



# Corporation of the City of NEW WESTMINSTER

*A vibrant, compassionate, resilient city where everyone can thrive.*

## CITY COUNCIL WORKSHOP AGENDA

Monday, May 27, 2024, 3:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

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

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

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### Pages

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

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

#### 2. APPROVAL OF THE AGENDA

As circulated or as amended (urgent/time sensitive matters only)

#### 3. PRESENTATIONS

##### 3.1 New Provincial Housing Legislation Implementation (30 minutes)

##### a. Presentation (On Table)

4

##### b. Report

26

To seek Council direction on implementation of Bill 44 for Small Scale Multi-unit Housing and Bill 47 for Transit Oriented Development Areas.

**Recommendation:**

**THAT** Council forward Zoning Amendment Bylaw (Transit Oriented Area and Small Scale Multi Unit Housing Amendments) No. 8453, 2024 and Transit Oriented Area Designation Bylaw No. 8460, 2024 to the June 10, 2024 Regular Meeting of Council for consideration of First, Second and Third Readings; and

**THAT** notice be given in accordance with the Local Government Act.

**3.2 Infill Housing and Townhouse Acceleration Work Plans (30 minutes)**

**a. Presentation (On Table)**

75

**b. Report**

88

To present a scope of work for Infill Housing and Townhouse Acceleration Programs for Council's consideration.

**Recommendation:**

**THAT** Council direct staff to proceed with the work plan for the Infill Housing Acceleration program as outlined in this report.

**THAT** Council direct staff to proceed with the work plan for the Townhouse Acceleration program as outlined in this report.

**3.3 Community Engagement Approach for New City Logo (30 minutes)**

**a. Presentation (On Table)**

96

**b. Report**

104

To update Council on the process to consider a new logo for the City of New Westminster, and seek endorsement of the proposed plans for community engagement as developed collaboratively with the community working group and graphic design firm.

**Recommendation:**

**THAT** Council provide feedback on the proposed engagement objectives and approach to inform development of a new corporate logo;

**THAT** Council endorse the engagement objectives and approach; and

**THAT** Council direct staff to proceed with launching the community engagement process.

#### 4. 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.



# New Provincial Housing Legislation Implementation

Lynn Roxburgh, Manager of Housing and Land Use Planning

**ON TABLE**  
Council Workshop  
May 27, 2024  
re: Item 3.1.a.



NEW WESTMINSTER

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# Overview

- Summary of Other Legislation Changes
- Small Scale, Multi-Unit Housing (SSMUH)
- Transit Oriented Development Areas (TOD)
- Next Steps
- Recommendations
- Questions



# Summary of Other Legislation Changes



# Summary of Other Legislation Changes

- Long Range Planning
- Financing Growth
- Short Term Rentals
- Works and Services Authorities
- Transportation Demand Management (TDM) Authorities
- Inclusionary Zoning
- Tenant Protection

# Small Scale, Multi-Unit Housing (SSMUH)





# SSMUH Summary

Provincial housing legislation requires Local Governments to update zoning to allow:

- Three units on lots smaller than 3,014 sq. ft.
- Four units on lots larger than 3,014 sq. ft.
- Six units on lots larger than 3,014 sq. ft. and within a prescribed distance to transit stops with frequent service. Off-street vehicle parking minimum requirements will also be removed for these lots.

## SSMUH Examples

- Secondary suits in single-detached homes or duplexes
- Detached garden suites or laneway homes
- Triplexes
- Townhouses
- House-plexes

# SSMUH Summary

- Local governments must update zoning for “restricted zone” properties by June 30, 2024
- “Restricted zone” properties limit residential development to the following:
  - One single detached dwelling unit;
  - One single detached dwelling unit and one additional housing unit (either a secondary suite or an accessory dwelling unit);
  - Duplexes; or,
  - Duplexes with secondary suites or two accessory dwelling units.

# Interpretation of SSMUH Legislation

- Most single detached zones in New Westminster are not considered restricted zones and their zoning would remain unchanged.
- Queensborough single detached and duplex zoned properties are considered restricted zones. However, additional study is required.
- There are 160 duplex zoned properties that are considered restricted zones. This zoning is required to be changed.

# SSMUH Implementation

Zoning Bylaw amendment to:

- Create a new Duplex Residential Districts (RD-1) zone that allows secondary suites (four units total)
- Rezone 160 properties, currently zoned for duplex development, to the new duplex zone (RD-1).
- Modernize secondary suite requirements for all zones.
- Update parking requirements for duplexes with secondary suites.



# Transit Oriented Development Areas (TOD)

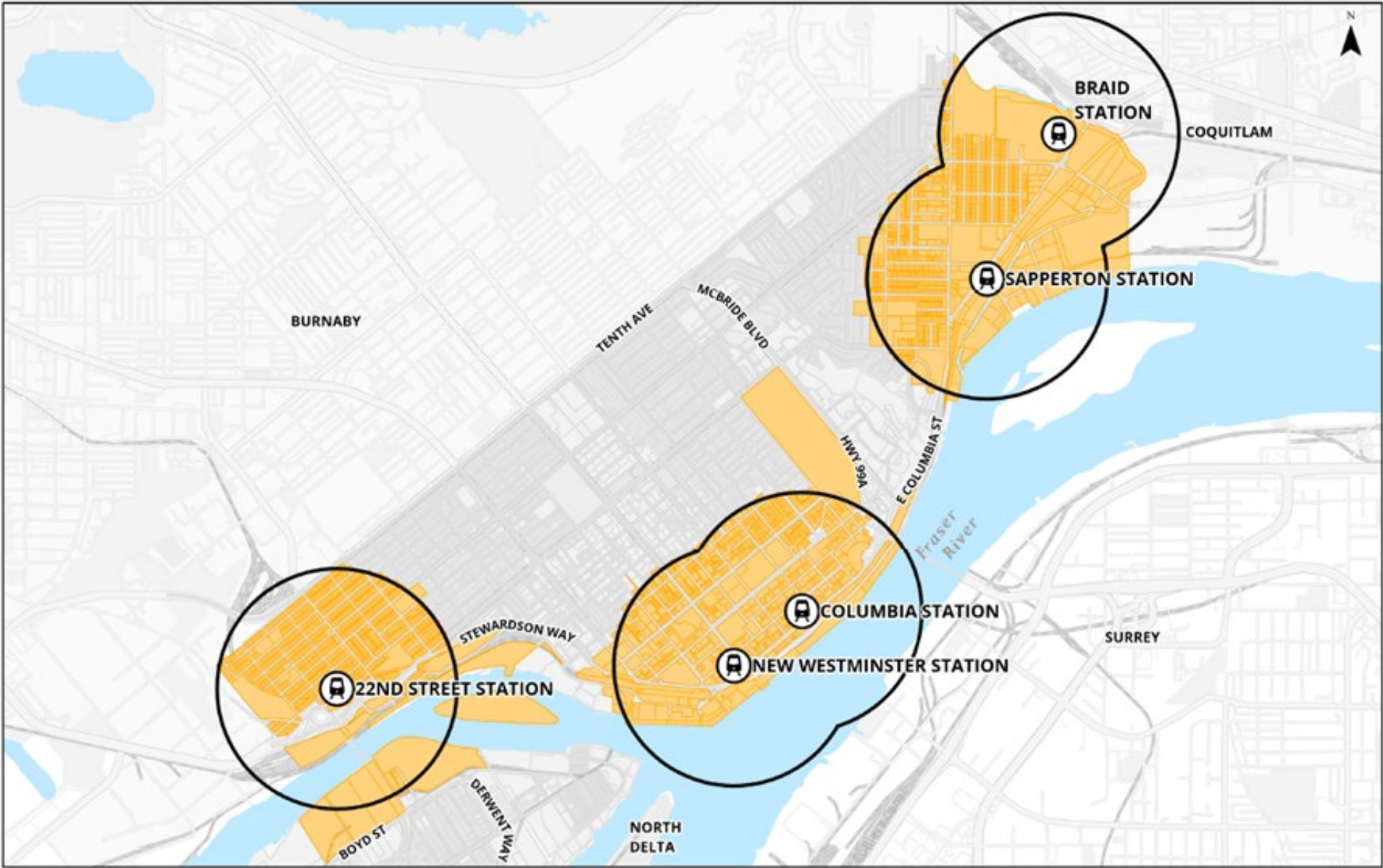


# Transit Oriented Development Areas (TOD)

- For New Westminster the new TOD Area is defined as land within 800 metres of a SkyTrain station.
- New minimum density and height to be allowed by the local government.
- Remove residential parking requirements

	Distance from Rapid Transit	Minimum Allowable Density (FSR)	Minimum Allowable Height (Storeys)
Tier 1	200m or less	Up to 5.0	Up to 20
Tier 2	201m to 400m	Up to 4.0	Up to 12
Tier 3	401m to 800m	Up to 3.0	Up to 8

# Areas Designated for Transit Oriented Development



Legend



Skytrain Station



TOA Lot



Transit Oriented Area



Parcel

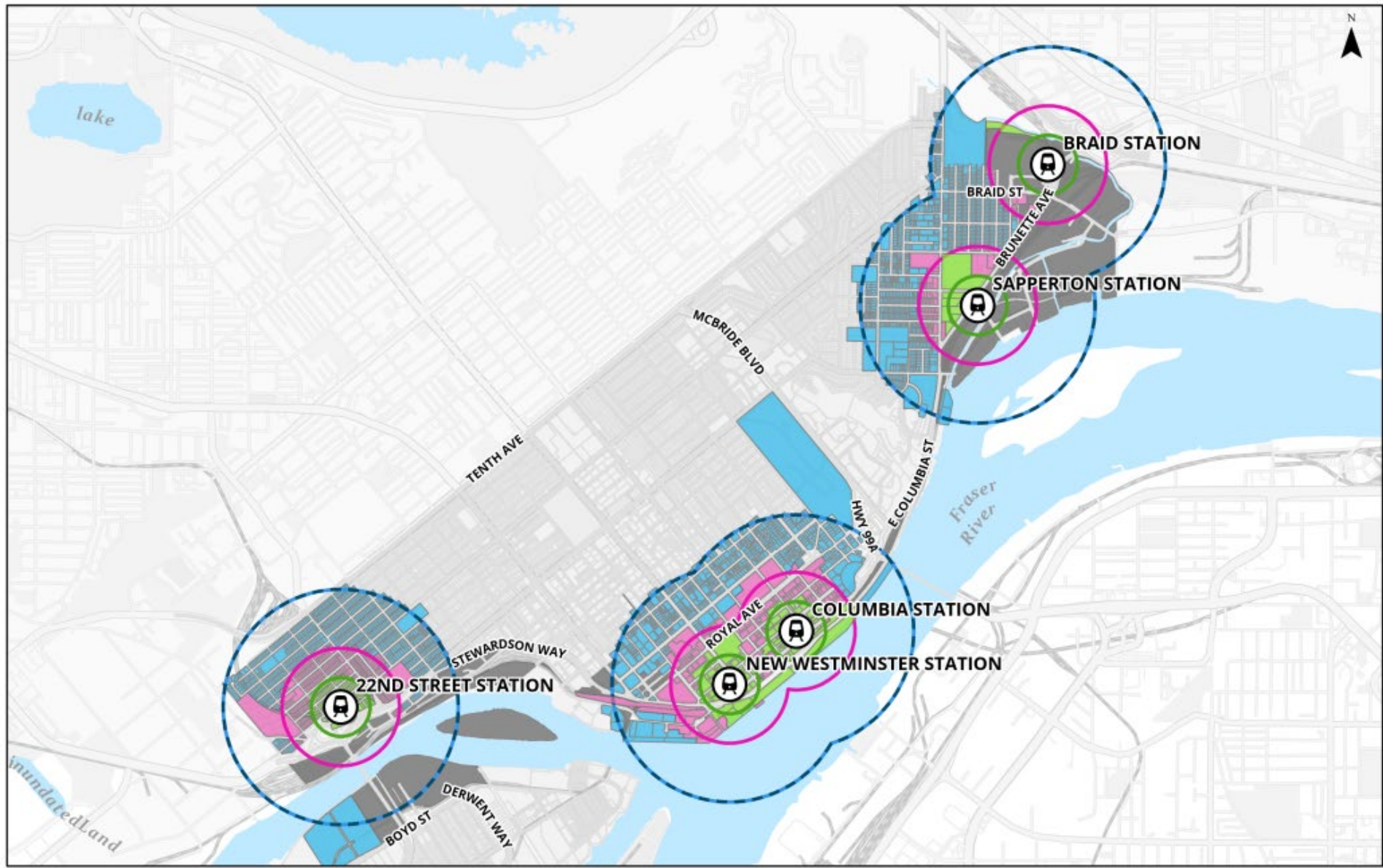
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# Areas Designated for Transit Oriented Development with Tiers



Legend

- Skytrain Station
- Transit Oriented Area
- Parcel

Industrial or Agricultural Parcel

- Tier 1 - 200 Metre
- Tier 2 - 400 Metre
- Tier 3 - 800 Metre

- Tier 1 Parcel
- Tier 2 Parcel
- Tier 3 Parcel

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# Rezoning within TOD Areas

Rezoning will continue to be required for development within TOD Areas.

- Applications that meet but do not exceed the Provincially mandated height and density would be supported when there is also alignment with other City policy, including that such applications must be 100% secured rental.
- All applications will be reviewed using the Interim Development Application Review Framework endorsed by Council January 29, 2024.
- Applications that exceed the Provincially mandated height and density may also be considered, where appropriate.

# Implications of TOD Area Legislation

- **Land Use:** More growth and more dispersed growth impacts services and infrastructure.
- **Caretaker Suites:** The City has commercial, institutional and industrial zones that fall within the TOD area that only allow residential for the accommodation of a caretaker suit, and are not intended to develop with residential component in OCP.
- **Heritage:** Existing heritage designations and heritage revitalization agreements (HRAs) are not overridden by the TOD Area legislation.

# TOD Area Implementation

- Adoption of a bylaw that designates the five TOD Areas.
- Adoption of a Zoning Amendment Bylaw that:
  - removes residential parking requirements.
  - removes caretaker suite entitlements.
- Creation of a user guide for applicants, land owners, and community members.

# Next Steps





# Next Steps

## Short Term Actions

- Council Consideration of Bylaws (June 10):
  - Transit Oriented Area Designation Bylaw
  - Zoning Amendment Bylaw
- Referral of Zoning Bylaw to the Ministry of Transportation and Infrastructure (June 11)
- Council Consideration of Adoption of Bylaws (June 24)
- Referral of Bylaws to the Minister of Transportation and Infrastructure and Minister of Housing (July)

# Next Steps

## Long Term Actions

- Completing an Interim Housing Needs Report.
- Launching an Infill Housing and Townhouse Acceleration Programs.
- Substantially revising the City's inclusionary housing approach.
- Revising the City's approach to financing growth.
- Creating new or refining existing Development Permit Areas for Transit Oriented Areas.
- Updating of the Official Community Plans and Zoning Bylaw.
- Update tenant protection policies.

# Recommendations



# Recommendations

THAT Council forward Zoning Amendment Bylaw (Transit Oriented Area and Small Scale Multi Unit Housing Amendments) No. 8453, 2024 and Transit Oriented Area Designation Bylaw No. 8460, 2024 to the June 10, 2024 Regular Meeting of Council for consideration of First, Second and Third Readings.

THAT notice be given in accordance with the Local Government Act.

# Questions



# REPORT

**To:** Mayor Johnstone and Members of Council in Workshop

**Date:** May 27, 2024

**From:** Jackie Teed, Director, Planning and Development

**File:** #2480154

**Item #:** 2024-309

**Subject: New Provincial Housing Legislation Implementation**

## RECOMMENDATION

**THAT** Council forward Zoning Amendment Bylaw (Transit Oriented Area and Small Scale Multi Unit Housing Amendments) No. 8453, 2024 and Transit Oriented Area Designation Bylaw No. 8460, 2024 to the June 10, 2024 Regular Meeting of Council for consideration of First, Second and Third Readings; and

**THAT** notice be given in accordance with the Local Government Act.

## PURPOSE

To seek Council direction on implementation of Bill 44 for Small Scale Multi-unit Housing and Bill 47 for Transit Oriented Development Areas.

