

**CITY COUNCIL MEETING  
AGENDA**

**Monday, October 18, 2021, 6:00 p.m.**

**Council Chamber**

**City Hall**

**LIVE WEBCAST:** 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>

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**Pages**

**1. CALL TO ORDER**

**2. CHANGES TO THE AGENDA**  
Urgent/time sensitive matters only

**3. ISSUANCE OF PERMITS**

**3.1. Development Variance Permit No. DVP00695 for 220 Carnarvon Street**  
Eleven Zoning Bylaw variances have been requested to vary the siting and parking provisions of the “Public and Institutional Districts (High Rise)” (P-3 zone) at Holy Trinity Romanian Orthodox Church. The variances are related to the side and rear yard setbacks, maximum site coverage, projection distances (stairs and balconies), vehicle access location, and number of parking and loading spaces. The changes would allow a larger rear balcony, wider stairs on the east side of the building, and a reconfiguration of the parking lot.

**a. Copy of Notice** 8

**b. Director of Development Services' report dated September 27, 2021** 10

**c. Statement concerning the number of written submissions received, including On Table submissions (City Clerk)**

**d. Council Decision**

**Recommendation:**

**THAT Council approve/reject issuance of DVP00695.**

**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.

**Recommendation:**

THAT Council adopt the recommendations for items # on consent.

- 4.1. Amendments to the Procedure Bylaw 2021: Bylaw for Adoption** 52  
To update Council on public input regarding proposed changes to the Procedure Bylaw.

**Recommendation:**

*THAT Council receive this report for information.*

- 4.2. Budget 2022: Public Engagement Community Survey Results** 54  
An informational report to provide Council with the results from the 2022 budget engagement community survey.

**Recommendation:**

That Council receive this report for information.

- 4.3. Budget 2022: User Fees and Rates Review** 94  
To seek Council's approval to amend the fees and rates bylaws to accommodate the changes proposed by staff in their review of user fees and rates and to direct staff on changes to the related bylaws.

**Recommendation:**

*That* Council approves in principle the proposed changes in fees and rates; and

*That* Council direct staff to prepare the necessary changes to the related bylaws.

- 4.4. Construction Noise Bylaw Exemption Extension Request: Metro Vancouver Sewer Inspections** 141  
The purpose of this report is to request an exemption from the Construction Noise Bylaw to permit overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.

**Recommendation:**

**THAT** Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Monday October 25, 2021 to Friday December 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines

	at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.	
<b>4.5.</b>	<b>Downtown Livability Initiatives</b>	<b>154</b>
	This report provides immediate and short-term (one to three months) actions aimed at improving the livability of the Downtown. Immediate actions will be managed within existing 2021 Operating Budgets. Some short-term actions have budget implications which will be added to the 2022 Budget deliberation process.	
	<b>Recommendation:</b> <i>THAT Council endorse the actions as outlined in this report and direct staff to advance the short-term actions with budget implications to the 2022 Budget process.</i>	
<b>4.6.</b>	<b>Heritage Revitalization Agreement: 328 Second Street – Preliminary Report</b>	<b>161</b>
	To seek Council’s approval to proceed with processing the proposed Heritage Revitalization Agreement at 328 Second Street.	
	<b>Recommendation:</b> <b>THAT</b> Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 328 Second Street, as outlined in the “Consultation and Review Process” Section of this report.	
<b>4.7.</b>	<b>Heritage Revitalization Agreement and Designation: 515 St. George Street – bylaws for first and second readings</b>	<b>189</b>
	For Council to consider bylaws which would allow a laneway house on a property in Queen’s Park in exchange for increased heritage protection of the main house.	
	<b>Recommendation:</b> <b>THAT</b> Council consider Heritage Revitalization Agreement (515 St George St) Bylaw No. 8262, 2021 and Heritage Designation (515 St George St) Bylaw No. 8263, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.	
<b>4.8.</b>	<b>Indigenous Land Acknowledgement</b>	<b>297</b>
	The purpose of this report is to seek Council’s endorsement of an Indigenous land acknowledgement to be made at formal City gatherings and to be printed on publicly available City documents, agendas and web-based media.	
	<b>Recommendation:</b> <b>THAT</b> Council adopt the practice of using an Indigenous land acknowledgment as detailed in this report.	
<b>4.9.</b>	<b>Multifamily and Curbside Residential Glass Collection</b>	<b>304</b>

The purpose of this report is to seek Council’s approval to implement curbside and multifamily residential glass collection programs, beginning in 2022.

**Recommendation:**

**THAT** Staff be directed to implement segregated curbside glass collection in 2022, using City crews and equipment;

**THAT** Staff incorporate segregated glass collection into the existing contracted multifamily recycling collection program;

**THAT** Staff be directed to implement an education and enforcement campaign to support the glass collection program and to reduce contamination in all recycling streams, beginning in 2022;

**THAT** Staff incorporate costs associated with curbside and multifamily residential segregated glass collection programs into the 2022-2026 Financial Plan submission.

**4.10. Parks and Recreation Access & Inclusion Policy 316**

To recommend an amendment to the Parks and Recreation Access and Inclusion Policy - Financial Assistance Program to include the 50% subsidization of the Active 30 Day time-based membership pass.

**Recommendation:**

**THAT** the Parks and Recreation Access and Inclusion Policy be amended to include up to a 50% subsidization of the Active 30 Day time-based membership pass.

**4.11. Proclamations 335**

a. **Waste Reduction Week, October 18-24, 2021 335**

b. **World Polio Day, October 24, 2021 336**

**4.12. Recruitment 2021: Social and Cultural Vibrancy Grant Committee Appointment 337**

This report releases the Closed Council decision to appoint Ted Drabyk, a member of the Arts Commission, to the Social and Cultural Vibrancy Grant Committee with the term ending September 20, 2023.

**Recommendation:**

*THAT Council received this report for information.*

**4.13. Stage 2 – Part A Sustainable Transportation Zoning Bylaw Amendments for Two Readings – Bylaw 8231, 2021 339**

The purpose of this report is to request Council consideration of Two Readings of Zoning Bylaw No. 8231, 2021 which would amend the Zoning Bylaw to modify on-site bicycle parking requirements and bicycle

facility design standards.

**Recommendation:**

**THAT** Council consider Zoning Bylaw Amendment Bylaw No. 8231, 2021 for Two Readings and waive the holding of a Public Hearing as the Bylaw is consistent with the City’s Official Community Plan.

**4.14. Minutes for Adoption**

a.	July 29, 2021 Special Regular Meeting	363
b.	August 18, 2021 Special Regular Meeting	365
c.	September 13, 2021 City Council Meeting (3:30 p.m.)	367
d.	September 13, 2021 City Council Meeting (6:00 p.m.)	369
e.	September 20, 2021 Special City Council Meeting	380
f.	September 27, 2021 City Council Meeting (2:00 p.m.)	382
g.	September 27, 2021 City Council Meeting (6:00 p.m.)	384

**5. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

**6. BYLAWS**

**6.1. Bylaws for readings**

a.	<b>Heritage Revitalization Agreement (515 St. George St) Bylaw No. 8262, 2021</b>	397
	To enable the construction of a laneway house at 515 St George Street and relax parking requirements. This bylaw is on the agenda to receive <b>TWO READINGS</b> . A public hearing will be held regarding this bylaw.	
b.	<b>Heritage Designation (515 St. George St) Bylaw No. 8263, 2021</b>	454
	To designate the 1912 house at 515 St. George Street as a protected heritage property. This bylaw is on the agenda to receive <b>TWO READINGS</b> . A public hearing will be held regarding this bylaw.	
c.	<b>Zoning Amendment Bylaw (Bicycle Parking) No. 8231, 2021</b>	459
	Amendments to modify bicycle parking requirements and bicycle facility design standards. This bylaw is on the agenda to receive <b>TWO READINGS</b> . Public Hearings are usually held for Zoning Amendments, but staff have requested that the public hearing for this bylaw be waived because it is consistent with the City’s Official Community Plan.	

**6.2. Bylaws for adoption**

a.	<b>Council Procedure Bylaw Amendment Bylaw No. 8276, 2021</b>	465
	Amendments to the Procedure Bylaw to allow for electronic	

meetings as described in the Community Charter, and miscellaneous changes. This bylaw is on the agenda for **ADOPTION.**

**b. Permissive Tax Exemption Bylaw No. 8280, 2021**

474

Certain properties within New Westminster such as places of worship, hospitals or charitable/philanthropic uses are eligible for an exemption from property taxes. This bylaw lists the properties exempted in 2022. This bylaw is on the agenda for **ADOPTION.**

**7. MOTIONS FROM MEMBERS OF COUNCIL**

**7.1. Enforcement Against Derelict Vehicles, Mayor Cote**

**Recommendation:**

**Whereas** derelict vehicles are commonly recognized to be unsightly, and derelict vehicle bans exist in other Metro Vancouver municipalities such as Burnaby, Coquitlam, Richmond, Langley and North Vancouver;

**Therefore be it resolved that** Council direct staff to bring forward for Council's consideration some potential amendments to the Unsightly Premises Bylaw No. 5969, 1991, with the purpose of creating a ban on the outdoor storage of derelict vehicles.

**7.2. Federal Government's appeal of Canadian Human Rights Tribunal Rulings regarding Indigenous Children, Councillor Puchmayr**

**Recommendation:**

**Whereas** in 2016 The Canadian Human Rights Tribunal (CHRT) ruled that the federal government of Canada "willfully and recklessly" discriminated against Indigenous children living on reserve by failing to fund child and family services to the same level as they did in non Indigenous communities; and

**Whereas** this neglect was found to have forced many (more than 50,000) children into foster care; and

**Whereas** in 2019 the CHRT ordered Ottawa to pay \$40,000 (the maximum permitted under the Canadian Human Rights Commission) to each affected child as well as some family care providers; and

**Whereas** on September 29th of this year a federal court upheld the decision of the Canadian Human Rights Tribunal and disallowed the federal government challenge;

**Therefore be it resolved that** the city of New Westminster asks that the federal government abandon all future litigation, and immediately comply with the rulings of the Canadian Human Rights Tribunal.

8. NEW BUSINESS
9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL
10. END OF THE MEETING

\*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.

# REQUEST FOR PUBLIC COMMENT

## ON A DEVELOPMENT VARIANCE PERMIT APPLICATION

**MONDAY, OCTOBER 18, 2021 AT 6:00 PM**

Meeting held in Council Chamber, City Hall

### Development Variance Permit for 220 Carnarvon Street

Eleven (11) Zoning Bylaw variances are being considered for changes to a two-storey rear addition on the protected heritage building at 220 Carnarvon Street (Holy Trinity Romanian Orthodox Church). The rear addition is currently under construction as it was authorized by a 2018 rezoning of the property to “High Rise Public and Institutional District” (P-3 zone). These new requested variances are related to the side and rear yard setbacks, maximum site coverage, projection distances (stairs and balconies), vehicle access location, and number of parking and loading spaces. The changes would allow a larger rear balcony, wider stairs on the east side of the building, and a reconfiguration of the parking lot.

#### HOW CAN I BE HEARD?

This Development Variance Permit application will be considered for issuance on October 18, 2021. On July 12, 2021, Council approved a resolution requiring written feedback only on Development Variance Permit applications. Send your comments by email, mail, or dropping off at the mailbox on the north side of City Hall by October 18, 2021 to:

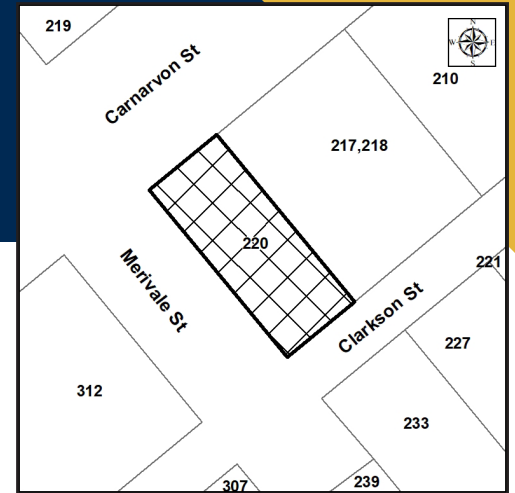
@ clerks@newwestcity.ca

✉ Legislative Services Department,  
511 Royal Avenue, New Westminster, BC V3L 1H9

#### QUESTIONS?

📞 604-527-4523

Written comments received by 5pm, three business days before the meeting will be included in the agenda package. Later comments received until the close of the hearing will be distributed on table at the meeting. All comments are published.



File No. DVP00695

#### HOW DO I GET MORE INFORMATION?

From September 29 to October 18, 2021 (except for September 30 and October 11), read the related material at Legislative Services, City Hall 8:30 am to 4:30 pm Monday to Friday and online at:

[www.newwestcity.ca/publicnotices](http://www.newwestcity.ca/publicnotices)

#### WATCH THE MEETING:

[www.newwestcity.ca/council](http://www.newwestcity.ca/council)

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Jacqu  Killawee, City Clerk



**REQUEST FOR PUBLIC COMMENT ON A DEVELOPMENT VARIANCE PERMIT**

**IMPORTANT INFORMATION. Please have this translated.**

此信息非常重要, 请找人帮您翻译。

此乃重要資訊, 請找人翻譯。

**MAHALAGA ANG IMPORMASYONG ITO. Mangyaring ipasalin ito.**

**IL S'AGIT DE RENSEIGNEMENTS IMPORTANTS. Veuillez les faire traduire.**

중요한 내용이므로 영어를 아는 분에게 읽어달라고 하시기 바랍니다.

ਇਹ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਦਾ ਉਲਥਾ ਕਰਵਾਉ।

**ACESTE INFORMATII SUNT IMPORTANTE. Va rugam sa solicitati o traducere.**

**ДАННЫЙ ДОКУМЕНТ СОДЕРЖИТ ВАЖНУЮ ИНФОРМАЦИЮ. Просьба**

**обеспечить его перевод.**

**ESTA INFORMACION ES IMPORTANTE. Pida que alguien se la traduzca.**

Please note that the City of New Westminster deems any response to this notification to be public information. If you have a financial interest in property affected by this Development Variance Permit and have contracted to sell or lease all or part of your property to any person, firm or corporation, we strongly urge you to deliver this notification, as soon as possible, to the prospective buyer or tenant.

<<Name 2>>

<<Name 1>>

<<Address1>>

<<Address2>>

# REPORT

## *Development Services*

**To:** Mayor Cote and Members of Council      **Date:** September 27, 2021  
**From:** Emilie K Adin  
Director of Development Services      **File:** DVP00695  
**Item #:** 2021-357  
**Subject:** Development Variance Permit: 220 Carnarvon Street – Permit to Vary  
Siting, Site Coverage, and Parking/Loading Requirements

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### **RECOMMENDATION**

***THAT** Council issue notice that it will consider issuance of Development Variance Permit (DVP00695) to vary the setback, site coverage and parking/loading requirements for 220 Carnarvon Street.*

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### **PURPOSE**

The purpose of this report is to request that Council issue notice that it will consider Development Variance Permit (DVP00695) to vary the siting and parking provisions of the Public and Institutional Districts (High Rise) (P-3) in the Zoning Bylaw for 220 Carnarvon Street.

### **BACKGROUND**

#### **Policy and Regulation Context**

The applicant's proposal is consistent with the Official Community Plan land use designation for the site: Residential – Mid Rise Apartment. The current zoning is Public and Institutional Districts (High Rise) (P-3). A summary of related City policies and regulations is included in Attachment 1.

#### **Site Description and Context**

The subject site (220 Carnarvon Street) has an existing two storey church. It is a steeply sloping site, with an approximate grade of 18%. The property is listed on the Heritage Register and protected through a Heritage Designation Bylaw. The site is bound by Carnarvon Street to the north, Merivale Street to the west and Clarkson Street

to the south. The existing building on the property was constructed in 1924 and a rear addition was constructed in 1934. To the rear of the building is the SkyTrain guideway. On the other sides, the building is surrounded by low rise multiple unit residential buildings and a single detached house with multiple units. The site is two blocks south of the Agnes Street greenway and two blocks north of the bike route on Columbia Street. A Site Context Map is below, in Figure 1.



Figure 1 - Site Context Map

**Previous Applications - Rezoning and Heritage Designation**

In 2018, 220 Carnarvon Street was rezoned from Multiple Dwelling Districts (High Rise) (RM-6A) to Public and Institutional Districts (High rise) (P-3) in order to allow a two storey, 262.4 square metre (2,824 square foot) addition at the rear of the church and to regularize the non-conforming church use. The purpose of the approved addition, which is now under construction, is to create space for a community room as well as a residential unit for a caretaker.

In order to provide stronger heritage protection than that provided by inclusion on the Heritage Register, a Designation bylaw was processed concurrently with the rezoning. Zoning Amendment Bylaw No. 7959, 2017 and Heritage Designation Bylaw No. 7958, 2017 were adopted May 28, 2018. Subsequently, Heritage Alteration Permit No. 132 was issued on April 30, 2019 and Building Permit BP012071 was issued on Aug 17, 2020, to authorize the construction of the addition, which is now in progress.

**DISCUSSION**

**Proposed Development**

The applicant is proposing a number of changes to the design of the rear addition. The following list summarizes the scope of work proposed, some of which would require variances while others would not:

- 1. Addition of stairs (west side). The addition currently has an exit to Merivale Street with a ramp. The applicants propose to add stairs to make entering and exiting the building easier for people.
- 2. Addition of Balcony. The addition of a 1.83 metre (6.0 feet) deep balcony at the rear of the building, adjacent to the new community space. This balcony would extend over access to the parking area.
- 3. Rear stair configuration. Extend stairs to connect the balcony from the caretaker’s suite to the rooftop deck.
- 4. Widen exterior stairs (east stairs). Widening the exterior stairs will make it easier to accommodate religious processions.
- 5. Extend stairs (east stairs) from balcony of caretaker’s suite to rooftop deck. This would allow easier access for maintenance and cleaning.

These changes are discussed in further detail in the applicant’s Project Summary Letter (Attachment 2) and are shown in the project drawings (Attachment 3).

The proposed balcony and the revised exterior stairs (see no. 2 and 4, above) would project into the rear and side yards more than permitted in the Zoning Bylaw and require a variance. Additionally, through the review process for these changes, staff identified that the addition, currently under construction, exceeds the minimum requirements for site coverage and does not meet the minimum required rear and side setbacks. It also did not comply with some of the parking requirements. As the applicants wish to pursue a variance for the balcony and exterior stairs, the Development Variance Permit would also regularize the non-conforming aspects of the addition that could not be resolved through the proposed design changes.

**Requested Variances**

The applicant is requesting the following variances:

- 1. Reduce the minimum required rear yard from 7.62 metres (25 feet) to 4.57 metres (15.0 feet).
- 2. Reduce the minimum required side yard (west side) from 7.62 metres (25 feet) to 0.71 metres (2.33 feet).
- 3. Reduce the minimum required side yard (east side) from 5.24 metres (17.2 feet) to 3.15 metres (10.33 feet).
- 4. Increase the maximum permitted site coverage from 40% to 58%.

- 5. Increase the maximum permitted projection into the side yard for stairs above grade from 1.22 metres (4 feet) to 1.45 metres (4.75 feet).
- 6. Increase the maximum permitted projection of a balcony into the rear yard from 1.22 metres (4 feet) to 1.83 metres (6 feet).
- 7. Reduce the minimum required setback for an above-grade parking structure from 1.5 metres (4.92 feet) to 0.71 metres (2.33 feet).
- 8. Increase the maximum permitted proportion of compact parking spaces from 30% to 50%.
- 9. Allow primary vehicle access from the lane
- 10. Reduce the minimum required number of accessible parking spaces from one to zero.
- 11. Reduce the minimum required number of loading spaces from one to zero.

A project statistics table has been included as part of Attachment 4, which outlines the requested variances in bold as well as new variances resulting from the proposed revisions to the addition in bold italics.

**ANALYSIS**

The variances outlined above have been examined in light of the City’s Policy Approach to Considering Requests for Variances. This analysis is included as part of Attachment 5 to this report. Of the eleven proposed variances, five are related to parking and six are related to the building siting. Furthermore, eight of the variances are to regularize an existing site condition and three are new variance requests.

The siting variances (numbers 1 – 6 above) are generally supported on the basis of community benefit. The site is constrained by its small size and by enabling the addition, the variance helps ensure the long term use of the protected heritage building. While some of the variance requests are for large increases or reductions, the impact of these variances is anticipated to be minimal because of the location of the site in relation to neighbouring properties. For three of the siting variances (the increased site coverage, the decreased west side yard setback, and the decreased parking structure setback), they are being supported given the existing site constraints.

The parking has been revised, since the approved 2018 plans, to increase conformity with the Zoning Bylaw requirements. The applicants have added curb stops, modified the spacing, and added bicycle parking to the site. The parking variances (numbers 8 - 11) are supported on the basis of hardship and are of generally minor impact to adjacent sites.

**REVIEW PROCESS**

The following table outlines the proposed development review process and target dates:

Complete application submission	August 6, 2021
Report to Council requesting consideration of issuance of notice for Development Variance Permit <b>(WE ARE HERE)</b>	September 27, 2021
Response to public notice provided and Council consideration of issuance of Development Variance Permit	October 18, 2021

**Consultation**

As per the Council resolution on July 12, the development review process for Development Variance Permits no longer requires an Opportunity to be Heard. However, notices would be sent to surrounding residents by the Legislative Services Department to provide an opportunity for written feedback.

**INTERDEPARTMENTAL LIAISON**

This report was written with input from the Engineering Department.

**OPTIONS**

The following options are presented for Council consideration:

1. That Council issue notice that it will consider issuance of Development Variance Permit (DVP00695) to vary the setback, site coverage and parking/loading requirements for 220 Carnarvon Street.
3. That Council provide staff with other direction.

Staff recommends Option 1.

**ATTACHMENTS**

- Attachment 1: City Policy and Regulations
- Attachment 2: Project Summary Letter
- Attachment 3: Project Drawings
- Attachment 4: Site Statistics
- Attachment 5: Analysis of Proposed Variances

This report was prepared by:  
Samantha Bohmert, Planning Assistant

This report was reviewed by:  
Rupinder Basi, Acting Manager of Planning

This report was approved by:  
Emilie K. Adin, Director of Development Services  
Lisa Spitale, Chief Administrative Officer

Attachment 1  
*City Policy and Regulations*



## **CITY POLICY AND REGULATIONS**

### **OCP Designation**

*Residential – Mid Rise Apartment.* This designation is targeted for residential and is intended for mid-rise apartments. It also may include low rise apartments, townhouses, stacked townhouses, row houses, or community amenities such as churches, child care, libraries or community space. Small-scale corner store type retail, restaurant, and service uses are permitted.

### **Zoning**

*Public and Institutional Districts (High Rise) (P-3).* The intent of this district is to allow institutional uses of a high density scale (floor space ratio of 1.6 plus bonuses).

### **Heritage Designation**

A Heritage Designation Bylaw is a form of land use regulation that places long-term legal protection on the land title of a property. Any changes to a protected heritage property must first receive approval from City Council (or its delegate) through a Heritage Alteration Permit (HAP). Future development is no longer entitled, but could be permitted by Council with an HAP.

### **Heritage Register**

The Heritage Register is an official list of properties with heritage value which have been identified by the City. Applications for changes to our demolition of properties listed on the Heritage Register are generally reviewed by staff and may be referred to the Community Heritage Commission.

### **Policy Approach to Considering Requests for Variances**

This policy was endorsed by Council on January 28, 2008. The evaluation criteria are considered in the Attachment 5 of this report.

**Attachment 2**  
*Project Summary Letter*



**To:** Corporation of the City of New Westminster  
Samantha Bohmert – City Planner

**Date:** September 14, 2021

**From:** Cristina Balutescu - Secretary Holy Trinity Romanian Orthodox Parish

**Dear Ms. Samantha**

This letter is providing a description to the variance to the building permit for which our Church was accepted to build the three-level addition at the rear of the property located on 220 Carnarvon Street, New Westminster, BC.

As per our understanding, due to the variance from the provisions of the Zoning Law a development variance permit is required. This variance is triggered by the extension of the stairs on the west elevation and the new proposed balcony along rear of the building which does not meet the setback requirements in the Zoning. Other associated variances are also captured in this letter.

The changes and the associated reasoning are shown below for the:

Extension of stairs on west elevation to run length of the building (shown in the attached drawing A5.0. West Elevation)

- allows better and more direct accessibility to building for people coming from the parkade or Clarkson St. as opposed of using only the handicap access ramp on Western side of the building or the stairs on the Eastern side.
- facilitates a safer and more efficient exit from the building as the stairs will create a secondary path of exit in case of an emergency instead of relying only on the narrow handicap access ramp alone.
- stairs are a safer alternative especially for elderly parishioners due to gentler rise and installation of guardrails; also due to the highly slope street, the stairs are a safer alternative for entry and exit especially in wet and icy conditions.



### Addition of balcony and modification of the associated windows on the first floor (shown in the attached drawing A5.0. South Elevation)

- provides more air flow and space for the community room and allows for larger windows to be installed without ruining the original aspect of the building - these large windows will be obstructed from view by the proposed balcony. This change is mainly related to the Covid/or others future potential restrictions (*"in all likelihood, Covid will never be over; it will continue and morph into a seasonal illness"* – J. Bloom-virologist") that ideally should be added at this time as any change later will be more costly.
- the proposed balcony will not protrude past the existing balconies on Clarkson Street; only the support columns would be passing the setback limit.

### Accesible parking space

- being the only flat area side of the property, the front of the church street side is considered the main loading area. You cannot properly load on a 5% slope so there is no other proper space for loading at this particular location. Therefore, the access of the people with physical disabilities to the church will be thru the ramp located in the front of the church main door. Pushing a wheelchair against the slope could be very difficult and should not be considered especially when there is a straightforward route in the front of the bulding.

### Reduction of loading space and current loading arrangement

- the loading is being done mainly in the front of the building due to the proximity to the main entrance door. Due to the specific of the church, we do not have deliveries other than the mail because the site is not attended every day of the week. Be aware, the bus stop located nowadays in front of the church (due to some pilot project initiated by the city) is tremendously impeding the loading (e.g. the casket bearers meet the bus passengers).

### Increased stair width on east side

- the one-foot increase of the stairs will make a substantial impact during the religious ceremonies when the church has to be surrounded by the parishioners. When the stairs are climbed up by the elder people, they can be helped in a better way by other people if the stairs are wider.



Extension of stairs up from the balcony of the caretaker's suite to the roof top

-Addition of stairs on third floor would provide safer roof access to the new addition, necessary for maintenance and cleaning, especially for the existing large windows of the church.

We look forward for a favorable acceptance of these variances by the Council so the construction project can resume in early October.

With consideration,

Cristina Balutescu  
Parish Secretary

**Attachment 3**  
*Project Drawings*



THIS DRAWING IS A COPY RIGHT INSTRUMENT OF SERVICE AND REMAINS THE PROPERTY OF THE CONSULTANT. ALL INFORMATION SHOWN ON THIS DRAWING IS COPYRIGHT MATERIAL AND IS FOR USE ON THE NAMED PROJECT ONLY. INFORMATION CONTAINED HEREIN MAY NOT BE USED OR REPRODUCED IN ANY WAY WITHOUT WRITTEN PERMISSION FROM THE CONSULTANT. WRITTEN PERMISSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. DIMENSIONS SHALL NOT BE SCALED. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, DATUM AND ELEVATIONS PERTINENT TO EXECUTING THE WORK. DISCREPANCIES AND VARIATIONS SHALL BE REPORTED TO THE CONSULTANT PRIOR TO COMMENCING CONSTRUCTION. IN ALL CASES, THE ISSUED FOR CONSTRUCTION LATEST ISSUANCE OF THE DRAWING SHALL BE USED IN THE EXECUTION OF THE WORK. THE CONTRACTOR SHALL ENSURE THAT ALL PREVIOUS ISSUES OF THIS DRAWING ARE MARKED SUPERSEDED WITH REFERENCE TO THE LATEST ISSUE AND, USED FOR REFERENCE PURPOSES ONLY. ALL WORK SHALL CONFORM WITH THE LATEST EDITIONS OF LOCAL BUILDING CODES, JURISDICTIONAL CODES AND LOCAL ORDINANCES.

**PROJECT NAME**

**Tenant Improvement  
Holy Trinity Romanian Orthodox Church**

**220 Carnarvon Street  
New Westminster, BC**

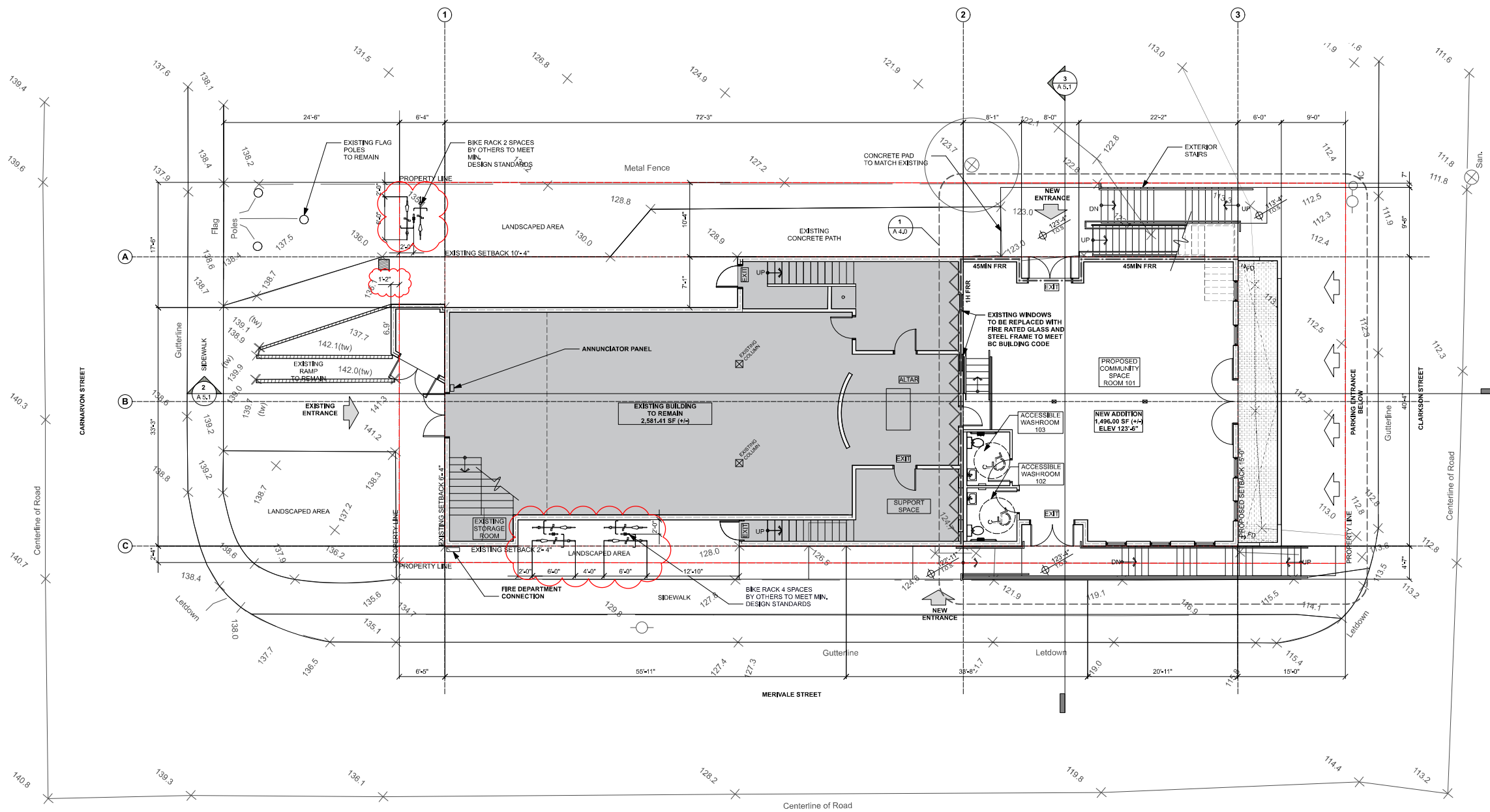
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11	2021 09 15	RE-ISSUED FOR BUILDING PERMIT



**1** **SITE PLAN**  
1/8" = 1'-0"

**NOTES**

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**FIRE RATED LEGEND**

---	1H FRR
---	2H FRR

**LEGEND**

■	EXISTING BUILDING
□	PROPOSED NEW CONSTRUCTION

**TITLE** 1619  
**A 3.0**

**SITE PLAN / GROUND FLOOR**

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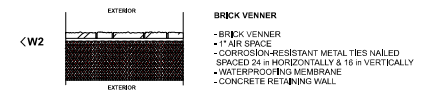
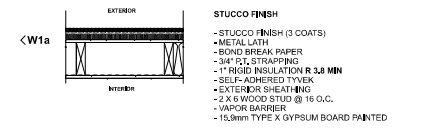
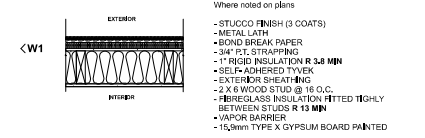
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11	2021 09 10	RE-ISSUED FOR BUILDING PERMIT
12	2021 09 15	RE-ISSUED FOR BUILDING PERMIT

**TITLE** 1619  
**A 4.0**

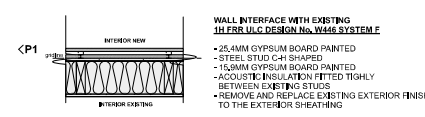
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**ASSEMBLIES**

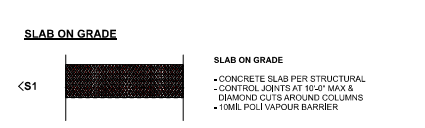
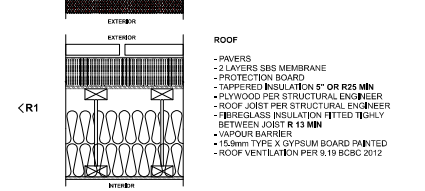
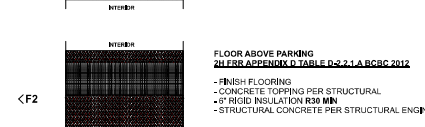
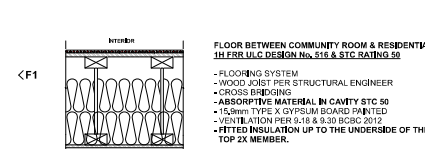
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**INTERIOR WALLS**



**DECK/ROOF ASSEMBLY**



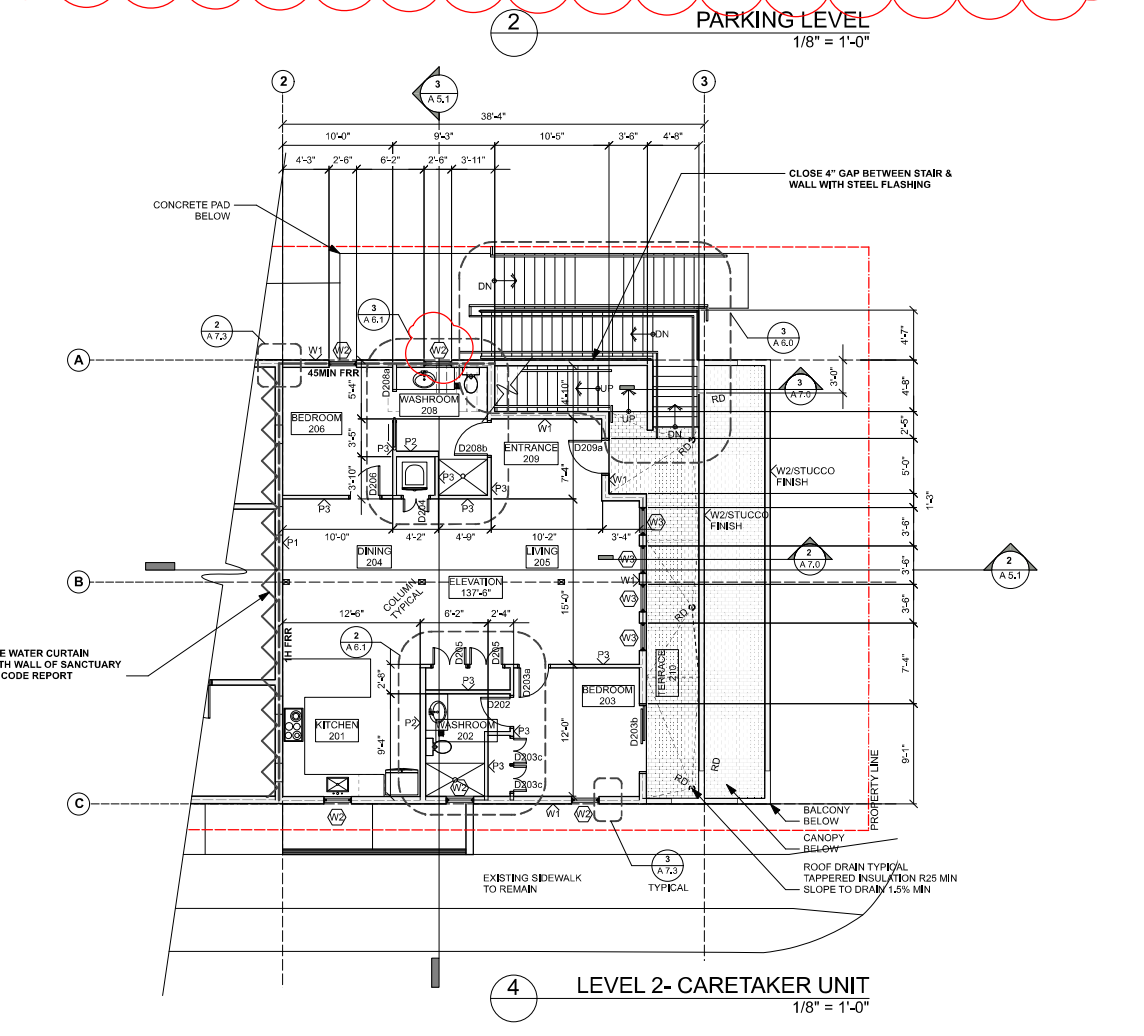
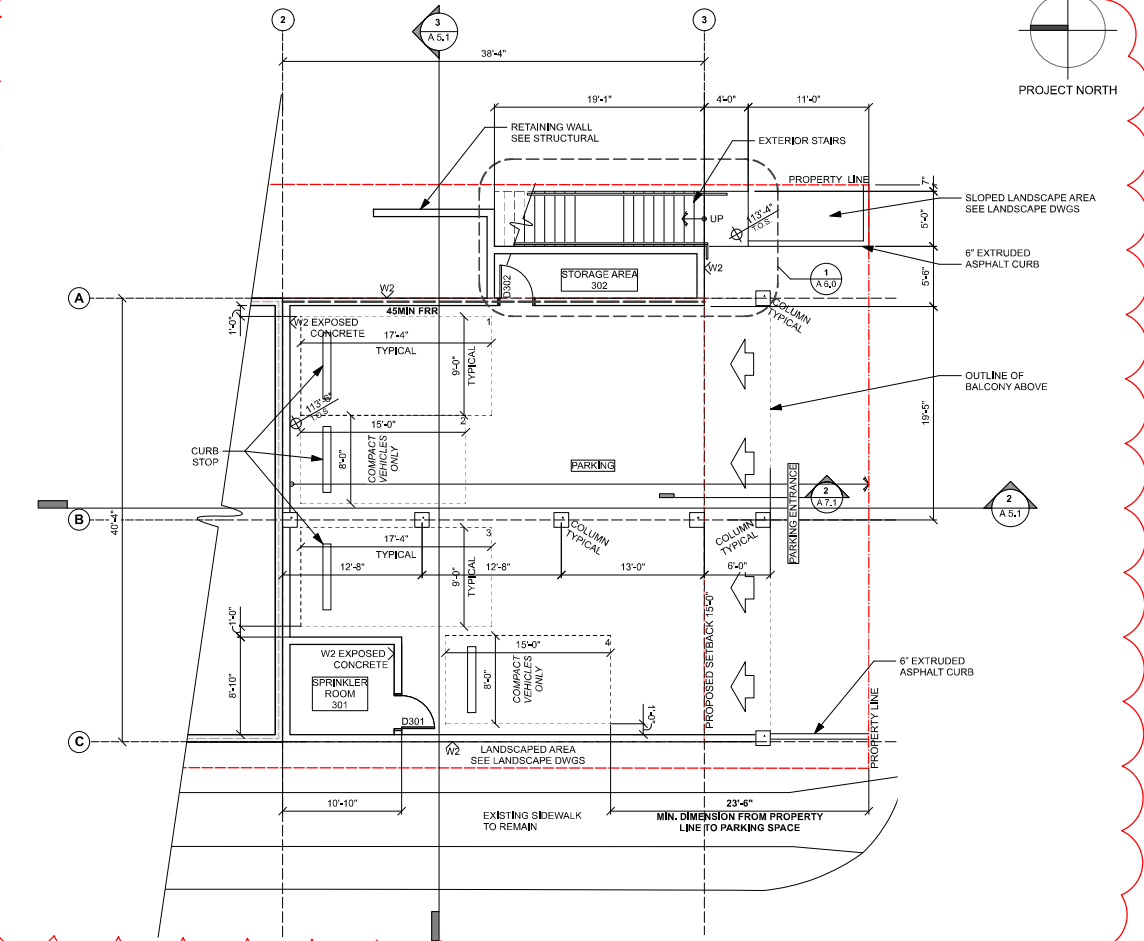
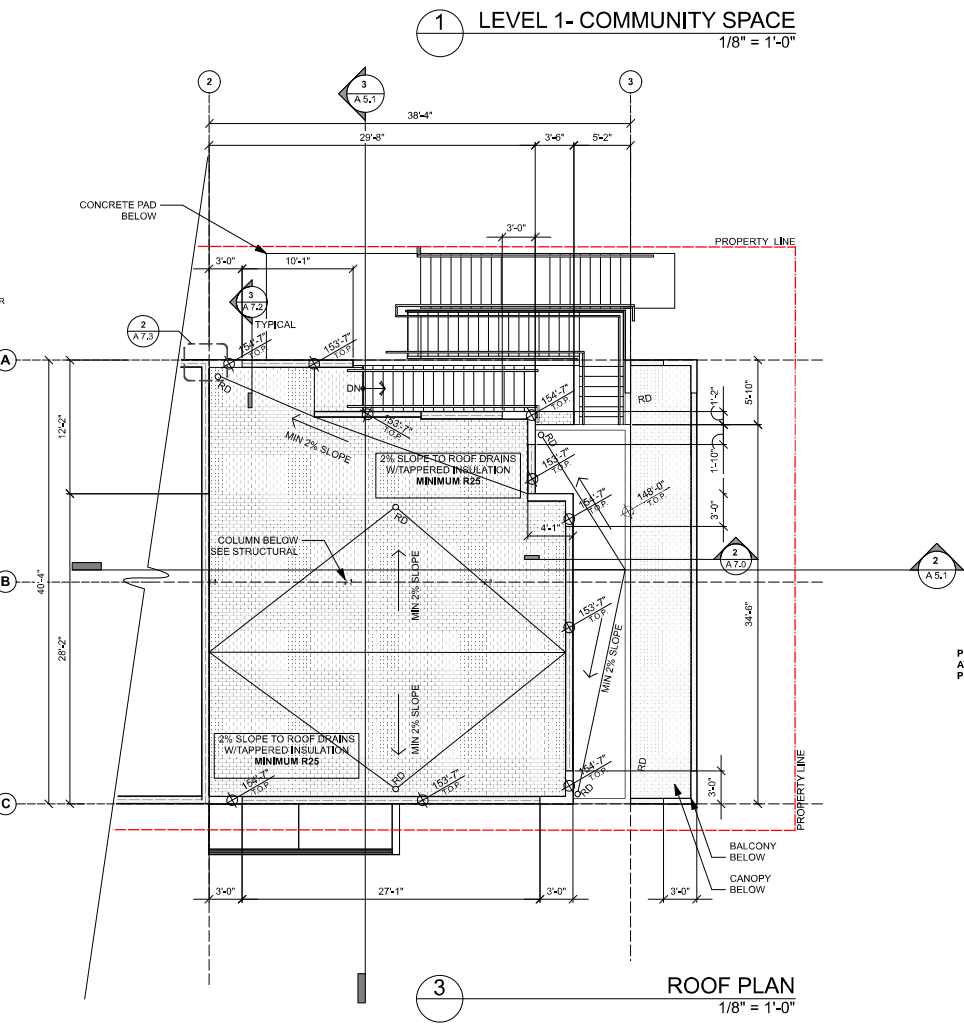
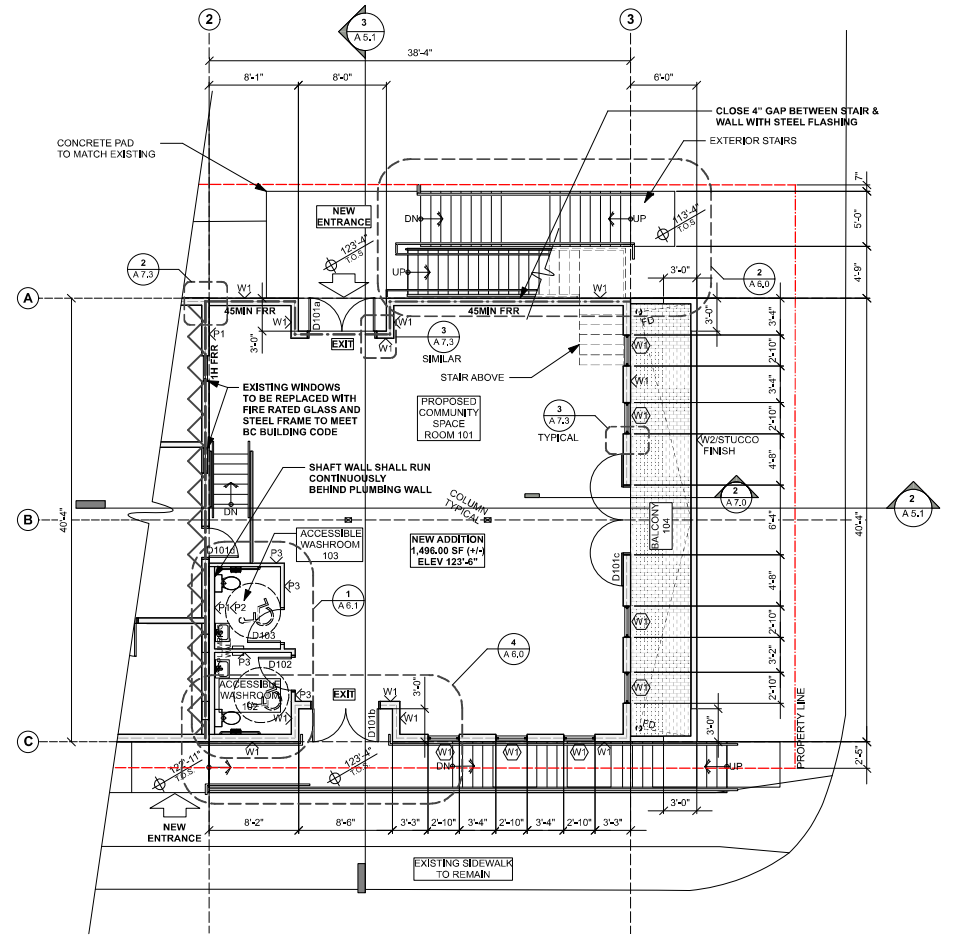
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**FIRE RATED LEGEND**



**LEGEND**





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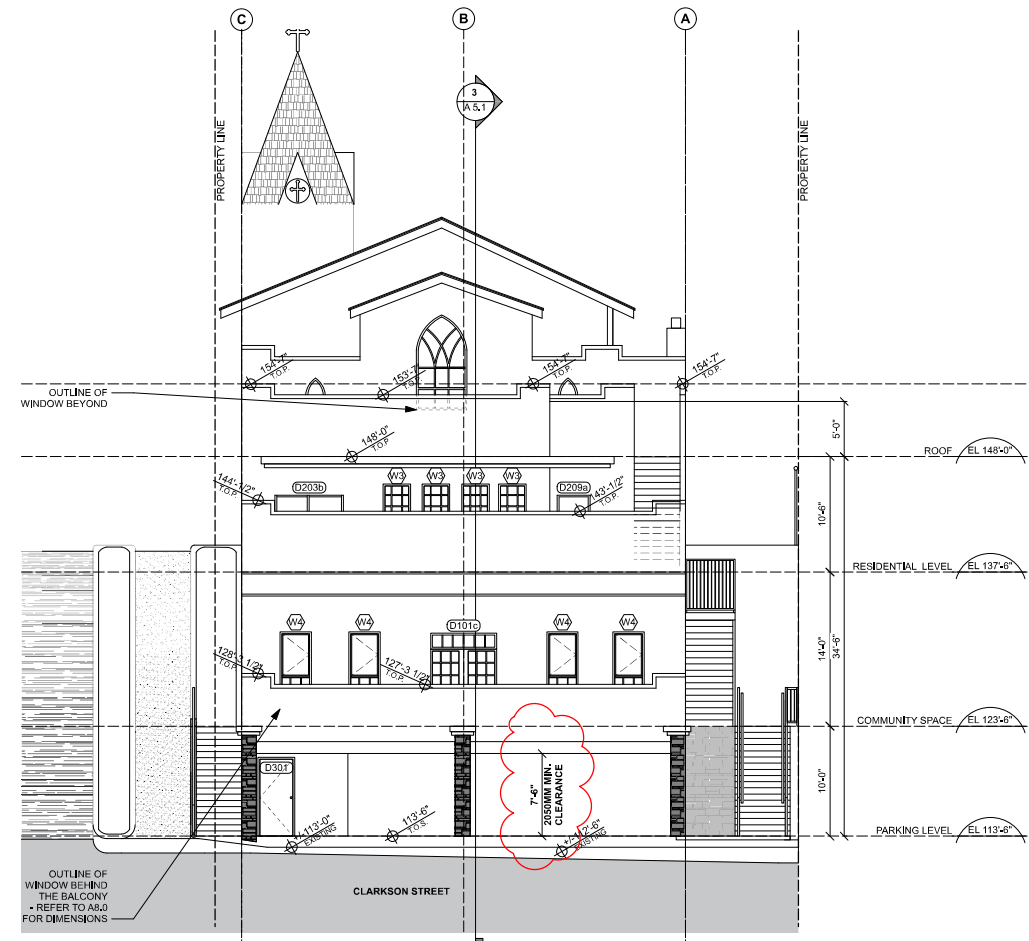
**TITLE** 1619  
**A 5.0**

**ELEVATIONS**

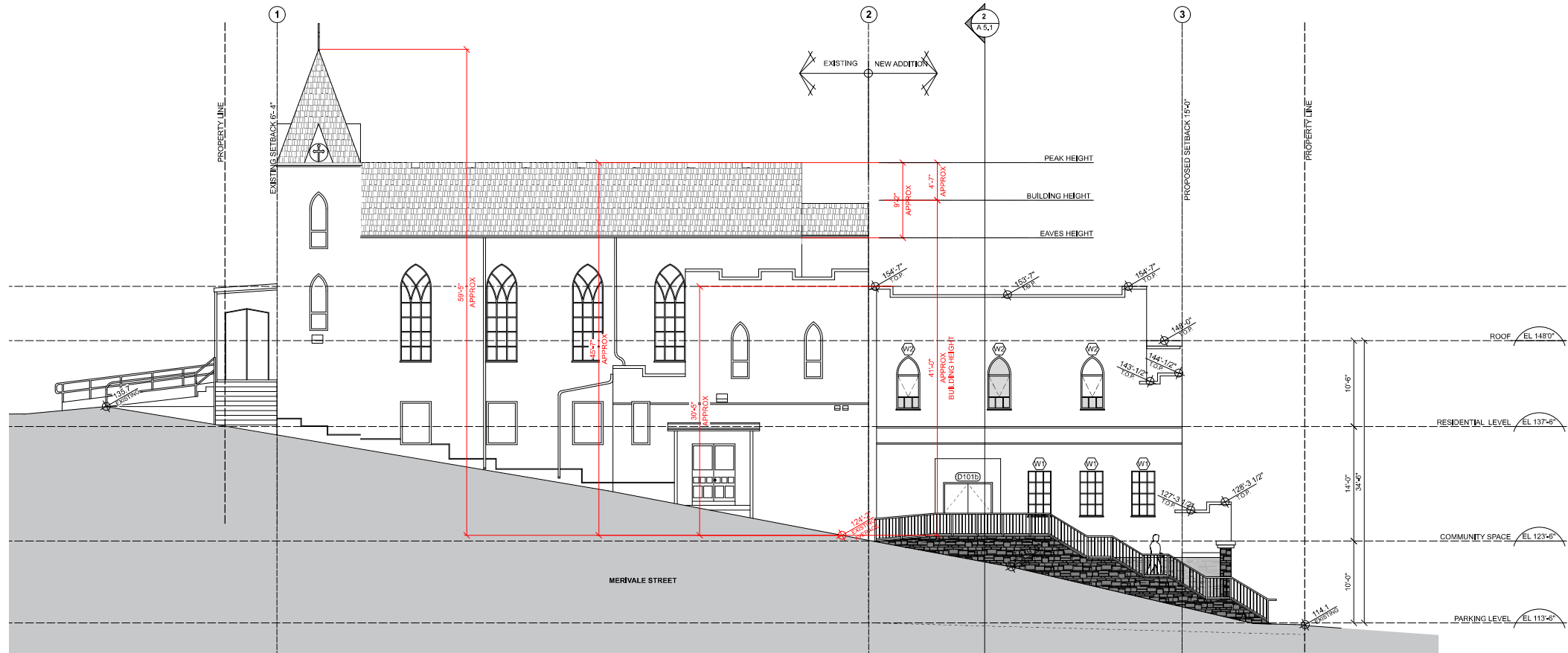
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**FIRE RATED LEGEND**  
 - - - - - 1H FRR  
 - - - - - 2H FRR

**LEGEND**  
 [Hatched Box] EXISTING BUILDING  
 [White Box] PROPOSED NEW CONSTRUCTION



**1 SOUTH ELEVATION**  
 1/8" = 1'-0"



**2 WEST ELEVATION**  
 1/8" = 1'-0"

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**TITLE**

1619  
**A 5.1**

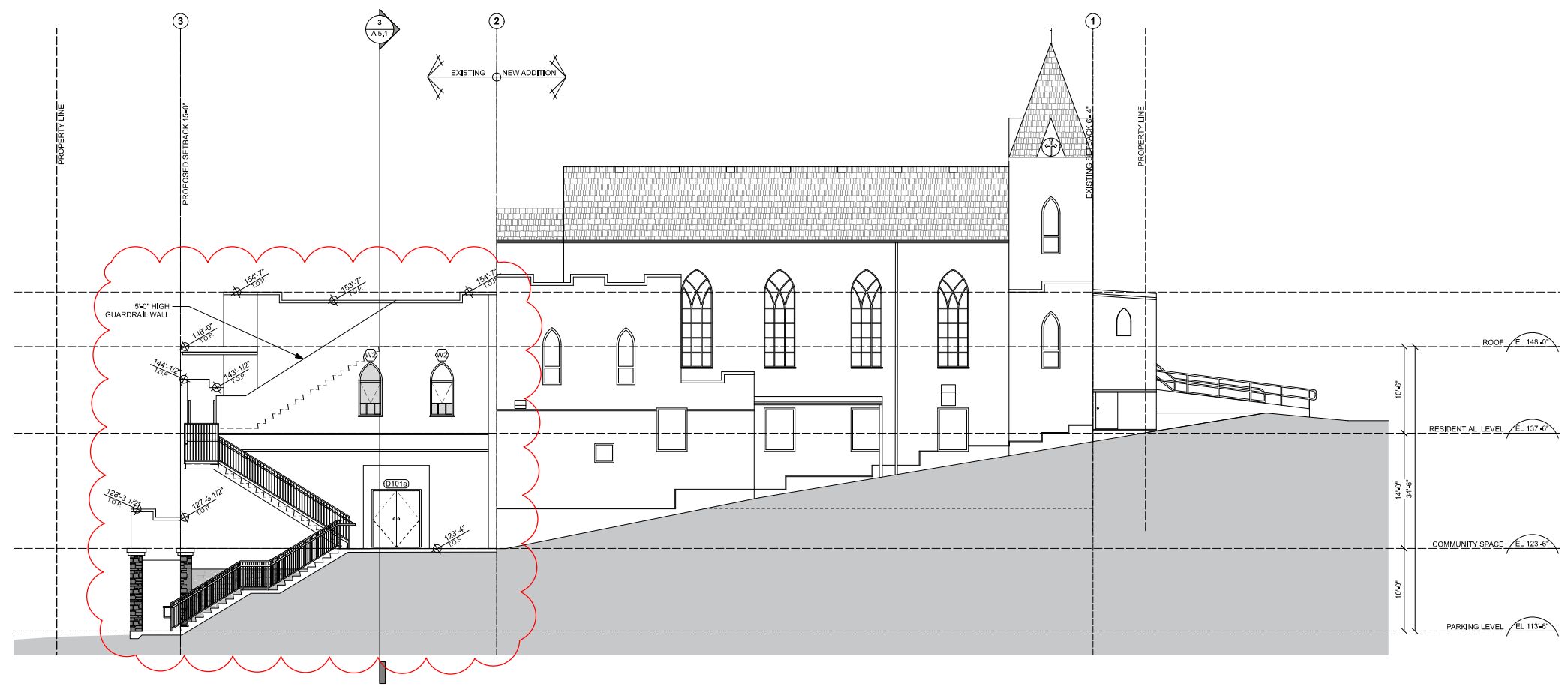
**ELEVATIONS &  
BUILDING SECTIONS**  
Page 26 of 480

SCALE: 1/8" = 1'-0" FILE: 1619 CHECKED: KC

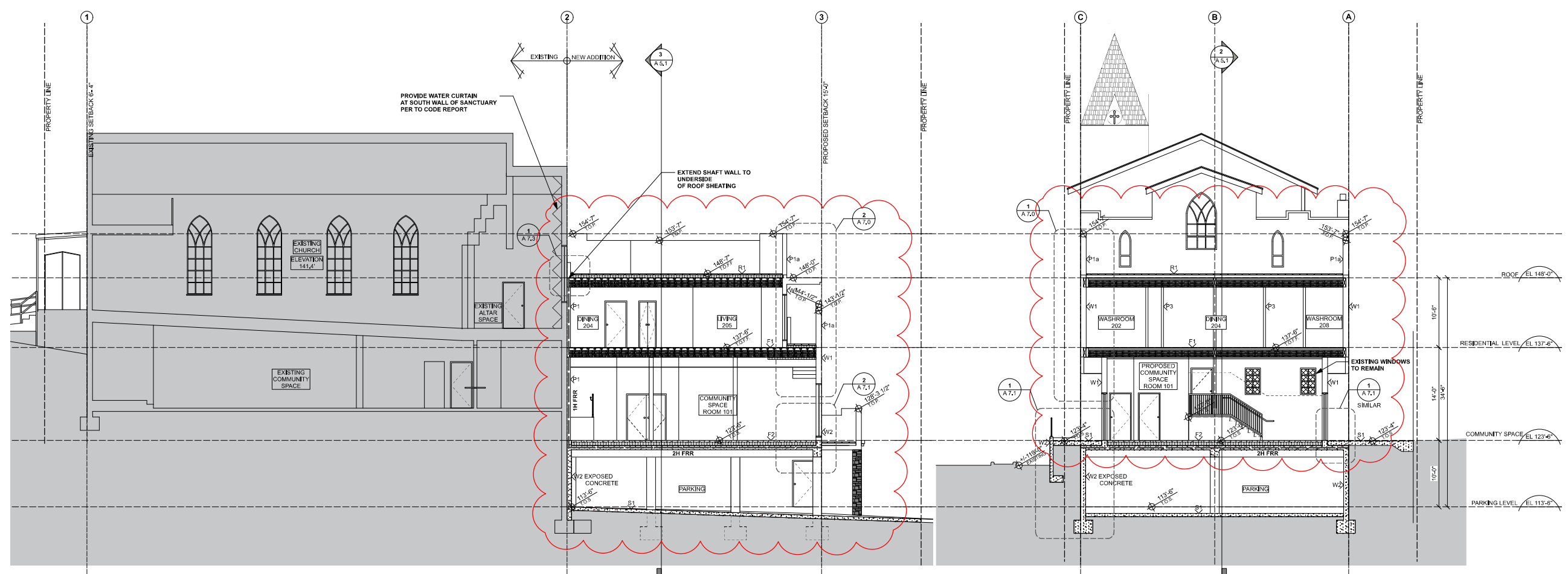
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**FIRE RATED LEGEND**  
 - - - - - 1H FRR  
 - - - - - 2H FRR

**LEGEND**  
 [Hatched Box] EXISTING BUILDING  
 [White Box] PROPOSED NEW CONSTRUCTION



**1 EAST ELEVATION**  
1/8" = 1'-0"



**2 BUILDING SECTION 1**  
1/8" = 1'-0"

**3 BUILDING SECTION 2**  
1/8" = 1'-0"

Attachment 4  
*Site Statistics*

## SITE STATISTICS

The project statistics are listed in the table below. The requested variances are shown in **bold**. New variances resulting from the proposed revisions to the addition are shown in ***bold italics***.

Characteristic	Previously Existing	Approved 2018	Maximum Permitted/ Minimum Required	Proposed	Variance	Percent Change	
630.16	Front Yard	- 0.36 metres (- 1.17 feet)	n/a	7.62 metres (25 feet)	n/a	n/a	n/a
630.17 – 18	Rear Yard	<b>16.25 metres (53.33 feet)</b>	<b>4.57 metres (15.0 feet)</b>	<b>7.62 metres (25 feet)</b>	n/a	<b>3.05 metres (10 feet)</b>	<b>40%</b>
630.19	Side Yard (West)	<b>0.71 metres (2.33 feet)</b>	<b>0.71 metres (2.33 feet)</b>	<b>7.62 metres (25 feet)</b>	n/a	<b>6.91 metres (22.67 feet)</b>	<b>91%</b>
	Side Yard (East)	<b>3.15 metres (10.33 feet)</b>	<b>3.15 metres (10.33 feet)</b>	<b>5.24 metres (17.2 feet)</b>	n/a	<b>2.09 metres (6.89 feet)</b>	<b>40%</b>
630.20	Building Height	12.5 metres (41 feet)	n/a	54.86 metres (180 feet)	n/a	n/a	n/a
630.21	Site Coverage	<b>36.9%</b>	<b>58%</b>	<b>40%</b>	n/a	<b>18%</b>	<b>45%</b>
630.22	Floor Space Ratio	0.74	1.14	1.6	n/a	n/a	n/a
<b>190.38 (b)</b>	<b>Side yard projection for stairs above grade</b>	<i>n/a</i>	<b>1.22 metres (4 feet)</b>	<b>1.22 metres (4 feet) projection or half the required side yard, which is less</b>	<b>1.45 metres (4.75 feet)</b>	<b>0.23 metres (0.75 feet)</b>	<b>19%</b>
<b>190.39 (d)</b>	<b>Rear yard balcony projection</b>	<i>n/a</i>	<i>n/a</i>	<b>1.22 metres (4 feet)</b>	<b>1.83 metres (6 feet)</b>	<b>0.61 metres (2 feet)</b>	<b>50%</b>
140.43	Parking structure setback above grade	n/a	<b>0.71 metres (2.33 feet)</b>	<b>1.5 metres (4.92 feet)</b>	<b>0.71 metres (2.33 feet)</b>	<b>0.79 metres (2.59 feet)</b>	<b>53%</b>
140.14	Parking	No formal parking	4	3	n/a	n/a	n/a
<b>140.32</b>	<b>Proportion of compact spaces</b>	<i>n/a</i>	<b>0</b>	<b>30%</b>	<b>50%</b>	<b>20%</b>	<b>66%</b>

140.36	Parking space clearance from walls	n/a	0 metre	0.3 metres (1 foot)	0.3 metres (1 foot)	n/a	n/a
<b>140.55</b>	<b>Parking access from lane</b>	<b>Access from lane and Merivale Street</b>	<b>Access from lane</b>	<b>Access from lane not permitted for institutional</b>	<b>Permit access from lane</b>	<b>Yes</b>	<b>n/a</b>
150.7	Short-term bicycle parking	0	0	6	6	n/a	n/a
<b>145.4</b>	<b>Accessible parking</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>100%</b>
<b>160.3</b>	<b>Loading</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>100%</b>

Attachment 5  
*Analysis of Proposed Variances*

**ATTACHMENT 5: ANALYSIS OF PROPOSED VARIANCES**

The following questions are used to evaluate requests for variances, as per the City’s Policy Approach to Considering Requests for Variances.

1. What is the intent of the bylaw that the applicant is seeking to have varied?
2. Is there a community benefit to the granting of the variances beyond that received by the owners?
3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.
4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?
5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?
6. Are the proposed variances relatively minor?

Eleven variances have been requested as part of this application. For convenience, the table below summarizes the evaluation of each of the proposed variances against the questions noted above. For more information, refer to the full analyses in the following pages.

Variance	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6
<b>No. 1 Rear Yard Setback</b>	Common intents of setbacks include creating open space, providing access around buildings, and managing the privacy and shadow impact of buildings.	Yes. It would enable the adaptive use of a formally protected heritage building.	No	n/a	Two tools could grant this variance: a Development Variance Permit (granted by Council) or a variance granted by the Board of Variance.	Yes. The effect of the variance on adjacent sites would be considered minor.
<b>No. 2 Side Yard (West)</b>	See No. 1	See No. 1	No	n/a	See No. 1	No. The design does not provide enough room to accommodate the proposed external stairs and ramps, which require an encroachment agreement on City property to be built.
<b>No. 3 Side Yard (East)</b>	See No. 1	See No. 1	No	n/a	See No. 1	See No. 1
<b>No. 4 Site Coverage</b>	Site coverage regulations work with setback and density regulations to limit building massing and ensure there is open space on site.	See No. 1	No	n/a	See No. 1	See No. 2
<b>No. 5 Side yard projection for stairs above grade</b>	Balance creating flexible regulations for the design of the building and to accommodate projections (like porches and stairs) with ensuring the function of setbacks are maintained. (See No. 1 for intent of siting regulations).	No	No	n/a	See No. 1	See No. 1
<b>No. 6 Rear yard balcony projection</b>	See above.	No	No	n/a	See No. 1	See No. 1
<b>No. 7 Parking structure setback above grade</b>	Provide adequate space next to parking structures for landscaping and screening.	See No. 1	No	n/a	See No. 1	See No. 2
<b>No. 8 Proportion of</b>	Provide some flexibility when designing parking areas, while	No.	Yes. The previously approved parking structure has limited ability to meet the	Yes. The compact spaces provide flexibility to meet the design	Yes. The Board of Variance cannot approve	See No. 1

<b>compact parking spaces</b>	ensuring the majority of spaces can fit a wider range of vehicles.		design requirements. The parking layout has been revised to include more compact spaces, but to meet more of the design requirements	requirements, while the parking area can still accommodate larger vehicles. Also, the second compact space is not required to meet the minimum requirements for parking.	parking variances.	
<b>No. 9 Parking access from lane</b>	Parking accessed directly off the lane meets minimum drive aisle requirements.	No	No	n/a	See No. 8	See No. 1.
<b>No. 10 Accessible parking</b>	Create equitable environments and reduce barriers that may prevent people with mobility impairments from accessing a building.	No	Yes. The building, as permitted, cannot accommodate the minimum overhead clearance required for an accessible parking space. The steep slope would also make it hard for people to move from the parking area to the building entrances.	Somewhat. Rather than accommodating a space that is not accessible in function, it would rely on an existing solution.	See No. 8	See No. 1
<b>No. 11 Loading</b>	Buildings to accommodate their loading needs on-site.	No	Yes. The building cannot accommodate the minimum overhead clearance required for a loading space. The steep slope would also make it hard for people to move items from the parking area to the building entrances.	No	See No. 8	See No. 1



## Variance 1: Rear Yard

The requested variance is to reduce the minimum required rear yard from 7.62 metres (25 feet) to 4.57 metres (15 feet). This would be a reduction of 3.05 metres (10 feet) or 40%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of building setbacks range, depending on the setback and site. Common intents of setbacks include creating open space, providing access around buildings, and managing the privacy and shadow impact of buildings.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

Granting this variance would create a minor community benefit by enabling the adaptive use of a heritage building, as a Heritage Designation bylaw protects 220 Carnarvon Street.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could be used to grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The proposed variance is a 40% reduction to the minimum required setback. However, the impact of the variance, regarding open space, shadowing, privacy, and view obstruction, is relatively minor. (See questions 7 to 9).

7. Does the reduced rear yard setback still leave adequate usable open space for the site?

The reduced rear setback leaves little usable open space for the site. However, most of the activities for the church are indoors, so having less open space is considered acceptable.

8. Does the reduced rear yard setback create any shadowing, privacy or view obstruction concerns for the neighbouring properties?

To the west of the building is Merivale Street, to the south of the building is Clarkston Street and the SkyTrain guideway, and to the east of the building is a low-rise apartment building at 218 Carnarvon Street. The apartment building has a smaller rear yard (3.86 metres or 12.67 feet) and 1.83 metre (6 foot) balconies. The proposed balcony at 220 Carnarvon Street would be set further back from and at a lower elevation than the neighbouring balconies. Any shadowing, privacy, or view obstruction concerns would be minimal.

9. Does the decreased setback create privacy issues for the adjacent properties in terms of windows, decks or balconies?

No. (See question 8.)

Conclusion: The variance would help facilitate a minor community benefit and would be relatively minor. Staff recommends supporting the variance.

## Variance 2: Side Yard (West)

The requested variance is to reduce the side yard (west) from 7.62 metres (25 feet) to 0.71 metres (2.33 feet). This would be a reduction of 6.91 metres (22.67 feet) or 91%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of building setbacks range, depending on the setback and site. Common intents of setbacks include creating open space, providing access around buildings, and managing the privacy and shadow impact of buildings.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

Granting this variance would create a minor community benefit by enabling the adaptive use of a heritage building, as a Heritage Designation bylaw protects 220 Carnarvon Street.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The combined required side setbacks are 42' and the site width is 53'. Adhering to the setbacks would limit an addition to 11' in width, which is about a fifth of the lot depth. Given the narrow width of the lot in comparison with the setbacks, some reduction in setback would be considered supportable. However, the proposed variance is a 91% reduction, which is very significant. The impact of the reduced variance is it does not leave enough room for stairs and ramps connecting the building exit on the addition to

grade and an encroachment agreement is required in order to provide suitable egress from the building. The proposed variance is not considered relatively minor.

7. Does the decreased setback still provide adequate space between the building and the adjacent building (or a building that could be built under the existing zoning) in terms of livability and open space proportionate to the size of the building?

n/a – This side yard is adjacent to a street.

8. Does the decreased setback still provide for appropriate massing along the street?

The existing church has two setbacks on the west side. A portion of the church is setback 2'4" and the main portion is setback further. The addition is consistent with the narrower setback. As this is the only building on this section of the block, the addition creates a consistent street wall. The reduced setback is partially balanced by the height of the addition, which is lower than the existing building. However, the proposed design does not provide enough room to accommodate external stairs and ramps. The proposed stair and ramp require an encroachment agreement on City property in order to be built.

9. Does the decreased setback create privacy issues for the adjacent property in terms of windows, decks or balconies?

n/a – The side yard is adjacent to a street.

10. Does the decreased setback create view obstruction issues?

The decreased setback is consistent with parts of the existing building and is not expected to further impede views from other buildings. Today, a 3 x 3 metre (9.84 x 9.84 foot) corner truncation would typically be taken at the corner of the street and the lane. A wall projects less than 0.30 metres into the area that would typically be included in a view corner truncation.

Conclusion: The variance would not be likely to create view obstruction or privacy issues. The variance is not considered relatively minor and cannot accommodate egress cannot accommodate egress from the building without encroachment onto City property. For this reason, staff would typically not support the variance. However, as this is an existing condition, staff recommends supporting the variance.

### Variance 3: Side Yard (East)

The requested variance is to reduce the minimum side yard from 5.24 metres (17.2 feet) to 3.15 metres (10.33 feet). This would be a reduction of 2.09 metres (6.89 feet) or 40%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of building setbacks range, depending on the setback and site. Common intents of setbacks include creating open space, providing access around buildings, and managing the privacy and shadow impact of buildings.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

Granting this variance would create a minor community benefit by enabling the adaptive use of a heritage building, as a Heritage Designation bylaw protects 220 Carnarvon Street.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The combined required side setbacks are 42' and the site width is 53'. Adhering to the setbacks would limit an addition to 11' in width, which is about a fifth of the lot depth. Given the narrow width of the lot in comparison with the setbacks, some reduction in setback would be considered supportable. The proposed reduction is 40%. The impact of the variance is considered relatively minor. (See questions 7-9, below.)

7. Does the decreased setback still provide adequate space between the building and the adjacent building (or a building that could be built under the existing zoning) in terms of livability and open space proportionate to the size of the building?

The neighbouring property, 218 Carnarvon Street, is four storeys tall at the rear of the site and has a west side yard of 3.96 metres (13 feet). The rear addition at 220 Carnarvon Street is three storeys tall (with a rooftop balcony) and has a proposed east side yard of 3.15 metres (10.33 feet). The decreased setback would provide adequate space, in proportion to the building size.

8. Does the decreased setback still provide for appropriate massing along the street?

Yes. The addition would not be visible from the front of the building because it is lower in height than the existing building and is consistent with the existing minimum setback of the building.

9. Does the decreased setback create privacy issues for the adjacent property in terms of windows, decks or balconies?

The building addition at 220 Carnarvon Street would have two windows and one door on the east side. There would be no decks or balconies. The elevation of the windows at 220 Carnarvon Street would be below the elevation of most of the windows at the neighbouring property, 218 Carnarvon Street, minimizing any privacy impacts.

10. Does the decreased setback create view obstruction issues?

The setback is not in an area where a corner truncation would be required. There are windows on the west side of the adjacent building at 218 Carnarvon Street. They directly face the building at 220 Carnarvon Street and have oblique views north and south. The decreased setback may have a minor impact on these oblique views, but would not create obstruction.

Conclusion: The variance would facilitate a minor community benefit and the variance is considered relatively minor. Staff recommends supporting the variance.

## Variance 4: Site Coverage

The requested variance is to increase maximum site coverage from 40% to 58%. This would be an absolute increase of 18% or a proportional increase of 45%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

Site coverage regulations work with setback and density regulations to limit building massing and ensure there is open space on site.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

Granting this variance would create a minor community benefit by enabling the adaptive use of a heritage building, as a Heritage Designation bylaw protects 220 Carnarvon Street.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The proposed variance is a 40% increase from the space. Low-rise buildings on the adjacent blocks have site coverages ranging from 30 percent to 73 percent, with an average of approximately 46%. A site coverage of 58% would not be the highest of nearby buildings, but is near the upper limit. Given the relative site coverages, percent increase, and encroachment issues created by the size and siting of the addition (see Variance 2), the variance is not considered minor.

Conclusion: The variance would facilitate a minor community benefit and the variance is not considered minor. While staff would support a variance to site coverage to enable a building addition, a smaller variance that is more consistent with the neighbourhood and does not create encroachment issues would be supported. However, as this is an existing condition, staff recommends supporting the variance.



## Variance 5: Projection into Side Yard for Stairs above Grade

The requested variance is to increase the projection of stairs above grade into the side yard from 1.22 metres (4 feet) to 1.45 metres (4.75 feet). This would be an increase of 0.23 metres (0.75 feet) or 19%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is to balance creating flexible regulations for the design of the building and to accommodate projections (e.g., porches and stairs) with ensuring the function of setbacks are maintained. (See Variances 1-3 regarding siting regulations).

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No. The building, as currently approved, complies with the bylaw.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The proposed variance is considered relatively minor. First, it is a small absolute and proportional increase. Second, it does not impact how this area of the side yard is used.

Conclusion: The proposed variance would be relatively minor. Staff recommends supporting the variance.

## Variance 6: Projections into Rear Yard for Balcony

The requested variance is to increase the projection of the balcony into the rear yard from 1.22 metres (4 feet) to 1.83 metres (6 feet). This would be an increase of 0.61 metres (2 feet), or 50%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is to balance creating flexible regulations for the design of the building and to accommodate projections (e.g., porches and stairs) with ensuring the function of setbacks are maintained. (See Variances 1-3 regarding siting regulations).

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a DVP for consideration by Council.

6. Are the proposed variances relatively minor?

The variance would be an increase of 0.61 metres (2 feet), or 50% of the maximum allowed projection. However, the increased projection would be unlikely create any shadowing, privacy, or view obstruction concerns for the neighbouring properties, so the impact the variance would be relatively minor.

**Conclusion:** The variance would be relatively minor. Staff recommends supporting the variance.

## Variance 7: Setback for Parking Structures extending above Finished Grade

When a parking structure is located below the average grade of a site (calculated by averaging the grade measured at each corner), but above the finished grade, a 1.5 metre (4.92 foot) setback is required. The requested variance is to reduce the setback to 0.71 metres (2.33 feet), which is the same as the side yard setback of the building. This would be a reduction of 0.79 metres (2.59 feet) or 53%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is to provide adequate space next to parking structures for landscaping and screening.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

Granting this variance would create a minor community benefit by enabling the adaptive use of a heritage building, as a Heritage Designation bylaw protects 220 Carnarvon Street.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Two tools could grant this variance. The first is a Development Variance Permit, granted by Council. The second is a variance granted by the Board of Variance, which requires the applicant to demonstrate hardship. Given that there are some variances that cannot be approved by Board of Variance, it is more appropriate to have all variances included as part of a Development Variance Permit for consideration by Council.

6. Are the proposed variances relatively minor?

The proposed setback for the parking structure, which is at the base of the addition, is consistent with the building setback. With respect to setbacks, this variance is not considered minor (see Variance 2 for details). However, the applicants propose decorative cladding for the base of the building, where the parking structure is. The applicants also intent to extend stairs along the façade of the building and parking

structure, which adds an element of visual interest and meets some of the intent of providing space for screening.

Conclusion: The variance would facilitate a minor community benefit and would not be considered minor. However, as this is an existing condition, staff recommends this variance.

## Variance 8: Proportion of Compact Parking Spaces

The applicants propose to increase the proportion of compact parking spaces from one car (30% or less) to two cars (50%). This would be an increase of one car, an absolute increase of 20%, and a relative increase of 66%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is to provide some flexibility when designing parking areas, while ensuring the majority of spaces can fit a wider range of vehicles.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

Yes. The size of the site and the design of the previously approved parking structure limit the ability to accommodate all required parking spaces and design requirements. For example, the bylaw requires 0.3 metres (1 foot) of additional space when a parking space is adjacent to a wall or structure. To increase compliance with the Zoning Bylaw, the applicants have revised the layout of the parking to accommodate this requirement, which results in a higher portion of compact parking spaces, but spaces that meet functional design requirements.

4. If the answer to Question 2 is "No" but the answer to Question 3 is "Yes", can it still be demonstrated that the proposal meets the intent of the bylaw?

Yes. The number of compact parking spaces provides more flexibility to meet the required number of spaces and design requirements, while still providing spaces that can accommodate larger vehicles. Additionally, the bylaw requires three spaces and the applicant is providing four, with the additional compact space being provided above the minimum requirements.

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Yes. The Board of Variance does not have the authority to issue variances regarding parking and access requirements.

6. Are the proposed variances relatively minor?

Yes, an increase of compact cars by one car is relatively minor, especially given that fourth space is in addition to the number of bylaw-required spaces.

Conclusion: The variance would have some hardship and be relatively minor. Staff recommends supporting the variance.

## Variance 9: Access from Lane

On sites occupied by commercial uses and industrial uses, parking is permitted directly off a lane and the lane may be considered as all or part of the required maneuvering aisle for the parking spaces, provided that no part of the lane shall be used as part of any parking space. The requested variance would allow access off a lane for an institutional use.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is to ensure that parking accessed directly off the lane meets minimum drive aisle requirements. In the future, an amendment to the Zoning Bylaw will be proposed to allow lane access for all land uses.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

No. However, given the small site size and number of required parking spaces, allowing access directly off the lane enables a simpler, and likely more space efficient, parking layout.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

n/a

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Yes. The Board of Variance does not have the authority to issue variances regarding parking and access requirements.

6. Are the proposed variances relatively minor?

The site previously had informal parking accessed off the lane. As the variance would maintain the status quo, its effect would be relatively minor.

Conclusion: The variance would be relatively minor. Staff recommends supporting this variance.

## Variance 10: Accessible Parking

The requested variance is to reduce the accessible parking requirements from one to zero, which would be a reduction of 100%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of this bylaw is to create equitable environments and reduce barriers that may prevent people with mobility impairments from accessing a building.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

Yes. The building, as permitted, cannot accommodate the minimum overhead clearance required for an accessible parking space. The required clearance is 2.3 metres and 2.00 metres is provided. The site grade would also create difficulties for people to move up the slope from the parking area to the building entrances.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

The proposal somewhat meets the intent of the bylaw because rather than accommodating a space which is not accessible in function, it is relying on an existing solution which enables people with mobility impairments to access the church.

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Yes. The Board of Variance does not have the authority to issue variances regarding parking and access requirements.

6. Are the proposed variances relatively minor?

The applicants are proposing to accommodate no accessible space on site. Access for people with mobility impairments is currently accommodated informally from on-street parking along Carnarvon Street. A bus stop was installed in front of the site in December 2020, to accommodate re-routing of a bus route for the Agnes Street Greenway project. To address the concerns of the applicants regarding conflicts between the bus stop and accessible access for the church, staff are actively working with the CMBC to evaluate alternative designs and locations for the bus stop. Temporary closures of the bus



stop are also available by request to CMBC for specific events. Once the bus stop location is resolved, staff anticipate that unreserved restricted parking will be returned to the street in front of the property. Reservation of the on-street space may be made for specific events through application for a Street Occupancy Permit. As the variance would maintain the status quo, its effect would be relatively minor.

7. As the variance would maintain the status quo, its effect would be relatively minor.

Conclusion: The variance would have some hardship and be relatively minor. Staff recommends supporting the variance.

## Variance 11: Loading

The requested variance is to reduce the number required of loading spaces from one to zero, which would be a reduction of 100%.

1. What is the intent of the bylaw that the applicant is seeking to have varied?

The intent of the bylaw is for buildings to accommodate their loading needs on-site.

2. Is there a community benefit to the granting of the variances beyond that received by the owners?

No.

3. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, trees) of the site and not the personal or business circumstances of the applicant.

Yes. The building, as permitted, cannot accommodate the minimum overhead clearance required for a loading space. The required clearance is 4.0 metres and 2.00 metres is provided. Even if the overhead clearance requirements could be met, providing a loading space would likely impact the ability to provide the required number of parking spaces on site. The site grade would also create difficulties for people to move items up the slope from the parking area to the building entrances.

4. If the answer to Question 2 is “No” but the answer to Question 3 is “Yes”, can it still be demonstrated that the proposal meets the intent of the bylaw?

No. The proposal does not meet the intent of the bylaw because it is not providing on-site loading spaces.

5. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Yes. The Board of Variance does not have the authority to issue variances regarding parking and access requirements.

6. Are the proposed variances relatively minor?

The applicants are proposing to accommodate no loading space on site. The loading is currently accommodated informally from on-street parking along Carnarvon Street. A bus stop was installed in front of the site in December 2020, to accommodate re-routing of a bus route for the Agnes Street Greenway project. To address the concerns of the applicants regarding conflicts between the bus stop and loading functions for the church, staff are actively working with the CMBC to evaluate alternative designs and locations for the bus stop. Temporary closures of the bus stop are also available by request to CMBC

for specific events. Once the bus stop location is resolved, staff anticipate that unreserved restricted parking will be returned to the street in front of the property. Reservation of the on-street space may be made for specific events through application for a Street Occupancy Permit. As the variance would maintain the status quo, its effect would be relatively minor.

Conclusion: The variance would have some hardship and be relatively minor. Staff recommends supporting the variance.

# **REPORT**

## ***Legislative Services***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Jacque Killawee      **File:** 05.0135.10  
City Clerk      **Item #:** 2021-446

**Subject:** **Amendments to the Procedure Bylaw 2021: Bylaw for Adoption**

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### **RECOMMENDATION**

*THAT Council receive this report for information.*

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### **PURPOSE**

To update Council on public input regarding proposed changes to the Procedure Bylaw.

### **BACKGROUND**

On October 4, 2021, Council gave three readings to *Procedure Bylaw Amendment Bylaw No. 8276, 2021*.

Subsequently, staff provided public notice for changes to the Procedure Bylaw as required by the Community Charter. The notices were published on the City's website, and in *The Record*, and invited residents to submit comments in writing.

### **ANALYSIS**

As of the writing of this report, October 13, 2021, no correspondence has been received. Any correspondence received between the writing of this report and the meeting on October 18 will be distributed on table.

Since there is no correspondence, staff recommend that Council adopt *Procedure Bylaw Amendment Bylaw No. 8276, 2021*, which is on the agenda for this meeting.

**OPTIONS**

1. THAT Council receive this report for information.
2. THAT Council provide other direction.

Staff recommend option 1.

This report was prepared by:

Nicole Ludwig, Assistant City Clerk

This report was approved by:

Jacque Killawee, City Clerk

Lisa Spitale, Chief Administrative Officer

# REPORT

## *Finance*

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Harji Varn  
CFO/Director of Finance      **File:**

**Item #:** [Report Number]

**Subject: Budget 2022: Public Engagement Community Survey Results**

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### **RECOMMENDATION**

That Council receive this report for information.

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### **PURPOSE**

An informational report to provide Council with the results from the 2022 budget engagement community survey.

### **BACKGROUND**

On June 7, 2021 Council endorsed staff's proposed approach and timeline for engagement on the 2022 City budget which is focused on understanding how things have changed for individuals and the community from what we heard in the 2021 budget process.

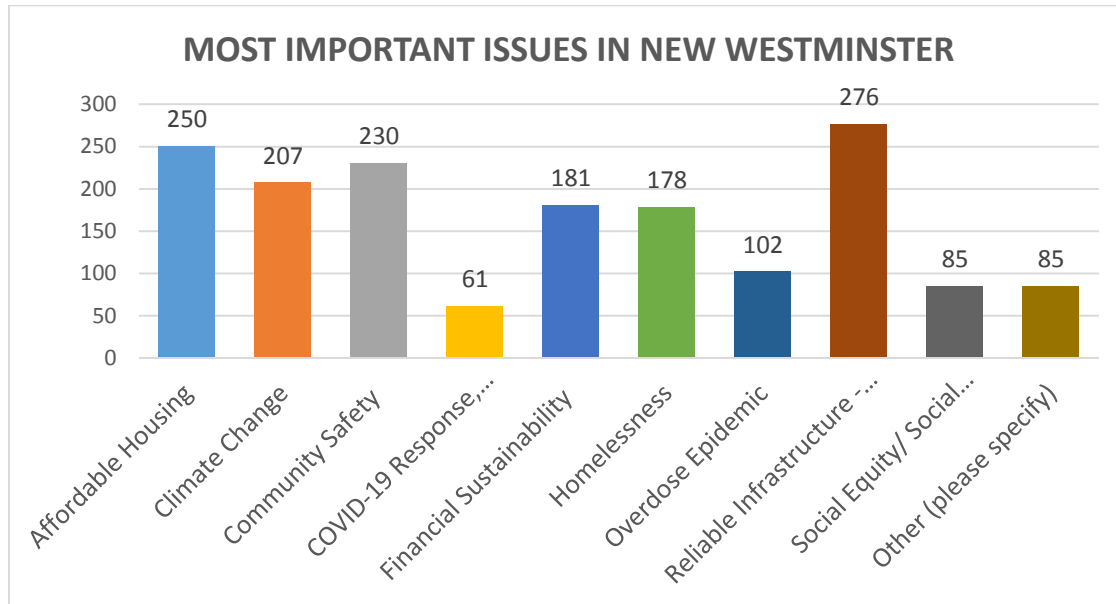
The first phase of this year's engagement, which took place in the summer of 2021, was a series of three workshops held with City Advisory Committee members and members of the City's COVID-19 task Forces. The summary report of the key themes that arose in these workshops was provided in a report to Council on August 30, 2021 and is available on the Budget 2022 Be Heard New West webpage.

On September 14<sup>th</sup> city staff presented an interactive Budget 101 Webinar. The online community survey was launched on the City's website following the webinar.

**ANALYSIS**

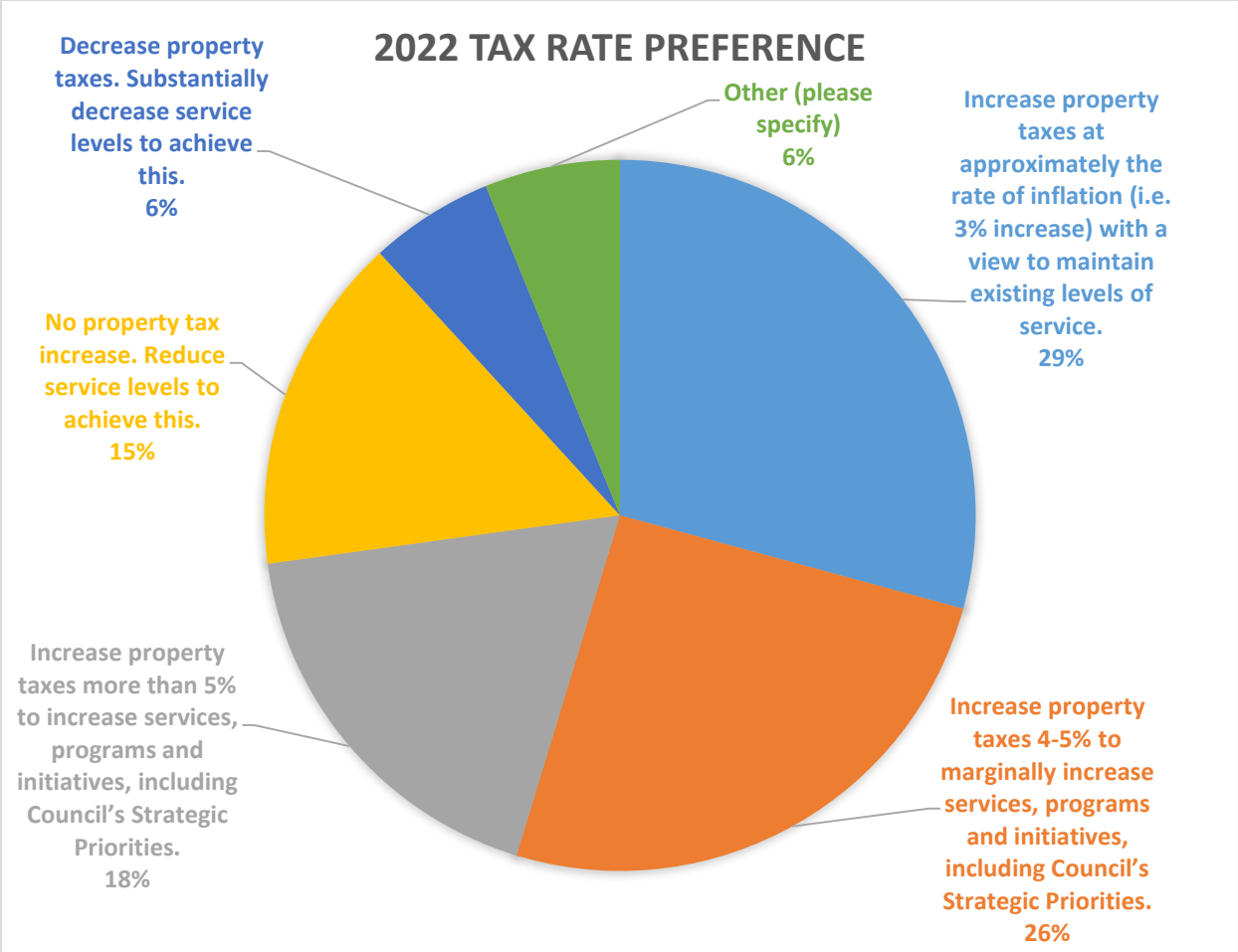
The online survey was open from September 14<sup>th</sup> through to October 6<sup>th</sup> and 588 responses were received. Below are the graphical results of two of the questions included in the survey. The complete summary of the survey results is in Attachment 1 and the verbatim report is in Attachment 2.

**Question 2: What do you think are the most important issues facing the New Westminster community today?**



**Question 4:** Consider the top issues and priorities you have identified above, and keep in mind the financial challenges the City and many residents and local businesses continue to face because of the pandemic. With these factors in mind, when it comes to property taxes, **what is your preference for the tax rate for 2022 as it relates generally to service levels?**

The results show that overall, 73% of participants indicated they are comfortable with some tax increase (combining those who said 3% tax increase, 4-5% and more than 5%), while 21% said either no tax increase or taxes should be decreased.



The summary report will be posted on the [Budget 2022 Be Heard New West webpage](#) along with many other resources providing background on the 2022 budget process.

**INTERDEPARTMENTAL LIAISON**

The budget engagement community survey was prepared with input from SMT and the results were tabulated by the Public Engagement team.

**OPTIONS**

- Option 1: THAT Council accept this report for information.
- Option 2: THAT Council provide staff with other direction.

Staff recommends Option 1.



**ATTACHMENTS**

Attachment 1 – Budget 2022 Community Survey Results Summary Report

Attachment 2 – Budget 2022 Community Survey Verbatim Report

This report was prepared by:

Lorraine Lyle, Senior Manager, Financial Services

This report was approved by:

Harji Varn  
CFO/Director of Finance

Lisa Spitale  
Chief Administrative Officer

*Attachment #1*

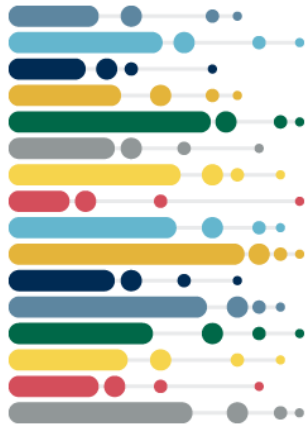
*Budget 2022 Community Survey Results  
Summary Report*



# NEW WESTMINSTER

## What We Heard: Budget 2022 Public Engagement Summary Report

October 2021



NEW WESTMINSTER

# BUDGET 2022

Financial Plan  
Community Consultation



# Budget 2022 Public Engagement Summary Report

October 13, 2021

## **Introduction**

The City of New Westminster's Budget 2022 public engagement process was designed to build on what we heard from the community in our [Budget 2021 process](#).

Community engagement for the 2022 City Budget was active June through early October 2021 and included three workshops with City Advisory Committee and COVID-19 Task Force members, a Budget 101 Webinar, and a community survey. In total, more than 1,400 people visited the [Budget 2022 Be Heard New West webpage](#), and more than 600 community members participated in the engagement activities.

A separate summary report on the workshops with committee and task force members was developed and shared with City Council and the community previously. The workshops summary report and other Budget engagement materials, documents and resources are available on the [Budget 2022 page on Be Heard New West](#).

The purpose of this summary report is to share with City Council, engagement participants, and the New Westminster community:

1. [What engagement activities were completed](#)
2. [A summary of what we heard](#)
3. [Demographic information about participants & representation analysis](#)
4. [Next steps](#)

## **1. Engagement Process**

The Budget 2022 Engagement process started in June 2021 with a series of workshops with members of City Advisory Committees and COVID-19 Task Forces. Following the workshops, all community members were invited to join the [Budget 101 Webinar](#) on September 14. The online community survey launched immediately following the webinar, and was open through October 6, 2021.

