



Corporation of the City of
NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

LIVE WEBCAST: Please note Regular Meetings, Public Hearings, Open Council Workshops and some Special Meetings of City Council are streamed online and are accessible through the City's website at <http://www.newwestcity.ca>. This 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. Should you have any questions about the collection of personal information please contact Legislative Services, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523.

IMPORTANT REMINDER: Open delegations regarding land use bylaws (e.g. OCP amendment, rezoning, etc) are not permitted after the bylaw has received second reading, unless the bylaw has been either adopted or defeated.

PUBLIC HEARING NIGHTS: Public Hearings, when scheduled, begin at 6:00 p.m.

REGULAR MEETING OF CITY COUNCIL

Notice is hereby given of the following Regular Meeting of Council:
July 12, 2021 at 2:00 p.m.

With immediate adjournment to Closed Meeting
Regular Council reconvenes at 6:00 p.m.

Meeting held Electronically under Ministerial Order No. M192/2020,
and open to public attendance in Council Chamber, City Hall

AGENDA

For On-Table additions see items 8a, 9aC-1, 9aC-2, 10aC-4, 37, 38, 39 & 40

Call to order.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA

1. **MOTION** to remove items from the Consent Agenda.

EXCLUSION OF THE PUBLIC

2. **MOTION:**
THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(e), 90(1)(f), 90(1)(k), and 90(2)(b) of the Community Charter:

- (1)(a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (1)(e) *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- (1)(f) *law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- (1)(k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
- (2)(b) *the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;*

Purpose of the meeting:

Personal, property, law enforcement, and negotiations matters

ADJOURNMENT

- 3. **MOTION** to adjourn the Council Meeting in open session and proceed to Closed Session.

RECONVENE TO REGULAR COUNCIL

- 4. **MOTION** to reconvene to the Regular Meeting of Council at 6:00 p.m. in the Council Chamber.

REVIEW AND ADOPTION OF CONSENT AGENDA

- 5. The Consent Agenda - Council members may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

REVIEW of items previously removed from the Consent Agenda.

***REQUEST** for any additional items to be removed from the Consent Agenda.*

***MOTION** to remove additional items from the Consent Agenda (if applicable).*

***MOTION** to approve the recommendations for items remaining in the Consent Agenda.*

ADDITIONS TO THE AGENDA **Urgent/time sensitive matters only**

6. ***MOTION** to Add or Delete Items from the Agenda.*

***MOTION** to receive all On Table material as presented to Council.*

UNFINISHED BUSINESS

7. **No Items**

STAFF PRESENTATIONS AND REPORTS FOR ACTION

8. **City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status, Director of Development Services**

- a. [Presentation \(On-Table\)](#)
- b. [Report](#)

ISSUANCE OF PERMITS

9. **Development Variance Permit DVP00687 for Modification to Alternative Parking Area for 230 Keary Street (Brewery District Building 8) Required**
notification has been completed.

Attachments:

- i. [Copy of Notice](#)
- ii. [Director of Development Services' report dated June 21, 2021](#)
 - a. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Written Submissions			
Name	Correspondence Date	Date Received	#
B. Sanders	July 9, 2021	ON TABLE	C-1
J. Seehra	July 12, 2021	ON TABLE	C-2

b. **Motion** to receive the correspondence concerning this application.

c. **Motion:** THAT Council approve/reject issuance of DVP00687.

10. Development Variance Permit DVP00693 for Modification to Parking Requirements for 65 East Sixth Avenue (təməsewtx^w Aquatic and Community Centre)

Required notification has been completed.

Attachments:

- i. [Copy of Notice](#)
- ii. [Director of Development Services' report dated June 21, 2021](#)
- a. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Written Submissions			
Name	Correspondence Date	Date Received	#
K. Lee	June 28, 2021	June 28, 2021	C-1
J. and W. Simmer	July 1, 2021	July 2, 2021	C-2
P. Larose	July 5, 2021	July 5, 2021	C-3
D. Wu	July 8, 2021	ON TABLE	C-4

b. **Motion** to receive the correspondence concerning this application.

c. **Motion:** THAT Council approve/reject issuance of DVP00693.

CONSENT AGENDA

Chief Administrative Officer

11. [Public Engagement Policy](#)

12. [COVID-19 Pandemic Response – Update and Progress from the Five Task Forces](#)

13. [Extension of Temporary Patio Program to Support Business Recovery](#)
14. [Submission to the Department of Canadian Heritage Museum Assistance Program under the COVID-19 Reopening Fund](#)

CFO/Director of Finance

15. [Revised Attachment #7 for 2020 Statement of Financial Information](#)

City Clerk

16. [A Bylaw to Amend Delegation Bylaw No. 7176, 2015](#)
17. [Recruitment 2021: Grant Committee Appointments](#)
18. **Minutes for Adoption**
 - a. [June 14, 2021 Special Regular Meeting](#)
 - b. [June 21, 2021 Open Workshop](#)
 - c. [June 21, 2021 Regular Meeting](#)

City Clerk and Director of Development Services

19. [New Westminster Restart Plan - Council Meetings and Development Review Processes](#)

Director of Development Services

20. [330 East Columbia Street \(Royal Columbian Hospital Redevelopment Project\): Request for Exemption to Construction Noise Bylaw](#)
21. [22nd Street SkyTrain Station: Escalators Replacement Project - Request for Extension of the Construction Noise Bylaw Exemption](#)
22. [Columbia Street Project Metro Vancouver Sewer Interceptor Project\): Request for Exemption to Construction Noise Bylaw](#)
23. [Provincial Housing Needs Report Program: Understanding Housing and Homelessness in New Westminster - A Housing Needs Report 2021 – 2031](#)
24. [Recommended Climate Key Performance Indicators for Annual Seven Bold Steps Report Card](#)

25. [2035 London Street: Connaught Heights Small Sites Affordable Housing Project - Update](#)
26. [601 Sixth Street: Development Variance Permit to Vary Off-Street Parking and Loading](#)
27. [Active Heritage Revitalization Agreement Applications in the Queen's Park Heritage Conservation Area](#)

Director of Development Services and Director of Engineering Services

28. [660 Quayside Drive \(Bosa Developments\): Request for Exemption to Construction Noise Bylaw](#)

Director of Engineering Services

29. [Waste Reduction and Recycling Community Engagement Results and Options for City Residential Recycling Collection Program](#)

Director of Parks and Recreation

30. [Queen's Park - Proposed Bike Skills Park](#)

General Manager, Electrical Operations

31. [Telus PureFibre MOU](#)

Land Use and Planning Committee

32. [219 Second Street: Demolition and Heritage Protection](#)

Committees

33. [COVID-19 At-Risk and Vulnerable Populations Task Force Budget Reallocation Request for the Seniors Integrated Support Pilot Project and Enhanced Personal Identification Services](#)

ITEMS REMOVED FROM THE CONSENT AGENDA

DELEGATIONS – 7:00 PM

34. **Open Delegations**

BYLAWS

35. [Delegation Amendment Bylaw No. 8270, 2021](#)

THREE READINGS

36. Bylaws for adoption:

- a. [Zoning Amendment Bylaw \(330 East Columbia Street – Royal Columbian Hospital\) No. 8213, 2020](#)

ADOPTION

NEW BUSINESS

37. [Tourism New West Office Space Lease \(On-Table\)](#)
38. [Release of Closed Resolution: Chief ?Ahan Memorial Budget \(On-Table\)](#)
39. [Release of Closed Resolution: Councillor Nakagawa and FCM Committee \(On-Table\)](#)
40. [Release of Closed Resolution: City's Heat Plan \(On-Table\)](#)

ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

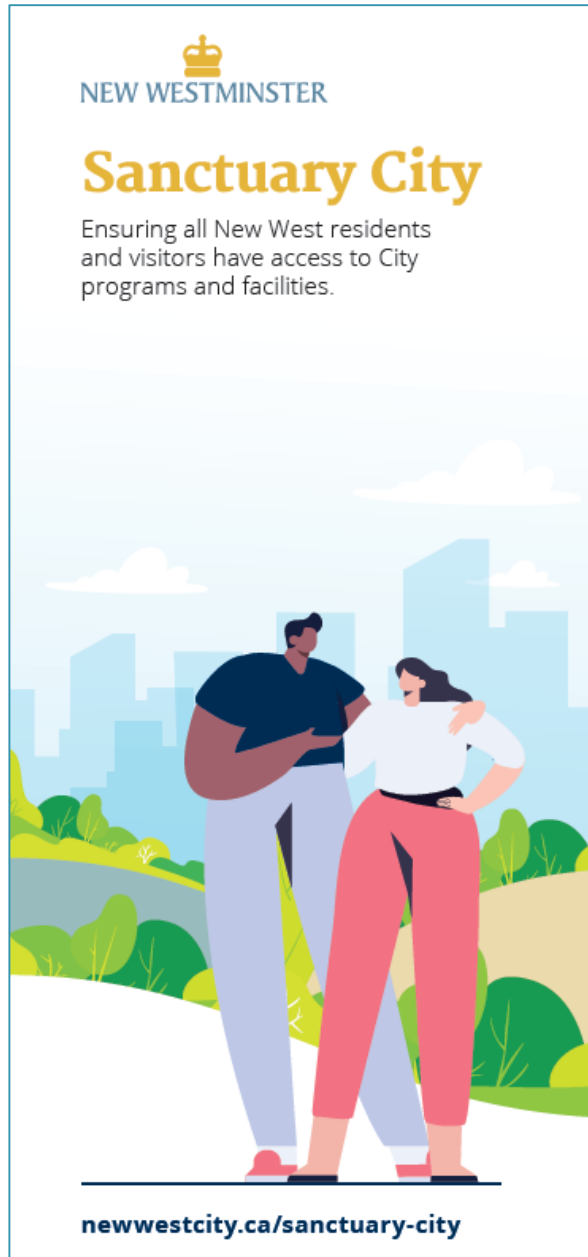
NEXT MEETING

AUGUST 30, 2021

On August 30, an Open Council Workshop will be held which begins at 12:00 p.m. Following that, a Regular meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting. All meetings will be held under Ministerial Order No. M192/2020. The Regular meeting will reconvene at 6:00 p.m. In addition to virtual access for the Open Workshop and the Regular Council meeting in the evening, the Council Chamber will be open for public attendance.

ADJOURNMENT

There is no Report with this Item.
Please see Attachment(s).



City of New Westminster Sanctuary City Policy:

Access to City Services, Facilities, and
Programs for All Community
Members, Regardless of Immigration
Status

July 12, 2021

Background

January 28, 2019 – Council adopted the following motion,

THAT Council direct City staff to do a report on the feasibility of making New Westminster a Sanctuary City.

February 25, 2019 – Council adopted the following motion,

THAT Council direct staff to develop a draft Sanctuary City Policy and Implementation Plan, with the input of the Multiculturalism Advisory Committee and the Welcoming and Inclusive Communities (WINS) Local Immigration Partnership, and report back to Council.

Process

Case Study Research (Spring 2019)

- Review of Canadian municipalities that have Sanctuary City policies.

Policy Development with Input from MAC and WINS LIP (Summer/Fall 2019)

- Review the learnings from the case study research with MAC and WINS LIP.

Internal Stakeholder Consultation (ongoing)

- Consult internally with City departments on draft policy and implementation considerations.

Community & Stakeholder Consultation (March 2020 and March-June 2021)

Engagement Summary

Public Open House (March 10, 2020)

- Low attendance (COVID-19 pandemic)

Online Survey (March 9 – June 5, 2020)

- 38 respondents

Virtual Stakeholder Workshop (April 23, 2021)

- 14 participants (8 non-profit organizations of 28 invited)

Online Survey (April 22 – May 25, 2021)

- 23 respondents

Workshop with Individuals with Lived/Living Experience (June 9, 2021)

- 7 participants

Internal Consultation with City Departments (ongoing)



Key Themes

Key themes that emerged through the process included the importance of:

- Individuals from affected communities reviewing the policy.
- NW Police policy aligning with the City policy.
- Ensuring that all community members feel welcome when accessing City facilities, programs and services.
- Ensuring adequate focus and resources on implementing the policy.
- Developing training and communications materials with affected communities.
- Companion anti-racism training.

Proposed Sanctuary City Policy

Intent

To support New Westminster community members with uncertain, precarious, undocumented, refugee or no immigration status to access City facilities, programs and services with the knowledge that the City of New Westminster will not ask for information about their immigration status and will not provide information about immigration status to other institutions or orders of government.

Summary of Policy Provisions

- Applies to facilities, programs and services directly provided by the City of New Westminster.
- Guides actions of the City, including elected officials, City staff, City volunteers, and contractors/ consultants
- NW Police will develop an independent policy, to be approved by the Police Board.
- Welcome, treat with respect and dignity, and improve access for persons of all immigration statuses.
- Accept various forms of identification, confidentiality maintained.
- Will not request information about immigration status.
- Will not report or share information about immigration status, unless required by law.

New Westminster Police Department

- NWPD staff have been engaged with City staff at the outset of this initiative and have participated in the many reviews and stakeholder engagement sessions.
- The NWPD are committed to ensuring community safety in New Westminster, which includes access to services for witnesses or victims requiring police assistance, including persons with uncertain immigration status.
- The NWPD has committed to taking all this work into consideration and to reflect the input, where possible, within their review and update of NWPD policies.
- The NWPD will be developing their own policy and/or guidelines in support of the objectives of this policy, which will go to their Police Board for approval.

Proposed Implementation: Key Objectives

1. To inform and educate the community (residents and visitors) about the policy, how it aligns with the City's priorities, **what it is, why it is important, and how it affects them.**
2. To inform, educate and train City staff about the policy provisions and how to apply the provisions in their day-to-day jobs so that all residents, regardless of immigration status, **know they are welcome** to access City facilities, programs and services and that they **will not be asked** for their immigration status when doing so.
3. To align the policy, especially training and public awareness, with the City's Diversity, Equity, Inclusion and Anti-Racism Framework (currently underway) including **anti-racism training for all City staff** anticipated to start in late 2021.
4. To collaborate with the **Welcome Centre as a key resource** for information about the Policy and as a key access point to the City.

Phase 1 Implementation: July – Sept. 2021

Staff Training and Education

Train-the-trainer delivery model - training Managers and Supervisors from all City Departments

- What are the provisions of the policy?
- Why is it important?
- How does it affect my job? What do I do differently? What do I need to know?
- Where do I find information about the policy and who do I contact if I have questions?

Materials developed by staff with input from affected communities, including:

- PowerPoint and FAQ.
- Resources on anti-racism and unconscious/conscious bias.

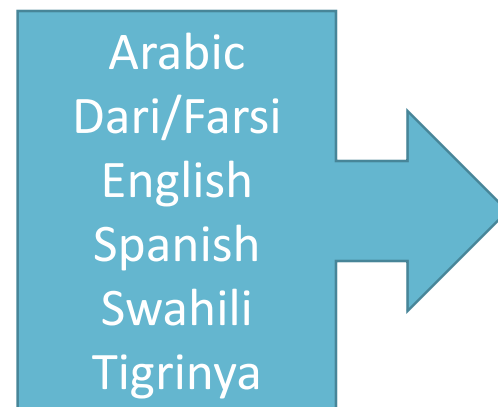
Language about intent of the Sanctuary City Policy will be added to City contracts with third parties, such as consultants/contractors, and to the City's Community Grants application form.

Phase 1 Implementation: July – Sept. 2021

Communications and Public Awareness

Plain language, user friendly brochure developed with feedback from individuals with lived/living experience, MAC and WINS LIP.

- What does it mean to be a Sanctuary City?
- How will it be applied?
- Who does it apply to?
- How does it affect me?



Other materials:

- Short video with key messages from brochure & FAQs (website, community partners, etc.).
- Poster with key messages from brochure at all City facilities.
- Links to resources on anti-racism and unconscious/conscious bias on website.

Phase 2 Implementation: Winter 2021

Staff Training and Education

- Building awareness in staff / opportunities to learn.
- Deeper work of confronting one's unconscious/conscious bias.
- Alignment with/housed within City's Diversity, Equity, Inclusion and Anti-Racism framework (DEIAR).
- City-wide anti-racism training anticipated to begin in winter 2021.

Key Theme
**Importance of anti-racism,
cultural awareness,
unconscious bias training.**



NWPL Anti-Racism Resource List



Phase 2 Implementation: Winter 2021

Communications and Public Awareness

- Develop a list of all types of identification that would be accepted for those programs or services that require identification - include options outside of traditional identification.
- Develop a list of all the facilities, programs and services to which the Sanctuary City Policy would apply and indicate when identification would be required.

Reporting and Evaluation

- Develop a reporting and evaluation protocol in collaboration with all City departments and reviewed by affected communities.

Identification Bank

- Explore expanding possible identification bank to serve individuals with no or precarious immigration status.

Next Steps

1. That Council endorse the City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status.
2. That Council endorse the recommended actions for implementation phase one and phase two as contained under the 'Next Steps' Section of the report.
3. That Council direct staff to include \$5,000 in the 2022 budget process for ongoing implementation of the Sanctuary City Policy through the Diversity, Equity, Inclusion and Anti-Racism Framework.

If endorsed by Council, initial implementation will include:

- Phase 1 public awareness campaign to inform the public about the policy.
- Phase 1 training for City staff on the provisions of the policy.

Thank you.



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Emilie K Adin, MCIP **File:** 13.2630.10
Director of Development Services **Item #:** 260/2021

Subject: **City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status**

RECOMMENDATION

***THAT** Council endorse the City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status.*

***THAT** Council endorse the recommended actions for implementation phase one and phase two as contained under the 'Next Steps' section of this report.*

***THAT** Council direct staff to include \$5000 in the 2022 budget process for ongoing implementation of the Sanctuary City Policy through the Diversity, Equity, Inclusion and Anti-Racism Framework.*

EXECUTIVE SUMMARY

Council, at its Regular Meeting of February 25, 2019, directed staff to develop a Sanctuary City Policy and Implementation Plan with the input of the City's Multiculturalism Advisory Committee and the Welcoming and Inclusive New Westminster Local Immigration Partnership Council.

In spring 2019, City staff initiated a collaborative process to develop a draft Sanctuary City Policy with the Multiculturalism Advisory Committee and the Welcoming and Inclusive New Westminster Local Immigration Partnership Council, which included case study

research, policy development, community and stakeholder engagement, and consultation with individuals with lived and/or living experience of no or precarious immigration status. With the completion of the Sanctuary City Policy, staff is seeking Council endorsement of the policy and the recommended actions for implementing the policy.

PURPOSE

The purpose of this report is fourfold: (1) to update Council on the process to develop the Sanctuary City Policy; (2) to outline next steps for implementing the policy, including staff training, education, public awareness, and communications; (3) to recommend that Council direct staff to include \$5000 in the 2022 budget process for ongoing implementation; and, (4) to seek Council's endorsement of the Sanctuary City Policy.

POLICY CONTEXT

For information on the policy context, please refer to Attachment 1.

BACKGROUND

Previous Council Direction

At the Council Meeting of February 25, 2019, Council adopted the following motion:

***THAT** Council direct staff to develop a draft Sanctuary City Policy and Implementation Plan, with the input of the Multiculturalism Advisory Committee and Welcoming and Inclusive New Westminster Local Immigration Partnership and report back to Council.*

At the Council Meeting of January 28, 2019, Council adopted the following motion:

***THAT** Council direct city staff to do a report on the feasibility of making New Westminster a Sanctuary City.*

***THAT** this report be vetted through the Multiculturalism Advisory Committee for discussion and review.*

Sanctuary City Policies

In Canada, Sanctuary City policies typically refer to interventions that remove barriers for individuals with no or precarious immigration status to access municipal facilities, programs and services and to feel welcome while doing so. These policies are commonly referred to as "access without fear" policies, highlighting the fundamental principle of striving to create safe and welcoming experiences for all individuals regardless of their immigration status. Sanctuary City policies are also sometimes referred to as "don't ask/don't tell" policies.

“Don’t ask” highlights that individuals will not be asked about their immigration status when accessing municipal facilities, programs and services, and “don’t tell” highlights that if information about immigration status is disclosed, that the information will not be shared with others unless required by the law.

Demonstrated Need for A Policy

While most people enter and stay in Canada through government processes, there are some who are here with uncertain, precarious, undocumented, refugee, or no immigration status. This includes temporary foreign workers whose work permits have expired, people with a sponsorship breakdown resulting from a marital separation, students who overstay their study or work permits, and individuals who have had their status taken away, been coerced by human traffickers, or had their refugee claim denied.

Like many other municipalities in Metro Vancouver, New Westminster is home to many immigrants and refugees. In 2016, over one in three residents (35%) were immigrants, of which approximately 10% were refugees. While there are few reliable statistics at the provincial and municipal levels on individuals with no or precarious immigration status, there is estimated to be upwards of 1.6 million Canadians who do not have citizenship or permanent resident status, with this including temporary foreign workers, international students, and individuals with no or precarious status (Migrant Workers Alliance for Change).

PROPOSED SANCTUARY CITY POLICY

The proposed City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status, is included as Attachment 2. The Sanctuary City Policy was developed through an extensive engagement process (see Development of Proposed Policy Section), which included feedback from individuals with lived and/or living experience of no or precarious immigration status, which was closely considered to ensure that the policy reflects their voices.

The intent of the Sanctuary City Policy is to support New Westminster community members with uncertain, precarious, undocumented, refugee or no immigration status to access City facilities, programs and services with the knowledge that the City of New Westminster will not ask for information about their immigration status and will not provide information about immigration status to other institutions or orders of government.

Summary of Sanctuary City Policy Provisions

- Applies to facilities, programs and services directly provided by the City of New Westminster; guiding the actions of the City, including elected officials, City staff, City volunteers, and contractors or consultants providing services on behalf of the City, including Fire and Rescue Services, but excluding The New Westminster Police Department which will develop an independent policy, to be approved by the Police Board.
- City facilities, programs and services will welcome, treat with respect and dignity, and improve access for persons of all immigration statuses.
- The City will accept various forms of identification, keeping identification records strictly confidential and solely for the purposes for which it is collected, will not request or gather personal information concerning immigration status, and will not share immigration status to other authorities unless required by law.
- City policies and procedures to be consistent with Sanctuary City Policy.

DISCUSSION**Development of the Proposed Policy**

The process to develop the City's Sanctuary City Policy and implementation provisions was a collaborative one with the City's Multiculturalism Advisory Committee, the WINS Local Immigration Partnership Council, a group of individuals with lived and/or living experience of no or precarious immigration status, and non-profit organizations working with individuals with no or precarious immigration status. The process, including consultation, is outlined in Attachment 3, and included: Case Study Review (March/April 2019); Policy Development with MAC and WINS LIP (May 2019 to June 2021); Inter-Departmental Review (November 2019 - ongoing).

Key Themes

Key themes that emerged through the process included the importance of:

- individuals from affected communities reviewing the policy;
- the NW Police policy aligning with the City policy;
- ensuring that all community members feel welcome when accessing the City;
- ensuring adequate focus and resources on implementing the policy;
- developing training and communications materials with affected communities; and,
- companion anti-racism training.

Implementation Objectives

The case study review of other Canadian municipalities with Sanctuary City or similar policies highlighted that municipal implementation of these policies can be challenging. Reasons cited include limited resources, lack of knowledge about such policies, unconscious and conscious bias and discrimination, and the limited powers of Canadian municipalities over policing and immigration.

The following key objectives will guide the implementation of the City of New Westminster Sanctuary City Policy:

- Inform and educate community members about the policy, how it aligns with the City's priorities, what it is, why it is important, and how it affects them.
- Inform, educate and train City staff about the policy provisions and how to apply the provisions in their day-to-day jobs so that all community members, regardless of their immigration status, know they are welcome to access City facilities, programs and services and that they will not be asked about immigration status when doing so.
- Align the policy, especially training and public awareness, with the City's Diversity, Equity, Inclusion and Anti-Racism Framework (currently underway) including anti-racism training for all City staff anticipated to start in late 2021.
- Collaborate with the Welcome Centre as a key resource for information about the policy and with local non-profit settlement and social service organizations.

NEXT STEPS

Implementation

The implementation approaches presented below were reviewed and updated with input collected at the workshop with individuals with lived and/or living experience of no or precarious immigration status, the Multiculturalism Advisory Committee and WINS Local Immigration Partnership.

Sanctuary City Policy

If Council endorses the Sanctuary City Policy, staff propose two phases for implementation, detailed in Attachment 4, with the following steps:

Phase 1

- Staff Training and Education (July – September 2021)
- Communications and Public Awareness (July – September 2021)
- Language about intent of the Sanctuary City Policy will be added to City contracts with third parties, such as consultants and contractors, and to the City's Community Grants application form.

Phase 2

- Communications and Public Awareness (Fall / Winter 2021)
- Staff Training and Education, including anti-racism training, as part of the Diversity, Equity, Inclusion and Anti-Racism Framework (Winter 2021)
- Reporting and Evaluation (Winter 2021)
- Identification Bank

Staff training and education on the Sanctuary City Policy will also be included as part of the Corporate Training Program administered by the Human Resources Department.

INTER-DEPARTMENTAL LIAISON

The Development Services Department is working with all City Departments on the implementation of the Sanctuary City Policy and working closely with the Human Resources Department on staff training and education and the Communications Department on the Public Awareness and Education component of the implementation plan.

FINANCIAL IMPLICATIONS

The City's Development Services Department, as part of its 2021 Operating Budget, has allocated \$5,000 for implementation related to the Sanctuary City Policy. Staff is recommending that an amount of \$,000 be included in the 2022 budget process in order to cover costs related to ongoing implementation through the Diversity, Equity, Inclusion and Anti-Racism Framework.

OPTIONS

The following options are presented for Council's consideration:

1. That Council endorse the City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status.
2. That Council endorse the recommended actions for implementation phase one and phase two as contained under the 'Next Steps' Section in this report.
3. That Council direct staff to include \$5000 in the 2022 budget process for ongoing implementation of the Sanctuary City Policy through the Diversity, Equity, Inclusion and Anti-Racism Framework.
4. That Council provide staff with other direction.

Staff recommends options 1, 2 and 3.

ATTACHMENTS

Attachment 1: Policy Context

Attachment 2: Proposed Sanctuary City Policy

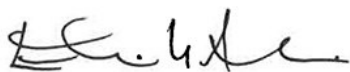
Attachment 3: Policy Development Process

Attachment 4: Implementation

This report has been prepared by:
Claudia Freire, Housing Social Planner

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Policy Context

POLICY CONTEXT

Council Strategic Plan: 2019-2022

The *Council Strategic Plan: 2019-2022* (July 8, 2019) includes the following key directions:

- *Create a welcoming, inclusive, and accepting community that promotes a deep understanding and respect for all cultures.*
- *Apply a social equity lens throughout the organization to ensure that all residents can access, participate in, and benefit from City facilities, infrastructure, programs, and services.*

Official Community Plan

The *Official Community Plan* (2017) includes the following four policies under Community and Individual Wellbeing.

Policy 1.2 Create a community that is welcoming, inclusive and accepting of people with different backgrounds, cultures and lifestyles.

Policy 1.4 Encourage social connectedness, neighbourliness and community building.

Policy 1.5: Facilitate and support civic engagement, including with at-risk, marginalized and vulnerable populations.

Policy 1.7: Create a safe community for residents, students, visitors and workers.

Safe Harbour Program

The City received certification under the *Safe Harbour Program* in 2013, which included staff training in the following areas:

- *Increased awareness of the various dimensions of diversity that exist in the workplace and community;*
- *Critical reflection and understanding of stereotyping; and,*
- *Preparedness to address discrimination on the spot.*

Multiculturalism Policy

The City's *Multicultural Policy* (2008) includes the following statements:

- *The City of New Westminster recognizes and values the ethno-cultural diversity of its people and strongly believes that this diversity is a source of enrichment and strength;*
- *The City of New Westminster promotes understanding, sensitivity and positive attitudes towards people of different ethno-cultural backgrounds, amongst municipal politicians, staff and committees, and in the community; and,*
- *The City of New Westminster supports equality and the rights of all people to access municipal programs and services*

Attachment 2

Proposed Sanctuary City Policy

PROPOSED SANCTUARY CITY POLICY

City of New Westminster Sanctuary City Policy: Access to City Facilities, Programs and Services for All Community Members, Regardless of Immigration Status

A. POLICY STATEMENT

The City of New Westminster places high value on the principles of equality and equity and the rights of all community members, regardless of immigration status, to access City facilities, programs and services.

The intent of this policy is to support New Westminster community members with uncertain, precarious, undocumented, refugee or no immigration status to access City facilities, programs and services with the knowledge that the City of New Westminster will not ask for information about immigration status and will not provide information about immigration status to other institutions or orders of government.

B. POLICY APPLICATION

This policy applies to facilities, programs and services directly provided by the City of New Westminster.

This policy will guide the actions of the City, including elected officials, City staff, City volunteers and contractors or consultants providing services on behalf of the City, and Fire and Rescue Services.

The New Westminster Police Department will be developing their own policy and/or guidelines in support of the objectives of this policy, which will go to their Police Board for approval.

C. DEFINITIONS

Immigration Status: The legal means through which an immigrant can remain in Canada. An immigrant is a non-citizen who has been granted the right to live in Canada permanently or temporarily by federal immigration authorities. This includes those who have come through various immigration pathways, such as a refugee, student, temporary worker, or visitor.

Uncertain Immigration Status: Refers to individuals who may have a pending status and/or unknown immigration status. This could include an individual who has received a negative decision on their application to stay in Canada and is actively appealing that decision.

Precarious Immigration Status: Refers to individuals who do not have permanent immigration status and who may be at risk of losing their temporary status or who have lost their legal immigration status through various means. Precarious status in Canada can include temporary workers, students and refugee applicants, as well as people who have overstayed their visa and permits, denied refugee claimants and undocumented entrants.

Undocumented: An individual who does not have formal or legal status to reside in Canada. Undocumented individuals may have entered Canada either voluntarily or through coercion without any legal documentation or visa, or may have entered Canada with a visa that has since expired or been revoked.

No Immigration Status: A person who has entered and/or remains in Canada without the permission of the federal government.

Refugee: A person forced to flee from persecution for reasons of race, religion, nationality, or membership of a particular social group or political opinion.

D. POLICY PROVISIONS

1. Access to City Facilities, Programs and Services

- a) Access to City facilities, programs and services is not dependent on immigration status.
- b) Welcome persons of all immigration statuses, including uncertain, precarious, undocumented, refugee or no immigration status, into the community through access to City facilities, programs and services.
- c) Treat persons of all immigration statuses, including uncertain, precarious, undocumented, refugee or no immigration status, with respect and dignity when accessing City facilities, programs and services.
- d) Improve access for persons of all immigration statuses, including uncertain, precarious, undocumented, refugee or no immigration status, to City facilities, programs and services, by not asking for information about immigration status and not providing information about immigration status to other institutions or orders of government.
- e) City policies and procedures to be consistent with the Sanctuary City policy.

2. Identification, Privacy and Reporting

- a) City staff will not request or gather personal information concerning immigration status in the course of providing City services or when community members are accessing City facilities and programs, and identification will be requested only when necessary.
- b) A variety of forms of identification will be accepted.
- c) Records of identification provided to City staff will be kept strictly confidential and used solely for the purposes for which intended.
- d) City staff will not report immigration status to the New Westminster Police Department (NYPD), Royal Canadian Mounted Police (RCMP), or Canadian Border Services Agency (CBSA) unless required by law.

E. IMPLEMENTATION PROVISIONS

1. Training and Education

- a) Ongoing training for City staff on the Sanctuary City Policy, especially on the importance of confidentiality and the right of all persons to access City facilities, programs and services. Develop training materials in consultation with affected communities.
- b) Integrate training on the Sanctuary City Policy with other City staff training programs whenever possible.
- c) Align with future training delivered through the City's Diversity, Equity, Inclusion and Anti-Racism Framework.

2. Communication & Public Awareness

- a) Develop a communication strategy to keep the community informed about the Sanctuary City Policy.
- b) Facilitate awareness about the Sanctuary City Policy with public and community partners.
- c) Create a list of the types of identification that will be accepted by the City.

3. Reporting & Evaluation

- a) Establish and implement a complaint protocol and monitoring program.
- a) Report to Council every two years.

Attachment 3

Policy Development Process

POLICY DEVELOPMENT PROCESS

Case Study Review (March/April 2019)

As a first step, staff reviewed six Canadian municipalities that have implemented policies to support individuals with no or precarious immigration status:

- City of Edmonton, Access to Municipal Services Without Fear Policy, 2018
- City of London, Free of Fear Services for All Policy, 2018
- City of Montreal, Sanctuary City Designation, 2017
- City of Vancouver, Access to City Services Without Fear Policy, 2016
- City of Hamilton, Access to Services for Undocumented Individuals Policy, 2014
- City of Toronto, Access to City Services for Undocumented Torontonians Policy, 2013

These policies converged on several key objectives: (1) provisions for removing barriers to accessing municipal facilities, programs and services; (2) privacy of information; (3) staff training and education; (4) companion anti-racism training; (5) communication and public awareness; and, (6) police service companion policies.

Policy Development with MAC and WINS LIP (May 2019 to June 2021)

Learnings from the case study research were presented to the Multiculturalism Advisory Committee and WINS Local Immigration Partnership Council, and the draft policy and implementation provisions were developed over several meetings between May 2019 and June 2021 (of note, work on the Sanctuary City Policy was paused from March 2020 to March 2021 due to the COVID-19 pandemic).

Inter-Departmental Review (November 2019 - ongoing)

Consultation with various City Departments began in winter 2019 with a focus on the proposed implementation provisions, including identifying programs and services that require identification, the types of identification accepted, ideas for acceptable alternate forms of identification, circumstances where staff might ask about immigration status, and feedback on staff training and education.

CASE STUDY REVIEW

Municipality	Key Principles / Actions	Collaboration with Police
EDMONTON Access to Municipal Services Without Fear Policy, 2018	<ul style="list-style-type: none"> • Promote full integration of persons of all immigration statuses, including precarious or undocumented status, into the community through information, education, and the provision of City services. • Ensure that persons of all immigration statuses treated with respect and dignity when accessing City services. • Limit barriers to participation as required by persons with precarious or undocumented immigration status. • Identification requested only when necessary. • Accept a variety of forms of identification for City services and programs. • Records of identification provided kept strictly confidential & used solely for the purposes for which intended. 	<p>Staff report recommends exploring further policy and procedure alignment opportunities with Edmonton Police Service.</p> <p>Orientation and training for Community Peace Officers for consistency with City's identification requirements</p>
LONDON (ON) Free of Fear Services for All Policy, 2018	<ul style="list-style-type: none"> • Access to City services free of fear, treated with respect & dignity – access not dependent on immigration status • Adoption of non-disclosure practice by City staff to enquire about immigration status, unless legally required to do so to access specific city services • No reporting of any residents immigration status to CBSA, London Police Service, Campus Community Police Service, Ontario Provincial Police, RCMP unless required to do so by law. 	<p>Policy states that it does not apply to London Police Services Board.</p>

Municipality	Key Principles / Actions	Collaboration with Police
MONTREAL Sanctuary City Declaration, 2017	<ul style="list-style-type: none"> • Offer access to city programs and services & improve access for persons without legal status to services provided by the city and its partners, without fear of being denounced or deported. • Training and education for front-line staff. • A complaint protocol and communication strategy to keep Montrealers informed of the scope of the city's commitment to be a Sanctuary City. 	<p>City request for Police to develop an approach to ensure that persons without legal status and in vulnerable situations can have access to municipal public safety services without a risk of being denounced to immigration authorities or deported, unless this person is specifically subject to a compliance order issued by a jurisdictional authority in a criminal and security matter.</p>
VANCOUVER Access to City Services Without Fear Policy, 2016	<ul style="list-style-type: none"> • Access to City services is not dependent on immigration status - staff will not ask for or seek out an individual's immigration status. • Privacy of Information - personal information concerning immigration status is not requested or gathered in the course of providing City services unless required by law. • Relationship with Canada Border Services Agency, CBSA - voluntary disclosure of immigration status and enforcement of immigration law is outside the scope of the City's jurisdiction, City staff are not permitted to disclose personal information as a general rule except in accordance with the law. 	<p>The Vancouver Police Board was asked to develop policy that supports the “spirit and objectives” of the City's policy.</p> <p>2018 - VPB approved the “Access to Police Services without Fear – VPD Guidelines”.</p>

Municipality	Key Principles / Actions	Collaboration with Police
HAMILTON Access to Services for Undocumented Individuals Policy, 2014	<ul style="list-style-type: none"> • Anti-racism training, enhanced to discuss providing services to undocumented individuals. • Public education / leadership with public partners, NPOs • Advocate to senior government to remove barriers to achieving full status. 	City report shared with Hamilton Police Services (HPS) – HPS cited need for further work to understand the implications for HPS and linkages to Police Services Act.
TORONTO Access to City Services for Undocumented Torontonians Policy (Access T.O.), 2013	<ul style="list-style-type: none"> • Immigration/citizenship information for the purposes of determining service/program eligibility will only be collected where specifically required by either provincial or federal legislation, policies or agreements. • City divisions, agencies and corporations policies and procedures to be consistent with policy. • Training program to inform, educate and train appropriate City staff. 	<p>Work with the Toronto Police Services:</p> <ul style="list-style-type: none"> • To ensure victims and witnesses of crime will not be asked about immigration status; • To articulate bona fide law enforcement reasons that would require the Toronto Police Service to ask about immigration status; • Police mechanisms to encourage victims and witnesses of crime to come forward without fear of exposing their status.

INTERDEPARTMENTAL REVIEW

Are there any programs or services offered by your Department that would require a resident to provide identification? If immigration status were revealed in the course of providing services, would staff report to the NW Police or CBSA?	
Engineering Operations	Discounted rate at cemetery and at Animal Services when animal surrendered / redeemed. Recycling depot for green waste disposal. <i>Report immigration status: No</i>
Financial Services	When record copies requested (e.g. bill, statement, etc.) to verify ownership and when picking up cheques. <i>Report immigration status: No</i>
Parks & Recreation	Financial Assistance Program. Century House Association - Program Registration (name, address, phone, e-mail if they have it). <i>Report immigration status: No</i>
Museum + Heritage	Museum donations <i>Report immigration status: No</i>
Anvil Centre	ID for liquor service and Conference Client requires ID for their events. Programs with community partners where the partner requires ID (e.g. generally a program for youth). <i>Report immigration status: No</i>
Licensing & Integrated Services	Business License Application and Bylaws may ask someone to produce ID to issue a ticket. Sometimes ask for ID to confirm who we are speaking to <i>Report immigration status: Only if individual is at risk (e.g. victim of human trafficking)</i>
Library	Photo ID for Library Card Full membership. Other low-barrier membership cards available that do not require ID – e.g. an Internet Only card that allows people with no ID whatsoever to use the public computers. Also, have the Access Card for people with no proof of address, which includes internet use and ability to borrow materials. <i>Report immigration status: No</i>
Fire Dept.	Emergency medical services, Emergency evacuation services <i>Report immigration status: No</i>

When identification is required, what type of identification would be accepted and what alternatives would you consider.	
Engineering Operations	<i>Accepted:</i> BCID / BCDL. <i>Alternatives:</i> Letter from NPO that fulfills any bylaw requirements (Cemetery requires someone to live in the city for at least 3 months).
Financial Services	<i>Accepted:</i> Any one of photo ID including DL, passport, permanent resident card, BC Care Card (PHN), etc. <i>Alternatives:</i> any other photo ID.
Parks & Recreation	<i>Accepted:</i> Proof of NW residency, Utility bill. <i>Alternatives:</i> Can work with community organizations to indicate NW residency, would accept a letter of verification from SD40.
Museum + Heritage	<i>Accepted:</i> BCID / BCDL. <i>Alternatives:</i> Utility bill, library card, letter from non-profit.
Anvil Centre	<i>Accepted:</i> BCID / BCDL, work ID card, University ID. <i>Alternatives:</i> any other photo ID.
Licensing & Integrated Services	<i>Accepted:</i> What is acceptable depends on the situation. For a business license application, ticketing, and sensitive conversations with property owners or business owners request some sort of government issued ID. <i>Alternatives:</i> in addition to those listed above a passport, BC Care Card (PHN), landed immigrant document would suffice. Other situations are satisfied by the person just providing their first and last name verbally.
Library	<i>Accepted:</i> Any photo ID, Utility bill, Bank card, and will mail a letter to residence, which can be brought back as proof of residence. <i>Alternative:</i> Accept almost anything from an organization that has their address on it.
Fire Dept.	<i>Accepted:</i> Any photo ID, BCID, BCDL, BC Care Card (PHN). <i>Alternatives:</i> Still provide services, even without ID for both emergency medical and Emergency Evacuation Services - can still be received by Emergency Management BC which provides 72 hours of lodging and food.

Are there obstacles or barriers in applying the policy to volunteers? Are there obstacles or barriers in applying the policy to facilities, services or programs arms length to the City	
Engineering Operations	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> No
Financial Services	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> Yes, will need to add language to contracts with consultants/contractors.
Parks & Recreation	<i>Barriers for volunteers:</i> Volunteer, applications asks for name, address, phone, email, so that they can be put in the database, after which no ID required. <i>Barriers for arms-length to City:</i> No
Museum + Heritage	<i>Barriers for volunteers:</i> Yes, criminal check required for volunteers working with vulnerable populations and for working with sensitive items in the collection. <i>Barriers for arms-length to City:</i> N/A
Anvil Centre	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> N/A
Licensing & Integrated Services	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> N/A
Library	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> No
Fire Dept.	<i>Barriers for volunteers:</i> No <i>Barriers for arms-length to City:</i> No

Feedback for staff training	
Engineering Operations	<p>Key Information: Need to educate staff on why the policy is important and that it promotes equity.</p> <p>Tools: Short training video, brochure.</p> <p>Approach: Train the trainer, with short video & brochure. More accountability if delivered by managers / supervisors.</p>
Financial Services	<p>Key Information: Communicate that at this time, photo verification is required prior to release of any information.</p> <p>Tools: Ok with proposed.</p> <p>Approach: Ok with proposed.</p>
Parks & Recreation	<p>Key Information: Ok with proposed.</p> <p>Tools: Ok with proposed.</p> <p>Approach: Support need for anti-racism training citywide as it is an opportunity for dialogue resulting in a deeper understanding of the policy. This approach needs to be integrated in the way we do business and cannot be a stand-alone approach.</p>
Museum + Heritage	<p>Key Information: Ok with proposed.</p> <p>Tools: Ok with proposed.</p> <p>Approach: Ok with proposed.</p>
Anvil Centre	<p>Key Information: Ok with proposed.</p> <p>Tools: Ok with proposed.</p> <p>Approach: This content should be added to all venue Orientations and all staff should be required to go through the training prior to working their first shift.</p>
Licensing & Integrated Services	<p>Key Information: Ok with proposed.</p> <p>Tools: Education video showing the dire challenges for individuals without status and the importance of policy.</p> <p>Approach: Ok with proposed.</p>
Library	<p>Key Information: Ok with proposed.</p> <p>Tools: Ok with proposed.</p> <p>Approach: Ok with proposed.</p>
Fire Dept.	<p>Key Information: Ok with proposed.</p> <p>Tools: Ok with proposed.</p> <p>Approach: Ok with proposed.</p>

CONSULTATION

Community and Stakeholder Engagement

Public engagement on the draft Sanctuary City Policy occurred in two phases. The first phase launched in March 2020 and paused shortly after due to the COVID-19 pandemic, and the second phase launched in April 2021 to June 2021. The purpose of the engagement was:

- to share information about the purpose, intent and content of the City's draft Sanctuary City Policy with community members, including what it is and why it is important;
- to consult key stakeholders, such as individuals with lived and/or living experience of no or precarious immigration status and local settlement organizations and non-profits that work with them, on the draft policy and proposed implementation steps identifying any suggested changes or additions to the policy before it was finalized and presented to Council for endorsement;
- to discuss with stakeholders any suggestions for the New Westminster Police Department as they develop a companion policy; and,
- to build awareness about the policy so that participants will be able to share information with their clients and networks.

Engagement Summary

Engagement activities consisted of two online surveys, one public open house, one virtual stakeholder workshop with non-profits who work with individuals with no or precarious immigration status, one virtual workshop with individuals with lived and/or living experience of no or precarious immigration status, and information through the BE Heard New West platform.

- Survey #1 (March 9 to June 5, 2020) – 38 surveys completed
- Public Open House May 10, 2020 – low attendance because of COVID-19 pandemic
- Survey #2 (April 22 to May 25, 2021) – 23 surveys completed
- Virtual Stakeholder Workshop (April 23, 2021) – 14 participants from 8 non-profits
- Virtual Workshop with Individuals with Lived/Living Experience (June 9, 2021) – 7 participants
- Be Heard New West Platform - 219 participants who visited at least one of the Sanctuary City Policy pages

Engagement Activities

Survey #1 (March 9 to June 5, 2020)

An online survey was posted on the City website from March 9 to June 5, 2020. The survey asked respondents to review the draft policy statement, policy provisions, and implementation provisions and comment on whether they agree or disagree, and to provide their reasons if they disagree. There were 38 completed surveys.

Public Open House (May 10, 2020)

A two-hour public open house was held on May 10, 2020. The open house consisted of display boards on all sections of the policy and included opportunities for discussions with staff, for providing feedback directly on the display boards and to complete survey #1. The open house was held on the same week that the Provincial Health Orders were declared in regards to the Covid-19 pandemic and as such, attendance was very low with five participants.

Survey #2 (April 22 to May 25, 2021)

An online survey was posted on the Be Heard New West platform from April 22 to May 25, 2021 inclusive. The survey asked respondents to review the various sections of the draft policy including the statement, policy provisions, implementation provisions and feedback for New Westminster Police Department. There were 23 completed surveys.

Virtual Stakeholder Workshop (April 23, 2021)

A 90-minute online workshop engaging with stakeholders from local non-profit organizations working with individuals with lived/living experience of no or precarious immigration status was held on April 23, 2021. It consisted of a brief overview presentation on the draft Sanctuary City Policy, followed by a world café style session where participants rotated between three breakout rooms to provide feedback on different sections of the policy. There were three rounds, which allowed all participants to provide feedback on all aspects of the policy followed by a question and answer period and dedicated time to provide feedback to the NWPD for their future policy. There were 14 participants representing 8 non-profit organizations. Organizations invited to the workshop included (organizations who participated in the workshop are in bold italicized font):

WINS LIP Members

<i>Umbrella Multicultural Health Coop</i>	Pacific Immigrant Resource Society	<i>Family Services of Greater Vancouver</i>
<i>Mosaic</i>	NW Family Place	<i>Lower Mainland Purpose Society</i>
SUCCESS	Elizabeth Fry Society	Douglas College
New West Hospice Society	Seniors Services Society	Fraserside Community Services
<i>Immigrant Services Society of BC</i>	<i>Fraser Works Co-op</i>	

Regional Serving Organizations

Affiliation of Multicultural Societies & Service Agencies BC	Vancouver Association for Survivors of Torture	Migrant Workers Dignity Association
<i>Sanctuary Health</i>	Inland Refugee Society	Migrant Workers Centre BC
Muslim Food Bank	No One is Illegal	<i>Journey Home</i>
Rainbow Refugee	SWAN Vancouver	Westcoast Leaf
Battered Women's Support Services	WATARI Counselling & Support Services Society	

Virtual Workshop with Individuals with lived/living experience (June 9, 2021)

A two our workshop was held with participants with lived/living experience of no or precarious immigration status on June 9, 2021. The workshop consisted of a brief overview

presentation on the draft Sanctuary City Policy followed by a facilitated discussion on all sections of the policy and proposed implementation steps. The participants also provided feedback on the key messages and draft content for the communications brochure. There were 7 participants including 3 members of the Community Action Network.

Be Heard platform

There were 219 participants who visited at least one of the Sanctuary City Policy pages on the Be Heard New West platform. Of these 219 participants there were 107 who were more involved, including 80 visiting multiple project pages and 40 downloading documents. Of these 169 more involved participants, 23 completed the survey.

What We Heard

The following is a summary of what we heard from all engagement activities.

Policy Statement, Application and Framework

- Support for the policy, it is inclusive and confidentiality is maintained.
- Without the New Westminster Police Department (NYPD) developing its own corresponding policy, the name ‘Sanctuary City Policy’ would be misleading to individuals seeking sanctuary in the City.
- Instead of changing the name, the NYPD should develop a policy that mirrors that of the City, which would make the name Sanctuary City Policy more authentic.
- “Without fear” should be replaced with “with knowledge” since a policy may not always incite fear and also fear may not be removed because of this policy, fear may still be present for other reasons unrelated to this policy or regardless of this policy
- The Policy Statement reads too long and important themes are lost; consider separating into its key statement themes through simple line breaks.
- In the Policy Application section, it is important that the policy clearly define where and to whom the policy applies.
- Under Policy Framework, consider moving ‘Scope’ to the ‘Policy Application’ section as it more closely relates to the where and to whom the policy applies.
- The Scope should clarify that the policy will also guide the actions of recipients of the City’s community grants and other types of funding as appropriate.
- There were questions about the use of the word “New Westminster residents” and if the policy applies to non-residents – it should be clear that the policy applies to everyone.
- It was suggested that the word resident itself may be problematic and that an alternative term could be considered, such as ‘community member’.
- There was support for the comprehensive Definitions section noting that it captured the wide spectrum of status that individuals may be facing but there was also concern that this could put staff in a difficult position of having to interpret separated definitions that cover similar themes.
- It was suggested that reference to refugees be included in the Policy Statement alongside all the other status conditions reflected in the Definitions.
- The word ‘citizenship’ could be problematic for people who come from countries where no citizenship provided.

- Affected individuals should have the opportunity to review and comment on the draft policy.
- A majority of participants praised the City's efforts in developing a "progressive policy", and urged the NWPD to develop a corresponding policy.
- "Without fear" can be replaced with "with knowledge" since a policy may not always incite fear and also fear may not be removed because of this policy, fear may still be present for other reasons unrelated to this policy or regardless of this policy.
- The Policy should clearly state what services, programs, facilities it applies to including if it applies to services at arms-length of City (Century House Association cited as an example).
- Develop a list of services to which the policy applies.
- Reasons provided for disagreeing included concerns about illegal immigration, the potential use of taxpayer dollars, the possible impacts on municipal services, and the need for such a policy.

Policy Provisions – Access to City Facilities, Programs & Services and Identification, Privacy & Reporting

- It is important to ensure that the police in particular are required to conform, for example with respect to the relationship to CBSA.
- If we want to encourage full participation, need to consider how undocumented residents can participate as volunteers or within City activities.
- Overall happy to see this policy and satisfied with provisions.
- 'Access' is usually with the support of non-profit organizations because language is a barrier to many with precarious status, which impedes access to City services, programs, facilities.
- Fear is a big issue and individuals rely on non-profit organizations to help navigate (including because of language barriers).
- Listing all types of statuses could be confusing to the public, but it is important to make sure that it covers all experiences of precariousness. Keep in policy but simplify to 'precarious status' when communicating to public.
- The idea of safety is important; consider adding the word safety to the provisions.
- City services sometimes use external security guards who can be aggressive towards people (can cause profiling based on how you dress). Policy needs to apply to city sub-contract positions.
- Even if Policy does not apply to other agencies (i.e.: Healthcare), can still share this policy to create more knowledge.
- List all types of acceptable IDs as certain kinds of IDs reveal status. Important to address this in implementation (staff training) (examples cited included, a letter from a non-profit organization, lawyer or other representative).
- Consider establishing a City ID for that can allow people to access all services and programs, rather than at just one specific service.
- Should not have to prove who you are to participate in the City – there should be no questions asked.

- Example of Covid-19 Vaccines: Temporary health number provided to those who do not have ID, so they can still get vaccination. Same concept of access for all can be applied to this policy.
- Reasons provided for disagreeing included concern about not reporting to federal and policing agencies when asked and that identification should be required for providing evidence of financial needs or signing contracts.

Implementation – Training and Education

- Policy is a great tool, but implementation is the key and the most important aspects of implementation are training, funding, and guidelines shaped by affected communities.
- Anti-racism training (which includes profiling) and cultural awareness training should be fully integrated into Sanctuary City training. We cannot assume all front-line staff have the awareness they will need.
- Ensure that there is an adequate budget for City staff training, as this is essential to successful implementation of the policy. The City of Vancouver did not allocate sufficient funds and this contributed to the inconsistent application of its policy.
- Educate City management and staff as to the need for the policy, including through profiles and stories, which will build commitment towards implementation.
- Offer any unutilized training spaces to faith-based and non-profit organizations, as this is very much relevant to this sector too.
- Retain outside professionals to conduct the training rather than human resources staff, as it requires a specific skill set, including an understanding of entitlement and unconscious bias.
- Recognize that training materials should be prepared in consultation with those with lived and living experience, and that this takes adequate resources and time.
- Ensure that there is consistent application between departments and facilities, including the Fire and Police Departments.
- Ensure that there is continuous review and evaluation of the policy, including its implementation, with specific reference to training and education.
- Reasons provided for disagreeing included the potential use of taxpayer dollars.

Implementation – Communication & Public Awareness

- Human needs and civil liberties should supersede the enforcement of law.
- Educate the community as to the need for the policy, and how it benefits everyone, including those with uncertain, precarious or no immigration status.
- It is not enough to just inform the community, there needs to be a robust education piece that addresses unconscious bias.
- Work closely with impacted communities and consult with affected communities with regard to the development of an emblem or a sticker which indicates that the facility or service abides by the Sanctuary City Policy – e.g., similar to Safe Harbour.
- Work with public partners, including School District #40, to ensure consistency with regard to similar policies or practices.
- Ongoing implementation (communications and training) is key.
- Emphasize the importance of communication and public awareness. People who benefit from this policy need to learn that it exists.

- City should share information with organizations who are dealing with refugees as they are the people who are most likely to seek out these services.
- Reasons provided for disagreeing included the potential use of taxpayer dollars and that there is no need for the policy based on the opinion that this is not a major issue in New West.

Feedback on Draft Public Information Brochure

- Utilize plain or simplified language, and visual images, to communicate key information.
- Important to translate the communications brochure into other languages. Need Arabic/ Swahili translation because not common to have materials in this language and community members have voiced this need.
 - Look at which languages overrepresented in refugee groups rather than census, which accounts for everyone.
- Include a statement in the brochure that New West Police will be adopting their own policy and that this one doesn't apply to policing

Implementation – Reporting & Evaluation

- Ensure that there are consequences for non-compliance with the policy, which will contribute to accountability.
- Need to ensure accountability if mistakes are made and important to communicate what the follow-up will be for staff who do not follow the policy.
- Reporting mechanism so that if an issue comes up with policy implementation, City staff has a way to track and see what steps are missing (e.g. staff asking about immigration status)
- Communicate the relationship between the DEIAR framework and the Sanctuary City Policy.
- Learn from other bodies and jurisdictions, including School District #40. More specifically, what worked and what did not work, and what are the lessons learned. Where possible, try to avoid preventable missteps.
- Consider reporting to Council within one year of policy implementation, particularly if there are breaches of the policy.
- Add a provision that the policy will be re-evaluated and revised over time (at least every 5 years)
- Reasons provided for disagreeing included the potential use of taxpayer dollars and that there is no need for a complaint protocol.

Feedback for New Westminster Police

- The Policy should apply to New West Police Department.
- Ultimately, best if this is a joint policy.
- The NW Police Policy should consider Transit Police and be as far-reaching as possible.
- Good that there is no MOU with CBSA, but go further with the NW Police policy stating there will be no active reporting to CBSA.
- “No line of communication between NWPD and CBSA” needs to be very clear in the NW Police policy.

- Need to ensure accountability if mistakes are made. For example, that there are procedures if a police officer becomes aware of a persons immigration status and reports it.
- Other NRPD policies, such as the Code of Ethics, should reflect the principles of the Sanctuary City Policy.
- Do members of the police force receive this (anti-racism, cultural sensitivity training now?

Attachment 4
Implementation

IMPLEMENTATION

Staff Training and Education – Implementation Phase 1 (July – September 2021)

Phase 1 implementation for staff training and education proposes a train-the-trainer delivery model that would involve training Managers and Supervisors from all City Departments on the policy, with a focus on the following key messages:

- What are the provisions of the policy?
- Why is it important?
- How does it affect my job? What do I do differently? What do I need to know?
- Where do I find information about the policy?
- Whom do I contact if I have questions?

Social Planning, with input from affected communities and support from Human Resources, would coordinate Phase 1 of staff training, and training materials would include:

- A PowerPoint presentation based on the above key messages.
- A Frequently Asked Questions handout.
- Copies of communications materials prepared for the community.
- Resources on unconscious and conscious bias and anti-racism.

Staff Training and Education – Implementation Phase 2 (Winter 2021)

The importance of anti-racism training and cultural awareness training as part of implementing Sanctuary City policies emerged as a key theme through the case study research and during engagement. A key part of training includes building awareness in staff and the deeper work of confronting one's unconscious and conscious bias. Given that the City has recently embarked on a Diversity, Equity, Inclusion and Anti-Racism framework (DEIAR), it would be beneficial for the Sanctuary City Policy to be aligned with and housed within that framework, which will include City-wide training anticipated to begin in winter 2021.

Communications and Public Awareness - Implementation Phase 1 (July – September 2021)

Phase 1 implementation for communications and public awareness will focus on the following key messages:

- What does it mean to be a Sanctuary City?
- How will it be applied?

- Who does it apply to?
- How does it affect me?

A user-friendly brochure was developed with feedback from the workshop with individuals with lived and/or living experience of no or precarious immigration status, the Multicultural Advisory Committee and WINS Local Immigration Partnership. The brochure underwent a plain language review by Literacy New West and will be translated into the following languages: Arabic, Tigrinya, Spanish, Farsi/Dari, and Swahili. These are the languages identified by local settlement organizations as most frequently spoken by their clients and guests.

Other communications and public awareness materials for Phase 1 include:

- A short video with the key messages from the brochure posted on the City webpage, shared through social media, with local settlement and social service organizations, and with public partners including the Fraser Health Authority and the New Westminster School District.
- Frequently Asked Questions posted on the City webpage.
- Links to resources on unconscious and conscious bias and anti-racism on the City webpage.
- A poster with key messages from the brochure placed in visible locations at all City facilities.

Communications and Public Awareness - Implementation Phase 2 (Fall / Winter 2021)

Identification was another key theme that emerged from the engagement process where it was noted that there could be individuals who do not have identification and that some types of identification could reveal immigration status. It was recommended that the City develop a list of all types of identification that would be accepted for those programs or services that require identification and that the list include options outside of traditional identification, such as a letter from a non-profit organization. Another recommendation was that the City develop a list of all the facilities, programs and services to which the Sanctuary City Policy would apply and indicate when identification would be required. These two lists would be developed collaboratively with all City Departments.

Reporting and Evaluation - Implementation Phase 2 (Winter 2021)

The need to ensure accountability if staff makes a mistake and asks for information about immigration status was highlighted at the workshop with individuals with lived and/or living experience of no or precarious immigration status. A reporting system for community members and follow-up by the City will be important to the success of the policy in achieving its primary objective of making sure that all community members feel welcome and safe when accessing the City. It will also assist with the evaluation of the policy over

time. A reporting and evaluation protocol will be developed in collaboration with all City departments and reviewed by affected communities.

Identification Bank – Implementation Phase 2 (Winter 2021)

Development Services staff, in collaboration with the COVID-19 At-Risk and Vulnerable Populations Task Force, are also looking into establishing an Identification Bank in New Westminster, where individuals would receive no-cost assistance in applying for identification to access financial assistance, government benefits, health supports and more. While such banks typically assist individuals with obtaining and/or replacing identification such as Canadian Birth Certificate, Canadian Citizenship Card/Certificate or Permanent Resident Cards, or applying for the BC Photo Services Card and/or the BCID Card, there is an opportunity to explore expanding the program to serve individuals with no or precarious status.

There is no Report with this Item.
Please see Attachment(s).

REQUEST FOR PUBLIC COMMENT

ON A DEVELOPMENT VARIANCE PERMIT APPLICATION

MONDAY, JULY 12, 2021 AT 6:00 PM

Meeting held electronically under Ministerial Order No. M192/2020 and Current Order of the Provincial Health Officer - *Gatherings and Events*

Development Variance Permit for 230 Keary Street

An application for a Development Variance Permit (DVP) has been received for 230 Keary Street (Brewery District Building 8) to facilitate the development of a 30 storey mixed-use development. The variance would permit 113 of the parking spaces required to serve commercial uses at 230 Keary Street to be located in the adjacent underground parking structure at 268 Nelson's Court (Brewery District Building 7), which has 113 parking spaces surplus to Zoning Bylaw requirements. Underground access would connect the parking structures of these two buildings.

HOW CAN I BE HEARD?

This Development Variance Permit application will be considered for issuance on July 12, 2021. On May 11, 2020, Council approved a resolution requiring written feedback only on Development Variance Permit applications during the period of the COVID-19 State of Emergency. Send your comments by email, mail, or dropping off at the mailbox on the north side of City Hall by July 12, 2021 to:

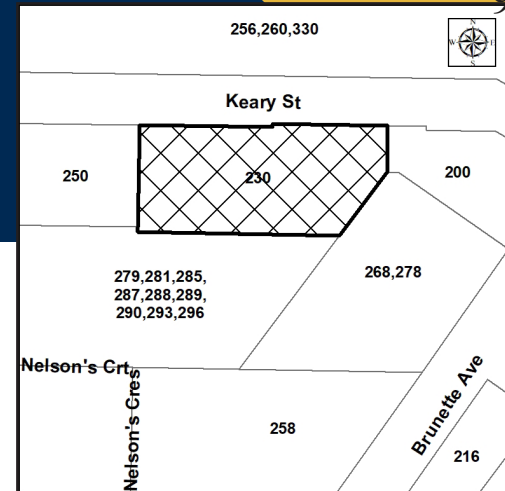
@ clerks@newwestcity.ca

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

QUESTIONS?

☎ 604-527-4523

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



File No. DVP00687

HOW DO I GET MORE INFORMATION?

From June 24 - July 12 read the related material at Legislative Services, City Hall 8:30 am to 4:30 pm Monday to Friday (except July 1, 2021), and online at:

www.newwestcity.ca/publicnotices

WATCH THE MEETING:

www.newwestcity.ca/council

Jacque Killawee, City Clerk

REQUEST FOR PUBLIC COMMENT ON A DEVELOPMENT VARIANCE PERMIT

IMPORTANT INFORMATION. Please have this translated.

此信息非常重要, 请找人帮您翻译。

此乃重要資訊, 請找人翻譯。

MAHALAGA ANG IMPORMASYONG ITO. Mangyaring ipasalin ito.

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

중요한 내용이므로 영어를 아는 분에게 읽어달라고 하시기 바랍니다.

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

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

ДАННЫЙ ДОКУМЕНТ СОДЕРЖИТ ВАЖНУЮ ИНФОРМАЦИЮ. Просьба

обеспечить его перевод.

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

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

<<Name 2>>

<<Name 1>>

<<Address1>>

<<Address2>>



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 6/21/2021

From: Emilie K Adin, MCIP **File:** DVP00687
Director of Development Services

Item #: 224/2021

Subject: **230 Keary Street (Brewery District Building 8): Development Variance Permit for Modification to Alternative Parking Area - Consideration of Notification**

RECOMMENDATION

THAT Council issue notice that it will consider issuance of a Development Variance Permit (DVP00687) to permit required parking stalls serving commercial uses at 230 Keary Street (Brewery District Building 8) to be located in the adjacent and connected underground parking structure of the development at 268 Nelson's Court (Brewery District Building 7).

THAT Council direct staff to amend the Brewery District Master Parking Plan, prior to the issuance of the Development Permit for 230 Keary Street (Building 8), to reflect Council's decision on the Parking Variance and the final parking statistics for the Brewery District site.

EXECUTIVE SUMMARY

An application for a Development Variance Permit has been submitted to the City in order to facilitate the development of a 30 storey mixed-use development with five levels of underground parking at 230 Keary Street (Brewery District Building 8). The applicant proposes to use surplus parking stalls at 268 Nelson's Court (Brewery District Building 7) to provide the required commercial parking stalls for 230 Keary Street. The buildings would be connected by an underground vehicular and pedestrian access. This variance would not result

in a reduction from the overall parking required on site by the Zoning Bylaw, but would eliminate the need to construct an additional (sixth) level of underground parking in Building 8.

The applicant requests that Zoning Bylaw Section 140.50b be relaxed, which restricts the provision of parking on an adjacent site, if the adjacent site has a residential use. The purpose of this report is to request that Council issue notice that it will consider issuance of Development Variance Permit (DVP00687).

BACKGROUND

Site Characteristics and Context

The overall Brewery District site is triangular in shape with frontages on Keary Street, Brunette Avenue and East Columbia Street. The elevation of the site has been raised to address East Columbia Street and Keary Street. The site is bounded by the Royal Columbian Hospital to the north; Brunette Avenue, the Sapperton SkyTrain Station, and the Braid Industrial Area to the east; and, E. Columbia Street and the Sapperton Residential neighbourhood to the west and south.

Further information about development and rezoning applications on the site, Zoning Bylaw information for the site, proximity to transit services for the overall Brewery District Site is included in Attachment 2.

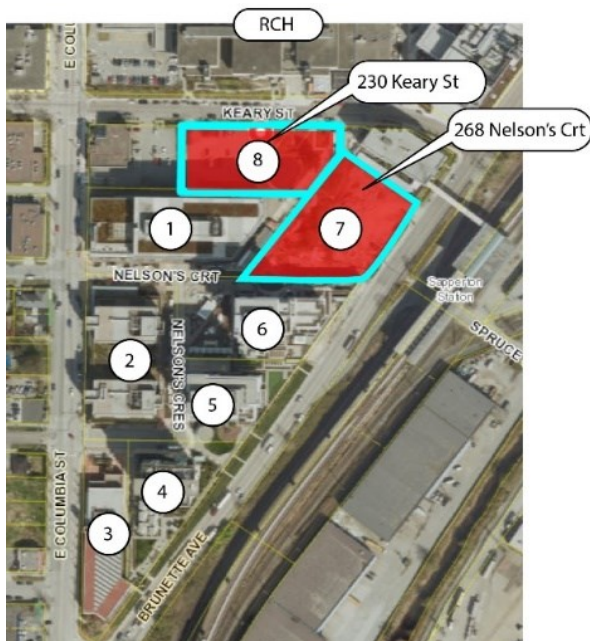


Figure 1 (left) shows the Brewery District site. Building 8 and Building 7 are highlighted in red. The numbers indicate the Brewery District Building Number on each site (showing Buildings 1 to 8).

DISCUSSION

Proposed Development

The applicant is requesting a variance to facilitate the development of a 30 storey mixed-use development at 230 Keary Street (Brewery District Building 8). The proposal includes 292 strata residential units with 9,290 square metres (100,000 sq. ft.) of commercial space, including 503 square metres (5,418 sq. ft.) of retail space at grade, for a total of 27,852 square metres (299,796 sq. ft.) and a total floor space ratio (FSR) of 7.0. The building would have five levels of underground parking.

Requested Variance

Section 140.50 of the Zoning Bylaw permits a maximum of 25% of the total required off-street parking spaces to be located on an adjacent site ('alternative parking area') provided that the adjacent site is with 91.44 metres (300 feet) and that the alternative parking area is not located on the same site as a residential use. The applicant proposes that this section be varied so that 113 of the required commercial parking spaces for 230 Keary Street can be located in the underground parking area of 268 Nelson's Court. The latter is a 30 storey mixed-use building which is currently under construction adjacent to the subject site, and which will have 113 parking stalls over Zoning Bylaw requirements. This would eliminate the need for 230 Keary Street to include an additional (sixth) storey of underground parking. An underground vehicular and pedestrian access connection would allow drivers and pedestrians to have access to parking spaces in both buildings. A table summarizing the parking statistics for 230 Keary Street is included in 'Attachment 1.

Staff considers this variance to be reasonable for the following reasons:

- the total parking supply provided by the two buildings would meet the Zoning Bylaw requirement; and,
- the underground connection between the buildings would allow flexibility and sufficient access to parking spaces for users of both buildings, and without negative implications to the overall site design or above grade circulation.

Transportation Considerations

If the variance is supported, as part of the Development Review Process for 230 Keary Street, the applicant will be required to:

- a. enter into the necessary legal agreement(s) with the City which secure the ongoing provision of parking and access at 268 Nelson's Court for the use of 230 Keary Street, which will be registered on title;

- b. ensure that parking spaces located within 268 Nelson's Court be clearly marked as parking specifically for users of 230 Keary Street and that appropriate wayfinding signage is provided;
- c. identify and provide a safe pedestrian walkway through the underground parkades, which will connect both buildings to the commercial parking spaces. This will be facilitated through the Development Permit application review for 230 Keary Street; and,
- d. ensure that all of the required accessible vehicle and van parking spaces for the 230 Keary Street development be located within that building's parking structure.

Brewery District Master Parking Plan

The Brewery District Master Parking Plan was created at the same time as design guidelines were created for the site (2007). The intention of the Master Parking Plan was to identify the minimum parking requirements for the site, based on the Master Plan identified in the 'Village at History Sapperton Design Guidelines'. The Master Parking Plan corresponds to Section 582.6 in the Zoning Bylaw (C-CD-3) that states that the minimum number of off-street parking spaces provided on site must be 1650. The most recent update to this Plan was in July 4, 2016 following Council's adoption of a zoning bylaw amendment that increased the overall site density. Since that time, an additional zoning bylaw amendment has been approved by Council that made changes to the allocation of permitted uses at 230 Keary Street and 268 Nelson's Court. Information on these zoning amendments is provided in Attachment 2.

If the proposed variance is supported, staff recommends the Master Parking Plan be amended to reflect the final parking statistics for the site. This would occur prior to issuance of the Development Permit for 230 Keary Street. A draft updated Master Parking Plan, subject to minor amendments identified through the Development Permit Review process, is included with Attachment 5.

ANALYSIS

A 'Variance Evaluation' for considering requests for variances is included in Attachment 4 of this report.

REVIEW PROCESS

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

Report to Council requesting consideration of issuance of notice for Development Variance Permit	June 21, 2021 (we are here)
Response to notice provided and Council consideration of issuance of Development Variance Permit	July 12, 2021

As per the Council resolution on May 11, 2020, in regards to the Interim Development Review Process during the COVID-19 pandemic, an Opportunity to be Heard for this Development Variance Permit will be conducted with written feedback only. Any comments received would be provided to Council when the DVP is considered by Council.

Consultation

If the recommendation of this report is supported, staff propose that the applicant provide a written update to the Sapperton Residents Association and Sapperton Business Association during the notification period prior to Council's consideration of the DVP.

INTERDEPARTMENTAL LIAISON

This proposal has been reviewed by a project team consisting of staff from the Engineering Department and Planning Division of Development Services.

OPTIONS

The following options are provided for Council's consideration:

1. That Council issue notice that it will consider issuance of a Development Variance Permit (DVP00687) to permit required parking stalls serving commercial uses at 230 Keary Street (Brewery District Building 8) to be located in the adjacent and connected underground parking structure of the development at 268 Nelson's Court (Brewery District Building 7).

That Council direct staff to amend the Brewery District Master Parking Plan, prior to the issuance of the Development Permit for 230 Keary Street (Building 8), to reflect Council's decision on the Parking Variance and the final parking statistics for the Brewery District site.

2. That Council provide staff with alternative feedback.

Staff recommends Option 1.

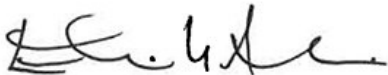
ATTACHMENTS

- Attachment 1: Parking Statistics - 230 Keary Street (Building 8 Development Proposal)
- Attachment 2: Additional Background Information on the Brewery District Site
- Attachment 3: Project Summary Letter
- Attachment 4: Variance Evaluation
- Attachment 5: Draft Master Parking Plan (updated)

This report has been prepared by:
Karen Campbell, Policy Planner

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Parking Statistics – 230 Keary Street (Building 8 Development Proposal)

Parking Statistics- 230 Keary Street Development (Brewery District Building 8)

If the variance request outlined in this report is supported, the 113 surplus parking spaces for Building 7 would be designated as commercial parking spaces for the commercial uses in Building 8 as outlined in the table below:

Table 1: Off-street Parking (Building 8)					
Parking Use	Required (Zoning Bylaw)		Proposed		
			Total	On project site (Building 8)	On alternative parking area (Building 7)
Residential Total	413 (min.)		413	413	0
Residential	354		354	354	0
Residential Visitor	59		59	59	0
Accessible Vehicle	14		14	14	0
Accessible Van	5		5	5	0
Commercial Loading	1		1	1	0
Commercial Total	<i>Min.</i>	<i>Max.</i>	245	132	113
	216	336			
Commercial Office	<i>Min.</i>	<i>Max.</i>	206	123	83
	177	282			
Commercial Retail	39	54	40	10	30
Accessible Vehicle	7		9	9	0
Accessible Van	3		3	3	0
Commercial Loading	5		5	5	0
Total Parking	629 (min)		658	545	113 (17%)

Note: The Table illustrates the required and proposed parking for the mixed-use development at 230 Keary (Building 8). The parking spaces proposed for location on the 'alternative parking area' (at Building 7) are highlighted in blue.

Attachment 2

Additional Background Information on the Brewery District Site

Site Characteristics and Context

The Brewery District was first created in 2008 by the adoption of Official Development Plan Amendment Bylaw No. 7144, 2007 and the Zoning Amendment Bylaw No. 7145, 2007. These amendments enabled the transformation of the former Labatt Brewery site into a transit-oriented, mixed-use development.

Site Characteristics and Context

Building 8 is situated in the northern-most point of the Brewery District master plan. The lot at 230 Keary Street (site of Building 8) is 3,979 square metres (42, 828 sq.ft) and is approximately 98 metres (321 ft) along Keary Street, and has an average lot depth of 40.57 m (133ft). The site slopes steeply down from E Columbia Street with a grade change of approximately 8.5 metres (28 ft) along Keary Street. The Development Permit Application for this site is currently under review.

Brewery District Development and Rezoning Applications

In 2016, Council adopted Zoning Amendment Bylaw No. 7841, 2016, that converted 84,000 square feet of strata density to secured market rental (in Building 5) in exchange for 42,000 square feet of additional strata density within the district (notably across Buildings 5, 6 and 7).

In 2019 Council adopted a text amendment for Zoning Amendment Bylaw No. 8164, 2019. This text amendment included a variety of changes, but the key items included changes to Buildings 5, 7, & 8, and have been summarized below for reference:

- For Building 8, allow up to 18, 581 square metres (200,000 square feet) of the 27, 871 square metres (300,000 square feet) permitted floor space for either residential uses (including strata residential) or a variety of commercial uses. The remaining 9,290 square metres (100,000 square feet) of permitted floor space would be limited to general and health related commercial uses.
- The overall permitted density for Building 8 did not change, however provisions have been added within the zoning to allow for an increase in the maximum permitted height from 195 feet to 320 feet to accommodate a residential component (tower) as part of a mixed use development for the site.

In exchange for these changes to Building 8, Wesgroup has:

- Secured 100% of Building 5 as a rental residential building for 60 years or the life of the building; and
- Within Building 7 converted 19, 510 square metres (210, 000 square feet) of space permitted for residential and commercial uses to secured market rental residential;

and provided the remaining 4, 645 square metres (50,000 square feet) as general and health related commercial space.

Brewery District- Building 7 (268 Nelson's Crt) Development Permit

Building 7 (268 Nelson Crt) began construction in 2020. The project consists of a 30 storey mixed used development with 100% secured market rental units (294 units), office space (2,880 square metres/ 31, 002 square feet), daycare space (853 square metres/ 9,179 square feet), and retail space (466 square metres/ 5,015 square feet) with a total floor area of 24, 155 square metres (260,000 square feet). A development permit for this project (DP000856) was issued on Nov 24, 2020.

Brewery District- Building 8 (230 Keary St) Development Permit

The Development Permit Application for Building 8 (230 Keary St – the subject of this report) was received on November 27, 2020.

Zoning Bylaw

The site is zoned Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) which applies to the entire Brewery District site. Building 8 is located in sub-district 1(a). The C-CD-3 Zoning Bylaw (Section 582. 6) states that the requirements of the Off-Street Parking Regulations section of the Zoning Bylaw apply to developments in this zone.

Parking Statistics for the Overall Brewery District Site

Section 582.6 of the Zoning Bylaw requires that the minimum number of off-street parking spaces provided on the total Brewery District Site must be a minimum of 1650. If the variance requested in this report is supported, the Brewery District site would have 2478 total stalls (including the parking proposed for Building 8). Refer to Draft Master Parking Plan (updated) included as Attachment 5.

Table 2: Brewery District Total Parking

Brewery District Building	Site address	Zoning Sub-District	Total Parking Spaces on Site
Building 1	290 E Columbia St	1b	360
Building 2	200 E Columbia St	2a	222
Building 3	180 E Columbia St	2b	60
Building 4	200 Nelson's Crt	3c	167
Building 5	228 Nelson's Crt	3b	229
Building 6	258 Nelson's Crt	3a	334
Building 7	268 Nelson's Crt	4	561
Building 8	230 Keary St	1a	545

		Total Parking Spaces:	2478
		Bylaw Requires:	1,650

Note: The table above provides a complete summary of the vehicle parking requirements for each building within the Brewery District, as well as the total parking spaces on site, if the variance request that is the subject of this report, is supported.

Proximity to Transit Service

The site is well served by transit, with the following service provisions:

Table 2: Proximity to Transit Services TRANSIT SERVICE/ROUTE	FREQUENCY	DISTANCE
Sapperton SkyTrain Station	2-3 min.	Immediately adjacent to the site
#109 Lougheed Station/ New West Station	30-60 min.	Located adjacent to Keary St/ E. Columbia St intersection

Policy Approach to Considering Requests for Variances

This policy was endorsed by Council on January 28, 2008. An ‘Variance Evaluation’ is included in Attachment 4 of this report.

Attachment 3

Project Summary Letter

WESGROUP

June 1, 2021

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

Re: 230 Keary Street - Development Variance Permit Project Summary Letter for Brewery District BDG 8

Proposal

Wesgroup is seeking approval for a Development Variance Permit (DVP) that would support commercial and employment needs at our Brewery District community. Specifically, the DVP would permit parking spaces servicing commercial uses at 230 Keary Street to be in the adjacent and interconnected underground parking structure under 268 Nelson's Court (Brewery District Building 7).

Rationale

Building 8 is the final building of the Brewery District masterplan build out. It is also one of the most challenged sites, with a relatively narrow site, surrounded by existing (or soon to be) buildings on all sides apart from the North, where a steep Keary Street separates the site from Royal Columbian Hospital (RCH). It is the only Brewery District site with parking serviced from the City street. The parking entry is at the highest part of the site, making diving to the parkade while maintaining an attractive street frontage is a challenge.

These factors make achieving the minimum parking required on site a challenge, without having the parkade reach unreasonable depths (6 or 7 storeys underground). This challenge is mitigated by permitting Building 8 to utilize the surplus parking provided above the bylaw requirement within Building 7, balancing out the parking requirements between the two properties. While both sites have independent access to/from the street, the underground parkades would connect at the P1 level providing vehicular and pedestrian access between the two underground structures, acting as a cohesive space. If supported, the variance would allow an opportunity to decrease the excavation depth required on this challenging site, resulting in time and cost savings, and preserve the opportunity for shared parking, described below.

Collaboration with FHA is underway regarding potential additional parking for RCH. These opportunities for collaboration are ongoing and will continue without or without Council supporting the proposed variance.

Thank you for your consideration and we look forward to working with Staff.

Sincerely,

WESGROUP PROPERTIES



Graham Brewster
Director, Development

Suite 910, Four Bentall Centre
1055 Dunsmuir Street, PO Box 49287
Vancouver, BC V7X 1L3

T 604 648 1800
F 604 632 1737
E wesgroup.ca

Attachment 4

Variance Evaluation

VARIANCE EVALUATION

General Evaluation Criteria for Variances

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

The intent of the bylaw is to permit a maximum of 25% of the off-street parking spaces required for a development to be provided on an alternative parking area provided:

- the alternative site is in close proximity to the subject site (less than 91.44 metres or 300 feet),
- the proposed stalls are not required for any other required parking spaces under this Bylaw and,
- if the alternative parking area does not contain a residential use.

Staff will considering exploring the bylaw provision that limits alternative parking areas on sites with residential use as part of a future Zoning Bylaw update to potentially allow opportunities for more flexibility for parking off-site on an adjacent property.

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

Yes, granting the variance aligns with broader City climate action objectives such as Bold Step #2 ‘Car Light Community’ by encouraging users and staff to utilize sustainable modes of transportation (walk, transit, bike, multi-occupant shared). The development is located directly beside the Sapperton SkyTrain Station.

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

No, if the variance is supported, this would prevent the need to construct an additional (sixth) level of underground parking to accommodate the Building 8 development. Decreasing the excavation depth required on the site would result in savings of time, costs and materials.

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

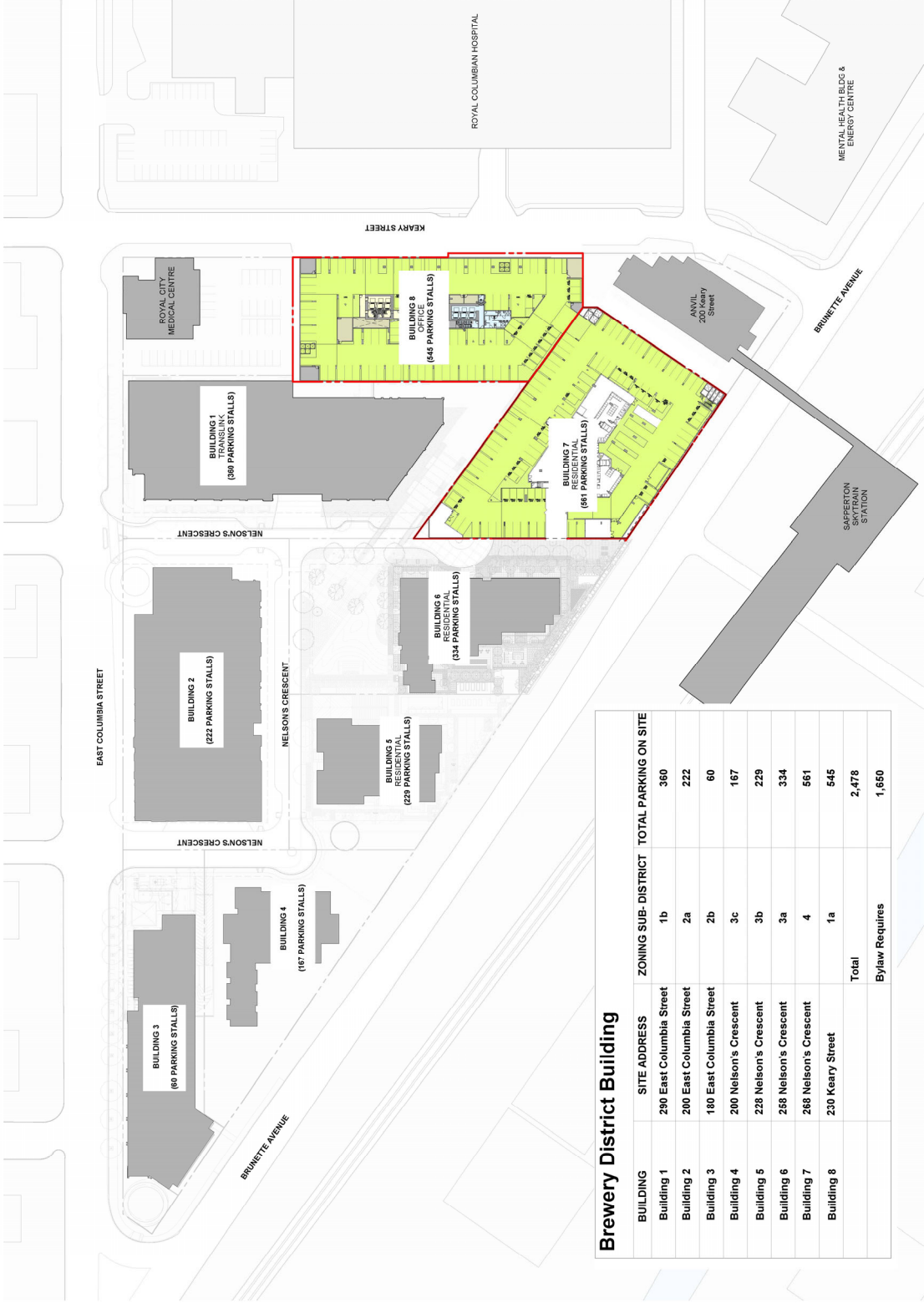
The variance will not result in a reduction in of parking on site, but rather a shift in how parking is allocated. The intent of the variance request is to use surplus parking stalls in the Parkade of Building 7, for commercial use in the Parkade of Building 8. If the variance is not supported, an additional level of underground parking will be required to accommodate the parking requirements for the Building 8 development.

5. Are the proposed variances relatively minor?

From a site impact perspective, the variance is relatively minor. An underground connection between Building 7 and Building 8 would allow drivers to access parking spaces within each parkade structure without implications to the overall site design or above grade circulation. If the variance is supported, the total parking supply provided between Building 7 and Building 8 would meet the Zoning Bylaw requirements.

Attachment 5

Draft Master Parking Plan (updated)



Brewery District Building

BUILDING	SITE ADDRESS	ZONING SUB-DISTRICT	TOTAL PARKING ON SITE
Building 1	290 East Columbia Street	1b	360
Building 2	200 East Columbia Street	2a	222
Building 3	180 East Columbia Street	2b	60
Building 4	200 Nelson's Crescent	3c	167
Building 5	228 Nelson's Crescent	3b	229
Building 6	258 Nelson's Crescent	3a	334
Building 7	268 Nelson's Crescent	4	561
Building 8	230 Keary Street	1a	545
		Total	2,478
		Bylaw Requires	1,650

BUILDING 8
BREWERY DISTRICT
NEW WESTMINSTER, BC



MASTER PARKING PLAN

SCALE: 1" = 50'-0"

DESIGN DEVELOPMENT

2021-06-15

WESGROUP

X_A.100

From: [Brianne Sanders](#)
To: [External-Clerks](#)
Subject: Comment on Variance Permit for 230 Keary Street
Date: Friday, July 9, 2021 11:27:31 AM

Good morning,

We live on Nelson's Court and do not support this variance permit if the access is via Nelson's Court. Traffic is already very congested and dangerous on this street and it is already difficult to turn left off of Columbia since it is only permitted at one intersection. I expect this to get much worse with the increased size of the two new buildings now being 30 stories. Unfortunately with deliveries, people picking up and dropping off children at daycares it is always chaotic trying to drive on the street. We moved here recently from Vancouver and it has surprised me how congested/dangerous it is. Although they have claimed people use sky train I see very few people doing that. It may be because of construction or the pandemic but there are a lot of vehicles at all times of day.

If the access is via Keary Street will leave that up to the city if it is safe being so close to the hospital and emergency vehicles as I don't have enough exposure to that street to have an opinion.

Thank you for the opportunity to provide comment, I am hopeful the city takes safety and congestion into consideration.

Kind regards,
Brianne

From: [jseehra](#)
To: [External-Clerks](#)
Subject: Variance Permit Application Monday July 12, 2021
Date: Monday, July 12, 2021 2:31:38 PM

Dear Sir / Madam,

I am writing to voice my concern regarding the Variance Permit Application for 230 Keary Street.

I am an owner of a dental clinic in the adjacent building at 250 Keary Street, Suite 104.

My concerns are that we are already experiencing a shortage of parking due to the closure of the surface parking at RCH during their construction at Sherbrooke / Columbia and we have gone through over a year of closures on Columbia and Keary due to sewer pipe upgrades. There has been significant impact with parking, disruption of access to our offices for our patients and we would like to minimize the duration of more construction.

It appears that the variance is being requested to meet the requirements for a 30 storey tower by using adjacent parking, which may seem to be surplus at this time but given the lack of street and parking lots in the area and given we have returned to Phase 3 of the Covid-19 recovery plan so that offices will return to direct patient care there will not be surplus parking in the area.

May I ask that the builders reduce the height of the adjacent building to match the available parking on site without the variance. I believe that this will result in a shorter construction period, less vibration to our building during excavation and construction. It will lessen the burden on adjacent businesses and practices that have endured the effects of the pandemic. There will never be a surplus of parking around RCH and to use the limited spaces we have to increase density is simply not a good plan.

Thank you for your time in reading my comments on this application.

Sincerely,

Dr. J. Seehra

There is no Report with this Item.
Please see Attachment(s).

REQUEST FOR PUBLIC COMMENT

ON A DEVELOPMENT VARIANCE PERMIT APPLICATION

MONDAY, JULY 12, 2021 AT 6:00 PM

Meeting held electronically under Ministerial Order No. M192/2020 and Current Order of the Provincial Health Officer - *Gatherings and Events*

Development Variance Permit for 65 East Sixth Avenue

A Development Variance Permit (DVP) application has been received to facilitate the development of the new aquatic and community centre at 65 East Sixth Avenue on the site of the existing Canada Games Pool and Centennial Community Centre. A previous DVP to reduce the amount of required parking on site was approved by Council in 2019. Since that time Fire and Rescue Services, which shares the site, has identified a need for additional space, resulting in a further reduction of parking spaces. The Zoning Bylaw requires that 527 parking spaces be provided on site. This DVP would permit a reduction to a minimum of 386 spaces. As a requirement of the DVP, City staff will identify and implement ways to encourage the use of sustainable transportation modes to the new facility (walking, cycling, and transit) to help reduce vehicle parking space demand on site.

HOW CAN I BE HEARD?

This Development Variance Permit application will be considered for issuance on July 12, 2021. On May 11, 2020, Council approved a resolution requiring written feedback only on Development Variance Permit applications during the period of the COVID-19 State of Emergency. Send your comments by email, mail, or dropping off at the mailbox on the north side of City Hall by July 12, 2021 to:

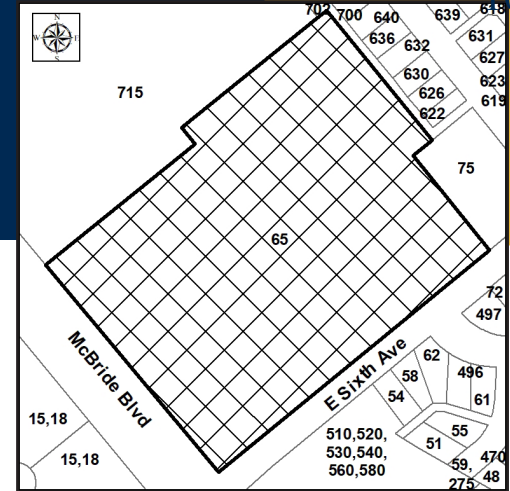
@ clerks@newwestcity.ca

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

QUESTIONS?

📞 604-527-4523

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



File No. DVP00693

HOW DO I GET MORE INFORMATION?

From June 24 - July 12 read the related material at Legislative Services, City Hall 8:30 am to 4:30 pm Monday to Friday (except July 1, 2021), and online at:

www.newwestcity.ca/publicnotices

WATCH THE MEETING:

www.newwestcity.ca/council

Jacque Killawee, City Clerk

REQUEST FOR PUBLIC COMMENT ON A DEVELOPMENT VARIANCE PERMIT

IMPORTANT INFORMATION. Please have this translated.

此信息非常重要, 请找人帮您翻译。

此乃重要資訊, 請找人翻譯。

MAHALAGA ANG IMPORMASYONG ITO. Mangyaring ipasalin ito.

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

중요한 내용이므로 영어를 아는 분에게 읽어달라고 하시기 바랍니다.

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

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

ДАННЫЙ ДОКУМЕНТ СОДЕРЖИТ ВАЖНУЮ ИНФОРМАЦИЮ. Просьба

обеспечить его перевод.

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

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

<<Name 2>>

<<Name 1>>

<<Address1>>

<<Address2>>

REPORT

Development Services

To:	Mayor Côté and Members of Council	Date:	6/21/2021
From:	Emilie K Adin, MCIP Director of Development Services	File:	DVP00693
		Item #:	228/2021
Subject:	65 East Sixth Avenue (New Westminster Aquatic and Community Centre): Development Variance Permit for Modification to Parking Requirements – Consideration of Notification		

RECOMMENDATION

THAT Council issue notice that it will consider issuance of a Development Variance Permit (DVP00693) to further vary the minimum off-street vehicle parking space requirements for the development of a new public aquatic and community centre at 65 East Sixth Avenue.

EXECUTIVE SUMMARY

A Development Variance Permit application has been submitted to further vary the minimum off-street vehicle parking space requirements to facilitate the development of the new aquatic and community centre at 65 East Sixth Avenue. If approved, this variance would supersede DVP00663 (2019) that Council previously approved for the site, which reduced parking requirements by 114 spaces.

The application proposes varying the total vehicle off-street parking spaces required in the Zoning Bylaw (527 spaces) so that the minimum amount of parking provided on the site is not less than 386 parking spaces (141 fewer stalls than required in the Zoning Bylaw; 27 fewer stalls than currently approved via DVP00663).

The purpose of this report is to request that Council issue notice that it will consider issuance of a Development Variance Permit (DVP00693).

BACKGROUND

Proposal

The new aquatic and community centre, temporarily referred to as New Westminster Aquatic and Community Centre (NWACC), is to be located on the site of the current Canada Games Pool (CGP) and Centennial Community Centre (CCC) in the Glenbrook South neighbourhood. The Fire hall is located on the same land parcel as the new facility. Additional information on the site and context for the new facility is included in Attachment 1.

Previous Parking Variance

On September 30th, 2019, Council approved a development variance permit (DVP00663) on this site to vary parking requirements for the new facility. The previously supported vehicle parking variance permitted a reduction in off-street (on-site) vehicle parking to a minimum of 413 vehicle parking spaces (a variance of 114 parking spaces).

DISCUSSION

Variance Request

Following Council approval of DVP00663, it was determined that an existing storage structure on the site that services the Fire Hall should remain in its current location, rather than be relocated as initially expected. The storage structure is used to house a frontline emergency response vehicle, the fire investigation trailer, a wildland (urban interface) unit, flood response equipment, small equipment reserves and Personal Protective Equipment. The decision was made due to: cost; no other suitable and secure locations available in the City; and to negate the negative impact to Fire & Rescue Services operations. Retaining this structure resulted in revisions to the NWACC parking plan and further reduction of parking stalls on site. An image of the existing storage structure and a site plan showing the location of the existing structure on site with the new facility is included in Attachment 2.

To accommodate this change, the current Development Variance Permit application proposes to vary the total vehicle off-street parking spaces required in the Zoning Bylaw. The variance would permit the minimum amount of parking provided on the site at 65 East Sixth Avenue to be not less than 386 parking spaces (141 stalls less than the 527 spaces required in the Zoning Bylaw, 27 stalls fewer than permitted under the previous variance).

Due to existing site constraints, operational requirements for the Fire Hall, and the programmatic requirements for NWACC, including the goal of providing engaging and usable public plaza and open space for the community, the site does not have sufficient space

to provide any additional vehicle parking spaces. To help mitigate the parking space demand on site, Transportation Demand Management (TDM) measures will be provided.

Transportation Demand Management (TDM)

A TDM program is currently being developed by staff which would facilitate the use of sustainable transportation modes for patrons and staff of the facility; help reduce the reliance on the private vehicle, particularly for staff; and, reduce vehicle parking space demand at NWACC and for both staff and patrons. At a minimum the TDM program will include the following:

- Encouraging other modes of transportation (e.g. car-pooling, cycling, transit);
- Development of a secure long-term bike storage facility on site with lockers for e-bikes, bike trailers etc.;
- Implementation of time limits for on-site parking; and,
- Implementation of a Parking Management Strategy for special events occurring at the facility to manage parking demand toward maintaining the safety and livability of the surrounding street network and mitigating any impacts to the surrounding community.

A transportation consultant will be engaged by the City to confirm and develop potential TDM strategies and plan timing of their implementation.

ANALYSIS

Additional information on the relevant policies and regulations for the site, as well as a 'Variance Evaluation' for considering requests for variances is included in Attachment 3 and 4 of this report, respectively.

REVIEW PROCESS

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

Report to Council requesting consideration of issuance of notice for Development Variance Permit	June 21, 2021 (we are here)
Response to notice provided and Council consideration of issuance of Development Variance Permit	July 12, 2021

As per the Council resolution on May 11, 2020, in regard to the Interim Development Review Process during the COVID-19 pandemic, an Opportunity to be Heard for this Development Variance Permit will be conducted with written feedback only. Any comments received would be provided to Council when the DVP is considered by Council.

NEXT STEPS

The next steps in the process are for staff to proceed with engaging a consultant to develop a comprehensive TDM strategy for the site. Council's decision on the variance will inform this work. Coordination with Fire & Rescue Services will continue throughout this process.

INTERDEPARTMENTAL LIAISON

The review of this project has been undertaken with input from Parks & Recreation, Development Services, Engineering Services, and Fire & Rescue Services staff.

OPTIONS

The following options are provided for Council's consideration:

1. That Council issue notice that it will consider issuance of a Development Variance Permit (DVP00693) to further vary the minimum off-street vehicle parking space requirements for the development of a new public aquatic and community centre at 65 East Sixth Avenue.
2. That Council provide staff with alternative direction.

Staff recommends Option 1.

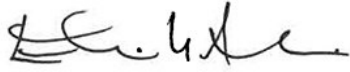
ATTACHMENTS

Attachment 1: Site and Context
Attachment 2: Existing Fire Hall Storage Structure
Attachment 3: Policy and Regulations
Attachment 4: Variance Evaluation

This report has been prepared by:
Karen Campbell, Policy Planner

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Site and Context Information

SITE AND CONTEXT

The new aquatic and community centre is to be located on the site of the current Canada Games Pool and Centennial Community Centre in the Glenbrook South neighbourhood. The site is bounded by:

- McBride Boulevard to the west – Major Road Network (MRN) corridor & designated Truck Route;
- Cumberland Street to the east – Local Road & Transit Route;
- East Sixth Avenue to the south – City Collector & Transit Route; and
- Justice Institute of British Columbia (JIBC) to the north.