## EXECUTIVE SUMMARY

The Provincial Government has introduced wide ranging legislative changes that govern how municipalities plan for and approve new development. These changes are intended to deliver priorities of the Province's Homes for People Action Plan, the intent of which aligns with Council's Strategic Priority Plan. The legislation applies a broad brush to increase the location, type, and amount of development entitlements on properties throughout BC. Given the tight timelines mandated by the Province, staff have taken a "light touch" approach, whereby baseline requirements are being advanced to meet these deadlines. Once deadlines have been met, staff will undertake a second phase of work incorporating further analysis and refinement of the initial work completed, including through the launch of an Infill Housing Program, the work plan for which is outlined in another report on this agenda.

This report is presented in three Sections: A. Implementation of Small Scale Multi-unit Housing; B. Implementation of Transit Oriented Development (TOD) Areas; and C. Summary of Other Legislation Changes.

#### *A. Small Scale, Multi-Unit Housing (SSMUH)*

In response to the legislation, the City is required to: 1) rezone 'restricted zone' properties to allow small scale, multi-unit housing as a right (between three to six units, depending on lot size and proximity to transit); and 2) remove off-street parking minimums for properties in proximity to frequent transit.

Most single detached properties in New Westminster do not require rezoning under the Provincial legislation, as zoning already allows a detached dwelling, secondary suite and an accessory dwelling unit (laneway house). However, staff have identified 160 duplex zoned properties that are required to be rezoned for compliance with the legislation. Through the proposed Zoning Amendment Bylaw, these properties would be rezoned to a new Duplex Residential District (RD-1) zone, which would permit up to four units per property (two principal units and two secondary suites). Staff recommend that the Zoning Bylaw amendment that incorporates these changes be considered at the June 10, 2024 Regular Council meeting in order to comply with the June 30, 2024 Provincial requirements.

#### *B. Transit Oriented Development (TOD) Areas*

The new legislation requires local governments to designate TOD Areas around transit hubs and establishes minimum densities and building heights for these areas. There are five TOD Areas in New Westminster, defined as land within 800 metres of a SkyTrain station. TOD Area legislation applies to all properties in the area that are zoned to permit "any residential use". Local governments must not require off-street parking spaces for residential uses in TOD Areas. Staff recommend two bylaws be considered at the June 10, 2024 Regular Council meeting:

- TOD Bylaw that would designate the five areas, as required by the legislation.
- Zoning Bylaw amendment that would revise parking requirements, as required by the legislation, and remove caretaker suite entitlements to continue to ensure that commercial, institutional and industrial properties are clearly zoned for their intended uses.

#### *C. Summary of Other Legislation Changes*

Additional legislation changes were made in fall 2023 that are summarized in this report (e.g. Development Financing), and spring of 2024. New authorities allow local government to continue to secure important outcomes, such as tenant protection, that are currently negotiated through the rezoning process, even when a site is pre-zoned. The legislation changes are also intended to increase transparency and certainty in the development approval process. Some of these additional changes will be the subject of future Council reports and/or workshops, as staff advances understanding of and works to implement the new legislation.



## **BACKGROUND**

The Provincial Government introduced wide ranging changes to the housing legislation that governs how municipalities plan for and approve new development, to deliver on the priorities of the Province's Homes for People Action Plan. On January 29, 2024, staff presented a report that provided an overview and outlined the implications of the new Provincial legislation, [which can be viewed here](#).

While these changes are, in principle, consistent with Council's Strategic Priorities Plan, the legislation results in unprecedented changes to the planning framework for local governments across BC. The new legislation is intended to facilitate more housing of all types and, while the most recent changes give municipalities some tools intended to advance affordable housing, the reality is that achieving shelter, supportive, and affordable rental units will continue to require senior government funding to achieve.

## **SECTION A. IMPLEMENTATION OF SMALL SCALE MULTI-UNIT HOUSING (SSMUH)**

### **SSMUH Summary**

Through the new legislation, local governments are required to change the zoning of "restricted zone" properties to permit additional units by June 30, 2024. Through Bill 44, "restricted zones" are zones in which the permitted residential use is restricted to:

- One single detached dwelling unit;
- One single detached dwelling unit and one additional housing unit (either a secondary suite or an accessory dwelling unit);
- Duplexes; or,
- Duplexes with secondary suites or two accessory dwelling units.

Local governments are required to rezone "restricted zone" properties to permit:

- Three units on lots smaller than 280 square metres (3,014 sq. ft.);
- Four units on lots larger than 280 square metres (3,014 sq. ft.); and
- Six units on lots larger than 280 square metres (3,014 sq. ft.) and within a prescribed distance of transit stops with frequent service. Off-street vehicle parking minimum requirements must also be removed for these lots.

The SSMUH legislation does not apply to properties located within a Transit Oriented Development Area, where the City is required to authorize greater residential density. Additional information on the SSMUH legislation is included in Attachment 1.

## Interpretation of SSMUH Legislation and Subject Properties

### Single Detached Dwelling Properties

Most single detached zones in New Westminster permit a single detached dwelling unit and two additional housing units – an accessory dwelling unit (laneway house) and a secondary suite. As such, these zones are not considered restricted zones and the City is not required to change the zoning.

### Duplex Dwelling Properties

There are 160 duplex zoned properties that are considered restricted zones. As such, these zones are considered restricted zones and their zoning is required to be changed.

### Queensborough Properties

As accessory dwelling units are not currently permitted in Queensborough, single detached and duplex zoned properties in this neighbourhood are considered restricted zones. However, additional study is required to understand the impact of additional densification on the area's infrastructure system. The City has applied to the Province for an extension to the June 30, 2024 deadline to enable this study. At this time, Queensborough zoning remains unchanged pending feedback from Province on the extension application.

## Zoning Bylaw Amendments

The proposed Zoning Amendment Bylaw would enact the necessary changes for both SSMUH and TOD Areas. The proposed bylaw is included in Attachment 2.

For the purposes of SSMUH, the attached Zoning Amendment Bylaw would: 1) rezone 160 properties, currently zoned for duplex development, to a new Duplex Residential Districts (RD-1) zone; 2) modernize secondary suite requirements for all zones; and 3) update parking requirements for duplexes with secondary suites. Through the RD-1 zone, up to four units would be permitted per property in the form of two primary duplex dwelling units and two rental only secondary suites. The key principles of this zone are as follows:

- Align with Provincial SSMUH requirements to enable delivery of small scale, multi-unit housing.
- Support the viability of SSMUH by considering the Province's recommended approach, as detailed by the *Provincial Policy Manual and Site Standards*.
- Support delivery of rental housing units, required to meet Housing Needs Report targets.
- Consider Council's Seven Bold Steps for Climate Action.

Projects would be processed in accordance with the City's streamlined approvals process, in which Development Permits and minor Development Variance Permits, where required, are delegated to City staff for approval.

Additional details on the Zoning Amendment Bylaw approach are included in Attachment 1.

### **Infill Housing Program**

Over and above the proposed new duplex zone, which would implement the baseline required components of the Province's SSMUH legislation, staff propose launching an Infill Housing Program, which would further support the intent of the Province's Homes for People Action Plan, and align with Council's Strategic Priorities Plan. This program would be launched immediately and would explore rezoning single detached dwelling and duplex properties to further facilitate infill housing. Additional information on the proposed program is outlined in another report on this agenda.

### **Staff Recommendation**

#### **Bylaw for Consideration**

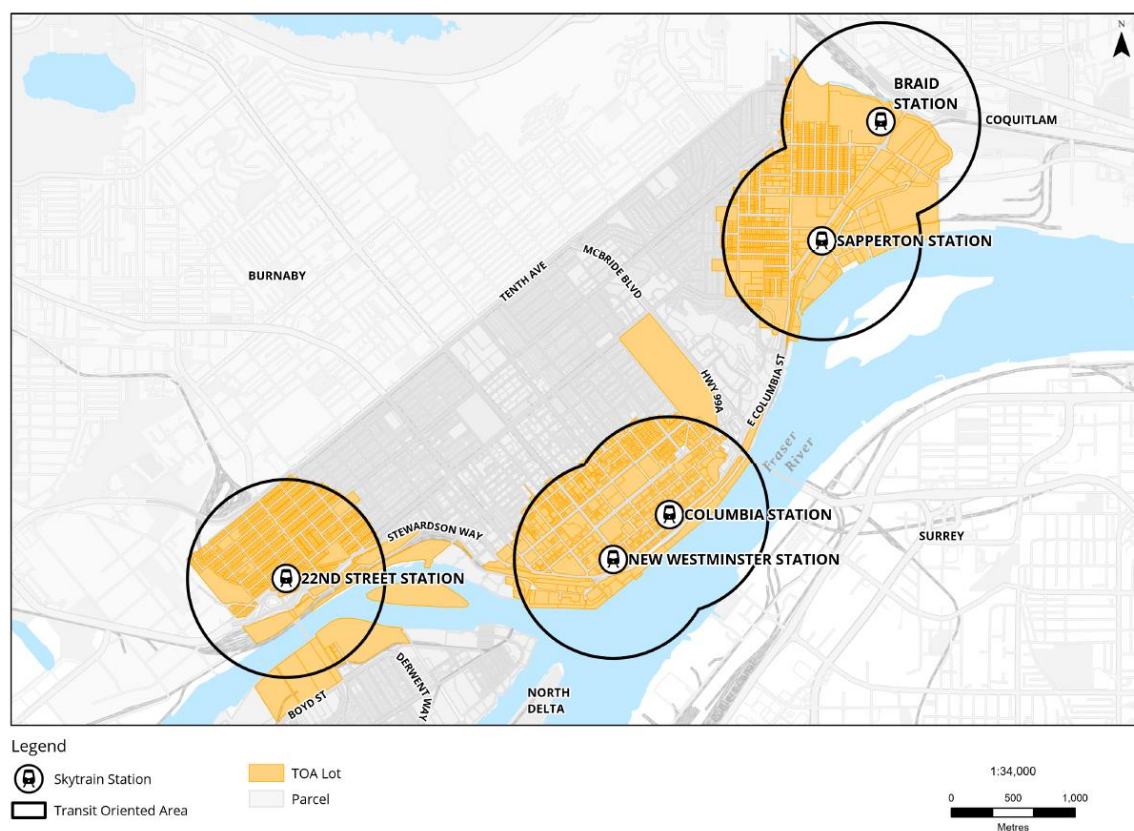
The Provincial legislation requires the above be implemented by the City before June 30, 2024. Toward this, staff recommends the Zoning Amendment Bylaw included in Attachment 2 be forwarded to the June 10, 2024 Regular Meeting for Council consideration that would:

- rezone 160 properties, currently zoned for duplex development, to a new Duplex Residential Districts (RD-1) zone
- modernize secondary suite requirements for all zones, and,
- update parking requirements for duplexes with secondary suites.

### **SECTION B. IMPLEMENTATION OF TRANSIT ORIENTED DEVELOPMENT (TOD) AREAS**

#### **TOD Area Summary**

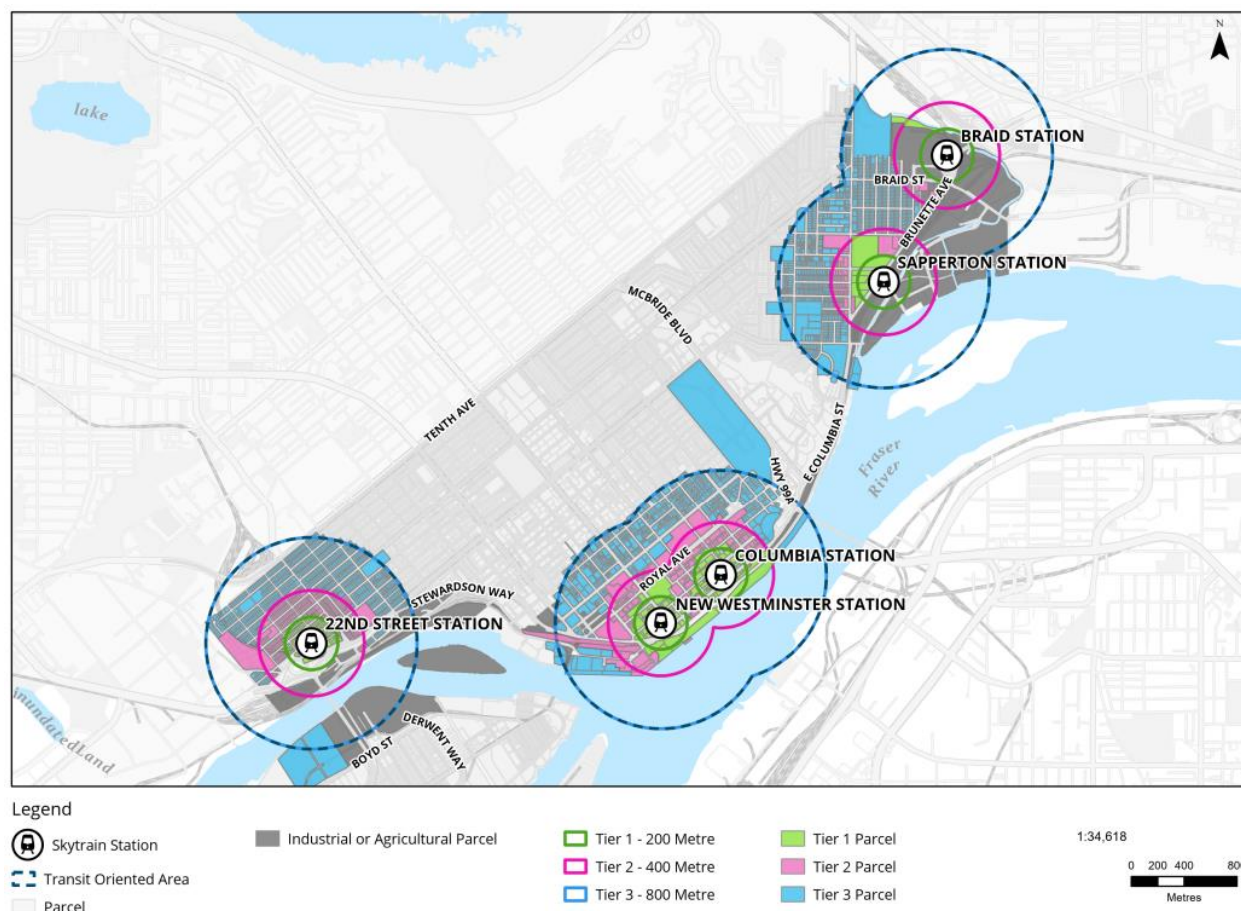
The new legislation requires local governments to designate Transit Oriented Development (TOD) Areas near transit hubs with the stated goal of encouraging more transit oriented housing. There are five TOD Areas in New Westminster, defined as land within 800 metres of a SkyTrain station. Local governments are responsible for mapping their TOD catchment areas based on prescribed coordinates set by the Province and including such maps within a bylaw designating the areas. The designation map is shown in Figure 1.

**Figure 1: Areas Designated for Transit Oriented Development**

The prescribed minimum heights and densities for these areas, in 'tiers', are shown in Figure 2 below. A map illustrating the properties are included in each tier is included in Figure 3 (and Attachment 5). TOD legislation applies to all properties in the Area zoned for "any residential use". Industrial and agriculturally zoned lands are exempt, which is reflected on the map in Figure 3.

**Figure 2: TOD Areas Minimum Allowable Density Framework (MD Framework)**

	Distance from Rapid Transit	Minimum Allowable Residential Density (FSR)	Minimum Allowable Height (Storeys)
Tier 1	200m or less	Up to 5.0	Up to 20
Tier 2	201m to 400m	Up to 4.0	Up to 12
Tier 3	401m to 800m	Up to 3.0	Up to 8

**Figure 3: New Westminster TOD Areas with Tiers**

Rezoning will continue to be required for all development proposing increases to permitted density within TOD Areas, including for development with heights and densities outlined in the MD Framework. The TOD Area regulations do not change the existing rezoning process (e.g. application fees, submission requirements, staff review) or the ability to establish certain conditions of rezoning approval (e.g. tenant protections, off-site servicing requirements, etc.). Generally:

- Applications that meet but do not exceed the provincially mandated height and density would be supported when there is also alignment with other City policy, including that such applications must be 100% secured rental.
- All applications will continue to be reviewed using the Interim Development Application Review Framework endorsed by Council January 29, 2024.
- Applications that exceed the provincially mandated height and density may also be considered, where appropriate.

