

## Advisory Planning Commission

Tuesday, February 7, 2023, 6:00 p.m.

Open to public attendance in Council Chamber, City Hall

Committee members may attend electronically

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.

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	Pages
1. <u>CALL TO ORDER AND LAND ACKNOWLEDGEMENT</u>	
The Chair will open the meeting and provide a land acknowledgement.	
2. <u>CHANGES TO THE AGENDA</u>	
Addition or deletion of items.	
3. <u>ADOPTION OF MINUTES FROM PREVIOUS MEETINGS</u>	
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4. <u>REPORTS AND PRESENTATIONS</u>	
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5. <u>NEW BUSINESS</u>	
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5.1 Election of Chair	
5.2 Election of Alternate Chair	
6. <u>END OF MEETING</u>	
7. <u>UPCOMING MEETINGS</u>	
Remaining scheduled meetings for the year, which take place at 6:00 p.m. unless otherwise noted:	

February 21

March 21

April 18

May 16

June 20

July 25

August 15

September 19

October 17

November 21

December 19

**ADVISORY PLANNING COMMISSION**  
**MINUTES**

**Tuesday, December 7, 2021**

**Meeting held electronically and open to public attendance**  
**Council Chamber, City Hall**

**PRESENT:**

Mr. Ken Bourdeau	Chair, Community Member
Mr. Andrew Feltham	Community Member*
Mr. Christopher Lumsden	Community Member
Ms. Christa MacArthur	Community Member
Ms. Angel Manguerra	Community Member*

**ABSENT:**

Ms. Anthea Darychuk	Community Member
Ms. Margaret Fairweather	Community Member
Ms. Tasha Henderson	Community Member

**GUESTS:**

Vicar Richard Leggett	Holy Trinity Cathedral
Mr. Joe Carreira	Conwest
Mr. Joe Palazzo	Conwest
Ms. Bianca Bellini	Conwest
Mr. Stefan Aepli	Franci Architecture
Mr. Donald Luxton	Donald Luxton & Associates
Mr. Peter Kreuk	Durante Kruek
Mr. Christephen Cheng	Bunt & Associates

**STAFF PRESENT:**

Mr. Rupinder Basi	Supervisor of Development Planning
Ms. Britney Dack	Senior Heritage Planner
Ms. Jacque Killawee	City Clerk
Ms. Carilyn Cook	Committee Clerk

\*Denotes electronic attendance

## **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Ken Bourdeau, Chair, opened the meeting at 6:02 p.m. and recognized that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples and acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that the City is learning and building relationships with the people whose lands we are on.

## **2. CHANGES TO THE AGENDA**

MOVED AND SECONDED

**THAT** the Advisory Planning Commission agenda of December 7, 2021 be adopted as circulated, noting that Item 3.1 – Adoption of the September 21, 2021 Minutes would be addressed after Item 4.1 – Official Community Plan Amendment and Heritage Revitalization Agreement: 514 Carnarvon Street.

**Carried.**

All members of the Committee present voted in favour of the motion.

## **3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

### **3.1 September 21, 2021**

MOVED AND SECONDED

**THAT** the minutes of the September 21, 2021 Advisory Planning Commission meeting be adopted as circulated.

**Carried.**

All members of the Committee present voted in favour of the motion.

## **4. REPORTS AND PRESENTATIONS**

### **4.1 Official Community Plan Amendment and Heritage Revitalization Agreement: 514 Carnarvon Street**

Rupinder Basi, Supervisor, Development Planning, summarized the staff report dated December 7, 2021, regarding an Official Community Plan (OCP) amendment, a Heritage Revitalization Agreement (HRA), and a Special Development Permit (SDP) application received for the Holy Trinity Cathedral

which is located at 514 Carnarvon Street. Mr. Basi reviewed details of the proposal including:

- Development approvals required;
- The OCP Amendment;
- The HRA and Housing Agreement;
- The Special Development Permit;
- Policy Alignment;
- The approval process to date; and,
- Approval process next steps.

There were no questions from the Commission at this time.

Joe Carreira of Conwest introduced himself and the project team, including Vicar Richard Leggett of the Holy Trinity Cathedral, Stefan Aepli of Franci Architecture, Donald Luxton of Donald Luxton & Associates, Peter Kruek of Durante Kruek, Christephen Cheng of Bunt & Associates, and Bianca Bellini and Joe Palazzo of Conwest. The team provided a presentation which included but was not limited to:

- The vision of the proposal and community support for the project; which began in 2014;
- Area context, view analysis, tower separation, and shadow analysis, as well as landscaping;
- Heritage Revitalization Agreement (HRA) rationale and restoration of the building and interior; and,
- Alignment with the City's Strategic Priorities.

#### MOVED AND SECONDED

**THAT** the Advisory Planning Commission receive the on-table correspondence circulated on December 1, 2021 in the agenda package and earlier in the day December 7, 2021.

**Carried.**

All members of the Commission present voted in favour of the motion.

In response to questions from the Commission, Messrs. Basi, Aepli, Cheng, Carreira, Palazzo, and the Venerable Richard Leggett provided the following comments:

- While the codes for seismic upgrades are constantly changing, the planned upgrade to the building would ensure that everyone would be able to exit

the building safely in the event of an earthquake. Currently, the building is in extremely weak condition from a lateral point of view;

- The two and three bedroom units are defined as family friendly, a definition used throughout the Lower Mainland, and this proposal exceeds the city's minimal requirements for family friendly units;
- The transportation subsidies will be for a limited time and secured through a legal agreement with the intent of providing an incentive for residents to use the SkyTrain and, hopefully, continue to use it even once the subsidies end. This is a new initiative for the city and a part of new transportation demand strategies;
- Cyclists will have direct access to the parkade on Clarkson Street and an elevator which will allow bikes to get up to the Carnarvon Street level to connect to the secondary bike route;
- Consideration can be made to install a bicycle runnel up the staircase so that cyclists can make less use of the elevator;
- Use of the community hall by various groups would be secured through the HRA and include comprehensive zoning and uses of the site and, while it is not in the city's policy to count it as an amenity, the level of commitment to providing space for community groups from the church is longstanding and will continue;
- The current walkway from Carnarvon Street to Clarkson Street, is located on private property, would remain publically accessible through a right of way covenant;
- There are plans for the SkyTrain Station to be updated with access to be provided through the neighboring property at 420 Carnarvon to the ground floor of the SkyTrain Station;
- The public passageway was designed in a way to minimize stairs and to make the upper portion from Clarkson Street to the south end of the new structure as level as possible, or with gentle ramping for accessibility;
- Once complete, those accessing food programs at the facility with strollers, etc., will not have to negotiate the grade to get to the large and open area;
- Discussions will take place with food service partners to assist in facilitating the continuation of the food security and resources hub during the construction period;
- The memorial garden, which many Anglican churches have for cremains, will be located at the east zone of the property and will likely be gated;
- Great consideration was made with respect to the buildings on both sides of the Church and, as such, the outdoor residential areas have been placed to create as much distance as possible between the Church and the heritage home;
- Infrastructure for Level Two electronic vehicle (EV) charging stations will be installed for all residential parking spaces, which is outlined in the Zoning Bylaw and in line with best practices;

