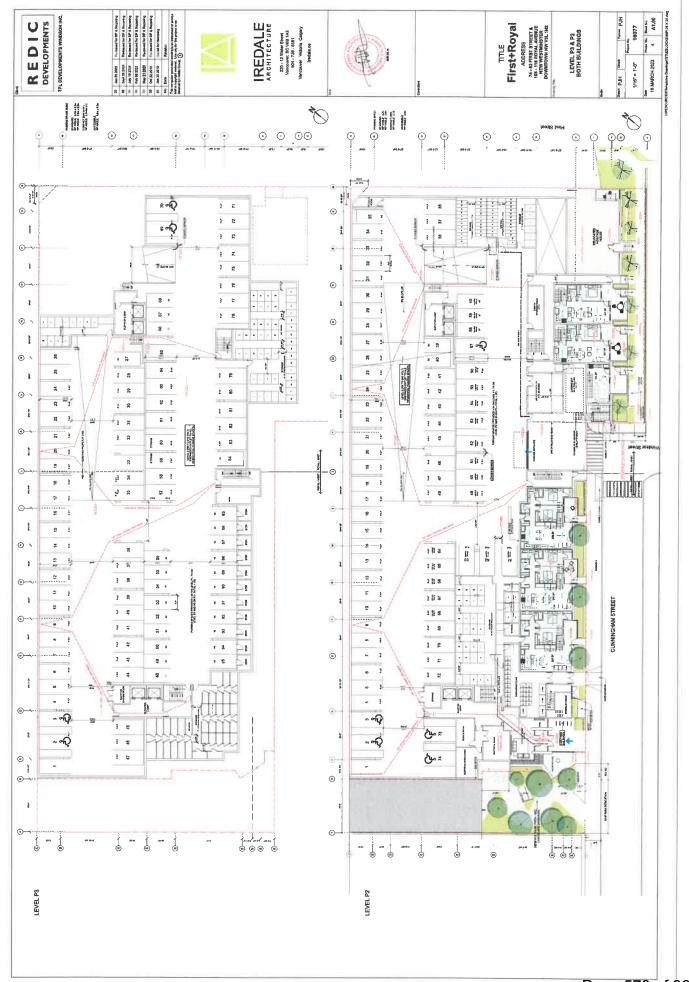
74 - 82 First Street & 108 - 118 Royal Avenue, New Westminster, BC First+Royal

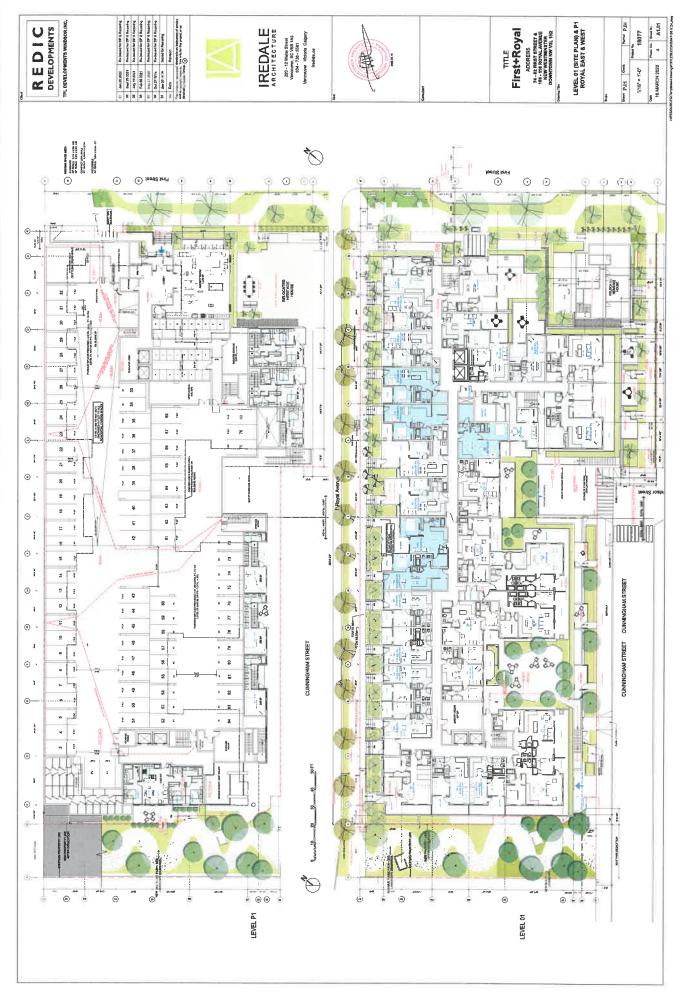
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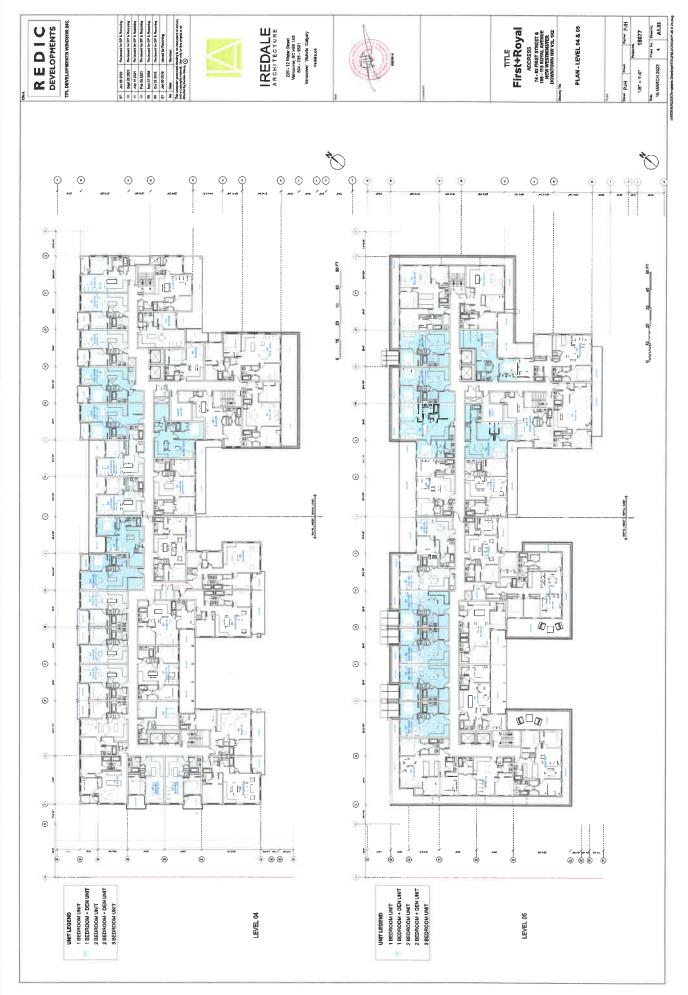






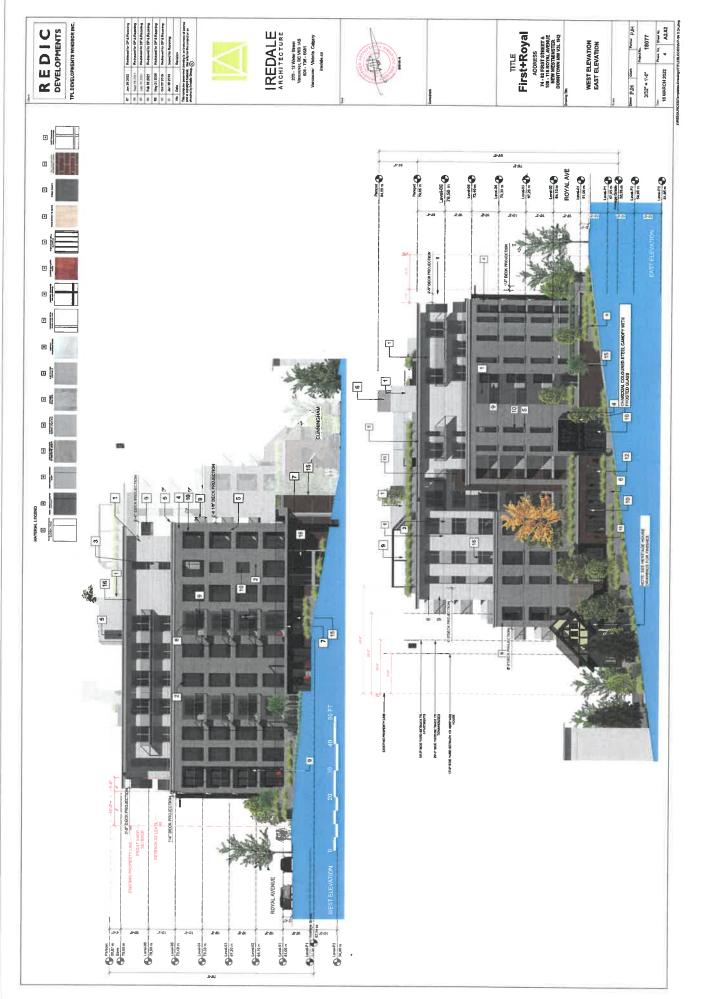


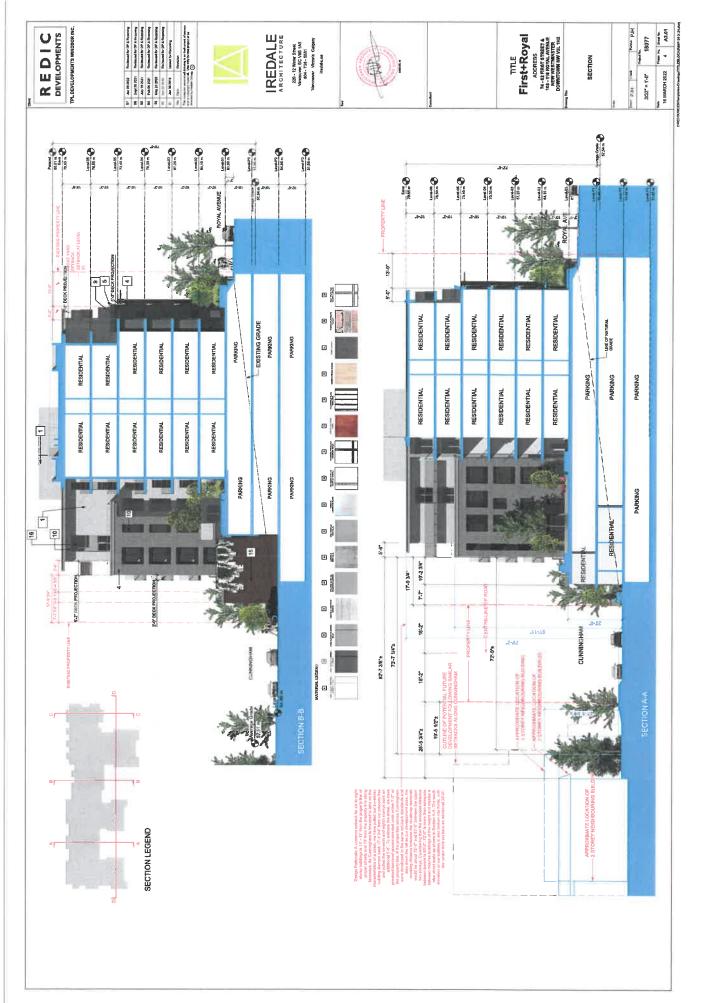


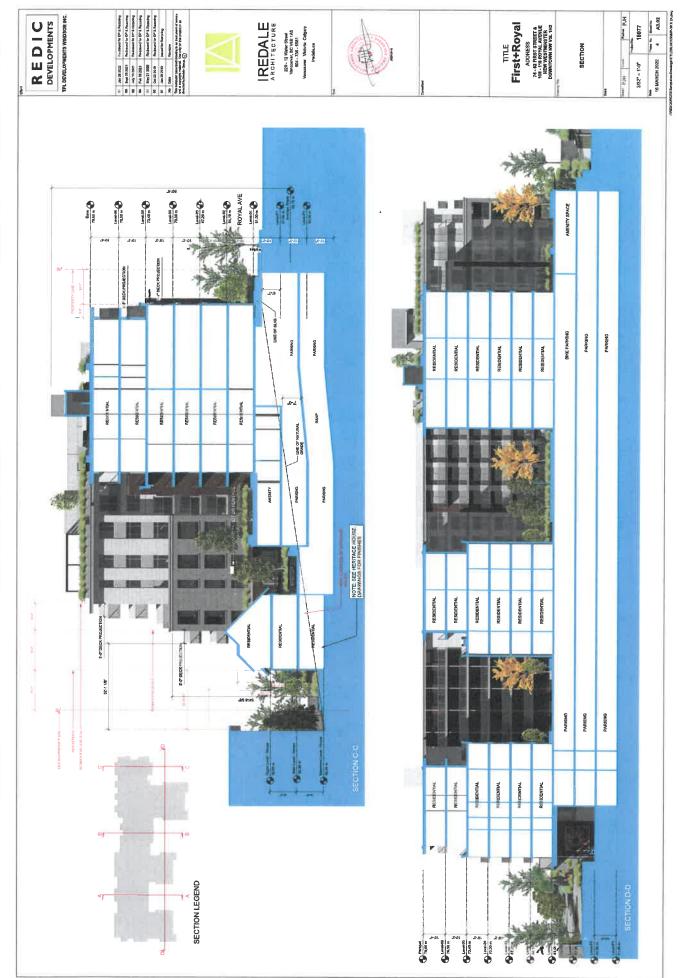






















View from First Street looking west

REDIC DEVELOPMENTS TPL DEVELOPMENTS WINDSOR INC.











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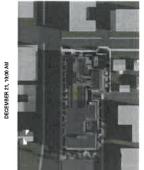




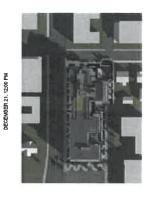




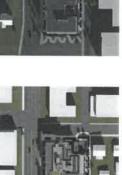
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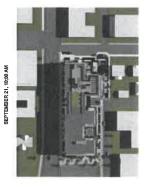












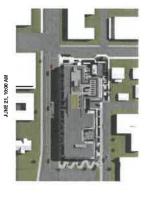




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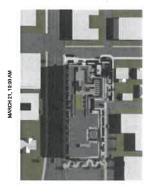
JUNE 21, 2:00 PM









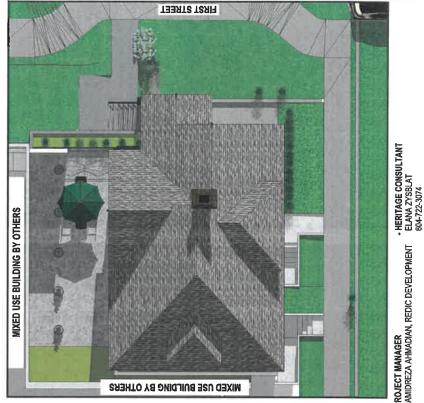












- PROJECT MANAGER HAMIDREZA AHMADIAN, REDIC DEVELOPMENT

DRAWING SYMBOLS

- HERITAGE BUILDING RE-DESIGN GAETAN ROYER, CITYSTATE 778-365-5399

- ARCHITECTURE PETER HILDEBRAND, IREDALE ARCHITECTURE 604-736-5681

Drawings show the design intent for the landscaping. For details refer to the Landscape drawings.

SITE PLAN

A01

82 FIRST STREET NEW WEST

Gaëlan Royer – CityState Consulting Services 2419 Clarke Street, Port Moody, BC, Canada V3H 122 paelan@citystate.ca

D EEVATION
G GROUND ELEVATION

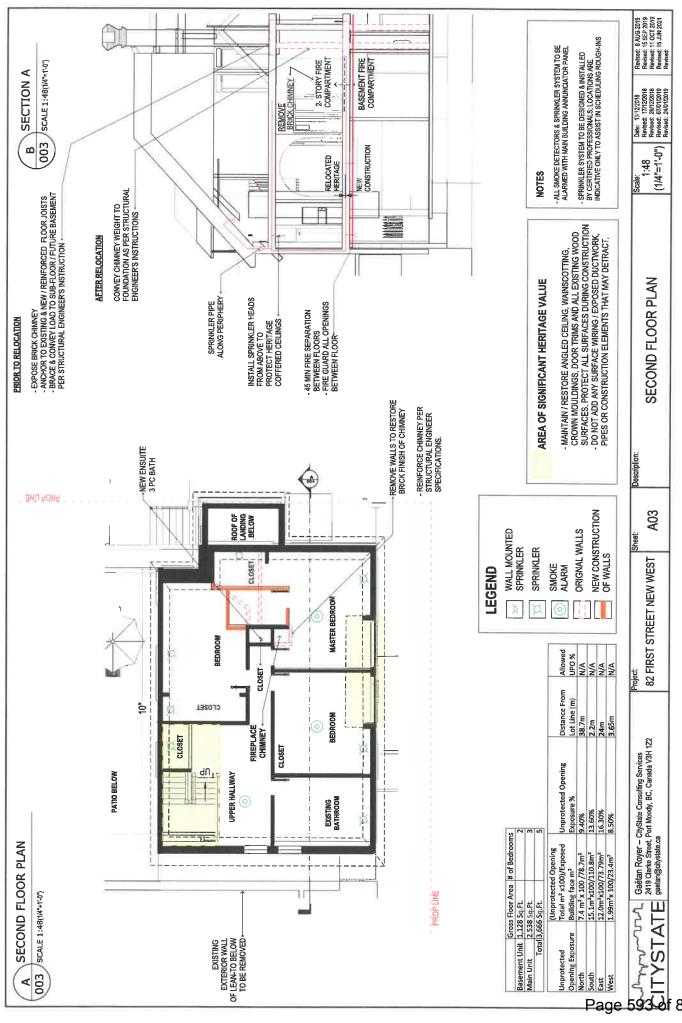
BUILDING SECTION

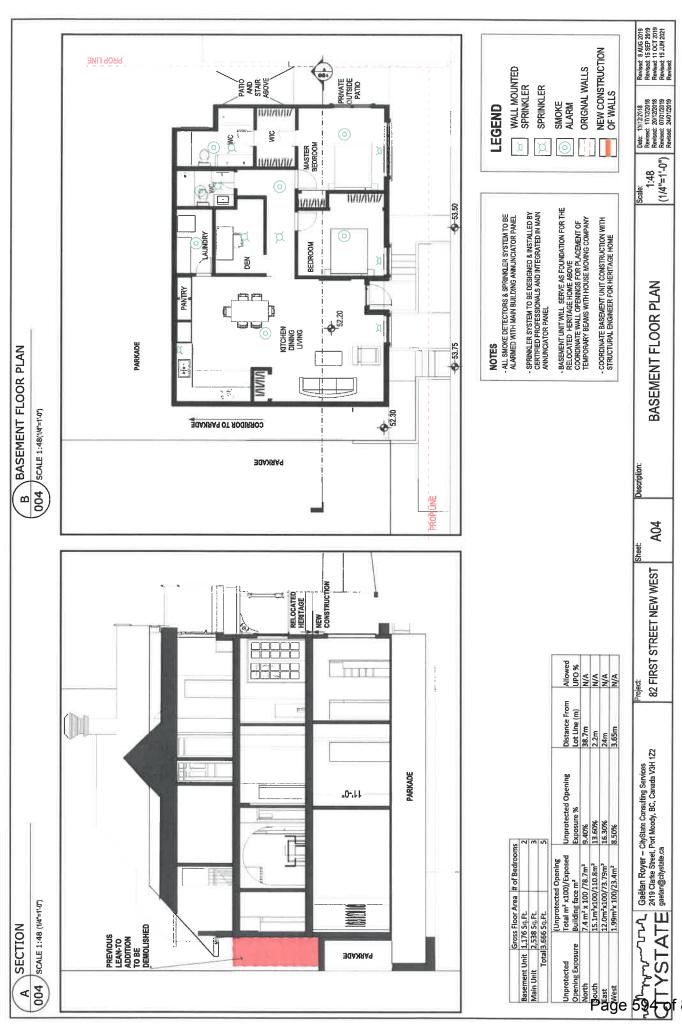
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Date: 13/12/2018 Revised: 17/12/2018 Revised: 20/12/2018 Revised: 07/01/2019 Revised: 24/01/2019

Revised: 8 AUG 2019
Revised: 15 SEP 2019
Revised: 11 OCT 2019
Revised: 15 JUN 2021
Revised: 15 JUN 2021









Drawings show the design intent for the landscaping. For details refer to the Landscape drawings.

EAST & WEST ELEVATIONS

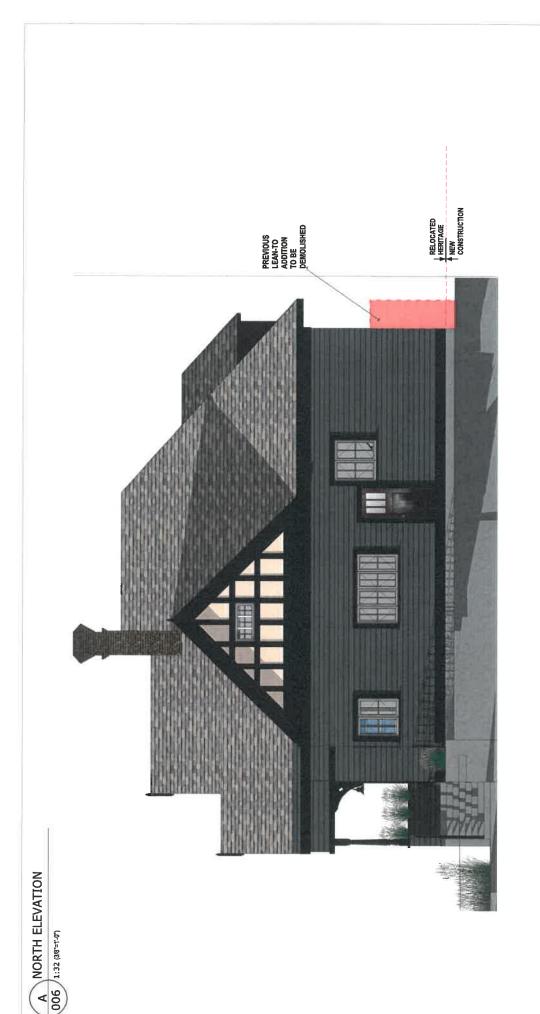
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82 FIRST STREET NEW WEST

Scale: 1:32 (3/8"=1'-0")

Revised: 8 AUG 2019 Revised: 15 SEP 2019 Revised: 11 OCT 2019 Revised: 15 JUN 2021 Revised:





Drawings show the design intent for the landscaping. For details refer to the Landscape drawings.

82 FIRST STREET NEW WEST

A07

NORTH ELEVATIONS

Scale: 1:32 (3/8"=1'-0")

Revised: 8 AUG 2019 Revised: 15 SEP 2018 Revised: 11 OCT 2018 Revised: 15 JUN 2021 Revised:





for TPL Developments Royal 1 Inc

Civic Address: 108 Royal Ave., 82 First St., 74 (N 60' of 18) First St., 74 (REM) First St. New Westminster

OWNER: ARCHITECT: LANDSCAPE:



Notes and Schodules Submission Plan Illustrative Plan Precedent Images Amenity Area Plan

Royal Ave & 1st Street 109 Royal Ave & 82-74 1st Street Royal I

Cover Sheet

Landscape Sections Landscape Sections Landscape Sections

Irrigated Areas Plan Soil Depth Plan

Hardscape Details Hardscape Details

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P2 - Materials Plan P1 - Materials Plan L1 - Materials Plan Roof - Materials Plan

Offsite Plan

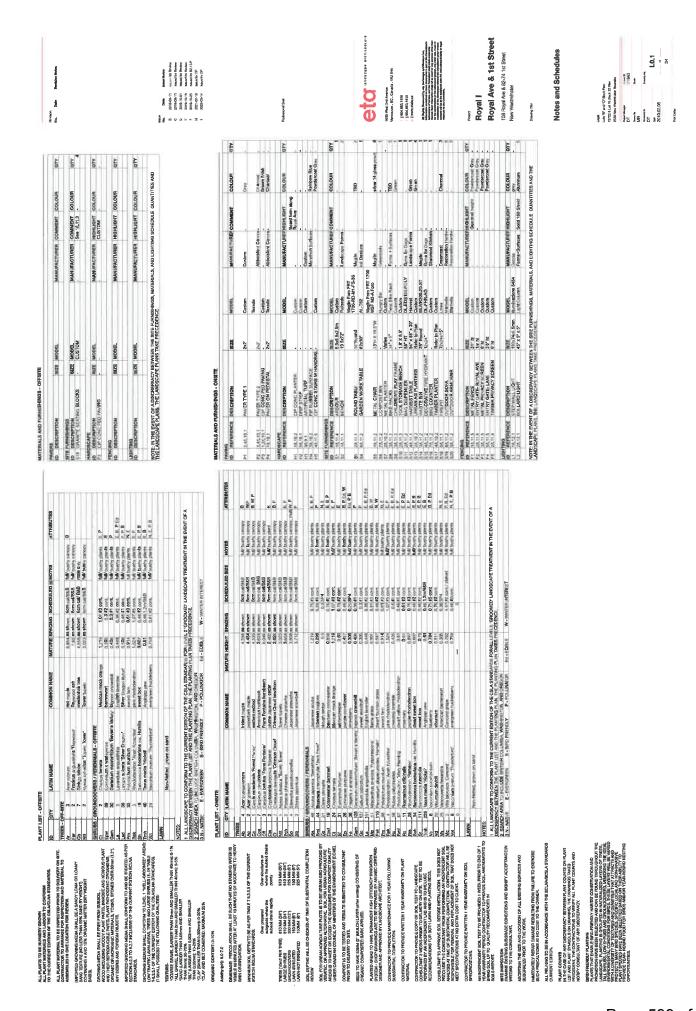
Outs

Legal Address: Lots "B" and "C" Block 32 Plan 12722 & Lot 18 Block 32 PLan 2620 New Wesminster Townsite Group 1 NWD

CONSULTANT TEAM

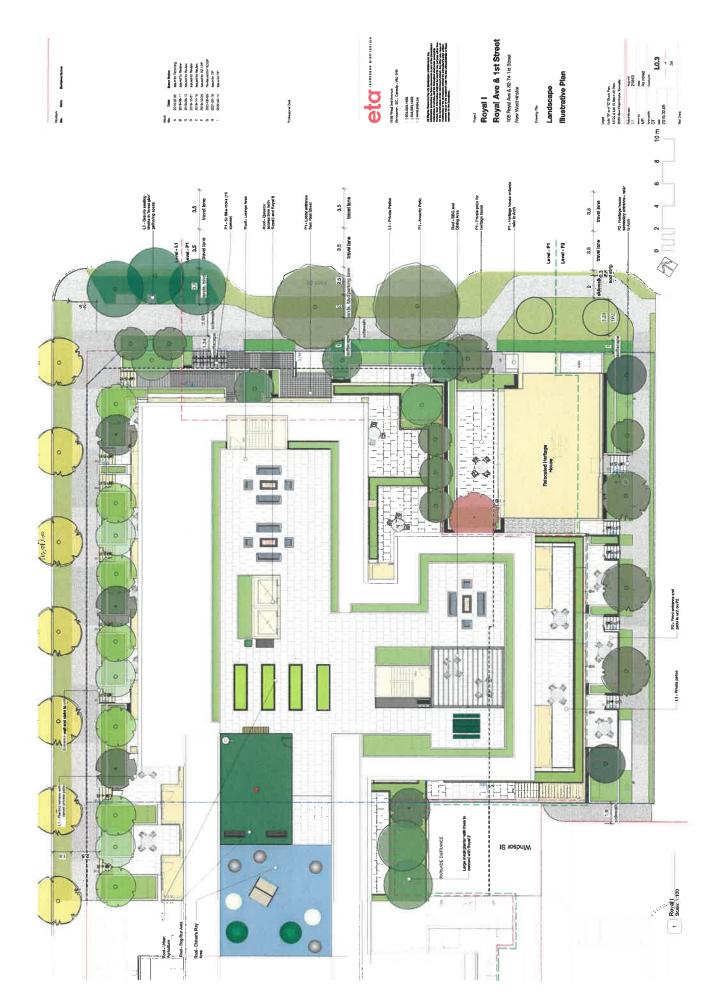
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ISSUED FOR DP - MARCH 14, 2022

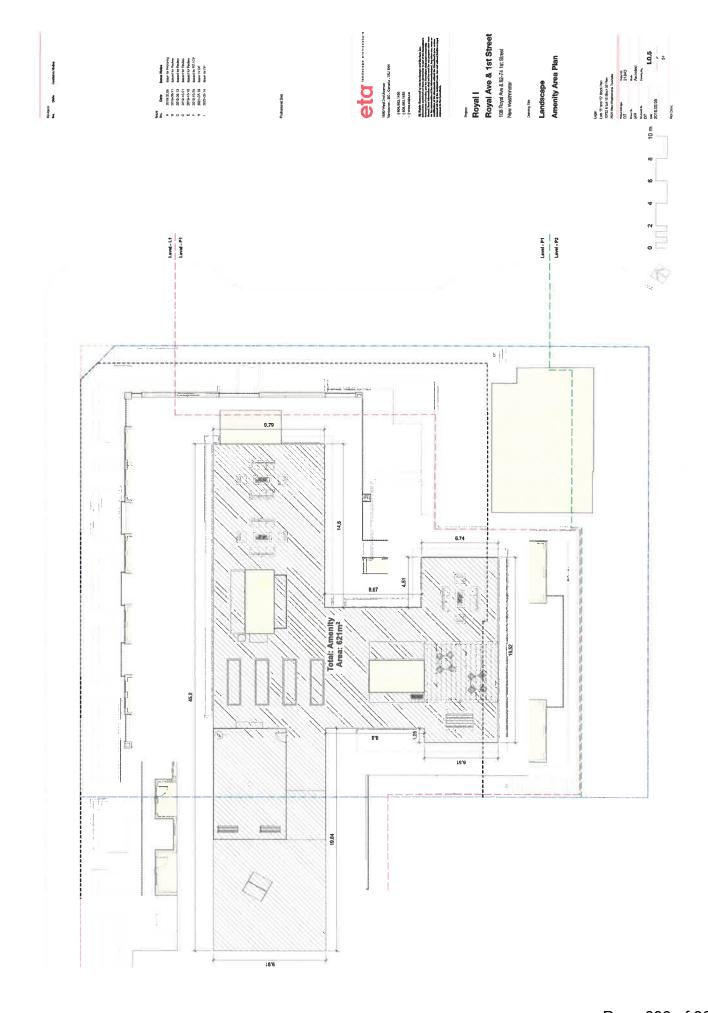


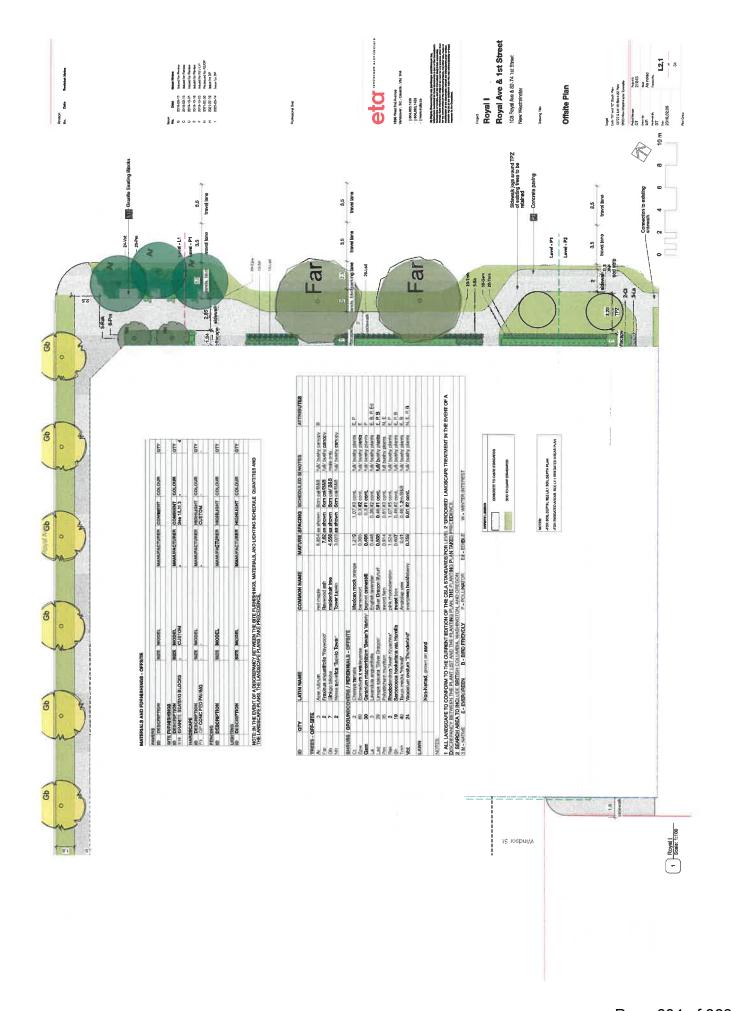


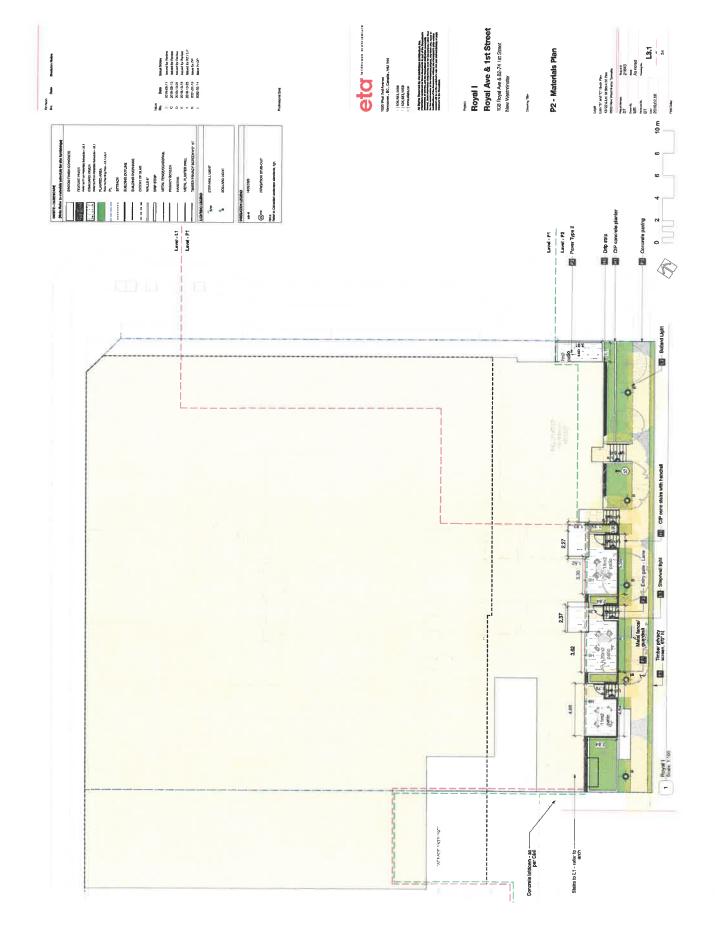
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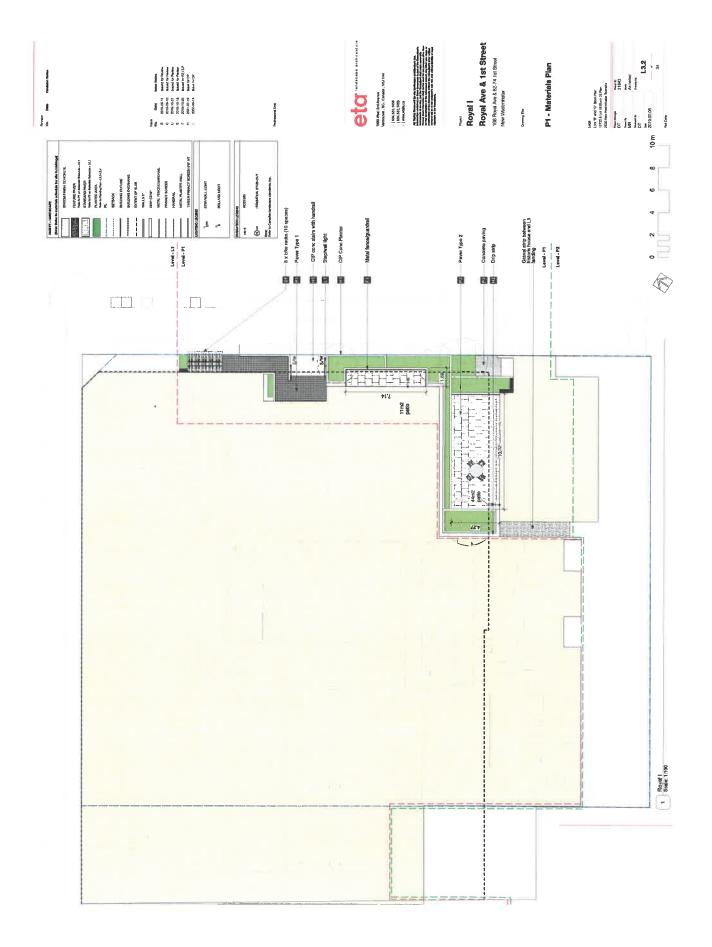