The legislation requires local governments to remove off-street residential parking minimums in order to allow parking to be determined based on market need on a project by project basis. Municipalities are still able to require accessible parking spaces for people living with disabilities, parking for commercial uses, and loading, as well as bike parking and transportation demand management measures.



## Implications of Applying the TOD Area Legislation

There are some broader implications resulting from this legislation:

- Land Use: The TOD Areas are larger than anticipated by the OCP, providing more opportunities for growth and enabling a more dispersed population and housing supply than previously planned for, which impacts planning for infrastructure (sewer, water, electrical) and services (parks, fire halls). As a result, asset management and strategic plans will need to be updated with consideration for these new growth areas. This could have potential cost implications to applications that are required to upgrade services. This also affects projects funded by senior government (e.g. schools, transit, child care).
- Caretaker suites: The City has commercial, institutional and industrial zones that fall within the TOD Area that only allow residential for the accommodation of a caretaker, manager or security personnel. Properties with this zoning are not intended to redevelop with a residential component in the Official Community Plan, but to provide much needed commercial, institutional and industrial properties to serve the city. These properties do not include mixed use sites that allow residential along with other uses. Staff recommends removing the residential use in situations where only ancillary residential is permitted.
- Heritage: Existing heritage designations and heritage revitalization agreements (HRAs) are not overridden by the TOD Area legislation. Moving forward, these tools may continue to be used for protection of physical assets provided the Provincially mandated heights/densities are also accommodated on-site. In addition, protected properties in the Queen's Park Heritage Conservation Area are not affected by a TOD designation. An owner would still need a heritage alteration permit for work that requires it, and the City would assess applications for heritage alteration permits in the usual way. Once all of the legislated requirements have been met, staff could explore opportunities to incentivise the retention of heritage assets under this new legislation.

The proposed Zoning Amendment Bylaw and Transit Oriented Area Designation Bylaw implementing TOD Area Legislation requirements were prepared with consideration given to the Provincial Policy Manual for Transit-Oriented Areas (Version 1.0, December 2023 and Version 2.0 March 8, 2023).

## **Staff Recommendation**

### Bylaws for Consideration

The Provincial legislation requires the above be implemented by the City before June 30, 2024. Toward this, staff recommends the following bylaws be forwarded to the June 10, 2024 Regular Meeting for Council consideration:

- A bylaw that designates the five TOD Areas, as illustrated in Figure 1 above. This Bylaw is included as Attachment 3.
- A zoning bylaw amendment, which for the purposes of TOD Areas, removes residential parking requirements in alignment with the legislation. The Bylaw is included as Attachment 2.
- A Zoning Amendment Bylaw that removes caretaker suite entitlements, to ensure that zones such as commercial, institutional and industrial are clearly zoned for their intended uses. The Bylaw is included as Attachment 2.

### User Guide

Staff will create a TOD Areas user guide for New Westminster applicants, land owners, and community members. The guide will highlight details such as:

- The role of the Interim Development Review Framework in outlining the City's approach to evaluation of applications while City regulations and policies are updated in alignment with new legislation.
- Ongoing expectations for applications to align with City policy (e.g. Tenant Relocation Policy, Draft Rental Replacement Policy).
- TOD Area Maps that identify details such as:
  - Which tier a property is included in (see Figure 3).
  - Industrial and Agricultural zoned properties that are exempt from the TOD Area legislation (shown in Figure 3).
  - Properties zoned commercial or institutional with no residential use permitted have not been identified as exempt but are not entitled to the height and density proposed by the Province, which only applies to properties zoned to permit residential use (not yet mapped).

## **SECTION C. SUMMARY OF OTHER LEGISLATION CHANGES**

Additional changes to housing legislation have been made, some of which will be the subject of future Council reports and/or workshops, as staff advances understanding of and works to implement the new legislation.

- *Prohibition on Public Hearings* – As of November 30, 2023 public hearings are prohibited for housing focused rezoning applications, consistent with the Official Community Plan (OCP). Council direction is no longer required regarding public hearings, for a majority of rezoning applications. The City must give notice in advance of Council considering first reading of zoning bylaws that will not have a public hearing.
- *Long Range Planning* – Local governments are now required to regularly update Housing Needs Reports, OCPs and Zoning Bylaws to include housing capacity for at least the next 20 years. The Province aims to speed up housing approvals by reducing rezonings and OCP amendments. Work is underway to update the City's 20 year population and housing projections, and to create the Interim Housing Needs Report by the end of 2024. Zoning and OCP updates will be undertaken in 2025.
- *Financing Growth* – Financing growth refers to funding the infrastructure, services and amenities needed by a growing community. Ideally “growth pays for growth” (i.e. development pays). For various reasons, this has not been feasible for some time. The legislation seeks to create a more consistent and transparent charge structure, that is more affordable to development. Development Cost Charges (DCCs) may now include solid waste and recycling facilities, fire protection services, and police facilities. A new Amenity Cost Charge (ACC) is intended to help fund community amenities such as a youth or seniors' centres, recreational facilities, libraries, or daycares. Work is underway to revise the City's development financing approach.
- *Short Term Rentals* – Short term rentals may only be permitted in the host's principal residence, plus one secondary suite or accessory dwelling unit on the property. No change is required to the City's approach of permitting short term rentals when the operator has a valid Bed and Breakfast business license. Tools will be put in place by the Province to support monitoring and enforcement. Staff will monitor the implementation of this new approach by the Province.

Additional legislation was released in Spring 2024, which includes:

- *Inclusionary Zoning* – The Province amended legislation to enable inclusionary zoning, to support the delivery of affordable housing. This, as well as current market conditions, means that the City's approach to inclusionary housing needs to be revisited. This work will be undertaken in 2024.
- *Tenant Protection* – Local Governments are enabled to require tenant protections by bylaw, including: financial compensation for the termination of tenancy; financial or other assistance to find and relocate to a comparable unit; and opportunities for right of first refusal on units in a new building. This legislation allows the City to convert its tenant protection from policies to bylaws, which means the protection continue to apply even when a site is pre-zoned (which is not being considered at this time in TOD Areas). Staff will review this opportunity. City policy remains in place for all rezoning applications.

- *Works and Services Authorities* – New legislation expands the City’s authority to require street amenities (e.g. directional signage, parklets, streetlamps and recycling containers); active transportation infrastructure; and design features that provide for energy and water conservation, reduction of greenhouse gas emissions, and climate resilience.
- *Transportation Demand Management (TDM) Authorities* – New legislation confirms the City’s authority to require car share spaces, charging stations, transit shelters, bike parking and end of trip facilities (e.g. repair/wash stations, charging, change rooms/ showers).

## **NEXT STEPS**

Staff have taken a “light touch” approach, whereby baseline requirements are being advanced to meet the tight timelines mandated by the Province. Once deadlines have been met, staff will undertake a second phase of work incorporating further analysis and refinement of the initial work completed, including through the launch of an Infill Housing Program. This will also include work required to meet the longer term deadlines mandated by the Province to further increase housing supply.

### **Immediate and Legislatively Required Actions**

- Council Consideration of Bylaws (June 10, 2024):
  - Transit Oriented Area Designation Bylaw to designate the five areas.
  - Zoning Amendment Bylaw that would rezone 160 properties to a new Duplex Residential Districts (RD-1) zone, amend parking requirements, and remove caretaker suite entitlements.
- Referral of Zoning Bylaw to the Ministry of Transportation and Infrastructure (June 11, 2024)
- Council Consideration of Adoption of Bylaws (June 24, 2024)
- Referral of Bylaws to the Minister of Transportation and Infrastructure and Minister of Housing (July, 2024)

### **Long Term Actions**

Work to be undertaken includes:

- Completing an Interim Housing Needs Report.
- Launching an Infill Housing and Townhouse Program.
- Substantially revising the City’s inclusionary housing approach in response to direction from the Province, and market challenges.
- Revising the City’s approach to financing growth, including revisions to Density Bonus and Development Cost Charge programs, and creating of a new Amenity Cost Charge Program.

- Creating new Development Permit Areas for Transit Oriented Development Areas.
- Completing an update of the Official Community Plans and Zoning Bylaw to align with the interim Housing Needs Report, TOD Areas, and Infill Housing Program.

### **FINANCIAL CONSIDERATIONS**

The work is legislated and non-discretionary; a new Housing Division and other interdepartmental resources are required to meet the ongoing legislated requirements and to align with Council's Strategic Priority Plan – Homes and Housing Options. \$1.53M for nine new staff positions, four temporary to permanent position conversions, and two new temporary positions was included in the 2024 Operating Budget. As the legislation was announced after the 2024 budget was under Council review, consideration of the full range of required studies was not possible; staff is aiming to fund the required projects through reallocation within the department's 2024 budget, as currently proposed.

The legislation is expected to have significant and on-going financial implications that staff are still working to understand, as it has significant impact on the City's ability to finance the additional infrastructure and services needed by a growing community.

The Province announced \$51M million support funding, of which New Westminster received \$0.53M in January 2024. Staff continues to explore other funding sources as they arise. Staff expects to advance discussions with Council related to allocation of any funding received as part of the 2025 budget process.

### **INTERDEPARTMENTAL LIAISON**

Several departments will be involved in implementing the legislation. The Zoning Bylaw amendment was developed in consultation with staff from Engineering, Transportation, Electrical, and Building Divisions.

### **OPTIONS**

The following options are available for Council's consideration:

1. That Council forward Zoning Amendment Bylaw (Transit Oriented Area and Small Scale Multi Unit Housing Amendments) No. 8453, 2024 and Transit Oriented Area Designation Bylaw No. 8460, 2024 to the June 10, 2024 Regular Meeting of Council for consideration of First, Second and Third Readings; and
2. That notice be given in accordance with the Local Government Act.
3. That Council provide staff with alternative direction.

Staff recommends Options 1 and 2.

**ATTACHMENTS**

Attachment 1: Additional SSMUH Background Information and Discussion  
Attachment 2: Zoning Amendment Bylaw (Transit Oriented Area and Small Scale  
Multi-Unit Housing Amendments) No. 8453, 2024  
Attachment 3: Transit Oriented Areas Designation Bylaw No. 8460, 2024  
Attachment 4: SSMUH Properties Map  
Attachment 5: TOD Area Maps with Tiers

**APPROVALS**

This report was prepared by:  
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This report was reviewed by:  
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This report was approved by:  
Serena Trachta, Acting Director of Planning and Development  
Lisa Spitale, Chief Administrative Officer



Attachment 1  
*Additional SSMUH Background Information  
and Discussion*

## **ADDITIONAL SSMUH BACKGROUND INFORMATION AND DISCUSSION**

### **Interpretation of SSMUH Legislation and Subject Properties**

#### **Single Detached Dwelling Properties**

Since 1998, the Zoning Bylaw has allowed one secondary suite per single detached house. In 2017, Council adopted a Zoning Bylaw amendment that added accessory dwelling units (ADUs) as a permitted use to single detached dwelling properties designated Residential Detached and Semi-Detached Housing (RD) or Residential Ground Oriented Infill Housing (RGO) in the Official Community Plan (OCP). As a result, most single-detached zones in New Westminster permit a single detached dwelling unit and two additional housing units. These zones are not considered restricted zones and their zoning would remain unchanged.

#### **Duplex Dwelling Properties**

There are 160 duplex zoned properties that are considered restricted zones. As such, these zones are considered restricted zones and their zoning is recommended to be changed. Key characteristics about these properties include:

- They are distributed across three neighbourhoods: Brow of the Hill (46%), Westend (37%) and Glenbrooke North (17%);
- Most (78%) are located in DPA 1.2 Ground Oriented Infill Housing, and would require a staff-delegated Development Permit to facilitate infill development;
- Most (57.5%) are greater than or equal to 557.4 sq. m. (6,000 sq. ft.) in size; and,
- The majority (60%) have lane access or are corner properties.

A map of these properties is provided in Attachment 4.

#### **Queensborough Properties**

As ADUs are not currently permitted in Queensborough, single-detached and duplex zoned properties in this neighbourhood are considered restricted zones. However, additional study is required to understand the impact of additional densification on the area's infrastructure system. Through allowances in the SSMUH legislation, the City has applied to the Province for an extension to the June 30 deadline to enable this study. At this time, these zones are recommended to remain unchanged.

### **Consideration of the Provincial Policy Manual and Site Standards**

#### **Overall Approach**

The proposed Zoning Amendment Bylaw responds to Provincial changes enacted through Bill 44. The key principles of the proposed Zoning Bylaw amendments are as follows:

- Align with Provincial SSMUH requirements, to enable delivery of small scale, multi-unit housing.

- Support the viability of SSMUH by considering the Province’s recommended approach, as detailed by the *Provincial Policy Manual and Site Standards*.
- Support delivery of rental housing units, required to meet Housing Needs Report targets.
- Consider Council’s Seven Bold Steps for Climate Action.

As detailed in Table 1, the proposed Zoning Bylaw amendments, including the new Duplex Residential Districts (RD-1) zone, seek to address potential regulatory barriers to infill housing development, as recommended in the Province’s SSMUH policy manual.

**Table 1: Response to Potential Infill Housing Development Barriers**

Potential Barrier to Infill Housing Development <sup>1</sup>	City of New Westminster Response
On-site parking requirements that are too high	<ul style="list-style-type: none"> <li>• New duplex zone would require parking at a lesser rate than recommended by the Provincial Policy Manual.</li> <li>• Minor parking variances may be considered through a delegated Development Variance Permit process.</li> </ul>
Insufficient height allowances	<ul style="list-style-type: none"> <li>• Peak height increased for all buildings, regardless of roof type.</li> <li>• Building height requirement simplified and mid-point height restriction removed.</li> <li>• Changes intended to facilitate three storeys regardless of site gradient and roof style.</li> <li>• Method of measurement accommodates steeply sloped sites, common in New Westminster.</li> <li>• No limit to number of storeys.</li> </ul>
Servicing requirements triggered by additional units	<ul style="list-style-type: none"> <li>• Requirements largely similar to those for single detached development.</li> <li>• No changes proposed to Subdivision and Development Control Bylaw in light of RD-1 zone, through which off-site requirements are regulated.</li> </ul>
Limitations on the visibility or positioning of entrances for non-principal dwellings	<ul style="list-style-type: none"> <li>• Zoning Bylaw requirement regarding position of secondary suite entrances removed.</li> </ul>
Owner occupation requirements for secondary suites	<ul style="list-style-type: none"> <li>• Not required.</li> </ul>

<sup>1</sup> As noted in the *Provincial Policy Manual and Site Standards* for SSMUH

Per staff analysis, 78% of properties to be rezoned would require a Development Permit to facilitate infill development. However, as these permits are delegated to staff for approval, they are not considered to unreasonably restrict or prohibit development.

### New Duplex Zone

The proposed duplex zone has been developed in consideration of Provincial recommendations, and a comparison between the proposed approach and Provincial guidelines is in Table 2.

**Table 2: Response to Provincially Recommended SSMUH Zoning Regulations**

<b>Zoning Bylaw Parameter</b>	<b>Recommended Benchmark Regulation<sup>1</sup></b>	<b>Proposed Approach and Rationale</b>
Density	Permit a minimum of three or four units on restricted zone properties, depending on lot size	Four units permitted on all restricted zone properties.
Floor Space Ratio (FSR)	Remove maximum FSR requirements	Greater FSR permitted for duplex buildings, compared to single detached dwellings, to incentivize infill housing.
Lot line setbacks	Adopt modest lot line setbacks in restricted zones	<ul style="list-style-type: none"> <li>• Minimum front setback reduced to 4.3 metres (14 feet), consistent with Provincial Policy Manual recommendation.</li> <li>• Minimum side setbacks reduced to 1.2 metres (4 feet), consistent with Provincial Policy Manual recommendation.</li> <li>• Rear setback intended to preserve space for future infill housing.</li> <li>• Overall increase to building envelope, to incentivize infill housing.</li> </ul>
Building height / storeys	Increase building height limits to maximize open space	<ul style="list-style-type: none"> <li>• Maximum building height increased to support three storeys, regardless of measurement, site gradient, or roof style.</li> <li>• Building height regulations simplified to increase flexibility with respect to steeply sloped sites and roof type.</li> </ul>
Lot coverage	Support permeable site area requirements while enabling functional building footprints	<ul style="list-style-type: none"> <li>• Site coverage restriction simplified to include all on-site structures. <ul style="list-style-type: none"> <li>○ Allowable site coverage (40%) may be flexibly distributed across principal building, and attached and detached accessory structures.</li> </ul> </li> </ul>

Parking requirements	Minimize parking requirements	<ul style="list-style-type: none"> <li>• Parking required at a lesser rate than recommended by the Provincial Policy Manual;</li> </ul>
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<sup>1</sup> As noted in the *Provincial Policy Manual and Site Standards* for SSMUH

Minor variances to zoning would be processed through a staff delegated Development Variance Permit approvals process, intended to increase efficiency for these types of requests.