The Rotary Crosstown Greenway traverses the northern perimeter of the site adjacent to the JIBC property line. Through the design process, enhancements to the Greenway were identified that will be incorporated as part of the new facility.

The site is well served by Transit, with four bus stops located on the perimeter of the site:

- E. 6th Ave – Two bus stops serviced by routes 155 & 105
- Cumberland Street – Two bus stops serviced by route 105

The site is connected to the surrounding pedestrian environment through a network of sidewalks on the perimeter of the site and along adjacent streets.

The site is shared with Glenbrook Fire Hall 1, which is situated in the south-west corner of the site. The Royal City Curling Club (RCCC) is located to the south-east on an adjacent site at 75 East Sixth Avenue.

Site Statistics

Existing Site Area (gross)	49, 926 square meters (537, 401 square feet)
Site Frontage (McBride Blvd)	57.57 meters (188.88 feet)
Average Lot Depth	77.5 meters (254.33 feet)

Attachment 2

Existing Fire Hall Storage Structure

EXISTING FIRE HALL STORAGE STRUCTURE

This page includes an image of the existing fire storage on the site (top image) and the site plan for the development of the new aquatic and community centre facility at 65 East Sixth Avenue (bottom image). In the site plan, the location of the existing fire storage structure (to remain on site) is shown in red and the footprint of the new aquatic and community centre facility is shown in grey.



Attachment 3

Policy and Regulations

POLICY AND REGULATIONS

Official Community Plan (OCP)

The subject property is designated Parks, Open, Space and Community Facilities in the Official Community Plan. This designation applies to areas used for parks, open space, natural areas, community activities, cultural uses, and community facilities such as libraries or community centres, and City facilities such as fire halls and City Hall. This proposal is consistent with the Official Community Plan designation for the site.

The site is not located within a Development Permit Area.

Zoning Bylaw

The subject site contains Fire Hall 1, the existing Canada Games Pool, and the existing Centennial Community Centre. The site is zoned for Public and Institutional Districts (P-1 & P-9) to accommodate the existing recreational facilities (P-1) and the Fire Hall (P-9).

The portion of the site that is to be redeveloped for the new facility is zoned as Public and Institutional Districts (Low Rise) (P-1) which lists community recreation facilities, including swimming pools, and childcare as permitted uses. The intent of this district is to allow institutional uses at a low density scale (floor space ratio of 0.6).

Policy Approach to Considering Requests for Variances

This policy was endorsed by Council on January 28, 2008. A 'Variance Evaluation' is included in Attachment 4 of this report.

Attachment 4

Variance Evaluation

VARIANCE EVALUATION

General Evaluation Criteria for Variances:

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

The intent of the bylaw is to ensure that there is adequate parking provided on-site to serve the needs of the users of the facilities on site.

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

Yes, granting the variance aligns with broader City climate action objectives such as Bold Step #2 'Car Light Community' by encouraging users and staff to utilize sustainable modes of transportation (walk, transit, bike, multi-occupant shared). This approach also aligns with goals of the new facility to promote overall health and fitness.

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

Due to the programmatic requirements for the new facility, existing site constraints, operational considerations for the Fire Hall, as well as the desire for this new facility to emphasize engaging public plaza space and usable public open space for the community, the site does not have sufficient space to provide any additional vehicle parking spaces.

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

The purpose of the variance is to regularize the parking reductions for the property in relation to the Zoning Bylaw requirements. TDMs are being explored to help reduce vehicle parking space demand at NWACC and facilitate the use of sustainable transportation modes for both staff and patrons.

5. Are the proposed variances relatively minor?

No, the variances are substantial when it comes to varying the parking for the site. The variance proposed is to reduce the number of required parking spaces from 527 to 386. A reduction of 27%. However, TDMs are being explored to help reduce vehicle parking space demand at NWACC and facilitate the use of sustainable transportation modes for both staff and patrons.

There is no Report with this Item.
Please see Attachment(s).

From: [Kevin Lee](#)
To: [External-Clerks](#)
Subject: RE: development variance permit application.
Date: Monday, June 28, 2021 11:54:47 AM
Attachments: [image001.png](#)

Hello,

Thanks for the reply.

I am replying to the parking variance re the new aquatics centre and the firehall.

Kevin Lee

From: External-Clerks [mailto:Clerks@newwestcity.ca]
Sent: June 28, 2021 10:39
To: 'Kevin Lee'
Subject: RE: development variance permit application.

Good morning,

There are two Development Variance Permits being considered tonight and two being considered on July 12. Could you please confirm which DVP application you are opposed to?

Thank you,

Gillian Day (she/her) | Agenda Secretary
 T 604.527.4612 | E gday@newwestcity.ca

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

This message including attachments, transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all copies.

From: Kevin Lee
Sent: Monday, June 28, 2021 9:50 AM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: development variance permit application.

This will negatively affect on street parking for local residents.

Why are you finding about this now!?

This council seems to be characterized by a lack of planning and foresight.

I am opposed.

Kevin Lee

Sent from [Mail](#) for Windows 10

From: [Wynne Simmer](#)
To: [External-Clerks](#)
Subject: RE: Development Variance Permit Application for 65 E Sixth Avenue
Date: Thursday, July 1, 2021 11:43:16 AM

To the Mayor & City Council,

We are opposed to this permit application for a number of reasons.

1. There has already been a Development Variance Permit (DVP) approved for the site. If this new DVP is approved, will there be more as new 'needs' are discovered?
2. A further reduction from 527 parking spaces to 386 - a difference of 141 (!) parking spaces - sounds inordinate as additional space for Fire & Rescue Services. Additional parking for staff has already been allocated behind the fire station. If the fire department doesn't need the spaces for 141 staff, what is the planned use for the extra 25,000 square feet?
3. The idea that users of the facility will be 'encouraged' to walk, cycle & transit does not take into account the users that will be coming to the aquatic and community centre for regional and/or international events. The 'walk, cycle, transit' plan doesn't look nearly so attractive during most of the year when the weather is less conducive to any of those options.
4. With the addition of several more attractions - gyms, exercise facilities, family pools, etc - there will undoubtedly be more local people coming to use them. It will definitely be a destination aquatic centre attracting users from our city as well as from adjacent communities. Reducing the number of parking places available on site will require many users to seek parking on surrounding residential streets.
5. The parking area also serves the curling rink which, as far as we know, will continue operation at its current location.
6. Has a 'variance' been considered to use the land (currently a grassy lot) on Cumberland? What about the residences on Cumberland between the two entrances to the parking lot accessible from Cumberland? They will effectively be surrounded by parking for the new facility.

This additional DVP begs the question as to how much planning the planning department and developer did prior to putting shovels in the ground.

We fear that this request for public comment is merely an announcement of the change.

We appreciate the opportunity to put forward our concerns about this current *application*, especially about the city's apparent tendency to develop by variance permit(s).

Respectfully,
John & Winnifred Simmer
Glenbrook Drive, New Westminster

From: [Paul Larose](#)
To: [External-Clerks](#)
Cc: [Jonathan Cote](#)
Subject: Development Variance Permit 65 East Sixth Avenue (Aquatic and Community Centre)
Date: Monday, July 5, 2021 3:13:33 PM

Hi,

I have lived near the existing pool and centre for about 15 years. In that time I only recall a handful of occasions when both parking lots were full. These were associated with significant one-time events, like the bonspiel and location filming.

I spoke with the planning department and using city records and google satellite images we estimated that the curling rink, pool, community centre, fire hall and all weather field shared just under 300 parking spaces in total, before construction started. (officially it's 290)

The new aquatic centre is not designed to host swim meets, so there won't be any significant event parking required and the existing all weather sports field will be relocated so that will reduce parking demand as well.

In my simplistic thinking, the current proposal will increase the number of parking spaces from about 290 to 387 while reducing the uses and events that create a demand for parking (such as field games, swim meets and so on).

Based on this, I don't see a problem with the DVP request. I do question why the bylaw requires 527 parking spaces for new construction, seems like a waste of asphalt. Perhaps it's time to revisit the by-law in light of evolving trends?

Yours,

Paul R Larose
Eddie Drive
New Westminster, BC

There is no Report with this Item.
Please see Attachment(s).

From: [Damon Wu](#)
To: [External-Clerks](#)
Subject: Request for Public Comment - DVP Application for 65 E 6th Ave
Date: Thursday, July 8, 2021 8:04:08 PM

Hello,

I am writing in response to your request for public comment on the DVP application for 65 East Sixth Avenue. My comments and concerns are below:

1) with the reduction of 141 stalls, how will the street parking of neighboring properties be protected? Will there be 'local resident only' parking restrictions added? In the past we have already experienced street parking flooded with cars from events held at the Canada Games Pool complex, causing congestion, noise, and other inconveniences for the local residents. We expect this problem to be alleviated with the creation of the new complex, not to be worsened.

2) Do you expect the sustainable transportation modes to fully compensate for the loss of 141 stalls? City of New West is still actively growing in population. How will the reduced 386 spaces (supplemented by other transportation modes) keep up with future demand?

Thanks,

Local Resident
600 block Cumberland St.



REPORT

Office of the Chief Administrative Officer

To:	Mayor Côté and Members of Council	Date:	7/12/2021
From:	Lisa Spitale Chief Administrative Officer	File:	05.1035.10
		Item #:	282/2021
Subject:	Public Engagement Policy		

RECOMMENDATION

***THAT** Council adopt the Public Engagement Policy.*

PURPOSE

The purpose of this report is to present the City of New Westminster's new Public Engagement Policy for Council consideration of adoption.

SUMMARY

Establishing a Public Engagement Policy in order to improve consistency of the City's engagement practices is a key action identified in the [Public Engagement Strategy](#). The purpose of the policy is to outline standards, expectations and best practices – particularly related to planning and reporting back on all public engagement activities delivered by the City.

The policy applies across all City of New Westminster departments, as well as engagement work carried out by contractors and consultants on behalf of the City. The focus of the policy is on medium and high impact/risk projects, but the best practices and considerations should be applied to all City engagements. The policy is not intended to apply to consultation on external development applications.

The Public Engagement Policy was developed based on guidance in the Public Engagement Strategy and public engagement best practice, such as the International Association for Public Participation (IAP2) engagement planning process. The draft policy was presented for review and feedback to the Reconciliation, Social Inclusion and Engagement Task Force, and the City of New Westminster's Staff Community of Practice on Public Engagement. Staff from a variety of City Departments provided input to help build and refine the policy.

BACKGROUND

The City of New Westminster's Public Engagement Strategy was adopted in late 2016, following a Mayor's Task Force process on Public Engagement. The Task Force included members of Council, community members, and City staff.

Implementation of the Public Engagement Strategy has been underway, off and on, over the last several years. One of the priority actions identified in the Strategy is to "implement a policy to improve consistency for planning and reporting on all engagement initiatives designated as medium or high impact/risk." The Strategy action outlines that the policy should require City staff to: submit an engagement plan for sign-off, present a summary of engagement outputs and evaluation results, and create a summary of how public input impacted final decisions (including any reasons for why public input was not acted upon, if applicable).

ANALYSIS

The Public Engagement Policy aims to provide clarity for Council, City staff and the New Westminster community on what to expect from City of New Westminster engagement processes. The purpose of the policy is to:

- Improve consistency for planning and reporting on engagement
- Outline standards, expectations and best practices
- Clarify roles and responsibilities

While the policy is focused on medium and high impact/risk projects, the principles and best practices outlined can be applied to lower-risk projects as well. The policy applies across all City Departments.

The policy includes:

- A new process for assessing the need for engagement, and helping to determine the level of project impact/risk
- Key elements and considerations for planning public engagement
- Requirements and standards for reporting back on the engagement process, results and outcomes

The policy also identifies additional components and tools that will be developed to support the City's engagement activities, such as plain language guidelines, an accessibility policy related to engagement, etc. City staff who are working to plan and deliver engagement will have an ongoing role in identifying additional tools and supports to be developed.

Following draft policy development earlier this year, there were several opportunities for review, feedback and additions by City staff and the Reconciliation, Social Inclusion and Engagement Task Force. Key department leaders, as well as staff who regularly plan and deliver engagement, had opportunities to review the draft and help shape the final policy. Workshop-type discussions on the draft policy were held with the Task Force, the City's staff Community of Practice on Engagement, and a core group of staff engagement leaders.

It is important to note that in some cases, the best practices and principles laid out in the policy do not reflect the City's current engagement practices. Following policy adoption, the Public Engagement team will work closely with City Departments and staff to implement the policy, and continue working to improve and broaden our engagement activities.

FINANCIAL IMPLICATIONS

There are no direct costs associated with adopting the Public Engagement Policy.

INTERDEPARTMENTAL LIAISON

City staff across all Departments are involved in planning and delivering public engagement processes related to their Department projects, activities and decisions. Staff from across City Departments, as well as members of the Reconciliation, Social Inclusion and Engagement Task Force, had the opportunity to review and provide feedback on the draft Public Engagement Policy.

OPTIONS

There are two options for Council's consideration:

Option 1 – adopt the Public Engagement Policy.

Option 2 – provide staff with further direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: City of New Westminster Public Engagement Policy, July 2021

This report has been prepared by
Jennifer Miller, Manager of Public Engagement

Approved for Presentation to Council

A handwritten signature in black ink, appearing to be 'Lisa Spitale', written over a horizontal line.

Lisa Spitale
Chief Administrative Officer

Attachment 1:
City of New Westminster Public Engagement Policy -
July 2021

Purpose & Scope: As outlined in the City's **Public Engagement Strategy**, the purpose of the Public Engagement Policy is to improve consistency for planning and reporting on all public engagement initiatives designated as medium or high impact/risk (*as determined by the Needs Assessment Worksheet – **Appendix A** and/or identified by Council / senior leadership in consultation with the Public Engagement team*).

The policy provides clarity for all City staff – and the New Westminster community – on standards and expectations for public engagement activities delivered by the City of New Westminster. The policy applies across all City of New Westminster departments, as well as engagement work carried out by contractors and consultants on behalf of the City.

Note: While consultation is often required for external development applications, the policy is not intended to apply to these projects. Sound engagement approaches and best practices should be implemented for external development consultation; however, the Needs Assessment and formal Engagement Plan are not required, for example.

Definition: Public engagement is based on the principle that those impacted by a decision have a right to be involved in the decision-making process. Engagement – which can also be called public participation, community consultation, or participatory decision-making – is a process of gathering input from those who may be affected or perceive to be impacted, to help influence a decision or outcome. It can be described as purposeful listening, with the intent of decision-makers to meaningfully consider public or community input as one of the factors in decision-making. Engagement requires a two-way conversation, with a commitment to incorporate the public's contributions – within the parameters of the engagement initiative – to the maximum degree possible. Communications and engagement are related, and effective communication is a key component of every engagement process; however, only sharing information out should not be considered engagement and is not covered by this policy.

Roles:

- **Community Members, Residents, and Members of the Public:** Participate respectfully and genuinely in public engagement opportunities that impact and interest them. Help share information with neighbours and other residents about opportunities to provide input and participate. Share feedback that can act as an early warning sign

for public concern. As possible, assist the City's efforts to reach and include seldom-heard voices in public engagement activities.

Participate in evaluating the City's engagement activities, and provide feedback to help us improve. Recognize that public engagement involves participation by choice, and there are many barriers to participation the City is working to address. This often means key perspectives are missing from the discussion. Understand that public engagement is one factor of many in decision-making, and engagement is not intended to be a vote. Other limitations of public engagement include:

- There is often a diversity of perspectives, and input may not result in a clear direction for decision-makers.
- There may be times when input cannot be actioned. The City will work to explain why in these cases.

Internal stakeholders who are impacted by a project or decision – i.e. City staff, other departments, etc. – should also be considered as part of this group / participants.

- **City Council and Senior Management Team (decision-makers):** Help identify when engagement is required / beneficial, and champion authentic, meaningful engagement practices across the organization. Help identify the scope of engagement, or elements of the decision that are flexible / open to influence (as well as articulating what aspects are not open for input). Commit to authentic engagement:
 - Do not request engagement when all parts of the decision have already been made / are fixed or when the outcome is pre-determined;
 - Support the time and resources needed to include diverse voices and ensure those with lived and living experience are directly included;
 - Help promote and champion engagement activities in the community and with local contacts and networks;
 - From time to time and as possible, attend City-led engagement sessions in a listening role to hear directly from residents and other stakeholders;
 - When public engagement is undertaken, consider and incorporate input to the maximum degree possible in the decision / final outcome (while taking into consideration the demographics of who participated and what voices and perspectives may have been missed).
- **Public Engagement Team:** Provides oversight, strategic advice, support, training and assistance to all City Departments as they plan and deliver engagement processes. This includes:

- Meeting with the project lead / team to discuss the need for engagement and what elements are open for influence, reviewing draft engagement plans and providing feedback, providing facilitation and engagement session support as needed, etc.
 - Developing templates and examples of engagement tools and materials, such as engagement plans, “what we heard” reports, online engagement components, etc.
 - Providing a City-wide perspective on engagement activities that are upcoming and anticipated, in order to identify opportunities to coordinate and avoid engagement fatigue / overload.
 - Providing staff training, oversight, overall maintenance and participant management for the Be Heard New West online engagement platform.
 - When required, taking a lead role in planning, implementing and reporting back on City-wide engagements that do not directly relate to a specific City Department.
- **City Departments:** Responsible for considering the need / requirement for public engagement in the early planning stages / initiation for all new projects, initiatives, policy development, etc. When engagement is appropriate, departments integrate the time, resources and budget for engagement within their project plan.

With support from the Public Engagement team, departments plan, implement and report back on public engagement activities related to the department’s work. This includes:

- developing materials and engagement questions,
- building, maintaining and updating online engagement pages,
- conducting outreach and promotion to encourage participation – including drafting content and coordinating with the Corporate Communications team,
- addressing potential barriers to engagement,
- responding to public questions,
- reviewing and analyzing input,
- reporting back, etc.

When working with consultants or contractors who undertake engagement on behalf of the City, departments are responsible for ensuring the standards set out in this policy are achieved.

- **Corporate Communications:** Supports City-wide communications activities related to public engagement processes, working with draft content and messaging provided by

Department staff. For example, helping to promote engagement events and opportunities to provide input through social media posts, CityPage notices, paid advertising, etc.

Requirements for Planning City Engagement Processes

1. **Determining the Need for Engagement:** To help identify projects/initiatives/decisions that are medium or high impact/risk, project leads are required to complete the Needs Assessment worksheet, attached as [Appendix A](#). The completed form should be submitted to their direct supervisor and the Manager of Public Engagement. This worksheet should be completed as part of early project planning / project initiation and documented along with the Project Charter or other project details.
2. **Outlining the Purpose of the Engagement & Developing the Engagement Plan:** If an engagement process is identified as required / recommended, the project lead will begin an engagement plan document, working through the City's Public Engagement Toolkit, and collaborating with the Public Engagement team as needed.

As part of the engagement plan, the project team must clearly identify and outline the purpose of the engagement. Aspects that should be considered and documented in the plan include:

- **Context**, such as background, related policy, related decisions, etc. for the engagement
- The **intended outcome** of the overall project / pending decision (i.e. establish a new program, build a new facility, develop a new policy, etc.)
- **Potential impacts** of the project, and **what groups** may experience the impacts. Don't forget about internal stakeholders (i.e. Council, City staff, specific departments, etc.) in addition to community members and groups
- What elements or aspects of the project/decision are **open for influence** by the community/stakeholders (put another way, what questions are we asking the public?)
- **How input** from the community/stakeholders **will be used** in determining the project outcomes / decision-making process / influencing the design or implementation
- What are we **trying to achieve** through the engagement process (**objectives**)
- **Evaluation measures** that will be tracked to **assess the success** of the engagement process
- **Outreach strategies** to ensure those impacted are aware of the engagement and how they can participate

- Strategies to **address barriers** to participation and include the voices of those historically excluded from public processes and people with lived/living experience relevant to the engagement topic. Avoid tokenism or relying on proxies / advocates to speak on behalf of seldom-heard groups.
- Engagement **activities and timeline**, allowing for adequate time for Engagement Plan review, time to develop materials and schedule any events such as workshops, promote the engagement, conduct outreach, etc. Keep in mind that a best-practice is to allow approximately three weeks for collecting input / active engagement (i.e. a survey should be open for approx. three weeks). A combination of online and in-person engagement activities should be included for most projects
- Available **budget** for the engagement and promotions, and what expenses are anticipated

It's important to note that each public engagement initiative may have unique needs and considerations. Not all elements will be required for every Engagement Plan.

3. Submit Engagement Plan for Review: Once drafted, submit the engagement plan to the Public Engagement team for review, feedback and refinements. For high impact/risk projects, the engagement plan should also be submitted to Council and/or SMT for review and endorsement. Again, the Needs Assessment worksheet results will help identify high impact/risk projects. Seek guidance from the Public Engagement team if you are not sure.

The public engagement team will provide feedback on all draft engagement plans within one business week, or sooner. In many cases, work to develop draft materials, schedule sessions, etc. for engagement can proceed during the Engagement Plan review process. When in doubt, check with Public Engagement staff.

Department staff will use the engagement plan as a guide to implement the engagement – seeking input from the community and stakeholders through various methods – with support from the Public Engagement team.

Requirements for Reporting on Engagement

1. Reporting “What We Heard” as a Distinct Project Step: After a period of active engagement has concluded – i.e. feedback on a specific project or decision has been collected, and the input period has closed – it is a priority to report back in a timely way to participants and the community. The timeline for reporting back will vary depending

on the amount and type of input received, but staff should plan for no later than one month after the input period has closed. Reporting on engagement should be treated as a distinct step in the project process, and not bundled together with the next decision point.

- Residents' contributions should be acknowledged, and given full consideration in being applied as much as possible to the project or decision.
- If a project or initiative includes multiple phases of public engagement, reporting back should occur promptly following each phase.
- Do not wait until engagement results are included in a Council report to share engagement findings with the community; however, ensure that Council is notified when input from a high impact/risk project is shared.

2. Standards for Reporting Back: For all City engagement processes, across all Departments, the following should be completed after each phase of active engagement:

- Compile all input: Gather all different forms of input (i.e. survey responses and other online inputs, workshop notes, any direct emails, etc.).
- Analyze: Review all input and identify key themes / findings.
- Summarize: Prepare a summary of the engagement process, participant input, demographic information about participants with analysis about representation, engagement evaluation results, and next steps. Aim to include graphic elements in the summary.
- Publically provide both summary and detailed reports, as applicable, as well as the verbatim input (i.e. full survey reports, workshop notes, etc.). Verbatim input should be screened for personal information before sharing. (Contact Legislative Services for support with this as needed.) Offensive and/or discriminatory language will also be screened and removed, based on the [moderation rules](#) outlined on the Be Heard New West online engagement platform.
- Share the engagement results widely, posting to the Be Heard New West online engagement platform, and also reaching out to key stakeholders, participants who have provided their email address, etc. Be proactive – approach reporting back with the same importance as promoting the engagement opportunity.

3. Reporting on Outcomes: In addition to reporting back on the engagement process, the input received, and the key themes / findings, we must also report back on the **eventual outcomes and how the engagement impacted the final decision**. This typically comes at a later date than reporting “what we heard”. To demonstrate transparency and accountability, participants and the public must understand how their input was used, and how it influenced the related decisions.

Principles for Public Engagement in New Westminster *(from the [Public Engagement Strategy](#))*

	<i>Public Engagement by the City of New Westminster:</i>
Diversity	Involves community members who reflect the diversity of interests and opinions in the community.
Accessibility & Inclusion	Achieves accessibility for all community members, recognizes their right to participate and values the knowledge and experience they contribute.
Respect	Creates a respectful environment that builds trust and maximizes the contributions of community members and staff.
Informed Discussion	Provides community members with accessible and timely information on City matters and processes.
Partnership	Works in partnership with community members and builds on community initiative and ownership.
Transparency	Actively communicates transparent information about process and outcomes for each public engagement initiative.
Responsiveness	Acknowledges and responds to community members' input and requests for information.
Commitment to Learning & Improvement	Continuously improves public engagement practices through measurement and evaluation, and the use of innovative methods and technologies.

Additional Components of Policy / Appendices:

(These are identified as actions in Public Engagement Strategy and will be developed and added to the policy or as companion documents over time)

- Plain language guidelines
- Accessibility policy
- Checklist of minimum corporate standards – notification periods, formats, accessibility requirements, information provided, etc.
- Engagement expectations for third-parties – i.e. property developers, other government agencies

Appendix A: Needs Assessment Worksheet

Is public engagement required / recommended for my project?

Public and stakeholder engagement is based on the principle that those who are affected have the right to be included in the decision-making process¹. Authentic and meaningful engagement should be considered at the **outset of any project or decision** process, and **integrated into the project plan** and timeline. This tool is designed to help project leads across the City of New Westminster consider and identify the **risks of proceeding without engagement**, determine if engagement is recommended for their project/decision, and help identify the level of project risk/impact.

How to use this tool: As part of **early project planning / initiation**, the project lead/project manager should complete this worksheet. Work through the sheet with at least one other project team member who is familiar with the project details and intended outcomes, or have them check your responses. Think about each strategic consideration, and **based on best information available** check the most appropriate answer: Likely, Unlikely, or Unsure. Include the completed assessment in your project charter / planning documentation, and forward copies to your supervisor and the Manager of Public Engagement. Depending on the results, start planning an appropriate engagement process for your project. **Not sure where to start? Contact the Public Engagement team.**

Division:	
Project Name: (include brief description if name is not self-explanatory)	
Estimated Timeline for Council Decision / Project Completion:	
Worksheet Completed By: (indicate project lead/manager)	

Strategic Consideration	Likely	Unlikely	Unsure
There is a history/precedent at the City of conducting public engagement on similar projects, and/or there is an expectation by Council to conduct engagement for projects of this type/scale/scope			
There is a high level of public interest in this decision, and a desire to be engaged or provide input to influence the details/outcomes			

¹ International Association for Public Participation [Core Values](#)

The project will result in significant changes in the day-to-day lives of New Westminster residents – whether City-wide or in a specific neighbourhood or area			
There is potential for the project/decision to create, or appear to create, winners and losers			
Any potential or perceived negative impacts will be broadly experienced – i.e. City-wide, or across a specific area, or among specific groups			
If we were to proceed without any engagement, the project/decision announcement has the potential to cause public push-back, controversy, debate, or outrage			
The rationale for pursuing this direction/project is complex or not straightforward			
The project is likely to attract media attention and/or significant social media activity			
The project could benefit from engaging the public – to gather new ideas, invite innovation, integrate user/lived experience, increase buy-in, increase awareness, etc.			
Moving forward without public engagement could lead to project delays due to public opposition			
TOTALS: (# of checks per column)			

Assessing your results:

- **Not all strategic considerations/risks are equal.** For some projects, only one or two “Likely” responses can indicate high risk/impact. Use your best judgement, and discuss the situation with your supervisor and the Public Engagement team.
- There may also be strong rationale for not pursuing engagement for your project. This should also be discussed with leadership and Public Engagement staff, and documented.
- In general, if you have **four or more “Likely”** responses, consult with the Public Engagement team to further discuss engagement needs, potential risks of proceeding without engagement, and engagement planning.
- If you have **three or more “Unsure”** responses, seek input from other team members who are familiar with the project and its potential impacts, and consider checking public perception of the project with a few external stakeholders / community members (with the understanding that any external discussions mean the project will no longer be confidential).
- Questions? Contact the Public Engagement team.



REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** July 12, 2021

From: Lisa Spitale **File:** 05.1035.10
 Chief Administrative Officer

Item #: 283/2021

Subject: COVID-19 Pandemic Response – Update and Progress from the Five Task Forces

RECOMMENDATION

THAT Council receives this report for information.

PURPOSE

The purpose of this report is to provide City Council with updates from the five COVID-19 pandemic response task forces.

BACKGROUND

Outlined below are the names of the five COVID-19 pandemic response task forces; they are:

1. At-Risk and Vulnerable Populations
2. Seniors and Persons with Disabilities
3. Business and Working Economy
4. Education and Enforcement
5. Childcare

The updates and accomplishments from each task force for the period June 2 to July 6, 2021 are outlined in Attachment 1.

CONCLUSION

The work being fulfilled by the five COVID-19 pandemic response task forces are a top priority for the City. Staff workplans are prioritized to the pandemic response.

ATTACHMENTS

Attachment 1: COVID-19 Pandemic Response Task Forces Update June 2 to July 6, 2021

This report has been prepared by
Lisa Spitale, Chief Administrative Officer

Approved for Presentation to Council

A handwritten signature in black ink, appearing to be 'LS', written over a horizontal line.

Lisa Spitale
Chief Administrative Officer

Attachment 1:

COVID-19 Pandemic Response Task Forces Update

June 2 to July 6, 2021

Vulnerable and At Risk Populations

Reaching Home Program Grant

The City has received about \$190,000 under the federal government's Reaching Home Program. On July 5, 2021, the City responded to a new intake under this program and applied for additional \$181,000. This application is in support of continued funding for the five food security and resource hubs, which are feeding up to 750 people on a weekly basis, portable toilets and the shower program, as well as funding for personal identification services.

Strengthening Community Services Program Grant

On April 16, 2021, the City submitted a grant application, in the amount of \$446,000 under the Strengthening communities Services Program. The application, if approved, will address the needs of the unsheltered, including related to enhanced drop-in services, meal programming and outreach; respond to business and resident concerns, including through neighbourhood sweeps for discarded needles and street cleaning; provide for enhanced homelessness coordination services; and develop an Indigenous lens to ensure that homelessness programming is more responsive to their needs. The application has progressed through the initial review processes, and the City should be informed if its application has been successful by the second or third week of July.

Homelessness Outreach, Referral and Advocacy Services

The City circulated a request for proposals to faith-based and non-profit organizations with regard to homelessness outreach, referral and advocacy services. Based on the request, Lookout Housing and Health Society was the successful proponent, and are in the process of retaining two workers, who will be responsive to calls for service from Engineering Operations, Integrated Services and Police.

Health Contact Centre

As of June 23, 2021, the Health Contact Centre, which includes an overdose prevention site and other harm reduction services, has been operational for about 10 weeks. During this time, the Centre had 326 total visits using the witnessed consumption service, 12 overdose events and no deaths.

- April: 78 visits, 4 overdose events
- May: 152 visits, 6 overdose events
- June 1-23: 96 visits, 2 overdose events

Travis Walker, Site Coordinator, Health Contact Centre, stated that he is not aware of an increase in overdoses or overdose deaths since its opening. He further stated that there has been an increase in contaminated drugs circulating in New Westminster. Additionally, he emphasized that considerable research has shown that overdose prevention sites do not increase rates of drug use or drug-related crime in communities where they are offered and do not attract or shift drug use from other communities.

Emergency Management Planning

City staff, through the Task Force, distributed information with regard to the extreme heat event and preparing for it to all faith-based and non-profit organizations. City staff also worked with Emergency Services with regard to the distribution of bottled water to precariously housed and unsheltered individuals and Parks and Recreation with regard to the opening of cooling centres. Additionally, City staff made available Task Force funds for faith-based and non-profit organizations to purchase bottled water in order to distribute to their clients, guests and patrons, as well as those availing themselves of support.

City staff, as part of a Task Force Report to Council on July 12, 2021, is recommending the reallocation of unused Task Force funds in the amount of \$15,000 to partner with the Hey Neighbour Collective and the Seniors Services Society on a Seniors Integrated Support Pilot Project at Ross Tower, which includes emergency preparedness and social connectedness initiatives, which is applicable to other seniors independent living residences, and which will address the impacts of COVID-19, including post pandemic. This work will also enable such residences to better prepare for and response to future extreme heat events.

Washroom Access for Precariously Housed and Unsheltered Individuals

The City has established an Inter-Departmental Working Group on Homelessness, which is working closely with the COVID-19 At-Risk and Vulnerable Populations Task Force, and which has a mandate to address business and resident concerns related to homelessness and other social issues. One of the most significant concerns raised is the presence of human waste in the Downtown, and other neighbourhoods. This issue has been aggravated by limited access to business, faith-based and non-profit toilet facilities. City staff have conducted research related to free-standing, self-cleaning toilets, which has raised concerns about these facilities, with several case study municipalities recommending the Portland Loo, which is far less costly to purchase and more economical to maintain. On August 30, 2021, City staff will be bringing a Report to Council in Regular Meeting, which will include recommendations related to toilet facilities to address the increasing presence of human waste.

Seniors and the Disabled

Friendly Caller Program- Ongoing

Many seniors live in isolation and COVID-19 has only enhanced the social challenges that impact them. The Friendly Caller Program continues to operate through the Seniors Services Society reaching out to seniors in our community that are seeking social interaction. The number of people called during this time period are as follows:

Number Registered: 25

Volunteers: 12

Avg. Age: 77

Total calls: 34

Total Min.: 725

Average length of call: 21 minutes

Food Securement

The Century House Food Program is ongoing every Tuesday and Thursday from 4:00 pm to 5:00 pm and provides free meals to those members in the community in need. The number of people served during this time period are as follows:

Thursday, June 3 - 9 meals were distributed to 26 people

Tuesday, June 8 - 9 meals were distributed to 28 people

Thursday, June 10 - 10 meals were distributed to 34 people

Tuesday, June 15 - 8 meals were distributed to 25 people

Thursday, June 17 - 13 meals were distributed to 38 people

Tuesday, June 22 - 10 meals were distributed to 30 people

Thursday, June 24 - 12 meals were distributed to 34 people

Tuesday, June 29 - 8 meals were distributed to 21 people

Tuesday, July 6 - 8 meals were distributed to 21 people

Business and the Local Economy

- Continued bi-weekly distribution of the InvestNewWest newsletter (860 current business subscribers).
- Business and Local Economy Task Force meeting bi-weekly.
- Continued updating of the COVID-19 Business Resources as orders change.
- The second phase of the collaborative marketing campaign, ReDiscover New West, ran for the month of June, and a \$1000 winner was selected randomly. The next phase focuses on events, venues, and accommodations, and has launched and will run until end of August. It features a weekly events calendar in the Record.
- VENN# 5 (Virtual Education and Networking Night) is scheduled for July 19 and is focused on newsletters. This one has also been marketed to businesses as the information is relevant to both businesses and non-profits.
- The Non-Profit Educational Support Bursary program has also been launched and is currently receiving applications through Vantage Point.
- The Temporary Patio program continues to accept applications. Currently more than 20 temporary patios are installed or in progress of being installed at food or beverage establishments around the city.

Education and Enforcement

- The COVID compliance line received 17 calls/emails in June, a decrease since the previous month.
- Calls regarding mask wearing in indoor spaces for various business types continue.
- With restrictions lifted as part of the BC Re-Start plan, calls to the hotline are expected to continue to decrease.
- There are currently two auxiliary COVID Compliance Officers working in Integrated Services who respond to inquiries and investigate complaints received on the COVID Compliance Line Mondays to Fridays. They are scheduled to return to regular duties at the beginning of September.
- The next E&E meeting is scheduled for July 8, 2021, where E&E will discuss the future role of the Working Group.

Childcare

- Before and after-school options is actively being discussed particularly in Queensborough to address a need in the fall.
- A new license category – Recreation Care has been introduced that provides less restrictions pertaining to space and capacity.
- Task Force continues to see value in meeting even after the pandemic as this is platform for sharing of information that supports families. This summer the meeting schedule will shift to bi-weekly.



REPORT

Office of the Chief Administrative Officer

To:	Mayor Côté and Members of Council	Date:	July 12, 2021
From:	Lisa Spitale Chief Administrative Officer	File:	05.1035.10
		Item #:	286/2021
Subject:	Extension of Temporary Patio Program to Support Business Recovery		

RECOMMENDATION

THAT Council extend the temporary patio program, until June 1, 2022, including continuation of waiver of associated municipal program fees;

THAT Council direct staff to confirm to the Province that the City generally supports the extension of the approved Temporary Expanded Service Area (TESA) authorizations to June 1, 2022;

THAT Council direct staff to bring forward any necessary amending bylaws (e.g. Zoning Bylaw) to support the temporary program extension until June 1, 2021.

EXECUTIVE SUMMARY

This report presents an update on the City's Temporary Patio Program, which is scheduled to conclude October 31, 2021. Like many municipalities across Metro Vancouver, the temporary patio program was developed to support our local economy during the pandemic - specifically small businesses in the food and beverage industry – and enhance place-making and create vibrant neighbourhoods. With the BC Restart Plan in Step 3, most food and beverage establishments who have chosen to erect a temporary patio have noted positive feedback, and wish to continue with the temporary patio as some customers continue to prefer dining outdoors. Staff have received generally positive feedback from residents, including anecdotal reports that some residents have tried out businesses they have never been to before due to the addition of outdoor patio space.

While the Province had earlier indicated they would not be expanding the Temporary Expanded Service Area (TESA) program, on June 15, 2021, they announced an extension of the program to June 1, 2022. The extension is to allow time for establishments to submit applications to convert their temporary patios to permanent patios and to continue to support the Province's economic recovery. TESAs allow for the increase in size of existing service areas, within existing occupancy, to support liquor and food primary licensees in complying with requirements under the Public Health Office Orders, in particular with respect to social/physical distancing.

To ensure continued support for the City's food and beverage sector and allow businesses time to consider making their patios permanent, staff recommend extending the City's temporary patio program to June 1, 2022 to mirror that of the Province's.

PURPOSE

The purpose of this report is to provide Council with an update on the Temporary Patio Program, in support of local restaurant and pub recovery efforts.

BACKGROUND

As part of the City's efforts to be responsive to adapting existing policies and procedures to address the new reality facing many local businesses under BC's Restart Plan, at the meeting of June 1, 2020, Council endorsed a series of bylaw and policy changes that permitted local businesses to expand their operations onto sidewalks and other public rights of way, including on-street parking spaces and other road space. The program has enabled participating businesses to meet physical distancing requirements and adhere to public health guidelines, which reduced their operating capacity and required new ways to address occupancy shortfall while remaining in operation.

Since the implementation of the City's temporary patio and parklet program, 21 temporary patios have been approved:

- 11 on-street patios (1 of these chose not to move forward after approval was granted)
- 8 on private property
- 1 sidewalk patio
- 1 combination of sidewalk/private property

Inquiries were also received from an additional 11 business that did not move forward for a variety of reasons, such as changing public health orders, the business not qualifying (ie: retail rather than food establishment), complicated siting requirements, or expense of construction materials required.

DISCUSSION

As the BC Restart Plan continues to progress, restrictions placed on businesses are being slowly lifted. Patrons continue to indicate a preference for outdoor patios while the weather remains favourable. Some businesses have indicated their desire to make their temporary patios permanent, and the Province has indicated that more time will be required to accommodate the process related to making a temporary patio permanent.

Other Municipalities

Several other municipalities are also reviewing their temporary patio programs at this time and staff between the various municipalities are in correspondence.

Provincial Extension of Temporary Expanded Service Areas (TESAs)

On May 22, 2020, the Province's Liquor and Cannabis Regulation Branch (LCRB) announced a new policy directive (known as Temporary Expanded Service Areas (TESA)) that permitted food primary, liquor primary and manufacturing licensees to temporarily expand their service area footprint. This helped licensees increase their service area by allowing them to decrease the density of patrons in their establishments and to continue to serve patrons while complying with Provincial Health Officer orders and guidelines regarding physical distancing.

In September 2020, the Province announced an extension of the TESA program to October 31, 2021. The City of New Westminster followed suit with an extension of our temporary program to October 31, 2021 as well.

On June 15, 2021, the Province once again announced their intent to extend the TESA program until June 1, 2022. The Province will continue to accept applications for new temporary expanded spaces until October 31, 2021. Municipalities may indicate support for TESA's within their municipality by July 30, 2021. Staff recommend providing general support.

Continued Waiving of Fees Associated with Patios

At the creation of the temporary patio program, the Sidewalk Café Encroachment Bylaw was amended to provide the Director of Engineering with the authority to reduce or waive the yearly license fee (\$2.50/square foot) and/or security deposit (\$600). Council endorsed the waiving of these associated fees for the temporary patio program and staff are recommending continuation of this directive until June 1, 2022.

Next Steps

Over the summer and fall, staff will work with those establishments interested in making their patios permanent and determine the process necessary depending on the individual patio context (e.g. liquor service, location of patio on public or private property, etc.).

An amendment to the Zoning Bylaw, which currently permits the temporary conversion of 2 parking stalls to patio use on private property, is set to expire January 31, 2022. If endorsed by Council, Staff would bring forward a report with a bylaw amendment in September 2021, which would see the temporary parking to patio provision extended to, at a minimum, June 1, 2022.

In early 2022, staff will also be reviewing and updating the City's existing "permanent" patio guidelines.

CONSULTATION

Members of the Economic Development Advisory Committee, the Culture and Economic Development Task Force, and the COVID-19 Business & Local Economy working group have all been presented with a summary of the temporary patio program and have provided input on the extension of the patio program. All were supportive of this work.

INTERDEPARTMENTAL COORDINATION

Multiple departments have been consulted to implement these initiatives including the Office of the CAO, Engineering Services, Development Services, and Parks & Recreation, as well as the City's solicitor.

OPTIONS

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

1. THAT Council direct staff to extend the temporary patio program, until June 1 2022, including continuation of waiver of associated municipal program fees;
2. THAT Council direct staff to confirm to the Province that the City generally supports the extension of the approved Temporary Expanded Service Area (TESA) authorizations to June 1, 2022;
3. THAT Council direct staff to bring forward any necessary amending bylaws (e.g. Zoning Bylaw) to support the temporary program extension until June 1, 2021.
4. Provide staff with additional direction.

Staff recommend Options 1 through 3.

This report has been prepared by
Carolyn Armanini, Planner, Economic Development
Jen Arbo, Economic Development Coordinator

This report was reviewed by:
Blair Fryer, Manager of Communications and Economic Development

Approved for Presentation to Council

A handwritten signature in dark ink, appearing to be 'Lisa Spitale', written over a horizontal line.

Lisa Spitale
Chief Administrative Officer



REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Lisa Spitale **File:** 05.1035.10

Item #: 276/2021

Subject: Submission to the Department of Canadian Heritage Museum Assistance Program under the COVID-19 Reopening Fund

RECOMMENDATION

THAT Council authorize an application to the Department of Canadian Heritage for emergency support funds to respond to the COVID-19 pandemic; and

THAT the Manager of Museums and Heritage Services be authorized to enter into a funding agreement with the Government of Canada.

PURPOSE

This report is to request Council's resolution to submit a grant application to the Department of Canadian Heritage for emergency support funding to respond to the COVID-19 pandemic.

BACKGROUND

On June 28, 2021, the Hon. Steven Guilbeault, Minister of Canadian Heritage announced \$41 million would be allocated from a \$200 million Reopening Fund to help local museums. These funds are to support ongoing operating costs for heritage organizations through the Museums Assistance Program (MAP). On June 30th Minister Guilbeault announced that the funding would be allocated in a similar manner to the 2020 COVID-19 Emergency Support Funding program. The New Westminster Museum and Archives (NWMA) was successful in its application to that program, and received \$91,451.00.

DISCUSSION

The guidelines for applications to the Reopening Fund have not yet been released but it is anticipated this will occur during Council's summer break. As the Reopening Fund is to be administered in a similar fashion to the 2020 program, the NWMA is positioned well to be successful in an application.

Should the submission be successful, the City would be required to enter into funding agreements with the Federal Government Department of Canadian Heritage. These agreements are standard form agreements provided by the Federal Government and include an indemnity and release in favour of the Federal Government. As with any application to senior levels of government, there is no guarantee that the submission will be successful.

In 2020 the turnaround on applications to the Emergency Support Funding was rapid and applications were managed on a first come first serve bases. Staff are requesting Council authorization to enter into agreement with the Government of Canada should the guidelines be released while they are on summer break.

SUSTAINABILITY IMPLICATIONS

Department of Canadian Heritage funding will support the City in managing its 2021 budget by offsetting costs that would otherwise be borne by the municipality.

FINANCIAL IMPACT

As the Reopening Fund is anticipated to be managed in a similar fashion to last year's, the New Westminster Museums and Archives operations would be eligible to receive \$91,451.

OPTIONS

The following options are presented for Council's consideration:

1. **THAT** Council authorize an application for grant funding to the Department of Canadian Heritage for emergency support funds to respond to the COVID pandemic; and
2. **THAT** the Manager of Museums and Heritage Services be authorized to enter into a funding agreement with the Government of Canada.
3. That Council provide other direction to staff.

Staff recommend Options 1 and 2.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has included coordination with the Finance Department, Legislative Services and Intergovernmental & Community Relations.

CONCLUSION

City staff is requesting approval to submit an application to the Museums Assistance Program administered by the Federal Department of Canadian Heritage. If approved, the Federal Government could contribute 10% of the New Westminster Museums and Archives 2019 expenses amounting to \$91,451 to aid in its COVID recover measures. A Council resolution is required in support of the grant application.

This report has been prepared by
Robert McCullough, Manager of Museums and Heritage Services

Approved for Presentation to Council



Lisa Spitale
Chief Administrative Officer



REPORT

Finance

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Harji Varn **File:**

Director of Finance

Item #: 274/2021

Subject: Revised Attachment #7 for 2020 Statement of Financial Information

RECOMMENDATION

THAT Council receives and approves the revised attachment #7 for the 2020 Statement of Financial Information.

BACKGROUND

Each year the City prepares a Statement of Financial Information (SOFI) in accordance with Section 2 of the Financial Information Act (FIA). The SOFI report includes a Schedule of Council Remuneration and Expenses prepared in accordance with Section 168 of the Community Charter.

FIA Regulation Schedule 1, Section 9(2) states the SOFI report must be approved by Council and the Financial Officer.

The 2020 Statement of Financial Information was presented to and approved by Council at the meeting held on June 21, 2021. The document that was included in the report as Attachment #7 was not the correct document. The revised Attachment #7 is in Attachment 1 to this report.

CONCLUSION

In accordance with the FIA Regulations the contents of the SOFI report must be approved by Council and the Financial Officer. Therefore, it is recommended Council approve the attached revised Attachment #7 of the 2020 Statement of Financial Information.

OPTIONS

There are two options for Council's consideration:

Option 1 – receive and approve the revised attachment #7 for the 2020 Statement of Financial Information attached to this report: or

Option 2 – provide staff with further direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment #1 - Revised Attachment #7 - Statement of Severance Agreements

Attachment #2 - Original Attachment #7 - Statement of Severance Agreements

Approved for Presentation to Council



For Harji Varn
Director of Finance



Lisa Spitale
Chief Administrative Officer

Attachment #1

Revised Attachment #7 – Statement of Severance Agreements



NEW WESTMINSTER

City of New Westminster

STATEMENT OF SEVERANCE AGREEMENTS

There were two severance agreements made between the Corporation of the City of New Westminster and non-unionized employees during the 2020 fiscal year representing a total of 10 months of compensation.

Richard Fong
Director of Human Resources

Doc # 1833337

Attachment #2

Original Attachment #7 – Statement of Severance Agreements

Attachment #7

Statement of Severance Agreements



NEW WESTMINSTER

City of New Westminster

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Corporation of the City of New Westminster and a non-unionized Library employee during the 2020 fiscal year.

Richard Fong
Director of Human Resources

Doc # 1833336



REPORT

Legislative Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Jacque Killawee **File:** 05.1035.10
City Clerk

Item #: 273/2021

Subject: A Bylaw to Amend Delegation Bylaw No. 7176, 2015

RECOMMENDATION

THAT Delegation Bylaw Amendment Bylaw No. 8270, 2021 (Attachment 1) be given three readings.

PURPOSE

This report brings before Council amendments to Delegation Bylaw 7176, 2015 that update the bylaw.

BACKGROUND

In support of good governance, the City has a Delegation Bylaw, which provides for the operation of the City. From time to time, this needs to be amended to reflect business changes.

DISCUSSION

To respond to changes in staff roles and responsibilities, Delegation Amendment Bylaw 8270, 2021 (Attachment 1) makes the following updates:

- 1) The Manager, Civic Buildings and Properties is added to the list of Managers that can act for the Director of Engineering Services; and

- 2) The Manager of Financial Services is added so that they are able to act on behalf of the Director of Finance under this Bylaw; and
- 3) The staff who can act on behalf of the City regarding insurance claims under \$75,000 is changed from the City Clerk to the Purchasing Manager.

A redlined copy of the Consolidated Delegation Bylaw is found in Attachment 2.

OPTIONS

There are two options for Council's consideration:

1. That Delegation Amendment Bylaw No. 8270, 2021 (Attachment 1) be given three readings.
2. That Council provide other direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 – Delegation Amendment Bylaw No. 8270, 2021

Attachment 2 – Redline Consolidated Delegation Bylaw No. 7176, 2015

This report has been prepared by
Gillian Day, Agenda Secretary

This report was reviewed by:

Approved for Presentation to Council



Jacque Killawee
City Clerk



Lisa Spitale
Chief Administrative Officer

Attachment 1

Delegation Amendment Bylaw No. 8270, 2021

**CORPORATION OF THE CITY OF NEW WESTMINSTER
DELEGATION AMENDMENT BYLAW NO. 8270, 2021**

A Bylaw to Amend Delegation Bylaw No. 7176, 2015

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

Citation

1. This Bylaw may be cited for all purposes as “Delegation Amendment Bylaw No. 8270, 2021.”

Amendments

2. Delegation Bylaw No. 7176, 2015 is amended by:
 - a. Deleting the paragraph immediately preceding Section 7 and replacing it with:

The Manager, Infrastructure Planning, Manager, Civic Buildings and Properties, Manager of Transportation or the Manager of Design & Construction, upon appointment as Acting Director may exercise the powers, duties and functions of Council delegated to the Director of Engineering Services under this Bylaw when the Director of Engineering Services is absent or otherwise unable to act.

- b. In Section 8 immediately preceding Section 9 adding:

The Manager of Financial Services may exercise the powers, duties and functions delegated to the Director of Finance under this Bylaw when the Director of Finance is absent or otherwise unable to act.

- c. In Section 9, deleting “The City Clerk” and replacing it with “The Purchasing Manager”.

GIVEN FIRST READING THIS ____ day of _____ 2021.

GIVEN SECOND READING THIS ____ day of _____ 2021.

GIVEN THIRD READING THIS ____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Attachment 2

Redline Consolidated Delegation Bylaw

No. 7176, 2015

CORPORATION OF THE CITY OF NEW WESTMINSTER



DELEGATION BYLAW NO. 7176, 2015

EFFECTIVE DATE: November 30, 2015

CONSOLIDATED FOR CONVENIENCE ONLY
(November 13, 2019)

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

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
7820, 2016	February 29, 2016
8163, 2019	November 4, 2019
8270, 2021	<u>August 30, 2021</u>

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 7176, 2015. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

DELEGATION BYLAW NO. 7176, 2015

A bylaw to delegate certain powers, duties and functions of Council

WHEREAS:

- A. Council is enabled to delegate certain of its powers, duties and functions to its officers and employees;
- B. Council considers it desirable and convenient to delegate certain of its powers, duties and functions to its officers and employees;

NOW THEREFORE the Council of the City of New Westminster in open meeting assembled,
ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited for all purposes as the “City of New Westminster Delegation Bylaw No. 7176, 2015”.
- 2. In this Bylaw, a reference to any officer of the City includes the deputy or assistant director of such officer, and is a reference to that officer, deputy or assistant, as established by the City of New Westminster Officers Establishment and Indemnity Bylaw No. 7175, 2007.
- 3. No power, duty or function delegated by this Bylaw may be sub-delegated.
- 4. The Chief Administrative Officer may exercise all the duties, powers and functions of Council in respect of:
 - (a) entering into and executing settlement agreements on behalf of the City in respect of claims or actions where the City's settlement obligation does not exceed \$50,000.00 in value and any expenditure is budgeted for in the Financial Plan;
 - (b) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value less than \$500,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$150,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Chief Administrative Officer adhering to the procurement processes endorsed by Council from time to time, and
 - (c) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is for an emergency and is not budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated

herein, such discretion as delegated is subject to the Chief Administrative Officer adhering to the emergency expenditure procedures set out in the City's procurement policy as endorsed by Council from time to time.

BYLAW 7820, 2016

- (d) entering into and executing contracts on behalf of the City for the loan or borrowing of art for City museums, galleries and facilities where the City's total payment obligation does not exceed \$75,000 and the expenditure is budgeted for in the Financial Plan.

BYLAW 8163, 2019

- (e) granting moneys to individuals and organizations who have applied for City money under the City's community granting programs where the expenditure is budgeted for in the Financial Plan.
5. The Director of Development Services may exercise all the duties, powers and functions of Council in respect of:
- (a) entering into and executing on behalf of the City statutory rights of way, easements and covenants under s. 219 of the *Land Title Act* in favour of the City, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City and such easement, right of way or covenant is required as a condition of rezoning or otherwise in connection with the development of land;
 - (b) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Development Services adhering to the procurement processes endorsed by Council from time to time.

BYLAW 8163, 2019

The Senior Manager of Development Services may exercise the powers, duties and functions delegated to the Director of Development Services under this Bylaw when the Director of Development Services is absent or otherwise unable to act.

6. The Director of Engineering Services may exercise all of the duties, powers and functions of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a

contract of up to \$50,000, or such greater limit as may be provided for under section 7(c) of this Bylaw, where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Engineering Services adhering to the procurement processes endorsed by Council from time to time;

- (b) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is for an emergency and is not budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Engineering Services adhering to the emergency expenditure procedures set out in the City's procurement policy as endorsed by Council from time to time;

BYLAW 8163, 2019

- (c) approving cost overruns on capital works construction projects of up to, in total, the greater of \$100,000.00 or 10% of the budget for the project, where the expenditure can be offset by other forgone projects in the Financial Plan;
- (d) entering into and executing licenses for not-for-profit organizations to use or occupy City property and facilities under the administration of the Engineering Services Department, where the term of such agreement is no more than three to five years and the cumulative value of the license over the license term does not exceed \$5,000; and
- (e) granting and executing, on behalf of the City, statutory rights of way under s. 218 of the *Land Title Act* over City land in favour of utility operators, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City.
- (f) accepting, modifying and discharging on behalf of the City as grantee statutory rights of way, easements and covenants under s. 219 of the *Land Title Act* in favour of the City, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City and such easement, right of way or covenant is required as a condition of rezoning or otherwise in connection with the development of land.

BYLAW 8163, 2019; 8270, 2021

The Manager, Infrastructure Planning, Manager, Civic Buildings and Properties, Manager of Transportation or the Manager of Design & Construction, upon appointment as Acting Director may exercise the powers, duties and functions of Council delegated to the Director

of Engineering Services under this Bylaw when the Director of Engineering Services is absent or otherwise unable to act.

7. The Approving Officer of the City may exercise all the duties, powers and functions of Council in respect of:
- (a) accepting, modifying and discharging, in whole or in part, on behalf of the City as grantee, all covenants granted to the City pursuant to s. 219 of the *Land Title Act*, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City, and where such s. 219 covenant is required as a condition of approval by the Approving Officer of subdivision of land, or is granted to the City to identify and secure the performance of obligations to construct and complete works and services arising as a condition of subdivision;
 - (b) accepting and modifying, on behalf of the City as grantee, all statutory rights of way granted to the City pursuant to s. 218 of the *Land Title Act* required as a condition of approval of subdivision, or in any circumstances in which an owner of land is required to grant, or has agreed to grant, a statutory right of way to the City;
 - (c) discharging statutory rights of way granted to the City pursuant to s. 218 of the *Land Title Act* where the right of way is no longer required by the City; and

BYLAW 7820, 2016

- (d) entering into and executing, on behalf of the City, works and services agreements pursuant to s. 509(2) of the *Local Government Act*.

BYLAW 8163, 2019

8. The Director of Finance may exercise all the duties, powers and functions of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels, or for the sale of property except real property, where the contract requires no approval or consent of the electors and the expenditure, if any, is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Finance and Information Technology adhering to the procurement processes endorsed by Council from time to time.

BYLAW 8270, 2021

The Manager of Financial Services may exercise the powers, duties and functions delegated to the Director of Finance under this Bylaw when the Director of Finance is absent or otherwise unable to act.

BYLAW 8270, 2021

9. ~~The City Clerk~~The Purchasing Manager may exercise the duties and powers of Council in respect of:
- (a) entering into and executing settlement agreements on behalf of the City in respect of insured claims or actions where the City's payment obligation does not exceed \$75,000 in value and the expenditure is budgeted for in the Financial Plan.

BYLAW 8163, 2019

10. The Director of Parks and Recreation may exercise the duties and powers of Council in respect of:

BYLAW 8163, 2019

- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000, or such greater limit as may be provided for under section 12(b) of this Bylaw, where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Parks and Recreation adhering to the procurement processes endorsed by Council from time to time;

BYLAW 8163, 2019

- (b) approving cost overruns on capital works construction projects of up to, in total, the greater of \$100,000.00 or 10% of the budget for the project, where the expenditure is can be offset by other forgone projects in the Financial Plan

BYLAW 7820, 2016; 8163, 2109

- (c) entering into and executing licenses for not-for-profit organizations to use or occupy City property and facilities under the administration of the Parks & Recreation Department, where the term of such agreement is no more than three to five years and the cumulative value of the license over the term of the license does not exceed \$5,000.
11. The Purchasing Manager may exercise the duties and powers of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is

budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Purchasing Manager adhering to the procurement processes endorsed by Council from time to time.

12. The Director of Human Resources may exercise the duties and powers of Council in respect of:
 - (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Human Resources adhering to the procurement processes endorsed by Council from time to time.
13. The Fire Chief may exercise the duties and powers of Council in respect of:
 - (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Fire Chief adhering to the procurement processes endorsed by Council from time to time.

Each of the persons listed in Schedule A to this Bylaw may exercise the duties and powers of Council in respect of entering into and executing amendments, on behalf of the City, to contracts for the construction of capital works, where the amendment does not cause the then anticipated cost of constructing the capital work to exceed the budget established by the City for the capital work and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the delegate adhering to the procurement processes endorsed by Council from time to time.

14. Upon a declaration of a state of local emergency pursuant to Major Emergency Program Bylaw No. 6417, 1997, the Emergency Operations Centre Director may enter into and execute contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is not budgeted for in the Financial Plan, but is deemed necessary by the Emergency Operations Centre Director in order to protect:

human life, safety, and health,

property;

the environment; or

the economic interests of the City.

and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Emergency Operations Centre Director adhering to the emergency expenditure procedures set out in the City's procurement policy as endorsed by Council from time to time.

Schedule A
List of Project Managers

BYLAW 8163, 2019

Civil and Parks Infrastructure Project Coordinator
Engineering Project Technologist
Infrastructure Engineer
Manager, Business Operations
Manager, Civic Buildings and Properties
Manager, Design and Construction
Manager, Engineering Operations
Manager, Horticulture Services and Parks and Open Space Planning
Manager, Infrastructure Planning
Manager, Major Projects
Manager, Transportation
Parks / Open Space Planner
Project Engineer
Project Manager
Senior Manager of Development Services
Utilities and Special Projects Engineer



REPORT

Legislative Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Jacque Killawee **File:** 1025.02
City Clerk

Item #: 285/2021

Subject: **Recruitment 2021: Grant Committee Appointments**

RECOMMENDATION

THAT Council receive the report entitled “Recruitment 2021: Grant Committee Appointments” for information.

PURPOSE

The purpose of this report is to report on recent appointments to the City’s Grant Committees.

BACKGROUND

At the June 21, 2021 Closed meeting, New Westminster City Council meeting approved the following motions in relation to the City’s Grant Committee appointments:

MOVED and SECONDED

THAT Council appoint the following individuals to the positions on the City’s Grant Committees as follows:

Community Livability and Social Equity Grant Committee

- *Sandra Cail*
- *Kathie Currie*
- *Alexander Csizmadia*
- *Claudia Freire*

Social and Cultural Vibrancy Grant Committee:

- *John Davies*
- *Pamela Davies*
- *Bereket Kebede*
- *Jeremy Perry*
- *Richard Schabler*
- *Dylan Myers*

Community Economic Activators Grant Committee:

- *Sharon Ennis*
- *Jessica Jimmo*
- *Joy St John*
- *Jen Arbo*

THAT, pursuant to the City of New Westminster Advisory Committee Policy adopted in 2019, the Mayor grant a waiver to John Davies, to allow him to serve on the Social and Cultural Vibrancy Grant Committee, the Community Heritage Commission and the Arts Commission at the same time.

CARRIED.

OPTIONS

Option 1: THAT Council receive the report entitled “Recruitment 2021: Grant Committee Appointments” for information.

Option 2: Please provide Staff with other direction.

Staff recommends Option 1.

CONCLUSION

Appointments to Advisory Committees, Boards and Commissions must be authorized by a Council resolution.

This report has been prepared by Heather Corbett, Committee Clerk

This report was reviewed by:

Approved for Presentation to Council



Jacque Killawee
City Clerk



Lisa Spitale
Chief Administrative Officer

There is no Report with this Item.
Please see Attachment(s).



Corporation of the City of
NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL REGULAR MEETING OF CITY COUNCIL

June 14, 2021

Meeting held electronically under Ministerial Order No. M192/2020 and
the current Order of the Provincial Health Officer - *Gatherings and Events*

AGENDA

The Meeting was called to order at 1:00 p.m.

EXCLUSION OF THE PUBLIC

1. MOVED and SECONDED

THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(e), 90(1)(i) and 90(1)(k) of the Community Charter:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

CARRIED.

All members present voted in favour of the motion.

Purpose of the meeting:
Property, legal and negotiations matters

ADJOURNMENT

2. On MOTION, the meeting adjourned at 1:02 p.m.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK

There is no Report with this Item.
Please see Attachment(s).

A vibrant, compassionate, sustainable city that includes everyone.

OPEN COUNCIL WORKSHOP

Monday, June 21, 2021

Meeting held electronically under Ministerial Order No. M192/2020 and
the current Order of the Public Health Officer – Gatherings and Events

MINUTES

PRESENT:

Councillor Nadine Nakagawa, Acting Mayor
Councillor Chinu Das
Councillor Patrick Johnstone
Councillor Jaimie McEvoy
Councillor Chuck Puchmayr
Councillor Mary Trentadue

STAFF:

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Mr. Rod Carle	- General Manager, Electrical Utility
Mr. Richard Fong	- Director of Human Resources
Mr. Dean Gibson	- Director of Parks and Recreation
Ms. Lorraine Lyle	- Manager of Finance
Ms. Gwenda Sulem	- Asset Management and Project Engineer, Engineering Services
Ms. Denise Tambellini	- Manager, Intergovernmental and Community Relations
Ms. Harji Varn	- Chief Financial Officer/Director of Finance
Mr. Eugene Wat	- Acting Director of Engineering Services
Ms. Nicole Ludwig	- Assistant City Clerk

REGRETS:

Mayor Jonathan Cote

GUESTS:

Christina Benty	- Christina Benty Strategic Leadership Solutions, on behalf of Asset Management BC
Dorfam Farno	- Intern

The Meeting was called to order at 12:01 p.m.

PRESENTATIONS

1. Sustainable Service Delivery through Asset Management Practices

a. Presentation

Eugene Wat, Acting Director of Engineering Services, and Gwenda Sulem, Asset Management and Project Engineer, Engineering Services, introduced Christina Benty, of Christina Benty Strategic Leadership Solutions, who provided a presentation on behalf of Asset Management BC, on "Sustainable Service Delivery Through Asset Management Practices".

Ms. Benty introduced herself and encouraged Council members to ask questions throughout the workshop. Ms. Benty then started her presentation in which she addressed the need to be proactive about asset management, involving members of the public, and supplying adequate budgets to maintain infrastructure and assets. There is a need for empirical evidence to do the right thing, to the right asset, at the right time in order to make sure that assets are maintained and reserves set aside to maintain them.

NOTE: Councillor Puchmayr left the meeting at 12:12 p.m.

Following the presentation, Council made the following comments:

- A request for a report back on staff's intentions following this kind of a presentation, and to tie it to budget deliberations;
- There is a need to talk about the public-facing part of asset management, and to have better communication with the public; and,
- There is a need to answer the question about what services the City should provide and what services the community is willing to pay for.

b. Report

MOVED and SECONDED

THAT Council receives the June 21, 2021, report entitled "Sustainable Service Delivery through Asset Management Practices" for information.

CARRIED.

All members present voted in favour of the motion.
(Councillor Puchmayr absent for the vote)

ADJOURNMENT

On MOTION, the meeting adjourned at 1:01 p.m., with Councillor Puchmayr absent for the vote.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK

There is no Report with this Item.
Please see Attachment(s).

A vibrant, compassionate, sustainable city that includes everyone.

REGULAR MEETING OF CITY COUNCIL

Monday, June 21, 2021

Meeting held electronically under Ministerial Order No. M192/2020

MINUTES

PRESENT:

Mayor Jonathan Cote
Councillor Chinu Das
Councillor Patrick Johnstone
Councillor Jaimie McEvoy
Councillor Nadine Nakagawa
Councillor Chuck Puchmayr
Councillor Mary Trentadue

STAFF:

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Ms. Emilie Adin	- Director of Development Services
Mr. Rod Carle	- General Manager, Electrical Utility
Ms. Britney Dack	- Heritage Planner
Mr. Richard Fong	- Director of Human Resources
Mr. Dean Gibson	- Director of Parks and Recreation
Ms. Lisa Leblanc	- Acting Director of Engineering Services
Ms. Denise Tambellini	- Manager, Intergovernmental and Community Relations
Ms. Harji Varn	- Chief Financial Officer/Director of Finance
Ms. Nicole Ludwig	- Assistant City Clerk

GUESTS:

Chief Rhonda Larrabee	- Qayqayt
Bertha Lansdowne	- School District 40

The Meeting was called to order at 1:06 p.m.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA

1. Council requested to remove items 12, 19, 24, 25, and 26, from the agenda.

EXCLUSION OF THE PUBLIC

2. **MOVED and SECONDED**

THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(k), 90(1)(l) and 90(2)(b) of the Community Charter:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];*

90(2)

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;*

CARRIED.

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

Purpose of the meeting:

Personal, reporting and negotiations matters

ADJOURNMENT

3. **MOVED and SECONDED**

THAT Council recess and proceed to closed session.

CARRIED.

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

The Council meeting recessed at 1:07 p.m.

RECONVENE TO REGULAR COUNCIL

4. The Regular Council Meeting reconvened at 6:00 p.m.

REVIEW AND ADOPTION OF CONSENT AGENDA

5. **MOVED and SECONDED**

THAT Council remove items 12, 19, 24, 25, and 26 from the consent agenda.

CARRIED.

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

MOVED and SECONDED

THAT Council adopt items 9 to 11, 13 to 18, 20 to 23, and 27, on consent.

CARRIED.

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

ADDITIONS / DELETIONS TO THE AGENDA

6. Jacque Killawee, City Clerk, advised that there were two items on table providing corrections to items 25 and 29, on table.

MOVED and SECONDED

THAT Council receive the on table items related to items 25 and 29 on table.

CARRIED.

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

UNFINISHED BUSINESS

7. **No Items**

REPORTS FOR ACTION

8. **Establishing the name for the future Aquatic and Community Centre**

a. Presentation

Steve Kellock, Senior Manager of Recreation Services, provided an overview of the report and how the name for the new centre was established.

Chief Rhonda Larrabee, Qayqayt, recognized that the meeting is being held on the unceded territory of the Qayqayt First Nation, and expressed sorrow and pain at the recent finding of the remains of 215 children at the former Kamloops Indian Residential School, noting that the hurt includes every Indigenous person in the country.

Chief Larrabee thanked sesmélət, a Knowledge Keeper from Qw' ntl'en and xʷməθkʷəy̓əm for her translation of the new name for the future aquatic and community centre into hənqəminəm

Mayor Cote and Councillors thanked Chief Larrabee and the Naming Committee for their work, noting that the word *təməs* (otter) is an appropriate name for a centre where people can swim, have fun, and play.

Chief Larrabee then provided the full name to the Council: *təməsewtxʷ Aquatic and Community Centre*.

Note: to learn or review how to pronounce the name, please listen to the audio file on the [aquatic centre web page](#).

b. Report

MOVED and SECONDED

THAT the future aquatic and community centre be named “təməsewtxʷ Aquatic and Community Centre”.

CARRIED.

All members present voted in favour of the motion.

CONSENT AGENDA

9. 2020 Statement of Financial Information

THAT Council receive and approve the 2020 Statement of Financial Information attached to the June 21, 2021 report entitled "2020 Statement of Financial Information.

ADOPTED ON CONSENT.

10. Freedom of Information and Protection of Privacy Act Report for 2020

THAT Council receive the June 21, 2021, report entitled "Freedom of Information and Protection of Privacy Act Report for 2020" for information.

ADOPTED ON CONSENT.

11. Public Solicitation Request by HOPE International

THAT Council approve a public solicitation permit for HOPE International.

ADOPTED ON CONSENT.

13. Minutes for Adoption –

- a. Special Regular Council Meeting May 31, 2021*
- b. Public Hearing May 31, 2021*
- c. Regular Council May 31, 2021*

ADOPTED ON CONSENT.

14. 230 Keary Street (Brewery District Building 8): Development Variance Permit for Modification to Alternative Parking Area - Consideration of Notification

THAT Council issue notice that it will consider issuance of a Development Variance Permit (DVP00687) to permit required parking stalls serving commercial uses at 230 Keary Street (Brewery District Building 8) to be located in the adjacent and connected underground parking structure of the development at 268 Nelson's Court (Brewery District Building 7).

THAT Council direct staff to amend the Brewery District Master Parking Plan, prior to the issuance of the Development Permit for 230 Keary Street (Building 8), to reflect Council's decision on the Parking Variance and the final parking statistics for the Brewery District site.

ADOPTED ON CONSENT.

15. 65 East Sixth Avenue (New Westminster Aquatic and Community Centre): Development Variance Permit for Modification to Parking Requirements - Consideration of Notification

THAT Council issue notice that it will consider issuance of a Development Variance Permit (DVP00693) to further vary the minimum off-street vehicle parking space requirements for the development of a new public aquatic and community centre at 65 East Sixth Avenue.

ADOPTED ON CONSENT.

16. 9 East Columbia Street (Woodlands Wall/Pattullo Bridge Replacement Project): Heritage Alteration Permit - Preliminary Report

THAT Council direct staff to proceed with processing the proposed Heritage Alteration Permit for the Woodlands Wall at 9 East Columbia Street, as outlined in the "Consultation and Review Process" Section of this report.

ADOPTED ON CONSENT.

17. 100 Braid Street (Market and Affordable Rental Housing) Housing Agreement Bylaw No. 8221, 2021- Bylaw for Three Readings

THAT Council consider Housing Agreement Bylaw No. 8221, 2021 to authorize the City to enter into a Housing Agreement with the property owner to facilitate the creation of 423 secured market rental units to be secured for 60 years or the life of the building, of which 96 units would be further secured as affordable for a period of 16 years in accordance with CMHC affordability criteria and requirements;

THAT Council consider Housing Agreement Bylaw No 8221, 2021 for first, second and third reading.

THAT Council direct the Mayor and Corporate Officer to sign and execute the Housing Agreement and associated Section 219 Covenants following adoption of the Housing Agreement Bylaw No. 8221, 2021.

ADOPTED ON CONSENT.

18. MOTION regarding Manufacturer Licence for 1319 Third Avenue

WHEREAS New Westminster City Council considered a staff report regarding an application from Steel & Oak Brewing Company Ltd. to operate a 100 person Manufacturer Lounge, with indoor seating not exceeding 89, located at 1319 Third Avenue with liquor service hours from 9:00 AM to 11:00 PM Monday through Sundays;

WHEREAS the location is in a light industrial zone (M-1) in the Downtown area;

WHEREAS the establishment is not expected to negatively affect traffic patterns or parking given proximity to transit, and noise is not expected to be an issue;

WHEREAS the establishment has operated a Manufacturer Lounge since January 2016 without any negative impact to the neighbourhood;

WHEREAS if the application is approved, the impact is expected to be positive in that it will increase the business' contribution to the unique character and vitality of the Downtown area;

WHEREAS two notices were placed in the local newspaper and a sign placed on the subject site for 29 days and, in response, the City received 5 correspondence supporting the application and no correspondence opposing it;

WHEREAS a Public Hearing was held and no delegates attended to either support or oppose the application;

THEREFORE BE IT RESOLVED:

THAT New Westminster City Council recommends the approval of the application by Steel & Oak Brewing Company Ltd. to operate a 100 person Manufacturer lounge, with indoor seating not exceeding 89, located at 1319 Third Avenue with liquor service hours from 9:00 AM to 11:00 PM Monday through Sundays.

ADOPTED ON CONSENT.

20. Environmental Strategy and Action Plan Progress (Update) Report

THAT Council direct staff to conduct a workshop with Council to prioritize Environmental Strategy and Action Plan actions.

ADOPTED ON CONSENT.

21. 2021 Spring Freshet and Snow Pack Level

THAT Council receive the June 21, 2021, report entitled "2021 Spring Freshet and Snow Pack Level" for information.

ADOPTED ON CONSENT.

22. Albert Crescent Park Maintenance Update

THAT Council receive the June 21, 2021, report entitled "Albert Crescent Park Maintenance Update" for information.

ADOPTED ON CONSENT.

23. 2022 Parks and Recreation Fees and Charges Bylaw Amendment

THAT Council consider first, second and third readings to Fees and Charges Amendment Bylaw, No. 8267, 2021, a bylaw to amend the Parks and Recreation Fees and Charges Bylaw No. 6673, 2001 (Attachment "B" of the June 21, 2021 report entitled "2022 Parks and Recreation Fees and Charges Bylaw Amendment").

ADOPTED ON CONSENT.

27. Improvements to Energy Save New West

THAT Council direct staff to refer resourcing considerations in relation to engagement and communication on climate action initiatives and the Seven Bold Steps for Climate Action to the 2022 budget process.

ADOPTED ON CONSENT.

ITEMS REMOVED FROM THE CONSENT AGENDA

12. Increasing Equity in Voting: Mail Ballot Voting for Local Government Elections

In response to questions from Council, Nicole Ludwig, Assistant City Clerk, advised:

- Council does not need to approve the option to require people who want a mail in ballot for elections to pick them up; that was a security measure put in place by the City of Surrey during the 2018 election after an attempt at fraud had occurred; and,
- The legislation restricting mail balloting to people who will be away for the

election and people with disabilities has recently changed and going forward, anyone can request a mail ballot.

MOVED and SECONDED

THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 of the Local Government Act; and,

THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in the report June 21, 2021 report entitled "Increasing Equity in Voting: Mail Ballot Voting for Local Government Elections".

CARRIED.

All members present voted in favour of the motion.

19. Accessibility and Disability Justice in the Built Environment – Update

In discussion, Council members commented that accessibility and disability justice go beyond mobility issues.

In response to a question from Council, Lisa Leblanc, Manager of Transportation, advised that the newly approved Accessible BC Act will be studied to see if it impacts this work.

MOVED and SECONDED

THAT Council receive the June 21, 2021, report entitled "Accessibility and Disability Justice in the Built Environment – Update" for information.

CARRIED.

All members present voted in favour of the motion.

20. Canada Day Update

In discussion, Council members noted:

- This is a good start on short notice, however more action is needed to change what Canada Day looks like;
- This is a good time to review all City events, and consider other holidays to better recognize celebrations that are more representative of the community;
- The entire community should be consulted;
- The reframing of Canada Day as a day of reflection was important;
- Not everyone is in the same place of finding the balance between pride in Canada and reflecting on history; and,

- A comprehensive review and implementation is a real commitment to make a change in the community.

MOVED and SECONDED

THAT Council receive the June 21, 2021, report entitled "Canada Day 2021 Update" for information

Amended.

AMENDMENT MOVED and SECONDED

THAT the following be added as an additional clause to the motion:

THAT Council direct staff to review ALL City events and recognized holidays and report back to Council with options for decolonizing City events and including more diverse and cultural holidays to be recognized and celebrated in the City. This review should consider; history, diversity, cultural implications, and inclusion.

This review should include the following:

City Events (programming, hiring, partnering)

City Holidays

City Greetings and communications

City Programming / Activities (to include kits)

And include the work requested in Item 25 of the June 21, 2021, Regular Council agenda "Black History Month Recognition and Promotion".

CARRIED.

All members present voted in favour of the amendment.

The amendment having carried, the motion as amended was put and CARRIED, with all members present voting in favour of the motion.

FINAL MOTION AS APPROVED

THAT Council receive the June 21, 2021, report entitled "Canada Day 2021 Update" for information; and,

THAT Council direct staff to review ALL City events and recognized holidays and report back to Council with options for decolonizing City events and including more diverse and cultural holidays to be recognized and celebrated in the City. This review should consider; history, diversity, cultural implications, and inclusion.

This review should include the following:

City Events (programing, hiring, partnering)

City Holidays
City Greetings and communications
City Programming / Activities (to include kits)

And include the work requested in Item 25 of the June 21, 2021, Regular Council agenda "Black History Month Recognition and Promotion".

25. Black History Month Recognition and Promotion

Claudia Freire, Social Planner, advised that there was an on table item that changed the staff recommendation in the report to refer the Multicultural Advisory Committee's motion regard Black History Month, to the Reconciliation, Social Inclusion and Engagement Task Force, for direction and larger discussion about intercultural engagement, awareness and empowerment.

In discussion, Council members noted this motion took a long time to come forward, and hoped that the work will be integrated with the previous item on this agenda. They also noted that a committee member who is a person of colour brought the motion forward, which demonstrates a need for more diversity on advisory committees.

MOVED and SECONDED

THAT Council refer the following motion from the Multiculturalism Advisory Committee set out below to the Reconciliation, Social Inclusion and Engagement Task Force for direction on the proposed working group to recognize and promote Black History Month and for a larger discussion about intercultural engagement, awareness and empowerment:

THAT Council direct staff to create a working group to explore the various ways to recognize and promote Black History Month.

CARRIED

All members present voted in favour of the motion.

26. Air Quality Monitoring in New Westminster

In response to Council questions, Jennifer Lukianchuk, Environmental Coordinator noted that staff will be reaching out to Metro Vancouver, so staff time requirements should not be too onerous.

In discussion, Council members noted that the information that is being collected needs to be useful and relevant to the situation, so that false concerns are not created among residents.

MOVED and SECONDED

THAT Council direct staff to contact Metro Vancouver staff regarding community-led air quality monitoring.

CARRIED

All members present voted in favour of the motion.

BYLAWS

28. Housing Agreement (100 Braid Street) Bylaw No. 8221, 2021

THREE READINGS

MOVED and SECONDED

THAT Housing Agreement (100 Braid Street) Bylaw No. 8221, 2021 be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT Housing Agreement (100 Braid Street) Bylaw No. 8221, 2021 be given Second Reading.

CARRIED.

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

MOVED and SECONDED

THAT Housing Agreement (100 Braid Street) Bylaw No. 8221, 2021 be given Third Reading.

CARRIED.

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

29. 2022 Parks and Recreation Fees Amendment Bylaw No. 8267, 2021

THREE READINGS

MOVED and SECONDED

THAT 2022 Parks and Recreation Fees Amendment Bylaw No. 8267, 2021 be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT 2022 Parks and Recreation Fees Amendment Bylaw No. 8267, 2021 be given Second Reading.

CARRIED.

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

MOVED and SECONDED

THAT 2022 Parks and Recreation Fees Amendment Bylaw No. 8267, 2021 be given Third Reading.

CARRIED.

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

30. Bylaw for Adoption

a. Housing Agreement (322 Seventh Street) Bylaw No. 8258, 2021

Procedural Note: At 7:04 p.m. Councillor Nakagawa declared conflict of interest on this item as she lives in the building under consideration. She was placed in an electronic waiting room where she could neither see, nor hear, the proceedings, and did not return until after the vote on this matter.

MOVED and SECONDED

THAT Housing Agreement (322 Seventh Street) Bylaw No. 8258, 2021, be adopted.

CARRIED.

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

(Councillor Nakagawa absent for the vote due to conflict of interest)

Procedural Note: Councillor Nakagawa returned to the meeting at 7:05 p.m.

NEW BUSINESS

31. Motion: Heritage Revitalization Agreement Applications in the Queen's Park Heritage Conservation Area

Mayor Cote introduced the motion, noting this is in response to item 31(a) on the agenda. He advised he and Councillor Nakagawa had met with the Queen's Park Residents' Association regarding Heritage Revitalization Agreements (HRAs) in the neighbourhood, and noted there is a policy gap because the HRA guidelines were developed well before the Heritage Conservation Area (HCA).

In discussion, Council members noted:

- It was always intended that HRAs were going to be reviewed at the end of the HCA process;
- This needs to be a city-wide discussion as they have a place in all neighbourhoods;
- The perception in the neighbourhood is that there is no set practice because everything can be up for grabs under an HRA;
- Council needs to know how an HRA can be used in the HCA context, and what the differences are to other situations;

- Putting an HRA on a building in the HCA does not have as much meaning, and provides considerably more value when it is used outside of the HCA;
- HRA Policy needs to be updated to reflect the new Official Community Plan (OCP) and the HCA;
- Staff should ensure in-process applications continue to move forwards;
- Queens Park does not allow for affordable housing, but Council has agreed that the houses there are a unique asset and should be preserved;
- There is a need to look at the restrictions of the HCA and create one smooth system for everyone in Queens Park;
- Concerns that this may take an extended period of time.

In response, Mayor Cote advised:

- The motion as presented does not stop any in-process applications;
- The intent is a fairly narrow scope, specifically how the HCA and OCP should be reflected in a new HRA policy; and,
- A lot of staff time goes into applications where there are policy gaps and doing this work will make the process much smoother.

In response to Council questions, Emilie Adin, Director of Development Services, and Britney Dack, Heritage Planner, Development Services, provided the following information:

- Timing for a report back on a workplan will depend on Council's direction on depth of community consultation, whether it is a smaller update for Queens Park or a broader discussion of HRAs generally within the City; and,
- There are about half a dozen small scale applications in progress for Queens Park.

Note: Council agreed to separate the third component of the motion for the vote.

MOVED and SECONDED

THAT Council support a temporary suspension in the processing of heritage revitalization agreement applications in the Queen's Park heritage conservation area as of June 21, 2021 and until a revised HRA policy is in place, excepting those applications or pre-application reviews received prior to that date;

THAT Council direct staff to report back on the number and status of heritage revitalization agreement applications and pre-application reviews in the Queen's Park heritage conservation area received on or before June 21, 2021, with the general expectation that they would continue to be processed;

CARRIED.

(Councillors Johnstone and Trentadue opposed)

THAT Council direct staff to finalize a work plan for an update to the 2011 policy for the use of heritage revitalization agreements, which would integrate the development of the 2017 Official Community Plan and the heritage conservation area, including a recommendation for a time limit on this work.

CARRIED.

All members present voted in favour of the motion.

a. Queen's Park Residents Association email dated May 27, 2021 regarding Heritage Revitalization Agreement Applications in the Queen's Park Heritage Conservation Area

MOVED and SECONDED

THAT the email from the Queen's Park Residents' Association of May 27, 2021, regarding Heritage Revitalization Agreement Applications in the Queen's Park Heritage Conservation Area, be received.

CARRIED.

All members present voted in favour of the motion.

32. Motion: Pilot Project to Address the Mental Health Crisis and Issues Relating to Poverty and Homelessness

Councillor Nakagawa introduced the motion, noting this is a follow-up on the recommendation to the Province and that it is to create a project driven task force to get the work done.

In discussion, Council members noted:

- Concerns with staff workload;
- This is a project that would potentially have a very large impact;
- The submission is consistent with the direction of the police board; and,
- Many things now done by police are often better handled by health care or other social services and action needs to be taken for this to be done.

MOVED and SECONDED

WHEREAS the City of New Westminster has submitted a position paper to the Special Committee on Reforming the Police Act recommending the creation of a pilot project to address the mental health crisis and issues relating to poverty and homelessness; and

WHEREAS the City of New Westminster and the New Westminster Police Board have endorsed the creation of a model that:

- *Is informed by destigmatized, de-colonial, trauma informed, and anti-racist practices;*

- *Is rooted in non-violent crisis intervention and de-escalation;*
- *Is rooted in compassion and mutual understanding;*
- *Is non-punitive and non-carceral;*
- *Does not include enforcement unless violence or safety concerns are clear on the outset;*
- *Is informed by best practices, lived experience, and cultural knowledge;*
- *Considers place-making opportunities to counter the perception and incidence of street disorder and chronic street nuisance;*
- *Reduces call volumes for police response, while redirecting more appropriate resources as applicable.*

THEREFORE, BE IT RESOLVED THAT the City of New Westminster convenes a time-limited task force to lead City efforts to build partnerships with senior levels of government and service-providers in order to bring the pilot model to reality; and

BE IT FURTHER RESOLVED THAT the City of New Westminster hires a consultant to lead community outreach to understand community needs and refine the specifics of the pilot model; and

BE IT FURTHER RESOLVED THAT both the consultant and task force work with a focus on anti-racism, decolonization, anti-oppression, and non-carceral perspectives.

CARRIED.

All members present voted in favour of the motion.

33. Motion: Sex Worker Safety Workshop and Policies

Councillors Nakagawa and Trentadue introduced the motion noting:

- This is an important conversation to have to be inclusive of everyone;
- If Council is going to direct policy about sex work, then a full understanding of the workplace issues are needed; and,
- There are often racial components to sex work and safety issues in that work; and,
- Several sex workers have been killed in the community, so it is important for Council to understand this work.

MOVED and SECONDED

WHEREAS the City of New Westminster's vision is "A vibrant, compassionate, sustainable city that includes everyone; and

WHEREAS sex workers are pushed to the margins of society where they are put in harm's way for their occupation which has led to sex workers being murdered in the City; and

WHEREAS the City does not have any current policies that address sex worker safety;

WHEREAS there are other municipalities have developed sex work policies (indoor, outdoor, business) that New Westminster could learn from and model after;

THEREFORE BE IT RESOLVED THAT the City of New Westminster holds a workshop for City council and senior staff to learn about sex work and safety. The workshop should be provided by a peer-driven organization that works directly with sex workers; and

BE IT FURTHER RESOLVED THAT staff are directed to report back to Council with sex worker safety policies, including staff training, from other municipalities including policies relating to bylaws and policing.

CARRIED.

All members present voted in favour of the motion.

34. Support for Inclusion of Allied Health Workers in Public Health Care

Councillor Nakagawa introduced the motion, noting this has to do with both physical and mental health.

MOVED and SECONDED

THAT the following resolution regarding inclusion of Allied Health Workers, including mental health counselling specialties, and physical/ occupational therapists to help communities combat the opioid crisis be endorsed by the City of New Westminster and forwarded for consideration at the 2021 UBCM convention:

WHEREAS the opioid crisis and mental health challenges affect at least 1 in 5 BC residents and has been compounded by the COVID-19; at the same time, evidence shows that access to upstream services such as counselling related specialties and physical/ occupational therapy decreases opioid use and/or provides better health intervention outcomes, but these are not accessible to many residents as they are not covered by public health care and are much too expensive through fee for services;

WHEREAS communities are currently struggling to meet the needs of our residents, between funding of community programs and increased mental health calls for first responders, which already comprise between 20-30% of local government expenditures and are not often the most appropriate service to support people in crisis;

THEREFORE BE IT RESOLVED THAT UBCM request that the Province expand access to and funding for allied health professionals, particularly mental health

counselling specialties, and physical/ occupational therapy related specialties, through expansion of team-based care through not-for-profit delivery including community health centres, available to all BC residents regardless of income, throughout the province; and

THAT the Province of BC increase supports and funding for Peer Navigators as part of the BC Mental Health and Addictions Strategy.

CARRIED.

All members present voted in favour of the motion.

ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

None.

NEXT MEETING

JUNE 28, 2021

On June 28, a Regular Council meeting will convene at 6:00 p.m. and will be held electronically under Ministerial Order No. M192/2020, with the public able to attend in person.

ADJOURNMENT

On MOTION, the meeting adjourned at 7:57 p.m.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK



REPORT

Legislative Services and Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Emilie K Adin, MCIP **File:** 05.1035.20
Director of Development Services

Jacque Killawee
City Clerk

Item #: 281/2021

Subject: New Westminster Restart Plan - Council Meetings and Development Review Processes

RECOMMENDATION

THAT Council direct staff to bring back to Council the necessary Procedure Bylaw changes required to implement:

- a. Virtual and hybrid meetings as outlined in this report for Council meetings, Public Hearings and Committee meetings; and
- b. The COVID-19 open delegation speakers procedures as outlined in Attachment 5.

THAT Council direct staff to revise the remainder of the 2021 Council meeting schedule based on this report.

THAT Council endorse the changes to the City's development application review process included in the Recommendation for Development Application Review Process Section of this report.

PURPOSE

The purpose of this report is to make recommendations to Council to changes to procedures based on COVID-19 learnings for Council meetings and the Development Review Process.

BACKGROUND

The pandemic has changed the way the business of the City is conducted. It has given Council, staff and residents an opportunity to “test drive” a fully virtual world. There have been many learnings and the pandemic has shown how adaptable and resilient the community is. Staff are bringing reports before Council talking about the learnings and recommending changes to build on the pandemic success stories. This is the first such report.

In this report, staff are bringing recommendations before Council to formalize some COVID-19 procedure changes put in place by Legislative Services and Development Services for the post-pandemic environment.

Overview of Virtual City Meetings

The State of Emergency officially ended on July 1, 2021. In the Province’s COVID-19 Related Measures Act [SBC 2020] Chapter 8 the Province provided a 90-day transition period from the lifting of the state of emergency, before municipalities need to return to the pre-pandemic legislative rules. During the emergency, all Council and Committee meetings were held virtually. A summary of the public health orders and Council direction regarding City meetings during the Covid-19 pandemic is included in Attachment 1.

On June 17, 2021 Bill 10-2021 (*Municipal Affairs Statutes Amendment Act, 2021*) received Royal Assent. This bill amends the Community Charter and the Local Government Act to allow municipal Councils to:

- Allow for electronic quorum at Regular and Special Council meetings;
- Allow for electronic quorum at Committee meetings and the Board of Variance; and
- Allow for fully electronic Public Hearings.

This bill will come into effect on September 29, 2021 with the end of the Ministerial Order No. M192/2020 transition measures. The transparency and equity provisions of MO 192/2020 remain in the new bill in that municipalities must provide a room, with an officer of the City in attendance, where residents may watch the meeting. However, this new legislation widens Council’s options for post-pandemic operations.

Overview of Interim Development Review Process

On April 27, 2020, Council endorsed the Interim Development Review Process for use until otherwise directed, to enable safe processing of development applications during the COVID-19 pandemic. Over the following months, Council endorsed further related process changes. The aggregate provisions of the Interim Development Review Process are in Attachment 2, and include:

- A process for Council to consider waiving some public hearings;
- Principles for Recommending Waiving of a Public Hearing (endorsed June 2020);
- An Interim City-led Consultation Process (endorsed April 2020);
- Reduced requirements for some applications to present to City committees;
- Reduced requirements for applications to present to Residents Associations, and requirements to conduct virtual vs. in person public consultation;
- Limiting of Opportunities to Be Heard feedback to written vs. in-person delegations (endorsed May 2020); and,
- An amendment to the Development Services Fees and Rates Bylaw (adopted May 4, 2020) changing the Public Hearing fee to a Public Consultation fee, which applies to either City-led public consultation or a Public Hearing; the amount of the fee was not changed.

The provisions of the Interim Process are consistent with Council's goal of increased and earlier consultation, and the overall development application review process streamlining initiative. Prior to the COVID-19 pandemic, staff had identified as next steps in this initiative both refining committee consultation processes, and exploring a process for recommending waiver of Public Hearings. Both were advanced specifically in response to public safety requirements, which has allowed the City to carry out a pilot project for each of these approaches.

ANALYSIS

Outcomes of Virtual City Meetings

Council Meetings

Since August 2020 the City has successfully held 24 virtual Council meetings. Staff have heard two complaints from the public: (1) the blurring of names on the live stream of the meeting, which was addressed by holding meetings as webinars and inviting the public to join directly; and (2) the lack of public access. At the same time, one of the big learning of COVID-19 is that virtual meetings have allowed some individuals to participate in City meetings whereas previously they found it more difficult (e.g. due to scheduling, child care issues), with Council meetings being just one example.

Public Hearings

During the pandemic the City has successfully held seven virtual Public Hearings. Council, staff, and many residents have become familiar with the Zoom platform, which has proven successful. It was noted by a member of the public that it provides an accessible public

forum where residents can attend to household duties, such as being a hands-on parent, while comfortably participating in the public discussion¹.

During the COVID-19 Pandemic, staff offered to record videos for people who are not able to attend Public Hearings remotely as an equity measure. This tool was widely advertised but not used by any resident.

Survey of Municipalities

In preparation for this report, staff surveyed municipalities. It was found that all cities anticipated making bylaw changes to facilitate hybrid and fully virtual meetings.

Outcomes of Interim Development Application Review Process

The interim process has been in place for about one year which is longer than the originally proposed three-month pilot period; the pandemic has continued for over a year, and applications advanced more slowly, resulting in additional time required for using and evaluating the process. Overall, the Interim Development Review Process has been successful to date. Between March 2020 and 2021, a total of 32 applications have advanced partially or fully through the interim process, with the following outcomes:

A. Analysis of Applications

Public Hearing Waivers:

- 17 applications advanced to the Council consideration stage;
- 7 applications were HRAs which are not currently included in the interim process;
- 10 applications (59%) could have been eligible for Council to consider waiving the Public Hearing;
- 3 eligible applications (30%) had their Public Hearing waived by Council;
- 3 eligible applications (30%) were liquor or cannabis applications for which the typical application review process is fairly efficient;
- 4 eligible applications (40%) chose to proceed with Public Hearing as they were already close to that stage when the interim process was put in place, and going back to do City-led consultation would have made their process longer in that instance. Staff does not expect future applications to fall into this category.

As a number of eligible applications proceeded with a Public Hearing for technical reasons in the first year of the interim process, staff expects the percentage of recommendations for Public Hearing waivers to be higher going forward.

¹ Comment from Twitter regarding the May 31st public hearing.

Committee Waivers:

- 9 applications (90%) were waived from LUPC requirements and went directly to Council instead (this is of the 10 expected to go to LUPC under the pre-pandemic process);
- 8 applications (89%) were waived from APC requirements (this is of the 9 which had reached this stage and would be expected to go to APC under the pre-pandemic process);

In total, 17 committee waivers were allowed. This resulted in 17 fewer staff reports being prepared and presented to committees. Each waiver represented a savings of about three weeks to one month in processing time for the subject application, depending on Council and committee schedules. Some of those savings were lost with increased public engagement, but that increase responds to a stated need in the community and this work helped to engender good will.

B. Successes and Issues of Interim Process

Public Hearing and Committee Waivers:

- Some applicants have identified the City's process as the best municipal response to the COVID-19 pandemic, particularly the Public Hearing and committee waiver opportunities;
- Committee waivers and circulation of information to Residents Associations (vs. staff attending applicant presentation) has saved applicant and staff time;
- For applications that have minimal public interest, holding a Public Hearing is less time intensive than undertaking City-led consultation, and waiving both the City-led consultation and Public Hearing would be the most effective; and
- LUPC continues to provide an opportunity to seek early feedback from some members of Council on substantive issues that are outside current City policy frameworks.

Applicant-led Consultation:

- Applicant-led virtual consultation has been well received by the community, and higher participation has occurred vs. at previous in-person open houses;
- Some applicants have done well in the virtual consultation setting while others, particularly applicants of smaller projects, lack the required skills (e.g. chairing, facilitation, recording feedback, technical support); and
- In-person consultation provides for more in depth discussion.

City-led Consultation:

- Be Heard New West supports some analysis in regards to engagement participant demographics; and
- As undertaking City-led engagement for development applications is a new activity for the City, and Be Heard New West is a new tool for the City, there are still many

processes and practices to be developed. Going forward, input from Council, the public, City committees and applicants will be needed to inform the use of this platform for development application review.

DISCUSSION

A. Council Meeting Format

Council holds three main types of meetings: workshops, closed meetings and open meetings. These meetings can be held in person, virtually or a combination of the first two (called "hybrid"). There are pros and cons for each meeting format (Attachment 3). Virtual meetings allow for equal participation, support Climate Action Bold Step 1 and accessibility, but may not facilitate relationship building. In-person meetings foster relationship and collaboration and may demonstrate a desire for transparency for some members of the public, but in turn they promote trips to City Hall, are less accessible to the public overall, and may be perceived to be less safe in terms of disease transmission.

Staff recommend that Council utilize all options available to optimize Council's productivity and support Climate Bold Step 1. The following are recommended:

- Closed Council meetings will be held virtually;
- Open Meeting and Open Workshop meetings should be held in a hybrid format. This will allow staff to attend virtually, and for Council members to attend in person or virtually occasionally if needed;

To ensure that all Council members are present for some meetings, staff recommend that Council must attend at least six evening Council meetings in person per year including:

- The inaugural meeting of Council at the beginning of the term
- The meeting including a Parcel Tax Roll Review Panel;

The City ran very few of these hybrid meetings in the last year. To ensure efficiency and effectiveness of hybrid meetings, the integration of both the virtual and physical meeting environments into a single, unified experience is needed. A technology review of the Council Chamber audio/visual hardware is currently underway to improve the integration of the Chambers physical meeting space with the online meeting platform. Staff expect to iteratively develop the hybrid meeting environment with feedback from Council and staff as the City moves into this new environment. The City will benefit as best practices continue to evolve.