- **Workshops with Advisory Committee and COVID-19 Task Force members**
  - June 24, June 29, July 6
  - 31 participants
- **Budget 101 Webinar**
  - September 14
  - 24 participants
- **Online Survey**
  - September 14 through October 6, 2021
  - 588 responses
- **Be Heard New West Project Webpage**
  - Launched August 27
  - 1,427 unique visitors as of October 7, 2021

The survey opportunity was communicated through the following methods:

- Email notification to various City email databases:
  - Be Heard New West subscribers
  - Parks & Recreation subscribers
  - Invest New West business newsletter subscribers
  - CityPage online newsletter subscribers
- Social media posts (Facebook, Instagram, Twitter)
- Social media advertising (sponsored posts)
- Advertisement in the Record newspaper
- Notices in CityPage in the Record newspaper
- Promotion in public meetings and events, such as RiverFest booth on September 25

*Important Note: this summary of engagement input does not reflect a representative sample of the New Westminster community. The input captured here reflects the views of those who self-selected to participate, and may not be representative of the views of other community members and stakeholders. Please see section four – About Participants, starting on Page 14 – for some demographic information and representation analysis.*

## 2. What We Heard

### Committee and Task Force Workshops

During these three, one-hour workshops, participants were asked two sets of questions. To follow is a condensed summary of the key themes we heard during the discussions. [Click here for a more fulsome summary](#) of the workshops, and [here for the verbatim workshop notes](#).

**Part 1 Discussion Questions:** What has changed since Budget 2021 survey? What has changed for you? For the community? Are there any new / emerging factors or realities you want staff and Council to keep in mind as they start building the 2022 Budget?

**Part 1 Key Themes:** Importance of investing in replacement of aging infrastructure; reconciliation and social justice have become more important over the last year; climate action and adaptation must remain a high priority; concerns for local business community and economic stability; support for vulnerable populations remains a high priority that requires a holistic response; equity and universal accessibility remain high priorities; rising cost of living is a concern, and the need for tax increases to support increasing demands on the City must be balanced with what people can afford.

**Part 2 Discussion Questions:** What's important for you to see in the City's next budget to show that climate and equity are priorities? What particular initiatives are more important to you in these two areas?

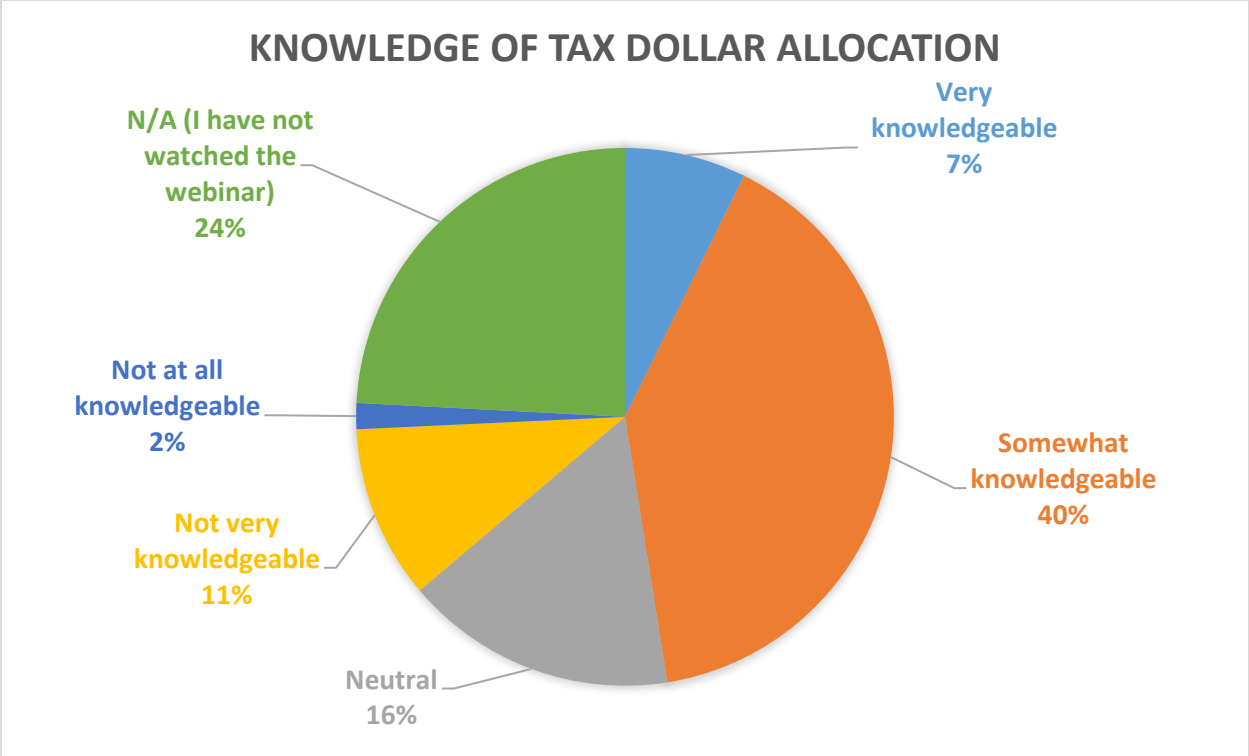
**Part 2 Key Themes:** Greater investment in inclusion efforts, such as hiring an equity/inclusion lead at the City; efforts to increase sustainable and accessible transportation are important, but need to be equitable for those who have mobility challenges; accessibility of a range of affordable housing to address the diverse needs of New West community members is important; continue to work on adjustments to emergency response – in particular, mental health response and support that does not focus on police as the primary responder; increasing physical and digital accessibility remains a priority; impacts of construction on the environment need to be addressed; support for vulnerable populations remains a high priority.

## Survey

The online survey was open from September 14 through October 6, 2021 and received 588 responses. Below is a summary of the results.

**Question 1:** The City is working to provide more information to community members about where their tax dollars go, and what services the City provides. Our Budget 101 Webinar includes some of this information, and we encourage you to watch the video. **After attending the webinar or watching the recording, how knowledgeable do you feel about where your tax dollars go?**

Choice	Percentage	Count
<b>Total Responses: 574</b>		
Very knowledgeable	7%	42
Somewhat knowledgeable	40%	231
Neutral	16%	94
Not very knowledgeable	10%	60
Not at all knowledgeable	2%	9
N/A (I have not watched the webinar)	24%	139



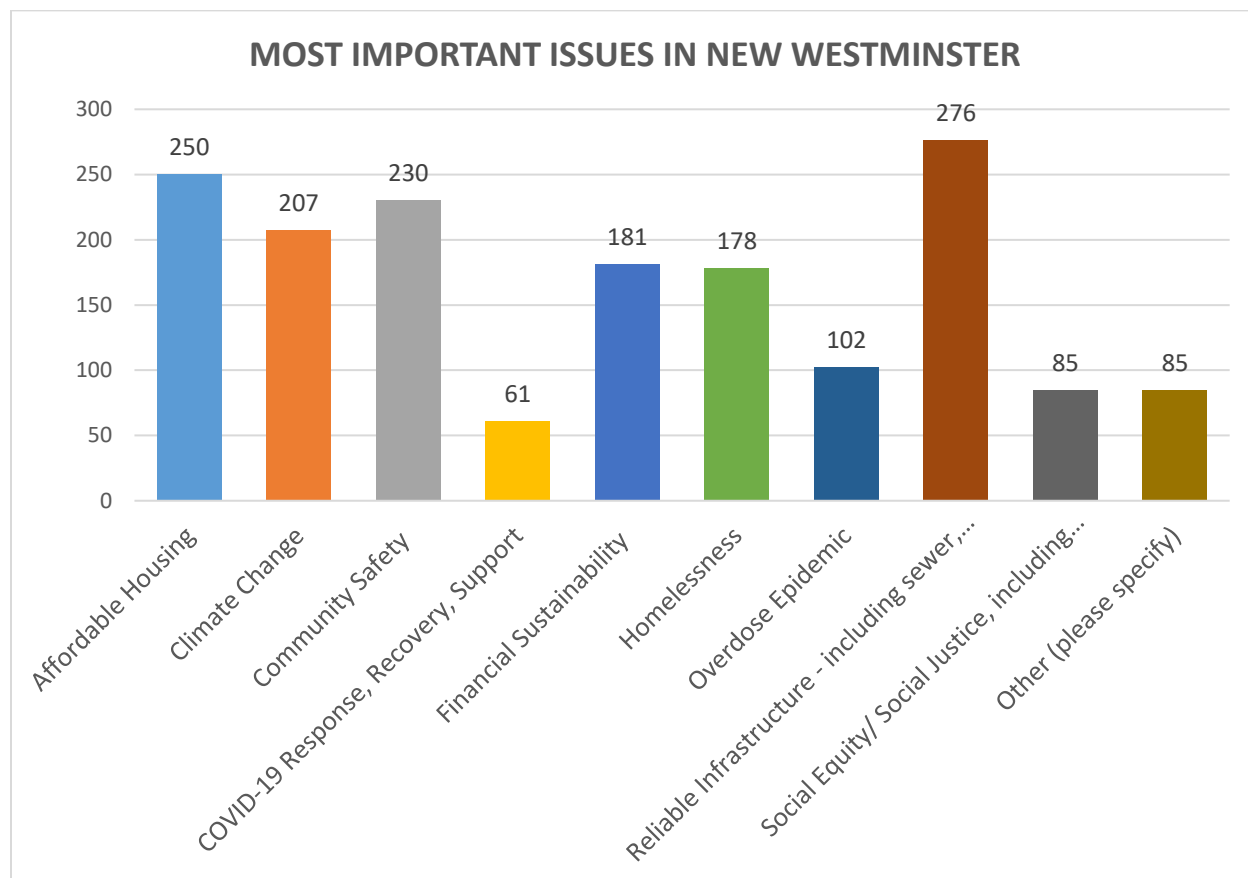
**Question 2: What do you think are the most important issues facing the New Westminster community today?** Please select up to three top issues:

*(Listed in alphabetical order. This is not intended to be an exhaustive list, nor suggest that other issues are not important to the City.)*

Choice	Count
<b>Total Responses: 585</b>	
Affordable Housing	250
Climate Change	207
Community Safety	230
COVID-19 Response, Recovery, Support	61
Financial Sustainability	181
Homelessness	178
Overdose Epidemic	102
Reliable Infrastructure - including sewer, water, streetlights, etc.	276



Social Equity/ Social Justice, including Indigenous reconciliation and systemic racism	85
Other (please specify)	85



**A total of 85 comments were provided by those who chose “other, please specify.”** Below is a summary of the key themes across the comments. In some cases, several themes have been applied to one individual response, based on the content; this means that a single response can be counted multiple times.

Theme	# of Mentions	Sample Comments
Transportation: roads, traffic	19	<ul style="list-style-type: none"> <li>- “Creating infrastructure (roads) to meet the density demands (increased traffic)”</li> <li>- “Road &amp; sidewalk improvement. Very, very old infrastructure. Also concerned about traffic congestion in my area...”</li> <li>- “Traffic - congestion, flow, being a thoroughfare”</li> </ul>

Community facilities and amenities	14	<ul style="list-style-type: none"> <li>- "We need an expansion of public space. We need more free and indoor spaces to converse, read, do yoga, etc. (especially in the winter time)"</li> <li>- "Services for all residents of New Westminster and not just the few. Infrastructure, parks, schools, amenities for everyone."</li> <li>- "more access to multi-use sport facilities (with ice for hockey)"</li> </ul>
Active / sustainable transportation: cycling, pedestrian, etc.	11	<ul style="list-style-type: none"> <li>- "bicycle and pedestrian road need to improve. there are so many uncontrolled intersection."</li> <li>- "Getting a pedestrian/cyclist bridge to Queensborough"</li> <li>- "Sustainable, reliable transportation"</li> </ul>
Green space, parks, environment	11	<ul style="list-style-type: none"> <li>- "Environmental issues related to, but in addition to climate change, such as parks, green space, community gardens,"</li> <li>- "Natural areas conservation"</li> <li>- "Kids Playground Amenities, Outdoor Workout Amenities"</li> </ul>
Schools, childcare, services for children	9	<ul style="list-style-type: none"> <li>- "Affordable child care for under 5!"</li> <li>- "Education spaces and young children's spaces for play"</li> <li>- "Upgraded school facilities"</li> </ul>
Crime	7	<ul style="list-style-type: none"> <li>- "Crime prevention"</li> <li>- "All the vehicle brake ins need to be stopped."</li> </ul>
High taxes, reduce spending	7	<ul style="list-style-type: none"> <li>- "High property taxes"</li> <li>- "Reduce taxes, keep costs under control."</li> </ul>
Queensborough-specific	5	<ul style="list-style-type: none"> <li>- "Equality of consideration from the City for Queensborough"</li> <li>- "Resources and infrastructure in Queensborough"</li> </ul>

Additional themes with four mentions each include: Dirty streets/garbage; Downtown revitalization/improvement; feeling unsafe/reduced safety.

**Question 3:** In recent years and months, the following emerging priorities have been identified – all of which are putting pressure on the City’s budget. **Please rank these in the order in which you would prefer the City to prioritize its action** (1=highest priority for City action; 8=lowest priority for City action):  
*Please note: You are not required to rank all items.*

Emerging Priorities	Average Score (1=highest priority)	Overall Rank
<b>Total responses: 580</b>		
City's response to addressing crime	3.87	1
City's response to ensuring a range of affordable housing choices	3.91	2
City's response to accelerating on sustainable transportation, such as greenways, bikeways, sidewalks, transit improvements, etc.	3.93	3
City's response to addressing homelessness	4.03	4
COVID-19 response supporting local business	4.4	5
COVID-19 response supporting vulnerable populations	4.6	6
City's response to extreme weather events and support for community members, such as operating 24-hour cooling centres	4.77	7
City's response to the overdose crisis	4.97	8

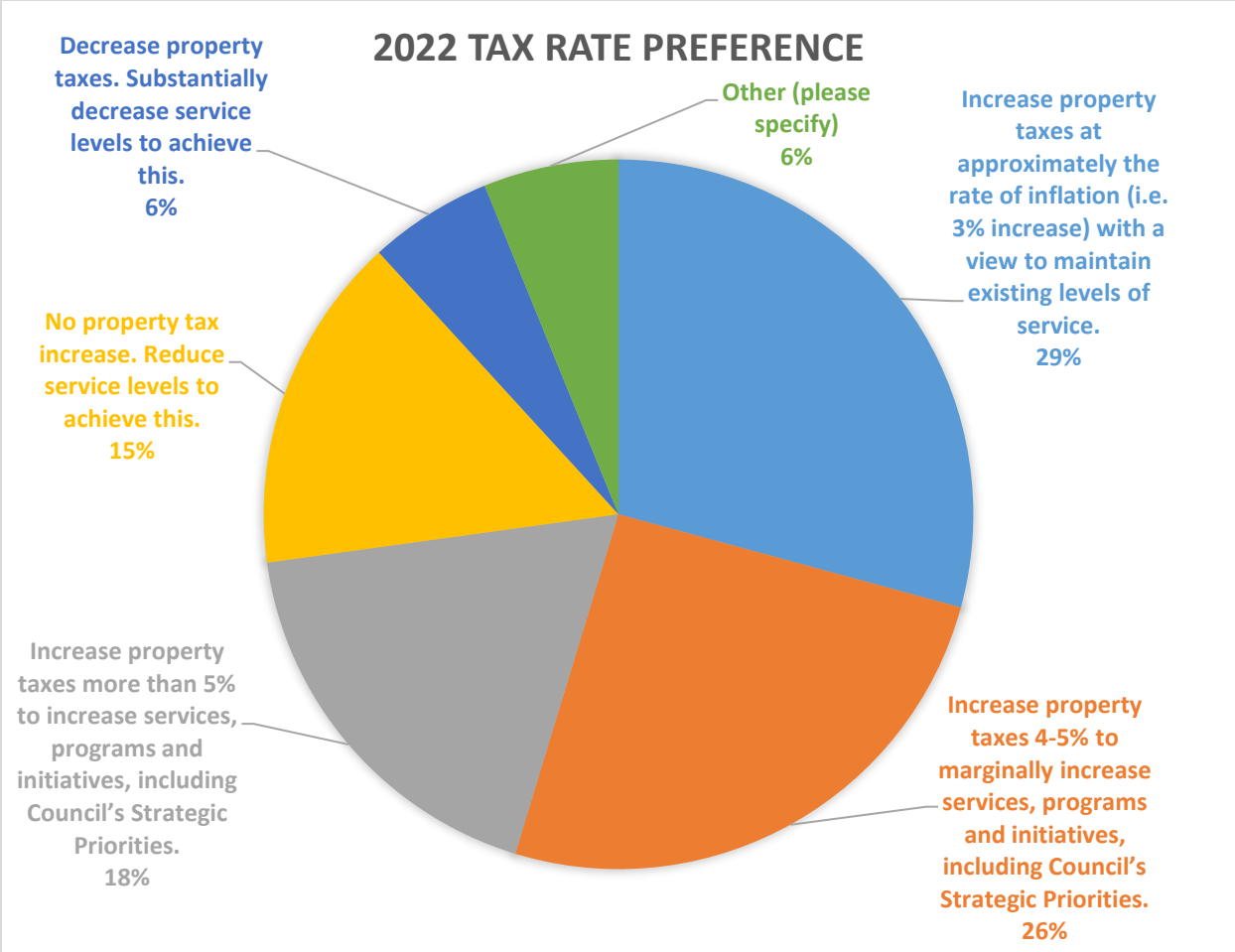
It's important to note that while there were eight answer options, the average rank across all participants falls within three and four for all of these priority areas. This indicates that responses were so varied and mixed that no one response area really rose to the top. For example, there is only 0.06 difference in overall rank between the top priority and third priority as identified by participants. There is only 1.1 difference between priority #1 and #8.

**Question 4:** Consider the top issues and priorities you have identified above, and keep in mind the financial challenges the City and many residents and local businesses continue to face because of the pandemic. With these factors in mind, when it comes to property taxes, **what is your preference for the tax rate for 2022 as it relates generally to service levels?**

Examples of tax increase amounts are as follows. *Note this only accounts for the portion of your total tax bill that goes towards municipal taxes:*

- A 3% tax increase would mean:
  - \$44 for the year (approx. \$3.70 per month) for a strata property with an assessed value of \$527K
  - \$98.80 for the year (\$8.23 per month) for an average single family home with assessed value of \$1.1M
- A 4% tax increase would mean:
  - \$59 for the year (approx. \$4.93 per month) for a strata property with an assessed value of \$527K
  - \$132 for the year (approx. \$10.98 per month) for an average single family home with assessed value of \$1.1M
- A 7% tax increase would mean:
  - \$103 for the year (approx. \$8.63 per month) for a strata property with an assessed value of \$527K
  - \$230 for the year (approx. \$19.21 per month) for an average single family home with an assessed value of \$1.1M

Choice	Percentage	Count
<b>Total Responses: 585</b>		
Increase property taxes at approximately the rate of inflation (i.e. 3% increase) with a view to maintain existing levels of service.	29%	171
Increase property taxes 4-5% to marginally increase services, programs and initiatives, including Council's Strategic Priorities.	26%	149
Increase property taxes more than 5% to increase services, programs and initiatives, including Council's Strategic Priorities.	18%	106
No property tax increase. Reduce service levels to achieve this.	15%	90
Decrease property taxes. Substantially decrease service levels to achieve this.	6%	33
Other (please specify)	6%	36



Overall, 73% of participants indicated they are comfortable with some tax increase (combining those who said 3% tax increase, 4-5% and more than 5%), while 21% said either no tax increase or taxes should be decreased.

**A total of 36 comments were provided by those who chose “other, please specify.”** Below is a summary of the key themes across the comments. In some cases, several themes have been applied to one individual response, based on the content; this means that a single response can be counted multiple times.

Theme	# of Mentions	Sample Comments
No tax increase & maintain service levels	11	- “No property tax increase and maintain service levels by shifting budget priorities within current limits. Reduce costs by identifying redundancies. Attract large businesses to fill the tax revenue gap.”

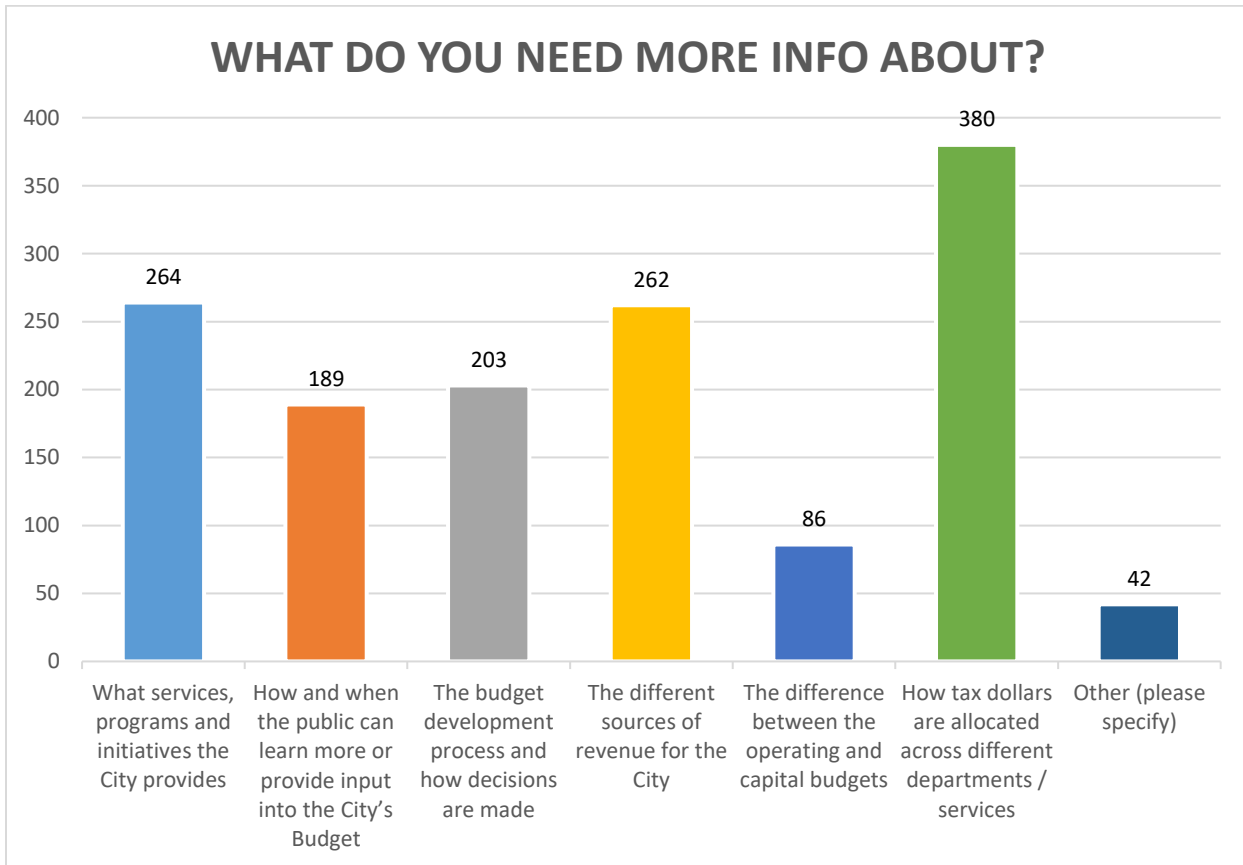
		- "No property tax increase, services have already decreased, less frequent garbage pick up, Water restrictions and other items mentioned above." - "No property tax increase. No reduce or increase service levels."
Find efficiencies / belt tightening / reprioritize	10	- "No property tax increase. Find efficiencies in other City functions, run a 'tighter ship', and maintain or improve service levels." - "I don't find it acceptable that the baseline cost of existing services increases without accompanying efforts to deliver them more efficiently." - "Find a middle ground where tax payers don't have to pay more and the money already paid will be better administered."
Rely on growth / rising property values to increase tax revenue / address inflation	6	- "With the growing population and increase in housing, the net new taxes from these properties should be sufficient to off set inflation and a small amount of new expenses. additionally, with the increase in property value this should offset inflation." - "What we need is more productive investment and better capital allocation that will result in MORE economic activity which will automatically increase the tax base to tax from."

Additional themes with four mentions each include: freeze/cut City staff wages / reduce workforce; increases taxes only for some (i.e. developers, properties with rental income, large businesses with owners outside New West, etc.).

**Question 5:** When it comes to the City's budget, **what do you need more information about?** (select all that apply)

Choice	Count
<b>Total Responses: 533</b>	
What services, programs and initiatives the City provides	264
How and when the public can learn more or provide input into the City's Budget	189
The budget development process and how decisions are made	203
The different sources of revenue for the City	262

The difference between the operating and capital budgets	86
How tax dollars are allocated across different departments / services	380
Other (please specify)	42



**A total of 42 comments were provided by those who chose “other, please specify.”** Below is a summary of the key themes across the comments. In some cases, several themes have been applied to one individual response, based on the content; this means that a single response can be counted multiple times.

Theme	# of Mentions	Sample Comments
How to have greater influence in budget / spending decisions	6	- “How we can have more say over project priorities aside from vague themes.” - “How significant decisions that affect the population such as tax increases and service

		removal are made without community consultation or involvement.”
Questions about specific projects / plans	6	- “Wanted to know cities plan on restarting the 22nd street station bold vision project” - “what steps is the City taking on Climate Change in the next 10 years”
How the City can reduce spending / lower taxes	5	- “How we can cut property taxes and services.” - “I want to know where the City intends to REDUCE costs.”
Questions about policing / police budget	5	- “How the budget can be better used to reduce crime. Our city is reputation is suffering.” - “total cost of policing in New West (equipment costs, staffing, property maintenance) and linked costs to policing (detention services, etc.)”
City staff salaries / wages	5	- “City employees wages compared to other municipalities” - “Salaries of city employees”

Additional themes with 3 mentions each include: line-by-line budget detail; accountability reporting / measures; questions around the amount of tax increase allowed; concerns around the City taking on responsibilities of other levels of government.

### 3. About Participants

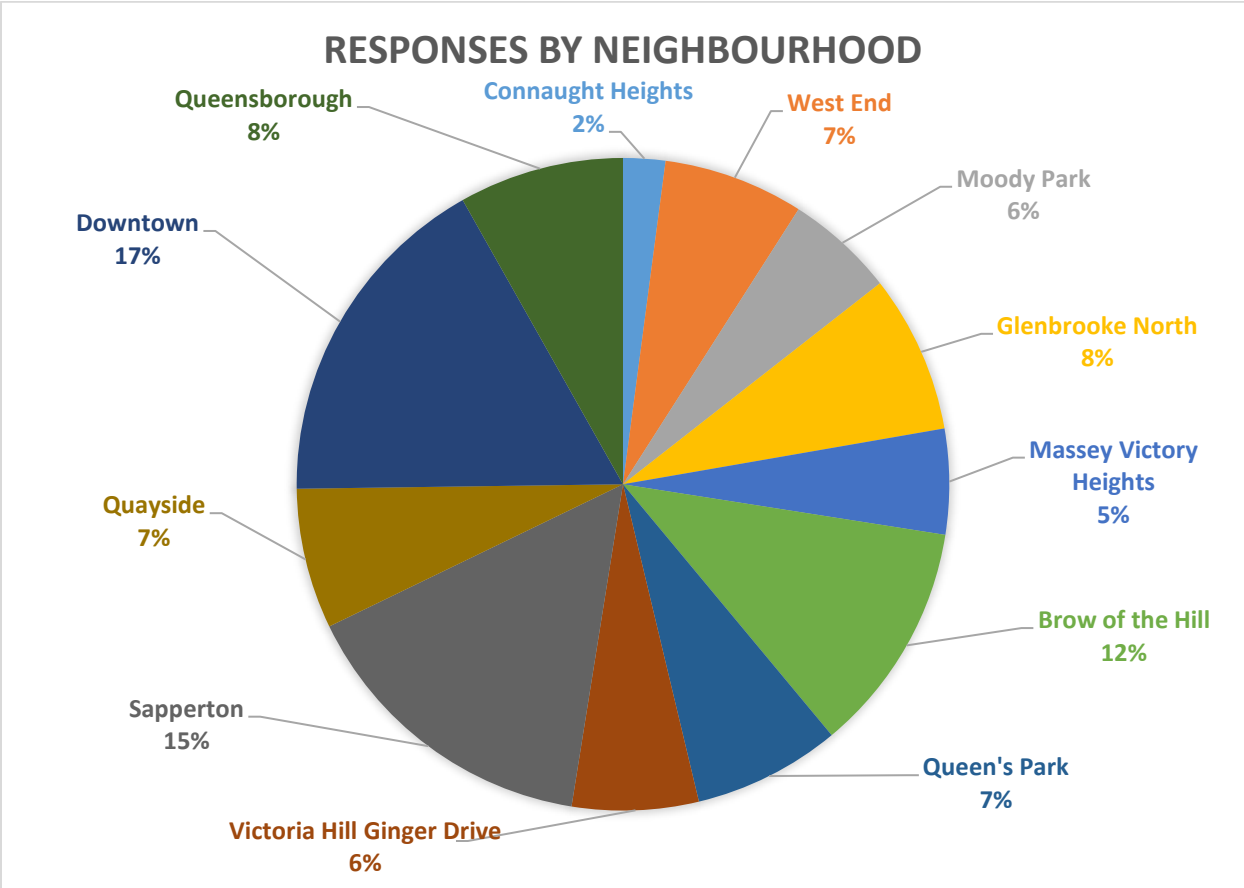
#### Neighbourhood Representation

Survey Participants (575 responses)

Neighbourhood	Percentage	Count
<b>Total Responses: 575</b>		
Connaught Heights	2%	12
West End	7%	40
Moody Park	5%	31
Glenbrooke North	8%	45
Massey Victory Heights	5%	30
Brow of the Hill	11%	66



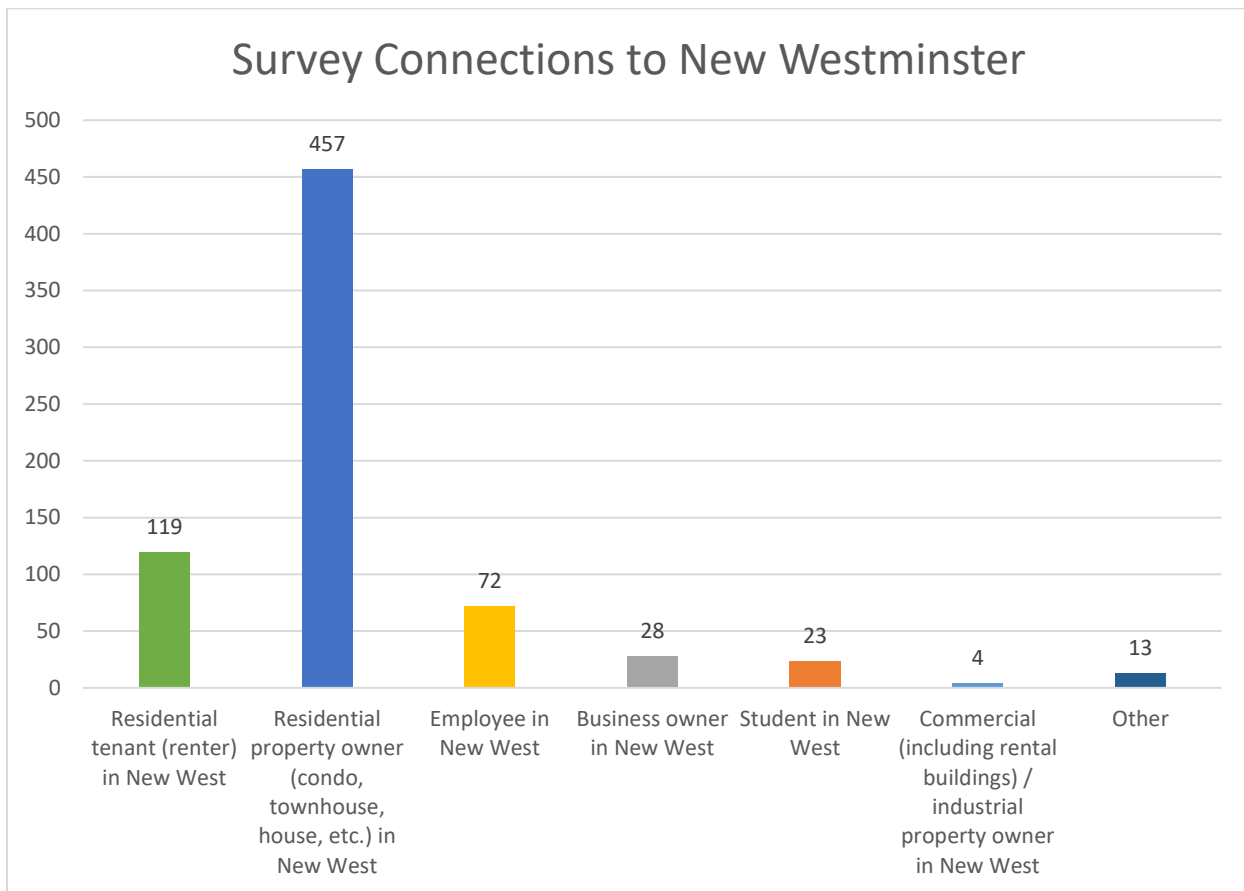
Queen's Park	7%	42
Victoria Hill Ginger Drive	6%	36
Sapperton	15%	88
Quayside	7%	40
Downtown	17%	98
Queensborough	8%	47



## Connections to the City (select all that apply)

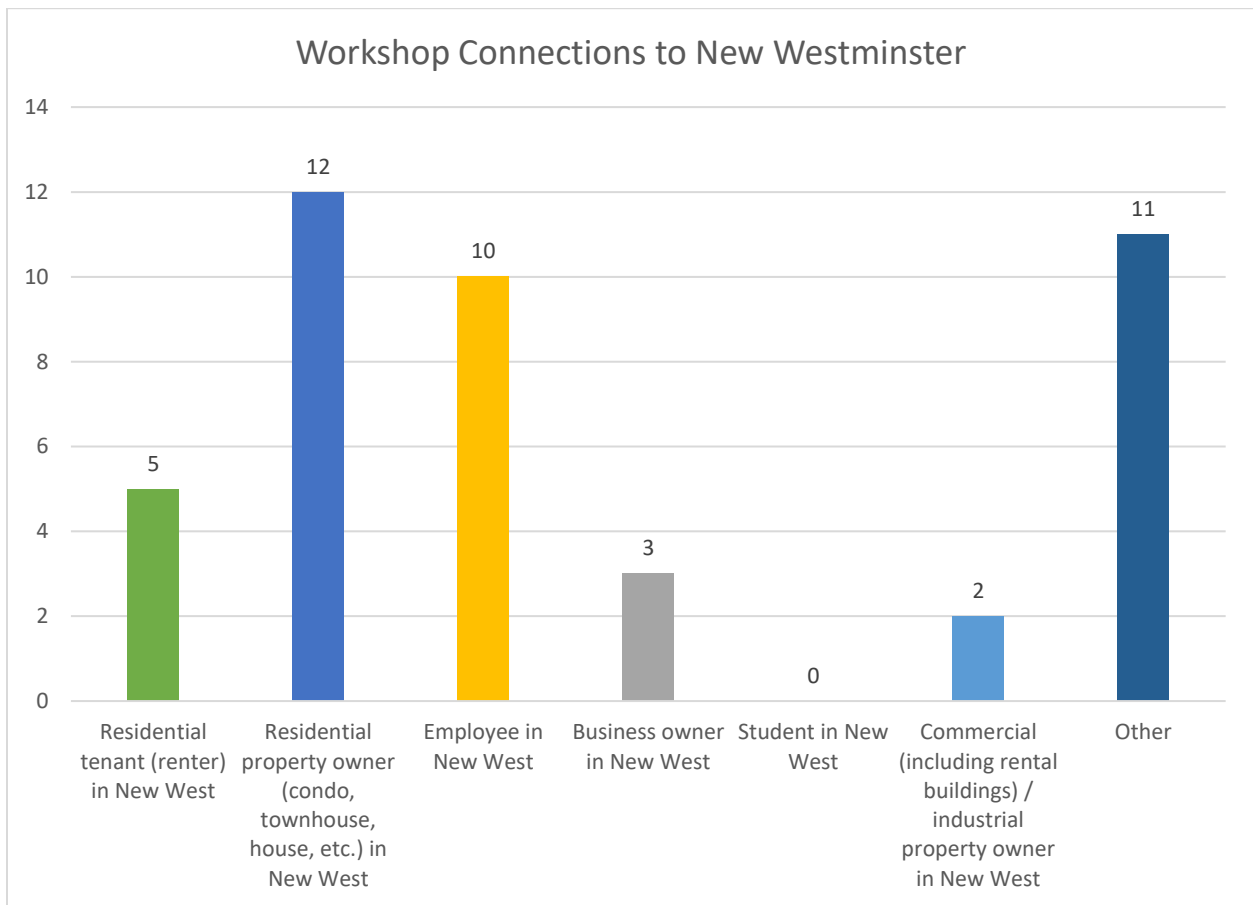
Survey Participants: (586 responses)

Choice	Percentage	Count
Residential tenant (renter) in New West	20%	119
Residential property owner (condo, townhouse, house, etc.) in New West	78%	457
Employee in New West	12%	72
Business owner in New West	5%	28
Student in New West	4%	23
Commercial (including rental buildings) / industrial property owner in New West	1%	4
Other	2%	13



Workshop Participants: (31 participants)

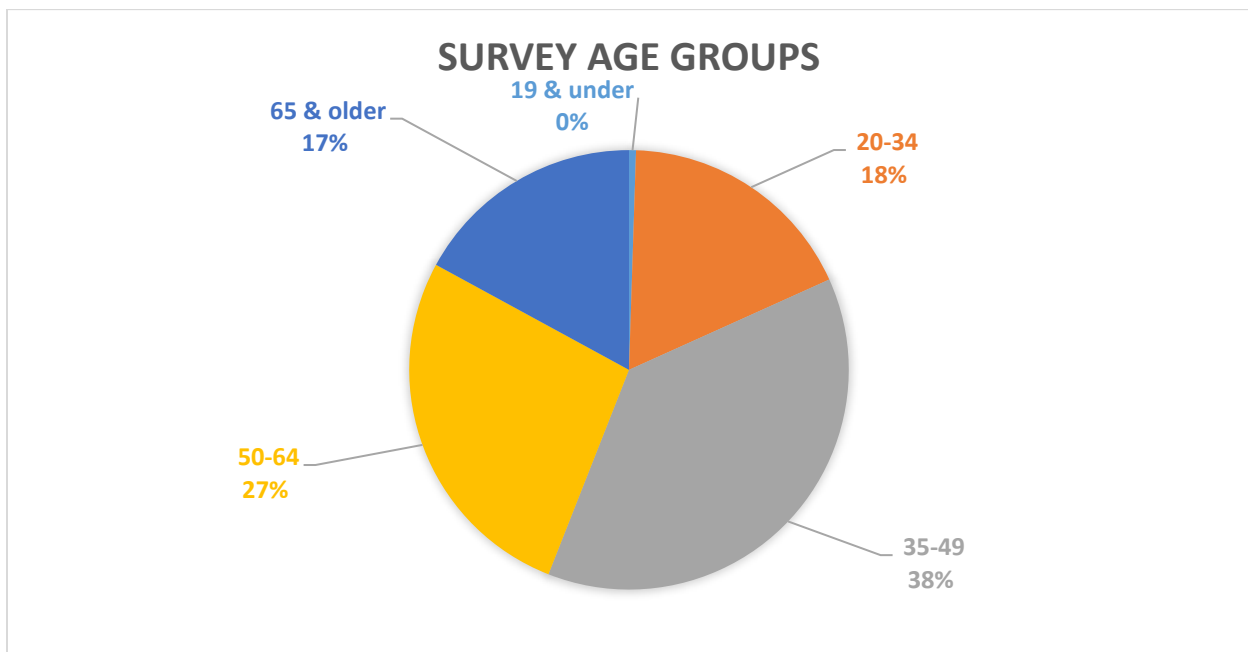
Choice	Percentage	Count
Residential tenant (renter) in New West	16%	5
Residential property owner (condo, townhouse, house, etc.) in New West	39%	12
Employee in New West	32%	10
Business owner in New West	10%	3
Student in New West	0%	0
Commercial (including rental buildings) / industrial property owner in New West	6%	2
Other	35%	11



## Age Groups

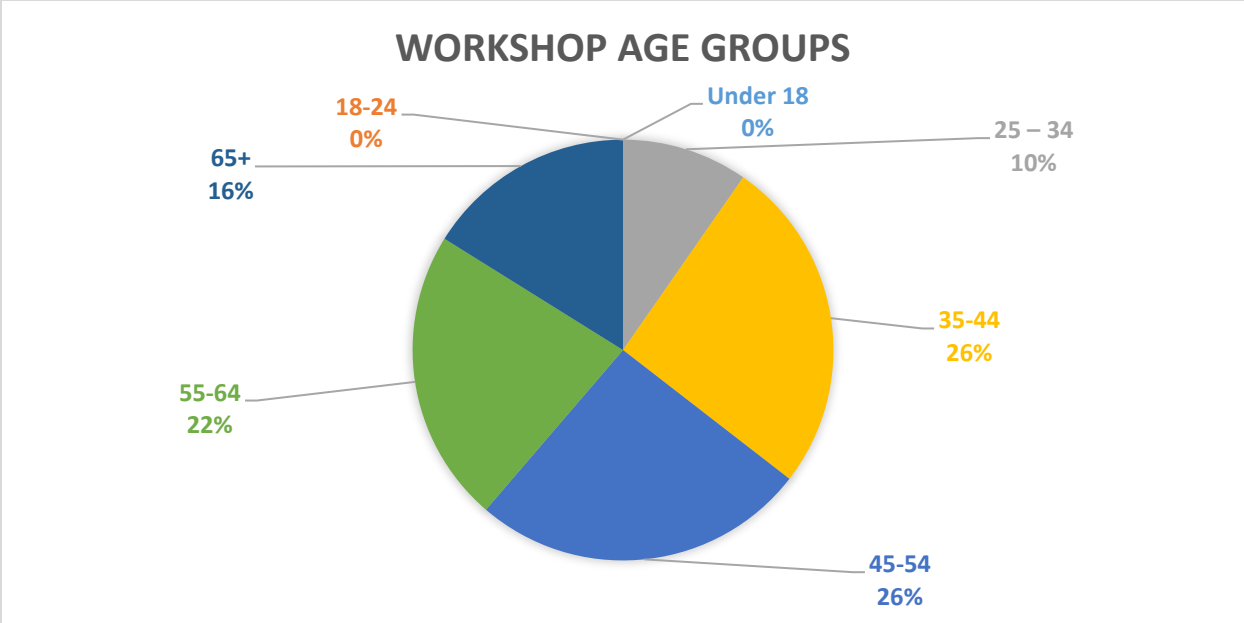
Survey Participants: (586 responses)

Age Group	Percentage	Count
19 & under	1%	3
20-34	18%	104
35-49	38%	221
50-64	27%	158
65 & older	17%	100



Workshop Participants: (31 responses)

Age Group	Percentage	Count
Under 18	0%	0
18-24	0%	0
25 - 34	10%	3
35-44	26%	8
45-54	26%	8
55-64	23%	7
65+	16%	5

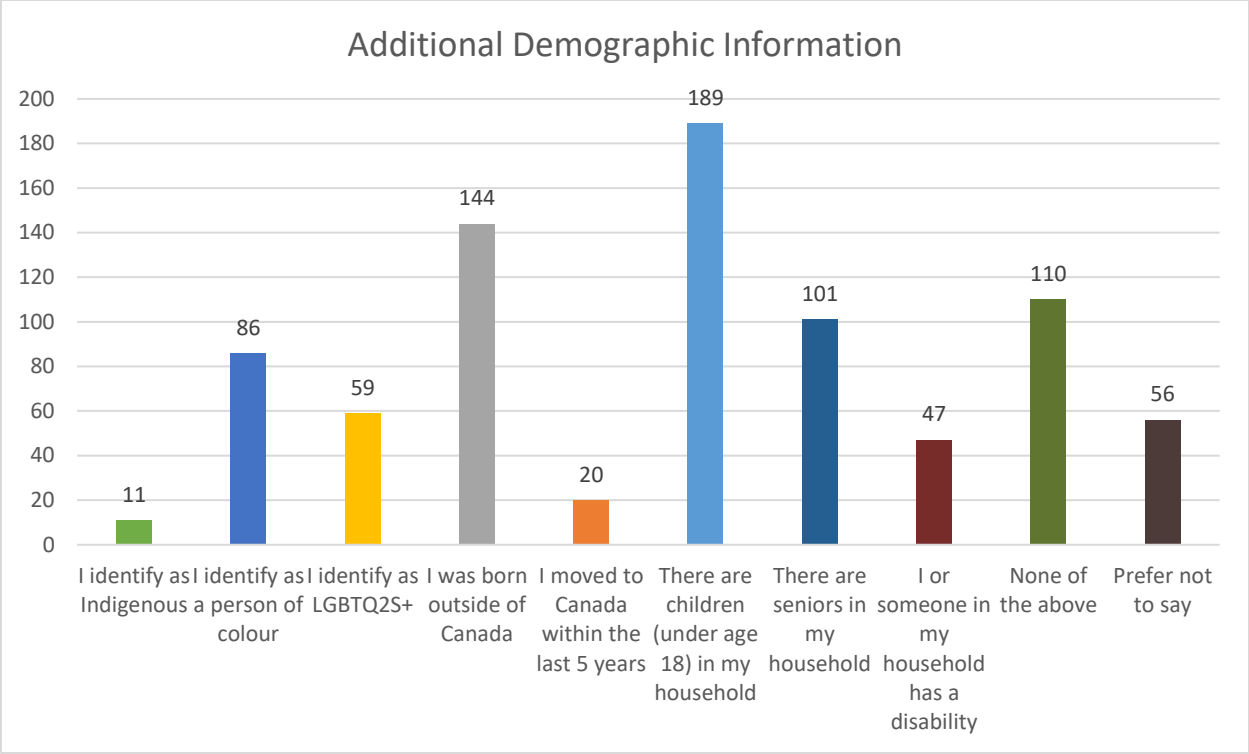


### Additional Demographic Information

*(select any / all that apply)*

Survey Participants: (558 responses)

Choice	Percentage	Count
I identify as Indigenous	2%	11
I identify as a person of colour	15%	86
I identify as LGBTQ2S+	11%	59
I was born outside of Canada	26%	144
I moved to Canada within the last 5 years	4%	20
There are children (under age 18) in my household	34%	189
There are seniors in my household	18%	101
I or someone in my household has a disability	8%	47
None of the above	20%	110
Prefer not to say	10%	56



**Demographic Analysis**

Demographic analysis has been completed for 586 survey participants only. Compared to the demographic profile of New Westminster from the 2016 Census, most neighbourhood participation rates were proportional (less than 5% +/- Census). There were a few exceptions: Brow of the Hill residents were underrepresented among survey respondents and Sapperton as well as Downtown residents were overrepresented.

As we see in most City of New Westminster surveys, residential property owners were overrepresented (78% of survey participants; 56% of residents according to Census), and tenants were highly underrepresented (20% of survey participants; 44% of residents according to Census).

For age ranges of survey participants, there were only three responses from residents age 19 or younger, so this age group was highly underrepresented. Ages 20-34 were also underrepresented compared with 2016 Census data. Conversely, the 35-49 year old age group was overrepresented. Other age groups (50-64 and 65+) were similar to Census representation.

In terms of other demographic information provided by survey participants, we can compare with Census data on Indigenous, immigrant, new immigrant (arrived within past five years) and visible minority proportions of the New Westminster community. Based on this comparison, immigrants and visible minorities were underrepresented among survey respondents. Indigenous people and new immigrants were similar to Census representation.

## 4. Next Steps

This engagement summary report will be provided to Council at its October 18, 2021 regular meeting, and shared on the Be Heard New West Budget 2022 page. The verbatim written comments from the survey were also shared with Council. A summary of input from the June and July workshops with committee and task force members was also previously provided to Council in August, and referenced in the subsequent Capital Budget workshop with Council on October 4.

City staff across departments have been asked to consider and apply the community input in their draft budget submissions for 2022. City staff will continue to reference the engagement input through Council's deliberations on the 2022 budget. The next Council workshop on the budget is scheduled for November 1, 2021, with a focus on the operating and utility budgets. The workshop is open for members of the public to watch online.

## Attachment #2

# *Budget 2022 Community Survey Verbatim Report*



# Budget 2022 Public Engagement Verbatim Report

October 13, 2021

As part of reporting back to City Council, staff and the community what we heard through the Budget 2022 Public Engagement process, this report includes the verbatim written responses received from survey participants. Please see the What We Heard Engagement Summary report on the [Budget 2022 page on Be Heard New West](#) for a full report of the engagement activities completed, what we heard from participants, demographic information about participants, and next steps.

## Verbatim Survey Responses

The City Budget 2022 online survey was open from September 14 through October 6, 2021 and received 588 responses. While the survey was made up of multiple-choice questions, three of the five survey questions included an “other” answer option where participants could write their own response. Below is the input provided by participants who selected “other”. Note that responses are not edited for spelling and grammar – they are reported exactly as entered by participants.

**Survey Question 2: What do you think are the most important issues facing the New Westminster community today?** Please select up to three top issues:

*(Listed in alphabetical order. This is not intended to be an exhaustive list, nor suggest that other issues are not important to the City.)*

Choice	Count
<b>Total Responses: 585</b>	
Affordable Housing	250
Climate Change	207
Community Safety	230
COVID-19 Response, Recovery, Support	61
Financial Sustainability	181
Homelessness	178
Overdose Epidemic	102
Reliable Infrastructure - including sewer, water, streetlights, etc.	276

Social Equity/ Social Justice, including Indigenous reconciliation and systemic racism	85
Other (please specify)	85

**A total of 85 comments were provided by those who chose “other, please specify.”** Below is a list of these comments.

- "1) Improve pedestrian safety (sidewalks, crosswalks) 2) Creating infrastructure (roads) to meet the density demands (increased traffic)"
- "Accessible recycling facility!!!!!!!!!"
- "Affordable child care for under 5!"
- "air quality"
- "All the vehicle brake ins need to be stopped. "
- "Amenities for the Coomunity are lacking"
- "Arts and culture "
- "bicycle and pedestrian road need to improve. there are so many uncontrol intersection. we have pass from there everyday with children. and drivers don't stop there."
- "Bigger streets / less trucks / non-New Westminster traffic should be able to bypass our small city. "
- "Bylaw enforcement including water restrictions, smoking by laws, cycling and helmets, traffic bylaws, COVID-19 protocols, etc."
- "City amenities"
- "Community centers, sport facilities. Having them open rather than keeping these closed. Hume park, Canada game pool Stop vanity projects, such as instead of maintaining existing facilities, closing them for \$\$ reasons and then suggest spending a to more for new facilities. Having facilities in more than 1 neighborhood"
- "Crime"
- "Crime prevention and"
- "Crime"
- "daycare shortage"
- "Deteriorating Air Quality"
- "Deterioration of the downtown area with businesses closing, heritage building falling into ruin or being torn down. Crime, homelessness and the concentration of social services such as UGM, social housing, safe injection site, a new social housing complex being built on 6th street is all concentrated in such a small area... is drawing and keeping the users of these facilities in the same small downtown area. It's becoming unsafe to walk along many downtown streets even in daylight now...and needles are found everywhere... it feels as if New West downtown is turning into another east Hastings ..."
- "Dirty streets, unsafe area around skytrain stations"

- "Downtown business revitalization/activity"
- "Education spaces and young children's spaces for play"
- "Environmental issues related to, but in addition to climate change, such as parks, green space, community gardens, "
- "Equality of consideration from the City for Queensborough"
- "Expend queensborough community center, especially the library. "
- "Film production permitting"
- "Fire Police Water Sewer Garbage Roads All other stuff is outside of the mandate of municipality"
- "Council needs to focus on core priorities and stop expanding into areas of the other two levels of governments jurisdiction "
- "forested/green areas that are accessible. We need long biking trails along the river, through green space- not just roads that have bike lanes. New West needs more accessibility to nature and green space"
- "Getting a pedestrian/cyclist bridge to Queensborough"
- "High property taxes "
- "I going my workplace by bike and many bike roads so bumpy and route always cutting therefore I have to change my line or I need to go long way. "
- "I notice much more repaving going on. This is HUGELY needed in this area in my opinion. Driving down Carnarvon street is becoming the equivalent to having an off roading experience,sadly right here in the city!!"
- "Improve downtown area"
- "Internet for all, more Green Policies like the solar hot water tank requirements in new structures, spaces for dogs and adults to play, creative ways to keep our community fit and accessible."
- "Investment a strategic vision for the city: a thriving Columbia Street, riverfront connection and activation, great streets etc. The city is falling behind on realizing its potential. Realizing this potential will increase growth, which will in turn help pay for additional services."
- "Keep our old pool as it is - it's GREAT - why waste money upgrading "what ain't broke"? (But, please - nix the music - if we want music, we'll bring our own - it hypes the kids up at night (not good); and irks most of us adults - it really IS for the lifeguards. Let's be honest. And THERE IS NOWHERE AFFORDABLE TO LIVE IN THE COMMUNITY I'M FROM! If I move out, the offshore landlord can and will double the rent. Removed for Privacy Reasons . The City needs to show up here and do a walk-through, starting with the giant gaping square hole in the roof at the back entrance.
- "Keeping taxes increases low. ""
- "Kids Playground Amenities, Outdoor Workout Amenities"
- "Lack of incentive for new business to come to area. "
- "Lack of public garbage cans on main roads or the ones that are there are way too small. "
- "Lower the taxes (eliminate TransLink, for a start.)"

- "Maintaining and growing green spaces and cabin sinks."
- "more access to multi-use sport facilities (with ice for hockey)"
- "More housing options. Not just single-family homes and small condos. More townhomes, 3-bedroom condos etc. "
- "Natural areas conservation"
- "New West is too WOKE!! Queen Elizabeth Park should have MEN and WOMEN washrooms!! Not neutral genders!! You wasted too much money making these new washrooms. I will NEVER take my daughter to a washroom like this where a man might come in and watch us washing up after going to the bathroom. Did you ever even think how this would affect families with little kids?? SHAME on you for cow towing to these insane gender identity politics. All that needed to be done was maybe to add one or two separate neutral stalls in the middle of MEN and WOMEN's. Why should 99.9 % of the population have to accomodate such a small minority of people??"
- "New West was one of the best neighborhoods in the Metro Vancouver. Not anymore! Opening of injection sites reduced the safety and brought a lot of drug addicts and dealers here who are harrassing us."
- "No actions are taken on hazardous trees. City has to change it's arborist team. For more than a year I am waiting for my hazardous tree pruning. I was ready to pay for this. But your arborists had forbidden the Barlett company to do the pruning. And never appeared here for more than 1 year. Please, fire your arborists. Perhaps new people will listen to what I (as a separate house owner) am saying."
- "Noise pollution (vehicular, construction)"
- "Not enough selectable choices here. However, Affordable housing would cover most of the other choices here. I don't mean low cost government funded housing, (just a band aide) There are too many foreign investors purchasing properties, sometimes sight unseen, not being used driving prices out of control for our local Canadians unable to purchase even there first home. Over population, (spreads covid and disease) Traffic, (pollution) Congestion, (overall mental health) Standard annual water restrictions and Sky rocketing prices on all products from food to building materials. (the Canadian dream is over) I think this would account for all the selections above."
- "NW has made great strides to improve and beautify the city of the past 20 years. However, most recently we have taken a step backwards. there is garbage in many places, where people just dump household garbage. as well as trash and cigarette butts. while this may not seem like a big issue it sends a message as to the values of our beautiful city. as well, we can do much better on maintaining our public parks and green spaces better. I speak specifically to the port Royal area, but i believe it extends beyond this area. As well, crime is on the rise. I do applaud the new west police as I see them in action adn they do a great job. but more needs to be done to stop crime. and ensure our streets are safe."
- "Over densification. Transportation infrastructure cannot sustain it. "

- "overdevelopment, too many buildings that are too tall and block views/light, new buildings very tasteless/boring - should include design/aesthetic requirements in permitting. The result of all these (related) problems is a serious degradation of the character and distinctness of this City."
- "Overpopulated schools. "
- "pets not being able to enter more places with their owners!"
- "Programs to support children and give back to parents. Specifically creating funds for parents to have their children attend out of school programs."
- "Reduce services for a zero per cent increase in our next years taxes. You are taxing older people out of their homes, which I think is council's way of reducing the housing crisis."
- "Reduce taxes, keep costs under control."
- "Renewable Energy and Housing Retrofits"
- "Resources and infrastructure in Queensborough"
- "Restoring the streams in New Westminster that used to be home for spawning salmon."
- "Restraint on spending, grants, arts, "
- "Road & sidewalk improvement. Very, very old infrastructure. Also concerned about traffic congestion in my area and the expense related to the burnt down pier construction."
- "Road infrastructure for cars, that don't have these stupid bulges that impede traffic flow, and waste energy from idling while they are impeded. "
- "Safety from police brutality. "
- "Schools/daycare"
- "Senior affordable housing. Disabled affordable housing"
- "Seniors "
- "Services for all residents of New Westminster and not just the few. Infrastructure, parks, schools, amenities for everyone."
- "Some of the roads and alleys need fixing. The holes need to be filled eg the alley behind Royal Bank Uptown New West."
- "Sustainable, reliable transportation"
- "The biggest issue in New West is the increasing crime rates caused by the drug-addicted community refusing help and infringing on the rights and safety of contributing community members as a result. So much is being done but clearly, these programs are not working. The other issue which needs to be addressed is the constantly increasing cost of property and the exorbitant property taxes related to owning property - these are the true drivers of the increase in rental costs leading to a shortage of affordable housing."
- "Traffic"
- "Traffic - congestion, flow, being a thoroughfare "
- "Traffic control"

- "traffic we experience on our street from 10th Ave to 8th Ave, Specifically speeding we experience. Not that our neighborhood has more younger children, someone is going to get hurt."
- "Train whistle cessation (Spruce & Brunette)"
- "Transportation "
- "Transportation and public green space in queensborough "
- "Transportation infrastructure. The city keeps adding more population, without increasing the ability for traffic to flow."
- "Transportation: discourage trucks"
- "Upgraded school facilities "
- "Upgraded services, library, pool, parks and rec to serve increasing population"
- "we borrow tower fire trucks for our big fires last few yrs. with so many highrises ,nwfrs should have a 2 tower ladder truck with a full crew of 6."
- "We need an expansion of public space. We need more free and indoor spaces to converse, read, do yoga, etc. (especially in the winter time)"
- "You have provided lots of condos and upscale houses but very few necessities nearby such as grocery stores, coffee shops, retail stores, and hotels for guests and business . I suspect that most people shop in Burnaby, Surrey, Coquitlam and Vancouver. New Westminster has always been regarded as a place where people do not like good things. I think that they are wrong. If you build it they will come ."

**Survey Question 4:** Consider the top issues and priorities you have identified above, and keep in mind the financial challenges the City and many residents and local businesses continue to face because of the pandemic. With these factors in mind, when it comes to property taxes, **what is your preference for the tax rate for 2022 as it relates generally to service levels?**

Examples of tax increase amounts are as follows. *Note this only accounts for the portion of your total tax bill that goes towards municipal taxes:*

- A 3% tax increase would mean:
  - \$44 for the year (approx. \$3.70 per month) for a strata property with an assessed value of \$527K
  - \$98.80 for the year (\$8.23 per month) for an average single family home with assessed value of \$1.1M
- A 4% tax increase would mean:
  - \$59 for the year (approx. \$4.93 per month) for a strata property with an assessed value of \$527K

- \$132 for the year (approx. \$10.98 per month) for an average single family home with assessed value of \$1.1M
- A 7% tax increase would mean:
  - \$103 for the year (approx. \$8.63 per month) for a strata property with an assessed value of \$527K
  - \$230 for the year (approx. \$19.21 per month) for an average single family home with an assessed value of \$1.1M

Choice	Percentage	Count
<b>Total Responses: 585</b>		
Increase property taxes at approximately the rate of inflation (i.e. 3% increase) with a view to maintain existing levels of service.	29%	171
Increase property taxes 4-5% to marginally increase services, programs and initiatives, including Council's Strategic Priorities.	26%	149
Increase property taxes more than 5% to increase services, programs and initiatives, including Council's Strategic Priorities.	18%	106
No property tax increase. Reduce service levels to achieve this.	15%	90
Decrease property taxes. Substantially decrease service levels to achieve this.	6%	33
Other (please specify)	6%	36

**A total of 36 comments were provided by those who chose "other, please specify."** Below is a list of these comments.

- "As someone who can afford +7% and supports the majority of decisions made by the city, thus eagerly contributes property taxes on July 1, I am glad to pay +7%. I worry that this may be too much for small businesses and that landlords may try to pass too much of this cost to tenants."
- "Decrease police funding and redirect it to services to support those currently being policed"
- "Decrease property taxes and get out of priorities that are not in the municipal domain no climate action as that is federal or provincial jurisdiction Homelessness is provincial"

COVID response is provincial just follow PBH orders

No more sanctuary city or sanctuary school initiatives as they undermine laws on immigration and increase tax burden on city taxpayers.

Regardless of above no tax increase greater than the rates of increases on federal pensions.

Consider linking taxation to services provided rather than property values.

Find ways to tax renters who have enjoyed a free ride and completely avoid their municipal tax burdens and are shielded from the true cost of housing including what municipality is proposing when did landlords get a 4.9% increase in rent or anything close to any of the tax increases foisted on property owners

In short Council and municipal staff needs a reality check"

- "Decrease property taxes. Contract out services wherever possible. Get rid of minimum income requirement for contractors."
- "Defund the police to fund our city! Fund mental health resources and other ways to help those in need, not pepper spray them for nothing! I have lived in New West a year, and the police have done literally NOTHING for me while all the roads and schools provide a much better service. Put your money where you want your community to grow. Decriminalize small drug possession? Lets beat Vancouver in doing this and set a precedent in New West."
- "Do not increase the property taxes - please reconsider reduction in the services (non-essential ones such as your own personal needs)"
- "Doesn't the rising value of property already provide a boost in tax collected as it is based on value? An increase in % collected plus an increase in value is increases that compound on each other. I would like to see the property tax increases on the higher value properties only."
- "Don't raise property taxes and learn how to administer CORE services efficiently."
- "Find a middle ground where tax payers don't have to pay more and the money already paid will be better administered. I believe there are some issues that must be prioritized and increasing tax rates will not make the trick if the administration is not wise on how to allocate them and create accountability on the department."
- "Find ways to deliver services more efficiently and use the savings to add or improve services. The city needs to review existing services and assess whether spending last year's budget plus inflation is a reasonable approach."
- "Get more efficient with existing tax dollars: no increase in tax income, offer same service (make sure you get smarter/more efficient)"
- "I would like to check both the "Increase property taxes 4-5% to marginally increase services, programs and initiatives, including Council's Strategic Priorities" and also add there are innovative ways to improve green infrastructure - rewilding streams for water stormwater run-off, promoting tree planting/growth (check out the work Comox is doing to improve their green infrastructure at Morrison Creek watershed)."



- "I'd like to understand why property taxes and the city budget have consistently outpaced inflation since I've lived here. I'm ok paying more if we're doing more (I.e. Anvil Center, new aquatics center.). I don't find it acceptable that the baseline cost of existing services increases without accompanying efforts to deliver them more efficiently."
- "I'm happy with an increase as long as you don't attempt to decrease the police budget again. Crime and fear has never been more prevalent in this city. "
- "Increase of 4% with the incremental revenue going 100% to crime reduction with specific targets."
- "Increase property taxes at approximately the rate of inflation (i.e. 3% increase) with a view to maintain existing levels of service. Increase Strata Fees to 5% with a view on increasing services. "
- "Increase property taxes by 3% and stop farming homelessness to increase budget and city jobs in the homeless sector"
- "Increase property taxes for those who own properties with rental income and large businesses based outside of New West."
- "inflation also means wage increase. is this part of the budget for inflation? If so, people working in the private sector don't always get the inflation wage increase. I think it should be increased at half of inflation rate."
- "maintain current property tax rate. Affordable housing includes tax rates that makes it still viable for people to maintain their home. or landlords to be motivated to continue in the rental space. With the growing population and increase in housing, the net new taxes from these properties should be sufficient to off set inflation and a small amount of new expenses. additionally, with the increase in property value this should offset inflation."
- "No increase and the city property taxes increase through economic growth through new residents, business development and new builds. "
- "No property tax increase and maintain service levels by shifting budget priorities within current limits. Reduce costs by identifying redundancies. Attract large businesses to fill the tax revenue gap."
- "No property tax increase, freeze City Staff & council, mayor wages for 1 year (no merit increases/bonus initiatives, etc) to achieve this. A lot of the regular New Westminster residents did not get wage increases due to the pandemic."
- "No property tax increase, services have already decreased, less frequent garbage pick up, Water restrictions and other items mentioned above."
- "No property tax increase. Find efficiencies in other City functions, run a 'tighter ship', and maintain or improve service levels."
- "No property tax increase. No reduce or increase service levels."
- "Not sure why tax levels need to increase to maintain service levels. Increasing taxes also increases inflation which then increases cost of living which also increases taxes again in a never ending cost escalating cycle. What we need is more productive investment and better capital allocation that will result in MORE economic activity which will automatically increase the tax base to tax from. If new westminster

generate 20% more economic activity we would be collecting 20% more tax from sales, businesses, properties etc. This is the sustainable way to do it but it's not one of the options being suggested. Stimulate commerce and attract businesses, people and capital into the city. This is the only sustainable approach and all the programs are funded by this."

- "Property taxes are too high in New Westminster. It speaks to mismanagement of public employee salaries. Cut jobs or roll back salaries to reduce taxes."
- "Property taxes in New West are already one of the highest in the province. If one of our goals is affordable housing increasing property taxes does the opposite. We need to be more aware of our budget and cut out expenses that are not actually necessary or can be accomplished for less money."
- "Reduce salaries, reduce City workforce"
- "Should be slightly less than inflation with some belt tightening."
- "Tax the developers more!"
- "The City of New Westminster already spends the most money per capita of the Metro Vancouver municipalities other than maybe West Vancouver. This figures if I remember correctly is that NW spends more than double what the City of Surrey and substantially more than Coquitlam, the North Shore, Pitt Meadows, Burnaby, and Langley spend. This despite having one of the fastest growing populations in the lower mainland. Why is this the case? Does this high level of per capita spending bring extra value for the community? Does having our own police force and electrical utility result in efficiencies? Residents aren't sure if they do and in that case the City needs to make a case as to why it needs them. New Westminster is lucky to have such a high level of urbanized population living in high rises which logically should make city services cheaper yet it doesn't seem to be the case. Consider freezing property taxes at current levels while development brings more taxable units online."
- "the rate of inflation is significantly lower than 3%, your list is misleading. "
- "Why are we paying higher taxes and other cities? Went operating costs be similar to another city with lower taxes?"
- "You keep my property tax o my condo every year. Moved my bus stop further away. And crime has I creased. And forced the bike lane down our throats. Yep keep taking from me."

**Survey Question 5:** When it comes to the City's budget, **what do you need more information about?** (select all that apply)

Choice	Count
<b>Total Responses: 533</b>	
What services, programs and initiatives the City provides	264

How and when the public can learn more or provide input into the City's Budget	189
The budget development process and how decisions are made	203
The different sources of revenue for the City	262
The difference between the operating and capital budgets	86
How tax dollars are allocated across different departments / services	380
Other (please specify)	42

**A total of 42 comments were provided by those who chose "other, please specify."** Below is a list of these comments.

- " nil"
- "A better understanding of how to RESIST spending on "causes" that are important but do not fall within the City's mandate because they extend beyond our boundaries and should be within a provincial or federal budget.  
eg. Affordability is not New West's exclusive problem, let go!  
Climate change cannot be impacted by unlimited City dollars!  
NW's Covid response is dictated by BC & the Feds so make them pay for it if they control it!  
Few of NW's homeless are from here. Should be BC or Fed \$  
Overdosing on meds that were not prescribed for that person is against federal laws and is a problem involving international gangs. Demand Federal funding to alleviate this problem!  
What is NW's mandate? Community Safety, Financial Sustainability and Reliable Infrastructure.  
Find ways to RESIST spending NW tax \$\$ on good causes that need solutions from senior governments."
- "Accountability report made public. Was the money actually spent on what it was allocated for???"
- "Better access online to private and public projects in planning and building permit stage."
- "City employees wages compared to other municipalities"
- "Does the city ever do a zero base budget exercise? or is it just take last years budget and add for inflation?"
- "How much parking revenue has been lost by the pzgios built on city streets  
How much business is lost from closing streets on weekends to automobiles"
- "How significant decisions that affect the population such as tax increases and service removal are made without community consultation or involvement."
- "How tax dollars are allocated by geographic location/neighborhoods"

- "How the budget can be better used to reduce crime. Our city is reputation is suffering."
- "How to influence the services; often get no response"
- "How to lower taxes and stop condo building in single family home neighbourhoods"
- "How we can cut property taxes and services."
- "How we can have more say over project priorities aside from vague themes."
- "How you can justify a decrease in the police budget when they are still asked to do all the things you don't want them to because there are no other service agencies available. Ask RCH staff, ask social workers, ask those professionals who they call for help. Ask the local businesses how they feel about your initiative to defund."
- "I am concerned that the City is seeking to address matters that are Provincial responsibilities, and by the City taking action on these matters (and the costs associated with them) the Province is never going to come to the table and take responsibility, leaving the City and taxpayers responsible forever. We should hold the Ministry of Mental Health and Addictions accountable for their inaction."
- I also believe a component of housing affordability includes affordable taxes. Increases above CPI is not affordable, especially recognizing we are going to be experiencing increases over and above CPI for our City/Metro Vancouver sewer and water services."
- "I appreciate all of this work. I would like numbers like how many of each affordable housing units have been built in the last 3 years and projected. I would like to know what additional staff are required and increased salaries and benefits that are needed. Too many immediate needs to meet them all. Not enough of expense numbers and prevention planning."
- "I don't need details "
- "I want to know where the City intends to REDUCE costs."
- "I will watch the hour long video, but is there a transcript available?"
- "I would like a survey where I can add a comment about my responses "
- "I would prefer if I could have the option where a part of my property taxes get spent. Even if it is 10% of what I pay, you will be allocating the money based on the individual and not based on the City of New West decision."
- "KPI's in relation to the outcomes with a quarterly report. I read some interesting points but ever result needs to be qualified and quantified."
- "Line item level of detail to allow effective input into how money is spent. For example, how much is budgeted for pavement maintenance vs. active transportation, grants that could be reallocated etc."
- "Maintenance of existing services, e.g. fixing existing roads is. High priority."
- "None of the above "
- "Review the need for a local police department vs RCMP."
- "Salaries of city employees"
- "Salary of the city staff"

- "specific break down of where money is spent. Accountability and the opportunity for fresh eyes to see where expenses can be cut and where money might not be used appropriately. "
- "The specific breakdown of the police budget. "
- "total cost of policing in New West (equipment costs, staffing, property maintenance) and linked costs to policing (detention services, etc.)"
- "Wanted to know cities plan on restarting the 22nd street station bold vision project"
- "what steps is the City taking on Climate Change in the next 10 years"
- "What the city is doing for climate change adaptation, infrastructure, laneway houses and affordable housing options, other green infrastructure."
- "Why does city 'consult' when they rarely if ever listen to residents. It would be more cost effective and expeditious to just tell us what you plan to do."
- "Why does the mayor and council think that they can just raise taxes ever year!!"
- "why my property taxes increased by 25% last year "
- "Why the cities budget outpaces inflation, and why property taxes on residences is allowed it increase percentage wise more than the allowable rental increase percentage. "
- "Why there are so many highly paid (> \$100,000.) management positions at City Hall, Fire Department and Police Department?"
- "Would like the City to stick to the core services.stop using city tax dollars for feeders land provincial mandates. Reduce tax"
- "Would like to see all items selected above summarized on a single page so that each's main idea/key aspect/significance is understood in the shortest time possible. Hour-long video was far too longwinded and made it hard to get a meaningful snapshot. Topic of video would be better communicated in print form and not through conversation."

# REPORT

## *Finance*

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Harji Varn      **File:**

CFO/Director of Finance

**Item #:** 2021-443

**Subject: Budget 2022: User Fees and Rates Review**

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### **RECOMMENDATION**

*That* Council approves in principle the proposed changes in fees and rates; and

*That* Council direct staff to prepare the necessary changes to the related bylaws.

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### **PURPOSE**

To seek Council's approval to amend the fees and rates bylaws to accommodate the changes proposed by staff in their review of user fees and rates and to direct staff on changes to the related bylaws.

### **BACKGROUND**

This report is to provide Council with an overview of the City's annual fees and rates review. All Departments have reviewed their user fees and rates. The Departments were additionally asked at the start of this process to review the potential for new fees in order to identify sources of revenue and cost recovery. The following is a summary of the changes being proposed by departments, inclusive of their responses on new fees. Detailed explanations supporting the changes are provided in Attachments 1 through 6.

### **EXISTING POLICY AND PRACTICE**

User rates assist the City in managing the demands of the annual operating budget by recovering costs associated with providing certain City services. As directed by Council, departments are required to review their user fees and rates on an annual basis.

## **ANALYSIS**

### **Engineering Services (Attachment 1)**

Review of fees and rates which are administered by the Engineering Services Department involved comparison with other municipalities in Metro Vancouver, industry standards and general demand on City resources. The recommended changes are summarized below. Further discussion is provided in Attachment 1.

#### **◆ Cemetery Services Fees and Rates**

Staff is recommending a 2.5% increase to all fees and rates with the following exceptions:

- The fee difference between Resident to Non-Resident for the Columbarium increase from 15% to 50% and for Adult/Child Casket and Cremation increase from 35% to 50% bringing consistency to the Non-Resident rates and putting fees in line with other municipal cemeteries in the region and to mitigate against the risk of space shortage for local residents.
- Horizontal/Flat Marker fees have been increased to accurately reflect staffing and equipment costs.
- A new Existing Marker Removal and Placement fee has been added to cover costs for work that was previously not charged for.

There have also been some minor wording changes for clarity.

#### **◆ Commercial Towing Fees and Rates**

Towing fees and rates reflect the current rates that have been set by the Insurance Corporation of British Columbia which are unchanged.

#### **◆ Solid Waste Fees & Rates**

There are no recommended changes to Additional Receptacle fees or Administration fees which are in line with rates for similar services offered by other Metro Vancouver municipalities.

#### **◆ Highway Use Utility Fees and Rates**

Staff is recommending that all Highway Use Utility Fees and Rates be increased by 2.5%.

◆ **Sewerage System User Fees and Rates**

Staff is recommending that Sewerage Service Charges be increased by 2.5%. A new charge is proposed for the installation of a second Inspection Chamber for on-site separation works when the off-site combined sewer connection is not being upgraded.

◆ **Soil Deposit Regulation Fees and Rates**

Staff is recommending increasing the security deposit and the soil deposit application fee by 2.5%.

◆ **Street Traffic Fees and Rates**

Street Occupancy Permit Fees and Rates

Staff is recommending that most Street Occupancy fees and rates be increased by approximately 2.5%, in alignment with inflation, excluding fees for street festivals, parades, and block parties, which staff recommend remain unchanged in support of community-driven street activations. Rental of revenue-generating parking space is recommended to increase by 8%, in line with the increase recommended for hourly meter rates.

A new fee is recommended to recoup staff costs for undertaking inspection of street infrastructure before and after construction projects in order to assess condition and any damage caused. This fee would be levied at the time of issuance of the Street Occupancy Permit.

Resident Permit Parking Fees and Rates

Staff is recommending increases to annual permit fees in line with the “Five-Year Approach to On-Street Parking Fees & Rates” report to Council on October 28, 2019 and continue to include a 10% climate emergency fund surcharge.

Parking Meter and Pay Station Fees and Rates

Staff is recommending parking meter and pay station rates be adjusted in accordance with the “Five-Year Approach to On-Street Parking Fees & Rates” report that was considered by Council on October 28, 2019. These rates are inclusive of the \$0.25 per hour Climate Emergency Fund Surcharge adopted by Council.

Parkade Fees and Rates

Staff is recommending hourly rates in the parkades increase by the same proportion as on-street meters and pay stations (\$0.25/hour), while remaining slightly lower than on-street parking rates. Rates for longer time periods are recommended for increases generally in the range of 5-10%.



◆ **Subdivision and Development Control Fees and Rates**

Staff is recommending that all Subdivision and Development Control Fees and Rates be increased by 2.5% and is proposing the following new fees:

- Fee for reviewing Building Permit referrals (for building permit construction value of \$100,000 or greater) related to engineering servicing. Based on average estimated staff administrative time, a fee of \$200 per building permit is recommended.
- A fee for preparing and issuing comfort letters. These letters provide clarity and documentation on engineering matters generally arising from inquiries from property owners or their agents. Staff time is needed to research the request and to prepare a letter. Based on average estimated staff administrative time, a fee of \$330 per letter is recommended.

◆ **Waterworks Fees and Rates**

Staff is recommending Residential Water & Sewer Cap-off Fee (combined) increase by 2.5% in alignment with inflation. The remainder of the service charges are calculated to recover all costs associated with service provided.

◆ **Water Shortage Response Fees and Rates**

Staff is recommending that permit fees for lawn watering exemption during annual watering restriction period under Water Shortage Response Bylaw No. 6948, 2004 be increased by 2.5%.

◆ **Building Bylaw Security and Damage Deposits**

Staff is recommending that security and damage deposits increase by 2.5%. Staff is also recommending that the maximum damage deposit for building permits other than single family units or duplex units is proposed to increase from \$70,000 to \$72,000 to reflect the higher potential repair cost for damaged offsite infrastructure. The minimum security deposit is \$5,230.00 to align with single detached dwelling (SDDD) permit.

◆ **Q to Q Ferry Fees and Rates**

Staff is recommending an increase in fares for 2022 of \$0.25 for single fares; \$2.50 for 10-fare punch cards, and \$5.00 and \$2.50 for regular and concession monthly passes, respectively, to generate additional revenue as operating costs have increased and sponsorship revenue has not been realized as forecasted. Fares are used to partially offset the operating cost to provide this transportation service between Downtown and Queensborough and have not been adjusted since inception of the service. The fares had not yet been incorporated into the Engineering Fees & Rates Bylaw.

◆ **Animal Control**

Staff is recommending Dangerous Dogs 1st Offence increase to match Vicious Dog fee charged by other municipalities

**Climate Action, Planning and Development (Attachment 2)**

Staff is recommending that most rates be increased by 2.5% for 2022 and will be making some wording changes in the Bylaw to broaden the applicability of current fees and charges. Other recommended changes are summarized below. Further discussion is provided in Attachment 2.

◆ **Building Fees**

Staff is proposing a new print fee for 3<sup>rd</sup>-party large format printing and revision of the demolition fee from the same fee for all projects to a base fee plus an additional hourly fee on projects exceeding 5,000 sq.ft. and the broadening of the applicability of the sign permit fee and the Waste and Recycling Deposit.

◆ **Business Licence Fees**

Staff is recommending that the Inter-Municipal Business Licence (IMBL) fee remain unchanged and Commercial Vehicle Fees for Taxi remain unchanged to be in alignment with IMBL Transportation Network Services Bylaw.

◆ **Planning Fees**

Staff is recommending increases to minimum charges for Development Permit and Special Development Permit Amendments and to Development Variance Permits and an increase to the Public Consultation Fees and Covenants Preparation Cost based on benchmarking and comparison with other municipalities. Staff is also proposing to introduce several new services with associated fees and charges (Details in Attachment 2) while proposing reductions to fees for applications of less than 6-residential units.

**Cultural Services (Attachment 3)**

Staff is recommending an increase of 2.5% for Anvil Centre Studio rates, Equipment Rental rates and photo and Reproduction fees. Programming fees will remain status quo through cost recovery. Additionally the fee for piano tuning will be set to be equal to the cost for the city to hire this service. Further discussion is provided in Attachment 3.

**Electric Utility Fees (Attachment 4)**

Staff is recommending that rates remain largely unchanged and in-line with local industry rates with the exception of EV rates where the utility is proposing reductions in EV charging rates for fast charges.

**New Westminster Police Department (Attachment 5)**

Staff is recommending increases to police information checks, both volunteer and non-volunteer based on an evaluation of rates charged by 10 other agencies within the Lower Mainland.

**Financial Services (Attachment 6)**

Staff is recommending that registrants to the annual property tax auction for properties that have delinquent taxes pay a \$175 non-refundable fee to participate in the auction in order to offset the administration charges for staff and expenses related to the tax sale.

**FINANCIAL IMPLICATIONS**

In large part, user rates and fees will increase by CPI of 2.5% and the additional revenue contribution of new user rates and fees proposed in this document will be estimated and included with the November 1st Council Workshop to review the 2022 Operating Budget.

**OPTIONS**

The following options are presented for Council’s consideration:

- 1) That Council approves in principal the proposed changes in fees and rates, and;
- 2) That Council direct staff to prepare the necessary changes to the related bylaws.
- 3) That Council provide other direction.

**CONCLUSION**

City staff have reviewed and recommended changes to user fees and rates for their respective departments for the upcoming year. Provided that Council agrees in principal with the proposed changes in fees and rates, staff will bring forward, for Council’s consideration at the next regular meeting of Council the necessary bylaws to amend the related bylaws.

**ATTACHMENTS**

- Attachment #1 - Engineering Services User Fees and Rates Review Memo
- Attachment #2 - Climate Action, Planning and Development User Fees and Rates Review Memo
- Attachment #3 - Cultural Services User Fees and Rates Review Memo
- Attachment #4 - Electric Utility Fees and Rates Review Memo
- Attachment #5 - New Westminster Police Fees and Rates Review Memo
- Attachment #6 - Financial Services Fees and Rates Review Memo

This report was prepared by:

**INTERDEPARTMENTAL LIAISON**

All departments participate in the annual budget process. The Senior Management Team (SMT) provides overall direction. The Finance Department provides overall financial oversight.

This report was approved by:

Harji Varn  
CFO/Director of Finance

Lisa Spitale  
Chief Administrative Officer

*Attachment #1*

*Engineering Services User Fees and Rates  
Review Memo*

## MEMORANDUM

**To:** Harji Varn  
Director of Finance

**Date:** September 17, 2021

**From:** Lisa Leblanc  
Director of Engineering Services

**File:** 09.1700.01-2021

**Subject: 2021 USER FEES & RATES REVIEW**

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Fees and Rates that are administered by the Engineering Department include the following:

- Animal Control
- Cemetery Services
- Commercial Towing
- Solid Waste
- Highway Use for Utility
- Sewerage System User
- Soil Deposit Regulation
- Street and Traffic
- Subdivision and Development Control
- Waterworks
- Water Shortage Response Plan
- Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders
- Q to Q Ferry

Our review of fees involved comparison with other municipalities in Metro Vancouver, industry standards and general demand on City resources. The following is an explanation of the recommended changes to the Engineering Fees and Rates Bylaw 7553, 2013.

### **Part 1.0 Animal Control Fees and Rates**

A Consumer Price Index increase of 2.5% is recommended for New Westminister Animal Services licensing, impoundment and maintenance rates. Animal Services rates are comparable with others in the Lower Mainland. Dangerous Dogs 1<sup>st</sup> Offence was increased to match Vicious Dogs based on other municipalities.

<b>Annual License Fees</b>						
	<b>Paid on or Before March 1st</b>		<b>Paid After March 1st</b>		<b>Initial License</b>	
	<b>Current</b>	<b>2022</b>	<b>Current</b>	<b>2022</b>	<b>Current</b>	<b>2022</b>
Male/Female Dog	\$65	\$67	\$85	\$87	\$35	\$ 36
Sterilized Dog	\$25	\$26	\$35	\$35	\$25	\$ 26
Dangerous Dog - Unsterilized	\$200	\$205	\$250	\$256	\$100	\$103
Dangerous Dog - Sterilized	\$150	\$154	\$200	\$205	\$75	\$77
Therapy Dog - No Charge	No Charge		No Charge		No Charge	
Service Dog - No Charge	No Charge		No Charge		No Charge	
<b>Impoundment Fees</b>						
	<b>1st Offence</b>		<b>2nd Offence</b>		<b>Subsequent Offences</b>	
	<b>Current</b>	<b>2022</b>	<b>Current</b>	<b>2022</b>	<b>Current</b>	<b>2022</b>
Licensed Dogs	\$45	\$46	\$80	\$82	\$150	\$154
Unlicensed Dogs	<b>Current</b> \$90.00 plus License Fee			<b>2022</b> \$92.00 plus License Fee		
Dangerous Dogs	<b>Current</b> \$275	<b>2022</b> \$308	<b>Current</b> \$500	<b>2022</b> \$513		
Vicious Dogs	<b>Current</b> \$300	<b>2022</b> \$308	<b>Current</b> \$500	<b>2022</b> \$513	<b>Current</b> \$1,000	<b>2022</b> \$1,025
Sterilized Cat with Identification	\$15	\$16				
Sterilized Cat without Identification	\$35	\$36				
Unsterilized Cat with Identification	\$105	\$108				
Unsterilized Cat without Identification	\$130	\$133				
For Each Companion Animal (excluding dogs/cats)	\$15	\$16				
For Any Other Animal	<b>Current</b> \$55.00 plus any additional costs incurred			<b>2022</b> \$56.00 plus any additional costs incurred		

<b>Other Fees</b>		
	<b>Current</b>	<b>Recommended for 2022</b>
Replacement License Tag	\$5.00	\$5.00
Transfer of Valid Dog License	\$ 5.00	\$ 5.00
Dog boarding (per animal)	\$30 / day	\$31 / day
Cat boarding (per animal)	\$20 / day	\$21 / day
Administering medication Note – any veterinary costs incurred during boarding must be paid prior to release of animal	\$5 / day	\$5 / day
<b>Maintenance Fees</b>		
	<b>Current</b>	<b>Recommended for 2022</b>
Dog	\$18.00	\$18.00
Vicious/Dangerous Dog	\$35.00	\$36.00
Cat	\$10.00	\$10.00
Small Animal (pocket pet)	\$8.00	\$8.00
<i>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</i>		
<b>Removal/Disposal</b>		
	<b>Current</b>	<b>Recommended for 2022</b>
Dog	Fee removed per Bylaw 7964, 2017	
Dog under 25 pounds	\$45.00	\$46.00
Dog 25 pounds or over	\$70.00	\$72.00
Cat	\$25.00	\$26.00
Small Animal (pocket pet)	\$10.00	\$10.00
<i>All fees are subject to applicable taxes</i>		

## **Part 2.0 Cemetery Services Fees and Rates**

There are several minor recommended changes to the fee schedule this year for the Fraser Cemetery:

- It is recommended that the fee difference between Resident to Non-Resident for the Columbarium increase from 15% to 50% and for Adult/Child Casket and Cremation increase from 35% to 50%. This brings



consistency to the Non-Resident rates and puts the Fraser Cemetery in line with other municipal cemeteries in the region.

- For clarity, language for *Marker Permit* and *Marker Placement - Horizontal/Flat Marker* have been updated to *Marker Permit Only – No Placement* and *Marker Permit & Placement – Horizontal/Flat Marker*.
- *Marker Permit Only – No Placement* and *Marker Permit & Placement – Horizontal/Flat Marker* fees have been increased to accurately reflect staffing and equipment costs.
- A new *Existing Marker Removal and Placement* fee has been added to cover costs for work that was previously not charged for.
- A minimum 2.5% CPI increase is recommended for all other fees and rates not listed above.

<b>Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>Interment Fees</b>		
<b>Adult Casket</b>	\$1,205.00	\$1,235.00
<b>Veteran Casket</b>	\$710.00	\$730.00
<b>Child/Infant Casket - Non-Resident Only</b>	\$675.00	\$695.00
<b>Cremation – Excluding Resident Child/Infant</b>	\$470.00	\$485.00
<b>Ossuary (Includes Name Engraving)</b>	\$640.00	\$660.00
<b>Inurnment Fee</b>	\$325.00	\$335.00
<b>Deepen Unoccupied Grave for Interment</b>	\$1,030.00	\$1,060.00
<b>Deepen Occupied Grave for Interment</b>	\$3,550.00 (incl. CFC)	\$3,640.00 (incl. CFC)
<i><b>Note:</b> Interment rates for a Saturday/Sunday/Statutory Holidays are twice the regular interment fees.</i>		
<b>Plots Fees</b>		
<b>Adult Casket</b>		
Resident	\$5,080.00	\$5,205.00
Non-Resident	\$6,850.00	\$7,810.00
<b>Child/Infant Casket</b>		
Resident	\$1,390.00	\$1,425.00
Non-Resident	\$1,880.00	\$2,140.00
<b>Cremation</b>		
Resident	\$1,305.00	\$1,340.00
Non-Resident	\$1,765.00	\$2,010.00

<b>Columbarium Niche (Richmond I and II)</b>		
Resident – Single	\$2,570.00	\$2,635.00
Resident – Double	\$4,025.00	\$4,125.00
Non-Resident – Single	\$2,995.00	\$3,950.00
Non-Resident – Double	\$4,645.00	\$6,190.00
<b>Columbarium Niche (Richmond II Estates)</b>		
Resident – Single	\$2,825.00	\$2,895.00
Resident – Double	\$4,420.00	\$4,530.00
Non-Resident – Single	\$3,280.00	\$4,345.00
Non-Resident – Double	\$5,105.00	\$6,795.00
<b>Columbarium Niche (Heritage Plaza)</b>		
Resident – Single	\$3,080.00	\$3,160.00
Resident – Double	\$4,830.00	\$4,950.00
Non-Resident – Single	\$3,575.00	\$4,735.00
Non-Resident – Double	\$5,575.00	\$7,425.00
<b><i>Note:</i> A second interment can be added to a single niche. The cost is the difference between a single niche and double niche. <b>This does not apply to niches in Richmond I.</b></b>		
<b><i>Note:</i> Urn size for the double niche is restricted to a maximum of 6.5” in width or diameter and 11” in height.</b>		
<b><i>Note:</i> Care Fund Contribution accounts for 25% of total.</b>		
<b>Other Fees, Products and Services</b>		
<b>Plaque and Marker Fees (plaque type is determined by niche location)</b>		
Single Niche Plaque	\$460.00	\$475.00
Double Niche Plaque	\$590.00	\$605.00
Heritage Plaza Niche Plaque	\$700.00	\$720.00
Plaque Additions and Changes (Single Niche Plaque)	\$305.00	\$315.00
Plaque Additions and Changes (Double Niche Plaque)	\$390.00	\$400.00
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$175.00	\$180.00
Marker Permit	100.00	Remove
Marker Permit Only – No Placement	New	\$110.00
Marker Placement - Horizontal/Flat Marker	\$180.00	Remove
Marker Permit & Placement – Horizontal/Flat Marker	New	\$300.00
Existing Marker Removal and Placement	New	\$150.00
<b><i>Note:</i> Care Fund Contribution accounts for 25% of total, not charged on</b>		

<i>additions and changes.</i>		
<b>Memorial Bench</b>	\$2,640.00	\$2,706.00
<b>Memorial Tree</b>	\$2,150.00	\$2,205.00
<b>Uralla Vase (Richmond II)</b>	\$485.00	\$500.00
<b>Armidale Vase (Richmond II)</b>	\$435.00	\$450.00
<b>Special Attention to Grave Space</b>	\$220.00	\$230.00
<b>Transfer of Grave Space</b>	\$100.00	\$105.00
<b>Exhumation</b>	Twice the Interment Fees	
<b>Plot Buy-Back</b>	As outlined in Cemetery Bylaw 7068, 2006	
<b>Administration Fee</b>	\$70.00	\$75.00
<i>All fees are subject to applicable taxes</i>		

### **Part 3.0 Commercial Towing Fees and Rates**

New Westminster Towing Services fees and rates continue to reflect those set by the Insurance Corporation of British Columbia (ICBC). The ICBC Towing and Storage Rate Payment Schedule is adjusted throughout the year and as the updates become available, city rates are adjusted to match those of ICBC. There are no changes required at the time of this review.

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.		
<b>Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>FLAT TOWING RATE FOR VEHICLE</b>		
Up to 2,999 Kgs GVWR	\$77.46	No change
3,000 Kgs to 6,300 Kgs GVWR	\$81.80	No change
Flat drop rate for all vehicles (including charges & taxes)	\$80.00	No change
Special mobile vehicles. Over 6,300 Kgs GVWR	At hourly rate	No change
Additional fee for each use of dolly or trailer	\$30.00	No change
Service calls (unlocks, battery boost, etc...)	\$45.00	No change
<b>HOURLY RATES FOR EACH UNIT OF EQUIPMENT USED</b>		
One Ton Wrecker	\$77.46	No change
Three Ton Wrecker	\$81.80	No change
<b>STORAGE RATES PER VEHICLE</b>		
Automobile Daily Rate	\$23.28	No change

Truck Daily Rate	\$23.28	No change
Motorcycle Daily Rate	\$11.64	No change
Utility Trailer (same as automobile)	\$23.28	No change
Charge for out of City Boundary Tow – per km	\$2.64	No change
<b>ADMINISTRATIVE FEE</b>		
Release fee for any vehicle	\$30.00	No change
<i>All fees are subject to applicable taxes</i>		

#### **Part 4.0 Solid Waste Fees & Rates**

Solid Waste Fees and Rates are set according to cost projections described in the 5 year Solid Waste Fund Operating Budget. In 2022, there are no recommended changes to Additional Receptacle fees or Administration fees which are in line with rates for similar services offered by other Metro Vancouver municipalities. Cart replacement fees are based on current market values for plastic resins and production costs, and adequately cover current replacement costs. Basic flat rates were developed to cover recycling costs for mattresses and disposal for other large bulky items. City staff can continue to provide subjective pricing for SPU requests of smaller piles of waste materials based upon the \$40 minimum and volume of the load.

<b>C. ADDITIONAL RECEPTACLES (per tag)</b>	<b>Current</b>	<b>Recommended for 2022</b>
For a tag for every additional receptacle (not to exceed 60 Litres in size)	\$4.00	No change
<b>D. ADMINISTRATION FEES</b>	<b>Current</b>	<b>Recommended for 2022</b>
For the replacement of a lost or damaged 120 Litre container, as provided by the City.	\$75.00	No change
For the replacement of a lost or damaged 240 Litre container, as provided by the City.	\$100.00	No change
To upsize from a 120 Litre garbage container to a 240 Litre garbage container, as provided by the City	\$25.00	No change
To recover a missed collection for a late set out, wrong collection container or incorrectly placed collection container.	\$25.00	No change
<b>F. SPECIAL PICK UP FEES</b>	<b>Current</b>	<b>Recommended for 2022</b>
Minimum fee for service, includes one (1) item	\$40.00	No change
Minimum fee for service to collect and	\$50.00	No change

transfer large volumes of loose green waste		
Minimum fee for service where a backhoe loader and dump truck is required	\$150.00	No change
For every (1) additional mattress or boxspring item	\$25.00	No change
For every (1) additional bulky item (appliance or furniture)	\$20.00	No change
<i>All fees are subject to applicable taxes</i>		

**Part 5.0 Highway Use Utility Fees and Rates**

The Highway Use Utility Fees and Rates including Pavement Degradation Fees are proposed to increase by 2.5%. These fees apply to a “Canadian Carrier” or “Distribution Undertaking” as defined in the Telecommunications Act (Canada) that wishes to enter on those highways (as defined in the Local Government Act of British Columbia) within the jurisdiction of the Municipality from time-to-time for the purpose of constructing, maintaining, operating and removing fiber optic cables, ducts, conduits, manholes, other accessories, support structures, transmission lines and other related telecommunications facilities.