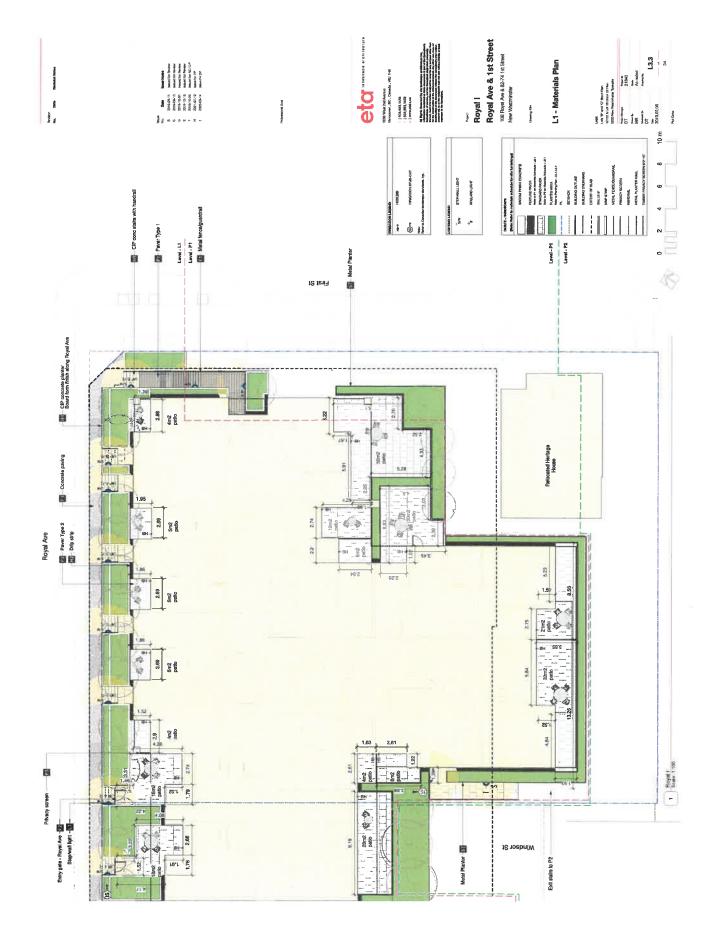


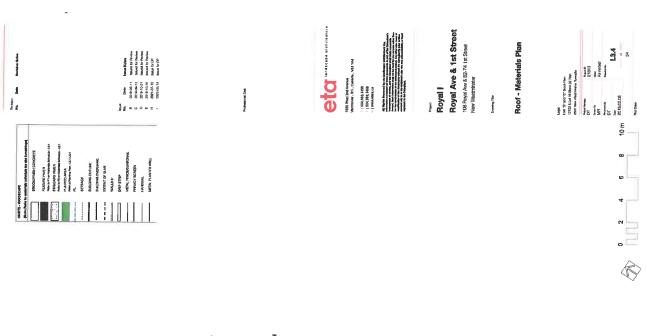


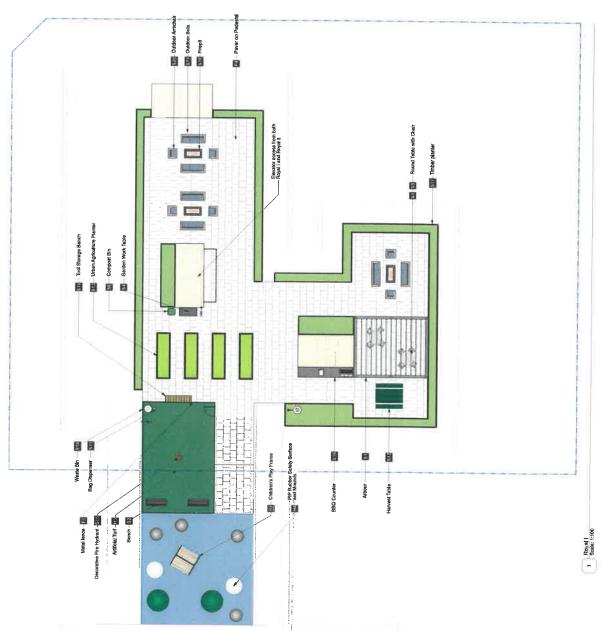


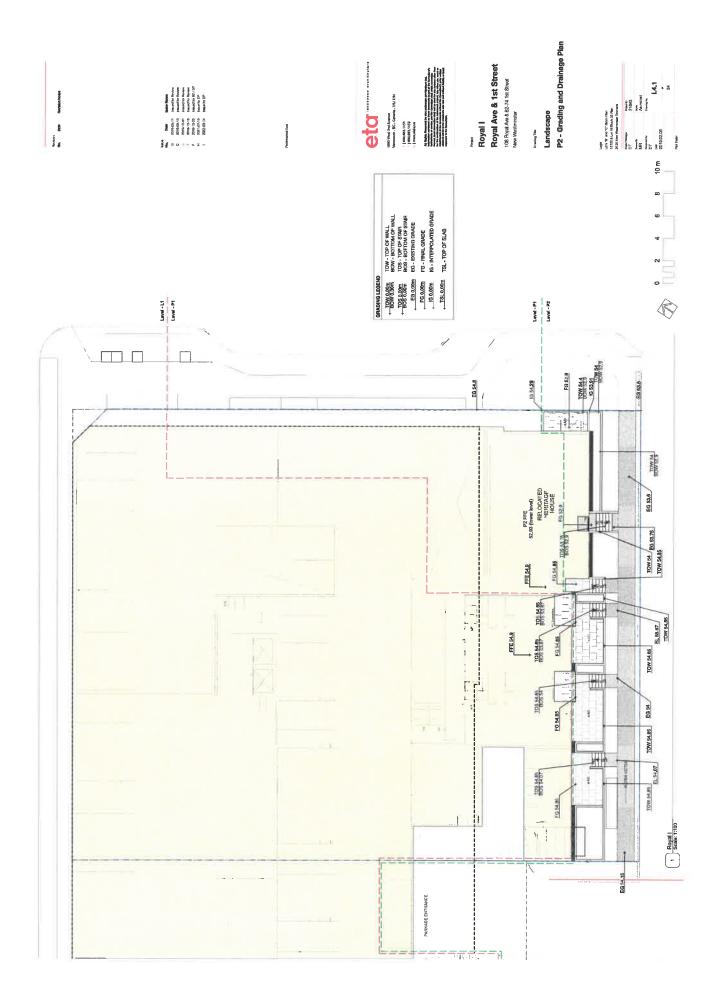


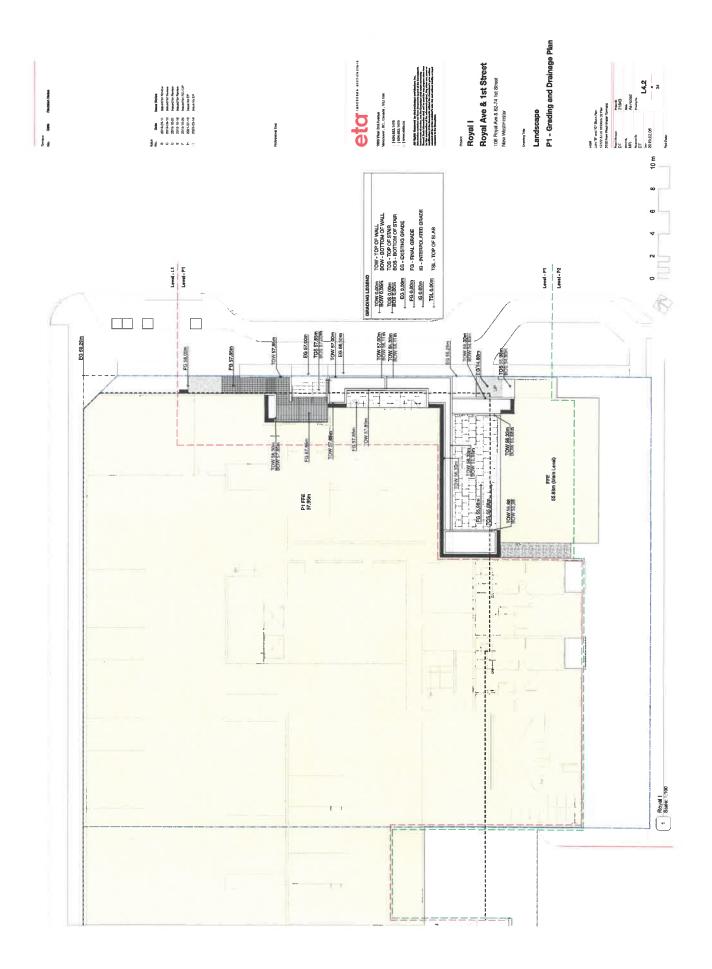


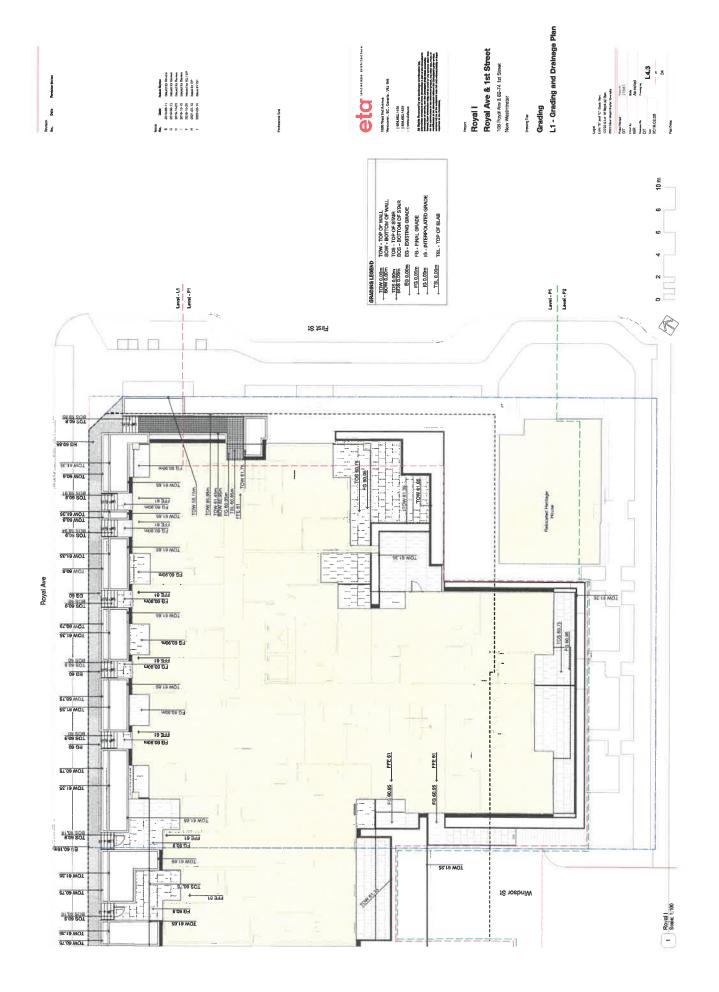






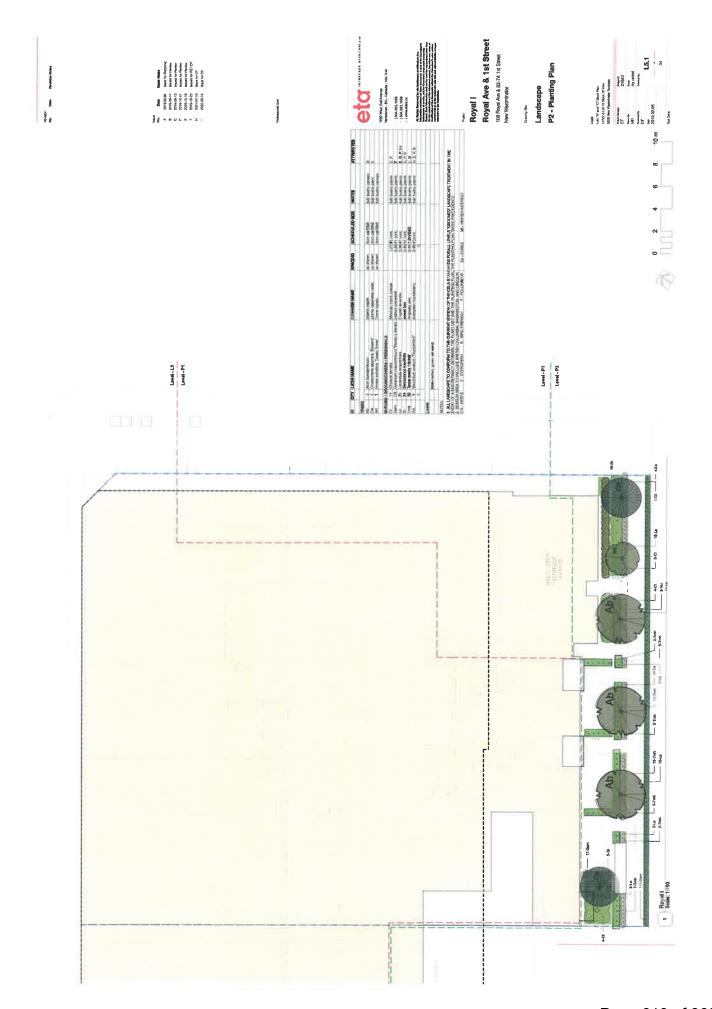


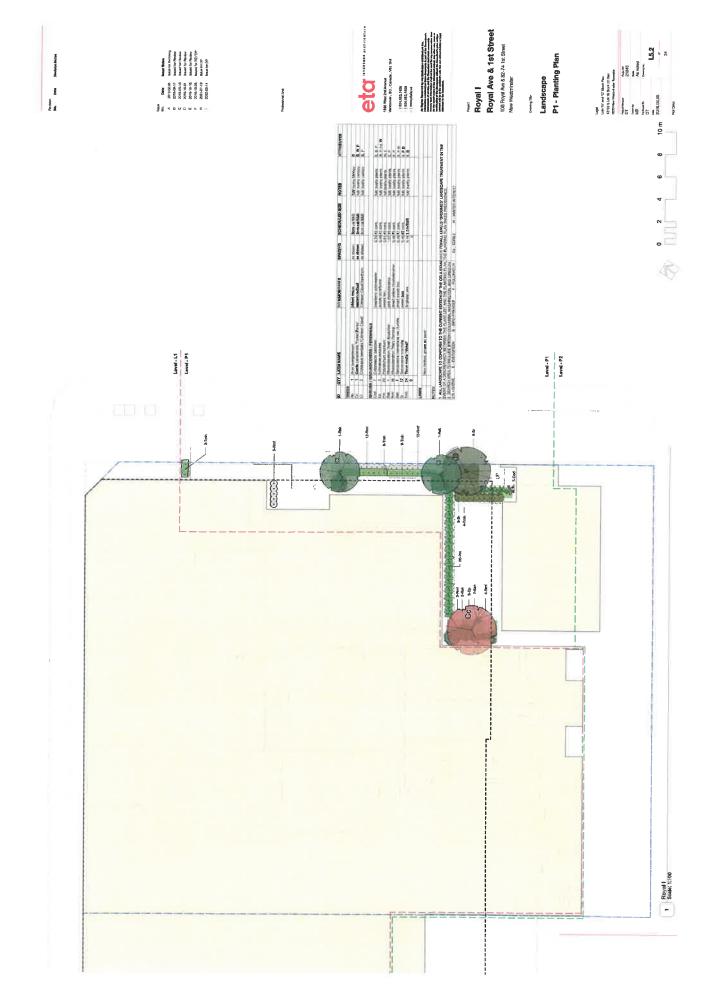


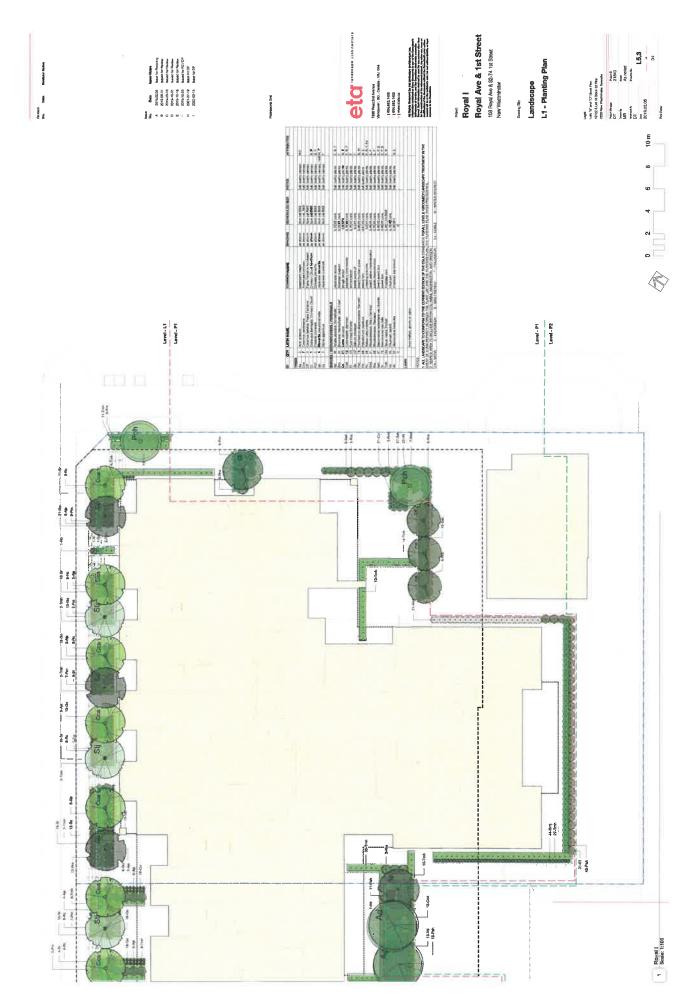


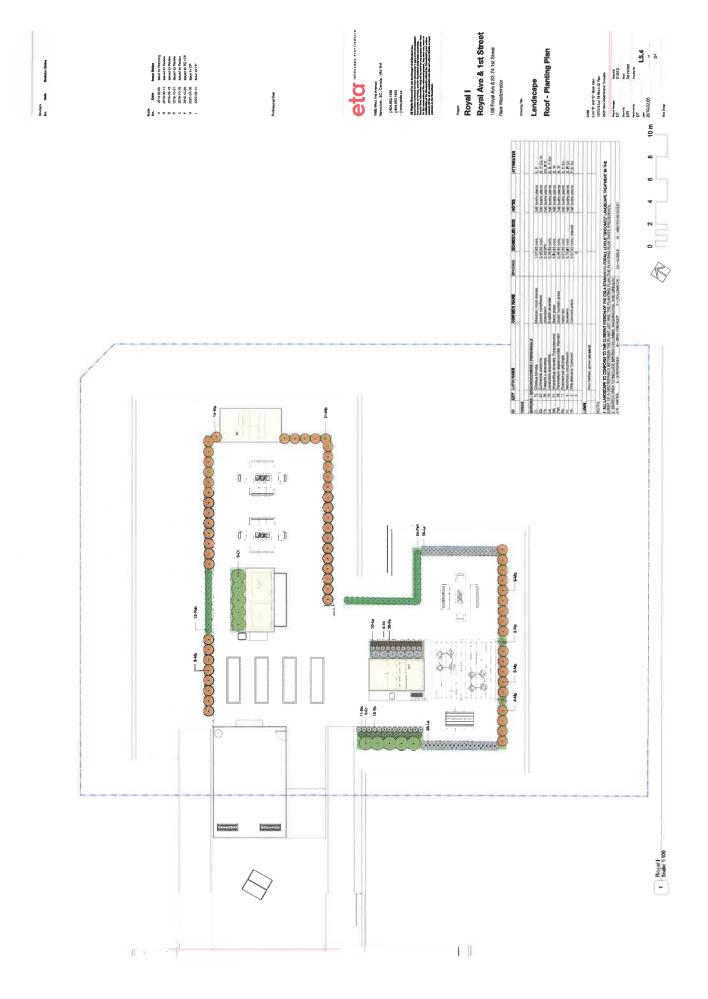


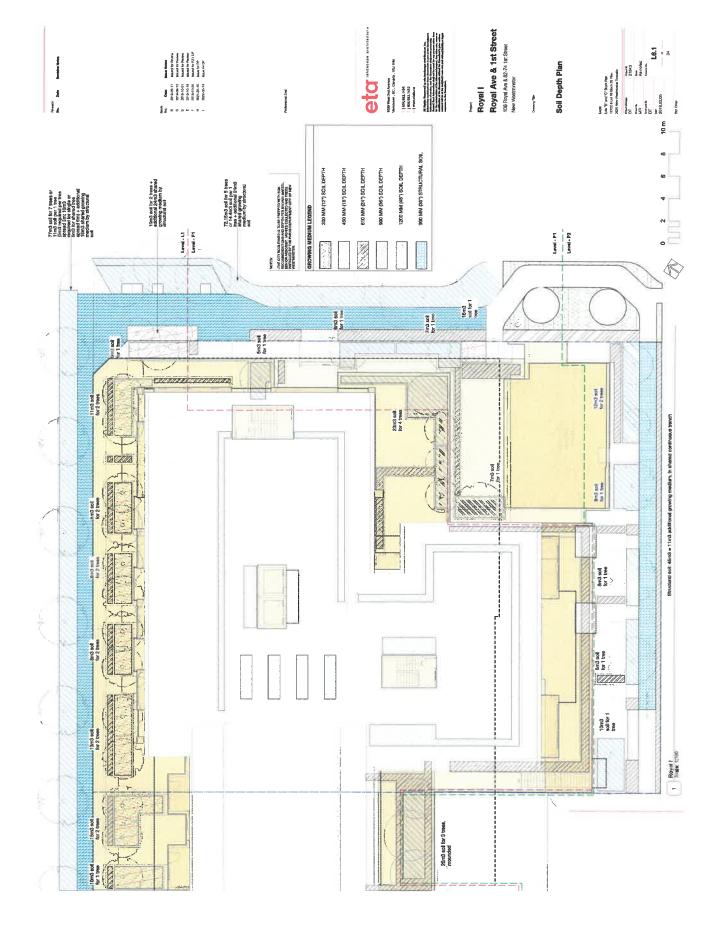


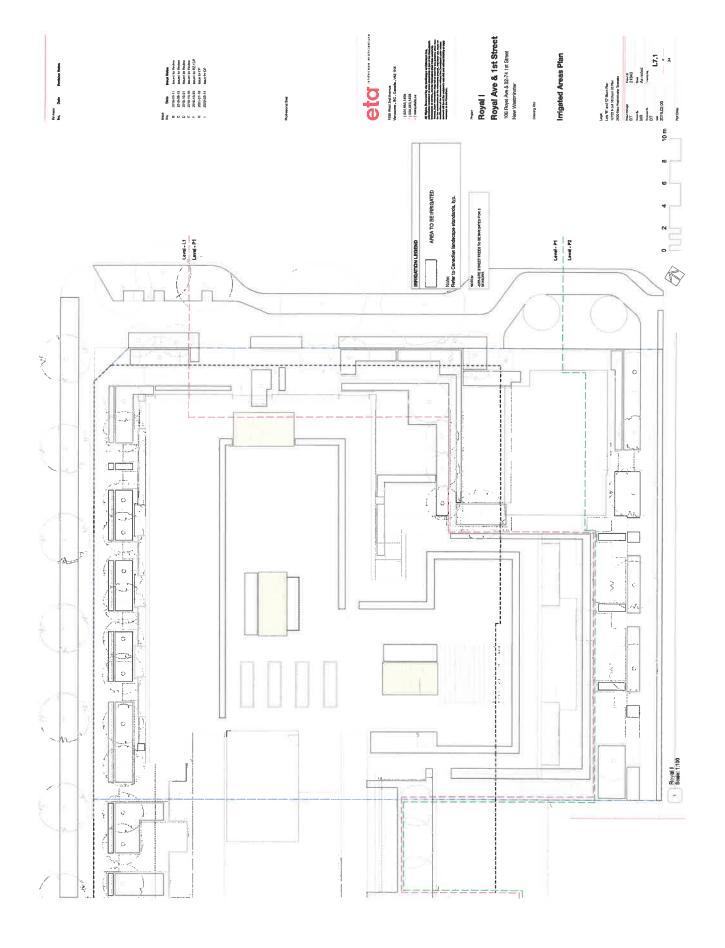


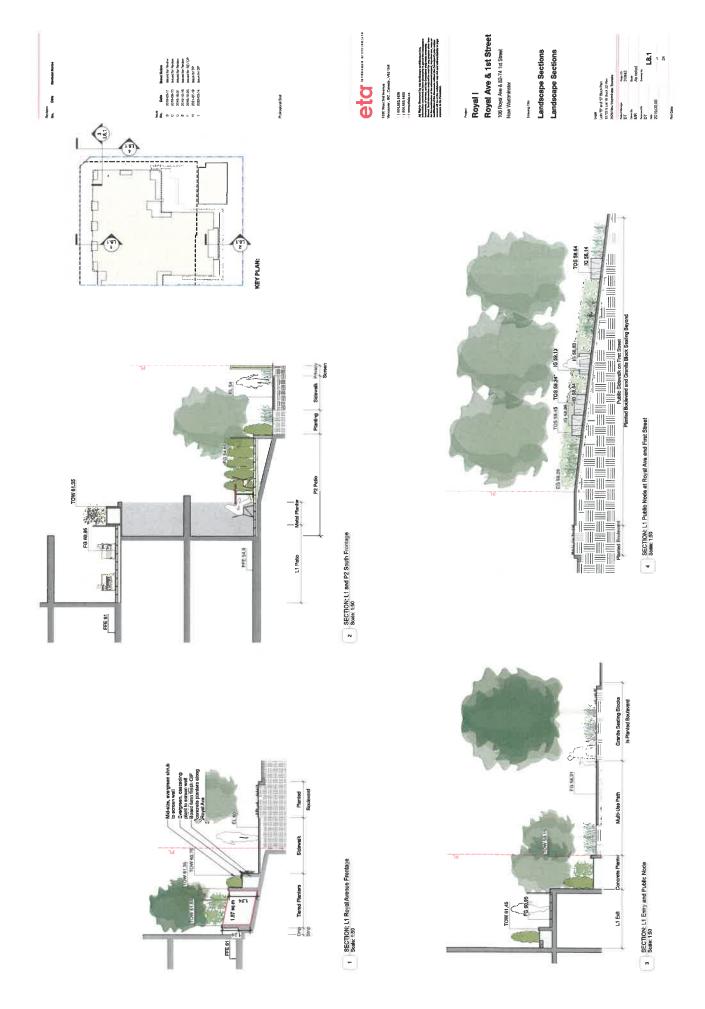


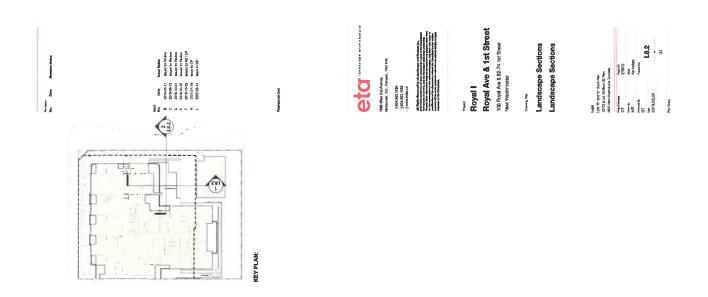


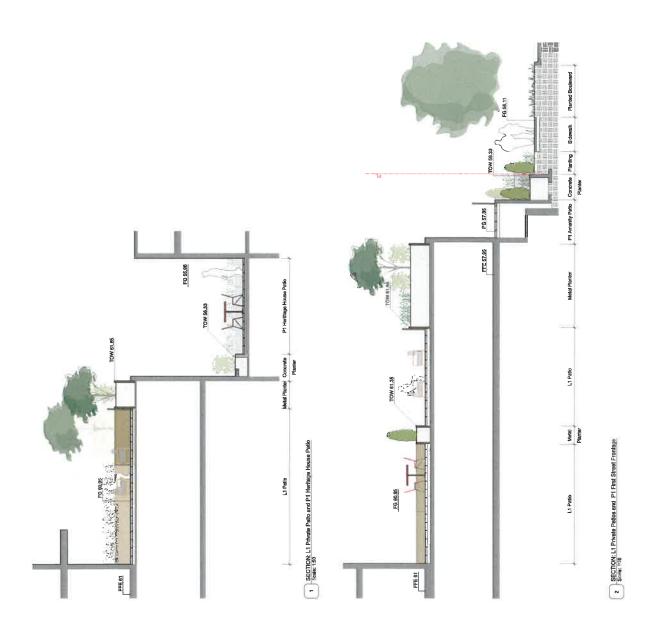


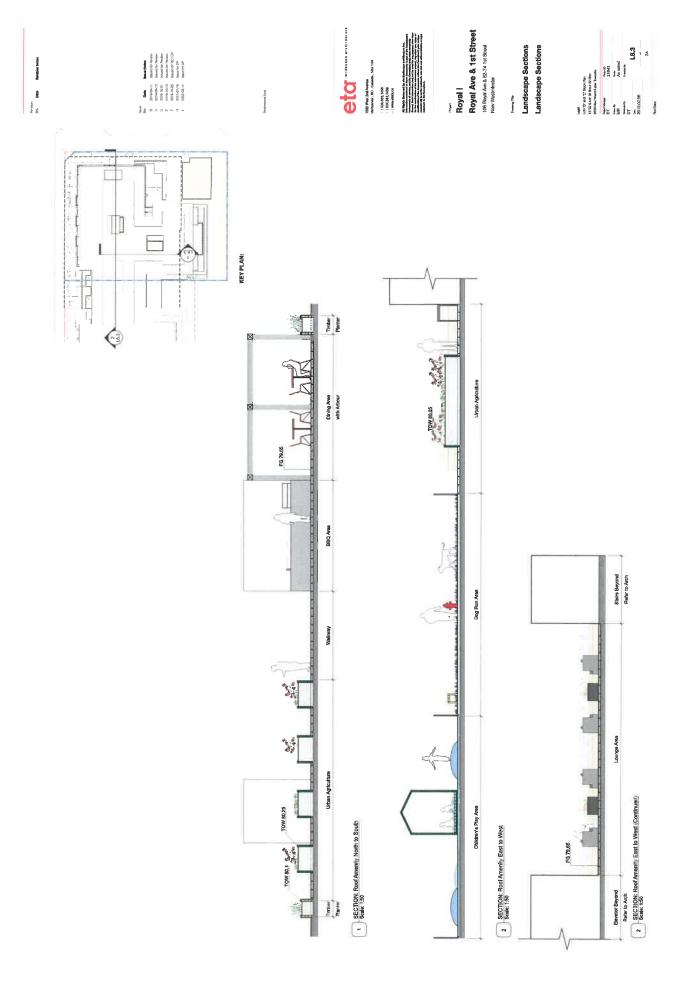


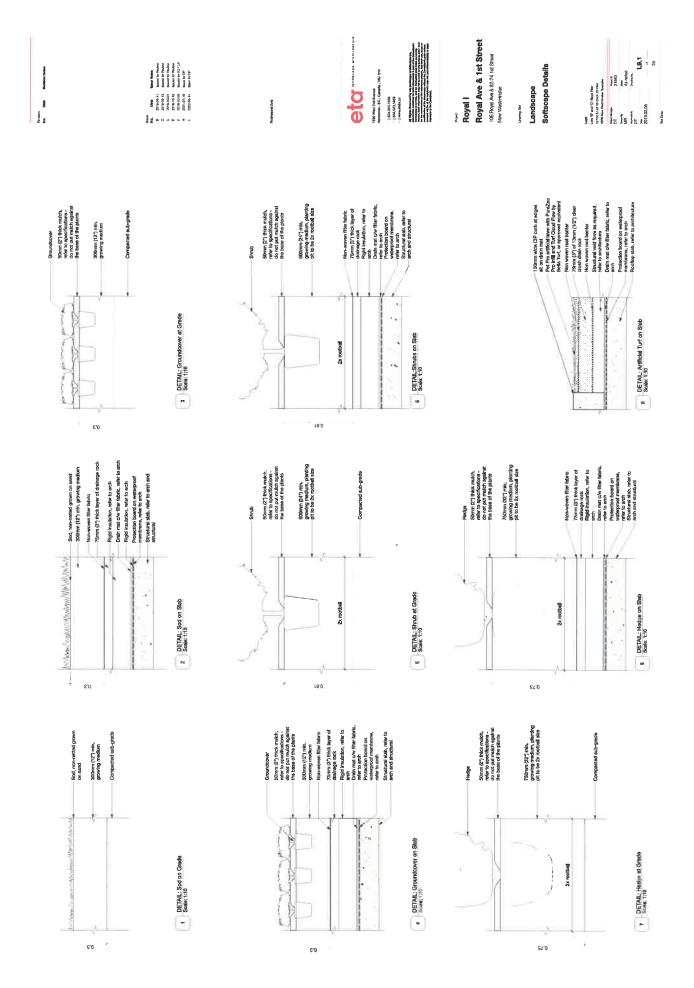


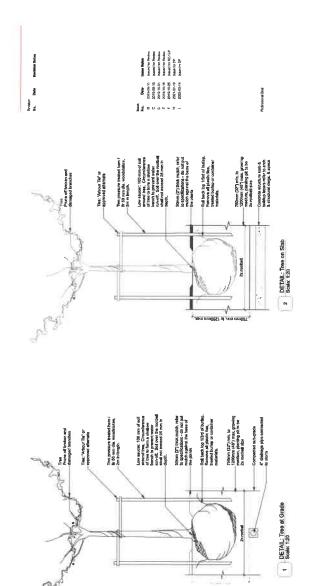




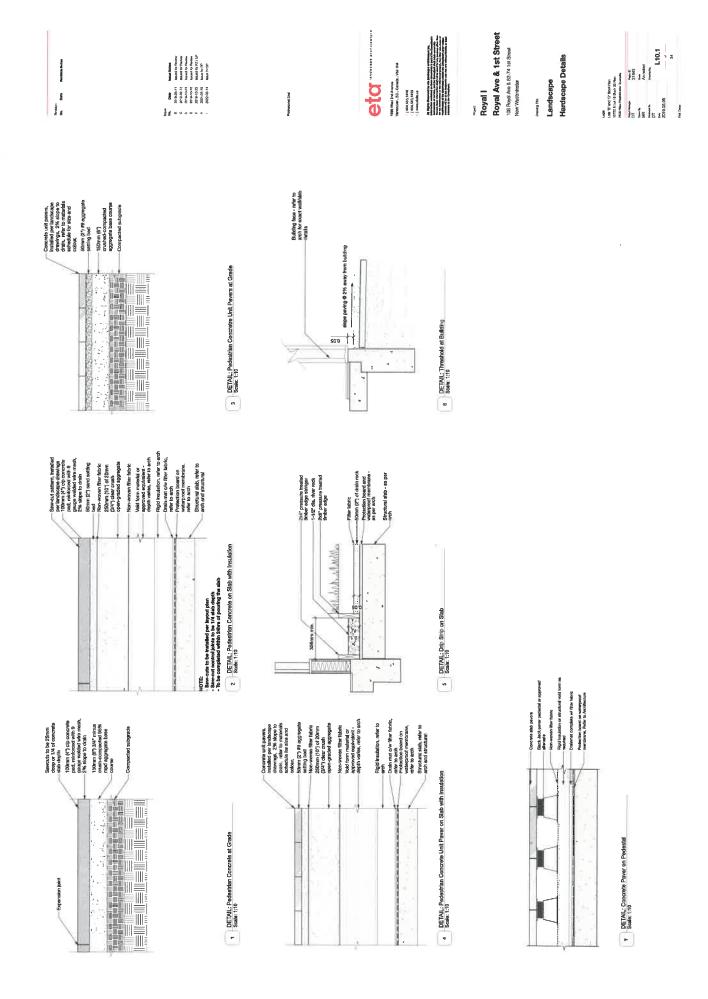




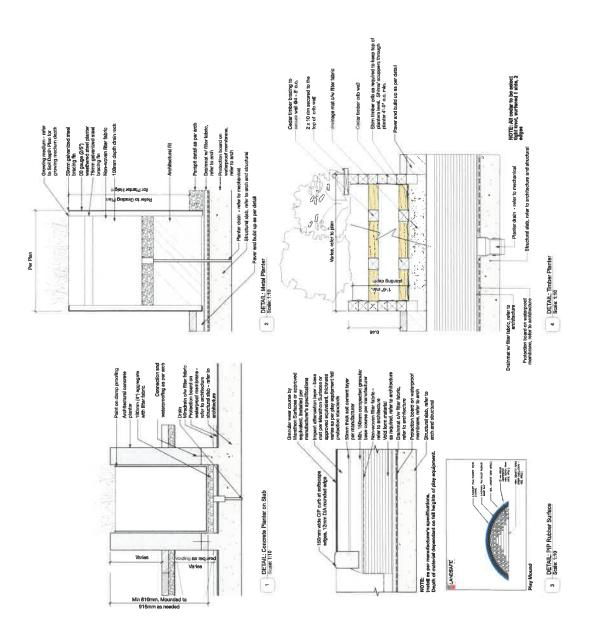


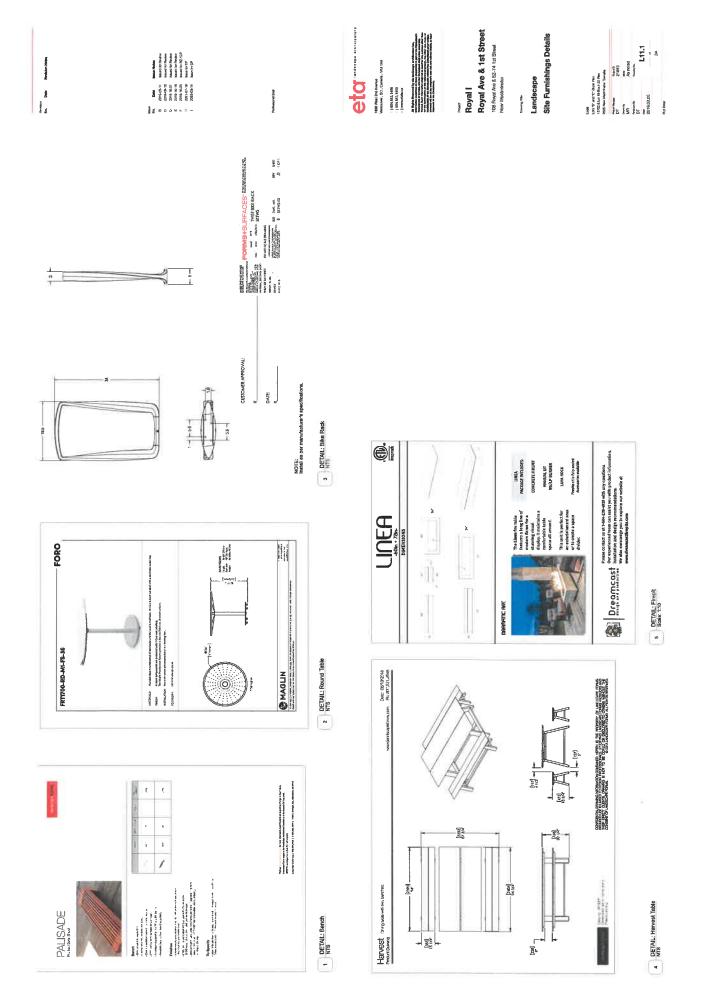


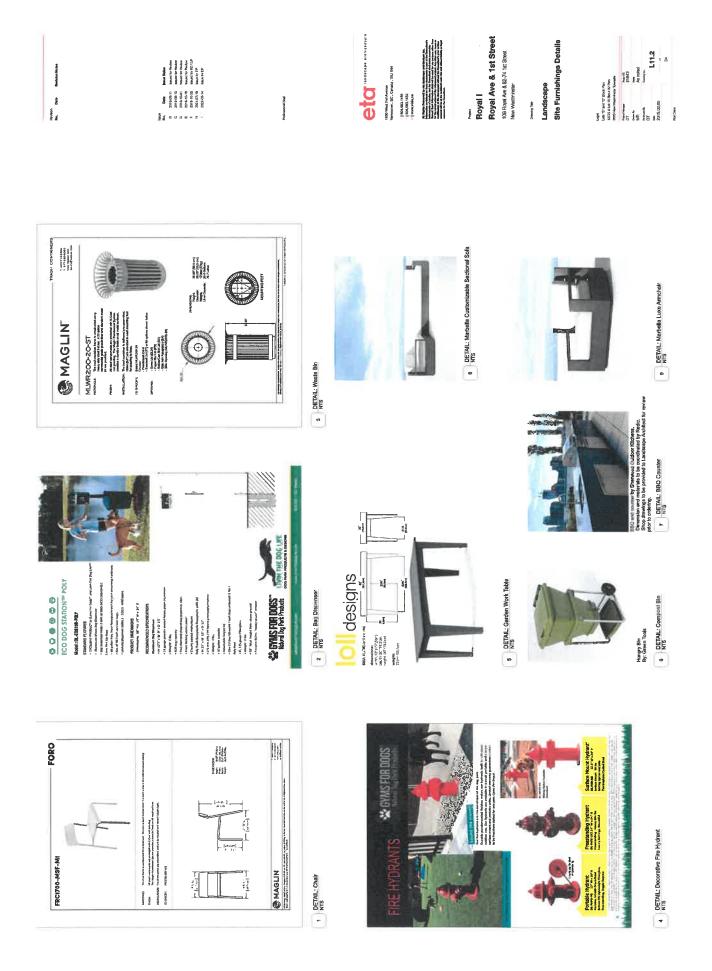
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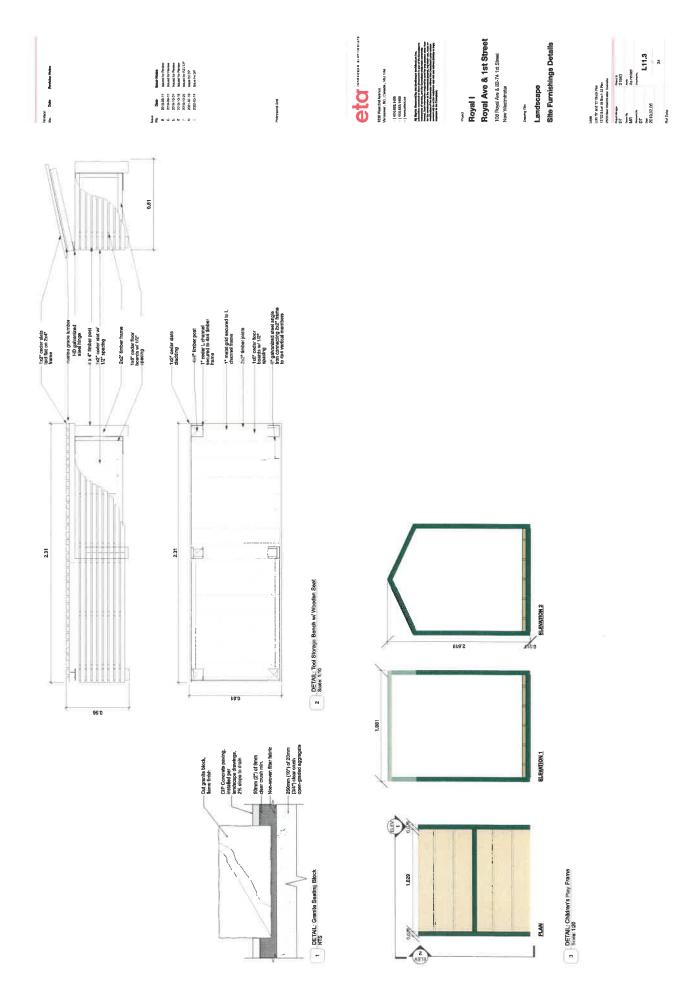


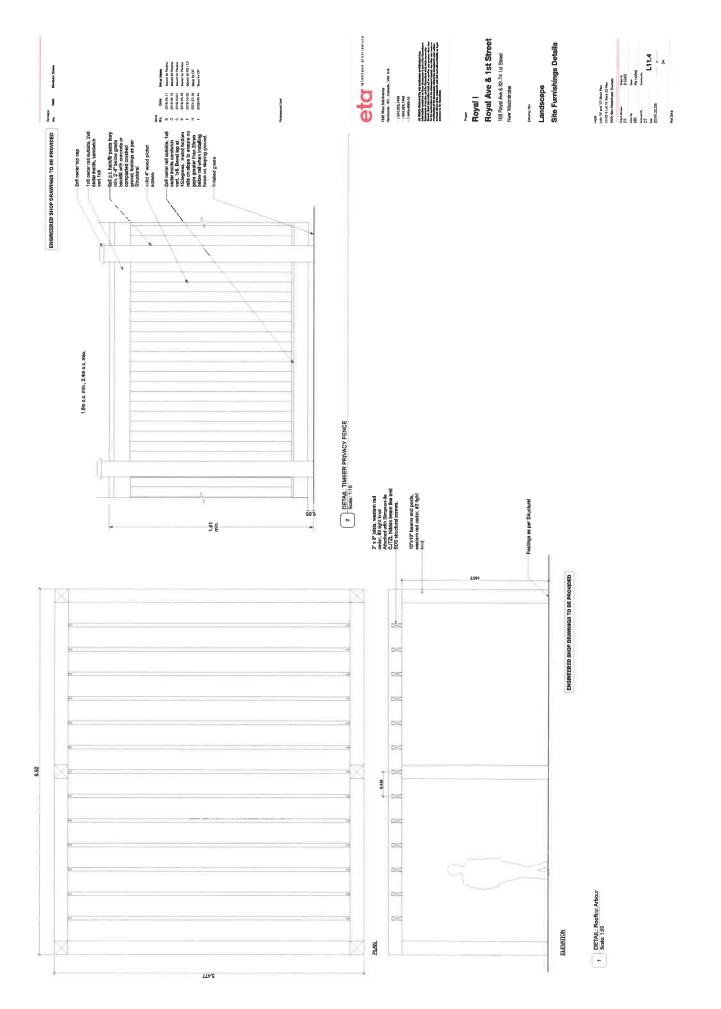


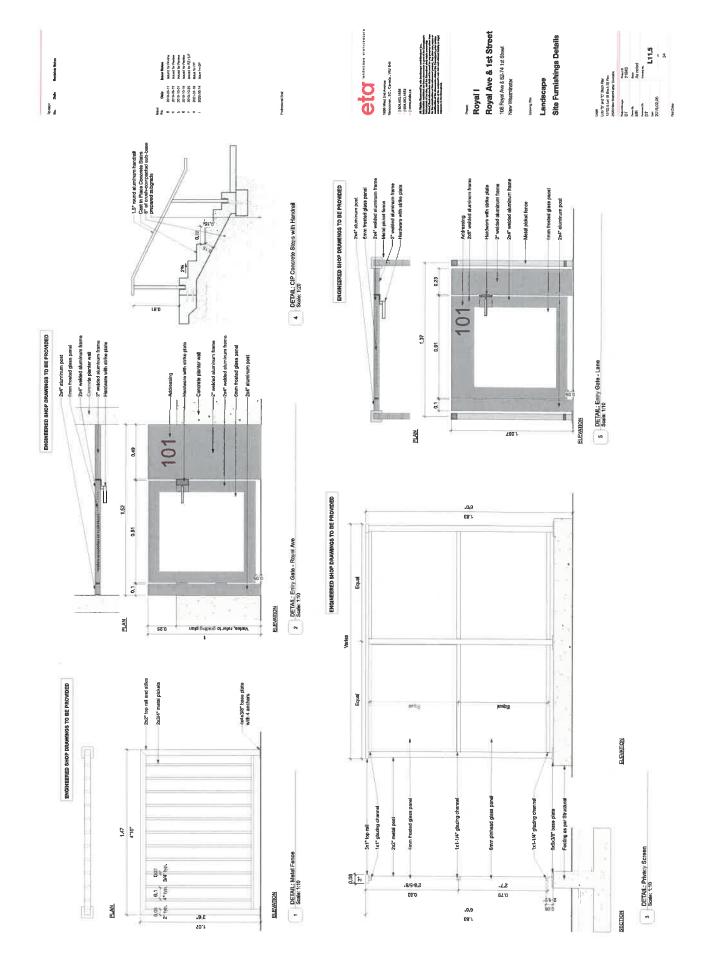




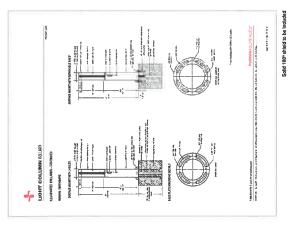


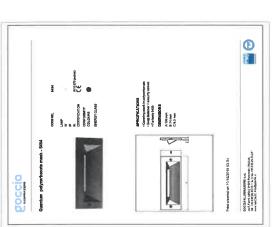














ROYAL II

for TPL Developments Royal 2 Inc

Civic Address: 112, 114 and 118 Royal Ave, New Westminster, BC Legal Address: Lots 13, 14 AND 15 PLan 2620, Al

Legal Address: Lots 13, 14 AND 15 PLan 2620, All of Block 32, New Wesminster Townsite Group 1 NWD

CONSULTANT TEAM

OWNER: TPL.D.
ARCHITECT: IREDA
LANDSCAPE; eta lari

TPL Developments Winds IREDALE Architecture eta landscape urchitecture

ISSUED FOR DP: MARCH 14, 2022

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Royal II

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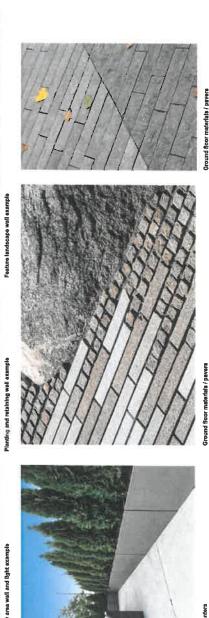
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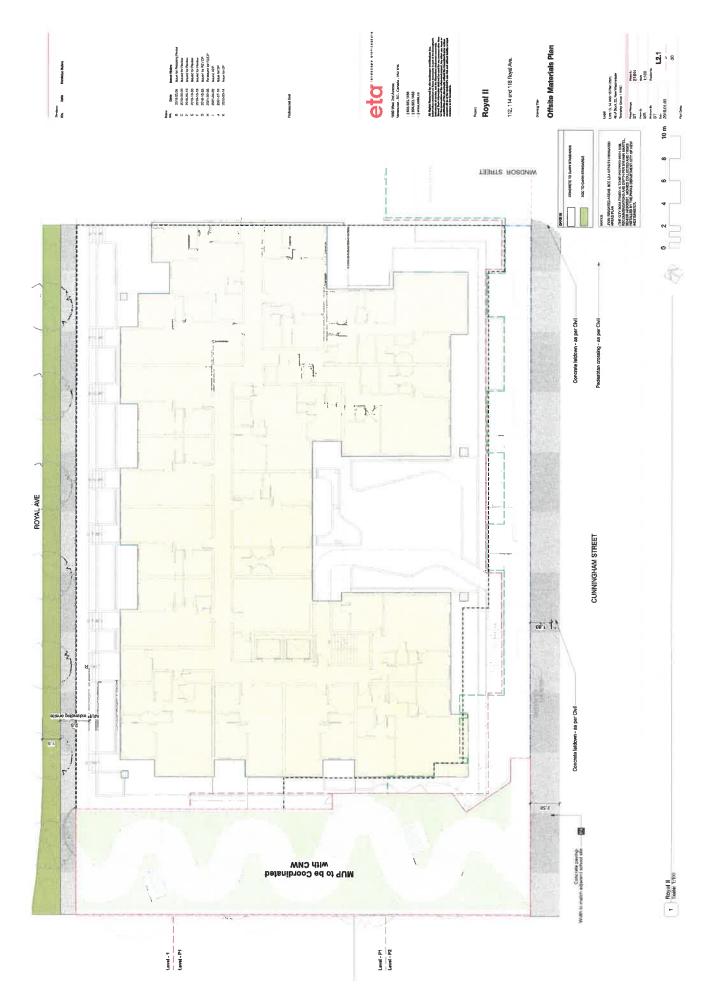