Should Council support staff's recommendation of a hybrid meeting model, there will be a need for on-going funding for technology tools and video conferencing peripherals as these will be a standard requirement for many city staff.

B. Public Hearings

These meetings can be held in person, virtually or a combination of the first two ("hybrid"). Attachment 4 provides Council with the pros and cons of each approach.

Staff recommends the City use a hybrid meeting format, which has been a common model used by other cities during the COVID-19 pandemic. The hybrid format would allow speakers both in City Hall and on line to address Council. While this format allows for broad public participation in the process, it could also lead to detrimental crowd dynamics. The exact mechanisms of the hybrid meeting still need to be developed by staff, and consideration of the use of Council chamber will need to be made.

If Council supports a hybrid meeting model for Public Hearings, staff would recommend the removal of the current option of the City recording messages from the public for Council, since the equity issue would be resolved by allowing speakers into City Hall.

C. Open Delegation (Speakers)

Staff understood from previous Council comments that enabling residents to address Council on any topic is important and open delegations were restarted quickly in 2020.

The COVID-19 pandemic allowed staff to pilot a new open delegation process. This process provided for up to ten speakers to sign up in advance at the first Regular Council meeting of each month. The sign up process allows staff in Legislative Services to support the public in their delegation to Council by providing technical support and ensuring each speaker felt comfortable. In signing up, speakers had to advise the topic they were going to speak on. This allowed staff to organize speakers by topic, and made it possible for staff who are knowledgeable about those topics to be available for the meeting. This process also clarified the time required for open delegations. Requests to speak did not exceed 10 per meeting throughout the pandemic.

With staff's recommendation that evening Council meetings move to a hybrid format, implementing the COVID-19 pandemic process in the post pandemic future would ensure that open delegations run smoothly and would provide greater accessibility for the public. The process would allow the public to determine if they want to delegate in person or virtually to Council.

In reviewing the procedure staff recommend adjustments to the selection criteria if there are more than ten speakers signed up. Preference would be given to those addressing topics on that day's agenda and preference would be given to topics that are within the sphere of municipal interest. An updated version of the procedures are found in Attachment 5.

D. Opportunities to Be Heard

Opportunities to Be Heard (OHs) are required in some legislative approval processes. In some cases, they may be waived by Council. As part of the Interim Development Application Review Process, OHs were continued for applications (e.g. TUPs, DVPs), but limited to written vs. in person comments, which worked well. During the pandemic the City continued to hold opportunities to be heard in person for the Financial Plan, and Annual Report. However, following the success of the Interim Development Application Review Process and the robust public engagement process now followed by the City on the Financial Plan staff recommend that the City move to provide only a written opportunity to be heard in all situations. This will provide for consistency and reduce the present confusion by the public.

E. Advisory Committees, Taskforces, Commissions and Board of Variance

Advisory Committees and Commissions have been meeting in both hybrid and full virtual models depending on the public health orders at the time. Following Council's direction staff surveyed Committee, Commission and Board of Variance members (Attachment 6). Comments were received from all committees and commissions. Including the written comments, results indicate:

- Few people prefer virtual meetings;
- The majority indicated the hybrid format was preferable; and
- There is a strong sense people want to come back together but understand flexibility is key.

Based on this feedback, staff recommend a hybrid meeting model for Advisory Committees, Commissions and the Board of Variance.

Livestreaming Committee Meetings

During the pandemic all advisory committee meetings were livestreamed with audio only. This provided the public access without invading members' private space. Few meetings received viewers; the most popular was the Advisory Planning Commission. Staff recommended that committees no longer be livestreamed but be open to the public.

Timing of the Changes

The State of Emergency was lifted on July 1, 2021 and British Columbia remains on track to begin phase 4 of the restart plan on September 7. Based on the continued success of the restart plan staff recommend that Council implement the new meeting formats for the September 13 meeting. To allow the City to use these meeting formats in the future, the Procedure Bylaw will need to be amended to support the implementation of Bill 10-2021.

F. Recommendation for Development Application Review Process

As detailed in the Analysis Section of this report, the Interim Development Review Process has been generally successful. Staff recommends continuing with the waivers for certain steps and option for virtual consultation, with some modifications detailed in Table 1 below. The Public Hearing and Committee waivers are in alignment with the goals of the overall Development Application Review Streamlining Initiative, for the following reasons:

- The Public Hearing waivers are based on increased, earlier public consultation – including City-led public consultation in addition to earlier applicant-led consultation. The applicant’s consultation is meant to gather public feedback at a point in the process when it can be more readily addressed by the applicant; the City’s consultation is a touch point with the public to gather further feedback on how their earlier comments were able to be integrated, and why some comments could not. The public’s response is provided as part of the final staff report for Council’s use in considering waiver of the public hearing.
- The Committee waivers are based on eliminating “box ticking” steps in the process, where an application does not have substantive issues for the committee in question to advise on. Waiving presentation to the committee in these instances saves time for the applicant and staff, and allows committee member time to be strategically focused where their feedback is most required, e.g. substantive development issues, policy development such as related to Council’s strategic priorities.
- The virtual consultation and circulation tools, with alternatives for non-digital users, provide similar benefits to virtual Public Hearings, in regards to providing a safe space for all to provide feedback.

Staff further recommends that the City work with the Advisory Planning Commission to explore refocusing the Commission’s mandate to focus on key policy issues. Should Council endorse the changes to the development application review process, staff would review and bring forward for Council’s consideration any related required bylaw changes.

Table 1: Recommended Changes to Development Application Review Process

Step in Development Application Review	Continue/ Discontinue	Provisions	Next Steps
Option to waive Public Hearings for rezonings consistent with OCP	Continue	<ul style="list-style-type: none"> • following City-led consultation consistent with City-led consultation guidelines 	n/a

		<ul style="list-style-type: none"> • where waiver would be consistent with the Principles for Recommending the Waiving of a Public Hearing 	
Option to waive APC review	Continue	<ul style="list-style-type: none"> • require only for OCP amendments or applications substantively inconsistent with City Policy 	<ul style="list-style-type: none"> • work with APC to refine mandate toward best focus of their efforts
Option to waive LUPC review	Continue	<ul style="list-style-type: none"> • require only for OCP amendments or applications substantively inconsistent with City Policy 	n/a
Application circulation to RAs instead of requiring applicant and staff attendance at meetings	Continue	<ul style="list-style-type: none"> • include info on upcoming engagement, contact for comments • copy of email must be provided to the City • applicant may choose to also attend RA meeting 	<ul style="list-style-type: none"> • continue to work with Manager of Public Engagement to refine focus and effectiveness of development application engagement processes
Option for virtual applicant-led consultation	Continue, with modification	<ul style="list-style-type: none"> • permitted at request of applicant, consistent with the Principles for Applicant-led Public Consultation • may be required to do in person open house, if requested by staff in response to unique circumstances 	<ul style="list-style-type: none"> • staff would develop principles for when in person open houses would be required

NEXT STEPS

If Council approves staff's recommendations in this report, staff will:

- 1) Bring an amendment to the Procedure Bylaw before Council on August 30 for final adoption on September 27.
- 2) Bring before Council a revised meeting schedule for September – December 2021 that will optimize use of Council's time based on meeting format and pandemic learnings.
- 3) Schedule a training session for the new hybrid meeting model.

FINANCIAL IMPLICATIONS

The cost of moving to the hybrid model of Council meetings, including the IT changes identified in support of staff's recommendations is already included in the 2021 budget, however, it is expected that additional funding for audio-visual enhancements will be required for the 2022 budget

The overall Development Process Streamlining Initiative is expected to be cost neutral to the City. The operational savings associated with reduced steps in the process will likely be offset by operational increases related to the additional City-led public consultation.

INTERDEPARTMENTAL LIAISON

This report was created by Development Services and Legislative Services with significant input from Information Technology.

OPTIONS

The options before Council are:

1. That Council direct staff to bring back to Council the necessary Procedure Bylaw changes required to implement:
 - a. Virtual and hybrid meetings as outlined in this report for Council meetings, Public Hearings and Committee meetings; and
 - b. The COVID-19 open delegation procedures as outlined in Attachment 5.
2. That Council direct staff to revise the Council meeting schedule based on this report.
3. That Council endorse the changes to the City's development application review process included in the Recommendation for Development Application Review Process Section of this report.
4. That Council provide other direction.

Staff recommend options 1 to 3.

CONCLUSION

This report brings learnings from the pandemic before Council in order to bringing recommendations before Council to formalize some COVID-19 procedure changes put in place by Legislative Services and Development Services for the post-pandemic environment.

ATTACHMENTS

Attachment 1 - Council Resolutions Pandemic Timeline

Attachment 2 - Interim Development Application Review Process (consolidated May 2021)

Attachment 3 - Council Meeting Format Pros and Cons

Attachment 4 - Public Hearing Format Pros and Cons

Attachment 5 - Public Attendance at Regular Meetings During the COVID-19 Pandemic Policy

Attachment 6 - Committee Post Pandemic Options Survey Results

This report has been prepared by

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City Clerk

Approved for Presentation to Council



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Emilie K Adin, MCIP

Director of Development Services



Lisa Spitale

Chief Administrative Officer

Attachment 1

Council Resolutions Pandemic Timeline

Attachment 1:

Overview of Public Health Orders and Council Direction Regarding City Council Meetings to Date

- March 2020: the work of the City and especially Council transitioned to the virtual environment with the beginning of the COVID-19 pandemic. This was facilitated by three sequential ministerial orders.
- June 17, 2020: the order that the City is currently operating under, Ministerial Order M192/2020 (MO 192/2020), was issued providing specific rules relating to how Council meetings are held with electronic quorum. It also provides municipalities with flexibility in their meeting procedures, while encouraging they move towards increased public presence at Council meetings where appropriate, for both “in person” and electronic meetings.
- August 31, 2020: Council approved holding public hearings and opportunities to be heard electronically, consistent with MO 192/2020, which allows Council to establish a different process due to the unique nature of public hearings. In cases where Council approves waiving a public hearing on these grounds, the public notification process takes place as set out in in section 467 of the *Local Government Act*. This includes neighbourhood notification and advertisements in *The Record*, along with information on how interested parties can view the materials related to the application.
- August 31, 2020: Council also approved the following resolutions that provided the framework for public participation in open delegations, and attendance at Council meetings. Since that time City advisory committees, taskforces, commissions and the Board of Variance have all conducted meetings in hybrid and virtual formats, changing as needed to comply with public health orders.

THAT Council adopt the attached policy (Attachment 1) regulating open delegations, Proclamations and onsite observers for Regular Council meetings throughout the COVID-19 Pandemic;

THAT, subject to approval of the attached policy (Attachment 1), Council open the Council Chamber to the public to a maximum of 10 onsite observers, and open the foyer on the main floor of City Hall to another 10 onsite observers when Council meetings are taking place, starting in October 2020;

THAT Council authorize the return to the virtual council meeting format in the case of a COVID-19 outbreak associated with a Council meeting, or

where it is not deemed safe to meet, or a new provincial ministerial order restricting movement or gatherings is given.

- September 28, 2020, Council passed the following motions:

Re-opening Council Chamber to the Public

THAT Council approve the policy "Public Attendance at Regular Meetings During the COVID-19 Pandemic Policy" (Attachment 1 of the September 28, 2020 report entitled "Re-opening Council Chamber to the Public).

THAT Council continue to hear speakers at Public Hearings and Opportunities to be Heard electronically through video conference or telephone, in order to remain compliant with the Public Health Officer's Order regarding Events and Mass Gatherings; and,

THAT Council direct staff to create and implement a system where people who are unable to participate in Public Hearings and Opportunities to be Heard can make an appointment at City Hall to create a five-minute video or audio recording to be shared with Council.

- December 2, 2020: the Order of the Public Health Officer on *Gatherings and Events* changed to prohibit the attendance of the public at Council meetings. Following Council's direction in the motion above staff moved forward with returning to fully virtual Council meetings.
- June 1, 2021: the Legislative Assembly gave third reading to Bill 10-2021 (*Municipal Affairs Statutes Amendment Act, 2021*) which would amend the Community Charter and the Local Government Act to allow municipal Councils to:
 - Allow for electronic quorum at Regular and Special Council meetings;
 - Allow for electronic quorum at committee meetings and the Board of Variance;
 - Allow for fully electronic public hearings.

It is anticipated that Royal Assent will be provided in the fall, if not slightly earlier. Bill 10-2021. The transparency and equity provisions of MO 192/2020 remain in the new bill in that municipalities must provide a room, with an officer of the City in attendance, where residents may watch the meeting. This new legislation widens Council's options for post pandemic operations.

Greater Accessibility Motion January 2020

- January 2020: Council approved a resolution asking for greater accessibility to Council processes, particularly for parents and individuals who currently find the constraints of Council Chambers difficult to negotiate. The motion states:

WHEREAS The City of New Westminster's vision is "A vibrant, compassionate, sustainable city that includes everyone";

AND WHEREAS the City's core values state that "We place high value on the principles of equality and equity and strive to build an environment where everyone is included, valued, and treated with dignity and respect";

AND WHEREAS City meetings and events provide opportunities to create a welcoming and inclusive environment;

THEREFORE BE IT RESOLVED that staff report back to Council on opportunities to make the city more welcoming and inclusive including, but not limited to how the City can:

- *Create accessibility descriptions for all civic facilities;*
- *Ensure that Council chamber meets the needs for people with disabilities and provides options so they can choose seating and space that meets their needs;*
- *Create dedicated space in Council chambers for families with young children including toys and areas for children to move around;*
- *Offer childminding services so parents and caregivers can attend Council meetings, public consultation events, and serve on civic committees;*
- *Take Council meetings into the community in various neighbourhoods throughout the year and at times that may allow members of our diverse community to attend and take part;*
- *Offer access to translation and interpretation services by request for City meetings and public hearings;*
- *Offer closed captioning in-chamber and for live-streamed Council meetings;*
- *Make Council agendas easier to read;*
- *Provide a Council Meeting 101 type workshop for the public;*
- *Create an engagement hub at our libraries;*
- *Create gender inclusive washrooms for all existing single stall washrooms in civic facilities;*
- *Create an acronym key for all City documents including council packages;*
- *Offer the opportunity to accept video submissions for public hearing or delegations;*
- *Audit what accessibility standards are met on the City's website;*
- *Provide staff training on how to create welcoming and inclusive spaces;*

- *Utilize more inclusive language during Council meetings.*

AND BE IT FURTHER RESOLVED that City committees be consulted on further ideas and recommendations for inclusion;

AND BE IT FURTHER RESOLVED that the public be engaged on ways to make the City more welcoming.

Attachment 2:
*Interim Development Application Review
Process (consolidated May 2021)*

Interim Development Review Process (consolidated May 2021)

A. Meeting Oversight and Safety Protocols

All public meetings held by the City as part of the development review process are:

- Conducted under the general oversight of the City Clerk;
- Conducted under the guidance of the City's COVID-19 pandemic Safety Plan;
- Conducted in a manner consistent with the Local Government Act, and/or the related Orders of the Minister of Public Safety, Solicitor General, and Provincial Health Officer, as updated from time to time.

B. Public Hearing Waivers

The following provisions for Council consideration of waiver of public hearings apply, on an interim basis, to rezoning applications that are consistent with the Official Community Plan.

- City-led consultation must be conducted in addition to required applicant-led public consultation as a prerequisite to Council consideration of waiver of a public hearing;
- City-led consultation is required to be generally consistent with the Interim City-led Consultation Process;
- The results of the City-led consultation will be provided to Council at the time a staff recommendation is made to waive or to hold a public hearing; and,
- Staff's recommendation in this regard will be consistent with the Principles for Recommending the Waiving of a Public Hearing.

Principles for Recommending Waiving of a Public Hearing

A Public Hearing may be recommended to be waived if all of the following conditions are met:

1. The application is largely consistent with City policy and/or Council Strategic Priorities, and/or exceeds City policy in support of Council Strategic Priorities;
2. The application responds to public and staff feedback, even if significant, to the satisfaction of the Director of Development Services; and,

3. The application is consistent with the Official Community Plan (OCP), per provincially legislated requirements.

C. City Committee Consultation

The following provisions will apply on an interim basis to all rezoning and heritage revitalization agreement applications.

- Advisory Planning Commission – Only those applications which require an Official Community Plan amendment or which are quite inconsistent with other City policies are required to present to the APC;
- Land Use and Planning Committee – Only those applications which require an Official Community Plan amendment (including Pre-Application Reviews), or which are outside the City's established land use policy framework, are required to present to the LUPC.

The following provisions are consistent with the City's typical development review process and continue to apply to all rezoning and heritage revitalization agreement applications:

- New Westminster Design Panel – Applications with more than 5 units within a development permit area are required to present to the NWDP; and,
- Community Heritage Commission – All HRA applications are required to present to the CHC.

D. Applicant-led Public Consultation

The following provisions will apply, on an interim basis, to all rezoning and heritage revitalization agreement applications.

- Resident Associations – Applicants must send to the RA in the form of an email information about the development application, upcoming engagement opportunities, who to contact to provide comments, with a request that the RA circulate this information to their membership. A copy of this email must be provided to the City. An applicant may also choose to attend a virtual meeting of the RA.
- Applicant-Led Public Consultation – Applicants must replace typical methods of in-person public consultation with digital engagement platforms. Applicants may

be required to include a mailout notification and newspaper notices as well as accommodate telephone discussions or allow for in-person consultation with appropriate physical-distancing opportunities, if requested by staff and in response to unique circumstances.

Principles for Applicant-led Public Consultation

Applicant-led consultation must be consistent with the following principles:

- Provide an open and transparent engagement process;
- Use online methods, but also provide equal notification and consultation access for those not comfortable with digital formats (e.g. phone, or physically distanced in person meeting);
- Provide access to project materials (plans, presentation boards / slides, reports, policies, etc.) digitally, and physically if requested;
- Provide Q&A opportunities between the applicant and the public (digitally, by phone, and physically distanced in person if requested);
- Provide opportunity for feedback (email, website comment form, live meeting with polls, etc.);
- Allow for accurate reporting out.

E. City-led Public Consultation

The following provisions will apply, on an interim basis, to rezoning applications that are consistent with the Official Community Plan, and may be recommended to Council for a waiver of public hearing.

Interim City-Led Consultation Process

Prior to the COVID-19 pandemic, staff had been exploring ways to receive feedback from the community on development applications in a more inclusive manner, and in a way that the public felt their input was making a difference. The Interim City-led Consultation Process is consistent with this work, and provides an opportunity to test one approach.

The City-led consultation process includes:

- City webpage with:

- application summary and status;
 - detailed application materials including plans, images and renderings;
 - reports to Council and committees;
 - a link to an online survey about the application; and,
 - staff contact email and phone numbers.
- Notice of consultation provided using the same tools as for a Public Hearing, but clearly differentiating this as City-led public consultation, through:
 - signage on the site;
 - advertising in the City page in in the newspaper and online; and
 - mail to all owners and occupants with 100 metres of the subject property.
- Notice includes:
 - encouraging people to provide feedback online through the City's website;
 - providing alternatives to online feedback including phone, mail and/or appointments (virtually or physically-distanced); and,
 - providing contact information for City staff.
- A summary of feedback is provided in the final staff report prior to Council consideration, along with a staff recommendation whether to waive or hold the public hearing.

Attachment 3

Council Meeting Format

Pros and Cons

Meeting Format	Pros	Cons
In Person Meetings	Enables free flow of dialogue and facilitates Council connectivity	Council and staff have to attend in Chamber
	Public can actively see Council at work.	Individuals gathering leads to vehicle trips
	No change to procedure bylaw required	does not support Bold Step 1 to reduce vehicle trips
	Removes technological security risks with Zoom.	
Virtual	Possibly increases staff productivity as they can participate when needed.	Detrimental to flow of dialogue and Council cohesion
	Reduces Catering Costs	Requires change to Procedure Bylaw
	Supported health & reduced COVID transmission for Council/Staff/consultants	Small risk of technological breach to Zoom stream.
	Possibly increase access by allowing public to view either through webstream or through Zoom.	
	Allows Council, Staff & consultants flexibility	
	Supports bold step 1 by reducing trips	
Hybrid	Supports health of Council and staff by enabling participation from home if they are ill (reducing illness transmission)	Requires changes to Procedure Bylaw
		City staff need to determine methodology for hybrid attendance by Council and staff. New meeting style that will take time to adjust to (growing pains)
	Reduces Catering costs	Small risk of technological breach to Zoom stream.

Attachment 4

Public Hearing Format

Pros and Cons

Meeting Format	Pros	Cons
In Person Meetings	Return to "pre-covid normal"	Controversial applications can lead to disturbances and security concerns
	Enables free flow of dialogue and facilitates Council connectivity	Council and staff have to attend in Chamber
	Public can actively see Council at work.	Reduces accessibility during winter for people who have mobility concerns, or more generally for people who require child care/elder care
	No change to procedure bylaw required.	This option is the least supportive of Bold Step 1.
Virtual	For controversial applications, reduces "in your face-ness" of any aggressiveness. Feedback from public indicate that only hearing voices allows them to concentrate more on what is being said rather than the person speaking.	Requires change to Procedure Bylaw
	Feelings of increased security for participants in the event of a controversial application that divides community.	May make speakers feel like they cannot connect as well to Council by not being able to see members in person.
	Increases equity in access throughout the year for all populations by providing a variety of ways to participate in a meeting. People who are unable to phone in will still be able to receive assistance in recording a video to be played during the meeting as their oral submission.	
	Eliminates need for any crowd control or security measures in the event there	

	is a controversial application.	
	Supports Bold Step 1 by eliminating need for participants to travel to City Hall to join the meeting.	
	Possibly increases staff productivity as they can participate when needed.	
Hybrid	Supports Bold Step 1 by reducing need for most participants to travel to City Hall to join the meeting.	In the event of a controversial application, people may see attending City Hall en masse as a show of support or opposition, requiring crowd control and other security measures.
	Supports health & reduces disease transmission by allowing members/staff and the public who are ill to participate from home	Staff will need to operationalize certain features such as whether to keep on-site speaker sign up and how to manage non-registered in person and electronic speakers.
	Possibly increases staff productivity as they can participate when needed.	Possibly detrimental to flow of dialogue and Council connectivity
	Public can see Council at work in person.	Council will likely have to attend in person so that speakers are not speaking to an empty room and unable to see Council.
		Requires procedure bylaw change

Attachment 5

Draft Updated COVID-19 Speakers Policy
(for adoption)

City of New Westminster
Draft Updated COVID-19 Speakers Policy

1. Purpose and Principles

New Westminster City Council has a history of allowing people to speak at Council meetings directly to members while they are sitting in a decision-making capacity. This policy provides a process for people wishing to speak to sign up as a speaker during the opportunity for the public to speak to Council at public evening council meetings.

This policy applies to meetings held under [Part 5, Division 2](#) of the Community Charter.

This policy does not apply to any statutory right the public has to address Council including Public Hearings.

2. Definitions

In this Policy:

"Council meeting" refers to a meeting held under [Part 5, Division 2](#) of the Community Charter.

"Applicant" means someone who has requested to address Council as speaker but has not yet been approved or refused.

"Speaker" means someone who has signed up to speak to Council during a Council meeting, in either an in-person or virtual capacity.

"In-person Speaker" means someone who has signed up to speak at a Council meeting, and physically attends the Council meeting in the Council Chamber.

"Virtual Speaker" means someone who has signed up to speak at a Council meeting, and uses video conferencing or telephone to speak.

3. Speaker Sign Up

Numbers, Participation Method and Registration

- i. Speakers will be heard at any Council meeting except those following a Public Hearing.
- ii. A maximum of 10 speakers will be heard at each Council meeting where speakers are scheduled.

- iii. Speakers must register and may participate in person, by video conference or telephone (Zoom).
- iv. Speakers may sign up starting six days before the meeting until noon the day of the meeting in one of the following ways:
 - a. Filling out the form on the City's website; or
 - b. Emailing to clerks@newwestcity.ca; or
 - c. Calling 604-527-4523; or
 - d. Submitting the required information in the mailbox on the north side of City Hall; or
 - e. Mailing: Legislative Services
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
- v. Applicants must provide the following information to sign up to speak:
 - a. First and Last name
 - b. Phone number
 - c. Email address
 - d. The organization they are representing (if any)
 - e. The topic they wish to address
- vi. Contact information will be kept until the minutes of the meeting are adopted.
- vii. If registering on behalf of an organization, only one speaker's slot per organization will be permitted, in order to allow the greatest number of people possible to speak. Multiple speakers may speak in the slot but can take no more than five minutes to address Council.
- viii. If a speaker wants to show a presentation, it must be submitted to the Legislative Services by 12:00 p.m. (noon) on the Friday before the Council meeting. The presentation will be displayed and controlled by City staff and streamed on the City's website.

Determination of Speakers:

- i. Applicants will be declined if the topic relates to one under discussion at an upcoming public hearing as per the City's normal procedures.
- ii. The Mayor or City Clerk will determine the order of speakers.
- iii. If 10 or fewer delegations are received, all delegations will be placed on the agenda.

- iv. If more than 10 applications for delegation are received:
 - a. Speakers wishing to speak to items on the agenda will be prioritized;
 - b. Speakers addressing matters under the City's jurisdiction or concurrent jurisdiction with the Province will be prioritized;
 - c. Council will be informed of the number of delegation requests on a topic if not all are able to speak.
- v. If there are multiple delegation requests on the same topic, and others on different topics:
 - a. The delegations will be prioritized to allow the greatest number of topics to be heard by Council.
 - b. The individual on a topic with more than one applicant who will address the issue is the one whose request was received first.
 - c. Multiple speakers will be allowed on a topic if there are fewer than 10 topics.

Speaker Confirmation

- i. Legislative Services staff will contact applicants within two business days of the submission of a request to speak.
- ii. Legislative Services staff will confirm that an applicant is approved as a speaker for the Council meeting as soon as possible, and by approximately 1:00 p.m. on the day of the Council meeting, at the latest.

5. Meeting Protocols for Speakers

- i. A speaker requiring assistance from another person to enter and exit City Hall or the Council Chamber or for interpretation purposes, must bring that person with them.
- ii. Registered In-person Speakers must check in with the staff member at the door to Council Chamber.
- iii. Registered Virtual Speakers should join the Zoom meeting by computer, smart device, or phone, following directions provided by City Staff.
- iv. In communication with people attending the Council meeting in person, it will be made clear that they should not attend if they have symptoms of illness.

- v. Speakers will have five minutes to speak. Council may ask questions following the speaker, however the speaker is not obliged to answer them. Council may also direct questions to staff.
- vi. In signing up to be a speaker at a Council meeting, a speaker agrees that comments delivered:

Should...	Should not...
...explain support or opposition for an issue or project and how it will affect the speaker	...be about people or groups of people
...use respectful, inclusive language	...use abusive, offensive, vulgar, or discriminatory language
... use language that is honest, accurate and direct	...use terms that disguise or underplay the true intent of comments
...focus on facts	...speculate or make assumptions

Attachment 6

Committee Post Pandemic Options

Survey Results

Please let us know which City Committee, Commission, Board or Panel you are currently a member of.

Number of respondents : 76

Choice	Total	%
Please Choose One	0	0.00
Affordable Housing & Child Care Advisory Committee	5	6.58
Advisory Planning Commission	7	9.21
Arts Commission	5	6.58
Board of Variance	2	2.63
Community Heritage Commission	6	7.89
Economic Development Advisory Committee	7	9.21
Environment & Climate Advisory Committee	7	9.21
Facilities, Infrastructure and Public Realm Advisory Committee	6	7.89
Multiculturalism Advisory Committee	5	6.58
New Westminster Design Panel	1	1.32
Public Art Advisory Committee	6	7.89
Restorative Justice Committee	3	3.95
Seniors Advisory Committee	8	10.53
Sustainable Transportation Advisory Committee	8	10.53

How would you prefer to receive agenda packages as we enter the new normal?

Number of respondents : 14

Choice	Total	%
I prefer an electronic package	6	42.86
I prefer a paper/printed package	8	57.14
I have no preference	0	0.00

The reason for the low number of respondents is that this option was provided only to commissions who had previously not transitioned to electronic distribution of documents.

How would you like to see the City's advisory committees meet as we enter our new normal?

Number of respondents : 74

Choice	Total	%
100% Online meetings	9	12.16
Hybrid meetings (you could choose to attend either online or in person)	45	60.81
100% In-person meetings	20	27.03

Would you be comfortable with having catering at in-person meetings? (Do you miss City Hall cookies?)

2 : yes

68 : I MISS THE CITY HALL COOKIES! :)

75 : yes

82 : I am comfortable with having cookies - miss them!

91 : Comfortable with it but don't think it's needed.

92 : definitely miss the cookies... joking. Catering is ok. Similar to restaurants, follow safety protocols it is ok.

111 : Yes please, needed for timing post work

114 : Yes and yes!

122 : yes

124 : I would feel o k

128 : yes. should be fine.

129 : Yes.

135 : Yes

138 : Yes

139 : Yes, I would be very comfortable with catering at the meetings! I am just excited to have things going back to normal!

145 : Yes

146 : Yes, but I usually ate before attending evening meetings.

154 : Yes

158 : Catering would be lovely - and yes, I do miss the cookies :)

165 : Yes, and Yes.

Please let us know any other comments or concerns you have about the format of committee meetings as we progress into the new normal.

Number of respondents : 35

2 : test

66 : Online meetings allow us to attend no matter how busy we are and we are. They work great for working people, those with kids, and other responsibilities. It takes away the time to commute as well. Giving an option to attend online or in-person would be very helpful!

68 : I'm comfortable going with whichever type of meeting is most comfortable with the most amount of committee members. I do have concerns about hybrid meetings. There are some technical challenges that will be difficult to overcome with those in the online setting connecting to the activities in the room itself. The Chair will have a very difficult time ensuring the speakers list is in run in an equitable fashion. I applaud you for this level of consultation and look forward to our continued work

70 : Good hybrid meetings are really difficult to accomplish where the online participants are actually fully included in the dialogue.

75 : I think that the networking opportunities that in-person meetings present are vital to building community and should be encouraged.

78 : personally I'm fine with in-person meetings, but not everyone is, so best to give people the option...

82 : No concerns

88 : I like the flexibility and structure of the meetings and focus on problem solving

90 : More interaction at In-person meetings

92 : would need a larger room to allow people to have more space to spread out. was pretty tight... even before covid

98 : I'd like to see presentation materials send out in advance so we can actually discuss them at the meeting instead of listening to staff read the slides.

106 : I prefer in-person meetings, but it may be helpful to some of us if there is a choice.

110 : From my experience I am already at the point that is more time efficient to have meetings on zoom as it provides more accessibility and saves lots of time in commuting.

111 : Online meetings have been less rewarding than in person ones and more difficult and tiring.

113 : Hopefully we can progress to 100% in-person meetings towards the end of the year

124 : I think committee meeting work better in person.

125 : I am flexible and ok with either format

128 : nil

130 : I think the Zoom meetings are very successful. They are well organized, people are very courteous, and I enjoy the fact that I don't have to travel to a meeting. Yes, it's not the same as meeting in person, but it is effective and efficient.

131 : The Hybrid I'd prefer is alternating in person with online - still get travel benefits of on line but, some personal contact

133 : Or every other meeting in person

136 : I would prefer hybrid, but do worry about how that impacts participation if it isn't 100% one or the other. Perhaps alternating online with in-person, rather than a choice each meeting?

138 : It's really great when I receive reports that will be given at a committee meeting in advance of the meeting so I

have time to digest the information and think deeply about my feedback/questions. I realize advance reports may not always be possible but this is my preference.

144 : Is it possible to allow time after for one-to-one talks in the break out rooms?

145 : In person we can better communicate and take decisions

146 : While I like the choice of attending virtually or in-person, I think hybrid meetings may present challenges to verbal communication between those in a committee room; those attending virtually; and those presenting.

147 : I would be fine with whatever format is decided moving forward. Online is more convenient for busy schedules, but in-person meetings retain human connection which is important as well.

151 : I am comfortable with any options deemed safe by the provincial health authority, and whatever is most conducive for the City's business.

153 : One concern with a Hybrid model is creating an equitable environment for members choosing to attend using the online method.

155 : I feel comfortable meeting in person, but also understand that some people won't be. A hybrid style meeting may be a good stop-gap measure while we all adjust.

156 : I think hybrid would work well as it would give people the freedom to choose, and it could also be based on whether or not you have received your vaccine doses.

164 : I think it's better to choose to attend online or in person. It is important to have protocols during this new normal.

165 : 1. This committee requires members from outside city hall to attend. 2. this committee is required to elect a chair and most of us have never met each other. It seems unfair to meet as a committee through Zoom.

166 : Sometimes I think a site visit would be helpful too.

168 : I'm fine with returning to in-person meetings, but I figured hybrid might allow more people to participate



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

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

Item #: 257/2021

Subject: **330 East Columbia Street (Royal Columbian Hospital Redevelopment Project): Request for Exemption to Construction Noise Bylaw**

RECOMMENDATION

***THAT** Council grant an exemption to EllisDon Design Build from Construction Noise Bylaw No. 6063, 1992 to enable construction noise to occur as early as 6 AM through to midnight on one of Saturday August 7, 2021, or Saturday August 14, 2021, or Saturday August 21, 2021 for a concrete pour as part of the Royal Columbian Hospital Redevelopment Project at 330 East Columbia Street, New Westminster.*

PURPOSE

The purpose of this report is to request Council grant a construction noise exemption to EllisDon Design Build from *Construction Noise Bylaw No. 6063, 1992* to enable a concrete pour on one of three proposed Saturdays as part of the Royal Columbian Hospital Redevelopment Project at 330 East Columbia Street, New Westminster.

POLICY AND REGULATIONS

Construction Noise Bylaw 6063, 1992 restricts the time period when construction work is permitted. Construction activities that may create noise and negatively impact the surrounding community are only permitted between 7:00 AM and 8:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays. Construction noise is not permitted on Sundays or on statutory holidays. The bylaw does, however, give Council the authority to grant exemptions.

BACKGROUND

The redevelopment of the Royal Columbian Hospital (RCH) is one of the largest provincial government funded capital health care projects in the history of British Columbia. The capital health care project has an estimated \$1.35 billion contribution from the Province and a substantial multi-million dollar commitment from the Royal Columbian Hospital Foundation.

Milestone events include:

- 2012 - Provincial Government approval was given for Phase One.
- 2016 - Construction of Phase One began.
- 2017 - Phases Two and Three received government approval.
- 2020 - The new Mental Health and Substance Use Centre opened.
- 2021 - Phase Two construction began. Completion estimated in 2025.
- 2023 - Phase Three projected to start. Completion estimated in 2026.

The project is currently in Phase Two which involves construction of a new tower with a new main hospital entrance and a rooftop. The result will include:

- A new acute care tower with more beds for intensive care, cardiac intensive care, medicine and surgical patients, all in single-patient private rooms;
- A new, larger Emergency with a satellite medical imaging unit;
- A large interventional and surgical “super floor” in the existing Health Care Centre that has three more operating rooms, three more interventional suites for cardiology, two more interventional suites for diagnostic radiology, and one more MRI;
- More maternity beds and a maternity operating room;
- A 350+ stall underground parkade, a new main entrance and a new rooftop helipad;
- New advanced medical equipment and technologies, building services (e.g. mechanical and electrical) and energy centre equipment; and
- Replacement of the aging Sherbrooke Centre, old power plant, main entrance and laundry/maintenance buildings with site enhancements.

A map of the redevelopment project is attached as Appendix A.

ANALYSIS

The EllisDon Design Build request is for a construction noise exemption for a one day concrete pour on Saturday August 7, 2021 from 6:00 AM to 9:00 AM and 6:00 PM to midnight. This concrete pour will be for a Raft Slab and will involve a number of concrete pump trucks and a number of concrete supply trucks bringing concrete to the RCH site for the entire day.

While the concrete pour is scheduled to take place on Saturday August 7, 2021 if, due to logistical challenges, the pour is delayed then the next proposed pour dates would be Saturday August 14, 2021 or Saturday August 21, 2021.

Examples of some concrete pour challenges are provided below.

- This will be a big concrete pour of 4,000 cubic metre approximately and the number of concrete trucks bringing the supplies to the site will have to be coordinated. As a result pouring, placing and finishing of cement will run late into the night.
- Weather can be challenging. Concrete pours can be unpredictable with delays related to weather such as hot temperatures or significant rain.
- COVID-19 has created labour challenges. To keep construction crews safe and to comply with COVID-19 protocols it is necessary to spread out the workforce, which results in more time being required to complete the pour.

EllisDon Design Build will advise City staff of any changes made to the concrete pour schedule and provide updated notification to the residents and businesses as required. No construction work making noise will be done on Sunday.

DISCUSSION

Phase 2 is a large complex project that will provide a much needed Acute Care Hospital expansion for the community and region. The overall construction time frame is four (4) years and at peak will involve more than 1000 construction workers. Maintaining the construction schedule to avoid delays is of critical importance and benefits the community by keeping the construction duration as short as possible and avoiding unnecessary impacts. The construction activities will cause inconvenience to the community so it is important to keep the overall duration as short as possible. Granting the exemption will assist in this regard.

EllisDon Design Build has given assurances that they understand the potential impact an exemption to the bylaw would have on nearby residents. They have stated they are committed to following “good neighbour” protocol including taking the following measures:

- Minimizing of construction activities on Saturday morning shift when possible.
- Scheduling construction work in a strategic manner to keep noisy work as far away from the neighbours as possible for Saturday morning.
- Staging construction vehicles including concrete trucks on Sherbrooke St (with Street Occupancy Plan in place) and prohibiting idling.
- Conducting visual spot checks and pre-shift checklist/sign-off.

- Creating a Non-Road Diesel Engine Plan (NRDEP), including equipment registration. Mufflers to be used as appropriately.
- Ensuring that all equipment is in good operating order.
- Powering off any equipment when not in use during the shift.
- Avoiding unnecessary banging of metal components.

EllisDon Design Build and Fraser Health Authority (FHA) have contacted the representatives of the Sapperton Residents Association (SRA) to discuss the request for construction noise exemption, among other things. EllisDon has established lines of communication with the SRA and welcomes any ongoing feedback from the area residents.

The construction noise exemption request is for one of the following three Saturdays: August 7, 2021, August 14, 2021, or August 21, 2021. Assuming the exemption is granted, FHA will send notification to all affected businesses and residents (including the SRA) advising of the date, informing them of the exemption, and providing contact information should they have questions or concerns. A sample of the notification to the neighbourhood is attached in Appendix B.

FHA will notify the households and businesses in the vicinity of the work area using postal code mapping, although not all households and businesses are expected to be directly impacted by the Saturday all day concrete pour construction noise. Notification will be distributed via email, the RCH Redevelopment Website, social media, by hand, or regular mail. A copy of the notification map is attached in Appendix C.

Residents living in the vicinity of the RCH have been aware of the construction project at the hospital since it was announced by the Provincial government a few years ago. During the upgrade of the storm and sewer system on East Columbia Street, affected businesses and residents have received regular notifications from FHA. All complaints about the street project were handled by FHA and the City's Engineering Department. The majority of these complaints were from residents and businesses regarding the closure of East Columbia Street. A few complaints were received regarding construction noise from construction vehicles idling and vehicles making early morning delivery for the Royal Columbian Hospital Replacement project by the City staff. FHA Public Affairs staff responded to the inquiries and some complaints about construction in a timely way.

OPTIONS

There are two options to consider.

1. That Council grant an exemption to EllisDon Design Build from Construction Noise Bylaw No. 6063, 1992 to enable construction noise to occur as early as 6 AM through to midnight for one of Saturday August 7, 2021, or Saturday August 14, 2021, or Saturday August 21, 2021 for a concrete pour as part of the Royal Columbian Hospital Redevelopment Project at 330 East Columbia Street, New Westminster;
2. That Council provide staff with alternative direction.

Staff recommends option 1.

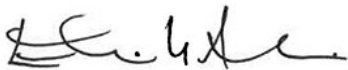
ATTACHMENTS

Appendix A: Map of the Royal Columbian Hospital Redevelopment Project
Appendix B: Sample Notification by Fraser Health Authority to the Neighbourhood
Appendix C: Notification Map of the Area By Royal Columbian Hospital

This report has been prepared by:
Nav Dhanoya, Construction Impact Coordinator

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

Approved for Presentation to Council



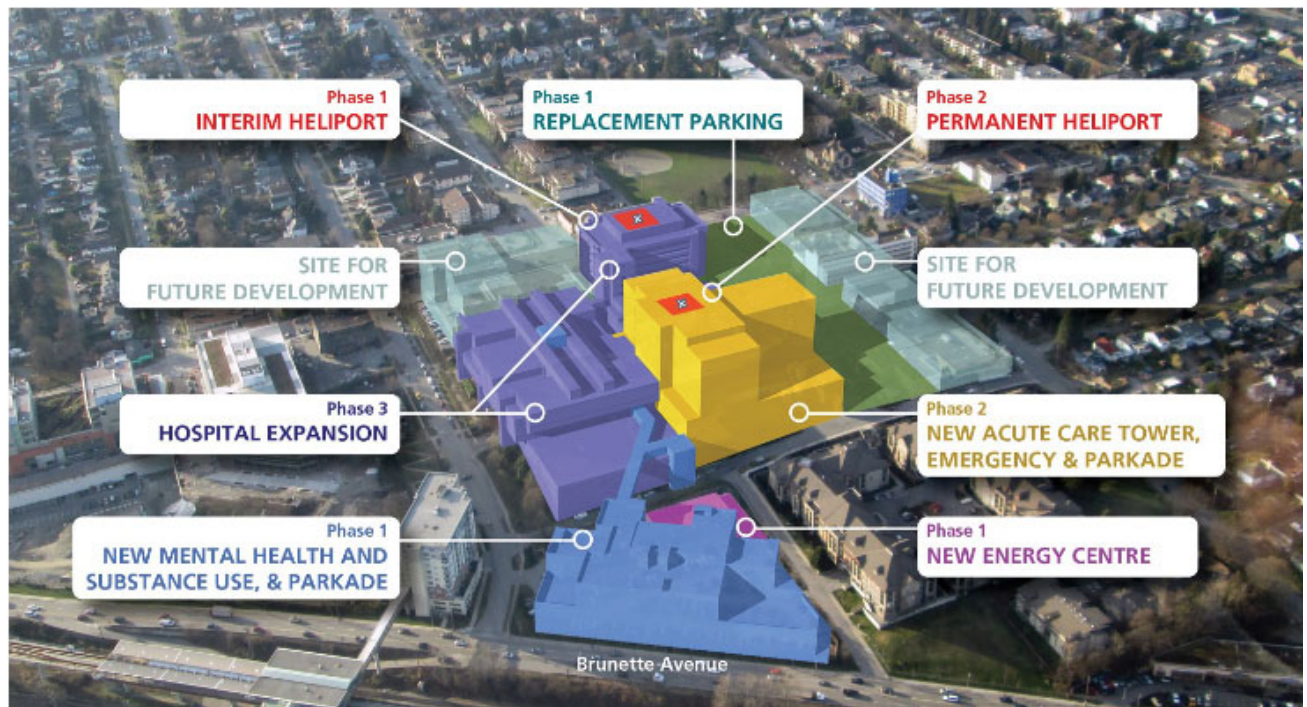
Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Appendix A

Map of the Royal Columbian Hospital Redevelopment Project



Appendix B

Sample Notification by Fraser Health Authority to the Neighbourhood



Royal Columbian Hospital Redevelopment



Construction Notice for Neighbours

February 17, 2021

Noise Bylaw Exemption

Dear Neighbours,

We have received approval from the City of New Westminster for a Noise By-Law Exemption to extend our hours of construction activities on Saturdays. With this approval from the City, we will start our construction activities on Saturdays at 7am.

We apologize for any inconvenience this may cause. We will endeavor to schedule noisy work after 9am on Saturdays whenever feasible. We will arrange to have noisy work done as far away from the neighbours as possible.

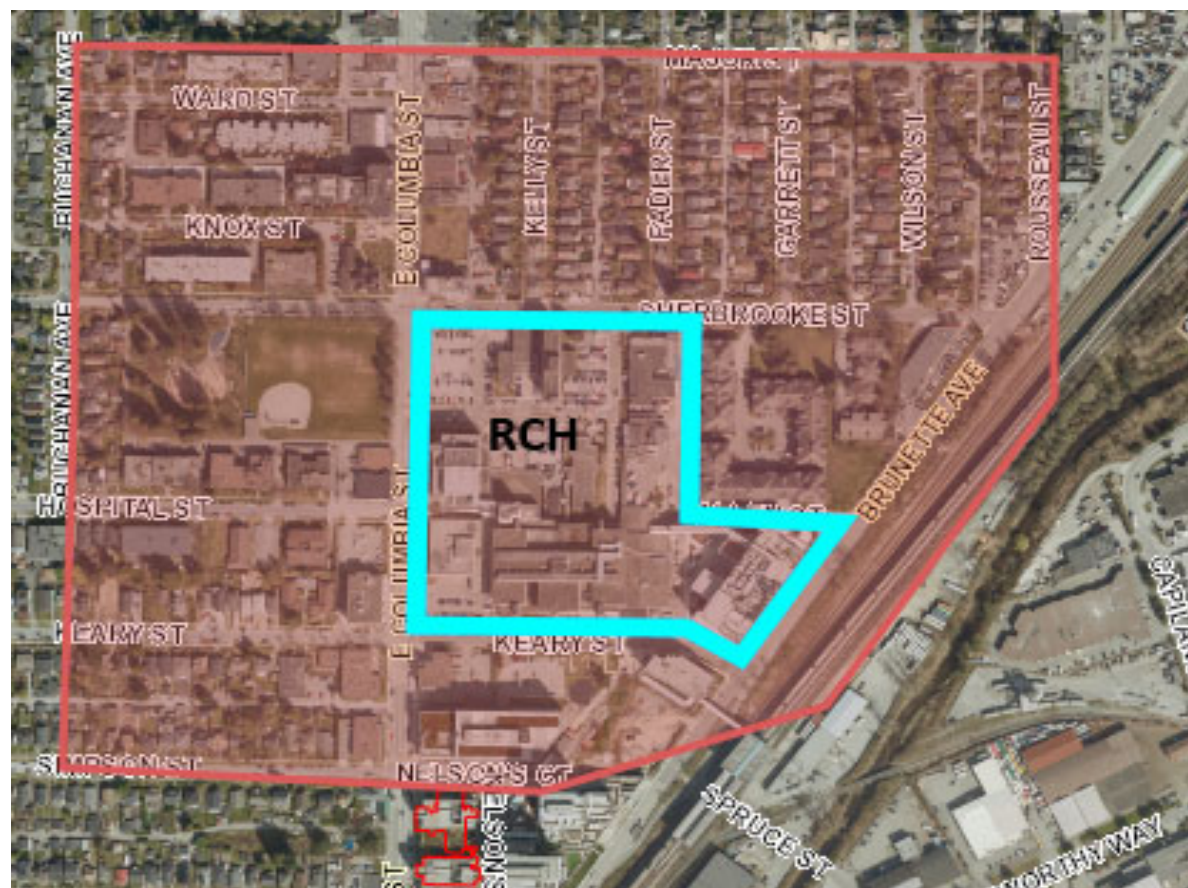
Thank you for your patience and understanding as we work on this important hospital redevelopment.

EllisDon & Royal Columbian Hospital Redevelopment

Questions? Contact us at RCHRedevelopment@FraserHealth.ca or 604 418-5326. Visit www.fraserhealth.ca/royalcolumbian to learn more.

Appendix C

Notification Map of the Area by Royal Columbia Hospital





REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

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

Item #: 258/2021

Subject: 22nd Street SkyTrain Station: Escalators Replacement Project - Request for Extension of the Construction Noise Bylaw Exemption

RECOMMENDATION

***THAT** Council grant an exemption to Smith Bros. & Wilson (B.C.) Ltd. from the Construction Noise Bylaw No. 6063, 1992 between the hours of 11:00 pm and 5:00 am for four nights between Monday July 12, 2021 to Saturday July 31, 2021 for the replacement of escalators at the 22nd Street SkyTrain Station due to construction delays.*

PURPOSE

The purpose of this report is to request Council grant an extension of a construction noise exemption granted to Smith Bros. & Wilson (B.C.) Ltd by Council at the June 7, 2021 Council meeting for replacement of escalators at the 22nd Street SkyTrain Station.

POLICY AND REGULATIONS

Construction Noise Bylaw 6063, 1992 restricts the time period when construction work is permitted. Construction activities that may create noise and negatively impact the surrounding community are only permitted between 7:00 AM and 8:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays. Construction noise is not permitted on Sundays or on statutory holidays. The bylaw does, however, give Council the authority to grant exemptions.

BACKGROUND

Smith Bros. & Wilson (B.C.) Ltd. is the General Contractor for the ongoing Expo Line Escalator Civil Works project, tasked with replacing escalators at stations along the line in coordination with Kone Elevators & Escalators Canada. The escalator at 22nd Street station is part of this project and is scheduled for replacement. Details regarding the work and the previous construction noise exemption granted by Council for the work can be found in the June 7, 2021 Council Report attached in Appendix A.

DISCUSSION

Smith Bros. & Wilson (B.C.) Ltd. was granted a construction noise exemption by Council on Monday June 7, 2021, for Friday June 11, 2021 to Saturday June 26, 2021. Due to delays with deploying a construction hoisting equipment within the SkyTrain Station, work did not proceed as scheduled and Smith Bros. & Wilson (B.C.) Ltd. is now asking for an exemption from Monday July 12, 2021 to Saturday July 31, 2021 for four nights of work between the hours of 11:00 pm to 5:00 am daily.

If there are any further unforeseen issues, City staff will be advised in advance of required schedule amendments or other changes in details regarding the work.

Resident Notification

Updated notification letters will be sent to the affected residents informing them of upcoming nighttime work. Details of the notification area, including a map is included in Appendix B. Additionally, a nighttime contact number will be available to respond to any calls from affected residents. See sample of notification letter attached as Appendix C.

OPTIONS

There are two options to consider.

1. That Council grant an exemption to Smith Bros. & Wilson (B.C.) Ltd. from the Construction Noise Bylaw No. 6063, 1992 between the hours of 11:00 pm and 5:00 am for four nights between Monday July 12, 2021 to Saturday July 31, 2021 for the replacement of escalators at the 22nd Street SkyTrain Station due to construction delays.
2. That Council provide staff with alternative direction.

Staff recommends option 1.

ATTACHMENTS

Appendix A: Original Council Report dated June 7, 2021

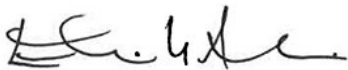
Appendix B: Map Showing Notification Area

Appendix C: Sample of Notification Letter

This report has been prepared by:
Nav Dhanoya, Construction Impacts Coordinator

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

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Appendix A

Original Council Report dated June 7, 2021



NEW WESTMINSTER

REPORT

Development Services

To: Mayor Côté and Members of Council

Date: 6/7/2021

From: Emilie K Adin, MCIP
Director of Development Services

File: 05.1020.20

Item #: 192/2021

Subject: 22nd Street SkyTrain Station: Escalators Replacement Project - Request for Construction Noise Bylaw Exemption

RECOMMENDATION

THAT Council grant an exemption to Smith Bros. & Wilson (B.C.) Ltd. from the Construction Noise Bylaw No. 6063, 1992 between the hours of 11:00 pm to 5:00 am daily for seven nights between June 11, 2021 to June 26, 2021 for the replacement of escalators at the 22nd Street SkyTrain Station.

PURPOSE

The purpose of this report is to request Council grant a construction noise exemption to Smith Bros. & Wilson (B.C.) Ltd from June 11, 2021 to June 26, 2021 for replacement of escalators at the 22nd Street SkyTrain Station.

POLICY AND REGULATIONS

Construction Noise Bylaw 6063, 1992 restricts the time period when construction work is permitted. Construction activities that may create noise and negatively impact the surrounding community are only permitted between 7:00 AM and 8:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays. Construction noise is not permitted on Sundays or on statutory holidays. The bylaw does, however, give Council the authority to grant exemptions.

BACKGROUND

TransLink maintains and operates SkyTrain stations throughout the Lower Mainland. The original Expo SkyTrain Line has been in service since 1986 and has carried more than 2 million trains. As part of the TransLink Maintenance and Repairs program, upgrades will be performed on 37 escalators in 13 SkyTrain Stations along the Expo Line. These improvements will ensure the escalator is safe and reliable for years to come. The work will improve the passenger experience on the SkyTrain system with the replacement of 30+ year old escalators with new escalator models of improved reliability. The 22nd Street SkyTrain station is the only one in New Westminster scheduled to have an escalator upgrade.

DISCUSSION

Smith Bros. & Wilson (B.C.) Ltd. is the General Contractor for the ongoing Expo Line Escalator Civil Works project, tasked with replacing escalators at stations along the line in coordination with Kone Elevators & Escalators Canada. The escalator at 22nd Street station is part of this project and is scheduled for replacement.

Night shifts will be required to remove the existing escalator and hoist in the new one. The work consists of removal of the existing unit and transportation off site, followed by the delivery and hoist-in of the new replacement unit. Scaffolding assembly work will also be undertaken within the station. This work cannot be completed while passengers are moving through the station. TransLink also requires this work to proceed during non-operational hours to assure passengers' safety.

The replacement of escalators is proposed to be carried out over a seven night period from June 11, 2021 to June, 26th 2021. The proposed schedule for upgrades to the SkyTrain escalators at the 22nd Street SkyTrain station in New Westminster is as follows:

- Friday June 11, 2021 and Saturday June 12, 2021
- Wednesday June 16, 2021 and Thursday June 17, 2021
- Thursday June 24, 2021, Friday June 25, 2021, and Saturday June 26, 2021

As there may be unseen changes, City staff will be advised in advance of any schedule amendments or changes in details for the replacement upgrades.

Noise Mitigation

Noise will be coming from the use of hoists, drills, saws, forklifts for loading/unloading the escalator units and trucking for unit removal/delivery of the old/new units to the 22nd Street

SkyTrain Station. Where possible, electric hoists and forklifts will be utilized to minimize the nighttime equipment noise. Back-up beepers on equipment will be muted/muffled or disabled. In addition, the following measures will also be utilized:

- Ensuring all equipment is in good operating order.
- Operating equipment at minimum engine speeds consistent with effective operation.
- Educating and supervising construction personnel to ensure potential noises are minimized.
- Avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates.
- Turning off all equipment when not in use.
- Use of alternative back-up warning systems such as white noise reversing alarms instead of tonal beepers.
- Locating the stationary noise generating equipment as far away as possible from noise sensitive receivers.
- Scheduling construction activities and limiting equipment usage times to minimize noise.

The contractor will also have a nighttime contact person available to respond to any calls from affected residents. The contractor has given assurances they understand the potential impact an exemption to the bylaw would have on nearby residents. They have stated they are committed to following the protocol in the City's Good Neighbour Agreement including mitigating noise whenever possible and providing letters of notification to affected residents in advance of any noisy nighttime work.

Resident Notification

Letters will be sent to the affected residents informing them of upcoming nighttime work. Details of the notification area, including a map is included in Appendix A. Additionally, a nighttime contact number will be available to respond to any calls from affected residents. See sample of notification letter attached as Appendix B.

OPTIONS

There are two options to consider.

1. That Council grant an exemption to Smith Bros. & Wilson (B.C.) Ltd. from the Construction Noise Bylaw No. 6063, 1992 between the hours of 11:00 pm to 5:00 am daily for seven overnights between the period from June 11, 2021 to June 26, 2021 for the replacement of escalators at the 22nd Street SkyTrain Station.
2. That Council provide staff with alternative direction.

Staff recommends option 1.

ATTACHMENTS

Appendix A: Map Showing Notification Area

Appendix B: Sample of Notification Letter

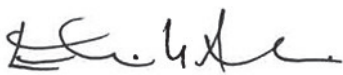
This report has been prepared by:

Nav Dhanoya, Construction Impacts Coordinator

This report was reviewed by:

Kim Deighton, Manager, Licensing and Integrated Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

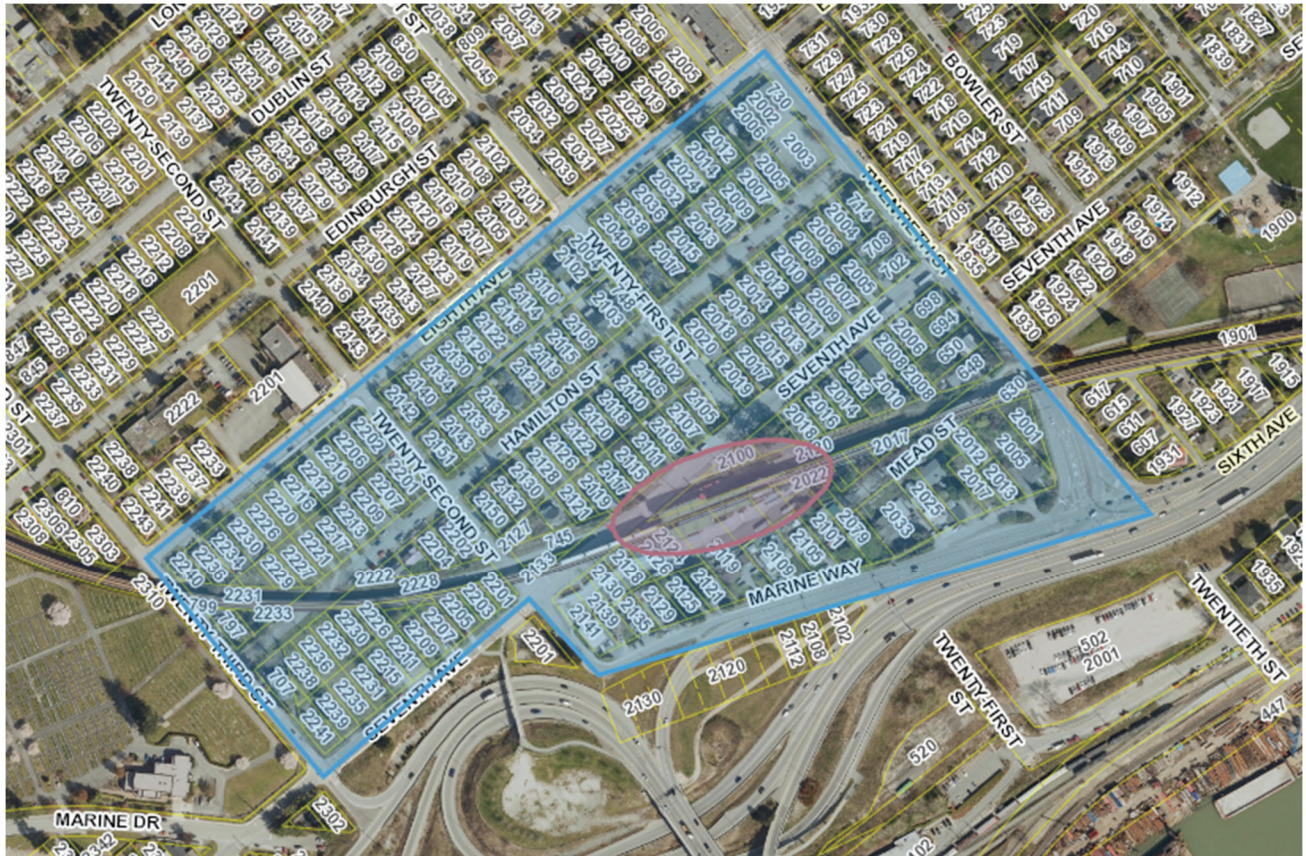


Appendix A

Map Showing Notification Area

Appendix A

Map showing the notification area in blue with 22nd Street Sktrain Station in red.





Appendix B

Sample of Notification Letter

**TransLink**

400 - 287 Nelson's Court
New Westminster, B.C.
V3L 0E7 Canada
Tel 778.375.7500
translink.ca

South Coast British Columbia
Transportation Authority

June 2, 2021

Dear Neighbours,

As part of TransLink's Maintenance and Repair Program, we are replacing 37 escalators at 13 SkyTrain stations along the Expo Line to provide a better transit experience. The 22nd Street Station escalator is the last remaining escalator to be replaced in New Westminster.

Beginning mid-June, construction crews will begin setting up. We expect the project to be complete in fall 2021. Most of the work will be done inside the station and during the daytime. As a result, you may hear some light construction noise during the daytime.

However, on June 11, 12, 16, 17, and June 24-26, 2021, our crews will be working overnight to remove the old escalator and install the new one. This overnight work is expected to take about two weeks and during this time you can expect to hear engine noise, vehicle reversing audible alarms, and light machinery, and see flashing lights.

We apologize for any inconvenience this may cause but to reduce the safety hazards associated with a construction project located at a busy transit station, this construction work can only happen at night.

TransLink is seeking an exemption to the City of New Westminster's Noise By-Law in order for this nighttime work to take place. Together with the contractor, we will make every effort to minimize the impact of this project on our customers and neighbours.

For questions, or concerns, please contact:

Customer Service | 604.953.3333

- Monday to Friday: 5:30 a.m. to 12:30 a.m.
- Saturday and Sunday: 6:30 a.m. to 11:30 p.m.

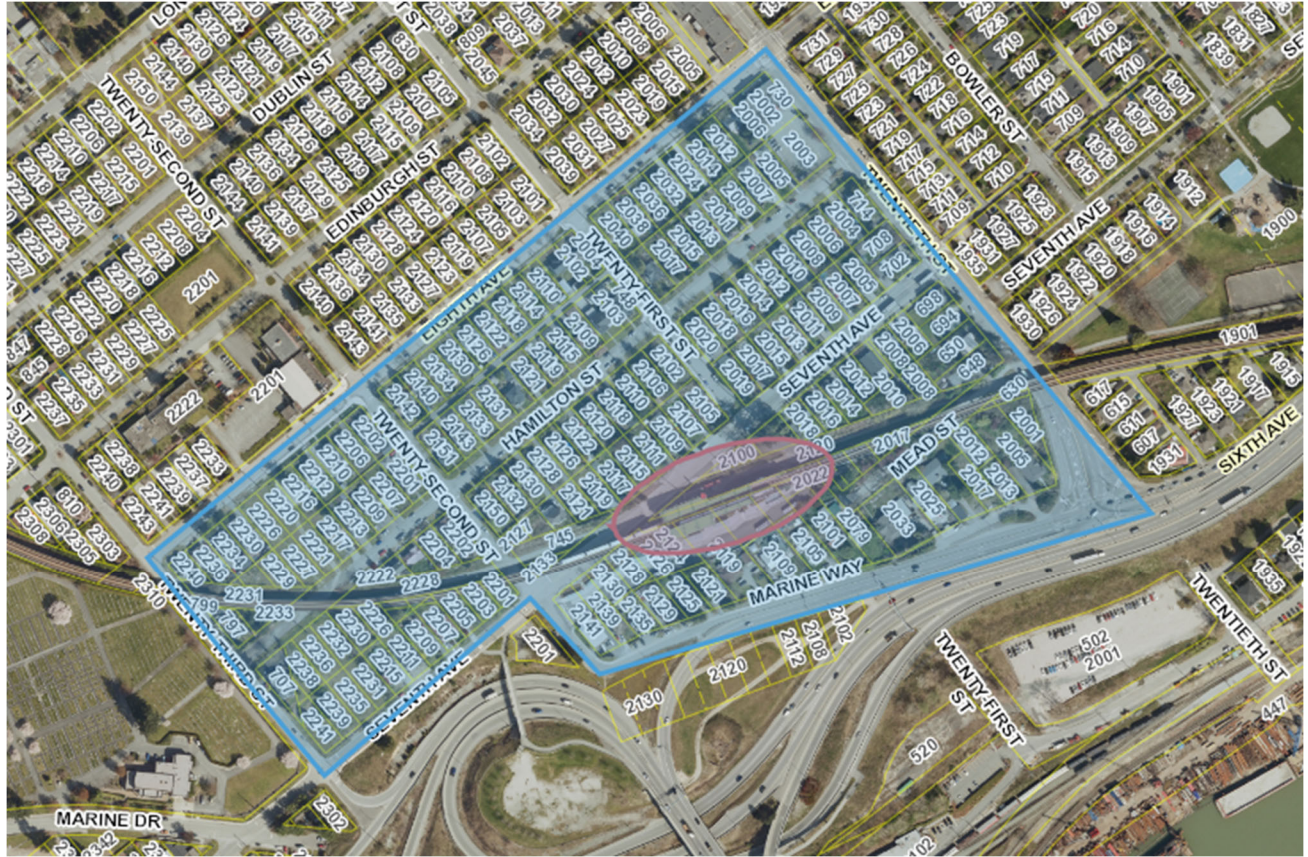
For after-hours enquiries, please contact 604-324-1155 ext 322 to speak with the Site Supervisor.

Thank you for your patience as we work to improve the safety and comfort of our SkyTrain system.

Sincerely,
George Martins, Project Manager

Appendix B

Map Showing Notification Area



Appendix C

Sample of Notification Letter



TransLink

400 - 287 Nelson's Court
New Westminster, B.C.
V3L 0E7 Canada
Tel 778.375.7500
translink.ca

South Coast British Columbia
Transportation Authority

July 5, 2021

Dear Neighbours,

Following up on our letter of June 2, 2021, the escalator replacement at 22nd Street Station is continuing to progress and is expected to be complete in fall of this year.

Most of the work is being done inside the station and during the daytime. As a result, you may continue to hear some light construction noise during the daytime.

The original escalator has been removed successfully, and we now require 4 nights between July 12th and July 31st to install the new escalator. This work will be a combination of daytime and nighttime work and is expected to take about two weeks. During this time you can expect to hear engine noise, vehicle reversing audible alarms, and light machinery, and see flashing lights.

We apologize for any inconvenience this may cause but to reduce the safety hazards associated with a construction project located at a busy transit station, this construction work can only happen at night.

TransLink is seeking another exemption to the City of New Westminster's Noise By-Law in order for this nighttime work to take place. Together with the contractor, we will make every effort to minimize the impact of this project on our customers and neighbours.

For questions, or concerns, please contact:

Customer Service | 604.953.3333

- Monday to Friday: 5:30 a.m. to 12:30 a.m.
- Saturday and Sunday: 6:30 a.m. to 11:30 p.m.

For after-hours enquiries, please contact 604-324-1155 ext. 322 to speak with the Site Supervisor.

Thank you for your patience as we work to improve the safety and comfort of our SkyTrain system.

Sincerely,
George Martins, Project Manager



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

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

Item #: 259/2021

Subject: **Columbia Street Project Metro Vancouver Sewer Interceptor Project):
Request for Exemption to Construction Noise Bylaw**

RECOMMENDATION

***THAT** Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 for three nights to occur between Monday July 19, 2021 to Saturday July 31, 2021 from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines as part of the New Westminister Sewer Interceptor West Branch and Columbia Street Extension project.*

PURPOSE

The purpose of this report is to request an exemption from the Construction Noise Bylaw to permit video inspections of the sewer lines during overnight hours to rehabilitate and upgrade the New Westminister Sewer Interceptor West Branch and Columbia Street Extension project.

POLICY AND REGULATIONS

Construction Noise Bylaw 6063, 1992 restricts the time period when construction work is permitted. Construction activities that may create noise and negatively impact the surrounding community are only permitted between 7:00 AM and 8:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays. Construction noise is not permitted on Sundays or on statutory holidays. The bylaw does, however, give Council the authority to grant exemptions.

BACKGROUND

New Westminster Sewer Interceptor carries extremely high daytime sewage flows. Any maintenance work on the interceptor can only be carried out during dry weather, between the hours of midnight and 6:00 AM when flows are low.

Southland Holdings is the main contractor for New Westminster Interceptor Rehabilitation Project, Columbia Street Section. AquaCoustic Remote Technologies Inc. is working as a subcontractor for Southland Holdings on the Metro Vancouver Condition Assessment and Options Analysis to rehabilitate/upgrade the New Westminster Sewer Interceptor West Branch and Columbia Street Extension project.

DISCUSSION

The Metro Vancouver sewer interceptors convey the City's and other municipalities' wastewater to a treatment plant before being discharged into the waterways. Video inspections of these sewer lines are needed to support ongoing maintenance programs to avoid any future failures for nearby residents and businesses. This will benefit a large population as the interceptors supports the City's sewer network.

AquaCoustic would like to conduct work of sewer survey on three nights between Monday night/Tuesday morning, Tuesday night/Wednesday morning and Wednesday night/Thursday morning dated July 19, 2021 to July 22, 2021 between the hours of 9:00 PM to 7:00 AM. This work needs to occur during overnight hours when sewer flows are at their lowest so as to capture the maximum surface area of the pipe's interior. The work is weather dependent and is best performed during a dry period. Due to unpredictable weather, AquaCoustic is requesting a two week window of time to account for inclement weather, unforeseen site conditions, and any other scheduling delays that may occur.

Video inspection of Metro Vancouver sewer lines will be along Columbia Street from near McBride Boulevard to 10th Street. A map of the work zone is attached in Appendix A. Work crews would be stationed at the utility hole in red, working at two utility holes at once. The work would involve removing the utility hole lids and inserting the inspection platform into the sewer line. The camera is operated remotely from the surface and will travel the length of the required sewer segment. Once complete, the inspection platform is retrieved, utility hole lids replaced, and the site cleaned as required.

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

- Sound deadeners will be used to minimize the noise from the generators.
- Generators will be placed facing away from buildings, i.e. towards the rail yard to minimize further noise impacts.
- Vehicles and equipment will be operated only as needed, avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates and turning off equipment when not in use.
- Crew members will keep their conversation volume to a minimum.
- Equipment will be checked to be in working order prior to mobilizing at the work site.
- All equipment will be in good operating order.
- Equipment will be operated at minimum engine speeds consistent with effective operation.
- Construction personnel will be reminded and supervised to ensure potential noises are minimized.
- A site contact will be available to address resident and business operator questions or concerns.

Field crews will deliver hard-copy notices to individual residents and businesses, and post a notice at the front door lobby entrance of multi-dwelling units. Notification areas include:

- Columbia St @ Front St
- Columbia St @ McKenzie St
- Columbia St @ 4th St
- 259 Columbia St
- Columbia St, south of Pattullo Bridge overpass
- Columbia St @ McBride Blvd

A sample of previous resident notification form is attached in Appendix B.

OPTIONS

There are two options to consider.

1. That Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 for three nights to occur between Monday July 19, 2021 to Saturday July 31, 2021 from 9:00 PM to 7:00 AM to conduct overnight video inspections of the sewer lines as part of the New Westminster Sewer Interceptor West Branch and Columbia Street Extension project.

2. That Council provide staff with alternative direction.

Staff recommends option 1.

ATTACHMENTS

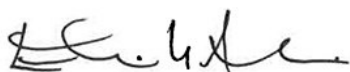
Appendix A: Map of the Sewer Work Zone (Boxed in Red)

Appendix B: Sample of Previous Resident Notification

This report has been prepared by:
Nav Dhanoya, Construction Impact Coordinator

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

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Appendix A

Map of the Sewer Work Zone (Boxed in Red)



Appendix B

Sample of Previous Resident Notification

Sample of Previous Resident Notification

Nighttime Work

Sewer Video Inspections

METRO VANCOUVER, in coordination with its contractor, AquaCoustic Remote Technologies Inc, will be inspecting a sewer main in your neighbourhood.

To complete the above-mentioned work, a small crew and work vehicle may be on site between the hours of 8:00 p.m. to 8:00 a.m. from Oct to Oct , 2020.

During this period, workers will be videotaping the sewer interior between manholes. This process provides the contractor with a first-hand look at the deteriorating pipe conditions.

Videotaping must be carried out during the early morning hours when sewer flows are at their lowest. Please note that this work is highly weather dependant.

Associated activities are not expected to cause excessive noise or disturbance to area residents.

Your patience and understanding during this work is appreciated.

Contact Us

For more information, please contact AquaCoustic Remote Technologies Inc at 604-730-8117.

For after-hours emergencies, please call Michael Connelly at 778-231-9135.

This notice contains important information that may affect you. Please ask someone to translate it for you.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.



REPORT

Development Services

To:	Mayor Côté and Members of Council	Date:	7/12/2021
From:	Emilie K Adin, MCIP Director of Development Services	File:	13.2630.09
		Item #:	261/2021
Subject:	Provincial Housing Needs Report Program: Understanding Housing and Homelessness in New Westminister - A Housing Needs Report 2021 - 2031		

RECOMMENDATION

***THAT** Council endorse the report, *Understanding Housing and Homelessness in New Westminister: A Housing Needs Report 2021 - 2031*.*

***THAT** Council endorse the recommended actions contained under the next steps section of this report.*

EXECUTIVE SUMMARY

Council, at its Regular Meeting of November 4, 2019, directed staff to prepare a housing needs report that meets new legislative requirements in British Columbia. These took effect on April 16, 2019 and require local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities. The development of *Understanding Housing and Homelessness in New Westminister: A Housing Needs Report 2021 – 2031* involved collaboration with Metro Vancouver, key informant interviews with the housing and social services sector in New Westminister, and community engagement. The housing needs and demand figures in the City of New Westminister Housing Needs Report are estimates, not targets, and reflect current realities and possible futures.

The Housing Needs Report will inform a new Affordable Housing Strategy and Implementation Plan proposed to begin in 2022. The Housing Needs Report will also be shared with non-profit and faith-based organizations to inform their housing interventions and support funding applications. The Affordable Housing Strategy and Implementation Plan is not part of the 2022 Community Planning Work Program. If Council would like to prioritize this work, an amount of \$50,000 would need to be allocated in the 2022 operating budget to hire a consultant to lead this work. Staff could also explore foundation and senior government funding to undertake this work.

PURPOSE

The purpose of this report is twofold: (1) to update Council on the process to develop the Housing Needs Report; and (2) to seek Council's endorsement of the Housing Needs Report.

POLICY CONTEXT

For information on the policy context, please refer to Attachment 1.

BACKGROUND

Previous Council Direction

At the Council Meeting of November 4, 2019, Council adopted the following motion:

THAT Council direct staff to prepare a housing needs report that meets legislated requirements set out in the staff report dated November 4, 2019, entitled "Provincial Housing Needs Report Program".

THAT staff provide overall grant management for any financial assistance received from the Provincial Housing Needs Report Program.

Provincial Requirements for Housing Needs Reports

New legislative requirements in British Columbia (BC), which took effect on April 16, 2019, require local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities. Municipalities and regional districts in BC must complete publicly accessible housing needs reports by April 2022, and every five years thereafter. To assist local governments with this new requirement, the Provincial government established a funding program (the Housing Needs Report Program), administered by the Union of BC Municipalities. In spring 2020, the City of New Westminster received funding of \$50,000, the maximum amount available to mid-size municipalities, from this program to complete the City of New Westminster Housing Needs Report.

What is a Housing Needs Report

Housing needs reports identify existing and projected gaps in housing supply by collecting and analyzing data about local demographics, the economy, the housing stock, and future growth and by listening to the perspectives of residents, businesses and housing stakeholders. They are intended to strengthen understanding of current and future housing needs, and to ensure that local policies, plans, and development decisions are based on recent evidence. They can also be used by non-profits and others to support applications for provincial or federal funding to develop new non-market rental housing. The housing needs and demand figures in a housing needs report are estimates, not targets, and reflect current realities and possible futures. Municipalities, through a planning process, then decide if and what targets it can pursue given available resources, senior government funding and competing municipal priorities.

DISCUSSION

Housing Needs Report for New Westminster

The City of New Westminster Housing Needs Report is included as Attachment 2. The report was prepared by Eberle Planning and Research, in close consultation with Planning Division staff, and involved a four-step process:

1. Metro Vancouver prepared sections 2, 3 and Appendix B, which contain much of the data required by the province for housing needs reports, on behalf of the City of New Westminster, with feedback from City staff.
2. The City's consultant reached out to interview key informants in the housing and social services sector in New Westminster for their insights into local issues of housing needs and demand.
3. The City's consultant prepared a draft housing needs report adding supplemental data pertinent to the New Westminster context, main themes from key informant interviews, and other analysis as warranted to fulfill provincial requirements and City expectations. City staff provided some of the supplemental data.
4. Community engagement with the public, stakeholders, and persons with lived and living experience of housing vulnerability followed to consider diverse perspectives on housing needs and demand.

Community Engagement – Key Themes

Community engagement for the housing needs report consisted of three workshops, an online survey and engagement through the Be Heard New West platform. Key themes that emerged during engagement included:

- Concern about people who are experiencing homelessness and that the COVID-19 pandemic has worsened the situation.
- Persons on fixed incomes (such as pensions, Disability, or Income Assistance) have very low incomes and face unique issues in accessing affordable and appropriate housing.
- Lack of housing choice for moderate-income households, particularly families, wishing to buy entry-level housing other than apartments.
- Low-income renters cannot find suitable, secure rental housing that they can afford, especially single persons.
- There is discrimination and stigmatization based on social conditions such as disability, family size, immigration status, and race.
- A divisive development approvals process involving public hearings for affordable housing often pits vulnerable households against existing homeowners.
- It is difficult to access non-market housing due to insufficient supply.
- Few vacant sites to accommodate housing to meet growing needs.
- Need to accommodate the future growth and aging in place needs of seniors.
- Concern about high home prices caused by speculation.
- Some residents fear for their ability to stay in city in the future.
- Rental and strata restrictions limit children and pets in some condominium and rental complexes.

For more information on the engagement activities and feedback collected, please refer to the Engagement Summary Report, Attachment 3.

ANALYSIS

Estimated Housing Needs and Demand

The below two tables summarize the estimates of non-market housing needs and market housing demand for New Westminster in five and ten years. Unit numbers for non-market housing needs identify the rental housing required for households who cannot afford to buy or rent at market prices. Unit numbers for market housing demand identify the rental and ownership housing required for those households with the ability to pay for market rate housing.

Estimated Non-Market Rental Housing Needs, 2021-2026 and 2021-2031

Non-market rental housing needs	2021-2026	2021-2031
Backlog of housing needs (independent non-market)	496	496
Future rental housing needs	794	1,587
Total estimated non-market rental housing needs	1,290	2,083

Estimated Market Housing Demand 2021-2026 and 2021-2031

Market rental/ownership housing demand	2021-2026	2021-2031
Backlog of housing demand	-897	-897
Future housing demand	1,865	4,225
Total estimated market housing demand	968	3,328

These unit numbers have been estimated by adding current unmet housing needs/demand to estimated future household growth, and subtracting housing units currently under development or in the approvals process, with some accounting for non-occupancy demand arising from other sources like second homes, vacant investment properties etc.

Key FindingsNeed for Affordable and Supportive Housing

The City of New Westminster Housing Needs Report reveals that housing needs and demand exist along the housing continuum in New Westminster, from non-market housing to market home ownership. Some indicators particularly related to the need for affordable housing include:

- That 123 persons experiencing homelessness were counted in March 2020, including 41 unsheltered persons. All homeless counts underestimate the hidden homeless and are considered undercounts.
- That almost a third of New Westminster households paid 30% or more of their income for shelter, exceeding the affordability standard.
- That there are 562 households on the BC Housing waitlist for non-market housing, and 95 applicants on their waitlist for supportive housing in New Westminster.

Affordable housing needs, including non-market, below-market, and supportive housing are significant. They are also difficult to address, as very low and low-income housing needs are not the focus of the market, so achieving affordable housing requires funding support from senior government.

Housing Unit Need by Sub-Group

A summary of the key findings in the Housing Needs Report, for three housing types and six resident sub-groups, are included in the table below. Of note, data is not available for all sub-groups (e.g. specific estimates of future housing demand for seniors), and may understate housing needs (e.g. in many instances the only source of quantitative information is BC Housing waitlists, which do not track all types of need, such as the number of Indigenous or BIPOC applicants for non-market housing.)

Housing Need by Housing Type	Minimum Estimated Current Need (units)	Minimum Estimated Future Need (units)		Total Estimated Need 2031 (units)
	2021	2026	2031	
<i>Shelters for Persons Experiencing Homelessness</i>	50 ¹	11	11	72
<i>Supportive Housing</i>	95 ²	11	11	117
<i>Non-Market Rental Housing</i>	496 ³	1,587		2,083

Housing Need by Resident Sub-Group	Minimum Estimated Current Need (units)	Total Estimated Need 2031 (units)
<i>Housing for Single Persons</i>	<ul style="list-style-type: none"> • 43² • Up to 2,655 rent supplements for single person renter households in core housing need, 2016.⁴ 	2,698
<i>Seniors Housing</i>	<ul style="list-style-type: none"> • 210² • Up to 1,280 rent supplements for households with at least one senior in core housing need, 2016. 	1,490
<i>Indigenous Housing</i>	<ul style="list-style-type: none"> • Unknown⁵ • Up to 305 rent supplements for Indigenous households in core housing need, 2016 	305+
<i>BIPOC Households</i>	<ul style="list-style-type: none"> • Unknown⁶ 	

<i>Housing for Persons with Disabilities</i>	<ul style="list-style-type: none"> • 109² • Up to 2,900 rent supplements for households with at least one person with activity limitations in core housing need, 2016. 	3,009		
<i>Market Rental Housing</i>	N/A	690	690	1,380
<i>Family Housing</i>	<ul style="list-style-type: none"> • 200⁷ • Up to 645 rent supplements for single parents renters, 2016 	858	1,198	2,901

1. BCH survey & key informants; 2. BCH waitlist; 3. BCH waitlist minus units under development; 4. As many very low-income households are single people, both seniors and non-seniors, see also estimates for non-market rental housing and seniors housing; 5. BC Housing waitlist does not track applicants by Indigenous identity; 6. Community engagement revealed significant concern about discrimination and stigmatization of racialized and immigrant populations, as well as significant issues with poor housing conditions and security. There is little published data available to quantify the extent of this issue, or to estimate related housing needs, which highlight the need for race-based data; 7. Non-market, BCH waitlist

NEXT STEPS

If endorsed by Council, the City of New Westminster Housing Needs Report will be submitted to the Union of BC Municipalities within 30 days and will be published on the City's website. The Housing Needs Report will be shared with non-profit and faith-based organizations to inform their housing interventions and support funding applications. The Housing Needs Report will also inform a new Affordable Housing Strategy and Implementation Plan.

The Affordable Housing Strategy and Implementation Plan are not part of the 2022 Community Planning Work Program. If Council would like to prioritize this work, an amount of \$50,000 would need to be allocated in the 2022 operating budget to hire a consultant to lead this work. Staff could also explore foundation and senior government funding to undertake this work.

FINANCIAL IMPLICATIONS

The City of New Westminster received \$50,000.00 from the Housing Needs Report Program to prepare the Housing Needs Report. Staff is recommending that an amount of \$50,000 be included in the 2022 budget process in order to hire a consultant to undertake the development of an Affordable Housing Strategy and Implementation Plan.

OPTIONS

The following options are presented for Council's consideration:

1. That Council endorse the Understanding Housing and Homelessness in New Westminster: A Housing Needs Report 2021 - 2031.
2. That Council endorse the recommended actions contained under the next steps section of this report.
3. That Council provide staff with other direction.

Staff recommends option 1 and 2

ATTACHMENTS

Attachment 1: Policy Context

Attachment 2: City of New Westminster Housing Needs Assessment Report

Attachment 3: Engagement Summary Report

This report has been prepared by:

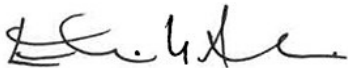
Claudia Freire, Housing Social Planner

Tristan Johnson, Senior Planning Analyst

This report was reviewed by:

Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1
Policy Context

POLICY CONTEXT

Official Community Plan

The Official Community Plan (2017) includes the following goal and policies:

New Westminster's neighbourhoods are great places to live and have diverse housing choices that meet the needs of the community.

- *Policy 8.1: Facilitate the creation and maintenance of housing that offers options for people who are homeless or at risk of homelessness.*
- *Policy 8.2: Facilitate access to affordable and non-market housing for low- to moderate-income households.*
- *Policy 8.3: Foster a rental housing stock in which tenants have adequate opportunities to live in healthy, safe and secure housing.*
- *Policy 8.4: Create neighbourhoods with housing options for people of all ages, abilities and household types to meet their changing needs.*
- *Policy 8.5: Design housing to be livable and to foster social cohesion and connectivity.*
- *Policy 8.6: Provide housing to meet the needs of the projected population in ways that ensure growth contributes positively to the neighbourhood context.*

Affordable Housing Strategy

The Affordable Housing Strategy (2010) contains the following two goals:

1. *To preserve and enhance New Westminster's stock of safe, appropriate and affordable rental housing.*
2. *To improve the choice of housing for New Westminster's low and moderate income residents and households with unique needs.*

Attachment 2

City of New Westminster

Housing Needs Report



Understanding Housing and Homelessness in New Westminster: HOUSING NEEDS REPORT 2021-2031

June 2021


NEW WESTMINSTER

TABLE OF CONTENTS

1. INTRODUCTION	1
Purpose	1
Context	1
Method	2
Study Process	2
Report Organization	3
The City's Role in Housing	4
2. COMMUNITY PROFILE	6
3. HOUSING PROFILE	7
3.1 HOUSING SUPPLY	7
Occupied and Unoccupied Units	8
Period of Construction	10
Short-Term Rental Units	11
Rental Housing	11
Vacancy Rates	12
Renovictions	13
Buildings at Risk of Redevelopment	13
Non-Market Housing	14
Changes in Housing Stock	17
3.2 HOUSING MARKET CONDITIONS	19
Housing Values	19
Sale Prices	20
Affordable Sales	21
Non-resident Ownership	22
Rental Prices	22
Affordable Rents	24
3.3 HOUSING INDICATORS	24
Income Required to Rent or Buy a Home in New Westminster	24
Affordability	27
Housing Condition	28
Housing Suitability	29
Core Housing Need	29
Core Housing Need by Household Type	30
Extreme Core Housing Need	31
Homelessness	32
Housing Waitlists	33
Other Rental Indicators	34
4. KEY THEMES FROM COMMUNITY ENGAGEMENT	35

5. ESTIMATED HOUSING NEED AND DEMAND39

5.1 ESTIMATED CURRENT HOUSING NEED AND DEMAND39

5.2 ESTIMATED FUTURE HOUSING NEED AND DEMAND40

5.3 ESTIMATED TOTAL HOUSING NEED AND DEMAND42

6. KEY FINDINGS.....44

APPENDICES

- APPENDIX A: City Housing Policies and Initiatives
- APPENDIX B: Community Profile
- APPENDIX C: Community Engagement Report
- APPENDIX D: Summary Form
- Appendix E: New Westminster Neighbourhoods
- APPENDIX F: Method for Estimating Housing Demand
- APPENDIX G: Glossary

FIGURES

Figure 1 Process and Timeline	3
Figure 2 Housing Initiatives.....	5
Figure 3 Housing Continuum	7
Figure 4 Housing Stock by Structure Type 2016	9
Figure 5. Total Number of Dwelling Units in the Primary Rental Market, New Westminster (2010 to 2019)	12
Figure 6 Estimated Composition of Market Rental Housing Supply in New Westminster	12
Figure 7. Number of Rental Buildings and Rental Units Affected by Renovictions, New Westminster, 2016-2018	13
Figure 8. Changes in Housing Stock, New Westminster, 2011 to 2019.....	17
Figure 9. Number of Housing Completions by Tenure, New Westminster (2011 to 2019)	18
Figure 10 Benchmark Price HPI by Structure Type, New Westminster, 2012 to 2020.....	20
Figure 11. Affordable Sales, by Structure Type, New Westminster (2013 to 2018).....	22
Figure 12. Primary Rental Market Median Monthly Rent, All Units, Occupied and Vacant, New Westminster (2008 to 2019)	23
Figure 13. Individuals Experiencing Homelessness, New Westminster (2005 to 2020).....	32

TABLES

Table 1 Number and Share of Occupied and Unoccupied Dwellings 2016	8
Table 2. Number and Percentage of Dwelling Units by Structure Type, New Westminster (2006, 2011, 2016)	10
Table 3. Number and Percentage of Dwelling Units by Number of Bedrooms, New Westminster (2006, 2011, 2016)	10
Table 4. Number and Percentage of Dwelling Units by Period of Construction, New Westminster (2016)	11
Table 5. Vacancy Rate by Number of Bedrooms in Primary Rental Market, New Westminster (2010 to 2019)	13
Table 6. Building Value as a Share of Total Assessed Value 2017	14
Table 7. Number of Dwelling Units that are Non-Market (Subsidized) Units, New Westminster and Metro Vancouver (2019).....	15
Table 8. Number of Housing Units and Shelter Beds for the Homeless, New Westminster and Metro Vancouver (2019).....	15
Table 9. Number of Cooperative Housing Units by Number of Bedrooms*, New Westminster (2019).....	16
Table 10. Co-op and Independent Social Housing, New Westminster, June 2020	16
Table 11. Supportive Housing, by Demographic, June 2020	17
Table 12. Number of Housing Completions by Structure Type, New Westminster (2011 to 2019)	18
Table 13. Housing Demolitions by Structure Type, New Westminster (2011 to 2019).....	19
Table 14. Average Assessed Housing Values by Structure Type, New Westminster (2020)	19
Table 15. Average Assessed Values by Number of Bedrooms, New Westminster (2020)	19
Table 16. Benchmark Price (HPI) by Structure Type, New Westminster (2012 to 2020)	21

Table 17. Estimated Real Estate Sales, Total and Affordable, by Structure Type, New Westminster (2013 to 2018).....	21
Table 18. Primary Rental Market Median Monthly Rent by Number of Bedrooms, Occupied and Vacant Units, New Westminster (2008 to 2019)	23
Table 19. Average Rent of Occupied and Vacant Apartment Units 2019	23
Table 20. Rental Units by Rent Thresholds (Low Income and Very Low Income), New Westminster (2016 to 2018).....	24
Table 21 Income Required to Afford a Market Rental Unit in New Westminster 2020.....	25
Table 22 Income Required to Buy a Home in New Westminster 2020	25
Table 23. Households Spending 30%-100% of Their Income on Shelter by Tenure, New Westminster (2006, 2011, 2016)	28
Table 24. Households by Spending 30% or More, by Household Type, New Westminster, 2016	28
Table 25. Households Requiring Major Repair by Tenure, New Westminster (2006, 2011, 2006)	29
Table 26. Households Living in Overcrowded Conditions by Tenure, New Westminster (2006, 2011, 2016)	29
Table 27. Core Housing Need, by Tenure (# and %), 2006, 2016	30
Table 28 Core Housing Need Statistics, New Westminster 2016	30
Table 29 Household Type by Incidence of Core Housing Need 2016 New Westminster	31
Table 30. Extreme Core Housing Need, overall and by tenure (# and %), 2006, 2016.....	31
Table 31. Social Housing Waitlist by Household Characteristics, New Westminster (2014 to 2020)	33
Table 32. BC-TRS Applications Received by Community, Metro Vancouver Regional District as of 1 Sept 2020	34

Executive Summary

Housing Needs Report 2021-2031: Understanding Housing and Homelessness in New Westminster

Background

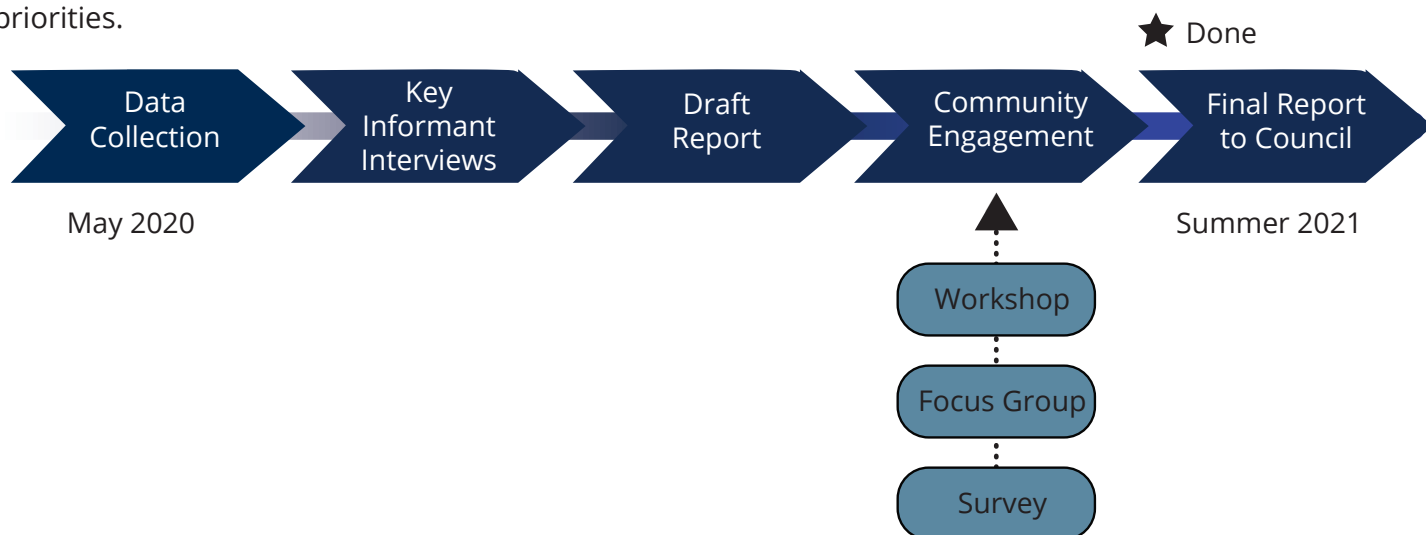
Why a housing needs report?

The City of New Westminster wishes to ensure residents' housing expectations are met and they wish to focus on approaches that are based on evidence. This report entitled Understanding Housing and Homelessness in New Westminster: A Housing Needs Report 2021-2031, is a step towards better understanding New Westminster's unique housing situation. Housing needs reports identify existing and projected gaps in housing supply by collecting and analyzing data about local demographics, the economy, housing stock, and future growth and by listening to the perspectives of residents, businesses and housing stakeholders. This report meets legislative requirements in British Columbia requiring local governments to prepare housing needs reports. They are intended to strengthen understanding of current and future housing needs, and to ensure that local policies, plans, and development decisions are based on recent evidence. The housing need and demand figures in this report are estimates, not targets, and reflect current realities and possible futures. City Council, through a planning process, will decide if and what targets it can pursue given available resources, senior government funding and competing municipal priorities.

How did we get here?

This report followed the process and timeline described below and has been prepared using the best available data and methods, and by considering the perspectives of community residents and stakeholders. It will be received by Council and posted on the City's website.

The COVID-19 pandemic was underway during the completion of this work, and the data and community perspectives may not capture the pandemic's impact on residents, the economy, and the housing system. Legislation requires that housing needs reports be updated every five years, and future updates of this report can better reflect the unknown impacts of the pandemic.



Definitions

Affordable housing. Housing is considered affordable when 30% or less of household before-tax income goes towards paying for housing costs. Two common forms of affordable housing for low-income households are non-market housing and below-market housing.

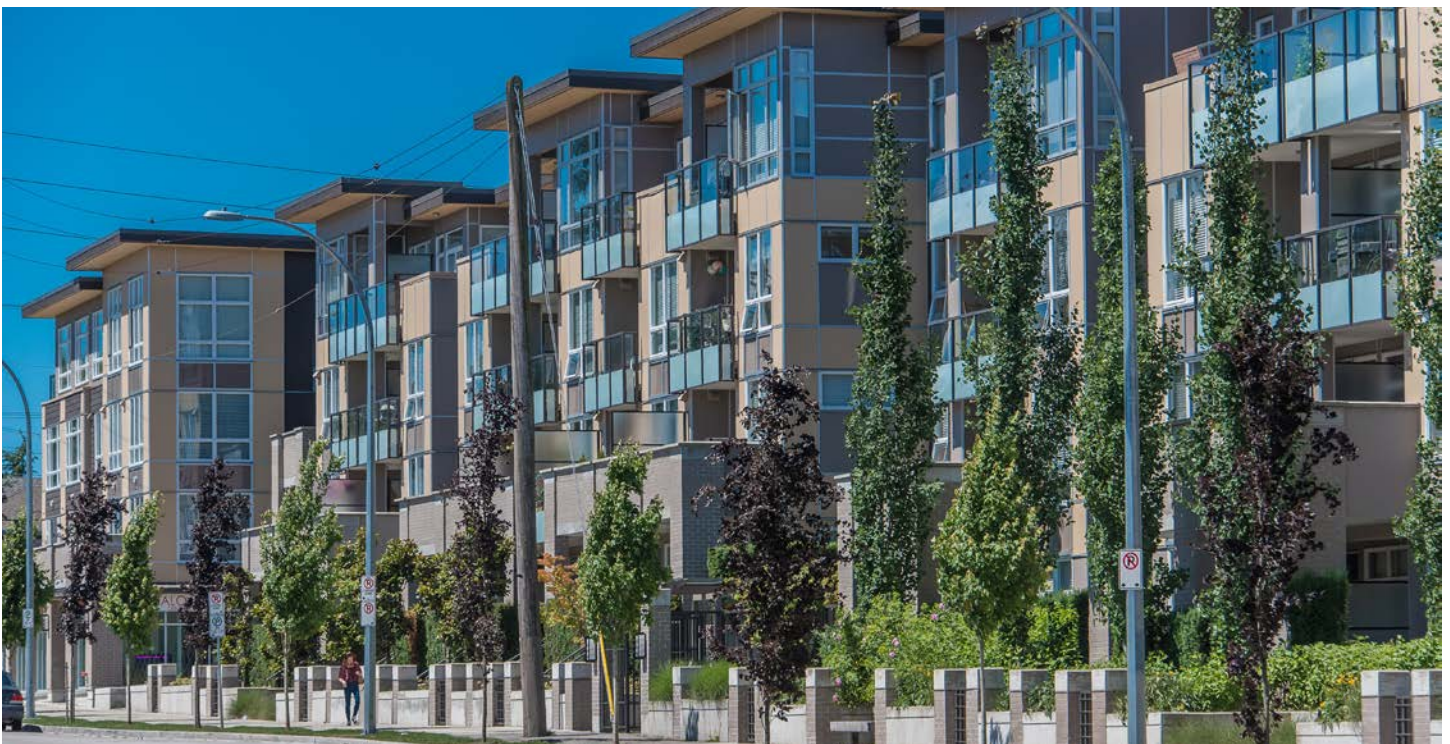
Non-market housing refers to affordable housing that is subsidized by government; where rent or mortgage payments are not determined by the market but by ability to pay and eligibility criteria govern who is accommodated. Social housing and cooperative housing are non-market housing. The City's Inclusionary Housing Policy definition of non-market rental housing targets very low-income households, and units rent at the shelter component of income assistance or at a rate geared to income (to a maximum household income of \$29,999 in 2020).

