

## CITY COUNCIL MEETING AGENDA

Monday, December 12, 2022, 6:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

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

**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 AND LAND ACKNOWLEDGEMENT**

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

2. **CHANGES TO THE AGENDA**

Urgent/time sensitive matters only

3. **REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION**

3.1 **Downtown Livability**

a. **Downtown Livability - Public Realm Improvements and Activation (Circulated Separately)**

15

To update Council on the Downtown public realm improvements and activation initiatives that are completed, planned or underway to support the goals and objectives of the Downtown Livability Strategy.

**Recommendation:**

THAT Council approve the next steps as outlined in the staff report.

b. **Downtown Livability Strategy – Update and Next Steps (Circulated Separately)**

37

This report provides the context for the Downtown Livability Strategy; a progress report on the actions as contained within it; and a rationale for the 2023 Operating Budget and the 2023 Capital Budget regarding service enhancements.

**Recommendation:**

THAT staff be directed to submit service enhancement requests for the 2023 Operating Budget and the 2023 Capital Budget to address the actions as contained in the Downtown Livability Strategy;

THAT staff be directed to seek Provincial funding to address the actions as contained in the Downtown Livability Strategy; and

THAT staff be directed to seek Federal funding to address the actions as contained in the Downtown Livability Strategy.

**c. Presentation (On Table)**

71

**3.2 Feedback from Businesses about Sixth Street Bike Lanes (Circulated Separately)**

104

An informational report on the Council direction and engagement processes leading to the construction of protected cycling lanes along Sixth Street between the Rotary Crosstown Greenway on Seventh Avenue and the east entrance of New Westminster Secondary School north of Eighth Avenue, and to report back on further business engagement requested by Council on November 28, 2022.

**Recommendation:**

THAT Council receive this report for information.

THAT Council direct staff to consider potential measures to mitigate business and public concerns and to report back with recommendations for Council's consideration.

**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.

<b>4.1</b>	<b>Amendments to the Community Heritage Commission Bylaw No. 6423, 1997</b>	126
	This report recommends membership changes and miscellaneous updates to Community Heritage Commission Bylaw No. 6423, 1997.	
	<b>Recommendation:</b>	
	THAT Council consider Bylaw No. 8372, 2022, set out in Attachment 1 of this report, for three readings.	
<b>4.2</b>	<b>Budget 2023: Engineering and Electrical Utility Amendment Bylaw Report</b>	140
	To request Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022 and the attached Electrical Utility Amendment Bylaw No. 8378, 2022.	
	<b>Recommendation:</b>	
	1. <b>THAT</b> Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022; and	
	2. <b>THAT</b> Council give three readings to the attached Electrical Utility Amendment Bylaw No. 8378, 2022.	
<b>4.3</b>	<b>Child Care and Community Uses on School Sites</b>	166
	To update Council regarding school capacity and child care needs in the community, and the potential loss of Neighbourhood Learning Centre spaces, including two purpose-built child cares, on school sites in and on the periphery of the Downtown.	
	<b>Recommendation:</b>	
	THAT Council direct staff to send a letter from Mayor and Council to the Minister of Education and Child Care, outlining the need for additional senior government support to address short- and long-term school capacity and child care needs in New Westminster.	
<b>4.4</b>	<b>Efficiencies – Processes and Council Meetings</b>	202
	This report provides Council with recommendations aimed at creating organizational efficiencies.	
	<b>Recommendation:</b>	
	THAT Council endorse the recommended actions as outlined in this report and direct staff to proceed with implementation.	
<b>4.5</b>	<b>Staffing Challenges Update</b>	208
	To update Council regarding the City’s staffing and service delivery challenges.	
	<b>Recommendation:</b>	
	THAT Council directs that the Senior Management Team report back on a comprehensive staff recruitment and retention strategy for Council’s consideration.	

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

6. BYLAWS

6.1 Bylaws for readings

- a. **Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022** 228  
To set the 2023 Water, Sewerage and Drainage, and Solid Waste Utilities rates. This bylaw is on the agenda for **THREE READINGS.**
- b. **Electrical Utility Amendment Bylaw No. 8378, 2022** 235  
To set the 2023 Electrical Utility Rates. This bylaw is on the agenda for **THREE READINGS.**
- c. **New Westminster Community Heritage Commission Amendment Bylaw No. 8372, 2022** 250  
To make membership changes and miscellaneous updates. This bylaw is on the agenda for **THREE READINGS.**

6.2 Bylaws for adoption

- a. **Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022** 253  
To provide the authority to temporarily borrow as required up to \$3 million in 2023. This bylaw is on the agenda for **ADOPTION.**

7. MOTIONS FROM MEMBERS OF COUNCIL

7.1 Motions for Discussion and Decision

- a. **Halting the Phase-out of the Royal City Moniker**  
**Submitted By: Councillor Fontaine and Councillor Minhas**  
  
**WHEREAS** there has been widespread concern from New Westminster citizens and business-owners regarding Council's decision to phase-out the Royal City moniker; and  
  
**WHEREAS** unlike any other city in Province of BC, the City of New Westminster has the unique distinction and opportunity to market itself as the "Royal City" and;  
  
**WHEREAS** many citizens and local business owners have openly stated they believe there was not adequate consultation with Indigenous people, residents and business owners prior to the previous Council's decision to phase-out the Royal City moniker; and

**WHEREAS** the City has limited resources and tax and utility rates have been going up over the last four years at a rate much higher than inflation; and

**WHEREAS** the final cost related to phasing out the Royal City moniker and rebranding has yet to be determined but is estimated to be significant; and

**WHEREAS** there is a shortage of staff at the city and our human resource capacity should be focused on the delivery of essential programs and services

**BE IT RESOLVED THAT** the City of New Westminster halt the phasing out of the 'Royal City' moniker in our branding; and

**BE IT FURTHER RESOLVED THAT** no future change to the branding shall be undertaken without due notice and proper consultation with our residents, businesses and Indigenous people.

**b. Elimination of Train Whistle Noise and Supporting Increased Liveability**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** an important role for any city government is to ensure the liveability of its residents; and

**WHEREAS** citizens who live in high density living are helping to reduce the city's carbon footprint and as such are helping to tackle climate change; and

**WHEREAS** train whistle noise has severely impacted the quality of life for residents in both Sapperton and Queensborough; and

**WHEREAS** the former Railway Community Advisory Panel was disbanded notwithstanding the fact it was credited with helping to advance the elimination of train whistle noise; and

**WHEREAS** a significant number of residents in the affected neighbourhoods indicated during the recent civic election they do not believe enough has been done to eliminate train whistle noise; and

**WHEREAS** the current Mayor and Council have the ability to strongly advocate to senior orders of government to assist with infrastructure costs and policy changes related to upgrading train crossings; and

**THEREFORE BE IT RESOLVED THAT** Council re-establish the

Railway Community Advisory Panel and that staff report back to Council on the updated terms of reference by no later than January 31, 2023.

**BE IT FURTHER RESOLVED** that the City of New Westminster establishes a target of eliminating all unnecessary train whistles which are negatively impacting the quality of life for thousands of Sapperton and Queensborough residents by no later than 2026; and

**BE IT FURTHER RESOLVED** that City Council draft a letter to the Federal Minister of Transportation advising that we wish to accelerate negotiations with the Federal Government to get their support and assistance with whistle cessation in our neighbourhoods; and

**BE IT FURTHER RESOLVED** that staff be required to provide quarterly updates to City Council and the public regarding progress made to eliminate unnecessary train whistles; and

**BE IT FURTHER RESOLVED** that staff ensure the website containing critical information regarding whistle cessation is updated with the latest information; and

**BE IT FURTHER RESOLVED** that staff report back on the capital costs related to the infrastructure upgrade to the Sapperton and Queensborough train crossings and if we are eligible to apply for provincial or federal infrastructure funding to lower the tax burden on city ratepayers.

c. **Reducing Crime and Increasing Public Safety in New Westminster**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** reports of increased crime and public disorder are of concern to New Westminster residents and business owners; and

**WHEREAS** City Council can play an important role in helping to reduce the level of crime on our streets; and

**WHEREAS** the previous City Council initially voted 4-3 to ask the NW Police Board to freeze its budget and modify its request for a \$1.7M increase in funding in 2021; and

**WHEREAS** City Council eventually voted in favour of an increase in the NW Police Department 2021 budget by a vote of 5-2; and

**WHEREAS** the New West Police Department plays a critical role in reducing crime and improving public safety in our city; and

**WHEREAS** it is important for New Westminster to reduce crime and public disorder to support our commercial districts; and

**WHEREAS** the residents of New Westminster raised many concerns in the recent civic election that not enough attention was being focused on the issue of crime and safety in our city;

**WHEREAS** it is important to engage with our local citizens and residents and obtain their feedback in the development of new strategies to combat crime including random acts of violence; and

**THEREFORE BE IT RESOLVED THAT** a new Crime Reduction and Public Safety Advisory Committee be created and that staff report back to Council on the terms of reference for the Task Force by no later than January 31, 2023.

d. **Creation of a New Finance and City Services Standing Committee**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** it is important that we increase the level of openness, transparency, and accountability regarding the City's finances; and

**WHEREAS** we are facing a major infrastructure deficit and increased spending pressures; and

**WHEREAS** several other Metro Vancouver cities have established committees to provide better oversight and accountability on city spending and services; and

**WHEREAS** the City of New Westminster has consistently increased property taxes and utility rates well above the rate of inflation over the last four years; and

**WHEREAS** increased population growth in the City of New Westminster has served to increase our overall revenue; and

**WHEREAS** the establishment of a new Finance and City Services Standing Committee would help increase the public's confidence that their tax dollars, user fees, fines and other payments to the City are being spent effectively;

**THEREFORE BE IT RESOLVED THAT** Council recommend to

the Mayor he establish a new Finance and City Services Standing Committee and that staff report back to Council on the terms of reference by no later than January 31, 2023.

**e. Creation of a New Amateur Sport and Recreation Advisory Committee**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** New Westminster has a proud tradition of producing top athletes and successful amateur sport teams; and

**WHEREAS** the city has grown at a very rapid rate the last decade and our sports and recreation infrastructure has not been keeping pace; and

**WHEREAS** there are not enough swimming pools, ice rinks, pickle ball courts, artificial turf fields and other sports infrastructure to meet the growing demand in the City of New Westminster; and

**WHEREAS** it is important for any city to invest in sports and recreation infrastructure if they are going to make high density living more liveable; and

**WHEREAS** the opportunity exists for the City to work more closely with our amateur sport and recreation associations to determine their current and future needs; and

**WHEREAS** sports tourism can play an important role in helping to generate economic activity within our city; and

**THEREFORE BE IT RESOLVED THAT** a new Amateur Sport and Recreation Advisory Committee be created and that staff report back to Council on the terms of reference by no later than January 31, 2023.

**f. Advocacy to the BC Government to Increase Housing and Wrap-Around Supports for People Living with Mental Illness**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** it has been documented that there is a severe lack of provincial health supports in the Metro Vancouver region for individuals living with a mental illness; and

**WHEREAS** there is a connection between mental illness, substance use disorder and homelessness and this is evident on the streets of New Westminster and other Metro Vancouver cities; and



**WHEREAS** many of the people experiencing homelessness in the Metro Vancouver region, including New Westminster, are living with untreated mental illnesses due to a lack of access to care; and

**WHEREAS** the Province of British Columbia recently indicated it was able to allocate up to \$1 billion toward the development of a new Royal BC museum, a plan they have since abandoned; and,

**WHEREAS** homelessness, a lack of mental health diagnosis and treatment, and deaths due to toxic drug supply are at a crisis stage; and,

**WHEREAS** the Province of BC closed Riverview Mental Health facility in Coquitlam but the equivalent financial supports were not transferred into community-based mental health care; and,

**WHEREAS** the City of New Westminster has limited jurisdiction and funding to support people living with mental illness who are unhoused; and,

**WHEREAS** it is important that Council advocate to Members of the Legislative Assembly for increased mental health and housing supports for people forced to live on our streets.

**BE IT RESOLVED THAT** Council request the Mayor write to Premier David Eby and request that funding be set aside and prioritized in the 2023 Provincial Budget to begin the planning, development and construction of large-scale, community-based, modern mental health residential care facilities in the Metro Vancouver area; and

**BE IT FURTHER RESOLVED THAT** staff create a motion with a similar intent that can be sent to the LMLGA and UBCM for consideration

**g. Supporting Better Governance, Decision-Making and Public Engagement at City Hall**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** the City of New Westminster should do everything possible to seek input from the public regarding matters before Council; and

**WHEREAS** the current practice of releasing the Council agenda and supporting materials on the Friday before the Monday meeting does not allow for adequate public notice and

feedback; and

**WHEREAS** it is best practice in good governance that as much time be provided to decision-makers to review materials and ask questions of staff prior to casting a vote; and

**THEREFORE BE IT RESOLVED THAT** the City Clerk make the agenda and supporting documents available to members of Council no less than five business days prior to the meeting;

**BE IT FURTHER RESOLVED THAT** Council direct staff to bring forward changes to the Procedure Bylaw No. 6910, 2004 to reflect the new council package distribution timelines

## 7.2 Notices of Motion

a. **Reducing the cost and time related to the development of new housing in New Westminster**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** the City of New Westminster is regularly looking at ways to reduce building costs and speed up the permitting process; and

**WHEREAS** there is a demonstrated interest on the part of our city to reduce red tape as it pertains to new housing development; and

**WHEREAS** introducing 'pre-approved' housing designs has worked well for laneway housing developments for other cities; and

**WHEREAS** it is anticipated there would be a desired interest on the part of home builders to use a 'pre-approved' housing design; and

**WHEREAS** the development of 'pre-approved' housing designs would help to create more affordable housing; and

**WHEREAS** 'pre-approved' housing offers the opportunity for the City of New Westminster to reduce costs and increase capacity for future housing developments; and

**WHEREAS** the City of New Westminster can be a leader when it comes to the development of 'pre-approved' housing designs in our region

**BE IT RESOLVED** that staff report back to Council by April 30, 2023 with a plan for the City of New Westminster to develop up to 15 standardized and pre-approved housing designs for

implementation by December 31, 2023

- b. **Delaying the demolition of the Centennial Community Centre and beginning to address our city-wide infrastructure deficit**  
**Submitted By: Councillor Minhas and Councillor Fontaine**

**WHEREAS** the City of New Westminster is facing an 'infrastructure deficit' which can result in families, seniors and other residents having limited access to programs and services; and

**WHEREAS** the Centennial Community Center is used for numerous city programs and provides invaluable access to indoor recreation and meeting spaces; and

**WHEREAS** even with the opening of the new t̄m̄s̄ew̄tx̄w Aquatic and Community Centre our city continues to be challenged with an overall infrastructure deficit due to rapid population growth and a lack of net new capacity in sport and recreation infrastructure development in the last two decades; and

**WHEREAS** prematurely tearing down an older building and sending it to the landfill and recycle center is impactful to our environment; and

**WHEREAS** the Centennial Community Center is scheduled to be torn down and replaced by surface parking; and

**WHEREAS** the City of New Westminster has not yet begun the process of physical demolition at the Centennial Community Center; and

**WHEREAS** the City of New Westminster has full control over the amount of parking spaces required at any given site

**BE IT RESOLVED** that the demolition of the Centennial Community Center be temporarily delayed and the building continue to operate in its current form until an equivalent capacity for new recreational facilities and meeting space can be identified and/or constructed in our city; and

**BE IT FURTHER RESOLVED** that staff report back to Council on the financial implications on the city's operating budget related to delaying the Centennial Community Center demolition

- c. **Quantifying the downloading of costs from senior orders of government as it pertains to the City of New Westminster 2023 operating budget**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** it has been identified the City of New Westminster is facing unprecedented downloading from senior orders of government and it has taken on the financial burden of operating a number of programs and services as well as investing in capital infrastructure that would normally be funded by the provincial and federal governments; and

**WHEREAS** cities collect approximately only 10 cents of every tax dollar with the federal and provincial governments collecting the balance; and

**WHEREAS** the City of New Westminster relies heavily on business and residential property taxes to fund our operations and has limited capacity to raise additional funds; and

**WHEREAS** the City of New Westminster is facing serious inflationary pressures as it pertains to the development of its own 2023 operating and capital budgets; and

**WHEREAS** properly identifying and tracking downloaded costs will help in our advocacy to senior orders of government to obtain new funding sources

**BE IT RESOLVED** that staff report back to Council, as part of the 2023 Budget development process, with an itemized list of expenditures the City of New Westminster has incorporated into the draft operating and capital budgets which are typically considered outside of municipal jurisdiction and are not part of our 'core services'

- d. **Supporting the need for a 'Snow Summit' in Metro Vancouver to review the impacts of recent climatic event**

**Submitted By: Councillor Fontaine and Councillor Minhas**

**WHEREAS** the Metro Vancouver region faced unprecedented gridlock after a snowstorm on Tuesday, November 29th, 2022; and

**WHEREAS** the snowstorm triggered gridlock on most of the provincial highways, onramps and offramps as well as most of the major bridges and tunnels including the Port Mann, Alex Fraser, Queensborough and George Massey Tunnel; and

**WHEREAS** this traffic gridlock may have been preventable; and

**WHEREAS** the snowstorm and traffic gridlock which ensued

resulted in significant impacts to the lives of hundreds of thousands of Metro Vancouver commuters and businesses; and

**WHEREAS** other cities in G7 nations have learned to better cope with snow as it pertains to traffic movement; and

**WHEREAS** it is important after any major event similar to the Nov 29th snowstorm that it be analyzed and reviewed at a regional and provincial level; and

**WHEREAS** we live in an active seismic zone and must do everything possible to prepare for large-scale emergencies that could render our bridges and tunnels unfit for use for a period of weeks or months; and

**WHEREAS** it is incumbent upon our elected leaders to ensure the public receives a full report regarding our collective preparation and response to the November 29th storm

**BE IT RESOLVED** that Council request Mayor Johnstone, as our representative on Metro Vancouver, introduce a motion requesting a 'Snow Summit' be held as soon as possible to review and analyze the circumstances which led to a record level of traffic gridlock in our region on Tuesday, November 29th; and

**BE IT FURTHER RESOLVED** that Anvil Center be offered as a possible venue for this summit which should include, at a minimum, representatives from the Ministry of Transportation, Metro Vancouver, BC Ambulance, TransLink, ICBC, Mainland Contracting and senior officials from the various municipalities in our region that can speak on behalf of our first responders including fire and police

## **8. NEW BUSINESS**

### **8.1 ON TABLE Construction Noise Bylaw Exemption Request: Front Street from Tenth Street to McBride Boulevard - Metro Vancouver Sewer Inspection**

254

To request that Council grant an exemption from the Construction Noise Bylaw to Metro Vancouver for a sewer system inspection from December 13, 2022 to December 23, 2022 weather dependent.

#### **Recommendation:**

**THAT** Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard. The weekday work will be done for four days between December 13, 2022 to December 23,

2022 weather dependent.

- |     |  |     |
|-----|--|-----|
| 8.2 | ON TABLE Memo re Release of Motion from Closed Meeting (Electrical Utility Billing Credit)             | 261 |
| 8.3 | ON TABLE Dec. 12, 2022 Email and Letter from Uptown Business Association re Bike Lanes on Sixth Street | 262 |

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

10. END OF THE MEETING

\*Some personal information is collected and archived by the City of New Westminister 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 Westminister, V3L 1H9, 604-527-4523.

# **REPORT**

## ***Office of the Chief Administrative Officer and Parks & Recreation***

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Lisa Spitale,  
Chief Administrative Officer  
**File:** 2186839

Dean Gibson,  
Director of Parks and Recreation  
**Item #:** 2022-759

**Subject: Downtown Livability – Public Realm Improvements and Activation**

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### **RECOMMENDATION**

THAT Council approve the next steps as outlined in the staff report.

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### **PURPOSE**

To update Council on the Downtown public realm improvements and activation initiatives that are completed, planned or underway to support the goals and objectives of the Downtown Livability Strategy.

### **SUMMARY**

This report provides Council with an update on completed and upcoming public realm improvements and activation initiatives in the Downtown that support the Downtown Livability Strategy. While this report will focus on plans for implementation of the permanent stairs and flex space (developed in 2017/ 2018) at the east end of the Front Street Mews (at Fourth Street), it will also highlight a complement of ongoing initiatives, activations and options currently under review for graffiti abatement and public art opportunities.

### **BACKGROUND**

As part of the ongoing challenges with Downtown Livability, staff continue to develop a range of public realm improvements and activation. These improvements are intended to be implemented in the short- and long-term to:

- Work with partners to test the feasibility and effectiveness of new public spaces/ activations;
- Activate and reimagine existing underutilized spaces;
- Foster a shift to animate public spaces and build community;
- Support on-going community and civic produced activations; and
- Pilot new programs/ initiatives to enable better public life in the Downtown.

One of the big transformational moves within the Downtown was the removal of a portion of the Front Street Parkade (west of 6<sup>th</sup> Street) in 2015, and this section of Front Street being redesigned as a “Mews”. Constructed in 2017, the contemporary design for the mews transformed car-oriented infrastructure into a place for people with: a continuous plaza-like paving pattern, social seating areas, lighting, street trees, traffic calming, public art, and 35 back-in angled parking stalls to support access to local businesses. The universally accessible, one-way street is designed for day-to-day social and retail activity as well as for temporary closures to host special events and community festivals. Between 2015 and 2017, the City invested \$11,616,000 into the Front St. area (including west parkade demolition and east parkade rehabilitation) to complete the above works.

The preferred design option for the western portion of the mews (between Sixth Street and Begbie Street) was informed by feedback collected through a comprehensive community engagement process including stakeholder workshops with the Downtown business owners. Through the consultation process, the stakeholders also expressed the importance of continuity from west to east along the entire Mews, from Begbie Street to Fourth Street. For example, it was suggested that the colours, materials and textures implemented west of Sixth Street could be keyed into the eastern portion of the Mews with continuation of lighting standards, colourful banners or paving textures.

As a result of the consultation process, staff developed a comprehensive plan for the entire Mews and implemented public realm improvements (temporary and permanent) accordingly. This comprehensive plan (refer to Figure 1 below) was presented and supported by the Mayor’s Task Force on the Riverfront and Public Realm on January 9, 2017.

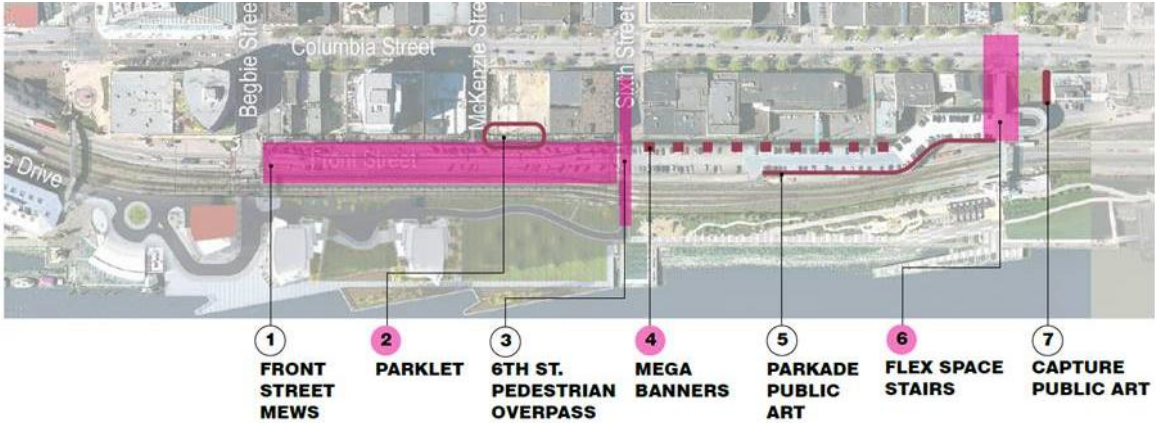


Figure 1. Overview- Front Street Mews Public Realm Improvements (2017)



The majority of the improvements along the eastern portion of the mews were temporary in nature while a larger, more permanent plan was under development. The installation of the improvements (i.e. temporary stairs, catenary lighting, mega banners, large-scale mural and street paint) was timely as part of the City’s efforts to support the ‘Friday’s on Front Holiday Edition’ market. This seasonal event was hosted under the parkade by the Downtown Business Improvement Association (DBIA) in December 2018 (refer to Figure 2 below) and was successful in showcasing how this unique covered space may be utilized for programming and community events.



Figure 2. Image- Fridays on Front Holiday Edition (2018)

While the temporary improvements were underway, staff continued to workshop with the Front Street business owners and the DBIA on ideas for developing the permanent Fourth Street stairs and flex space (refer to Figure 3 for location). This workshop took place on October 24, 2017 and included a presentation and small table discussions. Staff also presented the design concept to the Public Art Advisory Committee (PAAC) on September 11, 2017 to discuss opportunities for integrating public art.

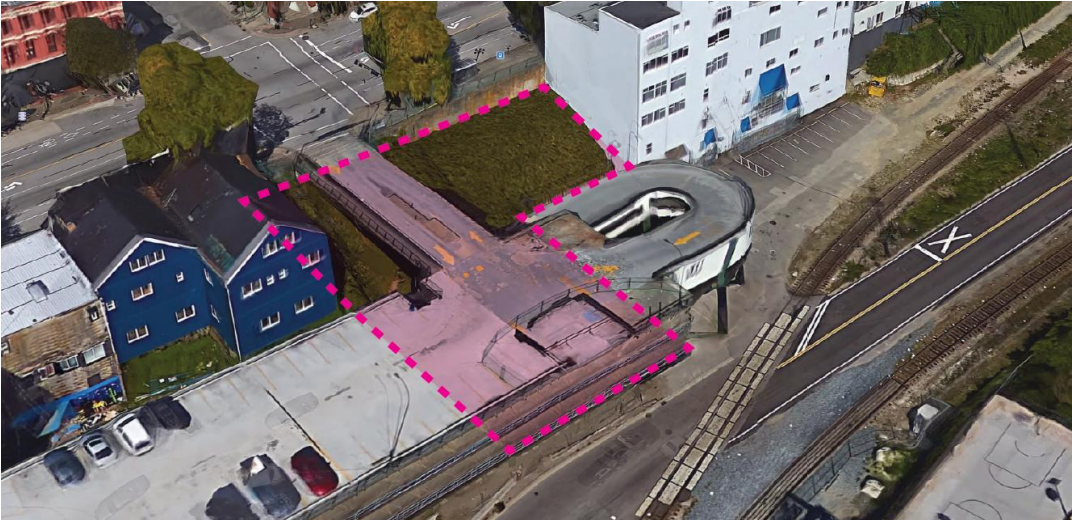


Figure 3. Overview- Location of Permanent Fourth Street Stairs and Flex Space

Following the workshop, the design concept was further developed and finalized by a consultant team including architectural, landscape architectural, engineering (civil, structural and geotechnical) and electrical consultants. The consultants also prepared a tender package in late 2018 which included an order of magnitude cost estimate.

While this process was underway, staff were simultaneously engaging the community on the relocation of the Mercer Stadium Skatepark (November 2017). A number of locations for a new skatepark were contemplated, including the covered space below the parkade at Fourth Street. Based on the feedback received, a central, destination skatepark was constructed in Queen’s Park. Since the location under the Parkade was also highly favoured, it was recommended that, in addition to the destination skatepark, two to three “street-style” skatespots (i.e. skateable features, such as a single ramp, rail, or skateable art, integrated into existing open spaces providing a weather protected skateboarding experience for local users, and can function as a social gathering space) be integrated under the Front Street Parkade as part of the proposed Fourth Street Stairs and Flex Space project (refer to Attachment 1 of this report for an overview of the conceptual design and precedents).

**DISCUSSION**

**Fourth Street Stairs and Flex Space**

The Fourth Street Stairs and Flex Space design concept (refer to attachment 1 of this report) intends to create a unique identity and vitality at the east end of the mews and to provide a public space that may be enjoyed throughout the year, both day and night. The design that was developed with stakeholders includes permanent concrete stairs, treatment of the hillside (i.e. hard surface treatment to mitigate growth of invasive species and minimize risk associated with some of the activity which occurs on and adjacent the temporary stairs and hillside today), feature lighting, drainage improvements and flex space that offers opportunities for a wide range of program/ events, public art and street-style skate features.

Through the 2020-2024 capital planning process this project was originally contemplated for implementation in 2022. Like many of the City’s capital projects planned for 2021 and 2022, it was postponed due to the COVID-19 pandemic. Provisional funding to construct the Fourth Street Stairs and Flex Space is included in the 2023 Capital Budget proposal.

**Downtown Activation**

Festivals and cultural activations enhance public life in the Downtown core. City staff work in partnership with community organizations such as the Pride Society, DBIA, Hyack Festival Association, and many others who are able to access the City grant and other forms of funding in order for them to host events such Pride Festival, Car Free Day, Fridays on Front, End of Summer Fireworks as well as a variety of concerts and markets.

Ongoing efforts by the Special Events Team support year round activations that foster community spirit and provide a sense of identity and belonging to the neighborhood.

Community events such as Family Day, Easter in the City, Canada Day, Truth and Reconciliation Day, Shine Bright and the Rest of New West provide unique opportunities for building strong working relationships with community partners and bringing positive activity to a range of areas throughout the city, including those experiencing challenges.

The City also seeks government and corporate funding to provide additional activations on the street and in parks as opportunities become available. In partnership with the DBIA, a timber platform was integrated into the Hyack plaza in Fall 2022 that serves as a stage for special events and a seating area on a day-to-day basis. Plans for programming events to utilize the stage are underway for the Spring/ Summer months in 2023. Additional events underway in 2023 include Outside/In (a 6 day concert series and street social) and the Play Park (a showcase of local entertainment and food).

The implementation of the Fourth Street Stairs and Flex Space provides additional opportunities to positively activate and animate an otherwise under-utilized area of the Downtown. The success of these efforts will be contingent upon ongoing joint efforts between the City and community/business organizations and local residents. In this regard, additional resources will be required to appropriately sustain the City’s facilitation and participation in these many joint undertakings.

Graffiti Abatement

City staff will explore additional strategies to support businesses in managing graffiti and vandalism. This will include reviewing the viability of programs and integrated graffiti management strategies that have been successfully implemented in other municipalities.

Public Art Opportunities

Staff will explore preventive strategies to address nuisance graffiti impacting local businesses Downtown such as murals and street art programs.

**FINANCIAL IMPLICATIONS**

The total 2023 financial implications to improve the Downtown Public Realm and Activation are being determined and will be brought forward with the 2023 Operating and Capital Budget proposals. To date, some of the known cost estimates and existing budgets are as follows:

**Fourth Street Stairs and Flex Space:**

- \$0.002M – Planning & Design 4th Street Feature Stairway – spent 2018 – Insurance proceeds
- \$0.500M – 4<sup>th</sup> Street Feature Stairway – Approved Capital Budget BU 12151 – Source – general fund reserve\*\*
- \$TBD – 2023 Operating Costs related to programming (supporting and presenting events and activations), maintenance and cleanliness

\*\*Current cost estimate is from 2018 - given inflationary increases in construction costs, it is anticipated that this will not be sufficient to deliver the project, and staff are therefore in the process of updating cost estimates and adjusting the budget request as part of the 2023 Capital Budget process.

**Downtown Activation:**

- \$0.008M - Permanent full-time Program Coordinator position – funding source TBD – (unsecured)
- \$0.002M - Auxiliary staff support, primarily for event day activities – manage within existing approved Operating Budgets – general fund\*

\* **Permanent full-time Program Coordinator** - support program coordination functions to support community partner organizations and work with City departments to enable community activations and events focused around diversity, equity, inclusion and anti-racism (DEIAR) priorities - ongoing civic observance and celebrations such as Canada Day, Black History Month and National Truth & Reconciliation, and emerging new initiatives such as Shine Bright New West and Rest of New West.

\***Auxiliary staff support**, primarily for event day activities - support program coordination functions to support community partner organizations and work with City departments to enable community activations and events focused around diversity, equity, inclusion and anti-racism (DEIAR) priorities - ongoing civic observance and celebrations such as Remembrance Day, Canada Day, Truth & Reconciliation, and emerging new initiatives such as Shine Bright New West and Rest of New West.

These events and activations support opportunities to bring residents and businesses together to learn about each other, explore new experiences and create safe spaces where people can have meaningful interactions throughout the year across all neighborhoods in the City.

**Graffiti Abatement**

- TBD - reviewing the viability of programs and integrated graffiti management strategies that have been successfully implemented in other municipalities.

**Public Art Opportunities**

- TBD - preventative strategies to address nuisance graffiti impacting local businesses Downtown such as murals and street art programs.

**NEXT STEPS**

Given that the demands on public realm in the Downtown have increased since 2018 due to challenges associated with changing demographics, economic development, homelessness and housing affordability, staff recommend the following next steps for Council’s endorsement:

- 1) Meet with Downtown stakeholders to review and receive additional feedback on the original 2018 plan for the Fourth Street stairs and Flex Space;
- 2) Review experience from elsewhere on efficient and innovative approaches to programming and maintaining this new public space;
- 3) Generate an update to the 2018 cost estimate for the Fourth Street Stairs and Flex Space from the existing 2022 Approved Capital Budget, by a professional quantity surveyor and bring back to Council the updated project estimate in today’s dollars with the 2023 Proposed Capital Budget.
- 4) Report back to Council with updated information including the plan, budget and timelines for all four initiatives, as part of the 2023 Budget process.

**OPTIONS**

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

- 1. That Council approve the next steps as outlined in the staff report; or
- 2. Provide staff with different direction.

Option #1 is recommended.

**CONCLUSION**

The proposed Fourth Street Stairs and Flex Space will strengthen a ‘sense of place’ and connectivity from west to east along the entire mews and from Columbia Street. Improved pedestrian access, additional lighting, flex space and treatment of the hillside will increase a sense of safety and comfort for pedestrians and expand opportunities for the city, partners and local businesses to use the covered space for outdoor markets, vendor stalls and demonstrations, and other uses throughout the year.

**ATTACHMENTS**

Attachment 1- Overview of Conceptual Design and Precedents

**APPROVALS**

This report was prepared by:

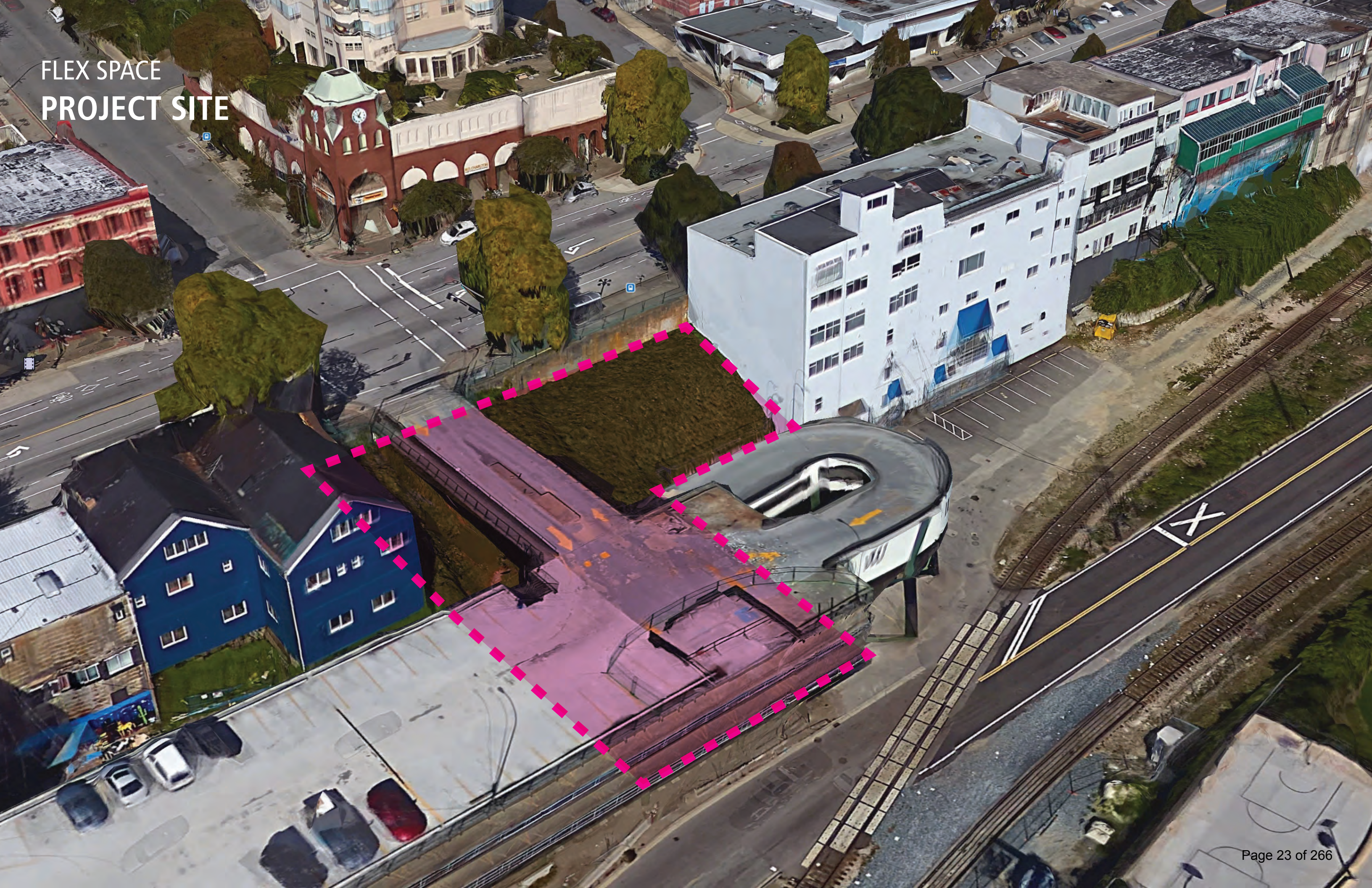
Erika Mashig, Manager – Parks & Open Space Planning, Design and Construction  
Renee Chadwick, Manager- Special Projects and Community Partnerships  
Todd Ayotte, Manager- Community Arts & Theatre

This report was approved by:

Lisa Spitale, Chief Administrative Officer  
Dean Gibson, Director of Parks and Recreation

**Attachment 1:**  
*Overview of Conceptual Design  
and Precedents*

FLEX SPACE  
PROJECT SITE



FLEX SPACE  
EXISTING CONDITION









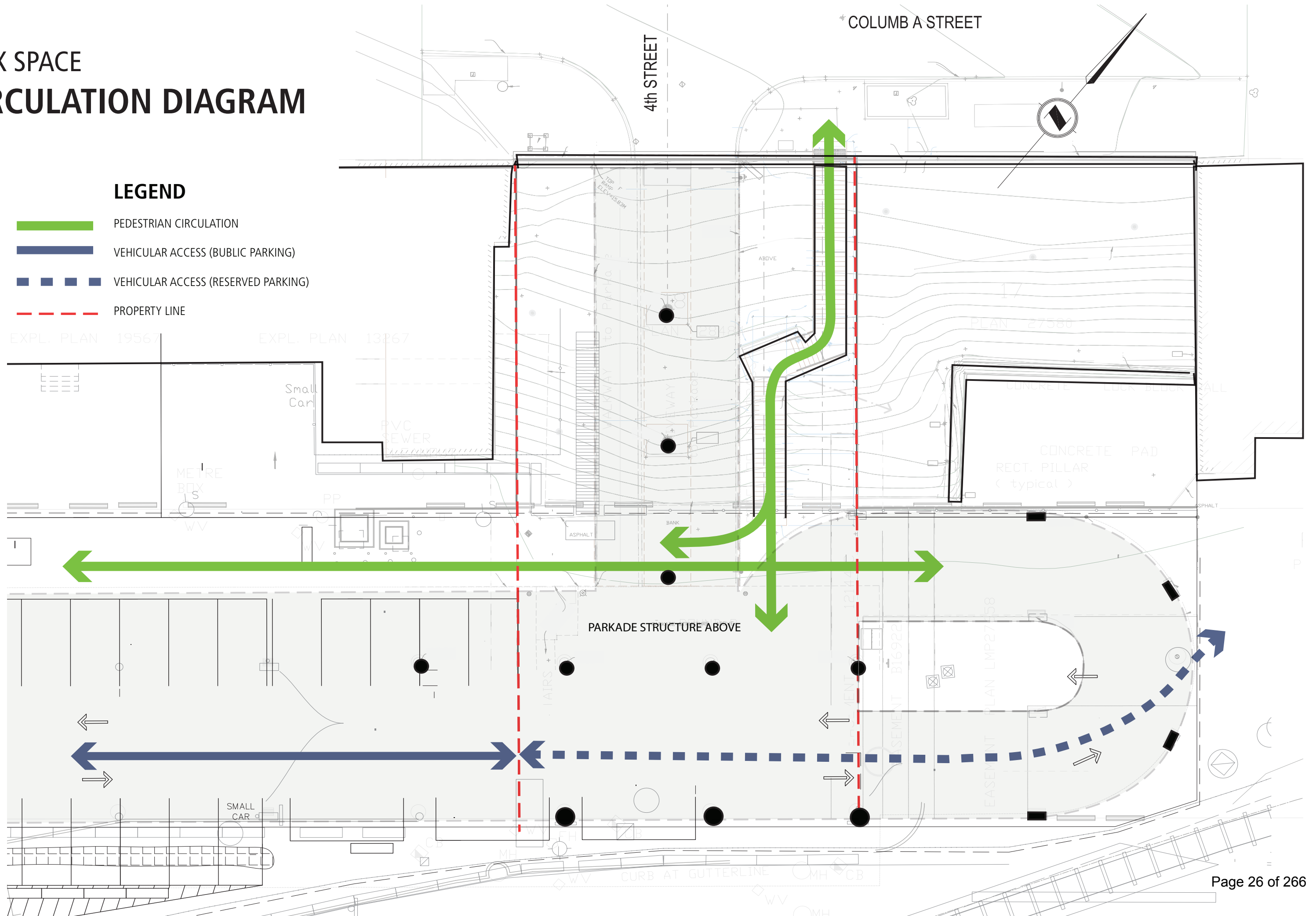
FLEX SPACE  
EXISTING CONDITION



# FLEX SPACE CIRCULATION DIAGRAM

## LEGEND

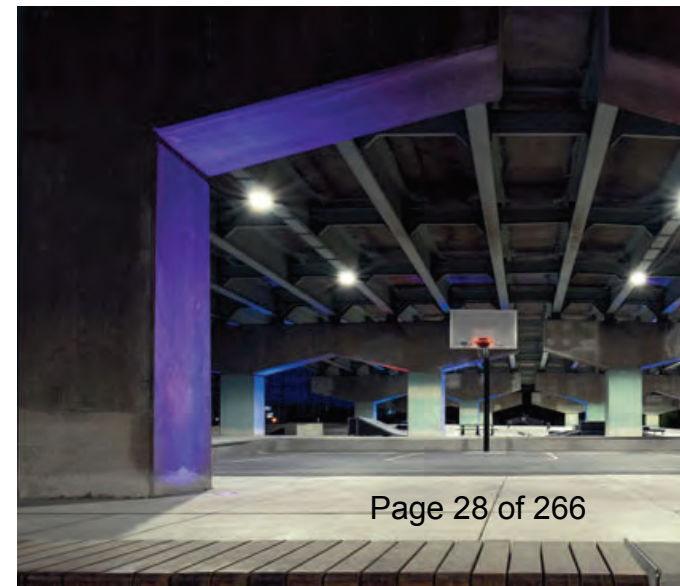
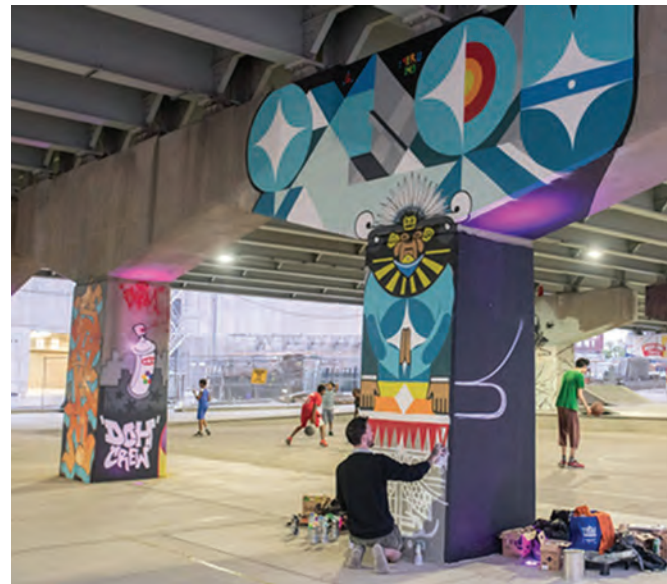
-  PEDESTRIAN CIRCULATION
-  VEHICULAR ACCESS (PUBLIC PARKING)
-  VEHICULAR ACCESS (RESERVED PARKING)
-  PROPERTY LINE