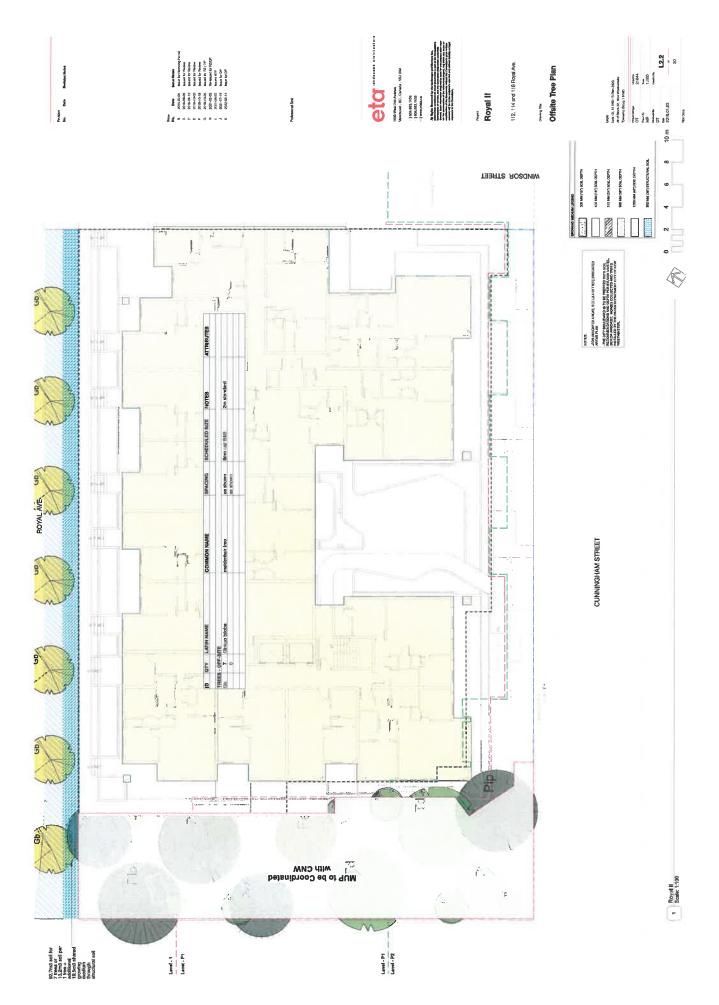


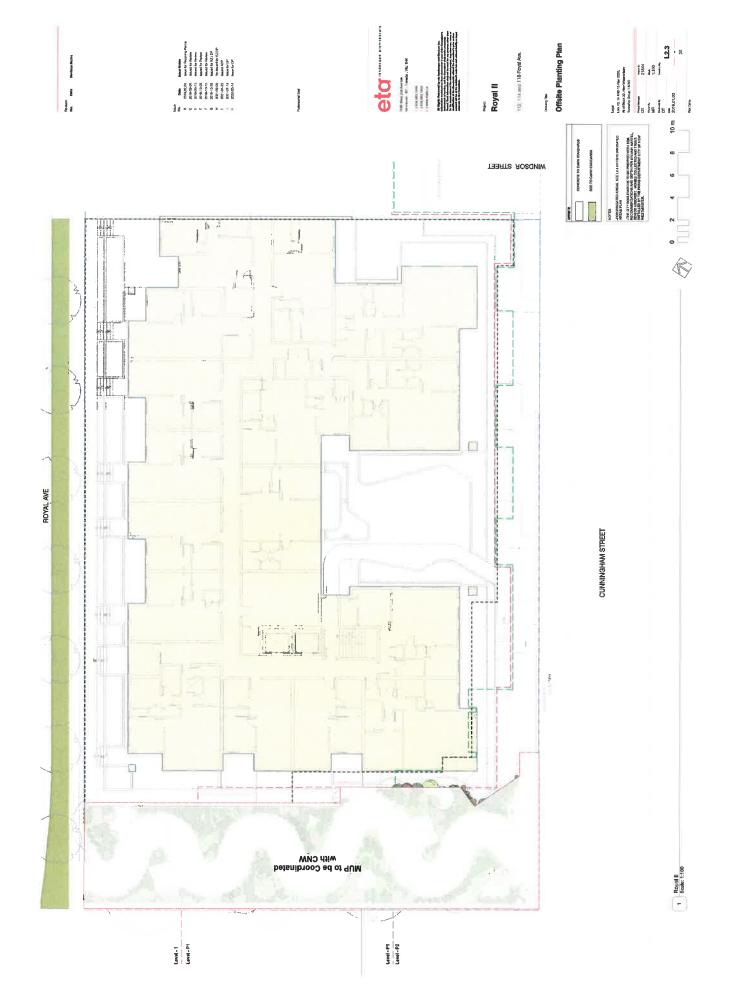


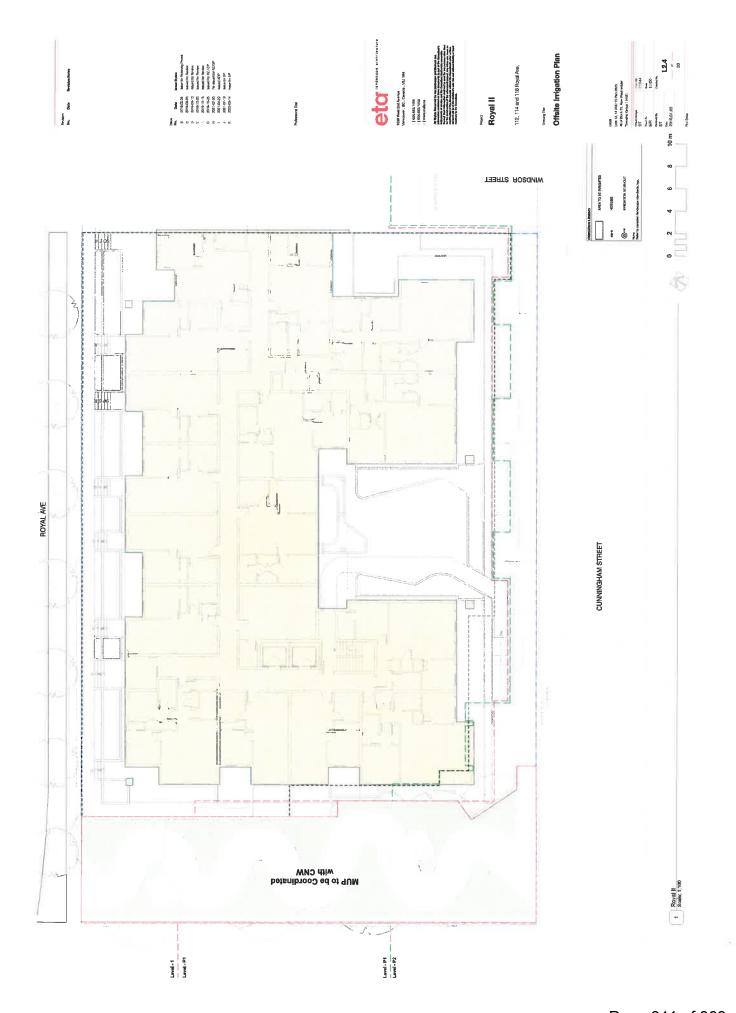






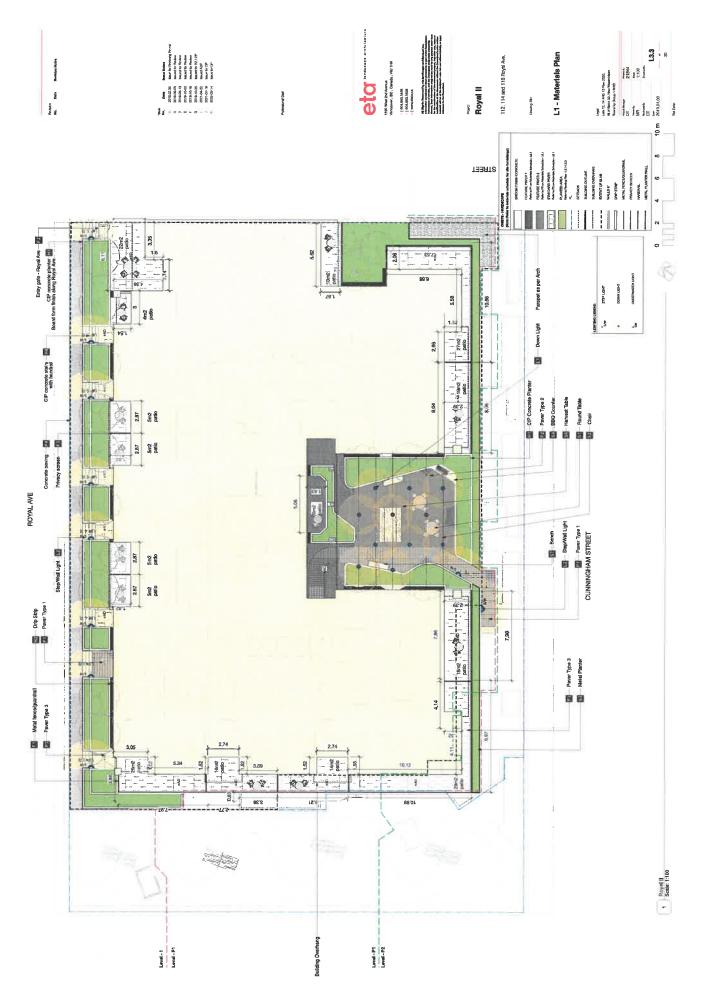


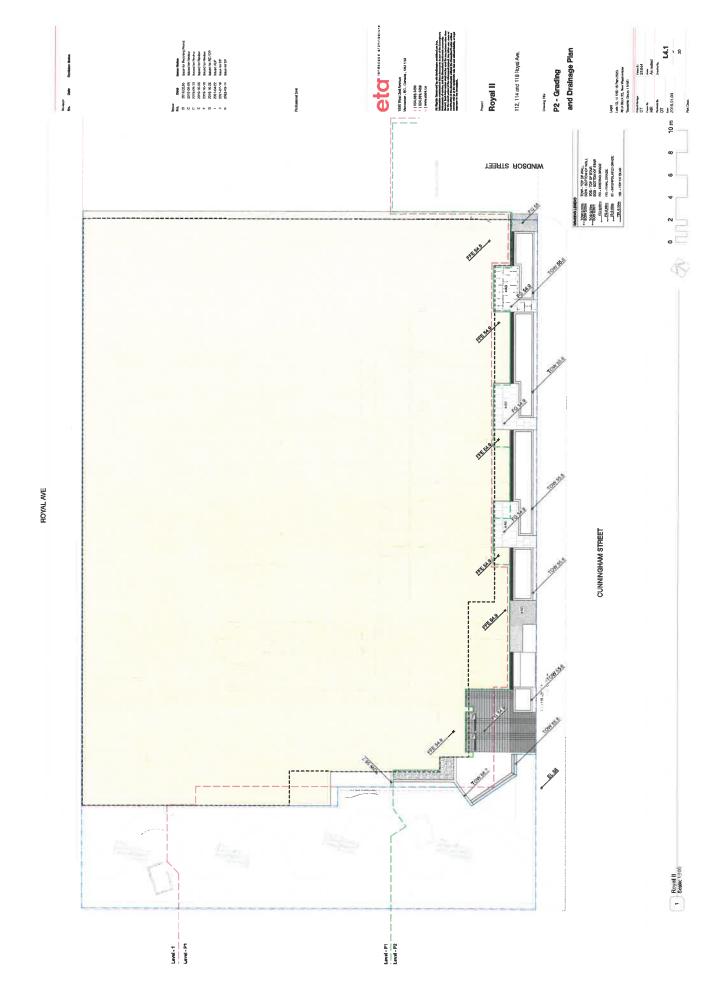




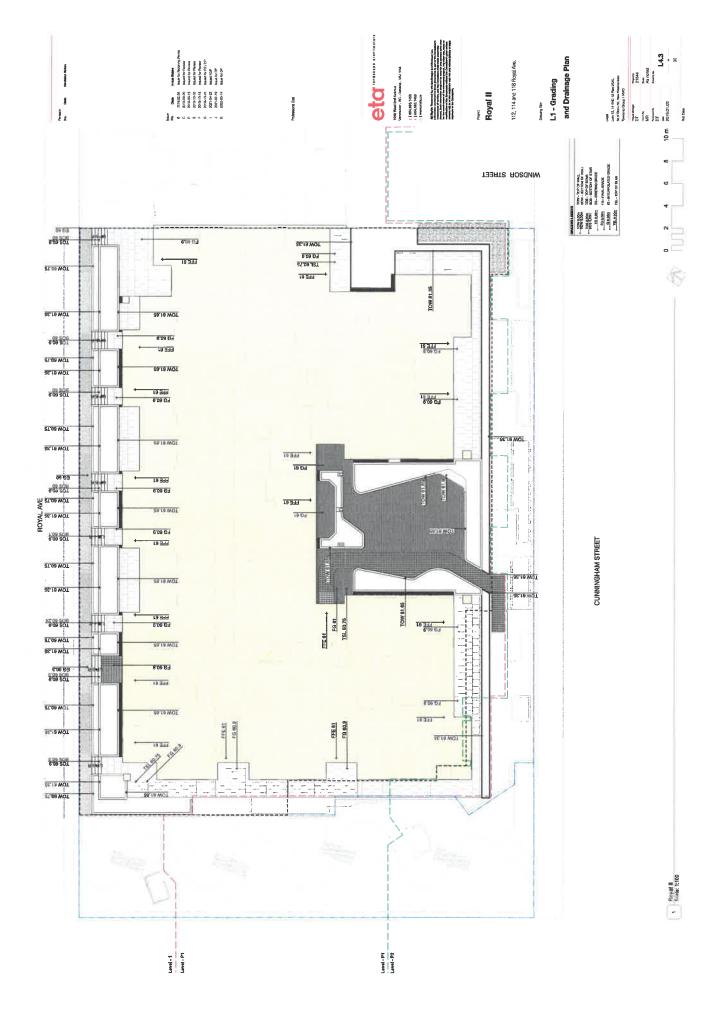


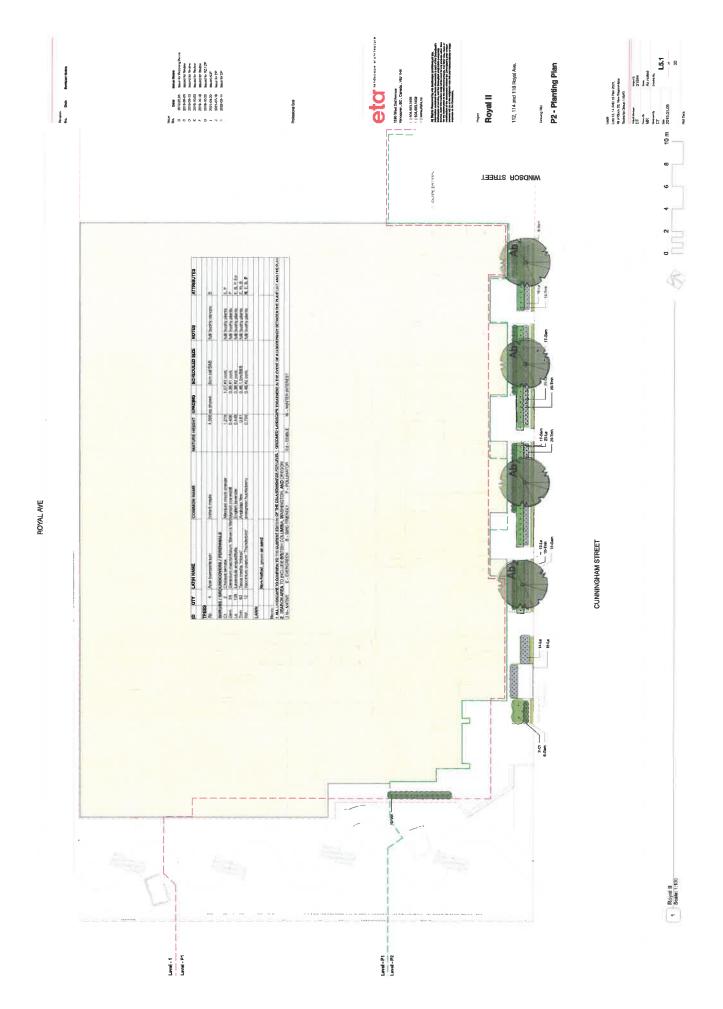


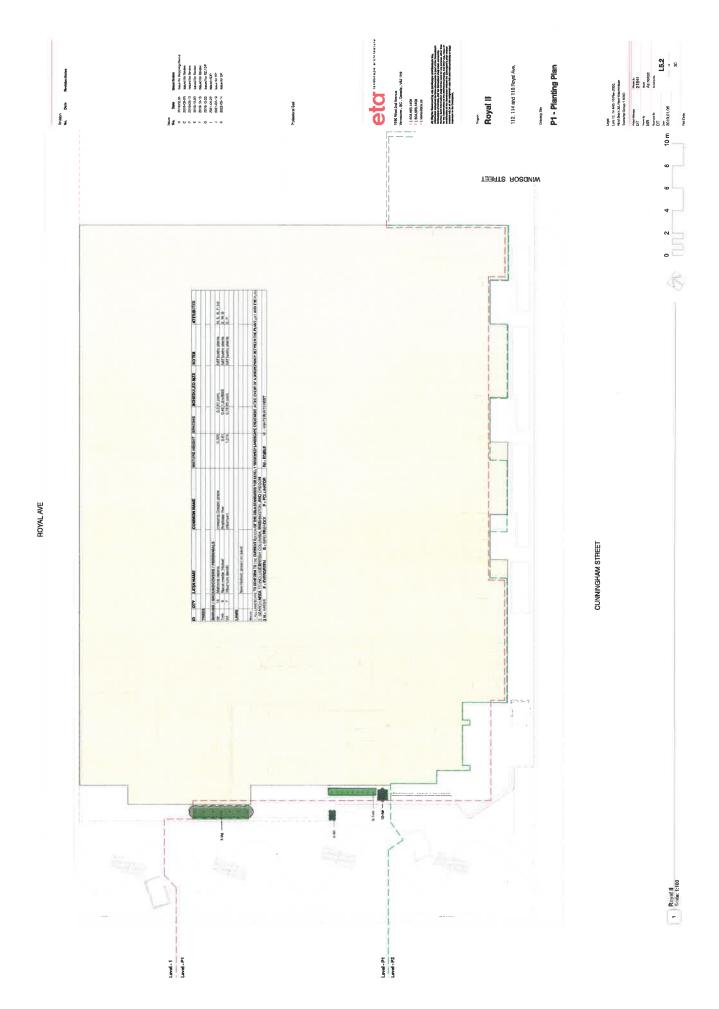




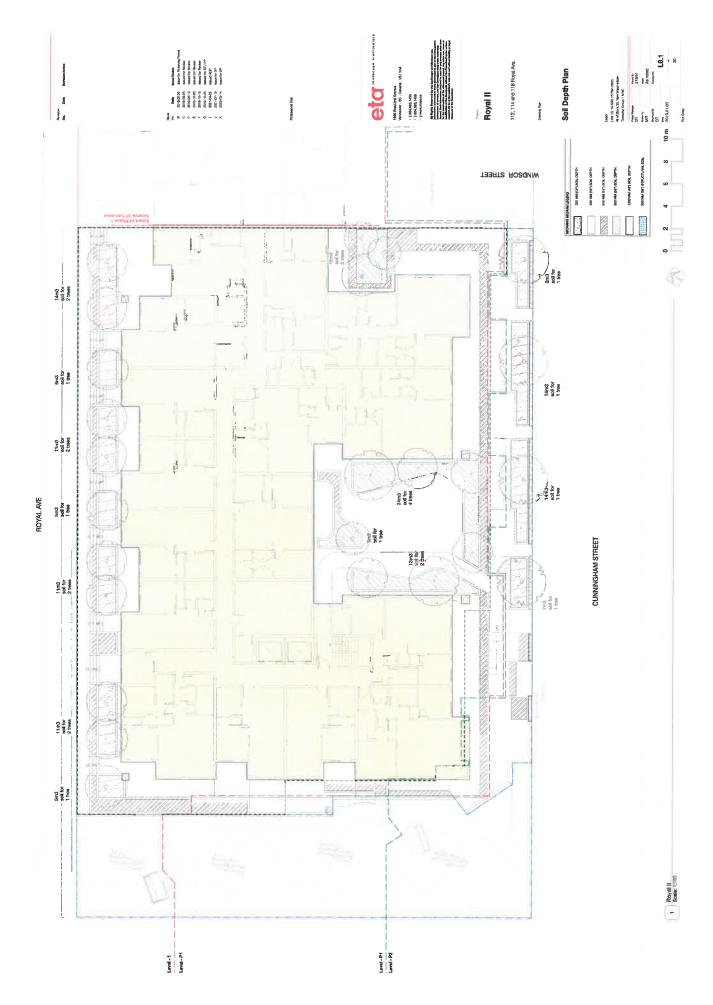


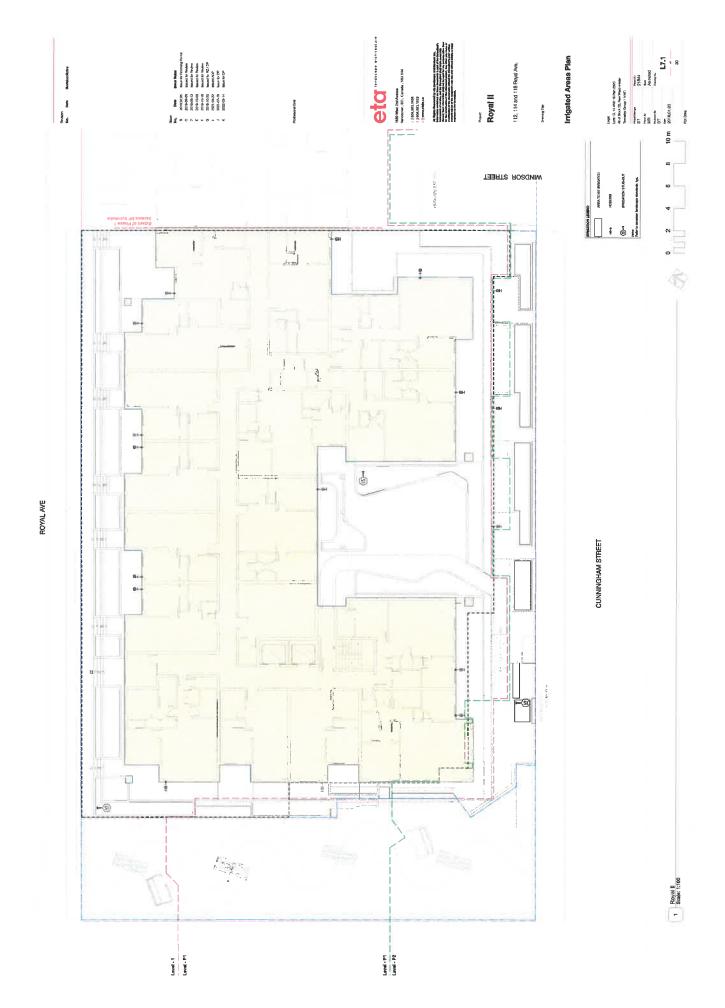




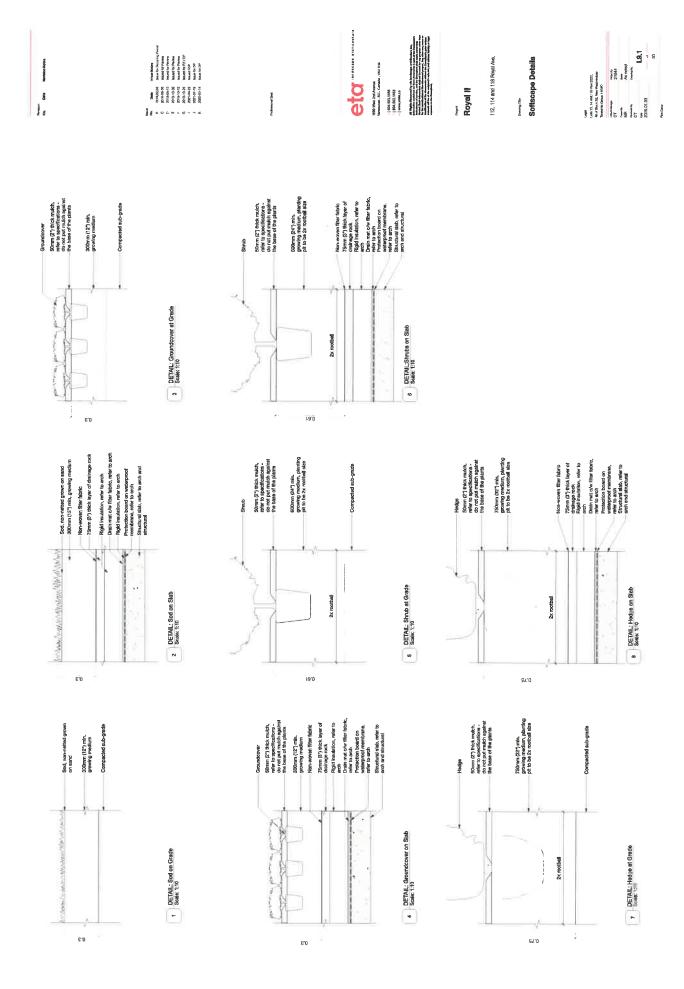




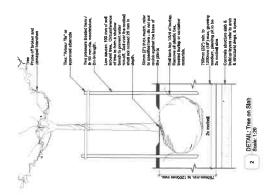


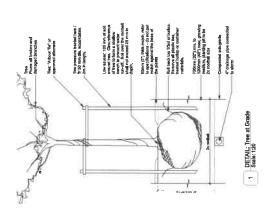


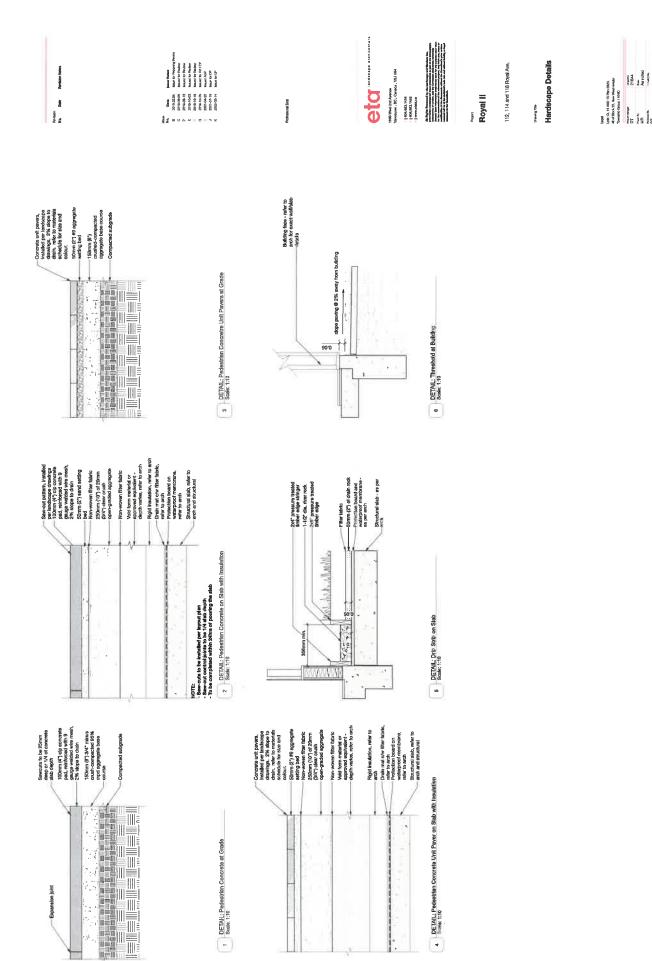




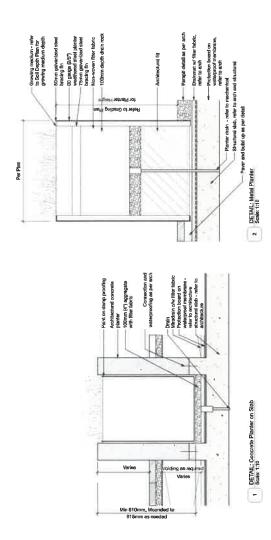


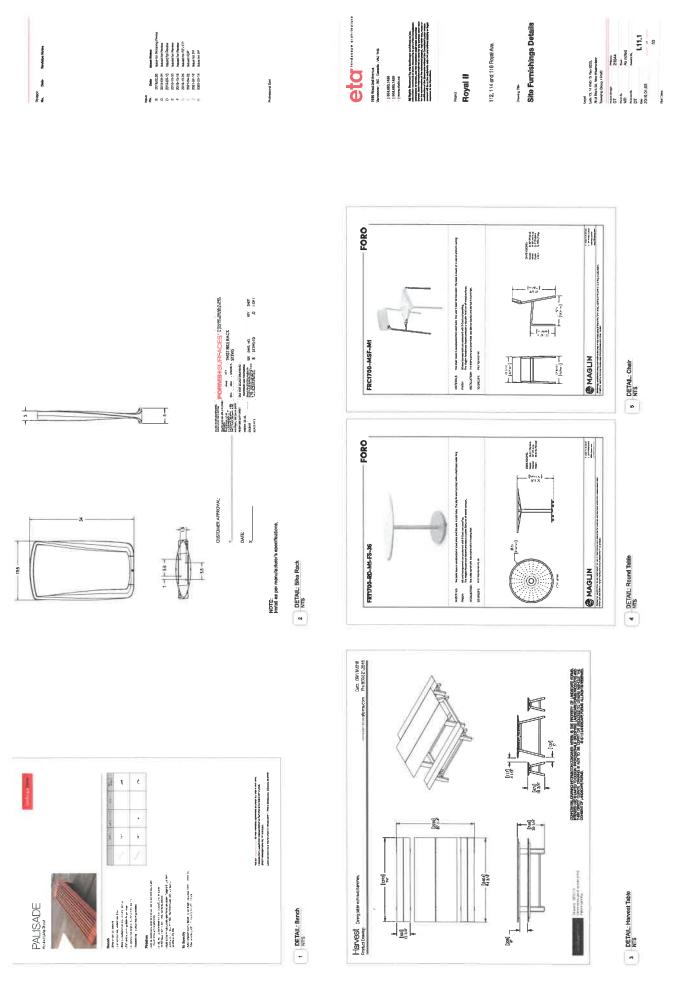




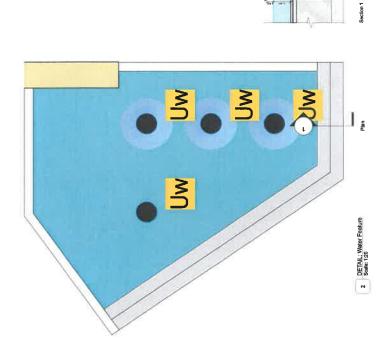


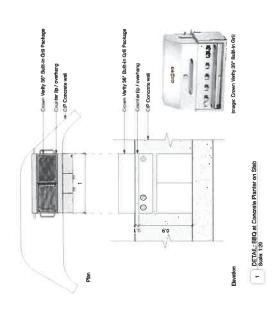


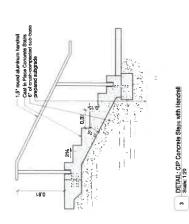


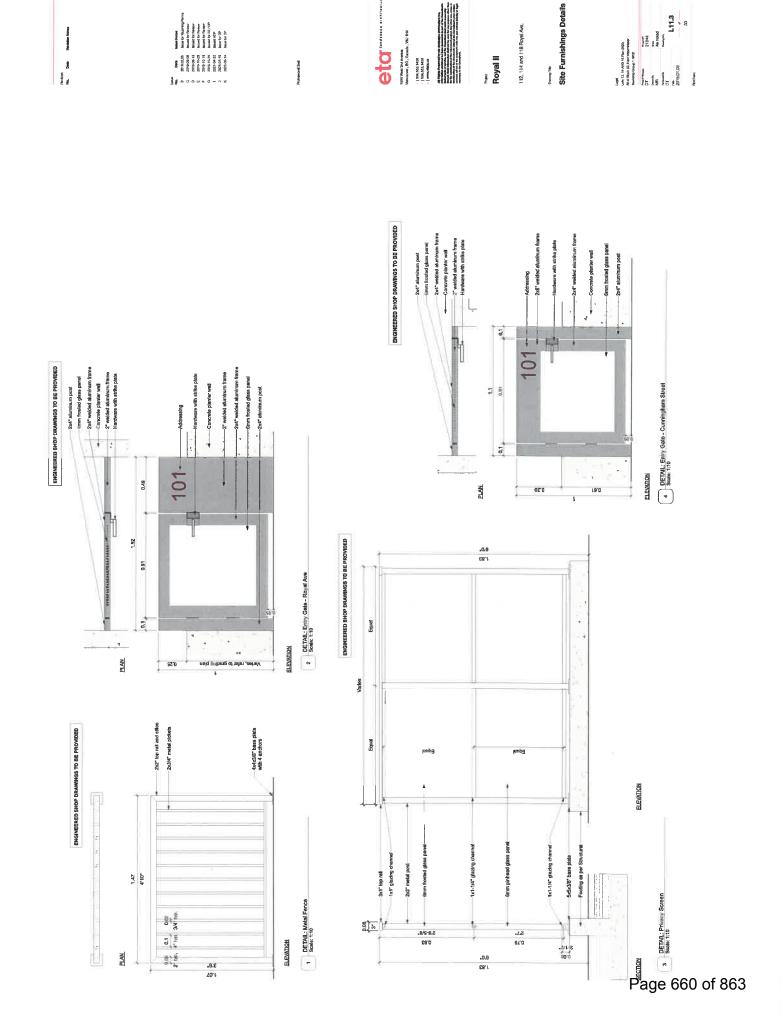


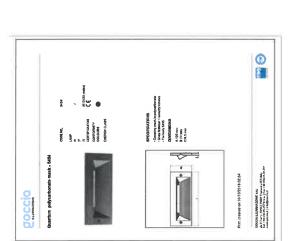








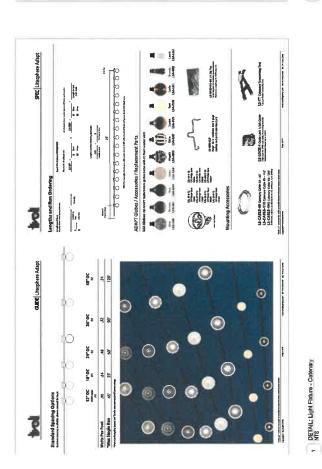


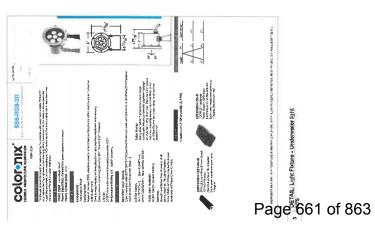


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APPENDIX 6

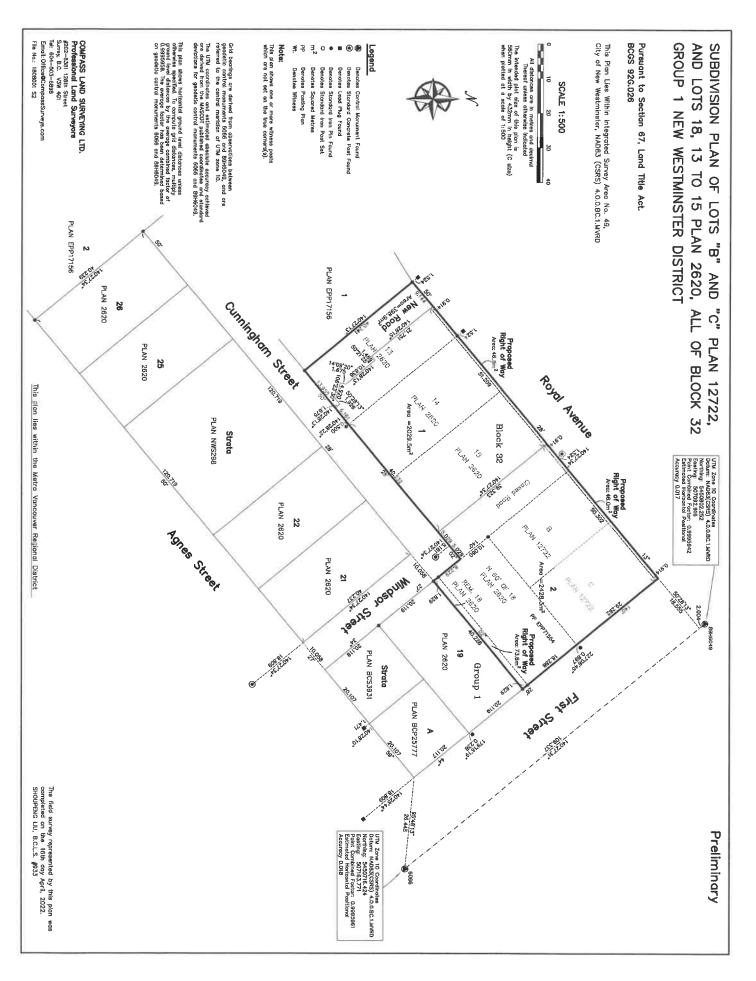
VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-2) Requirement/Allowance	Heritage Revitalization Agreement Bylaw Requirement	
Minimum Lot Size	6,000 square feet (557 square metres)	No Requirement	
Permitted Uses	Single detached dwellings, secondary suites	All uses permitted in the Multiple Dwelling District (RM-2) Zoning District	
Residential Dwelling Units	One principal unit, one secondary suite	189	
Maximum Floor Space Ratio	0.5	3.30	
Site Coverage	35%	75%	
Maximum Building Height	25 feet (7.62)	90 feet (27.43 metres) from datum of 186.29 feet (56.78 metres) geodetic	
Minimum Rear Yard Setback (South, Cunningham Street)	12.6 feet (3.8 metres)	Townhouses – 7.50 feet (2.29 metres) Podium Level – 11.25 feet (3.43 metres) Apartments at Podium – 17.5 feet (5.33 metres)	
Minimum Rear Yard Setback (South, Adjacent to 72 First Street)	12.6 feet (3.8 metres)	Heritage Home / Townhouses: 15 feet (4.57 metres) Podium Level: 30 feet (9.14 metres) Above Podium: 40 feet (12.19 metres)	
Minimum Front Yard Setback (North, Royal Avenue)	10.6 feet (3.2 metres)	13 feet (3.96 metres)	
Minimum Side Yard Setback (East, First Street)	5 feet (1.5 metres)	Heritage House – 10 feet (3.05 metres) Apartment – 13.5 feet (4.1 metres)	
Minimum Side Yard Setback	5 feet (1.5 metres)	10 feet (3.05 metres)	

(West, Multi-Use Path)		
Off-Street Parking	2 on-site residential parking spaces	As per Section 140 of Zoning Bylaw 6680, 2001

APPENDIX 7

Road Closure, Subdivision and Consolidation Plan



APPENDIX 8

PROPOSED PHASING FOR 82 FIRST STREET CONSERVATION WORK

739 Campbell Ave. Vancouver BC V6A 3K7

May 5, 2022

Mike Watson
Acting Supervisor of Development Planning
City of New Westminster

Dear Mike,

RE: Proposed Phasing for 82 1st Street Conservation Work

As the permit issuance for this complex project is tied to substantial completion of the conservation work at the heritage building, I propose phasing the conservation work into two stages.

The first phase would be required to be substantially complete before Building Permits for above ground construction of the infill development could be issued. The second phase would be required to be substantially complete before insulation inspection of the infill development could be called. All below tasks to follow detailed instructions in the Heritage Conservation Plan.

HH Phase 1 - structural conservation

a. Structure and site rehabilitation -

- Remove 1958 additions back porch and flat-roofed building to the south.
- Dismantle chimney before relocation. Precisely document chimney stack for restoration at new location.
- Lift and relocate remaining 1890 wood frame structure onto temporary cribs.
- Excavate for and pour new seismic foundation at proposed new location.
- Build and sister connective framing for heritage house, including at roof for chimney stack.
- Lower heritage house onto new foundation
- Reconstruct (restore) chimney stack (from roofline up) with original bricks. Cap chimney.
- Ensure structure, porches, chimney, openings and roof are all temporarily braced, boarded and secured from weather and access while awaiting commencement of phase 2.

Notes:

- It is my preference that the stucco remain on the 1890 house during this phase to better protect the structure from weather until the exterior finishing task is carried out. However, the house movers may prefer portions of it be removed to facilitate relocation.
- Although this is not part of the conservation scope the interior work on the heritage house (structural
 upgrades, layout changes, mechanical systems, insulation and drywall) can proceed immediately, concurrent
 with the construction of the above surface infill structures.

HH Phase 2 - exterior/finishing conservation

b. General Wood Elements - Preservation and Restoration -

- Remove 1958 stucco.
- Preserve the 6 exterior wood elements outlined on page 17 of the Conservation Plan.
- Restore the 6 exterior wood elements outlined on page 19 of the Conservation Plan.

ELANA ZYSBLAT, CAHP :: ANCE BUILDING SERVICES :: ELANAZYSBLAT@SHAW.CA :: 604.722.3074

- c. Roof and Rainwater Works Restoration
- d. Windows and Doors Restoration
- e. Finishes (painting) Restoration

Although Phase 1 appears to involved less steps, it represents about half of the conservation scope. The rehabilitation of the house interior can proceed immediately but not be required to issue the BP for the infill building.

Phase 2 involves several tasks that are all contingent on each other.

Yours Truly,

Elana Zysblat, Principal

Elang.

Ance Building Services

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8340, 2022

A bylaw of the Corporation of the City of New Westminster to designate 82 First Street as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property, in whole or in part, as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 82 First Street has entered into a heritage revitalization agreement as authorized by Heritage Revitalization Agreement (108-118 Royal Avenue and 74-82 First Street) Bylaw No. 8339, 2022 (the "Heritage Revitalization Agreement"), has requested that Council designate that building as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the building located at 82 First Street has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the building located at 82 First Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation and future maintenance;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (82 First Street) No. 8340, 2022."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. The building located on that parcel of land having a civic address of 82 First Street, New Westminster, British Columbia, legally described as PID: 007-604-084, LOT "C" BLOCK 32, NEW WEST DISTRICT, PLAN 12722, GROUP 1 shown outlined on the site plan attached hereto as Schedule "A" and labelled "Heritage House" (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the Local Government Act of British Columbia.

PROHIBITION

- 4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:
 - (a) alter the exterior of the Building;
 - (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
 - (c) move the Building; or
 - (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

- 5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
- 6. For the purpose of section 5, "normal repairs" means the repair or replacement of nonstructural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the registered owner shall continue to maintain the Building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

HERITAGE ALTERATION PERMITS

8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Climate Action, Planning and Development Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

1-2010

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

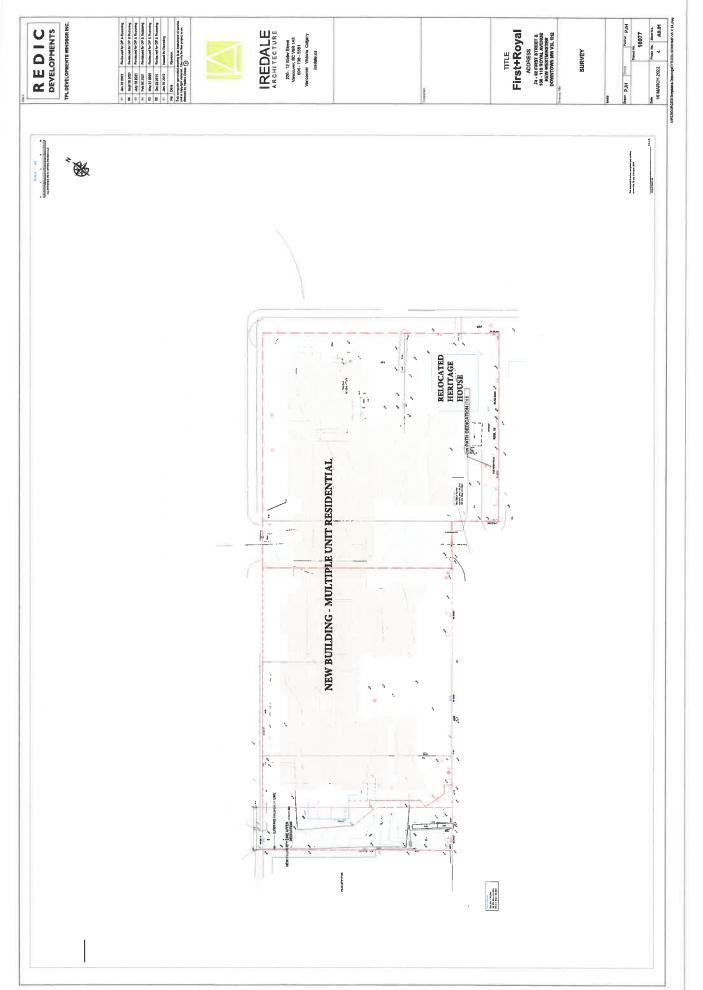
RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this	_day of	2022.
GIVEN SECOND READING this 13	_day of _ Jun	2022.
PUBLIC HEARING held this 27th	_day of	2022.
GIVEN THIRD READING this 27th	_day of _ Jun	2022.
ADOPTED and the Seal of the Corporation	on of the City of Ne	ew Westminster affixed this
day of	_ 2022.	
		MAYOR JONATHAN X. COTE
		JACQUELINE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH



CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8350, 2022

A Bylaw to Close a Portion of Road and Disposal of that Portion of Windsor Road

WHEREAS, pursuant to Section 40 and 94 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway if, prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and the public notice posting places and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the Corporation of the City of New Westminster deems it expedient to close to traffic and remove the dedication of highway of that portion of Windsor Street comprising 404.7 square metres, which was dedicated as highway on Plan 2620, New Westminster District;

AND WHEREAS notices of Council's intention to close the portion of highway to traffic and to remove its dedication as highway, and to dispose of it were published in the newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS Council does not consider that the closure of the aforementioned portion of highway will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as "Windsor Road Closure, Dedication Removal and Disposition Bylaw No. 8350, 2022".
- 2. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of Reference Plan EPP121184, prepared by SHOUPEN LIU, B.C.L.S. #933 and completed and checked on May 4, 2022 (the "the Road Closure Plan").
- 3. The City hereby authorizes the closure to traffic and removal of highway dedication of the 404.7 square metre portion of highway created by the deposit of Plan EPP121184, New Westminster District and shown outlined in bold and labeled "A" on the Road Closure Plan (the "Closed Road").
- 4. On deposit of the Road Closure Plan and all other documentation for the closure of the Closed Road in the New Westminster Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.
- 5. The Corporation of the City of New Westminster is hereby authorized to dispose of and convey the Closed Road in fee simple to the registered owner of the Adjacent Parcels at 108,

В۱	/law	No.	8350,	2022
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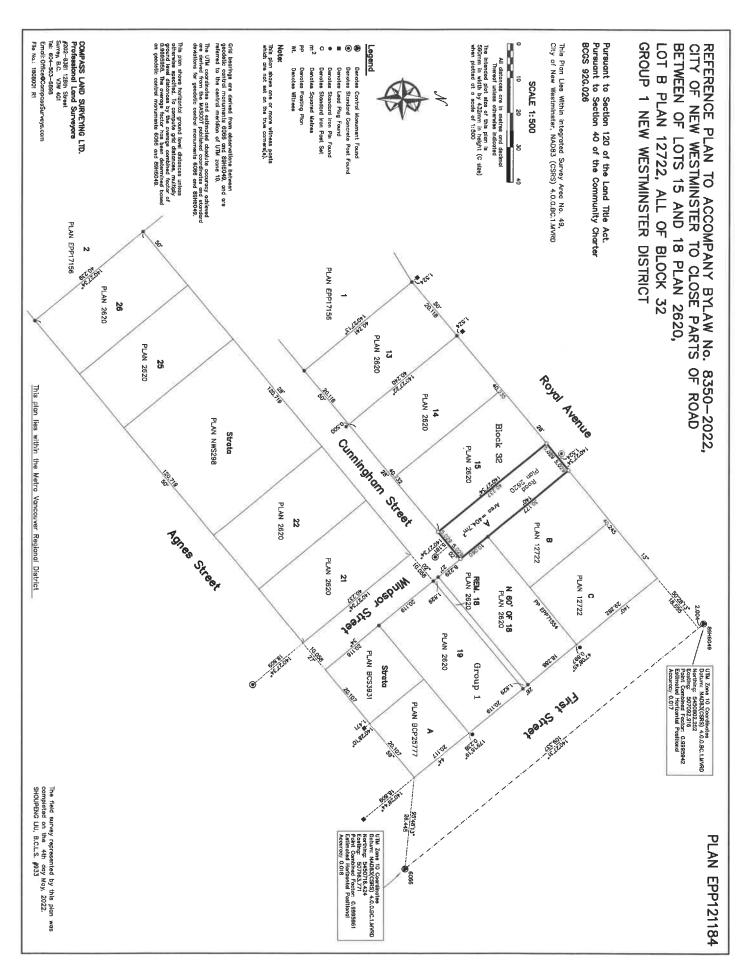
112, 114 and 118 Royal Ave and 74 and 82 First Street for the purpose of consolidation of the Closed Road with the Adjacent Parcels at 108, 112, 114 and 118 Royal Ave and 74 and 82.

6. The Mayor and Clerk are authorized to execute all deeds of land, plans, and other documentation necessary to effect this road closure and disposition.

READ A FIRST TIME this	13th	day of	June	, 2022.
READ A SECOND TIME this	13th	_ day of	June	, 2022.
PUBLIC HEARING held this _	2 For	_ day of	June	, 2022.
READ A THIRD TIME this	27m	_ day of _	June	, 2022.
ADOPTED this	_ day of		2022.	
				Mayor Jonathan X. Coté
			24	Jacque Killawee, City Clerk

SCHEDULE "A"

REFERENCE PLAN OF CLOSED ROAD EPP121184



CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8088, 2022

A bylaw to amend the Official Community Plan

WHEREAS:

- A. The Council has adopted Official Community Plan Bylaw No. 7925, 2017 and wishes to amend the Official Community Plan that was adopted by that bylaw;
- B. The Council has considered the consultation matters set out in s. 475 of the *Local Government Act* including whether any consultation on this bylaw that the Council considers to be required should be early or ongoing;
- C. The Council has specifically considered whether consultation on this bylaw is required with the board of the Greater Vancouver Regional District; First Nations; the Councils of adjacent municipalities; the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; the Provincial and Federal governments and their agencies; and any other persons, organizations, and authorities it considers will be affected;
- D. The Council has consulted on this bylaw with the Board of Trustees of School District No. 40 and has sought its input as to the matters set out in section 476(2) of the *Local Government Act* in respect of the bylaw;
- E. The Council has, between first and second readings of this bylaw, considered the bylaw in conjunction with:
 - i. the City's Capital Expenditure Program (as contained in the Five-Year Financial Plan (2021 2025) Bylaw No. 8252, 2021), and
 - ii. Metro Vancouver's 2010 Integrated Solid Waste and Resource Management Plan and the 2010 Integrated Liquid Waste and Resource Management Plan;
- F. The Council has held a Public Hearing on this bylaw to amend the Official Community Plan;

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

1. In this bylaw,

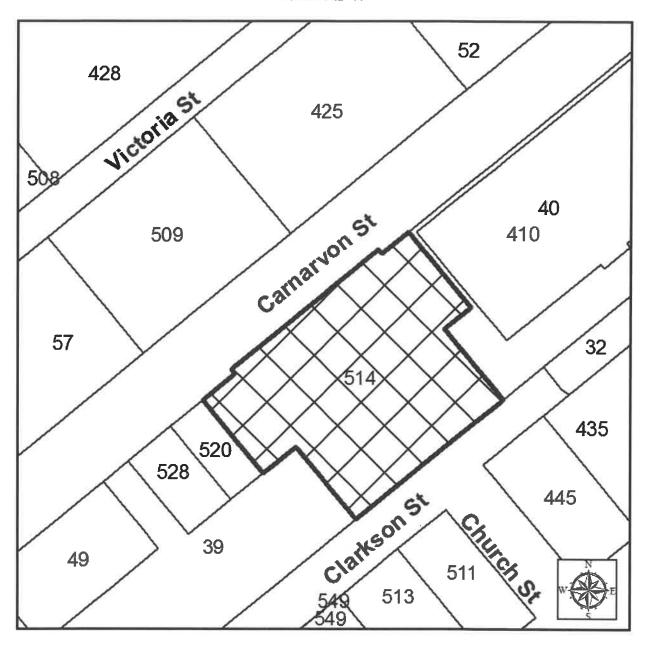
"Official Community Plan" means Schedule 1 to Official Community Plan Bylaw No. 7925, 2017, and

"Downtown Community Plan" means Schedule C to the Official Community Plan.

- 2. "Schedule F Land Use Map" of the Downtown Community Plan is amended by changing the land use designation of the property having a civic address of 514 Carnarvon Street (as outlined in Schedule A of this Bylaw) from "Residential Mid Rise Apartment" to "Residential Tower Apartment".
- 3. The Downtown Community Plan is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format and numbering of the plan, maps and map legends and the table of contents.

READ A FIRST TIME on an affirmative vote of a ma of Council this 13th day of June, 20;	
READ A SECOND TIME on an affirmative vote of a of Council this 13th day of June, 202	
PUBLIC HEARING held this day of	June , 2022
READ A THIRD TIME on an affirmative vote of a m of Council this 30th day of June, 2	
ADOPTED on an affirmative vote of a majority of all, 20	members of Council on this day of
MAYOR JONATHAN X. COTE J.	ACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"



CORPORATION OF THE CITY OF NEW WESTMINSTER HERITAGE REVITALIZATION AGREEMENT (HOLY TRINITY CATHEDRAL) BYLAW NO. 8089, 2022

A Bylaw to enter into a Heritage Revitalization Agreement under Section 610 of the *Local Government Act*

	AS the City of New Westminster and the owner of Holy Trinity Cathedral property located at 514 Carnarvon New Westminster, British Columbia wish to enter into a Heritage Revitalization Agreement in respect of operty;	
NOW T	HEREFORE, the Council of the City of New Westminster enacts as follows:	
Citatio	n	
1.	This Bylaw may be cited as "Heritage Revitalization Agreement (Holy Trinity Cathedral) Bylaw No. 8089, 2022".	
Heritag	ge Revitalization Agreement	
2.	The City of New Westminster is authorized to enter into a Heritage Revitalization Agreement under section 610 of the <i>Local Government Act</i> with the registered owner of the Holy Trinity Cathedral property located at 514 Carnarvon Street, New Westminster, British Columbia, and legally described as PID: 008-186-430 Parcel "One" Victoria Gardens Reference Plan 74708 in the form attached as Schedule A .	
3.	The Mayor and City Clerk are authorized to execute and deliver such Heritage Revitalization Agreement on behalf of the City of New Westminster.	
GIVEN	FIRST READING this 13th day of June 2022.	
GIVEN	SECOND READING this 13th day of June, 2022.	
	HEARING held this 30m day of June, 2022.	
SECOND READING RESCINDED this 30th day of June 2022.		
BYLAW AMENDED this 30th day of June 2022.		
GIVEN	SECOND READING, AS AMENDED this 30th day of June, 2022.	
GIVEN	THIRD READING this day of, 2022.	
ADOPT	ED this day of	

Jaqueline Killawee, City Clerk

Mayor Jonathan X. Cote

SCHEDULE A

HERITAGE REVITALIZATION AGREEMENT (HOLY TRINITY CATHEDRAL)

THIS AGREEMENT dated for reference June 2, 2022 is

BETWEEN:

THE HOLY TRINITY PARISH OF NEW WESTMINSTER B.C., 514 Carnarvon Street, New Westminster, British Columbia, V3L 1C4

(the "Owner")

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the lands and all improvements located at 514 Carnarvon Street, New Westminster, British Columbia, and legally described as PID 008-186-430, Parcel "One" Victoria Gardens Reference Plan 74708 (the "Land").
- B. The Owner intends to apply to the City's Approving Officer for approval of a subdivision plan to divide the Land into two separate parcels, generally as shown on the site plan (the "Site Plan") attached as Appendix 1 and identified as "Sub-District A" and "Sub-District B".
- C. There is a building currently situated on the Land known as the Holy Trinity Cathedral (the "Heritage Cathedral"), which building is located within Sub-District B and is listed in the City's Heritage Register.
- D. The City and the Owner agree that the Heritage Cathedral has heritage value and should be conserved, restored and properly maintained.
- E. The Owner wishes to make certain alterations and restorations to the Heritage Cathedral, including seismic upgrading (the "Seismic Upgrade") in accordance with plans prepared by Structural Solutions Engineering Inc. and dated January 21, 2020 a copy of which is

Doc # 2065537

Appendix 2 (the "Seismic Upgrade Plans"), and restoration and rehabilitation work (the "Conservation Work") in accordance with the heritage conservation plan prepared by Donald Luxton and Associates and dated October 2021 a copy of which is attached as Appendix 3 (the "Conservation Plan").

- The Owner wishes to develop within Sub-District A a multi-storey building of complementary design containing 285 residential dwellings, including 271 strata-titled ownership units and 14 secured market rental units, as well as underground vehicle parking spaces, a new parish hall, and public amenity space including an outdoor plaza and pedestrian access corridor with elevator (collectively the "Mixed Use Building").
- G. It is intended that HTC Foundation will use its profits (revenue in excess of costs) to support the ongoing maintenance and operations of the Heritage Cathedral.
- H. The proposed subdivision and development of residential housing units on the Land are not permitted by City of New Westminster Zoning Bylaw No. 6680, 2001.
- I. Section 610 of the *Local Government Act* authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, which may, among other things, vary or supplement the provisions of a land use bylaw or permit under Part 14 or Part 15 of the *Local Government Act*.
- J. The Owner and the City wish to enter into this Heritage Revitalization Agreement and the City has adopted a bylaw authorizing the City to do so.
- K. The Owner wishes to also confirm the designation of the Heritage Cathedral as protected heritage property under section 611 of the *Local Government Act*.

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Seismic Upgrade to Heritage Cathedral

- Commencement After registration of this agreement, the Owner shall commence and undertake to completion the Seismic Upgrade in accordance with the Seismic Upgrade Plans attached as Appendix 2, for clarity, commencement of the Seismic Upgrade includes preparation of plans and permit processing.
- Professional Oversight The Owner shall, throughout the course of the Seismic Upgrade, engage a member of the Association of Professional Engineers and Geoscientists of British Columbia (the "Structural Engineer") to oversee the Seismic Upgrade.

The Owner shall cause the Structural Engineer to:

- (a) prior to commencement of the Seismic Upgrade, and at any time during the course of the Seismic Upgrade that a Structural Engineer has been engaged in substitution for a Structural Engineer previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 4;
- (b) supervise the Seismic Upgrade and ensure substantial compliance of the Seismic Upgrade work with the Seismic Upgrade Plans;
- (c) provide regular reports to the City's Director of Climate Action, Planning and Development on the progress of the Seismic Upgrade;
- (d) upon substantial completion of the Seismic Upgrade, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 5; and
- (e) notify the City within one business day if the Structural Engineer's engagement by the Owner is terminated for any reason.
- 3. Minor Revisions The Owner may request approval from the Director of Climate Action, Planning and Development, at the Director's sole discretion, for minor revisions to the Seismic Upgrade Plans if such revisions are recommended in writing to the Owner by the Structural Engineer during the course of the work; for this purpose, minor revisions do not alter character defining elements on the interior or exterior of the Heritage Cathedral as described in the building's Statement of Significance in the Conservation Plan (Appendix 3).
- 4. **Completion** The Owner shall, within five years following the date of registration of this agreement, complete the Seismic Upgrade and provide a Certificate of Compliance to the City in respect of the Seismic Upgrade.

Conservation Work to Heritage Cathedral

- 5. The Owner shall complete the Conservation Work described in the Conservation Plan prepared by Don Luxton, dated October 2021 attached as Appendix 3 and the design plans and specifications prepared by Jonathan Ehling Architect Inc., dated February 26, 2019, a copy of which is attached hereto as Appendix 6 (the "Cathedral Design Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
- 6. The Owner shall undertake the Conservation Work in accordance with generally accepted heritage conservation practices. If any conflict or ambiguity arises in the interpretation of the Conservation Plan, or with respect to any City approved minor revisions, the parties agree that the ambiguity shall be resolved having regard to the Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd edition, published by Parks Canada in 2010.

7. **Heritage Professional** – The Owner shall throughout the course of the Conservation Work engage a member of the Architectural Institute of British Columbia or the Canadian Association of Heritage Professionals with specialization in Building or Planning (the "**Heritage Professional**") to oversee the Conservation Work.

The Owner shall cause the Heritage Professional to:

- (a) prior to commencement of the Conservation Work, and at any time during the course of the Conservation Work that a Heritage Professional has been engaged in in substitution for a Heritage Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 4 and, if the Heritage Professional is a member of the Canadian Association of Heritage Professionals, the Heritage Professional shall provide evidence of their membership and specialization when submitting such executed and sealed Confirmation of Commitment;
- (b) provide regular reports to the City's Climate Action, Planning and Development Department, on the progress of the Conservation Work;
- upon substantial completion of the Conservation Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 5; and
- (d) notify the City within one business day if the Heritage Professional's engagement by the Owner is terminated for any reason.
- 8. **Minor Revisions** During the course of completing the Conservation Work, the Owner may propose to the City's Director of Climate Action, Planning and Development minor revisions to the Conservation Plan if such revisions are recommended in writing to the Owner by the Heritage Professional, and the Director may approve such minor revisions at their sole discretion.
- 9. **Completion** The Owner shall complete the Conservation Work within five years following the date of registration of this Agreement.

Damage to or Destruction of Heritage Cathedral

- 10. After the completion of the Seismic Upgrade and Conservation Work:
 - if the Heritage Cathedral is damaged, the Owner shall restore and repair the Heritage Cathedral to the same condition and appearance that existed before the damage occurred;
 - (b) if, in the opinion of the City, the Heritage Cathedral is completely destroyed, the Owner shall construct a replica, using equivalent contemporary materials if

- necessary, of the Heritage Cathedral that complies with the Conservation Plan and with City of New Westminster Zoning Bylaw No. 6680, 2001, as varied and supplemented by this Agreement; and
- (c) the Owner shall use its best efforts to commence and complete any restoration of and repairs to the Heritage Cathedral, or the construction of a replica, with reasonable dispatch.

Heritage Designation of Heritage Cathedral

- 11. The Owner irrevocably:
 - (a) agrees to the designation of the Heritage Cathedral exterior as protected heritage property under section 611 of the Local Government Act;
 - (b) waives its right to compensation under section 613 of the *Local Government Act*; and
 - (c) releases the City from any obligation to compensate the Owner under that section.
- 12. Except for completion of the Seismic Upgrade and the Conservation Work in accordance with this Agreement, the Owner shall not at any time alter the exterior appearance of the Heritage Cathedral, except as permitted by a heritage alteration permit under Part 15 of the Local Government Act.

Ongoing Maintenance of Heritage Cathedral Post Restoration

- Maintenance -Following the completion of the Seismic Upgrade and Conservation Work, the Owner shall maintain the Heritage Cathedral in good repair in accordance with the Conservation Plan in Appendix 3 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.
- 14. Maintenance Funding The Owner shall perform or cause to be performed the on-going maintenance work and operations as identified in accordance with the maintenance plan detailed in the Conservation Plan (Appendix 3), and the City may in its discretion but not more than once per calendar year, require the Owner to provide documentary evidence of such maintenance and expenditure. If in any calendar year the Owner's maintenance expenditures do not, in the reasonable opinion of the City's Director of Climate Action, Planning and Development comply with this requirement, the City may, in lieu of or in addition to enforcing the Heritage Properties Minimum Maintenance Standards Bylaw

No. 7971, require the Owner to contribute the amount of any shortfall in expenditures towards the maintenance of the Heritage Cathedral.

If Sub-District A is subdivided by deposit of an air space plan under Part 9 of the *Land Title Act* and in compliance with section 23, the requirements of this section and section 16 shall not apply to Sub-District A except for the parcel containing the parish hall portion of the Mixed Use Building.

Construction and Use of Mixed Use Building

- 15. The Owner shall construct the Mixed Use Building in strict accordance with Zoning Bylaw No. 6680, 2001 as varied and supplemented by this Agreement, and such development permits as the City may issue pursuant to the *Local Government Act* or the *New Westminster Redevelopment Act* and in accordance with the Mixed Use Building plans, a copy of which is attached as Appendix 8 (the "Mixed Use Building Design Plans") and the Site Plan (Appendix 1).
- 16. The Owner agrees that the City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a development permit or building permit for the Mixed Use Building if plans submitted with the application for the development permit or the building permit, as the case may be, are not in accordance with the Mixed Use Building Design Plans, and may withhold a permit or inspection to occupy the Mixed Use Building or any portion thereof if the work completed is not in accordance with the Mixed Use Building Design Plans. In this Agreement, a reference to development permit shall include special development permits under the New Westminster Redevelopment Act.
- 17. The Owner shall commence and complete all actions required for the completion of the Mixed Use Building and related amenities, including the plaza, pedestrian access corridor, stairs and elevator, within six years following the date of the registration of the this Agreement.
- 18. Following completion of the construction of the Mixed Use Building, in accordance with this Agreement, the Owner shall not alter the unit count, total floor space, interior layout or exterior appearance of the Mixed Use Building, except as permitted by the City.

Restrictions on Timing of Mixed Use Building Construction and Occupancy & Sub-District A Subdivision

- 19. **Construction** Construction of the Mixed Use Building on the Land shall be subject to the following restrictions and requirements and the Owner shall observe and comply with, and be subject to, all of the following requirements and restrictions:
 - (a) No above grade construction of the Mixed Use Building shall begin on the Land, and the City may refuse to issue a building permit for any such above-grade work,

- until and unless the City has issued a building permit for the construction of the Seismic Upgrade and the Owner has commenced the Seismic Upgrade as such commencement is clarified in Section 1.
- (b) The Owner shall proceed with and complete the Seismic Upgrade and Conservation Work prior to or concurrently with the construction of the Mixed Use Building and complete the Seismic Upgrade and Conservation Work prior to or concurrently with the completion of the Mixed Use Building.
- (c) The Owner shall cause the Structural Engineer, in respect of the Seismic Upgrade, and the Heritage Professional, in respect of the Conservation Work, to provide a written report to the City, in a form and with such details as may be required by the City's Director of Climate Action, Planning and Development, describing the status of completion of the Seismic Upgrade and the Conservation Work, within 14 days following such work reaching each of the 25%, 50% and 75% completion states. In addition, the Owner shall cause the Structural Engineer or the Heritage Professional to advise the Director of completion status promptly following a request from the Director from time to time.
- (d) Owner shall complete the Seismic Upgrade before the Owner books with the City for either the final fire-stop inspection of the Mixed Use Building or for insulation inspection above the 23rd floor of the Mixed Use Building and the Owner shall not apply for such inspections and the City may refuse to conduct such inspections until the Seismic Upgrade is complete and the requirements of paragraphs (i), (ii) and (iii) of the next section with respect to the Seismic Upgrade only have been satisfied.
- 20. Subdivision Sub-District A shall not be subdivided by any means, including by deposit of an air space parcel plan under Part 9 of the Land Title Act or by deposit of a strata plan of any kind under the Strata Property Act, and the City's approving officer may refuse to approve any such subdivision, until and unless: (i) the Owner has provided a Certificate of Compliance to the City in respect of the Seismic Upgrade and the Conservation Work, (ii) the City has completed a satisfactory heritage inspection, and (iii) the City's Director of Climate Action, Planning and Development has confirmed in writing that they are satisfied that the Seismic Upgrade and Conservation Work have been completed.
- 21. Occupancy The Mixed Use Building shall not be occupied or used for any purpose, and the City may refuse to issue an occupancy permit for the Mixed Use Building, until and unless: (i) the Owner has provided a Certificate of Compliance to the City in respect of the Seismic Upgrade and the Conservation Work, (ii) the City has completed a satisfactory heritage inspection, and (iii) the City's Director of Climate Action, Planning and Development has confirmed in writing that they are satisfied that the Seismic Upgrade and Conservation Work have been completed.

Inspection

22. Upon request by the City, the Owner shall cause its Structural Engineer or Heritage Professional to advise the City's Director of Climate Action, Planning and Development of the status of the Seismic Upgrade or the Conservation Work, as the case may be, and, without limiting the City's power of inspection conferred by statute and in addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

General

- 23. **Owner Expense** The Owner shall comply with this Agreement, and perform its obligations under this Agreement, at its own expense.
- 24. **Zoning** The City of New Westminster Zoning Bylaw No. 6680, 2001 is varied and supplemented in its application to the Lands as set out in **Appendix 7**.
- 25. **Permits Required** Prior to commencement of the Seismic Upgrade, the Conservation Work, and construction of the Mixed Use Building, the Owner shall obtain from the City all necessary permits and licenses, including but not limited to development permit, heritage alteration permit, building permit, and tree permit. Nothing in this Agreement relieves the Owner from having to obtain any permits from the City to do anything required or permitted by this Agreement.
- 26. **Subdivision** Nothing in this Agreement commits the Approving Officer to approve the proposed subdivision plan as generally shown on the Site Plan (Appendix 1).
- 27. Signage The Owner shall at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Seismic Upgrade and Conservation Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the work involves protected heritage property and is being carried out for heritage conservation purposes.
- 28. Conformity with City Bylaws The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any preservation, rehabilitation, restoration and repairs done with respect to the Heritage Cathedral, must comply with all applicable bylaws of the City.
- 29. **Statutory Authority Retained** Nothing in this Agreement shall limit, impair, fetter or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

30. **Business Day** – In this Agreement, "business day" means a day other than a Saturday, Sunday or statutory holiday in British Columbia.

Enforcement of Agreement

- 31. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Cathedral in contravention of this Agreement, punishable (as of the date of registration of this Agreement) by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
- 32. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
- 33. The Owner acknowledges that, if the Owner alters the Land or the Heritage Cathedral in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
 - (a) an order that the Owner restore the Land or the Heritage Cathedral, or both, to their condition before the contravention:
 - (b) an order that the Owner undertake compensatory conservation work on the Land or the Heritage Cathedral, or both;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
- The Owner acknowledges that if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.
- 35. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms or conditions of this Agreement have been contravened.
- 36. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have that reasonable time specified in the notice to remedy the breach. In

the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:

- (a) seeking an order for specific performance of the Agreement;
- (b) any other means specified in this Agreement; or
- (c) any means specified in the Community Charter or the Local Government Act,

and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Indemnity

- 37. The Owner hereby releases, indemnifies, and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.
- 38. In no case shall the City be liable or responsible in any way for:
 - (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission by the Owner to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

39. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous

written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Headings

40. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

41. All Appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

42. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

Interpretation

43. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

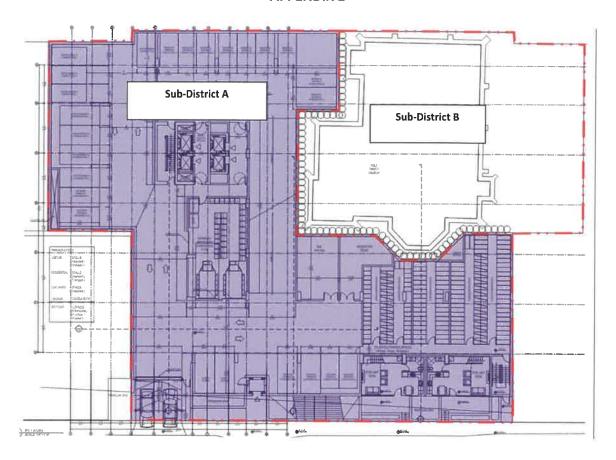
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Successors Bound

Jacqueline Killawee, City Clerk

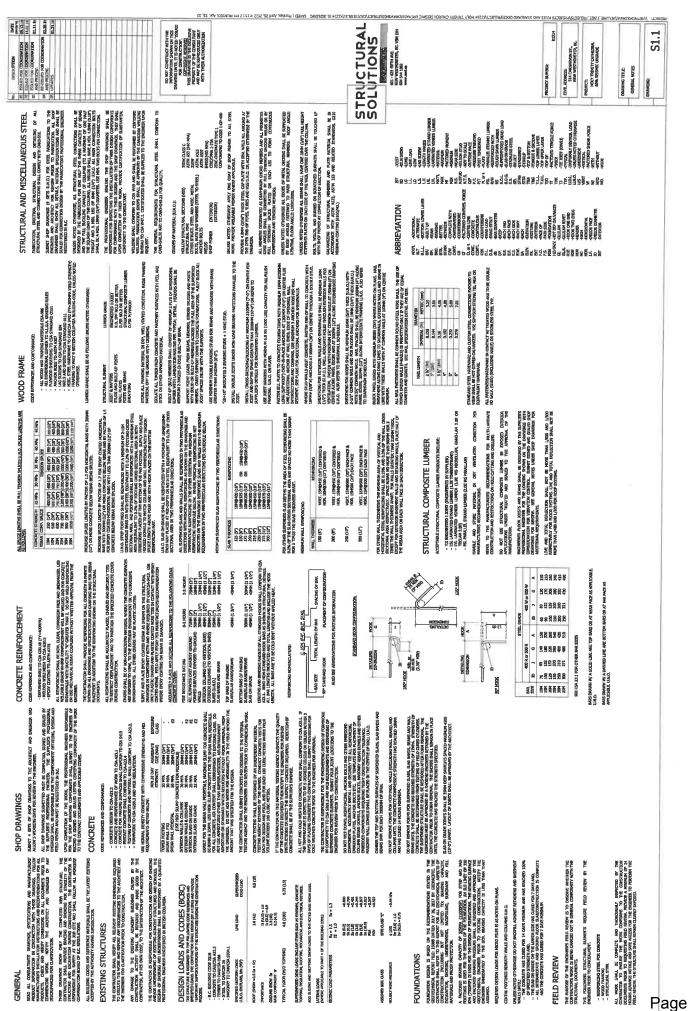
44. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns. IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date written above. Signed, sealed and delivered by the) THE HOLY TRINITY PARISH OF NEW authorized signatories of The Holy Trinity) WESTMINSTER B.C. by its authorized Parish of New Westminster B.C. in the) signatories: presence of: The Venerable Dr. Richard Leggett, Name Archdeacon of Westminster and Vicar of the Parish Address Occupation Carla Jones, Bishop's Warden (as to both signatures) CORPORATION OF THE CITY OF NEW WESTMINSTER by its authorized signatories: Mayor J. Cote

