

CITY COUNCIL MEETING AGENDA

Monday, November 1, 2021, 6:00 p.m.

**Meeting held electronically and open to public attendance
in 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>

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. Peer Assisted Crisis Team Pilot Project

a. Presentation, Jonny Morris, CEO, Canadian Mental Health Association BC Division (On Table) 9

b. Peer Assisted Crisis Team Pilot Project 23
Staff are requesting authorization to implement the Peer Assisted Crisis Team Pilot Project in New Westminster in collaboration with the Canadian Mental Health Association, to reduce the reliance on policing and city services for mental health crisis response in the community. Staff are also looking for authorization for the submission of a grant application to the Province of British Columbia, Civil Forfeiture Crime Prevention and Remediation Grant Program.

Recommendation:

THAT Council approve the City's participation in the Peer Assisted Crisis Team Pilot Project in New Westminster with the Canadian Mental Health Association and the City of Victoria, North Vancouver and the District of North Vancouver;

THAT Council approve \$65,000 toward the implementation of Phase 1 of the Peer Assisted Crisis Team Pilot Project in New Westminster;

THAT Council approve the City's Submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program for up to \$94,000;

THAT a letter be sent to the local Members of the Provincial Legislative Assembly and Member of Parliament, creating awareness of the Pilot Project;

THAT Council approve the next steps and continued consultation with First Nations and other key stakeholders referenced in the Pilot Project; and

4. CONSENT AGENDA

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

Recommendation:

THAT Council adopt the recommendations for items # on consent.

4.1. Arts Advisory Committee

60

To receive Council's approval to establish the Arts Advisory Committee and approve the Committee Terms of Reference. Staff are also requesting that Council repeal the existing Arts Commission bylaw in order to facilitate this governance transition.

Recommendation:

THAT Council approve the establishment of the Arts Advisory Committee;

THAT Council approve the Terms of Reference for the Committee as attached to this report;

THAT Council repeal the Arts Commission bylaw in order to facilitate this

governance transition.

- 4.2. Business Regulations and Licensing (Rental Unit) Bylaw: Next Steps** 72
- To update Council regarding the implications of recent changes to the Residential Tenancy Act (RTA) that correlate to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 and provide options for consideration.

Recommendation:

THAT Council give three readings to:

- Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 to repeal Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004;
- Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009; and
- Municipal Ticket Information Amendment Bylaw No. 8299, 2021 to amend Municipal Ticket Information Bylaw No. 8077, 2019.

THAT Council direct staff to give notice regarding an Opportunity to Be Heard on November 15, 2021 to enable interested parties to provide comment on the amendment to Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 that results in the repeal of Part 6.

THAT Council direct staff to proceed with the proposed communications strategy.

- 4.3. Canada Games Pool Unplanned Closure Update** 87
- To update Council regarding the background and status of the unplanned closure of the Canada Games Pool.

Recommendation:

THAT this report be received for information.

- 4.4. Electric Bikeshare Program – Motion from Sustainable Transportation Task Force** 94
- To seek Council’s endorsement to advance a business plan for implementation of an electric bikeshare program in the City of New Westminster.

Recommendation:

THAT Council direct staff to develop a business plan for an electric bikeshare program for the City of New Westminster.

- 4.5. Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 and Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021: Bylaws for First and Second Readings** 118
- For Council to consider bylaws which would allow the subdivision of a Queen’s Park property in exchange for heritage protection and

restoration of a heritage house.

Recommendation:

THAT Council consider Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 and Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.

THAT Council add 208 Fifth Avenue to the City's Heritage Register following the adoption of Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021.

4.6. HRA Refresh: Queen's Park Heritage Conservation Area Post-Implementation Evaluation and Report Back on Final Incentives 303

To advise Council of the outcome of implementing the Heritage Conservation Area and to request that the outstanding elements of the related incentives program inform the HRA Refresh project.

Recommendation:

THAT Council endorse that staff do no further work to implement the following as part of the Queen's Park Heritage Conservation Area incentives program:

- a) stratification of laneway and carriage houses,
- b) conversion of existing houses into multiple units, or
- c) creation of additional design guidelines

and instead endorse that tenure and unit count be included in the scope of the initiated Heritage Revitalization Agreement Refresh project.

THAT Council endorse the refined Evaluation Checklist (Attachment 1) for use in Heritage Alteration Permit applications for demolition and Official Community Plan Amendment applications for removal of Heritage Conservation Area protection.

4.7. Miscellaneous Zoning Bylaw Amendments for First and Second Readings 333

To request Council give First and Second Readings to a bylaw that will amend the Zoning Bylaw and to waive the Public Hearing.

Recommendation:

THAT Council consider Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 for First and Second Readings and waive the Public Hearing.

4.8. Public Art Calls: Artist Roster and Artist-Initiated Projects 357

The purpose of this report is to provide Council with information

regarding two (2) public art calls to establish an artist roster and to develop new artist-initiated public art projects.

Recommendation:

THAT Council receive this report for information.

4.9. Regional Growth Strategy Update: Metro 2050 Comment Period 373

To seek direction from Council regarding the proposed City response to the draft updated Regional Growth Strategy, Metro 2050.

Recommendation:

THAT Council direct staff to send the attached letter to Metro Vancouver as formal City comments on the draft updated Regional Growth Strategy, Metro 2050.

4.10. Temporary Use Permit: 502 Columbia Street (Former Army and Navy Department Store) – For Emergency Shelter 391

For Council to consider a Temporary Use Permit for an emergency shelter on the lower floor of the former Army and Navy Department Store, located at 502 Columbia Street.

Recommendation:

THAT Council provide notice that it will consider issuance of a Temporary Use Permit (TUP00027) for an Emergency Shelter at 502 Columbia Street as outlined in this report.

THAT Council approve a grant-in-lieu to the applicant in the amount of \$1,542.50 for the purposes of waiving the fee for the Temporary Use Permit.

4.11. User Fees and Rates Review for 2022, Amendment Bylaws for Three Readings 404

The purpose of this report is to update the bylaws associated with the user fees and rates as approved in principle by Council on October 18, 2021.

Recommendation:

THAT the following Amendment Bylaws be given three readings:

1. Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021
2. Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021
3. Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021
4. Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021
5. Financial Services Fees and Rates Amendment Bylaw No. 8296,

- 4.12. **Correspondence: Parkside Drainage Issue - Request to New Westminster Council for Action, October 21, 2021** 493

Recommendation:

THAT Council receive the above-noted correspondence.

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

6. **BYLAWS**

6.1. **Bylaws for readings**

- a. **Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021** 496
To enable lot subdivision at 208 Fifth Avenue for retention of the existing house and construction of a new house; and relax lot size, density, siting, bay window width and parking requirements. This bylaw is on the agenda for **TWO READINGS**. A public hearing will be held for this bylaw.
- b. **Heritage Designation (208 Fifth Avenue) Bylaw NO. 8272, 2021** 559
To designate the 1910 house at 208 Fifth Avenue as a protected heritage property. This bylaw is on the agenda for **TWO READINGS**. A public hearing will be held for this bylaw.
- c. **Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021** 563
This Zoning Amendment Bylaw includes identified minor annual miscellaneous revisions, edits and corrections to the Zoning Bylaw. This bylaw is on the agenda for **TWO READINGS**. Public hearings are usually held for Zoning Amendments, but staff have requested that the public hearing for this bylaw be waived because it is consistent with the City's Official Community Plan.
- d. **Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021** 579
An amendment to delete Part 6 from Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. Part 6 deals with renovictions and has been made inoperative by recent changes to the Residential Tenancy Act. This bylaw is on the agenda for **THREE READINGS**.
- e. **Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021** 580
An amendment to remove the ticketing sections related to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. This bylaw is on the agenda for **THREE READINGS**.

- f. **Municipal Ticket Information Amendment Bylaw No. 8299, 2021** 584
An amendment to remove the ticketing sections related to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. This bylaw is on the agenda for **THREE READINGS.**
- g. **Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021** 587
To establish the 2022 fees and rates for the Climate Action, Planning and Development department. This bylaw is on the agenda for **THREE READINGS.**
- h. **Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021** 636
To establish the 2022 fees and charges for Cultural Services. This bylaw is on the agenda for **THREE READINGS.**
- i. **Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021** 641
To establish the 2022 rates for the Electric Utility. This bylaw is on the agenda for **THREE READINGS.**
- j. **Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021** 646
To establish the 2022 fees and rates for Engineering Services. This bylaw is on the agenda for **THREE READINGS.**
- k. **Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021** 667
To establish the 2022 fees for Financial Services. This bylaw is on the agenda for **THREE READINGS.**

6.2. Bylaws for third reading and adoption

- a. **Zoning Amendment Bylaw (733 Thirteenth Street) No. 8266, 2021** 669
To enable conversion of the existing single detached dwelling at 733 Thirteenth Street for use as a licensed group child care facility. The public hearing for this bylaw was waived, and it is on the agenda for **THIRD READING** and **ADOPTION.**

6.3. Bylaws for repeal

- a. **Arts Commission Bylaw No. 7367, 2009** 675
Staff are requesting that Council repeal the Arts Commission Bylaw to facilitate the transition to an Arts Advisory Committee. This bylaw is on the agenda for **REPEAL.**

7. MOTIONS FROM MEMBERS OF COUNCIL

- 7.1. **Creating a more inclusive and welcoming environment outside Council Chamber, Councillor Trentadue**

Recommendation:

Whereas the City of New Westminster’s vision is “A vibrant, compassionate, sustainable city that includes everyone”; and

Whereas Reconciliation, Inclusion and Engagement is a high priority for the City as we work towards “creating a welcoming, inclusive and accepting community that promotes a deep understanding and respect for all cultures; and

Whereas our 2019 Arts Strategy outlines goals and a vision that encompasses “Communicate, Nurture, Include, Generate and Innovate” while expanding opportunities for the Arts in our community; and

Whereas a motion approved in January 2020 called for ways in which the City can be more welcoming and inclusive, specifically related to Civic facilities, City Hall and Council Meetings;

Therefore be it resolved that Arts Services report back to Council and the PAAC with options to reimagine the space and walls outside Council Chamber to create a more inclusive and welcoming environment.

8. NEW BUSINESS

8.1. ON TABLE Recommendations from Nov. 1 2021 Council Workshop

683

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

10. END OF THE MEETING

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



**Canadian Mental
Health Association**
British Columbia
Mental health for all

City of New Westminster: Community- Led Mobile Crisis Team

Presentation to Council

Concept and Community Design Process

Presented by: Jonny Morris, CEO

Date: 18 October 2021

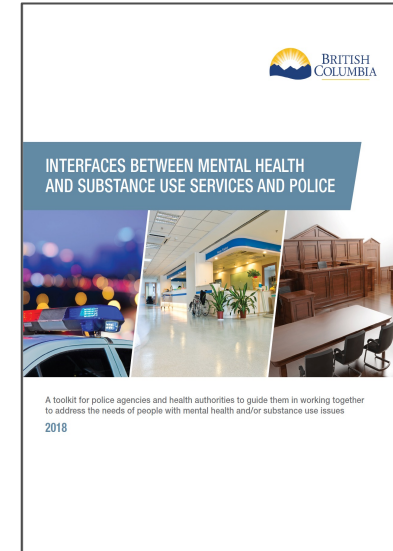
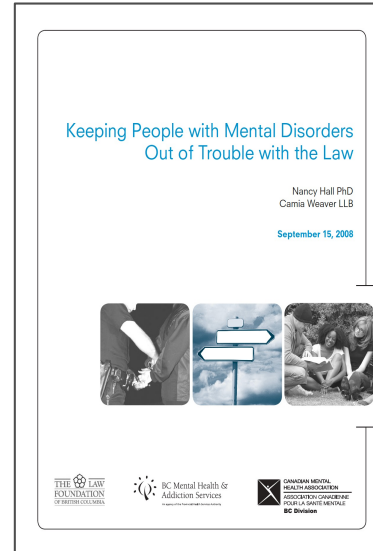
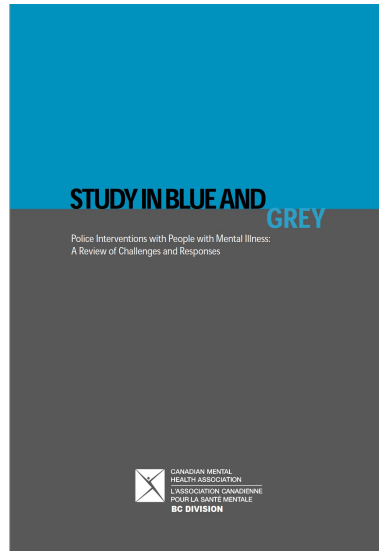
Agenda

- Acknowledgment of Unceded and Ancestral Indigenous Territories
- Description of Concept and Partnerships
- Process for Community Design
- Questions

Canadian Mental Health Association

CMHA is an established national charitable organization that has been in BC since 1952. In BC, CMHA has a Division office and 14 local branches that serve over 100 communities.

BC Division has a 20 year+ history of systems-level advocacy focused on mental health, policing and the broader justice system.



Defining Crisis

Safety Risks:

- Criminal activity
- Threat of violence to self or others

Health Risks:

- Suicide attempt
- Psychosis
- Overdose
- Major physical injuries or co-morbid conditions

Crisis Drivers:

- Shelter / housing issues
- Food security
- Family conflict
- Alcohol / Substances
- Depression / Anxiety
- Loss
- Minor physical injuries

Police

Health

Community

The Issue: Mental Health Crisis Response



In BC, police officers are the frontline responders to mental health crises.



Due to **legislation** and a **lack of voluntary health and social services**, people experiencing a crisis are transported by police to only one of two options. Neither is well-equipped to address the complex issues that lead to the crisis.

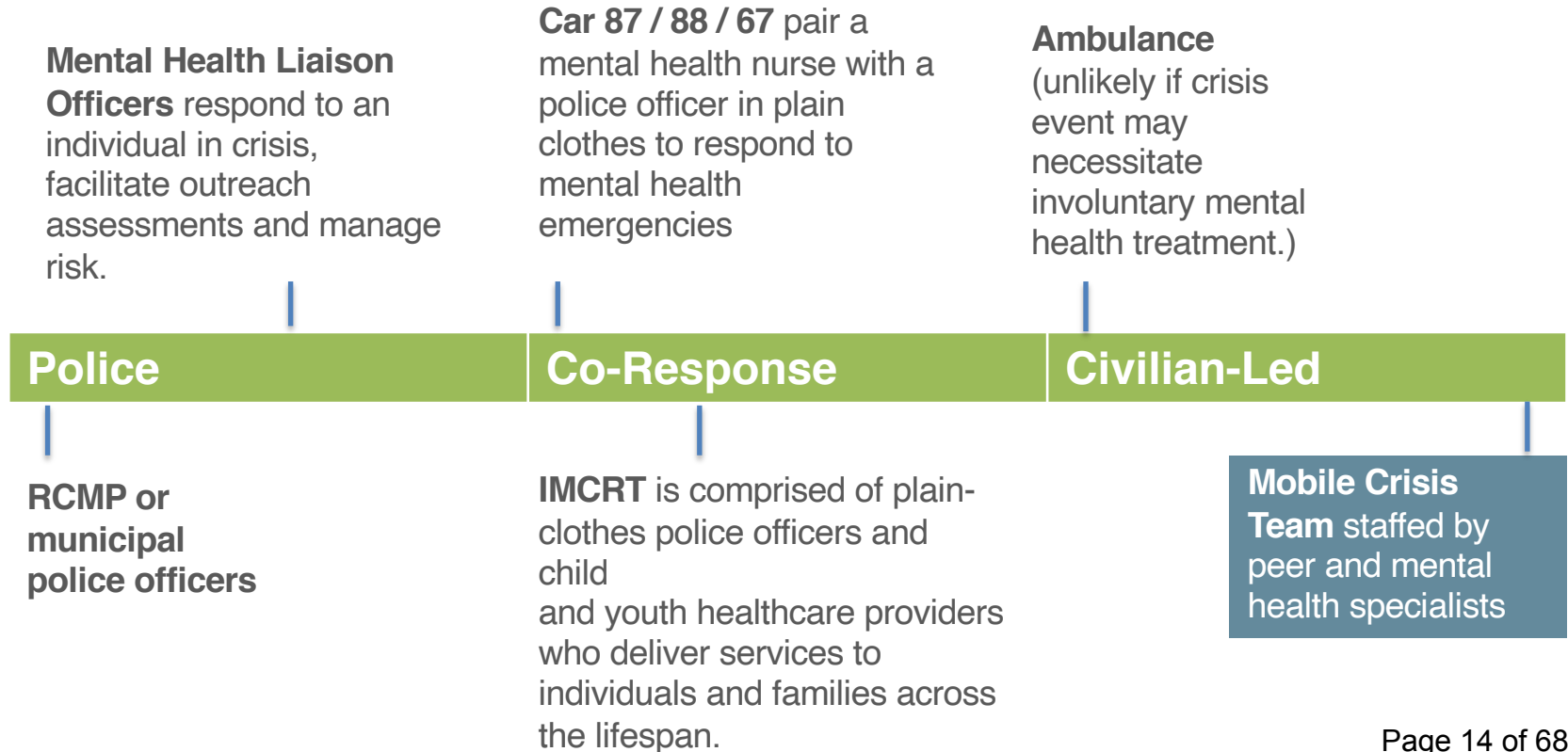
Criminal Justice System



Emergency Department



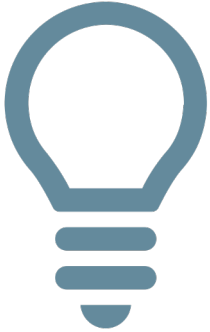
A Solution: BC crisis response continuum



A Solution: BC post-crisis care options

Police	Co-Response		Civilian-Led	
<p>Mental Health Liaison Officers monitor case managed individuals and support review panel and extended leave processes.</p>	<p>Assertive Outreach Team (AOT) pairs a MHSU service provider with an officer in a police car to provide outreach services. Program focuses on short term stabilization and risk mitigation, compared to the long-term planning and intervention of ACT teams.</p>	<p>Assertive Community Treatment (ACT) are mobile units that partner MHSU services in local health authorities with community partners, including police. Teams provide rehabilitation, healthcare assessment and treatment on an ongoing basis.</p>	<p>Community Outreach and Assertive Services Team (COAST) combines social workers, nurses, psychiatrists, community support and peer support to assist people in moving towards recovery and facilitate independence.</p>	<p>Mobile Crisis Teams staffed by peer and mental health specialists provide support and connection to a range of services such as housing, treatment, benefits, employment, etc</p>

The Concept: Peer Assisted Care Team



The Peer Assisted Care Team (PACT) is an alternative or auxiliary service to police response to crisis calls related to mental health.

Key Components:

- Pairs a mental health professional with a trained peer crisis responder.
- Expands the range of mental health supports to City of New Westminister residents, co-designed with populations at higher risk of experiencing distress that may lead to police contact.
- Intends to keeps people living with mental illness and substance use and their families connected to their communities and voluntary mental health services.

The Community Planning Process



1

CONVENE a **Systems Planning Table** comprised of New Westminster Police Department, City of New Westminster, Fraser Health, local Indigenous leaders, and other partners to address systems integration issues such as 911 dispatch, intake assessment, triage, information sharing and referral between services.

The Community Planning Process

2

ENGAGE key stakeholders to determine their requirements and considerations for a civilian-led mobile crisis team. The list of stakeholders will aim to include frontline responders, community service providers, urban Indigenous communities, and people with lived and living experience and their families.

The Community Planning Process

3

CONVENE a **Community Design Table** comprised of community agencies and people with lived and living experience of mental illness, substance use and interactions with police to determine operational requirements for the program.

The Community Planning Process



4

CO-DEVELOP a model for a civilian-led mobile crisis response team to the City of New Westminster based on the input from the Systems / Community Planning Tables and the findings from the stakeholder engagement.

The Community Planning Process



5

PROCURE community agency to operate the service through a Request for Proposal (RFP) process. The Community Planning Tables will nominate a sub-committee to review the proposals and make recommendations on the final decision (subject to provincial funding).



**Canadian Mental
Health Association**
British Columbia
Mental health for all

Questions

Jonny Morris,
Chief Executive Officer
ceobc@cmha.bc.ca

Amelia Moretti,
Policy Director
amelia.moretti@cmha.bc.ca

REPORT

Police Reform Working Group

To: Mayor Cote and Members of Council **Date:** November 1, 2021
From: Police Reform Working Group **File:**
Item #: 2021-493
Subject: **Peer Assisted Crisis Team Pilot Project**

RECOMMENDATION

THAT Council approve the City's participation in the Peer Assisted Crisis Team Pilot Project in New Westminister with the Canadian Mental Health Association and the City of Victoria, North Vancouver and the District of North Vancouver;

THAT Council approve \$65,000 toward the implementation of Phase 1 of the Peer Assisted Crisis Team Pilot Project in New Westminister;

THAT Council approve the City's Submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program for up to \$94,000;

THAT a letter be sent to the local Members of the Provincial Legislative Assembly and Member of Parliament, creating awareness of the Pilot Project;

THAT Council approve the next steps and continued consultation with First Nations and other key stakeholders referenced in the Pilot Project; and

PURPOSE

Staff are requesting authorization to implement the Peer Assisted Crisis Team Pilot Project in New Westminister in collaboration with the Canadian Mental Health Association, to reduce the reliance on policing and city services for mental health crisis response in the community. Staff are also looking for authorization for the submission of a grant application to the Province of British Columbia, Civil Forfeiture Crime Prevention and Remediation Grant Program.

SUMMARY

The Police Reform Working Group has prepared a submission for the Provincial Special Committee on the Reform of the Police Act and are now building on the next steps for implementing the Peer Assisted Crisis Team (PACT) Pilot Project in New Westminster. This collaborative project is recommended to be implemented in collaboration with the Canadian Mental Health Association and with several other pilot cities across the Province. Staff are seeking authority to begin implementing the project as well as apply for funding to the Civil Forfeiture Crime Prevention and Remediation Grant program to implement Phase 1 and to the Province of BC to implement Phase 2 of the project.

BACKGROUND

Council is committed to developing a compassionate response to those experiencing mental health crisis and poverty across the city. We know we need to be bold to take steps to lift up the most vulnerable, especially those experiencing mental health crisis, poverty, and homelessness. We also know that we need different approaches to domestic and sexual violence which we refer to as crimes of power. There is a need for a suite of community responses to mental health crisis that prioritizes compassionate care.

On February 1, 2021 Council passed the following resolution at a Regular Council meeting:

THAT Council approve the recommendation from the Police Board contained in the letter dated January 25, 2021, to approve the New Westminster Police 2021 Budget Request, and direct the Finance Department to incorporate the recommendation into the draft 2021-2025 Budget Bylaw and proceed with public notification of the draft Bylaw;

THAT Council formally endorse the June 30, 2020, motion of the Police Board, as noted in item 4.2 in the Police Board Minutes for that meeting, and set out below in order to create a common basis for further discussion:

THAT: The New Westminster Police Board:

- 1. Supports deprioritizing the New Westminster Police Department's resources away from the enforcement of laws that criminalize the survival of society's most vulnerable people that would be better served by a public health or community care framework.*
- 2. Will engage with the Provincial Government to work with the city to develop a new model to address crisis health management with the goal of creating a pilot community based crisis management program that:
 - a. Is informed by destigmatized, de-colonial and anti-racist practice;*
 - b. Is rooted in non-violent crisis intervention and de-escalation;*
 - c. Is rooted in compassion and mutual understanding;*
 - d. Is informed by best practices and lived experience;**

Special Committee on Reforming the Police Act

In parallel to the strategic direction of the City of New Westminster, the Province of British Columbia was preparing to reform the Police Act and created a *Special Committee on Reforming the Police Act*.

The Provincial Committee is anticipated to make recommendations on the following:

1. Reforms related to independent oversight, transparency, governance, structure, service delivery, standards, funding, training and education, and any other considerations which may apply respecting the modernization and sustainability of policing under the **Police Act** (R.S.B.C. 1996, c. 367) and all related agreements.
2. The role of police with respect to complex social issues including mental health and wellness, addictions, and harm reduction; and in consideration of any appropriate changes to relevant sections of the **Mental Health Act** (R.S.B.C. 1996, c. 288).
3. The scope of systemic racism within British Columbia's police agencies, including the Royal Canadian Mounted Police, independent municipal police and designated policing units, and its impact on public safety and public trust in policing.
4. Whether there are measures necessary to ensure a modernized Police Act is consistent with the United Nations Declaration on the Rights of Indigenous Peoples (2007), as required by section 3 of the **Declaration on the Rights of Indigenous Peoples Act** (S.B.C. 2019, c. 44).

The Province has identified key drivers to support change in the Police Act and is included for information (Attachment 1). A final report is anticipated in the Spring of 2022.

Police Reform Working Group Deliverables

In order to begin taking action in the community, in March 2021, Council approved the following direction, based on the input from the Reconciliation, Inclusion and Engagement Task Force:

- a. Provide direction on three engagement approaches identified.
- b. Establish a new “Police Reform Working Group” comprised of small group of Councillors, City staff and industry experts.
- c. Provide direction on the question of community representation on the Police Reform Working Group.
- d. Identify that research be included in this report as part of the mandate of the proposed “Police Reform Working Group”.

The Police Reform Working Group, comprised of Councillor Nadine Nakagawa (chair), Councillor Jaimie McEvoy and Councillor Mary Trentadue as well as staff, prepared a submission, in April 2021, to the Special Committee on Reforming the Police Act that called for greater municipal change. The submission to the Province of BC is included for information (Attachment 2). The City was also asked to present directly to the

Special Committee on Reforming the Police Act with other key municipal governments, in July 2021.

The submission focused on the need for municipal change and was based on community feedback. It acknowledges that no amount of change to the BC Police Act or Mental Act alone can replace the need for greater structural change that would reduce the criminalization of poverty or social condition due to deficits in coordinated, region-wide approaches to housing, healthcare and community services. It emphasizes the bold steps needed to lift up the most vulnerable, especially those experiencing mental health crisis, poverty, and homelessness.

Specific recommendations for change were created to amplify and center the voices of racialized, indigenous, homeless and vulnerable members of our community who have been living at the intersection of historical and systemic marginalization.

EXISTING POLICY AND PRACTICE

The Community Impact of the Mental Health Crisis

The City of New Westminster is facing multiple crises and the impact on city services and the community is significant. The New Westminster Police Department (NWPD) reports that they respond to an average of 4 mental health-related calls per day. The Fire Department is increasingly called to respond to overdose events and other health-related concerns, while Bylaw Enforcement Officers report a 93% increase in calls related to homelessness and poverty over the last year. The impact of these calls is also felt outside of traditional avenues of response. Both Parks and Recreation, Engineering and the Library similarly report more incidents involving persons living with a mental health or substance use condition.¹

The City of New Westminster is highly attentive to these calls for service and the deepening social and health inequities they represent. In the submission to the Special Committee on Reforming the Police Act, councilors articulated a vision of “community, safety, security and care... across a spectrum of need” and called for new “non-carceral alternatives to respond to behaviors, situations, and crimes caused by poverty and desperation – including homelessness, addiction, and mental health emergencies.”² The submission specifically identifies the need for a pilot program and a readiness to undertake it.

Health and police partners are not far behind. New investments from Fraser Health Authority are targeted to meet the needs of people living with a mental illness and/or substance use. Recently, a second Rapid Access Addictions Clinic (RAAC) opened at the newly built Mental Health and Substance Use Centre on the Royal Columbian Hospital campus.³ The NWPD have similarly taken concrete steps to respond to mental

¹ City of New Westminster. (2021). *Presentation to the Special Committee on Reform of the BC Police Act*. Retrieved from: <https://www.newwestcity.ca/task-forces/articles/7969.php>

² See note 1, City of New Westminster.

³ Fraser Health. (February 2021). *New Rapid Access to Addiction Care Clinic opens in New Westminster to support*

health calls that fall outside of their mandate and have established a dedicated mental health intervention position.⁴ A pilot program can build on these investments and actions, to meet people where they are at and provide a compassionate response that connects them to available services.

Overcoming the Stigma of Mental Health

For many people experiencing a mental health crisis, their family members and bystanders fear calling 911 because a police response links the situation to criminality, creates power imbalances that raise the risk of violence, and ultimately, reinforces stigma. Mental health care responses to mental health crises are universally considered the best practice. For example, the leaders of CIT International – a group consisting primarily of police – now argue that only a mental health care response is appropriate for a mental health crisis. In the CIT International’s recent best practice guide, they note that even co-response models (police and mental health workers) are an inappropriate response because they still involve the police.⁵ Other police leaders concur and call for mental health workers in lieu of police. The International Association of Chiefs of Police states that “the mere presence of a law enforcement vehicle, an officer in uniform, and/or a weapon ... has the potential to escalate a situation when a person is in crisis.”⁶

Setting a New Direction

The City’s Provincial submission begins to develop a vision with respect to community safety and livability. Starting from a place of compassion and inclusion, everyone in our City should have a positive sense of place, to have a home, and to enjoy access to food, integrated health services and full employment with a livable income. There is advocacy for the decriminalization of drugs, and that the sources of poverty and desperation are addressed at their root cause. The community should be supported by strong, intergovernmental collaboration within a sustainable and regenerative environment.

The City believes that at the heart of improved public safety and security is a gap between current approaches to policing and the City’s ability to achieve this vision. In order to close this gap the City is advocating for movement away from traditional policing models that would then expand supports and services for our most vulnerable. To that end the City’s specific recommendations focus on four key areas:

1. Develop a new model of community response,
2. Center the voices of racialized and vulnerable populations,

people in Fraser Health who use substances. Media Release. Retrieved from:

<https://www.fraserhealth.ca/news/2021/Feb/new-rapid-access-to-addiction-care-clinic-opens-in-new-westminster-to-support-people>

⁴ New Westminster Police. (2013). *Mental Health Unit*. Retrieved from: <https://www.nwpolice.org/community-services/mental-health-unit/>

⁵ Usher, L., Watson A.C., Bruno, R., Andriukaitis, S., Kamin, D., Speed, C. & Taylor, S. (2019). *Crisis Intervention Team (CIT) Programs: A Best Practice Guide for Transforming Community Responses to Mental Health Crises*. Memphis: CIT International.

⁶ IACP Law Enforcement Policy Center. (2018). Responding to Persons Experiencing a Mental Health Crisis. Retrieved from: <https://www.theiacp.org/sites/default/files/2018-08/MentalIllnessBinder2018.pdf>.

3. Understand the current state of data collection, interpretation and control, and
4. Reconsider Police Board appointments and budgeting for collaboration.

Creating Change: Designing a Pilot Project for Compassionate Response

On April 26, 2021, Council approved the following next steps toward establishing a pilot project.

1. Develop partnerships and alliances to deliver the recommendations outlined to include key service providers and not for profit organizations;
2. Develop an action plan for delivery of the vision and recommendations;
3. Meet with the Province of BC and the Minister of Public Safety to discuss implementation;
4. Work with the New Westminster Police Department to develop innovation and collaboration in implementation;
5. Determine success indicators and targets; and
6. Evaluate after one year.

Best Practices in North America

Other jurisdictions have demonstrated that non-police approaches to mental health crisis save money, free up police resources for re-allocation towards preventing and solving crime, reduce stigma of mental illness and substance use, and divert people from unnecessary use of hospital emergency rooms and interactions with the criminal justice system.⁷ Integrated teams are connected to health and police agencies and operate on a spectrum of services, from police only response to calls with significant risk of assault or violence to a civilian-led response to calls that pose no threat to others and require only a health or social intervention.

The longest established and most well-known example of a non-police response is the CAHOOTS program based in Eugene, Oregon. Since 1989, CAHOOTS has deployed teams of civilian crisis responders to health and social service-related 911 calls. CAHOOTS staff are trained to provide a wide range of care, including wellness checks, mental health crisis interventions, substance use-related de-escalation, family conflict mediation, and basic medical treatment. In addition, CAHOOTS offers connections and transportation to services to help support people to manage their health and address non-acute social needs. Their goal from their inception has been to create an alternative to police response for people with unmet health and social needs whenever possible. In 2019, the teams responded to more than 24,000 calls or approximately one-fifth of total 911 dispatches, and only called for police backup 1 percent of the time. The model has

⁷ Reach Out Response Network. (2020). *Final Report on Crisis Response Models for Toronto*.

also proven cost-effective. The Eugene Police Department, estimates that the cost of dispatching police is \$800 per call. CAHOOTS reduces the need for police response, saving an estimated \$8.5 million each year.⁸

Funding Opportunities

There are several funding sources being investigated for this project to supplement the support of the City and CMHA. Applications for funding from the Provincial Civil Forfeiture Crime Prevention and Remediation Grant program are now being accepted. The annual Civil Forfeiture Crime Prevention and Remediation Grant Program provides one-time funding to organizations from across BC for the implementation of crime prevention and remediation projects. This year's call for applications is open from October 13 to November 24, 2021. Grants are typically under \$100,000.

The Application guidelines can be found at this link: [Application Guidelines](#). The funding streams are listed below:

- [Crime Prevention](#)
- [Indigenous Healing](#)
- [Restorative Justice](#)
- [Gender-based Violence](#)
- [Domestic Violence Prevention / Intervention Programming](#)
- [Human Trafficking; Sexual Exploitation; and Sex Worker Safety](#)
- [Child and Youth Advocacy Centres](#)

Hearing the Voices in our Community

We are at a pivotal time in our community with multiple crises exacerbating increased community needs. The City's Provincial submission is actively working to honour the calls for change from Canada's Truth and Reconciliation Commission, and the Inquiry into Missing and Murdered Indigenous Women and Girls. The City hears the voices of the BIPOC community and Black Lives Matter, while finding our way through a global pandemic and opioid crisis which continues to hurt our communities and residents unequally.

We are also in the midst of a climate crisis which, when factored into our work as a municipality, can make these challenges seem daunting, and insurmountable. These challenges present a unique opportunity to advance public safety and security away from its colonial and paternalistic structures, in favour of a model that is solidly built on the values of compassion, social justice and inclusion.

The Police Reform Working Group recommends the path forward to be collaborative, compassionate and inclusive of all voices in our community to develop the solution.

⁸ White Bird Clinic. (2018). *Crisis Assistance Helping Out On The Streets*. Retrieved from: <https://www.mentalhealthportland.org/wp-content/uploads/2019/05/2018CAHOOTSBROCHURE.pdf>

DISCUSSION

As part of next steps, staff are recommending the City participate in the PACT pilot project, currently managed by the Canadian Mental Health Association (CMHA), which also includes the City of Victoria and the City and District of North Vancouver, with the support from the Province of British Columbia. As there is an increasing need to create an alternate response to mental health crisis in New Westminster, the timely adoption of action to support our most vulnerable is recommended.

From Criminal Response to Health Response: the PACT Pilot Project

Staff reached out to the CMHA after they presented to the Metro Vancouver Mayor's Council in the Fall of 2020. The PACT pilot project supplements police response to 911 dispatch or crisis calls related to mental health and substance use. The pilot project represents a paradigm shift for mental-health calls — from a criminal response to a health response. The service pairs a mental health professional with a trained peer crisis responder to provide culturally safe, trauma-informed support to New Westminster residents, specifically those who are unhoused and at a higher risk of experiencing distress that may lead to police contact and criminalization. The goal of the service is to keep people living with mental illness and/or using substances connected to their communities and voluntary health and social services. The number of police contacts, Section 28 apprehensions under the Mental Health Act, arrests, repeat offenses and incarcerations is expected to decrease during hours of operation.

CMHA BC Division is positioned to facilitate the co-development and evaluation of a PACT for the City of New Westminster. The service itself will be operated by a local community agency that holds trusting relationships with the target population. Project activities are proposed to initiate November 2021 with the formation of a community planning table (CPT) and extensive stakeholder engagement. The information collected during this initial phase will inform the co-development of a service model at the CPT through the months of June and August 2022. The operation of the PACT will commence Fall 2022 and the collection and analysis of service data will continue throughout 2022-2027 for the purposes of evaluating its performance and alignment with community need.

The New Westminster Police Reform Working Group have laid a foundation for work to begin within the municipality. Public need and political will have combined to create a rare opportunity for progressive change. There is growing consensus as to why and what needs to be done, but a gap remains as to how. The CMHA BC Division is uniquely positioned to address this gap by convening a cross-sector community planning table, engaging stakeholders, and supporting the development and evaluation of a civilian-led model of crisis response.

Next Steps

It is recommended that CMHA BC Division facilitate the co-development of a civilian-led mobile mental health crisis team for the City of New Westminster. The two phases are described below:

A. Phase 1:

Project activities include convening a community planning table, leading stakeholder engagement and co-developing a service model. The goal of this phase of the project is to build community consensus on the need for and development of a civilian-led mobile crisis team and support the City of New Westminster to secure a local community agency to pilot the service.

Project Start Date: November 2021

Project End Date: November 2022

- November 2021 - January 2022: CMHA BC will convene a Community Planning Table comprised of NWPD, City of New Westminster, Fraser Health, First Nations representatives, community agencies and people with lived and living experience of mental illness, substance use and interactions with police. The Table will build on the work of the Police Reform Working Group, meet on a bi-monthly basis and steward the co-development process for the civilian-led mobile crisis team.
- January – June 2022: CMHA BC will engage key stakeholders to determine their requirements and considerations for a civilian-led mobile crisis team. The list of stakeholders will be developed at the Community Planning Table, but aim to include frontline responders, community service providers, urban Indigenous communities, and people with lived and living experience and their families. The methods of engagement will range from one-to-one interviews, to focus groups, to town halls depending on preference and suitability.
- June – August 2022: CMHA BC will combine the input from the Community Planning Table and the findings from the stakeholder engagement to develop a detailed proposal of a civilian-led mobile crisis response team for consideration by the City. The final proposal will be informed by best practices from other jurisdictions who have successfully operated a similar model, yet attend to the specific needs identified by New Westminster communities.
- August 2022 – November 2022: CMHA BC will facilitate a Request for Proposal (RFP) process that will elicit, assess and determine an appropriate community agency to lead operations and pilot the team. The Community Planning Table will nominate a sub-committee to review the proposals and support the City's decision.

B. Phase 2

This phase will entail the operation and evaluation of a 5-year pilot of a mobile mental health team that embodies existing best practices for non-police crisis response and meets the identified needs of communities. The City will need to contract with a trusted community agency to operate the mobile mental health teams. CMHA BC will support data collection and undertake data analysis and reporting for the purposes of evaluation.

The proposed hours of operation are 24/7, 365 days. The teams are composed of a peer worker and a mental health professional, who will work three consecutive shifts (8 am to 4 pm, 4 pm to 12 am, and 12 am to 8 am).

The total staffing cohort for the teams is fourteen 1.0 FTEs and one 0.6 FTE. This includes one Project Manager and two Supervisors. The service also requires a van to transport individuals to walk-in clinics, shelters, overdose prevention sites, food banks, clubhouses, hospitals, and the like, as needed.

Dispatch and Referral

The service will have a new dedicated number for mental health and substance use crisis events that anyone can call. The receiver of those calls will work with the team at the contracted agency and complete an initial assessment on whether to dispatch PACT or redirect the call to police. Other service agencies can directly refer to PACT such as police who can redirect calls from 911 dispatch and crisis line workers who can contact the service for an in-person follow up.

Similar services from other jurisdictions are integrated with 911 and train dispatchers to assess for mental health risk and triage calls, accordingly. Others are integrated with police and train crisis response teams on the use of police radios. Both of these options may be considered for inclusion within this service at the outset or at a later date.

Response Times

The average response time for the mental health crisis response team will be the same as the current average response of police to non-mental health crises – or less time.

Monitoring

The pilot will be monitored by a subcommittee of the community planning table. Membership will be informed by the findings from the stakeholder engagement and include at minimum 25 % people with lived and living experience of mental illness, substance use and interactions with police. The goal is to reflect the diversity of the

population who access the service. Additional members may include city councilors, healthcare staff, police officers, members of the local First Nations and community service providers.

The subcommittee will be empowered to request and obtain data from the municipal police force and health authority to support the evaluation and propose improvements to the service. Participants' personal information will not be shared at this subcommittee or with police or health agencies. The New Westminster Police Department is currently reviewing data that may be helpful for the subcommittee. All such data will be held by the contracted agency in accordance with applicable privacy legislation.

Data collection

Data will be collected by the contracted agency and analyzed by CMHA BC every three months, once the pilot is operational. The data will be provided to the subcommittee who will have the right to request additional data, as needed. The contracted agency must protect the privacy and autonomy of those receiving services from the mental health crisis teams. Data from this project will not be admissible in criminal cases. Summaries of the data collected, as well as the management and privacy plans, will be made transparent and accessible to the public.

Staff are recommending the implementation of the PACT pilot project in collaboration with the CMHA.

SUSTAINABILITY IMPLICATIONS

This project will enhance the livability for those most vulnerable in our community and create a stronger community of care so that all have the opportunity to thrive in our city.

FINANCIAL IMPLICATIONS

The proposed budget for this project is seen below.

Phase 1

The overall cost for Phase 1 will be \$94,800. The cost implications for the City will be \$65,000 and include \$30,000 for initial start-up funding to CMHA. This contribution is consistent with the contribution by all pilot sites participating in the project and will ensure an equitable contribution across all participating cities. The City will also require additional administration support to ensure consultation and other obligations are met. This is estimated at approximately \$35,000 for the first year. This funding may be partially reimbursed based on senior government funding received.

Phase 2

This phase of the project will cost an estimated **\$1.18 million** annually for five years. The budget includes some up-front costs such as the Client Management System used for data collection and evaluation that will not extend beyond the first year.

To sustain the pilot for a period of five years, CMHA BC and allied municipalities will continue to work with the Province for additional investment that aligns with the mandate letter priorities of the Ministry of Mental Health and Addictions, Ministry of Public Safety and Solicitor's General, and Ministry of Health.

Staff are recommending the contribution of \$65,000 to the PACT pilot project. These funds will come from existing city budgets.

Staff also recommend submissions to the 2021-22 Civil Forfeiture Crime Prevention and Remediation grant program for Phase 1 and a joint submissions to the Ministry of Public Safety and Mental Health and Addictions for the five year PACT Pilot Project.

OPTIONS

1. Council approve the City's participation, in the Peer Assisted Crisis Team Pilot Project in New Westminster with the Canadian Mental Health Association and the City of Victoria, and North Vancouver and the District of North Vancouver;
2. Council approve \$65,000 toward the implementation of Phase 1 of the Peer Assisted Crisis Team Pilot Project in New Westminster;
3. Council approve the City's Submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program for up to \$94,000;
4. A letter be sent to the local Members of the Provincial Legislative Assembly and Member of Parliament, creating awareness of the Pilot Project; and
5. Council approve the next steps and continued consultation with First Nations and other key stakeholders referenced in the Pilot Project.
6. Provide other direction to staff.

Options 1, 2, 3, 4 and 5 are recommended.

CONCLUSION

The Police Reform Working Group has prepared a submission for the Provincial Special Committee on the Reform of the Police Act and are now building on the next steps by implementing the Peer Assisted Crisis Team (PACT) Pilot Project in New Westminster. This collaborative project is recommended to be conducted with the Canadian Mental Health Association BC and several other pilot cities across the Province.

Staff are seeking authority to begin implementing Phase 1 of the pilot project as well as apply for funding to the Civil Forfeiture Crime Prevention and Remediation Grant program and to the Province of BC to implement Phase 2 of the project.

ATTACHMENTS

Attachment 1: Key Drivers for changing the Police Act

Attachment 2: Submission to the Special Provincial Committee on the Reform of the Police Act

APPROVALS

This report was prepared by:

Denise A. Tambellini, Intergovernmental and Community Relations Manager with support from staff at the Canadian Mental Health Association BC

This report was reviewed by:

Dave Jansen, Police Chief
Harji Varn CFO and Director of Finance

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Attachment #1

Key Drivers for Changing the Police Act

The Province has identified the following key drivers to support change in the Police Act:

- economic challenges and recovery efforts associated with COVID-19;
- social media — the public is demanding more transparency and quicker response to events questioning police actions;
- growing policing budget pressures;
- inequities in the funding, structure and the delivery of police services;
- rapidly evolving technology, which may be underutilized in policing but is also very costly;
- deteriorating RCMP assets and capital infrastructure;
- the city of Surrey’s transition to a municipal police service;
- growing demands and expectations on police to respond to complex social issues, such as mental health, addictions and harm reduction where other professional services may be better suited; and
- the commitment to reconciliation with Indigenous peoples.¹

¹ <https://www.leg.bc.ca/documents-data/committees-transcripts/20200921am-PoliceActReform-Virtual-n4>



NEW WESTMINSTER



Presentation to the Special Committee on Reform of the BC Police Act

City of New Westminster, British Columbia

April 2021

INTRODUCTION

The following submission by the City of New Westminster is in response to a province-wide call for consultation by the Special Committee on Reforming the BC Police Act. In this submission, we will not be focusing on specific changes to the Police Act or the Mental Health Act because no amount of change to these two acts alone will bring about the changes we need in our community. What we need is housing, healthcare, and community services.

While numerous groups, agencies, and individuals will address specifics with regard to the BC Police Act, the BC Mental Health Act and other statutes and regulations pertaining to public safety, this submission seeks to share a municipal perspective of changes required so all members of our community have the chance to thrive.

We aim to amplify the voices in the City of New Westminster, and the broader community, seeking fundamental shifts in the ways in which community safety, security, and care are addressed across a spectrum of need. We approach this with the view that, in order to create sustainable and meaningful change in the way in which we approach community safety, we need to first appreciate how it is that the needs of our community intersect their identities and living situations such as social condition, race, gender, sexual identity, disability, socioeconomic status, etc.

In this submission we describe our vision and aspirations for the future of our city with respect to community safety and care followed by specific recommendations for change. We then describe the uniqueness and diversity that represents the City of New Westminster.

THE NEED FOR MUNICIPAL CHANGE

As city governments, we set policy, manage our business, and deliver services to enhance the lives of members of our community. We have bravely tried new ideas and ventures; some have taken hold and some have failed, but above all, we continue to listen to our community—all of our community. We know we need to be bold to take steps to lift up the most vulnerable, especially those experiencing mental health crisis, poverty, and homelessness. We also know that we need different approaches to domestic and sexual violence which we will refer to as crimes of power. We understand that the structures put in place to protect the status quo too often harm those with the least power in our communities.

We will not focus on the Police Act or Mental Health Act

What we need is housing, healthcare, and community services

...a municipal perspective of change required



We need to be bold to take steps to lift up the most vulnerable, especially those experiencing mental health crisis, poverty, and homelessness.

Our Municipal Reality

Similar to other municipalities in the Lower Mainland, issues related to crises and desperation too often intersect with those responsible for maintaining community safety. The most recent census on homelessness in the lower mainland in March 2020 estimates that there are almost 121 people experiencing homelessness in our city, a number that we know is ever changing and most likely underrepresents the total count due to the fluid nature of housing insecurity in our region. We also know that many of these individuals live with ongoing challenges related to mental health and poverty that will intersect with first responders more than others, including police services.

Our own Police Department reports they are responding on average to 4 calls per day related specifically to mental health. Our Fire Department is increasingly responding to incidents involving overdose and other 'medical' concerns, while our bylaw enforcement officers have seen a 93% increase in calls to respond to individuals dealing specifically with issues related to homelessness and poverty, in the first few months of 2021. But the impact of poverty in our community is also felt by those delivering front-line municipal services. Both our Parks and Recreation and Library report increasing numbers of incidents related to those living with issues related to alcohol, drugs and mental health.

New Westminster has a city police force that has taken concrete steps to provide compassionate response to calls for service that fall outside the traditional mandate of policing, however the police department is in a difficult position as they recognize that they are often not the most appropriate to respond. Police officers are not counsellors, therapists, or medical professionals and even if they approach with compassion, officers have punitive power and are connected to a long history of Canadian action which we now understand to be unjust. The city is actively collaborating with the New Westminster Police Department to take bold action to create positive change.

Our Police Department reported responding on average to 4 calls per day, specifically related to mental health.

Bylaw enforcement officers have seen a 93% increase in calls to respond to individuals dealing specifically with issues related to homelessness and poverty in the first few months of 2021



Setting a New Direction

Local governments are closest to the people in their communities. New Westminster is a forward-thinking, compassionate government that aims to respond to those in crisis through a range of services that foster individual and community resilience with the goal of impacting outcomes for racialized, homeless, and vulnerable people. At the City of New Westminster, we have seen the statistics and heard the voices speaking their truth about the overrepresentation of Indigenous, Black, and racialized communities in the criminal justice system. We have heard the concerns and recognize the impacts of police responding to those who are in a mental health crisis.

We empathize with the need for non-police responses to crimes of power – responses that centre the wellbeing of the survivor. We know that change is needed and we will continue to listen to and amplify the stories, experiences, and knowledge of those with lived experience. We will take steps where we have jurisdiction and influence, through our networks and in our city. All members of our community need to feel they belong and are included – and this means centering and prioritizing the voices of those who have been historically and systematically marginalized.

Regional Impact

We are also part of a larger region that is home to many organizations that bring value and expertise to our community. While we govern from our city's perspective, we also know that the issues we face are common throughout Metro Vancouver and beyond. We approach this work with a spirit of collaboration. To solve these problems, we need to bring together everyone in our community to create a vibrant and livable city.

We will take steps where we have jurisdiction and influence, through our networks and in our city.



All members of our community need to feel they belong and are included

We need to prioritize the voices of those who have been historically and systematically marginalized

OUR CITY VISION AND VALUES

Our priorities are clearly defined by our vision and values:

Core Values

1. Integrity
2. Compassion
3. Innovation
4. Openness
5. Accountability
6. Sustainability
7. Partnership
8. Inclusion

Strategic priorities 2019-2022:

1. Affordable Housing
2. Culture and Economic Development
3. Environment and Climate Action
4. Facilities, Infrastructure, and Public Realm
5. Reconciliation, Inclusion, and Engagement
6. Sustainable Transportation
7. Organizational Effectiveness

Our Vision:

***A vibrant,
compassionate,
sustainable city that
includes everyone***



THE VISION FOR OUR COMMUNITY

This is our vision for the future of our city: we can only achieve what we can imagine together. Many voices have come before us and many voices still need to be included to fully develop this shared vision, but we start from a place of compassion and inclusion.

1. A Sense of Place

Our city feels like home to those who choose to be part of our community. This place values diversity and the leaders are reflective. It feels safe to all—with special focus on those who experience systems of oppression such as racism, sexism, ableism, ageism, classism, etc. There is a clear non-judgmental and compassion-based path to receive help when residents feel unsafe or need assistance. People also see themselves, their needs, and their communities represented in the physical public space as well as the services provided.

2. Everyone has a home

As part of our vision for change, housing is available, appropriate, safe, and affordable. Our city has neither street entrenched nor invisible homelessness because there is an abundant and ongoing supply of diverse housing including market, non-market, supported, and co-op housing—with a vacancy rate of over 2% across housing types. Housing and homelessness are addressed collaboratively on both local and regional levels.

3. Integrated health services

Mental health and physical health are treated as equal in importance. We all empathize with and support those experiencing mental health crises. Care for those experiencing mental health crises is readily available on par with our physical healthcare system. These services are integrated across a number of public health and community agencies as part of the robust provision of public healthcare, are comprehensive in scope, non-carceral¹, and culturally appropriate. This includes real-time, on-demand access to a range of mental health services. Services are sustainable, accessible, delivered according to the diverse needs of our community, and collaborative between different levels of government, health authorities, community organizations, and nonprofits.

¹ Refers to solutions which do not include the suggestion of jail or prison.

Many voices have come before us and many voices still need to be included to fully develop this shared vision

We start from a place of compassion and inclusion



We have community health centres (CHCs) providing both geographic and demographic-specific service to coordinate access to a range of social and healthcare supports. These CHCs are not on a fee-for-service model and they provide access to interdisciplinary practitioners and service-providers. We have public pharmacare and dental care as part of our public health care service infrastructure.

4. Calls for justice and equity embraced

The city has incorporated the calls for justice from the Truth and Reconciliation Commission and *Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls* that relate to municipal government. We are working on decolonizing our city and our processes such as council meetings and public engagement, are implementing The United Nations Declaration on the Rights of Indigenous People (UNDRIP), and are working to address the harms of colonialism. We are undertaking ongoing work on anti-racism within the city as an organization and the larger community.

We understand and actively utilize the principles of disability justice as a fundamental value. We bring an equity lens to everything we do. Not only do our elected representatives and staff reflect the diversity of the community, but we also have meaningful representation on all our city committees and boards as well as inclusive policies and practices for community engagement.

We have incorporated the calls for justice from the Truth and Reconciliation Commission and Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls.



5. **Drugs are decriminalized and crimes of poverty and desperation are addressed at their root cause**

Rather than criminalizing poverty, addiction, and desperation, we address these issues at their root causes. We provide access to a robust safe supply of drugs, safe consumption sites, and detox and treatment facilities. Drugs are decriminalized and addiction is destigmatized. We have created safe working conditions for sex workers by listening and responding to their needs. Crimes related to desperation of life circumstances have been all but eliminated because of an abundance of social services and community supports.

6. **Everyone has the food necessary to thrive**

Our food systems are based on dignity and we no longer have to rely on food banks as a stop-gap to food insecurity. Everyone in our community has access to healthy, culturally appropriate food (food insecurity is an example of motivators for crimes of desperation). We have community and front yard gardens, community kitchen programs, and opportunities for the community to eat and gather together.

7. **Intergovernmental collaboration**

All levels of government are clear on their roles and work collaboratively to serve our most vulnerable community members. Downloading of service provision is replaced with meaningful collaboration.

8. **Full employment and livable income**

Those who want to and are able to work have the opportunity to earn a living wage. Government programs that provide income and disability assistance are dignified and at livable rates that do not force people to live in poverty.

9. **Sustainable and Regenerative Environment**

We are actively addressing the climate crisis and are on course to meet the national and international targets. We bring an equity lens to all our environment and climate work because we know that those on the margins will also be most impacted by the climate crisis. We have lush green spaces that are accessible by the whole community. We have a robust tree canopy, have re-wilded areas of our city, and have vibrant outdoor social gathering spaces. Wildlife and insects are returning.

Our food systems are based on dignity and we no longer have to rely on food banks as a stop-gap to food insecurity



All levels of government are clear on their roles and work collaboratively to serve our most vulnerable community members

10. Safe Transportation

Moving about the community is safe for all persons, regardless of their mode of transportation. Barriers to movement - physical, cultural, or economic, are identified and removed. The regulation and enforcement of movement through public space is centered on protecting the most vulnerable users of that space and to emphasize the safety of those who choose more sustainable modes.



CLOSING THE GAP: FROM VISION TO REALITY

In order to achieve the above vision for our community, we recommend the following:

1. Develop a New Model of Community Response

In order to be able to reduce the reliance on police, we need to create non-carceral alternatives to respond to behaviors, situations, and crimes caused by poverty and desperation – including homelessness, addiction, and mental health emergencies—as well as crimes of power – including domestic violence and sexual assault.

Recommendations:

A. Develop a pilot program:

The Program will be based on a new model to address crisis health management. The pilot program should provide alternatives to police response which could be provided by healthcare workers, community workers, Elders, cultural workers or a mix of the above. The program also should have the following characteristics:

- Is informed by destigmatized, de-colonial, trauma informed, and anti-racist practice;
- Is rooted in non-violent crisis intervention and de-escalation;
- Is rooted in compassion and mutual understanding;
- Is non-punitive and does not include enforcement unless violence or safety concerns are clear on the outset;
- Is informed by best practices and lived experience;
- Provides participants a better understanding of issues around mental health, addictions and trauma;
- Provides participants tools to help someone experiencing a mental health or substance use emergency;
- Considers place-making opportunities to counter the perception and incidence of street disorder and chronic street nuisance; and
- Reduces call volumes for police response, while redirecting more appropriate resources as applicable.

B. Develop compassionate crisis management response:

We are using wise practices from other jurisdictions that are trialing a variety of programs with early signs of success. These programs range from models that are led by specialized social-service and healthcare workers without support of police to others that partner police

The pilot program should provide alternatives to police response which could be provided by healthcare workers, community workers, Elders, cultural workers or a mix of the above

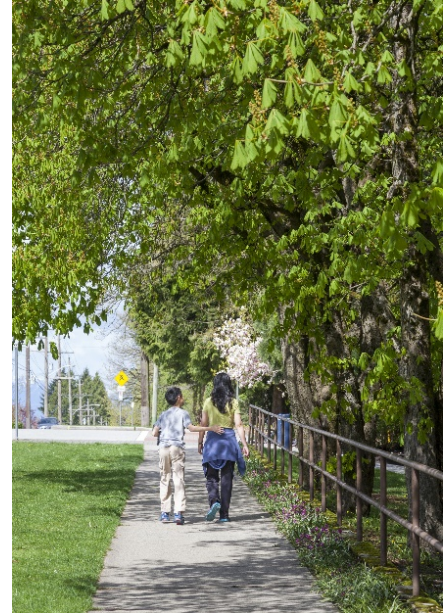


with social service specialists; however, the local response should not automatically pair social service and healthcare workers with police.

Models include, but are not limited to:

- **CAHOOTS** (Crisis Assistance Helping Out on the Streets) – Eugene, Oregon
- **LEAD** – (Law Enforcement Assisted Diversion) – Seattle, Washington
- **Project Respond** – Portland, Oregon
- **STAR** (Support Team Assisted Response) – Denver, Colorado

- C. **Create new categories for 911 and emergency response.** Currently, our emergency dispatch system consists of Fire, Police, and Ambulance services. Given the current scope of options available, police are often dispatched as first responders to non-emergency happenings in the community. Alternatives to police could include first responders made up of community and cultural workers, health care providers, housing support workers, and others who can provide de-escalation of crises through the provision of meaningful support and services. We need to expand our understanding of what a first responder is and does.
- D. **Create standards for compassionate response:** Emphasize professional standards that serve the community.
- E. **Develop new funding models** for compassionate response by creating partnerships between all levels of government to support funding for services to adequately provide alternative service models. Policing resources should be focused on the issues that are within their purview and not on responding to crises of poverty or health. By appropriately funding other services and emergency responses, we will be able to have police officers focused on the most pressing needs and crimes.
- F. **Invest in housing** to ensure no one is homeless.
- G. **Decriminalize Drugs:** Ensure robust access to safe supply and decriminalize drugs.
- H. **Increase access to detox and public treatment facilities** with different delivery options available, including options that are culturally appropriate.
- I. **Invest in Community Health Centres:** A preferred method of delivering primary care. (see Definitions)



We need to expand our understanding of what a first responder is and does.

2. Centre Racialized and Vulnerable Populations

We must understand, mitigate, and reduce the ways over-policing negatively impacts the most marginalized in our community, namely people who are disabled, poor, homeless, living with addictions, mentally ill, racialized – especially Black and Indigenous – and those who live at the intersection of these identities. We support several key actions:

Recommendations:

- A. **Develop non-police community teams** to respond to those in crisis.
- B. **Enhance the public realm** to create a stronger sense of community that encourages interaction and is designed to decrease crime. This needs an explicitly anti-racism perspective and prioritize Indigenous epistemology.
- C. Develop clear actions with timelines to **respond to calls to action from the Truth and Reconciliation Commission** and Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls.
- D. **Develop relationships** with others to provide culturally appropriate and supportive programs including job training, housing, and mental health services.
- E. **Ensure diversity in the make-up of the police** including leadership. Feedback from the community consistently points to the importance of representation (including language and culturally appropriate responses) as a key factor in building trust between community and policing services. The community should be able to see themselves reflected in their police services.
- F. **Include racialized histories and perspectives** in work conducted by city departments as well as in the public education curriculum. Prioritize having this content taught by people from the community being studied.
- G. **Raise income assistance and disability rates** to the market basket measure.
- H. **Expand access to public transportation** by ending punitive fare evasion measures and removing economic barriers to access.
- I. **Centre and protect vulnerable road users in traffic enforcement.** Support new enforcement models that do not involve police resources including automated speed and intersection enforcement.



We must understand, mitigate, and reduce the ways over-policing negatively impacts the most marginalized in our community, namely people who are disabled, poor, homeless, living with addictions, mentally ill, racialized – especially Black and Indigenous



3. Understand the Current State: Collection, Interpretation, and Control of Data

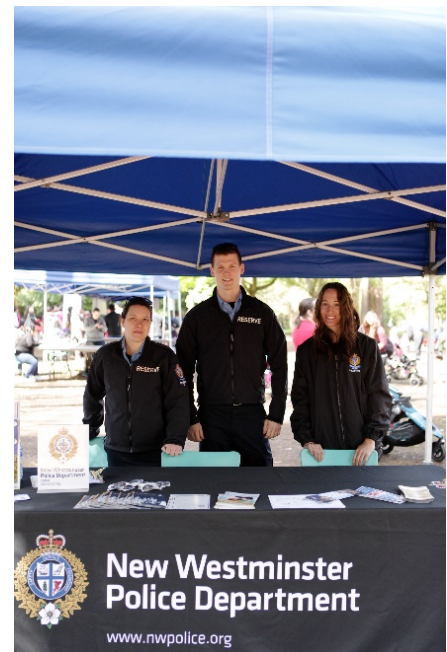
Collecting statistics can create social good. In order to effectively understand the current status of policing in our community and to better articulate a vision and plan for our community, we need to have accurate information through consistent and reliable data. This includes, but isn't limited to the number and types of calls to which police and bylaw officers respond, complaint analysis, calls for service from health authorities, and data from municipal services such as bylaw enforcement, parks and recreation, and libraries.

Data is powerful and can be weaponized against vulnerable communities even without the intention to cause harm. Data collection and analysis must include access, feedback, and leadership from and by the impacted communities in order to minimize harm.

Recommendations:

- A. **Collect and publish disaggregated data** on police interactions ensuring access for impacted communities. This includes data on race, socioeconomic status, disability, and other factors.
- B. **Use data to make decisions** informed by evidence including analysis and leadership from impacted and vulnerable communities.
- C. **Use data to reveal and understand indicators of systemic and structural oppression** in order to identify and address root causes of disparity.
- D. **Create effective community service discussion tables** to ensure service for the most vulnerable.
- E. **Refresh and update data on a regular basis** with consideration of data ownership.
- F. **Gather expert opinions** – with a focus on those with lived experience – and research that offers a baseline for understanding policing impacts in our community and region.

We need to have accurate information through consistent and reliable data



Data collection and analysis must include access, feedback, and leadership from and by the impacted communities in order to minimize harm.

4. Re-evaluate Police Board Appointments and Budgeting

The current process in which the police board approves the police budget, without input from or discussion with city council with respect to direction or budget increase, is untenable. Cities have diverse and competing priorities where the police budget should be part of and work with the larger set of priorities for the city. While it is understandable to want policing to be arms-length from politics, the process still needs to be accountable, transparent, and sensible.

While it is understandable to want policing to be arms-length from politics, the process still needs to be accountable, transparent, and sensible

Recommendations:

- A. Change the police board appointment system to **allow for more input from municipalities**.
- B. **Create equity and diversity mandates for police boards** so that the board reflects the community.
- C. **Adapt recruitment processes and qualification standards** to prioritize people with lived and living experience as well as people from impacted communities.
- D. **Consider board compensation** to allow underrepresented people to serve on the police board.
- E. Address board structure and practices to **create a more equitable discussion table** so everyone can fully participate.
- F. **Address the budget dispute process** used when police boards and municipalities cannot agree on an annual budget. The process should be transparent and feel fair for both sides.



OUR CITY – BACKGROUND

The City of New Westminster is home to over 80,000 residents and 4,000 businesses. Located in the geographic centre of the over 2.4 million people in the Lower Mainland and on the Fraser River, New West is a diverse, urban municipality with five rapid transit stations, eight bridges, and over 2,800,000 vehicles per week that travel through the city and a ferry that connects Lulu Island to the mainland of New Westminster. The community is committed to promoting livability with an enhanced quality of life.

Economic Growth

New Westminster is home to Royal Columbian Hospital, the Port of Vancouver and is 15 minutes to Vancouver International Airport. Our workforce is growing, educated, and accessible. At present, approximately 14,000 people are employed in the city with over 25,000 new jobs expected by 2041. New Westminster has a stable, strong, and diversified local economy that is resilient to economic volatility, in a range of strategic sectors. This includes: fishing and food production, filming, green industries, information technology, life sciences, manufacturing, retail, tourism, transportation and logistics. Large local employment generators include the City of New Westminster, Royal Columbian Hospital, Amazon, Port of Vancouver, Kruger Paper, TransLink, Douglas College, and the Justice Institute of BC.

And while much of our city is thriving, not everyone feels at home or even has a home.

A Colonial Past

Prior to colonialism, the area now referred to as New Westminster, was known as the Resting Place and was home to a number of First Nations. Over time, adjacent areas were claimed by colonial authorities and all remnants of Indigenous territory and reserve land were assembled for use by the colonial government. The City of New Westminster was incorporated in 1860 and served as the capital city of British Columbia until 1868. The city is working to better understand the Indigenous territory and connections to the land. This involves relationship building with a number of First Nations that have historical and current connections to the land upon which New Westminster is built. Key nations include the Qayqayt, Musqueam, Tsawwassen, Kwantlen, Tseil-Waututh, Squamish, Sto:lo Nation, Sto:lo Tribal Council, Katzie, and Kwikwetlem First Nations.

While much of our city is thriving, not everyone feels at home or even has a home



We have a long history of supporting community development, but we also have a deep colonial history which includes racism and discrimination

As one of the first cities in Western Canada, and like many British Columbia cities, we have a long history of supporting community development, but we also have a deep colonial history which includes racism and discrimination. The city has documented attempts to maintain a white, anglo-dominated government structure in our discrimination against the Chinese community and passengers of the Komagata Maru. The city was the first to make a formal apology to the Chinese-Canadian community for its historical acts of racism, has endorsed the Calls to Justice in the Truth and Reconciliation Commission, and has endorsed the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls. Recognizing our history is essential to building a better, more inclusive, and resilient city that is welcoming to everyone and where all members of our community have an opportunity to thrive.

Recognizing our history is essential to building a better, more inclusive, and resilient city that is welcoming to everyone and where all members of our community have an opportunity to thrive

A Final Word

The City of New Westminster is committed to ongoing learning and improvement and appreciates the opportunity to submit to the committee.

THANK YOU



DEFINITIONS OF TERMS

1 Standards for Compassionate Care

British Columbia has a wide range of professional bodies from the Architects Act to the Professional Governance Act, the Health Professions Act. In BC, groups like doctors and teachers have a professional standards body to dispense discipline, reports out to the public, and maintain a public record for each individual professional. These bodies set performance standards. Members are generally appointed to prevent dominance of the process by members of the profession.

Among British Columbia's regulatory authorities, crane operators, lawyers, realtors and security guards, are included, but police are not. A model similar to the Teachers Act could be adopted, bringing regulation of police services. For example, issues like racist comments and failure to handle and investigate a sexual assault complaint under set guidelines could result in discipline based on professionalism, not on violations of the law. Police colleagues could be required to report professional violations as a requirement.

The Office of the Police Complaint Commissioner (OPCC), created in 2011, is not considered the same as a professional oversight body, though it could still serve a useful role. The OPCC is primarily focused on legal wrongdoing by police, and would continue to play that very important role. However, it does not provide a modern and professional level of broader police professional requirements, accountability, and discipline. Between April 1, 2018, and March 31, 2019, the 487 public complaints to the Commissioner, and the 403 reportable injuries, resulted in just 79 investigations and only 68 complaint resolutions. Other disciplinary matters are often handled locally, without clear province-wide requirements. Greater accountability, professional standards, and a professional framework to require public accountability and trust is essential. The current requirements of Provincial policing standards, emphasize matters like firearms, training, restraint, use of force, police stops, investigations, etc. but do not set the other same standards for day to day professional conduct as other professional bodies in B.C.²

2 Community Health Centres

In 2020, the provincial government promised an additional 10 urgent and primary care centres. Urgent and primary care centres, a laudable goal, however does not reach the level of integration with social care as a community health centre model, similar to that of REACH in Vancouver. They typically seek to provide health equity, combined physical health with mental health, place mental health more on par with physical health, and sometimes provide combine services for immigrants and addiction, and provide a better and more integrated option for people who present with multiple health issues. The Canadian Association of Community Health Centres are multi-sector, not-for-profit organizations, with approaches that are team based, integrate health and social services, are community centred based on geographic or common characteristics of individuals, and address social determinants of health. This model can better deal with the intersection of physical health, mental health, addiction, and specific and community needs, in a manner that would reduce reliance on ad hoc police intervention.

² Footnote: BC Regulatory Authorities. <https://www.welcomebc.ca/getmedia/705d5f14-86c6-4c5d-bf3b-ce5b579a57fc/BC-Regulatory-Authorities.pdf.aspx>

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ACKNOWLEDGEMENT

The Police Reform Working Group would like to thank the following organizations, and groups who took the time to share their perspectives with us. These include:

1. First Nations
2. Purpose Society
3. New Westminster Police Department
4. Union of BC Municipalities
5. Simon Fraser University Teaching Faculty
6. Fraser Health Authority
7. CAHOOTS Program Eugene Oregon
8. Greater Victoria Regional Housing Authority
9. And others

This is the beginning of a compassionate conversation on how the City continues to include and create a safer community for our most vulnerable populations. The City is grateful for the feedback and information received to date and looks forward to continued learning and consultation to broaden our vision.



NEW WESTMINSTER

For more information contact:

City of New Westminster

Jonathan X. Cote

Mayor

T: 604.527.4522

jcote@newwestcity.ca

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** November 1, 2021

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

Item #: [Report Number]

Subject: Arts Advisory Committee

RECOMMENDATION

THAT Council approve the establishment of the Arts Advisory Committee;

THAT Council approve the Terms of Reference for the Committee as attached to this report;

THAT Council repeal the Arts Commission bylaw in order to facilitate this governance transition.

PURPOSE

To receive Council's approval to establish the Arts Advisory Committee and approve the Committee Terms of Reference. Staff are also requesting that Council repeal the existing Arts Commission bylaw in order to facilitate this governance transition.

SUMMARY

Following a review of the existing mandate of the Arts Commission and Public Art Advisory Committee, and in response to direction received from Council to centralize the City's arts advisory functions, staff are recommending that a new Arts Advisory Committee (AAC) be established to replace the existing advisory bodies.

The new AAC will serve to streamline the existing advisory functions, maintain the specialized function of the Public Art Advisory Committee (PAAC) and reflect the goals and vision of the Arts Strategy and the City's commitment to equity and reconciliation.

This transition will require Council's repeal of the existing Arts Commission bylaw.

BACKGROUND

In 2019, the City Task Forces were created in alignment with the City's Strategic Priorities, which included the establishment of the Culture and Economic Development Task Force. The same report recommended streamlining the advisory committee structure within the City and to bring the function of the PAAC within the existing Arts Commission. The goal was to establish a single overarching advisory body for the Arts in New Westminster. Although the original direction from Council was to complete the transition in January 2021, due to the impact of COVID-19, the existing committee structure was extended to January 2022.

ANALYSIS

Intent of the Arts Advisory Committee

As noted, the intent of the AAC is to streamline advisory functions of the Arts Commission and the PAAC, continue to provide for the broad advisory function of the Arts Commission and to maintain the specialized function of the PAAC.

Arts Commission

The Arts Commission, established in 2009, has played a key role in advancing the City's arts portfolio, including supporting the establishment of a professional staff team and dedicated civic arts infrastructure, the development of key strategic guiding documents and supporting a thriving and diverse civic arts program.

Over time, the role of the Arts Commission has shifted away from a governance function to a community advisory function and therefore no longer aligns with the Commission function as defined in the Community Charter.

Public Art Advisory Committee (PAAC)

The PAAC was developed to provide community input regarding public art policies, projects and procedures. The PAAC has supported the development of the program, guiding public and community art selection processes, recommending projects and priorities to Council and providing expert advice to City staff in regards to program implementation, collections maintenance and planning.

Review Process

The Terms of Reference for the AAC as attached to this report was informed through consultation with the Culture and Economic Development Task Force as well as the existing Arts Commission and the Public Art Advisory Committee. All three bodies

endorsed the intent, roles and responsibilities and membership for the AAC as outlined in the draft Terms of Reference and provided specific feedback on engagement:

Provide equitable engagement for not-for-profit arts and cultural organizations

In addition to rotating membership representation on the AAC, all of the City's not-for-profit arts and cultural organizations will be given the opportunity to request to present to the AAC on an annual basis, thus providing an ongoing and equitable mechanism for all organizations to participate and share their activities, unique needs and challenges.

Establish a relationship with the business and tourism sectors

It is important that the AAC maintain a strong relationship with the local business and tourism sectors. In order to facilitate this direction, staff will work with the AAC to develop strategies for meaningful engagement with these key sectors.

Develop alternative streams of engagement

In addition to the formal advisory role of the AAC, staff will develop alternative streams of engagement such as sector-based round tables and informal meeting opportunities, in order to remove barriers and expand community connection.

OPTIONS

Council is asked to consider the following options:

1. Approve the establishment of the Arts Advisory Committee;
2. Approve the Terms of Reference for the Committee;
3. Repeal the Arts Commission bylaw;
4. Provide staff with other direction.

Staff recommend Option 1, 2 and 3.

ATTACHMENTS

Draft Terms of Reference – Arts Advisory Committee

This report was prepared by:

Todd Ayotte, Manager of Community Arts and Theatre
Jacqueline Killawee, City Clerk

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Attachment #1
Arts Advisory Committee
Terms of Reference

Arts Advisory Committee

Terms of Reference

Committee Name	Arts Advisory Committee
Vision/Goal Statement	<p>The Arts Advisory Committee (AAC) is a conduit for communication and engagement, providing advice and recommendations to staff, the Culture and Economic Development Task Force and Council on arts-related civic programs and civic art matters including Public Art.</p> <p>The AAC will work to support and strengthen the arts in New Westminster for the benefit all citizens, recognizing those community members that have historically been disadvantaged and excluded from civic processes including BIPOC (Black, Indigenous and people of color), persons with developmental, physical and acquired disabilities and members of the 2SLGBTQIA+ communities.</p>
Mandate	<p>The AAC will:</p> <ul style="list-style-type: none"> • Provide advice and support regarding the implementation of the Arts Strategy, Theatre Strategy, Public Art Policy, Public Art Plan and other related Council adopted Strategic Plans; • Advise on strategies for ongoing and meaningful inclusion, ensuring representation of diverse voices and equity in all arts-related plans, policies and opportunities; • Be a voice for the broad needs of the arts community to inform the City’s strategic policies and land use initiatives as required; • Provide advice and support to staff in regards to engagement and audience development initiatives; • Serve as a public engagement platform for the Culture and Economic Development Task Force.
Voting Members	The Committee shall consist of fifteen (15) members as follows:

	<ul style="list-style-type: none"> • Member of Council (1) • Arts Council of New Westminster representative (1) • Education Sector representative (1) • Local NFP Arts Sector representative (2) • Artists – New Westminster-based (3) • Artists – Other (1) • Arts Professional (1) • Urban designers, architects, landscape architects (2) • Community representatives including youth (3) with broad representation of the City’s demographics, including the Indigenous community. <p>Through its membership the AAC will strive to:</p> <ul style="list-style-type: none"> • Remove barriers to participation • Ensure diverse representation for BIPOC and equity-seeking* community members and artists; • Reflect a diversity of lived experience; • Include youth voices and perspectives; and, • Ensure a balance of expertise that aligns with the Committee function. <p>*The term “equity-seeking” refers to those in the community that face entrenched marginalization due to attitudinal, historic, social and environmental barriers including age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation or transgender status.</p>
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> • Manager, Community Arts and Theatre • Public and Community Art Coordinator <p>Additional staff advisors from the following departments will attend committee meetings on an as-needed basis:</p> <ul style="list-style-type: none"> • New Media Gallery • New Westminster Library
Term of Service	<p>In 2022</p> <ol style="list-style-type: none"> a. 7 members will be appointed for a one year term (February 1, 2022- January 31, 2023) b. 8 members will be appointed for a two year term (February 1, 2022- January 31, 2024)

	<p>In 2022 and in all even numbered years thereafter, 8 members will be appointed for two year terms.</p> <p>In 2023 and in all odd numbered years thereafter, 7 members will be appointed for two year terms..</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Arts Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Arts Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of its appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<ul style="list-style-type: none"> • Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. • Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. • Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	<p>The Committee shall meet every second month.</p> <p>The Committee may in extraordinary circumstances, with the permission of the Mayor/City Clerk, meet more frequently.</p>
Governance	<ul style="list-style-type: none"> • Community Charter Section 142 • City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)

Rules of Procedure	Committee procedures are governed by: <ol style="list-style-type: none"><li data-bbox="540 331 1360 405">1. New Westminster Council Procedure By-law No. 6910, 2004.*<li data-bbox="540 415 1377 527">2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* <p data-bbox="586 531 821 558">*Most recent versions</p>

Advisory Committee Policy

1. PURPOSE OF THIS POLICY

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

2. PURPOSE OF ADVISORY COMMITTEES

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

Advisory Committees should normally exist only where they:

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

Benefits to the City achieved through Advisory Committees may include:

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

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

3. CREATION AND RENEWAL

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

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

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

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

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

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

Reporting and Evaluation:

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

Reporting to Council:

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

5. MEMBER SELECTION/RENEWAL

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

Application and Appointment:

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

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

Term Length and Renewal:

1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.

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

Equity, Diversity and Inclusion:

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

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** November 1, 2021

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

Item #: [Report Number]

Subject: Business Regulations and Licensing (Rental Unit) Bylaw: Next Steps

RECOMMENDATION

THAT Council give three readings to:

- Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 to repeal Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004;
- Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009; and
- Municipal Ticket Information Amendment Bylaw No. 8299, 2021 to amend Municipal Ticket Information Bylaw No. 8077, 2019.

THAT Council direct staff to give notice regarding an Opportunity to Be Heard on November 15, 2021 to enable interested parties to provide comment on the amendment to Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 that results in the repeal of Part 6.

THAT Council direct staff to proceed with the proposed communications strategy.

PURPOSE

To update Council regarding the implications of recent changes to the Residential Tenancy Act (RTA) that correlate to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 and provide options for consideration.

BACKGROUND

On May 27, 2019, in response to numerous complaints regarding renovictions, City Council amended the *Business Regulations and Licensing (Rental Units) Bylaw* to include Part 6, a section that specifically aimed to deter renovictions and to provide protection to those tenants who may be displaced by large scale renovation work. The amendment was successful and resulted in a significant decrease in the number of reported renovictions and inquiries of concern. The City is considered a leader among municipalities across the nation for this work.

On July 1, 2021 the Province introduced new legislation that amended the Residential Tenancy Act (RTA) for the purpose of addressing renovictions. The new legislation requires landlords to apply for dispute resolution to obtain an Order to End Tenancy and an Order of Possession of the units. This process does *not* require a Notice to End Tenancy and, since the trigger in the City's Part 6 provisions is the issuance of the Notice to End Tenancy, renders the current Part 6 amendments inoperative.

DISCUSSION

The City's goal was to address renovictions and protect tenants from unscrupulous landlords. Part 6 of the City's bylaw achieved that goal. The Province has since stepped in to address the issue with legislation that protects tenants with a new, stronger process landlords must follow before doing any type of renovation. The new process requires application to the Residential Tenancy Branch for an Order to End Tenancy and an Order of Possession of the units. As Part 6 of the City's bylaw relied upon the old process which required a Notice to End Tenancy, this change to the RTA makes Part 6 inoperative.

There are two options for next steps for Council's consideration.

Option 1 – Repeal Part 6 of the bylaw and delete the corresponding sections from the municipal ticketing bylaws.

Good public administration means repealing bylaws that are inoperative and do not serve a purpose. Following the repeal of Part 6 Council can take time to observe the application of the new RTA provisions to confirm the need for, and inform their future consideration of new City regulations. While the amendments to the RTA are welcome, they may not go far enough to protect tenants and the City may need to re-enter this regulatory area should further problems be identified.

If Council chooses this option, staff recommend repealing the relevant sections of both municipal ticketing bylaws at the same time, as they are also inoperative.

Amending bylaws for consideration are in the Attachments of this report.

Option 2 – Do not repeal Part 6 of the bylaw and do not repeal the corresponding sections in the municipal ticketing bylaws.

Council is not required to repeal the bylaw, despite the fact that it is inoperative as currently drafted. However, it is not good public administration to have bylaws that are obsolete and do not serve a purpose. If, after observing the new RTA provisions, Council determines additional protections are required at the municipal level, repealing Part 6 and amending the municipal ticketing bylaws would be required prior to enacting new regulations.

NEXT STEPS

If Council endorses the staff recommendation, notice will be given to the community regarding an Opportunity to be Heard to be held on November 15, 2021 for interested parties to provide written representation for Council consideration.

Once staff has received Council's direction, staff will communicate with the community and relevant stakeholders regarding the status of the bylaw and the implications of changes to the RTA including but not limited to: a press release, FAQs, updates to City webpage, and a notice in Citypage.

INTERDEPARTMENTAL LIAISON

Planning, Communications and Economic Development staff provided input to this report.

OPTIONS

The following options are available for Council's consideration:

1. That Council give three readings to:
 - Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 to repeal Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004;
 - Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009; and
 - Municipal Ticket Information Amendment Bylaw No. 8299, 2021 to amend Municipal Ticket Information Bylaw No. 8077, 2019.
2. That Council direct staff to give notice regarding an Opportunity to Be Heard on November 15, 2021 to enable interested parties to provide comment on the amendment to *Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004* that results in the repeal of Part 6.
3. That Council direct staff to proceed with the proposed communications strategy.

- 4. That Council does not repeal Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 nor the corresponding sections in the municipal ticketing bylaws, and proceeds with proposed communication strategy.
- 5. That Council provide staff with alternative direction.

Staff recommend option 1, 2, and 3.

ATTACHMENTS

- Attachment 1 – Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021
- Attachment 2 – Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021
- Attachment 3 – Municipal Ticket Information Amendment Bylaw No. 8299, 2021

APPROVALS

This report was prepared by:
 Jackie Teed, Senior Manager, Climate Action, Planning and Development
 Kim Deighton, Manager, Licensing and Strategic Services

This report was reviewed by:
 Blair Fryer, Manager, Communications & Economic Development
 Craig MacFarlane, Manager, Legal Services

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

Attachment 1

Business Regulations and Licensing (Rental Units) Amendment Bylaw

No. 8302, 2021

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8302, 2021**

A Bylaw to Amend Business Regulations and Licensing (Rental Units) Bylaw No. 6926,
2004

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

Citation

1. This Bylaw may be cited for all purposes as “Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021.”

Amendments

2. Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 is amended by:
 - a. Deleting Part 6 in its entirety.
3. Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format, numbering and table of contents.
4. These amendments shall come into effect upon adoption.

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Attachment 2

Bylaw Notice Enforcement Amendment
Bylaw No. 8298, 2021

CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8298, 2021

A Bylaw to amend New Westminster
Bylaw Notice Enforcement Bylaw No. 7318, 2009

WHEREAS the Council of the Corporation of the City of New Westminster has adopted Bylaw Notice Enforcement Bylaw No. 7318, 2009;

AND WHEREAS the Council of the Corporation of the City of New Westminster wishes to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009;

NOW THEREFORE 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 “Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021”.

Amendments

2. Bylaw Notice Enforcement Bylaw No. 7318, 2009 is hereby amended by:
 - i) Deleting Schedule A – Contraventions and Penalties, Part 5 in its entirety and replacing it with Schedule A – Contraventions and Penalties, Part 5 attached to and forming part of this Bylaw.

GIVEN FIRST READING this day of , 2021.

GIVEN SECOND READING this day of , 2021.

GIVEN THIRD READING this day of , 2021.

ADOPTED this day of , 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	9(a)I	Fail to Comply With Order	500.00	450.00	525.00	YES
6926, 2004	9(a)II	Obstruct Inspector	500.00	475.00	525.00	NO
6926, 2004	11(c)	Rental unit/no licence	250.00	200.00	275.00	NO
6926, 2004	17	Fail to Maintain Tenant Registry	200.00	150.00	225.00	NO
6926, 2004	21	Infestation of Pests	200.00	150.00	225.00	NO
6926, 2004	22(a)	Improper Storage of Garbage	200.00	150.00	225.00	NO
6926, 2004	22(b)	Improper Storage of Garbage Bags	200.00	150.00	225.00	NO
6926, 2004	22(c)	Insufficient garbage storage	200.00	150.00	225.00	NO
6926, 2004	22(d)	Maintenance of Garbage Receptacles	200.00	150.00	225.00	NO
6926, 2004	22(e)	Unclean garbage chute/room	200.00	150.00	225.00	NO
6926, 2004	22(f)	Temporary garbage storage area not maintained	200.00	150.00	225.00	NO
6926, 2004	23	Structural components not maintained	200.00	150.00	225.00	NO
6926, 2004	24	Foundation not maintained	200.00	150.00	225.00	NO
6926, 2004	25(a)	Exterior walls not maintained	200.00	150.00	225.00	NO
6926, 2004	25(b)	Exterior wall extensions not maintained/anchored	200.00	150.00	225.00	NO
6926, 2004	25(c)	Exterior wall facings not maintained/anchored	200.00	150.00	225.00	NO
6926, 2004	25(d)	Mechanical ventilating system not maintained	200.00	150.00	225.00	NO
6926, 2004	26(a)	Doors/windows not maintained/weather tight	200.00	150.00	225.00	NO
6926, 2004	26(b)	Exterior openings not protected	200.00	150.00	225.00	NO
6926, 2004	26(c)	Locks not provided/maintained	200.00	150.00	225.00	NO
6926, 2004	26(d)	Ventilation/natural light not provided/maintained	200.00	150.00	225.00	NO
6926, 2004	26(e)	Ventilation system not maintained	200.00	150.00	225.00	NO
6926, 2004	26(f)	No Ventilation in Sanitary Facility	200.00	150.00	225.00	NO
6926, 2004	27	Leaking roof	200.00	150.00	225.00	NO

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	28	Stairways/balconies/porches not maintained	200.00	150.00	225.00	NO
6926, 2004	29(a)	Basement floor drains not maintained	200.00	150.00	225.00	NO
6926, 2004	29(b)	Basement floor not maintained	200.00	150.00	225.00	NO
6926, 2004	30(a)	Floors not maintained	200.00	150.00	225.00	NO
6926, 2004	30(b)	Unsafe floor covering	200.00	150.00	225.00	NO
6926, 2004	30(c)	Moisture resistant flooring not provided	200.00	150.00	225.00	NO
6926, 2004	31(a)	Walls/ceilings not maintained	200.00	150.00	225.00	NO
6926, 2004	32(a)	Plumbing/plumbing fixtures not maintained	200.00	150.00	225.00	NO
6926, 2004	32(b)	Inadequate supply of hot/cold water	200.00	150.00	225.00	NO
6926, 2004	33(a)	Unsafe gas systems/appliances	200.00	150.00	225.00	NO
6926, 2004	33(b)	Appliance venting not maintained	200.00	150.00	225.00	NO
6926, 2004	34(a)	Heating system not maintained / turned on	200.00	150.00	225.00	NO
6926, 2004	34(b)	Improper heating sources	200.00	150.00	225.00	NO
6926, 2004	35(a)	Electrical systems not maintained	200.00	150.00	225.00	NO
6926, 2004	35(b)	Artificial lighting inadequate / not maintained	200.00	150.00	225.00	NO
6926, 2004	36(a)	Interior fire and health safety hazards	200.00	150.00	225.00	NO
6926, 2004	37(a)	Laundry facilities not provided	200.00	150.00	225.00	NO
6926, 2004	37(b)	Laundry rooms not maintained	200.00	150.00	225.00	NO
6926, 2004	37(c)	Insufficient laundry facilities	200.00	150.00	225.00	NO
6926, 2004	38(a)	Elevator not maintained / certified	200.00	150.00	225.00	NO
6926, 2004	38(b)	Elevator fixtures not maintained	200.00	150.00	225.00	NO
6926, 2004	39	Store wrecked vehicle / rubbish in parking area	200.00	150.00	225.00	NO
6926, 2004	40(a)	Disconnect services and utilities	200.00	150.00	225.00	NO
6926, 2004	41(a)	Inadequate ceiling height	200.00	150.00	225.00	NO

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	41(b)	Inadequate floor area for sleeping units	200.00	150.00	225.00	NO
6926, 2004	41(c)	Inadequate floor area for housekeeping unit	200.00	150.00	225.00	NO
6926, 2004	41(d)	Inadequate floor area per occupant sleeping / housekeeping unit	200.00	150.00	225.00	NO
6926, 2004	41(e)	Inadequate floor area for dwelling unit used by one person	200.00	150.00	225.00	NO
6926, 2004	41(f)	Inadequate floor area for dwelling unit used by more than one person	200.00	150.00	225.00	NO
6926, 2004	42(a)	Store / permit storage of foods or permit facility for cooking	200.00	150.00	225.00	NO
6926, 2004	42(b)	Prepare or permit preparation of food	200.00	150.00	225.00	NO
6926, 2004	42(c)	Community kitchen not provided / maintained	200.00	150.00	225.00	NO
6926, 2004	42(d)	Kitchen area not provided / maintained for housekeeping / dwelling units	200.00	150.00	225.00	NO
6926, 2004	43(a)	Hand basin / toilet not provided / maintained for sleeping / housekeeping units	200.00	150.00	225.00	NO
6926, 2004	43(b)	Bathtub / shower not provided / maintained for sleeping / housekeeping units	200.00	150.00	225.00	NO
6926, 2004	43(c)	Bathtub / shower, toilet, hand basin not provided / maintained in dwelling units	200.00	150.00	225.00	NO
6926, 2004	43(d)	Rooms containing sanitary facilities not maintained	200.00	150.00	225.00	NO

Attachment 3

Municipal Ticket Information Amendment Bylaw No. 8299, 2021

CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8299, 2021

A Bylaw to amend New Westminster
Municipal Ticket Information Bylaw No. 8077, 2019

WHEREAS the Council of the Corporation of the City of New Westminster has adopted "Municipal Ticket Information Bylaw No. 8077, 2019";

AND WHEREAS the Council of the Corporation of the City of New Westminster wishes to amend "Municipal Ticket Information Bylaw No. 8077, 2019";

NOW THEREFORE 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 "Municipal Ticket Information Amendment Bylaw No. 8299, 2021".