- Costs of the EV chargers is dependent on which charging stations are chosen from the options available;
- Just over 200 parking spaces will be provided, amounting to less than one parking space per unit;
- Much more detailed design work has been completed since the 2018 iteration of the proposal;
- It was very disappointing to not receive funding from BC Housing's Community Housing Fund for the affordable housing aspect of the project; however, the new plans meet the city's family-friendly guidelines and will create income to fund Church operations;
- The pro forma submitted to the city is based on what is being shared today; the 2018 pro forma included the funding from BC Housing; however, that was funding was not realized;
- The restoration and community hall will be paid for by the church as outlined in the economic analysis; and,
- The community benefit through the policy is the heritage restoration of the cathedral, the public elevator, the plaza, and the pedestrian walkway through the site.

Commission members provided the following comments:

- The parish has a good track record for sharing their hall with community groups;
- In the future, the strata could challenge public access to the elevator and walkway from Carnarvon Street to Clarkson Street;
- With respect to parking and EV charging stations, some residents of the development may not want a car at all given the available car shares and nearby SkyTrain station; and,
- Substantial changes to the market and affordable rental units from the initial 2018 proposal are very disappointing and concerning.

The Chair called for speakers from the public.

*Note: Unless otherwise noted, all speakers are residents of New Westminster.*

Garey Carlson, HUB Cycling, advised of the importance of the 514 Carnarvon Street site to the cycling network, noting that Carnarvon Street is the ideal route to get riders from Uptown to Downtown. He stated that this redevelopment would provide opportunities to address the pinch points near the church and fulfill both the city's Master Transportation Plan and the Downtown Transportation plan as well as helping to achieve the bold initiatives the city committed to meeting. Mr. Carlson requested that the sidewalk be located closer to the church so that space in the area could be used for the creation of a bike lane.

Carla Jones shared her support for the project noting that she resides in the Downtown near the church and is a member of the parish. Ms. Jones advised that as a parish volunteer at the church, she has seen firsthand the outreach done, and noted that a church represents more than the faith of those that worship there; it is a community hub which is utilized by a plethora of organizations. She stated the project will create more much needed community space and a safer path to the SkyTrain Station.

Ray Murphy advised that he resides next door to the property and is in support of the project. He noted that he often uses the passageway which it is dark and has trip hazards, and that the community area is used a lot for a variety of events; however, the new plaza will provide a place for people to gather other than out on the street. Mr. Murphy stated that the narrow design of the project will allow more light to reach his home and that the development will clean up the area.

MOVED AND SECONDED

***THAT*** the Advisory Planning Commission provide the opportunity for additional first time speakers.

**Carried.**

All members of the Commission present voted in favour of the motion.

Jacque Killawee, City Clerk, provided instructions as to how those who wished to speak could join the meeting.

The Chair called for additional speakers and none were present.

In response to questions from the Commission, Messrs. Basi, Aepli, Cheng, Carreira, Palazzo, and the Venerable Richard Leggett provided the following comments:

- With respect to addressing the cycling pinch point, the challenge comes with the historical aspect of the site and the grade change; therefore, it is proposed to work with the existing cycling stream and improve the site in various ways in consideration of the building and property line;
- The housing agreement will be in place for the life of the building; and,
- Discussion with the Qayqayt and Kwikwetlem First Nations regarding the housing aspect of the project can be undertaken. It is noted, however, that the Qayqayt First Nations have been contacted but not yet met with, and conversations have been held with the Kwikwetlem First Nations but not about housing;



- In the previous application the vision was for 42 units of non-market rental units as well as at least 13 units of market rental housing, the former to be owned by the HTC Housing Society, the latter by the HTC Foundation; however, when BC Housing announced in June 2021 that they would not be funding the non-market rental housing, a revised application was prepared which has subsequently reviewed by the Land Use Planning Committee and the Advisory Planning Commission. The revised application included 14 units of market rental units to be owned by the HTC Foundation; and,
- The purpose of the 14 market rental units was, as it had been in the previous application, to provide a revenue stream (i) to ensure that the Cathedral, a heritage building, would have sufficient funding to maintain its fabric and (ii) to ensure that the Parish could continue to subsidize the use of our facilities by First Nations and community groups. These groups do not pay market rental rates for the facilities and, in some cases, pay rates below the actual cost to operate the Hall and/or Cathedral.

Commission members provided the following comments:

- This is a unique opportunity to address the pinch point issue for cyclists;
- The project is well thought out and the connection of Carnarvon Street and Columbia Street, along with the restoration of the cathedral, is great;
- The project is aggressive for an OCP amendment where a rezoning application may be sufficient;
- Earlier iterations of the project, when BC Housing was presumed to be involved, were better;
- The tower aligns and works well with the church and architecture;
- Future use of the elevator and publicly accessible but privately owned space is concerning and more robust protection of the use of these areas should be in place to avoid future challenges;
- Talks could take place with the Qayqayt and Kwikwetlem First Nations regarding the possible provision of below market units to them or to receive first priority for the rental units as this would go further towards reconciliation than signs, etc., and this could be included in the housing agreement;
- The preservation of the church is vital to the community and it would be a loss if it were not preserved;
- The proposed public space and connectivity would be an improvement over what is currently there;
- The affordable housing benefits are disappointing and the proponent could look into other ways to fund and provide affordable housing on site through CMHC and other programs offered through BC Housing;
- The church, which was very involved in the colonization of Canada, must do more for reconciliation;

- Provision of more affordable housing options is preferred over public realm improvement;
- The public realm improvements are critically important for the neighbourhood as is the housing. The restoration of the church is using a lot of funds which could be invested in housing, etc., and it does not seem that good value will be received for the seismic upgrading;
- This project provides density in the right spot with the various options for transportation available;
- The applicant could pull back on aspects of the project to address the housing issue;
- Any market units are good in new development even a small percentage and the addition of the pathway is a big contribution to the community; and,
- The city could revisit the possibility of widening Carnarvon Street as part of the site development.