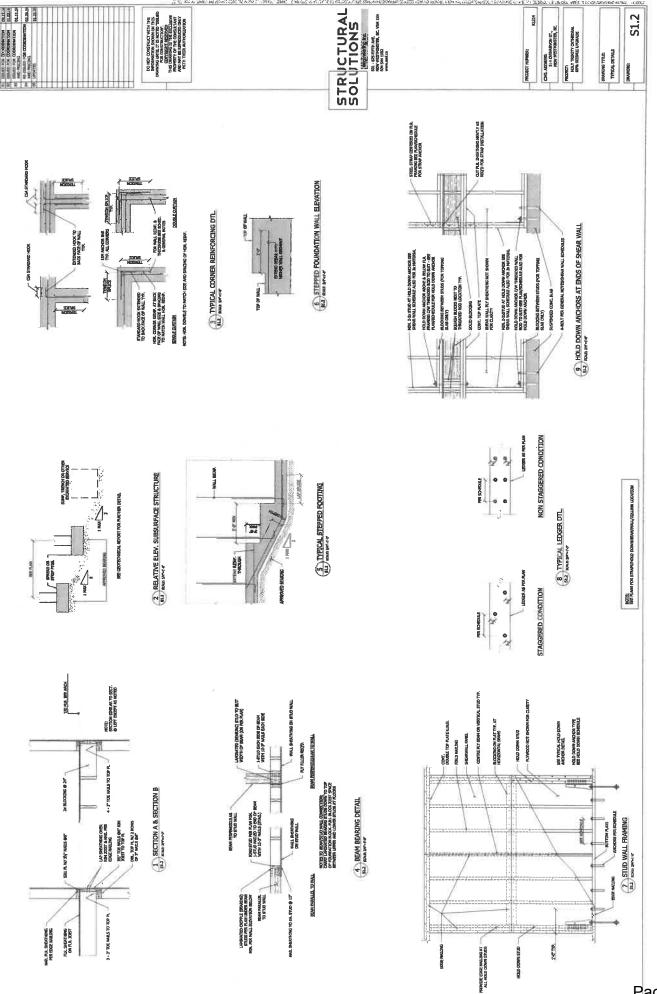
APPENDIX 1

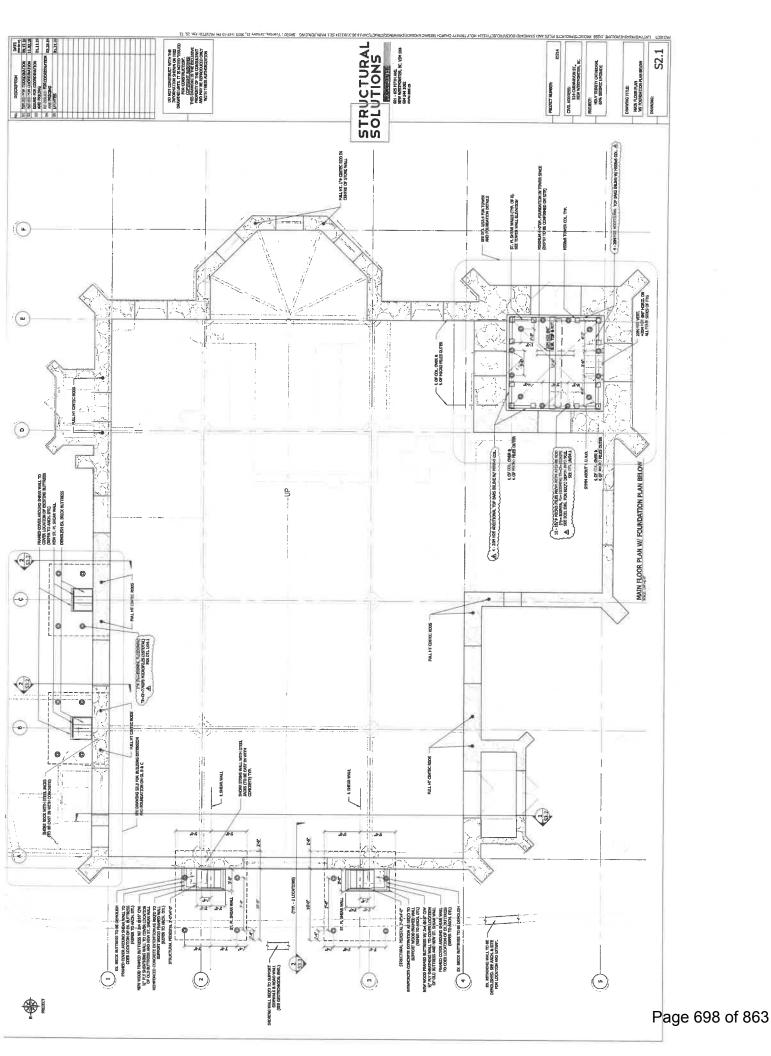


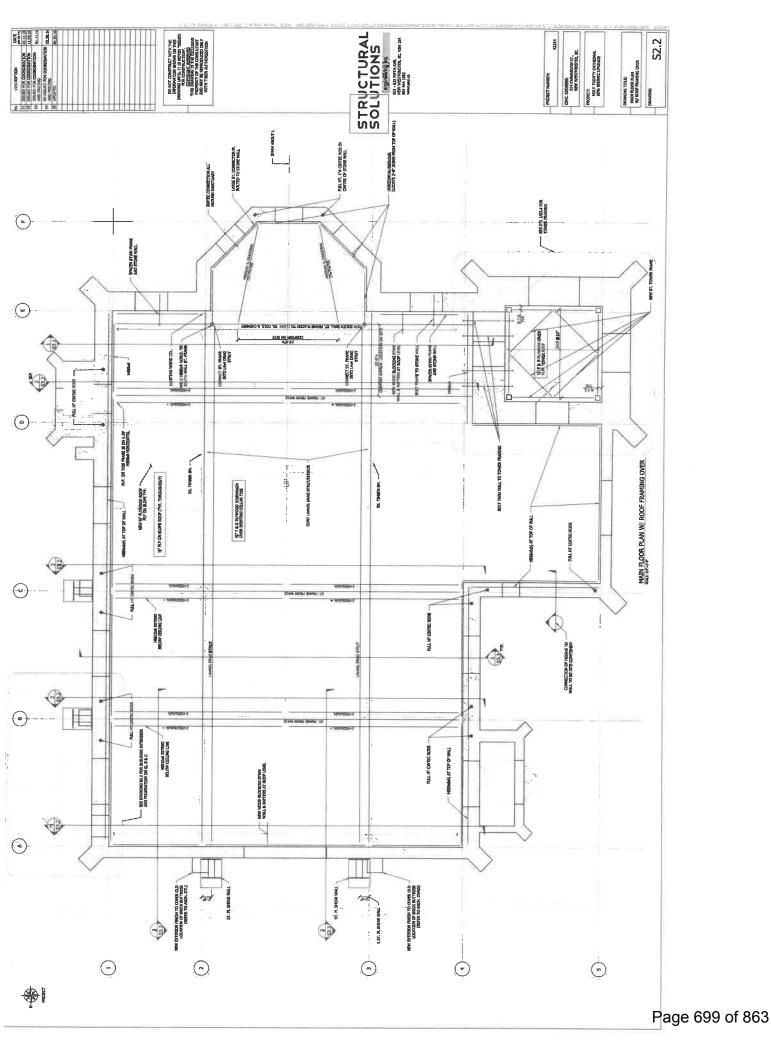
APPENDIX 2

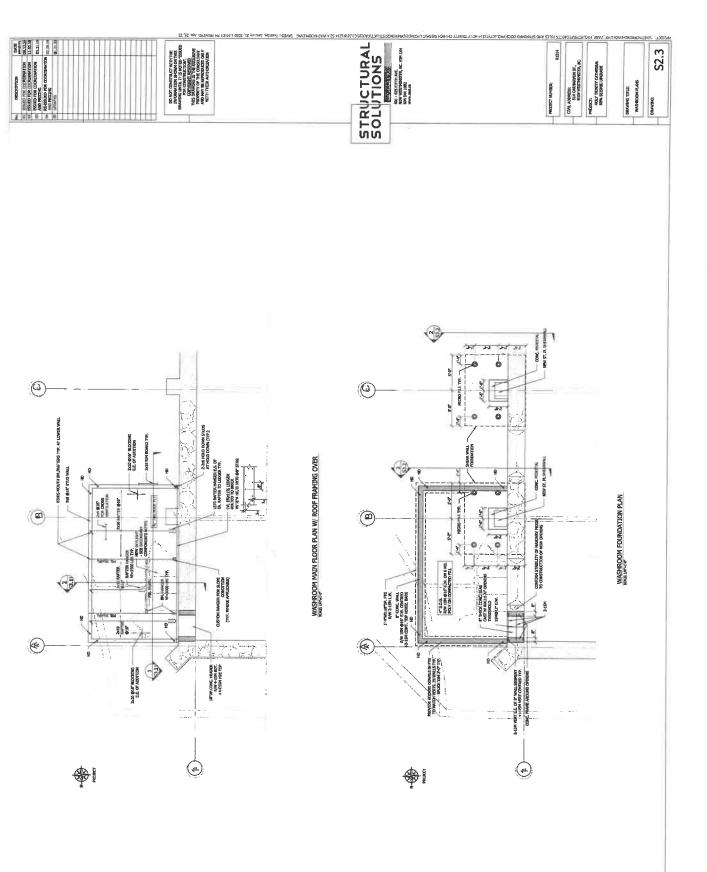
Seismic Upgrade Plans

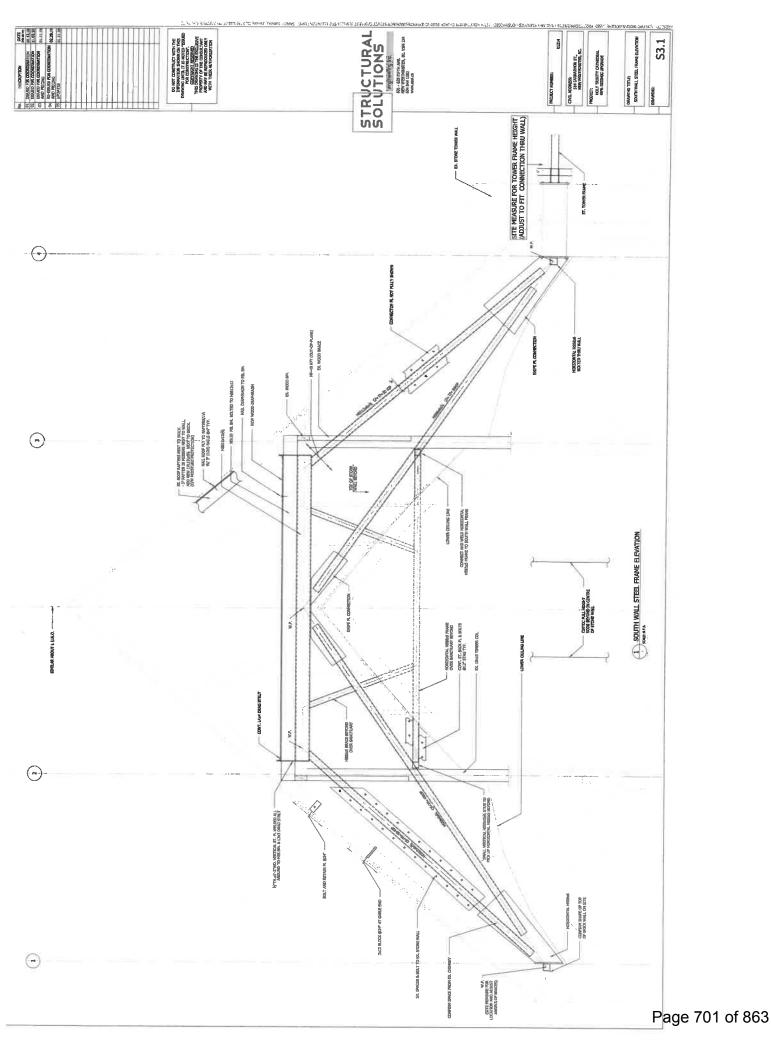


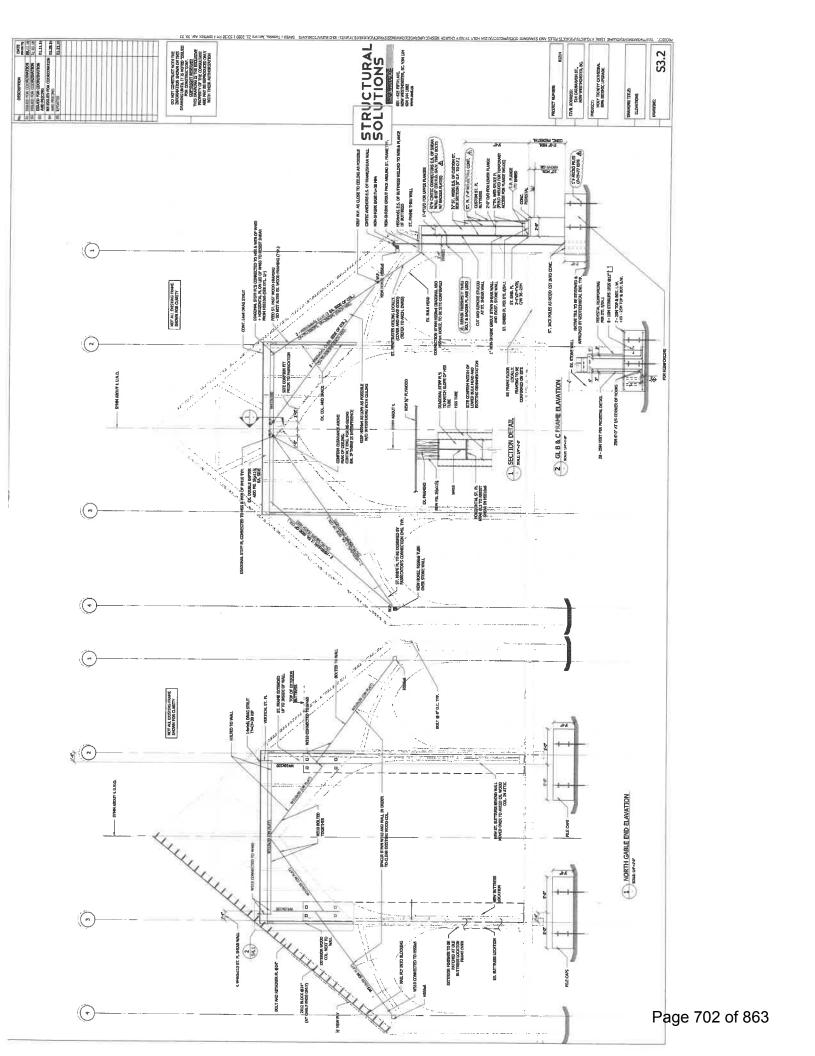


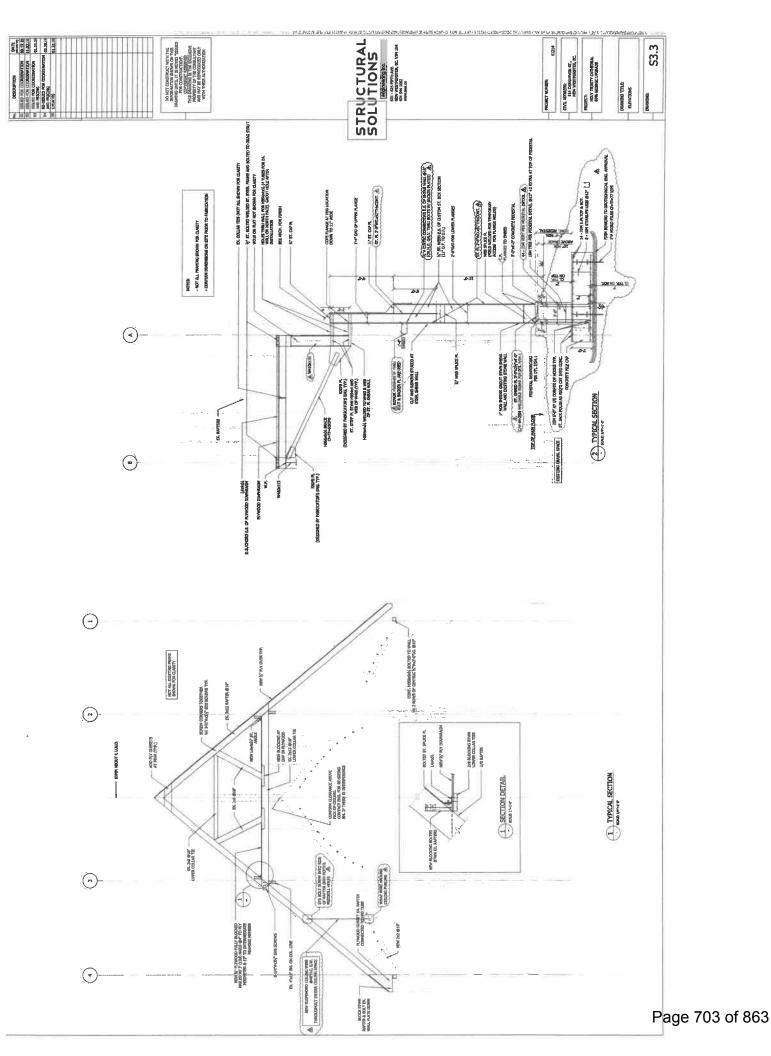


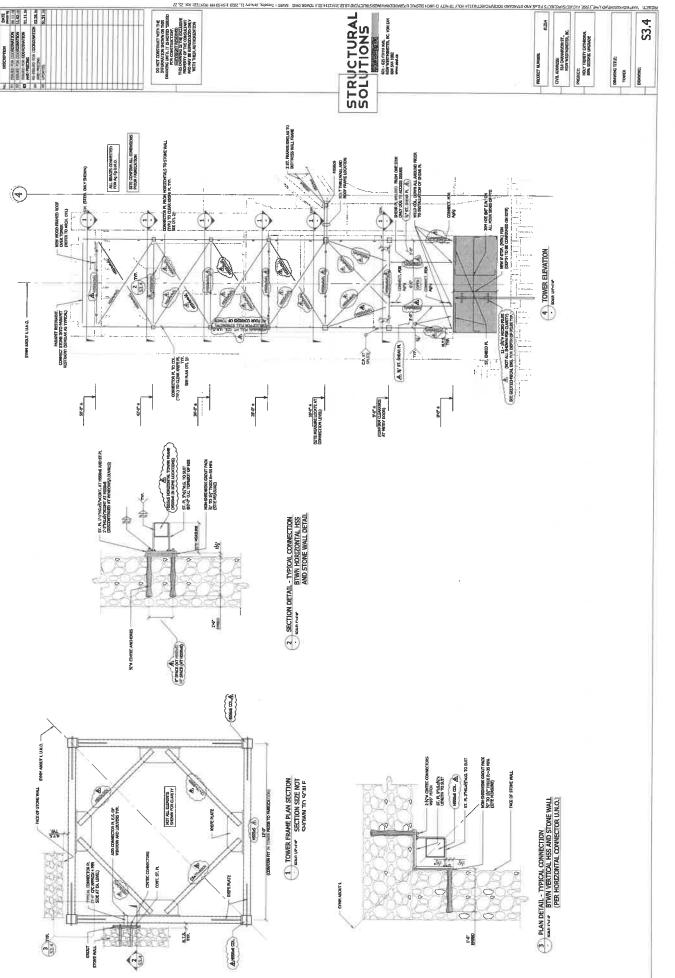


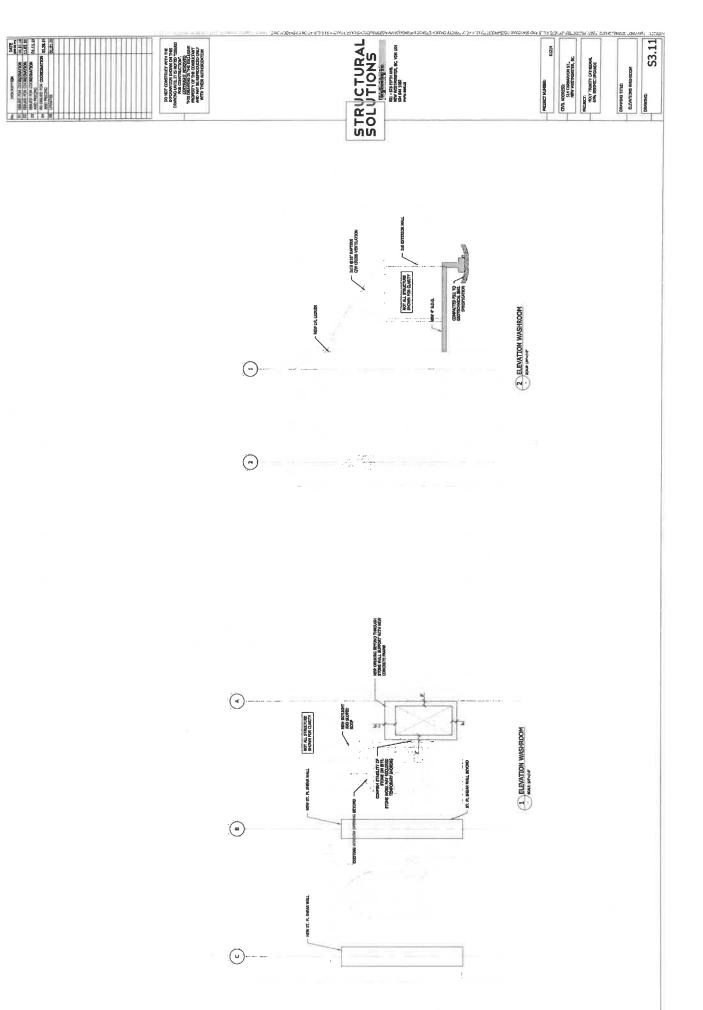


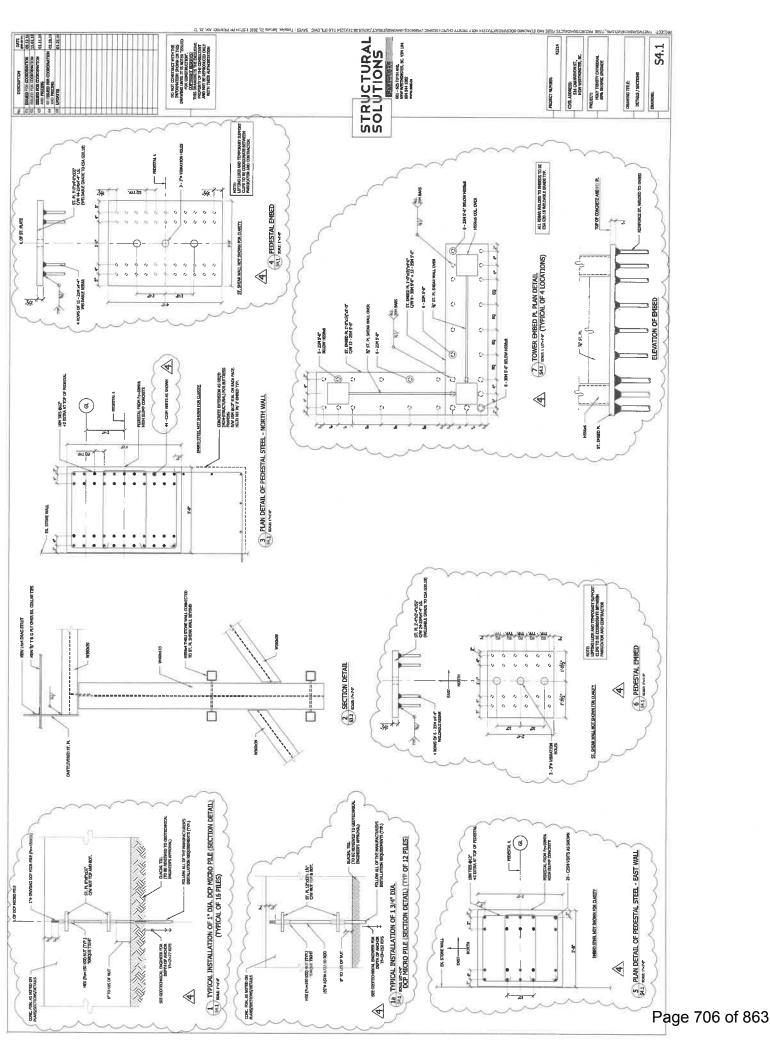












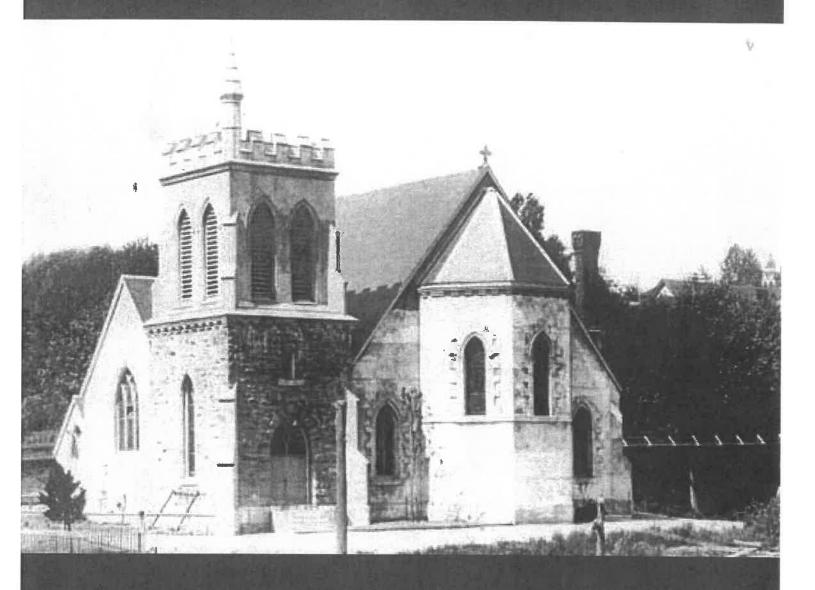
APPENDIX 3

Conservation Plan

HOLY TRINITY CATHEDRAL

514 CARNARVON STREET, NEW WESTMINSTER
CONSERVATION PLAN

OCTOBER 2021



DONALD LUXTON AND ASSOCIATES INC

DONALD LUXTON AND ASSOCIATES INC. 1030 - 470 GRANVILLE STREET, VANCOUVER BC, V6C 1V5 hello@donaldluxton.com 604 688 1216 www.donaldluxton.com

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1. INTRODUCTION

SUBJECT PROPERTY: HOLY TRINITY CATHEDRAL

ADDRESS: 514 CARNARVON STREET, NEW WESTMINSTER

CONSTRUCTION DATE: 1867 (RECONSTRUCTED 1898-99)

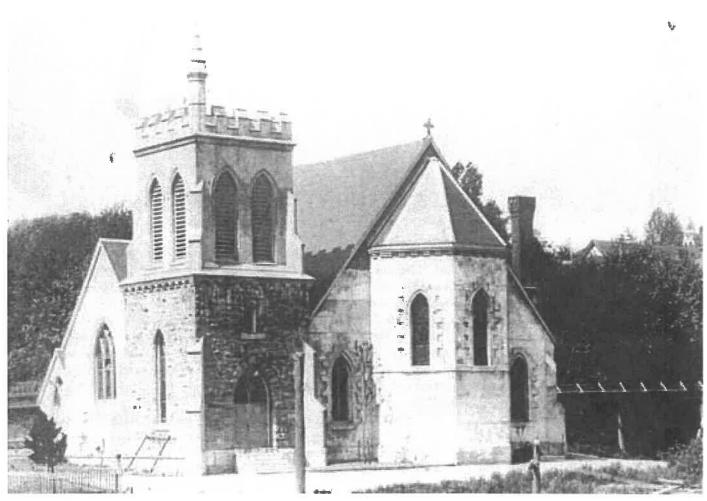
HERITAGE STATUS: NEW WESTMINSTER HERITAGE REGISTER

Holy Trinity is a historic parish, established in 1859, and was one of the first in the Mainland Colony of British Columbia. It is of heritage value for its association with Colonel Richard C. Moody of the Royal Engineers, who chose the location of the church in his original plan for the City. The first incarnation of this building was constructed of wood and burned in 1865, just five years after its completion. Its replacement was built two years later in sandstone, but could not withstand the Great New Westminster Fire of 1898. This current structure, constructed in 1898-99, was built incorporating the surviving walls of the earlier building.

Holy Trinity Cathedral is a prime example of the work of prolific local architect George W. Grant, who designed many of the buildings in downtown New Westminster, both before and after the Great Fire of 1898. He redesigned and restored buildings that survived, and designed replacement blocks for those that were destroyed, which were generally much reduced in scale and opulence from the pre-fire buildings. Grant's success at the time was tied not only to his skill in design, but also directly to his expertise in building construction.

This cathedral is of architectural significance for its Gothic Revival style, popular in ecclesiastical construction of the time, and its majestic tower, which was redesigned in 1910 by architect Frank G. Gardiner. Gardiner had a prolific architectural career, particularly with partner A.L. Mercer. Holy Trinity Cathedral contains art glass windows by Henry Bloomfield & Sons, which installed glass in numerous buildings. The interior also boasts woodwork of native tree species.

The proposed conservation of Holy Trinity Cathedral involves overall preservation, with rehabilitation interventions to facilitate seismic upgrading, including interior and exterior rehabilitation measures. This rehabilitation will allow Holy Trinity Parish to remain active on the site that it has occupied since 1860.



Holy Trinity Cathedral view from Clarkson Street, 1900 [NWMA IHP0327]

2. SUMMARIES

2.1 HISTORICAL SUMMARY

The Establishment of New Westminster

- In 1859, New Westminster was chosen as the new capital of the Mainland Colony of British Columbia.
 It was incorporated as Western Canada's first city the following year.
- In the spring of 1859, the Royal Engineers began clearing the land for the establishment of New Westminster.
- In February 1859, the British War Office decided to provide spiritual care for the troops under the command of Colonel Moody, and in September, sanctioned 100 pounds sterling for the purpose. John Sheepshanks was nominated.
- Reverend Sheepshanks conducted the first Anglican service in New Westminster on Sunday September 2nd, 1859 in the Customs House.
- Holy Trinity Church was the second Anglican Church built on the mainland; the first had been built near Fort Langley.
- The first Holy Trinity Anglican Church, built in 1860, was designed by Captain Arthur Reid Lemprière, who arrived with the third group of Royal Engineers in April, 1859.

Construction of the Second Holy Trinity Anglican Church 1867

- The first Holy Trinity was destroyed by fire in 1865.
- The second building was built of sandstone imported from Salt Spring Island, and was consecrated on December 18th, 1867.
- The architect was Hermann Otto Tiedemann, a successful architect, noted as the designer of the Colonial Administration Buildings in Victoria (the "Birdcages").
- The first Bishop of the new diocese, The Right Reverend Acton Wyndeyer Sillitoe, was consecrated Lord Bishop of New Westminster on All Saints' Day 1879.
- Holy Trinity Church became the Cathedral Church of the Diocese of New Westminster in 1892.

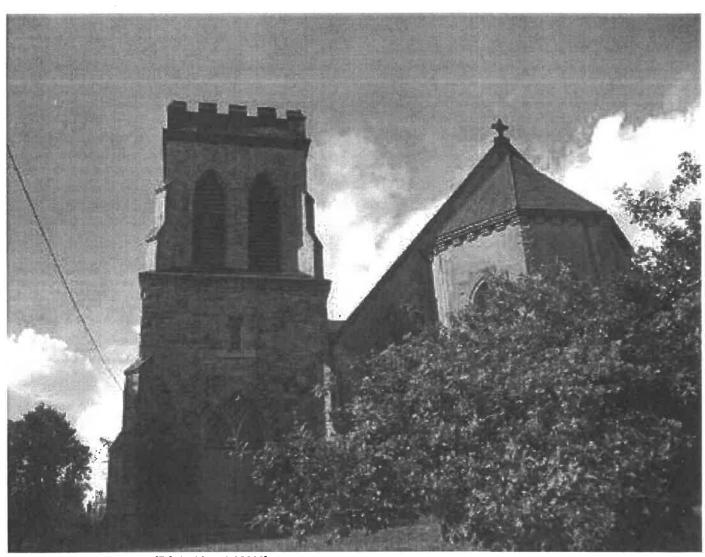
Great Fire and Rebuilding 1898-99

 Holy Trinity was burned during the great New Westminster fire of September 10, 1898.

- The wooden elements of the building were destroyed, but some of the walls, although damaged, remained standing.
- The current Cathedral is a reconstruction of the previous church, the walls and foundations of which were found to be sufficiently strong to be reused.
- The reconstruction was undertaken by local architect George W. Grant, who was extremely busy following the Great Fire, designing many of the structures in Downtown New Westminster that still stand.
- Of the peal, seven of the eight bells were cracked beyond repair, and were sent to San Francisco to be melted down to provide funds for rebuilding. The one original bell that remained, named "Wisdom", still hangs in the tower.
- Work was completed on the rebuilding of the Cathedral in 1899 in time for services on All Saints Day. The Cathedral was consecrated on April 3rd, 1902, following the settlement of the debt incurred by the restoration work.

Twentieth Century to Present

- This remained as the Cathedral Church of the Diocese until 1929 when Archbishop de Pencier designated Christ Church in Vancouver as his Cathedral.
- The Parish of Holy Trinity was bitterly disappointed, and following a fight which lasted over a year and which threatened to be dragged before the Supreme Court, a settlement was reached which included the right of Holy Trinity to retain the title of Cathedral in perpetuity.
- Notable surviving features of Holy Trinity Cathedral include the three stained glass windows in the apse, the work of local craftsmen, Henry Bloomfield and Sons.
- A number of historically significant artifacts grace the Cathedral. Ties to Westminster Abbey are represented by the pillared Credence Table in the sanctuary and the altar cross as well as the banner on the front of the pulpit. The brass lectern was a gift of the first Governor of the Colony, Sir James Douglas in 1875. This and other items were saved from the burning former building by the Rector of the day, the Reverend Shildrick.



Holy Trinity Cathedral, 1949 [BC Archives I-28023]

2.2 SUMMARY OF HERITAGE VALUES

Historical Value

Holy Trinity Cathedral is valued historically for its association with the earliest settlement of New Westminster. The first Anglican service in New Westminster was held in 1859, reflecting the British origins of the Royal Engineers who founded the city. The Cathedral is one of the few buildings in downtown New Westminster that retains substantial historic fabric that survived the Great Fire. Numerous important historic figures from the development and construction of British Columbia are featured in the Cathedral's story; including clergy the Rev. John Sheepshanks and the Rt. Rev. Acton Sillitoe; Colonel R.C. Moody of the Royal Engineers; architect H.O. Tiedemann; builder Thomas Trounce; and architect George Grant, as well as its association its association with many prominent New Westminster families.

Architectural Value

Aesthetically, Holy Trinity Cathedral is of architectural significance for its Gothic Revival style, and for its interior and exterior design. Little of the Cathedral has been changed, and it retains much of its original features and patina. The apse is illuminated by stained glass windows of exceptional quality, and the leaded windows of the nave are also fine examples of their craft.

Community Value

This has been the site of religious worship for longer than Canada has been a country. Beyond this historic significance, there is a deep-rooted tradition of community involvement and service. The parish is active in charitable organizations, notably the New Westminster Homelessness Coalition, and as part of the Anglican Church of Canada it is a participating member of the Primate's World Relief and Development Fund. It also provides a breakfast program, providing free meals to the less fortunate, and encourages participation from volunteers including students from St. Thomas More Collegiate. The Cathedral is the focal point for pastoral care to the community, including weddings, baptisms, hospital visitations and funeral services.

2.3 SUMMARY OF HERITAGE BENEFITS

There are many ways in which this project benefits the Parish as well as the citizens of New Westminster:

Long-Term Conservation and Public Safety

The retention and upgrading of this historic church supports the City's goals of both heritage conservation and sustainability. The maintenance of landmark churches is also important for symbolic and traditional reasons, linking the past to the present and providing visual and symbolic anchors to the community as it develops. Historic churches are typically maintained by the congregation at little or no cost to government, a community benefit that adds to cultural diversity and social programming capacity.

The funds generated through this project will allow Life Safety and BC Building Code upgrading of the historic structure. This will include careful and sensitive seismic upgrading of the unreinforced masonry structure, a very costly procedure that could not otherwise be undertaken. This will not only assist in the long-term conservation of the historic fabric, it will also enable safe occupancy and continued public use of the building.

The level of restoration of HTC will be of the highest order, with particular attention paid to the exterior as well as interior features. The restoration will enable the continuing historic religious use of HTC as a character-defining element.

Enhanced Functionality

The improvements to the site will ensure long-term viability of both the historic building as well as the use of the church. These improvements include the physical rehabilitation of the historic church building as well as improved community space incorporated into the new structure.

Public Access

The Holy Trinity site was conceived originally as part of a larger public open space, and the church yard has always been accessible to the public. As part of the redevelopment of the site, a plaza will be created in front of the church that can be used in a variety of public ways. Mid-block access will be facilitated through the provision of accessibility measures, including an elevator facing Clarkson Street, to address the steep grades that currently exist.

Legal Protection of the Heritage Site

In many ways, this church site is the very core of historic New Westminster and the original Mainland Colony. As part of the redevelopment agreement, long-term legal protection will be provided for this very historic building.

Institutional Preservation

Institutions of faith are critical to the social fabric of the community. Holy Trinity, as a long-time anchor to the downtown, has been a transformative force that meets the social and faith-based needs of local residents and groups. The location in the downtown core is critical in serving the growing population, those who travel in on the weekend and those who work in businesses downtown.

In addition to its faith-based services, the critical role played by HTC includes:

- Providing space for community functions including programming, events and recreation for seniors and youth programs;
- · Hosting arts and cultural events;
- Offering care, a sense of belonging and community counsel for disadvantaged populations; and
- Providing space and programming for recovery and health programs.

Faith-based institutions play a significant role in the development of a holistic community, and HTC is aligned with current City of New Westminster and senior government policies and strategies in many key areas. Ongoing research work by Cardus [cardus.ca] regarding the critical role played by faith-based space in Canadian urban settings includes City Soul studies of Calgary, Edmonton and Toronto. These reports continue to conclude that downtown urban communities would be impoverished if faith-based space is lost, as it is a critical component in the social fabric of vital cities. There is also an alignment between community needs, the provision of social services and the support provided by faith-based institutions.

Holy Trinity Parish is challenged by its current outdated facilities, aging infrastructure and high costs of rehabilitation. This project will allow the historic HTC Parish to remain in its current location, and provide improved and expanded facilities that are invaluable for community use and outreach.

Archaeological Overview Assessment

An Archaeological Overview Assessment of the HTC site was submitted by Brown & Oakes Archaeology in January 2019. No documented archaeological or historic sites are situated within the Project Area, however archaeological sites within 2.5 km of the location include village and camp sites, subsistence features, and lithic scatters that suggest wide-ranging Indigenous land use of surrounding locales. The site has been subject to extensive historic disturbances, and further field based archaeological impact assessment is not recommended. A project-specific Archaeological Chance Find Protocol has been produced and will implemented for project and construction managers prior to construction implementation.



"The Frazer, New Westminster, September 1862." A view of the Fraser River from New Westminster showing the houses at qeyqeyt. [Sarah Crease. British Columbia Archives D-02123]



"New Westminster, 1864." [Claudet. British Columbia Archives A-03330]

First Nations Context

[From Archaeological Overview Assessment]

The Project area is within the asserted traditional territories of several hendeminem groups including Katzie, Kwantlen, Kwikwetlem, Qeyget, Musqueam, Semiahmoo, Tsawwassen, Other neighbouring and Tsleil-Waututh First Nations. Nations engaged in traditional land and riverine use of the area and maintain consultative interests. Ethnographic and recorded traditional use information make clear that several First Nations formerly occupied and relied on the lands and resources in and around New Westminster. Kwantlen First Nation names several traditional ancestral villages along the north Fraser shoreline at New Westminster and describe these as traditionally occupied and controlled lands until a move upriver following the founding of Fort Langley. Other neighbouring Nations along the Fraser River and beyond claim long-held use rights, occupation or territorial connections to specific settlements or land areas. The north bank of the Fraser River around New Westminster is also closely linked to many Nation-held and ethnohistorically-recorded accounts of handaminam founding ancestors and beginning-of-time stories. The swift taking of land, establishment of the Colonial government, and the burgeoning commercial and industrial activities in and around New Westminster in the mid-1800s acted to rapidly displace First Nations from traditionally occupied and spiritually important lands. establish connections and engage in land planning decisions and heritage site protections are underway by several area First Nations.

Reconciliation with Indigenous People

Reconciliation between settler and Indigenous communities is and will continue to be a lengthy process as we restore right relationships and address systemic wrongs. On August 3, 1993 Archbishop Michael Peers, the Primate (presiding bishop) of the Anglican Church of Canada, at a gathering of the leaders of Indigenous Anglican communities, issued a formal apology for the role of the Anglican Church of Canada in residential schools. The Diocese of New Westminster, the regional judicatory of the Anglican Church of Canada, in the Lower Mainland and Fraser Valley, has also committed

its resources to facilitate reconciliation between settler and Indigenous communities in this region of the Province. Holy Trinity Cathedral is deeply aware that its own history is entwined with the history of colonization in Canada and in British Columbia. Even as Anglican worship began in September of 1859 in New Westminster, the government was displacing Indigenous communities from their ancestral lands along the Fraser River. The Mission Priorities of the Diocese of New Westminster emphasize reconciliation and respect for diversity, and there is a dedicated staff member charged with facilitating Indigenous Justice.

The redevelopment of the Cathedral properties will include significant steps toward reconciliation. As part of the application process, at least sixteen Indigenous communities have been notified at various stages. The following context is proposed for this development as an acknowledgement of the need for ongoing reconciliation measures:

- signage in hendeminem;
- Indigenous art either in free-standing forms or incorporated in the building's design features;
- interpretive signage regarding the historical context;
- programming to support the City and Indigenous communities in reconciliation, and
- other mutually sustainable initiatives.

Sustainability

The redevelopment of the HTC site also supports sustainability in the following ways:

- Economic Sustainability
- Environmental Sustainability
- Social Sustainability
- Cultural Sustainability
- Spiritual Sustainability

The development of complete communities supports the Social Pillar of sustainability. In addition, the geographic proximity of programs and services for downtown residents promotes a compact, sustainable infrastructure through access to alternate forms of transportation. Given projections of continuing increase in the population in New Westminster, the presence of this historic institution offers an anchor of stability as well as a community resource of great public benefit.

3. HISTORY OF HOLY TRINITY

3.1 ESTABLISHMENT OF THE ANGLICAN CHURCH IN BRITISH COLUMBIA

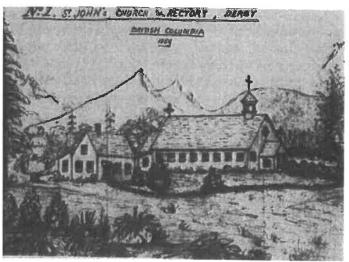
You go not as enemies but as the benefactors of the land you visit, and children unborn will, I believe, bless the hour when Queen Victoria sent forth her sappers and miners to found a second England on the shores of the Pacific.

With these words the Colonial Secretary, Sir Edward Bulwer-Lytton, dispatched the first contingent of Royal Engineers to tame the wilderness and the wild gold seekers in British Columbia. Bulwer-Lytton was alarmed not only at the "motley inundation of immigrant diggers" that were flooding the area, but also at the possibility that the Americans would attempt to annex the area north of the forty-ninth parallel now that valuable resources had been discovered there. The first priority for the Royal Engineers was to secure the British claim to the area by surveying the boundary with the United States, but they were also charged with surveying lands and roads for public purposes, suggesting a site for the capital city for the newly formed mainland colony, and reporting on the value of mineral resources. Colonel Richard Clement Moody was appointed to command the detachment. The first contingent of the Royal Engineers arrived in mid-1858. A separate detachment arrived in late 1858 with, as Sir Edward continued, a mission "not... to fight against men, but to conquer nature; not to besiege cities, but to create them." This elite body of men laid the foundations for the development of the province. They created one major city, established the location and plan of smaller but strategically important towns, and determined the transportation routes that to this day move most people around the Lower Mainland and up into the central interior of the province.

James Douglas, newly-appointed Governor of the Mainland colony of British Columbia, had chosen Derby, near the site of the original Fort Langley, as the site for the new capital, and the Royal Engineers established their first camp there. Rev. William Burton Crickmer of Oxford was assigned as the contingent's chaplain, and he arrived at Derby in February of 1859. Soon after his arrival, he wrote to the Colonial & Continental Church Society:

Your missionary preached the very first regular sermon in the Colony of British Columbia... my church was a half-finished barrack, my congregation soldiers and civilians, my pulpit a Union Jack over a box, and my text Genesis 1:27, "The New Creation."

Construction began on a church, St. John the Divine, and a rectory, both built of redwood and likely designed by Crickmer himself and following the design of his old parish church in London, St. John the Divine. Town lots were offered at auction, raising considerable money for the government. Derby, however, proved to be a short-lived settlement. Only two months after the town's inauguration, Colonel Moody condemned the site on sanitary, commercial, military and political grounds. Crickmer and his family were transferred to Yale, and the church at Derby sat empty and unused until 1882, when the Anglican congregation at Maple Ridge cut it into segments, floated it across the Fraser River, and hoisted it onto a new site, where it was reconstructed at about half its original length and still survives today.



St. John's, Derby (1859), drawn by Rev. Crickmer [City of Vancouver Archives AM447: St. John the Divine Church fonds]



Sapperton, circa 1863 [BC Archives] - A: Colonel Moody's residence, B: log church.

3.2 THE ESTABLISHMENT OF NEW WESTMINSTER

Over Governor James Douglas's objections, Moody rejected Derby as the permanent site for the new capital, and suggested another site, in a strategic location on an easily defended hill on the north side of the Fraser River, which was a greater distance from the American border and had easier access to Burrard Inlet. Queen Victoria decreed the capital would be called New Westminster. The Royal Engineers prepared a town plan suitable to the ideals of British colonialism: a romantic English plan using a grid intersected by formal gardens and grand avenues delineated Imperial presence on the land and allowed for the capitalist exchange of real estate; church and state reserves established the place of religion and government in the centre of the city; and English street names, gardens, and crescents inspired by Bath and other English cities helped transplant the culture of the Mother Country. Like those of its namesake, old Westminster, the future suburbs across the river would be known as Surrey. In the spring of 1859, the Royal Engineers began clearing the land for the establishment of New Westminster.

Despite the grand plans it was soon obvious that it would be a long time before anything resembling a city could be established, and the site was derisively called the "Imperial stump-field." Upriver, and separate from the capital, the Royal Engineers established their own camp at Sapperton where they constructed barracks, an impressive house for Colonel Moody, a school, and a log church, which was described in the Victoria Gazette as being of "a most singular and clumsy appearance."

New Westminster was laid out in a grand linear plan, parallel to the Fraser River. It terminated to the west at Dock Square, and to the east at Albert Crescent, patterned after the crescents at Bath and Brighton. Eight church reserves were located throughout the lower town, accommodating all denominations. The capital's main focus was to be the centrally located government and public gardens. Moody decided to place the Anglican Cathedral "as an ornamental feature" in the centre of Victoria Gardens, indicating its importance to both the City's appearance from the river as well as its central position in the new settlement's social life.

In February 1859, the British War Office decided to provide spiritual care for the troops under the command of Colonel Moody, and in September, sanctioned 100 pounds sterling for the purpose. John Sheepshanks was nominated, and arrived before quarters could be prepared; he was invited to live with the Moody family when he arrived. Reverend Sheepshanks conducted the first Anglican service in New Westminster on Sunday September 2nd, 1859 in the Customs House.

Born in 1834, Sheepshanks was educated at Christ's College, Cambridge. Ordained in 1857, he was a curate at Leeds Parish Church prior to becoming Rector of New Westminster and Chaplain to George Hills, the Bishop of Columbia. He later held incumbencies in Bilton, Yorkshire, and Anfield Liverpool before his election to the Episcopate as Bishop of Norwich in 1893, a post he held until his death in 1909.

"We like our Clergyman, so far, very well, he is High Church, but very energetic and earnest and hard-working. I do not think he has taken a fancy to us for he is very quiet and reserved. He has a room in our House, but we seldom see him excepting on Sundays when our Meal times suit him better than the Mess Hours. He is very fond of Zeffie, and plays with her constantly."

The Letters of Mary S. Moody, October 11, 1859.

"Our Church is begun, and Mr. Sheepshanks living in a "Log Hut" near the Site, which I have named 'Castle Sheepshanks', however, poor man, he was nearly burnt out last night. He is going to Victoria for a holyday, and Mr. Dundas is coming up here."

The Letters of Mary S. Moody, April 16, 1860.

Sheepshanks wrote in his memoir, "Bishop in the Rough":

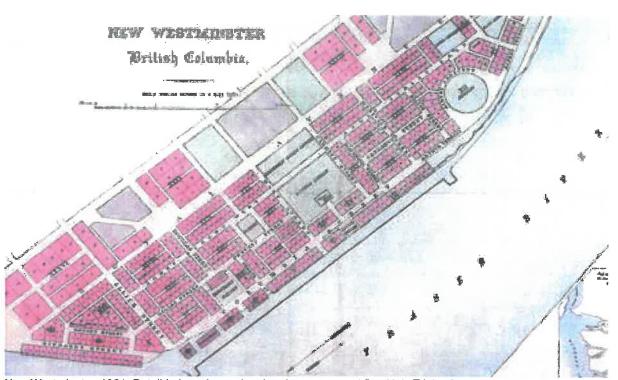
During the day Mr. Sheepshanks' time was well occupied. No man can be described as idle who visits, collects subscriptions and gifts, supervises a work of building, teaches a Sunday school, preaches four sermons on the seventh day with the usual offices of the Church, and walks five or six miles in the performance of that duty. The church building progressed. There was a "bee" for the clearing of the ground. A considerable number of people put in a day's work, brought shovels and pickaxes, cleared the ground of stumps, rolled away logs, and made a pathway from the road up to the church lot. But the labours in the settlement were intermitted by an order from the Bishop to go up country and visit the miners and the [Indigenous peoples].



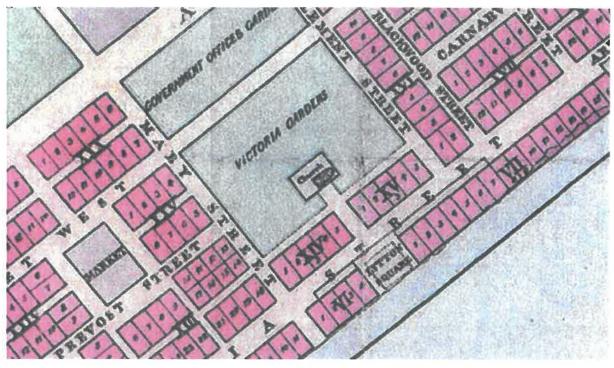
Reverend John Sheepshanks, circa 1860. Photographer: G.R. Fardon [BC Archives F-05146]



Bishop of Norwich, the Rt. Rev. John Sheepshanks, DD [NWMA !HP2530]



New Westminster, 1861. Detail below shows the already-constructed first Holy Trinity Church. [National Archives of the UK]





First Holy Trinity Church, New Westminster; church destroyed by fire in 1865. "Castle Sheepshanks" is visible in the foreground. Photographer Francis George Claudet. Date: 1860 [BC Archives A-01672]

3.3 FIRST HOLY TRINITY CHURCH, 1860

New Westminster's Holy Trinity Anglican Church, built in 1860, was designed by Captain Arthur Reid Lemprière, who arrived with the third group of Royal Engineers in April, 1859. The first of three Church buildings, it was of wood construction. On December 8, 1860, Holy Trinity was consecrated. The church was described in the *New Westminster Times*:

The edifice, which commands a lovely view of the river, mountains and surrounding scenery, is built in the early style of Gothic Architecture... The interior consists of a nave, two aisles, chancel, vestry and recess for organ. The uprights and rafters are of fir, massive pillars with Cothic arches between, a series of arches also spanning the nave and giving a rich and ecclesiastical appearance to the whole. The internal fittings are of the handsomest description. The seats, which have been presented by various individuals whose hearts warmed towards the completion of the good work, are of fir, trimmed with the famous California redwood. The lectern or bibledesk (a gift) is of fir and the Columbian Cottonwood; the poppy heads of redwood are admirably contrasted, and present an exceedingly rich and elegant appearance. The communion rails, designed by one of the Royal Engineers, are beautifully executed. The whole building reflects the highest credit both upon the taste of the committee, who approved of the plans (presented by Captain A.R. Lemprière, R.E.,) and upon the builders, Messrs. Manson and White, who have performed their part in a truly workmanlike and skillful manner.

Sheepshank's parsonage was a log hut built by two miners, close to the church and measuring 7 feet by 10 feet. Notches were cut into the logs for whiskey bottles, which originally served as windows, soon replaced by a cloth curtain on a sliding frame. Sheepshanks noted that he could "sit on my wooden bunk and open the window, shut the door, poke the fire in the stove, and get anything down from the shelf without moving."

The helpful, friendly Engineers were ordered home [in 1863], and embarked for England to the tune so hard for exiles to bear, "Home, sweet Home." The monotony of Church life was broken by what may be called the Battle of the Bells. About this time we heard in the Victoria, V. I., newspaper of a beautiful peal of bells for the Bishop's church at Victoria, given by Miss (afterwards Lady) Burdett-Coutts. And in due time the arrival of the ship with the bells was chronicled. I happened to be in Victoria at the time, and meeting my good friend Mr. Holbrook, who also chanced to be down there, we agreed to go on board the vessel and have a look at them.

Accordingly we went on board, and, the hatches being open, we looked down and saw one or two of the bells being uncovered. I climbed down into the hold and read the inscription on the tenor bell, and I remember well the shout of delight with which I called up to Mr. Holbrook, who was looking down from the deck above, to tell him that the inscription was ' for the Church of St. Stephen, New Westminster.'

There was always a good deal of rivalry and jealousy between Victoria and New Westminster, and we knew that every effort would be made by the people of Victoria to retain the bells there. With regard to this fine peal of bells, it was true that our church was not dedicated in the name of St. Stephen, yet the crucial point, we thought, was the place, and as they were inscribed 'New Westminster,' we believed and maintained that of right they were ours.

We took measures accordingly, and got up a public meeting and began a movement for the erection of a bell-tower, and memorialized the Bishop. And, in short, we showed ourselves so unanimous and insistent that we gained our point, and in a few weeks' time the bells were deposited on the bank of Frazer River. John Sheepshanks, "Bishop in the Rough."

In 1865, a 100-foot bell tower designed by architects Wright & Sanders of Victoria, was built to house the bells. The church burned to the ground that year.

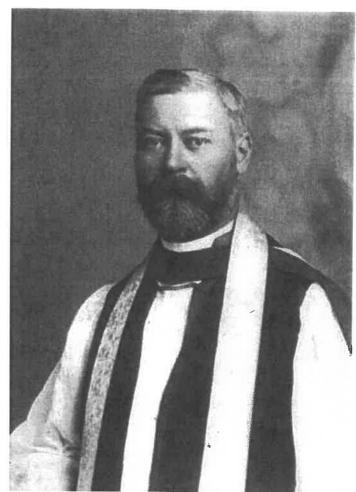
3.4 SECOND HOLY TRINITY CHURCH, 1867

The first Holy Trinity was destroyed by fire in 1865. The second building was built of stone and was consecrated on December 18th, 1867. Hermann Otto Tiedemann (1821-1891) was a successful architect, surveyor and civil engineer, who emigrated from Prussia to Victoria in 1858. Noted as the designer of the Colonial Administration Buildings in Victoria (the "Birdcages"), in 1867 he secured the architectural commission for Holy Trinity Anglican Church in New Westminster. Built in the "pure Gothic" style desired by the clients, Holy Trinity was of cross-axial design with a semi-octagonal apse. The contract for its construction was awarded to Thomas Trounce, and its walls were built of sandstone imported from Salt Spring Island.

The first Bishop of the new diocese, The Right Reverend Acton Wyndeyer Sillitoe, was born in Australia in 1840 and educated in England. He married first, in 1870, Charlotte, second daughter of Thomas Sillitoe, of Buenos Aires (who died in 1878), and secondly, in 1878, Violet Emily, second daughter of Justinian Pelly, of Yoxford, Suffolk. He was educated at King's College School, London, and at Pembroke College, Cambridge, and was ordained in 1869. After holding various preferments, he was consecrated Lord Bishop of New Westminster on All Saints' Day 1879. He and Mrs. Sillitoe arrived in New Westminster on June 18th, 1880.

The boundaries of the diocese were from the forty-fifth parallel to the fifty-fourth, and from the Rocky Mountains to the Pacific Ocean, an area of 160,000 square miles. The Rev. L.N. Tucker, Rector of Christ Church, Vancouver, voiced the opinion: "No one, I am sure, could know Bishop Sillitoe intimately without being charmed by his genial and friendly manner, and without being impressed by his zeal, earnestness, and manliness. Such qualities – the gifts of the Eternal Spirit – are not likely soon to die or to be forgotten. Through them, though dead, be yet speaketh, and will speak for many years to come to all who knew him."

Holy Trinity Church became the Cathedral Church of the Diocese of New Westminster in 1892.



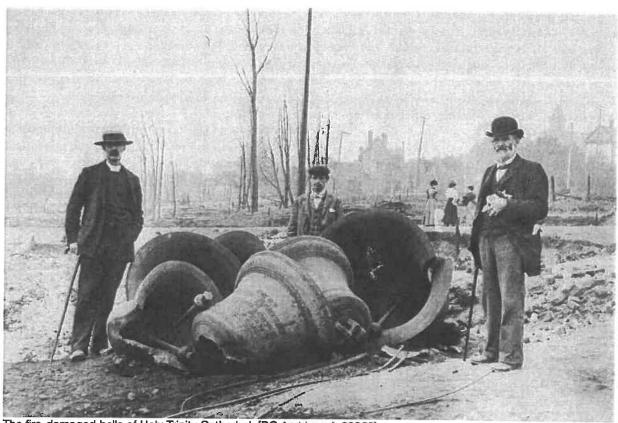
Right Reverend Acton Sillitoe, circa 1870 [City of Vancouver Archives CVA Port P1282]



Interior of Holy Trinity Cathedral, prior to fire of 1898. [BC Archives G-01086]

3.5 GREAT FIRE AND REBUILDING 1898-99

Holy Trinity burned during the great New Westminster fire of September 10, 1898. The wooden elements of the building were destroyed, but some of the walls, although damaged, remained standing. Of the peal, seven of the eight bells were cracked beyond repair. Burdett-Coutts refused to donate more bells, so the seven cracked bells were sent to San Francisco to be melted down to provide funds for rebuilding the Cathedral. The one original bell that remained, named "Wisdom," still hangs in the tower.



The fire-damaged bells of Holy Trinity Cathedral. [BC Archives A-03362]

The current Cathedral is a reconstruction of the previous church, the surviving walls and foundations of which were found to be sufficiently strong to be reused. Much of the masonry was still structurally sound and was retained, though a cement parging was used to conceal the scorch marks. Further, the nave was extended 13 feet and the bell tower constructed thirty feet beyond its existing height. The reconstruction was undertaken by local architect George W. Grant, who was extremely busy following the Great Fire, designing many of the structures in Downtown New Westminster that still stand. Work was completed on the rebuilding of the Cathedral in 1899 in time for services on All Saints Day. The Cathedral was

consecrated on April 3rd, 1902, following the settlement of the debt incurred by the restoration work.

The majestic bell-tower was redesigned in 1910 by architect Frank G. Gardiner. Gardiner had a prolific architectural career, particularly with partner A.L. Mercer, who designed many buildings in downtown New Westminster. Holy Trinity Cathedral contains art glass windows by Henry Bloomfield and Sons, which installed glass in numerous buildings, including St. Paul's Anglican Church in Vancouver. The interior also boasts woodwork of native tree species.