Amendments

2. Municipal Ticket Information Bylaw No. 8077, 2019 is hereby amended by:
 - i) Deleting Schedule B – Contraventions and Penalties, Part 5 in its entirety and replacing it with Schedule B – Contraventions and Penalties, Part 5 attached to and forming part of this Bylaw.

GIVEN FIRST READING this day of , 2021.

GIVEN SECOND READING this day of , 2021.

GIVEN THIRD READING this day of , 2021.

ADOPTED this day of , 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE B – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

1	2	3	4
Bylaw No.	Section	Description	Penalty (\$)
6926, 2004	9(a)I	Fail to Comply With Order	1,000.00
6926, 2004	9(a)II	Obstruct inspector	1,000.00
6926, 2004	11(c)	Rental unit/no licence	1,000.00
6926, 2004	17	Fail to Maintain Tenant Registry	750.00
6926, 2004	21	Infestation of Pests	750.00
6926, 2004	22(a)	Improper Storage of Garbage	750.00
6926, 2004	22(b)	Improper Storage of Garbage Bags	750.00
6926, 2004	22(c)	Insufficient garbage storage	750.00
6926, 2004	22(d)	Maintenance of Garbage Receptacles	750.00
6926, 2004	22(e)	Unclean garbage chute/room	750.00
6926, 2004	22(f)	Temporary garbage storage area not maintained	750.00
6926, 2004	23	Structural components not maintained	750.00
6926, 2004	24	Foundation not maintained	750.00
6926, 2004	25(a)	Exterior walls not maintained	750.00
6926, 2004	25(b)	Exterior wall extensions not maintained/anchored	750.00
6926, 2004	25(c)	Exterior wall facings not maintained/anchored	750.00
6926, 2004	25(d)	Mechanical ventilating system not maintained	750.00
6926, 2004	26(a)	Doors/windows not maintained/weather tight	750.00
6926, 2004	26(b)	Exterior openings not protected	750.00
6926, 2004	26(c)	Locks not provided/maintained	750.00
6926, 2004	26(d)	Ventilation/natural light not provided/maintained	750.00
6926, 2004	26(e)	Ventilation system not maintained	750.00
6926, 2004	26(f)	No Ventilation in Sanitary Facility	750.00
6926, 2004	27	Leaking roof	750.00
6926, 2004	28	Stairways/balconies/porches not maintained	750.00
6926, 2004	29(a)	Basement floor drains not maintained	750.00
6926, 2004	29(b)	Basement floor not maintained	750.00
6926, 2004	30(a)	Floors not maintained	750.00
6926, 2004	30(b)	Unsafe floor covering	750.00
6926, 2004	30(c)	Moisture resistant flooring not provided	750.00
6926, 2004	31(a)	Walls/ceilings not maintained	750.00
6926, 2004	32(a)	Plumbing/plumbing fixtures not maintained	750.00
6926, 2004	32(b)	Inadequate supply of hot/cold water	750.00
6926, 2004	33(a)	Unsafe gas systems/appliances	750.00
6926, 2004	33(b)	Appliance venting not maintained	750.00
6926, 2004	34(a)	Heating system not maintained / turned on	750.00
6926, 2004	34(b)	Improper heating sources	750.00
6926, 2004	35(a)	Electrical systems not maintained	750.00
6926, 2004	35(b)	Artificial lighting inadequate / not maintained	750.00

SCHEDULE B – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

1	2	3	4
Bylaw No.	Section	Description	Penalty (\$)
6926, 2004	36(a)	Interior fire and health safety hazards	750.00
6926, 2004	37(a)	Laundry facilities not provided	750.00
6926, 2004	37(b)	Laundry rooms not maintained	750.00
6926, 2004	37(c)	Insufficient laundry facilities	750.00
6926, 2004	38(a)	Elevator not maintained / certified	750.00
6926, 2004	38(b)	Elevator fixtures not maintained	750.00
6926, 2004	39	Store wrecked vehicle / rubbish in parking area	750.00
6926, 2004	40(a)	Disconnect services and utilities	1,000.00
6926, 2004	41(a)	Inadequate ceiling height	750.00
6926, 2004	41(b)	Inadequate floor area for sleeping units	750.00
6926, 2004	41(c)	Inadequate floor area for housekeeping unit	750.00
6926, 2004	41(d)	Inadequate floor area per occupant sleeping / housekeeping unit	750.00
6926, 2004	41(e)	Inadequate floor area for dwelling unit used by one person	750.00
6926, 2004	41(f)	Inadequate floor area for dwelling unit used by more than one person	750.00
6926, 2004	42(a)	Store / permit storage of foods or permit facility for cooking	750.00
6926, 2004	42(b)	Prepare or permit preparation of food	750.00
6926, 2004	42(c)	Community kitchen not provided / maintained	750.00
6926, 2004	42(d)	Kitchen area not provided / maintained for housekeeping / dwelling units	750.00
6926, 2004	43(a)	Hand basin / toilet not provided / maintained for sleeping / housekeeping units	750.00
6926, 2004	43(b)	Bathtub / shower not provided / maintained for sleeping / housekeeping units	750.00
6926, 2004	43(c)	Bathtub / shower, toilet, hand basin not provided / maintained in dwelling units	750.00
6926, 2004	43(d)	Rooms containing sanitary facilities not maintained	750.00

REPORT

Parks and Recreation

To: Mayor Cote and Members of Council **Date:** November 1, 2021

From: Dean Gibson **File:** 1949996
Director of Parks and Recreation

Item #: 2021-495

Subject: Canada Games Pool Unplanned Closure Update

RECOMMENDATION

THAT this report be received for information.

PURPOSE

To update Council regarding the background and status of the unplanned closure of the Canada Games Pool.

SUMMARY

The Canada Games Pool (CGP) is currently closed for the foreseeable future due to the discovery of a leak in the main pool tank. The City is presently working with a team of professionals to investigate the source of the leak. The timeline for leak repairs is unknown at this time. If determined feasible, repairs are not expected to be completed until at least early 2022.

The City is also working to resolve an earlier issue involving the flooding of a key mechanical area within CGP that is critical to the operation of the pool systems. A solution to the flooding issue has been identified and materials and equipment to implement the solution are currently being sourced.

All CGP public programs and facility rentals have been cancelled through to the end of 2021. In addition, many CGP staff will be impacted by either a reduction or elimination of work. Parks and Recreation staff are looking into options that may allow for the pool fitness centre to reopen at an earlier date as well as providing additional fitness services in other community recreation facilities in the city. An extensive communications plan is being implemented to provide timely updates to the public.

BACKGROUND

The City is currently constructing the new *təməsew̓tx^w Aquatic and Community Centre* to replace the existing Canada Games Pool (CGP) and Centennial Community Centre (CCC). Construction activities on this project commenced in the spring of 2021. Excavation of the site is largely complete and the placement of footings and foundations is currently underway. As a result of the close proximity of the construction of the *təməsew̓tx^w Aquatic and Community Centre* to the Canada Games Pool, the drainage system that collects roof, surface, ground, pool discharge, and sanitary water for the CGP site was required to be relocated. The construction of the *təməsew̓tx^w* project has been staged such that the operations of CGP and CCC can continue until the new facility is open for public use.

DISCUSSION

THE ISSUE

Flooding - Extraordinarily heavy rains in late September and early October have revealed a deficiency in the relocated drainage system at CGP. This deficiency has resulted in the flooding in a critical mechanical area of the pool, disabling electric motors that circulate, treat and clean the pool water and circulate domestic hot water throughout the building. Without domestic hot water, the facility is unable to sustain appropriate health and facility cleaning standards. As a result, the pool, inclusive of its fitness centre, has been closed for the past several weeks. The operations of the adjacent Centennial Community Centre are unaffected.

A solution to the flooding issue has been identified and materials and equipment to implement the solution are currently being sourced. It was anticipated that an update on the schedule to complete this work and re-open the pool would have been available by October 31.

Pool Leak - Concurrent with the resolution of the CGP flooding issue, it was recently discovered that water is leaking from the main pool tank at a significant rate. Cracks in the concrete pool tank have also been observed. The City is currently working with a team of professionals to investigate the source of the leak and recommend options to address this situation. This team includes geotechnical, structural and mechanical experts with knowledge of pool construction, failures and repair strategies. The team has been rapidly on-boarded to understand both the complexities of the existing aged facility (Canada Games Pool) and the new construction activity occurring next door. An action plan has been developed to:

- Identify the source(s) of the leak and evaluate the damage
- Propose a remediation plan (with options) to repair the pool tank and adapt the facility as necessary for continued use until 2024 when demolition is scheduled to occur
- Prepare high level cost and schedule estimates for the purpose of decision making
- If feasible, pursue repair of the pool based on Council direction

Work is ongoing at this time. If determined feasible, it is not expected that a repair can be completed until at least early 2022.

THE IMPACTS

Community – Due to the closure of the pool, key CGP services have been impacted including:

- Public swimming (including water slide, tot pool, and hot tub)
- Instructional swimming classes (all ages), Water Safety Instructor and National Lifeguard training courses.
- Aquafit classes
- Fitness Centre
- Sauna
- Facility rental to organizations including swim clubs, artistic swimming clubs, local schools, post-secondary institutions, local social service agencies
- Community Public Shower service (presently relocated to Centennial Community Centre)

CGP Staff - In addition to service impacts to the public, the availability of work for CGP staff has also been affected. As was the case during the early days of the COVID-19 pandemic, the City is approaching the resulting Canada Games Pool staffing situation from a position of caring and compassion by striving to mitigate impacts on staff as much as possible. All staff have been personally notified of the current situation at the pool. Many of the pool's 100 auxiliary staff will experience a reduction or elimination of work hours. The City will assist with connecting auxiliary staff to alternate employment opportunities within the City and other municipal parks and recreation departments in the region and prepare the necessary documentation to enable staff to apply for EI and other income supports. Currently 18 permanent CGP staff who are not required for their core duties will be assigned to other responsibilities within the Parks and Recreation or other City departments. Free, confidential counselling is also available to staff through the City's Employee and Family Assistance Program.

SERVICE RESPONSE

Alternate Services - Recognizing that the closure of the pool significantly impacts many aspects of individual and community life in New Westminster, the Parks and Recreation Department is in the process of developing service delivery alternatives. Options under investigation include:

- re-opening fitness services at CGP site (pending feasibility to re-establish circulation of domestic hot water)
- extending operating hours of the fitness centre at the Queensborough Community Centre
- increasing the capacity of the youth fitness centre in Moody Park (co-located at Century House)
- re-purposing underutilized community recreation facility spaces as temporary fitness centres

- increasing the capacity of existing group fitness and cycle classes at other community recreation facilities (pending easing of related public health order restrictions)
- providing online fitness training videos
- extending the 2022 operating season for Moody and Hume Park outdoor pools (if required)

Communications – The City is committed to keeping Council, the public and City staff up to date on the emerging situation at CGP. In addition to this and future public reports to Council, updated messaging is being routinely posted on the City’s website and Citypage Online, communiques are going out via social media channels and Parks and Recreation direct e-newsletters, and periodic updates are being posted on the City’s electronic community message centre board. Printed and electronic publications from the Parks and Recreation Department will also feature updates on the status of the Canada Games Pool. Parks and Recreation staff are also available to respond to in-person, telephone or e-mail inquiries. For Council’s reference, a series of responses to frequently asked questions is also included with this report as Attachment “A”.

FINANCIAL IMPLICATIONS

There are financial implications associated with the above. Staff are working on estimating these impacts and will bring forward further information to Council in subsequent reports.

INTERDEPARTMENTAL LIAISON

The full resources of all appropriate City departments, most notably Parks and Recreation, Engineering, Office of the CAO (Communications), Human Resources, and Finance, are supporting the response to the issues at CGP.

OPTIONS

Options for Council’s consideration include:

1. Receive this report for information.
2. Provide alternate direction to staff.

Option #1 is recommended.

CONCLUSION

It is acknowledged that the current situation at the Canada Games Pool has significant impact on the health and well being of many individuals, families and community organizations in New Westminster. The City is employing its very best efforts to respond to the issues at hand, provide timely and accurate information to the public, and implement alternative services to help mitigate some of the impacts associated with the extended closure of the facility.

ATTACHMENTS

Attachment "A" - Canada Games Pool Unplanned Closure Frequently Asked Questions (FAQs)

This report was prepared by:

Dean Gibson, Director of Parks & Recreation

This report was approved by:

Dean Gibson, Director of Parks & Recreation

Lisa Spitale, Chief Administrative Officer

Attachment 'A'

Canada Games Pool Unplanned Closure

Frequently Asked Questions (FAQs)

Canada Games Pool Service Interruption Update FAQs

Why is the pool staying closed?

During recent work to resolve flooding issues in the mechanical room at the facility, it was discovered that water was leaking at a significant rate from the main pool tank. Cracks within the concrete structure of the pool tank have also been observed.

What is the cause of the leak and what is the City doing to resolve the issue?

The City is working with a team of professionals to investigate the source of the leak and recommend options to address this situation.

When will the facility reopen?

While a recommended approach to resolving the water loss issue and observed pool tank cracks is still forthcoming, it is estimated that under a best case scenario, any feasible repairs are likely to take several months to implement.

Efforts to address the previously identified flooding of the mechanical areas at Canada Games Pool is progressing and temporary solutions to reduce the chance of future incidents have been installed. Staff are looking into options that may allow for the fitness center to reopen at an earlier date.

What programs and services are cancelled?

All registered program users and rental groups will be contacted directly and advised on their program status as soon as possible. Set 2 of fall 2021 registered swimming lessons on Tuesdays and Thursdays, has been cancelled entirely.

When will more information be provided?

Further updates on the facility will be provided on our website as information becomes available.

What options are available to the public while the facility is closed?

Fitness centre users are encouraged to continue using alternate fitness facilities at Queensborough Community Centre or the New West Youth Centre (11 - 18 years) and consider one of our many other fitness programs such as indoor cycling or group fitness classes. Please visit the [fitness section of our website](#) for a full list of our available fitness offerings.

What will happen to facility staff?

It is the intention of the City to assist in mitigating Canada Games Pool staff impacts as much as possible. This includes looking into the possibility of re-opening the facility fitness centre in order to retain staff needed to support this operation. In addition, permanent staff who are not required for their core duties will be assigned to other responsibilities within the Parks and Recreation or other city departments. The City will also assist with connecting auxiliary staff to employment opportunities within the City.

REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** November 1, 2021

From: Lisa Leblanc **File:** 05.1035.10
Director of Engineering Services

Item #: 2021-471

Subject: **Electric Bikeshare Program – Motion from Sustainable Transportation Task Force**

RECOMMENDATION

THAT Council direct staff to develop a business plan for an electric bikeshare program for the City of New Westminster.

PURPOSE

To seek Council's endorsement to advance a business plan for implementation of an electric bikeshare program in the City of New Westminster.

SUMMARY

At its meeting on September 20, 2021, the Sustainable Transportation Task Force (STTF) received a presentation from staff of North Shore municipalities on the implementation and early results of a pilot electric bikeshare program jointly supported by the three North Shore municipalities. STTF passed a motion requesting staff to prepare a report to Council outlining a plan to develop an electric bikeshare program for the City of New Westminster.

BACKGROUND

The three North Shore municipalities – City of North Vancouver (CNV) and Districts of North Vancouver (DNV) and West Vancouver (DWV) – have recently initiated a joint electric bikeshare pilot program operated by a third-party vendor. Staff from CNV and DNV attended the September 20, 2021 meeting of the STTF to discuss implementation of the pilot program and initial results. Although the system has only been in operation since mid-summer 2021 and all aspects of the system are not yet operational, early

indications are that the pilot program has been successful. The presentation slides are provided in Attachment #1.

After the presentation and discussion, STTF passed the following motion:

MOVED and SECONDED

THAT the Task Force on Sustainable Transportation requests staff to prepare a report (with the North Shore E-Bike Share presentation appended) to Council outlining a plan to explore an electric bikeshare program with potential launch in 2023.

CARRIED

All members of the Task Force present voted in favour of the motion.

EXISTING POLICY AND PRACTICE

The implementation of an electric bikeshare program is identified as a secondary action in Council’s *2019-2022 Strategic Plan*.

ANALYSIS

Modern bikeshare programs have been operating in various forms around the world for approximately 15 years, and in the City of Vancouver since 2016. Bikeshare programs offer a fleet of bicycles for public use within a defined geographic area, typically through an app-based subscription service. They offer a relatively affordable, healthy, and sustainable transportation option to subscribers who benefit from having access to a bicycle to make shorter trips within the service area without the issues of maintenance, storage, and security. Bikeshare programs may operate as a “docked” system, whereby bicycles are parked in secure parking stands distributed around the service area, or as a “dockless” system, whereby bicycles may be parked anywhere in the service area (within specified parameters).

Electric-assist bicycles have more recently become viable for use in bikeshare systems and are being introduced by various vendors. Because shared bicycles tend to be heavier, electric-assist bicycles make bikeshare more viable in hilly communities such as New Westminster and the North Shore municipalities. The operator manages battery supply and charging on an ongoing basis.

The three North Shore municipalities have partnered to initiate a pilot electric bikeshare system and have recently launched with a third-party vendor/operator. The operator is responsible for all aspects of the system, including managing bicycles, charging batteries, app development and deployment, payment processing, promotion and education, and accessibility and equity programs. The municipalities provide business licensing and permitting, and have made some designated street space available for larger parking

areas. The municipalities are also providing staff resources to coordinate the program internally, but have otherwise committed no additional financial resources to the service.

Although the North Shore program took several years from conceptualization to implementation, it is anticipated that a business plan for New Westminster could be developed over the course of less than one year (2022), benefiting from the experience of our North Shore colleagues, and potentially supporting implementation of an e-bike share system in 2023.

The business plan would consider:

- Business licensing
- Permitting requirements
- Legal requirements
- Market opportunity, including service area
- Potential partnership opportunities with adjacent municipalities
- Resource needs (staff, capital, operating)
- Accessibility and equity considerations

Following retention of a consultant, it is anticipated that a business plan will take 6-8 months to prepare. Based on that plan, Council may choose to proceed toward development of a Request for Proposals, which will likely require several months. Barring any unforeseen challenges, this could enable launch of an electric bikeshare system in early summer 2023.

SUSTAINABILITY IMPLICATIONS

Implementation of an electric bikeshare program would expand affordable, healthy, and sustainable transportation options in New Westminster and help move us toward the City’s long-term sustainable transportation goals and targets, particularly a greater shift toward sustainable modes, as outlined in the Master Transportation Plan and the City’s Bold Steps toward Climate Action.

FINANCIAL IMPLICATIONS

With Council direction, staff will engage a consultant in 2022 to undertake a business plan for implementation of electric bikeshare in New Westminster. This work will be carried out within the Council-approved 2022 capital budget.

INTERDEPARTMENTAL LIAISON

Staff from Engineering Services liaised with staff from the Climate Action, Planning & Development Department in the preparation of this report.

OPTIONS

The following options are presented for Council’s consideration:

1. THAT Council direct staff to develop a business plan for an electric bikeshare program for the City of New Westminster;
2. THAT Council provide staff with alternate direction.

Staff recommend Option 1.

CONCLUSION

Implementation of an electric bikeshare program will be an important step to provide more affordable, healthy, and sustainable transportation options to New Westminster residents and visitors. The preparation of a business plan will be the first concrete step toward the introduction of this service.

ATTACHMENTS

Attachment #1 - North Shore municipalities' presentation slides from Sustainable Transportation Task Force meeting, September 20, 2021

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

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

Attachment #1

**North Shore Municipalities' Presentation from
Sustainable Transportation Task Force Meeting
September 20, 2021**



E-Bike Share on the North Shore

Presented September 20, 2021
City of New Westminister



Presentation Outline

- E-bike share pilot background
- E-bike share launch experience
 - Early data & observations
- Respond to questions

E-Bike Share Overview

Background on the North Shore's approach

Purpose of the Pilot

- Provide an additional sustainable & healthy transportation option
- Understand demand for shared micromobility and impact on transportation network
- Understand potential for modal shift



Purpose of the Pilot (Continued)

- Develop experience in multi-party/regionally-managed shared micromobility
- Pilot to run in parallel to personal e-scooter pilot to inform future policymaking



Planning Timeline



North Shore Approach

Guiding Principles:

- **Policy** – 2-year pilot program parameters + goals

Enabling Actions:

- **Street and Traffic Bylaw** – amendments to create new permit, regulations
- **Bylaw Notice Enforcement Bylaw** – new fines for permit, misuse of parking locations

Implementation Actions:

- **Permit Guidelines** – operational requirements for permit applicants
- **Business license** – new business license category

North Shore Approach (cont'd)



Safety



**Liability
& Insurance**



**Service
Availability**



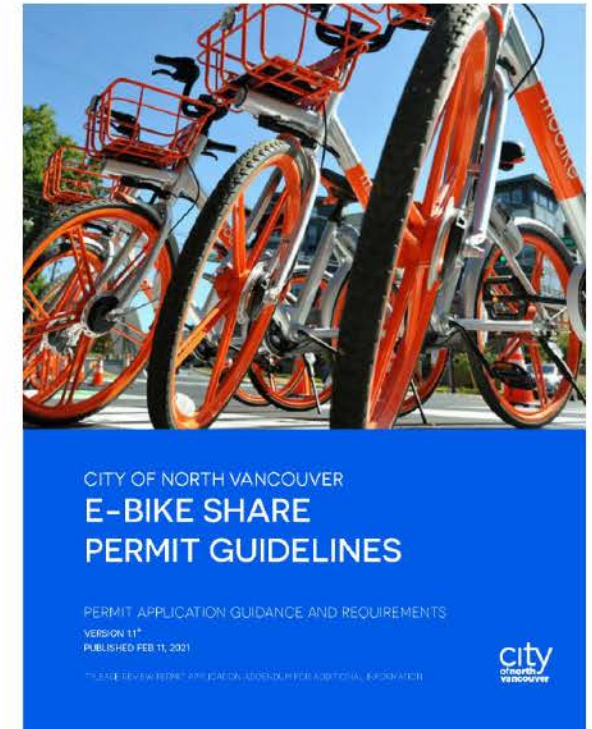
**Data
Sharing**



**Operations
& Parking**

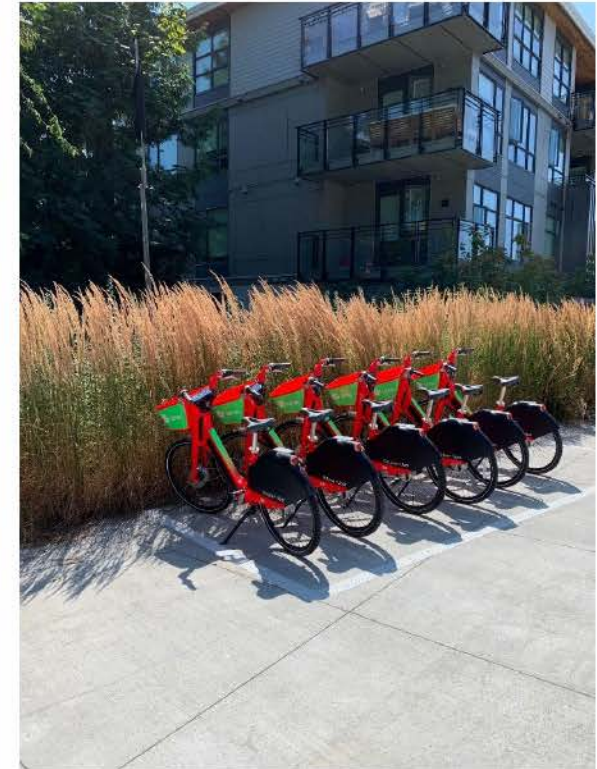


**Monitoring
& Enforcement**



Parking & Operations Model

- E-bikes to be parked in designated location known as “Groves”
- Operator is responsible for re-balancing e-bikes between havens
- Locations, designs, and materials require municipal approval
- Operator covers all installation costs



Service Area

Upon launch:

- 24 groves in CNV
- 6 groves in DNV



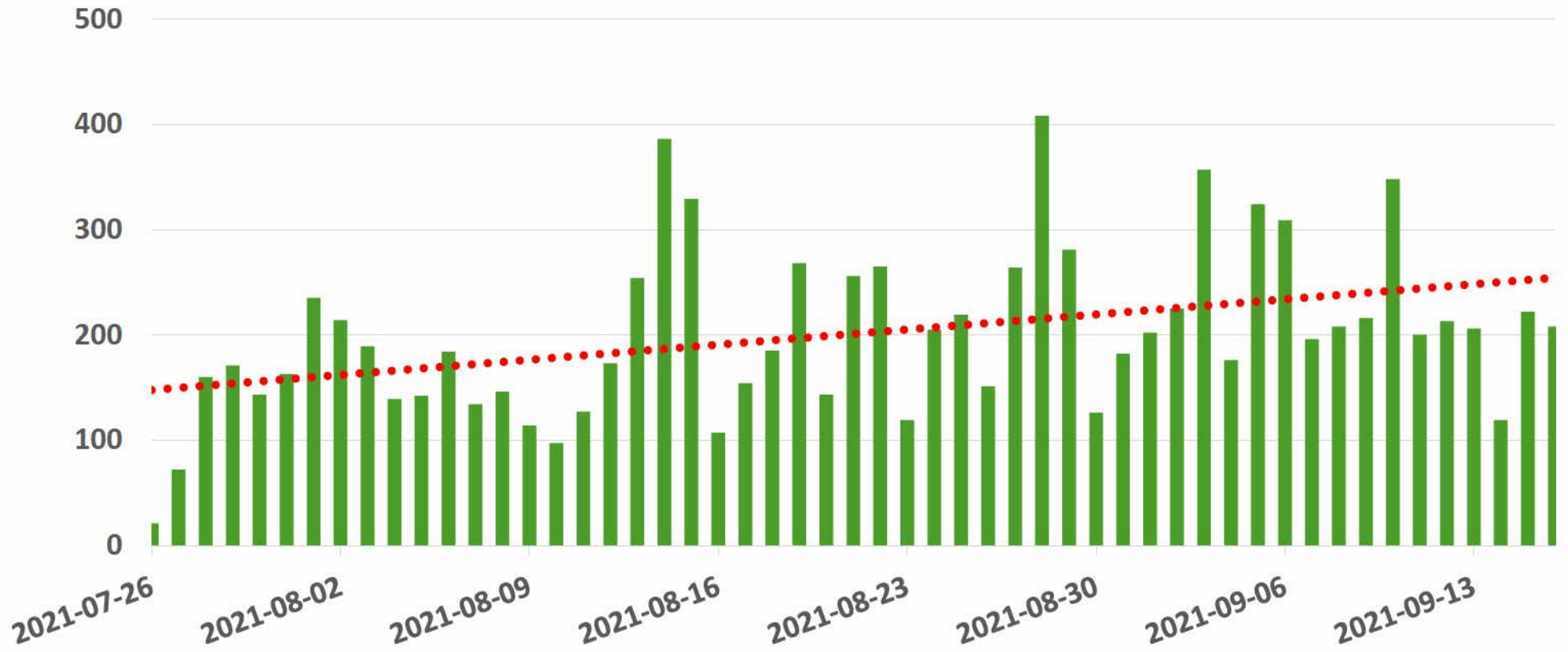
Early Lessons

What we've learned since launch day

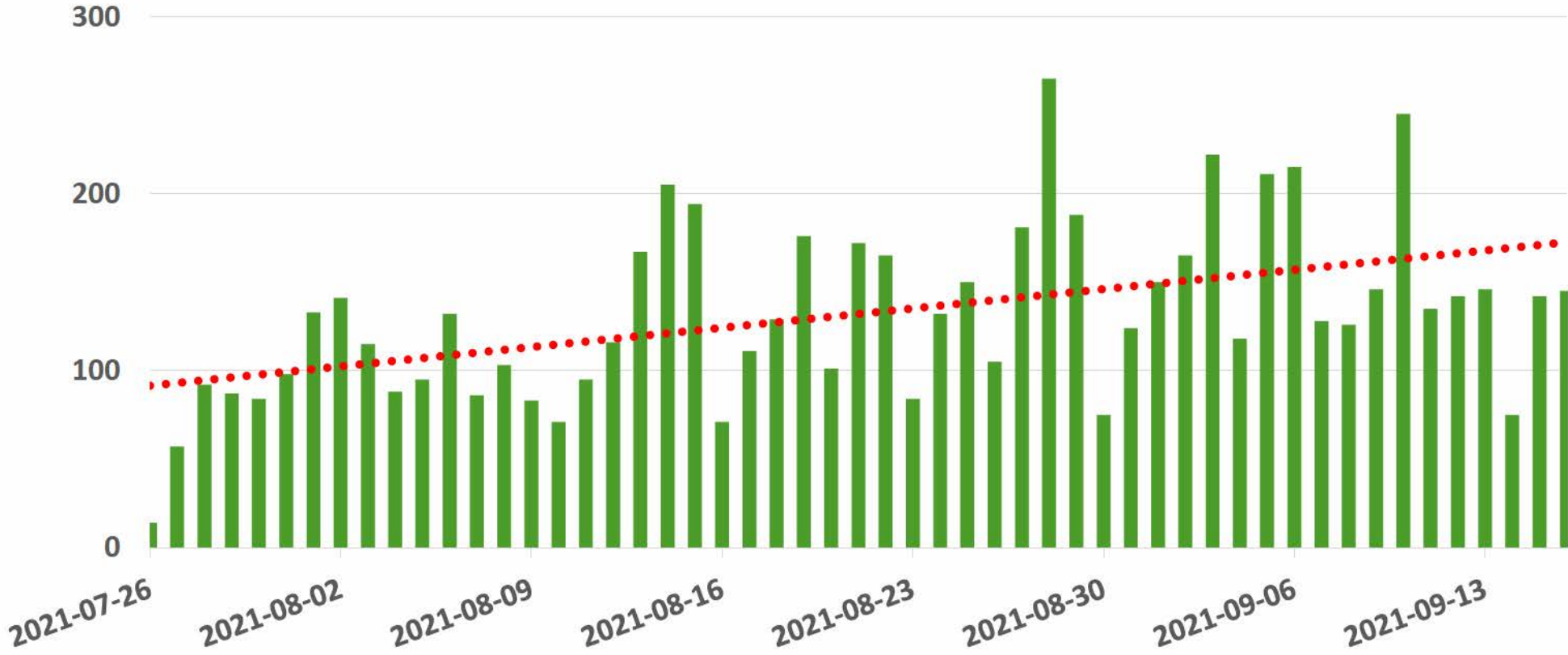
Since launch:

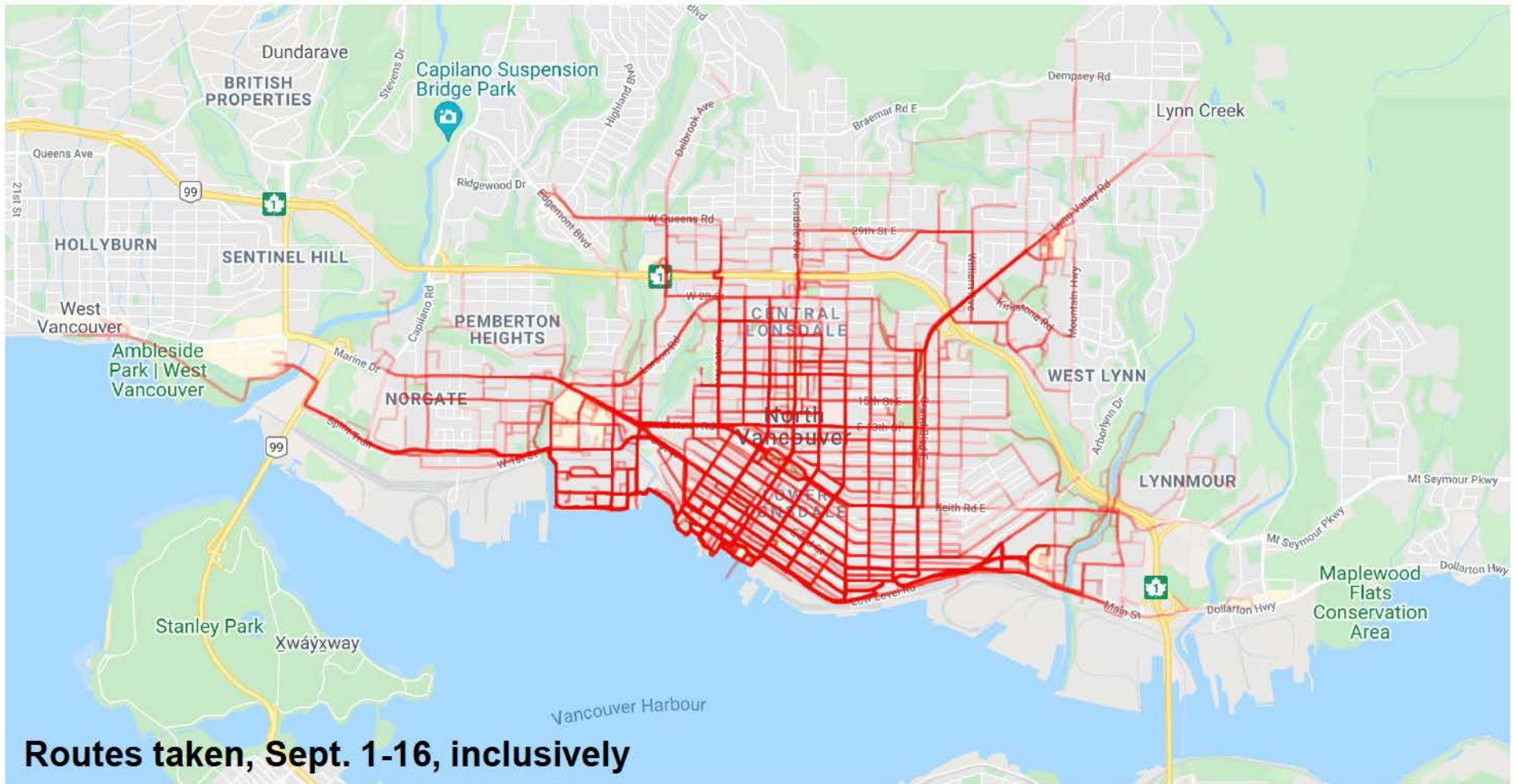
- Over 10,000 trips, 200 on average every day
- Over 20,000 km travelled so far
- If replacing average car trip, approx. 4,900 kg of CO₂ saved
- E-bike share supports short trips: median trip length is 1.7 km or 9 minutes long

Daily Trips



Daily Unique Riders





Parking trouble

- Not enough groves in places people need them
- Uneven parking education
- Balance of incentives and penalties



Early Public Feedback

- High level of community support, positive feedback
- Most complaints related to parking
- Plans for future public perception surveys



Next Steps

- Add additional groves
- Improve rider education
- Begin regular parking audits
- Continue monitoring



Thank you

Natalie Corbo, Sustainable Transportation Coordinator

ncorbo@cnv.org

Zachary Mathurin, North Shore Mobility Options Coordinator

mathurinz@dnv.org

Through the proposed HRA (Attachment 1), the property would be subdivided into two lots: approximately 4,000 sq. ft. (372 sq. m.) and 4,710 sq. ft. (438 sq. m.) in size, which is consistent with the City’s small lot zones. The existing 1910 house would be moved forward onto the north lot fronting Fifth Avenue and would be restored and protected with a Heritage Designation Bylaw (Attachment 2). A new house would be built on the south lot fronting Elgin Street to meet the area’s design guidelines.

The 1910 house would be expanded to 0.7 floor space ratio (FSR) which is the maximum density permitted in the Conservation Area. Relaxations would be required on this lot for a parking space, and a reduced rear setback and eave projections. The new house on the new lot would be 28% larger than permitted at a density of 0.64 FSR. A relaxation would be required to increase the allowable width of its front bay window. The relaxations proposed through the HRA are in line with past practice and are considered reasonable in exchange for restoration of the heritage house.

Applicant-led public consultation has been undertaken for the project including development of a project website, online survey, online open house and circulation of project information to the local Residents Association. The applicant responded to community issues cited in three key areas: building bulk, greenspace, and heritage conservation. The proposal was also presented to and supported by the Community Heritage Commission. As such, staff recommend that Council consider First and Second Readings, and forward the Bylaws to a Public Hearing.

BACKGROUND

Policy and Regulations

The site is located in the Queen’s Park Heritage Conservation Area and the application is consistent with both the area’s heritage goals and the property’s Official Community Plan (OCP) land use designation of “Residential Detached and Semi-Detached Housing”. The application is not consistent with the property’s RS-4 zone, so a rezoning or Heritage Revitalization Agreement (HRA) is required.

The proposal is consistent with the City’s Policy for the Use of HRAs. Both houses would need to be consistent with the Conservation Area’s design guidelines.

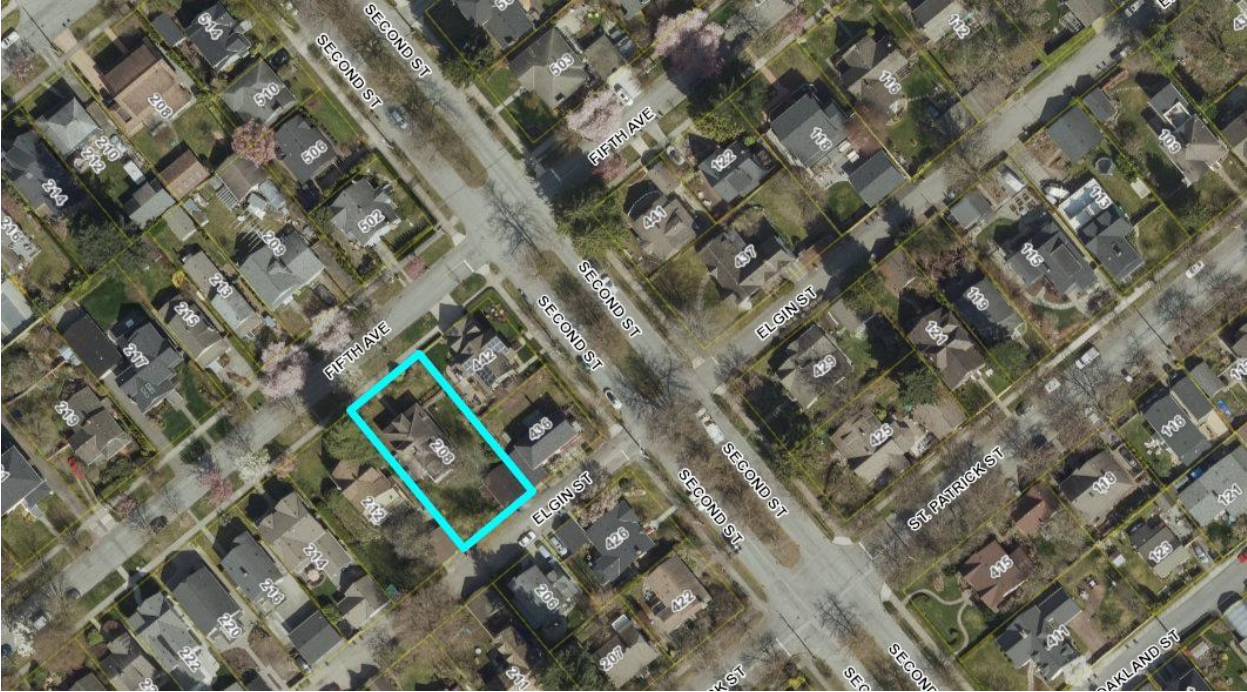
The proposed bylaws would provide stronger development and design controls than the Conservation Area. Further information on the policy and regulatory context of this application is available in Attachment 3.

Site Characteristics and Context

The subject property is 8,712 sq. ft. (809 sq. m.). It is located in the northeast corner of the Queen’s Park neighbourhood, an area of single-detached dwellings. The property is located mid-block and double fronting: on Fifth Avenue to the north and Elgin Street to the south. Both streets are classified as local roads, though Fifth Avenue is standard

width and Elgin Street is narrow (with a similar width to a lane). The property is two blocks south from Herbert Spencer Elementary School, four blocks east of the Sixth Street commercial area, and one block west of Queen’s Park (playground, sports field, arena etc.). A site context map and aerial image is provided on page 3 of this report.

Figure 1: Site Context and Aerial Map showing 208 Fifth Avenue highlighted in blue



Proximity to Transit Service and Other Sustainable Transportation Options

The site has a sidewalk on Fifth Avenue but not on Elgin Street, though the installation of one would be a requirement of subdivision. Nearby Second Street forms part of the bikeway/greenway network.

Table 1: Adjacent Transit Service to 208 Fifth Avenue

Transit Facility	Frequency	Distance
Bus Service #105	Approximately 30 minutes	35 m. (115 ft.) to the bus stop located at Second Street
Bus Service #106, N19	Approximately 8 minutes	0.5 km (0.3 miles) to the bus stop located at Sixth Street frequent transit network (FTN)
Skytrain Station	2-5 minutes	1.2 km (0.7 miles) to Columbia Station

Heritage Value

Built in 1910 by local builder Robert Lane, the Calbicks House has been evaluated to have historical, cultural and aesthetic value. Historical and cultural significance is seen in this house as it is a modest home for working-class individuals: the first resident

Charles Calbick, an electrician, lived in the house from 1910 to 1955 and his son Garth Calbick, a janitor, lived in the house from 1956 to 1965. The house’s historical significance is also in its association with New Westminster’s Edwardian-era building boom which followed the city’s recovery after the 1898 fire. Its aesthetic value is an Edwardian-era wood-frame cottage which has high integrity due to its original windows, intact architectural details, and unique mid-century bevelled and combed cedar siding that is not often seen today. The Heritage Conservation Plan, which describes the restoration work proposed for this project and its heritage value, is Appendix 2 of the HRA Bylaw (Attachment 1). At their July 7, 2021 meeting, the Community Heritage Commission endorsed the historic value and addition of the building to the City’s Heritage Register (minutes in Attachment 7).

Land Use and Planning Committee (LUPC) Review

In January 2020, the proposal was reviewed by the Land Use and Planning Committee (LUPC), who provided feedback on tree protection and the proposed zoning relaxations related to density and massing. LUPC directed staff to work with the applicant to resolve the identified issues, which were addressed by the applicant prior to moving to community consultation.

Following community consultation in the summer, a revised proposal was reviewed by the LUPC in August 2021. LUPC provided feedback on the building bulk for both buildings and the inclusion of key life safety features to accommodate a potential future secondary suite in the heritage house. LUPC directed staff to work with the applicant to reduce the building bulk for both buildings, which has since been addressed. Additionally, the applicant has revised their plans to include a secondary suite in the heritage house, resulting in a request for a parking relaxation of one parking space. This was discussed at LUPC but not formally requested of the applicant.

Minutes from these meetings are attached to this report as Attachment 6.

PROJECT PROPOSAL

Project Description

An HRA (Attachment 1) has been proposed for this site which would allow subdivision of the existing residential lot into two lots: approximately 4,000 sq. ft. (372 sq. m.) and 4,710 sq. ft. (438 sq. m.) in size, which would be consistent with the City’s small lot zones. The existing heritage house would be moved forward onto the smaller lot fronting Fifth Avenue and a new house would be built on the larger lot fronting Elgin Street. Outdoor space is provided for all units, in the rear yard for both houses as well as the side yard of the heritage house. Project drawings are included in the HRA Bylaw (Attachment 1 to this report). Detailed project statistics are available in Attachment 4.

Both houses are family friendly with the heritage house proposed to contain a three bedroom principal unit and a two bedroom secondary suite, and the new house proposed to contain three bedrooms. A secondary suite is not proposed for the new house. At a proposed density of 0.7 FSR, the heritage house would be approximately 260 sq. m. (2,800 sq. ft.), which meets the Zoning Bylaw for protected houses in the Conservation Area. The new house is proposed to have a density of 0.64 FSR and be approximately 281 sq. m. (3,021 sq. ft.), exceeding its allowable density by 0.14 FSR. An increase in density for the new house is consistent with other similar HRAs in the neighbourhood and elsewhere in the city. Zoning Bylaw relaxations on each lot would be required to permit the proposal:

Heritage House:

1. small lot size
2. reduced rear yard setback (by 0.8 m. / 2.7 ft.)
3. increased rear eave projections (by 1.2 m. / 3.7 ft.)
4. one less parking space

New House:

1. small lot size
2. 28% increased density
3. wider front window bay (at 3.2 m. /10.6 ft.)

DISCUSSION

Overall Evaluation

This application was received in 2019, prior to the temporary pause placed on HRA applications in the Conservation Area last June. Given this, staff considers that the application is reasonable as the proposal is consistent with:

- the Official Community Plan land use designation for the site;
- the Conservation Area’s goals of heritage retention and sensitively designed new construction; and
- the current Policy for the Use of HRAs.

The applicant has also substantially responded to community issues cited in three key areas (building bulk, greenspace, and heritage conservation) with revisions to their proposal. The resulting density, form and massing is generally consistent with the neighbourhood’s context. Additionally, the Zoning Bylaw relaxations requested are few and are suited to the context of the site.

Benefits of the project include:

- heritage restoration, which the Conservation Area cannot require;
- two family-friendly sized houses (where otherwise only one is permitted);
- creation of a two-bedroom rental suite;
- protection of a specimen sized evergreen tree; and
- regulation of all exterior elements of both buildings, indefinitely into the future.

Further discussion of the proposed relaxations needed for this project is included below.

Small Lot Subdivision

The existing property is 8,712 sq. ft. (809 sq. m.). The subdivision would result in the lots being smaller than permitted in the current zone: the heritage house lot would be roughly 30% smaller at 372 sq. m. (4,000 sq. ft.); and the new house lot would be roughly 20% smaller at 438 sq. m. (4,710 sq. ft.). Both would be consistent with the City's Small Lot zones such as RS-5.

Consideration of small lot subdivisions is consistent with the City's current Policy for the Use of HRAs. Under the heritage program, small lot subdivisions are generally considered appropriate in exchange for restoration of a heritage asset and in order to allow change to a site without undue impact to heritage fabric. Both lots would meet livability and outdoor space requirements with the inclusion of private garden and green space for each residential unit in addition to the open front yard of the heritage house. In consideration of the conservation work proposed, and policy and past practice on similar HRAs, these lot size reductions are considered reasonable.

Infill House Density and Design

Increased Density

The new house is proposed to have an FSR of 0.64, a 28% increase above the current allowable maximum. The increased density for the new house is in line with previous similar HRAs. Through the process, the density has been reduced from what was initially proposed (0.76 FSR). The provision of a ground-oriented, three bedroom unit with recreational spaces and yard space also fulfills the intentions of the City's policies to develop more family-friendly housing. Staff considers the density reasonable.

Bay Window Width

Although the width of the front bay window is 70% wider than permitted, staff considers this relaxation reasonable as it is relatively minor. Also, the feature contributes to the traditional character of the infill house's design, which is encouraged by the Conservation Area's design guidelines.

Heritage House Siting

Relaxations are required for the rear yard projection and setback for the heritage house, as shown in Table 2 below. These relaxations are considered reasonable as the heritage house has been located closer to the north and east property lines in order to minimize impacts to the protected tree on the west property line, and to keep the house more in line with other houses on the street, as requested in community consultation. The proposed front yard setback for the heritage house would meet the Zoning Bylaw for the size of the lot. Privacy in the backyard is being addressed with fencing, landscaping and window placement on the rear elevation of the heritage house. Outdoor space is also be provided in the (right) side yard for the principal unit.

Table 2: Summary of Proposed Setback Relaxations (Heritage House)

Attributes	Zoning	Proposed	Relaxation
Minimum Rear Setback	3.7 m. (12.1 ft.)	2.9 m. (9.4 ft.)	0.8 m. (2.7 ft.)
Minimum Rear Yard Projection Setback (Eaves)	2.5 m. (8.1 ft.)	1.3 m. (4.4 ft.)	1.2 m. (3.7 ft.)

Secondary Suite Parking

A parking relaxation from two parking spaces to one would be required in order to include a secondary suite in the heritage house. As the inclusion of a secondary suite will increase the stock of rental housing in the neighbourhood, staff considers this relaxation to be reasonable. The proposal was evaluated to have limited impact to surrounding transportation networks and minimal on-site transportation related design issues. Although not required, bicycle parking would be provided in the storage space under the side deck, accessed from the backyard.

PUBLIC CONSULTATION

Community Heritage Commission

The project proposal was reviewed by the Community Heritage Commission (CHC) at their meeting on May 5, 2021 (minutes in Attachment 7). On June 16, 2021 five CHC members also conducted a site visit. Initially, CHC expressed concerns related to:

- the identified house style;
- removal and relocation of original windows;
- streetscape changes due to the relocation of the house;
- addition of a carport to the heritage house; and
- overall project density.

The applicant addressed all the above items, except the front setback of the house, which works to retain a protected tree as well as facilitate the infill house and meets the Zoning Bylaw requirement. The revised application, heritage designation and registration were reviewed and supported by the CHC at their meeting on July 7, 2021 (minutes in Attachment 7).

Applicant-led Consultation

Overview

The applicant-led consultation utilized a digital engagement platform. Notification of consultation opportunities was sent to properties within 100 metres of the project site as well as the Queen’s Park Residents Association. The project website (<https://robertlanehouse.ca>) included project details and the methods available to provide feedback: directly through the website to either the applicant or City staff.

An online survey, hosted on the website, was open between April 15 and May 13, 2021 and an online Open House was held on May 8, 2021 through Zoom. A total of 68 responses were received to the survey and approximately 15 people attended and provided feedback at the Open House.

Feedback Received

Survey feedback indicated over half the respondents supported the overall project (64%). However, the following issues were cited:

- potential tree removal and loss of green space;
- increased traffic/addition of a driveway across a sidewalk;
- relocation of the heritage house;
- perceived low level of heritage conservation work;
- infill house design, number and type of required relaxations, uneven lot size.

The feedback responses are included as Attachment 8. Further information on how these items were addressed as per the Applicant Response and Revisions section below.

City-led Consultation

Council may waive a project’s Public Hearing based on consideration of the results of online City-led consultation, should the project be a rezoning or a zoning text amendment. As Public Hearings cannot be waived for Heritage Designation Bylaws, City-led consultation is not conducted on HRA projects in favour of moving the Bylaws through Public Hearing together.

Regardless, the project was listed on Be Heard New West, the City's online community engagement platform, with a description of the project, review stages and timelines, as well as project drawings and links to various staff and committee reports. Information about the applicant-led consultation was also posted on Be Heard New West. These tools were used to gather community feedback, which staff reviewed with the applicant and has been taken into consideration as part of the project.

Applicant Response and Revisions

In response to feedback received from the community, CHC, and LUPC, the applicant has made the following changes to their proposal:

Building Bulk

- reduced the density and size of both houses;
- reduced the building bulk of both houses, with smaller dormers and rooflines;
- removed the proposed attached garages/carports in favour of a detached garage (new house) and a parking pad (heritage house);

Greenspace

- reconfigured the site plan to provide private garden and green space for each residential unit in addition to the open front yard of the heritage house, which contributes to the Fifth Avenue streetscape;
- reconfigured the site plan to retain a specimen sized evergreen tree;
- completed further investigative work to ensure that the stability and vitality of the evergreen tree; and
- will continue to work on the new driveway crossing design to retain all boulevard trees on Fifth Avenue through the Tree Permit process.

Heritage Elements

- revised the design of the infill house to be more consistent with the Queen's Park design guidelines;
- amended the Heritage Conservation Plan to retain all original windows in the heritage house; and
- updated the heritage house's Statement of Significance to recognize the original owners (Calbicks) in the building name, as well as the era of the house.

The above changes in these three key areas are considered to address the community feedback received. They were integrated into the project proposal following community consultation and are reflected in the enabling project's bylaws which are attached for Council's consideration (Attachments 1 and 2).

REVIEW PROCESS

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

Table 3: Application Review Stages

#	Stage	Date
1	Formal Application	September 17, 2019
2	Preliminary report to Land Use and Planning Committee	January 27, 2020
3	Preliminary report to Council	May 3, 2021
4	Review by the Community Heritage Commission	May 5, 2021
5	Applicant-led Public Consultation including dissemination of information through the local Residents Association	April 15, 2021 to May 13, 2021
6	Applicant-led online open house	May 8, 2021
7	Review by the Community Heritage Commission	July 7, 2021
8	Update report to Land Use and Planning Committee	August 30, 2021
9	Council consideration of First and Second Reading of Bylaws (we are here)	November 1, 2021
10	Public Hearing and Council consideration of Third Reading and Adoption of Bylaws	Fall 2021

As there are fewer than five units proposed for each lot, and the form of development is consistent with the Official Community Plan, the application was not forwarded to the New Westminster Design Panel nor the Advisory Planning Committee for review and comment.

NEXT STEPS

Staff is recommending Council forward the HRA Bylaw (Attachment 1) and Heritage Designation Bylaw (Attachment 2) to Public Hearing at which time the community will have an opportunity to provide their comments directly to Council. A notification sign for the application would be installed on the property and notifications for the Public Hearing would occur in accordance with the City’s procedures.

Following the Public Hearing, should the Bylaws be adopted, a subdivision application would be reviewed by the Engineering Department. Further permits, issued by the Director of Climate Action, Planning and Development (Heritage Alteration Permit, Building Permit, and Tree Permit), would also be required prior to construction and following approval of the subdivision..

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

INTERDEPARTMENTAL LIAISON

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

OPTIONS

The following options are available for Council’s consideration:

- 1. That Council consider Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 and Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.
- 2. That Council add 208 Fifth Avenue to the City’s Heritage Register following the adoption of Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021.
- 3. That Council provide staff with alternative direction.

Staff recommend option 1 and 2.

ATTACHMENTS

- Attachment 1: Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021
- Attachment 2: Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021
- Attachment 3: Policies and Regulations Summary
- Attachment 4: Proposed Project Statistics and Relaxations
- Attachment 5: Statement of Significance
- Attachment 6: Extract of January 27, 2020 and August 30, 2021 Land Use and Planning Committee (LUPC) Meeting Minutes
- Attachment 7: Extract of May 5, 2021 and July 7, 2021 Community Heritage Commission (CHC) Meeting Minutes
- Attachment 8: Applicant-led Consultation Feedback and Correspondence Received
- Attachment 9: Engineering Servicing Memo

APPROVALS

This report was prepared by:

Kathleen Stevens, Heritage Planning Analyst

This report was reviewed by:

Britney Dack, Senior Heritage Planner

Rupinder Basi, Supervisor of Development Planning

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

This report was approved by:

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

Lisa Spitale, Chief Administrative Officer

Attachment #1

Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)
BYLAW NO. 8271, 2021**

**A Bylaw to enter into a Heritage Revitalization Agreement under
Section 610 of the *Local Government Act***

WHEREAS the City of New Westminister and the owners of the property located at 208 Fifth Avenue in New Westminister wish to enter into a Heritage Revitalization Agreement in respect of the property;

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

Citation

1. This Bylaw may be cited as “Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021”.

Heritage Revitalization Agreement

2. The City of New Westminister enters into a Heritage Revitalization Agreement with the registered owner of the property located at 208 Fifth Avenue legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620.
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminister Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this _____ day of _____, 2021.

READ A SECOND TIME this _____ day of _____, 2021.

PUBLIC HEARING held this _____ day of _____, 2021.

READ A THIRD TIME this _____ day of _____, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"**HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)**

THIS AGREEMENT dated for reference the 25th day of October, 2021 is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New
Westminster, BC
V3L 1R4

(the "Owner")

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the land and all improvements located at 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 (the "Land");
- B. There is one principal building situated on the Land, known as the Calbicks House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "208 Fifth Avenue Heritage House";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owner intends to apply to the City's Approving Officer for approval to file a subdivision plan (the "Subdivision Plan") in the Land Title Office in order to subdivide the Land into two separate parcels, generally as shown on the Site Plan;
- F. If the proposed subdivision of the Land is approved by the City's Approving Officer, the Owner wishes to construct a new residential building (the "New Building") on that portion of the Land labeled on the Site Plan as "217 Elgin Street New House";
- G. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to

allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- H. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Conservation of Heritage Building

1. Upon execution of this Agreement, the Owner shall promptly commence the restoration and revitalization of the Heritage Building (the "Work") in accordance with the Site Plan, the heritage conservation plan prepared by Katie Cummer, PhD CAHP, of CHC Cummer Heritage Consulting dated October 19, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.

7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the Canadian Association of Heritage Professionals with specialization in Building or Planning (the "Registered Professional") to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

8. The Registered Professional shall:
- (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
 - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
 - (c) provide regular reports to the City's Climate Action, Planning and Development Department, on the progress of the Work;
 - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
 - (e) notify the City within one business day if the Registered Professional's engagement by the Owner is terminated for any reason.

Heritage Designation

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.

Damage to or Destruction of Heritage Building

12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2 and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

Construction of New Building

15. The Owner shall construct the New Building in strict accordance with the Site Plan and the Approved Plans prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the New Building, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, tree permit, and approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
17. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the New Building, and obtain any amended permits that may be required for such changes to the New Building, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the New Building if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the New Building shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.
21. The Owner shall not construct the New Building on the Land, other than foundations, until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Climate Action, Planning and Development, has provided the Certification of Compliance described in section 8(d) above, and has approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
22. The City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a building permit or heritage alteration permit applied for in respect of the New Building if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Climate Action, Planning and Development.
23. The Owner shall complete all actions required for the completion of the New Building, as set out in Approved Plans in Appendix 5, within five years following the date on which the Owner deposits the Subdivision Plan in the Land Title Office.

Subdivision

24. The Owner shall, concurrently with the deposit of the Subdivision Plan, deposit in the Land Title Office a covenant under s.219 of the *Land Title Act* in favour of the City, in the form attached as Appendix 7, by which the Owner covenants and agrees not to transfer separately the parcels created by the Subdivision Plan until the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
25. The City shall execute and deliver to the Owner a discharge of the covenant described in section 24 above on the request of the Owner, if the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
26. Nothing in this Agreement commits the Approving Officer to approve the proposed subdivision of the Land.

Inspection

27. Upon request by the City, the Owner shall advise or cause the Registered Professional to advise, the City's Climate Action, Planning and Development Department of the status of the Work.
28. For the duration of the Work and the construction of the New Building as authorized by this Agreement, without limiting the City's power of inspection conferred by statute and in

addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

29. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Climate Action, Planning and Development.

Conformity with City Bylaws

30. The Zoning Bylaw is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.
31. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or New Building, must comply with all applicable bylaws of the City.

No Application to Building Interiors

32. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and New Building apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, windows and architectural ornamentation.

Enforcement of Agreement

33. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
34. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
35. The Owner acknowledges that, if the Owner alters the Land, the Heritage Building or the New Building in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
- (a) an order that the Owner restore the Land or the Heritage Building or the New Building, or all, to their condition before the contravention;

- (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the New Building;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
36. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.
37. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms and conditions of this Agreement have been contravened.
38. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
- (a) seeking an order for specific performance of the Agreement;
 - (b) any other means specified in this Agreement; or
 - (c) any means specified in the *Community Charter* or the *Local Government Act*,
- and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Statutory Authority Retained

39. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Indemnity

40. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations

under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.

41. In no case shall the City be liable or responsible in any way for:
- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

42. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Interpretation

43. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

Headings

44. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

45. All appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

46. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

Joint and Several

47. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

Successors Bound

48. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date written above.

Signed, Sealed and Delivered in the presence of:)
)
)
)
)
 _____)
 Name)
)
 _____)
 Address)
)
 _____)
 Occupation)

 JAMES JAMIESON

 GILLIAN JAMIESON

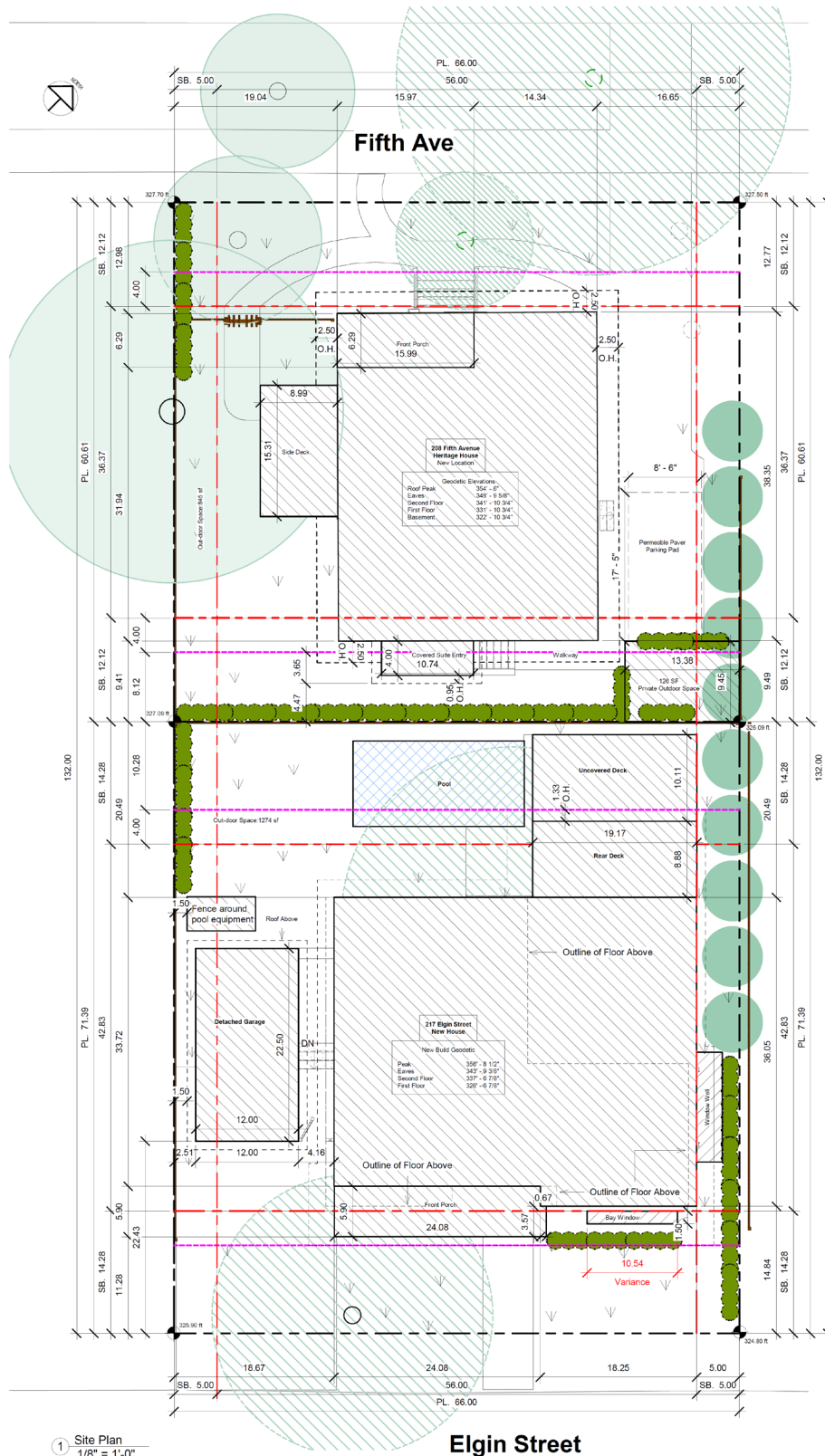
THE CORPORATION OF THE CITY OF NEW WESTMINSTER
by its authorized signatories:

Mayor Jonathan X. Cote

Jacqueline Killawee, City Clerk

APPENDIX 1

SITE PLAN



APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

Calbicks House, 208 Fifth Avenue, New Westminster, BC

October 19, 2021



Fig. 1: Calbicks House, 208 Fifth Avenue, New Westminster, BC, 2019. (Source: Cummer)

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1.0 Location

The subject house, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with concrete foundation located at 208 Fifth Avenue, in the Queen's Park Heritage Conservation Area of New Westminster (Fig. 2). This is the area located between Sixth Avenue in the north, First Street in the east along with the 75.5 acre area of Queen's Park, Queens Avenue in the south and Sixth Street in the west.



Fig. 2: Map of the area surrounding 208 Fifth Avenue, which is outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2019)

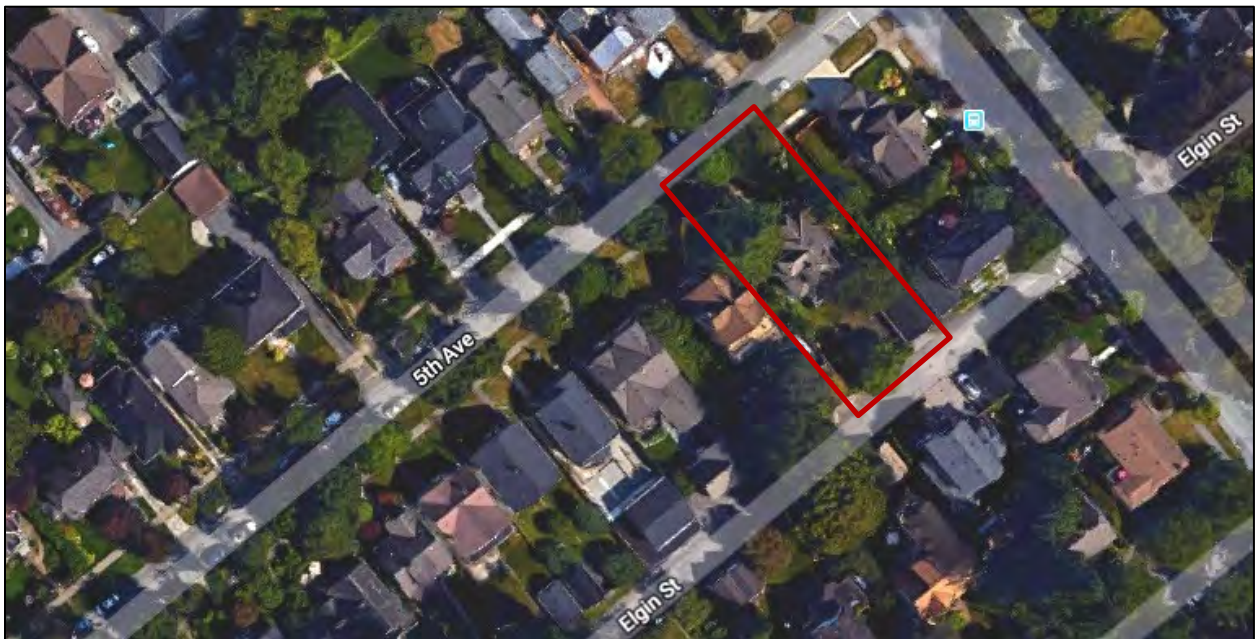


Fig. 3: Aerial view of the surrounding neighbourhood of 208 Fifth Avenue, outlined in red. (Source: Google, 2019)

2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river. The head engineer, Colonel Richard Moody, envisioned a formally planned “Garden City” with prominent public parks and elegant wide avenues (Wolf 2005, pp. 18-20).

“The Royal Engineers marked out the area now known as Queen’s Park including road allowances for wide streets and landscaped boulevards, land reserves, and squares in 1859. The next year the Royal Engineers surveyed 75.5 acres for what became Queen’s Park itself. The area very soon began to attract merchants and entrepreneurs seeking a prestigious location away from the noise and pollution of the downtown and river front.” (DCD *et al.* 2009, p. 41). The subject property, at 208 Fifth Avenue, is located in the northeast quadrant of the residential portion of this area.

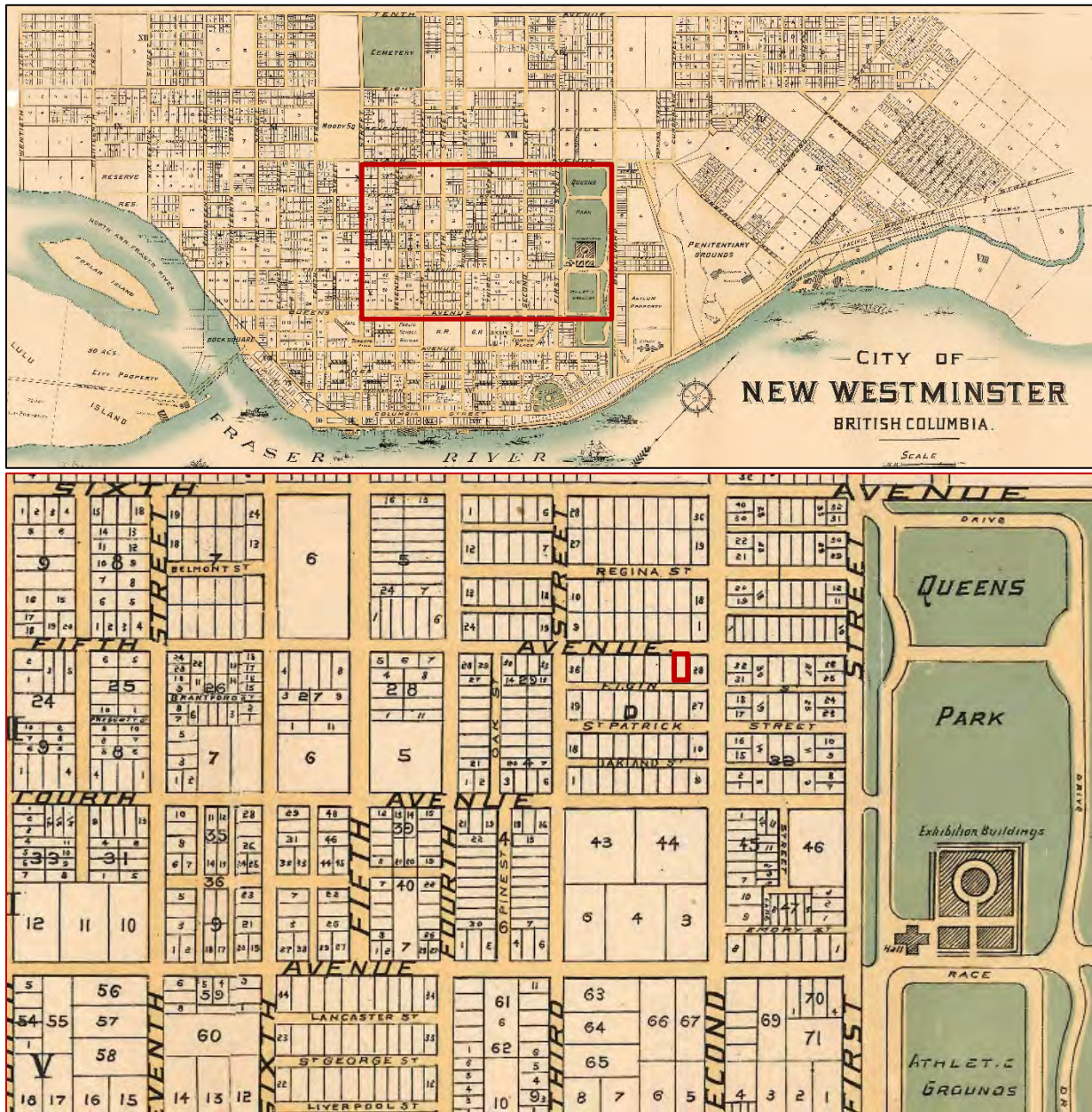
In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). The house at 208 Fifth Avenue is a product of the latter Edwardian-era boom, associated and connected with the economic growth and development in the Lower Mainland region prior to World War I. By this time, Queen’s Park “was filled up as an elite residential neighbourhood. In 1906 Queen’s Park acquired paved street and concrete sidewalks, in 1912 a sewer system, and a year later street curbs, making it the first fully serviced neighbourhood in New Westminster. 1912 also saw the design of the landscaped boulevards on 2nd and 5th Streets” (DCD *et al.* 2009, p. 42). The larger context of the house within the City of New Westminster (Figs. 4a and 4b) and this development boom is discernible in comparing an earlier 1892 map to a 1913 Fire Insurance Map (Figs. 5a and 5b).

As outlined in the “Historical Context Statement” for the Queen’s Park neighbourhood:

The Queen’s Park neighbourhood is of aesthetic value primarily for its outstanding stock of houses and older apartments in a variety of stately traditional styles set in a landscape of mature trees, shrubs, and planted borders. Its streets are aesthetically valued for their variety - from the tiniest of lanes to the grandest of boulevards with planted medians - and variety of pavements with great physical character. The intimate parks that are the legacy of the Royal Engineers in the neighbourhood are of aesthetic and social value, giving the area specific unique character. The area’s aesthetic importance lies in part in the relative physical cohesion brought about through the deployment of a common palette of materials commonly found in late 19th and early 20th Century housing.

Queen’s Park is of cultural value for its association with the city’s establishment and its role as the most prestigious residential area in the city. It is valued as the historical centre of governmental and military power. Its attention-getting grand housing (often given names) claimed the area for the city’s elite. Its residents still figure prominently in civic affairs, playing a central role in foundation of city-wide heritage preservation society and a wider consciousness of the value of heritage in the province. (DCD 2009, p. 40)

It is interesting to note that, as revealed in the research findings (section 4.0 of this report), despite this more “prestigious” quality to the neighbourhood, the original residents of 208 Fifth Avenue were more modest, working-class individuals. The house’s original owner and first resident from 1910 to 1955, Charles Calbick, was an electrician, while his son, Garth Calbick, owner and resident of the house from 1956 to 1965, was a janitor. These facts contribute to the place’s significance, as outlined in Section 3.0 of this report below.



Figs. 4a and 4b: Fig. 4a (above) shows the City of New Westminster, 1892. In Fig. 4a (above), the neighbourhood of 208 Fifth Avenue is outlined in red. Its lot is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, AM1594-MAP 617)

3.0 Statement of Significance

The following is the Statement of Significance of the Calbicks House, located at 208 Fifth Avenue.

3.1 Description of Historic Place

This historic place, Calbicks House, is an Edwardian-era one and a half storey wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and centred-hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. The house is located in the northeast quadrant of the Queen's Park neighbourhood on Fifth Avenue near Second Street.

3.2 Heritage Value of Historic Place

Built in 1910, Calbicks House has heritage value for its aesthetic, historic and cultural significance. This house is among the many varied surviving examples represented in the Queen's Park Heritage Conservation Area, which boasts a range of ages, styles and scales. This one section of Fifth Avenue in fact has an example from almost every decade dating back to the 1890s, with this house as one of the few surviving smaller scale examples from the 1910s. It also boasts a rather unique mid-century bevelled and combed cedar siding that is not often surviving to today. This uniqueness in the landscape contributes to the place's significance.

Designed and built in 1910 by Robert Lane, the building has historic value for being representative of the Edwardian-era building boom that took place in New Westminster. It also connects to the final stages of developing the Queen's Park neighbourhood, being largely contemporaneous with the inputting of modern amenities such as the paved street and concrete sidewalks that went in in 1906, the sewer system and landscaped boulevards in 1912 and the street curbs in 1913; making it the first fully serviced neighbourhood in New Westminster. The Calbicks House also has further significance for its association with the Calbick Family; a family connected to New Westminster dating back to the 19th century. The first and longest staying resident of 208 Fifth Avenue was Charles Calbick, an electrician, who lived in the house from 1910 to 1955. His son, Garth Calbick, a janitor, continued to live in the house from 1956 to 1965.

3.3 Character Defining Elements

Key elements that define the heritage character of the Calbicks House at 208 Fifth Avenue include:

- Its location in the Queen's Park neighbourhood.
- Its setting in a well-tended and manicured lot.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its boxy quality, its hipped roof and hipped dormer with bell-cast flare to its eaves, its partial-width porch with classical columns and its centred front door.
- Its bevelled and combed cedar siding.
- Its double-hung horned wood windows featured on the sides and front of the house, including its prominent front window that boasts the decorative upper sashes that are lozenge pattern lights with textured/coloured glass. Its square, frosted glass, wood-framed windows on its western side and its square wood-framed windows on its eastern side.
- Its simple brick chimney placement and design (particularly its traditional cap).
- Its overall minimal ornamentation.

4.0 Research Findings

Neighbourhood: Queen's Park

Address: 208 Fifth Avenue

Folio: 06684000

PID: 001-664-212

Postal Code: V3L 1R4

Legal Plan: NWP2620

Legal Description: Lot 29; Block 7; New West District; Plan NWP2620

Zoning: Single Detached/RS-4

Site Area: 809.37 sqm

Date of completion: 1910

Architect/Builder/Designer: Robert Lane

The following tables are a consolidated summary of the residents of 208 Fifth Avenue, as determined from the available city directories for New Westminster, as well as a list of the construction dates of the surrounding properties, illustrating the range of ages to the street.

Table 1: Consolidated list of the occupants of 208 Fifth Avenue from the available city directories (Source: BC Archives Library; New Westminster Archives; and Vancouver Public Library)

Year(s)	Name(s)	Occupation (if listed)
1910 to 1955	Charles Calbick	Electrician
1956 to 1964/65	Garth Calbick	Janitor
1966 to 1970	Henry Cairns and Elsie Evanisky	Not listed
1971 to 1973	Evanisky	Not listed
1979	Bart and Maureen Van der Belt	Not listed
1991	Ken Oreskovich	Not listed

Table 2: Consolidated list of the construction dates for the houses surrounding 208 Fifth Avenue, New Westminster, BC. (Source: BC Assessment)

Address	Year Built	Configuration
442 Second Street	2008	4 bedrooms, 4 bath
436 Second Street	1895	3 bedrooms, 2 bath
208 Fifth Avenue	1910	3 bedrooms, 2 bath
212 Fifth Avenue	1910	5 bedrooms, 3 bath
214 Fifth Avenue	2005	4 bedrooms, 4 bath
216 Fifth Avenue	1924	4 bedrooms, 4 bath
220 Fifth Avenue	1929	4 bedrooms, 5 bath
222 Fifth Avenue	2018	4 bedrooms, 3 bath
224 Fifth Avenue	1940	3 bedrooms, 2 bath
228 Fifth Avenue	1895	2 bedrooms, 2 bath
232 Fifth Avenue	1937	4 bedrooms, 2 bath
236 Fifth Avenue	1979	4 bedrooms, 4 bath
439 Third Street	1912	4 bedrooms, 3 bath
435 Third Street	1912	4 bedrooms, 2 bath

5.0 Archival Photographs



Fig. 6: Queen's Park neighbourhood, 1918, taken in the 300 block of Second Street (around the corner and a block away from 208 Fifth Avenue), showing the range of different house forms and styles present in the neighbourhood. (Source: New Westminster Archives, IHP1115)



Fig. 7: The only available historical photograph of 208 Fifth Avenue, 1982. (Sources: New Westminster Archives, IHP14546)

6.0 Current Photographs



Fig. 8: Front view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the hipped dormer, hipped roof with slight bell-cast flared eaves, the partial-width porch and classical columns, with centred front door. (Source: Cummer)



Fig. 9: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, highlighting its hipped roof. (Source: Cummer)



Fig. 10: Back view of Calbicks House at 208 Fifth Avenue, 2019, showing the later addition that will be removed. (Source: Cummer)



Figs. 11 and 12: Western side view of Calbicks House at 208 Fifth Avenue, 2019, from the back (left, Fig. 11) and the front (right, Fig. 12). Note the double-hung horned wood windows and the square wood windows. (Sources: Cummer)

7.0 Conservation Objectives

Calbicks House, at 208 Fifth Avenue, will be moved slightly northeast within its property lines (Fig. 13a) to allow for its lot to be subdivided for a sympathetic new build at the back (Fig. 13b), with restoration and rehabilitation work carried out on the heritage house (Fig. 14). An additional rear dormer will be added at the back, adding continuity and unifying the back roofline, as well as an additional eastern side dormer to match the existing western side dormer, adding symmetry to the property. These additions will maintain and respect its characteristic boxy exterior. The proposed work would allow for a continued residential use, with improved living space at the back, and does not affect the Heritage Values nor the Character Defining Elements of this historic place.

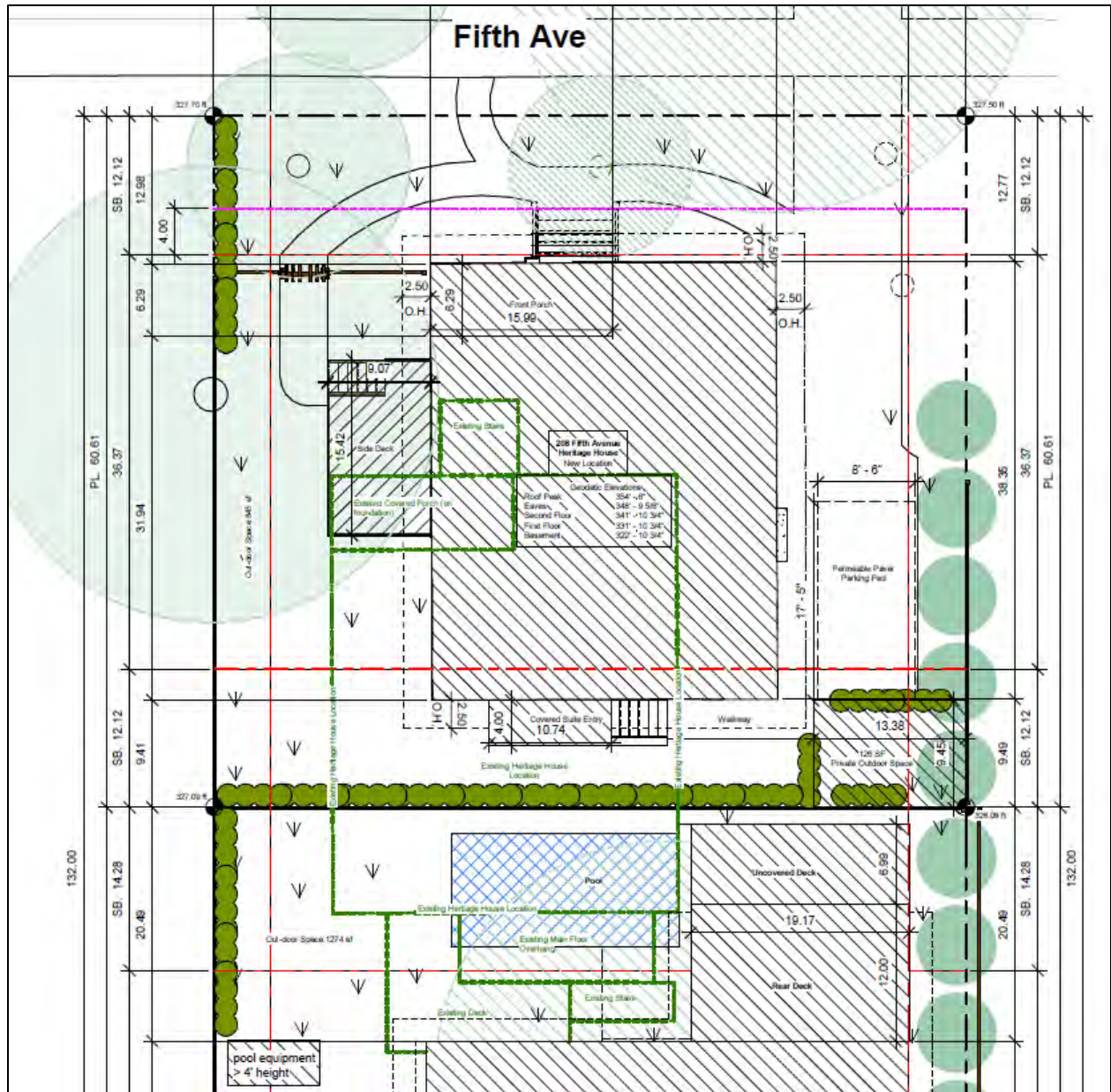


Fig. 13a: Proposed new location for 208 Fifth Avenue. Note the hashed green lines illustrate the current location of the house and the solid black lines shows the new location. (Source: D3 Dimension, Drafting and Design Inc.)

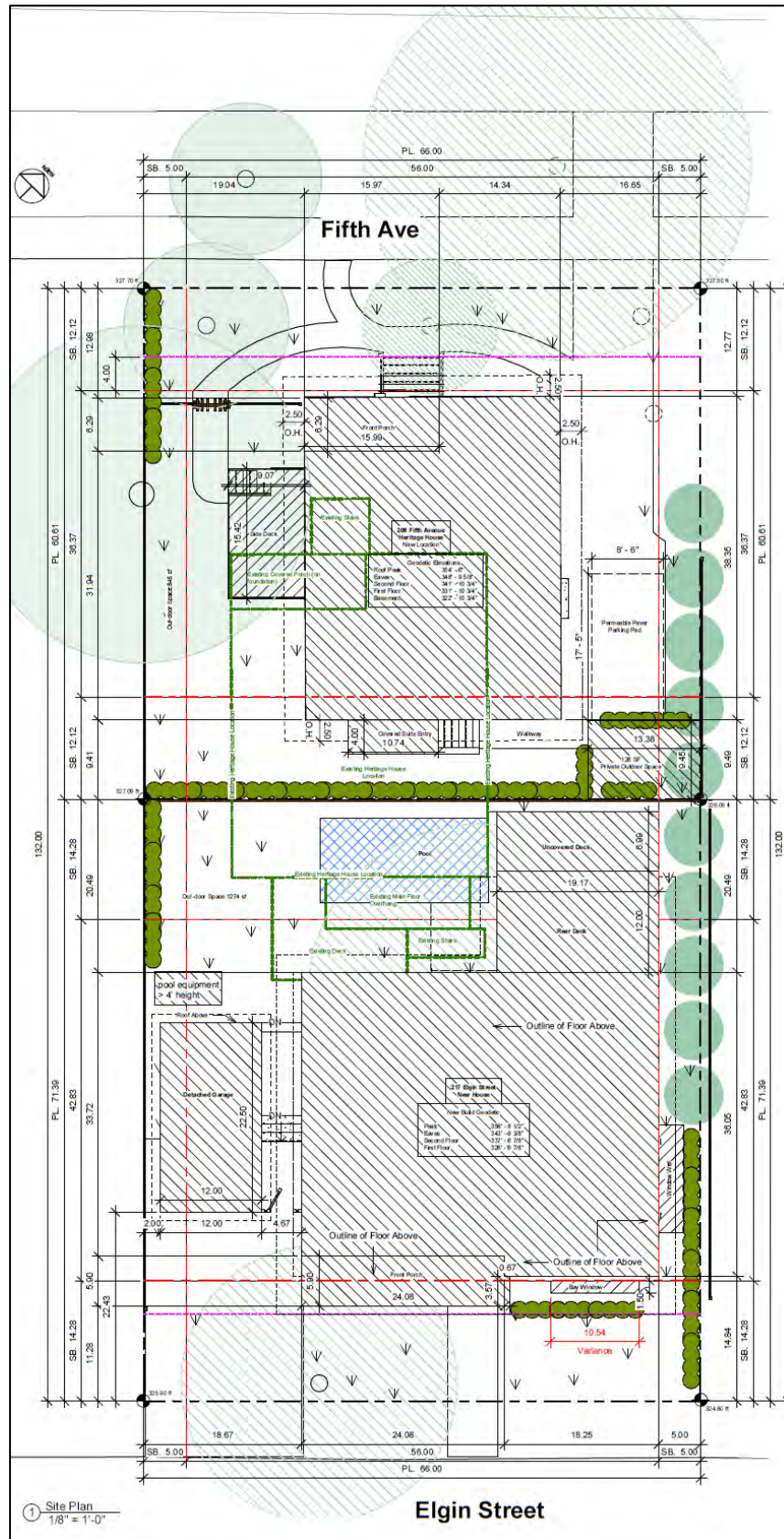


Fig. 13b: Site plan illustrating the proposed subdivision of 208 Fifth Avenue to facilitate a new build construction at the back of the lot, front Elgin Street. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 14: Proposed revitalization of Calbicks House, at 208 Fifth Avenue, 2021. (Source: D3 Dimension, Drafting and Design Inc.)