### Secondary Suite Zoning

The proposed Zoning Amendment Bylaw would also update secondary suite zoning requirements to reflect current BC Building Code requirements. This would include providing flexibility to include secondary suites in housing types that are not single detached dwellings (where permissible under the zoning district), and elimination of maximum unit size requirements.

Attachment 2

*Zoning Amendment Bylaw (Transit Oriented  
Area and Small Scale Multi-Unit Housing  
Amendments) No. 8453, 2024*



**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**Zoning Amendment Bylaw. No. 8453, 2024**

A Bylaw to amend Zoning Bylaw No. 6680, 2001

WHEREAS:

The Council has adopted a zoning bylaw under Part 14 of the *Local Government Act*, and wishes to amend the bylaw.

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 as “Zoning Amendment Bylaw (Transit Oriented Area and Small-Scale Multi-Unit Housing Amendments) No. 8453, 2024”.

**Amendments**

2. Zoning Bylaw No. 6680, 2001 is amended as follows:

- a) Amend 120.64 by deleting and replacing with the following definition:

“**DUPLEX** means the use of *site* for a building consisting of two principal *dwelling units*.

- b) Amend 120.136 by deleting and replacing with the following definition:

“**MULTIPLE DWELLING** means a building, or portion of a building, containing three or more principal *dwelling units*, *housekeeping units*, *dormitory units* or *sleeping units* or combination thereof, but does not include an infill townhouse.

- c) Amend 120.179 by deleting and replacing with the following definition:

“**SINGLE DETACHED DWELLING** means the use of a *site* for a building consisting of one principal *dwelling unit*.

- d) Amend 120.173 by deleting and replacing with the following definition:

“**SECONDARY SUITE** has the same meaning as under the British Columbia Building Code, and does not include a strata lot.

- e) Amend 120.207 by deleting and replacing with the following definition:

**“TOWNHOUSE** means a *multiple dwelling* building in which each *dwelling unit* has direct ground level access, or indirect ground level access by way of a staircase shared by not more than two *dwelling units* on the same storey, and each *dwelling unit* is attached to another *dwelling unit*.”

- f) Add section 120.207.1 with the following definition:

**“TRANSIT ORIENTED DEVELOPMENT AREA** means an area of the City designated as a transit-oriented area by Transit Oriented Area Designation Bylaw No. 8460, 2024, pursuant to section 585.52 of the *Local Government Act*, generally including all land within 800 metres of a SkyTrain station.”

- g) Delete and replace Section 140.9 with:

"Except for *residential uses* located on *sites* within a *transit-oriented development area*, *off-street parking* spaces for residential uses shall be provided in accordance with the following table:

Use	Minimum Required <i>Off-Street Parking Spaces</i>
<b><i>Congregate Housing</i></b>	0.2 spaces per <i>bachelor unit</i> 0.4 spaces per one-bedroom unit
<b><i>Dormitory Unit</i></b>	1.0 space per each 140 square metres use for habitable rooms or space
<b><i>Duplex</i></b>	1.0 spaces per <i>dwelling unit</i>
<i>Secondary suite</i>	An additional 1.0 space per <i>dwelling unit</i> for the first <i>secondary suite</i>  No additional <i>off-street parking spaces</i> required per <i>dwelling unit</i> for the second <i>secondary suite</i>
<b><i>Elderly Citizen's Home</i></b>	1.0 spaces per each five (5) studio unit 2.0 spaces per each five (5) one-bedroom unit
<b><i>Float Home, Houseboat, Liveaboard, Pier House</i></b>	1.0 space per unit
<b><i>Housekeeping Unit</i></b>	1.0 space per each unit
<b><i>Infill Townhouse / Row House</i></b>	1.0 space per <i>dwelling unit</i>  0.1 spaces per <i>dwelling unit</i> , for visitor parking except that visitor parking is not required for units in a non-stratified development
<b><i>Multiple Dwellings</i></b>	0.9 spaces per studio and <i>dwelling unit</i> with one bedroom

	1.25 spaces per <i>dwelling unit</i> with two bedrooms 1.5 spaces per <i>dwelling unit</i> with three or more bedrooms 0.1 spaces per <i>dwelling unit</i> for visitor parking
<b><i>Multiple Dwellings – Sites located within 250 metres of a Frequent Transit Network</i></b>	0.75 spaces per studio and <i>dwelling unit</i> with one bedroom 1.0 spaces per <i>dwelling unit</i> with two bedrooms 1.25 spaces per <i>dwelling unit</i> with three or more bedrooms  0.05 spaces per <i>dwelling unit</i> for visitor parking
<b><i>Secured Rental Units</i></b>	0.8 spaces per studio and <i>dwelling unit</i> with one bedroom 1.0 space per <i>dwelling unit</i> with two bedrooms 1.25 spaces per <i>dwelling unit</i> with three or more bedrooms  0.1 spaces per <i>dwelling unit</i> for visitor parking
<b><i>Secured Rental Units - Sites located within 250 metres of a Frequent Transit Network</i></b>	0.6 spaces per studio and <i>dwelling unit</i> with one bedroom 0.8 spaces per <i>dwelling unit</i> with two bedrooms 1.0 spaces per <i>dwelling unit</i> with three or more bedrooms  0.05 spaces per <i>dwelling unit</i> for visitor parking
<b><i>Single Detached Dwelling</i></b>  <i>Accessory dwelling unit or secondary suite</i>	1.0 space per <i>dwelling unit</i>  An additional 1.0 space per <i>dwelling unit</i> for the first <i>accessory dwelling unit</i> or <i>secondary suite</i>  No additional <i>off-street parking spaces</i> required per <i>dwelling unit</i> for the second <i>accessory dwelling unit</i> or <i>secondary suite</i>
<b><i>Sleeping unit</i></b>	1.0 space per each 32 square metres of floor space used for habitable rooms or space
<b><i>Supportive Housing or Transitional Housing</i></b>	<i>Off-street parking spaces</i> shall be provided to the satisfaction of the Director of Engineering
<b><i>Supportive Housing or Transitional Housing</i></b> - <i>Sites located within 250 metres of a Frequent Transit</i>	No <i>off-street parking spaces</i> required

<i>Network</i>	
<b><i>Youth Hostels</i></b>	1.0 space per each eight (8) <i>dwelling units, bachelor units, housekeeping units, or sleeping units</i>

”

- h) Delete and replace Section 140.17 with:

“For new *buildings* that contain at least one *dwelling unit*, all *off-street parking* spaces provided for *residential uses* and all *off-street parking* spaces for car share vehicles shall provide an *Energized Level 2* outlet or higher to the *parking space*.”

- i) Add Section 140.17.1 with:

“*Energized Level 2 outlets* are not required for visitor parking spaces.”

- j) Delete and replace Section 140.18 with:

“*Energized Level 2 outlets*, provided pursuant to the section 140.17, shall be labeled for their intended use for *electric vehicle* charging.”

- k) Amend Section 140.18 by deleting “section” and replacing with “sections”.

- l) Amend Section 140.28 by deleting “to provide off-street parking spaces” and replacing with “to provide *off-street parking* spaces for non-residential uses”.

- m) Delete and replace Section 140.32 with:

“The total number of compact parking spaces must not be greater than thirty percent (30%) of the total number of provided *off-street parking* spaces.”

- n) Delete the text and table in Section 145.4 and replace with:

“*Accessible off-street parking spaces* shall be provided in accordance with the following:

<b>Use</b>	<b>Minimum Required Accessible Off-street Parking Spaces</b>
<b><i>Continuing Care, Transitional Housing, Women’s Transition House, Group Home, Foster Home, Residential Community Living, Community Care Facility, Elderly</i></b>	1 per 1-15 units 2 per 16-30 units 3 per 31-50 units 4 per 51-75 units 5 per 76-100 units 1 additional <i>accessible off-street parking space</i>

<b><i>Citizen's Home,</i></b>	for 30 every units in excess of 100
<b><i>Hospital, Private Hospital, Medical Clinic, Dental Office</i></b>	10% of all required <i>off-street parking spaces</i>
<b><i>Multiple Dwellings</i></b>	1 per 1-15 <i>dwelling units</i> 2 per 16-39 <i>dwelling units</i> 3 per 40-69 <i>dwelling units</i> 4 per 70-100 <i>dwelling units</i>  1 additional <i>accessible off-street parking space</i> required for every 30 <i>dwelling units</i> in excess of 100
<b><i>All other uses, <u>except</u> One-family unit, Single detached dwelling, Duplex, Row house, Townhouse, Houseboat, Float home, Liveaboard, Pier House</i></b>	1 per 1-25 required <i>off-street parking spaces</i> 2 per 26-50 required <i>off-street parking spaces</i> 3 per 51-75 required <i>off-street parking spaces</i> 4 per 76-100 required <i>off-street parking spaces</i>  1 additional <i>accessible off-street parking space</i> required for every 50 required <i>off-street parking spaces</i> , in excess of 100

”

- o) Delete the following sections: 543.23; 610.11; 620.11; 630.11; 691.5 (within the P-CD-1 district); 691.5 (within the P-10 district); 710.2.1; 750.6; 1027.10; and 1068.7;
- p) Amend section 562.10 by deleting the text “which may include one housing unit for a manager/caretaker”;
- q) Amend section 710.37 by deleting the text “which may include one housing unit for a manager/caretaker”;
- r) Amend section 190.29 by deleting a) through l), replacing with the following subsections a) through l):
  - a) deleted;
  - b) deleted;
  - c) deleted;
  - d) the floor area of a secondary suite shall not be less than 32.52 square metres (350 square feet);

- e) deleted;
- f) no part of a secondary suite shall be constructed below any flood construction level prescribed by the City of New Westminster or other competent authority;
- g) a secondary suite shall have usable outdoor space which is for the exclusive use of occupants, delineated from other areas, and which meets the following requirements:
  - i. a dedicated and contiguous private independent outdoor space, or yard, not smaller than 7.43 square metres (80 square feet) and a minimum dimension of 1.83 metres (6 feet), and made available for the exclusive use of occupants, or;
  - ii. for suites that are above grade level, a dedicated and contiguous raised outdoor deck that has a minimum size of 5.57 square metres (60 square feet) and a minimum dimension of 1.83 metres (6 feet) and made available for exclusive use of the occupants;
- h) deleted;
- i) lighting shall be provided beside or above the principal entry of a secondary suite and which is operable by occupants of the secondary suite;
- j) a hard surface sidewalk shall be provided connecting the principal entry of a secondary suite to the public sidewalk or either the front or exterior side property line of the lot;
- k) a roof, awning, or overhang for the purpose of weather protection shall be installed immediately above the principal entry to the secondary suite. This weather protection shall be a minimum of 4 feet (1.22 metres) wide and 2.5 feet (0.76 metres) deep. This weather protection may project into the side yard setback by either 2.5 feet (0.76 metres) or 50% of the required side yard setback, whichever is more;
- l) deleted;
- m) all habitable rooms shall include a window;
- s) Adding as a new section, to be numbered section 342, the regulations attached to this bylaw as Schedule A; and
- t) Changing the zoning designation of the lands identified in bold on the map attached to this bylaw as Schedule B to “Duplex Residential Districts (RD-1)” and updating the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 to record these zoning changes.

### **Consequential Amendments**

3. Zoning Bylaw No. 6680, 2001 is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format, numbering and table of contents.

Public Hearing prohibited, notice of first reading published \_\_\_\_\_ and  
\_\_\_\_\_ 2024.

GIVEN FIRST READING this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

GIVEN SECOND READING this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

GIVEN THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed  
this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
PATRICK JOHNSTONE, MAYOR

\_\_\_\_\_  
HANIEH BERG, CORPORATE OFFICER

**Schedule A to Zoning Amendment Bylaw No. 8453, 2024**

**Duplex Residential Districts (RD-1)**

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## Duplex Residential Districts (RD-1)

### 342 Duplex Residential Districts (RD-1)

342 .1 The intent of this district is to allow duplex dwellings with secondary suites.

#### Permitted Uses

342 .2 The following principal and accessory uses are permitted in the RD-1 zoning district. For uses accompanied by a checkmark, there are either Use Specific Regulations in the Conditions of Use within this zoning district or within the General Regulations or Special Conditions Sections of this Bylaw.

Permitted Principal Uses	Use Specific Regulations
Accommodation for youth in foster care and transitioning from foster care;	✓
<i>Single detached dwellings;</i>	✓
<i>Duplex;</i>	✓
<i>Public utilities;</i>	
<i>Women's transition house;</i>	

Permitted Accessory Uses	Use Specific Regulations
<i>Uses accessory to any permitted principal uses;</i>	
<i>Home based business;</i>	✓
<i>Secondary suites;</i>	✓
Keeping of not more than four foster children in a dwelling unit or more than eight child care children on a site;	

#### Conditions of Use

342 .3 Development of *single detached dwellings* shall comply with the regulations and requirements of the Single Detached Dwellings District (RS-1).

342 .4 *Secondary suites* must comply with the requirements of Section 190.29 of this Bylaw.

#### Definitions

342 .5 Despite definitions elsewhere in the Bylaw, the following shall be defined as noted below for the purposes of this Zoning District:



## Duplex Residential Districts (RD-1)

- 342 .6 **Floor area** means the numerical value determined by measuring the horizontal cross-sectional area of the principal building on a site to the outside of the outer walls at each storey and calculating the total of all such areas, excluding:
- (a) the net floor area within the principal building to be used exclusively for up to two parking spaces, to a maximum of 41.81 square metres (450 square feet), for buildings approved for construction before June 24, 2024 only,
  - (b) Up to 3.23 square metres (34.8 square feet) of area used exclusively for the storage of mechanical equipment for heating, cooling or hot water, and confined to a single isolated room, where the following minimum requirements are met:
    - a. 2.29 metres (7.5 feet) floor-to-ceiling height;
    - b. 1.83 metres (6 feet) clear doorway opening;
  - (c) any area having a floor to ceiling height of 1.22 metres (4 feet) or less.
- 342 .7 **Floor space ratio** means the numerical value determined by dividing the floor area on a site by the site area.
- 342 .8 **Open site space** means that portion of a *lot* which is landscaped and not occupied obstructed by any building or portion of building, driveway or parking area.
- 342 .9 **Peak height** means the height of a building measured from the averaged, existing grades at the four corners of the building to the highest point of the building.

### Density - Units

- 342 .10 A maximum of two principal dwelling units are permitted per site.
- 342 .11 A maximum of two secondary suites are permitted per site.
- 342 .12 A principal dwelling unit may include a maximum of one secondary suite.

### Density – Principal Building Area

- 342 .13 The floor space ratio for the principal building shall not exceed 0.6.
- 342 .14 The maximum floor space ratio on a parcel may be increased by:
- (a) 0.01 if the building meets Step 3 of the Energy Step Code;
  - (b) 0.03 if the building meets Step 4 of the Energy Step Code; or



## Duplex Residential Districts (RD-1)

- (c) 0.05 if the building meets Step 5 of the Energy Step Code, or is a Passive House.

### Site Area and Frontage

- 342 .15 A site shall be not less than 557.40 square metres (6,000 square feet) in area and shall have a frontage of not less than ten percent (10%) of its perimeter.

### Site Coverage and Open Site Space

- 342 .16 *Site coverage* shall be limited to a maximum of forty percent (40%). For clarity, *site coverage* shall include the principal building, detached accessory buildings and structures (including garages and carports), and attached accessory structures such as decks.
- 342 .17 A minimum of fifteen percent (15%) of the lot shall be provided as *open site space*.
- 342 .18 *Open site space* must be a minimum of 15 square metres (161.46 square feet) with a minimum dimension of 2.1 metres (6.9 feet).