FLEX SPACE



# FLEX SPACE



FLEX SPACE  
PAINTED GRAPHICS



# FLEX SPACE PAINTED GRAPHICS



FOURTH STREET STAIRS  
FLEX SPACE + HILL SIDE  
PAINTED GRAPHICS

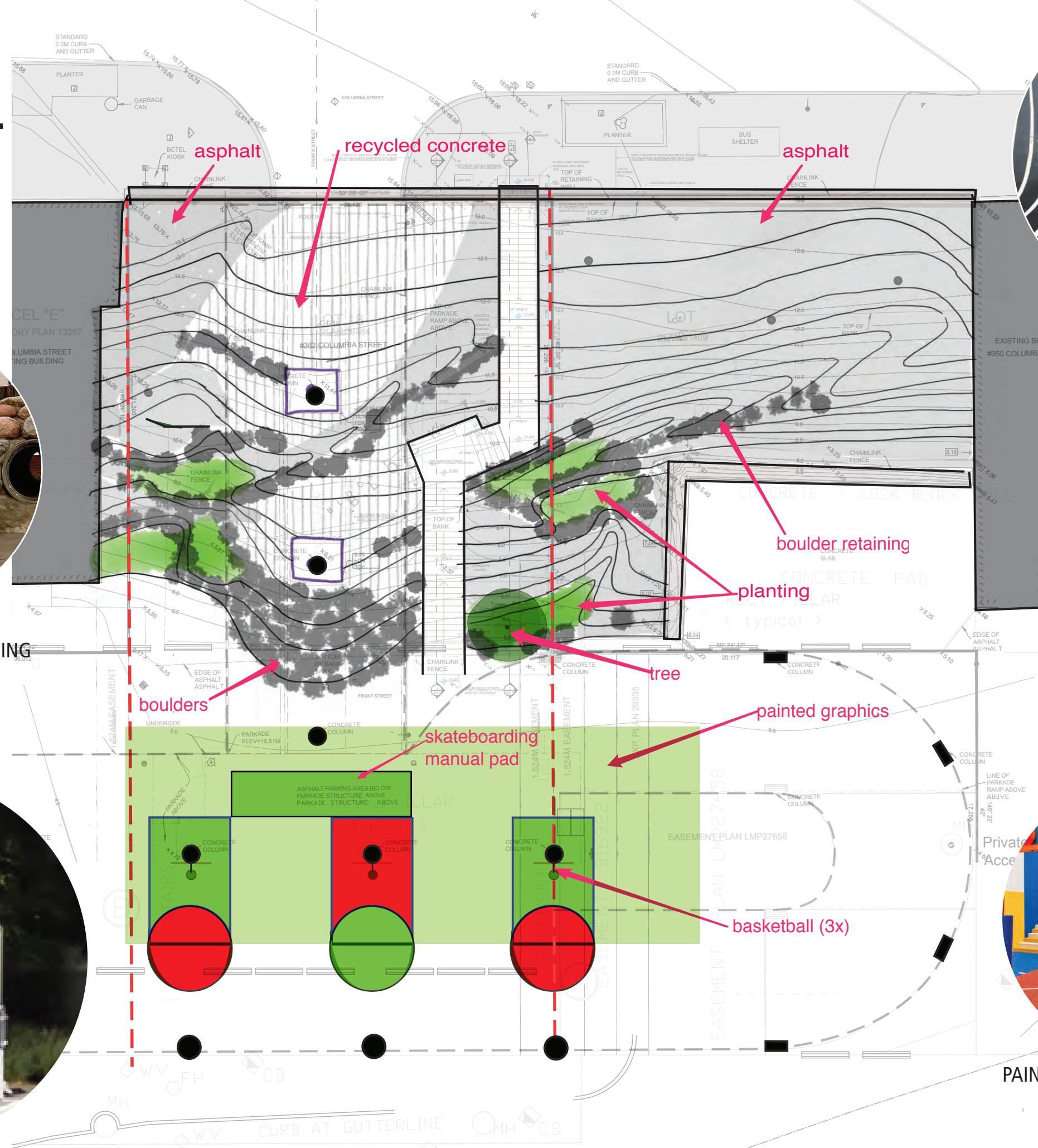


FOURTH STREET STAIRS  
FLEX SPACE  
LIGHTING





# FLEX SPACE + HILL SIDE PROPOSED CONCEPT



ASPHALT SURFACING (HILL SIDE)



RECYCLED CONCRETE



BOULDERS (W/ SOCIAL GATHERING & PLAY VALUE)



PLANTING (STORMWATER MANAGEMENT)



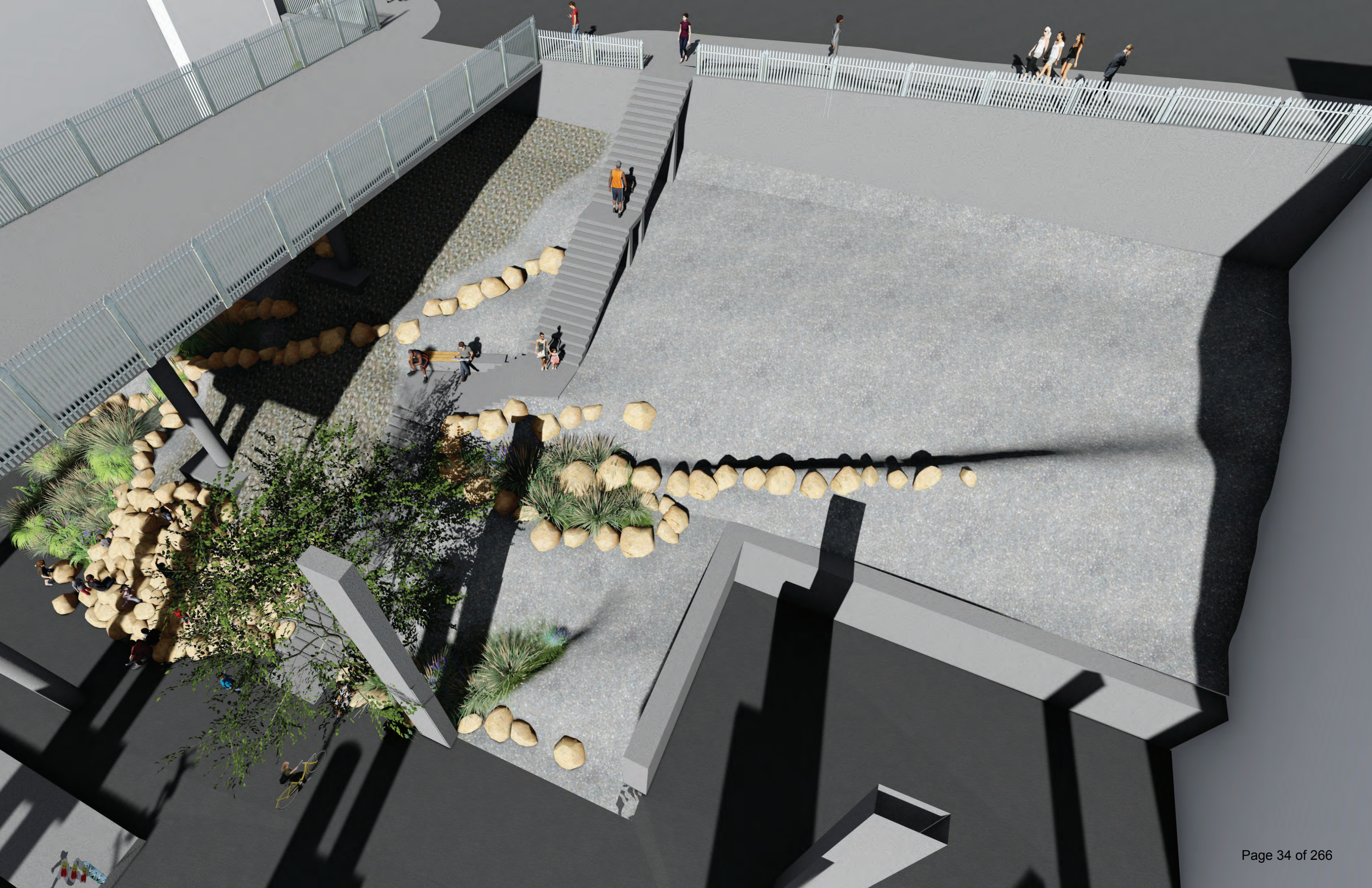
SKATEBOARDING MANUAL PAD

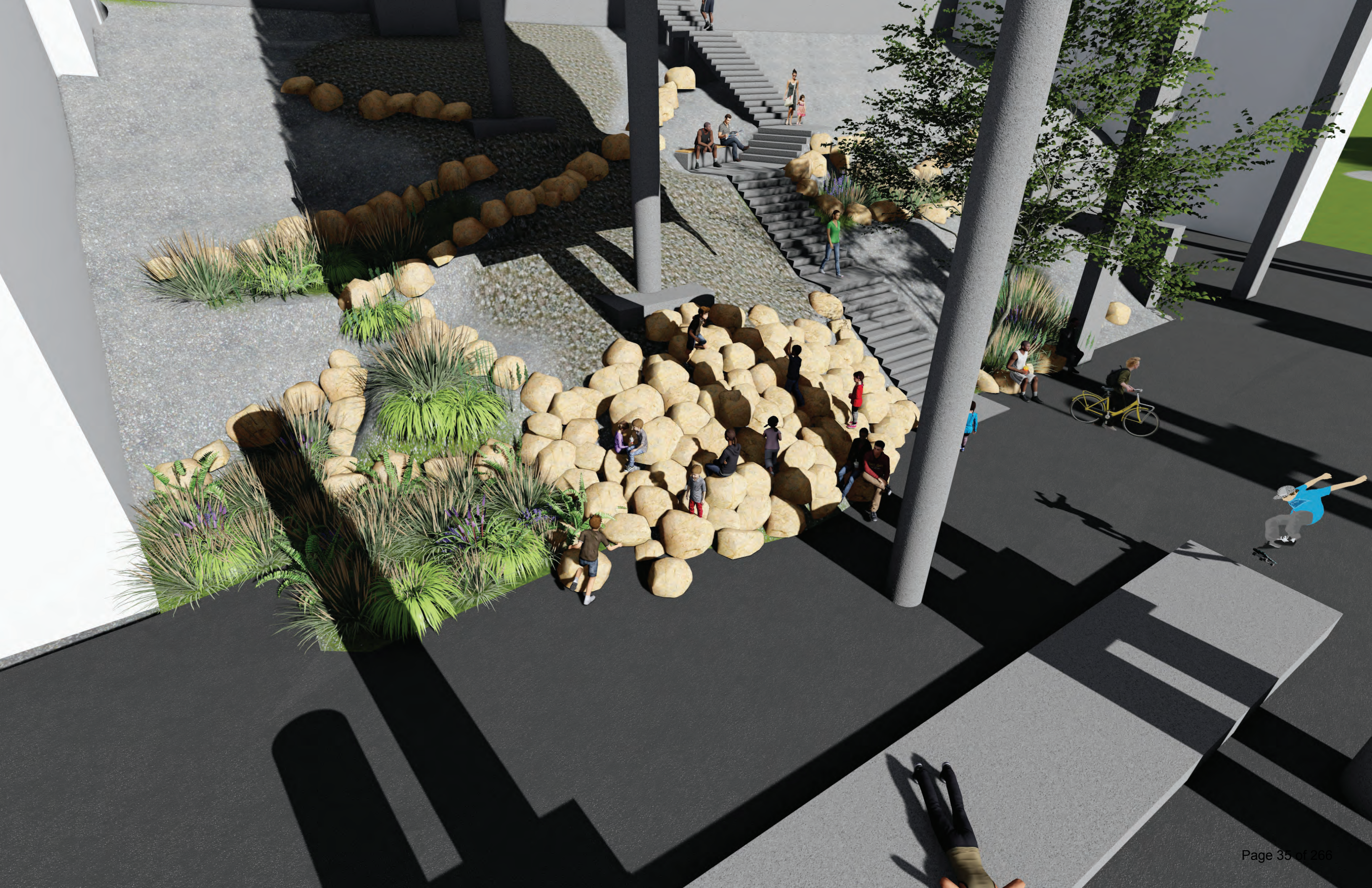


BASKETBALL



PAINTED GRAPHICS (FLEX AREA)







# **REPORT**

## **OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

**To:** Mayor Johnstone and Members of Council      **Date:** December 12, 2022

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

On Behalf of the Senior Management  
Team

**Item #:** 2022-761

**Subject: Downtown Livability Strategy – Update and Next Steps**

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### **RECOMMENDATIONS**

THAT staff be directed to submit service enhancement requests for the 2023 Operating Budget and the 2023 Capital Budget to address the actions as contained in the Downtown Livability Strategy;

THAT staff be directed to seek Provincial funding to address the actions as contained in the Downtown Livability Strategy; and

THAT staff be directed to seek Federal funding to address the actions as contained in the Downtown Livability Strategy.

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### **PURPOSE**

This report provides the context for the Downtown Livability Strategy; a progress report on the actions as contained within it; and a rationale for the 2023 Operating Budget and the 2023 Capital Budget regarding service enhancements.

### **SUMMARY**

New Westminster, similar to other municipalities, is having to deal with multiple crises, including the impacts from the COVID-19 pandemic, the opioid epidemic, housing and food affordability challenges, increasing homelessness, mental health issues, and

extreme weather and climatic impacts. This situation is unprecedented, and it is challenging and stretching municipalities, from both a financial and a staffing perspective. Older municipalities like New Westminster also have unavoidable aging infrastructure replacement costs, which results in added financial pressure. Without funds to support aggressive and immediate actions, older municipalities will struggle longer-term and risk the exhaustion of municipal funds and resources. For the City of New Westminster, the impact is already affecting our ability to service existing reserves; this impact may start affecting service levels in core municipal services.

In October 2021, City Council endorsed the Downtown Livability Strategy which includes immediate- and short-term actions to address a range of issues in the Downtown:

1. Improved general cleanliness and enhanced access to 24/7 public toilets;
2. Enhanced homeless outreach and added emergency shelter capacity;
3. Opioid epidemic and illicit drug response;
4. Business support and engagement; and
5. Mental health response and support.

The City is trying to address the challenges in the Downtown in order to improve the livability for area businesses and residents, while serving the needs of the City's most vulnerable populations in a compassionate way. Many of these challenges fall under the jurisdiction and the mandate of the Provincial Government. Notwithstanding, several of the actions in the Strategy have been operationalized under existing City Departmental budgets and City staff work programs. In order to move forward, significant, guaranteed senior government funding is required on a long-term basis as the issues facing the Downtown are beyond the jurisdiction, mandate or fiscal capacity of the City.

The City has received some funding from both the Provincial and the Federal Governments. The most significant Provincial grant was during the pandemic when the City received just over \$6,000,000 in the form of a *COVID-19 Safe Restart Grant*. This grant was designed to support municipalities during, and immediately after, the global pandemic. This funding allowed the City to remain operational and helped provide important services to the community, in particular those most vulnerable and at-risk.

From a transparency perspective, as the City continues with its funding advocacy to both the Province and the Federal Government, in order to address the immediate issues in the Downtown, City staff will be making service enhancement requests in the 2023 Operating Budget and the 2023 Capital Budget for Council's deliberation.

## **BACKGROUND**

In September 2021, City Council passed a motion to support livability, called the *Downtown Recovery Strategy* (Attachment #1). Based on this motion, City staff worked interdepartmentally to develop the *Downtown Livability Strategy* (Attachment #2). Staff from Community Planning, Economic Development, Engineering, Fire Services, Integrated Services, Parks and Recreation, Finance, and Police Service have all been a part of its development and ongoing implementation.

### **Homelessness and Other Social Issues**

The March 2020 Homeless Count found 52 unsheltered and 71 sheltered homeless people in New Westminster. As with all homeless counts, this is likely an undercount of the true extent of unsheltered homelessness. In September 2020, and six months after the advent of the COVID-19 pandemic, service providers with a mandate to address homelessness estimated the size of the unsheltered homeless population, including those who couch surf, at three to four times the pre-pandemic number.

Of significance, the city's unsheltered homeless population tends to be scattered and not concentrated. The City has not become home to large homeless encampments as have become commonplace in other municipalities such as Abbotsford, Chilliwack, Maple Ridge, Surrey and Vancouver. This is to a great extent, a result of routine and persistent action by staff across a number of Departments working in conjunction with significant effort by the faith-based and non-profit sector.

The increase in homelessness is stressing faith-based and non-profit service providers. Of note, retaining and recruiting staff and volunteers is becoming more difficult, with many experiencing burn-out as a result of increased and more complex needs associated with the pandemic and the ongoing opioid crisis; this has significant service implications. The increase is also taxing City services, particularly in the areas of Community Planning, Engineering Operations (Sanitation and Parks Maintenance), Fire, Integrated Services and Police.

### **Business and Resident Concerns**

In July 2022, Council endorsed a *Homelessness Action Strategy*, which provides a five-year vision and plan for addressing homelessness. In support of implementing its 46 actions, the City recently formed a *Homelessness Action Strategy Implementation Working Group*, which includes business, faith-based, non-profit, and resident representation. Based on the consultation for the Homelessness Action Strategy, the following issues were identified by businesses and residents, with these issues being most acute in the Downtown:

- increased litter due to reliance on take-out, including meals for the unsheltered;
- lack of access to toilet facilities for the unsheltered and increasing presence of human waste in the public realm;

- increased public drug use and intoxication, and increasing presence of drug related waste in the public realm;
- more people presenting with mental health issues;
- more camping and squatting, and heightened concerns about the potential for fires;
- concerns about public safety, and calls for increased enforcement;
- frustration with calling the police non-emergency line, and inconsistent police response; and
- limited communication about how the City is addressing public safety and social issues.

With respect to enforcement, advocacy groups and recent court cases and challenges limit the ability of Police and Bylaw Enforcement to act when it comes to social issues such as homelessness. For example, Pivot Legal Society is working to end the criminalization of unsheltered people by challenging what it sees as discriminatory laws and practices that violate human rights and prevent the unsheltered from taking steps to save their own lives, including erecting shelters. In 2015, the Supreme Court of BC, in Pivot's challenge to the City of Abbotsford's Anti-Camping Bylaw, confirmed the right to shelter overnight.

As such, other approaches beyond enforcement must also be explored to address such issues, and these approaches must also take into consideration the impacts of homelessness on both businesses and residents.

## **ANALYSIS**

### **THE DOWNTOWN LIVABILITY STRATEGY**

Endorsed by City Council in October 2021, the *Downtown Livability Strategy* recommends immediate- and short-term actions in the following five categories:

1. Improved general cleanliness and enhanced access to 24/7 public toilets;
2. Enhanced homeless outreach and added emergency shelter capacity;
3. Opioid epidemic and illicit drug response;
4. Business support and engagement; and
5. Mental health response and support.

#### **1. Improved General Cleanliness and Enhanced Access to 24/7 Public Toilets**

Staff are working to address two related issues associated with street cleanliness and public toilets: one, ensuring sufficient resources to keep up with litter, human waste and drug related waste; and two, improving access to public toilets.

With respect to litter, the City has increased the number and size of garbage receptacles in key locations, implemented more frequent garbage collection, and increased the number of staff tasked with litter clean-up by redirecting staff from other



areas. It is not sustainable to continue to redirect staff from other operational needs in the city; therefore, a service enhancement request will be forthcoming in the 2023 Budget to permanently staff an additional position for litter control and enable a sustained adequate level of service in the Downtown.

In addition to City crews doing street cleaning, the City has received two Federal grants: \$127,000 in 2021 and \$124,000 in 2022, under the Strengthening Communities Services Program. These grants are used to fund the 'I's on the Street' program - a micro street cleaning initiative which operates in three neighbourhoods, including the Downtown. With the 'I's on the Street' program, staff is working to ensure its sustainability beyond 2023 (including coverage and hours).

To support the unsheltered population and other members of the community, the City recognizes that access to clean, safe, accessible toilets is necessary. The presence of permanent, well-maintained, accessible and safe public toilets will help to reduce the presence of human waste in the public realm. To respond to this need, the City allocated \$650,000 of capital funding in the 2022 Capital Budget - from the General Fund Reserves - for the purchase and installation of a permanent, free-standing, public toilet in the Downtown. A competitive procurement process is in-progress to acquire the toilet unit, which will be placed in Hyack Square and connected to City water, sewer and electrical services.

The intention is for the toilet to be operational 24 hours a day, seven days per week. It should be noted that providing 24/7 access to the toilet is subject to securing attendant services to monitor its use, because toilets in the Downtown have proven to be highly susceptible to vandalism and other misuse. The City does not currently have budget for a public toilet attendant. Nor is there budget for any of the other costs associated with improved access to public toilets, including cleaning, materials and supplies, repair, renewal, utility costs and insurance. A service enhancement is required to support this additional work. Council will be asked to consider the cost for this service enhancement as part of the 2023 Budget process, in addition to the more routine costs associated with increased levels of service associated with public toilets more generally. If the funding that is needed to support the new permanent toilet in the longer-term is not realized, staff's ability to maintain a high level of service for this new asset and other public toilets will be compromised. This will have an impact on service levels to all users of the facilities. Staff are forecasting a need for \$225,000 for ongoing operating cost associated with public toilets.

Procurement and installation of the permanent, free-standing public toilet is a goal which staff do not anticipate achieving until the latter half of 2023, due to long lead times for procurement, and the construction needed to connect to City water, sewer and electrical services. In the interim, staff are working to install portable toilet units outside the overnight shelter on Front Street and in Hyack Square. The portable toilet adjacent the shelter will be monitored by Purpose Society to ensure it remains safe, clean and available for use. City staff are still working to secure a contractor to provide a similar

attendant or monitoring service for the toilet in Hyack Square. All toilets will be cleaned by the City’s special waste contractor, which is a service described in more detail below.

Also under the heading of street cleanliness is drug and human waste. The City has recently expanded its contract with a specialized human waste contractor. Previously, the City utilized these contracted services on an on-call basis; however, beginning in December 2022, in response to an increased presence of more hazardous waste on the street - and with the forthcoming installation of public toilets near the nightly shelter and in Hyack Square - this contracted service will increase to provide a weekday patrol while also servicing the public toilets Downtown. Some of the cost associated with providing toilets will be offset by a \$200,000 Provincial grant that the City has received; the grant helps to ensure enhanced access to toilet facilities for the unsheltered in the short-term through the purchase of portable toilet units and the hiring of attendants through Purpose Society.

There has been increased reports of debris from warming fires and evidence of fires being lit in business alcoves, against business structures, and under the entrance to the parkade at 6<sup>th</sup> Street and Columbia Street. Three active fires have been reported; only one was still burning upon Fire Department arrival. The Fire Department has randomly surveyed the area but has not been able to conclusively identify the specific individuals who have lit the fires. Business owners have been encouraged to report fires while they are actively burning so that Fire Department personnel can address the issue directly with the people who are lighting the fires. Burnt debris has been removed from the local area but this has had limited success as the individuals who are lighting these warming fires find alternate sources of fuel to burn.

**2. Enhanced Homeless Outreach and Added Emergency Shelter Capacity**

The City allocated \$180,000 for enhanced homeless outreach services for the period from August 1, 2020 to December 31, 2022, with this amount being covered under Provincial COVID-19 Safe Restart grant funding. Recently, the City applied for a Federal grant in the amount of \$140,000 to extend the provision of these services until March 31, 2024. In mid-November 2022, the City was informed by the Province that the grant funding is over-subscribed, and they will be focusing funding on permanent solutions to homelessness rather than on services. While the application will go forward for review, it is likely not to be funded, and if funded, then only partially. As such, other funding sources will need to be explored to ensure the continuation of these services into 2023 and beyond.

The City worked with BC Housing to operationalize a nightly shelter with 50 beds at 502 Columbia Street, with access off of Front Street. While this shelter is meeting a significant community need related to the unsheltered, it is having a limited impact in addressing issues associated with homelessness, as it is only operational between 8:00 p.m. and 8:00 a.m. and does not offer support services.

The City is working with BC Housing to convert this shelter to a 24/7 shelter with supports, and served by two sanitation trailers with a combined six toilets, four sinks and four showers. Support services could include offices for the Integrated Homelessness Action Response Team (IHART), which comprises mental health practitioners and peer support workers, and witnessed consumption.

BC Housing approval on the funding for the 24/7 shelter is anticipated in mid-January 2023. If approved, the shelter should reduce camping in the area, debris associated with the unsheltered, discarded needles and other drug paraphernalia, the incidence of fires in which the unsheltered are trying to keep warm during the colder winter months, and the presence of human waste.

Moreover, the City is working with BC Housing to enhance extreme weather response program capacity, which would activate sleeping mats during extreme weather events until March 31, 2023. Lookout Society had previously hosted extreme weather response mats at the Russell Housing Centre at 740 Carnarvon Street but recently informed the City that they will not be offering this service given the limited amount of funding availability for it, and the difficulty in organizing staff and volunteers given the variability when it is operational (i.e., extreme weather events). The City has operationalized the Health Contact Centre at 40 Begbie Street as a Warming Centre when temperatures plummet and when life/safety issues arise related to the unsheltered.

Additionally, the City is working with BC Housing to develop 52 units of supportive housing at 60 to 68 Sixth Street. At this time, it is anticipated that these units, which will form part of a wood frame structure, will be ready for occupancy in 24 to 30 months or sooner based on the successful addition of Federal funding. These units will provide the stability needed for residents to address underlying issues which may be contributing to their homelessness. When operationalized, this will likely result in the closure of the nightly or 24/7 shelter at 502 Columbia Street. Note that this remains to be confirmed, and will be dependent upon needs at the time.

Through the Livability Coordinators (also known as Bylaw Enforcement Officers), the City is also linking unsheltered homeless persons who agree, and those in need, to community outreach. Working in a co-operative manner with a trauma-informed perspective, and offering bottled water and granola bars, as well as clothing items, it encourages co-operation and good will as people are packing up or moving onward. A challenge is the lack of a service or a space in which to direct these persons. To this end, staff will be drafting a proposal to BC Housing to fully fund a daytime drop-in centre, which could be operational from 8:00 or 9:00 a.m. to 8:00 p.m., until a 24/7 shelter is in place. This service or space could offer information and support services, and could be operational during extreme weather, including extreme cold and extreme heat events.

### 3. Opioid Epidemic and Illicit Drug Use Response

The City worked with Fraser Health to establish a *Health Contact Centre*, which includes an overdose prevention site and other harm reduction services, at 40 Begbie Street. Since opening from April 2021, there have been 2,177 total visits to and 97 toxic drug events at the centre with no recorded deaths. There have also been 675 referrals to services, including detox, recovery and treatment. The centre has saved lives and reduced public drug use and associated discarded needles and other drug paraphernalia. Health Contact Centre staff also conduct needle sweeps of the surrounding neighbourhood. The City is advocating to extend the hours of the operation of the Health Contact Centre to capture additional anticipated high utilization periods and to further reduce public use of illicit drugs while businesses are open.

The City is working towards a *Post-Opioid Overdose Pilot Project* that uses Fire Department emergency response records to identify residents at high risk of death from toxic drug overdoses. This Pilot aims to have people with lived experience together with a health care professional follow-up with the identified people to offer them information, harm reduction services, detox, recovery, treatment and other appropriate supports. It is hoped that this will reduce the harms of drug misuse resulting in fewer public overdoses and fewer deaths, and also stabilizing the lifestyles of those still employed and housed, thus preventing potential job loss and homelessness. Likewise, it is hoped the Pilot will also decrease demand for services from first responders, including Fire Service and the Police Department.

Other initiatives include distributing take home Naloxone kits and hosting Naloxone administration education for City staff who have frequent encounters with people who consume drugs. Additionally, an agreement has been established between Police and the *Rapid Access Addictions Clinic*, whereby Police can arrange same day appointments when they encounter someone consuming drugs, if deemed appropriate.

### 4. Business Support and Engagement

The City has developed resource materials for businesses to address social issues such as homelessness and the opioid crisis and has produced information webinars available on the City's YouTube channel and linked from the City's website page on Downtown Livability at [www.newwestcity.ca/downtownlivability](http://www.newwestcity.ca/downtownlivability). Updates for a variety of initiatives underway and opportunities for businesses to learn or provide feedback are routinely shared in the City's monthly *Invest New West* newsletter, which has approximately 950 subscribers. Regular communication with the Downtown New Westminster Business Improvement Association has been occurring and, through them, its membership. Economic Development staff regularly connect one on one to businesses through both in-person and digital means.

The *Canadian Mental Health Association* (CMHA) hosted an engagement session in October 2022 for local business owners, Tourism New Westminster and New West

Chamber of Commerce members regarding the new *Peer Assisted Care Team* program.

Another CMHA workshop - *De-escalating Crisis at Work* - was offered virtually in October 2022 to businesses, in partnership with the Downtown New Westminster Business Improvement Association. This session offered practical tips and tactics for front line staff and business operators on how to manage people in crisis should they come into the workplace. Approximately 20 businesses were in attendance. Additional workshops to support and train business owners in de-escalation techniques for people experiencing mental health crisis in and around their business will be held in early 2023 to build local capacity to support those with mental health challenges in the community.

An information session was held by City staff on December 5, 2022 where downtown businesses and residents were invited to attend and learn more about the actions underway as well as an opportunity to ask questions of key staff. The session was scheduled over 6 hours (2pm to 8pm) allowing flexibility for business operators and residents to attend. Twelve people attended: 3 neighbourhood residents, 4 business operators, 4 business association representatives, and 1 prospective business owner. In addition, the Mayor and 4 City Councilors attended. The primary concerns/questions staff heard were:

- A need for increased and timely communication of available resources (3 attendees)
- Clarification of the roles of the City, Province, and social service providers (2 attendees)
- Proactive and consistent garbage and human waste collection (4 attendees)

Attendees also expressed appreciation for the session's depth and breadth of information presented. As a result, staff are working to secure a location in the Downtown to set up the information session presentation boards on a temporary basis so that businesses that were unable to attend may review at their convenience. The presentation boards have also been added in a digital format to the *Downtown Livability page on the City's website* and has been shared in the most recent Invest New West newsletter.

The Downtown Livability Strategy also includes the Economic Development-related actions aimed at improving the Downtown economic base. For example, staff have introduced a new *Sidewalk and On-Street Patio Bylaw* to support businesses to expand their service offering.

Several other actions aimed at supporting businesses, such as *Business Licence Bylaw* update and fee review, *The Retail Strategy*, and collaborative marketing campaigns are all underway. Additionally, public realm improvements such as the reconstruction of the Fourth Street stairs and overall activation in this part of the Downtown are under review. Council will note that on the Regular Agenda of the December 12, 2022 Council meeting is a report titled: Downtown Livability – Public Realm Improvements and

Activation which provides the background, plan and next steps for the eastern portion of Front Street.

Included in the efforts aimed at improving the Downtown economic base is continued expansion of an expedited Tenant Improvement permitting process to help with revitalization, preparation of guidelines and an application checklist for property owners and tenants to procure permits for securing their entries in a manner that is consistent with Downtown livability objectives including street activation and safety (Attachment #3 for the draft checklist).

Moreover, there is increased outreach by Livability Coordinators who are regularly visiting businesses to provide an opportunity for in-person feedback from business owners and operators, along with proactively identifying esthetics or functional deficiencies such as graffiti, defaced or damaged signs and/or overflowing garbage bins in addition to the supports for the above noted homeless outreach.

**5. Mental Health Response and Support**

There are three mental health initiatives that are serving New Westminster: two are addressing the needs of those with severe and persistent mental health issues and one is serving those with complex care needs and the broader community. These initiatives are: the Peer Assisted Care Team (PACT) Pilot Project; the Assertive Community Treatment (ACT) Team; and the Integrated Homeless Action Response Team (IHART).

Peer Assisted Care Team (PACT)

The Peer Assisted Care Team (PACT) Pilot Project is managed by the Canadian Mental Health Association BC Division (CMHA BC) and has a broad community reach. Support for this program is from the Provincial Ministry of Mental Health and Addictions. This project now has Provincial support for 24 hours, seven days per week coverage. Council has led the advocacy for this project and has allocated part-time staff to conduct asset mapping of current mental health supports to assist the City with advocacy for future community mental health needs.

As this is a new model for the City and the Province, the City has worked diligently to remove barriers to implement this project, including advocacy for senior government funding, an integrated dispatch with 911, and helping to initiate and support it through Phase One of the Engagement Plan. When operational, mental health distress calls will be redirected to PACT, in which a mental health practitioner and a trained peer crisis worker will respond. The PACT team may respond with the support of Police and other first responders or on their own, based on the needs and the assessed risk. This should: lead to a more appropriate mental health response; move away from a criminal to a health response; and better connect those living with mental health challenges to community programs and supports. The project will be operational in late-December 2022/early-January 2023. CMHA BC has contracted support to professionally measure

the key success indicators for this project in order to ensure evaluation of the results. A youth mental health component will be included in 2023 with support from the Federal Government.

Assertive Community Treatment (ACT) Team

The New Westminster/Tri-Cities Assertive Community Treatment (ACT) Team provides flexible, community-based support for adults (19+) with serious and persistent mental illness and significant functional impairments who have not connected with, or responded well to, traditional outpatient mental health and rehabilitation services. Team members work closely with clients, along with family members or significant others, if appropriate, to create a plan to improve their quality of life and decrease their time spent in hospital. Team members include a coordinator, a psychiatrist, nurses, social workers, and a peer support worker. The ACT Team operates from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Integrated Homeless Action Response Team (IHART)

The New Westminster/Tri-Cities Integrated Homeless Action Response Team (IHART) works to stabilize and treat chronic health conditions, including mental health and substance use issues, with particular attention to those who are unsheltered and living in encampments and select supportive housing environments. It supports people’s transition to new emergency shelter or housing in collaboration with BC Housing and social service organizations. Team members include a mix of nurses, allied health professionals, and clinical and peer support workers. IHART operates from 8:30 a.m. to 4:30 p.m., seven days per week.

When all are fully implemented, those with severe and persistent mental health issues, including the unsheltered, will have enhanced access to supports, and, in time, congregate and supportive housing. This will reduce incidences related to mental health in public places, and help to ensure that those people who are receiving the assistance can more fully participate in the community and society.

**FINANCIAL IMPLICATIONS**

The City is trying to address the challenges in the Downtown in order to improve the livability for area businesses and residents, while serving the needs of the City’s most vulnerable populations in a compassionate way. Many of these challenges fall under the jurisdiction and the mandate of the Provincial Government. Notwithstanding, several of the actions in the Strategy have been operationalized under existing City Departmental budgets and City staff work programs. In order to move forward, significant, guaranteed senior government funding is required on a long-term basis as the issues facing the Downtown are beyond the jurisdiction, mandate or fiscal capacity of the City.

City staff have been working to implement the actions detailed in this report through a combination of existing City resources and senior government grants. From a transparency perspective, as the City continues with its funding advocacy to both the Province and the Federal Government, in order to address the immediate issues in the Downtown, City staff will be making service enhancement requests in the 2023 Operating Budget and the 2023 Capital Budget for Council’s consideration.

The total financial implications to address the issues in the Downtown are estimated at \$4,392,000. These costs are broken down as follows:

- \$572,000 is for proposed 2023 Operating Budget Service Enhancements (0.33% Property Tax & balance from Development fees);
- \$2,840,000 is proposed from grants (\$200,000 secured and balance is unsecured/pending grant funding approval from other third parties)\*;
- \$225,000 is for proposed 2023 Capital Budgets; and
- \$755,000 is from existing 2022 Approved Capital and Operating Budgets.

\*unsecured grants includes a pending application for Building Safer Communities of \$1.8M which will span over multiple years.

**Summarized Breakdown of the \$4.392M**

**\$1.627M Improved General Cleanliness & Enhanced Access to 24/7 Public Toilets:**

- \$0.675M – Existing Approved Capital
- \$0.200M – Existing Secured Grant Funding
- \$0.332M – 2023 Proposed Service Enhancements (Operating Property Tax 0.3%)
- \$0.135M – 2023 Proposed Service Enhancement (Operating Development Fees)
- \$0.285M – Pending Grant Funding (Unsecured to Date)

**\$0.830M - Enhanced Homeless Outreach and Added Emergency Shelter Capacity:**

- \$0.075 M – Existing Approved Capital
- \$0.425 M – Pending Grant Funding (Unsecured to Date)
- \$0.105M – 2023 Proposed Service Enhancement (Operating Development Fees)
- \$0.225 M – Proposed Capital Budget

**\$0.025M - Opioid Epidemic & Illicit Drug Use – Grant (Unsecured)**

**\$0.110M - Business Support & Engagement:**



- \$0.005 M – Existing Approved Operating
- \$0.105 M – Pending Grant Funding (Unsecured to Date)

**\$1.800M** – Youth Mental Health Response & Other Support Programs – Public Safety Canada Grant (Unsecured)

**Detailed Breakdown of the \$4.392M per Spend Line Items & Source of Funds**

**\$1.627M - Improved General Cleanliness and Enhanced Access to 24/7 Public Toilets:**

- \$0.025M Garbage Receptacles – Solid Waste Annual Capital Program BU#12092
- \$0.130M ‘I’s on the Street’ Program – applied for grant (unsecured funds)
- \$0.200M Portable Toilets, Fencing, Servicing, 24/7 Attendants, Supplies – \$0.2M secured grant
- \$0.650M New Permanent Toilet – Approved Capital Budget BU# 12391– General Fund Reserve
- \$0.107M Street Cleaning staff (known as the “Beat” crew) – Permanent Operating - Property Tax Increase
- \$0.225M New Permanent Toilet and other Public Toilet Annual Operating Costs – Property Tax Increase (unsecured funds)\*
- \$0.155M Specialist Human Waste Contractor & Street Cleaning – grant (unsecured funds)\*\*
- \$0.135M – Senior Development Planner – Permanent Operating – Development Fees

**\*\$225,000 – 2023 Service Enhancement – Permanent Toilet Annual Operating Budget** - includes an internal staff position to serve as a public toilet coordinator, an external contracted cleaning service (preferably non-profit, community-based), cleaning materials, water and sewer rates, insurance, depreciation, repair and renewal for this new facility asset. The new internal staff position would oversee operation (staff, scheduling, procedures) of all public washrooms (including those in parks) and would be a public washroom specialist for the City, helping to manage, inform, strategize and implement public access to washrooms as a corporate response to the growing need for this service.

**\*\*\$155,000 – 2023 Service Enhancement - Specialized Human Waste Contractor** – in order to address the acute problem of higher risk waste, City staff are finalizing the procurement of a specialized waste contractor. The contracted service will provide a daily patrol for human, pet, and drug waste, in addition to providing a call-out service for emerging needs, and servicing portable toilets. After the \$200,000 Federal grant is

expended, and if no additional grants are secured, the City will need to keep funding this service.

**\$0.830M - Enhanced Homeless Outreach and Added Emergency Shelter Capacity:**

- \$0.140M – Outreach Program – grant (unsecured funds)
- \$0.180M – 24/7 Shelter & Sanitation (grant – unsecured funds)
  - 2 Sanitation Trailers
  - 6 Toilets, 4 Sinks, 4 Showers
- \$0.0M – IHART & ongoing Mental Health Practitioners, peer supports – non profits
- \$0.0M – Extreme Weather Support Shelters and Incremental Costs – EMBC
- \$0.0M – Supportive Housing 60-68 6<sup>th</sup> Street: 52 Units – BC Housing Project
- \$0.075M – Supportive Housing Project Manager – Approved Capital Affordable Housing Program BU#12401
- \$TBD – Additional Long-term 46 Actions
- \$0.105M – Downtown Livability Coordinator (Permanent via Development Fees)
- \$0.105M – Affordable Housing Planning Analyst – Temporary – Proposed Capital
- \$0.120M – Strategic Initiatives Coordinator – Temporary – Proposed Capital
- \$0.105M – Policy Analyst – Temporary – grant – unsecured

**\$0.025M - Opioid Epidemic & Illicit Drug Use:**

- \$0.025M – Pilot; worker with lived experience – Health Canada grant unsecured
- \$0.0M – Naloxone Kits – Fraser Health provides at no cost

**\$0.110M - Business Support & Engagement:**

- \$0.005M - 2023 Operating Budget – General Fund – Economic Development
  - Resource Materials
  - Webinars
  - Public Website Updates
  - Information Sessions – staff time
- \$0.105M – Downtown Livability Coordinator (Temporary via Grants) – (unsecured)

**\$1.800M - Mental Health Response & Support:**

- \$0.0M Assertive Community Treatment (ACT) Team – Not for Profit
- \$0.0M Integrated Homeless Action Response Team (IHART) – Fraser Health
- \$1.800M – Building Safer Communities; includes one-time funds for Youth Hub, for Dan’s Legacy Cafe, for PACT Coordinator Costs & Youth Program – grant funding (pending contract)\*
- \$0.0M - PACT Program Efficiency to be quantified: Operating Budget – Property Tax
- \$0.0M – PACT Pilot Project: Canadian Mental Health Association BC and Province of BC

\*Building Safer Communities is a 3 Year Grant – 2023 Implication is \$600,000

**NEXT STEPS**

Staff will continue to seek senior government funding to address needed services for the Downtown. Where funding is secured, the services and the costs outlined in this report will be funded via the senior government grants. If senior government funding is not secured, staff maintain that these services should be continued. From a fiscal transparency perspective, these added costs will be provided to Council as service enhancement requests in the 2023 Operating Budget and the 2023 Capital Budget.

To summarize:

The total 2023 financial implications to address with the issues in the Downtown are estimated at \$4,392,000:

- \$467,000 is for proposed 2023 Operating Budget Service Enhancements (0.33% Property Tax & balance from Development fees);
- \$2,840,000 is proposed from grants (\$200,000 secured and balance is unsecured/pending grant funding approval from other third parties);
- \$225,000 is for proposed Capital Budgets; and
- \$860,000 is from existing 2022 Approved Capital and Operating Budgets.

**INTERDEPARTMENTAL LIAISON**

This is a high priority initiative. Several City Departments are working on the Downtown Livability Strategy and have collaborated in the writing of this corporate report.

**OPTIONS**

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

1. THAT staff be directed to submit service enhancement requests for the 2023 Operating Budget and the 2023 Capital Budget to address the actions as contained in the Downtown Livability Strategy;
2. THAT staff be directed to seek Provincial funding to address the actions as contained in the Downtown Livability Strategy;
3. THAT staff be directed to seek Federal funding to address the actions as contained in the Downtown Livability Strategy; or
4. That Council provide alternate direction.

*Staff recommends Options 1, 2 and 3.*

**ATTACHMENTS**

Attachment #1: Downtown Recovery Strategy Motion

Attachment #2: Downtown Livability Strategy

Attachment #3: Front Street Gate/Shutter Application Checklist DRAFT

**APPROVALS**

The following staff contributed to this report:

Jen Arbo, Economic Development Coordinator, Office of CAO

Brad Davie, Assistant Deputy Chief, Fire Department

John Stark, Supervisor of Community Planning, CAPD

Gabe Beliveau, Manager of Operations, Engineering Department

Harji Varn, Director of Finance

Blair Fryer, Senior Manager, Economic Development and Communications

Jackie Teed, Acting Director, CAPD

Lisa Leblanc, Director of Engineering

Erin Williams, Acting Fire Chief, Fire Department

Serena Trachta, Manager, Inspections, CAPD

Denise Tambellini, Manager, Intergovernmental and Community Relations

This report was approved by:

Lisa Spitale, Chief Administrative Officer

**Attachment #1**  
*Downtown Recovery Strategy Motion*

**7.1 Downtown Recovery Strategy, Councillor Johnstone and Councillor Trentadue**

**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.**

## Attachment #2

# Downtown Livability Strategy



**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

Attachment #3

*Front Street Gate/Shutter Application Checklist*

*DRAFT*





This checklist is to inform Applicants and Designers of the process for determining if it is possible to submit a building permit to add security closure at the alcoves and/or storefront glazing at their commercial buildings that face Front Street, and what that permitting process includes.