<b>Highway Use Utility Fees and Rates</b>	<b>Current</b>	<b>Recommended for 2022</b>
Plan Approval and Inspection Fees	<p>A one-time flat fee of \$580.00 for a project of 20 metres or less;</p> <p>For projects in excess of 20 metres, a one-time flat fee of \$1,695.00</p> <p>A one-time charge for each project of \$11.65 per metre of Service Corridor used by the Company</p>	<p>A one-time flat fee of \$595.00 for a project of 20 metres or less;</p> <p>For projects in excess of 20 metres, a one-time flat fee of \$1,735.00</p> <p>A one-time charge for each project of \$11.95 per metre of Service Corridor used by the Company</p>
<b>Pavement Degradation Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>Age of Street in Years Since Last Paved as Determined by the Commissioner</b>	<b>Fee Per Square Meter of Excavation</b>	<b>Fee Per Square Meter of Excavation</b>
0-5 years	\$75.00	\$76.90
6-10 years	\$62.50	\$64.10

11-15 years	\$39.60	\$40.60
16-20 years	\$22.90	\$23.50
21 years or greater	\$11.40	\$12.40
<i>All fees are subject to applicable taxes</i>		

**Part 6.0 Sewerage System User Fees and Rates**

Sewerage service charges are recommended to be increased by 2.5%. A new charge is proposed for the installation of a second Inspection Chamber for on-site separation works when the off-site combined sewer connection is not being upgraded (i.e. service connection is less than 40 years old, project is not over \$100k, or the street is not separated). Other service charges remain the same, excluding annual rates.

<b>G. SERVICE CHARGES</b>	<b>Current</b>	<b>Recommended for 2022</b>
Residential Water & Sewer Cap-off Fee (combined)	\$5,710.00	\$5,850.00
Ditch Enclosure Administration Fee	\$310.00	\$320.00
Ditch Enclosure Engineering Design Fee	\$2,600.00	\$2,670.00
Installation of a second inspection chamber for onsite separation and future separated offsite service connection	100% of actual cost (deposit based on estimate)	No change
Installation of a second inspection chamber for onsite separation when the off-site service connection is not upgraded	New	100% of actual cost (deposit based on estimate)
<i>All fees are subject to applicable taxes</i>		

**Part 7.0 Soil Deposit Regulation Fees and Rates**

Engineering fees and security deposits for soil deposit are proposed to increase by 2.5%.

<b>Soil Deposit Regulation Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>Annual License Fees</b>		
Non-refundable Application Fee	\$675.00 plus \$0.75 per cubic metre of soil or	\$692.00 plus \$0.77 per cubic metre of soil or other material to be

	other material to be deposited or removed	deposited or removed
Security Deposit for full and proper compliance with Soil Deposit Bylaw and Terms and Conditions of permit	\$4,140.00 per 5,000 cubic metres of soil or other material to be deposited or removed, or fraction of	\$4,245.00 per 5,000 cubic metre of soil or other material to be deposited or removed, or fraction of
<i>All fees are subject to applicable taxes</i>		

**Part 8.0 Street and Traffic Fees and Rates**

*Residential Parking Permit Fees and Rates*

Residential Parking Permit (RPP) fees are recommended to increase in accordance with the “Five-Year Approach to On-Street Parking Fees & Rates” report that was considered by Council on October 28, 2019 and continue to include a 10% climate emergency fund surcharge. Per last year’s Engineering Fees & Rates memo, the structure of the fees deviates slightly from the structure proposed in the October 28, 2019 Council report to simplify the framework and administration, and to avoid incurring significant software upgrading costs.

<b>Parking Permit Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
Annual Parking Permit Fee for the <b>first and second</b> residential parking permits	\$28.00* per parking permit	\$33.00* per parking permit
Annual Parking Permit Fee for the <b>third and fourth</b> residential parking permits	\$94.00* per parking permit	\$110.00* per parking permit
Annual Parking Permit Fee for a visitor parking permit (maximum one per household)	\$28.00* per parking permit	\$33.00* per parking permit
One book of five Day-Use Visitor Parking Permits	\$25.00	\$26.00
Shared vehicle parking permit	\$25.00	\$30.00
<i>* Includes 10% Climate Action Levy</i>		
<i>All fees are subject to applicable taxes</i>		

*Parking Meter and Pay Station Fees and Rates*

Parking meter and pay station rates are also recommended to be adjusted in accordance with the “Five-Year Approach to On-Street Parking Fees & Rates” report that was considered by Council on October 28, 2019. These rates are inclusive of the \$0.25 per hour Climate Emergency Fund Surcharge adopted by Council at that time.

Parking Meter/Pay Station Hourly Rates	Current	Recommended for 2022
Uptown	\$3.00	\$3.25*
Downtown	\$3.00	\$3.25*
Sapperton	\$3.00	\$3.25*
City-wide – All other areas	\$2.50	\$2.75*
<i>* Includes \$0.25 Climate Emergency Fund Surcharge</i>		
<i>All fees are subject to applicable taxes</i>		

Following are the coin breakdowns for the proposed hourly rates.

Parking Meter & Pay Station Rates					
Downtown, Uptown and Sapperton (\$3.25 per hour*)					
<i>*Includes \$0.25 per hour Climate Action Levy</i>					
\$	Description	Meter		Pay Station (minimum \$0.25 per transaction)	
		Current	Recommended for 2022	Current	Recommended for 2022
0.05	Coin	1 min	1 min	n/a	n/a
0.10	Coin	2 min	2 min	n/a	n/a
0.25	Coin	5 min	5 min	5 min	5 min
1.00	Coin	20 min	19 min	20 min	19 min
2.00	Coin	40 min	37 min	40 min	37 min
<i>All fees are subject to applicable taxes</i>					

Parking Meter & Pay Station Rates					
City-wide except above areas (\$2.75 per hour*)					
<i>*Includes \$0.25 per hour Climate Action Levy</i>					
\$	Description	Meter		Pay Station (minimum \$0.25 per transaction)	
		Current	Recommended for 2022	Current	Recommended for 2022
0.05	Coin	1 min	1 min	n/a	n/a
0.10	Coin	2 min	2 min	n/a	n/a
0.25	Coin	6 min	6 min	6 min	6 min
1.00	Coin	24 min	21 min	24 min	21 min
2.00	Coin	48 min	44 min	48 min	44 min
<i>All fees are subject to applicable taxes</i>					

**There is a \$1.00 minimum charge for credit card purchases at pay stations.**

#### Parkade Fees and Rates

Hourly rates in the parkades are recommended to increase by the same proportion as on-street meters and pay stations (\$0.25/hour), while remaining slightly lower than on-street parking rates. Rates for longer time periods are recommended for increases generally in the range of 5-10%.



Fees	Current	Recommended for 2022
<b>Anvil Center Parking</b>		
<ul style="list-style-type: none"> <li>• Minimum \$0.25 per transaction</li> <li>• Minimum \$1.00 for credit card transactions</li> </ul>		
Hourly rate	\$2.50	\$2.75
5 hours	\$7.00	\$7.50
10 hours	\$11.00	\$12.00
Monthly Unreserved (6am to 6pm Mon-Fri)	\$70.00	\$75.00
Monthly Reserved (6am to 6pm Mon-Fri)	\$90.00	\$95.00
Monthly Reserved (24/7)	\$110.00	\$115.00
<i>All fees are subject to applicable taxes</i>		

Fees	Current	Recommended for 2022
<b>Front Street Parkade</b>		
Hourly rate	\$2.50	\$2.75
Daily until 6 pm	\$9.50	\$10.00
Daily until 6 am next day	\$12.00	\$12.50
Daily evening from 6pm to 6am	\$3.50	\$4.00
Monthly – Reserved 24 hrs	\$110.00	\$115.00
Monthly – Random 24/7	\$70.00	\$75.00
<i>All fees are subject to applicable taxes</i>		

Fees	Current	Recommended for 2022
<b>Carnarvon Street Parkade</b>		
Monthly – Random 24/7	\$70.00	\$75.00
Monthly – Reserved 24 hrs	\$110.00	\$115.00
<i>All fees are subject to applicable taxes</i>		

*Street Occupancy Permit Fees and Rates*

It is recommended that most Street Occupancy fees and rates be increased by approximately 2.5%, in alignment with inflation, excluding fees for street festivals, parades, and block parties, which staff recommend remain unchanged in support of community-driven street activations. Rental of revenue-generating parking space is recommended to increase by 8%, in line with the increase recommended for hourly meter rates.

A new fee is recommended to recoup staff costs for undertaking inspection of street infrastructure before and after construction projects in order to assess condition and any damage caused. This fee would be levied at the time of issuance of the Street Occupancy Permit. Staff would determine which projects require inspection.

Street Occupancy Permit Fees	Current	Recommended for 2022
Street Occupancy Permit Application Fee <i>(See Note 1)</i>	\$102.00	\$104.50
Street Festival	\$155.00 per block	No change
Parade	\$38.25 per block	No change
Block Party (local street only)	\$38.25 per day	No change
Construction, maintenance and/or ancillary works on a street or boulevard	\$51.00 per block face per day	\$52.50 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)	\$51.00 per block face per day	\$52.50 per block face per day
Hoarding and/or staging area for private development on a street or boulevard	\$51.00 per block face per day	\$52.50 per block face per day
Parking of unattached commercial trailer or container on a street	\$51.00 per day	\$52.50 per day
Parking of unattached recreational or utility trailer on a street	\$10.20 per day	\$10.50 per day
Parking of recreational vehicle on a street	First 48 hours free, then \$10.20 per day thereafter	First 48 hours free, then \$10.50 per day thereafter
Rental of each metered parking stall	\$20.40 per day	\$22.00 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$20.40 per day	\$22.00 per day
<p><i>Note 1: The Street Occupancy Permit (SOP) Application 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:</i></p> <ul style="list-style-type: none"> <li><i>-Construction, maintenance and/or ancillary work on street or boulevard</i></li> <li><i>-Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)</i></li> <li><i>-Hoarding and/or staging area for private development on a street or boulevard</i></li> </ul>		
Oversize And Overweight Permit Fees		
Single trip	\$76.50 per vehicle	\$78.50
Annual permit	\$255.00 per vehicle	\$261.00
Duplicate permit	\$25.50 each	\$26.00

<b>Other Fees</b>		
Temporary No Parking Sign Installation (see Note 2)	\$51.00 per block face	\$52.50 per block face
Pre- and post-construction inspection fee	New	\$52.50
Redemption of impounded chattel	\$30.60	\$31.40
<i>Note 2: Temporary No Parking Signs are required for all SOPs that require use of on-street parking space</i>		
<i>All fees are subject to applicable taxes</i>		

*Street Occupancy Damage Deposits (NEW)*

The City has collected damage deposits associated with Street Occupancy Permits, but the process and amounts have not previously been formalized in the Engineering Fees & Rates Bylaw. These fees will be collected for Street Occupancy Permits that have reasonable risk of resulting in damage to City street infrastructure (road surface, sidewalk, boulevard). Infrastructure will be inspected after work is complete and the deposit returned to the applicant, less any amount incurred by the City to rectify damage to infrastructure.

<b>Street Occupancy Damage Deposits</b>	<b>Current</b>	<b>Recommended for 2022</b>
Minor works with limited risk of damage to asphalt road surfaces	New	\$2,500.00
Coring, test holes, drilling on asphalt or concrete road and/sidewalk surfaces	New	\$2,500.00 per location
Moderate works with risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., large vehicles operating on sidewalks, boulevards, etc.)	New	\$10,000.00
Major works with significant risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., house relocation traversing multiple blocks)	New	\$20,000.00
<i>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.</i>		

*Traffic Signal Timing Report and Speed Hump Application Fees*

The fees to generate a traffic signal timing report and to process speed hump applications are recommended to increase by approximately 2.5%, consistent with many other Engineering fees.

<b>Signal Timing Report Fee</b>	<b>Current</b>	<b>Recommended for 2022</b>
Fee to generate a traffic signal timing report	\$75.00	\$77.00

Speed Hump Application Fee	Current	Recommended for 2022
Application Processing Fee (payable upon review of Speeding Concern Form and staff confirmation)	\$100.00	\$102.50

**Part 9.0 Subdivision and Development Control Fees and Rates**

Engineering fees for development servicing were reviewed and proposed to be increased by 2.5% for inflationary adjustments.

A new fee is proposed for reviewing Building Permit referrals (for building permit construction value of \$100,000 or greater) related to engineering servicing. Presently, building permit applications are referred to engineering staff to review servicing requirements (e.g. service connections for water, storm and sanitary, driveways, statutory rights of ways, grading, etc.). Based on average estimated staff administrative time, a fee of \$200 per building permit is recommended.

A new fee is proposed for preparing and issuing comfort letters. These letters provide clarity and documentation on engineering matters generally arising from inquiries from property owners or their agents. Staff time is needed to research the request and to prepare a letter. Based on average estimated staff administrative time, a fee of \$330 per letter is recommended.

Subdivision Application (other than air space parcel or parcel under Strata Property Act)	Current	Recommended for 2022
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	\$2,660.00	\$2,730.00
Each additional parcel Fee	\$113.00	\$116.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original subdivision application fee	same
<b>Works and Services Agreement</b>		
Works & Services Agreement Fee (non-refundable)	\$1,910.00	\$1,960.00
Administration Fee	4% of the total cost of all works and services required	same

	under Bylaw 7142, 2007	
Latecomer Agreement	\$4,350.00	\$4,460.00
<b>Phased Strata Subdivision</b>		
Phased Strata Subdivision Fee	\$1,630.00 plus \$470.00 for each additional phase	\$1,670.00 plus \$482.00 for each additional phase
Form P Amendment	\$370.00	\$380.00
<b>Strata Conversion</b>		
Strata Conversion Fee	\$2,275.00	\$2,332.00
<b>Air Space Parcel Subdivision</b>		
Air Space Parcel Subdivision Fee	\$3,120.00 plus legal costs and certified professional code compliance review costs	\$3,200.00 plus legal costs and certified professional code compliance review costs
<b>Shoring</b>		
Shoring Anchor Rod Fee and Damage Deposit	\$560.00 non-refundable fee and \$29.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane	\$575.00 non-refundable fee and \$30.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
<b>General</b>		
Building Permit Servicing Review Fee (for building permit construction value of \$100,000 or greater)	NEW	\$200.00

Comfort Letters	NEW	\$330.00
<i>All fees are subject to applicable taxes</i>		

**Part 10.0 Waterworks Fees and Rates**

Residential Water & Sewer Cap-off Fee (combined) is recommended to increase by 2.5% in alignment with inflation. The remainder of the service charges are calculated to recover all costs associated with service provided.

For housekeeping and clarity, Part 10 Sections C & D Table references to “COMMERCIAL AND INDUSTRIAL RATES (metered)” are proposed to be replaced with “Metered Rates”. Multi-family residential, commercial and industrial uses are all charged based on the same metered rate schedule.

<b>A. SERVICE CHARGES</b>	<b>Current</b>	<b>Recommended for 2022</b>
Residential Water & Sewer Cap-off Fee (Combined)	\$5,710.00	\$5,850.00

<b>C. COMMERCIAL AND INDUSTRIAL METERED RATES (metered)</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>D. SPECIAL RATES</b>		
Apartment House	Commercial metered rate	Metered rate
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)	Commercial metered rate	Metered rate
Any service to a building which is used for commercial or industrial purposes	Commercial metered rate	Metered rate

**Part 11.0 Water Shortage Response Plan Fees and Rates**

Permit fees for lawn watering exemption during annual watering restriction period under BYLAW NO. 6948, 2004 is recommended to be adjusted by 2.5%.

<b>Permit Fees</b>	<b>Current</b>	<b>Recommended for 2022</b>
Permit authorizing watering of new lawn and/or new landscaping when Stage 1 Restrictions or	\$51.00 for Single Family Residential, \$76.50 for Multiple	\$52.50 for Single Family Residential, \$78.50 for Multiple

Stage 2 Restrictions are in force for a 21 day period	Family Residential and \$153.00 for Commercial or Industrial	Family Residential and \$157.00 for Commercial or Industrial.
<i>All fees are subject to applicable taxes</i>		

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

The title of the Part 12 is being renamed from ‘Building Bylaw Security and Damage Deposits’ to ‘Security Deposit for Damage to Municipal Facilities and/or Obstructions of Roads by Builders’ to align with Part 15 of the Building Bylaw, and the section explanation below has been updated for clarification purposes:

*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.*

A 2.5% CPI increase on the current security and damage deposits is recommended for 2022. The maximum damage deposit for building permits other than single family units or duplex units is proposed to increase from \$70,000 to \$72,000 to reflect the higher potential repair cost for damaged offsite infrastructure. The minimum security deposit is \$5,230.00 to align with single detached dwelling (SDDD) permit. The Processing and Inspection Fees remain unchanged.

<b>Security Deposit for Moving a Building or Structure</b>	<b>Current</b>	<b>Recommended for 2022</b>
For buildings with 1 storey	\$11,540.00	\$11,830.00
For buildings with 2 storey	\$17,325.00	\$17,760.00
For buildings with 3 or more storeys	\$23,100.00	\$23,700.00
<i>All fees are subject to applicable taxes</i>		

<b>Damage Deposits</b>	<b>Current</b>	<b>Recommended for 2022</b>
Demolition Permit	\$2,550.00	\$2,615.00
Single Detached Dwelling (SDD) Permit	\$5,100.00	\$5,230.00
Duplex Permit	\$6,110.00	\$6,265.00
Corner Lot – SDD or Duplex	\$7,150.00	\$7,330.00
All other Building Permits	1% per \$1,000 Construction Value Minimum Fee	1% per \$1,000 Construction Value Minimum Fee

	\$5,100.00 / Maximum Fee \$70,000.00	\$5,230.00 / Maximum Fee \$72,000.00
<i>The Damage Deposits are collected as part of the Building Permit Process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.</i>		
<i>All fees are subject to applicable taxes</i>		

**Part 13.0 Q to Q Ferry Fees and Rates**

The City has been collecting fares for the Q to Q Ferry since its inception in 2018, but the fares had not yet been incorporated into the Engineering Fees & Rates Bylaw. Fares are used to partially offset the operating cost to provide this transportation service between Downtown and Queensborough and have not been adjusted since inception of the service. An increase in fares is recommended for 2022 to generate additional revenue as operating costs have increased and sponsorship revenue has not been realized as forecasted. However, at its meeting on September 20, 2021, the Sustainable Transportation Task Force supported the extension of free fares to youth 12 and under on the Q to Q Ferry, in alignment with the Province’s program providing free transit to youth. Accordingly, the age range for concession fares has been adjusted in the following table.

<b>Q to Q Ferry Fares</b>	<b>Current</b>	<b>Recommended for 2022</b>
<b>Regular fare (adults 19-64):</b>		
Single fare	\$2.00	\$2.25
Monthly pass	\$40.00	\$45.00
10-fare punch card (11 <sup>th</sup> ride free)	\$20.00	\$22.50
<b>Concession fare (adults 65+, youth 13-18):</b>		
Single fare	\$1.00	\$1.25
Monthly pass	\$20.00	\$22.50
10-fare punch card (11 <sup>th</sup> ride free)	\$10.00	\$12.50

Details of these changes will be incorporated into the revised Schedules for the Engineering Fees and Rates Bylaw.

Lisa Leblanc, P.Eng., M.Sc  
 Director of Engineering Services



## Attachment #2

### *Climate Action, Planning and Development User Fees and Rates Review Memo*

## Memorandum

To: Harji Varn  
Director of Finance

Date: September 17, 2021

From: Emilie K Adin  
Director, Climate Action, Planning and Development

File:

Re: 2021 USER FEES & RATES REVIEW (FOR 2022) – Climate Action, Planning and Development

Climate Action, Planning and Development has completed a review of our fees and rates. We have proposed a number of changes based upon the following:

- An increase to all fees based on a 2.5% CPI (with two exceptions);
- A proposal to amend some fees such that they are more reflective of the relative workload for different types of applications; and
- A review of City rates against the fees charged in other municipalities (for Planning and Construction Noise Bylaw fees), which is attached as Attachment A and B.

### Schedule A 2022 Building Permit Fees

- Increase of all fees based on 2.5% CPI.
- New services proposed to result in new fees and charges:
  - A printing fee for third-party large format printing has been added in anticipation of electronic plan processing; and
  - Currently the fee bylaw provides for the same demolition fee for all projects. The bylaw has been updated to include the current demolition fee as a base fee with projects exceeding 5000sq.ft. of building area to be charged hourly above the base fee. This provides a mechanism to charge for larger buildings if they need a significant amount of coordination internally;
- Broadening of applicability of current fees and charges:
  - Staff propose to amend the fees and rates bylaw such that sign permit fees clearly apply to face changes to an existing unpermitted sign. Existing permitted signs do not require a permit for face change based on the Sign Bylaw 7867, 2017; and
  - The Waste and Recycling deposit has been clarified to apply to all projects, not just single family and duplex projects, in conformance with the Waste and Recycling Bylaw.
- Changes in wording to the fees and charges bylaw:
  - For punitive fees (work without a permit, re-inspection fees, etc) “shall be charged” has been changed to “may be charged” to allow the Chief Building Official flexibility in managing each application on its own merits. “Shall” makes it a violation of our own bylaw if these fees are not charged and Building would like discretion to use punitive fees as one of the options to bring forth compliance;

- Clarifying language has been added to the Occupant Load fee to reflect industry practice which is to charge a stand-alone permit fee for Liquor Licence applications that is separate from the Building Permit fees;
- Fees for Revisions to Permits (both issued and under review) have been added for clarification and to provide flexibility when multiple revisions are submitted; and
- The deposit required for Temporary Buildings has been changed from “shall be charged” to “may be charged”. There are very few temporary building permits issued, however, they are typically for events and the deposit of \$25,000 is onerous for most event holders. This allows Building to use discretion for projects that need an incentive to remove the temporary structure.

**Schedule B 2022 Business Licence Fees**

- Increases based on 2.5% CPI – with the following exceptions:
  - Inter-Municipal Business Licence (IMBL) fee (as per the Metro West IMBL group) will remain at \$250 as stated Bylaw No. 7610, 2013; and
  - Commercial Vehicle Fees for Taxi will remain at \$150 (gas vehicle), \$30 (zero emission vehicle), \$0 (accessible vehicle) to be in alignment with IMBL Transportation Network Services (TNS) as per Bylaw 8186, 2020.

**Schedule C 2022 Planning Fees**

- Increase of all fees based on 2.5% CPI.
- Increases based upon comparison with other municipalities and identified need:
  - Staff reviewed existing fees against the fees charged in other municipalities. Most current fees are close or slightly above the average for the fee type in the region (Attachment A). Four charges are lower and should be revised to be consistent with regional averages:
    - Development Permit and Special Development Permit Amendments minimum charge from \$571.20 to \$1,100;
    - Development Variance Permits minimum charge from \$1,400.16 to \$2,000;
    - Public Consultation Fee from \$1,001.74 to \$1,400; and
    - Covenants Preparation Cost from \$227.45 to \$450.
  - Increase to landscape deposit proposed for applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, Child care, and/or Affordable Housing, based on the number of units to ensure the landscape installation and cost coverage.
- (New) services proposed to result in new fees and charges:
  - Add Heritage Alteration Permits to the list of applications that require landscape deposit, as HAPs are intended to work as Development Permits;
  - Add charges for “Tenant Assistant Plan Review” for Rezoning and Heritage Revitalization Agreement projects to cover staff review time;
  - Add a service to provide applicants with rated water bags, that are required for all issued tree removal/replacement permits, at below-market rates (rather than buying from private provider);
  - Add street naming fee for processing a request to name a new street created through subdivision, or to rename an existing street (currently applications are processed at no charge);

- Add charges for staff attendance at applicant open houses for the planner on file (required) and transportation, engineer servicing, parks or other staff (as needed) to attend the required applicant open house (currently this service is provided at no charge);
- Add charges for council Appeal (50% of required application fee): for applicants who wish to have a decision of the Director reconsidered by Council. This would include staff time for preparing the appeal report to Council, and for staffing the "hearing" portion of the Council meeting (currently appeals are scheduled at no charge);
- Add a new decreased landscape deposit fee category for secured rental residential unit additions to an existing rental building, so that the charge reflects the scope of work; and
- Add Transportation Review Fee for Heritage Revitalization Agreement applications, for multiple unit residential, commercial, industrial, institutional districts and text amendments with the exception of applications exclusively for non-profit organizations or Child care.
- Proposed reductions in fees:
  - Add Child care to reduced rate of Development Variance Permit fee (rather than charging the unreduced rate);
  - Update fees to be more reflective of reduced workload for applications with 6 residential units or less:
    - Add a flat rate Development Permit fee of \$2,000 for these projects so that these smaller scale developments are not charged at the same rate as larger more complex multiple unit residential application; and
    - Remove Transportation Review Fee as the Transportation Division does not provide feedback on these projects.
  - Remove the Transportation Review Fee for development permits/special development permits or their amendments for basic service for minor addition as the Transportation Division does not provide feedback on these projects.
- Changes in wording to the fees and charges bylaw:
  - Clarify on landscape deposit fee so that larger developments which also include child care and affordable housing do not receive reduced flat rate deposits which are intended for independent or small scale operators;
  - Clarify on fees for re-issuing or extending the timeline for expired permits to be clear that they are to pay a portion of the current fee, not historically paid fees;
  - Update wording for "Site Profile Fee" to "Site Disclosure Statement Fee" to reflect the new term and process used by the Ministry of Environment and Climate Change Strategy;
  - Adding in clarifications in section 5.6 on how Transportation Review Fees are applied to projects requiring multiple applications;
  - Clarify on the charges for the applications requiring heritage revitalization agreement and heritage alteration permit at the same time and for the same lands; and
  - Update the charges for the creation of a comprehensive development district and remove adaptable units from eligibility for a reduced fee as all residential multiple unit residential development is required to provide adaptable units.

The following are three anticipated amendments to Planning fees and rates in 2023. However, due to the increasing complexity of development applications there may be additional charges and fees required, which are not as yet identified.

1. Moving all Tree application charges to Planning in order to make it clear and inclusive. Currently, tree application fees are split between the Tree Protection and Regulation Bylaw administered by Parks and Recreation and the Climate Action, Planning and Development Fees and Rates Bylaw;
2. Adding costs for energy efficiency review for all Step Code 3 projects to cover the Climate Action team's work; and

3. Adding charges for “First Nations Consultation” as a stipend so as to be available for First Nations who review referred applications.

Schedule D Plumbing Permit Fees

- Increase all fees based on 2.5% CPI.
- Proposed reductions in fees:
  - Plumbing service fees for Townhomes have been included with Single Family and Duplex homes instead of multi-family projects;
- Changes in wording to the fees and charges bylaw:
  - Water service fee text has been added to multifamily and commercial projects. This section was inadvertently removed some years ago and is being reintroduced.

Schedule F Integrated Services Fees

- Increase all fees based on 2.5% CPI.
- Services proposed to result in new fees and charges:
  - Construction Noise Bylaw No. 6063, 1992 – Exemption Request - \$200 (for any exemption request that requires a Council report) (see Attachment B) (Previously this was a service that was provided free of charge).

Attachment A: Planning Fees Review Analysis - 2021  
Attachment B: The Construction Noise Bylaw comparison

**Attachment A: Planning Fees Review Analysis - 2021**

Application Type	Average of Municipalities Surveyed Who Charge the Fee	New Westminister	Additional Info
Pre-App Reviews	\$971.31	\$1,253.00	
OCP Amendments	\$5,761.00	MAP \$3985.39 + Text \$2003.48	
Rezoning	\$4,401.97	\$4,291.09	
DP	\$3,518.73	\$4,002.60	
DP Amendments	\$1,043.57	\$605.68	
DVPs	\$2,015.69	\$1,434.74	
DVP Amendments	\$2,061.00	\$605.68	Only two other Cities have this fee
Minor DPs	\$1,122.00	\$1,414.03	
Sign DVPs	\$963.28	\$1,036.22	
BOV	\$454.74	\$454.28	
TUP	\$2,542.78	\$2,282.00	
LW-CH DPs	\$1,123.67	\$1,414.03	
PH	\$1,329.79	\$1,001.74	
LTO Search	\$24.90	\$34.48	
Covenants	\$399.38	\$209.10	
Landscape Review	\$765.41	125% OR \$5000	
HRAs	\$2,756.15	\$2,488.80	It has a wide range of \$150 to \$5000
HAPs	\$1,213.75	\$986.95	It has a wide range of \$100 to \$3284

**Attachment B: The Construction Noise Bylaw comparison**

<b>Construction Noise Exemption Process</b>					
<b>City</b>	<b>Method of Application</b>	<b>Fee*</b>	<b>Application Processing time (days)*</b>	<b>Council Approval</b>	<b>Approving Authority</b>
		*Fee may be based on duration of request or per application	*minimum # of days prior the application is accepted		
Coquitlam	Online	\$50 per 24 hour of exemption	> 5 days	No	Director of Engineering
	Online	\$100 per 24 hour of exemption	< 4 days (expedited)	No	Director of Engineering
Surrey	Online	\$85.50 per week	4 days	No	Manager of Bylaw Services
Burnaby	Online	\$100 per application	7 days	No	Climate Action and Energy Officer
Vancouver	Online	\$197 per application	> 5 days	No	Engineering, Development and Building Services
	Online	\$390 per application	< 4 days (expedited)	No	Engineering, Development and Building Services
Delta	Phone/E-mail	\$0	5 days	No	Director of Engineering and/or Planning - - Utilities/TMP minor projects
	Phone/E-mail	\$0	30 days - Applies to overnight or large scale projects	Yes	Council
North Vancouver City	Online	\$78.75	7 days	No	Chief Administrative Officer
Richmond	Online	\$0	21 days	No	Manager of Engineering
New Westminster	Phone/E-mail	\$0	21 days - prior to next scheduled Council meeting	Yes	Council

Cost Analysis to produce a council report for noise exemption:

Staff	Activity	Time	Wages	Total
Construction Impact Coordinator	Report Writing/Information gathering/follow-up	3-5 hours (depends on the complexity of the request)	\$41.16	\$125.40 - \$205.80
Engineering Tech. (if required)	Reporting on Traffic Management Plan	2 hours	\$45	\$90
Manager of Integrated Services	Review	1 hour	\$60	\$60
Planning Staff	Coordination of agenda item	1 hour	\$30	\$30
Clerk's Office	Council agenda coordination	1 hour	\$40	\$40
Director - Climate Action, Planning and Development	Review	15 minutes (estimate)		\$50 (estimate)
CAO	Review	15 minutes (estimate)		\$50 (estimate)
<b>Total Cost of Preparing a report to Council for approval of Request</b>				<b>\$445.40 - \$525.80</b>
<b># of requests presented to Council:</b>				<b>2019 – 13 reports 2020 – 6 reports 2021 – 10 reports (Jan – Sept)</b>

Currently, New Westminster does not charge a fee to process and approve a request for an exemption to Construction Noise Bylaw No. 6063, 1992. There are some variables in estimating the fee to prepare a report to Council:

- The complexity of the request,
- How much information is provided by the applicant in the initial request, and
- The number of staff that may need to review and provide input (i.e. Engineering Transportation staff).

The range of fees charged by neighbouring municipalities is \$0 - \$390.

Delta is the only municipality that requires Council approval for exemptions for requests that are for large-scale projects or over-night activity.

In determining the fee for an exemption request, staff propose the initial fee be \$200 per request. On average, the fee is expected to apply to 10-12 requests / year.



## Attachment #3

# *Cultural Services User Fees and Rates Review Memo*

***Memorandum***

**TO:** Harji Varn  
Chief Financial Officer

**DATE:** September 21, 2021

**FROM:** Rob McCullough  
Manager, Museums and Heritage  
Services

**SUBJECT:** Cultural Services Fees and Charges Bylaw Amendment (New  
Westminster Museums & Archives, New Media Gallery, Arts Services)

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The purpose of this memo is to provide Council with information regarding recommended changes to the Bylaw that regulates Fees and Charges for New Westminster's Cultural Services operations.

As per Community Charter requirement municipal fees and charges must be approved through Bylaw. In accordance with the CPI increase recommended by Finance the Cultural Services division is recommending that the fees for Anvil Centre Studio Rates, photo reproductions and video reproductions be increased by 2.5%. Programming fees will remain status quo through cost recovery. Additionally the fee for piano tuning will be set to be equal to the cost for the city to hire this service.

Regards,

Rob McCullough  
Manager, Museums and Heritage Services

**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)

<b>Anvil Centre Community Spaces - room capacity up to 20 people</b>			
<b>Room Name (capacity)</b>	<b>Community Rental (1 hour minimum)</b>		<b>Commercial &amp; Private (1 hour minimum)</b>
	<b>Meeting (per hour)</b>	<b>Activity (per hour)</b>	<b>Meeting &amp; Activity (per hour)</b>
Archives Reading Room (12)	\$16.91 + GST = \$17.75	N/A	N/A
Music Practice Rooms (4)	N/A	\$5.43 + GST = 5.70	15.52 + GST = \$16.30
Half Studios 411 & 413 (20)	\$8.48 + GST = \$8.90	16.91 + GST = 17.75	50.76 + GST = \$53.30
Dance Studio (20)	N/A	\$33.67 + GST = \$35.35	\$33.67 + GST = \$35.35
<b>Anvil Centre Community Spaces - room capacity up to 50 people</b>			
<b>Room Name (capacity)</b>	<b>Community Rental (1 hour minimum)</b>		<b>Commercial/Private (1 hour minimum)</b>
	<b>Meeting (per hour)</b>	<b>Activity (per hour)</b>	<b>Meeting &amp; Activity (per hour)</b>
Cultural Studio 417 (25)	\$16.91 + GST = \$17.75	\$33.67 + GST = \$35.35	\$102.52 + GST = \$107.65
Cultural Studios 411 & 413 (50)	\$16.91 + GST = \$17.75	\$33.67 + GST = \$35.35	\$102.52 + GST = \$107.65

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

**EQUIPMENT RENTAL**

Upright piano - \$46.66 + GST & PST = \$52.25/booking day

Electric Piano - \$23.35 + GST & PST = \$26.15/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.

<b>Room Size</b>	<b>No Dancing</b>	<b>Dancing</b>
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**

<b>Method of Reproduction</b>	<b>Fee Per Reproduction &amp; Subject to change</b>
Scanned Image (emailed)	\$13.62 + GST & PST = \$15.25
Scanned Image (on disc)	\$15.71 + GST & PST = \$17.60
Digitized video (emailed)	\$13.62 + GST & PST = \$15.25
Digitized video (on disk)	\$15.71 + GST & PST = \$17.60
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.

\*The following fee criteria will be considered when developing fees for registered programs:

- 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.

## **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.

## Attachment #4

### *Electric Utility Fees and Rates Review Memo*

# *MEMORANDUM*

## *Electrical Utility*

**To:** Harji Varn, CFO

**Date:** October 1, 2021

**From:** Rod Carle

**File:** 1071948

General Manager, Electrical Utility

**Subject:** Electrical Fees and Rates Review - 2022

This memo serves as a summary of the electrical service charges to be implemented in 2022.

The utility has long aimed at maintaining fees that are in-line with local industry rates. The proposed 2022 rates mainly remained unchanged from 2021 except for two minor adjustments to the item

### **#12 EV Charging Fees For All City Owned Stations/Locations**

#### **CURRENT**

Level 3 Fast Chargers – Charged per minute

- Dedicated Circuit: \$16/Hr equivalent (\$0.2667/minute)

#### **REVISED**

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
Operations Yard	2	Level 2 Charger – Dedicated Circuit: \$2/hr	\$1/hr	Low utilization

The Utility Commission will be reviewing the proposed changes at its October 19<sup>th</sup> Regular Meeting.




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Rod Carle  
General Manager, Electrical Utility



## Attachment #5

# *New Westminster Police Fees and Rates Review Memo*

# MEMORANDUM

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TO: Harji Varn, Chief Financial Officer

FROM: Jacqueline Dairon, Finance Supervisor

DATE: September 24, 2021

RE: 2021 USER FEES & RATES REVIEW (FOR 2022) – New West Police Department

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The purpose of this memo is to provide Council with information regarding recommended changes to the Bylaw that regulates Fees and Charges for the New Westminster Police Department.

## **Police Information Checks and Electronic Prints**

Proposed 2022 rates for non-volunteer police information checks and electronic prints is \$178, which is a 4% increase over the previous rates established in 2019. The rate increase was determined by evaluating the rates charged by 10 other agencies within the lower mainland.

An additional charge of \$5.00 is proposed to be charged when the public is requesting additional copies of police information checks. This charge is required to offset the administration costs.

The proposed 2022 rate for volunteer police information check is \$22 which represents a 10% increase. The rate increase was determined by evaluating the rates charged by 10 other agencies within the lower mainland

## **Record Suspensions**

In 2022, we are proposing a new charge of \$60 for record suspension requests. A charge for this service was determined to be required after discussions with our records department about the length of time required to process these requests.

**Attachment #6**

*Financial Services Fees and Rates Review  
Memo*

# ***MEMORANDUM***

## ***Finance***

**To:** Harji Varn  
Director of Finance

**Date:** September 17, 2021

**From:** Parissa Bhullar  
Manager, Revenue & Collections

**Subject:** 2021 USER FEES & RATES REVIEW (FOR 2022) – Financial Services

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The purpose of this memo is to provide Council with information regarding recommended changes to the Bylaw that regulates Fees and Charges for Financial Services.

As per the Community Charter, municipal fees and charges must be approved by Bylaw.

The City conducts an annual property tax auction for properties that have delinquent taxes. The tax sale is held the last Monday in September each year. It is recommended that registrants be required to pay a \$175 non-refundable fee to offset the administration charges for staff and expenses related to the tax sale.

# **REPORT**

## ***Climate Action, Planning and Development***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Emilie K. Adin, MCIP      **File:** 05.1020.20  
Director, Climate Action, Planning and  
Development

**Item #:** 2021-440

**Subject:** Construction Noise Bylaw Exemption Extension Request: Metro Vancouver  
Sewer Inspections

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### **RECOMMENDATION**

**THAT** Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Monday October 25, 2021 to Friday December 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.

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### **PURPOSE**

The purpose of this report is to request an exemption from the Construction Noise Bylaw to permit overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.

### **BACKGROUND**

#### **Project Description**

The Metro Vancouver Sewer Interceptors convey the City's and other municipalities' wastewater to a treatment plant before being discharged into the waterways. Maintenance of the sewerage system benefit all lower mainland residents. Video inspections of these sewer lines are needed to support ongoing maintenance programs to avoid any future failures for nearby residents and businesses.

The New Westminster Sewer Interceptor carries extremely high sewage flows during daytime hours. To capture the maximum surface area of the pipe’s interior, maintenance work on the interceptor can only be carried out during dry weather and during low flow periods. Low flow periods typically occur between the hours of midnight and 6:00 AM.

AquaCoustic Remote Technologies Inc. has been contracted by Metro Vancouver to conduct video inspections of the sewer lines during overnight hours.

**DISCUSSION**

On September 30, 2021 Council granted an exemption the Construction Noise Bylaw to AquaCoustic to conduct sewer survey work on three (preferably consecutive) nights from 9:00 PM to 7:00 AM from Sunday September 26, 2021 to Sunday October 17, 2020. Unfortunately last week’s unfavourable weather conditions with high water levels and run-off has prevented the pipe’s interior from being exposed for the CCTV and the work had to be delayed. The weather forecast changes frequently and is difficult to predict. While Council’s original exemption did include some buffer time for the CCTV work initially, this timeframe has since has been booked up with other projects for Metro Vancouver and other clients. Further, East Eighth Avenue does require night work due to high water levels during the day. In short, due to inclement weather, unforeseen site conditions, and other scheduling delays AcuaCoustic were not able to carry out the task in the exemption time provided.

AquaCoustic is now requesting an exemption for Monday October 25, 2021 to Friday December 17, 2021 from 9:00 PM to 7:00 AM for three nights to conduct video inspection of Metro Vancouver sewer lines along East Eighth Avenue between Cumberland Street and west of McBride Boulevard. Businesses and area residents potentially impacted by the noise will be notified a week prior to the work as per the plan outlined in the attached Council report dated September 30, 2021 and found in Appendix A. The commitment from the contractor regarding the mitigation of noise and traffic disruptions can also be found in that report as they remain unchanged.

**OPTIONS**

There are two options to consider:

- 1. That Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Monday October 25, 2021 to Friday December 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Avenue and East Eighth Avenue.
- 2. That Council provide staff with alternative direction.

Staff recommends option 1.

**ATTACHMENTS**

Appendix A: Council Report dated September 13, 2021.

**APPROVALS**

This report was prepared by:  
Nav Dhanoya, Construction Impacts Coordinator

This report was reviewed by:  
Kim Deighton, Manager of Licensing and Integrated Services

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

## Appendix A

*Council Report Dated September 13, 2021*



# REPORT

## *Development Services*

**To:** Mayor Cote and Members of Council      **Date:** September 13, 2021

**From:** Emilie K. Adin, MCIP  
Director of Development Services      **File:** 05.1020.20

**Item #:** 2021-338

**Subject: Construction Noise Bylaw Exemption Request: Metro Vancouver Sewer Inspections**

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### **RECOMMENDATION**

***THAT** Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Sunday September 26, 2021 to Sunday October 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.*

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### **PURPOSE**

The purpose of this report is to request an exemption from the Construction Noise Bylaw to permit overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along East Eighth Avenue.

### **BACKGROUND**

#### **Project Description**

The Metro Vancouver Sewer Interceptors convey the City's and other municipalities' wastewater to a treatment plant before being discharged into the waterways. Maintenance of the sewerage system benefit all lower mainland residents. Video inspections of these sewer lines are needed to support ongoing maintenance programs to avoid any future failures for nearby residents and businesses.

The New Westminster Sewer Interceptor carries extremely high sewage flows during daytime hours. To capture the maximum surface area of the pipe's interior, maintenance work on the interceptor can only be carried out during dry weather and during low flow periods. Low flow periods typically occur between the hours of midnight and 6:00 AM.

AquaCoustic Remote Technologies Inc. has been contracted by Metro Vancouver to conduct video inspections of the sewer lines during overnight hours.

## **DISCUSSION**

AquaCoustic is proposing to conduct the sewer survey work on three (preferably) consecutive nights from 9:00 PM to 7:00 AM starting on or after Sunday September 26, 2021 along Eighth Avenue and East Eighth Avenue. Due to unpredictable weather, AquaCoustic is requesting a three week window of time from Sunday September 26, 2021 to Sunday October 17, 2021 to account for inclement weather, unforeseen site conditions, and any other scheduling delays that may occur. If weather conditions are ideal, work may be completed sooner.

Video inspection of Metro Vancouver sewer lines will be conducted along East Eighth Avenue between Cumberland Street and west of McBride Boulevard. The work would involve removing the utility hole lids and inserting the inspection platform into the sewer line. The camera is operated remotely from the surface and will travel the length of the required sewer segment. Once complete, the inspection platform is retrieved, utility hole lids are replaced, and the site is cleaned as required. Work crews would work at two utility holes simultaneously. AquaCoustic will be submitting a traffic management plan to the Engineering – Transportation for approval and the plan will include but not be limited to coning the area around the work zone and placing advanced warning signs for traffic management as utility holes are located within the traffic travel lane at all three locations. A map of the work zone is attached in Appendix A.

Some noise will be generated from the operation of two small generators and two work vehicles. AquaCoustic is committed to taking the following measures to minimize the noise created during non-permitted hours:

- Sound deadeners will be used to minimize the noise from the generators.
- Generators will be placed facing away from buildings, i.e. towards the rail yard to minimize further noise impacts.
- Vehicles and equipment will be operated only as needed, avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates and turning off equipment when not in use.
- Crew members will keep their conversation volume to a minimum.
- Equipment will be checked to be in working order prior to mobilizing at the work site.
- All equipment will be in good operating order.

- Equipment will be operated at minimum engine speeds consistent with effective operation.
- Construction personnel will be reminded and supervised to ensure potential noises are minimized.
- A site contact will be available to address resident and business operator questions or concerns.

Businesses and area residents potentially impacted by the noise will be notified a week prior to the work. Field crews will deliver hard-copy notices to individual properties and businesses and post a notice at the front door lobby entrance of multi-dwelling units. The notification area will include the following:

- 700 and 800 Block McBride Boulevard
- 5 Eighth Avenue
- 800 Block Sangster Place
- 30 to 100 block East Eighth Avenue
- 80 and 90 block Mott Crescent
- 700 and 800 block Cumberland Street
- 100 block East Durham Street

A map of the notification area as well as a sample of a previous resident notification is attached in Appendix B.

## **OPTIONS**

There are two options to consider:

1. That Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Sunday September 26, 2021 to Sunday October 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Avenue and East Eighth Avenue.
2. That Council provide staff with alternative direction.

Staff recommends option 1.

## **ATTACHMENTS**

Appendix A: Map of the Sewer Work Zone.

Appendix B: Map of the notification area and sample of previous resident notification.

**APPROVALS**

This report was prepared by:  
Nav Dhanoya, Construction Impacts Coordinator

This report was reviewed by:  
Kim Deighton, Manager of Licensing and Integrated Services

This report was approved by:  
Emilie Adin, Director of Development Services  
Lisa Spitale, Chief Administrative Officer

Appendix A  
*Map of the Sewer Work Zone*

# Appendix A

## Map of the Sewer Work Zone





Areas identified in red circles are utility holes where workers would be stationed.

## Appendix B

### *Sample of Previous Resident Notification*

# Appendix B

## Sample of Previous Resident notification

<h1>Nighttime Work</h1> <h3>Sewer Video Inspections</h3> <p>METRO VANCOUVER, in coordination with its contractor, AquaCoustic Remote Technologies Inc, will be inspecting a sewer main in your neighbourhood.</p> <p>To complete the above-mentioned work, a small crew and work vehicle may be on site between the hours of 8:00 p.m. to 8:00 a.m. from <u>    </u> Oct <u>    </u> to <u>    </u> Oct <u>    </u>, 2020.</p> <p>During this period, workers will be videotaping the sewer interior between manholes. This process provides the contractor with a first-hand look at the deteriorating pipe conditions.</p> <p>Videotaping must be carried out during the early morning hours when sewer flows are at their lowest. Please note that this work is highly weather dependant.</p> <p>Associated activities are not expected to cause excessive noise or disturbance to area residents.</p> <p>Your patience and understanding during this work is appreciated.</p> <p><b>Contact Us</b> For more information, please contact AquaCoustic Remote Technologies Inc at 604-730-8117.</p> <p>For after-hours emergencies, please call Michael Connelly at 778-231-9135.</p>  <p>SERVICES AND SOLUTIONS FOR A LIVABLE REGION</p>	<p>This notice contains important information that may affect you. Please ask someone to translate it for you.</p> <p>Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.</p> <p>此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。</p> <p>ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।</p> <p>Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.</p> <p>Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.</p>  <p>SERVICES AND SOLUTIONS FOR A LIVABLE REGION</p>
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# Map of the Notification Area



Work area has been circled in Red.

# **REPORT**

## ***Office of the Chief Administrative Officer***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Lisa Spitale,  
Chief Administrative Officer      **File:**

*On behalf of the Senior Management  
Team*

**Item #:** 2021-467

**Subject: Downtown Livability Initiatives**

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### **RECOMMENDATION**

*THAT Council endorse the actions as outlined in this report and direct staff to advance the short-term actions with budget implications to the 2022 Budget process.*

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### **PURPOSE**

This report provides immediate and short-term (one to three months) actions aimed at improving the livability of the Downtown. Immediate actions will be managed within existing 2021 Operating Budgets. Some short-term actions have budget implications which will be added to the 2022 Budget deliberation process.

### **EXECUTIVE SUMMARY**

Homelessness, the opioid and illicit drug epidemic, and the COVID-19 pandemic are all impacting the livability of New Westminster, in particular, in the Downtown. Residents and businesses have corresponded with the City seeking assistance to address these challenges, including: additional waste clean-up and pick-up; mental health outreach and support; addiction intervention, needle sweeps and outreach support; and new emergency shelter and housing with wrap-around supports.

Based on the correspondence, and as directed by Council in recent resolutions such as the Downtown Motion, the Senior Management Team has been working on a series of immediate and short-term actions. The actions identified in this report are within the City’s control and, as such, are being prioritized as integral next steps. Moreover, all of these actions are directly aligned with existing Council priorities such as enhanced homeless outreach, referral and advocacy services and the advancement of the supportive housing project at 68 Sixth Street.

The Senior Management Team has identified five categories of issues in order to address the livability of the Downtown. Immediate actions are those currently underway and are resourced through existing Department budgets. Short-term actions are those that fall between one to three months for implementation. Short-term actions that require additional resources are being highlighted in this report and will be moved to the City’s 2022 Budget process.

**ANALYSIS**

The Senior Management Team has identified the following five categories of issues.

**#1 – Need to improve general cleanliness and the provision for 24 hour, public toilets in the Downtown**

- During COVID and due to the shift to take-out, there has been a noticeable and on-going increase in garbage both in receptacles and strewn on City sidewalks and in parks. Complaints include size of receptacles and frequency of pick-up.
- There is also a noticeable increase in human waste and a need for 24 hour, accessible, public toilets, especially in the Downtown. Both stand-alone public toilets and 24/7 access to existing public toilets in City facilities and at the Skytrain stations are being investigated.

**#2 – Homeless outreach and added emergency shelter capacity**

- Aligning with the work of the COVID-19 At-Risk and Vulnerable Populations Task Force, the City has been advocating for additional homeless outreach, referral and advocacy funding. In addition to this funding, more coordination is needed between City Departments when addressing homeless encampments.
- There has been a significant increase in unsheltered homelessness due to COVID, with service providers estimating this population at between 150 and 200. Supportive housing is 14 to 18 months away, if approved. In the interim, there is a need for up to 50 emergency shelter beds, which would preferably be 24/7.

**#3 – Opioid epidemic and illicit drug response**

- The opioid epidemic and the supply of illicit drugs continues to create unprecedented levels of overdoses and overdose deaths.
- Many City Departments lack the necessary training and mandate to effectively address this epidemic.
- The BIA and the Downtown Residents' Association are supportive of addiction services and are seeking additional support from the City.
- The Health Contact Centre requires additional Provincial funding to expand its hours of operation, particularly during the morning and early afternoon, and to address neighbourhood concerns related to discarded needles and the public use of illicit drugs.
- Departments are evaluating proactive actions from other municipalities aimed at improved outcomes, in addition to actively participating in regional approaches.

**#4 – Business support and engagement**

- COVID has created financial hardships for local businesses. Combined with trying to mitigate ongoing construction challenges, the Downtown BIA is seeking City support in the following areas: acquiring timely information; having assurances that cleanliness standards are maintained over the long-term (this includes street and sidewalk, and garbage pick-up).
- The BIA requests that the City's tenant improvement permitting processes be streamlined and that priority be given to building permit applications for businesses seeking a business license to operate, to support more effective business recruitment and retention strategies.

**#5 – Need to work with Fraser Health in addressing mental health issues which are contributing to increasing homelessness and illicit drug use**

- Mental health issues are contributing to increasing homelessness and illicit drug use, and are challenging City staff and service providers.
- Those suffering from mental health issues are isolated and being victimized, and have few options with regard to housing, support and treatment.

**ACTIONS**

<b>ISSUE</b>	<b>IMMEDIATE ACTIONS</b>	<b>SHORT TERM ACTIONS</b>
<p><b>Need to improve general cleanliness and the provision for 24 hour, public toilets in the Downtown</b></p>	<ol style="list-style-type: none"> <li>1. The Engineering Department has added larger garbage receptacles throughout the Downtown and increased collection frequency.</li> <li>2. Expression of Interest has been developed for specialized waste management in the Downtown.</li> <li>3. The City is adding one portable toilet in Hyack Square.</li> </ol>	<ol style="list-style-type: none"> <li>1. Investigate resource requirements to support late night garbage collection (refer to 2022 Budget process).</li> <li>2. Continue workplan to provide 24/7 washrooms in City facilities, and report back to Council.</li> <li>3. Investigate with Translink the provision of public washrooms at Skytrain stations.</li> <li>4. Investigate additional fee for service with faith-based or non-profit service providers as washroom attendants/outreach service providers.</li> <li>5. Prepare to purchase and install a prefabricated stand-alone public toilet in the Downtown and report back to Council (already identified in the 2022 Budget).</li> </ol>

<p><b>Homeless outreach and added emergency shelter capacity</b></p>	<ol style="list-style-type: none"> <li>1. Police, Bylaws, Engineering and Fire Departments are creating a coordinated multi-departmental Team.</li> <li>2. The multi-departmental Team is working on a protocol to check the well-being of homeless individuals and attend to any safety or environmental hazards on a daily basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Developing a workplan and resource requirements to implement seven day and evening bylaw coverage (refer to 2022 Budget process).</li> <li>2. Working collaboratively with service providers and BC Housing for up to 50 emergency shelter beds in the Downtown</li> <li>3. Interdepartmental Inspection staff will prioritize the emergency shelter application.</li> </ol>
<p><b>Opioid epidemic and illicit drug response</b></p>	<ol style="list-style-type: none"> <li>1. The Fire Department is evaluating an interdepartmental and inter-agency medical approach. Learning from successes in Vancouver – Vancouver Fire and Vancouver Coastal and Surrey Fire and Fraser Health.</li> <li>2. Outreach and training between Fire and Police first responders, Bylaw staff and Social Planners.</li> </ol>	<ol style="list-style-type: none"> <li>1. Create a workplan and resource requirements to develop: a customized screening process to identify suitable candidates to connect with existing social, mental and medical services designed to address the issues and facilitate access and introduction to these services.</li> <li>2. Work with Fraser Health to expand hours of the Health Contact Centre, including during the morning and early afternoon, and to increase needles sweeps and outreach.</li> </ol>

<p><b>Business support and engagement</b></p>	<ol style="list-style-type: none"> <li>1. Create a dashboard for Economic Development to understand the current situation from other divisions when businesses reach out with who to contact for further information.</li> <li>2. Formalized plan and materials for business outreach that cohesively relays information coming from City Departments.</li> <li>3. Targeted overdose awareness and education for trades, temporary labour, and construction companies by refocusing existing work with the BIA, WorkSafe and Purpose Society.</li> </ol>	<ol style="list-style-type: none"> <li>1. Developing a workplan and resource requirements between Building, Licensing and Economic Development to reduce timelines for building permit applications and business license applications requiring building permits (refer to 2022 Budget process).</li> </ol>
<p><b>Need to work with Fraser Health in addressing mental health issues which are contributing to increasing homelessness and illicit drug use</b></p>	<ol style="list-style-type: none"> <li>1. City staff will work closely with Fraser Health’s new Integrated Response Team which will support sheltered and unsheltered homeless persons with mental health issues. The team will include a mix of nursing, allied health professionals, and clinical and peer support workers; operate 8:30 a.m. to 4:30 p.m. daily, including weekends; and serve New Westminster and the Tri-Cities.</li> <li>2. City staff will clarify the role of the Assertive Community Treatment (ACT) Team, which includes the City’s Mental Health Police Liaison Officer, and serves adults living with serious mental illness.</li> </ol>	<ol style="list-style-type: none"> <li>1. The City to provide mental health education, information and training to staff on the front lines, including in Engineering Operations, Integrated Services, and Parks and Recreation.</li> </ol>

**INTERDEPARTMENTAL LIAISON**

All departments are working on this high priority initiative and have collaborated in the writing of this report.

**OPTIONS**

There are two options for Council's consideration; they are:

Option 1 - Council endorse the actions as outlined in this report and direct staff to advance the short-term actions with budget implications to the 2022 Budget process; or

Option 2 – Provide staff with alternative direction.

*Staff recommend Option 1*

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

This report was reviewed by:  
Senior Management Team staff

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



## **REPORT**

### ***Climate Action, Planning and Development***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Emilie K. Adin, MCIP      **File:** HER00803  
Director, Climate Action, Planning and  
Development

**Item #:** 2021-439

**Subject:** Heritage Revitalization Agreement: 328 Second Street – Preliminary Report

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#### **RECOMMENDATION**

**THAT** Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 328 Second Street, as outlined in the “Consultation and Review Process” Section of this report.

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#### **PURPOSE**

To seek Council’s approval to proceed with processing the proposed Heritage Revitalization Agreement at 328 Second Street.

#### **EXECUTIVE SUMMARY**

An application has been received for a Heritage Revitalization Agreement (HRA) at 328 Second Street in Queen’s Park. The HRA would protect and restore the existing 1889 house while allowing subdivision and construction of a new 208 sq.m. (2,243 sq.ft.) house on the new. This application was received prior to June 2021, and as such is not subject to the temporary hold Council has placed on processing these types of applications.

The proposed lots would be approximately 341 sq.m. (3,678 sq.ft.) for the heritage house and 416 sq.m. (4,487 sq.ft.) for the new infill house. The heritage site would front Second Street and the infill site would be located behind with a panhandle, which would be used as a shared driveway. The density of the infill house would be consistent with the Zoning Bylaw. The heritage house, which would include a secondary suite, would have a higher density than otherwise permitted at 0.79 floor space ratio. Some

additional relaxations would be needed related to setbacks, lot width and shared vehicle parking/access, arising from the unique subdivision pattern. Both houses would be family-friendly, would have sufficient private outdoor space, and would meet required parking.

The proposed relaxations are considered reasonable under City’s HRA policy, and in the context of the heritage value of the 1889 house and the proposed restoration of this house. Therefore, staff is seeking endorsement for the HRA application to proceed with community and committee consultation.

**BACKGROUND**

**Site Characteristics and Context**

The subject property is located at 328 Second Street in the Queen’s Park neighbourhood, an area of single detached dwellings. The site is 759 sq. m. (8,168 sq. ft.). The existing 248 sq.m. (2,669 sq.ft.) house is two storeys high with an in-ground basement. The property is one block west of Queen’s Park (playground, sports field, arena etc.) and 40 m. (131 ft.) from Sullivan Park, a small neighbourhood playground. Many properties in this neighbourhood have a rear lane, though that is not the case for this block of Second Street. A site context map and aerial image is provided in Figure 1 below:

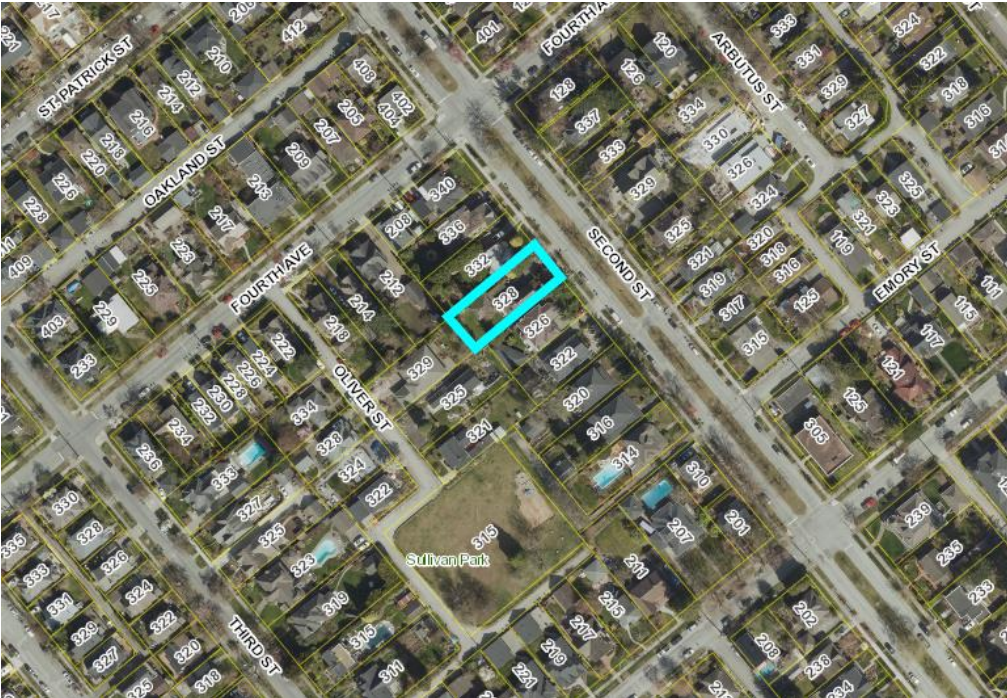


Figure 1: Site Context Map, with 328 Second Street highlighted in blue

Proximity to Transit Service and Other Sustainable Transportation Options

Both Fourth Avenue and Second Street are classified as local roads, while Seventh Avenue, which is 660 m. / 0.66 km. from the subject site, serves as part of the Crosstown Greenway. The site is also within 35 m. (114 ft.) of a bus stop, and within 600 m. (0.6 km.) of the frequent transit network (FTN) on Sixth Street. The sidewalk network surrounding the site is complete, including an accessible curb letdown at the intersection. Transit service is proximate, as shown on the table below:

Table 1: Site Proximity to Transit Service

Bus Service	Frequency	Approx. Distance
#105	Approx. 30 minutes	35 m. (114 ft.) to Second Street and Fourth Avenue

**Policy and Regulations**

The site is located in the Queen’s Park Heritage Conservation Area. The application is consistent with both the area’s heritage goals and the property’s Official Community Plan (OCP) land use designation of “Residential Detached and Semi-Detached Housing”. Both houses would also be evaluated against the Heritage Conservation Area Design Guidelines. However, the proposal is not consistent with the property’s single-detached residential (RS-4) zoning, and so a rezoning or Heritage Revitalization Agreement (HRA) is required.

As the proposal includes restoration of a heritage asset, an HRA is the appropriate tool to use for this application. In exchange for Heritage Designation of the site, relaxation of the minimum lot size and density restrictions can be considered, per the City’s *Policy for the Use of HRAs*. As the HRA application was received prior to June 2021, it is not subject to the temporary hold Council has placed on processing these types of applications.

Through the Conservation Area Policy, changes to or demolition of the existing house would require a Heritage Alteration Permit (HAP). Should the house be required to be retained, the HAP could regulate material and design of any additions, but could not regulate the size or density (which are governed by the Zoning Bylaw and can only be amended through a zoning amendment or an HRA). Rather than rezoning the building to accommodate a large addition, which is not a heritage best practice, the remaining site density can be allocated to a separate building through an HRA. An HRA can also require restoration of the heritage house (not otherwise required by inclusion in the Heritage Conservation Area). The protection on the site is also increased beyond what is afforded by the Conservation Area through adoption of a Heritage Designation Bylaw.

Further information on the policy and regulatory context is available in **Attachment 1**.

**Previous Applications**

In March 2016, prior to the implementation of the Heritage Conservation Area policy, a demolition permit application was received for this house. Due to the age of the house, the Community Heritage Commission (CHC) reviewed the demolition on April 6, 2016. At that time, the CHC did not oppose the demolition noting extensive restoration would be required to the house.

In September 2016, an application was received for a new house with a two-car garage and an asphalt driveway/parking area. As the Queen’s Park Temporary Control Period was in place, the design of a new house required a Heritage Alteration Permit (HAP), and review by the CHC and the Control Period’s Technical Review Panel. In March 2017, the HAP application was denied by Council, citing concerns with the detached garage and driveway. By 2019, the demolition permit had not been acted upon and was cancelled.

**Heritage Value**

The Statement of Significance for the 1889 H. H. & Jane Mackenzie House indicates social, cultural, and aesthetic value (see **Attachment 2**). It is valued for its historical connection to two pioneer British Columbia families; its design which reflects the expressiveness of the Victorian era; and its tall, rectangular two-storey height, which reflects its Victorian character. It is also valued for the contribution it makes to the historical Queen’s Park neighbourhood: its form, siting and architectural details provide an illustration of a typical, vernacular working-class family home. See figure 2 below for images of the building in its current condition.



*Figure 2: Current photographs of the house, provided by the project’s heritage consultant*

Further review of the heritage value of the house and any conservation work proposed would be conducted by the Community Heritage Commission (CHC) should the application proceed in the development review process. The conservation work

proposed would be evaluated against the *Standards and Guidelines for the Conservation of Historic Places in Canada* as well as the Heritage Conservation Area’s design guidelines.

**PROJECT DESCRIPTION**

**Project Overview**

Subdivision

An application has been received for a Heritage Revitalization Agreement (HRA) to enable subdivision into two lots approximately 341 sq.m. (3,678 sq.ft.) and 416 sq.m. (4,487 sq.ft.). The existing heritage house would sit on the smaller lot fronting Second Street. A new house would be built on the larger lot at the rear, which would have a panhandle (i.e. a narrow strip of land) connecting it to Second Street, which would provide access to both properties. All required parking would be provided; however, the spaces would be located on or accessed by the infill site, which generates the need for relaxations to Zoning requirements.

A site plan showing the proposed new lots is figure 3 below, and further drawings including the applicant’s design rationale are in **Attachment 3**.

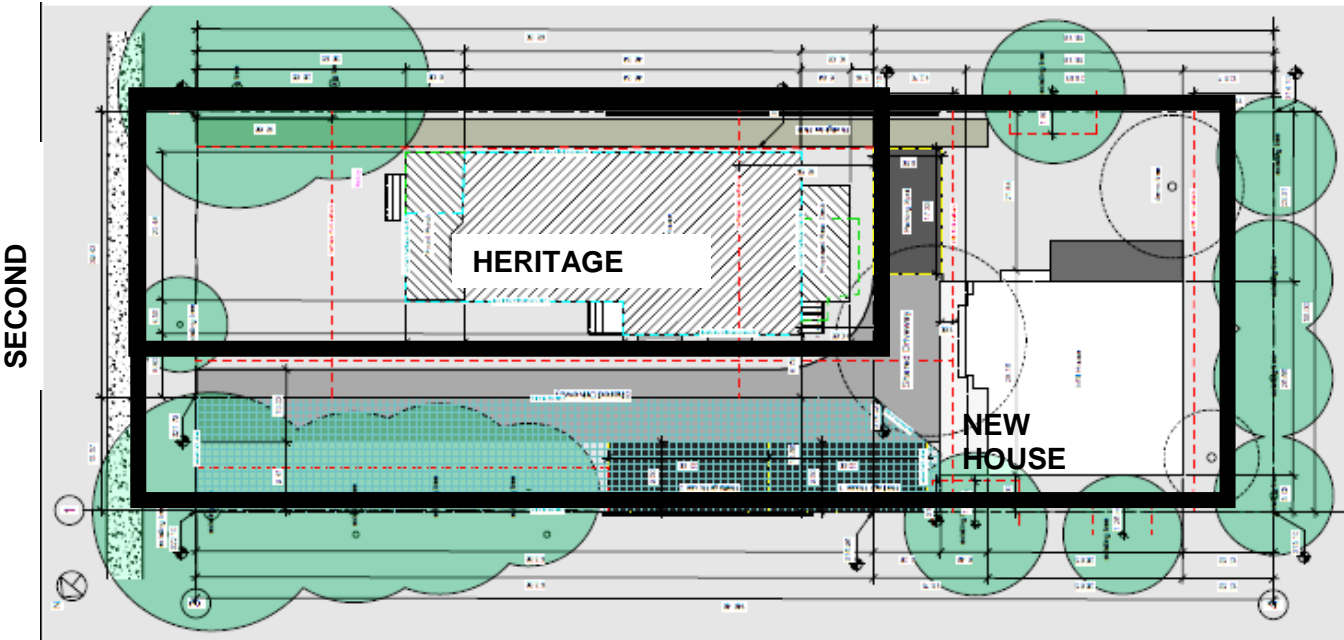


Figure 3: Site Plan

Heritage House

Through the HRA, the existing 1889 house would be restored and more strongly protected through adoption of a Heritage Designation Bylaw. Three changes are proposed: (1) a one-bedroom rental suite in the basement (2) a rear addition, and (3) expanded side dormers. The resulting three bedroom house would be 269 sq.m. / 2,902 sq.ft. (an addition of 23 sq.m. / 247 sq.ft.) and have a density of 0.79 floor space ratio (FSR) which is 0.09 FSR (13%) higher than permitted. The siting would remain unchanged. Zoning Bylaw relaxations to the rear setback and rear encroachment of the porch would be required to facilitate the siting of the heritage house in relation to the newly proposed property lines.

New House

The new house would be 1.5 storeys plus a basement, with no suite proposed. The new three bedroom house would be smaller than the heritage house at 210 sq.m. (2,250 sq.ft.) and a density of 0.5 FSR. The design would be craftsman style with a cross-gable and wide front porch, which is generally consistent with the Queen’s Park Design Guidelines for new construction. See figure 4 below which is a rendering of the proposal, as viewed from Second Street.



*Figure 4: Proposed rendering provided by the project team, heritage house left and new house right*

**DISCUSSION**

**Overall Evaluation**

As a pre-1900 house which requires a lot of conservation or restoration work, this house was previously at risk of demolition. The HRA would increase the heritage protection on the site. Furthermore, an HRA can require restoration of the heritage house, which inclusion in a Heritage Conservation Area cannot. On balance, the Zoning Bylaw relaxations requested are considered appropriate within the context of the OCP’s infill housing policies and goals. Per the OCP, an infill development can be considered at this location provided it meets livability and character design criteria and delivers community benefits.

In total, eight Zoning Bylaw relaxations would be considered over both lots. The more significant relaxations would be to the lot size and heritage house density. The remainder are minor siting or site design aspects related to the unusual layout. These minor siting or site design relaxation are proposed in order to meet the heritage best practice of keeping the heritage house in-situ in its current location. The shared areas over both lots would be secured through the HRA and necessary legal agreements on title.

The proposed relaxations are considered reasonable under City’s HRA policy, and in the context of the heritage value of the 1889 house and the proposed restoration. Therefore, staff is seeking endorsement for the HRA application to proceed with community and committee consultation.

**Small Lot Subdivision**

The applicant has proposed a subdivision of the existing 758 sq. m. / 8,166 sq. ft. lot, which is larger than the minimum lot site area for its zone. In this case, subdivision is consistent with heritage conservation best practices as stratification of the house would generate Strata Act warranty requirements which can hinder conservation treatments on the heritage house (e.g. upgrading the building envelope and loss of original materials).

The subdivision would result in two lots:

- (1) the heritage site – at 342 sq. m. / 3,678 sq. ft. would be 61% of the minimum size permitted by this zone, and would be consistent with the City’s Small Lot zoning districts (such as RT-2D); and,
- (2) the infill site – at 417 sq. m. / 4,487 sq. ft. would be 74% of minimum size, and consistent with the City’s Compact Lot zoning districts (such as NR-5 and RS-5).

A summary of the proposed statistics is available in **Attachment 4**.

Consideration of compact-lot subdivisions is consistent with the City’s *Policy for the Use of HRAs*. Under the heritage program, compact-lot subdivisions are generally considered reasonable in exchange for the protection and restoration of a heritage asset.

**Panhandle Lot**

The applicant has proposed a panhandle lot which is essentially a parcel that requires a narrow strip of land in an L-shape, or panhandle, to provide principal access for a rear lot to the street. In order for this style of subdivision to take place, a relaxation to the minimum lot width would be needed: the proposal is less than the required 10% of the perimeter of the lot. The proposed lot width is 3.8% (4.78 m. / 15.7 ft.).

The City does not have policy in place specific to the evaluation of panhandle lot proposals, but reviews them on a case by case basis. Engineering and Planning staff would work with the applicant through the application review process to mitigate potential issues, such as impacts (such as privacy, shadowing, noise, etc.) to the adjacent neighbours or issues related to fire access (i.e. drive aisle width). A preliminary review from an inter-departmental staff team has identified that the issues associated with panhandle lots can adequately be addressed in the processing of this development application.

**Heritage House Density and Relaxations**

The density of the heritage house is proposed at 0.79 floor space ratio (FSR) which is 13% above what is permitted in the Queen’s Park Heritage Conservation Area incentives program (0.7 FSR). As the house would remain in its existing location, and due to the small lot size, a rear yard setback relaxation from 5.7 m. (18 ft.) to 3 m. (10 ft.) and a setback relaxation of about 0.3 m. (1 ft.) to the rear porch projection would be required.

The density and setback relaxations are considered reasonable as: the enlarged house would be similar to the size of neighbouring houses; the property would continue to provide sufficient open space for both the main dwelling unit (296 sq.m. / 2,902 sq.ft.) and the secondary suite (55 sq.m. / 593 sq.ft.); the proposed lots would meet on-site parking requirements; and, approval of the proposal would facilitate the retention of a pre-1900 house.

**Vehicle Parking Location**

As the required amount of parking is being provided, and the relaxations for access and location of parking are minor, they are considered reasonable. The configuration of the proposed parking is currently being reviewed to ensure there is adequate room for the vehicles to manoeuvre as well limiting any vehicle/pedestrian conflict.



## **Tree Retention**

Through this application, a total of fourteen trees including specimen trees would be protected. Two fruit trees are proposed to be removed to accommodate the infill, which would be replaced per the Tree Regulation and Protection Bylaw. Tree protection and removal is being reviewed through a Tree Permit concurrently with the HRA application.

## **CONSULTATION AND REVIEW PROCESS**

As per the City's development review process, the anticipated review steps for this application are:

1. Preliminary report to Council (**we are here**);
2. Applicant-led public consultation, including dissemination of information through the local Residents Association;
3. Review of the proposal's heritage elements by the Community Heritage Commission;
4. Council consideration of First and Second Readings of the project's Bylaws;
5. A Public Hearing followed by Council's consideration of Third Reading and Adoption of the project's Bylaws.

As there are fewer than five 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 Committee for review and comment.

## **INTERDEPARTMENTAL LIAISON**

The City has a project-based team approach for reviewing development applications. This application has been reviewed by Engineering (Servicing and Transportation), Fire, Electrical, Parks and Recreation, and Climate Action, Planning and Development (Building, Planning, Trees, Heritage) staff who provide 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 Heritage Revitalization Agreement at 328 Second Street, as outlined in the "Consultation and Review Process" section of this report; or
2. That Council provide staff with alternative direction.

Staff recommend option 1.

**ATTACHMENTS**

- Attachment 1 - Policy and Regulations Summary
- Attachment 2 - Statement of Significance
- Attachment 3 - Drawing Package/Design Rationale
- Attachment 4 - Project Statistics and Proposed Relaxations

**APPROVALS**

This report was prepared by:  
Hardev Gill, Planning Technician

The report has been reviewed by:  
Britney Dack, Senior Heritage Planner  
Rupinder Basi, Supervisor of Development Planning  
Jackie Teed, Senior Manager, Climate Action, Planning and Development

Report approved by:  
Emilie Adin, Director, Climate Action, Planning and Development  
Lisa Spitale, Chief Administrative Officer

Attachment 1  
*Policy & Regulations Summary*

## **ATTACHMENT #1: POLICIES AND REGULATIONS SUMMARY**

### **Official Community Plan Land Use Designation**

The Official Community Plan (OCP) designation for this site is *Residential: Detached and Semi-Detached* which allows low density residential, primarily in the form of single detached dwellings with secondary suites, duplexes, and accessory dwelling units (e.g. laneway house, carriage house). Complementary uses include 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. The OCP also indicates that, through a Heritage Revitalization Agreement (HRA), a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. The proposed application is consistent with the OCP designation for this site.

### **Queen's Park Heritage Conservation Area**

The subject property is protected under the Queen's Park Heritage Conservation Area (QPHCA). The proposed Heritage Designation and Heritage Revitalization Agreement (HRA) would provide a high level of protection, design control, and development regulations which exceed those of the QPHCA. The additional protection and sensitive infill proposed is overall consistent with the goals of the Heritage Conservation Area. The proposed application is consistent with the QPHCA's design guidelines.

### **Zoning Bylaw**

The existing zoning for the site is RS-4 Queen's Park Single Detached Dwelling District. The intent of this district is to allow single detached dwellings with secondary suites and a laneway or carriage house. In this zone, the maximum floor space ratio (FSR) for houses which are protected under the Queen's Park Heritage Conservation Area is 0.7 and houses not protected under the Heritage Conservation Area is 0.5. As described in the report, the proposed application would require zoning relaxations. As such, a Heritage Revitalization Agreement would be required to permit the proposal.

### **Heritage Revitalization Agreement**

A Heritage Revitalization Agreement (HRA) is a negotiated agreement between the City and a property owner for the purposes of heritage conservation. In exchange for long term legal protection through a Heritage Designation Bylaw and exterior restoration, certain zoning relaxations are considered. An HRA does not change the zoning of the property, rather it adds a new layer which identifies the elements of the zone that are

being varied or supplemented. An HRA is not legally precedent setting as each one is unique to a specific site.

When Council considers entering into an HRA with a property owner, one of the objectives is to balance the benefits to the property owner with the benefits to the public. In this proposal, the heritage benefit to the community is restoration, continued historic use and the full legal protection of the heritage building through a Heritage Designation Bylaw. In the City's *Policy for the Use of Heritage Revitalization Agreements*, lot size, density, and siting or massing elements may be considered for relaxation.

### Heritage Related Design Guidelines

Council endorsed *The Standards and Guidelines for the Conservation of Historic Places in Canada* in 2008 as a basis for assessing heritage conservation projects within the city. These are national guidelines for best practice in heritage restoration, rehabilitation, and design. The goal of the Standards and Guidelines is to promote heritage conservation best practice while ensuring respectful and sensitive new construction. HRA applications are evaluated against these guidelines.

### **Heritage Designation**

A Heritage Designation Bylaw is a form of land use regulation that places long-term legal protection on the land title of a property. Any changes to a protected heritage property must first receive approval from City Council (or its delegate) through a Heritage Alteration Permit (HAP). Future development is no longer entitled, but could be permitted by Council with an HAP.

Attachment 2  
*Statement of Significance*

## **ATTACHMENT #2: STATEMENT OF SIGNIFICANCE**

### **328 Second Street**

### **H.H. & Jane Mackenzie House**

#### Description of Historic Place

The H. H. & Jane Mackenzie House is a two-storey, wood-framed house with a gabled roof and an enclosed front porch located in the middle of the western side of the 300 Block of Second Street in the Queen's Park neighbourhood of New Westminster, BC.

#### Heritage Values

Constructed in 1889, the H. H. & Jane Mackenzie 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.

It is further valued for its historical connection to two pioneer British Columbia families – the Mackenzie and Jennings families. For 50 years, it was home to Hugh Henry & Jane Mackenzie - H. H. Mackenzie's family were early pioneers in Clover Valley in Langley, and his wife Jane's family (née Jennings), were pioneers in Victoria in the 1860s. Built on land owned by Jane's mother, Mrs. A.M. Johnson, the house is valued for its local connections to the properties between it and the corner of 4th Avenue, where Mrs. Johnson ran a grocery store, later to be known as the Mackenzie Brothers Grocery. This house is remembered as a 50-year home to Hugh Henry and Jane Mackenzie where in 1939 they celebrated their 'at home' 50th anniversary and residence in the house, just shortly before they both passed away.

Physically, the H. H. & Jane Mackenzie House is important historically for the contribution it makes to the integrity of the Queen's Park neighbourhood, which encompasses one of the oldest collections of residential buildings in Western Canada. Its form, siting and architectural details provide an illustration of a typical, vernacular working-class family home of the Victorian-era. The house can also be seen as a being an embodiment of the social, cultural, and demographic changes of the neighbourhood over the last 130 years. Its shift from being the single-family home of a pioneer family for 50 years, to shorter-term accommodations and even its division into suites for a series of working-class couples and families, to becoming a valued and important heritage resource in the community is a direct reflection of the historical changes and developments of the Queen's Park neighbourhood since its earliest establishment.

### Character-Defining Elements

- The elements that define the heritage character of 328 Second Street are:
- Continuous residential use since 1889
- Original location on Second Street in the Queen's Park neighbourhood
- Original siting in line with other historic homes on the block
- Residential design, scale and massing as expressed in its two storey height (plus basement)
- Steep pitch gable roof with overhang
- Full width front porch with hip roof (recently partially enclosed with glazing)

Original window openings on side elevations with projecting wood sills



## Attachment 3

### *Drawing Package / Design Rationale*

















1 328 SECOND STREET LANDSCAPE CONCEPT DRAWING

DESIGN NOTES
STYLE: PLANTINGS TO COMPLEMENT THE EXISTING AND NEW STRUCTURES
LANDSCAPE DRAWING: SEE ATTACHED DOCUMENT FROM PAGE C11 OF THE HRA PACKAGE

EXISTING LANDSCAPING FRONT OF HERITAGE HOUSE
EXISTING TREES AROUND THE PROPERTY TO BE KEPT EXCEPT FOR ONE AT THE REAR OF THE PROPERTY TO BE REMOVED AND REPLACED



7 PATHS AND DRIVEWAY

PERMEABLE HERITAGE ROMAN PAVES - NEW
ALL WALKWAYS, DRIVEWAYS AND PARKING AREAS



FENCING
CEDAR FENCING 6 FEET HIGH



3 TREES AND SHRUBS

JAPANESE MAPLE (RED)
ACCENT FOR FRONT YARD OF THE HERITAGE HOUSE
THE JAPANESE MAPLE IS A SMALL TREE THAT WILL FIT INTO ALMOST ANY YARD. PRIZED FOR THEIR STRIKING LEAVES, THEY PROVIDE VISUAL INTEREST IN FALL AND WINTER THANKS TO THEIR LEAF AND BARK COLORS.



ACER CAMESTRE (FIELD MAPLE)
ACCENT TREE BETWEEN THE HERITAGE HOUSE AND THE NEW BUILD
THIS IS A SMALL, LOW-BRANCHED, DENSE, ROUNDED, DECIDUOUS TREE OR LARGE MULTI-STEMMED SHRUB THAT TYPICALLY GROWS IN CULTIVATION TO 25-30' TALL. IT MAY BE PRUNED TO FORM A TALL HEDGE.



EMERALD CEDARS (SMARAGD)
FLANKING THE ENTRANCE TO THE DRIVEWAY ON SECOND STREET
USE TO CREATE A HEDGE OR AS SINGLE TREES THIS FABULOUS LOW-MAINTENANCE, EVERGREEN HEDGING CONIFER, IT CAN ALSO BE PLANTED AS A SPECIMEN CONIFER ON ITS OWN IN BORDERS OR LAWNS.



4 WINTER GEM BOXWOOD

HEDGING BETWEEN THE DRIVEWAY AND THE HERITAGE HOUSE AND ALONG THE BACK OF THE NEW BUILD
THE SLOW GROWING SHRUB IS IDEAL FOR EDGING AND BORDERS ALONG PATHWAYS OR AROUND FLOWER BEDS. WELL-SUITED FOR TOPHAT AND CONTAINERS, CONSIDERED TO BE THE MOST RESISTANT TO THE SCYTHOOD LEAF.



PLUM YEW
TO FLANK STAIRS ON THE ENTRY STAIRS OF THE HERITAGE HOUSE AND ACCENTS IN NEW BUILD GARDEN BEDS
ONE BE USED AS AN ACCENT PLANT, FOUNDATION PLANT, BORDER PLANT OR IN BARRIS PLANTINGS. THEIR TOLERANCE FOR SHADE MAKES THEM GOOD AS FILLER BENEATH TREES OR IN AREAS SHADED BY BUILDINGS.



RHODOENDRON (YELLOW)
PART OF BED PLANTING AT REAR DECK OF HERITAGE HOUSE TO BRING OUT THE FACIAS
QUICKLY BECOMES KNOWN AS ONE OF THE BEST HARDY 'YELLOW RHODOENDRON' BLOOM IN MID-SPRING WITH BLUE YELLOW FLOWERS THAT SPOT A FIERY RED BLOTCH. THE DARK GREEN, MILDEW-RESISTANT FOLIAGE MAKES A WONDERFUL CONTRAST TO THE RADIANT BLOOMS AS WELL AS THE ATTRACTIVE RED BUDS THAT PERSIST THROUGHOUT WINTER.



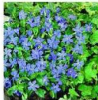
5 SPIREA GOLDMOUND

BACK DECK OF HERITAGE HOUSE
A DECIDUOUS SHRUB THAT TYPICALLY GROWS 4' TALL WITH A SLIGHTLY LARGER SPREAD. TINY PINK FLOWERS IN FLAT-TOPPED CLUSTERS COVER THE FOLIAGE FROM LATE SPRING TO MID-SUMMER, WITH SPARSE AND INTERMITTENT REPEAT BLOOM SOMETIMES OCCURRING. FLOWERS ARE ATTRACTIVE TO BUTTERFLIES.



FLOWERS AND PLANTS

VINCA (PERIWINKLE)
PART OF BORDER FOR DRIVEWAY SIDE AND FRONT LAWN OF THE HERITAGE HOUSE
VERSATILE GROUND COVER FOR SHADY AREAS. GOOD COVER FOR BULBS. EFFECTIVE ON SLOPES OR BANKS TO STABILIZE SOILS AND PREVENT EROSION.



REGULAR ROSE BUSH - COLOUR TBD

FRONT YARD OF HERITAGE HOUSE
SHRUB ROSES ARE NOTABLE FOR THEIR COOL HARDINESS AND VIGOROUS PRODUCTION OF FLOWER CLUSTERS AND INCLUDES VARIETIES THAT RESEMBLE OLD GARDEN ROSES, WITH RECURRENT BLOOMING AND PLEASANT FRAGRANCE.



6 HOSTA (CHERRY BERRY)

FRONT AND REAR GARDEN OF HERITAGE HOUSE, DRIVEWAY ACCENT AND SHADE GARDEN OF NEW BUILD
CHERRY BERRY HOSTA HAS LONG THIN LEAVES WITH A DARK GREEN MARGIN MERGING WITH A GOLDEN YELLOW CENTER THAT EVENTUALLY SEEMS TO VANISH IN SUMMER. VIOLET FLOWERS ON EXTREMELY BRIGHT RED SCAPES PRODUCE HEAVILY SCENTED AFTER RED FOOD THAT LAST WELL INTO THE FALL.



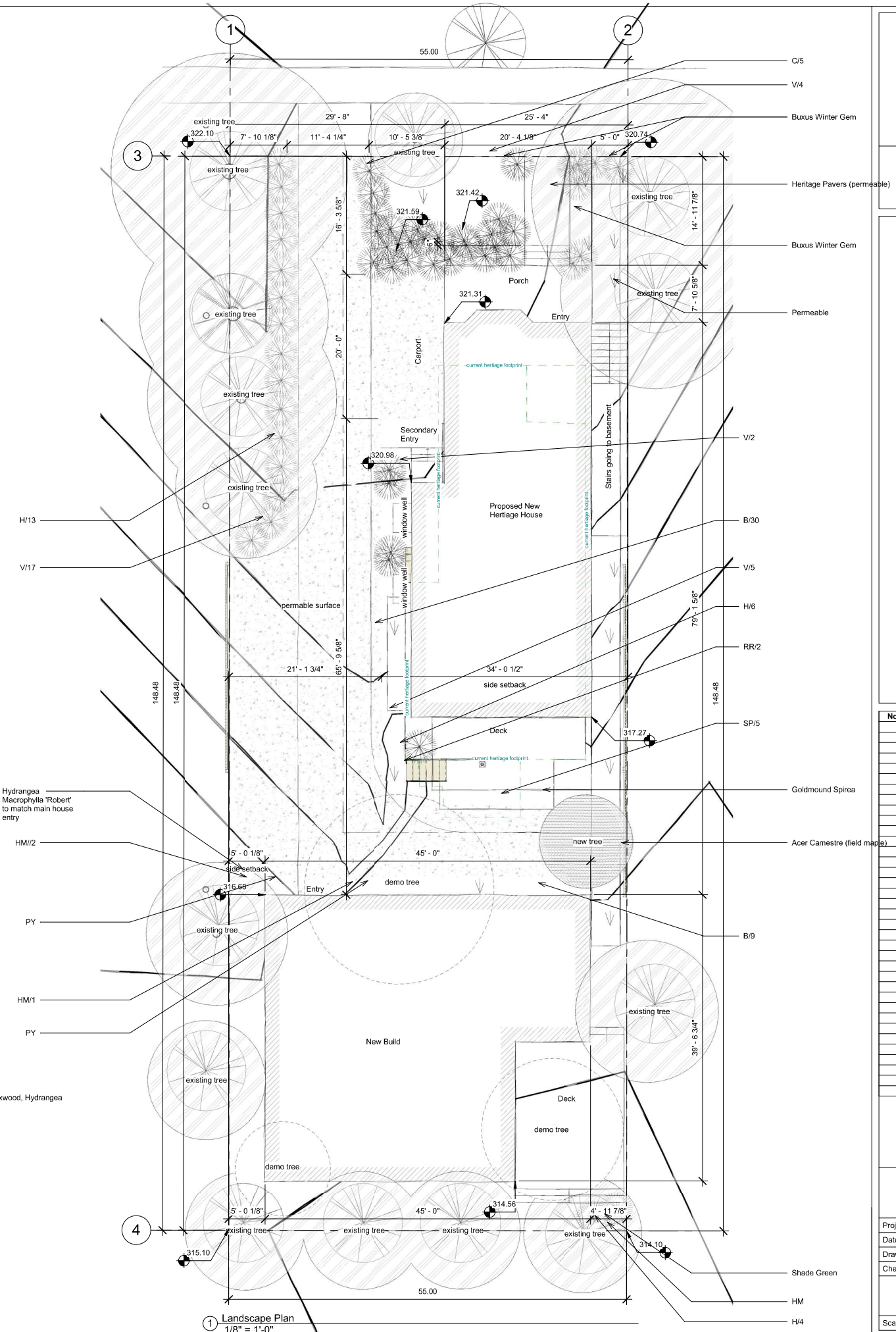
HYDRANGEA MACROPHYLLA 'ROBERT'

TO MATCH EXISTING AT THE FRONT OF THE HERITAGE HOUSE FRONT CORNER OF NEW BUILD NEXT TO THE RHODOENDRON BUSH
A DECIDUOUS SHRUB GROWS ABOUT 2 M TALL BY 2.5 M BROAD WITH LARGE HEADS OF PINK OR BLUE FLOWERS IN SUMMER AND AUTUMN.



Design Heritage Style Landscape
Plants: Maples, Rhododendrons, Roses, Boxwood, Hydrangea
Pavers: Heritage Roman Pavers
Fencing: Cedar 6' High

Plant List
B - Buxus Winter Gem
R - Rose Standard
JM - Japanese Maple Red
PY - Plum Yew
HM - Hydrangea Macrophylla 'Robert'
SP - Spirea Goldmound
H - Hosta Cheryberry
V - Vinca (periwinkles)



928 13th St.
New Westminster, BC
604-604-6747
WWW.D3DESIGN.CA

Table with 3 columns: No., Description, Date. It is mostly empty.

Diana Martins and James Garbutt
328 Second Street
New West
Landscape

Project number: 1499
Date: September 28th, 2021
Drawn by: Jespreet Gill
Checked by: Kirsten Sutton

C11
Page 185 of 480
Scale: 1/8" = 1'-0"

Attachment 4  
*Project Statistics and Proposed  
Relaxations*

## ATTACHMENT #4 PROJECT STATISTICS AND PROPOSED RELAXATIONS

A summary of the proposed project statistics are outlined in Table 2 and 3. Relaxations being sought through the HRA are highlighted in grey.

*Table 2: Summary of Proposed Relaxations for 328 Second Street (Heritage House)*

<b>Attributes</b>	<b>RS-4 Zoning</b>	<b>Proposed</b>	<b>Relaxation</b>
<b>Minimum Site Area</b>	557 sq. m. (6,000 sq. ft.)	341 sq. m. (3,678 sq. ft.)	216 sq. m. (2,321 sq. ft.)
<b>Lot Frontage</b>	--	12.01 m. (39.43 ft.)	--
<b>Lot Depth</b>	--	28.4 m. (93.3 ft.)	--
<b>Maximum Floor Space</b>	239.24 sq. m. (2,575.17 sq. ft.)	269.62 sq. m. (2,902.21 sq. ft.)	30.38 sq. m. (327 sq. ft.)
<b>Maximum Floor Space Ratio</b>	0.7	0.79	0.09
<b>Maximum Site Coverage</b>	35%	29%	--
<b>Minimum Front Setback (east)</b>	5.79 m. (19 ft.)	8.79 m. (28.85 ft.)	--
<b>Minimum Rear Setback (south)</b>	5.68 m. (18.6 ft.)	3.05 m. (10 ft.)	2.62 m (8.6 ft.)
<b>Minimum Rear Porch Projection (south)</b>	1.21 m (4 ft)	0.86 m. (2.84 ft.)	0.35 m. (1.14 ft.)
<b>Minimum Side Setback (west)</b>	1.2 m. (4 ft.)	5.59 m. (18.33 ft)	--
<b>Minimum Side Setback (north)</b>	1.2 m. (4 ft.)	2.66 m. (8.73 ft.)	--
<b>Maximum Height (Roof Peak)</b>	10.7 m. (35 ft.)	9.08 m. (29.82 ft.)	--
<b>Maximum Height (Midpoint)</b>	7.6 m. (25 ft.)	7.21 m. (23.67 ft.)	--
<b>Maximum Attached Accessory Area</b>	10%	0%	--
<b>Minimum Off-Street Parking</b>	2 space	0 spaces	2 provided on adjacent lot

NOTE: grey rows indicate proposed variances, white rows meet City regulations.

Table 3: Summary of Proposed Relaxations for 328 Second Street (Infill House)

<b>Attributes</b>	<b>RS-4 Zoning</b>	<b>Proposed</b>	<b>Relaxation</b>
<b>Minimum Site Area</b>	557 sq. m. (6,000 sq. ft.)	416.9 sq. m. (4,487 sq. ft.)	140 sq. m. (1,513 sq. ft.)
<b>Lot Frontage</b>	12.4m (40.7 ft)	4.74m. (15.57 ft.)	7.66 m (25.13 ft)
<b>Lot Depth</b>	--	45.25 m. ( 148.48 ft.)	--
<b>Maximum Floor Space</b>	208.45 sq. m. (2,243.7 sq. ft.)	208.43 sq. m. (2,243.62 sq. ft.)	---
<b>Maximum Floor Space Ratio</b>	0.5	0.5	---
<b>Maximum Site Coverage</b>	35%	16.88%	
<b>Minimum Front Setback (east)</b>	3.36 m. (11.04 ft.)	3.87 m. ( 12.7 ft.)	--
<b>Minimum Front Projection</b>	1.21 m. (4 ft.)	0.54 m. (1.8 ft.)	--
<b>Minimum Rear Setback (south)</b>	3.36 m. ( 11.03 ft.)	3.81 m. (12.53 ft.)	--
<b>Minimum Side Setback (west)</b>	1.52 m. ( 5 ft.)	7.1 m. ( 23.31ft.)	--
<b>Minimum Side Setback (north)</b>	1.52 m. ( 5 ft.)	1.52 m. ( 5 ft.)	--
<b>Maximum Height (Roof Peak)</b>	10.6 m. ( 35 ft.)	8.96 m. ( 29.41 ft.)	--
<b>Maximum Height (Midpoint)</b>	7.62 m. (25 ft.)	7.39 m. (24.26 ft.)	--
<b>Maximum Attached Accessory Area</b>	10%	0%	--
<b>Minimum Off-Street Parking</b>	1 space	1 space	--
<b>Minimum Parking Space Setback from front Property Line</b>	3.36 m. (11.04 ft.)	0 m. ( 0 ft.)	3.36 m. (11.04ft.)