Preservation, Restoration and Rehabilitation are the conservation objectives for the building. Specifically, preservation of the windows, restoration of the lower back configuration of the building by removing the later addition and rehabilitation of the siding and soffits.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd edition)*:

Preservation: The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value. (Canada's Historic Places 2010, p. 255)

8.0 Building Description

This building, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. It has double-hung horned wood windows featured on the sides and front of the house. Its most prominent, visible window is a triple window assembly comprised of three double-hung horned wood windows with decorative upper sashes that are lozenge patterned lights with mostly textured glass and a few green stained-glass panels. It also has square, frosted glass wood windows on its western side and square wood windows on its eastern side.

9.0 Condition Assessment

Overall, the exterior of Calbicks House appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

9.1 Structure

The front exterior of Calbicks House appears to be in good condition (Fig. 15), however, the back addition is in somewhat poor condition, with some levels of deterioration visible (Figs. 16 and 17). Considering the back addition will be removed as part of this conservation work, the poorer condition of this aspect of the building is of less concern.



Fig. 15: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its overall good condition. (Source: Cummer)



Figs. 16 and 17: Fig. 16 (left) shows the southwestern back view of Calbicks House at 208 Fifth Avenue, 2019, and Fig. 17 (right) shows the southeastern back view, illustrating some of the deterioration. (Sources: Cummer)

9.2 Foundations

Overall, the condition of the walls and building envelope, from roof to foundation, appears to be good (Fig. 18). Please note an interior inspection was not conducted. It is understood that the house will be put on a new foundation following its relocation.



Fig. 18: Eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its foundation. (Source: Cumber)

9.3 Wood Elements

The visible, exterior wood elements of the front porch, windows and siding are, for the most part, in good condition (Fig. 19). There are simply some sections of the siding in need of repair and/or maintenance, as discussed in the relevant section below. Please note an internal inspection was not conducted to inspect the internal timber elements. These should also be inspected by a structural engineer to confirm their integrity and stability, prior to moving the house.



Fig. 19: Northwestern front and side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the overall good condition of its exterior wood elements. Note the landscaping possibly growing too close to the foundations, as discussed in section 9.9 below. (Source: Cumber)

9.4 Roofing and Waterworks

The average roof life is approximately 15 years, with the potential to last 30 years with proper care and maintenance. The current roof is in fair condition. It is recommended to replace the current roof and to ensure the gutters are cleaned and in good operation (if they are not also replaced at the same time). It is also encouraged that during this work, the unsympathetic skylight be removed (Fig. 20).



Fig. 20: Eastern side view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the unsympathetic skylight visible in the middle. (Source: Cummer)

9.5 Chimneys

It appears there are two chimneys currently on the house and they seem, externally, in good condition. On the eastern side of the house, there is a fairly tall and prominent metal chimney stack on the outer edge of the building's roof plane and a smaller one with intact chimney cap nearer the back, in the middle of the hipped roof line (Fig. 21).



Fig. 21: Front view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the taller chimney visible in the foreground and the smaller along the roof line. (Source: Cummer)

9.6 Windows and Doors

Considering the age of the building, the windows and doors are in good condition, overall. Most of the windows (their frames, sashes and hardware) appear to be the original ones from 1910, particularly the double-hung horned wood windows (Figs. 22 to 24) and some of the square ones (Figs. 25 and 26). While the condition of the windows is, for the most part, good, there are areas that could be touched up and repaired, such as the upper casing of the square windows on the western side of the building, as illustrated in Fig. 25 below.

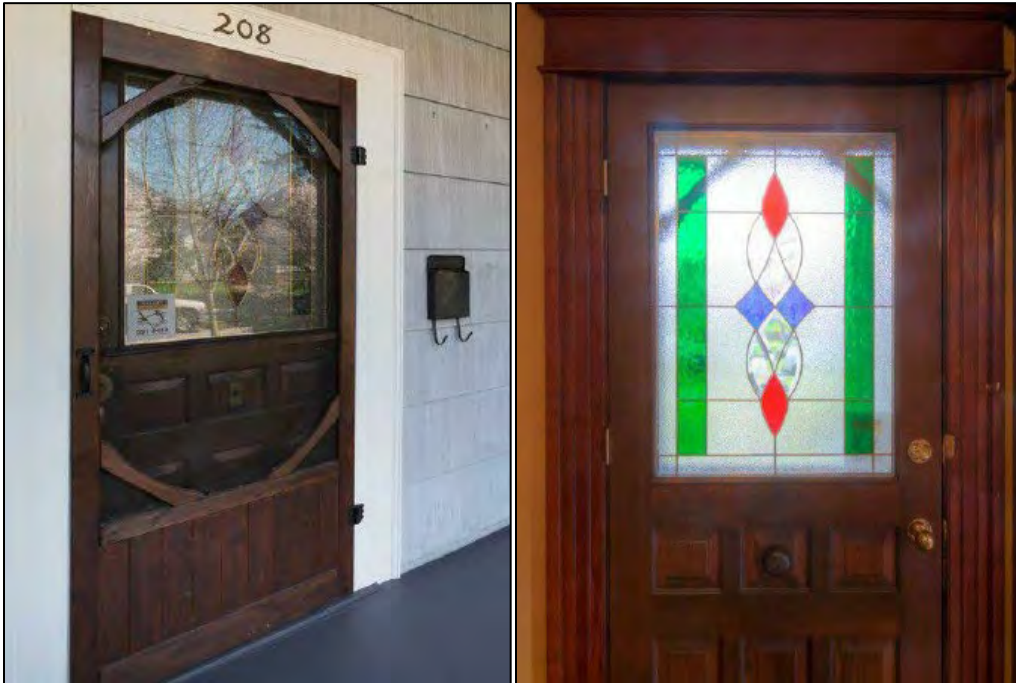


Figs. 22 to 24: Fig. 22 (upper left) shows the eastern side windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 23 (upper right) shows some of the western side windows; Fig. 24 (bottom) shows the triple window assembly of double-hung horned wood windows with decorative upper sashes at the front of the house. (Source: Cummer)



Figs. 25 to 26: Fig. 25 (left) shows one of the western side frosted glass square windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 26 (right) shows one of the eastern side square windows, with possibly replaced glass. (Sources: Cummer)

As for the front door, considering the style and design (wood with a frosted/stained glass window), it may not be the original door, but an early update, possibly from the 1930s (Figs. 27 and 28). No matter its time period, it is in good condition and should be preserved, preferably as exposed wood rather than painted, as would be appropriate for its era.



Figs. 27 to 28: Fig. 27 (left) shows the exterior view of the front door of Calbicks House at 208 Fifth Avenue, 2019; Fig. 28 (right) shows the interior view of the front door, with its stained glass more clearly visible. (Sources: D3 Dimension, Drafting and Design Inc.)

9.7 Cladding and Trimwork

As mentioned above, some sections of the wood siding are in need of repair and maintenance (Fig. 29), particularly at the back of the building. This is also the case for some of the fascia boards and soffits (Fig. 30). They are not in terrible condition, currently, but should be addressed in a timely manner.



Figs. 29 and 30: Fig. 29 (left) shows the southwestern corner of Calbicks House at 208 Fifth Avenue, 2019, illustrating one area of the wood siding in need of repair; Fig. 30 (right) shows the southeastern corner soffit and fascia boards in need of minor maintenance. (Sources: Cummer)

9.8 Finishes

The finishes of the house are in good condition, for the most part, with few areas currently requiring attention.

9.9 Landscaping

The landscaping on site is, overall, well maintained at a distance from the main house structure. The inclusion of a gravel bed surrounding the house is to be commended and encouraged as this ensures the foundations of the building are better protected, particularly from any encroaching landscaping and with improved drainage. The only area to be careful with regards to the landscaping is at the front, where some plantings are possibly growing too close to the structure, with potential for damage to the foundations of the building (Fig. 19 above). Further investigation should be explored and remedies considered, if needed.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

10.0 Recommended Conservation Procedures

10.1 Structure – Preservation

- The main one and a half storey hipped roofed structure will, for the most part, be **preserved**. It is understood that the framed walls of the basement will be deconstructed and rebuilt on a new foundation, after the house is moved.

10.2 Foundations – Rehabilitation

- It is understood that due to the house's relocation it will be moved onto a new foundation.

10.3 Wood Elements – Preservation and Restoration

- As addressed in greater detail in the relevant sections below (in particular, roofing, windows and cladding), the wood elements should be **preserved** where possible and **restored (repaired, maintained or replaced in-kind)**, as needed.

10.4 Roofing and Waterworks – Rehabilitation and Restoration

- On account of its age, the roofing should be replaced. The unsympathetic skylight on the eastern side of the house should be removed, **restoring** the original look of the roof.

10.5 Chimney – Preservation

- The original brick chimney, with intact chimney cap, should be **preserved**, if possible (or, if needed, rebuilt after the house is moved). If the latter is required, the chimney should be dismantled to the roofline and the bricks should be cleaned to be re-used for rebuilding the chimney with its original bricks, as much as possible.
- The metal chimney stack will be removed, due to condition concerns and an aesthetic preference to simplify the look of the house from the front. This is deemed acceptable since it is unlikely this metal chimney stack is original.

10.6 Windows and Doors – Preservation

- The double-hung horned wood windows of Calbicks House are the original 1910 windows and should be **preserved**.
- The square wood windows, particularly with the frosted glass, also appear to be original and should be **preserved**, where possible.
- With some of the proposed changes to the building (such as the back restoration and the new deck), the current placement of the windows are impacted. These windows will be installed elsewhere on the building (as opposed to installing new windows throughout). This allows for these original elements to be repurposed and **preserved** on their original building (as opposed to being salvaged/recycled for another project/building or, worse, ending up in a landfill). The following figures outline the proposed location and placement of the repurposed and preserved windows (Figs. 31 to 34).



Fig. 31: Front view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the numbered windows are those that will be unchanged and preserved in-situ. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 32: Eastern side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 33: Back view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 34: Western side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the numbered windows are those that will be unchanged and preserved in-situ and the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)

- If there are concerns with regards to the performance of the original windows, an immediate measure to allow for better protection of them (while address heating and sound issues), is to install exterior wood storm windows on them. This would be the best conservation approach for their long-term preservation, if so desired.
- If this route is taken, the proposed storm windows should be traditional wood storm windows: Single pane, single light and of similar sash dimension to the window sash itself, to minimise the visual impact on the building and to allow the windows to continue to be visible on the exterior. They should be painted the same colour as the current. Dimensions should be the same as the window sash as per the proposed, historically appropriate colour scheme, outlined below. An ideal storm window design will be hinged so that in the summer the top part can be opened to allow for ventilation and they can be removed when repair and maintenance of the storms or the windows is needed. This is a reversible measure that would immediately benefit the building, providing greater protection to the house and improving its performance in relation to temperature control, energy efficiency and also from a noise perspective.
- The front door should be **preserved**, remaining with a wood stain colour (as opposed to being painted).

10.7 Cladding and Trimwork – **Preservation** and **Rehabilitation**

- The horizontal, bevelled and combed cedar siding should be **preserved** as much as possible and **rehabilitated** in the few areas requiring repair.
- Similar to the windows, the original siding should be salvaged and repurposed as much as possible from the areas that will be altered, such as with the removal of the later back addition. These materials can be used to rehabilitate the areas requiring attention, such as at the back of property, as well as for the additional, matching side dormer.

- As for the dormer extension at the back of the property, a new cedar shingle should be used for the cladding, ideally with a similar profile to the original, but with a distinguishable texture, to differentiate it from the preserved cladding.
- The fascia boards and soffits should be cleaned and **rehabilitated**, as needed.

10.8 Finishes – Restoration

- The current colour scheme does not need to be maintained. On account of its era, a proposed historically appropriate colour scheme should be inspired by the Edwardian trend of “mid-range to dark body colour with lighter trim” (VHF 2001, p. 4). An example of a typical colour scheme for this era is: “dark green body with buff trim & gloss black sash” (*ibid.*).
- The restored colour scheme should incorporate a combination of historical colours from the Benjamin Moore Historical True Colours Palette (VHF 2012), following a three-colour exterior scheme: a mid-range tone body colour (VC-12 to VC-34), a lighter trim colour (VC-1 to VC-11); and gloss black sash (VC-35). VC-16 (Comox Sage) could be an appropriate green for the body, VC-1 (Oxford Ivory) for the trim and VC-35 (Gloss Black) for the sash.
- Follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

10.9 Landscaping

- Once the house is moved, the gravel bed surrounding the house should be restored and the landscaping near the front of the house should be replanted, as desired. However, a minimum 2-ft clearance between the vegetation and the building face is preferable to ensure there is sufficient space from the foundation to remove any threat to the foundation or the building’s finishes over time.

11.0 Proposed Alterations and Future Changes

11.1 Proposed Alterations

The major proposed changes to this house are:

- 1) Moving the house northeast within the property lines onto a new foundation, with increased basement height dug into the ground (not affecting the exterior height of the building);
- 2) Extending the rear dormer and adding an additional back dormer on the east side of the building to mirror the current dormer on the western side of the building; and
- 3) Building a small deck off the western side of the house.

Alterations 1) to 2) do not dramatically affect the visible design of the building, as viewed from the street. The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of the building. Alteration 3) has more of a visual impact, as viewed from the street, however, it is fairly modest and will be behind fencing and landscaping and therefore less visible from the street. With this in mind, this proposed alteration is also considered a reasonable intervention, from a heritage conservation perspective.

11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above) and should be in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*, particularly Standards 11 and 12, (Canada's Historic Places 2010, p. 23) as well as the Queen's Park HCA Design Guidelines (City of New Westminster 2017).

12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

12.1 Maintenance Checklist

- a. Site
 - Ensure site runoff drainage is directed away from the building.
 - Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
 - Do not permit vegetation (such as vines) to attach to the building.
- b. Foundation
 - Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
 - If encountered, seek advice from a professional Engineer, immediately.
 - Ensure perimeter drainage piping is functional.
 - Arrange a professional drainage inspection every three to five years.
- c. Wood Elements
 - Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
 - Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.
 - Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:

- Wood in contact with ground or plantings;
 - Excessive cupping, loose knots, cracks or splits;
 - Open wood-to-wood joints or loose/missing fasteners;
 - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
 - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
 - Signs of water ingress (such as rot, staining or mould).
 - Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
 - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
 - Excessive fading of colours, especially dark tones.
 - Note all repainting should be as per the recommended historic colours in section 10.8 above.
- d. Windows and Doors
- Replace cracked or broken glass as it occurs.
 - Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
 - Check condition and operation of hardware for rust or breakage. Lubricate annually.
 - Inspect weather stripping for excessive wear and integrity.
- e. Roofing and Rainwater Works
- Inspect roof condition every five years, in particular looking for:
 - Loose, split or missing shingles, especially at edges, ridges and hips;
 - Excessive moss growth and/or accumulation of debris from adjacent trees; and
 - Flashings functioning properly to shed water down slope, especially at the chimneys.
 - Remove roof debris and moss with gentle sweeping and low-pressure hose.
 - Plan for roof replacement at around 18 to 22 years.
 - Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
 - Ensure gutter hangers and rainwater system elements are intact and secure.
 - Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.
- f. General Cleaning
- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
 - Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
 - Windows, doors and rainwater works should be cleaned annually.
 - When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
 - Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

13.0 References

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APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated _____ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

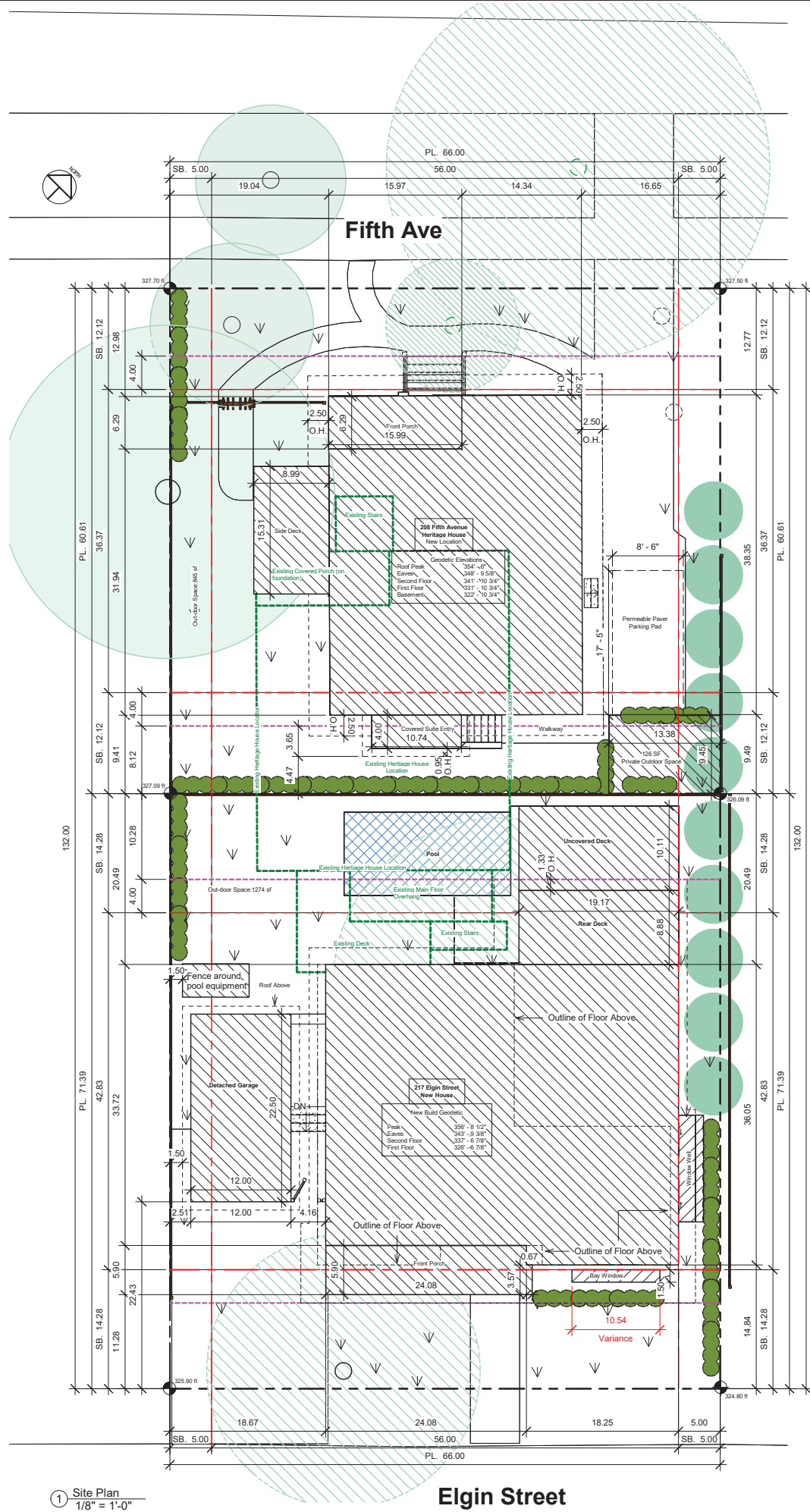
Telephone No.

Signature or Seal

APPENDIX 5
APPROVED PLANS



www.d3design.ca



Site Plan 1/8" = 1'-0"

Project Information (SFD)

Property Owner	Jim and Gillian Jamieson	
Site Address	TBD	
Project Type	New SFD	
Jurisdiction Authority	City of New Westminster	
Legal Description	TBD	
PID	TBD	
Zone	RS-5	

CONSULTANTS

Surveyor	Target Land Surveying	604-524-6161
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Woodridge Tree Consulting Arborists Ltd	778-847-0669

Zoning Analysis

Site	Notes
Lot Width	66.00 ft
Lot Depth	71.39 ft
Lot Size	4711.74 ft ² Variance
Step Code	Step Code 3

Primary Dwelling	Required/Allowed	Proposed	Notes
Principle Site Coverage	35% (1649.11 SF)	1478.43 SF	
Set Backs	Required/Allowed	Proposed	Notes
Front:	14' - 3"	14.28 ft	
Front projection	4' - 0"	4.00 ft	
Rear:	14' - 3"	20.49 ft	
Rear Setback Projection	10' - 3"	10.25 ft	
Right Side:	5' - 0"	6.00 ft	
Left Side:	5' - 0"	17.70 ft	
Bay Window Width	6.00 ft	10.54 ft	Variance

Floor Area	Required/Allowed	Proposed	Notes
Basement		416.56 SF	
First Floor		1470.06 SF	
Second Floor		1133.91 SF	
Total	0.50	0.64	
Floor Space Ratio	2426.55 SF	3020.53 SF	64%=Variance
Secondary Suite Area	N/A	N/A	

Attached Accessory Area	Required/Allowed	Proposed	Notes
Front Porch		144.45 SF	
Rear Deck		191.43 SF	
Total	471.17 SF (10%)	335.88 SF	

Detached Accessory Area	Required/Allowed	Proposed	Notes
Pool		200 SF	
Garage		270 SF	
Total	471.17 SF (10%)	470 SF	

Height	Required/Allowed	Proposed	Notes
Left Front Elevation		325.90 ft	
Right Front Elevation		324.80 ft	
Left Rear Elevation		327.15 ft	
Right Rear Elevation		326.23 ft	
Average Grade		326.02 ft	
U/S Eave Elevation		343.68 ft	
Roof Peak Elevation		355.92 ft	
Roof Peak Height	35 ft	29.89 ft	
Roof Eave Height		17.37 ft	
Midpoint Height	25 ft	23.77 ft	

Project Information (HRA)

Property Owner	Jim and Gillian Jamieson	
Site Address	208 Fifth Ave	
Project Type	HRA	
Jurisdiction Authority	City of New Westminster	
Legal Description		
PID		
Zone	RS-4	

CONSULTANTS

Surveyor	Target Land Surveying	604-524-6161
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Woodridge Tree Consulting Arborists Ltd	778-847-0669

Zoning Analysis

Site	Notes
Lot Width	66.00 ft
Lot Depth	60.61 ft
Lot Size	4000.26 ft ² Variance
Step Code	

Primary Dwelling	Required/Allowed	Proposed	Notes
Principle Site Coverage	35% (1400.09 SF)	1159.30 SF	
Set Backs	Required/Allowed	Proposed	Notes
Front:	12' - 1"	12.77 ft	
Front projection	4' - 0"	1.85 ft	
Rear:	12' - 1"	9.41 ft	Variance
Rear Setback Projection:	4' - 0"	6.71 ft	Variance
Right Side:	5' - 0"	19.04 ft	
Left Side:	5' - 0"	16.65 ft	

Floor Area	Required/Allowed	Proposed	Notes
Basement		934.36 SF	
First Floor		1060.27 SF	
Second Floor		804.84 SF	
Total	2800.18 SF	2799.48 SF	
Floor Space Ratio	0.70	0.70	
Secondary Suite Area	N/A	602.66 SF	
Off street parking	2	1	Variance

Attached Accessory Area	Required/Allowed	Proposed	Notes
Front Porch		101.39 SF	
Side Deck		138.12 SF	
Suite Entry		43.07 SF	
Total	400 SF (10%)	282.58 SF (7%)	

Height	Required/Allowed	Proposed	Notes
Left Front Elevation		327.50 ft	
Right Front Elevation		327.70 ft	
Left Rear Elevation		326.09 ft	
Right Rear Elevation		327.09 ft	
Average Grade		327.09 ft	
U/S Eave Elevation		348.77 ft	
Roof Peak Elevation		354.50 ft	
Roof Peak Height	35 ft	28.46 ft	
Roof Eave Height		22.30 ft	
Midpoint Height	25 ft	24.56 ft	

No.	Description	Date
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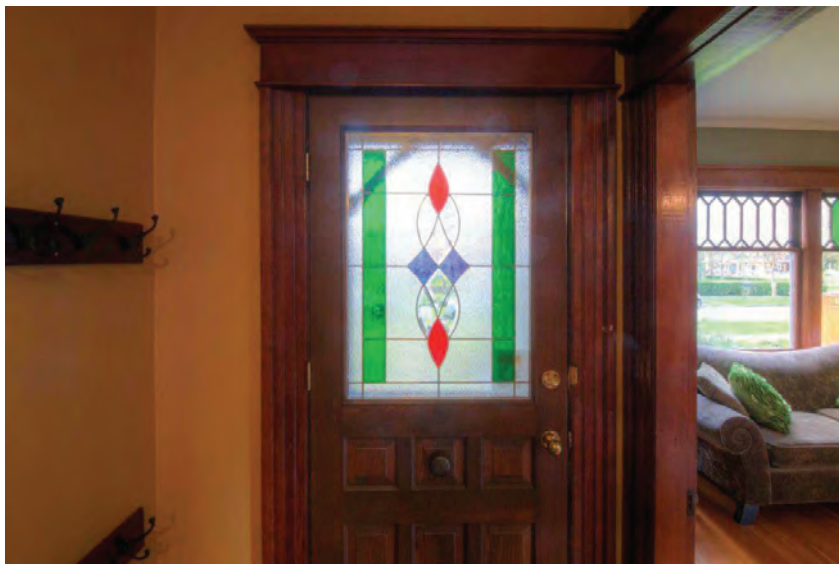
Gillian and Jim

208 Fifth Ave

Site & Zoning

Project number	1498
Date	October 22, 2021
Drawn by	Trenton Cowley
Checked by	Kirsten Sutton

Scale C0.3 Page 176 of 683 As Indicated



No.	Description	Date

Gillian and Jim

208 Fifth Ave

Existing Pictures

Project number 1498
Date October 22, 2021
Drawn by Trenton Cowley
Checked by Kirsten Sutton

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1 New Build Front Elevation
1/4" = 1'-0"



2 New Build Right Elevation
1/4" = 1'-0"

Trim, eaves, and window sills- White Dove OC-17 Benjamin Moore
Finish- Satin Pearl

Sash- Black HC 190 Benjamin Moore
Finish- Satin Pearl

Front Door- Black 190 Benjamin Moore
Finish- High Gloss

Body- Silver Half Dollar 2121-40 Benjamin Moore
Body- Low Luster



4 New Build Left Elevation
1/4" = 1'-0"



3 New Build Rear Elevation
1/4" = 1'-0"

No.	Description	Date

Gillian and Jim
208 Fifth Ave
New Build Elevations

Project number 1498
Date October 22, 2021
Drawn by Trenton Cowley
Checked by Kirsten Sutton

Scale C0.13
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No.	Description	Date
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No.	Description	Date

Gillian and Jim
208 Fifth Ave
Renders

Project number	1498
Date	October 22, 2021
Drawn by	Trenton Cowley
Checked by	Kirsten Sutton

APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-4) Requirement/Allowance	Lot with Heritage Building (208 Fifth Avenue)	Lot with New House (217 Elgin Street)
Minimum Lot Size	6,000 square feet (557 square metres)	4,000 square feet (372 square metres)	4,710 square feet (438 square metres)
Maximum Floor Space Ratio for Non-Protected House in Queen's Park Heritage Conservation Area*	0.5	--	0.64
Maximum Floor Space Ratio for Protected House in Queen's Park Heritage Conservation Area*	0.7	--	--
Minimum Rear Setback (Heritage House)	12.1 feet (3.7 metres)	9.4 feet (2.9 metres)	--
Minimum Rear Yard Projection Setback (Heritage House)	8.1 feet (2.5 metres)	4.4 feet (1.3 metres)	
Maximum Bay Width to Allow Projection Into Front Setback	6 feet (1.8 metres)	--	10.6 feet (3.2 metres)
Minimum Off-Street Vehicle Parking Spaces	One space per unit, including secondary suite	One parking space	--

** Should Step Code 3, 4 or 5 of the Energy Step Code be met, the maximum space ratio can be increased as outlined in Section 310.11.1 of Zoning Bylaw No. 6680, 2001*

APPENDIX 7

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

THIS AGREEMENT dated for reference the ____ day of _____, 20__ is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New Westminster, BC

(the “Owner”)

AND:

CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “City”)

WHEREAS:

- A. The Owners are the registered owners in fee simple of those lands in New Westminster, British Columbia legally described as NO PID, _____ and NO PID, _____ (together, the “Lands”);
- B. Pursuant to a Heritage Revitalization Agreement between the City and the Owners, dated for reference October 25, 2021 (the “HRA”), the Owners are required to deposit in the Land Title Office, concurrently with the subdivision plan creating the Lands as separate fee simple parcels, a covenant under s.219 of the *Land Title Act* in favour of the City, by which the Owners covenant and agree not to transfer separately the Lands until the Owners have complied with the requirements of the HRA for the preservation, restoration, and rehabilitation of the Heritage Building (as defined in the HRA);
- C. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality in respect of the use of land, the use of a building on or to be erected on land, or that parcels of land designated in the covenant are not to be sold or otherwise transferred separately;

NOW THEREFORE in consideration of the sum of \$10.00 now paid by the City to the Owners and other good and valuable consideration, the receipt and sufficiency of which the Owners hereby acknowledge, the parties covenant and agree pursuant to Section 219 of the *Land Title Act* (British Columbia) as follows:

- 1. **Lands Not to be Separately Sold or Transferred** – The Lands shall not be sold or otherwise transferred separately.

2. **Discharge** – The City shall, at the written request of the Owners, execute and deliver to the Owners a registrable discharge of this Agreement, in its sole and unfettered discretion, to be exercised consistently with the wording and intent of the HRA, that the Owners have completed and complied with all requirements in the HRA for the preservation, restoration, and rehabilitation of the Heritage Building by the deadlines set out therein.
3. **Notice** – All notices and other communications required or permitted to be given under this Agreement must be in writing and must be sent by registered mail or delivered as follows:
- (a) if to the Owner, to the address shown on the Land Title Office title search to the Lands,
 - (b) if to the City, as follows:

City of New Westminster
511 Royal Avenue
New Westminster, BC, V3L 1H9

Attention: Heritage Planner

Any notice or other communication that is delivered is considered to have been given on the next business day after it is dispatched for delivery. Any notice or other communication that is sent by registered mail is considered to have been given five days after the day on which it is mailed at a Canada Post office. If there is an existing or threatened strike or labour disruption that has caused, or may cause, an interruption in the mail, any notice or other communication must be delivered until ordinary mail services is restored or assured. If a party changes its address it must immediately give notice of its new address to the other party as provided in this section.

4. **Interpretation** – In this Agreement:
- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) reference to a particular numbered section or article is a reference to the correspondingly numbered section or article of this Agreement;
 - (d) reference to the “Lands” or to any other parcel of land is a reference also to any parcel into which those lands are subdivided or consolidated by any means

(including the removal of interior parcel boundaries) and to each parcel created by any such subdivision or consolidations;

- (e) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
 - (f) reference to any enactment includes any regulations, orders, permits or directives made or issued under the authority of that enactment;
 - (g) unless otherwise expressly provided, reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced;
 - (h) time is of the essence;
 - (i) all provisions are to be interpreted as always speaking;
 - (j) reference to a “party” is a reference to a party to this Agreement and to their respective heirs, executors, successors (including successors in title), trustees, administrators and receivers;
 - (k) reference to the City is a reference also to its elected and appointed officials, officers, employees and agents;
 - (l) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
 - (m) any act, decision, determination, consideration, opinion, consent or exercise of discretion by a party or person as provided in this Agreement must be performed, made, formed or exercised acting reasonably, except that any act, decision, determination, consideration, consent, opinion or exercise of discretion that is said to be within the “sole discretion” of a party or person may be performed, made, formed or exercised by that party or person in the sole, unfettered and absolute discretion of that party or person.
5. **No Waiver** – No provision or breach of this Agreement, nor any default, is to be considered to have been waived or acquiesced to by a party unless the waiver is express and is in writing by the party. The waiver by a party of any breach by the other party of any provision, or default, is not to be construed as or constituted a waiver of any further or other breach of the same or any other provision or default.
6. **No Effect on Laws or Powers** – This Agreement and the Owners’ contributions, obligations and agreements set out in this Agreement do not:

- (a) affect or limit the discretion, rights, duties or powers of the City or the Approving Officer under any enactment or at common law, including in relation to the use, development, servicing or subdivision of the Lands;
 - (b) impose on the City or the Approving Officer any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
 - (c) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
 - (d) relieve the Owners from complying with any enactment, including in relation to the use, development, servicing, or subdivision of the Lands.
7. **Remedies for Breach** – The Owners agree that, without affecting any other rights or remedies the City may have in respect of any breach of this Agreement, the City is entitled, in light of the public interest in securing strict performance of this Agreement, to seek and obtain from the British Columbia Supreme Court a mandatory or prohibitory injunction, or order for specific performance, in respect of the breach.
 8. **Binding Effect** – This Agreement enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, trustees, receivers and successors (including successors in title).
 9. **Covenant Runs With the Lands** – Every provision of this Agreement and every obligation and covenant of the Owners in this Agreement, constitutes a deed and a contractual obligation, and also a covenant granted by the Owners to the City in accordance with section 219 of the *Land Title Act*, and this Agreement burdens the Lands to the extent provided in this Agreement, and runs with them and binds the Owners’ successors in title. This Agreement also burdens and runs with every parcel into which the Lands are consolidated (including by the removal of interior parcel boundaries) or subdivided by any means, including by subdivision under the *Land Title Act* or by strata plan or bare land strata plan under the *Strata Property Act*.
 10. **Further Acts** – The Owners shall do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
 11. **Severance** – If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
 12. **Amendment** – This Agreement may be amended from time to time by agreement between the Owners and the City. Except as otherwise expressly provided in this

Agreement, amendments to this Agreement must be made by an instrument in writing duly executed by the Owners and the City.

13. **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a new contract and a deed of covenant executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part I of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

CONSENT AND PRIORITY AGREEMENT

WHEREAS:

- A. *[Name of land owner(s)]* (the "Owner") is the registered owner of the land described in Item 2 of Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement (the "Land");
- B. The Owner granted *[Name of chargeholder]* (the "Prior Chargeholder") a *[identify mortgage or other charge]* which was registered against the title to the Land in the New Westminster Land Title Office under number *[insert registration number]* (the "Prior Charge");
- C. The Owner granted to the Corporation of the City of New Westminster (the "Subsequent Chargeholder") a section 219 covenant which is registered against the title to the Land under number one less than this Consent and Priority Agreement (the "Subsequent Charge"); and
- D. Section 207 of the *Land Title Act* permits the Prior Chargeholder to grant priority over a charge to a subsequent chargeholder.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT WITNESSES THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION RECEIVED BY THE PRIOR CHARGEHOLDER FROM THE SUBSEQUENT CHARGEHOLDER (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED):

1. The Prior Chargeholder hereby consents to the granting and registration of the Subsequent Charge and the Prior Chargeholder hereby agrees that the Subsequent Charge shall be binding upon its interest in and to the Land.
2. The Prior Chargeholder hereby grants to the Subsequent Chargeholder priority for the Subsequent Charge over the Prior Chargeholder's right, title and interest in and to the Land, and the Prior Chargeholder does hereby postpone the Prior Charge and all of its right, title and interest thereunder to the Subsequent Charge as if the Subsequent Charge had been executed, delivered and registered prior to the execution, delivery and registration of the Prior Charge.

As evidence of its agreement to be bound by the above terms of this Consent and Priority Agreement, the Prior Chargeholder has executed and delivered Part 1 of *Land Title Act* Form C which is attached hereto and forms part of this Agreement.

END OF DOCUMENT

Attachment #2

Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8272, 2021

A bylaw of the Corporation of the City of New Westminster to designate 208 Fifth Avenue as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 208 Fifth Avenue has entered into a heritage revitalization agreement in relation to the principal building currently located on the land as authorized by Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 (the "Heritage Revitalization Agreement"), has requested that Council designate that property as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the building located at 208 Fifth Avenue has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the building located at 208 Fifth Avenue as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

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

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (208 Fifth Avenue) No. 8272, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. That parcel of land having a civic address of 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 and labelled "208 Fifth Avenue Heritage House" in Schedule A (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:
 - (a) alter the exterior of the Building;
 - (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
 - (c) move the Building; or
 - (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Development Services Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this _____ day of _____ 2021.

GIVEN SECOND READING this _____ day of _____ 2021.

PUBLIC HEARING held this _____ day of _____ 2021.

GIVEN THIRD READING this _____ day of _____ 2021.

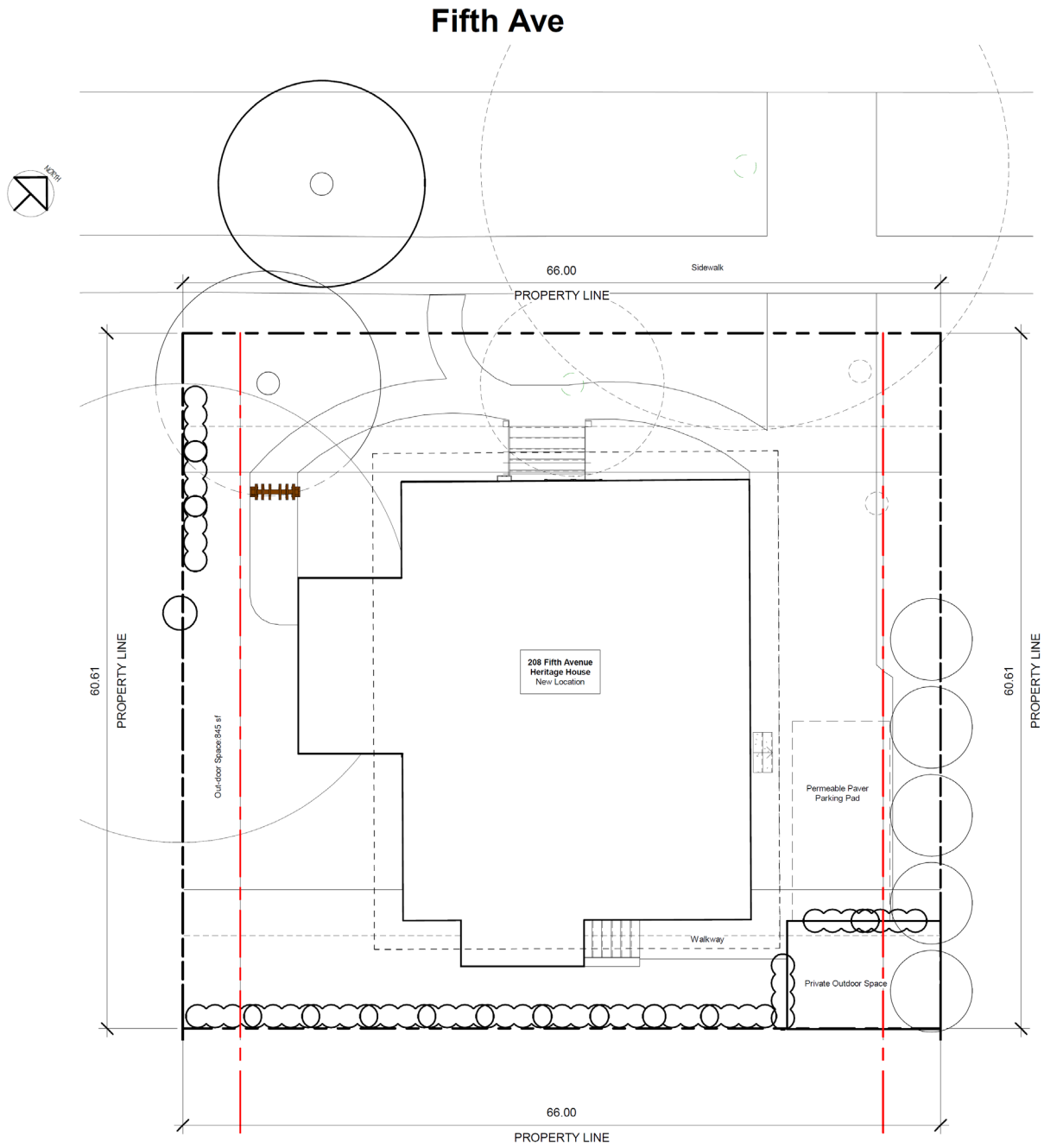
ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this _____ day of _____ 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH



Attachment #3

Policy and Regulations Summary

ATTACHMENT #3: POLICIES AND REGULATIONS SUMMARY

Official Community Plan Land Use Designation

The Official Community Plan (OCP) designation for this site is *Residential: Detached and Semi-Detached* which allows low density residential, primarily in the form of single detached dwellings with secondary suites, duplexes, and accessory dwelling units (e.g. laneway house, carriage house). Complementary uses include home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities. The OCP also indicates that, through a Heritage Revitalization Agreement (HRA), a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. The proposed application is consistent with the OCP designation for this site.

Zoning Bylaw

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

Family Friendly Housing Policy

The purpose of the Family Friendly Housing Policy, which typically applies to multi-unit buildings, is to increase the supply of two and three bedroom units available in the city. The policy also includes design guidelines for bedrooms. Though the policy does not apply to small-scale projects (less than ten units), the intent of the policy has been applied to and fulfilled by this application.

Queen's Park Heritage Conservation Area

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

Heritage Revitalization Agreement

A Heritage Revitalization Agreement (HRA) is a negotiated agreement between the City and a property owner for the purposes of heritage conservation. In exchange for long term legal protection through a Heritage Designation Bylaw and exterior restoration, certain zoning relaxations are considered. An HRA does not change the zoning of the property, rather it adds a new layer which identifies the elements of the zone that are being varied or supplemented. An HRA is not legally precedent setting as each one is unique to a specific site.

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

The Standards and Guidelines for the Conservation of Historic Places in Canada

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

Heritage Designation

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

Heritage Register

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

Attachment #4

Proposed Project Statistics and Relaxations

ATTACHMENT #4 PROJECT STATISTICS AND PROPOSED RELAXATIONS

A summary of the proposed project statistics are outlined in Table 4 and 5. Relaxations being sought through the HRA are highlighted in grey.

Table 4: Summary of Proposed Relaxations for 208 Fifth Avenue (Heritage House)

Attributes	RS-4 Zoning	Proposed	Relaxation
Minimum Site Area	557 sq. m. (6,000 sq. ft.)	372 sq. m. (4,000 sq. ft.)	185 sq. m. (2,000 sq. ft.)
Lot Frontage	--	20.1 m. (66 ft.)	--
Lot Depth	--	18.5 m. (60.6 ft.)	--
Maximum Floor Space	260 sq. m. (2,800 sq. ft.)	260 sq. m. (2,800 sq. ft.)	--
Maximum Floor Space Ratio	0.7	0.7	--
Maximum Number of Units	3	2	--
Maximum Site Coverage	35%	27%	--
Minimum Front Setback	3.7 m. (12.1 ft.)	3.9 m. (12.8 ft.)	--
Minimum Front Yard Projection Setback	2.5 m. (8.1 ft.)	3.1 m. (10.3 ft.)	--
Minimum Rear Setback	3.7 m. (12.1 ft.)	2.9 m. (9.4 ft.)	0.8 m. (2.7 ft.)
Minimum Rear Yard Projection Setback (eaves)	2.5 m. (8.1 ft.)	1.3 m. (4.4 ft.)	1.2 m. (3.7 ft.)
Minimum Side Setback (left)	1.5 m. (5 ft.)	5.1 m. (16.7 ft.)	--
Minimum Side Setback (right)	1.5 m. (5 ft.)	8 m. (19 ft.)	--
Maximum Height (Roof Peak)	10.7 m. (35 ft.)	8.4 m. (27.4 ft.)	--
Maximum Height (Midpoint)	7.6 m. (25 ft.)	7.5 m. (24.6 ft.)	--
Maximum Attached Accessory Area	10% 37.2 sq. m. (400 sq. ft.)	7.1% 26.3 sq. m. (283 sq. ft.)	--
Minimum Off-Street Parking	2 spaces	1 space	1 space

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

Table 5: Summary of Proposed Relaxations for 471 Elgin Street (New House)

Attributes	RS-4 Zoning	Proposed	Relaxation
Minimum Site Area	557 sq. m. (6,000 sq. ft.)	438 sq. m. (4,710 sq. ft.)	119 sq. m. (1,290 sq. ft.)
Lot Frontage	--	20.1 m. (66 ft.)	--
Lot Depth	--	21.8 m. (71.4 ft.)	--
Maximum Floor Space	223 sq. m. (2,402 sq. ft.)	280 sq. m. (3,017 sq. ft.)	57 sq. m. (615 sq. ft.)
Maximum Floor Space Ratio*	0.51	0.64	0.13
Maximum Number of Units	3	1	--
Maximum Site Coverage	35%	32%	--
Minimum Front Setback	4.4 m. (14.3 ft.)	4.5 m. (14.8 ft.)	--
Maximum Bay Width to Allow Projection into Front Setback	1.8 m. (6 ft.)	3.2 m. (10.6 ft.)	1.4 m. (4.6 ft.)
Minimum Rear Setback	4.4 m. (14.3 ft.)	6.2 m. (20.5 ft.)	--
Minimum Rear Yard Projection Setback	3.1 m. (10.3 ft.)	3.1 m. (10.3 ft.)	--
Minimum Side Setback (left)	1.5 m. (5 ft.)	5.4 m. (17.7 ft.)	--
Minimum Side Setback (right)	1.5 m. (5 ft.)	1.5 m. (5 ft.)	--
Maximum Height (Roof Peak)	10.7 m. (35 ft.)	9.4 m. (30.7 ft.)	--
Maximum Height (Midpoint)	7.6 m. (25 ft.)	7.4 m. (24.3 ft.)	--
Maximum Detached Accessory Area	10% 43.8 sq. m. (471 sq. ft.)	10% 43.7 sq. m. (470 sq. ft.)	--
Maximum Attached Accessory Area	10% 43.8 sq. m. (471 sq. ft.)	8% 34.8 sq. m. (375 sq. ft.)	--
Minimum Off-Street Parking	1 space	1 space	--

*includes the allowable increase of 0.01 FSR for Energy Step Code Level 3

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

Attachment #5
Statement of Significance

ATTACHMENT #5: STATEMENT OF SIGNIFICANCE

208 Fifth Avenue Calbicks House

Description of Historic Place

This historic place, Calbicks House, is an Edwardian-era one and a half storey wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and centred-hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. The house is located in the northeast quadrant of the Queen's Park neighbourhood on Fifth Avenue near Second Street.

Heritage Values

house is among the many varied surviving examples represented in the Queen's Park Heritage Conservation Area, which boasts a range of ages, styles and scales. This one section of Fifth Avenue in fact has an example from almost every decade dating back to the 1890s, with this house as one of the few surviving smaller scale examples from the 1910s. It also boasts a rather unique mid-century bevelled and combed cedar siding that is not often surviving to today. This uniqueness in the landscape contributes to the place's significance.

Designed and built in 1910 by Robert Lane, the building has historic value for being representative of the Edwardian-era building boom that took place in New Westminster. It also connects to the final stages of developing the Queen's Park neighbourhood, being largely contemporaneous with the inputting of modern amenities such as the paved street and concrete sidewalks that went in in 1906, the sewer system and landscaped boulevards in 1912 and the street curbs in 1913; making it the first fully serviced neighbourhood in New Westminster. The Calbicks House also has further significance for its association with the Calbick Family; a family connected to New Westminster dating back to the 19th century. The first and longest staying resident of 208 Fifth Avenue was Charles Calbick, an electrician, who lived in the house from 1910 to 1955. His son, Garth Calbick, a janitor, continued to live in the house from 1956 to 1965.

Character-Defining Elements

Key elements that define the heritage character of the Calbicks House at 208 Fifth Avenue include:

- Its location in the Queen's Park neighbourhood.
- Its setting in a well-tended and manicured lot.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its boxy quality, its hipped roof and hipped dormer with bell-cast flare to its eaves, its partial-width porch with classical columns and its centred front door.
- Its bevelled and combed cedar siding.
- Its double-hung horned wood windows featured on the sides and front of the house, including its prominent front window that boasts the decorative upper sashes that are lozenge pattern lights with textured/coloured glass. Its square, frosted glass, wood-framed windows on its western side and its square wood-framed windows on its eastern side.
- Its simple brick chimney placement and design (particularly its traditional cap).
- Its overall minimal ornamentation.

Attachment #6

*Extract of January 27, 2020 and
August 30, 2021 Land Use and Planning
Committee (LUPC) Meeting Minutes*

REGULAR MEETING OF THE LAND USE AND PLANNING COMMITTEE

January 27, 2020 at 10:00 a.m.
Council Chamber, City Hall

MINUTES - Extract

5. 208 Fifth Avenue: Heritage Revitalization Agreement

Britney Dack, Heritage Planner, provided a presentation with respect to the above-noted report dated January 27, 2020, after which the applicant, Ms. Jillian Jamieson, shared her own presentation with the Committee.

In response to questions from the Committee, the proponents provided the following comments:

- The tree, described as “a monster tree,” is planted in an inappropriate location on the property, and has been causing issues with drain tile, etc. The City has advised that removal of the tree is a civil matter, therefore, consent for the removal of the tree is being sought from the neighbor;
- The reduction of the proposed FSR to 0.65 for the new build would likely be reduced square footage in the basement; and,
- The house started out at an FSR of approximately 0.8 and throughout the design process and many consultations with staff, the density and massing has come down enough to generally satisfy City guidelines.

In response to a question from the Committee, staff advised that 20 percent of lot depth is required for the front yard setback.

Discussion ensued, and the Committee provided the following comments:

- A Committee member voiced concern with the garage at the front of 208 Fifth Avenue noting that many residents in the area park on the street and utilize their garages for storage or living space, while another Committee member shared that they had no concerns with the garage;
- Overall, the design of the project is pleasing, however, the density is concerning;

- The tree issue must be resolved before the project can move forward as the site design will impact where the garages are located;
- The design flow of the house provides quality of life for the neighbours and livability for the house owners;
- The proposal makes sense in terms of design and is a good way to split the lot while maintaining the streetscape;
- The scale of the project is supported;
- A Committee member expressed support for the new build's garage as the street operates as a back lane;
- Staff's position regarding the house located at 208 Fifth Avenue is supported; and,
- The City should maintain consistency with respect to the Queens Park Conservation Area guidelines that addresses getting garages off the street.

MOVED AND SECONDED

THAT the Land Use and Planning Committee endorse the recommendations summarized in Section 6 of the report dated January 27, 2020, titled, "208 Fifth Avenue: Heritage Revitalization Agreement – Preliminary Report," and direct staff to work with the applicant to integrate the Committee's feedback prior to proceeding with public consultation;

THAT the Land Use and Planning Committee recommend that staff proceed with processing the Heritage Revitalization Agreement as outlined in Section 5 of this report, once the Committee's feedback has been integrated into the proposal; and,

THAT the Land Use and Planning Committee direct staff to advise the applicant that an HRA which would allow a density increase to the new house could be further explored, provided that the proposal aligns with similar HRAs at a maximum of 0.65 FSR.

CARRIED.

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

REGULAR MEETING OF THE LAND USE AND PLANNING COMMITTEE

August 30, 2021

Meeting held electronically under Ministerial Order No. M194/2020

And in Council Chambers

MINUTES - Extract

6. 208 Fifth Avenue: Heritage Revitalization Agreement

Britney Dack, Senior Heritage Planner, reviewed the August 30, 2021 staff report and provided a PowerPoint presentation of the proposal to subdivide the lot located at 208 Fifth Avenue into two smaller lots, including the long-term legal heritage protection of the 1910-built Calbicks House, which outlined the site context, zoning bylaw relaxations, and other considerations. Ms. Dack noted that staff are seeking feedback on the following:

- Proposed open carports which will require relaxations in the Heritage Revitalization Agreement Bylaw for an attached accessory area and setbacks which is creating additional mass and bulk; and,
- Support to make the heritage house's partially at-grade basement space suite ready with life safety improvements as the house is being moved forward onto a new foundation, presenting the opportunity do so.

Gillian Jamieson, Applicant, provided a PowerPoint presentation and provided the following information:

- The proposal has previously been reviewed at LUPC and Community Heritage Commission meetings as well as at a public open house in May 2021 and it is surprising that it has come back to the LUPC again which makes it feel the criteria for the project has changed;
- Photo examples of various types of carports and garages existing throughout the neighbourhood;
- Review of amendments made to their proposal in order to meet regulations with respect to a secondary suite; and,

- Noted that Heritage Revitalization Agreements in progress were not be affected by changing requirements or policies such as the temporary pause Council placed on processing such applications in June of 2021.

In response to questions from the Committee, Ms. Dack and Emilie Adin, Director of Development Services, provided the following comments:

- Staff are supportive of this HRA and have worked with the proponents to address livability and usability guidelines; however, two items that remain outstanding include life safety and buildability components with respect to a potential future secondary suite which could be addressed without major design or reconstruction of the basement, as well looking at the number and extent of relaxations required as part of the HRA Bylaw for the proposed carports given the already large massing on the houses;
- When considering the addition of a carport, the number and extent of relaxations required are reviewed as part of the HRA Bylaw; however, the houses for this project have reached maximum mass capacity for the lot size. As the option to reduce mass by increasing density or expanding the site cannot be done here, attached and accessory spaces will be reviewed; and,
- The life safety issue is being addressed preemptively in order to lessen the inordinate costs of obtaining permits after a building is constructed which may lessen the number of illegal suites, which are a majority in New Westminster as in other municipalities.

In response to questions from the Committee, Kirsten Sutton, Architect at D3 Design, provided the following comments:

- Once the heritage house is placed on a new foundation, a majority of the Building Code issues would be addressed; therefore, the only life safety concern with an illegal suite would be that it would not have a dedicated heating system; and,
- A detached garage could be placed right against the property line if constructed as a fire resistant structure which would be in keeping with the Queen's Park design guidelines.

Discussion ensued and the Committee provided the following comments:

- Introducing the requirement of life safety measures this late in the process is overreaching and not supported at this time as they can be dealt with in the future;
- Do not support a carport as they often become storage, creating a mess on the property;

- Proponent should continue to work with staff regarding the carport;
- Although added later in the process, the life safety requirements may help with the housing crisis; however, a policy should be in place so that applicants know what to expect;
- As this is a small lot subdivision, compromises must be made to ensure that we do not see two massive homes on a small amount of land and staff should continue to work with the proponent to see that this does not happen;
- Staff should continue to work with the proponent to ensure that the site reflects as an attractive Heritage Revitalization Agreement and shows the community that this is something that can be accepted and contribute positively to the community.

MOVED and SECONDED

THAT, as outlined in the August 30, 2021 report titled, “208 Fifth Avenue: Heritage Revitalization Agreement,” the Land Use and Planning Committee recommends that the applicant reduce the proposed building bulk prior to the application being forwarded to Council for consideration; and

THAT the Land Use and Planning Committee recommends that staff do not require the applicant to include key life safety features to support future conversion of the heritage house basement to a secondary suite, prior to the application being forwarded to Council for consideration.

CARRIED.

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

Attachment #7

Applicant-led Consultation Feedback and Correspondence Received

From: [Kathleen Stevens](#)
Personal Information Remove
To:
Cc: [External-Dev Feedback](#)
Subject: RE: Robert Lane House - 208 5th Ave. NW
Date: Tuesday, April 27, 2021 5:47:38 PM

Hello,

Thank you for reaching out regarding the proposed [Heritage Revitalization Agreement](#) (HRA) at 208 Fifth Avenue. Find below some information to help answer your questions:

Minimum Side Yard Setback

The Zoning Bylaw requires a minimum side yard setback of 1.5 metres (5 feet) and permits projections of up to 0.8 metres (2.5 feet). This means, under the standard rules, the distance between pieces of the house and the property line can be as close as 0.8 metres (2.5 feet). 0.6 metres (2 feet) is generally the minimum separation distance allowed in the Building Code. The applicant is proposing a relaxation, which would result in the eaves of the carport projecting to the Code minimum, which is closer than the Zoning Bylaw usually permits (by 0.15 meters/0.5 feet) . These kinds of relaxations can be considered for heritage houses through an HRA.

City Trees

An arborist report is still being finalized for this project. The arborist report is required to include recommendations for removal of trees or for work around/within the tree protection zone (TPZ) of retained trees. The trees on this property, and in the boulevard, would be protected in accordance with the City's Tree Protection and Regulation Bylaw No. 7799, 2016. Given that the heritage house is proposed to be moved on the lot, this will likely involve large equipment which might be detrimental to the tree. However, the whole proposal will be reviewed by the City's arborists, once the finalized report is provided by the applicant.

If you have any concerns or suggestions, I encourage you to share them with the applicant: they are currently seeking feedback as part of their community consultation process. Feedback received from the community will be presented to Council, and will be considered for inclusion in the final proposal.

Regards,

Kathleen Stevens | Heritage Planning Analyst
T 604.527.4656 | E kstevens@newwestcity.ca

📍 City of New Westminster | Development Services, Planning
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca | [f/newwestminster](#)

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action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all copies.

From: Personal Information Removed

Sent: Monday, April 19, 2021 6:42 PM

To: External-Dev Feedback <devfeedback@newwestcity.ca>

Subject: Robert Lane House - 208 5th Ave. NW

Hello,

I've received a Virtual Open House postcard related Robert Lane House – 208 Fifth Ave. New West.
<http://robertlanehouse.ca>

Could you please tell me what is the minimum allowed distance of a house from property line? In other words, I see that roof above the car port of this house will be very close to the property line
Personal Information Removed. Is that allowed?

Also, based on images posted on the website listed above, what will happen to the cherry tree that is currently on the boulevard area in front of the 208 5th Ave.?

Could you please provide some clarification?

Thank you,

Personal Information Removed

From: Personal Information R
To: [Britney Dack](#)
Subject: 208 Fifth Ave. The Charles and Wilmeth Calbick House
Date: Saturday, May 1, 2021 1:01:23 PM

Hi Britney:

Sorry to bug you. I saw something about this HRA referencing the Robert Lane House.

Lane certainly was the builder. He and brother William Lane built a variety of homes in the city.
lived in one. 422 Third Street. Personal Information Removed

Robert Lane lived in several houses. But for the life of me I cannot find him ever residing at 208 Fifth Ave.

Charles Calbick is listed as living at 208 Fifth Ave. 1911. (which usually represents a history of the year before.) House was built in 1910.

Robert Lane built some nice homes in the hood.

His name never appears as living at 208 Fifth Ave. Maybe I am missing something.

Charles Calbick's funeral information lists son Garth Calbick as living at 208 in 1949. And Garth and his wife Mary are still living at 208 Fifth Ave in the 1955 NW directory. The old directories only go as high as 1955 online. There is a funeral notice for Mary Calbick's Mother Martha Ure listing her as living with her daughter at 208 Fifth Ave. when she died. In 1959. So the family at that point had lived in the house for at least 48 years. Further research will likely reveal even more years. A search of the newspapers.com reveals the house was listed for sale in the early 1970s. Garth and Mary died in the mid-1980s. By then they had moved to apartments. Mary died in hospice of breast cancer.

All this to be confirmed.

So the first family that lived in a house from the get go for approx. 50—60 years-- give or take... purchased from builder Robert Lane has their beloved family home named after him?

Personal Information Removed

If this house was to be on the HOMES TOUR it would be the Calbick House. Maybe the SOS would have useful information to indicate otherwise.

I was trying to locate the SOS and could not.

Might you be able to send me a copy or direct me to whichever site where I could find the SOS?

Again, in the absence of the SOS, I do not want to speculate why they went with Robert Lane as the name of the house.

I can only say in heritage circles it is not considered the Lane House. The Robert Lane House, where he actually lived for some time, has already been on Tour.

Thanks for your help. The SOS will help me understand better the rationale.

Thanks,

Personal Information Removed

From: Personal Information Removed
To: [Britney Dack](#)
Subject: FW: 208 Fifth Ave. The Charles and Wilmeth Calbick House
Date: Saturday, May 1, 2021 8:02:22 PM

Hi Britney. Again.

Since emailing you I have learned that the SOS is now online as part of the agenda.

I remain confused as to why this house is being called the Robert Lane House.

He was the builder. Not sure if he built the house FOR the Calbicks or SOLD it to them.

The Calbick family lived there for 55 years.

This is heritage gold. First family lived there for more than half a century!

Do you know how many times **Personal Information Removed** to find the first long-term residents. Something or someone to list on a homes tour plaque?

I have written and verbal history that this was the Calbick House.

Multi-generations of Calbicks celebrated births, engagements, weddings and other grand social occasions as well as mourned the losses of family elders at 208 Fifth Ave.

If this house was to be formally protected PLEASE tell me you would not choose the developer's name to honour it...!

Personal Information Removed Robert and Mary Cheyne House. Formally and voluntarily designated in 2000.

On the City's Argis site it lists the developer as builder S.J. Kelly.

But we all know it as the Cheyne House!

BTW. Not sure if I would call the house Colonial Revival. 118 Fifth is such a house. 208 is an Edwardian era cottage that has elements of the Prairie Box style (hipped roof and prominent front gable) made popular by Frank Lloyd Wright. Indeed it is a grander version of the house **Personal Information Remov** at 422 Third St. built by Robert Lane's brother William.

There is a curious description "elitist quality" re: hood homes. I would like to refute that the hood was established for the affluent. Sure there are some great homes and gardens but there were as many "workers" home. **Personal Information Removed** house at 422 Third St. It was not a grand house by any stretch of the imagination but its original footprint made it special.

I am also confused by the use of "Canadian Dream". I do not think the Canadian dream would

involve moving to Fifth Ave.

The Calbick Family was HUGE and they lived in several city hoods. Personal Information Removed John Calbick worked for city hall as a garbage truck driver. There is a pattern here. There are a number of Calbicks who worked in gov't positions. Meaning they had jobs during tough times. Steady pay cheques meant the ability to buy land and build. I can cite many houses whose owners worked such jobs.

The Calbick Family has been in NW for more than a 130 years. Their lives were already here. They didn't settle down.

Charles H. Calbick married his first wife Wilemth Purdy in 1896. In New Westminster.

It's an interesting SOS.

I would like the house name changed or an explanation why it is being called the Lane House.

It is a wonderful house and I am thrilled the owners want to honour and retain it! I thought it was a goner.

I know the Calbicks would be pleased. Esp. veteran John Calbick!

Thanks,

Personal Information Removed

From: Personal Information Removed

Sent: May 1, 2021 1:01 PM

To: 'Britney Dack' <bdack@newwestcity.ca>

Subject: 208 Fifth Ave. The Charles and Wilmeth Calbick House

Hi Britney:

Sorry to bug you. I saw something about this HRA referencing the Robert Lane House.

Lane certainly was the builder. He and brother William Lane built a variety of homes in the city. Personal Information Removed
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Ave.

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Personal Information Removed

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Thanks for your help. The SOS will help me understand better the rationale.

Thanks,

Personal Information Removed

From: [Gillian Day](#)
To: [Jonathan Cote](#); [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#); [Rupinder Basi](#); [Kathleen Stevens](#); [Chinu Das](#); [Chuck Puchmayr](#); [Chuck Puchmayr \(Shaw\)](#); [Jaimie McEvoy](#); [Jaimie McEvoy \(2\)](#); [Mary Trentadue](#); [Nadine Nakagawa](#); [Patrick Johnstone](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#)
Subject: FW: 208 5th Ave
Date: Monday, May 3, 2021 12:26:39 PM
Attachments: [image001.png](#)

Forwarded for information.

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

 City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: External-Clerks
Sent: Monday, May 3, 2021 12:26 PM
To: 'steve norman' <stevenorman3915@gmail.com>
Subject: RE: 208 5th Ave

Good afternoon,

I am writing to confirm receipt of your email. It has been forwarded to Mayor Cote and members of Council, the Chief Administrative Officer, and the Director of Development Services.

Please note that if a member of Council raises this matter at an open meeting, your email may be included in the agenda package that is posted on the City's website. Prior to posting, your email address and house number will be redacted.

Yours truly,

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: steve norman Personal Information Removed

Sent: Monday, May 3, 2021 5:26 AM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: 208 5th Ave

To the Mayor and Council-

The concessions being sought for this development are too severe for the heritage benefit gained by the community..

Some time ago (years) the Council was convinced to have a thorough review of the HRA process. This has not happened and the proposals being heard by Council continue to be very difficult to accept as the HCA does not allow such changes. The HCA was developed after thorough review by the community and the HCA process is being used to circumvent the community's wishes. The relaxations and variances needed for this project show this to be true.

If this is allowed to continue the HCA will be greatly diminished in effectiveness and the community will continue to suffer significant heritage losses.

Steve Norman

Personal Information Removed
Queens Ave

From: [Kathleen Stevens](#)
To: Personal Information Removed
Cc: [Emilie Adin](#); [External-Clerks](#)
Bcc: [Britney Dack](#)
Subject: RE: 208 Fifth Ave HRA
Date: Wednesday, May 5, 2021 11:43:13 AM
Attachments: [image001.png](#)

Hello Personal Information Removed,

Thank you for reaching out regarding the proposed Heritage Revitalization Agreement (HRA) at 208 Fifth Avenue. We have heard your concern about potential impacts to your shared cedar tree. Due to its size and species, it is considered protected under the City's bylaws. Given this, staff are working with the project applicants to develop a site plan that the arborists feel would ensure the tree's continued survival and overall health.

A preliminary arborist assessment has been provided to the City, and the City has requested an air spade excavation of the tree's root zone. This will help determine where the critical roots are located. Once this is received, it will be compared against the proposed project site plan, which we expect would be adjusted to accommodate the identified root zone. The excavation and root mapping will also inform the final arborist report. The final report would include recommendations for the protection of the tree during the project's construction phase (if the project is approved by Council).

As a neighbour with a shared tree, you should be receiving a copy of the arborist report, and a request to sign a letter of acknowledgement. Unless the tree is proposed to be removed, your permission is not required for the work. However, we understand your concerns related to the future of the tree, and want you to know that we're working hard and paying close attention to it, as part of the review of this proposed development project.

If you have any other concerns or suggestions about the project (such as design items which could be improved), you are encouraged to share them with the applicant team through their [online survey](#) or with the contact information listed on their [project website](#). They are currently seeking feedback as part of their community consultation process. All feedback received through that process would be presented to Council when they consider approval of the project.

Regards,

Kathleen Stevens | Heritage Planning Analyst
T 604.527.4656 | E kstevens@newwestcity.ca

 City of New Westminster | Development Services, Planning
511 Royal Avenue, New Westminster, BC V3L 1H9
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prohibited. If you received this in error, please notify the sender and delete or destroy all copies.

From: External-Clerks
Sent: Monday, May 3, 2021 12:28 PM
To: Personal Information Removed
Subject: RE: 208 Fifth Ave HRA

Good afternoon,

I am writing to confirm receipt of your email. It has been forwarded to Development Services.

Yours truly,

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

 City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: Personal Information Removed
Sent: Monday, May 3, 2021 11:10 AM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: 208 Fifth Ave HRA

Personal Information Removed have concerns about the protection of the specimen tree shared with 208. Moving the heritage house forward may have a negative impact on the critical root system. This tree was already damaged when the Personal Information Removed hired David's Tree Services in August 2016 to "prune" it on their side. Having spent a considerable amount of money and effort on arborist reports and lawyers to protect the tree, we want to be assured that this tree will not sustain further damage when construction occurs. For the record, we do not support the proposed subdivision of the lot into two unequal lots.

Regards,
Personal Information Removed

From: [Gillian Day](#)
To: [Jonathan Cote](#); [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#); [Rupinder Basi](#); [Kathleen Stevens](#); [Chinu Das](#); [Chuck Puchmayr](#); [Chuck Puchmayr \(Shaw\)](#); [Jaimie McEvoy](#); [Jaimie McEvoy \(2\)](#); [Mary Trentadue](#); [Nadine Nakagawa](#); [Patrick Johnstone](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#)
Subject: FW: HRA - 208 Fifth Avenue
Date: Wednesday, May 12, 2021 3:45:39 PM
Attachments: [image001.png](#)

Forwarded for information.

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: External-Clerks
Sent: Wednesday, May 12, 2021 3:45 PM
To: Personal Information Removed
Subject: RE: HRA - 208 Fifth Avenue

Good afternoon,

I am writing to confirm receipt of your email. It has been forwarded to Mayor Cote and members of Council, the Chief Administrative Officer, and the Director of Development Services.

Please note that if a member of Council raises this matter at an open meeting, your email may be included in the agenda package that is posted on the City's website. Prior to posting, your email address and house number will be redacted.

Yours truly,

Gillian Day | Agenda Secretary
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From: Martina Rempel Personal Information Removed

Sent: Wednesday, May 12, 2021 3:32 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: HRA - 208 Fifth Avenue

Dear Mayor and Council:

I do not support the HRA for 208 Fifth Avenue.

The current owners are “asking for the moon” in regards to variances on the existing home and on the new build. There are rules, guidelines and incentives available in the Queen’s Park HCA and the design team and owners of this property need to respect them and work with these allowances.

There are many reasons why I do not support this HRA but the main points are:

1. Moving the existing home 18 feet forward is ridiculous. One of the many beautiful features of the Queen’s Park neighbourhood is the streetscape and the house must stay in line with its existing neighbours along 5th Avenue.
2. The owners are asking for a driveway and carport with access from 5th Avenue. This is not acceptable since all homes on the south side of 5th Avenue have a backlane and none of them have driveways. Again, the house must be in keeping with the current streetscape.

—> the design teams consistently refers to the location and driveway of the neighbouring home on the left hand side in regard to moving the heritage house forward and adding the 5th Avenue driveway. This is 100% incorrect. The neighbouring house on the left is located on 2nd Street, and not on 5th Avenue and therefore should not be used as “a reference” in this situation.

3. The proposed 2 houses are too large for the lot and the “attached accessory areas” are way over the allowable zoning. In addition, the lack of any backyard space is very concerning.

Thank you for your time.

Regards,

Martina Rempel
Fourth Avenue
New Westminster

Personal Information
Removed

From: [Kathleen Stevens](#)
To: Personal Information
Subject: RE: General Meeting Invitation MAY 11 7 -8pm
Date: Tuesday, June 1, 2021 1:50:57 PM

Hello Personal Information

Thank you again for taking the time to provide feedback. As the proposed project at 208 Fifth Avenue moves through its review process, staff will continue working to achieve the best possible balance between infill development and important neighbourhood features like trees and historic houses. We appreciate your comments and will document your feedback in the record for this project.

Regards,

Kathleen Stevens | Heritage Planning Analyst
T 604.527.4656 | E kstevens@newwestcity.ca

 City of New Westminster | Development Services, Planning
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca | [f /newwestminster](https://www.facebook.com/newwestminster)

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From: Personal Information Removed
Sent: Monday, May 31, 2021 8:28 AM
To: Kathleen Stevens <kstevens@newwestcity.ca>
Subject: Re: General Meeting Invitation MAY 11 7 -8pm

Hello Ms Stevens

It is very nice for the City to consider mature trees "character features". It would even be nicer if the City insisted the "character features" be given actual protections against unaccommodating development. The trees were there when the property was purchased and a decent architect can design around many, if not all, of them. If a developer has a preference for barren lots, then that is what they should purchase.

I note that you advise staff works with the proponents but not with any opponents or other interested parties thereby skewing the outcome as there is no counter information for staff to weigh in arriving at the "best possible balance".

While the term "project arborist" reads as if it's an independent arborist, it should be properly renamed "developer's arborist" as that is who has ordered up and paid for a report to their liking. Further, the public is being misled by the posted tree permits. In the "trees to be retained", the number includes city trees which were never going to be removed in the first place as well as trees on neighbouring properties that the developer's arborist decided should also be removed.

As for replacement trees, 1) they are rarely true replacements as the replacement species is not the same as the removed species and 2) the amount of land left over after development will not support the size of the trees that were removed and their respective canopies. An FSR of 0.7 with 6 foot side setbacks is incapable of supporting increased canopy coverage.

Mathematically, the canopy coverage can only increase if existing canopies are left in tact and new trees, which take decades to mature, are planted to add to the coverage. Removing large existing mature trees and replacing them with immature trees whose canopies are 1/100th of the mature tree diminishes canopy coverage immediately and for the next several decades.

If the City is sincere in its efforts to increase canopy coverage and preserve the defining character of a given neighbourhood, then the FSR, setbacks and tree retention policy should be revised and implemented in a way that supports this goal.

Regards
Personal Information
Removed

Below find a "character feature" with an awesome canopy that the City considers not worth saving after considering the "best possible balance".



On May 25, 2021, at 3:49 PM, Kathleen Stevens <kstevens@newwestcity.ca> wrote

Hello Personal Information

Thank you for your feedback on the HRA application at 208 Fifth Avenue. The City also recognizes that mature trees, both on private and public property (parks, boulevards) are important to the Queen's Park neighbourhood. For instance, they are listed as "character features" in both the area's [Neighbourhood Context Statement](#) and [Historical Statement of Significance](#) (see page 12). Therefore, mature trees are carefully considered as part of HRA applications like this one. Staff work with the proponents of these development applications, diligently trying to balance both objectives of heritage and tree retention, while also allowing the community to grow and change.

In this case, a large focus of the tree protection program at 208 Fifth Avenue has been designing the proposed site plan around the specimen deodar cedar tree in the front yard, and the healthy boulevard tree on Fifth Avenue. Three other non-specimen-sized trees are proposed to be removed from the site, as they have been evaluated by the project arborist as unsuitable for retention. Further discussion is underway about the fifth tree. In lieu of these removals (which would accommodate the new house), between six to

eight replacement trees will be required, with at least two of those being a species that would reach a large canopy size at maturity. Should the site not have sufficient planting space to accommodate all their replacement trees, cash-in-lieu would be taken and used to increase the City's tree canopy by planting trees on public property, an objective of the City's [Urban Forest Management Strategy](#).

As the project moves through its review process, staff will continue working to achieve the best possible balance between infill development and important neighbourhood features like trees and historic houses. We appreciate your comments on whether tree retention is meeting the mark, and will document your feedback in the record for this project. You can watch the [Be Heard New West](#) page for updates on the project this summer.

Regards,

Kathleen Stevens | Heritage Planning Analyst
T 604.527.4656 | E kstevens@newwestcity.ca

<image002.jpg>
City of New Westminster | Development Services, Planning
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca | f [/newwestminster](#)

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From: External-Clerks
Sent: Thursday, May 13, 2021 9:40 AM
To: Personal Information Removed
Subject: RE: General Meeting Invitation MAY 11 7 -8pm

Good morning,

I am writing to confirm receipt of your email. It has been forwarded to Development Services.

Yours truly,

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

<image003.png>
City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: Personal Information Removed
Sent: Wednesday, May 12, 2021 10:38 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: Fwd: General Meeting Invitation MAY 11 7 -8pm

Hello

I am forwarding my response to the QPRA. My thoughts are more generalized on the subject of development/redevelopment in Queen's Park.

Sincerely
Personal Information
Removed

Begin forwarded message:

From: Personal Information Removed
Date: May 11, 2021 at 8:40:59 PM PDT
To: qpra.newwest@gmail.com
Subject: Re: General Meeting Invitation MAY 11 7 -8pm

Hello

As I am not familiar with Zoom, I opted not to attend the meeting though I am interested in how Queen's Park is developing.

In reviewing the materials for 208 Fifth Ave, I noted that the issue of tree removal appeared to be either overlooked or obsfuscated. I made a point of including the both sides in my evening walk. There looks to be three mature trees on property with one nearly in the middle. I am unsure how construction and relocation can occur without at least tree being removed. As the materials did note, part what makes QP so appealing is the presence of mature trees.

I love heritage homes and support trying to keep them when possible. I note that part of what makes many heritage neighborhoods appealing are house footprints that don't dominate the lot and the presence of many large mature trees. These trees also provide habitat for fauna and the oxygen we need for every breath we take.

Whether it's adding a second house to an existing lot or demolishing a smaller house to be replaced with a "McMansion", I fear Queen's Park is gradually losing the land necessary to support large trees and will eventually look like every other subdivision with hedges, shrubs and a few smaller, dare I say scrawny looking, trees that will never provide the same timeless soul satisfying beauty that so many enjoy while walking in Queen's Park today.

Sincerely
Personal Information
Removed

On May 10, 2021, at 8:59 PM, Queen's Park Residents' Association
<qpra.newwest@gmail.com> wrote:

QP Residents:

Following is the information you will need to join our QPRA general meeting via Zoom on Tuesday, May 11th from 7-8 p.m. We are scheduling this meeting as a follow up to the open houses held this past Saturday for two HRA proposals within the neighbourhood .

208 Fifth Avenue
515 St George Street

Normally an open house would precede a general meeting that would include a presentation on the HRA including time for questions . In these new and very strange times, we are offering this as an opportunity to ask questions or seek further clarification on what is within these proposals.

The Project Lead is unable to attend but we are able to provide a reasonable amount of information from the proposals themselves as well as review what was asked at the open houses and what has come forward to the QPRA as inquiries.

We will provide a brief summary of each HRA and ask attendees to put forward any questions or points for further discussion. If follow up is needed, we will also commit to doing our best to get whatever information you require.

Join Zoom Meeting

[https://us02web.zoom.us/j/87042648468?
pwd=YUgxenF4UEJFU3M3c3EzSGh2V0NkUT09](https://us02web.zoom.us/j/87042648468?pwd=YUgxenF4UEJFU3M3c3EzSGh2V0NkUT09)

Meeting ID: 870 4264 8468
Passcode: 124431

Dial by your location
+1 778 907 2071 Canada
Meeting ID: 870 4264 8468
Passcode: 124431

Copyright © 2021 Queen's Park Residents' Association, All rights reserved.
You are receiving this email because you have provided your contact information to the QPRA and indicated a desire to be contacted about pertinent updates and information.

Our mailing address is:
Queen's Park Residents' Association
Queens Park
New Westminster, BC V3L 1J9
Canada

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



From: [Gillian Day](#)
To: [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#); [Rupinder Basi](#); [Kathleen Stevens](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#)
Subject: FW: PROPOSED HRA 208 FIFTH AVENUE
Date: Friday, June 4, 2021 11:51:53 AM
Attachments: [image001.png](#)

Forwarded for information.

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: External-Clerks
Sent: Friday, June 4, 2021 11:51 AM
To: 'Sharon Bovee' Personal Information Removed
Subject: RE: PROPOSED HRA 208 FIFTH AVENUE

Good morning,

I am writing to confirm receipt of your email. It has been forwarded to the Chief Administrative Officer and the Director of Development Services.

Please note that if a member of Council raises this matter at a meeting, your email may be included in the agenda package that is posted to the City's website. Prior to posting, your email, house number and phone number will be redacted.

Yours truly,

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: Sharon Bovee Personal Information Removed
Sent: Friday, June 4, 2021 12:01 AM

To: Jonathan Cote <jcote@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>;
Chuck Puchmayr <cpuchmayr@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>;
Nadine Nakagawa <nnakagawa@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Jaimie
McEvoy <jmcevoy@newwestcity.ca>; External-Clerks <Clerks@newwestcity.ca>

Subject: PROPOSED HRA 208 FIFTH AVENUE

Mayor Cote and Councilors,

I am Sharon Bovee. My husband Wayne Bovee wrote an email to you all opposing the above application that I whole heartedly agree with.

I OPPOSE THE PROPOSED HRA AT 208 FIFTH AVENUE!

Yours Truly,

Sharon Bovee

Personal Information
Third Street
New Westminster, B.C.

Personal Information
Removed



Virus-free. www.avast.com

From: [Gillian Day](#)
To: [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#); [Rupinder Basi](#); [Kathleen Stevens](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#)
Subject: FW: HRA PROPOSAL AT 208 FIFTH AVENUE
Date: Friday, June 4, 2021 11:50:25 AM
Attachments: [image001.png](#)

Forwarded for information.

Gillian Day | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: External-Clerks
Sent: Friday, June 4, 2021 11:49 AM
To: 'Wayne Bovee' Personal Information Removed
Subject: RE: HRA PROPOSAL AT 208 FIFTH AVENUE

Good morning,

I am writing to confirm receipt of your email. It has been forwarded to the Chief Administrative Officer and the Director of Development Services.

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Yours truly,

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From: Wayne Bovee Personal Information Removed
Sent: Friday, June 4, 2021 12:01 AM
To: Jonathan Cote <jcote@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>;

Chuck Puchmayr <cpuchmayr@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; External-Clerks <Clerks@newwestcity.ca>

Subject: HRA PROPOSAL AT 208 FIFTH AVENUE

Mayor Cote and Councilors,

I am New Westminster born and raised, as were my parents and grandparents before me. My wife and I have lived on Third Street at Fifth Avenue in Queen's Park for the past thirty eight years in our first and only house. One of the things we love about our neighbourhood other than the houses, is the sense of space around the houses. space to allow for living and movement and enjoyment.

The applicants at 208 Fifth Avenue are proposing to revitalize the 1910 House at that site in exchange for a number of concessions being granted to them by the city. During the zoom presentation to the QRPA the applicants touted they were very interested in preserving the heritage of the house and it's value to the area.

This sudden interest in heritage preservation comes from two very vocal opponents in the process leading up to Queen's Park being declared an HCA by the city a short time ago. These same opponents chose not to have this house removed from the HCA when they could have.

The HRA is a popular way to get the most from the City in exchange for very little from the applicant. Giving the house the Heritage Designation in exchange to receive the subdivision, relaxation of setbacks, a new house, and the other items asked for. Heritage you say? That is a bunch of crap!! Heritage has nothing to do with it. This is all to do with the money!

The applicants could not demolish the existing house and build their new Dream House because the moratorium on demolition during the HCA process prevented this. Fast forward a few years and apply for an HRA, get a bunch of extras, and build a new house. Not as big as was originally wanted but still a new house.

Regardless of what the application states or what you are told. The applicant told a neighbour across the street that after all was said and done, the old house would be sold to pay for the new house. The money aspect again.

The owners on either side of 208 purchased their properties knowing the size of the adjacent property, the location of their neighbour's house on that property and how much space between their houses

In the 1980's a new interest rose to bring the old houses back from ruin, money and time spent to revitalize Queen's Park into the popular gem it is today. One that attracts people to live here. So why not live here and be content with the things that attracted you in the first place.

If the applicants wanted a house on a small lot with another house shoehorned into the lot behind and houses to the side you can reach out and touch. Why not buy in Maple Ridge or Langley where there are whole developments which have all these features every day of the year and lots of them.

I VEHEMENTLY OPPOSE THE PROPOSED HRA AT 208 FIFTH AVENUE!

Regards,

Wayne Bovee
Personal
al Third Street
Informa
New Westminster, B.C.
Personal Information
Removed

From: [Kathleen Stevens](#)
To: Personal Information
Removed
Subject: RE: arborist report for 208 Fifth Ave
Date: Wednesday, June 23, 2021 7:40:25 PM

Hello Personal Information Removed

Thank you for your patience with our response time. Due to our current high volume workload, our response time has been longer than normal.

Typically, when a property owner is looking to build on a site with a shared tree, the owner is required to seek a *Letter of Acknowledgment* from their neighbor. The letter indicates the neighbour is aware of potential impacts to the shared tree and that they have read and understood the project's Arborist Report. This usually happens as part of the Tree Permit application, which begins following adoption of the bylaws that would allow a development.

In this case, knowing the community interest in the tree, and that it's a shared tree, consideration (reporting, exploration, and redesign) is happening earlier in the project process: as part of the review of the HRA application. At this time, both the City and project arborists are working to ensure the deodar cedar is minimally impacted through the proposed development's design. As the review process is mid-way on this HRA, analysis of the tree retention plan is also still underway, and has not concluded yet. Some reports have been conducted by the applicant's arborist and they are now in review with the City arborists. It's likely the Arborist Report would be provided to you following that review, and it is our expectation that you receive it prior to the close of the community consultation phase of the HRA application, which is scheduled for the fall. At that point, feedback provided from community members, stakeholders (such as yourself) as well as the City arborists would be provided to the applicant, and potentially integrated into the design.

Regards,

Kathleen Stevens | Heritage Planning Analyst
T 604.527.4656 | E kstevens@newwestcity.ca

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511 Royal Avenue, New Westminster, BC V3L 1H9
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From: Personal Information Removed
Sent: Friday, June 11, 2021 11:25 AM
To: Kathleen Stevens <kstevens@newwestcity.ca>
Subject: arborist report for 208 Fifth Ave

Hi, Kathleen,

In the meeting of the Heritage Advisory Committee on June 2, 2021, it was mentioned that the project arborist and the city arborist felt there would be minimal impact to the deodar cedar shared by 208 and 212 Fifth Avenue during this project.

We have not received a copy of this report .We would like to have a copy. Please let us know how we can get one or have a copy forwarded to our email.

Thank you.

Regards,

Personal Information Removed

From: [Gillian Day](#)
To: [Lisa Spitale](#); [Emilie Adin](#); [Kathleen Stevens](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#)
Subject: FW: 208 5th Ave HRA proposal
Date: Tuesday, August 31, 2021 2:50:18 PM

Forwarded for information.

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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511 Royal Avenue, New Westminster, BC V3L 1H9
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-----Original Message-----

From: External-Clerks
Sent: Tuesday, August 31, 2021 2:50 PM
To: 'Gail Ancill' Personal Information Removed
Subject: RE: 208 5th Ave HRA proposal

Good afternoon,

I am writing to confirm receipt of your email. In addition to Mayor and Council, it has been forwarded to the Chief Administrative Officer and the Director of Development Services.

Please note that if a member of Council raises this matter at a meeting, your email may be included in the agenda package that is posted to the City's website. Prior to posting, your email address and house number will be redacted.

Yours truly,

Gillian Day (she/her) | Agenda Secretary T 604.527.4612 | E gday@newwestcity.ca

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-----Original Message-----

From: Gail Ancill Personal Information Removed
Sent: Tuesday, August 31, 2021 12:10 PM
To: Jonathan Cote <jcote@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Chuck Puchmayr <cpuchmayr@newwestcity.ca>; External-Clerks <Clerks@newwestcity.ca>
Subject: 208 5th Ave HRA proposal

Hello Mayor and Councillors,

I am writing to voice my partial support but also large concerns re: 208 5th Ave.

I recognize that some of the immediate neighbours support this development. This is not surprising as it is this group that bonded together to oppose the HCA a couple years ago.

It's quite ironic that now they are taking full advantage of the incentives offered that a protected house in the HCA has, which I'm grateful for because originally they had wanted to demolish this lovely heritage home.

However, the renovation to the heritage home proposed is very minimal for the "ask" they will receive in density bonuses and several other relaxations in set backs ,parking etc.

In fact, this is one of the HRA proposals that has resulted in the temporary halt of HRA's due to its abuse of using this tool to obtain questionably large FSR and other bonuses.

To close ,I wonder why this proposal would be approved to go through in its current state, as its current state is one of the reasons for the halt on HRA's .The new home is well over 30 % larger than what is permitted.If approved, would that not negate why this temporary halt was even put into place?

I do not oppose development on this site, I would just ask that the new development be scaled down closer to what is currently permitted.

Thank-you for your time.

Gail Ancill
Personal
Third Street
New Westminster

From: [Gillian Day](#)
To: [Jonathan Cote](#); [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#); [Chinu Das](#); [Chuck Puchmayr](#); [Chuck Puchmayr \(Shaw\)](#); [Jaimie McEvoy](#); [Jaimie McEvoy \(2\)](#); [Mary Trentadue](#); [Nadine Nakagawa](#); [Patrick Johnstone](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathleen Stevens](#); [Kathryn Beardsley](#)
Subject: FW: 208 Fifth Ave HRA
Date: Tuesday, September 7, 2021 11:37:17 AM
Attachments: [image001.png](#)
[HRA for 208 Fifth Ave.pdf](#)

Forwarded for information.

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: External-Clerks
Sent: Tuesday, September 7, 2021 11:36 AM
To: 'Lois Rightmyer' ^{Personal Information Removed}
Subject: RE: 208 Fifth Ave HRA

Good morning,

I am writing to confirm receipt of your correspondence. It has been forwarded to Mayor Cote and members of Council, the Chief Administrative Officer and the Director of Development Services.

Please note that if a member of Council raises this matter at a meeting, your correspondence may be included in the agenda package that is posted to the City's website. Prior to posting, your email address, house number, and signature will be redacted.

Yours truly,

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: Lois Rightmyer ^{Personal Information Removed}

Sent: Tuesday, September 7, 2021 11:29 AM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: 208 Fifth Ave HRA

Letter attached for Council.

Regards,
Lois Rightmyer

Personal
Information
Removed

Fifth Avenue
New Westminster, B.C.
V3L 1R4
September 7, 2021

Mayor Cote and City Council
City of New Westminster
511 Royal Avenue
New Westminster, B.C. V3L 1H9

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

I am opposed to the HRA for 208 Fifth Avenue. For a number of reasons, this HRA is a misapplication of the HRA standards.