### SUMMARY

ROLL DOWN SHUTTERS OR ACCORDIAN GATES* AT ALCOVE AND/OR STOREFRONT			
	Administrative Approval	Streamlined Approval	Full Routing
Commercial space served has only one (1) means of egress at Front Street (i.e. no other entry or exit door from the space)	Yes	Yes	Yes
The space has more than one exit from it (i.e. there is a back door or another entry door)	No	No	No
Alcove Serves more than one means of egress	No	No	No
Alcove Serves only 1 means of egress	Yes	Yes	Yes
BC Building Code Compliant	Yes	Yes	Alternative Solution
Heritage Compliant (See Heritage Considerations)	Yes	Yes, but	No
Are there any City trees within 10m of the work	No	Yes	No
*Any option that does not use a vertical hinged door (standard swing door)			
EXIT GATES/GRILLES AT ALCOVE			
	Administrative Approval	Streamlined Approval	Full Routing
Commercial space served has only one (1) means of egress at Front Street (i.e. no other entry or exit door from the space)	Yes	Yes	Yes
The space has more than one exit from it (i.e. there is a back door or another entry door)	No	No	No
Alcove Serves more than one means of egress	Yes	Yes	Yes
Alcove Serves only 1 means of egress	Yes	Yes	Yes
BC Building Code Compliant	Yes	Yes	Alternative Solution
Heritage Compliant (See Heritage Considerations)	Yes	Yes, but	No
Are there any City trees within 10m of the work	No	Yes	No

## PRE-APPLICATION REQUIREMENTS

FRONT STREET SHUTTER/GRILLE/GATE INITIAL INQUIRY QUESTIONNAIRE	
Question	Response
What is the building Address?	
Are you the Owner or a Tenant?	
What is your contact phone and email?	
Will you be able to secure the Owner's permission to install what you propose?	
What do you want to install? I.e. rolling shutter, grille, gate? Does the security devices allow visual control of the area served to enhance security?	
If you know the type of product you'd like to use at this time, provide a product data sheet, photograph or cut-sheet with information about the size, materials, color, etc.	
What hours of the day and days of the week will it be in the closed position? Is this consistent or will there be variations?	
Is there more than one door that is in the alcove? If yes, what space does each door serve?	
Do you want to cover storefront glazing? If yes, how much?	
Will any part of the proposed installation extend over the property line? If yes, provide that information in the sketch.	
Attach photographs of the space including the alcove, any doors serving the alcove and the storefront (if applicable).	
Attach a sketch of the building floor plan of the spaces that lead to the alcove and any other exits from the space served by the alcove.	
Attach a narrative addressing the Heritage Considerations and how your project addresses the concerns outlined	

In order to help determine what path your project is eligible for, please email a completed questionnaire along with requested information to [blidapps@newwestcity.ca](mailto:blidapps@newwestcity.ca) with PREAPP SECURITY CLOSURE (Insert Address) in the subject line.

## APPLICATION REQUIREMENTS

Project Address: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Commercial  Industrial  Other \_\_\_\_\_

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

REQUIRED DOCUMENTATION		Required	Submitted
Permit Application Form		✓	
Letter of Authorization (If applicant is not title owner)		✓	
<u>Title Search</u> (no older than 30 days – obtain from BCLTSA office)		✓	
EXISTING BUILDING INFORMATION		Yes	No
How many storeys high is the building?			
Is the building sprinklered?			
Is there a fire alarm system?			
Storage of Dangerous goods?			
Storage / Use of combustible or flammable liquids, gases, etc?			
REQUIRED DRAWINGS		Submitted	Required
<b>Key Plan</b> Min. Scale: 1:100 or 1/8"=1'-0"	Full Floor Plan showing location of tenant space and any other tenant spaces accessing the alcove.		✓
<b>Suite Floor Plan</b> Min. Scale: 1:50 or 1/4"=1'-0"	Existing space layout with room uses identified and proposed location of gates/shutters/grilles		✓
<b>Construction Details</b> Min. Scale: 1:20 or 1/2" = 1'-0"	Gate specifications and installation details including waterproofing and structural details as needed.		✓
STRUCTURAL ENGINEERING CHECK			
<b>Engineering Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure- Contact Building Department for further information <b>Designed Under?</b> <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4 <input type="checkbox"/> Part 9			
REQUIRED STRUCTURAL DRAWINGS		Submitted	Required
Signed / Sealed Structural Drawings			✓
Schedule B signed & sealed by Professional			✓
Schedule A , required for projects with more than 1 Professional			
<b>Letters of Assurance</b>	Coordinating Professional		
(provide name of professionals)	Architectural:		
	Structural:		

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Please email this checklist along with supporting documentation to [blapps@newwestcity.ca](mailto:blapps@newwestcity.ca) with APP SECURITY (gate/shutter/grille) (address). Identify the information in (parentheses).

## HERITAGE CONSIDERATIONS FRONT STREET / COLUMBIA STREET HISTORIC DISTRICT

### Adding security gates and shutters

#### HERITAGE CONSIDERATIONS

The **Columbia Street Historic District** has a high concentration of heritage buildings. Many are listed on the City of New Westminster's Heritage Register, some are protected by a Heritage Designation bylaw and some have a Heritage Revitalization Agreement in place. Many of the buildings that face Front Street are part of the same site or building as historic buildings that also face Columbia Street. While the heritage buildings are mostly Edwardian, there are also buildings of note from later periods.

#### Adding security to windows, doors and storefronts

While supporting measures to increase security for businesses in the area, consideration should also be given to minimizing the impact of new installations such as gates and shutters on the heritage character and heritage values of the individual buildings and the streetscape.

Windows, doors and storefronts are often fundamental to a building's appearance and heritage value. The business frontages on Front Street vary considerably in how much they have been altered over time with some still retaining much of their original materials and form, and others with modern elements added or replacing the historic at some point in the past. Many of the storefronts and building facades on Columbia Street have been maintained or restored to their original appearance with historic or modern materials.

Consideration of the best security solution for each situation should take into account the conservation conditions of the particular building. Even if a building does not appear to have retained its original appearance, there may be opportunity to restore it in the future. Historic materials and elements are often present beneath modern interventions so effort to avoid damaging them is still important. For some properties, a Statement of Significance and/or archival images is on file that can help in identifying the historic materials and features, and the character defining elements that embody the heritage value.

#### Guidance to refer to

The *Standards and Guidelines for the Conservation of Historic Places in Canada* (endorsed by Council in 2008) provides key principles and guidance when making changes to a heritage building or site. Standards 3, 11 and 12 are of particular relevance here, indicating an approach of minimal intervention, making new work compatible and complimentary to the heritage building, and reversible so it can be removed or upgraded in future. [Further details below]

The *Downtown Community Plan* (2010) identifies the importance of the Historic Precinct commercial area and the intention "to respect, enhance and celebrate the recognized heritage resources within it". Changes to the exterior of Heritage Register buildings on Columbia Street are to follow the design standards provided in the Heritage Area Revitalization Program (HARP) guidelines. Specific guidance for storefronts, doors and fenestration is in Section 4. The *Downtown Community Plan* also sets out the City's heritage conservation principles which align with the Standards and Guidelines.

#### Key principles

The key principles to consider in designing security gates or shutters for a heritage building (or within the Historic District) include:

- Use design, form and materials for new elements that are compatible with the historic building.
  - o The design should reflect and complement the heritage character of the building.
  - o The design should aim to maintain or even enhance the heritage character of the building or streetscape.
- Use a method and location of installation that does not damage the historic fabric of the building and that is reversible.
  - o When it is removed or upgraded in the future it should not leave permanent damage to the historic building, its materials and features.

- It may be possible to install new elements onto modern materials that have been added - for example, onto a modern metal window frame instead of the historic masonry.

#### Further considerations:

- Assess what level and type of security is actually needed in each situation.
  - Are physical barriers necessary or are other measures sufficient.
- Explore if security measures can be installed on the interior instead to avoid changing the exterior appearance of the building, while also considering heritage interiors.
- If adding gates or shutters, maintaining transparency rather than adding solid elements is recommended whenever possible, to not overwhelm or obscure historic elements, to maintain the visual relationship between inside and outside, to avoid creating a fortress-like appearance, and for safety and security of building users.
- Use high quality, durable materials that will weather well over time.
- Consider the colour of new elements to tie into the existing building or context.

#### References:

[Standards and Guidelines for the Conservation of Historic Places in Canada](#)

Second edition, 2010.

Chapter 3, The Standards for the Conservation of Historic Places in Canada, including:

Standard 3

**Conserve heritage value by adopting an approach calling for minimal intervention.**

Minimal intervention in the context of heritage conservation means doing enough, but only enough to meet realistic objectives while protecting heritage values.

Standard 11

**(a) Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.**

Part (a) indicates that [...] such additions or new construction must not obscure, radically change or have a negative impact on character-defining materials, forms, uses or spatial configurations.

Part (b) requires physical compatibility with the historic place. This includes using materials, assemblies and construction methods that are well suited to the existing materials. New materials and assemblies should also have compatible service lives or durability, so that maintenance and repair work can be undertaken concurrently. Not doing so can lead to prematurely replacing adjacent historic materials for the sake of efficiency.

Part (b) also requires that additions or new construction be visually compatible with, yet distinguishable from, the historic place. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast, thus complementing the historic place in a manner that respects its heritage value.

Part (b) also requires an addition to be subordinate to the historic place. This is best understood to mean that the addition must not detract from the historic place or impair its heritage value. Subordination is not a question of size; a small, ill-conceived addition could adversely affect an historic place more than a large, well-designed addition.

Standard 12

**Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.**

Reversible interventions are those that can be removed at a later date without damaging the character-defining elements of the historic place. This is particularly important if the intervention is related to a new use that may later change. For example, a temporary access ramp could be constructed in a manner that allows for easy dismantling without damaging an adjacent character-defining foundation wall or front garden. Reversible interventions are not destructive.

Guidelines for Windows, Doors and Storefronts (4.3.5), including:

**Recommended:**

- 1: Understanding windows, doors and storefronts and how they contribute to the heritage value of the historic building.
- 8: Retaining sound and repairable windows, doors and storefronts, including their functional and decorative elements, such as hardware, signs and awnings.
- 22: Complying with health, safety and security requirements in a manner that conserves the heritage value of the windows, doors and storefronts and minimizes impact on its character-defining elements.
- 23: Working with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.

**Not Recommended:**

- 22: Damaging or destroying elements while making modifications to comply with health, safety and security requirements.
- 23: Making changes to windows, doors or storefronts without first exploring equivalent health, safety and security systems, methods or devices that may be less damaging to the character-defining elements of the historic building.

[Downtown Community Plan](#): City of New Westminster, 2010

4.3: Historic Precinct, p.38

Policy 9.0: Heritage Management, p.71

[The Columbia Street H.A.R.P Guidelines](#): City of New Westminster

Section 2: Form and Scale, p.5 including 2.1: General Design Considerations

Section 4: Storefronts, Doors and Fenestration, p.15

[Guidelines for Fences, Gates and Shutters](#): City of Victoria, 2010

Prepared by Joseph Daly Landscape Architect, and Pechet and Robb Art and Architecture Ltd.

Design Principles p.3

Design Guidelines p.4

Examples pp.5-9



# Downtown Livability Strategy

**ON TABLE**  
City Council Meeting  
December 12, 2022  
re: Item 3.1

## Front Street Public Realm Activation

NEW WESTMINSTER

# Two Downtown Livability Reports

## REPORT PURPOSES

1. Progress report on immediate and short term actions in the Downtown Livability Strategy
2. Update on the Downtown public realm improvements and activation initiatives
3. Rationale for service enhancements for 2023 Operating Budget and 2023 Capital Budget



# Interdepartmental Team

- ❖ Reports: Purpose and Context – **Lisa Spitale**, Chief Administrative Officer
- ❖ Homelessness Crisis Context - **John Stark**, Supervisor, Community Planning
- ❖ General Cleanliness / Access to Public Toilets – **Lisa Leblanc**, Director of Engineering
- ❖ Enhanced Homelessness Outreach – **John Stark**, Supervisor, Community Planning
- ❖ Business Support and Outreach – **Jen Arbo**, Economic Development Coordinator
- ❖ Toxic Drug Crisis Response – **Brad Davie**, Assistant Deputy Fire Chief
- ❖ Mental Health Response – **John Stark**, Supervisor, Community Planning
- ❖ Downtown Activations – **Renee Chadwick**, Manager, Special Projects and Community Partnerships
- ❖ Fourth St. Stairs / Flex Space – **Dean Gibson**, Director of Parks and Recreation
- ❖ Financial Implications – **Harji Varn**, Director of Finance
- ❖ Reports Recommendations – **Lisa Spitale**, Chief Administrative Officer

**The City is trying to address the challenges in the Downtown in order to improve the livability for area businesses and residents, while serving the needs of the City's most vulnerable populations in a compassionate way.**

**Many of these challenges fall under the jurisdiction and the mandate of the Provincial Government. Notwithstanding, several of the actions in the Strategy have been operationalized under existing City Departmental budgets and City staff work programs.**

**In order to move forward, significant, guaranteed senior government funding is required on a long-term basis as the issues facing the Downtown are beyond the jurisdiction, mandate or fiscal capacity of the City.**



# Facing a Crisis

- The March 2020 Homeless Count found 52 unsheltered and 71 sheltered homeless people in New Westminster.
- As with all homeless counts, this is likely an undercount of the true extent of unsheltered homelessness.
- In September 2020, service providers with a mandate to address homelessness estimated the size of the unsheltered homeless population, including those who couch surf, at three to four times the pre-pandemic number.



# Facing a Crisis



- The increase in homelessness is stressing faith-based and non-profit service providers; taxing City staff; and contributing to business and resident complaints.
- The City has found that enforcement action often shifts the issue from one area to another. Additionally, recent court cases and challenges limit the ability of Police and Bylaw Enforcement to act when it comes to social issues such as homelessness.

# Business and Resident Concerns

Based on the consultation related to the **Homelessness Action Strategy (2022)**, the following issues were identified, with these issues being most acute in the Downtown:

- increasing litter
- lack of access to toilet facilities
- increasing public drug use and intoxication
- more people presenting with mental health issues
- more camping and squatting
- over-burdened faith-based and non-profits
- concerns about public safety
- frustration with calling the police non-emergency line
- lack of communication

# DOWNTOWN LIVABILITY STRATEGY

# DOWNTOWN LIVABILITY STRATEGY

General  
cleanliness  
and  
enhanced  
access to  
24/7 toilets

Enhanced  
homeless  
outreach and  
added  
emergency  
shelter  
capacity

Opioid  
epidemic and  
illicit drug  
response

Business  
support and  
outreach

Mental  
health  
response and  
support

# General Cleanliness and Increased Access to 24/7 Public Toilets

## General Cleanliness: Litter, human waste and drug related waste

### The Problem:

- More activity on streets, generating variety of waste
- More take-away containers
- More people who are unhoused and therefore without toilet facilities, resulting in human waste in public realm
- More drug use in public, resulting in needles and other drug related waste in the public realm
- More open burning for warming





# General Cleanliness and Increased Access to 24/7 Public Toilets

## General Cleanliness: Litter, human waste and drug related waste

### Our response:

- More litter cans, in key locations
- Larger litter cans, in key locations
- More frequent collection
- Operations staff shifted from other functions to increase litter clean up
- Other Operational functions are negatively impacted by this shift in staff
- Removal of combustible debris
- 'It's on the Street' Program – applied for 2023 grant (unsecured funds)
- Specialist cleaning service contracted to patrol for and clean up human waste and drug waste – applied for 2023 grant (unsecured funds)
- An additional street cleaning staff is being requested in 2023 Budget, to be funded through Property Tax Increase



# General Cleanliness and Increased Access to 24/7 Public Toilets

## Increased Access to 24/7 Public Toilets

### The Problem:

- More people who are unhoused, and therefore without easy access to toilet facilities
- In addition to serving those who are unhoused, public toilets support families, seniors and other members of the public
- Public toilets are highly susceptible to vandalism and other misuse
- We do not have sufficient resources to service a new public toilet, and existing toilets require more service than we can currently provide



# General Cleanliness and Increased Access to 24/7 Public Toilets

## Increased Access to 24/7 Public Toilets

### Our response:

- Permanent free standing public toilet to be installed in Hyack Square in 2023
- Meantime, 2 portable toilet trailers will be installed at the shelter on Front Street, and in Hyack Square
- The toilets need an attendant during open hours to manage risk
- The toilets will be cleaned by the specialist waste contractor, to start; we hope to shift that to internal staff
- A Public Toilet Annual Operating Budget is being requested in 2023 Budget



# Enhanced Homeless Outreach & Added Emergency Shelter Capacity



Initiatives include:

- Implemented Enhanced homeless outreach and referral services, which are working in conjunction with the City's Livability (Bylaw) Coordinators
- Implemented a nightly shelter and activating a warming centre during extreme weather
- Advocating for a 24/7 shelter with support services and served by two sanitation trailers
- Working with BC Housing to develop 52 units of supportive housing at 60 to 68 Sixth Street

# Business Support and Outreach

## Resource Development:

- Materials specific to businesses - homelessness, the opioid crisis and de-escalating crisis
- Dedicated page on the City's website
- Information webinars on overdose and homelessness available on the City's YouTube channel
- Monthly Invest New West newsletter - approx 950 subscribers

## Business Information Session – December 5

- 12 attendees
- The primary concerns/questions staff heard:
  - need for increased and timely communication of available resources (3 attendees)
  - clarification of the roles of the City, Province, and social service providers (2 attendees)
  - proactive and consistent garbage and human waste collection (4 attendees)
- Presentation boards to be displayed temporarily Downtown at old Army & Navy
- Presentation boards also added to City website and Invest New West newsletter



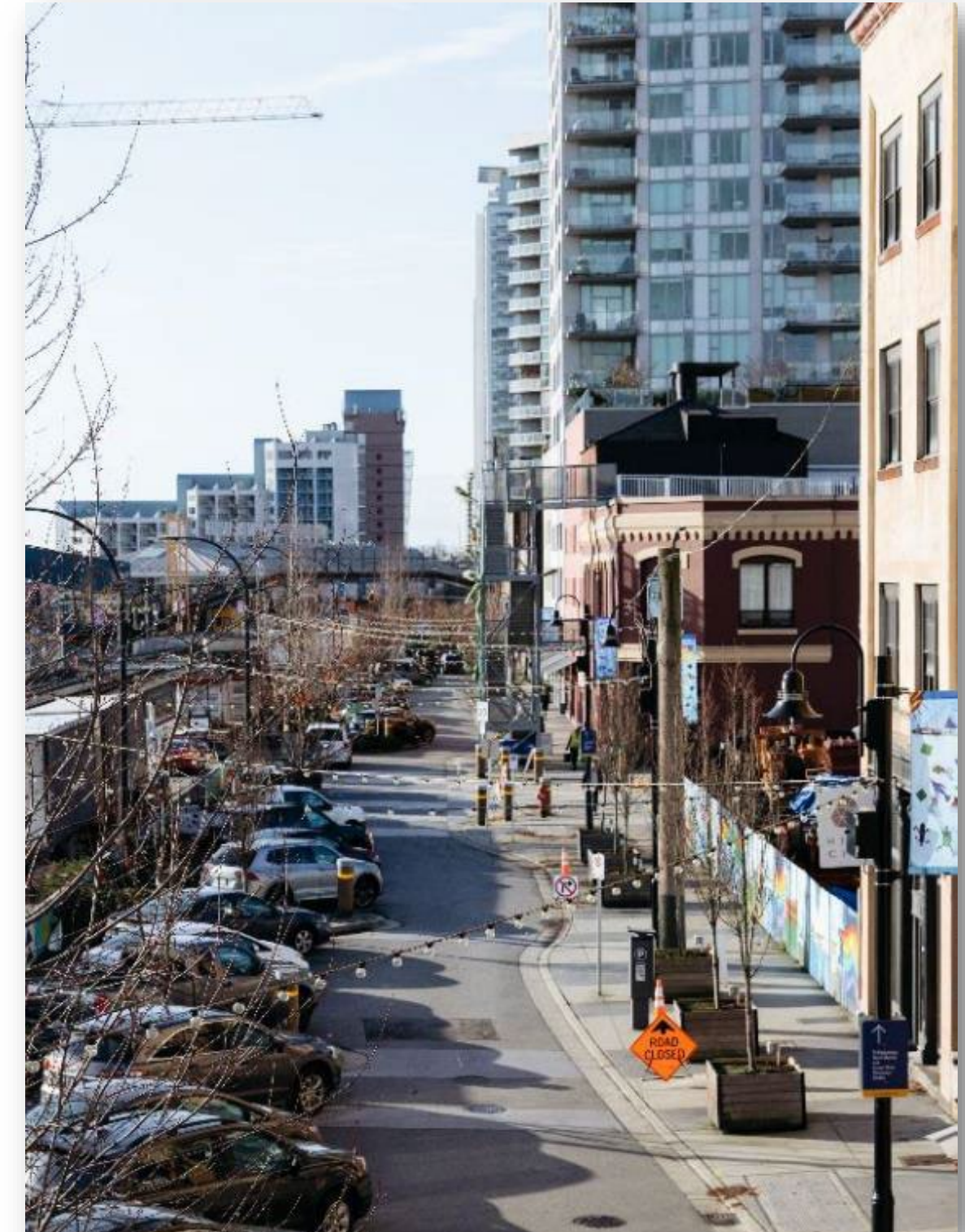
# Business Support and Outreach

## Outreach and Communications:

- Regular communication with the Downtown BIA
- Economic Development staff regularly connect one on one to businesses
- Livability Coordinators (Bylaw Enforcement Officers) regularly visit businesses in the Downtown
- Collaborative shop local campaigns promoting Downtown

## Longer Term Actions:

- Completed Sidewalk and On-Street Patio Bylaw
- Retail Strategy
- Collaborative marketing campaigns
- Continued expansion of an expedited Tenant Improvement permitting process to help with revitalization



# Toxic Drug Crisis Response

## Health Care Centre:

- Overdose Prevention Site
- Supports and Referrals

## Post Opioid Overdose Pilot:

- Overdose
- Stabilize Lifestyle

## Take Home Naloxone/Naloxone Administration

## Rapid Access Addictions Clinic

- same day appointments



# Mental Health Response & Support



Initiatives include:

## **Assertive Community Treatment (ACT) Team**

- Provides flexible, community-based support for adults with serious and persistent mental illness.

## **Integrated Homeless Action Response Team**

- Works to stabilize and treat chronic health conditions, including mental health and substance use issues, with particular attention to those who are unsheltered and living in encampments.

## **Peer Assisted Care Team**

- Redirects mental health distress calls to PACT, in which a mental health practitioner and a trained peer crisis worker will respond based on the needs and the assessed risk.



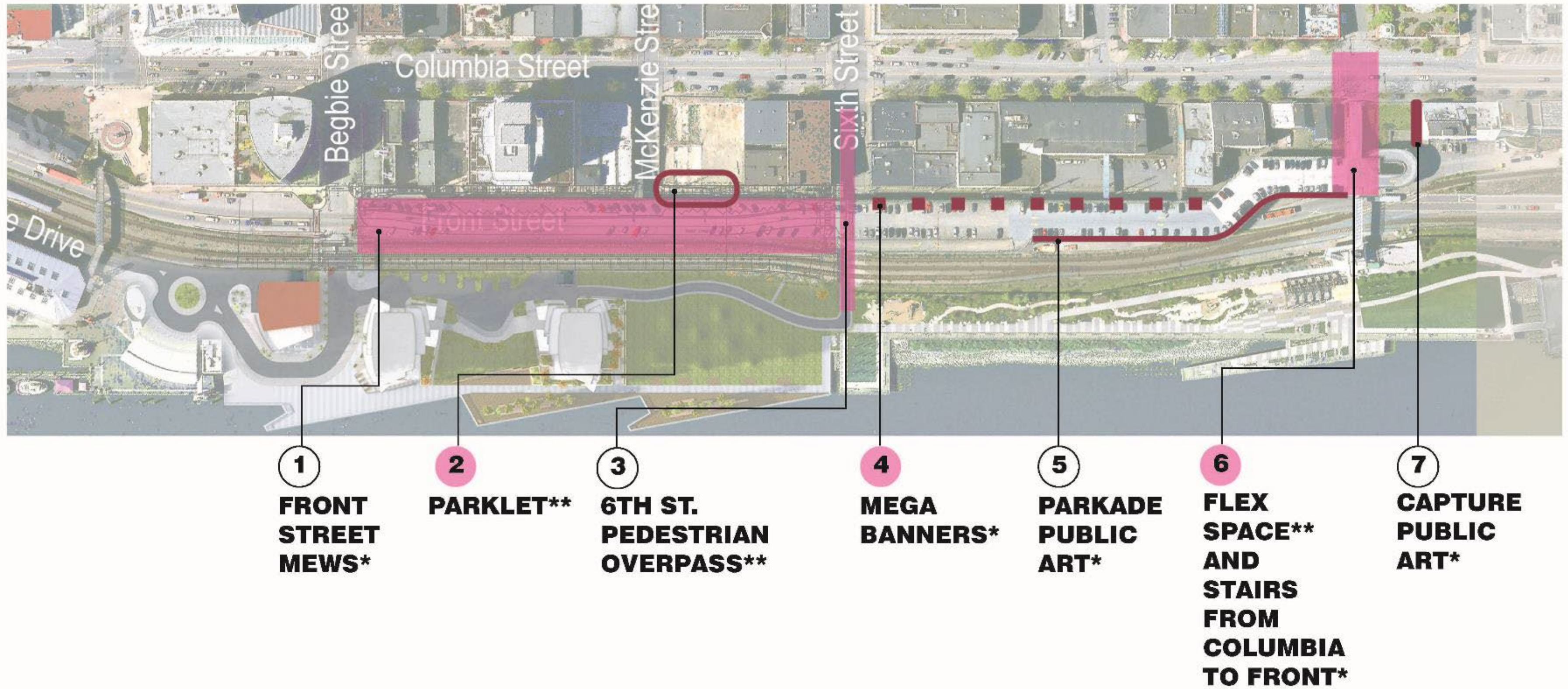
# PUBLIC REALM IMPROVEMENTS AND ACTIVATION

# DOWNTOWN ACTIVATIONS

- FRIDAYS ON FRONT
- REST OF NEW WEST
- CAR FREE DAY
- PRIDE DAY
- OUTSIDE / IN SERIES
- PLAY THE PARK
- END OF SUMMER FIREWORKS
- SHINE BRIGHT NEW WEST
- HOLIDAY MARKETS



# COMPREHENSIVE PLAN (2017)



1

**FRONT STREET MEWS\***

2

**PARKLET\*\***

3

**6TH ST. PEDESTRIAN OVERPASS\*\***

4

**MEGA BANNERS\***

5

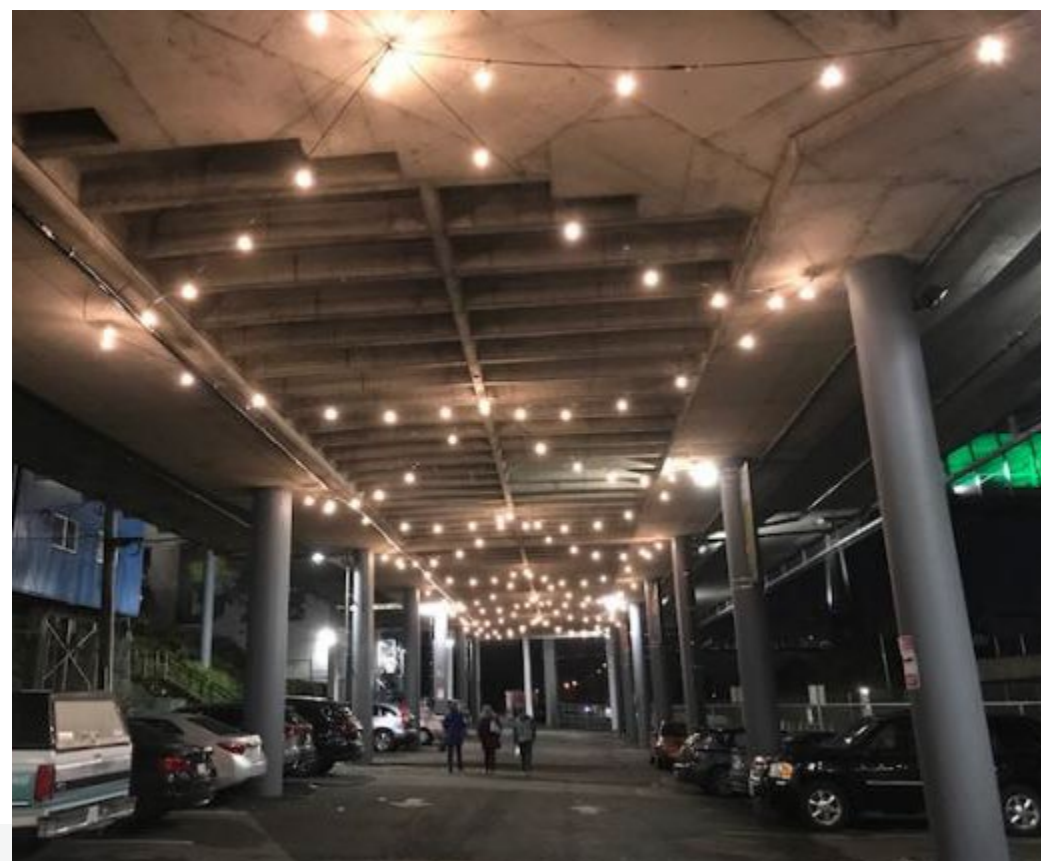
**PARKADE PUBLIC ART\***

6

**FLEX SPACE\*\* AND STAIRS FROM COLUMBIA TO FRONT\***

7

**CAPTURE PUBLIC ART\***



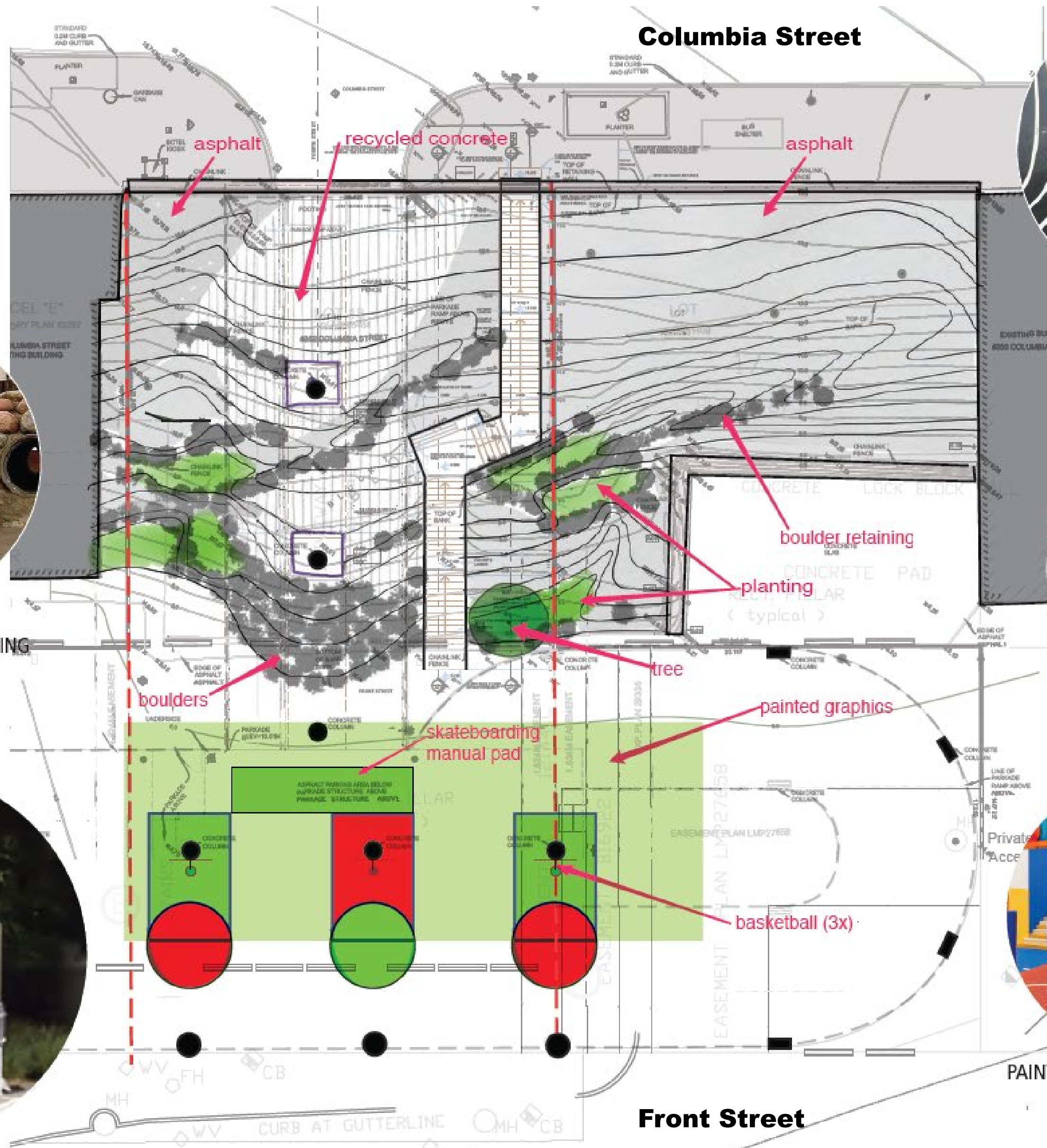
# FOURTH STREET STAIRS AND FLEX SPACE- PROJECT SITE



# SITE PHOTOS (AT FOURTH STREET)



# PRELIMINARY DESIGN CONCEPT (2017)



ASPHALT SURFACING (HILL SIDE)



PLANTING (STORMWATER MANAGEMENT)



PAINTED GRAPHICS (FLEX AREA)



RECYCLED CONCRETE



BOULDERS (W/ SOCIAL GATHERING & PLAY VALUE)

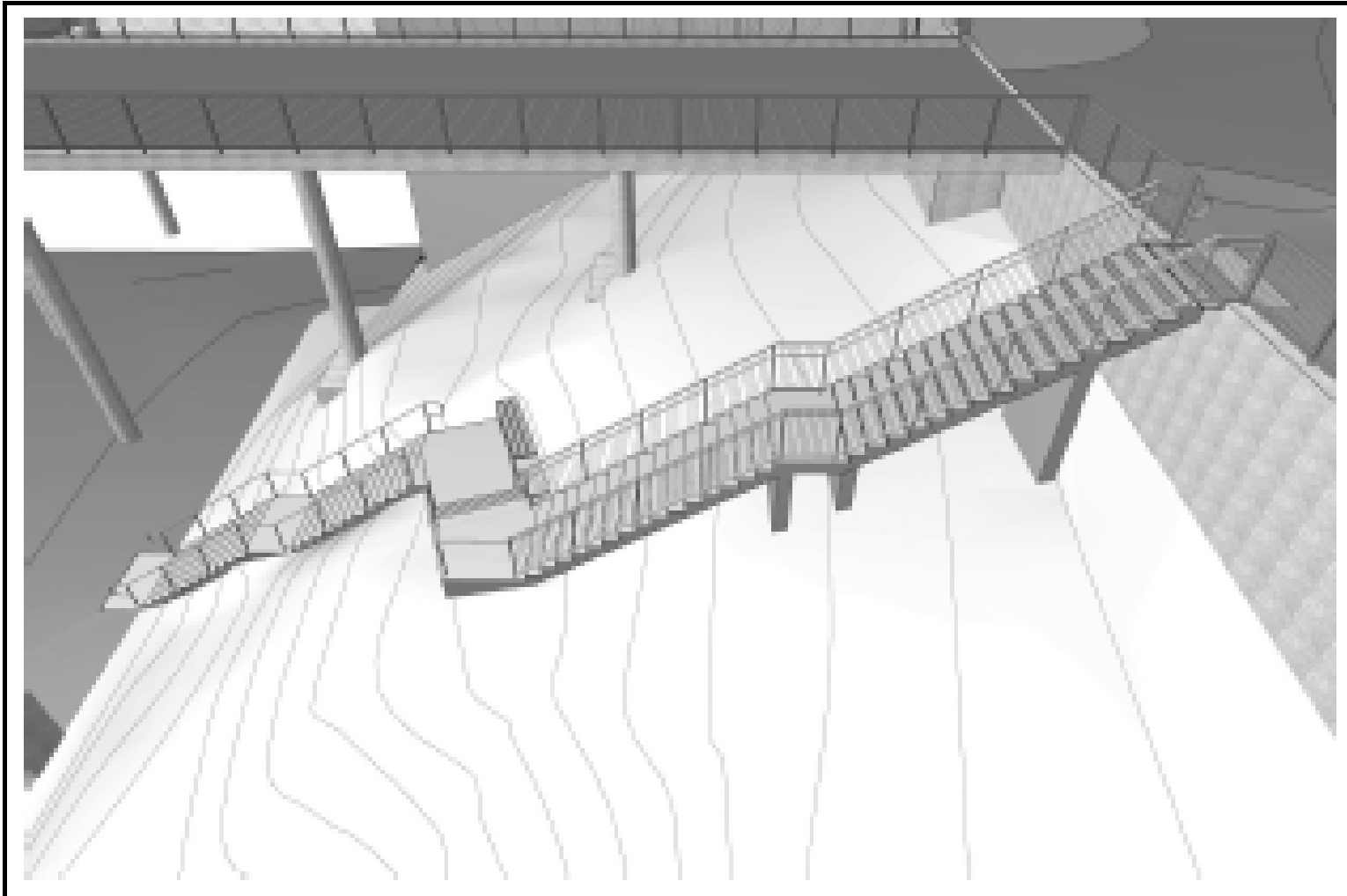


SKATEBOARDING MANUAL PAD

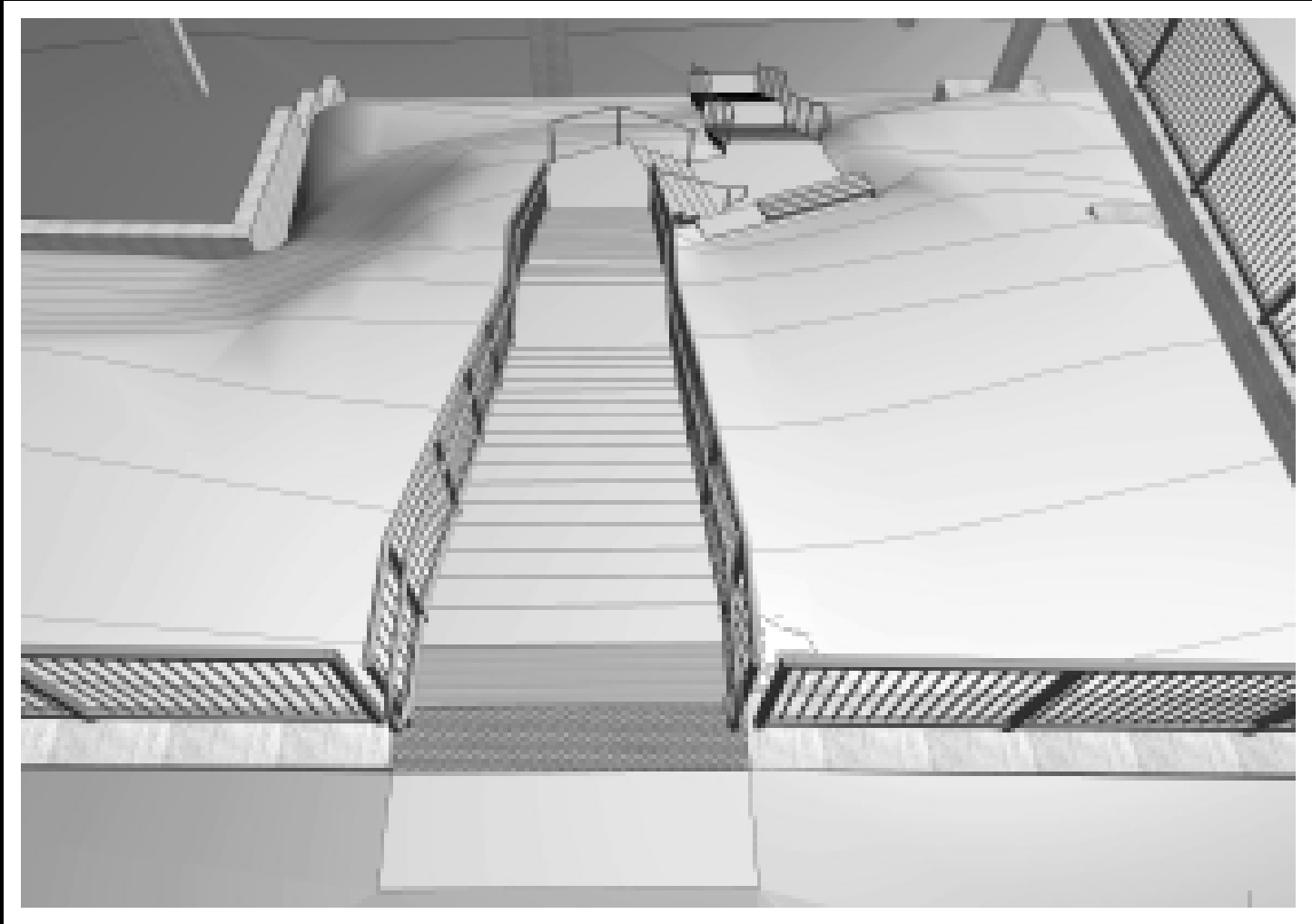


BASKETBALL

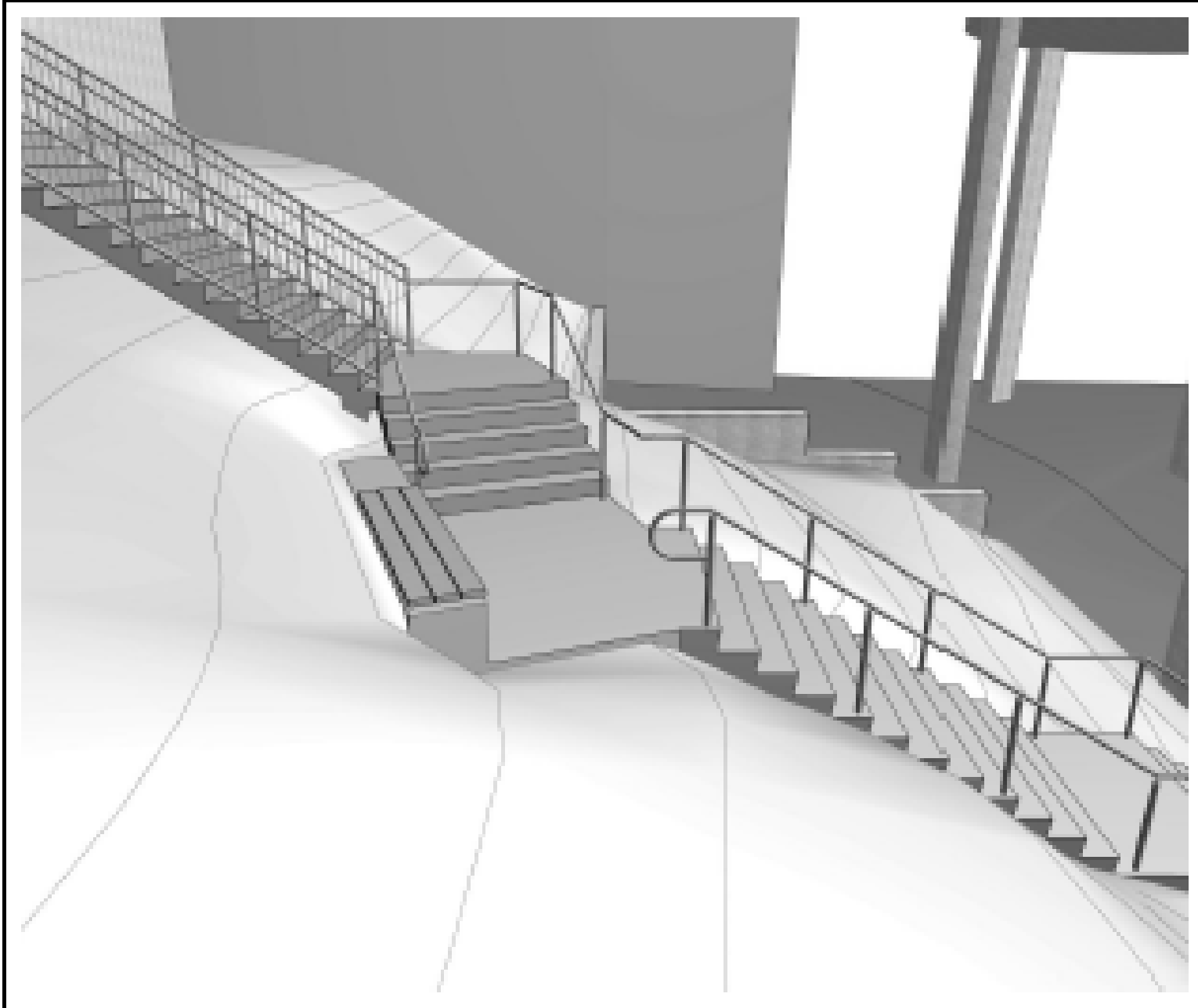
# FOURTH STREET STAIRS (PERMANENT)