#### MOVED AND SECONDED

**THAT** the Advisory Planning Commission recommend that Council does not support the Official Community Plan Amendment application for 514 Carnarvon Street due to the lack of sufficient amenities, particularly market and non-market rental units.

**Defeated.**

Four members of the Commission voted in opposition of the motion.

Commission members considered the following motion and amendment:

#### MOVED AND SECONDED

**THAT** the Advisory Planning Commission recommend that Council support the Official Community Plan Amendment application for 514 Carnarvon Street and request that Council direct staff to pursue further discussions with the developer regarding affordability of the proposed market and non-market rental units as well as protection mechanisms for the privately owned amenities spaces which are proposed, prior to the final adoption of the Heritage Revitalization Bylaw and the Official Community Plan Amendment Bylaw.

**Amended.**

#### AMENDMENT MOVED AND SECONDED

**THAT** the following be added to the motion:

**THAT** the Advisory Planning Commission requests that Council direct staff to reconsider the possibility of creating cycling facilities in front of the development as part of the redesign of the site.

**Carried.**

One member of the Commission voted in opposition.

The amendment having carried, the motion as amended was put:

**THAT** the Advisory Planning Commission recommend that Council support the Official Community Plan Amendment application for 514 Carnarvon Street and request that Council direct staff to pursue further discussions with the developer regarding the affordability of the proposed market and non-market rental units as well as protection mechanisms for the privately owned amenities spaces which are proposed, prior to the final adoption of the Heritage Revitalization Bylaw and the Official Community Plan Amendment Bylaw;

**THAT** the Advisory Planning Commission requests that Council direct staff to reconsider the possibility of creating cycling facilities in front of the development as part of the redesign of the site.

**Defeated.**

Three Commission members voted in opposition.

**MOVED AND SECONDED**

**THAT** the Advisory Planning Commission support the proposal for 514 Carnarvon Street.

**Carried.**

Two Commission members voted in opposition.

Following additional discussion, the Commission members agreed to reconsider the previous motion.

**MOVED AND SECONDED**

**THAT** the Advisory Planning Commission supports the proposal at 514 Carnarvon Street and requests that Council and staff continue to work with the developer with respect to:

- The affordability of the proposed dwelling units;
- Legal security regarding the proposed publicly accessible but privately owned spaces; and,
- Adjacent cycling infrastructure.

**Carried.**

One member voted in opposition of the motion.

**Procedural note:** At 8:53 p.m., the Commission passed the following motion to recess the meeting for a five minute break:

MOVED AND SECONDED

**THAT** the Advisory Planning Commission meeting recess for five minutes prior to addressing the balance of agenda items.

**Carried.**

All members of the Commission present voted in favour of the motion.

**Procedural note:** Upon resumption of the meeting at 8:57 p.m., Item 3.1 – Adoption of the September 21, 2021 minutes was addressed.

#### **4.2 Heritage Revitalization Agreement Policy Refresh Principles**

Britney Dack, Senior Heritage Planner, provided a PowerPoint presentation regarding the Heritage Revitalization Refresh Program that was launched in the summer by Council to update the previous policy that was written in 2011. Ms. Dack's presentation outlined the following:

- Definition of a Heritage Revitalization Agreement (HRA);
- Goals of the Refresh Project;
- Development options available through the current program; and,
- Proposed community amenities to be considered in the Refresh Project.

In response to questions from Commission members, Ms. Dack provided the following comments:

- The rental principle of the policy is intended to ensure that the number of rental units on site should not decrease as part of an application; however there may be situations where the provision of other community incentives such as green building, streetscape upgrades, servicing upgrades, etc., could offset units and would be considered by Council as an exception to the policy;
- Owners evicting tenants prior to applying for an HRA would fall primarily under the jurisdiction of the Province; however, the city would look to the authority of the BC Residential Tenancy Branch and the Province for support to address these issues as they arise; and,

- The benefit of having an HRA is the zoning agreement which would include rental provisions, and which would allow enforcement two ways to protect rental units but fall under one bylaw.

A Commission member noted that the answer to what a community benefit is may be dependent on what one's demographic is since for many infill projects, it is more about the additional units and not so much about the heritage home. The community benefit realized, whether it be additional housing or preservation, may depend on how secure one is with their won housing situation.

5. **NEW BUSINESS**

There were no items.

6. **UPCOMING MEETINGS**

January 18, 2022

7. **END OF MEETING**

The meeting ended at 9.23 pm

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Ken Bourdeau, Chair

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Carilyn Cook, Committee Clerk

**ADVISORY PLANNING COMMISSION**  
**MINUTES**

**Tuesday, February 15, 2022**

**Meeting held electronically and open to public attendance**  
**Council Chamber, City Hall**

**PRESENT:**

Mr. Ken Bourdeau	Chair, Community Member
Mr. Christopher Lumsden	Community Member*
Ms. Luana Pinto	Community Member
Mr. Diego Pons	Community Member
Mr. Quentin Van Der Merwe	Community Member*

**ABSENT:**

Ms. Anthea Darychuk	Community Member
Ms. Tasha Henderson	Community Member
Ms. Christa MacArthur	Community Member
Ms. Angel Mangeurra	Community Member

**STAFF PRESENT:**

Mr. Mike Watson	Acting Supervisor of Development Planning
Ms. Carilyn Cook	Committee Clerk

\*Denotes electronic attendance

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**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Ken Bourdeau, Chair, opened the meeting at 6:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

## **2. CHANGES TO THE AGENDA**

There were no additions or deletions to the agenda.

## **3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

### **3.1 March 9, 2021**

MOVED AND SECONDED

**THAT** the minutes of the March 9, 2021 Advisory Planning Commission meeting be adopted as circulated.

**Carried.**

All members of the Committee present voted in favour of the motion.

## **4. REPORTS AND PRESENTATIONS**

### **4.1 Legislative Services Commission Orientation and Oaths of Office**

Carilyn Cook, Committee Clerk, commenced with her Legislative Services Commission Orientation PowerPoint presentation which included the role of advisory committees, the terms of reference, meeting attendance and quorum, meeting conduct, City policies and freedom of information, and, lastly, oaths of office.

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

Mike Watson, Acting Supervisor of Development Planning, provided a Planning Policy Orientation PowerPoint presentation which included the Advisory Planning Commission Bylaw, the role of the Commission, the scope of review by the APC, the development review process, meeting format, and, City policy documents to consider.

## **5. STANDING REPORTS AND UPDATES**

There were no items.