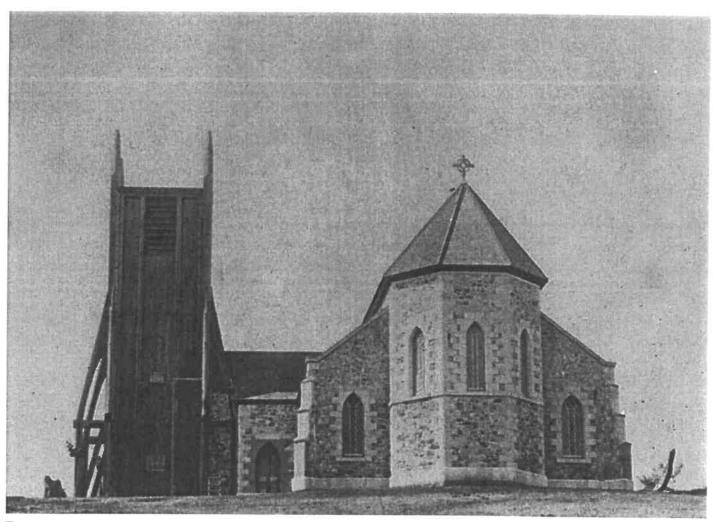
This remained as the Cathedral Church of the Diocese until 1929 when Archbishop de Pencier designated Christ Church as his Cathedral. The Parish of Holy Trinity was bitterly disappointed, and following a fight which lasted over a year and which threatened to be dragged before the Supreme Court, a settlement was reached which included the right of Holy Trinity to retain the title of Cathedral in perpetuity.

Notable surviving features of Holy Trinity Cathedral include the three stained glass windows in the apse, the work of local craftsmen, Henry Bloomfield and Sons. The left window is believed to be among the first depictions of First Nations people in stained glass. The right window was of gift of the Grand Lodge of British Columbia of which Bishop Sillitoe was Grand Chaplain. It contains symbols of the Masonic Order and represents the Holy Spirit descending upon the Apostles at Pentecost. The Bloomfield sons gave Saint Peter, the central figure, the face of their father, Henry. The central window represents Christ the King enthroned in glory. This window also contains a delightful blushing angel.

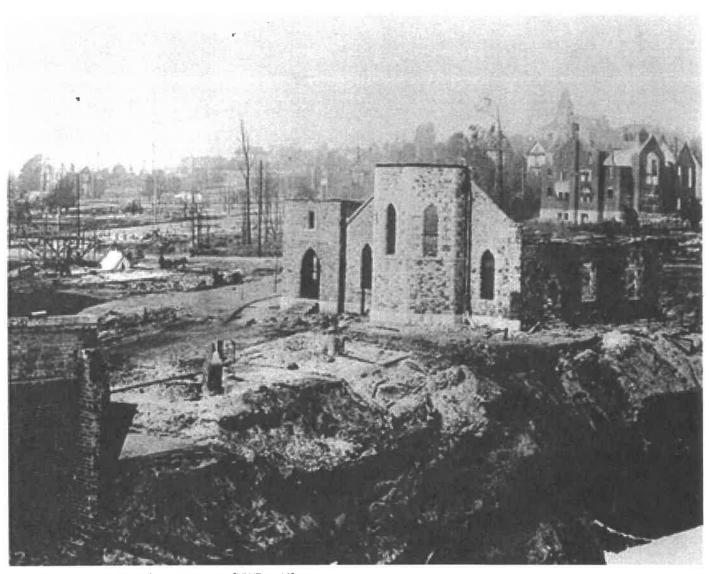
A number of historically significant artifacts grace the Cathedral. Ties to Westminster Abbey are represented by the pillared Credence Table in the sanctuary and the altar cross as well as the banner on the front of the pulpit. The brass lectern was a gift of the first Governor of the Colony, Sir James Douglas in 1875. This and other items were saved from the burning former building by the Rector of the day, the Reverend Shildrick.



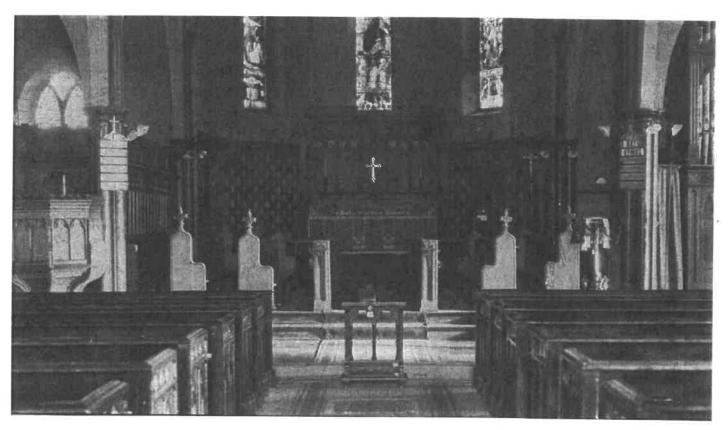
Cement parging on exterior of church, 1900 [NWMA IHP0009]



The second Holy Trinity Church and Bell-Tower, 186- [BC Archives C-03820]

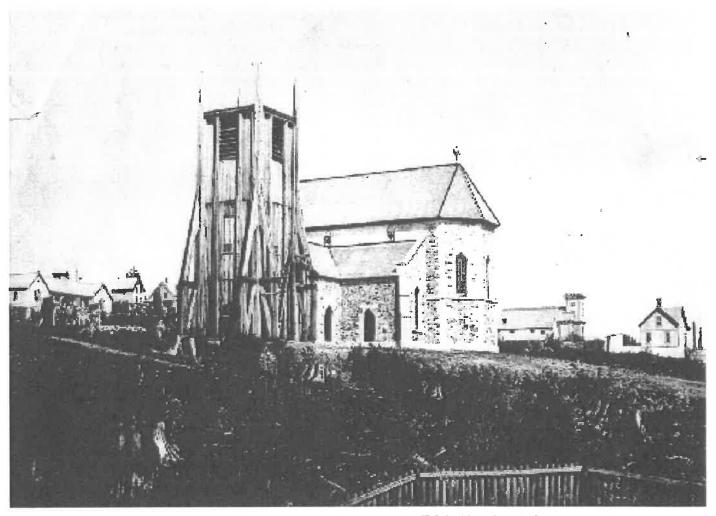


Fire-damaged Holy Trinity Cathedral, 1898 [NWPL 576]



Interior of rebuilt Holy Trinity Cathedral [BC Archives D-07839]

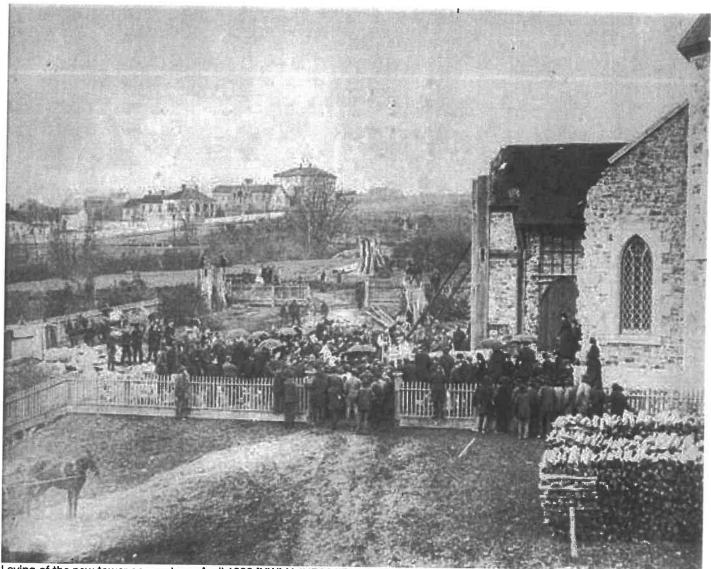
3.6 HISTORY OF THE TOWER



Second Holy Trinity Cathedral (First built in stone), with 1865 wood tower, 186- [BC Archives A-01593]

June 12th, 1867, the contract to erect a new stone church was let to Mr. Thomas Trounce of Victoria... On October 16th, 1867, the cornerstone was laid by Governor Seymour... Lack of funds prevented the completion of the tower... The tower itself had been raised all too hastily and none too

well... In 1880, it was decided that the old tower could be left standing no longer, but though it had appears so decrepit, it turned defiant at the last and proved far more sturdy than they thought. It was with some difficulty, even with three teams of horses, that it was pulled down.



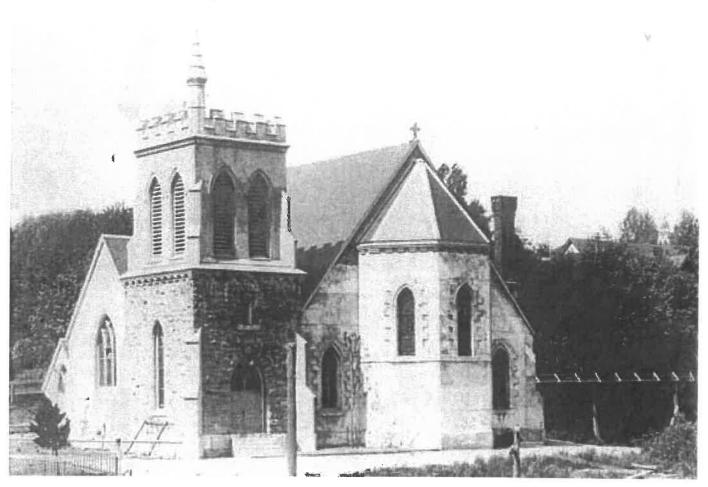
Laying of the new tower cornerstone, April 1886 [NWMA IHP0647]

It was not until April 10th, 1886, that the cornerstone of the new tower was laid... But the tower, begun with such high hopes, was never sufficiently completed for the bells to be hung.



Holy Trinity Cathedral [BC Archives B-05504]

Then came the disastrous fire of '98. For the second time, the Church of Holy Trinity was in ruins and this time the bells which had been stored in a shed nearby, were lost.

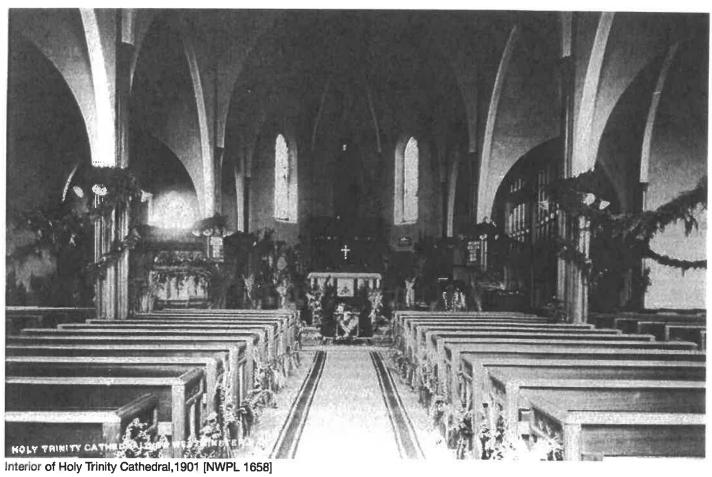


Rebuilt Church, view from Clarkson Street, 1900 [NWMA IHP0327]

3.7 HISTORY OF INTERIOR

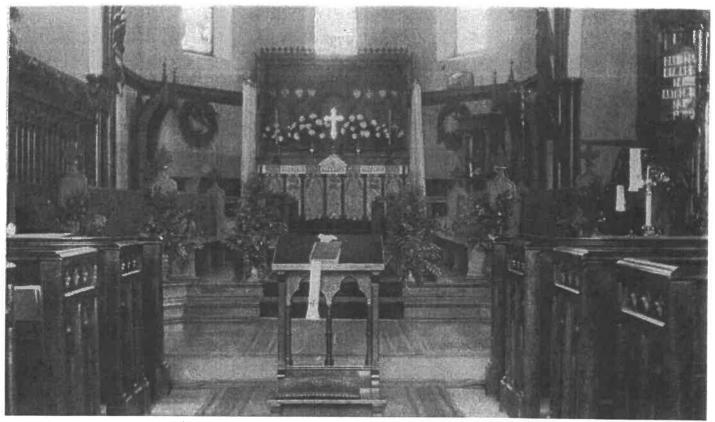


Interior of Holy Trinity Cathedral, 1867 [NWPL 1654]





Interior of Holy Trinity Cathedral, February 2, 1901 [NWPL 1657]



Interior of Holy Trinity Cathedral, 1951 [NWPL 1653]



Interior of Holy Trinity Cathedral, 195- [BC Archives D-07839]

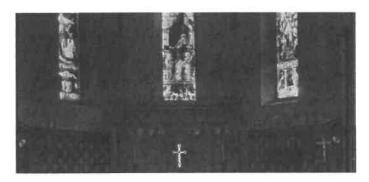


Interior of Holy Trinity Cathedral,1959 [NWPL 1656]

3.7.1 HISTORIC FURNISHINGS

The Holy Trinity Cathedral features a large collection of significant interior furnishings that are of historical value to the Church. These historic furnishings will be removed, stored, restored and reinstated following rehabilitation work. The following descriptions are sourced from *The Memories of a Cathedral – A Century of Christian Activity 1859-1959*.

WINDOWS



The three windows in the Sanctuary are worthy of close inspection for they contain a wealth of interesting detail. The North Window designed to remind us of God, the Father, represents the Baptism of Jesus when the voice of the Father was heard saying, "This is my beloved Son, in whom I am well pleased."

The Central Window depicts God the Son, enthroned in glory. This window contains a delightful blushing angel and the symbols of the four Evangelists. Both these windows were given by friends and parishioners in memory of Bishop Sillitoe. The third window is a gift of the Masons of British Columbia and is also a memorial to Bishop Sillitoe who was at one time, their Grand Champlain. It contains many symbols of the Order and represents God the Holy Spirit by depicting the descent of the Holy Spirit upon the Disciples at Pentecost.

One of the most interesting facts about these windows is that they were made in British Columbia at the turn of the Century, by the firm of Henry Bloomfield and Sons, which was established in New Westminster until the great fire of '98, after which it was moved to Vancouver. The windows were designed by one of the sons, James, who at that time, was in Manchester, England. He sent out the designs, and the glass was made and assembled by another son, Charles, a boy still in his teens. A touching and unique feature of the Masonic Window is that the boys gave to the Central figure, St. Peter, the face of their father, Henry.

THE ALTAR AND REREDOS

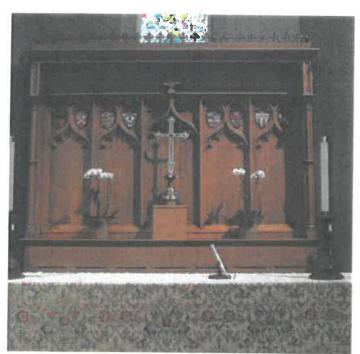
The Sanctuary, as well as the East Windows of Holy Trinity, form a memorial to Bishop Sillitoe. The Altar and Reredos were designed by Canon Beanlands of Victoria. Across the top of the carved reredos are eight heraldic shields, which are relative to Bishop Sillitoe's life. Facing the Altar from left to right they are 1. The Coat of Arms of St. John Baptist Church, Coventry, where Bishop Sillitoe was consecrated Bishop; 2. The Coat of Arms of York Minster; 3. The Coat of Arms for Lichfield Cathedral where the Bishop was ordained both deacon and priest; 4. The Coat of Arms of Canterbury Cathedral; 5. The Coat of Arms of the Diocese of British Columbia; 6. The Coat of Arms of the Sillitoes; 8. The Coat of Arms of Mrs. Sillitoe's family, the Pellys, of Upton, Essex, Baronets.

THE FRONTALS AND EUCHARIST VESTMENTS

The Frontals and Eucharist Vestments of Holy Trinity are magnificent. These priceless ornaments were made and embroidered by the Sisters of the Community of All Hallows', Ditchinham, Norfolk.

THE ALTAR CROSS

The Altar Cross was presented to Bishop Sillitoe by the Dean of Westminster Abbey, the Very Rev. Arthur Penrhyn Stanley,



known to the world as "Little Arthur" in "Tom Brown's School Days," "As a mark of sympathy between the old and new cities." Old Westminster and New Westminster. The base of the Cross is of oak fashioned from a rafter of the Abbey of the time of Henry V.

THE BISHOP'S THRONE AND CHAIR

Holy Trinity has both a Bishop's Throne and a Bishop's Chair in the Sanctuary. The former, lofty and simple in design, is the original Bishop's Throne for the Diocese of New Westminster. It



is of oak, upholstered in Purple Velvet in contrast to the Sedilia, opposite, which is upholstered in crimson. The beautifully carved Bishop's Chair stands beside the Throne and is made of walnut. It is a memorial to William Angust Bartlett Stokes, R.C.A.F., killed in action June 11th, 1943, aged 24.

THE ALTAR LIGHTS

The beautiful Candlesticks on the Altar were carved at Oberamnergau by the Passion Players, legend attributing requisite work to principal character Anton Lang. They were the





gift of the Victorian philanthropist, Arthur Evans, Esq., of London, England, in 1896.

THE CREDENCE

The Credence in Holy Trinity is most unique. The four pedestals once supported the marble mensa of the Altar in the Chapel of Henry VII, Westminster Abbey. They are of cedarwood, richly wrought with Renaissance foliage and covered with gold leaf.

THE DOUGLAS LECTERN

The handsome brass Lectern, known as the Douglas lectern, was presented to Holy Trinity by Sir James Douglas, K.C.B., first Governor of the Colony in 1875.

THE FONT AND EWER

The Font is of sandstone and was presented by the Whatsoever Society of Holy Trinity Parish, a parochial organization long extinct, but in its day was very active in raising funds for the church. The Font cover was bequeathed to the Cathedral by Mr. John P. Voss on Easter Day, April 4th, 1926. The magnificent brass Ewer was a gift from St. Agatha's Guild of St. James Church, Vancouver, in memory of Bishop Sillitoe.

THE REGIMENTAL COLORS

The colors of the Westminster Regiment hand in the Chancel. They were deposited by the Commanding Officer, Lt.-Col. G. B. Corbould, on Saturday, October 26th, 1929. Holy Trinity, from the days of the Royal Engineers has always been considered by the Regiment as its Garrison Church. Over the 100 years the closest ties between the two have been formed. As were many of his predecessors, the present Rector is Chaplain of the Regiment. On the other hand, many of the officers and men have taken a very active part in the affairs of the Parish.

THE COMMUNION SETS

The two Communion Services in possession of Holy Trinity are very fine. The first, consisting of jewelled chalice of silver gilt, flagon and paten was the gift of the parishioners of Coatham, Yorkshire, in 1886. The less elaborate set, consisting of jewelled chalice and paten was presented by the Rev. Herbert Bering.



4. STATEMENT OF SIGNIFICANCE

Description Of Historic Place

Holy Trinity Cathedral is a stone and brick Gothic Revival church with a front gabled roof and a brick and stone tower. The building is located in a commanding position on Carnarvon Street at Church Street, near New Westminster's historic downtown core.

Heritage Value Of Historic Place

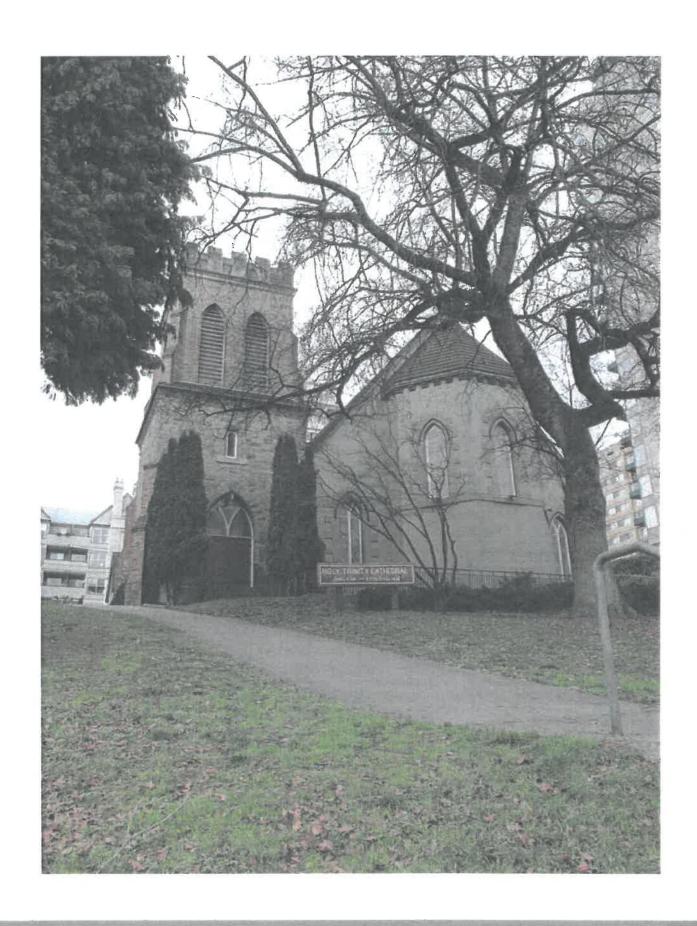
Holy Trinity Cathedral is valued for its association with the earliest settlement of New Westminster. The first Anglican service in New Westminster was held in 1859, reflecting the British origins of the Royal Engineers who founded the city. Colonel R.C. Moody of the Royal Engineers designed the original layout of the city to include this church site as a prominent central feature, demonstrating loyalty to the primary faith of the Mother Country. The first Holy Trinity Anglican church, built by the Royal Engineers in 1860, was destroyed by fire in 1865. A second church, designed by Victoria architect H.O. Tiedemann and built from imported Salt Spring Island sandstone, was erected in 1867-68. In 1892, Holy Trinity became the Cathedral Church of the Diocese of New Westminster. The disastrous 1898 fire, which wiped out the greater part of downtown New Westminster, destroyed the second Holy Trinity, but the thick stone walls survived. Between 1899 and 1902 the cathedral was rebuilt using the original walls of the earlier building.

Additionally, Holy Trinity Cathedral is of architectural significance for its Gothic Revival style, and for its interior and exterior design. The reconstruction of the church was designed by George William Grant (1852-1925), a prolific architect who designed many of the buildings in downtown New Westminster, before and after the Great Fire. The interior of Holy Trinity Cathedral was based on the design of St. Paul's Church, Kensington, London, and remains in substantially original condition. The vaulted space is illuminated by art glass windows executed by Henry Bloomfield and Sons, a prominent firm established in New Westminster in 1890.

Character-Defining Elements

Key elements that define the heritage character of the Holy Trinity Cathedral include its:

- continuous use as a church site since the earliest development of the city;
- location on Carnarvon Street, part of a grouping of late Victorian and Edwardian era buildings in historic downtown New Westminster:
- ecclesiastical form, scale and massing as expressed by its irregular picturesque shape, steeply-pitched rooflines, and offset buttressed tower with a crenellated roof-line
- gabled roof with minimal overhangs and gabled roof on the western projection;
- elements of the Gothic Revival style, such as the massive masonry construction, asymmetrical bell tower and Gothic pointed-arch windows; and
- interior features such as the original vaulted ceilings, art glass windows, dark-stained woodwork, altar and reredos.



5. CONSERVATION GUIDELINES

5.1 STANDARDS AND GUIDELINES

The Holy Trinity Cathedral is a listed building on the New Westminster municipal Heritage Register, and is a significant historical resource in the City of New Westminster. The Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (2010) is the source used to assess the appropriate level of conservation and intervention. Under the Guidelines, the work proposed for the Holy Trinity Cathedral includes aspects of preservation, rehabilitation and restoration.

PRESERVATION: the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

RESTORATION: the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

REHABILITATION: the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

Interventions to the Holy Trinity Cathedral should be based upon the Standards outlined in the *Standards and Guidelines*, which are conservation principles of best practice. The following **General Standards** should be followed when carrying out any work to an historic property.

STANDARDS

Standards relating to all Conservation Projects

- Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a characterdefining element.
- Conserve changes to a historic place, which over time, have become character-defining elements in their own right.
- Conserve heritage value by adopting an approach calling for minimal intervention.
- 4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
- 5. Find a use for a historic place that requires minimal or no change to its character defining elements.
- Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
- 7. Evaluate the existing condition of character-defining element to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
- 8. Maintain character-defining elements on an ongoing basis. Repair character-defining element by reinforcing the materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.

 Make any intervention needed to preserve characterdefining elements physically and visually compatible with the historic place and identifiable upon close inspection. Document any intervention for future reference.

Additional Standards relating to Rehabilitation

- 10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
- 11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- 12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards relating to Restoration

- 13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
- 14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

5.2 CONSERVATION REFERENCES

The proposed conservation of Holy Trinity Cathedral involves overall preservation, with rehabilitation interventions to facilitate seismic upgrading, including interior and exterior rehabilitation measures. This rehabilitation will allow Holy Trinity Parish to remain active on the site that it has occupied since 1860. The following conservation resources should be referred to:

Standards and Guidelines for the Conservation of Historic Places in Canada, Parks Canada, 2010.

http://www.historicplaces.ca/en/pages/standards-normes/document.aspx

National Park Service, Technical Preservation Services. Preservation Briefs:

Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.

http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings.

http://www.nps.gov/tps/how-to-preserve/briefs/2-repointmortar-joints.htm

Preservation Brief 3: Improving Energy Efficiency in Historic Buildings.

http://www.nps.gov/tps/how-to-preserve/briefs/3-improveenergy-efficiency.htm

Preservation Brief 4: Roofing for Historic Buildings. http://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm

Preservation Brief 9: The Repair of Historic Wooden Windows.

http://www.nps.gov/tps/how-to-preserve/briefs/9-woodenwindows.htm **Preservation Brief 10:** Exterior Paint Problems on Historic Woodwork.

http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm

Preservation Brief 16: The Use of Substitute Materials on Historic Buildings.

http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm

Preservation Brief 21: Repairing Historic Flat Plaster – Walls and Ceilings.

http://www.nps.gov/tps/how-to-preserve/briefs/21-flat-plaster.

Preservation Brief 28: Painting Historic Interiors.

http://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm

Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass.

http://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm

Preservation Brief 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront. http://www.nps.gov/tps/how-to-preserve/briefs/41-seismic-retrofit.htm

5.3 GENERAL CONSERVATION STRATEGY

The primary intent is to preserve the existing historic structure, while undertaking a rehabilitation that will upgrade its structure and services to increase its functionality. As part of the scope of work, character-defining elements will be preserved, while missing or deteriorated elements will be restored.

The major proposed interventions of the overall project are to:

- preserve the original character-defining elements of the church,
- restore character-defining elements that have been altered over the years,
- seismically upgrade the structure as required, and
- rehabilitate windows and doors, as required.

The rehabilitation of the church is part of a larger proposed redevelopment plan of the site, which includes demolishing the existing adjacent Parish Hall and constructing a new residential tower with a new amenity structure that directly connects to the historic church.

Structural Upgrades:

The church has been structurally assessed, and will require significant intervention to ensure its longevity and stability through seismic upgrading. All structural rehabilitation work should be sensitive to the historic structure, and will respect character-defining elements.

5.3.1 HERITAGE FEATURE LIST - EXTERIOR

EAST ELEVATION MAIN STRUCTURE		
Windows		
1.	Pointed arch clerestory window above door	
2.	Southernmost window, pointed arch	
3.	Centre window, pointed arch	
4.	Northernmost window, pointed arch	
Eave Brackets	Brackets course along roofline	
Entryway	Projecting front-gabled side entryway portico	
Stone Buttresses	Currently parged with cement stucco	
Window Hoods	Hoods above windows	
TOWER		
Stonework	Original stonework (Currently parged in cement stucco)	
Crenellated Parapet		
Wood Louvres	Two pointed arch wood louvres (Currently have metal mesh covering)	
Brickwork	Exposed brickwork	
Anchor Ties	Circular cast-iron anchor ties	

NORTH ELEVATION MAIN STRUCTURE		
Windows		
1.	Large pointed arch window	
Louvre	Single wood louvre within gable-end	
Buttresses	Parged	
Granite Base		
Window Hood	Hood above window	
OWER		
Stonework	Original stonework (Currently parged above roofline in cement stucco)	
Crenellated Parapet		
Wood Louvres	Two pointed arch wood louvres (Currently have metal mesh covering)	
Brickwork	Exposed brickwork	
Anchor Ties	Circular cast-iron anchor ties	

SOUTH ELEVATION MAIN STRUCTURE		
Windows		
1.	Westernmost window, pointed arch	
2.	Easternmost window, pointed arch	
3.	Westernmost window in bay, pointed arch	
4.	Centre window in bay, pointed arch	
5.	Easternmost window in bay, pointed arch	
Quoining around windows	Quoining around all windows, parged in cement stucco	
Continuous Sill	Within bay	
Eave Brackets	Located along roofline, within bay	
Window Hoods	Hoods above windows	
TOWER		
Stonework	Original stonework, exposed	
Granite Base		
Granite Sills		
Windows		
1.	Clerestory pointed arch window within doorway assembly	
2.	Pointed arch (Currently has exterior lexar covering)	
Brickwork	Exposed brickwork on upper storey with detailed brickwork cornice above stone walls	
Brick Buttresses	Corner buttresses	
Crenellated Parapet		
Wood Louvres	Two pointed arch wood louvres (Currently have metal mesh covering)	
Anchor Ties	Circular cast-iron anchor ties	

Elements that are NOT included in the Heritage List:

- Copper Gutters (main structure): Within bay
- Copper Flashing (main structure)
- Cross (main structure): Cross on gable-end peak
- Door (tower): Double wood panelled door, ironwork

WEST ELEVATION AIN STRUCTURE		
Windows		
1.	Large pointed arch window within front-gabled side extension	
2.	Pointed arch window above entry door	
3.	Window south of entry door	
4.	Window within north facing elevation of side extension, pointed arch	
Eave Brackets	Located along roofline	
Entryway	Projecting front-gabled side entryway portico	
Window Hoods	Hoods above windows	
WER		
Stonework	Original stonework, exposed	
Granite Base		
Granite Sills		
Windows		
1.	Second storey small window, rounded arch	
Brickwork	Exposed brickwork on upper storey	
Brick Buttresses	Corner buttresses	
Crenellated Parapet		
Wood Louvres	Two pointed arch wood louvres (Currently have metal mesh coverings)	
Anchor Ties	Circular cast-iron anchor ties	

Elements that are NOT included in the Heritage List:

- Door (main structure): Double wood panelled entry door
- Copper Gutters (main structure): Within bay

5.4 SUSTAINABILITY STRATEGY

Sustainability is most commonly defined as "meeting the needs of the present without compromising the ability of future generations to meet their own needs" (Common Future. The Bruntland Commission). The four-pillar model of sustainability identifies four interlinked dimensions: environmental, economic, social and cultural sustainability, the latter including the built heritage environment.

Current research links sustainability considerations with the conservation of our built and natural environments. A competitive, sustainable economy requires the conservation of heritage buildings as an important component of a high quality urban environment.

"We need to use our cities, our cultural resources, and our memories in such a way that they are available for future generations to use as well. Historic preservation makes cities viable, makes cities liveable, makes cities equitable." (Economic Benefits of Preservation, Sustainability and Historic Preservation)

Heritage conservation and sustainable development can go hand in hand with the mutual effort of all stakeholders. In a practical context, the conservation and re-use of historic structures contributes to environmental sustainability by:

- Reducing solid waste disposal (reduced impact on landfills and their expansions);
- Saving embodied energy (defined as the total expenditure of energy involved in the creation of the building and its constituent materials);
- Conserving historic materials that are significantly less consumptive of energy than many new replacement materials (often local and regional materials, e.g. timber, brick, concrete, plaster, can be preserved and reduce the carbon footprint of manufacturing and transporting new materials).

The following considerations for energy efficiency in historic structures are recommended in the Parks Canada *Standards* and *Guidelines for the Conservation of Historic Places in Canada* (2010) and can be utilized for the Holy Trinity Cathedral.

Sustainability Considerations

- Add new features to meet sustainability requirements in a manner that respects the exterior form and minimizes impact on character-defining elements.
- Work with sustainability and conservation specialists to determine the most appropriate solution to sustainability requirements with the least impact on the characterdefining elements and overall heritage value of the historic building.
- Comply with energy efficiency objectives in a manner that minimizes impact on the character-defining elements and overall heritage value of the historic building.

Energy Efficiency Considerations

- Identifying the historic place's heritage value and character-defining elements — materials, forms, location, spatial configurations, uses and cultural associations or meanings.
- Complying with energy efficiency objectives in such a manner that character-defining elements are conserved and the heritage value maintained.
- Working with energy efficiency and conservation specialists to determine the most appropriate solution to energy conservation problems that will have the least impact on character-defining elements and the overall heritage value.
- Weighing the total environmental cost of energy saving measures against the overall environmental costs of retaining the existing features or fabric, when deciding whether to proceed with energy saving measures.

Buildings: Insulation

- Exercising caution and foreseeing the potential effects of insulating the building on the envelope system so as to avoid damaging changes such as displacing the dew point and creating thermal bridges.
- Installing thermal insulation in attics and in unheated cellars, if applicable, and crawl spaces to increase the efficiency of the existing mechanical systems unless this could adversely affect the building envelope.
- Installing insulating material on the inside of masonry and wood-frame walls to increase energy efficiency where there is no character-defining interior moulding around the windows or other character-defining interior architectural detailing.

Buildings: Windows

- Utilizing the inherent energy conserving features of a building by maintaining character-defining windows and/or louvered blinds in good operating condition for natural ventilation.
- Improving thermal efficiency with weather-stripping and storm windows.
- Installing exterior storm windows that do not damage or obscure character-defining windows and frames.

Buildings: Mechanical Systems

 Improving the energy efficiency of existing mechanical systems by installing insulation in attics and basements, unless this could adversely affect the building envelope.

The conservation recommendations for the Holy Trinity Cathedral recognize the need for sustainable interventions and adhere to the *Standards and Guidelines* as outlined.

5.5 HERITAGE EQUIVALENCIES AND EXEMPTIONS

As a Municipal Heritage Register-listed site, the Holy Trinity Cathedral will eligible for heritage variances that will enable a higher degree of heritage conservation and retention of original material, including considerations available under the following legislation.

5.5.1 BRITISH COLUMBIA BUILDING CODE

Building Code upgrading ensures life safety and long-term protection for historic resources. It is important to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements do not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of equivalencies have been developed and adopted in the British Columbia Building Code that enable more sensitive and appropriate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements. Table A-1.1.1.1., found in Appendix A of the Code, outlines the "Alternative Compliance Methods for Heritage Buildings."

Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to the equivalencies offered under the current Code, the City can also accept the report of a Building Code Engineer as to acceptable levels of code performance.

5.5.2 ENERGY EFFICIENCY ACT

The provincial Energy Efficiency Act (Energy Efficiency Standards Regulation) was amended in 2009 to exempt buildings protected through heritage designation or listed on a community heritage register from compliance with the regulations. Energy Efficiency standards therefore do not apply to windows, glazing products, door slabs or products installed

in heritage buildings. This means that exemptions can be allowed to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

These provisions do not preclude that heritage buildings must be made more energy efficient, but they do allow a more sensitive approach of alternate compliance to individual situations and a higher degree of retained integrity. Increased energy performance can be provided through non-intrusive methods of alternate compliance, such as improved insulation and mechanical systems. Please refer to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2010) for further detail about "Energy Efficiency Considerations."

6. CONSERVATION RECOMMENDATIONS - EXTERIOR

A number of condition reviews of Holy Trinity Cathedral have been carried out during site visits commencing in January, 2014. The recommendations for conservation are based on the site reviews and archival documentation that provide valuable information about the original appearance and evolution of the historic building. The following chapter describes the materials, physical condition and recommended conservation strategies for the Holy Trinity Cathedral, based on Parks Canada's *Standard and Guidelines for the Conservation of Historic Places in Canada* (2010).



Exterior of the Holy Trinity Cathedral from Carnarvon Street.

6.1 SITE

Holy Trinity Cathedral remains in its original location. The church sits in a prominent central location, on a sloping site between Clarkson and Carnarvon Streets, near the Columbia Skytrain Station. The grading originally was less steep, as demonstrated in archival photographs. The current steep grading to the south of the church provides difficult access to the main entryway, as approached from Clarkson Street. As a result, the doorway through the tower is no longer used as a main entryway. Currently, the south, east and north elevations consist of soil in direct contact with the exterior walls and foundation.

The site will be preserved and fully rehabilitated as part of the proposed redevelopment scheme. The church will be stabilized, and the re-graded plaza surrounding the church will be accessed by a staircase and elevator from Clarkson Street. As a result of the redevelopment scheme, existing vegetation will be removed.

Conservation Strategy: Preservation

- Preserve the original location of the building. All rehabilitation work should occur within the property lines.
- Drainage issues should be addressed through the provision of adequate site drainage measures.
- Rehabilitate site to meet functional and access requirements.

6.2 OVERALL FORM, SCALE AND MASSING

Holy Trinity Cathedral features an ecclesiastical form, scale and massing as expressed by its irregular picturesque shape, steeply-pitched rooflines, and offset buttressed tower with a crenellated roof-line The form, scale and massing of the church is a character-defining element of the historic structure, and should be preserved. The church lost much of its overall material following the fire of 1898, however the front and some side walls were retained due to the fire resistant nature of the heavy sandstone walls in the tower and front elevation of the church. The full form of the original church was re-built following the fire, with the addition of a 13 foot extension towards Carnarvon Street. The church in its existing form, which is original to the 1898-99 rebuilt Cathedral, should be retained during rehabilitation work. Any additions or alterations of the form, scale and massing should be reviewed by the Heritage Consultant.

Conservation Strategy: Preservation

 Preserve the overall form, scale and massing of the building.

6.3 EXTERIOR WALLS

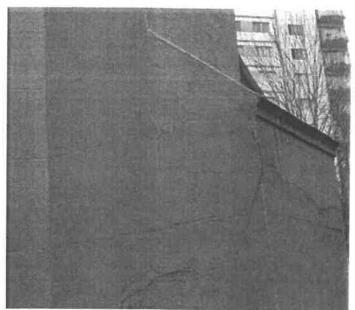
Some of the original sandstone walls were destroyed in the fire of 1898, with the exception of the tower base and some walls on the front and side elevations. Currently, the stone walls of the church are rendered in cement parging, and only the stonework on the tower is exposed. The parging was installed following the reconstruction of the church, due to the scorch marks from the fire on the original exterior walls. The exterior parging continues on all exterior elevations of the church, and features a large raked block pattern. The window quoining and exterior buttresses are also parged in stucco. The parging appears to be in sound condition on most exterior walls, with minimal cracking or damage visible. A number of locations also demonstrate heavy organic build-up, particularly the north and east elevations.

Further investigation is required into the condition of the cement parging and the structural stone and brickwork underneath. The cement parging should be reviewed and repaired and prepared for repainting.

Conservation Strategy: Preservation and Rehabilitation

- Undertake complete condition survey of all exterior surfaces.
- Investigate the condition of the parging, Heritage Consultant to review any test results.
- Ensure substrate materials are protected during rehabilitation work, and repair parging as required.
- Brick and stonework may require repointing. Cleaning, repair and repointing specifications to be reviewed by Heritage Consultant. When cleaning, use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted, due to the delicate nature of the sandstone.

Repoint the exposed stonework by raking out loose mortar material to a uniform depth. Take care that the brittle sandstone is not damaged. Work should only be undertaken by skilled masons. Do not use power tools to cut or grind joints; hand-held grinders may be used for the initial raking of horizontal joints after test samples have been undertaken and only if approved by the Heritage Consultant. Repoint mortar joints with new mortar that matches existing in consistency, composition, strength, colour and pointing profile; note the finely tooled profile of the original mortar joints.



Cracking cement parging on buttress.



Exterior cement parging.

6.4 TOWER

The original wooden tower of the earlier structure was pulled down in 1880, and rebuilt in stone construction. The stonework on the tower survived the 1898 fire. The stone and brickwork on the tower appear to be in fair-to-good condition, with minor evidence of staining or organic build-up on the brickwork. The fenestration openings within the tower are original, and new stained glass windows and wooden door were installed following the fire of 1898. The tower with its stone base and decorative brickwork between the stone base and brick upper storey and crenellated roofline is a character-defining element of the historic place, and should be preserved.

6.4.1 TOWER BRICKWORK

The church features exposed brickwork on the uppermost storey of the tower, and on the tower buttresses. The bricks are high-fire bricks, varying from dark red to light buff, and are laid in a varied bond pattern. A decorative brick cornice sits atop the stone second storey, and features an exposed brick fascia, dentil course, corbelling and a decorative row of bricks on the diagonal.

The brick appears to be in fair condition, with evidence of staining and organic build-up. The mortar joints appear to be in poor condition, with holes and cracking on most elevations. An initial visual review suggests the brickwork will require moderate cleaning, and may require repointing. Further investigation is required to determine the full condition of all exterior brickwork on the tower.

Conservation Strategy: Preservation and Rehabilitation

- Preserve the brickwork whenever possible, and replace in kind brickwork that is too deteriorated for safe use.
- Undertake complete condition survey of all brick surfaces.
- Cleaning, repair and repointing specifications to be reviewed by Heritage Consultant.
- All redundant metal inserts and services mounted on the exterior walls should be removed or reconfigured.
- Any holes in the brick should be filled or replaced to match existing.

- Overall cleaning of the brick on the exterior front façade and rear elevation should be carried out. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.
- Repoint the brickwork by raking out loose mortar
 material to a uniform depth. Take care that the arrises
 of the brick are not damaged. Work should only be
 undertaken by skilled masons. Do not use power tools
 to cut or grind joints; hand-held grinders may be used
 for the initial raking of horizontal joints after test samples
 have been undertaken and only if approved by the
 Heritage Consultant. Repoint mortar joints with new
 mortar that matches existing in consistency, composition,
 strength, colour and pointing profile; note the finely
 tooled profile of the original mortar joints.
- Retain sound exterior masonry or deteriorated exterior masonry that can be repaired.



Brickwork on tower.

6.4.2 TOWER STONEWORK

The cathedral features original sandstone walls that survived the fire in 1898. The imported Saltspring Island sandstone is a character-defining element of the historic church, and should be preserved. The stone appears to be in good condition, but the mortar joints should be inspected to determine their condition. The mortar appears to be a new intervention, and does not match the historic original tuck pointed mortar joints that are visible on the narrow north wall of the tower, between the buttress and the west elevation of the church. If possible, the original mortar joint profile should be reinstated on the remaining elevations of the tower.

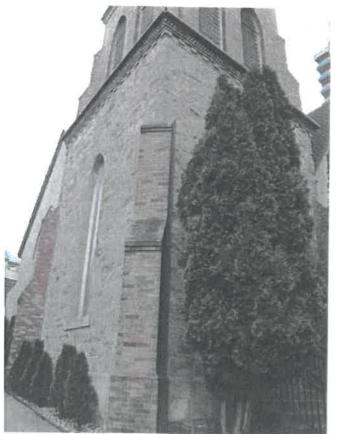
Conservation Strategy: Preservation and Rehabilitation

- Preserve the stone tower walls whenever possible, and replace in kind stonework that is too deteriorated for safe use.
- Undertake complete condition survey of all stone surfaces.
- Cleaning, repair and repointing specifications to be reviewed by Heritage Consultant.
- All redundant metal inserts and services mounted on the exterior walls should be removed or reconfigured.
- Any holes in the stone should be filled or replaced to match existing.
- Overall cleaning of the sandstone on the exterior tower walls should be carried out. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.



Early pointing.

If required, repoint the stonework by raking out loose mortar material to a uniform depth. Work should only be undertaken by skilled masons. Do not use power tools to cut or grind joints; hand-held grinders may be used for the initial raking of joints after test samples have been undertaken and only if approved by the Heritage Consultant. Repoint mortar joints with new mortar that matches existing in consistency, composition, strength, colour and pointing profile; note the finely tooled profile of the original mortar joints. The new mortar should match the original tuck pointed mortar joints, which are visible on the narrow north wall of the tower, between the buttress and the west elevation of the church.



Tower base.

6.4.3 PARAPET CAP FLASHING

Once access is available, the parapet cap flashing over the crenellated tower walls should be investigated. New flashing will be required, to ensure the prolonged protection of the masonry walls. If new flashing is required, the colour and material should be reviewed by Heritage Consultant.

Conservation Strategy: Investigate + Rehabilitation

- Evaluate the overall condition of the parapet cap flashing to determine whether more than protection, maintenance and limited repair or replacement in kind is required.
- Remove corrosion that may be discovered upon close inspection, patch and repair, caulk joints as required.
- Repair or replace deteriorated flashing, as required.
 Repairs should be physically and visually compatible.
- If new flashings are installed, ensure that the colour is compatible with the overall colour scheme. Heritage Consultant should review, as part of the overall restoration colour scheme.

6.5 FENESTRATION

Windows and doors are among the most conspicuous feature of any building. In addition to their function — providing light, views, fresh air and access to the building — their arrangement and design is fundamental to the building's appearance and heritage value. Each element of fenestration is, in itself, a complex assembly whose function and operation must be considered as part of its conservation. — Standards and Guidelines for the Conservation of Historic Places in Canada (2010).

6.5.1 WINDOWS

Holy Trinity Cathedral features many character-defining windows that should be preserved. An initial visual ground review suggest the windows appear to be in fair to good condition, with evidence of some damage to the window lites and sashes. The windows of the Holy Trinity Cathedral feature distinct symbols significant to the church's history. There are three unique types of stained glass windows, each with varying levels of detail and manufactured by different sources.

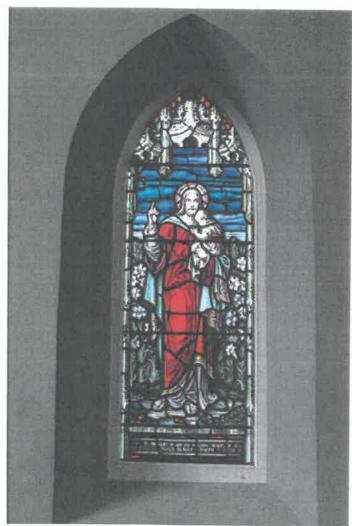
The three windows within the church's apse are symbolic. Henry Bloomfield and Sons made windows at the turn of the Century. James Bloomfield designed them in Manchester, England and Charles Bloomfield made and assembled them in New Westminster. The left window is believed to be among the first depictions of First Nations people in stained glass. The right window was the gift of the Grand Lodge of British Columbia of which Bishop Sillitoe was Grand Chaplain. It contains symbols of the Masonic Order and represents the Holy Spirit descending upon the Apostles at Pentecost. The Bloomfield sons gave Saint Peter, the central figure, the face of their father, Henry. The central window represents Christ the King enthroned in glory.

Another significant window is located in the west transept, on the north wall across from the tower. This detailed stained-glass window was manufactured by R. McCausland, in Toronto in 1941. At the base of the window, the words "Blessed are the pure in heart, for they shall see God" and "To the glory of God and in loving memory of Nancy DeWolf Smith" are depicted.

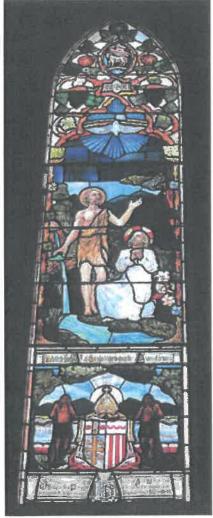
The windows are being conserved through an ongoing restoration program with each window being investigated to determine its condition, and restored and rehabilitated as required. Work on the repair of the Cathedral's stained glass windows has begun with four windows already repaired and twelve requiring further work.

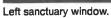
Conservation Strategy: Preservation and Rehabilitation

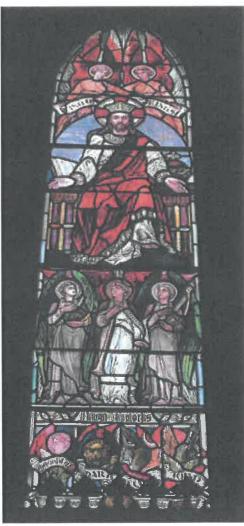
- Inspect for condition and complete detailed inventory to determine extent of recommended repair or replacement.
- Retain existing window sashes/leading; repair as required; install replacement matching sashes/leading where missing or beyond repair.
- Preserve and repair as required, using in kind repair techniques where feasible.
- Overhaul, tighten/reinforce joints. Repair frame, trim and counterbalances.
- Each window should be made weather tight by reputtying and weather-stripping as required.
- New glass storm windows should be installed to ensure the prolonged protection of the important stained-glass windows.
- Retain historic glass, where possible. All window repairs should be undertaken by a contractor skilled in stained leaded-glass heritage restoration.
- Any replacement glass to be single glazing, and visually and physically compatible with existing.
- Prime and repaint exterior trim, if any, as required in appropriate colour, based on colour schedule devised by Heritage Consultant.



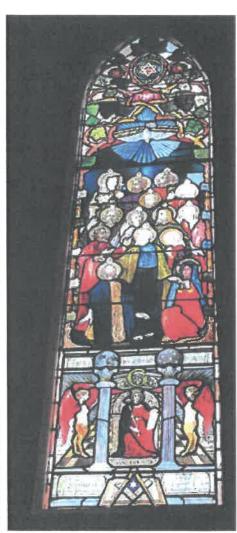
McCausland window.







Centre sanctuary window.



Right sanctuary window.

6.5.2 DOORS

The main entryway to the church was relocated from within the south elevation of the tower, to the west elevation of the church. An additional door exists on the east elevation. All exterior doors should be retained and repaired, as required.

Conservation Strategy: Rehabilitation

- Retain the door openings in their original locations, and preserve and repair all original doors.
- Any new doors should be visually compatible with the historic character of the building.

6.6 ROOF

Originally, the Holy Trinity Cathedral featured clerestory windows below the roof line and wood shingles as the cladding material. Following the fire of 1898, the roof was simplified, the clerestory windows removed, and the roof rebuilt with slate tile, which is a more fire resistant material. The rebuilt 1898 roof configuration has been retained over the years, but new roof cladding has been installed. The current cladding consists of metal tiles with a composite encasement, and is not sympathetic to the historic character of the church. It is recommended that the 1898 slate roofing material should be restored, if possible. Wide corbel trim runs the full length of the side elevations, which should be preserved during rehabilitation work.

Copper gutters and flashing are installed on the side elevations of the church. Further investigation is required into the condition of the copper, and whether it can be retained.

Conservation Recommendation: Rehabilitation

- Preserve the roof structure in its current configuration.
- Roofing membrane and cladding system should be rehabilitated. Slate tile is preferred; Heritage Consultant to review proposed roofing materials.
- Design and install adequate rainwater disposal system

and ensure proper drainage from the site is maintained. Copper gutters with galvanized or pre-finished steel downspouts are recommended. Paint all drainage system elements according to colour schedule devised by Heritage Consultant, as required.



Current roofing tile.



Roof over apse.

5.6.1 CHIMNEY

Holy Trinity Cathedral features an external brick chimney on the east elevation of the church. The red brick is laid in a stretcher bond, with a simple concrete pot and no additional decorative features. The chimney should be retained, if required as part of the upgrade of mechanical services. The chimney is not a character-defining element and can be removed as part of the seismic upgrading if redundant.

Conservation Recommendation: Rehabilitation (if retained)

- Chimney may require structural stabilization.
- Investigate condition of brickwork. If required, brickwork may be repointed and cleaned using a natural bristle brush and mild rinse detergent.



Chimney.

6.7 EXTERIOR COLOUR SCHEDULE

Part of the Restoration process is to finish the building in historically appropriate paint colours. A restoration colour scheme will be developed in conjunction with the project architect.

The building displays areas where there was original applied paint. The final colour scheme will be based on a colour palette that will be determined by sampling. On site testing will be carried out once access is available, and paint samples assessed by microscopic analysis in order to reveal the original colour scheme of the structure.

Conservation Recommendation: Restoration

 An appropriate historic restoration colour scheme has been determined for exterior painted finishes, and will be confirmed when access is available. Test samples of proposed colours to be applied for review prior to full repainting.

7. CONSERVATION RECOMMENDATIONS - INTERIOR

The interior of the third Holy Trinity Cathedral appears as completed in 1899. G.W. Grant was the architect. The interior is based on the style of St. Paul's Church, Kensington, London.

"Interior features can include elements such as interior walls, floors and ceilings, mouldings, staircases, fireplace mantels, faucets, sinks, built-in cabinets, light fixtures, hardware, radiators, mail chutes, telephone booths and elevators. Because their heritage value resides not only in their physical characteristics, but also in their location in the historic building, it is important to protect them from removal. This is particularly true of doors, banisters, church pews, fireplace mantels, sinks and light fixtures, which are often replaced instead of being upgraded. Reuse in their original location not only protects their heritage value, but is also a more sustainable approach to conserving these artefacts." Standards and Guidelines for the Conservation of Historic Places in Canada (2010)

Building Code upgrading is one of the most important aspects of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. However, the interior features of an historic property are often heavily altered in the process. The British Columbia Building Code offers equivalencies and exemptions to heritage buildings, which enable a higher degree of heritage conservation and retention of original material. The following guidelines pertaining to Health, Safety and Security Considerations from the *Standards and Guidelines* should be followed when faced with the conservation of interior character-defining elements:

- Upgrade interior features to meet health, safety and security requirements, in a manner that preserves the existing feature and minimizes impact on its heritage value.
- Work with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-

- defining elements and overall heritage value of the historic building.
- Explore all options for modifications to existing interior features to meet functional requirements prior to considering removal or replacement.
- Remove or encapsulate hazardous materials, such as friable asbestos insulation, using the least-invasive abatement methods possible, and only after thorough testing has been conducted.
- Install sensitively designed fire-suppression systems that retain character-defining elements and respect heritage value.

7.1 STRUCTURE

The vaulted sanctuary is supported by the thick exterior walls and two rows of 6 tall timber columns that run parallel through the full length of the church. The columns connect to one another by pointed arches that run both north and south. As the church features unreinforced masonry exterior walls, seismic upgrading will be required to ensure the long-term conservation of the historic church. Seismic upgrading should be sensitive to the historic fabric of the church, and should be concealed within the existing structure as much as possible. Interior walls may be rehabilitated to accommodate additional bracing, but all work should be inconspicuous and sensitive to interior features.



Internal structure, view of ceiling.



Internal structure, view of apse.

7.2 WALLS AND CEILINGS

The interior of the church features simple, unadorned lath and plaster walls. Due to the simplicity of the interior walls, this is the preferred location for rehabilitation work related to seismic upgrading, as the interior wall surfaces can easily be recreated. Rehabilitation work should be as minimally invasive as possible, and refinished walls should be consistent in appearance to their original condition.

Most interior walls, whether plaster, gypsum or other sheathing material, are covered in a protective coating of paint, which is fairly durable. Any dirt that gets brought in to the building may become airborne, which comes to rest on walls and ceilings, or additionally may be deposited on walls by the touch of people, furniture or other objects. Extensive dirt build up, most often seen around radiators and air grills, may damage the walls and ceiling finishes, and should be cleaned with appropriate conservation methods to ensure continued preservation.



- Preserve original interior walls and ceilings and their original finishes, wherever possible.
- Maintain interior walls and ceilings by routine cleaning using dry methods such as dusting, light vacuuming with a soft dusting tool or with a treated dust cloth. Ledges and other horizontal elements collect dust and dirt at a much faster rate than vertical surfaces, and should be addressed more frequently.
- Only oil based paint, varnish and modern coatings can be safely washed using wet methods.



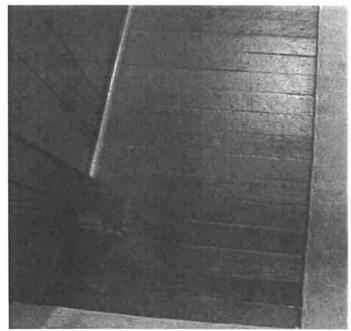
Internal structure, view through arches.