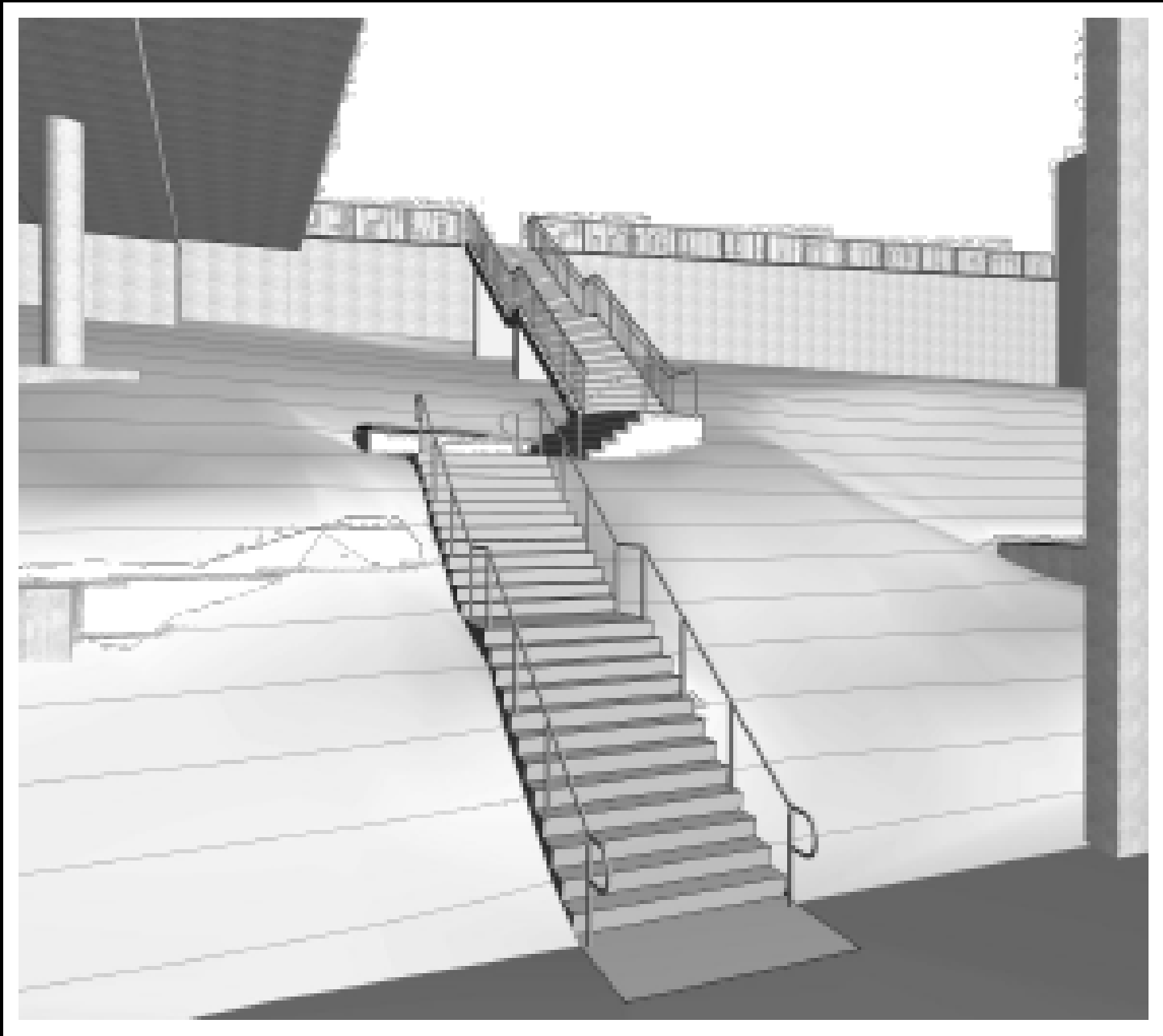
VIEW FROM EAST



VIEW FROM ABOVE



VIEW FROM WEST



VIEW FROM SOUTH

# FLEX SPACE- PROGRAMMING IDEAS



**basketball**



**street hockey**



**roller skating**



**skate features**



**boxing ring**



**concerts**



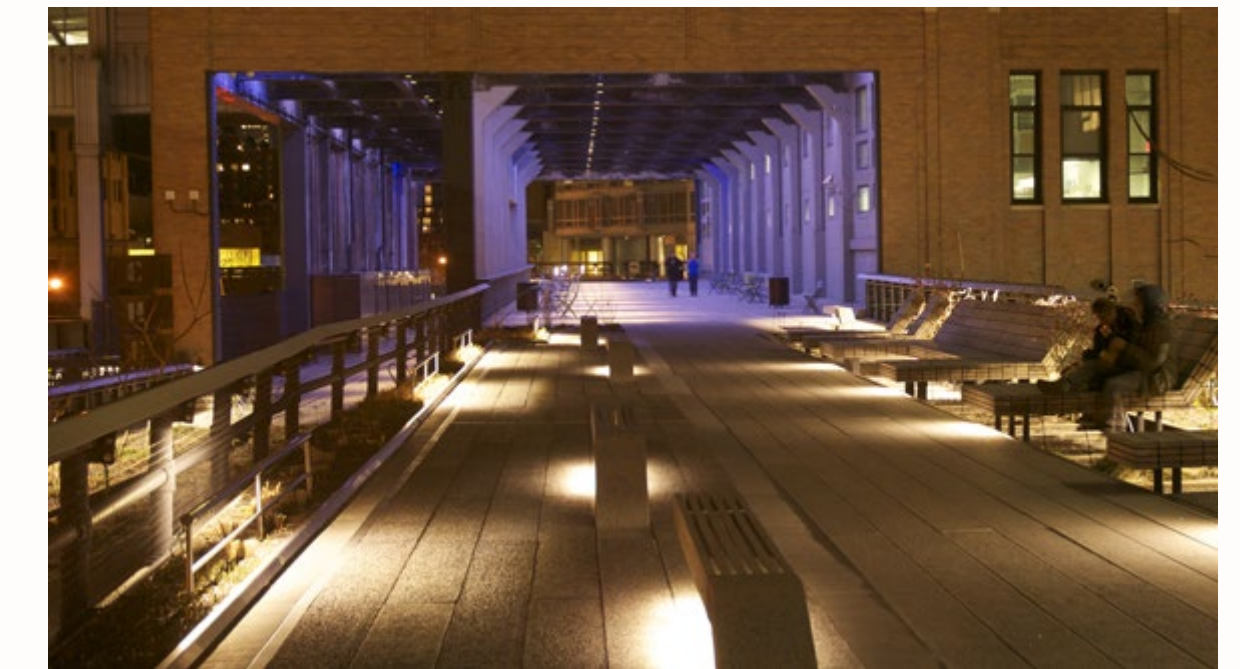
**street social**



**parking**



**annual festivals**



**lighting**



# PROPOSED NEXT STEPS

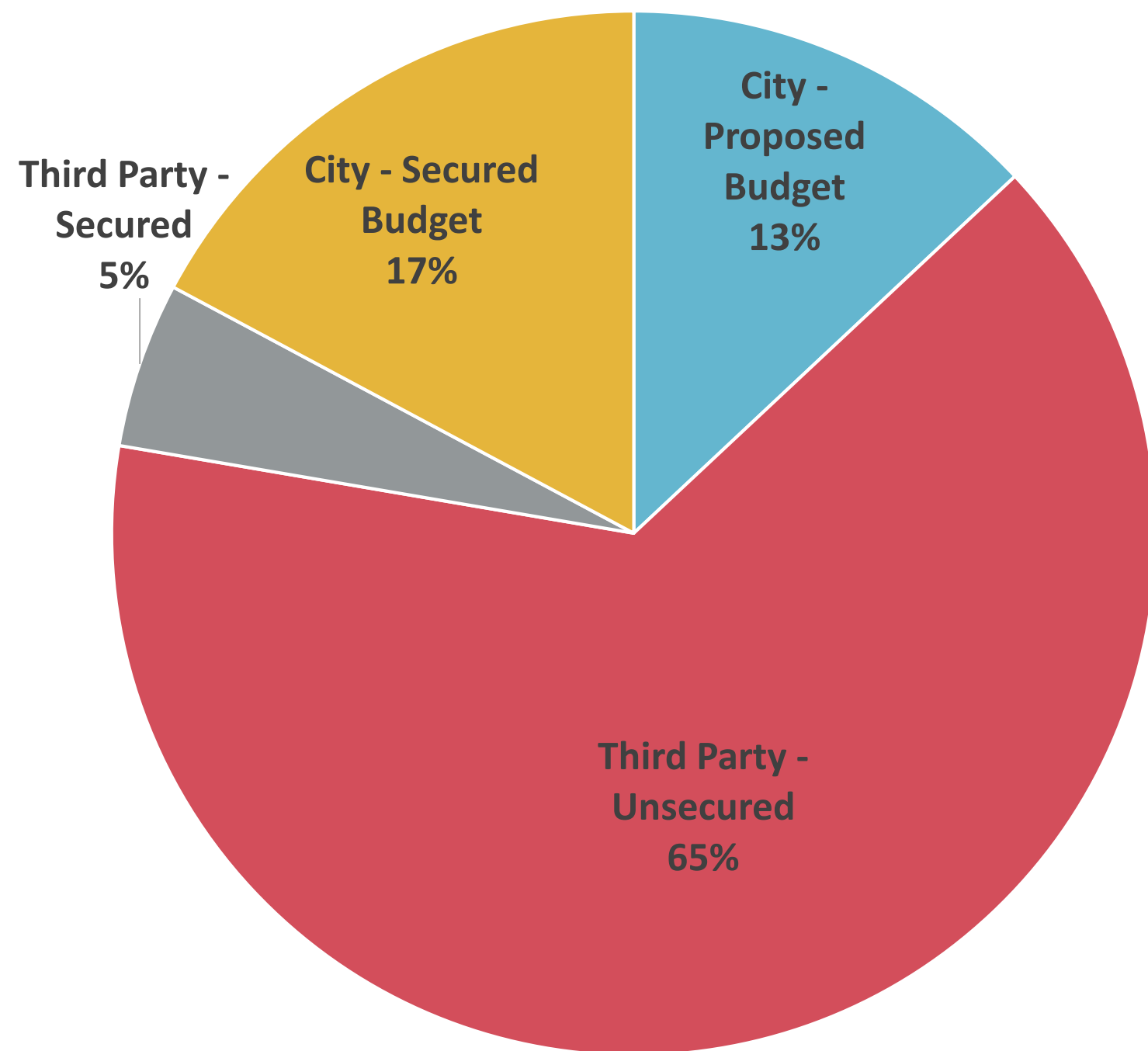
Given that the demands on public realm in the Downtown have increased since 2018 due to challenges associated with changing demographics, economic development, homelessness and housing affordability, staff recommend the following next steps:

- 1) Meet with identified stakeholders to review and receive additional feedback on the original 2018 plan for the Fourth Street stairs and Flex Space;
- 2) Review experience from elsewhere on efficient and innovative approaches to programming and maintaining this new public space;
- 3) Generate an update to the 2018 cost estimate for the Fourth Street Stairs and Flex Space from the existing 2022 Approved Capital Budget, and bring back to Council the updated project estimate in today's dollars with the 2023 Proposed Capital Budget.
- 4) Report back to Council with updated information including the plan, budget and timelines for all four initiatives, as part of the 2023 Budget process.

# Financial Implications

# Funding Requirements for Action – “DT Livability”

**Total Financial Implications**  
**\$4,392,000**



## \$1,060M Secured Funding Items – Procurement Underway:

- ✓ Portable Toilets - grant
- ✓ Temporary Cleaning and Attendants – grant
- ✓ Permanent Toilet - city
- ✓ Garbage Receptacles - city

## \$572K Proposed Service Enhancements:

- Beat Crew Person – Street Cleaning
- Permanent Toilet – Operating Costs for new City Asset
- Senior Development Planner
- Downtown Livability Coordinator

## \$225K Proposed Capital Growth:

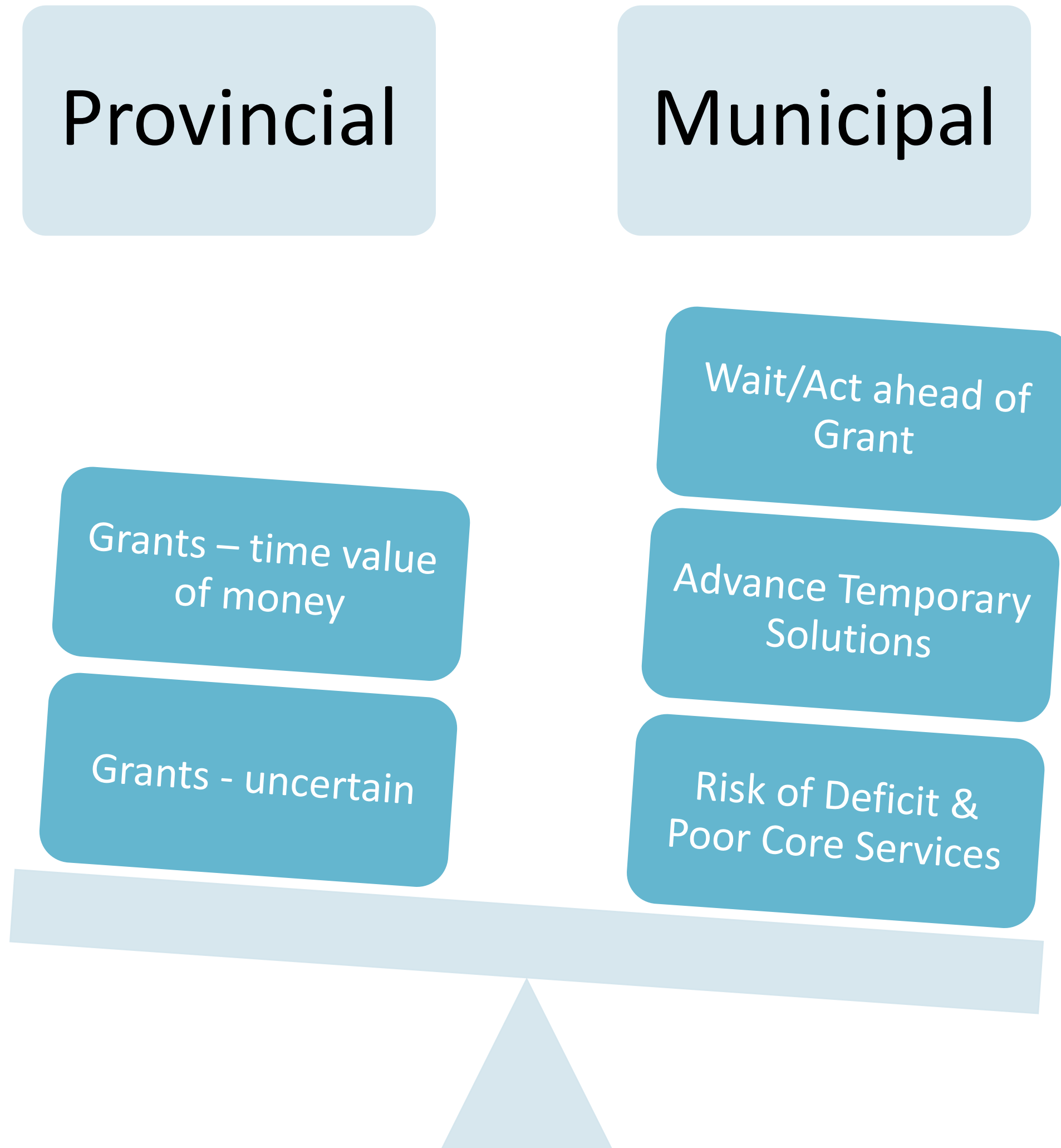
- Affordable Housing Planning Analyst (Temp)
- Strategic Initiatives Coordinator (Temp)

## \$2,640M Unsecured/Pending Grants:

- I’s on the Street Program
- Human Waste Contractor
- Building Safer Communities
- 24/7 Shelter & Sanitation
- Outreach Program
- Downtown Livability Coordinator (Temp)
- Pilot - worker with lived experience
- Policy Analyst (Temp)

➤ *Public Realm Budget is work in progress*

# Provincial vs Municipal Jurisdiction

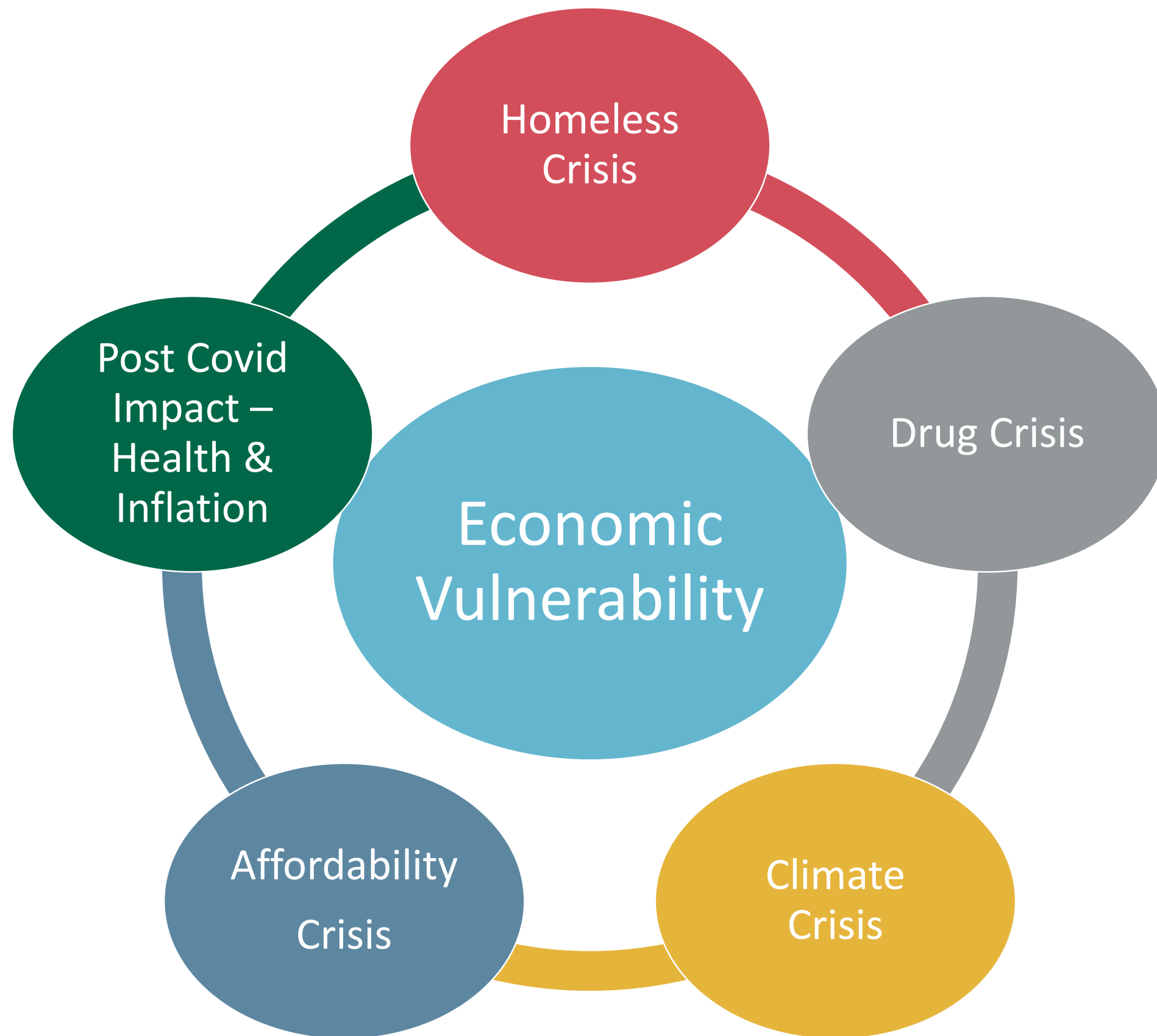


For City of New Westminster:

- Waiting for grants not an option – need to act now
- reactionary short-term measures costly as we wait
- Grants are uncertain – continued risk on City's financials

**Need Long-term Sustainable Strategy**

# Financial & Economic Vulnerability



## Municipal Financial Vulnerability

- General Fund Equipment, IT and Facilities reserves depleted – Asset Condition and Need for Growth Related Assets pending Asset Management Results, could be at risk of being underfunded.
- General Fund Provisional Reserve – drops below 5% over the current 5 Year Plan (we aim to hold it within 5-10%) to safeguard against subsidized or variable revenue sources
- Variable Revenues vs Committed City Assets and Resources: Anvil, TACC, Development Services, Q2Q Ferry, Parking Revenues, Social Support & Grant Funded Divisions (Over 10% of Stable Revenues/Property Tax Dollars)

# Financial Risk Mitigation Strategy

## FISCAL STABILITY AND GUIDING PRINCIPLES

- 1. Short-term** – continue to accelerate emergency action, pause and slow down/defer in other areas until Provincial Funding is secured (hold \$2M to \$3M of Capital Work) until we have security and economic confidence.
- 2. Capital Planning vs Implementation** – Phased Project Implementation – confirm the financial health of the City before advancing on multiple major construction projects – finish what we start to avoid risk of overspend due to inflation and unknowns or other project risks.
- 3. General Fund Provisional Reserve Policy** – hold 5% to 10% of Revenues.
- 4. Climate Action Reserve** – data driven decision making; best practice principles and business cases to drive maximum GHG reduction and continued increase in recognition for Carbon Credits.
- 5. Continue investing in the Longer-term Strategy** – strength through strategic planning, IT investments in the face of scarce resources, resilient and improved assets to avoid community risk on Municipal Core Services and Safety.

# REPORT RECOMMENDATIONS

## **The Downtown Livability Strategy – Update and Next Steps:**

THAT staff be directed to submit service enhancement requests for the 2023 Operating Budget and the 2023 Capital Budget to address the actions as contained in the Downtown Livability Strategy;

THAT staff be directed to seek Provincial funding to address the actions as contained in the Downtown Livability Strategy; and

THAT staff be directed to seek Federal funding to address the actions as contained in the Downtown Livability Strategy.

## **The Downtown Livability – Public Realm Improvements and Activation:**

THAT Council approve the next steps as outlined in the staff report.

# REPORT

## *Engineering Services*

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Lisa Leblanc, Director of Engineering Services  
**File:** 09.1860.30.05 (Doc# 2184985)

**Item #:** 2022-760

**Subject: Feedback from Businesses about Sixth Street Bike Lanes**

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### **RECOMMENDATION**

**THAT** Council receive this report for information.

**THAT** Council direct staff to consider potential measures to mitigate business and public concerns and to report back with recommendations for Council's consideration.

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### **PURPOSE**

An informational report on the Council direction and engagement processes leading to the construction of protected cycling lanes along Sixth Street between the Rotary Crosstown Greenway on Seventh Avenue and the east entrance of New Westminister Secondary School north of Eighth Avenue, and to report back on further business engagement requested by Council on November 28, 2022.

### **SUMMARY**

The notion of a cycling connection between the Rotary Crosstown Greenway on Seventh Avenue and the east entrance of the new New Westminister Secondary School (NWSS) was first discussed in early 2020. Further Council direction, public and stakeholder engagement, and technical analysis have led to the protected cycling lanes currently under construction on Sixth Street. Additional engagement with businesses in December 2022 identified perceived impacts and suggested mitigation measures outlined in this report.



**BACKGROUND**

In the summer of 2022, contracted crews began construction on protected bike lanes along Sixth Street from Seventh Avenue to the east driveway at NWSS north of Eighth Avenue. This route is intended to provide a facility that is comfortable for people of all ages and abilities connecting the Rotary Crosstown Greenway on Seventh Avenue with the civic precinct that includes NWSS, Mercer Stadium, Massey Theatre, and Moody Park Arena.

Since construction began, the City has heard numerous concerns about the impacts of construction and the protected lanes on Sixth Street businesses. Construction is ongoing, with more disruptive work expected to be complete by the end of 2022 (weather-permitting) and final details (primarily pavement markings) to be completed in spring 2023.

On November 28, 2022, Council requested staff to conduct further discussion with Sixth Street businesses to assess impacts and to provide this report back.

**DISCUSSION**

In the following discussion, several Council resolutions and other reports are referenced. To keep the number of attachments to a manageable level, only references to these documents are provided in Attachment 1.

**Uptown Streetscape Vision**

In the [Master Transportation Plan](#) (MTP) adopted by Council in 2015, Sixth Street is designated as a “Great Street”. Per the MTP, Great Streets “require planning and design that goes beyond the typical street function of supporting through traffic. Planning and designing Great Streets means providing characteristics that make streets destinations – places for people to be, instead of places to move through.”

Each street that is designated as a Great Street requires more detailed planning to determine what streetscape elements will be incorporated. On November 30, 2020, Council adopted the [Uptown Street Vision](#) (USV), which provides guidance on making Sixth Street a multi-modal corridor focused on walking, cycling, and transit. The focus of the plan is from Fifth Avenue to Tenth Avenue.

Prior to approval of the USV and during construction of the new NWSS facility, HUB Cycling representatives spoke at the former Advisory Committee on Transit, Bicycles, and Pedestrians (ActBiPed) and the former Youth Advisory Committee (YAC), advocating for a safe and comfortable cycling connection to the east entrance of the new NWSS at Sixth Street. This route would connect to a new bike lane along the frontage of the building connecting to Sixth Street and a significant amount of secure bicycle parking on site. Both committees adopted motions to Council in support of this connection. Subsequently, Council passed the following resolutions on March 9, 2020:

THAT Council direct staff to expediently embark upon the design of a safe cycling connection between the Seventh Avenue Crosstown Greenway and the New Westminster Secondary School (NWSS) entrance on Sixth Street;

THAT Council direct staff to incorporate a safe cycling connection from Seventh Avenue to the front entrance of NWSS as part of the planned improvements to the Rotary Crosstown Greenway which are contemplated in the draft 2020-2024 Financial Plan.

In response to this direction, the USV contemplated this connection to NWSS as part of the Sixth Street Great Street corridor. In fact, the draft USV presented to Council initially recommended that the NWSS Connector be located on Fifth Street and connect to the NWSS campus and Sixth Street via a midblock public lane and proposed multi-use pathway. However, with approval of the USV on November 30, 2020, Council amended and passed the resolution with the following language:

THAT Council direct staff to expand the public engagement process for the Uptown Streetscape Vision implementation to include two options for connecting the Rotary Crosstown Greenway to the new Highschool [sic] which includes as an option separated bike lanes along 6th street [sic] and report back to Council with the outcome of the engagement and a recommendation for which alignment to construct.

### **Uptown Active Transportation Improvements Project**

In response to this direction, staff initiated the [Uptown Active Transportation Improvements project](#) in September 2021 with the assistance of a consultant. The project included an extensive public engagement process online and in person.

The first round of engagement in fall 2021 focused on three routing options for the NWSS Connector – Fifth Street (per USV), Sixth Street, and a hybrid option via Fifth Street, Eighth Avenue, and Sixth Street. Techniques for reaching businesses and residents during the first round included:

- Over 2,800 letters delivered by Canada Post to business and residential addresses in the project vicinity announcing the project
- A project video posted online announcing the project
- A walkabout to Sixth Street businesses on October 5, 2021 and hand delivery of letters to let business operators know about the project and upcoming engagement opportunities, plus an invitation to participate in a focus group (walkabout records in Attachment 2)
- 20 posters in the neighbourhood
- 2 pop-up events with 226 participants
- 5 stakeholder meetings

- A website on Be Heard New West with a survey (264 participants), interactive map, and FAQs
- Social media posts promoting engagement opportunities

From the engagement (pop-ups, survey), the routing option via Sixth Street was preferred by the largest proportion of respondents, and the hybrid option was least preferred.

A technical evaluation considering multiple factors concluded that the Sixth Street or hybrid options would be preferred. The Fifth Street option via the midblock lane was not supported because it would be very indirect and much less desirable for users, relied on a very narrow lane with limited sightlines shared with motor vehicles, and had a relatively high level of construction risk due to dependence on an adjacent housing development.

These findings were presented to Council on January 10, 2022 and Council passed a resolution endorsing the Sixth Street routing option, and directing staff to implement an interim facility to test feasibility and evaluate impacts. The resolution passed is worded as follows:

THAT Council endorse routing Option 2 as described in the January 10, 2022, report entitled “Uptown Active Transportation Improvements Project Improvements Projects – Design and Engagement Update for the New Westminster Secondary School Cycling Connector.

THAT Council direct staff to implement an interim New Westminster Secondary School Cycling Connector along Sixth Street (routing Option 2 as described in the January 10, 2022, report entitled “Uptown Active Transportation Improvements Project Improvements Projects – Design and Engagement Update) using high quality lower-cost materials, to test the feasibility and evaluate impacts of the routing option on transit and traffic operations.

In follow-up to this decision on the routing, a second round of engagement was undertaken with residents and businesses, illustrating the conceptual design for the protected cycling lanes. Techniques for reaching residents and businesses during the second round included:

- A walkabout to Sixth Street businesses on February 3, 2022 to let businesses know that Council had approved the Sixth Street alignment, to advise of upcoming engagement opportunities and invite business operators to a focus group (walkabout records in Attachment 2)
- Email outreach to key stakeholders such as Uptown Business Improvement Association, schools, resident associations, etc.
- 20 posters in the neighbourhood
- 1 pop-up event with 150 participants
- 5 stakeholder meetings

- Student sessions at 2 schools
- A website on Be Heard New West with a survey (147 participants)
- Social media posts promoting engagement opportunities

Staff worked with the consultant to develop a design for the NWSS Connector through spring and summer 2022. At the start of construction, a notification letter was distributed to all addresses within the immediate vicinity of the project, advising them of pending construction, potential construction impacts, and contact information for contractors and City staff.

**Design & Materials**

Although this project has been designed and constructed as an interim installation, it was determined that the materials should be of higher quality and durability, for the following primary reasons:

- Sixth Street accommodates bus route 106, the busiest bus route in New Westminster and one of the busiest in the region. The two remaining bus stops within the project area are heavily used and are a transfer point for buses on Eighth Avenue. For these reasons, bus stop quality, accessibility, and capacity were significant considerations and more substantial construction was necessary to accommodate these requirements.
- With relatively heavy traffic volumes on Sixth Street, cast-in-place concrete is preferable for durability and for the protection of vulnerable road users. Plastic delineators are more challenging to maintain over time, especially on a road that accommodates higher traffic volumes, trucks, and transit. Furthermore, damaged or missing temporary infrastructure could pose a higher risk to public safety. With our limited operations workforce, staff were mindful of these potentially higher maintenance and safety implications with this infrastructure.
- It is anticipated that, if successful, the interim installation could remain in place for several years and be replaced gradually through redevelopment and through the City’s capital program. The selection of more durable materials reflects this.
- Concrete is generally more aesthetically pleasing than low-cost materials such as plastic delineators. This was a consideration for the business area.

The bus stops required the most extensive construction to ensure functionality and accessibility, and overall costs were kept lower by eliminating most landscaping possibilities and using cast-in-place concrete (poured on top of the road surface) for the remainder of the project. Most existing curbs and driveway crossings were left in place, and higher cost aspects such as drainage and electrical modifications have been minimized.

## Further Business Engagement

On November 28, 2022, in response to a public delegation representing a business on Sixth Street, Council passed the following resolution:

THAT Council direct staff to reach out to business owners on the bike lane section of Sixth Street to ascertain if they have been impacted from the installation of the bike lane, and ask them for suggestions on ways impacts on businesses can be mitigated.

On December 2, 2022, staff sent 34 emails to addresses on file for businesses on Sixth Street between Seventh and Eighth Avenues, advising them that members of the project team would be visiting on December 6, 2022 and requesting feedback on impacts and potential mitigation measures. The email invited business representatives to call or email staff if preferred.

On December 6 and 7, 2022, two project team members visited and consulted with 24 business representatives, and received one email from a business owner. Records of businesses contacts and feedback are provided in Attachment 2. The following impacts and issues were noted by business representatives:

- Challenges with winter installation (can't see the markings or barriers, no one uses the bike lane in the snow, lack of maintenance increases slips and falls on ice)
- New features were not designed with the elderly in mind (curb barriers, distances for parking, narrow streets and poor sightlines)
- Challenge turning onto Sixth Street from Hamilton Street (too narrow, poor sightlines, forces cars to turn into oncoming traffic)
- Increased congestion from cars turning onto Eighth Avenue
- Challenges parking in the stalls behind businesses (larger vehicles can't access, time consuming to try to pull out due to traffic, stalls are often used by employees and the public is unaware of the stalls that exist). The six parking stalls adjacent to the building have "Reserved" signage posted; customers are unaware they can be used.
- Businesses have seen fewer clients due to the lack of immediate, convenient parking
- Concerns with a lack of access for emergency vehicles (congestion, nowhere for drivers to pull over)

The business representatives suggested the following measures to mitigate impacts:

- Signage directing motorists to off-street parking
- Modify management/allocation of off-street (private) parking lots
- Add parking elsewhere
- Reduce parking rates
- Improve accessibility for seniors (ramps, improved sidewalks, accessible parking)

- Improved lighting and expanded police patrol (for personal security)

**NEXT STEPS**

Construction on the NWSS Connector is continuing, with most civil works expected to be complete within several weeks. Final pavement markings will be completed in the spring when conditions are suitable.

During this period, staff will consider the mitigation measures suggested by business operators, as well as others, and report back to Council.

Once the construction project is complete, staff will continue to monitor impacts on transit and traffic operations.

**SUSTAINABILITY IMPLICATIONS**

The implementation of cycling infrastructure such as on Sixth Street contributes to the City’s long-term transportation, sustainability, and climate action goals by encouraging people to choose walking, cycling, and transit for more trips.

**FINANCIAL IMPLICATIONS**

The construction of the protected lanes on Sixth Street has been funded from the City’s 2022 Capital Budget at a cost of approximately \$640,000. Minor additional measures such as signage can be accommodated within the budget.

**OPTIONS**

The following options are provided:

1. THAT Council receive this report for information;
2. THAT Council direct staff to consider potential measures to mitigate business and public concerns and to report back with recommendations for Council’s consideration; and,
3. THAT Council provide staff with alternate direction.

**CONCLUSION**

Cycling infrastructure on Sixth Street is being implemented following several Council resolutions and an engagement process outlined in this report. Additional business outreach has been completed at the request of Council.

**ATTACHMENTS**

Attachment 1 - References to Relevant Documentation  
Attachment 2 - Records of Business Walkabouts

**APPROVALS**

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

This report was reviewed by:  
Jennifer Miller, Manager of Public Engagement

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

## Attachment # 1

### **References to Relevant Documentation**



## References

Master Transportation Plan

[https://www.newwestcity.ca/database/files/library/MTP\\_2022.pdf](https://www.newwestcity.ca/database/files/library/MTP_2022.pdf)

Uptown Streetscape Vision

[https://www.newwestcity.ca/database/files/library/ENG\\_2020\\_TR\\_Uptown\\_Streetscape\\_Vision\\_Report\\_.PDF](https://www.newwestcity.ca/database/files/library/ENG_2020_TR_Uptown_Streetscape_Vision_Report_.PDF)

March 9, 2020 Council Documents: Council report on recommendations from two advisory committees and resolution directing staff to embark on design of cycling connection between Seventh Avenue and NWSS entrance on Sixth St

Report (Item 20)

<https://pub-newwestcity.escribemeetings.com/FileStream.ashx?DocumentId=2678>

Minutes (Item 20)

<https://pub-newwestcity.escribemeetings.com/FileStream.ashx?DocumentId=2679>

November 30, 2020 Council Documents: Council resolution endorsing the Uptown Streetscape Vision and directing staff to engage with the public on two routing options for a cycling connection to NWSS, including an option for separated bike lanes along Sixth Street

Report (Item 24)

<https://pub-newwestcity.escribemeetings.com/FileStream.ashx?DocumentId=2611>

Minutes (Item 24)

<https://pub-newwestcity.escribemeetings.com/FileStream.ashx?DocumentId=2612>

January 10, 2022 Council Documents: Council resolution to endorse Sixth Street routing option and to direct staff to implement the route using high quality lower-cost materials

Report

<https://pub-newwestcity.escribemeetings.com/filestream.ashx?DocumentId=4039>

Report Attachments

<https://pub-newwestcity.escribemeetings.com/filestream.ashx?DocumentId=4040>

<https://pub-newwestcity.escribemeetings.com/filestream.ashx?DocumentId=4041>

<https://pub-newwestcity.escribemeetings.com/filestream.ashx?DocumentId=4042>

Minutes

<https://pub-newwestcity.escribemeetings.com/FileStream.ashx?DocumentId=4815>

Uptown Active Transportation Improvements Be Heard New West site (including links to engagement reports)

<https://www.beheardnewwest.ca/uptowncycling>

**Attachment # 2**

**Records of Business**

**Walkabouts**

## Business Walkabout #1 – October 11, 2021

Business	Connected With	Preferred Method of Contact	Key Points
Wendy's	Manager	None, will reach out if has questions	
G&F Financial Group	Staff	None	Does not engage in politics Staff perspectives: <ul style="list-style-type: none"> <li>• Horrible idea- RCG was poorly designed and put up last minute (could see City staff using leaf blowers trying to dry paint)</li> <li>• Sight lines are dangerous, cannot see any bikers pulling out of the driveways</li> <li>• Happy that the mayor bikes, they bike, but this infrastructure has been cheap and dangerous</li> </ul>
KFC	Staff	Manager	None
IHOP	Manager	Call	None
Esso	Manager	Call store, ask for manager	None
Engman & Gunther, Notary Public	Owner	None	None
Uptown Florist	Owner	Owner	None
Mt. Calvary Lutheran Church	N/A	Email Phone	
Millennium Teamwork Fitness	N/A	Phone	
Elks barber Shop	Owner	Mail	<ul style="list-style-type: none"> <li>• Bike lanes are a good thing</li> <li>• Received previous notifications</li> <li>• Wants the pool to be re-opened</li> <li>• Speeding cars along the corridor</li> </ul>
Cerra Income Tax (was closed)			
Columbia Vacuum	Owner	None	Not interested in engaging
HM Tax	Owner	Email Phone	Received letters
Pizza Camp (was closed)			
Neko Nails and Spa	Staff	Email	None
Beach House Tanning and Swim	Owner		<ul style="list-style-type: none"> <li>• Business depends on customers parking in the front</li> <li>• Parking and traffic circulation are the most important</li> <li>• Loss of parking will harm all the businesses along the corridor</li> </ul>

Mediterranean Donair House (was closed)			
Eclipps Hair and Café	Staff	Phone	None
LBC Salon	Staff	Phone	None
Ho Fung Chinese	Owner		<ul style="list-style-type: none"> <li>• Will need Chinese translations going forward</li> <li>• Reaching out to her daughter to have it translated and will follow up with any questions</li> </ul>
Anny's	Staff	Email	
Royal City Mail and Business Services	Owner	Email	Received previous notifications
Danis Barbershop (was closed)			
New West Optical (was closed)			
MJ Hair Design	Owner	Phone	None
DL Adjusters LTD Unit 1			
Advanced Rehab Management Services Unit 2			
Wizard of Needles Unit 3			
The Dancing Cat Yoga Centre Unit 4	Owner	Owner Email Text/Phone	<ul style="list-style-type: none"> <li>• Bike racks</li> <li>• Better street lighting</li> <li>• Cyclists should be required to be in high vis gear</li> </ul>
Blue Con Design and Construction Unit 5			
Somers Poulin Hall Law	Secretary- Left four letters for each lawyer	Office Manager Email Phone	
BC SPCA New West	Owner	Phone	<ul style="list-style-type: none"> <li>• Whole block is dangerous and not well lit</li> <li>• Used to be a methadone clinic so area has huge issues with crime- need a better police presence</li> <li>• Does not bother trying to stop shop lifters anymore</li> <li>• There are problems with rideshare/deliveries- no where for them to pull over and they keep doing unsafe U-turns along the block</li> <li>• People use street as a racetrack</li> <li>• Dangerous passing</li> <li>• Bikers in the street do not adhere to the rules</li> </ul>

New West Minster United Reformed Church	N/A		
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## Business Walkabout #2 – February 9, 2022

Business	Connected With	Comments
7/11	Manager	None
G + F Financial Services	Staff	None
KFC	Staff	None
Ho Fung Chinese	Owner	None
Royal City Mail	Staff	None
Neko Nail Salon	Staff	None
Uptown Florist	Owner	-Concerns about loss of parking -Concerns about maintaining sidewalk space
Dani's Cuts	Owner	None
SPCA Thrift Store	Owner	-No gathering spaces, it increases smoking -Gathering space on 6th and Belmont has made the area unsafe with the homeless who gather there -Concerns that tax dollars are being spent on bike lanes -Greater priorities with traffic light safety and reducing speed limits
Engman & Gunther, Notary Public	Closed	
Business Complex: DL Adjusters LTD Unit 1 Advanced Rehab Management Services Unit 2 Wizard of Needles Unit 3 The Dancing Cat Yoga Centre Unit 4 Blue Con Design and Construction Unit 5	Staff of the Dancing Cat Yoga	None
New West Optical	Staff	None
Prospera	Several staff	-Avoid the potholes and mistakes made on 7 <sup>th</sup>
MJs Hair	Several staff	-City did a terrible job on 7 <sup>th</sup> , don't ruin 6 <sup>th</sup> too -Concerns about loss of parking
Wendy's	Staff	None
Mediterranean Donair House		-Priority should be the poor drainage along 6 <sup>th</sup> , any time it rains we see ponds develop where parking should be -Concerns about adding bike lanes but not fixing drainage -Not enough bikes to justify this
Flexi Nails	Staff	-Concerns about loss of parking
Elks Barber Shop	Owner	None
Eclipp's Hair Studio	Staff	None
Beach House Tanning and Swim	Staff	None
Pizza Camp	Closed - dropped off letter	
Somers Poulin Hall Law	Managing Partner	-Supportive of project
HM Tax	Staff	None
Columbia Vacuum	Staff	None
IHOP		-Concerns about blocking his driveway

		-Concerns about cars turning into bikes along his driveway -Need for very clear signs to minimize collisions and conflict along his driveway
Thornebridge Gardens Retirement Residence	Greeter Staff	None

### Business Walkabout #3 – December 6 and 7, 2022

Business	Concerns / Impacts	Suggested Mitigation Measures
Flexi Nails	<ul style="list-style-type: none"> <li>The bike lanes and medians are hard to see in the snow</li> <li>Have fewer issues with parking; parking stalls in the back</li> <li>Concrete medians make it hard to turn</li> <li>Lanes are now too narrow and the left turn lane on Sixth Street is hard to see</li> <li>The bus now has to stop in traffic which adds congestion</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
KFC	<ul style="list-style-type: none"> <li>Bike lanes in the snow have caused chaos</li> <li>The snow makes the road even more narrow</li> <li>It makes traffic worse</li> <li>Not convenient for pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Barbershop *Owner on vacation	<ul style="list-style-type: none"> <li>Lanes are not properly indicated and covered with snow</li> <li>Bike lanes are large and excessive</li> <li>Have never heard more honking</li> </ul>	<ul style="list-style-type: none"> <li>Better advertising for alley way parking</li> </ul>
Pizza Camp	<ul style="list-style-type: none"> <li>Lack of visibility; seniors are confused by the bike lanes and are hitting signs and getting cars stuck in the snow</li> <li>No one is using the bike lane</li> <li>Respects the City's decisions, but bike lanes have had an impact on business (approximately 25 fewer customers per day)</li> <li>Customers want convenience (ready made food, immediate parking)</li> <li>Drivers are unaware there is parking in the back, we have made our own signs</li> <li>Road is now too narrow for buses</li> <li>Tough competition at the other end (students and people congregate at the other end of Sixth)</li> </ul>	<ul style="list-style-type: none"> <li>Appreciate the ask, will continue to think of mitigation</li> <li>Happy that the City is asking businesses so that we can work together</li> </ul>
H&M Tax	No comments	
Columbia Vacuum	<ul style="list-style-type: none"> <li>Lanes are not well marked and covered in snow, people are driving over the barriers and getting their cars stuck</li> <li>Don't see any bikes using the lanes</li> <li>Every customer complains; people now have to park far away and drag their vacuums into the store (have a lot of senior clientele)</li> <li>There are only five spots on the side of the building and they say "Reserved"; people don't realize they can use them</li> <li>No free parking options</li> <li>Have lost clients, they go somewhere else (more convenient)</li> <li>Bike lanes add to congestion along Sixth Street</li> </ul>	<ul style="list-style-type: none"> <li>Change the parking signs from "Reserved, will be towed" in the lot adjacent to the building</li> <li>Find more parking or move the bike lane</li> </ul>



Groove Cat Books	<ul style="list-style-type: none"> <li>• The new changes are hard to see in the snow</li> <li>• Vehicles are confused and park in the bike lane</li> <li>• New store, nothing to compare it to but we know it is hurting our neighbours</li> <li>• Was not designed with seniors in mind</li> <li>• Lanes are not helpful, should have been on a street elsewhere</li> <li>• Lanes do not connect to anything on Sixth</li> <li>• Would prefer it be moved to a different street</li> </ul>	<ul style="list-style-type: none"> <li>• Change the parking signs from “Reserved, will be towed” in the lot adjacent to the building</li> <li>• Keep these spots clear from IHOP customers</li> </ul>
Esso	<ul style="list-style-type: none"> <li>• Snow and ice clearing has been poor, have seen many people slipping</li> <li>• Snow and ice building up at transit stops</li> <li>• Large crowds develop as the kids wait for the bus stops, sidewalks are too narrow</li> <li>• Increased traffic congestion with cars waiting to turn right along Eight Avenue</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
G&F Financial	<ul style="list-style-type: none"> <li>• <i>Comments reflect own opinions but not those of G&amp;F</i></li> <li>• Unclear how to use the lanes; people don’t know if they can park in the green</li> <li>• Snow has made it more confusing</li> <li>• There are not enough users to justify the construction</li> <li>• Still have parking, but as more condos go up it will become more of a challenge</li> <li>• The streets are narrow and difficult to navigate for the elderly</li> <li>• Very supportive of the crosswalk</li> <li>• Challenges tuning onto Sixth Street from Hamilton</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Ho Fung Chinese Restaurant	<ul style="list-style-type: none"> <li>• Customers are not happy with it, lots of complaints</li> <li>• Loss of parking is frustrating</li> <li>• Turning from Hamilton onto Sixth Street is too narrow and forces cars into oncoming traffic</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Royal City Mail	<ul style="list-style-type: none"> <li>• Cars are trying to park in the bike lane</li> <li>• The snow has made it more confusing</li> <li>• Not well used by bikes</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Neko Nails	<ul style="list-style-type: none"> <li>• Snow maintenance has been poor, hasn’t been cleared from roads let alone the bike lanes</li> <li>• Zero snow management</li> <li>• No plan for future maintenance (leaves or snow)</li> <li>• Median causes issues for people turning, people drive over it, can’t see it in the snow</li> <li>• Customers don’t feel comfortable opening their doors into bike lanes or into traffic</li> <li>• Unclear how to use the lanes; people are confused and park on the green</li> <li>• Impossible to drop off elderly, they have to hop over curbs or walk into traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Cheaper parking for the area, fewer parking metres</li> </ul>