- 1) The renovations to revitalize the heritage house are minimal and mainly cosmetic.
- 2) The house is already protected under the HCA and does not need a further layer of protection.
- 3) The deck and carport are not supported under Heritage Best Practices.
- 4) Moving the heritage house forward on the property would create a jarring streetscape .
- 5) Subdivision of the property is disproportionately beneficial to the applicant relative to the benefit to the neighbourhood, as is the proposed FSR.
- 6)A large new build on Elgin Street would create a traffic bottleneck. Although a street in name, in reality it is only a lane.
- 7) There will be a significant loss of green space and habitat. It contradicts the City's green mandate.

The City of New Westminster and Council have done admirable work to promote densification and affordable housing. The original inclusion in the HCA for laneway houses and secondary suites has the advantage of providing market housing for renters. Subdivision of a lot to create two very expensive pieces of real estate mainly provides a benefit to the owner of the property. I would prefer to see the existing heritage house enlarged at the back and a secondary suite included in the basement. A laneway house is also an option. Subdivision of the property is the least desirable option for us as next door neighbours .

This application has been in process for several years. It is understandable that the owners of 208 Fifth Avenue would want some resolution one way or the other. It is up to Council to decide on the merits of this HRA, based on feedback from committees and the public. There has been a distinct disenchantment in Queens Park with some of the recent HRA applications. This should be taken into consideration when Council makes its decision on this particular HRA.

Thank you for your time.

Personal Information Removed

Regards,
Lois Rightmyer

Kathleen Stevens

From: Gillian Day
Sent: Monday, September 13, 2021 11:06 AM
To: Lisa Spitale; Emilie Adin; Jackie Teed; Kathleen Stevens
Cc: Jacqueline Killawee; Sophie Schreder; Angela Danielisz; Kathryn Beardsley
Subject: FW: HRA 208 5th Ave

Forwarded for information.

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

 City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: External-Clerks
Sent: Monday, September 13, 2021 11:05 AM
To: 'Kimberly Jansz' Personal Information Removed
Subject: RE: HRA 208 5th Ave

Good morning,

I am writing to confirm receipt of your email. In addition to Mayor and Council, it has been forwarded to the Chief Administrative Officer and the Director of Development Services.

Please note that if a member of Council raises this matter at a meeting, your email may be included in the agenda package that is posted to the City's website. Prior to posting, your email address will be redacted.

Yours truly,

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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From: Kimberly Jansz Personal Information Removed
Sent: Sunday, September 12, 2021 8:11 PM
To: Jonathan Cote <jcote@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Chuck Puchmayr <cpuchmayr@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>; External-Clerks

Hello Mayor & Councillors,

I am writing to advise that I am not in support of the proposed HRA application for 208 5th Avenue.

The first thing that stands out for me is the request for 9 zoning bylaw relaxations, which includes a request for 30% more density than zoning allows for the new house. I do not see how that is reasonable at all when the HCA already provides incentives for protected homes in the area. A request such as this is taking advantage of HRA's and is in no way contributing to infill that is creating affordable housing. In addition, there is no actual restorative work being done on the heritage house.

I am also having a difficult time understanding why the planning department doesn't have a way to stop the misuse of HRA's to stretch the boundaries of the rules and guidelines put in place by the OCP and the HCA for the Queens Park area which is exactly what is happening with this HRA. It is not fair to the home owners requesting guidance and direction from the city as to what they can/cannot do, nor is it fair to the neighbours that find themselves continually reviewing and questioning proposals that are not in line with what the guidelines and what the QP community is so passionate about and that is protecting our neighbourhood.

It is not only the heritage homes but the mature trees, the green space and the space around us for privacy where houses don't dominate the lot. Families move here for all of these reasons because it's a rare find. I'd like you to consider, this is one small area of New West with 600 homes. The fact that we have such a unique area should be celebrated but it seems the lack of understanding and commitment to the guidelines continues to put neighbours at odds with each other. I really do feel for the home owners that continue to go down a path that they believe will move forward, spending time, energy and money on something that may not be approved. The current process lends itself to a situation where either the homeowner doesn't get what they expected or the community is upset about the project and the impact on the area.

I'd like to see greater transparency when dealing with applications and include consultations with Heritage Society, QP Residents Association and the QP community to help improve and streamline the process, one that will leave everyone with clear direction and guidelines.

My request to you is to not support the application, follow the rules and guidelines that are currently in place and honour the plan for the neighborhood that was established.

I'm not against infill however this is far from 'gentle' and the relaxations are excessive. I believe there is an opportunity for an infill here however I do not support the application as written.

Thank you,

Kimberly Jansz
QP Resident

From: [Gillian Day](#)
To: [Lisa Spitale](#); [Emilie Adin](#); [Jackie Teed](#)
Cc: [Jacqueline Killawee](#); [Sophie Schreder](#); [Angela Danielisz](#); [Kathryn Beardsley](#); [Kathleen Stevens](#)
Subject: FW: HRA- 208 Fifth Avenue
Date: Friday, September 24, 2021 10:07:54 AM
Attachments: [image001.png](#)

Forwarded for information.

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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511 Royal Avenue, New Westminster, BC V3L 1H9
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From: External-Clerks
Sent: Friday, September 24, 2021 10:07 AM
To: 'Gail QPRA' Personal Information Removed >
Subject: RE: HRA- 208 Fifth Avenue

Good morning,

I am writing to confirm receipt of your email. In addition to Mayor and Council, it has been forwarded to the Chief Administrative Officer and the Director of Development Services.

Please note that if a member of Council raises this matter at a meeting, your email may be included in the agenda package that is published on the City's website.

Yours truly,

Gillian Day (she/her) | Agenda Secretary
T 604.527.4612 | E gday@newwestcity.ca

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511 Royal Avenue, New Westminster, BC V3L 1H9
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From: Gail QPRA Personal Information Removed
Sent: Wednesday, September 22, 2021 2:52 PM
To: Chuck Puchmayr <cpuchmayr@newwestcity.ca>; External-Clerks <Clerks@newwestcity.ca>; Jonathan Cote <jcote@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Patrick

Johnstone <pjohnstone@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>

Subject: HRA- 208 Fifth Avenue

Mayor and Council:

The QPRA previously sent a submission summarizing their position regarding the above HRA in the neighbourhood. Because it was a number of months ago, the directors asked that I send a quick note to reiterate the main issues. I know you likely get tired of reading what seem like constant complaints from us but know that we also get tired of sending them!

On this project, we are tired of hearing how the heritage house is being moved forward more than 18 feet and to the side by 8 feet in order to 'line up with the house next door'. Anyone who has done their homework, or even walked past this location, will know that the house being referred to is on a different street and should be considered irrelevant to any part of the streetscape of Fifth Avenue.

We are also tired of the countless photographs of driveways and carports that exist in Queen's Park that seem to have found their way into every presentation on this project. We know they are there, just not on this block of Fifth Avenue. That is because they have a lane and therefore it is not usual to also have a driveway or carport on the front street side. There are driveways on the other side of the street because they do not have a lane. Just wander around and it is clear that this is the usual way the neighbourhood is configured.

It is tiring to have to keep pushing back on plans for an infill house that is almost one third larger than what is allowed. How is this even remotely reasonable or acceptable to the neighbourhood. Unfortunately, residents are aware of the likelihood of council supporting another lot splitting project, but it should not be an unreasonable request that the massing of the new build fit within the guidelines. And when it comes to guidelines, how does a request for a 70% increase in bay window size qualify as a 'relaxation'? The relaxation requests on this application are astronomical.

And at the end of it all, the neighbourhood is tired of trying to find a heritage win buried in this proposal. When Councillor Nakagawa moved this off the consent agenda at a previous council meeting to ask questions around what the heritage improvements were, she was not the only one trying to find an upside to the project.

I will stop ranting now but know that there was no support for this project at the general meeting held by the QPRA after the open house for this application and, in fact, this was one of the two projects that triggered a motion from the floor to ask council to put a pause on HRA applications to allow for development of a framework to clarify the process and guidelines to avoid this type of application in the future.

Respectfully
Gail North, President
QPRA



July 22, 2021

Attn; Kathleen Stevens
Heritage Planning Analyst
Development Services, Planning
City of New Westminster
511 Royal Ave
New Westminster, BC V3L 1H9
Re: Heritage Revitalization Agreement for 208 Fifth Avenue

Dear Ms. Stevens,

Please find attached the public feedback for Calbicks House (aka Robert Lane House). The public consultation feedback includes the individual survey for the sixty eight responses we received, the reports generated from survey monkey, and the virtual open house which had approximately 15 people involved in the discussions.

Public consultation survey feedback summary*:

1. There was support for the overall project (over 64%)
2. The support of variances requested were strongly or somewhat supported by between 56 and 58.23%.
3. The heritage preservation and design aspects of the project were the best received items.
4. There was a concern about the greenspace and a concern about the loss of the specimen tree.
5. There was a concern about HRAs in Queen's Park and using it for the purpose of subdividing the lot.

Public consultation virtual open house feedback summary**:

1. There was good support for the project at the open house
2. The design of the new home was felt it was in keeping with the neighbourhood
3. Creating more housing options and heritage preservation aspects of the project were well-received
4. A concern about the set back of the heritage home was discussed and addressed

Project response to Public Feedback:

We appreciated all the feedback we received from the public and the majority of feedback was positive. The heritage house was redesigned to move it further away from the specimen tree so that the specimen tree could be saved. We also augmented the heritage preservation by using all the original windows of the heritage home. In addition, the name of the heritage house was changed from 'Robert Lane House' to 'Calbicks House'.

We look forward to working through this process with the city. Please let me know if you have any questions or concerns.



D3 Dimension Drafting and Design Inc.
928 Thirteenth Street
New Westminster, BC V3M 4N2

Phone: 604-603-6747

Sincerely,

Kirsten Sutton
Principal Designer/Owner
D3 Dimension Drafting and Design Inc.

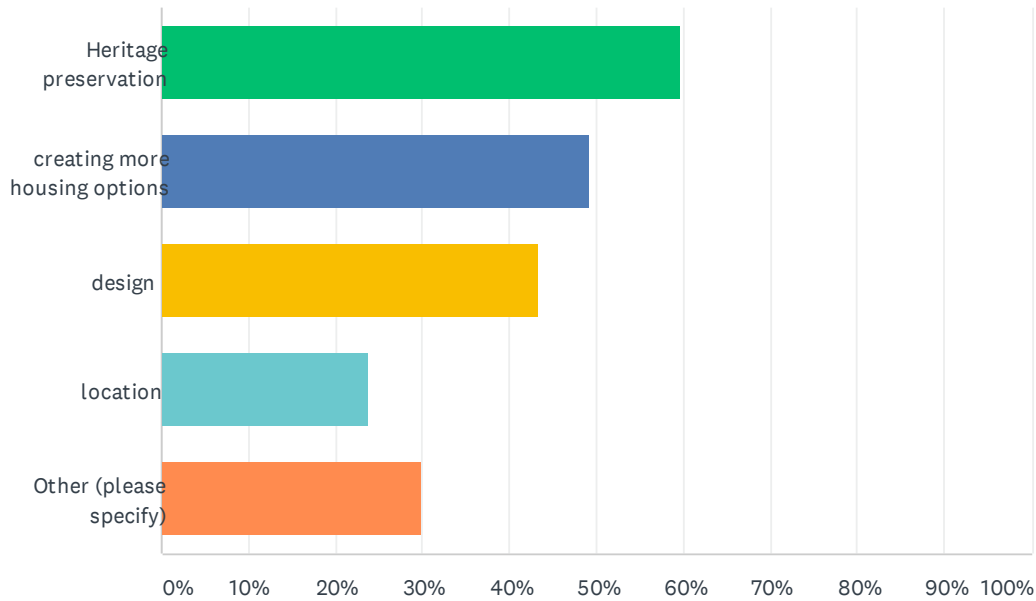
Gillian and James Jamieson
Owners

* Based on the 68 surveys completed. Percentages calculated did not include the "I am indifferent responses"

** many of the speakers at the meeting also completed the online survey and were counted during their completion of the website survey.

Q1 Tell us what you like about the project

Answered: 67 Skipped: 1



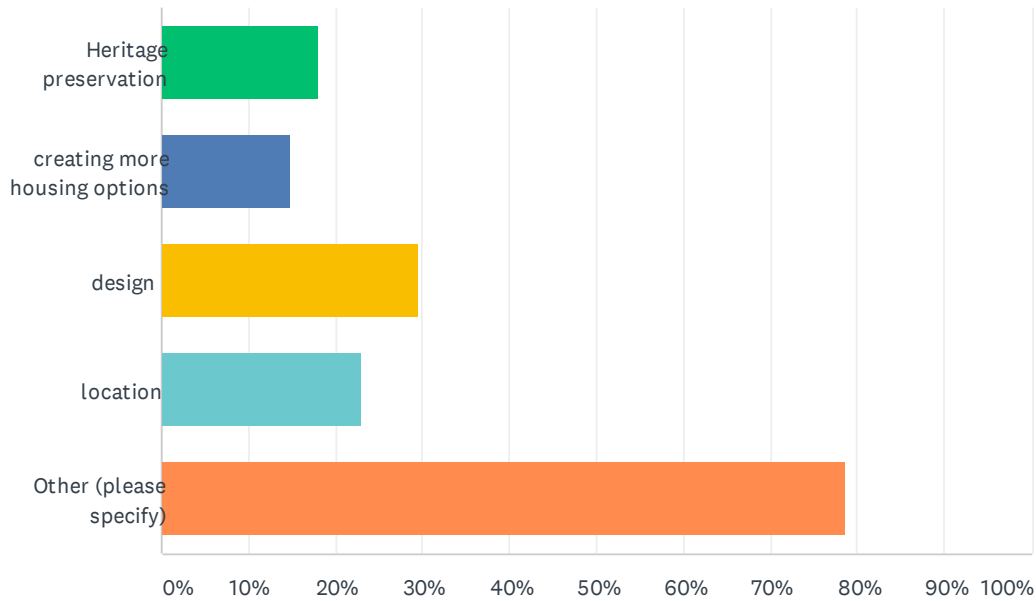
ANSWER CHOICES	RESPONSES
Heritage preservation	59.70% 40
creating more housing options	49.25% 33
design	43.28% 29
location	23.88% 16
Other (please specify)	29.85% 20
Total Respondents: 67	

#	OTHER (PLEASE SPECIFY)	DATE
1	I am for heritage preservation but not at the expense of ruining the neighborhood. Why can't we preserve the heritage we have without adding new houses that don't fit in the neighborhood?	5/13/2021 11:47 PM
2	Nothing	5/13/2021 10:56 PM
3	Don't like the project. Obvious abuse of an HRA	5/13/2021 9:50 PM
4	I dont like this project, not enough restoration to the old house and to large of a new house	5/13/2021 8:15 PM
5	Don't like the project	5/13/2021 7:34 PM
6	Absolutely nothing!	5/13/2021 4:42 PM
7	I don't like anything about this project	5/13/2021 10:09 AM
8	Happy the house was not demolished before HCA.	5/13/2021 9:26 AM
9	I don't see any positives in this project - No substantive heritage revitalization here - just lots of development with considerable private financial gain	5/12/2021 9:48 PM
10	Nothing	5/12/2021 6:59 PM

11	I strongly dislike this HRA proposal.	5/12/2021 3:48 PM
12	I do not agree with the proposal	5/12/2021 1:57 PM
13	Virtually nothing	5/11/2021 6:18 PM
14	I do not like the plan	5/11/2021 12:50 PM
15	I do not like anything about this project. I do not feel it is right to hold a heritage house hostage to allow someone to profit by subdividing a lot.	5/11/2021 10:22 AM
16	nothing	5/8/2021 9:10 PM
17	Meets the needs of the community. Keep old house, adds more housing.	5/6/2021 1:43 PM
18	I do not like this proposal because it does nothing to save the heritage integrity of the heritage house. It in fact obliterates the Edwardian cottage under a 5 bedroom very large house.	5/4/2021 9:22 PM
19	Not sure I like it , seems crowded	5/4/2021 9:56 AM
20	I like that my house is done and I don't have to deal with the BS from council anymore.	4/21/2021 5:12 AM

Q2 Tell us what you don't like about the project

Answered: 61 Skipped: 7



ANSWER CHOICES	RESPONSES
Heritage preservation	18.03% 11
creating more housing options	14.75% 9
design	29.51% 18
location	22.95% 14
Other (please specify)	78.69% 48
Total Respondents: 61	

#	OTHER (PLEASE SPECIFY)	DATE
1	As I stated, I am for heritage preservation but feel we are ruining the beauty of the neighborhood if we don't end this activity of squeezing in houses that do not belong here.	5/13/2021 11:47 PM
2	All of the above	5/13/2021 10:56 PM
3	Nothing to do with heritage preservation	5/13/2021 9:50 PM
4	Putting two residences on one lot	5/13/2021 7:34 PM
5	I think this project denigrates the heritage home to an inferior street presence and creates a disproportionally large new build, with negative impact to the streetscape	5/13/2021 10:09 AM
6	All of the above. So many missed opportunities.	5/13/2021 9:26 AM
7	too much house on lot , minimal yard space, destroys streetscape	5/13/2021 8:13 AM
8	None	5/13/2021 4:27 AM
9	I value heritage preservation, but this house is already protected, so there is no need for an HRA to save this home. I welcome maintenance, repairs, and a small reasonable renovation to enhance livability and improve the home's heritage value, but an HRA is not required to achieve these goals. There is no need to allow residents to split the lots in the neighbourhood	5/12/2021 9:48 PM

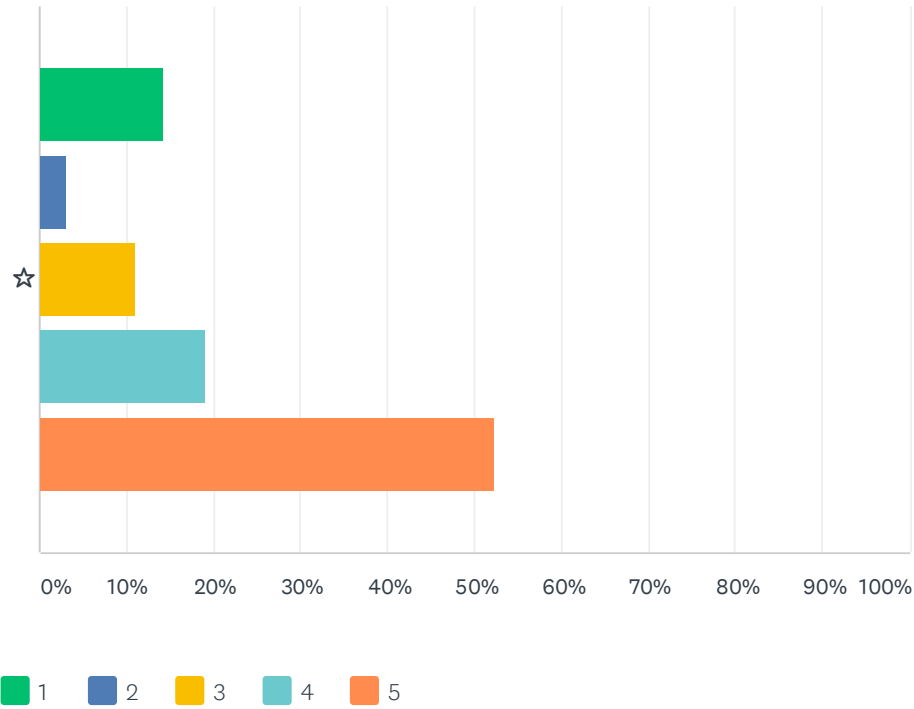
into lot sizes that do not fit the City requirements. We need, and currently have, a diverse mix of lot size/home size combinations. Even the applicant acknowledged this point at the open house. If a precedent is set for lot splitting through HRAs, many people will use them for this purpose, and our neighbourhood character will vanish. Moderately sized homes situated on lovely landscaped properties with important and valued greenspace will disappear. If these applicants want a big house on a small lot, there are lots of options in the neighbourhood for them to choose from.

10	n/a	5/12/2021 8:09 PM
11	The trade off is hugely unbalanced and variances are extravagant	5/12/2021 6:59 PM
12	Nothing at all. Let them do there thing!	5/12/2021 5:20 PM
13	1) The heritage house is already protected within the Heritage Conservation area. The heritage work amounts to repairs and maintenance. The addition of bulky dormers and the movement of the house forward detract from its heritage features. So, the heritage preservation benefit of the application is very low. 2) This area already has many types of housing options, so this feature is not needed, especially in light of all the problems. 3) The design is weak - the infill house design and materials are very common in non-heritage settings and the heritage home design detracts from its remaining heritage features. 4) The location for a massive infill house is inappropriate.	5/12/2021 3:48 PM
14	stick to the rules!! Too big! There shouldbe no driveway on 5th Ave	5/12/2021 1:57 PM
15	Too many variance requests	5/11/2021 6:18 PM
16	Value of preserving old houses is questionable due to less energy efficiency and toxic material contents	5/11/2021 12:50 PM
17	People move to Queens Park for the green space and trees, I do not feel this is the appropriate location to stuff a house into.	5/11/2021 10:22 AM
18	The two houses are too big for their respective lots	5/8/2021 11:33 PM
19	all of the above, it's design is deceiving on all accounts	5/8/2021 9:10 PM
20	Loss of green space, trees and character of neighbourhood	5/8/2021 12:19 PM
21	N/A	5/6/2021 7:40 PM
22	N/A	5/6/2021 1:58 PM
23	Dictates from the City.	5/6/2021 1:43 PM
24	I think you have done a great job. I fully support you	5/6/2021 12:28 PM
25	it looks great.	5/6/2021 11:59 AM
26	Looks good to me	5/6/2021 11:25 AM
27	There is no heritage preservation. the original house is lost in the renovation. There is no respect for heritage in this HRA.	5/4/2021 9:22 PM
28	nothing	5/4/2021 2:48 PM
29	It is an oversized lane way house.	5/4/2021 9:56 AM
30	N/a	5/2/2021 7:26 PM
31	subdivision of the property in contravention to zoning	4/30/2021 9:51 AM
32	Nothing, since I am in favour of tasteful, increased housing options such as this.	4/27/2021 11:16 AM
33	I lie everything about it	4/24/2021 7:21 PM
34	n/a	4/23/2021 11:03 AM
35	Nothing	4/23/2021 10:25 AM
36	New Lane home appears too large. Scale down footage by 20% for more reasonable fit in the neighborhood.	4/23/2021 8:16 AM

37	nothing	4/21/2021 10:57 PM
38	Nothing - looks great!	4/21/2021 10:35 PM
39	New home maybe could not be so modern 1950's looking.	4/21/2021 1:05 PM
40	nothing	4/21/2021 7:19 AM
41	Too many restrictions in QP, demo and build a regular house without all the increased densification.	4/21/2021 5:12 AM
42	Nothing..everything is fine	4/20/2021 7:36 PM
43	I like it all, and support it	4/20/2021 5:01 PM
44	Nothing	4/20/2021 4:19 PM
45	Inaccessibility of housing options in Vancouver	4/20/2021 4:15 PM
46	concern about the tree	4/20/2021 4:12 PM
47	There isn't anything I don't like	4/20/2021 3:47 PM
48	I don't have any dislikes	4/19/2021 5:26 PM

Q3 In general, do you support Heritage revitalization projects where the home has been well maintained and as such, the enhanced protection resulting from the Heritage Revitalization Agreement ensures the ongoing maintenance and conservation of the heritage asset?

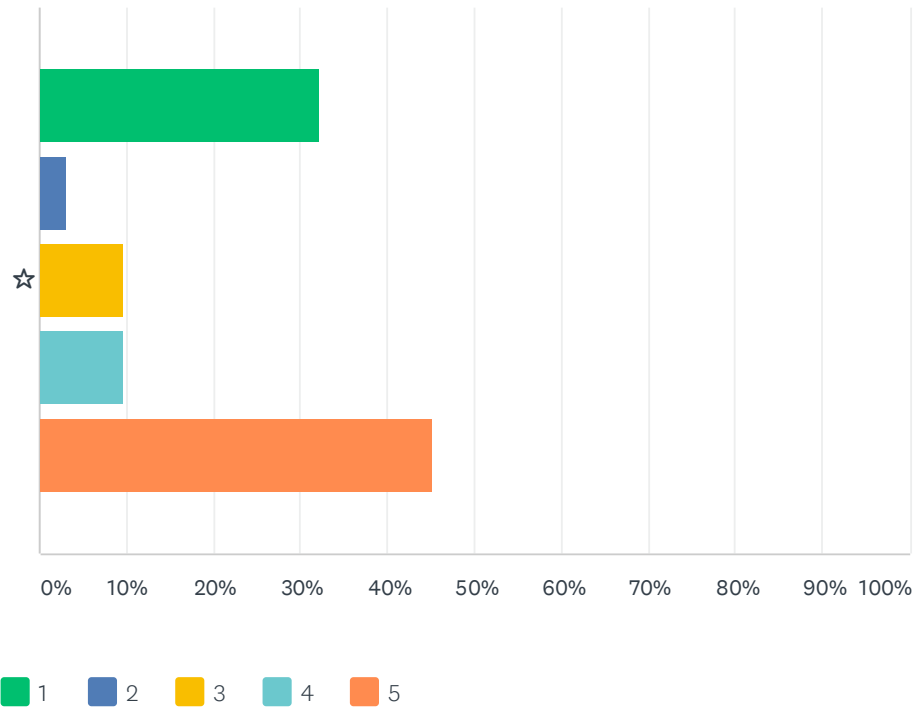
Answered: 63 Skipped: 5



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	14.29% 9	3.17% 2	11.11% 7	19.05% 12	52.38% 33	63	3.92

Q4 In general, do you like the proposed infill house design?

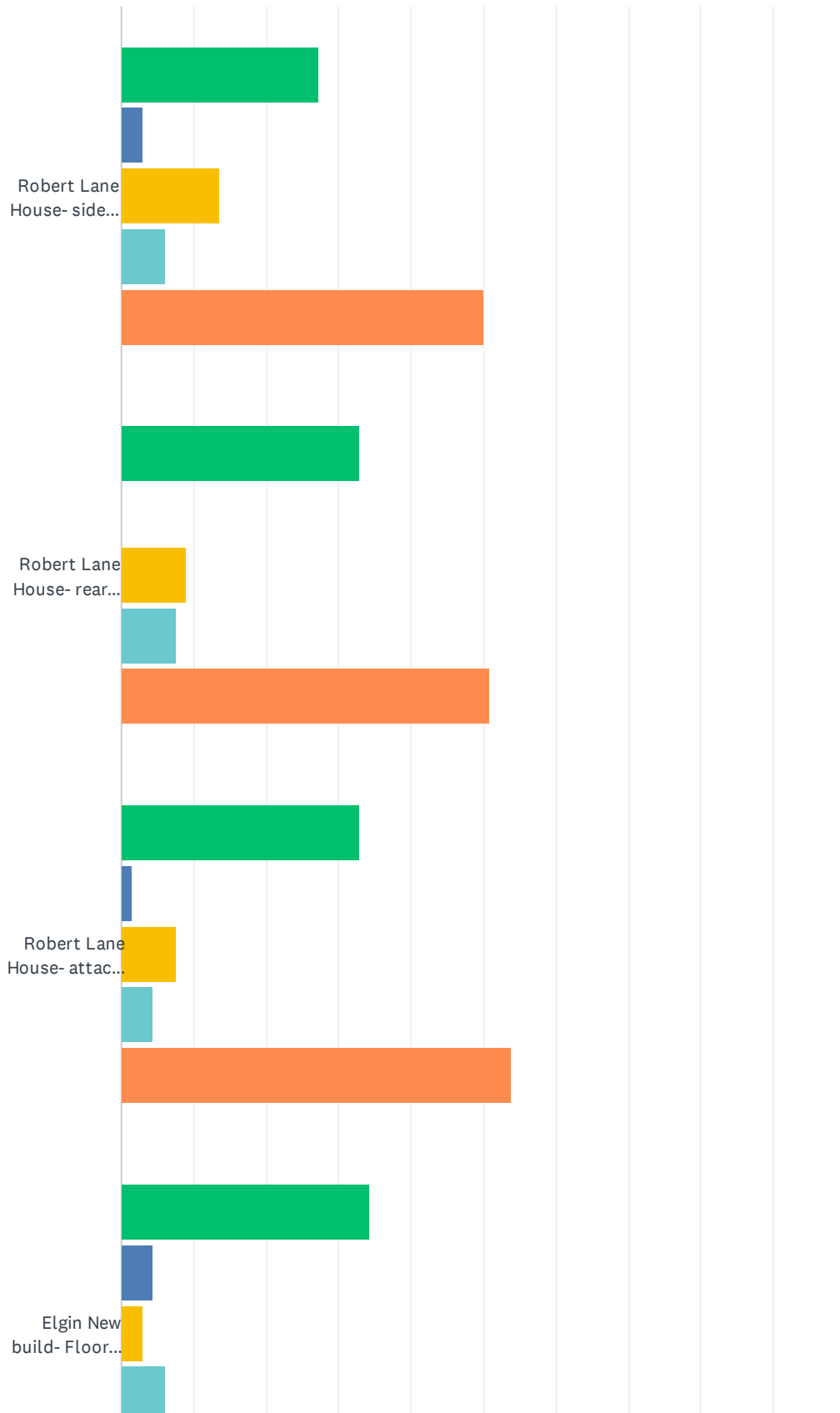
Answered: 62 Skipped: 6

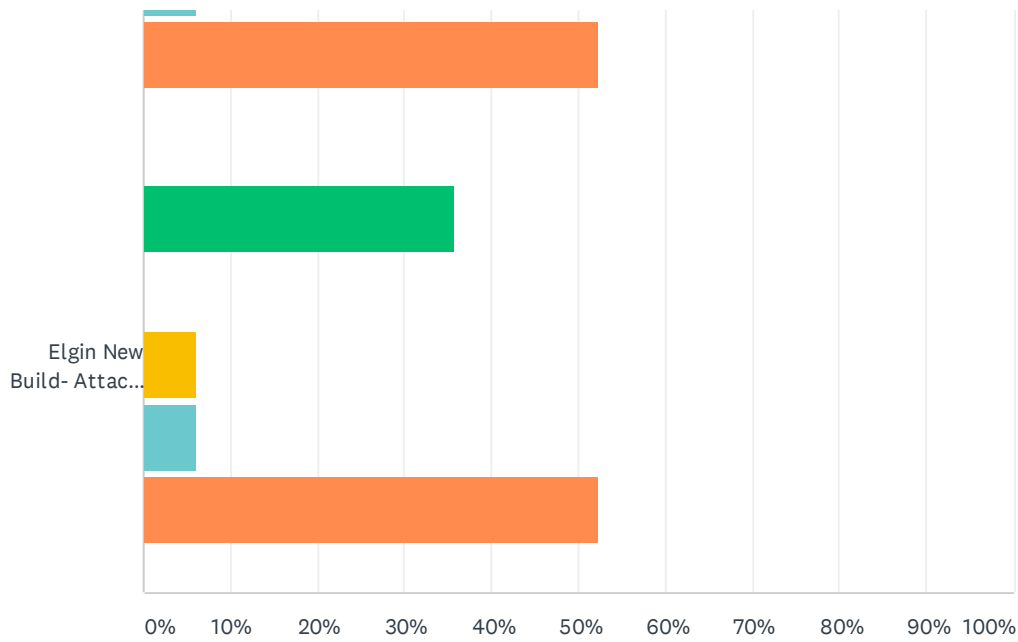


	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	32.26% 20	3.23% 2	9.68% 6	9.68% 6	45.16% 28	62	3.32

Q5 How do you feel about the requested variances?

Answered: 67 Skipped: 1



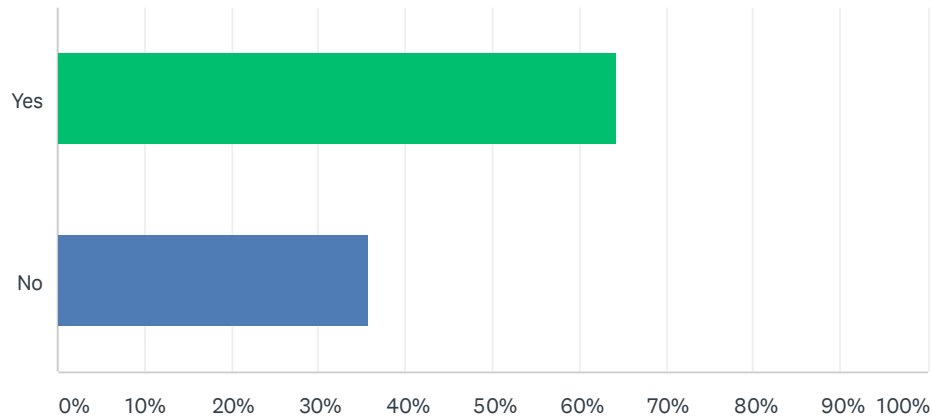


■ I strongly do not support
 ■ I somewhat do not support
 ■ I am indifferent
■ I somewhat support
 ■ I strongly support

	I STRONGLY DO NOT SUPPORT	I SOMEWHAT DO NOT SUPPORT	I AM INDIFFERENT	I SOMEWHAT SUPPORT	I STRONGLY SUPPORT	TOTAL RESPONDENTS
Robert Lane House- side setback variance requested to allow protection of specimen tree and provide covered, off-street parking.	27.27% 18	3.03% 2	13.64% 9	6.06% 4	50.00% 33	66
Robert Lane House- rear setback variance requested, so the street setback is zoning compliant.	32.84% 22	0.00% 0	8.96% 6	7.46% 5	50.75% 34	67
Robert Lane House- attached accessory area variance requested- to provide a comfortable outdoor space, covered entries, and covered, zoning compliant parking.	32.84% 22	1.49% 1	7.46% 5	4.48% 3	53.73% 36	67
Elgin New build- Floor Space Ratio (FSR) variance request. Please note that the square footage (FSR) would be zoning compliant if it were a heritage house.	34.33% 23	4.48% 3	2.99% 2	5.97% 4	52.24% 35	67
Elgin New Build- Attached accessory area variance requested.	35.82% 24	0.00% 0	5.97% 4	5.97% 4	52.24% 35	67

Q6 Do you support this project?

Answered: 67 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	64.18% 43
No	35.82% 24
TOTAL	67

#	LET US KNOW WHY?	DATE
1	Do not see the need for unnecessary development. We are ruining the Queen's Park area by squeezing in houses that do not fit in the heritage neighborhood. We are eliminating what green space we have left in Queen's Park The addition of these I. Fill houses not not create affordable housing. They are costly and in every case of these new developments, the only people benefiting from this is the city and the developer.	5/13/2021 11:47 PM
2	HRAs should be granted ONLY when there is a high degree of preservation for the main house. That is not happening here. The house is being moved. Inappropriate dormers are being added. There is an attached carport. Original historic windows are being replaced. There is a complete lack of heritage preservation here. Please city council, say no to this project unless it is revised drastically.	5/13/2021 10:56 PM
3	An abuse of the HRA process. Only serves the applicants desire for a big new house, nothing to do with heritage preservation	5/13/2021 9:50 PM
4	it doesn't fit with the designs of what the HCA was supposed to protect and provide gentle infill	5/13/2021 8:15 PM
5	I don't agree with two homes on one lot	5/13/2021 7:34 PM
6	Maintaining heritage homes and allowing for reasonable and appropriate development on property is a benefit to the neighborhood. 'Monster' houses built on double lots are not what we need.	5/13/2021 7:13 PM
7	I see absolutely no benefit to the community by allowing this project to proceed. Moving the house forward destroys the whole streetscape of 5th Ave. Planning department should never have allowed this project to go forward in its current form. If the owners wish to subdivide this lot let them do so without misusing Heritage Revitalization Agreements.	5/13/2021 4:42 PM
8	This proposed HRA appears to be a tool to subdivide a lot and create profit with a large new build. To my understanding, this was NOT the original intent of Heritage Revitalization Agreements. This project offers no benefit to the community in exchange for relaxation of variances: it negatively affects the streetscape, does not create affordability, and with the inferior repositioning of the existing home, does not highlight, enhance, or ensure its long-term value and viability as a heritage asset.	5/13/2021 10:09 AM

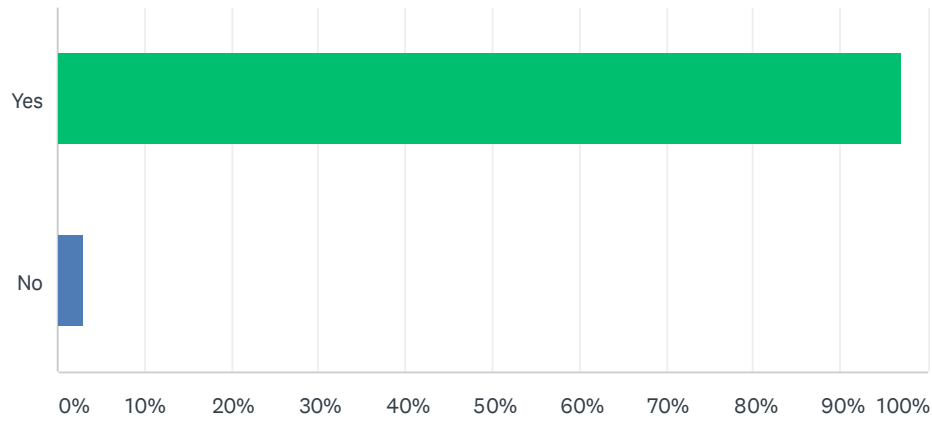
9	Way too bloated. No need to move it so far forward. Why not something smaller allowing for more trees and less impact to site?	5/13/2021 9:26 AM
10	too much house on small lot, proposed relocation would destroy streetscape. I would support the development of a true laneway house within existing guidelines (max 958sf)	5/13/2021 8:13 AM
11	There are numerous problems with this HRA, including: lot splitting that will set a damaging precedent for the neighbourhood; overdevelopment of the property with significant crowding and loss of greenspace; poorly conceived oversized renovations that change the location and overall look/massing of the heritage home; far too many relaxations; oversized infill home that has a basic commonplace design; heritage work that is mostly routine house maintenance, etc.. Final comment re my responses: question 3: single star = strong lack of support and question 4: single star = strong dislike. These rating scales should include labeled endpoints to allow for proper interpretation.	5/12/2021 9:48 PM
12	I believe in increasing density in neighbourhoods while maintaining street appeal	5/12/2021 8:09 PM
13	this house does not the benefit of an HRA. It is in good condition and is already protected sufficiently by the QP Heritage Canocervation Area. Anything that is being suggested as "revitalization" or maintenanc eis anything anyresponmsible homeowner could do without an HRA.	5/12/2021 6:59 PM
14	1) This proposal represents yet another abuse of an HRA in this Heritage Conservation Area. Lot splitting should not be allowed - the greenspace in this community is highly valued, and cramming every available space with housing is completely inappropriate. If the City continues down this path of allowing lot splitting that involves significant relaxations of required lot area, our neighbourhood will be full of infill housing. The heritage character of this unique and treasured neighbourhood will be lost forever. I do not understand why the City is promoting these extreme HRA applications and there needs to be a moratorium on HRAs in the neighbourhood until the issues with HRA misuse are reviewed and addressed. This application is a clear example of the problem - no heritage benefit for the community, and huge private gains for the owner resulting from development of a subdivided lot. 2) The two FSR requests are unreasonable. Not only do the applicants want to subdivide the land into two parcels, they want to fill up those parcels to the brim, making for an extremely crowded appearance. The infill house is only allowed .50 FSR and the applicants are asking for .65. The current FSR on the heritage home is .28 and the applicants want that increased to .70, with another large house placed right behind it. It seems like the guiding principle for his HRA is "let's cram in as much housing as we can to increase our financial benefit," rather than "let's develop our property in a manner that respects the greenspace, the neighbourhood heritage conservation area, and the immediate neighbours." 3) The heritage conservation plan is not compelling. The general massing and appearance of the heritage home will be changed dramatically. The house will be out of line with the other homes, protruding out toward the street. This will make the oversized boxy dormers even more noticeable. The mid-century siding is inappropriate for a 1910 home - appropriate cladding for this home is available so it is hard to understand why, in a heritage revitalization agreement, the applicants would want to keep era-inappropriate siding, particularly given that the other heritage work proposed is mostly house maintenance.	5/12/2021 3:48 PM
15	1. too many variances 2. both houses way too large for lot sizes 3. moving house forward 18ft is ridiculous 4. no driveways on south side of 5th Ave --> changing the streetscape is a NO-No!	5/12/2021 1:57 PM
16	The owners off this house vehemently denied it had any heritage value when HCA was proposed for the Queens Park neighborhood.. they are now requesting several variances based on the heritage home they apparently did not have until recently. You cannot have it both ways. That being said, there are too many variance requests. Too dense, negatively impacts the street scape moving the house forward, crowds the house next door, narrow street... adds at least one, possibly two or three more cars to the street	5/11/2021 6:18 PM
17	Again the owners are only interested in making profit by subdivision of lot rather than enhancing the existing house and preservation of green space which is vitally necessary for nature and the environment	5/11/2021 12:50 PM
18	If you do not stuff a house in the back yard you do not need a variance to protect the tree and and off street parking. Green space and trees are vital, with this proposal there is neither.	5/11/2021 10:22 AM
19	The size of the infill house IS TOO BIG and there is NO GREEN SPACE	5/9/2021 5:10 PM

20	The proposed houses are Excessively Large. The building rules are excellent and NO variance should be allowed.	5/8/2021 11:33 PM
21	There is too much crammed in one space with little to no outdoor space. Robert Lane additions will make it a BOX. It seems REALLY selfish and does NOT preserve the heritage feel of this home... very deceiving proposal.	5/8/2021 9:10 PM
22	I support this proposal but I do not like the covered carport.I think it detracts from the home and the neighbourhood	5/8/2021 4:26 PM
23	Lack of green space, Elgin street is a space for children in the neighbourhood to play, and increased parking will reduce play space	5/8/2021 12:19 PM
24	New West needs more housing. Given Heritage Conservation Area limits on development in Queen's Park, infill and laneway housing is the way this neighbourhood can pull its weight in contributing to New West's future housing needs. The variances requested are very minor and there is no rationale for not supporting that is not pure obstinance.	5/8/2021 11:34 AM
25	It is theBest use of the land available, and as all owners have the rite on their own land to build their dream home. as any one in the neighborhood can do. As long as the project is respecting the existing bylaws, and as long as the bylaws are clear and concise, build away. If any interest group want to involve themselves, they must also follow rules and DE quorum during the disscusion, just remember you are just guest, not the desision makers. with the unsdeerstanding that just because you may not like things, you are not the legal or moral judges of what people want to do on their OWN PROPERTY . So please stop demanding attention and say, not unlike spoiled children , who need a firm word at best to bring thing back in focus. This is their dream home, not our, so mind you own business , and care for your own property, as I will leave you your own affairs. Even if i am bothered by them. happy neighborhoods are not about the buildings it is about the people..	5/6/2021 7:40 PM
26	the look of both homes fit the area and still allows for some yard/greenspace	5/6/2021 5:34 PM
27	We need to preserve some heritage homes.	5/6/2021 5:10 PM
28	It will enhance the neighbourhood	5/6/2021 4:52 PM
29	It preserves heritage while improving the building and providing flexibility for the homeowner.	5/6/2021 1:58 PM
30	See #1 above. We see no reason why this project would be disallowed.	5/6/2021 1:43 PM
31	I believe in a balanced approach of heritage revitalization and modernization of neighbourhood.	5/6/2021 12:28 PM
32	added densification, preservation of heritage and we need more housing	5/6/2021 11:59 AM
33	Fits in with the heritage nature of the community and offers refreshed housing.	5/6/2021 11:25 AM
34	The variances are simply a request to increase everything about this project beyond the maximum allowed in size, setbacks and fsr.	5/4/2021 9:22 PM
35	Retaining Heritage	5/4/2021 2:48 PM
36	There are already parking issues, where is the green space? I do not like the way they have crowded 2 homes on one lot. Ir we continue these kinds of projects in New Westminster there will be no parking and overcrowding. New Westminster is a small municipality with mediocre amenities, and very little shopping.	5/4/2021 9:56 AM
37	I do not support subdivision of lots to allow owners to use heritage preservation as a tool for gaining profit.	4/30/2021 9:51 AM
38	under utilized lot	4/29/2021 8:33 AM
39	Will activate Elgin Street and will protect 208 Fifth Avenue.	4/26/2021 10:21 AM
40	New housing	4/24/2021 7:21 PM
41	Owners providing additional single family home close to schools	4/24/2021 10:06 AM
42	I support the building of a lane house. I think that one you have designed is too large.	4/23/2021 12:38 PM
43	Heritage preservation	4/23/2021 11:03 AM
44	It's a Good HRA candidate and more housing density	4/23/2021 10:25 AM

45	More housing, more new residents in QP needed.	4/23/2021 8:16 AM
46	Fulfills goals of HRA, creates additional housing options for the neighbourhood, and fits very nicely with streetscape.	4/21/2021 10:35 PM
47	Heritage preservation and excellent design for new build.	4/21/2021 2:01 PM
48	The <small>Personal Information</small> are great neighbours and we support them completely. This is also an opportunity to <small>Demanded</small> provide housing to another family, which is wonderful.	4/21/2021 9:02 AM
49	well thought out plan	4/21/2021 7:19 AM
50	You've been hamstrung by the HCA and Council so your options are severely limited.	4/21/2021 5:12 AM
51	To preserve the heritage houses and create more house to be used by the people or by the growing community	4/20/2021 7:36 PM
52	Need more housing in general, and specifically in the sparsely densified neighbourhood of Queens Park	4/20/2021 5:01 PM
53	My primary concern regards the specimen tree. The Owner of 208 inflicted consider damage to the tree, causing an imbalance. I appreciate that the design has measures to mitigate the tree root structure by keeping it somewhat setback but I am concerned that it may be insufficient. Has a qualified arborist confirmed that the remaining roots will be sufficeint? This should be confirmed prior to proceeding too far. Also, there may be another option with a further variance to reduce the impact on the roots. If the Robert Lane house were set back closer to the new property line with a covenant enjoining the lane house not to build up to the property line, i.e. treat an intermediate line within the lane property as a de facto property line for the purposes of spatial separation and building and exposing building face construction, then it would minimize the impact of the new location on the root of the specimen tree. Also, I thought that the idea behind the heritage bylaw was to increase affordable housing stock by encouraging smaller laneway houses. However, based on the precdent in Townsend Place, which is far more outrageous, I guess the horse is out of the barn on this issue and the City is not concerned with affordable housing, only increasing density. Generally, I am very supportive of heritage conservation and appreciate and support this aspect of the project very much and do appreciate some of the features of the design but my main concern is the health of the specimen tree.	4/20/2021 4:12 PM
54	Preserving heritage and providing more housing	4/20/2021 3:47 PM
55	It protects an interesting heritage home that is too small for the huge lot and let's a well designed infill home be added that compliments the neighborhood	4/19/2021 5:26 PM

Q7 Are you a resident of New Westminster?

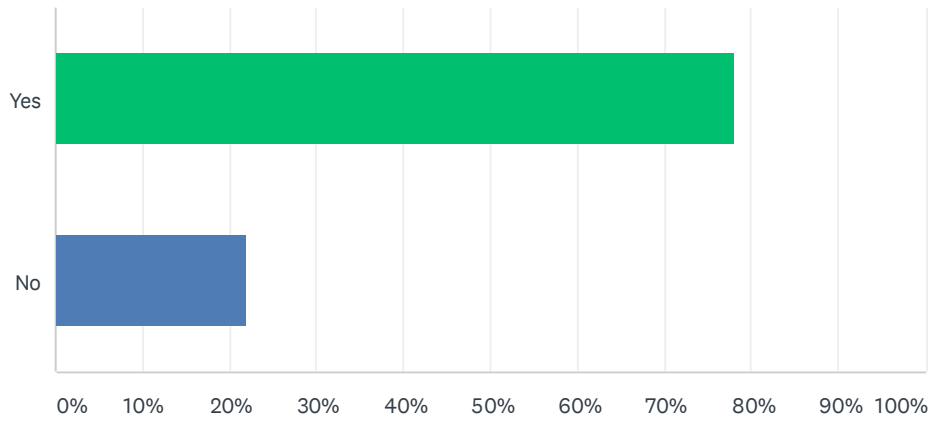
Answered: 66 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	96.97%	64
No	3.03%	2
Total Respondents: 66		

Q8 Do you live in the Queens Park Neighbourhood?

Answered: 68 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.94%	53
No	22.06%	15
TOTAL		68

Q9 Please provide your contact information. Please note that this information will be kept confidential.

Answered: 61 Skipped: 7

ANSWER CHOICES	RESPONSES	
Name	100.00%	61
Company	0.00%	0
Address	98.36%	60
Address 2	0.00%	0
City/Town	96.72%	59
State/Province	95.08%	58
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	93.44%	57
Phone Number	88.52%	54

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41		4/23/2021 12:38 PM
42		4/23/2021 10:25 AM
43		4/23/2021 8:16 AM
44		4/21/2021 10:57 PM
45		4/21/2021 10:35 PM
46		4/21/2021 2:01 PM
47		4/21/2021 9:02 AM
48		4/21/2021 7:19 AM
49		4/21/2021 5:12 AM
50		4/20/2021 7:36 PM
51		4/20/2021 4:19 PM
52		4/20/2021 4:12 PM
53		4/20/2021 3:47 PM

208 5th Avenue Public Open House Zoom Meeting

The Open House commenced at 10am on Saturday May 8th, 2021. The presentation and plans were played in the background and members of the public in attendance had the opportunity to ask questions. Attendees were also directed to the website where they could participate in the feedback survey.

At the opening of the Public Open House Zoom Meeting, the owner, Mrs. Jamieson provided the following summary of the project to the attendees:

The project is retaining, preserving and restoring the heritage house which is a colonial style heritage house called The Robert Lane House. The heritage house will be moved forward and to the east. The owners of the neighbouring house to the west (212 5th Ave), who were in attendance, were informed that this moves the house as far as possible away from their deodar tree. The front of the house will remain the same as that is a requirement under the HRA. The heritage house has mainly original windows and some aluminum windows. The original windows will be retained. A new house will be built on Elgin Street and the owners of the only other house on Elgin Street are delighted that they are going to have a nice looking house opposite them.

The questions raised by the attendees and the answers were as follows:

1. Personal Information Removed 5th Ave appreciated that the house was moving east to minimize the impact on the roots of the deodar tree located at 212 5th Ave, however he said it was still moving quite far north and he said he didn't understand why the land was not subdivided 50/50 to allow the house to be moved back a little bit and he was concerned of the deodar tree's root structure.

Mrs. Jamieson informed the neighbour and attendees that the subdivide was not too much different to a 50/50 split and that the heritage house is allowed under the City's requirements to move north. There is not a variance on moving the house forward (north) and the heritage house is being moved away from the deodar tree's root structure. Mrs. Jamieson let the neighbour know that the house plans were actually subsequently changed, at considerable time and expense, to move the house further away from the root structure of his tree. This change has impacted the house's interior, but Mrs. Jamieson said she was pleased to hear that the neighbour appreciated that the house had been moved away from the tree. Mrs. Jamieson also said that their Arborist, as well as the City's Arborist had been on site and have no issue with moving the heritage house. In addition, the Arborist will be in attendance during the project to protect the tree and tree roots.

The Designer also informed the neighbour and attendees that a tree bond is required to be paid by the owners to keep the tree safe during the project. Ms. Stevens from the City who was in attendance was asked to confirm the tree bond and she said that there is a process for the tree bonds, although she is unsure of the costs involved. Mrs. Jamieson said it was a \$10,000 bond and they would be making sure the tree is protected during the project.

Personal Information Removed asked about the fencing along the west property line as the schematic drawing being shown, showed the fence line as being straight whereas the deodar tree is

in the way and said he assumed accommodation would be made for the tree. It was confirmed that there would be accommodation for the tree and that the Arborist would also be involved.

2. Personal Information Removed asked exactly how far the house is moving forward and south so that she could get a perspective on that. The designer opened the file for the dimensions. Personal Information Removed was informed that the house is moving forward 18.65 feet and towards Second Street by 8.79 feet.
3. Personal Information Removed she had people who could not be in attendance texting her questions. The dimensions puts the setbacks out of line with 5th Avenue and closer to the back end of 2nd Street, which she said didn't make any sense, so they were wondering about the alignment of 5th Avenue and whether this house will stick out.

Personal Information Removed and the attendees were informed that the house meets the requirements for being moved forward and that this is not a variance.

Personal Information Removed said they understand that and she was just saying its typically the whole streetscape is something that's important to retain, so the question came up, why is it moving out of line with the house next door. The house meets the zoning requirements for being moved forward and it is not a variance.

4. Personal Information Removed asked to talk about the windows. The Designer provided an overview of the windows being retained in situ and the windows being relocated to other areas of the house and that this is available in the package that is offered online.

Mrs. Jamieson informed the attendees that all the original windows are being retained. That this has been 3 years of speaking with the city to see if this project was possible, as the original intention was to knock down the heritage house and build a new house, but then the heritage conservation was introduced. The owners are looking to retain, restore and preserve the heritage house. Mrs. Jamieson said there has been a lot of back and forth with the City, meeting with zoning etc. and that the Designer has come up with a fantastic design and project and a big thank you to the Designer, Kirsten.

Personal Information Removed asked Mrs. Jamieson that given that she is now supportive of heritage why is the house not being lifted or adjusted, or making some other changes to the house and why is she not living in it? Personal Information Removed

5. Personal Information Removed said she had been sent a question around the dormers and asked whether the rear dormer was added in the 1940 or 1970's as per the permits and that they were not sure as the previous owner had been told that the dormers were not original. She commented that if the dormers are now going to change, it will change the look of the house quite a bit by adding two large dormers and expanding the current ones. Personal Information Removed asked will the original one be altered and how much larger will the new ones be.

The Designer brought up the plan for ^{Personal Information Removed} and attendees to see. The Designer said the existing rear dormer is 15.25 feet. The proposed dormer is 28.39 feet, so it doesn't extend the full length of the house. The attendees were informed that the dormer and the back addition on the current home are really in disrepair, unattractive and in disrepair.

The Designer said that the dormers are not very visible from the street. They would be visible from the two sides. The Heritage Consultant informed the attendees that with regards to the back dormer and actually extending it out, brings back a more symmetrical look to the building, which it would have had historically. The Designer said that the rear of the current heritage house which has a lean to, is quite messy at the rear and this plan will certainly clean it up and make it much more viable moving forward.

Mrs. Jamieson added that as mentioned at the Land Use Planning Committee, owners do have to be able to live in these houses. The current dormers make it difficult climbing between walls of the dormers to make the bed/get into bed. It is all very well retaining heritage, but you have to be able to live in the houses as well.

The Designer added that they have made the upper bedrooms in line with contemporary needs with ensuite bath and a good closet and all very accessible, so it makes the house relevant for the way somebody will live in it today.

6. The owners of ^{Personal Information Removed} 2nd Street said the following in support of the project:

"^{Personal Information Removed} 2nd Street, just around the corner and ^{Personal Information Removed} wholeheartedly support this project. It saves a rundown heritage house that has been run down the entire thirty-four years that we've lived around the corner. I applaud the Jamieson's for taking a proactive approach to restoring the Robert Lane house and providing an attractive and much needed infill housing, on a lot that is far too large for just a small house that's already on it.

And I think that was the intention when we brought in all these new heritage laws. Of note and I think it might have been brought up earlier, the large heritage tree on the adjacent lot. My understanding is it is causing structural problems to the foundation and the sidewalks of the house and moving the house forward ultimately is going to save that tree, because as it sits right now, there's going to be problems caused to the little house. I've heard that there's objections to moving the house forward, but I just took a short drive around my neighborhood yesterday and there's countless examples of staggered houses up and down, not only that street, but every other street around.

And I've seen lots of new builds that have moved and built forward of the existing streetscape. I also noticed that the HRA brought up the issue of carports, but again, I took a short drive yesterday and just at adjacent houses I found carports at 503 and 505 2nd street, 205 4th ave, no garage at all at that great little infill house at 408 Second Street next to the meat market and countless examples of rundown garages that seemed to serve no purpose except for junk storage, not vehicles.

Finally, the city went to great lengths and bent over backwards to make exceptions to their bylaws to allow the saving and restoration of those small houses on Manitoba Street. And

I applaud the city for this. But I do note that no provisions were made, apparently doesn't look like they were made at all, for any garages, carports or even off street parking and in that area two cars could not pass on that street and it was wall to wall cars, so we support this project. I think it's time for the City to step up and be proactive once again and approve it".

7. The owner (Personal Information Removed) 5th Avenue said the following in support of the project:

" (Personal Information Removed) had really mentioned a lot of great points that I echo. I live on 5th Avenue (Personal Information Removed) and I'm very supportive of this application. The family has really gone to great lengths to work within the parameters as provided by the HRA. Our house was built a couple of years ago. We did move it up a little bit towards the street. I really like the idea of preserving the current house and building another house so that you are able to accommodate an additional family. So I throw my overwhelming support behind this proposal"

8. The owner (Personal Information Removed) of 2nd Street and 5th Avenue said the following in support of the project:

"Like previous speakers I do applaud the effort. I really think that you will actually improve the overall quality of our neighborhood. I like the idea of renewing and refreshing and restoring it to the best of the latest standards based on, of course, keeping up the old and structure". (Personal Information Removed) following questions:

- a. Moving the house forward and to the north east and of course, digging the basement and of course, making the foundation. Will that make any structure problems to the tree i.e. roots etc.? Do you know if there any estimates done on that side?

The Designer advised that the house will be taken off of its foundation and the old foundation removed. Then they start the work on the new foundation. As per the previous dimensions provided to (Personal Information Removed), the house is in every direction farther away from the existing placement. An arborist will be very involved to ensure that any work done to the roots will be done with their permission. All the root work will be done with Arborist supervision. And beyond that, the Jamieson's will have had to pay a ten thousand dollar bond guaranteeing that the tree lives. So, they are also very incentivised to ensure that the tree survives this.

- b. What about the Cherry Tree on the street which potentially needs to be removed?

The owner and attendees were informed that under the City's Bylaws, when a tree is removed their policy is for two replacement trees to be planted. The City's Arborist is involved with this process.

- c. There is a row of cedars between the two homes. Will those cedars be removed?

Mrs. Jamieson advised that there are currently cedars part way along the edge of 208 5th Avenue's property and then there is a tree on ^{Personal Information Removed} in front of their deck. The plan is to keep as many of the cedars as possible. The Designer mentioned that it comes down to privacy for both. The goal is to keep the cedars as not only do they look nice, but they give both sides privacy. Mrs. Jamieson assured ^{Personal Information Removed} privacy is just as important to her family and there are other trees such as hicks yews that are less deep, should narrower trees/shrubs be required. ^{Personal Information Removed} that this is not a problem.

- d. ^{Personal Information Removed} that with the dormers and windows, ^{Personal Information Removed} but said that was ok and they will figure that out.
- e. Will the electrical wiring to the house from the street, which is current above ground, go underground?

Ms. Stevens from the City was requested to comment and advised that she would have to look at the full service information from the City's Engineering Dept., but typically that is required for redevelopment. Engineering requires that the servicing be put underground. Mrs. Jamieson confirmed that they had met with the City's Engineer who advised the services need to be placed underground.

- f. ^{Personal Information Removed} for the timelines including start date of the project.

Mrs. Jamieson said this was hard to answer as although they would like to start the project as soon as possible, they are still going through the HRA process and then permits need to be obtained etc. Ms. Stevens from the City advised that once they get their approvals and the HRA is adopted, there are a number of permits that they will require. The first would be a heritage alteration permit for the new house. They will also need to get all their subdivision applications in and approved by Engineering. So that takes a while. Typically, how the City's writes the HRA's is that they typically structure them that the work on the Heritage House begins first and then after the subdivision, or after all of that work is done, subdivisions done, then they can get their permits for the new house.

The Designer said she would say the work on the heritage house would probably be three to five months and then as Ms. Stevens said the new build can't happen until after the heritage house is complete. But they do allow the foundations to be poured at the same time. Then about five to seven months for the new build.

- 9. ^{Personal Information Removed} commented that she found it a moot point looking for other houses with car ports, because the initial point of the HCA guidelines was to avoid car ports within the HCA. The Designer said that carports whilst not strongly recommended in the guidelines are in the acceptable category. Ms. Stevens from the City was requested to comment and advised that in the guidelines for additions, they should be compatible with the existing massing and of the protected buildings. They're acceptable as additions that respect the original form, scale and mass to a building but are not fully distinguishable, can be considered.

The Designer advised that they did attempt to follow the roofline and to make the carport subordinate, by pushing it as far back as they could, to make it clearly distinguishable, but also complimentary with the building, while providing covered parking. Ms. Stevens from the City added that in regards to the form, scale and massing and the guidelines, changes are acceptable as long as they are compatible, subordinate distinguishable.

10. An attendee, ^{Personal Information} ~~Removed~~ commented that there is off street parking for the Manitoba properties mentioned earlier. She also commented that moving the house forward and not staying in line with the other houses along the street, may be in line with zoning. However, she didn't believe that it is in line with the HCA/ part of HCA. In addition, that somebody said the house needs/ is in disrepair and has been for a long time. She said that as homeowners, we all have to keep our houses in good repair. And she didn't believe, her point of view that an HRA should be approved to repair or should be used as an argument to keep our houses in good repair.

The Heritage Consultant commented that she understood and appreciated the various feedback and as someone who looks at a lot of old houses, she said she wanted to defend the owners a little bit and said that actually overall, their house is in quite good shape.

During the Heritage Consultant's comments, an attendee was inappropriate and used foul language to the Heritage Consultant.

The Heritage Consultant continued and said she had seen much, much worse houses. She said she believes that the areas in need of improvement are things like the back of the house. The zoom meeting screen was shared so that ^{Personal Information} ~~Removed~~ and the participants could see the rear in disrepair and the later house addition that will be removed and the back configuration will be restored. The Heritage Consultant showed the dormer that was talked about earlier. The dormer will be extended just to provide more livable space and again, provide that symmetry from the front, which is what would be typical of this style. The house actually is overall very well maintained and that we're using this tool as a way to make improvements and to help extend the physical life of the building with improvements like the new foundation, just making sure that it can go for another fifty, hundred years etc.

11. ^{Personal Information} ~~Removed~~ asked a question on behalf of another attendee about the size of the backyard of the heritage house. The Designer advised that the required backyard is 12.12 feet and the actual backyard is 9.4 feet. The house is designed to have more of a side yard than a backyard.
12. ^{Personal Information} ~~Removed~~ asked what is the size of the backyard on the new house? The Designer advised that the backyard is 20.5 feet.

13. The owners, ^{Personal Information} ~~Removed~~ 2nd Street said the following in support of the project:

^{Personal Information} ~~Removed~~ Second Street, ^{Personal Information} ~~Removed~~ e, where our property is adjacent to ^{Personal Information} ~~Removed~~ . So basically, our house will be near the new build blue house.

We just wanted to say it's a beautiful design. We think it is wonderful. Personal Information Removed

And also now, a new family will be able to enjoy the heritage house. We just wanted to say, as the people who are actually adjacent to the upcoming construction, that we want to express that we are fully in support of this plan. And, also just to convey a little bit of disappointment that heritage activists, who we think should be over the moon that this will allow the heritage house to exist and remain in Queen's Park, are not supportive. We know that there are certainly some heritage activists who are fully in support of this, but just to see the nit picking, not just in this meeting, but in other meetings is disappointing. We think that they should be extremely excited that this will show other property owners that they can keep a heritage house and have another new house built in the back. And this new house is going to be in the lane, so it's not an extremely visible house and not too many people are even going to see it. But we do think the new house is absolutely gorgeous and great”.

14. An owner in Queens Park Personal Information Removed said the following in support of the HRA:

“I just want to say I totally support it and I live in Queen's Park. I totally think it's a great idea and I think that's what this should be all about, preserving those homes, trying to give people other opportunities to live in their dream home and keep the heritage house. So I just totally support it”.

15. As there were no questions, the Designer let the attendees know that the point of an HRA and the goal of an HRA, much like the Queen's Park guidelines, is preserving heritage while allowing for gentle densification. She said that when they see support and yes there are obviously questions which she encourages, it is encouraging to see that there are community members who value that sensitive densification. The owner added that when listening to a public hearing for another HRA, it was interesting that an attendee who was involved in heritage and implementing policy had spoken that the guidelines which he said were introduced in November 2009, was about allowing lots to be divided.

16. Personal Information Removed asked if a representative from the City was present and asked Ms. Stevens if he could consult with the City's Arborist with regards to the two replacement trees that will replace the cherry tree on 5th Avenue. He expressed concern with any fast growing trees that would impact the Personal Information Removed Ms. Stevens said she would put him in contact with the City's Arborist. Mrs. Jamieson added that she had also informed the City Personal Information Removed themselves would like to be involved in the replacement trees.

Personal Information Removed the following in support of the project:

“Like everyone I approve it. There are some challenges (privacy, windows) but that's ok. There is some distance and we will figure it out. I'm sure we'll be fine. The other concern I have is the timing and the building. So, it's going to be challenging. But that's OK. You've got to go through it. And I appreciate that. Thank you very much for being open.

Thanks for sharing this. I'm sure we can find a common ground and do it properly. Thank you”.

The Designer reminded Personal Information Removed

Personal Information Removed. The window in the bathroom, which would be the closest Personal Information Removed is an original frosted glass, a water glass window and then two in the master bedroom. The good news is that for both properties these are bedrooms. So, functionally generally those are closed windows, generally you close your blinds. So, the good news is that it's not like a living room facing a bedroom. It's two bedrooms facing each other. So, although it's a change, the Designer assured Personal Information Removed function of the windows facing each other will be similar. So hopefully it will impact Personal Information Removed little as possible. Personal Information Removed that it was ok and there are ways to overcome this and that it is not a problem.

Personal Information Removed and I think the project will improve the overall value of the whole neighborhood. Overall, everything should be great. It looks good. If you are asking me honestly, among all the attendees, I am the most impacted, you know, but I'm fully supportive. I like the idea. I appreciate it. I think it will definitely bring up the overall value to the neighborhood. And so I appreciate it. Thank you. Personal Information Removed. I appreciate it. And City, of course. Thank you very much”.

17. Personal Information Removed asked how far from 5th Avenue will the house be? The Designer advised that the required set back is 12.12 feet and the house will be further back than that at 12.96 feet. The Designer walked through the process of the design and said the original intention was to have the heritage house further back and then had the new build inside the set back, which was a variance. But in consultation with the City, they really wanted the project not to have that impact. So basically, so that there was nice separation between the two houses the heritage house was moved forward as new house was moved back.
18. An attendee Personal Information Removed asked where the November 2009 policy about lot splitting was. Mrs. Jamieson said it was mentioned during the Council Hearing's open house on the Townsend Place HRA and referred her to the video of that meeting.
19. Personal Information Removed asked about the 2009 policy and Ms. Stevens from the City believed it was the HRA policy guide that they have developed. Ms. Stevens believed it was adopted in about 2011. So that could have been what was referred to. The policy talks about what the City looks at when they are evaluating an HRA.
20. Personal Information Removed who live at the end of Elgin Street on 3rd Street joined the meeting and said they fully support the project. They said they had no objections and believe the HRA will help the area. They asked what objections had been raised. The Designer and City representative summarised the objections to which Personal Information Removed said they were not serious objections. Personal Information Removed they are on 3rd Street where a house had the fire. That house which is three doors down from them was moved significantly more forward than the other houses. The houses on 3rd Street zigzags down with houses significantly closer to 3rd street.

Personal Information Removed said that some of the objections that folks have been raising is the moving of the house because of its relocation and changing the streetscape and that to protect the heritage, the house really should be left where it is. Otherwise it is not the same house. Also the size and design of the new house and number of relaxations.

Personal Information Removed said they really support the project.

Mrs. Jamieson said that as another attendee had mentioned there are already houses with differing set backs and that is the beauty of Queens Park. Queens Park has huge houses that don't have much gardens, to small houses on large plots, to our lovely little quaint streets that have very small houses and lots.

Personal Information Removed that it would be odd if all of our streets and all of our houses were so perfectly lined up. With all of our houses being different, that's what gives it the character. Do we want a cookie cutter neighborhood?

Personal Information Removed that across the street from their house is a new house (within last 10 years). But people walk down the street and they don't even know that it's, "brand new". As long as these look like they're architecturally consistent with the neighborhood. So, in five years from now, somebody's going to walk down Elgin Street and not know the new build is new. In addition, the City requires off street parking and looking again on 3rd Street there is a little house that was built that looks like a trailer stacked one on top of the other, where they had to put a garage right under the house because they had to provide off street parking. Keith said he thinks that that gets peoples backs up a little bit when you look at this skinny little 20 foot lot with a 12 foot wide house on it, but on the other hand, it's just now part of the neighborhood. Keith said the houses in this HRA are nothing like that, architecturally. They fit into the neighborhood and Keith and Diana said they were very happy with what's going on in this project.

21. Personal Information Removed St Patrick Street asked when signs would be displayed on the property?

Ms. Stevens from the City advised that the signs typically would go up the day after the HRA goes to Council for first and second reading. So, if council does first and second reading and calls for a public hearing, they will go up typically the next day so that they're advertising that the public hearing is coming forward shortly.

Personal Information Removed for the timeline for the public hearing. Ms. Stevens said it hasn't quite been determined yet, but other than before summer session ends, or before the summer break begins. She said she thinks the last meeting is at the beginning of July, or it will be in the fall depending on the City's timelines.

Personal Information Removed if the new build roof was taller than the heritage house's roof. The Designer showed the plans and advised that the infill rear house is taller than the heritage house, but they are both compliant and they're below the maximum height allowed. The height of the heritage house, which is going to be put back to exactly the same height as it is, is 354.6 (geodetic) and then its actual height from average grade is 28.03. The height of the infill is 29.89 to the roof peak.

Personal Information
Removed

and was shown the renderings.

Personal Information
Removed

for renderings from the street level and was shown the models.

Mrs. Jamieson reminded the Designer and attendees that the renderings don't show the landscaping as there will be tall cedars/hicks yews along the back of the heritage house and referred Bridget to the landscape plan and website.

Personal Information Removed

asked what the distance between the two homes in the back is? The Designer advised that the distance is 29.8 feet, so almost 30 feet. The heritage house is 9.4 feet from the rear property line and the new build is 20.5 feet away from the property line.

Personal Information
Removed

thought this sets a bad precedent for the entire neighborhood. It sets a bad precedent for Elgin Street because he just knows what's going to happen next. The home right next to this property will have a big home and this will follow through. He said it is just his personal opinion and he thinks it's a shame. He said we have a beautiful neighborhood and we're just slowly chopping it up, taking away the beautiful green space and just replacing it with both homes and structures. He said the heritage house is a beautiful house and it was just a shame that the owners cannot maybe make use of that land and just expand the size of that house and add on to it and keep a beautiful yard with lots of green space and trees.

The Designer advised ^{Personal Information} bear in mind that from a density perspective, from a coverage perspective, the owners would be able to build up to 0.7 FSR on this lot and then also add a laneway at the back to get 0.8 FSR. So, they would actually be able to build more density if they were to do an addition to this house. So, they're actually asking for less density through an HRA than they would be allowed to under the Queen's Park Heritage Guidelines.

22. ^{Personal Information} ^{Removed} said there was a further question that if there was no pool and that lot was smaller on the back of the new build, would they still have to move the small house/heritage house forward?

The Designer advised that it was a multi-phase question because there's also a density issue. It's a complicated answer because the density of the new build is based on lot size. The designer showed the plan of the heritage house and pointed out the lines of the existing location. She said the challenge is that the house right now sits quite in the middle of the lot, so what would happen for the owners to get to their 70 percent allowable FSR would be a massive addition off the back of the property, which they are allowed to do. What is allowable is a 70 percent FSR primary residence and a 10 percent infill at the back, if they were to stay with one lot. For them to subdivide this, they would have to then put quite a large addition.

So, under the OCP they would be able to build a laneway house of either 10 percent or borrow five percent from the house to bring it up to 15 percent to a maximum of nine fifty

eight square feet. They could do that, but then they would also be allowed to take the existing heritage house and double its size, almost to get to that 70 percent FSR.

Personal Information
Removed who represented the QPRA was asked whether the Queen's Park Association would be against the building doubling in size. Personal Information
Removed responded, probably.

The Designer informed Personal Information
Removed and the attendees that under the zoning, under that scenario, the Queen's Park Residents Association would have no recourse. It would be under the zoning where the Jamieson's lot is allowed to have more density than what's proposed.

Mrs. Jamieson thanked the attendees, the Designer, Heritage Consultant and City Representative.

The Open House terminated at 12:10pm.

Attachment #8

*Extract of May 5, 2021 and July 7, 2021
Community Heritage Commission Meeting
Minutes*



COMMUNITY HERITAGE COMMISSION

Wednesday, May 5, 2021

Meeting held electronically under Ministerial Order No. M192/2020 and the current Order of the Provincial Health Officer - *Gatherings and Events*

MINUTES – Extract

7.2 208 Fifth Avenue: Heritage Revitalization Agreement & Applicant Presentation

Kathleen Stevens, Heritage Planning Analyst, reviewed the May 5, 2021 staff report regarding a proposed Heritage Revitalization Agreement (HRA) at 208 Fifth Avenue to subdivide the property into two lots, retain, protect and move the existing house forward onto the northerly lot fronting Fifth Avenue, as well as build a new house on the southerly lot fronting Elgin Street, which is designed to be reflective of the area's traditional character.

Ms. Stevens requested the Commission provide feedback on the heritage value and proposed conservation work on the heritage house, the design relationship of the proposed new house to the heritage house, and provide a recommendation to Council of support or non-support on the HRA.

Kirsten Sutton, D3 Design, Katie Cummer, Heritage Consultant, and Gillian Jamieson, Applicant, provided a PowerPoint presentation in regards to the project, highlighting the following information:

- Goals and background of the project, including the history and significance of the heritage house and its character-defining elements, and,
- Rehabilitation details of the heritage house, and design of the additional house fronting Elgin Street.

In response to questions from the Commission, Ms. Sutton, Ms. Cummer, Ms. Jamieson, Ms. Stevens, and Britney Dack, Senior Heritage Planner, provided the following information:

- The back dormer is existing on the house, and is proposed to be widened;
- The reason for moving the heritage house forward on the property is to accommodate the infill house, as it would be challenging to have both houses on the property in the current configuration;

- The neighbouring house to the east of the subject property is further forward on the property;
- Moving the heritage house would not impact either of the large trees on the property, and this has been confirmed by both private and City arborists who have investigated, and would be on site to monitor the project;
- Moving the house forward on the lot would be in compliance with the City's front setback requirements for the proposed lot size;
- Other than a few cracks, there are no particular issues with the foundation of the heritage house; however, moving the house forward would provide for a new foundation;
- Some of the relaxations being requested in the applications are for the carports and decks on both houses;
- The windows that are proposed to be removed would be used in other locations within the heritage house;
- A curb cut on Fifth Avenue would be required for the new carport to be located at the front of the property; and,
- Within the Queen's Park Heritage Conservation Area (HCA) guidelines, carports are listed in the acceptable category.

In discussion, the Commission made the following comments:

- The bellcast roof on the heritage house is indicative of the Arts and Crafts style, rather than Colonial Revival as indicated in the applicant's submission;
- Concern was expressed about moving the heritage house forward on the lot, as it would no longer line up with the neighbouring house which faces the same direction on the street, and it would change the streetscape;
- Concern was expressed about the use of the HRA, as it would be increasing the density on the lot and the house is already protected by the Queen's Park HCA;
- Moving the house on the lot within the front setback limits would be appropriate in order to accommodate the infill house;
- The dormer extension and new dormer would be favourable interventions on the heritage house;
- The carport does not appear to be a complimentary addition to the house;
- If the original windows were preserved and restored and the carport was revised, the application could be supportable;
- There appears to be some inconsistent information within the report; and,
- It may be useful for the Commission members to do a site visit for further observation and to aid in their recommendation.

MOVED and SECONDED

THAT the Community Heritage Commission recommend further discussion between the City and the applicant on the identified issues for 208 Fifth Avenue and return to the Commission for further review.

CARRIED.

Maureen Arvanitidis voted in opposition to the motion.

8.2 General Inquiries from the Commission (Standing Item)

3. Naming a Heritage House

In response to a question from the Commission, Britney Dack, Senior Heritage Planner, noted that the naming of a house often occurs as part of defining the Statement of Significance (SOS).

Commission members noted the following:

- The house at 208 Fifth Avenue (as discussed in Item 7.2) has been referred to as the Robert Lane House; however the first family who lived there was named Calbick, from 1910 to 1965;
- There is already a designated Calbick House in the City;
- Robert Lane also has a house in his name, at 320 Fourth Street; and,
- The SOS of the house notes that the house was named after Robert Lane because he was the architect, which provides some notoriety to the house.

COMMUNITY HERITAGE COMMISSION

Wednesday, July 7, 2021

**Meeting held electronically under Ministerial Order No. M192/2020
and the current Order of the Provincial Health Officer - *Gatherings
and Events***

MINUTES – Extract

4.2 208 Fifth Avenue: Heritage Revitalization Agreement Application Update

Kathleen Stevens, Heritage Planning Analyst, reviewed the July 7, 2021 staff report for a Heritage Revitalization Agreement (HRA) at 208 Fifth Avenue, noting that the Community Heritage Commission (CHC) had originally provided feedback at the May 5, 2021 meeting, and requested the application return for further discussion, prior to making a recommendation to Council.

Ms. Stevens also noted that 208 Fifth Avenue was included in the Commission's discussion on house naming conventions, where it was highlighted that the first residents of 208 Fifth Avenue were the Calbick family and, since the May meeting, five Commission members attended a site visit on June 16, 2021.

The Commission was asked to provide feedback on the report and provide a recommendation to Council based on the heritage elements of the application.

Kirsten Sutton, D3 Design, Katie Cummer, Heritage Consultant, and Gillian Jamieson, Applicant, provided a PowerPoint presentation in regards to the project, highlighting the following information:

- Images of other properties in Queen's Park, demonstrating:
 - Differing setbacks of houses on the same street;
 - Carports and garages in the surrounding area;
- Revised plans for the heritage windows and how they will be retained; and,
- A demonstration of the permissible massing for the property if it was not subdivided and the owners had decided to renovate the existing heritage house to maximum floor space ratio (FSR) rather than the proposed HRA.

The Commission provided the following comments:

- Appreciation was given for the site visit and revised report;
- Some of the examples and rationales for proposed changes shown by the Applicant are not relevant to the application;
- The existing heritage home is protected by the Queen's Park Heritage Conservation Area (HCA), has heritage value, and contributes to the neighbourhood in its existing position, and it would be difficult to support an HRA that would change a protected property so substantially;
- Some elements of the proposed HRA, such as moving the heritage house forward on the lot and the larger FSR, may be detrimental to the house and do not appear to be beneficial to the neighbourhood;
- It is encouraging to see that the roots of the existing trees on the property would be secure and that the proposed construction would not be detrimental to the trees;
- During the site visit, it was noticeable that not all the houses on the street are set back from the sidewalk equally, creating a beveled effect;
- It is positive that the infill would face another house and create a streetscape on Elgin Street;
- The proposed carport may not be an amenable addition to the property; however, using a simpler design and not reusing the columns on the carport may be a more attractive option, and would not detract from the house;
- While it is not ideal that the windows are being replaced or relocated, it is positive that the window schedule and the original drawings would be retained as a record for historical purposes; and,
- The proposal has been put together thoughtfully and the concerted effort to retain the heritage house is notable given what is permissible on the property.

MOVED and SECONDED

THAT the Community Heritage Commission recommend that Council support the Heritage Revitalization Agreement for 208 Fifth Avenue.

CARRIED.

Maureen Arvanitidis and Rosanne Hood voted in opposition to the motion.

Attachment #9
Engineering Servicing Memo

Memorandum

To: Kathleen Stevens, Heritage Planning Analyst

Date: September 23, 2021

From: Christian Medurecan, Engineering Technologist

File: PRJ-009250

Reference: DRF00219

Subject: OFF-SITE WORKS AND SERVICES REQUIREMENTS FOR 208 FIFTH AVENUE – HER00729

We are responding to the revised application as referenced above dated September 14, 2021 for the proposed Heritage Revitalization Agreement and Subdivision for 208 Fifth Avenue.

Please be advised that staff have completed a review of the project and identified the following details that will need to be addressed as part of this application:

1. The applicant shall, at a minimum, be aware of, and familiarize themselves with the following documents and plans:
 - Subdivision and Development Control Bylaw
 - Tree Protection and Regulations Bylaw
 - Erosion and Sediment Control Bylaw
 - Master Transportation Plan
2. The on-site sanitary sewer connections and storm sewer systems (perimeter drainage and roof leaders) will need to be fully separated for each Lot. Discuss all on-site service/utility connection details with Development Services, Building and Plumbing Division at (604) 527-4580.
3. On-site storm sewer water management will be required to limit the post development flow to pre-development flow. The on-site works shall be designed in accordance with the City's Integrated Storm Water Management Plan.
4. All site drainage works shall be designed and constructed in accordance with the City's Erosion and Sediment Control Bylaw 7754, 2016. The developer shall retain a qualified professional to ensure that the design and implementation of the erosion and sediment controls meet the requirements outlined in the Bylaw.
5. All existing trees are to be protected in accordance with the City's Tree Protection and Regulations Bylaw No. 7799, 2016 and any trees identified for removal will need to have a permit approved and in place prior to removal.

Provided you are successful in obtaining Council's approval for the Heritage Revitalization Agreement (HRA), the Engineering Department requirements under the Subdivision and Development Control Bylaw include but are not necessarily limited to the following:

6. Submission of an application for subdivision for the additional Lot accompanied by a BC Land surveyor's Proposed Subdivision and Topographic Survey Plan. The Subdivision Application Form can be found on the City's website under 'Subdivision Process' or at the Engineering Front Counter at City Hall.
7. Payment of a **\$15,000.00** deposit towards the estimated cost of installation, by the City, of one (1) new 100mm sanitary sewer service connection on Elgin Street at maximum depth available, complete with an inspection chamber at property line to service the proposed south Lot.
8. Payment of a **\$15,000.00** deposit towards the estimated cost of upgrading, by the City, of the existing sewer service connection in its existing location and depth on Fifth Avenue, complete with an inspection chamber at property line to service the north Lot.
9. Payment of a **\$10,000.00** deposit towards the estimated cost of installation, by the City, of one (1) new 19mm water service connection on Elgin Street, complete with a Brooks box and meter setter at property line to service the proposed south Lot.

OFF-SITE WORKS AND SERVICES

10. Under the City of New Westminster Subdivision and Development Control Bylaw No. 7142, 2007 and amendments thereto, the developer for the above noted property is required to enter into a Works and Services Agreement with the City addressing all off-site servicing requirements. The off-site services will be identified during the detailed development review and will be required prior to issuance of a building permit. These works could include but may not be limited to the following generally described servicing:

ROAD WORKS

The subject site is bounded by Fifth Avenue to the north and Elgin Street to the south. According to the City's Master Transportation Plan (MTP), Fifth Avenue and Elgin Street are both classified as local roads.

Fifth Avenue

- 10.1. Reconstruction of the Fifth Street frontage complete with new sidewalk, curb and gutter, street lighting, underground electrical and telecommunication servicing. Fifth

Avenue shall be reconstructed up to road centerline based on the following minimums:

- Reconstruction of the existing road structure shall be based on the analysis of a Benkelman Beam Test, or other approved method, carried out on the existing road which is to be upgraded. If the test results are proven satisfactory, the minimum requirement shall be a mill and overlay
- 1.8m wide sidewalk clear of obstructions
- Driveway letdown to current standards

Elgin Street

10.2. Reconstruction of the Elgin Street frontage complete with new sidewalk, curb and gutter, street lighting and underground electrical and telecommunication servicing. Elgin Street shall be reconstructed up to road centerline based on the following minimums:

- Reconstruction of the existing road structure shall be based on the analysis of a Benkelman Beam Test, or other approved method, carried out on the existing road which is to be upgraded. If the test results are proven satisfactory, the minimum requirement shall be a mill and overlay
- Driveway letdown to current standards
- 1.5m wide sidewalk clear of obstructions

UNDERGROUND UTILITIES

Storm Sewer

10.3. Provision of an adequately sized storm sewer main across the Elgin Street frontage connecting to the existing storm sewer main on Second Street complete with manholes, catch basins and an adequately sized storm sewer service connection with inspection chamber at property line to service the proposed lot fronting Elgin Street. Size and location to be determined by the Developer's consulting engineer and approved by the City.

Electrical, Telecommunication and Gas

10.4. All costs associated with the design and conversion of the existing overhead electrical and telecommunication utilities on the roadways adjacent to the site with an underground system for the development. Please contact Marc Rutishauser in the City

Electrical Operations Department at (604) 524-4533 for electrical servicing details.
Contact Telus and Shaw directly for telecommunication servicing details

- 10.5. City communication conduit shall be provided in accordance with the City's Intelligent City Design Requirements as it pertains to the Fiber Optic Network. Please contact Phil Kotyk, Fiber Network Operations Manager at (604) 524-4641 for City communication servicing details.
- 10.6. All costs associated with the design and construction of gas servicing for the development. Please contact Fortis BC directly for servicing details.
- 10.7. All third party utility construction drawings shall include the Civil Design Drawings base plan and must be submitted to the City's Engineering Services Division for review and approval. The developer's consulting engineer shall ensure that the design of all third party utilities, including New Westminster Electrical, have been coordinated with the Civil Design Drawings. Coordination of the drawings must be completed prior to issuance of the Works and Services Agreement.

STREET LIGHTING

- 10.8. Roadway lighting for all street frontages shall be provided and upgraded for safety and to produce accurate and comfortable night time visibility using energy efficient lighting such as LED. Design of roadway lighting shall be in accordance with the City of New Westminster Design Criteria Section 6 and the MMCD (Platinum Edition) Design Guidelines Section 6.0 Roadway Lighting (for LED).
11. The preparation of detailed design drawings by a qualified Professional Engineer for the off-site works and services to the satisfaction of the City and in accordance with the City's Design Criteria, Supplemental Specification and Detail Drawings, and Master Municipal Construction Documents. The engineering design drawings for the proposed works may include the following plans:
 - Road works
 - Storm drainage collection facilities
 - Sanitary sewer collection facilities
 - Water distribution facilities
 - Street lighting
 - Boulevard preparation for trees, irrigation and drainage
 - Topographical and lot grading plans
 - Erosion and sediment control plans
 - Telecommunication servicing plans

- Gas Facilities

10. Under the Works and Services Agreement with the City, the developer must address the following requirements:

- 10.1. Employment and retention of a Professional Engineer to prepare and seal the design drawings; to provide a Resident Engineer for inspection of all design and construction related problems; to prepare, certify and seal "As Constructed" drawings, including landscape & irrigation drawings and to certify that all materials supplied and works performed conform to City standards as contained within the Subdivision and Development Control Bylaw and/or the Master Municipal Construction Documents.
- 10.2. The developer will be required to post a security deposit for 120% of the estimated construction cost of the off-site servicing works including GST. The security deposit shall be in the form of an Irrevocable Letter of Credit or cash deposit. The security deposit will be reduced once the off-site works are completed to the satisfaction of the City less a 10% holdback. Upon issuance of a Certificate of Completion by the City, the 10% security deposit will be held for a two year maintenance period.

Final approval of the subdivision will be considered upon satisfactory completion of requirements including, but not necessarily limited to the following:

11. The following payments and deposits shall be paid at the time of execution of the Works and Services Agreement:
 - 11.1. Payment of the Subdivision Application fee in the amount of **\$2,660.00** for the proposed additional Lot.
 - 11.2. Payment to cover the cost of preparing the Works and Services Agreement, currently **\$1,910.00** plus tax;
 - 11.3. Payment of **four percent (4%)** of the estimated construction costs to cover engineering and administrative costs incurred by the City;
 - 11.4. Under the Works and Services Agreement the developer will be required to pay a deposit **\$5000.00** to cover any charges for emergency works and signage.
 - 11.5. Signing of a latecomer waiver clause.

12. Submission of any easement or right of way documents required by the City in relation to the proposed development.
13. Certificate that all taxes assessed on the subdivided land have been paid and where local improvement taxes, rates or assessments are payable by installments, that all installments owing at the date of the certificate have been paid.
14. The following charges shall be paid at the time of Building Permit issuance:
 - 14.1. Payment of applicable Greater Vancouver Sewerage & Drainage District (GVS&DD) Development Cost Charges in accordance with Bylaw 187, 1996 and amendments.
 - 14.2. Payment of applicable New Westminster Development Cost Charges in accordance with Bylaw 7311, 2009 and amendments.
 - 14.3. Payment of applicable School Site Acquisition charges in accordance with School District #40 Capital Bylaw No. 2008-1.
 - 14.4. Payment of applicable Regional Transportation Development Cost Charges in accordance with Bylaw No. 124-2018.