Below-market housing refers to private or non-profit rental units delivered by the private sector through the rezoning process and that are affordable for households earning between \$30,000 and \$75,000 per year (2020). Below-market rent is set at 10% below the currently reported Canada Mortgage and Housing Corporation rental market median rent, all years, for New Westminster.

What is the City's role?

Municipalities play a lead role in facilitating an adequate supply of housing for current and future residents through their land use planning and development approvals responsibilities. Other levels of government possess the legislative tools and financial resources to address large and costly public policy questions like housing affordability, homelessness, security of tenure, and speculation.

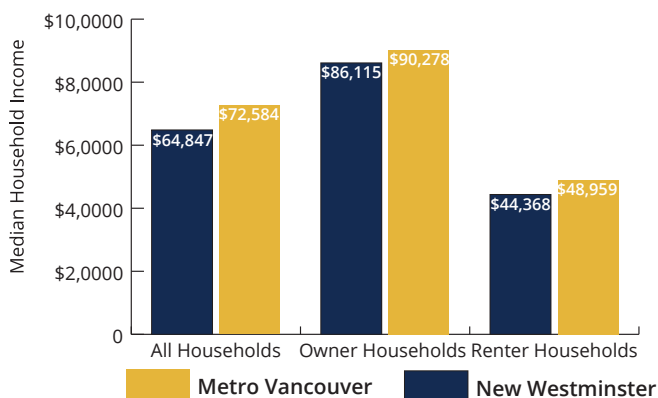
The City has been acting within its jurisdiction and financial capacity for many years to address housing affordability and homelessness, beginning in the 1970s. Policies addressing market rental housing, such as the Secure Market Rental Policy and regulations to deter renovations are examples of policies and regulations that aim to expand and preserve the all-important purpose-built rental housing supply. The City has also been active in addressing homelessness and the affordability crisis and has recently provided City-owned sites to non-profit agencies at favourable terms for several new non-market housing projects, including a supportive modular housing project for women. New Westminster was also the first municipality in the province to require a minimum percentage of three-bedroom units in new multi-family developments with its Family Friendly Housing Policy.



What are the key characteristics of New Westminster's population?

- The population grew faster than the regional rate from 2006 to 2016 and is expected to grow by 9.1% over the next five years.
- Seniors aged 65 to 84 years were the fastest growing age group since 2006 and are expected to grow rapidly over five years, by 2,800 persons or 27%.
- Its households are smaller than the rest of the region, with many one and two person households.

Median Before-Tax Household Income by Tenure (2016)

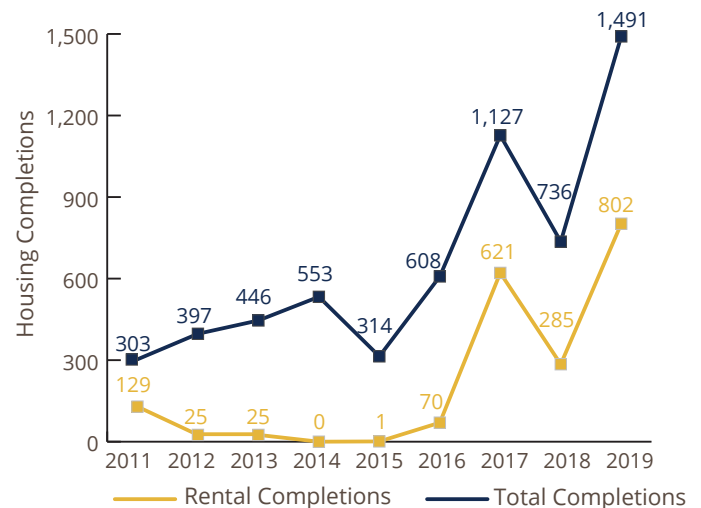


- There is a larger share of renters than elsewhere in the region, and 12% of renters received a housing subsidy in 2016.
- Median before tax household income was 11% lower than elsewhere in Metro Vancouver, and renter household income is about half that of homeowners.
- Roughly one third of all very low-income renters (under \$35,000) earned less than \$15,000 per year in 2016.

What does the housing stock look like?

- Unoccupied units comprised a smaller share of the housing stock in New Westminster in 2016 than in Metro Vancouver.

Rental and Total Completions in New Westminster (2011-2019)



- Two thirds of dwellings are in apartment buildings.
- Limited data suggest there are few short-term rental units operating in the City.
- Purpose-built rental housing is the largest component of the private rental supply, and it has grown significantly since 2017.
- Rental vacancy rates have been below a healthy rate of 3% every year since 2014.
- An older rental supply has meant some renovictions, although recent measures have helped.
- Sale prices for all owned housing types remain high historically.
- Between 2008 and 2019, median rents rose by \$479 or 63.8%, with the largest increases occurring since 2016.
- The per capita number of non-market rental housing units and units or shelter beds for homeless persons is similar for New Westminster and the region.

What are some indicators of housing need and demand?

- 123 persons experiencing homelessness were counted in March 2020, including 41 unsheltered persons. All homeless counts underestimate the hidden homeless and are considered undercounts.
- Almost a third of New Westminster renter households paid more than 30% of their income for shelter, exceeding the affordability standard, and two thirds of households in core need are renters.
- There are 562 households on the BC Housing waitlist for non-market housing, and 95 applicants on their waitlist for supportive housing in New Westminster.

Renter Affordability Gap



Home Ownership Affordability Gap



What We Heard: Key Themes

Community engagement provides perspectives not necessarily captured by statistical information. Engagement for the housing needs report consisted of three workshops, an online survey and engagement through the Be Heard New West platform. We heard the following key themes:

- Concern about people who are experiencing homelessness amid fears that the pandemic has worsened the situation.
- Persons on fixed incomes (such as pensions, Income Assistance and Persons with Disabilities) have very low incomes and face unique issues in accessing suitable, affordable housing.
- A lack of housing choice for moderate-income households, particularly families, wishing to buy entry-level housing other than apartments.
- Low-income renters cannot find suitable, secure rental housing they can afford, especially single persons.
- There is discrimination and stigmatization based on social condition such as poverty, immigration status, disability, race, and family size, particularly for newcomers.
- A divisive development approval process involving public hearings for affordable housing pits vulnerable households against existing homeowners.
- It is difficult to access non-market housing due to insufficient supply.
- There is a need to accommodate the future growth and aging in place needs of seniors.
- Rental and strata restrictions limit pets and children in some rental/condo complexes.
- Residents are concerned about the housing needs of others.
- There is concern about high home prices caused by speculation.
- Residents fear for their ability to stay in New Westminster in the future.
- There are few vacant sites for more housing to meet growing needs.

Estimated Housing Need and Demand

Highlights

Anticipated housing demand is estimated at 968 units in five years (2021-2026) and 3,328 units in ten years (2021 to 2031).

Anticipated non-market rental housing need comprised of the backlog plus future very low-income housing need is estimated at 1,290 units (2021 to 2026) and 2,083 non-market rental units (2021 to 2031).

From 2021 to 2026, anticipated demand will be greatest for one-bedroom units, estimated at 971 units followed by 2-bedroom units (564 units). The same pattern holds true for the ten years between 2021 and 2031.

From 2021 to 2026, the largest anticipated demand for rental housing between is estimated to come from very low-income households earning below \$35,000 per year (575 units), followed by households with incomes between \$35,000 and \$59,999 (390 units).

Housing need refers to housing required for households who cannot afford to buy or rent at market prices. Households with the ability to pay for market rate housing create housing demand. Housing need and/or demand is traditionally estimated by adding current unmet housing need or demand to estimated future household growth after subtracting housing units currently under development or in the approval process. A modified housing need and demand framework is used to account for non-occupancy demand arising from other sources like second homes, vacant investment properties etc.¹ The following two tables summarize the estimates of housing need and housing demand.

1 Not for Housing’ Housing (NFHH) is a new term that recognizes that some housing is used for non-housing purposes, such as second homes, investment properties which might be vacant, short term rentals etc. John Doling and Richard Ronald, 2019.

Estimated Current and Future Non-Market Rental Housing Need, 2021-2026 and 2021-2031

Non-Market Rental Housing Need	2021-2026	2021-2031
Backlog of housing need (independant non-market)	496	496
Future non-market rental housing need	794	1587
Total estimated non-market rental housing need	1,290	2,083

Estimated Current and Future Market Housing Demand 2021-2026 and 2021-2031

Housing Demand	2021-2026	2021-2031
Backlog of housing demand	-897	-897
Future housing demand ²	1,865	4,225
Total estimated housing demand	968	3,328

“We are concerned we won’t be able to stay in New Westminster because we can’t afford a single-family home and there is a limited supply of larger townhouses or rowhouses. Seriously considering our long-term options outside of Metro Vancouver as a result, but we don’t want to leave this great community.”

– Survey Respondent

2 Housing need and demand, less housing need.

Key Findings

Highlights

This report reveals that housing need and demand exists along the housing continuum in New Westminster, from non-market housing to home ownership. Evidence suggests that the market can meet most housing demand in terms of quantity supplied, and in fact, most New Westminster residents are well-housed. However, the price of market housing and the type of housing supplied does not necessarily match what is required. And, the market does not address very low- and low-income housing needs, which are significant, with 21% of renters in core housing need. These needs are difficult to address as they rely on senior government funding for non-market, below-market, and supportive housing.

Key findings are presented for ten sub-populations and housing types. Data is not available for all populations or housing types, and in some cases, available data may understate housing need. In many instances, the only source of quantitative information is BC Housing waitlists which don't track all types of need and are considered an underestimate. Further work may be required to quantify sub-population level housing needs for example, there are no age specific estimates of future housing demand for seniors and BC Housing does not report on the number of Indigenous or BPOC applicants for non-market housing. Note that figures below are not mutually exclusive and are not necessarily additive, e.g., seniors non-market housing needs are a subset of non-market housing needs.



Shelters for Persons Experiencing Homelessness

Highlights

Estimated current need 2021 - 50 spaces - BC Housing survey and key informants.

Minimum estimated future need - 11 additional spaces between 2021 and 2026; and a further 11 shelter spaces by 2031, for a total of 22 additional spaces by 2031.

Estimated total current and future need by 2031 - 72 spaces.

Community engagement participants expressed widespread concern about the situation of people experiencing homelessness. BC Housing estimated demand for 50 shelter spaces in March 2020 based on a survey of faith and non-profit organizations serving the homeless in New Westminster. Future growth in the number homeless will be determined by housing and support policies implemented now, but if the status quo is maintained, growth in the number homeless can be expected to mirror recent homeless growth trends (which has followed the overall population growth rate) anticipated at 9.1% in five years for New Westminster. On this basis, the number of people homeless will increase by 11 persons in five years, and 22 persons in ten years for total estimated current and future need by 2031 of 50-72 additional shelter spaces.

“I have a problem with the term affordable housing in relation to market rentals. These rates are not affordable. Many people who would not be eligible for rental subsidies can’t afford market rental prices. I think there needs to be more stress put on the development of non-market housing that can support middle income earners that really struggle as well. Keeping a roof over their heads leads to other issues, i.e., food insecurity, lack of ability to pay for health services not covered, etc.”

Supportive Housing

Highlights

Estimated current need 2021 – Minimum 95 units – BC Housing waitlist for supportive housing.

Estimated future need - 11 additional units needed by 2026; a further 11 units by 2031, for a total of 22 more supportive units by 2031.

Estimated total current and future supportive housing need to 2031 - 117 units.

The BC Housing waitlist for supportive housing had 95 New Westminster applicants as of Sept. 2020. Key informants expressed a need for an alternate type of supportive housing representing a middle ground between independent non-market housing and supportive housing for individuals who need less support. Engagement participants noted a gap in housing availability for supportive housing residents who do not need supportive housing any longer, whose lives have stabilized and who are able to ‘move on’ to other forms of housing. The lack of available non-market housing options means there is little movement along the housing continuum and people who might be able to leave supportive housing units cannot do so. Future demand for supportive housing for persons experiencing homelessness will depend on measures taken by all levels of government to prevent homelessness and to create ‘move on’ housing to free up supportive housing space.

“... I’m more concerned about the availability of low barrier and supportive housing. I also don’t want our local people who are experiencing homelessness to be subjected to a heavy handed decampment effort like in Vancouver. Amplify the marginalized, equity deserving voices wherever possible.”

Non-market Rental Housing

Highlights

Estimated current need 2021 – Minimum 496 units – BC Housing waitlist less non-market units under development.

Estimated future need (2021-2031) – 1,587 units.

Total current and future non-market housing need (2021 to 2031) – 2,083 units.

A key concern revealed through community engagement is the lack of rental housing that is affordable to households with very-low incomes below \$35,000 per year (especially those who rely on income assistance or disability assistance whose incomes may be much lower). Only non-market housing can provide housing at rents affordable for very low-income households whereas some low- and moderate-income households may be able afford rental housing in the private market, depending on household size. The current backlog for non-market rental housing is for 496 independent non-market units (562 on waitlists less 66 units approved but not yet built). In addition, this report estimates that with future population growth there will be demand for an additional 1,587 non-market units for very low-income, low-income and some moderate-income households between 2021 and 2031. Total current and future need is estimated at 1,364 non-market housing units by 2031.

Meeting non-market housing needs will be challenging to achieve given a limited supply of City-owned sites and insufficient senior government funding for a significant number of new non-market units with very low rents.

“Landlords are reluctant to rent to people receiving income assistance because they have been stereotyped. This makes the already limited rental supply even more scarce. Since being put on a pension, I receive even less than when I was on PWD. I cannot afford even a reasonably priced rental. This is why more and more people are becoming homeless.”

Housing for Single Persons

Highlights

Estimated current need 2021 – minimum 43 units, BC Housing waitlist.

Up to 2,655 rent supplements for single person renter households in core housing need, 2016.

Total estimated need 2,698 units.

Many very low-income households are single people, both seniors and non-seniors. See estimates for non-market rental housing and seniors housing.

Having one income can limit a household's purchasing power in the housing market. With its small average household size relative to other Metro municipalities and prevalence of one and two person households, New Westminster is particularly challenged to address the housing needs of single persons, and this was echoed by community engagement participants. By far, the largest number and share of households in New Westminster with affordability challenges (paying 30 to 100% of their income for shelter) are single or roommate households (6,110 households or 43% of all New Westminster households with affordability challenges) followed by single parent households. And there were 2,655 single person renter households in core need in 2016. There are 43 single persons on BC Housing's waitlist for independent, non-market housing in New Westminster.

“I live in one of those three-storey apartment buildings. I can't afford the rent of an apartment on my own, so I'm rooming with someone else. Our building has mice, so all my food is kept in Rubbermaid food storage containers (flour, sugar, pasta, cereal, etc.) or a larger, all purpose storage bin (snack food, boxes of baking soda or cornstarch, pouches of Knorr Sidekicks, etc.)”.

Seniors Housing

Highlights

- Estimated current need 2021 – Minimum 210 units, BC Housing waitlist.
- Up to 1,280 rent supplements for households with at least one senior in core housing need, 2016.
- Total estimated need 1,490 units.

According to Metro Vancouver population projections, seniors are expected to experience the most significant growth from 2019 to 2024 in New Westminister of any age group. The number of persons aged 65 to 84 years is expected to rise by almost 27% or 2,800 persons and the number aged 85 years and over is expected to grow by 122% or 200 persons. Despite seniors housing representing a significant share of existing non-market housing in the city (58%), seniors represent the largest client group on BC Housing’s waitlist for non-market housing in New Westminister (210 seniors). Further, 1,280 renter households with at least one senior age 65 and older were in core housing need in 2016, 50% of all households with at least one senior. The projected growth in the population age 85 and over suggests rising needs for long-term care and other forms of housing with some support and/or care.

“Eliminate pet restrictions in rentals. Landlords should not be able to dictate the composition of anyone’s family. Pets can be critical mental health supports for people who lack family or community.”

Indigenous Housing

Highlights

- Estimated current need 2021 – BC Housing waitlist does not track applicants by Indigenous identity.
- Up to 305 rent supplements for Indigenous households in core housing need, 2016.

Indigenous housing needs are a key concern as the City focuses on reconciliation. In 2016, 305 renter households with Aboriginal identify (31%) were considered in core housing need. Indigenous persons are also over-represented in the homeless population. Key informants noted the lack of Indigenous specific housing built in the region in the past 30 years or so. There is little data with which to base estimates of current or future Indigenous housing need as this is not tracked by the BC Housing waitlist and it is difficult to forecast growth for small populations. Statistics Canada projections of Aboriginal population growth in Metro Vancouver estimate the Aboriginal population will grow more quickly than the rest of the population.³

“I have been fortunate enough to have lived here for nearly 40 years in the same house. I am disturbed by the trend of those fortunate enough to be able afford to buy property who are using it as a commodity. A house should be a home, not a stock.”

3 Statistics Canada. Population by Aboriginal identity (AANDC’s classification), Note 1 place of residence and projection scenario, Canada, 2011 (observed) and 2036 (according to five projection scenarios) 2036 - Projection according to the reference scenario <https://www150.statcan.gc.ca/n1/pub/91-552-x/2015001/t/tblA22-eng.htm>

BIPOC Households

Community engagement revealed significant concern about discrimination and stigmatization of racialized and immigrant populations, as well as significant issues with poor housing conditions and housing security. Unfortunately, there is little published data available to quantify the extent of this issue, or to estimate related housing need.

“More co-op housing needs to be built. We need options for working people/families who, because they were born in the wrong generation or to underprivileged families, will never be able to own a home. Co-op housing provides much-needed secure housing to people who want to be contributing members of our communities.”

Housing for Persons with Disabilities

Highlights

Estimated current need 2021 – Minimum 109 non-market units, BC Housing waitlist.

Up to 2,900 rent supplements for households with at least one person with activity limitations in core housing need, 2016.

Total estimated need 3,009 units.

Persons with disabilities, be they physical or otherwise, may experience barriers in the housing market due to low incomes and for some, the need for wheelchair accessible units. As of 2019, the BC Housing waitlist for New Westminster had 91 applications for non-market housing by persons with disabilities, and an additional 18 applicants are waiting for a wheelchair accessible unit. In addition, about 3,990 New Westminster households had at least one person with activity limitations in core need in 2016, and 2,900 of these were renters. Note that these households may also be senior households or single person households.

Market Rental Housing

Highlights

Estimated future demand (2021-2026) - 690 units.

Estimated future demand (2021-2031) - 1,380 units.

Due to City policies and market conditions, the market rental housing supply has been growing and rental vacancy rates have been rising slowly since 2017. In fact, vacancy rates may have increased more during the pandemic, although not likely for older, more affordable rental units. Between 2008 and 2019, overall median rents rose by \$479 or 63.8%, with the largest increases occurring since 2016. Echoing key informant views, data shows that rents for vacant units are higher than for occupied units, making a move within the New Westminster rental market difficult. While new secure market rental housing is welcome, it is only affordable for those with incomes above \$67,520.

“I feel secure in my housing only because my building is under contract to remain rental. It was incredibly challenging to find a place affordable as a single person, despite making moderate income and having full time employment. Even now the rents are so high I’m paying over 50% of my monthly income to rent, which doesn’t include utilities like water, heat, etc. All new developments appear to be luxury towers...”

Family Housing

Highlights

Estimated current need 2021 – Minimum 200 non-market rental housing units, BC Housing waitlist.

Up to 645 rent supplements for single parent renters in core housing need, 2016.

Estimated future demand (2021-2026) – 858 units (based on future demand for 2+ bedroom units). It was not possible to estimate demand for ground-oriented units.

Estimated future demand (2021-2031) – 2,056 units (based on future demand for 2+ bedroom units). It was not possible to estimate demand for ground-oriented units.

Total estimated need and demand 2031 2,901 units.

Families are also affected by worsening homeownership affordability. In 2018 (latest available data), only 18.4% of total home sales were considered affordable (232 affordable sales of the 1,261 total sales) to median income New Westminster households. Today a minimum income of \$84,000 is needed to buy an apartment condominium, and at least \$158,000 per year is required to afford to buy a single detached home using standard assumptions.⁴ Engagement participants expressed a desire for more townhouses and duplexes suitable for families, and which are relatively more affordable than single-detached homes.

“Challenge age restricted stratas for 19+ buildings. It boggles my mind that we are allowing age discrimination to exist in BC. Excluding children from housing is a terrible policy and I am amazed that this is allowed to happen in 2021.”

Families face challenges with availability, affordability and suitability in the non-market, market rental and ownership parts of the housing continuum. There are few rental units that are big enough for large families in the private market and few vacancies (0.5% vacancy rate for three plus bedrooms. Single parent families represent the second largest demographic paying over 30% of their income for shelter (40% of households with affordability issues) and 645 single parent renters were considered in core housing need in 2016 (35.9% of all single parent renters). Low-income families are the second largest group of clients on the BC Housing waitlist for non-market housing in New Westminster (200).

⁴ A minimum 20% down-payment is required for homes above \$1,000,000; homes priced below that amount can place 10% down.

1. INTRODUCTION

Metro Vancouver is facing a longstanding housing crisis which is affecting many households in different ways. The City of New Westminster is committed to improving housing affordability and diversity for its residents and those wishing to make New Westminster their home. This report, entitled *Understanding Housing and Homelessness in New Westminster: A Housing Needs Report 2021-2031*, is a step towards better understanding New Westminster's unique, local housing needs and housing demand.

Purpose

Housing needs reports are intended to strengthen understanding of current and future housing needs, and to ensure that local policies, plans, and development decisions are based on recent evidence. They can also be used by non-profits and others to support applications for provincial or federal funding to develop new non-market rental housing. These reports identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. Having a housing needs report is a critical input that supports the development of a comprehensive housing strategy or action plan to deal with pressing housing issues.

The housing need and demand figures in this report are based on the best available data and community engagement input. They are estimates and should not be viewed as targets, rather as a reflection of current realities and possible futures. Council, through a planning process, will ultimately decide if and what targets it can pursue given available resources, senior government funding and competing municipal priorities.

New legislative requirements in British Columbia (BC) which took effect on April 16, 2019, require local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities. Municipalities and regional districts in BC must complete publicly accessible housing needs reports by April 2022, and every five years thereafter. This report will satisfy these requirements.

Affordable housing Housing is considered affordable when 30% or less of household before-tax income goes towards paying for housing costs. Non-market housing and below-market housing are two forms of affordable housing for very-low and low-income households in New Westminster.

Context

New Westminster is a medium-sized, compact urban municipality by population, and one of the most densely populated municipalities in Canada. It is also the oldest incorporated municipality in British Columbia. The downtown is dominated by high rise towers, and it is surrounded by neighbourhoods characterized by a mix of low- and mid-rise apartment buildings, as well as several single-detached areas. Like all Metro Vancouver municipalities, New Westminster is facing a range of housing issues including lack of affordability, limited housing choice, and insecurity of tenure. The Official Community Plan (OCP) last updated in 2017 prioritizes housing affordability and diversity, and the City has implemented a wide range of policies and enabled projects aimed at improving the housing situation in recent years. The City

plans to update its existing Affordable Housing Strategy (2010) following completion of this foundational housing needs report.

Method

Housing need and/or demand is traditionally estimated by adding the backlog of unmet needs to projected future housing demand (arising from population and household growth) after subtracting housing units in the development approval process. This approach assumes that projected future housing demand equals projected future household growth, that is, that all housing is occupied by households. In fact, with the commodification of housing, the traditional approach needs to be modified to address recent market developments. 'Not for housing, housing' (NFHH) is a new term that recognizes that some housing is used for non-housing purposes, typically commercial,¹ and that is not occupied by a household. Because of this, future housing demand may well exceed future household growth. According to John Doling and Richard Ronald, there are four main categories of NFHH:

- Second homes
- Foreign buying of investment properties (which might be vacant),
- Houses as hotels (short-term rental) and
- Houses as offices or other uses.

Not accounting for NFHH demand could result in an underestimate of housing demand, as NFHH occupies housing that crowds out household occupancy demand. While some of these uses are not an issue in New Westminster, others are a concern. A modified housing need and demand framework is adopted here to accommodate NFHH.

Along with community perspectives, this report uses the best data available at the time of writing, including estimates of future population and household growth. The COVID-19 pandemic however may have resulted in changes that are not reflected in the data or projections, given the timing of the preparation of this report. It is expected that future updates to the housing needs report, which are required every five years, will better reflect the learnings of the pandemic.

Study Process

This report was prepared through a four-step process:

- a) Metro Vancouver prepared sections 2, 3 and Appendix B, which contain much of the data required by the province for housing needs reports, on behalf of the City of New Westminster, with feedback from City staff.
- b) The City's consultant reached out to interview key informants in the housing and social services sector in New Westminster for their insights into local issues of housing needs and demand.
- c) The City's consultant prepared a draft housing needs report adding supplemental data pertinent to the New Westminster context, main themes from key informant interviews, and other analysis

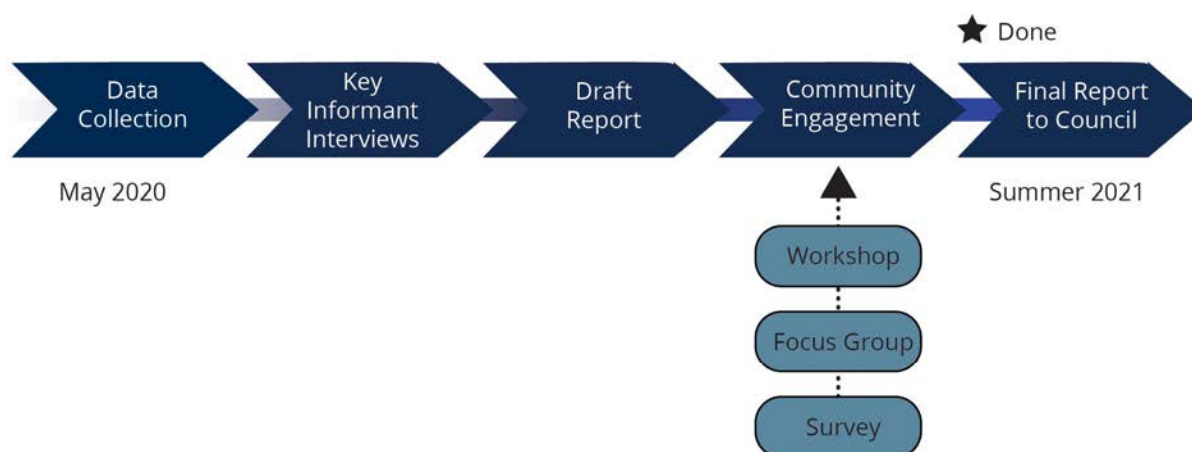
¹ Source: John Doling. Richard Ronald. Not for Housing' Housing: Widening the Scope for Housing Studies. *Critical Housing Studies*. Volume 6 | Issue 1 | 2019 | 22-31

as warranted to fulfill provincial requirements and City expectations. City staff provided some of the supplemental data.

- d) Community engagement with the public, stakeholders, and persons with lived experience of housing vulnerability followed to consider diverse perspectives on housing need and demand.

The final report incorporates the results of all engagement and will be received by Council and posted on the City's website.

Figure 1 Process and Timeline



Report Organization

The Province requires housing needs reports to have certain elements: some of these elements are included in the main body of the report, and others in an Appendix. Supplemental information is included where appropriate. This report is structured in six parts:

1. Introduction

Describes the context for a housing needs report, the study purpose, method, report organization, and City housing policies and initiatives.

2. Community Profile Highlights

Provides key demographic, household, and economic data, including population and household projections. The full Community Profile is in Appendix B.

3. Housing Profile

Provides an overview of housing supply, market conditions, and housing indicators.

4. Community Engagement Key Themes

The key themes from all community engagement activities are summarized here.

5. Housing Need and Demand

Provides estimates of housing need and demand for the period 2021 to 2031.

6. Key Findings

This section summarizes the key findings of the housing needs report.

Appendices contain additional required and relevant information.

Appendix A - Summary of City housing policies and initiatives

Appendix C – Community engagement report

Appendix D -Summary form

Appendix E - New Westminster neighbourhood profile

Appendix F - Glossary of terms

The City's Role in Housing

Municipalities play a lead role in facilitating an adequate supply of housing for current and future residents through their land use planning and development approvals responsibilities. Other levels of government possess the legislative tools and financial resources to address large and costly public policy questions like housing affordability, homelessness, security of tenure, and speculation. Federal or provincial governments are responsible for interest rates and monetary policy, immigration policy, taxation, tenant legislation, income distribution and others. Cities can work with provincial and federal partners to achieve local housing goals, particularly when it comes to meeting the housing needs of very low and low-income households.

The City has been acting within its jurisdiction and financial capacity for many years to address housing affordability and homelessness with a range of policies and initiatives, beginning in the 1970s. These are depicted graphically in Figure 2 and summarized in Appendix A.

Figure 2 Housing Initiatives

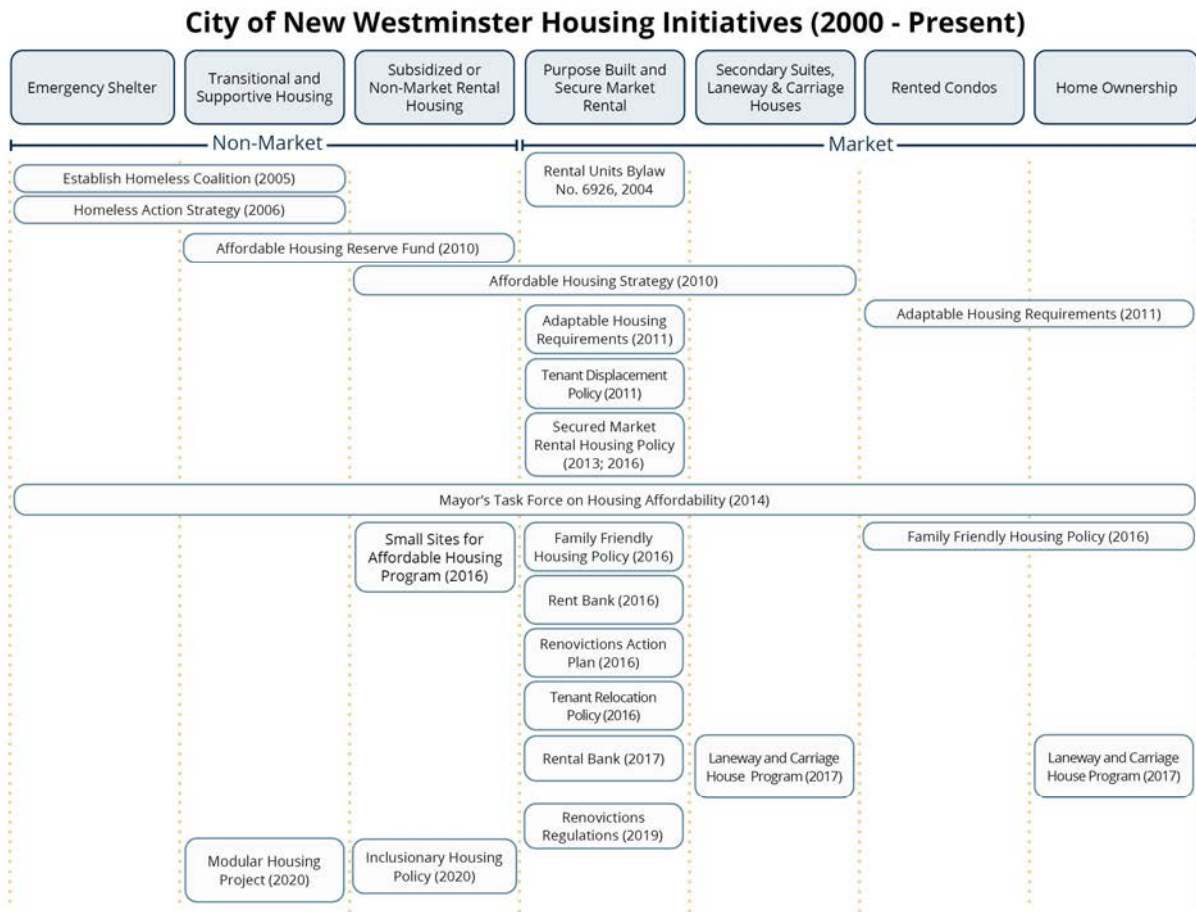


Figure 2 shows City housing policies and initiatives since 2000 according to which part of the housing continuum they are intended to influence. The City's Secure Market Rental Policy, which aims to stimulate the private sector to build new secure market rental housing, and the renovictions provisions of the Business Bylaw, are two key City initiatives with respect to expanding and preserving the all-important purpose-built rental housing supply and protecting tenants. The City has also been active in addressing homelessness and the affordability crisis and has recently provided City-owned sites to non-profit agencies at favourable terms for new non-market housing, including a supportive modular housing project for people who are homeless or at risk. New Westminster was the first municipality in the province to require a minimum percentage of three-bedroom units in new multi-unit developments with its Family Friendly Housing Policy.

2. COMMUNITY PROFILE

Each municipality has its own distinct demographic characteristics, which are important determinants of housing need and demand. The Community Profile section examines key demographic, household, and economic indicators for New Westminster, including population growth, age, household characteristics, and labour force statistics (Appendix B). The following highlights are from the Community Profile.

- The population has grown more rapidly than the regional population since 2006.
- The population is expected to grow by 9.1% over the next five years.
- Seniors aged 65 to 84 years were the fastest growing age group between 2006 and 2016.
- The seniors age group 65-84 years is expected to grow rapidly over the next five years, both in terms of absolute numbers (2,800 persons) and growth rate (27%).
- New Westminster has smaller households than the rest of the region, and a predominance of one and two person households.
- The share of renters is higher than elsewhere in the region, and 12% received a housing subsidy in 2016.
- Median before tax household income was 11% lower in New Westminster than elsewhere in Metro Vancouver, and renter household income is about half that of homeowners.
- Roughly one third of all very low-income renters (under \$35,000) earned less than \$15,000 per year in 2016.
- Health care and social service workers followed by workers in the retail trade sector were the largest employee groups in 2016.

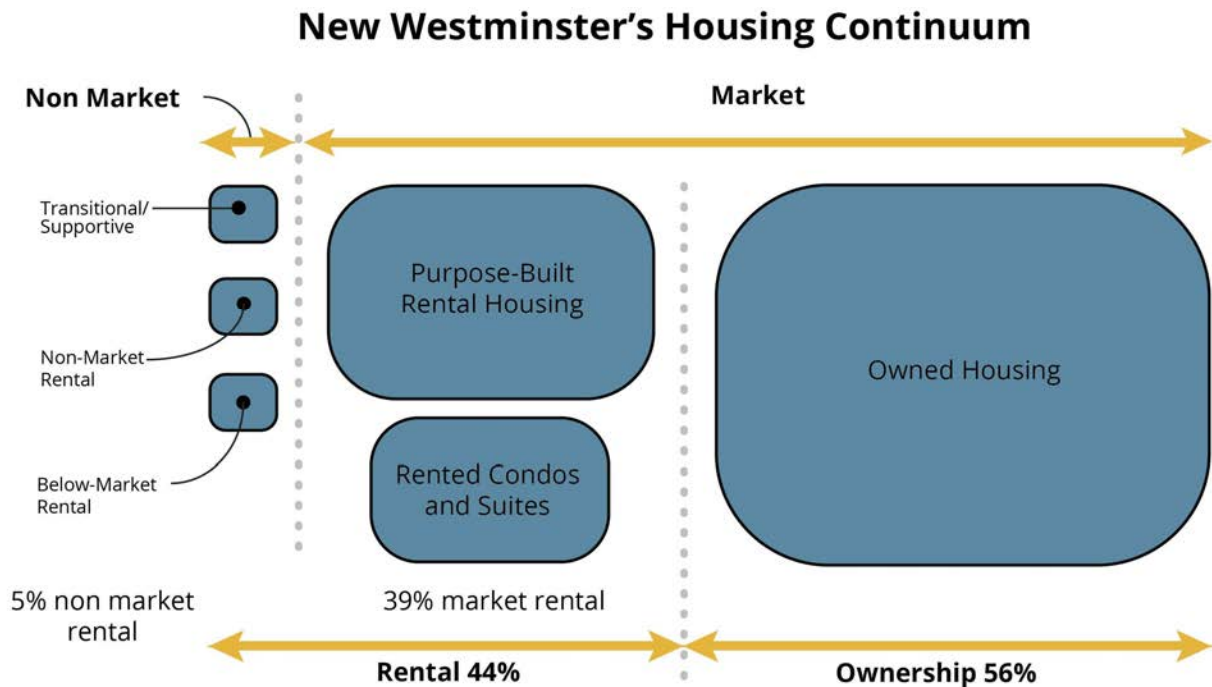
3. HOUSING PROFILE

The Housing Profile provides an overview of key housing information for New Westminster, including the housing supply, housing market conditions and housing indicators. Where it is relevant, Metro Vancouver and BC are used as benchmarks for comparison.

3.1 HOUSING SUPPLY

Figure 3 depicts the ‘housing continuum’ for New Westminster. It represents the different elements of the housing supply, and the size of each element represents the relative size of that part of the continuum. The non-market or left side of the continuum consists of transitional and supportive housing for people who are experiencing homelessness or at risk, non-market housing or social housing, and below-market housing. Together these three types of housing represent a small share of the existing housing stock, roughly 5%. The next largest component is market rental housing comprising roughly 39% of all housing, and consists of purpose-built rental housing, rented condos and secondary suites. The former is largest of the two, and these units provide the most secure tenure for renters. The latter is less secure supply as owners can remove the units from the rental market if they wish to reside there or for other reasons. Ownership housing is the largest component of the housing stock (as it is in most cities), representing about 56% of the housing supply in 2016. Notably absent from the continuum are shelter beds for people who are homeless. Shelters are not considered part of the housing supply, but rather temporary accommodation, and people who stay in shelters are still homeless.

Figure 3 Housing Continuum



NON-MARKET HOUSING refers to affordable housing that is subsidized by government, where rent or mortgage payments are not determined by the market but by ability to pay, and eligibility criteria determine who is accommodated. Most non-profit and cooperative housing is a form of non-market housing. The City's *Inclusionary Housing Policy* has a specific definition of non-market rental units as serving very low-income households, and that rent at the shelter component of income assistance or at a rate geared to income (to a maximum household income of \$29,999 in 2020).

BELOW-MARKET HOUSING is private or non-profit rental units that are affordable for households earning between \$30,000 and \$75,000 per year (2020). Below-market rent is set at 10% below the currently reported Canada Mortgage and Housing Corporate rental market median rent, all years, for New Westminster.

SUPPORTIVE HOUSING is a type of housing that provides on-site supports and services to residents that cannot live independently. Scattered site supportive housing is located in private rental units with support services brought in as needed.

TRANSITIONAL HOUSING is a type of housing for residents to stay temporarily (between 30 days and three years), with supports as needed. It aims to transition individuals into permanent housing.

PURPOSE-BUILT RENTAL HOUSING refers to multi-unit housing that is constructed for the purpose of long-term rental tenure and is not subdivided into co-op, strata condominium, or fractional ownership arrangements. Secure rental housing is another term for it.

Occupied and Unoccupied Units

Table 1 shows that the New Westminster housing supply consisted of 34,235 units in 2016; 32,708 of these were occupied dwellings and 1,527 were unoccupied dwellings. **Unoccupied units represented 4.5% of the housing stock, the lowest share among peer municipalities in Metro Vancouver and the region of Metro Vancouver.** Units may be unoccupied because they are second homes, under renovation, in the short-term rental market, or are in the process of changing hands.

Table 1 Number and Share of Occupied and Unoccupied Dwellings 2016

Geography	Total private dwellings	Private dwellings occupied by usual residents	Unoccupied units	Share of unoccupied units
British Columbia	2,063,417	1,881,969	181,448	8.8%
Metro Vancouver	1,027,613	960,894	66,719	6.5%
Vancouver	309,418	283,916	25,502	8.2%
Burnaby	98,030	92,201	5,829	5.9%
New Westminster	34,235	32,708	1,527	4.5%

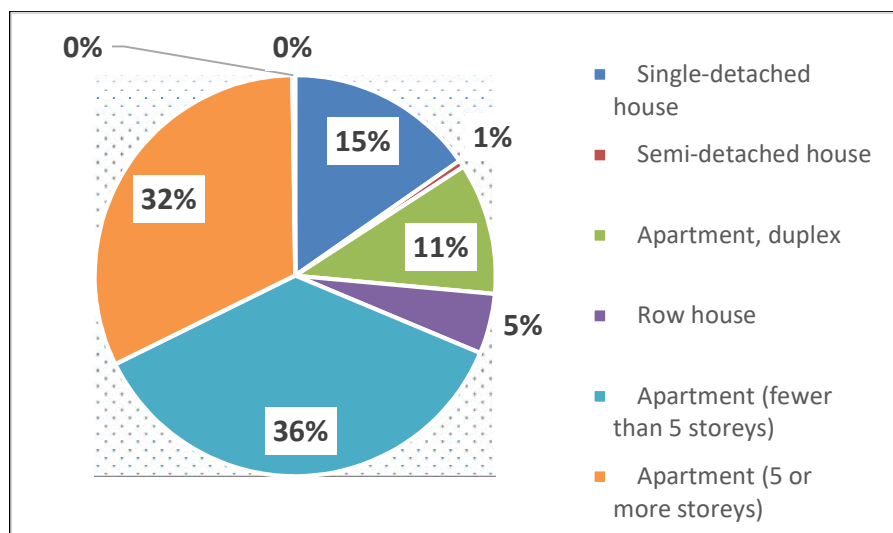
Source: Statistics Canada. 2016 Census

Housing Structure Types

Apartments dominate the housing supply in New Westminster, as shown in Figure 4. **Over two thirds of the 32,708 occupied housing units in New Westminster are apartments in low- and high-rise apartment buildings (68.5%).** Single-detached houses are the next most common form of housing, comprising 15.3% of the city's housing stock. Row houses accounted for only 5% of the total stock.

"We need to upsize to 3 bedrooms and there isn't a lot of options. I am hopeful that we can stay in New West, but there aren't many options to purchase a townhouse that is not located in Queensborough. Given that there is no high school there, this isn't an option for our family."
 – Survey Respondent

Figure 4 Housing Stock by Structure Type 2016



Source: Statistics Canada, Census of Population, 2016.

From 2006 to 2016, the largest relative increases in units were seen in the semi-detached house category (85.0%), followed by row houses (52.2%), and apartments in buildings with five or more storeys (48.5%). During the same time, there was a slight decrease (-1.1%) in the total number of single-detached houses. **The largest absolute increase in the number of units between 2006 and 2016 were for mid- to high-rise apartment units (3,425-unit increase) and low-rise apartment units (1,090-unit increase).** Table 2 shows the dwelling units by structure type in New Westminster during the past three Census periods.

Table 2. Number and Percentage of Dwelling Units by Structure Type, New Westminster (2006, 2011, 2016)

Dwelling Unit by Structure Type	2006		2011		2016		% change 2006 to 2016	# change 2006 to 2016
Single-detached house	5,055	18.7%	5,585	18.3%	5,000	15.3%	-1.1%	-55
Semi-detached house	100	0.4%	115	0.4%	185	0.6%	85.0%	85
Apartment, duplex	2,915	10.8%	2,870	9.4%	3,470	10.6%	19.0%	555
Row house	1,045	3.9%	1,265	4.1%	1,590	4.9%	52.2%	545
Apartment (fewer than 5 storeys)	10,820	40.0%	11,360	37.1%	11,910	36.4%	10.1%	1,090
Apartment (5 or more storeys)	7,060	26.1%	9,315	30.5%	10,485	32.1%	48.5%	3,425
Other single-attached house	30	0.1%	45	0.1%	50	0.2%	66.7%	20
Movable dwelling	35	0.1%	25	0.1%	25	0.1%		
Total	27,050	100%	30,590	100%	32,705	100%	20.9%	5,655

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

A significant proportion of New Westminster's housing stock (64.9%) is housing that could be considered suitable for families (two bedroom or larger units). Between 2006 and 2016, there was a significant decrease (-62.9%) in the number of dwelling units with zero bedrooms (bachelor / studio units), a housing type that can provide much-needed affordable housing for low- and very low-income individuals, while there were increases in all other types of units, particularly two-bedroom units. Table 3 shows dwelling units by number of bedrooms in New Westminster during the past three Census periods.

Table 3. Number and Percentage of Dwelling Units by Number of Bedrooms, New Westminster (2006, 2011, 2016)

Dwelling Units by Number of Bedrooms	2006		2011		2016		% change 2006 to 2016
No bedrooms	1,860	6.9%	1,205	3.9%	690	2.1%	-62.9%
1 bedroom	8,715	32.2%	10,410	34.0%	10,765	32.9%	23.5%
2 bedrooms	9,140	33.8%	10,785	35.3%	12,560	38.4%	37.4%
3 bedrooms	4,000	14.8%	4,390	14.4%	4,485	13.7%	12.1%
4 + bedrooms	3,330	12.3%	3,800	12.4%	4,200	12.8%	26.1%
Total	27,045	100%	30,585	100%	32,710	100%	20.9%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Period of Construction

As an older municipality, the city's housing supply is aging. According to the 2016 Census, almost half of the dwelling units in New Westminster were built prior to 1981 (47.1%), another 33.6% of the total dwelling units were built between 1981 and 2005. Only 19.3% were constructed in the most recent 10-year period, between 2006 and 2016. Table 4 shows information on dwelling units in New Westminster by period of construction.

Table 4. Number and Percentage of Dwelling Units by Period of Construction, New Westminster (2016)

Period of Construction	2016	
1960 or before	6,990	21.4%
1961 to 1980	8,405	25.7%
1981 to 1990	4,295	13.1%
1991 to 2000	5,160	15.8%
2001 to 2005	1,525	4.7%
2006 to 2011	3,705	11.3%
2011 to 2016	2,630	8.0%
Total	32,710	100%

Source: Statistics Canada, Census of Population, 2016

Short-Term Rental Units

Short-term rental units like Airbnb are regulated through the City's zoning bylaw for Bed and Breakfasts, which allows only rooms within the renters' own dwelling to be used as short-term rental, that breakfast is provided, and a business license required. Data is sparse on short-term rentals; however, **what little is known would indicate a small number of units are involved as short-term rentals in New Westminster.** Between September 1, 2016, and September 1, 2017, there were 6,600 inbound guest arrivals for Airbnb in New Westminster, with an average length of stay of 4.9 days. There were 130 active hosts as of September 1, 2017, and almost half of active listings (48%) as of September 2017 were for entire homes.² If 48% are rented as entire units (62 units), and it is assumed that each host has only one unit, then it is estimated that the 62 short-term rentals represent 0.2% of all 2016 housing stock in New Westminster. Current short-term rental listings may not be representative due to the COVID-19 pandemic.

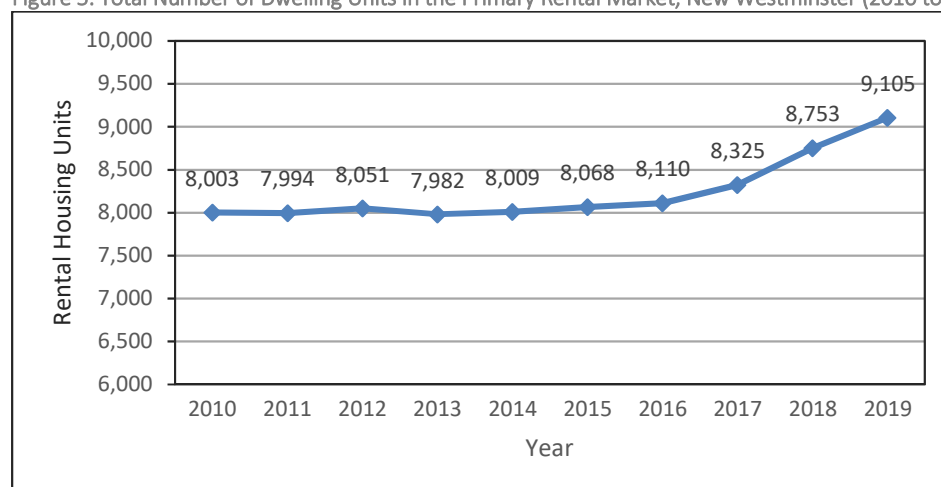
I have been fortunate enough to have lived here for nearly 40 years in the same house. I am disturbed by the trend of those fortunate enough to be able afford to buy property who are using it as a commodity. A house should be a home, not a stock."
 – Survey Respondent

Rental Housing

The private rental market consists of the primary and secondary rental market, and we know more about the former than the latter. Figure 5 shows the number of purpose-built market rental units (in the primary rental market) in New Westminster over time. This includes both purpose-built rental apartments and row housing (townhouses). In 2019, there was a total of 9,105 units in the primary rental market. **Over the 2010 to 2019 period, the number of purpose-built rental units increased by 13.8% (1,102 units) in New Westminster, with significant growth beginning in 2017 and continuing every year after that.**

² City of New Westminster.

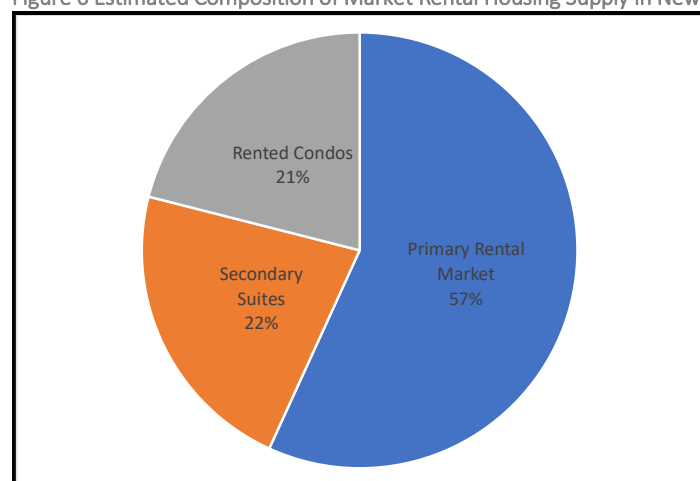
Figure 5. Total Number of Dwelling Units in the Primary Rental Market, New Westminster (2010 to 2019)



Source: Canada Mortgage and Housing Corporation

Secondary suites and private condominium rentals form the secondary rental market. Data for both secondary suites and private condominium rentals is difficult to obtain at the municipal level. Figure 6 shows that as of January 2019, New Westminster had 3,162 secondary suites, including 2,315 occupied separately from the rest of the house (i.e., rented out) according to City data. **The primary rental market provides most (57%) rental units and secondary rental units comprise about 43% of all rental housing in New Westminster.**

Figure 6 Estimated Composition of Market Rental Housing Supply in New Westminster



Source: Canada Mortgage and Housing Corporation, City of New Westminster.

Vacancy Rates

Low rental vacancy rates are one of the City's (and region's) key housing concerns. Table 5 shows the rental vacancy rates in New Westminster by type of housing unit (i.e., number of bedrooms) in the primary rental market (purpose-built rental apartments and townhomes) since 2010. In 2019, the total vacancy rate in New Westminster was at 1.2%, a decrease from the 1.6% vacancy rate the previous year. The overall rental vacancy rate has decreased significantly since 2010, when it was at a high of 3.2%. According to the Federation of Canadian Municipalities and other housing experts, a balanced rental market has a vacancy

rate between 3% and 4%, while a rental market with a vacancy rate below 3% has a shortage of rental housing units. **New Westminster's rental vacancy rate has been below a balanced rate for every year since 2011, indicating a shortage of rental housing units.**

Table 5. Vacancy Rate by Number of Bedrooms in Primary Rental Market, New Westminster (2010 to 2019)

Number of Bedrooms	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
0 bedrooms	3.0%	2.8%	2.1%	1.3%	1.8%	1.4%	0.4%	1.0%	2.8%	0.1%
1 bedroom	3.4%	3.5%	2.2%	2.4%	1.4%	0.8%	0.5%	1.0%	1.6%	1.2%
2 bedrooms	2.5%	1.6%	2.5%	2.3%	1.4%	0.8%	0.1%	0.8%	1.1%	1.6%
3+ bedrooms	3.8%	0.6%	0.6%	1.3%	0.0%	0.0%	0.0%	n/a	1.2%	0.5%
Total	3.2%	2.9%	2.2%	2.2%	1.4%	0.9%	0.4%	1.1%	1.6%	1.2%

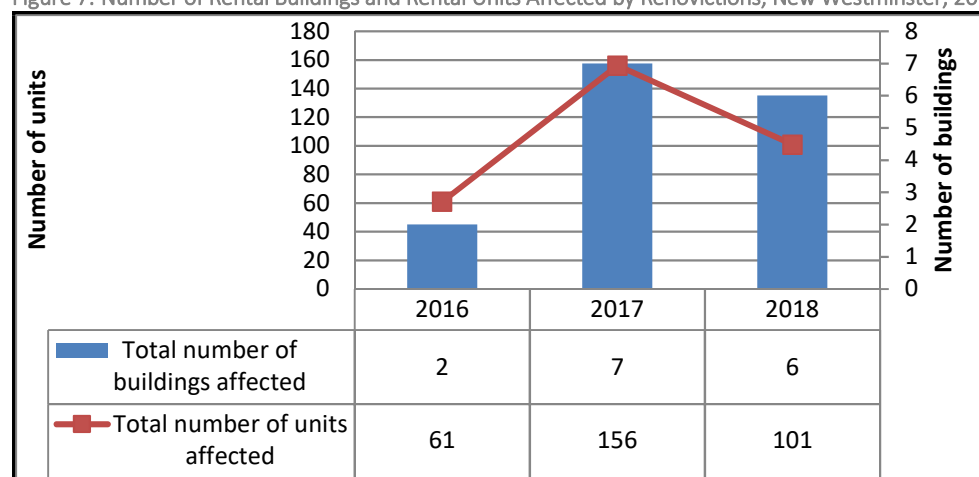
Source: Canada Mortgage and Housing Corporation

n/a: Data suppressed to protect confidentiality or data not statistically reliable

Renovictions

New Westminster has experienced numerous renovictions in the past few years as shown in Figure 7. **Between 2016 and 2018, 333 households living in 15 rental buildings were affected.** However, since new regulations were implemented under the Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8130, 2019, there have been no “known” renovictions. The renovictions between 2016 and 2018 are an estimate only based on building permits, eviction letters and other sources, and may be an underestimate of the true number of renovictions, as no official data source for this item exists either locally or provincially.

Figure 7. Number of Rental Buildings and Rental Units Affected by Renovictions, New Westminster, 2016-2018



Source: City of New Westminster based on building permit records and correspondence with tenants.

Buildings at Risk of Redevelopment

New Westminster's purpose-built market rental housing is aging and some of it may be at risk of outright loss due to conversion to condominium tenure through redevelopment and/or loss of affordability due to renoviction (where the building is renovated, and rents increased above

affordable levels). One indicator of this is assessed building value as a share of total assessed value. It is a rough measure, but all things being equal, the smaller the share that building improvements represent of the property's total assessed value, the greater the risk of redevelopment. Table 6 shows that, as of 2017, 14.1% of rental properties had a building value below 25% of total value and are potentially at risk of redevelopment.³

Table 6. Building Value as a Share of Total Assessed Value 2017

Building value as share of total assessed value	# of buildings	% of buildings
0.0%-24.9%	42	14.1%
25.0%-49.9%	43	14.4%
50.0%-74.4%	192	64.4%
75.0%-99.9%	21	7.0%
Total	298	100%

Source: City of New Westminster Rental Housing Inventory. 2017

Non-Market Housing

Non-market housing is affordable housing that is owned by government, a non-profit, or housing cooperative, it is subsidized by government and where some of the housing is provided at below-market rents or prices. Most of the current supply of non-market housing was built many years ago, before the federal non-profit and cooperative housing programs stopped funding new housing in 1992/3.

Table 7 summarizes the number of dwelling units that were identified by BC Housing as non-market units in New Westminster and Metro Vancouver in 2019, as well as the share of total housing units that non-market units represent (roughly 3% for both New Westminster and Metro Vancouver). These are units for which BC Housing has an ongoing funding relationship, not those units for which operating agreements⁴ have expired.

Table 8 summarizes the total number of non-market housing units and shelter beds specifically available for the homeless population in New Westminster and Metro Vancouver, and the per capita number of units/beds for the homeless (as a share of total population). **Both tables show that the per capita number of non-market units and units/shelter beds for homeless persons is similar for New Westminster and the region.**

³ This analysis is an update based on Coriolis Consulting Corp. May 2012. Metro Vancouver Purpose-Built Rental Housing: Inventory and Risk Analysis

⁴ Operating agreements are contracts between a funder and non-profit housing operator that set out the amount, duration, and conditions of the subsidy provided by the provincial and/or federal governments. Their expiry, often tied to a 35-year mortgage amortization period, means when the mortgage expires, non-profit housing providers are responsible for the project's ongoing financial viability.

Table 7. Number of Dwelling Units that are Non-Market (Subsidized) Units, New Westminster and Metro Vancouver (2019)

Community	Transitional, Supportive and Assisted Living	Independent Social Housing		Total Non-market Units	Total Units	
		Low Income Families	Low Income Seniors		Total Housing Units	Per capita non-market units
New Westminster	206	229	599	1,034	34,235	3.2%
Metro Vancouver	9,084	11,418	13,113	33,615	1,027,613	3.3%

Source: BC Housing

Table 8. Number of Housing Units and Shelter Beds for the Homeless, New Westminster and Metro Vancouver (2019)

Community	Housing Units for the Homeless	Shelter Beds	Total Units and Beds for the Homeless	Total Population	Per capita units/beds
New Westminster	145	53	198	70,996	0.3%
Metro Vancouver	7,384	1,281	8,665	2,463,431	0.4%

Source: BC Housing

In addition to those living in subsidized housing units, there were 179 families receiving subsidies through BC Housing's Rental Assistance Program (RAP), and 578 seniors receiving the Shelter Aid for Elderly Renters (SAFER) subsidy in New Westminster in 2019. These programs provide eligible low-income, working families and seniors with low- to moderate-incomes with financial assistance to afford monthly rent in the private rental market. BC Housing also provides rent supplements for people experiencing or at risk of homelessness, and in 2019, there were 90 individuals receiving this type of subsidy to access housing in the private rental market in New Westminster.

Table 9 shows the number of cooperative housing units available in New Westminster. Nine cooperative housing developments contained a total of 417 cooperative housing units, most of which are larger, family sized units of two and three bedrooms.

"There needs to be more support for co-op housing. Without co-op housing, despite having a good income, I couldn't afford a 3 bedroom unit either for rent or for purchase. Many of the 3 bedroom townhouses are age restricted, keeping families out. I know I am very privileged compared to most - so I'm incredibly concerned for so many at risk communities in our city. I had a hard time picking just three concerns/issues in this survey. It's bad across the board."

– Survey Respondent

Table 9. Number of Cooperative Housing Units by Number of Bedrooms*, New Westminster (2019)

Number of Bedrooms	Total Units*
0 bedrooms	0
1 bedroom	58
2 bedrooms	189
3+ bedrooms	168
Total*	417

Source: Co-operative Housing Federation of BC

*Note: Bedroom type data is not available for all developments, so the total does not match the sum of all bedroom types.

Table 10 shows all independent social and cooperative housing in New Westminster, regardless of whether it has a current relationship with BC Housing. **As of June 2020, there were 1,193 independent (without supports) non-market rental units and 417 co-op rental units in New Westminster. This housing represented about 4.5% of the city's rental housing stock.**

Table 10. Co-op and Independent Social Housing, New Westminster, June 2020

Type of housing	# of Units
Co-operative Housing	417
Independent Social Housing	1,193
Total Co-operative and Independent Social Housing	1,610

Source: City of New Westminster

As of August 2019, there were 1,001 social and co-op housing units in complexes with operating agreements with BC Housing that will expire between 2020 and 2029, meaning they will no longer receive government subsidies. How these complexes will continue to provide below-market rents post-expiry is a concern.

Table 11 shows the number of transitional and supportive housing units by clientele in New Westminster. **Most of the supportive housing units in the city are for adult men and women or for men only (290 out of 374 units).** Additionally, of the 374 transitional and supportive housing beds/units (including 95 transitional beds/units), 77 were general supportive beds/units, 89 are addiction recovery beds/units, 102 are mental health beds/units, and 11 are community living beds/units. This figure is much higher than the 206 unit/bed number provided by BC Housing, indicating that some supportive units operate outside of agreements with BC Housing.

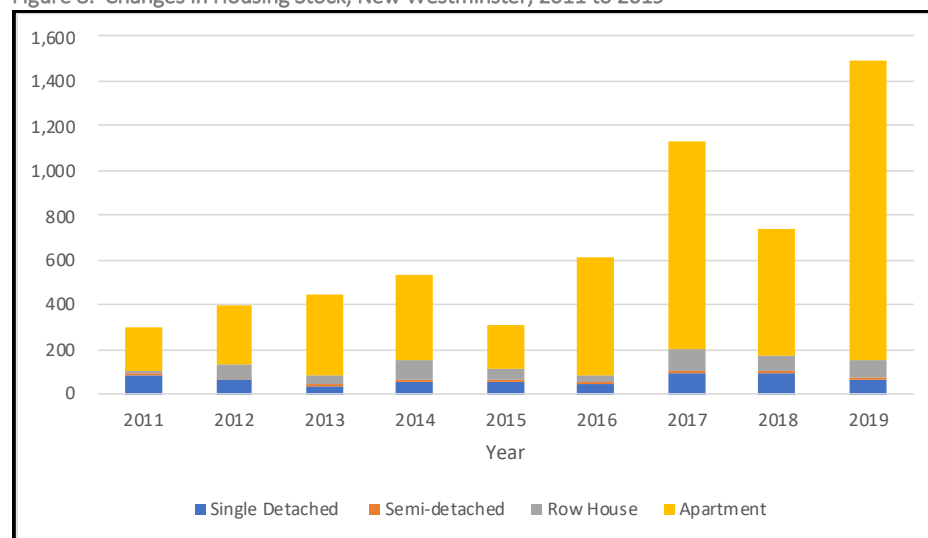
Table 11. Supportive Housing, by Demographic, June 2020

Clientele demographics (age, gender etc.)	Total # of Beds/Units
Men and women (children not allowed)	165
Men and women (children allowed)	6
Men only (children not allowed)	119
Youth (men only)	25
Women only (children not allowed)	22
Women (children allowed)	33
Youth (women only - children allowed)	4
Total	374

Source: City of New Westminster

Changes in Housing Stock

Housing completions are a measure of changes in the housing stock to meet population growth and/or changing household preferences. Figure 8 and Table 12 show housing completions by structure type over time in New Westminster. Since 2011, the number of housing completions has increased almost every year, reaching a peak of 1,491 units completed in 2019. **Most new housing has been in the form of apartments (90% in 2019) and there has been a small but steady supply of new row housing units.**

Figure 8. Changes in Housing Stock, New Westminster, 2011 to 2019

Source: CMHC Starts and Completions Survey.

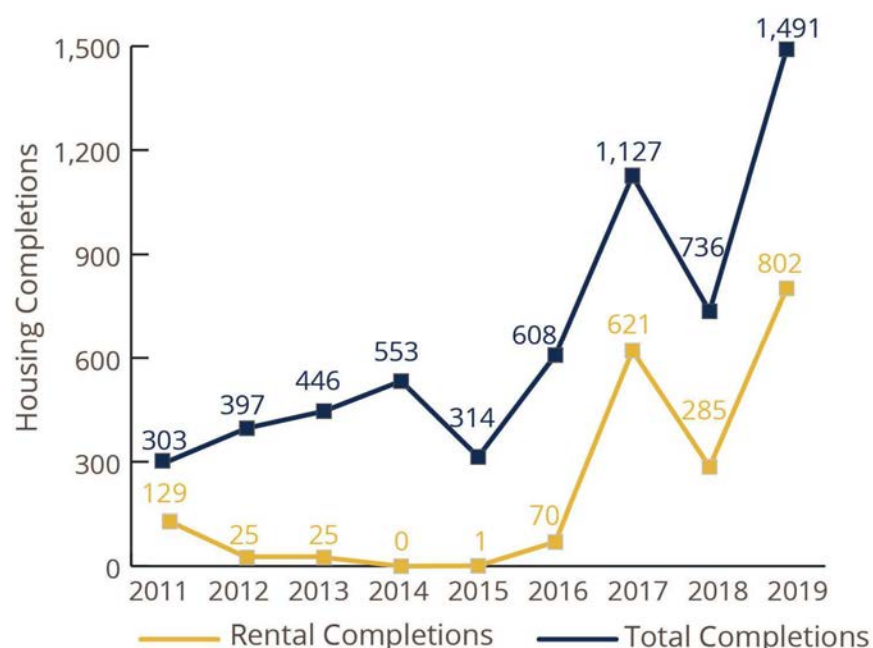
Average annual completions over the period amounted to 662 units per year of which 84% were apartment units.

Table 12. Number of Housing Completions by Structure Type, New Westminster (2011 to 2019)

Housing Completions	2011	2012	2013	2014	2015	2016	2017	2018	2019
Secondary Suite	n/a	n/a	n/a	n/a	1	31	61	82	n/a
Single Detached	90	61	38	60	58	49	93	92	64
Semi-Detached	8	2	6	4	4	6	16	8	8
Row House	3	71	43	90	55	32	89	70	81
Apartment	202	263	359	379	197	521	929	566	1,338
Total	303	397	446	533	314	608	1,127	736	1,491

Source: Canada Mortgage and Housing Corporation

Most completions in New Westminster have been for ownership housing, but the number of rental housing completions has been increasing since 2016, reaching a peak of 802 rental units completed in 2019. In that year, rental completions represented 54% of total completions, exceeding the number of ownership completions. Figure 9 shows the number of rental housing completions from 2011 to 2019.

Figure 9. Number of Housing Completions by Tenure, New Westminster (2011 to 2019)

Source: Canada Mortgage and Housing Corporation

As buildings age, renewal and redevelopment can result in demolitions. Demolitions affect net additions to the housing stock. Table 13 shows the number of housing demolitions by structure type from 2011 to 2019. **For most years except for 2011 and 2012, there have been few housing demolitions and most of these were single detached house demolitions.** City policies disincentivize purpose-built market rental apartment demolitions.

Table 13. Housing Demolitions by Structure Type, New Westminster (2011 to 2019)

Housing Demolitions	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Detached	46	44	45	41	62	57	53	60	40
Semi-Detached	0	4	1	0	1	0	1	0	0
Row house	0	0	0	0	0	0	0	0	0
Apartment	55	58	0	29	5	0	0	0	12
Total	101	106	46	70	68	57	54	60	52

Source: Canada Mortgage and Housing Corporation

3.2 HOUSING MARKET CONDITIONS

Housing Values

Tables 14 and 15 show average assessed values for residential property, by structure type, and by number of bedrooms in New Westminster in 2019. Not surprisingly, **assessed values are highest for single detached homes with a suite, followed by single detached homes, and duplexes. Much lower values, approximately half that of single detached, are shown for apartments (\$519,228) and rowhouses and triplexes (\$684,091).** Median assessed values were highest for four-plus bedroom dwellings (\$1,033,954) and lowest for one-bedroom dwellings (\$392,100).

Table 14. Average Assessed Housing Values by Structure Type, New Westminster (July 2019)

Structure Type	Number of Dwellings	Average Value
Single-detached house	4,342	\$1,067,790
Single detached with suite	2,882	\$1,173,168
Apartment	14,019	\$519,228
Rowhouse and triplex	1,626	\$684,091
Duplex	199	\$1,033,954
Total	23,082	\$708,622

Source: BC Assessment, 2020

Table 15. Average Assessed Values by Number of Bedrooms, New Westminster (July 2019)

Number of Bedrooms	Number of Dwellings	Median Value
0 bedrooms	0	N/A
1 bedroom	4,863	\$392,100
2 bedrooms	9,718	\$576,985
3 bedrooms	3,774	\$885,772
4+ bedrooms	4,712	\$1,164,661
Total	23,068	\$708,622

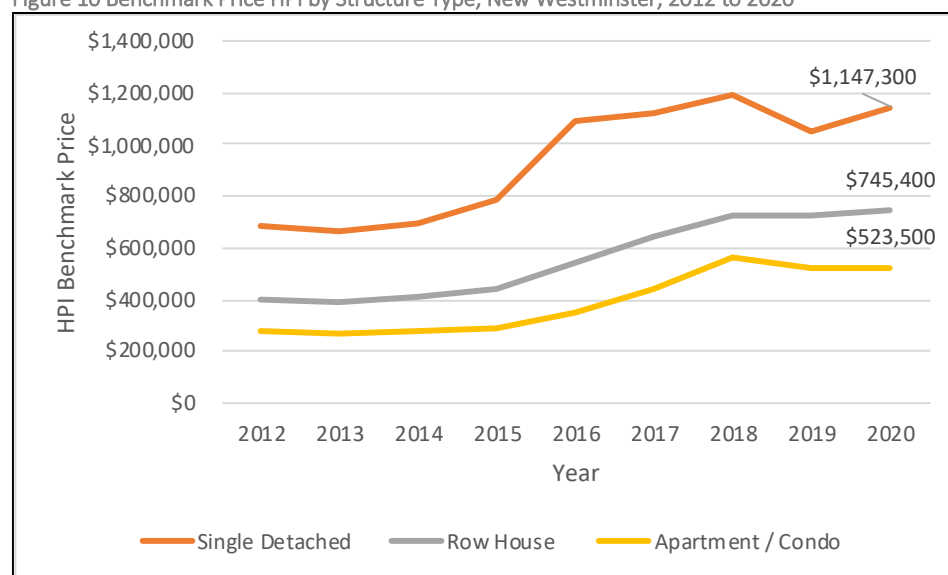
Source: BC Assessment, 2020

Sale Prices

High housing prices in the region are causing significant concern. The Real Estate Board of Greater Vancouver tracks home sales in Metro Vancouver through the MLSLink Housing Price Index® (MLSLink HPI®) which measures benchmark or typical home prices. The MLSLink® Housing Price Index (HPI), established in 1995, is modelled on the Consumer Price Index. Instead of measuring goods and services, the HPI measures the change in the price of housing features. Thus, the HPI measures typical, pure price change (inflation or deflation). The HPI benchmarks represent the price of a typical property within each market. The HPI takes into consideration what averages and medians do not – items such as lot size, age, and number of bedrooms, for example. Each month's sales determine the current prices paid for bedrooms, bathrooms, fireplaces, etc. and apply those new values to the 'typical' house model.

Figure 10 and Table 16 show the HPI by structure type in New Westminster from 2012 to 2020. During that time, benchmark prices increased by 68% for single detached homes, 87% for row homes and by 91% for apartments or condominiums. Although single detached homes saw the slowest percentage growth during the 2012 to 2020 period, the absolute growth in the price of single detached houses (\$465,133) was larger than for row houses (\$346,767) and apartment/condominiums (\$248,800). This has resulted in a larger gap for households hoping to move from apartment/condominiums to row houses and for households hoping to move from row houses to single detached houses. Benchmark prices for single detached houses have remained above \$1,000,000 since 2016. After one year of decline between 2018 and 2019, prices for all structure types rose again in 2020. Detached homes had a much higher benchmark price in 2020 (\$1,147,300) than row houses (\$745,400) and apartment/condominium units (\$523,500).

Figure 10 Benchmark Price HPI by Structure Type, New Westminster, 2012 to 2020



Source: Real Estate Board of Greater Vancouver

Table 16. Benchmark Price (HPI) by Structure Type, New Westminster (2012 to 2020)

Structure Type	2012	2013	2014	2015	2016	2017	2018	2019	2020
Single Detached	\$682,167	\$665,800	\$693,300	\$789,300	\$1,095,600	\$1,125,200	\$1,189,400	\$1,051,100	\$1,147,300
Row House	\$398,633	\$393,900	\$408,900	\$441,900	\$543,000	\$640,600	\$723,500	\$721,500	\$745,400
Apartment / Condominium	\$274,700	\$272,100	\$277,800	\$288,000	\$347,200	\$440,900	\$564,600	\$520,000	\$523,500

Source: Real Estate Board of Greater Vancouver

Affordable Sales

Metro Vancouver is often identified as having the highest home prices relative to household income in North America. Factors such as sale price, household income and mortgage rates impact affordability within the ownership market. Ownership units are affordable if a household with a median household income can purchase a unit with 10% down, a 25-year amortization period and pay no more than 30% of their income. Based on these considerations the estimated affordable price for New Westminster's median income household in 2018 was set at \$420,000 (previously \$385,000 for 2011 to 2015). Table 17 below shows the estimated total and affordable sales in New Westminster by structure type between 2013 and 2018.

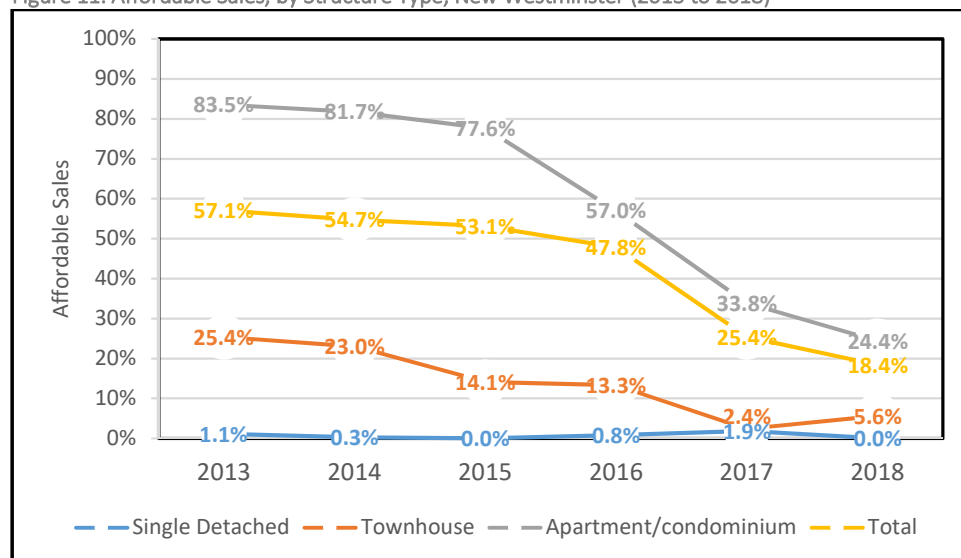
Table 17. Estimated Real Estate Sales, Total and Affordable, by Structure Type, New Westminster (2013 to 2018)

Structure Type	2013		2014		2015		2016		2017		2018	
	Total	Afford-able	Total	Afford-able	Total	Afford-able	Total	Afford-able	Total	Afford-able	Total	Afford-able
Single Detached	271	3	338	1	386	0	375	3	268	5	227	0
Townhouse	130	33	100	23	163	23	143	19	208	5	107	6
Apartment/condominium	729	609	799	653	1,095	850	1,197	682	1,371	464	927	226
Total	1,130	645	1,237	677	1,644	873	1,714	820	1,847	469	1,261	232

Source: Real Estate Board of Greater Vancouver

Figure 11 shows the percentage of affordable sales by structure type graphically. **In 2018, 18.4% of total sales were considered affordable on average (232 affordable sales of the 1,261 total sales).** The proportion of total sales that are considered affordable has decreased every year since 2013, when it was 57.1%. Apartments and condominiums were much more likely to be affordable. The proportion of apartment/condominium sales that were deemed affordable has also decreased every year, from a high of 83.5% in 2013 to 24.4% in 2018.

Figure 11. Affordable Sales, by Structure Type, New Westminster (2013 to 2018)



Source: Real Estate Board of Greater Vancouver

Non-resident Ownership

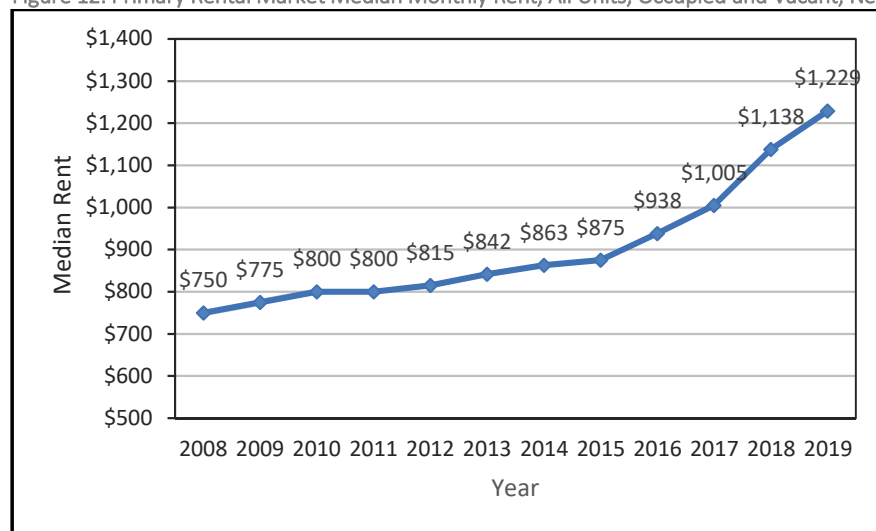
There has been concern region-wide that non-resident owners and speculators contribute to rising home prices. Data reveals little foreign ownership in the residential transactions completed in New Westminster in 2019 and a relatively small share of non-resident ownership of the stock in 2018. Only 29 out of 1,858 transactions in 2019 or 1.6% were conducted by a foreign entity.⁵ Statistics Canada data shows that in 2018, 830 homes in New Westminster were owned by non-residents, representing 3.5% of all homes. This compares with 5% non-resident ownership in the Metro Vancouver region in 2018.

Rental Prices

In 2019, the median monthly rent for primary rental market units in New Westminster was \$1,229 compared with \$1,300 for Metro Vancouver. This includes both occupied and vacant units. Figure 12 shows the median monthly rents for the primary rental market in New Westminster, which includes purpose-built rental apartments and townhouses. CMHC does not collect rental price data for the secondary rental market.

⁵ BC Ministry of Finance. Property transfer tax data 2019. Statistics Canada. Residency Ownership of Residential Properties. 2018

Figure 12. Primary Rental Market Median Monthly Rent, All Units, Occupied and Vacant, New Westminister (2008 to 2019)



Source: Canada Mortgage and Housing Corporation

As shown in Table 18, median rents have been steadily rising for all types of rental housing units in New Westminister since 2008. **Between 2008 and 2019, overall median rents rose by \$479 or 63.8%, with the largest increases since 2016.** The largest increase in median rents during this period was for three-plus bedroom units, which rose by \$730 or 71.6%.

Table 18. Primary Rental Market Median Monthly Rent by Number of Bedrooms, Occupied and Vacant Units, New Westminister (2008 to 2019)

Number of Bedrooms	2008	2019	Change 2008-2019	Percent Change 2008-2019
0 bedrooms	\$625	\$1,000	\$375	60.0%
1 bedroom	\$730	\$1,135	\$405	55.4%
2 bedrooms	\$937	\$1,550	\$613	65.4%
3+ bedrooms	\$1,020	\$1,750	\$730	71.6%
Median Rent	\$750	\$1,229	\$479	63.8%

Source: Canada Mortgage and Housing Corporation

Households looking for a rental unit in today's market are challenged to find an affordable rental in New Westminister. As shown in Table 19, **prospective tenants face higher rents for vacant units than long-term sitting tenants in occupied units, with the average asking rent for vacant units (\$1,620) in New Westminister being 24.5% higher than the average rent paid for occupied units (\$1,301) in October 2019.** According to CMHC, the gap in rent levels between vacant and occupied has been widening steadily since 2015.

Table 19. Average Rent of Occupied and Vacant Apartment Units 2019

	1-Bedroom		2-Bedroom		All units		
Average rent	Occupied	Vacant	Occupied	Vacant	Occupied	Vacant	% difference
New Westminister	\$1,193	\$1,340	\$1,584	\$2,083	\$1,301	\$1,620	24.5%
Metro Vancouver	\$1,382	\$1,558	\$1,742	\$2,159	\$1,466	\$1,771	20.8%

Source: CMHC Rental Market Report 2019 Vancouver CMA. Rent for Prospective Tenants

Affordable Rents

Affordability is a function of housing costs relative to incomes and it can be made worse if rents grow at a faster rate than incomes. Affordability pressures can also be more severe for households falling at the lower end of the income distribution.

Rental units are affordable if the household spends 30% or less of their pre-tax household income on rent. Based on this consideration, units that rent for \$940 per month or less are deemed to be affordable for households earning \$37,500 per year (approximately 50% of the 2016 regional median household income), and units that rent between \$940 and \$1,500 are deemed to be affordable for households earning \$60,000 (approximately 80% of the 2016 regional median household income). **Table 20 shows that the number of rental units that rent for \$940 or less (affordable to households earning \$37,500) dropped by 50.4% between 2016 and 2018.** The number of rental units that rent between \$940 and \$1,500 per month (affordable to households earning \$60,000) increased by 42.3%.

Table 20. Rental Units by Rent Thresholds (Low Income and Very Low Income), New Westminster (2016 to 2018)

	2016		2017		2018		% Change
	#	%	#	%	#	%	
Units that rent for \$940 or less	4,025	50%	3,021	37%	1,995	23%	-50.4
Units that rent between \$940 - \$1,500	3,578	44%	4,293	52%	5,091	58%	42.3
Total Rental Units	8,060	100%	8,275	100%	8,703	100%	8.0

Source: Canada Mortgage and Housing Corporation

** Data suppressed to protect confidentiality or data not statistically reliable

3.3 HOUSING INDICATORS

Income Required to Rent or Buy a Home in New Westminster

Are residents able to afford to rent or buy a home in New Westminster and if so, what income is required? Tables 21 and 22 show the incomes residents need to rent or buy a home in New Westminster (spending less than 30% of gross household income). Table 21 shows that new market rental units cost about \$500 more per month than older, occupied units (which are not available to rent) (\$700 more in the case of two-bedroom units). It also shows the household income required to rent three different types of rental units in New Westminster: currently occupied units, vacant units, and newly constructed market rental units. For a one-bedroom unit, required household income ranges from \$47,720 for an occupied unit (not actually available to rent), to \$53,600 for a vacant unit (an average of all units, old and new), and \$67,520 for a new market rental suite built since 2000. How does this compare to local incomes? **The median income of a renter household in 2016 in New Westminster was \$44,368 suggesting that even an occupied one-bedroom rental unit would out of reach for a median income renter household.**⁶

⁶ Rising household incomes since 2016 may have closed the gap somewhat.

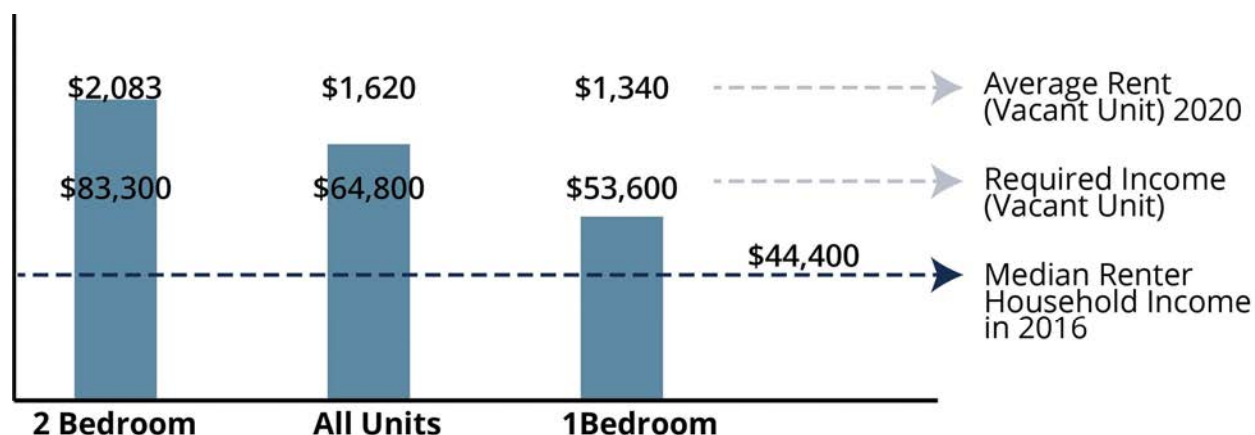
Table 21 Income Required to Afford a Market Rental Unit in New Westminster 2020

	1 Bedroom	2 Bedroom	All units
Occupied unit average rent 2019	\$ 1,193	\$ 1,584	\$ 1,301
Vacant unit average rent 2019	\$ 1,340	\$ 2,083	\$ 1,620
New secure market unit average rent 2019	\$ 1,688	\$ 2,250	\$ 1,813
Required income for occupied unit	\$ 47,720	\$ 63,360	\$ 52,040
Required income for vacant unit	\$ 53,600	\$ 83,320	\$ 64,800
Required income for new market unit	\$ 67,520	\$ 90,000	\$ 72,520

Source: Author calculations. CMHC Rental Market Report 2019 and City of New Westminster.

Figure 13 shows a renter affordability gap of approximately \$10,000 per year for a vacant 1-bedroom unit.

Figure 13 Renter Affordability Gap



"... I'm more concerned about the availability of low barrier and supportive housing. I also don't want our local people who are experiencing homelessness to be subjected to a heavy handed decampment effort like in Vancouver. Amplify the marginalized, equity deserving voices wherever possible." – Survey Respondent

Table 22 shows that the minimum annual household income needed to buy a New Westminster home at today's average prices is \$84,000 for an apartment condominium, \$119,000 for a duplex, triplex, or row house and \$158,000 for a single detached home. **The median household income in New Westminster in 2015 was \$65,000, so households with median incomes or less could not afford to buy an apartment condominium.**

"We are concerned we won't be able to stay in New Westminster because we can't afford a single-family home and there is a limited supply of larger townhouses or rowhouses. Seriously considering our long-term options outside of Metro Vancouver as a result, but we don't want to leave this great community." – Survey Respondent

Table 22 Income Required to Buy a Home in New Westminster 2020

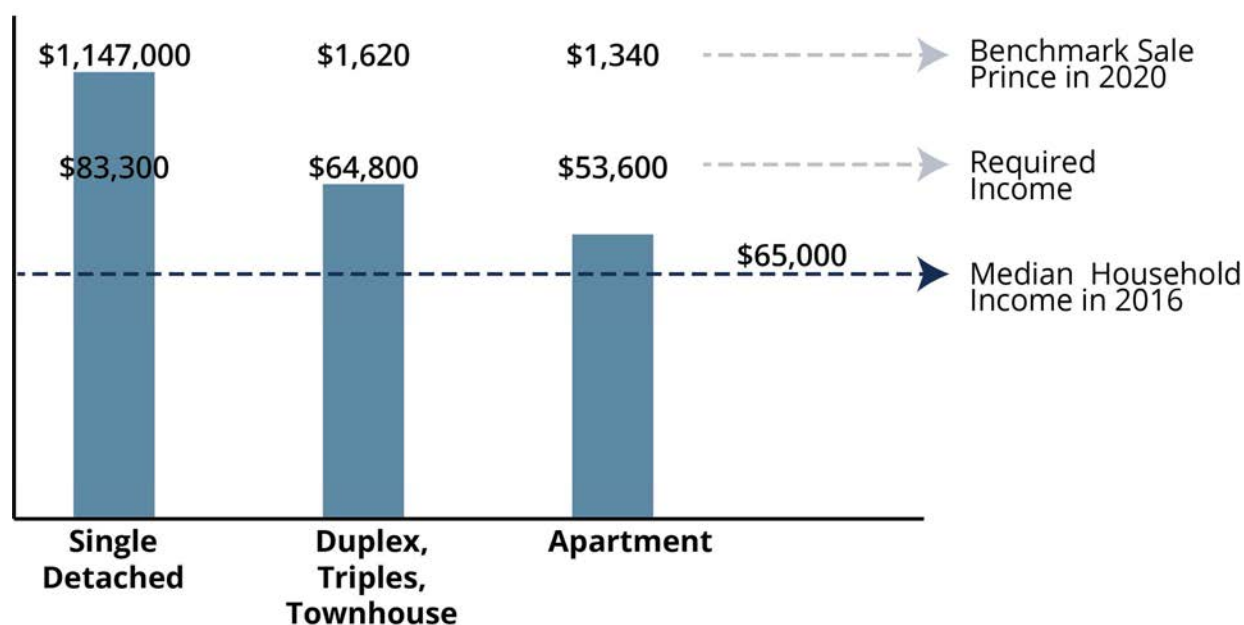
	Apartment Condo	Duplex, Triplex or Row	Single Detached (with or without suite)*
Benchmark sale price 2020	\$523,500	\$745,400	\$1,147,300
Down payment	\$52,350	\$74,540	\$229,460
Mortgage amount	\$471,150	\$670,860	\$917,840
Monthly mortgage payment	\$2,113	\$3,010	\$3,994
Required income to buy	\$83,675	\$119,200	\$158,200

Source: Author calculations using 2020 Benchmark Price data and assumptions (10% down payment, 25- year amortization, 3 yr. fixed mortgage rate.)

* Single detached calculation requires 20% down-payment for purchases over \$1,000,000.

Figure 14 shows a home ownership affordability gap of \$54,000 per year between the median household income in 2016 and the sale price of a duplex, triplex or townhouse in New Westminster.

Figure 14. Home Ownership Affordability Gap



Affordability

According to Statistics Canada, affordability means housing that costs less than 30% of a household's before-tax household income, including the following costs:

- For renters: rent and any payments for electricity, fuel, water, and other municipal services.
- For owners: mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water, and other municipal services.

While the tables above show the minimum incomes needed to afford local rental and ownership units, the following table shows that some New Westminster households are spending more. High housing costs combined with relatively low household incomes mean some households are paying more than 30% of their income for shelter. In 2016, 26.3% of all private households (8,605 households) were living below the affordability standard in New Westminster.

Table 23 shows the number and percentage of households in New Westminster spending 30% or more of their income on shelter costs but less than 100% for the three most recent Census periods. The proportion of owner households spending 30% to 100% of their income on shelter costs in New Westminster (21.3%) was comparable to that in the Metro Vancouver region (20.3%) but higher than the proportion province-wide (17.1%) in 2016.

In New Westminster, Metro Vancouver, and BC, significantly more renter households spent 30% to 100% of their income on shelter costs than owner households. **In New Westminster, 32.7% of renter households fell below the affordability standard, which was only slightly lower than the proportion of Metro Vancouver renter households (33.8%) and the proportion of BC renter households (35.2%).** The percentage of owner, renter, and total households in New Westminster below the affordability threshold was similar in both 2006 and 2016. However, the number of owners, renter and total households below the affordability thresholds increased by 1,420 households between 2006 and 2016 in New Westminster.

"I feel secure in my housing only because my building is under contract to remain rental. It was incredibly challenging to find a place affordable as a single person, despite making moderate income and having full time employment. Even now the rents are so high I'm paying over 50% of my monthly income to rent, which doesn't include utilities like water, heat, etc. All new developments appear to be luxury towers..."
— Survey Respondent

Table 23. Households Spending 30%-100% of Their Income on Shelter by Tenure, New Westminster (2006, 2011, 2016)

Affordability	2006		2011		2016	
Total Private households	26,930	100%	30,590	100%	32,700	100%
Below the affordability standard	7,185	26.7%	8,365	27.3%	8,605	26.3%
Owner households	14,525	100%	17,210	100%	18,330	100%
Below the affordability standard	3,130	21.5%	3,925	22.8%	3,905	21.3%
Renter households	12,400	100%	13,375	100%	14,365	100%
Below the affordability standard	4,060	32.7%	4,445	33.2%	4,700	32.7%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Table 24 shows the family type of households paying 30% or more on shelter in New Westminster in 2016. This includes households paying 100% or more of their income for shelter.⁷ **The household type with the largest number of households facing affordability challenges in 2016 were single or roommate households (6,110 households), followed by couple families with children (1,420 households).** The household type with the highest rate of housing affordability challenges were single or roommate households (42.8% of these households faced affordability challenges), followed by lone parent families (39.8% of these households faced affordability challenges).

Table 24. Households by Spending 30% or More, by Household Type, New Westminster, 2016

Family Type	# of households	# households spending 30% or more	% of households spending 30% or more
Couple families without children	7,730	1,355	17.5%
Couple families with children	6,360	1,420	22.3%
Lone parent families	2,350	935	39.8%
Other families	1,990	400	20.1%
Single or roommate households	14,270	6,110	42.8%
Total households	32,700	10,220	31.3%

Source: Statistics Canada. Catalogue no. 98-400-X2016229

Housing Condition

Some households live in poor-quality or inadequate housing. Adequacy refers to housing that does not require any major repairs, according to its residents. **Table 25 shows that a relatively small number of the total private households in New Westminster reported that their housing required major repairs.** In 2016, 2,560 households experienced adequacy challenges, representing 7.8% of all households. A slightly higher percentage of renter households (8.4%) than owner households (7.4%) had adequacy challenges.

⁷ This situation affects mostly renter households and could occur with temporary income loss, requiring a household to draw on savings, for example. At the time of the 2016 Census, 1,085 renter households paid more than 100% of their income for shelter, representing 7.6% of renter households.

Table 25. Households Requiring Major Repair by Tenure, New Westminster (2006, 2011, 2016)

Adequacy (major repairs needed)	2006		2011		2016	
Total - Private households	27,050	100%	30,585	100%	32,710	100%
Below the adequacy standard	2,810	10.4%	2,590	8.5%	2,560	7.8%
Owner households	14,555	100%	17,210	100%	18,335	100%
Below the adequacy standard	1,535	10.5%	1,470	8.5%	1,350	7.4%
Renter households	12,495	100%	13,375	100%	14,365	100%
Below the adequacy standard	1,275	10.2%	1,125	8.4%	1,210	8.4%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Housing Suitability

Crowding may result from high rental and ownership costs. CMHC measures whether housing has enough bedrooms for the size and make-up of the resident households, according to National Occupancy Standard (NOS). As shown in Table 26, the proportion of households living in overcrowded conditions was significantly higher among renters than among owners in New Westminster. In 2016, 2,615 households had suitability challenges, representing 8.0% of all households. **Both the percentage and number of renter households with suitability challenges (1,690 or 11.8% of all renter households) was higher than for owner households (930 or 5.1% of all owner households).**

Table 26. Households Living in Overcrowded Conditions by Tenure, New Westminster (2006, 2011, 2016)

Suitability (Overcrowding)	2006		2011		2016	
Total - Private households	27,050	100%	30,585	100%	32,710	100%
Below the suitability standard	3,015	11.1%	3,305	10.8%	2,615	8.0%
Owner households	14,555	100%	17,210	100%	18,335	100%
Below the suitability standard	895	6.1%	1,200	7.0%	930	5.1%
Renter households	12,495	100%	13,375	100%	14,365	100%
Below the suitability standard	2,120	17.0%	2,105	15.7%	1,690	11.8%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Core Housing Need

Core housing need is a more conservative measure of housing need than the above measure. A household in core housing need refers to a household living in housing that falls below at least one of the adequacy, affordability or suitability standards and the household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable. Table 27 shows core housing need for New Westminster for 2006 and 2016. **The number of households in core need was 6,415 in 2016, most of whom were renters (69%).** This increased in line with household growth between 2006 and 2016, so the share in core housing need (21%) has remained virtually the same in both years. Renters continue to form a significant majority (69%) of all households in core housing need while the absolute number in need has increased from 3,870 to 4,435 renter households in 2016. The share of owners in core housing need rose from 24% to 31% between 2006 and 2016, about 700 households.

Table 27. Core Housing Need, by Tenure (# and %), 2006, 2016

Core Housing Need	2006		2016	
	#	%	#	%
All households	25,520	100	31,050	100
Households in core housing need	5,085	20%	6,415	20.7%
Of which are renter households	3,870	76%	4,435	69%
Of which are owner households	1,215	24%	1,980	31%

Source: Metro Vancouver Housing Databook 2019 and 2013

Table 28 shows how New Westminster households in core need compare to all households in terms of income, shelter-to-income-ratio (STIR) and monthly shelter costs. **It shows that households in core need are much worse off than all households, having roughly 37% of the household income before taxes and paying 45% of their income before taxes for shelter costs.⁸**

Table 28 Core Housing Need Statistics, New Westminster 2016

Incomes, shelter costs, and Shelter to Income Ratios (STIRs)	All households			Core need households		
	All	Owners	Renters	All	Owners	Renters
Median household income before taxes (\$)	68,511	88,321	47,984	25,542	30,040	23,901
Median monthly shelter costs (\$)	1,077	1,387	951	916	1,157	894
Median STIR before taxes (%)	21.4	19.2	24.4	45.4	49.1	44.3

Source: CMHC Core housing need, 2016.

Core Housing Need by Household Type

Table 29 presents the household types with the highest incidence of core housing need in 2016 in each category. **Non-permanent resident households in New Westminster had the highest incidence of core housing need (39.6%), followed by senior females living alone (39.4%) and female lone parent households (35.5%).** Households with a senior household maintainer and those with at least one person with activity limitations have the next highest incidence of core housing need. Households with at least one person with activity limitations are the largest by number, with 3,990 households in core housing need, most of whom are renters (2,900). Renters fared worse than homeowners in all cases, with some categories of renter households reaching 50 to 60% in core need (senior females living alone and households with a

⁸ A note about core housing need figures. Core housing need consists primarily of households with affordability problems, at least half of whom pay almost 50% of their income for shelter costs. These households do not necessarily represent need for a social housing unit, as they have housing, but they are cost burdened. A rent supplement would be one way of alleviating their housing cost burden.

senior maintainer). Aboriginal households have a higher incidence of core housing need (23.3%) than non-Aboriginal households.