	<ul style="list-style-type: none"> <li>No access for emergency vehicles, no where to pull over</li> </ul>	
Uptown Florist	<ul style="list-style-type: none"> <li>Cannot see the new bike lane features in the snow</li> <li>There are too many barriers and you can't see the barriers in the snow</li> <li>Lost customers because it is harder for people to park in the area</li> <li>Unclear how to use; cars are parked in the lane</li> <li>Angry about the removal of bus stops</li> <li>Unsafe for clients to open their doors into bike lanes or traffic</li> <li>The design does not consider the elderly in the area</li> <li>Turning out of Hamilton is challenging</li> <li>Increases congestion along Sixth Street</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Engman & Gunther, Notary Public	<ul style="list-style-type: none"> <li>There is no snow clearing or maintenance</li> <li>No one uses bike lanes in the snow</li> <li>High school kids do not ride bikes</li> <li>Elderly now have to manage over curbs to access shops</li> <li>Construction is taking too long</li> <li>Bike lanes are not used on Seventh Avenue (unsafe, cyclists would rather bike in the road)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BlueCon Contracting	<ul style="list-style-type: none"> <li>Parallel parking is problematic</li> <li>There is not enough room to park which is frustrating for customers</li> <li>The parking at the back is used by employees, there are very few options for visitors</li> <li>Turning is a challenge with the barriers</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
DL Adjusters	<ul style="list-style-type: none"> <li>Challenging to turn right from Hamilton; not wide enough</li> <li>Unclear how to use</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Advance Rehabilitation Management	<ul style="list-style-type: none"> <li>Less parking is challenging</li> <li>It is already hard for drivers, now it's even harder</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Prospera Credit Union	<ul style="list-style-type: none"> <li>Lanes are much more narrow turning left</li> <li>The area has become more of a bottleneck</li> <li>Road feels narrow and can be challenging for elderly drivers</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Mediterranean Donair	<ul style="list-style-type: none"> <li>The previous engagement outreach did not specify how Sixth Street was getting bike lanes definitively and how disruptive they would be</li> <li>No cyclists are using it</li> <li>All customers are angry</li> <li>Concrete islands are dangerous</li> <li>Loss of parking in front of business has caused us to lose customers</li> <li>Right turns from Hamilton force cars into oncoming traffic</li> <li>Customers are unaware of parking in the back</li> <li>No one will use this lane the same way no one uses 7<sup>th</sup> Ave</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<p>SPCA Thrift Store</p>	<ul style="list-style-type: none"> <li>• There has been no snow clearing on bike lanes or sidewalks, makes it hard for seniors to get around</li> <li>• The snow that has been plowed has been plowed onto the sidewalks</li> <li>• Previous engagement outreach was not done by an engineer and the designs were not communicated</li> <li>• People (seniors) are opening doors into heavy traffic and transit</li> <li>• Was not designed with seniors or people with mobility issues in mind (impossible to load mobility scooters into traffic, curbs act as barriers for seniors, seniors can't carry their shopping over the curbs)</li> <li>• Construction trucks continue to block customers and the project still isn't finished- poor project management</li> <li>• Sales have dropped by 50%</li> <li>• No signs in the area that there has been a change to traffic patters</li> <li>• Concrete medians are not necessary</li> <li>• Bike lanes on Seventh Avenue are not used</li> <li>• Turns off of Hamilton Street are blind spots, can't see until you are halfway through traffic</li> <li>• Should have been installed in speed-controlled areas</li> <li>• Has made front door donation drop-offs impossible</li> <li>• Parking in the back isn't ours</li> <li>• Increased congestion along Sixth Street</li> <li>• Not planning on renewing our lease</li> </ul>	<ul style="list-style-type: none"> <li>• Angled parking</li> <li>• Handicap parking</li> <li>• Ramps for seniors to get over the curb</li> <li>• Sidewalks that are in better condition for seniors</li> <li>• More lighting along the stretch</li> <li>• More police patrols (jaywalking, crime)</li> </ul>
<p>Beach House Tanning Salon</p>	<ul style="list-style-type: none"> <li>• Would not be as upset if the bike lane was actually used, but there are no bikes</li> <li>• Contractors told us it was going to be temporary</li> <li>• No notice from the City about construction</li> <li>• Was always a dream to own a tanning salon, the business has been a staple in the community, was hoping to always have it and pass it onto kids; now we are just trying to stay afloat</li> <li>• People come here to feel good, come here for their happy place; employees always return; we are a family</li> <li>• When it was time to renew the lease, the rent tripled but we couldn't fathom closing on our clients</li> <li>• Husband lost job during the pandemic and we put everything into this salon</li> <li>• Used to have constant waits for beds, now we barely have 10 a day</li> <li>• Tanning is not an essential service, people stop by out of convenience they don't always plan ahead to get a tan (99% are impulse tanning)</li> <li>• Now, clients just keep driving</li> <li>• These should be our busiest months, but we are lucky if we can fill all of our beds</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

	<ul style="list-style-type: none"> <li>• Only have two parking spots, one extra that we pay for, all the other spots are taken</li> <li>• Even though we have parking in the back, it can take 25 minutes to access it with the increased congestion, and its even longer to try to pull out; coming here is already a luxury people don't want to be inconvenienced</li> <li>• Clients see the towing signs and don't park</li> <li>• I had to call everyone individually and remind them of the stall we have in the back</li> <li>• There is increased congestion from cars trying to turn onto Eight Avenue</li> <li>• Challenging to turn from Hamilton onto Sixth Street</li> <li>• The street is also now very narrow and the cement barriers are a safety issue</li> <li>• There are a lot of mental health issues and crime around here and we employ young girls; some with health issues; if something were to happen, emergency vehicles would not be able to get through</li> <li>• It should have been on a different street</li> <li>• The tanning business has lost so many clients, thankfully our other body contouring business in the back is booked out until the new year</li> <li>• Construction is taking so long, they are only half done</li> <li>• Elderly have to get out into oncoming traffic and cross the street</li> <li>• Have seen elderly clients dragging their vacuums to get repaired in the rain or snow</li> <li>• Kids don't ride bikes</li> <li>• The road has been ripped up and left there</li> <li>• All clients are upset</li> <li>• There is no room for buses</li> <li>• The only benefit has been the crosswalk</li> </ul>	
Burnaby Vapour	<ul style="list-style-type: none"> <li>• Moving bus stops and losing parking increases the risk that people, especially the elderly, will slip and fall on ice</li> <li>• The City doesn't salt or sand the roads or sidewalks</li> <li>• The new median has been hidden by the snow</li> <li>• Removing the bus stops has been a huge challenge for commuters and people who cannot afford vehicles</li> <li>• We keep losing bus stops on Sixth Street</li> <li>• No one is using the bike lane; New West is nothing but hills-no sense in building more bike lanes</li> <li>• Shouldn't have been installed on a main street</li> <li>• Used to get 60 people per day, now we have 10 if we're lucky</li> <li>• Delivery drivers can't access our back alleyway (too narrow, impossible to back in or out)</li> </ul>	<ul style="list-style-type: none"> <li>• Put the bus stops back in place</li> </ul>
Somers Poulin Hall	<ul style="list-style-type: none"> <li>• Was unaware of the bike lane installation</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

	<ul style="list-style-type: none"> <li>• Might feel better seeing them used without the snow in the spring time</li> <li>• Haven't lost parking but know other businesses have</li> <li>• Causes issues for our couriers, vendors, and shredders (have to lug boxes and bins around to the alleyway, not enough space for the size of the trucks)</li> <li>• Vendors might not be able to come as often as a result (which will impact our firm greatly)</li> <li>• Most of our parking spots are used by employees and more spots will be needed as more people return to work in office</li> <li>• Causes severe congestion; hard to pull in and out of the alleyway, waiting for cars to turn onto Eighth Avenue</li> <li>• Very backed up in the afternoon and evening</li> </ul>	
Wizard of Needles	No comments	
Anny's Dairy Bar (by email)	<ul style="list-style-type: none"> <li>• Lack of consultation</li> <li>• Reduction in convenient parking</li> <li>• Bike lane could have been done on parallel street</li> <li>• Taking our valuable parking in front of business is a blow after COVID restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Wendy's	Unavailable	
Eclipps Hair Studio	Unavailable	
IHOP	Unavailable	
Dancing Cat Yoga Studio	Unavailable	
Dani's Cuts	Unavailable	
LP Gander & Associates	Unavailable	

## **REPORT**

### ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Jacque Killawee, City Clerk  
**File:** 05.1035.10  
**Item #:** 2022-736

**Subject:** **Amendments to the Community Heritage Commission Bylaw No. 6423, 1997**

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#### **RECOMMENDATION**

**THAT** Council consider Bylaw No. 8372, 2022, set out in Attachment 1 of this report, for three readings.

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#### **PURPOSE**

This report recommends membership changes and miscellaneous updates to Community Heritage Commission Bylaw No. 6423, 1997.

#### **BACKGROUND**

At the Inaugural Council meeting on November 7, 2022, New Westminister City Council approved the Council member appointments to advisory committees and commissions, including the following:

**THAT** Council direct staff to bring forward changes to the Community Heritage Commission Bylaw No. 6423, 1997, to allow for the appointment of up to two Council members to the Commission, along with miscellaneous changes to update the bylaw; and

**THAT** Council, subject to approval of the changes to the Community Heritage Commission Bylaw No. 6423, 1997, appoint the following members to the Community Heritage Commission for a one-year term:

Chair	Councillor McEvoy
Council Representative	Councillor Fontaine

**DISCUSSION**

Staff from Climate Action, Planning and Development, and Legislative Services staff undertook an examination of the New Westminster Community Heritage Commission Bylaw and are suggesting updates to the bylaw as set out in Attachments 1 (amending bylaw) and 2 (redline version of Community Heritage Commission bylaw) in order to allow up to two members of Council to serve as voting members. Staff have taken the opportunity to update the bylaw since many aspects were out of date.

The current version of the Community Heritage Commission bylaw only allows for one Council member to be included in Commission membership. The proposed change will allow for a second Council Representative, and allow the Council Representative to act as Chair for a meeting if the Chair appointed by Council is not present.

Miscellaneous changes include:

- Updating references to enabling legislation;
- Changes to the non-voting City staff liaisons due to title changes;
- Changing the appointment date from December to January, to align with City practice;
- Allowing for compensation of committee members when the City has implemented a policy for the compensation;
- Ensuring language throughout the bylaw is consistent (e.g in 5(a) exchanging the word “residents” for “members of the community at large” which is the phrasing used in section 4(b));
- Changing the number of terms that can be served to align with the Advisory Committee Policy; and
- Shifting the requirement for expenditures of the Commission from City Council to the Chief Administrative Officer or designate.

Full changes are set out in Attachment 1 (Amending Bylaw No. 8372, 2022) and Attachment 2 (redline version of the Community Heritage Commission Bylaw).

**NEXT STEPS**

Once Council gives Bylaw No. 8372, 2022, three readings, the bylaw will be placed on the January 9, 2023, City Council meeting agenda for adoption.

**OPTIONS**

1. **THAT** Council consider Bylaw No. 8372, 2022, set out in Attachment 1 of this report, for three readings.
2. That Council provide staff with other direction.

Staff recommend option 1.

**ATTACHMENTS**

1. Bylaw No. 8372, 2022
2. Redline version of New Westminster Community Heritage Commission Bylaw No. 6423, 1997.

**APPROVALS**

This report was prepared by:

Nicole Ludwig, Assistant City Clerk

This report was reviewed by:

Lynn Roxburgh, Supervisor of Land Use Planning  
Judith Mosley, Senior Heritage Planner  
Jacque Killawee, City Clerk.

This report was approved by:

Jacque Killawee, City Clerk.  
Lisa Spitale, CAO



Attachment 1  
*Bylaw No. 8372, 2022*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8372, 2022**

A Bylaw to Amend City of New Westminister Community Heritage Commission Bylaw  
No. 6423, 1997

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

**Citation**

1. This Bylaw may be cited for all purposes as “New Westminister Community Heritage Commission Amendment Bylaw No. 8372, 2022.”

**Amendments**

2. City of New Westminister Community Heritage Commission Bylaw No. 6423, 1997, is amended by:
  - a. Deleting all instances of “Section 953 of the Municipal Act, R.S.B.C. 1979” and replacing with “Section 143 of the Community Charter, as amended from time to time”;
  - b. In section 1 (“Title”)
    - Deleting the words “advisory commission” and replace with “municipal commission”
    - Deleting the words “New Westminister” from the name of the Commission so that the name of the Commission shall be “Community Heritage Commission”
  - c. In section 2(b):
    - Adding the words, “and authorized under Section 143 of the Community Charter” to the end of the sentence.
  - d. Under Purpose of the Commission:
    - Numbering the paragraph as 3;
    - Replacing the paragraph with: "The purpose of the Commission will be to identify and advise the Council of the City of New Westminister on heritage issues within the city, particularly with respect to Part 15 of the Local Government Act”;
  - e. In 4(a), replacing “eight (8)” with “up to nine (9)”.
  - f. In 4(b):

- replace the words “One Councillor” with “up to two members of Council”
- Replace the list of Non Voting Staff Liaisons with the following:
  - the Manager of New Westminster Museum and Archives, or designate
  - the Chief Librarian for New Westminster Public Library, or designate
  - the director of Climate Action, Planning and Development, or designate
  - A Committee Clerk from Legislative Services

g. Add the following to the end of 4(c): unless they fall in to a group for which the City has a policy to compensate them for their role on a City committee such as a First Nation Rights and Title holder. Compensation will be determined by the applicable policy.

h. Replace all instances of “Recording Secretary” and “secretary” with “Committee Clerk”

i. In 5(a):

- Replace the word “residents” with “members of the community at large”;
- Replace “December” with “January”;

j. Delete 5(b) and replace with the following:

Pursuant to the City of New Westminster Advisory Committee Policy, a member of the Commission can serve a maximum of two consecutive two-year terms, except by special waiver from the Mayor.

k. Deleting 6(a) and replacing with the following:

The Councillors serving on the Commission shall be appointed as Chair and Council Representative. In the absence of the Chair, the Council Representative shall serve as Chair, and in the absence of both, the members shall select one of the voting members to act as Chair at that meeting.

l. In 6(b) replace “residents” with “members of the public”;

m. Deleting 6(e) and replacing with the following:

Expenditures of the Commission and its sub-committees will require a request to the Chief Administrative Officer or designate.

- n. In 6(h) replace “of the City of New Westminster” with “as set out in the Council Procedure Bylaw No. 6910, 2004, as amended from time to time”;
- o. Renumber paragraph 1 under “Terms of Reference of the Commission” to 4, and renumber all subsequent sections accordingly.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

## Attachment 2

*Redline version of New Westminster*

*Community Heritage Commission*

*Bylaw No. 6423, 1997*

**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**COMMUNITY HERITAGE COMMISSION BYLAW NO. 6423, 1997**

EFFECTIVE DATE: December 15, 1997

CONSOLIDATED FOR CONVENIENCE ONLY  
(January 16, 2017)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
6899	January 12, 2004
7119 (Sec 6)	September 11, 2006
7263 (Sec 4a, b)	September 15, 2008
7808 (Sec 4a, b, 5a)	February 1, 2016
7897 (Sec 4b)	January 9, 2017

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6423, 1997. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6423, 1997

A Bylaw to establish the New Westminster Heritage Commission pursuant to Section 143 of the Community Charter, as amended from time to time. ~~Section 953 of the Municipal Act, R.S.B.C. 1979~~

- A. ~~Section 143 of the Community Charter, as amended from time to time Section 953 of the Municipal Act, R.S.B.C., 1979, C.290, authorizes a council to establish and appoint municipal commissions, by bylaw, to establish a Community Heritage Commission to advise local governments on matters relating to heritage.~~
- B. Residents of the City of New Westminster recognize and value heritage as an important legacy of the City's past. They recognize that heritage is integral to the City's identity and that it should be preserved and enjoyed.
- C. The Council of the City of New Westminster recognizes the need to effectively manage the City's heritage resources to ensure their preservation for future generations.

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

This Bylaw may be cited for all purposes as the "City of New Westminster Community Heritage Commission Bylaw No. 6423, 1997."

**Title**

1. The Commission is ~~an advisory commission~~ **municipal commission** of Council and shall be known as the "~~New Westminster~~ Community Heritage Commission" (hereafter referred to as the "Commission").

**Definitions**

2. (a) **"City"** means the Corporation of the City of New Westminster.
- (b) **"Community Heritage Commission"** means a body created or authorized by a local government to assist in the management and

implementation of local heritage conservation planning, and authorized under Section 143 of the Community Charter.

### **Purpose of the Commission**

3. The purpose of the Commission will be to identify and advise the Council of the City of New Westminster on heritage issues within the City, particularly with respect to **Part 15 of the Local Government Act** ~~Part 27 of the Municipal Act~~.

### **Terms of Reference of the Commission**

- 4.4 The Terms of Reference for the Commission are as follows:

To advise Council and staff on matters related to the City's heritage program, including:

- continuing public education and awareness of heritage;
- maintaining the City's heritage register and heritage inventory;
- supporting the conservation of heritage resources;
- implementing policies to protect heritage resources;
- monitoring of identified heritage resources and the heritage program;
- promoting and enhancing City owned heritage resources; and
- requesting expenditures for heritage purposes, with Council approval.

### **Bylaw No. 6899, 2003, Bylaw No. 7263, 2008**

#### **Commission Membership**

#### **Bylaw No. 7808, 2015**

54. (a) The Commission shall be composed of **up to nine (9)** ~~eight (8)~~ voting members.

#### **Bylaw No. 7808, 2015; 7897, 2016**

- (b) Membership on the Commission shall consist of:

##### Voting Members:

- ~~One Councillor~~ **Up to two members of Council;**
- One member of the New Westminster Heritage Preservation Society
- Six members of the community at large with the following interests and knowledge:
  - local heritage conservation;



- architecture, planning and design;
- building construction;
- landscape architecture and horticulture;
- history; and
- business and tourism

Non-Voting City Staff Liaisons:

- ~~the Manager of New Westminster Museum and Archives;~~
  - ~~the City Librarian~~
  - ~~the Director of Development Services (or designate)~~
  - ~~a City staff secretary to prepare agendas and take minutes of the meetings”~~
  - the Manager of New Westminster Museum and Archives, or designate
  - the Chief Librarian of New Westminster Public Library, or designate
  - the Director of Climate Action, Planning and Development, or designate
  - A Committee Clerk from Legislative Services
- (c) When appointing members, Council may consider the interests, skills and experience necessary to carry out the Commission’s Terms of Reference. All members shall serve without remuneration **unless they fall in to a group for which the City has a policy to compensate them for their role on a City committee such as a First Nation Rights and Title holder. Compensation will be determined by the applicable policy.**

**Bylaw No. 6899, 2003**

- (d) Attendance  
 Members shall advise the **Committee Clerk** ~~Recording Secretary~~ of their intent to attend or be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Commission, or reason satisfactory to the Commission, shall by resolution of the Commission, cease to be a member of the Commission. The City Council shall have the power to remove any member of the Commission at any time.

**Terms of Appointment**

**Bylaw No. 7808, 2015**

65. (a) The City Clerk shall advertise, on behalf of Council, for **members of the community at large** residents interested in participating on the Commission. All members shall be appointed by Council for a two year term, with members' terms being staggered. Members will be selected from applications submitted to Council. Council shall review applications and appoint members to the Commission by resolution of Council in **January** ~~December~~ of each year.
- (b) ~~A member of the Commission may not serve more than six consecutive terms, however, after at least one year out of office that member may be re-appointed.~~
- (b) **Pursuant to the City of New Westminster Advisory Committee Policy, a member of the Commission can serve a maximum of two consecutive two-year terms, except by special waiver from the Mayor**
- (c) In the event of a vacancy, City Council may appoint a person to fill such a vacancy for the remainder of the term.

## **Meetings**

### **Bylaw No. 7119, 2006**

76. (a) ~~The Councillors serving on the Commission shall be appointed as Chair and Deputy Chair. In their absence, the members shall select one of the voting members to act as Chair at that meeting.~~
- (a) **The Councillors serving on the Commission shall be appointed as Chair and Council Representative. In the absence of the Chair, the Council Representative shall serve as Chair, and in the absence of both, the members shall select one of the voting members to act as Chair at that meeting.**
- (b) The Commission shall meet at the call of the Chair. **Members of the public** Residents are allowed to attend Commission meetings, but must have permission of the Chair if they wish to make a presentation to the Commission.
- (c) The Chair presides at all meetings and decides any points of order that may arise.
- (d) A quorum for the meeting shall be a majority of voting members of the Commission.
- (e) ~~Expenditures of the Commission and its sub-committees will require a request to the City Treasurer. Expenditures must be approved by City Council.~~

- (e) Expenditures of the Commission and its sub-committees will require a request to the Chief Administrative Officer or designate.
- (f) The Commission may, when necessary, establish sub-committees or task forces of a permanent or temporary nature to carry out duties of the Commission and report back to the Commission. Sub-committees will not have budget authority.
- (g) The Commission may request persons with a particular expertise to make presentations before the Commission on heritage related matters.
- (h) Regular meetings procedures as set out in the **Council Procedure Bylaw No. 6910, 2004, as amended from time to time**, of the City of ~~New Westminster~~ will apply to meetings of the Commission.

# REPORT

## *Finance*

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Harji Varn  
CFO/Director of Finance  
**File:** 05.1035.10

**Item #:** 2022-742

**Subject:** **Budget 2023: Engineering and Electrical Utility Amendment Bylaw Report**

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### **RECOMMENDATION**

- 1) **THAT** Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022; and
  - 2) **THAT** Council give three readings to the attached Electrical Utility Amendment Bylaw No. 8378, 2022.
- 

### **PURPOSE**

To request Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022 and the attached Electrical Utility Amendment Bylaw No. 8378, 2022.

### **ANALYSIS**

On November 28, 2022, Council was presented with the proposed Electric, Water, Sewer and Solid Waste Utility user rate adjustments to be effective as of January 1, 2023.

Council approved in principle the following increases:

- Electric Utility: 2.8%
- Water Utility: 7.0%
- Sewer Utility: 7.0%

- Solid Waste Utility: 14.0%

These changes are reflected in the Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022 in Attachment 1 to this report and Electrical Utility Amendment Bylaw No. 8378, 2022 in Attachment 2 to this report.

## **OPTIONS**

There are three options presented for Council's consideration:

Option 1 - That Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022.

Option 2 - That Council give three readings to the attached Electrical Utility Amendment Bylaw No. 8378, 2022.

Option 3 - That Council provide staff with other direction.

Staff recommend options 1 and 2.

## **ATTACHMENTS**

Attachment 1 – Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022

Attachment 2 – Electrical Utility Amendment Bylaw No. 8378, 2022

This report was prepared by:

Ronald Au  
Senior Financial Services Analyst

This report was approved by:

Harji Varn  
CFO/Director of Finance

Lisa Spitale  
Chief Administrative Officer

*Attachment #1*

*Engineering User Fees and Rates Amendment  
Bylaw No. 8377, 2022*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8377, 2022**

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

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 “Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022.”

**Amendments**

2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by replacing the following “Parts and Sections” of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the relevant “Parts and Sections” as attached herein:

Part 4.0            Solid Waste Fees and Rates  
                         Section A, Section B, Section E

Part 6.0            Sewerage System User Fees and Rates  
                         Section A, Section B

Part 10.0           Waterworks Fees and Rates  
                         Section B, Section C, Section D

**Effective Date**

3. These amendments shall come into effect on January 1, 2023 with the exception of Multifamily Glass Collection rates, which shall come into effect July 1, 2023.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

**Part 4.0 Solid Waste Fees and Rates**

<b>A. RESIDENTIAL RATES</b>					
	<b>Basic Flat Rate</b>		<b>5% Discount If Applicable</b>		<b>Net Flat Rate</b>
For each 120 Litre garbage collection cart, as provided by the City - Annually	\$367.17		\$18.36		\$348.81
For each 240 Litre garbage collection cart, as provided by the City - Annually	\$567.29		\$28.36		\$538.93
Discount applicable if paid within 60 days of billing date.					
<b>Glass Collection</b>					
For each glass collection receptacle as provided by the City – Annually					\$13.68
<b>B. MULTIFAMILY RATES</b>					
<b>Organics</b>					
For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit.					\$35.78
<b>Glass Collection (Effective: July 1, 2023)</b>					
For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit – Annually					\$10.00
<b>E. RENTAL AND PICKUP CHARGES FOR CITY CONTAINERS</b>					
<b>Garbage</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
2 Cubic Yard	\$189.07	\$309.41	\$571.95	\$68.73	\$46.89
3 Cubic Yard	\$228.18	\$375.01	\$687.57	\$82.83	\$62.53
120 Litres	\$30.76	\$49.25	\$71.82	\$10.23	n/a
240 Litres	\$49.25	\$71.82	\$104.69	\$15.42	n/a
360 Litres	\$68.12	\$94.38	\$137.48	\$20.53	n/a
<b>Recycling</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$15.42	\$24.61	\$35.94	\$10.23	n/a



240 Litres	\$24.61	\$35.94	\$52.30	\$15.42	n/a
360 Litres	\$34.06	\$47.18	\$68.73	\$20.53	n/a
<i>*Where collection is less than bi-weekly, the minimum monthly charge shall be the same as the bi-weekly rate.</i>					
<b>Organics</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$15.42	\$24.61	\$35.94	\$10.23	n/a
240 Litres	\$24.61	\$35.94	\$52.30	\$15.42	n/a
360 Litres	\$34.06	\$47.18	\$68.73	\$20.53	n/a

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

A. RESIDENTIAL RATES	ANNUAL USER CHARGE PER DWELLING UNIT		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	Basic Flat Rate	5% Discount If applicable	Net Flat Rate
Single Detached Dwelling Annually	\$1,098.87	\$54.94	\$1,043.93
Duplex and Row House Annually	\$1,098.87	\$54.94	\$1,043.93
Secondary Suite Annually	\$549.43	\$27.47	\$521.96
Townhouse Annually	\$858.44	\$42.92	\$815.52
Apartment Building Annually (Apartment building does not include a hotel, boarding house or rooming house).	\$617.99	\$30.90	\$587.09
<i>Discount applicable if paid within 60 days of billing date.</i>			
<b>B. OTHER</b>			
(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.			
<b>Quantity</b>	<b>Monthly</b>		
0 – 700 cu. ft. (minimum charge)	\$86.96 (minimum charge)		
Next 24,300 cu. ft.	10.450 per 100 cu. ft.		
Next 25,000 cu. ft.	7.370 per 100 cu. ft.		
Next 50,000 cu. ft.	4.250 per 100 cu. ft.		
In excess of 100,000 cu. ft.	2.120 per 100 cu. ft.		
(ii) A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than eighty percent of the water delivered by the municipal waterworks system to his parcel of real property.  a. By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or  b. By discharging the water so delivered or part thereof directly into a natural water course or body of water;  shall have the user charge reduced corresponding to the actual quantity of discharge.			

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

**Part 10.0 Waterworks Fees and Rates**

<b>B. RESIDENTIAL RATES</b>	<b>ANNUAL USER CHARGE PER DWELLING UNIT</b>		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	<b>Basic Flat Rate</b>	<b>5% Discount If applicable</b>	<b>Net Flat Rate</b>
Single Detached Dwelling Annually	\$778.82	\$38.94	\$739.88
Secondary Suite Annually	\$389.38	\$19.47	\$369.91
Duplex and Row House Annually	If one water service, a Single Detached Dwelling basic flat rate for each unit. If served by two services, then Single Detached Dwelling basic flat rate for each service.		
<i>Discount applicable if paid within 60 days of billing date.</i>			
<b>C. COMMERCIAL AND INDUSTRIAL RATES (metered)</b>			
<b>Monthly Consumption</b>		<b>(rate per 100 cubic feet)</b>	
1 to 10,000 cubic feet		\$6.43	
next 20,000 cubic feet		\$4.68	
next 20,000 cubic feet		\$3.69	
in excess of 50,000 cubic feet		\$2.78	
Minimum monthly charge, if under 1,000 cubic feet – plus meter rental		\$64.29	
<b>D. SPECIAL RATES</b>			
Apartment House		Commercial metered rate	
2 or more single detached dwellings on one lot		Single Detached Dwelling basic flat rate for each house.	
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)		Commercial metered rate	
Any service to a building which is used for commercial or industrial purposes		Commercial metered rate.	
Irrigation rate – application to all services over ¾ inch where such service is designed to be or used wholly or partially for irrigation purposes.		\$2.76 per 100 cubic feet Minimum monthly charge \$64.37	
Charges for water used for construction or building purposes:		Minimum monthly charge \$64.37	

Meter rentals – monthly charge	
5/8 inch	\$18.09
3/4 inch	\$18.09
1 inch	\$27.14
1 1/4 inch	\$41.61
1 1/2 inch	\$50.73
2 inch	\$73.93
Stand-By Charges For Fire Service Only – annual charge	
1 1/2 inch	\$221.85
2 inch	\$276.45
2 1/2 inch	\$362.05
3 inch	\$645.89
4 inch	\$921.82
6 inch	\$1,105.86
8 inch	\$1,843.71
10 inch	\$3,070.55
12 inch	\$4,446.42

**Attachment #2**

*Electrical Utility Amendment Bylaw No. 8378,  
2022*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8378, 2022**

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

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 "Electrical Utility Amendment Bylaw No.8378, 2022"

**Amendments**

2. The Schedule of Rates attached to Electrical Utility Bylaw No.6502, 1998 as Schedule "A" is hereby repealed and the Schedule of Rates attached hereto is hereby substituted therefor.

**Effective Date**

3. The amendments shall come into effect on January 1, 2023, in accordance with established billing cycles.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

**SCHEDULE "A"**

**SCHEDULE OF RATES – Effective January 1, 2023**

**RATES 101, 102 and 103**

**Rate 101**

Residential Service, Single Family Dwelling for a period of two months:

Basic Charge per period	\$14.60
All kW.h per period	0.1215 per kW.h
Minimum Charge	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 102**

Residential Service - Common Use Areas of strata corporations and owner occupied multiple residential premises for a period of two months:

Basic Charge per period	\$14.60
All kW.h per period	0.1215 per kW.h
Minimum Charge	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 103**

Residential Service, Multiple Occupancy in Single Family Dwelling for a period of two months:

Basic Charge per single family dwelling unit per period	\$14.60
All kW.h per single family dwelling unit per period	0.1215 per kW.h
Minimum charge per single family dwelling unit	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Special Condition:**

The maximum capacity of all heating elements energized at any one time in any water heater served under these rates shall not exceed 45 watts per liter (200 watts per imperial gallon) of tank capacity, except with the prior written permission of the City.



**RATES 131 and 133**

**ALL PURPOSE MULTI-RESIDENTIAL SERVICE**

**Availability:**

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. This rate is not available for service to non-residential occupants (e.g. stores, offices, restaurants) nor for service to space or equipment used in common by such non-residential occupants, whether or not such space or equipment is also used by residential occupants. Supply is 60 hertz single or three phase at the potential available.

**Rate 131**

For a period of two months:

Basic Charge per single family dwelling per period	\$14.60
First 400 kW.h per single family dwelling per period	0.1215 per kW.h
Next 200 kW.h per single family dwelling per period	0.1365 per kW.h
All additional kW.h per period	0.1215 per kW.h
Minimum charge - The basic charge per single family dwelling per period	

Note: The number of single family dwellings shall not be reduced because of vacancies.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 133 - Discount for Ownership of Transformers:**

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kW.h meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

**RATES 134 and 135**

**ALL PURPOSE MULTI-RESIDENTIAL SERVICE**  
**(100% Rental Buildings only)**

**Availability:**

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. The owner of the building must provide sub-metering to each individual unit so the customer can still manage their energy efficiencies through their own individual meter. Supply is 60 hertz single or three phase at the potential available.

**Rate 134**

For a period of two months:

Basic Charge per period/per meter	\$14.60
All kWh per period	0.1215 per kW.h

Minimum charge - The basic charge per period/per meter

**A rate rider equal to 2.5% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 135 - Discount for Ownership of Transformers:**

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kWh meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

**RATES 201, 202, and 203**

**GENERAL SERVICE (Under 35 kW)**

**Availability:**

For all purposes where a demand meter is not installed because the customer's demand as estimated by the City is less than 35 kW. Supply is 60 hertz single or three phase at a secondary potential.

**Rate 201** - Applies to general commercial service.

**Rate 202** - Applies to service to common use areas of rental apartment buildings and mixed use buildings owned by strata corporations.

**Rate 203** - Applies to temporary service.

Rate:

For a period of two months:

Basic Charge per period	\$17.46
All kW.h per period	0.1365 per kW.h
Minimum charge for a period of two months	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions for unmetered service:

1. The City may permit unmetered service under these Rates if it can estimate to its satisfaction the energy used in kilowatt-hours over a period of two months based on the connected load and the hours of use.
2. The customer if required by the City shall provide and maintain such controls, including timing devices, as the City considers may be necessary, and facilities satisfactory to the City for the maintenance of the aforesaid controls.
3. The hours of use per period shall be either:
  - (a) those specified by the customer, or
  - (b) those estimated by the City.whichever is the greater.
4. The customer shall supply, install and maintain all wiring, fixtures, control devices and equipment including the controls and devices described in Condition 2 at the expense of the customer.

GENERAL SERVICE (Under 35 kW) (Cont'd)

5. All wiring, fixtures, control devices and equipment and the method of installing, operating and maintaining the same are subject to the approval of the City which approval may be withdrawn by the City, at any time, at the City's sole discretion.
6. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics, or hours of use.
7. The City may at any time in its sole discretion install a meter or meters, and thereafter bill the customer at the appropriate Rate as a metered account.
8. For display signs and signboard lighting, where hours of use are controlled by timing

devices, the following turn-on times shall apply, unless the City shall otherwise agree in writing:

<u>Period</u>	<u>Turn on Time</u>
1 January - 15 January	4:00 p.m.
16 January - 28 February	4:30 p.m.
1 March - 30 April	6:30 p.m.
1 May - 15 August	8:30 p.m.
16 August - 10 September	6:30 p.m.
1 October - 15 November	4:30 p.m.
16 November - 31 December	4:00 p.m.

9. In all cases, where hours of use of display signs or signboard lighting commence at dusk and are controlled either by timing devices or by photo-electric cells, the following hours of use for a period of two months shall be deemed for billing purposes.

Dusk to 10:00 p.m. - 216 hours  
Dusk to 11:00 p.m. - 270 hours  
Dusk to 12:00 p.m. - 330 hours  
Dusk to 1:00 a.m. - 380 hours  
Dusk to Dawn - 666 hours

(All times are Pacific Standard Time)

10. Cable television amplifier equipment units, bus shelters and phone booths which are individually energized from and at the City's secondary potential shall be assessed from the date on the nameplate rating. The assessed kW demand of each individual piece of equipment shall be deemed to be the greater of either:

- (1) 100% of the kW nameplate rating, or
- (2) 80% of the kV.A nameplate rating.

Hours of use for a period of two months shall be deemed to be 1460 and power factor surcharge shall not be applied.

### **RATES 210, 211, 212, 213, 220, 230 and 240**

#### **GENERAL SERVICE (35 kW and over)**

##### **Availability**

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

**Rate 210** - applies to general commercial service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 211** - applies to service to common use areas of rental apartment buildings if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 212** - applies to service to common use areas of mixed use buildings owned by strata corporations if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 213** - applies to a temporary service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 220** - applies if a customer's supply of electricity is metered at a primary potential and the City supplies transformation from a primary potential to a secondary potential (Discount 1½%).

**Rate 230** - applies if a customer's supply of electricity is metered at a secondary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount \$.25 per kW of billing demand).

**Rate 240** - applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

GENERAL SERVICE (35 kW and over) (Cont'd)

Rate:

Basic Charge \$8.73 per month

Demand Charge

First 35 kW of billing demand per month	NIL
Next 115 kW of billing demand per month	\$7.01 per kW
All additional kW of billing demand per month	\$13.44 per kW

Plus

Energy Charge

First 14,800 kW.h per month	\$0.1365 per kW.h
All additional kW.h per month	\$0.0657 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.
2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.

3. If a customer is entitled to both of the above discounts the discount for metering at a primary potential shall be applied first.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions:

A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

**RATE 241 (Pilot Program)**

**GENERAL SERVICE (35 kW and over) MULTI-UNIT RESIDENTIAL BUILDING THERMAL HEATED (RENTAL BUILDINGS ONLY)**

Availability

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

**Rate 241** - applies to a Multi-Unit Residential Building (MURB) Thermally Heated (Rental Building only)

- applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

Rate:

Basic Charge \$9.48 per month

Demand Charge

All kW of billing demand per month \$6.02 per KW

PLUS

Energy Charge

All kW.h per month \$0.1081 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.

2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.
3. If a customer is entitled to both of the above discounts the discount for metering at primary potential shall be applied first.

**A rate rider equal to 2.5% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions:

A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

**RATE 302**

**STREET LIGHTING - CUSTOMER OWNED**

Availability;

For lighting of public highways, streets and lanes in those cases where the customer owns, installs and maintains the standards, fixtures, conductors and controls.

Rate:

For each fixture: \$0.0404 per watt per month

The number of watts per fixture includes the wattage of the lamp and where applicable, the ballast.

**A rate rider equal to 2.50% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Terms and Conditions:

1. Service Connections:

Where necessary the City will provide at the expense of the customer a drop, dip or underground service for a maximum distance of 45 metres. No service connection shall be made to add any ornamental street lighting system which does not provide for 8 or more street lighting fixtures except that, if the potential is 120/240 volts then, at the City's discretion, a service connection may be made for a system of less than 8.

2. Extension Policy:

The customer shall contribute to the cost of any extension required by paying to the City at the time when the application for the extension or extensions is made an amount equal to the estimated cost thereof (including cost of removing overhead fixtures and the original

value, less depreciation, of the fixtures removed) less the anticipated revenue for the first four years from the lamps, including ballasts, in the system at the time when the service connection is made. A customer which is a municipality may for the purposes of calculating the cost payable by it add together the estimated costs of all extensions ordered by it for installation at the same time and deduct from the total sum so determined, the total anticipated revenue calculated as aforesaid from the lamps including ballasts in all the said extensions.

3. Power Factor

All installations of mercury vapour, sodium vapour or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging, shall be maintained.

4. Contract Period

The term of the initial contract shall be not more than five years; renewal periods shall be for five years.

**RATE 303**

**STREET LIGHTING SERVICE**

Availability:

For lighting of public highways, street and lanes in those cases where the customer owns, installs and maintains the fixtures, conductors and controls on City poles.

Rate:

The rate shall consist of two components:

(a) an energy charge of \$0.0404 per watt per month

PLUS

(b) a contact charge of \$1.222 per contact per month

With respect to the Energy Charge - the number of watts per fixture includes the wattage of the lamp and where applicable the ballast.

With respect to the Contact Charge - this is a charge per fixture for the use of pole space.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**



Special Terms and Conditions:

1. Extension Policy:

No extensions will be made to serve street lighting under this Rate.

2. Power Factor:

All installations of mercury or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging shall be maintained.

3. Contract Period:

The term of the initial contract shall be not more than five years; renewal periods shall be five years.

**RATE 304**

TRAFFIC SIGNALS, TRAFFIC SIGNS and TRAFFIC WARNING DEVICES

Availability:

For traffic signals, traffic signs and traffic warning devices on public highways where the customer installs, owns and maintains the standards, fixtures, wiring controls and associated equipment.

Rate:

\$0.1215 per kW.h

1. Service Connections:

Where necessary the City will provide, at the expense of the customer, a drop, dip or underground service connection for a maximum distance of 45 metres.

2. Unmetered Service:

- (a) The City may permit unmetered service under this Rate if it can estimate to its satisfaction the energy used in kilowatt hours over a period of one month based on the connected load and hours of use. Hours of use shall be deemed to be continuous. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics or hours of use.

- (b) The City, in its discretion, may at any time install a meter or meters and thereafter bill the customer on the consumption registered.

### 3. Contract Period:

The term of the initial contract shall be not more than five years, renewal periods shall be for five years.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

## **RATE 500 - NET METERING SERVICE**

### DEFINITION:

**Customer-Generator** – An electric Service Customer of the New Westminister Electric Utility that also utilizes the output of a Net Metered System.

**House** – is a classification of housing referring to a single-unit residential building.

**Housing** – refers to the construction and assigned usage of houses or buildings individually or collectively, for the purpose of shelter.

**Multi-Unit Residential Building** – is a classification of housing where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. A common form is an apartment building.

**Net Consumption** – Occurs at any point in time where the electricity required to serve the Customer-Generator's load exceeds that being generated by the Customer-Generator's Net Metered System.

**Net Generation** – Occurs at any point in time where electricity supplied by New Westminister Electric Utility to the Customer-Generator is less than that being generated by the Customer-Generator's Net Metering System.

**Net Excess Generation** – Results when over a billing period, Net Generation exceeds Net Consumption.

**Net Metering** – A metering and billing practice that allows for the flow of electricity both to and from the customer through a single, bi-directional meter. With Net Metering, consumers with small, privately-owned generators can efficiently offset part or all of their own electrical requirements by utilizing their own generation.

**Net Metered System** – A facility for the production of electric energy that:

- (a) uses as its fuel, a source defined as a clean and renewable resource in the BC Energy Plan;
- (b) has a design capacity of not more than 50 kW;
- (c) is located on the Customer-Generator's Premises;
- (d) operates in parallel with the New Westminister Electric Utility's transmission or distribution facilities; and

(e) is intended to offset part or all of the Customer-Generator's requirements for electricity.

**APPLICABLE:** To New Westminster Electric Utility Customers receiving service under Rate 101, 102, 103, 131, 133, 201, 202, 203, 210, 211, 212, 213, 220, 230 and 240 of the Schedule of Rates attached to the Electric Utility Bylaw No.6502, 1998 as Schedule "A" as amended from time to time.

**ELEGIBILITY:** To be eligible to participate in the Net Metering Program, customers must generate a portion or all of their own retail electricity requirements using a renewable energy source. The generation equipment must be located on the customer's premises, service only the customer's premises and must be intended to offset a portion or all of the customer's requirements for electricity.

Clean or renewable resources include sources of energy that are constantly renewed by natural processes, such as water power, solar energy, wind energy, geothermal energy, wood residue energy, and energy from organic municipal waste, and shall have a maximum installed generating capacity of no greater than 50 kW.

**RATE:** A customer enrolled in the Net Metering Program will be billed as set forth in the rate schedule under which the customer receives electric service from the New Westminster Electric Utility and as specified in the New Metering Billing Calculation section in this schedule.

**BILLING CALCULATION:**

1. Net metering shall be, for billing purposes, the net consumption at New Westminster Electric Utility's service meter(s).
2. If the eligible Customer-Generator is a net consumer of energy in any billing period, the eligible Customer-Generator will be billed in accordance with the Customer-Generator's applicable rate schedule.
3. If in any billing period, the eligible Customer-Generator is a net generator of energy, the Net Excess Generation shall be valued at the rates specified in the applicable Rate Schedule and credited to the customer's account.
4. In the event that the operation of a renewable energy generating system results in a credit balance on the Customer-Generator's account at the end of a calendar year, the credit will be purchased by the New Westminster Electric Utility. If such amounts are not large, they will be carried forward and included in the billing calculation for the next period at the discretion of the utility.