Should you have any further questions or concerns please do not hesitate to contact me directly at 604-636-4463.

Thank you,



Christian Medurecan, CTech, CPWI-2, BC-CESCL
Engineering Technologist

cc L. Leblanc, Director, Engineering Services
E. Wat, Manager, Infrastructure Planning
C. Dobrescu, Utilities and Special Projects Engineer
G. Otieno, Infrastructure Engineer
M. Anderson, Acting Manager, Transportation
F. Jin, Transportation Technologist
E. Mashig, Manager, Horticulture Services and Parks and Open Space Planning
M. Rutishauser, Acting Manager, Elec. Engineering, Design & Planning, Electric Utility
P. Kotyk, Fiber Networks Operations Manager
S. Trachta, Manager, Inspections, Development Services – Building & Plumbing
planreview@newwestcity.ca

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** November 1, 2021

From: Emilie K. Adin, MCIP **File:** 13.2605.40
Director of Climate Action, Planning and
Development

Item #: [Report Number]

Subject: **HRA Refresh: Queen’s Park Heritage Conservation Area Post-Implementation Evaluation and Report Back on Final Incentives**

RECOMMENDATION

THAT Council endorse that staff do no further work to implement the following as part of the Queen’s Park Heritage Conservation Area incentives program:

- a) stratification of laneway and carriage houses,
- b) conversion of existing houses into multiple units, or
- c) creation of additional design guidelines

and instead endorse that tenure and unit count be included in the scope of the initiated Heritage Revitalization Agreement Refresh project.

THAT Council endorse the refined Evaluation Checklist (Attachment 1) for use in Heritage Alteration Permit applications for demolition and Official Community Plan Amendment applications for removal of Heritage Conservation Area protection.

PURPOSE

To advise Council of the outcome of implementing the Heritage Conservation Area and to request that the outstanding elements of the related incentives program inform the HRA Refresh project.

EXECUTIVE SUMMARY

The Queen’s Park Heritage Conservation Area has been in place for over four years. As part of the creation of the Conservation Area, an incentives program was developed for properties protected by the policy. The first round of incentives was implemented in the

spring of 2018, with further rounds to be implemented in the medium and long term. This report provides an update on the implementation of a majority of those longer term incentives. In addition, the report requests Council's endorsement of a refinement with respect to the Evaluation Checklist for heritage protection (Attachment 1).

This report also provides an overview of what has resulted following the designation of the Conservation Area. The report shares some analysis of the impacts on neighbourhood character, building and renovation activity, the real estate market, and assessed property values. Overall, research has demonstrated that the program has not negatively impacted the neighbourhood in those areas.

Given this, there does not appear to be a need for implementation of the outstanding two incentives (related to stratification). As was the case before the Conservation Area, these incentives would remain available to owners through the Heritage Revitalization Agreement (HRA) program. Should Council endorse the staff recommendations in this report, the implementation of the Queen's Park Heritage Conservation Area Implementation Plan (2017) would be complete, and stratification could be further explored in the next steps of the HRA Refresh project.

BACKGROUND

HRA Refresh Project

On June 21, 2021 Council directed staff to update the 2011 policy for the use of Heritage Revitalization Agreements (HRAs). The update will align the policy with the 2017 Official Community Plan and Queen's Park Heritage Conservation Area. On August 30, 2021, a post-implementation evaluation of the Queen's Park Heritage Conservation Area was endorsed as part of the scope of that project. An understanding of the outcomes of designating the Conservation Area, and the finalization of incentives available through the Zoning Bylaw in Queen's Park, will inform the alignment of the Conservation Area and the city-wide HRA policy that is to be refreshed in 2022.

Queen's Park Heritage Conservation Area

Adopted in 2017, the Queen's Park Heritage Conservation Area is an area planning and management tool, which includes both heritage protection for the exterior of pre-1941 buildings, and design control for new construction. Properties in the neighbourhood are either protected ("Advanced" Category, pre-1941) or non-protected ("Limited" Category, post-1941). There is opportunity to protect newer houses by listing them on the Heritage Register, or to remove protection from older houses through an Official Community Plan amendment. Protected properties are eligible for regulatory and building-related incentives through the area's RS-4 zone, and a variety of other programs.

Incentive Program

During the process of creating the Queen's Park Heritage Conservation Area, neighbourhood property owners raised the issue of potential impacts to the area's property values. At that time, the City engaged an economic consultant who identified possible impacts, and mitigation options. The incentives program framework (Attachment 2) subsequently endorsed by Council in May 2018 was based on these recommendations and feedback from City committees.

The framework includes items to be implemented in the short, medium, and long term. The five short term incentives were adopted in June 2018:

- Increased density (0.2 floor space ratio) for the principal building;
- Building Code alternate compliance options for the principal building;
- More achievable laneway and carriage house density;
- Relaxations for laneway and carriage house design; and
- Servicing upgrade relaxations when building a laneway or carriage house.

The seven medium term incentives are the subject of this report:

- Change of tenure (stratification)
- Increased number of units (multiple conversion dwellings)
- Additional design guidelines
- Refined evaluation checklist
- Expedited permit process
- Added services for owners
- Support of Development Variance Permits

The two long term incentives (heritage grants and interpretive signage) have been integrated into appropriate departmental work plans.

ANALYSIS

Scope of Analysis

Staff has analyzed the Queen's Park neighbourhood to evaluate potential implications of designating the Conservation Area. The analysis covers six years (2014-2020) split into three periods: years before heritage protection, years during the policy development process, and years following implementation. The years 2020/2021 were not included in the analysis as it is anticipated that the Covid-19 Pandemic has created impacts on building and construction activity. Three aspects were evaluated: building and renovation activity; neighbourhood character changes; property assessment values and real estate market, as detailed below.

Renovation Activity

An issue identified during the development of the policy was that it might be harder for property owners to do renovations or undertake other building projects (e.g. due to additional permits required), which would reduce building improvements or building maintenance. However, analysis indicates the level of renovation (measured through number of Building Permits issued in the neighbourhood) has slightly increased in the years since the adoption of the Heritage Conservation Area, suggesting that owners are able to proceed with their projects and have been doing so at a similar rate as before the protection was applied. See analysis in Attachment 3.

Neighbourhood Heritage Character

The intention of the Heritage Conservation Area was not to stop change, but to ensure that change would be more sensitive to the heritage character of the neighbourhood. Since adoption of the policy in Queen's Park, there has been a 10% increase in the number of building permits with heritage implications (as defined by the policy, e.g. façade or roofline changes), which indicates more work is being done to renovate and retain houses, rather than starting anew. Demolition and replacement of houses (protected and non-protected) occurred at a similar rate throughout all phases of evaluation. However, through implementation of the Conservation Area, those buildings are reviewed for heritage value to ensure historic buildings are not being lost. Sample images of renovations and new houses built under the Heritage Conservation Area design guidelines are included in Attachment 4.

Market Value

Economic effects were evaluated on the following four criteria: market value, assessed value, sales volume, and time on market. Overall, all of the above factors appear to have followed or exceeded city-wide and regional trends.

Throughout 2017, which coincides with the adoption of the Heritage Conservation Area, Queen's Park properties increased in value 10% more slowly than those elsewhere in the city, though overall both protected and non-protected properties continued to have higher market value than properties elsewhere in the city. This was consistent with the expectations of the economic analysis done when the policy was developed.

The slower price growth was not reflected in assessed values (as listed by BC Assessment), and has not been long lasting. Number of sales in the neighbourhood increased following adoption of the policy in 2017 and though it appears that protected houses took on average longer to sell (42 days on the market) than non-protected houses (36 days on the market), this is fewer than the average for the region (at 50 days on the market). Also, the ease of sale is generally consistent before and after heritage protection was put in place.

In 2018, around the time of the adoption of the incentives program, the rate of market value change in Queen’s Park had re-aligned with city-wide and regional trends, with an average decrease of 5-7%. However, by 2020 it exceeded comparable properties in other areas of the city and region by nearly 10%, and it is following regional trends for 2021. This suggests the short term incentives adopted to date have been effective in mitigating any potential impact of the Heritage Conservation Area. More detailed data, information, and analysis, and list of related assumptions is available in Attachment 5.

DISCUSSION

Overview

In June 2018, seven incentives with a medium term (2-5 years) implementation timeline, and two with a long term (5-15 year) timeline, were endorsed by Council for further work. The incentives, and staff recommendations related to implementation of each, are summarized in Table 1 below. Staff are recommending no further action on stratification, conversion, and additional design guidelines which are each discussed in the following subsections. A refined evaluation checklist is included for Council’s endorsement and is also discussed below. The remaining incentives have been implemented or integrated into future work plans for which there are further details in Attachment 2.

Table 1: Summary of Round Two Incentives and Staff Recommendations

Incentive Option		Status
1	Change of Tenure (Stratification)	No further action recommended
2	Increased Number of Units (Multiple Conversion Dwellings)	
3	Additional Design Guidelines	
4	Refined Evaluation Checklist	Included for Council’s endorsement
5	Expedited Permit Process	Implemented
6	Added Services for Owners	
7	Support of Development Variance Permits	Integrated into forthcoming work
8	Grants for Restoration and Maintenance	Integrated into future work planning
9	Neighbourhood-wide Interpretive Signage	

Stratification and Multi-unit Conversions

These incentives were identified to offset potential loss in market value of Queen’s Park properties under the Heritage Conservation Area. They would have provided owners with the outright ability to stratify a laneway or carriage house, or add principal units to a building (multiple unit conversions) without further Council approvals or community consultation, and with limited design review.

Based on the analysis of the program, it appears that if there was any impact to property value, it was not sustained and/or has been mitigated by the implementation of the first round of incentives. Staff considers it is not warranted at this time to provide additional market-value focused incentives. Doing so may create an inequitable balance between properties in the neighbourhood, and between similar neighbourhoods in across the city.

The option to consider stratification and multi-unit conversions would continue to exist through the Heritage Revitalization Agreement (HRA) program, and their application in the Conservation Area would be explored further through the next steps of the HRA Refresh project.

Additional Design Guidelines

This incentive was identified to offset potential impacts to building and renovation activity. The additional guidelines were to focus on suggested renovation options and further examples of approvable changes. Staff considers it is not warranted at this time to do this additional work, based on the analysis of the program, as building and renovation activity has been steady, and few communications about issues arising have been received. Most applicants state they appreciate the clarity in the current design guidelines (recommended/acceptable/non-recommended), and the sample images already available in the guidelines. Staff considers applicants to be interpreting the requirements well. See Attachment 4 for images of the new houses proposed for or constructed in the neighbourhood since the implementation of the design guidelines.

Refined Evaluation Checklist

The checklist is used in evaluating applications for demolition of buildings protected by the Heritage Conservation Area, and applications for removal of Heritage protection. Taking into account feedback heard from applicants, heritage professionals, the Queen’s Park community, and the Community Heritage Commission (CHC), staff has drafted refinements to the Evaluation Checklist (Attachment 1).

The goal of the proposed changes is to increase its usability, and ensure its application meets the intent of the evaluation: to determine the amount of heritage value in the house. The changes do not alter the intent of the document or how value is assigned:

those underlying principles were set by Council during the creation of the Heritage Conservation Area policy. The proposed changes are summarized in Attachment 1 which also includes a copy of the original checklist.

The Community Heritage Commission workshopped the proposed changes in their meeting on February 12, 2020. Minutes of the meeting are provided as Attachment 6. At that meeting, the members adopted the following motion:

THAT the Community Heritage Commission recommend that Council include provisions to acknowledge mature trees and landscape in the refined Evaluation Checklist for the Queen’s Park Heritage Conservation Area.

In contrast, staff are recommending that the criteria for landscaping be removed from the Checklist as: (1) landscape features are not protected through the Heritage Conservation Area policy so should not be included as part of the evaluation; (2) mature trees are otherwise protected and managed through the Tree Regulation and Protection Bylaw; and, (3) the inclusion of the criteria was reducing the heritage value score for properties without these features, thereby skewing the exercise and resulting in less accurate valuation.

NEXT STEPS

Should Council endorse the staff recommendations in this report, the Queen’s Park Heritage Conservation Area Implementation Plan would be complete. Staff would continue with research and analysis related to HRAs, per the endorsed scope for the HRA Refresh project, including how HRA applications interact with this finalized incentive program in Queen’s Park. A report to Council on the HRA Refresh project’s principles and forthcoming community consultation plan is the anticipated for later this fall.

OPTIONS

The following options are provided for Council’s consideration:

- 1. That Council endorse that staff do no further work to implement the following as part of the Queen’s Park Heritage Conservation Area incentives program:
 - a) stratification of laneway and carriage houses,
 - b) conversion of existing houses into multiple units, or
 - c) creation of additional design guidelines
 and instead endorse that tenure and unit count be included in the scope of the initiated Heritage Revitalization Agreement Refresh project; and
- 2. That Council endorse the refined Evaluation Checklist (Attachment 1) for use in Heritage Alteration Permit applications for demolition and Official Community Plan Amendment applications for removal of Heritage Conservation Area protection; or

3. That Council provide staff with alternative direction.

Staff recommend options 1 and 2.

ATTACHMENTS

Attachment 1: Refined Evaluation Checklist, for endorsement

Attachment 2: Incentives Program Framework

Attachment 3: Building Activity Analysis Summary

Attachment 4: Images of Renovations and New Builds Since 2017

Attachment 5: Real Estate Analysis Summary

Attachment 6: Excerpt of the Draft Minutes of the February 12, 2020 Community Heritage Commission Meeting

APPROVALS

This report was prepared by:

Tristan Johnson, Senior Planning Analyst

Britney Dack, Senior Heritage Planner

This report was reviewed by:

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

This report was approved by:

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

Lisa Spitale, Chief Administrative Officer

Attachment 1
Refined Evaluation Checklist

QUEEN'S PARK HERITAGE CONSERVATION AREA PROTECTION: EVALUATION CHECKLIST

CRITERIA	SCORE	SCORING SYSTEM (NO HALF MARKS)
Heritage and Character Merit		
The building design is a good example of its architectural style (including vernacular styles). OR The building is one of few examples of this style/era/year in the neighbourhood.	/2	0 = no 1 = somewhat 2 = yes
The building contributes to a cohesive streetscape in style or massing. OR The building provides a counterpoint or is prominent in its architectural style/and or massing or is a landmark in the street.	/2	0 = no 1 = somewhat 2 = yes
The building is associated with a historic person, event, construction technique, unusual material use, or similar distinguishing or historic feature. OR The building is significant for its age/longevity.	/2	0 = no 1 = some significance of note 2 = strong or important associations, age, features etc...
<i>Total score for heritage and character merit</i>	<i>/6</i>	
Restoration Potential		
The building has retained the original form and massing associated with its architectural style.	/2	0 = no 1 = somewhat 2 = yes
The building's exterior retains heritage or architectural design features.	/2	0 = none 1 = some 2 = most
Restoration to appropriate character features of the original architectural style is feasible and reasonable.	/2	0 = not salvageable 1 = achievable with work 2 = restoration is clear
<i>Total score for restoration potential</i>	<i>/6</i>	
Development Potential		
Could 0.7 FSR be achieved on the lot with no or reasonable variances?	/1	0 = no 1 = yes
Could 0.7 FSR be achieved without compromising the character merit or historic features of the building?	/1	0 = no 1 = yes
Can 0.5 FSR be achieved on the lot with no or reasonable variances?	/1	0 = no 1 = yes
Could 0.5 FSR be achieved without substantially compromising the character merit or historic features of the building?	/1	0 = no 1 = yes
Could the additional floor space be achieved through a feasible and reasonable renovation?	/2	0 = no 1 = achievable with work or some difficulty 2 = yes
<i>Total score for development potential</i>	<i>/6</i>	
Total Score	/18	Retention is required with a score of 10 or higher

ATTACHMENT 1: REFINED EVALUATION CHECKLIST SUMMARY

The following summarizes the changes proposed to the Evaluation Checklist

Simplified Scoring

- Reduced the range of points that could be scored for each criteria, in order to improve consistency of allocation;
- Provided scores which were either binary or on a scale of three (yes, somewhat, or no), to simplify awarding points;
- Removed opportunity for half-marks or decimal scoring;
- Reduced total overall score to allow for a delineation that is more clear (between a retention and non-retention score); and
- Provided a scoring guide within the document, to clarify when points should be allocated.

Clarified Wording

- More consistency and clarity that an answer in the affirmative (“yes” to the criteria) would allocate points; and
- More consistently communicated that the greater the points achieved, the more likely that staff recommendation would be that the house be retained.

Balanced Total Score

- Equated all three criteria categories (heritage merit, restoration potential, and development potential) at six points each; and
- Altered weighting to be equal for each criteria.

Changes to Support Policy Consistency

- Removed points for mature landscaping features (such as trees) which are regulated through alternate processes;
- Integrated references to the incentives program and new RS-4 zoning; and
- Blended some heritage and character merit criteria to ensure criteria were not working counter to one another.

Community Heritage Commission Recommendation

- Clarified the demarcation, and reduced the required retention score: in the revised version, a score of 55 or higher would indicate the house should be retained, and a score of 50 or lower would justify removal of protection or demolition. This change was in response to a Community Heritage Commission (CHC) recommendation from April 2019, which was endorsed by Council in June 2019.

Queen's Park Heritage Conservation Area: Evaluation Checklist

CRITERIA	SCORE	STAFF COMMENTS
Heritage Merit		
The building a good example of its architectural style.	/3	
The building contributes to either a cohesive streetscape or provides a historic counterpoint in its architectural style and/or massing.	/3	
The building one of few examples of this style/era/year in the neighbourhood.	/1	
The building is associated with a significant person, event, construction technique, unusual material use or similar distinguishing feature.	/1	
There mature or historic landscaping (including trees, walls, fences etc...) associated with the property.	/1	
<i>Total Score for Heritage Merit</i>	<i>/9</i>	
Development Potential		
The building close to its maximum development entitlement under the Zoning Bylaw.	/3	
The building could be adapted for contemporary uses and density without compromising the heritage merit.	/2	
The lot size, shape and slope allows for additional development.	/2	
The position/location of the house on the lot allows for additional development.	/1	
Mature or historic landscaping would be retained if additional development was added.	/1	
<i>Total Score for Development Potential</i>	<i>/9</i>	
Condition		
The building retained a high level of original heritage elements. (For example: windows, doors, siding, trim, brackets, soffits, casing and other design features).	/3	
The building has retained the original form and massing associated with its architectural style.	/2	
The renovations (if any) on the building been compatible with the existing heritage elements or if not, removal and restoration is feasible.	/1	
The building's exterior appears to be in good overall condition or easily repairable.	/1	
<i>Total Score for Condition</i>	<i>/7</i>	
Total Score	/25	A Heritage Assessment on the building is required for staff's scoring purposes. If a criteria statement is true, points are allocated to that category as indicated in the score column. Should the criteria not be met, the score is zero for that category.
Retention of the building is required when a score is 16/25 or above.		

Attachment 2
Incentives Program Framework

ATTACHMENT 2: INCENTIVES PROGRAM FRAMEWORK AND DESCRIPTIONS

Incentives identified through a Discussion Paper (March, 2018) and community consultation (April, 2018).

Summary of Proposed Queen's Park Heritage Conservation Area Implementation Framework

Categories of Incentives	Short Term Implementation	Medium Term Implementation	Long Term Implementation
1. Increase in Density	<ul style="list-style-type: none"> • Increase principal dwelling FSR • More achievable laneway house density 	-	-
2. Relaxation of Regulations	<ul style="list-style-type: none"> • Relax laneway house guidelines • Relax Building Code 	<ul style="list-style-type: none"> • Heritage Development Variance Permit Policy 	-
3. Change of Tenure	-	<ul style="list-style-type: none"> • Stratify Laneway House and Principal Dwelling • Multiple Unit Conversion (Rental) 	-
4. Process and Other Changes	-	<ul style="list-style-type: none"> • Expedite related city permits. • Add services for owners doing renovations • Refine Evaluation Checklist • Develop additional design guidelines 	-
Citywide Incentives	<ul style="list-style-type: none"> • Sewer separation relaxations 	-	<ul style="list-style-type: none"> • Interpretive Sign Program • Heritage Home Grant Program

Short Term Incentives (Implemented)

Increased Density in Principal Dwelling

In 2018, Council adopted the RS-4 zone, a new Zoning Bylaw district specifically for the Queen's Park neighbourhood. This zone is based on the area's previous RS-1 zone (the standard single-detached zone for the mainland of the city). Though includes provisions for additional density of up to 0.2 floor space ratio (FSR) for houses that are protected under the policy. Non-protected properties, and new houses, are not entitled to the additional density.

Intentionally, there were no changes made to the regulations for site coverage or setbacks: the goal was to protect greenspace and the space between houses. Additionally, it means that the footprint of the house would not be permitted to be expanded to accommodate the additional FSR. Rather, the density could be used for additions, where the existing house is small, or for basement or attic conversions where the house is large. This would allow property owners to choose what best suited their needs. If the changes prompted by the addition of the density were to impact the aspects of the house visible from the street, a Heritage Alteration Permit would be used to ensure the design was consistent with the heritage character of the house. Changes to the interior and rear of the house would not be regulated for design.

Another benefit of a separate zone is to identify properties in Queen's Park as having distinct regulations, as compared to other neighbourhoods in the city. This is important to signal to prospective purchasers or those looking to do work on a house.

Building Code Alternate Compliance

Alternate compliance methods for certain elements of the BC Building Code became stronger for heritage properties in 2018, and are now fully integrated into the code. Currently, for properties across the city, owners can 'opt in' to these provisions, if it would be beneficial to renovation scope, by listing their property on the Heritage Register. Protected properties in the Queen's Park Conservation Area now automatically qualify for these alternate compliance options for their renovations.

More Achievable Laneway and Carriage Houses

Site area (size and density) limits for laneway and carriage houses were changed through the RS-4 zoning, which was implemented in June 2018. The changes allow unused density from protected principal houses to be transferred to their laneway houses, in order to support those laneway houses in achieving the maximum size permissive in the program. This also supports continued use, and incentivizes retention, of small heritage houses. Additionally, as part of this incentive, design guidelines relaxations which were previously available only for energy efficient or accessible units may be applied to any protected property in the neighbourhood.

Servicing Upgrade Relaxations

The Engineering Department has integrated language into their laneway house sewer servicing policy work that indicates sewer separation exemptions for the principal dwelling could be granted related to renovations for protected properties, subject to the approval of the Director of Engineering.

Medium Term Incentives (Implemented)

Added Services for Owners

In July 2018, the Planning Division launched a no-fee pre-application service for Queen's Park property owners. This program allows an owner or project designer to meet with a heritage planning staff member "one-on-one" for an hour to review potential project designs, in advance of submitting a formal application. This program was advertised in the neighbourhood that summer, to align with the adoption of the first round of the incentives program and the RS-4 zone. Staff held roughly 75 meetings in the first summer. From September 2018-March 2020, there was continuous uptake of the program at the rate of about one applicant meeting per month. These meetings have been very successful in reducing costly and time intensive permit revisions and have ranged from rough concept renovation "dreams" to fully developed plan review, to workshopping new house design. Throughout the Covid-19 Pandemic, the service was offered through online meetings and over the phone, though uptake was reduced by about half. As the community becomes more familiar with the regulations and design guidelines, it is expected the number of meetings may remain relatively low.

Expedited Permit Process

In March 2019, the City launched a combined permitting process for single-detached houses, which included the Queen's Park neighbourhood. The new centralized process is now one application for Zoning Bylaw review, Building Permit, Tree protection or removal Permit(s), and Heritage Alteration Permit. This new system has reduced the number of trips applicants make to City Hall, removed the need for owners to provide repeat documentation, reduced the overall timeline from submission to construction, resulted in fewer drawing or permit revisions, and has streamlined the review process overall.

In response to the Covid-19 Pandemic, the permitting process for single-detached houses was relaunched as an online service. In order to achieve this, heritage and tree permits were decoupled from building permits. Though, documentation sharing of an applicants' submission package between the divisions was retained, the overall timeline for review has not increased, and heritage permits remain free of charge.

Support of Development Variance Permits

Further work to streamline and update the Development Variance Permit (DVP) policy is anticipated to include provisions for non-conforming heights and setbacks on protected Queen's Park and other heritage properties, in order to allow more consistent and simpler renovations. The principles of the policy work were endorsed by Council in June 2018 (as part of the first round of incentives) and have already been integrated into regular practice: they have been considered as part of six DVP applications issued by Council since endorsement.

Long Term Incentives (Integrated into Future Work Planning)

Grants and Neighbourhood Signage

There are two incentives Council endorsed for a long-term work plan: exploring a grant program to allow funding for restoration of heritage houses, and a Queen's Park and neighbourhood-wide interpretive signage strategy. Implementation of these two items would be led by the Museum and Heritage Services Division, of the Office of the CAO. This Division has integrated the actions into relevant work plans and timelines, as guided by Council's Strategic Plan.

Attachment 3
Building Activity Analysis Summary

ATTACHMENT 3: TRACKING BUILDING ACTIVITY

Below is a table which traces the building and renovation activity in the Queen's Park neighbourhood for the two years before adoption of the Conservation Area, the two years when the policy was in development (or very new), and two years following implementation. This uses the number of Building Permits issued as a proxy for building activity. Overall, the table shows that the level of building activity has remained consistent or increased through the implementation of the Heritage Conservation Area policy.

Building Permit Type	Before			During		After	
	(30 months)			(18 months)		(24 months)	
	2014	2015	2016 (Jan- June)	2016 (June – Dec)	2017	2018	2019
Demolition (pre-1940)	1	3	---	---	1	1	1
Demolition (post-1941)	---	1	3	---	2	---	2
New Dwelling*	2	8	---	1	6	6	7
Renovations	7	9	6	8	16	9	13
Auxiliary or Attached Structures	7	17	3	5	8	9	10
Total Permits	17	38	26		33	25	33
Permits Per Period	55		59		58		

**after 2017, "New Dwelling" includes laneway or carriage houses as well as primary residences*

Attachment 4

Images of Renovations and New Builds

ATTACHMENT 4: IMAGES OF RENOVATIONS AND NEW BUILDS SINCE 2017



New construction at 217 St. Patrick Street



New construction at 220 Second Street



Laneway House at 219 Anthony Court



Laneway House at 124 Regina Street



Renovation at 113 Fifth Avenue



Renovation at 310 Sixth Avenue

Attachment 5
Real Estate Analysis Summary

ATTACHMENT 5: REAL ESTATE ANALYSIS SUMMARY

This report is intended to provide an overview of the analysis conducted. The analysis used five indicators, described below:

1. Following the adoption of the heritage policy, the Queen's Park neighbourhood saw the lowest decrease in the assessed **property values** among similar properties throughout the city. A decrease was seen throughout the region in 2016-2017. The city overall saw an average property decrease of above 6%. The decrease in Queen's Park was roughly 4% (from 2017-2019), where other similar neighbourhoods, such as Moody Park and Glenbrook North saw decreases from 11-18%, respectively. Property value was based on BC Assessment data.
2. Analysis of the **sales volume** (total number of real estate sales) shows that sales trends in the neighbourhood remained consistent with city-wide and regional trends throughout the time period studied (2014-2019). The predicted decrease in sales, noted in the 2018 economic analysis, does not appear to have occurred. In fact, relative volume of sales in the Queen's Park neighbourhood in 2019 was higher than other areas in the city and the region.
3. **Ease of sale** (the number of days a property is listed on the real estate market) also does not appear to have been impacted by the adoption of the Heritage Conservation Area: through 2019, houses in the neighbourhood sold on average 15% more quickly than similar properties elsewhere in the region. Though, it is important to note that newer or non-protected properties sold another 15% more quickly than older or protected houses. Though this was also true prior to the implementation of the heritage protection.
4. The benchmark real estate **market price** in the neighbourhood was higher from June 2016- June 2018 (which coincides with the adoption of the Heritage Conservation Area and incentives program) than in the year before adoption (2015-2016). In the later years (2018 and 2019), market prices in the neighbourhood declined in line with city-wide and regional trends. Though, market prices remained substantially higher than elsewhere in the city (on average approximately \$525,000, or roughly 30% greater). These prices are currently comparable (within 10%) to similar properties elsewhere in the region.
5. There was a yearlong period of lower **relative market price growth** in the neighbourhood which coincides with the adoption of the Heritage Conservation Area (2017). This means that there was a lack of increase in market price for properties in the Queen's Park neighbourhood, where elsewhere in the city the sale prices for similar properties increased by nearly 10%. Notably, market price did not decrease in this period, and remained some of the highest in the city.

At this time, staff analysis cannot confirm that the heritage policy was the source of the lower price gains through to 2018, which could also be attributed to the higher cost of Queen's Park properties overall: higher cost properties tend to be more easily impacted by downward market trends. Similarly, market trends resumed in the neighbourhood in 2018 (around the time of the adoption of the incentives program) yet this could have alternatively been due to external factors, such as general market uptake. Staff analysis is based on correlation (similar timing) rather than scientific causality, due to the extent of data available.

Housing markets are complex and there are usually multiple factors driving increases or decreases, so it is difficult to isolate the impact of one policy change, especially at the neighbourhood level. There has been a large amount of housing and fiscal policy change over recent years which may impact the Queen's Park neighbourhood including: the adoption of the Official Community Plan, the approval of laneway and carriage houses as an outright entitlement, the foreign homebuyers tax, mortgage qualification changes, increase in loan insurance premiums, and mortgage rate changes. This wide range of factors can contribute to changes in assessed land values, sales volumes, and sales prices.

Attachment 6

Excerpt of February 12, 2020 Community Heritage Commission Meeting Minutes

COMMUNITY HERITAGE COMMISSION

**Wednesday, February 12, 2020, 6:00 p.m.
Committee Room #2, City Hall**

MINUTES – Extract

5.4 Queen’s Park Heritage Conservation Area: Refined Evaluation Checklist (Workshop)

Britney Dack discussed some proposed revisions to the Queen’s Park Heritage Conservation Area (QP HCA) evaluation checklist, as well as its history and use.

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

- Retaining walls are not included in the revised checklist points system because they are not protected under the HCA;
- Retaining walls or landscape features may be protected by other instruments, such as Heritage Registration, HRAs or covenants;
- Mature trees are protected under the Tree Protection and Regulation Bylaw;
- The checklist is used for evaluating applications for demolition or removing protection;
- Evaluation checklists are filled out by staff based on information available to the City and an assessment which must be completed by a heritage professional and supplied by the applicant;
- The evaluation checklist serves as a recommendation to Council, but is not binding, and the decision to allow demolition or remove protection would always be at Council’s discretion; and,
- The heritage value of the inside of the properties is not evaluated.

The Commission members paired off to practise using the checklist and evaluated sample properties using the revised criteria. The Commission provided the following comments and feedback on the ease of using the criteria document:

- The development potential and restoration potential sections were somewhat difficult to evaluate with the information provided, but are important parts of the overall score;
- In the context of the HCA, placing value on the landscaping and trees would be an important part of the scoring criteria because they contribute to the

heritage feel of the neighbourhood, which is part of what is being protected and conserved;

- The initial HCA study showed that the greenery and landscaping of the Queen's Park neighbourhood was very important to residents and if taken away, would impact the character of the houses and neighbourhood;
- While the tree bylaw may protect trees and hedges, mature landscaping is very difficult to replace and warrants protection;
- The revised checklist is an improvement on the initial checklist and is more objective than subjective;
- The question about the importance of an historic person associated with a house may be hard to judge;
- The binary system makes sense and is reasonably easy to work with; and,
- The checklist effectively assesses all aspects of heritage value.

Ms. Dack noted that the next step is to finalize the checklist and put it before Council for final endorsement.

MOVED and SECONDED

THAT the Community Heritage Commission recommend that Council include provisions to acknowledge mature trees and landscape in the refined Evaluation Checklist for the Queen's Park Heritage Conservation Area.

CARRIED.

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

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** November 1, 2021

From: Emilie K. Adin,
Director, Climate Action, Planning and
Development **File:** 13.2680.20

Item #: 2021-482

Subject: Miscellaneous Zoning Bylaw Amendments for First and Second Readings

RECOMMENDATION

THAT Council consider Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 for First and Second Readings and waive the Public Hearing.

PURPOSE

To request Council give First and Second Readings to a bylaw that will amend the Zoning Bylaw and to waive the Public Hearing.

EXECUTIVE SUMMARY

In the course of day-to-day administration, staff has identified a number of necessary miscellaneous amendments to the Zoning Bylaw which are included in Zoning Amendment Bylaw No. 8287, 2021, which forms Attachment 1 to this report. The changes included in this amending bylaw are summarized as follows:

- consolidate public assembly type uses into a single definition for commercial and institutional districts to align with best practices, allow for easier interpretation and ensure consistency in future bylaw updates;
- create a single land use category to cover a number of similar uses in vehicle sales, rental, repair and storage in the light and heavy industrial districts. Combining these uses into a single category would ensure simpler interpretation and consistency in how these uses are permitted. This includes addition of mid-size industrial vehicles' sale, rental, parking and storage as a permitted use in the M-1 zone;
- clarification of the off-street parking space reductions and incentives;

- clarification on the on-site access from lanes for residential uses;
- clarification on measuring the enclosed garage space in laneway and coach houses;
- adding clarity and addressing grammatical, numbering and referencing inconsistencies and errors; and
- addressing measurement conversion inconsistencies.

A detailed summary of all the proposed changes is included as Attachment 2 to the report. Staff is seeking Council consideration of First and Second Readings of Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 and direction to waive the required public hearing as the bylaw is consistent with the Official Community Plan.

OPTIONS

The options presented for Council’s consideration are:

- 1) That Council consider Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 for First and Second Readings and waive the Public Hearing;
- 2) That Council consider Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 for First and Second Readings and forward it to a Public Hearing.
- 3) That Council provide staff with an alternative direction.

Staff recommends option 1.

ATTACHMENTS

- Attachment 1: Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021
- Attachment 2: Detailed Summary of Proposed Zoning Bylaw Amendment

APPROVALS

This report was prepared by:
 Nazanin Esmaeili, Planning Assistant

This report was reviewed by:
 Rupinder Basi, Development Planning Supervisor
 Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:

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

Lisa Spitale, Chief Administrative Officer

Attachment 1:
Zoning Amendment Bylaw
(Miscellaneous Amendments)
No. 8287, 2021

CORPORATION OF THE CITY OF NEW WESTMINSTER

Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021

A bylaw to amend Zoning Bylaw No. 6680, 2001

WHEREAS:

- A. The Council is enabled to zone and to regulate the use and development of land;
and
- B. The Council has adopted and wishes to amend Zoning Bylaw No. 6680, 2001;

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

Citation

This bylaw may be cited as “Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021”.

Amendments

1. Zoning Bylaw No. 6680, 2001 is amended as follows:
 - (a) Add “bingo halls, clubs and lodges, community centres, curling rinks and trampoline centres” to the definition of the “PUBLIC ASSEMBLY AND ENTERTAINMENT USE” in section 120.149.
 - (b) Add “Public assembly and entertainment use” as a permitted use in C-2A Zone, as section 513.27.1 and delete sections: “513.6. Auditoriums”, “513.8. Billiard and pool halls”, “513.9. Bowling alleys”, “513.15. Clubs and lodges”, “513.17. Dance halls”, “513.19. Gymnasiums”, “513.24. Libraries”, “513.25. Meeting halls”, “513.32. Swimming pools” and “513.34. Theatres, excluding drive-in theatres”
 - (c) Add “Public assembly and entertainment use” as a permitted use in C-2 Zone, as section 512.27.1 and delete sections: “512.5. Auditoriums”, “512.8. Billiard and pool halls”, “512.9. Bowling alleys”, “512.15. Clubs and lodges”, “512.17. Dance halls”, “512.19. Gymnasiums”, “512.24. Libraries”, “512.25. Meeting halls”, “512.32. Swimming pools” and “512.34. Theatres, excluding drive-in theatres”
 - (d) Add “Public assembly and entertainment use” as a permitted use in C-2L Zone, as section 573.26.1 and delete sections: “573.5. Auditoriums”, “573.7. Billiard and pool halls”, “573.8. Bowling alleys”, “573.14. Clubs and lodges”, “573.16. Dance

halls”, “573.18. Gymnasiums”, “573.23. Libraries”, “573.24. Meeting halls”, “573.32. Swimming pools” and “573.34. Theatres, excluding drive-in theatres”

- (e) Add “Public assembly and entertainment use” as a permitted use in C-3 Zone, as section 514.30.1 and delete sections: “514.6. Auditoriums”, “514.9. Billiard and pool halls”, “514.10. Bingo halls”, “514.11. Bowling alleys”, “514.16. Clubs and lodges”, “514.18. Dance halls”, “514.21. Gymnasiums”, “514.26. Libraries”, “514.27. Meeting halls”, “514.35. Swimming pools” and “514.37. Theatres, excluding drive-in theatres”
- (f) Add “Public assembly and entertainment use” as a permitted use in C-3A Zone, as section 515.27.1 and delete sections: “515.4. Auditoriums”, “515.7. Billiard and pool halls”, “515.8. Bingo halls”, “515.9. Bowling alleys”, “515.14. Clubs and lodges”, “515.16. Dance halls”, “515.19. Gymnasiums”, “515.23. Libraries”, “515.24. Meeting halls”, “515.32. Swimming pools” and “515.34. Theatres, excluding drive-in theatres”
- (g) Add “Public assembly and entertainment use” as a permitted use in C-CD-2 Zone, as section 580.30.1 and delete sections: “580.6. Auditoriums”, “580.9. Billiard and pool halls”, “580.10. Bingo halls”, “580.11. Bowling alleys”, “580.16. Clubs and lodges”, “580.18. Dance halls”, “580.21. Gymnasiums”, “580.26. Libraries”, “580.27. Meeting halls”, “580.35. Swimming pools” and “580.37. Theatres, excluding drive-in theatres”
- (h) Replace section 521.13 with “Public assembly and entertainment use;”
- (i) Replace section 522.9 with “Public assembly and entertainment use;”
- (j) Replace section 710.46 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (k) Replace section 750.18 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (l) Replace section 529.12 with “Places of public assembly and entertainment in conjunction with a hotel or destination casino;”
- (m) Replace section 529.21 with “The total amount of floor space constructed for public assembly and entertainment uses in conjunction with a casino shall not exceed 50,000 square feet.”
- (n) Replace section 529.23.(b) with “parking space shall be provided for each 9.3 square metres (100 sq. ft.) of gross floor space for cafés and restaurants, retail

and personal service establishments, and areas of public assembly and entertainment in conjunction with a destination casino”

- (o) Replace section 529.23.(d) with “one parking space shall be provided for each 27.9 square metres (300 square feet) of gross floor space for retail and personal service establishments, business and professional offices, and areas of public assembly and entertainment in conjunction with a hotel”
- (p) Replace section 533.5 with “Places of public assembly and entertainment in conjunction with a hotel”
- (q) Replace section 531.10 with “Public assembly and entertainment uses;”
- (r) Replace section 543.19 with “Public assembly and entertainment uses;”
- (s) Replace section 550.23 with “Public assembly and entertainment uses;”
- (t) Replace section 562.7 with “Public assembly and entertainment uses;”
- (u) Replace section 572.9 with “Public assembly and entertainment uses;”
- (v) Replace section 140.24 with “For any multiple dwelling use, commercial use, or industrial use, the overall number of required off-street parking spaces may be reduced by five (net reduction of four) parking spaces for every car share vehicle and car share parking space provided, up to a maximum of 10% of the required parking.”
- (w) Replace section 140.55 with “Where parking is permitted directly off a lane and the lane may be considered as all or part of the required maneuvering aisle for the parking spaces provided that no part of the lane shall be used as part of any parking space.”
- (x) Replace sections 310.19 (e) and 320.29 (e) with “shall not include more than 21 square metres (226 square feet) for an enclosed garage within the detached accessory dwelling unit, except for an accessible dwelling unit, provided in accordance with the Laneway and Carriage House Design Guidelines within the City of New Westminster Official Community Plan, where not more than 27.9 square metres (300 square feet) for an enclosed garage shall be permitted. This area should be measured from the interior of the garage walls.”
- (y) Add as section 710.55: “Sales, storage, rental, repair and parking of:
 - a) Commercial trucks, parts, equipment, components and accessories;
 - b) Trailers, buses, moving vans, boats and unoccupied recreation vehicles;

- c) Industrial machinery, equipment, components and small- to mid-sized vehicles such as forklifts;
 - d) Tools and small equipment such as chain saws, hand and edge tools, lawn mowers, motor bikes, rototillers and outboard motors;”
- (z) Delete sections 710.8, 710.38, 710.51, 710.60 and 710.70
- (aa) In section 720.26, replace “Moved to 720.6” with: “Sales, storage, rental, repair and parking of:
- a) Commercial trucks, parts, equipment, components and accessories;
 - b) Industrial machinery, equipment, components and large vehicles;
 - c) Farm machinery, equipment, components and vehicles;
 - d) Heavy construction machinery, equipment, components and vehicles;
- (bb) Remove sections 720.22, 720.27, 720.28, 720.29 and 720.30
- (cc) Replace section 120.123 a) with “is a corner property including a corner site having an area of less than 12,000 square feet (1,114.80 square metres) and a frontage of less than 78 feet (23.77 metres) on any street, or is a property not including a corner site having an area of less than 11,000 square feet (1,021.90 square metres) and a frontage of less than 70 feet (21.34 metres) on any street; and”
- (dd) Replace section 330.20 a) with “the area required for one parking space, to a maximum of 225 square feet (20.90 square metres);”
- (ee) Replace section 310.19 (a) with “shall not exceed a detached accessory area of 89 square metres (958 square feet) in area and any increases in area permitted in section 310.18.1;”
- (ff) Replace section 140.50 (b) with “the alternative parking area is not located on the same site used exclusively for residential uses; and”
- (gg) Replace section 410.17 with below:
- “The maximum permitted base density must not exceed:
- a) Housing units: 18 per net acre (44.48 per net hectare); or
 - b) Floor space ratio: 0.6 provided that on land in the Mainland Area as delineated on Appendix I, the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(hh) Replace section 411.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:14 per net acre (34.59 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ii) Replace section 412.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:13 per net acre (32.12 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(jj) Replace section 413.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:11 per net acre (27.18 per net hectare); or
- b) A floor space ratio of 0.60 provided that:

- i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
- ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(kk) Replace section 420.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 35 per net acre (86.49 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ll) Replace section 421.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 30 per net acre (74.13 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(mm) Replace section 422.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 25 per net acre (61.78 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(nn) Replace section 430.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 60 per net acre (148.26 per net hectare); or

- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(oo) Replace section 431.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 40 per net acre (98.84 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(pp) Replace section 451.15 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 70 per net acre (172.97 per net hectare); or
- b) A floor space ratio of 1.6 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(qq) Replace section 471.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 45 per net acre (111.20 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(rr) Replace section 472.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 50 per net acre (123.55 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ss) Replace section 120.36 with “CHILD CARE means and includes child-minding, family child care, group child care, specialized child care, kindergartens, play schools, child nurseries, child care schools and other care programs as defined in the Community Care and Assisted Living Act, S.B.C. 2002, c. 75, as amended or replaced from time to time, and regulations thereto.”

(tt) Replace “schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)”, with the attached “schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)”.

GIVEN FIRST READING this _____ day of _____, 2021.

GIVEN SECOND READING this _____ day of _____, 2021.

PUBLIC HEARING Waived under Section 464 (2) of the Local Government Act

GIVEN THIRD READING this _____ day of _____, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK



Schedule A to Bylaw NO.8213, 2020:

Comprehensive Development District
(Royal Columbian Hospital) (CD-90)



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

1090 Comprehensive Development District (Royal Columbian Hospital) (CD-90)

1090 .1 The intent of this District is to allow for a hospital along with associated medical and accessory uses at 330 E. Columbia Street (Royal Columbian Hospital).

Permitted Principal and Accessory Uses

1090 .2 The following principal and accessory uses are permitted as outlined for each of the sub-districts. For uses accompanied by a checkmark, there are additional Conditions of Use contained within these regulations.

Permitted Principal Uses	Use Specific Regulations
Cafes and restaurants;	✓
Child Care;	
Child welfare facility;	
Community care facility;	
Continuing care;	
Educational and philanthropic institutions;	
Fitness and exercise centre;	
Health care office;	✓
Health care research, laboratories and development, including ancillary offices;	
Hospitals;	
Housing units;	✓
Medical and health care clinic;	✓
Mental health facilities;	



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Personal service establishments;	
Places of worship;	
Public assembly and entertainment use;	
Retail store;	
School (as defined in Section 1090.11)	✓

Permitted Accessory Uses	Use Specific Regulations
<i>Uses accessory to any permitted principal uses;</i>	

Conditions of Use

- 1090 .3 Cafes and restaurants shall not include drive-in and drive-through restaurants.
- 1090 .4 Health care office is only permitted as defined in the definitions section of this District;
- 1090 .5 Housing units are limited to the accommodation of caretakers, staff, students and/or patients, provided that such housing units are ancillary to a permitted use in this zone and a covenant under section 219 of the *Land Title Act* is registered against the title of the land in favour of the City to ensure that the housing units are only used for the designated use;
- 1090 .6 Medical and health care clinics is only permitted as defined in the definitions section of this District;
- 1090 .7 School is only permitted as defined in the definitions section of this District;



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Density

1090 .8 The floor space ratio shall not exceed 2.45.

Principal Building Setbacks

1090 .9 All *principal buildings* and *structures* shall be setback according to the following:

Location (Adjacent Street)	Setback
Front Setback (East Columbia St):	10 metres (32.8 feet)
Side Setback (Keary St)	7.62 metres (25 feet)
Side Setback (Sherbrooke Street):	7.62 metres (25 feet)
Side Setback (Allen Street):	7.62 metres (25 feet)
Rear Setback (Service Lane):	12.8 metres (42 feet)
Rear Setback (Brunette Avenue):	7.62 metres (25 feet)

Principal Building Envelope

1090 .10 The siting of principal buildings and structures shall be in accordance with the Building Siting Plan for this District set out below and references in this District to Sub-Areas are to the Sub-Areas shown on that Building Site Plan.

1090 .11 The maximum site coverage for all buildings shall not exceed more than 55% of the site area.

1090 .12 The maximum height of all buildings shall not exceed the heights set out below:

- a) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 1 shall be measured from



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

16.60 metres (54.46 feet) geodetic and the maximum building height not exceed 47 metres (154.2 feet).

- b) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 2 shall be measured from 23.93 metres (78.51 feet) geodetic and the maximum building height shall be 80.0 metres (262.46 feet), with no portion of any building above 4 storeys being located within 24 metres (78.74 feet) of property line facing Sherbrooke Street

Off-Street Parking and Loading Requirements

1090 .13 Off-Street parking spaces shall be provided and maintained in accordance with Section 140 of this Bylaw, except that:

- (a) A minimum of 1394 parking spaces shall be provided for hospital staff and visitors:
- a. Sub-Area 1 – 450 parking spaces shall be provided
 - b. Sub-Area 2 – 944 parking spaces shall be provided
 - c. Parking supply does not include spaces allocated for the pickup/ drop-off zones, ambulances, patient transfer vans, and police vehicles.
 - d. Additional parking demand shall be addressed through Transportation Demand Management (TDM) measures.
- (b) A minimum of 100 accessible parking spaces shall be provided and allocated on the site as follows:
- a. Sub-Area 1 – 18 designated accessible spaces
 - b. Sub-Area 2 – 66 designated accessible spaces, of which:
 - i. maintain existing 16 spaces with current design and configuration;
 - ii. provide 66 designated accessible parking spaces in a ratio of 1:6 Van-Accessible to Limited Mobility as per the Universal Access Design Report prepared May 2020, as amended over time to the satisfaction of the Director of Engineering Services.
 - iii. Notwithstanding the above, the number of accessible spaces in Sub-Area 2 may be reduced by 30 spaces subject to the findings of a monitoring



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

program submitted by Fraser Health Authority and approved by the Director of Engineering Services.

- (c) Electric Vehicle (EV) Parking shall be provided on site as follows:
 - a. Sub-Area 1 – 5 designated and fully operational Level 2 EV spaces
 - b. Sub-Area 2 – 39 designated and fully operational Level 2 EV spaces, with support of a load management system and 57 designated EV ready spaces (all equipment/wiring except charging stations). The remaining 286 new parking spaces shall be serviced with conduit (not including wiring).
 - c. With respect to the 57 designated EV ready spaces in sub-Section 1090.8 (b), a portion or all of these spaces may be converted to fully operational EV spaces subject to findings of a monitoring program submitted by Fraser Health Authority and approved by the Director of Engineering Services

1090 .14 Bicycle parking shall be provided and maintained in accordance with Section 150 of this Bylaw, except that:

Sub-Area	Minimum Long Term Bicycle Parking Spaces	Minimum Short Term Bicycle Parking Spaces
Sub-Area 1	13 spaces	8 spaces
Sub-Area 2	108 spaces	36 spaces

1090 .15 Off-Street loading shall be provided in accordance with the Section 160 of this Bylaw, except that:

- (a) A minimum of 2 loading spaces shall be provided on site for Sub-Area 1, consisting of:
 - a. 1 loading space of a sufficient size to accommodate a patient transfer van.
 - b. 1 loading space of a sufficient size to accommodate a SU-9 truck.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

- (b) A minimum of 8 loading bays shall be provided on-site for Sub-Area 2, consisting of:
 - a. 6 loading spaces of a sufficient size to accommodate a WB-20 truck.
 - b. 2 loading space of a sufficient size to accommodate a 7.0 m-long straight delivery truck
 - c. 2 loading spaces to accommodate a small truck/courier vehicle.

Definitions

1090 .16 For the purposes of this District:

"health care office" means professional and service offices of healthcare professionals and health care service providers, including psychologists, physiotherapists, chiropractors, acupuncturists, herbalists, counselors, physicians, surgeons, and dentists *massage therapists, and massage providers*.

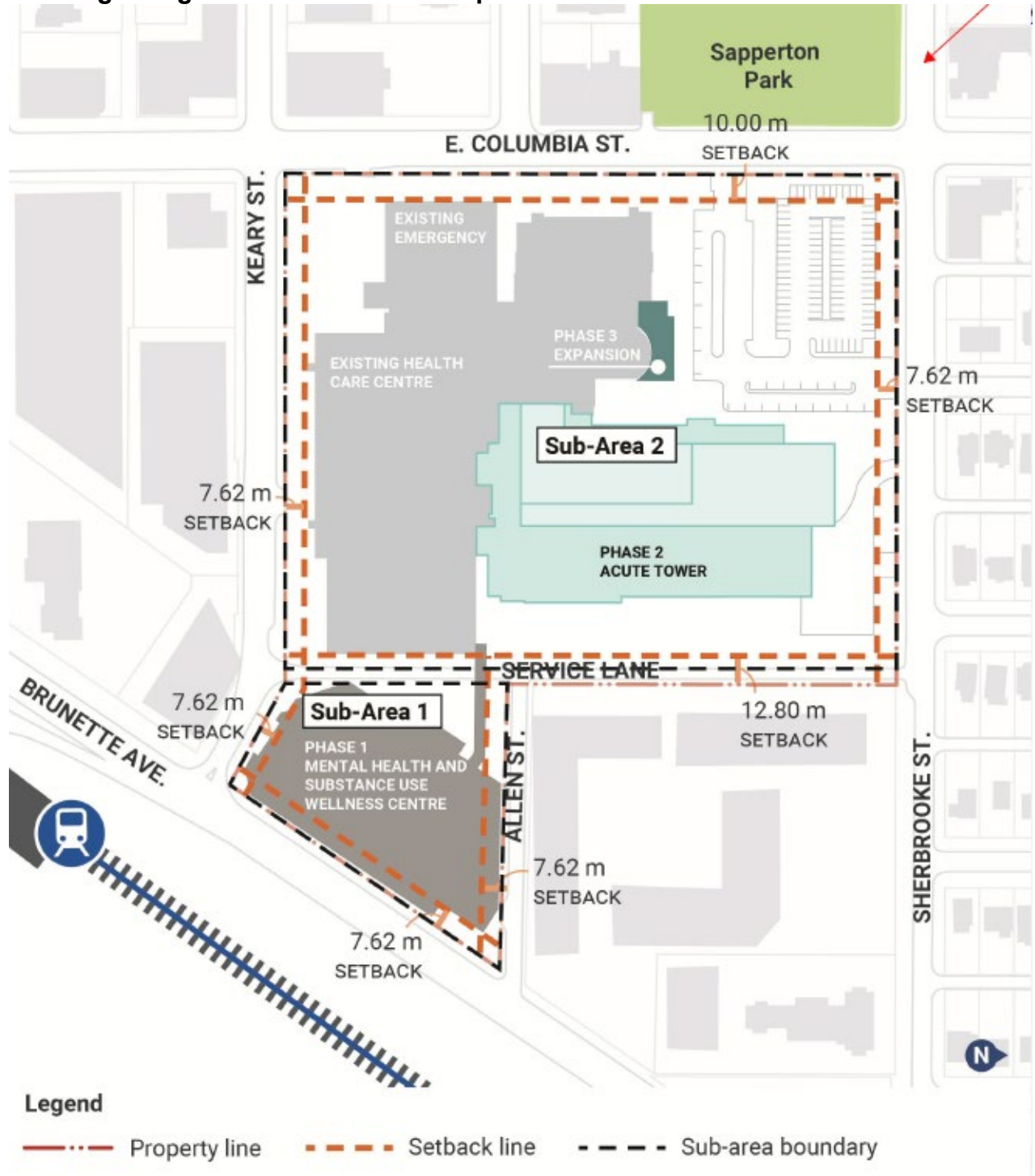
"medical and health-care clinic" means a facility for the diagnosis, treatment, care and rehabilitation of addiction, injury, disease and mental illness, including the services of physicians, surgeons and dentists, medical clinics, detoxification centres, methadone dispensing clinic, sale, fitting and supply of custom prosthetic and private hospital.

"school" for the purpose of this District, and despite Section 120, means a school, college or university offering only programs, and certificates, diploma degrees or other qualifications, in health care science professions or practice health care administration and health care research and development, including medicine, dentistry, nursing, dental assistants, physiotherapy, health consulting, dental technology and medical technology.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Building Siting Plan and Sub-Area Map



Attachment 2:
*Detailed Summary of Proposed
Zoning Bylaw Amendment*

Attachment 2: Detailed Summary of Proposed Zoning Bylaw Amendment

1) Update the Definition of Public Assembly and Entertainment Use and the Zones Which Permit This Use Accordingly

This update would consolidate a variety of public assembly type uses permitted in commercial and institutional districts into a single “Public Assembly” land use category. This would align with best practices, allow for easier interpretation and would ensure consistency in future bylaw updates.

The definition of "Public assembly and entertainment use" would be updated to add these other land uses categories including “bingo halls”, “clubs and lodges”, “community centres”, “curling rinks”, “miniature golf” and “trampoline centres” and the individual land uses categories would be deleted in C-2A, C-2, C2L, C-3, C3-A, C-CD-2, C-4A, C4-B, C-5, CS-1, CM-1, CW-3 Zones accordingly.

Adding additional public assembly uses to industrial zones requires additional review and would not be included in this amendment. “Public assembly and entertainment use” in light industrial zones (M-1 and M-5) would be amended to exclude the uses added to the general public assembly definition (bingo halls, clubs and lodges, community centres, curling rinks, miniature golf and trampoline centres).

This amendment would also replace “The public assembly, entertainment and recreation use” with “Public assembly and entertainment use” in C-CD-1 and C-7 for more consistency with the Zoning Bylaw definitions. Also replace “Public assembly and entertainment uses excluding amusement arcades and casinos” with “Public assembly and entertainment use”, since the amusement arcades and casinos are separately permitted uses and exclusion regarding them is not needed.

2) Clarification of the Off-street Parking Space Reductions and Incentives

In recent updates to the Zoning Bylaw, the number of spaces reduced through provision of car share off-street parking spaces was inadvertently removed. This update would reinstate the previous requirement.

3) Clarify on the On-Site Access From Lanes For All Uses

Based on the 2020 sustainable transportation Zoning Bylaw amendments, Sec. 140.55 which regulates on-site access from lane was slightly reworded so that parking is permitted directly off of a lane only for commercial and industrial uses, whereas earlier iterations were more general by not limiting land use types. This

amendment would remove the “commercial uses and industrial uses” from this section and keep the regulation aligned with the original intent.

4) Clarify Measurements of a Laneway House Enclosed Garage Space

Regarding enclosed parking inclusion in detached accessory dwelling unit, currently the bylaw is silent on the method for measuring this area. This amendment would add the wording “This area should be measured from the interior of the garage walls” in single detached residential districts.

5) Addition of Industrial Vehicles’ Sale and Rental as a Permitted Use in the M-1 District and Update the List of the Permitted Uses in M-1 and M-2

Sales, rental, repair, storage and parking of various types of equipment and vehicles is permitted in several different land use categories in industrial districts and is not consistent applied in each category. For example, it would be permitted to sell or rent boats in the M-1 zone, but not to store them or repair them.

It is proposed to create a single land use category to cover a number similar vehicle sales, rental, repair and storage uses in the light and heavy industrial districts which would ensure simpler interpretation and consistency in how these similar uses are permitted.

Light industrial district would group together sales, storage, rental, repair and parking of: commercial trucks, trailers, buses, moving vans, boats, recreational vehicles, small- to mid-sized industrial vehicles and equipment (e.g. chain saws and fork lifts).

Heavy industrial districts would group together sales, storage, rental, repair and parking of: commercial trucks, industrial machinery and vehicles, farm machinery and vehicles and heavy construction machinery.

6) Addressing Measurement Conversion Inconsistencies

Measurement conversion inconsistencies would be corrected in the following sections:

- a) Sections 120.123 (c) – Part of this section is referring to the frontage of the site which is a linear dimension, not an area, so the word “square” should be removed.
- b) Sections 330.20 (a) – Currently there is an inconsistency in measurement conversion from feet to metres.

7) Adding Clarity and Addressing Grammatical and Numbering Inconsistencies and Errors

- a) Section 310.19 (a) – Regarding detached accessory dwelling unit regulations, this amendment would add the letter “a” to the end of “are” to clarify that this section regulates accessory building’s maximum permitted **area**.
- b) Section 140.50 (b) – Regarding the alternative parking areas, the wording does not recognize that parking may be provided in a commercial portion of a mixed use site. This amendment would replace “the alternative parking area is not located on the same site as a residential use; and” with “the alternative parking area is not located on the same site used **exclusively** for residential uses; and”.
- c) Sections 410.17, 411.17, 412.17, 413.17, 420.17, 421.17, 422.17, 430.18, 431.18, 451.15, 471.18 and 472.18 – Regarding the maximum permitted density in multi-unit residential districts, the word “either” would be removed from these sections, to clarify that the maximum permitted density is not required to comply with both regulations.
- d) Section 120.36 –This amendment would add the wording “other care programs” to this section to clarify that all child care programs and types defined in the Community Care and Assisted Living Act are included in this definition.
- e) Schedule A of the Comprehensive Development District (Royal Columbian Hospital) (CD-90) – This amendment would update the Schedule A to correct the section numbering, add proper referencing to sub-areas, and fix other text errors.

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** November 1, 2021

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

Item #: [Report Number]

Subject: Public Art Calls: Artist Roster and Artist-Initiated Projects

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to provide Council with information regarding two (2) public art calls to establish an artist roster and to develop new artist-initiated public art projects.

BACKGROUND

In September 2021, staff worked under the advisement of the Public Art Advisory Committee to develop the terms of reference for two (2) unique calls:

1. A Call to Artists to develop an Artist Roster, allowing the City to identify up to twenty (20) pre-qualified artists and artist teams of diverse backgrounds, practices and stages of their careers for smaller-scale and emerging public art opportunities;
2. An Expression of Interest for Artist-Initiated Public Art Projects to identify artist(s) of diverse backgrounds, practices and stages of their careers to develop projects to animate the urban landscape.

Further details regarding eligibility, application and selection processes are outlined in the calls attached to this report. Both calls are currently active, with submission deadlines in late November.

ANALYSIS

Establishing an Artist Roster will streamline the selection process and position the public art program to be more responsive to emerging opportunities. Projects will include community engaged works, site-responsive commissions for temporary works, artist residencies and design-only contracts for permanent projects. The Artist Roster can also be used to support private sector or community-based initiatives.

The call for Artist-Initiated public art projects is intended to support artist-led initiatives and build capacity for artists. Shortlisted artists will be invited to prepare a concept proposal to animate the urban landscape. Artists will be encouraged to explore outdoor spaces such as parks and plazas, as well as common urban spaces such as sidewalks, crosswalks and bike lanes. The call also includes a series of questions that are designed to support reflection on the impacts of the pandemic.

FINANCIAL IMPLICATIONS

The Artist-Initiated Public Art Projects will be funded through an approved allocation from the Public Art Reserve. Projects emerging from the Artist Roster will be funded through a variety of streams, including approved allocations from the Public Art Reserve, approved allocations from civic capital projects and public realm initiatives and private sector or community sources.

OPTIONS

Council is asked to consider the following options:

- 1. Receive this report for information;
- 2. Provide staff with other direction.

Staff recommend option 1.

ATTACHMENTS

- Att 1: Call to Artists – Artist Roster for Public Art Projects Under \$25,000
- Att 2: Expressions of Interest – Artist-Initiated Public Art

This report was prepared by:
Todd Ayotte, Manager, Community Arts and Theatre
Quyem Hoang, Public and Community Art Coordinator

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

Attachment #1

Call to Artists - Artist Roster for Public Art Projects Under \$25,000

CALL TO ARTISTS
Artist Roster for Public Art Projects under \$25,000
Deadline: November 19, 2021, 4:30 pm Pacific Standard Time (PST)



Flow (detail) by Sandeep Johal

The City of New Westminster requests qualifications from local artists and artist teams for public art opportunities with project budgets under \$25,000. Projects will vary widely and artists practicing in all media are encouraged to apply. Examples of such projects may include (but is not limited to) community engaged projects, site-responsive commissions for temporary works, artist residencies or design only contracts for permanent installations throughout the city. The Artist Roster is a list of artists who pre-qualify to create public art throughout the city. It allows for a streamlined selection process and will be one of several ways used to hire artists.

OPPORTUNITY

Artists will be commissioned for various City of New Westminster projects under \$25,000 as opportunities become available. This pre-qualified roster of artists will be used for the period January 3, 2022 to January 3, 2024. Please note that artists on the list are not guaranteed a commission as projects will be awarded based on available opportunities.

BUDGET

Budgets will vary depending on the project to a maximum of \$25,000, plus GST. This may include (but is not limited to) artist fees, related project materials and expenses, research, engagement, insurance, documentation and permits. Actual budgets and scope of work will be determined on a project by project basis.

ELIGIBILITY

This is an open call to professional artists who live or work in New Westminister and the Lower Mainland (which includes the regional districts of Metro Vancouver and Fraser Valley). Artists working in all media at various stages of their careers and those who self-identify as a member of an equity-seeking and/or under-represented community are especially encouraged to apply.

According to Canada Council for the Arts, a professional artist:

- has specialized training in the artistic field (not necessarily in academic institutions);
- is recognized as a professional by his or her peers (artists working in the same artistic tradition);
- is committed to devoting more time to artistic activity, if possible financially;
- has a history of public presentation or publication.

City staff, volunteers serving on the City of New Westminister's Public Art Advisory Committee (PAAC) and selection panel members are not eligible to apply.

BACKGROUND

Located on the unceded territories of the Halkomelem speaking Coast Salish peoples and home to an urban Indigenous community reflecting Indigenous interests from across Canada, New Westminister is at the heart of what is today known as British Columbia's Lower Mainland.

New Westminister is currently one of the fastest growing municipalities in the region. It cherishes its diversity of cultures, compact size and quality of life. Residents share common values such as space that is safe, inclusive and welcoming to all citizens and visitors, and aspires to having its facilities and public realm both host and reflect the diversity of the City's unique population.

New Westminister's Public Art Policy lays out the foundation for creating a critical and engaging Public Art Program. The goals of this Policy promote and encourage diverse and inclusive opportunities that help animate the urban landscape, nurture civic dialogue and support the development and growth of the arts in the city.

The City of New Westminster is also embracing and prioritizing reconciliation with the local First Nations and the urban Indigenous communities, and the way forward is slowly taking shape. We recognize that public art is planned, developed and executed on the unceded territory of the Halkomelem speaking peoples and encourage approaches and artworks that are sensitive to this context and the ongoing impacts of colonialism.

SUBMISSION INFORMATION

Please submit the following information in a single, multi-page document named **“Artist Roster”** followed by the **Artist’s Name**:

1. Letter of Interest (Max 1 page)

The Letter of Interest will outline who you are and your interest in this opportunity. Please include your background, connection to or interest in New Westminster and this call, qualifications and relevant experience. This is an opportunity for us to understand who you are, your art practice, previous relevant experience and interest in the project. Please do not submit a proposal at this stage.

2. CV or Résumé (Max 2 pages)

Include your cv or résumé summarizing your education, qualifications and previous experience along with current contact information such as email, telephone number and mailing address. Artist teams should include one page for each member.

3. References

Provide a minimum of two references who can speak to the quality of your work and relevant experience. Please include name, address, email and telephone number for each person.

4. Images (Max 10)

Provide examples of past work. Please include an annotated image list with dates and project details.

Submissions may be provided to the City either by email, uploaded to the City’s FTP site or delivered in hard copy, on or before the deadline for submissions, as follows:

- a) Email - PDF emailed submissions are preferred (the City will confirm receipt of emails). Please submit all required information in one (1) PDF file named **“Artist Roster”** followed by the **Artist’s Name** to publicart@newwestcity.ca. Note that the maximum file size the City can receive is 10Mb.

- b) Upload to FTP site: <https://fileshare.newwestcity.ca/filedrop/~eMrXGY>

- c) **Hard Copy** - Hard copy submissions consisting of a single, multi-page document can be delivered to the City in a sealed package addressed to:

Artist Roster

Attn: Quyen Hoang
C/O: Main Reception Desk
Anvil Centre, 777 Columbia Street
New Westminster, BC V3M 1B6

Application deadline

Deadline to submit is **Friday, November 19, 2021, 4:30 pm (PST)**. Please note that hard copy application packages will not be returned.

ARTIST SELECTION PROCESS

The process will be undertaken by a Selection Panel comprised of artists, community members, arts professionals and one member from the PAAC (Public Art Advisory Committee). The panel will review applications and select up to 20 qualified artists for this program. Applications will be evaluated on qualifications, quality of past work, and ability to execute on past projects. References will also be checked.

As public art opportunities become available, City staff in consultation with stakeholders will select artists from the roster based on the requirements for each project.

SELECTION CRITERIA

All eligible submissions are reviewed by a selection panel who will assess the artist or artist teams based on how their submissions meet the following evaluation criteria:

A. Letter of interest:

- Why this opportunity appeals to the artist;
- How the artist's background and practice contribute to this project;
- Interest in or connection to New Westminster.

B. Résumé or CV/ Examples of past work:

- Demonstrated relevant experience;
- Demonstrated quality of past work.

KEY DATES

Call open	October 8, 2021
Deadline to apply	November 19, 2021

Projects awarded between January 2022 – January 2024

APPLICATION SUPPORT

Contact Quyen Hoang, Public & Community Art Coordinator qhoang@newwestcity.ca or at 604.636.3553 for questions and support.

Attachment #2
*Expressions of Interest -
Artist-Initiated Public Art*

EXPRESSIONS OF INTEREST: ARTIST-INITIATED PUBLIC ART
Deadline: November 26, 2021, 4:30 pm Pacific Standard Time (PST)



The City of New Westminster invites local artists or artist teams to submit expressions of interest for an Artist-Initiated Public Art project. This is an opportunity for artists to propose artworks in any medium, including non-object based work and temporary installations with a maximum total budget of \$30,000.

OPPORTUNITY

This opportunity is meant to support artist-led initiatives, experimentation and to build capacity. The City of New Westminster's Arts Services team will support the selected artist in the creation of a new work within the specified resources, from development through to completion.

BUDGET

The maximum project budget available is \$30,000, plus GST. The budget must be inclusive of all costs including (but not limited to) artist fees, consultant fees, artwork production, travel, transportation, installation, permits and general liability insurance.

ELIGIBILITY

This is an open call to professional artists who live or work in New Westminister and the Lower Mainland (which includes the regional districts of Metro Vancouver and Fraser Valley). Individual artists or artist teams/collectives working in any medium and who are at various stages of their careers may apply. Artists who may be new to public art will also be considered. The City of New Westminister is committed to equity, diversity and inclusion. Artists who self-identify as a member of an equity-seeking and/or under-represented community are especially encouraged to apply.

According to Canada Council for the Arts, a professional artist:

- has specialized training in the artistic field (not necessarily in academic institutions);
- is recognized as a professional by his or her peers (artists working in the same artistic tradition);
- is committed to devoting more time to artistic activity, if possible financially;
- has a history of public presentation or publication.

City staff, volunteers serving on the New Westminister Public Art Advisory Committee (PAAC) and selection panel members are not eligible to apply.

BACKGROUND

Located on the unceded territories of the Halkomelem speaking peoples and home to an urban Indigenous community reflecting Indigenous interests from across Canada, New Westminister is at the heart of what is today known as British Columbia's Lower Mainland.

New Westminister is currently one of the fastest growing municipalities in the region. It cherishes its diversity of cultures, compact size and quality of life. Residents share common values such as space that is safe, inclusive and welcoming to all citizens and visitors, and aspires to having its facilities and public realm both host and reflect the diversity of the City's unique population.

New Westminister's Public Art Policy lays out the foundation for creating a critical and engaging Public Art Program. The goals of this Policy promote and encourage diverse

and inclusive opportunities that help animate the urban landscape, nurture civic dialogue and support the development and growth of the arts in the city.

The City of New Westminster is also embracing and prioritizing reconciliation with the local First Nations and the urban Indigenous communities, and the way forward is slowly taking shape. We recognize that public art is planned, developed and executed on the unceded territory of the Halkomelem speaking peoples and encourage approaches and artworks that are sensitive to this context and the ongoing impacts of colonialism.

ARTIST SELECTION PROCESS

This is a two-phase process and will be undertaken by a Selection Panel comprised of artists, community members, arts professionals and one member from the PAAC (Public Art Advisory Committee).

Phase I - Expressions of Interest

The Artist Selection Panel will review all eligible Expressions of Interest submissions with the goal of shortlisting three candidates for further consideration. The Phase I submissions will only require a letter of interest, cv or résumé and examples of past work.

Phase II –Concept Proposal

Once identified, the shortlisted artists will be invited to prepare a concept proposal for presentation to the Selection Panel. Each completed and delivered Concept Proposal will receive a fee in the amount of \$1200.00. Shortlisted artists will be invited to make a presentation to the Selection Panel. These presentations will be reviewed and decisions made based on quality of the proposal, artistic merit, budget considerations and feasibility of the project. The Selection Panel reserves the right not to award the commission.

Proposals will consider (but are not limited to) questions such as:

- How can public art reexamine gathering places in a post-pandemic world?
- How have the past 18 months reshaped our experiences of the land and environment?
- How have the past 18 months changed our relationships with each other?
- How can public spaces be reconsidered to be more humane: inclusive, safe, accessible and sustainable?
- Have there been positive benefits resulting from the pandemic?

Artists are encouraged to explore and focus on the following City-owned spaces:

- Outdoor visible spaces where we gather, play, exercise or connect with nature such as parks, plazas, outdoor event venues;
- Common spaces such as sidewalks, crosswalks, bike lanes, rest areas, bus stops.

Prior to concept development, a site meeting will be a required to learn about the contexts of each space. Subject matter experts will be available to help artists with approach and feasibility. Shortlisted artists are encouraged to identify multiple spaces in advance to ease the site selection process.

The selected artist will be required to sign a contract detailing scope of work, fees and responsibilities. A fully detailed Project Description will be required. The scope of work for the selected project will include all stages of the project from conception to completion.

SELECTION CRITERIA

Phase I - Expressions of Interest

All eligible submissions are reviewed by a selection panel who will assess the artist or artist teams based on how their submissions meet the following evaluation criteria:

A. Letter of interest:

- Why this opportunity appeals to the artist;
- How the artist's background and practice contribute to this project;
- Interest in or connection to New Westminster.

B. Résumé or CV/ Examples of past work:

- Demonstrated relevant experience;
- Demonstrated quality of past work.

Phase II – Concept Proposal (shortlisted artists only)

Artist or artist team proposals will be evaluated using the following criteria:

- Quality of response to context and opportunity;
- Feasibility of project (budget, timeline, site considerations).

SUBMISSION INFORMATION

Please submit the following information in a single, multi-page document (PDF file named "**Artist-Initiated Public Art**" followed by the **Artist's Name**):

1. Letter of Interest (Max 1 page)

The Letter of Interest will outline who you are and your interest in this opportunity. Please include your background, connection to or interest in New Westminister and this project, qualifications and relevant experience. This is an opportunity for us to understand who you are, your art practice, previous relevant experience and interest in the project. Please do not submit a proposal at this stage.

2. CV or Résumé (Max 2 pages)

Include your cv or résumé summarizing your education, qualifications and previous experience along with current contact information such as email, telephone number and mailing address.

3. References

Provide a minimum of two references who can speak to the quality of your work and relevant experience. Please include name, address, email and telephone number for each person.

4. Images (Max 10)

Provide examples of relevant past work. Please include an annotated image list with dates and project details.

Submissions may be provided to the City either by email, uploaded to the City's FTP site or delivered in hard copy, on or before the deadline for submissions. Please submit all required information as follows:

- a) Email - PDF emailed submissions are preferred (the City will confirm receipt of emails). Please submit all required information in one (1) PDF file named "**Artist-Initiated Public Art**" followed by the Artist Name to publicart@newwestcity.ca. Note that the maximum file size the City can receive is 10Mb.
- b) Upload to FTP site: <https://fileshare.newwestcity.ca/filedrop/~eMrXGY>
- c) Hard Copy - Hard copy submissions consisting of a single, multi-page document can be delivered to the City in a sealed package addressed to:

Artist-Initiated Public Art

Attn: Quyen Hoang
C/O: Main Reception Desk
Anvil Centre, 777 Columbia Street
New Westminister, BC V3M 1B6

Application deadline

Deadline to submit is **Friday, November 26, 2021, 4:30 pm (PST)**. Please note that hard copy application packages will not be returned.

PROJECT SCHEDULE

The anticipated schedule for selection of the artist(s) and completion of the project is outlined below. As the project progresses the dates are subject to change:

- Call Open.....October 8, 2021
- Submission Deadline Expressions of Interest.....November 26, 2021
- Shortlisted artists contacted.....December 3, 2021
- Orientation/Site meetings.....December 6-17, 2021
- Deadline for concept proposal submissions.....January 22, 2021
- Artist Interviews and Presentations.....February 5, 2021
- Artist Contracting.....March 2022
- Project Completion by.....March, 2023

APPLICATION SUPPORT

Contact Quyen Hoang, Public & Community Art Coordinator qhoang@newwestcity.ca or at 604.636.3553 for questions and support.

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** November 1, 2021

From: Emilie K Adin, MCIP **File:** 01.0185.20
Director, Climate Action, Planning and
Development

Item #: 2021-481

Subject: Regional Growth Strategy Update: Metro 2050 Comment Period

RECOMMENDATION

THAT Council direct staff to send the attached letter to Metro Vancouver as formal City comments on the draft updated Regional Growth Strategy, Metro 2050.

PURPOSE

To seek direction from Council regarding the proposed City response to the draft updated Regional Growth Strategy, Metro 2050.

SUMMARY

Metro Vancouver, in consultation with member jurisdictions, has prepared a draft updated Regional Growth Strategy (RGS), Metro 2050. The updated strategy integrates emergent issues and important lenses, such as centering climate and resilience, integrating equity and reconciliation, and giving more focus to affordable and diverse housing. Land use designations, the Urban Containment Boundary, and major overlays are not changed from the current RGS.

Staff have commented throughout the update process and have drafted a letter providing proposed City comments (Attachment 3). The draft Metro 2050 is seen to be in alignment with New Westminister's planning framework, and minor comments are offered around refining the regional affordable housing focus, adjusting the Major Transit Growth Corridor concept, and clarifying member jurisdiction actions. Staff is seeking Council's direction in advance of the November 26, 2021 deadline for official comments from member jurisdictions.

BACKGROUND

The Regional Growth Strategy (RGS), Metro Vancouver 2040: Shaping our Future (Metro 2040), was adopted in 2011 by Metro Vancouver, its member jurisdictions (including the City of New Westminster), TransLink and adjacent regional districts. Metro 2040 “is the region’s collective vision for how growth (population, housing and jobs) will be managed to support the creation of complete, connected and resilient communities, protect important lands and support the efficient provision of urban infrastructure like transit and utilities” (source: Metro Vancouver website).

In 2019, Metro embarked on a 10 year update to the plan. At their regular March 1, 2021 meeting, Council received a report for information introducing the RGS update and providing the scope and timeline for the update process. Staff participated in the development of the draft through Intergovernmental Advisory Committee meetings, during which verbal and written comments were provided chapter by chapter.

In July of 2021, the Metro Vancouver Regional District Board referred the draft plan for comment to member jurisdictions and other signatories. Metro Vancouver staff presented the draft strategy to Council on October 18. The City is invited to provide written comments on the draft by November 26.

ANALYSIS

The updated plan does not make any changes to regional land use designations or the Urban Containment Boundary, nor does it add any new Urban Centres or Frequent Transit Development Areas (FTDAs). It does expand policies and integrate new and emerging planning lenses into the five goals and strategies of the plan. It also incorporates growth projections to the year 2050. Staff have reviewed the draft updated RGS. The major changes are summarized in Attachment 2.

Alignment with Principles and Values of New Westminster’s Planning Framework

The draft updated RGS, with its stronger focus on climate, equity, reconciliation, and housing, is seen to be consistent with the principles and values that inform the City’s Official Community Plan and Council’s Strategic Plan.

Staff comments throughout the plan update process have encouraged stronger and bolder moves towards integrating these principles, for example:

- by suggesting adding heatwaves and air quality impacts from increasing forest fire intensity as climate impacts to plan for;
- by suggesting that member jurisdictions should have policies that not only protect but enhance lands with a Conservation and Recreation land use designation, to increase their ecological integrity and importance; and by suggesting that an equity lens be applied to support planning for green space and tree canopy coverage.

The above comments and others have informed and been integrated into the draft.

Metro Vancouver staff were also very responsive to concerns around the need for better consultation and engagement with First Nations in the update process. Although regional district staff were and are working with defined timelines for the update, they gave careful consideration to the feedback provided at Intergovernmental Advisory Committee meetings. First Nations were subsequently invited to inform the creation of a consultation process that was more meaningful and workable.

However, some City staff comments were not fully addressed by the July 2021 draft that has been referred for comment. The plan notes where Metro Vancouver will continue to convene discussions and undertake research, monitoring and evaluation to further equity, reconciliation and climate action, recognizing that regional and municipal plans have not yet solved or fully addressed these challenges and calls to action. In those regional discussions, staff suggest the City continue to advocate for consideration of the following issues:

- Considering the impact and lessons learned from the COVID-19 pandemic, and the ways planning can support the creation of urban environments that are more just and resilient to pandemics and health crises as one type of shock.
- Continued consideration of equity implications of policy and opportunities to improve, such as:
 - advocating for more capacity-building initiatives for groups that face significant and unique challenges in participating in the industrial economic sector (indigenous groups, newcomers, women, etc.);
 - increased support for tenants with accessibility challenges, such as for improved access to adaptable and accessible units for those who need them, and provision of a full range of accessible unit types, to ensure households of all types can access adaptable and accessible housing; and
 - building on the plan's support for sufficient child care by advocating for child care to be affordable and inclusive.
- Further action on climate, such as by advocating for monitoring and tracking of embodied emissions of buildings during all stages of their life cycle including design, construction and operations.

Opportunities for Improvement to Metro 2050

While the updated regional plan and the City's Official Community Plan are predominantly consistent with each other, staff have identified a few areas of opportunity for improving the regional plan to maximize potential for successful implementation.

Affordable Rental Housing

The City is very committed to pursuing opportunities to support and provide affordable rental housing developments of different types. The new proposed regional target of 15% of new units in Urban Centres and Frequent Transit Development Areas (FTDAs) as affordable rental housing is consistent with the City's commitment in this regard. Because land economics and construction costs make achieving new affordable rental housing so challenging, the City's approach will continue to be the pursuit of all reasonable opportunities, including the following:

- supporting purpose-built affordable rental housing proposals, including when opportunities arise outside of Downtown (our Urban Centre) and FTDAs. Lands in closest proximity to rapid transit can have very high land values, and New Westminster's urban context provides great potential for projects with good transit access in shoulder areas outside of tightly defined FTDAs.
- protecting tenants and existing purpose-built rental housing (which often provide significant affordability) by having strong protection, retention and replacement policies.
- leveraging large-scale redevelopment in FTDAs, such as through projects like Sapperton Green, to achieve affordable rental housing; and
- pursuing the inclusion of non-market and below market rental housing units in multi-unit strata and mixed-use residential developments through the citywide inclusionary housing policy.

Given the degree of the challenge and the depth of the housing crisis, staff suggest more focus be given to finding ways to better achieve affordable housing goals. For example:

- Metro Vancouver's recent Transit-Oriented Affordable Housing Study provided helpful analysis and started a conversation on a regional affordable housing fund, as one potential piece of the puzzle. These kinds of detailed analyses and exploration of solutions could be built upon.
- Staff appreciate the regional action around advocating for the legislative ability for local governments to mandate affordable housing through inclusionary zoning powers that do not rely on negotiated rights. There is also room for more regional support on the implementation of inclusionary housing policies, such as exploring the potential for Metro Vancouver Housing Corporation to operate or otherwise support units generated through inclusionary housing policies.
- There may also be a regional role for cultivating community acceptance and support of affordable and supportive housing projects.

Staff support setting a regional target for affordable rental housing, and for pursuing a variety of affordability levels. The challenge is going to continue to be in the implementation and achievement of these targets, and regional collaboration and problem-solving is needed.

Major Transit Growth Corridors

With more and more parts of the region on the Frequent Transit Network, that network is no longer seen as a useful growth organizing framework at the regional scale. Metro has incorporated TransLink's draft Major Transit Network (MTN) as a new organizing principle to guide identification of new FTDA's (see map in Attachment 2). This network provides a helpful framework through which to better integrate transportation and land use planning.

The updated RGS also names and maps parts of this network, and lands surrounding it, as Major Transit Growth Corridors. Staff understand the intent of these corridors to be to better guide the location of new FTDA's, and not to prescribe a corridor growth pattern. However, the depiction of these lands as "growth corridor" areas may suggest this pattern to land speculators and developers. Including a map in the RGS further signals an openness to transit-oriented growth along these very wide corridors.

In the New Westminster context, transit-oriented growth along the SkyTrain MTN has been purposefully nodal in nature, and the City's OCP does not direct growth along the complete MTN; there are areas that have transit access constraints, are protected for industrial uses by both local and regional policies, or are otherwise not appropriate for significant growth due to topographical considerations or other barriers to development. Staff suggest Metro consider removing the map of the growth corridors, or removing the growth corridor concept altogether as it risks signaling development potential where municipal and regional policies may not support significant growth. Instead, the regional plan could retain strong regional targets for accommodating growth in FTDA's and urban centres, and provide descriptive language around appropriate FTDA locations, including suggesting that these be in close proximity to MTN stations or stops.

Member Jurisdiction Actions and Regional Context Statements

The draft RGS is structured around five goals, each with corresponding strategies, including actions assigned to member jurisdictions. Each of these actions will need to be addressed by the City when its Regional Context Statement is updated following plan adoption. There are various instances in the plan where actions for member jurisdictions could be clarified and tightened, to ensure that what is being asked of municipalities is something that municipalities have the jurisdiction to undertake.

The following actions in Goal 5 (supporting sustainable transportation) are illustrative of this challenge:

- member jurisdictions are asked to manage and enhance municipal infrastructure in support of multiple-occupancy vehicles, though City infrastructure has little influence on multiple-occupancy vehicle use (given that high occupancy vehicle lanes are typically found on provincial highways and the TransLink-controlled major road network); and
- member jurisdictions are asked to protect rail right-of-ways, though these are not within municipal jurisdiction.

Advancing regional objectives is made challenging by the number of different players involved and the evolving and complex nature of the challenges faced. Staff see value in having member jurisdictions express support for initiatives that may be outside of the traditional purview of local authorities. Still, staff would encourage Metro Vancouver to differentiate between issues for advocacy and issues for action, thereby ensuring that all RGS actions are as clear and actionable as possible. This would set the region and member jurisdictions up for successful implementation of the plan.

NEXT STEPS

The City is invited to provide written comments on the draft by November 26, 2021. Staff have included a draft letter to Metro Vancouver as Attachment 3, for Council’s consideration.

The City will have the opportunity to endorse the finalized Metro 2050 prior to final reading of the bylaw by the Metro Vancouver Regional District Board, anticipated for June of 2022.

Following adoption of an updated RGS, the City will have two years to update its Regional Context Statement. To inform this update, staff will undertake additional analysis to determine response options to the updates to the RGS described in Attachment 2, such as the removal of the Special Employment Area designation, the opportunity to consider the appropriateness of using employing the Trade-Oriented Lands overlay, and the ways the City can contribute to meeting new regional targets.

INTERDEPARTMENTAL LIAISON

The Transportation, Parks and Open Space Planning, and Climate Action Divisions were consulted on this report.

OPTIONS

- 1. That Council direct staff to send the attached letter to Metro Vancouver as official City comments on the draft updated Regional Growth Strategy, Metro 2050.
- 2. That Council provide staff with alternative direction.

Staff recommends option 1.

ATTACHMENTS

- Attachment 1 – New Westminster Regional Overlays
- Attachment 2 – Summary of Key Changes in Metro 2050
- Attachment 3 – DRAFT Written Comments to Metro Vancouver

APPROVALS

This report was prepared by:
Meredith Seeton, Policy Planner

This report has been reviewed by:
Lynn Roxburgh, Acting Supervisor of Land Use Planning and Climate Action
Jackie Teed, Senior Manager
Erika Mashig, Manager Parks & Open Space Planning
Erica Tiffany, Senior Transportation Planner
Sadaf Ghalib, Senior Climate Action Planner

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

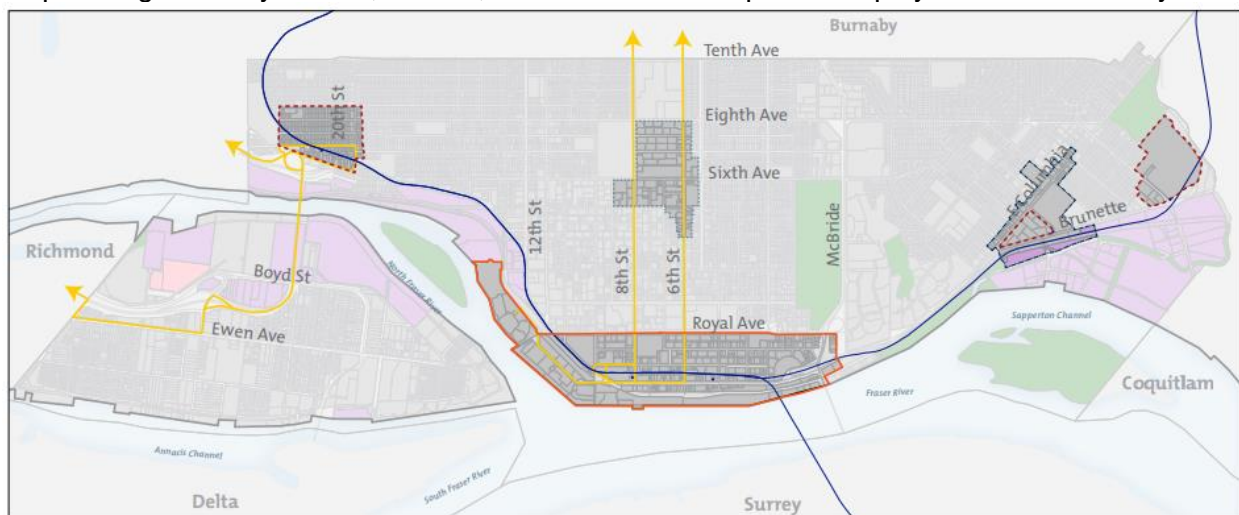
Attachment 1
New Westminster Regional Overlays

Attachment #1: New Westminster Regional Overlays

The City's Official Community Plan includes a Regional Context Statement (RCS) showing alignment between the existing regional plan, Metro 2040, and the municipal planning framework. The current RCS includes the following regional overlays and areas:

- Downtown is designated as a Regional City Centre, where a significant portion of the City's dwelling and job growth is directed (OCP projections anticipate exceeding the regional targets of focusing 16% of dwelling growth and 19% employment growth in Regional City Centres);
- Uptown is designated as a Local Centre, reflecting its function as a mixed-use centre with locally-oriented commercial uses;
- Frequent Transit Development Areas (FTDAs) are located at 22nd Street, Sapperton and Braid SkyTrain station areas, where higher density transit-oriented development is underway and anticipated. The RCS does not include detailed population, dwelling and job growth projections for these FTDAs but notes OCP policies encourage higher density transit-oriented development in these areas, and region-serving office space in proximity to Braid Station; and
- Some commercial and industrial areas surrounding the Brewery District and the Royal Columbian Hospital are designated as a Special Employment Area, to signal an interest in office, mixed-use, and medical-related industrial uses in this area. This overlay was intended to support the achievement of the IDEAS centre: an economic healthcare cluster anchored by the hospital.