## **6. NEW BUSINESS**

### **6.1 Election of Chair**

MOVED AND SECONDED

**THAT** Ken Bourdeau be appointed as the Chair for the 2022 Advisory Planning Commission term.

**Carried.**

All members of the Committee present voted in favour of the motion.

### **6.2 Election of Alternate Chair**

MOVED AND SECONDED

**THAT** Diego Pons be appointed as the Alternate Chair for the 2022 Advisory Planning Commission term.

**Carried.**

All members of the Committee present voted in favour of the motion.

## **7. UPCOMING MEETINGS**

Remaining scheduled meetings for the year, which take place at 6:00 p.m. unless otherwise noted:

- March 15
- April 19
- May 17
- June 14
- July 19
- August 16
- September 20
- October 18
- November 15
- December 6



8. **END OF MEETING**

ON MOTION, the meeting was adjourned at 6:47 p.m.

Certified correct,

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Ken Bourdeau, Chair

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Carilyn Cook, Committee Clerk



# Commission Orientation

Advisory Planning Commission



NEW WESTMINSTER

# Introductions to APC

## Legislative Services:

- Carilyn Cook, Committee Clerk

## Chair:

- To be determined

## Staff Liaisons:

- Demian Rueter, Manager of Development Planning
- Mike Watson, Acting Supervisory of Development Planning

## Committee Members:

- |                |                       |                         |
|----------------|-----------------------|-------------------------|
| • Jassy Braich | • Luana Pinto         | • Andrew Hull           |
| • Simar Jaswal | • Christopher Lumsden | • Quentin Van Der Merwe |
| • Diego Pons   | • Krista Macaulay     | • Angel Manguerra       |



# Orientation Overview

What will be covered?

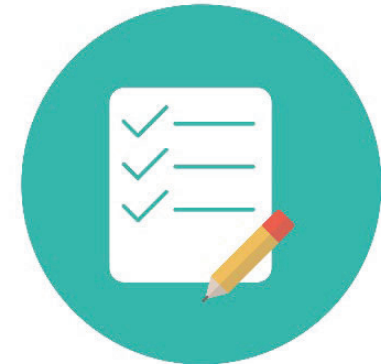


- Role of Advisory Committees/Commissions
- Orientation Package Overview
- Attendance and Quorum
- Meeting Conduct
- City Policies and Freedom of Information
- Oaths of Office
- Election of Alternate Chair

# Orientation Package

## Contents:

- Terms of Reference
  - *Defines the purpose and structures of the committee*
- Committee Advisory Policy
  - *Guides the creation and management of advisory committees*
- Rules of Conduct
  - *Prescribes roles, responsibilities, and procedures*
- Respectful Workplace and Human Rights Policy
  - *Guides how we treat each other*
- Social Media Policy
  - *Provides a framework for communication on social media*
- Freedom of Information (FOI) Permission Form
  - *Permits (or not) the City to contact you*



# What is the Role of an Advisory Committee?

Advisory Committees are  
created by Council  
to provide information  
and advice to Council  
on issues of interest  
to the public.



This assists Council in its  
decision-making process!

Advisory Committees are not autonomous.

This means Council must approve a Committee  
to discuss issues outside of their mandate.

# Attendance is Key

You are expected to attend regularly scheduled meetings.

To make sure we have quorum\*, let us know **whether or not** you will attend.

Without quorum, the Committee can't hold an official meeting or pass recommendations.



If you can't attend meetings anymore, please discuss it with the Chair or staff liaison.

If you miss three consecutive meetings, Council may, without further notice, remove you from the committee.

Please submit resignations via email to the staff liaison and [committees@newwestcity.ca](mailto:committees@newwestcity.ca)

\* *Quorum is the majority of appointed members.*

# Working with Staff

Remember:

The commitment of staff resources and time is the responsibility of Council.



Requests to have staff conduct work outside their work plan must be brought to Council for approval.

Committee work is just one part of staff's work plan, and staff may work on multiple committees.

Please be respectful of staff time. 😊





# Meeting Documents

## Agendas

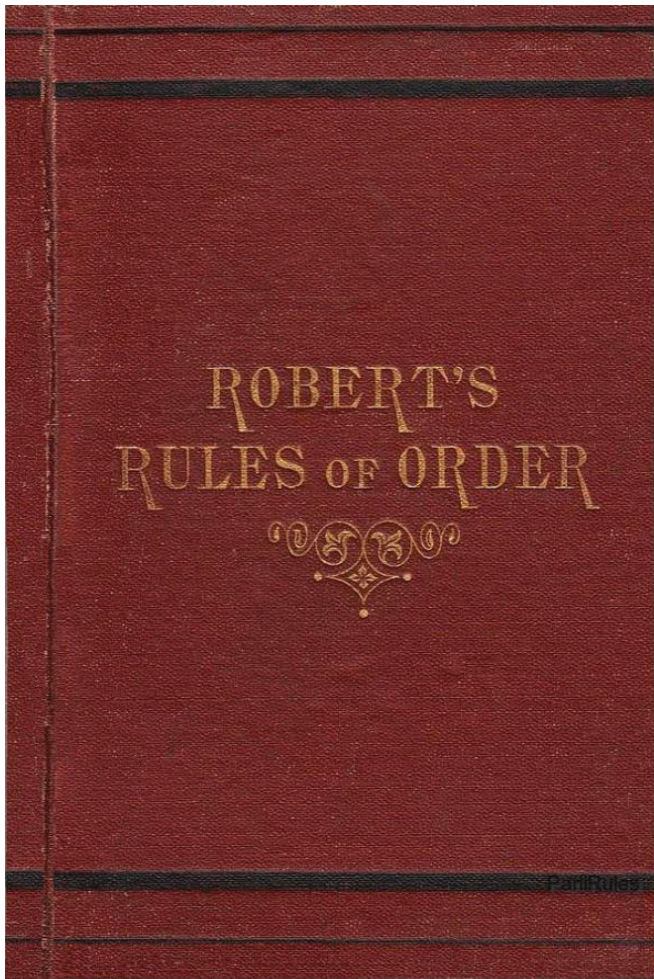
- Sent one week in advance of the meeting
- Read in advance so you can come prepared
- Additions at the beginning of the meeting

## Minutes

- Not verbatim, are meant to summarize the discussion
- Read and let us know if you see errors or omissions
- Posted to the website after they are adopted



# Rules of Order and Meeting Conduct



You do not have to know all of Robert's Rules of Order to participate in the meeting.

In the next few slides, we will cover:

- Conflicts of Interest
- Motions
- Voting

If you *want* to learn more about Robert's Rules, there are many resources online and at the library!