NOTE: grey rows indicate proposed variances, white rows meet City regulations.

# **REPORT**

## ***Climate Action, Planning and Development***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Emilie K. Adin, MCIP      **File:** HER00774  
Director, Climate Action, Planning and      HER00776  
Development

**Item #:** 2021-430

**Subject:** Heritage Revitalization Agreement and Designation: 515 St. George Street  
– bylaws for first and second readings

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### **RECOMMENDATION**

**THAT** Council consider Heritage Revitalization Agreement (515 St George St) Bylaw No. 8262, 2021 and Heritage Designation (515 St George St) Bylaw No. 8263, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.

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### **PURPOSE**

For Council to consider bylaws which would allow a laneway house on a property in Queen's Park in exchange for increased heritage protection of the main house.

### **EXECUTIVE SUMMARY**

An application has been received for a Heritage Revitalization Agreement (HRA) at 515 St. George Street, a 4,483 sq. ft. (416 sq. m.) lot with a protected 1912 house in the Queen's Park neighbourhood. Unlike other properties in the area, a laneway house is currently not permitted on this site. Through the HRA (Attachment 1), the existing house would be more strongly protected (i.e. by bylaw, Attachment 2) and a laneway house would be permitted fronting Lancaster Street. The one storey laneway house would be accessible and have a density of 0.185 floor space ratio (FSR) at 830 sq. ft. (77 sq. m.). The laneway house would be rental tenure and the property would not be stratified or subdivided.

Three Zoning Bylaw relaxations are proposed to facilitate this project: permitting a laneway house, re-allocating existing site density, and relaxing one parking space. The proposed relaxations are considered balanced with the increase in protection for the heritage house, and would support gentle infill of the Queen's Park neighbourhood. Two trees located within the property's building envelope, including a specimen sized cedar tree, would need to be removed, consistent with the Tree Protection and Regulation Bylaw.

Applicant-led public consultation has been undertaken for the project including development of a project website, online survey, online open house and circulation of project information to the Queen's Park Residents Association. The design was also presented to and supported by the Community Heritage Commission. The current application responds to the feedback received during community consultation by proposing a building that is smaller, both in floor area and in height, than the previous version.

The application is consistent with the Official Community Plan (OCP) land use designation for the site and is considered reasonable in the context of the city-wide Laneway House Program and the intent of the Policy on the Use of HRAs. As such, staff recommend that Council consider First and Second Readings, and forward the Bylaws to a Public Hearing.

## **BACKGROUND**

### **Policy and Regulations**

The proposal is consistent with the Official Community Plan land use designation for the property which is for single-detached and semi-detached housing. However, Detached Accessory Dwelling units (i.e. laneway/carriage houses) are not a permitted use in the site's RS-6 Single Detached Dwelling District (Heritage) zone and either a rezoning to a CD zone or a Heritage Revitalization Agreement (HRA) are required to achieve this project. The property is classed as "protected" under the Queen's Park Heritage Conservation Area.

An HRA is considered appropriate as: (1) the application proposes to restore and increase the protection, design control, and development regulations of the heritage asset, exceeding those of the Conservation Area; (2) the relaxations being requested by the applicant are consistent with the City's Policy for the Use of Heritage Revitalization Agreements; and, (3) the application was received August 19, 2020, and is therefore exempt from the current pause on HRAs in the Conservation Area.

The laneway house has been designed to meet the Development Permit Area Guidelines for Laneway and Carriage houses, the Conservation Area Design Guidelines for new construction, and the Supplemental Design Guidelines for Accessible Laneway and Carriage Houses. A separate Development Permit application is not required, as the HRA would provide the necessary design regulation. Further information on the

policy and regulatory context of this application, including more details on the RS-6 zone, and the differences in protection offered by the Conservation Area and a Designation Bylaw is available in Attachment 3.

**Site Characteristics and Context**

The subject property is 4,483 sq. ft. (416 sq. m.) with a lot width of 33 ft. (10 m.). It is located on St. George Street and backs onto Lancaster Street in the Queen’s Park neighbourhood, an area of single-detached dwellings. Both roads are classified as local roads. The property is less than 165 ft. (50 m.) from the Sixth Street commercial area, two blocks north of Tipperary Park, and less than 35 ft. (12 m.) from Honour House. A site context map and aerial image is included in this report as Attachment 4.

**Proximity to Transit Service and Other Sustainable Transportation Options**

There is a sidewalk on St George Street, but not on Lancaster Street. Nearby Second Street forms part of the bikeway/greenway network.

*Table 1: Adjacent Transit Service to 515 St George St*

<b>Transit Facility</b>	<b>Frequency</b>	<b>Distance</b>
Bus Service #106, N19	Approximately 8 minutes	76 metres (250 feet) to the bus stop located at Sixth Street frequent transit network
SkyTrain Station	2-5 minutes	850 metres (1/2 mile) to Columbia St Station

**Previous Relocation and Rezoning**

The existing building was built in 1912 at 1114 Eighth Avenue, and was relocated to 515 St George Street in 2002 as part of a previous heritage rezoning that subdivided 513 St George Street to create the subject site. At that time, the City used rezoning to Single Detached Dwelling Districts (Heritage) RS-6 to incentivize protection of heritage assets, prior to Council’s 2011 Policy for the Use of HRAs. The relocated 1912 house was added to the City’s Heritage Register but not protected with Designation.

**Heritage Value**

The Adams House is valued for its age and architectural style. It is a good example of the modest homes that were built in the Craftsman style. It is named for Robert Adams, a carpenter who built it and lived there for almost 50 years between 1912 and 1970, which also lends some social value to the house. Through the mid-1900s, the house was largely stripped of its Craftsman features. In the early-2000s, an application for demolition was made. However, the building’s historic value prompted its relocation and at that time the Craftsman details were restored, bringing this house back to its authentic design. The Heritage Conservation Plan describes the restoration work proposed for this project, its heritage value, and includes photographs (Attachment 1, in Appendix 2 of the HRA Bylaw).

**PROJECT PROPOSAL**

**Project Description**

An HRA (Attachment 1) has been proposed which would allow the construction of a two-bedroom laneway house on this rear of this property, facing Lancaster Street. The single-storey, fully accessible laneway house would be built with a floor area of 830 sq. ft. (77 sq. m.) and FSR of 0.185. The property would not be stratified or subdivided. Project drawings are included in the HRA Bylaw available in Attachment 1. A rendering of the laneway house is below.

*Figure 1: Rendering of the proposed laneway house from Lancaster Street*



No changes are proposed to the floorspace of the principal house, which requires minimal heritage restoration work. The principal dwelling currently contains a legal secondary suite, which would remain. One on-site vehicle parking space is proposed, where two are required by the Zoning Bylaw. Detailed project statistics are available in Attachment 5.

**DISCUSSION**

**Overall Evaluation**

When Council considers entering into a Heritage Revitalization Agreement (HRA) with a property owner, one of the objectives is to balance the benefits to the property owner with the benefits to the public. Additionally, the Zoning Bylaw relaxations should be suited to the context of the site and consistent with the City’s policies.



Three Zoning Bylaw relaxations are proposed to facilitate this project: (1) permitting a laneway house; (2) re-allocation of existing site density; and, (3) relaxation of one parking space. No additional density is requested and no additional floor space would be added to the heritage house. The laneway house would be fully accessible. The resulting density, form and massing of the laneway house is generally consistent with the neighbourhood’s context and all related design guidelines.

Staff considers this project to be aligned with the City’s policy on HRAs and other housing related goals, and to represent a balance of development benefits with the community benefits. Given this, and that the proposal increases the principal house’s protection from the Heritage Conservation Area to a Heritage Designation Bylaw, the proposal is considered reasonable.

A summary of proposed relaxations, including total property density, is available in Attachment 4. Further discussion of the three proposed relaxations needed for this project is below.

**Permitting the Laneway House Use**

Laneway houses are not currently permitted on RS-6 zoned properties, though may be considered by Council on a case by case basis, either through a rezoning or Heritage Revitalization Agreement (HRA) application. A laneway house would be permitted on this property if it were zoned the same as neighbouring properties (RS-4 or RS-1).

Permitting a laneway house on this property would allow it to be consistent with other similar residential properties across the city and would support the City’s Official Community Plan and infill housing goals. Laneway houses are generally permitted in the Queen’s Park neighbourhood and under the Conservation Area policy sensitive infill is permissive when combined with heritage preservation.

**Laneway House Building Size**

No additional density or floor area is requested through the HRA. Through the HRA, unused floor space from currently permitted uses (i.e. the heritage house, which is smaller than currently permitted, and garage floor space) would be reallocated to the laneway house. The resulting laneway house would be 830 sq. ft. (77 sq. m.) which is consistent with the typical maximum permitted laneway house size. A summary table is provided below.

Table 1: Project Statistics

	Permitted FSR	Existing FSR	Unused FSR	Proposed FSR
Principal Dwelling	0.6	0.515	0.085	0.515
Detached Accessory (garage)	0.1	0	0.1	0
Proposed Laneway House	0	0	0	0.185
<b>Total</b>	<b>0.7</b>	<b>0.515</b>	<b>0.185</b>	<b>0.7</b>

**Accessibility**

The laneway house is proposed to have a fully accessible single-level design. Accessibility features include step-free entrances, wider door widths, accessible light switches and electrical outlets, and accessible kitchen and bathroom designs. This is consistent with the City’s goal of achieving more accessible housing. Two relaxations to the Development Permit area guidelines are requested to achieve the accessible building, including an increase in allowable site coverage from 15% to 18.5% and permitting a standard size parking space instead of an accessible width parking space.

**Parking**

Under the Zoning Bylaw, this proposal would require a total of two on-site vehicle parking spaces. This project is proposing relaxation of one on-site parking space. This is a common challenge for laneway house projects and none have successfully accommodated side-by-side parking on a property narrower than 43 ft. (13 m.), whereas this property is 34 ft. (10.4 m.) wide. The City’s Engineering Department has indicated that they do not object to a parking reduction for this project.

**Tree Removal and Retention**

Two protected trees are proposed to be removed to accommodate the building, including one specimen sized cedar tree along the lane edge. These trees are located within the property’s existing building envelope which means the property owners currently have the right to apply for and receive City permits for their removal should they wish to build under their existing zoning entitlement (e.g. to build a detached garage). The proposed HRA would not provide additional benefits to the applicant in this regard. The cedar tree is in fair condition but would be heavily impacted by any construction activities; both the project arborist and City arborist state that, due to the large root zone of the tree, it would not be possible to design a garage or a laneway house on this property that would allow for retention. All tree removal would be consistent with the requirements of the City’s Tree Protection and Regulation Bylaw.

## **PUBLIC CONSULTATION**

### **Community Heritage Commission Review**

The project proposal was reviewed by the Community Heritage Commission (CHC) at its meeting on May 5, 2021. CHC members asked questions regarding the increase in heritage protection that would be granted through the HRA and about parking. In discussion, Commission members noted appreciation for the proposal and the preservation of the heritage house. CHC voted to support the project, with one member voting in opposition. An extract of the Minutes from this meeting is Attachment 7 to this report.

### **Applicant-Led Community Consultation**

As per the Interim Development Review Process, the applicant-led consultation was digital but physical notification was sent to properties within 100 m. (330 ft.) of the project site. The project website ([www.adamshousehra.ca](http://www.adamshousehra.ca)) included project details and the methods available to provide feedback. A survey was hosted on the website between April 15, 2021 and May 13, 2021 and an Open House was held online on May 8, 2021. The applicant invited members of the Queen's Park Residents Association to participate in the virtual Open House.

This consultation was conducted in relation to a previous two-storey laneway house design, as presented to Council in a preliminary report dated April 12, 2021. A rendering of the earlier design is Attachment 10 to this report. Over half the respondents (59%) supported the overall project, particularly the creation of new housing options. Issues identified focused on the size of the laneway house, the overall density achieved on the site, the building bulk, and loss of mature trees. Feedback received and survey responses are Attachment 8 to this report.

In response to feedback received, the applicant revised the design to be a smaller building, as included in the current proposal. The applicant decreased the floor area by 129 sq. ft./12 sq. m. (13%) and also reduced the height from two to one-storey. The building was also made fully accessible. A further evaluation of the potential for retaining the cedar tree was completed; however, no solution for retaining the tree during construction was identified.

## **REVIEW PROCESS**

City policy supports Council consideration of waiving a Public Hearing, following City-led consultation, in the case of zoning amendment applications. As Public Hearings cannot be waived for Heritage Designation Bylaws, City-led consultation is not conducted in favour of moving the Bylaws through Public Hearing together. The project was listed and related information provided on Be Heard New West, the City's online community engagement platform.

The steps in this project’s review are as follows, with the current step highlighted in grey:

Table 4: Application Review Stages

#	Stage	Date
1	Formal Application	August 19, 2020
2	Preliminary report to Council	April 12, 2021
3	Review by the Community Heritage Commission	May 5, 2021
4	Applicant-led Public Consultation	April 15, 2021 to May 13, 2021
5	Applicant-led virtual open house	May 8, 2021
6	Council consideration of First and Second Reading of Bylaws <b>(we are here)</b>	October 4, 2021
7	Public Hearing and Council consideration of Third Reading and Adoption of Bylaws	Fall 2021

**NEXT STEPS**

Staff is recommending Council forward the HRA Bylaw (Attachment 1) and Heritage Designation Bylaw (Attachment 2) to Public Hearing at which time the community will have an opportunity to provide their comments directly to Council. A notification sign for the rezoning would be installed on the property and notifications for the Public Hearing would occur in accordance with the City’s procedures. Should the bylaws be adopted, further permits, issued by the Director of Development Services or the Chief Building Official (Heritage Alteration Permit, Building Permit, and Tree Permit), will be required prior to construction.

**INTERDEPARTMENTAL LIAISON**

The City has a project-based team approach for reviewing development applications. A staff-led project team was assigned for reviewing this project. This team consisted of staff from Engineering (Servicing and Transportation), Fire, Electrical, Parks and Recreation, and Planning + Development (Building, Planning, Trees, and Heritage), who provided comments throughout the development review process.

Servicing, off-site works, and arboricultural requirements have been provided to the applicant. The attached Engineering Services Memo (Attachment 9) outlines the improvements that would be required to facilitate the proposed development. Such improvements would need to be provided in accordance with City standards, as determined by the Director of Engineering.

**OPTIONS**

The following options are available for Council's consideration:

1. That Council consider Heritage Revitalization Agreement (515 St George St) Bylaw No. 8262, 2021 and Heritage Designation (515 St George St) Bylaw No. 8263, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.
2. That Council provide staff with alternative direction.

Staff recommend option 1.

**ATTACHMENTS**

- Attachment 1: Heritage Revitalization Agreement (515 St. George St) Bylaw No. 8262, 2021
- Attachment 2: Heritage Designation (515 St. George St) Bylaw No. 8263, 2021
- Attachment 3: Policies and Regulations Summary
- Attachment 4: Site Context Map
- Attachment 5: Proposed Project Statistics and Relaxations
- Attachment 6: Statement of Significance
- Attachment 7: Extract of May 5, 2021 Community Heritage Commission Meeting Minutes
- Attachment 8: Applicant-led Consultation Feedback
- Attachment 9: Engineering Servicing Memo
- Attachment 10: Previous two-storey laneway house design

**APPROVALS**

This report was prepared by:  
Janet Zazubek, Planner

This report was reviewed by:  
Britney Dack, Senior Heritage Planner  
Rupinder Basi, Supervisor of Development Planning  
Jackie Teed, Senior Manager, Climate Action, Planning and Development

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

Attachment 1:  
*Heritage Revitalization Agreement*  
*(515 St. George St)*  
*Bylaw No. 8262, 2021*

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER  
HERITAGE REVITALIZATION AGREEMENT (515 St George Street)  
BYLAW NO. 8262, 2021**

**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 owners of the property located at 515 St George Street in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

**Citation**

1. This Bylaw may be cited as “Heritage Revitalization Agreement (515 St George Street) Bylaw No. 8262, 2021”.

**Heritage Revitalization Agreement**

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owners of the property located at 515 St. George Street legally described as PID: 025-453-408; LOT 1 ST. GEORGE’S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

---

MAYOR JONATHAN X. COTE

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JACQUE KILLAWEE, CITY CLERK



**SCHEDULE "A"**

**HERITAGE REVITALIZATION AGREEMENT (515 St George Street)**

THIS AGREEMENT dated for reference the 17<sup>th</sup> day of September, 2021 is

BETWEEN:

**CHRISTINA MARINO** and **PATRICK DONOVAN**,  
515 St. George Street, New Westminster, BC  
V3L 1L1

(together, the "Owners")

AND:

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER**, City Hall, 511 Royal  
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owners are the registered owners in fee simple of the land and all improvements located at 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE'S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 (the "Land");
- B. There is one principal building situated on the Land, known as the Adams House (the "Heritage Building"), which building is listed on the City's Heritage Register, and which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "#515 2 Storey SFD with Basement";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owners intend to construct a single storey laneway house on the lands, measuring approximately 77 square meters in size (the "Laneway House");
- F. 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*;

- G. The Owner and the City have agreed to enter into this Heritage Revitalization 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;

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**

1. Upon execution of this Agreement, the Owner shall promptly commence the Work in accordance with the Heritage Conservation Plan prepared by Katie Cummer, PhD CAHP, of Cummer Heritage Consulting dated September 21, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Design, dated August 10, 2021, a copy of which is 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 Development Services for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, 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", 2<sup>nd</sup> edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land 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 Land 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 Development Services Department, Planning Division, 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 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.

### **Construction of the Laneway House**

15. The Owners shall construct the Laneway House in strict accordance with the Site Plan and the Approved Plans prepared by D3 Design dated August 10, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the Laneway house, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, and tree permit.
17. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the Laneway House, and obtain any amended permits that may be required for such changes to the Laneway House, as required by the City.
18. 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 Laneway House if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the Laneway House shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

### **Timing and Phasing**

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.

21. The Owner shall not construct the Laneway House on the Land until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Development Services, has provided the Certification of Compliance described in section 8(d) above.
22. 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 building permit or heritage alteration permit applied for in respect of the Laneway House if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Development Services.
23. The Owner shall complete all actions required for the completion of the Laneway House, as set out in Approved Plans in Appendix 5, within five years following the date of adoption of the Bylaw authorizing this Agreement.

#### **No Subdivision**

24. The Owners shall not subdivide the Lands or the buildings located on the Lands by any method, including by way of a building strata plan under the provisions of the Strata Property Act (British Columbia), or any successor legislation dealing with the creation of separate titles to buildings or portions of a building.

#### **Inspection**

25. Upon request by the City, the Owners shall advise or cause the Registered Professional to advise, the City's Development Services Department, Planning Division, of the status of the Work.
26. 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.
27. 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 Laneway House if the Owner has not completed the Work with respect to the Heritage Building or construction of the Laneway House to the satisfaction of the City's Director of Development Services.

#### **Conformity with City Bylaws**

28. The City of New Westminster Zoning Bylaw No. 6680, 2001, is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.

29. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or Laneway house, must comply with all applicable bylaws of the City.

### **No Application to Building Interiors**

30. 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 Laneway House 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**

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 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.
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, the Heritage Building or the Laneway House 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 Building or the Laneway House, or all, to their condition before the contravention;
  - (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the Laneway House;
  - (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.
34. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners 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 and 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 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**

37. 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**

38. 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.
39. 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 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**

40. 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**

41. 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.

### **Headings**

42. 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**

43. All appendices to this Agreement are incorporated into and form part of this Agreement.

### **Number and Gender**

44. 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**

45. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia)) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

### **Successors Bound**

46. 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 in the presence of: )  
)

)  
)  
)  
)

\_\_\_\_\_  
Name )

\_\_\_\_\_  
**Christina Marino**

)  
)

\_\_\_\_\_  
Address )

\_\_\_\_\_  
**Patrick Donovan**

)  
)

\_\_\_\_\_  
Occupation )

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER**

by its authorized signatories:

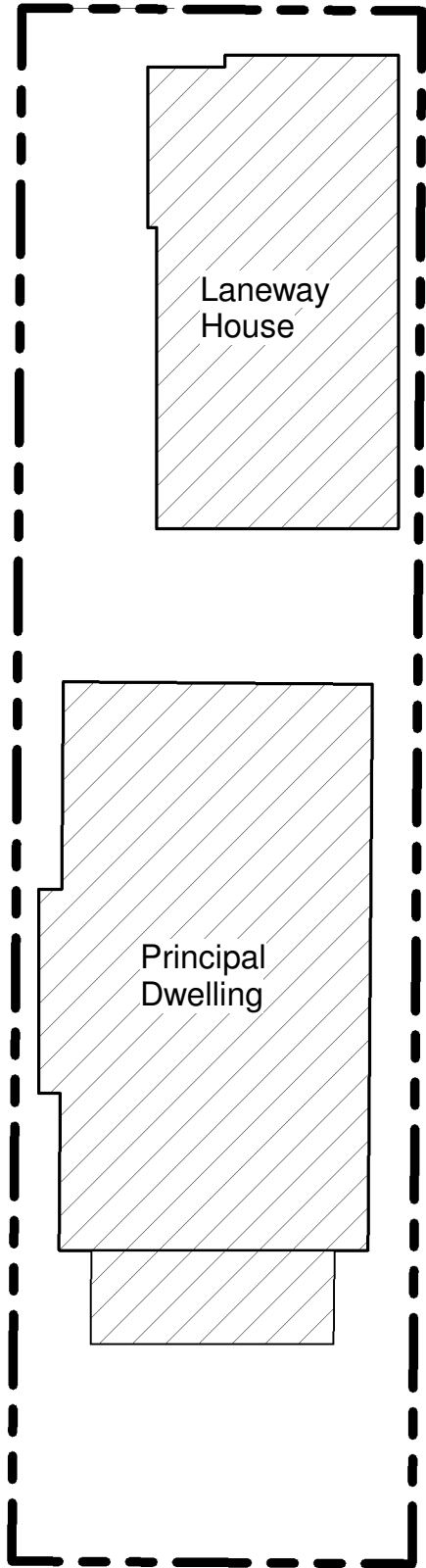
\_\_\_\_\_  
Mayor Jonathan X. Cote

\_\_\_\_\_  
Jacqueline Killawee, City Clerk

**APPENDIX 1**

**SITE PLAN**

Lancaster Street



Laneway  
House

Principal  
Dwelling

#515 St George Street

**APPENDIX 2**  
**CONSERVATION PLAN**

# Heritage Conservation Plan

Adams House, 515 St George Street, New Westminster, BC  
 September 21, 2021



Fig. 1: Front view of Adams House at 515 St George Street, New Westminster, BC, 2021. (Source: Marino)

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## 1.0 Location

The subject house is a Gabled Craftsman style, two storey, wood-frame construction with horizontal wood siding located at 515 St George Street in New Westminster (Fig. 2). It is located in the western side of the Queen's Park neighbourhood (having been moved from the Kelvin/Moody Park neighbourhood at 1114 Eighth Avenue in 2002).



Fig. 2: Map of the area surrounding 515 St George Street, outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2020)

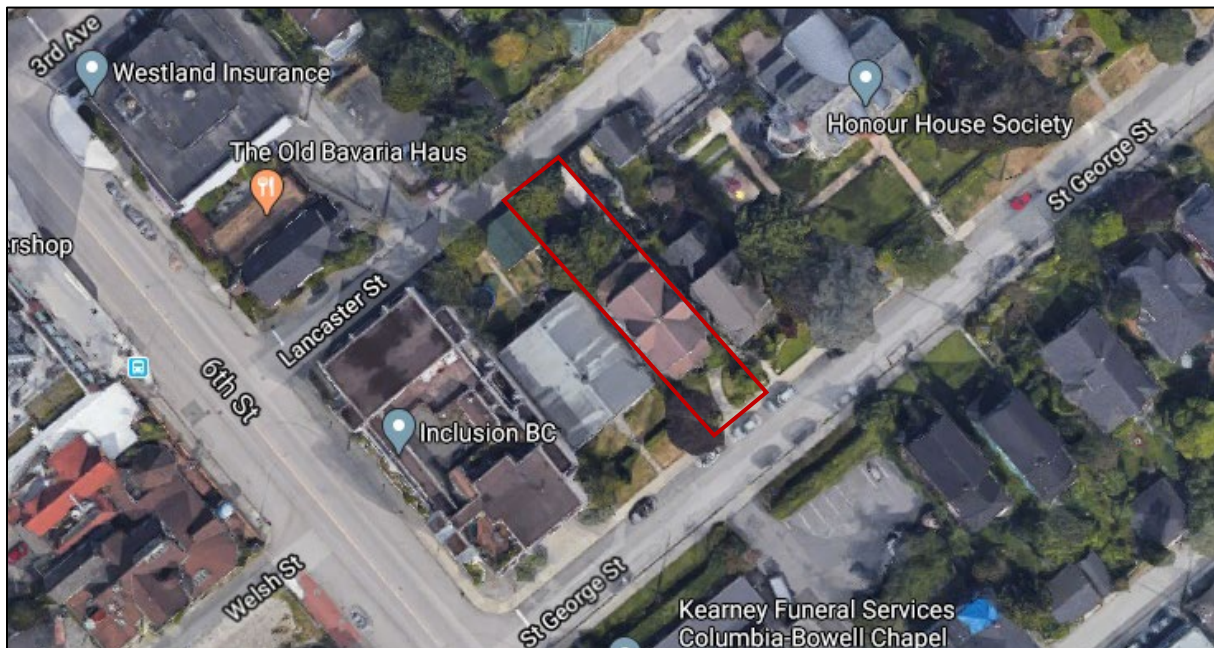


Fig. 3: Aerial view of the surrounding neighbourhood of 515 St George Street, outlined in red. (Source: Google, 2020)

## 2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river (Wolf 2005, pp. 18-20). In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). “While Queen’s Park continued to be the favoured residential neighbourhood, the West End, Sapperton, Queensborough, and the area around Moody Park, among the locations surveyed by the Royal Engineers, acquired more homes and also commercial and public buildings. New Westminster’s population doubled over the first decade of the new century” (DCD et al. 2009, pp. 10-11).

Adams House was originally located in the Moody Park Neighbourhood, which was bounded by 6<sup>th</sup> and 10<sup>th</sup> Avenues in the south and north, and by 6<sup>th</sup> and 12<sup>th</sup> Streets in the east and west. “In 1889 the city created Moody Park, and shortly thereafter residential construction began along 6th Avenue on the new street’s northern edge. Craftsman bungalows came to dot the area. The area south of 8th Avenue was largely settled prior to the First World War” (DCD et al. 2009, p. 32). Although no longer located in this neighbourhood, Adams House is an example of those Craftsman-style houses that were so commonly seen in this area, representative of and connecting to this early 20<sup>th</sup> century building boom.

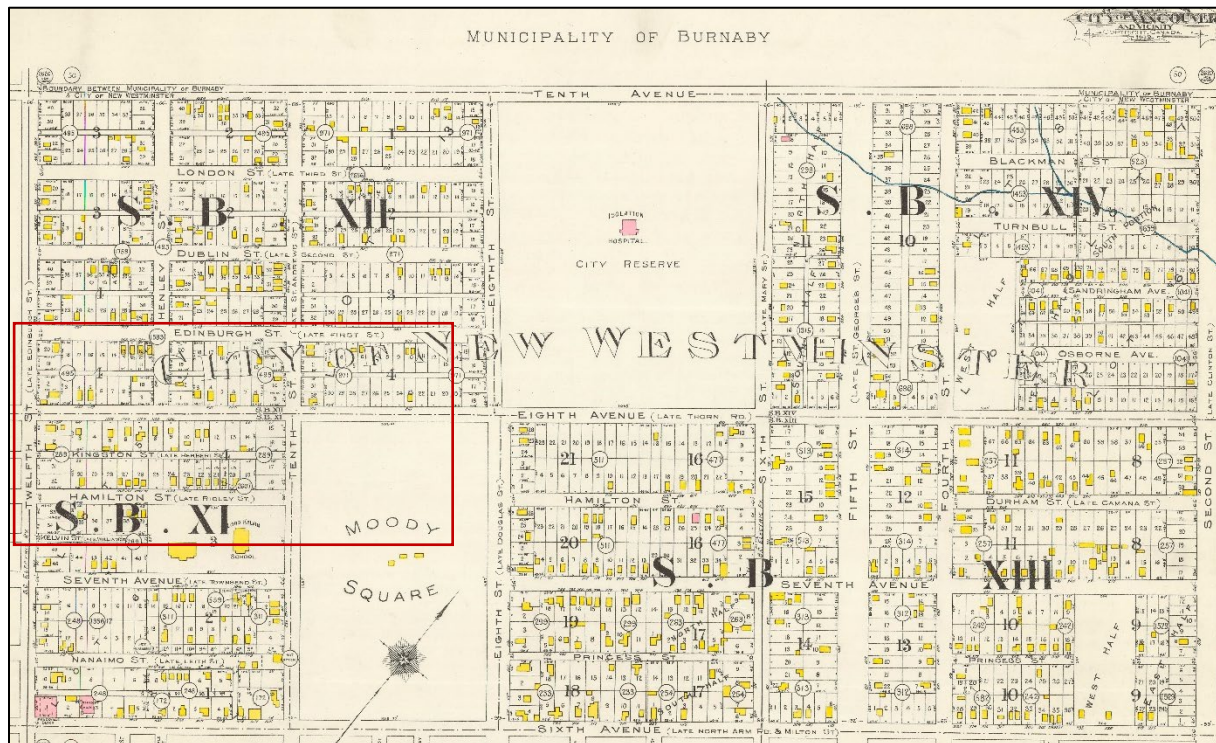


Fig. 4a: Fire Insurance Plan of New Westminster, 1913. The neighbourhood of Adams House, at this point located at 114 Eighth Avenue, is outlined in red. The property is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)



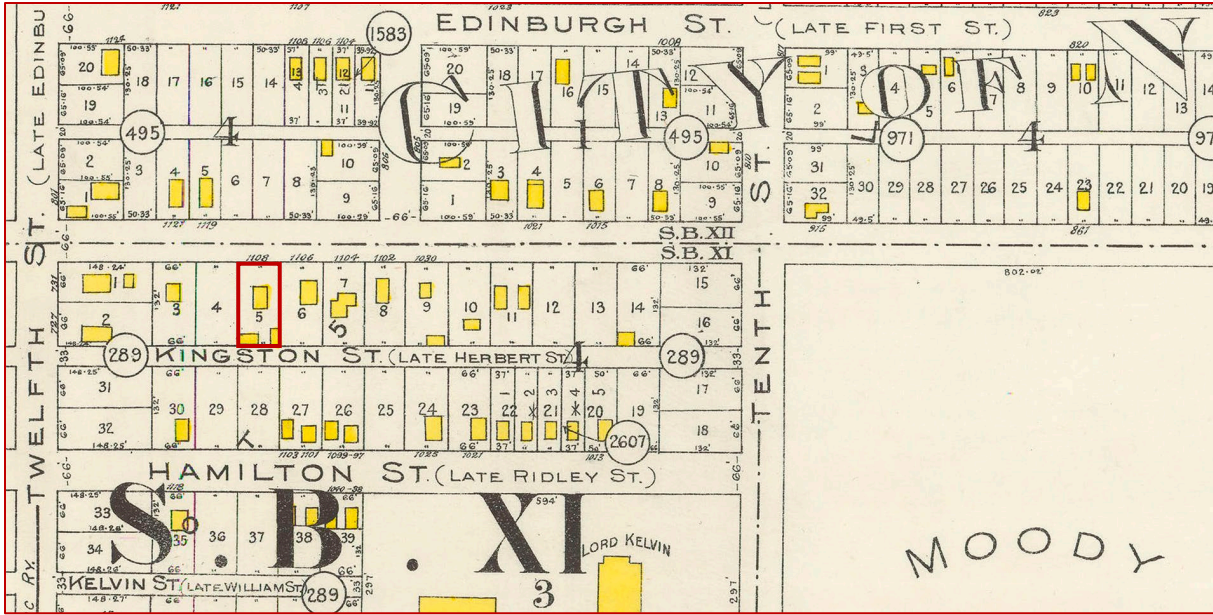


Fig. 4b: Excerpt of Fire Insurance Plan of New Westminster, 1913. The original lot of Adams House, located at 1114 Eighth Avenue, is outlined in bold red. Note there is a discrepancy in the address numbering. This lot is labelled as 1108, even though it is in fact 1114, as confirmed in a 1912 Fire Insurance Map Extension where 1108 is in fact crossed out (Fig. 5). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)

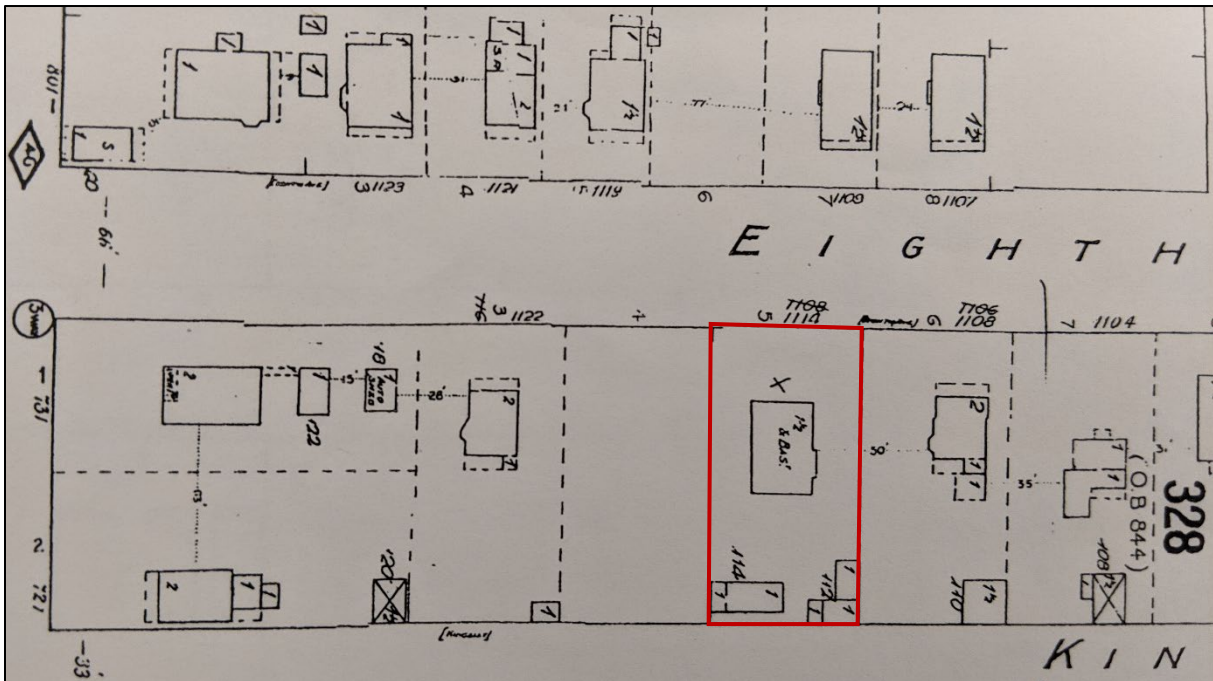


Fig. 5: Fire Insurance Plan of New Westminster, 1912. The developed lot of 1114 Eighth Avenue is outlined in red. Note the crossed out 1108 address with 1114 written beneath. (Source: City of New Westminster Archives 1912, sheet 46)

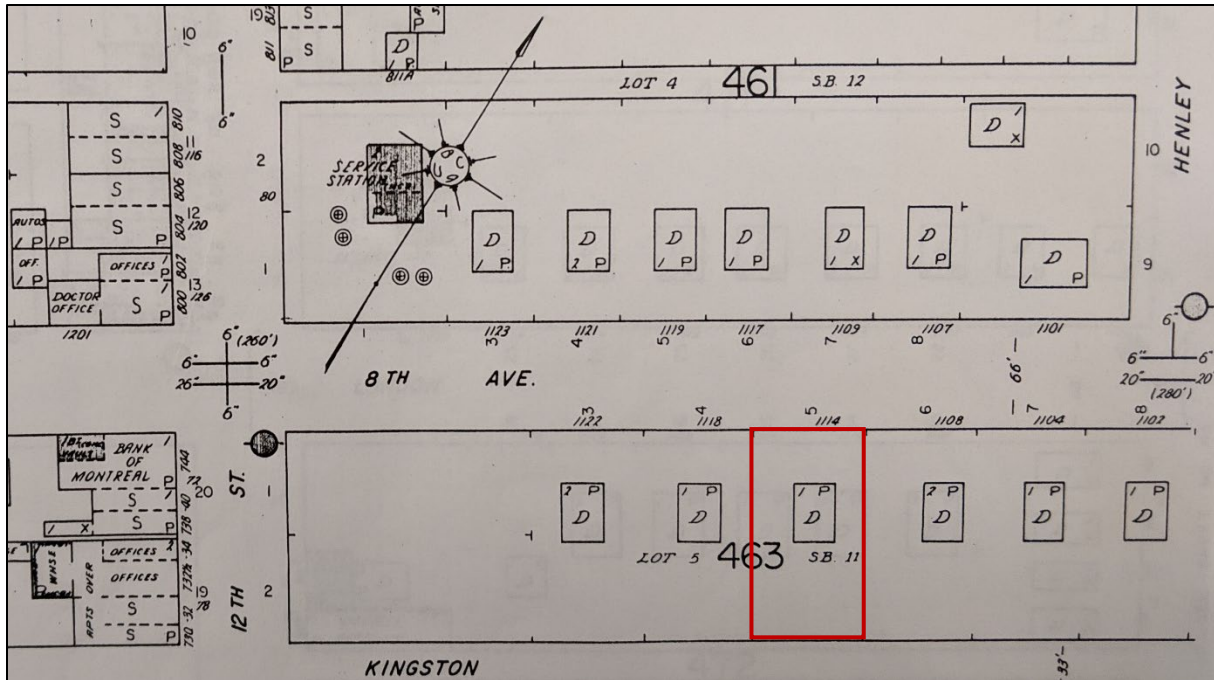


Fig. 6: Fire Insurance Plan of New Westminster, 1957. The developed lot of 1114 Eighth Avenue is outlined in red. (Source: City of New Westminster Archives 1957, sheet 46)

Adams House is fairly typical of the Front-Gabled Craftsman style tradition, particularly with regards to its detailing. As outlined by the Vancouver Heritage Foundation: “Front-Gabled 1½ to 2½ storey Craftsman houses have a boxy building shape (very similar to the Gabled Vernacular Style) with an attached front porch with square piers, knee brackets and usually a shed roof. Shed-roofed dormers and projecting bays on side elevations are also typical” (VHF). The house, today located in the Queen’s Park neighbourhood at 515 St George Street, was originally built in the Moody Park neighbourhood, at 1114 Eighth Avenue. It is a good example of the modest homes built in this area, typically in the Craftsman style, for largely middle-class residents, such as the carpenter Robert Adams, who lived in the house for well over 50 years and for whom the house is named. These connections directly influence the site’s Statement of Significance, as outlined in the following section.

### 3.0 Statement of Significance

The following is the Statement of Significance of 515 St George Street, as sourced by the City of New Westminster Planning Department on Canada's Historic Places (2010).

#### 3.1 Description of Historic Place

515 St. George Street is a modest house with a front-gabled roof and gabled front verandah, located mid-block on St. George Street in New Westminster.

#### 3.2 Heritage Value of Historic Place

The two-storey (plus basement) house at 515 St. George Street is valued for its age and architectural style.

It is a good example of the modest homes that were built in the Craftsman style, primarily for the middle-class residents of New Westminster. The house was originally owned by carpenter Robert Adams and was located at 1114 Eighth Avenue. Its move, in 2002, to its present location on the western half of 513 St. George Street is indicative of the heritage advocacy in New Westminster, in which valued heritage homes are relocated to save them from demolition.

The house was largely stripped of its Craftsman features when it was deemed unwanted and an application for demolition was made. Its historic value prompted its relocation and the Craftsman details were painstakingly restored, bringing this house back to its charming and authentic design.

#### 3.3 Character Defining Elements

Key elements that define the heritage character of 515 St. George Street include its:

##### Siting, Context and Landscape

- deep setback from the street

##### Architectural Elements

- verandah extending across the front of the building, with side staircase
- steeply-pitched cross-gabled roof
- shallower-pitched gabled roof on the verandah
- hipped roof at the rear of the building
- twinned columns on the verandah
- shingle siding in the gable ends
- horizontal wood cladding
- two-paned wooden windows with three-paned window on the front façade
- decorative roof brackets (replicas)
- diamond-shaped window in the rear gable end
- extensive stained-glass windows

#### 4.0 Research Findings

Neighbourhood: Queen’s Park (formerly Kelvin)  
 Address: 515 St George Street (formerly 1114 Eighth Avenue)  
 Folio: 01440501 (formerly 08985501)  
 PID: 025-453-408 (formerly 025-635-166)  
 Postal Code: V3L 1L1 (formerly V3M 2R6)  
 Legal Plan: BCP485 (formerly BCP4927)  
 Legal Description: Lot 1; New West District; Plan BCP485; Group 1; St George’s Square  
 Zoning: Single Detached/RS-6  
 Site Area: 404.69 sqm  
 Date of completion: 1912  
 Architect/Builder/Designer: Robert Adams  
 Water Connection Connector and Year: R.H. Adams on September 16, 1907\*  
 \*(Robert Adams first built a house on this lot in 1907, as revealed by these water connection records, however, he received a permit to demolish it and build another on the lot in 1912, according to the City’s historical permit records)

The following table (Table 1) is a consolidated summary of the residents of Adams House, as determined from the available city directories for New Westminster.

Table 1: Consolidated list of the occupants of Adams House at 1114 Eighth Avenue from the available city directories (Source: Vancouver Public Library and New Westminster Archives)

Year(s)	Name(s)	Occupation (if listed)
1912 to 1970	Robert H. Adams	Carpenter, BC Electric Railway
1979	Wayne Kean	Not listed
1985 to 1992	Edward C. Gentle	Not listed

#### 5.0 Archival Photograph

Despite various archival searches, no historical photographs were found of Adams House. It is interesting to note that it was not included on the 1986 Heritage Inventory of the neighbourhood (Seto and Pelletier 1986). It was, in fact, not recognized in any way until after it was moved from Eighth Avenue to St George Street, being put on the Community Heritage Register in 2009 (Canada’s Historic Places 2010).

## 6.0 Current Photographs



Fig. 7: Front view of Adams House at 515 St George Street, 2020, illustrating the front gable and gabled front verandah, along with other Craftsman style details, such as the square porch posts and brackets. (Source: Cummer)



Fig. 8: Back view of Adams House at 515 St George Street. Note the brackets and range of windows, including a double hung horned stained-glass window on the right as well as two other double hung horned wood windows in the upper middle along with a diamond shaped window in the rear gable. (Source: Cummer)



Figs. 9 and 10: Side views of Adams House at 515 St George Street. Left (Fig. 9) shows the eastern side and right (Fig. 10) shows the western side. (Sources: Cummer)

## 7.0 Conservation Objectives

Having already been extensively restored as part of its previous conservation work (when it was moved from Eighth Avenue to St George Street), Adams House at 515 St George Street will largely be preserved, with minor rehabilitation in areas. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of this historic place, they simply enhance them.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada (2<sup>nd</sup> edition)*:

*Preservation:* 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.

*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 an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

(Canada's Historic Places 2010, p. 255)

**Preservation** and **Rehabilitation** are the conservation objectives for Adams House. Specifically, preservation of the heritage details and elements, such as its numerous original windows; and rehabilitation of the painting and roof elements, particularly the fascia boards and rafter tails, and the chimney. The following table summarizes the specific elements of Adams House to be preserved and rehabilitated (Table 2).

Table 2: Consolidated lists of the elements of Adams House to be preserved and rehabilitated.

Preserved	Rehabilitated
Siting, context and landscape, particularly its deep setback	Exterior paint
Overall structure, including its form scale and massing as well as its rooflines	Chimney
Its horizontal wood cladding and shingle siding	Fascia boards, soffits and rafter tails
Various wood windows throughout, including the numerous stained-glass windows	Wood window elements, such as trims and sills
Front door, including its stained-glass window	Front door re-staining

Due to concerns on site, such as a carpenter ant infestation discovered in the Spring of 2020, paired with the unexpected delays of the COVID-19 pandemic, some of the conservation objectives outlined in Table 2 above have had to be completed already to best protect the heritage building. The following table summarises the work already done on site, as well as outlining those to be completed following HRA approval, with an estimated timeline (Table 3).

Table 3: Consolidated list of the elements of Adams House to be rehabilitated with a status update, including an estimated timeline for completion for those still outstanding.

Rehabilitated Elements	Status Update and Estimated Timeline
Exterior paint	To be completed following HRA approval. Booked for the 3rd week of August with Student Works Painting Company. * Note all remaining rot will be fixed prior to painting the home
Chimney	To be completed following HRA approval. Santa's Little Helper Chimney Services inspected the chimney on July 8, 2020, both internally in the attic and externally, with no major concerns to report. There were a few minor cracks identified in the mortar joints, caused by old age and freezing temperatures. These will be re-caulked in the Fall of 2021 and the chimney will be checked annually to monitor its condition and concerns addressed as they arise.
Fascia boards, soffits and rafter tails	In-process. Fascia boards, soffits and rafter tails on the front of the home are currently in the process of being restored (Spring 2021) due to substantial rot. The owners are being proactive in the hopes of preventing any further carpenter ant infestation. The back fascia boards, soffits and rafter tails are also in need of repair due to rotting wood. Repairs will begin in June 2021 and be completed by July 2021.
Wood window elements, such as trims and sills	In-process. The window below the front porch will have a new trim installed as it is also rotten. This will happen after the front fascia boards are completed, since the carpenter is working in stages of importance, broken down as follows: <ol style="list-style-type: none"> <li>1. Porch (the porch has been completely renovated due to the carpenter ant infestation and resultant rot. Construction began in September 2020 and will be completed by April 2021).</li> <li>2. Front fascia boards, soffits and rafter tails (to be completed Spring 2021).</li> <li>3. Window below the front porch (to be completed Spring 2021).</li> <li>4. Back fascia boards, soffits and rafter tails (to be completed Summer 2021).</li> </ol>
Front door re-staining	To be completed following HRA approval. The owners hope to do this in early August, before the exterior of the home is painted. The door will be completely stripped, sanded and re-stained. The door's stained-glass window will also be reinforced to be more secure.

## 8.0 Building Description

Adams House is a Gabled, Craftsman style, one and a half storey, wood-frame construction with shingle siding in its gables and horizontal wood cladding throughout. It is a modest house with a front-gabled roof and gabled front verandah, accessed by an off-centred set of stairs, and a hipped roof at the rear of the building. It has a steeply-pitched cross-gabled roof, with shallower-pitched gabled roof on the verandah, which has twinned square posts. It still features numerous original windows, including double-hung horned wood windows as well as an impressive collection of stained-glass windows, of various sizes, throughout. It has decorative roof brackets, that are replicas and part of an earlier restoration effort. The house is set back from the street in a well-manicured landscape.



## 9.0 Condition Assessment

Overall, the exterior of Adams House at 515 St George Street appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

### 9.1 Structure and Foundation

Overall, the exterior condition of the walls and building envelope of Adams House, from roof to foundation, appears to be good. Please note an interior inspection was not conducted.

### 9.2 Wood Elements

The visible, exterior wood elements, such as the doors, door frames, roof fascia, windows and wood siding are, for the most part, in good condition. Any signs of deterioration are largely cosmetic, as illustrated and discussed further in the relevant sections below.

[2021 Note: The above condition assessment of the wood elements was made prior to the discovery of the carpenter ant infestation, which has substantially damaged certain wood elements, in particular the front porch and nearby front window.]

### 9.3 Roofing and Waterworks

Although the roof is in good condition, overall, there are certain areas in need of repair and maintenance. As mentioned above, there are fascia boards, soffits and rafter tails that are in need of cleaning and repainting, as well as repair in sections (Figs. 11 to 12).



Fig. 11: Back gable of Adams House at 515 St George Street, showing the dirty rafter tails and soffits as well as the peeling fascia boards, in need of repainting. (Source: Cummer)



Fig. 12: Western side of Adams House at 515 St George Street, showing the dirty rafter tails, in need of cleaning and repainting, as well as ones in need of repair. (Source: Cummer)

Although the waterworks appear to be in good working order, these should be cleaned regularly to ensure their effective ongoing operation. Considering the deterioration visible in Fig. 12 above, the gutter running above these rafter tails should also be inspected to ensure they are not blocked nor faulty.

#### 9.4 Chimneys

The small chimney, located in the middle of the roof, appears to be in good condition (Fig. 13). As recommended by an earlier draft of this HCP, consultation with a chimney sweep was carried out on July 8, 2020 with Santa's Chimney Services. It was determined that there is "no moisture or damage in the attic or outside of the house. However, it needs to be caulked because of cracks caused by old age" (personal communication, 2020). This re-caulking will be addressed as part of the conservation work.

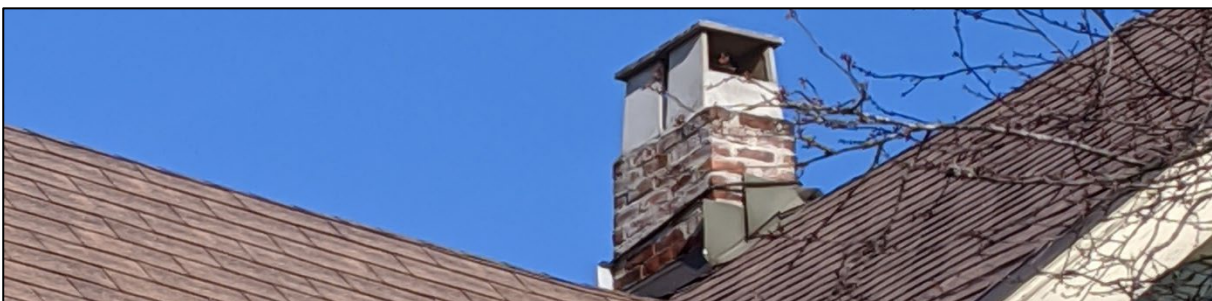
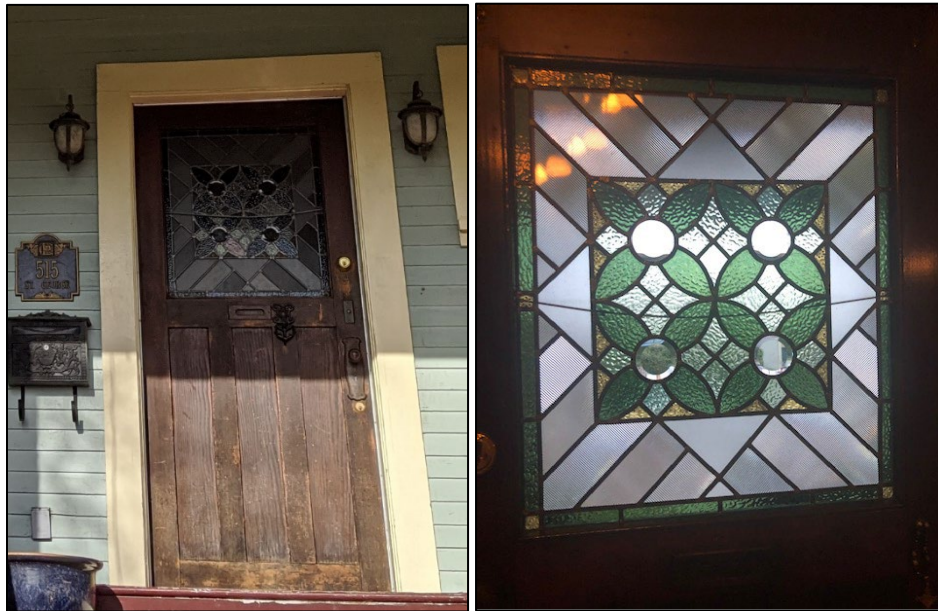


Fig. 13: The chimney and partial roof of Adams House at 515 St George Street. (Source: Cummer)

## 9.5 Windows and Doors

Overall, the windows and doors are in good condition. The front door is showing some signs of weathering (Fig. 14), particularly at the bottom, however this is largely cosmetic. The rest of the door is in good condition, including its stained-glass window (Fig. 15). The majority of the windows throughout the property are original and in good condition. The only condition concerns appear to be cosmetic with paint peeling in places and areas in need of cleaning (Fig. 16).

[2021 Note: The window beneath the front porch has been impacted by a carpenter ant infestation and its condition is now poor and its trim in need of replacement.]



Figs. 14 and 15: Left (Fig. 14) shows the front door of Adams House at 515 St George Street. Right (Fig. 15) shows an interior detail shot of the front door's stained-glass window. (Sources: Cummer and Marino)



Fig. 16: Illustration of some of the original windows of Adams House, in this case a pair of double-hung horned wood stained-glass windows, showing a dirty sill that can be easily addressed. (Source: Marino)

## 9.6 Cladding and Trimwork

As mentioned above, the horizontal wood cladding and shingle siding in the gables appear to be in good condition, with no major issues identified. As for the trimwork, as discussed in the relevant sections above, there are certain trims around the windows and doors that may need some touching up, however, no other major concerns with regards to the trimwork.

## 9.7 Finishes

The finishes of the house are, for the most part, in good condition, with just few areas currently requiring attention, such as the front stairs (Fig. 17).

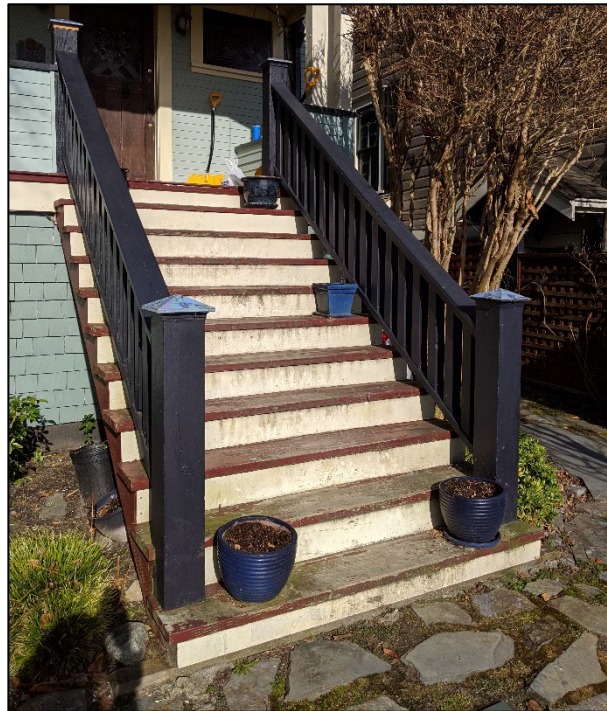


Fig. 17: The front stairs of Adams House at 515 St George Street, illustrating their need of cleaning and touching up. (Source: Cummer)

## 9.8 Landscaping

The landscaping on site is fairly minimal, particularly near the house, which should be commended. Plantings should be kept a good distance from the structure, to avoid any damage to the foundations.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

## 10.0 Recommended Conservation Procedures

### 10.1 Structure and Foundations – Preservation

- The main one and a half storey structure will be **preserved**.

### 10.2 Wood Elements – Preservation and Rehabilitation

- As addressed in greater detail in the relevant sections below (in particular, roofing and windows), the wood elements should be **preserved** where possible and **rehabilitated (repaired, maintained or replaced in-kind)**, as needed.

### 10.3 Roofing and Waterworks – Rehabilitation

- The roofing and waterworks should be **rehabilitated**, as needed, in particular cleaned and cleared of organic growth, as they arise.

### 10.4 Chimney – Rehabilitation

- The chimney should be **rehabilitated**, in particular cleaned and repointed. If any bricks need to be replaced, they should be replaced in-kind.

### 10.5 Windows and Doors – Preservation

- The various wood windows of Adams House should be **preserved**.
- The front door should be **preserved** and **rehabilitated**, in particular re-stained to address the weathering currently visible.

### 10.6 Cladding and Trimwork – Preservation and Rehabilitation

- The wood siding (the horizontal cladding and the cedar shingles) should be **preserved**.
- The fascia boards, soffits and rafter tails should be cleaned and **rehabilitated**, as needed.

### 10.7 Finishes – Rehabilitation

- The house's current paint is, for the most part, in good condition with just certain areas in need of cleaning and touching up (such as the front stairs, certain trims, the fascia boards, soffits and rafter tails). These should be cleaned and **rehabilitated**, as needed.
- Although the current colour scheme is not exclusively from the Benjamin Moore Historical True Colours Palette (VC-1 Oxford Ivory for the trim; HC-143 Wythe Blue for the siding; VC-22 Pendrell Verdigris for the shake; a custom Benjamin Moore heritage-inspired regal soft gloss navy blue for the sash; and VC-28 Mellish Rust for the front stair treads), one could argue that it is largely in the same spirit (particularly with three out of the five colours being from the HTC Palette) (VHF 2012). One could also argue that, due to the vibrancy and range of house colours on the street, as well as the fact that the house colour is not a CDE of the property, a partial Historical True Colour scheme is acceptable for this heritage place.

- For any work on the finishes, please follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

## 10.8 Landscaping

- Any new landscaping being put in should have a minimum 2-ft clearance between the vegetation and the building face. This is preferable to ensure there is sufficient space to remove any threat to the foundation or the building’s finishes over time.

## 11.0 Proposed Alterations and Future Changes

### 11.1 Proposed Alterations

The proposed changes to this house are minimal (Fig. 18), it is simply being rehabilitated in the few areas requiring repair and maintenance. Otherwise, a shed at the back of the property is being demolished to make way for a Laneway House (Fig. 19). The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed change does not affect the Heritage Values and Character Defining Elements of the building.

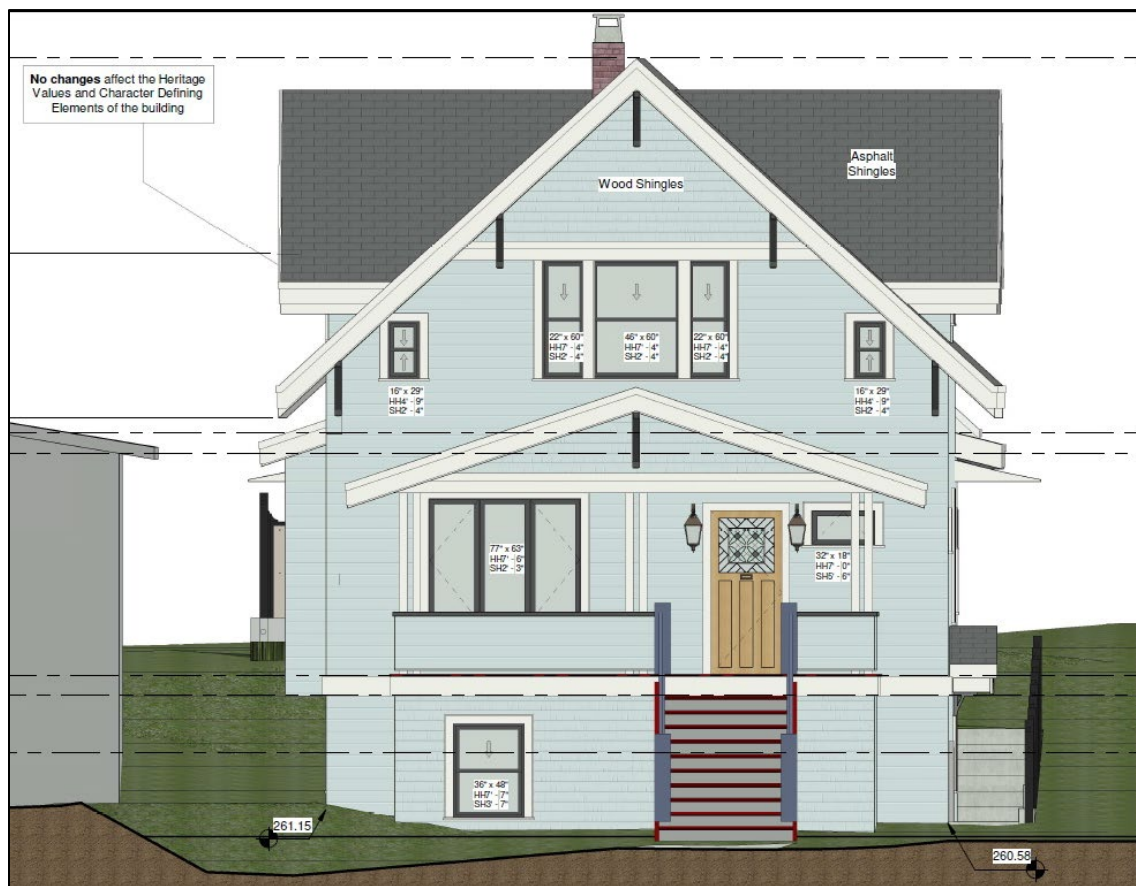


Fig. 18: Illustration of the preserved front façade of Adams House, 2021. (Source: D3 Design)

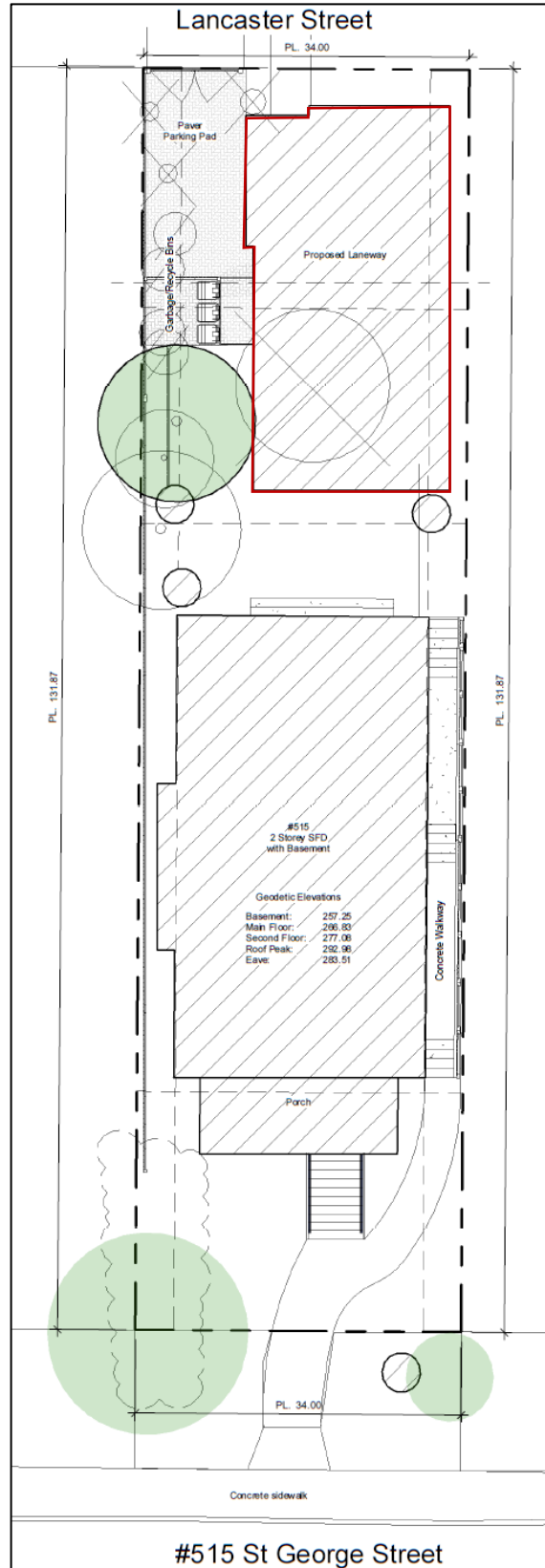


Fig. 19: Site Plan of the proposed development at 515 St George Street with the preservation of Adams House in-situ and the construction of a Laneway House at the back of the property, outlined in red at the top of the plan. (Source: D3 Design)

## 11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above).

## 12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2<sup>nd</sup> Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

### 12.1 Maintenance Checklist

#### a. Site

- Ensure site runoff drainage is directed away from the building.
- Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
- Do not permit vegetation (such as vines) to attach to the building.

#### b. Foundation

- Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
- If encountered, seek advice from a professional Engineer, immediately.
- Ensure perimeter drainage piping is functional.
- Arrange a professional drainage inspection every three to five years.

#### c. Wood Elements

- Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
- Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.



- Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:
  - Wood in contact with ground or plantings;
  - Excessive cupping, loose knots, cracks or splits;
  - Open wood-to-wood joints or loose/missing fasteners;
  - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
  - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
  - Signs of water ingress (such as rot, staining or mould).
- Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
  - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
  - Excessive fading of colours, especially dark tones.
- Note all repainting should be as per the recommended historic colours in section 10.7 above.

**d. Windows and Doors**

- Replace cracked or broken glass as it occurs.
- Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
- Check condition and operation of hardware for rust or breakage. Lubricate annually.
- Inspect weather stripping for excessive wear and integrity.

**e. Roofing and Rainwater Works**

- Inspect roof condition every five years, in particular looking for:
  - Loose, split or missing shingles, especially at edges, ridges and hips;
  - Excessive moss growth and/or accumulation of debris from adjacent trees; and
  - Flashings functioning properly to shed water down slope, especially at the chimneys.
- Remove roof debris and moss with gentle sweeping and low-pressure hose.
- Plan for roof replacement at around 18 to 22 years.
- Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
- Ensure gutter hangers and rainwater system elements are intact and secure.
- Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.

**f. General Cleaning**

- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
- Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
- Windows, doors and rainwater works should be cleaned annually.
- When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
- Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

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<https://www.vancouverheritagefoundation.org/house-styles/front-gabled-1-2-storey-craftsman/>

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<http://bccd.vpl.ca/>.

Wolf, Jim. *Royal City: A Photographic History of New Westminster 1858-1960*. Surrey, BC: Heritage House Publishing Company Ltd, 2005.

**APPENDIX 3**

**CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL**

Date: \_\_\_\_\_

**City of New Westminster**

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 515 St George 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 Appendix 2 (Conservation Plan) 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 as soon as possible 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.

\_\_\_\_\_  
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 Development Services

Re: Heritage Revitalization Agreement for 515 St George Street

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated \_\_\_\_\_ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. 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.

\_\_\_\_\_  
Registered Professional's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

Signature or Seal

**APPENDIX 5**  
**APPROVED PLANS**

Project Information			Zoning Analysis			
Property Owner	Christina Marinio and Patrick Donovan		<b>Site</b>			
Site Address	515 St. George Street		Lot Width	34.00 ft		
Project Type	HRA and Laneway		Lot Depth	131.87 ft		
Jurisdiction Authority	City of New Westminster		Lot Size	4483.50 ft <sup>2</sup>		
Legal Description	LOT 1, NEW WEST DISTRICT, GROUP 1, ST GEORGE'S SQUARE		<b>Primary Dwelling</b>			
PID	025-453-408		<b>Coverage</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
Zone	RS-6		Principle Site Coverage	40% (1793.4 SF)	1298.26 SF	Unchanged
<b>CONSULTANTS</b>			<b>Set Backs</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
			Front:	25' - 0"	26.60 ft	Unchanged
			Front projection	4'-0"	8.03 ft	Unchanged
			Rear:	25' - 0"	57.29 ft	Unchanged
			Right Side:	4' - 0"	3.90 ft	Unchanged
			Left Side:	4' - 0"	2.00 ft	Unchanged
			<b>Floor Area</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
			Basement		1423 SF	Unchanged
			First Floor		1298 SF	Unchanged
			Second Floor		1011	Unchanged
Floor Space Ratio	0.60	0.53	Unchanged			
Total	2690 SF	3732 SF	Unchanged			
Secondary Suite Area	N/A	N/A				
<b>Attached Accessory Area</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>			
Front Porch		164.80 SF	Unchanged			
Side Walkway						
N/A		N/A				
Total	448.35 SF (10%)	164.80 SF	Unchanged			
<b>Height</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>			
Left Front Datum		257.89 ft	Unchanged			
Right Front Datum		259.59 ft	Unchanged			
Left Rear Datum		268.15 ft	Unchanged			
Right Rear Datum		268.68 ft	Unchanged			
Average Grade		263.58 ft	Unchanged			
Roof Peak Elevation	35 ft	29.40 ft	Unchanged			
Roof Eave Elevation		14.16 ft	Unchanged			
Midpoint Elevation	25 ft	21.77 ft	Unchanged			

## CONSULTANTS

Surveyor	J C Tam & Associates	604 214-8928
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Arbor & Co.	778 886-1566

 Christina Marino & Patrick  
Donovan

515 St. George St

Main House Zoning P1

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

 A0  
Page 239 of 480  
1 1/2" =

# GENERAL NOTES

These drawings have been prepared by D3 Dimension Drafting and Design Inc. to conform to the current residential standards of the BCBC (2018).

The Builder is responsible for ensuring that all construction conforms to provincial and local codes and bylaws.

Dimensions take precedence to scale drawings.

Dimensions to be taken from outside face of sheathing for exterior walls and face of studs for interior walls as shown.

Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

6 MIL poly is required at all connection points between interior and exterior walls.

Floor assembly to be constructed with manufacture I-Joist

Lumber in contact with concrete to be damproofed (sill gasket) , and anchored with 1/2" anchor bolts at 16" O.C. max

Lintels to be #2-2x10 U.N.O TYP.

Double joists at parallel partitions (opt. 2x10 blocking at 24" O.C.)

Dwelling must meet current B.C. ventilation code

All operable windows to be standard sliding glazing, U.N.O.

Waterproof wallboard required on bathroom walls

Provide a bond-breaking material between foundation or rock and slabs.

Exterior dimensions to be measured from outside of sheathing.

All interior dimensions to be measured to the centre of stud, except where otherwise noted.

All Construction and installation of materials and equipment shall be done in accordance with good building practices, following manufacturers instructions and conforming to the BCBC

All Structural specifications to be designed and certified by a structural engineer. Any discrepancies must be brought to D3 Dimension Drafting and Design Inc. attention.

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D3 Dimension Drafting and Design Inc. accepts no liability for error or omissions.

These plans conform to the B.C. Building Code, 2018 ED.

## Site Requirements

- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
- Any exposed concrete over 2 ft in height shall be architecturally treated.

## Exterior Design

- No exposed concrete block is permitted
- Exposed concrete foundation walls are not to exceed 1.64 ft in height,
- In General, the main materials used on the front of the house should be used on all other facades
- Overhangs to be a minimum of 18" TYP. U.N.O.
- All gable fascia shall be a minimum fascia of 2x10.

## Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
- Exterior vertical walls are to be non-combustible 20min rated

## Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
- Garage dimensions are taken from the outside of cladding.
- Driveways shall be constructed of asphalt, exposed aggregate, stamped concrete, brick or combination.
- No gravel driveways or parking areas.

No buildings or driveways shall be constructed on the lots unless provisions to reduce storm water run-off from buildings and driveways been made by the run-off from buildings, driveways and any other impervious surfaces constructed on the lot being re-charged back to the ground through suitable subsurface storm water management systems such as rock pits or exfiltration chambers and run-off from driveways which slope to the public road or common property being intercepted at the property line by the provision of suitably designed and constructed absorbent strip such as grass-crete or permeable interlocking concrete pavers.

# PLAN # 1517

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- May only be issued for the designated purpose indicated
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- All work done by D3 Dimension Drafting Design Ltd., is and will remain solely the property of the same.
- All funds paid are non-refundable.

# SCOPE OF WORK

Christina Marino & Patrick Donovan

515 St. George St

Main House Zoning P2

Project number 1517

Date August 10, 2021

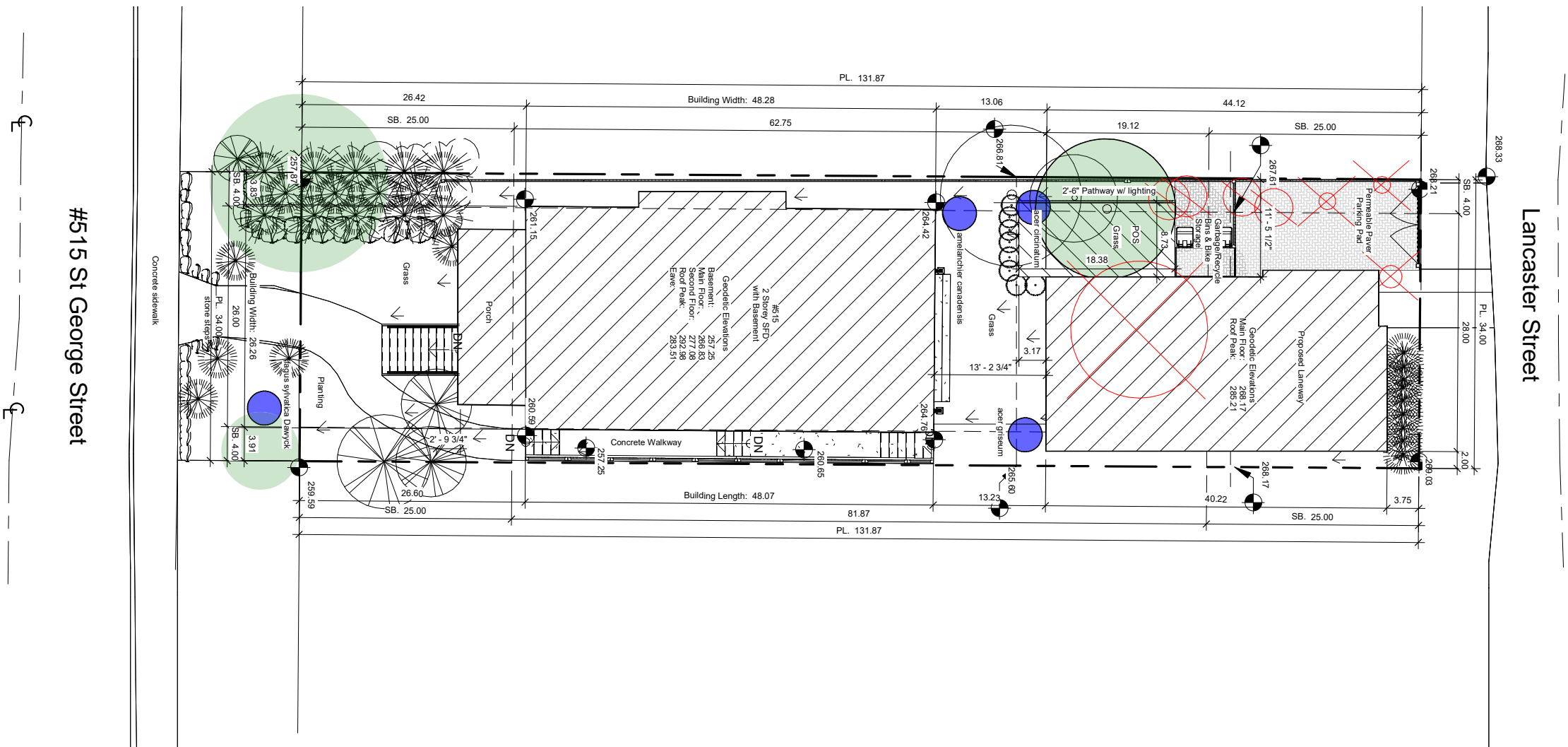
Drawn by Author

Checked by Checker

Sheet Scale

A0.1  
Page 240 of 480





#515 St George Street

Lancaster Street

1 Site Proposed 11x17  
1/16" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Site Plan

Project number 1517

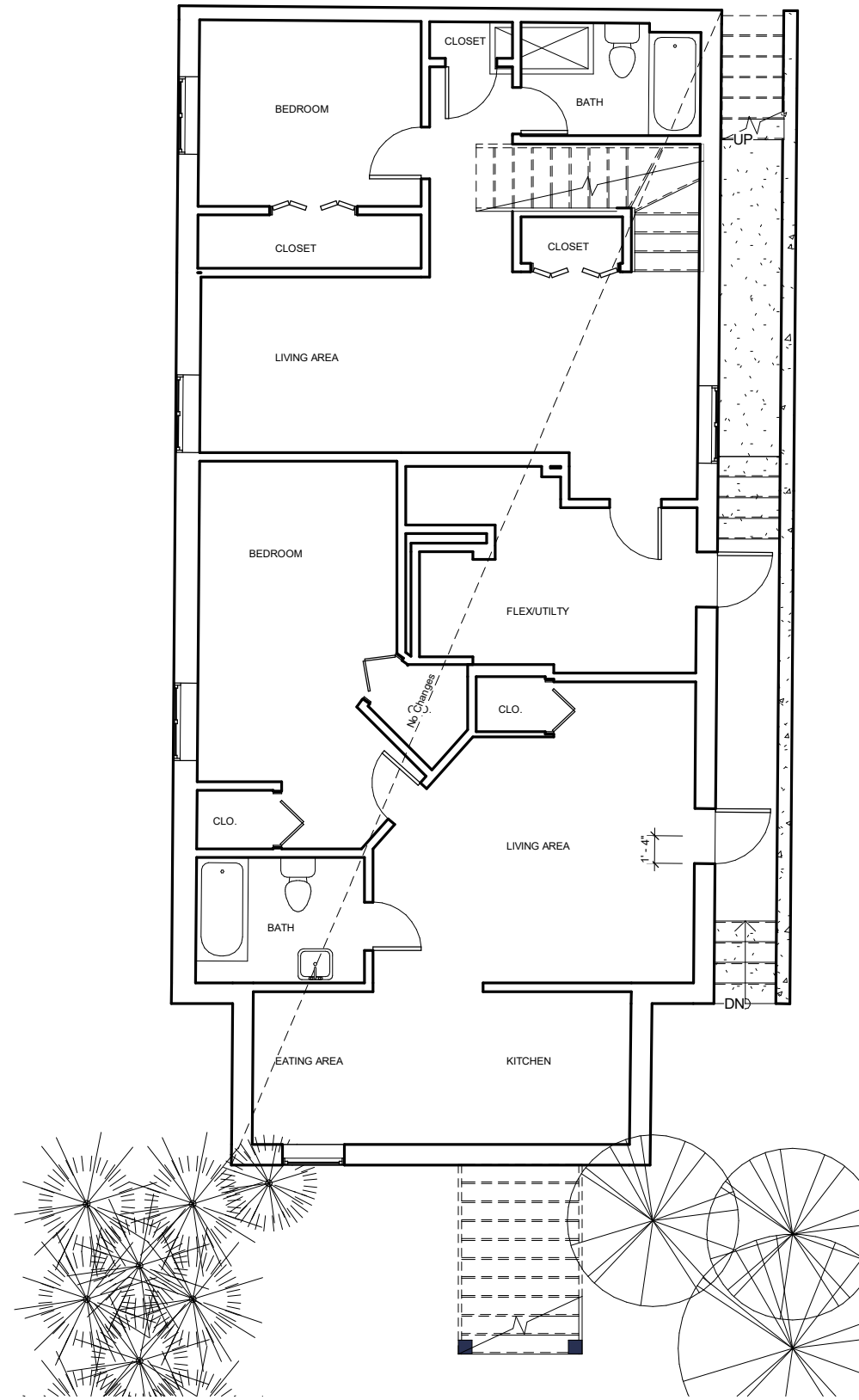
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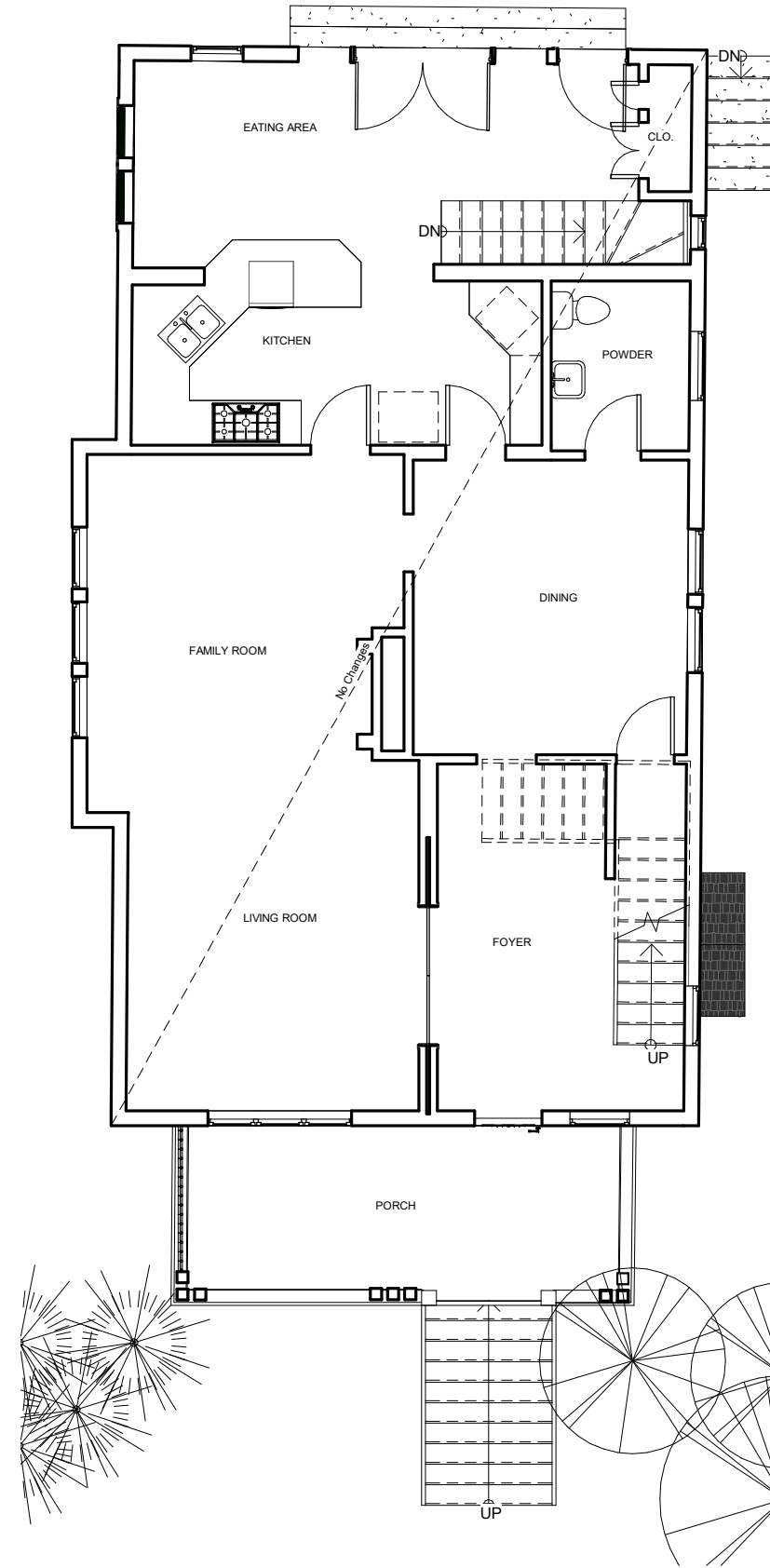
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Sheet A1 Scale 1/16" = 1'-0"

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1 Main Basement 11x17  
1/8" = 1'-0"



2 Main Floor 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Basement & Main Floor

Project number 1517

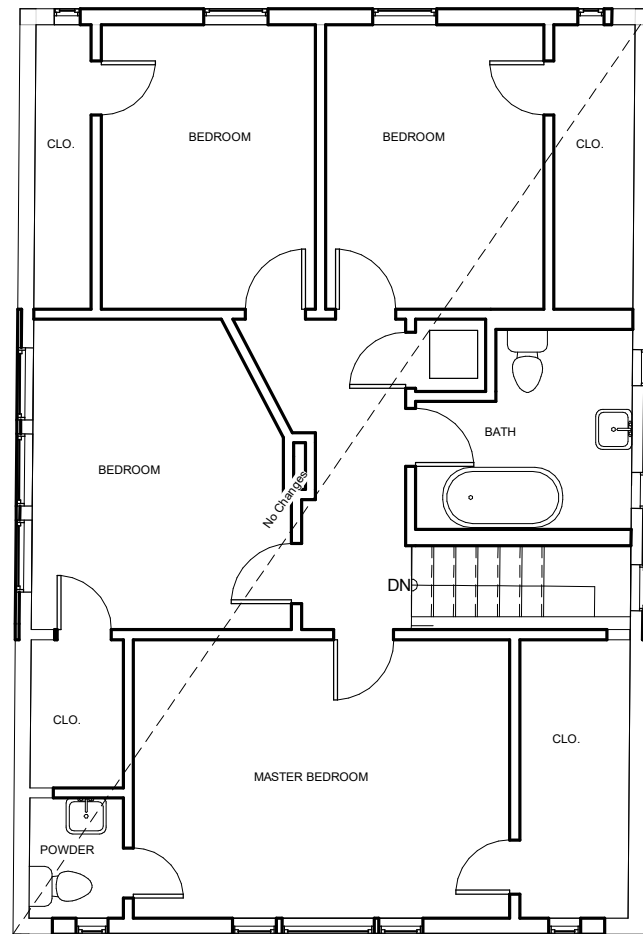
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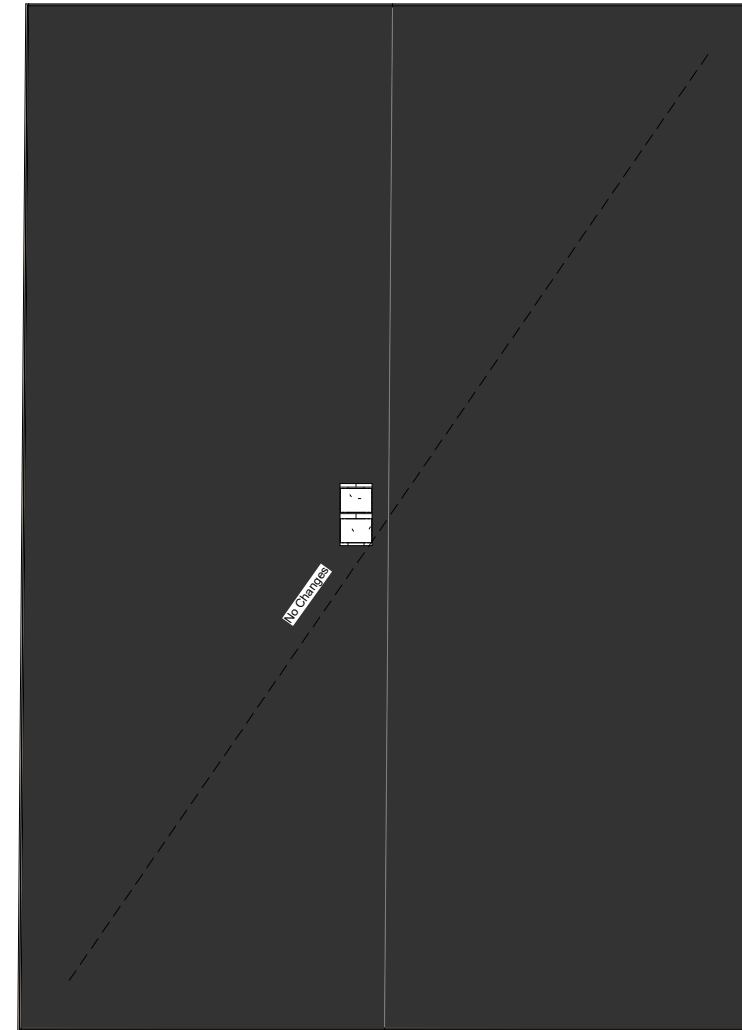
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A2 1/8" = 1'-0"  
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① Main Upper Floor 11x17  
1/8" = 1'-0"



② Roof Peak 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Upper & Roof Plan

Project number 1517

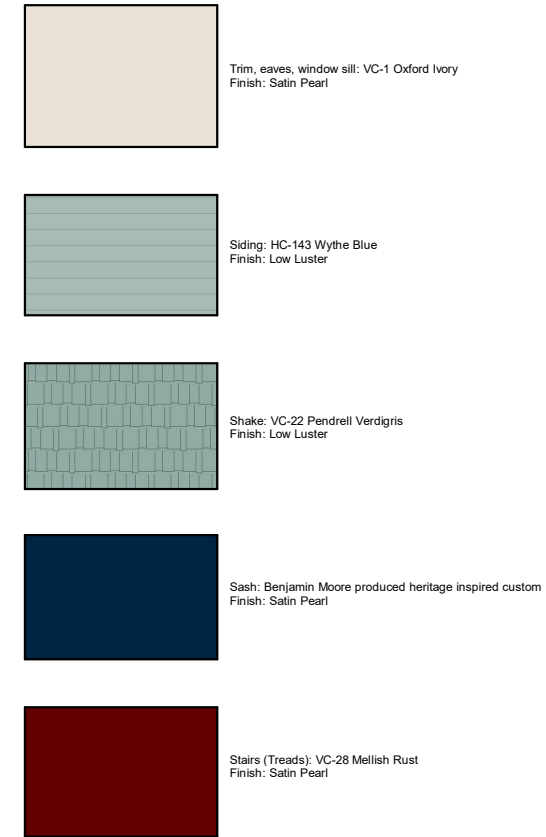
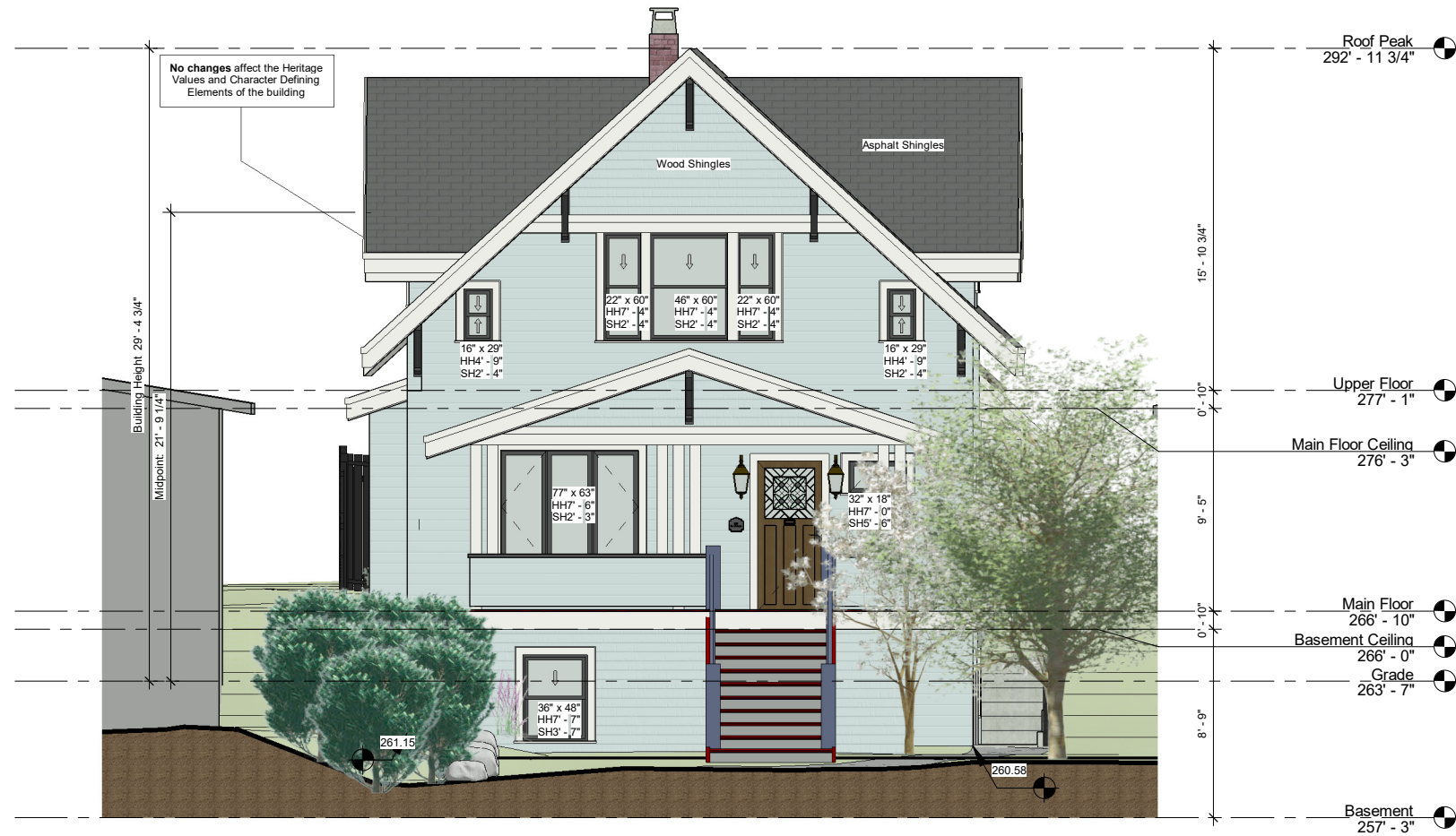
Date August 10, 2021

Drawn by Author

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Sheet Scale

A3 1/8" = 1'-0"  
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**1 Main Front Elevation 11x17**  
1/8" = 1'-0"



**2 Main Left Elevation 11x17**  
1/8" = 1'-0"

Christina Marino & Patrick Donovan

515 St. George St

Heritage Elevations

Project number 1517

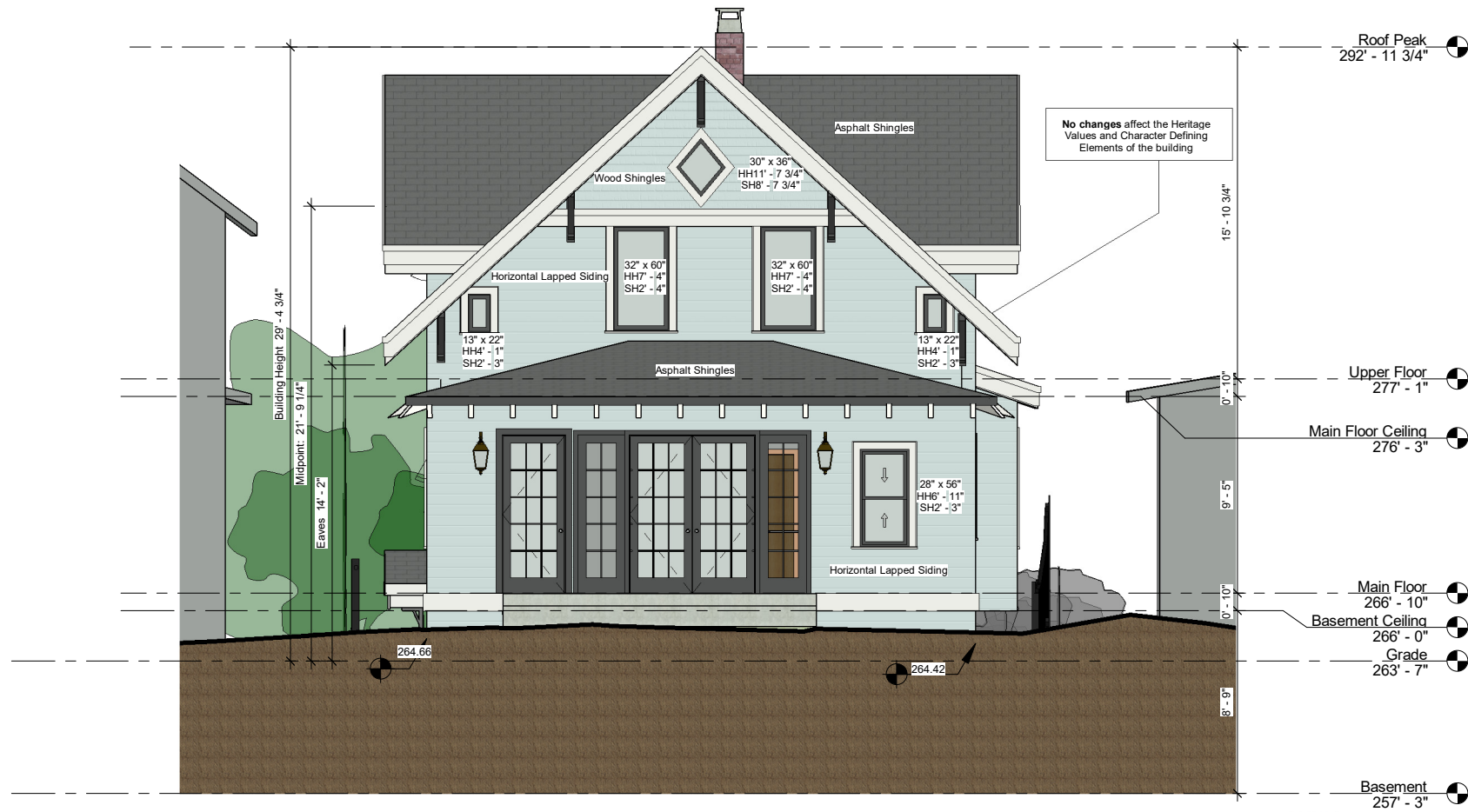
Date August 10, 2021

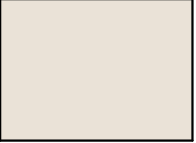
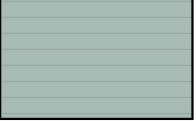
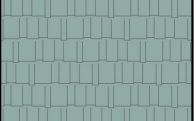