7.3 WOODEN FLOOR

Holy Trinity Cathedral features original 2-3/8" tongue and groove dark-stained fir floors. The floors demonstrate heavy wear-and-tear, but appear to be in sound condition. The floors are original to the reconstructed 1898 building, and are a significant element of the church's interior.

Conservation Recommendation: Preservation and Maintenance

- Review worn areas of wooden flooring. Repair may require careful removal and examination. Turn individual boards over, if the underside is not deteriorated. Where floor boards have deteriorated beyond repair, replace in-kind as required; install new boards in inconspicuous locations, and retain original boards wherever appropriate.
- If removal is required, then carefully salvage all wooden floorboards and store them in a dry and secure location throughout the entirety of the rehabilitation work. The original flooring should be inspected to determine the viability of reinstatement and restoration.
- Inspect the flooring to determine if any boards require repair or replacement. Flooring should be cleaned prior to any repair.
- For high traffic areas, treat the floor with a polish with high content of carnauba polish, mixed with high quality beeswax. A polyurethane varnish may be used if necessary, however it tends to provide an "artificial" appearance.



Current condition of floor.

8. MAINTENANCE PLAN

A Maintenance Plan should be adopted by the property owner, who is responsible for the long-term protection of the heritage features of the historic building. The Maintenance Plan should include provisions for:

- Copies of the Maintenance Plan and this Conservation Plan to be incorporated into the terms of reference for the management and maintenance contract for the building;
- Cyclical maintenance procedures to be adopted as outlined below;
- Record drawings and photos of the building to be kept by the management / maintenance contractor; and
- Records of all maintenance procedures to be kept by the owner.

A thorough Maintenance Plan will ensure the integrity of Holy Trinity Cathedral is preserved. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building will be protected. Proper maintenance is the most cost effective method of extending the life of a building, and preserving its character-defining elements. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

8.1 MAINTENANCE GUIDELINES

A maintenance schedule should be formulated that adheres to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2010). As defined by the Standards and Guidelines, maintenance is defined as:

Routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

The assumption that newly renovated buildings become immune to deterioration and require less maintenance is a falsehood. Rather, newly renovated buildings require heightened vigilance to spot errors in construction where previous problems had not occurred, and where deterioration may gain a foothold.

Routine maintenance keeps water out of the building, which is the single most damaging element to a heritage building. Maintenance also prevents damage by sun, wind, snow, frost and all weather; prevents damage by insects and vermin; and aids in protecting all parts of the building against deterioration. The effort and expense expended on an aggressive Maintenance Plan will not only lead to a higher degree of preservation, but also over time potentially save large amount of money otherwise required for later repairs.

8.2 PERMITTING

Repair activities, such as simple in-kind repair of materials, or repainting in the same colour, should be exempt from requirements for City permits. Other more intensive activities will require the issuance of a Heritage Alteration Permit.

8.3 ROUTINE, CYCLICAL AND NON-DESTRUCTIVE CLEANING

Following the Standards and Guidelines for the Conservation of Historic Places in Canada, be mindful of the principle that recommends "using the gentlest means possible". Any cleaning procedures should be undertaken on a routine basis and should be undertaken with non-destructive methods. Cleaning should be limited to the exterior materials such as masonry wall surfaces and wood elements such as trim. All of these elements are usually easily cleaned, simply with a soft, natural bristle brush, without water, to remove dirt and other material. If a more intensive cleaning is required, this can be accomplished with warm water, mild detergent and a soft bristle brush. High-pressure washing, sandblasting or other abrasive cleaning methods should not be undertaken under any circumstances.

8.4 REPAIRS AND REPLACEMENT OF DETERIORATED MATERIALS

Interventions such as repairs and replacements must conform to the Standards and Guidelines for the Conservation of Historic Places in Canada. The building's character-defining elements — characteristics of the building that contribute to its heritage value (and identified in the Statement of Significance) such as materials, form, configuration, etc. - must be conserved, referencing the following principles to guide interventions:

- An approach of minimal intervention must be adopted

 where intervention is carried out it will be by the least
 intrusive and most gentle means possible.
- Repair rather than replace character-defining elements.
- Repair character-defining elements using recognized conservation methods.
- Replace 'in kind' extensively deteriorated or missing parts of character-defining elements.
- Make interventions physically and visually compatible with the historic place.

8.5 INSPECTIONS

Inspections are a key element in the Maintenance Plan, and should be carried out by a qualified person or firm, preferably with experience in the assessment of heritage buildings. These inspections should be conducted on a regular and timely schedule. The inspection should address all aspects of the building including exterior, interior and site conditions. It makes good sense to inspect a building in wet weather, as well as in dry, in order to see how water runs off – or through – a building.

From this inspection, an inspection report should be compiled that will include notes, sketches and observations. It is helpful for the inspector to have copies of the building's elevation drawings on which to mark areas of concern such as cracks, staining and rot. These observations can then be included in the report. The report need not be overly complicated or formal, but must be thorough, clear and concise. Issues of

concern, taken from the report should then be entered in a log book so that corrective action can be documented and tracked. Major issues of concern should be extracted from the report by the property manager.

An appropriate schedule for regular, periodic inspections would be twice a year, preferably during spring and fall. The spring inspection should be more rigorous since in spring moisture-related deterioration is most visible, and because needed work, such as painting, can be completed during the good weather in summer. The fall inspection should focus on seasonal issues such as weather-sealants, mechanical (heating) systems and drainage issues. Comprehensive inspections should occur at five-year periods, comparing records from previous inspections and the original work, particularly in monitoring structural movement and durability of utilities. Inspections should also occur after major storms.

8.6 INFORMATION FILE

The building should have its own information file where an inspection report can be filed. This file should also contain the log book that itemizes problems and corrective action. Additionally, this file should contain building plans, building permits, heritage reports, photographs and other relevant documentation so that a complete understanding of the building and its evolution is readily available. This will aid in determining appropriate interventions when needed.

The file should also contain a list outlining the finishes and materials used, and information detailing where they are available (store, supplier). The building owner should keep on hand a stock of spare materials for minor repairs.

8.6.1 LOG BOOK

The maintenance log book is an important maintenance tool that should be kept to record all maintenance activities, recurring problems and building observations and will assist in the overall maintenance planning of the building. Routine maintenance work should be noted in the maintenance log

to keep track of past and future activities. All items noted on the maintenance log should indicate the date, problem, type of repair, location and all other observations and information pertaining to each specific maintenance activity. Each log should include the full list of recommended maintenance and inspection areas noted in this Maintenance Plan, to ensure a record of all activities is maintained. A full record of these activities will help in planning future repairs and provide valuable building information for all parties involved in the overall maintenance and operation of the building, and will provide essential information for long term programming and determining of future budgets. It will also serve as a reminder to amend the maintenance and inspection activities should new issues be discovered or previous recommendations prove inaccurate. The log book will also indicate unexpectedly repeated repairs, which may help in solving more serious problems that may arise in the historic building. The log book is a living document that will require constant adding to, and should be kept in the information file along with other documentation as noted.

8.7 EXTERIOR MAINTENANCE

Water, in all its forms and sources (rain, snow, frost, rising ground water, leaking pipes, back-splash, etc.) is the single most damaging element to historic buildings.

The most common place for water to enter a building is through the roof. Keeping roofs repaired or renewed is the most cost-effective maintenance option. Evidence of a small interior leak should be viewed as a warning for a much larger and worrisome water damage problem elsewhere and should be fixed immediately.

8.7.1 INSPECTION CHECKLIST

The following checklist considers a wide range of potential problems specific to Holy Trinity Cathedral, such as water/moisture penetration, material deterioration and structural deterioration.

EXTERIOR INSPECTION

Site Inspection:

- Is the site well drained? Is there pooling of water?
- Does water drain away from foundation?

Foundation:

- Does pointing need repair?
- Paint peeling? Cracking?
- Is bedding mortar sound?
- Moisture: Is rising damp present?
- Is there back splashing from ground to structure?
- Is there any moisture problem general or local?
- Is spalling from freezing present? (Flakes or powder?)
- Is efflorescence present?
- Is spalling from sub-fluorescence present?
- Is damp proof course present?
- Are there shrinkage cracks in the foundation?
- Are there movement cracks in the foundation?
- Is crack monitoring required?
- Is uneven foundation settlement evident?
- Are foundation crawl space vents clear and working?
- Do foundation openings (doors and windows) show: rust; rot; insect attack; paint failure; soil build-up?
- Deflection of lintels?

Masonry:

- Are moisture problems present? (Rising damp, rain penetration, condensation, water run-off from roof, sills, or ledges?)
- Is spalling from freezing present? Location?
- Is efflorescence present? Location?
- Is spalling from sub-florescence present? Location?
- Need for pointing repair? Condition of existing pointing and re-pointing?
- Is bedding mortar sound?
- Are weep holes present and open?
- Are there cracks due to shrinking and expansion?
- Are there cracks due to structural movement?
- Are there unexplained cracks?

- Do cracks require continued monitoring?
- Are there signs of steel or iron corrosion?
- Are there stains present? Rust, copper, organic, paints, oils / tars? Cause?
- Do the surfaces need cleaning?

Wood Elements:

- Are there moisture problems present? (Rising damp, rain penetration, condensation moisture from plants, water run-off from roof, sills, or ledges?)
- Is there insect attack present? Where and probable source?
- Is there fungal attack present? Where and probable source?
- Are there any other forms of biological attack? (Moss, birds, etc.) Where and probable source?
- Is any wood surface damaged from UV radiation? (bleached surface, loose surface fibres)
- Is any wood warped, cupped or twisted?
- Is any wood split? Are there loose knots?
- Are nails pulling loose or rusted?
- Is there any staining of wood elements? Source?

Condition of Exterior Painted Materials:

- Paint shows: blistering, sagging or wrinkling, alligatoring, peeling. Cause?
- Paint has the following stains: rust, bleeding knots, mildew, etc. Cause?
- · Paint cleanliness, especially at air vents?

Entries:

- Are steps safe? Handrails secure?
- Attachment are porches, steps, etc. securely connected to the building?

Windows:

- Is there glass cracked or missing?
- If the glazing is puttied has it gone brittle and cracked?
 Fallen out? Painted to shed water?
- Is there condensation or water damage to the paint?

- Is the frame free from distortion?
- Do sills show weathering or deterioration?
- Are drip mouldings/flashing above the windows properly shedding water?
- Is the caulking between the frame and the cladding in good condition?

Doors:

- Do the doors create a good seal when closed?
- Are the hinges sprung? In need of lubrication?
- Do locks and latches work freely?
- If glazed, is the glass in good condition? Does the putty need repair?
- Are door frames wicking up water? Where? Why?
- Are door frames caulked at the cladding? Is the caulking in good condition?
- What is the condition of the sill?

Gutters and Downspouts:

- Are downspouts leaking? Clogged? Are there holes or corrosion? (Water against structure)
- Are downspouts complete without any missing sections?
 Are they properly connected?
- Is the water being effectively carried away from the downspout by a drainage system?
- Do downspouts drain completely away?

Roof:

- Are there water blockage points?
- Is the leading edge of the roof wet?
- Is there evidence of biological attack? (Fungus, moss, birds, insects)
- Are slate tiles damaged or severely weathered? Are they split or lifting?
- Are flashings well positioned and sealed?
- Are metal joints and seams sound?
- If there is a lightening protection system are the cables properly connected and grounded?
- Does the soffit show any signs of water damage? Insect or bird infestation?

INTERIOR INSPECTION

Basement/ Mechanical Room

- Are there signs of moisture damage to the walls? Is masonry cracked, discoloured, spalling?
- Is wood cracked, peeling rotting? Does it appear wet when surroundings are dry?
- Are there signs of past flooding, or leaks from the floor above? Is the floor damp?
- Are walls even or buckling or cracked? Is the floor cracked or heaved?
- Are there signs of insect or rodent infestation?

Sanctuary

- Materials: plaster, wood, metal, masonry are they sound, or uneven, cracked, out of plumb or alignment; are there signs of settlement, old, or recent (bulging walls, long cracks, etc)?
- Finishes: paints, stains, etc. are they dirty, peeling, stained, cracked?
- Are there any signs of water leakage or moisture damage? (Mould? Water-stains?)

Concealed Spaces/ Attic

- Is light visible through walls, to the outsider or to another space?
- Are the ventilators for windowless spaces clear and functional?
- Do pipes or exhausts that pass through concealed spaces leak?
- Are wooden elements soft, damp, cracked? Is metal material rusted, paint peeling or off altogether?
- Infestations are there signs of birds, bats, insects, rodents, past or present?

6.7.2 MAINTENANCE PROGRAMME

INSPECTION CYCLE:

Daily

 Observations noted during cleaning (cracks; damp, dripping pipes; malfunctioning hardware; etc.) to be noted in log book or building file.

Semi-annually

- Semi-annual inspection and report with special focus on seasonal issues.
- Thorough cleaning of drainage system to cope with winter rains and summer storms
- Check condition of weather sealants (Fall).
- Clean the exterior using a soft bristle broom/brush.

Annually (Spring)

- Inspect foundations and walls for cracks, deterioration.
- Inspect metal elements, especially in areas that may trap water.
- Inspect windows for paint and glazing compound failure, corrosion and wood decay and proper operation.
- · Complete annual inspection and report.
- Clean out of all perimeter drains and rainwater systems.
- Touch up worn paint on the building's exterior.
- Check for plant, insect or animal infestation.
- Routine cleaning, as required.

Five-Year Cycle

- A full inspection report should be undertaken every five years comparing records from previous inspections and the original work, particularly monitoring structural movement and durability of utilities.
- Repaint windows every five to fifteen years.

Ten-Year Cycle

· Check condition of roof.

Twenty-Year Cycle

Confirm condition of roof and estimate effective lifespan.
 Replace when required.

Major Maintenance Work (as required)

 Thorough repainting, downspout and drain replacement; replacement of deteriorated building materials; etc.

RESEARCH SUMMARY

DATE OF CONSTRUCTION: 1867-68; rebuilt 1898-1902
OWNER: Anglican Diocese
ARCHITECT: H. O. Tiodomann in 1867; C. W. Crapt for

ARCHITECT: H.O. Tiedemann in 1867; G.W. Grant for rebuilding in 1899

REFERENCES

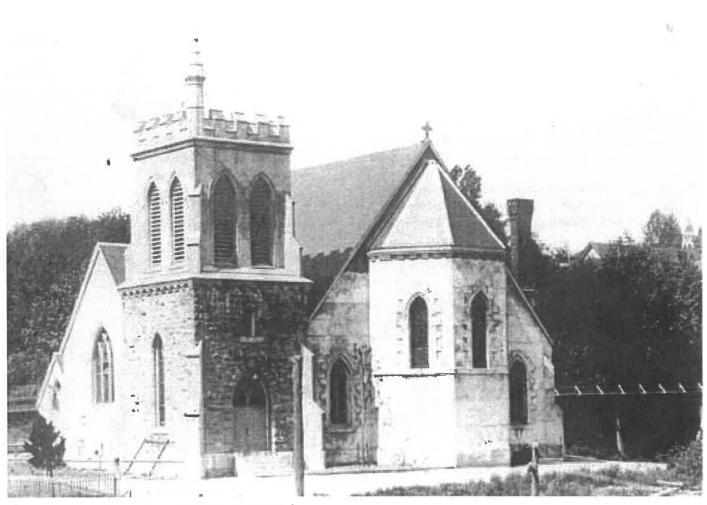
- Wright & Sanders, 1865: tower for Holy Trinity
 Anglican Church, 1865; tower dismantled 1880 (British Columbian [New Westminster], March 25, 1865, page 3).
- Tiedemann 1867: Holy Trinity Anglican Church, 1867; burned 1898 (*British Columbian* [New Westminster], April 13, 1867, page 3).

SOURCES

- Memoirs of a Cathedral: A Century of Christian Activity. Holy Trinity Church, New Westminster 1859-1959.
- Donald Luxton, "Building the West: The Early Architects of British Columbia" – articles on Tiedemann and Trounce.
- Holy Trinity website
- Downtown Heritage Inventory, p.156
- Albert Crescent Walking Tour
- Downtown Walking Tour

HISTORICAL PHOTOGRAPHS

- B.C. Archives, online
- New Westminster Archives, online
- · New Westminster Public Library, online



HTC view from Clarkson Street, 1900 [NWMA IHP0327]

APPENDIX 4

CONFIRMATION OF COMMITMENT BY STRUCTURAL ENGINEER OR HERITAGE PROFESSIONAL

Date: JUNE 6/2022

City of New Westminster 511 Royal Avenue New Westminster, B.C. V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for Holy Trinity Cathedral, 514 Carnarvon Street

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of [strike out inapplicable] Appendix 2 Seismic Upgrade/Appendix 3 Conservation Work of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing within one business day if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

DONALO WXTON + ASSOCINC.

1030 - 470 GRAMUE STREET

address VANCOUVER, B.C. V6CIVS

688-1216 Telephone No.

Signature and Seal

Doc # 2065537

APPENDIX 5

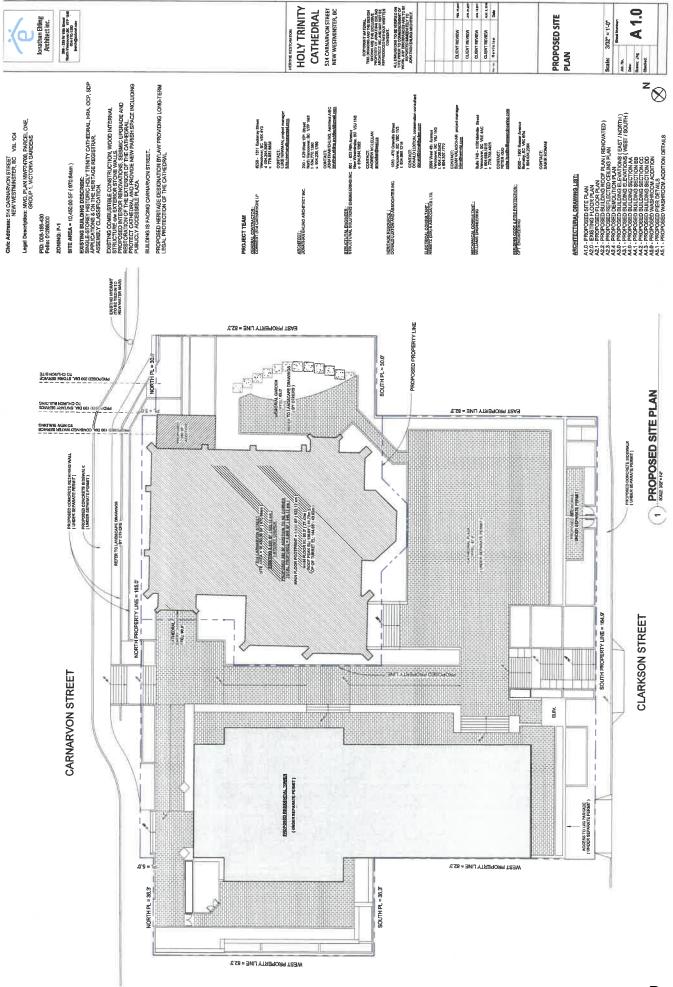
CERTIFICATION OF COMPLIANCE FROM STRUCTURAL ENGINEER OR HERITAGE PROFESSIONAL

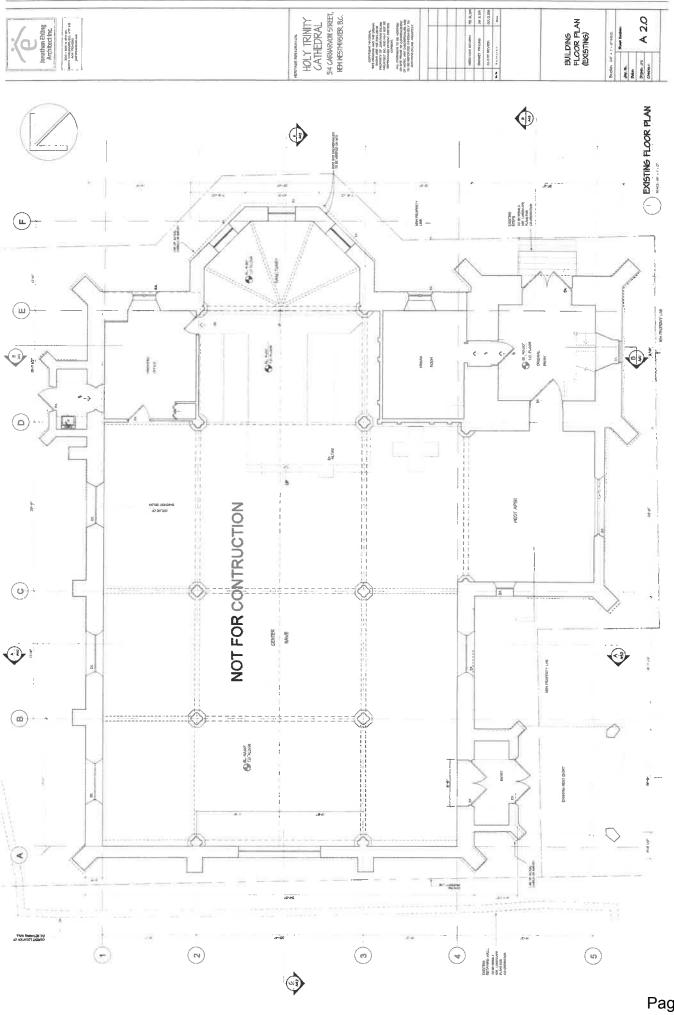
Date:	
City of New Westminster 511 Royal Avenue New Westminster, B.C. V3L 1H9	
Attention: Director of Climate Action, Plan	nning and Development
Re: Heritage Revitalization Agreement for	Holy Trinity Cathedral, 514 Carnarvon Street
letter to the City of New Westminster da property, and that the work complies in al inapplicable] Appendix 2/Appendix 3 of the letter. This letter is not being provided in	led my obligations for field review as indicated in my ated in relation to the captioned in material respects with the requirements of [strike out the Heritage Revitalization Agreement referred to in the connection with Part 2 of the British Columbia Building uirements of the Heritage Revitalization Agreement.
Name	
Address	ii
	Signature and Seal
Telephone No.	

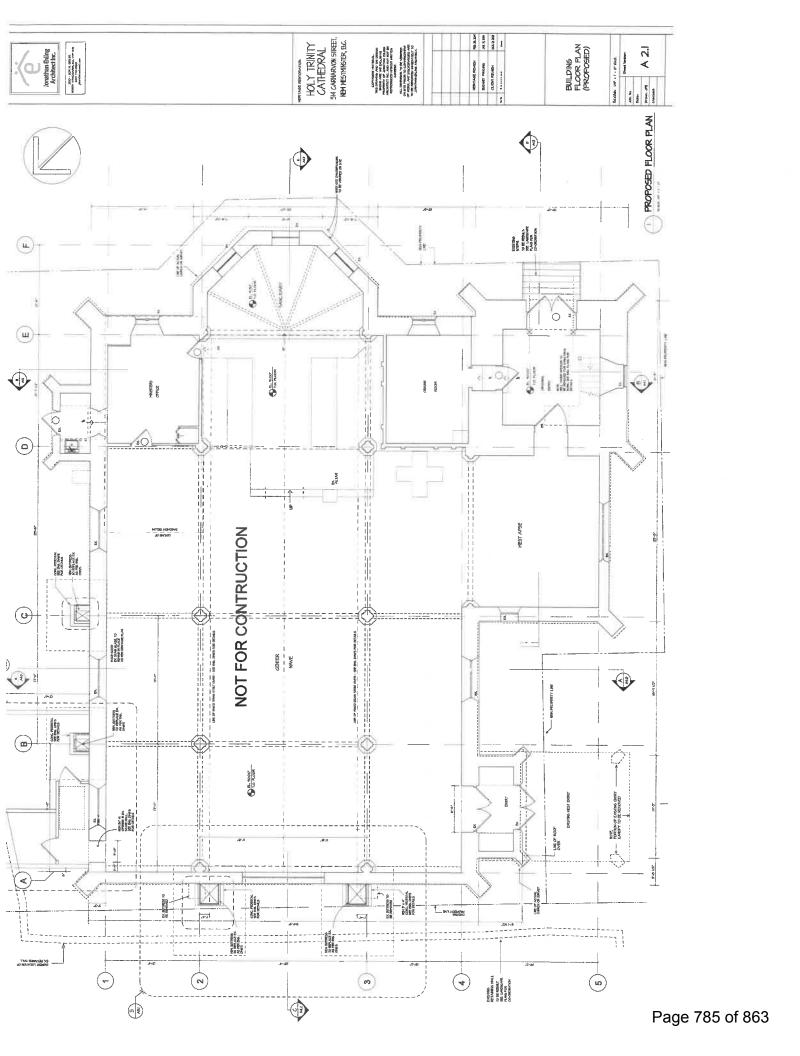
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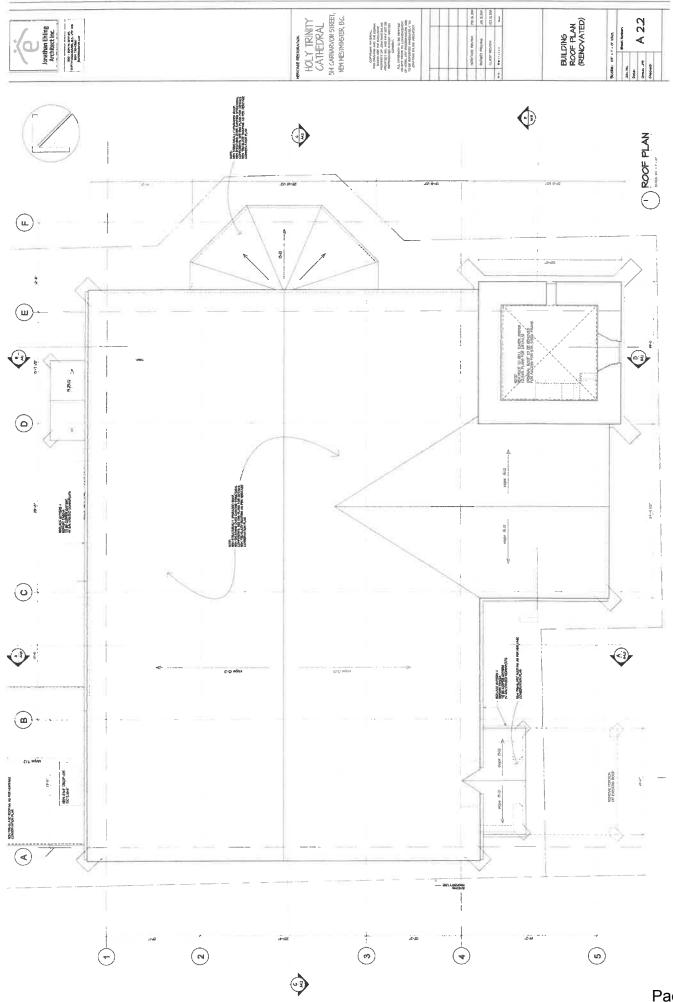
APPENDIX 6

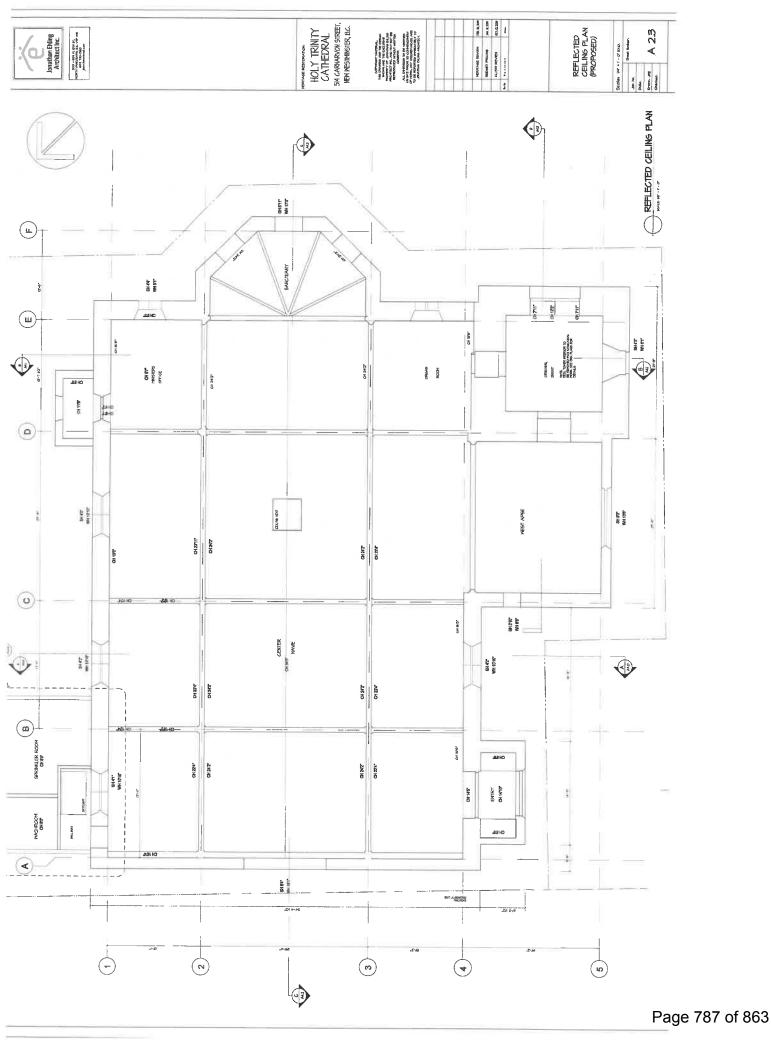
CATHEDRAL DESIGN PLANS

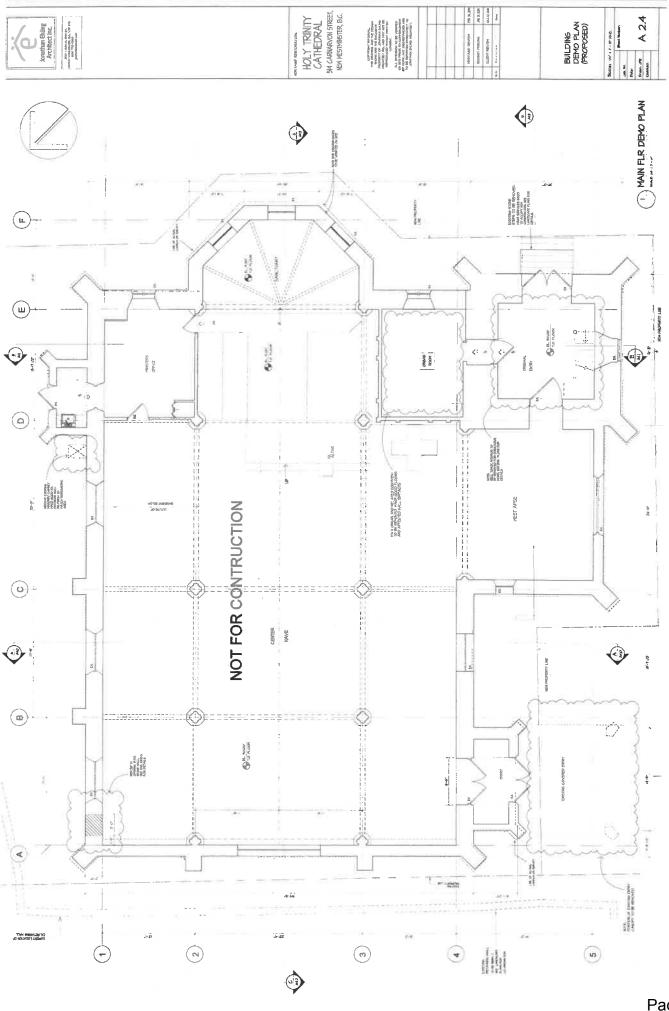


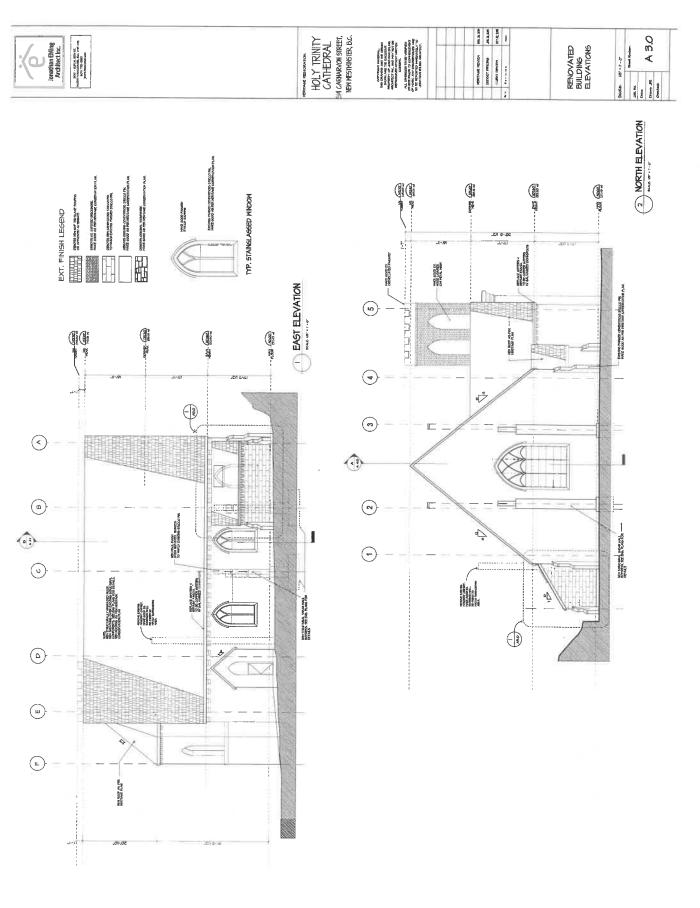


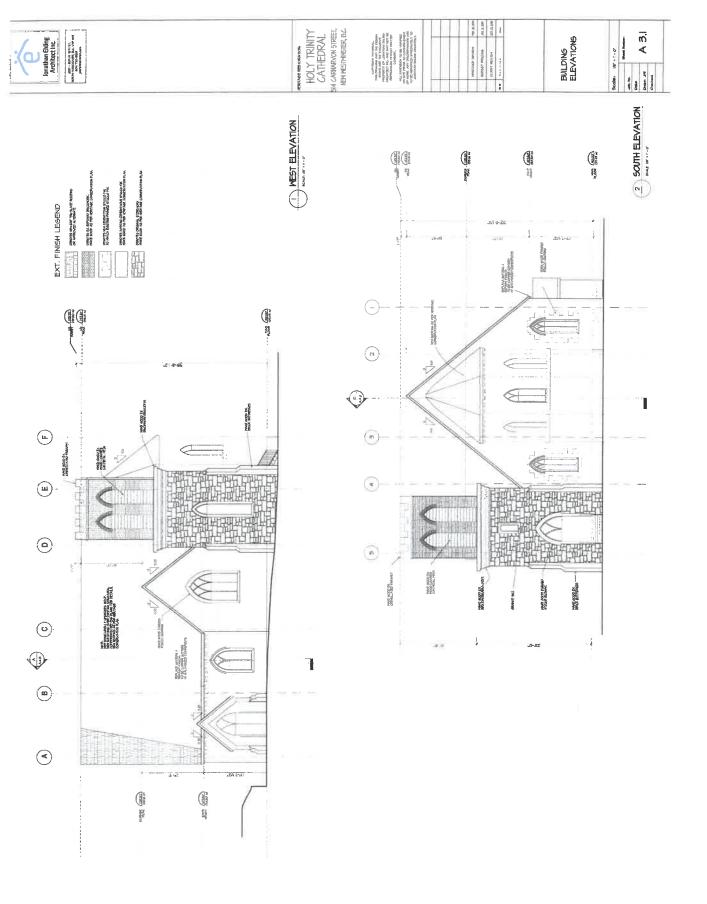


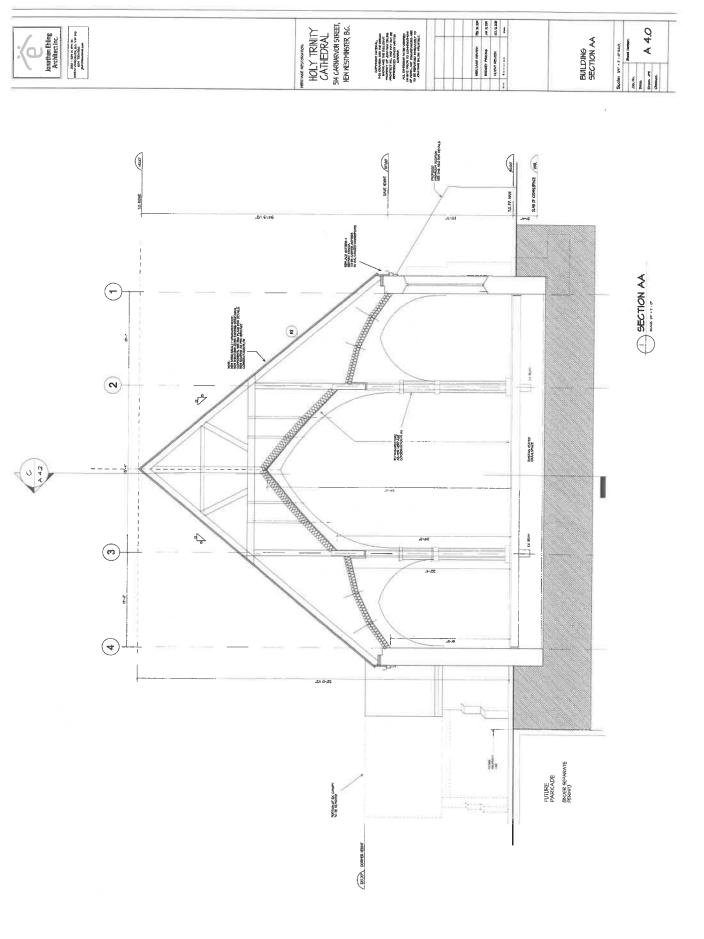


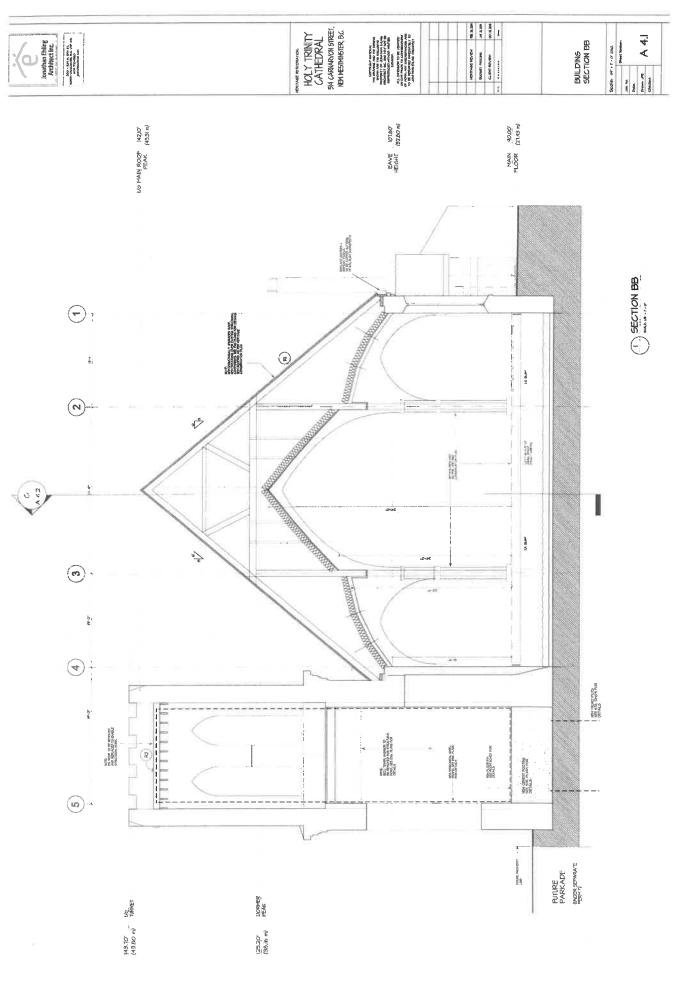


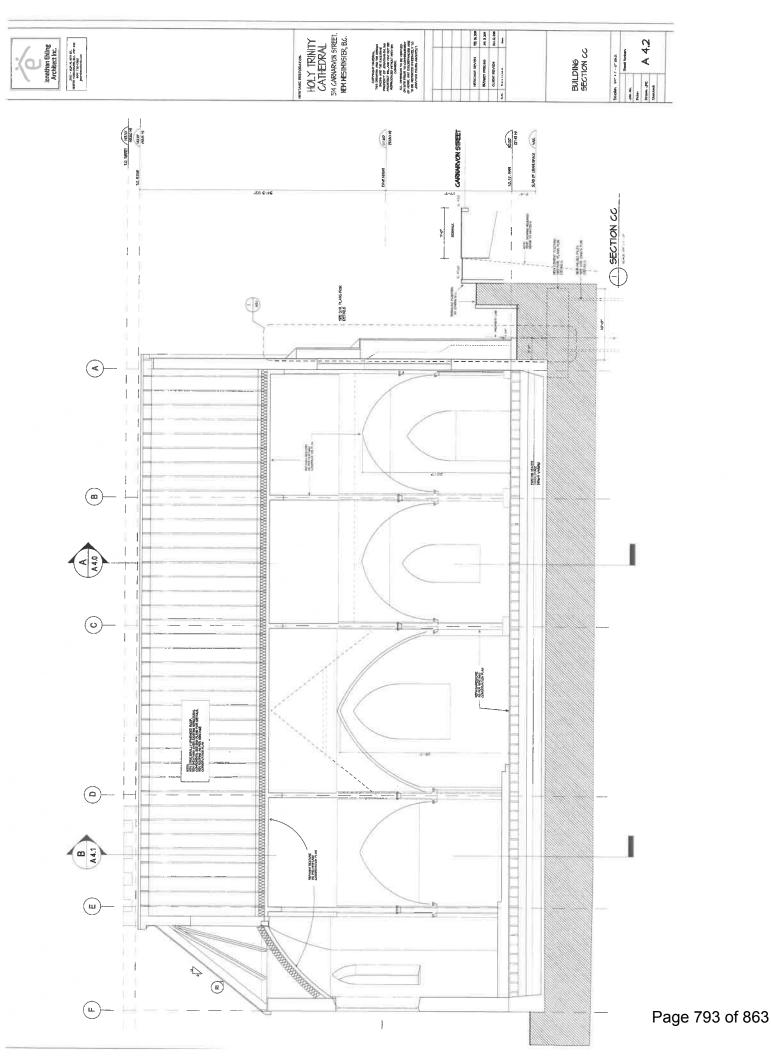


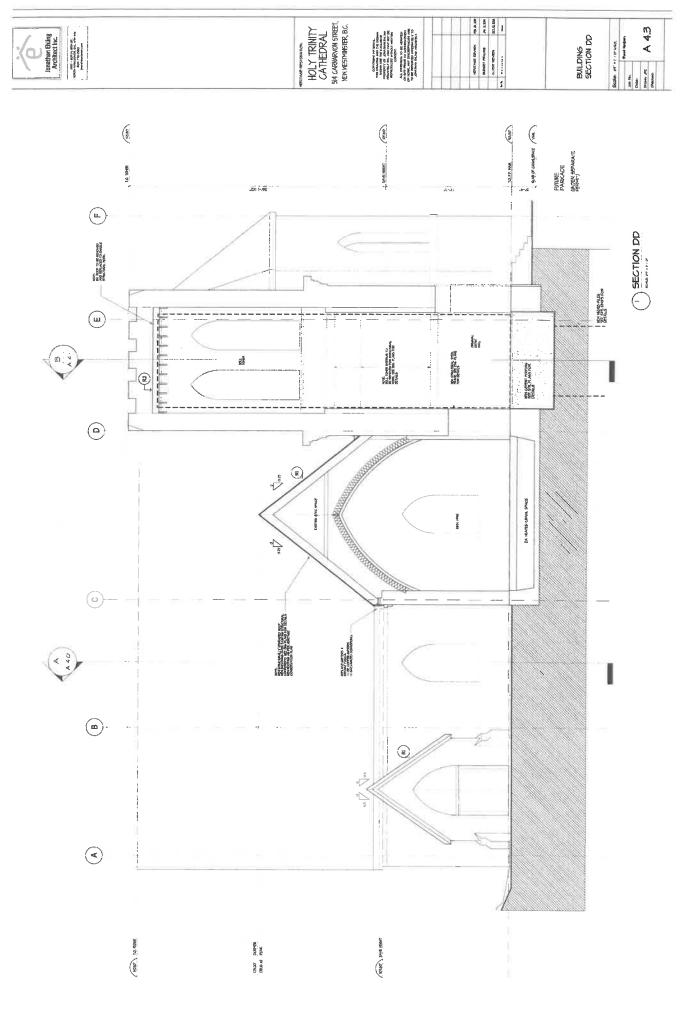


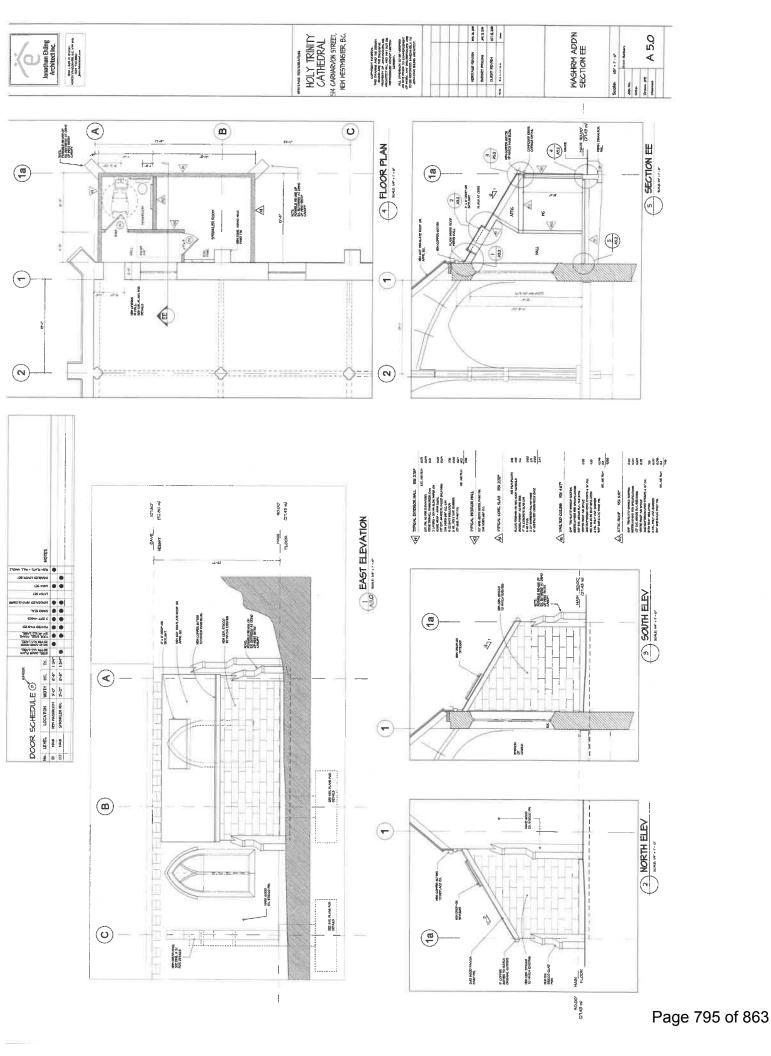


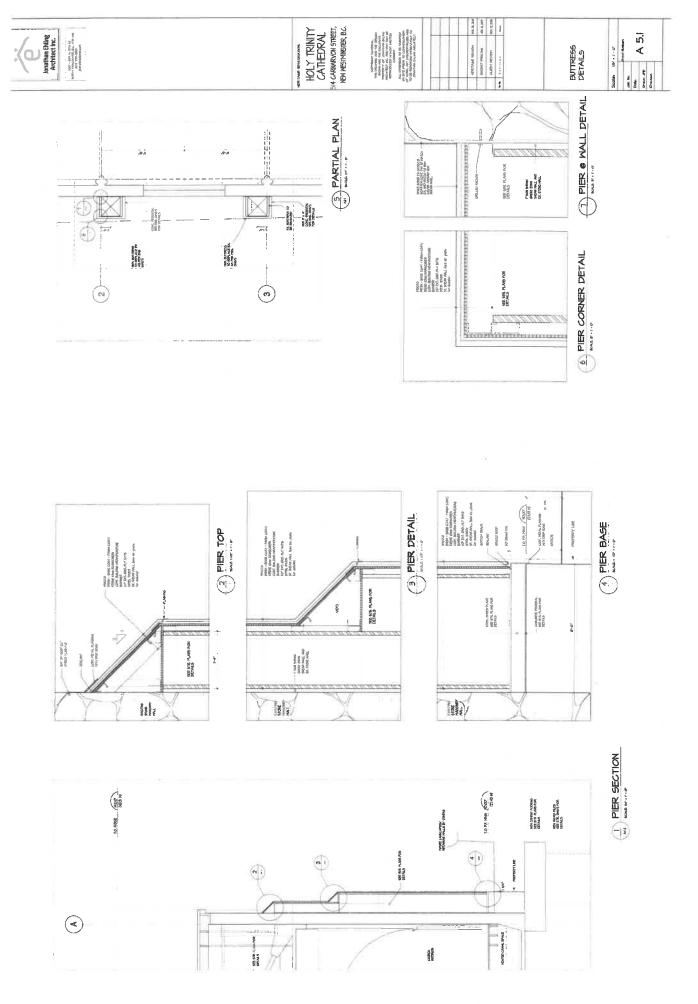


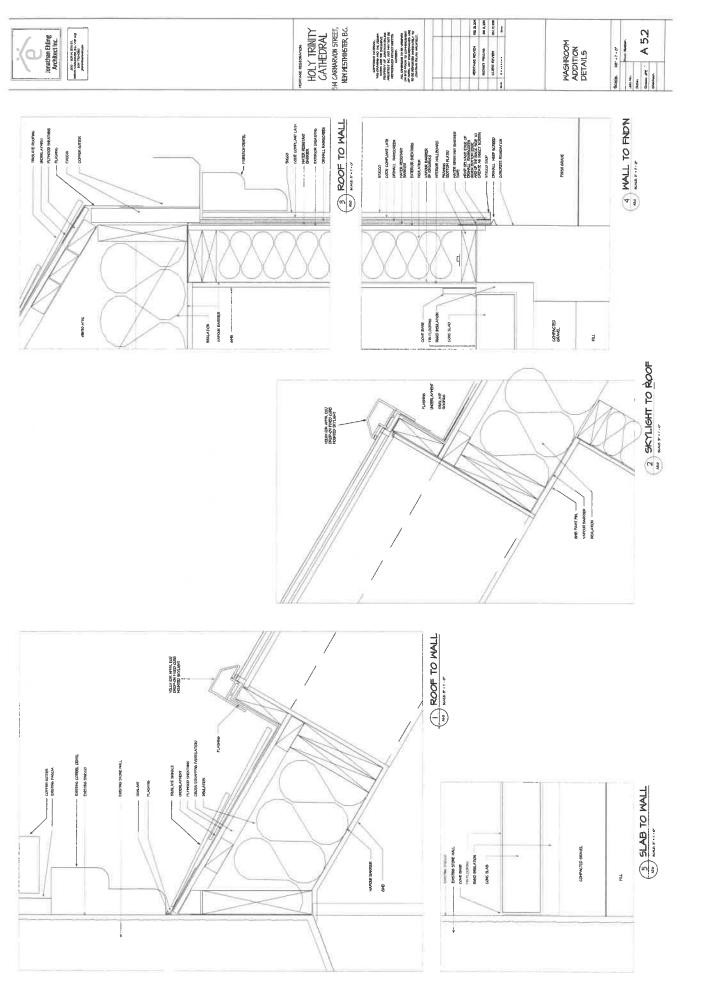












APPENDIX 7

LAND USE AND DEVELOPMENT REGULATIONS

Intent

HRA .1 The intent of these land use and development regulations is to permit an existing place of worship and allow the development of a new high rise development with ground-level parish hall and accessory church-related uses, residential (market rental and condominium), and public plaza space, elevator, and pedestrian corridor.

Land Use and Development Sub-Districts

HRA .2 The Land Use and Development Regulations include two sub-districts A and B as indicated on the map attached to Heritage Revitalization Agreement Bylaw No. 8089, 2022 as Appendix 1.

Definitions

- HRA .3 All uses in these regulations will have the same meaning as per the City of New Westminster Zoning Bylaw, unless otherwise defined in this zone.
- HRA 4 **DROP-IN CENTRE PROVIDING MEALS** means a building or portion of a building which provides drop-in space and meals to persons who are non-residents of the building on two or less days of the week.
- HRA .5 **TEMPORARY SPECIAL EVENTS** means community gatherings within the parish hall or plaza space, which includes activities, such as but not limited to, flea markets, craft fairs, outdoor markets. Such events are only permitted on a temporary or special occasion basis.

Permitted Principal and Accessory Uses

HRA . 6 The following principal and accessory uses are permitted as outlined for each of the sub-districts. For uses accompanied by a checkmark, there are additional Conditions of Use contained within these regulations.

Permitted Principal Uses (Sub-District A)	Use Specific Regulations
Businesses and professional offices limited to administration of non-profit and religious organizations;	
Child Care;	√
Multiple unit residential use;	::
Places of Worship;	
Public Assembly;	
Self-Improvement Schools;	
Temporary Special Events;	
Uses accessory to a Place of Worship use on Sub-District B;	
Drop-in Centre Providing Meals;	

Permitted Accessory Uses (Sub-District A)	Use Specific Regulations
Uses accessory to any permitted principal uses;	
Home based businesses;	✓

Permitted Principal Uses (Sub-District B)	Use Specific Regulations
Places of Worship;	
Public Assembly;	
Childcare;	√

Permitted Accessory Uses (Sub-District B)	Use Specific Regulations
Uses accessory to any permitted principal uses;	

Conditions of Use

- HRA .7 Child care in accordance with Section 170.13 of the City of New Westminster Zoning Bylaw, as amended.
- HRA .8 Home Based Businesses in accordance with Section 190.28 of the City of New Westminster Zoning Bylaw, as amended.

Density

- HRA .9 The maximum net floor area in Sub-District A shall not exceed 20,587 square metres (221,597 square feet).
- HRA .10 The maximum gross floor area in Sub-District B shall not exceed 627 square metres (6,750 square feet).