# Conflicts of Interest

A Conflict of Interest must be declared if you believe you have a direct or indirect interest in an item, and you must leave the room.

## Examples of Conflicts of Interest:

- You live within 100 metres of a proposed development;
- A family member or member is involved;
- You would receive monetary benefit;
- You're involved in an organization under discussion.



When in doubt,  
discuss  
and declare!

# Discussion

During discussion of an agenda item, the Chair will maintain a speaker's list.

Raise your hand to have your name added to the list.

Committee discussion is meant to be inclusive, not a back-and-forth between members.



Please bring common courtesy to discussion: wait your turn to speak, use respectful language, etc.

# What is a Motion?

A motion is how a Committee makes a decision.

A Committee member must **MOVE** (or introduce) a motion for consideration.



A motion must be **SECONDED** to proceed with discussion of the motion.

A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

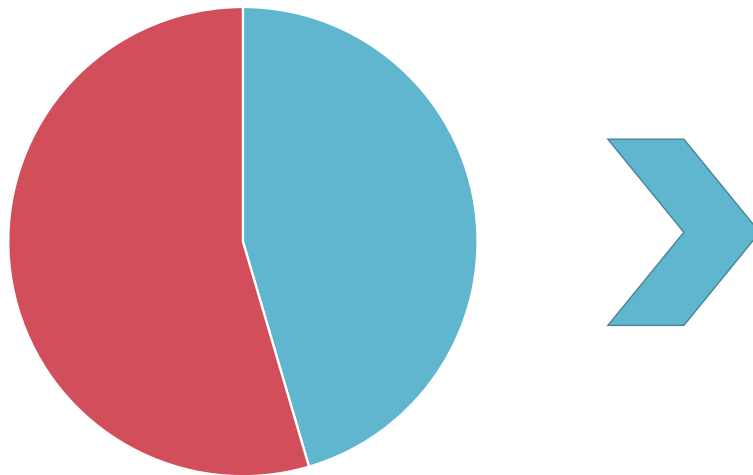
A seconder may still vote in opposition to the motion.



# Voting – in Favour

“Call the question”

The Chair will put the motion to a vote.



To be carried, a motion must have 50% +1 of voting Committee members.

Committee members cannot abstain during a vote.

If a member does not clearly indicate how they vote, the vote will be noted in favour of the motion.

# Voting – in Opposition

Those voting in opposition must clearly raise their hand, or verbally indicate they are voting in opposition.

A tie vote is considered a lost (defeated) vote.

Members who vote in opposition to a motion will have their names recorded in the minutes.



# How does Council receive the motion?

Any committee motion that is passed and requires action or an expenditure of funds must be submitted to Council through a Committee report.

Committee reports include staff comments on the Committee recommendation.

Staff may or may not support the Committee recommendation.

Council may or may not pass a Committee recommendation, or may pass an amended Committee recommendation.





# Respectful Workplace and Human Rights Policy

All persons associated with the City of New Westminster have a responsibility to ensure the City's working environment is free from disrespectful behaviour.

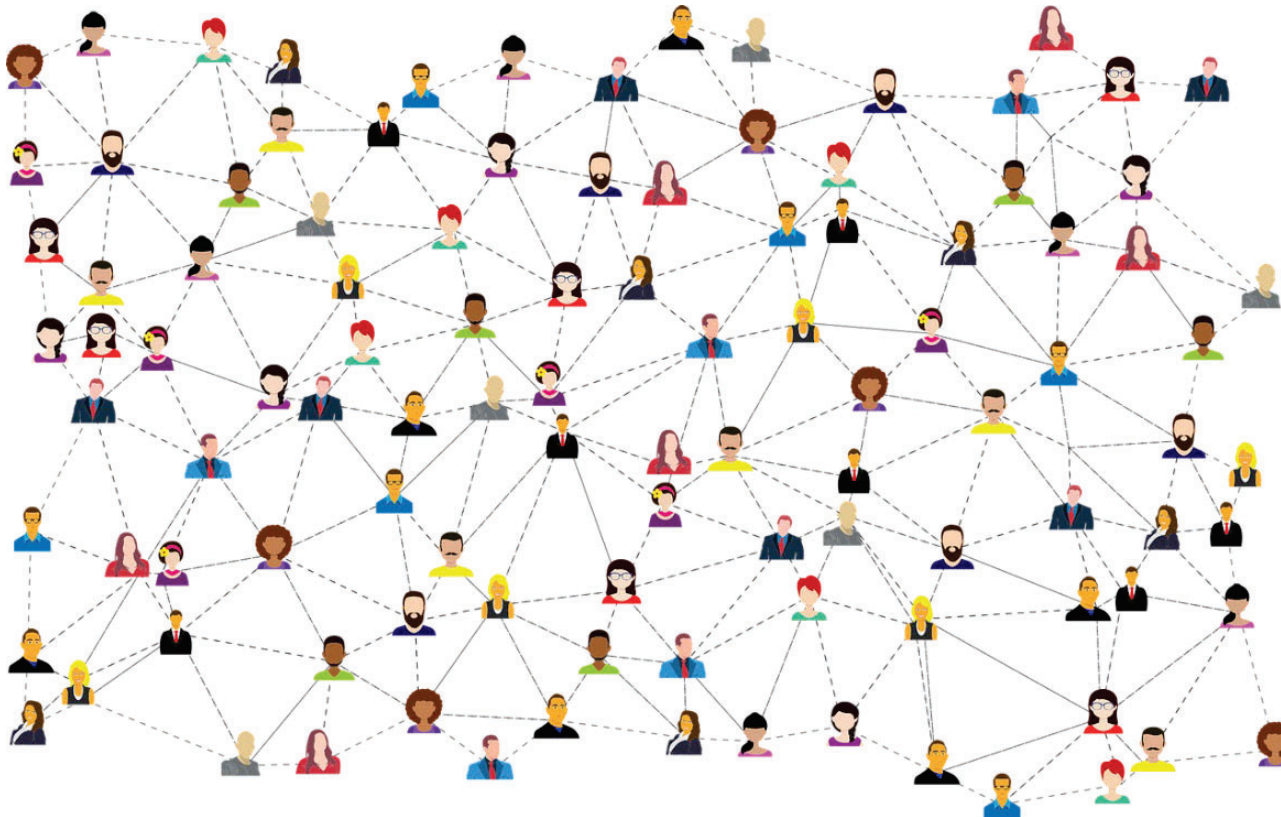
Disrespectful behaviour toward Council, staff, and other Committee members is not tolerated.