### Principal Building Envelope

- 342 .19 All *principal buildings* and *structures* shall be sized and sited according to the following:

Regulation	Requirement
<b>Minimum Front Yard</b>	4.27 metres (14 feet)
<b>Minimum Rear Setback</b>	For <i>lots</i> with a depth of: (i) greater or equal to 25.0 metres (82.02 feet): 10.0 metres (32.8 ft.) or 25% of the depth of the <i>lot</i> , whichever is greater, or (ii) less than 25.0 metres (82.02 feet): 25% of the depth of the <i>lot</i> .
<b>Minimum Side Setback</b>	1.22 metres (4 feet)
<b>Maximum Peak Height</b>	All <i>principal buildings</i> shall not exceed a <i>peak height</i> of: (i) in the case of a peaked roof, 10.97 metres (36 feet), or (ii) in the case of a roof having a pitch of 4:12 or less, 9.14 metres (30 feet).



## Duplex Residential Districts (RD-1)

### Detached Accessory Buildings Size

- 342 .20 All *detached accessory buildings* shall comply with the following:
- (a) The maximum permitted detached accessory area is 10% of the site area;
  - (b) The following is permitted in addition to the maximum detached accessory area:
    - (i) Up to 3.0 square metres (32 square feet) for externally accessed bicycle parking.
  - (c) shall not exceed one storey, and:
    - (i) in the case of a peaked roof, no portion of the roof shall exceed a height of 4.57 metres (15 feet), or
    - (ii) in the case of a roof having a pitch of 4:12 or less, no portion of the roof shall exceed a height of 3.6 metres (12 feet);
  - (d) shall not be located in the required front yard;
  - (e) shall not be located less than twice the width of the minimum required side setback from the window of a habitable room on an adjoining site unless such window is entirely above the roof line of the accessory building;
  - (f) if the detached structure is a garage or carport, it shall not be located closer to a lane than 6.71 metres (22 feet), less the width of such lane;
  - (g) if the detached structure is a swimming pool or swimming pool enclosure, shall not be less than 1.52 metres (5 feet) from side and rear site lines;
  - (h) shall not be less than 4.57 metres (15 feet) from the corner of the site at an intersection of a street and lane;
  - (i) shall not be less than 1.52 metres (5 feet) from any rear or side site line bounded by a street;
  - (j) where the site fronts a city collector, arterial or major road as identified on the New Westminster Master Transportation plan, but does not have access to a rear lane, the detached accessory building shall be sited not less than 3.65 metres (12 feet) from any rear site line;
  - (k) shall not have dormers; and
  - (l) shall contain no plumbing fixtures other than one toilet and one sink.



## Duplex Residential Districts (RD-1)

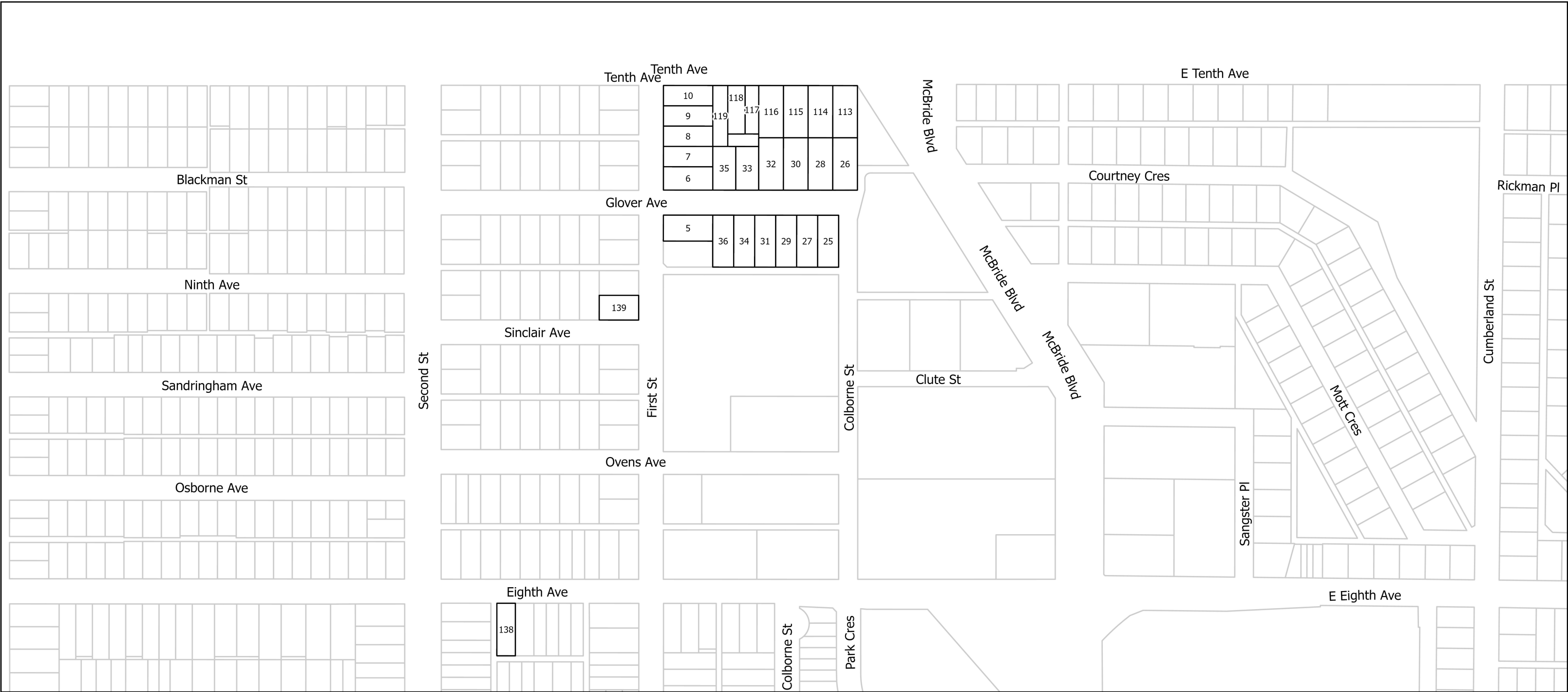
### Off-Street Parking and Loading Requirements

- 342 .21 *Off-Street parking* shall be provided in accordance with the provisions of the Off-Street Parking Regulations section of this Bylaw except:
- (a) parking spaces may be provided adjacent to windows used for residential purposes;
  - (b) parking spaces may not be laid out such that a vehicle is required to reverse for more than 10.06 metres (33 feet) to access a highway, unless an on-site vehicle turnaround is required by this district;
- 342 .22 *Off-Street bicycle parking* shall be provided in accordance with the provisions of the Off-Street Bicycle Parking Regulations section of the Bylaw except:
- (a) *Long-term bicycle parking* spaces shall be provided in accordance with the below:
    - (i) 1.0 spaces per principal dwelling unit; and,
    - (ii) 1.0 spaces per secondary dwelling unit.
  - (b) *Long-term bicycle parking* spaces shall be secure and weather protected;
  - (c) Sections 150.8 to 150.11 (*long-term bicycle parking* minimum design standards) shall not apply.

**Schedule B to Zoning Amendment Bylaw No. 8453, 2024**

**Area to be Rezoned to Duplex Residential Districts (RD-1)**

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ID	ADDRESS	ID	ADDRESS
5	911 FIRST ST	33	91 GLOVER AVE
6	921 FIRST ST	34	92 GLOVER AVE
7	925 FIRST ST	35	95 GLOVER AVE
8	929 FIRST ST	36	96 GLOVER AVE
9	933 FIRST ST	113	32 TENTH AVE
10	937 FIRST ST	114	38 TENTH AVE
25	72 GLOVER AVE	115	42 TENTH AVE
26	75 GLOVER AVE	116	46 TENTH AVE
27	76 GLOVER AVE	117	50 TENTH AVE
28	79 GLOVER AVE	118	52 TENTH AVE
29	82 GLOVER AVE	119	54 TENTH AVE
30	83 GLOVER AVE	138	122 EIGHTH AVE
31	86 GLOVER AVE	139	902 FIRST ST
32	87 GLOVER AVE		





ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS
1	1214 EIGHTH AVE	23	533 FOURTEENTH ST	52	528 MCMARTIN ST	68	1301 SEVENTH AVE	84	1402 SIXTH AVE	100	1524 SIXTH AVE	123	529 THIRTEENTH ST
2	1218 EIGHTH AVE	37	1210 HAMILTON ST	53	1207 NANAIMO ST	69	1302 SEVENTH AVE	85	1404 SIXTH AVE	101	1528 SIXTH AVE	124	540 THIRTEENTH ST
3	1300 EIGHTH AVE	38	1212 HAMILTON ST	54	1211 NANAIMO ST	70	1303 SEVENTH AVE	86	1408 SIXTH AVE	102	1602 SIXTH AVE	125	610 THIRTEENTH ST
4	1304 EIGHTH AVE	39	1214 HAMILTON ST	55	1215 NANAIMO ST	71	526 SIXTEENTH ST	87	1410 SIXTH AVE	103	1606 SIXTH AVE	126	614 THIRTEENTH ST
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12	510 FOURTEENTH ST	41	1216 HAMILTON ST	57	1301 NANAIMO ST	73	528 SIXTEENTH ST	89	1416 SIXTH AVE	105	1612 SIXTH AVE	128	623 THIRTEENTH ST
13	513 FOURTEENTH ST	42	1218 HAMILTON ST	58	1305 NANAIMO ST	74	531 SIXTEENTH ST	90	REAR-1416 SIXTH AVE	106	1616 SIXTH AVE	129	624 THIRTEENTH ST
14	516 FOURTEENTH ST	43	1302 HAMILTON ST	59	1206 SEVENTH AVE	75	535 SIXTEENTH ST	91	1418 SIXTH AVE	107	1618 SIXTH AVE	130	627 THIRTEENTH ST
15	519 FOURTEENTH ST	44	1305 HAMILTON ST	60	1207 SEVENTH AVE	76	1212 SIXTH AVE	92	1420 SIXTH AVE	108	1620 SIXTH AVE	131	707 THIRTEENTH ST
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17	522 FOURTEENTH ST	46	511 HOLLAND ST	62	1210 SEVENTH AVE	78	1220 SIXTH AVE	94	1424 SIXTH AVE	110	1626 SIXTH AVE	133	719 THIRTEENTH ST
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ID	ADDRESS
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140	424 EIGHTH ST
156	1014 FOURTH AVE
157	1016 FOURTH AVE
158	1018 FOURTH AVE
159	1020 FOURTH AVE
160	1022 FOURTH AVE



Attachment 3  
*Transit Oriented Areas Designation Bylaw  
No. 8460, 2024*

CORPORATION OF THE CITY OF NEW WESTMINSTER  
Transit Oriented Area Designation Bylaw  
No. 8460, 2024

A Bylaw to Designate Transit Oriented Areas for the City

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WHEREAS the City must, by bylaw, designate transit-oriented areas,

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

1. This Bylaw may be cited for all purposes as “Transit Oriented Area Designation Bylaw No. 8460, 2024”.
2. Each of the areas of land shown within the dotted bold line on the maps attached to this bylaw as Schedule A, B and C is designated as a “transit-oriented area” under section 585.52 of the *Local Government Act*.
3. If an area within the dotted bold line on any of the maps attached as a schedule to this bylaw includes part of a parcel of land, the whole parcel is included in the designated transit-oriented area.

GIVEN FIRST READING this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GIVEN SECOND READING this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

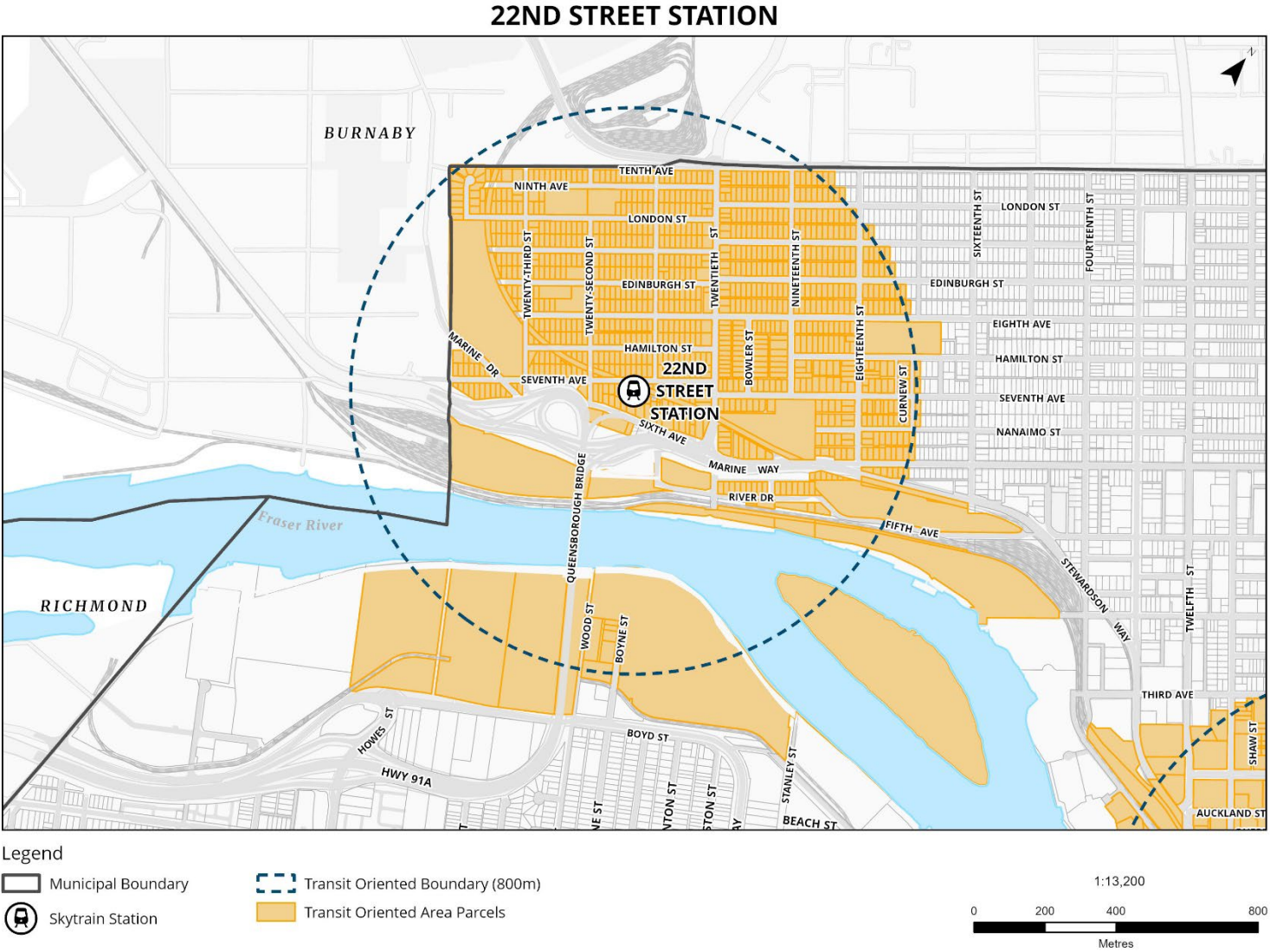
GIVEN THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR PATRICK JOHNSTONE