Principal Building Envelope

HRA $\cdot 11$ All *principal buildings* and *structures* shall be sized and sited according to the following:

Regulation	Sub-District A	Sub-District B
Minimum Setback North (Carnarvon Street)	1.5 metres (5 feet)	No setback required.
Minimum Setback West	2.4 metres (8 feet)	0.3 metres (1 foot)
Minimum Setback East	0.7 metre (2.5 feet)	8.2 metres (27 feet)

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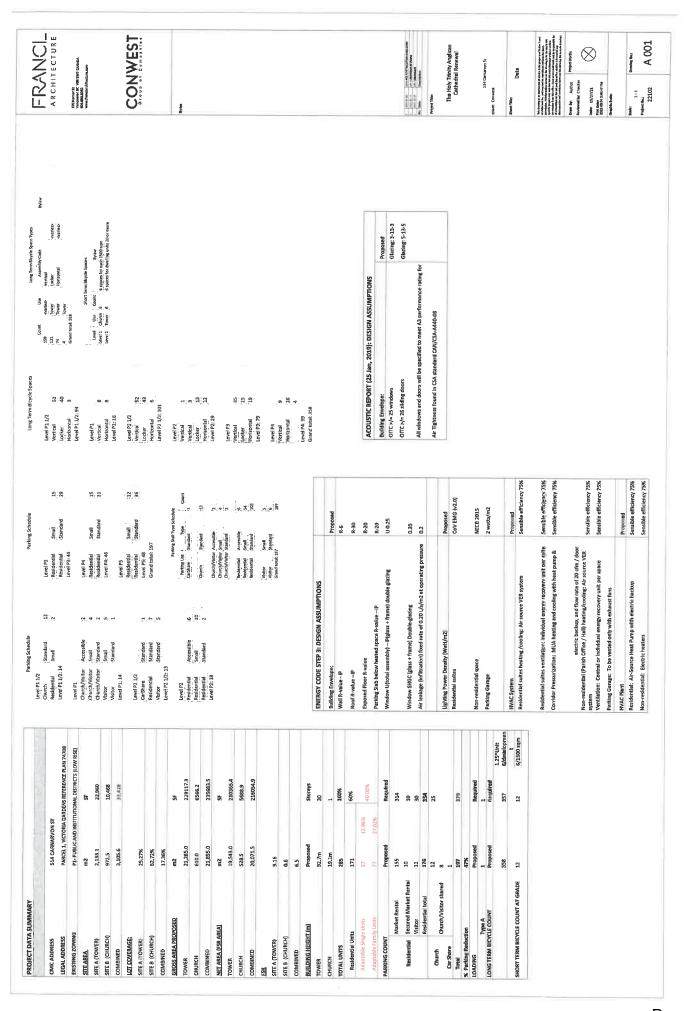
Minimum Setback South	No setback required.	0.3 metres (1 foot)
Maximum	97.6 metres	20 metres
Building Height	(320 feet)	(65.61 feet)
Maximum Floorplate Size	760 square metres (8,181 square feet) above the fourth storey.	N/A
Maximum Site Coverage at grade	28%	65%

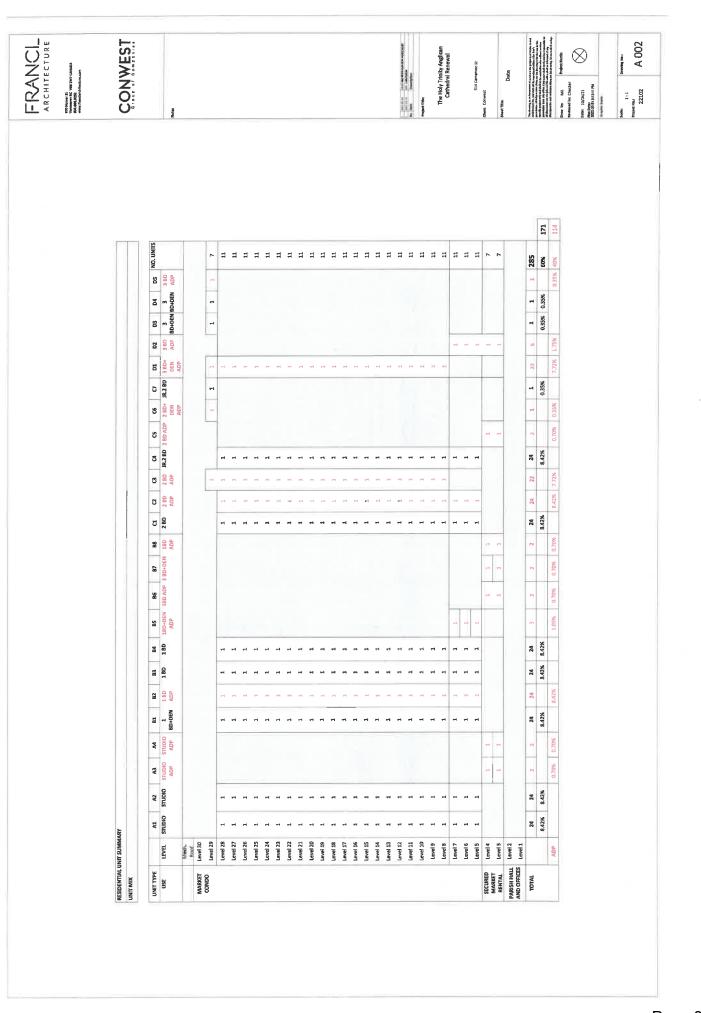
Off-Street Parking and Loading Requirements

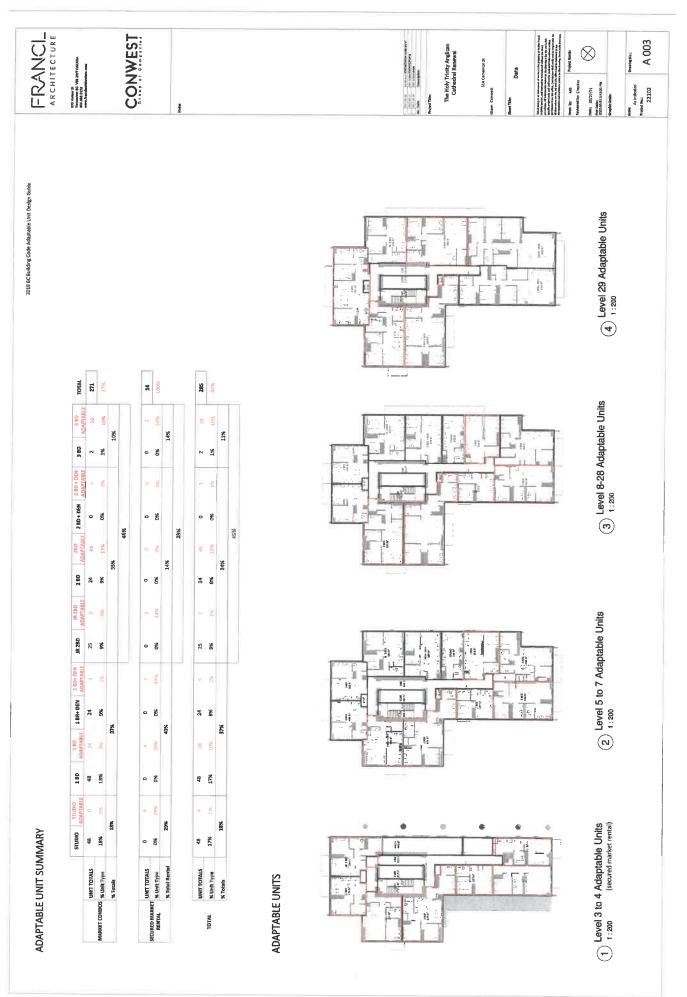
- HRA .12 Off-street automobile parking shall be provided in accordance with the Off-Street Parking Regulation section of the City of New Westminster Zoning Bylaw, except for the following:
 - a) 165 residential parking spaces shall be required;
 - b) 11 visitor parking spaces shall be required;
 - c) 12 parking spaces for the use of the cathedral and parish hall shall be provided; and
 - d) 8 parking spaces which shall be shared between visitor parking and the cathedral and parish hall shall be provided; and
 - e) 1 carshare space shall be provided;
- HRA .13 Bicycle parking shall be provided in accordance with the Off-Street Bicycle Parking Regulation section of the City of New Westminster Zoning Bylaw.
- HRA . 14 Off-street loading shall be provided in accordance with the Off-Street Loading Regulation section of the City of New Westminster Zoning Bylaw, except for the following:
 - a) One off-street loading space shall be provided.

APPENDIX 8 Mixed Use Building Design Plans

FRANCL ARCHITECTURE A 000 CONWEST The Holy Trinity Anglica Cathedral Renewal Cover 1:1 reject No.: 22102 Mortison Hershfield 4321 Still Creek Dr#310, Burnaby, BC VSC 657 DRAWING LIST ARCHITECTURAL Contact: Samir Edinani Samir.edinani@jen. .com T: 604-684-2384 MCW Group Suite 1400, 1111 West Georgia Street Vancouver, BC VSE 4M3 Contact: Rob Gregg RGregg@mcw.com T: 604-687-1821 Glotman-Simpson 1661 West 5th Avenu Vancouver, BC V6: 1N5 Contact: Ornar AlHarras calharras@glotmer T: 604-734-8822 LANDSCAPE ARCHITECT Durante Neuk Landscape architects 102 - 1637 West 5th Avenue Valcouver, BC V5J 1N5 Contact: Reyhaneh Sobhani reyhaneh@dkl.bc.ca T: 604-684-461.1 ISSUED FOR HERITAGE REVITALIZATION AGREEMENT, MAY 2022 HENTAGE CONSULTANT Donald Lucton and Ascoditces Inc. 1030-470 Granville Street Vancouver, 8C HOLY TRINITY CATHEDRAL TOWER 514 CARNARVON STREET, NEW WESTMINSTER Stefan Aepli saepil@franciarchitecture. T: 604-688-3252 Contact: Megan Peters mpeters@franclarch T: 604-688-3252 ARCHITECT Contact: Joe Palazzo Joe, Palazzo@conwest,com T:604-293-2652 DEVELOPMENT PARTNER Kim Maust Kim.Maust@conwe T:604-293-2652 PROJECT TEAM Holy Thitly Anglican Cathedral 5.14 Carnaryon St New Westminster, BC V31.1C4 CLENT



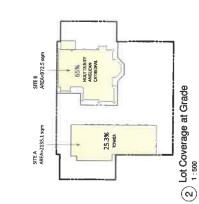




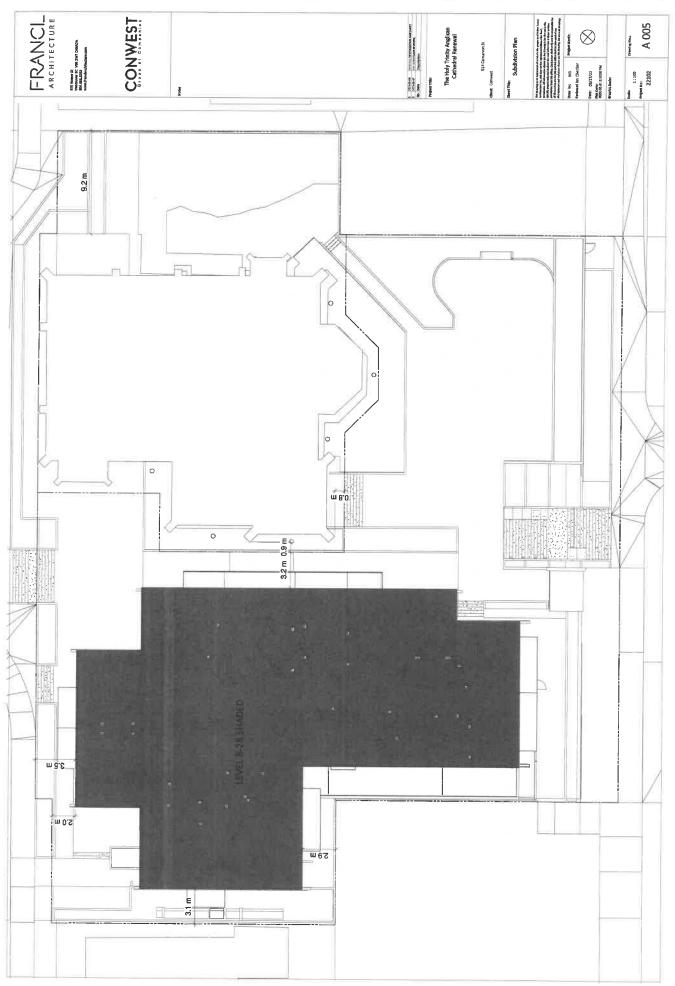


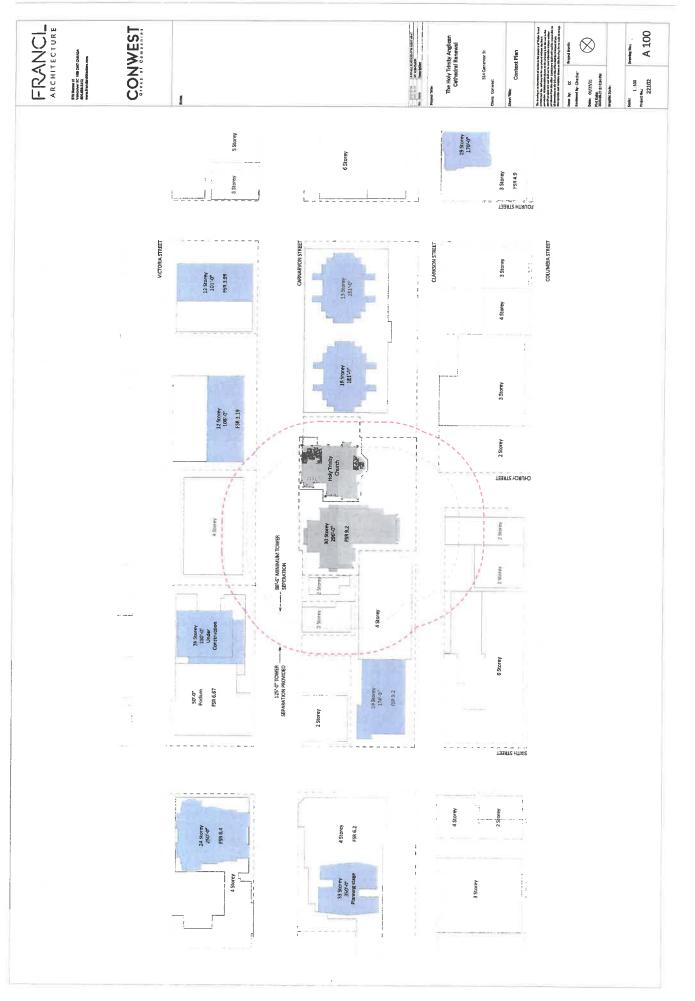
NCT ECO A	DEA JETTE D	COOL NOT NOT ASSESSED.	
Out	64055	EXCLUSION	NET NET
FLOOR	FLOOR AREA	AREA	FSR
LEVEL 1	625	0	625

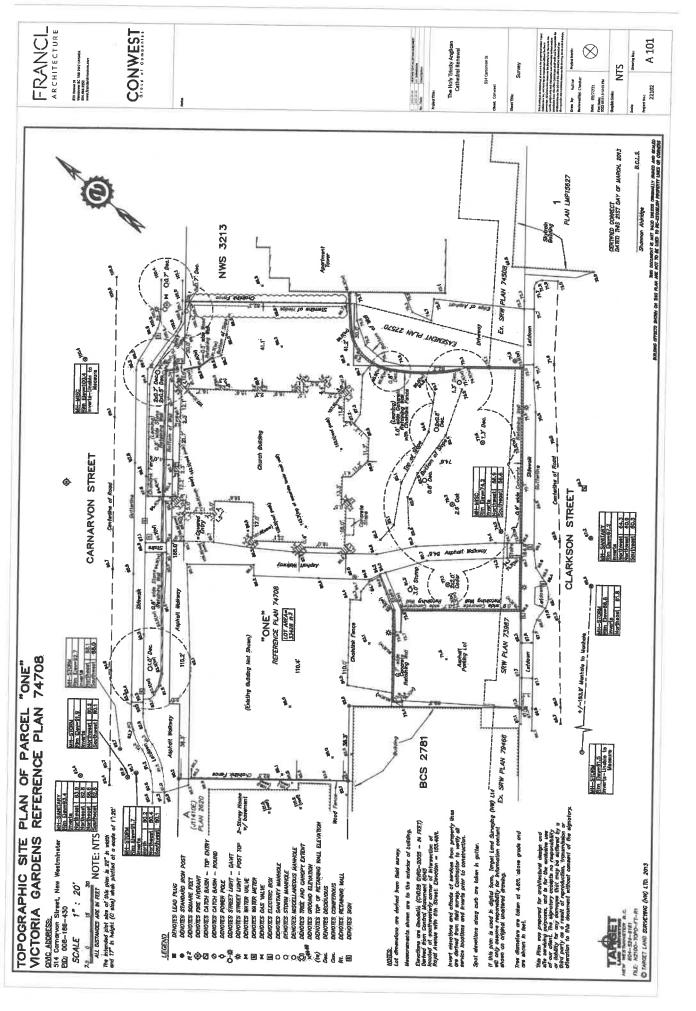


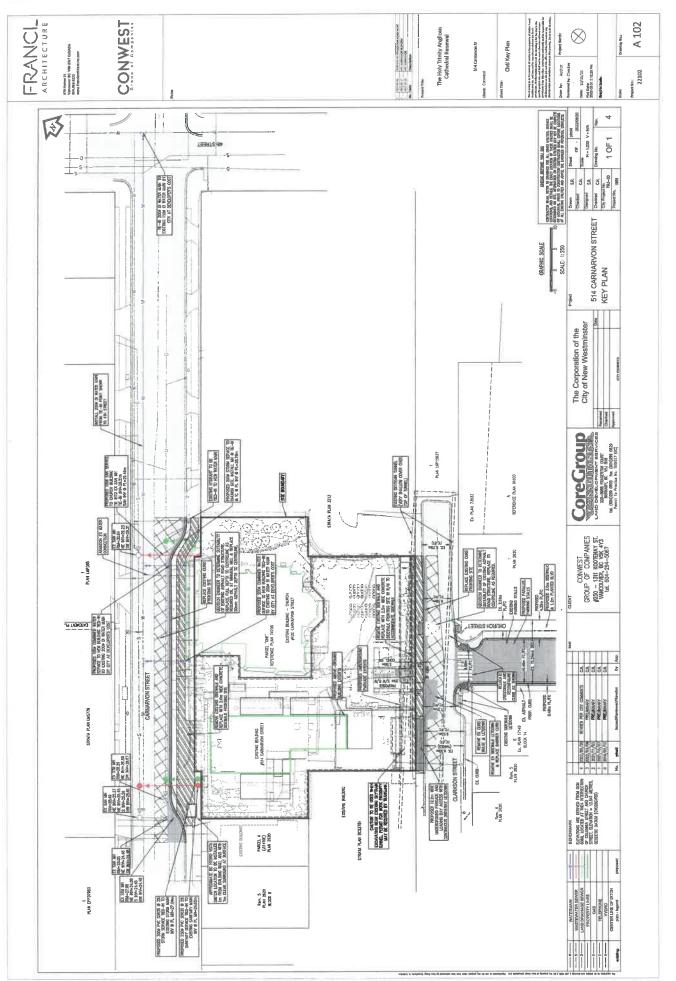


R= NET E	FSR= NET FSR AREA/SITE A	928	EXCLUSIONS		TOTAL			Ā
		ADAPTARIF HALTS	FINITE					
FLOOR	FLOOR AREA	EXCLUSIONS 1BR UNITS F)	FAMILY FAMILY UNITS	RESIDENTIAL AMENITY EXCLUSION	EXCLUSION	CHURCH PARISH HALL	MECH & SERVICE	FSR
Mech. Roof	88	0.0	0.0	0	0		88	88
Level 30	374	0.0	0.0	308	308	0	4	99
Level 29	753	0.0	11.2	٥	п	0	4	742
Level 2B	753	1.9	8.4	0	10	0	4	743
Level 27	753	1.9	8	0	10	0	4	743
Level 25	759	1.9	8.4	•	10	0	4	743
Level 25	753	1.9	4	0	10	0	4	743
Level 24	753	1.9	*	0	10	0	4	743
Level 23	753	1.9	8	۰	10	0	. 4	743
Level 22	753	1.9	8.4	0	20	0	4	743
Level 21	753	1.9	12	0	10	0	4	743
Level 20	753	1.9	8.4	0	10	0	4	743
Level 19	753	1.9	8.4	٥	91	0	4	743
Level 18	753	1.9	8.4	0	97	0	4	743
Level 17	753	1.9	2	0	t)	0	4	743
evel 16	527	1.9	8.4	0	91	0	4	743
evel 15	753	1.9	2	۰	10	0	4	743
Level 14	753	1.9	2	0	92	o	4	743
Level 13	753	1.9	2		10	0	4	743
Level 12	753	1.9	7	0	10	0	4	743
Level 11	253	1.9	EA.	0	10	0	4	743
Level 10	233	1.9	8.4		10	0	4	743
evel 9	553	1.9	8.9		10	0	*	743
Level B	753	1.9	8.4	•	9	•	4	743
Level 7	714	3.7	5.6	0	6	0	4	705
Level 6	714	3.7	5.6	•	6	0	4	705
Level 5	714	3.7	5.6	•	•	0	4	705
Level 4	547	9.3	9.5	0	3.5	0	29	232
Level 3	247	6.9	3.6	0	15	0	29	532
Level 2	200	0.0	0.0	135	135	282	2	365
Level 1	539	0.0	0.0	121	171	328	0	418
E.		0.0	0.0	٥	0	0	٥	0
P2	•	0'0	0,0	٥	0	0	۵	0
23	۰	0.0	0 0	0	0	0	o	0
P4	٥	00	0.0	0	0	0	0	0
E.	0	0.0	0.0	0	0	0	0	0
(m2)	21,303	68.5	215.6	564	848	610	328	20,455
TOTAL (sf)	229,311	737.1	1323	01409	9,129	. 995'9	3,531	220,182
TOTAL	TOTAL GROSS	ADAPTABLE UNITS	UNITS	RESIDENTIAL	TOTAL	CHURCH	CHURCH MECHANICAL	NET.