Table 29 Household Type by Incidence of Core Housing Need 2016 New Westminster

Household type with highest incidence of core housing need 2016	All households			Households in core housing need			Percent households in core need		
	Total	Owners	Renters	Total	Owners	Renters	Total	Owners	Renters
Primary household maintainer 65 years and over	6,735	4,340	2,395	1,895	660	1,230	28.1	15.2	51.4
Female lone-parent household	2,040	1,000	1,040	720	205	515	35.3	20.5	49.5
Senior (65+) female living alone	2,360	1,370	995	930	335	600	39.4	24.5	60.3
Non-permanent resident	455	90	365	180	35	145	39.6	38.9	39.7
Household has at least one senior (65 or older)	7,770	5,215	2,555	2,005	725	1,280	25.8	13.9	50.1
Household has at least one child less than 18 years old	6,345	4,165	2,180	1,235	430	800	19.5	10.3	36.7
Household has at least one person with activity limitations	16,895	9,200	7,695	3,990	1,095	2,900	23.6	11.9	37.7
Aboriginal households	1,460	475	990	340	40	305	23.3	8.4	30.8

Source: CMHC Core Housing Need 2016.

Extreme Core Housing Need

Extreme core housing need is used to estimate households at risk of homelessness for economic reasons. It has the same meaning as core housing need except that the household has shelter costs for housing that exceed 50% of total before-tax household income. Table 30 shows the extreme core housing need in New Westminster in 2006 and 2016 revealing that the share of households in extreme core need has risen by 1% over ten years from 8% to 9%. **Over 2,700 New Westminster households were in extreme core housing need in 2016.** Most households in extreme core housing need are renters, 65%, although the share of owners (35% in 2016) has increased since 2006 when it was 27%.

Table 30. Extreme Core Housing Need, overall and by tenure (# and %), 2006, 2016

Extreme Core Housing Need	2006		2016	
All households	25,520		31,050	
Of which are in extreme core housing need	2,005	8%	2,735	9%
Of which are renter households	1,455	73%	1,770	65%
Of which are owner households	545	27%	960	35%

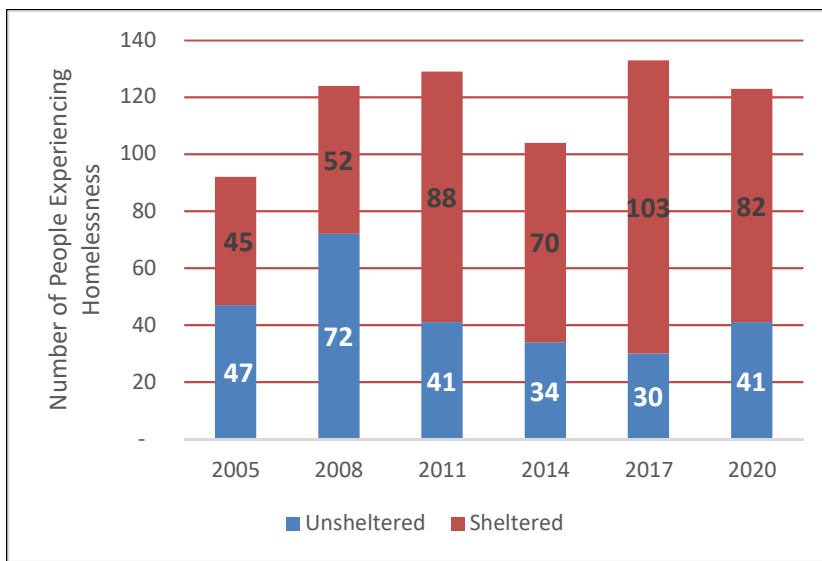
Source: Metro Vancouver Housing Databook 2019 and 2013

Homelessness

Homelessness is a manifestation of many circumstances including low or no income, high rental costs and low rental vacancy rates, personal health issues, and other societal and personal issues and it continues to be a feature of the New Westminster community, as it is throughout Metro Vancouver. **The total number of people who were experiencing homelessness counted in New Westminster in March 2020 was 123 persons, down slightly from 133 persons in 2017.** The number of unsheltered homeless people grew from 30 persons in 2017 to 41 persons in 2020. Counts are known to underestimate the size of the homeless population, particularly the hidden homeless, who are only counted if they are found in locations where interviewers visit on count day. The number of persons who are experiencing hidden homelessness in New Westminster is unknown but would likely increase the number counted as homeless significantly. BC Housing estimated demand for 50 additional shelter spaces in March 2020 based on a survey of faith and non-profit organizations serving the homeless in New Westminster. The COVID-19 pandemic is thought to have worsened the situation since the last homeless count.

Figure 15 shows the number of persons experiencing homelessness in New Westminster over time. Between 2005 and 2020, the number of homeless persons counted increased by 26.8% in New Westminster or at a rate of 1.8% per year on average, compared to 67.2% in the Metro Vancouver region. In terms of demographic characteristics, 22 persons identified as being Indigenous/Aboriginal in 2020, though not all survey respondents answered this question. This data is based on the final report for the 2020 Metro Vancouver Homeless Count. In 2020, 12 homeless persons were seniors aged 55 and older, three were youth under age 25, and 56 homeless persons were adults aged 25 to 54 years.

Figure 15. Individuals Experiencing Homelessness, New Westminster (2005 to 2020)



Source: Metro Vancouver Homeless Count, 2005-2020

Housing Waitlists

There is insufficient non-market rental housing to meet the needs of low-income households in New Westminster and elsewhere. BC Housing manages a centralized registry of households that have applied for independent social housing (for those non-profit housing providers that have chosen to participate). The waitlist is considered an under-representation of housing need, as the large numbers and lengthy wait for housing may discourage people from applying. Further, non-market housing has historically been focused on certain client groups like seniors and families, so the waitlist has generally been limited to these groups.

Table 31 displays the social housing wait list data for New Westminster. **Over the past six years, the number of households in New Westminster waiting for social housing increased by 22.2%, from 460 in 2014 to 562 households in 2020.** However, waitlisted households decreased slightly in 2020 compared to 2019, possibly due to difficulties applying during the pandemic. Senior households represented the largest cohort on the waitlist in 2020 at 37.4% of waitlisted households (210 households), followed closely by families at 35.6% (200 households). Persons with disabilities formed the next largest group, at 16.2% of the waitlisted households (91 households).

“I have a problem with the term affordable housing in relation to market rentals. These rates are not affordable. Many people who would not be eligible for rental subsidies can't afford market rental prices. I think there needs to be more stress put on the development of non-market housing that can support middle income earners that really struggle as well. Keeping a roof over their heads leads to other issues, i.e., food insecurity, lack of ability to pay for health services not covered, etc.”

– Survey Respondent

Table 31. Social Housing Waitlist by Household Characteristics, New Westminster (2014 to 2020)

	2014	2015	2016	2017	2018	2019	2020	% change 2014 to 2020
Family Households	145	138	146	158	196	215	200	37.9
Single Person Households	42	44	32	29	54	47	43	2.4
Seniors	146	138	149	164	188	207	210	43.8
Persons with Disabilities	109	101	113	101	101	105	91	-16.5
Wheelchair Accessible Unit	18	14	14	18	25	15	18	0
Wait List - All	460	435	454	470	564	589	562	22.2

Source: BC Housing (June 2014, June 2015, June 2016, June 2017, July 2018-2019, Mar 2021)

(Note: Rent Supplements, Transfers, and Pending Applications are not included in totals)

Some persons require affordable housing with support services to maintain their health and their tenancy. The BC Housing supportive housing waitlist keeps track of households requesting supportive housing who may meet the following eligibility requirements: low-income; homeless or at-risk of homelessness; may

have mental health and/or mental and physical health needs; and require support services to help maintain a successful tenancy. **As of Sept 30, 2020, there were 95 waitlisted applicants for supportive housing in New Westminster.**

Other Rental Indicators

Rent bank loans are available to low-income renters in need of temporary emergency assistance to avoid eviction. There were 105 loans totaling \$102,665 made by the New Westminster Rent Bank from June 2017 to June 2020.⁹ Like renter households with affordability issues, most borrowers were single (70%) in the year from July 1, 2019, to June 30, 2020.¹⁰

The BC Temporary Rent Supplement program offered temporary COVID-19 related rental assistance. Table 32 shows that 2,181 New Westminster renters applied for this assistance as of Sept 2020, representing 15.2% of New Westminster renters, but a lower share than in Burnaby (18.7%) or in Metro Vancouver (18.1%).¹¹

Table 32. BC-TRS Applications Received by Community, Metro Vancouver Regional District as of 1 Sept 2020

Community	Applications Received	Number of renter households (2016 Census)	Approximate share of renter households that applied
Burnaby	6,547	34,980	18.7%
Coquitlam	2,794	14,540	19.2%
New Westminster	2,181	14,370	15.2%
Metro Vancouver	62,982	348,700	18.1%

Prepared by BC Housing's Research and Corporate Planning Dept., Sept 2020

Source: BCTRS001 Report, Sept 2020

⁹ City of New Westminster.

¹⁰ New Westminster Rent Bank. 2019/2020 Annual Report.

¹¹ Note these figures represent applications only, not necessarily the number of recipients.

4. KEY THEMES FROM COMMUNITY ENGAGEMENT

Engagement with key informants, stakeholders, and the public provides important insights not captured by statistical information. Each engagement participant brings important perspectives to their own and others' housing situation. In addition, data and statistics do not measure or are not available for all issues and concerns. Appendix C contains the engagement report, which describes the community engagement objectives, activities, representativeness and what we heard key themes. The key themes identified through engagement are considered together with statistical information in this report.

Engagement for this housing needs report was conducted in two phases. Phase 1 took place alongside data collection and consisted of key informant interviews with community-based informants in the housing and social service sectors and members of relevant City and other committees. Phase 2 took place once the draft report was prepared and sought broader public engagement on the draft, as well as perspectives on housing needs and ideas by means of a public workshop, survey, a focus group with persons with lived and living experience of housing vulnerability, interaction through the City's Be Heard platform and a meeting with the City of New Westminster Affordable Housing and Child Care Advisory Committee.

The following key themes were identified through Phases 1 and 2 of the engagement process.

- **Homelessness.** There are high levels of concern about people who are experiencing homelessness in New Westminster amid fears that the pandemic has worsened the situation. It is felt that people experiencing homelessness are becoming more entrenched, as services are harder to access. The draft report focuses on the situation in 2020; can it better reflect the situation today? Hidden homelessness is not included in the draft report, therefore the homeless figure provided is an underestimate. There is a significant gap in the low barrier rental housing supply, and this is fueling increased homelessness. In addition to non-market housing, more housing with wrap-around supports such as case management, access to health etc. is needed for the most vulnerable, including the homeless. There is a lack of suitable shelter space for seniors and women.
- **Housing needs of persons on fixed incomes.** General concern that the housing needs and issues of persons on fixed incomes (such as pensions, Income Assistance and Persons with Disabilities) be reflected in the housing needs report. Their incomes are much lower than top range of the very low-income cohort (\$35,000), and their housing options are very limited. The housing needs report could better reflect this. The City must ensure that new affordable housing is affordable for these households' incomes - at rent geared to income levels.

"Landlords are reluctant to rent to people receiving income assistance because they have been stereotyped. This makes the already limited rental supply even more scarce. Since being put on a pension, I receive even less than when I was on PWD. I cannot afford even a reasonably priced rental. This is why more and more people are becoming homeless."

– Survey Respondent

- **Affordable housing types and sizes suitable for families.** Participants noted a lack of suitable housing choice for moderate-income households wishing to buy entry-level ownership units

other than apartments. Current options such as single detached homes are unaffordable for middle income families. Single detached areas don't allow suitable more affordable family housing forms such as duplexes. Townhouses don't work in single detached areas because they require land assembly. Instead, small houses are being demolished and rebuilt larger. More housing choice that is suitable and affordable for families is needed in all neighbourhoods. Otherwise, families may leave New Westminster to find affordable housing elsewhere. Specific needs are for more affordable 3 and 4+ bedroom units. Co-housing was offered as a potential solution. The housing needs report should include targets for family-sized, market housing units.

"More co-op housing needs to be built. We need options for working people/families who, because they were born in the wrong generation or to underprivileged families, will never be able to own a home. Co-op housing provides much-needed secure housing to people who want to be contributing members of our communities."
 – Survey Respondent

- **Rental housing cost, availability, and security.** Low-income renters cannot find suitable rental housing they can afford. This is due to rising rents in the purpose-built stock, long wait lists for non-market housing and ineligibility of single adults under age 65 for rent supplements or subsidized housing. Moving within New Westminster is difficult as landlords are allowed to raise the rent upon vacancy. Vacancy control, which ties rent to the unit not the tenant, and means landlords can't hike the rent when a renter moves out, was suggested as a way of addressing this. Concern also that some of the least expensive rental housing is being demolished or renovated leading to fears of displacement, homelessness, and possible removal of children from the care of the family. This affects people in many vulnerable groups including seniors, Indigenous persons, single parent families, persons with disabilities, income assistance recipients, people with mobility issues, and large families.

"I live in one of those three-storey apartment buildings. I can't afford the rent of an apartment on my own, so I'm rooming with someone else. Our building has mice, so all my food is kept in Rubbermaid food storage containers (flour, sugar, pasta, cereal, etc.) or a larger, all purpose storage bin (snack food, boxes of baking soda or cornstarch, pouches of Knorr Sidekicks, etc.)"
 – Survey Respondent

- **Discrimination and stigmatization.** The report needs to clearly address the issue of discrimination based on social condition such as poverty, immigration status, disability, race, and family size. Landlords have no incentive to rent to young people or members of marginalized communities. Concern that landlord credit checks are invasive and discriminatory. More race-based data is required to reflect the housing situation of indigenous, black and person of colour (BIPOC) households.
- **Newcomers face significant housing challenges.** including housing affordability, security of tenure, poor housing conditions (mice, cockroaches), and discrimination by landlords based on race and household size. Newcomers avoid speaking up about their concerns about poor housing conditions to landlords for fear of retribution. Other options are needed to convey their concerns about housing safely to authorities. A committee of landlords and tenants was suggested as a

place where tenants can bring concerns anonymously for resolution. Monitoring or spot checks on implementation would be needed.

- **Single persons' housing needs are not being met.** One-bedroom units are relatively expensive compared to larger units. Some singles want more housing options that allow sharing; others want not to have to share with others to live affordably. Landlords discriminate against renters with roommates. The restrictions on pets in many rentals affects singles, who may view pets as key emotional supports.

"I shouldn't be forced to get a stranger as a roommate just to make ends meet. I want to feel comfortable and safe in my own home".

– Survey Respondent

"Eliminate pet restrictions in rentals. Landlords should not be able to dictate the composition of anyone's family. Pets can be critical mental health supports for people who lack family or community."

– Survey Respondent

- **Flawed development approval process.** A divisive and problematic development approval process featuring public hearings for affordable/social housing pits vulnerable households against existing homeowners. Council is not hearing about land use at these hearings (the intended topic) but rather the occupants of the proposed housing. The non-market housing approval process takes too long as a result. Neighbourhood opposition must be addressed, and the process needs to be reformed to achieve more, new, affordable housing supply. Secondary suite and laneway house development approval could be made simpler.
- **Difficulty accessing non-market housing due to insufficient supply.** Long waitlists prevent eligible applicants from accessing social housing when they need it. Co-op housing provides much-needed secure housing for people who want to be contributing members of the community, yet none has been built for years and it is difficult to access. More non-market rental housing is needed to address this gap, including housing for residents of supportive housing to "move-on" to upon leaving supportive housing. The challenges of adequate government funding for new non-market housing exacerbated by high construction and land costs, and a lack of City-owned sites, were noted. We can only increase supply one project at a time.
- **Seniors' housing and supports.** Concerns ranged from lack of sufficient affordable rental housing to the upcoming growth in baby boomer seniors aging in place with inadequate social and service supports. Housing related service gaps included housing outreach services and supports for seniors aged 65 plus to help them stay independently housed i.e., light housekeeping and meal services, transportation, and proximity to health and other services. There were also concerns about the adequacy of long-term care options in New Westminster.
- **Rental and strata restrictions and insurance.** There are few pet-friendly housing options due to restrictions on pets in rental housing and elsewhere. This restriction in many rentals affects singles, for whom pets may offer emotional support. Age discrimination also excludes children

from occupying some housing, and often these are the most affordable condos. This should not be allowed in 2021. We should challenge age restricted stratas. There are also concerns with rising strata insurance deductibles and premiums affecting both homeowners and non-profits that own units in stratas.

“Challenge age restricted stratas for 19+ buildings. It boggles my mind that we are allowing age discrimination to exist in BC. Excluding children from housing is a terrible policy and I am amazed that this is allowed to happen in 2021.”

– Survey Respondent

- **Concern about housing needs of others.** More survey respondents were concerned about others having difficulty finding or keeping suitable housing in New Westminster (82%) than had themselves experienced barriers in accessing housing (48%). They were most concerned about people who are homeless or at risk of homelessness, people with very low incomes below \$35,000 per year, young families, people with low to moderate incomes between \$35,000 and \$84,999 per year, people with disabilities, renters, and seniors.

“I come from a place of privilege with a single family home and job security, but I worry about young adults and young families not being able to live here. We need to keep our City vibrant. Would also like to see more options for downsizing seniors (rowhomes, townhomes), so they can leave their (too large) home and move into something smaller, while remaining in their neighbourhood of choice (for us that would be Glenbrooke/Uptown). Thank you for the opportunity to be heard.”

– Survey Respondent

- **High home prices and speculation.** The cost of purchasing a home in New Westminster is high and has outpaced wages and incomes. This may be linked to the limited supply of certain housing types, and/or more broadly to rising home prices among all housing types in the region and elsewhere. There is concern about vacant homes, money laundering and speculation contributing to high prices.
- **Fear about the future.** Concern about residents' future ability to find or keep suitable housing in New Westminster. There is also a concern that long-term residents and contributing members of the New Westminster community will have to leave due to high housing costs and/or low availability of suitable housing. More pandemic related impacts are expected by some.
- **Lack of vacant sites for more housing.** Density is the solution for more housing in New Westminster given the limited amount of undeveloped land. The challenge is to densify without displacing existing residents.

5. ESTIMATED HOUSING NEED AND DEMAND

This section of the report estimates housing need and demand in New Westminster now and in the future, from 2021 to 2031. Housing need refers to the housing requirements of households who cannot afford market rate housing. Housing demand refers to the housing requirements of households with incomes sufficient to afford market rate housing, either rental or ownership.

5.1 ESTIMATED CURRENT HOUSING NEED AND DEMAND

Table 33 summarizes current unmet housing need as represented by the BC Housing waitlist for independent non-market units and for supportive housing units in New Westminster. There is a waitlist of 562 households for independent non-market housing and 95 units for supportive housing units. These figures may underestimate current housing need as the wait lists are long, which may dissuade individuals from placing their name on the list.

Table 33. Current Unmet Housing Need for Independent Non-market and Supportive Housing 2020/2021

Unmet housing need	Units
Waitlist for independent non-market housing units	562
Waitlist for supportive housing units	95

Source: BC Housing Social Housing Waitlist March 2021, and BC Housing Supportive Housing Registry Sept 2020.

Current unmet housing demand for market rate housing is unknown, that is, how many households are doubled up or have delayed forming their own households due to high costs, low vacancy rates or other reasons.

Housing units that are under development will soon add to the city's housing supply and can help to address current unmet housing need or demand. Units under development include those under construction and units in the rezoning or development review or approvals process. **Table 34 shows that 212 units were under construction as of September 2020, and these were mostly rowhouses.** (This compares with 710 units under construction in September 2019.) Of the 212 units, 36 units are intended for the rental market.

Table 34. Units under Construction and in the Development Pipeline by Dwelling Type Sept 2020

By Housing Type	Single-detached	Semi-detached	Row	Apartment	All
Under Construction Inventory Sept 2020	56	12	108	36	212
Rezoning and/or Development Permit (or other planning process) approved by Council, September 1, 2020	2	512	150	594	751
Total	66	17	204	815	963

Source: CMHC Starts and Completions Survey and City of New Westminster Projects on the Go.

¹² Secondary suites, laneway houses

An additional 751 units were in the rezoning or development approvals process as of September 1, 2020, but not yet under construction. Of these, 242 units are planned to be market rental and 66 are non-market rental units. Most of the planned units are apartment units, followed by semi-detached units. In total, 963 units are in the City's development pipeline. Tables 35 and 36 estimate the net backlog of housing need and housing demand, that is, current unmet need less units under development or in the approval process.

Table 35 Net Backlog of Housing Need for Independent Non-market Housing 2020

Backlog of Housing Need	Units
Current unmet housing need (independent non-market and supportive housing)	562
Less non-market housing units approved but not built	66
Net backlog housing need	496

Table 36 Net Backlog of Housing Demand for Market Housing 2020

Backlog of Housing Demand	Units
Current unmet housing demand ¹³	0
Less market housing units approved but not built	897
Net backlog housing demand	-897

Source: Author calculations.

5.2 ESTIMATED FUTURE HOUSING NEED AND DEMAND

Future housing demand depends upon estimated future household growth plus the demand for Not for Housing, Housing (NFHH).

The City of New Westminster forecasts an additional 6,036 households in New Westminster over ten years from 2021 to 2031, or approximately 600 additional households a year.¹⁴ Housing completions roughly matched this figure from 2011 to 2019 when there were on average 662 units completed per year.

¹³ There is no reliable estimate of the backlog of demand for market housing, although very low vacancy rates suggest there may well be a backlog of unmet rental demand. In the absence of a reliable figure, zero is used. This underestimates the net backlog of housing demand.

¹⁴ The housing demand estimates were prepared by the City of New Westminster, based on Draft Metro Vancouver Housing Demand Estimates (not yet published). These estimates employ best practices in forecasting but are subject to error.

Table 37 Estimated Household Growth by Housing Type and Tenure, New Westminster 2021 to 2031

Type	Owner	Renter	Total
Ground-oriented	596	189	785
Apartments	2,475	2,776	5,251
Total	3,071	2,965	6,036

Source: City of New Westminster utilizing base numbers developed by Coriolis Consulting Corporation in 2014.

Estimated household growth by tenure is presented in five-year increments and from 2021 to 2031 below.

Table 38 Estimated Household Growth by Tenure and Time Period New Westminster 2021 to 2031

Tenure	2021-26	2026-31	2021-2031
Renter	1,483	1,482	2,965
Owner	1,536	1,535	3,071
Total	3,019	3,017	6,036

Source: City of New Westminster Housing Demand Estimates Feb 2021.

Future housing need and demand consists of estimated future household growth plus estimated demand from NFHH. NFHH (unoccupied units, including units used as short-term rental) accounts for 4.5% of housing supply so this amount is added to estimates of expected future household growth. Estimated future housing need and demand is for 3,155 units between 2021 and 2026, and 6,308 units between 2021 and 2031, shown in Table 39.

Table 39. Estimated Future Housing Need and Demand New Westminster 2021-2026 and 2021-2031

	2021-2026	2021-2031
Estimated household growth	3,019	6,036
Estimated NFHH	136	272
Estimated Future Need and Demand for Housing	3,155	6,308

Source: City of New Westminster Feb 2021 and author calculations.

Table 40 presents future housing need and demand estimates by number of bedrooms. During the next five years, need and demand is expected to be greatest for one-bedrooms, estimated at 971 units, followed by two-bedrooms at 564 units. Looked at another way, 858 two plus bedroom units are required over the same time. The same pattern holds true for the ten years between 2021 and 2031.

Table 40. Estimated Future Housing Need and Demand by Bedroom Count, 2021-2026 and 2021-2031

Number of Bedrooms	2021-2026	2021-2031
Bachelor	429	1,028
1-bedroom	971	2,327
2-bedroom	564	1,353
3-bedroom+	294	703
Total	2,258	5,411

Source: City of New Westminster Feb 2021 and author calcs. May not total due to rounding.
Excludes units in the development pipeline.

The single largest source of need and demand for rental housing between 2021 and 2026 is estimated to be from very low-income households earning below \$35,000 per year (575 units), (technically housing need, as this income level does not represent effective demand). This is followed by low-income households with incomes between \$35,000 and \$59,999 (390 units). Roughly one third of all very low-income renters (under \$35,000) earned less than \$15,000 per year in 2016, so it is expected that a similar proportion of very low-income renters would earn below \$15,000 year in the future as well. The method for estimating housing demand by bedroom type, and by tenure and household income is in Appendix E.

Table 41. Estimated Future Housing Need and Demand Rental Households by Household Income Range, 2021-2026 and 2021-2031

Household Income Range	2021-2026	2021-2031
Very low income - Under \$35,000	575	1,149
Low income - \$35,000 to \$59,999	390	779
Moderate income - \$60,000 to \$84,999	240	481
High income - \$85,000 to \$114,999	156	312
Very high income - \$115,000 and over	122	244
Total	1,483	2,965

Source: City of New Westminster Feb 2021 and author calcs. May not total due to rounding.
Excludes units in the development pipeline.

5.3 ESTIMATED TOTAL HOUSING NEED AND DEMAND

Table 42 presents estimated total non-market rental housing need. Estimated need for 2021 to 2026 is for 1,290 units, while 2,083 non-market rental units are needed over the ten-year period 2021 to 2031.¹⁵

¹⁵ All future very low-income households (incomes below \$35,000 per year) are estimated to need non-market housing. 50% of low-income households (\$35,000 to \$59,999) and 10% of moderate-income households (\$60,000 to \$84,999) are assumed to need a non-market housing unit. The latter would be large family households that cannot afford to rent a large unit.

Table 42. Estimated Current and Future Non-market Rental Housing Need, 2021-2026 and 2021-2031

Non-market rental housing need	2021-2026	2021-2031
Backlog of housing need (independent non-market)	496	496
Future non-market rental housing need	794	1,587
Total estimated non-market rental housing need	1,290	2,083

Table 43 shows the estimated total housing demand for five and ten years at 968 units for five years, and 3328 units for ten years.

Table 43. Estimated Current and Future Housing Demand 2021-2026 and 2021-2031

Market Housing demand	2021-2026	2021-2031
Backlog of housing demand	-897	-897
Future housing demand ¹⁶	1,865	4,225
Total estimated housing demand	968	3,328

¹⁶ Housing need and demand, less housing need.

6. KEY FINDINGS

Key areas of housing need and demand in New Westminster are summarized bringing together community engagement results, housing indicators and housing need and demand estimates. This report reveals that housing need and demand exist along the housing continuum in New Westminster, from non-market rental housing to home ownership, and there is a need for additional emergency shelter beds as well.

Evidence suggests that the market can meet most housing demand in terms of quantity supplied, and in fact, most New Westminster residents are well-housed. However, the price of market housing and the type of housing supplied does not necessarily match what is required. And the market does not address very low- and low-income housing needs, which are significant, with 21% of households in core housing need, and these needs are difficult to address as they rely on senior government funding for non-market, below-market, and supportive housing.

The housing need and demand figures in this report represent the best available data and community input available at the time. These estimates should not be viewed as targets, rather, Council, through a planning process, will ultimately decide if and what targets it may pursue given available resources, senior government funding and competing municipal priorities.

Key findings are presented for ten sub-populations and housing types. Data is not available for all populations or housing types, and in some cases, available data may understate housing need. In many instances, the only source of quantitative information is BC Housing waitlists which don't track all types of need and are considered an underestimate. Further work may be required to quantify sub-population level housing needs for example, there are no age specific estimates of future housing demand for seniors and BC Housing does not report on the number of Indigenous or BIPOC applicants for non-market housing. Note that figures below are not mutually exclusive and are not necessarily additive, e.g., seniors non-market housing needs are a subset of non-market housing needs.

Shelters for Persons Experiencing Homelessness

There has been no increase in the city's permanent emergency shelter capacity since 2010, the homeless population that is unsheltered continues to grow, and community engagement revealed deep concern for people who are homeless in New Westminster. The number of unsheltered homeless people in New Westminster increased from 30 persons in 2017 to 41 persons in 2020, even as counts underestimate the actual number of people homeless, particularly the hidden homeless. While shelters are not a permanent solution to homelessness, shelters address emergency situations and it is important that an adequate number of shelter spaces exist to safely accommodate all client groups. With an insufficient supply of supportive housing for direct placement of homeless persons into permanent housing, emergency shelters serve as housing of last resort. BC Housing estimated demand for 50 additional shelter spaces in March 2020 based on a survey of faith and non-profit organizations serving the homeless in New Westminster. Future growth in the number homeless will be determined by housing and support policies implemented now, but if the status quo is maintained, growth in the number homeless can be expected to mirror recent homeless growth trends (which has mirrored the overall population growth rate) anticipated at 9.1% over five years for New Westminster. On this basis, the number homeless would be estimated to increase by 11 persons in five years, and 22 persons in ten years.

Estimated current need 2021 - 50 spaces - BC Housing estimate and key informants.

Minimum estimated future need - 11 additional spaces between 2021 and 2026; and a further 11 shelter spaces by 2031, for a total of 22 additional spaces by 2031.

Total current and future estimated need by 2031 - 72 spaces.

Supportive Housing

Key informants and others expressed a need for more suitable housing with supports (as warranted) for persons with special needs or vulnerabilities, including people who are homeless or at risk of homelessness. While the March 2020 homeless count showed a small decline in the total number of homeless persons counted in New Westminster at 123 persons, counts are known to underestimate the actual number of homeless people. There is evidence that the number of homeless persons may have increased since March 2020 due to the COVID-19 pandemic. There has been no increase in emergency shelter capacity and only a marginal increase in supportive housing supply (44 units) in the city since 2010; the overdose crisis has evolved into an epidemic; and housing affordability challenges have been growing, pushing many on the fringes into homelessness. The BC Housing waitlist for supportive housing had 95 New Westminster applicants as of Sept. 2020. Key informants expressed a need for an alternate type of supportive housing representing a middle ground between independent non-market housing and supportive housing for individuals who need less support. Engagement participants noted a gap in housing availability for supportive housing residents who do not need supportive housing any longer, whose lives have stabilized and who are able to 'move on' to other forms of housing. The lack of available non-market housing options means there is little movement along the housing continuum and people who might be able to leave supportive housing units cannot do so. Future demand for supportive housing for persons experiencing homelessness will depend on measures taken by all levels of government to prevent homelessness and to create 'move on' housing to free up supportive housing space.

Estimated current need 2021 – Minimum 95 units – BC Housing waitlist for supportive housing.

Estimated future need - 11 additional units will be needed by 2026; a further 11 units by 2031, for a total of 22 more supportive units by 2031.

Total current and future supportive housing need to 2031 - 117 units

Non-market Rental Housing

A key concern revealed through community engagement is the lack of rental housing that is affordable to households with very-low incomes below \$35,000 per year (especially those who rely on income assistance or disability assistance whose incomes may be much lower). Only non-market housing can provide housing at rents affordable for very low-income households whereas some low- and moderate-income households may be able afford rental housing in the private market, depending on household size. The current backlog for non-market rental housing is for 496 independent non-market units (562 on waitlists less 66 units approved but not yet built). In addition, this report estimates that with future population growth there will be demand for an additional 1,587 non-market units for very low-income, low-income and some moderate-

income households between 2021 and 2031. Total current and future need is estimated at 1,364 non-market housing units by 2031.

Meeting non-market housing needs will be challenging to achieve given a limited supply of City-owned sites and insufficient senior government funding for a significant number of new non-market units with very low rents.

Estimated current need 2021 – Minimum 496 units – BC Housing waitlist less non-market units under development.

Estimated future need (2021-2031) – 1,587 units

Total current and future non-market housing need (2021 to 2031) - 2,083 units

Housing for Single Persons

Having one income can limit a household's purchasing power in the housing market. With its small average household size relative to other Metro municipalities and prevalence of one and two person households, New Westminster is particularly challenged to address the housing needs of single persons, and this was echoed in the community engagement themes. Non-senior single person households face difficulties in both the private rental market and in accessing non-market housing. Single person household incomes are generally only half those of two or more person households, yet they must pay the same rent in the private market for a given apartment. Single persons also comprise the largest share of the homeless population. Few non-market rental housing projects accept non-senior single persons, and singles are ineligible for existing provincial rent supplement programs. By far, the largest number and share of households in New Westminster with affordability challenges (paying 30 to 100% of their income for shelter) are single or roommate households (6,110 households or 43% of all New Westminster households with affordability challenges) followed by single parent households. And there were 2,655 single person renter households in core need in 2016. There are 43 single persons on BC Housing's waitlist for independent, non-market housing in New Westminster.

Estimated current need 2021 – minimum 43 units, BC Housing waitlist.

Up to 2,655 rent supplements for single person renter households in core housing need, 2016.

Many very low-income households are single people, both seniors and non-seniors, see estimates for non-market rental housing and seniors housing.

Total estimated need 2,698 units.

Seniors Housing

According to Metro Vancouver population projections, seniors are expected to experience the most significant growth from 2019 to 2024 in New Westminster of any age group. The number of persons aged 65 to 84 years is expected to rise by almost 27% or 2,800 persons and the number aged 85 years and over is expected to grow by 122% or 200 persons. Despite seniors housing representing a significant share of

existing non-market housing in the city (599 units or 58%), seniors represent the largest client group on BC Housing's waitlist for non-market housing in New Westminster, 210 seniors. Further, 1,280 renter households with at least one senior age 65 and older were considered in core housing need in 2016, an incidence of 50% of all households with at least one senior.

Aging in place with adequate supports is an issue for all seniors, regardless of income. Engagement participants noted a need for seniors housing with some support services, and in-home support services to help seniors maintain their independence. While most seniors elect to stay where they are as they age, ideally with suitable support services and amenities nearby, the projection for more very old seniors aged 85 and over suggests rising long-term care needs and other forms of housing with some support and/or care. The lack of age-based household projection hinders quantification of future housing need and demand for seniors.

Estimated current need 2021 – Minimum 210 units based on the BC Housing waitlist.

Up to 1,280 rent supplements for households with at least one senior in core housing need, 2016.

Total estimated need 1,490 units.

Indigenous Housing

Indigenous housing needs are a key concern as the City focuses on reconciliation. In 2016 there were 2,290 Aboriginal residents representing 3.3% of New Westminster's population and 1,100 New Westminster households with Aboriginal identity representing 3.4% of New Westminster's households. Also in 2016, 305 renter households with Aboriginal identify or 31% were considered in core housing need. Indigenous persons are also over-represented in the homeless population. In 2020 in New Westminster, 22 homeless individuals counted identified as being Indigenous out of 123 homeless persons, representing 18% of the homeless, even though not all survey respondents answered this question. Key informants noted the lack of Indigenous specific housing built in the region in the past 30 years or so. At least one proposal for Indigenous run non-market housing in New Westminster has been put forward. There is little data with which to base estimates of current or future Indigenous housing need as this is not tracked by the BC Housing waitlist and it is difficult to forecast growth for small populations. Statistics Canada projections of Aboriginal population growth in Metro Vancouver estimate the Aboriginal population will grow more quickly than the rest of the population.¹⁷

¹⁷ Statistics Canada. Population by Aboriginal identity (AANDC's classification), Note 1 place of residence and projection scenario, Canada, 2011 (observed) and 2036 (according to five projection scenarios)

2036 - Projection according to the reference scenario

<https://www150.statcan.gc.ca/n1/pub/91-552-x/2015001/t/tblA22-eng.htm>

Estimated current need 2021 – BC Housing waitlist does not track applicants by Indigenous identity.

Up to 305 rent supplements for Indigenous households in core housing need, 2016.

BIPOC Households

Community engagement revealed significant concern about discrimination and stigmatization of racialized and immigrant populations, as well as significant issues with poor housing conditions and housing security. Unfortunately, there is little published data available to quantify the extent of this issue, or to estimate related housing need.

Housing for Persons with Disabilities

Persons with disabilities, be they physical or otherwise, may experience barriers in the housing market due to low incomes and for some, the need for wheelchair accessible units. As of 2019, the BC Housing waitlist for New Westminster had 91 applications for non-market housing by persons with disabilities, and an additional 18 applicants are waiting for a wheelchair accessible unit. In addition, about 3,990 New Westminster households had at least one person with activity limitations in core need in 2016, and 2,900 of these were renters. Note that these households may also be senior households or single person households.

Estimated current need 2021 – 109 non-market units.

Up to 2,900 rent supplements for households with at least one person with activity limitations in core housing need, 2016.

Total estimated need 2,009 units.

Market Rental Housing

Due to City policies and market conditions, the market rental housing supply has been growing and rental vacancy rates have been rising slowly since 2017. In fact, vacancy rates may have increased more during the pandemic, although not likely for older, more affordable rental units. At the same time, median rents have been steadily increasing for all types of rental housing units in New Westminster. Between 2008 and 2019, overall median rents rose by \$479 or 63.8%, with the largest increases occurring since 2016. Echoing key informant views, data shows that rents for vacant units are higher than for occupied units, making a move within the New Westminster rental market difficult. While new secure market rental housing is welcome, it is only affordable for those with incomes above \$67,520.

Estimated future demand (2021-2026) - 690 units.

Estimated future demand (2021-2031) - 1,380 units.

Family Housing

Families face challenges with availability, affordability and suitability in the non-market, market rental and ownership parts of the housing continuum. There are few rental units that are big enough for large families in the private market (and a 0.5% vacancy rate for units with three bedrooms or more). Several indicators suggest low-income families have difficulty accessing suitable and affordable housing. Single parent families represent the second largest demographic paying over 30% of their income for shelter (40% of households with affordability issues) and 645 single parent renters were considered in core housing need in 2016 (35.9% of all single parent renters). Low-income families are the second largest group of clients on the BC Housing waitlist for non-market housing in New Westminster (200).

Families are also affected by worsening homeownership affordability. Sales prices for 2020 reveal that the benchmark single-detached home in New Westminster sold for more than \$1.1 million dollars while apartment condominium sold for above \$523,000. In 2018 (latest available data), only 18.4% of total home sales were considered affordable (232 affordable sales of the 1,261 total sales) to median-income New Westminster households. A minimum income of \$84,000 is needed to buy an apartment condominium with 10% down, and an income of at least \$158,000 per year is required to afford to buy a single detached home in the city, with 20% down.¹⁸ Engagement participants expressed a desire for more townhouses and duplexes, which are relatively more affordable than single detached homes. Broad market factors generally outside the scope of municipal purview drive home price. The pandemic is affecting the ownership market in unexpected ways, and it does not appear that this includes improving affordability via lower or stabilizing prices.

Estimated current need 2021 – Minimum 200 non-market rental housing units.

Up to 645 rent supplements for single parent renters in core housing need, 2016.

Estimated future demand (2021-2026) – 858 units (based on future demand for 2+ bedroom units). It was not possible to estimate demand for ground-oriented units.

Estimated future demand (2021-2031) – 2,056 units (based on future demand for 2+ bedroom units). It was not possible to estimate demand for ground-oriented units.

¹⁸ A minimum 20% down-payment is required for homes above \$1,000,000; homes priced below that amount can place 10% down.

APPENDIX A: CITY HOUSING POLICIES AND INITIATIVES

City housing policies and initiatives are summarized here, beginning with the most recent.

Modular Housing Project (2020)

The City contributed to a new supportive housing project by acquiring and leasing a site for Mazarine Lodge, a modular supportive housing project in Queensborough. The development, which opened in summer 2020, includes self-contained modular homes with supports for women who have experienced homelessness or are at risk of homelessness. The City will retain ownership of the land, and lease the site to BC Housing, the responsible Provincial agency for this initiative. BC Housing provided the modular housing units including the development costs and the operating funds. The Lodge is managed by the Elizabeth Fry Society of Greater Vancouver, an experienced non-profit operator with a long history in New Westminster.

Inclusionary Housing Policy (2019)

This City policy ensures that new strata residential developments contribute to the affordable housing supply. The Inclusionary Housing Policy stipulates that a prescribed share of new units in strata and mixed-used residential rezoning city-wide meet affordability requirements. The policy sets the City's expectation for the delivery, ownership and management of affordable rental housing in each strata project where developers seek rezoning to a higher density. Applicants can choose from three options ranging from 5% to 20% affordable rental housing units depending on the amount of additional density sought and the level of affordability provided.

Renovictions Regulations (Business Regulations and Licensing Rental Units Bylaw, 2004 and 2019)

In 2004, a bylaw tied to business licencing for rental buildings was adopted by the City of New Westminster. This bylaw is a standards of maintenance bylaw in that it regulates the conditions and minimum standards of maintenance for rental housing. It also includes information on the business licencing process for rental building owners, as well as offense and penalty information.

A 2019 amendment to this bylaw incorporated provisions to address renovictions. Renovictions occur when landlords evict tenants to perform renovations so they can increase rents beyond what is permitted by the *Residential Tenancy Act*. This was becoming more commonplace in New Westminster and elsewhere in the province, although renovictions have decreased sharply since the policy was implemented in New Westminster. The City introduced regulations to help protect tenants and to preserve the affordable rental housing stock. These regulations are intended to discourage landlords from evicting tenants for building renovations without arranging for each tenant to continue their tenancy at the same rent during and after the renovations. The new regulations require that before issuing an eviction notice (or evicting a tenant under an eviction notice issued before the new regulations), the property owner must provide tenants with:

- alternative accommodation while renovation work is being carried out, and
- a written offer to return to the renovated unit or another rental unit at the same rent as currently paid, subject to any rent increase permitted under the BC *Residential Tenancy Act*.

The City can impose fines if the new rules are not followed.

Laneway and Carriage Housing Program (2017)

To facilitate ground-oriented rental homes, New Westminster created the Laneway and Carriage House program in 2017 after the building form was permitted through the updated Official Community Plan. The City now permits the development of laneway and carriage houses on many single detached dwelling properties with a Development Permit. Laneway and carriage houses are small, detached, ground-oriented dwellings located in backyards. Laneway houses are located on properties that have access to a lane. Carriage houses are located on properties without a lane. Laneway and carriage houses can be used for family or as rental units, but cannot be strata-titled, sold, or used for short-term rentals (e.g., for a bed and breakfast).

Rent Bank (2017)

To prevent evictions due to temporary financial setbacks, the City has provided funding to cover the administrative costs associated with operating a rent bank program. The New Westminster Rent Bank (NWRB) is a housing stabilization program geared towards low-income renters of New Westminster who are experiencing a temporary financial crisis. It is operated by the Lower Mainland Purpose Society. The NWRB can offer a low-fee, short-term loan to low-income individuals and families that live in the city of New Westminster and are at risk of eviction or essential utility disconnection due to a temporary shortage of funds.

Family Friendly Housing Policy (2016)

The City adopted this policy to ensure that private residential development meets the needs of families for larger suites with two or three bedrooms. The City's policy mandates that multi-family ownership projects include a minimum of 30% two- and three-bedroom units, and that at least 10% of the total project units be three-bedrooms or more. Multi-family rental projects must include a minimum of 25% two- and three-bedroom units, and that at least 5% of the total project units be three-bedrooms or more. The City was the first municipality in British Columbia to require a minimum percentage of three-bedroom units in new multi-family projects.

Small Sites Affordable Housing Program (2016)

The City owns very few sites and has leveraged the parcels it does own to develop two small sites affordable housing projects, with 11 affordable or non-market units. Through the Small Sites Affordable Housing Program, it is working towards two additional new projects, which, combined, could have over 60 affordable or non-market units. The program makes small City-owned sites available to affordable housing providers for the development of secure below and non-market housing. To date, the City has provided four sites through this program, two of which have been completed.

Tenant Relocation Policy (2015)

The City's Tenant Relocation Policy applies in situations which involve the demolition of six or more purpose-built market rental housing units in a multi-family building and where the City has negotiation rights such as in rezoning applications. It ensures that tenants impacted by redevelopment and demolition are adequately notified and compensated and provided with assistance in finding new housing. A key component is the requirement for preparation of a Tenant Assistance Plan. The Tenant Relocation Policy was implemented in 2016 and revised in 2018 to reflect changes in the minimum notice period in the *Residential Tenancy Act*.

Mayors' Task Force on Housing Affordability (2014)

The Mayors created the Task Force on Housing Affordability to respond to the growing affordability challenges facing the community. The primary goal of the Task Force is to enhance community and increase livability by working with key partners to develop housing projects in New Westminster and advancing the City's affordable housing strategy. The Task Force provides recommendations to Mayor and Council for actions that may be taken by the City and others to create non-profit housing for low- and moderate-income households, affordable rental housing, and affordable homeownership.

Secured Market Rental Housing Policy (2013)

No new market rental housing was built in New Westminster for many years. To address this gap, the City adopted the Secured Market Rental Housing Policy in 2013. The strategies and actions in the policy are aimed at retaining, renewing, and enhancing the supply of secured rental housing, an important part of the housing system. Incentives such as additional density and reduced parking requirements are provided to developers in exchange for creating new rental housing that is secured by Housing Agreement for a certain length of time. The Secured Market Rental Housing Policy was revised in 2017 to remove the building permit fee reduction incentive. To date, 1,357 new secure market rental units have been built in New Westminster.

Adaptable Housing Policy (2011)

On June 28, 2011, Council adopted an amendment to the Zoning Bylaw for the provision of Adaptable Housing. The policy applies to all new developments with single-storey dwelling units in multiple unit residential occupancy buildings. A minimum of 40% of all single-storey dwelling units in multiple unit residential occupancy buildings must be constructed as Adaptable Dwelling Units in accordance with the British Columbia Building Code.

Affordable Housing Reserve Fund (2010)

In 2010, the City of New Westminster established an Affordable Housing Amenity Provision Reserve Fund. This reserve fund receives monies through density bonusing, annual contributions from operations, and a portion of the revenues from digital signage. The reserve fund is used for capital expenditures related to the provision of affordable housing in New Westminster. An Affordable Housing Reserve Fund Bylaw (Bylaw No. 8138, 2019) was adopted by City Council in 2019 with specific funding allocation guidelines. It states that the reserve fund shall be used for purposes related to planning, acquisition, construction, creation, development, maintenance, preservation, and servicing of affordable housing in the city, including homelessness prevention and housing assistance programs.

Affordable Housing Strategy (2010)

In 2010, the City of New Westminster adopted an Affordable Housing Strategy, following upon an earlier 1998 strategy. The current Strategy enables the City to develop policies and tools to promote housing affordability to meet the full range of incomes and needs in the city. It focuses primarily on permanent housing, placing a greater emphasis on the City of New Westminster's role as a facilitator in the development of affordable housing through the private market. This strategy was introduced at a time when there was very little senior government funding of new affordable housing. The City has plans to update this Strategy.

Homelessness Action Strategy and Implementation Plan (2006)

Starting in 2005, the City undertook actions to address homelessness, including developing a Needs Assessment and Strategy, establishing a coalition, and partnering with BC Housing on the development of 28 emergency shelter beds and 84 transitional and supportive housing units. These actions and others made a significant difference. Between 2008 and 2014, the unsheltered homeless population decreased by 53%.

Short-Term Rental Policy

Short-term rental units are covered under the bed and breakfast regulations in the city's Zoning Bylaw. The Zoning Bylaw permits short-term rental (STR) for two specifically identified uses: a Hotel, or a residential Bed and Breakfast Home Based Business. Hotels are permitted in a limited number of zoning districts. Home Based Businesses are permitted in almost every residential zoning district in the city.

The Zoning Bylaw defines Bed and Breakfast as "a home-based business to provide temporary sleeping accommodations on not less than a daily basis, including the provision of a daily breakfast," and further defines Home Based Business as "an accessory use to an authorized residential use in which one or more residents carry on a business, and for greater certainty, includes a bed and breakfast, but does not include childcare." This means that the operator must permanently reside in the same dwelling unit as the business use. The Zoning Bylaw also limits the number of bed and breakfast guests and requires the business to be in the principal dwelling unit, not a detached dwelling or secondary suite. Operators of STRs in a residential unit must comply with these regulations and are required to have a Business Licence. Since 2016, Housing Agreements used to secure purpose-built rental residential units include a prohibition on rentals less than 30 days. In 2019, Council directed staff to develop a short-term rental regulation framework and monitoring program, which are under development.

Secondary Suites (1998)

Secondary suites provide affordable, ground-oriented rental housing and contribute to the amount and diversity of housing available in the city, while preserving the character of residential neighbourhoods. Secondary suites must meet the regulations of the Zoning Bylaw, Secondary Suite Design Standards, and Building Code, but are permitted in most single detached houses in New Westminster. Secondary suites cannot be strata-titled, sold, or used for short term rentals, but can be used for family or as long-term rental units.

Moratorium on Strata Conversions (1970s)

Due to the limited development of rental housing in recent years, purpose-built rental structures are comprised primarily of older rental housing. The city has experienced a loss of no more than 3% from redevelopment, thanks to a moratorium on strata conversion of older purpose-built rental buildings. The Strata Conversion Moratorium was established in the 1970s.

APPENDIX B: COMMUNITY PROFILE

The community profile describes key demographic, household, and economic indicators for New Westminster, including population growth, age, household characteristics, and labour force statistics.

B1 Demographics

Population

According to the 2016 Census of Population, there were 70,996 people living in New Westminster. New Westminster represents 2.9% of the Metro Vancouver population, which was 2.5 million in 2016. Between 2006 and 2016 (the three most recent census periods), New Westminster grew by 21.3%, adding 12,447 people, and representing 3.6% of the region’s total population growth. Table B-1 shows the population growth in New Westminster, Metro Vancouver, and British Columbia from 2006 to 2016. New Westminster’s growth rate exceeded that of both Metro Vancouver and BC.

Table B-1 . Population Growth, New Westminster, Metro Vancouver, and BC (2006, 2011, 2016)

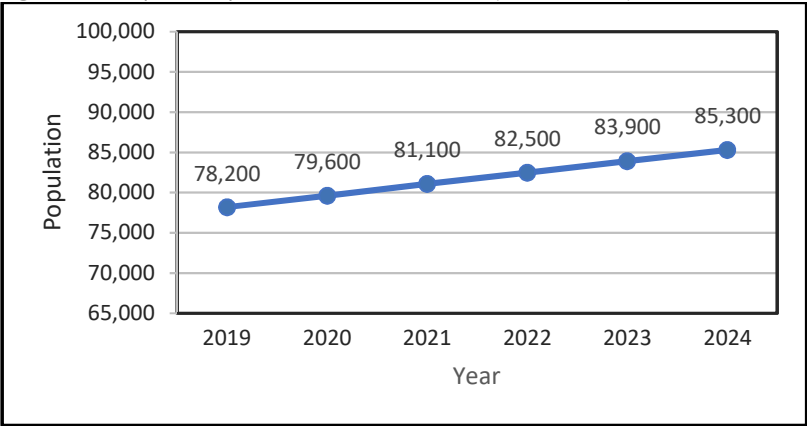
Community / Area	Population Growth	2006	2011	2016
New Westminster	21.3%	58,549	65,976	70,996
Metro Vancouver	16.4%	2,116,581	2,313,328	2,463,431
British Columbia	13.0%	4,113,487	4,400,057	4,648,055

Source: Statistics Canada, Census of Population, 2006, 2011, 2016.

ANTICIPATED POPULATION

Metro Vancouver prepares population and growth projections for the region and its member jurisdictions. According to the most recent estimates, New Westminster’s population is anticipated to increase by 7,100 people, from 78,200 residents in 2019 to 85,300 residents in 2024. Figure B-1 shows the anticipated population growth in New Westminster from 2019 to 2024.

Figure 1. Anticipated Population, New Westminster (2019 to 2024)



Source: Metro Vancouver

The growth shown in Table B-2 for New Westminster represents an anticipated population growth of 9.1% over a five-year period. In comparison, the Metro Vancouver region is expected to experience 7.1% population growth over the same five-year period, 2019-2024.

Table B-2. Anticipated Population Growth, New Westminster and Metro Vancouver (2019 to 2024)

Community/Area	Anticipated Population Growth	2019 population	2024 population
New Westminster	9.1%	78,200	85,300
Metro Vancouver	7.1%	2,663,800	2,852,700

Source: Metro Vancouver

Age Profile

Table B-3 shows the median age of New Westminster's population, as reported in the three most recent census periods. New Westminster's median age (41.5) was comparable to that of the region (40.9).

Table B-3 Median Age, New Westminster and Metro Vancouver (2006, 2011, 2016)

Age	2006	2011	2016
New Westminster	40.6	41.2	41.5
Metro Vancouver	39.1	40.2	40.9

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Every segment of the population in New Westminster increased between 2006 and 2016. The fastest growing segment of the population was people aged 65 to 84 years (38.6%), followed by people aged 45 to 64 years (29.6%), and 20 to 24 years (27.9%). Table B-4 shows the population by age group in New Westminster during the last three Census periods (2006, 2011 and 2016).

Table B-1. Population by Age Group, New Westminster (2006, 2011, 2016)

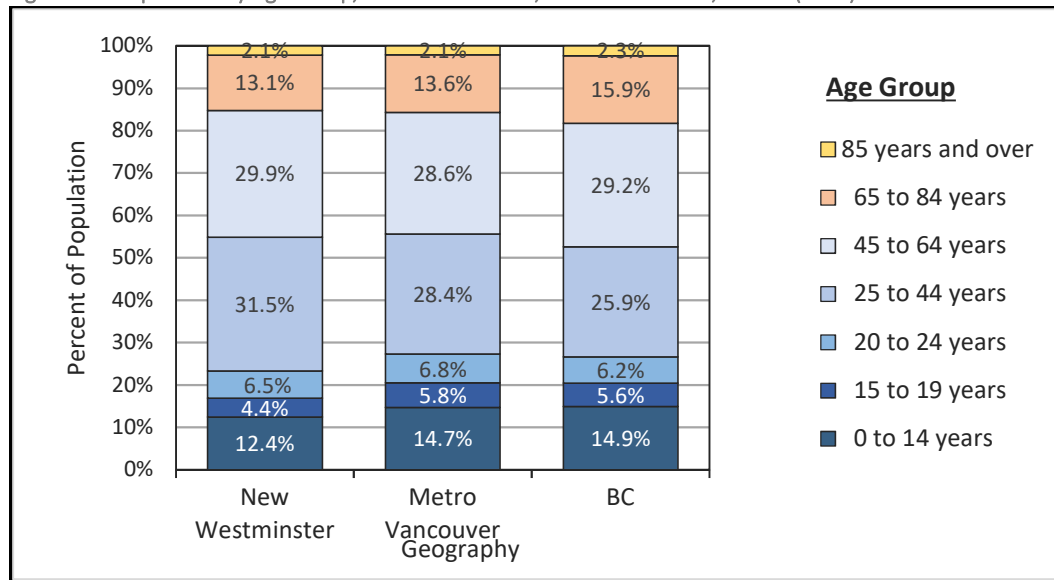
Age Group	2006		2011		2016		Percent change 2006-2016
0 to 14 years	8,390	14.3%	8,620	13.1%	8,830	12.4%	5.2%
15 to 19 years	2,840	4.9%	3,180	4.8%	3,135	4.4%	10.4%
20 to 24 years	3,590	6.1%	4,295	6.5%	4,590	6.5%	27.9%
25 to 44 years	19,385	33.1%	21,020	31.9%	22,385	31.5%	15.5%
45 to 64 years	16,395	28.0%	20,035	30.4%	21,240	29.9%	29.6%
65 to 84 years	6,705	11.5%	7,410	11.2%	9,290	13.1%	38.6%
85 years & over	1,250	2.1%	1,425	2.2%	1,525	2.1%	22.0%
Total	58,550	100%	65,975	100%	70,995	100%	21.3%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The age distribution of the population in New Westminster is like that of Metro Vancouver and the Province of BC. The proportion of children and youth aged 19 years or under is smaller in New Westminster (16.8%) than in Metro Vancouver (20.5%) and in BC (20.4%). The proportion of seniors age 65 years and older in New Westminster (15.2%) was slightly lower than Metro Vancouver (15.7%) and smaller than in BC (18.3%). A slightly larger share of New Westminster's population is aged 25 to 44 years (31.5%) compared to Metro

Vancouver (28.4%) or BC (25.9%). Figure B-2 compares the total population of New Westminister, Metro Vancouver, and BC by age group.

Figure B-2. Population by Age Group, New Westminister, Metro Vancouver, and BC (2016)



Source: Statistics Canada, Census of Population, 2016

ANTICIPATED AGE PROFILE

According to Metro Vancouver growth projections, the most significant growth in New Westminister is expected to occur among the senior population with the number of those aged 65 to 84 years expected to rise by 2,800 persons or 26.9% and the population aged 85 years and over expected to rise by 11.8% (200 people). The number of children under 15 years of age is also expected to rise significantly, by 16.7%. Meanwhile, the largest loss (-14.6%) of population will be seen amongst those aged 20 to 24 years. Table B-5 shows the anticipated population growth by age group in New Westminister from 2019 to 2024.

Table B-5. Anticipated Population Growth by Age Group, New Westminister (2019 to 2024)

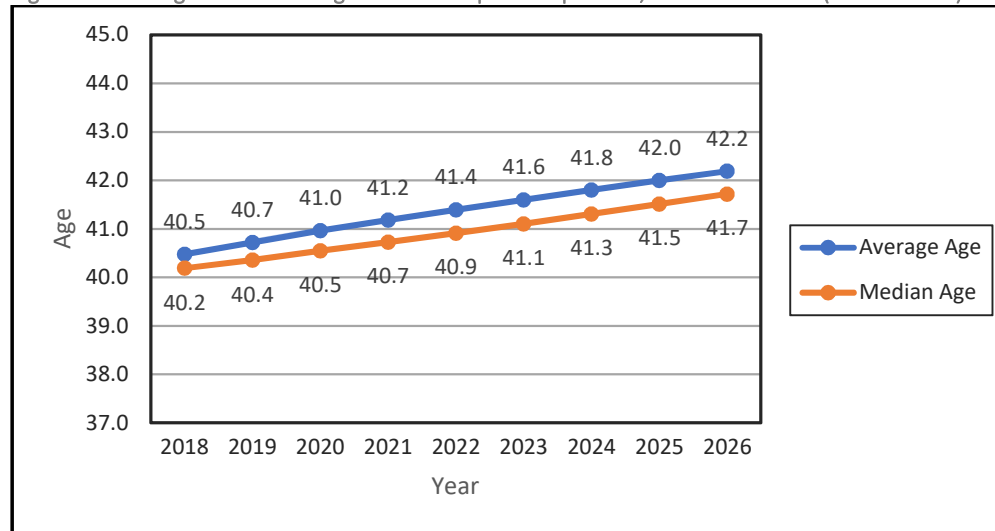
Age Groups	2019		2024		Population Change 2019 - 2024	
0 to 14 years	9,600	12.3%	11,200	13.1%	1,600	16.7%
15 to 19 years	3,000	3.8%	2,900	3.4%	-100	-3.3%
20 to 24 years	4,800	6.1%	4,100	4.8%	-700	-14.6%
25 to 44 years	26,500	33.9%	28,900	33.9%	2,400	9.1%
45 to 64 years	22,100	28.3%	23,100	27.1%	1,000	4.5%
65 to 84 years	10,400	13.3%	13,200	15.5%	2,800	26.9%
85 years and over	1,700	2.2%	1,900	2.2%	200	11.8%
Total	78,200	100%	85,300	100%	7,100	4.3%

Source: Metro Vancouver

BC Stats also prepares population estimates and projections at a regional district level. According to BC Stats' most recent projections which are shown in Figure B-3, the median age of the anticipated population

in Metro Vancouver will increase from 40.4 years in 2019 to 41.3 years by 2024, suggesting that the trend over the five-year period will be an aging of the region's population. This is concurrent with the findings of Metro Vancouver's projections, and trends experienced across the province and country.

Figure B-3. Average and Median Age of the Anticipated Population, Metro Vancouver (2019 to 2024)



Source: BC Stats

Population Diversity

New Westminster has a diverse population, with residents from a wide variety of backgrounds, which includes Indigenous residents, visible minorities, and immigrants. In 2016, there were 2,290 residents who identified as Aboriginal in New Westminster, composing 3.3% of New Westminster residents. In 2016, New Westminster had a higher proportion of Aboriginal Identity residents than Metro Vancouver (2.5%) but lower than BC (5.9%). Most of New Westminster's Aboriginal residents were First Nations (1,320), followed by Métis (895).

In 2016, just over one in three New Westminster residents (34.9%) were immigrants, up from 31.8% in 2006. New Westminster had a lower proportion of residents who were immigrants than Metro Vancouver (40.8%) but higher than BC (28.3%). In 2016, there were 3,500 recent immigrants (immigrated between 2011 and 2016) (5.0% of population) residing in New Westminster.

In 2016, almost two in five New Westminster residents (38.9%) were visible minorities, much higher than in 2006 (29.6%). In 2016, New Westminster had a lower percentage of visible minorities than Metro Vancouver (48.9%) but higher than BC (30.3%). There were 27,205 visible minorities in New Westminster, with the largest groups being Chinese (7,020), South Asian (5,790) and Filipino (5,760).

Low-income Population

Table B-6 displays the low-income rates (after tax) for population in private households and for people in various groups. The low-income measure is a Statistics Canada measure commonly used for quantifying the number of low-income persons. It is adjusted for household size.

Overall, 15.6% of persons in New Westminster households were considered low income in 2015. In comparison, recent immigrants had the highest incidence of low-income status (31.1%) while visible minorities represented the largest absolute number of low-income persons in 2015 (5,300 persons). In addition, there were 460 Aboriginal low-income residents (20.0% of all Aboriginal residents were low income), 5,300 visible minority low-income residents (19.5% of all visible minority residents were low income) and 1,090 recent immigrants were low-income residents (31.1% of all recent immigrant residents were low income).

Table B-2. Low-income Measure After tax for Population in Private Households, New Westminster, 2016 Census

Special Group	Population for Income Status	Low-income persons	% Low-income
Aboriginal identity	2,295	460	20.0%
Visible minority population	27,205	5,300	19.5%
Recent immigrants 2011 to 2016	3,500	1,090	31.1%
Population in private households	69,905	10,885	15.6%

Source: Statistics Canada. Catalogue no. 98-401-X2016055.

B2 Households

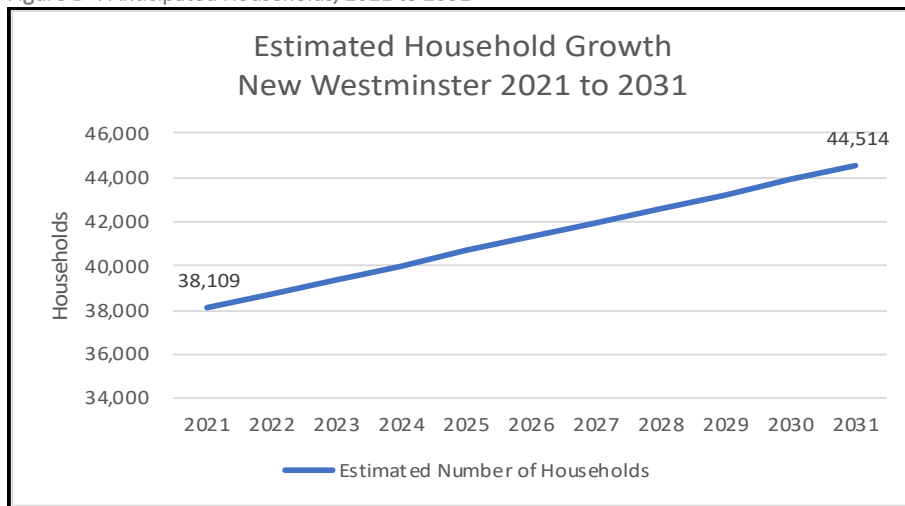
Number of Households

In 2016, the total number of households in New Westminster was 32,710. This is an increase in the total households from the previous two census periods. In 2011, there were 30,585 households in New Westminster, and in 2006 there were 27,045. This represented a 20.9% growth in the number of households between 2006 and 2016. Household growth is directly related to housing need and demand.

ANTICIPATED HOUSEHOLDS

The City of New Westminster estimate of future household growth shows the number of households is expected to grow from 38,109 to over 44,500 households between 2021 to 2031, representing 6,036 additional households. Figure B-4 displays estimated household growth for New Westminster from 2021 to 2031.

Figure B-4 Anticipated Households, 2021 to 2031



Source: City of New Westminster

Household Size

The majority (71.7%) of New Westminster households in 2016 were one-person households and two-person households, as shown in Table B-7. Households containing five or more persons accounted for 5.3% of all New Westminster households. According to the 2016 Census, the average number of persons in a New Westminster household was 2.1, which was lower than the average household size in Metro Vancouver (2.5) and BC (2.4).

Table B-3. Number and Percentage of Households by Household Size, New Westminster (2006, 2011, 2016)

Household Size	2006		2011		2016	
1 person	10,705	39.6%	12,115	39.6%	12,530	38.3%
2 persons	8,595	31.8%	9,860	32.2%	10,915	33.4%
3 persons	3,555	13.1%	4,040	13.2%	4,390	13.4%
4 persons	2,700	10.0%	2,850	9.3%	3,140	9.6%
5 or more persons	1,505	5.6%	1,720	5.6%	1,735	5.3%
Total	27,045	100%	30,585	100%	32,710	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

ANTICIPATED HOUSEHOLD SIZE

By 2024, the average number of persons in a New Westminster household is expected to be 2.3 according to Metro Vancouver.

Household Tenure

Just over one half (56.1%) of New Westminster households were owners in 2016. This proportion was comparable to the previous two census years (56.3% in 2011 and 53.8% in 2006). New Westminster's ownership rate was significantly lower than that of Metro Vancouver (63.7%) or the province (68.0%). Table B-8 shows the tenure breakdown for New Westminster households for the past three Census periods.

Table B-4. Number and Percentage of Households by Household Tenure, New Westminster (2006, 2011, 2016)

Tenure	2006		2011		2016	
Owner households	14,555	53.8%	17,210	56.3%	18,335	56.1%
Renter households	12,490	46.2%	13,375	43.7%	14,370	43.9%
Total	27,045	100%	30,585	100%	32,710	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

According to the Statistics Canada Census, 'subsidized housing' refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, and households receiving rent supplements and housing allowances.¹

Of the 14,370 renter households in New Westminster in 2016, 1,675 (11.7%) self-reported that they were living in subsidized housing or receiving a subsidy. Table B-9 shows information on the subsidy status for renter households in New Westminster during the past two Census periods.

Table B-5. Number and Percentage of Renter Households in Subsidized Housing, New Westminster (2011, 2016)

Subsidized Renter Households	2011		2016	
Renter households with subsidy	1,975	14.8%	1,675	11.7%
Renter households without subsidy	11,405	85.2%	12,695	88.3%
Total	13,380	100%	14,370	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Note: 2006 Census did not collect information on the presence of rental subsidies.

Household Type

Most New Westminster households are one person households, followed by family households with children.

¹ As with most of the Census data (other than population, age, and sex data, where some data is available for collective dwellings), this data is only for private households, so it does not include people or households living in collective dwellings (such as shelters or treatment facilities) and is, as such, an undercount of households in subsidized housing.

Table B-6. Households by Household Type, 2016

Household type	Number households	Share of households
Total households	32,705	100%
Family households without children	8,115	25%
Family households with children	9,640	29%
Multiple-family households	625	2%
One-person households	12,530	38%
Two-or-more person non -family households	1,795	5%

Source: Statistics Canada, Census Profile, 2016

Household Income

In 2016, the median before-tax income for all New Westminster households was \$64,847, and the average income was \$79,968. These incomes were lower than incomes of households throughout the Metro Vancouver region in 2016 (\$72,585 median income; \$96,423 average income) and BC (\$69,979 median income; \$90,354 average income) shown in Figure B-5. Table B-11 shows the median household incomes for New Westminster, Metro Vancouver, and BC during the past three census periods. New Westminster's median before-tax household income for all households was 11% below that of Metro Vancouver in 2016. Smaller household size might be one factor affecting lower household income in New Westminster.

Figure 2 Median Before Tax Household Income Comparison, New Westminster and Metro Vancouver, 2016

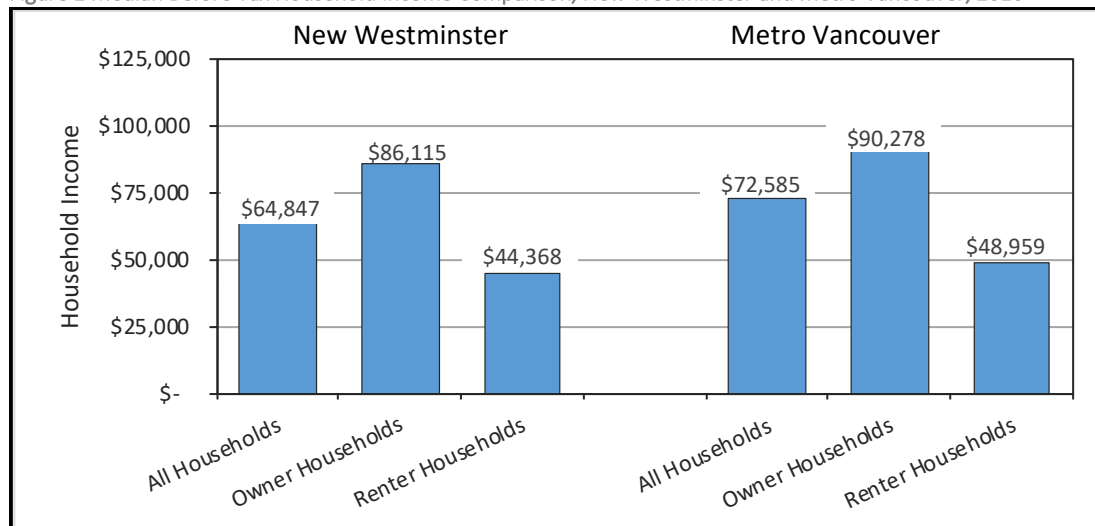


Table B-7. Median Before-Tax Household Incomes, New Westminster, Metro Vancouver, and BC (2006, 2011, 2016)

Median Household Income	2006	2011	2016
New Westminster	\$57,694	\$59,454	\$64,847
Metro Vancouver	\$65,342	\$68,830	\$72,585
British Columbia	\$62,372	\$65,555	\$69,979

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

In New Westminster, 46.2% of all households were earning less than \$60,000 per year during the latest census period, as shown in Table B-12. The proportion of households earning less than \$35,000 per year was 24.6% in 2016. These households often require non-market housing.

Table B-8. Number and Percentage of Households by Before-Tax Household Income Bracket (Constant 2015\$), New Westminster (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$5,000	865	3.2%	1,345	4.4%	760	2.3%
\$5,000 to \$9,999	445	1.6%	655	2.1%	465	1.4%
\$10,000 to \$14,999	1,160	4.3%	1,130	3.7%	1,190	3.6%
\$15,000 to \$19,999	1,360	5.0%	1,485	4.9%	1,585	4.8%
\$20,000 to \$24,999	1,435	5.3%	1,535	5.0%	1,430	4.4%
\$25,000 to \$29,999	1,180	4.4%	1,200	3.9%	1,235	3.8%
\$30,000 to \$34,999	1,240	4.6%	1,165	3.8%	1,380	4.2%
\$35,000 to \$39,999	1,410	5.2%	1,455	4.8%	1,420	4.3%
\$40,000 to \$44,999	1,335	4.9%	1,470	4.8%	1,600	4.9%
\$45,000 to \$49,999	1,205	4.5%	1,420	4.6%	1,365	4.2%
\$50,000 to \$59,999	2,440	9.0%	2,620	8.6%	2,685	8.2%
\$60,000 to \$69,999	2,160	8.0%	2,320	7.6%	2,475	7.6%
\$70,000 to \$79,999	1,895	7.0%	2,215	7.2%	2,125	6.5%
\$80,000 to \$89,999	1,540	5.7%	1,575	5.1%	1,975	6.0%
\$90,000 to \$99,999	1,330	4.9%	1,425	4.7%	1,805	5.5%
\$100,000 to \$124,999	2,355	8.7%	2,800	9.2%	3,345	10.2%
\$125,000 to \$149,999	1,540	5.7%	1,710	5.6%	2,110	6.5%
\$150,000 to \$199,999	1,355	5.0%	1,940	6.3%	2,155	6.6%
\$200,000 and over	810	3.0%	1,125	3.7%	1,595	4.9%
Total households	27,050	100%	30,585	100%	32,710	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Compared to the median income for all New Westminster households (\$64,847), renter households had a significantly lower median before-tax income, making \$20,000 less per year (\$44,368). Among renters, the proportion of households earning less than \$60,000 was 65.1%. The proportion of renter households earning less than \$35,000 per year was 38.7% in 2016 and 12.8% or 1,840 renter households were earning under \$15,000 per year in 2016. Roughly one third of all very low-income renters (under \$35,000) earned less than \$15,000 per year, which is more than the income of a single person on income assistance (\$11,220). Table B-13 shows the number and percentage of renter households by household income bracket for the past three census periods.

Table B-9. Number and Percentage of Renter Households by Before-Tax Household Income Bracket (Constant 2015\$), New Westminster (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$ 5,000	640	5.1%	980	7.3%	605	4.2%
\$5,000 to \$9,999	345	2.8%	485	3.6%	350	2.4%
\$10,000 to \$14,999	960	7.7%	905	6.8%	885	6.2%
\$15,000 to \$19,999	980	7.8%	990	7.4%	1,165	8.1%
\$20,000 to \$24,999	1,005	8.0%	1,010	7.6%	990	6.9%
\$25,000 to \$29,999	705	5.6%	755	5.6%	800	5.6%
\$30,000 to \$34,999	750	6.0%	695	5.2%	760	5.3%
\$35,000 to \$39,999	870	7.0%	915	6.8%	805	5.6%
\$40,000 to \$44,999	730	5.8%	840	6.3%	925	6.4%
\$45,000 to \$49,999	645	5.2%	760	5.7%	700	4.9%
\$50,000 to \$59,999	1,275	10.2%	1,185	8.9%	1,365	9.5%
\$60,000 to \$69,999	945	7.6%	1,005	7.5%	1,080	7.5%
\$70,000 to \$79,999	775	6.2%	735	5.5%	905	6.3%
\$80,000 to \$89,999	580	4.6%	540	4.0%	685	4.8%
\$90,000 to \$99,999	480	3.8%	375	2.8%	590	4.1%
\$100,000 to \$124,999	395	3.2%	545	4.1%	950	6.6%
\$125,000 to \$149,999	230	1.8%	295	2.2%	385	2.7%
\$150,000 to \$199,999	130	1.0%	210	1.6%	295	2.1%
\$200,000 and over	60	0.5%	140	1.0%	120	0.8%
Total renter households	12,495	100%	13,375	100%	14,370	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Conversely, owners had a higher median income when compared to the rest of New Westminster households. With a median household income of \$86,115, owner households made \$21,000 more than the median income for all New Westminster households, and nearly \$42,000 more than the median income for renter households. In fact, the median income of owner households in New Westminster was 1.9 times higher than the median income of renter households. Table B-14 shows the number and percentage of owner households by household income bracket for the past three census periods.

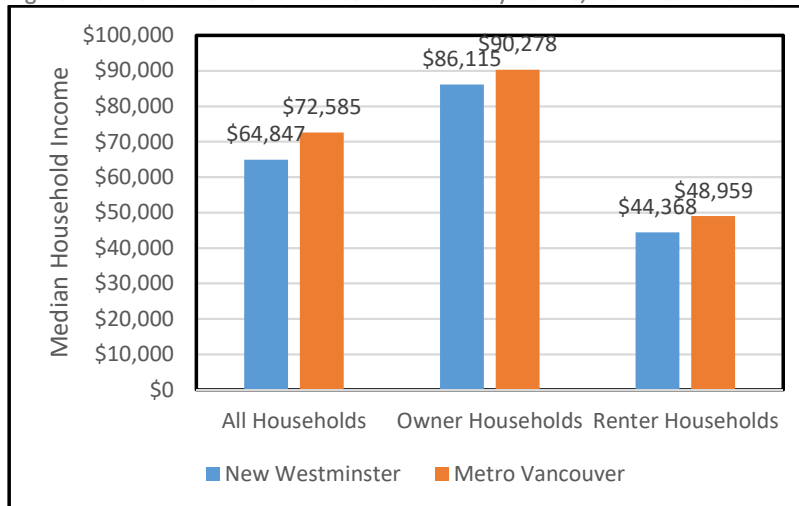
Table B-10. Number and Percentage of Owner Households by Household Income Bracket (Constant 2015\$), New Westminster (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$ 5,000	225	1.5%	365	2.1%	160	0.9%
\$5,000 to \$9,999	100	0.7%	170	1.0%	115	0.6%
\$10,000 to \$14,999	200	1.4%	225	1.3%	305	1.7%
\$15,000 to \$19,999	380	2.6%	495	2.9%	420	2.3%
\$20,000 to \$24,999	430	3.0%	525	3.1%	440	2.4%
\$25,000 to \$29,999	470	3.2%	440	2.6%	430	2.3%
\$30,000 to \$34,999	485	3.3%	470	2.7%	615	3.4%
\$35,000 to \$39,999	540	3.7%	540	3.1%	620	3.4%
\$40,000 to \$44,999	605	4.2%	630	3.7%	680	3.7%
\$45,000 to \$49,999	560	3.8%	665	3.9%	665	3.6%
\$50,000 to \$59,999	1,165	8.0%	1,435	8.3%	1,320	7.2%
\$60,000 to \$69,999	1,215	8.3%	1,320	7.7%	1,395	7.6%
\$70,000 to \$79,999	1,120	7.7%	1,475	8.6%	1,220	6.7%
\$80,000 to \$89,999	960	6.6%	1,030	6.0%	1,290	7.0%
\$90,000 to \$99,999	850	5.8%	1,050	6.1%	1,210	6.6%
\$100,000 to \$124,999	1,965	13.5%	2,255	13.1%	2,395	13.1%
\$125,000 to \$149,999	1,310	9.0%	1,410	8.2%	1,720	9.4%
\$150,000 to \$199,999	1,225	8.4%	1,730	10.1%	1,865	10.2%
\$200,000 and over	745	5.1%	985	5.7%	1,465	8.0%
Total owner households	14,555	100%	17,205	100%	18,340	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Finally, Figure B-6 compares the median household incomes in New Westminster and Metro Vancouver by household tenure, highlighting the significantly higher incomes of owner households compared with renter households.

Figure B-6. Median Before-Tax Household Income by Tenure, New Westminster and Metro Vancouver (2016)



Source: Statistics Canada, Census of Population, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

B3 Economy & Employment

Labour Force

The local economy has a significant impact on housing need and demand. In 2016, New Westminster's participation rate (70.4%) was higher than that of Metro Vancouver (65.7%) and the province (63.9%). During 2016, however, New Westminster's unemployment rate (6.0%) was comparable to that of Metro Vancouver (5.8%) and slightly lower than the provincial rate (6.7%), as shown in Table B-15

Table B11. Labour Force Statistics, New Westminster, Metro Vancouver, and BC (2016)

2016 Census	New Westminster	Metro Vancouver	British Columbia
Population age 15 years and over	61,100	2,064,615	3,870,375
In the Labour Force	42,995	1,355,520	2,471,665
Employed	40,405	1,276,900	2,305,690
Unemployed	2,585	78,620	165,975
Not in the Labour Force	18,110	709,095	1,398,710
Participation Rate	70.4%	65.7%	63.9%
Unemployment Rate	6.0%	5.8%	6.7%

Source: Statistics Canada, Census of Population, 2016

The number of workers in the labour force increased by 25.5% between 2006 and 2016, which was consistent with the 21.3% population growth experienced by New Westminster over the same period. The participation rate increased slightly during this period (from 69.3% in 2006 to 70.4% in 2016), while the unemployment rate also increased slightly (from 5.6% in 2006 to 6.0% in 2016). The labour force dynamics between 2006 and 2016 are shown in Table B-16.

Table B-12: Labour Force Statistics, New Westminster, 2006, 2011 and 2016

	2006	2011	2016
Population age 15 years and over	49,450	56,495	61,100
In the Labour Force	34,255	39,360	42,995
Employed	32,325	36,235	40,405
Unemployed	1,925	3,125	2,585
Not in the Labour Force	15,195	17,135	18,110
Participation Rate	69.3%	69.7%	70.4%
Unemployment Rate	5.6%	7.9%	6.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The largest proportion of workers residing in New Westminster worked (regardless of whether their place of work was in New Westminster or not) in the health care and social assistance services (11.2% of the workforce), retail trade (10.2% of the workforce), and the professional, scientific, and technical services sectors (9.5% of the workforce). Large proportions of workers residing in New Westminster also worked in educational services (7.5%), accommodation and food services (7.2%), and construction (7.1%). Table B-17

displays the number and percentage of workers by industry for the past three Census periods for workers who lived in New Westminster.

Table B-13. Number and Percentage of Workers by NAICS Sector, for workers who lived in New Westminster (2006, 2011, 2016)

Labour force population (age 15+) by Industry	2006		2011		2016	
	#	%	#	%	#	%
Total - Labour force Population	34,255		39,360		42,995	
Industry - not applicable	510	1.5%	865	2.2%	790	1.8%
All industry categories	33,745	98.5%	38,495	97.8%	42,205	98.2%
11 Agriculture; forestry; fishing and hunting	110	0.3%	245	0.6%	195	0.5%
21 Mining; quarrying; and oil and gas extraction	100	0.3%	85	0.2%	125	0.3%
22 Utilities	255	0.7%	250	0.6%	335	0.8%
23 Construction	2,400	7.0%	2,800	7.1%	3,060	7.1%
31-33 Manufacturing	3,170	9.3%	2,380	6.0%	2,600	6.0%
41 Wholesale trade	1,790	5.2%	2,020	5.1%	1,850	4.3%
44-45 Retail trade	3,615	10.6%	3,575	9.1%	4,400	10.2%
48-49 Transportation and warehousing	2,025	5.9%	2,545	6.5%	2,335	5.4%
51 Information and cultural industries	1,330	3.9%	1,770	4.5%	1,905	4.4%
52 Finance and insurance	1,370	4.0%	1,640	4.2%	1,865	4.3%
53 Real estate and rental and leasing	785	2.3%	920	2.3%	970	2.3%
54 Professional; scientific and technical services	2,555	7.5%	3,480	8.8%	4,075	9.5%
55 Management of companies and enterprises	40	0.1%	0	0.0%	105	0.2%
56 Administrative and support; waste management and remediation services	1,770	5.2%	2,025	5.1%	2,210	5.1%
61 Educational services	2,320	6.8%	2,845	7.2%	3,210	7.5%
62 Health care and social assistance	3,640	10.6%	4,405	11.2%	4,825	11.2%
71 Arts; entertainment and recreation	655	1.9%	820	2.1%	900	2.1%
72 Accommodation and food services	2,330	6.8%	2,465	6.3%	3,080	7.2%
81 Other services (except public administration)	1,810	5.3%	1,950	5.0%	1,975	4.6%
91 Public administration	1,665	4.9%	2,260	5.7%	2,175	5.1%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Commuting Destination

In Metro Vancouver, commuting destination is also an important factor when considering a household's housing and transportation cost burden. 81.3% of New Westminster's residents commuted to a different

part of the region for work, compared to just 17.7% who both lived and worked within New Westminster. Table B-18 shows the breakdown of commuting destinations for workers with a usual place of work (workers who have a specific work address outside their home).

Table B-14. Number and Percentage of Workers with a Usual Place of Work by Commuting Destination, New Westminster (2016)

Commuting Destination	2016	
Within New Westminster	5,835	17.7%
Within Region of Metro Vancouver but outside of New Westminster	26,810	81.3%
Within BC but outside of Metro Vancouver	255	0.8%
To a different province or territory	90	0.3%
Total - Worker Population with a Usual Place of Work	32,985	100%

Source: Statistics Canada, Census of Population, 2016

Mobility

Mobility status provides information about the movement of residents. Non-movers are persons who lived in the same residence as on the same date five years earlier. Non-migrants are persons who did not live in the same residence five years earlier, but who still lived in New Westminster (moved within the Census Subdivision). Migrants include both internal migrants (who lived in a different municipality or province within Canada five years ago), and external migrants (those who did not live in Canada five years ago).

Table B-15. Mobility Status as Compared to 5 Years Ago, New Westminster (2006, 2011, 2016)

Mobility Status	2006		2011		2016	
Non-movers	26,040	47.4%	30,255	48.9%	34,890	52.3%
Non-migrants	10,755	19.6%	11,350	18.4%	11,445	17.1%
Migrants	18,130	33.0%	20,220	32.7%	20,435	30.6%
Total	54,925	100%	61,830	100%	66,765	100%

Source: Statistics Canada, 2006 Census of Population, 2011 National Household Survey, 2016 Census of Population

As shown in Table B-19, 52.3% of New Westminster residents were non-movers according to the 2016 Census, meaning they had lived in the same residence five years ago. Movement from other parts of Canada and other countries is an important source of new residents to many parts of the Metro Vancouver region, and has an impact on housing supply. According to the 2016 Census, 30.6% of New Westminster residents had moved from outside of New Westminster in the past five years, while 17.1% had moved from one residence within New Westminster to another.

APPENDIX C: ENGAGEMENT REPORT

1. INTRODUCTION

Engagement with key informants, stakeholders, and the public provides important qualitative insight not captured by statistical information. Each engagement participant brings important perspectives about their own and others' housing situation. In addition, data and statistics do not measure or are not available for all issues and concerns.

Community engagement for this housing needs report was conducted in two phases. Phase 1 took place alongside data collection from June to August 2020 and consisted of key informant interviews with representatives of the housing and social service sectors and members of relevant City and other committees. Phase 2 took place from April 19, 2021 to June 8, 2021, once the draft report was prepared and sought broad public engagement on the draft, as well as perspectives on housing needs and ideas by means of three workshops, an online survey, and interaction through the City's Be Heard platform.

This engagement report describes the engagement, objectives, activities, representativeness and what we heard key themes. The key themes identified through engagement are considered together with statistical information in this report.

The specific objectives of community engagement include:

- Informing the community and stakeholders about the draft housing needs report.
- Engaging as many community members and stakeholders as resources allow.
- Having participation from people of all ages, interests, communities, and lifestyles.
- Engaging with residents that do not traditionally participate in in-person engagement, including persons with lived and living experience of housing vulnerabilities.
- Obtaining public and stakeholder sentiment about housing needs and issues.
- Identifying community perspectives on City and other actions for addressing housing need and demand.

This report shares the following information:

- Engagement activities
- Participant demographics
- What we heard key themes
- Next steps

2. ENGAGEMENT ACTIVITIES

Engagement activities consisted of key informant interviews, three remote workshops, an online survey, and interaction through the Be Heard platform, as described below. In addition, notes from a Community Action Network meeting about the draft housing needs report were received and incorporated.

Key Informant Interviews

Key informant interviews provide insight into local housing needs from those with first-hand knowledge of New Westminster, its population and the housing and social service needs of their clientele. Thirteen interviews were completed with representatives of seven housing and social services organizations, and three City advisory committees. Interview questions focused on identifying gaps in housing and housing related services, as well as opportunities for improvement. Appendix X lists the organizations and committees with members who participated in the interviews.

Workshop with Community Action Network (CAN)

CAN graduates participated in a remote workshop on May 26, 2021. The goal was to include the voices of people with diverse lived and living perspectives of housing vulnerability. Community Action Network New Westminster is a partnership between the City of New Westminster and the BC Poverty Reduction Coalition. CAN NW is intended to increase the involvement of persons with lived and living experience in poverty and homelessness in civic planning, policy development and decision-making, thus making these processes more representative and responsive.

Discussion questions were provided to participants in advance. The workshop was two hours long and allowed time for a brief presentation on the draft HNR, a question and answer period, and a facilitated discussion of participants' perspectives on housing issues and ideas for addressing housing issues. Eight CAN members participated.

Public workshop

A 90-minute online workshop engaging with public and stakeholder audiences was held on May 4, 2021. It consisted of a brief overview presentation on the draft Housing Needs Report, followed by a question and answer period, then breakout groups to discuss housing issues and ideas for improvement, with a report back to the plenary. The workshop was facilitated by Jennifer Miller, Manager of Public Engagement, and participants were encouraged to use the chat feature, live questions and/or engage in a follow-up, linked survey. There were 16 participants.

Workshop with City's Advisory Committee on Affordable Housing and Childcare

An informal workshop took place on June 8, 2021 as part of the Committees' regular Committee meeting. It consisted of a brief overview presentation on the draft Housing Needs Report, followed by a question and answer period, then an opportunity for Committee members to provide comments on housing issues they are concerned about and ideas for improvement. There were 6 participants.

Be Heard platform

There were 269 participants who visited at least one of the Housing Needs Report pages on the Be Heard New West platform. Of these 269 participants, there were 169 who were more involved, including 109 visiting multiple project pages. Of these 169 more involved participants, 67 completed the survey. Participants posted ten ideas for solutions, and these have been incorporated in the key themes.

Survey

An online survey was posted on the Be Heard New West platform and referenced in the public workshop. The survey was open from April 19 to May 16, 2021 inclusive. The survey asked respondents about their experiences and views of housing issues, and their ideas about what the City and others could do to address them. There were 67 completed surveys.

Verbatim feedback from each engagement activity is provided in Attachment 2

3. PARTICIPANT DEMOGRAPHICS

Engagement participants are not necessarily representative of the New Westminster population, rather they represent the views and opinions of those who self-selected to participate. Efforts were made to include a range of voices, including those traditionally unlikely to participate, specifically persons with lived and living housing vulnerability experience, through the involvement of Community Action Network members.

The survey demographics summarized below (the only engagement initiative for which detailed demographics are available) suggest that the respondents were representative of the City's demographics in some respects, but not in others. In brief, survey respondents:

- Over-represented homeowners
- Over-represented single family home residents, and under-represented multi-family home residents
- Represented most neighbourhoods fairly relative to their proportion of the City's 2016 Census population, however, Downtown (overrepresented) and Queensborough (underrepresented) were the exceptions.
- 30-49 year olds were overrepresented while 18-29 year olds were underrepresented.
- 50-64 year olds and 65+ years old were fairly represented compared to the 2016 Census population.
- The IBPOC population was underrepresented.
- Immigrants were underrepresented.

The most common groups that responded to the survey were households with children (<18 years old), followed by immigrants, LGBTQ2S+, and households with seniors in the household. There were also 9 respondents with someone with a disability in their household, 6 IBPOC respondents, 3 Indigenous respondents, and 1 recent immigrant (moved to Canada within the past five years) respondent. We were unable to determine representativeness of these respondent groups with respect to the New Westminster population due to a lack of comparative data.

4. WHAT WE HEARD KEY THEMES

The following summarizes the key themes that we heard from all engagement activities. It also identifies areas participants felt the draft housing needs report could be improved.

- **Homelessness.** There are high levels of concern about people who are experiencing homelessness in New Westminster amid fears that the pandemic has worsened the situation. It is felt that people experiencing homelessness are becoming more entrenched, as services are harder to access. The draft report focuses on the situation in 2020 rather than the situation today. Hidden homelessness is not included in the draft report, therefore the homeless figure provided is an underestimate. There is a significant gap in the low barrier rental housing supply, and this is fueling increased homelessness. In addition to non-market housing, more housing with wrap-around supports such as case management, access to health etc. is needed for the most vulnerable, including the homeless. There is a lack of suitable shelter space for seniors and women.

- **Housing needs of persons on fixed incomes.** General concern that the housing needs and issues of persons on fixed incomes (such as pensions, Income Assistance and Persons with Disabilities) be reflected in the housing needs report. Their incomes are much lower than top range of the very low-income cohort (\$35,000), and their housing options are very limited. The housing needs report could better reflect this. The City must ensure that new affordable housing is affordable for these households' incomes - at rent geared to income levels.
- **Affordable housing types and sizes suitable for families.** Participants noted a lack of suitable housing choice for moderate-income households wishing to buy entry-level ownership units other than apartments. Current options such as single detached homes are unaffordable for middle income families. Single detached areas don't allow suitable more affordable family housing forms such as duplexes. Townhouses don't work in single detached areas because they require land assembly. Instead, small houses are being demolished and rebuilt larger. More housing choice that is suitable and affordable for families is needed in all neighbourhoods. Otherwise, families may leave New Westminster to find affordable housing elsewhere. Specific needs are for more affordable 3 and 4+ bedroom units. Co-housing was offered as a potential solution. The housing needs report should include targets for family-sized, market housing units.
- **Rental housing cost, availability, and security.** Low-income renters cannot find suitable rental housing they can afford. This is due to rising rents in the purpose-built stock, long wait lists for non-market housing and ineligibility of single adults under age 65 for rent supplements or subsidized housing. Moving within New Westminster is difficult as landlords are allowed to raise the rent upon vacancy. Vacancy control, which ties rent to the unit not the tenant, and means landlords can't hike the rent when a renter moves out, was suggested as a way of addressing this. Concern also that some of the least expensive rental housing is being demolished or renovated leading to fears of displacement, homelessness, and possible removal of children from the care of the family. This affects people in many vulnerable groups including seniors, Indigenous persons, single parent families, persons with disabilities, income assistance recipients, people with mobility issues, and large families.
- **Discrimination and stigmatization** The report needs to clearly address the issue of discrimination based on social condition such as poverty, immigration status, disability, race, and family size. Landlords have no incentive to rent to young people or members of marginalized communities. Concern that landlord credit checks are invasive and discriminatory. More race-based data is required to reflect the housing situation of IBPOC households. The housing needs report must reflect the needs of visible minorities along with Indigenous households.
- **Newcomers face significant housing challenges** including housing affordability, security of tenure, poor housing conditions (mice, cockroaches), and discrimination by landlords based on race and household size. Newcomers avoid speaking up about their concerns about poor housing conditions to landlords for fear of retribution. Other options are needed to convey their concerns about housing safely to authorities. A committee of landlords and tenants was suggested as a place where tenants can bring concerns anonymously for resolution. Monitoring or spot checks on implementation would be needed.

- **Single persons' housing needs are not being met.** One-bedroom units are relatively expensive compared to larger units. Some singles want more housing options that allow sharing; others want not to have to share with others to live affordably. Landlords discriminate against renters with roommates. The restrictions on pets in many rentals affects singles, who may view pets as key emotional supports.
- **Flawed development approval process** A divisive and problematic development approval process featuring public hearings for affordable/social housing pits vulnerable households against existing homeowners. Council is not hearing about land use at these hearings (the intended topic) but rather the occupants of the proposed housing. The non-market housing approval process takes too long as a result. Neighbourhood opposition must be addressed, and the process needs to be reformed to achieve more, new, affordable housing supply. Secondary suite and laneway house development approval could be made simpler.
- **Difficulty accessing non-market housing due to insufficient supply.** Long waitlists prevent eligible applicants from accessing social housing when they need it. Co-op housing provides much-needed secure housing for people who want to be contributing members of the community, yet none has been built for years and it is difficult to access. More non-market rental housing is needed to address this gap, including housing for residents of supportive housing to "move-on" to upon leaving supportive housing. The challenges of adequate government funding for new non-market housing exacerbated by high construction and land costs, and a lack of City-owned sites, were noted. We can only increase supply one project at a time.
- **Seniors' housing and supports.** Concerns ranged from lack of sufficient affordable rental housing to the upcoming growth in baby boomer seniors aging in place with inadequate social and service supports. Housing related service gaps included housing outreach services and supports for seniors age 65 plus to help them stay independently housed i.e., light housekeeping and meal services, transportation, and proximity to health and other services. There were also concerns about the adequacy of long-term care options in New Westminster.
- **Rental and strata restrictions and insurance** There are few pet-friendly housing options due to restrictions on pets in rental housing and elsewhere. This restriction in many rentals affects singles, for whom pets may offer emotional support. Age discrimination also excludes children from occupying some housing, and often these are the most affordable condos. This should not be allowed in 2021. We should challenge age restricted stratas. There are also concerns with rising strata insurance deductibles and premiums affecting both homeowners and non-profits that own units in stratas.
- **Concern about housing needs of others** More survey respondents were concerned about others having difficulty finding or keeping suitable housing in New Westminster (82%) than had themselves experienced barriers in accessing housing (48%). They were most concerned about people who are homeless or at risk of homelessness, people with very low incomes below \$35,000 per year, young families, people with low to moderate incomes between \$35,000 and \$84,999 per year, people with disabilities, renters, and seniors.
- **High home prices and speculation.** The cost of purchasing a home in New Westminster is high and has outpaced wages and incomes. This may be linked to the limited supply of certain housing

types, and/or more broadly to rising home prices among all housing types in the region and elsewhere. There is concern about vacant homes, money laundering and speculation contributing to high prices.

- **Fear about the future** Concern about residents' future ability to find or keep suitable housing in New Westminster. There is also a concern that long-term residents and contributing members of the New Westminster community will have to leave due to high housing costs and/or low availability of suitable housing. More pandemic related impacts are expected by some.
- **Lack of vacant sites for more housing.** Density is the solution for more housing in New Westminster given the limited amount of undeveloped land. The challenge is to densify without displacing existing residents.

NEXT STEPS

Engagement activities, demographics and key themes are summarized in this draft report. This engagement summary will be shared with the community via the Be Heard platform. A final housing needs report will be prepared incorporating the key themes of the engagement process, for presentation to Council in the summer of 2021.

Attachment 1

Organizations that Participated in Key Informant Interviews

Organization	Description
Seniors Services Society	Senior's housing and other services in the Lower Mainland
Affordable Housing Society	A non-profit housing organization with head office in New Westminster and serving the entire region
Community Living Society	CLS provides unique and flexible support services for people with developmental disabilities.
Umbrella Multicultural Health Coop	A cooperative community health centre delivering culturally appropriate health care to immigrants and newcomers in the Lower Mainland.
New Westminster Homelessness Coalition Society	A non-profit charity organization that works to address homelessness in New Westminster, BC.
Vancouver Native Housing Association	A non-profit housing organization providing housing for the Indigenous population in the Lower Mainland.
New Westminster Rent Bank	Provides low-cost, no interest loans to low to moderate income residents of New Westminster at risk of eviction or disconnection of essential utilities due to a temporary financial crisis.