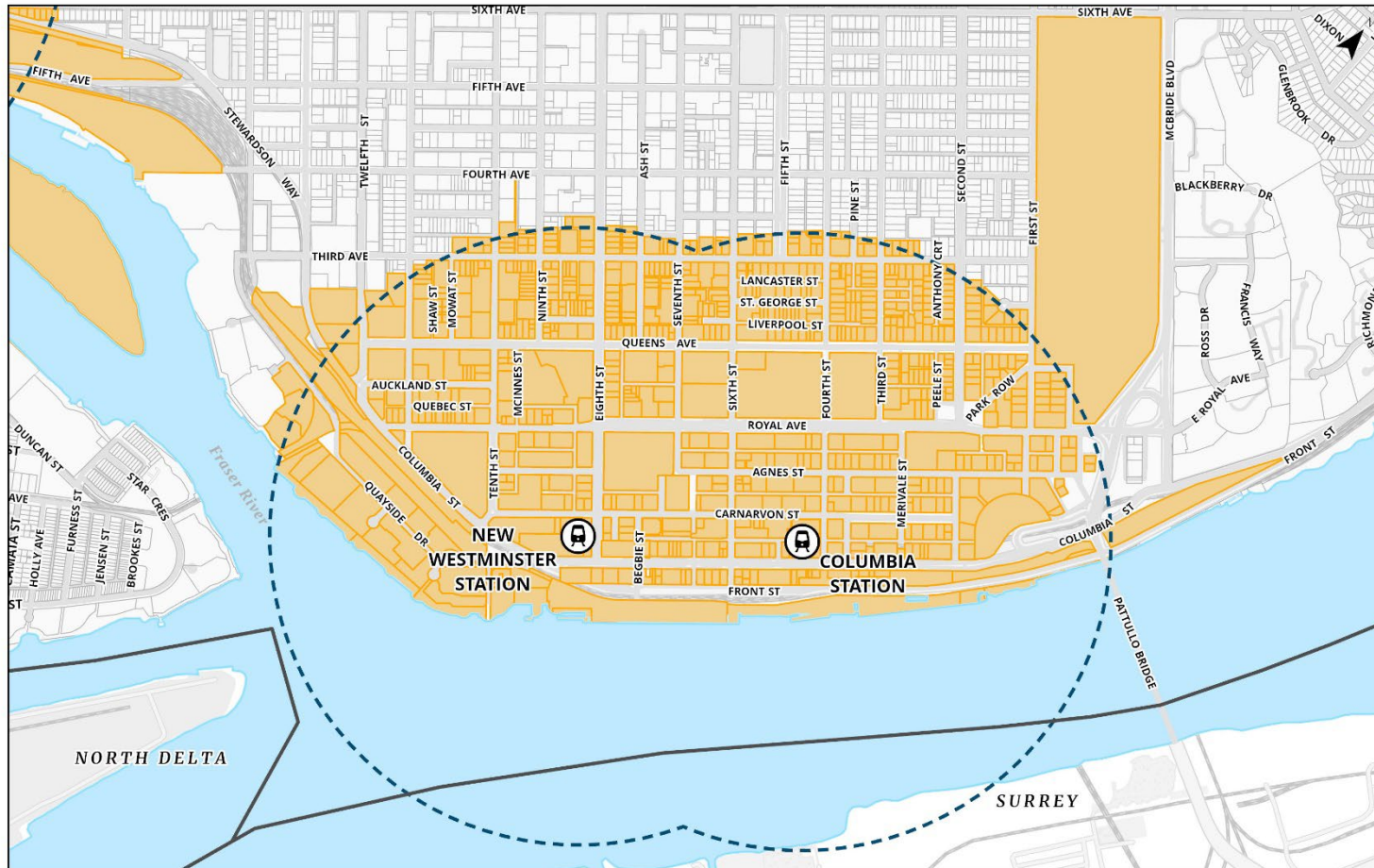
\_\_\_\_\_  
HANIEH BERG, CORPORATE OFFICER

Schedule A to Transit-Oriented Area Designation Bylaw No. 8460, 2024



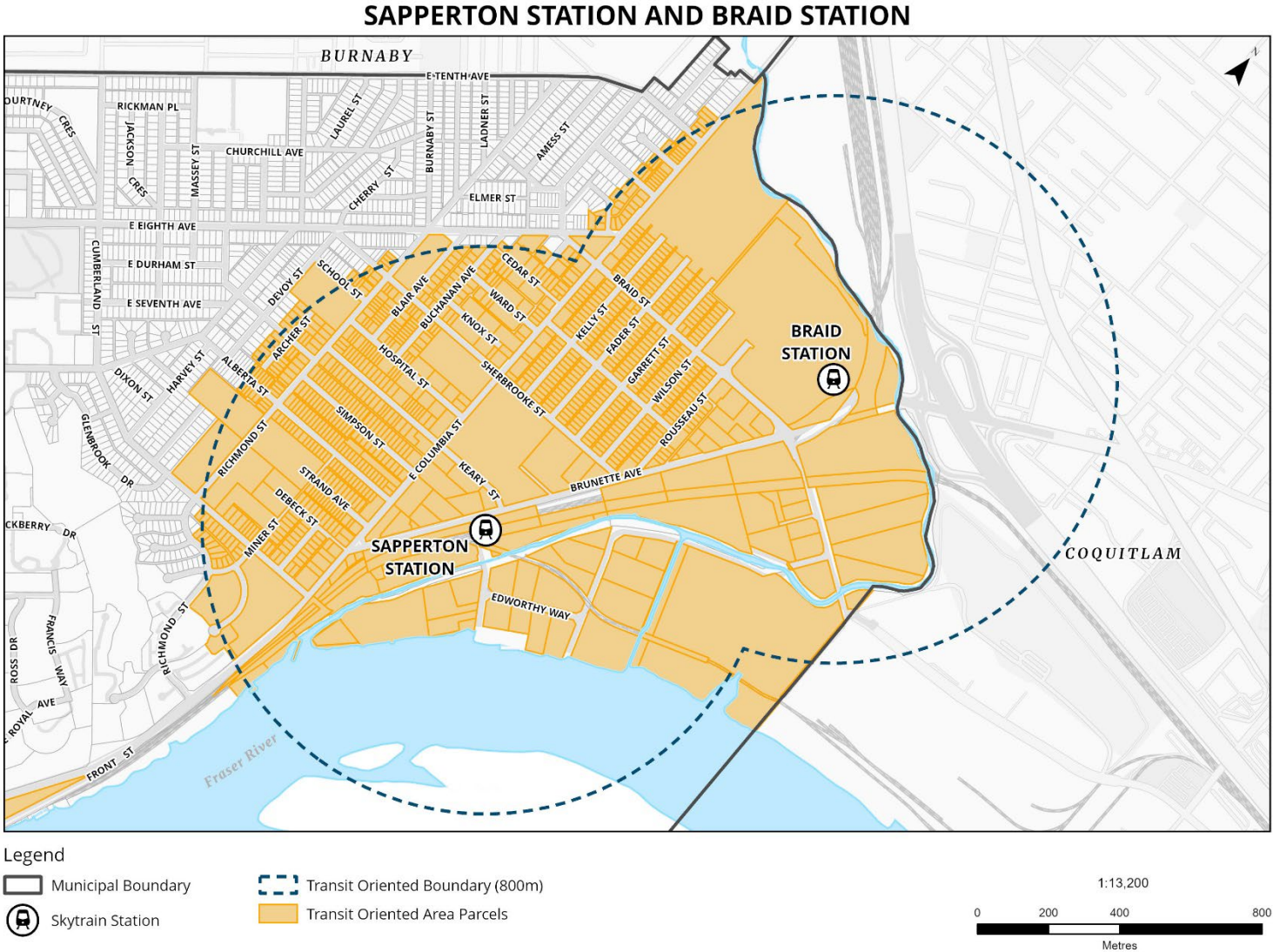
## Schedule B to Transit-Oriented Area Designation Bylaw No. 8460, 2024

### NEW WESTMINSTER STATION AND COLUMBIA STATION

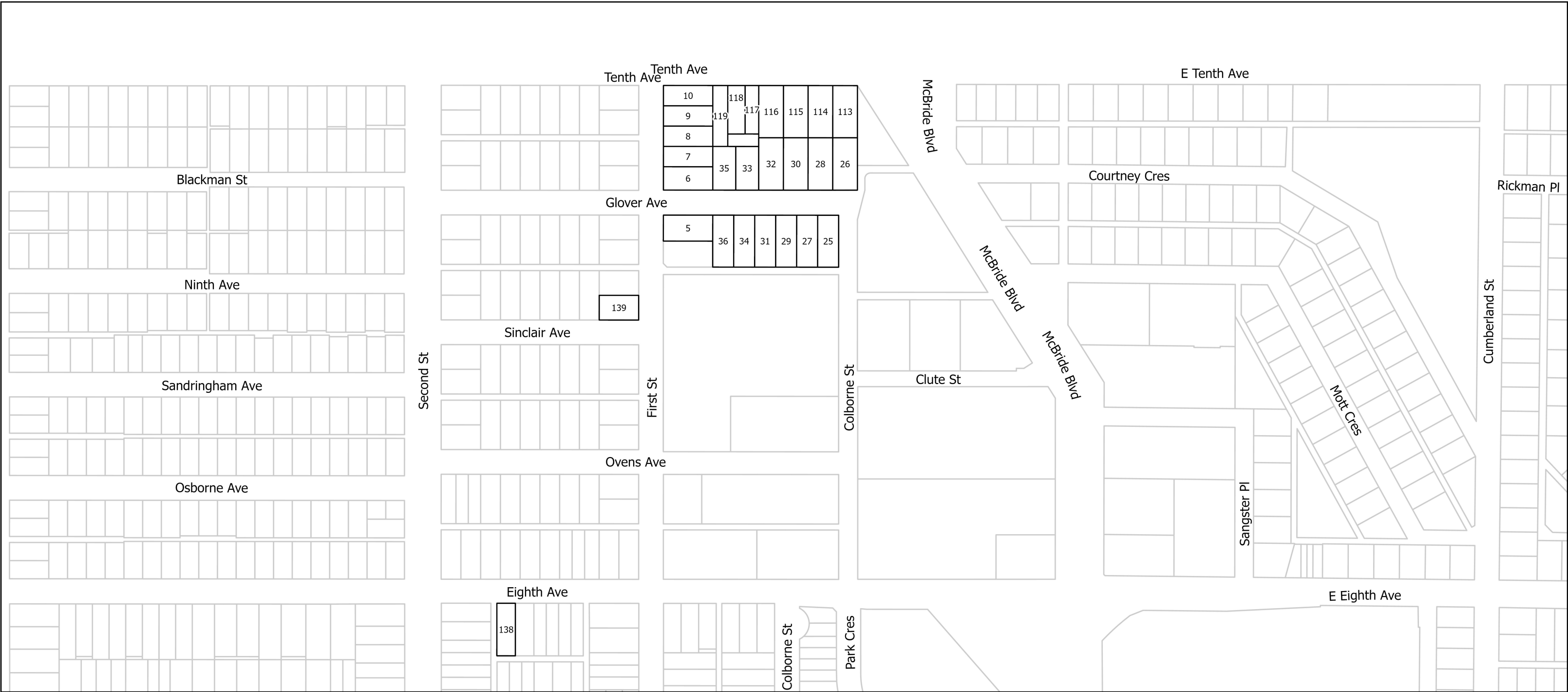




Schedule C to Transit-Oriented Area Designation Bylaw No. 8460, 2024



Attachment 4  
*SSMUH Properties Map*



ID	ADDRESS	ID	ADDRESS
5	911 FIRST ST	33	91 GLOVER AVE
6	921 FIRST ST	34	92 GLOVER AVE
7	925 FIRST ST	35	95 GLOVER AVE
8	929 FIRST ST	36	96 GLOVER AVE
9	933 FIRST ST	113	32 TENTH AVE
10	937 FIRST ST	114	38 TENTH AVE
25	72 GLOVER AVE	115	42 TENTH AVE
26	75 GLOVER AVE	116	46 TENTH AVE
27	76 GLOVER AVE	117	50 TENTH AVE
28	79 GLOVER AVE	118	52 TENTH AVE
29	82 GLOVER AVE	119	54 TENTH AVE
30	83 GLOVER AVE	138	122 EIGHTH AVE
31	86 GLOVER AVE	139	902 FIRST ST
32	87 GLOVER AVE		







ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS	ID	ADDRESS
1	1214 EIGHTH AVE	23	533 FOURTEENTH ST	52	528 MCMARTIN ST	68	1301 SEVENTH AVE	84	1402 SIXTH AVE	100	1524 SIXTH AVE	123	529 THIRTEENTH ST
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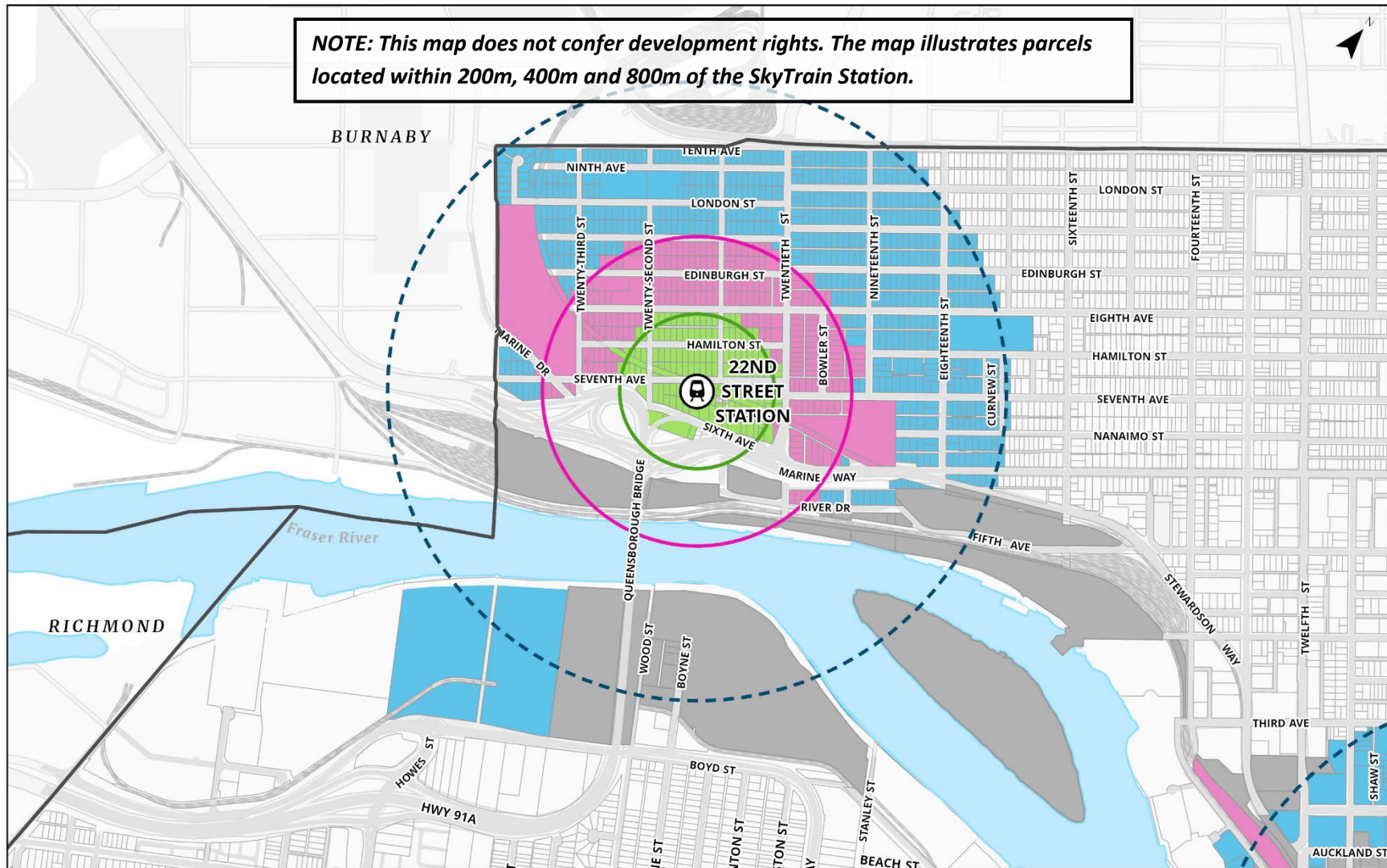
ID	ADDRESS
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158	1018 FOURTH AVE
159	1020 FOURTH AVE
160	1022 FOURTH AVE



Attachment 5  
*TOD Area Maps with Tiers*

## 22ND STREET STATION

**NOTE: This map does not confer development rights. The map illustrates parcels located within 200m, 400m and 800m of the SkyTrain Station.**



### Legend

Transit Oriented Area Boundary (800m)