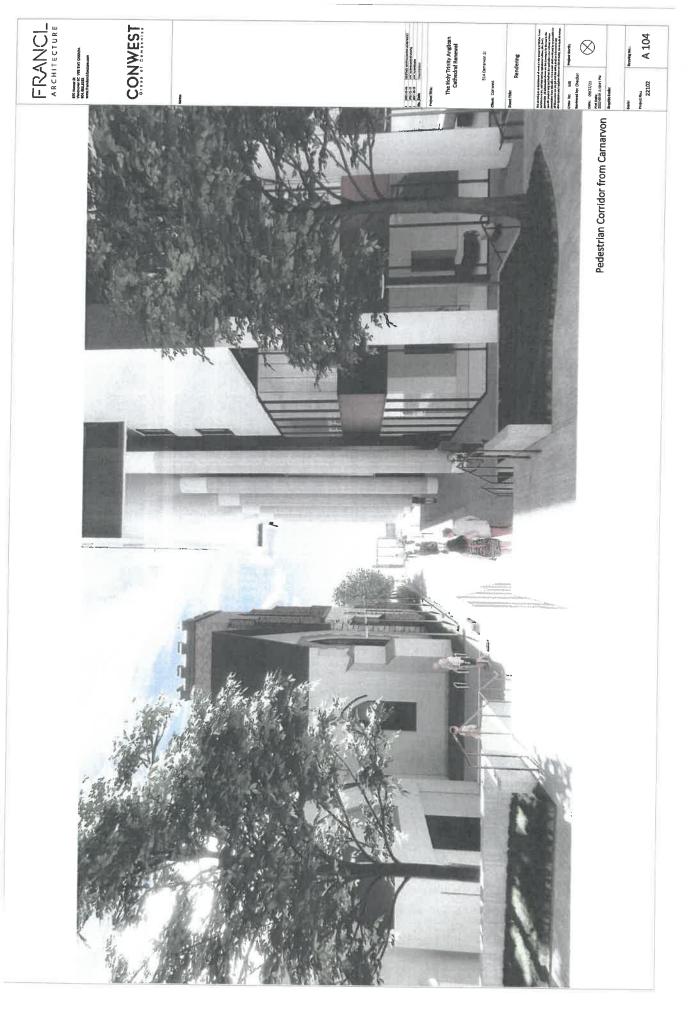






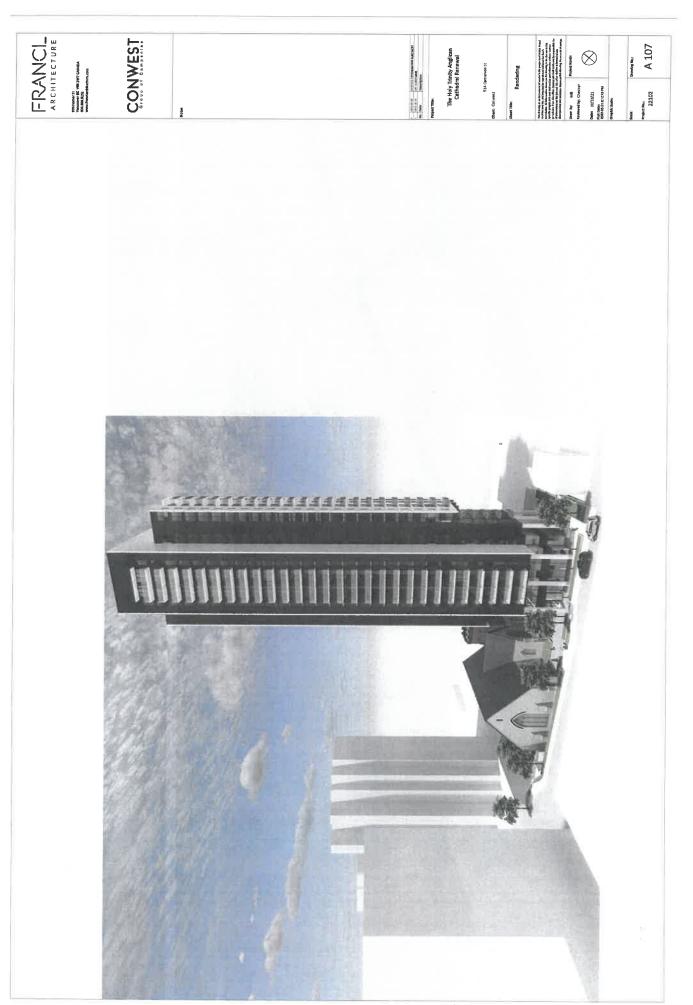


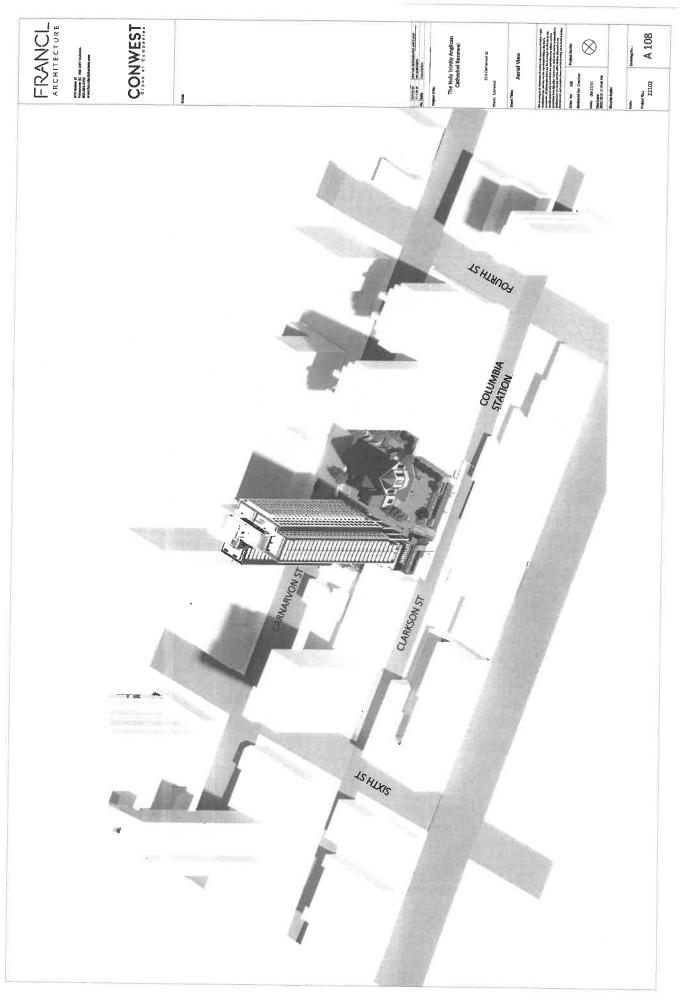


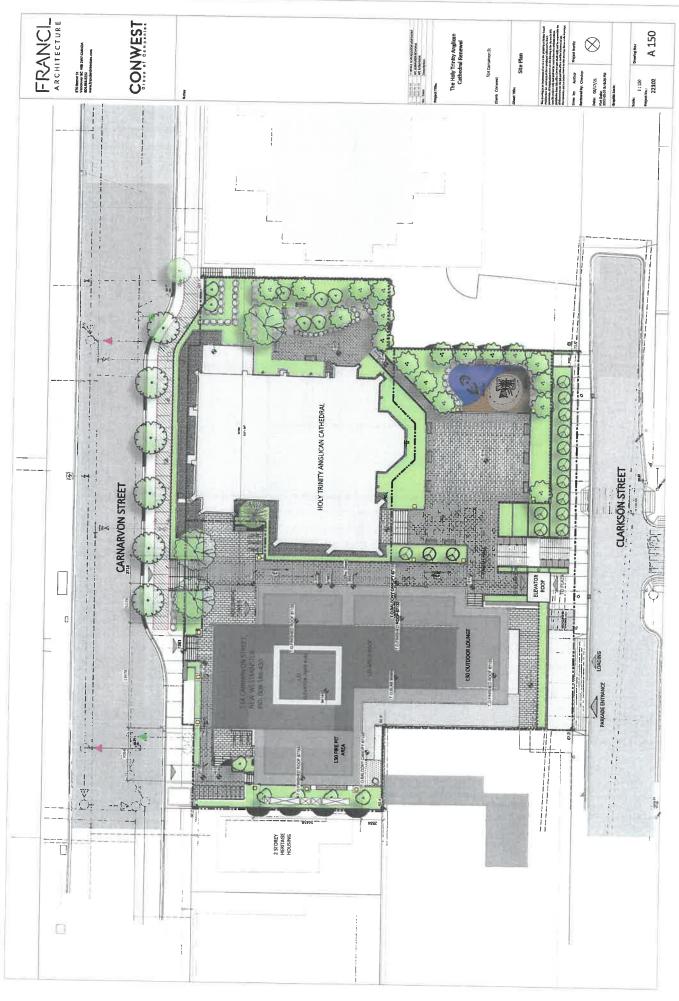


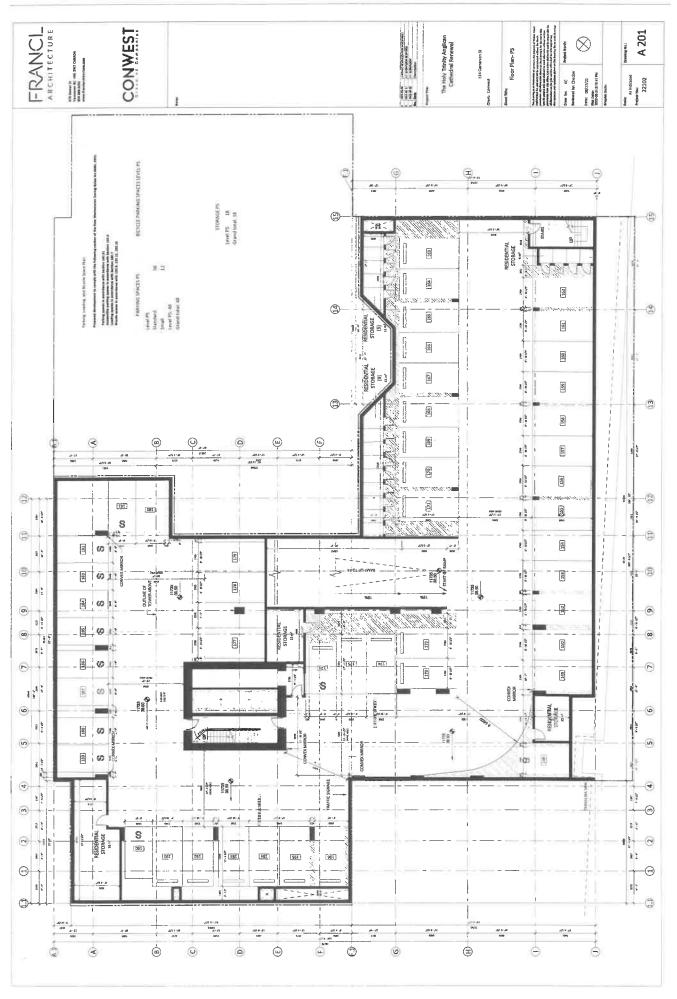


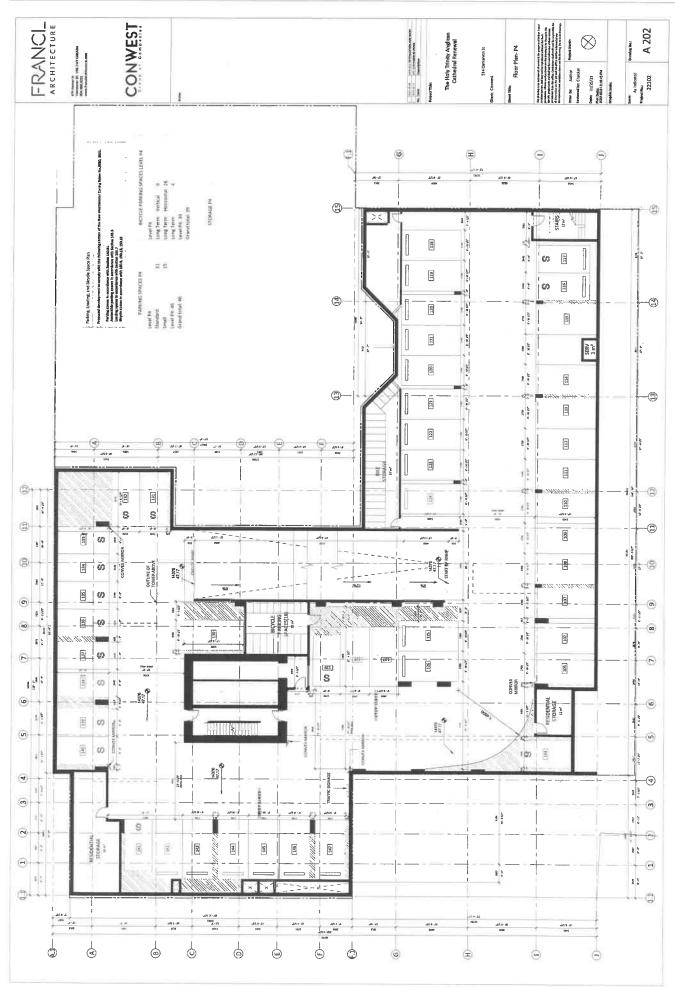


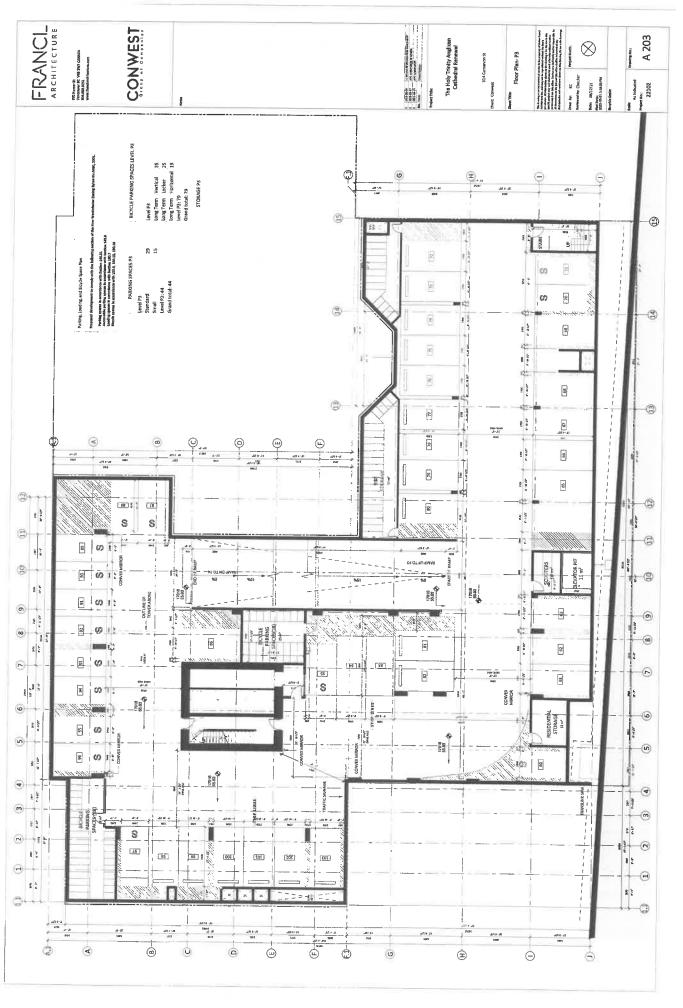


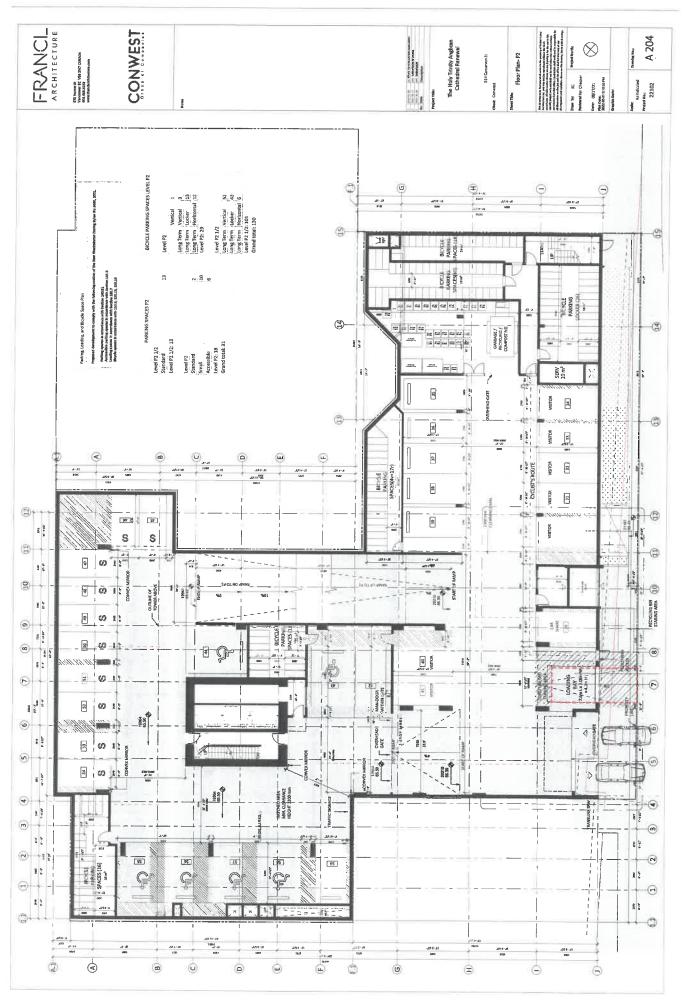


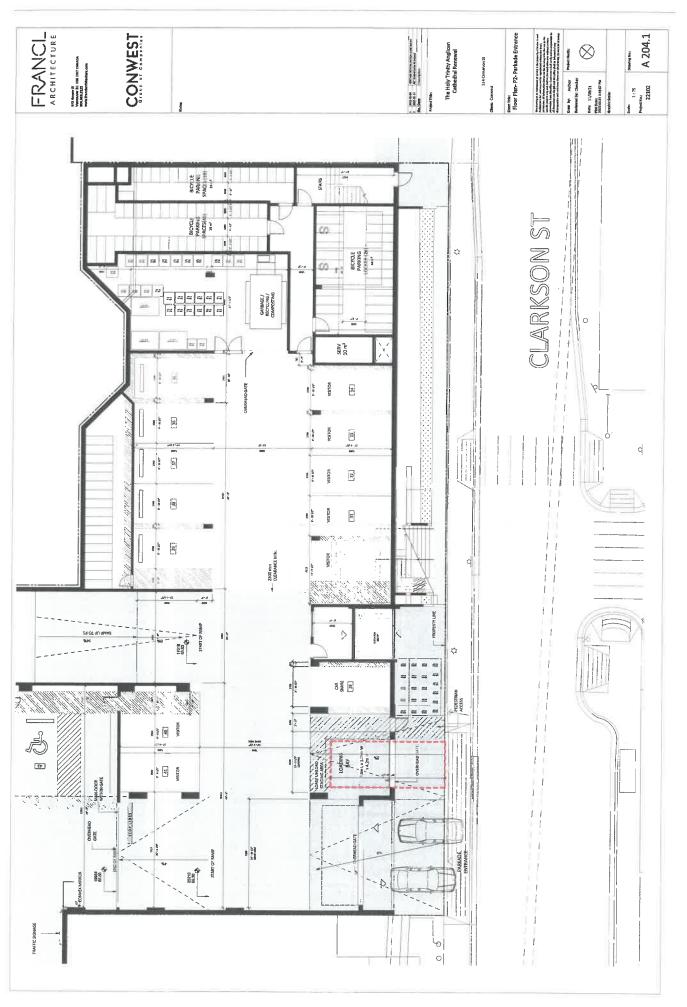


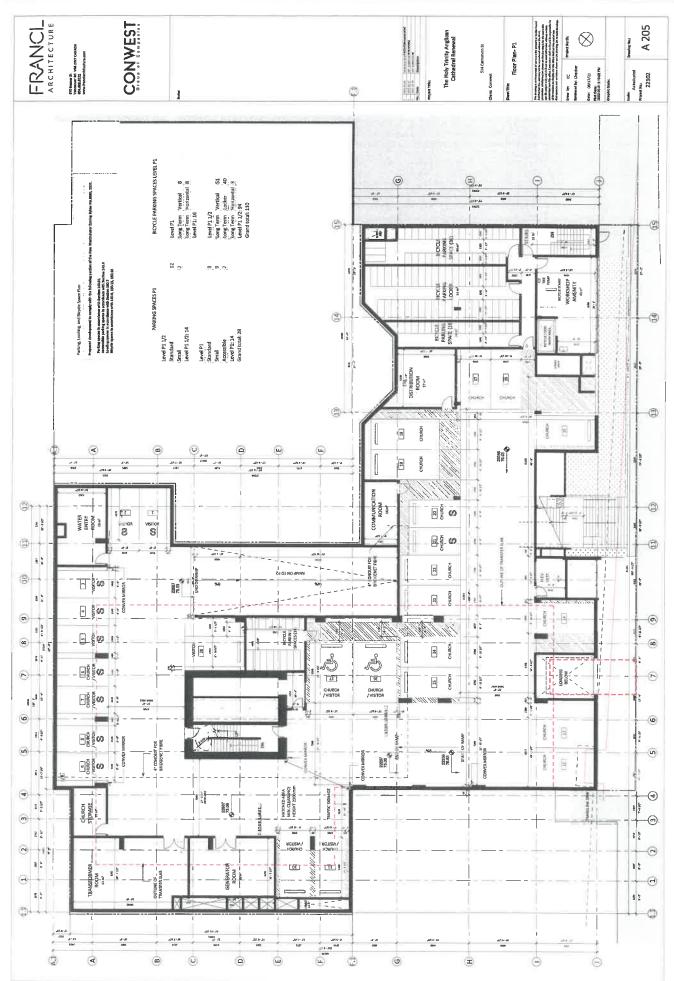


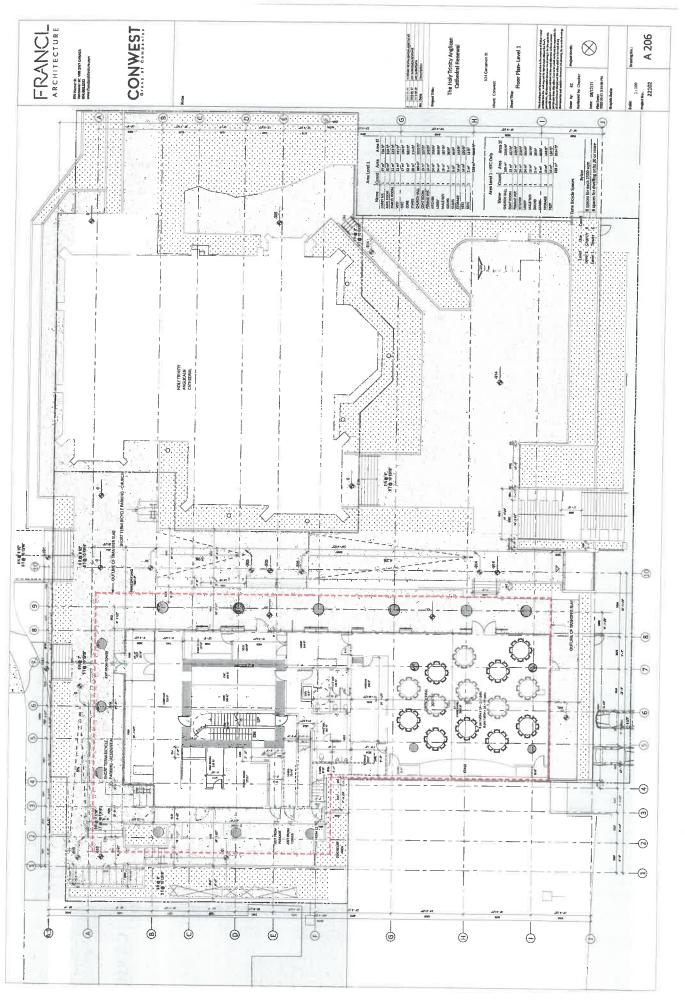


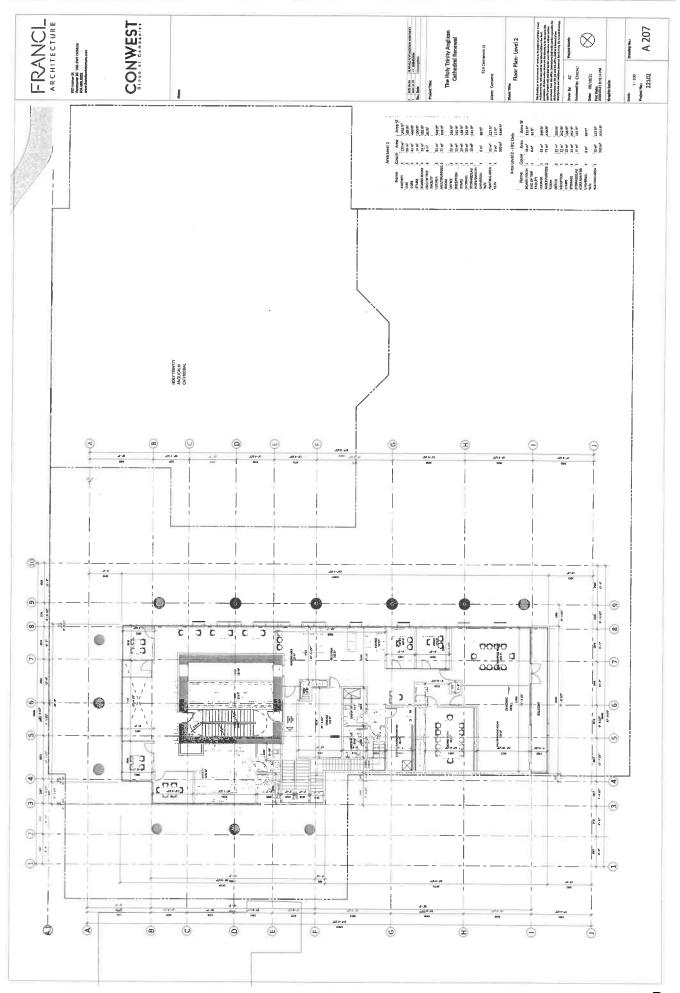


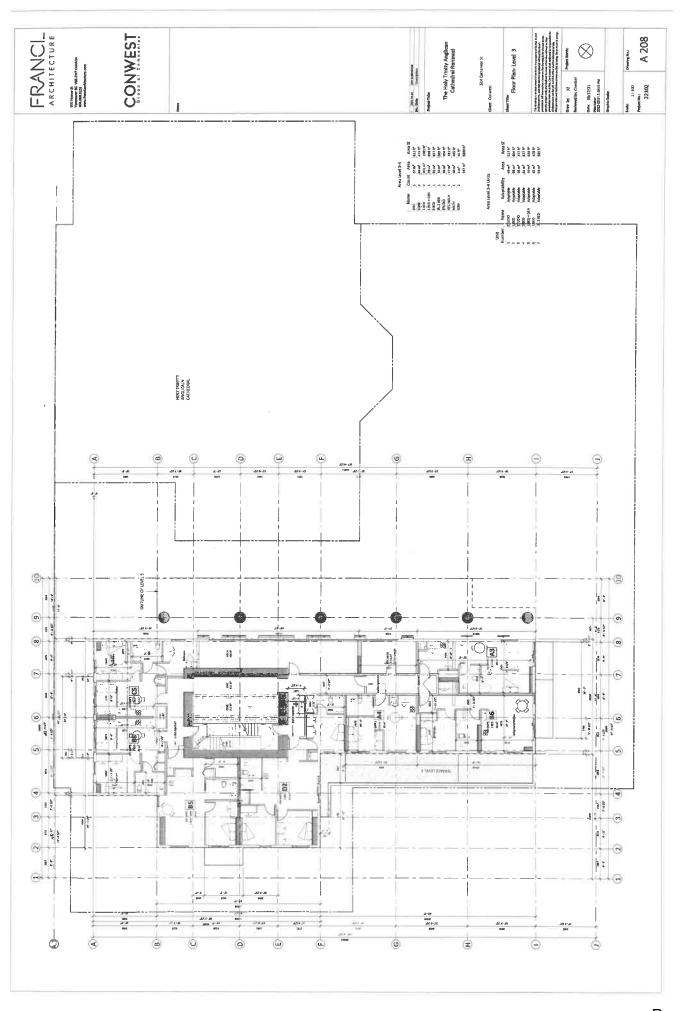


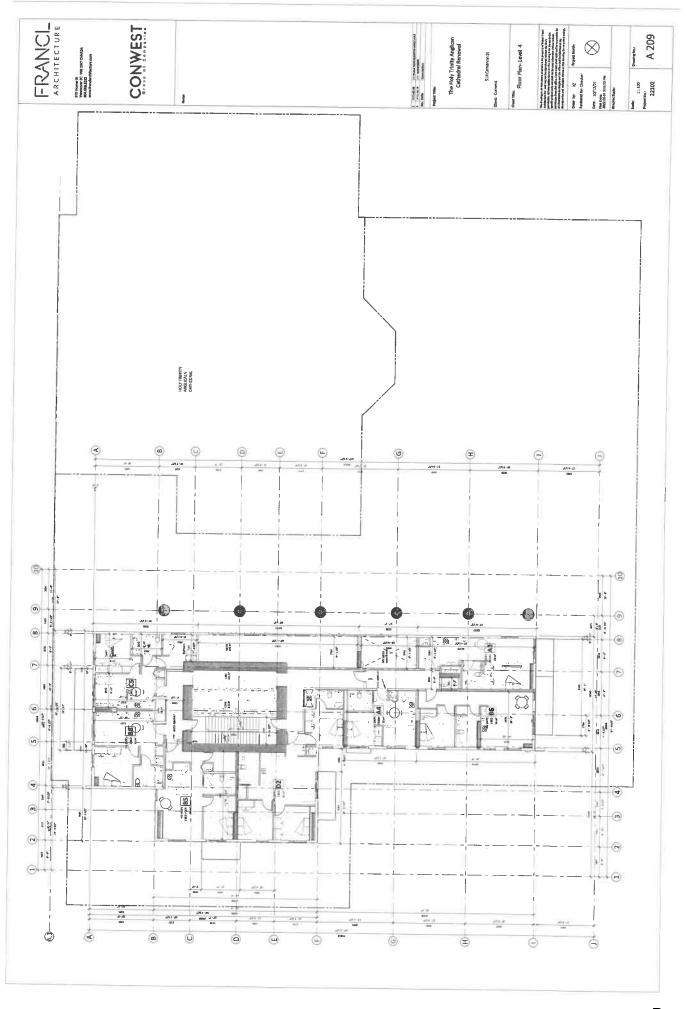


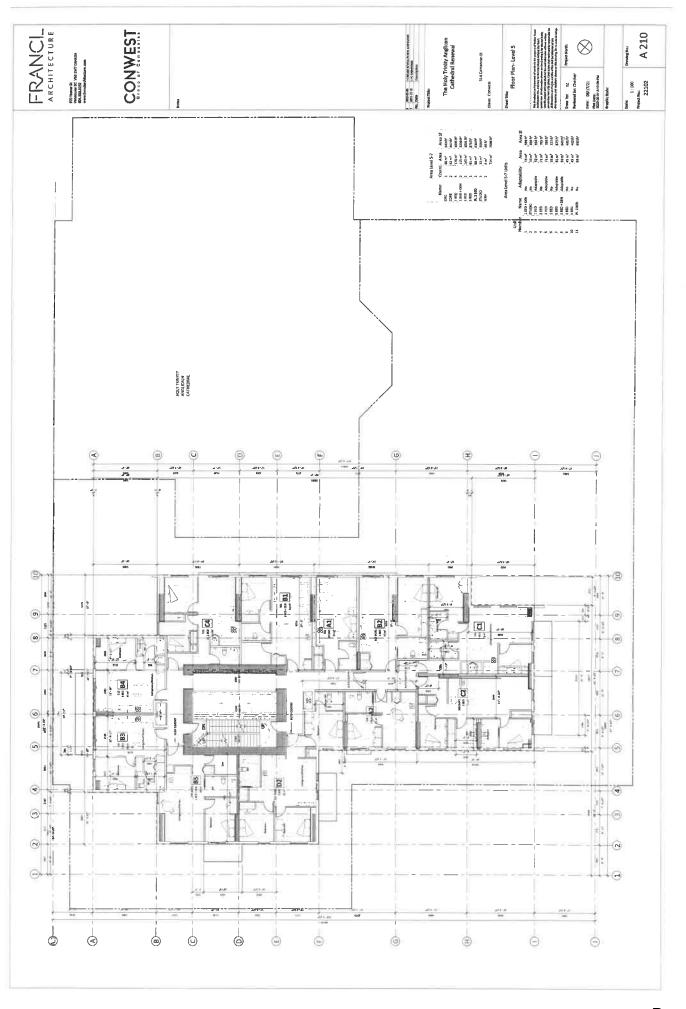


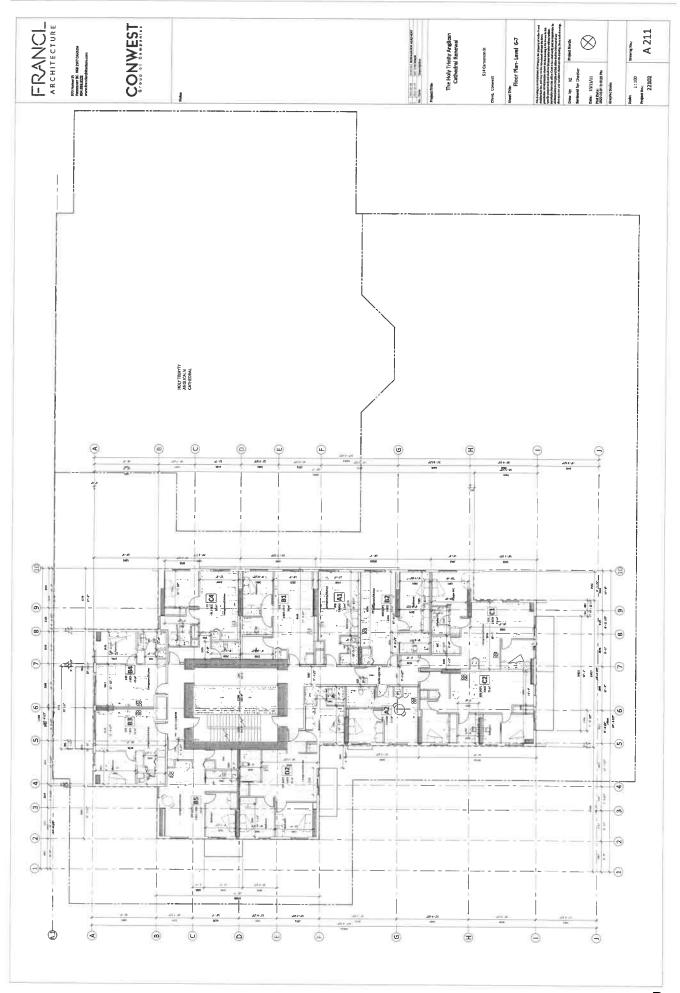


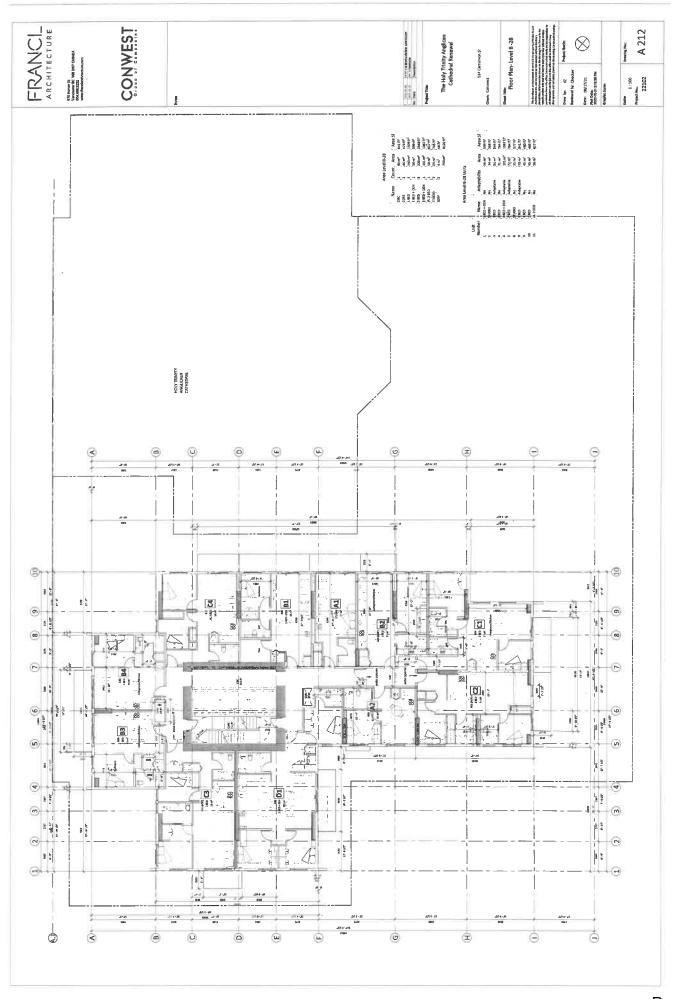


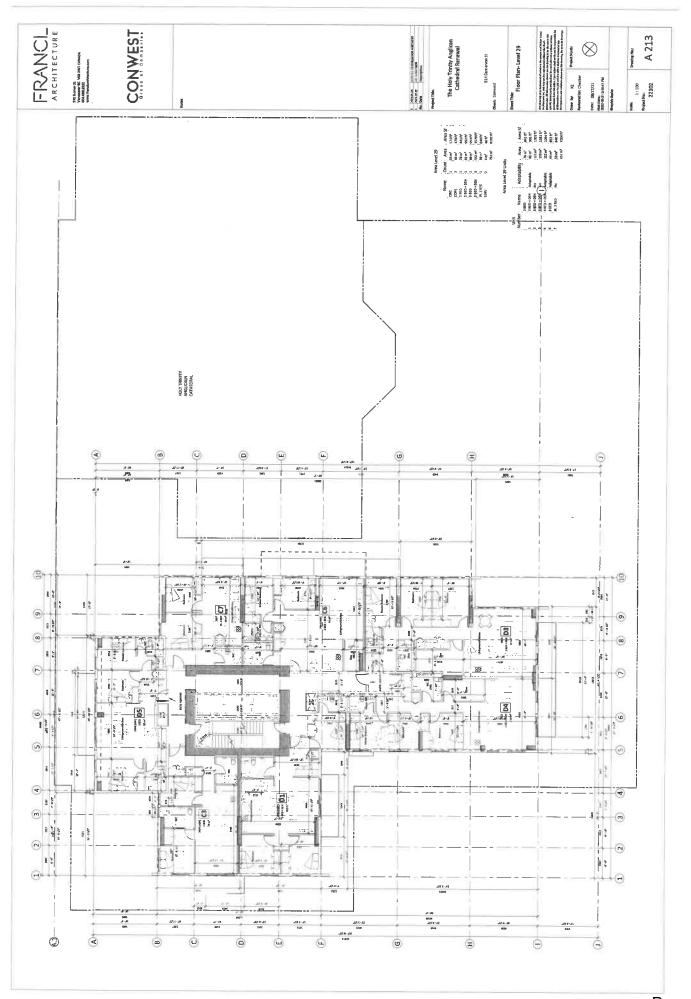


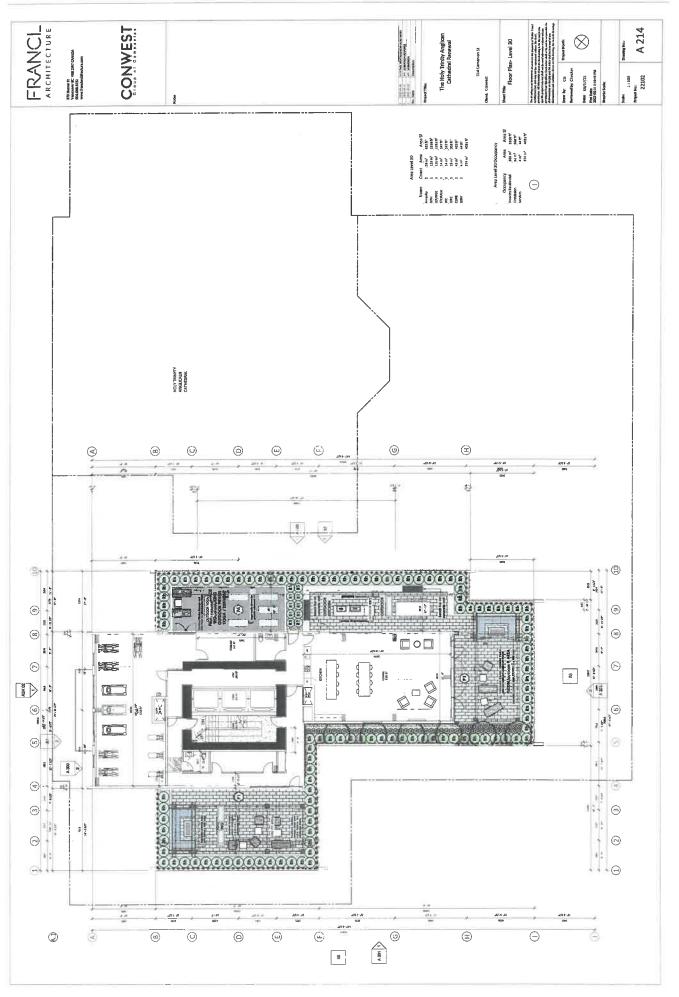


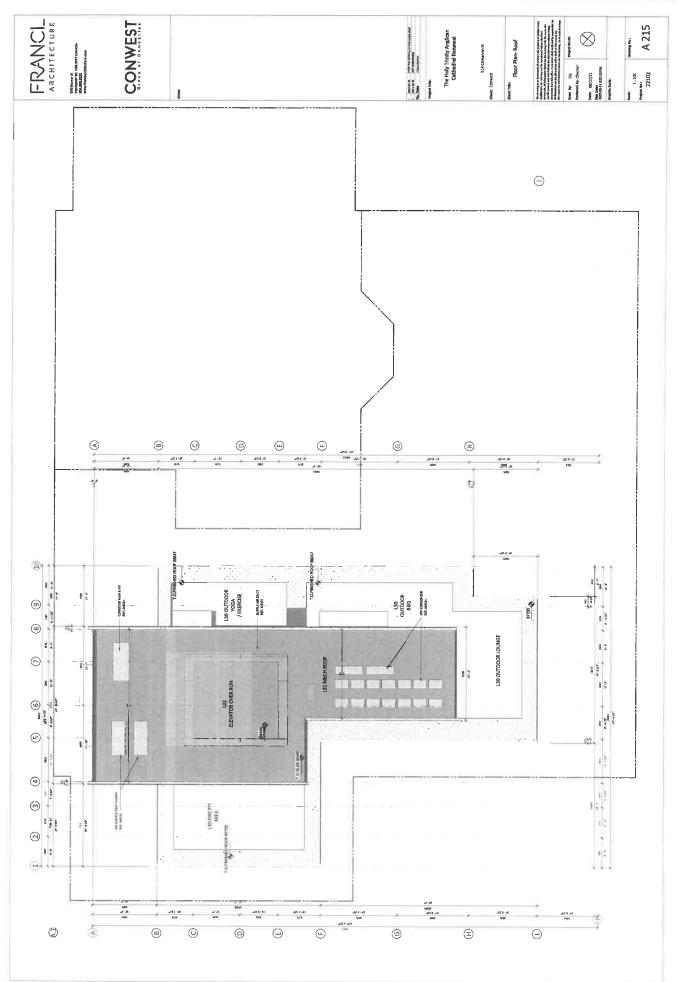


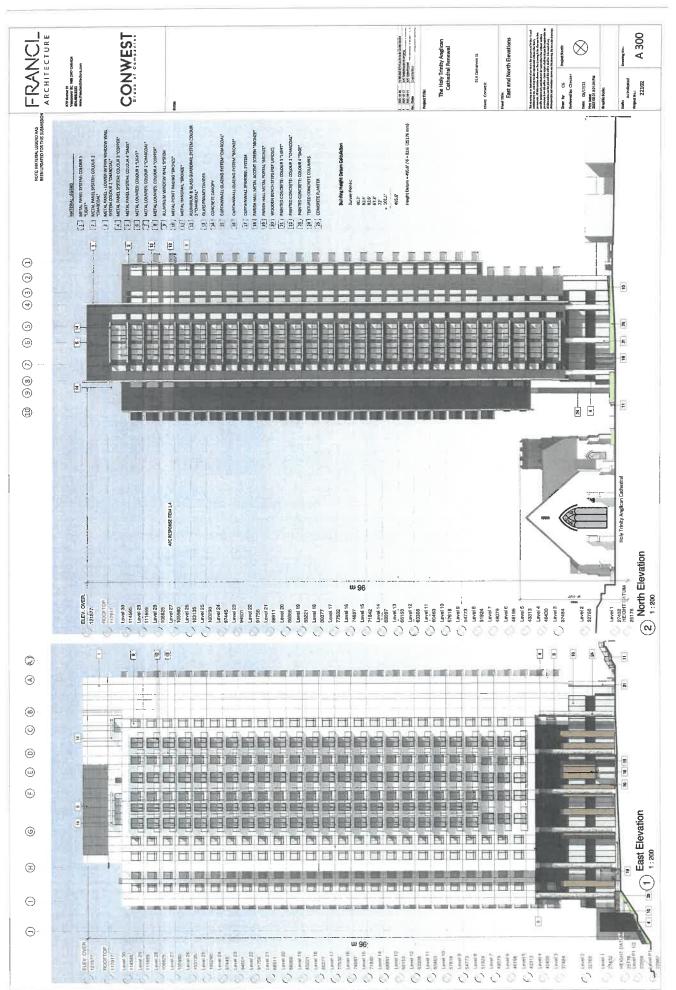


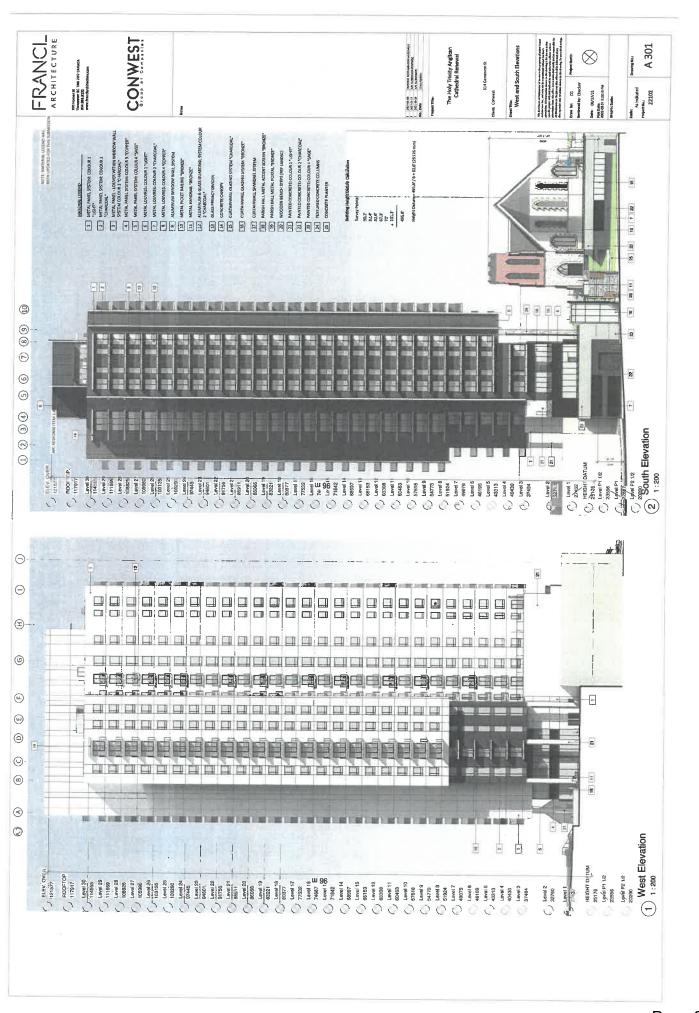




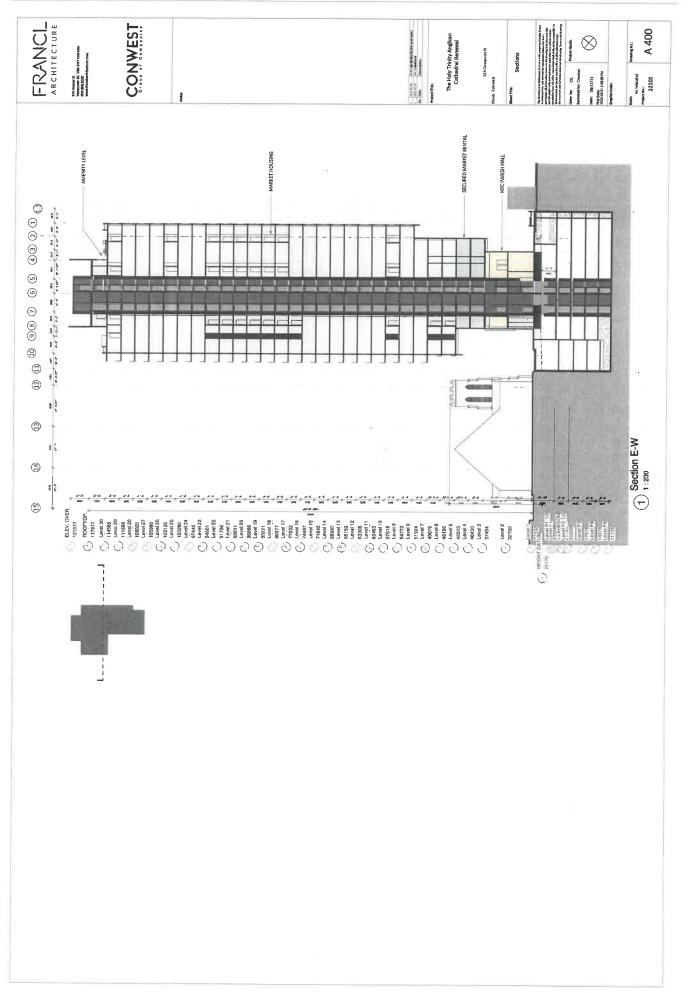


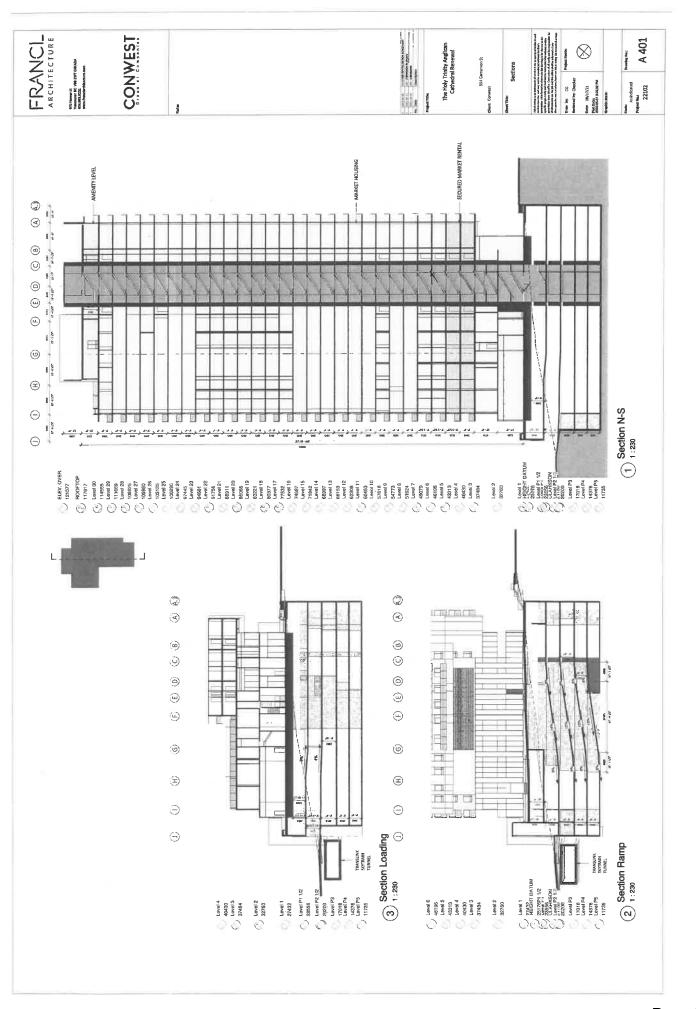


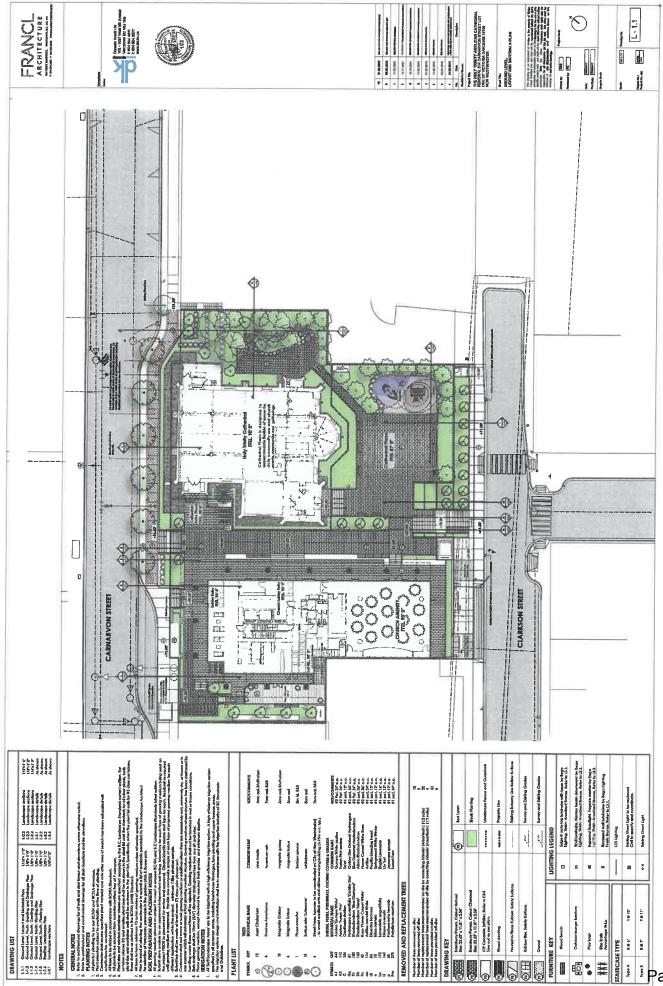


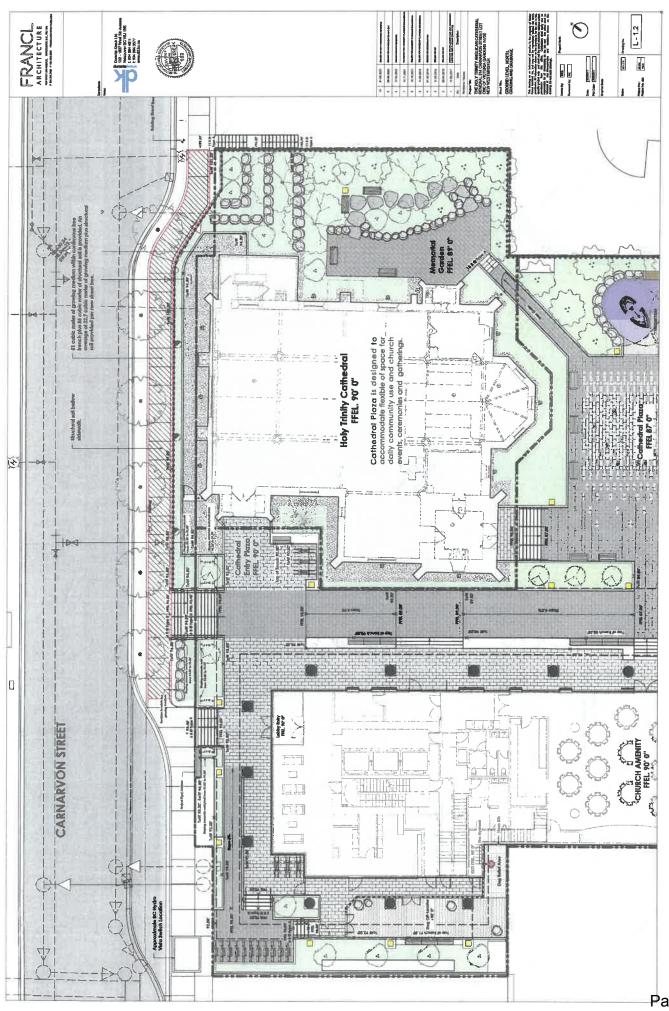


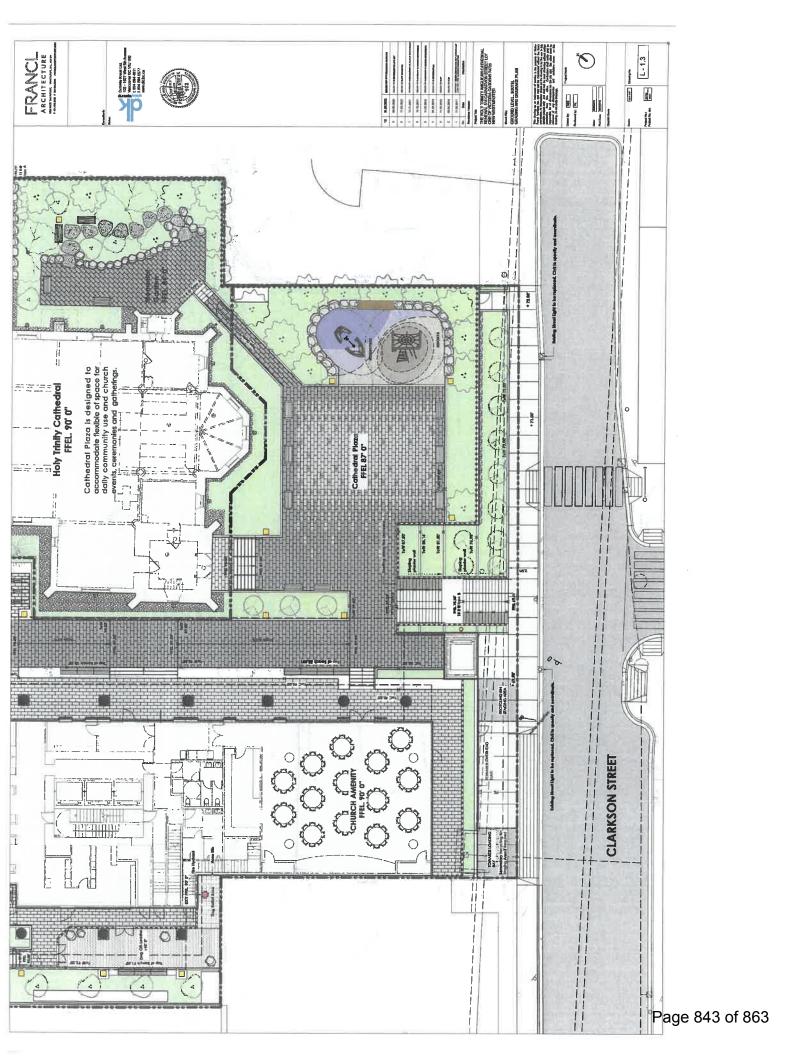


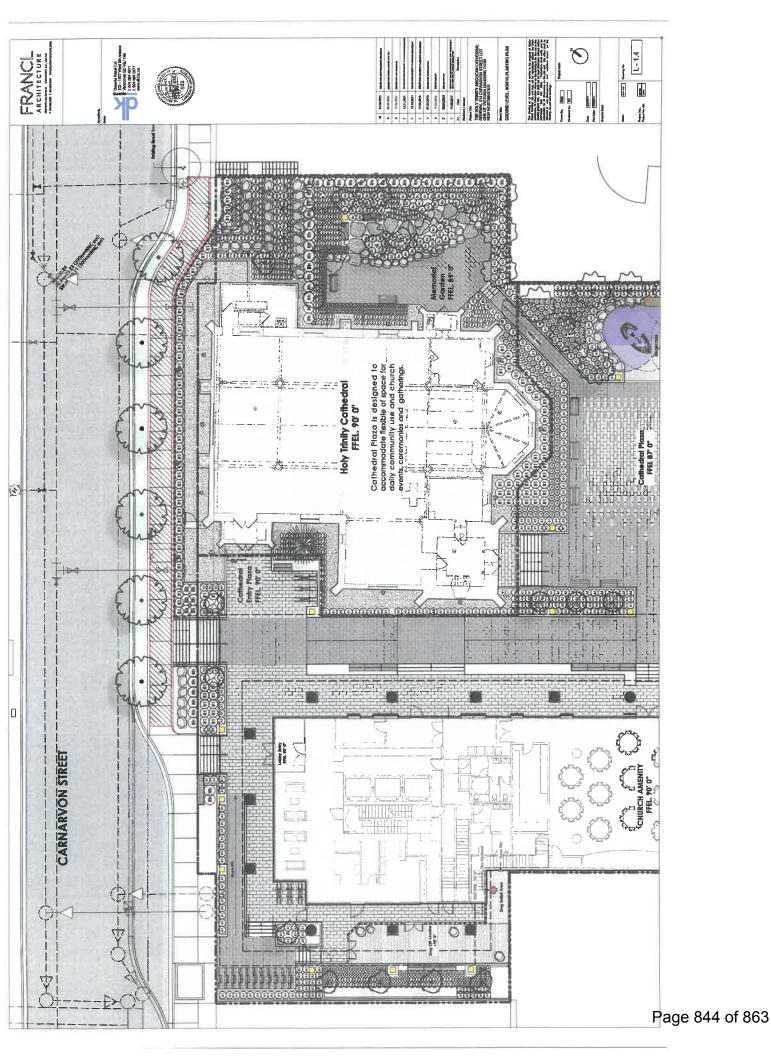


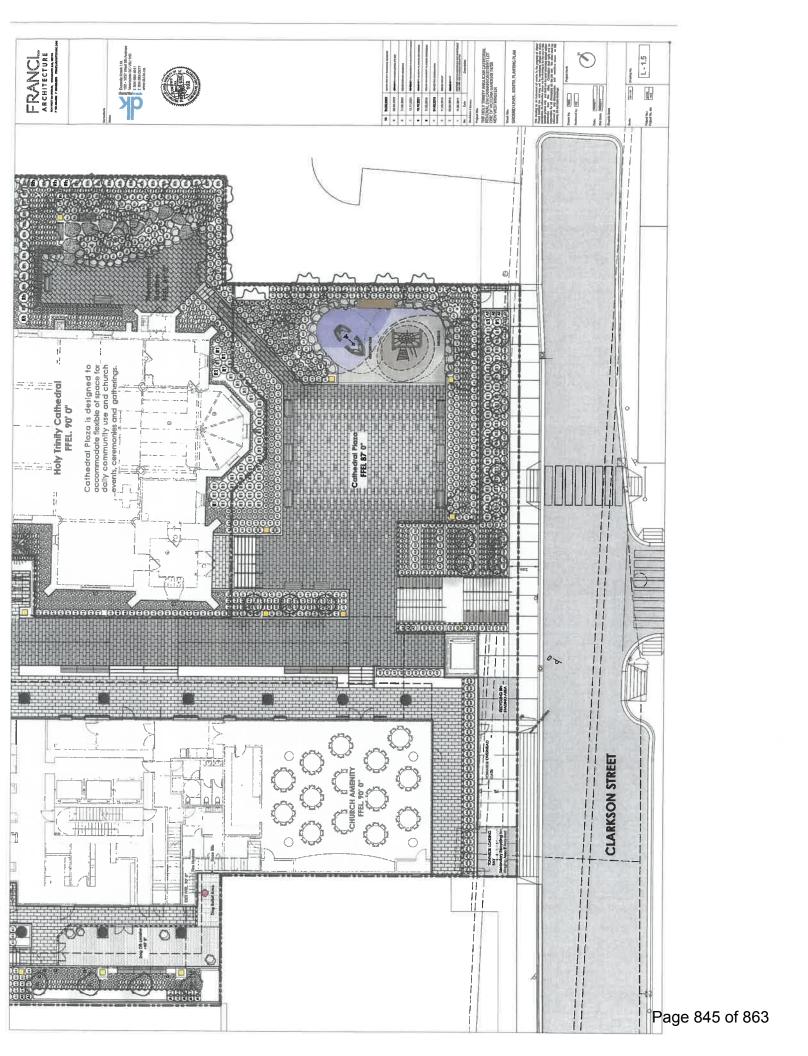


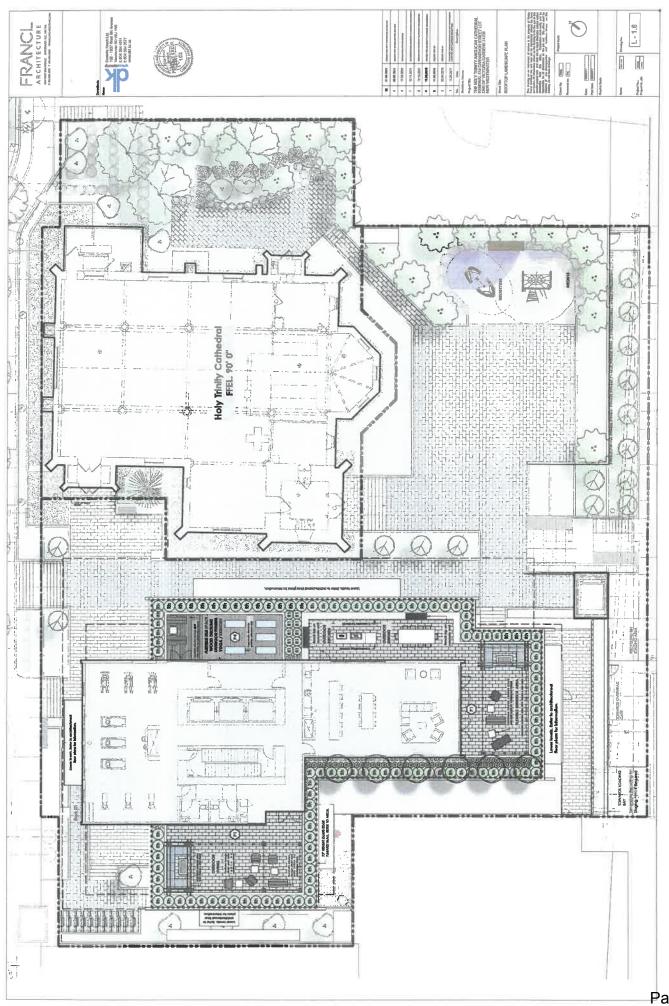


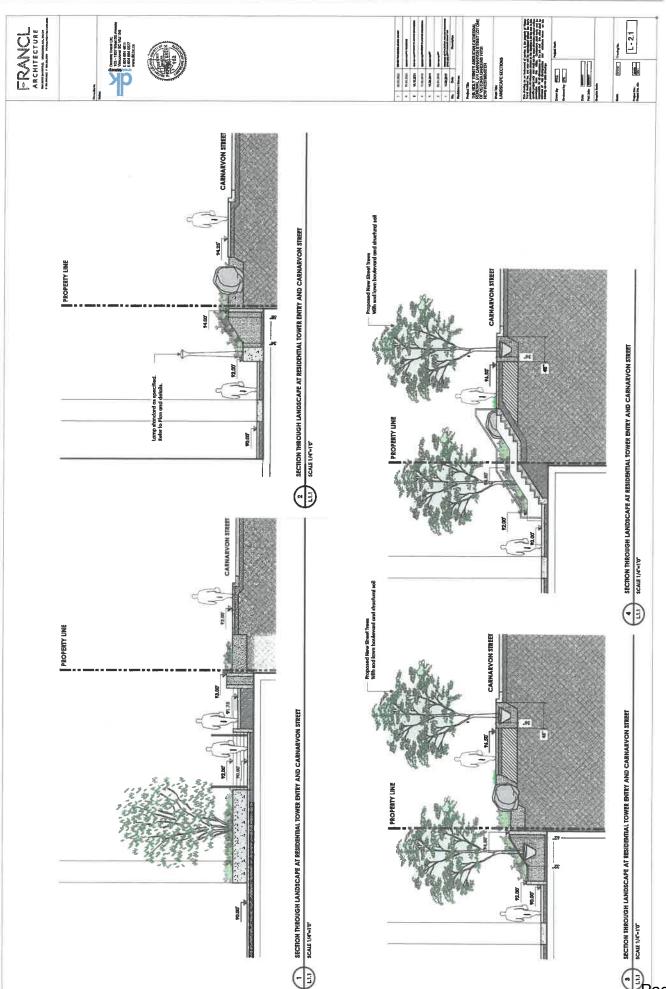


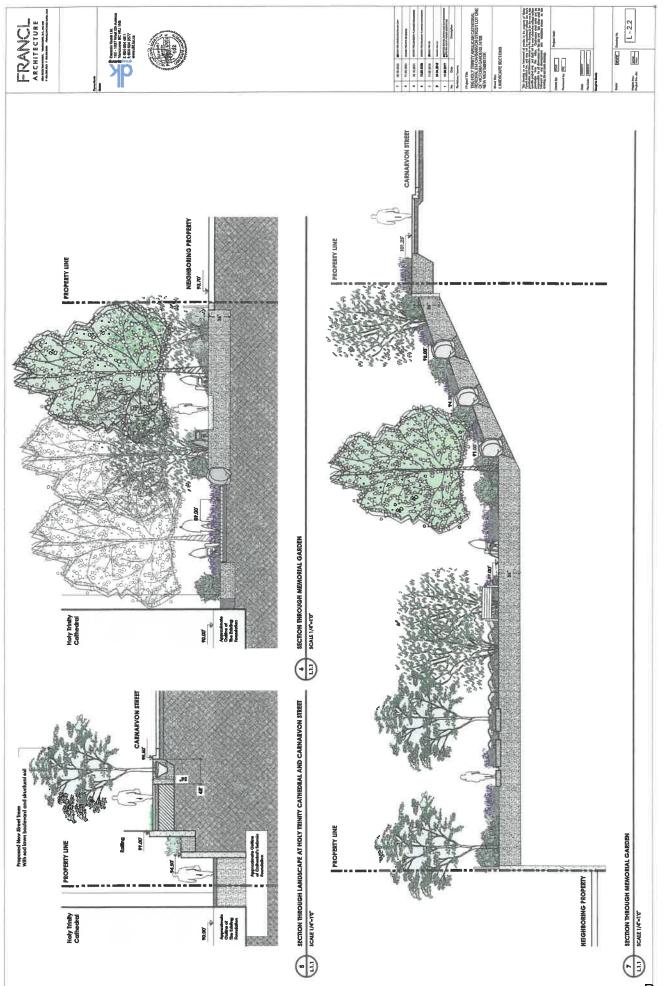


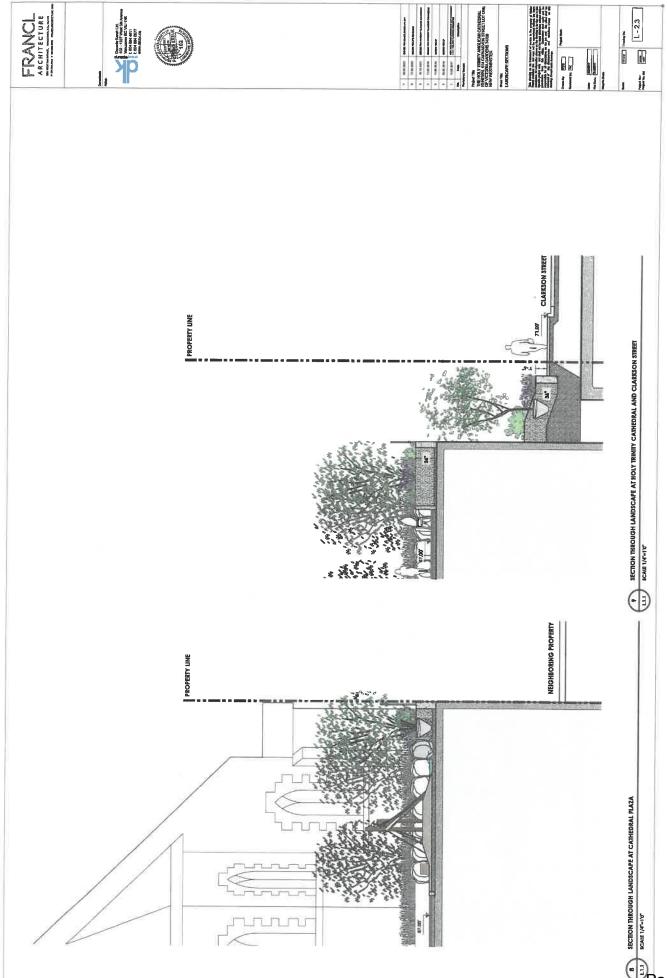


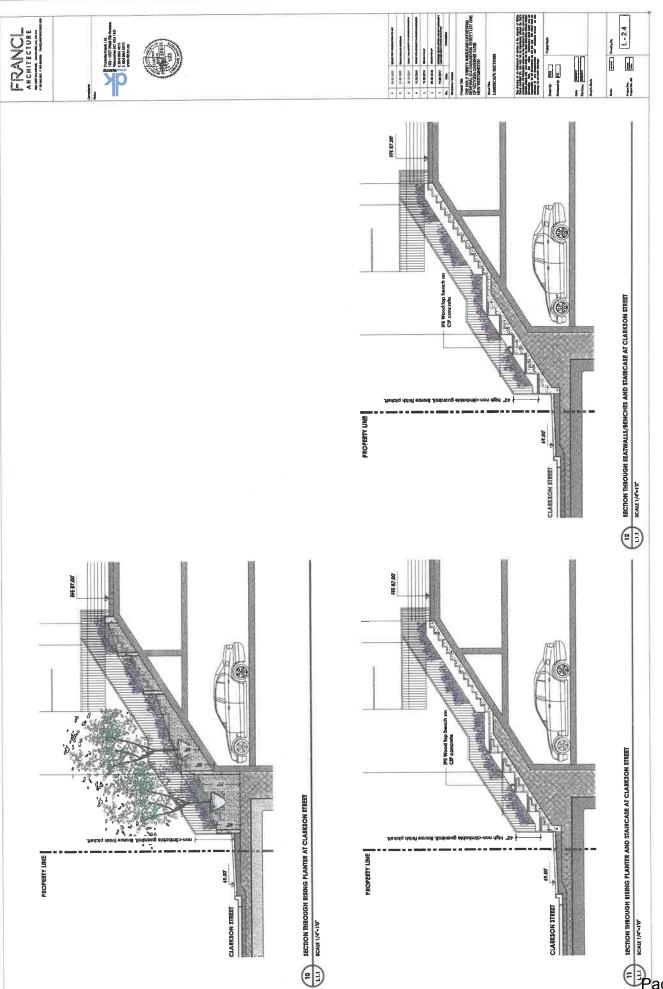


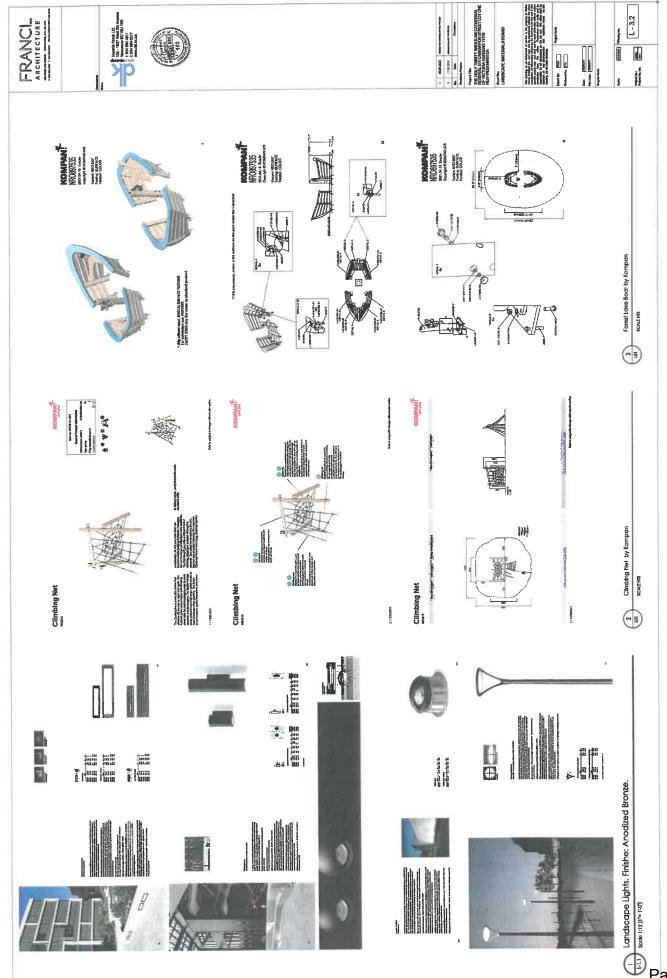


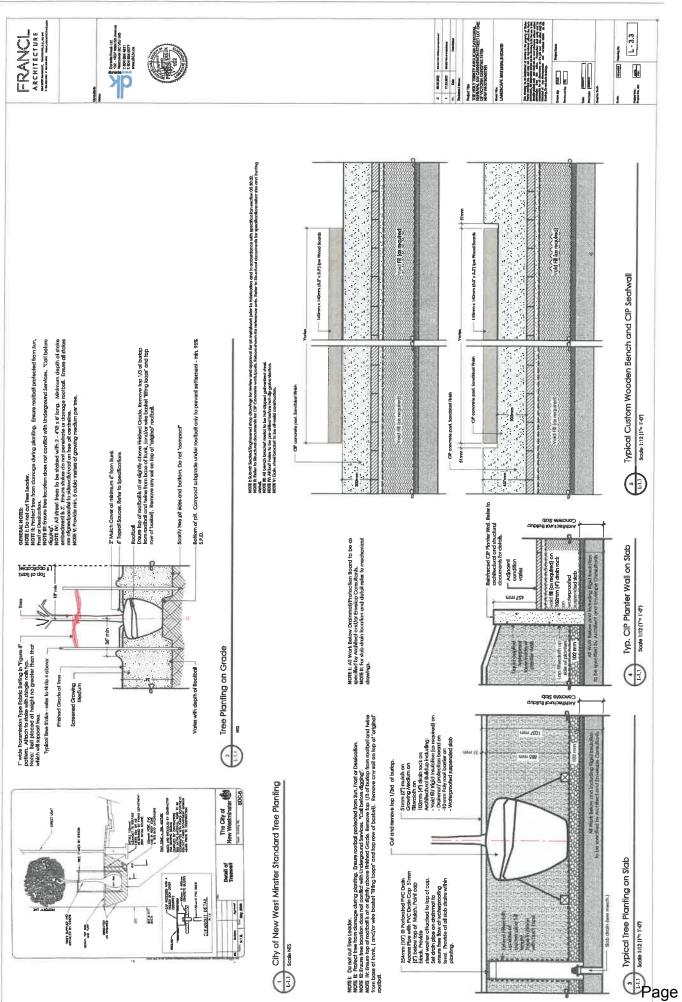












THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8090, 2022

A bylaw of the Corporation of the City of New Westminster to designate Holy Trinity Cathedral located at 514 Carnarvon Street as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property, in whole or in part, as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 514 Carnarvon Street has entered into a heritage revitalization agreement in relation to the principal building currently located on the land as authorized by Heritage Revitalization Agreement (Holy Trinity Cathedral) Bylaw No. 8089, 2022 (the "Heritage Revitalization Agreement"), has requested that Council designate that building as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the cathedral located at 514 Carnarvon Street has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the cathedral located at 514 Carnarvon Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation and future maintenance;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (Holy Trinity Cathedral) No. 8090, 2022."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. The cathedral located on that parcel of land having a civic address of 514 Carnarvon Street New Westminster, British Columbia, legally described as PID: 008-186-430, NEW WEST DISTRICT, PLAN NWP74708 PARCEL ONE, GROUP 1, VICTORIA GARDENS, shown outlined on the site plan attached hereto as Schedule "A" and labelled "Holy Trinity Anglican Cathedral" (the "Cathedral"), is hereby designated in its entirety as protected heritage property under section 611 of the Local Government Act of British Columbia.

PROHIBITION

- 4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Cathedral:
 - (a) alter the exterior of the Cathedral;
 - (b) make a structural change to the Cathedral including, without limitation, demolition of the Cathedral or any structural change resulting in demolition of the Cathedral;
 - (c) move the Cathedral; or
 - (d) alter, excavate or build on that portion of land upon which the Cathedral is located.

EXEMPTIONS

- 5. Despite Section 4, the following actions may be undertaken in relation to the Cathedral without first obtaining a heritage alteration permit from the City:
 - (a) normal repairs and maintenance that do not alter the exterior appearance of the Cathedral.
- 6. For the purpose of section 5, "normal repairs" means the repair or replacement of nonstructural elements, components or finishing materials of the Cathedral with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Cathedral shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the registered owner shall continue to maintain the Building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

HERITAGE ALTERATION PERMITS

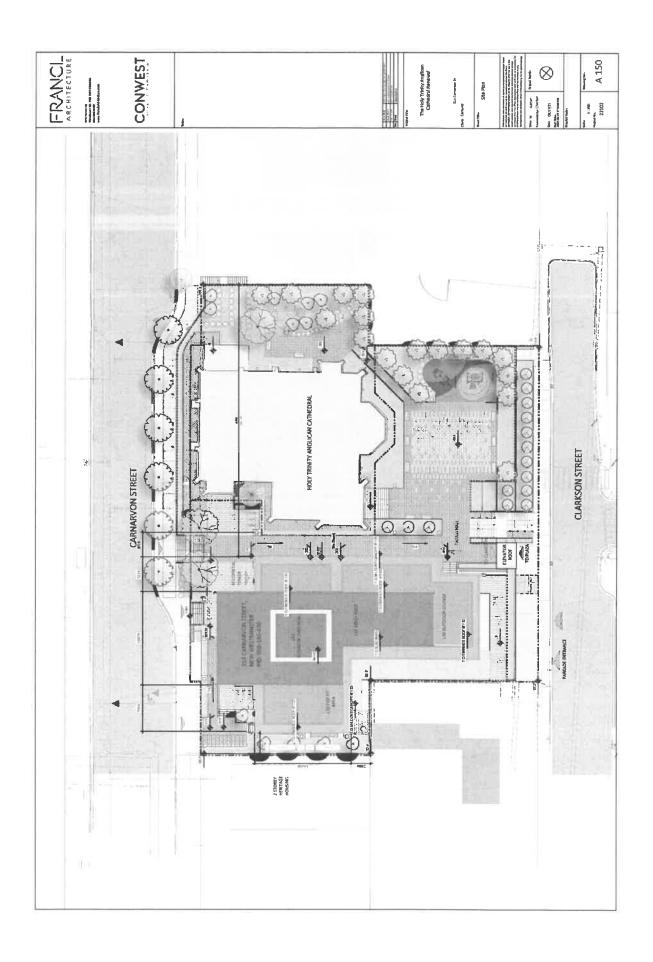
- 8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Cathedral, application shall be made to the City of New Westminster Climate Action, Planning and Development Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.
- 9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Cathedral under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Cathedral under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection provided for the Cathedral under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Cathedral has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this	_ day of _	Jun	<u>e</u> 20	22.
GIVEN SECOND READING this 13th	day of _	Jun	<u>e</u> 20	22.
PUBLIC HEARING held this 30th	_ day of _	Ju	<u>e</u> 20	022.
GIVEN THIRD READING this 30th	day of _	Jun	ie 2	022.
ADOPTED and the Seal of the Corporat	ion of the	City of N	ew Westminste	er affixed this
day of	_ 2022.			
				1AYOR JONATHAN X. COTI
			JACQUEL	INE KILLAWEE, CITY CLERI





REPORT Fire & Rescue Services

To: Mayor Cote and Members of Council in

Regular Meeting

Date: September 26, 2022

From: Erin Williams

Acting Fire Chief

Item #: 2022-674

File:

Subject: 2022 Summer Heat Response Update

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

This report is to inform Council of a new initiative in response to heat related events in the City.

SUMMARY

This summer we saw many consecutive days with warmer than average temperatures. Our continued focus at this time is continued preparation for an extreme heat response, with an emphasis on preventative messaging and collaboration within the community including,

- Outreach Updates
- Fraser Health Home Health Air Conditioner Loan Pilot Program
- Outdoor Cooling Strategy Update
- Social Connectedness and Emergency Preparedness at Ross Tower

BACKGROUND

So far, the longest period of heat that the summer of 2022 saw was when Environment Canada issued heat warnings for most of the province on July 25 lasting through Aug. 1. Many areas saw temperatures 10 degrees Celsius higher than normal and daily records fell throughout the Interior, Lower Mainland and on Vancouver Island. This heat wave was less-severe than the record-breaking heat dome of late-June 2021.

EXISTING POLICY AND PRACTICE

The Emergency Management Office (EMO), in collaboration with other City Departments and community organizations, continues to develop and implement mitigation strategies and initiatives designed for heat response within the city.

ANALYSIS

Outreach Update

The EMO is adopting a community development approach to emergency preparedness and management;

- by engaging faith-based and non-profit organizations directly in planning and information dissemination
- and, implementing actions related to at-risk and vulnerable populations, including older adults, persons living with disabilities and seniors.

City staff continue to distribute and promote the Stay Safe in Extreme Heat/Stay Connected poster. It highlights practical tips for staying safe in extreme heat, while also sharing tips for connecting with your neighbors and creating social networks. Of note, close to 1,000 copies of this poster have already been distributed through food hampers associated with the Don't Go Hungry Program and other food security initiatives.

The EMO has been regularly responding to water requests from faith –based and non-profit organizations supporting at-risk and vulnerable populations, including those who are precariously housed or unsheltered.

RESOURCES

Fraser Health Home Health Air Conditioner Loan Pilot Program

Fire Prevention, Community Planning and the EMO in partnership with Fraser Health Home Health worked together to establish and administer the Home Health Air Conditioner Loan Pilot Program. City staff identified priority addresses in the city that met criteria to be a part of this pilot project. The property representative's contact information was provided to Fraser Health for further processing upon confirming interest and consent to share. Currently, to date three properties were identified to fit the

criteria. Moving into next year, we will be working closely with Fraser Health Home Health to continue to grow this initiative in our city with their support.

Fraser Health's Integrated Services has also supported our continued outreach into the community by helping to create materials that address the different service needs, including non-market housing, mental health and substance use services and home care. These materials have been made available in our dedicated cooling venues across the city.

Outdoor Cooling Strategy Update

In response to the extreme heat advisories, staff from multiple Departments (Parks and Recreation, the Library, the Office of the CAO, Engineering Operations and the Emergency Management Office) have developed information for residents indicating where to 'cool off' which includes locations for indoor cooling centres, water stations, outdoor pools, misting stations, and spray parks as well as green infrastructure (i.e. parks and natural areas with mature trees/forested areas that create cool shade). In addition to launching the Outdoor Cooling Map earlier this summer, staff also installed seven of 15 temporary misting stations and bottle fillers in priority neighbourhoods. 6 Misting stations in total have been installed in the City, current locations include:

- Hyack Square 2
- Pier Park 2
- Public Library -1
- Thompson's Landing Park (Queensborough) 1

The remaining misters will be installed prior to summer 2023.

Social Connectedness and Emergency Preparedness at Ross Tower

In 2022, the City entered a three-way partnership with the Hey Neighbor Collective and the Seniors Services Society of BC to support social connectedness and emergency preparedness as part of the Ross Tower Integrated Support Pilot Project. This pilot site is managed by BC Housing, includes 96 units of subsidized housing, and serves a highly vulnerable population, including a high proportion of frail and live-alone seniors with observed low levels of social connectedness and interaction.

The EMO is directly supporting emergency preparedness planning at Ross Tower, which has become more critical given the ongoing COVID-19 pandemic and extreme weather events. To date, staff has attended three information fairs to directly engage tenants through onsite outreach on emergency preparedness, digital inclusion, and information sharing on other community services and supports.

On August 30 2022, the City was notified that its application to the Age-Friendly Communities Grants Program was successful, and that it was selected to receive a

grant of \$15,000 in funding to support the Connect and Prepare Pilot Project at Ross Tower. Project funding, which will be combined with additional funding received by project partners, will be used to support initiatives at Ross Tower, including but not limited to:

- developing and implementing a train the trainer program for community delivery partners within Ross Tower:
- adapting program materials and approaches to the local context and housing communities;
- building on learning from last year's heat dome and its impacts, particularly on seniors, to develop new program content specific to extreme heat that includes inter-generational neighbourly support for senior tenants;
- facilitating coaching, mentorship, learning and adaptive action through a community of practice for participating community delivery partners; and,
- supporting project evaluation so that the program can be further refined and scaled more broadly in the future.

The Connect and Prepare Pilot Project at Ross Tower has commenced, with partners working in collaboration to support respective initiatives over a one year period. Lessons learned are intended to eventually scale up to other multi-unit buildings with large concentrations of seniors.

SUSTAINABILITY IMPLICATIONS

Staff continue to consult with Emergency Management BC and other municipalities in order to continue to build upon its resiliency efforts within the City.

FINANCIAL IMPLICATIONS

There is no expenditure at this time except the allocation of regular staff time to monitor weather conditions, assess the developing risk, and initiate preparations. Following an activation, additional financial resources may be required to implement mitigation measures.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has coordinated with the continued work of the Interdepartmental Extreme Heat Working Group. This group consists of representatives from EMO, Fire, and Community Planning. Collaboration with other Departments will be incorporated into this Working Group as needed.

OPTIONS

The following options are presented for Council's consideration:

- 1. That Council receive this report for information; or
- 2. That Council provide alternative direction to staff.

Staff recommends Option 1.

CONCLUSION

The EMO will continue to monitor the forecasted weather and focus our efforts in finalizing our heat response updates for the summer season. Moving forward, we will be reviewing applicable atmospheric plans for the fall and winter season. The EMO will also continue to mobilize and provide outreach targeting vulnerable populations, residents, faith based and non- profit organizations and provide information on ways to become more resilient in an emergency.

APPROVALS

This report was prepared by: Cory Hansen, Emergency Management Coordinator

This report was reviewed by:
Brad Davie, Assistant Deputy Chief
Erika Mashig, Manager Parks and Open Space Planning, Design and Construction
Anur Mehdic, Social Planner
John Stark, Supervisor of Community Planning
Renee Chadwick, Manager, Special Projects and Community Partnerships

This report was approved by: Erin Williams, Acting Fire Chief Lisa Spitale, Chief Administrative Officer