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Checked by Checker

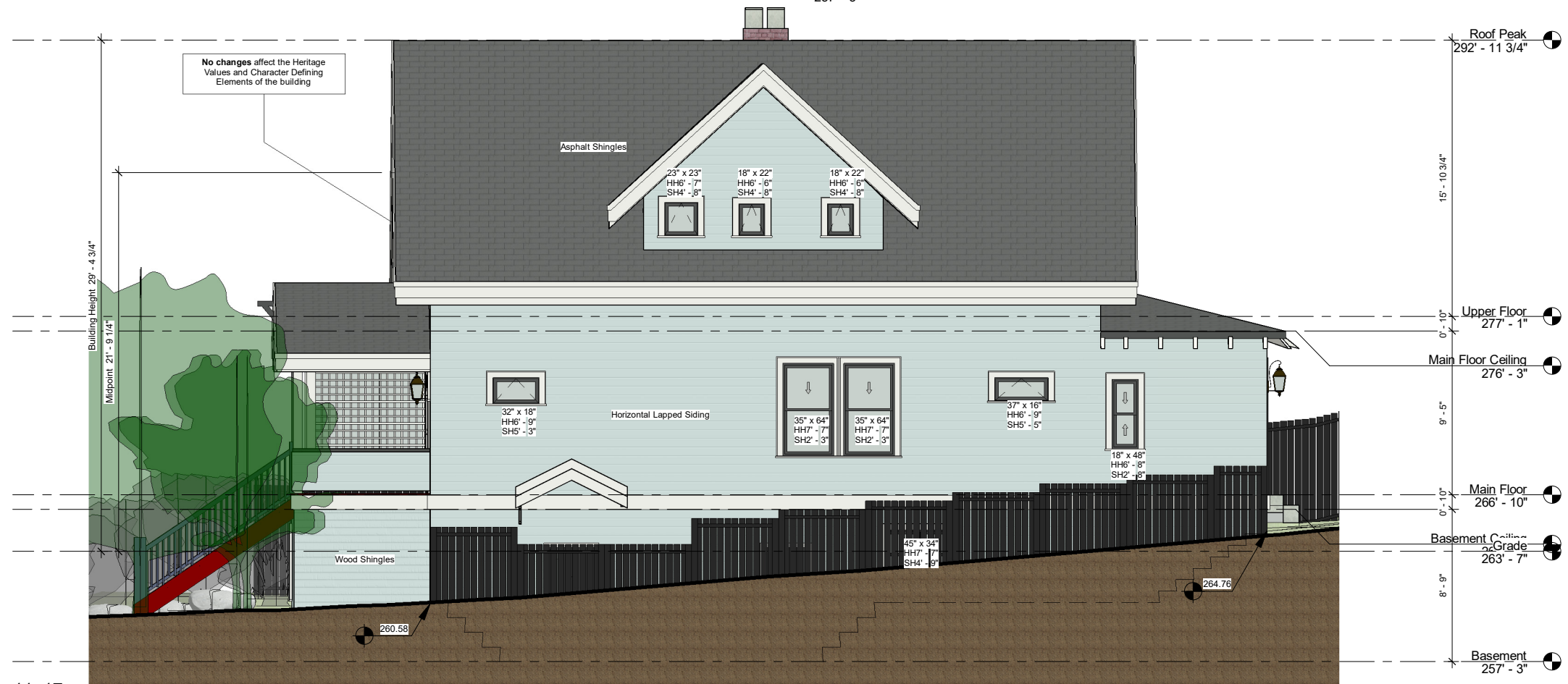
Sheet Scale

A4 1/8" = 1'-0"  
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-  Trim, eaves, window sill: VC-1 Oxford Ivory  
Finish: Satin Pearl
-  Siding: HC-143 Wythe Blue  
Finish: Low Luster
-  Shake: VC-22 Pendrell Verdigris  
Finish: Low Luster
-  Sash: Benjamin Moore produced heritage inspired custom  
Finish: Satin Pearl
-  Stairs (Treads): VC-28 Mellish Rust  
Finish: Satin Pearl

1 Main Rear Elevation 11x17  
1/8" = 1'-0"



2 Main Right Elevation 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Heritage Elevations

Project number 1517

Date August 10, 2021

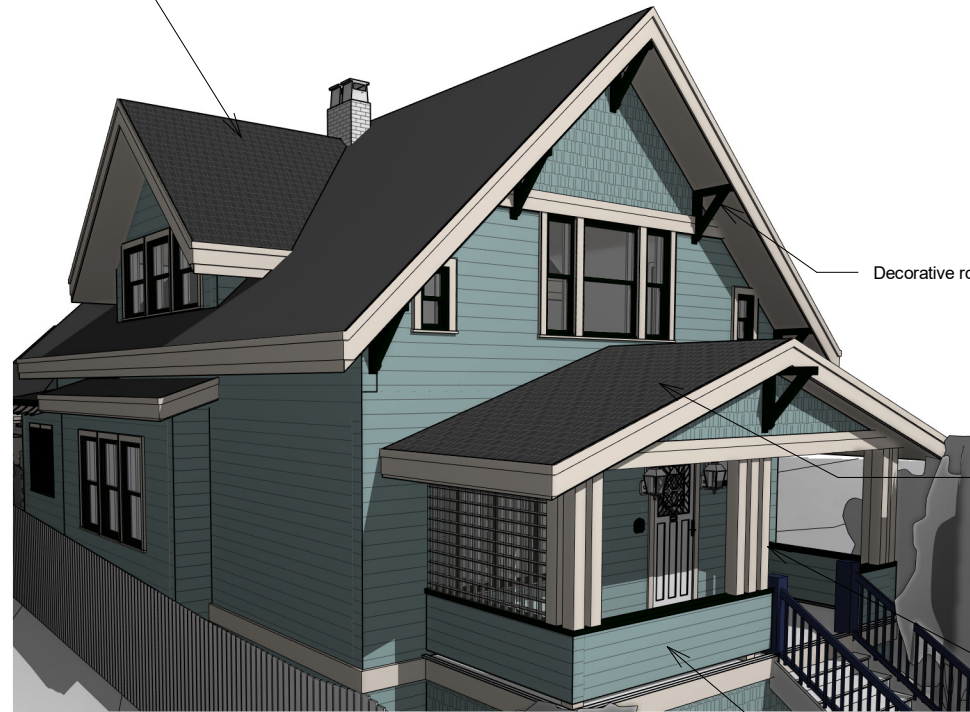
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A5  
1/8" = 1'-0"  
Page 245 of 480

Steeply-pitched cross gable roof



Decorative roof brackets

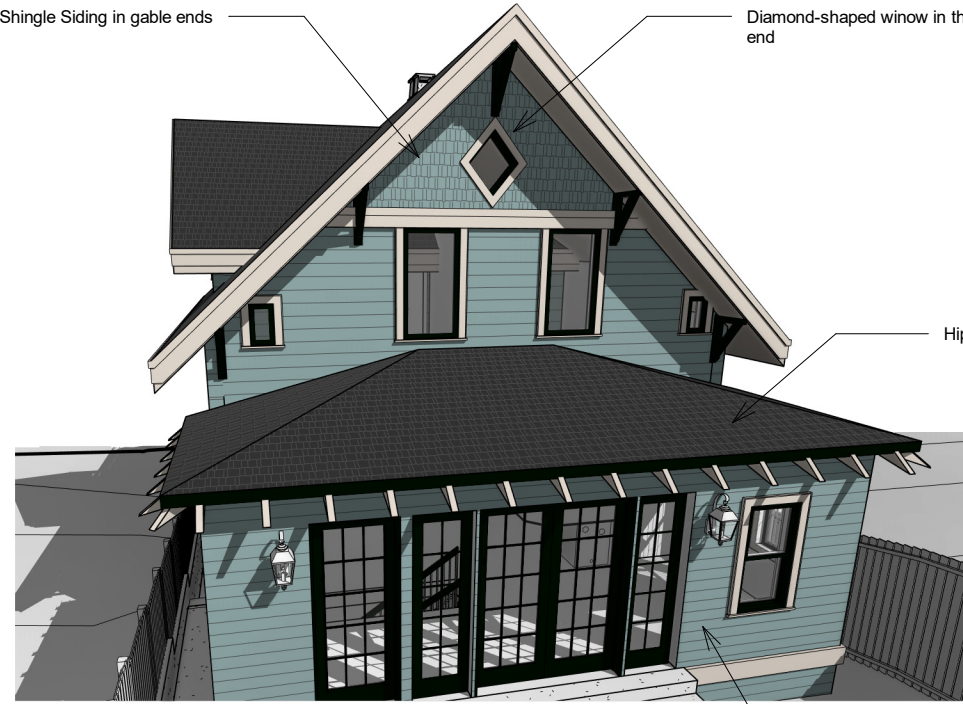
Shallower pitched cross-gabled roof

Twinned columns on the verandah

Verandah extending across the front of the building

Shingle Siding in gable ends

Diamond-shaped window in the rear gable end

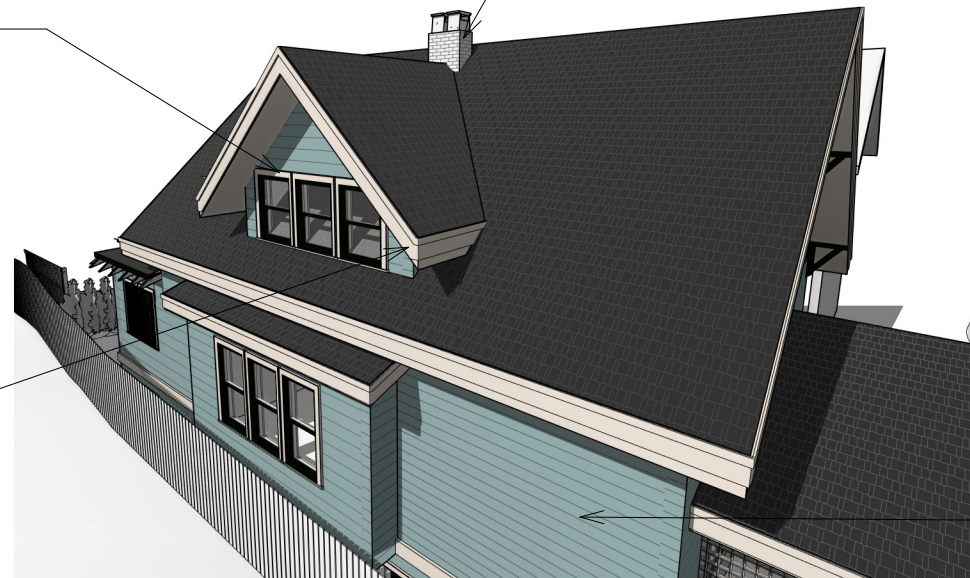


Hipped roof at the rear of the building

Horizontal Wood Cladding

wood trims and sills to be re-painted as per HCP

Rehabilitating the chimney



Fascia, soffits and rafter tails to be re-painted same colour as per HCP

Repaint the exterior the same colour as per the HCP

Christina Marino & Patrick  
Donovan

515 St. George St

Heritage Details

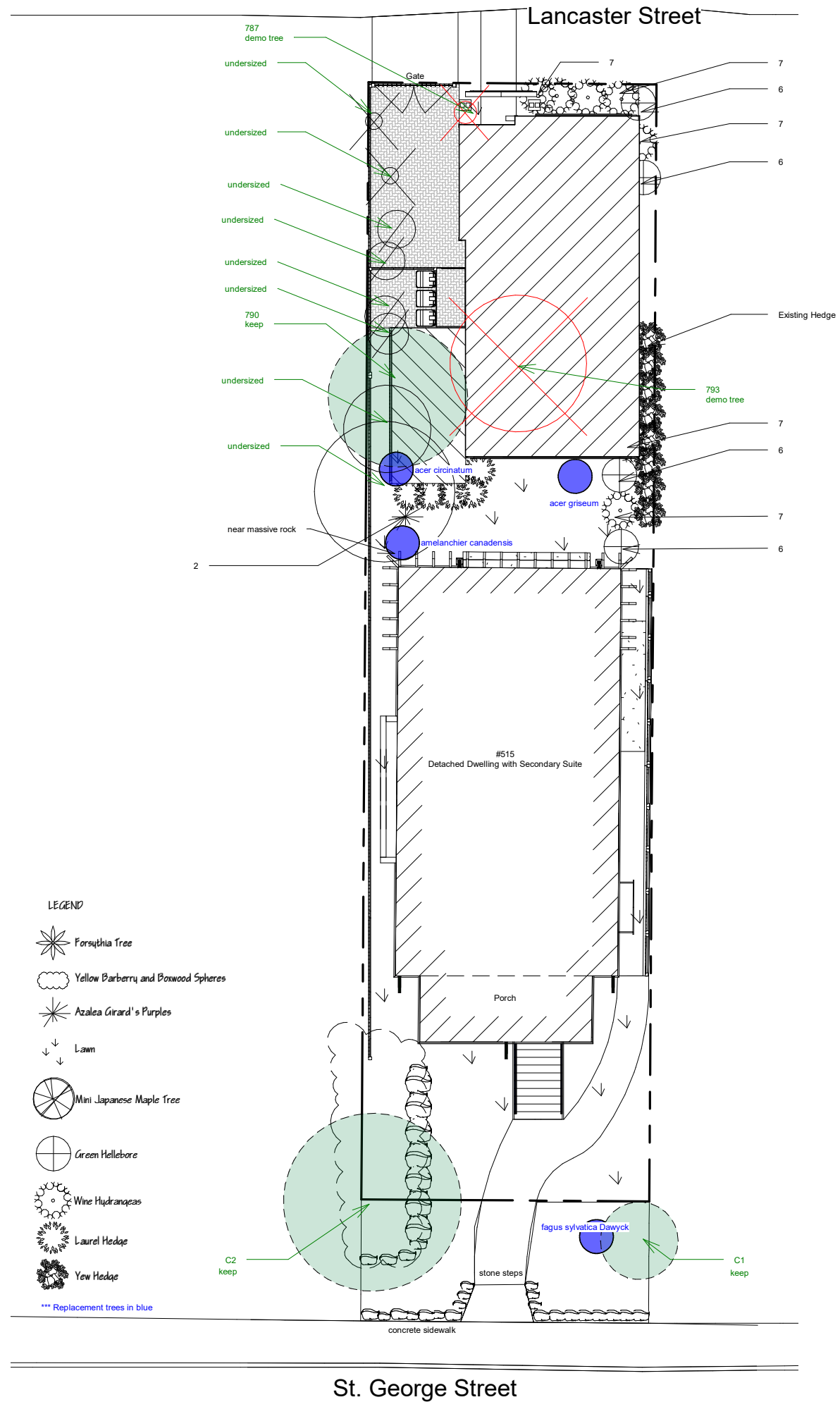
Project number 1517

Date August 10, 2021

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Sheet Scale



**1** Landscape Plan  
1/16" = 1'-0"

Christina Marino & Patrick Donovan	
515 St. George St	
Landscape Plan P1	
Project number	1517
Date	August 10, 2021
Drawn by	Author
Checked by	Checker
Sheet	Scale
<b>A7</b>	1/16" = 1'-0"
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10-Aug-2021 16:27:35

1. Forsythia Tree



2. Azalea Girard's Purple's



3. Mini Japanese Maple Tree



4. Yellow Barberry Spheres



5. Boxwood Spheres



6. Green Hellebore



7. Wine Hydrangeas



8. Laurel Hedge



**In-swing gate, 4'-1" (1.25m) high**



Replica fence to emulate historical fences of Queen's Park. Though used as a gate in front of a driveway, its material and height mask its function. Material of rod iron and natural finish composite wood

**Permeable pavers for driveway**



Permeable pavers allow commonly recurring rainstorms to infiltrate through a permeable concrete paving stone surface into a clear crushed open-graded aggregate base before being released into storm sewers or watercourses. Known as permeable interlocking concrete pavement, the system acts as an infiltration facility for the storage, treatment, and improvement of released water.

**Pathway Lighting**



Low energy use solar powered lights to be placed along exterior pathways

Christina Marino & Patrick  
Donovan

515 St. George St

Landscape Plan P2

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale



# Project Information

Property Owner	Christina Marinho and Patrick Donovan
Site Address	515 St. George Street
Project Type	HRA and Laneway
Jurisdiction Authority	City of New Westminster
Legal Description	Lot 1, New West District, Group 1, St George's Square
PID	025-453-408
Zone	RS-6

# CONSULTANTS

Surveyor	J C Tam & Associates	604 214-8928
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Arbor & Co.	778 886-1566

# Zoning Analysis

<b>Site</b>	
Lot Width	34.00 ft
Lot Depth	131.87 ft
Lot Size	4483.50 ft <sup>2</sup>

Laneway House	Required/Allowed	Proposed	Notes
Lane Width		33'	
Ground Floor area		830.46 SF	
Upper Floor area		N/A	
Total Floor area	672.525 SF (15%)	829.68 SF (18.5%)	Variance Requested
Site Coverage	672.525 SF (15%)	829.68 SF (18.5%)	
Bike Storage	32 SF		
Front Entry	32 SF	20 SF	
Setback from Lane	3 ft	3 ft	
Setback from side street	N/A	N/A	
Setback from intersection	4.00 ft	NA	
Setback from side lot	4.00 ft / 2.00 ft	10.00 ft West / 2.00 ft East	
Primary separation	16.00 ft	16.5 ft	
Side envelope midpoint		281.0 ft existing / 271 ft proposed	
Side envelope midpoint		281.6 ft existing / 271 ft proposed	
Base Height Plane		267.89 ft	
Accessory Height	22.97' (7m)	16.39'	
Parking Spaces	2	1	Variance Requested

# LWH - Step 2 Compliance Package

1. AIR TIGHTNESS
  - 1.0 air changes per hour @ 50Pa
2. EXTERIOR WALLS & FLOOR HEADERS
  - 2x6 @ 16" O.C. W/ R-22 Batt +5" ROCKWOOL (effective R-35)
  - Headers R28 Batt + 5" ROCKWOOL (effective R-46.8)
3. ROOF & CEILINGS
  - ENG TRUSS SYSTEM @ 16" OC W/ R-40 Batt + 3" XPS INSULATION OVER PLYWOOD (effective R-56)
4. FOUNDATION WALLS, HEADERS, AND SLABS
  - ICF with 4" EPS on exterior and 3" EPS interior (effective R-44)
  - R20 below slab (effective R-20)
  - Unheated slab
5. FLOORS OVER UNHEATED SPACE
  - 2x10 @ 16" OC W/ R-28 Batt + 3" Rockwool (effective R-40)
6. FENESTRATION AND DOORS
  - Vinyl frame, triple glazed, low-e, SHGC 0.20 - 0.65 (USI 0.86-1.34)
  - Fibreglass doors w/ polyurethane fill (R-5.56, USI 1.6)
7. AIR BARRIER SYSTEM & LOCATION
  - Self adhered vapour permeable building wrap
8. SPACE CONDITIONING (HEATING & COOLING)
  - Electric fireplaces
9. SERVICE WATER HEATING
  - Heat pump water heater (EF 1.9)
10. VENTILATION
  - Zhender HRV (SRE 87%)
11. APPLIANCES
  - ENERGY STAR QUALIFIED MODELS
12. LIGHTING
  - STANDARD LED BULBS



www.d3design.ca

Christina Marino & Patrick Donovan	
515 St. George St	
Laneway Zoning P1	
Project number	1517
Date	August 10, 2021
Drawn by	Author
Checked by	Checker
Sheet	Scale

A10  
Page 249 of 480

10-Aug-2021 16:27:36

# GENERAL NOTES

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Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

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- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
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## Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
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## Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
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# PLAN # 1517

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- All funds paid are non-refundable.

# SCOPE OF WORK

## Exterior:

- Place Tree Barriers
- Place foundation, consult geotech and structural engineer for specifications
- Rainscreen, roof, add windows and doors, and finish house siding
- Excavate per elevations on site plan
- Frame House, pour parking pad, build stairs, emergency path
- Perform blower door test and ensure step code compliance

Christina Marino & Patrick Donovan

515 St. George St

Laneway Zoning P2

Project number 1517

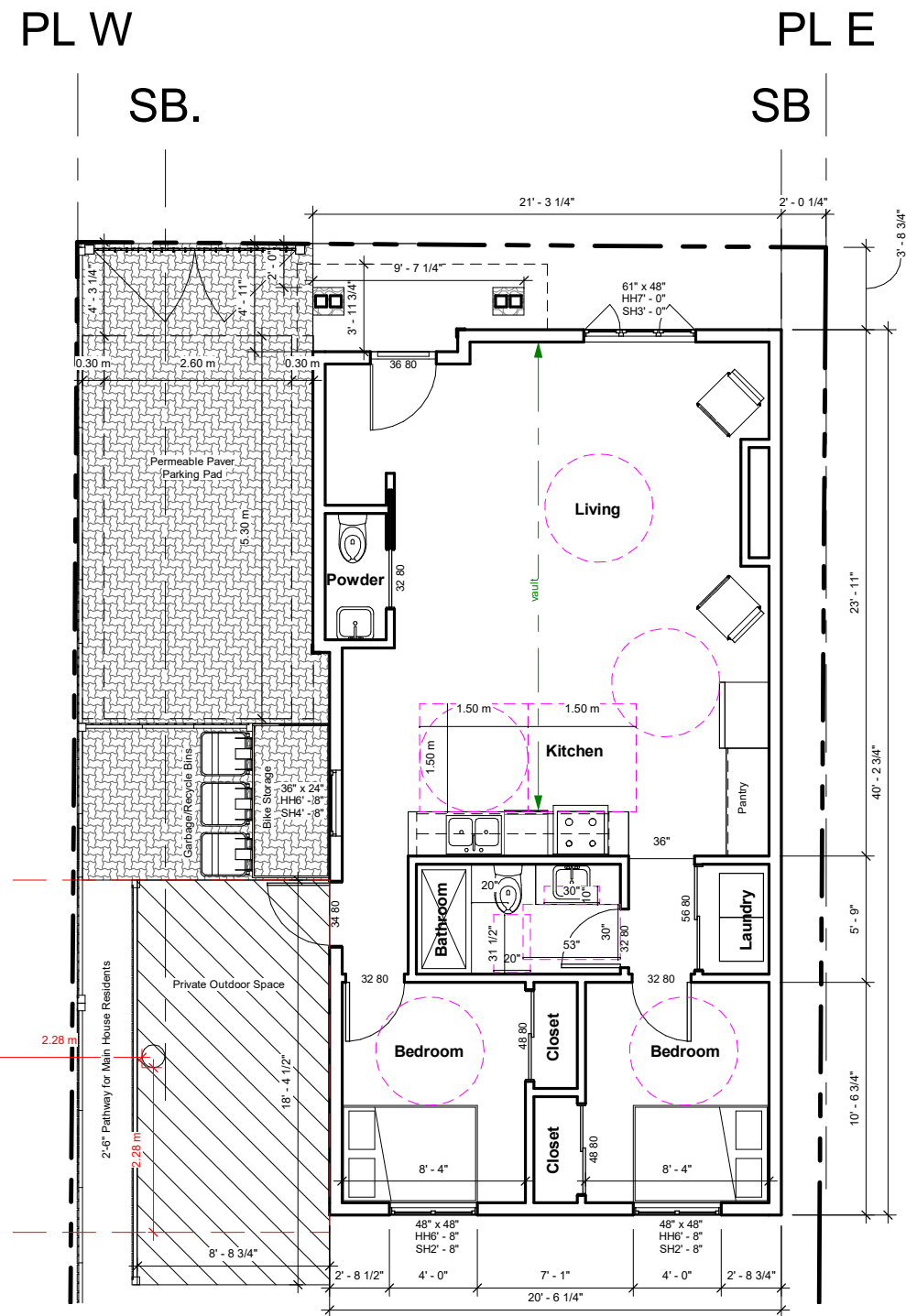
Date August 10, 2021

Drawn by Author

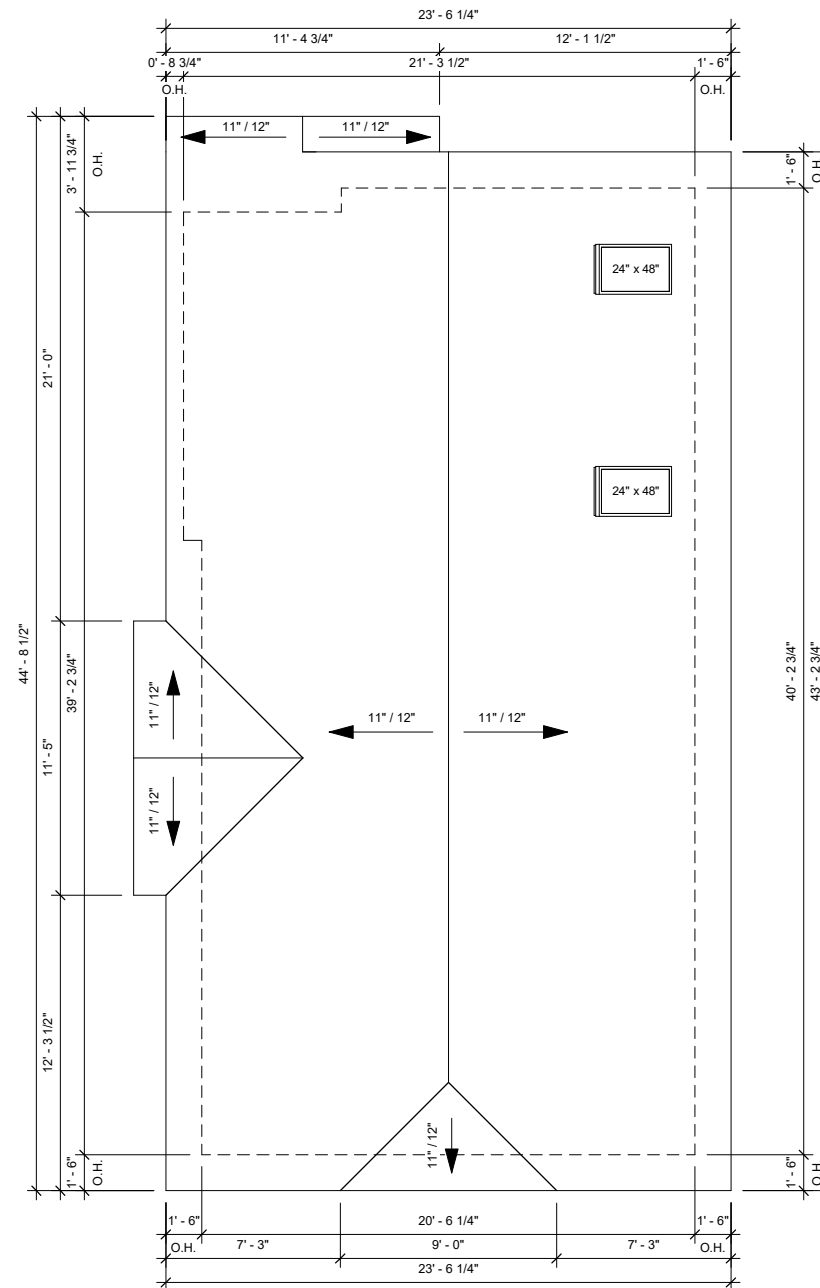
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Sheet Scale

A11 1 1/2" = Page 250 of 480



1 Laneway Main Floor 11x17  
1/8" = 1'-0"



2 Laneway Roof Plan  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Floor Plan

Project number 1517

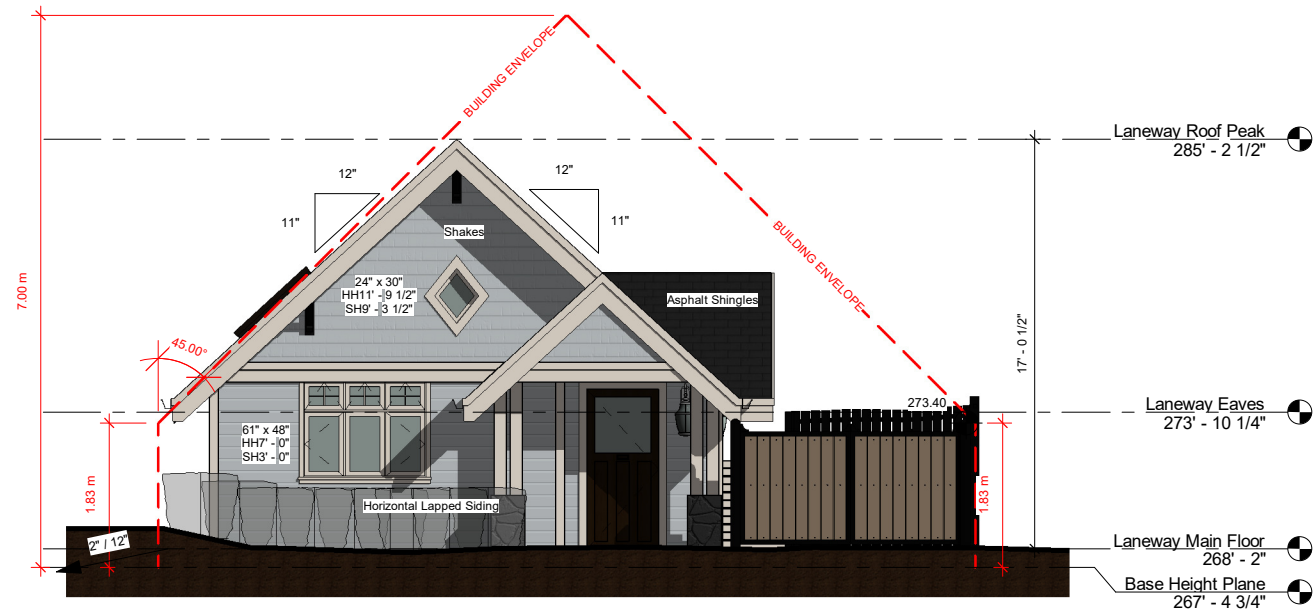
Date August 10, 2021

Drawn by Author

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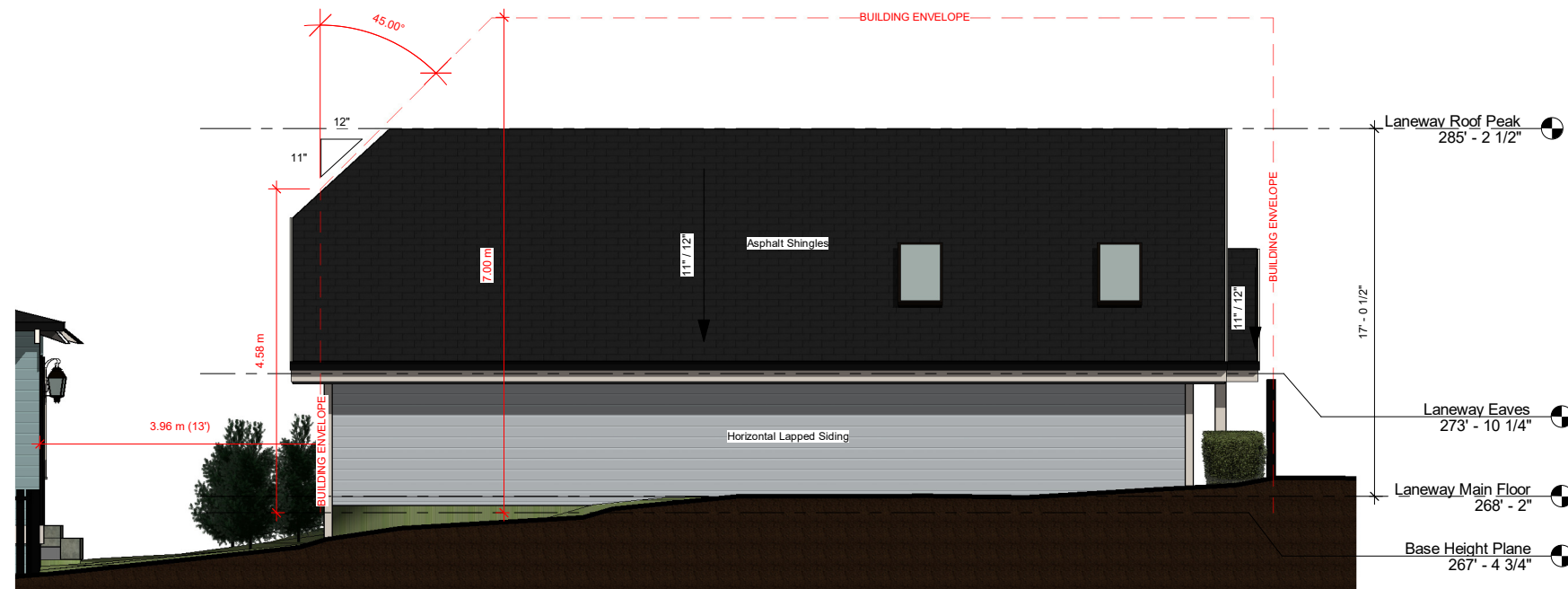
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A12  
Page 251 of 480  
1/8" = 1'-0"



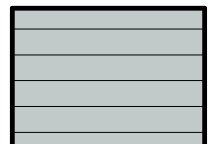
**1** Laneway Front Elevation 11x17  
1/8" = 1'-0"

Laneway - Front		Building Face Area (SqM)		21.76
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	61	48	2928	1.88902848
1	24	30	720	0.4645152
Total Window Area (SqM)		2.3535	Percentage Openings (Windows/Building Face)	10.82%
Limiting Distance (m)		5.89	Maximum Allowable Percentage	39%



**2** Laneway Left Elevation 11x17  
1/8" = 1'-0"

Laneway - Left		Building Face Area (SqM)		21.8
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
0	0	0	0	0
Total Window Area (SqM)		0.0000	Percentage Openings (Windows/Building Face)	0.00%
Limiting Distance (m)		0.61	Maximum Allowable Percentage	7%



Body: Silver Half Dollar 2121-40 Benjamin Moore  
Finish: Low Luster

-hardie 'smooth' horizontal siding



Trim, eaves, and window sills: Simply White  
OC-117 Benjamin Moore  
Finish: Satin Pearl



Front Door: Simply White OC-117  
Benjamin Moore  
Finish: High Gloss



Roof: Black Asphalt Shingle

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Elevations

Project number 1517

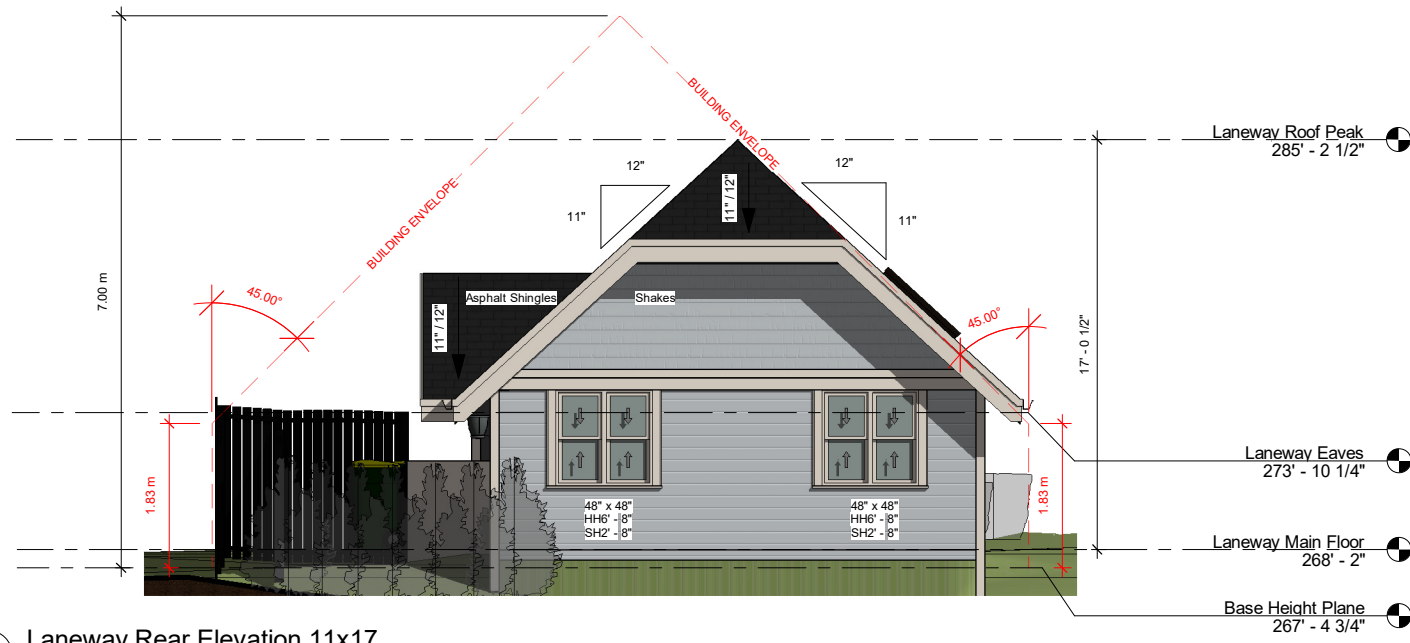
Date August 10, 2021

Drawn by Author

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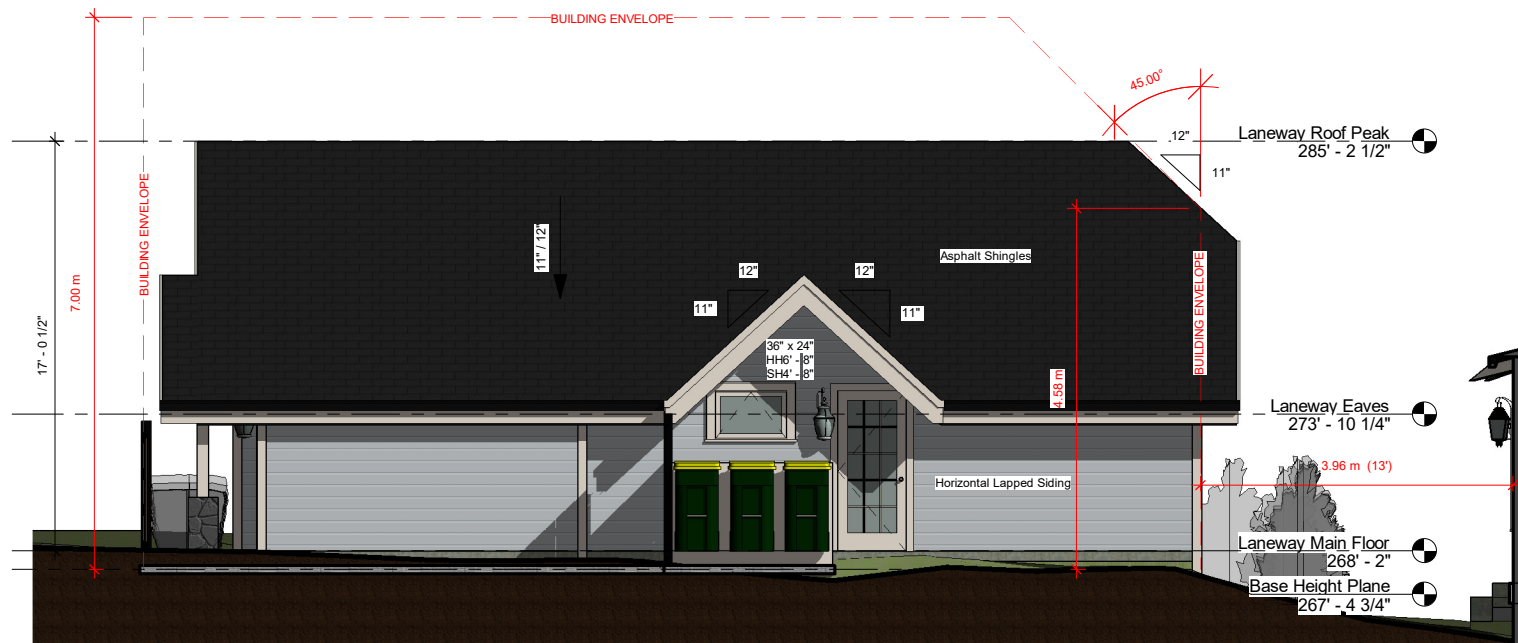
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Page 252 of 480



1 Laneway Rear Elevation 11x17  
1/8" = 1'-0"

Laneway Rear		Building Face Area (SqM)		27.9
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
2	48	48	4608	2.97289728
Total Window Area (SqM)	2.9729		Percentage Openings (Windows/Building Face)	10.66%
Limiting Distance (m)	3.76		Maximum Allowable Percentage	12%



2 Laneway Right Elevation 11x17  
1/8" = 1'-0"

Laneway - Right		Building Face Area (SqM)		19.55
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	36	24	864	0.55741824
Total Window Area (SqM)	0.5574		Percentage Openings (Windows/Building Face)	2.85%
Limiting Distance (m)	3.22		Maximum Allowable Percentage	12%

Body: Silver Half Dollar 2121-40 Benjamin Moore Finish: Low Luster  
-hardie 'smooth' horizontal siding

Trim, eaves, and window sills: Simply White OC-117 Benjamin Moore Finish: Satin Pearl

Front Door: Simply White OC-117 Benjamin Moore Finish: High Gloss

Roof: Black Asphalt Shingle

Christina Marino & Patrick Donovan

515 St. George St

Laneway Elevations

Project number 1517

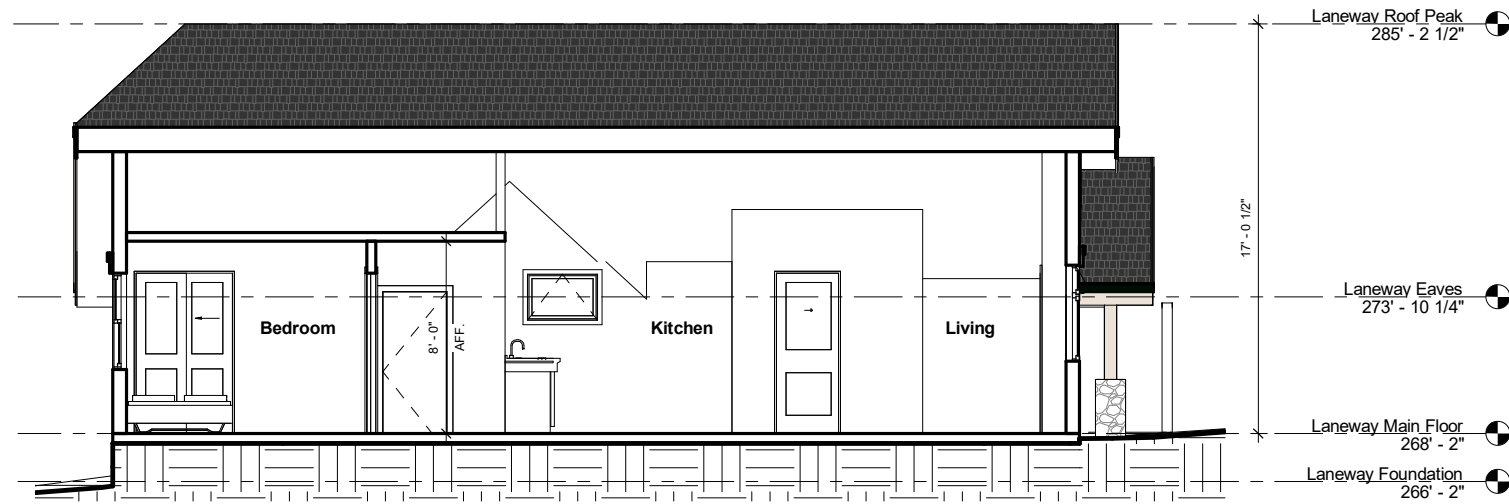
Date August 10, 2021

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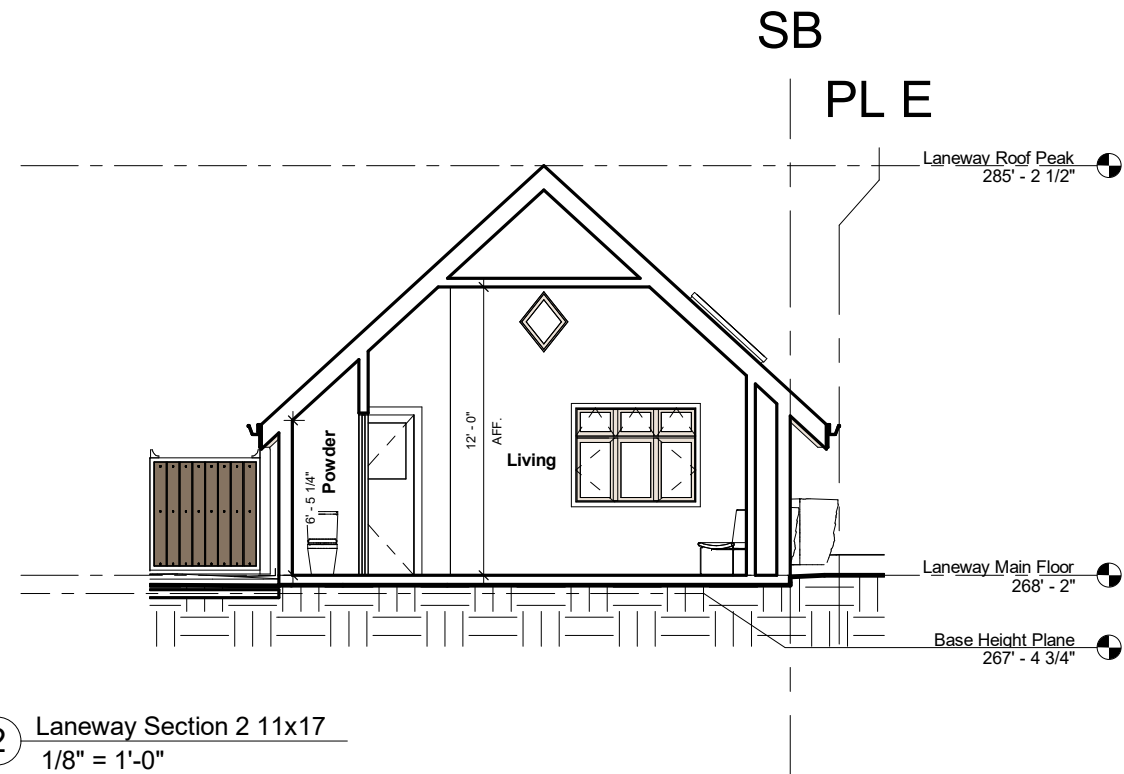
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① Laneway Section 1 11x17  
1/8" = 1'-0"



② Laneway Section 2 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Sections

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

A15 1/8" = 1'-0"  
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**Required**

All exterior doors should be installed with the following:

- Minimum door clearance widths of 0.85m (34").
- Maximum door thresholds height of 13mm (1/2"), including patio doors.
- Clear and level covered front door landing areas of at least 1.85m<sup>2</sup> (20 sqft).
- For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

**Required**

All exterior doors should be installed with the following:

- Minimum door clearance widths of 0.85m (34").
- Maximum door thresholds height of 13mm (1/2"), including patio doors.
- Clear and level covered front door landing areas of at least 1.85m<sup>2</sup> (20 sqft).
- For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

**Required**

- All bathrooms designed for use by persons in wheelchairs:
  - 0.8m (31.5") minimum from the front edge of the toilet to the facing wall,
  - 0.51m (20") minimum from the front face of the bathtub or shower to the centerline of the toilet,
  - 0.76m (30") by 1.35m (53") clear floor area centered in front of the washbasin.
- In the main (full) bathroom, knee clearance centered underneath the sink of:
  - 0.76m (30") wide by,
  - 0.25m (10") deep by,
  - 0.68m (27") high,
  - With hot water and drain pipes offset to the rear.
- Bathroom walls should be constructed or re-enforced in such a way to allow the installation of grab bars and handles next to toilets and showers in the future.

**Required**

- No stairs or steps within the building.
- Hallway widths, with a minimum of 0.85m (34").
- All interior doors to meet:
  - minimum clearance width of 0.81m (32"),
  - thresholds to a maximum height of 13mm (1/8"),
- Doors which are installed in series should be separated by 1.5m plus the width of the door swinging into the separating space.

**Required**

- Kitchen design with continuous counter between range and sink.
- A clear floor area of 1.50m by 1.50m provided directly in front of each kitchen fixture.
- Knee clearance provided underneath the sink or counter of:
  - 0.75m (30") wide by,
  - 0.48m (19") deep by,
  - 0.68m (27") high.

**Required**

- Clear floor turning area of 1.50m in diameter on one side of the bed.

**Required**

- Outlets and switches installed in all rooms in locations that are easily reached by persons in wheelchairs.
- Electrical, telephone, cable and data outlets between 0.455m (18") and 1.20m (48") above the floor.
- Switches, controls (ex. light switches) and electrical outlets between 0.455m (18") and 1.20m (48") above the floor.

**Required**

- One accessible parking space meeting the Zoning Bylaw size requirements,
  - minimum width of 3.9m (12.8ft) plus 0.3m (1ft) on either side if adjacent to a wall,
  - minimum length of 5.5m (18.04ft).
- The location and configuration of the accessible parking space should include a safe access route on the property, from the parking space to the LWH door, such as:
  - directly adjacent to the front door or other exterior door,
  - interior access from a garage, or
  - a 0.9m (3ft) wide smooth pathway to an exterior LWH door.

**Required**

- Access to the private outdoor space from a low-threshold door.

Christina Marino & Patrick  
Donovan

515 St. George St

Accessibility Requirements

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

A16  
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**APPENDIX 6**

**VARIATIONS TO ZONING BYLAW NO. 6680, 2001**

	<b>Single Detached Dwelling District (RS-6) Requirement/Allowance</b>	<b>515 St. George Street</b>
<b>Detached Accessory Dwelling Unit</b>	Not permitted	Permitted
<b>Maximum Floor Space Ratio (laneway house)</b>	Not permitted	0.185
<b>Maximum Floor Area (laneway house)</b>	Not permitted	830 sq. ft. (77.1 sq. m.)
<b>Parking Spaces</b>	2 spaces	1 space



Attachment 2:  
*Heritage Designation  
(515 St. George St)  
Bylaw No. 8263, 2021*

## THE CORPORATION OF THE CITY OF NEW WESTMINSTER

### BYLAW NO. 8263, 2021

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 515 St. George 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 515 St. George Street has entered into a Heritage Revitalization Agreement authorized by Bylaw No. 8263, 2021 (the "Heritage Revitalization Agreement"), which has requested that Council designate the principal building on the land 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 principal building located at 515 St. George 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 principal building located at 515 St. George Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

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 (515 St. George Street) No. 8263, 2021."

#### 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 principal building located on that parcel of land having a civic address of 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE'S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 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 non-structural 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.

**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 Development Services 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 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 of the Building provided 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 \_\_\_\_\_ 2021.

GIVEN SECOND READING this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

GIVEN THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

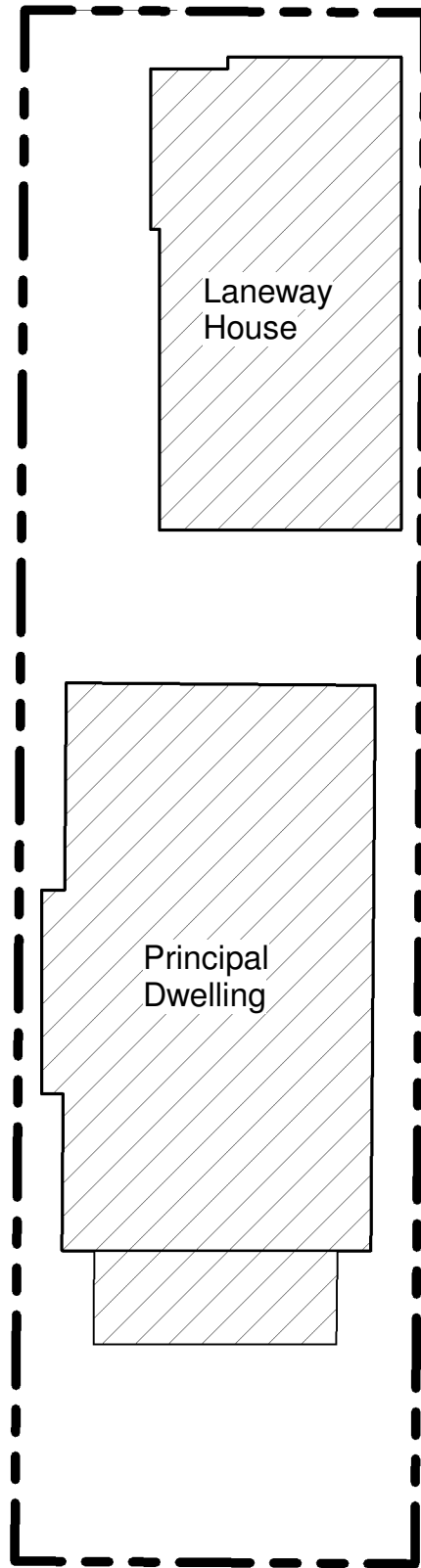
\_\_\_\_\_  
MAYOR JONATHAN X. COTE

\_\_\_\_\_  
JACQUE KILLAWEE, CITY CLERK

**SCHEDULE A**

**SKETCH**

Lancaster Street



Laneway  
House

Principal  
Dwelling

#515 St George Street

Attachment 3  
*Policies and Regulations*  
*Summary*

## **ATTACHMENT #3: POLICIES AND REGULATIONS SUMMARY**

### **Official Community Plan Land Use Designation**

The Official Community Plan (OCP) designation for this site is *Residential: Detached and Semi-Detached* which allows low density residential, primarily in the form of single detached dwellings with secondary suites, duplexes, and accessory dwelling units (e.g. laneway house, carriage house). Complementary uses include 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. The OCP also indicates that, through a Heritage Revitalization Agreement (HRA), a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. The proposed application is consistent with the OCP designation for this site.

### **Zoning Bylaw**

The existing zoning for the site is RS-6 Single Detached Dwelling Districts (Heritage). The intent of this district is to accommodate the moving of houses on the Heritage Resource Inventory which would otherwise be demolished; and enable the rebuilding or alteration of existing houses on the Heritage Resource Inventory which contribute to the character of a neighbourhood but which do not comply with the current zoning requirements. The City used this “heritage zoning” method to incentivize protection of heritage assets, prior to Council’s 2011 endorsement of using the use of Heritage Revitalization Agreements (HRAs) and the City’s Policy for the Use of HRAs.

In this zone, the maximum floor space ratio (FSR) is 0.60, not including the basement. Detached accessory dwelling units (laneway or carriage houses) are not listed as permitted use in the zone. When detached accessory dwelling were added to other single detached residential zones in 2017, they were not added to the RS-6 zone, so that each project could be considered on a case-by-case basis. Therefore, the proposed application requires zoning relaxations to allow the laneway house, and a Heritage Revitalization Agreement would be required to permit the proposal.

### **Laneway and Carriage House Program**

The Laneway and Carriage House program began in 2017 after the building form was permitted through the updated Official Community Plan. Single detached dwelling properties zoned RS-1 and NR-1 located in the RD “Residential Detached and Semi-Detached Housing” land use designation were rezoned to enable this housing form. RS-6 properties were not rezoned to allow laneway or carriage houses, so that each project could be considered on a case-by-case basis. As such, the property at 515 St. George is not permitted to build a laneway house under existing zoning entitlements, but this proposal can be considered under a Heritage Revitalization Agreement.



## **Supplemental Design Guidelines for Accessible Laneway and Carriage Houses**

Accessible laneway and carriage houses can provide rental housing for a variety of people, including people that use wheelchairs or other assisted mobility devices. These accessible laneway and carriage houses allow people to remain in their homes and communities as their mobility needs change. The Supplemental Design Guidelines for Accessible Laneway and Carriage Houses were created to guide applicants choosing to create an accessible building.

Development Permit Area Guidelines offer relaxations to single story accessible Laneway and Carriage Houses built with a functional plan for aging in place, including an increase in site coverage, and reduce side setbacks. In order to take advantage of these relaxations, accessible laneway houses should provide the accessibility features listed in the document.

### **Queen's Park Heritage Conservation Area**

The subject property is protected under the Queen's Park Heritage Conservation Area (QPHCA). The proposed Heritage Designation and Heritage Revitalization Agreement (HRA) would provide a high level of protection, design control, and development regulations which exceed those of the QPHCA. The additional protection and sensitive infill proposed is overall consistent with the goals of the Heritage Conservation Area. The proposed application is consistent with the QPHCA's design guidelines.

### **Heritage Designation**

A Heritage Designation Bylaw is a form of land use regulation that places long-term legal protection on the land title of a property. Any changes to a protected heritage property must first receive approval from City Council (or its delegate) through a Heritage Alteration Permit (HAP). Future development is no longer entitled, but could be permitted by Council with an HAP.

### **Heritage Protection: Conservation Area compared to Designation Bylaw**

The Conservation Area does not restrict the underlying zoning in the Queen's Park neighbourhood and as such, a building or property can be changed through additions and alterations. The proposed Heritage Designation Bylaw and Heritage Revitalization Agreement (HRA) would provide a higher level of protection, design control, and development regulations which exceed those of the Conservation Area. A Heritage Designation Bylaw restricts underlying zoning, and allows the City to prohibit any further changes to the building or property, and to deny demolition outright, regardless of whether it impacts the owner's ability to achieve their full zoning potential. Therefore, Heritage Designation is considered to be the strongest form of heritage protection.

## **Heritage Revitalization Agreement**

A Heritage Revitalization Agreement (HRA) is a negotiated agreement between the City and a property owner for the purposes of heritage conservation. In exchange for long term legal protection through a Heritage Designation Bylaw and exterior restoration, certain zoning relaxations are considered. An HRA does not change the zoning of the property, rather it adds a new layer which identifies the elements of the zone that are being varied or supplemented. An HRA is not legally precedent setting as each one is unique to a specific site.

When Council considers entering into an HRA with a property owner, one of the objectives is to balance the benefits to the property owner with the benefits to the public. In this proposal, the heritage benefit to the community is restoration, continued historic use and the full legal protection of the heritage building through a Heritage Designation Bylaw. In the City's *Policy for the Use of Heritage Revitalization Agreements*, lot size, density, and siting or massing elements may be considered for relaxation.

## **The Standards and Guidelines for the Conservation of Historic Places in Canada**

Council endorsed *The Standards and Guidelines for the Conservation of Historic Places in Canada* in 2008 as a basis for assessing heritage conservation projects within the city. These are national guidelines for best practice in heritage restoration, rehabilitation, and design. The goal of the Standards and Guidelines is to promote heritage conservation best practice while ensuring respectful and sensitive new construction. HRA applications are evaluated against these guidelines.

**Attachment 4**  
*Site Context Map*



1: 1,000 

0.1      0      0.03      0.1 Kilometers

NAD\_1983\_UTM\_Zone\_10N  
CNW GIS Services

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

Attachment 5  
*Proposed Project*  
*Statistics and Relaxations*

**ATTACHMENT #5 PROJECT STATISTICS AND PROPOSED RELAXATIONS**

A summary of the proposed project statistics are outlined in Table 3 and 4. Relaxations being sought through the HRA are highlighted in grey.

*Table 3: Project Relaxations Summary for 515 St. George Street*

	Characteristic	Permitted / Required	Proposed	Relaxation
Principal Dwelling	Lot Area	4,000 sq. ft. (371.60 sq. m.)	4,483 sq. ft. (416.5 sq. m.)	-- Existing
	Height (mid-point)	25 ft. (7.6 m.)	21.86 ft (6.66 m)	-- Existing
	Height (peak)	35 ft. (10.66 m.)	24.4 ft (7.4 m.)	-- Existing
	Floor Area <i>excluding basement</i>	2,690 sq. ft. (250 sq. m.)	2,309 sq. ft. (214.5 sq. m.)	-- Existing
	Floor Area <i>including basement</i>	No Maximum	3,732 sq. ft (346.7 sq. m.)	-- Existing
	Floor Space Ratio <i>excluding basement</i>	0.6	0.515	-- Existing
	Floor Space Ratio <i>including basement</i>	No maximum	0.83	-- Existing
	Site Coverage	40%	29%	-- Existing
Laneway House	Floor Area	Not permitted in RS-6	830 sq. ft. (77.1 sq. m.)	830 sq. ft. (77.1 sq. m.)
	Floor Space Ratio	Not permitted in RS-6	0.185	0.185
	Height (peak)	22.96 ft (7.0 m)	16.4 ft (5.00 m.)	--
Total	Units	2	3	1
	Off-Street Parking	2 spaces	1 space	1 space

*Table 4: Project Statistics*

TOTAL	Basement	Floor Area	Floor Space Ratio
Principal Dwelling + Laneway House	<i>Excluding basement</i>	3,139 sq. ft. (291.5 sq. m.)	0.70
	<i>Including basement</i>	4562 sq. ft. (423.8 sq. m.)	1.02

Attachment 6  
*Statement of Significance*

**ATTACHMENT #6: STATEMENT OF SIGNIFICANCE****515 St. George Street:  
Adams House**Description of Historic Place

515 St. George Street is a modest house with a front-gabled roof and gabled front verandah, located mid-block on St. George Street in New Westminster.

Heritage Values

The two-storey (plus basement) house at 515 St. George Street is valued for its age and architectural style.

It is a good example of the modest homes that were built in the Craftsman style, primarily for the middleclass residents of New Westminster. The house was originally owned by carpenter Robert Adams and was located at 1114 Eighth Avenue. Its move, in 2002, to its present location on the western half of 513 St. George Street is indicative of the heritage advocacy in New Westminster, in which valued heritage homes are relocated to save them from demolition.

The house was largely stripped of its Craftsman features when it was deemed unwanted and an application for demolition was made. Its historic value prompted its relocation and the Craftsman details were painstakingly restored, bringing this house back to its charming and authentic design.

Character-Defining Elements

Key elements that define the heritage character of 515 St. George Street include its:

Siting, Context and Landscape:

- deep setback from the street

Architectural Elements

- verandah extending across the front of the building, with side staircase
- steeply-pitched cross-gabled roof
- shallower-pitched gabled roof on the verandah
- hipped roof at the rear of the building
- twinned columns on the verandah
- shingle siding in the gable ends
- horizontal wood cladding
- two-paned wooden windows with three-paned window on the front façade
- decorative roof brackets (replicas)
- diamond-shaped window in the rear gable end
- extensive stained-glass windows



Attachment 7  
*Extract of May 5, 2021*  
*Community Heritage Commission*  
*Meeting Minutes*

**7.1 515 St. George Street: Heritage Revitalization Agreement & Applicant Presentation**

Janet Zazubek, Planner, reviewed the May 5, 2021 staff report regarding an application for a Heritage Revitalization Agreement (HRA) to allow a two-storey infill house in exchange for protecting the 1912 house at 515 St. George Street, which is currently on the City's Heritage Register and in the Queen's Park Heritage Conservation Area.

Ms. Zazubek requested that the Commission provide feedback on the heritage value and proposed conservation work on the heritage house, the design relationship of the proposed laneway house to the heritage house, and provide a recommendation to Council of support or non-support on the HRA.

Kirsten Sutton, D3 Design, Katie Cummer, Heritage Consultant, and Joyce Donovan, Applicant, provided a PowerPoint presentation highlighting the details of the project, including:

- Goals and background of the project, including the history and significance of the heritage house and its character-defining elements, and,
- Rehabilitation details for the heritage house and design of the infill house, which is designed to be subordinate to and distinguishable from the heritage house.

In response to questions from the Commission, Ms. Sutton, Ms. Cummer, and Ms. Zazubek provided the following information:

- The current zoning of the property is RS-6, which does not allow for laneway houses;
- The HRA would allow the property to align with the rest of the neighbourhood, which allows for laneway houses;
- The orientation and access to the infill house would be off of Lancaster Street, which would provide activation to the street;
- The standard laneway program requirement would be two parking spaces; however, due to the property's narrow width, the applicants have requested a relaxation to one parking space and the off-site spot has been designed to be deep enough for two cars parked in tandem;
- There is currently only one dedicated parking space for the heritage house and suite;
- The notation on the drawings which labels the heritage house as a duplex is a typo, and it should have indicated the principal dwelling with a suite;
- The distance between the existing house and laneway house would be 24.5 feet (7.46 meters) ;

- A low amount of restoration work is proposed on the heritage house as it has been well-maintained since the house was moved and previous restoration work was completed; and,
- The HRA process would make maintenance of the features of the heritage house prescriptive, even if a new owner comes in.

In discussion, Commission members noted appreciation for the proposal and the preservation of the heritage house.

**MOVED and SECONDED**

*That the Community Heritage Commission recommend that Council support the Heritage Revitalization Agreement for 515 St. George Street.*

**CARRIED.**

Rosanne Hood voted in opposition to the motion.

Attachment 8  
*Applicant-led Consultation  
Feedback*



June 7, 2021

Attn; Janet Zazubek,  
Planner  
Development Services, Planning  
City of New Westminster  
511 Royal Ave  
New Westminster, BC V3L 1H9  
**Re: Heritage Revitalization Agreement for 515 St George**

Dear Ms. Zazubek,

Please find attached the public feedback for Adams House. The public consultation feedback includes the individual survey for the thirty two responses we received, the reports generated from Survey Monkey

\* Public consultation survey feedback summary

1. The option of creating more housing options and heritage preservation aspects of the project were well-received
2. Support for the project was about 60%. The support of the laneway house as a permitted use was 68% and 56% for the size of the laneway house.
3. There were concerns about the parking variance with 37% not supporting the request
4. There were also some concerns that the house was already protected and preserved so not really an HRA (about 16%)

The virtual open house was held on Saturday, May 8th, 2021, from 1:30pm till 3:30pm.

\*\*Public consultation virtual open house feedback summary

Concerns

1. Is this project qualified as an HRA?
2. Concerns about the Heritage win- should be more than routine maintenance
3. The size of the laneway house
4. Use of the HRA to circumvent the HCA bylaw
5. Loss of canopy

Support

1. Support for multi-generational living
2. Liked the project



D3 Dimension Drafting and Design Inc.  
928 Thirteenth Street  
New Westminster, BC V3M 4N2

Phone: 604-603-6747

Project response to public feedback:

We appreciated all the feedback we received from the public. In an effort to work with the community, we have decided to plant more replacement trees to preserve the maximum canopy our lot can support. I am sharing with you the updated Arborist report. We look forward to working through this process with the city. Please let me know if you have any questions or concerns.

We look forward to working through this process with the city. Please let me know if you have any questions or concerns.

Sincerely,

Kirsten Sutton  
Principal Designer/Owner  
D3 Dimension Drafting and Design Inc.

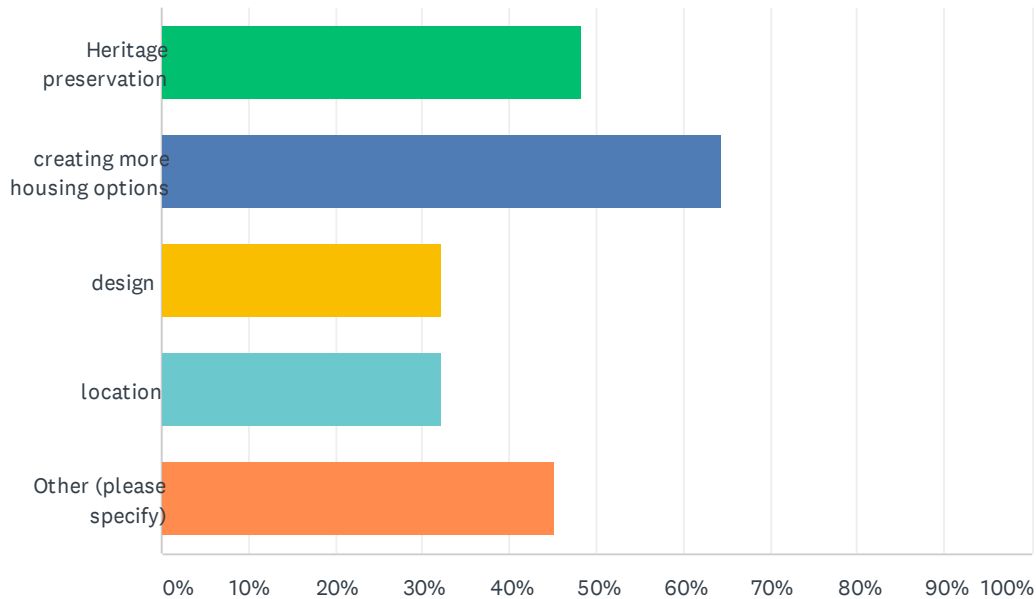
Christina Marino and Patrick Donovan  
Owners

\*Based on the 32 surveys completed. Percentages calculated did not include the "I am indifferent responses"

\*\* 5 of the 6 speakers had addressed concerns 1-3 and were counted during their completion of the website survey.

# Q1 Tell us what you like about the project

Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Heritage preservation	48.39%	15
creating more housing options	64.52%	20
design	32.26%	10
location	32.26%	10
Other (please specify)	45.16%	14
Total Respondents: 31		

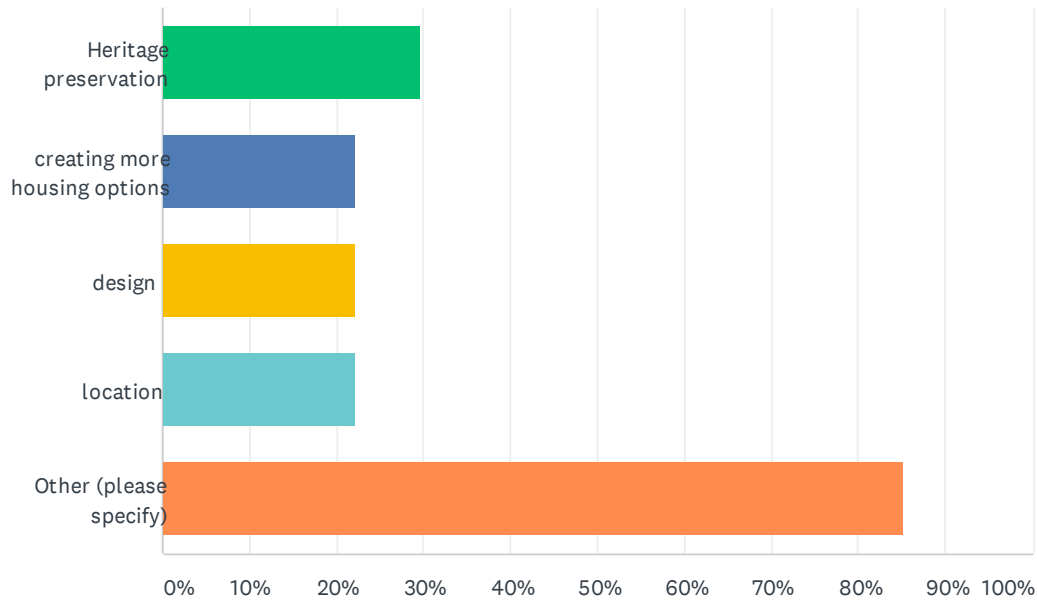
#	OTHER (PLEASE SPECIFY)	DATE
1	Heritage preservation is not part of this project	5/13/2021 9:55 PM
2	nothing	5/13/2021 8:24 PM
3	I do not support this HRA. Unsuitable location for an oversized laneway house - very cramped in and the design is basic. Heritage restoration and preservation is a good thing, but it has already occurred on this property. On the community level, if we keep adding houses on the lots, there will be a lack of diversity in the neighbourhood as a whole in terms of housing options. In a heritage conservation area, shouldn't we value houses with yards and adequate greenspace?	5/12/2021 10:44 PM
4	nothing	5/12/2021 7:07 PM
5	Nothing - HRA is not appropriate here.	5/12/2021 5:18 PM
6	if it was on a larger lot, i would like the concept	5/11/2021 8:32 PM
7	preservation of historically interesting home	5/10/2021 10:09 PM
8	Provides a `character looking house' in the Queens Park area, that matches neighboring properties, provides only 1 additional single family residence, is similar to other laneway homes just recently done and allows current residents to assist aging parents.	5/10/2021 1:24 PM

9	None of the above	5/8/2021 4:14 PM
10	Increases density	5/5/2021 11:52 AM
11	I do not like this HRA. It is actually not an HRA	5/4/2021 9:12 PM
12	Higher housing density	4/27/2021 10:00 AM
13	Laneway design is cute but it is on the wrong lot.	4/26/2021 10:12 AM
14	one more small step to Lancaster St becoming more than merely a forgotten back lane.	4/20/2021 3:10 PM



## Q2 Tell us what you don't like about the project

Answered: 27 Skipped: 5



ANSWER CHOICES	RESPONSES
Heritage preservation	29.63% 8
creating more housing options	22.22% 6
design	22.22% 6
location	22.22% 6
Other (please specify)	85.19% 23
Total Respondents: 27	

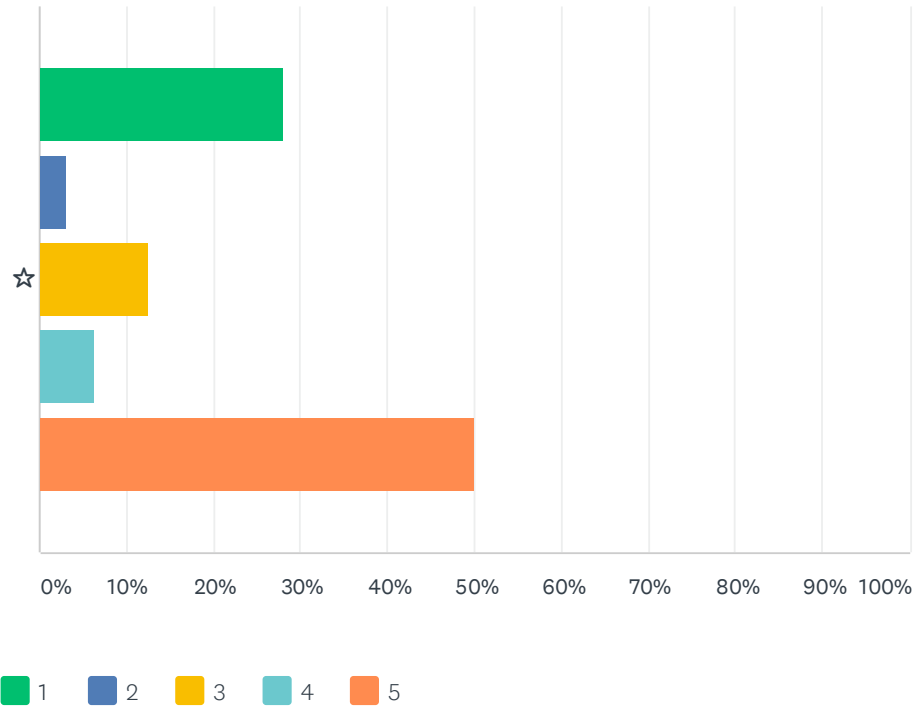
#	OTHER (PLEASE SPECIFY)	DATE
1	We are making more density in the area by contuing to squeeze in more houses.	5/13/2021 11:57 PM
2	Does not meet a reasonable HRA request	5/13/2021 9:55 PM
3	this lot is simply too small to accommodate a laneway house	5/13/2021 10:28 AM
4	Major heritage work is completed and the house is on the protected properties list. So, heritage preservation has already been achieved through previous zoning. No need for an oversized laneway house that engulfs the greenspace on the lot. There is already a suite located here, so there are already housing options in place. Tree removal is a big concern as well - this is what happens when you overcrowd a lot.	5/12/2021 10:44 PM
5	Heritage preservation was why is was moved to QP in the first place. To accomodate aging parents move them into the existing basement suite. Why have size restrictions on laneway houses if it can be changed by asking and in this case doubled!!!	5/12/2021 7:07 PM
6	The heritage house is already protected, and on the heritage inventory, so there is no heritage preservation benefit in that regard. A Laneway house is not allowed in the RS-6 zone, and the lot is really too small to reasonably accommodate another house. This is not a suitable location for a maximum sized laneway house. The property already has housing options - it contains a suite suitable for the owners' stated needs. Tree removal for the purpose of	5/12/2021 5:18 PM

overcrowded housing on a little lot is not appropriate. If we keep filling up the neighbourhood with housing, we will be left with a heritage façade rather than a true heritage conservation area.

7	Noise during construction	5/12/2021 4:46 PM
8	too much house on too small a lot. No heritage 'win' for this as the existing hose has already been incentivized and trying toshoehrn a laneway house into the picture is too much!!	5/11/2021 8:32 PM
9	This seems like a great project; no problems with it whatsoever.	5/11/2021 8:11 AM
10	I have no problem with this	5/10/2021 10:51 PM
11	nothing	5/10/2021 10:09 PM
12	None	5/10/2021 2:45 PM
13	I see no issues with the proposed laneway house as within several blocks 2 or 3 laneway houses have recently been constructed.	5/10/2021 1:24 PM
14	Nothing	5/10/2021 1:24 PM
15	This is not a heritage win.	5/8/2021 4:14 PM
16	Nothing	5/8/2021 3:41 PM
17	windows facing the back yard too small and high	5/8/2021 3:28 PM
18	I'd like the relaxation of parking and setbacks to not be linked to a heritage revitalization agreement	5/5/2021 11:52 AM
19	The lot is not appropriate for a laneay house, especially one that is over twice as big as would be allowed on a lot this size. There is no benefit for the heritage house.	5/4/2021 9:12 PM
20	Practical,reasonable heritage preservation	4/27/2021 10:00 AM
21	specimen tree removal; erosion of green space	4/26/2021 10:14 AM
22	It is overly dense for the area and does not provide the neighbourhood with any bonus for the relaxations.	4/26/2021 10:12 AM
23	none	4/26/2021 8:04 AM

Q3 In general, do you support Heritage revitalization projects where the home has been well maintained and as such, the enhanced protection resulting from the Heritage Revitalization Agreement ensures the ongoing maintenance and conservation of the heritage asset?

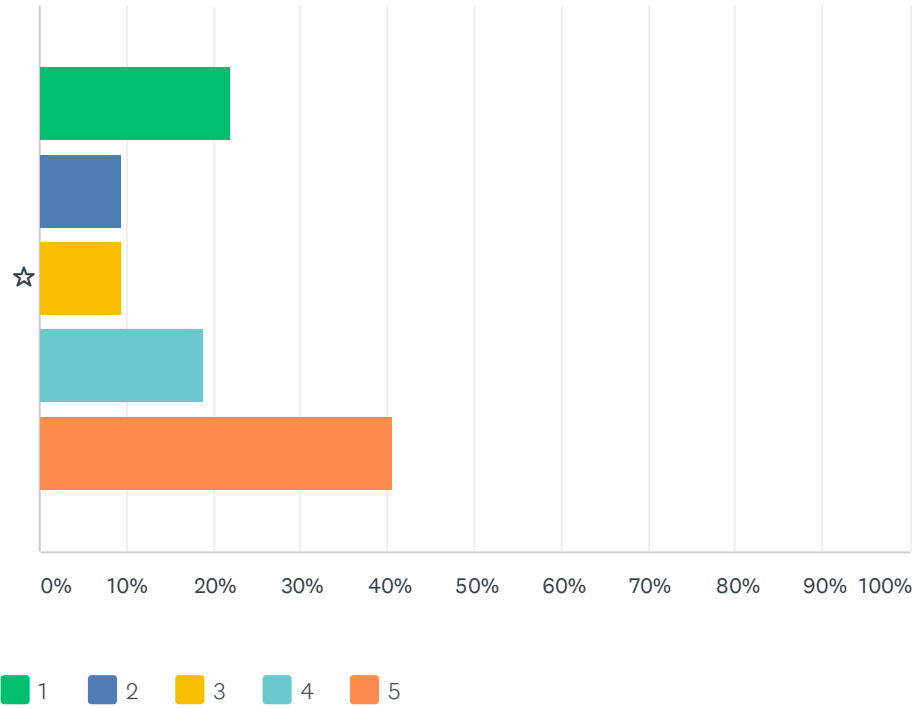
Answered: 32 Skipped: 0



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	28.13% 9	3.13% 1	12.50% 4	6.25% 2	50.00% 16	32	3.47

### Q4 In general, do you like the proposed laneway house design?

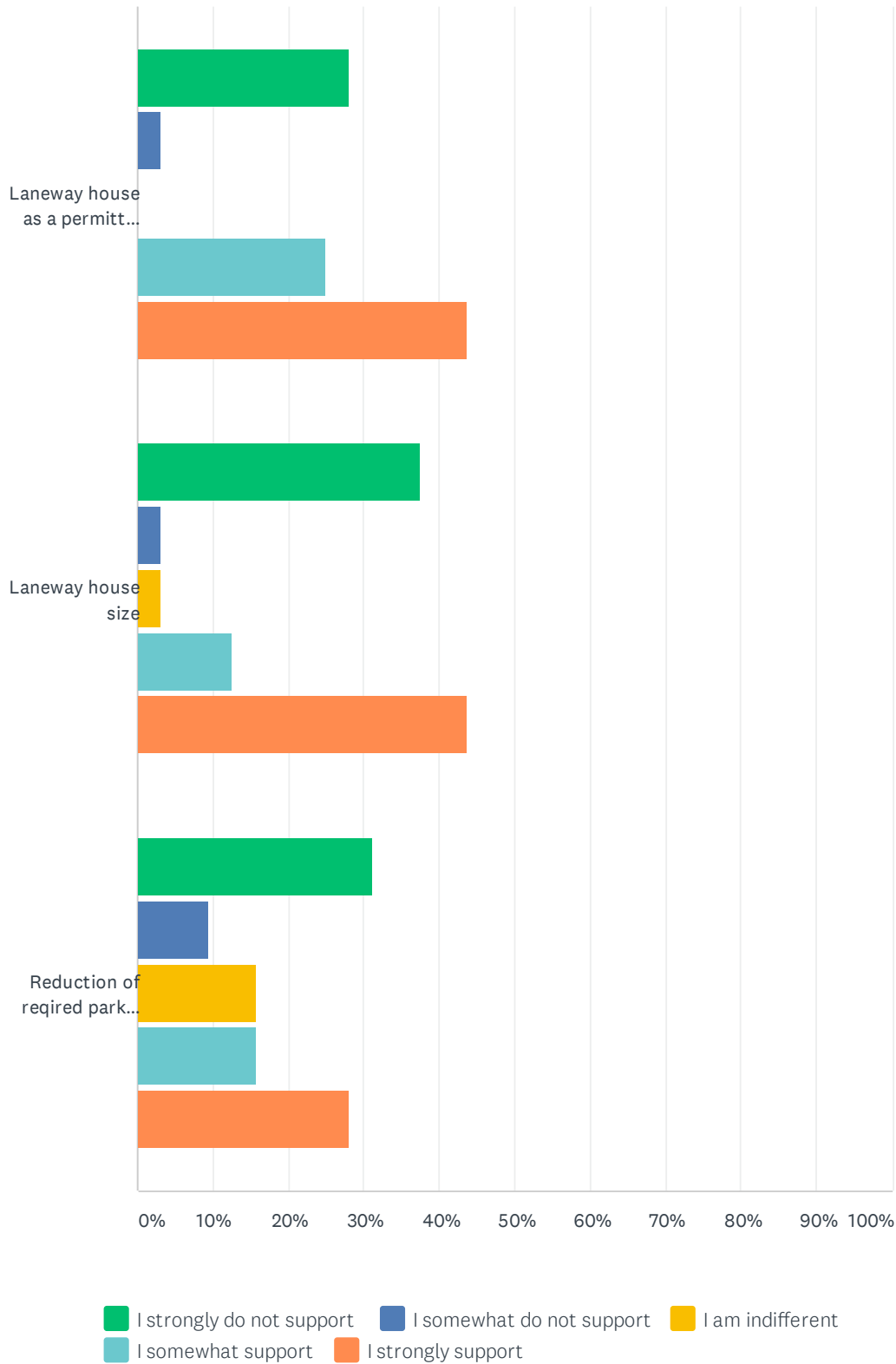
Answered: 32 Skipped: 0



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	21.88% 7	9.38% 3	9.38% 3	18.75% 6	40.63% 13	32	3.47

### Q5 How do you feel about the requested variances?

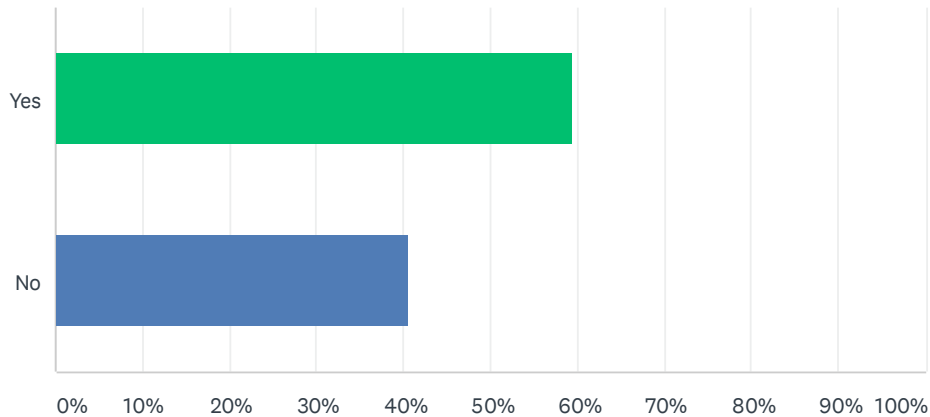
Answered: 32 Skipped: 0



	I STRONGLY DO NOT SUPPORT	I SOMEWHAT DO NOT SUPPORT	I AM INDIFFERENT	I SOMEWHAT SUPPORT	I STRONGLY SUPPORT	TOTAL RESPONDENTS
Laneway house as a permitted use	28.13% 9	3.13% 1	0.00% 0	25.00% 8	43.75% 14	32
Laneway house size	37.50% 12	3.13% 1	3.13% 1	12.50% 4	43.75% 14	32
Reduction of reqired parking by one spot	31.25% 10	9.38% 3	15.63% 5	15.63% 5	28.13% 9	32

### Q6 Do you support this project?

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	59.38% 19
No	40.63% 13
TOTAL	32

#	LET US KNOW WHY?	DATE
1	Extreme reach on the asks by the applicant	5/13/2021 9:55 PM
2	I don't see where the Heritage Revitalization of the old house is, it seems like a maintenance project to me	5/13/2021 8:24 PM
3	While I respect the intent of this HRA to provide extra living accommodation, this lot is simply too small for this kind of development. The resulting loss green space in sensitive urban environments has an impact on future generations. The crowding of houses on too-small lots can lead to devaluation and neglect in the not-too-distant future.	5/13/2021 10:28 AM
4	No balance between private gain and public heritage gain is present in this HRA. The heritage work proposed is maintenance and HRAs should not be used to allow people to add homes on their lots in exchange for taking care of their homes.	5/12/2021 10:44 PM
5	The application's requested variances are over the top! Taking into account the existing basement suite in the heritage home the FP ration is even more out of line with what is allowed.	5/12/2021 7:07 PM
6	This house has already been fully restored, and through the RS-6 zoning it received at the time, it was bonused a basement, and higher FSR than .50. The work proposed, and already being conducted, is really just house maintenance that many residents do without asking for an additional house on their lots and numerous other relaxations. Importantly, we have a City bylaw regarding maintaining our protected homes (located at: <a href="https://www.newwestcity.ca/database/files/library/7971_Heritage_Property_Maintenance(1).pdf">https://www.newwestcity.ca/database/files/library/7971_Heritage_Property_Maintenance(1).pdf</a> ). So, there is no need to award HRAs for house maintenance and repairs – the bylaw takes care of that issue. Note that D3 design regularly cites house maintenance and repair as a “heritage benefit” to promote HRAs, but this is a specious argument given that residents are already expected to maintain protected heritage homes. My understanding is that the consultant was informed about this bylaw at the open house, so hopefully, will not continue to use home repair/maintenance as a justification for HRAs. The heritage contribution in an HRA should be primary, and significant, to balance the obvious private gains. In terms of my response to question 3, no endpoints were provided, but my one star rating means that I strongly do not support the idea of using HRAs to ensure maintenance and conservation of the	5/12/2021 5:18 PM

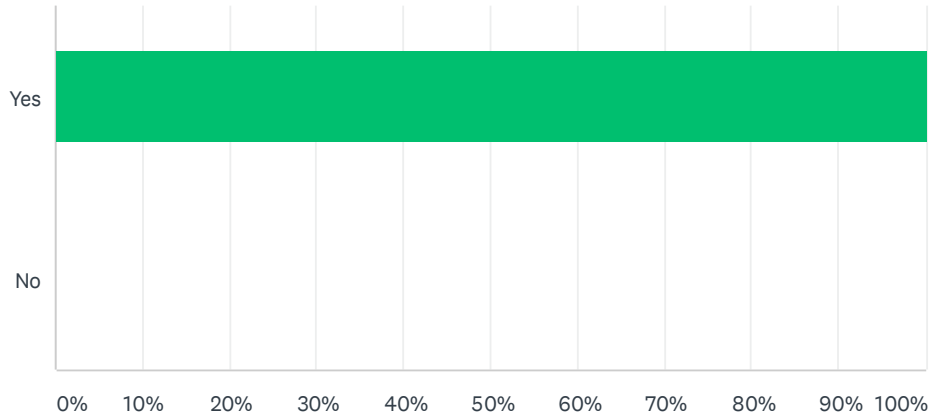
heritage asset. We already have a bylaw for that purpose. HRA proposals should promise substantive public heritage gains to the heritage conservation area to offset the clear private gains. The greater good matters.

7	Project will enhance heritage house by long-term owners, heritage homes should be preserved and this isn't a brand new owner looking to cash in, it's a long-term owner looking to make this home/property work for their family.	5/12/2021 4:46 PM
8	Diversity	5/11/2021 11:46 PM
9	see above	5/11/2021 8:32 PM
10	It is great to see history preserved, as well as adding a new living situation that supports the theme.	5/11/2021 8:11 AM
11	housing alternatives are needed	5/10/2021 10:09 PM
12	It is a great example of sensitive density which is exactly why the working group wanted to create the HCA in Queens park	5/10/2021 6:33 PM
13	The cost or lower mainland real-estate continues to rise and being able to care for aging family in a separate but close proximity location while creating a house that fits into Queens Park area (character looking) and is not ultra-modern are the reasons why.	5/10/2021 1:24 PM
14	I believe this is an inappropriate use of an HRA to protect a house which already has protection as part of the HCA. The applicants receive a huge bonus for doing routine maintenance work. This application is not in the interests of the community.	5/8/2021 5:08 PM
15	The house is already protected.It already has had its basement FSR bonused and another HRA to be used for basic maintenance work abuses the use of such a tool.The new house is way to big for the lot size taking away green and open spaces.Losing 4 trees including a large specimen tree is unacceptable especially since there is not even enough green space to accommodate the tree replacement policy of putting in 8 trees to replace the 4 which would come down.	5/8/2021 4:14 PM
16	Brings family together	5/8/2021 3:41 PM
17	Better to have a laneway house rather than a garage.	5/8/2021 3:28 PM
18	What was the point of designating the QP neighbourhood/AREA as being protected when only the buildings are being protected. There is more to an AREA than just adding protection to a building, especially when that building is ALREADY protected. In short, the HRA is being used to CIRCUMVENT existing bylaws in order to facilitate the City's agenda of increasing density, regardless of the affects of densification in terms of a protected area!!!!	5/7/2021 2:24 PM
19	We need more density in our city	5/5/2021 11:52 AM
20	The lot is far too small for a proposal for a laneway house of this type and size; totally inappropriate and does not follow the by-laws and regulations for such a project.	5/4/2021 9:12 PM
21	Queen's Park needs to move with the 21st century need for housing options.	4/27/2021 2:29 PM
22	It is both preserving heritage but making moves towards "housing justice" - very much need in the greater Vancouver area. Aging in place also is very appealing.	4/27/2021 11:24 AM
23	In fill housing and increased density is needed in NW. City.	4/27/2021 10:00 AM
24	I feel laneway housing is a better option than subdivision, which your other project at 208 Fifth Ave is requesting. Subdivision was never the intent of an HRA, but laneway housing was always an option.	4/26/2021 10:14 AM
25	The total FSR of the lot would be at 1.04 FSR which is higher than the rowhouse town house by-law which seems excessive. The house is already at .83 FSR and that will add even more massing to the lot. Reducing green space and reducing parking.	4/26/2021 10:12 AM
26	It's a good response to HR and to community housing needs - and it looks good - it's an upgrade.	4/20/2021 3:10 PM



### Q7 Are you a resident of New Westminster?

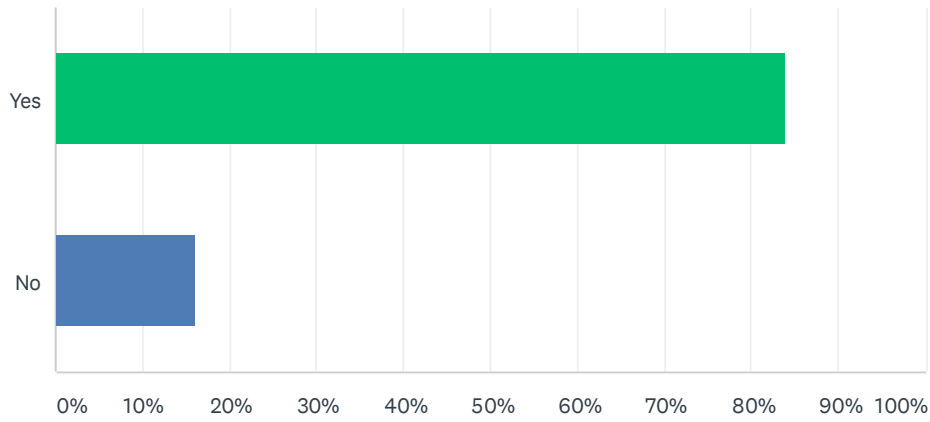
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	32
No	0.00%	0
Total Respondents: 32		

### Q8 Do you live in the Queens Park Neighbourhood?

Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	83.87%	26
No	16.13%	5
TOTAL		31

## Q9 Please provide your contact information. Please note that this information will be kept confidential.

Answered: 29 Skipped: 3

ANSWER CHOICES	RESPONSES	
Name	100.00%	29
Company	0.00%	0
Address	100.00%	29
Address 2	0.00%	0
City/Town	96.55%	28
State/Province	93.10%	27
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	89.66%	26
Phone Number	82.76%	24

**PERSONAL  
INFORMATION  
REDACTED**

Attachment 9  
*Engineering Servicing Memo*

## Memorandum

To: Janet Zazubek, Planning Analyst

Date: November 5, 2020

From: Christian Medurecan, Engineering Technologist

File: PRJ-009566

Subject: OFF-SITE WORKS AND SERVICES REQUIREMENTS FOR 515 St. GEORGE STREET  
- HER00774, HER00775, HER00776.