Map of Regional City Centre, FTDAs, Local Centre and Special Employment Area Overlays:



KEY:

	Downtown Regional City Centre		Frequent Transit Development Areas		Uptown Local Centre		Special Employment Area
	SkyTrain Route		Frequent Transit Network				

[BYLAW NO. 8151, 2019]

(source: Official Community Plan RCS Map 3)

Attachment 2
Updates to the Regional Plan

Attachment #2: Updates to the Regional Plan

New Emphasis on Climate, Equity, Reconciliation and Housing

The draft updated RGS, Metro 2050, integrates emergent and important lenses. The updated plan includes a stronger overarching climate and resilience lens, for example by:

- requiring that Regional Context Statements identify how local plans contribute to meeting the regional greenhouse gas reduction target of 45% below 2010 levels by the year 2030 and achieving a carbon neutral region by the year 2050;
- working towards more protection of ecosystems through a new regional target, more support for a green infrastructure network, and integration of the regional Sensitive Ecosystem Inventory into regional planning; and
- supporting regional growth patterns that incorporate emergency management, utility planning, and climate change adaptation considerations.

The plan integrates an equity lens, and includes policies on ways in which regional growth and development patterns impact equity, such as:

- encouraging equity considerations in neighbourhood planning (e.g. by ensuring tenants are protected in redevelopment processes);
- increasing equitable access and exposure to public spaces and green spaces;
- supporting equitable access to employment and transit;
- promoting housing adequacy, suitability and affordability; and
- consideration of the differing impacts of climate change and natural hazards.

The updated strategy also addresses reconciliation and emphasizes building relationships with First Nations. Although the land use policies of the RGS do not apply to reserve lands, the regional growth that is anticipated through the updated RGS would occur on unceded Indigenous lands. The updated draft plan does a better job of acknowledging ancestral and present day territory and land, water and ecosystem stewardship by Indigenous people since time immemorial, and encouraging mutually supportive plans and actions. The plan includes, for example, a commitment from Metro Vancouver to incorporate development plans and population, employment and housing projections from First Nations into the regional growth strategy to support potential infrastructure and utilities investments.

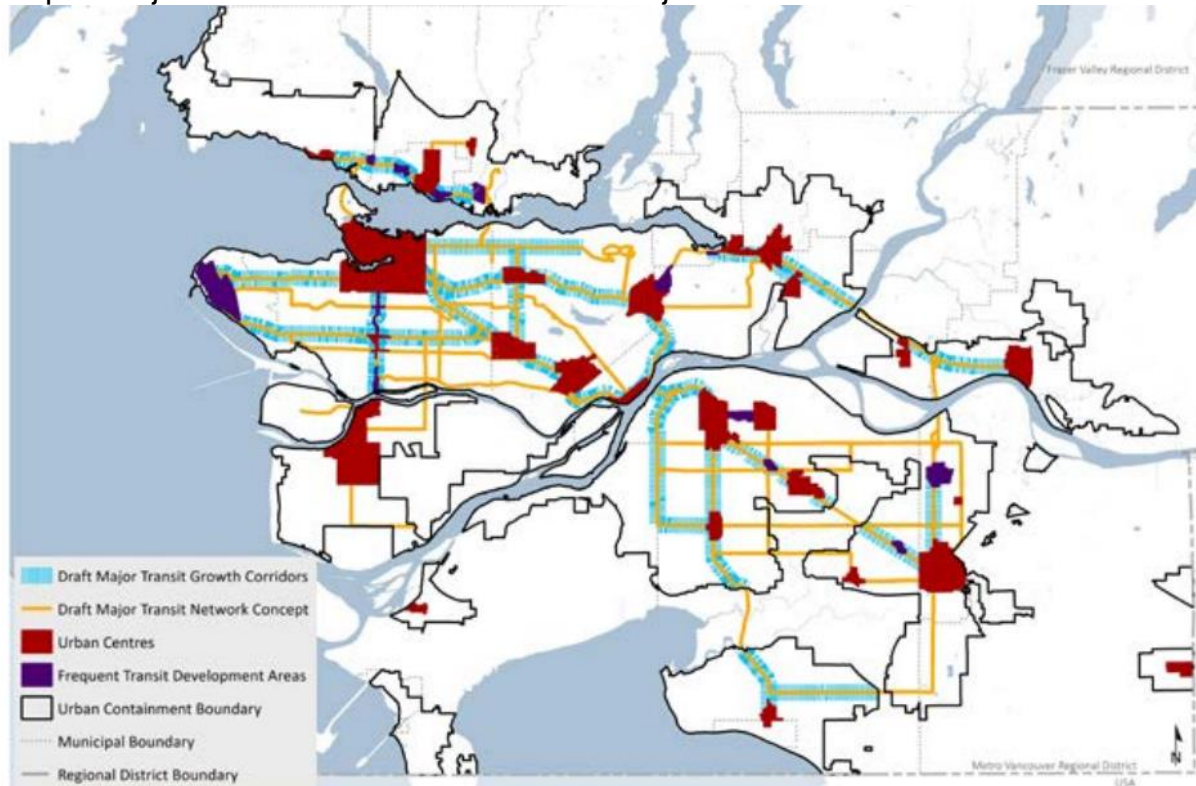
The updated strategy gives more prominence to the critical need for affordable housing by including a new goal on housing diversity and affordability, including the need to expand transit-oriented affordable rental housing, renter protection, and providing options for people experiencing or at risk of homelessness and people with very low incomes. The plan also includes new advocacy actions, such as calling on senior governments to give local governments the ability to mandate affordable housing through inclusionary zoning powers.

New Overlays and Growth Organizing Principles

The plan also introduces some new regional overlays and organizing principles:

- *Different types of Urban Centres and Frequent Transit Development Areas:*
 - The updated draft plan removes local centres, which had no related policy content in the plan. New Westminster's Uptown has no regional designation in the updated draft.
 - The updated plan also breaks Municipal Town Centres into regular municipal centres that serve as the municipal activity centres accommodating local growth, and High Growth Municipal Town Centres that accommodate more regional growth. New Westminster's Downtown remains a Regional City Centre.
 - The updated plan provides two types of FTDA's: corridors and station areas. New Westminster's FTDA's reflect the station area typology.
- *Major Transit Growth Corridors:* This new growth organizing principle refers to areas extending approximately 1km from the road centerline in each direction along some of TransLink's new Major Transit Network. These areas could accommodate new Frequent Transit Development Areas should Metro's criteria be met and should municipalities wish to include the FTDA overlay in their updated Regional Context Statement. In New Westminster, the SkyTrain line has been designated as a Major Transit Growth Corridor in the updated draft RGS. Eighth Street, though on the draft Major Transit Network, is not designated by Metro Vancouver as a growth corridor as it is not an area where significant growth is anticipated or being directed.

Map of Major Transit Growth Corridors and Major Transit Network:



(source: draft Metro 2050 Map 5)

Note: New Westminister FTDA's are not shown on the draft Map 4 or Map 5 due to a mapping error that Metro Vancouver staff confirmed will be addressed in the final plan.

- *Trade-Oriented Lands:* This new overlay option could be applied by municipalities through their Regional Context Statement updates to industrial lands that are required to support goods movement in, out and through the Metro Vancouver region, and that keep British Columbia and Canada connected to the global supply chain. The intent of this overlay is to limit fragmentation and better protect these regionally significant lands. Industrial lands in New Westminister provide important employment opportunities and support a diversified economy, but sites are fairly small and the City does not contain major freight forwarding centres or terminal facilities. Whether to apply the trade-oriented lands overlay on any parcels in New Westminister will be explored further when the City updates its Regional Context Statement following the adoption of the updated regional plan.
- *Natural Resource Areas:* This new overlay has been applied where there are existing provincially-approved natural resource uses on Conservation and Recreation lands, such as landfills, quarries, and active forest tenure managed licenses (does not apply in New Westminister).
- *Special Employment Areas:* The Special Employment Areas overlay was removed from the updated draft, as it was determined that there was no need for this overlay that had limited corresponding policy. Whether or how to amend land

use policies applying to the areas around Royal Columbian Hospital will be considered through the Regional Context Statement update process.

New Regional Targets

Metro 2050 also includes new regional targets. The table below outlines these targets, current regional levels, and current City levels or targets.

Regional Target	Regional Context	New Westminister Target and Context
50% of the region's land base protected for nature as conservation or wildlife management areas, municipal or regional parks	40% is protected now	The OCP notes that the city contains 177 ha of parkland, and this converts to approximately 11% of the land area of the city. The City does not currently have an overarching target for protection of land for nature.
40% tree canopy cover within the Urban Containment Boundary	32% coverage exists across the region now	The City's Urban Forest Management Strategy includes a target of 27% canopy coverage. Existing canopy coverage was estimated to be 18% in 2014.
15% of new and redeveloped housing in urban centres and frequent transit development areas as affordable rental housing	No regional estimate provided	The City's inclusionary housing policy calls for 20% of units or floor area as built affordable rental units when applications request OCP amendments and/or exceed the Density Bonus Policy, and either 5% non-market or 10% below-market rental units for applications within OCP / Density Bonus Limits. The City also proactively pursues purpose-built affordable housing projects where there are opportunities to support the business and non-profit communities and/or senior levels of government, and is committed to furthering this work through more investment and continued improvements to policy and process.

When the City updates its Regional Context Statement, consideration will need to be given to how the City's policies and targets on these issues contribute to and advance the regional goals.

Updated Growth Projections

The updated plan includes new and higher population, dwelling and employment projections to 2040, and extends these projections out to 2050. The City is estimated to have slightly exceeded growth projections to 2020. The revised projections for New Westminster are very similar to the year 2040, and project continued growth to 2050 (with a projected population of 110,320).

The municipal projections sum to the regional projections, but are no longer explicitly included in the plan. Instead, the regional numbers are broken only into sub-regions, recognizing that there is a margin of error with these projections and they are most useful at the smaller scale.

Through the Regional Context Statement update process, the City will consider how the portion of employment, housing and population growth that is anticipated to be located within Urban Centres and FTDA's. It is anticipated that municipal growth continues to be focused within these geographies, which include the City's Downtown and station areas that are accommodating significant development.

Attachment 3
Draft Written Comments

Attachment #3: Draft Written Comments

November __, 2021

Chair Sav Dhaliwal
Metro Vancouver Regional District
Metrotower III, 4515 Central Boulevard
Burnaby, BC, V5H 0C6

Dear Chair Dhaliwal and the Metro Vancouver Regional District Board,

The City of New Westminster Council received the referral of the draft update to the Regional Growth Strategy (RGS), Metro 2050, on July 22, 2021.

The City strongly supports the directions taken in this updated strategy to bring the key issues of our region into sharper focus and provide coordinated policy responses. Climate and resiliency, reconciliation, equity, and housing affordability are all issues that member jurisdictions are grappling with as key determinants of livability, health and wellbeing today and into the future. Integrating these issues more deeply into the regional plan, and including regional targets that are measurable, will help ensure we collectively move in the right direction.

We appreciate that following the adoption of an updated RGS, Metro Vancouver's regional planning function will continue to undertake research into how we can make further progress in achieving collective regional goals. The reflection, action and relationship-building that is needed to advance climate, reconciliation and equity extend beyond plan adoption.

New Westminster supports the added attention the updated plan gives to housing affordability and diversity, and is supportive of the concept of a region-wide aspirational target for affordable rental housing. The City encourages Metro Vancouver to consider refining the regional affordable housing target to better address and support the development of affordable housing in a wide range of contexts, including, for example, in shoulder areas and neighbourhoods with access to transit, services and amenities. The City also supports more focus on finding ways to better achieve affordable housing goals, such as building regional services to support implementation of inclusionary housing policies, build community acceptance of affordable housing proposals, and provide continued regional analysis and innovation around funding transit-oriented affordable housing.

The City supports the draft updated RGS's support for transit-oriented development and for the creation of complete communities. The calls to focus growth in close proximity to frequent transit are consistent with New Westminster's Official Community Plan. The introduction of TransLink's new Major Transit Network into the RGS is a positive step towards integrating transit and land use planning, and these provide a useful growth

organizing framework. The City supports regional targets for accommodating growth, as well as for focusing growth in transit-oriented locations. However, local land use and transportation network context also inform policy decisions around where to specifically focus growth. Introducing a growth corridor concept, and mapping these corridors, risks signaling support for transit-oriented development to land speculators and the development community, whereas local and regional policies and plans may not support significant densification of these areas. To help address this risk, the City would support removing the map of Major Transit Growth Corridors from the regional plan, and retaining higher level guidance on focusing growth near the Major Transit Network.

Alongside focusing growth in centres and transit-oriented areas, walking and cycling infrastructure improvements are needed to ensure that getting to transit is as easy, safe, convenient and comfortable as possible. New Westminster has the benefit of being served by several rapid transit stations, and our particular challenge is ensuring that all community members have access to this mode of transportation. The City supports including actions around improving “first and last mile” connections in the regional plan.

The City also encourages Metro Vancouver to ensure the actions proposed for member jurisdictions, especially when it comes to supporting sustainable transportation, are as clear and actionable as possible. There are multiple jurisdictions that influence the way we move, and we wish to ensure that the City and region are set up for success by having clear policy that we are able to implement and advance.

New Westminster remains committed to the productive collaboration that happens at regional tables, and is supportive of advancing the strong regional planning framework that the updated RGS provides. Together we can hold each other accountable and build a region that is as resilient, equitable and livable as possible going forward.

Regards,

Mayor Jonathan Coté

cc. New Westminster City Council
Lisa Spitale, Chief Administrative Officer
Emilie K. Adin, Director of Climate Action, Planning and Development

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council in Regular Meeting **Date:** November 1, 2021

From: Emilie K. Adin, Director, Climate Action, Planning and Development **File:** TUP00027

Item #: 2021-492

Subject: Temporary Use Permit: 502 Columbia Street (Former Army and Navy Department Store) – For Emergency Shelter

RECOMMENDATION

***THAT** Council provide notice that it will consider issuance of a Temporary Use Permit (TUP00027) for an Emergency Shelter at 502 Columbia Street as outlined in this report.*

***THAT** Council approve a grant-in-lieu to the applicant in the amount of \$1,542.50 for the purposes of waiving the fee for the Temporary Use Permit.*

PURPOSE

For Council to consider a Temporary Use Permit for an emergency shelter on the lower floor of the former Army and Navy Department Store, located at 502 Columbia Street.

EXECUTIVE SUMMARY

The Lower Mainland Purpose Society has applied for a Temporary Use Permit (TUP) to operate an emergency shelter on the lower floor of the former Army and Navy Department Store, located at 502 Columbia Street.

The emergency shelter could comprise an Extreme Weather Response Program (EWRP) shelter, which would be operational from November 1 to March 31 and activated during extreme weather events, or an Emergency Response Centre shelter, which would operate 24/7 for up to 18 months or until new supportive housing is in place. The shelter would provide up to 50 mats or beds; serve adults, could offer support services, and would be accessible off of Front Street.

The Official Community Plan designates the land as Columbia Street Historic Mixed Use, and the property is zoned C-8 (Columbia Street Historic Comprehensive Development Districts). An emergency shelter is not permitted under the current zoning. As such, a TUP would be required, which would allow the emergency shelter to operate for three years, with an option to renew for an additional three years subject to Council consideration.

BACKGROUND

Homelessness Situation in New Westminster

Based on the 2020 Homeless Count, 52 unsheltered and 71 sheltered homeless people were enumerated in New Westminster, for a total of 123 homeless people. The count report authors note: “The count includes persons if they are found during the count period and complete a survey, which is believed to be a small proportion of the total population experiencing unsheltered homelessness.”

In September 2021, City staff reached out to service providers with a mandate to address homelessness in order to provide an update as to the estimated number of unsheltered homeless people in New Westminster. Based on the responses received, it was estimated that the unsheltered homeless population is now measured in the hundreds, and likely three to four times the pre-pandemic number. It was also reported that this population is more challenging to serve as a result of the pandemic.

Extreme Weather Response Program Shelter

The Extreme Weather Response Program (EWRP) is funded by BC Housing, operates between November 1 and March 31, and is intended to reduce the risk of illness, injury and death among unsheltered homeless people during extreme weather events. In New Westminster, the EWRP shelter was housed on the lower floor of the Cliff Block, located at 606 Clarkson Street. Prior to the pandemic, this shelter accommodated 30 men and women, and during the pandemic, it accommodated 16 men due to physical distancing requirements. The Cliff Block is currently in the process of being renovated to house a multidisciplinary health clinic for the unsheltered which will displace the shelter, thus necessitating a new location.

Emergency Response Centre Shelter

In response to the pandemic, BC Housing, based on a license agreement with School District #40, established an Emergency Response Centre (ERC) shelter with up to 40 men and women at the Massey Gymnasium. The ERC shelter was operated and staffed 24/7, provided a range of support services, and incorporated physical distancing requirements. Unfortunately, the shelter only operated from May 11 to July 13, 2020, at which time School District #40 did not renew the license agreement for a number of reasons, including the resumption of in-person learning in September 2020. BC Housing and City explored other locations but a replacement shelter was not realized.

Current Crisis Situation

Prior to the pandemic, there were 52 emergency shelter beds and 30 Extreme Weather Response Program (EWRP) shelter mats in New Westminster, with an unsheltered homeless population enumerated at a little over 50 persons. Of significance, it was almost impossible to make a placement for one of these beds, with all shelters reporting high numbers of turn-aways. As cited, 40 Emergency Response Centre (ERC) shelter beds were operationalized for a short period between May 11 and July 13, 2020.

Currently, there are 52 emergency shelter beds, no EWRP shelter mats, and no ERC shelter beds in New Westminster. The unsheltered homeless population is estimated in the hundreds, and three to four times the pre-pandemic number. Winter is fast approaching, and a fourth wave of the pandemic is threatening to be the worst yet.

A 52-unit modular supportive housing development is proposed for 60 to 68 Sixth Street; however, this development, if approved by Council, is about 18 months away. The ERC shelter, if funded by BC Housing, would operate until this new supportive housing is in place.

SITE CONTEX AND REGULATORY FRAMEWORK

Site Characteristics and Context

The site is approximately 3,411 square metres (36,715 square feet), and is surrounded by other commercial and high rise residential buildings. To the south is the Front Street Parkade and the Railway.

The building is 7,393 square metres (79,576 square feet), is leased by the Lower Mainland Purpose Society, and houses Purpose Independent Secondary School on the third and fourth floors, which is accessed off of Columbia Street. The emergency shelter is proposed to be housed on the lower floor, which is about one-quarter of the total floor space, and is accessed off of Front Street.

Proximity to Public Transit

The location is across the street from Columbia Street SkyTrain Station, thereby providing for access to rapid transit, frequent transit, and a number of other bus routes, as well as providing for strong regional connections.

Transit Facility	Frequency	Distance
SkyTrain Station	SkyTrain: 2-3 minutes (peak hours) Buses: Approximately 15 minutes	30 metres (90 feet) to Columbia Street station



Figure 1: Site Context Map and Street View

Land Use Designation and Zone

The Official Community Plan designates the land as Columbia Street Historic Mixed Use, which allows for mixed-use (commercial and/or residential) along Columbia Street, with retail, office, service, restaurant, entertainment, arts and culture, and recreation at street level. The retention of heritage buildings is expected. The property is zoned C-8 (Columbia Street Historic Comprehensive Development Districts).

The proposed use is not permitted in the property’s C-8 (Columbia Street Historic Comprehensive Development Districts) zoning district, so it would require a Temporary Use Permit. Further details on Land Use Policies and Temporary Use Permits are included in Attachment 1.

PROPOSAL

The proposed emergency shelter, located at 502 Columbia Street, could comprise an Extreme Weather Response Program (EWRP) shelter, which would be operational from November 1 to March 31 and activated during extreme weather events, or an Emergency Response Centre shelter, which would operate 24/7 for up to 18 months or until new supportive housing is in place. The shelter would provide up to 50 mats or beds; serve adults, could offer support services, and be accessible off of Front Street.

There would be no changes to the exterior of the building façade on Columbia Street, as the majority of the changes would occur on the lower floor of the interior of the building. These changes would necessitate a Building Permit review but would not trigger a design review. If the preferred option is an Emergency Response Centre (ERC) shelter, then there could be a need for enhanced physical accessibility, possibly in the form of ramping, off of Front Street.

The applicant requests that the term of the Temporary Use Permit (TUP) be for a period of three years, which is the maximum time period for a TUP. The applicant would have to discontinue the proposed emergency shelter use after three years or apply for a TUP

extension which would be subject to Council consideration. If a TUP were not to be approved by Council, the applicant would be required to apply to rezone the property or find another location that permits the proposed emergency shelter use.

DISCUSSION

The application has been evaluated using the evaluation criteria for Temporary Use Permits (TUPs), per Section 190.46 of the Zoning Bylaw. The full evaluation is available in Attachment 2. The application would provide a community benefit in regard to providing emergency shelter and support services for unsheltered homeless people, would be temporary in nature, and would generally be compatible with the surrounding properties and the mix of uses expected in an urban Downtown. The applicant has indicated that they would have the proper measures in place to address potential community concerns around management, staffing and security. The TUP would include conditions relating to maintenance and operation requirements as listed in Attachment 3.

CONSULTATION

Given the current crisis situation (see Background), the potential loss of life, and the temporary nature of the proposed use, City staff are not recommending that a public information session be held.

In alignment with the development review process, no Opportunity to be Heard will be held. The City will notify the properties within 100 metres of the proposal that feedback on the application can be provided to the City by e-mail or mail. The feedback would be provided to Council prior to consideration of a motion to issue the Temporary Use Permit.

FINANCIAL IMPLICATIONS

The applicant has requested that the fee be waived for the Temporary Use Permit application given that the emergency shelter is meeting an identified and urgent community need. In the past, the City has waived this fee for non-profit organizations addressing an identified and urgent community need. Should Council wish to waive the application fee for this project, staff would recommend a grant-in-lieu, which would be covered by the Affordable Housing Fund in the amount of \$1,542.50.

APPLICATION REVIEW PROCESS AND NEXT STEPS

Given the significant increase in homelessness, staff are proposing to expedite the development approvals process. This would mean allocating additional staff resources to the application to ensure that it can be made a priority and be processed as efficiently as possible while allowing for some opportunities for community engagement.

The anticipated steps in this application's review process are:

1. Report to Council requesting that Council provide notice that it will consider issuance of a Temporary Use Permit (TUP). **(we are here)**
2. Notices sent out by City Clerks Department, followed by Council consideration of the TUP.

OPTIONS

There are three options for Council's consideration:

1. That Council provide notice that it will consider issuance of a Temporary Use Permit (TUP00027) to allow an emergency shelter at 502 Columbia Street as outlined in this report;
2. That Council approve a grant-in-lieu to the applicant in the amount of \$1,542.50 for the purposes of waiving the fee for the Temporary Use Permit;
3. That Council provide staff with other direction.

Staff recommends options 1 and 2.

ATTACHMENTS

Attachment 1 – Land Use Policy and Temporary Use Permits
Attachment 2 – Evaluation Criteria for Temporary Use Permits

This report was prepared by:
John Stark, Supervisor of Community Planning

This report was reviewed by:
Jackie Teed, Senior Manager, Climate Action, Planning and Development

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

Attachment 1

Land Use Policy and Temporary Use Permits

ATTACHMENT 1 – LAND USE POLICIES AND TEMPORARY USE PERMITS

Official Community Plan

The Official Community Plan designates the land as Columbia Street Historic Mixed Use which allows for mixed-use (commercial and/or residential) along Columbia Street, with retail, office, service, restaurant, entertainment, arts and culture, recreation at street level. The retention of heritage buildings is expected. Neighbouring properties have the same land use designation. The proposed use is consistent with the Community Plan, and no Official Community Plan amendment would be required.

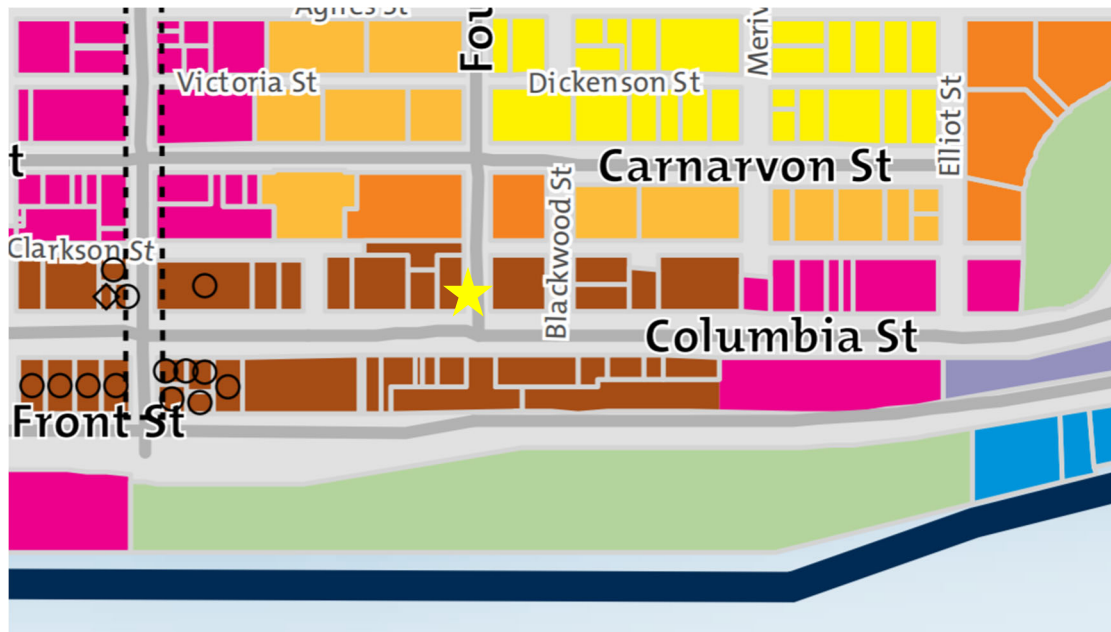


Figure 1 - Excerpt from Official Community Plan Land Use Map

Zoning Designation

The site is zoned C-8 (Commercial). The proposed emergency shelter is not permitted in this zoning district. Therefore, a Temporary Use Permit (TUP) would be required.

Temporary Use Permits

The Local Government Act authorizes municipalities to issue TUPs, which allow uses that would not normally be permitted to operate on a temporary basis. The permits can be issued for a maximum of three years. After that time, they may be extended once by application for an additional three years. Council may attach conditions to the issuance of the permit to ensure mitigation of the impacts of the temporary use on existing businesses and properties. Section 190.46 of the Zoning Bylaw sets out evaluation criteria for TUPs, which is included in Attachment 2.

Attachment 2
*Evaluation Criteria for Temporary Use
Permits*

ATTACHMENT 2 – EVALUATION CRITERIA FOR TEMPORARY USE PERMITS

Section 190.46 of the Zoning Bylaw sets out the following evaluation criteria for Temporary Use Permits (TUPs):

- a) *Whether the proposed use is consistent with the Official Community Plan designation for the land;*

The Official Community Plan designates the land as Columbia Street Historic Mixed Use which allows for mixed-use (commercial and/or residential) along Columbia Street, with retail, office, service, restaurant, entertainment, arts and culture, recreation at street level. The retention of heritage buildings or adaptive reuse of existing buildings is expected. The proposed residential use is consistent with the Downtown Community Plan, and no Official Community Plan amendment would be required. The impact of the proposed emergency shelter use would be consistent with the mix of uses expected in an urban Downtown

- b) *Whether the proposed use is consistent with any neighbourhood plan applying to the land;*

N/A

- c) *Whether the proposed use is consistent with relevant policies adopted by the Council;*

The proposed emergency shelter use is consistent with Council Strategic Priorities and City policies related to homelessness. The City is preparing a new Homelessness Action Strategy to respond to the increase in unsheltered homelessness. The City has also developed Downtown Livability Initiatives, with the addition of new emergency shelter capacity being identified a key initiative until new supportive housing is in place, which is at least 18 months away.

- d) *In the case of any proposed use that is not consistent with any such plan or Council policy, the nature and extent of any community benefit from the use;*

N/A

- e) *Whether the proposed use is of a temporary nature or whether it would be more appropriate for the City to consider permitting the use by rezoning;*

The proposed use is of a temporary nature in terms of providing emergency shelter to unsheltered homeless people. If the applicant would like to extend the TUP beyond three years, they would need to apply for a TUP extension which would be subject to Council consideration. If a TUP were not to be approved by Council, the applicant would be required to apply to rezone the property or find another location that permits the proposed emergency shelter use.

- f) *The suitability and compatibility of the proposed use with the surrounding area, including its operation, function, appearance and intensity of use;*

Operation, Function, and Intensity of Use:

The function of the proposed emergency shelter is to temporarily accommodate up to 50 unsheltered homeless people. These would include persons that would be adversely impacted by extreme weather events or that would be most at-risk during the COVID-19 pandemic, and would not be able to practice physical distancing otherwise.

Appearance: The majority of the changes are carried out in the interior of the building. The parking access would also be located at the current location. The appearance of the site would be similar to the existing appearance.

- g) *The impact of the proposed use on the operation of adjacent uses, including future land uses permitted by the zoning bylaw and designated by the Official Community Plan.*

The site's adjacent properties consist of commercial buildings and high rise residential uses. The impact of the proposed use would be consistent with the mix of uses expected in an urban Downtown and would have limited impact on the operation of current land uses.

Regarding other uses in the building, Purpose Independent Secondary School occupies the third and fourth floors of the building and is accessed off of Columbia Street. The proposed emergency shelter would be located on the lower floor of the building and accessed off of Front Street. There would be no interior connection between the uses, and there is limited access and a steep gradient between Columbia and Front Streets.

Attachment 3

Terms and Conditions

ATTACHMENT 3 – TERMS AND CONDITIONSS

The following conditions apply to the Temporary Use:

1. The permittee must cease all operation of the Temporary Use before the expiry of this Temporary Use Permit, unless the Temporary Use Permit has been renewed after consideration by Council, or the zoning applicable to the Site has been amended to allow the land use herein permitted;
2. The permittee shall operate as an Emergency Shelter only on the lower floor and accessed off of Front Street;
3. The Emergency Shelter shall not provide accommodation to more than fifty (50) persons at any given time;
4. The Emergency Shelter shall be permitted to operate 24 hours a day;
5. The permittee must apply for all required permits to complete any necessary renovations. This TUP is not a Building Permit.

REPORT

Finance

To: Mayor Cote and Members of Council **Date:** November 1, 2021

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

Item #: 2021-488

Subject: User Fees and Rates Review for 2022, Amendment Bylaws for Three Readings

RECOMMENDATION

THAT the following Amendment Bylaws be given three readings:

1. Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021
2. Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021
3. Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021
4. Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021
5. Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021

PURPOSE

The purpose of this report is to update the bylaws associated with the user fees and rates as approved in principle by Council on October 18, 2021.

BACKGROUND

As directed by Council, departments are required to review their user fees and rates on an annual basis. The Finance Department compiled the departmental requests and prepared a report summarizing the changes on October 18, 2021. At that time, Council approved in principle the changes and directed staff to prepare the related amendment bylaws.

CONCLUSION

City staff have reviewed, and recommended changes to the user fees and rates for their respective departments for the upcoming year. Council has approved the changes in principle.

The attached Amendment Bylaws have been submitted for Council's consideration.

OPTIONS

The following options are presented for Council's consideration:

- 1) That Council approve the attached Amendment Bylaws by giving them three readings
- 2) That Council provide other direction.

Staff recommends option 1.

ATTACHMENTS

Attachment #1 - Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021

Attachment #2 - Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021

Attachment #3 - Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021

Attachment #4 - Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021

Attachment #5 - Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021

This report was approved by:

Harji Varn
CFO/Director of Finance

Lisa Spitale
Chief Administrative Officer

Attachment #1

*Climate Action, Planning and Development
2022 Fees and Rates Amendment Bylaw No.
8293, 2021*

CORPORATION OF THE CITY OF NEW WESTMINSTER

**CLIMATE ACTION, PLANNING & DEVELOPMENT FEES AND RATES AMENDMENT
BYLAW NO. 8293. 2021**

ADOPTED _____

A Bylaw to Amend Development Services Fees and Rates Bylaw No. 7683, 2014

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

1. "Development Services Fees and Rates Bylaw No. 7683, 2014" is renamed "Climate Action, Planning & Development Fees and Rates Bylaw no. 7683, 2014.
2. This Bylaw may be cited for all purposes as "Climate Action, Planning & Development 2022 Fees and Rates Amendment Bylaw No. 8293, 2021."
3. Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:

a. Add below wording as section 5.6.

5.6 A Transportation Review Fee is required as outlined in Appendix 3 and Schedule C – 2022 Planning Fees, except:

- I. where concurrent applications for rezoning, heritage revitalization agreements and development permits are received at the same time and for the same lands, only one Transportation Review Fee, the greater amount of all applicable Transportation Review Fees, will be collected by the City.
- II. where an application is deemed to be non-complex and has limited impacts to the surrounding transportation network, the Transportation Review Fee may be waived."

b. Add below wording as section 5.7.

5.7 Where concurrent applications for heritage revitalization agreements and heritage alteration permits are received at the same time and for the same lands, only the heritage revitalization agreement fee will be collected by the City.

c. Schedule "A" (Building Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "A" attached in Appendix 1 to this amending bylaw.

d. Schedule "B" (Business Licence Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "B" attached in Appendix 2 to this amending bylaw.

e. Schedule "C" (Planning Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "C" attached in Appendix 3 to this amending bylaw.

f. Schedule "D" (Plumbing Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "D" attached in Appendix 4 to this amending bylaw.

g. Schedule "F" (Integrated Services Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "F" attached in Appendix 6 to this amending bylaw.

4. This Bylaw shall come into effect January 1st, 2022.

READ A FIRST TIME this ____ day of _____, 2021.

READ A SECOND TIME this ____ day of _____, 2021.

READ A THIRD TIME this ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

CORPORATION OF THE CITY OF NEW WESTMINSTER

Climate Action, Planning & Development Fees and Rates Bylaw

Appendix 1

2022 Building Permit Fees

Bylaw No. 8293, 2021

Schedule 'A'
Bylaw No. 8293, 2021
2022 Building Permit Fees

1.0 GENERAL

1.1 ALTERNATE SOLUTION FEES

- (a) up to two items included in one report \$533.00 (plus GST)
- (b) each subsequent item in same report \$236.00 (plus GST)
- (c) for an amendment to an original report after acceptance or rejection of the report \$151.45 (plus GST)

1.2 CHANGE OF ADDRESS - A fee of \$640.00 shall be paid where an address change based on personal preference is requested.

1.3 COMFORT LETTERS - For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of \$321.00 shall be payable. For the preparations of a response from any individual department only a fee of \$151.45 shall be payable.

1.4 CONDITIONAL OCCUPANCY CERTIFICATES

- (a) Residential \$102.50 per dwelling unit (maximum \$7500) per 30 days
- (b) Other \$564.00 per 30 days

1.5 DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable may be doubled, to maximum fee of \$10,000.

1.6 Reserved

1.7 EXTENSION OF PERMIT - Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of \$151.45.

1.8 OCCUPANT LOAD – A fee of \$151.45 shall be paid to review floor plans for the purposes of establishing the maximum occupant load for a business.

1.9 **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 **RE-INSPECTION FEES**

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

○	Third inspection	\$151.45
○	Fourth inspection	\$298.00
○	Fifth inspection	\$446.00
○	Each subsequent inspection	\$595.00

(b) Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at \$151.45 (plus GST).

1.11 **REVISIONS TO PERMITS**

REVISION PRIOR TO PERMIT ISSUANCE - A fee, based upon the City hourly rate for staff time (min. 1 hour), may be charged on an application:

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

REVISION TO ISSUED BUILDING PERMIT - A fee, based upon the City hourly rate for staff time with a \$151.45 minimum, shall be paid.

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

1.12.1	NEW SIGN (or existing unpermitted signs)	\$512.50
1.12.2	FACE CHANGE (for existing permitted signs)	\$150.70

1.13 **SOLAR HOT WATER READY EXEMPTION** A non-refundable fee of \$533.00 (plus GST) shall be paid.

- 1.14 **SPECIAL INSPECTIONS** – for inspection of work linked or not linked to an issued permit.
- (a) Special inspection during normal working hours: A fee, based on the City hourly rate for staff time (min. 1 hour), shall be paid;
 - (b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - o First 2 hours – a fee, based on 1-1/2 times the City hourly rate for staff time
 - o Each additional hour – a fee, based on double the City hourly rate for staff time
 - ii. Weekends – a fee, based on double the City hourly rate for staff time (min. 4 hours) plus a ½ hour meal break

1.15 **TRANSFER OF PERMIT:**

- (a) **CHANGE OF OWNER** - In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of \$151.45 each. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
- (b) **CHANGE/REMOVAL OF CONTRACTOR** – In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of \$151.45. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT FEES

2.1 Every person shall pay the following fees (minimum fee \$151.45 for the issuance of a building permit:

- (a) \$16.30 for each \$1,000.00 of construction value or fraction thereof up to and including \$50,000.00
- (b) \$13.90 from each \$1,000.00 of construction value or fraction thereof between \$50,001.00 and \$150,000.00
- (c) \$12.30 for each additional \$1,000.00 of construction value or fraction thereof in excess of \$150,000.00

2.2 **PLAN PROCESSING FEE:** - A plan processing fee shall be paid for all applications in the amount of 50% of the calculated permit fee, with a minimum fee of \$151.45 and a maximum fee of \$15,000.00. The plan processing fee is non-refundable and shall be credited against the building permit fee when the building permit is issued.

3.0 DOCUMENT FEES

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent Construction Records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to \$12.05 minimum and \$300 maximum.

3.2 **BUILDING RECORDS SEARCH**

- (a) Document Request Fee \$22.05 (plus GST) per document

- (b) Drawing Request Fee
 - Administration Fee \$51.25 (plus GST)

 - All copies \$1.55 per page (plus GST)
(paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)

 - Large format printing (paper sizes greater than 11x17) At City’s cost to third-party vendor plus an administrative fee of 10% of the printing cost or \$51.25(plus GST), whichever is greater.

4.0 DEMOLITION PERMITS

4.1 Where an accessory building such as a garage or shed is to be demolished, the permit fee for such work shall be \$151.45. The fee payable for all other structures shall be a minimum of \$1296.00 plus an hourly charge for demolitions exceeding 5000 sq.ft of building area.

4.2 WASTE DISPOSAL AND RECYCLING SERVICES FEES

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

Waste Disposal and Recycling Services Fee	\$277.00 non-refundable portion, plus \$5000.00 per building to be demolished, deconstructed, or disassembled (<i>refundable portion</i>)
Fee Incentive	<ul style="list-style-type: none"> • 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or • \$0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or • in all other cases, the following as calculated using the level of compliance stated on the accepted Compliance Report, multiplied by the refundable portion of Waste Disposal and Recycling Services Fee: (Level of compliance ÷ 70) x Refundable Portion of Fee = Fee Incentive

4.3 DELAYED DEMOLITION –

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

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

Appendix 2
2022 Business Licence Fees
Bylaw No. 8293, 2021

Schedule “B”
2022 Business Licence Fees
Bylaw No. 8293, 2021

SECTION I

ANNUAL LICENSING FEES SET BY BUSINESS TYPE

	BUSINESS TYPE	DESCRIPTION	FEE
01	Adult Entertainment Venue Non-Liquor Licence	From any person carrying on the business of an adult entertainment venue which does not have a valid liquor licence	\$2,935.45
02	Auctioneer	From any person selling property by auction (not being a Crown Officer selling crown property by auction, or a Sheriff’s Officer or Bailiff selling lands, goods or chattels, under a judgment or a satisfaction of rent or taxes)	\$326.50
03	Automobile Leasing/Renting	From any person carrying on the business of leasing or renting motor vehicles ➤ one to five vehicles ➤ over five vehicles	\$326.50 \$655.02
04	Automobile Service Station	From any person carrying on the business of an automobile service station for each nozzle	\$100.35
05	Barber, Hairdresser or Esthetician	From any person carrying on the business of a barber shop, hairdresser or esthetician ➤ for the first person ➤ for each additional person	\$156.21 \$23.76
06	Bed & Breakfast Accommodation	From any person carrying on the business of a temporary sleeping accommodation with the provision of a daily breakfast.	\$192.47
07	Book or Magazine Agent	From any person who sells or disposes of books, periodicals or other written matter	\$164.32

	BUSINESS TYPE	DESCRIPTION	FEE
08	Bowling Alley	From any person who carries on the business of a bowling alley ➤ per lane ➤ minimum	\$44.15 \$192.14
09	Care Facility - Group Child Care - Adult	From any person carrying on the business of group child care or adult care facility	\$0.00 \$0.00
10	Carnival or Circus	From the proprietor or manager of any carnival or circus ➤ one day	\$164.32
11	Christmas Tree Vendor	From any person who carries on the business of a Christmas tree vendor ➤ 2 months	\$78.39
12	Commission Merchant	From any person carrying on the business of a commission merchant	\$134.25
13	Contractor	From any person carrying on the business of a contractor ➤ one to two employees ➤ each additional employee	\$164.32 \$19.82
14	Curling Rink	From any person carrying on the business of curling rink ➤ per sheet of ice ➤ minimum	\$62.51 \$192.47
15	Dating Services	From any person carrying on the business of providing information to persons desirous of meeting other persons for the purpose of social outings	\$192.47
16	Direct Seller	From every person carrying on the business of a direct seller	\$164.32

	BUSINESS TYPE	DESCRIPTION	FEE
17	Hall - Rental	From every person engaged in the business of operating a rental hall <ul style="list-style-type: none"> ➤ one year ➤ one month ➤ one day 	\$778.80 \$468.19 \$235.16
18	Inter-Municipal Business Licence (IMBL)	From eligible trades contractor or other professional pursuant to Bylaw No. 7610	\$250.00
19	Laundromat	From any person carrying on the business of a laundromat by the operation of coin-operated automatic washing and drying machines whether or not any person or persons is in actual charge of the premise <ul style="list-style-type: none"> ➤ one machine ➤ each additional machine 	\$134.25 \$18.58
20	Liquor Licence “1” (Liquor Primary)	“Liquor Primary” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Liquor Primary” licensed establishment	\$2,935.45
21	Liquor Licence “2” (Food Primary)	“Food Primary” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Food Primary” licensed establishment	\$367.04
22	Liquor Licence “3” (Food Primary with Patron Participation)	“Food Primary With Patron Participation” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Food Primary” licensed establishment with patron participation entertainment	\$1,467.39
23	Liquor Licence (Retail Store)	“Licencee Retail Store” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Licencee Retail Store” licensed establishment	\$2,935.45

	BUSINESS TYPE	DESCRIPTION	FEE
24	Liquor Licence (Private Club)	“Liquor Primary - Private Club” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Liquor Primary - Private Club” licensed establishment	\$0.00
25	Mobile Food Vending (Food Truck)	From any person operating a Food Truck pursuant to Bylaw No. 7850 <ul style="list-style-type: none"> ➤ Single Event Licence ➤ Annual Licence: 1-3 employees ➤ Annual Licence: 4+ employees 	\$53.32 \$192.47 \$279.87
26	Parking Lot	from every person carrying on the business of a private parking lot	\$233.92
27	Peddler	from every person who goes from place to place or house to house selling or taking orders for selling, or offering for sale or vending on any street, lane, or public place within the City, whether such person is acting on that person’s own behalf or as an employee of another	\$489.80
28	Pool Rooms and Billiard Halls	from any person keeping a premise where a billiard table or pool table is used for hire or profit <ul style="list-style-type: none"> ➤ per table ➤ minimum 	\$61.27 \$192.47
29	Relaxation Body Rub	from any person providing relation body-rub services	\$2,935.45
30	Retail Sale of Cannabis	From any person carrying on the business involving the retail sale of cannabis	\$2,935.45
31	Secondhand Dealer	from any person carrying on the business of a secondhand dealer	\$324.70

	BUSINESS TYPE	DESCRIPTION	FEE
32	Shoe Shine Stand	from any person carrying on the business of a shoe shine stand ➤ for each chair on such stand ➤ minimum	\$18.58 \$100.35
33	Social Escort Service	from any person carrying on the business of providing or furnishing male escorts or female partners for social occasions	\$2,935.45
34	Street Entertainer / Busker	from any person carrying on the business of providing entertainment on a street or public place	\$36.04
35	Street Vendor	from any person carrying on the business of selling wares on a street or public place	\$192.47
36	Storage Yard	from any person carrying on the business of storage of goods or equipment	\$192.47
37	Tea Cup Reader	from every person engaged in the occupation of a tea cup reader	\$51.05
38	Theatre	from the proprietor, lessee or manager of any theatre, concert hall, or other place of entertainment, amusement or exhibition ➤ one year ➤ one month ➤ one day provided that where one building contains more than one Theatre a separate licence fee shall be payable in respect of each theatre. Provided further than no such licence shall be required in respect of a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to charitable or religious purposes	\$778.80 \$468.18 \$235.16

SECTION II

EMPLOYEE BASED BUSINESS

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

Number of Employees		FEE
1 – 3	Persons Engaged in the Business	\$192.47
4 - 10	Persons Engaged in the Business	\$279.87
11 - 25	Persons Engaged in the Business	\$530.69
26 - 50	Persons Engaged in the Business	\$1,059.91
51 - 100	Persons Engaged in the Business	\$2,161.15
over 100	Persons Engaged in the Business	\$2,935.45

SECTION III

VENDING MACHINES

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

	Type of Vending Machine	FEE
(a)	For the sale of confectionery, including beverages	\$37.28
(b)	For the sale of tobacco, cigars or cigarettes	\$78.39
(c)	For amusement when operated by coins greater than one cent	\$55.30
(d)	For the sale and/or distribution of newspapers	\$46.86
(e)	For coin operated laundry machines	\$15.66
(f)	Automated Bank Teller Machine at locations other than at a financial institution	\$192.47
(g)	Any other vending machine	\$37.28

SECTION IV

RENTAL ACCOMMODATION FEES

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

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

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

	FEE
Property not Certified by the Crime Free Multi Housing Program	\$17.15 (per room)
Property Certified by the Crime Free Multi Housing Program (if applicable)	\$15.43 (per room)

SECTION V

COMMERCIAL VEHICLE FEES

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

VEHICLE TYPE		FEE
Class "A" – Taxi	For each vehicle: Carbon fuel or Hybrid Zero Emission Accessible	\$150.00 \$30.00 \$0.00
	If also used for displaying materials, the additional fee per vehicle -	\$8.32
Class "B" – Bus	For each vehicle -	\$81.78
Class "C" – Hearse	For each vehicle -	\$27.36
Class "D" – Limousine	For each vehicle -	\$27.36
Class "F" – Driver Testing or Training Vehicle	For each vehicle -	\$34.20
Class "L" – Handicapped Persons Transportation Vehicle	For each vehicle -	\$216.47
Class "P" – Pedicab	For each vehicle -	\$34.20

SECTION VI

BUSINESS LICENCE APPLICATION FEES

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

BUSINESS TYPE	FEE
Business Licence Application (excluding Liquor Primary and Cannabis related) (initial application only)	\$53.32
Mobile Food Vending (Food Truck) Application (applicable to Annual Licence only)	\$53.32
Retail Sale of Cannabis Application	\$5,758.61
Liquor Primary Application	\$5,758.61

Appendix 3
2022 Planning Fees
Bylaw No. 8293, 2021

Schedule 'C'
Bylaw No. 8293, 2021
2022 Planning Fees

Application Type	Required Fee
Pre Application Review	<ul style="list-style-type: none"> • The greater of: <ul style="list-style-type: none"> - \$1,127.50; - \$35.77 per 1,000 sq.ft., or portion thereof, of improved site area; or - \$142.94 per housing unit. • Up to a maximum of \$5,125.00
Official Community Plan Basic Service for Map Designation	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$3,058.24) plus \$17.72 per 1,000 sq. ft. of improved site area over 20,500 sq. ft.
Official Community Plan Basic Service for Text Amendment	<ul style="list-style-type: none"> • \$1,026.78
Official Community Plan Application Time Extension	<ul style="list-style-type: none"> • 50% of application fee
Rezoning Basic Services for Single Detached and Duplex Dwelling Districts and Text Amendments	<ul style="list-style-type: none"> • \$1,970.72

Application Type	Required Fee
<p>Rezoning</p> <p>Basic service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$145.80 per housing unit for the first 250 units, - \$47.52 per housing unit for the next 200 units, - \$24.30 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p>Rezoning</p> <p>Basic Service for Creation of New Zoning District, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,263.35
<p>Rezoning</p> <p>Basic Service for Creation of New Zoning District that includes supportive housing and child care.</p>	<ul style="list-style-type: none"> • \$1,137.24
<p>Comprehensive Development Review</p> <p>An additional review fee which applies to all Zoning Bylaw and/or Official Community Plan Amendments for multiple-phase projects, master planning projects, study area projects, comprehensive development projects and/or other sites over 6,000 square metres (64,583 sq. ft.)</p>	<ul style="list-style-type: none"> • \$79,980.75 for the first 10,000 square meters (107,639 sq. ft.) of site area or portion thereof; and \$373.24 per additional 100 square metres (1,076 sq. ft.) of site area to a maximum of \$426,564.00
<p>Heritage Revitalization Agreement</p> <p>Basic Service for Single Detached, Duplex Dwelling Districts and Child Care Uses</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,026.78)

Application Type	Required Fee
<p><i>Heritage Revitalization Agreement¹</i></p> <p>Basic Service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$145.80 per housing unit for the first 250 units, - \$47.52 per housing unit for the next 200 units, - \$24.30 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p><i>Heritage Revitalization Agreement Minor Amendment</i></p> <p>Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Single Detached and Duplex Dwelling Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$292.74)
<p><i>Heritage Revitalization Agreement Minor Amendment</i></p> <p>Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$585.48)
<p><i>Rezoning or Heritage Revitalization Agreement</i></p> <p>Application Time Extension.</p>	<ul style="list-style-type: none"> • 50% of application fee
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for property outside heritage conservation area</p>	<ul style="list-style-type: none"> • No charge

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

Application Type	Required Fee
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for alteration of land, buildings, structures, or protected features within heritage conservation area</p>	<ul style="list-style-type: none"> No charge
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for subdivision of land within heritage conservation area</p>	<ul style="list-style-type: none"> \$112.07
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for demolition of building or structure within heritage conservation area</p>	<ul style="list-style-type: none"> \$1,555.44
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for construction of a new principal dwelling within heritage conservation area</p>	<ul style="list-style-type: none"> \$1011.62
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for construction of a new Laneway or Carriage House within heritage conservation area</p>	<ul style="list-style-type: none"> \$217.57
<p><i>Heritage Designation Bylaw</i></p>	<ul style="list-style-type: none"> No charge
<p><i>Development Variance Permit</i></p> <p>Basic Service for All Districts , unless otherwise noted</p>	<ul style="list-style-type: none"> \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$88.34 per housing unit, whichever is greater (with a minimum fee of \$2,000)
<p><i>Development Variance Permit</i></p> <p>Basic service for a modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016) and Child Care</p>	<ul style="list-style-type: none"> \$20.81 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$42.65 per housing unit, whichever is greater (with a minimum fee of \$693.17)

Application Type	Required Fee
<p><i>Development Variance Permit</i></p> <p>Basic Service for Variances to the Sign Bylaw</p>	<ul style="list-style-type: none"> • \$1,026.78 minimum fee.
<p><i>Development Variance Permit Amendment</i></p> <p>Basic Service for all Districts including Variances to the Sign Bylaw</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$585.48)
<p><i>Development Variance Permit</i></p> <p>Application Time Extension</p>	<ul style="list-style-type: none"> • 50% of application fee
<p><i>Board of Variance Application</i></p> <p>Basic Service for Single Detached Dwelling Districts</p>	<ul style="list-style-type: none"> • \$489.50
<p><i>Board of Variance Application</i></p> <p>Basic Service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$44.23 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$87.33 per housing unit, whichever is greater (with a minimum fee of \$441.67)
<p><i>Temporary Use Permit</i></p> <p>Basic Service , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$55.26 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$110.40 per housing unit, whichever is greater (with a minimum fee of \$1,545.72)
<p><i>Temporary Use Permit</i></p> <p>Basic Service for all Districts involving a non-profit organization</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq.ft., or a portion thereof, of Improved Site Area, or \$72.87 per housing unit, whichever is greater (with a minimum fee of \$1,026.78)
<p><i>Temporary Use Permit Amendment</i></p> <p>Basic Service for All Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$585.48)
<p><i>Temporary Use Permit</i></p> <p>Application Time Extension</p>	<ul style="list-style-type: none"> • 50% of application fee

Application Type	Required Fee
<p>Development Permit</p> <p>Basic Service for all Development Permits , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$160.12 per housing unit for the first 250 units, - \$55.26 per housing unit for the next 200 units, - \$27.60 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,760.12)</p>
<p>Development Permit</p> <p>Basic Service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</p>	<p>\$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$2,760.12)</p>
<p>Development Permit</p> <p>Projects with Less than Six Residential Units , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,000

Application Type	Required Fee
<p><i>Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, unless otherwise noted • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,100)
<p><i>Development Permit Amendment</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,100)

Application Type	Required Fee
<p><i>Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Development Permit Amendment</i></p> <p>Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.</p>	<ul style="list-style-type: none"> • \$292.64

Application Type	Required Fee
<p>Minor Development Permit or</p> <p>Minor Development Permit Amendment</p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • \$292.64
<p>Development Permit – All Types</p> <p>Time extension application</p> <p>Reissuance of an expired permit</p>	<ul style="list-style-type: none"> • 50% of current application fee
<p>Special Development Permit</p> <p>Basic Service for all Special Development Permits, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$160.12 per housing unit for the first 250 units, - \$55.26 per housing unit for the next 200 units, - \$27.60 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p>Special Development Permit</p> <p>Projects with Less than Six Residential Units, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,000

Application Type	Required Fee
<p><i>Special Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Special Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum fee of \$1,100)

Application Type	Required Fee
<p><i>Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Minor Special Development Permit or Minor Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • \$292.64
<p><i>Special Development Permit – All Types</i></p> <p>Time extension application</p> <p>Reissuance of an expired permit</p>	<ul style="list-style-type: none"> • 50% of current application fee

Application Type	Required Fee
<p>Public Consultation Fee</p> <p>For all applications requiring a Public Consultation, including Public Hearings, City-led Consultation and Opportunities to be Heard</p>	<ul style="list-style-type: none"> • \$1,400
<p>Staff Attendance At Applicant Open Houses</p> <p>Projects with Less than Six Residential Units</p>	<ul style="list-style-type: none"> • \$500 for up to two staff members. - \$250 for each additional staff member
<p>Tenant Assistant Plan Review</p> <p>For Rezoning and Heritage Revitalization Agreement applications</p>	<ul style="list-style-type: none"> • \$1,300
<p>Land Title Registration Fee</p> <p>For All Application Requiring Notices or Other Documentation to be Registered with the Land Titles Office</p>	<ul style="list-style-type: none"> • \$35.34
<p>Covenants</p> <p>Preparations of Covenants</p>	<ul style="list-style-type: none"> • \$450
<p>Telecommunication Review</p> <p>Basic service for all applications that require review of telecommunications antennae</p>	<ul style="list-style-type: none"> • \$3,561.81 per application
<p>Additional Notification</p> <p>Basic service for additional public meeting and/or change of date request requiring notification</p>	<ul style="list-style-type: none"> • \$1,893.92
<p>Council Appeal</p> <p>Basic service for Council reconsideration of a Director’s decision</p>	<ul style="list-style-type: none"> • 50% of required current application fee

Application Type	Required Fee
<p><i>Application Change</i></p> <p>Basic service for requested change of owner or authorized agent for any application</p>	<ul style="list-style-type: none"> • \$338.06
<p><i>Site Disclosure Statement Fee Administration</i></p> <p>Basic service for all districts</p>	<ul style="list-style-type: none"> • \$100.00
<p><i>Land Title Document and Administration</i></p> <p>Basic service for document requests</p>	<ul style="list-style-type: none"> • \$21.33
<p><i>Covenant Discharge</i></p> <p>Basic service for discharge requests where there is no current development application</p>	<ul style="list-style-type: none"> • \$373.24 plus legal costs incurred by the City
<p><i>Land Purchase Request</i></p> <p>Basic service for all districts</p>	<ul style="list-style-type: none"> • \$1,970.72 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council
<p><i>Street Naming Fee</i></p> <p>Basic service for processing a request to name a new street created through subdivision, or rename an existing street.</p>	<ul style="list-style-type: none"> • \$2,500
<p><i>Comprehensive Sign Permit Review</i></p> <p>Basic service for sign plans required as part of Development Permit approvals</p>	<ul style="list-style-type: none"> • \$533.21

Application Type	Required Fee
<p><i>Landscape Plan Review</i></p> <p>The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits</p>	<ul style="list-style-type: none"> • Large Projects initial review \$533.21 • Small Projects initial review \$266.60 • Subsequent project reviews \$266.60
<p><i>Landscape Inspection</i></p> <p>The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits</p>	<ul style="list-style-type: none"> • Large Projects initial review \$533.21 • Small Projects initial review \$266.60 • Subsequent project reviews \$266.60
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for all Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,306.88; • \$20.91 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit Fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,306.88; or • \$11.50 per 1,000 sq. ft., or a portion thereof, of improved site area

Application Type	Required Fee
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less unless otherwise noted 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit or Development Permit Amendment</i></p> <p>Basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for amendments to Laneway House and Carriage House Development Permit Amendments</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Minor Development Permit or Minor Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or <p>façade renovation for buildings affected by water penetration</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Special Development Permit</i></p> <p>Basis service for all Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$20.91 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Special Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Special Development Permit or Special Development Permit Amendment</i></p> <p>Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Special Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres unless otherwise noted 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Minor Special Development Permit or Minor Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Temporary Use Permit</i></p> <p>Basic service for all districts except those involving a non-profit organization</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$757.99; • \$27.18 per 1,000 sq. ft. or a portion thereof, of improved site area; or, • \$53.37 per housing unit

Application Type	Required Fee
<p><i>Transportation Review – Temporary Use Permit Amendment</i></p> <p>Basic service for all districts involving a non-profit organization</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$235.24; or, • \$23.00 per 1000 sq. ft., or a portion thereof, of improved site area
<p><i>Transportation Review – Rezoning</i></p> <p>Single Detached and Duplex Dwelling Districts and text amendments</p>	<ul style="list-style-type: none"> • \$967.09 Service Fee
<p><i>Transportation Review – Rezoning</i></p> <p>Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$17.77 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Heritage Revitalization Agreements</i></p> <p>Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments excluding applications exclusively for non-profit organizations or Child care</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$17.77 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Pre Application Review</i></p>	<ul style="list-style-type: none"> • \$156.83

Application Type	Required Deposit
<p>Tree Protection Barrier Sign Deposit</p> <p>Tree Protection and Regulation Bylaw No. 7799, 2016</p>	<ul style="list-style-type: none"> • \$25.00 per sign, refundable upon return of each sign
<p>Water Bag</p> <p>For all issued tree removal/replacement permits</p>	<ul style="list-style-type: none"> • \$25 / per bag* <p>*Optional service being provided to Applicants choosing to purchase a Water Bag directly from City</p>
<p>Development, Special Development, Heritage Alteration Permits or Temporary Use Permit Landscape Deposit</p> <p>All applications other than a Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively for Child care, and/or exclusively for Affordable Housing.</p>	<ul style="list-style-type: none"> • An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.
<p>Development, Special Development Permit Landscape Deposit</p> <p>Secured rental residential unit additions to an existing rental building</p>	<ul style="list-style-type: none"> • \$7,500
<p>Development Permit Landscape Deposit</p> <p>Applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively Child care, and/or exclusively Affordable Housing.</p>	<ul style="list-style-type: none"> • \$7,500 - \$5,000 for each additional unit up to 6 units

Appendix 4
2022 Plumbing Fees
Bylaw No. 8293, 2021

Schedule 'D'
2022 Plumbing Permit Fees

Plumbing Fixture Permit Fee Schedule

1 To 4 Fixtures	\$151.45 (minimum permit fee)
Each additional fixture	\$35.40
Backflow Assembly Test Report	\$24.10 (annual retest)

For the purpose of this section the following shall be considered plumbing fixtures:

Automatic washer	Grease Interceptor	Planter Drain
Bar sink	Hand sink	Pot sink
Bathtub	Hose Bib	Roof Drain
Bed pan washers/grinder	Hot Water Heater	Sanitary B.W.V.
Bidet	Hot Water Storage Tank	Sanitary Lift Station
Condensate Drain	Hub drain	Shower
Deck Drain	Ice makers	Steam Machine
Dialysis machine	Janitor sink	(Swimming pool backwash sump)
Dishwasher	Kitchen sink	Urinal
Drinking Fountain	Laundry tub	Wash basin
Floor Drain	Mop Sink	Water closet
Foot bath	Neutralizing tank	Water filter
Glass Washer	Patio Drain	

Future Drainage/Venting/Water Connection

**Backflow Assembly

*Specialty and/or Proprietary equipment/fixture

**Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)*

***All new backflow assembly installation permits include one "City of New Westminster Backflow Test Report" form per device.*

1. a) Domestic Water Re-pipe Plumbing Permit Fee Schedule

\$59.70 per suite (Fee includes in-suite water pipe and distribution mains)

b) Domestic Water Mains and/or Risers Re-pipe Installation Only Plumbing Permit Fee Schedule

\$151.45 for the first 100 feet or less

\$59.20 for each additional 100 feet or portion thereof

\$151.45 (minimum permit fee)

2. Plumbing & Services Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

\$70.95 each item (\$151.45 minimum permit fee)

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

b) Multi-residential (three or more dwelling units), Commercial & Industrial Plumbing & Services Permit Fee Schedule

All piping \$2.45 per foot (\$151.45 minimum permit fee)

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

c) Precast Concrete Works & Associated Receptacles

\$70.90 each item (\$151.45 minimum permit fee)

Catch Basin	Oil Interceptor
Trench Drain	Sanitary Lift Station
Manhole	Storm Lift Station
Floor Drain	Storm Sump

d) Waterworks

\$70.90 each item (\$151.45 minimum permit fee)

Fire Hydrant	Yard Hydrant
Isolating Valve	Fire Line
Combined Water Service	Domestic Water Service
Back Flow Assembly	

3. Hot Water Heating Permit Fee Schedule

a) Residential (SFD & Duplex)

\$413.50 Flat Rate per dwelling unit

**Hot water heating systems serving three or more dwelling units must be a professionally engineered design and inspected and approved by the engineer of design. (Permit not required)

4. Sprinkler Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

1 st Sprinkler head	\$151.45
Each additional sprinkler head	\$3.10 each

b) All other Buildings

1 st Sprinkler head	\$297.25
Each additional sprinkler head	\$3.10 each

c) Additional Sprinkler Permit Charges

\$70.90 each item (\$151.45 minimum permit fee)

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

5. Miscellaneous Fee Schedule

a) DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of \$10,000.

b) REFUNDS - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.

c) **RE-INSPECTION FEES** – Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:

○ Third inspection	\$151.45	plus applicable taxes
○ Fourth inspection	\$297.25	“ “ “
○ Fifth inspection	\$445.90	“ “ “
○ Each subsequent inspection	\$594.50	“ “ “

- Where work is not ready for inspection when the inspector calls, a re-inspection fee shall be charged at \$151.45, plus GST.

d) **CHANGE/REMOVAL OF CONTRACTOR** - In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of \$151.45. The new contractor must take full responsibility for the work completed to date.

e) **CHANGE OF USE** - For an inspection related to the change of occupancy or use of a building, a fee in the amount of \$151.45 shall be paid.

f) **RENEWAL OF LAPSED PERMITS** - Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of \$151.45.

g) **REVISED PLAN REVIEW SUBMISSION** - Where a revision to the originally submitted and approved plumbing, sprinkler or hot water heating permit plans is received an administrative fee calculated based upon City costs per hour of staff time (min. 1 hour) shall be paid.

h) **SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS** - Where a plumbing/sprinkler/hot water heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.

6. **Special Inspections**

Special inspection requests for work linked or not linked to an issued permit:

- Special inspection during normal working hours:
A fee based on City costs per hour (min. 1 hour) shall be paid;
- Special inspection outside normal working hours:
Monday to Friday:
First 2 hours – a fee based on 1-1/2 times the City hourly rate
Each additional hour – a fee based on double the City hourly rate
Weekends – a fee based on double the City hourly rate (min. 4 hours) plus a ½
hour meal break

Appendix 6

2022 Integrated Services Fees

Bylaw No. 8293, 2021

Schedule “F”
2022 Integrated Services Fees
Bylaw No. 8293, 2021

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

BYLAW	DESCRIPTION	FEE
Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004	Excessive Nuisance Abatement Fees: Police Nuisance Response and Abatement Service Call	\$271.93/call
	City Staff Nuisance Response and Abatement Service Call	\$108.77/hr
	Administration Fee	10% on Total Service Call Fees
Controlled Substance Property Bylaw No. 6679, 2001	Permit, Inspection Fees and Charges: For Special Inspection	\$652.64
	For each inspection prior to issue of Occupancy Permit	\$435.10
	To Obtain Occupancy Permit	\$543.87
Unightly Premises Bylaw No. 5969, 1991	Administration Fee for hiring contractor as per Section 9	\$81.58
Fire Protection Bylaw No. 6940, 2004	Administration fee for hiring contractor as per Section 15.1	\$81.58
Construction Noise Bylaw No. 6063, 1992 Exemption Request	Administration Fee	\$200.00

Attachment #2

Cultural Services 2022 Fees and Charges Amendment Bylaw No. 8294, 2021

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8294, 2021**

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

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

Citation

1. This Bylaw may be cited for all purposes as “Cultural Services Fees and Charges Amendment Bylaw No. 8294, 2021.”

Amendments

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

Effective Date

3. These amendments shall come into effect on January 1, 2022

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2022.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

APPENDIX A

CULTURAL SERVICES FEES & CHARGES

Arts, Heritage, Museum, Archives, New Media Gallery

RENTALS

ANVIL CENTRE STUDIO RATES

Fees are subject to criteria in the following policies:

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

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

Room Name (capacity)	(1 hour minimum)		(1 hour minimum)
	Meeting (per hour)	Activity (per hour)	Meeting & Activity (per hour)
Cultural Studio 417 (25)	\$16.91 + GST = \$17.75	\$33.67+ GST = \$35.35	\$102.52 + GST = \$107.65
Cultural Studios 411 & 413 (50)	\$16.91+ GST = \$17.75	\$33.67 + GST = \$35.35	\$102.52 + GST = \$107.65
Additional staff charges apply for rentals occurring when the building is closed to the public.			

EQUIPMENT RENTAL

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

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

Piano tuning fee – At cost

RE:SOUND & SOCAN

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

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

PROGRAMS, FEES and ADMISSIONS

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

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

ARCHIVE REPRODUCTION FEES

Method of Reproduction	Fee Per Reproduction & Subject to change
Scanned Image (emailed)	\$13.62 + GST & PST = \$15.25
Scanned Image (on disc)	\$15.71 + GST & PST = \$17.60
Digitized video (emailed)	\$13.62 + GST & PST = \$15.25
Digitized video (on disk)	\$15.71 + GST & PST = \$17.60
Photocopy (per page)	\$0.36 + GST & PST = \$0.40
Mailing (in Canada)	\$5.00 + GST & PST = \$5.60

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

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

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

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

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

NOTES

1. FEE ADJUSTMENTS

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

3. PENNY

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

4. PARTNERSHIPS

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

5. FOOD, BEVERAGE, VENDING & MERCHANDISE SALES

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

Attachment #3

*Electrical Utility 2022 Rates Amendment Bylaw
No. 8294, 2021*

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW No. 8295, 2021

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

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

1. This Bylaw may be cited as “Electrical Utility 2022 Charges Amendment Bylaw No. 8295, 2021.”
2. The Schedule of Standard Charges attached to Bylaw No. 6502, 1998 as Schedule “B” is hereby repealed and replaced with Schedule “B” attached to and forming part of this Bylaw No. 8295, 2021.
3. The Standard Charges recited in the attached Schedule “B” shall be those charges for services rendered by the City on and after January 1, 2022.

GIVEN FIRST READING this day of ,2021

GIVEN SECOND READING this day of ,2021

GIVEN THIRD READING this day of ,2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed
this day of , 2021.

Jonathan X. Cote, Mayor

Jacqueline Killawee, City Clerk

SCHEDULE "B"

STANDARD CHARGES

1. Account Charge

Account Charge \$20.00

2. Underground Service Extensions

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

- Effective January 1, 2020 \$5400.00
- Effective January 1, 2021 \$5900.00
- Effective January 1, 2022 \$6400.00

3. New Service Connections

New underground service connection, including one meter:

- 100Amp \$957.00
- 200Amp \$1270.00
- 300/400Amp \$2225.00

Additional charge per meter if more than one meter installed at the time of
new service connection \$46.00

Additional meters subsequent to service connection installation:

- First meter \$181.00
- Each additional meter \$46.00

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

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

Main switch size – 100 Amps or less \$860.00
Main switch size – 200 Amps or less \$860.00
Main switch size – 400 Amps or less At cost

(2) Where a service is de-energized for internal wiring changes or maintenance the standard charges, for reconnection only, are as follows:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

5. Underground Service Reconnections

Where a service is de-energized for wiring changes or maintenance, the standard charges for reconnection only, are as follows:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

6. Temporary Service Connections

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

- Overhead \$883.00
- Underground \$957.00

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

The above charges include the meter charge.

7. Miscellaneous Service Connections

The Standard charge for each service connection such as cable amplifiers, bus shelters, phone booths, etc., is: \$860.00

8. Reconnection of Service After Breach of Agreement

Where the service has been discontinued by the City for any breach of the terms and conditions upon which the service was provided the reconnection charges are:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00

Any other time At Cost

NOTE: when more than one meter per service is reconnected at the same time for each additional meter add \$46.00

9. Trouble Call

Trouble Call-Out applies to situations where the City responds to a “trouble call” which was initiated because of problems in the customer’s equipment and the customer was advised of the City’s billing practices prior to the crew being dispatched.

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

10. Meter Test

Where a meter is to be tested pursuant to the Electrical Act (Canada) at the request of the customer, if the meter is proved accurate within the allowable limits permitted by the Statute, the customer shall be charged the standard charge for exchanging the disputed meter in addition to the amount that may be charged to the City by Consumer and Corporate Affairs Canada for conducting the test. If such is found to no be accurate within the limits permitted by the Statute, the customer will not be charged the standard charge for exchanging the disputed meter

-Exchange of disputed meter \$181.00

11. Damaged Meters

All meters and associated metering transformers are at cost plus overhead charges.

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

Level 2 Chargers – Charged per hour

- Dedicated Circuit: \$2/Hr
- Shared Circuits: \$1/Hr

Level 3 Fast Chargers – Charged per minute

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

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

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

Attachment #4

*Engineering 2022 User Fees and Rates
Amendment Bylaw No. 8292, 2021*

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8292, 2021**

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

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

1. This Bylaw may be cited for all purposes as “Engineering User Fees and Rates Amendment Bylaw No.8292, 2021”.
2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by:
 - a. renaming Part 12.0 from “Building Bylaw Security and Damage Deposits Fees and Rates” to “Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders”; and
 - b. adding Part 13.0 “Q to Q Ferry Fees and Rates”; and
 - c. replacing the “Parts” 1.0, 2.0, and 5.0-12.0- of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the corresponding “Parts” attached to this bylaw:

Part 1.0 Animal Control Fees and Rates as attached herein

Part 2.0 Cemetery Services Fees and Rates as attached herein

Part 5.0 Highway Use Utility Fees and Rates as attached herein

Part 6.0 Sewerage System User Fees and Rates as attached herein

Part 7.0 Soil Deposit Regulation Fees and Rates as attached herein

Part 8.0 Street and Traffic Fees and Rates as attached herein

Part 9.0 Subdivision and Development Control Fees and Rates as attached herein

Part 10.0 Waterworks Fees and Rates as attached herein

Part 11.0 Water Shortage Response Fees and Rates as attached herein

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

Parts 1.0, 2.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0, 12.0 & 13.0 of this Bylaw shall come into force and effect on January 1st, 2022.

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed
this _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Part 1.0 Animal Control Fees and Rates

Annual License Fees			
	Paid on or Before March 1st	Paid After March 1st	Initial License
Male/Female Dog	\$67	\$87	\$ 36
Sterilized Dog	\$26	\$35	\$ 26
Dangerous Dog - Unsterilized	\$205	\$256	\$103
Dangerous Dog - Sterilized	\$154	\$205	\$77
Therapy Dog - No Charge	No Charge	No Charge	No Charge
Service Dog - No Charge	No Charge	No Charge	No Charge
Impoundment Fees			
	1st Offence	2nd Offence	Subsequent Offences
Licensed Dogs	\$46.00	\$82.00	\$154.00
Unlicensed Dogs	\$92.00	plus License Fee	
Dangerous Dogs	\$308.00	\$513.00	
Vicious Dogs	\$308.00	\$513.00	\$1,025.00
Sterilized Cat with Identification	\$16.00		
Sterilized Cat without Identification	\$36.00		
Unsterilized Cat with Identification	\$108.00		
Unsterilized Cat without Identification	\$133.00		
For Each Companion Animal (excluding dogs/cats)	\$16.00		
For Any Other Animal	\$56.00	plus any additional costs incurred	
Other Fees			
Replacement License Tag	\$ 5.00		
Transfer of Valid Dog License	\$ 5.00		
Dog boarding (per animal)	\$31 / day		
Cat boarding (per animal)	\$21 / day		
Administering medication Note – any veterinary costs incurred during boarding must be paid prior to release of animal	\$5 / day		
Maintenance Fees			
Dog	\$18.00		
Vicious/Dangerous Dog	\$36.00		
Cat	\$10.00		
Small Animal (pocket pet)	\$8.00		

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

Removal/Disposal

Dog	Fee removed per Bylaw 7964, 2017		
Dog under 25 pounds	\$46.00		
Dog 25 pounds or over	\$72.00		
Cat	\$26.00		
Small Animal (pocket pet)	\$10.00		

All fees are subject to applicable taxes

Part 2.0 Cemetery Services Fees and Rates

Interment Fees	
Adult Casket	\$1,235.00
Veteran Casket	\$730.00
Child/Infant Casket – Non-Resident only	\$695.00
Cremation – Excluding Resident Child/Infant	\$485.00
Ossuary (Includes Name Engraving)	\$660.00
Inurnment Fee	\$335.00
Deepen Unoccupied Grave for Interment	\$1,060.00
Deepen Occupied Grave for Interment	\$3,640.00 (incl. CFC)
<i>Note: Interment rates for a Saturday/Sunday/Statutory Holiday are twice the regular interment fees.</i>	
Plots Fees	
	Total
Adult Casket	
Resident	\$5,205.00
Non-Resident	\$7,810.00
Child/Infant Casket	
Resident	\$1,425.00
Non-Resident	\$2,140.00
Cremation	
Resident	\$1,340.00
Non-Resident	\$2,010.00
Columbarium Niche (Richmond I and II)	
Resident – Single	\$2,635.00
Resident – Double	\$4,125.00
Non-Resident – Single	\$3,950.00
Non-Resident – Double	\$6,190.00
Columbarium Niche (Richmond II Estates)	
Resident – Single	\$2,895.00
Resident – Double	\$4,530.00
Non-Resident – Single	\$4,345.00
Non-Resident – Double	\$6,795.00
Columbarium Niche (Heritage Plaza)	
Resident – Single	\$3,160.00
Resident – Double	\$4,950.00
Non-Resident – Single	\$4,735.00
Non-Resident – Double	\$7,425.00
<i>Note: A second interment can be added to a single niche. The cost is the difference between a single niche and double niche. This does not apply to niches in Richmond I.</i>	
<i>Note: Urn size for the double niche is restricted to a maximum of 6.5” in width or diameter and 11” in height.</i>	

Note: Care Contribution accounts for 25% of total.

Other Fees, Products and Services

Plaque and Marker Fees (plaque type is determined by niche location)

Single Niche Plaque	\$475.00
Double Niche Plaque	\$605.00
Heritage Plaza Niche Plaque	\$720.00
Plaque Additions and Changes (Single Niche Plaque)	\$315.00
Plaque Additions and Changes (Double Niche Plaque)	\$400.00
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$180.00
Marker Permit Only – No Placement	\$110.00
Marker Permit & Placement – Horizontal/Flat Marker	\$300.00
Existing Marker Removal and Placement	\$150.00

Note: Care Fund Contribution accounts for 25% of total, not charged on additions and changes.

Memorial Bench	\$2,706.00
Memorial Tree	\$2,205.00
Uralla Vase (Richmond II)	\$500.00
Armidale Vase (Richmond II)	\$450.00
Special Attention to Grave Space	\$230.00
Transfer of Grave Space	\$105.00
Exhumation	Twice the Interment Fees
Plot Buy-Back	As outlined in Cemetery Bylaw 7068, 2006
Administration Fee	\$75.00

All fees are subject to applicable taxes

Part 5.0 Highway Use Utility Fees and Rates

1. Plan Approval and Inspection Fees:

- a) A one-time flat fee of \$595.00 for a project of 20 metres or less;
- b) For projects in excess of 20 metres, a one-time flat fee of \$1,735.00; and
- c) A one-time charge for each project of \$11.95 per metre of Service Corridor used by the Company.

2. Pavement Degradation Fees:

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

Age of Street in Years Since Last Paved as Determined by the Commissioner	Fee Per Square Meter of Excavation
0-5 years	\$76.90
6-10 years	\$64.10
11-15 years	\$40.60
16-20 years	\$23.50
21 years or greater	\$12.40
<i>All fees are subject to applicable taxes</i>	

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	\$ 959.79	\$47.99	\$911.80
Duplex and Row House Annually	\$ 959.79	\$47.99	\$911.80
Secondary Suite Annually	\$479.90	\$24.00	\$455.90
Townhouse Annually	\$749.79	\$37.49	\$712.30
Apartment Building Annually (Apartment building does not include a hotel, boarding house or rooming house).	\$539.78	\$26.99	\$512.79
<i>Discount applicable if paid within 60 days of billing date.</i>			
B. OTHER			
(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.			
Quantity	Monthly		
0 – 700 cu. ft. (minimum charge)	\$75.95 (minimum charge)		
Next 24,300 cu. ft.	9.125 per 100 cu. ft.		
Next 25,000 cu. ft.	6.434 per 100 cu. ft.		
Next 50,000 cu. ft.	3.712 per 100 cu. ft.		
In excess of 100,000 cu. ft.	1.848 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.			
<ul style="list-style-type: none"> ▪ By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or ▪ By discharging the water so delivered or part thereof directly into a natural water course or body of water; 			
shall have the user charge reduced corresponding to the actual quantity of discharge.			

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

C. SENIOR CITIZEN WAIVER

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

D. VACANT / NON-SEPARATE SECONDARY SUITES

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

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

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

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

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

E. REFUNDS OF SEWERAGE SYSTEM USER FEES AND RATES

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

F. DUE DATE, ADDITION TO TAXES

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

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

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

G. SERVICE CHARGES

Installation of Single Inspection Chamber (IC)	100% of actual cost (deposit based on estimate)
Installation of Dual Inspection Chambers (IC)	100% of actual cost (deposit based on estimate)
Residential Water & Sewer Cap-off Fee (Combined)	\$5,850.00
Ditch Enclosure Administration Fee	\$320.00
Ditch Enclosure Engineering Design Fee	\$2,670.00
Ditch Enclosure Installation	100% of actual cost (deposit based on estimate)
Installation of a second inspection chamber for onsite separation and future separated offsite service connection	100% of actual cost (deposit based on estimate)
Installation of a second inspection chamber for onsite separation when the off-site service connection is not upgraded	100% of actual cost (deposit based on estimate)

All fees are subject to applicable taxes

Part 7.0 Soil Deposit Regulation Fees and Rates

Annual License Fees	
Non-refundable Application Fee	\$692.00 plus \$0.77 per cubic metre of soil or other material to be deposited or removed
Security Deposit for full and proper compliance with Soil Deposit Bylaw and Terms and Conditions of permit	\$4,245.00 per 5,000 cubic metres of soil or other material to be deposited, or removed, or fraction of
<i>All fees are subject to applicable taxes</i>	

Part 8.0 Street & Traffic Fees and Rates

Street Occupancy Permit Fees	
Street Occupancy Permit Application Fee <i>(See Note 1)</i>	\$104.50
Street Festival	\$155.00 per block
Parade	\$38.25 per block
Block Party (local street only)	\$38.25 per day
Construction, maintenance and/or ancillary works on a street or boulevard	\$52.50 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)	\$52.50 per block face per day
Hoarding and/or staging area for private development on a street or boulevard	\$52.50 per block face per day
Parking of unattached commercial trailer or container on a street	\$52.50 per day
Parking of unattached recreational or utility trailer on a street	\$10.50 per day
Parking of recreation vehicle on a street	First 48 hours free, then \$10.50 per day thereafter
Rental of each metered parking stall	\$22.00 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$22.00 per day
<p><i>Note 1: The Street Occupancy Permit (SOP) Application Fee only applies to the initial SOP or SOP renewals or extensions that require an amended Traffic Management Plan or other conditions, and only applies to SOPs for the following works:</i></p> <ul style="list-style-type: none"> <i>-Construction, maintenance and/or ancillary work on street or boulevard</i> <i>-Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)</i> <i>-Hoarding and/or staging area for private development on a street or boulevard</i> 	
Oversize And Overweight Permit Fees	
Single trip	\$78.50 per vehicle
Annual permit	\$261.00 per vehicle
Duplicate permit	\$26.00 each

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

Street Occupancy Damage Deposits	
Minor works with limited risk of damage to asphalt road surfaces	\$2,500.00
Coring, test holes, drilling on asphalt or concrete road and/sidewalk surfaces	\$2,500.00 per location
Moderate works with risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., large vehicles operating on sidewalks, boulevards, etc.)	\$10,000.00
Major works with significant risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., house relocation traversing multiple blocks)	\$20,000.00
<i>Damage Deposits are collected as part of the Street Occupancy Permit process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.</i>	
<i>All fees are subject to applicable taxes</i>	

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

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

City wide except above areas (\$2.75 per hour*) <i>*Includes \$0.25 per hour Climate Action Levy</i>			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)
0.05	Coin	1 min	n/a
0.10	Coin	2 min	n/a
0.25	Coin	6 min	6 min
1.00	Coin	21 min	21 min
2.00	Coin	44 min	44 min
<i>All fees are subject to applicable taxes</i>			

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

Anvil Center Parking	
<ul style="list-style-type: none"> • Minimum \$0.25 per transaction • Minimum \$1.00 for credit card transactions 	
Hourly	\$2.75
5 Hours	\$7.50
10 Hours	\$12.00
Monthly Unreserved (6am to 6pm Mon-Fri)	\$75.00
Monthly Reserved (6am to 6pm Mon-Fri)	\$95.00

Monthly Reserved (24/7)	\$115.00
<i>All fees are subject to applicable taxes</i>	

Front Street Parkade	
Hourly rate	\$2.75
Daily until 6 pm	\$10.00
Daily until 6 am next day	\$12.50
Daily evening from 6 pm to 6 am	\$4.00
Monthly – Reserved 24 hrs	\$115.00
Monthly – Random 24/7	\$75.00
<i>All fees are subject to applicable taxes</i>	

Carnarvon Street Parkade	
Monthly – Random 24/7	\$75.00
Monthly – Reserved 24 hrs	\$115.00
<i>All fees are subject to applicable taxes</i>	

Speed Hump Application Fee	
Application Processing Fee (payable upon review of Speeding Concern Form and staff confirmation)	\$102.50
<i>All fees are subject to applicable taxes</i>	

Signal Timing Report Fee	
Fee to generate a traffic signal timing report	\$77.00
<i>All fees are subject to applicable taxes</i>	

Part 9.0 Subdivision and Development Control Fees and Rates

Subdivision Application (other than air space parcel or parcel under Strata Property Act)	
Subdivision Application Fee (for first parcel to be created by the subdivision), includes other subdivision types (i.e. Lot Line Adjustments and bare land Strata)	\$2,730.00
Each additional parcel Fee	\$116.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original application fee
Works and Services Agreement	
Works & Services Agreement Fee (non-refundable)	\$1,960.00
Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007
Latecomer Agreement	\$4,460.00
Phased Strata Subdivision	
Phased Strata Subdivision Fee	\$1,670.00 plus \$482.00 for each additional phase
Form P Amendment	\$380.00
Strata Conversion	
Strata Conversion Fee	\$2,332.00
Air Space Parcel Subdivision	
Air Space Parcel Subdivision Fee	\$3,200.00 plus legal costs and certified professional code compliance review costs
Shoring	
Shoring Anchor Rod Fee and Damage Deposit	\$575.00 non-refundable fee and \$30.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
General	
Building Permit Servicing Review Fee (for Building permit construction value of \$100,000 or greater)	\$200.00
Comfort Letters	\$330.00
<i>All fees are subject to applicable taxes</i>	

Part 10.0 Waterworks Fees and Rates

A. SERVICE CHARGES			
19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)		
Larger than 19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)		
Charges for water used for commercial and multi-family construction or building purpose per year	3/4" connection \$1,000.00 1" connection \$2,000.00 1.5" connection \$2,500.00 2" connection \$3,000.00		
Hydrant Flow Test	\$250.00		
Hydrant Use Damage Deposit (Refundable)	\$1,000.00		
Hydrant Use Application Fee	\$500.00		
76 mm (3") diameter meter test fee	100% of actual cost		
100 mm (4") diameter meter test fee	100% of actual cost		
150 mm (6") diameter meter test fee	100% of actual cost		
Residential Water & Sewer Cap-off Fee (Combined)	\$5,850.00		
B. 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	\$680.25	\$34.01	\$646.24
Secondary Suite Annually	\$340.10	\$17.00	\$323.10
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>			
C. METERED RATES			
Monthly Consumption	(rate per 100 cubic feet)		
1 to 10,000 cubic feet	\$5.62		
next 20,000 cubic feet	\$4.08		
next 20,000 cubic feet	\$3.22		
in excess of 50,000 cubic feet	\$2.43		
Minimum monthly charge, if under 1,000 cubic feet – plus meter rental	\$56.15		

D. SPECIAL RATES

Apartment House	Metered rate
2 or more single detached dwellings on one lot	Single Detached Dwelling basic flat rate for each house.
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)	Metered rate
Any service to a building which is used for commercial or industrial purposes	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.	\$2.41 per 100 cubic feet Minimum monthly charge \$56.22
Charges for water used for construction or building purposes:	Minimum monthly charge \$56.22
rentals – monthly charge	
5/8 inch	\$15.80
¾ inch	\$15.80
1 inch	\$23.70
1 ¼ inch	\$36.35
1 ½ inch	\$44.31
2 inch	\$64.57
By Charges For Fire Service Only – annual charge	
1 ½ inch	\$193.78
2 inch	\$241.46
2 ½ inch	\$316.22
3 inch	\$564.15
4 inch	\$805.15
6 inch	\$965.90
8 inch	\$1,610.36
10 inch	\$2,681.93
12 inch	\$3,883.67

SENIOR CITIZEN WAIVER

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

All fees are subject to applicable taxes

Part 11.0 Water Shortage Response Fees and Rates

Permit Fees	
Permit authorizing watering of new lawn and/or new landscaping when Stage 1 Restrictions or Stage 2 Restrictions are in force for a 21 day period	\$52.50 for Single Family Residential \$78.50 for Multiple Family Residential and \$157.00 for Commercial or Industrial
<i>All fees are subject to applicable taxes</i>	

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

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

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

Damage Deposits	
Demolition Permit	\$2,615.00
Single Detached Dwelling (SDD) Permit	\$5,230.00
Duplex Permit	\$6,265.00
Corner Lot – SDD or Duplex	\$7,330.00
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,230.00 / Maximum Fee \$72,000.00
<i>The Damage Deposits are collected as part of the Building Permit Process for City infrastructure and the amount, deducting any cost incurred by the City, will be refunded after the final inspection.</i>	
<i>All fees are subject to applicable taxes</i>	

Processing and Inspection Fees	
Non-refundable Damage Deposit Processing Fee	\$58.00
Where additional inspections are required to ensure compliance, Re-inspection fee to be deducted from the Damage Deposit for each additional inspection	\$145.00
<i>All fees are subject to applicable taxes</i>	

Part 13.0 Q to Q Ferry Fees and Rates

Q to Q Ferry Fares	
Regular Fare (adults 19-64):	
Single Fare	\$2.25
Monthly Pass	\$45.00
10-fare punch card (11 th ride free)	\$22.50
Concession fare (adults 65+, youth 13-18):	
Single Fare	\$1.25
Monthly Pass	\$22.50
10-fare punch card (11 th ride free)	\$12.50
<i>All fees are subject to applicable taxes</i>	

Attachment #5

Financial Services 2022 Fees Amendment
Bylaw No. 8296, 2021

BYLAW NO. 8296, 2021**SCHEDULE "A"****SCHEDULE OF FEES**

	<u>Service Description</u>	<u>Fee Per Item</u>
1.	Tax Demand Notice, copy of detailed tax information for each parcel of land	\$20.00
2.	"Statement of Tax Information" for each parcel of land	\$48.00
3.	"Statement of Tax Information" generated on-line by city's on-line service provider, for each parcel of land	\$45.00
4.	Apportionment of taxes following the subdivision or stratification of a parcel of land, per folio created	\$35.00
5.	Returned Cheque Charge, for each item	\$40.00
6.	Tax & Utility Refund Administration Fee	\$25.00
7.	Photocopy of Bylaws, Council Minutes & other records	\$0.25
8.	Historical record of Property Tax or Utility billing information, beyond current and one prior year, per year	\$5.00
9.	Map/Full Colour - Wall size (70" x 24")	\$38.50
10.	Map/Full Colour - Small (42" x 15")	\$22.00
11.	Map/Single Theme Wall (70" x 24")	\$22.00
12.	Map/Single Theme Small (42" x 15")	\$13.00
13.	Map/Small Section by Inventory Property Line, Address and Plan No.	\$2.75
14.	Map/Small Section by Inventory (Sewer System)	\$2.75
15.	Map/Small Section by Inventory (Water Distribution System)	\$2.75
16.	Map/Complete set of 67 Map Tiles	\$137.50
17.	Map/Topography	\$5.50
18.	Map/Complete set of 67 Topography Map Tiles	\$275.00
19.	Tax sale non-refundable registration fee	\$175.00

Parkside at Victoria Hill
Strata Plan EPS 2995
271 Francis Way
New Westminster, B.C.
V3L 0H2



October 21, 2021

City of New Westminster,
511 Royal Avenue,
New Westminster, British Columbia V3L 1H9

RE: Drainage / Developer Responsibility FOLLOW UP from May 17, 2021
Parkside, 271 Francis Way / Glenbrook Townhouses, 245 Francis Way

Attention: New Westminster City Council
clerks@newwestcity.ca Telephone: 604.527.4523

OVERVIEW

New Westminster City Engineering Dept identified a drainage concern (June 2018) on the south property line of the Parkside development, located at 271 Francis Way, to the Developer, ONNI. There is risk to both our property and the adjacent development directly to our south: Glenbrook Townhouses located at 245 Francis Way.