City Committees	Number of responses
Affordable Housing and Childcare Advisory Committee	1
Multiculturalism Advisory Committee	4
Seniors Advisory Committee	1

Attachment 2

Verbatim Feedback

Verbatim feedback is provided for the following engagement initiatives.

- City of New Westminster Housing Needs Workshop May 4, 2021
- Workshop with Community Action Network May 26, 2021
- Community Action Network New Westminster Meeting April 28, 2021
- Affordable Housing and Child Care Advisory Committee Workshop June 8, 2021
- New Westminster Housing Needs Survey Results
- Ideas from Be Heard New West Platform

City of New Westminster Housing Needs Workshop May 4, 2021

Housing Issues Reported in Plenary and Breakout Groups

- Renters, and people with low incomes or in poverty are stigmatized
- Landlords discriminate against renters with roommates (not allowed in Residential Tenancy Act)
- Development approval process (for rental and affordable housing) pits vulnerable people with a right to housing against homeowners. This leads to divisiveness around development.
- Single family neighbourhoods appear to be protected from growth and change; it is illegal to develop alternatives to single detached homes there. Duplexes are not permitted.
- Lack of housing choice for families in single detached neighbourhoods; only single detached, laneway and townhouses are permitted. Townhouses are not workable, as they require lot assembly.
- Lack of rental security of tenure. Fear of demoviction and renoviction, and eviction for landlord use of property.
- How to ensure equitable densification without displacement?
- Limited long term care home spots in New Westminster for an aging population.
- Fear we are losing residents, particularly families, due to affordability concerns and lack of family friendly housing choices, but we do not know how many. How to measure?
- Singles on income assistance can't afford to rent anywhere in Lower Mainland, their incomes are much lower than the very low-income definition in the draft housing needs report.
- Small homes are being demolished and re-built bigger as there are few other viable development options in single-detached areas.
- There are few new housing cooperatives, and existing ones are old. We need new options for secure accommodation like coops.
- Supportive housing residents cannot move on to affordable housing once they are ready, as there are no affordable rental units available to move into
- The rental market encourages renters to stay put, even if they want to downsize, as moving exposes them to current higher market rents.
- High and rising housing costs make it difficult to move from rental to homeownership today. Wages have not kept pace with housing costs.
- Rising homelessness, and concern about a possible future tent city.

- Concern that the affordable housing that is being produced isn't affordable for the lowest income households.
- Singles want more affordable housing choices; some are ok to share with others, others do not want to have to share to live affordably.

Ideas and Solutions

- The development approval process needs to be reformed to protect the rights of those with housing need from predominant homeowner sentiment. Right to housing issues should not be subject to a public hearing where homeowners dominate.
- Must address neighbourhood opposition to development if we want to approve more affordable and suitable units.
- Open all residential land for more housing to address this dire housing situation.
- Need more affordable rental housing or rent geared to income housing (RGI)
- Speed up the development approvals process as we're in a dual crisis - affordable housing and pandemic.
- Need for more/other choices for low-income singles. More shared options, and more affordable options to live alone.
- Provide City support for co-housing for seniors and students.
- Tie rent increases to the unit not to the tenant, so that rents don't rise when a tenant moves.
- Allow more family suitable housing choice in single-detached neighbourhoods, specifically allow duplexes.
- Focus staff and Council attention on affordable housing options, which have been neglected for decades.
- Dedicate a higher proportion of new condominiums to affordable housing (that are affordable for very low-income households).

Notes from Workshop with Community Action Network May 26, 2021

Comments and questions on Draft Housing Needs Report

- The homeless count referenced in the report doesn't include people who are experiencing hidden homelessness, therefore it is an underestimate of homelessness.
- Where does the report address needs of persons on Income Assistance or Persons with Disabilities? They earn much less than \$35,000 per year which is the top end of the very low-income category.
- Report comments on Indigenous people's housing needs, but what about other communities such as Asians and other minorities? Concerned about discrimination. Should include IBPOC housing needs in report.

Housing Issues

- It is hard to know where to go for housing assistance as there are so many government ministries.
- Rental stability is an issue for low income and marginalized residents in New West. I see many people being displaced by landlords selling homes, repurposing homes, and renovations. The biggest fear I have is becoming homeless as I once was. The availability of market housing is a challenge for everyone at all income levels.

- Concerns about 12th Street redevelopment and potential displacement of people who are on welfare and low income. There are fears of becoming homeless and having one's children taken away. Is there a plan for tenants who will fall through the cracks?
- With the renoviction ban, landlords can still play other cards to get tenants to move.
- When a parent loses housing, they lose their child. Getting the child back once lost to the Ministry is challenging and places a significant amount of stress on the family.
- A local rental building with many tenants on fixed income, e.g. people with disabilities, seniors, etc. has mice and cockroaches, and is in poor condition. People sell drugs because they need to the money to pay rent. This causes disruptions like fire alarms in the middle of the night. Residents are afraid to let City staff know that they are living in housing that isn't safe because they fear that they will lose their housing.
- High utility bills are common in low-income housing because they are usually older buildings without adequate insulation etc.
- Large families face discrimination. We don't mind living together with many people. In our culture, we don't turn anyone away. The landlord said too many people in the home will damage walls etc.
- Newcomers come to Canada with great hopes but also face many challenges. I was living in BC Housing accommodation and was asked to leave the house within three weeks with no explanation.
- Discrimination by landlords. You don't know if you've been discriminated against.
- Youth leaving foster care are a large component of the marginalized population facing housing issues and they receive inadequate support for youth leaving foster care. However, some participants felt that supports for youth leaving care have improved and are no longer an issue in BC.
- Landlords have no incentive to rent to young people or members of marginalized communities.
- Spending 30% on housing is considered affordable; however, many don't pay 30%, they pay more than that.
- The New Westminster Rent Bank is good, but if your rent isn't affordable, then the Rent Bank will not help. Only a few people accessed the Pitt Meadows Rent Bank. They did a poor job of advertising.

Ideas/Solutions

- When the City builds "low-income housing" please consider income assistance recipients as well (unlike Vancouver's definition of "low-income housing").
- Addressing housing affordability and insecurity may help with the opioid crises because if people have stable, affordable housing, they won't need to sell drugs to pay the rent. These issues are connected.
- Governments need to provide data on visible minorities, e.g. IBPOC. We need data to create change.
- Government must agree that housing is a human right.
- Suggest collaboration between people who create tenant laws and advocacy groups to address problems with residential tenancies.
- Engage with youth before they experience challenges with homelessness. Youth who are aging out of foster care need to be provided with support. London, Ontario is a good example of youth leaving care getting support to transition to live independently. It teaches youth how to manage money, how to find housing etc.

- The vetting process for rentals needs to change. Why do landlords ask for personal information/income before they decide to rent to someone?
- When people become homeless, a lot of factors are in play and much of it has to do with education, self-worth and budgeting. People who are homeless require a program where they are taught how to read and pay a bill, budget etc. You can give someone housing but if they don't have skills to maintain it, they can easily lose the home, resulting in a cycle. Education is key.
- Suggest a committee of tenants and landlords where folks can bring rental housing maintenance and other concerns anonymously for attention by outreach workers, City staff and others.
- We need an organization that does random spot checks on rental units, to ensure that anonymous requests for critical maintenance are acted upon.
- Encourage landlords to rent to low-income people
- Have more single detached houses and duplexes for rent, not just apartments.
- There are many vacant homes in the Lower Mainland. Need laws restricting home purchases to locals only.
- Report says housing need and demand will go up. Suggest renting out part of large houses to cover rent when kids move out. Perhaps we could build housing that is partitionable.

Community Action Network New Westminster Meeting April 28, 2021

- The report does not clearly address the issue of discrimination based on social conditions. Stigma attached to poverty affects new immigrants and people who have difficulties in making ends meet. We need to speak up and address the loophole we see, using lived experience of new immigrants and how they are affected by housing policy. We can make some lasting changes.
- Example ordeal of racial discrimination when the landlord said "she could not rent to someone by the name of X".
- There is disability and welfare stigmatization, e.g. discrimination via credit checks, invasive questions, and racial profiling. Why do they need to know your credit history? It's a way of discriminating against poor people. It needs to stop.
- People with disabilities and seniors continue to face obstacles in finding affordable and dignified housing.

Affordable Housing and Child Care Advisory Committee Meeting June 8, 2021

Questions

- Are estimates for non-market housing need for couples and families included in the report?
- Are COVID impacts adequately covered in the report? Most of the data is for 2020. What about since then? With closure of Lookout's Emergency Response Centre there was a massive increase in needs among clientele, shelters are at capacity, and entrenchment has accelerated as has drug and alcohol abuse. The Business Improvement Association is finding it difficult to deal with street homelessness. Could there be an addendum to the report to cover the current situation?
- Challenge is to increase supply of non-market housing, but in New Westminster, there is little developable land remaining, therefore we must densify existing buildings.

Issues And Ideas

- Homelessness is a concern
- Young families, who can't afford to live here, and must move away.
- We need more housing coops, but they must have a reasonable income threshold for residents to access them.
- Glad that Council endorsed the Aboriginal Land Trust Society project, it will be a valuable addition.
- There is no space to build more housing, and schools are full, with no room for portables in some cases.
- Homeownership opportunities for young people. Friends are leaving because they can't afford to live here, and I don't know what the solution is.
- Street homelessness and a concern that the 2020 count was not representative of all people who are experiencing homelessness.
- Concern about households age 55+ who want to downsize out of current large rentals, but can't afford the rent for a smaller, but now more expensive, market rental unit. They might have to leave community they have lived in all their lives.
- It is too late to do anything, we should have been building for years, and there is little land for development.
- We need faster approvals for new non-market housing project proposals and mixed-income non-market housing models.
- Partnerships are needed, for example the Gasworks site needs to be cleaned up prior to development. The Province needs to step up.
- Concern about the community conflict around housing that is generated through the public hearing process. New Westminster Council has raised this issue with the Province. At public hearings, Council is not really hearing about land use, but rather occupants. This puts municipal politicians in a difficult situation. Council is required to be neutral at the public hearing.
- Pandemic impacts won't be over in a few months, it is now harder to get people the help they need, if at all. We need more homelessness prevention services.
- Higher vacancy rates in shelters, market and non-market rental housing are the solution to deal with the current problem, but we can only address this shortage one project at a time.
- Some positive points are that the City now has housing staff in the planning department, and the community wants more housing.

New Westminster Housing Needs Survey Results

Q1 Have you experienced barriers in finding or keeping housing in New Westminster?

67 respondents answered this question. Just under half of all respondents (32 respondents; 47.8% of respondents) had experienced barriers, while 24 respondents (35.8% of respondents) had no barriers.

Q2 What barriers have you experienced? Choose up to your top 3.

32 respondents answered this question: the respondents who had answered 'yes' to question 1. The most common barriers were (mentioned by 10 or more respondents):

- Cost of home purchase too high (16 respondents);
- Cost of rent is too high in available units (15 respondents); and,

- Limited supply of desired housing types and sizes (10 respondents).

Among the 7 respondents who answered 'other', a lack of pet friendly housing (4 respondents) was notable among respondents based on thematic analysis of open-ended responses.

Q3 Please specify what you mean by "limited supply of desired housing types and sizes"

10 respondents answered this question: respondents who had put "limited supply of desired housing types and sizes" as an answer to question 2. Among these 10 respondents, the most common answers were townhomes (7 respondents) and specifically, affordable townhomes (3 respondents). This is based on thematic analysis of open-ended responses, with some respondents mentioning multiple themes (e.g., townhomes in general and affordable townhomes).

Q4 Are you concerned that others are having difficulty finding or keeping suitable housing in New Westminster?

66 respondents answered this question. The vast majority of respondents (54 respondents, 81.8% of respondents) answered 'Yes, I'm concerned'.

Q5 Who are you most concerned about? Choose up to your top 3

54 respondents answered this question: the respondents who had answered "Yes, I'm concerned" to question 4. The most common groups mentioned (mentioned by 10 or more respondents) were:

- People who are homeless or at risk of homelessness (26 respondents);
- People with very low incomes below \$35,000 per year (25 respondents);
- Young families (19 respondents);
- People with low to moderate incomes between \$35,000 and \$84,999 per year (16 respondents);
- People with disabilities (15 respondents);
- Renters (14 respondents); and,
- Seniors (11 respondents).

Relatively few respondents provided write-in answers for 'other': just 3 respondents.

Q6 What specific challenges do you worry about for them? Choose up to 3 main challenges.

54 respondents answered this question: the respondents who had also answered question 5. The most common challenges mentioned (mentioned by 10 or more respondents) were:

- Cost of rent is too high in available units (35 respondents);
- Cost of home purchase too high (24 respondents);
- Rentals are hard to find (17 respondents);
- Limited supply of desired housing types and sizes (13 respondents); and,
- Cannot get into social housing (12 respondents).

There were no write-in answers provided for 'other'.

Q7 Thinking about the future, do you have concerns about your ability to find or keep suitable housing in New Westminster?

67 respondents answered this question. Approximately two out of three respondents had concerns (44 respondents, 65.7% of respondents). 15 respondents had no concerns (22.4% of respondents).

Q8 What are those concerns? Choose up to your top 3.

44 respondents answered this question: the respondents who answered “Yes, I’m concerned” to question 7. The most common themes mentioned (mentioned by 10 or more respondents) were:

- Cost of home purchase too high (24 respondents);
- Limited supply of desired housing types and sizes (17 respondents);
- Cost of rent is too high in available units (14 respondents); and,
- Other (12 respondents).

Q9 Please specify what you mean by “limited supply of desired housing types and sizes”

17 respondents answered this question: the respondents who chose “limited supply of desired housing types and sizes” to question 8. There were a wide range of responses for the open-ended question 9 and the responses were grouped thematically. Many responses were counted in multiple themes because multiple themes were brought up in answers. The most common themes were:

- Affordable units (6 respondents);
- Townhomes (5 respondents);
- 3 bedroom units (5 respondents); and
- 4+ bedroom units (4 respondents).

Q10 Does this list reflect your experience of housing needs in New Westminster?

67 respondents answered this question. 38 respondents (56.7% of respondents) said ‘yes, very much’, while another 22 respondents (32.8% of respondents) said ‘somewhat’. 6 respondents (9.0% of respondents) said ‘no, not really’.

Q11 What is missing?

4 respondents answered this question out of the 6 respondents who had said ‘no, not really’ in response to question 10. There was no dominant theme among responses to this question.

Q12 Would you like to tell us something more about your housing situation?

40 respondents answered this question. The open-ended responses were grouped thematically, some responses were in multiple themes. The most common themes mentioned were:

- Middle income families can’t afford family housing (townhomes, houses) (7 respondents);
- Need more support for co-ops, more co-ops need to be built (5 respondents);
- Have to live with roommates to afford housing (5 respondents);
- Rents aren’t affordable, need more rent/vacancy control (5 respondents); and,
- Will need to move outside of New Westminster to find family housing (5 respondents).

Ideas from Be Heard Platform

Title	Description
Do not allow studio apartments to be built. They are used to launder money then rented out and nobody wants to live in one.	
Challenge age restricted stratas for 19+ buildings.	It boggles my mind that we are allowing age discrimination to exist in BC. Excluding children from housing is a terrible policy and I am amazed that this is allowed to happen in 2021.
Give people a reason to create suites in their homes and rent them out. The red tape and costs involved now is ridiculous.	Cut the red tape and think out of the box.
Be more flexible with secondary suites, particularly making it easy and straightforward to build a laneway home (even if there isn't a lane)	
Options for Single Tenants	A large gap that appears to be growing is housing for single individuals, particularly for those in moderate incomes. Most assistance programs targets families or modest income, leaving nowhere for these groups to progress too. Pet friendly options are not seen as a priority, but this overlooks that for individuals who live alone, working or retired, a pet may be their only source of companionship and emotional support.
More co-op housing needs to be built.	We need options for working people/families who, because they were born in the wrong generation or to underprivileged families, will never be able to own a home. Co-op housing provides much-needed secure housing to people who want to be contributing members of our communities.
Eliminate pet restrictions in rentals.	Landlords should not be able to dictate the composition of anyone's family. Pets can be critical mental health supports for people who lack family or community.
Discourage speculation in local real estate.	Housing is a need, not a commodity. There's no good reason that working professionals (teachers, small business owners, nurses, construction workers) should be denied a home so someone else can own more than they can live in.
Include housing targets for family-sized, family orientated market units	The housing report is great, both conceptually and the draft that I've read. I was surprised to not see any targets for missing middle housing specifically. There is a huge need for middle class market housing for families that is more affordable than single family homes. I think the report

	would be strengthened by having targets for this category of housing as well. Look at the entire spectrum. How many units of housing should the city have across ALL segments across the spectrum for a balanced community that supports each other.
Comment response to "Challenge age restricted stratas for 19+ buildings. "	Yes! It's insane that the only affordable condos with two or more bedrooms don't allow children. It seems that children are the only demographic of people where discriminatory policies are permitted. How is that legal?

APPENDIX D: SUMMARY FORM

Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: _____

REGIONAL DISTRICT: _____

DATE OF REPORT COMPLETION: _____ (MONTH/YYYY)

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	Neighbouring municipalities and electoral areas:
	Neighbouring First Nations:

POPULATION	Population: Change since : %		
	Projected population in 5 years: Projected change: %		
	Number of households: Change since : %		
	Projected number of households in 5 years: Projected change: %		
	Average household size:		
	Projected average household size in 5 years:		
	Median age (local):	Median age (RD):	Median age (BC):
	Projected median age in 5 years:		
	Seniors 65+ (local): %	Seniors 65+ (RD): %	Seniors 65+ (BC): %
	Projected seniors 65+ in 5 years: %		
	Owner households: %	Renter households: %	
	Renter households in subsidized housing: %		

INCOME	Median household income	Local	Regional District	BC
	All households	\$	\$	\$
	Renter households	\$	\$	\$
	Owner households	\$	\$	\$

ECONOMY	Participation rate: %	Unemployment rate: %
	Major local industries:	

HOUSING	Median assessed housing values: \$	Median housing sale price: \$
	Median monthly rent: \$	Rental vacancy rate: %
	Housing units - total:	Housing units – subsidized:
	Annual registered new homes - total:	Annual registered new homes - rental:
	Households below <i>affordability</i> standards (spending 30%+ of income on shelter):	%
	Households below <i>adequacy</i> standards (in dwellings requiring major repairs):	%
	Households below <i>suitability</i> standards (in overcrowded dwellings):	%

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies (if applicable):
2. Any community consultation undertaken during development of the housing needs report:
3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).
4. Any consultation undertaken with First Nations:

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)		
1 bedroom		
2 bedrooms		
3+ bedrooms		
Total		

Comments:

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in extreme core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing:

2. Rental housing:

3. Special needs housing:

4. Housing for seniors:

5. Housing for families:

6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:

7. Any other population groups with specific housing needs identified in the report:

Were there any other key issues identified through the process of developing your housing needs report?

APPENDIX E: NEW WESTMINSTER NEIGHBOURHOODS

New Westminster is comprised of five neighbourhoods as depicted in Figure 20 below. The following tables describe the main features of the population, households, and housing supply by neighbourhood.

Figure 3-1 Map of New Westminster Neighbourhoods

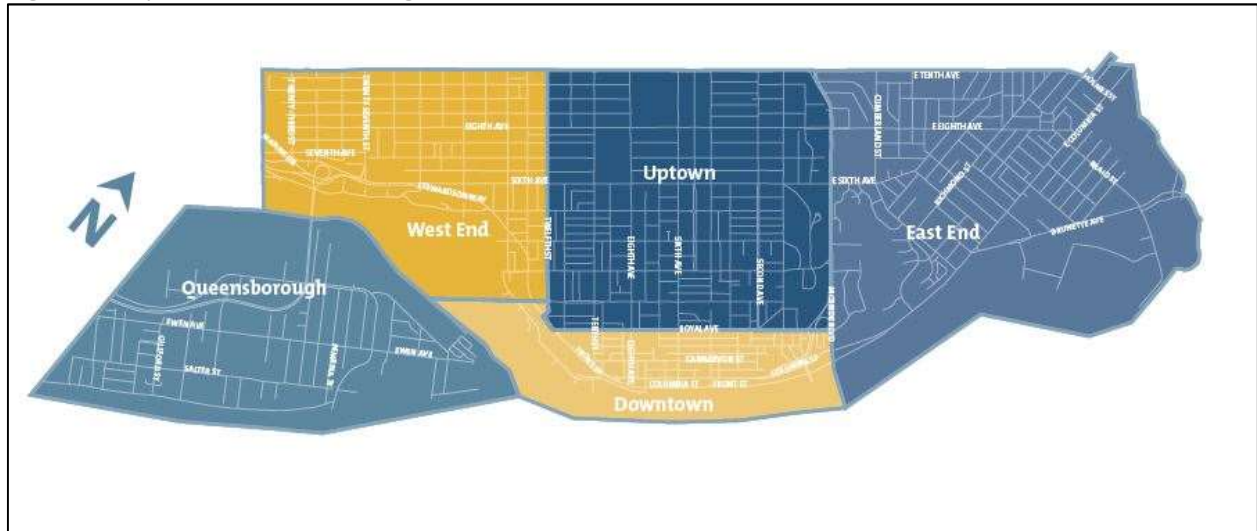


Table D-1 shows that Uptown is the city's largest neighbourhood by population, followed by the East End and Downtown.

Table D-1 Population and Dwelling Counts by Neighbourhood, 2016

2016 Census	Queens-borough*	Downtown	West End	Uptown	East End
Population	8,727	12,293	8,280	26,473	15,150
Private Dwellings	3,045	7,018	3,333	14,082	6,732
Private Dwellings Occupied by Usual Residents	2,866	6,768	3,070	13,538	6,443

Source: Pcensus. 2016 Census Data

*(includes North Arm South

Owner households predominate in all neighbourhoods except for Uptown. Downtown is dominated by apartment buildings with more than five storeys, while Queensborough's housing supply is predominantly single detached and other attached dwellings (single detached with suite). Uptown has mostly other attached dwelling and low-rise apartments with less than five storeys. Queensborough has the largest number and share of rowhouse units in New Westminster.

Table D-2 Census Households and Dwelling Types by Neighbourhood, 2016

2016 Census	Queensborough*		Downtown		West End		Uptown		East End	
	#	%	#	%	#	%	#	%	#	%
Private Households by Tenure	2,865		6,804		3,063		13,485		6,435	
Owner	2,085	73%	4,146	61%	1,884	62%	5,744	43%	4,498	70%
Renter	785	27%	2,674	39%	1,154	38%	7,781	58%	1,951	30%
Band housing	0	0%	0	0%	0	0%	0	0%	0	0%
Occupied Private Dwellings by Structure Type	2,875		6,770		3,063		13,544		6,445	
Single-detached house	750	26%	26	0%	1,040	34%	1,574	12%	1,592	25%
Apartment in a building with five or more storeys	0	0%	4,582	68%	224	7%	4,162	31%	1,505	23%
Other attached dwelling	2,090	73%	2,163	32%	1,819	59%	7,772	57%	3,358	52%
Semi-detached house	80	3%	5	0%	30	1%	50	0%	25	0%
Row house	580	20%	247	4%	55	2%	323	2%	390	6%
Apartment or flat in a duplex	620	22%	36	1%	980	32%	979	7%	854	13%
Apartment in a building with fewer than five storeys	820	29%	1,876	28%	734	24%	6,459	48%	2,035	32%
Other single-attached house	0	0%	10	0%	15	0%	5	0%	20	0%
Movable dwelling	15	1%	0	0%	0	0%	0	0%	5	0%

Table D-3 shows that the West End, Uptown and East End neighbourhoods have the oldest housing stock, built mostly before 1980. Queensborough has the newest housing stock with over half of units built since 2006.

Table D-3 Census Dwellings by Period of Construction

2016 Census	Queensborough*		Downtown		West End		Uptown		East End	
	#	%	#	%	#	%	#	%	#	%
Occupied Private Dwellings by Period of Construction	2,865		6,809		3,063		13,520		6,440	
1960 or before	175	6%	375	6%	1,384	45%	3,365	25%	1,667	26%
1961 to 1980	170	6%	1,123	16%	545	18%	5,367	40%	1,211	19%
1981 to 1990	150	5%	1,441	21%	345	11%	1,473	11%	833	13%
1991 to 2000	625	22%	1,500	22%	375	12%	1,745	13%	870	14%
2001 to 2005	285	10%	292	4%	155	5%	608	4%	165	3%
2006 to 2010	710	25%	1,462	21%	130	4%	333	2%	1,084	17%
2011 to 2016	755	26%	597	9%	115	4%	573	4%	595	9%

Source: Pcenus. 2016 Census Data

*includes North Arm South

Table D-4 shows the distribution of non-market housing (social and cooperative housing) and supportive housing by neighbourhood. Each neighbourhood has some of each type of housing, but the largest share of social and cooperative, and supportive housing is in the East End and Uptown neighbourhoods.

Table D-4. Social and Cooperative Housing, Supportive housing in New Westminster 2020

Sub-Area	Social and cooperative housing		Supportive housing	
	# of Units	%	# of Beds/Units	%
Downtown	162	10.1%	122	33.2%
East End	368	22.9%	86	23.4%
Queensborough	5	0.3%	23	6.3%
Uptown	952	59.2%	121	32.9%
West End	121	7.5%	16	4.3%
Total	1,608	100.0%	368	100.0%

Source: City of New Westminster. Seniors and Persons with Disabilities, Families with Children, and Singles and Couples Inventory. Supportive Housing Inventory.

APPENDIX F: METHOD FOR ESTIMATING HOUSING DEMAND BY NUMBER OF BEDROOMS, AND BY TENURE AND BY HOUSEHOLD INCOME

The following methods were used estimate future housing demand by number of bedrooms as required by the Province and by household income and tenure, as desired by the City for planning purposes. Both approaches rely for the most part on assumptions that past trends will prevail in the future, and this may not be the case.

Bedroom Count

1. The bedroom count for future housing demand utilizes the 2016 Census percentage of households by household type and household size.
2. Assuming that the household type distribution in the future will be the same as in 2016, the latter were applied to estimated household growth totals in the future to determine the projected number of new households by household size and type.
3. Assumptions were developed about the number of bedrooms needed by different household types and sizes using National Occupancy Standards and other assumptions, erring on the side of a conservative approach to the number of bedrooms for different household types and sizes, to reflect affordability challenges. The following percentages were applied.

Percentage of units needed, by bedroom type, 2017-2026

Total units	Bachelor	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5+ bedroom
100.0%	19.2%	42.9%	25.0%	10.4%	1.5%	1.1%

4. Taking the bedroom assumptions by household size and household type and the projected number of new households by type and size, calculate the number of bedrooms needed.
5. As is often the case with rounded data (i.e., rounded to 1 decimal place), the total number of units by bedroom didn't add up perfectly to the total number of units (i.e., 4090.3 compared with 4100). An adjustment factor (4100/4090.3) was used to adjust the data.

The results are very close to the City's Family-Friendly Housing Policy targets, demonstrating the importance of this program: 30% of housing in new strata and 25% in new rental is required to have 2+ bedrooms, while the above estimates that 37.9% of new units will need 2+ bedrooms. 10% of all housing in new strata and 5% in new rental will need 3+ bedrooms, while this method estimates that 12.9% of new units will need 3+ bedrooms. <https://www.newwestcity.ca/housing/family-friendly-housing>

By Tenure and by Household Income

An analysis was completed to estimate the number of new units required by tenure (renter or homeownership) and at different renter household income levels (very low income to high income, using Metro Vancouver income categories). It is based on the estimated tenure mix and income categories in the Metro Vancouver Regional Affordable Housing Strategy Housing Demand Estimates (2016). The analysis assumes that among additional future households in New Westminster, the proportions of renters and owners, and of renters in various income categories (Very Low Income, Low Income, etc.) will be the same as rates estimated by Metro Vancouver. The actual distribution by tenure and of future household incomes will depend on a range of factors, including local economic opportunities, availability of housing at different price points, household formation, and others.

1. This method assumes that future composition of household tenure will roughly reflect the past, by employing the same incidences of rental and ownership demand as Metro Vancouver RAHS (2016).
2. It also assumes that the income distribution among renters will be the same as in the past i.e., that used by Metro Vancouver in their Regional Affordable Housing Strategy Housing Demand Estimates (2016). These were based on past Census distributions of renter household income levels.
3. The share of each income grouping i.e., very low-income households in the 10-year demand estimates in RAHS, was applied to the estimate of future housing demand in New Westminster to obtain estimates of housing demand by tenure and by income level.

APPENDIX G: GLOSSARY

ADEQUATE in relation to housing, means that, according to the residents in the housing, no major repairs are required to the housing.

AFFORDABLE HOUSING Housing is considered affordable when 30% or less of household before-tax income goes towards paying for housing costs. Two common forms of affordable housing for low-income households in New Westminster are non-market housing and below-market rental housing.

APARTMENT means a dwelling unit in a building with three or more dwelling units. Typically, apartments are classified as either: (a) apartment in a building that has fewer than five storeys; and (b) apartment in a building that has five or more storeys.

APARTMENT (DUPLEX) means one of two dwellings, located one above the other, and may or may not be attached to other dwellings or buildings. Apartment (duplex) units are commonly the main units and the secondary suite units in houses with secondary suites.

BELOW-MARKET HOUSING as defined in the City's Inclusionary Housing Policy, are rental units (private or non-profit) that are affordable for low to moderate income households (earning between \$30,000 and \$75,000 per year in 2020). Below-market rent is set at 10% below the currently reported Canada Mortgage and Housing Corporation (CMHC) rental market median rent, all years, for New Westminster.

CENSUS DIVISION the general term for provincially legislated areas (such as county and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

CENSUS SUBDIVISION the general term for municipalities (as determined by provincial/territorial legislation) or areas treated as municipal equivalents for statistical purposes.

COOPERATIVE HOUSING is a type of non-market housing that residents own and operate as part of a membership.

CORE HOUSING NEED A household in core housing need refers to a household living in housing that falls below at least one of the adequacy, affordability or suitability standards and the household would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable.

DWELLING STRUCTURAL TYPE refers to the structural characteristics and/or dwelling configuration, that is, whether the dwelling is a single-detached house, an apartment in a high-rise building, a row house, a mobile home, etc.

EXTREME CORE HOUSING NEED has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income.

HOMELESSNESS is the situation of an individual or family that does not have a permanent address or residence.

HOUSEHOLD refers to a person or a group of persons who occupy the same dwelling.

HOUSEHOLD INCOME GROUPINGS (Metro Vancouver Housing Databook 2019)

- very low income (less than 50% of median household income or \$35,000);
- low income (between 50% and 80% of median household income or \$35,000-\$59,999);
- moderate income (between 80% and 120% of median household income \$60,000 - \$84,999);
- above moderate income (between 120% and 150% of median household income (\$85,000-\$109,999); and

- high income (more than 150% of median household income \$110,000).

HOUSING DEMAND The housing requirements of households with incomes sufficient to afford market rate housing, either rental or ownership.

HOUSING NEED refers to the housing requirements of households with insufficient income to afford market rate housing.

MARKET HOUSING means housing that is privately owned by an individual (or a company) who generally does not receive direct subsidies to purchase or maintain it. Prices are set by the private market.

MEDIAN is the value which is in the centre of a group of values.

MIGRANT means a migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, migrants include both internal migrants (who lived in a different municipality or province within Canada 5 years ago), and external migrants (those who did not live in Canada 5 years ago).

MOBILITY STATUS means a mobility status within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census.

MOVABLE DWELLING means a single dwelling, other than a mobile home, used as a place of residence, but capable of being moved on short notice, such as a tent, recreational vehicle, travel trailer houseboat, or floating home.

MOVER means a mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, movers are persons who did not live in the same residence as on the same date 5 days earlier. Movers include before non-migrants and migrants.

NAICS means the North American Industry Classification System Canada 2012, published by Statistics Canada.

NAICS sector means a sector established by the NAICS.

NON-MIGRANT means a non-migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-migrants are persons who did not live in the same residence 5 years earlier, but who still lived in the same census subdivision (moved within the Census Subdivision).

NON-MOVER means a non-mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-movers are persons who lived in the same residence as on the same date 5 years earlier.

NON-MARKET HOUSING means affordable housing that is owned or subsidized by government, a non-profit society, or a housing cooperative; whereby rent or mortgage payments are not solely market driven and which have eligibility criteria for entry. Most non-profit and cooperative housing is a form of non-market housing. The City's *Inclusionary Housing Policy for Multi-unit Strata Residential and Mixed-Use Residential Developments* defines non-market rental units as serving very low-income households, and that rent at the shelter component of income assistance or at a rate geared to income (to a maximum of \$29,999 in 2020), as determined by the non-profit or BC Housing, to meet client needs.

NOT FOR HOUSING' HOUSING (NFHH) recognizes that some housing is used for non-housing purposes, typically commercial, and that is not occupied by a household.² There are four main categories of NFHH:

- Second homes
- Foreign buying of investment properties (which might be vacant)
- Houses as hotels (short term rental) and
- Houses as offices.

OPERATING AGREEMENTS are contracts between a funder and non-profit housing operator that set out the amount, duration, and conditions of the subsidy provided by the provincial and/or federal governments. Their expiry, often tied to a 35- year mortgage amortization period, means when the mortgage expires, non-profit housing providers are responsible for the project's ongoing financial viability.

OTHER SINGLE-ATTACHED HOUSE means a single dwelling that is attached to another building and that does not fall into any of the other dwelling structural types, such as a single dwelling attached to a non-residential structure (e.g., a store or a church) or occasionally to another residential structure (e.g., an apartment building).

OWNER HOUSEHOLD refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

PARTICIPATION RATE means the total labour force in a geographic area, expressed as a percentage of the total population of the geographic area.

PRIMARY RENTAL MARKET means a market for rental housing units in apartment structures containing at least three rental housing units that were purpose-built as rental housing.

PURPOSE-BUILT RENTAL HOUSING refers to multi-family housing that is constructed for the purpose of long-term rental tenure and is not subdivided into co-op, strata condominium, or fractional ownership arrangements.

RENTAL ASSISTANCE PROGRAM (RAP) is a type of rent supplement program that BC Housing offers to eligible low-income families.

RENTER HOUSEHOLD refers to private households where no member of the household owns their dwelling.

ROW HOUSE means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

SECONDARY RENTAL MARKET means a market for rental housing units that were not purpose-built as rental housing but are often, in fact, rented. This includes rented condominiums and secondary suites.

SECURE RENTAL HOUSING is that portion of the rental stock that provides longer term rental housing where tenants can reside without worry that their tenancy may be terminated by new owners who purchase the units. Rents are determined by market demand, subject to the *Residential Tenancy Act*. Like purpose-built rental housing. Term used in the City's Secured Market Rental Policy.

SEMI-DETACHED DWELLING means one of two dwellings attached side by side (or back-to-back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above it or below it, and the two units together have open space on all sides.

² John Doling. Richard Ronald. Not for Housing' Housing: Widening the Scope for Housing Studies. *Critical Housing Studies*. Volume 6 | Issue 1 | 2019 | 22-31

SHELTER AID FOR ELDERLY RENTERS (SAFER) is a type of rent supplement program that BC Housing offers to eligible low-income older adults and people with disabilities.

SINGLE-DETACHED DWELLING means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides and has no dwellings either above it or below it.

STRUCTURE TYPE see 'Dwelling Structural Type'.

SUBSIDIZED HOUSING refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.

SUITABLE HOUSING means housing that has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements.

SUPPORTIVE HOUSING is a type of housing that provides on-site supports and services to residents that cannot live independently. Scattered site supportive housing is located in private rental units with support services brought in as needed.

TENURE refers to whether the household owns or rents their private dwelling.

TRANSITIONAL HOUSING is a type of housing for residents to stay temporarily (between 30 days and three years), with supports as needed. It aims to transition individuals into permanent housing.

Attachment 3

Engagement Summary Report

ENGAGEMENT SUMMARY REPORT

HOUSING NEEDS REPORT SUMMARY OF ENGAGEMENT

1. INTRODUCTION

Engagement with key informants, stakeholders, and the public provides important qualitative insight not captured by statistical information. Each engagement participant brings important perspectives about their own and others' housing situation. In addition, data and statistics do not measure or are not available for all issues and concerns.

Community engagement for this housing needs report was conducted in two phases. Phase 1 took place alongside data collection from June to August 2020 and consisted of key informant interviews with representatives of the housing and social service sectors and members of relevant City and other committees. Phase 2 took place from April 19, 2021 to June 8, 2021, once the draft report was prepared and sought broad public engagement on the draft, as well as perspectives on housing needs and ideas by means of three workshops, an online survey, and interaction through the City's Be Heard platform.

This engagement report describes the engagement, objectives, activities, representativeness and what we heard key themes. The key themes identified through engagement are considered together with statistical information in this report.

The specific objectives of community engagement include:

- Informing the community and stakeholders about the draft housing needs report.
- Engaging as many community members and stakeholders as resources allow.
- Having participation from people of all ages, interests, communities, and lifestyles.
- Engaging with residents that do not traditionally participate in in-person engagement, including persons with lived and living experience of housing vulnerabilities.
- Obtaining public and stakeholder sentiment about housing needs and issues.
- Identifying community perspectives on City and other actions for addressing housing need and demand.

This report shares the following information:

- Engagement activities

- Participant demographics
- What we heard key themes
- Next steps

2. ENGAGEMENT ACTIVITIES

Engagement activities consisted of key informant interviews, three remote workshops, an online survey, and interaction through the Be Heard platform, as described below. In addition, notes from a Community Action Network meeting about the draft housing needs report were received and incorporated.

Key Informant Interviews

Key informant interviews provide insight into local housing needs from those with first-hand knowledge of New Westminster, its population and the housing and social service needs of their clientele. Thirteen interviews were completed with representatives of seven housing and social services organizations, and three City advisory committees. Interview questions focused on identifying gaps in housing and housing related services, as well as opportunities for improvement. Appendix 1 lists the organizations and committees with members who participated in the interviews.

Workshop with Community Action Network (CAN)

CAN graduates participated in a remote workshop on May 26, 2021. The goal was to include the voices of people with diverse lived and living perspectives of housing vulnerability. Community Action Network New Westminster is a partnership between the City of New Westminster and the BC Poverty Reduction Coalition. CAN NW is intended to increase the involvement of persons with lived and living experience in poverty and homelessness in civic planning, policy development and decision-making, thus making these processes more representative and responsive.

Discussion questions were provided to participants in advance. The workshop was two hours long and allowed time for a brief presentation on the draft HNR, a question and answer period, and a facilitated discussion of participants' perspectives on housing issues and ideas for addressing housing issues. Eight CAN members participated.

Public workshop

A 90-minute online workshop engaging with public and stakeholder audiences was held on May 4, 2021. It consisted of a brief overview presentation on the draft Housing Needs Report, followed by a question and answer period, then breakout groups to discuss housing issues and ideas for improvement, with a report back to the plenary. The workshop was facilitated by Jennifer Miller, Manager of Public Engagement, and participants were encouraged to use the chat feature, live questions and/or engage in a follow-up, linked survey. There were 16 participants.

Workshop with City's Advisory Committee on Affordable Housing and Childcare

An informal workshop took place on June 8, 2021 as part of the Committees' regular Committee meeting. It consisted of a brief overview presentation on the draft Housing Needs Report, followed by a question and answer period, then an opportunity for Committee members to provide comments on housing issues they are concerned about and ideas for improvement. There were 6 participants.

Be Heard platform

There were 269 participants who visited at least one of the Housing Needs Report pages on the Be Heard New West platform. Of these 269 participants, there were 169 who were more involved, including 109 visiting multiple project pages. Of these 169 more involved participants, 67 completed the survey. Participants posted ten ideas for solutions, and these have been incorporated in the key themes.

Survey

An online survey was posted on the Be Heard New West platform and referenced in the public workshop. The survey was open from April 19 to May 16, 2021 inclusive. The survey asked respondents about their experiences and views of housing issues, and their ideas about what the City and others could do to address them. There were 67 completed surveys.

Verbatim feedback from each engagement activity is provided in Appendix 2

3. PARTICIPANT DEMOGRAPHICS

Engagement participants are not necessarily representative of the New Westminster population, rather they represent the views and opinions of those who self-selected to participate. Efforts were made to include a range of voices, including those traditionally unlikely to participate, specifically persons with lived and living housing vulnerability experience, through the involvement of Community Action Network members.

The survey demographics summarized below (the only engagement initiative for which detailed demographics are available) suggest that the respondents were representative of the City's demographics in some respects, but not in others. In brief, survey respondents:

- Over-represented homeowners
- Over-represented single family home residents, and under-represented multi-family home residents
- Represented most neighbourhoods fairly relative to their proportion of the City's 2016 Census population, however, Downtown (overrepresented) and Queensborough (underrepresented) were the exceptions.
- 30-49 year olds were overrepresented while 18-29 year olds were underrepresented.

- 50-64 year olds and 65+ years old were fairly represented compared to the 2016 Census population.
- The IBPOC population was underrepresented.
- Immigrants were underrepresented.

The most common groups that responded to the survey were households with children (<18 years old), followed by immigrants, LGBTQ2S+, and households with seniors in the household. There were also 9 respondents with someone with a disability in their household, 6 IBPOC respondents, 3 Indigenous respondents, and 1 recent immigrant (moved to Canada within the past five years) respondent. We were unable to determine representativeness of these respondent groups with respect to the New Westminster population due to a lack of comparative data.

4. WHAT WE HEARD KEY THEMES

The following summarizes the key themes that we heard from all engagement activities. It also identifies areas participants felt the draft housing needs report could be improved.

- **Homelessness.** There are high levels of concern about people who are experiencing homelessness in New Westminster amid fears that the pandemic has worsened the situation. It is felt that people experiencing homelessness are becoming more entrenched, as services are harder to access. The draft report focuses on the situation in 2020 rather than the situation today. Hidden homelessness is not included in the draft report, therefore the homeless figure provided is an underestimate. There is a significant gap in the low barrier rental housing supply, and this is fueling increased homelessness. In addition to non-market housing, more housing with wrap-around supports such as case management, access to health etc. is needed for the most vulnerable, including the homeless. There is a lack of suitable shelter space for seniors and women.
- **Housing needs of persons on fixed incomes.** General concern that the housing needs and issues of persons on fixed incomes (such as pensions, Income Assistance and Persons with Disabilities) be reflected in the housing needs report. Their incomes are much lower than top range of the very low-income cohort (\$35,000), and their housing options are very limited. The housing needs report could better reflect this. The City must ensure that new affordable housing is affordable for these households' incomes - at rent geared to income levels.
- **Affordable housing types and sizes suitable for families.** Participants noted a lack of suitable housing choice for moderate-income households wishing to buy entry-level ownership units other than apartments. Current options such as single detached homes are unaffordable for middle income families. Single detached

areas don't allow suitable more affordable family housing forms such as duplexes. Townhouses don't work in single detached areas because they require land assembly. Instead, small houses are being demolished and rebuilt larger. More housing choice that is suitable and affordable for families is needed in all neighbourhoods. Otherwise, families may leave New Westminster to find affordable housing elsewhere. Specific needs are for more affordable 3 and 4+ bedroom units. Co-housing was offered as a potential solution. The housing needs report should include targets for family-sized, market housing units.

- **Rental housing cost, availability, and security.** Low-income renters cannot find suitable rental housing they can afford. This is due to rising rents in the purpose-built stock, long wait lists for non-market housing and ineligibility of single adults under age 65 for rent supplements or subsidized housing. Moving within New Westminster is difficult as landlords are allowed to raise the rent upon vacancy. Vacancy control, which ties rent to the unit not the tenant, and means landlords can't hike the rent when a renter moves out, was suggested as a way of addressing this. Concern also that some of the least expensive rental housing is being demolished or renovated leading to fears of displacement, homelessness, and possible removal of children from the care of the family. This affects people in many vulnerable groups including seniors, Indigenous persons, single parent families, persons with disabilities, income assistance recipients, people with mobility issues, and large families.
- **Discrimination and stigmatization** The report needs to clearly address the issue of discrimination based on social condition such as poverty, immigration status, disability, race, and family size. Landlords have no incentive to rent to young people or members of marginalized communities. Concern that landlord credit checks are invasive and discriminatory. More race-based data is required to reflect the housing situation of IBPOC households. The housing needs report must reflect the needs of visible minorities along with Indigenous households.
- **Newcomers face significant housing challenges** including housing affordability, security of tenure, poor housing conditions (mice, cockroaches), and discrimination by landlords based on race and household size. Newcomers avoid speaking up about their concerns about poor housing conditions to landlords for fear of retribution. Other options are needed to convey their concerns about housing safely to authorities. A committee of landlords and tenants was suggested as a place where tenants can bring concerns anonymously for resolution. Monitoring or spot checks on implementation would be needed.
- **Single persons' housing needs are not being met.** One-bedroom units are relatively expensive compared to larger units. Some singles want more housing options that allow sharing; others want not to have to share with others to live

affordably. Landlords discriminate against renters with roommates. The restrictions on pets in many rentals affects singles, who may view pets as key emotional supports.

- **Flawed development approval process** A divisive and problematic development approval process featuring public hearings for affordable/social housing pits vulnerable households against existing homeowners. Council is not hearing about land use at these hearings (the intended topic) but rather the occupants of the proposed housing. The non-market housing approval process takes too long as a result. Neighbourhood opposition must be addressed, and the process needs to be reformed to achieve more, new, affordable housing supply. Secondary suite and laneway house development approval could be made simpler.
- **Difficulty accessing non-market housing due to insufficient supply.** Long waitlists prevent eligible applicants from accessing social housing when they need it. Co-op housing provides much-needed secure housing for people who want to be contributing members of the community, yet none has been built for years and it is difficult to access. More non-market rental housing is needed to address this gap, including housing for residents of supportive housing to “move-on” to upon leaving supportive housing. The challenges of adequate government funding for new non-market housing exacerbated by high construction and land costs, and a lack of City-owned sites, were noted. We can only increase supply one project at a time.
- **Seniors’ housing and supports.** Concerns ranged from lack of sufficient affordable rental housing to the upcoming growth in baby boomer seniors aging in place with inadequate social and service supports. Housing related service gaps included housing outreach services and supports for seniors age 65 plus to help them stay independently housed i.e., light housekeeping and meal services, transportation, and proximity to health and other services. There were also concerns about the adequacy of long-term care options in New Westminster.
- **Rental and strata restrictions and insurance** There are few pet-friendly housing options due to restrictions on pets in rental housing and elsewhere. This restriction in many rentals affects singles, for whom pets may offer emotional support. Age discrimination also excludes children from occupying some housing, and often these are the most affordable condos. This should not be allowed in 2021. We should challenge age restricted stratas. There are also concerns with rising strata insurance deductibles and premiums affecting both homeowners and non-profits that own units in stratas.
- **Concern about housing needs of others** More survey respondents were concerned about others having difficulty finding or keeping suitable housing in

New Westminster (82%) than had themselves experienced barriers in accessing housing (48%). They were most concerned about people who are homeless or at risk of homelessness, people with very low incomes below \$35,000 per year, young families, people with low to moderate incomes between \$35,000 and \$84,999 per year, people with disabilities, renters, and seniors.

- **High home prices and speculation.** The cost of purchasing a home in New Westminster is high and has outpaced wages and incomes. This may be linked to the limited supply of certain housing types, and/or more broadly to rising home prices among all housing types in the region and elsewhere. There is concern about vacant homes, money laundering and speculation contributing to high prices.
- **Fear about the future** Concern about residents' future ability to find or keep suitable housing in New Westminster. There is also a concern that long-term residents and contributing members of the New Westminster community will have to leave due to high housing costs and/or low availability of suitable housing. More pandemic related impacts are expected by some.
- **Lack of vacant sites for more housing.** Density is the solution for more housing in New Westminster given the limited amount of undeveloped land. The challenge is to densify without displacing existing residents.

Appendix 1

Organizations that Participated in Key Informant Interviews

Organization	Description
Seniors Services Society	Senior's housing and other services in the Lower Mainland
Affordable Housing Society	A non-profit housing organization with head office in New Westminster and serving the entire region
Community Living Society	CLS provides unique and flexible support services for people with developmental disabilities.
Umbrella Multicultural Health Coop	A cooperative community health centre delivering culturally appropriate health care to immigrants and newcomers in the Lower Mainland.
New Westminster Homelessness Coalition Society	A non-profit charity organization that works to address homelessness in New Westminster, BC.
Vancouver Native Housing Association	A non-profit housing organization providing housing for the Indigenous population in the Lower Mainland.
New Westminster Rent Bank	Provides low-cost, no interest loans to low to moderate income residents of New Westminster at risk of eviction or disconnection of essential utilities due to a temporary financial crisis.

City Committees	Number of responses
Affordable Housing and Childcare Advisory Committee	1
Multiculturalism Advisory Committee	4
Seniors Advisory Committee	1

Appendix 2

Verbatim Feedback

Verbatim feedback is provided for the following engagement initiatives.

- City of New Westminster Housing Needs Workshop May 4, 2021
- Workshop with Community Action Network May 26, 2021
- Community Action Network New Westminster Meeting April 28, 2021
- Affordable Housing and Child Care Advisory Committee Workshop June 8, 2021
- New Westminster Housing Needs Survey Results
- Ideas from Be Heard New West Platform

City of New Westminster Housing Needs Workshop May 4, 2021

Housing Issues Reported in Plenary and Breakout Groups

- Renters, and people with low incomes or in poverty are stigmatized
- Landlords discriminate against renters with roommates (not allowed in Residential Tenancy Act)
- Development approval process (for rental and affordable housing) pits vulnerable people with a right to housing against homeowners. This leads to divisiveness around development.
- Single family neighbourhoods appear to be protected from growth and change; it is illegal to develop alternatives to single detached homes there. Duplexes are not permitted.
- Lack of housing choice for families in single detached neighbourhoods; only single detached, laneway and townhouses are permitted. Townhouses are not workable, as they require lot assembly.
- Lack of rental security of tenure. Fear of demoviction and renoviction, and eviction for landlord use of property.
- How to ensure equitable densification without displacement?
- Limited long term care home spots in New Westminster for an aging population.
- Fear we are losing residents, particularly families, due to affordability concerns and lack of family friendly housing choices, but we do not know how many. How to measure?
- Singles on income assistance can't afford to rent anywhere in Lower Mainland, their incomes are much lower than the very low-income definition in the draft housing needs report.
- Small homes are being demolished and re-built bigger as there are few other viable development options in single-detached areas.

- There are few new housing cooperatives, and existing ones are old. We need new options for secure accommodation like coops.
- Supportive housing residents cannot move on to affordable housing once they are ready, as there are no affordable rental units available to move into
- The rental market encourages renters to stay put, even if they want to downsize, as moving exposes them to current higher market rents.
- High and rising housing costs make it difficult to move from rental to homeownership today. Wages have not kept pace with housing costs.
- Rising homelessness, and concern about a possible future tent city.
- Concern that the affordable housing that is being produced isn't affordable for the lowest income households.
- Singles want more affordable housing choices; some are ok to share with others, others do not want to have to share to live affordably.

Ideas and Solutions

- The development approval process needs to be reformed to protect the rights of those with housing need from predominant homeowner sentiment. Right to housing issues should not be subject to a public hearing where homeowners dominate.
- Must address neighbourhood opposition to development if we want to approve more affordable and suitable units.
- Open all residential land for more housing to address this dire housing situation.
- Need more affordable rental housing or rent geared to income housing (RGI)
- Speed up the development approvals process as we're in a dual crisis - affordable housing and pandemic.
- Need for more/other choices for low-income singles. More shared options, and more affordable options to live alone.
- Provide City support for co-housing for seniors and students.
- Tie rent increases to the unit not to the tenant, so that rents don't rise when a tenant moves.
- Allow more family suitable housing choice in single-detached neighbourhoods, specifically allow duplexes.
- Focus staff and Council attention on affordable housing options, which have been neglected for decades.
- Dedicate a higher proportion of new condominiums to affordable housing (that are affordable for very low-income households).

Notes from Workshop with Community Action Network May 26, 2021

Comments and questions on Draft Housing Needs Report

- The homeless count referenced in the report doesn't include people who are experiencing hidden homelessness, therefore it is an underestimate of homelessness.
- Where does the report address needs of persons on Income Assistance or Persons with Disabilities? They earn much less than \$35,000 per year which is the top end of the very low-income category.
- Report comments on Indigenous people's housing needs, but what about other communities such as Asians and other minorities? Concerned about discrimination. Should include IBPOC housing needs in report.

Housing Issues

- It is hard to know where to go for housing assistance as there are so many government ministries.
- Rental stability is an issue for low income and marginalized residents in New West. I see many people being displaced by landlords selling homes, repurposing homes, and renovations. The biggest fear I have is becoming homeless as I once was. The availability of market housing is a challenge for everyone at all income levels.
- Concerns about 12th Street redevelopment and potential displacement of people who are on welfare and low income. There are fears of becoming homeless and having one's children taken away. Is there a plan for tenants who will fall through the cracks?
- With the renoviction ban, landlords can still play other cards to get tenants to move.
- When a parent loses housing, they lose their child. Getting the child back once lost to the Ministry is challenging and places a significant amount of stress on the family.
- A local rental building with many tenants on fixed income, e.g. people with disabilities, seniors, etc. has mice and cockroaches, and is in poor condition. People sell drugs because they need the money to pay rent. This causes disruptions like fire alarms in the middle of the night. Residents are afraid to let City staff know that they are living in housing that isn't safe because they fear that they will lose their housing.
- High utility bills are common in low-income housing because they are usually older buildings without adequate insulation etc.
- Large families face discrimination. We don't mind living together with many people. In our culture, we don't turn anyone away. The landlord said too many people in the home will damage walls etc.
- Newcomers come to Canada with great hopes but also face many challenges. I was living in BC Housing accommodation and was asked to leave the house within three weeks with no explanation.

- Discrimination by landlords. You don't know if you've been discriminated against.
- Youth leaving foster care are a large component of the marginalized population facing housing issues and they receive inadequate support for youth leaving foster care. However, some participants felt that supports for youth leaving care have improved and are no longer an issue in BC.
- Landlords have no incentive to rent to young people or members of marginalized communities.
- Spending 30% on housing is considered affordable; however, many don't pay 30%, they pay more than that.
- The New Westminster Rent Bank is good, but if your rent isn't affordable, then the Rent Bank will not help. Only a few people accessed the Pitt Meadows Rent Bank. They did a poor job of advertising.

Ideas/Solutions

- When the City builds "low-income housing" please consider income assistance recipients as well (unlike Vancouver's definition of "low-income housing").
- Addressing housing affordability and insecurity may help with the opioid crises because if people have stable, affordable housing, they won't need to sell drugs to pay the rent. These issues are connected.
- Governments need to provide data on visible minorities, e.g. IBPOC. We need data to create change.
- Government must agree that housing is a human right.
- Suggest collaboration between people who create tenant laws and advocacy groups to address problems with residential tenancies.
- Engage with youth before they experience challenges with homelessness. Youth who are aging out of foster care need to be provided with support. London, Ontario is a good example of youth leaving care getting support to transition to live independently. It teaches youth how to manage money, how to find housing etc.
- The vetting process for rentals needs to change. Why do landlords ask for personal information/income before they decide to rent to someone?
- When people become homeless, a lot of factors are in play and much of it has to do with education, self-worth and budgeting. People who are homeless require a program where they are taught how to read and pay a bill, budget etc. You can give someone housing but if they don't have skills to maintain it, they can easily lose the home, resulting in a cycle. Education is key.
- Suggest a committee of tenants and landlords where folks can bring rental housing maintenance and other concerns anonymously for attention by outreach workers, City staff and others.
- We need an organization that does random spot checks on rental units, to ensure that anonymous requests for critical maintenance are acted upon.

- Encourage landlords to rent to low-income people
- Have more single detached houses and duplexes for rent, not just apartments.
- There are many vacant homes in the Lower Mainland. Need laws restricting home purchases to locals only.
- Report says housing need and demand will go up. Suggest renting out part of large houses to cover rent when kids move out. Perhaps we could build housing that is partitionable.

Community Action Network New Westminster Meeting April 28, 2021

- The report does not clearly address the issue of discrimination based on social conditions. Stigma attached to poverty affects new immigrants and people who are have difficulties in making ends meet. We need to speak up and address the loophole we see, using lived experience of new immigrants and how they are affected by housing policy. We can make some lasting changes.
- Example ordeal of racial discrimination when the landlord said “she could not rent to someone by the name of X”.
- There is disability and welfare stigmatization, e.g. discrimination via credit checks, invasive questions, and racial profiling. Why do they need to know your credit history? It’s a way of discriminating against poor people. It needs to stop.
- People with disabilities and seniors continue to face obstacles in finding affordable and dignified housing.

Affordable Housing and Child Care Advisory Committee Meeting June 8, 2021

Questions

- Are estimates for non-market housing need for couples and families included in the report?
- Are COVID impacts adequately covered in the report? Most of the data is for 2020. What about since then? With closure of Lookout’s Emergency Response Centre there was a massive increase in needs among clientele, shelters are at capacity, and entrenchment has accelerated as has drug and alcohol abuse. The Business Improvement Association is finding it difficult to deal with street homelessness. Could there be an addendum to the report to cover the current situation?
- Challenge is to increase supply of non-market housing, but in New Westminster, there is little developable land remaining, therefore we must densify existing buildings.

Issues And Ideas

- Homelessness is a concern
- Young families, who can't afford to live here, and must move away.
- We need more housing coops, but they must have a reasonable income threshold for residents to access them.
- Glad that Council endorsed the Aboriginal Land Trust Society project, it will be a valuable addition.
- There is no space to build more housing, and schools are full, with no room for portables in some cases.
- Homeownership opportunities for young people. Friends are leaving because they can't afford to live here, and I don't know what the solution is.
- Street homelessness and a concern that the 2020 count was not representative of all people who are experiencing homelessness.
- Concern about households age 55+ who want to downsize out of current large rentals, but can't afford the rent for a smaller, but now more expensive, market rental unit. They might have to leave community they have lived in all their lives.
- It is too late to do anything, we should have been building for years, and there is little land for development.
- We need faster approvals for new non-market housing project proposals and mixed-income non-market housing models.
- Partnerships are needed, for example the Gasworks site needs to be cleaned up prior to development. The Province needs to step up.
- Concern about the community conflict around housing that is generated through the public hearing process. New Westminster Council has raised this issue with the Province. At public hearings, Council is not really hearing about land use, but rather occupants. This puts municipal politicians in a difficult situation. Council is required to be neutral at the public hearing.
- Pandemic impacts won't be over in a few months, it is now harder to get people the help they need, if at all. We need more homelessness prevention services.
- Higher vacancy rates in shelters, market and non-market rental housing are the solution to deal with the current problem, but we can only address this shortage one project at a time.
- Some positive points are that the City now has housing staff in the planning department, and the community wants more housing.

New Westminster Housing Needs Survey Results

Q1 Have you experienced barriers in finding or keeping housing in New Westminster?

67 respondents answered this question. Just under half of all respondents (32 respondents; 47.8% of respondents) had experienced barriers, while 24 respondents (35.8% of respondents) had no barriers.

Q2 What barriers have you experienced? Choose up to your top 3.

32 respondents answered this question: the respondents who had answered ‘yes’ to question 1. The most common barriers were (mentioned by 10 or more respondents):

- Cost of home purchase too high (16 respondents);
- Cost of rent is too high in available units (15 respondents); and,
- Limited supply of desired housing types and sizes (10 respondents).

Among the 7 respondents who answered ‘other’, a lack of pet friendly housing (4 respondents) was notable among respondents based on thematic analysis of open-ended responses.

Q3 Please specify what you mean by “limited supply of desired housing types and sizes”

10 respondents answered this question: respondents who had put “limited supply of desired housing types and sizes” as an answer to question 2. Among these 10 respondents, the most common answers were townhomes (7 respondents) and specifically, affordable townhomes (3 respondents). This is based on thematic analysis of open-ended responses, with some respondents mentioning multiple themes (e.g., townhomes in general and affordable townhomes).

Q4 Are you concerned that others are having difficulty finding or keeping suitable housing in New Westminster?

66 respondents answered this question. The vast majority of respondents (54 respondents, 81.8% of respondents) answered ‘Yes, I’m concerned’.

Q5 Who are you most concerned about? Choose up to your top 3

54 respondents answered this question: the respondents who had answered “Yes, I’m concerned” to question 4. The most common groups mentioned (mentioned by 10 or more respondents) were:

- People who are homeless or at risk of homelessness (26 respondents);
- People with very low incomes below \$35,000 per year (25 respondents);
- Young families (19 respondents);
- People with low to moderate incomes between \$35,000 and \$84,999 per year (16 respondents);
- People with disabilities (15 respondents);
- Renters (14 respondents); and,

- Seniors (11 respondents).

Relatively few respondents provided write-in answers for ‘other’: just 3 respondents.

Q6 What specific challenges do you worry about for them? Choose up to 3 main challenges.

54 respondents answered this question: the respondents who had also answered question 5. The most common challenges mentioned (mentioned by 10 or more respondents) were:

- Cost of rent is too high in available units (35 respondents);
- Cost of home purchase too high (24 respondents);
- Rentals are hard to find (17 respondents);
- Limited supply of desired housing types and sizes (13 respondents); and,
- Cannot get into social housing (12 respondents).

There were no write-in answers provided for ‘other’.

Q7 Thinking about the future, do you have concerns about your ability to find or keep suitable housing in New Westminster?

67 respondents answered this question. Approximately two out of three respondents had concerns (44 respondents, 65.7% of respondents). 15 respondents had no concerns (22.4% of respondents).

Q8 What are those concerns? Choose up to your top 3.

44 respondents answered this question: the respondents who answered “Yes, I’m concerned” to question 7. The most common themes mentioned (mentioned by 10 or more respondents) were:

- Cost of home purchase too high (24 respondents);
- Limited supply of desired housing types and sizes (17 respondents);
- Cost of rent is too high in available units (14 respondents); and,
- Other (12 respondents).

Q9 Please specify what you mean by “limited supply of desired housing types and sizes”

17 respondents answered this question: the respondents who chose “limited supply of desired housing types and sizes” to question 8. There were a wide range of responses for the open-ended question 9 and the responses were grouped thematically. Many responses were counted in multiple themes because multiple themes were brought up in answers.

The most common themes were:

- Affordable units (6 respondents);
- Townhomes (5 respondents);
- 3 bedroom units (5 respondents); and

- 4+ bedroom units (4 respondents).

Q10 Does this list reflect your experience of housing needs in New Westminster?

67 respondents answered this question. 38 respondents (56.7% of respondents) said ‘yes, very much’, while another 22 respondents (32.8% of respondents) said ‘somewhat’. 6 respondents (9.0% of respondents) said ‘no, not really’.

Q11 What is missing?

4 respondents answered this question out of the 6 respondents who had said ‘no, not really’ in response to question 10. There was no dominant theme among responses to this question.

Q12 Would you like to tell us something more about your housing situation?

40 respondents answered this question. The open-ended responses were grouped thematically, some responses were in multiple themes. The most common themes mentioned were:

- Middle income families can’t afford family housing (townhomes, houses) (7 respondents);
- Need more support for co-ops, more co-ops need to be built (5 respondents);
- Have to live with roommates to afford housing (5 respondents);
- Rents aren’t affordable, need more rent/vacancy control (5 respondents); and,
- Will need to move outside of New Westminster to find family housing (5 respondents).

Ideas from BE Heard Platform

Title	Description
Do not allow studio apartments to be built. They are used to launder money then rented out and nobody wants to live in one.	
Challenge age restricted stratas for 19+ buildings.	It boggles my mind that we are allowing age discrimination to exist in BC. Excluding children from housing is a terrible policy and I am amazed that this is allowed to happen in 2021.
Give people a reason to create suites in their homes and rent them out. The red tape and costs involved now is ridiculous.	Cut the red tape and think out of the box.
Be more flexible with secondary suites, particularly making it easy and straightforward to build a laneway home (even if there isn't a lane)	
Options for Single Tenants	A large gap that appears to be growing is housing for single individuals, particularly for those in moderate incomes. Most assistance programs targets families or modest income, leaving nowhere for these groups to progress too. Pet friendly options are not seen as a priority, but this overlooks that for individuals who live alone, working or retired, a pet may be their only source of companionship and emotional support.
More co-op housing needs to be built.	We need options for working people/families who, because they were born in the wrong generation or to underprivileged families, will never be able to own a home. Co-op housing provides much-needed secure housing to people who want to be contributing members of our communities.
Eliminate pet restrictions in rentals.	Landlords should not be able to dictate the composition of anyone's family. Pets can be critical mental health supports for people who lack family or community.

Discourage speculation in local real estate.	Housing is a need, not a commodity. There's no good reason that working professionals (teachers, small business owners, nurses, construction workers) should be denied a home so someone else can own more than they can live in.
Include housing targets for family-sized, family orientated market units	The housing report is great, both conceptually and the draft that I've read. I was surprised to not see any targets for missing middle housing specifically. There is a huge need for middle class market housing for families that is more affordable than single family homes. I think the report would be strengthened by having targets for this category of housing as well. Look at the entire spectrum. How many units of housing should the city have across ALL segments across the spectrum for a balanced community that supports each other.
Comment response to "Challenge age restricted stratas for 19+ buildings. "	Yes! It's insane that the only affordable condos with two or more bedrooms don't allow children. It seems that children are the only demographic of people where discriminatory policies are permitted. How is that legal?



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Emilie K Adin, MCIP **File:** 09.1742.02
Director of Development Services

Item #: 262/2021

Subject: Recommended Climate Key Performance Indicators for Annual Seven Bold Steps Report Card

RECOMMENDATION

***THAT** Council endorse the recommended Climate Action Key Performance Indicators and direct staff to proceed with next steps.*

PURPOSE

The purpose of this report is to seek Council endorsement for the recommended new Climate Action Key Performance Indicators to be used to develop an annual report card on the City's progress towards the Seven Bold Steps for Climate Action targets.

BACKGROUND

Building on New Westminster's Climate Emergency Declaration in 2019, as part of the 2019-2022 Strategic Plan process, Council identified Environment and Climate as one of the City's seven priority areas.

Within the Climate Emergency Declaration, Council has identified the following objectives in addressing the climate emergency:

- 1) *Achieve the aggressive GHG targets of the Intergovernmental Panel on Climate Change (IPCC) of:*
 - a. *45% by 2030,*
 - b. *65% by 2040, and*
 - c. *100% (carbon neutral) by 2050,*
 - d. *after which the world should pursue negative emissions (i.e. begin to remove GHGs from the atmosphere;*
- 2) *Engage the community in drastically reducing GHG emissions;*
- 3) *Protect those most vulnerable to climate impacts; and,*
- 4) *Support those most in need of assistance to transition to renewable energy.*

In working towards a zero carbon future, the City adopted the Seven Bold Steps and associated 2030 targets (figure 1 below) and the Climate Action Budgeting Framework. These two frameworks embed climate action within each department's work plan and capital planning process. The City can now demonstrate the connection between departmental work plans and how they support the response to the climate emergency, which was presented to, and endorsed by, Council on March 29th, 2021 in a report entitled "City-Wide Bold Steps Work Plan". Following from the Work Plan, a staff working group formed to identify Climate Action Key Performance Indicators (KPIs) which could be reported on in 2020 to demonstrate quantitative progress towards the City's Bold Step targets. A workshop introducing the draft Climate Action KPIs was delivered to the Environment and Climate Task Force (ECTF) on April 12th, 2021. Feedback in that workshop has been incorporated into the recommended Climate Action KPIs presented in this report (Attachment 1 – Detailed Climate Action KPI Spreadsheet).

Figure 1: Seven Bold Steps and Associated 10-Year Targets (2030)

DISCUSSION

From the City-Wide Climate Action Work Plan, each department has identified, and is recommending, KPIs that demonstrate and quantify progress towards the 2030 Seven Bold Steps targets; which will lead the City on the path towards carbon neutrality by 2050.

Approach to developing Climate Action KPIs

The KPIs recommended in this document were collected through a staff working group comprising of Climate Action, Transportation, Environment, Infrastructure, Engineering Operations, Parks & Recreation, Finance, Fire and the Electric Utility. The working group was guided by the following principles and key questions:

Principles:

- Recommended **Climate Action KPIs may evolve over time** based on active projects, data collection and availability, and relevance to the climate crisis context at that time.
- Climate Action KPIs will be reported on through the **Seven Bold Steps Framework**, with an additional category to capture project areas which support protecting the environment: **Environment**.

Key Questions:

- Is the indicator something that the City has direct and primary influence over?
- Is the indicator meaningful?
- Is the indicator something that can be measured?
- Is the indicator something we currently track, or can easily implement tracking of?
 - o If no, is the indicator meaningful enough to investigate the possibility of tracking in future?
- What details do we know about our data?
 - o How granular is the data (i.e. project level or aggregated portfolio)?
 - o Is data collected internally or externally?
 - o What is the frequency of data reporting that is available (i.e. quarterly, annual, 5-year, 10-year)?

Additionally, existing similar reports from neighbouring communities and regions were reviewed, including Metro Vancouver's Performance Monitoring Dashboard

(<http://www.metrovancouver.org/dashboards/services/Pages/default.aspx>) and the City of Surrey's Sustainability Dashboard

(<https://surrey.maps.arcgis.com/apps/Cascade/index.html?appid=36c84299a99148d8aab1d3b9fe2b8748>).

Recommended KPIs

The following table presents the recommended Climate Action and Environment KPIs. The table is broken into two sections, the first being indicators which have existing defined targets associated with them, and the second being indicators that provide a reference to progress within their specified Bold Step, but do not directly speak to the defined target. Additional details regarding data sources, staff comment on data collection and availability and staff responses to EnCTF feedback from April 12th, 2021, is available in Attachment 1.

Recommended KPIs with Existing Defined Targets					
Data Availability Frequency	Climate Action Bold Step / Environmental	Recommended KPI	Proposed Measure	Units	Most Recent Year of Data
Annual	Step 1: Corporate	City's Corporate Emissions	Aggregated GHG for all operations	tCO ₂ /yr	2020
5 Year	Step 2: Car Light	Sustainable Transportation Mode Share	Percentage of all trips made by foot, bicycle, transit and shared motor vehicle in the City	%	2017
Annual	Step 3: Buildings and Homes	Buildings Emissions	Aggregated building GHGs (community)	tCO ₂	2020
Annual	Step 3: Buildings and Homes	Buildings Emissions	Building GHGs per capita (community)	tCO ₂ /person	2020
Annual	Step 5: Clean Energy	Electrical Infrastructure	Total clean energy consumed (also ties to Step 3 KPIs)	MWh	2020
Annual	Step 6: Urban Forest	New Trees Planted	Net New Trees (Public and Private).	# of trees and # of trees by neighbourhood	2020

Data Availability Frequency	Climate Action Bold Step / Environmental	Recommended KPI	Proposed Measure	Units	Most Recent Year of Data
5 Year	Step 6: Urban Forest	Tree Canopy Cover	Total percent canopy cover	% canopy cover	2016
Annual	Step 7: Public Realm	Road Space Re-allocation	% of road space re-allocated to sustainable transportation or public realm uses	%	Calculation methodology in progress. No data available.
Annual	Environment	Sewer Separation	% of combined sewer separated	km or % separated	2020
Recommended KPIs with No Defined Target (indication of progress)					
Annual	Step 2: Car Light	SkyTrain Boardings	SkyTrain Boardings for all stations within City.	# of boardings	2020
Annual	Step 2: Car Light	Bus Service Hours	Bus service hours for routes providing service to the City (within and to/from neighbouring municipalities.	# of hours	2020
Annual	Step 2: Car Light	Length of Greenways	Total length of greenways in the City	km	2020
Annual	Step 3: Buildings and Homes	Energy and Emissions Reduction Program Impacts	GHG reduced in existing buildings (community)	GJ/year tCO ₂ /yr	2020 (partial data)

Annual	Step 3: Buildings and Homes	New Energy Efficient Homes (above Building Code requirements)	Energy and GHG savings of completed homes above baseline building code	GJ/year tCO ₂ /yr	2020 (partial data)
Annual	Step 4: Green Vehicles	Electric Vehicle Charging (City-Owned)	Electricity delivered to fuel EVs	kWh and equivalent km driven	2020
Data Availability Frequency	Climate Action Bold Step / Environmental	Recommended KPI	Proposed Measure	Units	Most Recent Year of Data
Annual	Step 4: Green Vehicles	Electric Vehicle Charging (City-Owned)	Number of City-owned EV stations	stations	2020
Annual	Step 7: Public Realm	Storm Water Management	Number of storm water management interventions (public)	# of interventions in progress and completed	2020
Annual	Step 7: Public Realm	Gathering Spaces	Number of new gathering spaces created (i.e. new benches, etc.)	#	2020
5 Year	Step 7: Public Realm	Natural Areas	5 year birds eye view of total land area	Hectares	2020
Annual	Step 7: Public Realm	Natural Areas	Updates on efforts such as conversion of invasive to native species resulting in improving the <u>quality</u> of existing natural areas	Hectares	2020

Annual	Environment	Residential Water Use	Residential water usage, expressed in liters, annually per capita	L/person/day	2020
Annual	Environment	Single Family Waste Diversion	Percent of waste from single family households that does not enter the waste stream for incineration or landfill	%	2020

Data Availability

Throughout the approach to developing the recommended Climate Action KPIs, central to the discussion are the sources and availability of data. Approximately 40% of the recommended KPIs require data from external sources, including, but not limited to:

- FortisBC
- BC Hydro
- The Province of BC, and
- TransLink.

Each data point is accompanied by a timeline which defines the availability of the previous year's data. This timeline can range between the first month of the following year (January) to the end of the 2nd Quarter (June).

This range of timelines associated with acquiring previous year's data is the driving factor behind the Climate Action Annual Report publication timeline.

Recommended reporting timelines

The annual report for the previous year is likely to be produced by Q3 of the following year. Ongoing review of external data availability and recommended Climate Action KPIs could result in producing a report card earlier in the year in future.

Sample of information to accompany each KPI

- Target based indicators
 - Associated Target or Contribution to a Target (if any)
 - Data source
 - Date of most recent data (last updated)
 - Historical data to provide indication of trends (3 previous data points)
 - Anticipated frequency of metric updates
- Related progress indicators
 - Data source
 - Date of most recent data (last updated)
 - Historical data to provide indication of trends (3 previous data points)
 - Anticipated frequency of updates

Next Steps

Should council endorse the recommended Climate Action KPIs, staff will develop a Draft Climate Action Report Card for 2020 and report back to the ECTF with updates regarding data collection challenges and learnings (i.e. completeness of data available from external

sources, meaningfulness of KPI based on available data granularity, etc.) for feedback on final Climate Action Report Card design. Additionally, working with IT to investigate potential data tracking systems and/or reporting tools will also be reviewed during this period and brought forward to ECTF. Upon recommendation from ECTF, the Climate Action Report Card will be forwarded to Council.

It is anticipated that the Climate Action Report Card will continue to evolve in the next few years as new external data sources are made available, new internal data collection processes are put in place, new Climate Action priorities emerge, and public input is collected on what data is most meaningful to present.

INTERDEPARTMENTAL LIAISON

The Climate Action Division has consulted with the Electric Utility, Engineering, Parks & Recreation, Fire and Finance Departments in the preparation for this report.

FINANCIAL IMPLICATIONS

Compiling an annual Climate Action Report Card will require staff time, potential fees related to external data acquisition, creation of data tracking systems, and report and/or dashboard production. A detailed breakdown of the financial implications will be reviewed by staff through the development of a draft Climate Action Report Card.

OPTIONS

The following options are presented for Council's consideration:

1. That Council endorse the recommended Climate Action Key Performance Indicators and direct staff to proceed with next steps.
2. That Council provide staff with alternative direction.

Staff recommends option 1.

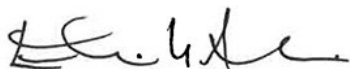
ATTACHMENTS

Attachment 1: Detailed Climate Action KPI Spreadsheet

This report has been prepared by:
Leya Behra, Manager Climate Action

This report was reviewed by:
Erika Mashig, Manager, Parks and Open Space Planning, Design and Construction
Erica Tiffany, Senior Transportation Planner
Steven Faltas, Business Process Manager
Harji Varn, Director of Finance

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Detailed Climate Action KPI Spreadsheet

Climate KPI Working Group Worksheet Notes

Principles:

- Recommended **Climate Action KPIs may evolve over time** based on active projects, data collection and availability, and relevance to the climate crisis context at that time.
- Climate Action KPIs will be reported on through the **Seven Bold Steps Framework**, with an additional category to capture project areas which support protecting the environment: **Environment**.

Key questions:

- Is the indicator something that the City has direct and primary influence over?
- Is the indicator meaningful?
- Is the indicator something that can be measured?
- Is the indicator something we currently track, or can easily implement tracking of:
 - o If no, is the indicator meaningful enough to investigate the possibility of tracking in future?
- What details do we know about our data?
 - o How granular is the data (i.e. project level or aggregated portfolio)?
 - o Is data collected internally or externally?
 - o What is the frequency of data reporting that is available (i.e. quarterly, annual, 5-year, 10-year)?

Frequency	Climate Action Bold Step	Applicable Key Performance Indicator(s)	Staff Proposed Measure	Units	Is there a Target?	When is Data Available for Previous Year?	Instructions for how and when to measure	1st Round Comments / Notes	ECTF comment	Staff Response on Comments from TF
Annual	Environment	Water Use Per Capita	Residential water usage, expressed in litres, annually per capita	L/capita/day	No	single family end of February for previous year. SF comes from MV. Sectoral breakdown can be made available.	We already collect this data. Some of this data is estimated due to the fact that we don't have meters and we make some assumptions based on MV billing and ICI consumption (metered) so single family is calculated also using estimated losses in the system. We have a pilot for universal water metering which is a tool we can use to develop policy and determine the City's role		Remove from Bold Steps - create another category for Environmental	Updated column B with new category for Environment
Annual	Environment	Single Family Waste Diversion	Percentage of waste from single family households that does not enter the waste stream for incineration or landfill	% of waste from single family homes diverted from landfill	Yes	After Q1 timeframe	Measured annually and reported out by end of March The regional Integrated Solid Waste and Resource Management Plan developed in 2010 aspired to recycle 70% of the region's garbage by 2015 and 80% by 2020. Reaching the 70% target implies a diversion rate of 30% from the multifamily sector, 65% from the single-family sector, 70% from the Institutional, Commercial and Industrial sector, and 80% from the demolition, land clearing and construction sector. Currently about 64% of the region's garbage is recycled. While the City's single-family sector has succussfully acheived 2015 targets, the City along with Metro Vancouver and member municipalities need to realign priorities to adjust to a changing world. The City is actively participating in shaping a new regional Solid Waste Plan expected to be released for 2023.		Remove from Bold Steps - create another category for Environmental	Updated column B with new category for Environment
Annual	Environment	Sewer separation	% of combined sewer separated	KM separated or % of combined sewer separated	Yes	End of Q1	Already an external metric. We report to MV how much we have achieved every 2 years. Target is 1.5% per year is a target set by MV. Often multi-year projects so should report both "In Progress" and "Completed"		Remove from Bold Steps - create another category for Environmental	Updated column B with new category for Environment
Annual	Step1: Corporate	City's Corporate Greenhouse Gases	Aggregated GHG for all operations - Fleet/Buildings/Lighting/Water Could provide sub-metrics to highlight specific projects if required	tCO2/year	Yes	Currently available late Q2 BCH and FBC data can be dealed as it is only available after their fiscal close (April)	Already part of CARIP and corporate annual reporting. Normally compiled data (from previous year) is available by July		No comment	N/A

5 year	Step2: Car Light	Sustainable Transportation Mode Share	Percentage of all trips made by foot, bicycle, transit and shared motor vehicle in the City	%	Yes	variable timing in the year on a 5-year frequency	Derived from TransLink Trip Diary, which is updated every 5 years. Alternatively, can be derived from Census, again updated every 5 years.	TransLink Trip Diary is very good data, but it is only collected once every 5 years, and it can take up to 2 years for data to be released.	Since this is only available every 5 years: Consider other metrics that we could put out annually as a proxy that might be of interest to the public: bus hours available in our muni? Thoughts for bikes/walkers?	Additional indicators for indication of annual progress listed below
Annual	Step2: Car Light	Bus Service Hours (Annual)	Number of bus service hours for bus routes providing service within City.	Bus service hours	No	Quarterly			(New line based on TF feedback on Mode Share)	Data updated quarterly by TransLink and can be made available. No data for Dec.2020 - June 2021 due to data hack
Annual	Step2: Car Light	SkyTrain Boardings (Annual)	SkyTrain Boardings for all stations within City.	Boardings	No	Daily			(New line based on TF feedback on Mode Share)	Data updated daily by TransLink and can be made available. No data for Dec.2020 - June 2021 due to data hack
Annual	Step2: Car Light	Length of Greenways	Total length of greenways in City.	km	No	Janaury			(New line based on TF feedback on Mode Share)	This data is available internally
Annual	Step3: Buildings and Homes	Buildings and Homes GHGs	GHGs per capita (Buildings and Homes only)	tCO2/person	Yes	June (need to confirm with FBC and BCH for potential to receive data earlier)	Collect utility consumption data from BCH, NWEU, FBC (Buildings and Homes) Population stats/annual projections	Note: transportation GHGs are not able to be included. Transportation emissions from Translink (currently not annual), ICBC (currently not granular enough), others?	Include aggregated GHGs for buildings	Included as a new line
Annual	Step3: Buildings and Homes	Buildings and Homes GHGs	Total GHGs (Buildings and Homes only)	tCO2	Yes	June (need to confirm with FBC and BCH for potential to receive data earlier)	Collect utility consumption data from BCH, NWEU, FBC (Buildings and Homes) Population stats/annual projections	Note: transportation GHGs are not able to be included. Transportation emissions from Translink (currently not annual), ICBC (currently not granular enough), others?	(New line based on TF feedback on buildings GHG per capita)	Aggregated can be included, Data collected both internally and externally from energy utilities
Annual	Step3: Buildings and Homes	Number of completed energy efficient homes (above Building Code requirements)	Energy and GHG impact of completed homes above baseline building code	GJ/year GHG/yr	No	February. In 2020 we do not have annual breakout of data. Will only have this for 2021	Using energy reports from Energy Step Code modelling of Part 9 and Part 3 buildings	The City does not control the number of homes that are built, but the City does set the energy step code requirements for homes built in any given year. In 2021 we can report only on high performance homes (step 4/5/passive), but in future we want to report all homes adhering to step code (incl. step 3 which is our City's baseline which is higher than code requirement).	No Comment	N/A
Annual	Step3: Buildings and Homes	GHG Savings from Buildings and Homes	GHG reduced in existing buildings through energy and emissions reduction programs (municipal led, provincial and other utilities)	tCO2/year	Yes	April BCH Data available near their fiscal year end. Will also need data from FBC and Province which have variable timelines (need to review)			(New line based on TF feedback in the row above)	Some data available but collected externally (BCH, FBC, Province) Currently only have BCH and limited FBC Data
Annual	Step4: Green Vehicles	Electric Vehicle Charging (City Owned)	Number of new stations installed.	stations/yr	No	January	Annually. Total number of chargin stations installed in a calendar year.	It's anticipated a target for charger installations will be set through the eMobility strategy development in 2020 which will further support tracking this metric.	Only report new stations if we have a defined target for new stations. Also consider additional sub metrics below. convert kWh delivered to kms driven, frequency of use (hrs), EVs owned in CNW to tie back to larger goal	delay this metric until after eMobility strategy is complete and use recommended sub metrics for 2020 and 2021 reports. Comments on additional submetrcis provided in new line item below.
Annual	Step4: Green Vehicles	Electric Vehicle Charging (City Owned)	Electric fuel delivered	km driven Usage Hours per year % EV Adoption	No	January (for internal data) Need to follow up with ICBC on EV Ownership data			(New line based on TF feedback on EV Charging Stations Installed)	It is possible to report kms driven and station usage (all internal data) Additional sub metrics will be included. For vehicle ownership, will review ICBC data available to understand accuracy and/or data limitations
Annual	Step5: Clean Energy	Electrical Infrastructure	Total energy electricity consumed	MWh	No	April BCH Data available near their fiscal year end. City Data is available in January	Measured annually and reported out by end of March		Connect this to conservation efforts through ESNW (GHGs reduced in existing buildings)	Ties to existing buildings recommended metric from the TF. Some data from utility programs is not available (FBC and Province) but staff will continue to follow up with external conservation program delivery agents.

Annual	Step6: Urban Forest	New trees planted	- Net New Trees (Public and Private) Sub-metric such as trees planted by neighbourhood (equity metric)	# of trees	Yes	Q1	- Data readily available - Determine if benchmark against UFMS tree planting goals or against 2020 tree planting activities. - currently don't have existing inventory of all trees, so focus on net new		No Comment	N/A
5 year	Step6: Urban Forest	Tree Canopy Cover		% canopy cover	Yes	variable timing in the year on a 5-year frequency	- Baseline data available in UFMS (2016) - Data not available annually without expense for contracted service. Also not practical to track at any more than 5 year intervals (to be able to see change or aerial photos).	not to recommend for annual report card	No Comment	N/A
5-year	Step7: Public Realm	Natural Areas	5 year birds eye view of total land area	Hectares	No	variable timing in the year on a 5-year frequency	Currently includes forested areas (ie., deciduous, evergreen mixed) Brunette River, pond, streams, wetland). For instance, in 2015 it represented 75.6 ha in area and in 2020 it is 61 ha.	Frequency of measurement would be 5 year cycle and a consultant would be required to complete the measurement Total hectares of 'natural' land area, as defined in the 2015 Ecological Inventory and also measured in 2020 inventory (as part of Biodiversity Strategy). Rewilding of natural areas - also reduces landscaping	No Comment	N/A
Annual	Step7: Public Realm	Natural Areas	annual updates on efforts such as conversion of invasives to native species.	Hectares	No	This can be done annually at Hect. End Q1	this is tracked through specific projects	Rewilding of natural areas - also reduces landscaping	No Comment	N/A
Annual	Step7: Public Realm	Number of stormwater management interventions/Best Practice Measure installed	Number of stormwater management interventions (public) Sub-metrics could include in future the resulting volume or percent diverted flow	# of interventions	No	End of Q1		Public is easy to track, Private would be trackable in a year or 2	Really want to see volume (or%) diverted from installed interventions. When can staff present in terms of volume?	Design volumes could be potentially used as an indication of the impact. Not all interventions result in volumes diverted, just a sub-set. Water quality is the major driver. In progress and completed
Annual	Step7: Public Realm	Number of new gathering spaces	Number of new gathering spaces created (i.e. new benches, etc.)	#	No	Q1	we do not have the % of population at this time.	amount of open space isn't likely changing dramatically (other than road reallocation wich is separate initiative).	Additional metric: % of population within 5 min walk of gathering space/natural space?	to classify these spaces will take some work so we don't have it now.
Annual	Step7: Public Realm	Road space re-allocation	% of road space re-allocated to sustainable transportation or public realm uses	sq. km.	No	Anytime, but requires resource to be collect. (Summer co-op student will be the likely resource to complete.)	We track how much space we convert to sustainable transportation, public realm improvements and other sustainability goals.	We still have work to do on our benchmarking spreadsheet, and on deciding what is allowed to be considered as reallocation, but generally we're in pretty good shape.	What kind of reallocation occurred (do we have categories)? Km or sqft instead of % might be more meaningful/relatable for public	Baseline data for total road space area has been collected. Data collection going forward will require monitoring completed capital projects and identifying reallocation of existing road space to sustainable transporation modes. Data also needs to include short-term road closures for non-motor vehicle uses, prorated to annual time frame. Agree with converting metric into lenght or area.



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Emilie K Adin, MCIP **File:** 13.2620.20
Director of Development Services

Item #: 268/2021

Subject: **2035 London Street: Connaught Heights Small Sites Affordable Housing Project - Update**

RECOMMENDATION

***THAT** Council direct staff not to proceed with the Connaught Heights Small Site Affordable Housing Project (2035 London Street) at this time.*

PURPOSE

The purpose of this report is to seek direction on next steps for the Connaught Heights Small Sites Affordable Housing Project at 2035 London Street. Staff recommend not moving forward with the project at this time due to the current high cost of construction, and the implications of the potential funding timeline on the development review process. Staff would continue to monitor the situation with the intent of identifying new opportunities to relaunch this project in the future.

BACKGROUND

As part of its 2019-2022 Strategic Plan, Council resolved to leverage City resources to secure development of below- and non-market housing, including using City-owned properties. In October 2019, Council directed in principle the use of the City-owned properties at 2035 London Street and 2038 Ninth Avenue, located in Connaught Heights.

In January 2020, the City issued a Request for Proposals (RFP). Seven proposals were received. In October 2020, after becoming aware of a Crown Land Grant on 2038 Ninth

Avenue that restricts use of the property for only park and recreation purposes, Council directed staff to no longer include 2038 Ninth Avenue in the project.

In January 2021, the City invited all proponents who submitted a proposal through the original RFP process to submit a new proposal for the 2035 London Street site.

DISCUSSION

Since the launch of the Small Sites Affordable Housing Program, a few key factors have changed that staff considers to be significant enough to recommend pausing the project at this time:

1. Increased Construction Costs – Most significantly, construction costs, particularly the cost of wood, have quadrupled in the last 12 months. This has a high impact on the financial viability of small wood-frame projects such as this one, which have a fewer number of units over which to spread the increased costs. Increasing units and overall massing would reduce the project alignment with the objective included in the RFP for the building to be sympathetic in design with the existing neighbourhood.
2. Expedited Timeline – This project would require an amendment to the Official Community Plan (OCP) and Zoning Bylaw, and the City intends to seek senior government funding to support its development. Staff anticipate that the next call for funding from senior government would be late 2021/early 2022. Projects which have approvals in place are more likely to be successful in securing funding. To best align City approvals with this funding timeline, the City would need to aim for an expedited Public Hearing in spring 2022. Meeting this would require significant staff resources, more than originally anticipated given the effort to resolve the issues regarding 2038 Ninth Avenue (e.g. Crown Land Grant).

The top proponent has also shared similar concerns and has chosen to withdraw their submission.

There are a number of other affordable housing opportunities currently under exploration in the city, and delaying this project at this time would allow staff resources to be focused on these, which: already include a partnership with senior government; meet an immediate need by providing emergency shelter beds or supportive housing units; and deliver a higher number of units.

Due to these factors staff recommended not advancing a project at 2035 London Street at this time. However, staff would continue to monitor the situation with the intent of identifying new opportunities (e.g. new funding programs) and changing circumstances (e.g. a reduction in construction costs) that may allow for the relaunch of this project.

OPTIONS

The following options are offered for Council's consideration:

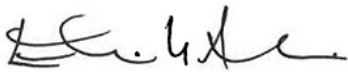
1. That Council direct staff not to proceed with the Connaught Heights Small Site Affordable Housing Project at this time.
2. That Council direct staff to identify and proceed with next steps toward developing a proposal at 2035 London Street for submission to the next senior government call for funding.
3. That Council provide staff with other direction.

Staff recommends Option 1.

This report has been prepared by:
Lynn Roxburgh, Senior Policy Planner
Emily Huang, Social Planning Analyst

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021
From: Emilie K Adin, MCIP **File:** DVP00690
 Director of Development Services **Item #:** 269/2021
Subject: 601 Sixth Street: Development Variance Permit to Vary Off-Street
 Parking and Loading

RECOMMENDATION

THAT Council issue notice that it will consider issuance of Development Variance Permit (DVP00690) to vary the Zoning Bylaw provisions for van accessible parking spaces, maximum cross slope for accessible parking spaces, on-site parking spaces, loading spaces, and short term bicycle parking for 601 Sixth Street.

PURPOSE

The purpose of this report is to request that Council issue notice that it will consider Development Variance Permit (DVP00690) to vary the Zoning Bylaw provisions for van accessible parking spaces, maximum cross slope for accessible parking spaces, on-site parking spaces, loading spaces, and short term bicycle parking for 601 Sixth Street.

BACKGROUND

Council Report – June 7, 2021

On June 7, 2021, staff presented a report to Council (**Attachment 1**) regarding proposed parking variances to the minimum required number of loading, accessible parking, and short term bicycle parking spaces at 601 Sixth Street. After discussion, the draft minutes of which are included as **Attachment 2** Council adopted the following resolution:

THAT Council refer DVP00690 back to staff to investigate the possibility of adding accessible stalls.

PROJECT DESCRIPTION

The applicant proposes to add floor space to the interior of the building at 601 Sixth Street by closing an existing two-storey atrium. As per the original Project Summary Letter (**Attachment 1**), the two-storey space is no longer a viable option for the tenant and in order to make the space suitable for new tenants, renovations are required. When floor space is proposed to be added to a building, the parking is reviewed against current Zoning Bylaw requirements, which are outlined in **Attachment 3**. The requirements for carpool spaces, accessible parking, short term bicycle parking, and loading are now higher than what is currently available in the building, which was constructed in 2001.

Originally Requested Variances

To increase consistency with the current requirements, the applicant originally proposed to designate four car pool spaces and add six short term bicycle parking spaces. However, the following three variances to the City's parking provisions were necessary in order to facilitate the increased floor space of the building: accessible parking spaces, short term bicycle parking, and loading. While the variances would have authorized reductions from current Zoning Bylaw requirements, existing parking currently available on-site would not have been decreased.

Revised Parking Proposal

In response to the June 7, 2021 Council resolution, the applicant has increased the number of accessible spaces and short term bicycle spaces, as outlined in the revised Project Summary Letter (**Attachment 4**) and Project Drawings (**Attachment 5**). To accommodate these changes, the applicant requests additional variances to the number of parking spaces, the maximum cross slope for accessible parking spaces, and minimum length of short term bicycle parking spaces.

Revised Accessible Parking Proposal

The applicant now proposes to convert four parking spaces to two accessible spaces, bringing the total number of accessible spaces to four, with zero van accessible spaces, which would:

- eliminate the need for a variance to the total number of accessible parking spaces;
- still require a variance to the provision requiring one of the spaces to be van accessible;
- require a new variance to the cross slope to accommodate the existing grade of 5%;
- require a new variance for a reduction of one space from the overall number of parking spaces required on-site (78 required/77 proposed).

As outlined in the Project Summary Letter, all possible locations for the accessible parking would require an additional variance. The surface parking has an existing grade of 5% whereas the bylaw specifies a 2% maximum grade, and the parkade has an overhead clearance of 2.0 metres whereas the bylaw specifies a minimum overhead clearance of 2.30 metres. The applicant proposes to locate the stalls in the surface parking adjacent to the existing accessible space, which is nearest the entrance to the building. The minimum overhead clearance can be met at this location and the applicant indicates this space has been able to function to date with the existing slope conditions.

As also outlined in the Project Summary Letter, the size and shape of the surface parking does not allow a van accessible space to be accommodated on site. Van accessible spaces have a longer depth requirement (7.6 metres/24.9 feet) than typical accessible spaces (5.5 metres/18.0 feet) and the existing drive aisle is not wide enough to accommodate this additional length. As outlined by the applicant, van-accessible spaces cannot be added to the parkade as there is not enough height clearance (minimum required height of 2.3 metres in Zoning Bylaw).

Revised Short Term Bicycle Parking Proposal

The applicant proposes to increase the number of short term bicycle parking spaces from zero to 10 by installing two five-space bicycle racks on either side of the building entrance. These spaces are 1.47 metres (4.8 feet) and 1.52 metres (5 feet) deep and cannot accommodate a rack with a 1.8 metre (5.9 foot) length, as required by the bylaw. There is limited available space to place the bike racks because most of the building is built to the property lines and the site area not covered by the building is used for parking and access. The applicant proposes a 1.26 metre (4.13 foot) length rack. This proposal would:

- require a variance of 0.54 metres (1.77 feet) to the minimum bike rack length;
- reduce the short term bicycle parking variance requested from 17 to 13 spaces.

In order to offset the revised variance request for short term bicycle parking spaces, the applicant would provide funding for two two-space short term bicycle parking racks to be installed in front of the building, on the City sidewalk on Sixth Avenue. This would provide four more spaces for use by all people within the public road boulevard. The provision of on-site and off-site short term bicycle parking would be requirements of the Development Variance Permit and a Development Permit.

The originally proposed and revised variances are summarized in Figure 1, below. The applicant's request to vary the number of required loading spaces from two to one remains unchanged. The applicant would still designate four spaces as carpool spaces in order to meet the bylaw requirements.

Figure 1 – Original and Revised Proposed Variances

Characteristic	Existing	Maximum Permitted/ Minimum Required	Proposed	Variance
<i>Parking (Original)</i>	79	78	79	<i>n/a</i>
Parking (Revised)	79	78	77	1
<i>Parking, Accessible (Original)</i>	2	4, including 1 van accessible space	2	2, including 1 van accessible space
Parking, Accessible (Revised)	2	4, including 1 van accessible space	4, no van accessible space	1 van accessible space
Cross slope for accessible parking space	5%	2%	5%	3%
<i>Bicycle, short term (Original)</i>	0	23	6	17
Bicycle, short term (Revised)	0	23	10	13
Bicycle, short term, length (Revised)	n/a	1.8 m (5.9 ft.)	1.26 m (4.13 ft.)	0.54 m (1.77 ft.)

NOTE: Originally requested variances (included in June 7, 2021 Council Report) are shown in *italics*.

ANALYSIS

The proposed variances have been examined in light of the City's Policy Approach to Considering Requests for Variances. This analysis has been included as part of **Attachment 6** to this report. In summary, the proposed variances meet the intent of the bylaw and would facilitate a minor community benefit.