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We are responding to the application as referenced above dated September 16, 2020 for the proposed Development Permit Application of a Laneway House.

Please be advised that staff have completed review of this project and identified the following details that will need to be addressed as part of this application:

1. Engineering Staff understands that this particular application will require a Variance Permit to reduce the number of parking spaces on the site. Staff does not object to this proposal, however the applicant may consider designing the parking area to accommodate more than one vehicle to park in tandem in the space provided (subject to other development permit guidelines).
2. All existing trees are to be protected in accordance with the City's Tree Protection and Regulation Bylaw No. 7799, 2016 and any trees identified for removal will need to have a permit approved and in place prior to removal.
3. The Developer shall, at the time of Building Permit Application, submit a completed Erosion and Sediment Control Form and ensure that the implementation of the erosion and sediment control best practices meet the requirements outlined in the Erosion and Sediment Control Bylaw 7754, 2016.
4. Discuss all on-site servicing/utility details with Development Services, Building Division, Plumbing and Building at 604-527-4580. The on-site sanitary sewer connection and storm sewer system (perimeter drainage and roof leaders) will need to be fully separated.

Provided the applicant is successful in obtaining Councils Approval and a Development Permit, the Engineering Department requirements include but may not necessarily be limited to the following:

5. Payment of a cash deposit in the amount of **\$1,600.00** for the installation, by the City, of a Lane Tie-In for the subject property on Lancaster Street.
6. Payment of a deposit in the amount of **\$15,000.00** towards the estimated cost of upgrading, by the City, of the sanitary sewer service connection complete with an inspection chamber at property line in its existing location on St. George Street.

7. Payment of a deposit in the amount of **\$25,000.00** towards the estimated cost of installation, by the City, of a new storm sewer service connection complete with an inspection chamber at property line on St. George Street
8. Payment of a deposit in the amount of **\$7,500.00** towards the estimated cost of upgrading, by the City, of the 19mm water service connection complete with meter setter and Brooks box at property line in its existing location on St. George Street.
9. Underground electrical servicing is required as part of this application. For all electrical servicing details, please contact Marc Rutishauser in the City's Electrical Operations Department at (604) 527-4533.
10. For City communication servicing details, please contact Phil Kotyk, Fiber Network Operations Manager at (604) 527-4641.
11. Underground telecommunication servicing is required as part of this application. For telecommunication servicing details, please contact Telus and Shaw directly.
12. For gas servicing details, please contact Fortis BC directly.

Should you have any further questions or concerns please do not hesitate to contact me directly at (604) 636-4463.

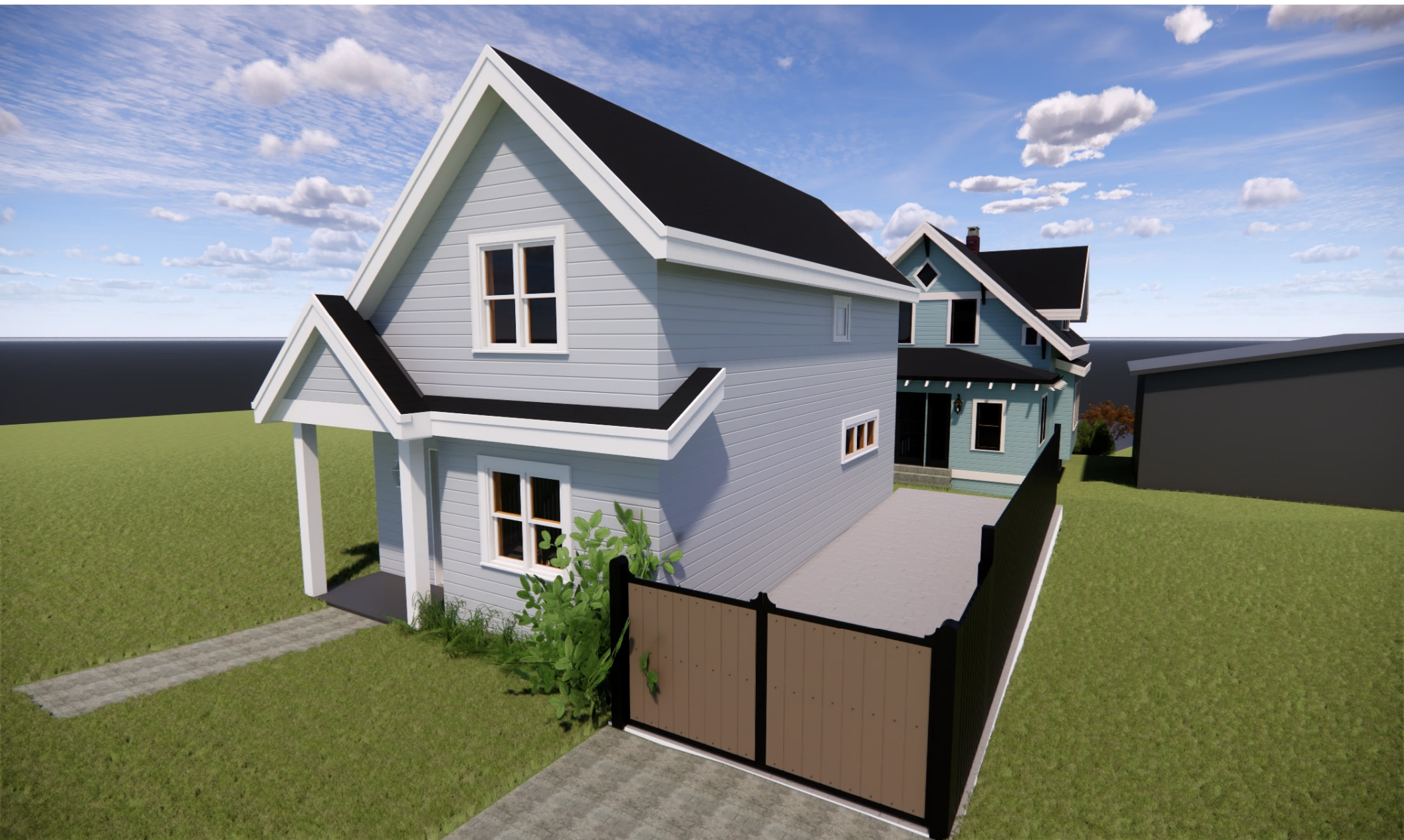
Thank you,



Christian Medurecan, CTech, CPWI-2, BC-CESCL  
Engineering Technologist

- cc
- J. Lowrie, Director of Engineering Services
  - E. Wat, Manager Infrastructure Planning
  - C. Dobrescu, Utilities and Special Projects Engineer
  - G. Otieno, Infrastructure Engineer
  - L. Leblanc, Manger, Transportation
  - C. Edward, Transportation Planner
  - E. Mashig, Horticulture Services and Parks and Open Space Planning
  - M. Rutishauser, Acting Manager, Elec. Engineering, Design & Planning, Electric Utility
  - P. Kotyk, Fiber Network Operations Manager
  - L. Wang, Plan Reviewer
  - M. Racanello, Plan Reviewer

Attachment 10  
*Previous Two-storey  
Laneway House Design*





## **REPORT**

### ***Chief Administrative Officer***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021  
**From:** Lisa Spitale      **File:** 05.1035.10  
Chief Administrative Officer      **Item #:** 2021-442  
**Subject:** **Indigenous Land Acknowledgement**

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#### **RECOMMENDATION**

THAT Council adopt the practice of using an Indigenous land acknowledgment as detailed in this report.

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#### **PURPOSE**

The purpose of this report is to seek Council's endorsement of an Indigenous land acknowledgment to be made at formal City gatherings and to be printed on publicly available City documents, agendas and web-based media.

#### **SUMMARY**

This report provides Council with an interim land acknowledgment for use at City gatherings and to be printed on publicly available City documents, agendas and web-based media. An appendix to this report provides background information on the practice of land acknowledgments and guidelines for their use.

#### **BACKGROUND**

New Westminster has been settled on the unceded territories of multiple First Nations. Today the descendants of these Nations continue to live here as well as within the boundaries of more recently established municipalities neighbouring the City. In 2019, City Council initiated a process to grow relationships with these Nations; to better understand and respect their interests to these lands; and to seek ways to work together towards reconciling our past relationships. One aspiration of conversations with these Nations is to work together to identify an acknowledgement that is inclusive and respectful of all Nations' interests to this place.

**EXISTING POLICY AND PRACTICE**

There is no existing policy for offering Indigenous land acknowledgements in the City. However, offering land acknowledgements at City gatherings has become a common practice in the past several years.

**ANALYSIS**

New Westminster is settled on the unceded and unrendered land of several Halkomelem speaking Nations. The City recognises that its knowledge of these Nations is limited and that their territories include areas far beyond the City’s boundaries. Council is committed to improving the City’s understanding of these Nations’ interests through the development of respectful and reciprocal relationships. Part of this process aspires to identify an acknowledgement that is inclusive of their multiple interests to this land. However, this process is taking time and in the interim, the City should adopt a practice of acknowledging that First Nations continue to live here and have been present since time immemorial. This acknowledgement should recognise the impacts of colonial settlement on these lands and the unextinguished Rights these Nations have to them.

It is recommended that the following interim acknowledgement be adopted for use at formal City gatherings and to be printed on publicly available City documents, agendas and web-based media:

*We recognise and respect that New Westminster is on the unceded and unsundered 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.*

It should be reinforced that the above acknowledgement is an interim measure and is expected to evolve as the City builds relationships with local First Nations. In addition to the adoption of this land acknowledgement, Attachment 1 provides Council, staff and the community with background information on the practice of land acknowledgments and guidelines for their use.

**FINANCIAL IMPLICATIONS**

There are no financial implications to the adoption of this land acknowledgment.

**INTERDEPARTMENTAL LIAISON**

The Reconciliation, Social Inclusion and Engagement Task Force contributed to the development of this land acknowledgment. This task force is comprised of Council representatives as well as staff from several City departments.

**OPTIONS**

There are two options for Council's consideration; they are:

1. Adopt the practice of using an Indigenous land acknowledgment as detailed in this report; or
2. Provide staff with alternative direction.

*Staff recommend Option 1.*

**ATTACHMENTS**

Attachment 1 – Guidelines and Background for Indigenous Territorial Acknowledgment

This report was prepared by:

Rob McCullough  
Manager, Museums and Heritage Services

This report was approved by:

Lisa Spitale, Chief Administrative Officer

## Attachment 1

# *Guidelines and Background for Indigenous Territorial Acknowledgment*

# Guidelines and Background for Indigenous Territory Acknowledgment

## Territorial acknowledgement to the lands occupied by the City of New Westminster

*We recognise 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.*

### What is a land acknowledgement?

When visiting the lands of another nation it is customary for Indigenous peoples to acknowledge the lands they are on. It demonstrates respect for that Nation and an awareness that the Nation has had a relationship with the land since time immemorial. An acknowledgment recognises the ties the descendants of those First People have to the land – its importance to their culture, ceremonies, and traditions (Indigenous Corporate Training).

By offering an acknowledgement, settler communities are recognising that the lands they are on were never ceded (handed over or yielded) to another state, government or people and that work is needed to reconcile this fact. For non-Indigenous people, taking a moment to acknowledge the Indigenous history of the land offers an opportunity for personal reflection and signals a commitment to reconciliation.

The City of New Westminster is involved in an ongoing process to improve relationships with local First Nations and understand their shared history and traditional uses of this land. As this journey progresses the City's acknowledgement may change through their guidance.

### When should a land acknowledgement be made?

A land acknowledgement should be spoken at the beginning of all formal gatherings and meetings including:

- City Council meetings
- City Committee, Task Force and Board meetings
- New Westminster public events, workshops, gatherings, presentations, ceremonies and meetings

### Who should offer the acknowledgement?

Generally, the senior person representing the City who is assigned to speak during a meeting, gathering or event should acknowledge the traditional territories. This would include the Mayor, Council member, Chairperson, MC, facilitator or staff person leading an event.

**It is important to recognise that a land acknowledgement is different than a welcome to traditional territory.** A welcome to traditional territory is something generally offered from a Chief/political representative/elder, or someone who is a descendent of the ancestral lands upon which the event is being held. This should be arranged in advance and based on mutual understanding between the event organizer and the host Nation. (Reconciliation Canada).

### How can I make my acknowledgement meaningful?

The language of the above territorial acknowledgement has been chosen to be inclusive of those Nations with interests in this area. The language is a suggestion rather than a rule and does not need to be spoken verbatim. Prior to offering an acknowledgement be thoughtful and consider its context and the best manner to make it respectful.

### Where should the acknowledgement be printed?

- Publically-available City strategies, plans, presentations and documents
- City Council, Committee, Task Force and Board agendas
- City website

### What is colonialism?

Colonialism is the act of one group (nation) of people occupying and taking control of the land, people and resources of another. In the case of British Columbia, the intention of European settlers was not to simply exploit the land and its resources for the benefit Britain. The intention was to permanently settle and control the land through the displacement or assimilation of the Indigenous nations that had lived here since time immemorial. This form of colonialism is often called settler-colonialism. As these lands have never been ceded and remain occupied by settlers, this act of colonialism remains on them today.

### What are unceded lands?

In 1763, King George III issued a [proclamation](#) stating that Aboriginal title existed and continued to exist on North American lands lying approximately west of the Appalachian Mountains and outside the limits of territories granted to the Hudson's Bay Company. This proclamation included the lands containing what is today known as British Columbia. Consequently, these lands continue to be Aboriginal until ceded (handed over or yielded) to the Crown through treaty or purchase. The 1763 proclamation is still valid in Canada and is honoured through Section 25 of the Canadian Constitution. To be clear, the lands now occupied by New Westminster were never ceded through treaty, nor have they been purchased by the Crown from local First Nations.

### What does Halkomelem mean?

The area now known as New Westminster is located on unceded and unsurrendered lands of the Halkomelem speaking peoples. Halkomelem is a common language spoken by the many First Nations that have been resident to this land since time out of mind; it is comprised of three dialects (Halqeméylem or upriver, hənq̓əmiñəm or downriver, and Hulq̓umíñum or island). The interests of many First Nations speaking these dialects overlap in the area that was settled on, and is now occupied by the City of New Westminster. The use of the term Halkomelem is inclusive, respecting the ties and asserted rights each of these Nations have to this land.

## Why are no specific Nations named in this acknowledgement?

New Westminster has been settled on the shared territories of several Nations. The City recognises that its knowledge of these Nations is limited and is committed to improving on this through the development of respectful and reciprocal relationships with each of them. By naming only one Nation (or group of Nations), the City may show disrespect to Nations it has yet to engage with.

Understanding the shared history and traditional uses of this land has been part of the City's journey to reconcile its relationships with First Nations and Indigenous Peoples. The below resources could act as a start to help others understand which Nations hold interests in the New Westminster area. However, it should be noted that these resources are not exhaustive and everyone's path to reconciliation is a personal journey of active self-education and humility.

- <https://maps.fpcc.ca/>
- <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing>
- <https://native-land.ca/>

## References

Indigenous Corporate Training. *Guide Book to Indigenous Protocol*. Port Coquitlam, 2019. Ebook. 25 08 2021. <<https://www.ictinc.ca/hubfs/ebooks/eBooks%202020/Indigenous%20Protocol.pdf>>.

Reconciliation Canada. *Cultural Teachings: Welcome to Territory & Land Acknowledgments*. Vancouver, 4 February 2019. Web page. <<https://reconciliationcanada.ca/cultural-teachings-welcome-to-territory-land-acknowledgments/>>.

# **REPORT**

## ***Engineering Services***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Lisa Leblanc      **File:** 09.1785.01  
Director of Engineering Services      (Doc# 1926346-v4)

**Item #:** 2021-434

**Subject: Multifamily and Curbside Residential Glass Collection**

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### **RECOMMENDATION**

**THAT** Staff be directed to implement segregated curbside glass collection in 2022, using City crews and equipment;

**THAT** Staff incorporate segregated glass collection into the existing contracted multifamily recycling collection program;

**THAT** Staff be directed to implement an education and enforcement campaign to support the glass collection program and to reduce contamination in all recycling streams, beginning in 2022;

**THAT** Staff incorporate costs associated with curbside and multifamily residential segregated glass collection programs into the 2022-2026 Financial Plan submission.

---

### **PURPOSE**

The purpose of this report is to seek Council's approval to implement curbside and multifamily residential glass collection programs, beginning in 2022.

### **BACKGROUND**

Residential recycling is collected by City crews through a single-stream curbside collection service for the single family sector; multi-family recycling collection is contracted to a third party and is broken down into two material streams: mixed paper and mixed containers. Glass is not currently allowed in residential recycling.



The current residential recycling collection program experiences a high percentage of contaminated material by weight, exceeding the allowable threshold of 3% under the City's service agreement with Recycle BC. A high proportion of the contaminated material is glass. The City has been directed by Recycle BC to implement a Contamination Remediation Plan to reduce overall contamination to 3% or lower prior to July 2022.

In a July 12, 2021 report to Council, staff recommended that segregated glass recycling be introduced into the City's residential recycling collection program to help reduce overall contamination and associated risk of financial penalties. The following motions were carried unanimously:

***THAT** Staff be directed to develop a residential segregated glass collection program for implementation in 2022 to enhance curbside and multifamily recycling collection services and to reduce overall recycling contamination rate as described in this report;*

***THAT** Staff incorporate the residential segregated glass recycling collection program in the 2022-2026 Financial Plan submission.*

At a subsequent meeting of the Facilities, Infrastructure & Public Realm Task Force (FIPRTF) on September 28, 2021, staff presented options to deliver residential glass collection service. Task Force members expressed a preference for delivery of the service using City staff and equipment, to the extent possible.

## **DISCUSSION**

In response to Council's motion, and the direction received from the FIPRTF, staff further explored options for introducing residential glass recycling, including: 1. Adding glass to the existing contract for multi-family recycling collection; 2. Using City staff and equipment for curbside collection; 3. Contracting a third party for curbside collection, and; 4. Contracting with a compatible municipality to share service delivery for curbside recycling.

### *1. Adding glass to the existing contract for multi-family recycling collection*

The City currently contracts multifamily recycling collection to a third party contractor. Materials are separated into two material streams: mixed paper and mixed containers. The trucks used to collect these materials have 3 segregated compartments available to store materials (only 2 are currently used). In order to implement a multifamily segregated glass collection program, an additional collection cart (supplied by the City's contractor) would be required for each complex and the service could continue to be performed by using existing collection equipment and incorporated into the City's existing collection contract. One of the segregated compartments on the truck could be used to collect glass. An additional annual fee of \$10 per multifamily household would be required to cover costs to introduce this service.

## 2. Using City staff and equipment for curbside collection

For the single family curbside recycling collection program, City forces currently utilize 4 FTE staff positions and 4 automated collection vehicles to collect residential recycling on a biweekly basis. The same staff and equipment is used to collect garbage on an alternate biweekly basis, and organics weekly. Existing staff and equipment are fully allocated to deliver the existing program. Additional staff and equipment will be needed to perform glass collection for curbside residential properties.

This option assumes that collection would occur one time per month per residential property. The glass would be collected and consolidated at a storage site, and then loaded into a container and trucked from there once per week to Abbotsford to the Recycle BC processing facility.

In order to begin the service in 2022, it would be necessary to purchase a collection vehicle; given recent experience with procurement delays, it is anticipated that a pre-owned and/or modified collection vehicle will need to be purchased or rented as an interim step, with a new vehicle anticipated to be delivered in 2023. Two additional full time staff would be needed to support glass collection. The service would begin in the second quarter of 2022 at the earliest. It is estimated that it would cost an additional \$10/year per household to deliver curbside glass collection. A summary of required resources follows:

### Up-front Capital investment:

- Grey box collection containers for every single family property.
- Purchase or rental of a pre-owned and/or modified collection vehicle to support 2022 implementation. This vehicle would then be retired and put on standby as a back-up.
- Purchase of a purpose-built collection vehicle, with anticipated delivery in 2023.

### Operating budget required:

- Advertising, promotion, and enforcement.
- 2 FTE staff positions to perform the service in addition to allocation of some additional auxiliary staff time to support the operation.
- Use of existing City owned land as a temporary dump site to consolidate glass material and prepare it for delivery to Recycle BC Processor located in Abbotsford. Some site preparation costs will be required.
- Reallocation of some existing staff and a backhoe loader to consolidate material and ready it for hauling to Abbotsford.
- Contracted service to supply shipping container and hauling services.

There is a risk that required labour staff will not be available for hire, or that the required collection vehicle will not be available. In this case, it would be necessary to redeploy existing Engineering Operations staff and/or equipment, which would have a significant impact on other essential operational tasks potentially impacting streetscape litter cleanup, pothole repair, and snow and ice removal.

3. *Contracting a third party for curbside collection*

Another option for curbside collection is to contract the service to a third party contractor that is equipped to take on the work; should this option be pursued, the expectation would be that City staff take over the work with new equipment and sufficient staff after an initial 4 year contract term. This option would reduce the risk associated with procuring an additional collection vehicle, and it would eliminate the need to hire additional staff until City crews take over. Under this scenario, glass would be collected once per month. It is anticipated that this option would cost approximately \$2/household more than providing the service with in-house resources.

4. *Contracting with a compatible municipality to share service delivery for curbside recycling*

Metro Vancouver municipalities have addressed glass contamination in different ways, including residential collection programs incentivized by Recycle BC, and, centralized drop off locations that are outside the scope of Recycle BC’s collector agreements. A table describing these services can be found in Attachment 1. Of the cities situated within close proximity to New Westminster, the City of Burnaby and the City of Port Moody are the only municipalities to deliver glass collection services to their residents using City staff and equipment. Discussions with staff from these cities have identified that neither municipality has equipment or staffing available to assist the City with collecting glass and offers no advantage to the City’s endeavors.

**Implementation of an Education and Enforcement Campaign**

Even with introduction of residential glass collection, overall residential recycle contamination levels will need to be reduced in order to reduce the risk of financial penalties and lost revenue from collection incentives. Materials such as books, scrap metal, textiles and garbage represent significant contamination in residential recycling and need to be significantly reduced or eliminated. To achieve a minimum 25% contamination reduction by July, 2022, staff will take steps to educate residents on ways to reduce these materials, leveraging Recycle BC’s established campaign, and will implement a more robust enforcement campaign. The enforcement campaign will include regular curbside audits that are conducted by lifting recycle cart lids and visually inspecting for contamination. A progressive enforcement system will be introduced beginning with new “Oops” tags delivered upon a first offence, letters to residents upon second offence, and fines upon subsequent offences.

Staff will continue to work with Recycle BC to regularly monitor the impact of glass collection and the education campaign on the City’s contamination levels in order to achieve success in meeting contamination reduction targets by July, 2022.

**FINANCIAL IMPLICATIONS**

The Solid Waste Utility Fund is currently operating in a deficit with forecasted annual user rate increases set at 10% per year over the 2022-2026 Financial Plan submission.

Current 2021 basic flat rate user fees for curbside collection are \$279 per single-family household and include collection of garbage, recycling, and yard and food scraps. As Recycle BC incentives cover multifamily recycle collection costs, multifamily residents do not pay fees for multifamily recycling collection; however, multifamily residents do pay \$29 per household per year for food scraps collection.

A cost benefit analysis (Attachment 2) has been completed for options described in this report. For curbside glass collection delivered by City staff and equipment, a \$12 rate increase is proposed for single-family households and an additional \$10 glass recycling fee is proposed for multifamily households. If the City were to temporarily contract curbside glass collection services, capital costs would be incorporated into a contract over a 4 year term (minimum). A \$14 rate increase would be proposed for single-family households; an additional \$12 glass recycling fee would be proposed for multifamily households, to cover the cost to provide multifamily glass collection and to subsidize curbside collection.

As per Recycle BC’s collector agreements, incentives to collect glass are \$80 per metric tonne for glass packaging materials delivered to Recycle BC’s processor. Staff estimate annual glass collection tonnage to be 50 metric tonnes which amounts to approximately \$4,000 in additional annual revenue from Recycle BC incentives.

	Basic flat rate SF/HH	Current proposed rate increase	SF Glass Rate	After Glass	2022 Rate
Status Quo	\$279	\$28	-	-	\$307
In-house Glass Collection Service	\$279	\$28	\$12	\$40	\$319
Contracted Glass Collection Service	\$279	\$28	\$14	\$40	\$321

\*A complete cost benefit analysis is presented in Attachment 2

Staff estimate the potential financial impact of implementing an education campaign to be approximately \$50,000 to produce and distribute materials to single family residents. Education materials required for the multifamily program will be factored into the collection service contract and covered by proposed user rate increases described above. An enforcement campaign will be conducted using existing staff resources.

Staff propose Capital expenses required to implement glass collection be incorporated into the 2022 Solid Waste Utility Budget, including \$275,000 for vehicles and \$100,000 for grey box containers. An additional \$10,000/year will be required to maintain a stock of collection containers. Annual Operating expenses will increase by approximately \$220,000/year to cover labour, fuel, promotion, education and enforcement costs.

**INTERDEPARTMENTAL LIAISON**

This report has been prepared by staff from the Engineering and Finance Departments.

**OPTIONS**

The following options are presented for Council’s consideration:

- 1. That Staff be directed to implement segregated curbside glass collection in 2022, using City crews and equipment;
- 2. That Staff incorporate segregated glass collection into the existing contracted multifamily recycling collection program;
- 3. That Staff be directed to implement an education and enforcement campaign to support the glass collection program and to reduce contamination in all recycling streams, beginning in 2022;
- 4. That Staff incorporate costs associated with curbside and multifamily residential segregated glass collection programs into the 2022-2026 Financial Plan submission, and;
- 5. That alternative direction be provided to staff.

Options 1, 2, 3 and 4 are recommended.

**CONCLUSION**

Recycle BC has identified significantly high contamination in the City’s curbside and multifamily residential recycling collection programs which exceeds the allowable threshold of 3% under the City’s service agreement for collection, and has directed the City to implement a Contamination Remediation Plan prior to July, 2022. Composition data indicates commingled glass makes up a significant proportion of the contamination. In this report, staff have presented options to implement segregated glass collection for single family (i.e. curbside) and multifamily residents that, in combination with increased education and enforcement techniques, are aimed to reduce overall recycling contamination to acceptable levels.

**ATTACHMENTS**

- Attachment 1 - Metro Vancouver Municipal Recycling Collection Programs
- Attachment 2 - Cost Benefit Analysis – Curbside Glass Collection Program (CGCP)

**APPROVALS**

This report was prepared by:  
Kristian Davis, Superintendent, Solid Waste & Recycling Branch

This report was reviewed by:  
Gabriel Beliveau, Acting Manager, Engineering Operations

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

## Attachment #1

### **Metro Vancouver Municipal Recycling Collection Programs**

Metro Vancouver Municipal Recycling Collection Programs							
Municipality	Single Stream	Blue Box	Glass collection	Contracted	In-house	Recycle BC	Other
New Westminster	✓				✓		
Port Coquitlam	✓				✓		Has glass drop-off bins
Surrey	✓			✓			
Port Moody	✓		✓		✓		
Burnaby		✓	✓		✓		
Coquitlam		✓	✓			✓	
North Vancouver City		✓	✓			✓	
North Vancouver City		✓	✓			✓	
Vancouver		✓	✓			✓	
West Vancouver		✓	✓			✓	
Langley City		✓	✓			✓	
Pitt Meadows		✓	✓			✓	
Maple Ridge		✓	✓				Ridge Meadows Recycling
Delta		✓	✓	✓			
Richmond		✓	✓	✓			
Langley Township		✓	✓	✓			
White Rock		✓	✓		✓		



## Attachment # 2

### **Cost Benefit Analysis Curbisde Glass Collection Program (CGCP)**

## Cost Benefit Analysis – Curbside Glass Collection Program (CGCP)

Using City staff and equipment for curbside collection.

Single Family Household Rate (SFH)	\$ 12.00											
Multi Family Household Rate (MFH)	\$ 10.00											
	0	1	2	3	4	5	6	7	8	9	10	TOTAL
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
<b>BENEFIT</b>												
Utility Rate Revenue (SFH)	-	50,400	105,840	111,132	116,689	122,523	128,649	135,082	141,836	148,928	156,374	1,217,452
Utility Rate Revenue (MFH)	-	110,000	231,000	242,550	254,678	267,411	280,782	294,821	309,562	325,040	341,292	2,657,136
Other - Recycle BC Rebate	-	2,640	2,693	2,747	2,802	2,858	2,915	2,973	3,033	3,093	3,155	28,907
<b>TOTAL BENEFIT</b>	-	<b>163,040</b>	<b>339,533</b>	<b>356,429</b>	<b>374,168</b>	<b>392,792</b>	<b>412,346</b>	<b>432,876</b>	<b>454,430</b>	<b>477,061</b>	<b>500,821</b>	<b>3,903,495</b>
<b>COST</b>												
Advertising and Promotion	50,000	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	104,749
Contracted Services - 3rd Party Contractor (SFH)	-	-	-	-	-	-	-	-	-	-	-	-
Contracted Services - 3rd Party Contractor (MFH)	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle - Truck	275,000	-	-	-	-	-	-	-	300,000	-	-	575,000
Vehicle - Truck (Modifications)	-	-	-	-	-	-	-	-	-	-	-	-
Equipment - Grey Bins	100,000	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	154,749
Equipment - Blue Boxes/Bags	-	-	-	-	-	-	-	-	-	-	-	-
Fines and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Fuel + Hauling + Loader Operator	-	29,600	30,192	30,796	31,412	32,040	32,681	33,334	34,001	34,681	35,375	324,112
Salaries & Benefits	-	85,000	174,250	178,606	183,071	187,648	192,339	197,148	202,077	207,128	212,307	1,819,575
<b>TOTAL COST</b>	<b>425,000</b>	<b>124,600</b>	<b>214,642</b>	<b>219,806</b>	<b>225,095</b>	<b>230,513</b>	<b>236,061</b>	<b>241,744</b>	<b>547,565</b>	<b>253,526</b>	<b>259,632</b>	<b>2,978,184</b>
<b>NET</b>	<b>(425,000)</b>	<b>38,440</b>	<b>124,891</b>	<b>136,623</b>	<b>149,072</b>	<b>162,280</b>	<b>176,285</b>	<b>191,132</b>	<b>(93,134)</b>	<b>223,535</b>	<b>241,189</b>	<b>925,311</b>

## Cost Benefit Analysis – Curbside Glass Collection Program (CGCP)

Contracting a third party for curbside collection with expectation that City staff take over in 4 years.

Single Family Household Rate (SFH)	\$ 14.00											
Multi Family Household Rate (MFH)	\$ 12.00											
	0	1	2	3	4	5	6	7	8	9	10	TOTAL
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
<b>BENEFIT</b>												
Utility Rate Revenue (SFH)	-	58,800	123,480	129,654	136,137	142,944	150,091	157,595	165,475	173,749	182,436	1,420,360
Utility Rate Revenue (MFH)	-	132,000	277,200	291,060	305,613	320,894	336,938	353,785	371,475	390,048	409,551	3,188,564
Other - Recycle BC Rebate	-	2,640	2,693	2,747	2,802	2,858	2,915	2,973	3,033	3,093	3,155	28,907
<b>TOTAL BENEFIT</b>	-	193,440	403,373	423,461	444,551	466,695	489,944	514,354	539,982	566,890	595,142	4,637,831
<b>COST</b>												
Advertising and Promotion	-	-	-	-	-	-	15,000	5,631	5,743	5,858	5,975	38,208
Contracted Services - 3rd Party Contractor (SFH)	-	151,200	302,400	302,400	302,400	151,200	-	-	-	-	-	1,209,600
Contracted Services - 3rd Party Contractor (MFH)	-	19,375	38,750	38,750	38,750	19,375	-	-	-	-	-	155,000
Vehicle - Truck	-	-	-	-	-	300,000	-	-	-	-	-	300,000
Vehicle - Truck (Modifications)	-	-	-	-	-	-	-	-	-	-	-	-
Equipment - Grey Bins	100,000	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	154,749
Equipment - Blue Boxes/Bags	-	-	-	-	-	-	-	-	-	-	-	-
Fines and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Fuel + Hauling + Loader Operator	-	-	-	-	-	-	32,681	33,334	34,001	34,681	35,375	170,072
Salaries & Benefits	-	-	-	-	-	93,824	192,339	197,148	202,077	207,128	212,307	1,104,823
<b>TOTAL COST</b>	100,000	175,575	346,250	346,352	346,456	569,811	245,541	241,744	247,565	253,526	259,632	3,132,452
<b>NET</b>	<b>(100,000)</b>	<b>17,865</b>	<b>57,123</b>	<b>77,109</b>	<b>98,095</b>	<b>(103,116)</b>	<b>244,403</b>	<b>272,610</b>	<b>292,418</b>	<b>313,364</b>	<b>335,510</b>	<b>1,505,379</b>

# REPORT

## *Parks & Recreation Department*

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021  
**From:** Dean Gibson      **File:** 1937506  
Director, Parks & Recreation      **Item #:** 2021-460  
**Subject:** **Parks and Recreation Access & Inclusion Policy**

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### **RECOMMENDATION**

**THAT** the Parks and Recreation Access and Inclusion Policy be amended to include up to a 50% subsidization of the Active 30 Day time-based membership pass.

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### **PURPOSE**

To recommend an amendment to the Parks and Recreation Access and Inclusion Policy - Financial Assistance Program to include the 50% subsidization of the Active 30 Day time-based membership pass.

### **BACKGROUND**

In March 2020 Council approved an updated Parks and Recreation Access and Inclusion Policy designed to further reduce financial and administrative barriers to further enable resident's participation in healthy lifestyle programs and services.

### **EXISTING POLICY**

The current Access and Inclusion Policy only offers a 50% fee reduction on the Active 10 Visit Pass and a 50% fee reduction on eligible registered programs. In addition, the Try It program was introduced and offers any participant an affordable \$2.00 admission fee to approximately 30 drop-in service offerings per week that include swimming, skating, fitness, gymnastics, etc. Finally, there continues to be a number of other support services that support participants in assisted living environments or who need special support to participate. The full scope of department access and inclusion services are outlined on the city's website at <https://www.newwestcity.ca/parks-and-recreation/access-and-inclusion> .

## **DISCUSSION**

Since the implementation of the Access and Inclusion Policy, the Parks and Recreation Department has received customer feedback from individuals receiving financial assistance indicating affordability barriers with the Active 30 Day membership not being eligible for a 50% fee reduction as it has been in the past. For example, a customer desiring to participate 4 or more times a week would need to purchase two Active 10 Visit Passes vs. a single Active 30 Day pass that allows unlimited visits within 30 days. In this case it would have cost almost as much as purchasing an Active 30 Visit Pass without the subsidization. As such, an adult customer using recreation membership services four or more times per week would pay approximately 44% or \$22.75 more a month or roughly \$1 / visit.

Pass	Regular Rate	Subsidized Rate
Active 10	\$52.00	\$26.00
Active 30	\$58.50	\$29.25

Staff reviewed the current policy and are recommending that consideration be given to add the Active 30 Day Pass to the Financial Program to further reduce financial barriers to our regular customers in order for them to continue to be active and engage in community life in New Westminster. The recommended policy amendment is included on page 3 of Attachment “A” – Access and Inclusion Policy.

## **OPTIONS**

Option 1: THAT the Parks and Recreation Access and Inclusion Policy be amended to include up to a 50% subsidization of the Active 30 Day time based membership pass..

Option 2: THAT Council provide staff with other direction

Staff recommend Option 1.

## **ATTACHMENTS**

Attachment “A”: Access and Inclusion Policy Draft with Proposed Amendment

This report was prepared by:  
Renee Chadwick

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Dean Gibson, Director, Parks & Recreation

## Attachment "A"

*PR Access and Inclusion Policy*

*Draft with Proposed Amendments*

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

City of New Westminster – Parks & Recreation

### Department Policy & Procedure

<b>ACCESS &amp; INCLUSION POLICY &amp; PROCEDURES</b>		Policy Number:	1229870V4
		Effective Date:	
Department:	Parks & Recreation	File No.	15.3050.01-2018
Approved:	<input checked="" type="checkbox"/> City Council	<input checked="" type="checkbox"/> Department Administration	

#### **PURPOSE**

The purpose of this policy is to outline Access & Inclusion rationale and options to reduce barriers and promote individual access to Parks and Recreation services.

#### **AUTHORIZATION**

This Parks and Recreation policy will be executed by Department staff.

#### **INTERRELATED**

This policy supersedes the Parks and Recreation Fees & Charges Policy and amalgamates and updates prior policies related to the Department's Financial Assistance Policy and Procedures, the Active Assistance Policy (149670) and the Accessibility Policy (86454). It is recognized that factors such as funding, facility design, specialized equipment and staff expertise may impact the Department's ability to safely and effectively serve all access and inclusion customers.

#### **OBJECTIVES**

To establish a framework for Departmental Access and Inclusion that:

- is fair, clear and serves customer and Department needs;
- recognizes and reduces barriers related to accessing Department services; and
- is based on a systematic, defensible approach.

#### **DEFINITIONS**

**Admissions** – services that are generally available to all members of the public or broad based subsets of the public, within a defined time period. Fees are normally remitted on a single occasion by occasion basis as the service is consumed.

**Customer** – refers to any person that purchases Department services at full or subsidized rates.

**Department** – means the City of New Westminster Parks and Recreation Department.

**Financial Assistance** – refers to any Parks and Recreation fee subsidy program or service that offers reduced (subsidized) fees to increase affordability and promote participation in Admissions, Active Passes and Registered Program Services for customers with financial limitations. There are several Financial Assistance Programs described within this Policy.

**Household** – means two adults and all dependents under 19 years old living at the same address.

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

**Participant Assistant** – means staff or community partner resources that support children and youth, ages 1 - 18 years with disabilities to participate in Department Registered Programs to ensure a safe and positive experience for everyone.

**Resident** – a Customer living in the City of New Westminster.

**Referral Letter** – means a paper or electronic submission, to the Department, from a non-profit Social Service agency, Youth Services, public or private school or government agency that states that the customer would benefit from financial support. Submission criteria are clarified in Attachment “A”.

**Registered Programs** – means services that are available to all users by means of pre-commitment (registration) for a service with defined dates, times, enrollment capacity, instructor to participant ratios, and possibly, skill prerequisites.

**Service Supervisor** – means the Department staff member that supervises the service in question.

**Social Service** – means a Provincial or Federal Government branch, or a non-profit agency, with a mandate to promote the welfare of vulnerable persons or groups while promoting equity and opportunity. Municipal governments are not a Social Service or referring agency.

**Support Person** – means a member of the public (i.e. a family member, friend, volunteer) that accompanies and assists a customer to participate in a Department service when the customer is unable to participate independently in a community recreation program (i.e. not a skill based progressive instructional program such as gymnastics, swimming or skating).

### **POLICY INTENT**

Parks and Recreation offers a variety of Access & Inclusion services to improve the quality of life for residents. By supporting those most vulnerable, wider benefits accrue to the entire community.

### **COMMITMENT**

Parks and Recreation will endeavor to accommodate individual specific requests for extra support needs (i.e. Participant Assistant) without compromise to the quality and the safety of the program or its participants. In determining the ability to accommodate special support requests, designated staff consider factors such as:

- program safety and quality for all participants;
- staff to participant ratio's;
- staff availability and training;
- Collective Agreement and WorkSafe requirements; and
- facility and equipment amenities.

### **FINANCIAL ASSISTANCE PROGRAMS**

Financial Assistance will be implemented through a variety of programs and procedures that offer Customers the opportunity for subsidized purchases to promote year-round active living.

#### **A. Registered Programs**

Eligible Household Customers will receive fee discounts, up to 50%, on eligible Registered Program fees.

#### **Customer Eligibility**

1. Evidence of New Westminster residency; and
2. Submission of Referral Letter; or



## DRAFT PROPOSED AMENDMENT (October 18, 2021)

3. Show staff a CRA Tax Assessment or Child Benefit Notice, dated within the past 12 months, that proves the Customer's Household annual income is below \$50,000.


### Program Eligibility

All registered programs are eligible except if the Registered Program involves third party operator(s); already receives other subsidies or fee discounts; private or semi-private lessons; and/or involves transportation costs.

### Procedures

1. Customer provides evidence of New Westminster residency and submits a Referral Letter that supports Customer's financial need to a Department Customer service staff member (or proof of Household annual Income per Customer eligibility criteria) during regular 'front desk' facility operating hours;
2. If Customer eligibility requirements are met, the staff member will:
  - a. Create the Customer account and add all Household members into the Department software;
  - b. Allocate 1,000 non-transferable credits to each Household member with a one-year expiry;
  - c. Immediately sell any eligible discounted services, using the credits to reduce the fee by up to 50%; and
  - d. File the Referral Letter into the Customer account (proof of residency or income is only displayed to a staff member and not retained by the Department).
3. Customers may reapply after one-year using the same process and criteria.

### B. Membership Passes



Eligible Customers can receive up to a **50%** discount on the Active 10 Visit **and Active 30 Day** Passes. Membership Pass sales are limited to one eligible Active membership at a time (Customers are not permitted to have multiple concurrent discounted passes). Customer eligibility requirements and procedures are the same as outlined in Registered Programs.

### C. Admission Services

The Department will offer about 20 drop-in services per week with a reduced \$2.00 admission fee to encourage participation and promote a 'Try It' experience for swimming, skating, fitness, sports, etc. The discounted \$2.00 admission services are subject to change seasonally and are available to all Customers, of any age, without restriction.

### D. Rentals, Concessions and Merchandize

There are no discounted fees associated to rentals, concessions and merchandise sales. Other Department services may also be ineligible for fee discounts.

### E. Access Tickets

Access Tickets generally involve bulk sales to pre-approved qualifying Social Service agencies that offer mental health residential or transitional services in New Westminster. The agency will dispense the Access Tickets to their clients.

The agency is required to apply for Access Tickets by means of a one-time letter to the Parks and Recreation Administration Office to establish an agreement to purchase Access Tickets.

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

In limited situations, Access Tickets may be sold directly to individual customers referred (in writing) to Parks and Recreation by the Customer's case worker (i.e. Fraser Health Authority).

Access Tickets offer approximately 50% off the adult single admission fee and the Access Ticket fee is set as per the applicable rate set out in the Department's Fees and Charges Bylaw. Access Tickets grant access to any Department Admission service.

### F. Support Person

Customers unable to independently participate in admission based programs may be accompanied by a Support Person. In such instances, the customer is required to pay the applicable Admission fee but the support person is granted free admission. It is expected that the support person actively assists their charge and not participate independently. Support Person eligibility is managed by the Service Supervisor:

- Aquatics Assistant Program Coordinators
- Arena Program Coordinator
- Gymnastics and Trampoline Program Coordinator
- Community Recreation Assistant Program Coordinators
- Senior Program Coordinator
- Youth Coordinators

### G. Third Party Funding Sources

The Parks and Recreation Department will apply for to available third party funding programs that may promote increased participation in Department services while reducing customer financial barriers to participation (i.e. Canadian Tire Jump Start Program). In turn, the department may be obligated to appropriately apply any granting body's terms and conditions, which may limit customer eligibility beyond that established by Departmental policy.

Parks and Recreation will also help redirect customers to any Social Service agencies or funding bodies that may directly support individual customers.

## **ACCESS & INCLUSION**

### A. Community Service Partners

The Parks and Recreation Department will partner with volunteer Support Person's, agencies and granting bodies to support access and inclusion participation. Resources are subject to limitations, granting requirements and allotments. Such collaborations will increase access and inclusion for participants in Department services while ensuring a safe and fun experience in a community recreation setting.

#### Goals

- Share resources and knowledge between participants, community partners and Parks and Recreation to offer the best range of access and inclusion services.
- Create integration and social interaction opportunities that foster friendships and connections.
- Collaborate on strategies and integration techniques that promote a supportive and healthy environment for the participant.
- Adapt or modify activities to participant's abilities and needs.
- Demonstrated ability to communicate challenges and opportunities effectively with co-workers and parents.

#### Examples of Community Partners (subject to change)

1. Kinsight – may provide Participant Assistant resources for summer day camp and Discovery Playtime participants.

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

2. Kidsport & Canadian Tire Jumpstart Programs – may provide financial assistance.
3. BC Mental Health
4. Autism Community Training Society
5. Canadian Down Syndrome Society
6. The Cerebral Palsy Association of BC

### B. Support Opportunities

As available resources permit, requests for Participant Assistance support may be accommodated using the following criteria:

1. Resident Customers may be entitled to a one-week full-day Summer Day Camp program Participant Assistance support through Kinsight based on Kinsight's available annual grant funding;
2. Customers are eligible for Participant Assistant support through the Parks & Recreation Department for a one-week full-day summer day camp program OR up to two-weeks participation in a half-day summer camp(s); and/or
3. Throughout the year, Customers may request Participant Assistant support for any Department skill development or community recreation program.

Customers receiving Participant Assistant support are required to pay for the service(s) in which they are participating.

### C. Intake and Awareness Process

1. Customer service staff provides parents with an introduction letter that outlines the Department's commitment to access and inclusion as well as provides staff contact information.
2. The Service Supervisor liaises with the participant, caregiver or parent to share information and to review options.
3. The Service Supervisor completes the *Access and Inclusion Support Form* based on the type of service requested:
  - a. A Day Camp;
  - b. A Skill Development Program; and/or
  - c. A Community Recreation program.
4. Service Supervisor completes the *Access and Inclusion Services Form* (see Attachment "B" & "C") and files into EDMS (PR Current year, Access & Inclusion Support Form, Child's first and last name) and puts an alert text reference, with active date (reviewed every 2 years), on the client's Account.
5. The Parent registers their child once the Service Supervisor confirms that support is available.
6. Social, emotional and medical needs are shared with the Participant Support Worker, associated leader, volunteer and/or instructional staff.
7. All involved will contribute to the on-going evaluation of the support services, and participant's success, with respect to the program, instructor and other participants. The Service Supervisor will review and apply information and may update the active date in the Alert Text.
8. Where a parent, participant or caregiver has not provided any background information on the participant, the Service Supervisor will discuss with parents or guardians that staff have identified that the participant may require additional support for success.
9. In the event an external third party Support Person is recommended or required, the following paperwork submissions are required to the Department:
  - a. Third party Support Person Guidelines
  - b. Required material checklist
  - c. Completed Criminal Record Check
  - d. Current First Aid Certificate

### D. Medical

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

Participants, parents and caregivers are to understand that Department staff have basic first aid training, however, staff do not possess medical skills, knowledge or expertise to support any advanced medical or first aid needs and that 911 or other professional support services will be used in such instances.

Participants, parents and caregivers are expected to provide the Department with any information that will help ensure the participants health, safety and enjoyment in our services.

### **E. Participant & Instructor Ratios**

All programs follow the Department participant to instructor ratio standards. Participants using Participant Assistants will be included in this ratio.

**APPENDIX "A"**  
**FINANCIAL ASSISTANCE FORM**

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**Financial Assistance Referral Letter**

I am confirming that this New Westminster resident, and applicable household family members, are experiencing financial limitations and our agency is endorsing their access to the Parks and Recreation Financial Assistance Program.

**Client Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_, New Westminster, BC

Phone Number: \_\_\_\_\_

**Referral Information**

Referring Person: \_\_\_\_\_

Referring Title/Position: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency phone: \_\_\_\_\_

Agency address: \_\_\_\_\_

**Referral Form Submission Process**

**During Covid-19 & Recreation Facility Closures**

Email the referral form to [inclusion@newwestcity.ca](mailto:inclusion@newwestcity.ca). A staff member will then contact you to complete your account set up.

**Questions?**

For more information on the Parks and Recreation Access & Inclusion Policy and Program, please visit: [newwestcity.ca/parks-and-recreation/about-parks-and-recreation](http://newwestcity.ca/parks-and-recreation/about-parks-and-recreation)

For a listing of recreation facilities and hours of operations, please visit: [newwestcity.ca/parks-and-recreation/recreation](http://newwestcity.ca/parks-and-recreation/recreation)



**DRAFT PROPOSED AMENDMENT (October 18, 2021)**

**APPENDIX “B”  
ACCESS & INCLUSION SERVICE FORM – Child & Youth**



***Access & Inclusion***

**Dear Parent or Guardian,**

Our goal is to offer inclusive and accessible services. To do this successfully, we wish to collaborate with you to determine how we can best ensure your child’s success, and enjoyment, in our services while ensuring safety and overall service quality.

To help us support your child special needs, we ask that you consult with one of our Service Supervisors (see list below). These staff are empowered to adapt or modify the service to ensure your child’s safety, participation and overall program quality.

As such, our Service Supervisors need to best understand your child’s needs, and by working together, we will try to find the best solution possible to remove participation barriers. This may involve adapting the service, using volunteers, providing Program Assistants or collaborating with community support services.

A Participant Assistant, or a supporting one-to-one worker, is a possible option for individuals that:

- Require educational assistance within the classroom
- Have a developmental concern that is a barrier to the child’s inclusion

Our inclusive support principal is to work towards independent participation within our services. To achieve this, parents and the Service Supervisors, need to work together to make progressive steps that are safe and appropriate, as your child is ready.

Alternatively, if a support leader through the Parks & Recreation department is not possible due to circumstances, there is also an option of providing third-party support through your own means. In the event you have access to your own support personnel, we would like to work with you to potentially bring that person into our programs and services. We do require the completion of an “External Support Worker in Programs Document Confirmation Checklist” (attached below). With that checklist completed we can have your support worker with your participant in our programs.

Should you have any questions or wish to discuss inclusive options further, please speak to the Recreation Program Supervisor offering the service you are interested in.

We look forward to working with your family.

**Parks and Recreation Contact List of Service Supervisors:**

Julie Duncan	Moody Park Arena	604.525.5301
Nancy Barberie	Canada Games Pool	604.526.4281
Hannah Glavin	Queensborough Community Centre	604.525.7388
Ramona Manzer	Centennial Community Centre	604.777.5100
Val Johnston	Queen's Park Sportsplex	604.777.5121
Silisha Ali	Youth Services	604.515.3775

# DRAFT PROPOSED AMENDMENT (October 18, 2021)



## CONTACT INFORMATION

Child's Name	Date of Birth
Parent's/Guardian's Name	Emergency Contact
( ) Home Phone	( ) Home Phone
( ) Cell/Work Phone	( ) Cell/Work Phone
Address	Address
City, Postal Code	City, Postal Code
Location or Program	Staff completing or receiving the form

## ASSESSMENT

- Does your child currently receive educational assistance in the classroom?  
 Yes     No
- Please indicate the type of program for which you are currently registered:
  - Instructional (Gymnastics, Skating or Swimming)
  - Recreation Program
  - Day Camp (½ or full day)
  - Discovery Playtime
  - Outtrip
- Please let us know where your child requires support. Select all that apply:  
 Physical     Behavior     Social     Communication     Other Developmental Delays
- Please let us know how we can best support your child? Select all that apply:
  - Clarifying/Repeating Instructions
  - Focusing to complete tasks
  - Communication
  - Behaviour Regulation
  - Motivation/Encouragement
  - Sign Language
  - Emotional Regulation
  - Use of Communication device
  - Redirection
  - Transitions
  - Gross motor skills/activities
  - Fine Motor Skills/activities
  - Assembling/Creating Projects
  - Verbal Reminders/Prompts
  - Verbal Reminders/Prompts
  - Picture Exchange Communication (pic symbols)

## DRAFT PROPOSED AMENDMENT (October 18, 2021)



5. What works well to motivate your child?

- Verbal Praise     Rewards     Reward Chart     Quiet Time     Music     High Fives

6. What are some of your child's favourite things or interests?

7. What are some of your child's least favourite things or fears?

- Crowds     Loud Sounds     Dogs     Bugs     Mascots     Water

Other \_\_\_\_\_

8. How does your child communicate needs and wants?

- Verbal speech     Point/Gesture     Pictures     Sign Language  
 Facial Expressions     Communication Device

9. Which teaching /assistance methods are the most effective?

- Pre-Teaching     Verbal instructions     Written/drawn instructions     Demonstrations  
 Physical Assistance

10. What are your child's goals in this program? (check all that apply)

- Social Interaction  
 Peer Interaction  
 Learn a skill  
 Social Recreation  
 Parent Respite  
 Other \_\_\_\_\_

11. Please check all items that apply to your child's safety:

- Stops/responds to hearing their name     Can follow verbal direction  
 Communicates name and phone number     Recognizes danger (e.g. broken glass)  
 Responsible for own belongings     Has street safety skills



## DRAFT PROPOSED AMENDMENT (October 18, 2021)



**12.** How can we ensure your child's safety, especially with swimming, gymnastic and skating services?

**13.** Is there anything else that you feel that is important to know about your child?

This information is collected by the City of New Westminster under S26(c) of the Freedom of Information and Protection of Privacy Act and will be used to support your child's physical education with New Westminster Parks and Recreation. Should you have any questions about the collection of this personal information please contact the Facility Manager.

# DRAFT PROPOSED AMENDMENT (October 18, 2021)



This document confirms that the following paperwork has been received on \_\_\_\_\_  
*(Date)*

for \_\_\_\_\_, who will be acting as external support  
*(Name of external support)*

for \_\_\_\_\_ at \_\_\_\_\_  
*(Name of child) (Program location)*

### Private Support Workers

	Police Information Check for Vulnerable Sector - Municipal
	3 References (cannot be friends or family members)
	Copies of Educational Qualifications (diplomas, certificates from college/university)
	Copy of ID (driver's license, passport) – proof of being over age of 19 years
	Signed copies of all relevant New Westminster Parks & Recreation Policies & Procedures
	Signed copy of New Westminster Parks & Recreation Code of Conduct/Confidentiality Agreement
	Current Resume
	First Aid certificate
	If Applicable, all ECE, ECEA, IT or SN licenses must be validated through the ECE Registry

### Parent Support Workers

	Police Information Check for Vulnerable Sector - Municipal
	Copy of ID (driver's license, passport) – proof of being over age of 19 years
	Signed copies of all relevant New Westminster Parks & Recreation Policies & Procedures
	Signed copy of New Westminster Parks & Recreation Code of Conduct/Confidentiality Agreement

\_\_\_\_\_  
*(City of New Westminster Parks & Recreation Staff - PRINT)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(City of New Westminster Parks & Recreation Staff - SIGNED)*

# DRAFT PROPOSED AMENDMENT (October 18, 2021)



## External Support Workers in Programs Agreement

Welcoming support workers and parents to support children and youth increases inclusive recreation opportunities. The purpose of this process is to promote the safety and well-being of all participants who access Parks, Recreation and Culture programs and to limit barriers of participation.

Refer to the Access & Inclusion Policy regarding further details of this program: EDMS#: 1229870V4

Please check off to confirm the following steps have been completed prior to the start date of program:

<input type="checkbox"/>	Support worker completed interview with hiring organization or parent/caregiver
<input type="checkbox"/>	Reference checks completed
<input type="checkbox"/>	Signed City of Surrey Code of Conduct (below)

### New Westminister Parks and Recreation Staff Initial to Confirm:

<input type="checkbox"/>	Proof of successful Police Information Check, Vulnerable Section Check Included
<input type="checkbox"/>	Reference checks completed
<input type="checkbox"/>	Signed City of Surrey Code of Conduct (below)

\_\_\_\_\_  
Staff - Print Name

\_\_\_\_\_  
Date

### Parent/Caregiver Responsibility

I understand it is my responsibility as the parent/caregiver/guardian to ensure the support worker I have hired has completed the steps above prior to supporting my child in a Surrey Parks, Recreation and Culture program. By signing below, I assume the liability of and responsibility for the support worker I am providing.

\_\_\_\_\_  
Parent/Caregiver - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Code of Conduct for External Support Workers

As an external support worker, I understand that my role is to provide support for the child I am working with to be inclusive in the program and address the individual needs of the child. The role of the program leaders is to lead activities and respond to all matters relative to the health and safety of all children in the program. I also recognize that working in an environment with children I may be privy to confidential information and will respect the rights and privacy of others in keeping that information in confidence.

\_\_\_\_\_  
Parent/Caregiver - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPENDIX "C"**  
**ACCESS & INCLUSION SERVICE FORM – ADULT**



*Access & Inclusion Service  
Adult Form*

**CONTACT INFORMATION**

Participant name: \_\_\_\_\_  
First name (please print) Last name (please print)

Date of Birth: \_\_\_\_\_  
Year/ Month / Date

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Home phone Cell / Work Phone

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code \_\_\_\_\_

**ASSESSMENT**

1. Do you currently receive assistance or support for activities?

- Yes
- No

2. Please indicate the type of program for which you are currently registered.

- Instructional ( Gymnastics, Skating or Swimming)
- Recreation Program
- Bus Trips

3. Please let us know where you require support. Select all that apply:

- Physical
- Behavior
- Social
- Communication
- Other Developmental Delays

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## DRAFT PROPOSED AMENDMENT (October 18, 2021)

4. Please let us know how we can best support you? Select all that apply:

- Clarifying/Repeating Instructions
- Redirection
- Focusing to complete tasks
- Transitions
- Communication
- Gross motor skills/activities
- Behavior regulation
- Fine Motor Skills/activities
- Motivation/Encouragement
- Assembling / Creating Projects
- Sign Language
- Verbal Reminders/ Prompts
- Emotional regulation
- Verbal Reminders/Prompts
- Use of communication device
- Picture Exchange communication ( pic symbols)

5. How do you communicate your needs and wants?

- Verbal Speech
- Point / Gesture
- Pictures
- Sign Language
- Facial Expressions
- Communication Device

6. Which teaching / assistance methods are the most effective?

- Pre-teaching
- Verbal instructions
- Written/drawn instructions
- Demonstrations
- Physical assistance

7. What are your goals in this program (check all that apply)

- Social Interaction
- Peer Interaction
- Learn a skill
- Social Recreation
- Other \_\_\_\_\_

## DRAFT PROPOSED AMENDMENT (October 18, 2021)

8. Please check all items that apply to your safety:
- Stops/responds to hearing your name
  - Communicate name and phone number
  - Responsible for own belongings
  - Can follow verbal direction
  - Recognizes danger (e.g. broken glass)
  - Has street safety skills
9. How can we ensure your safety, especially with swimming, gymnastic and skating services?
10. Is there anything else that you share that is important to know about you?

Location or Program:

---

Staff completing or receiving the form:

Date:

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P R O C L A M A T I O N

CITY OF NEW WESTMINSTER

**WASTE REDUCTION WEEK**  
**October 18-24, 2021**

**WHEREAS** As a municipality, we are committed to conserving resources, protecting the environment and educating the community; and

**WHEREAS** We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability. and

**NOW THEREFORE** I, Jonathan Coté, Mayor of the City of New Westminster, do hereby proclaim the week of October 18-24, 2021 as

**WASTE REDUCTION WEEK**

In the City of New Westminster, Province of British Columbia.

Jonathan X. Cote  
MAYOR





P R O C L A M A T I O N

CITY OF NEW WESTMINSTER

**WORLD POLIO DAY  
October 24, 2021**

**WHEREAS** World Polio Day is celebrated around the globe on October 24th. The day was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who in 1955 led the team to develop the first vaccine against poliomyelitis; and

**WHEREAS** In 1985 Rotary International launched PolioPlus and spearheaded the Global Polio Eradication Initiative with the World Health Organization, US Centers for Disease Control, UNICEF and the Bill & Melinda Gates Foundation, that has immunized almost 3 billion children to date, in 122 countries; and

**WHEREAS** Rotarians worldwide have contributed over \$2.1 billion and countless volunteer hours to the polio eradication program, and their advocacy resulted in governments contributing \$10 billion to the program; and

**WHEREAS** Annual polio cases have dropped from 350,000 in 1988 to 140 in 2020, and only 2 to date in 2021, preventing death or paralysis in an estimated 18 million children, and the world stands on the threshold of eradicating this disease forever; and

**WHEREAS** There are 49 Rotary Clubs with over 1,300 members in Rotary District 5040 (BC) and in the City of New Westminster there are two Rotary Clubs with over 65 members, a Rotaract Club (for young adults ages 18 to 30) and an Interact Club (for students at New Westminster Secondary School). All members are committed to the eradication of polio and sponsoring service projects to address such critical issues as poverty, health, hunger, literacy and the environment in our local communities and abroad.

**NOW THEREFORE** I, Jonathan Cote, Mayor of the City of New Westminster do hereby proclaim Saturday, October 24, 2021 as

**World Polio Day**

In the City of New Westminster, Province of British Columbia.

Jonathan X. Cote  
MAYOR





## **REPORT**

### ***Legislative Services***

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Jacque Killawee      **File:** 05.1035.10  
City Clerk

**Item #:** 2021-441

**Subject:** **Recruitment 2021: Social and Cultural Vibrancy Grant Committee Appointment**

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#### **RECOMMENDATION**

*THAT Council received this report for information.*

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#### **PURPOSE**

This report releases the Closed Council decision to appoint Ted Drabyk, a member of the Arts Commission, to the Social and Cultural Vibrancy Grant Committee with the term ending September 20, 2023.

#### **BACKGROUND**

At the Closed meeting on October 4<sup>th</sup>, 2021 Council passed the following motion:

#### **MOVED and SECONDED**

*THAT Council appoint Ted Drabyk, a member of the Arts Commission, to the Social and Cultural Vibrancy Grant Committee with the term ending September 30, 2023; and,*

*THAT the above appointment be released to the public;*

**Carried.**

All members present voted in favour of the motion.

**OPTIONS**

**Option 1:** THAT Council receive this report for information; or,

**Option 2:** That Council provide Staff with other direction.

Staff recommends Option 1.

**CONCLUSION**

Appointments to Advisory Committees, Boards and Commissions must be authorized by a Council resolution. Further requests to fill vacancies or resignations will be brought to Council as required.

This report was prepared by:  
Carilyn Cook, Committee Clerk

This report was approved by:  
Jacque Killawee, City Clerk  
Lisa Spitale, Chief Administrative Officer

# REPORT

## *Engineering Services*

**To:** Mayor Cote and Members of Council      **Date:** October 18, 2021

**From:** Lisa Leblanc      **File:** 09.1860.10.05  
Director of Engineering Services

**Item #:** 2021-429

**Subject: Stage 2 – Part A Sustainable Transportation Zoning Bylaw Amendments for Two Readings – Bylaw 8231, 2021**

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### **RECOMMENDATION**

**THAT** Council consider Zoning Bylaw Amendment Bylaw No. 8231, 2021 for Two Readings and waive the holding of a Public Hearing as the Bylaw is consistent with the City's Official Community Plan.

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### **PURPOSE**

The purpose of this report is to request Council consideration of Two Readings of Zoning Bylaw No. 8231, 2021 which would amend the Zoning Bylaw to modify on-site bicycle parking requirements and bicycle facility design standards.

### **BACKGROUND**

The sustainable transportation Zoning Bylaw amendments are being completed in several stages.

- **Stage 1** - adopted by Council in July 2020, made amendments to the accessible off-street parking space, accessible parking design standards and off-street loading requirements.
- **Stage 2 - Part A Bicycle Parking** (Fall 2021) – proposed amendments will address bicycle parking and bicycle facility design standards.
- **Stage 2 - Part B Transportation Demand Management (TDM)** (Winter 2021/2022) - will review TDM measures currently obtained as “enhanced provisions” to determine which measures should become bylaw requirements and

those that would be acceptable for addressing requested off-street vehicle parking reductions (variances).

- **Stage 3 - Right-Sizing Parking** (Spring 2022) - will review off-street parking space requirements for all uses, including parking minimums and maximums.

Staff are now bringing forward Stage 2 - Part A Bicycle Parking amendments for Council's consideration.

**ANALYSIS**

A summary table of the proposed amendments is provided in Attachment 1: Zoning Bylaw Amendments Summary Table.

The primary objectives of these amendments include:

- Increase bike parking requirements for certain land uses to ensure requirements are aligned with best practice in other Metro Vancouver municipalities and cities with high cycling mode shares; and,
- Provide greater flexibility in bike parking facility design standards while achieving the following:
  - ✓ Make bike parking locations as convenient as possible for users
  - ✓ Improve security given cost of e-bikes and other non-conventional bikes, and
  - ✓ Ensure oversized (e.g., cargo) bike sizes are accommodated.

The proposed amendments have been prepared through a benchmark analysis of bicycle parking and design standard requirements of other Metro Vancouver municipalities, as well as cities outside of the region with similar cycling mode share goals.

**Bylaw No. 8231, 2021**

The proposed bylaw amendments are further summarized as follows:

- **Definitions** (Sec. 120) - Add a definition for “oversized bicycles” to recognize these emerging bicycle types and provide associated parking standards.
- **Long-Term Off-Street Bicycle Parking Requirements:**
  - Increase minimum parking requirements for multiple dwellings, student/dormitory housing, restaurants, cafes, colleges, universities and institutional uses.
  - Add requirement for minimum 5% of required long-term bicycle parking spaces to be provided as oversized bicycle parking spaces.
- **Short-Term Off-Street Bicycle Parking Requirements:**
  - Increase minimum requirements for multiple dwellings, elderly citizens’ homes, supportive housing, student/dormitory housing, hotels, colleges, universities, industrial and institutional uses.

- **Off-Street Bicycle Parking Design Standards for Long-term Bicycle Parking:**
  - Remove requirement for a minimum 20% of required bicycle parking to be provided in bicycle lockers.
  - Remove specific, prescriptive requirements regarding the design of bicycle parking facilities to improve design flexibility and solutions while still meeting objectives for obtaining secured long-term bicycle parking spaces.
  - Add requirement that long-term bicycle parking be provided in a secure bicycle storage facility accessible only to residents or employees of the building.
  - Add a minimum requirement that 50% of required long-term bicycle spaces shall be located no lower than the first parking level below grade.
  - Add requirement for all long-term bicycle spaces to be located within a 30m path of travel to a building entrance.
- **Off-Street Bicycle Parking Design Standards – Short-term Bicycle Parking:**
  - Add flexible design solutions regarding the location and placement of short-term bicycle parking, including along front or flanking streets where visible from and within a 15m path of travel of the principal building entrance.

Section 464(2) of the *Local Government Act* allows Council to waive the Public Hearing for a proposed zoning bylaw if there is an Official Community Plan (OCP) in effect for the subject area and the bylaw is consistent with the OCP. The proposed bylaw amendments meet both of these criteria.

If Council agrees to waive the Public Hearing for these proposed changes, staff will provide the required notice to the public under section 467 of the *Local Government Act*. Advertisements will be in the New West Record, explaining the purpose of the bylaw, how land will be affected, and that the bylaws can be viewed on the City's website.

Following the public notice period, staff will request Third reading of Bylaw No. 8231, 2021. Should Council grant Third reading, staff will refer the bylaw to the Ministry of Transportation and Infrastructure as required per section 505 of the *Local Government Act*, prior to consideration of Fourth and final reading.

## Consultation

Staff provided a summary of the proposed Zoning Bylaw amendments to the Urban Development Institute (UDI) for comment. UDI has provided a letter in response (Attachment 3) and are generally supportive of the proposed amendments, except for concerns raised regarding short-term bicycle parking requirements for large multiple dwelling uses. These concerns primarily pertain to potential site design constraints and potential associated impacts with egress from buildings. In response, staff note the concerns and have reduced the minimum required bicycle parking spaces from the proposed: “12 spaces plus 2 spaces for every 20 units above 100 units” to a maximum 12 spaces for 100 units or above. The revised requirement still provides an increase from existing requirements of six (6) spaces per building, which staff believe is warranted to meet the City’s sustainable transportation mode share targets.

**SUSTAINABILITY IMPLICATIONS**

The proposed bylaw amendments respond to the City’s Climate Bold Step #2 to achieve a 60% sustainable transportation mode share by 2030.

**FINANCIAL IMPLICATIONS**

There may be indirect cost savings associated with reduced staff time spent on Zoning Bylaw administration as a result of improved design flexibility.

**INTERDEPARTMENTAL LIAISON**

A staff team from Engineering Services and Development Services has been involved in the development and review of the proposed Zoning Bylaw amendments.

**OPTIONS**

The following options are presented for Council’s consideration:

- 1. THAT Council consider Zoning Bylaw Amendment Bylaw No. 8231, 2021 for Two Readings and waive the holding of a Public Hearing as the Bylaw is consistent with the City’s Official Community Plan;
- 2. THAT Council consider Bylaw Amendment 8231, 2021 for First and Second Reading and forward to Public Hearing.
- 3. THAT Council provide staff with other direction.

Staff recommend Option 1.

**CONCLUSION**

Staff continue a three-stage review of the Zoning Bylaw to address the City’s sustainable transportation and accessibility goals. The proposed Stage 2A amendments reflect best practice standards that are being successfully implemented in other municipalities while facilitating the City with meeting its sustainable mode share targets.

**ATTACHMENTS**

- Attachment 1 - Summary Table of Proposed Bylaw Amendments
- Attachment 2 - Zoning Amendment Bylaw No. 8231, 2021
- Attachment 3 - UDI Letter, dated Oct. 1, 2021

**APPROVALS**

This report was prepared by:

Erica Tiffany, Senior Transportation Planner

This report was reviewed by:

Mike Anderson, Acting Manager, Transportation

This report was approved by:

Lisa Leblanc, Director, Engineering Services

Lisa Spitale, Chief Administrative Officer

Attachment # 1

**Summary Table of  
Proposed Bylaw Amendments**



Stage 2 Part A - Proposed Zoning Bylaw Amendments – Summary Table (revised: 4Oct2021)

Existing Bylaw Section(s)	Subject / Regulation	Proposed Bylaw Section	Proposed Amendment	Rationale
<b>Definitions</b>				
N/A	Oversized bicycle	120.22.1	Add new definition: “Means non-traditional bicycles with larger parking space requirements, including but not limited to, cargo bicycles, bicycles with trailers, tandem bicycles, recumbent bicycles.”	Recognizes emerging bicycle types
<b>Long-Term Off-Street Bicycle Parking Requirements</b>				
150.3	Residential - <i>Multiple Dwellings</i> , including <i>Live-Work Uses</i>	150.3	Amend use description from <i>Multiple Unit Residential Uses</i> to <i>Multiple Dwelling Uses</i>  Amend to increase from 1.25 spaces to 1.5 spaces per dwelling unit.	Improve clarity using use descriptors already defined in the Zoning Bylaw.  Aligns with minimum requirement in other municipalities in Metro Vancouver (Vancouver, West Vancouver, City of North Vancouver)
150.3	<i>Multiple Unit Residential Uses</i> designated solely for senior citizens’ housing	150.3	Amend use description to: <i>Multiple Dwelling Uses</i> for <i>Elderly Citizen’s Home</i> and <i>Supportive Housing</i>	Improve clarity using use descriptors already defined in the Zoning Bylaw.
N/A	Residential - Student housing, dormitory housing, Youth Hostels	150.3	Amend from no requirement to add requirement: minimum 1 space per 8 units.	Aligns with City of Portland requirement, which represents the median of City’s reviewed with dormitory (group) housing.
N/A	Residential - All other principal <i>residential uses</i> , except <i>Single Detached Dwelling</i> , <i>Duplex</i> , <i>Float Home</i> , <i>Houseboat</i> , <i>Liveaboard</i> , <i>Pier House</i>	150.3	Add requirement: minimum 1.5 spaces per dwelling unit	Aligns with minimum requirement in other municipalities in Metro Vancouver (Vancouver, West Vancouver, City of North Vancouver)
150.4	RT (Infill Townhouse and Rowhouse Residential District) Zone permitted <i>uses</i>	150.3	Amend to delete section 150.4 and add requirement to 150.3:  1 space per dwelling unit	Section relocation.
150.5	Commercial - Restaurants, cafes,	150.4	Amend from no requirement to add a requirement:	Aligns with minimum requirement for office uses in Zoning Bylaw and other

	liquor primary licensed premises		Minimum 1 space per 500 sq. m. of net floor area.	municipalities in Metro Vancouver
150.5	Commercial - All other <i>Commercial Uses</i>	150.4	Amend from 1 space per 750 sq. m. of net floor area to 1 space per 500 sq. m. per net floor area.	Aligns with minimum requirement for office uses in Zoning Bylaw and represents the median requirement of other municipalities in Metro Vancouver
150.7	Institutional - <i>Schools (Academic), Colleges, Universities</i>	150.6	Amend from 1.0 space for every 25 staff members to 1 space for every 15 staff.	Aligns with minimum requirement for office uses in Zoning Bylaw and other municipalities in Metro Vancouver (City of Vancouver)
N/A	Institutional - All other <i>Institutional Uses</i> , except <i>Public Utility</i>	150.6	Amend from no requirement to add requirement: 1.0 space per 500 sq. m. of <i>net floor area</i> to address all other institutional uses not otherwise identified.	Aligns with minimum requirement for commercial uses and represents the median requirement of other municipalities in Metro Vancouver
N/A	Add requirement: A minimum of 5% of required <i>long-term bicycle parking spaces</i> shall be provided as <i>oversized bicycle parking spaces</i> .”	150.7		Addresses demand of emerging bicycle types and facilitates future ownership
<b>Short-Term Off-Street Bicycle Parking Requirements</b>				
150.3	Residential - <i>Multiple Dwelling</i> , including <i>Live-Work Uses</i>	150.3	Amend use description from Multiple Unit Residential <i>Uses</i> to <i>Multiple Dwelling Uses</i>  Amend from a minimum 6 spaces for developments with 20 units or more to:  0-19 units: 2 spaces 20-59 units: 6 spaces 60-99 units: 9 spaces 100 or more units: 12 spaces	Improve clarity using use descriptors already defined in the Zoning Bylaw.  Adds requirement for developments with less than 20 dwelling units, and increases requirements for developments with 60 or more units.  Requirements align with Cities of Vancouver, Richmond and Portland.
150.3	Multiple Unit Residential <i>Uses</i> designated solely for senior citizens’ housing	150.3	Amend use description to: <i>Multiple Dwelling Uses</i> for <i>Elderly Citizen’s Home</i> and <i>Supportive Housing</i>	Improve clarity using use descriptors already defined in the Zoning Bylaw.

			Amend from 6 spaces for developments with 20 <i>dwelling units</i> or more to:  0-19 units: 2 spaces 20-59 units: 6 spaces 60-99 units: 9 spaces 100 or more units: 12 spaces	Adds requirement for developments with less than 20 dwelling units, and increases requirements for developments with 60 or more units.  Requirements align with Cities of Vancouver, Richmond and Portland.
N/A	Residential – <i>Student Housing, Youth Hostels</i>	150.3	Amend from no requirement to add requirement: minimum 6 spaces for primary each building entrance	Adds requirement relative to building entrances to ensure parking convenience for visitors.
N/A	Residential - All other <i>Residential Uses, except Single Detached Dwelling, Duplex, Float Home, Houseboat, Liveaboard, Pier House</i>	150.3	Added to require:  6 spaces for developments with 20 <i>dwelling units</i> or more	Clarity and bylaw administration improvement to ensure all other residential uses are addressed.
150.5	<i>Hotels</i>	150.4	Amend from 6 spaces for all developments with 75 dwelling units or more to: 1.0 space per 30 <i>hotel</i> units.	Requirement is same long-term bike parking and amendment aligns with other municipalities which allocate long-term and short-term bike parking requirements at 50% each of total requirement.
150.5	Commercial - All other <i>Commercial Uses</i>	150.4	Amend use category from “Commercial Use other than Hotels, Restaurants and Liquor Primary Licensed Premises to: “Commercial - All other <i>Commercial Uses</i> ”	Clarity improvement.
150.6	<i>Industrial Uses</i>	150.5	Amend from no requirement to add requirement: Minimum 6 spaces for each 1,000 sq. metres of <i>net floor area</i>	Requirement consistent with commercial uses.
150.7	<i>Institutional - Schools (Academic),</i>	150.6	Amend from 1 space for every 20 students to 1 space for every 10 students.	Requirements align with Cities of Surrey, Vancouver, Richmond
150.7	<i>Institutional - Colleges, Universities</i>	150.6	Amend from 1 space for every 700 sq. m. of <i>net floor area</i> to 1 space per 500 sq. m. of <i>net floor area</i> .	Aligns with long-term commercial bike parking requirements and aligns with City of Portland for college and university uses.
150.7	Institutional - All other <i>Institutional</i>	150.6	Amend from 6 spaces for each 1,500 sq. metres of <i>net floor area</i> to 6.0 spaces for	Aligns with short-term bicycle parking

	<i>Uses, except Public Utility</i>		each 1,000 sq. metres of <i>net floor area</i>	requirements for commercial uses.
150.8	Uses not listed calculated on basis of a similar use determined by the Director of Development Services	N/A	Delete and replace with rates for “all other uses” in residential, commercial, industrial and institutional sections to ensure all uses and requirements clearly identified.	Clarity and bylaw administration improvement.
<b>Off-Street Bicycle Parking Design Standards – Long-term Bicycle Parking</b>				
150.8	Long-term Bicycle Parking Standards	150.8	Amend to state: “ <i>Long term bicycle parking</i> spaces provided in a <i>bicycle storage facility</i> shall meet the following standards:”	Removes requirement that long-term bicycle parking, or portions thereof must be provided in bicycle lockers to permit improved flexibility for secured bike parking design solutions.
150.8 (a)	Long term bicycle parking spaces located within a <i>bicycle storage facility</i> shall be within an area which is only accessible to residents or employees of premises in the <i>building</i> through a lock and key or a programmed entry system, and that provides individual bicycle parking spaces for securing the bicycle by the owner of the bicycle.	150.8 (a)	Amend to delete requirements regarding key lock access and programmed entry systems and replaced with: “be provided in a secure <i>bicycle storage facility</i> accessible only to residents or employees of the <i>building</i> ”.	Provides improved design flexibility while still meeting secured bike parking spaces objectives.
150.8 (b)	Bike storage facilities shall accommodate maximum 40 bicycles	150.8(b)	Delete.	Provides improved design flexibility while still meeting secured bike parking spaces objectives.
150.8 (c)	Long-term bike parking spaces shall be enclosed by solid opaque walls or metal mesh.	N/A	Delete.	Provides improved design flexibility while still meeting secured bike parking spaces objectives.
150.8 (d)	Entry door and frame to the <i>bicycle storage facility</i> shall be constructed of steel.	N/A	Delete.	Provides improved design flexibility and solutions while still meeting objectives of secured bike parking spaces.

N/A	A minimum of 50% of required <i>long-term bicycle spaces</i> shall not be located below the first parking level below grade.	150.8 (b)	Add requirement.	Added to improve access to bicycle parking spaces by users to facilitate use.
N/A	Access to a <i>bicycle storage facility</i> shall be via a ramp or an elevator.	150.8 (d)	Add requirement.	Added to improve access to bicycle parking spaces by users to facilitate use.
N/A	All doors between a <i>bicycle storage facility</i> and building entrances shall be a minimum 1.5m width to allow a person to navigate a bike through the door.	150.8 (e)	Add requirement.	Added to improve access to bicycle parking spaces by users to facilitate use.
N/A	All <i>oversized bicycle parking spaces</i> and must be parked horizontally on the floor.	150.8 (h)	Add requirement.	Addresses demand of emerging bicycle types and facilitates future ownership.
150.8 (e)	Entire interior of the <i>bicycle storage facility</i> shall be visible from the entry doorway.	150.8 (c)	Amend to require within 30m path of travel to a building entrance, including a parkade elevator, and shall provide access outside.	Provides clarity and improved bylaw administration while meeting objective to provide good access to building entrances. 30m path of travel is a current requirement.
150.8 (f)	Minimum 50% of long term bicycle parking spaces allowed to be parked horizontally on the floor	150.8 (g)	Renumber.	
150.8 (g)	Minimum of 20% of the <i>long term bicycle parking spaces</i> bicycles shall be bicycle lockers	N/A	Delete.	Provides improved design flexibility while still meeting secured bike parking space objectives.
150.8 (h)	Bike racks for long-term parking must be constructed of sturdy	150.8 (i)	Renumber and amend to: “ <i>Long-term bicycle parking spaces</i> shall	Provides improved design flexibility while still meeting objective of

	theft-resistant material and anchored to the floor with theft resistant anchoring. The bicycle rack shall allow the frame and one wheel of the bicycle to be locked to the rack with a standard U-shaped shackle lock and shall be installed a minimum of 0.6 metres from any wall.		support the bicycle frame above the centre of gravity and shall enable the bicycle frame and front wheel to be locked with a U-style lock and be shall installed with secure, theft-resistant anchoring to the floor or ground or wall.”	providing secure bike parking racks.
150.8 (i)	<i>Bicycle storage facilities</i> shall be painted white	N/A	Delete.	Provides improved design flexibility and bylaw administration.
150.9	<i>Long-term bicycle parking</i> space size standards	150.9	Amend to add standard for <i>oversized bicycles</i> .	Ensures oversized bike parking spaces are sufficiently sized.
150.10	Not more than 50% of required <i>long-term bicycle parking</i> spaces shall be placed vertically.	150.8 (i)	Delete.	Regulation not needed given requirement for a minimum 50% of long term bicycle parking spaces allowed to be parked horizontally on the floor.
150.11	Each <i>long term bicycle parking</i> space provided in a <i>bicycle storage facility</i> shall be constructed of sturdy theft-resistant material, anchored to the floor with theft resistant anchoring, and shall allow the frame and one wheel of the bicycle to be locked to the rack with a U-shaped shackle lock and shall be installed a minimum of 0.6 metres from any wall.	N/A	Delete.	Regulation not needed. Duplicates sec. 150.8 (h)
150.12	A long-term <i>bicycle storage facility</i> shall provide weather protection and be well-lit and shall be	150.8(c) and (f)	Amend to require minimum vertical illumination of 160 lux.	Provides improved specificity and clarity regarding lighting levels

	located within 30m of an entrance to the <i>building</i> .			
150.13	Electric outlets shall be provided in a <i>bicycle storage facility</i> such that no bicycle parking space is more than 5.0 metres from an outlet.	150.8 (j)	Renumber	
150.14	Bicycle lockers design standards	150.10	Renumber.	
150.15	Bicycle Locker size standards	150.11	Renumber	
<b>Off-Street Bicycle Parking Design Standards – Short-term Bicycle Parking</b>				
150.16	<i>Short-term Bicycle Parking Standards</i>	150.12	Renumber	
150.17	<i>Short-term Bicycle Parking Standards –</i>  Bicycle racks shall be constructed of solid, and theft resistant material and shall have sturdy theft-resistant anchoring to the floor or ground. The bicycle rack shall enable the bicycle frame and one wheel to be locked to the rack with a standard U-shaped shackle lock.	150.13 (b)	Renumber and amend to:  “ <i>Short term bicycle parking spaces provided with bicycle racks shall support the bicycle frame above the centre of gravity and shall enable the bicycle frame and front wheel to be locked with a U-style lock, and be shall installed with secure, theft-resistant anchoring to the floor or ground.</i> ”	Provides improved design flexibility while still meeting objective or providing secured bike parking racks.
150.18	Each <i>short term bicycle parking</i> space shall be provided in a convenient, well-lit location.	150.13 (b)	Delete.	Replaced with section (150.13(a)).
150.19	If the <i>short term bicycle parking</i> spaces are not visible from the principal <i>building</i> entrance for which the spaces are required, directional signage must be provided.	150.13 (a)	Renumber and amend to: “Short term bicycle parking spaces must be located so they are: i. visible from front and/or flanking streets adjacent to the site for which	Adds both greater clarity and flexibility regarding the location of spaces.

			<ul style="list-style-type: none"><li>ii. the spaces are required; visible from the principle building entrance for which the spaces are required; or</li><li>iii. within 15 metres (measured by path of travel) of the principle building entrance for which the spaces are required”.</li></ul>	
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**Attachment # 2**

**Zoning Amendment Bylaw  
No. 8231, 2021**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**Zoning Amendment Bylaw. No. 8231, 2021**

A bylaw to amend Zoning Bylaw No. 6680, 2001

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**WHEREAS:**

- A. The Council has adopted a zoning bylaw under Part 14 of the *Local Government Act*, and wishes to amend the bylaw.
- B. The Council has adopted and wishes to amend Zoning Bylaw No. 6680, 2001.

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

**Citation**

This bylaw may be cited as “Zoning Amendment Bylaw (Bicycle Parking Amendments) No. 8231, 2021”.

**Amendments**

- 1. Zoning Bylaw No. 6680, 2001 is amended as follows:
  - a) Add section 120.22.1 with the following definition:

“**BICYCLE, OVERSIZED** means a non-traditional bicycle with larger parking space requirements, including but not limited to, cargo bicycles, bicycles with trailers, tandem bicycles, recumbent bicycles.”
  - b) Amend Section 150.3 by deleting the table and replacing with:

<b>Use</b>	<b>Minimum Long Term Bicycle Parking Spaces Required</b>	<b>Minimum Short Term Bicycle Parking Spaces Required</b>
<b>Multiple Dwellings, Including Live-Work Uses</b>	1.5 spaces per <i>dwelling unit</i>	0-19 units: 2 spaces 20-59 units: 6 spaces 60-99 units: 9 spaces 100 or more units: 12 spaces
<b>Multiple Dwelling Uses for Elderly</b>	0.25 space per <i>dwelling units</i>	0-19 units: 2 spaces 20-59 units: 6 spaces

<b><i>Citizen's Homes and Supportive Housing</i></b>		60-99 units: 9 spaces 100 or more units: 12 spaces
<b>RT (Infill Townhouse and Rowhouse Residential District) Zone permitted uses</b>	1 space per <i>dwelling unit</i>	Not required
<b><i>Student Housing, Youth Hostels</i></b>	1 space per 8 units	minimum 6 spaces for each building entrance
<b>Residential - All other Residential Uses, except Single Detached Dwelling, Duplex, Float Home, Houseboat, Liveboard, Pier House</b>	1.5 spaces per <i>dwelling unit</i>	6 spaces for developments with 20 <i>dwelling units</i> or more

- c) Delete Section 150.4
- d) Amend Section 150.5 by renumbering to Section 150.4 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum Long Term Bicycle Parking Spaces Required</b>	<b>Minimum Short Term Bicycle Parking Spaces Required</b>
<b><i>Hotels</i></b>	1.0 space up to each 30 <i>hotel</i> units	6.0 spaces for all for developments with 75 <i>dwelling units</i> or more
<b><i>Restaurants, Cafes and Liquor Primary Licensed Premises</i></b>	1.0 space per 1,000 sq. m. of net floor area.	3 spaces for each 500 sq. metres of <i>net floor area</i>
<b>Commercial - All other Commercial Uses</b>	1.0 space for each 500 sq. metres of <i>net floor area</i>	6 spaces for any <i>building</i> with 1,000 sq. metres of <i>net floor area</i>

- e) Amend Section 150.6 by renumbering to Section 150.5 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum <i>Long Term</i> Bicycle Parking Spaces Required</b>	<b>Minimum <i>Short Term</i> Bicycle Parking Spaces Required</b>
<b><i>Industrial Uses</i></b>	1.0 space up to 1,000 sq. metres of <i>net floor area</i> <u>or</u> 1 space per every 25 employees employed at the <i>site</i> , whichever is greater	6.0 spaces for each 1,000 sq. metres of <i>net floor area</i>

- f) Delete the heading prior to Section 150.7 and replace with:  
“Institutional Bicycle Parking Requirements”
- g) Amend Section 150.7 by renumbering to Section 150.6 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum <i>Long Term</i> Bicycle Parking Spaces Required</b>	<b>Minimum <i>Short Term</i> Bicycle Parking Spaces Required</b>
<b><i>Hospital, Private hospital</i></b>	1.0 space for every 25 employees on a work shift with maximum number of employees	6.0 spaces at each public entrance
<b><i>Institutional - Schools (Academic)</i></b>	1.0 space for every 15 staff	1.0 space for every 10 students
<b><i>Institutional - Colleges, Universities</i></b>	1.0 space for each 500 sq. metres of <i>net floor area</i>	1.0 space for every 500 sq. m of <i>net floor area</i>
<b><i>Institutional - All other Institutional Uses, except Public Utility</i></b>	1 space per 500 sq. metres of <i>net floor area</i>	6 spaces for each 1,000 sq. metres of <i>net floor area</i>

- h) Amend first instance of Section 150.8 by renumbering to Section 150.7 and deleting and replacing the text with:

“A minimum of 5% of required *long-term bicycle parking* spaces shall be provided as *oversized bicycle parking* spaces.”

- i) Amend second instance of Section 150.8 by deleting and replacing with:

“*Long term bicycle parking spaces provided in a bicycle storage facility shall meet the following standards:*

- (a) *Long term bicycle parking spaces provided in a secured bicycle storage facility, shall be accessible only to residents or employees of the building.*
- (b) *A minimum of 50% of required long-term bicycle spaces shall not be located below the first parking level below grade.*
- (c) *The entire interior of the bicycle storage facility shall be within 30m of a building entrance and shall provide access outside.*
- (d) *Access to a bicycle storage facility shall be provided via a ramp or elevator.*
- (e) *All doors between a bicycle storage facility and building entrances and exits should shall be a minimum 1.5m width to allow a person to navigate a bike through the door.*
- (f) *Lighting in the bicycle storage facility shall provide vertical illumination at floor level of a minimum 160 lux, with true colour and a uniformity ratio of at most 3:1.*
- (g) *A minimum 50% of long-term bicycle parking spaces must be parked horizontally on the floor.*
- (h) *All oversized bicycle parking spaces must be parked horizontally on the floor.*
- (i) *Long-term bicycle parking spaces shall support the bicycle frame above the centre of gravity and shall enable the bicycle frame and front wheel to be locked with a U-style lock and be shall installed with secure, theft-resistant anchoring to the floor or ground.*
- (j) *Electric outlets shall be provided in the bicycle storage facility such that no parking space is more than 5.0 metres from an outlet.”*

- j) Amend Section 150.9 by the deleting and replacing with the following:

“Each *long term bicycle parking space* shall be sized as follows:

<b>Bicycle type</b>	<b>Vertical Clearance</b>	<b>Minimum Width</b>	<b>Minimum Length (horizontal placement)</b>	<b>Minimum Length (vertical placement)</b>	<b>Minimum Access Aisle Width</b>
<b>Standard</b>	1.9 metres	0.6	1.8 metres	1.0 metres	1.2 metres

<b>bicycle</b>		metres			
<i>Oversized bicycle</i>	1.9 metres	0.9 metres	2.4 metres	n/a	1.5 metres

- k) Delete Sections 150.10, 150.11, 150.12, and 150.13
- l) Renumber Section 150.14 to Sec. 150.10 and delete the existing clauses and replace with:

“*Long term bicycle parking* spaces provided in individual *bicycle lockers* shall meet the following standards:

- (a) Shall be at least 2.00 metres away from the edge of the nearest bicycle parking space; and
- (b) Shall be constructed of solid, opaque, and theft resistant material with a lockable door which opens to full width and height of the locker.

- m) Renumber Section 150.15 to Section 150.11 and delete the text and table and replace with:

*Bicycle lockers* and access areas shall be follows:

<b>Minimum Inside Dimensions</b>			
<b>Minimum Width</b>	<b>Minimum Length</b>	<b>Minimum Height</b>	<b>Minimum Access Aisle Width</b>
0.6 metres	1.8 metres	1.2 metres	1.2 metres

- n) Renumber Section 150.16 to Section 150.12.
- o) Renumber Section 150.17 to Section 150.13 and delete the text and replace with:

“*Short term bicycle parking* spaces shall meet the following standards:

- (a) Short term bicycle parking spaces must be located so they are:
  - i. visible from front and/or flanking streets adjacent to the site for which the spaces are required,
  - ii. visible from the principle building entrance for which the spaces are required; or



**Attachment # 3**  
**UDI Letter dated Oct 1, 2021**



October 1, 2021

Erica Tiffany, RPP  
Senior Transportation Planner  
City of New Westminster  
511 Royal Avenue  
New Westminster, BC, V3L 1H9

Dear Ms. Tiffany:

***Re: Proposed Stage 2 – Part A Zoning Bylaw Amendments Addressing Bicycle Parking***

I would like to thank you and other New Westminster staff for allowing the Urban Development Institute (UDI) and its members the opportunity to comment on the Proposed Zoning Bylaw Amendments for bicycle parking and bicycle facility design standards. It is evident staff did substantial research into the bicycle parking policies in other municipalities, as many of the amendments align with best practices in the region.

UDI and our members provide active transportation options for residents, workers and visitors in their projects. This is especially useful in Transit Oriented Development (TOD) areas and will likely result in fewer car trips to destinations by people who live and work in these communities. As such, we largely endorse staff's bicycle parking recommendations. One exception is the amendment to short-term bicycle parking requirements for multi-dwelling projects, which we discuss below.

***Bicycle Design Standards for Parkades***

UDI is generally supportive of the proposed amendments, particularly as they relate to improving access to bicycle parking spaces to facilitate use, and the consideration of oversized bicycle parking spaces to address demand for emerging bicycle types. This will promote alternatives to using vehicles for trips, which will help New Westminster achieve its mode share goals.

The amendment to have bicycle storage facilities "... *within 30m path of travel to a building entrance, including a parkade elevator ...*," provides increased flexibility for builders when designing parkades. It also aligns with the specific distance from entrances being required in other municipalities. Similarly, requiring electric outlets in bicycle storage facilities so that no parking space is more than 5m from an outlet enables builders to design parkades in a cost-effective manner that also ensures electric cyclists have easy access to those facilities.

*Short-Term Off-Street Bicycle Parking Requirements*

While short-term bicycle parking provides convenience and encourages a better mode share, the increase in spaces for multi-dwelling short-term bicycle parking is quite substantial. For example, in a 200-unit development, the current bylaw requires six spaces. The new amendment would require 22 spaces – almost four times the current amount required.

This may result in egress from buildings being obstructed, given the requirement that the spaces need to be adjacent to main entrances. Having a large number of bicycle racks outside the frontage of a building would also detract from the appearance of the building and restrict design flexibility. UDI recommends retaining the current number of required short-term visitor bicycle parking spaces, as this aligns with other municipalities, such as Coquitlam, which recently updated its bicycle parking requirements.

*Institutional Bicycle Parking Requirements*

With respect to both short and long-term off-street bicycle parking requirements for educational institutions such as schools, colleges, and universities, the City may wish to consider establishing different space requirements based on the age of the students attending the institutions. UDI recommends working with schools to understand bicycle usage by their students, and adjusting the proposed policy accordingly.

Thank you again for involving UDI and our members in the review of bicycle parking and bicycle facility design standards. We look forward to working with New Westminster on this policy, future *Zoning Bylaw* amendments and strategic initiatives related to the City’s Electric Mobility Strategy.