Skytrain Station

Municipal Boundary

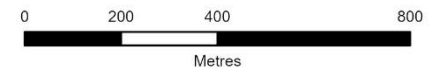
Tier 1 Parcels

Tier 2 Parcels

Tier 3 Parcels

Industrial or Agricultural Parcels

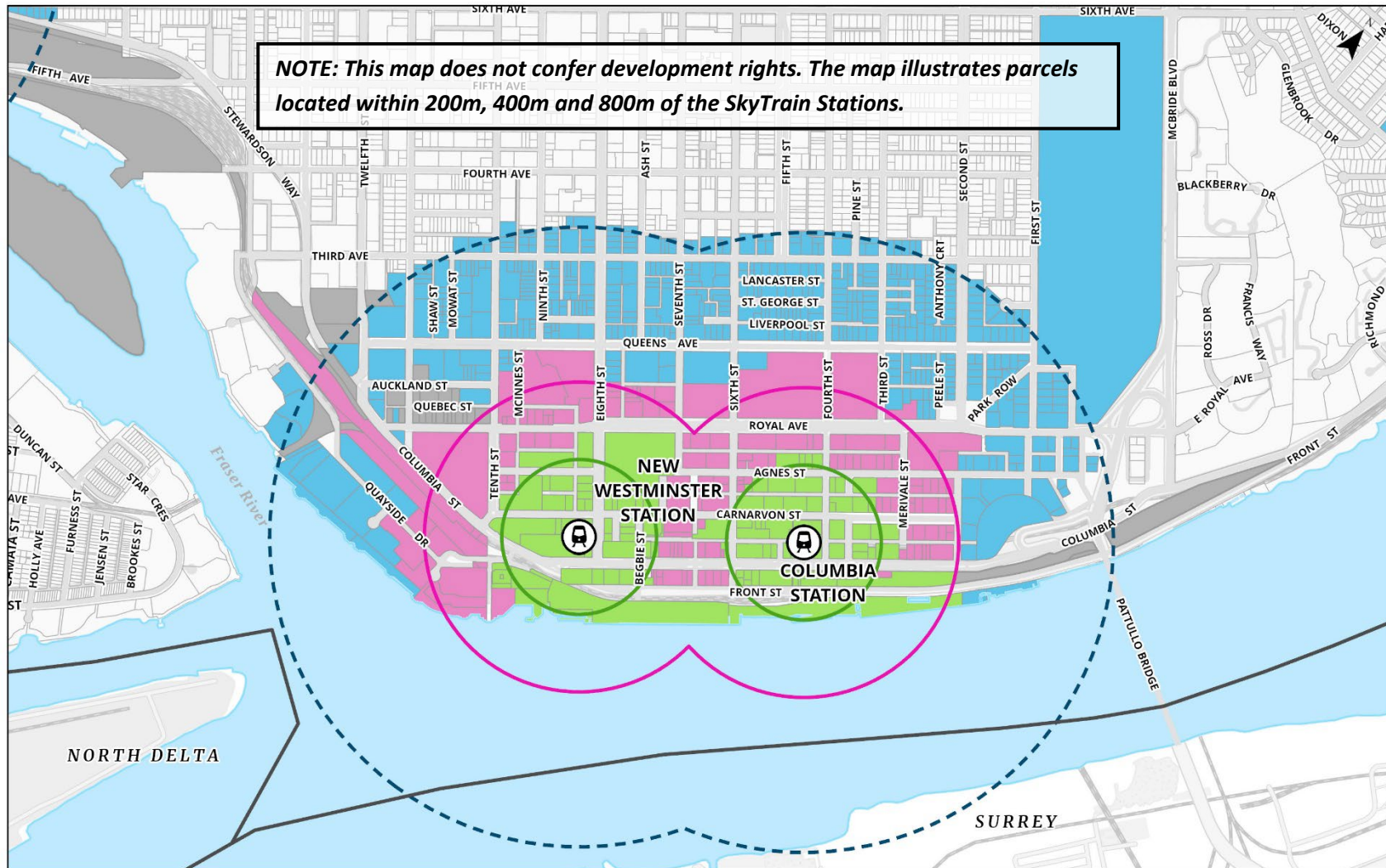
1:13,200





## NEW WESTMINSTER STATION AND COLUMBIA STATION

**NOTE: This map does not confer development rights. The map illustrates parcels located within 200m, 400m and 800m of the SkyTrain Stations.**



### Legend

Transit Oriented Area Boundary (800m)

Skytrain Station

Municipal Boundary

Tier 1 Parcels

Tier 2 Parcels

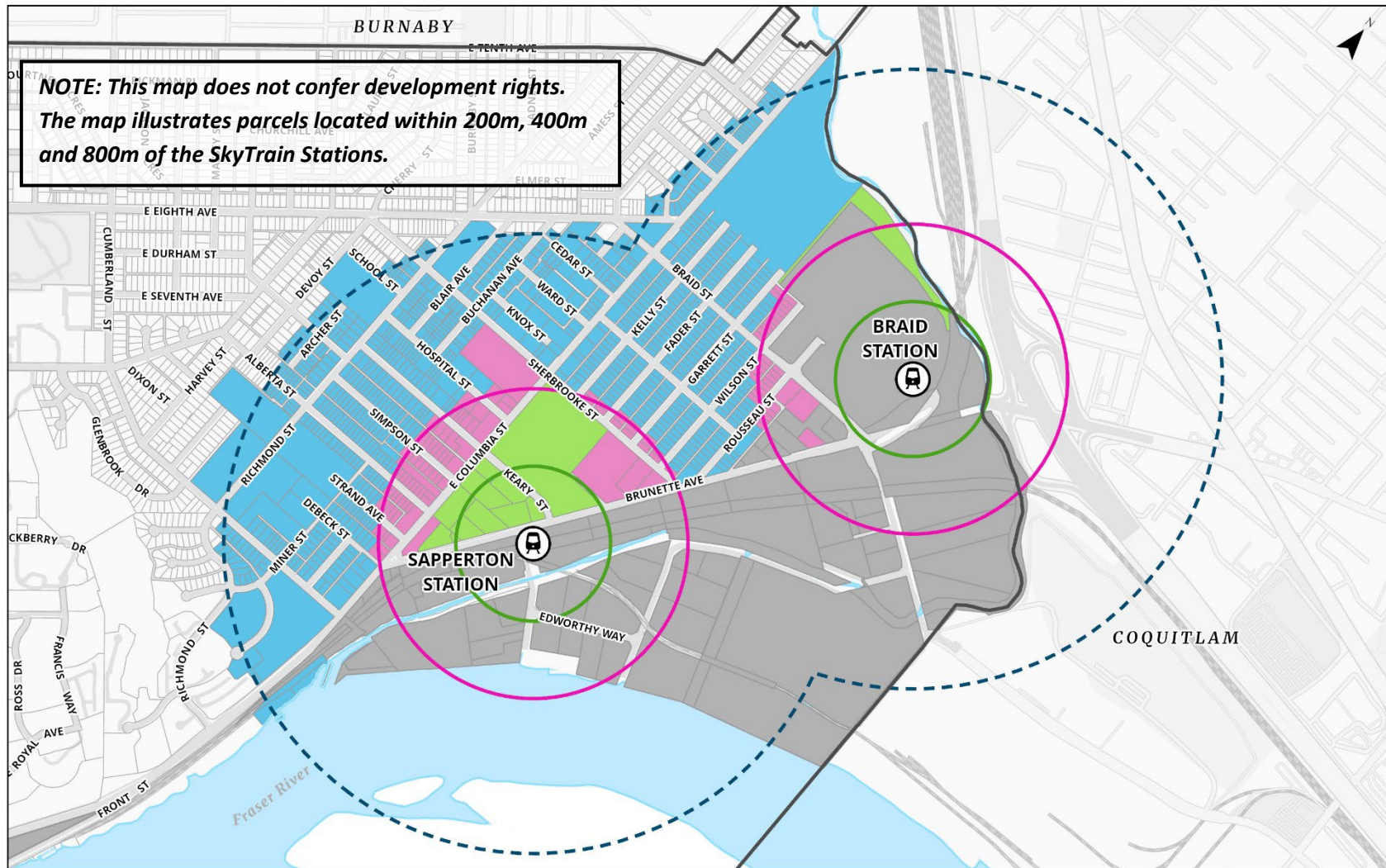
Tier 3 Parcels

Industrial or Agricultural Parcels

1:13,200

0 200 400 800  
Metres

## SAPPERTON STATION AND BRAID STATION



### Legend

Transit Oriented Area Boundary (800m)

Skytrain Station

Municipal Boundary

Tier 1 Parcels

Tier 2 Parcels

Tier 3 Parcels

Industrial or Agricultural Parcels

1:13,200

0 200 400 800  
Metres





# Infill Housing and Townhouse Acceleration Work Plan

Lynn Roxburgh, Manager of Housing and Land Use Planning

**ON TABLE**  
Council Workshop  
May 27, 2024  
re: Item 3.2.a.



# Overview

- Background
- Proposed Work Plans
- Recommendations
- Questions





# Background



# Official Community Plan (OCP) and Phase One Infill Housing Program

- A focus on which new infill housing forms would be a good fit for New Westminster led to:
  - Laneway house and carriage house program
  - Infill townhouse and rowhouse program
- 2022 review of the successes and challenges of the Phase One Infill Housing Program.

# Strategic Priorities Plan

Homes and Housing Options focus area outcome:

- Infill Housing: Allow for diverse housing options in all neighbourhoods of New Westminster.

# Small Scale Multi-Unit Housing Legislation (SSMUH)

Provincial housing legislation requires Local Governments to update zoning to allow:

- Three units on lots smaller than 3,014 sq. ft.
- Four units on lots larger than 3,014 sq. ft.
- Six units on lots larger than 3,014 sq. ft. and within a prescribed distance to transit stops with frequent service. Off-street vehicle parking minimum requirements will also be removed for these lots.

# Proposed Work Plans



# Proposed Housing Initiatives

## **1. Infill Housing Acceleration**

Pre-zone to permit up to six residential units in single detached dwelling and duplex zones.

## **2. Townhouse Acceleration**

Pre-zone lands to make it easier to construct new townhouse units.

# Key Tasks and Timeline

## Infill Housing Acceleration

1. Background Research (Summer – Fall 2024)
2. Program Development (Fall 2024 – Spring 2026)
  - draft development permit guidelines and zoning regulations
  - community, industry and other agency consultation
3. OCP Amendment (Winter 2025)
4. Zoning Bylaw Amendment (Spring 2026)
5. Implementation (Summer 2026)

# Key Tasks and Timeline

## Townhouse Acceleration

1. Background Research (Summer – Fall 2024)
2. Program Development (Fall 2024 – Fall 2025)
  - revising development permit guidelines and zoning regulations
  - community, industry and other agency consultation
3. OCP and Zoning Bylaw Amendments (Fall 2025)
5. Implementation (Winter 2025)



# Recommendations



# Recommendation

That Council direct staff to proceed with the work plan for the Infill Housing Acceleration program as outlined in this report.

That Council direct staff to proceed with the work plan for the Townhouse Acceleration program as outlined in this report.

# Questions



# REPORT

<b>To:</b>	Mayor Johnstone and Members of Council in Workshop	<b>Date:</b>	May 27, 2024
<b>From:</b>	Jackie Teed, Director, Planning and Development	<b>File:</b>	#2464322
		<b>Item #:</b>	2024-311
<b>Subject:</b>	<b>Infill Housing and Townhouse Acceleration Work Plans</b>		

## RECOMMENDATION

**THAT** Council direct staff to proceed with the work plan for the Infill Housing Acceleration program as outlined in this report.

**THAT** Council direct staff to proceed with the work plan for the Townhouse Acceleration program as outlined in this report.

## PURPOSE

To present a scope of work for Infill Housing and Townhouse Acceleration Programs for Council's consideration.

## SUMMARY

This report outlines proposed work plans for two related initiatives:

1. Infill Housing Acceleration: Pre-zone to permit up to six residential units in single detached dwelling and duplex zones.
2. Townhouse Acceleration: Pre-zone lands to make it easier to construct new townhouse units.

The infill housing program would be developed in the context of the new small scale multi-unit housing (SSMUH) housing legislation. However, this City initiative proposes going beyond what is mandated by the Province by considering allowing six units throughout most of the City, rather than only on sites in proximity to frequent transit, and by including sites already zoned to allow three units. The initiative would further support the intention of the Province's Homes for People Action Plan, and align with Council's Strategic Priorities Plan.

A townhouse acceleration program is also proposed. While the infill program would focus on facilitating redevelopment of individual lots, the goal of the townhouse program would be to facilitate the consolidation and redevelopment of more than one single detached dwelling property. In order to increase the number of new units constructed, this initiative would explore amending the Zoning Bylaw to: allow townhouses outright; increase the density permitted; allow lock-off units; and make regulatory and policy improvements based on lessons learned from past projects.

## **BACKGROUND**

### **Strategic Priorities Plan**

Council's 2023-2026 Strategic Priorities Plan identified Homes and Housing Options as a focus area. The goal being to clear the way for all types of homes needed by people today and tomorrow, prioritizing homes for those with the greatest need. One of the outcomes identified in the Plan is:

- Infill Housing: Allow for diverse housing options in all neighbourhoods of New Westminster.

In 2021, less than 7% of the City's housing stock were units other than single detached dwellings and apartments. Increasing housing choice is a high priority of the City and the community, as many members cannot find suitable housing as their needs change.

### **Provincial Housing Legislation: Small Scale Multi-Unit Housing (SSMUH)**

In fall 2023, the Province introduced changes to housing legislation to deliver on the priorities of the Homes for People Action Plan. One of the changes requires small scale, multi-unit housing to be permitted as of right on single detached and duplex zoned properties. Local governments are required to update zoning to allow:

- Three units on lots smaller than 280 square metres (3,014 sq. ft.);
- Four units on lots larger than 280 square metres (3,014 sq. ft.); and
- Six units on lots larger than 280 square metres (3,014 sq. ft.) and within a prescribed distance to transit stops with frequent service. Off-street vehicle parking minimum requirements will also be removed for these lots.

The City's approach to meeting the legislated SSMUH requirements is outlined in another report on this agenda. The Province has also issued a Provincial Policy Manual, which the legislation requires be considered when the City amends the Zoning Bylaw relevant to small scale multi-unit housing. The Infill Housing program will need to consider the Manual, including the direction recommended on details such as density, setbacks and height. Local governments are also required to update Official Community Plans (OCPs) to align with new legislation, including small scale multi-unit housing. The update to the OCP must be completed by December 31, 2025.

## **Official Communality Plan and Phase One Infill Housing Program**

One of the City's overarching objectives for the process that lead to the 2017 OCP was to increase housing choice. As a result, a key focus of community consultation was about which new infill housing forms would be a good fit for New Westminster, and where they should be located. Based on the community priorities, an infill housing program was launched which focused on laneway and carriage houses, and infill townhouses (strata) and rowhouses (fee-simple). This program ran concurrent to the OCP process and was adopted at the same time as the OCP. The work included creating zoning regulations and development permit guidelines for each housing form. For laneway and carriage houses, most single detached dwelling properties on the mainland were pre-zoned to allow these uses outright, in addition to a secondary suite.

## **WORK PLAN**

### **Key Tasks and Timeline: Infill Housing Acceleration**

This initiative would explore pre-zoning to permit infill housing. This infill housing program would be developed in the context of the new SSMUH housing legislation. However, this City initiative will explore going beyond what is mandating by the Province by considering allowing six units throughout most of the city, rather than only on sites in proximity to frequent transit, and by including sites already zoned to allow three units.

The work plan would include the following steps:

1. *Background Research (Summer – Fall 2024)*

This step would include an assessment of the current context, review of past feedback, and research into approaches taken in other municipalities. The phase would also include consideration of the new direction mandated by the Province, which will significantly influence the approach taken to allowing infill housing.

2. *Program Development (Fall 2024 – Spring 2026)*

A consultant would be retained to help draft development permit guidelines and zoning regulations. This step would also include community, industry and other agency consultation focused on gathering feedback that would inform the creation of the guidelines and regulations. The City's consultation approach would provide community members clarity on what program details can be adapted based on community feedback, and which are already set by legislation.

3. *OCP Amendment (Winter 2025)*

The new Provincial legislation requires local governments to update OCPs to align with new legislation, including small scale multi-unit housing, by December 31, 2025. Staff would consolidate all of the required amendments to the OCP into one process. The OCP amendment will include elements related to this initiative:

- The existing RGO – Residential Ground Oriented Infill land use designation would be amended to align with the intent of the SSMUH legislation.