REVIEW PROCESS

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

Complete application submission	May 5, 2021
Report to Council requesting consideration of issuance of notice for Development Variance Permit	June 7, 2021

Report to Council with DVP revisions in response to June 7, 2021 Council Resolution and to request consideration of issuance of notice for Development Variance Permit	July 12, 2021
Response to notice provided and Council consideration of issuance of Development Variance Permit	August 30, 2021

As per the Council resolution on May 11, 2020, the Interim Development Review Process during the COVID-19 pandemic does not require an in person Opportunity to be Heard for this Development Variance Permit but there would be notices sent out to surrounding residents by the Clerks department to provide an opportunity for written feedback/comment.

INTERDEPARTMENTAL LIAISON

This application was reviewed by the Transportation Division.

OPTIONS

The following options are presented for Council consideration:

1. That Council issue notice that it will consider issuance of Development Variance Permit (DVP00690) to vary the Zoning Bylaw provisions for van accessible parking spaces, maximum cross slope for accessible parking spaces, on-site parking spaces, loading spaces, and short term bicycle parking spaces for 601 Sixth Street.
3. That Council provide staff with other direction.

Staff recommends Option 1.

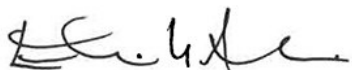
ATTACHMENTS

Attachment 1 - Council Report dated June 7, 2021
Attachment 2 - Updated City Policy and Regulations
Attachment 3 - Draft Minutes from the June 7, 2021 Council Meeting
Attachment 4 - Revised Project Summary Letter
Attachment 5 - Revised Project Drawings
Attachment 6 - Analysis of Proposed Variances in light of City's Policy Approach to Considering Requests for Variances

This report has been prepared by:
Samantha Bohmert, Planning Assistant

This report was reviewed by:
Rupinder Basi, Supervisor of Development Planning
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Council Report dated June 7, 2021



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 6/7/2021

From: Emilie K Adin, MCIP **File:** DVP00690
Director of Development Services **Item #:** 186/2021

Subject: **601 Sixth Street: Development Variance Permit to Vary Parking Requirements**

RECOMMENDATION

***THAT** Council issue notice that it will consider issuance of Development Variance Permit (DVP00690) to vary the minimum number of accessible parking spaces, loading spaces, and short term bicycle parking spaces for 601 Sixth Street.*

PURPOSE

The purpose of this report is to request that Council issue notice that it will consider Development Variance Permit (DVP00690) to vary the minimum number of accessible parking, loading, and short-term bicycle provisions of the Zoning Bylaw for 601 Sixth Street.

BACKGROUND

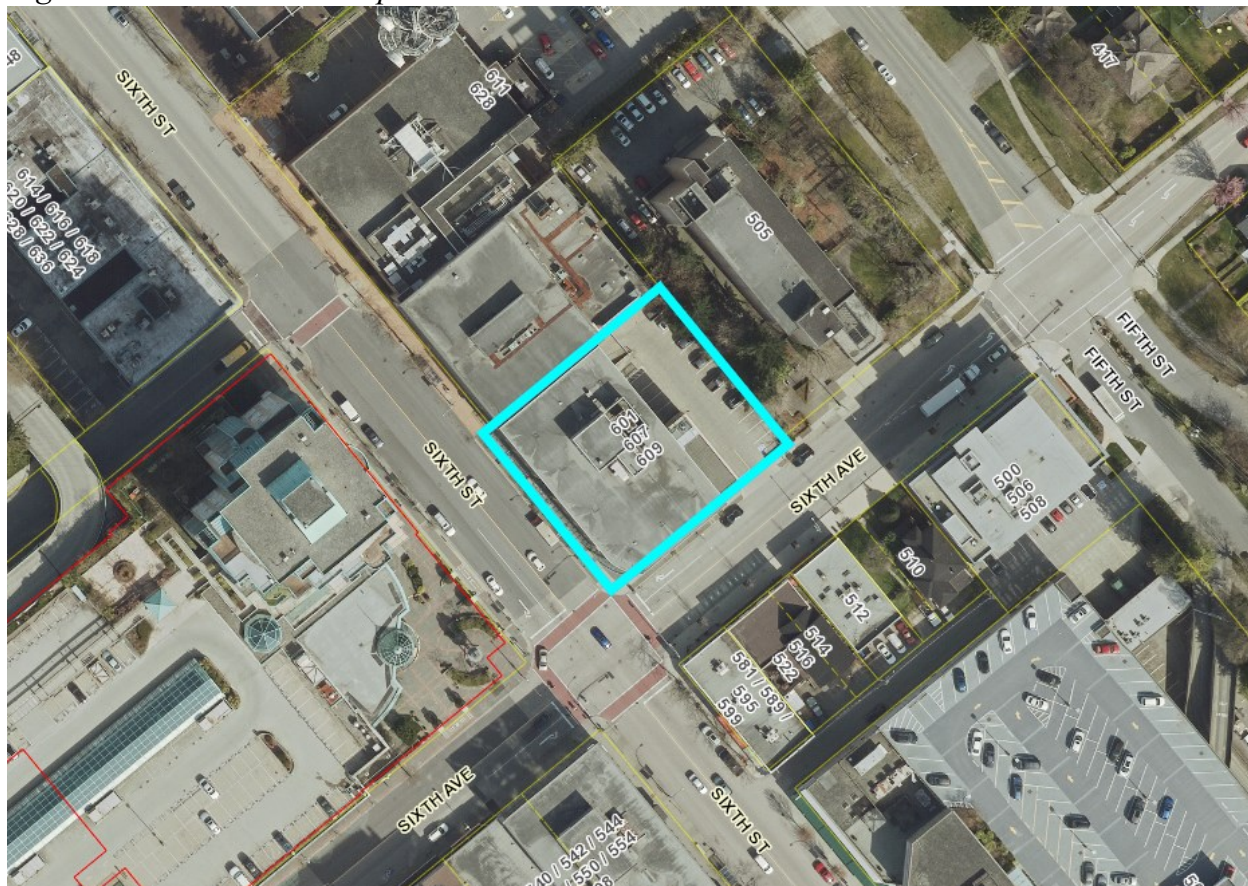
Policy and Regulation Context

The applicant's proposal is consistent with the Official Community Plan land use designation for the site: (MH) Mixed Use – High Rise. The current zoning is Community Commercial Districts (High Rise) (C-3). A summary of related City policies and regulations is included in **Attachment 1**

Site Description and Context

The subject site (601 Sixth Street) has an existing four storey commercial building and a parking lot at the rear of the property. It is on the northeast corner of Sixth Avenue and Sixth Street. It is zoned *Community Commercial Districts (High Rise) (C-3)* and is designated *Mixed Use – High Rise* in the Official Community Plan. The building was constructed in 2001. It is adjacent to other low rise commercial buildings, as well as two high-rise residential buildings. It is one block south of the Crosstown Greenway on Seventh Avenue and one block west of the bike route on Fifth Street. A Site Context Map is shown below, in Figure 1.

Figure 1 - Site Context Map



PROJECT DESCRIPTION

The applicant proposes to add floor space to the interior of the building by extending the second floor to close an existing two-storey atrium. As per the Project Summary Letter (**Attachment 2**), the two-storey space is no longer a viable option for the tenant, and in order to make the space suitable for new tenants, renovations are required.

When floor space is proposed to be added to a building, the parking is reviewed against current Zoning Bylaw requirements. The existing building was constructed in 2001 and the requirements for accessible parking, short-term bicycle parking, and loading are now higher than what is currently available in the building. To increase consistency with the current requirements, the applicant would designate four car pool spaces and add six short-term bicycle parking spaces. However, variances to the City's parking provisions would be necessary in order to facilitate the increased floor space of the building. While the variances would authorize reductions from current Zoning Bylaw requirements, existing parking would not be decreased. The site statistics and proposed variances are summarized in Figure 2, below.

Figure 2 – Site Statistics and Proposed Variances

Characteristic	Existing	Maximum Permitted/ Minimum Required (spaces)	Proposed	Variance
Floor Space Ratio	2.02	5.2 (maximum permitted)	2.06	n/a
Parking	79	78	79	n/a
Parking, Accessible	2	4, including 1 van accessible space	2	2
Carpool	0	4	4	n/a
Bicycle, long-term	8	8	8	n/a
Bicycle, short-term	0	23	6	17
Loading	1	2	1	1

ANALYSIS

The proposed variances have been examined in light of the City's Policy Approach to Considering Requests for Variances. This analysis has been included as part of Attachment 4 to this report. In summary, the proposed variances meet the intent of the bylaw and would facilitate a minor community benefit.

REVIEW PROCESS

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

Complete application submission	May 5, 2021
Report to Council requesting consideration of issuance of notice for Development Variance Permit	June 7, 2021
Response to notice provided and Council consideration of issuance of Development Variance Permit	June 28, 2021

As per the Council resolution on May 11, 2020, the Interim Development Review Process during the COVID-19 pandemic does not require an Opportunity to be Heard for this Development Variance Permit but there would be notices sent out to surrounding residents by the Clerks department to provide an opportunity for written feedback/comment.

INTERDEPARTMENTAL LIAISON

This application was reviewed by the Transportation Division.

OPTIONS

The following options are presented for Council consideration:

1. That Council issue notice that it will consider issuance of Development Variance Permit (DVP00690) to vary the minimum number of accessible parking spaces, loading spaces, and short term bicycle parking spaces for 601 Sixth Street.
3. That Council provide staff with other direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: City Policy and Regulations

Attachment 2: Project Summary Letter

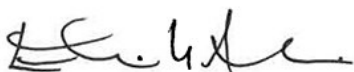
Attachment 3: Project Drawings

Attachment 4: Analysis Of Proposed Variances In Light Of City's Policy Approach To Considering Requests For Variances

This report has been prepared by:
Samantha Bohmert, Planning Assistant

This report was reviewed by:
Rupinder Basi, Supervisory of Development Planning
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer



Attachment 1

City Policy and Regulations

City Policy and Regulations

OCP Designation

Mixed Use – High Rise. The purpose of this designation is to provide low- mid- and high-rise commercial or commercial and residential mixed use buildings which create active and engaging principal streets.

Zoning

Community Commercial Districts (High Rise) (C-3). The intent of this district is to allow for large-site high-rise, commercial, and mixed use development including pedestrian-oriented commercial businesses and multi-family residential.

Characteristic	Existing	Required	Proposed	Variance
Parking, Accessible	1	4, including 1 van space	2	2
Bicycle, short-term	0	23	6	17
Loading	1	2	1	1

Parking Requirements.

Section	Requirement
140.10	For business and professional offices, a minimum of 1.0 off-street parking spaces per 50 square metres of net floor area are required.
	For medical and dental clinics, a minimum of 1.0 off-street parking spaces per 33.33 square metres of net floor area are required.
140.16	5% of required off-street parking spaces for business and professional offices with more than 30 off-street parking spaces shall be reserved for car or van pool use and shall include appropriate signage indicating: “Car Pool Space – Reserved 8 am to 5 pm on Weekdays”.
145.4	For medical and dental clinics, 10% of all required off-street parking spaces should be accessible.
	For all other uses (including business and professional offices), 3 spaces per 51-75 required off-street parking spaces should be accessible.
145.5	1 van accessible off-street parking space is required for every 3 accessible off-street parking spaces.
150.5	For business and professional offices, 1.0 long term bicycle parking space up to 500 square metres of net floor area is required.
	For business and professional offices, 6.0 short term bicycle parking space for each 1,000 square metres of net floor area is required.

Policy Approach to Considering Requests for Variances

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



Attachment 2

Project Summary Letter



UPTOWN
PROPERTY GROUP
Building Success

May 4, 2021

City of New Westminster
511 Royal Avenue
New Westminster, B.C.

Attention: Ms. Samantha Bohmert, Planning Assistant

VIA EMAIL

Dear Samantha,

Re: Rationale for DVP for 601 Sixth Street

We write to provide information in support of the Development Variance Permit application regarding Uptown Centre, 601 Sixth Street, New Westminster.

Background

Uptown Centre is a 4 storey commercial building located at the main intersection of Sixth Street and Sixth Avenue in Uptown New Westminster. The building was completed in 2001, and has 3 levels of office space (floors 2-4) over 1 level of retail space at ground level. On-site parking is provided on 1 level of underground parking (60 stalls), as well as a surface parking lot in behind the building (19 stalls).

The building was designed around a two storey bank branch for a local financial institution offering approximately 13,500 square feet of space over 2 levels. There is a 2 storey high 'open well' at the entrance to the bank branch, and the 2nd floor space wraps around this open well.

Functional Obsolescence

Two storey spaces no longer represent a viable option for retail branches for most financial institutions. Due to the growth of on-line banking and other changes in the financial services industry, the footprint of a typical bank branch has been reduced. The current occupant is moving to smaller retail space. The space, as it is currently designed, is considered functionally obsolete, and changes are required to attract new businesses.

Proposed Changes

In order to make the existing space suitable for new tenants, the ground floor will be fully separated from the 2nd floor, and the two floors will be leased separately. The ground floor (at street level) will remain retail space. The 2nd floor will be office space. Access to the 2nd floor office space will be from the elevator lobby in the building core.

In order to turn the 2nd floor into more efficient office space, it is proposed that the existing open well be filled in. The floor slab will be extended to include the space currently open-to-below. This will allow for a normalized office layout, instead of having the office space wrap around the existing open well. This will also allow the office space to be extended out to the exterior walls, so that office occupants have better access to daylight, providing for a more attractive office environment. The new floor will be a thin, steel structure that will fit within the existing building structure, and maintain appropriate ceiling heights on both floors. The main floor will allow for 12 foot high ceilings, and the 2nd floor will have 9 foot high ceilings.

Filling in the open well results in an increase of 1,531 sq.ft. of office space. That, in turn, requires a new fire exit stairwell to be constructed from the 2nd floor to the ground floor at Sixth Avenue. The new stairwell also provides for the opportunity to add a new corridor and break up the office space into multiple office spaces for smaller office tenants.

The addition of office space is consistent with the City's goals to create more job space. Normalizing the shape of the floor plate and being able to subdivide the 2nd floor into smaller office spaces is consistent with our goals to support small business in New Westminster.

Compliance with Zoning Bylaw

This site is zoned C-3, allowing for a FSR of 5.2. The site measures 19,591 sq.ft. and thus a maximum building size of 101,873 square feet is permitted. The existing building measures 40,882 sq.ft. and as such is well below the permitted density. Even with the additional floor space of 1,531 sq.ft., the FSR is only 2.16.

The C-3 zoning allows for retail businesses and professional offices, which are anticipated for this space. As such, the proposed uses are permitted uses under the zoning bylaw, and no variance is required.

Exterior Alterations

The addition of a new fire exit stairwell exiting onto Sixth Avenue requires a minor exterior alteration of the south façade of the building. One existing storefront window is proposed to be removed and replaced with a single exit door. This door will be storefront glazing for consistency with the original design, and to permit sightlines to be maintained. Except for the addition of this door, there are no other exterior alterations proposed. Aesthetically, the building remains unchanged.

Parking Variance

At present, a total of 79 stalls are provided. This consists of 60 stalls in the underground parking level, as well as 19 stalls on the surface behind the building. Two handicap parking stalls are provided.

After including the additional floor space, a total of 78 parking stalls is required. As such, the total number of parking stalls required is met. However, under current parking bylaw requirements, 5 of the total number of stalls are required to be handicap parking. With the property developed to the property lines on all four sides, and the underground parking lot maximized, it is physically not possible to create any additional stalls.

While it is possible to restripe the existing stalls to create additional handicap stalls, this is not proposed as it would result in a net loss of 6 regular stalls (or 8%) for existing building occupants. That would result in an increased demand for on-street parking, which is not consistent with the goals of the Uptown Streetscape Vision adopted by City Council. Furthermore, site observations indicate the existing handicap stall located on the surface lot is not well utilized and thus there seems no practical justification to convert existing parking into handicap parking, particularly when such would come at a net loss of parking capacity on-site. The second handicap stall is located in the underground parking level adjacent to the elevator lobby vestibule.

Other Variances

At present, one loading bay is provided. Under the current zoning bylaw, two loading bays are required. With the property developed to the property lines on all four sides, it is physically not possible to create an additional loading bay.

Eight long-term bike spaces are required on site, and 8 spaces are currently provided. As such, the bylaw requirements are met.

There are currently no short-term bicycle spaces on site. To address this shortage it is proposed to add a 6 space bike rack in the existing recess to the left side of the entrance to the retail space on Sixth Street. This space is on private property, and does not impede the pedestrian flow around the site, or reduce the queuing space at the busy sidewalks at Sixth Street and Sixth Avenue intersection.

There is no other space elsewhere on the property to add additional short-term bicycle storage. Also, the area is well served with public bike racks provided by the Uptown Business Association.

Conclusion

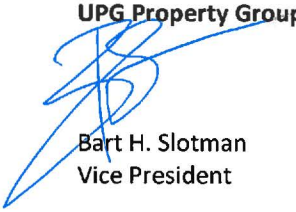
The proposed changes consist of filling in an open-well inside this existing commercial building, and adding one stairwell. No changes are proposed to the building use or massing. Except for the addition of a single storefront door, there are no changes to the exterior appearance of the building.

The addition of office space is consistent with the City's goals to create more job space. Normalizing the shape of the office floor plate and being able to subdivide the 2nd floor into smaller office units is consistent with the City's goals to support small business in New Westminster.

Please feel free to contact me if you have any questions or require additional information.

Sincerely yours,

UPG Property Group Inc.



Bart H. Slotman
Vice President



Attachment 3

Project Drawings

UPTOWN CENTRE RENOVATION



Musson
Cattell
Mackey
Partnership

Architects Designers Planners

Oceanic Plaza
1066 West Hastings Street
Suite 1900
Vancouver, British Columbia
Canada V6E 3X1
T. 604. 687. 2990
F. 604. 687. 1771
MCMPartnitects.com

PROJECT INFORMATION

BUILDING ADDRESS: 601 6th Street, New Westminster

LEGAL DESCRIPTION: Parcel B, Suburban Block 13, Plan LMP 43226, City of New Westminster

ZONING DISTRICT: COMMERCIAL (C-3)

BUILDING CODE: BCBC (2018)

EXISTING BUILDING MAJOR OCCUPANCY: GROUP E (MERCANTILE), GROUP D (BUSINESS AND PERSONAL SEVICES)

SPRINKLERS: YES

FLOOR AREA CALCULATION

FLOOR	USES		GROSS		NET		EXCLUSION
			EXISTING	PROPOSED	EXISTING	PROPOSED	
GROUND FLOOR	RETAIL	CRU #1	2,980 SF	2,980 SF	2,980 SF	2,980 SF	465 SF (ELEVATOR, EXIT STAIR, MECH. SHAFT)
		CRU #2	6,992 SF	6,992 SF	6,992 SF	6,834 SF	
	OFFICE LOBBY		588 SF	588 SF	588 SF	588 SF	
	COMMON AREA		618 SF	618 SF	153 SF	311 SF	
LEVEL 2	OFFICE		9,816 SF	11,347 SF	9,311 SF	10,704 SF	505 SF (ELEVATOR, EXIT STAIR, MECH., ELECT.)
	COMMON AREA		---	138 SF	---	138 SF	630 SF (ELEVATOR, EXIT STAIR, MECH., ELECT.)
LEVEL 3	OFFICE		10,097 SF	10,097 SF	9,467 SF	9,467 SF	505 SF (ELEVATOR, EXIT STAIR, MECH., ELECT.)
LEVEL 4	OFFICE		9,791 SF	9,791 SF	9,286 SF	9,286 SF	
TOTAL			40,882 SF	42,413 SF	38,777 SF	40,308 SF	2,105 SF
NET FLOOR AREA - AS PER BYLAW 120.82							

STATISTICS

SITE AREA: 148'-5" x 132' = 19,591 sq.ft.

TOTAL FLOOR AREA: 40,882 sq.ft. (EXISTING)
42,413 sq.ft. (PROPOSED)

FSR: 2.16

SITE COVERAGE: 60.5%

NUMBER OF STORIES: 4

HEIGHT: 56'-6"

YARDS: Front Yard: 5'-6"
Rear Yard: 43'-0"
Side Yard: 0'

SETBACKS: Front: 43'-6"
(From Street Centreline) Rear: 60'-6"
North Side: 0'
South Side: 37'-9"

TOTAL PARKING: 77 Stalls
Including 24 Small Cars (30%)
5 Hcap Stalls, 4 Car Pool Stalls

LOADING: 1 Bay

PROJECT TEAM

ARCHITECT
MUSSON CATTELL MACKEY PARTNERSHIP
ARCHITECTS DESIGNERS PLANNERS
OCEANIC PLAZA
1066 WEST HASTINGS STREET, SUITE 1900
VANCOUVER, BC, CANADA V6E 3X1
PHONE: 604-687-2990

STRUCTURAL
GLOTMAN SIMPSON CONSTULTING ENGINEERS
1661 WEST 5TH AVE
VANCOUVER, BC, CANADA V6J 1N5
PHONE: 604-734-8822

ARCHITECTURAL DRAWING SHEET LEGEND

SHEET #	DESCRIPTION
A101	PROJECT INFO
A102	SITE PLAN
A103	EXISTING GROUND LEVEL FLOOR PLAN
A104	EXISTING 2ND LEVEL FLOOR PLAN
A105	EXISTING PARKING LEVEL FLOOR PLAN
A201	PROPOSED PARKING LEVEL FLOOR PLAN
A202	PROPOSED GROUND LEVEL FLOOR PLAN
A203	PROPOSED 2ND LEVEL FLOOR PLAN
A301	ELEVATION (SOUTH)
A401	SECTION

BY-LAW REQUIREMENTS

OFF STREET PARKING	REQUIRED	PROVIDED					
		F/C	S/C	D/C	P/C	TOTAL	
OFFICE	53 + 3 D/C + 4 P/C	P1	32	23	1	4	60
RETAIL	8 + 1 D/C	GF	17	1	1	0	19
DENTAL	8 + 1 D/C						
TOTAL	78		49	24	2	4	79
COMMERCIAL PARKING SPACE REQUIREMENTS - AS PER BYLAW 140.7, 140.10, 140.16 & 145.4 OFFICE (1 STALL/538,19sf), RETAIL(1 STALL/775,00sf), DENTAL (1 STALL/358,76sf) F/C = STANDARD CAR, S/C = SMALL CAR, D/C=ACCESSIBLE, P/C= CARPOOL							

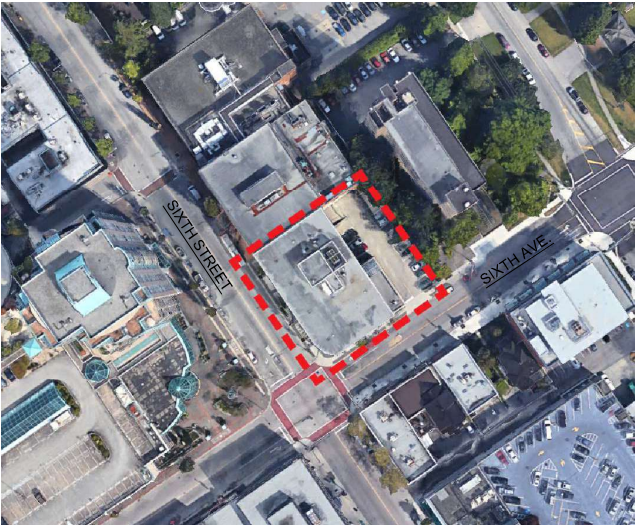
BICYCLE PARKING	REQUIRED		PROVIDED	
	LONG TERM	SHORT TERM	LONG TERM	SHORT TERM
OFFICE	8	23	8	6
RETAIL/DENTAL	0	0	0	0
TOTAL	8	23	8	6
COMMERCIAL BICYCLE PARKING SPACE - AS PER BYLAW 150.5				

OFF STREET LOADING	REQUIRED	PROVIDED
OFFICE	2	1
RETAIL/DENTAL		
TOTAL	2	1
OFF-STREET LOADING SPACES - AS PER BYLAW 160.3		

	Existing	Required	Proposed	Difference
Parking	79	78	79	-1
Parking, Accessible	1	5, including 1 van space	1	4
Bicycle, long term	8	8	8	0
Bicycle, short-term	0	23	6	17
Loading	1	2	1	1
Carpool	0	4	4	0



1 CONTEXT PLAN - 3D VIEW
N.T.S.



2 CONTEXT PLAN - 2D (PLAN) VIEW
N.T.S.

3 ISSUED FOR DP 2021-05-05
2 ISSUED FOR REVIEW 2021-04-21
1 ISSUED FOR REVIEW 2021-03-31

Revisions YYYY-MM-DD

Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

PROJECT INFO

Drawing

Scale

Project

220043

Sheet

A101



Musson
Cattell
Mackey
Partnership

Architects Designers Planners
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2	ISSUED FOR REVIEW	2021-04-21
1	ISSUED FOR REVIEW	2021-03-31

Revisions	YYYY-MM-DD
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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

SITE PLAN

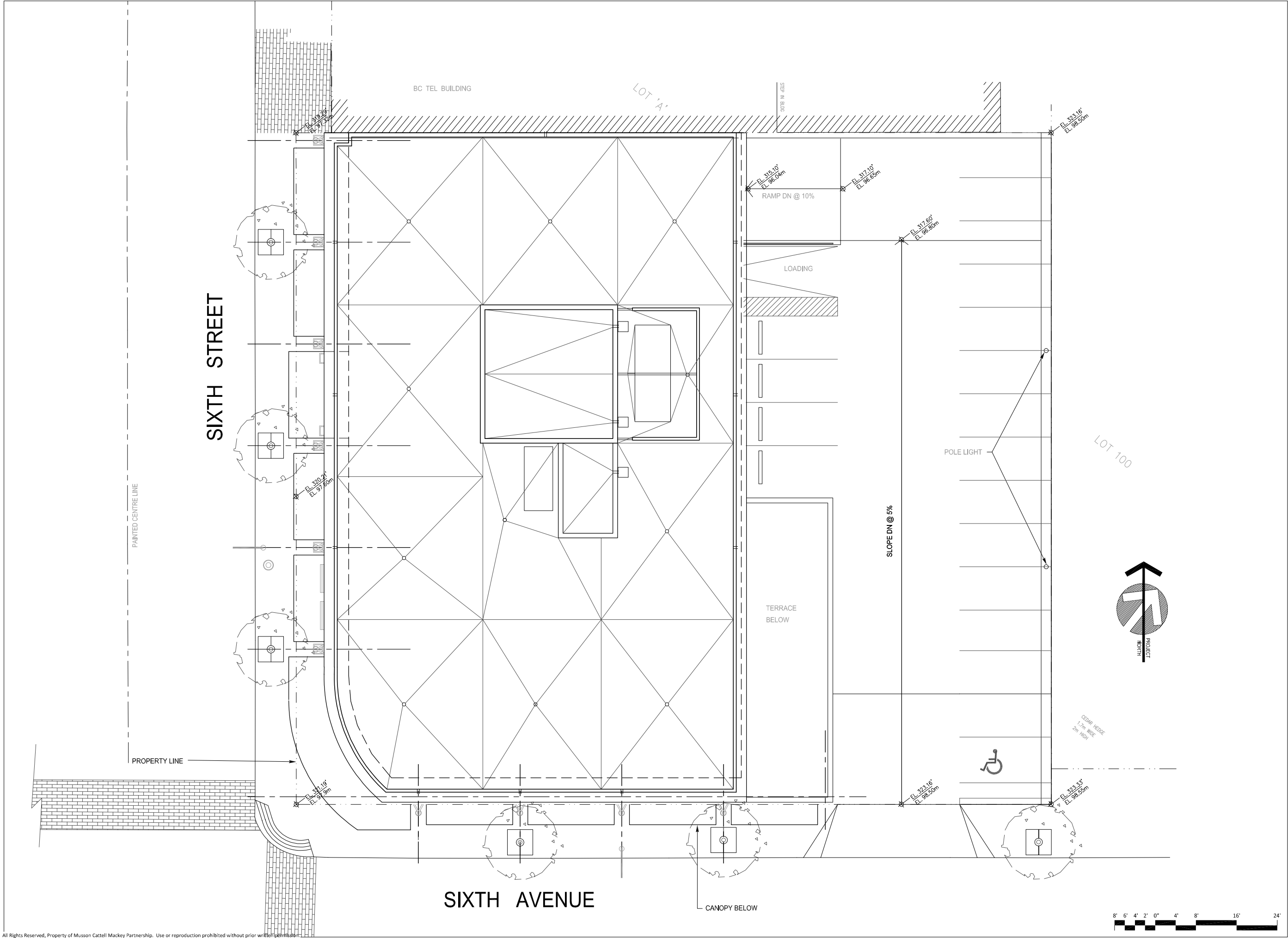
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Project 220043

Sheet

A102





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YYYY-MM-DD

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UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

EXISTING
GROUND LEVEL
FLOOR PLAN

Drawing

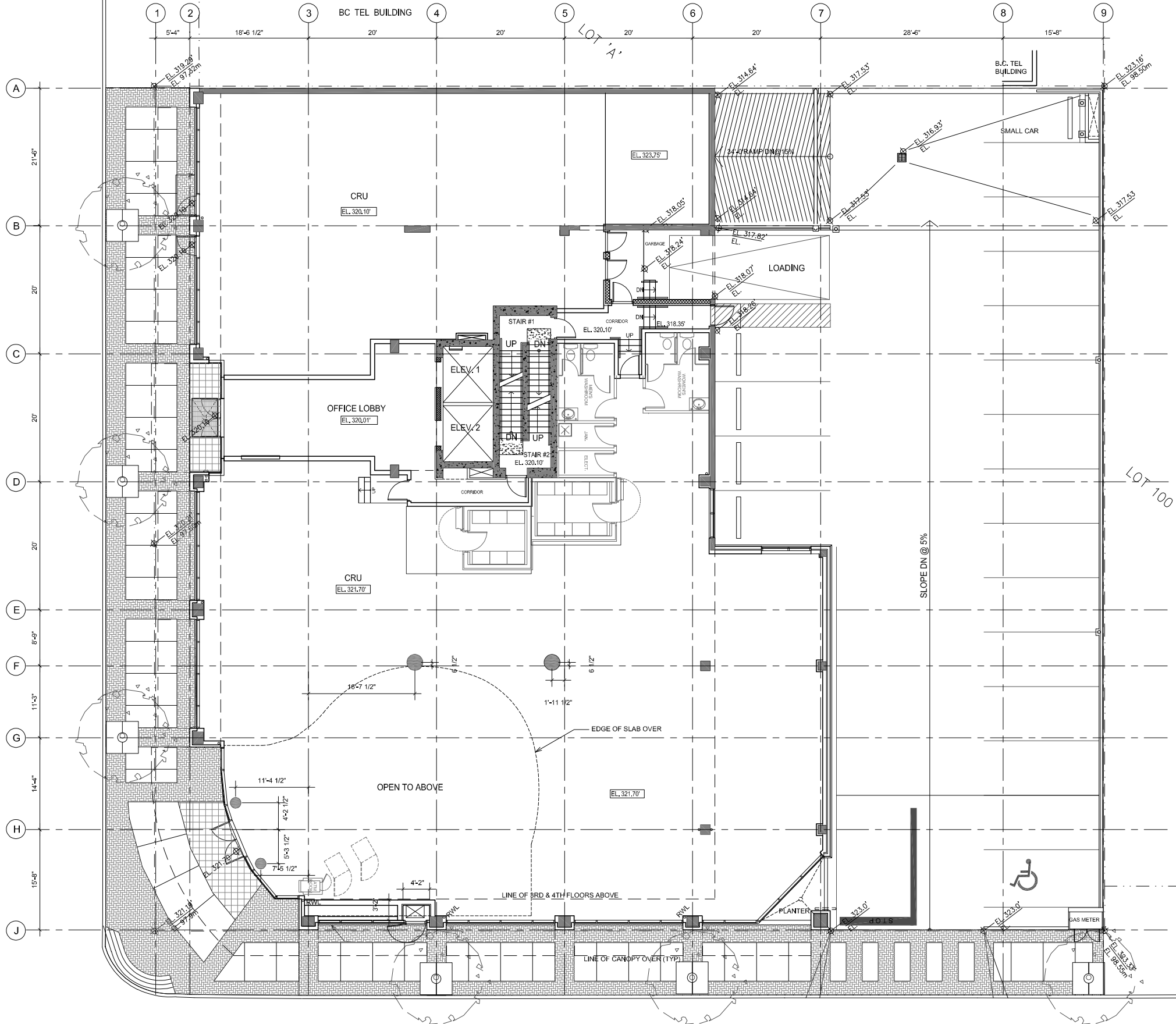
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Project 220043

Sheet

A103

SIXTH STREET



SIXTH AVENUE

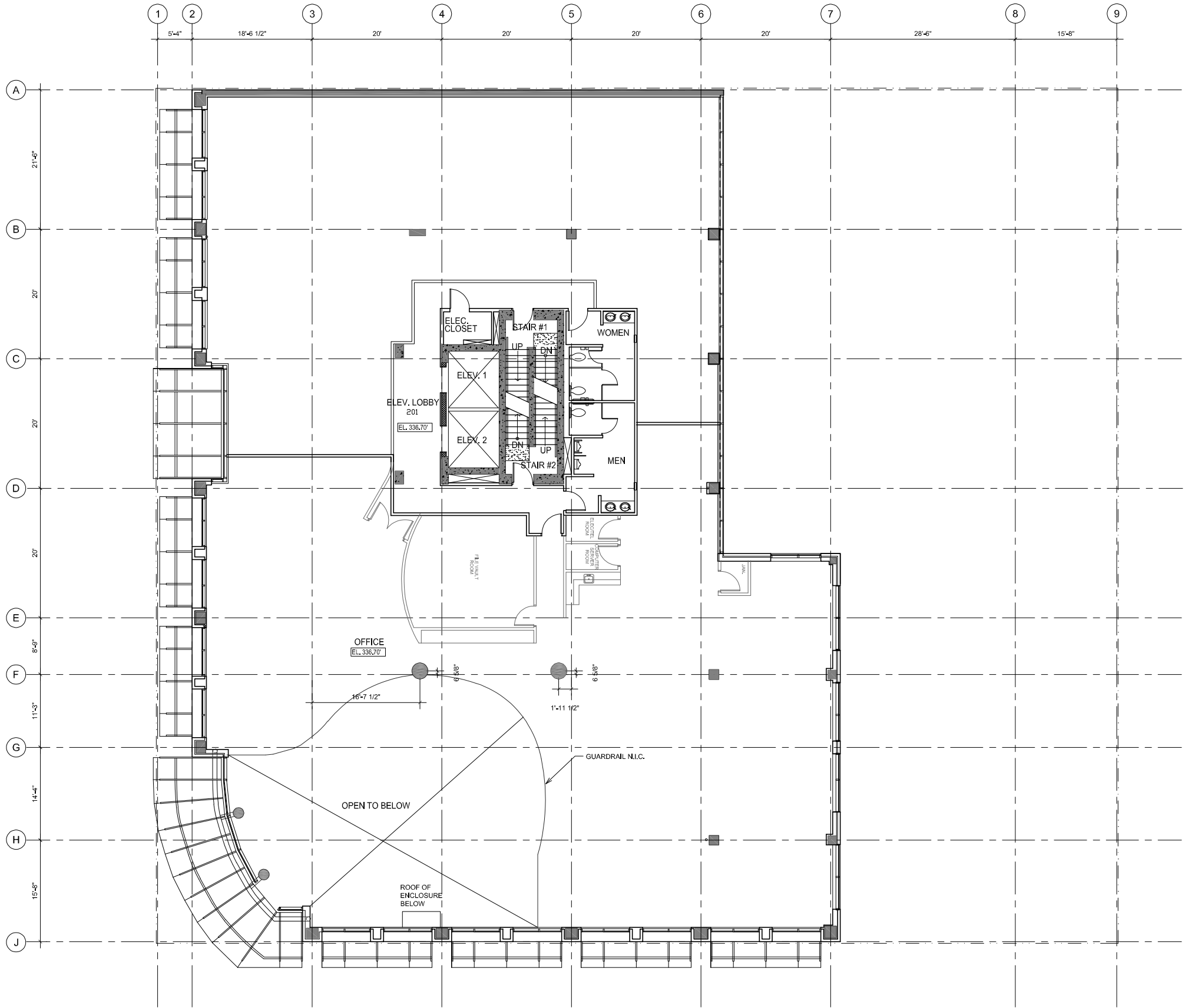




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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

EXISTING
2ND LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

Project 220043

Sheet

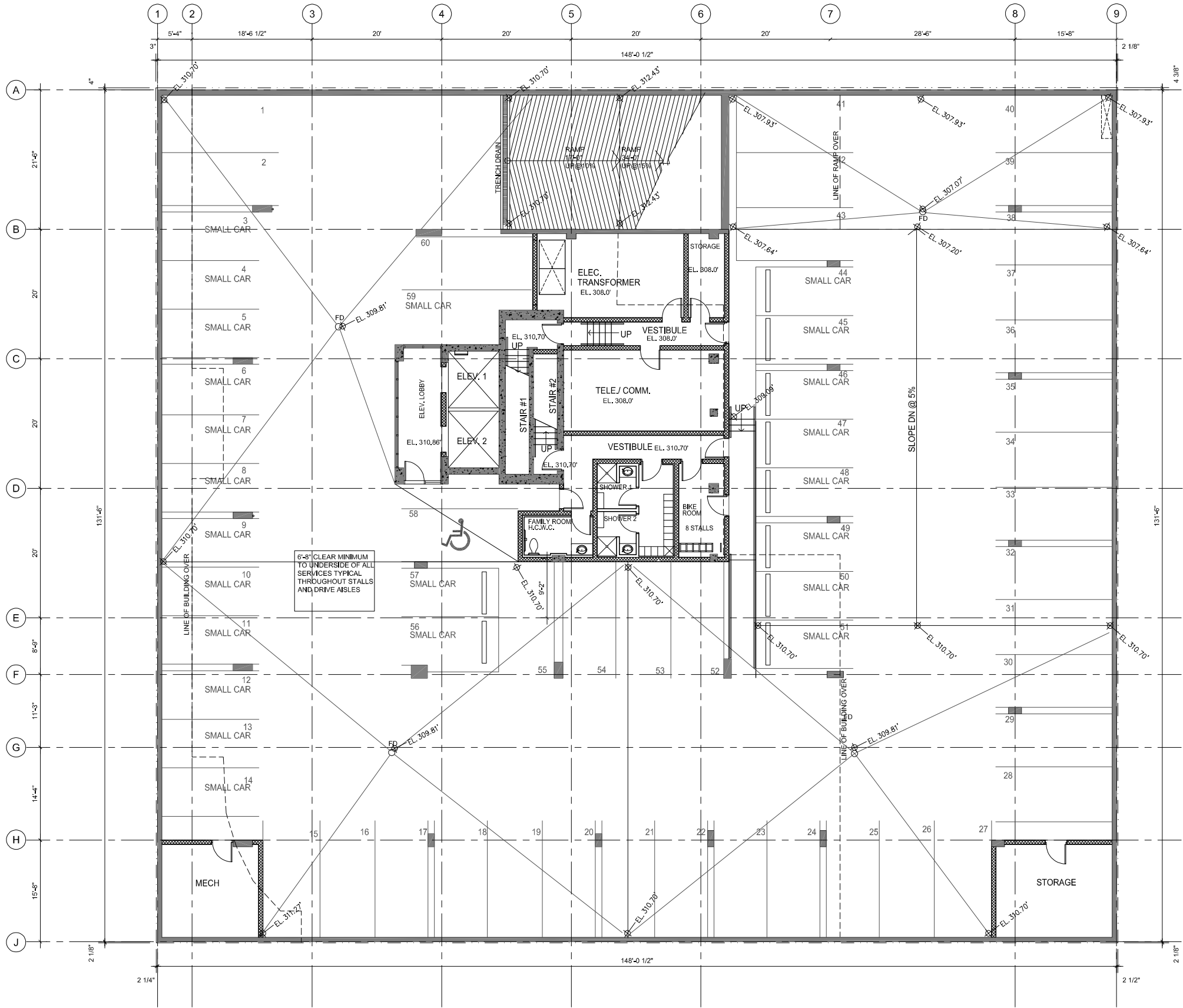
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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

EXISTING
PARKING LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

Project 220043

Sheet

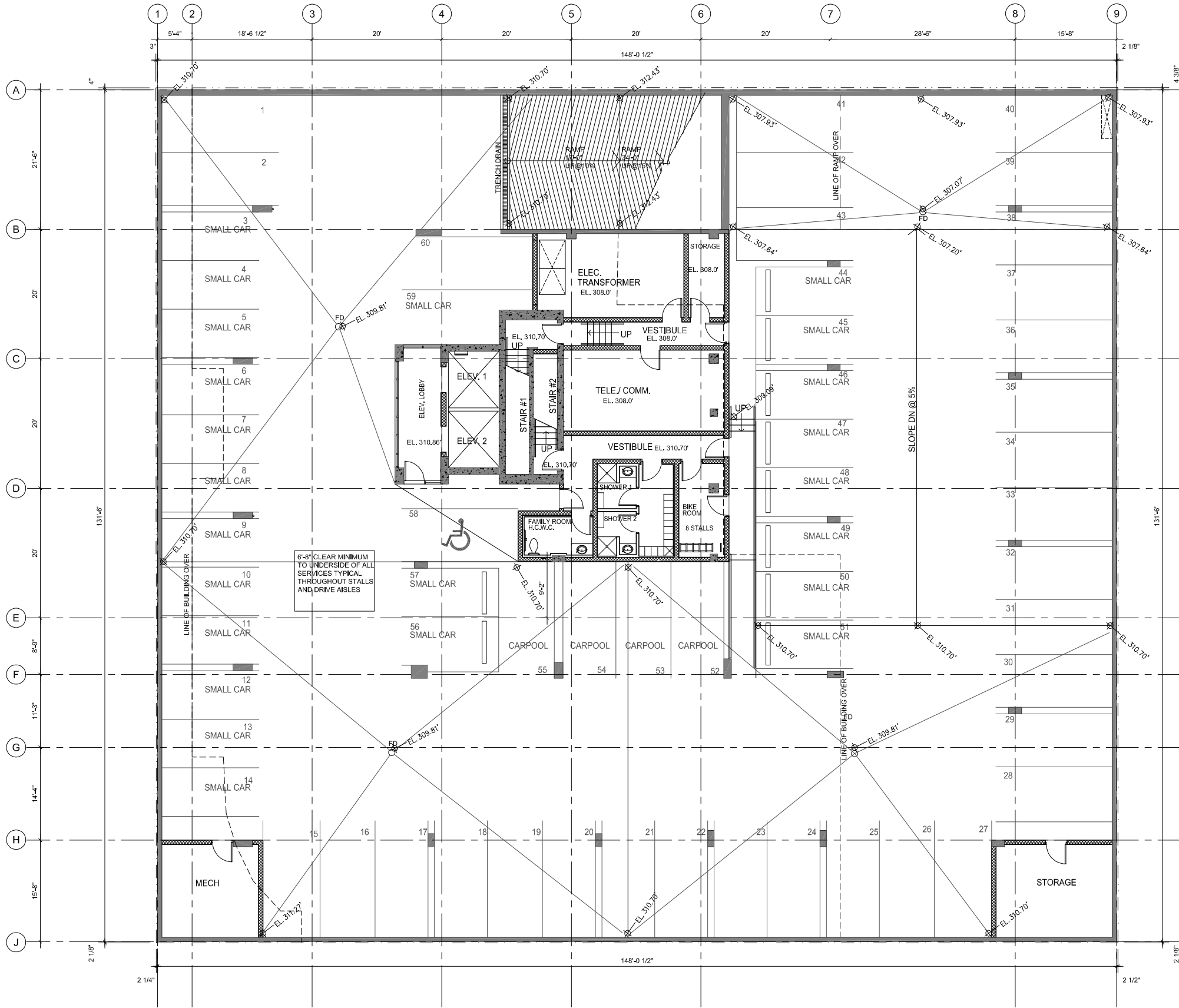
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Revisions	YYYY-MM-DD
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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

PROPOSED
PARKING LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

Project 220043

Sheet

A201



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UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC
Project

PROPOSED
GROUND LEVEL
FLOOR PLAN

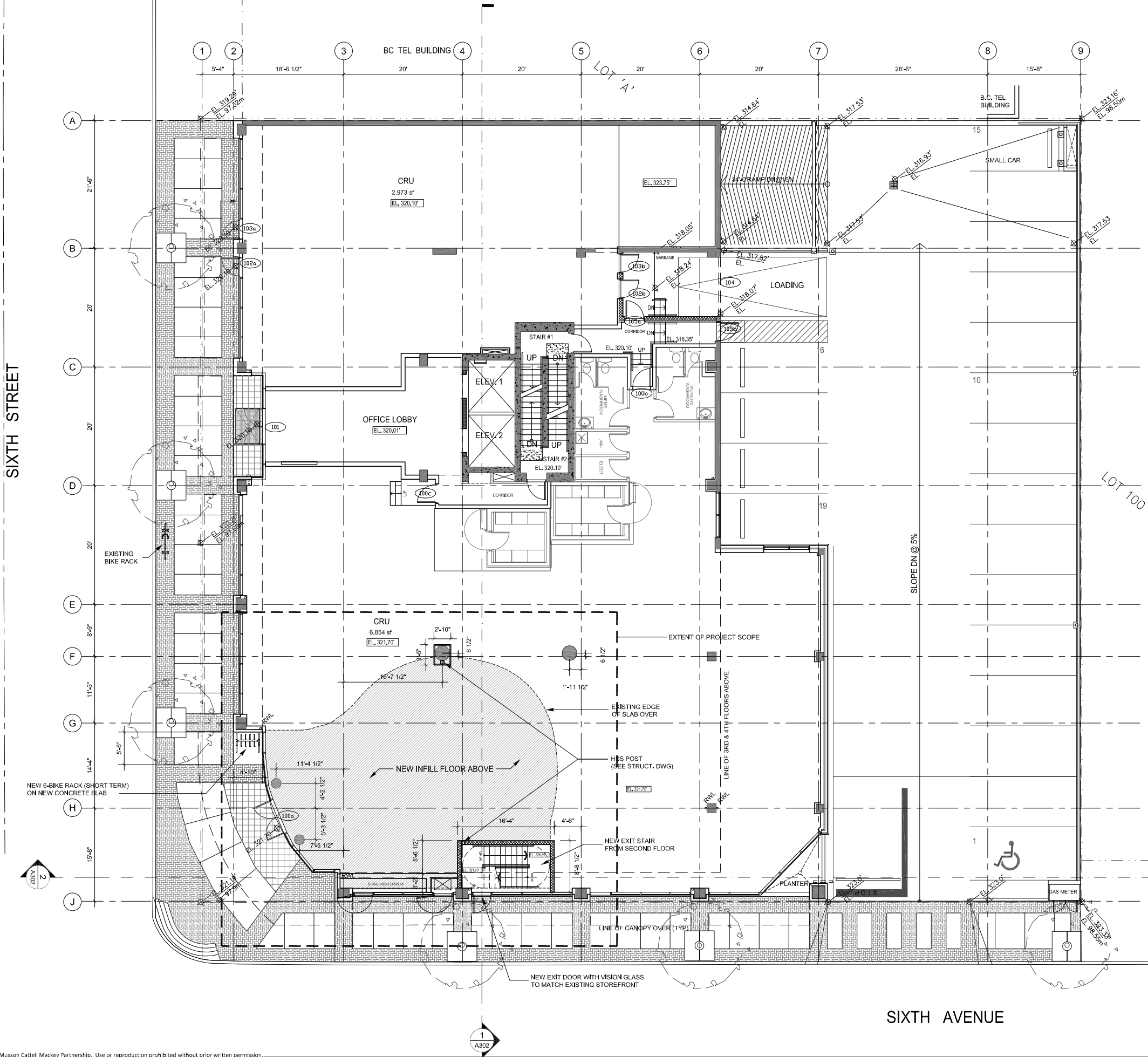
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Project 220043

Sheet

A202

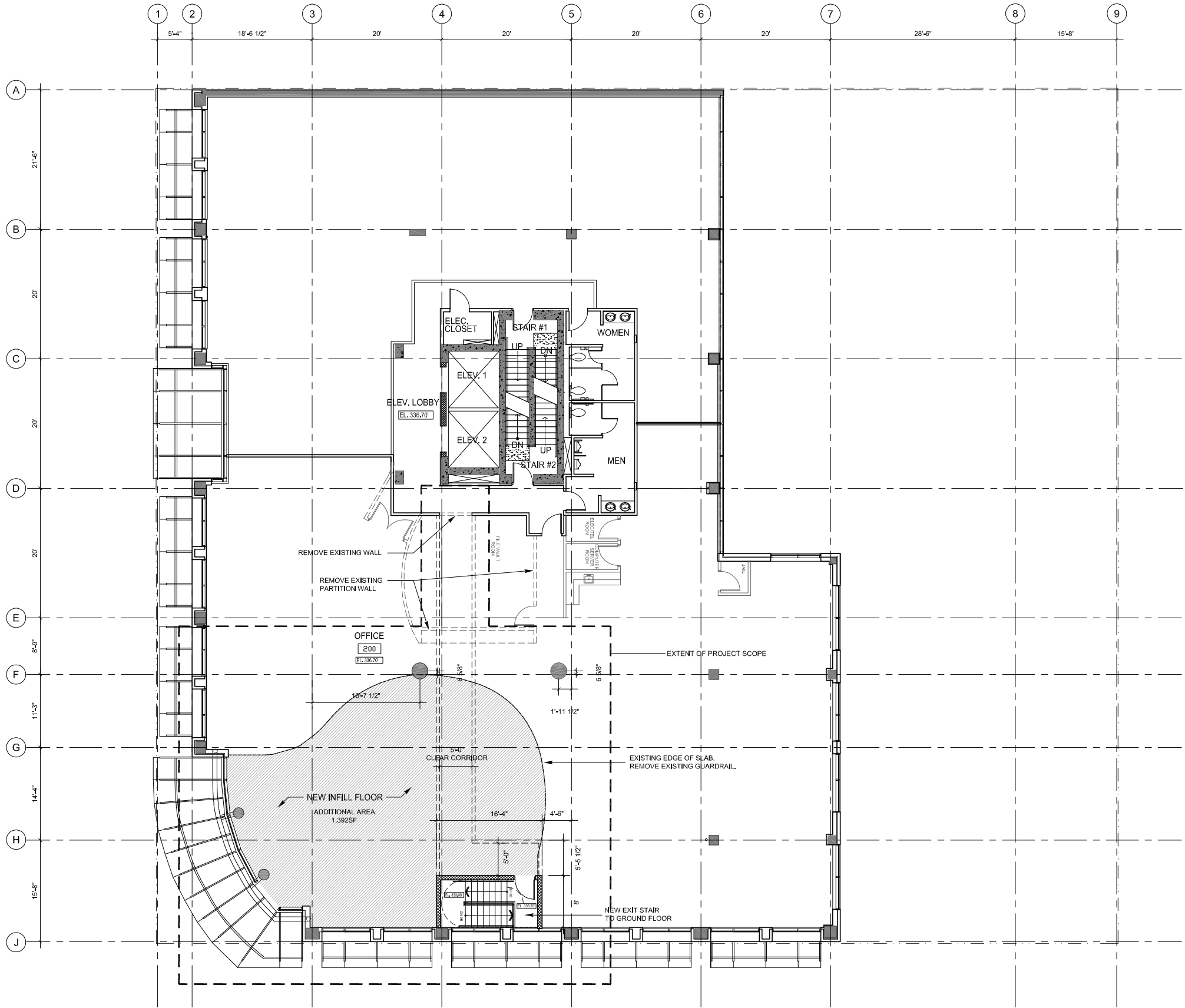




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1	ISSUED FOR REVIEW	2021-03-31

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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

PROPOSED
2ND LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

Project 220043

Sheet

A203





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EXTERIOR FINISHES:

- 1 ALUM. CURTAIN WALL WITH TINTED GLASS
- 2 ALUM. CURTAIN WALL WITH SPANDREL GLASS
- 3 ALUM. CURTAIN WALL WITH CLEAR GLASS
- 4 CLEAR STRUCTURAL GLASS
- 5 BRICK CLADDING
- 6 PRECAST CONCRETE
- 7 SANDBLASTED CONCRETE
- 8 PREFORMED ALUM. PANELS
- 9 GLASS & STEEL CANOPY
- 10 ALUMINUM AND GLASS GUARDRAIL
- 11 STOREFRONT WITH CLEAR GLASS
- 12 CLEAR GLASS FIN
- 13 ALUMINUM LOUVRE
- 14 CONCRETE BLOCK - PAINTED
- 15 STOREFRONT WITH TINTED GLASS
- 16 STEEL PAINTED
- 17 STOREFRONT WITH SPANDREL GLASS
- 18 WINDOW WALL WITH TINTED GLASS
- 19 WINDOW WALL WITH SPANDREL GLASS

3	ISSUED FOR DP	2021-05-05
2	ISSUED FOR REVIEW	2021-04-21
1	ISSUED FOR REVIEW	2021-03-31

Revisions	YYYY-MM-DD
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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

ELEVATION

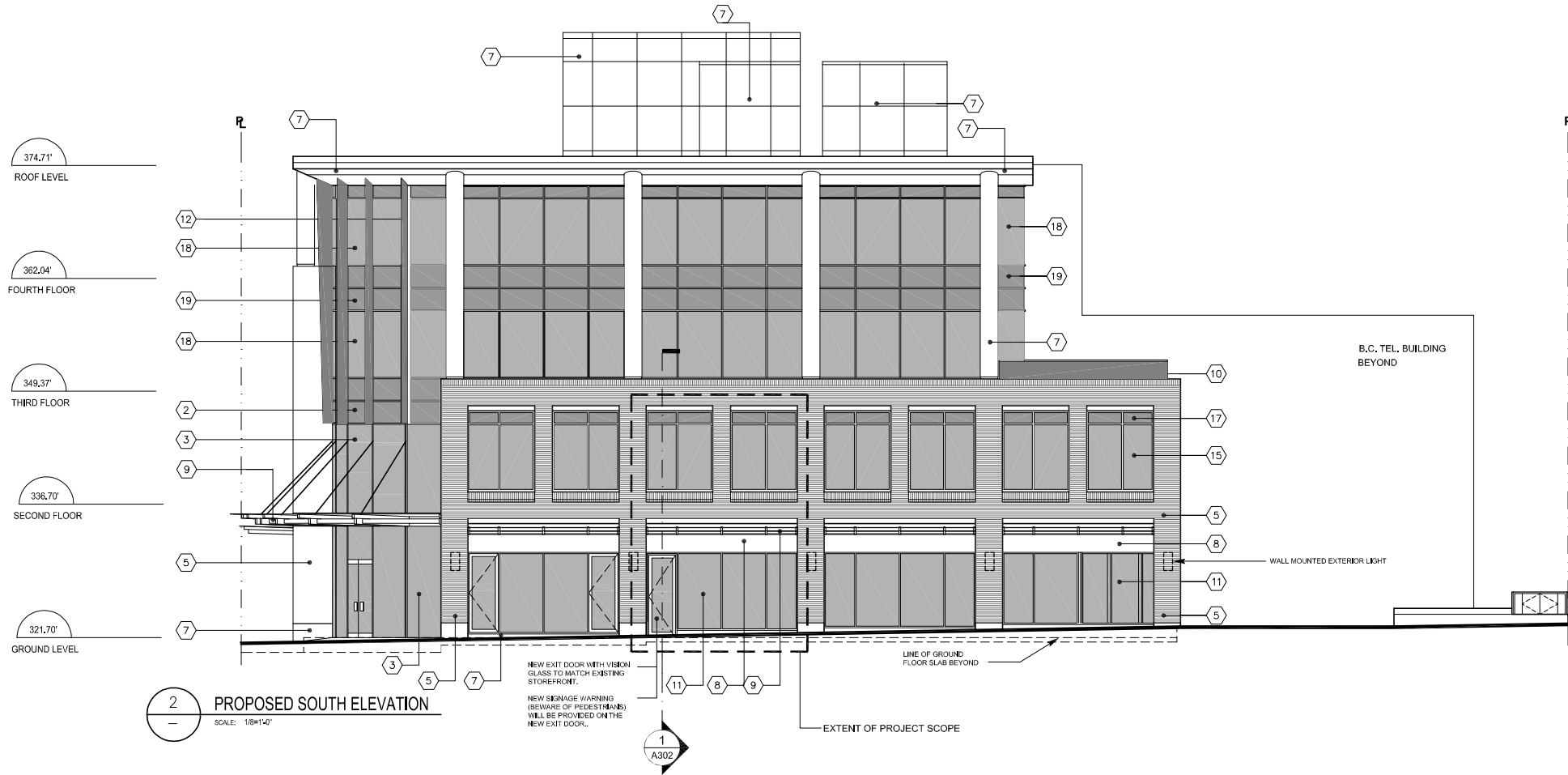
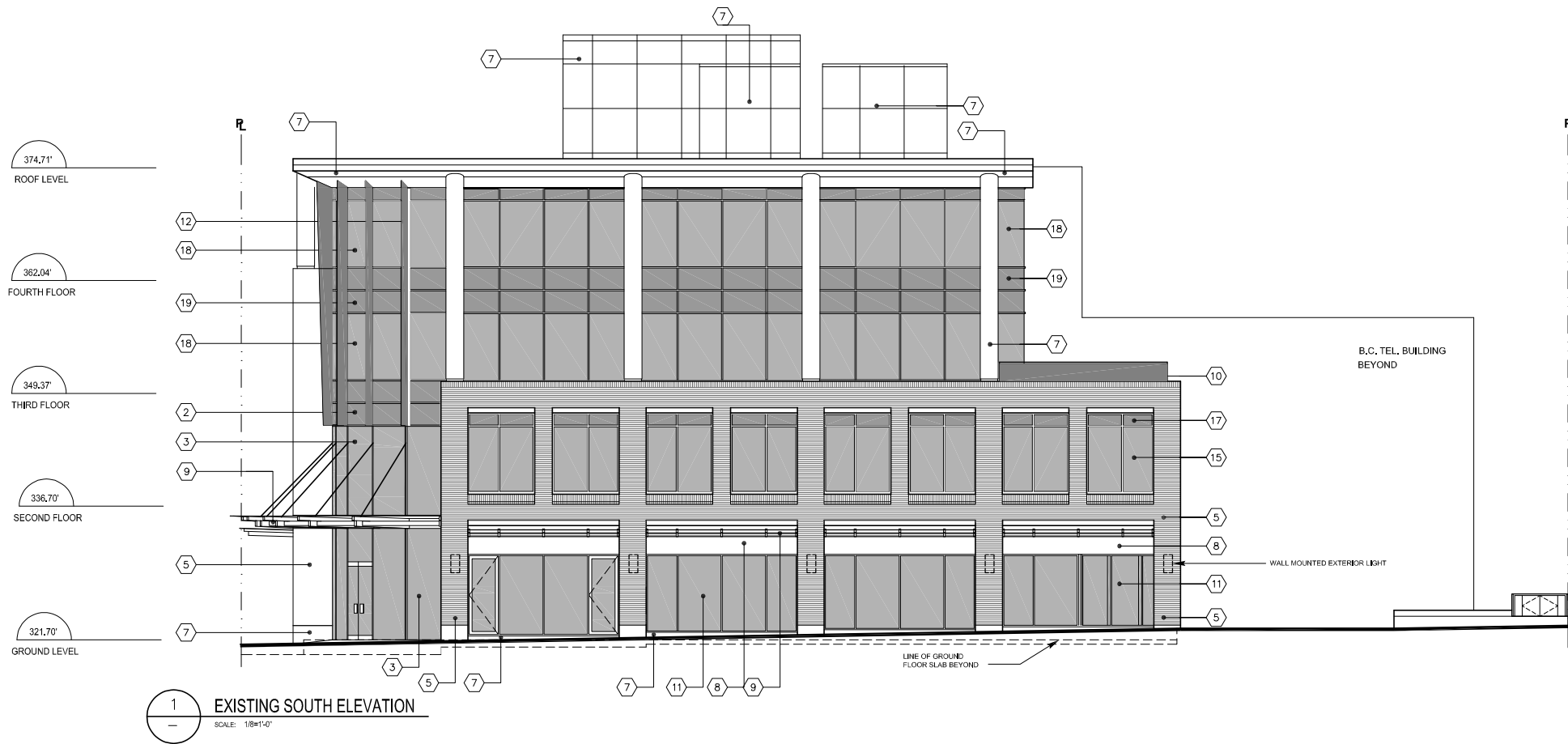
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Scale 1/8" = 1'-0"

Project 220043

Sheet

A301





Attachment 4

Analysis of Proposed Variances in Light of City's Policy Approach to Considering Requests for Variances

Analysis of Proposed Variances in Light of City's Policy Approach to Considering Requests for Variances

Analysis of the application using the City's *Policy Approach to Considering Requests for Variances* is below:

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

The intent of the bylaw is to ensure that there is adequate parking provided on-site to serve the needs of businesses and patrons.

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

While the property owners would primarily benefit by having additional floor space to lease, increasing the options for office space to lease could provide some employment generating benefit to the community.

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

Yes. This building has no open space on site that could otherwise be allocated to additional parking.

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

Yes. The purpose of the variance is to regularize the parking reductions for the property in relation to the additional office space and current Zoning Bylaw requirements. The other option would be to not add floor space.

5. Are the proposed variances relatively minor?

No, the variances are substantial when it comes to varying the parking and loading provisions for the site. Overall, there are three variances proposed - the first is to reduce the number of required loading spaces from two to one, which is a 50% reduction. The second is to reduce the number of accessible spaces from four to two, which is a 50% reduction. The third is to reduce the number of short-term bicycle parking spaces from 23 to six, which is a 74% reduction.

However, there would be no reduction to the existing parking provided, and an increase of six in short-term bicycle parking spaces, so the variance would result in an overall increase in compliance with current Zoning Bylaw requirements as compared to current conditions.

Attachment 3

Updated City Policy and Regulations

CITY POLICY AND REGULATIONS

OCP Designation

Mixed Use – High Rise. The purpose of this designation is to provide low- mid- and high-rise commercial or commercial and residential mixed use buildings which create active and engaging principal streets.

Zoning

Community Commercial Districts (High Rise) (C-3). The intent of this district is to allow for large-site high-rise, commercial, and mixed use development including pedestrian-oriented commercial businesses and multi-family residential.

Characteristic	Existing	Required	Proposed	Variance
Parking, Accessible	1	4, including 1 van space	2	2
Bicycle, short-term	0	23	6	17
Loading	1	2	1	1

Parking Requirements.

Section	Requirement
140.10	For business and professional offices, a minimum of 1.0 off-street parking spaces per 50 square metres of net floor area are required.
	For medical and dental clinics, a minimum of 1.0 off-street parking spaces per 33.33 square metres of net floor area are required.
140.16	5% of required off-street parking spaces for business and professional offices with more than 30 off-street parking spaces shall be reserved for car or van pool use and shall include appropriate signage indicating: “Car Pool Space – Reserved 8 am to 5 pm on Weekdays”.
145.4	For medical and dental clinics, 10% of all required off-street parking spaces should be accessible.
	For all other uses (including business and professional offices), 3 spaces per 51-75 required off-street parking spaces should be accessible.
145.5	1 van accessible off-street parking space is required for every 3 accessible off-street parking spaces.

145.6	<p>The minimum dimensions of accessible off-street parking and van accessible off-street parking spaces shall be provided in accordance with the following:</p> <ul style="list-style-type: none"> - Accessible off-street parking spaces (cars): length 5.5 metres, width 3.9 metres, height (overhead clearance) 2.3 metres. - Van accessible off-street parking: length 7.6 metres, width 4.8 metres, 2.3 metres.
145.7(a)	All accessible off-street parking spaces and van accessible off-street parking spaces must have a firm, slip-resistant and level surface with a cross slope not greater than 1:50 gradient (2% slope).
150.5	For business and professional offices, 1.0 long term bicycle parking space up to 500 square metres of net floor area is required.
	For business and professional offices, 6.0 short term bicycle parking space for each 1,000 square metres of net floor area is required.
150.16	Each short term bicycle parking space shall be provided in bicycle racks and sized as follows: minimum width 0.6 metres, minimum length (horizontal placement) 1.8 metres, minimum access aisle width 1.2 metres.

Policy Approach to Considering Requests for Variances

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

Attachment 2

Draft Minutes from the June 7, 2021

Council Meeting

Minutes Extract

Regular Council Meeting – June 7, 2021

The following minutes are at draft stage only and have not been adopted:

19. 601 Sixth Street: Development Variance Permit to Vary Parking Requirements

In response to Council questions, Emilie Adin, Director of Development Services, Lisa LeBlanc, Manager of Transportation, and Samantha Bohmert, Planning Assistant, Development Services, provided the following information:

- Staff would not normally consider eliminating accessible parking, however the application does meet current parking requirements for accessible parking;
- Creating a new accessible parking spot would result in the loss of six regular parking spots;
- There are two surface parking spaces on the south side of Sixth Avenue at Westminster Centre that are designated for accessible parking; and
- Staff can investigate reducing the number of regular spaces to put in accessible parking.

In discussion, Council members noted:

- The issues is that accessible spots are specifically mentioned as being eliminated;
- Would like to see a reduction in standard parking spaces to allow for more accessible parking stalls; and,
- General support for the variance, however the nature of the variance needs to be modified to not eliminate accessible parking spaces.

Mayor Cote reminded Council members that this is not a decision point, and the discussion of whether to support the development variance permit or not is better held when Council is making a decision.

MOVED and SECONDED

THAT Council refer DVP00690 back to staff to investigate the possibility of adding accessible stalls.

CARRIED.

All members present voted in favour of the motion.

Attachment 4

Revised Project Summary Letter



UPTOWN
PROPERTY GROUP
Building Success

June 22, 2021

City of New Westminster
511 Royal Avenue
New Westminster, B.C. V3L 1H9

Attention: Mr. Rupinder Basi, Supervisor, Development Planning

Dear Rupinder,

Re: Rationale for DVP for 601 Sixth Street

We write in reference to the Development Variance Permit application for Uptown Centre, 601 Sixth Street, New Westminster. We have carefully reviewed the comments provided following City Council's consideration of the application on June 7, 2021. In response, we have updated the drawings to accommodate the comments as much as it is practically possible.

BACKGROUND

We feel it is important to point out that this is an existing office building, not a new development. The building was constructed in 2001 and met the zoning bylaw requirements in effect at that time. The reason that the building does not meet some of the existing parking requirements is that the City's bylaws have changed.

Also, we are not changing the building, the permitted use, the massing of the building, the physical appearance, or the parking or loading facilities. All are as existing. The application is merely for the purpose of filling in an existing 'open well' in the 2 storey bank space. The amount of office space added is minimal and insignificant in relation to the size of the existing building.

The parking lot is built out to all 4 property lines, and there simply is not an ability to expand the parking lot size. The physical box can not be changed. Adding more parking stalls of one variety (i.e. the accessible parking stalls) means the loss of other (regular) parking stalls. There is no net gain.

Lastly, the building has no setback to either Sixth Avenue, or Sixth Street, and thus there is not the typical building setback that can be used for amenities like bike racks or other street furniture.

It is important that these constraints are taken into consideration when evaluating the variances.

In any event, we have made every attempt to accommodate the request for additional accessible parking stalls, the van-accessible parking stall, and the additional short term bicycle spaces, and we are pleased to submit the attached drawings. The changes are detailed as follows.

1. ACCESSIBLE PARKING

It is our understanding that 4 accessible parking stalls are required under the current zoning bylaw. Presently, 2 accessible stalls are provided. One such stall is located in the customer parking lot on the surface, and the 2nd accessible stall is located in the P1 parking level, which is used primarily by office staff.

To increase the number of accessible stalls from 2 to 4 stalls, and to increase the width on the existing accessible stall, we have removed 4 regular parking stalls. The 2 new accessible stalls are shown on drawing A.202 as close to the building entrance as possible. As such, there are now 4 accessible parking stalls, meeting the bylaw requirement. The total of number of stalls is reduced from 79 to 77 stalls.

We recognize that the existing surface parking level has a cross slope of approximately 5%, whereas under current requirements, the maximum slope is 2%. The higher slope has not caused any concern in the past. We have reviewed whether to locate the accessible parking stalls further down the lot, however, the slope is consistent over the full length of the surface parking.

The underground parking level (P1) has a height clearance limit of 6'-8" (200cm) as compared to the current bylaw requirement of 230cm. As such, while most of the underground parking level is level, it does not meet the current requirement for heights of the new, additional accessible stalls. As such, the first 3 stalls on the surface parking deck, which are closest to the entrance, are still the most desirable stalls for the purpose of providing additional accessible parking.

2. VAN-ACCESSIBLE PARKING

We have reviewed opportunities to incorporate van-accessible parking. However, due to the placement of the existing building, it is physically not possible to locate this stall on the surface parking deck. The existing parking stalls are 18'-0" deep, and a depth of 25'-0" would be required for a van-accessible stall. The existing drive-aisle is 22'-9" wide, which meets existing bylaw requirement, but there is no excess width that could be re-allocated to make the parking stalls any deeper.

We also reviewed whether it is possible to locate a van-accessible stall in the underground parking level, however, due to the overhead clearance limit of 6'-8" (200cm) and the required height of 230cm for a van-accessible stall, this is also not an option.

3. SHORT TERM BIKE STORAGE

While the existing long-term bike storage facilities meet the zoning bylaw, there currently are no short-term bike storage spaces other than the (developer supplied) bike rack on the sidewalk on Sixth Street.

We previously proposed to add one bike rack with room for 5 bikes in the building recess at the corner. In response to the City's comments, we have added an additional bike rack at the opposite side of the entrance, providing room for an additional 5 bikes, for a total of 10 bikes.

Due to the placement of the existing building, there is not the physical space to add more bike racks within the property line. However, we are prepared to pay for additional bike racks on the sidewalk on Sixth Avenue. The revised drawings show 2 additional bike racks providing room for 2 bikes each, for a total of 4 additional spaces and a total of 14 short term bicycle storage spaces.

We are prepared to supply and install these racks at the discretion and the direction of the City. However, we believe that the requirement for 14 spaces is far in excess of actual demand. At present, the single rack on Sixth Street is rarely used, and it provides space for 2 bikes. Adding one rack to provide space for 5 more bikes already exceeds actual demand. Adding more bike racks would clutter the sidewalk and provide less circulation room on these already busy sidewalks, and would provide additional potential obstructions for persons with disabilities.

We wish to point out that we are very supportive of bicycle transportation, and have been a leader in building secure bicycle storage facilities and end of trip facilities in all our office buildings. While we support investing in bicycle infrastructure, we believe that in this particular case, the bylaw requirement far exceeds the actual demand. In addition, providing additional racks creates new obstructions on this sidewalk, and we believe the negative impacts of these additional obstructions outweigh any benefit of providing unnecessary bike storage capacity.

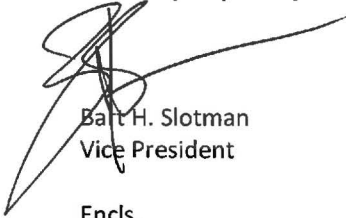
In any event, we will provide short term bike storage as outlined on these drawings if so directed by the City under this application.

We trust the revisions shown on the attached drawings address the concerns expressed, allowing for our development variance permit application to be processed expeditiously.

If you have any questions or concerns, please contact us.

Sincerely yours,

UPG Property Group Inc.



Bart H. Slotman
Vice President

Encls.

Attachment 5

Revised Project Drawings

4	RE-ISSUED FOR DP	2021-06-14
3	ISSUED FOR DP	2021-05-05
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1	ISSUED FOR REVIEW	2021-03-31

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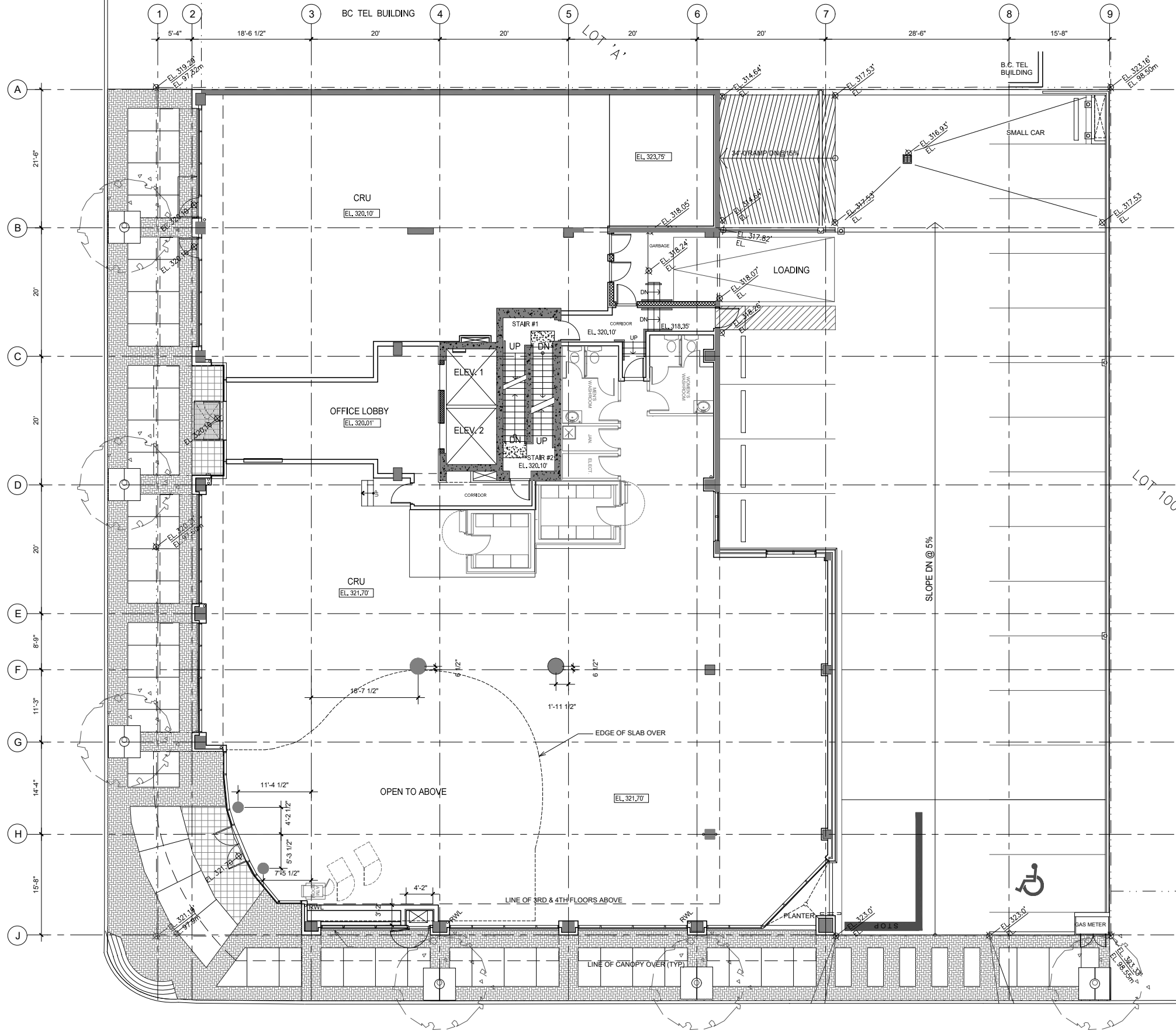
Seal
UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC
Project

EXISTING
GROUND LEVEL
FLOOR PLAN

Drawing
Scale 1/8" = 1'-0"
Project 220043
Sheet A103

SIXTH STREET



SIXTH AVENUE





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1	ISSUED FOR REVIEW	2021-03-31

Revisions	YYYY-MM-DD
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Seal

UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

PROPOSED
GROUND LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

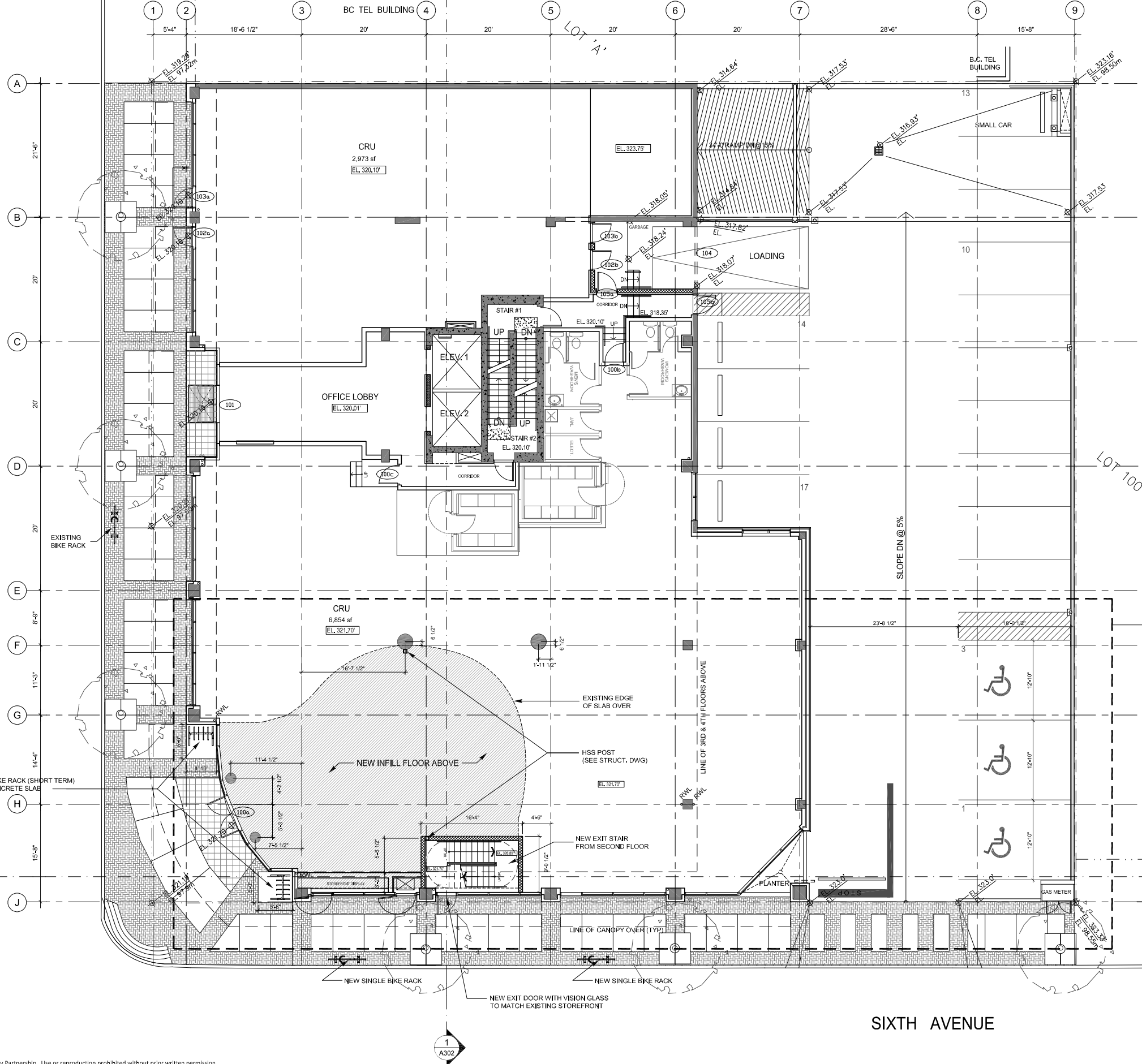
Project 220043

Sheet

A202

SIXTH STREET

NEW 2 x 6-BIKE RACK (SHORT TERM)
ON NEW CONCRETE SLAB



SIXTH AVENUE





RE-ISSUED FOR DP	2021-06-14
ISSUED FOR DP	2021-05-05
ISSUED FOR REVIEW	2021-04-21
ISSUED FOR REVIEW	2021-03-31

Revisions: YYYY-MM-DD

Seal

UPTOWN CENTRE RENOVATION

501 6TH STREET
NEW WESTMINSTER, BC

Project

EXISTING PARKING LEVEL FLOOR PLAN

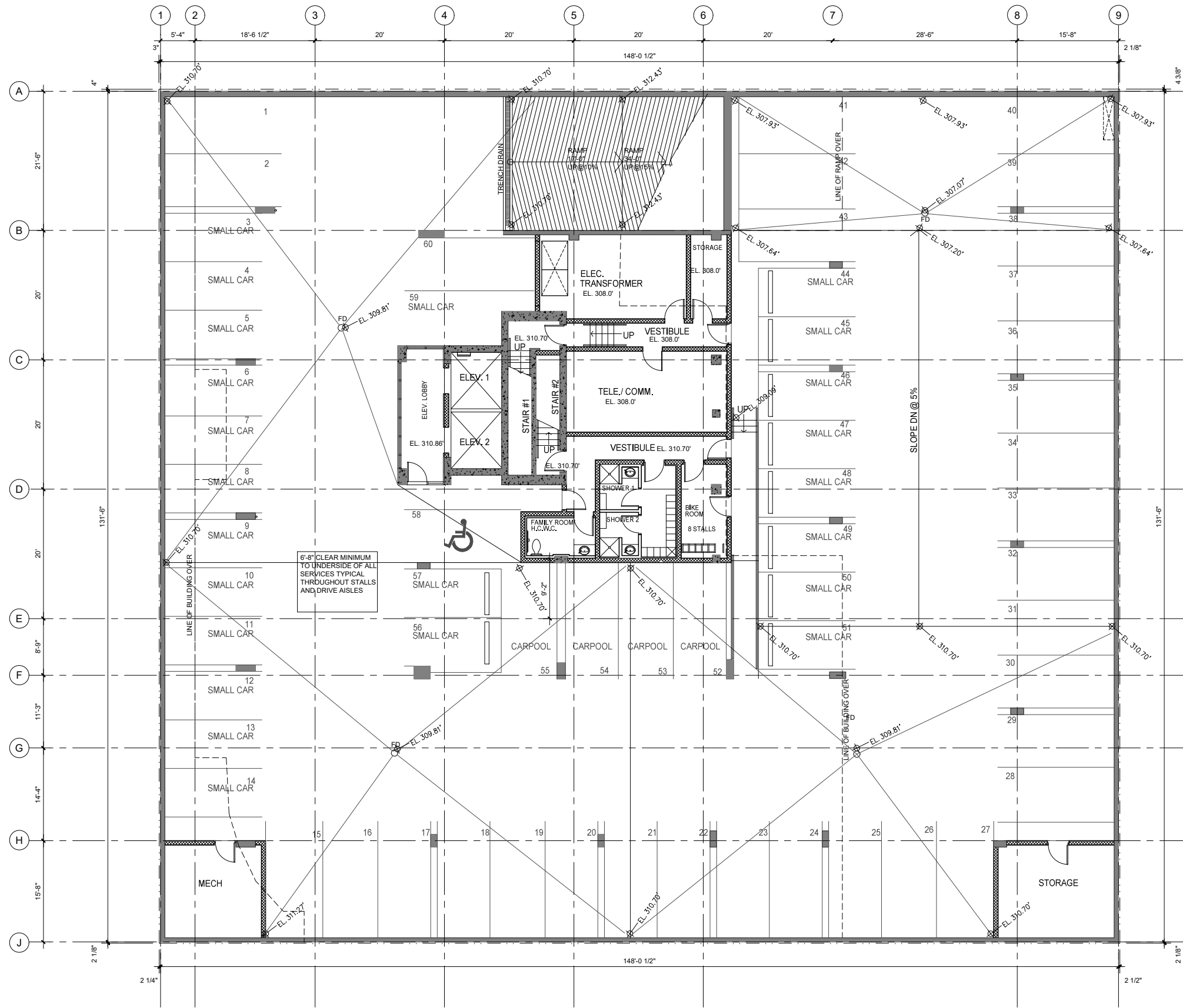
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scale $1/8" = 1'-0"$

project 220043

Sheet

A105



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3	ISSUED FOR DP	2021-05-05
2	ISSUED FOR REVIEW	2021-04-21
1	ISSUED FOR REVIEW	2021-03-31

Revisions	YYYY-MM-DD
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Seal
UPTOWN CENTRE
RENOVATION

601 6TH STREET
NEW WESTMINSTER, BC

Project

PROPOSED
PARKING LEVEL
FLOOR PLAN

Drawing

Scale 1/8" = 1'-0"

Project 220043

Sheet

A201

Attachment 6

*Analysis of Proposed Variances in light of
City's Policy Approach to Considering
Requests for Variances*

ANALYSIS OF PROPOSED VARIANCES IN LIGHT OF CITY'S POLICY APPROACH TO CONSIDERING REQUESTS FOR VARIANCES

Analysis of the application using the City's *Policy Approach to Considering Requests for Variances* is below:

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

The intent of the bylaw is to ensure that there is adequate parking provided on-site to serve the needs of businesses and patrons.

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

While the property owners would primarily benefit by having additional floor space to lease, increasing the options for office space to lease could provide some employment generating benefit to the community. The applicant is also proposing to provide a community benefit by the provision to the City of 4 short term bicycle parking spaces for public use on Sixth Avenue.

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

Yes. This building has no open space on site that could otherwise be allocated to additional parking, and is constrained by the existing grade and overhead clearances.

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

Yes. The purpose of the variance is to regularize the parking reductions for the property in relation to the additional office space and current Zoning Bylaw requirements. The other option would be to not add floor space.

5. Are the proposed variances relatively minor?

No, the majority of the variances are substantial when it comes to varying the parking and loading provisions for the site. Overall, there are five variances proposed:

1. Reduce the number of minimum required loading spaces from two to one, which is a 50% reduction.
2. Reduce the number of minimum required van accessible spaces from one to zero, which is a 100% reduction.
3. Reduce the number of minimum required short term bicycle parking spaces from 23 to 10, which is a 56% reduction.
4. Reduce the minimum required length of the short term bicycle parking rack from 1.8 metres (5.9 feet) to 1.26 metres (4.13 feet), which is a 30% reduction.
5. Increase the maximum cross slope for the two additional parking spaces, which is a 150% increase.
6. Reduce the number of minimum required parking spaces from 78 to 77, which is a 1% reduction.

However, there would be an increase of 10 in short term bicycle parking spaces, and an increase in two accessible parking spaces. The variance would result in an overall increase in compliance with current Zoning Bylaw requirements as compared to current conditions.



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Emilie K Adin, MCIP **File:** 13.2605.40
Director of Development Services **Item #:** 270/2021

Subject: **Active Heritage Revitalization Agreement Applications in the Queen's Park Heritage Conservation Area**

RECOMMENDATION

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

EXECUTIVE SUMMARY

On June 21, 2021, Council passed a motion temporarily suspending the processing of new Heritage Revitalization Agreement (HRA) applications in the Queen's Park Heritage Conservation Area, pending further policy work on the citywide HRA policy. At that time, Council directed staff to report back on the number and status of existing active HRA applications and Pre-Application Reviews (PARs) in the neighbourhood, which were excluded from the temporary suspension.

There are four existing applications for small-scale projects (i.e. laneway houses and new single-detached dwellings) and three for larger development proposals. Two of the three larger development proposals are in the Pre-Application Review (PAR) stage. Development review for most of these in-process applications is expected to be completed by summer 2022, following which resources could be shifted to focus on updating the citywide HRA policy to reflect the 2017 Official Community Plan and adoption of the Queen's Park Heritage Conservation Area.

BACKGROUND

Policy and Regulations

Queen's Park Heritage Conservation Area

A Heritage Conservation Area is a distinct neighbourhood, characterized by its historic value, which is identified in a City's Official Community Plan (OCP) for heritage conservation purposes. The Queen's Park Heritage Conservation Area, the sole of its kind in New Westminster, is bounded by Sixth Ave to the north and Royal Ave to the south, Sixth St to the west and Queen's Park to the east, including roughly 700 properties.

The Conservation Area is an area management tool, which includes both heritage protection for the exterior of pre-1941 existing buildings, and design control for new construction; this is facilitated through Heritage Alteration Permits (HAPs) and design guidelines. There is also an incentive program for protected properties (of which there are roughly 300) in the area's zoning which provides a density bonus for principal residences and flexibility for laneway and carriage houses.

Heritage Revitalization Agreements

A Heritage Revitalization Agreement (HRA) is a negotiated agreement between the City and a property owner. An HRA is processed similarly to a rezoning application and it's essentially a tool to achieve the same result as a rezoning but with additional and more enforceable conditions of approval than could be achieved through a simple zoning amendment. In exchange for long term legal protection through a Heritage Designation Bylaw and any exterior restoration as may be required, Council has the option through consideration of an HRA to approve any number of zoning relaxations (density, building height, parking, unit count, land use, etc.). The City has a *Policy for the Use of Heritage Revitalization Agreements* which was adopted in 2011. Per the policy, when Council considers entering into an HRA with a property owner, one of the objectives is to balance the benefits to the property owner with the benefits to the public.

Previous Council Direction

On June 21, 2021, Council passed the following motion:

THAT Council support a temporary suspension in the processing of heritage revitalization agreement applications in the Queen's Park heritage conservation area as of June 21, 2021 and until a revised HRA policy is in place, excepting those applications or pre-application reviews received prior to that date;

THAT Council direct staff to report back on the number and status of heritage revitalization agreement applications and pre-application reviews in the Queen's Park heritage conservation area received on or before June 21, 2021, with the general expectation that they would continue to be processed;

THAT Council direct staff to finalize a work plan for an update to the 2011 policy for the use of heritage revitalization agreements, which would integrate the development of the 2017 Official Community Plan and the heritage conservation area.

DISCUSSION

The Queen's Park neighbourhood represents nearly half of the active HRA applications in the city. Listed below are the seven in-stream projects in that area with a brief description of the proposed developments and the projects' expected timelines:

Project Address	Heritage Asset	Development Form	Review Status	Expected Council Consideration
208 Fifth Ave	Calbick House	Subdivision	Mid-way	Fall 2021
515 St. George St	Adams House	Laneway house	Near completion	Fall 2021
323 Regina St	Edgar House	Infill house	Early review	Winter 2021-22
328 Second St	Mackenzie House	Infill house	Early review	Winter 2021-22
501 Fourth Ave	Holy Eucharist Cathedral	Mid-rise mixed-use	Early review	Summer 2022
401 Fifth St	St. James Apartments	Infill quadruplex	Pre-Application	<i>TBD (est. spring 2022)</i>
529 Queen's Ave	Queens United Church	High-rise mixed-use	Pre-Application*	<i>TBD (est. winter 2022-23)</i>

** On June 21, 2021, the Land Use and Planning Committee referred the application back to staff for further discussion and passed a motion to discourage the applicant's further consideration of submitting an OCP amendment application at 529 Queen's Avenue.*

Eight other HRA applications are in progress in Moody Park, the West End, Sapperton, Glenbrook North, Downtown and on Twelfth Street. These applications are not included in Council's direction on June 21, and would continue moving through their review and consideration as per typical process. Intake of PAR and HRA applications outside of the Heritage Conservation Area would also continue.

NEXT STEPS

Staff will report back to Council with a work plan (including timeline) for the policy development program, which would take into consideration processing of the seven Queen's Park in-stream applications in Table 1 and those elsewhere city-wide.

OPTIONS

The following options are available for Council's consideration:

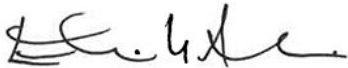
1. That Council receive this report for information.
2. That Council provide staff with alternative direction.

Staff recommend option 1.

This report has been prepared by:
Britney Dack, Senior Heritage Planner

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer



REPORT

Development Services and Engineering Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

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

Lisa Leblanc
Director of Engineering

Item #: 256/2021

Subject: **660 Quayside Drive (Bosa Developments): Request for Exemption to Construction Noise Bylaw**

RECOMMENDATION

***THAT** Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for a one day concrete pour on Friday August 13, 2021 from 6:00 AM to 7:00 AM and 8:00 PM to 9:00 PM to enable construction of the West Tower foundation;*

***AND THAT** Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for a 10 day period from Saturday August 14, 2021 to Monday August 23, 2021 to enable a concrete pour to occur from 6:00 AM to 9:00 PM on any day (excluding Sundays) as required if unfavorable weather conditions prohibit the work from occurring on Friday August 13, 2021.*

PURPOSE

The purpose of this report is to present a request from Bosa Development for an exemption to the Construction Noise Bylaw to permit a day of concrete pour on Friday August 13, 2021 from 6:00 AM to 7:00 AM and 8:00 PM to 9:00 PM to enable construction of the West Tower foundation at Pier West Development located at 660 Quayside Drive. In anticipation of variable weather conditions that may occur on Friday August 13, 2021, the applicant is

also requesting a subsequent ten day period to enable the pour to occur and the work to proceed if thwarted by inclement weather.

POLICY AND REGULATIONS

Construction Noise Bylaw 6063, 1992 restricts the time period when construction work is permitted. Construction activities that may create noise and negatively impact the surrounding community are only permitted between 7:00 AM and 8:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays. Construction noise is not permitted on Sundays or on statutory holidays. The bylaw does, however, give Council the authority to grant exemptions.

BACKGROUND

Pier West by Bosa Development is one of the tallest waterfront residential properties in the Lower Mainland. It is set within an 11 acre site on the City's celebrated riverfront boardwalk and connects the downtown with Westminster Pier Park.

The land at 660 Quayside (also known as the Larco site) was sold and in 2016, Bosa Development applied to revise the Master Plan to allow for two high rises and one three-storey commercial building. This proposal was approved by Council in 2017. A three storey commercial building will accommodate childcare and retail. The two high rises will be forty-three and fifty-four storeys. Features of the new plans include approximately two acres of additional park and public open space, including an extension to Westminster Pier Park, a public plaza and esplanade space; the missing riverfront link between the Fraser River Discovery Centre and Westminster Pier Park; a fully accessible pedestrian and cyclist overpass at Sixth Street (complete); and, improved pedestrian and cyclist access to the riverfront via Begbie Street. A photo showing the location of the work relative to the development can be found in Appendix A.

DISCUSSION

Construction Schedule

Bosa Development have confirmed that the monolithic pour of 4500 cubic meters for the West Tower core needs to occur all at one time and is estimated to take 12 to 14 hours. Because the work is a monolithic pour, it means that, once the pour is started, it must continue to completion.

Bosa intends to pour concrete on Friday August 13, 2021 and will require a construction noise exemption for two hours from 6:00 AM until 7:00 AM and from 8:00 PM to 9:00 PM. If the concrete pour is delayed from August 13, 2021, Bosa requests an exemption to enable them to pour on another day (Monday to Saturday) over the subsequent two weeks. Work

will not take place on a Sunday. The ability to exercise the exemption in the ten days following the above-noted date provides Bosa the opportunity to reschedule this monolithic pour should extreme weather conditions like excessive hot temperatures or rain be forecast on the preferred date. There will be a total of five concrete pump trucks placed around the foundation area and they will be supplied by approximately 429 concrete supply trucks for the duration of the pour.

Noise Impact

Pump trucks setting up and concrete trucks arriving on site will create construction noise. The work will include coordination between the five pump trucks and approximately 429 concrete pour trucks bringing concrete supplies to the site. Noise will also occur from back up beepers as vehicles position themselves on site during the day long pour. Noise will also result from the use of hand tools by construction workers.

Bosa Development has committed to the following noise mitigation measures:

- ensuring all equipment is in good operating order;
- operating equipment at minimum engine speeds consistent with effective operation;
- educating and supervising construction personnel to ensure potential noises are minimized;
- avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates;
- turning off equipment when not in use;
- having a contact person available to respond to any calls from affected residents and businesses; and
- performing spot checks using hand held noise monitors.

Notification

Advance notification will be provided to nearby residents and businesses according to the current community engagement protocol. This will include:

- posting information and updates to the Bosa Development website at www.660QuaysideDr.com;
- sending direct emails to approximately 200 business and resident stakeholders; and
- conducting a mail drop to residents and businesses in the following locations:
 - 300 to 700 Block of Front Street (north side);
 - 300 to 700 Block of Columbia Street (north and south side);
 - 400 to 700 Block of Clarkson Street (north and south side);
 - 400 to 700 Block of Carnarvon Street (south side); and
 - 20 to 40 Block of Sixth Street (east and west side).
 - 1 to 10 Block of Renaissance Square (all properties);

- 8 to 12 Block of Laguna Court (all properties);
- 30 Block of Reliance Court (all properties);
- 3 to 15 Block of K De K Court (all properties);
- 700 to 1400 Block of Quayside Drive (north and south side).

A notification map can be found in Appendix B.

Transportation Impact

Concrete trucks will access the Bosa site primarily from Begbie Street via westbound Front Street and exit the site on to Begbie Street and turn east onto Front Street.

Begbie Street is classified as a local road with one motor vehicle travel lane in both northbound and southbound directions. Based on the latest traffic count data from 2014, this section of Begbie Street - Quayside Drive has weekday peak AM volumes averaging approximately 80 vehicles per hour and peak PM volumes averaging 120 vehicles per hour. On Saturdays, the volume is slightly higher with the AM peak at approximately 120 vehicles per hour and the PM peak at 150 vehicles per hour respectively. A review of the traffic volume characteristics during the requested extension hours before 7:00 AM and after 8:00 PM indicates that traffic volumes are lower than during the peak periods. The #103 bus runs along this section of Begbie Street/Quayside Drive to service the Quayside neighbourhood.

Front Street is classified as an arterial road with one motor vehicle travel lane in both eastbound and westbound directions. In addition, Front Street is a 24-hour Truck Route and is an important corridor for the movement of goods in the region. Based on the latest traffic count data from 2018, this section of Front Street carries weekday peak AM volumes averaging approximately 570 vehicles per hour and peak PM volumes averaging 625 vehicles per hour. On Saturdays, the AM peak volume is 690 vehicles per hour and the PM peak volume is 780 vehicles per hour. It should be noted that vehicle volume starts to increase on Front Street from 6:00 AM onwards; however, between 6:00 AM and 7:00 AM, the average increase is marginal at 3%. After 6:00 PM, the average vehicle volume lowers approximately 15% every hour. There is no transit service on this section of Front Street.