SPECIAL CONDITIONS:

1. Prior to the interconnection of a Net Metering System, the Customer-Generator must submit a Net Metering Application for review and execute a written Net Metering Interconnection Agreement with the New Westminster Electric Utility.
2. The Net Metered System and all wiring, equipment and devices forming part of it, shall conform to New Westminster Electric Utility's "GUIDELINES FOR OPERATING, METERING AND PROTECTIVE RELAYING FOR NEW METERING SYSTEMS UP TO 50 kW AND VOLTAGE BELOW 750 VOLTS" and shall be installed, maintained and operated in accordance with those requirements.
3. Unless otherwise approved by the New Westminster Electric Utility, the Customer-Generator's service shall be metered with a single, bi-directional meter.
4. The contract period for service under this schedule shall be one (1) year and thereafter shall be renewed for successive one-year periods. After the initial period, the customer may terminate service under this Rate by giving at least sixty (60) days previous notice of such termination in writing to New Westminster Electric Utility.
5. If the Customer-Generator voluntarily terminates the net-metering service, the service may not be renewed for a period of twelve (12) months from the date of termination.
6. The utility maintains the right to inspect the facilities with reasonable prior notice and at a reasonable time of day.
7. The utility maintains the right to disconnect, without liability, the Customer-Generator for issues relating to safety and reliability.
8. Inflow of electricity from the New Westminster Electric Utility system to the Customer-Generator, and outflows of electricity from the Customer-Generators Net Metering system to the New Westminster Electric Utility system, will normally be determined by means of a single meter capable of measuring flows of electricity in both directions.
9. Alternatively, if New Westminster Electric Utility determines that flows of electricity in both directions cannot be reliably determined by a single meter, or that dual metering will be more cost-effective, New Westminster Electric Utility may require that, at the customers cost, separate meter bases be installed to measure inflows and outflows of electricity.
10. Except as specifically set forth herein, service supplied under this Rate is subject to the terms and conditions set forth in the New Westminster Electric Utility's Electric By-Law 6502, 1998
11. A Net Metered System used by a Customer-Generator shall meet all application safety and performance standards established as set forth in the New Westminster Electric Utility's Rules and Regulations.

12. A Customer-Generator shall, at its expense, provide lockable switching equipment capable of isolating the Net Metered System from the New Westminster Electric Utility system. Such equipment shall be approved by the utility and shall be accessible to the utility at all times.
13. The Customer-Generator is responsible for all costs associated with the Net Metered System and is also responsible for all costs related to any modifications to the Net Metered System that may be required by the utility including but not limited to safety and reliability.
14. The customer shall indemnify and hold New Westminster Electric Utility or its agents harmless for any damages resulting to New Westminster Electric Utility or its agents as a result of the customer's use, ownership, or operation of the customer's facilities other than damage resulting to the utility or its agents directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct, including, but not limited to, any consequential damages suffered by the utility or its agents. The customer is solely responsible for ensuring that the customer's facilities operate and function properly in parallel with New Westminster Electric Utility's system and shall release New Westminster Electric Utility's or its agents from any liability resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system other than damages resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct.

# **REPORT**

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

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Emilie K. Adin  
Director, Climate Action, Planning and Development  
**File:** 09.1740.02

**Item #:** 2022-741

**Subject:** **Child Care and Community Uses on School Sites**

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### **RECOMMENDATION**

**THAT** Council direct staff to send a letter from Mayor and Council to the Minister of Education and Child Care, outlining the need for additional senior government support to address short- and long-term school capacity and child care needs in New Westminister.

### **PURPOSE**

To update Council regarding school capacity and child care needs in the community, and the potential loss of Neighbourhood Learning Centre spaces, including two purpose-built child cares, on school sites in and on the periphery of the Downtown.

### **SUMMARY**

The City continues to meet its commitments under the Metro Vancouver Regional Growth Strategy by developing plans and policies to accommodate population growth. To this end, the City regularly communicates demographic information to the School District to assist in its school facility planning and programming. The City also collaborates with the School District to capitalize on opportunities to address community needs (e.g., Neighbourhood Learning Centres) and to address challenges (e.g., lack of school age care spaces in Queensborough).

The School District is finding it increasingly difficult to accommodate student growth within its existing facilities and as a short-term strategy for addressing its capacity issues, it has determined that Neighbourhood Learning Centre (NLC) spaces, including purpose-built child cares, are secondary to its school age educational focus. As such, it

is proposing to utilize NLC spaces at École Qayqayt Elementary School and Fraser River Middle School (FRMS), which are located in and on the periphery of the Downtown, to realize additional classroom space needed for September 2024.

As proposed by the School District, the two non-profit child care programs, with a total of 74 spaces, including 24 infant/toddler spaces, would be relocated to Lord Tweedsmuir Elementary School in the West End and F.W. Howay Elementary School in Massey-Victory Heights, by spring 2024. This would significantly impact child care families, particularly those with limited transportation options. Additionally, the other NLC spaces, including a community kitchen, flex offices and multi-purpose area, at École Qayqayt Elementary School, would be converted to classroom space, which would displace community programming, including New West Family Place. This programming addresses the needs of Indigenous, lone-parent, low-income and newcomer families, many of whom live in and on the periphery of the Downtown.

This report provides background context regarding the school capacity challenges, and the child care shortage that exists. The report builds on the recent correspondence between the School District and the City (letters are included as Attachments 2 and 3), as well as subsequent meetings between staff and elected officials of both organizations, and recommends advocating to the Province for additional resources to meet school capacity and child care needs in New Westminster.

**OPTIONS**

The following options are presented for Council's consideration:

- 1. That Council direct staff to send a letter from Mayor and Council to the Minister of Education and Child Care, outlining the need for additional senior government support to address short- and long-term school capacity and child care needs in New Westminster; or
- 2. That Council provide staff with other direction.

Staff recommends Option 1.

**ATTACHMENTS**

- Attachment 1 – Staff Memo
- Attachment 2 – November 7, 2022 Letter from School Board to the City
- Attachment 3 – November 8, 2022 School District Memo
- Attachment 4 – November 29, 2022 Letter from the City to the School Board

**APPROVALS**

This report was prepared by:  
John Stark, Supervisor of Community Planning  
Meredith Seeton, Policy Planner

This report has been reviewed by:  
Jackie Teed, Senior Manager of Climate Action, Planning and Development

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



Attachment 1  
*Staff Memo*

## **MEMO**

### *Climate Action, Planning and Development*

**To:** Emilie K. Adin, Director of Climate Action,  
Planning and Development

**Date:** December 12, 2022

**From:** Jackie Teed, Senior Manager of Climate  
Action, Planning and Development

**File:** 01.0195.10

**Subject:** Att 1 - Staff Memo.docx

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#### **RECOMMENDATION**

Staff recommends that the Director forward this memo and the following resolution to Council for consideration:

**THAT** Council direct staff to send a letter from Mayor and Council to the Minister of Education and Child Care, outlining the need for additional senior government support to address short- and long-term school capacity and child care needs in New Westminster.

#### **PURPOSE**

To update Council regarding school capacity and child care needs in the community, and the potential loss of Neighbourhood Learning Centre spaces, including two purpose-built child cares, on school sites in and on the periphery of the Downtown.

#### **SUMMARY**

The City continues to meet its commitments under the Metro Vancouver Regional Growth Strategy by developing plans and policies to accommodate population growth. To this end, the City regularly communicates demographic information to the School District to assist in its school facility planning and programming. The City also collaborates with the School District to capitalize on opportunities to address community needs (e.g., Neighbourhood Learning Centres) and to address challenges (e.g., lack of school age care spaces in Queensborough).

The School District is finding it increasingly difficult to accommodate student growth within its existing facilities and as a short-term strategy for addressing its capacity issues, it has determined that Neighbourhood Learning Centre (NLC) spaces, including

purpose-built child cares, are secondary to its school age educational focus. As such, it is proposing to utilize NLC spaces at École Qayqayt Elementary School and Fraser River Middle School (FRMS), which are located in and on the periphery of the Downtown, to realize additional classroom space needed for September 2024.

As proposed by the School District, the two non-profit child care programs, with a total of 74 spaces, including 24 infant/toddler spaces, would be relocated to Lord Tweedsmuir Elementary School in the West End and F.W. Howay Elementary School in Massey-Victory Heights, by spring 2024. This would significantly impact child care families, particularly those with limited transportation options. Additionally, the other NLC spaces, including a community kitchen, flex offices and multi-purpose area, at École Qayqayt Elementary School, would be converted to classroom space, which would displace community programming, including New West Family Place. This programming addresses the needs of Indigenous, lone-parent, low-income and newcomer families, many of whom live in and on the periphery of the Downtown.

This report provides background context regarding the school capacity challenges, and the child care shortage that exists. The report builds on the recent correspondence between the School District and the City (letters are included as Attachments 2 and 3), as well as subsequent meetings between staff and elected officials of both organizations, and recommends advocating to the Province for additional resources to meet school capacity and child care needs in New Westminster.

**BACKGROUND**

**School Capacity Challenge**

The School District is facing capacity issues for school-age learning, as it is currently operating at 110% of capacity across all schools. Capacity shortage is most acute in and on the periphery of the Downtown. In recent years, the School District has updated their projections, and their Long Range Facilities Plan now establishes a 15-year strategy for expanding and developing new schools where needed, including developing a new elementary school in the Simcoe Park area, and a new middle school in the Grimston Park area. The School District estimates these large capital projects will take approximately five years to be funded and to be completed.

To help support the creation of these new schools and others, a Joint School Planning Working Group was established in 2022, bringing together senior City and School District staff, as well as elected officials from both organizations. This Working Group is intended to facilitate continued communication and problem solving, such that school projects can be as successful as possible.

To meet more immediate needs, the School District is developing a Short-Term Capacity Review Strategy, which will include locating more portables on school sites where possible, and juggling programs. The City has approved Building Permits for portables at a range of schools in recent years, including a new portable at Qayqayt for the current school year.

At their meeting on June 21, 2022, the School Board approved the following principles to guide their short-term strategy:

- Prioritize the utilization of space within our schools to support K-12 in-catchment regular enrolment while also ensuring sufficient play and outdoor learning space.
- Programs of choice, community partnerships (including infant/toddler child care), and non-instructional uses of space will be operated, and when necessary, relocated to school facilities where space permits.

### **City's Role in Facilitating Child Care**

Funding and provision of child care is a senior government responsibility, and within the Province, it now resides with the Ministry of Education and Child Care. The City plays a facilitative role, including but not limited to: developing needs assessments and strategies, applying for and managing grants, coordinating rezoning applications in support of child care, prioritizing permits for child care spaces in schools, and advocating to the senior levels of government on child care issues, including related to funding, staff remuneration, subsidies, etc.

### **Child Care Shortage and Downtown Need**

There is a shortage of child care spaces in the city, particularly related to infant/toddler (0 to 36 months) and school age (5 to 12 years) care. The 2018 Child Care Needs Assessment Update found that there were 28.2 child care spaces per 100 children in the city, and slightly less than that (27.5) in the Downtown. The City has been proactive in collaborating with non-profit child care operators to locate and expand spaces.

The recent closure of Queens Avenue Daycare with 33 non-profit child care spaces, which is on the periphery of the Downtown, was a major loss for this neighbourhood and the surrounding community. The loss of an additional 74 non-profit child care spaces associated with the two schools in question, which are in and on the periphery of the Downtown, will further erode child care availability in this neighbourhood, and specifically impact families who rely on more affordable child care and have limited transportation options.

Downtown is also the neighbourhood with the highest rate of early childhood vulnerability in the city, according to the 2021 Early Development Index. 2020 Taxfiler data found a higher proportion of children in lone-parent families in the Downtown (21.5%) than for the city-as-a-whole (16.9%), and a slightly higher child poverty rate in the Downtown (13.6%) compared to the city-as-a-whole (11.2%). Resources like non-

profit child care in purpose-built facilities and early childhood and family strengthening programming are critical in this context.

### **Child Care and Community Uses on School Sites**

Recognizing that there are many advantages to delivering community services, especially for children and families, on school sites, the City has a long history of collaborating with the School District to support creating space for non-profits to deliver child care, early learning and family strengthening programming, as well as other community services.

This collaboration was enshrined in 2009, when the City and School District endorsed a Child Care Protocol, committing both organizations to working together “to maintain, stabilize and increase the viability of existing licensed child care spaces within their collective control, and to plan for and develop, if feasible, new child care spaces on their collective lands.” The process of developing and adopting this protocol supported collaboration between the City and the School District.

In the years that followed adoption of the Child Care Protocol, a key strategy for delivering community spaces on school sites has been to develop Neighbourhood Learning Centre (NLC) spaces in new school projects. The Province provided funding to allow up to 15% additional floor space for dedicated community uses such as child cares and early learning programming.

In 2010, the City and School District engaged over 1,000 residents and conducted an extensive needs assessment in developing a vision for NLC spaces as part of three new schools: École Qayqayt Elementary School (Qayqayt), Fraser River Middle School (FRMS), and New Westminster Secondary School (NWSS). The spaces that were created at the time included purpose-built, non-profit child care facilities at Qayqayt and FRMS, community flex office and multi-purpose areas at both of these schools, and a community kitchen at Qayqayt. The NWSS NLC space was put towards a Welcome and a Wellness Centre, and a new Performance Arts Theatre. Regarding the latter, this was not pursued with the eventual retention of the Massey Theatre.

The City provided \$44,000 in financial assistance to furnish and equip these spaces; facilitated a donation in support of a community kitchen; and covers the administrative costs of a navigator position at the Welcome Centre.

Additionally, the City has funded the development of new pre-school age and school age child care spaces in schools. More specifically, it contributed \$1,200,000 in support of a pre-school aged child care facility at the Skwo:wech Elementary School and contributed \$180,950 to relocating, retrofitting and operationalizing three redundant school portables to create 78 school age care spaces in Queensborough. The City has also provided numerous child care grants to Westminster Children’s After School Society, which operates 10 school age care programs in the schools.

In 2022, the Ministry of Education expanded to become the Ministry of Education and Child Care. The Minister’s expanded mandate, including prioritizing locating child care on school grounds, reinforces the importance of existing facilities on school sites and sets the stage for future expansion.

**Displacement of Neighbourhood Learning Centre Uses**

It is in the context of classroom and child care space shortage that the School District is exploring relocating purpose-built, non-profit child care facilities from Qayqayt and FRMS, and converting to classrooms the community kitchen, flex offices and multi-purpose area at Qayqayt, out of which New West Family Place currently operates programming. The 74 child care spaces would be moved out of the Downtown and to Lord Tweedsmuir Elementary School in the West End and F.W. Howay Elementary School in Massey Victory Heights. The School District is in need of more classroom space at the former schools (six new classrooms could be created from the child care spaces), and the latter schools can accommodate additional portables.

The School District is currently targeting spring 2024 for the child care spaces to be relocated, and September 2024 for the purpose-built, non-profit child care spaces to be converted to classroom spaces. The School Board has indicated that it has been successful in obtaining \$2,800,000 in funding from the Child Care BC New Spaces Program to support this relocation, though no new spaces are being created. The School District is also applying to amend their capital plan to obtain additional provincial funding to convert the purpose-built, non-profit child care spaces at Qayqayt and FRMS to classroom spaces.

**DISCUSSION**

City staff was informed about the School District’s intention regarding NLC spaces on October 3, 2022, during Council’s break due to elections, with a decision by the School Board scheduled for December 13, 2022. In the correspondence from the School District dated November 7, 2022 (Attachment 2), the School District states: “We are writing to you now, as a community partner, but also as an entity tied to, responsible for, and intimately aware of the child care challenges New West families face, to work alongside the District and Purpose Society (the non-profit operator), in helping them with their search for an alternate location Downtown for child care spaces for infant/toddler programming.”

Typically, it would take months of planning to identify a potential location for a child care, including undertaking due diligence regarding site analysis and facility costing, as well as conducting consultation with Fraser Health Community Care Facilities Licensing. In this case, the City has been given a little over two months. Complicating matters, and as outlined in a School District Memo dated November 8, 2022 (Attachment 3), it states: “that the funding received from the Ministry of Education and Child Care is specifically for the application that was put forward by the District using District-owned property and cannot be transferred to another entity.” It further states: “The District has no ability to

lease or purchase property to re-house a child care facility which is why no other sites have been examined.” Additionally, it states: “The operational funding model does not currently include amounts for the operation of the child cares.”

The above all but precludes identifying an alternate location or locations in or on the periphery of the Downtown, and raises questions as to if it is even feasible from an operational perspective. Further, the \$2,800,000 allocated for capital costs for both child cares, while possibly sufficient for the placement of portables on paved and serviced school sites, would likely be insufficient to construct new child care facilities or purchase modular structures for such purposes, particularly factoring in site development, foundation, servicing, and outdoor play space costs. Additionally, there is no funding to relocate or replace the other NLC spaces, including the community kitchen, flex offices and multi-purpose area.

For these reasons, the City’s letter in response to the School District (Attachment 4) emphasizes exploring retention of the purpose-built child care facilities and NLC space, and identifying other options to address school capacity issues.

The School District and City continue to work together to try to address classroom, child care and other community needs. It is anticipated that in advance of the December 12, 2022 Council meeting, City and School District staff will have had an opportunity to meet on site at Qayqayt and FRMS, and the Joint School Planning Task Force will have met to explore options.

Building on these efforts, it is proposed that the City also advocate to the Province for additional support in meeting short- and long-term school capacity and child care needs. Both of these issues, which impact New Westminster residents, are fundamentally within provincial jurisdiction, and with the expanded mandate of the Ministry of Education and Child Care, they are within one Ministry. The City has been successful at accommodating growth, in alignment with regional plans and provincial efforts, and needs to be supported in meeting community needs to maintain and enhance livability as we increase our density.

**OPTIONS**

The following options are presented for Council’s consideration:

- 1. That Council direct staff to send a letter from Mayor and Council to the Minister of Education and Child Care, outlining the need for additional senior government support to address short- and long-term school capacity and child care needs in New Westminster; or
- 2. That Council provide staff with other direction.

Staff recommends Option 1.

## **ATTACHMENTS**

Attachment 2 – November 7, 2022 Letter from School Board to the City

Attachment 3 – November 8, 2022 School District Memo

Attachment 4 – November 29, 2022 Letter from the City to the School Board

## **APPROVALS**

This report was prepared by:

John Stark, Supervisor of Community Planning and Meredith Seeton, Policy Planner

This report was reviewed by:

Jackie Teed, Senior Manager, Climate Action, Planning and Development

Lynn Roxburgh, Supervisor of Land Use Planning

Harji Varn, Director of Finance

This report was approved by:

Jackie Teed, Senior Manager, Climate Action, Planning and Development

Emilie Adin, Director, Climate Action, Planning and Development

Lisa Spitale, Chief Administrative Office



**Attachment 2**  
*Nov 7, 2022 Letter from School Board  
to the City*

## BOARD OF EDUCATION

### OPEN LETTER

November 7, 2022

Mayor Johnstone and City Councillors  
City of New Westminister  
511 Royal Avenue  
New Westminister, BC V3L 1H9

*Sent by email: [clerks@newwestcity.ca](mailto:clerks@newwestcity.ca)*

Dear Mayor Johnstone and Councillors,

#### **RE: School capacity crisis and impacts on childcare**

New Westminister Schools has reached a state of crisis with regards to school capacity across the District. A situation that can only be remedied through building new schools.

For years, the District has put forward requests and advocated for additional school funding for an elementary school and middle school in the Fraser River Zone. It was only recently, March 2022, that the Ministry of Education and Childcare (MECC) approved us to move forward to the first of two business cases for a new elementary school. The District anticipates that the business case stage of approvals to completion of construction will take approximately five (5) years. Until then, the District has a significant challenge of managing enrolment for our growing student population.

The District and City have historically worked together to co-locate schools adjacent to city park space to provide outdoor play and learning space for students. We have a land deficit of 31 acres in comparison to MECC area standards. It is because of this deficit of space that it makes it so challenging for the District to accommodate growth on both a temporary (via portables) or permanent basis.

In June 2022, staff were tasked with the creation of a short-term capacity review strategy to manage the growth within the confines of our existing spaces. At the June open board meeting, the Board of Education passed the following principles to guide staff this work:

- Guiding Principle #1 – Prioritize the utilization of space within our schools to support K-12 in- regular enrolment while also ensuring sufficient play and outdoor learning space.
- Guiding Principle #2 – Programs of choice, community partnerships (including infant/toddler childcare), and non-instructional uses of space will be operated, and when necessary, relocated to school facilities where space permits.

While the short-term capacity review looks to create capacity in the short-term, the decisions being made will be permanent and have long-lasting impacts. As previously shared with City Staff and Council, the first of these decisions is about the re-location of childcare (infant/toddler programming) spaces at Qayqayt Elementary (Qayqayt) and Fraser River Middle School (FRMS) to accommodate rapid rates of growth to in-catchment regular enrolment at these schools.

District staff have put forward applications for the New Spaces Fund offered by the MECC for the relocation of both the Qayqayt and FRMS childcare centres to the respective school grounds of F.W. Howay Elementary and Lord Tweedsmuir Elementary. The District has considered other district-owned sites closer to the core of town, however, no school sites are capable of accommodating the facility and required outdoor play space to host an infant/toddler program. Both applications put forward were approved by MECC on October 21, 2022 requiring a 15-year commitment per site and funding attached of \$2.8M (\$1.4 million per site). These approvals mitigate the loss of childcare space operating out of our schools. The acceptance of the application represents a recovery of spaces which the Ministry has allowed via the new creation of an exceptions policy offered to districts that have land space pressures in a desire to not lose childcare space. This change in policy was motivated by the unique situation of New Westminster Schools. The funding received is specifically for the application that was put forward by the District using district-owned property and cannot be transferred to another entity. Should a viable alternate space become available, the District would be pleased to work as a conduit between that entity and the MECC to redirect funding earmarked for the District project.

The re-location of much needed child care spaces outside of the downtown area is far from ideal. We have heard loud and clear from most notably, families from the Qayqayt infant/toddler program, that a relocation represents a significant hardship to families. We are writing to you now, as our community partner, but also as an entity tied to, responsible for, and intimately aware of the childcare challenges New West families face, to work alongside the District and Purpose Society, in helping them with their search for an alternate location downtown for childcare spaces for infant/toddler programming.

Timing is of utmost importance. A narrow window exists to identify a viable solution for a downtown location as child care spaces need to be transformed into classrooms for the September 2024 school year. With a relocation of childcare, we are able to create 6 classroom spaces which represents approximately 150 seats (which is in addition to 2 classrooms, or 50 seats, created by relocating community programming out of Qayqayt elementary for the 23-24 school year). District staff are working on a plan which only relocates childcare after the new facility is complete, licensed, and ready to accept children. Only after this time would we commence work to convert these previous childcare spaces to classrooms. Based on preliminary work on using our internal site, the documentation/permit, site prep and construction will take the better part of one year thus making a relocation of childcare possible for Spring 2024, leaving some months for the renovation of classroom spaces for September 2024.



We have submitted a request to the City Clerk for dates for a joint city and district meeting as soon as possible to continue these discussions.

Sincerely,

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)**



Gurveen Dhaliwal  
Chair, Board of Education

Cc: Trustees, Board of Education  
Karim Hachlaf, Superintendent of Schools/CEO  
Bettina Ketcham, Secretary-Treasurer/CFO  
Dave Crowe, Director of Capital Projects  
Matt Brito, Director of Facilities  
Lisa Spitale, Chief Administrative Officer, City of New Westminster  
John Stark, Senior Social Planner, City of New Westminster  
Meredith Seeton, Policy Planner (and School District Liaison), City of New Westminster  
Lynda Fletcher-Gordon, Executive Director, Purpose Society



**Attachment 3**  
*November 8, 2022 Short-Term Capacity  
Review – Child Care Update and Timeline*



Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: November 8, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: **Requiring Action**    Yes        No        **For Information**   

Subject: Short-Term Capacity Review – Childcare Update and Timeline

**Background:**

New Westminister Schools has reached a state of crisis in the lack of school capacity across the District with growth in the 22-23 school year alone of 347 FTE or 5.13% and across all brick and mortar schools K-12, capacity utilization of 110%. This situation can only be remedied through building new schools. For years, the District has put forward requests and advocated for additional school funding for an elementary school and middle school in the Fraser River Zone. It was not until March 2022 that the Ministry of Education and Childcare (MECC) acknowledged our capacity pressures in this region and allowed us to move forward to the first of two business cases for a new elementary school.

The District anticipates that the business case stage of approvals to completion of construction will take five (5) years. During this period, the District has a significant task of managing enrolment for our growing student population. The District has co-located schools adjacent to city park space to provide outdoor play and learning space for students. We have a land deficit of 31 acres in comparison to MECC area standards. It is because of this deficit of space that it makes is so challenging for the District to accommodate growth on both a temporary (via portables) or permanent basis.

Staff have been tasked with the creation of a short-term capacity review strategy to manage the growth within the confines of our existing spaces. At a June open board meeting, the Board of Education passed the following principles to guide staff work:

Guiding Principle #1 – Prioritize the utilization of space within our schools to support K-12 in-catchment regular enrolment while also ensuring sufficient play and outdoor learning space.



Guiding Principle #2 – Programs of choice, community partnerships (including infant/toddler childcare), and non-instructional uses of space will be operated, and when necessary, relocated to school facilities where space permits.

The Board’s guiding principles are consistent with the *School Act* section 85.4(b):

**“Use of board property for child care programs**

**85.4** If a child care program is provided on board property by the board or by a licensee other than the board, the board must ensure...

(b) that the provision of the child care program does not disrupt or otherwise interfere with educational activities.”

The Board of Education is obligated to provide facilities and grounds sufficient to conduct school-aged educational programs. Providing priority to in-catchment regular enrolment students and those students enrolled in a program of choice are both educational activities which, per the School Act, should and must be placed ahead over the provision of child care within our board-owned property.

At the October 25, 2022 open board meeting, we reported that the application for both New Spaces Funds had been approved for the relocation of the Qayqayt and FRMS childcare centres to the grounds of FW Howay and Lord Tweedsmuir, respectively, with funding attached of \$2.8M which allows the District to mitigate any loss of childcare space. The pending acceptance of the application represents a recovery of spaces which the Ministry has accepted and allowed via the new creation of an exceptions policy offered to districts that have land space pressures in a desire to not lose childcare space. This change in policy was motivated by the unique situation of New Westminster Schools.

**Complexity in finding a downtown location**

The District has considered other district-owned sites closer to the core of town, however, no school sites are available to accommodate the facility and required outdoor play space to host an infant/toddler program. Within this District, there is a deficit of land by 31 acres, making space a significant challenge. The District has employed a model of locating schools next to city-owned parks to provide play and outdoor learning space.

We have heard loud and clear from most notably, families from the Qayqayt infant/toddler program, that a relocation would represent a hardship to families due to the lack of childcare in the downtown New Westminster core. We agree that the ideal solution would be to find a suitable location downtown, and look to working alongside our community partners, stakeholders, including the city and our infant/toddler operator, for viable solutions in the timeframe necessary to create classroom space to support growing enrolment.



The reality is a narrow window exists to identify a viable solution for a downtown childcare location in keeping with our critical need to create classroom capacity for the start of the September 2024 school year. With a relocation of childcare, we can create 6 classrooms - 2 at Qayqayt and 4 at FRMS, or approximately 150 seats (which is in addition to 2 classrooms, or 50 seats, created by relocating community programming out of Qayqayt elementary for the 23-24 school year). While District staff hope for an alternate downtown site solution, we are also working against a reality where a solution may not present itself in time. We will continue to support Purpose Society in finding another location and will reach out to the City as our partner, to find options for space in the downtown core in parallel with the planning work that is currently underway for use of our district-owned site.

Questions have also arisen as to what sites the District has considered and why only City and District owned sites have been examined. The relationship with Purpose Society is one of a landlord/lessee relationship where we rent district property to provide childcare programming to the operator. The District has no ability to lease or purchase property to re-home a daycare facility which is why no other sites have been examined outside of district-owned property. We too, are a not-for-profit entity and all operational funding received at this time is for the provision of K-12 instruction. The operational funding model does not currently include amounts for the operation of childcare. Per confirmation with Ministry staff, there does not currently exist a funding envelope to purchase land/property for the provision of childcare. The funding for the acquisition of land/property is something under investigation as the Ministry explores and defines the true cost of capital planning and funding for childcare. The District also charges well-below market rent where we operate on a cost-recovery basis only. The going market rate on a cost per square foot lease rate in New Westminster is approximately \$22/sqft per annum plus common area maintenance costs. The District is charging an average of 64% less than the market rental rate (and no common area maintenance costs) to Purpose Society. Purpose Society would have to contend with paying higher level rents in a profit-oriented lease arrangement which presents a potential barrier to finding a downtown location. In addition, Purpose would have to pay significant tenant improvements to make the space ready for their purposes which can cost hundreds of thousands of dollars depending on the level of renovation needed.

As part of utilizing our district-owned site we are committing to ensure no disruption in service to childcare is created through the relocation. Staff are working on a plan which only relocates childcare after the new facilities are completed, licensed, and ready to accept children. Only after this time would we commence work to convert these previous childcare spaces to classrooms. Based on preliminary work on using our internal site, the documentation/permit, site prep and construction will take the better part of one year thus making a relocation of childcare possible for Spring 2024, leaving sufficient time for the renovation of classroom spaces for September 2024.

If an alternate solution is put forward that is not on District-owned lands, this may jeopardize the timeline in creating new classroom spaces in time for the start of the 2024-25 year. This is because the District gives up control over the completion of childcare spaces, with that responsibility falling to the owner/lessor of the alternate space in funding and constructing these spaces. It should also be highlighted that the funding received from MECC is specifically for the application that was put forward by the District using district-owned property and cannot be transferred to another entity.





Should a viable alternate space come forward, the District would be pleased to work as a conduit between that entity and the MECC to redirect funding earmarked for the District project.

### **Lottery process**

The lottery process per AP 300 “Student Admissions, Catchment Areas and Placement” is clear. Registration for in-catchment students opens Monday, November 7, 2022. Due to the capacity limitations of physical space, Qayqayt, Kelvin and Queen Elizabeth are at physical capacity limits (i.e. no further portables can or will be placed on premise). That means, the only space being “created” is with grade 5 (in the case of Queen Elizabeth, Grade 4) students moving on to middle school at these sites. When the number of registrations is greater than the space available, a randomized draw (lottery) will be conducted to determine if a student may be placed at that school. Section 3.3(b) of AP 300 outlines admission priority which is as follows:

1. Continuing catchment students are automatically re-enrolled;
2. Continuing out-of-catchment and out-of-district students are automatically re-enrolled when remaining in the same school and program;
3. Transfer requests from in-catchment students placed, by the District, in another school due to space limitations;
4. New catchment area students with siblings attending the same school;
5. New students within catchment area;
6. Transfer requests for out-of-catchment students with siblings attending the same school;
7. Transfer requests for students who are out of catchment and who are registered in and attending before and/or after school childcare at a licensed childcare facility within the catchment area;
8. Transfer requests for students who are out-of-catchment;
9. Siblings of continuing out-of-district students;
10. Students who are out-of-district.

As you can see from the priority list above, new students in the catchment area are 5<sup>th</sup> in priority. With limited space in the District, and growth anticipated, the reality of being redirected to another school is high, especially at Qayqayt Elementary. It is also possible that new catchment students with siblings already attending may not be able to attend the school as per priority 4, if displaced students from previous years’ are looking to come back to their in-catchment school. For families with multiple children, this is significantly disruptive. For students who have to be placed out of catchment and then move back to their in-catchment school after one or more years, transitions can be challenging.

### ***Timelines and Work Plan***

#### Qayqayt:

The level of growth we anticipate seeing at Qayqayt is significant over the coming years. Based on the enrolment below (preliminary estimates provided by our consultant for the 2023 LRFP refresh), the creation of 4 classroom spaces will provide capacity to 2024 (and maybe 2025 depending on the school organization which will also contemplate composition). It will be at least until the year 2027 when the new Fraser River Elementary School can be completed.



SCHOOLS	FCI	Nominal Capacity	Operating Capacity	Actuals			Enrolment Projections												
				2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Qayqayt Elementary	0.05	100K/450E	501	530	561	615	638	682	711	726	719	721	733	726	734	746	760	772	788
% Utilization				106%	112%	123%	127%	136%	142%	145%	144%	144%	146%	145%	147%	149%	152%	154%	157%

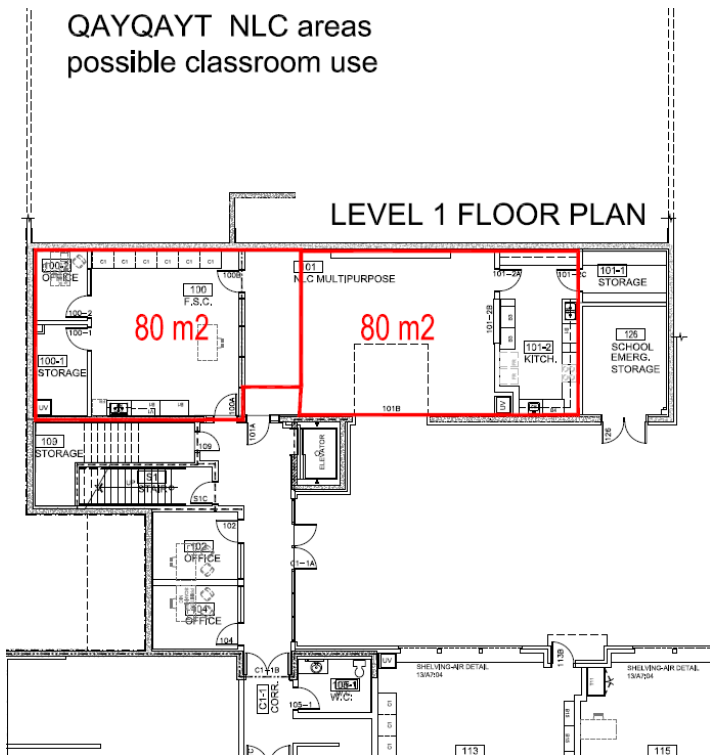
\*Note: we are refreshing the LRFP and new enrolment projections will be finalized by early 2023

As noted in the pages below, 33 students from the Qayqayt catchment have been relocated for the 22-23 year. It may be necessary for those enrolling in the school throughout the remainder of the year to continue to be diverted to another school. As you can see from the table above, we are anticipating significant levels of growth and without the ability to add any more portables on site, the growth anticipated annually represents the students that would have to be diverted to another non-catchment school.

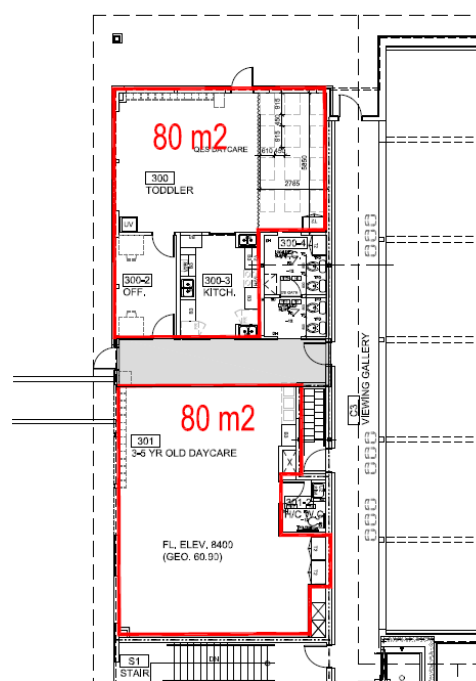
Proposed Timeline:

- September 2023: District will create 2 classroom spaces on the first floor of Qayqayt which is currently used for community programming. This creates some relief for the 2023-24 school year allowing for up to 2 new divisions.
- September 2024: District to complete renovation of 2 remaining classrooms once the childcare facility is completed and the operator and families are relocated to FW Howay.

QAYQAYT NLC areas possible classroom use

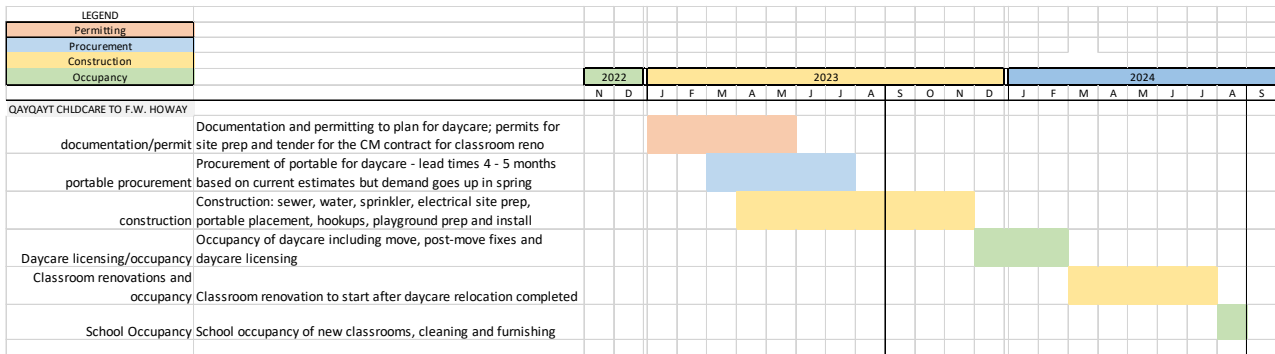


LEVEL 3 FLOOR PLAN



The process of a seamless transition to avoid disruption to daycare necessitates a careful sequencing of work. The work is complex as the site prep needed to accommodate the childcare facility requires work to upgrade site services such as power, water and sewer. All these pieces of work require permits with the city. Another variable is the length of time to get the daycare licensed which can be a longer process. Below is a chart timelining the various pieces of work. This has been created by our Director of Facilities and Director of Capital projects based on their expertise in construction.

Based on the timeline below, we must commence work in January 2023 to ensure that we can create classrooms in time for the September 2024 school year.



See appendix 1 for a larger view of this table

Qayqayt: Daycare and/or Program of Choice Relocation

Several parents have raised the question of whether the relocation of daycare eliminates the need to relocate programs of choice.

The Program of Choice (POC) review is being conducted district-wide over all programs including, early, late and secondary French Immersion, Montessori and the Home Learners’ Program. The work will be conducted from the lens of creating more robust educational programming, better alignment to the educational strategic directions and available capacity based on likely future capital projects (such as the new Fraser River Elementary School). While the creation of capacity may be a byproduct of the program of choice review, the recommendations will center first and foremost on teaching and learning. Of course, facility capacity will need to be part of the context and conditions for future planning for all POC which is consistent with AP 220 “Programs of Choice” procedure 2.11 “Be housed in facilities where space permits and which are suitable to the program”. The timing of the program of choice review will take some several months and any recommendations will be made and presented to the Board in the Spring of 2023. Recommendations will still come forward regardless of the childcare relocation decision.

Notwithstanding the above, as you can see from the projections of student enrolment for Qayqayt, we are anticipating growth of students to 788 FTE by the year 2035 for which some pressure will be relieved with the construction of the (to-be-approved) new Fraser River Elementary School. The



uncertainty with a POC relocation, if that is indeed a recommendation falling out the review, is that we cannot predict how many families will remain loyal to the program and move, or how many families will end up staying in the regular English stream. The actual results can only be known once we open the registration and families are advised which alternate location was selected, if indeed that is a recommendation that comes forward.

**Timelines and Work Plan**

Fraser River Middle School:

As FRMS has no programs of choice, the only way to create capacity would be to relocate the infant/toddler spaces. This is especially necessary in light of the District’s recommendations to the Ministry of Education to create a school campus around the City-owned Simcoe Park inclusive of a 600-capacity elementary school and purpose-built alternate education centre. The FRMS annex which currently houses approximately 100 students (in 4 classrooms within portables) will have to be relocated to make way for construction.



The following represents the timeline of the new Fraser River Elementary School planning and construction process. As you can see, construction will commence in January 2025, meaning that by September 2024, we must relocate the students in the FRMS annex into the main school through the creation of new classes.

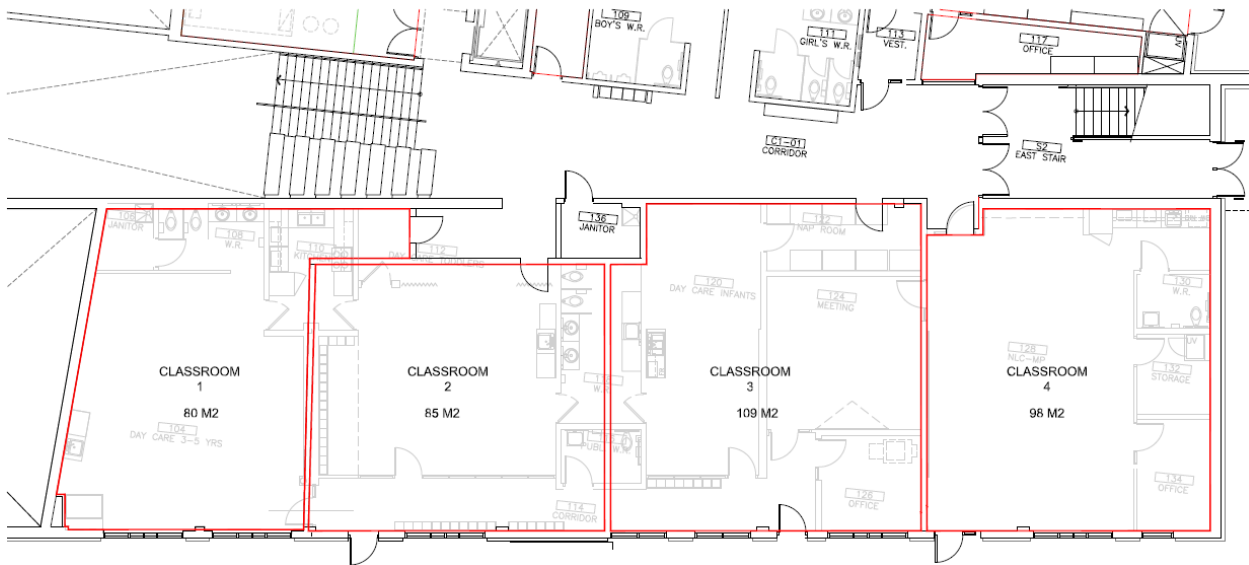




The District's intent is to first place portables 3 and 4 first and place portable 1 and 2 at a later time as enrolment is required. Portables 1 and 2 necessitate a variance from the city which can be a lengthy process.



- September 2024: it is proposed that the District complete renovation of 4 classrooms that will be converted once the childcare facility is completed and the operator and families are relocated to Lord Tweedsmuir. The following represents the revised floor plan for FRMS once the space conversion is completed.



To achieve the creation of 4 classroom spaces for September 2024, the Board will have to decide by the December 2022 to confirm accepting the New Spaces Funding. The process of a seamless transition to avoid disruption to daycare necessitates a careful sequencing of work. The work is complex as the site prep needed to accommodate the facility requires work to upgrade site services such as power, water and sewer. All these pieces of work require permits with the city. Also, a variable is the length of time to get the daycare licensed which can be a longer process. The timeline is nearly identical to the Qayqayt/Howay transition and will be run in parallel with that project:

	2022		2023												2024									
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
FRMS CHILDCARE TO TWEEDSMUIR																								
Documentation and permitting to plan for daycare; permits for documentation/permit																								
site prep and tender for the CM contract for classroom reno																								
Procurement of portable for daycare - lead times 4 - 5 months																								
portable procurement based on current estimates but demand goes up in spring																								
Construction: sewer, water, sprinkler, electrical site prep, construction																								
portable placement, hookups, playground prep and install																								
Occupancy of daycare including move, post-move fixes and daycare licensing																								
Daycare licensing/occupancy																								
Classroom renovations and occupancy																								
Classroom renovation to start after daycare relocation completed																								
School Occupancy																								
School occupancy of new classrooms, cleaning and furnishing																								

See appendix 1 for a larger view of this table

### Amendment of the 2023-24 major capital plan

The New Spaces Funding only allows for the creation of the childcare facility, not the renovation of school spaces into classrooms. With the approval of the New Spaces Fund for the relocation of both the Qayqayt and FRMS child care centers, and with Board approval, the District has now submitted an additional project for funding to support the interior classroom renovations should the relocation of childcare move ahead. The anticipated costs for renovation of classroom spaces are \$1.5 million for both sites. Approvals of major capital projects do not come until March 2023.



**Students moved out of catchment**

The following represent the number of students displaced from their neighborhood school. By far, most of the students that have been displaced from their neighborhood school is Qayqayt Elementary. Note that this information may change daily as new registrations are received.

**Herbert Spencer**

Grade	Number of Students	Placement School
KF	1	Skwo:wech
1	1	F. W. Howay
2	1	F. W. Howay
3	1	F. W. Howay
5	2	F. W. Howay
<b>TOTAL</b>	<b>6</b>	

**Lord Kelvin**

Grade	Number of Students	Placement School
4	2	Tweedsmuir

**Qayqayt**

Grade	Number of Students	Placement School
KF	13	<ul style="list-style-type: none"> <li>• 5@Tweedsmuir</li> <li>• 5@Kelvin</li> <li>• 2@Connaught</li> <li>• 1@Skwo:wech</li> </ul>
2	2	<ul style="list-style-type: none"> <li>• 1@Tweedsmuir</li> <li>• 1@Kelvin</li> </ul>
3	5	<ul style="list-style-type: none"> <li>• 3@Tweedsmuir</li> <li>• 1@Kelvin</li> <li>• 1 at Qayqayt in EFI (wants to switch to English)</li> </ul>
4	9	<ul style="list-style-type: none"> <li>• 1 staying in previous district until space opens at Qayqayt</li> <li>• 6 @Tweedsmuir</li> <li>• 2 @Connaught</li> </ul>
5	4	<ul style="list-style-type: none"> <li>• 3 @Tweedsmuir</li> <li>• 1@Kelvin</li> </ul>
<b>TOTAL</b>	<b>33</b>	





The following table represents inter-year growth at some of Fraser River Zone schools over the last few years. The significance of this table represents information about potential students that may move into the neighborhood and has to be redirected to their non in-catchment school for the remainder of the year. We can see that in the 2021-22 year, the District experienced a tremendous amount of mid-year growth which remains to be seen if the same growth happens during the year for the 22-23 year we are currently in.