- The existing RD – Residential Detached and Semi-Detached land use designation would be replaced by the revised RGO land use designation, in alignment with the intent of the SSMUH legislation.
- New development permit guidelines would be created for infill housing, including form and character, and other guidelines. These guidelines must consider the provincial policy manual, but there is opportunity for community, industry, and external agency input.

4. *Zoning Bylaw Amendment (Spring 2026)*

A new zoning district (or districts) would be created that would allow for the construction of up to six units on single detached dwelling and duplex zoned properties outside of Transit Oriented Development Areas. The new zoning regulations would consider the guidance provided by the Province. Properties would be rezoned, providing an as of right opportunity to build infill.

5. *Implementation (Summer 2026)*

Once the Zoning Bylaw amendment is adopted, applications to develop infill housing could be submitted in alignment with the new zoning. Staff would create materials (revising web content, guides and other related supporting material) to assist applicants navigating the approval process.

### **Key Tasks and Timeline: Townhouse Acceleration**

There has been limited uptake of the Infill Townhouse and Rowhouse program since adoption in 2017. Consultation findings have indicated that the rezoning process and allowable density is a barrier for some applicants, despite interest in redevelopment. In order to increase the number of new units constructed, this initiative would explore amending the Zoning Bylaw to: allow townhouses outright; increase density permitted; allow lock-off units; and make regulatory and policy improvements based on lessons learned from past projects. While the Infill Program would focus on facilitating redevelopment of individual lots, the goal of this program would be to facilitate the consolidation and redevelopment of more than one single detached dwelling property.

Staff had originally conceived that this initiative would have considered allowing townhouses as of right on the 250 properties designated for this use in the Official Community Plan. However, many of the locations designated Infill Townhouse in the OCP are now captured by the Transit Oriented Development (TOD) area legislation and envisioned for higher density. Through this process, staff would explore locations that should be considered for townhouses. Townhouses will still meet a critical need in the city for increased housing choice, specifically ground oriented family friendly housing.

The work plan would include the following steps:

1. *Background Research (Summer 2024)*

This would include an assessment of the current context, review of past feedback and research into approaches taken in other municipalities. A comprehensive review was conducted in 2022, which included community and industry consultation. The findings of this work would be incorporated into this program (See Attachment 1).

2. *Program Development (Fall 2024 – Fall 2025)*

A consultant would be retained to help draft revised development guidelines and zoning regulations. This step would include community, industry, and external agency consultation. During this phase, staff would explore:

- Revising or creating new development permit guidelines.
- Allowing larger units to improve viability and respond to engagement feedback.
- Allowing lock off units (e.g. secondary suites) in order to generate additional rental units. This would also provide flexibility to future households.
- Identifying additional areas where townhouse forms would be appropriate.

3. *Zoning Bylaw and OCP Amendments (Fall 2025)*

Staff will bring a proposal forward to Council for consideration to amend the Zoning Bylaw to rezone properties and implement related changes to zoning regulations. Amendments would also be proposed to the OCP to revise design guidelines, and identify new areas where townhouses are envisioned.

4. *Implementation (Winter 2025)*

Once the Zoning Bylaw amendment is adopted, Development Permit applications for townhouses could be submitted in alignment with the new zoning. Staff would create materials (revising web content, guides and other related supporting material) to assist applicants navigating the approval process.

## **FINANCIAL IMPLICATIONS**

A new Housing Division and other interdepartmental resources are required to deliver the outcomes of Council's Strategic Priority Plan – Homes and Housing Options. \$1.53M for nine new staff positions, four temporary to permanent position conversions, and two new temporary positions was included in the 2024 Operating Budget. This new Housing Division will be responsible for advancing the Infill Housing and Townhouse Acceleration Programs.

The Infill Housing Acceleration Program requires a budget in the order of \$290,500 and the Townhouse Acceleration Program a budget in the order of \$220,000. These funds would be used to retain a consultant to lead the development of the program, and for costs related to community consultation. These amounts are included in the approved 2024-2028 Budget for Planning and Development.



**INTERDEPARTMENTAL LIAISON**

Staff across multiple departments would be engaged in both initiatives, including: transportation, climate action, infrastructure planning, and building.

**OPTIONS**

The following options are presented for Council's consideration:

1. That Council direct staff to proceed with the work plan for the Infill Housing Acceleration program as outlined in this report.
2. That Council direct staff to proceed with the work plan for the Townhouse Acceleration program as outlined in this report.
3. That Council provide alternative direction.

Staff recommends Options 1 and 2.

**ATTACHMENTS**

Attachment 1: Infill Housing Phase One Review: Summary of Engagement Findings

**APPROVALS**

This report was prepared by:  
Lynn Roxburgh, Manager Housing and Land Use Planning

This report was reviewed by:  
Demian Rueter, Acting Senior Manager, Planning

This report was approved by:  
Serena Trachta, Acting Director Planning and Development  
Lisa Spitale, Chief Administrative Officer

## Attachment 1

### *Infill Housing Phase One Review: Summary of Engagement Findings*

## **INFILL HOUSING PHASE ONE REVIEW: SUMMARY OF ENGAGEMENT FINDINGS**

In 2022 the City reviewed the successes and challenges of the Phase One Infill Housing Program, including the Infill Townhouse and Rowhouse initiative. Engagement for the Infill Housing Phase 1 review involved two surveys:

- A community survey was posted online on the City's Be Heard New West site from May 10 to June 12, 2022. 152 respondents provided comments.
- A survey of past program participants (owners, designers, builders) was emailed to applicants and owners, and open from May 10 to June 12, 2022. 10 past participants completed the infill townhouse and rowhouse portion of the survey.

[Click here](#) to review Townhouse and Rowhouse What We Heard Summary. A summary of the key findings is provided below.

### **Community Survey**

- Several respondents emphasized that infill townhouses and rowhouses should be allowed in all neighbourhoods and could be designed to fit in well next to single detached dwellings. However, there are also concerns about further densification, traffic congestion, and services for additional population.
- Some respondents noted that the regulations and approval process are restrictive and too long. Others indicated that the process is straightforward.
- There is interest in allowing larger, more family-oriented infill townhouses and rowhouses. Others suggested that pre-approved designs and building plans could be provided.
- There is general support for parking pads and carports as they are more cost effective, create less bulk, and prevent conversion into storage or living space. Some respondents were interested in garages for added security.

### **Infill Housing Program Participant Survey**

- Survey participants noted that strict regulations and long approval processes impact the financial viability of smaller infill projects, and create challenges for consultant team work-plans.
- Most respondents highlighted pre-zoning and reducing the review time as key strategies for increasing the viability of infill townhouse projects.
- There is also interest in increasing the maximum floor space ratio.
- Respondents noted that allowing relaxations to the Zoning Bylaw and the Design Guidelines could incentivize exceeding the minimum Step Code requirements.





# Council Workshop: Engagement Approach for City Logo

May 27, 2024



NEW WESTMINSTER

**ON TABLE**  
Council Workshop  
May 27, 2024  
re: Item 3.3.a.



# Recommendations

- That Council provide feedback on the proposed engagement objectives and approach;
- That Council endorse the engagement objectives and approach;
- That Council direct staff to proceed with launching the community engagement process.

# Process to Develop Engagement Approach

- Graphic design firm hired through RFP process
- Community working group established and two meetings held to date
- Graphic designers, working group and staff collaborated to determine:
  - Themes of input needed
  - Groups that should be included
  - Most suitable engagement activities

# Engagement Objectives

1. Share clear information about purpose and scope of new logo project
2. Offer **inclusive engagement** process, working to address barriers
3. Gather input on unique **physical attributes** of New Westminster
4. Gather input on unique community **culture and identity** (feelings, characteristics, etc.)
5. Understand how residents connect with the **history** of New Westminster
6. Gather input on a **future vision**

# Groups to Include in the Engagement

- Diverse range of New Westminster residents, with extra efforts to include groups that are often left out or under-represented
- Long-term residents and also those who have come more recently
- Business community
- Community organizations



# Recommended Engagement Activities

## Online engagement:

- Survey
- Discussion forum

## In-person engagement:

- Pop-ups (with interactive elements)
- Workshops

# Questions for Council

- Are there any gaps in the proposed engagement objectives and approach?
- Are there any additional groups that need to be considered in this process?
- Any additional feedback on the proposed engagement objectives and approach?

# Recommendations

That Council provide feedback on the proposed engagement objectives and approach;

That Council endorse the engagement objectives and approach;

That Council direct staff to proceed with launching the community engagement process.

## **REPORT**

### ***Community Services***

**To:** Mayor Johnstone and Members of Council in Workshop      **Date:** May 27, 2024

**From:** Blair Fryer,  
Acting Director of Community Services      **File:**

**Item #:** [Report Number]

**Subject:** **Community Engagement Approach for New City Logo**

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#### **RECOMMENDATION**

THAT Council provide feedback on the proposed engagement objectives and approach to inform development of a new corporate logo;

THAT Council endorse the engagement objectives and approach; and

THAT Council direct staff to proceed with launching the community engagement process.

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#### **PURPOSE**

To update Council on the process to consider a new logo for the City of New Westminster, and seek endorsement of the proposed plans for community engagement as developed collaboratively with the community working group and graphic design firm.

#### **BACKGROUND**

In July 2022, Council passed a motion resolving *“that the City of New Westminster begin the process to update the City’s logo and phase out the use of the ‘Royal City’ moniker in our branding.”* The motion further resolved that *“the City develop a plan to engage with the community in the development of a new brand identity that is inclusive and allows for collective pride in our City.”*

The City of New Westminster’s current “brand,” or logo, consists of a gold stylized crown centred atop the words “New Westminster” in a serif font. The logo was adopted

in 2008 for use across the organization and replaced the logo that was most often used at the time, which consisted of the City's Coat of Arms with the words "Corporation of the City of New Westminster" arranged around the perimeter. The moniker 'Royal City' is no longer used in formal City communications or messaging.

In June 2023, Council passed a motion endorsing the steps outlined by staff as a process to consider a new logo, and directed staff to incorporate the logo project into their workplans and report back on a proposed timeline.

In [February 2024](#), Council passed a motion directing staff to initiate the endorsed process, and to provide updates to Council through the process.

## **DISCUSSION**

Staff from Corporate Communications and Public Engagement have begun implementing the first steps of the logo project as outlined in previous reports. Pending direction from Council, staff are now ready to launch community engagement to help inform development of a new logo.

Since the last report to Council in February 2024, the following work has been completed:

### **Graphic Design Firm Hired**

Working with the Purchasing division in Finance, a Request for Proposals for a graphic designer was conducted in February and March. The City received 21 proposals from graphic design firms across Canada.

Following the evaluation process, Ion Brand Design, an experienced firm based in Vancouver, was selected. The Ion team has begun its work and participated in the community working group meetings held to date. The designers contributed to the engagement approach outlined below.

### **Community Working Group Established**

As outlined in previous reports, staff established a working group of seven residents who represent a diversity of ages, neighbourhoods, housing tenure, length of residency in New Westminster, and perspectives about the current logo. One of the working group members is Indigenous.

Applicants for the Community Advisory Assembly who were not selected to join the Assembly were invited to apply for the community working group. Twenty-five applications were received, and staff from Communications and Public Engagement worked together to select a diversity of demographics and perspectives from this applicant pool.

## **Collaborative Process to Develop Engagement Approach**

Two community working group meetings have been held to date, on May 1 and May 8, 2024. Representatives from Ion Brand Design also participated in these meetings. The first meeting was focused on relationship building, learning about the project and current brand, and sharing some key principles for the public engagement process, informed by the City's Public Engagement Policy.

The second working group meeting was spent collaboratively planning the community engagement process to help inform development of a new logo for the City. A workshop approach was used and together the working group members, graphic designers and City staff identified the themes of input needed from the community, the groups that should be included in the engagement, and what engagement activities are most suitable for this topic and project. Potential risks and barriers to engagement were also discussed.

The engagement objectives and approach outlined below are based on this process and input from the working group and designers.

## **Engagement Objectives**

To guide the engagement process, it is best practice to establish a set of clear objectives that define the purpose and scope of engagement. These objectives outline what we are planning to achieve through the engagement process, and guide the questions we want to ask the public and other interest holders. These objectives also provide the foundation for planning all engagement activities.

The following objectives have been developed for engagement to support development of a new City of New Westminster logo:

1. Share clear information with the community about why the City is pursuing a new logo for the organization, emphasizing the aim of fostering inclusivity. Additionally, outline what the project includes and does not include. For example, the new logo process does not include the public's use of the term "Royal City" to describe New Westminster.
2. Provide an inclusive process to hear the community's perceptions about New Westminster. This includes working to address potential barriers to engagement, seeking input from a wide variety of residents and groups, and working to provide safe spaces for the public to share their input.
3. Hear from a diversity of New Westminster residents, businesses, and community organizations what physical attributes stand out to them in the city, and what makes them unique. This could include landmarks, natural elements, the built environment, heritage, and a sense of place.

4. Hear from a diversity of New Westminster residents, businesses, and community organizations what elements of community culture and identity stand out to them, and what makes them unique. This could include feelings and sentiments, and characteristics of the people here.
5. Understand how residents and others connect with the history of New Westminster, and offer an opportunity for engagement participants to share reflections and learnings from the local history.
6. Hear from a diversity of residents, businesses and community organizations how they see New Westminster in the future. This could include a future vision of the landscape, built environment, and industries in the City, as well as people and how the city is perceived by visitors and others.

### **Engagement Approach**

The City's Public Engagement Policy outlines that most engagements should include both online and in-person options for community members to participate. Within this context, the community working group members and designers worked to identify the most applicable activities for the types of input we are seeking and the groups that we want to hear from in the logo process.

The following activities were selected:

- Online engagement: survey and discussion forum on Be Heard New West
- In-person engagement: pop-ups and workshops

Low time commitment was a priority for working group members; however, there was also a recognition that workshops would result in more detailed input and dialogue between participants. Working group members also favoured drop-in engagement sessions; however, after some discussion there was recognition that pop-ups could achieve the aspects of drop-ins that were highlighted such as sticky-note boards and targeting specific demographic groups.

The working group identified that it will be important to hear from a diverse range of New Westminster residents, including: youth, seniors, racialized residents, Indigenous residents, renters, people with disabilities, LGBTQ2S+, residents with different socio-economic backgrounds, people who have lived in New Westminster for many years, and those who have come to the city more recently. The business community – including individual business owners, Business Improvement Associations, and the Chamber of Commerce – is another focus area for the logo engagement. Community organizations were also identified as important to include, such as Residents Associations, Tourism New West, and groups organized around different interests and activities.

Council and City staff will also be engaged through the process.

**NEXT STEPS**

Pending Council's feedback and direction, staff intend to launch the community engagement process expediently with early June as the target. Active engagement is expected to run for 4-6 weeks.

Engagement reporting will follow over the summer, and a report on the engagement findings will be shared with the public and Council. Based on the community input, the graphic designers will develop preliminary themes and design direction for a new logo. After an opportunity for feedback from Council and the community working group, a new logo will be finalized for Council's consideration.

**FINANCIAL IMPLICATIONS**

Estimated project expenses of \$40,000 to consider a new corporate logo are allocated in the 2024 Operating Budget. This includes designer costs and direct expenses to deliver public engagement, such as honorariums for working group members.

**INTERDEPARTMENTAL LIAISON**

Staff from the Corporate Communications and Public Engagement divisions are leading the work related to a potential new logo for the organization. Staff from other City departments will be invited to provide input through the engagement process.

**OPTIONS**

The following options are provided for Council's consideration:

1. That Council provide feedback on the proposed engagement objectives and approach to inform development of a new corporate logo;
2. That Council endorse the engagement objectives and approach;
3. That Council direct staff to proceed with launching the community engagement process;
4. That Council provide alternative direction for staff.

Staff recommend Options 1, 2 and 3.

**APPROVALS**

This report was prepared by:  
Jennifer Miller, Manager, Public Engagement



This report was reviewed by:

Ashleigh Young, Manager, Communications

Zaria Alibhai, Public Engagement and Communications Coordinator

This report was approved by:

Blair Fryer, Acting Director, Community Services

Lisa Spitale, Chief Administrative Officer