Sincerely,



Anne McMullin  
President & CEO, Urban Development Institute



*A vibrant, compassionate, sustainable city that includes everyone.*

## **SPECIAL REGULAR MEETING OF CITY COUNCIL**

July 29, 2021

Meeting held electronically under Ministerial Order No. M192/2020

### **MINUTES**

**PRESENT:**

- Mayor Jonathan Cote
- Councillor Chinu Das
- Councillor Patrick Johnstone
- Councillor Jaimie McEvoy
- Councillor Nadine Nakagawa
- Councillor Chuck Puchmayr
- Councillor Mary Trentadue

**STAFF:**

- Ms. Lisa Spitale - Chief Administrative Officer
- Ms. Nicole Ludwig - Acting City Clerk
- Ms. Emilie Adin - Director of Development Services
- Mr. Rod Carle - General Manager, Electrical Utility
- Mr. Richard Fong - Director of Human Resources
- Mr. Dean Gibson - Director of Parks and Recreation
- Ms. Lisa Leblanc - Acting Director of Engineering Services
- Ms. Denise Tambellini - Manager, Intergovernmental and Community Relations
- Ms. Harji Varn - Chief Financial Officer/Director of Finance

**REGRETS:**

The Meeting was called to order at 3:30 p.m.

**EXCLUSION OF THE PUBLIC**

- 1. MOVED and SECONDED**  
*THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular*

*Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(e), 90(1)(g), and 90(1)(i) of the Community Charter:*

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;*
- (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;*
- (g) *litigation or potential litigation affecting the municipality;*
- (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED.**

All members present voted in favour of the motion.

Purpose of the meeting:

Personal, property and legal matters

## **ADJOURNMENT**

2. **On MOTION**, the meeting adjourned at \_\_\_\_ p.m.



## **SPECIAL REGULAR MEETING OF CITY COUNCIL**

August 18, 2021

Meeting held electronically under Ministerial Order No. M192/2020

### **MINUTES**

#### **PRESENT:**

Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Mr. Dean Gibson	- Director of Parks and Recreation
Ms. Lisa Leblanc	- Director of Engineering Services
Ms. Jackie Teed	- Acting Director of Development Services
Ms. Renée Chadwick	- Acting Senior Manager of Recreation
Mr. Rod Carle	- General Manager, Electrical Utility
Mr. Craig MacFarlane	- Manager, Legal Services
Ms. Tobi May	- Manager, Civic Buildings and Properties
Ms. Harji Varn	- CFO/Director of Finance
Mr. Todd Ayotte	- Manager, Community Arts and Theatre
Ms. Erika Mashig	- Manager, Parks and Open Space Planning, Design and Construction
Mr. Christy Mereigh	- Manager, Strategic Projects
Ms. Carilyn Cook	- Committee Clerk

The Meeting was called to order at 3:00 p.m.

**EXCLUSION OF THE PUBLIC**

**1. MOTION:**

*THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90 (1) (a), 90 (1)(e), and 90(1)(i) of the Community Charter:*

*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;*
  
- (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;*
  
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED.**

All members present voted in favour of the motion.

Purpose of the meeting:  
Property and legal matters

**ADJOURNMENT**

On MOTION, the meeting adjourned at 3:01 p.m.

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**JONATHAN COTE**  
**MAYOR**

---

**JACQUE KILLAWEE**  
**CITY CLERK**



Corporation of the City of  
**NEW WESTMINSTER**  
CITY COUNCIL MEETING

**MINUTES**

**Monday, September 13, 2021, 3:30 p.m.**

**Meeting held electronically and open to public attendance  
in Council Chamber, City Hall**

**PRESENT:**

Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jamie 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 Development Services
Ms. Carolyn Armanini	Planner, Economic Development and Communications
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Roger Emanuels	Manager, Design and Construction, Engineering Services
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Craig MacFarlane	Manager of Legal Services
Mr. Rob McCullough	Manager, Museums and Heritage Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig	Assistant City Clerk

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**1. CALL TO ORDER**

The meeting was called to order at 3:32 p.m.

**2. MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

MOVED AND SECONDED

*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)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;*

*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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

*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.*

**Carried**

All members present voted in favour of the motion.

**3. END OF THE MEETING**

The meeting ended at 3:33 p.m.

---

Jonathan Cote

MAYOR

---

Jacque Killawee

CITY CLERK





Corporation of the City of  
**NEW WESTMINSTER**  
 CITY COUNCIL MEETING

**MINUTES**

**Monday, September 13, 2021, 6:00 p.m.**

**Meeting held electronically and open to public attendance  
 in Council Chamber, City Hall**

**PRESENT:**

- Mayor Jonathan Cote
- Councillor Chinu Das
- Councillor Patrick Johnstone
- Councillor Jamie 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 Development Services                            |
| Mr. Curtis Bremner,   | Acting Fire Chief, New Westminster Fire and Rescue Services |
| Mr. Rod Carle,        | General Manager, Electrical Utility                         |
| Mr. Dean Gibson,      | Director of Parks and Recreation                            |
| Mr. Craig MacFarlane, | Manager of Legal Services                                   |
| Ms. Harji Varn,       | Chief Financial Officer and Director of Finance             |
| Ms. Nicole Ludwig,    | Assistant City Clerk  |

**GUESTS:**

Executive Director, Pattullo Bridge Replacement Project

- Ms. Wendy Itagawa\*
- Ms. Phoebe Cheung\*

\* Denotes electronic attendance.

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

**2. CHANGES TO THE AGENDA**

None.

### **3. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION**

#### **3.1 Pattullo Bridge Replacement Project Heritage Alteration Permit Application and Project Update**

##### **a. Presentation, Wendy Itagawa, Executive Project Director**

Lisa Leblanc, Director of Engineering Services, introduced the project team from ITC Construction.

Wendy Itagawa, Executive Project Director, Pattullo Bridge Replacement Project, provided a presentation on the status of the project, and the Heritage Alteration Permit (HAP) application for proposed alterations to the heritage wall at McBride Boulevard and East Columbia Street.

In response to Council questions, comments and concerns, Ms. Itagawa provided the following information:

- Multiple forms of transportation are being taken into account, using both Transportation Association of Canada (TAC) active transportation guidelines and Provincial active transportation guidelines;
- The intersection at McBride Boulevard and Columbia Avenue is challenging to design;
- The project team will continue to engage with Inclusion BC and the Community Living BC and consult on the wall treatment;
- The team is working with the contractor to finalize the closures for Front Street, possibly in Spring 2022, and is working with City staff to ensure there is a robust communication program with businesses and residents;

In discussion, Council members noted the following:

- Expression of thanks for addressing pedestrian and cyclist safety concerns at McBride Boulevard and East Columbia Street;
- Community Living Society has indicated some issues with the work being done so far on the wall;
- There is a need for sensitivity for downtown businesses which have been impacted by the pandemic and roadwork from various projects;
- This is a good compromise from the original proposal of a six-lane bridge;
- Expressed hope that communication will remain strong between ITC Construction and the City; and,

- The stairs on the Woodlands Wall have been a longstanding safety issue for pedestrians, along with the east-west crosswalk at McBride Boulevard and East Columbia Street.

**b. Heritage Alteration Permit: Woodlands Wall at 9 E. Columbia Street (Pattullo Bridge Replacement Project) – Consideration of Issuance**

MOVED AND SECONDED

*THAT Council issue Heritage Alteration Permit No. 186 for relocation of the Woodlands Wall at 9 East Columbia Street.*

*THAT Council direct staff to work with the Reconciliation, Social Inclusion, and Engagement Task Force on the content of the proposed interpretive panels to be located at the historic Woodlands site entrance.*

*THAT Inclusion BC and Community Living BC be included in consultation as the project moves forward.*

**Carried.**

All members present voted in favour of the motion.

**3.2 Homelessness Action Strategy - Proposed Plan**

**a. Presentation, Director of Development Services**

**Procedural Note:** At 6:36 p.m., Councillor Puchmayr declared conflict of interest items regarding 3.2 and 3.3 because he is the Chair of the Board of an organization that provides homelessness and crisis response services in the City. He left the meeting and did not return until the conclusion of the vote on these items.

John Stark, Supervisor of Community Planning, and Emily Huang, Planning Analyst, provided a presentation on this matter and sought Council direction to commence work on a new Homelessness Action Strategy to provide a vision and plan for addressing homelessness and related issues for the next five years.

In discussion, Council members noted:

- There is a clear need for a housing strategy as barriers and capacity issues in shelters will continue to be an issue;
- Taking action includes approaching senior levels of government and work with neighbouring cities;
- Concerns about how much will actually change in the next five years;

- Requested disaggregated data around equity issues and have equity analysis built in;
- Would like to see a public education component, including outreach to community groups and strata councils to address correspondence related to understanding homelessness and how the community can help; and,
- This is a good time for a refresh on the plan to address homelessness.

In response to Council questions and concerns, Mr. Stark provided the following information:

- Homelessness a provincial and regional issue;
- Regional governments have been working together to address homelessness; and,
- Having a plan to access funding and ensure a difference is being made will help reduce homelessness.

**b. Homelessness Action Strategy – Proposed Plan**

MOVED AND SECONDED

*THAT Council direct staff to commence work on a new Homelessness Action Strategy, which will be completed in-house and with the assistance of the New Westminster Homelessness Coalition Society, the Community Action Network, and the UBC School of Community and Regional Planning.*

**Carried.**

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

**3.3 Crisis Response Bylaw Amendments**

**a. Presentation, Director of Development Services**

Emilie Adin, Director of Development Services, provided a presentation that provided Council with options for responding to local and regional crises with City-wide bylaw amendments to enable urgent housing and time-sensitive crisis services, including two non-market rental housing project opportunities identified at 350-366 Fenton Street and 68 Sixth Street.

In response to Council questions and concerns, Ms. Adin provided the following information:

- The recommendation is to separate out publicly owned lands to start, and then have a broader community conversation about other opportunities; and,
- Staff have done their analysis in terms of this kind of housing being urgently needed, and not temporary in nature.

In discussion, Council members noted:

- The community needs to fully understand that these changes are permanent changes;
- The changes will allow the City and proponents to access grants more quickly;
- The City needs to be able to respond to a variety of needs in a nimble and flexible way to address urgent issues; and,
- The City needs to be very supportive when other proponents want to purchase a site for housing and need assistance in making it through the process.

**b. Crisis Response Bylaw Amendments**

MOVED AND SECONDED

*THAT Council direct staff to bundle development review of several Crisis Response Bylaw Amendments, with the goal of fast-tracking these review processes, and with the intention of better meeting current and near-future funding opportunities;*

*THAT Council direct staff to draft Crisis Response Bylaw Amendments, including bylaws to enable envisioned projects at 350-366 Fenton Street and 68 Sixth Street, to present for first reading at a future Council meeting;*

*THAT in regard to the proposed Official Community Plan Amendments, Council:*

- i. *Give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;*
- ii. *Direct staff to advise and consult with:*
  - a. *The following nations:*
    - *Cowichan Tribes*
    - *Halalt First Nation*
    - *Hwlitsum First Nation*
    - *Katzie First Nation*
    - *Kwantlen First Nation*

- Kwikwetlem First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Musqueam Indian Band
- Penelakut Tribe
- Qayqayt First Nation
- Seabird Island Band
- Semiahmoo First Nation
- Squamish Nation
- Sto:lo Nation
- Stz'uminus First Nation
- Tsawwassen First Nation
- Tsleil-Waututh Nation;

b. *Ministry of Transportation and Infrastructure;*

c. *the Board of Education of School District 40;*

iii. *Not pursue consultation with:*

1. *Board of the Regional District in which the area covered by a plan is located (Metro Vancouver);*
2. *any greater boards or improvement districts, as none are considered to be affected by this application;*
3. *any other provincial or federal agency, as none are considered to be affected by this application;*
4. *Greater Vancouver Sewerage and Drainage District Board; and,*
5. *Councils of immediately adjacent municipalities;*

*THAT Council direct staff to propose for consideration in the 2022 Budget Process a high-level multi-year public policy and engagement project relating to “social benefit land uses.”*

**Carried.**

All members present voted in favour of the motion  
(Councillor Puchmayr absent for the vote due to Conflict of Interest)

#### **4. CONSENT AGENDA**

MOVED AND SECONDED

*THAT Council remove item 4.7 from the consent agenda.*

**Carried.**

All members present voted in favour of the motion.

**MOVED AND SECONDED**

*THAT Council approve the recommendations for items 4.1 to 4.6, 4.8, and 4.9 on consent.*

**Carried.**

All members present voted in favour of the motion.

**4.1 Broken Drug Policies: Inter-Municipal Strategic Action Committee**

*THAT Council direct staff to participate on the Broken Drug Policies Inter-Municipal Strategic Action Committee;*

*THAT Council direct staff to pause the work of the City of New Westminster Interdepartmental Working Group on the Overdose Epidemic until spring 2022, while continuing to participate on the New Westminster Overdose Community Action Team.*

**Adopted on Consent.**

**4.2 Construction Noise Bylaw Exemption Request: 680 Clarkson Street Roofing Project**

*THAT Council grant an exemption to Flynn Canada Ltd. from Construction Noise Bylaw No. 6063, 1992 for four Saturdays to occur from Saturday September 25, 2021 to Saturday January 15, 2022 from 7:00 AM to 9:00 AM for a crane installation and to supply roofing materials and construction equipment to the top of 680 Clarkson Street.*

**Adopted on Consent.**

**4.3 Construction Noise Bylaw Exemption Request: Metro Vancouver Sewer Inspections**

*THAT Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Sunday September 26, 2021 to Sunday October 17, 2021 for three nights from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines at Glenbrook Combined Trunk Sewer along Eighth Ave and East Eighth Avenue.*

**Adopted on Consent.**

**4.4 Construction Noise Bylaw Exemption Request: Metro Vancouver Sewer Upgrades**

*THAT Council grant an exemption to Metro Vancouver from Construction Noise Bylaw No. 6063, 1992 from Monday, September 20, 2021 to Thursday, September 30, 2021 from 9:00 PM to 7:00 AM to conduct utility hole hatch upgrades along Front Street.*

**Adopted on Consent.**

**4.5 Heritage Revitalization Agreement: 102 Seventh Avenue – Preliminary Report to Council**

*THAT Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 102 Seventh Avenue, as outlined in the "Consultation and Review Process" Section of this report.*

**Adopted on Consent.**

**4.6 Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS) Grant Funding: Urban Reforestation and Biodiversity Enhancement Initiative**

*THAT Council receive the September 13, 2021, report entitled "Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS) Grant Funding: Urban Reforestation and Biodiversity Enhancement Initiative" for information; and*

*THAT Council direct staff to proceed with next steps as outlined in the September 13, 2021, report entitled "Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS) Grant Funding: Urban Reforestation and Biodiversity Enhancement Initiative."*

**Adopted on Consent.**

**4.8 Proclamation: Terry Fox Week, September 12-19, 2021**

**Adopted on Consent.**

**4.9 Minutes for Adoption: June 28, 2021 Special Regular Meeting**

**Adopted on Consent.**

**4.7 COVID-19 At-Risk and Vulnerable Populations Task Force Update and Next Steps**

**Procedural Note:** At 7:19 p.m., Councillor Puchmayr declared conflict of interest on this matter because he is the Chair of the Board for an organization that provides services in the City. He left the meeting and did not return until the conclusion of the vote on this item.

MOVED AND SECONDED

*THAT Council receive the Monday, September 13, 2021 report entitled "COVID-19 At-Risk and Vulnerable Populations Task Force Update and Next Steps", for information.*

**Carried.**



All members present voted in favour of the motion.

**5. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

There were no speakers registered for the meeting.

**6. BYLAWS**

**6.1 Bylaws for adoption**

**a. Street and Traffic Amendment Bylaw No. 8275, 2021**

MOVED AND SECONDED

*THAT Street and Traffic Amendment Bylaw No. 8275, 2021, be adopted.*

**Carried.**

All members present voted in favour of the motion.

**b. Bylaw Notice Enforcement Amendment Bylaw No. 8277, 2021**

MOVED AND SECONDED

*THAT Bylaw Notice Enforcement Amendment Bylaw No. 8277, 2021, be adopted.*

**Carried.**

All members present voted in favour of the motion.

**c. Municipal Ticket Information Amendment Bylaw No. 8278, 2021**

MOVED AND SECONDED

*THAT Municipal Ticket Information Amendment Bylaw No. 8278, 2021, be adopted.*

**Carried.**

All members present voted in favour of the motion.

**7. MOTIONS FROM MEMBERS OF COUNCIL**

**7.1 Downtown Recovery Strategy, Councillor Johnstone and Councillor Trentadue**

Councillors Johnstone and Trentadue introduced the motion, noting:

- The last few years have been difficult in the Downtown community;
- There have been several setbacks in Downtown, from anchor retailers closing, to the loss of historic buildings and park space;
- Livability is going to be challenged unless there is some proactive action to ensure Downtown is walkable, livable and can support a growing population;
- There are a number of local business owners and landlords who are unsure of how to proceed to clean up storefronts; and,
- The Culture and Economic Development Task Force (CEDTF) will start the conversation and then move it forward to Council.

In discussion, Council members noted that heritage is a vital activity and there is lots of interest in the area, increasing density on Columbia has helped, and the significant investments the City has made will continue to pay dividends.

**MOVED AND SECONDED**

*WHEREAS Downtown is the densest and most rapidly-growing residential neighbourhood of New Westminster, representing a commitment to regional Transit-Oriented Mixed-Use development goals concentrated in identified Regional City Centres; and*

*WHEREAS the initial revitalization since the 2010 Downtown Community Plan was developed has suffered a series of more recent setbacks, including the loss of several historic buildings to fires and the loss of a major anchor retailer, while a recent loss of park space and ongoing construction serve to challenge livability goals for the downtown community; and*

*WHEREAS despite robust growth, several properties in the key blocks of Columbia Street have been derelict or vacant for many years, impairing neighborhood revitalization efforts and challenging the impression of Columbia Street as a vibrant commercial district for both residents and existing businesses;*

*THEREFORE BE IT RESOLVED THAT staff review strategies and regulatory tools available to Council to support the rapid revitalization of underperforming, derelict, and vacant properties on Columbia Street in the historic Downtown, including but not limited to powers under the New Westminster Redevelopment Act (1989); and*

*BE IT FURTHER RESOLVED THAT staff provide recommendations for rapid and medium-term actions to support the vibrancy of business, the activation of the streets, and improving the amenity value of the historic Downtown for all residents of New Westminster.*

**Carried.**

All members present voted in favour of the motion.

**8. NEW BUSINESS**

None.

**9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

Councillor Puchmayr advised that September 20 to 26, 2021 is Railway Safety Week, and congratulated Last Door Recovery for the Recovery day Festival that was held on September 12, 2021.

10. **END OF THE MEETING**

The meeting ended at 7:35 p.m.

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Jonathan Cote  
MAYOR

---

Jacque Killawee  
CITY CLERK



Corporation of the City of  
**NEW WESTMINSTER**

**SPECIAL CITY COUNCIL MEETING**

**MINUTES**

**Monday, September 20, 2021**

**Council Chamber**

**City Hall**

**PRESENT:**

Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jamie 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 Development Services
Mr. Todd Ayotte	Manager, Community Arts and theatre
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Blair Fryer	Manager of Communications and Economic Development
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa LeBlanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Mr. Rob McCullough	Manager, Museums and Heritage Services
Ms. Erika Mashig	Manager, Parks and Open Space Planning, Design and Construction
Ms. Tobi May	Manager, Civic Buildings and Facilities
Mr. Christy Mereigh	Manager, Special Projects
Ms. Denise Tambellini	Manager, Intergovernmental and Community Relations
Ms. Jackie Teed	Senior Manager, Development Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig	Assistant City Clerk

**GUESTS:**

Mr. Nick Falzon                      Young Anderson

1. **CALL TO ORDER**

The meeting was called to order at 11:30 a.m.

2. **MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

MOVED AND SECONDED

*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)(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)(g) litigation or potential litigation affecting the municipality;*

*90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**Carried.**

All members present voted in favour of the motion.

3. **END OF THE MEETING**

The meeting ended at 11:31 a.m.

---

Jonathan Cote  
MAYOR

---

Jacque Killawee  
CITY CLERK



## CITY COUNCIL MEETING

### MINUTES

**Monday, September 27, 2021**

**Meeting held electronically and open to public attendance  
in Council Chamber, City Hall**

PRESENT: Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jamie 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 Development Services  
Mr. Curtis Bremner, Acting Fire Chief, New Westminister Fire  
and Rescue Services  
Mr. Rod Carle, General Manager, Electrical Utility  
Mr. Richard Fong, Director of Human Resources  
Mr. Dean Gibson, Director of Parks and Recreation  
Mr. Dave Jansen, Chief Constable, New Westminister Police  
Department  
Mr. Craig MacFarlane, Manager of Legal Services  
Ms. Harji Varn, Chief Financial Officer and Director of Finance  
Ms. Nicole Ludwig, Assistant City Clerk

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1. **CALL TO ORDER**

The meeting was called to order at 2:00 p.m.

2. **MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

MOVED AND SECONDED

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)(g) litigation or potential litigation affecting the municipality;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

**Carried.**

All members present voted in favour of the motion.

**3. END OF THE MEETING**

The meeting ended at 2:01 p.m.

---

Jonathan Cote

MAYOR

---

Jacque Killawee

CITY CLERK



Corporation of the City of  
**NEW WESTMINSTER**

**CITY COUNCIL MEETING**

**MINUTES**

**Monday, September 27, 2021, 6:00 p.m.**

**Meeting held electronically and open to public attendance  
in Council Chamber, City Hall**

**PRESENT:**

Mayor Jonathan Cote  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Jamie 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 Development Services
Mr. Todd Ayotte	Manager, Community Arts and Theatre
Mr. Rupinder Basi	Supervisor of Development Services
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Ms. Susan Buss,	Acting Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Tobi May	Manager, Civic Buildings and Properties
Mr. Christy Mereigh	Manager, Special Projects
Ms. Jennifer Miller	Manager of Public Engagement
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Assistant Deputy Fire Chief, New Westminster Fire and Rescue Services
Ms. Nicole Ludwig	Assistant City Clerk

**GUESTS:**

Ms. Sara Jellicoe	BC Housing
Ms. Emma Talbott	BC Housing,
Mr. Raj Singh Toor	Descendants of the Komagata Maru Society



Ms. Maria Rodrigo

BC Housing

Ms. Tsitsi Watt

BC Housing

\*Denotes Electronic attendance and participation

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**1. CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

**2. CHANGES TO THE AGENDA**

None.

**3. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION**

**3.1 Apology from the City of New Westminster to the South Asian Community and descendants of the Komagata Maru, Chief Administrative Officer**

**a. Report: Apology from the City of New Westminster to the South Asian Community and descendants of the Komagata Maru**

Mayor Cote provided opening comments, including a detailed history of the Komagata Maru matter.

MOVED AND SECONDED

*THAT Council offer formal apology to the community, families and descendants of those who were impacted negatively by actions and words of the Council of New Westminster during the Komagata Maru incident as outlined in the September 27, 2021, report entitled "Apology from the City of New Westminster to the South Asian Community and descendants of the Komagata Maru" , and;*

*THAT Council offer the above-noted apology in English, Hindi and Punjabi.*

**Carried.**

All members present voted in favour of the motion.

**b. Formal Reading of Apology in English, Hindi and Punjabi**

Mayor Cote, Councillor Das, and Harji Varn, Director of Finance and Chief Financial Officer, read the apology in English, Hindi and Punjabi respectively.

**c. Public Comment**

Mr. Raj Singh Toor, Descendants of the Komagata Maru Society, provided a detailed history of the Komagata Maru incident, the role of the Society, and thanked Council, staff and the City for the apology.

Mayor Cote acknowledged the importance of learning from history and owning its repercussions, in order to avoid making the same mistakes in the future.

Councillor Das, speaking in Hindi and English, expressed hope that inclusion, diversity and reconciliation can take place, when thinking of the progress that has been made since 1914. She also noted that Council is firm and committed to diversity, inclusion and reconciliation, and that she is happy to be at a point where meaningful apologies can be made.

Councillor Puchmayr spoke of the Provincial apology and the memorial at English Bay, the role of First Nations in supplying food and necessities to the people aboard the Komagata Maru, and the significance of naming the two docks and a pathway after the Komagata Maru, to signify those who could not dock and those who could not walk into a new home.

Mayor Cote presented Mr. Toor with the apology, and invited him for a photo with Council.

**3.2 Crisis Response Bylaw Amendments: Bylaws for First Reading and Engagement Plan Approval, Director of Development Services**

**a. Presentation: 68 Sixth Street Proposed Supportive Housing, Sara Jellicoe and Tsitsi Watt, BC Housing**

Sara Jellicoe and Tsitsi Watt, both from BC Housing, provided a presentation on the proposed supportive housing project at 68 Sixth Street, including the requirements for future residents.

In response to questions and concerns from Council, Ms. Jellicoe, Ms. Watt, and Maria Rogrigo, also from BC Housing, provided the following information:

- BC Housing will prioritize people experiencing homelessness in the community;
- Rent rates for supportive housing is the maximum shelter rate for income assistance; and,
- BC Housing Staff will assist tenants in applying for assistance so they receive the shelter rate to pay their rent.

**b. Report: Crisis Response Bylaw Amendments: Bylaws for Consideration of First Reading and Proposed Engagement Approach for Approval**

MOVED AND SECONDED

*THAT Council approve the proposed Public Engagement Approach, as described in the September 27, 2021, report entitled "Crisis Response Bylaw Amendments: Bylaws for Consideration of First Reading and Proposed Engagement Approach for Approval", for three separate but closely related projects that are being bundled together as the Crisis Response Bylaw Amendments;*

*THAT Council give consideration to First Reading of the following six Bylaws:*

- 1. Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021*
- 2. Zoning Amendment Bylaw (350-366) Fenton Street) No. 8282, 2021.*
- 3. Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021.*
- 4. Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021*
- 5. Official Community Plan Amendment (City-wide Crisis Response) No. 8285, 2021.*
- 6. Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021.*

**Carried.**

All members present voted in favour of the motion.

**4. CONSENT AGENDA**

MOVED AND SECONDED

THAT Council adopt the recommendations for items 4.2, 4.4 to 4.8, 4.10, and 4.12 to 4.14, on consent.

**Carried.**

All members present voted in favour of the motion.

**Procedural Note:** Council heard from speakers as the next item of business. The minutes are recorded in numerical order.

#### **4.1 Anvil Centre Default Lighting**

In discussion, Council members noted the following:

- Referral to the Reconciliation, Social Inclusion and Engagement Task Force (RSIETF) is appropriate;
- Generally supportive of the report and a lighting policy for civic buildings; and,
- The suggestion is to leave the default lighting colour as orange rather than white, and change it as required by events and circumstances.

In response to Council questions, Jacque Killawee, City Clerk, advised that the creation of a City-wide policy is suggested so that there would be alignment between the two buildings that can currently be lit: City Hall and the Anvil Centre.

**MOVED AND SECONDED**

*THAT Council refer the motion from the Restorative Justice Committee regarding Anvil Centre Default Lighting to the Reconciliation, Social Inclusion and Engagement Task Force for engagement with First Nations, and consideration that the Anvil Centre have orange as their default outside lighting colour in acknowledgement of the recent and ongoing discoveries at residential schools; and,*

*THAT Council direct staff to develop a lighting policy for all civic buildings.*

**Carried.**

All members present voted in favour of the motion.

#### **4.2 Application for Grant Funding to the 2021 UBCM Asset Management Planning Program**

*THAT Council approves the submission of a grant application for the Pump Station Condition Assessment and Condition Framework to the Union of British Columbia Municipalities (UBCM) 2021 Asset Management Planning Program.*

**Adopted on Consent.**

#### **4.3 Climate Emergency: Updated Green Buildings Policy & Energy Efficient Equipment Selection Policy**

In response to Council questions, Ben John, Corporate Energy and Emissions Specialist advised that fuel switching is captured in the low-carbon fuel policy, while the policy under consideration today is looking broadly at energy efficiency as a whole. Tobi May, Manager, Civic Buildings and Properties, advised that staff will investigate how the policy will work with gas-fired appliances.

MOVED AND SECONDED

*THAT Council endorse the updated Green Buildings Policy described in the September 27, 2021, report entitled "Climate Emergency: Updated Green Buildings Policy and Energy Efficient Equipment Selection Policy".*

*THAT Council endorse the new Energy Efficient Equipment Selection Policy described in the September 27, 2021, report entitled "Climate Emergency: Updated Green Buildings Policy and Energy Efficient Equipment Selection Policy".*

**Carried.**

All members present voted in favour of the motion.

**4.4 Construction Noise Bylaw Exemption Request: New Westminster Interceptor Columbia Sewer Rehabilitation**

*THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for four nights from Tuesday, October 12, 2021 to Friday, October 29, 2021 from 8:00 PM to 7:00 AM on weekdays and 12:00 AM to 9:00 AM on Saturdays to conduct work and install new utility holes on Columbia Street at Eighth Street and at Blackwood Street.*

**Adopted on Consent.**

**4.5 COVID-19 Pandemic Response – Update and Progress from the Four Task Forces**

*THAT Council receives the September 27, 2021, report entitled "COVID-19 Pandemic Response – Update and Progress from the Four Task Forces" for information.*

**Adopted on Consent.**

**4.6 Decommissioning Cosmic Maypole**

*THAT Council approve the Public Art Advisory Committee's recommendation to remove Cosmic Maypole from Friendship Gardens due to safety concerns and initiate a process to decommission the work; and*

*THAT Council approve the reallocation of Public Art reserve funding from the approved 2021 Capital budget to cover the cost of removal and decommissioning.*

**Adopted on Consent.**

**4.7 Development Variance Permit: 220 Carnarvon Street – Permit to Vary Siting, Site Coverage, and Parking/Loading Requirements**

*THAT Council issue notice that it will consider issuance of Development Variance Permit (DVP00695) to vary the setback, site coverage and parking/loading requirements for 220 Carnarvon Street.*

**Adopted on Consent.**

**4.8 New Departmental Name for Development Services Department**

*THAT Council direct staff to update the City's letterhead and website to reflect a department name change from "Development Services" to "Climate Action, Planning and Development".*

**Adopted on Consent.**

**4.9 Proclamation: Fire Prevention Week, Oct 3-9, 2021**

Assistant Deputy Chief Erin Williams, Fire and Rescue Services, expressed thanks for Council support on fire and safety initiatives, and advised Fire staff will have a virtual open house and pop up fire prevention initiatives events given current pandemic restrictions and the construction at the tēmәsewtx<sup>w</sup> Aquatic and Community Centre.

Mayor Cote read the proclamation and proclaimed October 3 to 9, 2021, Fire Prevention Week in the City of New Westminster.

**4.10 Proclamation: Wrongful Conviction Day, Oct 2, 2021**

**Adopted on Consent.**

**4.11 Remedial Action Requirement: 509 Eleventh Street - Update**

In discussion, Mayor Cote noted this is a very difficult situation as this specific property has been a longstanding matter which poses significant challenges to the City and neighbours.

MOVED and SECONDED

*THAT in response to the failure of James William Richard Bell to fulfill the Remedial Action Requirement imposed by resolution of Council on November 20, 2017, the Council of the City of New Westminster authorize the City, by its staff, agents and contractors, to fulfill the requirement at James William Richard Bell's expense by entering the property civically and legally described as 509 Eleventh Street, New Westminster, BC, V3M 4G4, PID: 013-646-591, Lot 22 of Lot 15 Suburban Block 10 Plan 2620 (the "Property") and removing the scaffolding, demolishing the house and ensuring that all waste, debris and discarded materials are removed from the Property and disposed of at an appropriate waste disposal facility as*

*required by paragraphs 4(b) and 5 of the November 20, 2017 Resolution; and*

*THAT for the purpose fulfilling the Remedial Action Requirement at James William Richard Bell's expense City staff are directed to:*

- a. pursuant to Community Charter, s. 17, retain, in accordance with the City's procurement policy, all contractors necessary to perform the work; and*
- b. pursuant to Community Charter, s. 258, add the unpaid costs to the property taxes for the Property, if any cost of the work remains unpaid after December 31st of the year that the cost was invoiced.*

**Carried.**

Councillors McEvoy and Puchmayr opposed.

**4.12 Rezoning Application for Child Care: 733 Thirteenth Street – Bylaw for First and Second Readings**

*THAT Council consider Zoning Amendment Bylaw No. 8265, 2021 for two readings, and*

*THAT Council waive the Public Hearing, as the Bylaw No. 8265, 2021 is consistent with the City's Official Community Plan.*

**Adopted on Consent.**

**4.13 Minutes for Adoption: August 30, 2021 Open Workshop**

**Adopted on Consent.**

**4.14 Minutes for Adoption: August 30, 2021 Regular Meeting**

**Adopted on Consent.**

**Procedural note:** Council agreed to deal with bylaws as the next items of business. The minutes are recorded in numerical order.

**5. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

James Bell, owner of 509 Eleventh Street and the subject property of item 4.11, noted:

- He is having problems getting financing for the repairs due to a notice against the title;
- Some of the requirements of the Remedial Action Resolution (RAR) have been met and materials have been purchased for others;
- In March, he suffered a back injury which is preventing him from working on the house;

- Landscaping has been done and he aims to have the house painted by year end; and,
- His tenant is quite upset by the whole process.

In response to Council questions, Mr. Bell advised that over the years, he has made some progress on the house including fixing the windows, changing the scaffolding, doing framing work and other basic repairs.

**Procedural Note:** Council dealt with the remainder of the items removed from the consent agenda as the next item of business. The minutes are recorded in numerical order.

## 6. BYLAWS

### 6.1 Bylaws for readings

- a. **Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021**

MOVED and SECONDED

*THAT Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

- b. **Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021**

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

- c. **Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021**

MOVED and SECONDED

*THAT Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.



**d. Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021**

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

**e. Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021**

MOVED and SECONDED

*THAT Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

**f. Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021**

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

**g. Zoning Amendment Bylaw (733 Thirteenth Street) No. 8265, 2021**

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (733 Thirteenth Street) No. 8265, 2021, be given First Reading.*

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (733 Thirteenth Street) No. 8265, 2021, be given Second Reading.*

**Carried.**

All members present voted in favour of the motion.

## 6.2 Bylaws for third reading and adoption

### a. Zoning Amendment Bylaw (819 Milton St) No. 8266, 2021

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (819 Milton St) No. 8266, 2021, be given Third Reading.*

**Carried.**

All members present voted in favour of the motion.

MOVED and SECONDED

*THAT Zoning Amendment Bylaw (819 Milton St) No. 8266, 2021, be adopted.*

**Carried.**

All members present voted in favour of the motion.

## 6.3 Bylaws for adoption

### a. Zoning Amendment (823-841 Sixth St) Bylaw No. 8260, 2021 for adoption

MOVED and SECONDED

*THAT Zoning Amendment (823-841 Sixth St) Bylaw No. 8260, 2021, be adopted.*

**Carried.**

All members present voted in favour of the motion.

### b. Official Community Plan Amendment (823-841 Sixth St) Bylaw No. 8261, 2021 for adoption

MOVED and SECONDED

*THAT Official Community Plan Amendment (823-841 Sixth St) Bylaw No. 8261, 2021, be adopted.*

**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. MOTIONS FROM MEMBERS OF COUNCIL

### 7.1 **Building an All Ages and Abilities “AAA” Network**

Councillor Johnstone introduced the motion.

In discussion, Council members expressed support for the motion, noting it is consistent with the City's vision, Strategic Priorities and 7 Bold Steps, and that it would be good to see advance planning and indicate the budget for it.

MOVED AND SECONDED

*Whereas the City of New Westminster's Master Transportation Plan is six years old, and has seen significant improvements in accessibility and pedestrian safety, and progress is beginning to be seen in completion of the Cycling Network (better termed as an Active Transportation Network in light of advances in personal mobility technologies); and*

*Whereas the COVID-19 Pandemic has brought about a generational change in how people move around urban areas, with municipalities across North America and Europe that rapidly rolled out safe Active Transportation infrastructure seeing immediate take-up, and achieving mode shift similar to that envisioned in the Master Transportation Plan; and*

*Whereas New Westminster has adopted a bold vision for Climate Action, including transportation emission reduction, mode shift, and public realm changes that will only be achieved through equally bold transportation infrastructure changes, including a network that connects our key destinations and safe routes to school; and*

*Whereas the provincial Move.Commute.Connect program and federal Canada's National Active Transportation Strategy represent new partnership opportunities to help finance transformational Active Transportation infrastructure programs for communities with shovel-ready projects that meet the goals of making Active Transportation safe, comfortable, and connected;*

*THEREFORE BE IT RESOLVED THAT Council commit to the rapid completion of a safe, comfortable, and connected All Ages and Abilities (AAA) Active Transportation Network; and*

*BE IT FURTHER RESOLVED THAT Council request staff update the Long Term Bicycle Network in the Master Transportation Plan, with an emphasis on establishment of a core AAA Active Transportation Network to connect neighbourhoods and schools across New Westminster; and*

*BE IT FURTHER RESOLVED THAT staff work with the Sustainable Transportation Task Force to develop preliminary AAA designs and standards, and report back to Council with an ambitious timeline for implementation of the core AAA network and phasing schedule that can be integrated into a 5-year capital plan for Council consideration.*

**Carried.**

All members present voted in favour of the motion.

**8. NEW BUSINESS**

None.

**9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

Councillor Puchmayr recognized Justin Morneau, who was inducted into the Minnesota Twins Hall of Fame, and the new Member of Parliament-Elect, Bonita Zarrillo, in Coquitlam.

Councillor Trentadue noted that Thursday, September 30 is the National Day for Truth and Reconciliation, and the Spirit of the Children will be hosting an event from 4:00 p.m. to 6:00 p.m.

Mayor Cote advised that the City's recruitment process for advisory committees has begun, and interested residents can find information on the City's website.

**10. END OF THE MEETING**

The meeting ended at 7:35 p.m.

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Jonathan Cote

MAYOR

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Jacque Killawee

CITY CLERK

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER  
HERITAGE REVITALIZATION AGREEMENT (515 St George Street)  
BYLAW NO. 8262, 2021**

**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 owners of the property located at 515 St George Street in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

**Citation**

1. This Bylaw may be cited as “Heritage Revitalization Agreement (515 St George Street) Bylaw No. 8262, 2021”.

**Heritage Revitalization Agreement**

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owners of the property located at 515 St. George Street legally described as PID: 025-453-408; LOT 1 ST. GEORGE’S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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MAYOR JONATHAN X. COTE

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JACQUE KILLAWEE, CITY CLERK

**SCHEDULE "A"**

**HERITAGE REVITALIZATION AGREEMENT (515 St George Street)**

THIS AGREEMENT dated for reference the 17<sup>th</sup> day of September, 2021 is

BETWEEN:

**CHRISTINA MARINO** and **PATRICK DONOVAN**,  
515 St. George Street, New Westminster, BC  
V3L 1L1

(together, the "Owners")

AND:

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER**, City Hall, 511 Royal  
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owners are the registered owners in fee simple of the land and all improvements located at 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE'S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 (the "Land");
- B. There is one principal building situated on the Land, known as the Adams House (the "Heritage Building"), which building is listed on the City's Heritage Register, and which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "#515 2 Storey SFD with Basement";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owners intend to construct a single storey laneway house on the lands, measuring approximately 77 square meters in size (the "Laneway House");
- F. 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*;

- G. The Owner and the City have agreed to enter into this Heritage Revitalization 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;

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**

1. Upon execution of this Agreement, the Owner shall promptly commence the Work in accordance with the Heritage Conservation Plan prepared by Katie Cummer, PhD CAHP, of Cummer Heritage Consulting dated September 21, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Design, dated August 10, 2021, a copy of which is 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 Development Services for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, 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", 2<sup>nd</sup> edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land 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 Land 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 Development Services Department, Planning Division, 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 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.

### **Construction of the Laneway House**

15. The Owners shall construct the Laneway House in strict accordance with the Site Plan and the Approved Plans prepared by D3 Design dated August 10, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the Laneway house, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, and tree permit.
17. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the Laneway House, and obtain any amended permits that may be required for such changes to the Laneway House, as required by the City.
18. 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 Laneway House if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the Laneway House shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

### **Timing and Phasing**

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.

21. The Owner shall not construct the Laneway House on the Land until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Development Services, has provided the Certification of Compliance described in section 8(d) above.
22. 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 building permit or heritage alteration permit applied for in respect of the Laneway House if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Development Services.
23. The Owner shall complete all actions required for the completion of the Laneway House, as set out in Approved Plans in Appendix 5, within five years following the date of adoption of the Bylaw authorizing this Agreement.

#### **No Subdivision**

24. The Owners shall not subdivide the Lands or the buildings located on the Lands by any method, including by way of a building strata plan under the provisions of the Strata Property Act (British Columbia), or any successor legislation dealing with the creation of separate titles to buildings or portions of a building.

#### **Inspection**

25. Upon request by the City, the Owners shall advise or cause the Registered Professional to advise, the City's Development Services Department, Planning Division, of the status of the Work.
26. 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.
27. 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 Laneway House if the Owner has not completed the Work with respect to the Heritage Building or construction of the Laneway House to the satisfaction of the City's Director of Development Services.

#### **Conformity with City Bylaws**

28. The City of New Westminster Zoning Bylaw No. 6680, 2001, is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.

29. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or Laneway house, must comply with all applicable bylaws of the City.

### **No Application to Building Interiors**

30. 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 Laneway House 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**

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 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.
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, the Heritage Building or the Laneway House 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 Building or the Laneway House, or all, to their condition before the contravention;
  - (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the Laneway House;
  - (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.
34. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners 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 and 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 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**

37. 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**

38. 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.
39. 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 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**

40. 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**

41. 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.

### **Headings**

42. 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**

43. All appendices to this Agreement are incorporated into and form part of this Agreement.

### **Number and Gender**

44. 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**

45. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia)) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

### **Successors Bound**

46. 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 in the presence of: )  
)

)  
)  
)

\_\_\_\_\_) )  
Name )

\_\_\_\_\_) **Christina Marino**

\_\_\_\_\_) )  
Address )

\_\_\_\_\_) )  
Occupation )

\_\_\_\_\_) **Patrick Donovan**

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER**  
by its authorized signatories:

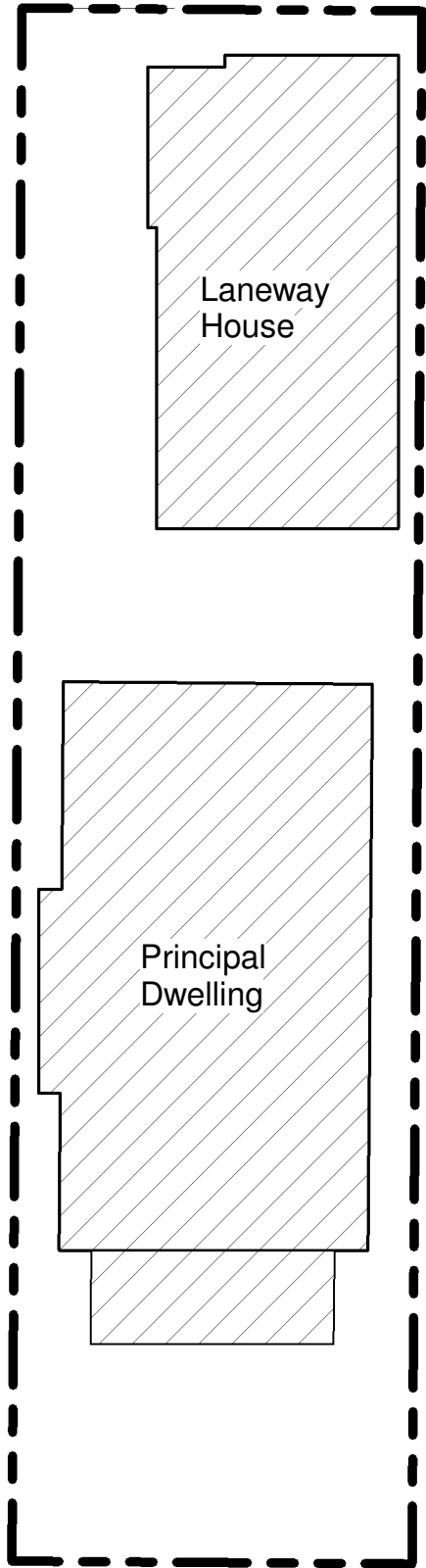
\_\_\_\_\_  
Mayor Jonathan X. Cote

\_\_\_\_\_  
Jacqueline Killawee, City Clerk

**APPENDIX 1**

**SITE PLAN**

Lancaster Street



Laneway  
House

Principal  
Dwelling

#515 St George Street



**APPENDIX 2**  
**CONSERVATION PLAN**

# Heritage Conservation Plan

Adams House, 515 St George Street, New Westminster, BC  
 September 21, 2021



Fig. 1: Front view of Adams House at 515 St George Street, New Westminster, BC, 2021. (Source: Marino)

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## 1.0 Location

The subject house is a Gabled Craftsman style, two storey, wood-frame construction with horizontal wood siding located at 515 St George Street in New Westminster (Fig. 2). It is located in the western side of the Queen's Park neighbourhood (having been moved from the Kelvin/Moody Park neighbourhood at 1114 Eighth Avenue in 2002).



Fig. 2: Map of the area surrounding 515 St George Street, outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2020)

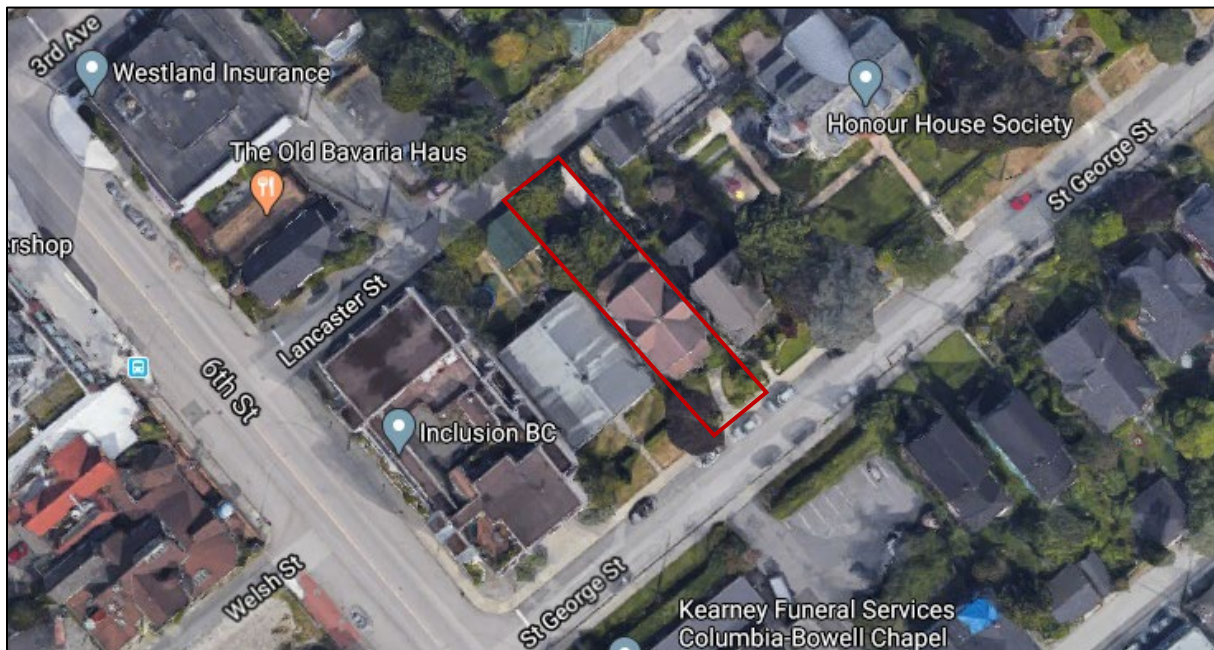


Fig. 3: Aerial view of the surrounding neighbourhood of 515 St George Street, outlined in red. (Source: Google, 2020)

## 2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river (Wolf 2005, pp. 18-20). In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). “While Queen’s Park continued to be the favoured residential neighbourhood, the West End, Sapperton, Queensborough, and the area around Moody Park, among the locations surveyed by the Royal Engineers, acquired more homes and also commercial and public buildings. New Westminster’s population doubled over the first decade of the new century” (DCD et al. 2009, pp. 10-11).

Adams House was originally located in the Moody Park Neighbourhood, which was bounded by 6<sup>th</sup> and 10<sup>th</sup> Avenues in the south and north, and by 6<sup>th</sup> and 12<sup>th</sup> Streets in the east and west. “In 1889 the city created Moody Park, and shortly thereafter residential construction began along 6th Avenue on the new street’s northern edge. Craftsman bungalows came to dot the area. The area south of 8th Avenue was largely settled prior to the First World War” (DCD et al. 2009, p. 32). Although no longer located in this neighbourhood, Adams House is an example of those Craftsman-style houses that were so commonly seen in this area, representative of and connecting to this early 20<sup>th</sup> century building boom.

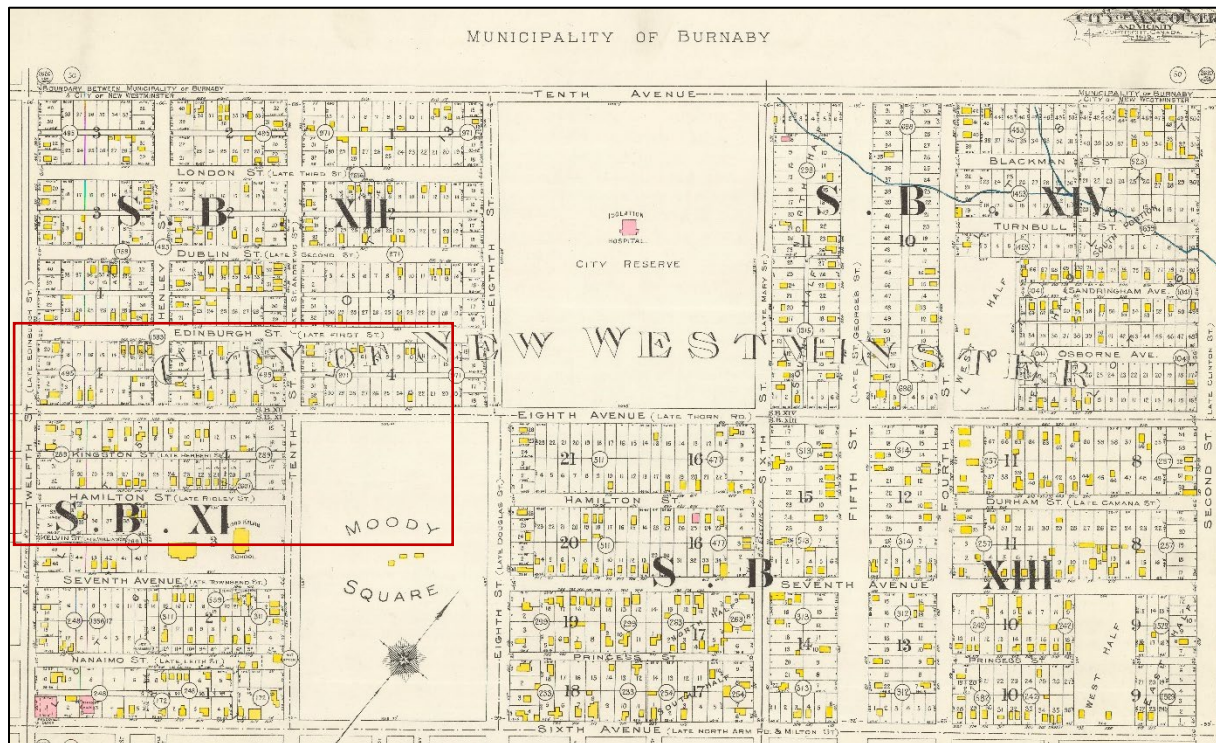


Fig. 4a: Fire Insurance Plan of New Westminster, 1913. The neighbourhood of Adams House, at this point located at 114 Eighth Avenue, is outlined in red. The property is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)

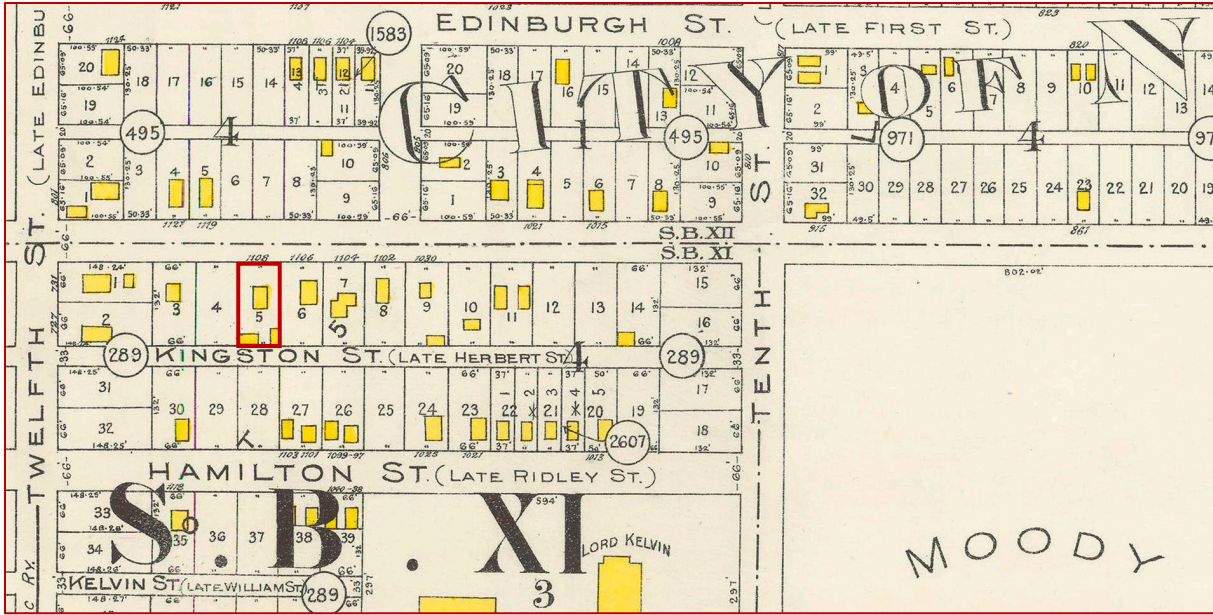


Fig. 4b: Excerpt of Fire Insurance Plan of New Westminster, 1913. The original lot of Adams House, located at 1114 Eighth Avenue, is outlined in bolded red. Note there is a discrepancy in the address numbering. This lot is labelled as 1108, even though it is in fact 1114, as confirmed in a 1912 Fire Insurance Map Extension where 1108 is in fact crossed out (Fig. 5). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)

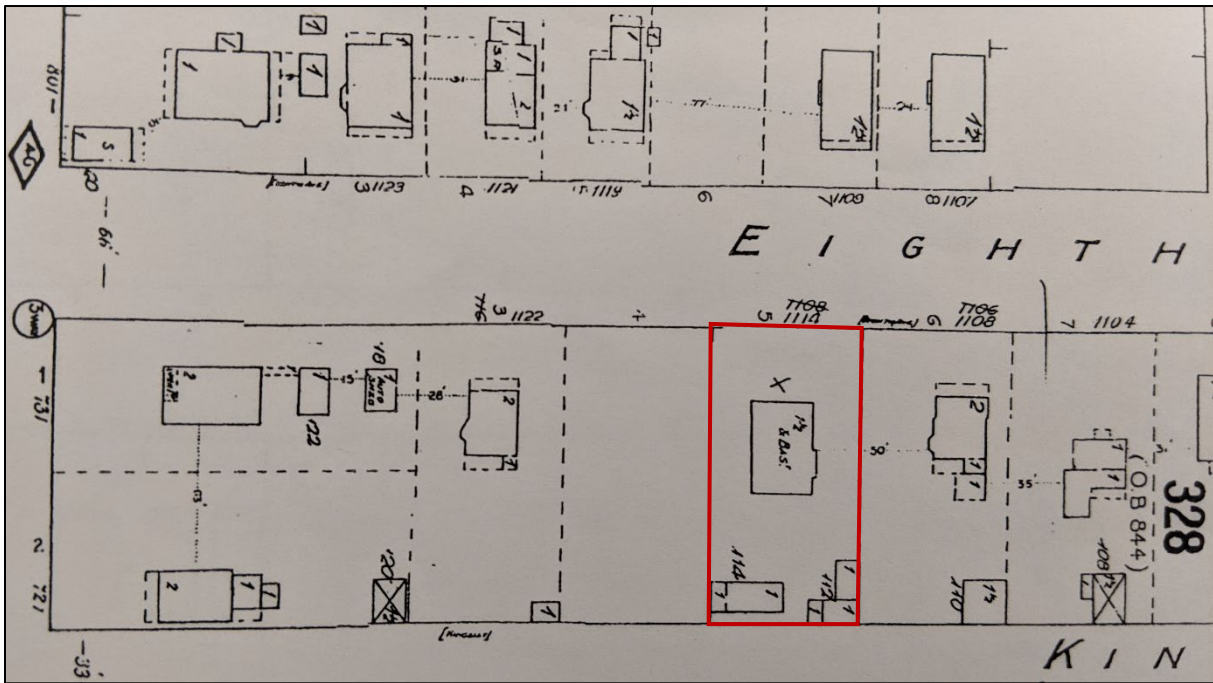


Fig. 5: Fire Insurance Plan of New Westminster, 1912. The developed lot of 1114 Eighth Avenue is outlined in red. Note the crossed out 1108 address with 1114 written beneath. (Source: City of New Westminster Archives 1912, sheet 46)

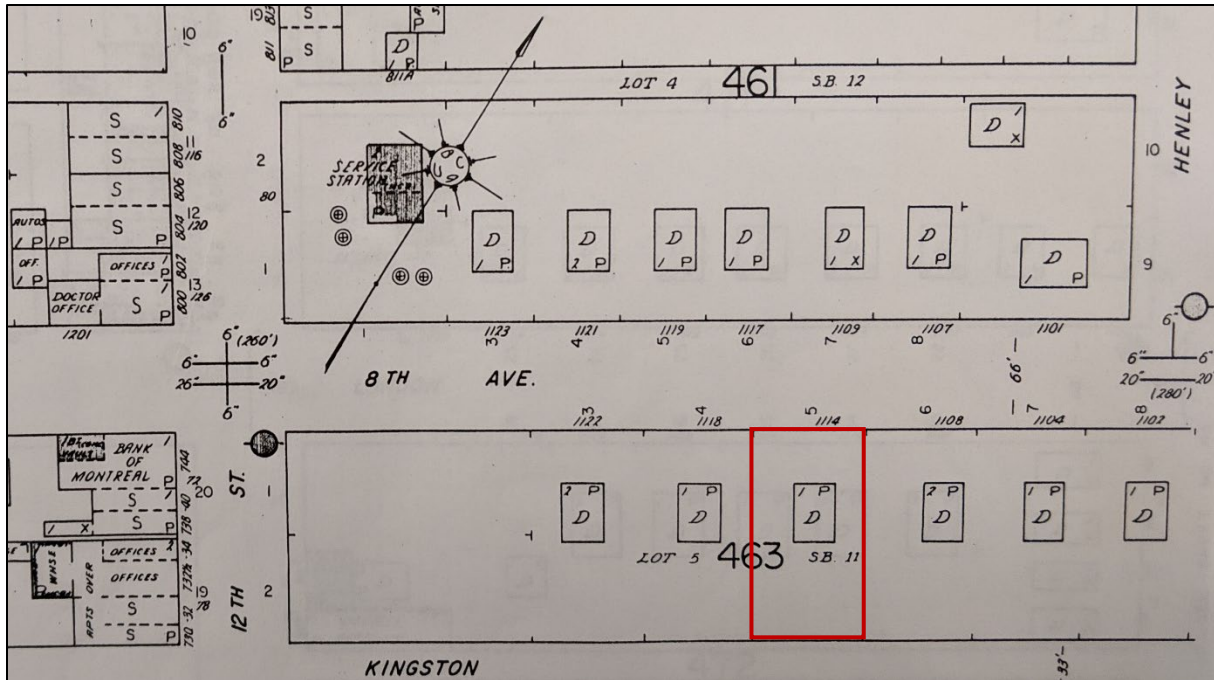


Fig. 6: Fire Insurance Plan of New Westminster, 1957. The developed lot of 1114 Eighth Avenue is outlined in red. (Source: City of New Westminster Archives 1957, sheet 46)

Adams House is fairly typical of the Front-Gabled Craftsman style tradition, particularly with regards to its detailing. As outlined by the Vancouver Heritage Foundation: “Front-Gabled 1½ to 2½ storey Craftsman houses have a boxy building shape (very similar to the Gabled Vernacular Style) with an attached front porch with square piers, knee brackets and usually a shed roof. Shed-roofed dormers and projecting bays on side elevations are also typical” (VHF). The house, today located in the Queen’s Park neighbourhood at 515 St George Street, was originally built in the Moody Park neighbourhood, at 1114 Eighth Avenue. It is a good example of the modest homes built in this area, typically in the Craftsman style, for largely middle-class residents, such as the carpenter Robert Adams, who lived in the house for well over 50 years and for whom the house is named. These connections directly influence the site’s Statement of Significance, as outlined in the following section.

### 3.0 Statement of Significance

The following is the Statement of Significance of 515 St George Street, as sourced by the City of New Westminster Planning Department on Canada's Historic Places (2010).

#### 3.1 Description of Historic Place

515 St. George Street is a modest house with a front-gabled roof and gabled front verandah, located mid-block on St. George Street in New Westminster.

#### 3.2 Heritage Value of Historic Place

The two-storey (plus basement) house at 515 St. George Street is valued for its age and architectural style.

It is a good example of the modest homes that were built in the Craftsman style, primarily for the middle-class residents of New Westminster. The house was originally owned by carpenter Robert Adams and was located at 1114 Eighth Avenue. Its move, in 2002, to its present location on the western half of 513 St. George Street is indicative of the heritage advocacy in New Westminster, in which valued heritage homes are relocated to save them from demolition.

The house was largely stripped of its Craftsman features when it was deemed unwanted and an application for demolition was made. Its historic value prompted its relocation and the Craftsman details were painstakingly restored, bringing this house back to its charming and authentic design.

#### 3.3 Character Defining Elements

Key elements that define the heritage character of 515 St. George Street include its:

##### Siting, Context and Landscape

- deep setback from the street

##### Architectural Elements

- verandah extending across the front of the building, with side staircase
- steeply-pitched cross-gabled roof
- shallower-pitched gabled roof on the verandah
- hipped roof at the rear of the building
- twinned columns on the verandah
- shingle siding in the gable ends
- horizontal wood cladding
- two-paned wooden windows with three-paned window on the front façade
- decorative roof brackets (replicas)
- diamond-shaped window in the rear gable end
- extensive stained-glass windows



#### 4.0 Research Findings

Neighbourhood: Queen’s Park (formerly Kelvin)  
 Address: 515 St George Street (formerly 1114 Eighth Avenue)  
 Folio: 01440501 (formerly 08985501)  
 PID: 025-453-408 (formerly 025-635-166)  
 Postal Code: V3L 1L1 (formerly V3M 2R6)  
 Legal Plan: BCP485 (formerly BCP4927)  
 Legal Description: Lot 1; New West District; Plan BCP485; Group 1; St George’s Square  
 Zoning: Single Detached/RS-6  
 Site Area: 404.69 sqm  
 Date of completion: 1912  
 Architect/Builder/Designer: Robert Adams  
 Water Connection Connector and Year: R.H. Adams on September 16, 1907\*  
 \*(Robert Adams first built a house on this lot in 1907, as revealed by these water connection records, however, he received a permit to demolish it and build another on the lot in 1912, according to the City’s historical permit records)

The following table (Table 1) is a consolidated summary of the residents of Adams House, as determined from the available city directories for New Westminster.

Table 1: Consolidated list of the occupants of Adams House at 1114 Eighth Avenue from the available city directories (Source: Vancouver Public Library and New Westminster Archives)

Year(s)	Name(s)	Occupation (if listed)
1912 to 1970	Robert H. Adams	Carpenter, BC Electric Railway
1979	Wayne Kean	Not listed
1985 to 1992	Edward C. Gentle	Not listed

#### 5.0 Archival Photograph

Despite various archival searches, no historical photographs were found of Adams House. It is interesting to note that it was not included on the 1986 Heritage Inventory of the neighbourhood (Seto and Pelletier 1986). It was, in fact, not recognized in any way until after it was moved from Eighth Avenue to St George Street, being put on the Community Heritage Register in 2009 (Canada’s Historic Places 2010).

## 6.0 Current Photographs



Fig. 7: Front view of Adams House at 515 St George Street, 2020, illustrating the front gable and gabled front verandah, along with other Craftsman style details, such as the square porch posts and brackets. (Source: Cummer)



Fig. 8: Back view of Adams House at 515 St George Street. Note the brackets and range of windows, including a double hung horned stained-glass window on the right as well as two other double hung horned wood windows in the upper middle along with a diamond shaped window in the rear gable. (Source: Cummer)



Figs. 9 and 10: Side views of Adams House at 515 St George Street. Left (Fig. 9) shows the eastern side and right (Fig. 10) shows the western side. (Sources: Cummer)

## 7.0 Conservation Objectives

Having already been extensively restored as part of its previous conservation work (when it was moved from Eighth Avenue to St George Street), Adams House at 515 St George Street will largely be preserved, with minor rehabilitation in areas. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of this historic place, they simply enhance them.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada (2<sup>nd</sup> edition)*:

*Preservation:* 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.

*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 an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

(Canada’s Historic Places 2010, p. 255)

**Preservation** and **Rehabilitation** are the conservation objectives for Adams House. Specifically, preservation of the heritage details and elements, such as its numerous original windows; and rehabilitation of the painting and roof elements, particularly the fascia boards and rafter tails, and the chimney. The following table summarizes the specific elements of Adams House to be preserved and rehabilitated (Table 2).

Table 2: Consolidated lists of the elements of Adams House to be preserved and rehabilitated.

Preserved	Rehabilitated
Siting, context and landscape, particularly its deep setback	Exterior paint
Overall structure, including its form scale and massing as well as its rooflines	Chimney
Its horizontal wood cladding and shingle siding	Fascia boards, soffits and rafter tails
Various wood windows throughout, including the numerous stained-glass windows	Wood window elements, such as trims and sills
Front door, including its stained-glass window	Front door re-staining

Due to concerns on site, such as a carpenter ant infestation discovered in the Spring of 2020, paired with the unexpected delays of the COVID-19 pandemic, some of the conservation objectives outlined in Table 2 above have had to be completed already to best protect the heritage building. The following table summarises the work already done on site, as well as outlining those to be completed following HRA approval, with an estimated timeline (Table 3).

Table 3: Consolidated list of the elements of Adams House to be rehabilitated with a status update, including an estimated timeline for completion for those still outstanding.

Rehabilitated Elements	Status Update and Estimated Timeline
Exterior paint	To be completed following HRA approval. Booked for the 3rd week of August with Student Works Painting Company. * Note all remaining rot will be fixed prior to painting the home
Chimney	To be completed following HRA approval. Santa's Little Helper Chimney Services inspected the chimney on July 8, 2020, both internally in the attic and externally, with no major concerns to report. There were a few minor cracks identified in the mortar joints, caused by old age and freezing temperatures. These will be re-caulked in the Fall of 2021 and the chimney will be checked annually to monitor its condition and concerns addressed as they arise.
Fascia boards, soffits and rafter tails	In-process. Fascia boards, soffits and rafter tails on the front of the home are currently in the process of being restored (Spring 2021) due to substantial rot. The owners are being proactive in the hopes of preventing any further carpenter ant infestation. The back fascia boards, soffits and rafter tails are also in need of repair due to rotting wood. Repairs will begin in June 2021 and be completed by July 2021.
Wood window elements, such as trims and sills	In-process. The window below the front porch will have a new trim installed as it is also rotten. This will happen after the front fascia boards are completed, since the carpenter is working in stages of importance, broken down as follows: <ol style="list-style-type: none"> <li>1. Porch (the porch has been completely renovated due to the carpenter ant infestation and resultant rot. Construction began in September 2020 and will be completed by April 2021).</li> <li>2. Front fascia boards, soffits and rafter tails (to be completed Spring 2021).</li> <li>3. Window below the front porch (to be completed Spring 2021).</li> <li>4. Back fascia boards, soffits and rafter tails (to be completed Summer 2021).</li> </ol>
Front door re-staining	To be completed following HRA approval. The owners hope to do this in early August, before the exterior of the home is painted. The door will be completely stripped, sanded and re-stained. The door's stained-glass window will also be reinforced to be more secure.

## 8.0 Building Description

Adams House is a Gabled, Craftsman style, one and a half storey, wood-frame construction with shingle siding in its gables and horizontal wood cladding throughout. It is a modest house with a front-gabled roof and gabled front verandah, accessed by an off-centred set of stairs, and a hipped roof at the rear of the building. It has a steeply-pitched cross-gabled roof, with shallower-pitched gabled roof on the verandah, which has twinned square posts. It still features numerous original windows, including double-hung horned wood windows as well as an impressive collection of stained-glass windows, of various sizes, throughout. It has decorative roof brackets, that are replicas and part of an earlier restoration effort. The house is set back from the street in a well-manicured landscape.

## 9.0 Condition Assessment

Overall, the exterior of Adams House at 515 St George Street appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

### 9.1 Structure and Foundation

Overall, the exterior condition of the walls and building envelope of Adams House, from roof to foundation, appears to be good. Please note an interior inspection was not conducted.

### 9.2 Wood Elements

The visible, exterior wood elements, such as the doors, door frames, roof fascia, windows and wood siding are, for the most part, in good condition. Any signs of deterioration are largely cosmetic, as illustrated and discussed further in the relevant sections below.

[2021 Note: The above condition assessment of the wood elements was made prior to the discovery of the carpenter ant infestation, which has substantially damaged certain wood elements, in particular the front porch and nearby front window.]

### 9.3 Roofing and Waterworks

Although the roof is in good condition, overall, there are certain areas in need of repair and maintenance. As mentioned above, there are fascia boards, soffits and rafter tails that are in need of cleaning and repainting, as well as repair in sections (Figs. 11 to 12).



Fig. 11: Back gable of Adams House at 515 St George Street, showing the dirty rafter tails and soffits as well as the peeling fascia boards, in need of repainting. (Source: Cummer)



Fig. 12: Western side of Adams House at 515 St George Street, showing the dirty rafter tails, in need of cleaning and repainting, as well as ones in need of repair. (Source: Cummer)

Although the waterworks appear to be in good working order, these should be cleaned regularly to ensure their effective ongoing operation. Considering the deterioration visible in Fig. 12 above, the gutter running above these rafter tails should also be inspected to ensure they are not blocked nor faulty.

#### 9.4 Chimneys

The small chimney, located in the middle of the roof, appears to be in good condition (Fig. 13). As recommended by an earlier draft of this HCP, consultation with a chimney sweep was carried out on July 8, 2020 with Santa's Chimney Services. It was determined that there is "no moisture or damage in the attic or outside of the house. However, it needs to be caulked because of cracks caused by old age" (personal communication, 2020). This re-caulking will be addressed as part of the conservation work.

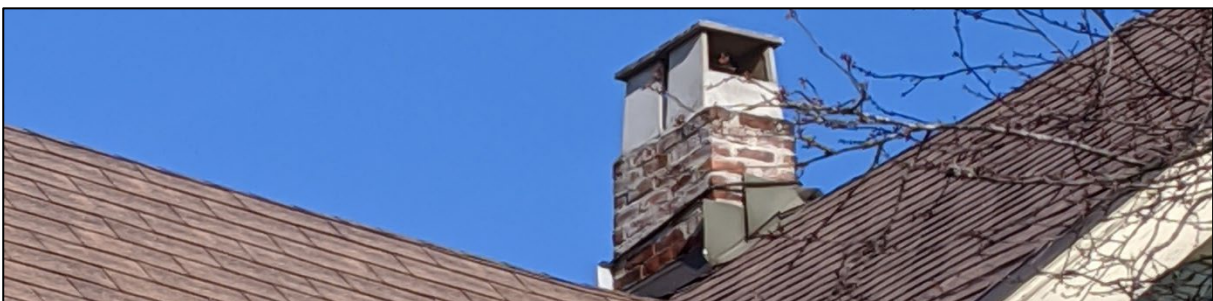
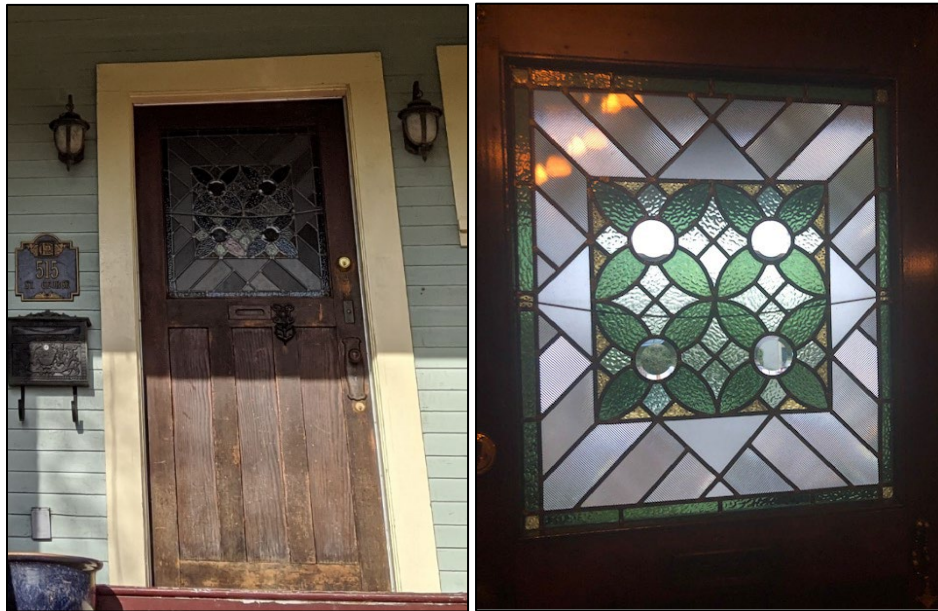


Fig. 13: The chimney and partial roof of Adams House at 515 St George Street. (Source: Cummer)

## 9.5 Windows and Doors

Overall, the windows and doors are in good condition. The front door is showing some signs of weathering (Fig. 14), particularly at the bottom, however this is largely cosmetic. The rest of the door is in good condition, including its stained-glass window (Fig. 15). The majority of the windows throughout the property are original and in good condition. The only condition concerns appear to be cosmetic with paint peeling in places and areas in need of cleaning (Fig. 16).

[2021 Note: The window beneath the front porch has been impacted by a carpenter ant infestation and its condition is now poor and its trim in need of replacement.]



Figs. 14 and 15: Left (Fig. 14) shows the front door of Adams House at 515 St George Street. Right (Fig. 15) shows an interior detail shot of the front door's stained-glass window. (Sources: Cummer and Marino)



Fig. 16: Illustration of some of the original windows of Adams House, in this case a pair of double-hung horned wood stained-glass windows, showing a dirty sill that can be easily addressed. (Source: Marino)



## 9.6 Cladding and Trimwork

As mentioned above, the horizontal wood cladding and shingle siding in the gables appear to be in good condition, with no major issues identified. As for the trimwork, as discussed in the relevant sections above, there are certain trims around the windows and doors that may need some touching up, however, no other major concerns with regards to the trimwork.

## 9.7 Finishes

The finishes of the house are, for the most part, in good condition, with just few areas currently requiring attention, such as the front stairs (Fig. 17).

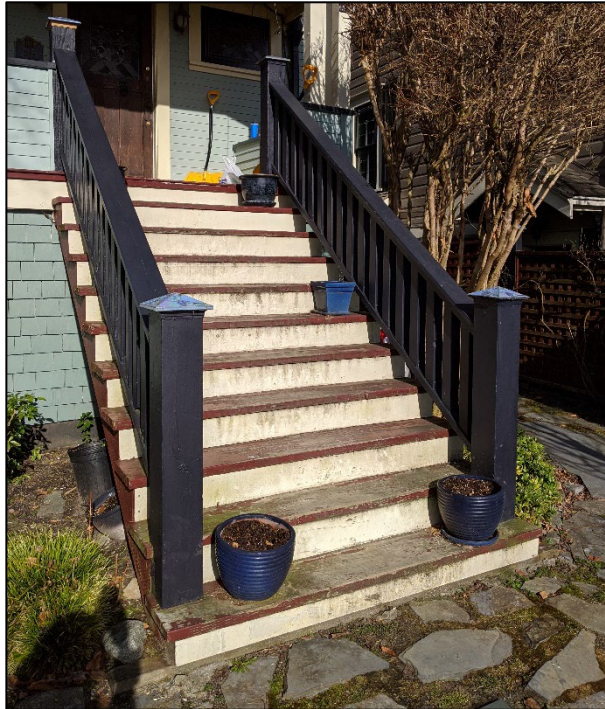


Fig. 17: The front stairs of Adams House at 515 St George Street, illustrating their need of cleaning and touching up. (Source: Cummer)

## 9.8 Landscaping

The landscaping on site is fairly minimal, particularly near the house, which should be commended. Plantings should be kept a good distance from the structure, to avoid any damage to the foundations.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

## 10.0 Recommended Conservation Procedures

### 10.1 Structure and Foundations – **Preservation**

- The main one and a half storey structure will be **preserved**.

### 10.2 Wood Elements – **Preservation** and **Rehabilitation**

- As addressed in greater detail in the relevant sections below (in particular, roofing and windows), the wood elements should be **preserved** where possible and **rehabilitated (repaired, maintained or replaced in-kind)**, as needed.

### 10.3 Roofing and Waterworks – **Rehabilitation**

- The roofing and waterworks should be **rehabilitated**, as needed, in particular cleaned and cleared of organic growth, as they arise.

### 10.4 Chimney – **Rehabilitation**

- The chimney should be **rehabilitated**, in particular cleaned and repointed. If any bricks need to be replaced, they should be replaced in-kind.

### 10.5 Windows and Doors – **Preservation**

- The various wood windows of Adams House should be **preserved**.
- The front door should be **preserved** and **rehabilitated**, in particular re-stained to address the weathering currently visible.

### 10.6 Cladding and Trimwork – **Preservation** and **Rehabilitation**

- The wood siding (the horizontal cladding and the cedar shingles) should be **preserved**.
- The fascia boards, soffits and rafter tails should be cleaned and **rehabilitated**, as needed.

### 10.7 Finishes – **Rehabilitation**

- The house's current paint is, for the most part, in good condition with just certain areas in need of cleaning and touching up (such as the front stairs, certain trims, the fascia boards, soffits and rafter tails). These should be cleaned and **rehabilitated**, as needed.
- Although the current colour scheme is not exclusively from the Benjamin Moore Historical True Colours Palette (VC-1 Oxford Ivory for the trim; HC-143 Wythe Blue for the siding; VC-22 Pendrell Verdigris for the shake; a custom Benjamin Moore heritage-inspired regal soft gloss navy blue for the sash; and VC-28 Mellish Rust for the front stair treads), one could argue that it is largely in the same spirit (particularly with three out of the five colours being from the HTC Palette) (VHF 2012). One could also argue that, due to the vibrancy and range of house colours on the street, as well as the fact that the house colour is not a CDE of the property, a partial Historical True Colour scheme is acceptable for this heritage place.

- For any work on the finishes, please follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

### 10.8 Landscaping

- Any new landscaping being put in should have a minimum 2-ft clearance between the vegetation and the building face. This is preferable to ensure there is sufficient space to remove any threat to the foundation or the building’s finishes over time.

## 11.0 Proposed Alterations and Future Changes

### 11.1 Proposed Alterations

The proposed changes to this house are minimal (Fig. 18), it is simply being rehabilitated in the few areas requiring repair and maintenance. Otherwise, a shed at the back of the property is being demolished to make way for a Laneway House (Fig. 19). The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed change does not affect the Heritage Values and Character Defining Elements of the building.

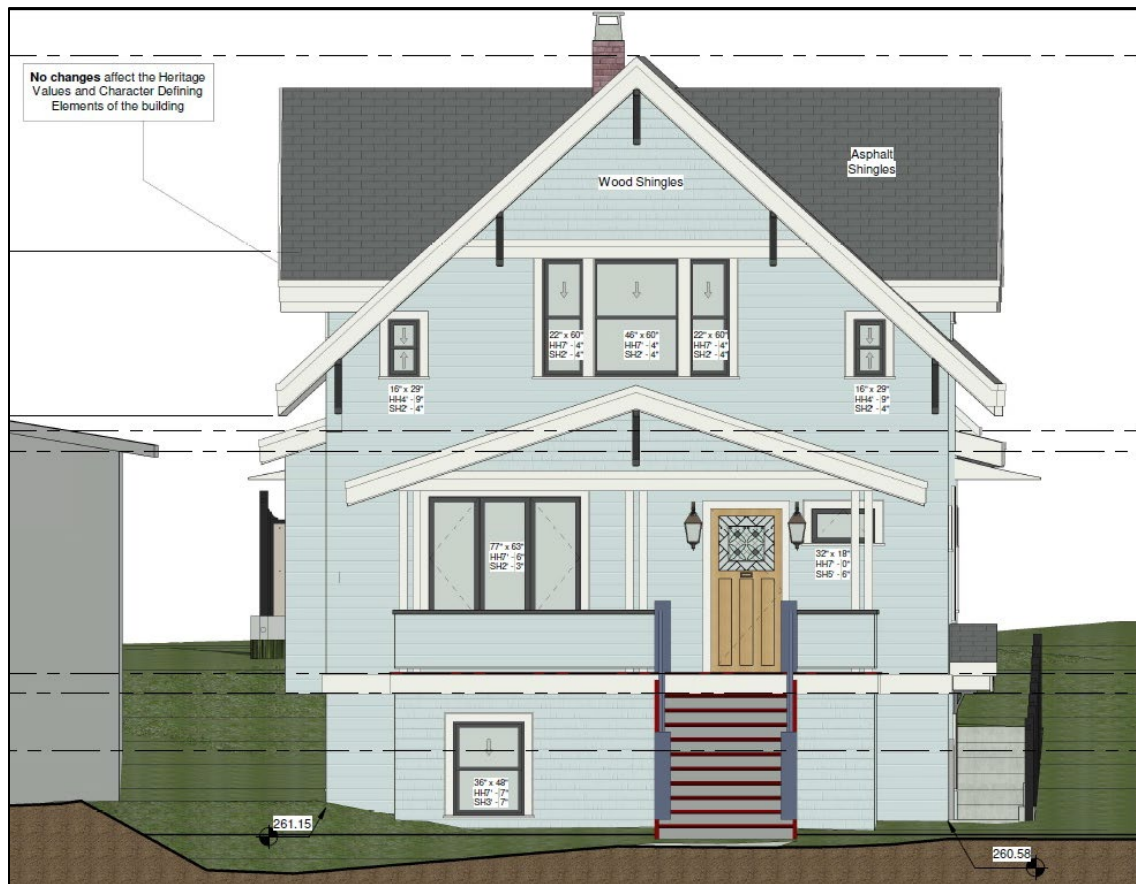


Fig. 18: Illustration of the preserved front façade of Adams House, 2021. (Source: D3 Design)

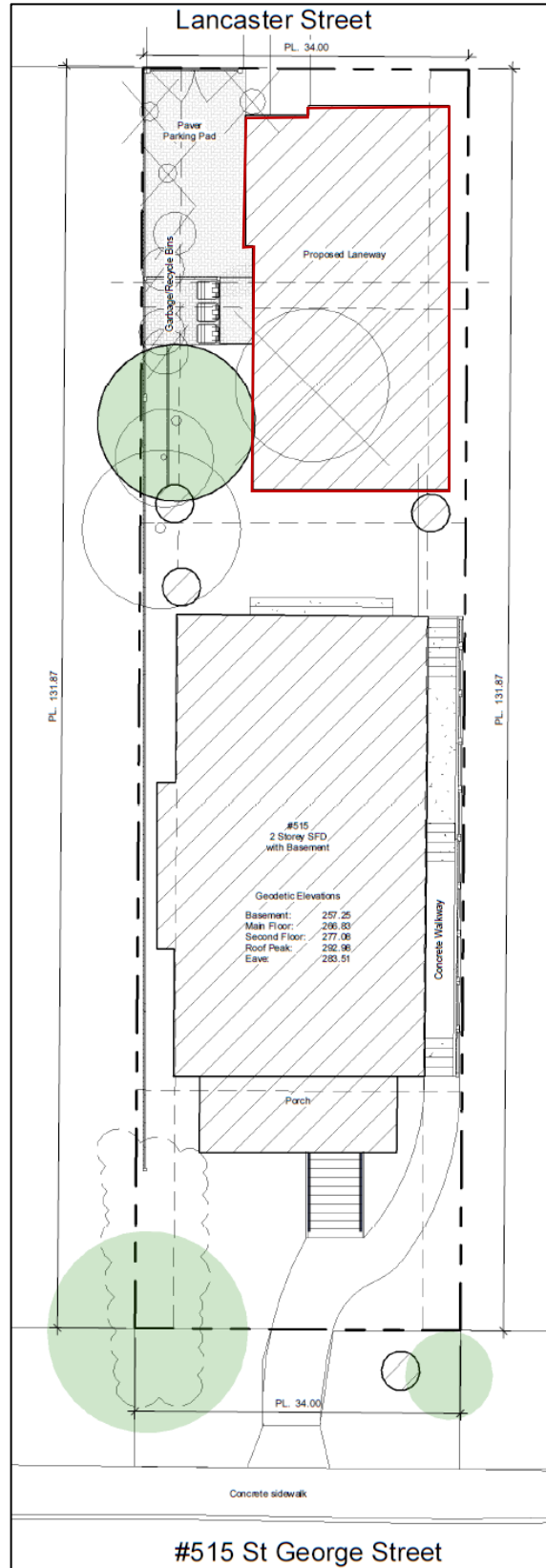


Fig. 19: Site Plan of the proposed development at 515 St George Street with the preservation of Adams House in-situ and the construction of a Laneway House at the back of the property, outlined in red at the top of the plan. (Source: D3 Design)

## 11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above).

## 12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2<sup>nd</sup> Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

### 12.1 Maintenance Checklist

#### a. Site

- Ensure site runoff drainage is directed away from the building.
- Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
- Do not permit vegetation (such as vines) to attach to the building.

#### b. Foundation

- Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
- If encountered, seek advice from a professional Engineer, immediately.
- Ensure perimeter drainage piping is functional.
- Arrange a professional drainage inspection every three to five years.

#### c. Wood Elements

- Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
- Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.

- Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:
  - Wood in contact with ground or plantings;
  - Excessive cupping, loose knots, cracks or splits;
  - Open wood-to-wood joints or loose/missing fasteners;
  - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
  - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
  - Signs of water ingress (such as rot, staining or mould).
- Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
  - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
  - Excessive fading of colours, especially dark tones.
- Note all repainting should be as per the recommended historic colours in section 10.7 above.

**d. Windows and Doors**

- Replace cracked or broken glass as it occurs.
- Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
- Check condition and operation of hardware for rust or breakage. Lubricate annually.
- Inspect weather stripping for excessive wear and integrity.

**e. Roofing and Rainwater Works**

- Inspect roof condition every five years, in particular looking for:
  - Loose, split or missing shingles, especially at edges, ridges and hips;
  - Excessive moss growth and/or accumulation of debris from adjacent trees; and
  - Flashings functioning properly to shed water down slope, especially at the chimneys.
- Remove roof debris and moss with gentle sweeping and low-pressure hose.
- Plan for roof replacement at around 18 to 22 years.
- Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
- Ensure gutter hangers and rainwater system elements are intact and secure.
- Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.

**f. General Cleaning**

- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
- Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
- Windows, doors and rainwater works should be cleaned annually.
- When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
- Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

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<http://bccd.vpl.ca/>.

Wolf, Jim. *Royal City: A Photographic History of New Westminster 1858-1960*. Surrey, BC: Heritage House Publishing Company Ltd, 2005.



**APPENDIX 3**

**CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL**

Date: \_\_\_\_\_

**City of New Westminster**

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 515 St George 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 Appendix 2 (Conservation Plan) 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 as soon as possible 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.

\_\_\_\_\_  
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 Development Services

Re: Heritage Revitalization Agreement for 515 St George Street

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated \_\_\_\_\_ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. 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.

\_\_\_\_\_  
Registered Professional's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

Signature or Seal

**APPENDIX 5**  
**APPROVED PLANS**

Project Information			Zoning Analysis			
Property Owner	Christina Marinio and Patrick Donovan		<b>Site</b>			
Site Address	515 St. George Street		Lot Width	34.00 ft		
Project Type	HRA and Laneway		Lot Depth	131.87 ft		
Jurisdiction Authority	City of New Westminster		Lot Size	4483.50 ft <sup>2</sup>		
Legal Description	LOT 1, NEW WEST DISTRICT, GROUP 1, ST GEORGE'S SQUARE		<b>Primary Dwelling</b>			
PID	025-453-408		<b>Coverage</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
Zone	RS-6		Principle Site Coverage	40% (1793.4 SF)	1298.26 SF	Unchanged
<b>CONSULTANTS</b>			<b>Set Backs</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
			Front:	25' - 0"	26.60 ft	Unchanged
			Front projection	4'-0"	8.03 ft	Unchanged
			Rear:	25' - 0"	57.29 ft	Unchanged
			Right Side:	4' - 0"	3.90 ft	Unchanged
			Left Side:	4' - 0"	2.00 ft	Unchanged
			<b>Floor Area</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>
			Basement		1423 SF	Unchanged
			First Floor		1298 SF	Unchanged
			Second Floor		1011	Unchanged
Floor Space Ratio	0.60	0.53	Unchanged			
Total	2690 SF	3732 SF	Unchanged			
Secondary Suite Area	N/A	N/A				
<b>Attached Accessory Area</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>			
Front Porch		164.80 SF	Unchanged			
Side Walkway						
N/A		N/A				
Total	448.35 SF (10%)	164.80 SF	Unchanged			
<b>Height</b>	<b>Required/Allowed</b>	<b>Proposed</b>	<b>Notes</b>			
Left Front Datum		257.89 ft	Unchanged			
Right Front Datum		259.59 ft	Unchanged			
Left Rear Datum		268.15 ft	Unchanged			
Right Rear Datum		268.68 ft	Unchanged			
Average Grade		263.58 ft	Unchanged			
Roof Peak Elevation	35 ft	29.40 ft	Unchanged			
Roof Eave Elevation		14.16 ft	Unchanged			
Midpoint Elevation	25 ft	21.77 ft	Unchanged			

## CONSULTANTS

Surveyor	J C Tam & Associates	604 214-8928
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Arbor & Co.	778 886-1566

 Christina Marino & Patrick  
Donovan

515 St. George St

Main House Zoning P1

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

 A0  
Page 436 of 480  
1 1/2" =

# GENERAL NOTES

These drawings have been prepared by D3 Dimension Drafting and Design Inc. to conform to the current residential standards of the BCBC (2018).

The Builder is responsible for ensuring that all construction conforms to provincial and local codes and bylaws.

Dimensions take precedence to scale drawings.

Dimensions to be taken from outside face of sheathing for exterior walls and face of studs for interior walls as shown.

Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

6 MIL poly is required at all connection points between interior and exterior walls.

Floor assembly to be constructed with manufacture I-Joist

Lumber in contact with concrete to be damproofed (sill gasket) , and anchored with 1/2" anchor bolts at 16" O.C. max

Lintels to be #2-2x10 U.N.O TYP.

Double joists at parallel partitions (opt. 2x10 blocking at 24" O.C.)

Dwelling must meet current B.C. ventilation code

All operable windows to be standard sliding glazing, U.N.O.

Waterproof wallboard required on bathroom walls

Provide a bond-breaking material between foundation or rock and slabs.

Exterior dimensions to be measured from outside of sheathing.

All interior dimensions to be measured to the centre of stud, except where otherwise noted.

All Construction and installation of materials and equipment shall be done in accordance with good building practices, following manufacturers instructions and conforming to the BCBC

All Structural specifications to be designed and certified by a structural engineer. Any discrepancies must be brought to D3 Dimension Drafting and Design Inc. attention.

It is the responsibility of the contractor or builder to check and verify all dimensions and to ensure all work conforms to all local bylaws ad regulation, and to the current edition of the BCBC

D3 Dimension Drafting and Design Inc. accepts no liability for error or omissions.

These plans conform to the B.C. Building Code, 2018 ED.

## Site Requirements

- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
- Any exposed concrete over 2 ft in height shall be architecturally treated.

## Exterior Design

- No exposed concrete block is permitted
- Exposed concrete foundation walls are not to exceed 1.64 ft in height,
- In General, the main materials used on the front of the house should be used on all other facades
- Overhangs to be a minimum of 18" TYP. U.N.O.
- All gable fascia shall be a minimum fascia of 2x10.

## Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
- Exterior vertical walls are to be non-combustible 20min rated

## Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
- Garage dimensions are taken from the outside of cladding.
- Driveways shall be constructed of asphalt, exposed aggregate, stamped concrete, brick or combination.
- No gravel driveways or parking areas.

No buildings or driveways shall be constructed on the lots unless provisions to reduce storm water run-off from buildings and driveways been made by the run-off from buildings, driveways and any other impervious surfaces constructed on the lot being re-charged back to the ground through suitable subsurface storm water management systems such as rock pits or exfiltration chambers and run-off from driveways which slope to the public road or common property being intercepted at the property line by the provision of suitably designed and constructed absorbent strip such as grass-crete or permeable interlocking concrete pavers.

# PLAN # 1517

These drawing copies or any copies thereof:

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- May only be issued for the designated purpose indicated
- Are issued with the understanding that D3 Dimension Drafting Design Ltd., will be responsible for their work only to the extent of issuing corrected copies in the event of an error or omission of the same.
- All work done by D3 Dimension Drafting Design Ltd., is and will remain solely the property of the same.
- All funds paid are non-refundable.