To date, this matter remains unresolved.

In May 17, 2021 Parkside Strata outlined our concerns in a message to the City of New Westminster. Following the recommended process we received confirmation of receipt from the City Clerk on Monday, May 17th 2021, stating our correspondence *"has been forwarded to Mayor Cote and members of Council, the Director of Development Services and the Acting Director of Engineering Services"*. Parkside has not received a response, in any form, from any representative of the City acting on this issue, despite 2 confirmations from the City Clerk that the information was received.

In July 2021, an exploratory drainage pit was dug on our property by the Developer, ONNI Group. No notice was provided by the Developer.

Subsequently, correspondence from ONNI's Senior Engineer stated:

- July 26, 2021, *"Next step is to have our drainage design approved by the City of New Westminster"*.
- August 3, 2021 *"As soon as we receive the confirmation of design from the City of New Westminster I will forward to your team"*.
- Despite repeated follow up by Parkside Strata, by both phone and email, no communication from the Developer or the City of New Westminster has been received.

Our concern remains focussed on the long term safety and value of properties that are being adversely affected by a lack of action on this issue, first brought to the attention of the City and the Developer in June, 2018.

Parkside at Victoria Hill
 Strata Plan EPS 2995
 271 Francis Way
 New Westminster, B.C.
 V3L 0H2



Parkside requests that:

City Council direct the Engineering Department to report on progress, a solution and a plan to resolve this problem.

Parkside asks that our concerns be addressed at the next Regular Council Meeting on **Monday, November 1st, 2021**. Representatives of Parkside Strata EPS 2995 will be available either in person or by video conference.

Sincerely,

Parkside Strata

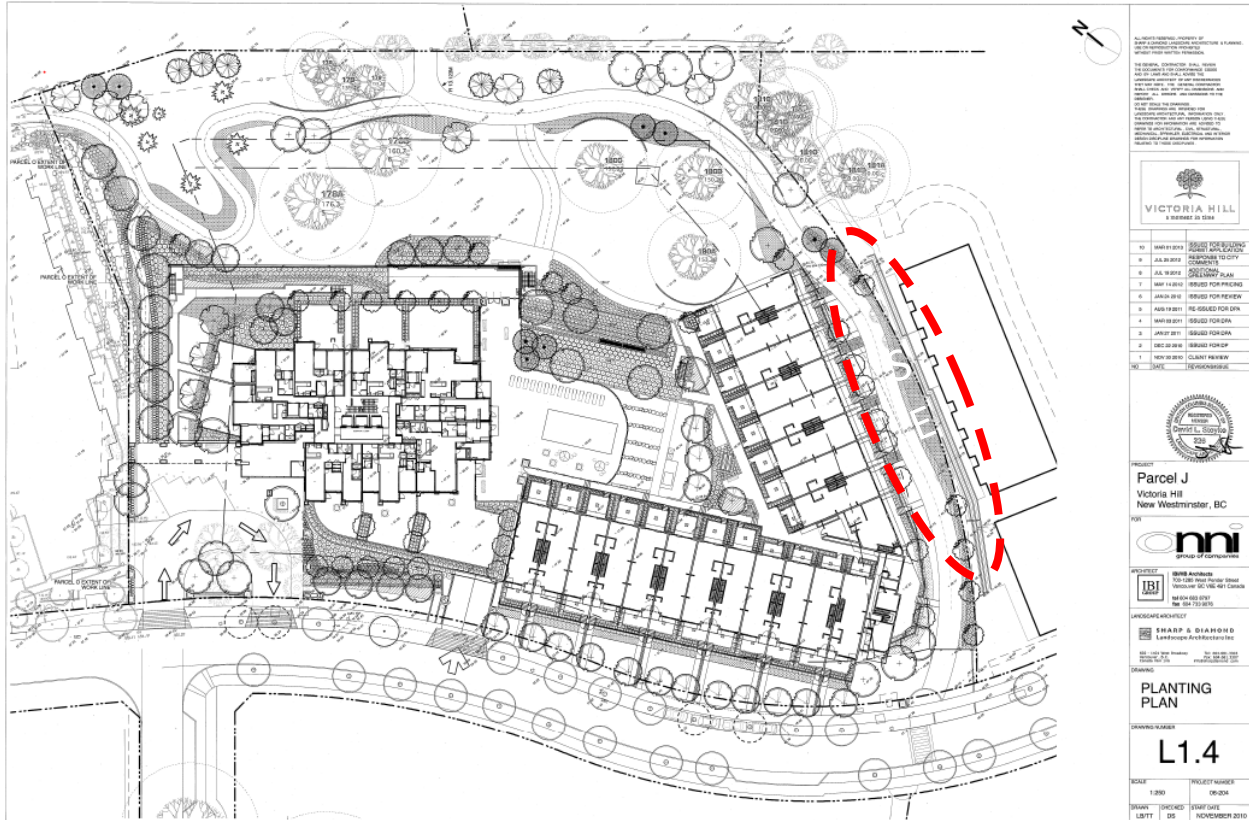
Record of communication:

	From	To:	Subject	Date / Time
1	Parkside Strata EPS 2995	<i>TO: clerks@newwestcity.ca CC: lspitale@newwestcity.ca rbasi@newwestcity.ca cmedurecan@newwestcity.ca jlowrie@newwestcity.ca</i>	Parkside EPS 2995 (Drainage - Developer Responsibility)	Monday, May 17, 2021 at 11:51 AM
2	External Clerks	<i>parkside.strata.2995@gmail.com</i>	RE: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Monday, May 17, 2021 at 12:43 PM
3	Parkside Strata EPS 2995	<i>clerks@newwestcity.ca</i>	Re: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Wednesday, June 2, 2021 at 7:42 AM
3	External Clerks	<i>parkside.strata.2995@gmail.com</i>	RE: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Wednesday, June 2, 2021 at 8:55 AM
4	Parkside Strata EPS 2995	<i>clerks@newwestcity.ca</i>	RE: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Tuesday, June 8, 2021 at 2:33 PM
5	External Clerks	<i>parkside.strata.2995@gmail.com</i>	RE: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Tuesday, June 8, 2021 at 4:36 PM
6	Parkside Strata EPS 2995	<i>TO: ewat@newwestcity.ca CC: lleblanc@newwestcity.ca</i>	RE: Parkside EPS 2995 (Drainage - Developer Responsibility) FOLLOW UP	Monday, July 12, 2021 at 9:14 AM



PARKSIDE EPS 2995 LANDSCAPE DRAWING

Area of concern and recommended action indicated in **RED**



cc: **City of New Westminster**

- Lisa Spitale, *Chief Administration Officer*
- Rupinder Basi, *Supervisor of Development Planning*
- Christian Medurecan, *Engineering Technologist*
- Lisa Leblanc, *Director of Engineering*

- lspitale@newwestcity.ca
- rbasi@newwestcity.ca
- cmedurecan@newwestcity.ca
- lleblanc@newwestcity.ca

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)
BYLAW NO. 8271, 2021**

**A Bylaw to enter into a Heritage Revitalization Agreement under
Section 610 of the *Local Government Act***

WHEREAS the City of New Westminister and the owners of the property located at 208 Fifth Avenue in New Westminister wish to enter into a Heritage Revitalization Agreement in respect of the property;

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

Citation

1. This Bylaw may be cited as “Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021”.

Heritage Revitalization Agreement

2. The City of New Westminister enters into a Heritage Revitalization Agreement with the registered owner of the property located at 208 Fifth Avenue legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620.
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminister Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this _____ day of _____, 2021.

READ A SECOND TIME this _____ day of _____, 2021.

PUBLIC HEARING held this _____ day of _____, 2021.

READ A THIRD TIME this _____ day of _____, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"**HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)**

THIS AGREEMENT dated for reference the 25th day of October, 2021 is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New
Westminster, BC
V3L 1R4

(the "Owner")

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the land and all improvements located at 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 (the "Land");
- B. There is one principal building situated on the Land, known as the Calbicks House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "208 Fifth Avenue Heritage House";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owner intends to apply to the City's Approving Officer for approval to file a subdivision plan (the "Subdivision Plan") in the Land Title Office in order to subdivide the Land into two separate parcels, generally as shown on the Site Plan;
- F. If the proposed subdivision of the Land is approved by the City's Approving Officer, the Owner wishes to construct a new residential building (the "New Building") on that portion of the Land labeled on the Site Plan as "217 Elgin Street New House";
- G. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to

allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- H. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Conservation of Heritage Building

1. Upon execution of this Agreement, the Owner shall promptly commence the restoration and revitalization of the Heritage Building (the "Work") in accordance with the Site Plan, the heritage conservation plan prepared by Katie Cummer, PhD CAHP, of CHC Cummer Heritage Consulting dated October 19, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.

7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the Canadian Association of Heritage Professionals with specialization in Building or Planning (the "Registered Professional") to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

8. The Registered Professional shall:
- (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
 - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
 - (c) provide regular reports to the City's Climate Action, Planning and Development Department, on the progress of the Work;
 - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
 - (e) notify the City within one business day if the Registered Professional's engagement by the Owner is terminated for any reason.

Heritage Designation

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.

Damage to or Destruction of Heritage Building

12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2 and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

Construction of New Building

15. The Owner shall construct the New Building in strict accordance with the Site Plan and the Approved Plans prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the New Building, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, tree permit, and approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
17. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the New Building, and obtain any amended permits that may be required for such changes to the New Building, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the New Building if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the New Building shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.
21. The Owner shall not construct the New Building on the Land, other than foundations, until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Climate Action, Planning and Development, has provided the Certification of Compliance described in section 8(d) above, and has approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
22. The City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a building permit or heritage alteration permit applied for in respect of the New Building if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Climate Action, Planning and Development.
23. The Owner shall complete all actions required for the completion of the New Building, as set out in Approved Plans in Appendix 5, within five years following the date on which the Owner deposits the Subdivision Plan in the Land Title Office.

Subdivision

24. The Owner shall, concurrently with the deposit of the Subdivision Plan, deposit in the Land Title Office a covenant under s.219 of the *Land Title Act* in favour of the City, in the form attached as Appendix 7, by which the Owner covenants and agrees not to transfer separately the parcels created by the Subdivision Plan until the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
25. The City shall execute and deliver to the Owner a discharge of the covenant described in section 24 above on the request of the Owner, if the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
26. Nothing in this Agreement commits the Approving Officer to approve the proposed subdivision of the Land.

Inspection

27. Upon request by the City, the Owner shall advise or cause the Registered Professional to advise, the City's Climate Action, Planning and Development Department of the status of the Work.
28. For the duration of the Work and the construction of the New Building as authorized by this Agreement, without limiting the City's power of inspection conferred by statute and in

addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

29. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Climate Action, Planning and Development.

Conformity with City Bylaws

30. The Zoning Bylaw is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.
31. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or New Building, must comply with all applicable bylaws of the City.

No Application to Building Interiors

32. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and New Building apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, windows and architectural ornamentation.

Enforcement of Agreement

33. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
34. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
35. The Owner acknowledges that, if the Owner alters the Land, the Heritage Building or the New Building in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
- (a) an order that the Owner restore the Land or the Heritage Building or the New Building, or all, to their condition before the contravention;

- (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the New Building;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
36. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.
37. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms and conditions of this Agreement have been contravened.
38. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
- (a) seeking an order for specific performance of the Agreement;
 - (b) any other means specified in this Agreement; or
 - (c) any means specified in the *Community Charter* or the *Local Government Act*,
- and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Statutory Authority Retained

39. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Indemnity

40. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations

under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.

41. In no case shall the City be liable or responsible in any way for:
- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

42. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Interpretation

43. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

Headings

44. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

45. All appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

46. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

Joint and Several

47. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

Successors Bound

48. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date written above.

Signed, Sealed and Delivered in the presence of:)
)
)
)
)
 _____)
 Name)
)
 _____)
 Address)
)
 _____)
 Occupation)

 JAMES JAMIESON

 GILLIAN JAMIESON

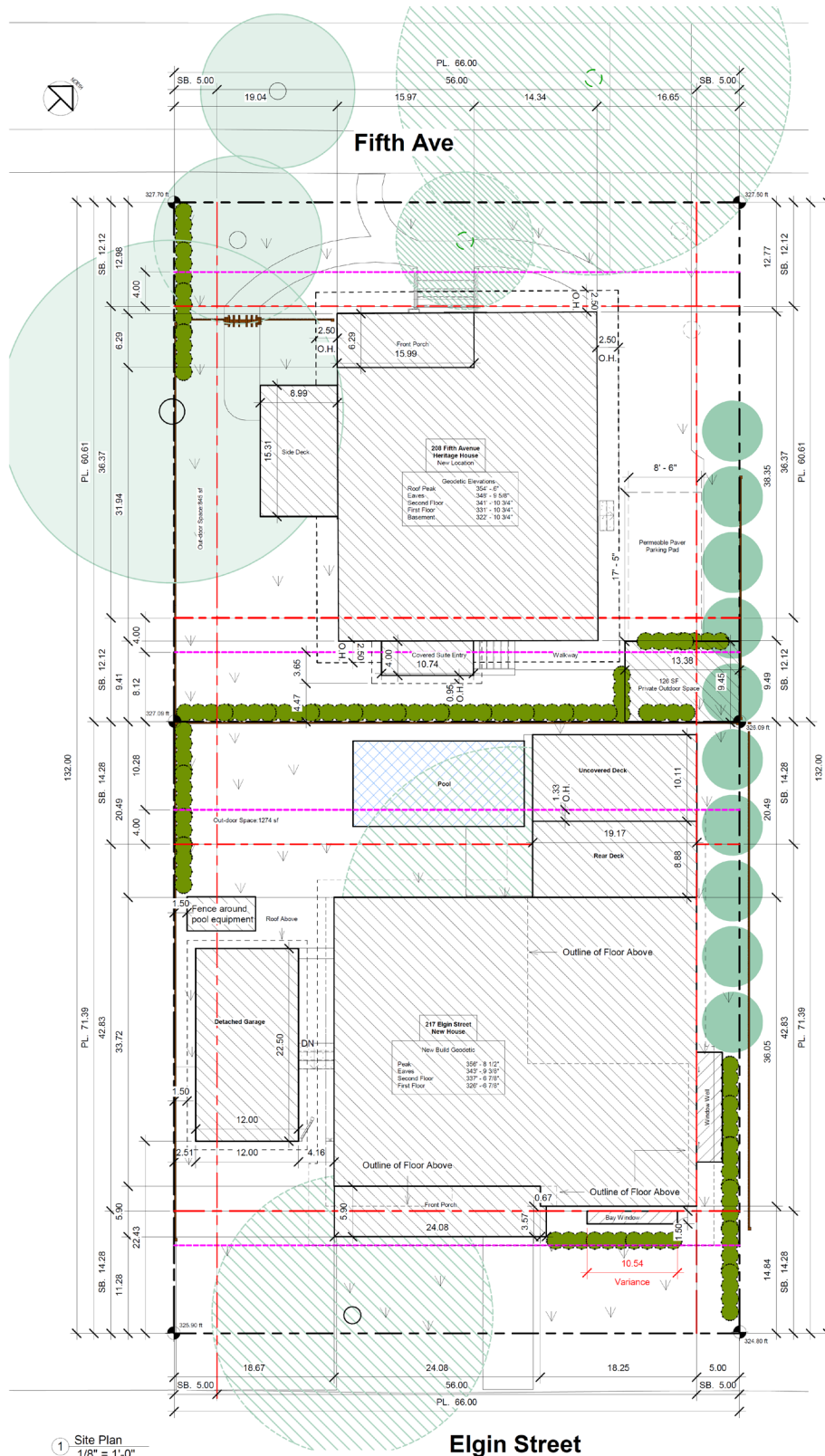
THE CORPORATION OF THE CITY OF NEW WESTMINSTER
by its authorized signatories:

Mayor Jonathan X. Cote

Jacqueline Killawee, City Clerk

APPENDIX 1

SITE PLAN



APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

Calbicks House, 208 Fifth Avenue, New Westminster, BC

October 19, 2021



Fig. 1: Calbicks House, 208 Fifth Avenue, New Westminster, BC, 2019. (Source: Cummer)

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1.0 Location

The subject house, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with concrete foundation located at 208 Fifth Avenue, in the Queen's Park Heritage Conservation Area of New Westminster (Fig. 2). This is the area located between Sixth Avenue in the north, First Street in the east along with the 75.5 acre area of Queen's Park, Queens Avenue in the south and Sixth Street in the west.



Fig. 2: Map of the area surrounding 208 Fifth Avenue, which is outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2019)

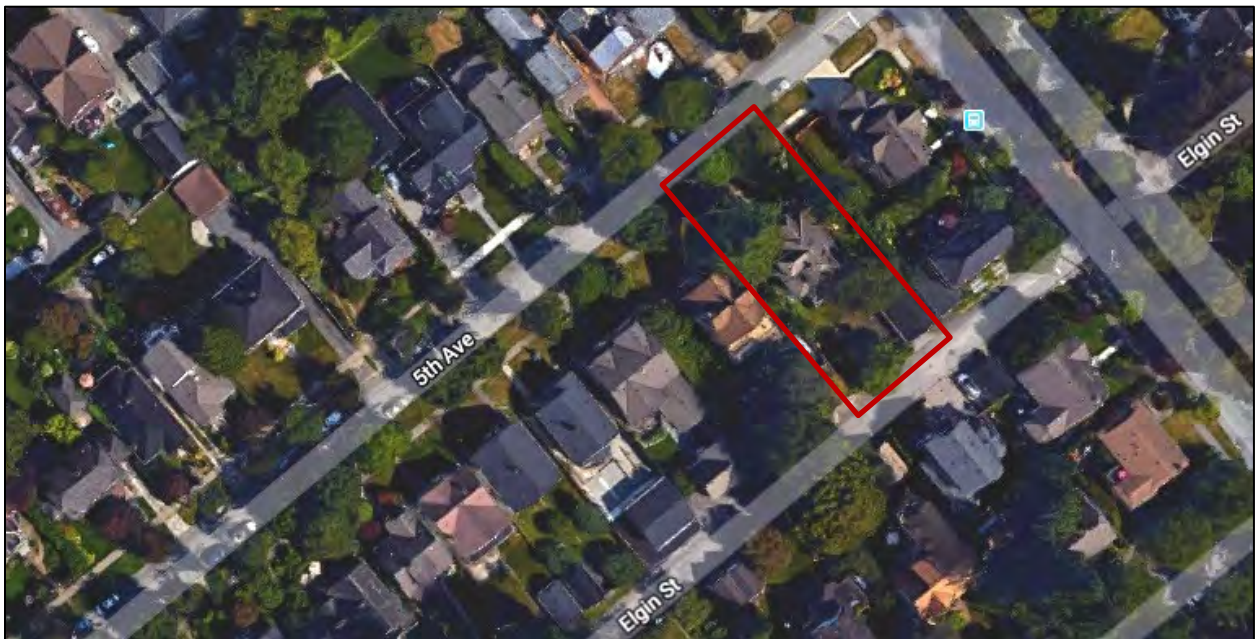


Fig. 3: Aerial view of the surrounding neighbourhood of 208 Fifth Avenue, outlined in red. (Source: Google, 2019)

2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river. The head engineer, Colonel Richard Moody, envisioned a formally planned “Garden City” with prominent public parks and elegant wide avenues (Wolf 2005, pp. 18-20).

“The Royal Engineers marked out the area now known as Queen’s Park including road allowances for wide streets and landscaped boulevards, land reserves, and squares in 1859. The next year the Royal Engineers surveyed 75.5 acres for what became Queen’s Park itself. The area very soon began to attract merchants and entrepreneurs seeking a prestigious location away from the noise and pollution of the downtown and river front.” (DCD *et al.* 2009, p. 41). The subject property, at 208 Fifth Avenue, is located in the northeast quadrant of the residential portion of this area.

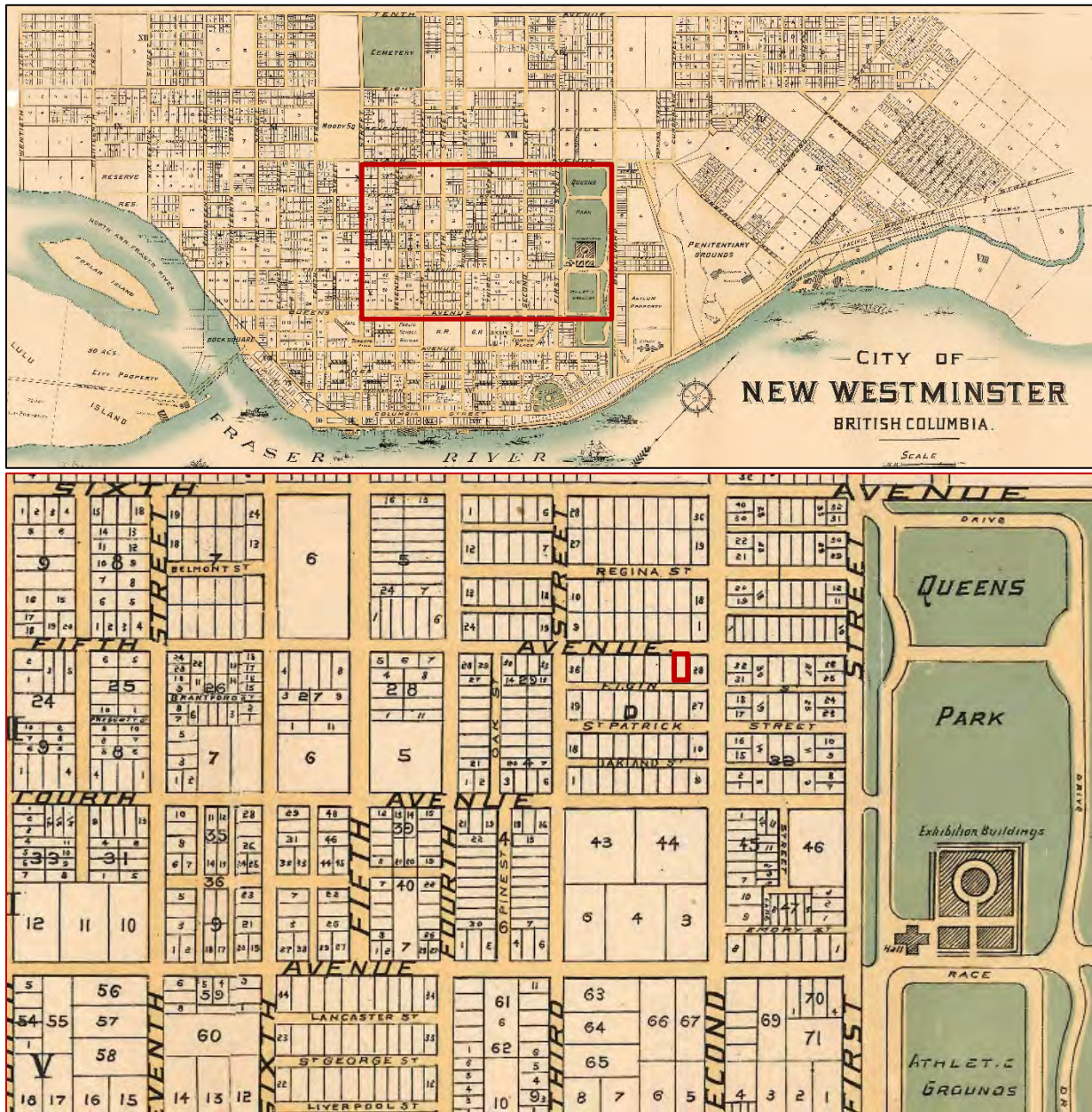
In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). The house at 208 Fifth Avenue is a product of the latter Edwardian-era boom, associated and connected with the economic growth and development in the Lower Mainland region prior to World War I. By this time, Queen’s Park “was filled up as an elite residential neighbourhood. In 1906 Queen’s Park acquired paved street and concrete sidewalks, in 1912 a sewer system, and a year later street curbs, making it the first fully serviced neighbourhood in New Westminster. 1912 also saw the design of the landscaped boulevards on 2nd and 5th Streets” (DCD *et al.* 2009, p. 42). The larger context of the house within the City of New Westminster (Figs. 4a and 4b) and this development boom is discernible in comparing an earlier 1892 map to a 1913 Fire Insurance Map (Figs. 5a and 5b).

As outlined in the “Historical Context Statement” for the Queen’s Park neighbourhood:

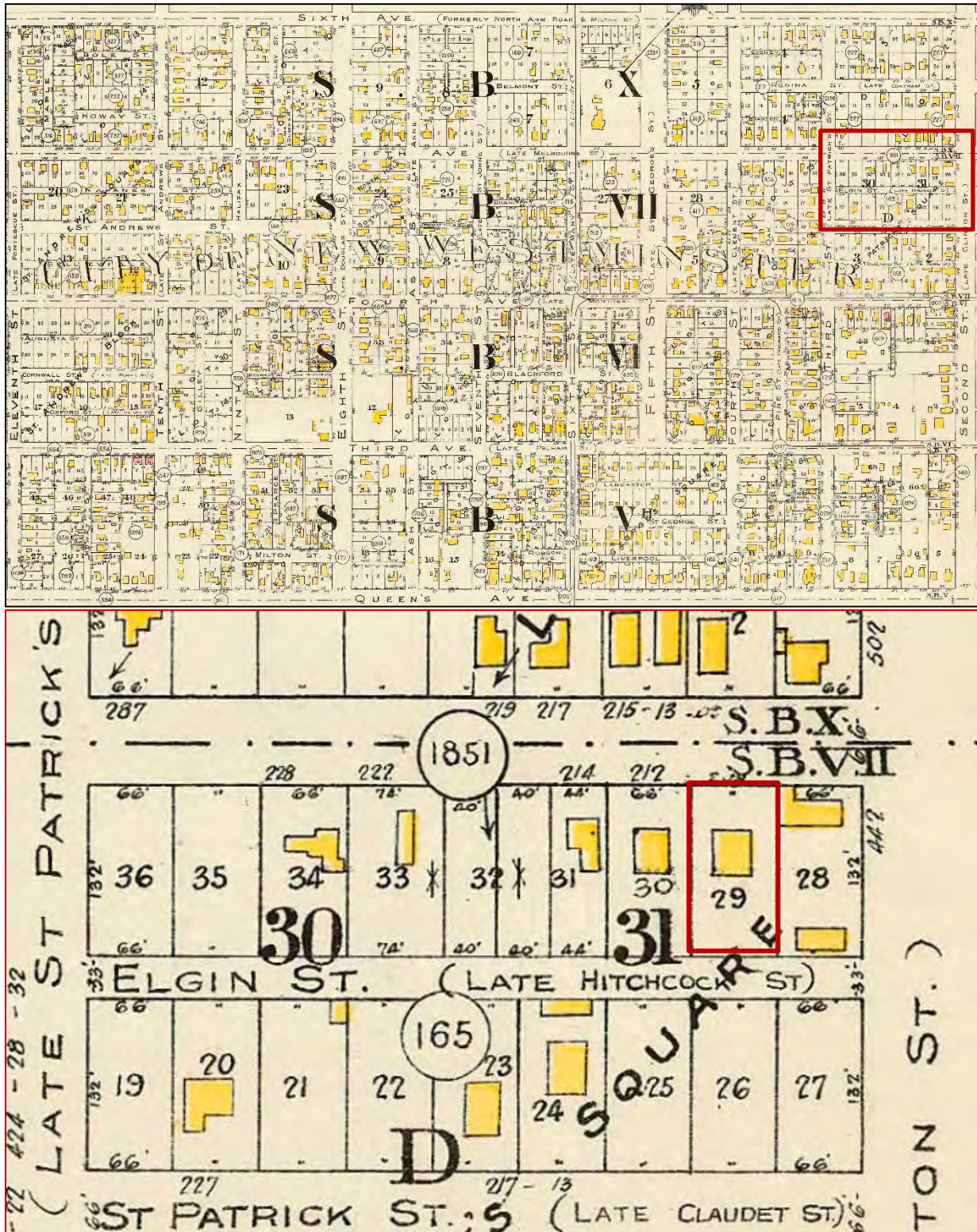
The Queen’s Park neighbourhood is of aesthetic value primarily for its outstanding stock of houses and older apartments in a variety of stately traditional styles set in a landscape of mature trees, shrubs, and planted borders. Its streets are aesthetically valued for their variety - from the tiniest of lanes to the grandest of boulevards with planted medians - and variety of pavements with great physical character. The intimate parks that are the legacy of the Royal Engineers in the neighbourhood are of aesthetic and social value, giving the area specific unique character. The area’s aesthetic importance lies in part in the relative physical cohesion brought about through the deployment of a common palette of materials commonly found in late 19th and early 20th Century housing.

Queen’s Park is of cultural value for its association with the city’s establishment and its role as the most prestigious residential area in the city. It is valued as the historical centre of governmental and military power. Its attention-getting grand housing (often given names) claimed the area for the city’s elite. Its residents still figure prominently in civic affairs, playing a central role in foundation of city-wide heritage preservation society and a wider consciousness of the value of heritage in the province. (DCD 2009, p. 40)

It is interesting to note that, as revealed in the research findings (section 4.0 of this report), despite this more “prestigious” quality to the neighbourhood, the original residents of 208 Fifth Avenue were more modest, working-class individuals. The house’s original owner and first resident from 1910 to 1955, Charles Calbick, was an electrician, while his son, Garth Calbick, owner and resident of the house from 1956 to 1965, was a janitor. These facts contribute to the place’s significance, as outlined in Section 3.0 of this report below.



Figs. 4a and 4b: Fig. 4a (above) shows the City of New Westminster, 1892. In Fig. 4a (above), the neighbourhood of 208 Fifth Avenue is outlined in red. Its lot is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, AM1594-MAP 617)



Figs. 5a and 5b: Fire Insurance Map of New Westminster, 1913. In Fig. 5a (above), the neighbourhood of 208 Fifth Avenue is outlined in red. The property is outlined in bolded red in Fig. 5b (below). (Source: City of Vancouver Archives, 1972-472.07, Plate 120)

3.0 Statement of Significance

The following is the Statement of Significance of the Calbicks House, located at 208 Fifth Avenue.

3.1 Description of Historic Place

This historic place, Calbicks House, is an Edwardian-era one and a half storey wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and centred-hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. The house is located in the northeast quadrant of the Queen's Park neighbourhood on Fifth Avenue near Second Street.

3.2 Heritage Value of Historic Place

Built in 1910, Calbicks House has heritage value for its aesthetic, historic and cultural significance. This house is among the many varied surviving examples represented in the Queen's Park Heritage Conservation Area, which boasts a range of ages, styles and scales. This one section of Fifth Avenue in fact has an example from almost every decade dating back to the 1890s, with this house as one of the few surviving smaller scale examples from the 1910s. It also boasts a rather unique mid-century bevelled and combed cedar siding that is not often surviving to today. This uniqueness in the landscape contributes to the place's significance.

Designed and built in 1910 by Robert Lane, the building has historic value for being representative of the Edwardian-era building boom that took place in New Westminster. It also connects to the final stages of developing the Queen's Park neighbourhood, being largely contemporaneous with the inputting of modern amenities such as the paved street and concrete sidewalks that went in in 1906, the sewer system and landscaped boulevards in 1912 and the street curbs in 1913; making it the first fully serviced neighbourhood in New Westminster. The Calbicks House also has further significance for its association with the Calbick Family; a family connected to New Westminster dating back to the 19th century. The first and longest staying resident of 208 Fifth Avenue was Charles Calbick, an electrician, who lived in the house from 1910 to 1955. His son, Garth Calbick, a janitor, continued to live in the house from 1956 to 1965.

3.3 Character Defining Elements

Key elements that define the heritage character of the Calbicks House at 208 Fifth Avenue include:

- Its location in the Queen's Park neighbourhood.
- Its setting in a well-tended and manicured lot.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its boxy quality, its hipped roof and hipped dormer with bell-cast flare to its eaves, its partial-width porch with classical columns and its centred front door.
- Its bevelled and combed cedar siding.
- Its double-hung horned wood windows featured on the sides and front of the house, including its prominent front window that boasts the decorative upper sashes that are lozenge pattern lights with textured/coloured glass. Its square, frosted glass, wood-framed windows on its western side and its square wood-framed windows on its eastern side.
- Its simple brick chimney placement and design (particularly its traditional cap).
- Its overall minimal ornamentation.

4.0 Research Findings

Neighbourhood: Queen's Park

Address: 208 Fifth Avenue

Folio: 06684000

PID: 001-664-212

Postal Code: V3L 1R4

Legal Plan: NWP2620

Legal Description: Lot 29; Block 7; New West District; Plan NWP2620

Zoning: Single Detached/RS-4

Site Area: 809.37 sqm

Date of completion: 1910

Architect/Builder/Designer: Robert Lane

The following tables are a consolidated summary of the residents of 208 Fifth Avenue, as determined from the available city directories for New Westminster, as well as a list of the construction dates of the surrounding properties, illustrating the range of ages to the street.

Table 1: Consolidated list of the occupants of 208 Fifth Avenue from the available city directories (Source: BC Archives Library; New Westminster Archives; and Vancouver Public Library)

Year(s)	Name(s)	Occupation (if listed)
1910 to 1955	Charles Calbick	Electrician
1956 to 1964/65	Garth Calbick	Janitor
1966 to 1970	Henry Cairns and Elsie Evanisky	Not listed
1971 to 1973	Evanisky	Not listed
1979	Bart and Maureen Van der Belt	Not listed
1991	Ken Oreskovich	Not listed

Table 2: Consolidated list of the construction dates for the houses surrounding 208 Fifth Avenue, New Westminster, BC. (Source: BC Assessment)

Address	Year Built	Configuration
442 Second Street	2008	4 bedrooms, 4 bath
436 Second Street	1895	3 bedrooms, 2 bath
208 Fifth Avenue	1910	3 bedrooms, 2 bath
212 Fifth Avenue	1910	5 bedrooms, 3 bath
214 Fifth Avenue	2005	4 bedrooms, 4 bath
216 Fifth Avenue	1924	4 bedrooms, 4 bath
220 Fifth Avenue	1929	4 bedrooms, 5 bath
222 Fifth Avenue	2018	4 bedrooms, 3 bath
224 Fifth Avenue	1940	3 bedrooms, 2 bath
228 Fifth Avenue	1895	2 bedrooms, 2 bath
232 Fifth Avenue	1937	4 bedrooms, 2 bath
236 Fifth Avenue	1979	4 bedrooms, 4 bath
439 Third Street	1912	4 bedrooms, 3 bath
435 Third Street	1912	4 bedrooms, 2 bath

5.0 Archival Photographs



Fig. 6: Queen's Park neighbourhood, 1918, taken in the 300 block of Second Street (around the corner and a block away from 208 Fifth Avenue), showing the range of different house forms and styles present in the neighbourhood. (Source: New Westminster Archives, IHP1115)



Fig. 7: The only available historical photograph of 208 Fifth Avenue, 1982. (Sources: New Westminster Archives, IHP14546)

6.0 Current Photographs



Fig. 8: Front view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the hipped dormer, hipped roof with slight bell-cast flared eaves, the partial-width porch and classical columns, with centred front door. (Source: Cummer)



Fig. 9: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, highlighting its hipped roof. (Source: Cummer)



Fig. 10: Back view of Calbicks House at 208 Fifth Avenue, 2019, showing the later addition that will be removed. (Source: Cummer)



Figs. 11 and 12: Western side view of Calbicks House at 208 Fifth Avenue, 2019, from the back (left, Fig. 11) and the front (right, Fig. 12). Note the double-hung horned wood windows and the square wood windows. (Sources: Cummer)

7.0 Conservation Objectives

Calbicks House, at 208 Fifth Avenue, will be moved slightly northeast within its property lines (Fig. 13a) to allow for its lot to be subdivided for a sympathetic new build at the back (Fig. 13b), with restoration and rehabilitation work carried out on the heritage house (Fig. 14). An additional rear dormer will be added at the back, adding continuity and unifying the back roofline, as well as an additional eastern side dormer to match the existing western side dormer, adding symmetry to the property. These additions will maintain and respect its characteristic boxy exterior. The proposed work would allow for a continued residential use, with improved living space at the back, and does not affect the Heritage Values nor the Character Defining Elements of this historic place.

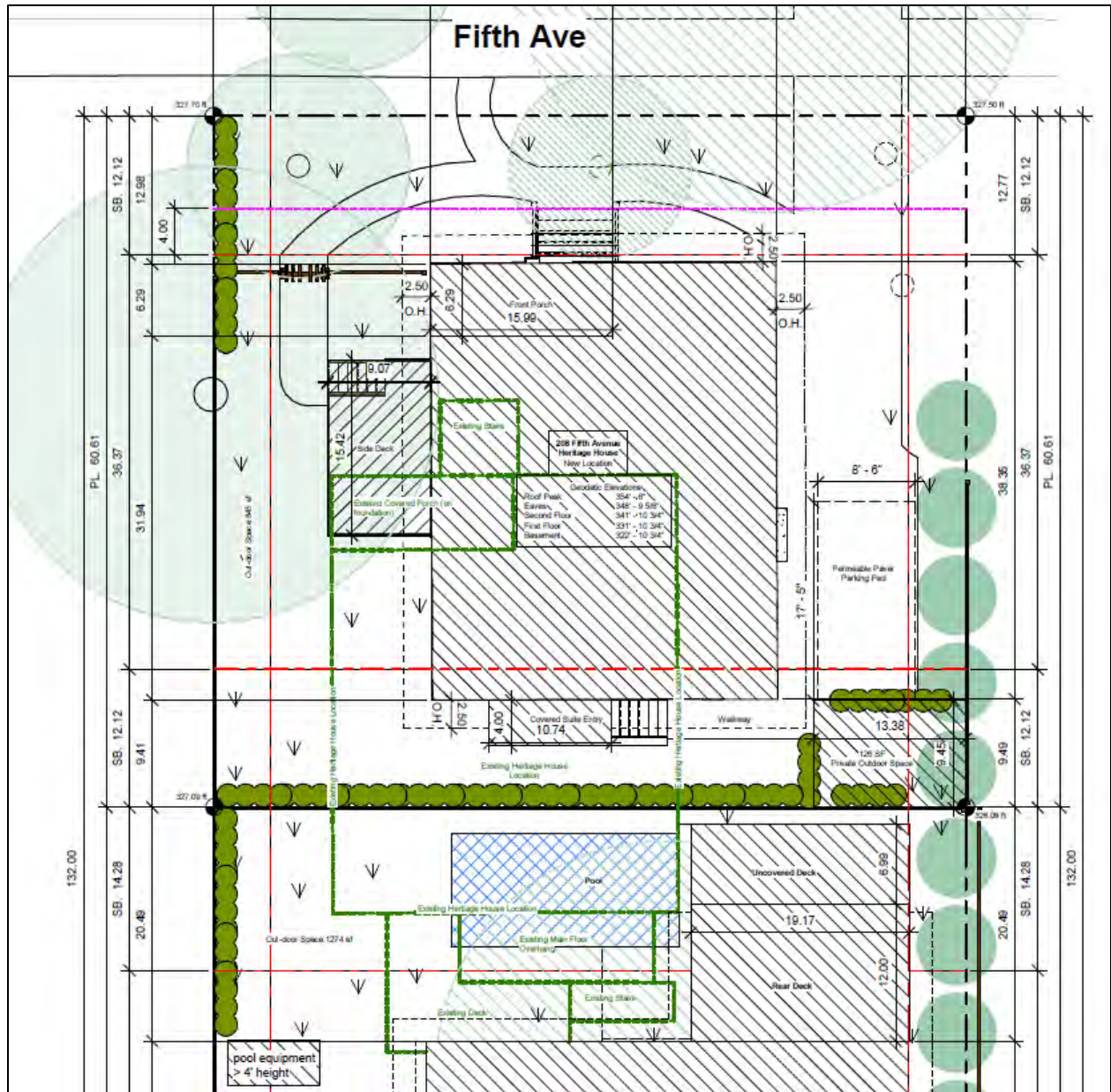


Fig. 13a: Proposed new location for 208 Fifth Avenue. Note the hashed green lines illustrate the current location of the house and the solid black lines shows the new location. (Source: D3 Dimension, Drafting and Design Inc.)

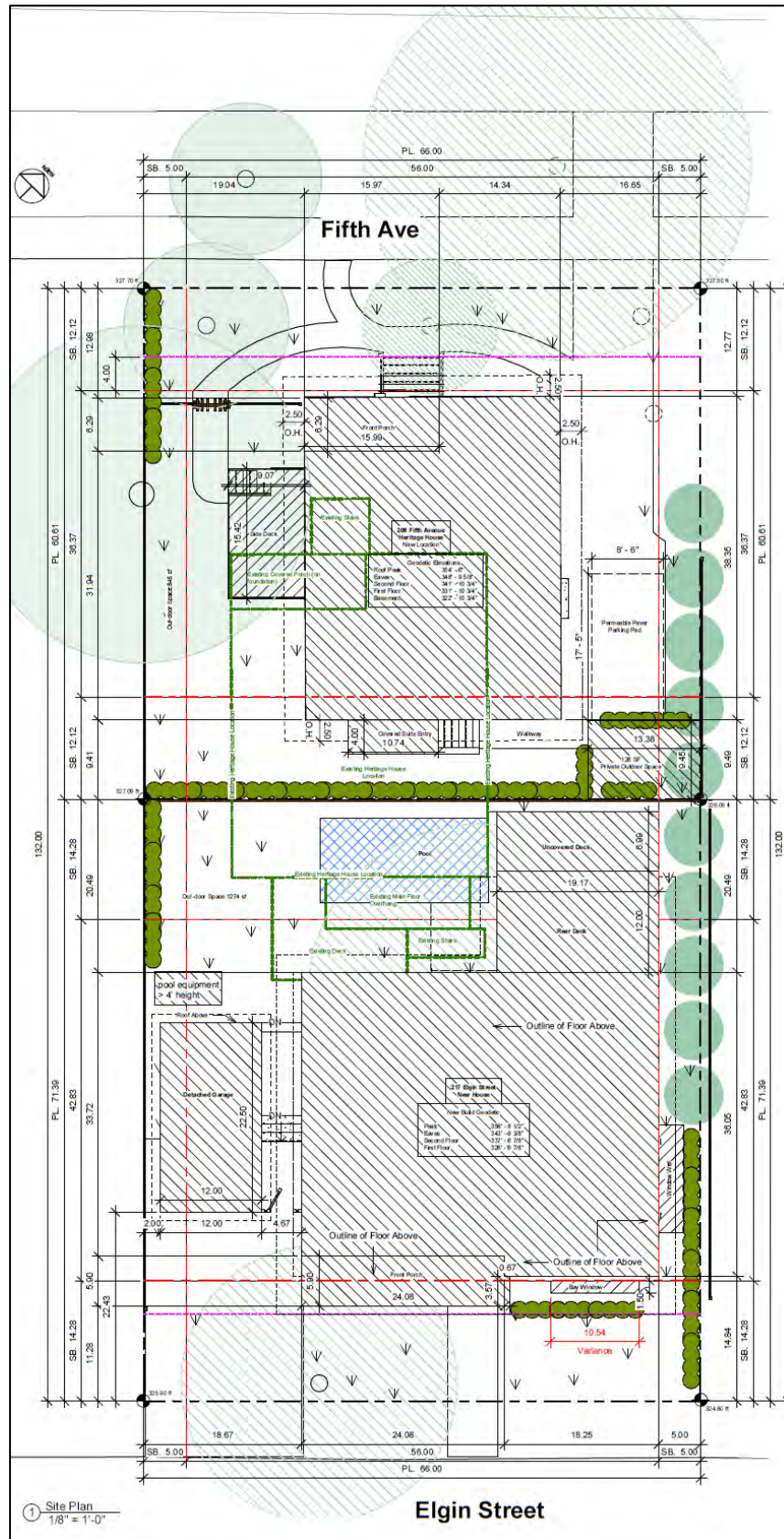


Fig. 13b: Site plan illustrating the proposed subdivision of 208 Fifth Avenue to facilitate a new build construction at the back of the lot, front Elgin Street. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 14: Proposed revitalization of Calbicks House, at 208 Fifth Avenue, 2021. (Source: D3 Dimension, Drafting and Design Inc.)

Preservation, Restoration and Rehabilitation are the conservation objectives for the building. Specifically, preservation of the windows, restoration of the lower back configuration of the building by removing the later addition and rehabilitation of the siding and soffits.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd edition)*:

Preservation: The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value. (Canada's Historic Places 2010, p. 255)

8.0 Building Description

This building, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. It has double-hung horned wood windows featured on the sides and front of the house. Its most prominent, visible window is a triple window assembly comprised of three double-hung horned wood windows with decorative upper sashes that are lozenge patterned lights with mostly textured glass and a few green stained-glass panels. It also has square, frosted glass wood windows on its western side and square wood windows on its eastern side.

9.0 Condition Assessment

Overall, the exterior of Calbicks House appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

9.1 Structure

The front exterior of Calbicks House appears to be in good condition (Fig. 15), however, the back addition is in somewhat poor condition, with some levels of deterioration visible (Figs. 16 and 17). Considering the back addition will be removed as part of this conservation work, the poorer condition of this aspect of the building is of less concern.



Fig. 15: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its overall good condition. (Source: Cummer)



Figs. 16 and 17: Fig. 16 (left) shows the southwestern back view of Calbicks House at 208 Fifth Avenue, 2019, and Fig. 17 (right) shows the southeastern back view, illustrating some of the deterioration. (Sources: Cummer)

9.2 Foundations

Overall, the condition of the walls and building envelope, from roof to foundation, appears to be good (Fig. 18). Please note an interior inspection was not conducted. It is understood that the house will be put on a new foundation following its relocation.



Fig. 18: Eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its foundation. (Source: Cumber)

9.3 Wood Elements

The visible, exterior wood elements of the front porch, windows and siding are, for the most part, in good condition (Fig. 19). There are simply some sections of the siding in need of repair and/or maintenance, as discussed in the relevant section below. Please note an internal inspection was not conducted to inspect the internal timber elements. These should also be inspected by a structural engineer to confirm their integrity and stability, prior to moving the house.



Fig. 19: Northwestern front and side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the overall good condition of its exterior wood elements. Note the landscaping possibly growing too close to the foundations, as discussed in section 9.9 below. (Source: Cumber)

9.4 Roofing and Waterworks

The average roof life is approximately 15 years, with the potential to last 30 years with proper care and maintenance. The current roof is in fair condition. It is recommended to replace the current roof and to ensure the gutters are cleaned and in good operation (if they are not also replaced at the same time). It is also encouraged that during this work, the unsympathetic skylight be removed (Fig. 20).



Fig. 20: Eastern side view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the unsympathetic skylight visible in the middle. (Source: Cummer)

9.5 Chimneys

It appears there are two chimneys currently on the house and they seem, externally, in good condition. On the eastern side of the house, there is a fairly tall and prominent metal chimney stack on the outer edge of the building's roof plane and a smaller one with intact chimney cap nearer the back, in the middle of the hipped roof line (Fig. 21).



Fig. 21: Front view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the taller chimney visible in the foreground and the smaller along the roof line. (Source: Cummer)

9.6 Windows and Doors

Considering the age of the building, the windows and doors are in good condition, overall. Most of the windows (their frames, sashes and hardware) appear to be the original ones from 1910, particularly the double-hung horned wood windows (Figs. 22 to 24) and some of the square ones (Figs. 25 and 26). While the condition of the windows is, for the most part, good, there are areas that could be touched up and repaired, such as the upper casing of the square windows on the western side of the building, as illustrated in Fig. 25 below.

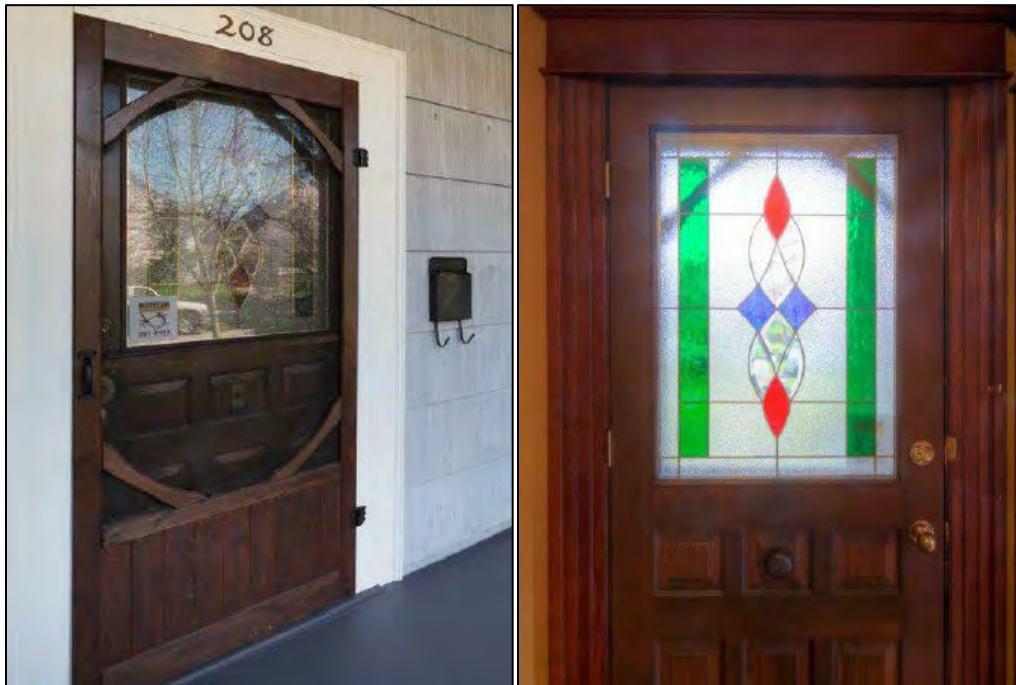


Figs. 22 to 24: Fig. 22 (upper left) shows the eastern side windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 23 (upper right) shows some of the western side windows; Fig. 24 (bottom) shows the triple window assembly of double-hung horned wood windows with decorative upper sashes at the front of the house. (Source: Cummer)



Figs. 25 to 26: Fig. 25 (left) shows one of the western side frosted glass square windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 26 (right) shows one of the eastern side square windows, with possibly replaced glass. (Sources: Cummer)

As for the front door, considering the style and design (wood with a frosted/stained glass window), it may not be the original door, but an early update, possibly from the 1930s (Figs. 27 and 28). No matter its time period, it is in good condition and should be preserved, preferably as exposed wood rather than painted, as would be appropriate for its era.



Figs. 27 to 28: Fig. 27 (left) shows the exterior view of the front door of Calbicks House at 208 Fifth Avenue, 2019; Fig. 28 (right) shows the interior view of the front door, with its stained glass more clearly visible. (Sources: D3 Dimension, Drafting and Design Inc.)

9.7 Cladding and Trimwork

As mentioned above, some sections of the wood siding are in need of repair and maintenance (Fig. 29), particularly at the back of the building. This is also the case for some of the fascia boards and soffits (Fig. 30). They are not in terrible condition, currently, but should be addressed in a timely manner.



Figs. 29 and 30: Fig. 29 (left) shows the southwestern corner of Calbicks House at 208 Fifth Avenue, 2019, illustrating one area of the wood siding in need of repair; Fig. 30 (right) shows the southeastern corner soffit and fascia boards in need of minor maintenance. (Sources: Cummer)

9.8 Finishes

The finishes of the house are in good condition, for the most part, with few areas currently requiring attention.

9.9 Landscaping

The landscaping on site is, overall, well maintained at a distance from the main house structure. The inclusion of a gravel bed surrounding the house is to be commended and encouraged as this ensures the foundations of the building are better protected, particularly from any encroaching landscaping and with improved drainage. The only area to be careful with regards to the landscaping is at the front, where some plantings are possibly growing too close to the structure, with potential for damage to the foundations of the building (Fig. 19 above). Further investigation should be explored and remedies considered, if needed.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

10.0 Recommended Conservation Procedures

10.1 Structure – Preservation

- The main one and a half storey hipped roofed structure will, for the most part, be **preserved**. It is understood that the framed walls of the basement will be deconstructed and rebuilt on a new foundation, after the house is moved.

10.2 Foundations – Rehabilitation

- It is understood that due to the house's relocation it will be moved onto a new foundation.

10.3 Wood Elements – Preservation and Restoration

- As addressed in greater detail in the relevant sections below (in particular, roofing, windows and cladding), the wood elements should be **preserved** where possible and **restored (repaired, maintained or replaced in-kind)**, as needed.

10.4 Roofing and Waterworks – Rehabilitation and Restoration

- On account of its age, the roofing should be replaced. The unsympathetic skylight on the eastern side of the house should be removed, **restoring** the original look of the roof.

10.5 Chimney – Preservation

- The original brick chimney, with intact chimney cap, should be **preserved**, if possible (or, if needed, rebuilt after the house is moved). If the latter is required, the chimney should be dismantled to the roofline and the bricks should be cleaned to be re-used for rebuilding the chimney with its original bricks, as much as possible.
- The metal chimney stack will be removed, due to condition concerns and an aesthetic preference to simplify the look of the house from the front. This is deemed acceptable since it is unlikely this metal chimney stack is original.



Fig. 32: Eastern side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 33: Back view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 34: Western side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the numbered windows are those that will be unchanged and preserved in-situ and the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)

- If there are concerns with regards to the performance of the original windows, an immediate measure to allow for better protection of them (while address heating and sound issues), is to install exterior wood storm windows on them. This would be the best conservation approach for their long-term preservation, if so desired.
- If this route is taken, the proposed storm windows should be traditional wood storm windows: Single pane, single light and of similar sash dimension to the window sash itself, to minimise the visual impact on the building and to allow the windows to continue to be visible on the exterior. They should be painted the same colour as the current. Dimensions should be the same as the window sash as per the proposed, historically appropriate colour scheme, outlined below. An ideal storm window design will be hinged so that in the summer the top part can be opened to allow for ventilation and they can be removed when repair and maintenance of the storms or the windows is needed. This is a reversible measure that would immediately benefit the building, providing greater protection to the house and improving its performance in relation to temperature control, energy efficiency and also from a noise perspective.
- The front door should be **preserved**, remaining with a wood stain colour (as opposed to being painted).

10.7 Cladding and Trimwork – **Preservation** and **Rehabilitation**

- The horizontal, bevelled and combed cedar siding should be **preserved** as much as possible and **rehabilitated** in the few areas requiring repair.
- Similar to the windows, the original siding should be salvaged and repurposed as much as possible from the areas that will be altered, such as with the removal of the later back addition. These materials can be used to rehabilitate the areas requiring attention, such as at the back of property, as well as for the additional, matching side dormer.

- As for the dormer extension at the back of the property, a new cedar shingle should be used for the cladding, ideally with a similar profile to the original, but with a distinguishable texture, to differentiate it from the preserved cladding.
- The fascia boards and soffits should be cleaned and **rehabilitated**, as needed.

10.8 Finishes – Restoration

- The current colour scheme does not need to be maintained. On account of its era, a proposed historically appropriate colour scheme should be inspired by the Edwardian trend of “mid-range to dark body colour with lighter trim” (VHF 2001, p. 4). An example of a typical colour scheme for this era is: “dark green body with buff trim & gloss black sash” (*ibid.*).
- The restored colour scheme should incorporate a combination of historical colours from the Benjamin Moore Historical True Colours Palette (VHF 2012), following a three-colour exterior scheme: a mid-range tone body colour (VC-12 to VC-34), a lighter trim colour (VC-1 to VC-11); and gloss black sash (VC-35). VC-16 (Comox Sage) could be an appropriate green for the body, VC-1 (Oxford Ivory) for the trim and VC-35 (Gloss Black) for the sash.
- Follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

10.9 Landscaping

- Once the house is moved, the gravel bed surrounding the house should be restored and the landscaping near the front of the house should be replanted, as desired. However, a minimum 2-ft clearance between the vegetation and the building face is preferable to ensure there is sufficient space from the foundation to remove any threat to the foundation or the building’s finishes over time.

11.0 Proposed Alterations and Future Changes

11.1 Proposed Alterations

The major proposed changes to this house are:

- 1) Moving the house northeast within the property lines onto a new foundation, with increased basement height dug into the ground (not affecting the exterior height of the building);
- 2) Extending the rear dormer and adding an additional back dormer on the east side of the building to mirror the current dormer on the western side of the building; and
- 3) Building a small deck off the western side of the house.

Alterations 1) to 2) do not dramatically affect the visible design of the building, as viewed from the street. The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of the building. Alteration 3) has more of a visual impact, as viewed from the street, however, it is fairly modest and will be behind fencing and landscaping and therefore less visible from the street. With this in mind, this proposed alteration is also considered a reasonable intervention, from a heritage conservation perspective.

11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above) and should be in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*, particularly Standards 11 and 12, (Canada's Historic Places 2010, p. 23) as well as the Queen's Park HCA Design Guidelines (City of New Westminster 2017).

12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

12.1 Maintenance Checklist

- a. Site
 - Ensure site runoff drainage is directed away from the building.
 - Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
 - Do not permit vegetation (such as vines) to attach to the building.
- b. Foundation
 - Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
 - If encountered, seek advice from a professional Engineer, immediately.
 - Ensure perimeter drainage piping is functional.
 - Arrange a professional drainage inspection every three to five years.
- c. Wood Elements
 - Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
 - Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.
 - Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:

- Wood in contact with ground or plantings;
 - Excessive cupping, loose knots, cracks or splits;
 - Open wood-to-wood joints or loose/missing fasteners;
 - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
 - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
 - Signs of water ingress (such as rot, staining or mould).
 - Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
 - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
 - Excessive fading of colours, especially dark tones.
 - Note all repainting should be as per the recommended historic colours in section 10.8 above.
- d. Windows and Doors
- Replace cracked or broken glass as it occurs.
 - Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
 - Check condition and operation of hardware for rust or breakage. Lubricate annually.
 - Inspect weather stripping for excessive wear and integrity.
- e. Roofing and Rainwater Works
- Inspect roof condition every five years, in particular looking for:
 - Loose, split or missing shingles, especially at edges, ridges and hips;
 - Excessive moss growth and/or accumulation of debris from adjacent trees; and
 - Flashings functioning properly to shed water down slope, especially at the chimneys.
 - Remove roof debris and moss with gentle sweeping and low-pressure hose.
 - Plan for roof replacement at around 18 to 22 years.
 - Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
 - Ensure gutter hangers and rainwater system elements are intact and secure.
 - Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.
- f. General Cleaning
- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
 - Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
 - Windows, doors and rainwater works should be cleaned annually.
 - When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
 - Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

13.0 References

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APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated _____ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 5
APPROVED PLANS

APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-4) Requirement/Allowance	Lot with Heritage Building (208 Fifth Avenue)	Lot with New House (217 Elgin Street)
Minimum Lot Size	6,000 square feet (557 square metres)	4,000 square feet (372 square metres)	4,710 square feet (438 square metres)
Maximum Floor Space Ratio for Non-Protected House in Queen's Park Heritage Conservation Area*	0.5	--	0.64
Maximum Floor Space Ratio for Protected House in Queen's Park Heritage Conservation Area*	0.7	--	--
Minimum Rear Setback (Heritage House)	12.1 feet (3.7 metres)	9.4 feet (2.9 metres)	--
Minimum Rear Yard Projection Setback (Heritage House)	8.1 feet (2.5 metres)	4.4 feet (1.3 metres)	
Maximum Bay Width to Allow Projection Into Front Setback	6 feet (1.8 metres)	--	10.6 feet (3.2 metres)
Minimum Off-Street Vehicle Parking Spaces	One space per unit, including secondary suite	One parking space	--

** Should Step Code 3, 4 or 5 of the Energy Step Code be met, the maximum space ratio can be increased as outlined in Section 310.11.1 of Zoning Bylaw No. 6680, 2001*

APPENDIX 7

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

THIS AGREEMENT dated for reference the ____ day of _____, 20__ is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New Westminster, BC

(the “Owner”)

AND:

CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “City”)

WHEREAS:

- A. The Owners are the registered owners in fee simple of those lands in New Westminster, British Columbia legally described as NO PID, _____ and NO PID, _____ (together, the “Lands”);
- B. Pursuant to a Heritage Revitalization Agreement between the City and the Owners, dated for reference October 25, 2021 (the “HRA”), the Owners are required to deposit in the Land Title Office, concurrently with the subdivision plan creating the Lands as separate fee simple parcels, a covenant under s.219 of the *Land Title Act* in favour of the City, by which the Owners covenant and agree not to transfer separately the Lands until the Owners have complied with the requirements of the HRA for the preservation, restoration, and rehabilitation of the Heritage Building (as defined in the HRA);
- C. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality in respect of the use of land, the use of a building on or to be erected on land, or that parcels of land designated in the covenant are not to be sold or otherwise transferred separately;

NOW THEREFORE in consideration of the sum of \$10.00 now paid by the City to the Owners and other good and valuable consideration, the receipt and sufficiency of which the Owners hereby acknowledge, the parties covenant and agree pursuant to Section 219 of the *Land Title Act* (British Columbia) as follows:

- 1. **Lands Not to be Separately Sold or Transferred** – The Lands shall not be sold or otherwise transferred separately.

2. **Discharge** – The City shall, at the written request of the Owners, execute and deliver to the Owners a registrable discharge of this Agreement, in its sole and unfettered discretion, to be exercised consistently with the wording and intent of the HRA, that the Owners have completed and complied with all requirements in the HRA for the preservation, restoration, and rehabilitation of the Heritage Building by the deadlines set out therein.
3. **Notice** – All notices and other communications required or permitted to be given under this Agreement must be in writing and must be sent by registered mail or delivered as follows:
- (a) if to the Owner, to the address shown on the Land Title Office title search to the Lands,
 - (b) if to the City, as follows:
 - City of New Westminster
 - 511 Royal Avenue
 - New Westminster, BC, V3L 1H9

 - Attention: Heritage Planner

Any notice or other communication that is delivered is considered to have been given on the next business day after it is dispatched for delivery. Any notice or other communication that is sent by registered mail is considered to have been given five days after the day on which it is mailed at a Canada Post office. If there is an existing or threatened strike or labour disruption that has caused, or may cause, an interruption in the mail, any notice or other communication must be delivered until ordinary mail services is restored or assured. If a party changes its address it must immediately give notice of its new address to the other party as provided in this section.

4. **Interpretation** – In this Agreement:
- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) reference to a particular numbered section or article is a reference to the correspondingly numbered section or article of this Agreement;
 - (d) reference to the “Lands” or to any other parcel of land is a reference also to any parcel into which those lands are subdivided or consolidated by any means

(including the removal of interior parcel boundaries) and to each parcel created by any such subdivision or consolidations;

- (e) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
 - (f) reference to any enactment includes any regulations, orders, permits or directives made or issued under the authority of that enactment;
 - (g) unless otherwise expressly provided, reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced;
 - (h) time is of the essence;
 - (i) all provisions are to be interpreted as always speaking;
 - (j) reference to a “party” is a reference to a party to this Agreement and to their respective heirs, executors, successors (including successors in title), trustees, administrators and receivers;
 - (k) reference to the City is a reference also to its elected and appointed officials, officers, employees and agents;
 - (l) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
 - (m) any act, decision, determination, consideration, opinion, consent or exercise of discretion by a party or person as provided in this Agreement must be performed, made, formed or exercised acting reasonably, except that any act, decision, determination, consideration, consent, opinion or exercise of discretion that is said to be within the “sole discretion” of a party or person may be performed, made, formed or exercised by that party or person in the sole, unfettered and absolute discretion of that party or person.
5. **No Waiver** – No provision or breach of this Agreement, nor any default, is to be considered to have been waived or acquiesced to by a party unless the waiver is express and is in writing by the party. The waiver by a party of any breach by the other party of any provision, or default, is not to be construed as or constituted a waiver of any further or other breach of the same or any other provision or default.
6. **No Effect on Laws or Powers** – This Agreement and the Owners’ contributions, obligations and agreements set out in this Agreement do not:

- (a) affect or limit the discretion, rights, duties or powers of the City or the Approving Officer under any enactment or at common law, including in relation to the use, development, servicing or subdivision of the Lands;
 - (b) impose on the City or the Approving Officer any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
 - (c) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
 - (d) relieve the Owners from complying with any enactment, including in relation to the use, development, servicing, or subdivision of the Lands.
7. **Remedies for Breach** – The Owners agree that, without affecting any other rights or remedies the City may have in respect of any breach of this Agreement, the City is entitled, in light of the public interest in securing strict performance of this Agreement, to seek and obtain from the British Columbia Supreme Court a mandatory or prohibitory injunction, or order for specific performance, in respect of the breach.
 8. **Binding Effect** – This Agreement enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, trustees, receivers and successors (including successors in title).
 9. **Covenant Runs With the Lands** – Every provision of this Agreement and every obligation and covenant of the Owners in this Agreement, constitutes a deed and a contractual obligation, and also a covenant granted by the Owners to the City in accordance with section 219 of the *Land Title Act*, and this Agreement burdens the Lands to the extent provided in this Agreement, and runs with them and binds the Owners’ successors in title. This Agreement also burdens and runs with every parcel into which the Lands are consolidated (including by the removal of interior parcel boundaries) or subdivided by any means, including by subdivision under the *Land Title Act* or by strata plan or bare land strata plan under the *Strata Property Act*.
 10. **Further Acts** – The Owners shall do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
 11. **Severance** – If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
 12. **Amendment** – This Agreement may be amended from time to time by agreement between the Owners and the City. Except as otherwise expressly provided in this

Agreement, amendments to this Agreement must be made by an instrument in writing duly executed by the Owners and the City.

13. **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a new contract and a deed of covenant executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part I of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

CONSENT AND PRIORITY AGREEMENT

WHEREAS:

- A. *[Name of land owner(s)]* (the "Owner") is the registered owner of the land described in Item 2 of Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement (the "Land");
- B. The Owner granted *[Name of chargeholder]* (the "Prior Chargeholder") a *[identify mortgage or other charge]* which was registered against the title to the Land in the New Westminister Land Title Office under number *[insert registration number]* (the "Prior Charge");
- C. The Owner granted to the Corporation of the City of New Westminister (the "Subsequent Chargeholder") a section 219 covenant which is registered against the title to the Land under number one less than this Consent and Priority Agreement (the "Subsequent Charge"); and
- D. Section 207 of the *Land Title Act* permits the Prior Chargeholder to grant priority over a charge to a subsequent chargeholder.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT WITNESSES THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION RECEIVED BY THE PRIOR CHARGEHOLDER FROM THE SUBSEQUENT CHARGEHOLDER (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED):

1. The Prior Chargeholder hereby consents to the granting and registration of the Subsequent Charge and the Prior Chargeholder hereby agrees that the Subsequent Charge shall be binding upon its interest in and to the Land.
2. The Prior Chargeholder hereby grants to the Subsequent Chargeholder priority for the Subsequent Charge over the Prior Chargeholder's right, title and interest in and to the Land, and the Prior Chargeholder does hereby postpone the Prior Charge and all of its right, title and interest thereunder to the Subsequent Charge as if the Subsequent Charge had been executed, delivered and registered prior to the execution, delivery and registration of the Prior Charge.

As evidence of its agreement to be bound by the above terms of this Consent and Priority Agreement, the Prior Chargeholder has executed and delivered Part 1 of *Land Title Act* Form C which is attached hereto and forms part of this Agreement.

END OF DOCUMENT

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8272, 2021

A bylaw of the Corporation of the City of New Westminster to designate 208 Fifth Avenue as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 208 Fifth Avenue has entered into a heritage revitalization agreement in relation to the principal building currently located on the land as authorized by Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 (the "Heritage Revitalization Agreement"), has requested that Council designate that property as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the building located at 208 Fifth Avenue has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the building located at 208 Fifth Avenue as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

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

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (208 Fifth Avenue) No. 8272, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. That parcel of land having a civic address of 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 and labelled "208 Fifth Avenue Heritage House" in Schedule A (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:
 - (a) alter the exterior of the Building;
 - (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
 - (c) move the Building; or
 - (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Development Services Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this _____ day of _____ 2021.

GIVEN SECOND READING this _____ day of _____ 2021.

PUBLIC HEARING held this _____ day of _____ 2021.

GIVEN THIRD READING this _____ day of _____ 2021.

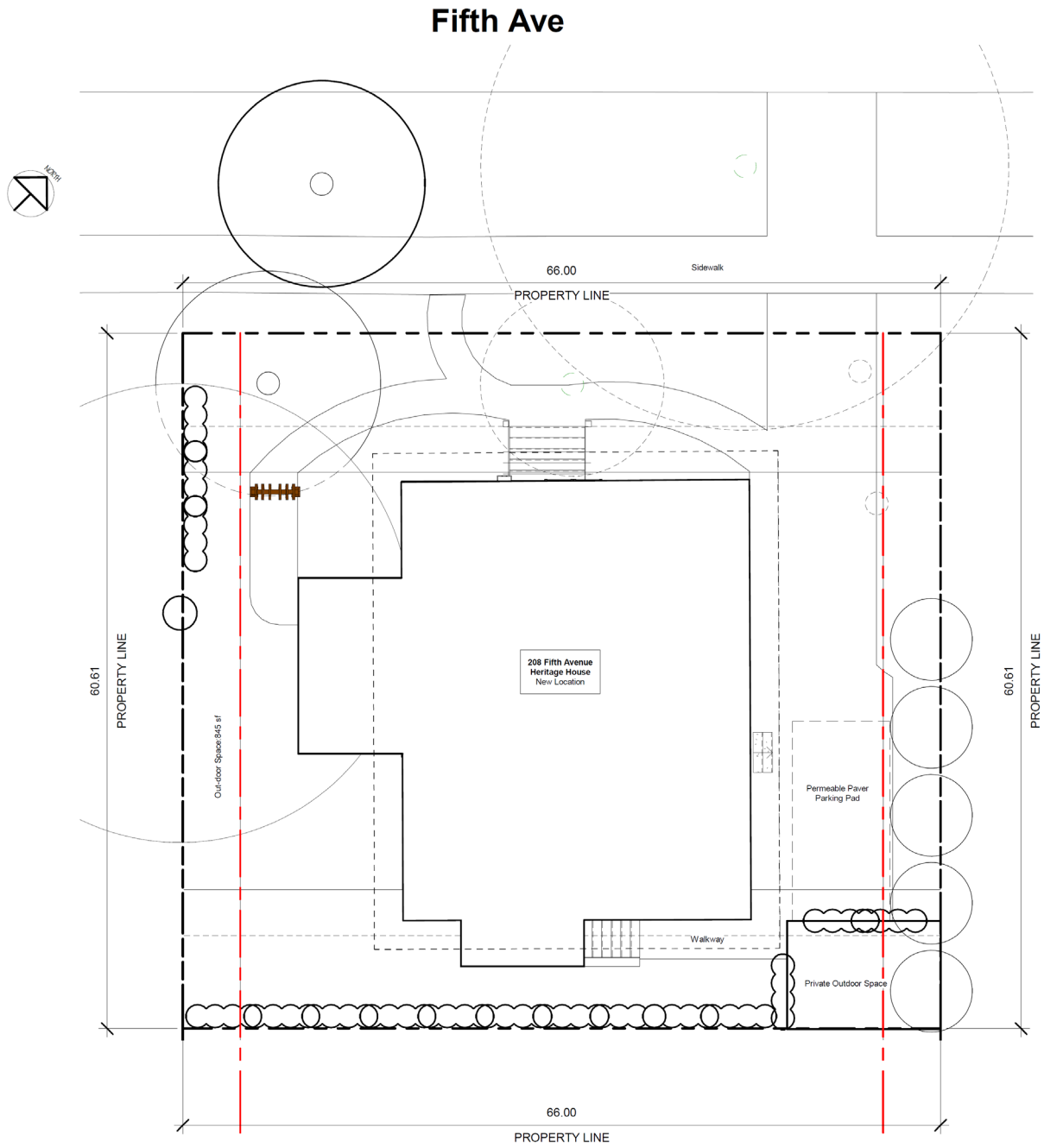
ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this _____ day of _____ 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH



CORPORATION OF THE CITY OF NEW WESTMINSTER

Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021

A bylaw to amend Zoning Bylaw No. 6680, 2001

WHEREAS:

- A. The Council is enabled to zone and to regulate the use and development of land; and
- B. The Council has adopted and wishes to amend Zoning Bylaw No. 6680, 2001;

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

Citation

This bylaw may be cited as “Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021”.

Amendments

1. Zoning Bylaw No. 6680, 2001 is amended as follows:
 - (a) Add “bingo halls, clubs and lodges, community centres, curling rinks and trampoline centres” to the definition of the “PUBLIC ASSEMBLY AND ENTERTAINMENT USE” in section 120.149.
 - (b) Add “Public assembly and entertainment use” as a permitted use in C-2A Zone, as section 513.27.1 and delete sections: “513.6. Auditoriums”, “513.8. Billiard and pool halls”, “513.9. Bowling alleys”, “513.15. Clubs and lodges”, “513.17. Dance halls”, “513.19. Gymnasiums”, “513.24. Libraries”, “513.25. Meeting halls”, “513.32. Swimming pools” and “513.34. Theatres, excluding drive-in theatres”
 - (c) Add “Public assembly and entertainment use” as a permitted use in C-2 Zone, as section 512.27.1 and delete sections: “512.5. Auditoriums”, “512.8. Billiard and pool halls”, “512.9. Bowling alleys”, “512.15. Clubs and lodges”, “512.17. Dance halls”, “512.19. Gymnasiums”, “512.24. Libraries”, “512.25. Meeting halls”, “512.32. Swimming pools” and “512.34. Theatres, excluding drive-in theatres”
 - (d) Add “Public assembly and entertainment use” as a permitted use in C-2L Zone, as section 573.26.1 and delete sections: “573.5. Auditoriums”, “573.7. Billiard and pool halls”, “573.8. Bowling alleys”, “573.14. Clubs and lodges”, “573.16. Dance

halls”, “573.18. Gymnasiums”, “573.23. Libraries”, “573.24. Meeting halls”, “573.32. Swimming pools” and “573.34. Theatres, excluding drive-in theatres”

- (e) Add “Public assembly and entertainment use” as a permitted use in C-3 Zone, as section 514.30.1 and delete sections: “514.6. Auditoriums”, “514.9. Billiard and pool halls”, “514.10. Bingo halls”, “514.11. Bowling alleys”, “514.16. Clubs and lodges”, “514.18. Dance halls”, “514.21. Gymnasiums”, “514.26. Libraries”, “514.27. Meeting halls”, “514.35. Swimming pools” and “514.37. Theatres, excluding drive-in theatres”
- (f) Add “Public assembly and entertainment use” as a permitted use in C-3A Zone, as section 515.27.1 and delete sections: “515.4. Auditoriums”, “515.7. Billiard and pool halls”, “515.8. Bingo halls”, “515.9. Bowling alleys”, “515.14. Clubs and lodges”, “515.16. Dance halls”, “515.19. Gymnasiums”, “515.23. Libraries”, “515.24. Meeting halls”, “515.32. Swimming pools” and “515.34. Theatres, excluding drive-in theatres”
- (g) Add “Public assembly and entertainment use” as a permitted use in C-CD-2 Zone, as section 580.30.1 and delete sections: “580.6. Auditoriums”, “580.9. Billiard and pool halls”, “580.10. Bingo halls”, “580.11. Bowling alleys”, “580.16. Clubs and lodges”, “580.18. Dance halls”, “580.21. Gymnasiums”, “580.26. Libraries”, “580.27. Meeting halls”, “580.35. Swimming pools” and “580.37. Theatres, excluding drive-in theatres”
- (h) Replace section 521.13 with “Public assembly and entertainment use;”
- (i) Replace section 522.9 with “Public assembly and entertainment use;”
- (j) Replace section 710.46 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (k) Replace section 750.18 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (l) Replace section 529.12 with “Places of public assembly and entertainment in conjunction with a hotel or destination casino;”
- (m) Replace section 529.21 with “The total amount of floor space constructed for public assembly and entertainment uses in conjunction with a casino shall not exceed 50,000 square feet.”
- (n) Replace section 529.23.(b) with “parking space shall be provided for each 9.3 square metres (100 sq. ft.) of gross floor space for cafés and restaurants, retail

and personal service establishments, and areas of public assembly and entertainment in conjunction with a destination casino”

- (o) Replace section 529.23.(d) with “one parking space shall be provided for each 27.9 square metres (300 square feet) of gross floor space for retail and personal service establishments, business and professional offices, and areas of public assembly and entertainment in conjunction with a hotel”
- (p) Replace section 533.5 with “Places of public assembly and entertainment in conjunction with a hotel”
- (q) Replace section 531.10 with “Public assembly and entertainment uses;”
- (r) Replace section 543.19 with “Public assembly and entertainment uses;”
- (s) Replace section 550.23 with “Public assembly and entertainment uses;”
- (t) Replace section 562.7 with “Public assembly and entertainment uses;”
- (u) Replace section 572.9 with “Public assembly and entertainment uses;”
- (v) Replace section 140.24 with “For any multiple dwelling use, commercial use, or industrial use, the overall number of required off-street parking spaces may be reduced by five (net reduction of four) parking spaces for every car share vehicle and car share parking space provided, up to a maximum of 10% of the required parking.”
- (w) Replace section 140.55 with “Where parking is permitted directly off a lane and the lane may be considered as all or part of the required maneuvering aisle for the parking spaces provided that no part of the lane shall be used as part of any parking space.”
- (x) Replace sections 310.19 (e) and 320.29 (e) with “shall not include more than 21 square metres (226 square feet) for an enclosed garage within the detached accessory dwelling unit, except for an accessible dwelling unit, provided in accordance with the Laneway and Carriage House Design Guidelines within the City of New Westminster Official Community Plan, where not more than 27.9 square metres (300 square feet) for an enclosed garage shall be permitted. This area should be measured from the interior of the garage walls.”
- (y) Add as section 710.55: “Sales, storage, rental, repair and parking of:
 - a) Commercial trucks, parts, equipment, components and accessories;
 - b) Trailers, buses, moving vans, boats and unoccupied recreation vehicles;

- c) Industrial machinery, equipment, components and small- to mid-sized vehicles such as forklifts;
 - d) Tools and small equipment such as chain saws, hand and edge tools, lawn mowers, motor bikes, rototillers and outboard motors;”
- (z) Delete sections 710.8, 710.38, 710.51, 710.60 and 710.70
- (aa) In section 720.26, replace “Moved to 720.6” with: “Sales, storage, rental, repair and parking of:
- a) Commercial trucks, parts, equipment, components and accessories;
 - b) Industrial machinery, equipment, components and large vehicles;
 - c) Farm machinery, equipment, components and vehicles;
 - d) Heavy construction machinery, equipment, components and vehicles;
- (bb) Remove sections 720.22, 720.27, 720.28, 720.29 and 720.30
- (cc) Replace section 120.123 a) with “is a corner property including a corner site having an area of less than 12,000 square feet (1,114.80 square metres) and a frontage of less than 78 feet (23.77 metres) on any street, or is a property not including a corner site having an area of less than 11,000 square feet (1,021.90 square metres) and a frontage of less than 70 feet (21.34 metres) on any street; and”
- (dd) Replace section 330.20 a) with “the area required for one parking space, to a maximum of 225 square feet (20.90 square metres);”
- (ee) Replace section 310.19 (a) with “shall not exceed a detached accessory area of 89 square metres (958 square feet) in area and any increases in area permitted in section 310.18.1;”
- (ff) Replace section 140.50 (b) with “the alternative parking area is not located on the same site used exclusively for residential uses; and”
- (gg) Replace section 410.17 with below:
- “The maximum permitted base density must not exceed:
- a) Housing units: 18 per net acre (44.48 per net hectare); or
 - b) Floor space ratio: 0.6 provided that on land in the Mainland Area as delineated on Appendix I, the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(hh) Replace section 411.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:14 per net acre (34.59 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ii) Replace section 412.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:13 per net acre (32.12 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(jj) Replace section 413.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:11 per net acre (27.18 per net hectare); or
- b) A floor space ratio of 0.60 provided that:

- i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
- ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(kk) Replace section 420.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 35 per net acre (86.49 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ll) Replace section 421.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 30 per net acre (74.13 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(mm) Replace section 422.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 25 per net acre (61.78 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(nn) Replace section 430.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 60 per net acre (148.26 per net hectare); or

- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(oo) Replace section 431.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 40 per net acre (98.84 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(pp) Replace section 451.15 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 70 per net acre (172.97 per net hectare); or
- b) A floor space ratio of 1.6 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(qq) Replace section 471.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 45 per net acre (111.20 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(rr) Replace section 472.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 50 per net acre (123.55 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ss) Replace section 120.36 with “CHILD CARE means and includes child-minding, family child care, group child care, specialized child care, kindergartens, play schools, child nurseries, child care schools and other care programs as defined in the Community Care and Assisted Living Act, S.B.C. 2002, c. 75, as amended or replaced from time to time, and regulations thereto.”

(tt) Replace “schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)”, with the attached “schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)”.

GIVEN FIRST READING this _____ day of _____, 2021.

GIVEN SECOND READING this _____ day of _____, 2021.

PUBLIC HEARING Waived under Section 464 (2) of the Local Government Act

GIVEN THIRD READING this _____ day of _____, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK



Schedule A to Bylaw NO.8213, 2020:

Comprehensive Development District
(Royal Columbian Hospital) (CD-90)



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

1090 Comprehensive Development District (Royal Columbian Hospital) (CD-90)

1090 .1 The intent of this District is to allow for a hospital along with associated medical and accessory uses at 330 E. Columbia Street (Royal Columbian Hospital).

Permitted Principal and Accessory Uses

1090 .2 The following principal and accessory uses are permitted as outlined for each of the sub-districts. For uses accompanied by a checkmark, there are additional Conditions of Use contained within these regulations.

Permitted Principal Uses	Use Specific Regulations
Cafes and restaurants;	✓
Child Care;	
Child welfare facility;	
Community care facility;	
Continuing care;	
Educational and philanthropic institutions;	
Fitness and exercise centre;	
Health care office;	✓
Health care research, laboratories and development, including ancillary offices;	
Hospitals;	
Housing units;	✓
Medical and health care clinic;	✓
Mental health facilities;	



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Personal service establishments;	
Places of worship;	
Public assembly and entertainment use;	
Retail store;	
School (as defined in Section 1090.11)	✓

Permitted Accessory Uses	Use Specific Regulations
<i>Uses accessory to any permitted principal uses;</i>	

Conditions of Use

- 1090 .3 Cafes and restaurants shall not include drive-in and drive-through restaurants.
- 1090 .4 Health care office is only permitted as defined in the definitions section of this District;
- 1090 .5 Housing units are limited to the accommodation of caretakers, staff, students and/or patients, provided that such housing units are ancillary to a permitted use in this zone and a covenant under section 219 of the *Land Title Act* is registered against the title of the land in favour of the City to ensure that the housing units are only used for the designated use;
- 1090 .6 Medical and health care clinics is only permitted as defined in the definitions section of this District;
- 1090 .7 School is only permitted as defined in the definitions section of this District;



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Density

1090 .8 The floor space ratio shall not exceed 2.45.

Principal Building Setbacks

1090 .9 All *principal buildings* and *structures* shall be setback according to the following:

Location (Adjacent Street)	Setback
Front Setback (East Columbia St):	10 metres (32.8 feet)
Side Setback (Keary St)	7.62 metres (25 feet)
Side Setback (Sherbrooke Street):	7.62 metres (25 feet)
Side Setback (Allen Street):	7.62 metres (25 feet)
Rear Setback (Service Lane):	12.8 metres (42 feet)
Rear Setback (Brunette Avenue):	7.62 metres (25 feet)

Principal Building Envelope

1090 .10 The siting of principal buildings and structures shall be in accordance with the Building Siting Plan for this District set out below and references in this District to Sub-Areas are to the Sub-Areas shown on that Building Site Plan.

1090 .11 The maximum site coverage for all buildings shall not exceed more than 55% of the site area.

1090 .12 The maximum height of all buildings shall not exceed the heights set out below:

- a) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 1 shall be measured from



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

16.60 metres (54.46 feet) geodetic and the maximum building height not exceed 47 metres (154.2 feet).

- b) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 2 shall be measured from 23.93 metres (78.51 feet) geodetic and the maximum building height shall be 80.0 metres (262.46 feet), with no portion of any building above 4 storeys being located within 24 metres (78.74 feet) of property line facing Sherbrooke Street

Off-Street Parking and Loading Requirements

1090 .13 Off-Street parking spaces shall be provided and maintained in accordance with Section 140 of this Bylaw, except that:

- (a) A minimum of 1394 parking spaces shall be provided for hospital staff and visitors:
- a. Sub-Area 1 – 450 parking spaces shall be provided
 - b. Sub-Area 2 – 944 parking spaces shall be provided
 - c. Parking supply does not include spaces allocated for the pickup/ drop-off zones, ambulances, patient transfer vans, and police vehicles.
 - d. Additional parking demand shall be addressed through Transportation Demand Management (TDM) measures.
- (b) A minimum of 100 accessible parking spaces shall be provided and allocated on the site as follows:
- a. Sub-Area 1 – 18 designated accessible spaces
 - b. Sub-Area 2 – 66 designated accessible spaces, of which:
 - i. maintain existing 16 spaces with current design and configuration;
 - ii. provide 66 designated accessible parking spaces in a ratio of 1:6 Van-Accessible to Limited Mobility as per the Universal Access Design Report prepared May 2020, as amended over time to the satisfaction of the Director of Engineering Services.
 - iii. Notwithstanding the above, the number of accessible spaces in Sub-Area 2 may be reduced by 30 spaces subject to the findings of a monitoring



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

program submitted by Fraser Health Authority and approved by the Director of Engineering Services.