School	2022/2023	2021/2022			2020/2021		2019/2020		2018/2019	
	1701 - Sept. 2022	1701 - Sept. 2021	1701 - Feb. 2022	June 30, 2022	1701 - Sept. 2020	1701 - Feb. 2021	1701 - Sept. 2020	1701 - Feb. 2021	1701 - Sept. 2020	1701 - Feb. 2021
Qayqayt	615	561	584	597	522	527	525	534	509	508
Kelvin	580	521	532	551	486	495	496	511	455	459
Tweedsmuir	393	357	367	385	354	359	370	377	357	356
FRMS	622	555	564	574	539	535	493	494	493	487

**Conclusions**

Staff recommend, consistent with the Board approved guiding principles, that childcare be relocated. The District continues to show our commitment to childcare (i.e. no loss or deficits) while creating 200 seat capacity and doing so in a fiscally responsible way that does not burden our operational funding.

A delay in decision of the New Spaces Funding would have the following repercussions:

- Jeopardizing the time we have to mitigate capacity pressures for the next few years pushing out capacity creation beyond September 2024.
- Continuing to displace many students at Qayqayt and redirecting them to schools such as Lord Tweedsmuir and Connaught Heights.
  - Due to the lack of other options, Kelvin has no ability to create more capacity and is deemed full with any new registrations over and above existing capacity redirected to Lord Tweedsmuir and Connaught Heights.
- Delays in executing on the new childcare facilities may lead to significant escalation of expenses for which, if the District ends up relocating childcare after an unsuccessful search for a downtown location, will be borne by the District’s operating fund.

A decision to forego the relocation childcare would have the following repercussions:

- Foregoing an approximate 200 seat creation in the Fraser River Zone.



- Continuing to displace large number of students at Qayqayt and redirecting them to schools such as Lord Tweedsmuir and Connaught Heights.
- Foregoing \$2.8 M in New Spaces Funding (or, reapplying at a later date)
- Foregoing \$1.5 M in Major Capital Projects in Ministry of Education and Childcare Funding to create new spaces in the District and therefore utilizing operational dollars to fund any new portable placements at alternate school sites (or, reapplying at a later date)
- Placing more pressure on other space-creating alternatives.

**Recommendation:**

***THAT* the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) to provide notice to Purpose Society that existing childcare spaces within Qayqayt and Fraser River Middle School be needed by March 2024.**

***AND THAT* that staff continue to work with community partners to assist Purpose Society in identifying alternate downtown/central locations up to December 2022 in parallel with planning for a District-owned site to be utilized in the event no other options are identified.**

**APPENDIX 1**

**Qayqayt Childcare to FW Howay** (same as below as the projects will run in parallel)

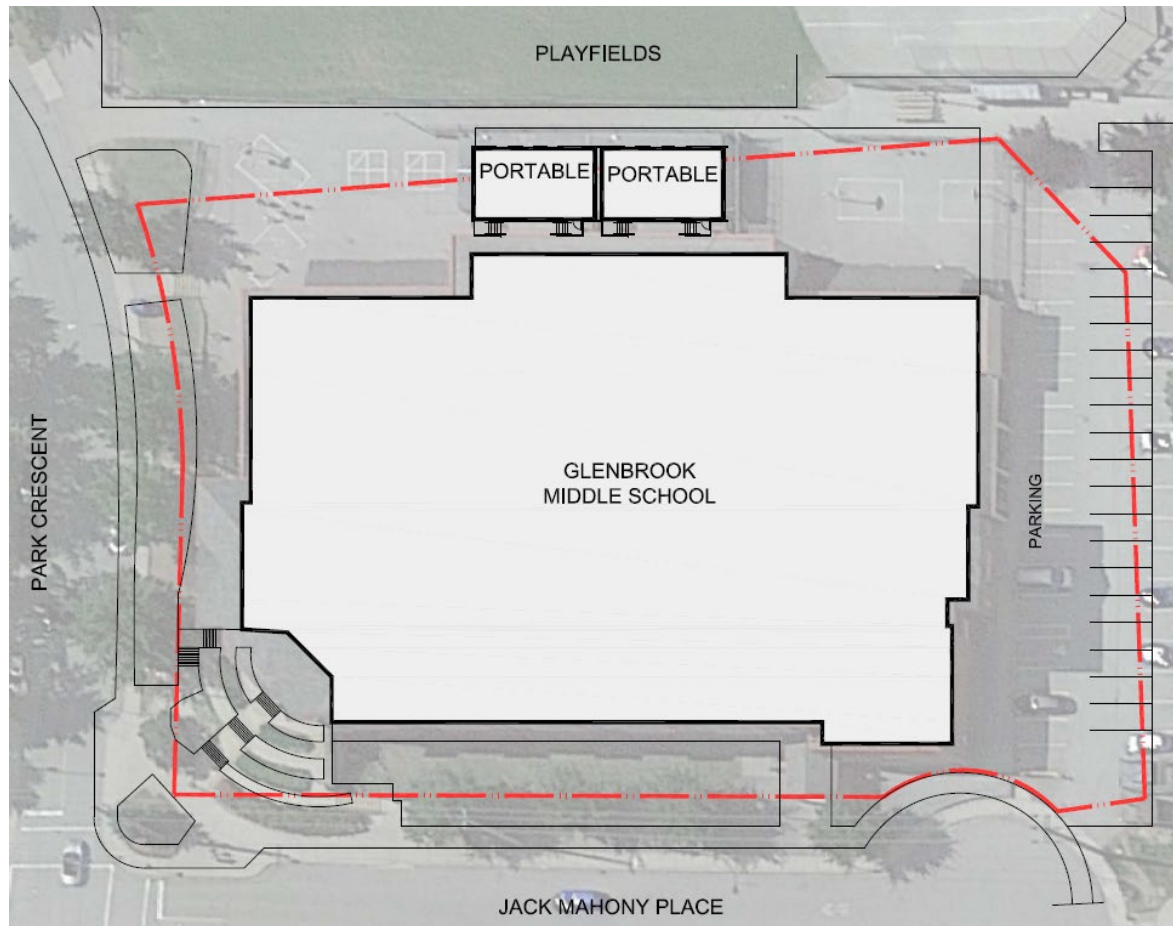
LEGEND																									
Permitting																									
Procurement																									
Construction																									
Occupancy																									
		2022		2023												2024									
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
QAYQAYT CHLDCARE TO F.W. HOWAY																									
documentation/permit	Documentation and permitting to plan for daycare; permits for site prep and tender for the CM contract for classroom reno																								
portable procurement	Procurement of portable for daycare - lead times 4 - 5 months based on current estimates but demand goes up in spring																								
construction	Construction: sewer, water, sprinkler, electrical site prep, portable placement, hookups, playground prep and install																								
Daycare licensing/occupancy	Occupancy of daycare including move, post-move fixes and daycare licensing																								
Classroom renovations and occupancy	Classroom renovation to start after daycare relocation completed																								
School Occupancy	School occupancy of new classrooms, cleaning and furnishing																								

**Fraser River Middle School Childcare to Lord Tweedsmuir** (same as above as the projects will run in parallel)

		2022		2023												2024									
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
FRMS CHLDCARE TO TWEEDSMUIR																									
documentation/permit	Documentation and permitting to plan for daycare; permits for site prep and tender for the CM contract for classroom reno																								
portable procurement	Procurement of portable for daycare - lead times 4 - 5 months based on current estimates but demand goes up in spring																								
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Daycare licensing/occupancy	Occupancy of daycare including move, post-move fixes and daycare licensing																								
Classroom renovations and occupancy	Classroom renovation to start after daycare relocation completed																								
School Occupancy	School occupancy of new classrooms, cleaning and furnishing																								



Appendix 2 - SD 40 ownership of lands for Glenbrook Middle School



Attachment 4  
*Nov 29, 2022 Letter from City  
to School Board*



Patrick Johnstone  
Mayor

November 29, 2022

Chair Dhaliwal and School Trustees  
School District #40  
811 Ontario Street  
New Westminster, BC V3M 0J7

Sent by email: [boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)

Dear Chair Dhaliwal and School Trustees,

**RE: School Capacity Crisis and Impacts on NLC Spaces, Including Child Care**

Mayor and Council received your November 7, 2022 letter regarding your current school capacity challenges, and the proposed relocation of the purpose-built child care facilities at Fraser River Middle School (FRMS) and Ecole Qayqayt Elementary School. Meeting the school needs of New Westminster families is a joint interest of ours, and we recognize the School District is in a very challenging position. While the City has been successful at accommodating transit-oriented and family-friendly housing need in our downtown and we appreciate having been engaged in the School District's creation of a Long Range Facilities Plan that charts a path to accommodating growth of school-aged children over the coming years, meeting existing and projected classroom needs in the shorter term is an additional challenge.

We understand that the School District is exploring options such as placing additional portables, adjusting catchment boundaries where appropriate, and relocating programs of choice to facilitate capacity where it is needed. We share community concerns about the conversion of Neighbourhood Learning Centre (NLC) space to classroom space. The relocation of these vital services to other parts of the city will be a functional loss for families in the Downtown, an area where many families have limited transportation options. The downtown is already undersupplied with non-profit child care spaces,

especially for infant/toddler care. These purpose-built facilities, with excellent outdoor play space, are extremely valuable to the community. Comparable space is simply not available elsewhere in the downtown.

There are also funding and timing constraints to finding alternative downtown space. The School District's November 8, 2022 memo indicated that funding available from the Province is applicable only on District-owned properties. The funding also appears to be inadequate to address the anticipated capital cost to develop alternate locations for non-profit child care in or on the periphery of the downtown, if an available location were identified. There is also no operational funding on offer, which may limit opportunities to keep fees affordable. Timing is also a concern, as it would typically take months of planning to identify a potential location for a child care, including undertaking due diligence regarding site analysis and facility costing, as well as conducting consultation with Fraser Health Community Care Facilities Licensing.

Staff from our two organizations have had preliminary discussions identifying creative options for additional portable placement that require further exploration, and we see value in continuing those discussions. We also think there may be other options yet to be identified, and look forward to working collaboratively in exploring where these may be found.

We would also like to propose that the City and School Board renew and recommit to a Child Care Protocol, similar to the one that was adopted in 2009. With the Ministry of Education becoming the Ministry of Education and Child Care, the child care landscape is shifting, and we see opportunity for our two organizations to work together more strategically. Renewing the Child Care Protocol could help us ensure child care needs and opportunities are kept front of mind, and creative solutions are found.

Lastly, we invite the School Board to advocate jointly with us to the Province for the additional resources for our community needs. With schools and child care being provincial responsibilities, we are keenly aware that additional support is needed from senior government to create school and child care facilities that fit within our urban and growing context. We believe we could have some success in advocating for support to address short term capacity needs, and we also see a need for joint advocacy in meeting long term needs. We hope, for example, that capital funding constraints will not limit the scale and capacity of the schools that are called for in the School District's Long Range Facility Plan, putting us back in a similar situation where additional classroom capacity is needed shortly after construction of those schools. As both the City and School District are severely limited in their land holdings, it is incumbent upon us to work together to ensure sites are used as efficiently as possible.



We look forward to continuing these discussions at our Joint School Planning Task Force meeting, currently scheduled for December 9<sup>th</sup>.

Sincerely,



Patrick Johnstone  
Mayor

CC: New Westminster City Council  
Lisa Spitale, Chief Administrative Officer  
Jacque Killawee, City Clerk  
John Stark, Supervisor of Community Planning  
Meredith Seeton, Policy Planner and School District Liaison  
Karim Hachlaf, Superintendent of Schools/CEO School District No. 40  
Bettina Ketcham, Secretary-Treasurer/CFO School District No. 40  
Dave Crowe, Director of Capital Projects School District No. 40  
Matt Brito, Director of Facilities School District No. 40  
Lynda Fletcher-Gordon, Executive Director, Purpose Society

# **REPORT**

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

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

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

**Item #:** 2022-744

**Subject: Efficiencies – Processes and Council Meetings**

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### **RECOMMENDATION**

THAT Council endorse the recommended actions as outlined in this report and direct staff to proceed with implementation.

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### **PURPOSE**

This report provides Council with recommendations aimed at creating organizational efficiencies.

### **BACKGROUND**

At the November 28, 2022 Regular meeting, City Council approved the Council schedule for 2023. At the beginning of a new term, it is prudent for Council and Administration to consider actions aimed at creating process and workflow efficiencies. Admittedly, this is a broad topic. Elsewhere on the Council agenda is a report from the A/Director of HR and IT outlining the unprecedented staff vacancies throughout the organization. Given these vacancies, it is prudent to acknowledge that a reduction of resources impacts the organization in several ways, including its ability to deliver services and advance the orderly provision of government.

The latter point is the purpose of this report. A principle of effective governance is the need to optimize the time that elected officials need to govern. Interrelated with this principle is the need to align staff effort to the advancement of Council Priorities.

## **ANALYSIS**

### **Re-introducing the Council Committee of the Whole Meeting**

In previous Council terms, Council utilized the Committee of the Whole format: Council meetings, held in the afternoon, where the majority of staff reports were considered. Most of Council discussion and deliberation took place in these afternoon sessions. The evening Regular Council meeting received the recommendations from the Committee of the Whole meeting and focused on bylaw readings and delegation period.

Two Council terms ago, the use of the Committee of the Whole meetings were suspended. There was some criticism from residents that since the meetings were held in the afternoon, they were unable to view or attend the sessions. Since COVID, the implementation of virtual Council meetings is now routine. With this technology change, there is value in re-introducing the Committee of the Whole format and utilizing these sessions to create efficiencies for the evening Regular Council meeting. The Committee of the Whole meeting could be another place where weighty functions, such as development approvals, could be addressed by all members of Council.

Therefore, it is recommended that Council re-introduce the Committee of the Whole meeting. It would meet once a month at 3 pm on a Council Monday, in Council Chambers, include all members of Council, and be an in-person and virtual meeting for Council, City staff and the public.

### **Committee of the Whole Resolutions**

Given a short turn-around time, it can be challenging for Legislative Services staff to place Council resolutions from an afternoon Committee of the Whole meeting to that evening's Regular Council meeting. To enable the process to remain nimble, staff would add a standing item to the evening Council meeting that would read as follows:

ADOPTION OF COMMITTEE OF THE WHOLE REPORT – [Meeting date]

Recommendation: THAT Council adopt the report of the Committee of the Whole meeting held on [Meeting Date].

Moreover, if requested by a Council member, the City Clerk would provide a verbal summary of the resolutions from the Committee of the Whole meeting. The minutes of the Council meeting would include the Committee of the Whole resolutions adopted by Council.

## **Development Applications and Development Approvals**

When reviewing the contents of existing Regular Council agendas, it is common for over 50% of staff reports to deal with development applications. Planning staff have been implementing several initiatives to streamline the development review process. It is recognized that the ability to remove steps from the review process would help streamline approvals and shorten permit timelines.

One action to streamline the development approval process is to reduce the number of times an application is to be received by City Council. To accomplish this, refinements are needed in the Council deliberation process vis a vis development applications. Therefore, it is recommended that development applications be deliberated by Council in a **new Standing Committee of Council on Development**.

### **A New Standing Committee on Development**

The Committee of the Whole meeting is the ideal session to host Standing Committees of Council.

It is proposed that the Standing Committee on Development would be implemented to streamline the review process by removing the number of times Council receives a development application. This would be accomplished by adding the mandate of the Land Use and Planning Committee (LUPC) with the Standing Committee on Development. This would enable Council to deliberate on development applications without the need for staff to bring additional reports to a subsequent Regular Council. This refinement saves both staff time and Council time.

The new Standing Committee on Development would assume the mandate, duties and responsibilities of the LUPC, including:

1. Ensure that the strategic social, environmental, economic and cultural objectives of the City are considered in decisions related to land use, planning and development.
2. Consider and make decisions on development applications where so authorized by the Development Approval Procedures Bylaw.
3. Consider and make decisions on policies, guidelines and programs related to community and regional planning, and the implementation of actions arising from the City's land use plans, and other strategic plans and policies that have a land use component.
4. Consider and make decisions on other policy matters related to land use and planning, as referred to the Committee.

Unlike the LUPC, the Standing Committee on Development would involve all members of Council and hence would be constituted to deliberate. This would allow for timely approval of development applications and development bylaws at this Standing Committee, if Council so desired.

### Enhancing the Preliminary Application Review (PAR) stage

Planning Staff in the Climate Action, Planning and Development Department is also exploring changes to the **Preliminary Application Review (PAR)** stage. Specifically, they are exploring eliminating the need for a detailed preliminary report to Council at the start of the rezoning/OCP/HRA application. This would significantly shorten the timeline between application intake and approval.

As a next step, this efficiency will be examined in relation to holding public hearings and their relationship to public consultation in the development review process.

### Policy on Voluntary Amenity Contributions for Small Projects

Planning Staff also recommend streamlining the **Voluntary Amenity Contribution (VACs)** process. Specifically, staff would create a public-facing policy on VACs for smaller rezoning applications, generally those with fewer than 50 units. This policy would provide clear, Council endorsed expectations to developers regarding a smaller project's contribution to providing the amenities needed to support the community's growth. As such, this action would eliminate the need for a further report to Council seeking approval on negotiated VACs.

This would build on the City's current practice which is to apply a set rate per unit for smaller applications, with the option to negotiate to a lower amount depending on the specific context of the application.

Next steps include engaging the City's economic consultant to update the set rate for small projects and bring forward a draft policy to Council for endorsement.

It is not recommended that this streamlined process be implemented for larger rezoning applications (the City would continue the current practice, which is to receive a land lift analysis from the City's economic consultant; negotiation of a combination of in-kind and financial contributions; and referral of the amenity package to Council for endorsement prior to First and Second Readings of the related bylaws).

### Information-Only Reports to Council

There are two type of City staff reports on a Council agenda – reports with an action recommendation (in other words, reports that require *the deliberation of Council*) and reports for information-only (reports that do not require the deliberation of Council). Information-only reports are typically updates provided to Council and the community. In most cases, these reports are not time sensitive.

Since both type of staff reports go to Council, the net effect is that scarce resources – staff time, Council time – are not being optimized.

Therefore, the following is recommended:

1. Information-only reports will no longer appear on the Council Consent agenda.
2. Information-only reports will be listed and provided to the community on the City's website. This step will ensure information transparency.
3. A new heading will be added to the Regular Council agenda "Information Reports".
4. All recent information-only reports, added to the City's website, will be listed under the "Information Reports" heading.
5. Council members wishing to discuss an information-only report will be able to request that a specific report be addressed, and advise the City Clerk that it be added to the subsequent Council meeting agenda for discussion. This step will ensure Council's ability to address information-only reports if Council so chooses.

### **The Delegation Bylaw**

The City's Delegation Bylaw and the City's Officers bylaw requires updating. This is the bylaw where City Council delegates certain authority to designated senior City staff. The Community Charter authorizes that Council stipulate the powers that are to be granted to City staff and there is a reconsideration provision for some of the powers. Updating the Delegation Bylaw is an on-going action item for Administration. At this time, there is one function staff recommends adding to the Delegation Bylaw: delegating the authority to administer the Noise Bylaw.

### **Administering the Noise Bylaw**

Council currently delegates noise bylaw issues for City conducted works to the Director of Engineering. It is recommended that the Delegation Bylaw be amended to extend this delegated authority for all private development and civic projects, including works to be completed by third parties such as Metro Vancouver, TransLink and Ministry of Transportation and Infrastructure. For those projects, it is recommended that the Director of Climate Action, Planning and Development be delegated the authority, as this department manages the private developments and is able to evaluate the merits of the noise variance request.

In subsequent Council reports, staff will provide further recommendations for additional delegated authorities in the Delegation Bylaw.

### **RECOMMENDED ACTIONS**

The following outlines the lists of recommendations in this staff report:

1. Re-introducing the Committee of the Whole Council meeting.
2. Creating a new Standing Committee of Council on Development.
3. Reporting back on enhancing the Preliminary Application Review (PAR) stage.

4. Creating a Policy for streamlining the Voluntary Amenity Contribution (VACs) process for small projects.
5. Information-only staff reports to Council listed on the City's website.
6. Amending the Delegation Bylaw to include administering the Noise Bylaw for private development and civic projects.

### **INTERDEPARTMENTAL LIAISON**

Several departments have been engaged in the preparation of this report and have collaborated on the recommendations as outlined. SMT continually explores efficiencies in the organization and will provide subsequent reports to Council regarding additional proposals.

### **OPTIONS**

There are two options for Council's consideration:

Option 1 - Council endorse the recommended actions as outlined in this report and direct staff to proceed with implementation; or

Option 2 – Provide further direction to staff.

*Option 1 is recommended*

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

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

# REPORT

## *Human Resources & Information Technology*

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Eva Yip,  
Acting Director, Human Resources &  
Information Technology  
**File:** 05.1035.10

**Item #:** 2022-752

**Subject: Staffing Challenges Update**

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### **RECOMMENDATION**

THAT Council directs that the Senior Management Team report back on a comprehensive staff recruitment and retention strategy for Council's consideration.

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### **PURPOSE**

To update Council regarding the City's staffing and service delivery challenges.

### **BACKGROUND**

On May 30, 2022, the Chief Administrative Officer provided a report to Council regarding the staffing resource challenges and implications on departmental service delivery work plans, with memos from five departments articulating the unique challenges being faced and the realignments being made to their respective work plans and/or recruitment strategies (See *Attachment #1 – Staffing Resource Challenges and Implications on Departments' Service Delivery Work Plans*).

### **Current State**

Similar to other public and private sector employers, the City of New Westminster continues to face staffing challenges. Attrition rate is a measure of vacated positions as a percentage of the City's regular full-time and part-time staffing complement. From 2017 to 2021, the City's attrition rate of regular positions had remained at 5-8% annually with 2019 having the lowest rate at 5%. In 2022, the attrition rate is trending towards 10% by the end of the year. This increasing rate of attrition year over year, presents



considerable service delivery challenges for a medium-sized organization such as the Corporation of the City of New Westminster.

As of November 24, 2022, in addition to the high number of vacancies (currently at 71 positions or approximately 10% of total staff complement), departments are also faced with gaps due to having a number of employees on leaves of absences (currently at 34 employees or approximately 5% of staff complement). This means that the City is currently operating at 15% below normal capacity.

### **Moving Forward**

The Senior Management Team (SMT) is developing a resourcing plan to address these challenges. A comprehensive staff recruitment and retention strategy will be provided to Council in the New Year.

### **INTERDEPARTMENT LIAISON**

The Senior Management Team (SMT) has collaborated in the writing of this report.

### **OPTIONS**

There are two options for Council's consideration. They are:

**Option 1:** THAT Council directs that the Senior Management Team report back on a comprehensive staff recruitment and retention strategy for Council's consideration.

**Option 2:** THAT Council provide staff with other direction.

**Staff recommend Option 1**

### **ATTACHMENTS**

Attachment 1: May 30, 2022 Report - Staffing Resource Challenges and Implications on Departments' Service Delivery Work Plans

### **APPROVALS**

This report was prepared by:  
Eva Yip, Acting Director, Human Resources & Information Technology

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

## Attachment 1

*May 30, 2022 Report*

*Staffing Resource Challenges and Implications  
on Departments' Service Delivery Work Plans*

# **REPORT**

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

**To:** Mayor Cote and Members of Council      **Date:** May 30, 2022

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

**Item #:** 2022-405

**Subject:** Staffing Resource Challenges and Implications on Departments' Service Delivery Work Plans

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### **RECOMMENDATION**

THAT Council receive this report for information.

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### **PURPOSE**

To inform City Council and the community of adjustments being made within the organization to address staff resourcing challenges. Departments are adjusting work plans in order to continue prioritizing core services and Council's Strategic Priorities.

### **SUMMARY**

COVID has created many impacts in the community and within the organization. Several City departments are facing higher than anticipated staff vacancies due to retirements, departures and a corresponding challenge with staff recruitment.

The City prioritizes transparency and therefore, this report is written with the intent that City Council and the community are informed of the staff resources challenges currently being faced by many departments.

Attached with the covering report are five memos from the following Directors and Departments:

Dean Gibson, Director, Parks and Recreation  
Emilie Adin, Director, Climate Action, Planning and Development  
Erin Williams, Acting Fire Chief, Fire and Rescue Services

Eva Yip, Acting Director, Human Resources and Information Technology  
Lisa Leblanc, Director, Engineering Services

Each Department head has articulated the unique challenges being faced and the realignments being made to their respective work plans and/or recruitment strategies that are in the works. Wherever possible, efforts will be made to minimize impacts to core services.

However, as noted in the attached Department memos, various regulatory processes, select Council Strategic Priorities and specific capital projects will experience timeline delays or will be deferred to 2023.

In addition to this Council report, Departments are working with the City's Communication Division to inform the City's customers (our residents and our businesses) of these pending service delivery changes.

### **OPTIONS**

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

Option 1 – Receive this report for information; or

Option 2 – Provide staff with alternate direction.

Staff recommend Option 1

### **APPROVALS**

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

Attachments prepared by:

Dean Gibson, Director, Parks and Recreation  
Emilie Adin, Director, Climate Action, Planning and Development  
Erin Williams, Acting Fire Chief, Fire and Rescue  
Eva Yip, Acting Director, Human Resources and Information Technology  
Lisa Leblanc, Director, Engineering Services

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

## Attachment # 1

*Five memos from Directors/Departments  
re Staffing Resource Challenges*

## MEMORANDUM

### *Parks and Recreation*

**To:** Lisa Spitale  
Chief Administrative Officer

**Date:** May 30, 2022

**From:** Dean Gibson  
Director of Parks and Recreation

**Doc:** 2088950

**Subject:** Parks and Recreation Staffing and Service Delivery Challenges

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Further to your request for information related to current and ongoing challenges related to staffing and the delivery of departmental services and workplans, please accept this memo as an overview of the current situation within the Parks and Recreation Department.

#### Summary

In general terms, the Department is experiencing on-going challenges recruiting and retaining staff across many operational areas. This is particularly acute in services areas where staff certifications and specialized training is required. The lasting impacts of the COVID-19 pandemic are also partly attributed to somewhat higher rates of absenteeism in some areas of operations. Because of the current situation, the department is finding that response times to some service requests are slower than normal, backlogs in routine and preventative maintenance work are growing, community recreation program offerings are fewer, and community recreation facility operating hours may need to be curtailed at certain times. The current situation is very dynamic and will require ongoing communication to the public regarding any changes in service offerings, particularly in the recreation services area.

#### Recreation Services

The Recreation Services Division is currently sustaining existing core operations albeit with reduced capacity in some service areas. As operations transition to summer and fall programming cycles in the next few weeks, it is anticipated the Recreation services team will be responding to the pending impacts resulting from ongoing staffing shortages. Over the past several months, the Division has experienced considerable staff turnover due to a variety of reasons. While internal applicants have filled many permanent positions, this turnover has also required that operations draw upon existing auxiliary employees to temporarily backfill essential vacant positions. As a result, extraordinary pressures have been placed on the "pool" of auxiliary staff to the extent that there are now very few qualified staff to call upon for work, and interest from new applicants is at an all-time low. As the nature of the services provided by the Recreation Division relies heavily upon auxiliary staff,

low staffing levels have a direct impact on the quantity and variety of services offered and the operating hours of the facility in which programs are provided.

Of particular noted is the current provincial and national shortage of skilled and trained aquatics staff. This gap is partially caused by the cancellation of advanced leadership and aquatic training programs across all jurisdictions during the pandemic as well as locally, a movement of staff from Recreation Services into other employment areas (internally within the City and externally to other employers). Competition for aquatics staff within the region is at an all-time high and are expected to exist until training opportunities for new up and coming staff increase across the region.

The Recreation Services team is currently looking at new approaches towards recruitment and new demographics for future employees. Recreation Services will work with the City's Human Resources Department and the Union to explore opportunities to remove barriers involved in obtaining required certifications for this rewarding employment. Opportunities for, and the benefits of, employment within Recreation Services will be highlighted in job fairs, social media and through youth leadership groups in the coming weeks and months.

#### Parks Horticulture and Arboriculture Services

Parks Operations currently has 2.5 full-time equivalent vacancies due to recent staff departures in Horticulture Services. Although the recruitment process has commenced, availability of qualified and experienced staff is very low, a situation that is not unique to just the City of New Westminster. The historical large pool of interested applicants no longer exists and in some cases, staff are resorting to recruiting former employees to come out of retirement and apply to take on short-term work assignments. In addition, Arboriculture Operations has had a rise in staff absenteeism over the past 6 months. Arboriculture is a public and worker safety-sensitive area of work and is dependent on a full staff compliment to complete seasonal workplans. Pending successful recruitment processes and a reduction in absenteeism, we anticipate the operational impacts for Park Operations to be short term (3-6 months).

In response to the above challenges, staff are prioritizing horticulture and arboriculture work related to public safety and maintenance of critical and higher profile assets and areas. This may result in some park and public spaces appearing less manicured than usual; delay in completion of lower priority preventative maintenance work and the changeover between seasonal plantings; and longer response times to non-urgent tree service requests and an increase in the backlog of scheduled tree pruning work, replacement boulevard tree planning, and natural areas maintenance work. To the extent required to support emergency tree work responses, contracted companies will be engaged to sustain appropriate service levels.

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Dean Gibson  
Director of Parks and Recreation



**M E M O**

*Climate Action, Planning and Development*

**To:** Lisa Spitale, Chief Administrative Officer      **Date:** May 30, 2022  
**From:** Emilie K. Adin, Director of Climate Action,  
Planning and Development      **File:** 2088504  
**Subject:** Staffing Resource Challenges and Reduced 2022 CAPD Work Plan

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**Current Staff Resource Challenges**

The Climate Action, Planning and Development department (CAPD) includes the functions of bylaw enforcement, building permits and inspections, the Climate Action Team, and long range, development and community/social planning. CAPD has significant staff resource challenges at this time, with the overall department averaging 67% reduced capacity. This includes a significant number of vacant positions in each of the department's divisions/sections. In addition to this, anywhere from 20% to 71% of staff in each division/section of the department is operating at reduced capacity. Reduced capacity calculations reflect: reduced capacity of senior staff in "Acting" roles due to leadership vacancies, new staff undergoing training, maternity leaves, and experienced staff on reduced hours for health or family reasons.

**Impact of Regional and Global Crises on Work Plan**

The CAPD teams have been working above-and-beyond normal capacity since the start of the COVID-19 pandemic, leading many elements of the City's response to the pandemic (e.g. Education and Enforcement Task Force, At-Risk and Vulnerable Population Task Force, Seniors Task Force, New Normal Staff Committee) and ensuring essential development and construction permitting continued without pause. This level of effort continues as department staff play key roles in responding to most of the ongoing crises affecting our region (e.g. Heat Dome, Opioid Crisis, and the Affordable Housing Crisis, including the community organizing, policy development and development/construction responses).

The above issues, as well as pent up development demand, have resulted in a significant backlog of development and building permit files. It is difficult to address this backlog with current resources. New development applications and inquiries are received daily. The growing backlog and timelines are resulting in long review timelines and understandable frustration from applicants.

Beyond the backlog of development and permit review, the City's need to address ongoing crises (listed above), plus new crises (i.e. Emergency and 24/7 shelters, sex worker safety, Ukrainian crisis response, the Downtown Livability Strategy), is limiting the ability of staff to achieve items that had been set forth in the 2022 workplan approved by Council. This means that the City's ability to meet the 2019-2022 Strategic Plan has been limited.



**Difficulty Retaining and Recruiting Qualified Staff**

The combination of significant resourcing issues, and working beyond normal capacity for an extended period of time reaching back to March 2020, is having negative impacts on the ability of the team to be responsive to the public and to Council. Reductions in workload are required to support the health and wellbeing of current staff.

Staff have explored “buying our way out” of this issue in the shorter term by engaging consultants, e.g., in the area of development planning. Staff have made inquiries with qualified consultants who appear to be largely uninterested in doing this type of work or who would be charging the City prices that are well outside what one could support in a public service context. Quickly staffing up internally with qualified candidates is also proving difficult to achieve on a short horizon as it is strongly an “employee’s market” in development-related industries, with municipalities and private sector firms currently all seeking to employ the same staff. Strong competition has resulted in many recent postings for CAPD positions having had to be reposted to attract qualified candidates.

**Proposed Reduced 2022 CAPD Work Plan**

Due to capacity and resourcing challenges, the work plan of the CAPD department will need to be greatly reduced. The table in Attachment 1 summarizes staff’s recommendations. Any items moved out of the “on hold” category into the “to advance” category, or new items added to the “to advance” category, would need to be balanced by an equivalent item moved out of the “to advance” category.

The work plan will be reviewed again once vacancies can be filled and backlogs addressed.

**Required Resourcing**

The current staff resourcing challenges have prompted a hard look at the department’s resources.

In the case of development application review, stale-dated policies and regulations (i.e., when City policies and regulations do not reflect new community priorities or changes to the market) can result in a slower permit process, costing time and money to applicants. In turn, a slower development application process reduces the City’s ability to address the affordable housing crisis and to respond to local, regional and senior governments’ goal of meeting housing demand and closing the affordability gap.

Based on these sets of impacts, the CAPD Department will explore bringing forward requests for new staff positions for Council’s consideration as part of the 2023 budget process.

This memo was written by:

Jackie Teed, Senior Manager, Climate Action, Planning and Development

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

## Attachment 1

CAPD Division/ Section	Work Plan Items On-Hold	Work Plan Items to Advance
Bylaw Enforcement	All calls/enforcement not a significant life-safety impact, or tenant support Bylaw updates (i.e. smoking, unsightly)	All life-safety calls/enforcement; Tenant support calls as resources allow
Climate Action	Adaptation and Resilience Plan; Climate Action Engagement and Communication Strategy, incl. website update;	eMobility Strategy; Slower completion of CEEP 2050; required annual reporting; KPI Report Card, if interdepartmental capacity available
	New climate action financing (e.g. carbon pricing; grant applications for new projects, unless approved, shovel-ready, with PM)	Low Carbon Fuel Credit annual reporting/approval process and sales; creation of a Funding Spend Decision-Making Framework
	Step Code acceleration unless capacity found; Heat Pump Pilot Program	Energy Save New West; CEERS implementation; Current Step Code improvements
	Participation in other org's research	Energy Poverty Project
Land Use Planning	22 <sup>nd</sup> Street Station Bold Vision; Infill Housing Phase Two (triplex, duplex)	OCP monitoring (i.e. laneway, infill townhouse); Future school planning; support Retail Strategy development
	City Regional Context Statement update	Required review/Council consideration of Metro 2050
Development Planning	Slower intake/review of new applications, and those at the earlier stages (e.g. appointments pushed out by a number of months, dependent on staff capacity)	Current applications likely to be completed prior to Council's summer break; with sr. government funding deadlines; non-profit childcare applications on the mainland, all childcare applications in Queensborough
	Ongoing streamlining, including City-led consultation/public hearing process update and slowing progress on digital permitting	Update development application guides, slowly advance development review manuals (essential for organizational resilience in the face of staff turnover)
Community (Social) Planning	New grant applications; new contracts with external organizations/sr. government; collapse COVID-19 task forces; where possible cease participation on community-based bodies	Managing existing grants; current contracts (i.e. Welcoming and Inclusive New Westminster; Homelessness Coalition Society; Overdose Prevention Community Action Team; Community Action Network; Digital Inclusion Initiative; Hey Neighbour Collective)
	Queensborough School Age Care Plan; Social Benefits Zoning Phase 2; limited support of DEIAR implementation; Community Poverty Reduction Strategy;	Food Security Plan; Sanctuary City Policy; Affordable Housing Development Policy; Opioid Response Pilot; tenant protection; Downtown Livability Strategy; Homelessness Strategy; Sex Worker Safety Policy
	New emergent issues	Ukrainian Crisis Response; Newcomer Festival
Heritage Planning	HRA Refresh policy/implementation	HRA Refresh policy principles
	Support reconciliation portfolio; non-development inquiries from the public	
Building	Slow plan review and inspections for single detached dwellings; records management	Commercial projects and projects with sr. government funding deadlines
	All correspondence not a significant life safety or tenant support issue	Address backlog of tasks previously postponed which are impacting review of new applications (e.g. late inspections, streamlined TI process, training)
	Slow digital permitting project	



## Memorandum

To: Lisa Spitale  
CAO

Date: May 25th, 2022

From: Erin Williams  
Acting Fire Chief

File No:

Subject: NWFRS Staffing Challenges

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New Westminister Fire Rescue Service prides itself on the delivery of professional service in both Emergency response and community support. This includes: Fire Suppression, Medical assistance, Motor vehicle incident response, Hazardous Materials response, Emergency management, Technical Rescue, Community Outreach & Public Education and Fire & Life Safety Inspection & Compliance. This service delivery model is supported by a Fire Suppression Division, Life Safety & Public Education Division, and Emergency Management Division. These three Divisions report to the Fire Chief, Deputy Chief and four Assistant Deputy Chiefs.

### Fire Suppression

In recent years the Fire Suppression Division has seen staffing challenges. This is partly due to delayed recruitments and unanticipated retirements. Another factor was decisions to not begin recruitments early in the year but rather wait until vacancies occurred. A recruitment typically takes up to four months for completion from the time a competition begins. This year we made several changes to the recruitment process which included;

- Planning phase began in early January with a goal of recruits trained and on staff by June 2nd
- Hiring a larger recruit pool for anticipated retirements



- Creation of an eligibility list from successful candidates to fill unexpected vacancies

The regional labour market remains very competitive for recruitment of fire fighters.

#### Life Safety & Public Education Division

This Division has seen a growing demand for staff resources in the past several years and recruitment & retention have been difficult. This division is currently staffed with one Fire Protection Engineer and three Fire Investigators/Inspectors. This presents a challenge for meeting inspection targets for 2022. The division work plan will be reviewed in Q2 to assess and address staffing issues.

#### Emergency Management Division

The Emergency Management Office has recognized the need for a different approach in response to incidents and activating & operating the Emergency Operations Center. This has resulted in a growing demand on staff resources.

From lessons learned during recent events such as the Covid 19 Pandemic and Heat Dome, the emergency management office staff have been developing corporate and community based response plans and staff training. This has been supported by the addition of three auxiliary staff that have a high level of expertise and knowledge in Emergency Management. Staffing needs will continue to be monitored as the program evolves.

#### Chief Officers

The exempt management staff normally consists of the Fire Chief, a Deputy Chief and four Assistant Deputy Chiefs. Each Chief Officer has several reports and portfolios to oversee in order to support internal operations, City initiatives and regional concerns. Each Chief Officer also, on a weekly rotational basis, acts as an on call Duty Chief. This role is 24 hours per day/ 7 days a week and requires the Officer to monitor a cell phone and be able to respond to the City in a timely manner for larger scale incidents.



Currently the Fire Chief (temporarily filled with an Acting Chief) and Deputy Fire Chief positions are vacant and one position is on leave. This leaves three Chief Officers to fill roles and responsibilities normally supported by six. In order to maintain business continuity, portfolios have been reassigned and prioritized based on operational need.

Overall, for 2022, the shift in recruitment strategy and filling of vacancies along with pro-active planning and increased education city-wide on Emergency Management services costs will be managed within the existing approved Fire Services budget as staff fill vacancies, reduce overtime expenditures and pursue grant funding to support emergency events.



NEW WESTMINSTER

## Memorandum

### Human Resources & Information Technology

**To:** Lisa Spitale  
Chief Administrative Officer

**Date:** May 30, 2022

**From:** Eva Yip  
Acting Director, Human Resources &  
Information Technology

**Subject:** Human Resources & Information Technology Staffing and Service Delivery Challenges

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Over the past 2+ years, during the COVID-19 pandemic, the HR & IT Department has played a lead role in developing and implementing COVID-related policies, procedures, mobilizing employees for remote work, and supporting the health and wellbeing of staff, while continuing to provide HR & IT core services and advancing the City's strategic and organizational priorities such as diversity, equity, inclusion, and anti-racism (DEIAR) initiatives, corporate implementation of the Professional Development Plan, collective bargaining with all the City's unions, supporting accelerated Climate Action, and supporting the Advanced Metering Infrastructure (AMI) project. Moreover, there has been an increase in the volume of recruitment due to the impacts of the "great resignation" and "great reset", whereby there has been an unprecedented wave of voluntary attrition. The significant demands associated with this work has resulted in critical HR & IT staffing resource challenges. HR & IT staff have been working above and beyond their capacities in order to meet the critical HR & IT needs of the organization.

Despite the best efforts of HR & IT staff, this has resulted in a number of key functions being delayed including, but not limited to: recruitment and hiring, learning and development, disability management, policy development, computer hardware replacements, software upgrades, infrastructure enhancements, and eGov services. The increased workload and competing work-life demands during the pandemic are also impacting staff well-being.

The current HR & IT staffing challenges have prompted a serious review of the HR & IT department's resources. Historically, the City's workforce has grown more than the ratio of HR & IT staff to number of employees in the organization. HR & IT will be adding four temporary positions which will be managed within the City's current budget.

Over the next several years, we anticipate requesting additional positions to ensure that we are able to effectively support the HR and technology needs of a growing City workforce.

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Eva Yip  
Acting Director, Human Resources &  
Information Technology

# Memorandum

To: Lisa Spitale  
CAO

Date: May 18, 2022

From: Lisa Leblanc  
Director of Engineering

File No: 05.1040.10

Subject: Engineering Staffing Challenges and Work Plan Impacts

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The Engineering Department's top priority is to deliver core services in a safe, efficient and reliable manner. This includes: provision of water, wastewater collection, solid waste collection; streets, parks and public realm maintenance; utilities and transportation planning, design and project development; support for dozens of civic buildings and properties; development application review and development servicing, and; oversight of dozens of construction projects, including the City's own projects and those being delivered by developers and third parties.

The past several years have seen an escalating staff recruitment and retention challenge in Engineering, particularly in Operations and Transportation. These staffing challenges result in customer service impacts including long delays in addressing requests and questions; project delays and risk to project quality and budget, and; impacts to staff well being.

At this time, there are 23 active recruitments occurring within Engineering. The vacancies are impacting our ability to deliver core services in a safe, efficient and reliable manner, and to deliver the City's ambitious Strategic Plan and Climate Action Bold Steps, particularly as it relates to Sustainable Transportation. The chronic challenges we have in supporting land development and monitoring construction activities are further compounded by the high number of vacancies. Explained below are the work plan impacts that are being experienced in Operations and Transportation as a result of ongoing staffing challenges.

## Engineering Operations – Delivering Core Services in a Safe, Efficient and Reliable Way

Operations currently has 16 vacant full time positions, in addition to regular turnover of multiple auxiliary positions. Because the work is crew-based, and crews are small, vacancies have a significant impact. The result is reduced service levels across every task that is deemed non-emergency. Some of the most significant challenges include:

1. Downtown Livability - Downtown cleanliness and oversight of the portable toilet in Hyack Square.
2. Sanitation - missed waste collection and delays in responding.

3. Parks and Open Space Maintenance, particularly the “field” group - long grass in parks, sports fields, the cemetery and general reduced maintenance of surfaces.
4. Water/Sewers – more jobs are contracted out, at higher cost.
5. Sidewalk repair and replacement – delayed inspections and minor repairs. Preventive maintenance or lower priority repairs are often deferred.
6. Parking and Animal Services – Issues directly related to road safety and animal welfare are prioritized. Reduced patrolling and monitoring, and delays in responding to parking complaints.
7. Fleet Services – Reliance on contracting out repairs, which leads to long delays and higher costs. Very challenging to attract and retain mechanics.
8. For all groups in Operations, when we have staff sick or on vacation it can result in a complete shut-down of a section, and compounding delays and complaints, because we have so few qualified people available to backfill.

Transportation Project Delivery, Policy Development and Planning

Transportation has been particularly impacted by vacancies, with the Division operating with fewer than half of its full complement of 10 staff for most of the past 10 months. We have partially addressed this challenge with support from consultants. Our remaining Technologists are primarily focused on processing Street Occupancy Permits and planning for summer special events. Compounding the challenge has been a significant increase in the volume and management of Street Occupancy Permits associated with large third-party projects, such as Metro Vancouver’s New Westminster Interceptor project and the Telus Pure Fibre roll-out, and new development under construction. The Manager of Transportation position was vacated last summer, with an internal staff person Acting; we have been unable to backfill their home position (Transportation Engineer) in the meantime, which has resulted in a backlog of work.