# Social Media Policy

As a member of this Commission, you represent the City and the Commission.

Be careful of your social media posts and activity, especially when referencing the City.



# FOI Permission Form

Your personal information is collected under the  
*Freedom of Information and Protection of Privacy Act.*

Staff cannot share Committee members' contact  
information with other Committee members.



It is not mandatory that Committee members indicate yes on the form.  
However, please tick a box and return the form!

# Oaths of Office

THAT I do solemnly affirm that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office to which I have been appointed for the City of New Westminster, and that I have not received and will not receive any payment or reward or promise of either, for the exercise of any partiality or other undue execution of my duties.

# Alternate Chairs

The APC will elect a Chair and an Alternate Chair at the first meeting of each term.

The Alternate Chair will serve as the Chair if the Chair is unable to attend a meeting.

Legislative Services will hold a training session for Chairs and Alternate Chairs on TBD.



# Additional Questions?

Questions and comments can be submitted to the Legislative Services Department.

Email: [committees@newwestcity.ca](mailto:committees@newwestcity.ca)

Phone: 604-527-4523







# APC Orientation 2023

Presented by Mike Watson, Acting Supervisor of Development Planning  
Climate Action, Planning and Development



NEW WESTMINSTER

# Presentation Agenda

1. Role and Focus of APC Review
2. Development Review Process
3. Meeting Format
4. City Policies to Consider
5. Staff Roles



# #1 Role and Focus of the APC Review

- 1. Role and Focus of APC Review**
2. Development Review Process
3. Meeting Format
4. City Policies to Consider
5. Staff Roles

# APC Bylaw & Terms of Reference

Bylaw No. 5791 establishes the APC and provides the Terms of Reference by:

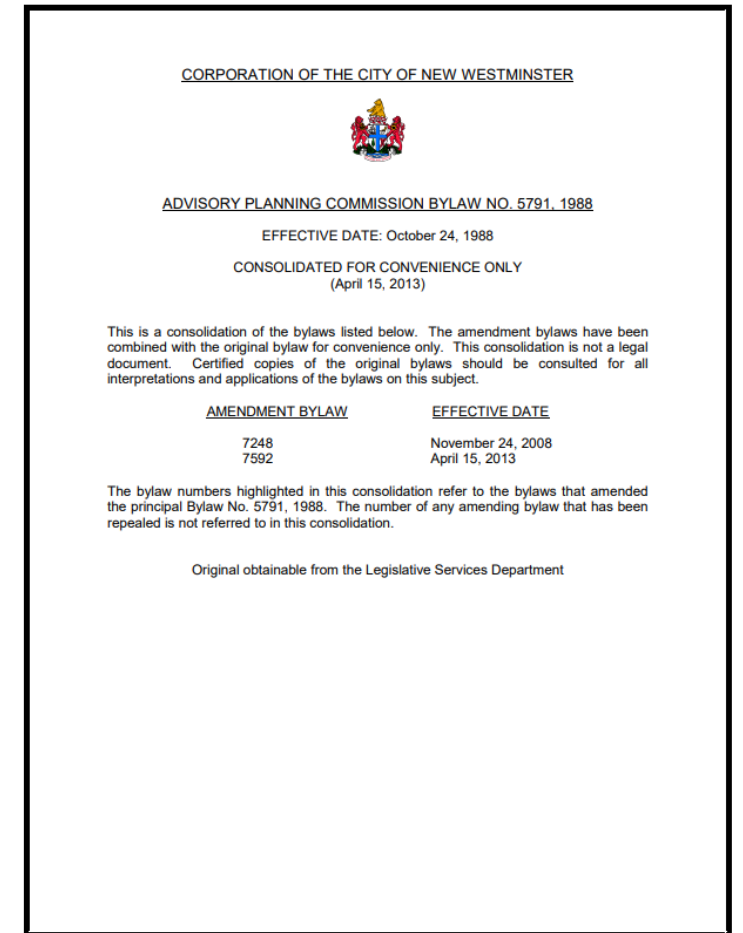
1. Defining the composition of the committee and the appointment procedure.

*Sections: Commission, Officers*

2. Providing the required procedural framework.

*Sections: Procedure, Meetings, Agenda, Conduct*

3. Setting the scope of review for the APC.



# Role of Commission

The scope of APC review is to examine policy and land use considerations regarding:

1. Proposed amendments to the Official Community Plan, Downtown Community Plan, and Queensborough Community Plan;
2. Proposed changes to other policies which might be related to land use. (e.g. policies related to Temporary Use Permits, Development Approvals Procedures/Process, Industrial lands...)
3. Zoning Bylaw Amendments (Rezoning) and Heritage Revitalization Agreements; (which are quite inconsistent with City policies)

## Other Committees:

- Affordable Housing & Child Care
- Community Heritage Commission
- Economic Development
- Environment & Climate
- Facilities, Infrastructure & Public Realm
- Sustainable Transportation

# Scope of Review

## APC

- expected to provide a **broader policy perspective** on development proposals than that of other City committees and potentially those residing near a development site,
- comments on aspects of design insofar as they relate to broader policy goals (e.g. ground-oriented residential units to address Family Friendly Housing Policy, enhanced streetscape to address Master Transportation Plan “Great Streets”).

## New Westminster Design Panel

- reviews the **design** aspects of development proposals:
  - fit with neighbourhood/site context,
  - site plan, streetscape, landscaping,
  - building form, massing, architecture, materials, plantings
  - CPTED, sustainability,
  - also, City policy/regulations related to design/construction,
- made up of architects, landscape architects and UDI member,
- Often review a project once, sometimes twice depending on project scale.

## #2 Development Review Process

1. Role and Focus of APC Review
- 2. Development Review Process**
3. Meeting Format
4. City Policies to Consider
5. Staff Roles

# Development Review Process (Simplified)

1. **Staff Assessment:** interdepartmental review in relation to City bylaws, policies and best practices
2. **Referral to LUPC and/or Preliminary Report to Council:** advancement to next step in process depends on adherence to above considerations
3. **Public Engagement:** including Applicant-led & City-led engagement and presentation to Residents' Association
4. **City Committees Review:** New Westminster Design Panel (NWDP), and other committees for specific areas of interest / expertise
5. **APC Review & Recommendation: you are here.** advancement to the next step in process depends upon APC providing a formal recommendation, which requires quorum
6. **Council Consideration:** Formal consideration of application

The applicant is expected to make adjustments to their proposal based on input from the public, staff and other City committees prior to presentation to the APC.