- (c) Electric Vehicle (EV) Parking shall be provided on site as follows:
 - a. Sub-Area 1 – 5 designated and fully operational Level 2 EV spaces
 - b. Sub-Area 2 – 39 designated and fully operational Level 2 EV spaces, with support of a load management system and 57 designated EV ready spaces (all equipment/wiring except charging stations). The remaining 286 new parking spaces shall be serviced with conduit (not including wiring).
 - c. With respect to the 57 designated EV ready spaces in sub-Section 1090.8 (b), a portion or all of these spaces may be converted to fully operational EV spaces subject to findings of a monitoring program submitted by Fraser Health Authority and approved by the Director of Engineering Services

1090 .14 Bicycle parking shall be provided and maintained in accordance with Section 150 of this Bylaw, except that:

Sub-Area	Minimum Long Term Bicycle Parking Spaces	Minimum Short Term Bicycle Parking Spaces
Sub-Area 1	13 spaces	8 spaces
Sub-Area 2	108 spaces	36 spaces

1090 .15 Off-Street loading shall be provided in accordance with the Section 160 of this Bylaw, except that:

- (a) A minimum of 2 loading spaces shall be provided on site for Sub-Area 1, consisting of:
 - a. 1 loading space of a sufficient size to accommodate a patient transfer van.
 - b. 1 loading space of a sufficient size to accommodate a SU-9 truck.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

- (b) A minimum of 8 loading bays shall be provided on-site for Sub-Area 2, consisting of:
 - a. 6 loading spaces of a sufficient size to accommodate a WB-20 truck.
 - b. 2 loading space of a sufficient size to accommodate a 7.0 m-long straight delivery truck
 - c. 2 loading spaces to accommodate a small truck/courier vehicle.

Definitions

1090 .16 For the purposes of this District:

"health care office" means professional and service offices of healthcare professionals and health care service providers, including psychologists, physiotherapists, chiropractors, acupuncturists, herbalists, counselors, physicians, surgeons, and dentists *massage therapists, and massage providers*.

"medical and health-care clinic" means a facility for the diagnosis, treatment, care and rehabilitation of addiction, injury, disease and mental illness, including the services of physicians, surgeons and dentists, medical clinics, detoxification centres, methadone dispensing clinic, sale, fitting and supply of custom prosthetic and private hospital.

"school" for the purpose of this District, and despite Section 120, means a school, college or university offering only programs, and certificates, diploma degrees or other qualifications, in health care science professions or practice health care administration and health care research and development, including medicine, dentistry, nursing, dental assistants, physiotherapy, health consulting, dental technology and medical technology.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Building Siting Plan and Sub-Area Map



**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8302, 2021**

A Bylaw to Amend Business Regulations and Licensing (Rental Units) Bylaw No. 6926,
2004

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

Citation

1. This Bylaw may be cited for all purposes as “Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021.”

Amendments

2. Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 is amended by:
 - a. Deleting Part 6 in its entirety.
3. Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format, numbering and table of contents.
4. These amendments shall come into effect upon adoption.

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8298, 2021

A Bylaw to amend New Westminster
Bylaw Notice Enforcement Bylaw No. 7318, 2009

WHEREAS the Council of the Corporation of the City of New Westminster has adopted Bylaw Notice Enforcement Bylaw No. 7318, 2009;

AND WHEREAS the Council of the Corporation of the City of New Westminster wishes to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009;

NOW THEREFORE 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 “Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021”.

Amendments

2. Bylaw Notice Enforcement Bylaw No. 7318, 2009 is hereby amended by:
 - i) Deleting Schedule A – Contraventions and Penalties, Part 5 in its entirety and replacing it with Schedule A – Contraventions and Penalties, Part 5 attached to and forming part of this Bylaw.

GIVEN FIRST READING this day of , 2021.

GIVEN SECOND READING this day of , 2021.

GIVEN THIRD READING this day of , 2021.

ADOPTED this day of , 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	9(a)I	Fail to Comply With Order	500.00	450.00	525.00	YES
6926, 2004	9(a)II	Obstruct Inspector	500.00	475.00	525.00	NO
6926, 2004	11(c)	Rental unit/no licence	250.00	200.00	275.00	NO
6926, 2004	17	Fail to Maintain Tenant Registry	200.00	150.00	225.00	NO
6926, 2004	21	Infestation of Pests	200.00	150.00	225.00	NO
6926, 2004	22(a)	Improper Storage of Garbage	200.00	150.00	225.00	NO
6926, 2004	22(b)	Improper Storage of Garbage Bags	200.00	150.00	225.00	NO
6926, 2004	22(c)	Insufficient garbage storage	200.00	150.00	225.00	NO
6926, 2004	22(d)	Maintenance of Garbage Receptacles	200.00	150.00	225.00	NO
6926, 2004	22(e)	Unclean garbage chute/room	200.00	150.00	225.00	NO
6926, 2004	22(f)	Temporary garbage storage area not maintained	200.00	150.00	225.00	NO
6926, 2004	23	Structural components not maintained	200.00	150.00	225.00	NO
6926, 2004	24	Foundation not maintained	200.00	150.00	225.00	NO
6926, 2004	25(a)	Exterior walls not maintained	200.00	150.00	225.00	NO
6926, 2004	25(b)	Exterior wall extensions not maintained/anchored	200.00	150.00	225.00	NO
6926, 2004	25(c)	Exterior wall facings not maintained/anchored	200.00	150.00	225.00	NO
6926, 2004	25(d)	Mechanical ventilating system not maintained	200.00	150.00	225.00	NO
6926, 2004	26(a)	Doors/windows not maintained/weather tight	200.00	150.00	225.00	NO
6926, 2004	26(b)	Exterior openings not protected	200.00	150.00	225.00	NO
6926, 2004	26(c)	Locks not provided/maintained	200.00	150.00	225.00	NO
6926, 2004	26(d)	Ventilation/natural light not provided/maintained	200.00	150.00	225.00	NO
6926, 2004	26(e)	Ventilation system not maintained	200.00	150.00	225.00	NO
6926, 2004	26(f)	No Ventilation in Sanitary Facility	200.00	150.00	225.00	NO
6926, 2004	27	Leaking roof	200.00	150.00	225.00	NO

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	28	Stairways/balconies/porches not maintained	200.00	150.00	225.00	NO
6926, 2004	29(a)	Basement floor drains not maintained	200.00	150.00	225.00	NO
6926, 2004	29(b)	Basement floor not maintained	200.00	150.00	225.00	NO
6926, 2004	30(a)	Floors not maintained	200.00	150.00	225.00	NO
6926, 2004	30(b)	Unsafe floor covering	200.00	150.00	225.00	NO
6926, 2004	30(c)	Moisture resistant flooring not provided	200.00	150.00	225.00	NO
6926, 2004	31(a)	Walls/ceilings not maintained	200.00	150.00	225.00	NO
6926, 2004	32(a)	Plumbing/plumbing fixtures not maintained	200.00	150.00	225.00	NO
6926, 2004	32(b)	Inadequate supply of hot/cold water	200.00	150.00	225.00	NO
6926, 2004	33(a)	Unsafe gas systems/appliances	200.00	150.00	225.00	NO
6926, 2004	33(b)	Appliance venting not maintained	200.00	150.00	225.00	NO
6926, 2004	34(a)	Heating system not maintained / turned on	200.00	150.00	225.00	NO
6926, 2004	34(b)	Improper heating sources	200.00	150.00	225.00	NO
6926, 2004	35(a)	Electrical systems not maintained	200.00	150.00	225.00	NO
6926, 2004	35(b)	Artificial lighting inadequate / not maintained	200.00	150.00	225.00	NO
6926, 2004	36(a)	Interior fire and health safety hazards	200.00	150.00	225.00	NO
6926, 2004	37(a)	Laundry facilities not provided	200.00	150.00	225.00	NO
6926, 2004	37(b)	Laundry rooms not maintained	200.00	150.00	225.00	NO
6926, 2004	37(c)	Insufficient laundry facilities	200.00	150.00	225.00	NO
6926, 2004	38(a)	Elevator not maintained / certified	200.00	150.00	225.00	NO
6926, 2004	38(b)	Elevator fixtures not maintained	200.00	150.00	225.00	NO
6926, 2004	39	Store wrecked vehicle / rubbish in parking area	200.00	150.00	225.00	NO
6926, 2004	40(a)	Disconnect services and utilities	200.00	150.00	225.00	NO
6926, 2004	41(a)	Inadequate ceiling height	200.00	150.00	225.00	NO

SCHEDULE A – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

A1	A2	A3	A4	A5	A6	A7
Bylaw No.	Section	Description	Penalty (\$)	Early Payment Penalty (\$)	Late Payment Penalty (\$)	Compliance Agreement Available (50% of Penalty)
6926, 2004	41(b)	Inadequate floor area for sleeping units	200.00	150.00	225.00	NO
6926, 2004	41(c)	Inadequate floor area for housekeeping unit	200.00	150.00	225.00	NO
6926, 2004	41(d)	Inadequate floor area per occupant sleeping / housekeeping unit	200.00	150.00	225.00	NO
6926, 2004	41(e)	Inadequate floor area for dwelling unit used by one person	200.00	150.00	225.00	NO
6926, 2004	41(f)	Inadequate floor area for dwelling unit used by more than one person	200.00	150.00	225.00	NO
6926, 2004	42(a)	Store / permit storage of foods or permit facility for cooking	200.00	150.00	225.00	NO
6926, 2004	42(b)	Prepare or permit preparation of food	200.00	150.00	225.00	NO
6926, 2004	42(c)	Community kitchen not provided / maintained	200.00	150.00	225.00	NO
6926, 2004	42(d)	Kitchen area not provided / maintained for housekeeping / dwelling units	200.00	150.00	225.00	NO
6926, 2004	43(a)	Hand basin / toilet not provided / maintained for sleeping / housekeeping units	200.00	150.00	225.00	NO
6926, 2004	43(b)	Bathtub / shower not provided / maintained for sleeping / housekeeping units	200.00	150.00	225.00	NO
6926, 2004	43(c)	Bathtub / shower, toilet, hand basin not provided / maintained in dwelling units	200.00	150.00	225.00	NO
6926, 2004	43(d)	Rooms containing sanitary facilities not maintained	200.00	150.00	225.00	NO

CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8299, 2021

A Bylaw to amend New Westminster
Municipal Ticket Information Bylaw No. 8077, 2019

WHEREAS the Council of the Corporation of the City of New Westminster has adopted "Municipal Ticket Information Bylaw No. 8077, 2019";

AND WHEREAS the Council of the Corporation of the City of New Westminster wishes to amend "Municipal Ticket Information Bylaw No. 8077, 2019";

NOW THEREFORE 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 "Municipal Ticket Information Amendment Bylaw No. 8299, 2021".

Amendments

2. Municipal Ticket Information Bylaw No. 8077, 2019 is hereby amended by:
 - i) Deleting Schedule B – Contraventions and Penalties, Part 5 in its entirety and replacing it with Schedule B – Contraventions and Penalties, Part 5 attached to and forming part of this Bylaw.

GIVEN FIRST READING this day of , 2021.

GIVEN SECOND READING this day of , 2021.

GIVEN THIRD READING this day of , 2021.

ADOPTED this day of , 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE B – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

1	2	3	4
Bylaw No.	Section	Description	Penalty (\$)
6926, 2004	9(a)I	Fail to Comply With Order	1,000.00
6926, 2004	9(a)II	Obstruct inspector	1,000.00
6926, 2004	11(c)	Rental unit/no licence	1,000.00
6926, 2004	17	Fail to Maintain Tenant Registry	750.00
6926, 2004	21	Infestation of Pests	750.00
6926, 2004	22(a)	Improper Storage of Garbage	750.00
6926, 2004	22(b)	Improper Storage of Garbage Bags	750.00
6926, 2004	22(c)	Insufficient garbage storage	750.00
6926, 2004	22(d)	Maintenance of Garbage Receptacles	750.00
6926, 2004	22(e)	Unclean garbage chute/room	750.00
6926, 2004	22(f)	Temporary garbage storage area not maintained	750.00
6926, 2004	23	Structural components not maintained	750.00
6926, 2004	24	Foundation not maintained	750.00
6926, 2004	25(a)	Exterior walls not maintained	750.00
6926, 2004	25(b)	Exterior wall extensions not maintained/anchored	750.00
6926, 2004	25(c)	Exterior wall facings not maintained/anchored	750.00
6926, 2004	25(d)	Mechanical ventilating system not maintained	750.00
6926, 2004	26(a)	Doors/windows not maintained/weather tight	750.00
6926, 2004	26(b)	Exterior openings not protected	750.00
6926, 2004	26(c)	Locks not provided/maintained	750.00
6926, 2004	26(d)	Ventilation/natural light not provided/maintained	750.00
6926, 2004	26(e)	Ventilation system not maintained	750.00
6926, 2004	26(f)	No Ventilation in Sanitary Facility	750.00
6926, 2004	27	Leaking roof	750.00
6926, 2004	28	Stairways/balconies/porches not maintained	750.00
6926, 2004	29(a)	Basement floor drains not maintained	750.00
6926, 2004	29(b)	Basement floor not maintained	750.00
6926, 2004	30(a)	Floors not maintained	750.00
6926, 2004	30(b)	Unsafe floor covering	750.00
6926, 2004	30(c)	Moisture resistant flooring not provided	750.00
6926, 2004	31(a)	Walls/ceilings not maintained	750.00
6926, 2004	32(a)	Plumbing/plumbing fixtures not maintained	750.00
6926, 2004	32(b)	Inadequate supply of hot/cold water	750.00
6926, 2004	33(a)	Unsafe gas systems/appliances	750.00
6926, 2004	33(b)	Appliance venting not maintained	750.00
6926, 2004	34(a)	Heating system not maintained / turned on	750.00
6926, 2004	34(b)	Improper heating sources	750.00
6926, 2004	35(a)	Electrical systems not maintained	750.00
6926, 2004	35(b)	Artificial lighting inadequate / not maintained	750.00

SCHEDULE B – CONTRAVENTIONS AND PENALTIES

Part 5

Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

1	2	3	4
Bylaw No.	Section	Description	Penalty (\$)
6926, 2004	36(a)	Interior fire and health safety hazards	750.00
6926, 2004	37(a)	Laundry facilities not provided	750.00
6926, 2004	37(b)	Laundry rooms not maintained	750.00
6926, 2004	37(c)	Insufficient laundry facilities	750.00
6926, 2004	38(a)	Elevator not maintained / certified	750.00
6926, 2004	38(b)	Elevator fixtures not maintained	750.00
6926, 2004	39	Store wrecked vehicle / rubbish in parking area	750.00
6926, 2004	40(a)	Disconnect services and utilities	1,000.00
6926, 2004	41(a)	Inadequate ceiling height	750.00
6926, 2004	41(b)	Inadequate floor area for sleeping units	750.00
6926, 2004	41(c)	Inadequate floor area for housekeeping unit	750.00
6926, 2004	41(d)	Inadequate floor area per occupant sleeping / housekeeping unit	750.00
6926, 2004	41(e)	Inadequate floor area for dwelling unit used by one person	750.00
6926, 2004	41(f)	Inadequate floor area for dwelling unit used by more than one person	750.00
6926, 2004	42(a)	Store / permit storage of foods or permit facility for cooking	750.00
6926, 2004	42(b)	Prepare or permit preparation of food	750.00
6926, 2004	42(c)	Community kitchen not provided / maintained	750.00
6926, 2004	42(d)	Kitchen area not provided / maintained for housekeeping / dwelling units	750.00
6926, 2004	43(a)	Hand basin / toilet not provided / maintained for sleeping / housekeeping units	750.00
6926, 2004	43(b)	Bathtub / shower not provided / maintained for sleeping / housekeeping units	750.00
6926, 2004	43(c)	Bathtub / shower, toilet, hand basin not provided / maintained in dwelling units	750.00
6926, 2004	43(d)	Rooms containing sanitary facilities not maintained	750.00

CORPORATION OF THE CITY OF NEW WESTMINSTER

**CLIMATE ACTION, PLANNING & DEVELOPMENT FEES AND RATES AMENDMENT
BYLAW NO. 8293. 2021**

ADOPTED _____

A Bylaw to Amend Development Services Fees and Rates Bylaw No. 7683, 2014

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

1. "Development Services Fees and Rates Bylaw No. 7683, 2014" is renamed "Climate Action, Planning & Development Fees and Rates Bylaw no. 7683, 2014.
2. This Bylaw may be cited for all purposes as "Climate Action, Planning & Development 2022 Fees and Rates Amendment Bylaw No. 8293, 2021."
3. Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:

- a. Add below wording as section 5.6.

- 5.6 A Transportation Review Fee is required as outlined in Appendix 3 and Schedule C – 2022 Planning Fees, except:

- I. where concurrent applications for rezoning, heritage revitalization agreements and development permits are received at the same time and for the same lands, only one Transportation Review Fee, the greater amount of all applicable Transportation Review Fees, will be collected by the City.
- II. where an application is deemed to be non-complex and has limited impacts to the surrounding transportation network, the Transportation Review Fee may be waived."

b. Add below wording as section 5.7.

5.7 Where concurrent applications for heritage revitalization agreements and heritage alteration permits are received at the same time and for the same lands, only the heritage revitalization agreement fee will be collected by the City.

c. Schedule "A" (Building Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "A" attached in Appendix 1 to this amending bylaw.

d. Schedule "B" (Business Licence Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "B" attached in Appendix 2 to this amending bylaw.

e. Schedule "C" (Planning Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "C" attached in Appendix 3 to this amending bylaw.

f. Schedule "D" (Plumbing Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "D" attached in Appendix 4 to this amending bylaw.

g. Schedule "F" (Integrated Services Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule "F" attached in Appendix 6 to this amending bylaw.

4. This Bylaw shall come into effect January 1st, 2022.

READ A FIRST TIME this ____ day of _____, 2021.

READ A SECOND TIME this ____ day of _____, 2021.

READ A THIRD TIME this ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

CORPORATION OF THE CITY OF NEW WESTMINSTER

Climate Action, Planning & Development Fees and Rates Bylaw

Appendix 1

2022 Building Permit Fees

Bylaw No. 8293, 2021

Schedule 'A'
Bylaw No. 8293, 2021
2022 Building Permit Fees

1.0 GENERAL

1.1 ALTERNATE SOLUTION FEES

- (a) up to two items included in one report \$533.00 (plus GST)
- (b) each subsequent item in same report \$236.00 (plus GST)
- (c) for an amendment to an original report after acceptance or rejection of the report \$151.45 (plus GST)

1.2 CHANGE OF ADDRESS - A fee of \$640.00 shall be paid where an address change based on personal preference is requested.

1.3 COMFORT LETTERS - For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of \$321.00 shall be payable. For the preparations of a response from any individual department only a fee of \$151.45 shall be payable.

1.4 CONDITIONAL OCCUPANCY CERTIFICATES

- (a) Residential \$102.50 per dwelling unit (maximum \$7500) per 30 days
- (b) Other \$564.00 per 30 days

1.5 DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable may be doubled, to maximum fee of \$10,000.

1.6 Reserved

1.7 EXTENSION OF PERMIT - Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of \$151.45.

1.8 OCCUPANT LOAD – A fee of \$151.45 shall be paid to review floor plans for the purposes of establishing the maximum occupant load for a business.

1.9 **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 **RE-INSPECTION FEES**

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

○	Third inspection	\$151.45
○	Fourth inspection	\$298.00
○	Fifth inspection	\$446.00
○	Each subsequent inspection	\$595.00

(b) Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at \$151.45 (plus GST).

1.11 **REVISIONS TO PERMITS**

REVISION PRIOR TO PERMIT ISSUANCE - A fee, based upon the City hourly rate for staff time (min. 1 hour), may be charged on an application:

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

REVISION TO ISSUED BUILDING PERMIT - A fee, based upon the City hourly rate for staff time with a \$151.45 minimum, shall be paid.

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

1.12.1	NEW SIGN (or existing unpermitted signs)	\$512.50
1.12.2	FACE CHANGE (for existing permitted signs)	\$150.70

1.13 **SOLAR HOT WATER READY EXEMPTION** A non-refundable fee of \$533.00 (plus GST) shall be paid.

- 1.14 **SPECIAL INSPECTIONS** – for inspection of work linked or not linked to an issued permit.
- (a) Special inspection during normal working hours: A fee, based on the City hourly rate for staff time (min. 1 hour), shall be paid;
 - (b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - o First 2 hours – a fee, based on 1-1/2 times the City hourly rate for staff time
 - o Each additional hour – a fee, based on double the City hourly rate for staff time
 - ii. Weekends – a fee, based on double the City hourly rate for staff time (min. 4 hours) plus a ½ hour meal break

1.15 **TRANSFER OF PERMIT:**

- (a) **CHANGE OF OWNER** - In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of \$151.45 each. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
- (b) **CHANGE/REMOVAL OF CONTRACTOR** – In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of \$151.45. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT FEES

2.1 Every person shall pay the following fees (minimum fee \$151.45 for the issuance of a building permit:

- (a) \$16.30 for each \$1,000.00 of construction value or fraction thereof up to and including \$50,000.00
- (b) \$13.90 from each \$1,000.00 of construction value or fraction thereof between \$50,001.00 and \$150,000.00
- (c) \$12.30 for each additional \$1,000.00 of construction value or fraction thereof in excess of \$150,000.00

2.2 **PLAN PROCESSING FEE:** - A plan processing fee shall be paid for all applications in the amount of 50% of the calculated permit fee, with a minimum fee of \$151.45 and a maximum fee of \$15,000.00. The plan processing fee is non-refundable and shall be credited against the building permit fee when the building permit is issued.

3.0 DOCUMENT FEES

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent Construction Records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to \$12.05 minimum and \$300 maximum.

3.2 **BUILDING RECORDS SEARCH**

- (a) Document Request Fee \$22.05 (plus GST) per document

- (b) Drawing Request Fee
 - Administration Fee \$51.25 (plus GST)

 - All copies \$1.55 per page (plus GST)
(paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)

 - Large format printing (paper sizes greater than 11x17) At City’s cost to third-party vendor plus an administrative fee of 10% of the printing cost or \$51.25(plus GST), whichever is greater.

4.0 DEMOLITION PERMITS

4.1 Where an accessory building such as a garage or shed is to be demolished, the permit fee for such work shall be \$151.45. The fee payable for all other structures shall be a minimum of \$1296.00 plus an hourly charge for demolitions exceeding 5000 sq.ft of building area.

4.2 WASTE DISPOSAL AND RECYCLING SERVICES FEES

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

<p>Waste Disposal and Recycling Services Fee</p>	<p>\$277.00 non-refundable portion, plus \$5000.00 per building to be demolished, deconstructed, or disassembled (<i>refundable portion</i>)</p>
<p>Fee Incentive</p>	<ul style="list-style-type: none"> • 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or • \$0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or • in all other cases, the following as calculated using the level of compliance stated on the accepted Compliance Report, multiplied by the refundable portion of Waste Disposal and Recycling Services Fee: (Level of compliance ÷ 70) x Refundable Portion of Fee = Fee Incentive

4.3 DELAYED DEMOLITION –

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

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

Appendix 2
2022 Business Licence Fees
Bylaw No. 8293, 2021

Schedule “B”
2022 Business Licence Fees
Bylaw No. 8293, 2021

SECTION I

ANNUAL LICENSING FEES SET BY BUSINESS TYPE

	BUSINESS TYPE	DESCRIPTION	FEE
01	Adult Entertainment Venue Non-Liquor Licence	From any person carrying on the business of an adult entertainment venue which does not have a valid liquor licence	\$2,935.45
02	Auctioneer	From any person selling property by auction (not being a Crown Officer selling crown property by auction, or a Sheriff’s Officer or Bailiff selling lands, goods or chattels, under a judgment or a satisfaction of rent or taxes)	\$326.50
03	Automobile Leasing/Renting	From any person carrying on the business of leasing or renting motor vehicles ➤ one to five vehicles ➤ over five vehicles	\$326.50 \$655.02
04	Automobile Service Station	From any person carrying on the business of an automobile service station for each nozzle	\$100.35
05	Barber, Hairdresser or Esthetician	From any person carrying on the business of a barber shop, hairdresser or esthetician ➤ for the first person ➤ for each additional person	\$156.21 \$23.76
06	Bed & Breakfast Accommodation	From any person carrying on the business of a temporary sleeping accommodation with the provision of a daily breakfast.	\$192.47
07	Book or Magazine Agent	From any person who sells or disposes of books, periodicals or other written matter	\$164.32

	BUSINESS TYPE	DESCRIPTION	FEE
08	Bowling Alley	From any person who carries on the business of a bowling alley ➤ per lane ➤ minimum	\$44.15 \$192.14
09	Care Facility - Group Child Care - Adult	From any person carrying on the business of group child care or adult care facility	\$0.00 \$0.00
10	Carnival or Circus	From the proprietor or manager of any carnival or circus ➤ one day	\$164.32
11	Christmas Tree Vendor	From any person who carries on the business of a Christmas tree vendor ➤ 2 months	\$78.39
12	Commission Merchant	From any person carrying on the business of a commission merchant	\$134.25
13	Contractor	From any person carrying on the business of a contractor ➤ one to two employees ➤ each additional employee	\$164.32 \$19.82
14	Curling Rink	From any person carrying on the business of curling rink ➤ per sheet of ice ➤ minimum	\$62.51 \$192.47
15	Dating Services	From any person carrying on the business of providing information to persons desirous of meeting other persons for the purpose of social outings	\$192.47
16	Direct Seller	From every person carrying on the business of a direct seller	\$164.32

	BUSINESS TYPE	DESCRIPTION	FEE
17	Hall - Rental	From every person engaged in the business of operating a rental hall <ul style="list-style-type: none"> ➤ one year ➤ one month ➤ one day 	\$778.80 \$468.19 \$235.16
18	Inter-Municipal Business Licence (IMBL)	From eligible trades contractor or other professional pursuant to Bylaw No. 7610	\$250.00
19	Laundromat	From any person carrying on the business of a laundromat by the operation of coin-operated automatic washing and drying machines whether or not any person or persons is in actual charge of the premise <ul style="list-style-type: none"> ➤ one machine ➤ each additional machine 	\$134.25 \$18.58
20	Liquor Licence “1” (Liquor Primary)	“Liquor Primary” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Liquor Primary” licensed establishment	\$2,935.45
21	Liquor Licence “2” (Food Primary)	“Food Primary” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Food Primary” licensed establishment	\$367.04
22	Liquor Licence “3” (Food Primary with Patron Participation)	“Food Primary With Patron Participation” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Food Primary” licensed establishment with patron participation entertainment	\$1,467.39
23	Liquor Licence (Retail Store)	“Licencee Retail Store” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Licencee Retail Store” licensed establishment	\$2,935.45

	BUSINESS TYPE	DESCRIPTION	FEE
24	Liquor Licence (Private Club)	“Liquor Primary - Private Club” Licence - from any person licensed under the Liquor Control and Licensing Act to carry on business as a “Liquor Primary - Private Club” licensed establishment	\$0.00
25	Mobile Food Vending (Food Truck)	From any person operating a Food Truck pursuant to Bylaw No. 7850 <ul style="list-style-type: none"> ➤ Single Event Licence ➤ Annual Licence: 1-3 employees ➤ Annual Licence: 4+ employees 	\$53.32 \$192.47 \$279.87
26	Parking Lot	from every person carrying on the business of a private parking lot	\$233.92
27	Peddler	from every person who goes from place to place or house to house selling or taking orders for selling, or offering for sale or vending on any street, lane, or public place within the City, whether such person is acting on that person’s own behalf or as an employee of another	\$489.80
28	Pool Rooms and Billiard Halls	from any person keeping a premise where a billiard table or pool table is used for hire or profit <ul style="list-style-type: none"> ➤ per table ➤ minimum 	\$61.27 \$192.47
29	Relaxation Body Rub	from any person providing relation body-rub services	\$2,935.45
30	Retail Sale of Cannabis	From any person carrying on the business involving the retail sale of cannabis	\$2,935.45
31	Secondhand Dealer	from any person carrying on the business of a secondhand dealer	\$324.70

	BUSINESS TYPE	DESCRIPTION	FEE
32	Shoe Shine Stand	from any person carrying on the business of a shoe shine stand ➤ for each chair on such stand ➤ minimum	\$18.58 \$100.35
33	Social Escort Service	from any person carrying on the business of providing or furnishing male escorts or female partners for social occasions	\$2,935.45
34	Street Entertainer / Busker	from any person carrying on the business of providing entertainment on a street or public place	\$36.04
35	Street Vendor	from any person carrying on the business of selling wares on a street or public place	\$192.47
36	Storage Yard	from any person carrying on the business of storage of goods or equipment	\$192.47
37	Tea Cup Reader	from every person engaged in the occupation of a tea cup reader	\$51.05
38	Theatre	from the proprietor, lessee or manager of any theatre, concert hall, or other place of entertainment, amusement or exhibition ➤ one year ➤ one month ➤ one day provided that where one building contains more than one Theatre a separate licence fee shall be payable in respect of each theatre. Provided further than no such licence shall be required in respect of a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to charitable or religious purposes	\$778.80 \$468.18 \$235.16

SECTION II

EMPLOYEE BASED BUSINESS

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

Number of Employees		FEE
1 – 3	Persons Engaged in the Business	\$192.47
4 - 10	Persons Engaged in the Business	\$279.87
11 - 25	Persons Engaged in the Business	\$530.69
26 - 50	Persons Engaged in the Business	\$1,059.91
51 - 100	Persons Engaged in the Business	\$2,161.15
over 100	Persons Engaged in the Business	\$2,935.45

SECTION III

VENDING MACHINES

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

	Type of Vending Machine	FEE
(a)	For the sale of confectionery, including beverages	\$37.28
(b)	For the sale of tobacco, cigars or cigarettes	\$78.39
(c)	For amusement when operated by coins greater than one cent	\$55.30
(d)	For the sale and/or distribution of newspapers	\$46.86
(e)	For coin operated laundry machines	\$15.66
(f)	Automated Bank Teller Machine at locations other than at a financial institution	\$192.47
(g)	Any other vending machine	\$37.28

SECTION IV

RENTAL ACCOMMODATION FEES

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

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

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

	FEE
Property not Certified by the Crime Free Multi Housing Program	\$17.15 (per room)
Property Certified by the Crime Free Multi Housing Program (if applicable)	\$15.43 (per room)

SECTION V

COMMERCIAL VEHICLE FEES

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

VEHICLE TYPE		FEE
Class "A" – Taxi	For each vehicle: Carbon fuel or Hybrid Zero Emission Accessible	\$150.00 \$30.00 \$0.00
	If also used for displaying materials, the additional fee per vehicle -	\$8.32
Class "B" – Bus	For each vehicle -	\$81.78
Class "C" – Hearse	For each vehicle -	\$27.36
Class "D" – Limousine	For each vehicle -	\$27.36
Class "F" – Driver Testing or Training Vehicle	For each vehicle -	\$34.20
Class "L" – Handicapped Persons Transportation Vehicle	For each vehicle -	\$216.47
Class "P" – Pedicab	For each vehicle -	\$34.20

SECTION VI

BUSINESS LICENCE APPLICATION FEES

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

BUSINESS TYPE	FEE
Business Licence Application (excluding Liquor Primary and Cannabis related) (initial application only)	\$53.32
Mobile Food Vending (Food Truck) Application (applicable to Annual Licence only)	\$53.32
Retail Sale of Cannabis Application	\$5,758.61
Liquor Primary Application	\$5,758.61

Appendix 3
2022 Planning Fees
Bylaw No. 8293, 2021

Schedule 'C'
Bylaw No. 8293, 2021
2022 Planning Fees

Application Type	Required Fee
Pre Application Review	<ul style="list-style-type: none"> • The greater of: <ul style="list-style-type: none"> - \$1,127.50; - \$35.77 per 1,000 sq.ft., or portion thereof, of improved site area; or - \$142.94 per housing unit. • Up to a maximum of \$5,125.00
Official Community Plan Basic Service for Map Designation	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$3,058.24) plus \$17.72 per 1,000 sq. ft. of improved site area over 20,500 sq. ft.
Official Community Plan Basic Service for Text Amendment	<ul style="list-style-type: none"> • \$1,026.78
Official Community Plan Application Time Extension	<ul style="list-style-type: none"> • 50% of application fee
Rezoning Basic Services for Single Detached and Duplex Dwelling Districts and Text Amendments	<ul style="list-style-type: none"> • \$1,970.72

Application Type	Required Fee
<p>Rezoning</p> <p>Basic service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$145.80 per housing unit for the first 250 units, - \$47.52 per housing unit for the next 200 units, - \$24.30 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p>Rezoning</p> <p>Basic Service for Creation of New Zoning District, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,263.35
<p>Rezoning</p> <p>Basic Service for Creation of New Zoning District that includes supportive housing and child care.</p>	<ul style="list-style-type: none"> • \$1,137.24
<p>Comprehensive Development Review</p> <p>An additional review fee which applies to all Zoning Bylaw and/or Official Community Plan Amendments for multiple-phase projects, master planning projects, study area projects, comprehensive development projects and/or other sites over 6,000 square metres (64,583 sq. ft.)</p>	<ul style="list-style-type: none"> • \$79,980.75 for the first 10,000 square meters (107,639 sq. ft.) of site area or portion thereof; and \$373.24 per additional 100 square metres (1,076 sq. ft.) of site area to a maximum of \$426,564.00
<p>Heritage Revitalization Agreement</p> <p>Basic Service for Single Detached, Duplex Dwelling Districts and Child Care Uses</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,026.78)

Application Type	Required Fee
<p><i>Heritage Revitalization Agreement¹</i></p> <p>Basic Service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$145.80 per housing unit for the first 250 units, - \$47.52 per housing unit for the next 200 units, - \$24.30 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p><i>Heritage Revitalization Agreement Minor Amendment</i></p> <p>Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Single Detached and Duplex Dwelling Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$292.74)
<p><i>Heritage Revitalization Agreement Minor Amendment</i></p> <p>Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$585.48)
<p><i>Rezoning or Heritage Revitalization Agreement</i></p> <p>Application Time Extension.</p>	<ul style="list-style-type: none"> • 50% of application fee
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for property outside heritage conservation area</p>	<ul style="list-style-type: none"> • No charge

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

Application Type	Required Fee
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for alteration of land, buildings, structures, or protected features within heritage conservation area</p>	<ul style="list-style-type: none"> • No charge
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for subdivision of land within heritage conservation area</p>	<ul style="list-style-type: none"> • \$112.07
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for demolition of building or structure within heritage conservation area</p>	<ul style="list-style-type: none"> • \$1,555.44
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for construction of a new principal dwelling within heritage conservation area</p>	<ul style="list-style-type: none"> • \$1011.62
<p><i>Heritage Alteration Permit</i></p> <p>Basic Service for construction of a new Laneway or Carriage House within heritage conservation area</p>	<ul style="list-style-type: none"> • \$217.57
<p><i>Heritage Designation Bylaw</i></p>	<ul style="list-style-type: none"> • No charge
<p><i>Development Variance Permit</i></p> <p>Basic Service for All Districts , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$88.34 per housing unit, whichever is greater (with a minimum fee of \$2,000)
<p><i>Development Variance Permit</i></p> <p>Basic service for a modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016) and Child Care</p>	<ul style="list-style-type: none"> • \$20.81 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$42.65 per housing unit, whichever is greater (with a minimum fee of \$693.17)

Application Type	Required Fee
<p><i>Development Variance Permit</i></p> <p>Basic Service for Variances to the Sign Bylaw</p>	<ul style="list-style-type: none"> • \$1,026.78 minimum fee.
<p><i>Development Variance Permit Amendment</i></p> <p>Basic Service for all Districts including Variances to the Sign Bylaw</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$585.48)
<p><i>Development Variance Permit</i></p> <p>Application Time Extension</p>	<ul style="list-style-type: none"> • 50% of application fee
<p><i>Board of Variance Application</i></p> <p>Basic Service for Single Detached Dwelling Districts</p>	<ul style="list-style-type: none"> • \$489.50
<p><i>Board of Variance Application</i></p> <p>Basic Service, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$44.23 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$87.33 per housing unit, whichever is greater (with a minimum fee of \$441.67)
<p><i>Temporary Use Permit</i></p> <p>Basic Service , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$55.26 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$110.40 per housing unit, whichever is greater (with a minimum fee of \$1,545.72)
<p><i>Temporary Use Permit</i></p> <p>Basic Service for all Districts involving a non-profit organization</p>	<ul style="list-style-type: none"> • \$36.49 per 1,000 sq.ft., or a portion thereof, of Improved Site Area, or \$72.87 per housing unit, whichever is greater (with a minimum fee of \$1,026.78)
<p><i>Temporary Use Permit Amendment</i></p> <p>Basic Service for All Districts</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$585.48)
<p><i>Temporary Use Permit</i></p> <p>Application Time Extension</p>	<ul style="list-style-type: none"> • 50% of application fee

Application Type	Required Fee
<p>Development Permit</p> <p>Basic Service for all Development Permits , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$160.12 per housing unit for the first 250 units, - \$55.26 per housing unit for the next 200 units, - \$27.60 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,760.12)</p>
<p>Development Permit</p> <p>Basic Service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</p>	<p>\$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$2,760.12)</p>
<p>Development Permit</p> <p>Projects with Less than Six Residential Units , unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,000

Application Type	Required Fee
<p><i>Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, unless otherwise noted • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,100)
<p><i>Development Permit Amendment</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,100)

Application Type	Required Fee
<p><i>Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Development Permit Amendment</i></p> <p>Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.</p>	<ul style="list-style-type: none"> • \$292.64

Application Type	Required Fee
<p>Minor Development Permit or</p> <p>Minor Development Permit Amendment</p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • \$292.64
<p>Development Permit – All Types</p> <p>Time extension application</p> <p>Reissuance of an expired permit</p>	<ul style="list-style-type: none"> • 50% of current application fee
<p>Special Development Permit</p> <p>Basic Service for all Special Development Permits, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$43.07 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, <ul style="list-style-type: none"> - \$160.12 per housing unit for the first 250 units, - \$55.26 per housing unit for the next 200 units, - \$27.60 per housing unit for each subsequent unit, <p>whichever is greater (with a minimum fee of \$2,263.35)</p>
<p>Special Development Permit</p> <p>Projects with Less than Six Residential Units, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$2,000

Application Type	Required Fee
<p><i>Special Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Special Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • \$23.21 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum fee of \$1,100)

Application Type	Required Fee
<p><i>Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • \$1,414.04
<p><i>Minor Special Development Permit or Minor Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • \$292.64
<p><i>Special Development Permit – All Types</i></p> <p>Time extension application</p> <p>Reissuance of an expired permit</p>	<ul style="list-style-type: none"> • 50% of current application fee

Application Type	Required Fee
<p>Public Consultation Fee</p> <p>For all applications requiring a Public Consultation, including Public Hearings, City-led Consultation and Opportunities to be Heard</p>	<ul style="list-style-type: none"> • \$1,400
<p>Staff Attendance At Applicant Open Houses</p> <p>Projects with Less than Six Residential Units</p>	<ul style="list-style-type: none"> • \$500 for up to two staff members. - \$250 for each additional staff member
<p>Tenant Assistant Plan Review</p> <p>For Rezoning and Heritage Revitalization Agreement applications</p>	<ul style="list-style-type: none"> • \$1,300
<p>Land Title Registration Fee</p> <p>For All Application Requiring Notices or Other Documentation to be Registered with the Land Titles Office</p>	<ul style="list-style-type: none"> • \$35.34
<p>Covenants</p> <p>Preparations of Covenants</p>	<ul style="list-style-type: none"> • \$450
<p>Telecommunication Review</p> <p>Basic service for all applications that require review of telecommunications antennae</p>	<ul style="list-style-type: none"> • \$3,561.81 per application
<p>Additional Notification</p> <p>Basic service for additional public meeting and/or change of date request requiring notification</p>	<ul style="list-style-type: none"> • \$1,893.92
<p>Council Appeal</p> <p>Basic service for Council reconsideration of a Director’s decision</p>	<ul style="list-style-type: none"> • 50% of required current application fee

Application Type	Required Fee
<p><i>Application Change</i></p> <p>Basic service for requested change of owner or authorized agent for any application</p>	<ul style="list-style-type: none"> • \$338.06
<p><i>Site Disclosure Statement Fee Administration</i></p> <p>Basic service for all districts</p>	<ul style="list-style-type: none"> • \$100.00
<p><i>Land Title Document and Administration</i></p> <p>Basic service for document requests</p>	<ul style="list-style-type: none"> • \$21.33
<p><i>Covenant Discharge</i></p> <p>Basic service for discharge requests where there is no current development application</p>	<ul style="list-style-type: none"> • \$373.24 plus legal costs incurred by the City
<p><i>Land Purchase Request</i></p> <p>Basic service for all districts</p>	<ul style="list-style-type: none"> • \$1,970.72 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council
<p><i>Street Naming Fee</i></p> <p>Basic service for processing a request to name a new street created through subdivision, or rename an existing street.</p>	<ul style="list-style-type: none"> • \$2,500
<p><i>Comprehensive Sign Permit Review</i></p> <p>Basic service for sign plans required as part of Development Permit approvals</p>	<ul style="list-style-type: none"> • \$533.21

Application Type	Required Fee
<p><i>Landscape Plan Review</i></p> <p>The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits</p>	<ul style="list-style-type: none"> • Large Projects initial review \$533.21 • Small Projects initial review \$266.60 • Subsequent project reviews \$266.60
<p><i>Landscape Inspection</i></p> <p>The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits</p>	<ul style="list-style-type: none"> • Large Projects initial review \$533.21 • Small Projects initial review \$266.60 • Subsequent project reviews \$266.60
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for all Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,306.88; • \$20.91 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit Fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,306.88; or • \$11.50 per 1,000 sq. ft., or a portion thereof, of improved site area

Application Type	Required Fee
<p><i>Transportation Review – Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less unless otherwise noted 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit or Development Permit Amendment</i></p> <p>Basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Development Permit Amendment</i></p> <p>Basic service for amendments to Laneway House and Carriage House Development Permit Amendments</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Minor Development Permit or Minor Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or <p>façade renovation for buildings affected by water penetration</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Special Development Permit</i></p> <p>Basis service for all Development Permits, unless otherwise noted</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$20.91 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Special Development Permit</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less <p>unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Special Development Permit or Special Development Permit Amendment</i></p> <p>Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge

Application Type	Required Fee
<p><i>Transportation Review – Special Development Permit Amendment</i></p> <p>Basic service for all Development Permit Amendments, unless otherwise noted</p>	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres unless otherwise noted 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Minor Special Development Permit or Minor Special Development Permit Amendment</i></p> <p>Basic service for:</p> <ul style="list-style-type: none"> • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration 	<ul style="list-style-type: none"> • No charge
<p><i>Transportation Review – Temporary Use Permit</i></p> <p>Basic service for all districts except those involving a non-profit organization</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$757.99; • \$27.18 per 1,000 sq. ft. or a portion thereof, of improved site area; or, • \$53.37 per housing unit

Application Type	Required Fee
<p><i>Transportation Review – Temporary Use Permit Amendment</i></p> <p>Basic service for all districts involving a non-profit organization</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$235.24; or, • \$23.00 per 1000 sq. ft., or a portion thereof, of improved site area
<p><i>Transportation Review – Rezoning</i></p> <p>Single Detached and Duplex Dwelling Districts and text amendments</p>	<ul style="list-style-type: none"> • \$967.09 Service Fee
<p><i>Transportation Review – Rezoning</i></p> <p>Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$17.77 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Heritage Revitalization Agreements</i></p> <p>Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments excluding applications exclusively for non-profit organizations or Child care</p>	<p>The greater of:</p> <ul style="list-style-type: none"> • \$1,108.23; or • \$17.77 per 1,000 sq. ft., or a portion thereof, of improved site area; or, • Unit fee, calculated as follows: <ul style="list-style-type: none"> - \$78.41 per housing unit for the first 250 units; - \$26.14 per housing unit for the next 200 units; and, - \$13.59 per housing unit for each subsequent unit
<p><i>Transportation Review – Pre Application Review</i></p>	<ul style="list-style-type: none"> • \$156.83

Application Type	Required Deposit
<p><i>Tree Protection Barrier Sign Deposit</i></p> <p>Tree Protection and Regulation Bylaw No. 7799, 2016</p>	<ul style="list-style-type: none"> • \$25.00 per sign, refundable upon return of each sign
<p><i>Water Bag</i></p> <p>For all issued tree removal/replacement permits</p>	<ul style="list-style-type: none"> • \$25 / per bag* <p>*Optional service being provided to Applicants choosing to purchase a Water Bag directly from City</p>
<p><i>Development, Special Development, Heritage Alteration Permits or Temporary Use Permit Landscape Deposit</i></p> <p>All applications other than a Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively for Child care, and/or exclusively for Affordable Housing.</p>	<ul style="list-style-type: none"> • An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.
<p><i>Development, Special Development Permit Landscape Deposit</i></p> <p>Secured rental residential unit additions to an existing rental building</p>	<ul style="list-style-type: none"> • \$7,500
<p><i>Development Permit Landscape Deposit</i></p> <p>Applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively Child care, and/or exclusively Affordable Housing.</p>	<ul style="list-style-type: none"> • \$7,500 - \$5,000 for each additional unit up to 6 units

Appendix 4
2022 Plumbing Fees
Bylaw No. 8293, 2021

Schedule 'D'
2022 Plumbing Permit Fees

Plumbing Fixture Permit Fee Schedule

1 To 4 Fixtures	\$151.45 (minimum permit fee)
Each additional fixture	\$35.40
Backflow Assembly Test Report	\$24.10 (annual retest)

For the purpose of this section the following shall be considered plumbing fixtures:

Automatic washer	Grease Interceptor	Planter Drain
Bar sink	Hand sink	Pot sink
Bathtub	Hose Bib	Roof Drain
Bed pan washers/grinder	Hot Water Heater	Sanitary B.W.V.
Bidet	Hot Water Storage Tank	Sanitary Lift Station
Condensate Drain	Hub drain	Shower
Deck Drain	Ice makers	Steam Machine
Dialysis machine	Janitor sink	(Swimming pool backwash sump)
Dishwasher	Kitchen sink	Urinal
Drinking Fountain	Laundry tub	Wash basin
Floor Drain	Mop Sink	Water closet
Foot bath	Neutralizing tank	Water filter
Glass Washer	Patio Drain	

Future Drainage/Venting/Water Connection

**Backflow Assembly

*Specialty and/or Proprietary equipment/fixture

**Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)*

***All new backflow assembly installation permits include one "City of New Westminster Backflow Test Report" form per device.*

1. a) Domestic Water Re-pipe Plumbing Permit Fee Schedule

\$59.70 per suite (Fee includes in-suite water pipe and distribution mains)

b) Domestic Water Mains and/or Risers Re-pipe Installation Only Plumbing Permit Fee Schedule

\$151.45 for the first 100 feet or less

\$59.20 for each additional 100 feet or portion thereof

\$151.45 (minimum permit fee)

2. Plumbing & Services Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

\$70.95 each item (\$151.45 minimum permit fee)

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

b) Multi-residential (three or more dwelling units), Commercial & Industrial Plumbing & Services Permit Fee Schedule

All piping \$2.45 per foot (\$151.45 minimum permit fee)

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

c) Precast Concrete Works & Associated Receptacles

\$70.90 each item (\$151.45 minimum permit fee)

Catch Basin	Oil Interceptor
Trench Drain	Sanitary Lift Station
Manhole	Storm Lift Station
Floor Drain	Storm Sump

d) Waterworks

\$70.90 each item (\$151.45 minimum permit fee)

Fire Hydrant	Yard Hydrant
Isolating Valve	Fire Line
Combined Water Service	Domestic Water Service
Back Flow Assembly	

3. Hot Water Heating Permit Fee Schedule

a) Residential (SFD & Duplex)

\$413.50 Flat Rate per dwelling unit

**Hot water heating systems serving three or more dwelling units must be a professionally engineered design and inspected and approved by the engineer of design. (Permit not required)

4. Sprinkler Permit Fee Schedule

a) Residential (SFD & Duplex), Townhomes

1 st Sprinkler head	\$151.45
Each additional sprinkler head	\$3.10 each

b) All other Buildings

1 st Sprinkler head	\$297.25
Each additional sprinkler head	\$3.10 each

c) Additional Sprinkler Permit Charges

\$70.90 each item (\$151.45 minimum permit fee)

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

5. Miscellaneous Fee Schedule

a) DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of \$10,000.

b) REFUNDS - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.

c) **RE-INSPECTION FEES** – Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:

○ Third inspection	\$151.45	plus applicable taxes
○ Fourth inspection	\$297.25	“ “ “
○ Fifth inspection	\$445.90	“ “ “
○ Each subsequent inspection	\$594.50	“ “ “

- Where work is not ready for inspection when the inspector calls, a re-inspection fee shall be charged at \$151.45, plus GST.

d) **CHANGE/REMOVAL OF CONTRACTOR** - In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of \$151.45. The new contractor must take full responsibility for the work completed to date.

e) **CHANGE OF USE** - For an inspection related to the change of occupancy or use of a building, a fee in the amount of \$151.45 shall be paid.

f) **RENEWAL OF LAPSED PERMITS** - Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of \$151.45.

g) **REVISED PLAN REVIEW SUBMISSION** - Where a revision to the originally submitted and approved plumbing, sprinkler or hot water heating permit plans is received an administrative fee calculated based upon City costs per hour of staff time (min. 1 hour) shall be paid.

h) **SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS** - Where a plumbing/sprinkler/hot water heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.

6. **Special Inspections**

Special inspection requests for work linked or not linked to an issued permit:

- Special inspection during normal working hours:
A fee based on City costs per hour (min. 1 hour) shall be paid;
- Special inspection outside normal working hours:
Monday to Friday:
First 2 hours – a fee based on 1-1/2 times the City hourly rate
Each additional hour – a fee based on double the City hourly rate
Weekends – a fee based on double the City hourly rate (min. 4 hours) plus a ½ hour meal break

Appendix 6

2022 Integrated Services Fees

Bylaw No. 8293, 2021

Schedule “F”
2022 Integrated Services Fees
Bylaw No. 8293, 2021

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

BYLAW	DESCRIPTION	FEE
Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004	Excessive Nuisance Abatement Fees: Police Nuisance Response and Abatement Service Call	\$271.93/call
	City Staff Nuisance Response and Abatement Service Call	\$108.77/hr
	Administration Fee	10% on Total Service Call Fees
Controlled Substance Property Bylaw No. 6679, 2001	Permit, Inspection Fees and Charges: For Special Inspection	\$652.64
	For each inspection prior to issue of Occupancy Permit	\$435.10
	To Obtain Occupancy Permit	\$543.87
Unightly Premises Bylaw No. 5969, 1991	Administration Fee for hiring contractor as per Section 9	\$81.58
Fire Protection Bylaw No. 6940, 2004	Administration fee for hiring contractor as per Section 15.1	\$81.58
Construction Noise Bylaw No. 6063, 1992 Exemption Request	Administration Fee	\$200.00

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8294, 2021**

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

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

Citation

1. This Bylaw may be cited for all purposes as “Cultural Services Fees and Charges Amendment Bylaw No. 8294, 2021.”

Amendments

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

Effective Date

3. These amendments shall come into effect on January 1, 2022

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2022.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

APPENDIX A

CULTURAL SERVICES FEES & CHARGES

Arts, Heritage, Museum, Archives, New Media Gallery

RENTALS

ANVIL CENTRE STUDIO RATES

Fees are subject to criteria in the following policies:

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

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

Room Name (capacity)	(1 hour minimum)		(1 hour minimum)
	Meeting (per hour)	Activity (per hour)	Meeting & Activity (per hour)
Cultural Studio 417 (25)	\$16.91 + GST = \$17.75	\$33.67+ GST = \$35.35	\$102.52 + GST = \$107.65
Cultural Studios 411 & 413 (50)	\$16.91+ GST = \$17.75	\$33.67 + GST = \$35.35	\$102.52 + GST = \$107.65
Additional staff charges apply for rentals occurring when the building is closed to the public.			

EQUIPMENT RENTAL

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

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

Piano tuning fee – At cost

RE:SOUND & SOCAN

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

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

PROGRAMS, FEES and ADMISSIONS

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

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

ARCHIVE REPRODUCTION FEES

Method of Reproduction	Fee Per Reproduction & Subject to change
Scanned Image (emailed)	\$13.62 + GST & PST = \$15.25
Scanned Image (on disc)	\$15.71 + GST & PST = \$17.60
Digitized video (emailed)	\$13.62 + GST & PST = \$15.25
Digitized video (on disk)	\$15.71 + GST & PST = \$17.60
Photocopy (per page)	\$0.36 + GST & PST = \$0.40
Mailing (in Canada)	\$5.00 + GST & PST = \$5.60

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

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

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

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

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

NOTES

1. FEE ADJUSTMENTS

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

3. PENNY

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

4. PARTNERSHIPS

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

5. FOOD, BEVERAGE, VENDING & MERCHANDISE SALES

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

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW No. 8295, 2021

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

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

- 1. This Bylaw may be cited as “Electrical Utility 2022 Charges Amendment Bylaw No. 8295, 2021.”
- 2. The Schedule of Standard Charges attached to Bylaw No. 6502, 1998 as Schedule “B” is hereby repealed and replaced with Schedule “B” attached to and forming part of this Bylaw No. 8295, 2021.
- 3. The Standard Charges recited in the attached Schedule “B” shall be those charges for services rendered by the City on and after January 1, 2022.

GIVEN FIRST READING this day of ,2021
 GIVEN SECOND READING this day of ,2021
 GIVEN THIRD READING this day of ,2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed
this day of , 2021.

Jonathan X. Cote, Mayor

Jacqueline Killawee, City Clerk

SCHEDULE "B"

STANDARD CHARGES

1. Account Charge

Account Charge \$20.00

2. Underground Service Extensions

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

- Effective January 1, 2020 \$5400.00
- Effective January 1, 2021 \$5900.00
- Effective January 1, 2022 \$6400.00

3. New Service Connections

New underground service connection, including one meter:

- 100Amp \$957.00
- 200Amp \$1270.00
- 300/400Amp \$2225.00

Additional charge per meter if more than one meter installed at the time of
new service connection \$46.00

Additional meters subsequent to service connection installation:

- First meter \$181.00
- Each additional meter \$46.00

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

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

Main switch size – 100 Amps or less \$860.00
Main switch size – 200 Amps or less \$860.00
Main switch size – 400 Amps or less At cost

(2) Where a service is de-energized for internal wiring changes or maintenance the standard charges, for reconnection only, are as follows:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

5. Underground Service Reconnections

Where a service is de-energized for wiring changes or maintenance, the standard charges for reconnection only, are as follows:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

6. Temporary Service Connections

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

- Overhead \$883.00
- Underground \$957.00

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

The above charges include the meter charge.

7. Miscellaneous Service Connections

The Standard charge for each service connection such as cable amplifiers, bus shelters, phone booths, etc., is: \$860.00

8. Reconnection of Service After Breach of Agreement

Where the service has been discontinued by the City for any breach of the terms and conditions upon which the service was provided the reconnection charges are:

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00

Any other time At Cost

NOTE: when more than one meter per service is reconnected at the same time for each additional meter add \$46.00

9. Trouble Call

Trouble Call-Out applies to situations where the City responds to a “trouble call” which was initiated because of problems in the customer’s equipment and the customer was advised of the City’s billing practices prior to the crew being dispatched.

Between 0800 & 1600 hours on regular working days	\$280.00
Between 1600 & 2400 hours on regular working days	\$400.00
Any other time	At Cost

10. Meter Test

Where a meter is to be tested pursuant to the Electrical Act (Canada) at the request of the customer, if the meter is proved accurate within the allowable limits permitted by the Statute, the customer shall be charged the standard charge for exchanging the disputed meter in addition to the amount that may be charged to the City by Consumer and Corporate Affairs Canada for conducting the test. If such is found to no be accurate within the limits permitted by the Statute, the customer will not be charged the standard charge for exchanging the disputed meter

-Exchange of disputed meter \$181.00

11. Damaged Meters

All meters and associated metering transformers are at cost plus overhead charges.

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

Level 2 Chargers – Charged per hour

- Dedicated Circuit: \$2/Hr
- Shared Circuits: \$1/Hr

Level 3 Fast Chargers – Charged per minute

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

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

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

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8292, 2021**

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

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

1. This Bylaw may be cited for all purposes as “Engineering User Fees and Rates Amendment Bylaw No.8292, 2021”.
2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by:
 - a. renaming Part 12.0 from “Building Bylaw Security and Damage Deposits Fees and Rates” to “Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders”; and
 - b. adding Part 13.0 “Q to Q Ferry Fees and Rates”; and
 - c. replacing the “Parts” 1.0, 2.0, and 5.0-12.0- of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the corresponding “Parts” attached to this bylaw:

Part 1.0 Animal Control Fees and Rates as attached herein

Part 2.0 Cemetery Services Fees and Rates as attached herein

Part 5.0 Highway Use Utility Fees and Rates as attached herein

Part 6.0 Sewerage System User Fees and Rates as attached herein

Part 7.0 Soil Deposit Regulation Fees and Rates as attached herein

Part 8.0 Street and Traffic Fees and Rates as attached herein

Part 9.0 Subdivision and Development Control Fees and Rates as attached herein

Part 10.0 Waterworks Fees and Rates as attached herein

Part 11.0 Water Shortage Response Fees and Rates as attached herein

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

Parts 1.0, 2.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0, 12.0 & 13.0 of this Bylaw shall come into force and effect on January 1st, 2022.

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed
this _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Part 1.0 Animal Control Fees and Rates

Annual License Fees			
	Paid on or Before March 1st	Paid After March 1st	Initial License
Male/Female Dog	\$67	\$87	\$ 36
Sterilized Dog	\$26	\$35	\$ 26
Dangerous Dog - Unsterilized	\$205	\$256	\$103
Dangerous Dog - Sterilized	\$154	\$205	\$77
Therapy Dog - No Charge	No Charge	No Charge	No Charge
Service Dog - No Charge	No Charge	No Charge	No Charge
Impoundment Fees			
	1st Offence	2nd Offence	Subsequent Offences
Licensed Dogs	\$46.00	\$82.00	\$154.00
Unlicensed Dogs	\$92.00	plus License Fee	
Dangerous Dogs	\$308.00	\$513.00	
Vicious Dogs	\$308.00	\$513.00	\$1,025.00
Sterilized Cat with Identification	\$16.00		
Sterilized Cat without Identification	\$36.00		
Unsterilized Cat with Identification	\$108.00		
Unsterilized Cat without Identification	\$133.00		
For Each Companion Animal (excluding dogs/cats)	\$16.00		
For Any Other Animal	\$56.00	plus any additional costs incurred	
Other Fees			
Replacement License Tag	\$ 5.00		
Transfer of Valid Dog License	\$ 5.00		
Dog boarding (per animal)	\$31 / day		
Cat boarding (per animal)	\$21 / day		
Administering medication Note – any veterinary costs incurred during boarding must be paid prior to release of animal	\$5 / day		
Maintenance Fees			
Dog	\$18.00		
Vicious/Dangerous Dog	\$36.00		
Cat	\$10.00		
Small Animal (pocket pet)	\$8.00		

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

Removal/Disposal

Dog	Fee removed per Bylaw 7964, 2017		
Dog under 25 pounds	\$46.00		
Dog 25 pounds or over	\$72.00		
Cat	\$26.00		
Small Animal (pocket pet)	\$10.00		

All fees are subject to applicable taxes

Part 2.0 Cemetery Services Fees and Rates

Interment Fees	
Adult Casket	\$1,235.00
Veteran Casket	\$730.00
Child/Infant Casket – Non-Resident only	\$695.00
Cremation – Excluding Resident Child/Infant	\$485.00
Ossuary (Includes Name Engraving)	\$660.00
Inurnment Fee	\$335.00
Deepen Unoccupied Grave for Interment	\$1,060.00
Deepen Occupied Grave for Interment	\$3,640.00 (incl. CFC)
<i>Note: Interment rates for a Saturday/Sunday/Statutory Holiday are twice the regular interment fees.</i>	
Plots Fees	
	Total
Adult Casket	
Resident	\$5,205.00
Non-Resident	\$7,810.00
Child/Infant Casket	
Resident	\$1,425.00
Non-Resident	\$2,140.00
Cremation	
Resident	\$1,340.00
Non-Resident	\$2,010.00
Columbarium Niche (Richmond I and II)	
Resident – Single	\$2,635.00
Resident – Double	\$4,125.00
Non-Resident – Single	\$3,950.00
Non-Resident – Double	\$6,190.00
Columbarium Niche (Richmond II Estates)	
Resident – Single	\$2,895.00
Resident – Double	\$4,530.00
Non-Resident – Single	\$4,345.00
Non-Resident – Double	\$6,795.00
Columbarium Niche (Heritage Plaza)	
Resident – Single	\$3,160.00
Resident – Double	\$4,950.00
Non-Resident – Single	\$4,735.00
Non-Resident – Double	\$7,425.00
<i>Note: A second interment can be added to a single niche. The cost is the difference between a single niche and double niche. This does not apply to niches in Richmond I.</i>	
<i>Note: Urn size for the double niche is restricted to a maximum of 6.5” in width or diameter and 11” in height.</i>	

Note: Care Contribution accounts for 25% of total.

Other Fees, Products and Services

Plaque and Marker Fees (plaque type is determined by niche location)

Single Niche Plaque	\$475.00
Double Niche Plaque	\$605.00
Heritage Plaza Niche Plaque	\$720.00
Plaque Additions and Changes (Single Niche Plaque)	\$315.00
Plaque Additions and Changes (Double Niche Plaque)	\$400.00
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$180.00
Marker Permit Only – No Placement	\$110.00
Marker Permit & Placement – Horizontal/Flat Marker	\$300.00
Existing Marker Removal and Placement	\$150.00

Note: Care Fund Contribution accounts for 25% of total, not charged on additions and changes.

Memorial Bench	\$2,706.00
Memorial Tree	\$2,205.00
Uralla Vase (Richmond II)	\$500.00
Armidale Vase (Richmond II)	\$450.00
Special Attention to Grave Space	\$230.00
Transfer of Grave Space	\$105.00
Exhumation	Twice the Interment Fees
Plot Buy-Back	As outlined in Cemetery Bylaw 7068, 2006
Administration Fee	\$75.00

All fees are subject to applicable taxes

Part 5.0 Highway Use Utility Fees and Rates

1. Plan Approval and Inspection Fees:

- a) A one-time flat fee of \$595.00 for a project of 20 metres or less;
- b) For projects in excess of 20 metres, a one-time flat fee of \$1,735.00; and
- c) A one-time charge for each project of \$11.95 per metre of Service Corridor used by the Company.

2. Pavement Degradation Fees:

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

Age of Street in Years Since Last Paved as Determined by the Commissioner	Fee Per Square Meter of Excavation
0-5 years	\$76.90
6-10 years	\$64.10
11-15 years	\$40.60
16-20 years	\$23.50
21 years or greater	\$12.40
<i>All fees are subject to applicable taxes</i>	

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	\$ 959.79	\$47.99	\$911.80
Duplex and Row House Annually	\$ 959.79	\$47.99	\$911.80
Secondary Suite Annually	\$479.90	\$24.00	\$455.90
Townhouse Annually	\$749.79	\$37.49	\$712.30
Apartment Building Annually (Apartment building does not include a hotel, boarding house or rooming house).	\$539.78	\$26.99	\$512.79
<i>Discount applicable if paid within 60 days of billing date.</i>			
B. OTHER			
(i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.			
Quantity	Monthly		
0 – 700 cu. ft. (minimum charge)	\$75.95 (minimum charge)		
Next 24,300 cu. ft.	9.125 per 100 cu. ft.		
Next 25,000 cu. ft.	6.434 per 100 cu. ft.		
Next 50,000 cu. ft.	3.712 per 100 cu. ft.		
In excess of 100,000 cu. ft.	1.848 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.			
<ul style="list-style-type: none"> ▪ By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or ▪ By discharging the water so delivered or part thereof directly into a natural water course or body of water; 			
shall have the user charge reduced corresponding to the actual quantity of discharge.			

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

C. SENIOR CITIZEN WAIVER

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

D. VACANT / NON-SEPARATE SECONDARY SUITES

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

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

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

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

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

E. REFUNDS OF SEWERAGE SYSTEM USER FEES AND RATES

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

F. DUE DATE, ADDITION TO TAXES

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

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

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

G. SERVICE CHARGES

Installation of Single Inspection Chamber (IC)	100% of actual cost (deposit based on estimate)
Installation of Dual Inspection Chambers (IC)	100% of actual cost (deposit based on estimate)
Residential Water & Sewer Cap-off Fee (Combined)	\$5,850.00
Ditch Enclosure Administration Fee	\$320.00
Ditch Enclosure Engineering Design Fee	\$2,670.00
Ditch Enclosure Installation	100% of actual cost (deposit based on estimate)
Installation of a second inspection chamber for onsite separation and future separated offsite service connection	100% of actual cost (deposit based on estimate)
Installation of a second inspection chamber for onsite separation when the off-site service connection is not upgraded	100% of actual cost (deposit based on estimate)

All fees are subject to applicable taxes

Part 7.0 Soil Deposit Regulation Fees and Rates

Annual License Fees	
Non-refundable Application Fee	\$692.00 plus \$0.77 per cubic metre of soil or other material to be deposited or removed
Security Deposit for full and proper compliance with Soil Deposit Bylaw and Terms and Conditions of permit	\$4,245.00 per 5,000 cubic metres of soil or other material to be deposited, or removed, or fraction of
<i>All fees are subject to applicable taxes</i>	

Part 8.0 Street & Traffic Fees and Rates

Street Occupancy Permit Fees	
Street Occupancy Permit Application Fee <i>(See Note 1)</i>	\$104.50
Street Festival	\$155.00 per block
Parade	\$38.25 per block
Block Party (local street only)	\$38.25 per day
Construction, maintenance and/or ancillary works on a street or boulevard	\$52.50 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)	\$52.50 per block face per day
Hoarding and/or staging area for private development on a street or boulevard	\$52.50 per block face per day
Parking of unattached commercial trailer or container on a street	\$52.50 per day
Parking of unattached recreational or utility trailer on a street	\$10.50 per day
Parking of recreation vehicle on a street	First 48 hours free, then \$10.50 per day thereafter
Rental of each metered parking stall	\$22.00 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$22.00 per day
<p><i>Note 1: The Street Occupancy Permit (SOP) Application Fee only applies to the initial SOP or SOP renewals or extensions that require an amended Traffic Management Plan or other conditions, and only applies to SOPs for the following works:</i></p> <ul style="list-style-type: none"> <i>-Construction, maintenance and/or ancillary work on street or boulevard</i> <i>-Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)</i> <i>-Hoarding and/or staging area for private development on a street or boulevard</i> 	
Oversize And Overweight Permit Fees	
Single trip	\$78.50 per vehicle
Annual permit	\$261.00 per vehicle
Duplicate permit	\$26.00 each
Other Fees	
Temporary No Parking Sign Installation <i>(see Note 2)</i>	\$52.50 per block face
Pre and post construction inspection fee	\$52.50
Redemption of impounded chattel	\$31.40
<p><i>Note 2: Temporary No Parking Signs are required for all SOPs that require use of on-street parking space</i></p> <p><i>All fees are subject to applicable taxes</i></p>	

Street Occupancy Damage Deposits	
Minor works with limited risk of damage to asphalt road surfaces	\$2,500.00
Coring, test holes, drilling on asphalt or concrete road and/sidewalk surfaces	\$2,500.00 per location
Moderate works with risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., large vehicles operating on sidewalks, boulevards, etc.)	\$10,000.00
Major works with significant risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., house relocation traversing multiple blocks)	\$20,000.00
<i>Damage Deposits are collected as part of the Street Occupancy Permit process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.</i>	
<i>All fees are subject to applicable taxes</i>	

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

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

City wide except above areas (\$2.75 per hour*) <i>*Includes \$0.25 per hour Climate Action Levy</i>			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)
0.05	Coin	1 min	n/a
0.10	Coin	2 min	n/a
0.25	Coin	6 min	6 min
1.00	Coin	21 min	21 min
2.00	Coin	44 min	44 min
<i>All fees are subject to applicable taxes</i>			

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

Anvil Center Parking	
<ul style="list-style-type: none"> • Minimum \$0.25 per transaction • Minimum \$1.00 for credit card transactions 	
Hourly	\$2.75
5 Hours	\$7.50
10 Hours	\$12.00
Monthly Unreserved (6am to 6pm Mon-Fri)	\$75.00
Monthly Reserved (6am to 6pm Mon-Fri)	\$95.00

Monthly Reserved (24/7)	\$115.00
<i>All fees are subject to applicable taxes</i>	

Front Street Parkade	
Hourly rate	\$2.75
Daily until 6 pm	\$10.00
Daily until 6 am next day	\$12.50
Daily evening from 6 pm to 6 am	\$4.00
Monthly – Reserved 24 hrs	\$115.00
Monthly – Random 24/7	\$75.00
<i>All fees are subject to applicable taxes</i>	

Carnarvon Street Parkade	
Monthly – Random 24/7	\$75.00
Monthly – Reserved 24 hrs	\$115.00
<i>All fees are subject to applicable taxes</i>	

Speed Hump Application Fee	
Application Processing Fee (payable upon review of Speeding Concern Form and staff confirmation)	\$102.50
<i>All fees are subject to applicable taxes</i>	

Signal Timing Report Fee	
Fee to generate a traffic signal timing report	\$77.00
<i>All fees are subject to applicable taxes</i>	

Part 9.0 Subdivision and Development Control Fees and Rates

Subdivision Application (other than air space parcel or parcel under Strata Property Act)	
Subdivision Application Fee (for first parcel to be created by the subdivision), includes other subdivision types (i.e. Lot Line Adjustments and bare land Strata)	\$2,730.00
Each additional parcel Fee	\$116.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original application fee
Works and Services Agreement	
Works & Services Agreement Fee (non-refundable)	\$1,960.00
Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007
Latecomer Agreement	\$4,460.00
Phased Strata Subdivision	
Phased Strata Subdivision Fee	\$1,670.00 plus \$482.00 for each additional phase
Form P Amendment	\$380.00
Strata Conversion	
Strata Conversion Fee	\$2,332.00
Air Space Parcel Subdivision	
Air Space Parcel Subdivision Fee	\$3,200.00 plus legal costs and certified professional code compliance review costs
Shoring	
Shoring Anchor Rod Fee and Damage Deposit	\$575.00 non-refundable fee and \$30.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
General	
Building Permit Servicing Review Fee (for Building permit construction value of \$100,000 or greater)	\$200.00
Comfort Letters	\$330.00
<i>All fees are subject to applicable taxes</i>	

Part 10.0 Waterworks Fees and Rates

A. SERVICE CHARGES			
19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)		
Larger than 19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)		
Charges for water used for commercial and multi-family construction or building purpose per year	3/4" connection \$1,000.00 1" connection \$2,000.00 1.5" connection \$2,500.00 2" connection \$3,000.00		
Hydrant Flow Test	\$250.00		
Hydrant Use Damage Deposit (Refundable)	\$1,000.00		
Hydrant Use Application Fee	\$500.00		
76 mm (3") diameter meter test fee	100% of actual cost		
100 mm (4") diameter meter test fee	100% of actual cost		
150 mm (6") diameter meter test fee	100% of actual cost		
Residential Water & Sewer Cap-off Fee (Combined)	\$5,850.00		
B. 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	\$680.25	\$34.01	\$646.24
Secondary Suite Annually	\$340.10	\$17.00	\$323.10
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>			
C. METERED RATES			
Monthly Consumption	(rate per 100 cubic feet)		
1 to 10,000 cubic feet	\$5.62		
next 20,000 cubic feet	\$4.08		
next 20,000 cubic feet	\$3.22		
in excess of 50,000 cubic feet	\$2.43		
Minimum monthly charge, if under 1,000 cubic feet – plus meter rental	\$56.15		

D. SPECIAL RATES

Apartment House	Metered rate
2 or more single detached dwellings on one lot	Single Detached Dwelling basic flat rate for each house.
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)	Metered rate
Any service to a building which is used for commercial or industrial purposes	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.	\$2.41 per 100 cubic feet Minimum monthly charge \$56.22
Charges for water used for construction or building purposes:	Minimum monthly charge \$56.22
rentals – monthly charge	
5/8 inch	\$15.80
¾ inch	\$15.80
1 inch	\$23.70
1 ¼ inch	\$36.35
1 ½ inch	\$44.31
2 inch	\$64.57
By Charges For Fire Service Only – annual charge	
1 ½ inch	\$193.78
2 inch	\$241.46
2 ½ inch	\$316.22
3 inch	\$564.15
4 inch	\$805.15
6 inch	\$965.90
8 inch	\$1,610.36
10 inch	\$2,681.93
12 inch	\$3,883.67

SENIOR CITIZEN WAIVER

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

All fees are subject to applicable taxes

Part 11.0 Water Shortage Response Fees and Rates

Permit Fees	
Permit authorizing watering of new lawn and/or new landscaping when Stage 1 Restrictions or Stage 2 Restrictions are in force for a 21 day period	\$52.50 for Single Family Residential \$78.50 for Multiple Family Residential and \$157.00 for Commercial or Industrial
<i>All fees are subject to applicable taxes</i>	

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

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

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

Damage Deposits	
Demolition Permit	\$2,615.00
Single Detached Dwelling (SDD) Permit	\$5,230.00
Duplex Permit	\$6,265.00
Corner Lot – SDD or Duplex	\$7,330.00
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,230.00 / Maximum Fee \$72,000.00
<i>The Damage Deposits are collected as part of the Building Permit Process for City infrastructure and the amount, deducting any cost incurred by the City, will be refunded after the final inspection.</i>	
<i>All fees are subject to applicable taxes</i>	

Processing and Inspection Fees	
Non-refundable Damage Deposit Processing Fee	\$58.00
Where additional inspections are required to ensure compliance, Re-inspection fee to be deducted from the Damage Deposit for each additional inspection	\$145.00
<i>All fees are subject to applicable taxes</i>	

Part 13.0 Q to Q Ferry Fees and Rates

Q to Q Ferry Fares	
Regular Fare (adults 19-64):	
Single Fare	\$2.25
Monthly Pass	\$45.00
10-fare punch card (11 th ride free)	\$22.50
Concession fare (adults 65+, youth 13-18):	
Single Fare	\$1.25
Monthly Pass	\$22.50
10-fare punch card (11 th ride free)	\$12.50
<i>All fees are subject to applicable taxes</i>	

BYLAW NO. 8296, 2021**SCHEDULE "A"****SCHEDULE OF FEES**

	<u>Service Description</u>	<u>Fee Per Item</u>
1.	Tax Demand Notice, copy of detailed tax information for each parcel of land	\$20.00
2.	"Statement of Tax Information" for each parcel of land	\$48.00
3.	"Statement of Tax Information" generated on-line by city's on-line service provider, for each parcel of land	\$45.00
4.	Apportionment of taxes following the subdivision or stratification of a parcel of land, per folio created	\$35.00
5.	Returned Cheque Charge, for each item	\$40.00
6.	Tax & Utility Refund Administration Fee	\$25.00
7.	Photocopy of Bylaws, Council Minutes & other records	\$0.25
8.	Historical record of Property Tax or Utility billing information, beyond current and one prior year, per year	\$5.00
9.	Map/Full Colour - Wall size (70" x 24")	\$38.50
10.	Map/Full Colour – Small (42" x 15")	\$22.00
11.	Map/Single Theme Wall (70" x 24")	\$22.00
12.	Map/Single Theme Small (42" x 15")	\$13.00
13.	Map/Small Section by Inventory Property Line, Address and Plan No.	\$2.75
14.	Map/Small Section by Inventory (Sewer System)	\$2.75
15.	Map/Small Section by Inventory (Water Distribution System)	\$2.75
16.	Map/Complete set of 67 Map Tiles	\$137.50
17.	Map/Topography	\$5.50
18.	Map/Complete set of 67 Topography Map Tiles	\$275.00
19.	Tax sale non-refundable registration fee	\$175.00

CORPORATION OF THE CITY OF NEW WESTMINSTER

**ZONING AMENDMENT BYLAW (733 Thirteenth Street)
No. 8265, 2021**

ADOPTED _____

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (733 Thirteenth Street) No. 8265, 2021.”
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) Section 1000 Comprehensive Development Districts of Zoning Bylaw 6680, 2001 is hereby amended by inserting as section 1084 the Schedule attached to this Bylaw as Schedule A.
 - b) That the portion(s) of certain parcels of land situated within the City of New Westminster, British Columbia and which is outlined in bold in Schedule B attached to this Bylaw and which is presently Neighbourhood Residential Duplex Dwelling Districts (RT-1A) are hereby rezoned to Comprehensive Development District (733 Thirteenth Street) (CD-84) and the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 is hereby amended to record this rezoning.

GIVEN FIRST READING this 27th day of September, 2021.

GIVEN SECOND READING this 27th day of September, 2021.

PUBLIC HEARING waived under Section 464(2) of the Local Government Act

GIVEN THIRD READING this _____ day of _____, 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE CITY CLERK



Schedule A to Bylaw 8265, 2021:

Comprehensive Development District (733 Thirteenth Street) (CD-84)

Comprehensive Development District (733 Thirteenth Street) (CD-84)

1084 Comprehensive Development District (733 Thirteenth Street) (CD-84)

1084 .1 The intent of this district is to allow a child care with not more than 37 child care spaces at 733 Thirteenth Street

Comprehensive Development District (733 Thirteenth Street) (CD-84) Regulations

1084 .2 Development of the lot zoned CD-84 shall comply with the regulations and requirements of the Neighbourhood Residential Duplex Dwelling Districts (RT-1A) except that:

- (a) Child care shall be permitted as a principal use provided it does not provide more than 12 child care spaces for children 36 months of age or less and not more than 25 spaces for children more than 30 months of age to school age; and,
- (b) Front setback shall be not less than 4.27 metres (14feet);

1084 .3 Off-street parking for the lot zoned CD-84 shall be provided in accordance with the provisions of the Off-Street Parking Regulations section of Zoning Bylaw No. 6680, 2001, except that:

- (c) No less than 2 off-street parking spaces shall be provided.

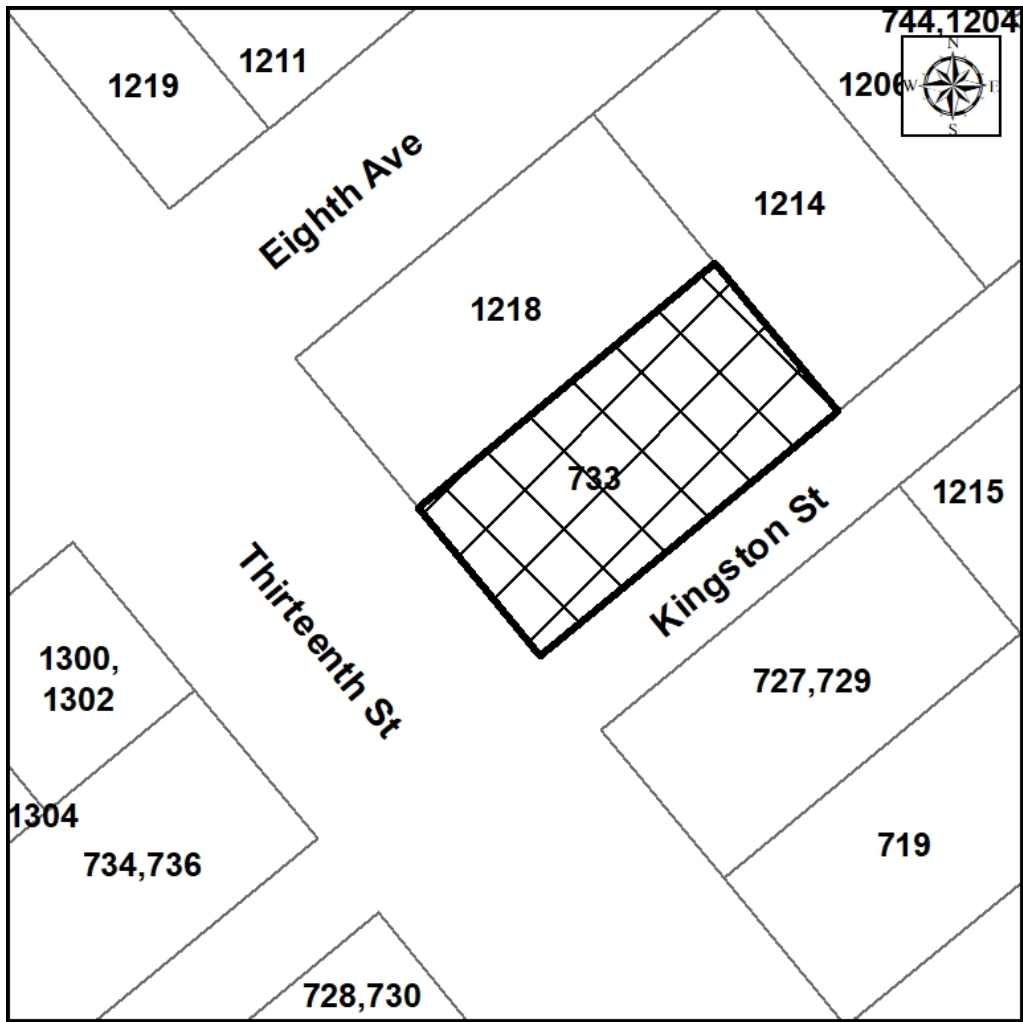
1084 .4 Off-Street bicycle parking spaces shall be provided in accordance with the provisions of the Off-Street bicycle parking spaces regulations section of Zoning Bylaw No. 6680, 2001, except that:

- (d) No less than 4 long-term bicycle parking spaces shall be provided; and,
- (e) No less than 6 short-term bicycle parking spaces shall be provided.



Schedule B to Bylaw 8265, 2021:

Area of Rezoning



CORPORATION OF THE CITY OF NEW WESTMINSTER



BYLAW NO. 7367, 2009

EFFECTIVE DATE: January 11, 2010

CONSOLIDATED FOR CONVENIENCE ONLY
(February 17, 2016)

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>
7511, 2012	March 5, 2012
7809, 2015 (8a)	February 1, 2016

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 7367, 2011. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the Legislative Services Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 7367, 2009

A Bylaw to Establish an Arts Commission
for the City of New Westminster

A. Section 143 of the Community Charter, authorizes a local government, by bylaw, to establish a Commission to advise local governments on relevant matters.

B. Residents of the City of New Westminster recognize that arts are integral to the City's identity and that they should be enhanced and enjoyed.

C. The Council of the City of New Westminster recognizes the need to effectively manage the City's arts through the creation of a Commission to assist in the management and implementation of local artistic and cultural pursuits.

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 Arts Commission Bylaw No. 7367, 2009"

Title

1. The Commission created by this Bylaw is an advisory commission of Council and shall be known as the "New Westminster Arts Commission" (hereafter referred to as the "Commission").

Definitions

2. (a) "**City**" means the Corporation of the City of New Westminster.
- (b) "**Council**" means the City Council of the City of New Westminster.

Purpose of the Commission

3. The purpose of the Commission is to guide the City in overall decision making concerning arts. It shall provide support for arts and cultural activities by advising Council on matters within the mandate of the Commission or on those matters relating to arts which are from time to time referred to it by Council. Where appropriate, the Commission may make recommendations to Council respecting related matters.

Terms of Reference

4. Sections 5 to 12 of this Bylaw shall form the Terms of Reference for the Arts Commission:

Mandate of the Commission

5. As an advisory body to Council, the mandate of the Commission is to:
 - (a) advise City Council on criteria for the annual disbursement of funding for arts;
 - (b) encourage creativity and excellence in the artistic life of New Westminster;
 - (c) encourage inclusive diversity in the artistic life of the community;
 - (d) support New Westminster's arts organizations in both their achievements and challenges;
 - (e) advise on the provision of facilities for the creation and presentation of arts in New Westminster; and
 - (f) encourage opportunities for all New Westminster residents and visitors to enjoy and participate in arts activities.

Responsibilities of the Commission

6. (a) The Commission shall carry out the necessary responsibilities and activities to fulfill the above mandate, as set out in section 4 including the following:
- (i) liaising with those organizations and bodies which assist in the arts activity;
 - (ii) developing and recommending priorities for: 1) planning and managing arts facilities 2) identifying the needs of New Westminster arts organizations that require operating space;
 - (iii) identifying additional sources of funding opportunities from public and private organizations and senior levels of government;
 - (iv) facilitating and assisting in arts projects or events within the City as requested; and
 - (v) with Council's approval, setting out an annual work plan and budget in accordance with the City's budget cycle.

Commission Membership

- 7 (a) The Commission shall be composed of fourteen (14) voting members appointed by Council with the following representation:
- (i) the professional arts sector (1 person);
 - (ii) community based arts sector, non-profit (3 persons);
 - (iii) interested community members (6 persons, 1 of whom will be a youth between the ages of 13-21 if available);
 - (iv) New Westminster Arts Council (1 person);
 - (v) Education Sector (1 person);
 - (vi) Douglas College (1 person);
 - (vii) City Council (1 person).

- (b) Non-voting City staff liaisons to the Commission shall consist of:
 - (i) the City's Director of Parks and Recreation (or designate);
 - (ii) the Chief Librarian;
 - (iii) a City Recording Secretary to prepare agendas and take minutes of the meetings.
- (c) A temporary Non-Voting Community Member to the Commission for the term ending January 31, 2014 shall consist of the following:
 - (i) Special Advisor.
- (d) All members shall serve without remuneration.

Terms of Appointment

Bylaw No. 7809, 2015

- 8. (a) Voting members shall be appointed by Council for a two year term, with member's terms being staggered, commencing on the first day of February after the appointment.
- (b) Voting members of the Commission (other than the Arts Council representative) may not serve more than three (3) consecutive terms however, after at least one year out of office that member may be re-appointed.
- (c) In the event of a vacancy, Council may appoint a person to fill the vacancy for the remainder of the term.

Selection of the Chair

9. (a) The Councillor serving on the Commission shall be the Chair.
- (b) At the first meeting of the year, the Chair shall designate a member or members of the Commission to preside at meetings when he or she is absent.

Meeting Procedure

10. (a) The Commission shall meet at the call of the Chair.
- (b) Commission meetings shall be open to the public, except that the Commission may by resolution exclude the public to consider a specific matter, if the matter before the Commission complies with the rules established in the Community Charter for closing a meeting.
- (c) Members of the public are not permitted to make a presentation or submission at a Commission meeting unless permission to do so has been given by the Chair.
- (d) The Chair shall rule on all points of order.
- (e) A quorum for the meeting shall be half the number of voting members plus one (seven members). If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of members present at the meeting and the meeting shall adjourn.
- (f) All Commission decisions must be made by resolution. Unless specifically provided for in this Bylaw, a resolution is adopted if a majority of the members present at the meeting vote in the affirmative.
- (g) A minimum of six (6) meetings of the Commission must be held each year.
- (e) Unless specifically provided in this Bylaw, the Commission shall be governed by the meeting procedures as set out in the City Council's Procedure Bylaw and its Rules of Order.

Attendance

11. (a) Members shall advise the Recording Secretary of their intent to attend or to be absent from meetings.
- (b) Any member who is absent from three (3) consecutive meetings of the Commission, or in excess of one-third of all meetings over any six (6) month period without leave of absence from the Commission, or a reason satisfactory to the Commission, shall by Commission by resolution be recommended to Council for removal from the Commission.

General Provisions

12. (a) The Commission may, when necessary, establish sub-committees or task forces of a permanent or temporary nature to provide investigatory or advisory assistance or to carry out specific tasks in support of Commission initiatives, provided that the Commission cannot delegate its mandate or responsibilities as set out in this Bylaw.
- (b) Expenditures of the Commission and its sub-committees will require a request to the Director of Finance and must be approved by Council.
- (c) The Commission may request persons with a particular expertise to make presentations before the Commission on matters relating to arts.

Rescission

13. "City of New Westminster Arts and Culture Commission, Bylaw No. 6459, 1998" and all amendments there to are hereby repealed.

GIVEN FIRST READING ON THIS 14 day of DECEMBER ,2009.

GIVEN SECOND READING ON THIS 14 day of DECEMBER ,2009.

GIVEN THIRD READING ON THIS 14 day of DECEMBER ,2009.

ADOPTED and the seal of the Corporation of the City of New Westminster affixed this 11 day of JANUARY ,~~2009~~. 2010

ACTING 
MAYOR LORRIE WILLIAMS


CORPORATE OFFICER

RICK PAGE, CORPORATE OFFICER

ON TABLE
City Council Meeting
November 1, 2021

Recommendations brought forward from the November 1, 2021 Special Council Workshop:

THAT Council approves in principle the 2022 Utility Rates with respect to the Electric, Water, Sewer and Solid Waste Utilities.

THAT Council directs staff to prepare the necessary bylaws to amend the City's utility rates for 2022 as outlined in this report.