In spite of vacancies, the following projects are continuing to advance, and we will continue to prioritize them for the balance of the year:

<b>Priority projects</b>	
<i>Initiative/Project</i>	<i>Comments</i>
Agnes Greenway	Construction to start soon
Uptown Greenways and Great Streets planning, design, and construction	<ul style="list-style-type: none"> <li>• NWSS Connector – construction will be completed within the next few months;</li> <li>• Crosstown Greenway between 8<sup>th</sup> St and 5<sup>th</sup> St - detailed design and tendering will advance, and;</li> <li>• Sixth Street and Belmont Plaza streetscape improvements - detailed design and cost estimating, to support construction in 2023</li> </ul>
Active Transportation Network Plan	Will be brought to Council for consideration in the Fall
Master Transportation Plan Update	Including status report and amendments to include New Mobility. We anticipate bringing this to Council for consideration in the next few months
Core services	These include: <ul style="list-style-type: none"> <li>• Development application review</li> <li>• processing Street Occupancy Permits</li> </ul>
Road Safety	<ul style="list-style-type: none"> <li>• Completion of the Intersection Safety Review</li> <li>• Responding to safety related complaints</li> </ul>



Action Requests and other Complaints	<ul style="list-style-type: none"> <li>• We receive more than 400 complaints and requests for traffic safety improvements each year, many of which require field checks, analysis, and thoughtful response.</li> <li>• We prioritize investigating and responding to quantifiable safety concerns and accessibility.</li> </ul>
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As a result of vacancies, the following projects will be delayed until later in 2022 or 2023:

<b>Delayed projects</b>	
<i>Initiative/Project</i>	<i>Comments</i>
Crosstown Greenway between 8 <sup>th</sup> Street and 5 <sup>th</sup> Street	Construction delayed to 2023 or later
Queensborough Transportation Plan	Project will be initiated in mid-2022, will advance more slowly than originally anticipated, and will not be completed until 2023.
Neighbourhood traffic calming	Committed construction projects in Connaught Heights will advance in 2022, but initiatives requiring further public engagement (e.g., particularly Lower Sapperton resident-driven traffic calming) will move more slowly.
School traffic safety improvements	This project is advancing, but not as quickly as anticipated, and we do not have the capacity to do much engagement with schools. The work is unlikely to be fully implemented prior to the start of the new school year.
Downtown Transportation Plan implementation	Interim improvements that had been planned for walking, cycling, and transit will not be implemented this year, including Eighth Street between Columbia and Carnarvon
Pedestrian crossing improvements	2021-funded projects are still under construction; a small number of simple projects (i.e. signage and road marking) may be delivered later in the year, but there will be no new crossing improvements such as curb extensions or special crosswalks until 2023.
E-bikeshare strategy	Preliminary work and information-gathering is underway, but it will not be possible to develop a strategy for Council's consideration prior to 2023
Cycling & Greenway spot improvements	Most of the funding for network-wide spot improvements has been reallocated to the Council-initiated Active Transportation Network Plan, so there will be few 'on-the-ground' spot improvements implemented this year
Brunette Ave/E Columbia St intersection	Staff were expecting to develop the scope for a multi-year planning and design process for safety, Central Valley Greenway, and MRN improvements at this intersection. That work will not advance this year.

Thirteenth St streetscape and bikeway design	With current resources, we are unable to advance conceptual designs for 13 <sup>th</sup> St, which would have enabled us to leverage road space reallocation as part of an upcoming major Metro Vancouver water main replacement project
Action requests and complaints	Prioritize safety and accessibility. Significant delay in responding to all other complaints and requests, especially related to on-street parking.

We are continuing to work on recruitment across the Department, and look forward to welcoming new staff as we fill vacant position. We have also embarked on a review of the Establishment List and our current workload of core service requirements, and anticipate requesting additional positions to better support development application review and development servicing, and construction oversight and inspection of public works. In the meantime, we anticipate that the large number of vacancies combined with the prolonged period of time that the Department has been under-resourced will result in delays and reduced service levels for several more months.

Best regards,



Doc # 2089250



**P R O C L A M A T I O N**

CITY OF NEW WESTMINSTER

**INTERNATIONAL MIGRANTS DAY  
December 18, 2022**

- WHEREAS** On December 18, 1990 the UN General Assembly adopted the International Convention on the Protection of the Rights of Migrant Workers and Members of their Families; and
- WHEREAS** The International Migrants Day has been observed throughout the world every year since 2000, when the UN General Assembly appointed this day to promote awareness of the large and increasing number of migrants in the world; and
- WHEREAS** This is an opportunity to recognize the contributions made by migrant workers who are also essential workers to the economy of New Westminster and in BC, especially during the COVID-19 pandemic; and
- WHEREAS** This is also an opportunity to draw attention to the situation of migrant workers, which includes low-skilled temporary foreign workers, caregivers, and the seasonal agricultural workers, especially to their precarious and vulnerable working and living conditions, their access to basic services and social entitlements;
- WHEREAS** This also builds on the City of New Westminster's multicultural fabric and its commitment to a welcoming and safe environment to people of all cultural backgrounds by providing access to City services, including those with temporary status, uncertain status or no immigration status;
- NOW,  
THEREFORE** I, Patrick Johnstone, Mayor of the City of New Westminster do hereby proclaim December 18, 2022 as

**INTERNATIONAL MIGRANTS DAY**

In the City of New Westminster, Province of British Columbia.

  
Patrick Johnstone  
MAYOR



**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8377, 2022**

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

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 “Engineering User Fees and Rates Amendment Bylaw No. 8377, 2022.”

**Amendments**

2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by replacing the following “Parts and Sections” of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the relevant “Parts and Sections” as attached herein:

Part 4.0            Solid Waste Fees and Rates  
                         Section A, Section B, Section E

Part 6.0            Sewerage System User Fees and Rates  
                         Section A, Section B

Part 10.0          Waterworks Fees and Rates  
                         Section B, Section C, Section D

**Effective Date**

3. These amendments shall come into effect on January 1, 2023 with the exception of Multifamily Glass Collection rates, which shall come into effect July 1, 2023.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

**Part 4.0 Solid Waste Fees and Rates**

<b>A. RESIDENTIAL RATES</b>					
	<b>Basic Flat Rate</b>		<b>5% Discount If Applicable</b>		<b>Net Flat Rate</b>
For each 120 Litre garbage collection cart, as provided by the City - Annually	\$367.17		\$18.36		\$348.81
For each 240 Litre garbage collection cart, as provided by the City - Annually	\$567.29		\$28.36		\$538.93
Discount applicable if paid within 60 days of billing date.					
<b>Glass Collection</b>					
For each glass collection receptacle as provided by the City – Annually					\$13.68
<b>B. MULTIFAMILY RATES</b>					
<b>Organics</b>					
For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit.					\$35.78
<b>Glass Collection (Effective: July 1, 2023)</b>					
For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit – Annually					\$10.00
<b>E. RENTAL AND PICKUP CHARGES FOR CITY CONTAINERS</b>					
<b>Garbage</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
2 Cubic Yard	\$189.07	\$309.41	\$571.95	\$68.73	\$46.89
3 Cubic Yard	\$228.18	\$375.01	\$687.57	\$82.83	\$62.53
120 Litres	\$30.76	\$49.25	\$71.82	\$10.23	n/a
240 Litres	\$49.25	\$71.82	\$104.69	\$15.42	n/a
360 Litres	\$68.12	\$94.38	\$137.48	\$20.53	n/a
<b>Recycling</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$15.42	\$24.61	\$35.94	\$10.23	n/a

240 Litres	\$24.61	\$35.94	\$52.30	\$15.42	n/a
360 Litres	\$34.06	\$47.18	\$68.73	\$20.53	n/a
<i>*Where collection is less than bi-weekly, the minimum monthly charge shall be the same as the bi-weekly rate.</i>					
<b>Organics</b>	<b>Monthly Charge for Pick-ups per Week</b>				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$15.42	\$24.61	\$35.94	\$10.23	n/a
240 Litres	\$24.61	\$35.94	\$52.30	\$15.42	n/a
360 Litres	\$34.06	\$47.18	\$68.73	\$20.53	n/a

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

<b>A. RESIDENTIAL RATES</b>	<b>ANNUAL USER CHARGE PER DWELLING UNIT</b>		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	Basic Flat Rate	5% Discount If applicable	Net Flat Rate
Single Detached Dwelling Annually	\$1,098.87	\$54.94	\$1,043.93
Duplex and Row House Annually	\$1,098.87	\$54.94	\$1,043.93
Secondary Suite Annually	\$549.43	\$27.47	\$521.96
Townhouse Annually	\$858.44	\$42.92	\$815.52
Apartment Building Annually (Apartment building does not include a hotel, boarding house or rooming house).	\$617.99	\$30.90	\$587.09
<i>Discount applicable if paid within 60 days of billing date.</i>			
<b>B. OTHER</b>			
(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.			
<b>Quantity</b>	<b>Monthly</b>		
0 – 700 cu. ft. (minimum charge)	\$86.96 (minimum charge)		
Next 24,300 cu. ft.	10.450 per 100 cu. ft.		
Next 25,000 cu. ft.	7.370 per 100 cu. ft.		
Next 50,000 cu. ft.	4.250 per 100 cu. ft.		
In excess of 100,000 cu. ft.	2.120 per 100 cu. ft.		
(ii) A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than eighty percent of the water delivered by the municipal waterworks system to his parcel of real property.  a. By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or  b. By discharging the water so delivered or part thereof directly into a natural water course or body of water;  shall have the user charge reduced corresponding to the actual quantity of discharge.			

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



**Part 10.0 Waterworks Fees and Rates**

<b>B. RESIDENTIAL RATES</b>	<b>ANNUAL USER CHARGE PER DWELLING UNIT</b>		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	<b>Basic Flat Rate</b>	<b>5% Discount If applicable</b>	<b>Net Flat Rate</b>
Single Detached Dwelling Annually	\$778.82	\$38.94	\$739.88
Secondary Suite Annually	\$389.38	\$19.47	\$369.91
Duplex and Row House Annually	If one water service, a Single Detached Dwelling basic flat rate for each unit. If served by two services, then Single Detached Dwelling basic flat rate for each service.		
<i>Discount applicable if paid within 60 days of billing date.</i>			
<b>C. COMMERCIAL AND INDUSTRIAL RATES (metered)</b>			
<b>Monthly Consumption</b>	<b>(rate per 100 cubic feet)</b>		
1 to 10,000 cubic feet	\$6.43		
next 20,000 cubic feet	\$4.68		
next 20,000 cubic feet	\$3.69		
in excess of 50,000 cubic feet	\$2.78		
Minimum monthly charge, if under 1,000 cubic feet – plus meter rental	\$64.29		
<b>D. SPECIAL RATES</b>			
Apartment House	Commercial metered rate		
2 or more single detached dwellings on one lot	Single Detached Dwelling basic flat rate for each house.		
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)	Commercial metered rate		
Any service to a building which is used for commercial or industrial purposes	Commercial metered rate.		
Irrigation rate – application to all services over ¾ inch where such service is designed to be or used wholly or partially for irrigation purposes.	\$2.76 per 100 cubic feet Minimum monthly charge \$64.37		
Charges for water used for construction or building purposes:	Minimum monthly charge \$64.37		

Meter rentals – monthly charge	
5/8 inch	\$18.09
3/4 inch	\$18.09
1 inch	\$27.14
1 1/4 inch	\$41.61
1 1/2 inch	\$50.73
2 inch	\$73.93
Stand-By Charges For Fire Service Only – annual charge	
1 1/2 inch	\$221.85
2 inch	\$276.45
2 1/2 inch	\$362.05
3 inch	\$645.89
4 inch	\$921.82
6 inch	\$1,105.86
8 inch	\$1,843.71
10 inch	\$3,070.55
12 inch	\$4,446.42

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8378, 2022**

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

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 "Electrical Utility Amendment Bylaw No.8378, 2022"

**Amendments**

2. The Schedule of Rates attached to Electrical Utility Bylaw No.6502, 1998 as Schedule "A" is hereby repealed and the Schedule of Rates attached hereto is hereby substituted therefor.

**Effective Date**

3. The amendments shall come into effect on January 1, 2023, in accordance with established billing cycles.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

**SCHEDULE "A"**

**SCHEDULE OF RATES – Effective January 1, 2023**

**RATES 101, 102 and 103**

**Rate 101**

Residential Service, Single Family Dwelling for a period of two months:

Basic Charge per period	\$14.60
All kW.h per period	0.1215 per kW.h
Minimum Charge	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 102**

Residential Service - Common Use Areas of strata corporations and owner occupied multiple residential premises for a period of two months:

Basic Charge per period	\$14.60
All kW.h per period	0.1215 per kW.h
Minimum Charge	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 103**

Residential Service, Multiple Occupancy in Single Family Dwelling for a period of two months:

Basic Charge per single family dwelling unit per period	\$14.60
All kW.h per single family dwelling unit per period	0.1215 per kW.h
Minimum charge per single family dwelling unit	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Special Condition:**

The maximum capacity of all heating elements energized at any one time in any water heater served under these rates shall not exceed 45 watts per liter (200 watts per imperial gallon) of tank capacity, except with the prior written permission of the City.

**RATES 131 and 133**

**ALL PURPOSE MULTI-RESIDENTIAL SERVICE**

**Availability:**

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. This rate is not available for service to non-residential occupants (e.g. stores, offices, restaurants) nor for service to space or equipment used in common by such non-residential occupants, whether or not such space or equipment is also used by residential occupants. Supply is 60 hertz single or three phase at the potential available.

**Rate 131**

For a period of two months:

Basic Charge per single family dwelling per period	\$14.60
First 400 kW.h per single family dwelling per period	0.1215 per kW.h
Next 200 kW.h per single family dwelling per period	0.1365 per kW.h
All additional kW.h per period	0.1215 per kW.h
Minimum charge - The basic charge per single family dwelling per period	

Note: The number of single family dwellings shall not be reduced because of vacancies.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 133 - Discount for Ownership of Transformers:**

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kW.h meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

**RATES 134 and 135**

**ALL PURPOSE MULTI-RESIDENTIAL SERVICE**  
**(100% Rental Buildings only)**

**Availability:**

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. The owner of the building must provide sub-metering to each individual unit so the customer can still manage their energy efficiencies through their own individual meter. Supply is 60 hertz single or three phase at the potential available.

**Rate 134**

For a period of two months:

Basic Charge per period/per meter	\$14.60
All kWh per period	0.1215 per kW.h

Minimum charge - The basic charge per period/per meter

**A rate rider equal to 2.5% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

**Rate 135 - Discount for Ownership of Transformers:**

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kWh meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

**RATES 201, 202, and 203**

**GENERAL SERVICE (Under 35 kW)**

**Availability:**

For all purposes where a demand meter is not installed because the customer's demand as estimated by the City is less than 35 kW. Supply is 60 hertz single or three phase at a secondary potential.

**Rate 201** - Applies to general commercial service.

**Rate 202** - Applies to service to common use areas of rental apartment buildings and mixed use buildings owned by strata corporations.

**Rate 203** - Applies to temporary service.

Rate:

For a period of two months:

Basic Charge per period	\$17.46
All kW.h per period	0.1365 per kW.h
Minimum charge for a period of two months	Basic Charge per period

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions for unmetered service:

1. The City may permit unmetered service under these Rates if it can estimate to its satisfaction the energy used in kilowatt-hours over a period of two months based on the connected load and the hours of use.
2. The customer if required by the City shall provide and maintain such controls, including timing devices, as the City considers may be necessary, and facilities satisfactory to the City for the maintenance of the aforesaid controls.
3. The hours of use per period shall be either:
  - (a) those specified by the customer, or
  - (b) those estimated by the City.whichever is the greater.
4. The customer shall supply, install and maintain all wiring, fixtures, control devices and equipment including the controls and devices described in Condition 2 at the expense of the customer.

GENERAL SERVICE (Under 35 kW) (Cont'd)

5. All wiring, fixtures, control devices and equipment and the method of installing, operating and maintaining the same are subject to the approval of the City which approval may be withdrawn by the City, at any time, at the City's sole discretion.
6. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics, or hours of use.
7. The City may at any time in its sole discretion install a meter or meters, and thereafter bill the customer at the appropriate Rate as a metered account.
8. For display signs and signboard lighting, where hours of use are controlled by timing

devices, the following turn-on times shall apply, unless the City shall otherwise agree in writing:

<u>Period</u>	<u>Turn on Time</u>
1 January - 15 January	4:00 p.m.
16 January - 28 February	4:30 p.m.
1 March - 30 April	6:30 p.m.
1 May - 15 August	8:30 p.m.
16 August - 10 September	6:30 p.m.
1 October - 15 November	4:30 p.m.
16 November - 31 December	4:00 p.m.

9. In all cases, where hours of use of display signs or signboard lighting commence at dusk and are controlled either by timing devices or by photo-electric cells, the following hours of use for a period of two months shall be deemed for billing purposes.

Dusk to 10:00 p.m. - 216 hours  
 Dusk to 11:00 p.m. - 270 hours  
 Dusk to 12:00 p.m. - 330 hours  
 Dusk to 1:00 a.m. - 380 hours  
 Dusk to Dawn - 666 hours

(All times are Pacific Standard Time)

10. Cable television amplifier equipment units, bus shelters and phone booths which are individually energized from and at the City's secondary potential shall be assessed from the date on the nameplate rating. The assessed kW demand of each individual piece of equipment shall be deemed to be the greater of either:

- (1) 100% of the kW nameplate rating, or
- (2) 80% of the kV.A nameplate rating.

Hours of use for a period of two months shall be deemed to be 1460 and power factor surcharge shall not be applied.

**RATES 210, 211, 212, 213, 220, 230 and 240**

GENERAL SERVICE (35 kW and over)

Availability

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

**Rate 210** - applies to general commercial service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).



**Rate 211** - applies to service to common use areas of rental apartment buildings if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 212** - applies to service to common use areas of mixed use buildings owned by strata corporations if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 213** - applies to a temporary service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

**Rate 220** - applies if a customer's supply of electricity is metered at a primary potential and the City supplies transformation from a primary potential to a secondary potential (Discount 1½%).

**Rate 230** - applies if a customer's supply of electricity is metered at a secondary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount \$.25 per kW of billing demand).

**Rate 240** - applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

GENERAL SERVICE (35 kW and over) (Cont'd)

Rate:

Basic Charge \$8.73 per month

Demand Charge

First 35 kW of billing demand per month	NIL
Next 115 kW of billing demand per month	\$7.01 per kW
All additional kW of billing demand per month	\$13.44 per kW

Plus

Energy Charge

First 14,800 kW.h per month	\$0.1365 per kW.h
All additional kW.h per month	\$0.0657 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.
2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.

3. If a customer is entitled to both of the above discounts the discount for metering at a primary potential shall be applied first.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions:

A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

**RATE 241 (Pilot Program)**

**GENERAL SERVICE (35 kW and over) MULTI-UNIT RESIDENTIAL BUILDING THERMAL HEATED (RENTAL BUILDINGS ONLY)**

Availability

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

**Rate 241** - applies to a Multi-Unit Residential Building (MURB) Thermally Heated (Rental Building only)

- applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

Rate:

Basic Charge \$9.48 per month

Demand Charge

All kW of billing demand per month \$6.02 per KW

PLUS

Energy Charge

All kW.h per month \$0.1081 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.

2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.
3. If a customer is entitled to both of the above discounts the discount for metering at primary potential shall be applied first.

**A rate rider equal to 2.5% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Conditions:

A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

**RATE 302**

**STREET LIGHTING - CUSTOMER OWNED**

Availability;

For lighting of public highways, streets and lanes in those cases where the customer owns, installs and maintains the standards, fixtures, conductors and controls.

Rate:

For each fixture: \$0.0404 per watt per month

The number of watts per fixture includes the wattage of the lamp and where applicable, the ballast.

**A rate rider equal to 2.50% of the billed amount shall apply.**  
**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Terms and Conditions:

1. Service Connections:

Where necessary the City will provide at the expense of the customer a drop, dip or underground service for a maximum distance of 45 metres. No service connection shall be made to add any ornamental street lighting system which does not provide for 8 or more street lighting fixtures except that, if the potential is 120/240 volts then, at the City's discretion, a service connection may be made for a system of less than 8.

2. Extension Policy:

The customer shall contribute to the cost of any extension required by paying to the City at the time when the application for the extension or extensions is made an amount equal to the estimated cost thereof (including cost of removing overhead fixtures and the original

value, less depreciation, of the fixtures removed) less the anticipated revenue for the first four years from the lamps, including ballasts, in the system at the time when the service connection is made. A customer which is a municipality may for the purposes of calculating the cost payable by it add together the estimated costs of all extensions ordered by it for installation at the same time and deduct from the total sum so determined, the total anticipated revenue calculated as aforesaid from the lamps including ballasts in all the said extensions.

3. Power Factor

All installations of mercury vapour, sodium vapour or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging, shall be maintained.

4. Contract Period

The term of the initial contract shall be not more than five years; renewal periods shall be for five years.

**RATE 303**

**STREET LIGHTING SERVICE**

Availability:

For lighting of public highways, street and lanes in those cases where the customer owns, installs and maintains the fixtures, conductors and controls on City poles.

Rate:

The rate shall consist of two components:

(a) an energy charge of \$0.0404 per watt per month

PLUS

(b) a contact charge of \$1.222 per contact per month

With respect to the Energy Charge - the number of watts per fixture includes the wattage of the lamp and where applicable the ballast.

With respect to the Contact Charge - this is a charge per fixture for the use of pole space.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

Special Terms and Conditions:

1. Extension Policy:

No extensions will be made to serve street lighting under this Rate.

2. Power Factor:

All installations of mercury or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging shall be maintained.

3. Contract Period:

The term of the initial contract shall be not more than five years; renewal periods shall be five years.

**RATE 304**

TRAFFIC SIGNALS, TRAFFIC SIGNS and TRAFFIC WARNING DEVICES

Availability:

For traffic signals, traffic signs and traffic warning devices on public highways where the customer installs, owns and maintains the standards, fixtures, wiring controls and associated equipment.

Rate:

\$0.1215 per kW.h

1. Service Connections:

Where necessary the City will provide, at the expense of the customer, a drop, dip or underground service connection for a maximum distance of 45 metres.

2. Unmetered Service:

- (a) The City may permit unmetered service under this Rate if it can estimate to its satisfaction the energy used in kilowatt hours over a period of one month based on the connected load and hours of use. Hours of use shall be deemed to be continuous. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics or hours of use.

- (b) The City, in its discretion, may at any time install a meter or meters and thereafter bill the customer on the consumption registered.

3. Contract Period:

The term of the initial contract shall be not more than five years, renewal periods shall be for five years.

**A rate rider equal to 2.5% of the billed amount shall apply.**

**A climate action levy equal to 3.5% of the billed amount shall apply**

**RATE 500 - NET METERING SERVICE**

**DEFINITION:**

**Customer-Generator** – An electric Service Customer of the New Westminister Electric Utility that also utilizes the output of a Net Metered System.

**House** – is a classification of housing referring to a single-unit residential building.

**Housing** – refers to the construction and assigned usage of houses or buildings individually or collectively, for the purpose of shelter.

**Multi-Unit Residential Building** – is a classification of housing where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. A common form is an apartment building.

**Net Consumption** – Occurs at any point in time where the electricity required to serve the Customer-Generator's load exceeds that being generated by the Customer-Generator's Net Metered System.

**Net Generation** – Occurs at any point in time where electricity supplied by New Westminister Electric Utility to the Customer-Generator is less than that being generated by the Customer-Generator's Net Metering System.

**Net Excess Generation** – Results when over a billing period, Net Generation exceeds Net Consumption.

**Net Metering** – A metering and billing practice that allows for the flow of electricity both to and from the customer through a single, bi-directional meter. With Net Metering, consumers with small, privately-owned generators can efficiently offset part or all of their own electrical requirements by utilizing their own generation.

**Net Metered System** – A facility for the production of electric energy that:

- (a) uses as its fuel, a source defined as a clean and renewable resource in the BC Energy Plan;
- (b) has a design capacity of not more than 50 kW;
- (c) is located on the Customer-Generator's Premises;
- (d) operates in parallel with the New Westminister Electric Utility's transmission or distribution facilities; and

(e) is intended to offset part or all of the Customer-Generator's requirements for electricity.

**APPLICABLE:** To New Westminster Electric Utility Customers receiving service under Rate 101, 102, 103, 131, 133, 201, 202, 203, 210, 211, 212, 213, 220, 230 and 240 of the Schedule of Rates attached to the Electric Utility Bylaw No.6502, 1998 as Schedule "A" as amended from time to time.

**ELEGIBILITY:** To be eligible to participate in the Net Metering Program, customers must generate a portion or all of their own retail electricity requirements using a renewable energy source. The generation equipment must be located on the customer's premises, service only the customer's premises and must be intended to offset a portion or all of the customer's requirements for electricity.

Clean or renewable resources include sources of energy that are constantly renewed by natural processes, such as water power, solar energy, wind energy, geothermal energy, wood residue energy, and energy from organic municipal waste, and shall have a maximum installed generating capacity of no greater than 50 kW.

**RATE:** A customer enrolled in the Net Metering Program will be billed as set forth in the rate schedule under which the customer receives electric service from the New Westminster Electric Utility and as specified in the New Metering Billing Calculation section in this schedule.

**BILLING CALCULATION:**

1. Net metering shall be, for billing purposes, the net consumption at New Westminster Electric Utility's service meter(s).
2. If the eligible Customer-Generator is a net consumer of energy in any billing period, the eligible Customer-Generator will be billed in accordance with the Customer-Generator's applicable rate schedule.
3. If in any billing period, the eligible Customer-Generator is a net generator of energy, the Net Excess Generation shall be valued at the rates specified in the applicable Rate Schedule and credited to the customer's account.
4. In the event that the operation of a renewable energy generating system results in a credit balance on the Customer-Generator's account at the end of a calendar year, the credit will be purchased by the New Westminster Electric Utility. If such amounts are not large, they will be carried forward and included in the billing calculation for the next period at the discretion of the utility.

SPECIAL CONDITIONS:

1. Prior to the interconnection of a Net Metering System, the Customer-Generator must submit a Net Metering Application for review and execute a written Net Metering Interconnection Agreement with the New Westminster Electric Utility.
2. The Net Metered System and all wiring, equipment and devices forming part of it, shall conform to New Westminster Electric Utility's "GUIDELINES FOR OPERATING, METERING AND PROTECTIVE RELAYING FOR NEW METERING SYSTEMS UP TO 50 kW AND VOLTAGE BELOW 750 VOLTS" and shall be installed, maintained and operated in accordance with those requirements.
3. Unless otherwise approved by the New Westminster Electric Utility, the Customer-Generator's service shall be metered with a single, bi-directional meter.
4. The contract period for service under this schedule shall be one (1) year and thereafter shall be renewed for successive one-year periods. After the initial period, the customer may terminate service under this Rate by giving at least sixty (60) days previous notice of such termination in writing to New Westminster Electric Utility.
5. If the Customer-Generator voluntarily terminates the net-metering service, the service may not be renewed for a period of twelve (12) months from the date of termination.
6. The utility maintains the right to inspect the facilities with reasonable prior notice and at a reasonable time of day.
7. The utility maintains the right to disconnect, without liability, the Customer-Generator for issues relating to safety and reliability.
8. Inflow of electricity from the New Westminster Electric Utility system to the Customer-Generator, and outflows of electricity from the Customer-Generators Net Metering system to the New Westminster Electric Utility system, will normally be determined by means of a single meter capable of measuring flows of electricity in both directions.
9. Alternatively, if New Westminster Electric Utility determines that flows of electricity in both directions cannot be reliably determined by a single meter, or that dual metering will be more cost-effective, New Westminster Electric Utility may require that, at the customers cost, separate meter bases be installed to measure inflows and outflows of electricity.
10. Except as specifically set forth herein, service supplied under this Rate is subject to the terms and conditions set forth in the New Westminster Electric Utility's Electric By-Law 6502, 1998
11. A Net Metered System used by a Customer-Generator shall meet all application safety and performance standards established as set forth in the New Westminster Electric Utility's Rules and Regulations.



12. A Customer-Generator shall, at its expense, provide lockable switching equipment capable of isolating the Net Metered System from the New Westminster Electric Utility system. Such equipment shall be approved by the utility and shall be accessible to the utility at all times.
13. The Customer-Generator is responsible for all costs associated with the Net Metered System and is also responsible for all costs related to any modifications to the Net Metered System that may be required by the utility including but not limited to safety and reliability.
14. The customer shall indemnify and hold New Westminster Electric Utility or its agents harmless for any damages resulting to New Westminster Electric Utility or its agents as a result of the customer's use, ownership, or operation of the customer's facilities other than damage resulting to the utility or its agents directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct, including, but not limited to, any consequential damages suffered by the utility or its agents. The customer is solely responsible for ensuring that the customer's facilities operate and function properly in parallel with New Westminster Electric Utility's system and shall release New Westminster Electric Utility's or its agents from any liability resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system other than damages resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct.

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8372, 2022**

A Bylaw to Amend City of New Westminster Community Heritage Commission Bylaw  
No. 6423, 1997

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 “New Westminster Community Heritage Commission Amendment Bylaw No. 8372, 2022.”

**Amendments**

2. City of New Westminster Community Heritage Commission Bylaw No. 6423, 1997, is amended by:
  - a. Deleting all instances of “Section 953 of the Municipal Act, R.S.B.C. 1979” and replacing with “Section 143 of the Community Charter, as amended from time to time”;
  - b. In section 1 (“Title”)
    - Deleting the words “advisory commission” and replace with “municipal commission”
    - Deleting the words “New Westminster” from the name of the Commission so that the name of the Commission shall be “Community Heritage Commission”
  - c. In section 2(b):
    - Adding the words, “and authorized under Section 143 of the Community Charter” to the end of the sentence.
  - d. Under Purpose of the Commission:
    - Numbering the paragraph as 3;
    - Replacing the paragraph with: "The purpose of the Commission will be to identify and advise the Council of the City of New Westminster on heritage issues within the city, particularly with respect to Part 15 of the Local Government Act”;
  - e. In 4(a), replacing “eight (8)” with “up to nine (9)”.
  - f. In 4(b):

- replace the words “One Councillor” with “up to two members of Council”
- Replace the list of Non Voting Staff Liaisons with the following:
  - the Manager of New Westminster Museum and Archives, or designate
  - the Chief Librarian for New Westminster Public Library, or designate
  - the director of Climate Action, Planning and Development, or designate
  - A Committee Clerk from Legislative Services

g. Add the following to the end of 4(c): unless they fall in to a group for which the City has a policy to compensate them for their role on a City committee such as a First Nation Rights and Title holder. Compensation will be determined by the applicable policy.

h. Replace all instances of “Recording Secretary” and “secretary” with “Committee Clerk”

- i. In 5(a):
- Replace the word “residents” with “members of the community at large”;
  - Replace “December” with “January”;

j. Delete 5(b) and replace with the following:

Pursuant to the City of New Westminster Advisory Committee Policy, a member of the Commission can serve a maximum of two consecutive two-year terms, except by special waiver from the Mayor.

k. Deleting 6(a) and replacing with the following:

The Councillors serving on the Commission shall be appointed as Chair and Council Representative. In the absence of the Chair, the Council Representative shall serve as Chair, and in the absence of both, the members shall select one of the voting members to act as Chair at that meeting.

l. In 6(b) replace “residents” with “members of the public”;

m. Deleting 6(e) and replacing with the following:

Expenditures of the Commission and its sub-committees will require a request to the Chief Administrative Officer or designate.

- n. In 6(h) replace “of the City of New Westminster” with “as set out in the Council Procedure Bylaw No. 6910, 2004, as amended from time to time”;
- o. Renumber paragraph 1 under “Terms of Reference of the Commission” to 4, and renumber all subsequent sections accordingly.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8370, 2022

A Bylaw to amend New Westminster  
Revenue Anticipation Borrowing Bylaw No. 7412, 2010

The City Council of the Corporation of the City of New Westminster in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited as “Revenue Anticipation Borrowing Amendment Bylaw No. 8370, 2022”
2. Revenue Anticipation Bylaw No 7412, 2010 is amended to be effective for the year 2023.

GIVEN FIRST READING THIS 28th day of November 2022.

GIVEN SECOND READING THIS 28th day of November 2022.

GIVEN THIRD READING THIS 28th day of November 2022.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor Patrick Johnstone

\_\_\_\_\_  
Jacque Killawee, City Clerk

# **REPORT**

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

**To:** Mayor Johnstone and Members of Council  
**Date:** December 12, 2022

**From:** Jackie Teed,  
Acting Director, Climate Action,  
Planning and Development  
**File:** 05.1020.20

**Item #:** 2022-754

**Subject:** **Construction Noise Bylaw Exemption Request: Front Street from Tenth Street to McBride Boulevard - Metro Vancouver Sewer Inspection**

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### **RECOMMENDATION**

**THAT** Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard. The weekday work will be done for four days between December 13, 2022 to December 23, 2022 weather dependent.

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### **PURPOSE**

To request that Council grant an exemption from the Construction Noise Bylaw to Metro Vancouver for a sewer system inspection from December 13, 2022 to December 23, 2022 weather dependent.

### **BACKGROUND**

Metro Vancouver continues to progress with its sewer upgrade project in New Westminister. There are multiple phases continuing into 2023. Metro Vancouver anticipated the project would be completed in 2021; however, there have been unexpected delays.

**EXECUTIVE SUMMARY**

City staff consider an exemption of the Construction Noise Bylaw to be reasonable for the following four reasons:

- 1. Given that the work requires the Sapperton Pump Station to be turned off.
- 2. Given that the work must be done when there is least demand on the system.
- 3. Given that it is not practical to close Front Street, which is a major truck route, during daytime hours.
- 4. Given that the upgrades are required to maintain the long term operation of the sewer system.

**FINANCIAL IMPLICATIONS**

No financial impact to the City is anticipated by granting the exemption. If the exemption is not granted, the project will likely be delayed which may result in financial impacts for the applicant.

**OPTIONS**

There are two options to consider:

- 1. That Council grant an exemption to the Construction Noise Bylaw No. 6063, 1992 to Metro Vancouver to conduct a sewer inspection on Front Street from Tenth Street to McBride Boulevard. The weekday work will be done for four days between December 13, 2022 to December 23, 2022 weather dependent.
- 2. That Council provide staff with alternative direction.

Staff recommend Option 1.

**ATTACHMENTS**

Appendix A: Notification to immediate neighbourhood

Appendix B: Area of construction work

**APPROVALS**

This report was prepared by:  
Diane Merenick, Manager, Integrated Services

This report was reviewed by:  
Diane Merenick, Manager, Integrated Services

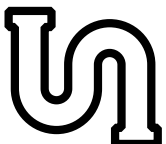
This report was approved by:  
Jackie Teed, Acting Director, Climate Action, Planning and Development  
Lisa Spitale, Chief Administration Officer

## Appendix A

### *Notification to Immediate Neighbourhood*

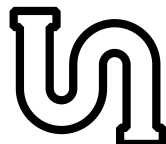


Notice of  
**Overnight  
work in your  
area**



Thank you for your patience  
while this necessary work  
is completed.

Notice of  
**Overnight  
work in your  
area**



Thank you for your patience  
while this necessary work  
is completed.

## Front Street Sewer Investigation

Metro Vancouver will be conducting overnight sewer investigation work in your area. To safely do this work, when sewer flows are at their lowest levels, crews will have to work outside of the standard permitted hours.

### Work activities and impacts may include:

- Noise in the area outside of standard hours
- Maintenance vehicles in the area
- Single-lane traffic

**Location:** Along Front Street, between 10<sup>th</sup> Street and McBride Boulevard in New Westminster

**Date:** Week of December 13, 2022 for approximately four days

**Work Hours:** Between 8:00 pm and 7:00 am

Drivers are asked to follow the direction of signage and traffic control personnel. Crews will make efforts to reduce impacts to residents wherever possible. All work will comply with the City of New Westminster bylaws or granted bylaw variances.

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### Contact Us

**Information Centre:** 604-432-6200  
(Monday to Friday from 8:00 am to 4:30 pm)

**After Hours Emergency:** 604-451-6610

**icentre@metrovancover.org** (Please include "Front Street Sewer" in the subject line)

**metrovancover.org**

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Appendix B  
*Area of Construction Work*

# FSPS MANHOLE INVESTIGATION PLAN



KEY PLAN  
1:5000

## **MEMORANDUM**

### *Legislative Services*

**To:** Mayor and Council                      **Date:** December 12, 2022  
**From:** Jacque Killawee, City Clerk       **File:** 05.1035.10  
**Subject:** **Release of Motion from Closed Meeting**

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#### **Recommendation**

THAT Council receive this memo for information.

#### **Background**

At the Closed Council meeting on December 12, 2022, New Westminister City Council approved public release of the following motion:

**THAT** Council direct the Mayor and Corporate Officer to sign and execute the BC Hydro agreement that compensates the City and provides the electrical billing credit to all New Westminister residential and commercial customers based on the terms and conditions provided to the City from the Ministry of Energy and Mines under the Electrical Utility Billing Credit.

**Gillian Day**

---

**Subject:** FW: bike lane impacts - letter to businesses between Seventh and Eighth Aves  
**Attachments:** SScans22022420100.pdf

**From:** Bart Slotman <[bart@upg.ca](mailto:bart@upg.ca)>  
**Sent:** Saturday, December 3, 2022 11:56 AM  
**To:** Blair Fryer <[bfryer@newwestcity.ca](mailto:bfryer@newwestcity.ca)>  
**Subject:** [EXTERNAL] RE: bike lane impacts - letter to businesses between Seventh and Eighth Aves

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

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I am writing on behalf of the Uptown Business Association.

Thank you for reaching out to inform us of the City's renewed effort to reach out to businesses in the 700 block of Sixth Street to assess the impact of the bike lanes.

Now that the project is real, and the impacts are felt, we are not surprised by the reaction by the affected businesses.

Attached is a copy of the letter to the City dated February 24, 2022, and we would like to resubmit this letter. Please include this letter and this email in your report to Council.

We continue to believe that, while we support bicycle infrastructure, this simply is the wrong location for it. Our reasons for this are in the February 24 letter.

In our presentation of City Council around the same time, when we explained our position to Council, we were assured that these improvements are temporary (i.e. paint), not permanent, and could be reversed if necessary.

As the retailers have now proven our point, we believe that now is the time to acknowledge that this was not the right decision, reverse the changes, before the retail sector suffers further damage.

The Uptown Business Association hereby asks for the construction to be halted, promptly followed by the removal of the bike lane improvements, and the reinstatement of the on-street parking stalls.

Regards,

**Bart Slotman** | Vice President

**Uptown Property Group**  
500 - 900 West Hastings Street | Vancouver, BC V6C 1E5  
D 604 688 7750 | M 604 220 7995 | F 604 688 7930  
[www.uptownpropertygroup.com](http://www.uptownpropertygroup.com)



February 24, 2022

City of New Westminster  
511 Royal Avenue  
New Westminster, B.C.

**Attention: Mayor and Council**

Dear Mayor and Councillors,

**Re: Bike Lanes to NWSS**

The Uptown Business Association (UBA) supports in the overall vision for the Uptown Area as outlined in the City's Uptown Streetscape Vision document. This document envisions the Uptown as a pedestrian friendly retail district. The UBA has been equally supportive in making the Uptown area accessible by all modes of transportation, including improving bicycling connections to the Uptown area.

Recently, we were informed of the City's plan to connect the high school to the Crosstown Greenway by adding new, separated bike lanes in the 700 block of Sixth Street.

While we are very supportive of encouraging cycling by investing in new bicycle infrastructure, and of connecting the highschool to the bicycle network, we are deeply concerned with the impacts of locating this new connection on Sixth Street.

Sixth Street is a relatively narrow, and busy commercial street, with retail on both sides. Adding separated bike lanes would remove most of the street parking, and adds cyclists on a busy streets with cars and buses. There are much better routes that are much more comfortable for cyclists, and which do not result in a material adverse impact on the retailers in this block.

It would appear that the economic impact was not taken into consideration when selecting the cycling route. We also doubt that the construction costs will be much higher than necessary. It seems the only consideration was the most direct connection to the high school.

In our opinion, **the analysis was flawed**, and we urge the City to do a complete **cost-benefit analysis** that includes all route options available, and includes the impact on the retailers and the economic viability of retail sector in this part of the Uptown area.

### **Impact on Sixth Street Retailers**

Most of the retail businesses in the 700 block of Sixth Street are convenience based, and a quick in-and-out is key to their success. Most businesses rely on customers driving to their stores. Losing the street parking for their customers will have a material adverse impact on their businesses at a time when many are marginally successful and still recovering from the impacts of the pandemic.

Removing customer parking to add bike lanes may be the nail in the coffin for many, and is likely to result in the failure of a number of business. Removing the street parking will also undermine the viability of retail as a land use in the 700 blocks of Sixth Street in the long term.

### **Bike Lanes are not consistent with Uptown Vision**

The Uptown Vision developed by the City includes wider sidewalks and more spaces for gathering, and planting. It also envisions a curb lane that is allocated to various uses, including bus stops, loading zones, parking stalls, and patios. It does NOT show the entire parking lane eliminated to create (poorly used) separated bike lanes.

Thus, this new plan to add separated bike lanes in the 700 block of Sixth Street is <b>not</b> consistent with the City's own vision for Uptown.
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### **Comparing the benefits and costs**

The number of users of the proposed bike lanes is severely limited by the following factors:

1. The bike lane does not connect to the regional bike network or to any other bike lanes. It is only a 'stub' serving the high school. As such, it is serving only the high school population, and not regional or local bicycle commuters.
2. The use of the bike lanes to serve the Massey Theatre or Moody Park Arena is extremely limited. Theatre patrons don't want to arrive at a show sweaty or in bike clothes. And hockey players don't carry all their gear on a bike. To suggest that these facilities would drive demand for the bike route in any material way is not realistic.
3. After deducting for holidays, the school only operates roughly 200 days per year, which is just over one-half of the 365 days in a year. Then, the school only generates traffic going to the school for 30 minutes in the morning, and 30 minutes in the afternoon after school. In other words, this is not a facility that would see any significant traffic 365 days per year and during the entire day. It would see most of its traffic during only 200 hours out of the 8,760 hours in a year.
4. The school population is roughly 2000 students and staff. If, in the most optimistic scenario, you can get 10% of the students and staff to ride their bikes to school, that would be 200 cyclists. These students come from all directions, so approximately 1/4 would head south using the new bike lanes. That means you would build all this infrastructure for 50 cyclists using it only 200 days per year. This pales in comparison to the existing traffic numbers by any other mode of transportation, including buses and pedestrians, which would be adversely impacted.

The negative impact of the loss of parking is absolutely staggering considering the relatively low benefit to the community for this bike route.



### Alternate Route

The negative impact can be eliminated by considering two possible alternatives that we understand have not been previously included.

1. We encourage the City to consider Eighth Street as the alternate route. In contrast to Sixth Street, Eighth Street is much wider (99 feet vs 66 feet), providing for much more room to add bike lanes with less impact. Also, the loss of any street parking on Eighth Street does not come with the adverse impact as compared to Sixth Street, as there is no retail fronting Eighth Street.
2. Another (low cost) alternate would be to paint bike lanes on the existing roadway on Sixth Street. At present, the parking lane is 12 feet wide. It only needs to be 8 feet wide. Striping the parking lane and re-allocating that excess 4 feet to a painted shared lane on the road would dedicate space for bicycles. We appreciate that this is not as safe as separated bike lanes, but combined with a lowering of the speed limit to 30kmh, it would significantly improve safety.

Option 2 could also be used as a pilot project to test the actual demand for bicycle infrastructure, and would delay the capital cost until the correct permanent route has been selected.

### Priorities

We find it ironic that the City found \$2.5 million in its capital budget for this short 1 block bike lane, whereas we have been asking the City to improve the public realm in entire Uptown area (including replacing and widening sidewalks) for many years, only to be told there is no budget.

We also suggest that if \$2.5 million is available to street improvements Uptown, most voters would prioritize wider sidewalks that benefit thousands of pedestrians every day over a set of separated bike lanes that may be used by a select few people.

### Summary

For clarity, the Uptown Business Association supports encouraging cycling as a viable alternate mode of transportation, and improving cycling connections to the Uptown district and the High School.

However, the proposed route comes at too great a cost to the retailers in the 700 block, and undermines the long term viability of retail as a land use in this area, which is not being considered in the City's analysis.

Also, the capital cost of the proposed bike lanes are excessive, and the same benefit can be derived by locating the bike route on Eighth Street at a much lower capital cost.

As such, we would ask that the city:

1. Proceed with upgrading the temporary bike lanes on Seventh Avenue, as proposed (for brevity, this part is not addressed in this letter, but was supported by UBA);
2. Revise road space allocation on the existing road by line striping to add shared bike lanes on Sixth Street as an interim step;
3. Complete a full cost benefit analysis for any permanent bike connection to the high school, including the impacts on the retail district;

4. Consider Eighth Street as a permanent bike route to connect to NWSS to the cross town greenway, as well as the Moody park Athletic facilities.

We look forward to continued dialogue with city staff on this matter, and are available to meet with you or staff if that would be beneficial.

Sincerely yours,

**Uptown Business Association  
of New Westminster**



Bart Slotman  
Chair