# #3 Meeting Format

1. Role and Focus of APC Review
2. Development Review Process
- 3. Meeting Format**
4. City Policies to Consider
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# Meeting Format

## City Planner Overview (5 to 10 min.)

- Application description, policy context, merits of the proposal, any issues,
- Commission members ask questions of the Planner.

## Developer Presentation (Optional | 10-15 min.)

- Application description, with an emphasis on land use, density and support of City policies,
- Commission members ask any questions of the developer.

## Public Comments (5 min/speaker)

- Members of the public are given an opportunity to provide comments,

## Commission Deliberation

- Commission provides their comments on the proposal *in the context of the goals and objectives of key City policies,*
- Commission passes a motion indicating their position on the application.

The staff report and planner overview will highlight any issues with the proposal. The Commission's comments on these points are key to informing the next stages of the review process.



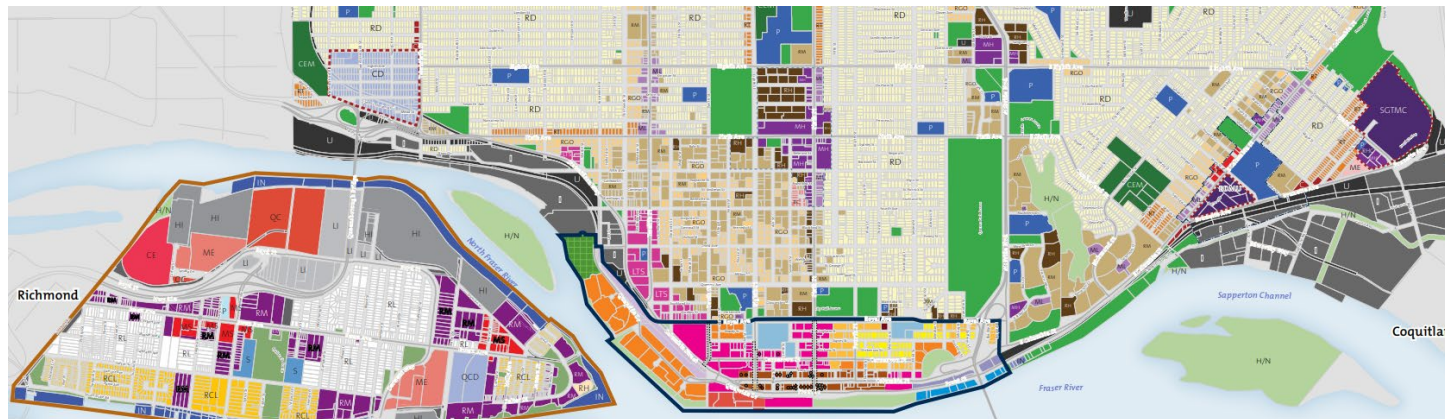
## #4 City Policies to Consider

1. Role and Focus of APC Review
2. Development Review Process
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- 4. City Policies to Consider**
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# City Policy Documents to Consider

## Official Community Plan (2017)

- Provides the land use designations for sites.
- Outlines the issues, goals, policies and priorities for a range of issues affecting the growth and livability of New Westminster.
- Includes plans for Queensborough and the Downtown.



# City Policy Documents to Consider Inclusionary and Rental Housing Policies

## **Inclusionary Housing Policy (2019)**

Applies to mid-rise and high-rise strata residential development applications. Applicants may choose from the following options:

- **Option 1** – provision of a minimum of 10% of total units as below-market rental units with payment to the developer based on the rental income option;
- **Option 2** - provision of a minimum of 7.5% of total units as non-market rental units with no payment to the developer; or
- **Option 3** – provision of a minimum of 20% of total units as non-market rental units (to be negotiated), with a contribution to the developer to assist in construction costs.

## **Rental Replacement Policy (Draft)**

Applies to existing purpose-built market rental housing sites where redevelopment will remove more than 6 rental units.

Applicants seeking rezoning expected to provide 100% of the secure market rental units including 10% of total units secured as below-market rental units.

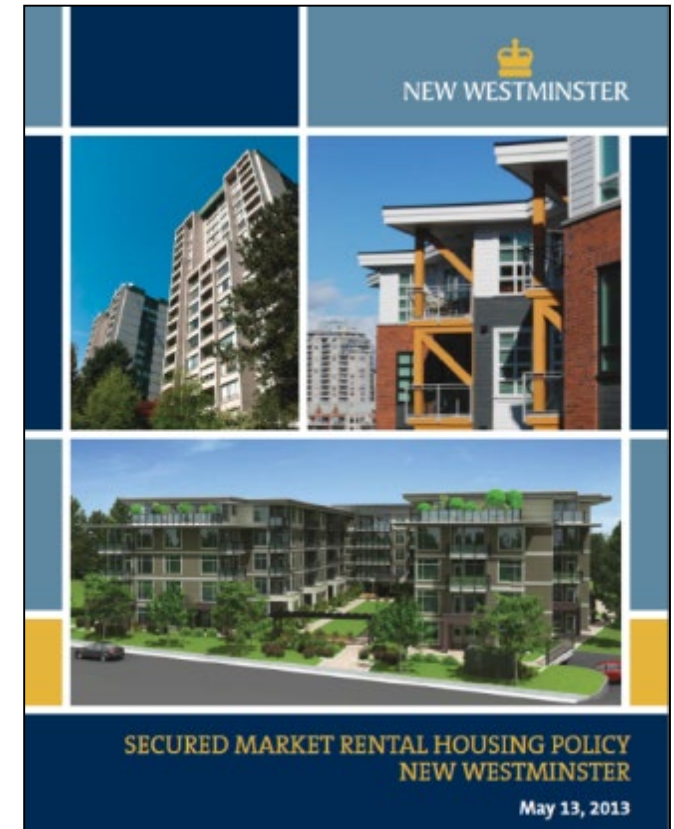
## **Tenant Relocation Policy (2016)**

Applies to Rezoning or Heritage Revitalization Agreement applications which involve the demolition of six or more purpose-built market rental housing units and requires the creation and use of a Tenant Assistance Plan.

# City Policy Documents to Consider

## Secured Market Rental Housing Policy (2013)

- applies to NEW rental sites
- supports retention of the existing rental housing stock,
- provides incentives for the development of new secured market rental housing:
  - Reduced parking requirements,
  - Payment of legal fees,
- market rental development is secured for 60 years through a Housing Agreement.