# SCOPE OF WORK

Christina Marino & Patrick Donovan

515 St. George St

Main House Zoning P2

Project number 1517

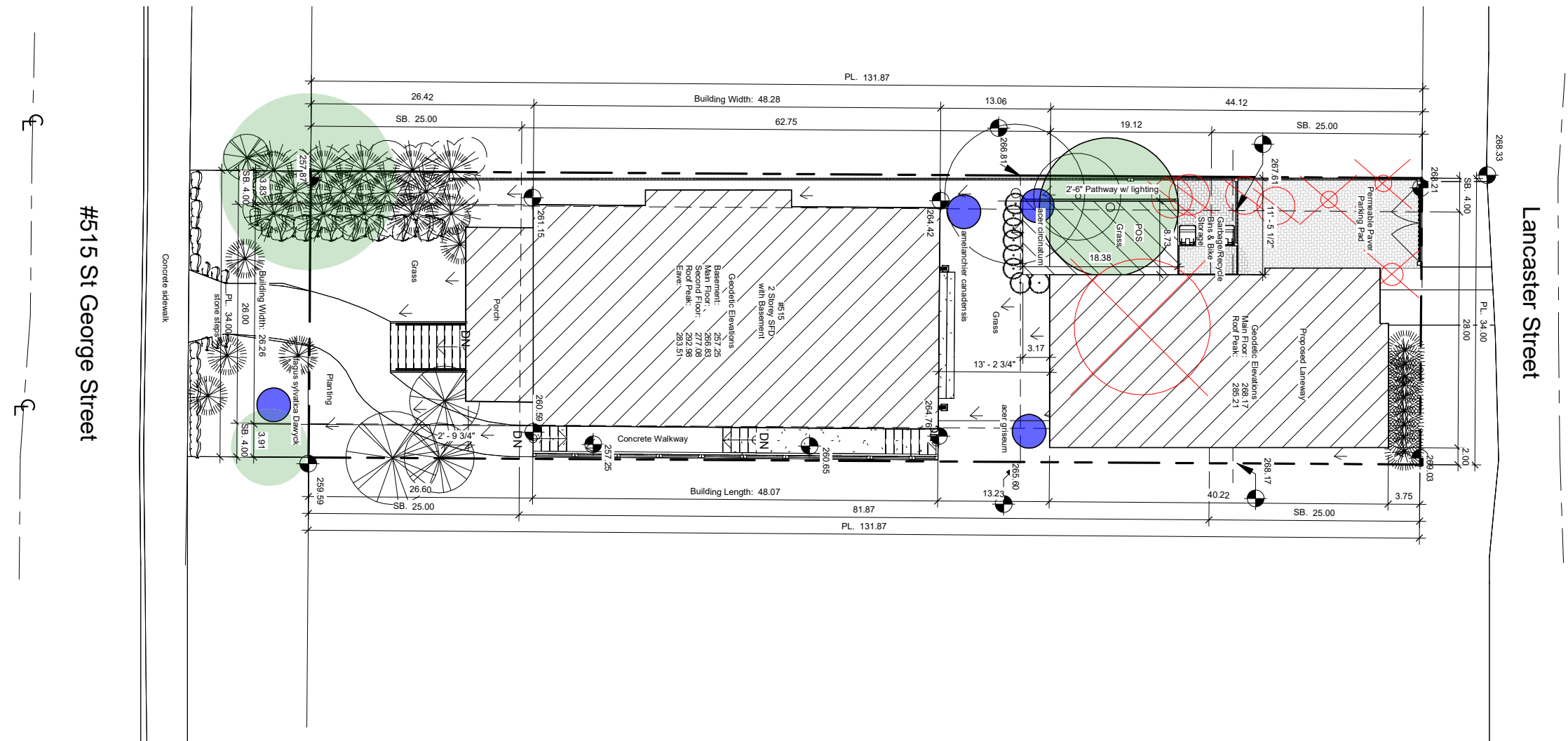
Date August 10, 2021

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Sheet Scale

A0.1  
Page 437 of 480



#515 St George Street

Lancaster Street

1 Site Proposed 11x17  
1/16" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Site Plan

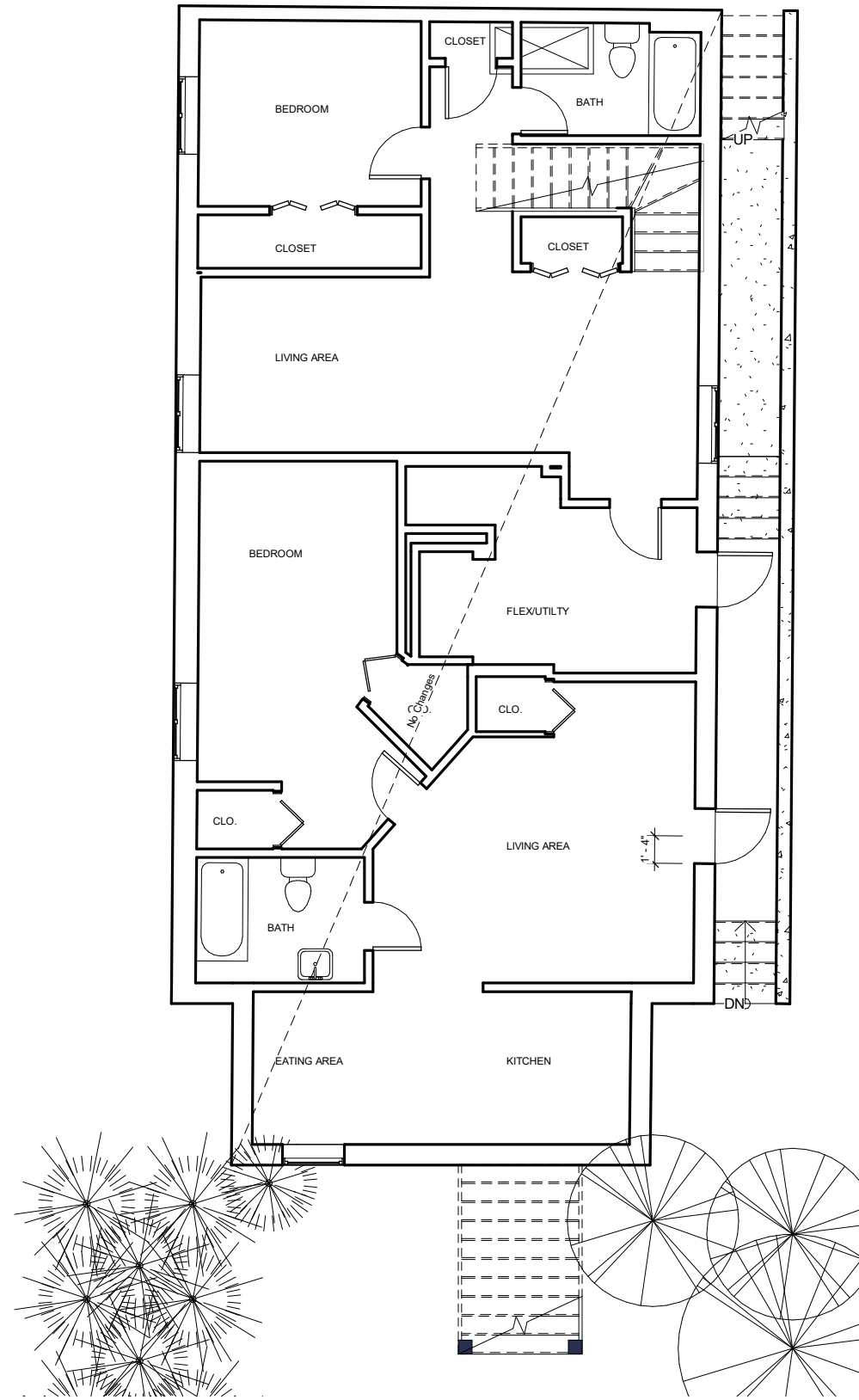
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Date August 10, 2021

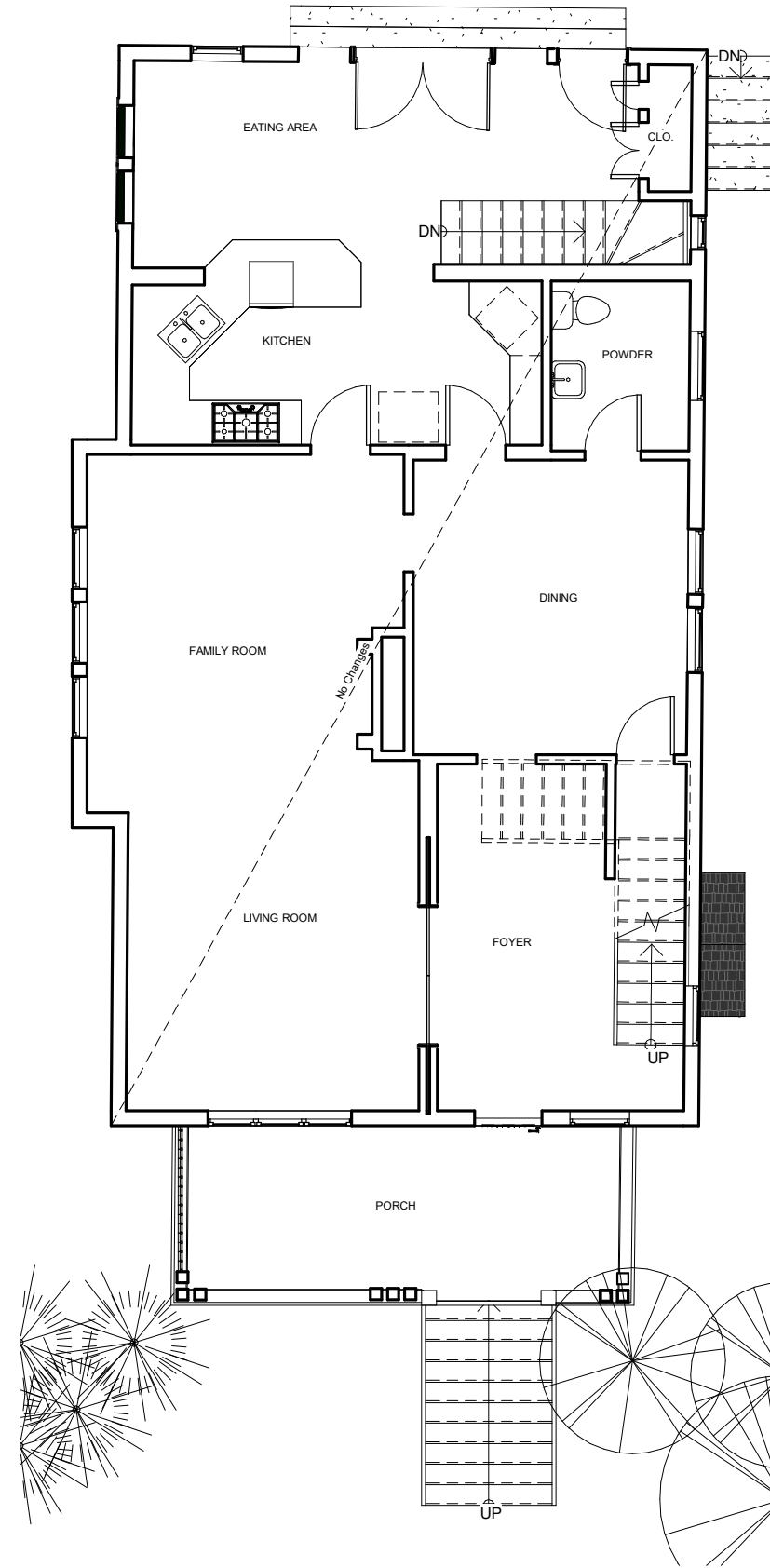
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Sheet A1 Scale 1/16" = 1'-0"



1 Main Basement 11x17  
1/8" = 1'-0"



2 Main Floor 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Basement & Main Floor

Project number 1517

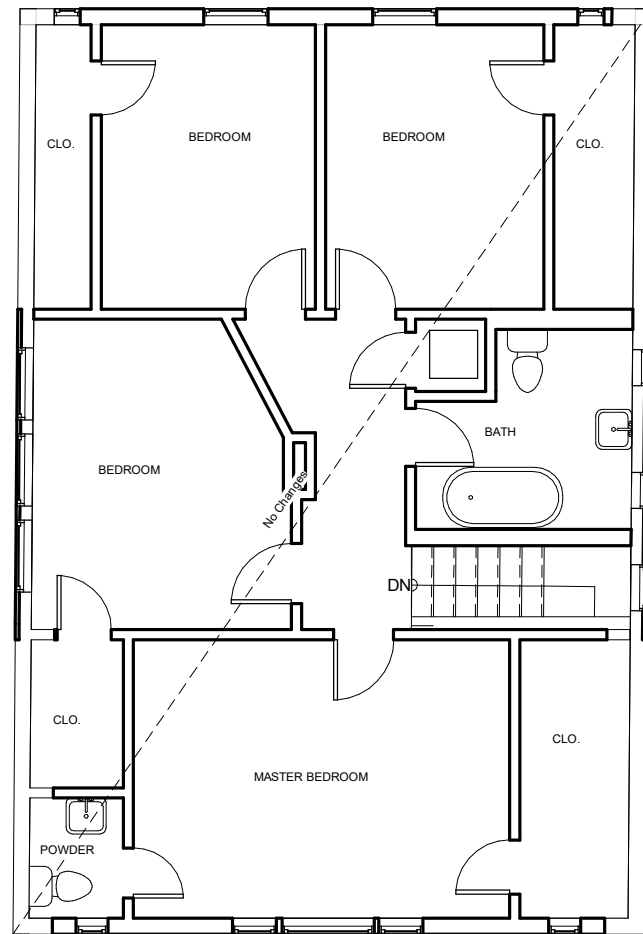
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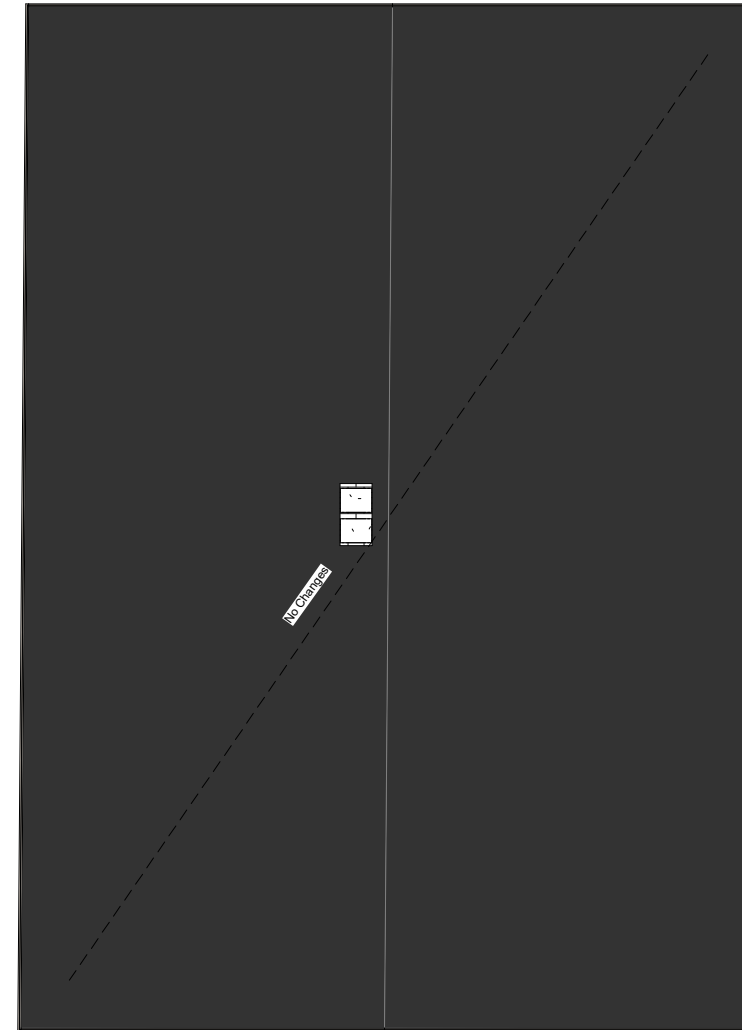
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Sheet Scale

A2 1/8" = 1'-0"  
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① Main Upper Floor 11x17  
1/8" = 1'-0"



② Roof Peak 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Upper & Roof Plan

Project number 1517

Date August 10, 2021

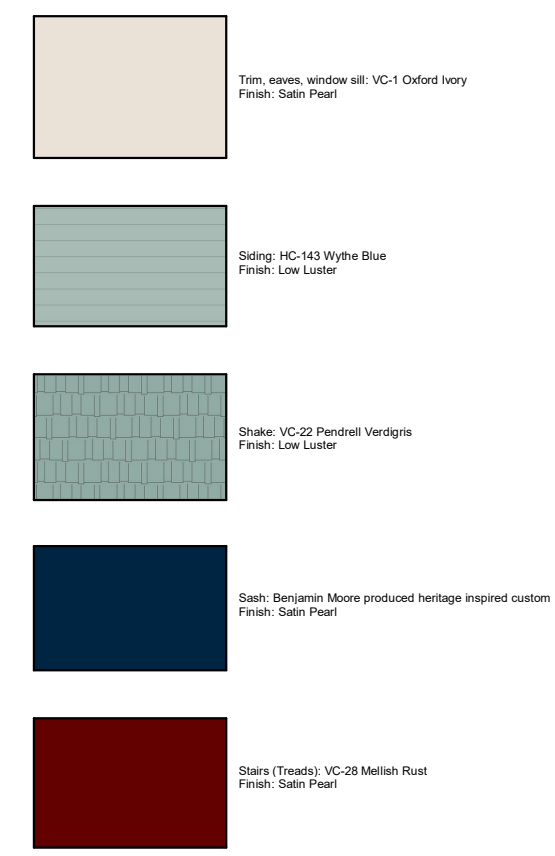
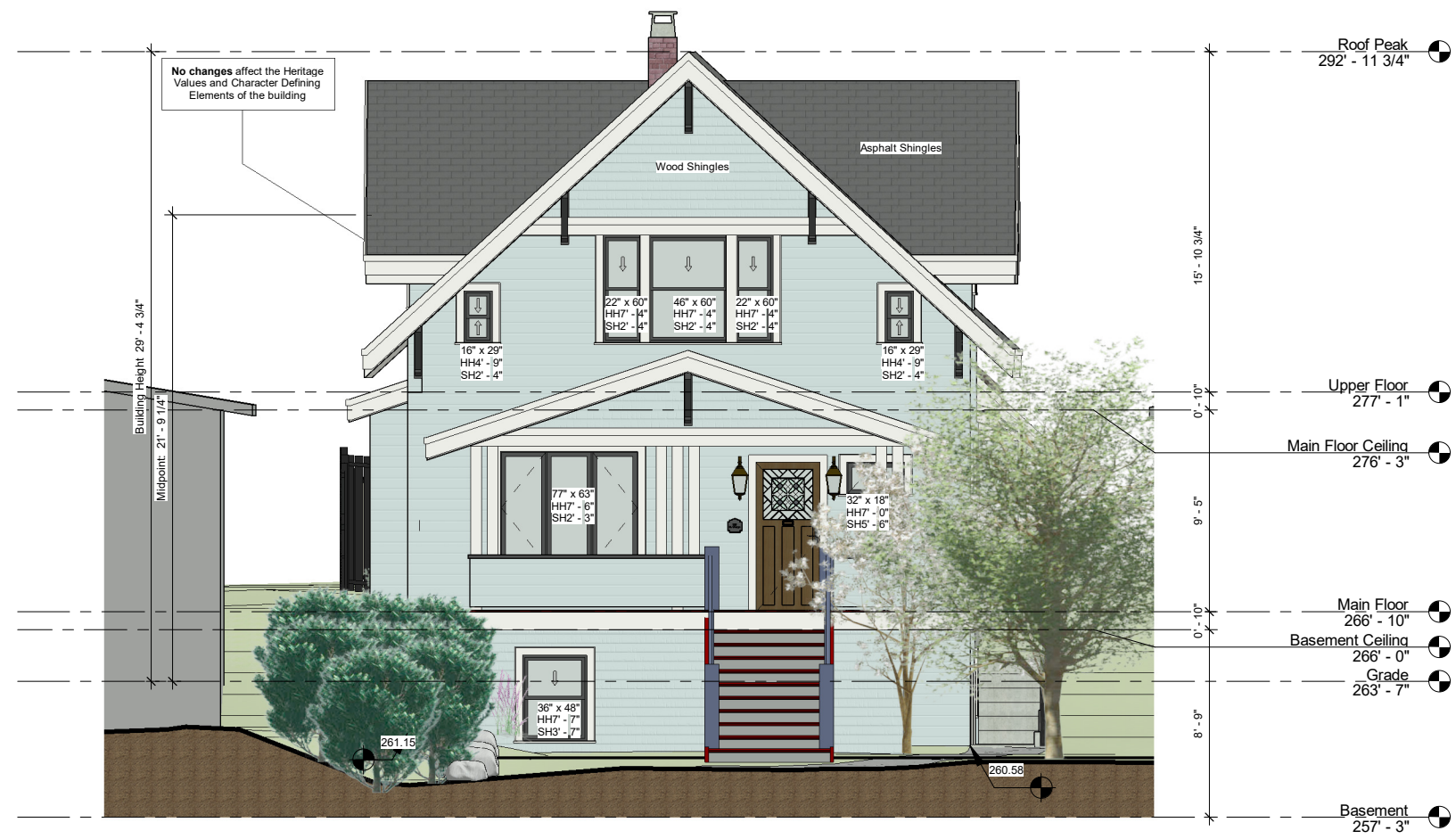
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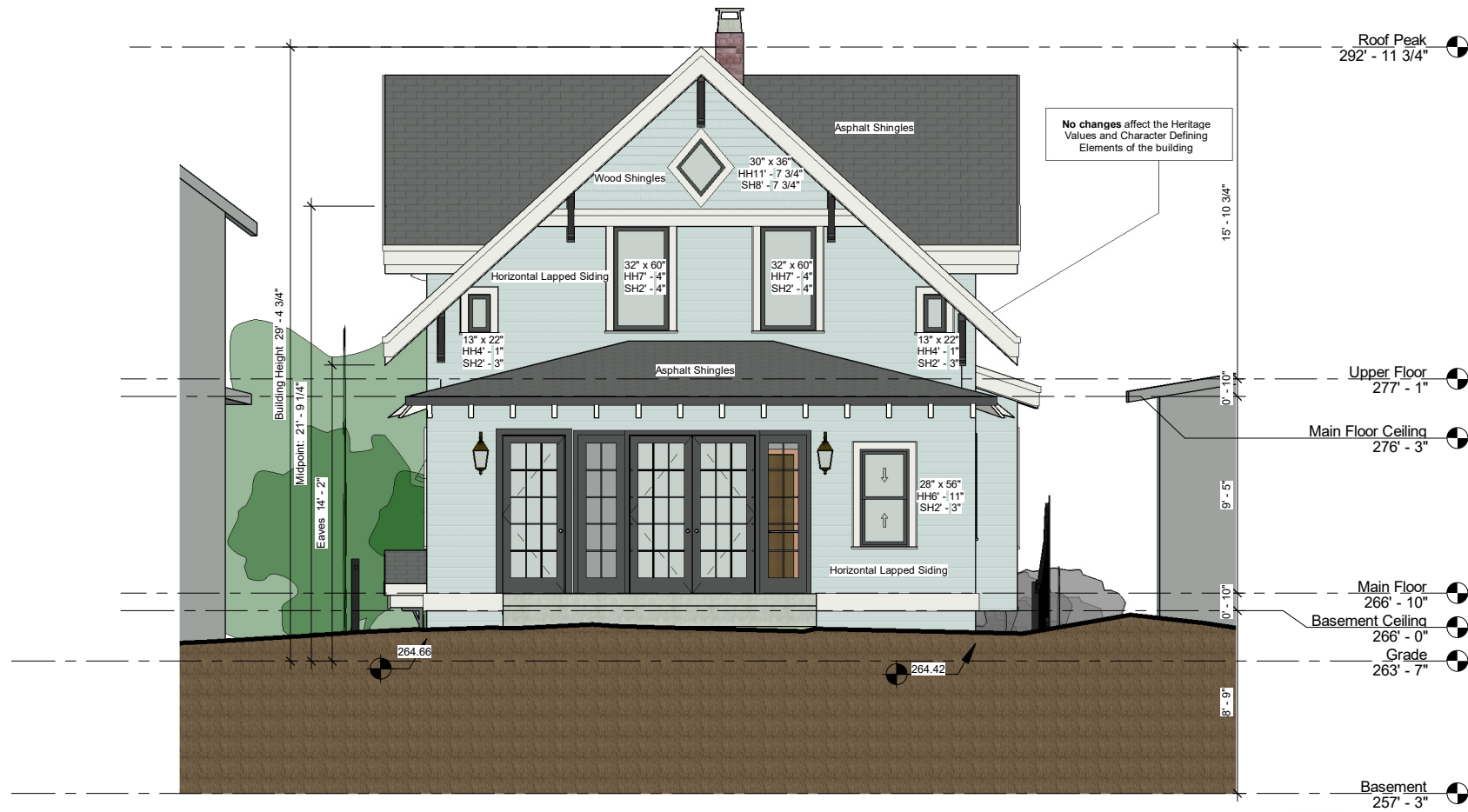
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A3 1/8" = 1'-0"  
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Christina Marino & Patrick Donovan	
515 St. George St	
Heritage Elevations	
Project number	1517
Date	August 10, 2021
Drawn by	Author
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Sheet	Scale
A4	1/8" = 1'-0"
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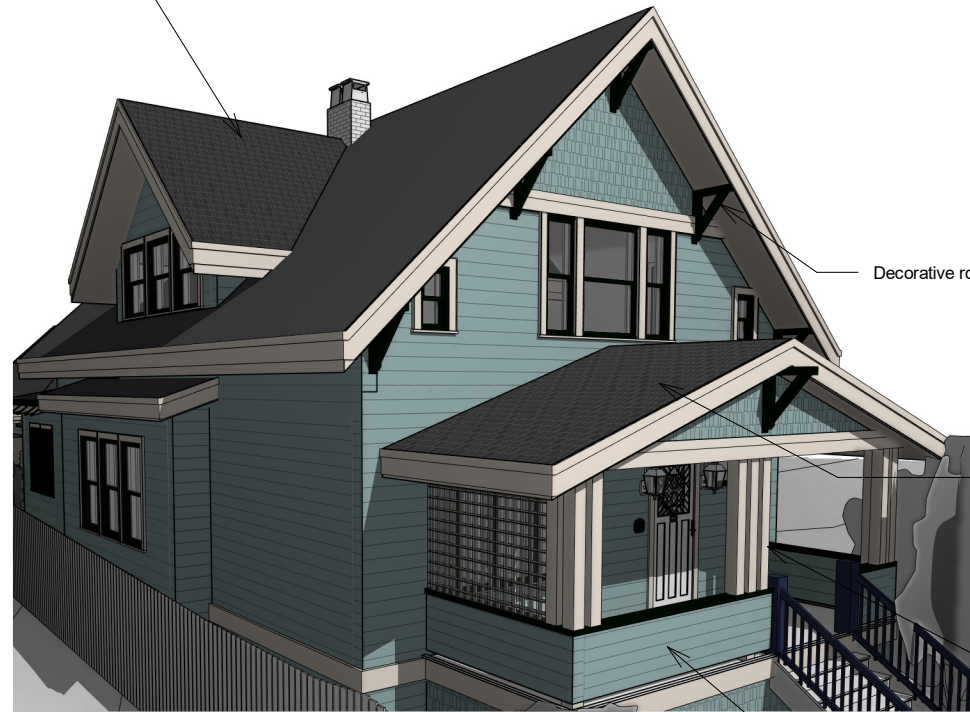
1 Main Rear Elevation 11x17  
1/8" = 1'-0"



2 Main Right Elevation 11x17  
1/8" = 1'-0"

Christina Marino & Patrick Donovan	
515 St. George St	
Heritage Elevations	
Project number	1517
Date	August 10, 2021
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Steeply-pitched cross gable roof



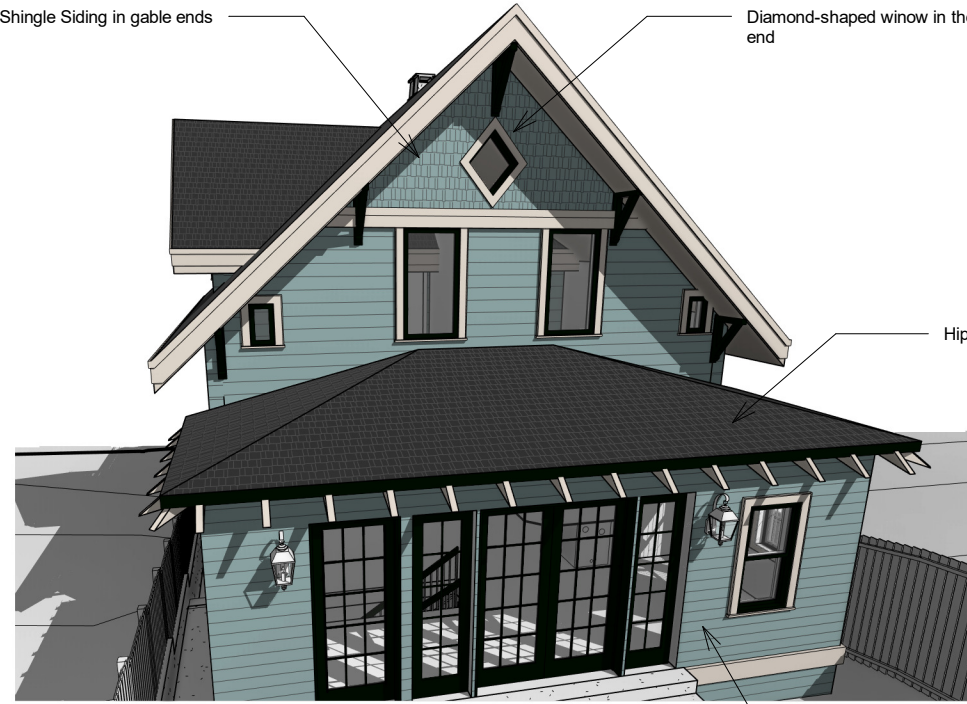
Decorative roof brackets

Shallower pitched cross-gabled roof

Twinned columns on the verandah

Verandah extending across the front of the building

Shingle Siding in gable ends



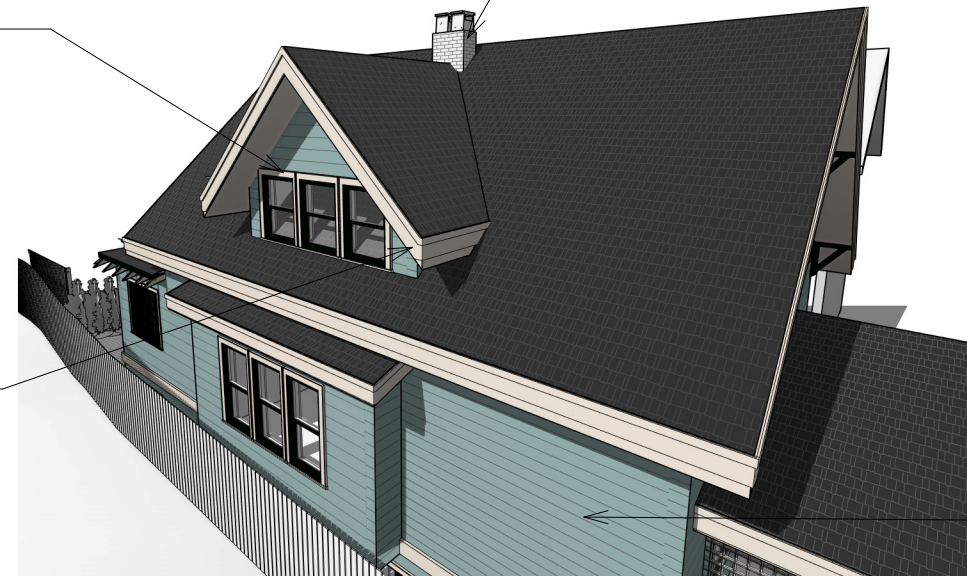
Diamond-shaped window in the rear gable end

Hipped roof at the rear of the building

Horizontal Wood Cladding

wood trims and sills to be re-painted as per HCP

Rehabilitating the chimney



Fascia, soffits and rafter tails to be re-painted same colour as per HCP

Repaint the exterior the same colour as per the HCP

Christina Marino & Patrick  
Donovan

515 St. George St

Heritage Details

Project number 1517

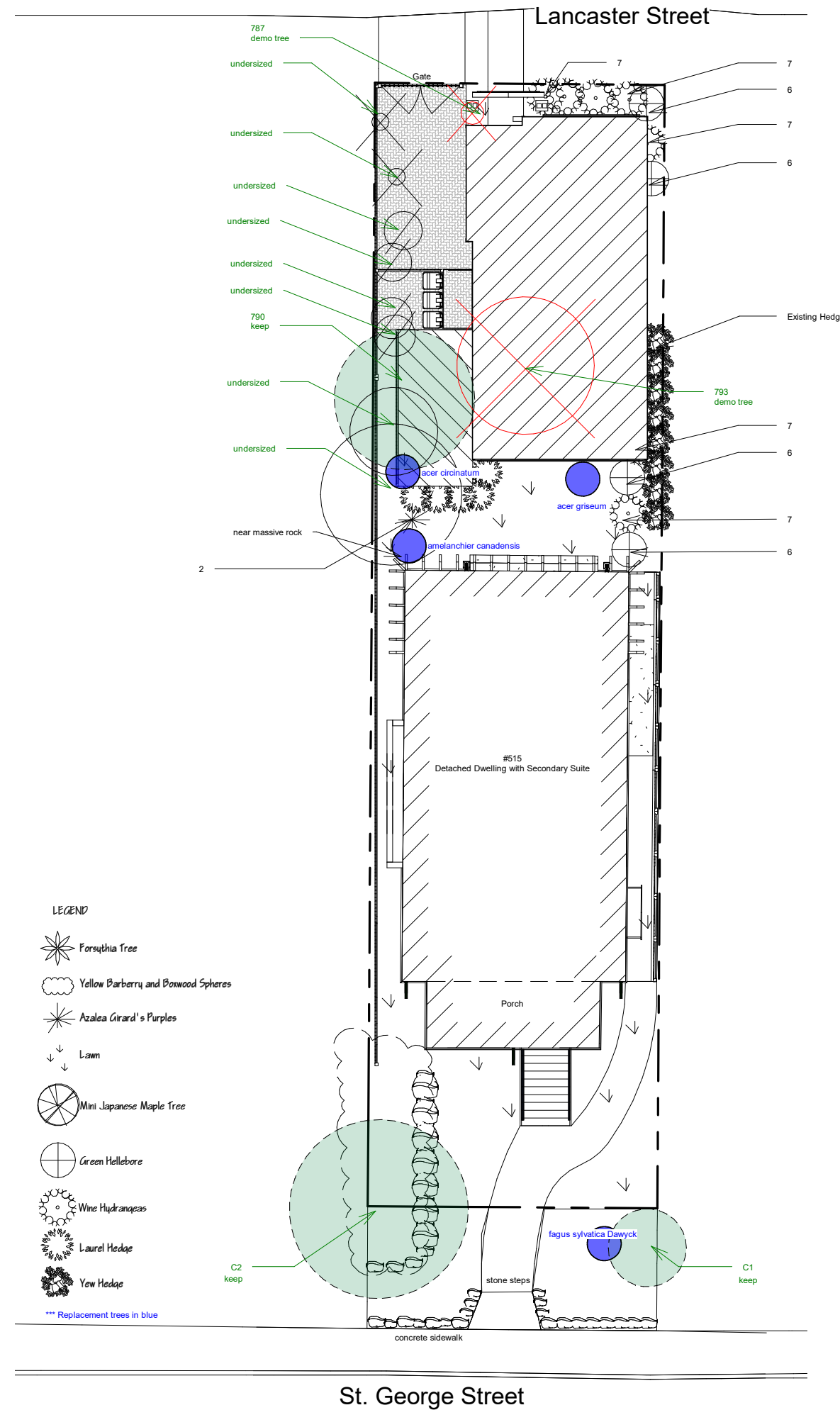
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A6  
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**1** Landscape Plan  
1/16" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Landscape Plan P1

Project number 1517

Date August 10, 2021

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Sheet Scale

**A7** 1/16" = 1'-0"  
Page 444 of 480

1. Forsythia Tree



2. Azalea Girard's Purple's



3. Mini Japanese Maple Tree



4. Yellow Barberry Spheres



5. Boxwood Spheres



6. Green Hellebore



7. Wine Hydrangeas



8. Laurel Hedge



**In-swing gate, 4'-1" (1.25m) high**



Replica fence to emulate historical fences of Queen's Park. Though used as a gate in front of a driveway, its material and height masks its function. Material of rod iron and natural finish composite wood

**Permeable pavers for driveway**



Permeable pavers allows commonly recurring rainstorms to infiltrate through a permeable concrete paving stone surface into a clear crushed open-graded aggregate base before being released into storm sewers or watercourses. Known as permeable interlocking concrete pavement, the system acts as an infiltration facility for the storage, treatment, and improvement of released water.

**Pathway Lighting**



Low energy use solar powered lights to be placed along exterior pathways

Christina Marino & Patrick  
Donovan

515 St. George St

Landscape Plan P2

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

# Project Information

Property Owner	Christina Marinio and Patrick Donovan
Site Address	515 St. George Street
Project Type	HRA and Laneway
Jurisdiction Authority	City of New Westminster
Legal Description	Lot 1, New West District, Group 1, St George's Square
PID	025-453-408
Zone	RS-6

# CONSULTANTS

Surveyor	J C Tam & Associates	604 214-8928
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Arbor & Co.	778 886-1566

# Zoning Analysis

<b>Site</b>	
Lot Width	34.00 ft
Lot Depth	131.87 ft
Lot Size	4483.50 ft <sup>2</sup>

Laneway House	Required/Allowed	Proposed	Notes
Lane Width		33'	
Ground Floor area		830.46 SF	
Upper Floor area		N/A	
Total Floor area	672.525 SF (15%)	829.68 SF (18.5%)	Variance Requested
Site Coverage	672.525 SF (15%)	829.68 SF (18.5%)	
Bike Storage	32 SF		
Front Entry	32 SF	20 SF	
Setback from Lane	3 ft	3 ft	
Setback from side street	N/A	N/A	
Setback from intersection	4.00 ft	NA	
Setback from side lot	4.00 ft / 2.00 ft	10.00 ft West / 2.00 ft East	
Primary separation	16.00 ft	16.5 ft	
Side envelope midpoint		281.0 ft existing / 271 ft proposed	
Side envelope midpoint		281.6 ft existing / 271 ft proposed	
Base Height Plane		267.89 ft	
Accessory Height	22.97' (7m)	16.39'	
Parking Spaces	2	1	Variance Requested

# LWH - Step 2 Compliance Package

1. AIR TIGHTNESS
  - 1.0 air changes per hour @ 50Pa
2. EXTERIOR WALLS & FLOOR HEADERS
  - 2x6 @ 16" O.C. W/ R-22 Batt +5" ROCKWOOL (effective R-35)
  - Headers R28 Batt + 5" ROCKWOOL (effective R-46.8)
3. ROOF & CEILINGS
  - ENG TRUSS SYSTEM @ 16" OC W/ R-40 Batt + 3" XPS INSULATION OVER PLYWOOD (effective R-56)
4. FOUNDATION WALLS, HEADERS, AND SLABS
  - ICF with 4" EPS on exterior and 3" EPS interior (effective R-44)
  - R20 below slab (effective R-20)
  - Unheated slab
5. FLOORS OVER UNHEATED SPACE
  - 2x10 @ 16" OC W/ R-28 Batt + 3" Rockwool (effective R-40)
6. FENESTRATION AND DOORS
  - Vinyl frame, triple glazed, low-e, SHGC 0.20 - 0.65 (USI 0.86-1.34)
  - Fibreglass doors w/ polyurethane fill (R-5.56, USI 1.6)
7. AIR BARRIER SYSTEM & LOCATION
  - Self adhered vapour permeable building wrap
8. SPACE CONDITIONING (HEATING & COOLING)
  - Electric fireplaces
9. SERVICE WATER HEATING
  - Heat pump water heater (EF 1.9)
10. VENTILATION
  - Zhender HRV (SRE 87%)
11. APPLIANCES
  - ENERGY STAR QUALIFIED MODELS
12. LIGHTING
  - STANDARD LED BULBS



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Christina Marino & Patrick Donovan

515 St. George St

Laneway Zoning P1

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

A10  
Page 446 of 480

10-Aug-2021 16:27:36

# GENERAL NOTES

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Dimensions take precedence to scale drawings.

Dimensions to be taken from outside face of sheathing for exterior walls and face of studs for interior walls as shown.

Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

6 MIL poly is required at all connection points between interior and exterior walls.

Floor assembly to be constructed with manufacture I-Joist

Lumber in contact with concrete to be damproofed (sill gasket) , and anchored with 1/2" anchor bolts at 16" O.C. max

Lintels to be #2-2x10 U.N.O TYP.

Double joists at parallel partitions (opt. 2x10 blocking at 24" O.C.)

Dwelling must meet current B.C. ventilation code

All operable windows to be standard sliding glazing, U.N.O.

Waterproof wallboard required on bathroom walls

Provide a bond-breaking material between foundation or rock and slabs.

Exterior dimensions to be measured from outside of sheathing.

All interior dimensions to be measured to the centre of stud, except where otherwise noted.

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All Structural specifications to be designed and certified by a structural engineer. Any discrepancies must be brought to D3 Dimension Drafting and Design Inc. attention.

It is the responsibility of the contractor or builder to check and verify all dimensions and to ensure all work conforms to all local bylaws ad regulation, and to the current edition of the BCBC

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## Site Requirements

- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
- Any exposed concrete over 2 ft in height shall be architecturally treated.

## Exterior Design

- No exposed concrete block is permitted
- Exposed concrete foundation walls are not to exceed 1.64 ft in height,
- In General, the main materials used on the front of the house should be used on all other facades
- Overhangs to be a minimum of 18" TYP. U.N.O.
- All gable fascia shall be a minimum fascia of 2x10.

## Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
- Exterior vertical walls are to be non-combustible 20min rated

## Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
- Garage dimensions are taken from the outside of cladding.
- Driveways shall be constructed of asphalt, exposed aggregate, stamped concrete, brick or combination.
- No gravel driveways or parking areas.

No buildings or driveways shall be constructed on the lots unless provisions to reduce storm water run-off from buildings and driveways been made by the run-off from buildings, driveways and any other impervious surfaces constructed on the lot being re-charged back to the ground through suitable subsurface storm water management systems such as rock pits or exfiltration chambers and run-off from driveways which slope to the public road or common property being intercepted at the property line by the provision of suitably designed and constructed absorbent strip such as grass-crete or permeable interlocking concrete pavers.

# PLAN # 1517

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- Are issued with the understanding that D3 Dimension Drafting Design Ltd., will be responsible for their work only to the extent of issuing corrected copies in the event of an error or omission of the same.
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# SCOPE OF WORK

## Exterior:

- Place Tree Barriers
- Place foundation, consult geotech and structural engineer for specifications
- Rainscreen, roof, add windows and doors, and finish house siding
- Excavate per elevations on site plan
- Frame House, pour parking pad, build stairs, emergency path
- Perform blower door test and ensure step code compliance

Christina Marino & Patrick Donovan

515 St. George St

Laneway Zoning P2

Project number 1517

Date August 10, 2021

Drawn by Author

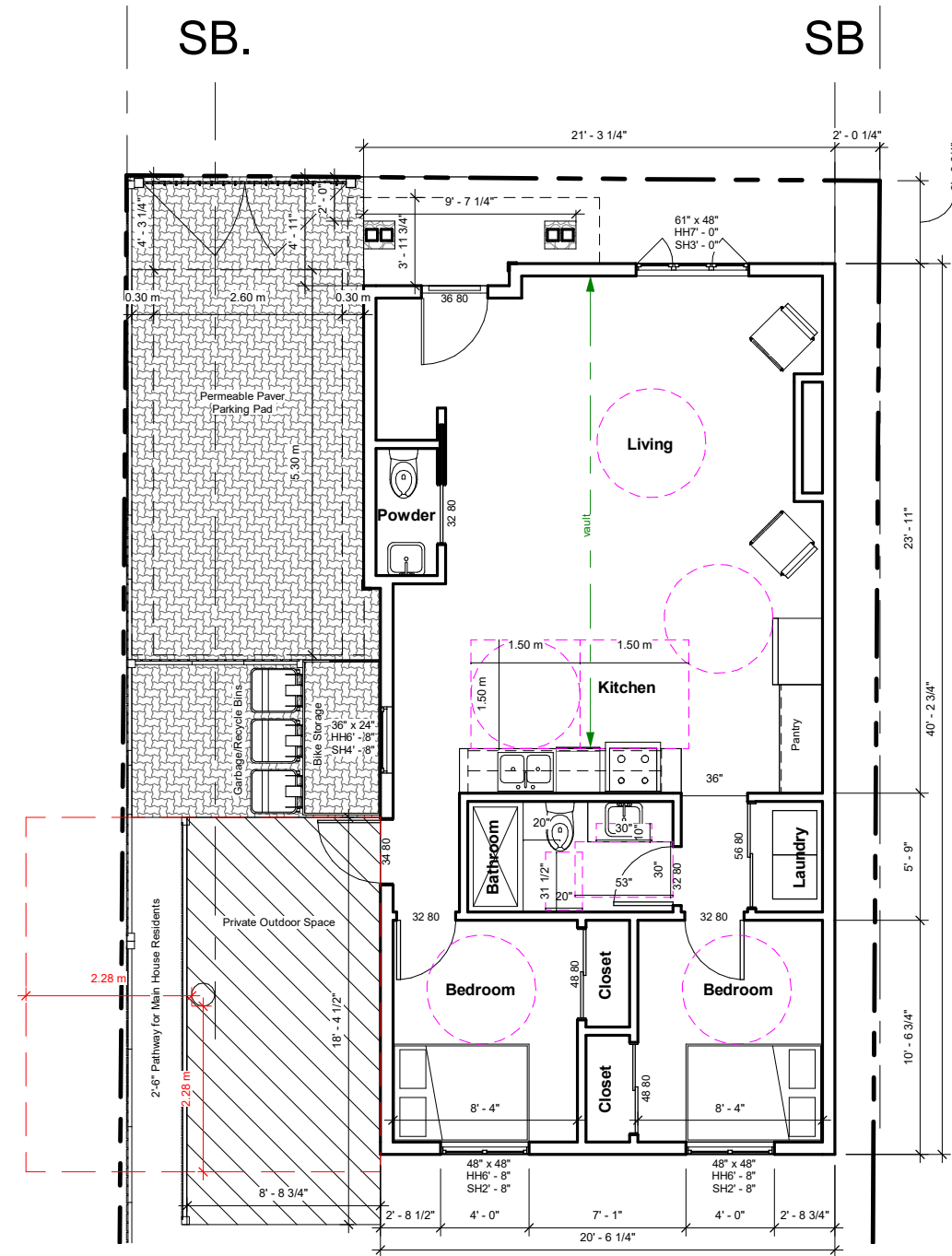
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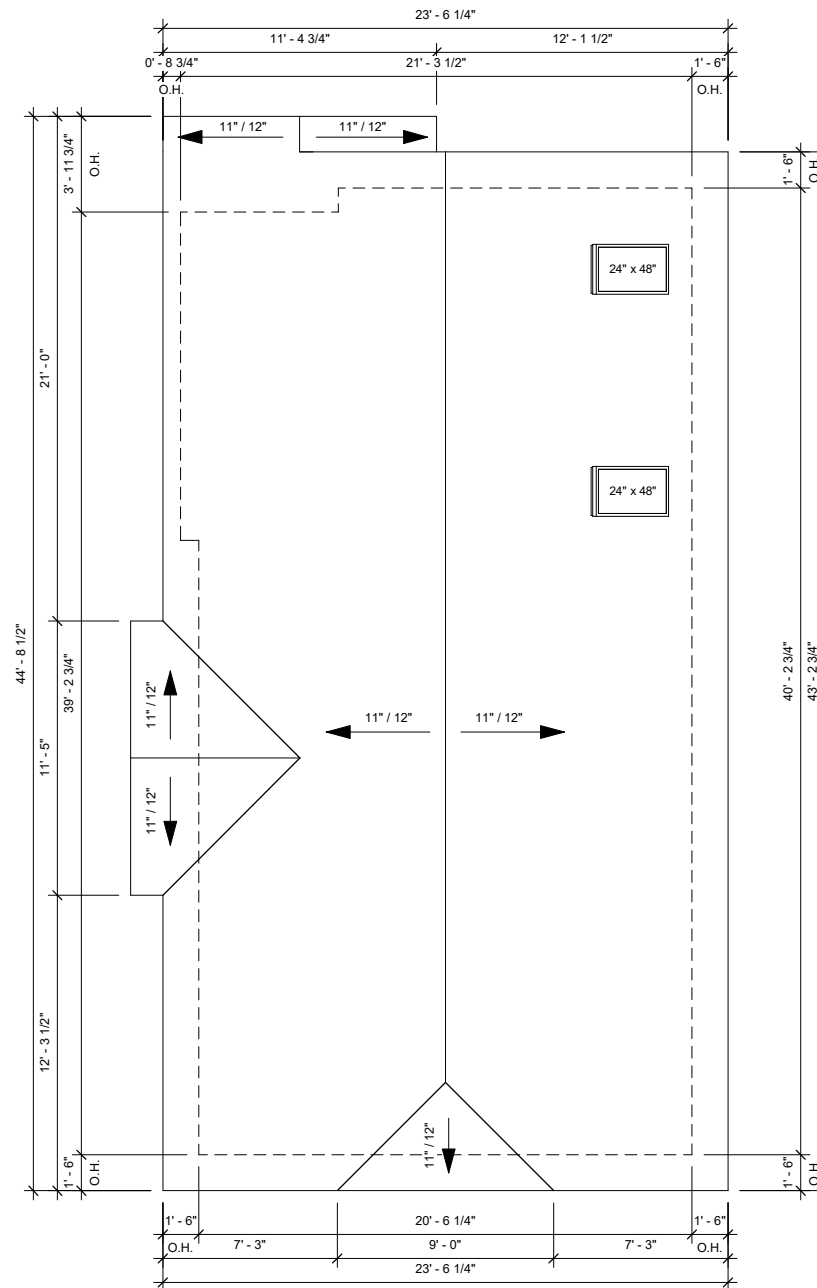
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PL W SB. PLE SB



1 Laneway Main Floor 11x17  
1/8" = 1'-0"



2 Laneway Roof Plan  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Floor Plan

Project number 1517

Date August 10, 2021

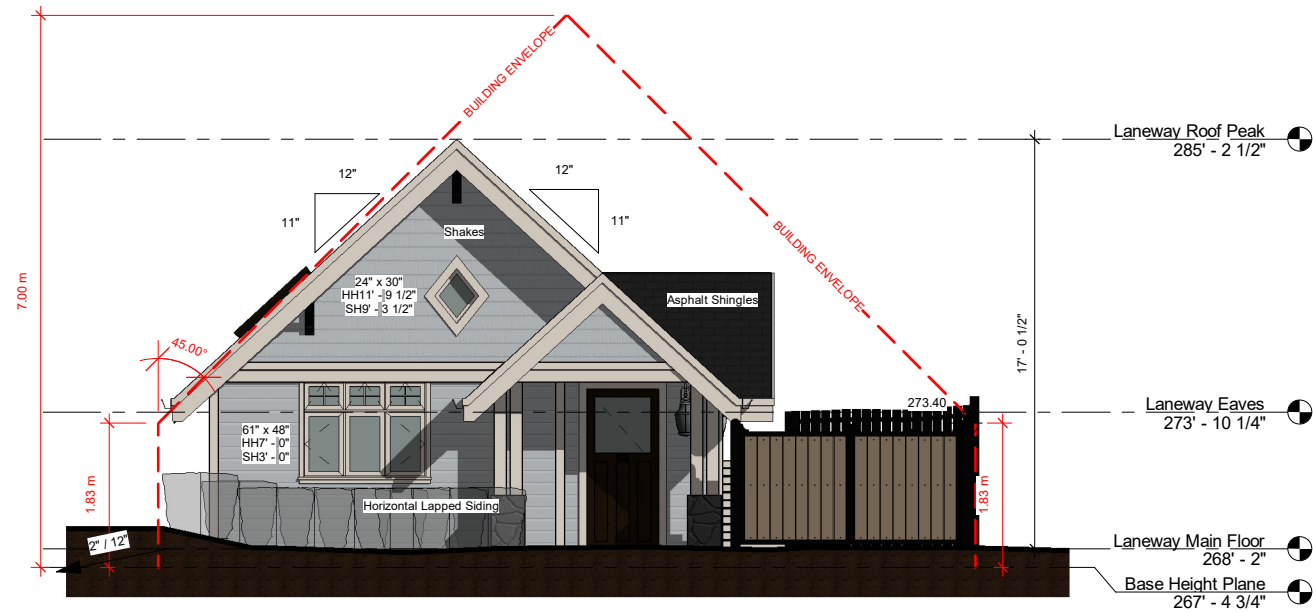
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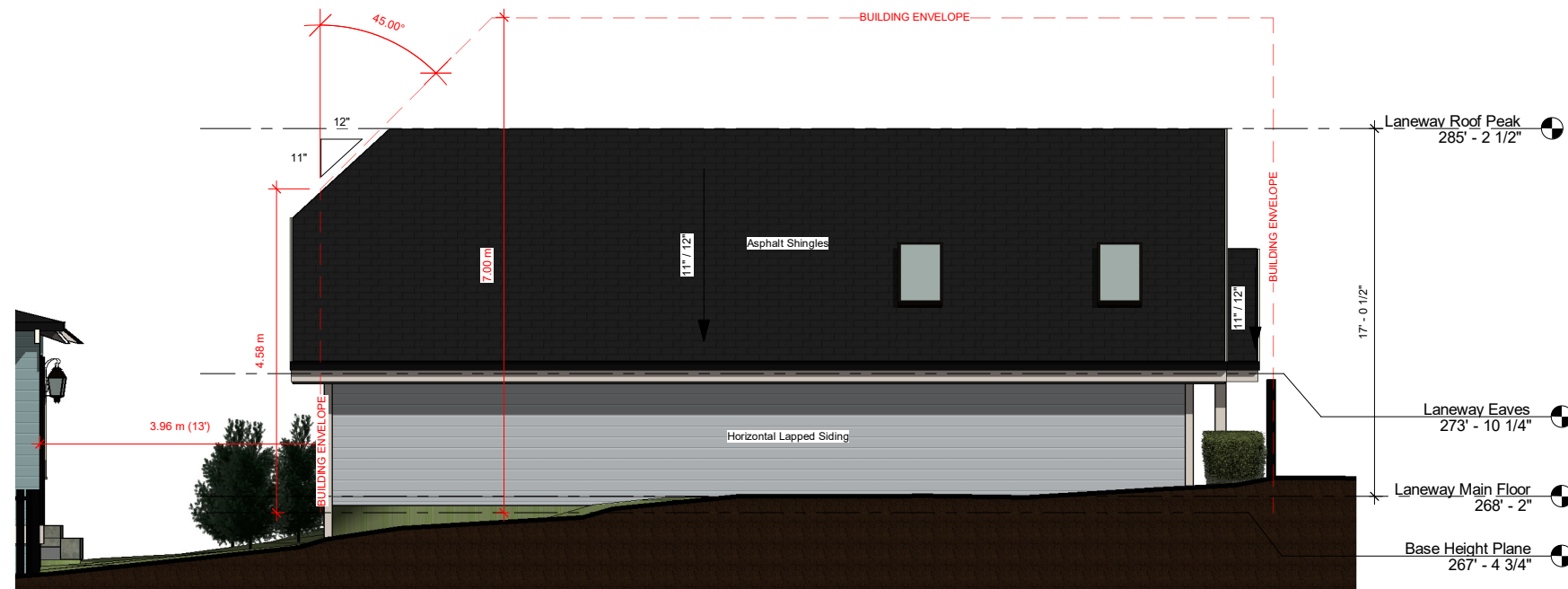
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Page 448 of 480  
1/8" = 1'-0"





1 Laneway Front Elevation 11x17  
1/8" = 1'-0"

Laneway - Front		Building Face Area (SqM)		21.76
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	61	48	2928	1.88902848
1	24	30	720	0.4645152
Total Window Area (SqM)		2.3535	Percentage Openings (Windows/Building Face)	10.82%
Limiting Distance (m)		5.89	Maximum Allowable Percentage	39%



2 Laneway Left Elevation 11x17  
1/8" = 1'-0"

Laneway - Left		Building Face Area (SqM)		21.8
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
0	0	0	0	0
Total Window Area (SqM)		0.0000	Percentage Openings (Windows/Building Face)	0.00%
Limiting Distance (m)		0.61	Maximum Allowable Percentage	7%



Body: Silver Half Dollar 2121-40 Benjamin Moore  
Finish: Low Luster

-hardie 'smooth' horizontal siding



Trim, eaves, and window sills: Simply White  
OC-117 Benjamin Moore  
Finish: Satin Pearl



Front Door: Simply White OC-117  
Benjamin Moore  
Finish: High Gloss



Roof: Black Asphalt Shingle

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Elevations

Project number 1517

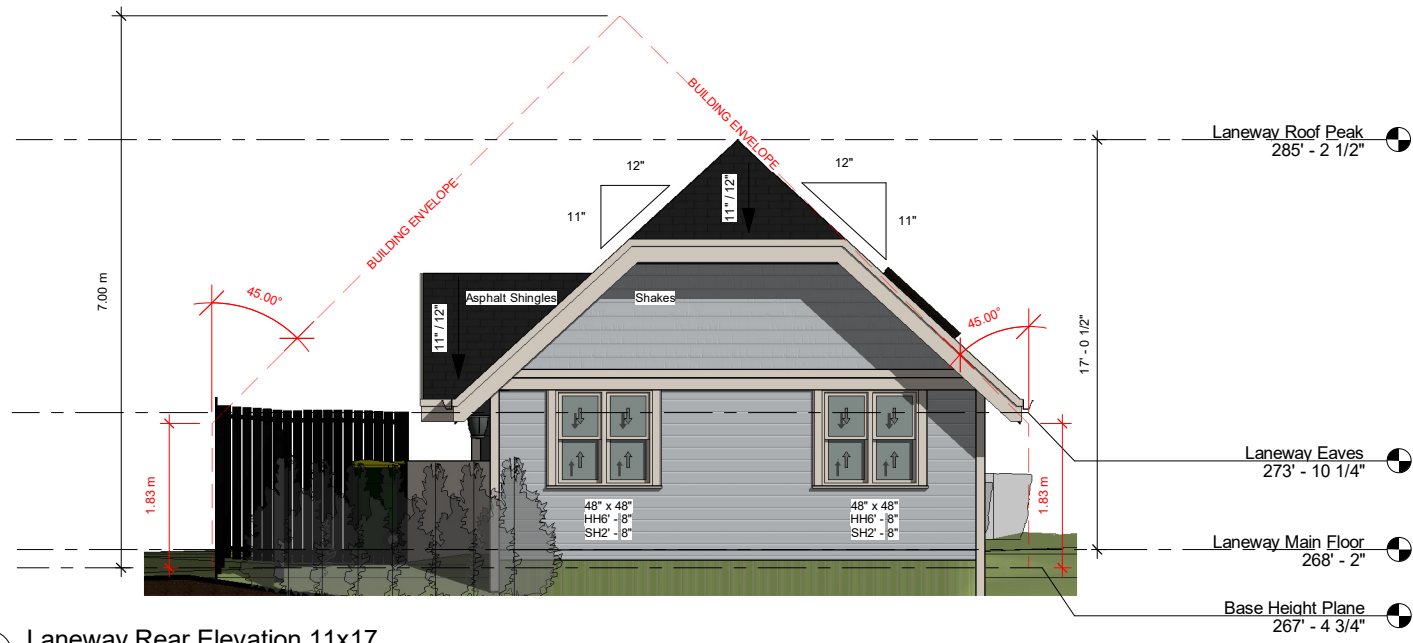
Date August 10, 2021

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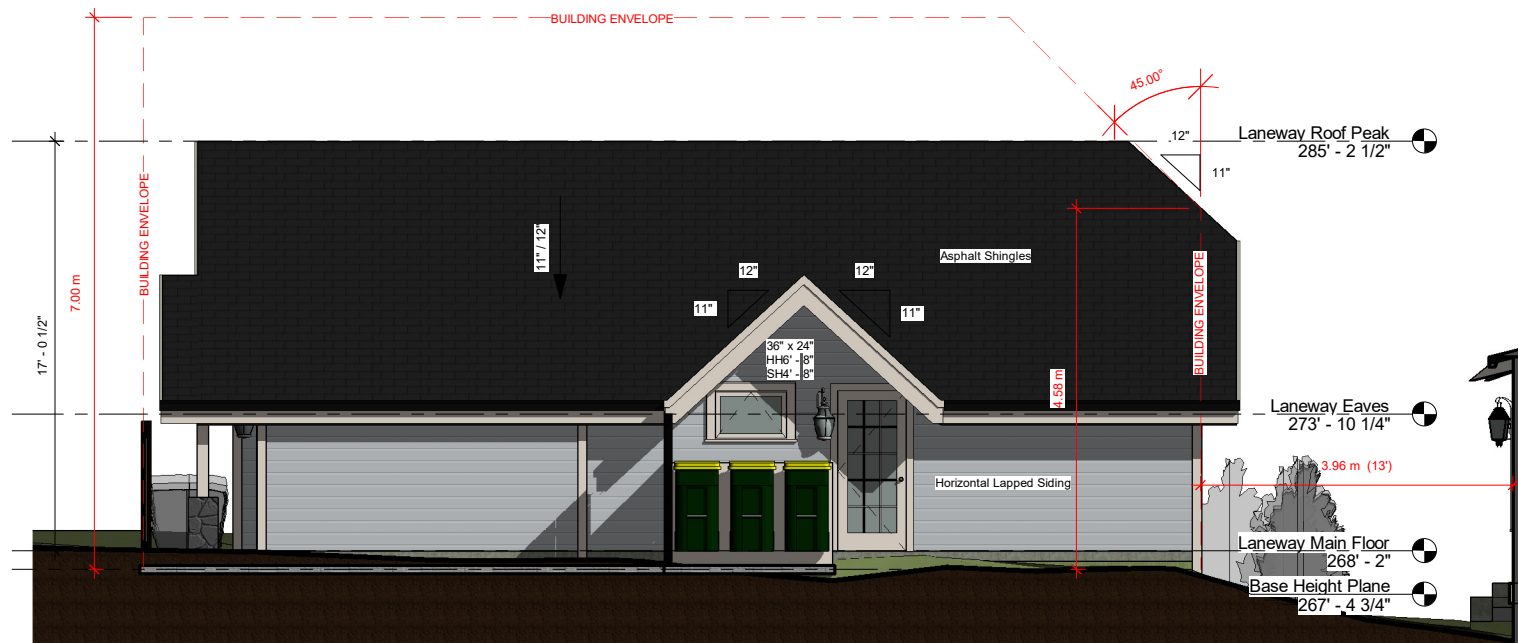
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1 Laneway Rear Elevation 11x17  
1/8" = 1'-0"

Laneway Rear		Building Face Area (SqM)		27.9
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
2	48	48	4608	2.97289728
Total Window Area (SqM)	2.9729		Percentage Openings (Windows/Building Face)	10.66%
Limiting Distance (m)	3.76		Maximum Allowable Percentage	12%



2 Laneway Right Elevation 11x17  
1/8" = 1'-0"

Laneway - Right		Building Face Area (SqM)		19.55
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	36	24	864	0.55741824
Total Window Area (SqM)	0.5574		Percentage Openings (Windows/Building Face)	2.85%
Limiting Distance (m)	3.22		Maximum Allowable Percentage	12%

Body: Silver Half Dollar 2121-40 Benjamin Moore Finish: Low Luster  
-hardie 'smooth' horizontal siding

Trim, eaves, and window sills: Simply White OC-117 Benjamin Moore Finish: Satin Pearl

Front Door: Simply White OC-117 Benjamin Moore Finish: High Gloss

Roof: Black Asphalt Shingle

Christina Marino & Patrick Donovan

515 St. George St

Laneway Elevations

Project number 1517

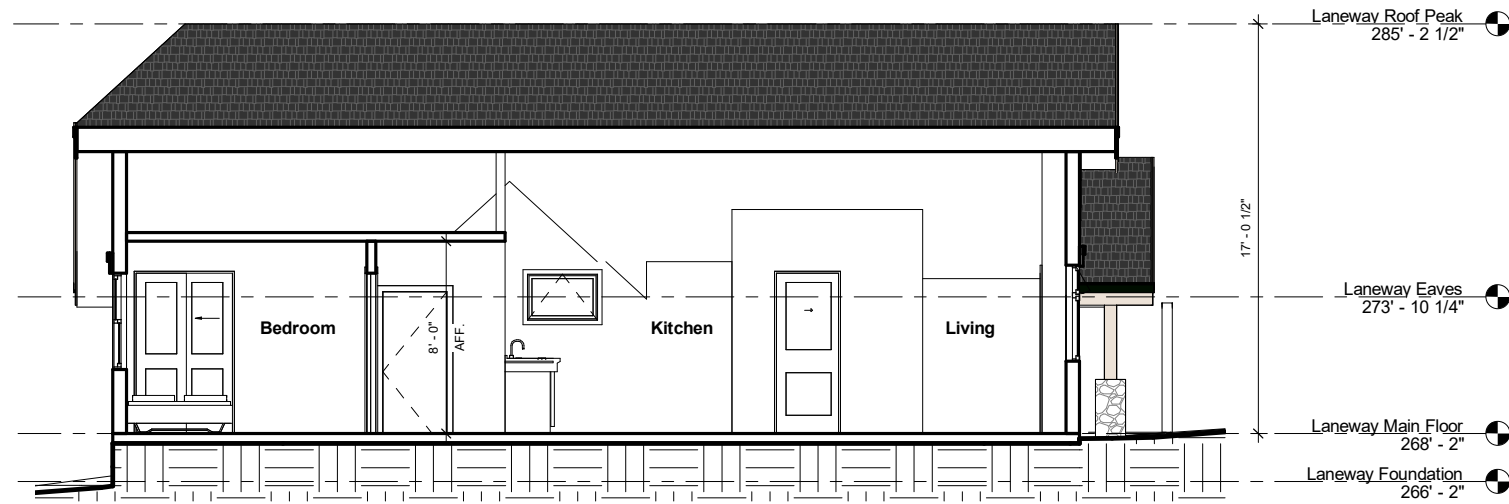
Date August 10, 2021

Drawn by Author

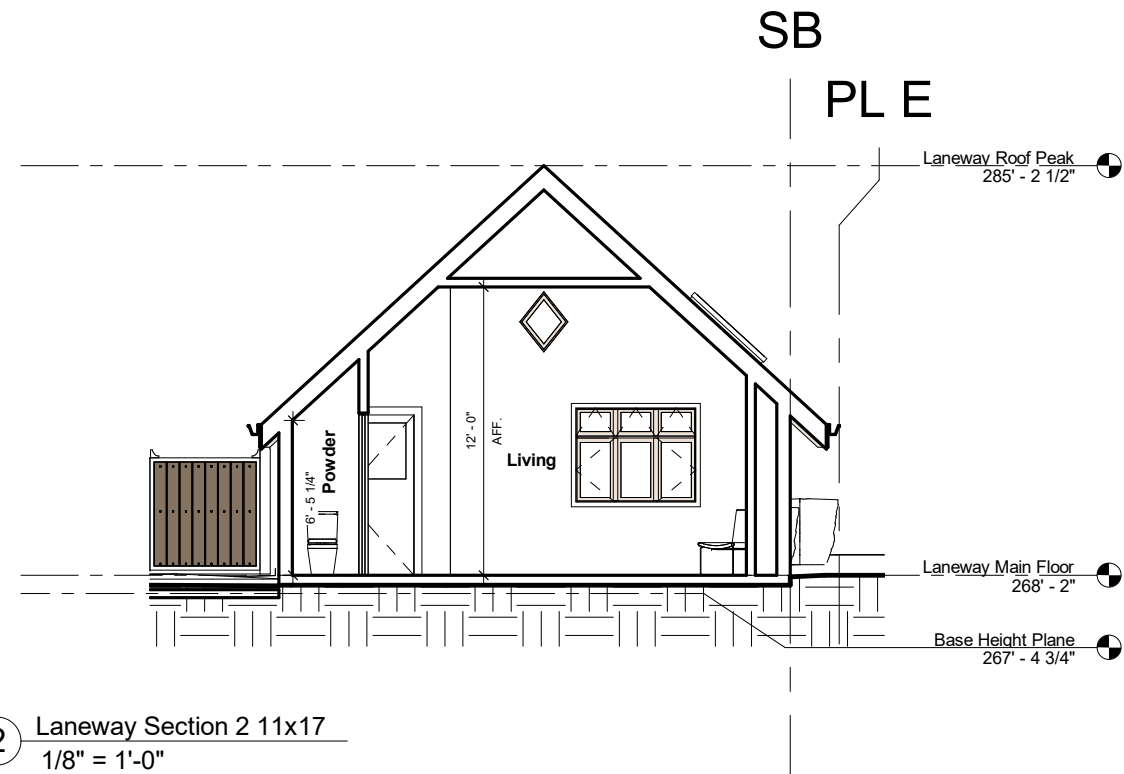
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1/8" = 1'-0"



① Laneway Section 1 11x17  
1/8" = 1'-0"



② Laneway Section 2 11x17  
1/8" = 1'-0"

Christina Marino & Patrick  
Donovan

515 St. George St

Laneway Sections

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

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1/8" = 1'-0"

**Required**

All exterior doors should be installed with the following:

- Minimum door clearance widths of 0.85m (34").
- Maximum door thresholds height of 13mm (1/2"), including patio doors.
- Clear and level covered front door landing areas of at least 1.85m<sup>2</sup> (20 sqft).
- For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

**Required**

All exterior doors should be installed with the following:

- Minimum door clearance widths of 0.85m (34").
- Maximum door thresholds height of 13mm (1/2"), including patio doors.
- Clear and level covered front door landing areas of at least 1.85m<sup>2</sup> (20 sqft).
- For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

**Required**

- All bathrooms designed for use by persons in wheelchairs:
  - 0.8m (31.5") minimum from the front edge of the toilet to the facing wall,
  - 0.51m (20") minimum from the front face of the bathtub or shower to the centerline of the toilet,
  - 0.76m (30") by 1.35m (53") clear floor area centered in front of the washbasin.
- In the main (full) bathroom, knee clearance centered underneath the sink of:
  - 0.76m (30") wide by,
  - 0.25m (10") deep by,
  - 0.68m (27") high,
  - With hot water and drain pipes offset to the rear.
- Bathroom walls should be constructed or re-enforced in such a way to allow the installation of grab bars and handles next to toilets and showers in the future.

**Required**

- No stairs or steps within the building.
- Hallway widths, with a minimum of 0.85m (34").
- All interior doors to meet:
  - minimum clearance width of 0.81m (32"),
  - thresholds to a maximum height of 13mm (1/8"),
- Doors which are installed in series should be separated by 1.5m plus the width of the door swinging into the separating space.

**Required**

- Kitchen design with continuous counter between range and sink.
- A clear floor area of 1.50m by 1.50m provided directly in front of each kitchen fixture.
- Knee clearance provided underneath the sink or counter of:
  - 0.75m (30") wide by,
  - 0.48m (19") deep by,
  - 0.68m (27") high.

**Required**

- Clear floor turning area of 1.50m in diameter on one side of the bed.

**Required**

- Outlets and switches installed in all rooms in locations that are easily reached by persons in wheelchairs.
- Electrical, telephone, cable and data outlets between 0.455m (18") and 1.20m (48") above the floor.
- Switches, controls (ex. light switches) and electrical outlets between 0.455m (18") and 1.20m (48") above the floor.

**Required**

- One accessible parking space meeting the Zoning Bylaw size requirements,
  - minimum width of 3.9m (12.8ft) plus 0.3m (1ft) on either side if adjacent to a wall,
  - minimum length of 5.5m (18.04ft).
- The location and configuration of the accessible parking space should include a safe access route on the property, from the parking space to the LWH door, such as:
  - directly adjacent to the front door or other exterior door,
  - interior access from a garage, or
  - a 0.9m (3ft) wide smooth pathway to an exterior LWH door.

**Required**

- Access to the private outdoor space from a low-threshold door.

WHEELCHAIR FRONT GUIDE WHEEL

MAXIMUM 13 mm  
DETAIL 'A'

MAXIMUM 13 mm  
DETAIL 'B'

MAXIMUM 13 mm  
DETAIL 'C'

Christina Marino & Patrick Donovan

515 St. George St

Accessibility Requirements

Project number 1517

Date August 10, 2021

Drawn by Author

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**APPENDIX 6**

**VARIATIONS TO ZONING BYLAW NO. 6680, 2001**

	<b>Single Detached Dwelling District (RS-6) Requirement/Allowance</b>	<b>515 St. George Street</b>
<b>Detached Accessory Dwelling Unit</b>	Not permitted	Permitted
<b>Maximum Floor Space Ratio (laneway house)</b>	Not permitted	0.185
<b>Maximum Floor Area (laneway house)</b>	Not permitted	830 sq. ft. (77.1 sq. m.)
<b>Parking Spaces</b>	2 spaces	1 space

## THE CORPORATION OF THE CITY OF NEW WESTMINSTER

### BYLAW NO. 8263, 2021

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 515 St. George 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 515 St. George Street has entered into a Heritage Revitalization Agreement authorized by Bylaw No. 8263, 2021 (the "Heritage Revitalization Agreement"), which has requested that Council designate the principal building on the land 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 principal building located at 515 St. George 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 principal building located at 515 St. George Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

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 (515 St. George Street) No. 8263, 2021."

#### 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 principal building located on that parcel of land having a civic address of 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE'S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 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 non-structural 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.

**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 Development Services 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 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 of the Building provided 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 \_\_\_\_\_ 2021.

GIVEN SECOND READING this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

GIVEN THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
MAYOR JONATHAN X. COTE

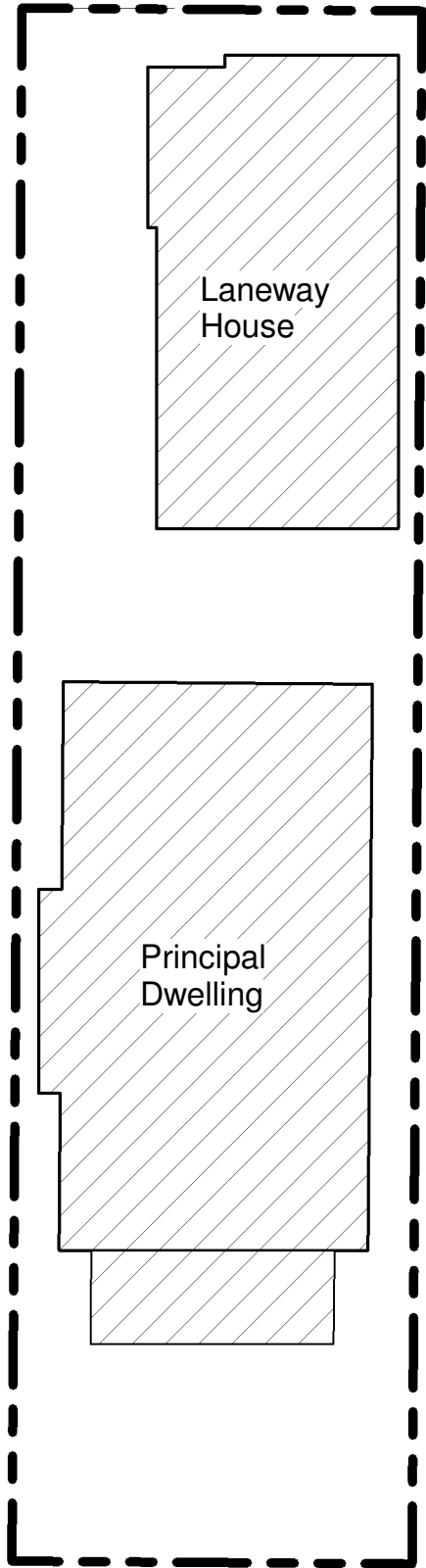
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JACQUE KILLAWEE, CITY CLERK



**SCHEDULE A**

**SKETCH**

Lancaster Street



Laneway  
House

Principal  
Dwelling

#515 St George Street

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**Zoning Amendment Bylaw. No. 8231, 2021**

A bylaw to amend Zoning Bylaw No. 6680, 2001

**WHEREAS:**

- A. The Council has adopted a zoning bylaw under Part 14 of the *Local Government Act*, and wishes to amend the bylaw.
- B. The Council has adopted and wishes to amend Zoning Bylaw No. 6680, 2001.

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

**Citation**

This bylaw may be cited as “Zoning Amendment Bylaw (Bicycle Parking Amendments) No. 8231, 2021”.

**Amendments**

1. Zoning Bylaw No. 6680, 2001 is amended as follows:

a) Add section 120.22.1 with the following definition:

“**BICYCLE, OVERSIZED** means a non-traditional bicycle with larger parking space requirements, including but not limited to, cargo bicycles, bicycles with trailers, tandem bicycles, recumbent bicycles.”

b) Amend Section 150.3 by deleting the table and replacing with:

<b>Use</b>	<b>Minimum Long Term Bicycle Parking Spaces Required</b>	<b>Minimum Short Term Bicycle Parking Spaces Required</b>
<b>Multiple Dwellings, Including Live-Work Uses</b>	1.5 spaces per <i>dwelling unit</i>	0-19 units: 2 spaces 20-59 units: 6 spaces 60-99 units: 9 spaces 100 or more units: 12 spaces
<b>Multiple Dwelling Uses for Elderly</b>	0.25 space per <i>dwelling units</i>	0-19 units: 2 spaces 20-59 units: 6 spaces

<b><i>Citizen's Homes and Supportive Housing</i></b>		60-99 units: 9 spaces 100 or more units: 12 spaces
<b>RT (Infill Townhouse and Rowhouse Residential District) Zone permitted uses</b>	1 space per <i>dwelling unit</i>	Not required
<b><i>Student Housing, Youth Hostels</i></b>	1 space per 8 units	minimum 6 spaces for each building entrance
<b>Residential - All other Residential Uses, except Single Detached Dwelling, Duplex, Float Home, Houseboat, Liveboard, Pier House</b>	1.5 spaces per <i>dwelling unit</i>	6 spaces for developments with 20 <i>dwelling units</i> or more

- c) Delete Section 150.4
- d) Amend Section 150.5 by renumbering to Section 150.4 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum Long Term Bicycle Parking Spaces Required</b>	<b>Minimum Short Term Bicycle Parking Spaces Required</b>
<b><i>Hotels</i></b>	1.0 space up to each 30 <i>hotel</i> units	6.0 spaces for all for developments with 75 <i>dwelling units</i> or more
<b><i>Restaurants, Cafes and Liquor Primary Licensed Premises</i></b>	1.0 space per 1,000 sq. m. of net floor area.	3 spaces for each 500 sq. metres of <i>net floor area</i>
<b>Commercial - All other Commercial Uses</b>	1.0 space for each 500 sq. metres of <i>net floor area</i>	6 spaces for any <i>building</i> with 1,000 sq. metres of <i>net floor area</i>

- e) Amend Section 150.6 by renumbering to Section 150.5 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum <i>Long Term</i> Bicycle Parking Spaces Required</b>	<b>Minimum <i>Short Term</i> Bicycle Parking Spaces Required</b>
<b><i>Industrial Uses</i></b>	1.0 space up to 1,000 sq. metres of <i>net floor area</i> <u>or</u> 1 space per every 25 employees employed at the <i>site</i> , whichever is greater	6.0 spaces for each 1,000 sq. metres of <i>net floor area</i>

- f) Delete the heading prior to Section 150.7 and replace with:  
“Institutional Bicycle Parking Requirements”
- g) Amend Section 150.7 by renumbering to Section 150.6 and deleting and replacing the table with:

<b>Use</b>	<b>Minimum <i>Long Term</i> Bicycle Parking Spaces Required</b>	<b>Minimum <i>Short Term</i> Bicycle Parking Spaces Required</b>
<b><i>Hospital, Private hospital</i></b>	1.0 space for every 25 employees on a work shift with maximum number of employees	6.0 spaces at each public entrance
<b><i>Institutional - Schools (Academic)</i></b>	1.0 space for every 15 staff	1.0 space for every 10 students
<b><i>Institutional - Colleges, Universities</i></b>	1.0 space for each 500 sq. metres of <i>net floor area</i>	1.0 space for every 500 sq. m of <i>net floor area</i>
<b><i>Institutional - All other Institutional Uses, except Public Utility</i></b>	1 space per 500 sq. metres of <i>net floor area</i>	6 spaces for each 1,000 sq. metres of <i>net floor area</i>

- h) Amend first instance of Section 150.8 by renumbering to Section 150.7 and deleting and replacing the text with:

“A minimum of 5% of required *long-term bicycle parking* spaces shall be provided as *oversized bicycle parking* spaces.”

i) Amend second instance of Section 150.8 by deleting and replacing with:

“*Long term bicycle parking spaces provided in a bicycle storage facility shall meet the following standards:*

- (a) *Long term bicycle parking spaces provided in a secured bicycle storage facility, shall be accessible only to residents or employees of the building.*
- (b) *A minimum of 50% of required long-term bicycle spaces shall not be located below the first parking level below grade.*
- (c) *The entire interior of the bicycle storage facility shall be within 30m of a building entrance and shall provide access outside.*
- (d) *Access to a bicycle storage facility shall be provided via a ramp or elevator.*
- (e) *All doors between a bicycle storage facility and building entrances and exits should shall be a minimum 1.5m width to allow a person to navigate a bike through the door.*
- (f) *Lighting in the bicycle storage facility shall provide vertical illumination at floor level of a minimum 160 lux, with true colour and a uniformity ratio of at most 3:1.*
- (g) *A minimum 50% of long-term bicycle parking spaces must be parked horizontally on the floor.*
- (h) *All oversized bicycle parking spaces must be parked horizontally on the floor.*
- (i) *Long-term bicycle parking spaces shall support the bicycle frame above the centre of gravity and shall enable the bicycle frame and front wheel to be locked with a U-style lock and be shall installed with secure, theft-resistant anchoring to the floor or ground.*
- (j) *Electric outlets shall be provided in the bicycle storage facility such that no parking space is more than 5.0 metres from an outlet.”*

j) Amend Section 150.9 by the deleting and replacing with the following:

“Each *long term bicycle parking space* shall be sized as follows:

<b>Bicycle type</b>	<b>Vertical Clearance</b>	<b>Minimum Width</b>	<b>Minimum Length (horizontal placement)</b>	<b>Minimum Length (vertical placement)</b>	<b>Minimum Access Aisle Width</b>
<b>Standard</b>	1.9 metres	0.6	1.8 metres	1.0 metres	1.2 metres

<b>bicycle</b>		metres			
<i>Oversized bicycle</i>	1.9 metres	0.9 metres	2.4 metres	n/a	1.5 metres

- k) Delete Sections 150.10, 150.11, 150.12, and 150.13
- l) Renumber Section 150.14 to Sec. 150.10 and delete the existing clauses and replace with:

*“Long term bicycle parking spaces provided in individual bicycle lockers shall meet the following standards:*

- (a) Shall be at least 2.00 metres away from the edge of the nearest bicycle parking space; and
- (b) Shall be constructed of solid, opaque, and theft resistant material with a lockable door which opens to full width and height of the locker.

- m) Renumber Section 150.15 to Section 150.11 and delete the text and table and replace with:

*Bicycle lockers and access areas shall be follows:*

<b>Minimum Inside Dimensions</b>			
<b>Minimum Width</b>	<b>Minimum Length</b>	<b>Minimum Height</b>	<b>Minimum Access Aisle Width</b>
0.6 metres	1.8 metres	1.2 metres	1.2 metres

- n) Renumber Section 150.16 to Section 150.12.
- o) Renumber Section 150.17 to Section 150.13 and delete the text and replace with:

*“Short term bicycle parking spaces shall meet the following standards:*

- (a) Short term bicycle parking spaces must be located so they are:
  - i. visible from front and/or flanking streets adjacent to the site for which the spaces are required,
  - ii. visible from the principle building entrance for which the spaces are required; or





**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8276, 2021**

A Bylaw to Amend Council Procedure Bylaw No. 6910, 2004

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 "Council Procedure Bylaw Amendment Bylaw No. 8276, 2021."

**Amendments**

2. Council Procedure Bylaw No. 6910, 2004 is amended by:

- a. Amending section 2 by inserting the following definitions into the existing list in alphabetic order:

"Advisory Committee" refers to a body established under section 142 of the Community Charter. [*select committees of council*]

"Commission meeting" refers to a meeting held by a body established under section 143 of the Community Charter [*municipal commissions*]

"Committee meeting" refers to a meeting held by a body established under section 141 or 142 of the Community Charter. [*standing committees of council, select committees of council*]

"Council meeting" refers to a meeting held under Part 5, Division 2, of the Community Charter. [*council proceedings*]

"Electronic Meeting" refers to a Council, Commission or Committee meeting held by electronic or other communication facilities pursuant to Sections 128 to 128.3 of the Community Charter.

"Hybrid meeting" refers to a Council or Committee meeting where some Council members participate by means of electronic or other communication facilities.

"Public Hearing" refers to a meeting held under Part 14, Division 3, of the Local Government Act [*public hearings on planning and land use bylaws*]

- b. Reorder definitions so that all of them are in alphabetical order.

- c. Correct the numbering in the subsections of section 4 to make it consistent with the rest of the bylaw.

## **Section 7A**

- d. Deleting the current sections 7A(1) and (2) and replacing them with the following:

### **Electronic and Hybrid Meetings and Voting**

- (1) Provided the conditions set out in sections 128 to 128.3 of the Community Charter are met, Council meetings and Public Hearings may be held, electronically, or in a hybrid manner, and members may participate in the meeting by means of electronic or other communication facilities.
  - (2) Notice of an electronic or hybrid Council must be given in the same manner as an in person meeting, and also include notice of:
    - (a) The way the meeting is to be conducted; and
    - (b) The place the public may attend to hear, or watch and hear the proceedings.
- e. Deleting subsections 7A(5) and (6) and inserting a new subsection (5) as follows:

Despite Subsection (1), a minimum of six evening Council meetings each year will be scheduled where all members of Council will be physically present, including

    - i. The first Council meeting at the beginning of the Council term, as described in Section 4(1); and
    - ii. The Meeting including a Parcel Tax Roll Review Panel.
  - f. Renumbering the remaining items in section 7A as appropriate.
  - g. Adding the following as a new subsection (8):
    - (8) Members of Council who are participating in a meeting by electronic means are deemed to be present at the meeting for the purposes of attendance and quorum.

## **Section 13**

- h. Deleting the list of items in section 13(1), and inserting the following in its place:
  - (a) Call to Order
  - (b) Changes to the Agenda

- (c) Unfinished Business from Previous Council Meetings
- (d) Bylaws Considered at the Public Hearing
- (e) Reports and Presentations for Council Discussion and Action
- (f) Consent Agenda
- (g) Presentations and Opportunity for the Public to Speak to Council
- (h) Bylaws
- (i) Motions from Members of Council
- (j) New Business
- (k) Announcements from members of Council
- (l) End of Meeting

- i. Adding the following as subsection (3): If there are no items for agenda headings (c) to (i)., they will not be included on the agenda for that meeting.

**Section 14:**

- j. In subsection (e), add the following after the word hand: "...if they are able to do so, and if they are not able to do so, to verbally indicate their vote in support or against the motion; and".

**Section 15:**

- k. Following section 14, delete the word "Delegations" from "Delegations and Presentations" and insert "Speakers".
- l. Delete all instances of "delegations" and "public delegations" and replace with the word "speaker" or "speakers".
- m. Delete subsections 1(d) and 1(e) and insert the following in their place:
  - (d) Speakers are required to follow the procedures and protocols set out in Schedule A.
  - (e) Despite subsection (a), the Presiding Member may decide to start hearing speakers before 7 pm if all registered speakers are present, either in person or electronically.
- n. Attach Schedule A to the bylaw
- o. Delete the words "City Administrator" in 15.2(b) and insert "Chief Administrative Officer".

**Section 17:**

- p. In subsection 2 delete the words "your Worship, Mr. Mayor or Madam Mayor or" and insert " ", Chair or Councillor" following the word "Mayor"

- q. In section 7(e) insert the words, "the Council Code of Conduct, the Respectful Workplace and Human Rights Policy," following the words "this Bylaw"

**Section 26**

- r. Delete the current subsection 3, and replace it with the following:  
  
(3) A proposed bylaw may be debated and changed at any point during first, second, or third reading, unless prohibited by the Charter; if the bylaw is changed during third reading, third reading must be repealed and the changed bylaw must be read a third time.
- s. Delete the existing subsection (4) and replace with the following:  
  
(4) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present, unless there is another requirement under the Community Charter, the Local Government Act, or any other legislation.

**Part 8 – Committees**

- t. Add a section header "Committees, generally" at to the beginning of Part 8 and insert the following as Section 35  
  
35. Notwithstanding rules set out in bylaws for standing and select committees, the rules set out for Council in the bylaw, including the rules for electronic and hybrid meetings, also apply to standing and select committees of council, and to commissions.
- t. renumbering existing sections 35 to 45 as needed.

GIVEN FIRST READING THIS 4th day of October 2021.

GIVEN SECOND READING THIS 4th day of October 2021.

GIVEN THIRD READING THIS 4th day of October 2021.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Mayor Jonathan X. Cote

\_\_\_\_\_  
Jacque Killawee, City Clerk

## Procedure Bylaw Schedule A

### 1. Purpose and Principles

New Westminster City Council has a history of allowing people to speak at Council meetings directly to members while they are sitting in a decision-making capacity. This policy provides a process for people wishing to speak to sign up as a speaker during the opportunity for the public to speak to Council at public evening council meetings.

This policy applies to meetings held under [Part 5, Division 2](#) of the Community Charter.

This policy does not apply to any statutory right the public has to address Council including Public Hearings.

### 2. Definitions

In this Policy:

"Council meeting" refers to a meeting held under [Part 5, Division 2](#) of the Community Charter.

"Applicant" means someone who has requested to address Council as speaker but has not yet been approved or refused.

"Speaker" means someone who has signed up to speak to Council during a Council meeting, in either an in-person or virtual capacity.

"In-person Speaker" means someone who has signed up to speak at a Council meeting, and physically attends the Council meeting in the Council Chamber.

"Virtual Speaker" means someone who has signed up to speak at a Council meeting, and uses video conferencing or telephone to speak.

### 3. Speaker Sign Up

#### **Numbers, Participation Method and Registration**

- i. Speakers will be heard at any Council meeting except those following a Public Hearing.
- ii. A maximum of 10 speakers will be heard at each Council meeting where speakers are scheduled.
- iii. Speakers must register and may participate in person, by video conference or telephone (Zoom).

- iv. Speakers may sign up starting six days before the meeting until noon the day of the meeting in one of the following ways:
  - a. Filling out the form on the City's website; or
  - b. Emailing to [clerks@newwestcity.ca](mailto:clerks@newwestcity.ca); or
  - c. Calling 604-527-4523; or
  - d. Submitting the required information in the mailbox on the north side of City Hall; or
  - e. Mailing: Legislative Services  
City of New Westminster  
511 Royal Avenue  
New Westminster, BC V3L 1H9
- v. Applicants must provide the following information to sign up to speak:
  - a. First and Last name
  - b. Phone number
  - c. Email address
  - d. The organization they are representing (if any)
  - e. The topic they wish to address
- vi. Contact information will be kept until the minutes of the meeting are adopted.
- vii. If registering on behalf of an organization, only one speaker's slot per organization will be permitted, in order to allow the greatest number of people possible to speak. Multiple speakers may speak in the slot but can take no more than five minutes to address Council.
- viii. If a speaker wants to show a presentation, it must be submitted to the Legislative Services by 12:00 p.m. (noon) on the Friday before the Council meeting. The presentation will be displayed and controlled by City staff and streamed on the City's website.

***Determination of Speakers:***

- i. Applicants will be declined if the topic relates to one under discussion at an upcoming public hearing as per the City's normal procedures.
- ii. The Mayor or City Clerk will determine the order of speakers.
- iii. If 10 or fewer delegations are received, all delegations will be placed on the agenda.
- iv. If more than 10 applications for delegation are received:

- a. Speakers wishing to speak to items on the agenda will be prioritized;
  - b. Speakers addressing matters under the City's jurisdiction or concurrent jurisdiction with the Province will be prioritized;
  - c. Council will be informed of the number of delegation requests on a topic if not all are able to speak.
- v. If there are multiple delegation requests on the same topic, and others on different topics:
- a. The delegations will be prioritized to allow the greatest number of topics to be heard by Council.
  - b. The individual on a topic with more than one applicant who will address the issue is the one whose request was received first.
  - c. Multiple speakers will be allowed on a topic if there are fewer than 10 topics.

***Speaker Confirmation***

- i. Legislative Services staff will contact applicants within two business days of the submission of a request to speak.
- ii. Legislative Services staff will confirm that an applicant is approved as a speaker for the Council meeting as soon as possible, and by approximately 1:00 p.m. on the day of the Council meeting, at the latest.

**5. Meeting Protocols for Speakers**

- i. A speaker requiring assistance from another person to enter and exit City Hall or the Council Chamber or for interpretation purposes, must bring that person with them.
- ii. Registered In-person Speakers must check in with the staff member at the door to Council Chamber.
- iii. Registered Virtual Speakers should join the Zoom meeting by computer, smart device, or phone, following directions provided by City Staff.
- iv. In communication with people attending the Council meeting in person, it will be made clear that they should not attend if they have symptoms of illness.
- v. Speakers will have five minutes to speak. Council may ask questions following the speaker, however the speaker is not obliged to answer them. Council may also direct questions to staff.



- vi. In signing up to be a speaker at a Council meeting, a speaker agrees that comments delivered:

<b>Should...</b>	<b>Should not...</b>
...explain support or opposition for an issue or project and how it will affect the speaker	...be about people or groups of people
...use respectful, inclusive language	...use abusive, offensive, vulgar, or discriminatory language
... use language that is honest, accurate and direct	...use terms that disguise or underplay the true intent of comments
...focus on facts	...speculate or make assumptions



**Attachment A**

Section 224 (2)(f) – Owned and Occupied for the purpose of Public Worship  
(TOTAL EXEMPTION)

	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
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 PI.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 PI. 9562	336 Agnes St
4.	00734000	The Roman Catholic Archbishop of Vancouver – St. Peter’s Church	Lots A, Blk.31 PI.3142	330 Royal Ave
5a.	01124000	Columbia Congregation of Jehovah’s Witnesses	Lot 3 of Lot 15 Blk.36 PI.2620	126 – Tenth St (parking lot)
5b.	01125000	Columbia Congregation of Jehovah’s Witnesses	Lot 4 of Lot 15 Blk.36 PI.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 PI. 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 PI.4606 PID 011-110-473	121 E. Columbia St
9.	03472001	Sapperton Baptist Church	Lot 127 Sub. Blk.3 PI.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

# City of New Westminster

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	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
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)	320–330 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

## City of New Westminster

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	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
22.	09204000	The Trustees of St. Aiden's Presbyterian Church	Lots 23 & 24 of Lot 10 Sub. Blk. 11 PI.2620 (2300 sq.ft. Manse taxable)	1316 Seventh Ave
23.	09778000	Unity in Action	Lot 10 Sub. Blk.12 PI.5153	1636 Edinburgh St
24.	10145000	The Image of God Church	Lot 32 of Lot 1 of Lot 13 Sub. Blk. 12 PI.2620 PID 013-483-617	925 Tenth St
25a.	10884000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot "A" Sub. Blk.13 PI.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 PI.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 PI.2620 (2640 sq.ft. Manse taxable)	244 Lawrence St
29a.	13294000	The Khalsa Diwan Society	Pcl. 1 Blk.27 PI.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)

*City of New Westminster*

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	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
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)
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 PI.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

Section 224(2)(g) – Used or occupied by a church as tenant for the purpose of public worship  
(TOTAL EXEMPTION)

1.	07811000	Gheorghe and Fancia Serban (St. Gheorghe Romanian Orthodox Church)	Lot 14 Sub. Blk. 9 PI.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

Section 224(2)(h) – Homes for elderly citizens constructed with assistance of aid granted by the Province  
after  
January 1, 1947 and before March 31, 1974  
(TOTAL EXEMPTION)

1.	06417000	Free Methodist Church Senior Citizen Home Society	Lot 16 Sub Blk.6 PI.28109 PID 008-937-079	815 Kennedy St
2.	11111000	New Westminster Rotary Senior Citizen's Home Society	Lot 7 Sub Blk.14 PI.36206 Subsidy Lot A	25 Clute St

3.	15474000	Connaught Heights Pentecostal Villa Society	Lot "A" Blk.12 D.L.172 G.P.1. PI.2974	2222 Edinburgh St
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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

Section 224(2)(b) – Land or improvements owned by the municipality and used for a purpose of the  
municipality (TOTAL EXEMPTION)

1.	05873100	513 Hornet Royal Canadian Air Cadet Squadron – located on a portion of Queens Park		
2.	09206100	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
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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	236 Ross Drive
4.	00111100	The Fraser River Discovery Centre	Pl.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