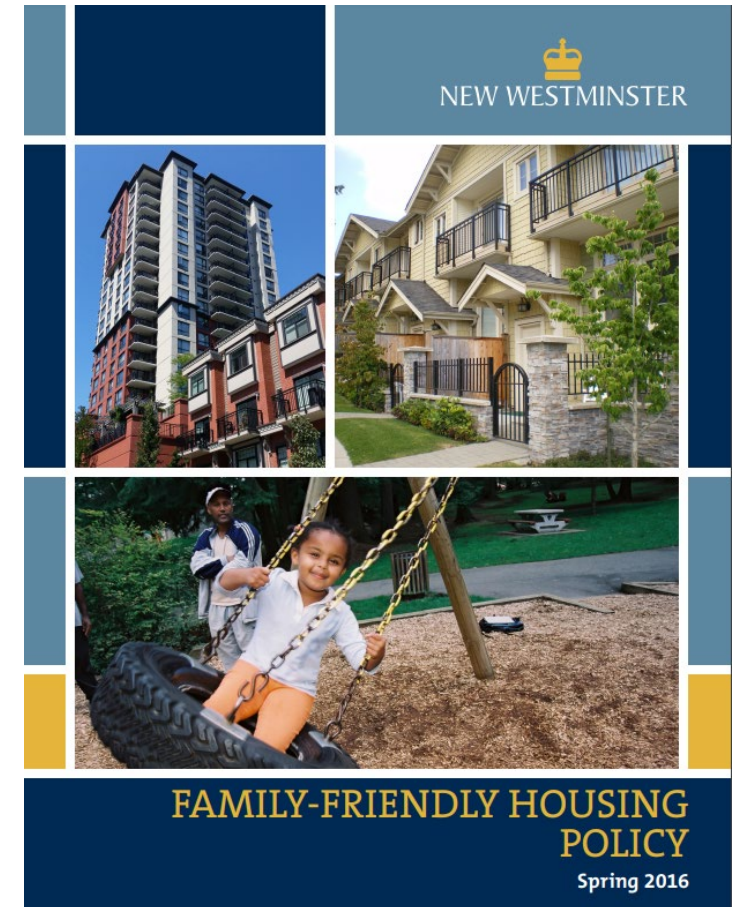




# City Policy Documents to Consider

## Family Friendly Housing Policy (2016)

- meets Council priority for provision of housing suitable for families,
- As part of policy implementation, Zoning Bylaw requires a minimum percentage of 2 and 3 bedroom units in both strata and rental residential developments (Adaptable Housing Zoning Bylaw Amendment),
- the accompanying Family Friendly Housing Policy also includes guidelines to ensure that family friendly units are affordable and livable.



# City Policy Documents to Consider

## Child Care Strategy (2016)

Key actions:

- integrate child care planning into the municipal planning process,
- consider child care in all appropriate development projects, including through the negotiation of developer contributions,
- plan neighbourhoods to be 'child friendly' places,
- designate childcare as a 'standard' community need similar to parkland.

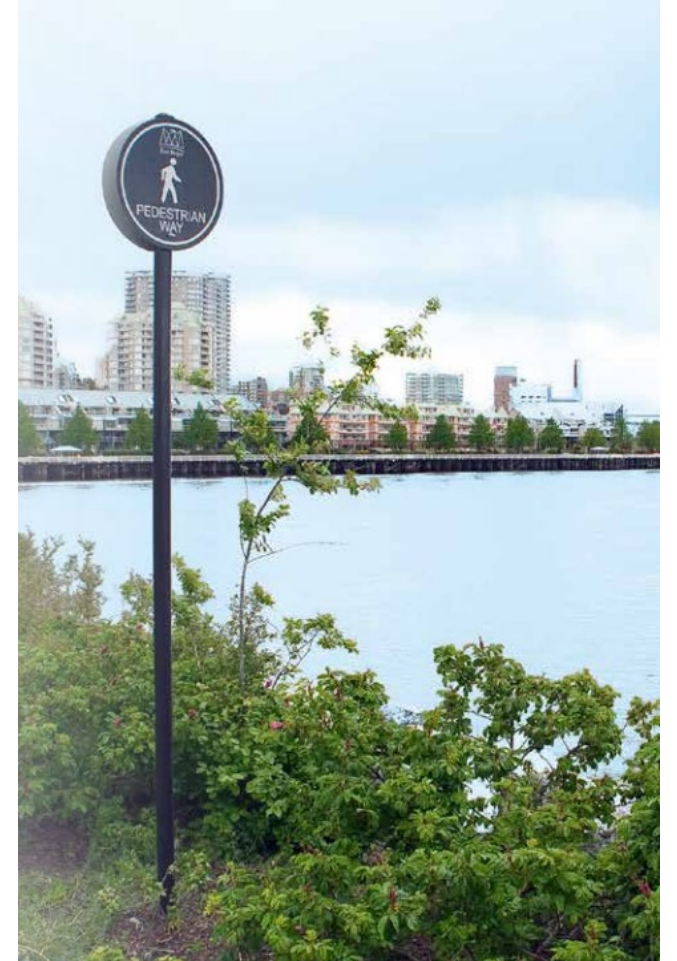


# City Policy Documents to Consider

## Master Transportation Plan (2015)

Some key City transportation objectives related to land use planning:

- create a walkable community,
- make cycling a comfortable and attractive way to move through the community,
- provide attractive and convenient transit,
- manage local and regional travel through the City,
- create a network of Great Streets,
- preserve neighbourhood livability.



# Additional Policies

Climate Emergency – 7 Bold Steps (2019)

Community Energy and Emissions Plan (2011) (Currently in update process)

Environmental Strategy and Action Plan (2018)

Future Forward: An Economic Development Plan for New Westminster, 2018-2023

Integrated Stormwater Management Plan (2018)

Policy for the Use of Heritage Revitalization Agreements (2011) (Currently in update process)

Rental Housing Revitalization Program (2019)

Queen's Park Heritage Conservation Area (2017)

Urban Forest Management Strategy (2016)

*Please consult APC 2022 Planning Policy Binder Info Sheet for more information.*



# #5 Staff Roles

1. Role and Focus of APC Review
2. Development Review Process
3. Meeting Format
4. City Policies to Consider
5. **Staff Roles**

# Staff Roles

## **Development Planners**

Write reports, introduces applications, policy context and land use considerations, and answers questions on the applications.

## **Lisa Wamba, Planning Assistant**

Public notification letters

## **Carilyn Cook, Committee Clerk**

**Primary contact between City and APC members**

604-515-3782

[ccook@newwestcity.ca](mailto:ccook@newwestcity.ca)

Takes minutes, and provides procedural support in meetings.

Coordinates the agenda, website posting, and confirms quorum.

# Questions?