Quayside Drive is classified as a collector road with one motor vehicle travel lane and one parking lane in both eastbound and westbound directions west of McInnes Overpass. It is also a shared bicycle facility in both directions with a speed limit of 30 kmh. Based on the latest traffic count data from 2018, Quayside Drive has peak AM volumes averaging approximately 220 vehicles per hour and peak PM volumes averaging 390 vehicles per hour. The #103 bus runs along Quayside Drive to service the neighbourhood.

It is proposed that the traffic signal at Begbie Street and Front Street be put into flash and vehicle movement be controlled by experienced traffic control persons (TCPs) during the pour operation to facilitate movement of the concrete trucks delivering to the site.

Putting the signal under TCP control is necessary for several important reasons:

- Left turns are prohibited for westbound traffic on Front Street. TCPs will allow the anticipated 33 concrete trucks arriving per hour to make the left turn onto Begbie Street and prioritize them to prevent congestion on Front Street;
- TCPs can monitor and manage any queuing on Front Street or Begbie Street while also prioritizing #103 bus and emergency access vehicles, if needed; and
- TCPs can direct the concrete trucks to the Third Avenue Overpass detour should train operations interfere with their concrete deliveries.

There are three railways that intersect Begbie Street and Front Street. These railways are owned and operated by Southern Railway, Canadian Pacific and Canadian National. The latest train count available for Canadian Pacific and Canadian National, taken from Front Street at Fourth Street in 2020 suggests an average of seven train events during the weekdays and an average of six train events on Saturdays between the hours of 6:00 AM and 9:00 PM. These train events had from three rail cars up to 103 rail cars; therefore the durations for a train crossing also varies greatly.

During a train event, Begbie Street will not be available for concrete delivery, and concrete trucks will detour and access the site via Stewardson Way, Third Avenue Overpass and Quayside Drive. As it is critical that the monolithic concrete pour is continuous, this detour through the Quayside neighborhood will be utilized when Begbie Street is unavailable; however, it will only be used when necessary and returned to the primary route as soon as the train event has cleared. Bosa's traffic consultant has performed an analysis to show that concrete trucks can successfully navigate this route. In addition, TCPs will be stationed to safely manage motor vehicle and cyclist traffic in the presence of these trucks. To prevent concrete truck traffic queuing through Quayside Drive, the concrete trucks will be staged on the empty lot west of Rialto Court and released in an evenly-timed, continuous manner to the site.

Although a cycling connection will remain on Quayside Drive, additional traffic is expected when there is a train event at Begbie Street and up to 33 concrete trucks per hour are required to detour through Quayside Drive. Truck operators will be instructed and expected to safely share the road with cyclists as the road is a shared bicycle facility with a speed limit of 30km/h.

During this construction activity, all sidewalks and crosswalks will remain available. This event will not involve the McInnes Street overpass and is not expected to impact cyclist or pedestrian movement on it. The pandemic-related northbound vehicle lane closure on McInnes Overpass is not expected to result in significant traffic delays in the area.

In addition to the Metro Vancouver Interceptor Rehabilitation project on Columbia Street and the associated impacts there, with proper traffic management coordination, Transportation staff do not anticipate these coinciding projects to directly affect each other significantly. Transportation staff will perform a final review of the traffic management plan at the Street Occupancy Permit application stage.

While the variance to extend the available hours for the concrete pour may increase the possibility of noise in the early morning and late evening, the need for a continuous concrete pour is critical. Given the scope and duration of work, the ability to maintain walking and biking connections and the resultant impact to transportation accessibility being low, along with vehicle volumes during the exemption periods being comparable or lower compared to normal construction hours, City staff consider the requested exemption to be reasonable under these circumstances.

OPTIONS

The following options are presented for Council's consideration:

1. That Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for a one day concrete pour on Friday August 13, 2021 from 6:00 AM to 7:00 AM and 8:00 PM to 9:00 PM to enable construction of the West Tower foundation.
2. That Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for a 10 day period from Saturday August 14, 2021 to Monday August 23, 2021 to enable a concrete pour to occur from 6:00 AM to 9:00 PM on any day (excluding Sundays) as required if unfavorable weather conditions prohibit the work from occurring on Friday August 13, 2021.
3. That Council provide different direction to staff.

Staff recommends Option 1 and 2.

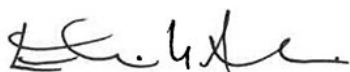
ATTACHMENTS

Appendix A: Area of Proposed Work

Appendix B: Map of Construction Notification

This report has been prepared by:
Nav Dhanoya, Construction Impact Coordinator
Michael Nguyen, Engineering Technologist, Transportation

This report was reviewed by:
Kim Deighton, Manager of Licensing and Integrated Services
Kanny Chow, Transportation Engineer
Mike Anderson, Acting Manager, Transportation



Emilie K Adin, MCIP
Director of Development Services

Approved for Presentation to Council



Lisa Leblanc
Director of Engineering



Lisa Spitale
Chief Administrative Officer

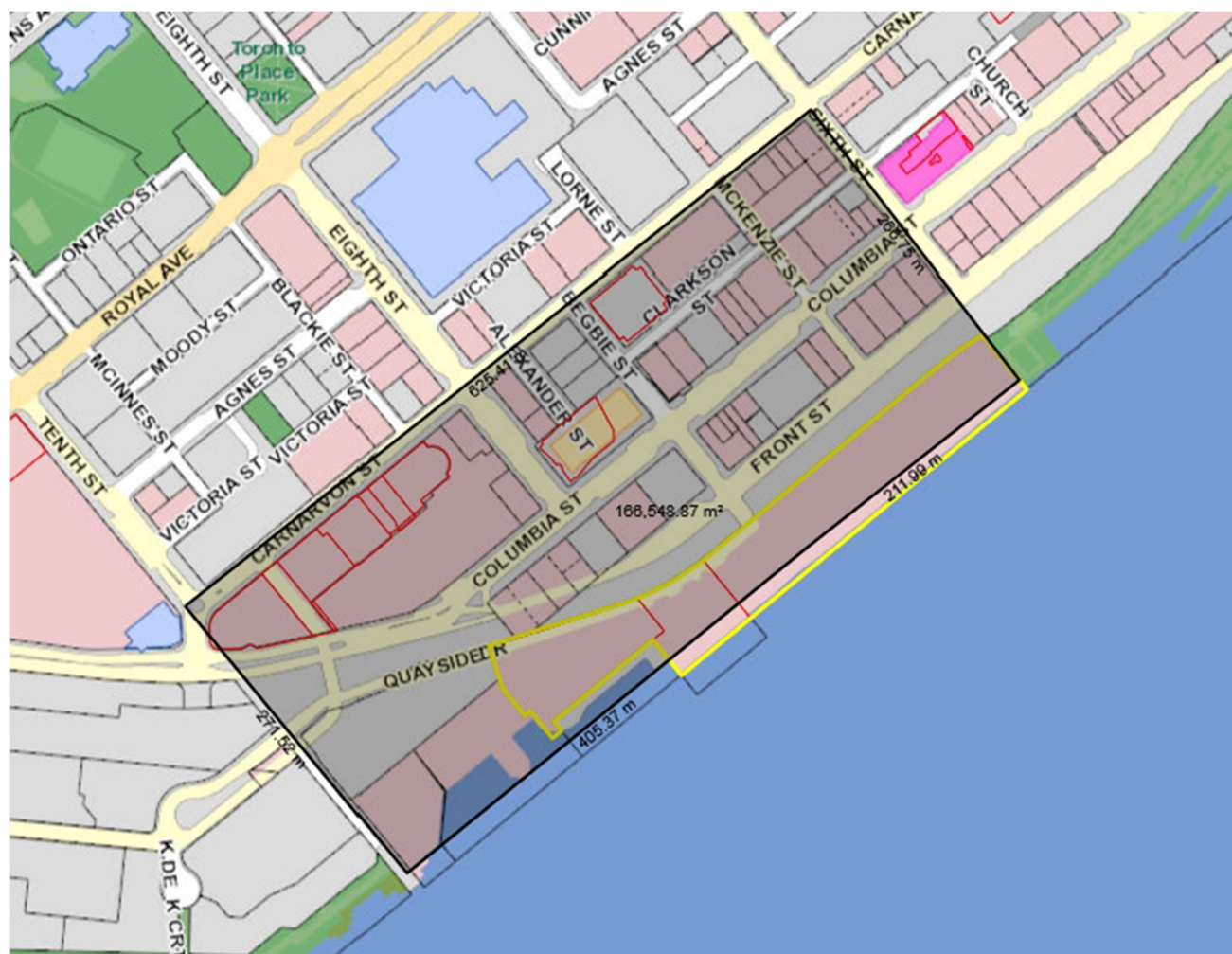
Appendix A

Area of Proposed Work



Appendix B

Map of Construction Notification





REPORT

Engineering Services

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Lisa Leblanc **File:** 09.1785.01
 Director of Engineering Services (Doc# 1865434v2)

Item #: 272/2021

Subject: Waste Reduction and Recycling Community Engagement Results and Options for City Residential Recycling Collection Program

RECOMMENDATION

THAT staff be directed to develop a residential segregated glass collection program for implementation in 2022 to enhance curbside and multifamily recycling collection services and to reduce overall recycling contamination rate as described in this report;

THAT Staff incorporate the residential segregated glass recycling collection program in the 2022-2026 Financial Plan submission.

PURPOSE

The purpose of this report is to provide results of the waste reduction and recycling community engagement and to recommend an option to segregate glass for the City residential recycling collection program for the purpose of reducing the overall recycling contamination rate and associated risk of financial penalties.

BACKGROUND

To support construction of the təməsewtxw Aquatic and Community Centre, the City's recycling depot was closed at the end of March 2020, the City began hosting monthly pop-up recycle drop-off events at the City's Works Yard, and the City has partnered with Metro Vancouver and Coquitlam, Port Coquitlam and Port Moody in funding a new regional recycling facility located on United Blvd. The new Recycling and Waste Centre at 995 United Blvd is projected to open to the public in summer 2021.

The monthly recycle drop-off events at the City's public works yard enable residents to drop off Styrofoam, glass, soft plastics and other flexible plastic packaging. On average, 170 residents (0.29% of the population) attend these events, collecting roughly 240 kg of glass, 50 kg of Styrofoam, 100 kg of soft plastics, and 100 kg of other flexible plastic packaging at each event.

The Provincial Recycling Regulation under the Extended Producer Responsibility (EPR) program assigns the fiscal responsibility associated with the collection and processing of residential recyclable materials back to producers and manufacturers of those products rather than to residents through local utility fees. Consumers pay for the collection and management of recyclable materials through the products they choose to purchase. EPR programs in BC are regulated under the Ministry of Environment and Climate Change Strategy.

The EPR program was expanded in 2013 to include residential Printed Paper and Packaging (PPP). Multi Material BC (now known as Recycle BC), a non-profit organization, established a stewardship program in 2013 to represent producers of PPP for the EPR program in BC. Since 2013, the City of New Westminster, along with many other BC municipalities, have servicing agreements with Recycle BC (formerly Multi Material BC) to provide curbside, multi-family, and depot collection of residential PPP. New Westminster currently receives an annual revenue stream from Recycle BC for collecting residential PPP and delivering them to Recycle BC processing facilities. The revenue received from Recycle BC is subject to financial penalties when the recycled waste stream is contaminated.

DISCUSSION

Results of Waste Reduction & Recycling Community Engagement

In February 2020, the City undertook public engagement to gather community input on recycling challenges faced by residents, and how the City can support residents in their waste reduction and recycling efforts. Staff also provided information to the participants on the "5R's" hierarchy of zero waste: Refuse, Reduce, Reuse, Recycle and Residual management. A total of 495 survey responses were received through dialogue sessions and questionnaires.

Respondents identified the proximity of recycling depots, difficulty with transportation, and insufficient storage space as barriers to recycling. The most challenging materials to recycle are glass, Styrofoam, soft plastics and other flexible plastic packaging. Excess/large volumes of yard waste was a common theme at the in-person engagements, though it was identified by only about 12% of survey respondents as one of their top-three challenging materials. "Other" materials identified by five or more survey respondents include: metal (7 mentions), all of the above / everything (6) and cardboard (5).

By far, the top suggestion (over 160 comments) among participants was to expand curbside residential recycling collection to accept more types of materials. Many participants suggested adding glass, soft plastics and Styrofoam to the residential pick-up service.

Nearly 90 participants suggested the City work to ban single-use plastics and/or Styrofoam in New Westminster. Some comments suggested banning all single-use plastics, non-essential packaging, or plastic related to take-out food.

A detailed analysis of the engagement findings was provided to Council in a report on [April 27, 2020, *Waste Reduction and Recycling Engagement Results*](#).

2.0 Residential Recycling Collection Program

New Westminster, along with other cities including Surrey, Port Moody, and Port Coquitlam, provides residential PPP collection service and receives revenues (referred to as “incentives”) from Recycle BC to offset some of the cost to collect these materials. The revenues are based on rates established by Recycle BC and do not fully offset the City’s operating costs. Some cities such as Vancouver, Coquitlam, Township of Langley, Pitt Meadows and the North Shore municipalities have opted to transfer the responsibility of PPP collection completely to Recycle BC. In those cases, Recycle BC retains private contractors to provide curbside PPP collection services through a source-separated (i.e. “blue box”) program.

The City provides co-mingled single-stream curbside recycling collection to residents whereby all PPP materials are placed into a single collection cart, to be sorted later at designated processing facilities. Glass, Styrofoam and soft plastic packaging are not eligible for curbside collection, and are therefore collected at drop-off recycling depots. Co-mingled collection carts offer convenience to residents, compared to a blue box program where recyclables are source-separated; however, co-mingled collection tends to have a higher contamination rate than source-separated “blue box” programs, resulting in higher processing costs, and lower revenues from Recycle BC.

Recycle BC continuously audits and monitors materials received from partner collectors. These audits have identified an increasing trend of high contamination in the City’s curbside collection program. New Westminster single stream curbside collection program currently has a 14.1% volume contamination rate based on the Q4 2020 scorecard. This is significantly above the maximum contamination threshold of 3% under the agreement with Recycle BC, and could lead to substantial financial penalties to the City. At this time, the City is required to develop and submit a formal Contamination Remediation Plan (CRP) for the curbside collection by July 30th, 2021, outlining actions, procedures and timelines to reduce contamination in compliance with program requirements.

Glass represents approximately 2% of PPP collected in Recycle BC programs by volume province-wide. Glass packaging and non-scope refundable glass beverage containers, glassware and ceramics are the highest contaminants in the City's curbside and multi-family PPP collection programs, representing approximately 34% of the total volume of contamination materials. Recycle BC requires the City to reduce contamination rates by 25% over the next 12 month period. If the City were to implement a segregated glass collection program, it would help to meet Recycle BC contamination remediation requirements by reducing the contamination volume by as much as 34%. The cost of segregated glass collection is discussed in the Financial Implication Section.

New Westminster's curbside and multi-family PPP collection service agreements with Recycle BC are due to expire in 2023 and staff are planning for continuity of recycling collection service. Staff have examined other service models including the option of transferring the responsibility of PPP collection to Recycle BC (i.e. like what Vancouver, Coquitlam, Township of Langley, and others have done.) which requires the introduction of a curbside source-separated ("blue box") program and 18 months advance notification. At this time, staff are preparing for the renewal of the existing agreement with Recycle BC under the current model, and preparing a mitigation plan to reduce the contamination rate through the introduction of segregated glass collection.

FINANCIAL IMPLICATIONS

Each pop-up drop off event at the Operations Centre was approximately \$2,500. The City will continue to host these events until the regional recycling center is open; anticipated later in the summer/fall 2021. The City is not eligible to receive any financial incentives from Recycle BC as it no longer has a depot collection service agreement in place.

The current incentive rates were set by Recycle BC and are fixed over the 2018-2023 period. In New Westminster and in some other cities, curbside PPP collection is provided by city forces and the revenues from Recycle BC do not fully offset the total operational and administrative costs for the service. However, the revenue received by the City for multi-family collection do offset the City's cost for that service. The City receives approximately \$280k/year to collect curbside PPP from 8,400 single-family households and approximately \$480k/year to collect multi-family PPP from 22,000 multi-family households.

In order to provide segregated curbside glass collection, in response to community feedback and to reduce the contamination rate, the estimated cost of the segregated glass collection program is provided in the table below. The service would translate to an additional annual user rate of approximately \$10 to \$15 per single family household. An adjustment to the current 5 year financial plan would be necessary to implement curbside and/or multi-family glass packaging collection service.

Capital Costs	
Purchase residential curbside glass collection containers (i.e. gray boxes)	\$250K
Modify collection equipment	\$75K
Operating Costs	
Additional labor cost for curbside collection	\$90K/year
Additional cost for multi-family collection	\$35K/year

Although there are additional costs associated to providing segregated glass collection service to residents, not providing these services could result in penalties under the agreement with Recycle BC. Penalties for contamination beyond a threshold of 3% by volume begin at \$5,000 per truckload and could potentially increase by \$5,000 annually up to a maximum of \$20,000 per truckload after the 4th year of service level failure. Additionally, the total maximum annual penalties for any municipality may increase by \$120,000 annually starting at \$120,000 up to a maximum of \$480,000 after the 4th year of consecutive service level failure. If the full penalty is imposed against the City, this could result in an equivalent annual rate increase of approximately 7.5%.

Recycle BC does not offer financial incentives to collect soft plastics, other flexible plastic packaging, or Styrofoam as part of curbside programs. Should the City wish to entertain collection of these materials in either the curbside or multifamily collection programs, all collection costs would need to be fully funded by the City. Currently, only one jurisdiction in the Province provides collection of these materials. Costs would need to be considered for additional labour and collection equipment to provide this service.

NEXT STEPS

Staff will focus on educating the public to support their waste reduction efforts and prepare for future pop-up events when possible, including opportunities to host regularly scheduled events in subsequent years. If Council supports moving towards a residential segregated glass collection service, staff will include the glass collection in the 2022-2026 budget submission.

OPTIONS

The following options are presented for Council's consideration:

1. Staff be directed to develop a residential segregated glass collection program for 2022 to enhance curbside and multifamily recycling collection services and to reduce overall recycling contamination rate as described in this report;

2. Staff incorporate the residential segregated glass recycling collection program in the 2022-2026 Financial Plan submission;
3. Alternative direction be provided to staff.

Options 1 and 2 are recommended.

INTERDEPARTMENTAL LIAISON

This report has been prepared by staff from the Engineering Department.

CONCLUSION

Public engagement was undertaken in 2020 to hear about how the City can support residents in their waste reduction and recycling efforts. The feedback suggests public support to expand curbside collection to accept more types of materials, including glass. The current residential recycling collection program contains a high percentage (14%) of contaminated materials by volume, which exceeds the allowable threshold of 3% under our service agreement with Recycle BC for curbside and multi-family recycling collection. A significant proportion of the contaminated material is glass. The high contamination level could result in significant financial penalties unless the City takes action to address the high contamination rate. A residential segregated glass collection program is recommended as a key mitigation measure. If supported by Council, staff would incorporate glass collection service in the 2022-2026 financial plan submission.

This report has been prepared by:
Kristian Davis, Superintendent, Solid Waste & Recycling Branch

This report has been reviewed by:
Eugene Wat, Manager of Infrastructure Planning

Approved for Presentation to Council



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



Lisa Spitale
Chief Administrative Officer



REPORT

Parks & Recreation Department

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Steve Kellock **File:** 1872863
 Senior Manager, Recreation
 on behalf of Dean Gibson
 Director of Parks and Recreation

Item #: 290/2021

Subject: Queen's Park - Proposed Bike Skills Park

RECOMMENDATION

THAT *Council approve the construction of a new bike skills park facility in Queen's Park with opportunities for stewardship initiatives.*

PURPOSE

The purpose of the report is to share the background as well as the principles and collaborative process that informed the location and design for a proposed bike skills park in Queen's Park. This project aims to integrate a purpose built bike park that balances the needs of the biking community (beginners and experts alike); encourages safe and responsible use of the forest; and respects the ongoing ecological restoration efforts within Queen's Park.

SUMMARY

In 2020, the city's operations staff removed bike jump features constructed by local residents in the forested northwest quadrant of Queen's Park (Refer to Image 1 below). The bike jumps were not suitable for public use and negatively impacting the ongoing restoration within the forested area.



Image 1: Red pointers indicate location of bike jumps removed in NW Quadrant of Queen's Park.

Following removal of the bike jumps, staff erected signage to encourage the users to contact the Parks & Recreation Department to:

- 1) Educate the users on restoration efforts; and
- 2) Further discuss the emerging need for a bike skills park.

Through meet-ups in the park and virtual workshops, the youth stakeholders collaborated with staff to develop a location and design for a new bike skills park in Queen's Park. Pending council approval, implementation will commence in fall of 2021 by city forces. The youth stakeholders have expressed interest in assisting with the construction and stewardship of the proposed bike skills park.

BACKGROUND

Queen's Park is New Westminster's "signature park". Established in 1887, Queen's Park is one of the oldest recreation destinations in the Lower Mainland. For well over a century the park has been evolving to provide amenities and recreation programs that appeal to park visitors from New Westminster and the surrounding region. The [Queen's Park Masterplan](#) (2013) highlights the area where the bike jumps were discovered as "mature forest":

Mature fir and cedar forest cover about 50% of the park, contributing to the valuable green park character that exists today. Many of the trees are nearing or over 100 years in age and will require ongoing assessment and regeneration if this asset is to continue to be a part of Queen's Park for future generations. While there is a lot of large tree cover in the park, there are little to no shrub and groundcover layers. These missing lower layers are a limitation to habitat values; but are also an important CPTED consideration.

Long-term ecological restoration and forest succession has been underway in various locations of Queen's Park, including the northwest quadrant, since 2019. Following meetings with the youth stakeholders, a preferred location was chosen for the proposed bike skills park (Refer to Attachment 1- Preferred Location). As per the Masterplan, this area is highlighted as "open space" and deemed appropriate for a variety of active recreational uses. Open Spaces, as described in the masterplan, are "lawn areas and a mix of trees and shrubs that do not create a full forest cover" and are intended for more active recreation and trails.

Within the context of the masterplan and the evolution of mountain biking/ recent boom in the popularity of bike skills parks, staff have partnered with local youth to plan and design for a modest bike skills facility that provides a managed area for beginner and expert bikers alike.

DISCUSSION

This project aligns with the Queen's Park Masterplan and offers opportunities for a new experience in Queen's Park leading to enhanced participation and active living, especially for those children and youth who don't participate in organized sports. This project also links to our Biodiversity Strategy and Urban Forest Management Strategy. The following principles guided the planning and design of the proposed bike skills park:

- **Compatibility:** Plan for a location that aligns with the Queen's Park Masterplan and is compatible with existing active and passive recreational uses;
- **Natural Environment:** No negative impact to the existing natural, forested and wildlife areas;
- **Inclusiveness:** Provides a safe and accessible recreational experience for all levels and abilities;
- **Flexibility:** Provide a trail with bike skills features that allows for additional future features pending use/demand and available budget; and
- **Participation and Stewardship:** Engage the youth stakeholders to participate in construction and foster a sense of stewardship of the trail, bike features and surrounding forest.

Following the discovery and removal of the bike jumps in fall 2020, the following process unfolded to collaboratively plan and design for a new bike skills park facility:

- 1) **Interdepartmental Staff Meeting (September 2020):** An interdepartmental staff team led by Parks & Recreation determined feasible locations for a bike skills park within Queen's Park.

- 2) **Meet-up in the Park (October 2020):** Staff met with youth stakeholders to discuss emerging need for a bike skill park and review feasible locations.
- 3) **Further Studies and Internal Review (November 2020):** Select staff team further explored/routed a trail circuit.
- 4) **Virtual Stakeholder Workshop #1 (February 2021):** Staff provided the stakeholders with a base map of the proposed site and modeling clay to develop their ideas bike park skill features. These models and images were shared virtually with staff (Refer to Attachment 2- Stakeholder Input).
- 5) **Design Development and Cost Estimate (March- May 2021):** Staff further reviewed options for a flexible purpose built bike skills park and commenced work with a supplier of engineered pre-fabricated bike features.
- 6) **Virtual Stakeholder Workshop #2 (June 2021):** Staff and the supplier discussed the bike skills features and layout with the stakeholders and revised the design according to their feedback (Refer to Attachment 3- Examples of Bike Skills Park Features).

In addition to the planning process above, staff presented the stakeholder engagement plan to the FIPR Task Force in January 2021 and to the FIPR Advisory Committee in February 2021. Both the FIPR Force and Advisory Committee supported the process and outlined next steps. On July 5, 2021 staff updated the FIPR Task Force and received full support with next steps towards implementation in fall 2021.

FINANCIAL IMPLICATIONS

The City's Financial Plan will accommodate \$65,000 for construction of the gravel trail base, and up to 10 bike skills features. There are no additional financial implications for this project anticipated at this time. Subject to Council approval of the proposal outlined in this report, staff will embark on implementation in fall 2021.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison has occurred with the Facilities, Infrastructure and Public Realm Task Force, Engineering Services and staff from Parks & Recreation.

OPTIONS

The following are options for Council's consideration:

1. To approve the construction of a new bike skills park facility in Queen's Park with opportunities for stewardship initiatives; or
2. Provide alternate direction to staff.

Staff recommend Option #1.

CONCLUSION

The proposal outlined in this report provides a balanced approach that is mindful of both environment protection and the provision of design collaboration with the end users. The proposed bike skills park facility will expand the recreational opportunities within Queen's Park in order to serve a broader cross-section of park users. The stewardship components of the project will improve the long-term ecological health of the forest, create a sense of pride for the youth leading the process and enhance the user experience for a growing and evolving sport in the City.

ATTACHMENTS:

Attachment 1: Preferred Location

Attachment 2: Stakeholder Input

Attachment 3: Examples of Bike Skills Park Features

This report has been prepared by Erika Mashig, Manager of Parks & Open Space Planning, Design and Construction.

Approved for Presentation to Council



Steve Kellock
Senior Manager, Recreation
on behalf of Dean Gibson
Director of Parks and Recreation

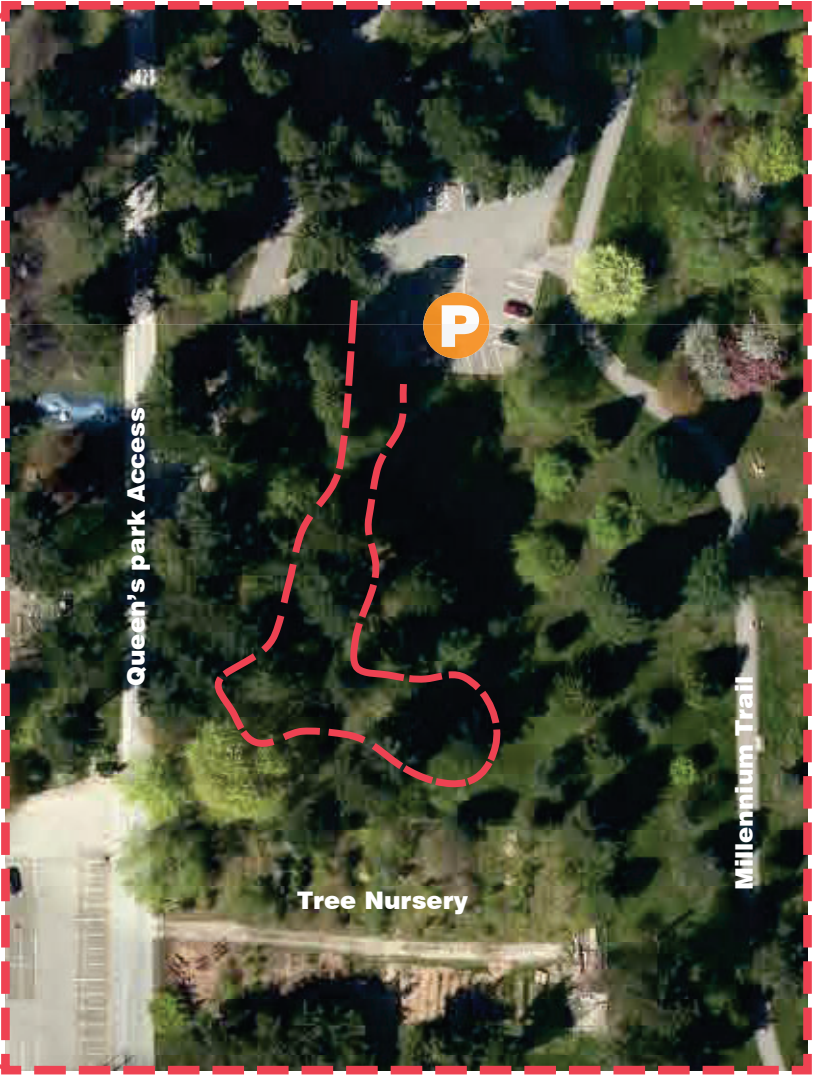
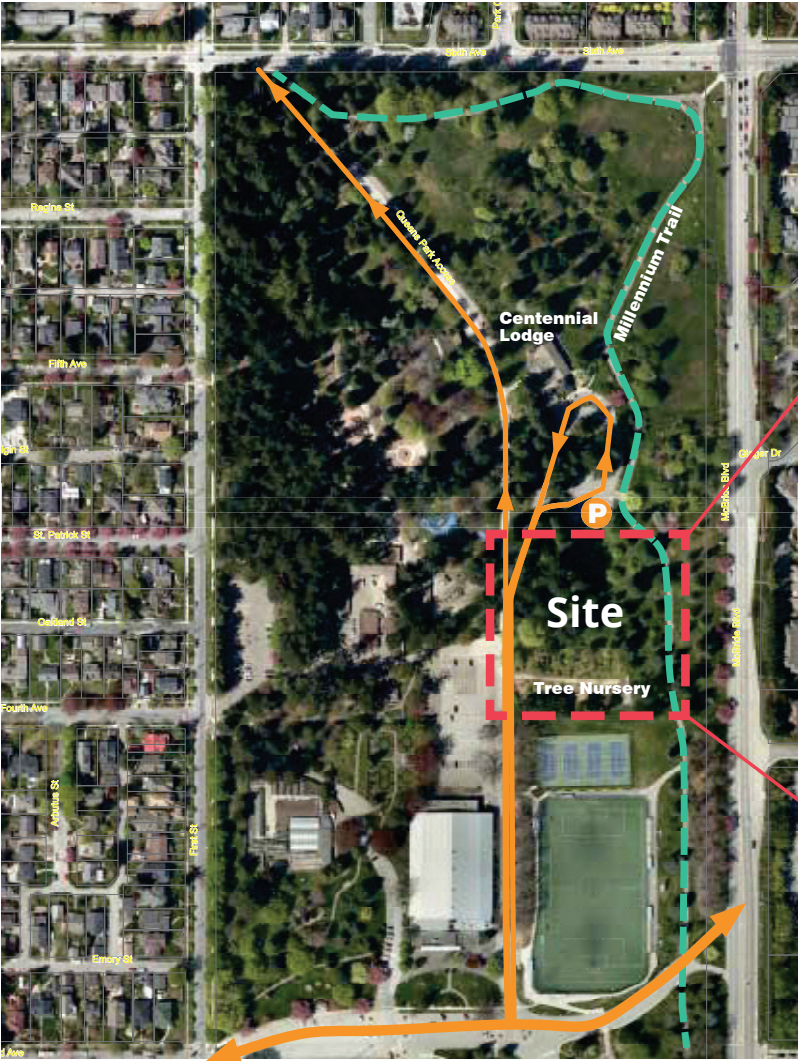


Lisa Spitale
Chief Administrative Officer

Attachment 1

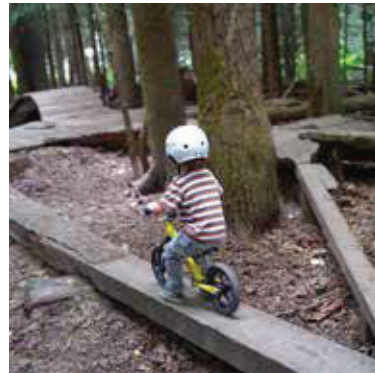
Preferred Location

Preferred Location



Attachment 2

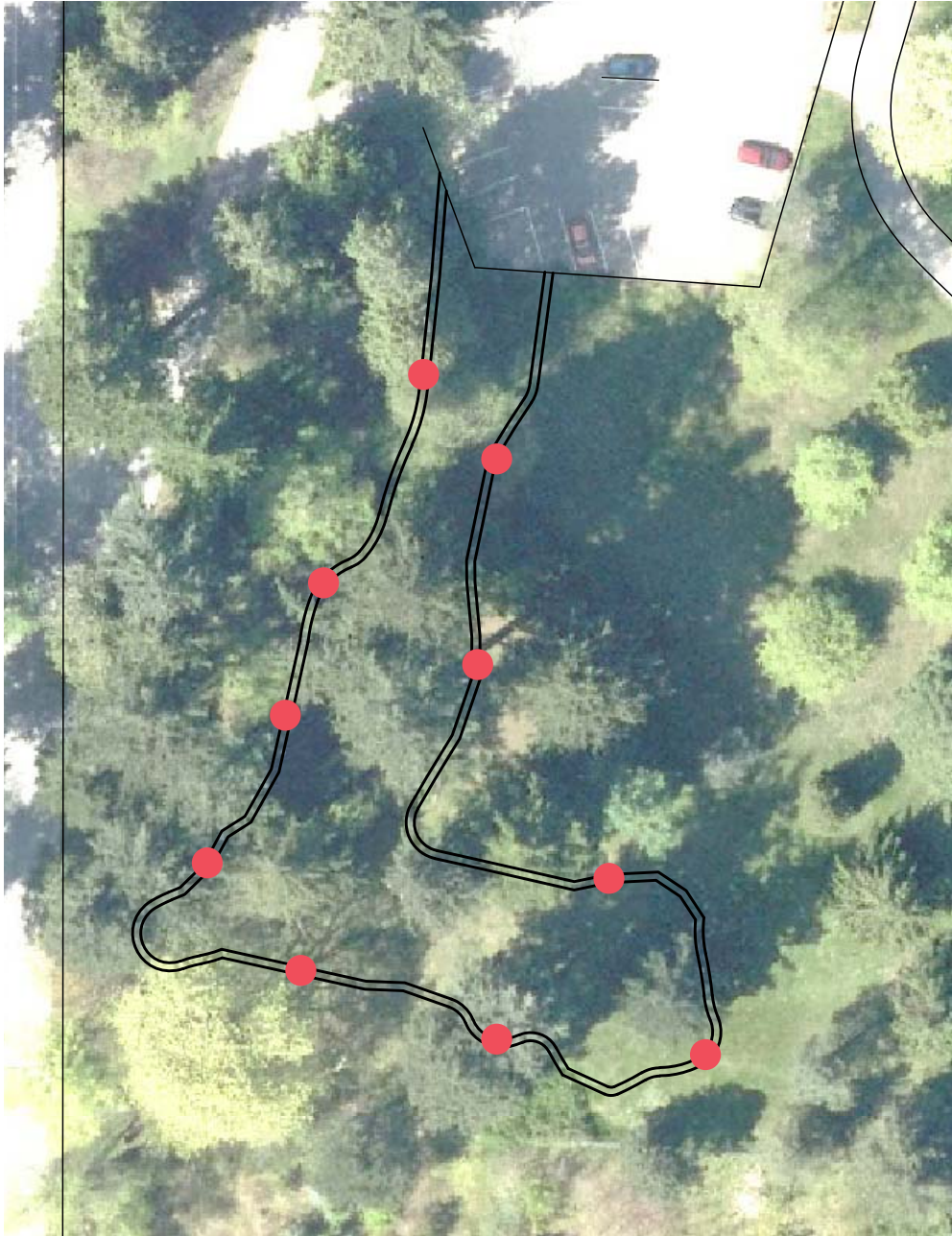
Stakeholder Input



Attachment 3

Examples of Bike Skills Park Features

Examples of Bike Skills Park Features





REPORT

Electrical Utility

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Rod Carle **File:**

General Manager of Electrical Utility

Report #: 277/2021

Subject: TELUS PureFibre MOU

RECOMMENDATION

THAT Council approves the TELUS PureFibre MOU

PURPOSE

The purpose of this report is to inform Council about recent information received from TELUS on their new PureFibre network program which they would like to publicly announce after signing an MOU with the City.

BACKGROUND

On May 17, 2021 staff received notice that TELUS had some very positive updates to their PureFibre program and build plans in New West. In summary, they are planning to accelerate their plans and start building PureFibre across New West this fall. To support best practices for the build, they would like to finalize the execution of a MOU by early July. Also, to celebrate this \$52M generational investment in the community, they are looking to develop a communication plan that includes an announcement video and press release which would include participation from the Mayor providing a quote about the City and promoting New West.

Internal Staff (Engineering, Communications, Economic Development, Legal and Electrical) met in May to review the proposed Draft PureFibre MOU and had a number of questions. These questions were sent to TELUS and the answers were received back at the end of May. Staff then met again with the TELUS Team and walked through all the answers provided back to the City. All departments involved are now in support of signing the MOU.

Also within the MOU, the Municipality and TELUS have agreed to enter into negotiations for a Municipal Access Agreement (MAA), as well as an update to the Joint Pole Agreement, and will endeavor to finalize in a timely manner.

FINANCIAL BENEFITS

The \$50M PureFibre network TELUS is deploying in New West is a once in a generation type of investment in telecommunications infrastructure in the community and will be the foundation for multi-generational service improvements, innovations, and community supports. Once the Fibre is deployed, speeds and services are only limited by the equipment that sits in their central office or is deployed in a home or business.

A shared vision to spur economic growth, attract and retain investment and a talented workforce, and enable better economic, social and sustainability outcomes for all of New West.

TELUS PureFibre is a “catalytic” \$50M investment opportunity to support this vision.

Targeted to directly connect over 90% of homes and businesses at no cost. This investment would include fibre enable wireless coverage enhancements and the deployment of 5G technologies in the years to come.

BridgeNet potentially will also be able to save cost in the future by installing fibre on the poles vs going underground. An additional add/upgrade of 10km of fibre within the city would save BridgeNet approximately \$2.2M.

UTILITY COMMISSION

The Utility Commission reviewed the proposed TELUS PureFibre MOU at its June 29 Closed Meeting and passed the following resolution;

Moved and Seconded

That the Utility Commission recommends Council sign the TELUS MOU.

Any Discussion/Questions

All In Favor

Carried

OPTIONS

There are two options for Council's consideration:

Option #1 –

THAT Council approves the TELUS PureFibre MOU

Option #2 – THAT Council provide staff with other direction.

Staff recommend Option 1.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison has occurred with Engineering, Communications, Economic Development, Legal and Electrical Utility.

Approved for Presentation to Council



General Manager of Electrical Utility



Lisa Spitale
Chief Administrative Officer



REPORT

Land Use and Planning Committee

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Land Use and Planning Committee **File:** HER00819

Item #: 271/2021

Subject: **219 Second Street: Demolition and Heritage Protection**

RECOMMENDATION

***THAT** Council direct staff to proceed with processing the demolition permit application for 219 Second Street.*

***THAT** Council direct staff to advise the applicant to continue advertising the house at 219 Second Street as available for relocation for the duration of the demolition permit review and issuance.*

PURPOSE

The purpose of this report is to request Council provide direction on the proposed demolition of a 1941 building located at 219 Second Street, a non-protected property in the Queen's Park Heritage Conservation Area.

PROPOSAL SUMMARY

An application for heritage review has been received in advance of a request to demolish the 1941 building at 219 Second Street, a property in the Queen's Park Heritage Conservation Area. The building is neither legally protected nor listed on the City's Heritage Register. However, it is listed on the City's Heritage Resource Inventory and is over 50 years old. Therefore, by City policy, it is examined for heritage merit or value prior to demolition. The house has been found by staff and the CHC to have heritage value, worthy of exploring options to achieve heritage protection.

As this property is within the Heritage Conservation Area, there are two options available to the owner for incentivizing heritage protection: 1) through the preset Conservation Area incentives in the RS-4 zone, or 2) through negotiated Heritage Revitalization Agreement (HRA) incentives. Staff considers the first would not be achievable without damaging the heritage value of the house. Therefore, the best option to both retain the house and provide a development incentive would likely be through an HRA.

Staff has been in contact with the applicant to explore both options. The applicant explored retaining the heritage house as a large laneway or infill house, or through a small lot subdivision, but has concluded they wish to proceed with demolition and new construction. The applicant has also explored relocation and deconstruction of the building as alternatives to demolition. Details of this work are included in Attachment 1 (Attachment 4 of the LUPC report).

COMMUNITY HERITAGE COMMISSION RECOMMENDATION

Per the City's policy, and given its integrity and Inventory listing, the demolition application for 219 Second Street was brought to the Community Heritage Commission (CHC) at the May 5, 2021 meeting. The CHC passed the following recommendation to Council:

THAT the Community Heritage Commission recommend that Council consider formal protection on 219 Second Street through a Heritage Designation Bylaw.

An extract from the draft May 5, 2021 CHC minutes are included in Attachment 1 (Attachment 5 of the LUPC report).

LAND USE AND PLANNING COMMITTEE RECOMMENDATION

A summary of staff's work with the applicant to explore alternative development options was brought to the Land Use and Planning Committee (LUPC) on June 21, 2021 along with the CHC's recommendation. The LUPC passed the following motion:

THAT the Land Use and Planning Committee recommend that Council direct staff to proceed with processing the demolition permit application for 219 Second Street, and direct staff to advise the applicant to continue advertising the house as available for relocation for the duration of the demolition permit review and issuance.

The LUPC report dated June 21, 2021 is attached to this report as Attachment 1.

OPTIONS

The Land Use and Planning Committee presents the following options for Council's consideration:

1. That Council direct staff to proceed with processing the demolition permit application for 219 Second Street.
2. That Council direct staff to advise the applicant to continue advertising the house at 219 Second Street as available for relocation for the duration of the demolition permit review and issuance.
3. That Council direct staff to prepare the bylaw to place Heritage Designation on the house at 219 Second Street for their consideration following a Public Hearing.
4. That Council provide staff with other direction.

The Land Use and Planning Committee recommends Options 1 and 2.

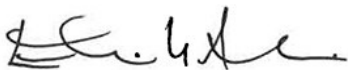
ATTACHMENTS

Attachment 1: June 21, 2021 Staff Report to Land Use and Planning Committee

This report has been prepared by:
Britney Dack, Senior Heritage Planner

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services

Submitted on Behalf of the Land Use
and Planning Committee



Emilie K Adin, MCIP
Director of Development Services

Approved for Presentation to Council



Lisa Spitale
Chief Administrative Officer

Attachment 1

Land Use and Planning Committee Report, June 21, 2021



REPORT

Development Services

To: Land Use and Planning Committee **Date:** 6/21/2021

From: Emilie K Adin, MCIP **File:** HER00819
Director of Development Services

Item #: 13/2021

Subject: 219 Second Street: Demolition and Heritage Protection

RECOMMENDATION

THAT the Land Use and Planning Committee recommend that Council direct staff to proceed with processing the demolition permit application for 219 Second Street, and direct staff to advise the applicant to continue advertising the house as available for relocation for the duration of the demolition permit review and issuance.

EXECUTIVE SUMMARY

Due to the building's age (1941) and Heritage Inventory listing, the Community Heritage Commission (CHC) reviewed the demolition application for 219 Second Street; a non-protected house in the Queen's Park Heritage Conservation Area. Staff and the CHC found the house to have heritage value. Staff has held several discussions with the applicant, who is not interested in pursuing the incentives available in exchange for retention of the building. Following obtaining input from the LUPC on the proposed demolition of this non-protected building, the next step is for Council to consider whether or not to formally protect the house, as recommended by the CHC. Given that it is the City's practice to designate properties only with the consent of the owner, and that the heritage value of this house is not so significant that staff advise that the City should unilaterally require designation, staff instead recommends that the City process the demolition permit application. Staff would request the applicant continue to offer the building for sale until such a time as demolition is scheduled.

PURPOSE

The purpose of this report is to request that the Land Use and Planning Committee (LUPC) provides feedback on the demolition of a non-protected building in the Queen's Park Heritage Conservation Area in advance of the application being forwarded to Council.

1.0 BACKGROUND

1.1 Property Description and Site Context

219 Second Street is 809 sq. m. (8,712 sq. ft.) in size and is located in the Queen's Park neighbourhood on the east side of Second Street between Queens Avenue and Third Avenue. The house was built in 1941. It is 121 sq. m. (2,492 sq. ft.), including a basement. Its current floor space ratio (FSR) is 0.286 and it has a site coverage of 12%.

A site context map with an aerial overhead image is provided in Figure 1 below:



Figure 1: Site context map with subject property highlighted in blue

Although there are a range of ages and styles in the neighbourhood, this block is dominated by a grouping of WWII homes constructed in 1940 and 1941: they make up approximately 35% of the block. The remaining houses are representations from the Victorian era (215

Second Street), the Edwardian era (127 Queens Avenue), and there is also a new build at the corner (239 Second Street). In this block, 13 out of 19 houses are listed on the City's Heritage Resource Inventory.

1.2 Development Policy and Regulations

In the Official Community Plan (OCP), the property is designated for "Residential – Detached and Semi-Detached Housing" which envisions a mix of low density forms such as houses, laneway houses, and duplexes. The surrounding properties have the same designation.

The property is zoned Queen's Park Single Detached Dwelling District (RS-4). However, due to the age of the house, the property is not protected by the Heritage Conservation Area and is not entitled to the development incentives for HCA-protected homes in that zone. As such, the property may develop to the standard mainland single-detached zoning (RS-1) maximum density of 0.5 FSR, with 35% site coverage, and may include a laneway house. A new house could be nearly double the size of the existing one.

1.3 Heritage Protection

The building is not protected by the Queen's Park Heritage Conservation Area. As such, a Heritage Alteration Permit (HAP) is not required for demolition. The building is also not protected by bylaw, nor listed on the City's Heritage Register. However, it is listed on the City's Heritage Resource Inventory and is over 50 years old. Therefore, by City policy, it is examined for heritage merit or value, prior to demolition.

Further information on non-protected status in the Queen's Park Heritage Conservation Area, heritage review of demolition permits, temporary protection orders, heritage designation and heritage revitalization agreements (HRAs) is summarized in Attachment 3.

2.0 REVIEW PROCESS AND CONSULTATION

2.1 Heritage Review of Demolition

The process for demolition of a building on a non-protected property in the Heritage Conservation Area is similar to those outside the Conservation Area, elsewhere in the city. Based on the building's age, it is reviewed for heritage value, and if found to have potential value by staff, it is forwarded to the Community Heritage Commission (CHC) to confirm. From that point, and based on the CHC's recommendation, staff either work with the applicant directly, or request that Council place a temporary protection order on the house to allow further time for discussion with the applicant. This application is mid-way through the process and has not yet been referred to Council.

2.2 Community Heritage Commission Recommendation

Per the City's policy for older buildings, and given its integrity and Inventory listing, the demolition application for 219 Second Street was brought to the CHC for their review at the May 5, 2021 meeting. At that meeting, the CHC passed the following recommendation to Council:

THAT the Community Heritage Commission recommend that Council consider formal protection on 219 Second Street through a Heritage Designation Bylaw.

An extract from the May 5, 2021 CHC minutes is included in Attachment 5.

Heritage Designation does not require owner consent, and may be approved by a motion of Council. However, Heritage Designation without owner consent, under Provincial law, would entitle the owner to claim compensation for any reduction in the value of the property from the inability to achieve zoning-based entitlements. Typically, the City's practice is to incentivize retention. To date, the City has not imposed protection without owner consent.

Conservation Area protection could be added to the house by listing it on the Heritage Register. If protection were added, demolition could be denied through a HAP only if the City could effectively demonstrate that the site could be developed to its maximum potential without damaging the heritage value of the house. Staff expect this would not be achievable, as the zoning maximum is nearly double the size of the existing house. Therefore, the City would likely need to permit demolition.

3.0 DISCUSSION

3.1 Proposed Demolition

The 1941 building is proposed to be demolished, and replaced with a new house and laneway house. The proposed development is permitted under the property's current zoning and as such, a demolition permit could not be withheld without formal heritage protection. The house has been found by staff and the CHC to have heritage value, worthy of exploring options to achieve heritage protection. The owner has expressed that they are not interested in a development plan that would include retaining the house, and has submitted a demolition application.

3.2 Heritage Value

Built in 1941, this house is one year from being protected by the Heritage Conservation Area policy. The house is a Storybook style, which has some historic significance. It retains many of its original features including form and massing, steeply pitched cross-gabled roof, wide lap siding, and original windows; which means it has a high level of heritage integrity. Its

Inventory listing describes it as being a good example of a style common in the 1940s. Robert Barrett, the developer of the building, was a clerk at Canada Customs, which lends some social value to the house. The house is part of a collection of houses from this time period. As the Heritage Conservation Area's protection applies to buildings built in 1940 or earlier, some of these houses are protected, and some are not. The Heritage Resource Inventory listing is included as Attachment 1 and photographs of the building in its current condition are below in Figure 2 and in Attachment 2.



Figure 2: Photograph of building façade at 219 Second Street

Based on current photos, the building at 219 Second Street appears to be in good condition, and maintains its heritage integrity. The heritage elements, including siding, fascia boards and wood trim, and original doors and windows, appear to be in good condition.

3.3 Development Incentives

As this property is within the Heritage Conservation Area, there are two options available to the owner for incentivizing heritage protection: 1) through the preset Conservation Area incentives, or 2) through negotiated Heritage Revitalization Agreement incentives. Incentives available to protect the house through the Conservation Area include: a 0.2 FSR density bonus, relaxations to the laneway house program (including a larger size), and Building Code alternate compliance. Incentives through an HRA would be negotiated, could include subdivision or an infill house, and would require some restoration work and Heritage Designation.

Conservation Area protection could be added to the house by listing it on the Heritage Register. The site could be developed to its maximum potential which, under the current HCA zoning maximum, would be nearly double the size of the existing house. Staff expect this would not be achievable without damaging the heritage value of the house. Therefore, the best option to both retain the house and provide a development incentive would likely be through an HRA.

Staff has been in contact with the applicant to explore both options. An initial letter was sent, via email, on April 8, 2021, followed by subsequent online and telephone conversations. The applicant explored retaining the heritage house as a large laneway or infill house, and a small lot subdivision, but has concluded they wish to proceed with demolition and new construction. The applicant has also explored relocation or deconstruction of the building as alternatives to demolition so as to minimize any reusable materials going to the landfill. Details of this work are provided in Attachment 4.

4.0 FEEDBACK FROM THE LUPC

Following obtaining input from the Land Use and Planning Committee (LUPC) on the proposed demolition, the next step is for Council to consider protecting the house, as recommended by the CHC. At this time, staff is seeking feedback from the LUPC related to:

1. The above noted redevelopment options related to retention of the heritage building have been thoroughly considered;
2. Exploring the use of a Heritage Revitalization Agreement (HRA) to incentivize retention of the heritage building has been sufficiently addressed; and
3. Pursuing long-term or temporary protection on the heritage building.

5.0 OPTIONS

The following options are offered for the LUPC's consideration:

1. That the Land Use and Planning Committee recommend that Council direct staff to begin the process to place long term protection on the land title of the property at 219 Second Street, through a Heritage Designation Bylaw.
2. That the Land Use and Planning Committee recommend that Council consider a temporary protection order on 219 Second Street for staff to continue negotiations for a Heritage Revitalization Agreement.
3. That the Land Use and Planning Committee recommend that Council direct staff to proceed with processing the demolition permit application for 219 Second Street, and direct staff to advise the applicant to continue advertising the house as available for relocation for the duration of the demolition permit review and issuance.

4. That the Land Use and Planning Committee provide staff with alternative feedback.

Staff recommends Option 3.

ATTACHMENTS

Attachment 1: Heritage Resource Inventory Listing

Attachment 2: Current Elevation Photos

Attachment 3: Policy and Regulations Summary

Attachment 4: Applicant Consideration of Alternatives to Demolition

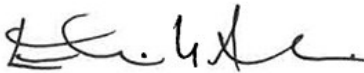
Attachment 5: Extract from May 5, 2021 Community Heritage Commission Minutes

This report has been prepared by:

Kathleen Stevens, Heritage Planning Analyst

This report was reviewed by:

Jackie Teed, Senior Manager of Development Services



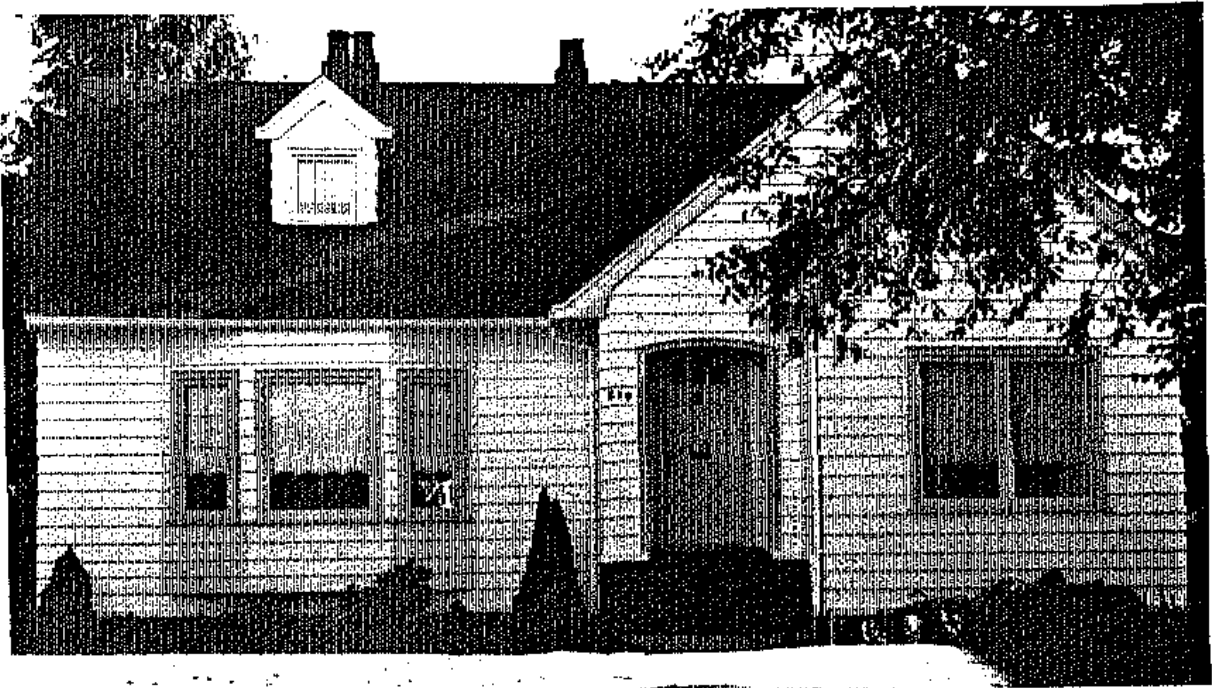
Emilie K Adin, MCIP

Director of Development Services



Attachment 1

Heritage Resource Inventory Listing



Robert A. Barrett House

219 Second Street

1941

Minimal Traditional Style--- Modern Period

This 1941 house is a good example of a style common in the 1940's, which came about as a compromise style after the economic depression of the 1930's. It is a popular version of a Cape Cod House. Barrett was a clerk at Canada Customs.



Attachment 2

Current Elevation Photos





[Back to Agenda](#)







Attachment 3

Policy and Regulations Summary

POLICY AND REGULATIONS SUMMARY

Queen's Park Heritage Conservation Area

This subject site is not protected under the Queen's Park Heritage Conservation Area and an HAP is not required to allow demolition of the building. New houses on non-protected properties are not eligible for the Conservation Area's incentives program, and as such are limited to a maximum size of 0.5 floor space ratio (FSR). The new house may contain a secondary suite, and the property is eligible for the construction of a laneway house. An HAP would be required for both the design of the new house and laneway house, to ensure compliance with the area's design guidelines.

50 Years and Older Heritage Review Policy

In June 2011, Council approved a revised heritage review policy where demolition applications for a building or structure older than 50 years is automatically forwarded to the Planning Division for review, and may be referred to the Community Heritage Commission (CHC) for comment if it is deemed by the Planning Division to have sufficient heritage significance.

Temporary Protection Orders

A temporary protection order may be issued by Council for a property that may be considered to have heritage value sufficient to justify its conservation. This can include properties that are not listed on the Heritage Register. Without consent of the owner, a temporary protection order may only last 60 days, after which the requested demolition permit must be issued. Though, temporary protection may be extended with owner consent.

Heritage Designation

A Heritage Designation Bylaw is a form of land use regulation that places long-term protection on the land title of a property and which is the primary form of regulation that can prohibit demolition. Provisions for the local government to place Heritage Designation Bylaws on properties are set out in Sections 611-613 of the Local Government Act.

Heritage Designation does not require owner consent. However, designation without consent of the owner means they are entitled under Provincial law to claim compensation for any reduction in the value of the property from the inability to achieve zoning-based entitlements.

Heritage Revitalization Agreement

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

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



Attachment 4

Applicant Consideration of Alternatives to Demolition

Marko and Dejana Majkic
215 Third Street
New Westminster, BC
604-523-0724
Markomajkic79@gmail.com

May 29, 2021

Land Use and Planning Committee
City of New Westminster
511 Royal Avenue
New Westminster, BC

Dear Land Use and Planning Committee:

We are presenting all the details and work we have done in the past 18 months regarding our 219 Second Street property. We have been New Westminster residence since 2003 and living in Queens Park for the past 10 years. Our kids were both born in New Westminster and have been part of the community playing hockey, lacrosse, softball, football for the New Westminster organizations. We both have been volunteers in the community for multiple children's activities including hockey, lacrosse, and football. Marko was a board member of the New Westminster Tennis Club as a youth coordinator.

We have been planning for many years to build a residence for our growing family that will allow us to the comforts and ability to work, train and entertain at home. Due to many activities our kids are involved in we needed space for storage, workout and stretch area as well as outdoor physical activity space. After multiple years of looking for the right property, we purchased 219 Second Street in January 2020 with plans of developing our dream house and staying in the Queens Park neighborhood. One of the main drivers why we invested such a large amount of money into this property was that the house did not fall into the heritage protection plan due to its age, there was a full-size lane in the back and the property was the right size to allow us to build a house that we wanted. We investigated the option of protection and HRA of the current structure with multiple local designers and architects, however what we needed out of our house was not feasible with the current house so we proceeded down the new build option never thinking we would be into the situation we find ourselves right now. Attached you will see our new build plan which takes in to account the heritage Queens Park areas and making sure the new house fits in with the rest of the neighborhood. We plan to build a laneway house as well as a basement suite in the main house that will provide additional densification to the area and lower cost accommodations in Queens Park. Our plans ask for no variants and both the main house, laneway house and basement suite are within the building bylaws and guidelines.

To find a compromised solution with the Community Heritage Council we attempted to find a solution to preserve the house either on our lot or have it moved to a different location in New Westminster or another city, with no luck. Nickel Bros company was interested in taking the house, and we were excited that this option would be a possibility, however after their operations team reviewed the site, they determined that the house

could not be moved away from the lot due to trees on either side of the street that would not allow exit from Second street. We have attached an email from Nickel Bros explaining the situation. We also advertised the house on Craigslist for free if anyone would be able to move it for their needs, however, there has not been much interest due to the same limitations of movement of the house face by Nickel Bros. Our last option was to try and move the current house to be used as a lane way house, however due to its size it would not be possible. We would not be able to have a driveway to our garage, our kids would not be able to have the recreational area, our back yard would shrink so much we would be sitting very close to the laneway house and the windows of the dining room and kitchen from the lane way house would look directly into our living room with no privacy. In addition to that, the Engineer structural report calls out for various safety requirements that will need to be taken into consideration for an HRA and would jeopardize most of the exterior features and extremely drive up the cost of any renovation. In this scenario increasing the total allowable square footage using the HRA process would also price us out of building a house due to increased cost of a much larger build.

At this point we find ourselves in a situation where the only option we have is to remove the house from the lot. We have investigated deconstruction of the house where most of the material would be reused in a new construction or restoration of an older building. This way the house would not have to be recycled but most of the material would be able to be reused.

We are providing documentation from our designers who have looked at possibilities of using the existing house with an HRA option, using the existing house as the laneway house, professional engineering review of feasibility of utilizing the current structure for our needs as well as the status of the house structurally, email from Nickel Bros about inability to move our house and Craigslist ad for the house that has not yielded any progress. We hope that you can assess these documents and review what we are looking to do with this property. We have invested our life savings into this property looking to build our forever home and remain a part of the Queens Park community and hope that you will be able to assist us in this vision. We do not have any other options that any professional could suggest to us but we are fully open to hear suggestions and take action if feasible.

Thank you for taking the time to review our project and efforts. If you have any further questions or concerns, please feel free to reach out to us at any time.

Sincerely,

A handwritten signature in black ink, appearing to be 'Marko and Dejana Majkic', written in a cursive style.

Marko and Dejana Majkic

May 28, 2021

Land Use and Planning Committee
City of New Westminster
511 Royal Ave
New Westminster, BC

Re: 219 Second Street, New Westminster

We have been engaged by Marko and Dejana Majkic as home designers for a proposed residence and laneway home at 219 Second Street. We have been working through the design process since early 2020, dialoguing with the Heritage Planning Analyst to ensure that the proposed design suits the Queens Park neighbourhood and meets all of the requirements set out for the Queens Park Heritage Conversation Area.

Following the Community Heritage Commission's recent recommendation to extend heritage protection to the original house on the property, the Majkics asked us to analyze the existing house for use on the property, keeping in mind the design requests we had been working with from the start. We approached this analysis from two scenarios.

1. Retaining the existing house in the current location, renovating it and adding onto it to work with the Majkic's requirements for their family.

The design requests for the Majkics included:

- An exterior that was well designed for the Queens Park neighbourhood, making the most of the available floor area as set out in the City's zoning requirements.
- Open concept kitchen / great room, and dining room that would be well suited for entertaining
- A large well appointed master bedroom suite
- Separate Den & Office for remote work/study.
- Upper 2 or 3 Bedrooms with attached washrooms
- Rec Room in Basement
- 1 Bedroom Secondary Suite in Basement

The existing house is a three bedroom residence, two storey plus basement built in 1941.

- The existing home is much smaller than the Majkics need to make their family living situation work.
- Any addition/renovation would need to be very extensive to work with the requirements of the Majkic family, and would require altering all of the exterior walls as well as the roof structure.
- Rooms/uses are kept very separate as was typical for that era, windows are fairly minimal
 - o Eg. Kitchen/Eating rooms are 'tucked away' in the back corner of the home and existing walls would need to be removed to open things up.

In our opinion, the resulting home would not be representative of the heritage nature that is evident in the original home. This option is not conducive to the goal of retaining the heritage home.

SU CASA DESIGN

2. Relocating the existing house on the same property to be used as a Laneway House.
 - The existing home is much larger than permitted by the Laneway House Development Guidelines, and when seen in combination with a principal residence would not meet the intention of the zoning for a Laneway House. There would essentially be two principal residences on the lot.
 - As shown on the attached siting plan, if used as a Laneway House, the footprint of the existing house would significantly reduce the potential for a useable back yard, and reduce the rear sports court that the Majkics are planning for off of the back lane.
 - The existing house would require significant rework of the rear exterior to comply with the zoning requirements for privacy concerns between the laneway house and principal residence.

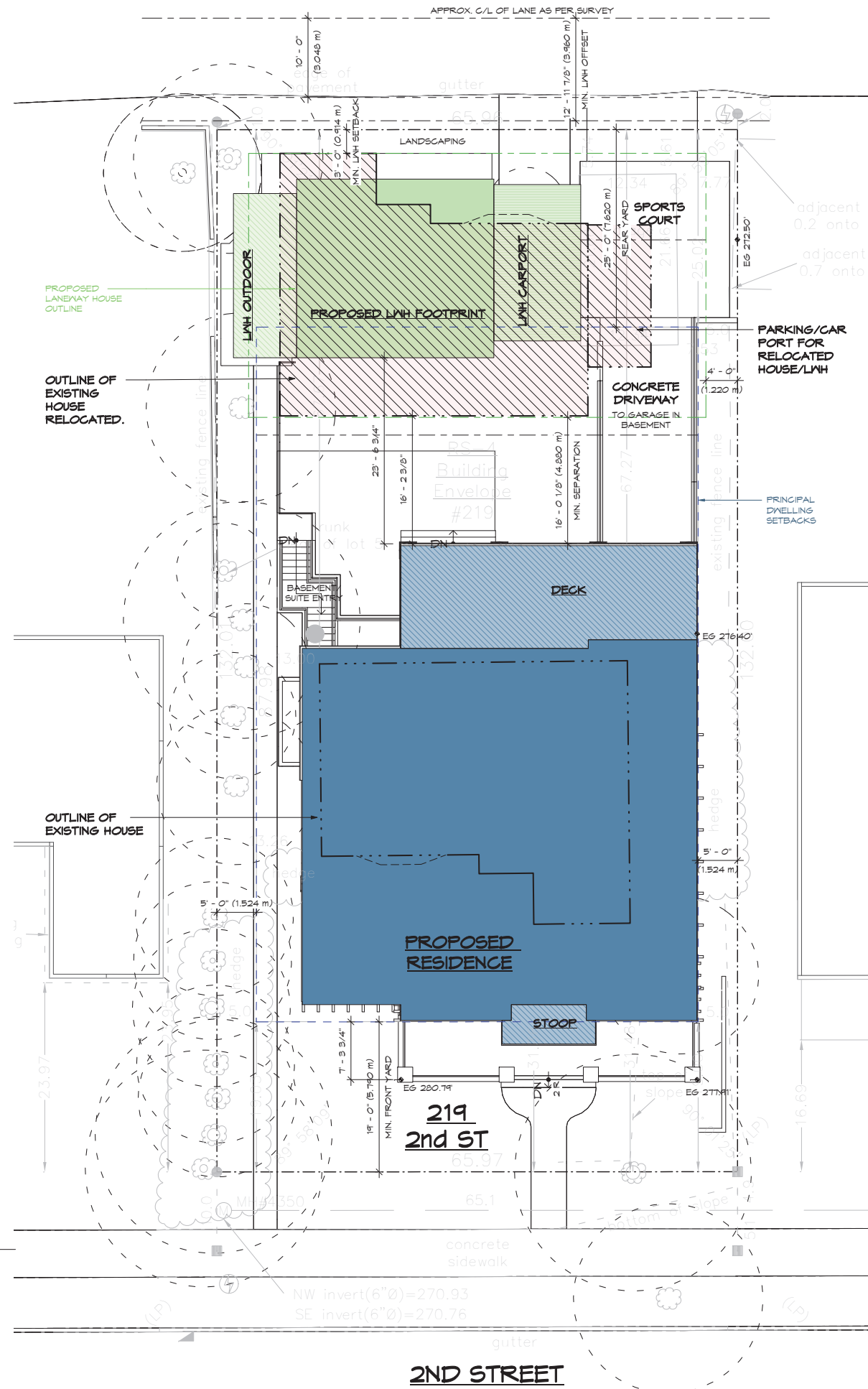
In our opinion, reusing the existing home as a laneway house would negatively impact the potential of a proposed principal residence, and not meet the intent of the Laneway House Development Guidelines.

Please contact me for any further information or questions at 604-854-4303 or danw@sucasadesign.ca.

Best Regards,



Dan Wall,
Project Lead
Su Casa Design





DMB CONSULTING LTD.

To: Land Use and Planning Committee
City of New Westminster
511 Royal Avenue, New Westminster

Re: 219 Second Street New Westminster – Structural

My services were retained by Marko and Dejana Majkic to review the structural integrity of 219 Second Street New Westminster for potential reuse and renovation of the current structure under Heritage Revitalization Agreement with the City of New Westminster. This report covers structural feature review as well as exterior features that would need to be preserved. It is my understanding that the occupancy currently located at 219 Second Street in New Westminster is classified as a non-heritage designated building however the Community Heritage Commission is advising that this house be protected due to some exterior features. This categorization is intended to safeguard the historical nature not only of the building but also of the neighborhood.

In the case of the building which we are discussing, a renewal of the structure is needed to maintain the structural integrity, and upkeep of the building. Maintaining the existing structure features as required by the Heritage Designation would jeopardize both the safety of the structure for occupancy and it would be detrimental to the overall appearance of a well maintained and upkeep neighborhood.

From a detailed inspection of the foundations of the building it is clear that uneven settlement of the soil beneath has been occurring for at least the last five (5) years. This settlement could be the result of various causes over the lifespan of this home. It could be due to uneven consolidation of the soil due to either heterogeneous subsurface conditions, or uneven pressure distribution across the footing. It could also be caused by an uneven migration of small particles from beneath the house.

In addition, the shear walls, roof joists, and structural walls appear to be degrading in quality. They appear to be rotting and losing structural capacity. Excessive deflections in various members demonstrate that the uneven settlement previously mentioned may be causing some of the primary structural members to become overloaded. In addition to the adequacy of the structural system, as this has occurred, the deflections of the structural elements have resulted in the permanent deflection of the visible surfaces of the building. This type of sagging and bending results in the aesthetic impression of an unkempt home, in need of a full structural renovation.

The storied past of a neighborhood such as this one should be preserved to the greatest extent possible. However, the current condition of the home's exterior features such as siding, windows, roof are mostly not reusable, and would experience irreparable damage when accessing the main building structure that needs to be replaced. If current material is attempted to be reused it would cause potential hazard to the safety of the building's occupants. Unfortunately, this is one case where safety must prevail. The only solution will be to replace the main structural system of the home which require demolition of entire exterior features.

DMB CONSULTING LTD
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Dragan Majkic, M.Sc., P.Eng



markomajkic79@gmail.com

From: Ronel Dreyer <ronel.d@nickelbros.com>
Sent: May 19, 2021 3:18 PM
To: Marko Majkic
Subject: Nickel Bros - 219 2nd New Westminster

Hello Marko,

Our Operations team has assessed the move routes to all directions from your house to get it to a barge site, however unfortunately it is not possible to bring it out.

The main prohibitive constrictions are trees and tree canopies which make the route too narrow to navigate the house through.

Thank you again for doing what is right by attempting to relocate this beautiful home. All the best with your project and we trust you will still strive to save as much reusable parts of the house before demolition.

A great day to you,

Ronel Dreyer

Nickel Bros Repurposed Homes



Greater Vancouver, Sunshine Coast and Point Roberts

604 315 8843

CL vancouver, BC > burnaby/newwest > for sale > free stuff

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Free House No Land Must Pay All Relocation Costs (New Westminister)

image 1 of 14



condition: **fair**

make / manufacturer: **Wood Frame House**

model name / number: **1941**

Free House No Land

House must be moved and preserved. All costs associated with the move to be paid for by the new owner. The house cannot be demolished or deconstructed and must be relocated to a new location. Current owner will get required permits. Date negotiable. Buyer must provide reputable moving company that will carry out the move and the moving company must provide a letter stating that the house can be transported off the lot to the new location.

House was built in 1941, Wood Frame, HW floors, unfinished basement.

- do NOT contact me with unsolicited services or offers



Attachment 5

*Extract from May 5, 2021
Community Heritage Commission Minutes*



COMMUNITY HERITAGE COMMISSION

Wednesday, May 5, 2021

Meeting held electronically under Ministerial Order No. M192/2020 and the current Order of the Provincial Health Officer - *Gatherings and Events*

MINUTES – Extract

7.4 219 Second Street: Demolition of a 1941 Building

Kathleen Stevens, Heritage Planning Analyst, reviewed the May 5, 2021 staff report regarding a non-protected property at 219 Second Street, which is located within the Queen's Park Heritage Conservation Area; and is not listed on the City's Heritage Register. The house is over 50 years old, listed on the City's Heritage Resource Inventory, and retains many of its original features.

Ms. Stevens noted that the Community Heritage Commission was being asked to review the heritage value of this building in advance of the Director of Development Service's consideration of a demolition permit and to provide a recommendation.

In response to questions from the Commission, Ms. Stevens and Marko Majkic, Applicant, provided the following information:

- The property was acquired by the applicant 18 months ago and it is intended that a new house would be built on the lot to accommodate their family; and,
- The house is not currently protected within the Queen's Park HCA due to its year of construction.

In discussion, the Commission made the following comments:

- Construction of storybook-style houses during World War II was rare; therefore the house holds significance for the area;
- It is evident that repairing the foundation and doing other work to the house would be costly; and,
- As the house is of storybook-style, and has original features, such as the windows and chimney, it would be unfortunate to issue a demolition permit.

MOVED and SECONDED

THAT the Community Heritage Commission recommend that Council consider formal protection on 219 Second Street through a Heritage Designation Bylaw.

CARRIED.

All Commission members present voted in favour of the motion.



REPORT

COVID-19 At-Risk and Vulnerable Populations Task Force

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: COVID-19 At-Risk and Vulnerable Populations Task Force **File:** 05.1035.10

Item #: 275/2021

Subject: **COVID-19 At-Risk and Vulnerable Populations Task Force Budget Reallocation Request for the Seniors Integrated Support Pilot Project and Enhanced Personal Identification Services**

RECOMMENDATION

***THAT** Council direct staff to reallocate \$15,000 from the 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget for the Seniors Integrated Support Pilot Project at Ross Tower, which includes emergency preparedness and social connectedness initiatives; which is applicable to other seniors independent living residences; and which will address the impacts of COVID-19, including post-pandemic.*

***THAT** Council direct staff to reallocate an additional \$10,000 from the 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget towards the establishment of enhanced personal identification services to assist precariously housed and unsheltered individuals to access the financial assistance and government benefits that they are entitled to receive, including in response to the pandemic.*

EXECUTIVE SUMMARY

The COVID-19 At-Risk and Vulnerable Populations and Seniors and Persons Living with Disabilities Task Forces, which include representation from over 20 faith-based and non-profit organizations, have made a substantial difference in addressing the pandemic related needs of those who are disabled, elderly, frail, precariously housed and unsheltered, as well as those living with mental health and substance misuse issues. They have not only played a critical role with regard to the implementation of actions in response to the pandemic but in identifying emergent issues and possible interventions.

Based on recent deliberations, the task forces are supportive of exploring funding opportunities for the Seniors Integrated Support Pilot Project at Ross Tower, which includes emergency preparedness and social connectedness initiatives, and enhanced access to personal identification services. Regarding the former, this project and its learnings are applicable to other seniors independent living residences, and the emphasis on emergency preparedness and social connectedness are even more critical given the recent extreme heat event, which claimed countless numbers of seniors. As for enhanced personal identification services, they are critical to ensuring that precariously housed and unsheltered individuals, who may have lost or had their identification stolen, can access the financial assistance and government benefits that they are entitled to receive, including in response to the pandemic.

Regarding funding support for the Seniors Integrated Support Pilot Project and enhanced personal identification services, staff is recommending reallocating \$25,000 of the approved 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget. This would be taken from funds, totaling \$36,000, which were allocated for rental of portable toilets but which have not been used, as their rental has been covered through the federal government's Reaching Home Program.

Regarding sustainability of both initiatives, the Hey Neighbour Collective, in which the City is a partnering organization, is applying for foundation funding for a minimum of two years to cover the social connectedness component of the Seniors Integrated Support Pilot Project, and staff recently submitted an application in the amount of \$10,000 under the Reaching Home Program for enhanced personal identification services, and will continue to explore additional foundation and senior government funding opportunities for these services.

PURPOSE

The purpose of this report is threefold: (1) to provide Council with information on the Seniors Services Society's Seniors Integrated Support Pilot Project at Ross Tower, its connection to the Hey Neighbor Collective and the opportunity to apply the learnings to other seniors independent living residences; (2) to provide Council with information on the need for enhanced personal identification services and their benefits; and (3) to recommend that Council direct staff to reallocate an unused portion of the approved 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget to support these two important initiatives.

BACKGROUND

COVID-19 At-Risk and Vulnerable Populations and Seniors and Persons Living with Disabilities Task Forces

COVID-19 has disproportionately affected at-risk and vulnerable populations, including those who are food insecure, precariously housed and unsheltered; those experiencing mental health and substance misuse issues; and those who are elderly, frail and living with a disability.

On March 23, 2020, Council established the COVID-19 At-Risk and Vulnerable Populations and Seniors and Persons Living with Disabilities Task Forces. Both task forces are still active today and continue to identify short-, medium- and longer-term actions to address the diverse and evolving needs of these populations, including post-pandemic. Recently, the task forces identified the need to better prepare and support seniors, particularly those living in independent living residences, and the need for enhanced personal identification services to enable precariously housed and unsheltered individuals to access the financial assistance and government benefits they are entitled to receive, including in response to the pandemic.

DISCUSSION

Emergency Preparedness and Social Connectedness for Seniors

There is evidence that seniors independent living residences, particularly those serving frail and low-income seniors, are often poorly prepared for emergency situations, such as the COVID-19 pandemic. These residences are not staffed like assisted living or long-term care facilities; often only have an on-site manager who is responsible for the building but not necessarily the wellbeing of its tenants; and are occupied by those requiring ongoing assistance to maintain their independence. In some cases, the residences have not developed and operationalized emergency preparedness plans and procedures.

There is also a growing body of research that suggests that social isolation and loneliness have been aggravated as a result of pandemic and are negatively impacting health and wellbeing, especially for low- to moderate-income senior renters in multi-unit buildings. The deleterious effects of social isolation and loneliness can include decreased civic engagement, negative health outcomes, and diminished personal and community resilience.

Partnering with the Hey Neighbour Collective

Prior to the COVID-19 pandemic, Council recognized the importance of finding ways to increase social connectedness, community engagement and resilience, with the latter focusing on emergency preparedness, in multi-unit buildings. On February 25, 2020, Council approved the City becoming a partnering organization in the Hey Neighbour Collective,

which aims to facilitate all three outcomes in such buildings. For a copy of the report, including the staff recommendation, see Attachment #1.

The Collective is currently exploring a pilot project site in which to undertake resilience preparedness, social programming and other interventions. The preferred site is Ross Tower, which is managed by BC Housing, and includes 101 units of subsidized housing and serves a highly vulnerable population, including a high proportion of frail and live-alone seniors with observed low levels of social connectedness and interaction. To date, discussions are underway with regard to the degree of involvement of Ross Tower, with staff currently connecting with tenants, and distributing information related to COVID-19, financial assistance, food supports, and government benefits.

Personal Identification Services

The COVID-19 At-Risk and Vulnerable Populations Task Force has raised the issue of personal identification for vulnerable populations, including those that are precariously housed and unsheltered. These individuals can be made more vulnerable because they lack recognized forms of identification such as a Birth Certificate, a Driver's License, a Personal Health Card or a Social Insurance Number. This issue has been aggravated by COVID-19, as individuals living without personal identification are unable to access many of the economic, health and social supports in response to the pandemic.

ANALYSIS

Emergency Preparedness and Social Connectedness for Seniors

Seniors Integrated Support Pilot Project at Ross Tower

The Seniors Services Society delivers non-medical support services to seniors in New Westminster, primarily through Better at Home Program. This program is intended to help seniors live healthier, longer and more independent lives. In spring 2021, the society initiated a two-year Seniors Integrated Support Pilot Project, which is located at Ross Tower. This pilot, which is funded through the United Way, will deliver light housekeeping services; navigation assistance (e.g., form filling, housing support, information and referral, and liaison to programs and services), meal deliveries, and shuttle services.

The City will be part of this project, including related emergency preparedness, which has become more critical given the ongoing pandemic, and digital inclusion to better connect tenants to each other and the larger community. Although the initial focus is on Ross Tower, there are scaling opportunities to include the adjacent Rotary Tower, and over time, other seniors independent living residences.

Social Connectedness Component

In addition to the above cited emergency preparedness and support services, the Seniors Services Society identified a need for a social connectedness component; however, this part of the project was not funded by the United Way, and requires funding support. In discussions with staff, it was determined that this element of the work could be captured under the social connectedness initiatives of the Hey Neighbour Collective, which are already being considered at Ross Tower.

Request for Funding

The emergency preparedness work is closely linked to the social connectedness component. The Hey Neighbour Collective is in the process of securing funding for the latter; however, this funding will likely not be available until spring 2022. As such, staff is proposing that the City fund this component in the interim. The funding, in the amount of \$15,000, will help cover the costs of a part-time social connectedness coordinator; programming support and capacity building research; evaluation and knowledge mobilization; and peer learning with other practice partners and inclusion in systems change dialogues.

Personal Identification Services

The purpose of personal identification services, sometimes called identification banks or clinics, are to assist at-risk and vulnerable populations to obtain, and sometimes safely store, personal identification. These services are typically drop-in and free to use, and often employ pro bono legal students. They are also typically located in non-profit organizations, and are usually part of suite of services, including cheque administration, financial navigation, housing support, and low-interest loans. Personal identification services are particularly important to precariously housed and unsheltered individuals, enabling them to obtain personal identification, which may have been lost or stolen, thus enabling them to access financial assistance and government benefits, including in response to the pandemic.

Request for Funding

To facilitate enhanced personal identification services, staff is proposing that the City contribute \$10,000, and that this amount be matched through a grant under the federal government's Reaching Home Program. The combined amount would enable these services to be offered through a non-profit organization until May 31, 2022, and possibly longer. Given the ongoing need for these services, including post-pandemic, staff will continue to explore foundation and senior government funding sources.

INTER-DEPARTMENTAL LIAISON

The Planning Division of the Development Services Department is working with New Westminster Fire and Rescue Services and the Parks and Recreation Department with regard to the Senior Integrated Support Pilot Project.

FINANCIAL IMPLICATIONS

Regarding funding support for the social connectedness component of the Seniors Integrated Support Pilot Project and enhanced personal identification services, staff is recommending reallocating \$25,000 of the approved 2021 At-Risk and Vulnerable Populations budget. This would be taken from funds, totaling \$36,000, which were allocated for rental of portable toilets but which have not been used, as their rental has been covered through the federal government's Reaching Home Program. The 2021 At-Risk and Vulnerable Populations Task Force budget was funded from the COVID-19 Safe Restart Grant that the City received from the Province of British Columbia.

Regarding sustainability of both initiatives, the Hey Neighbour Collective, in which the City is a partnering organization, is applying for foundation funding for a minimum of two years to cover the social connectedness component of the Seniors Integrated Support Pilot Project, and staff recently submitted an application in the amount of \$10,000 under the Reaching Home Program for enhanced personal identification services, and will continue to explore additional foundation and senior government funding opportunities for these services.

OPTIONS

There are three options for Council's consideration:

1. THAT Council direct staff to reallocate \$15,000 from the 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget for the Seniors Integrated Support Pilot Project at Ross Tower, which includes emergency preparedness and social connectedness initiatives; which is applicable to other seniors independent living residences; and which will address the impacts of COVID-19, including post-pandemic.
2. THAT Council direct staff to reallocate an additional \$10,000 from the 2021 COVID-19 At-Risk and Vulnerable Populations Task Force budget towards the establishment of enhanced personal identification services to assist precariously housed and unsheltered individuals to access the financial assistance and government benefits that they are entitled to receive, including in response to the pandemic.

3. That Council provide other direction.

Staff recommends options #1 and 2.

ATTACHMENTS

Attachment 1: February 25, 2019 Regular Report to Council - Hey Neighbour Collective

This report has been prepared by
Anur Mehdic, Housing/Child Care, Planning Analyst

This report was reviewed by:
John Stark, Supervisor of Community Planning

Approved for Presentation to Council

A handwritten signature in black ink, appearing to be 'Lisa Spitale', written over a horizontal line.

Lisa Spitale
Chief Administrative Officer

Attachment 1:

February 25, 2019 Regular Report to Council -
Hey Neighbour Collective



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 2/25/2019

From: Emilie K Adin, MCIP **File:** 13.2630.01
Director of Development Services

Item #: 80/2019

Subject: Hey Neighbour Collective

RECOMMENDATION

***THAT** Council approve the City becoming a partner in the Hey Neighbour Collective which is aimed at increasing social ability and resiliency in multi-unit residential buildings.*

***THAT** Council approve an amount of \$5,000 per year over the next three years for the Collective and related initiatives in New Westminster and that this amount come from the Development Services baseline operating budget.*

EXECUTIVE SUMMARY

New Westminster, similar to other municipalities in Metro Vancouver, has low levels of social connectedness and public engagement, particularly amongst apartment dwellers and renters. The Hey Neighbour Collective is aimed at increasing social ability and resiliency in multi-unit residential buildings through design improvements and social programming. The City has an opportunity to join the Collective; benefit from the research conducted to date; and potentially realize two pilot project sites, with at least one being a purpose-built rental building.

PURPOSE

The purpose of this report is twofold: (1) to inform Council about the Hey Neighbour Collective and how it can benefit New Westminster; and (2) to seek Council approval for an

expenditure of \$5,000 per year over the next three years for the Collective and related initiatives in New Westminster.

BACKGROUND

At the December 4, 2018 meeting of the Community and Social Issues (CSI) Committee, Catalyst Community Development Society made a presentation. This presentation outlined the society's business model of partnering with municipal governments, community groups and non-profit organizations to create projects that leverage community assets and create vibrant, affordable and inspiring places for people to live.

This presentation introduced the Hey Neighbour Collective, which is a partnership with Simon Fraser University's Morris J. Wosk Centre for Dialogue. This initiative facilitates improved connections between residents of multi-unit residential buildings through design improvements and social programming, fostering friendly, socially-connected and resilient communities.

At this meeting, CSI Committee members endorsed the following two recommendations:

***THAT** the Community and Social Issues Committee recommends to Council that the City of New Westminster become a partnering municipality in the Hey Neighbour Collective which is aimed at increasing social ability and resiliency in multi-unit residential buildings.*

***THAT** the Community and Social Issues Committee recommends to Council that the City of New Westminster contribute \$5,000 per year over the next three years to the Collective which would include Hey Neighbour initiatives in New Westminster.*

The CSI Committee recommendations support two work program areas related to the Planning Division of Development Services – i.e., Affordable Housing and Social Inclusion, and as such these expenditures can be supported within the baseline operating budget.

POLICY CONTEXT

The *Official Community Plan* (2017) includes the following two policies under Community and Individual Wellbeing:

Policy 1.4 Encourage social connectedness, neighbourliness and community building.

Policy 1.5: Facilitate and support civic engagement, including with at-risk, marginalized and vulnerable populations.

The Mayor's Task Force on Public Engagement (2015/16) was established to review the City's engagement practices; gather input from community members; and create a vision for the future of public engagement in New Westminster. On December 5, 2016, City Council adopted a *Public Engagement Strategy*, which included the following principles:

- *Involves community members who reflect the diversity of interests and opinions in the community.*
- *Achieves accessibility for all community members, recognizes their right to participate and values the knowledge and experience they contribute.*

DISCUSSION

Concept

Social connectedness refers to relationships that people have with others and the benefits that these relationships can bring to the individual and to the larger community. It includes relationships with family members, colleagues and neighbours, as well as connections made through paid and volunteer work or participation in civic affairs and community life.

Need

The Vancouver Foundation's *Connections and Engagement Report* (2012), which is based on a survey of 3,841 people in Metro Vancouver, found that 39% of renter respondents do not know the first names of at least two of their neighbours and 77% of highrise respondents had never done a simple favour for their neighbours like picking up the newspaper. This report also found that 74% of respondents had not attended a community or neighbourhood meeting and 87% of respondents had not participated in a Council or School Board meeting.

The *New Westminster Child and Youth Friendly Community Strategy* (2016) reported that 58% of the 320 parents surveyed felt only somewhat or not connected to their neighbours. Additionally, 73% parents surveyed felt only somewhat or not involved in their city. The strategy also reported that 48% of the 228 youth surveyed did not feel connected to other youth in their neighbourhood and a similar percentage did not feel involved in their city.

Initiative

The Hey Neighbour initiative works to identify ways of increasing social connectedness, resilience and public engagement in multi-unit residential buildings. This will include social programming and other targeted interventions in existing multi-unit residential buildings that were not well-designed for social connectedness; and rethinking how the City works with developers on new buildings so that they are integrating well-researched best practices with regard to design, policies and programming.

ANALYSIS

The Hey Neighbour initiative was implemented by the City of Vancouver in 2017. In total, 16 multi-unit residential buildings were studied as to contributing factors to social connectedness. Common design features included amenity rooms, communal kitchens, courtyards, garden beds, playgrounds, and rooftop patios. Common programming features included book clubs, bulletin boards, Facebook pages, monthly newsletters, orientation sessions, resident champions, satisfaction surveys, sharing programs, social events, and work parties. For more information, please see the below link:

<https://vancouver.ca/files/cov/hey-neighbour-case-study-booklet.pdf>

Given that 40,320 or 57.7% of residents live in apartment buildings, both owned and rented, in New Westminster, the Hey Neighbour initiative, through design improvements and social programming, could have a significant impact on social connectedness and public engagement. The City would not only benefit from the research conducted to date and as referenced above but would be able to apply some of these best practices. More specifically, two existing buildings could be selected as pilots in New Westminster, with at least one being rental. While the City would be required to contribute up to \$5,000 per year over the next three years, these funds would be more than matched through the funding partners comprising the Hey Neighbour Collective.

FINANCIAL IMPLICATIONS

Funding to partner on the Hey Neighbour Collective for 2019, 2020 and 2021 would be derived from the Development Services baseline operating budget.

OPTIONS

The following options are presented for Council's consideration:

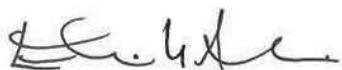
1. That Council approve the City becoming a partner in the Hey Neighbour Collective which is aimed at increasing social ability and resiliency in multi-unit residential buildings.
2. That Council approve an amount of \$5,000 per year over the next three years for the Collective and related initiatives in New Westminster and that this amount come from the Development Services baseline operating budget.
3. That Council provide staff with other direction.

Staff recommends options 1 and 2.

This report has been prepared by:
John Stark, Senior Social Planner

This report was reviewed by:
Jackie Teed, Manager of Planning

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Lisa Spitale
Chief Administrative Officer

There is no Report with this Item.
Please see Attachment(s).

**CORPORATION OF THE CITY OF NEW WESTMINSTER
DELEGATION AMENDMENT BYLAW NO. 8270, 2021**

A Bylaw to Amend Delegation Bylaw No. 7176, 2015

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

Citation

1. This Bylaw may be cited for all purposes as “Delegation Amendment Bylaw No. 8270, 2021.”

Amendments

2. Delegation Bylaw No. 7176, 2015 is amended by:
 - a. Deleting the paragraph immediately preceding Section 7 and replacing it with:

The Manager, Infrastructure Planning, Manager, Civic Buildings and Properties, Manager of Transportation or the Manager of Design & Construction, upon appointment as Acting Director may exercise the powers, duties and functions of Council delegated to the Director of Engineering Services under this Bylaw when the Director of Engineering Services is absent or otherwise unable to act.

- b. In Section 8 immediately preceding Section 9 adding:

The Manager of Financial Services may exercise the powers, duties and functions delegated to the Director of Finance under this Bylaw when the Director of Finance is absent or otherwise unable to act.

- c. In Section 9, deleting “The City Clerk” and replacing it with “The Purchasing Manager”.

GIVEN FIRST READING THIS _____ day of _____ 2021.

GIVEN SECOND READING THIS _____ day of _____ 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

There is no Report with this Item.
Please see Attachment(s).

CORPORATION OF THE CITY OF NEW WESTMINSTER

**ZONING AMENDMENT BYLAW (330 E. Columbia Street – Royal Columbian Hospital)
NO. 8213, 2020**

ADOPTED _____

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

NOW THEREFORE 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 "Zoning Amendment Bylaw (330 E. Columbia Street – Royal Columbian Hospital) No. 8213, 2020".
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) Section 1000 Comprehensive Development Districts of Zoning Bylaw 6680, 2001 is hereby amended by inserting as section 1090 the Schedule attached to this Bylaw as Schedule A.
 - b) That the portion(s) of certain parcels of land situated within the City of New Westminster, British Columbia and more particularly described as:

Legal Description: PARCEL A, SUBURBAN BLOCK 2, NEW
WESTMINSTER DISTRICT, PLAN BCP4410.

Parcel Identifier: 025-618-199

(municipally known as 330 East Columbia Street)

and which is presently Public and Institutional Districts (High Rise) (P-3) are hereby rezoned to Comprehensive Development District (Royal Columbian Hospital) (CD-90) and the Zoning Map annexed as Appendix "A" to Zoning Bylaw No. 6680, 2001 is hereby amended to record this rezoning.

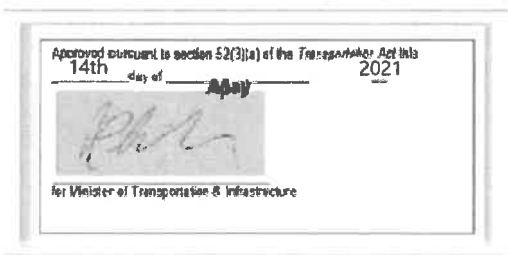
GIVEN FIRST READING this 31ST day of August, 2020.

GIVEN SECOND READING this 31ST day of August, 2020.

PUBLIC HEARING waived under Section 464(2) of the Local Government Act

GIVEN THIRD READING this 28th day of September, 2020.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____, 2020.



MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK



Schedule A to Bylaw No. 8213, 2020:
**Comprehensive Development District (Royal Columbian
Hospital) (CD-90)**



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

1084 Comprehensive Development District (Royal Columbian Hospital) (CD-90)

- 1084 .1 The intent of this District is to allow for a hospital along with associated medical and accessory uses at 330 E. Columbia Street (Royal Columbian Hospital).

Permitted Principal and Accessory Uses

- 1084 .1 The following principal and accessory uses are permitted as outlined for each of the sub-districts. For uses accompanied by a checkmark, there are additional Conditions of Use contained within these regulations.

Permitted Principal Uses	Use Specific Regulations
Cafes and restaurants;	✓
Child Care;	
Child welfare facility;	
Community care facility;	
Continuing care;	
Educational and philanthropic institutions;	
Fitness and exercise centre;	
Health care office;	✓
Health care research, laboratories and development, including ancillary offices;	
Hospitals;	
Housing units;	✓
Medical and health care clinic;	✓
Mental health facilities;	
Personal service establishments;	
Places of worship;	
Public assembly and entertainment use;	
Retail store;	
School (as defined in Section 1090.11)	✓

Permitted Accessory Uses	Use Specific Regulations
<i>Uses accessory to any permitted principal uses;</i>	



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Conditions of Use

- 1084 .1 Cafes and restaurants shall not include drive-in and drive-through restaurants.
- 1084 .1 Health care office is only permitted as defined in the definitions section of this District;
- 1084 .1 Housing units are limited to the accommodation of caretakers, staff, students and/or patients, provided that such housing units are ancillary to a permitted use in this zone and a covenant under section 219 of the *Land Title Act* is registered against the title of the land in favour of the City to ensure that the housing units are only used for the designated use;
- 1084 .1 Medical and health care clinics is only permitted as defined in the definitions section of this District;
- 1084 .1 School is only permitted as defined in the definitions section of this District;

Density

- 1084 .1 The floor space ratio shall not exceed 2.45.

Principal Building Setbacks

- 1084 .1 All *principal buildings* and *structures* shall be setback according to the following:

Location (Adjacent Street)	Setback
Front Setback (East Columbia St):	10 metres (32.8 feet)
Side Setback (Keary St)	7.62 metres (25 feet)
Side Setback (Sherbrooke Street):	7.62 metres (25 feet)
Side Setback (Allen Street):	7.62 metres (25 feet)
Rear Setback (Service Lane):	7.62 metres (25 feet)
Rear Setback (Brunette Avenue):	7.62 metres (25 feet)



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Principal Building Envelope

- 1084 25 The siting of principal buildings and structures shall be in accordance students and/or patients, provided that such housing units are references in this District to Sub-Areas are to the Sub-Areas shown on that Building Site Plan.
- 1084 25 The maximum site coverage for all buildings shall not exceed more than 55% of the site area.
- 1084 25 The maximum height of all buildings shall not exceed the heights set out below:
- a) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 1 and development, from 16.60 metres (54.46 feet) geodetic and the maximum building height not exceed 47 metres (54.46 feet)
 - b) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 1 and development, from 23.93 metres (54.46 feet) geodetic and the maximum building height shall be 80.0 metres (262.46 feet), with no portion of any building above 4 storeys being located within 24 metres (78.74 feet) of property line facing Sherbrooke Street

Off-Street Parking and Loading Requirements

- 1084 25 Off-Street parking spaces shall be provided and maintained in accordance with Section 140 of this Bylaw, except that:
- (a) A minimum of 1394 parking spaces shall be provided for including ancillary offices;
 - a. Sub-Area 1 450 parking spaces shall be provided
 - b. Sub-Area 1 944 parking spaces shall be provided
 - c. Parking supply does not include spaces allocated for the pickup/ drop-off zones, ambulances, patient transfer vans, and police vehicles.
 - d. Additional parking demand shall be addressed through Transportation Demand Management (TDM) measures.
 - (b) A minimum of 100 accessible parking spaces shall be provided and allocated on the site as follows:
 - a. Sub-Area 1 18 designated accessible spaces



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

- b. Sub-Area 1 66 designated accessible spaces, of which:
 - i. maintain existing 16 spaces with current design and configuration;
 - ii. provide 66 designated accessible parking spaces in a ratio of 1:6 Van-Accessible to Limited Mobility as maintain existing 16 spaces with current design May 2020, as amended over time to the satisfaction of the Director of Engineering Services.
 - iii. maintain existing 16 spaces with current design accessible spaces in Sub-Area 2 may be reduced by 30 spaces subject to the findings of a monitoring program submitted by Fraser Health Authority and approved by the Director of Engineering Services.

(c) Electric Vehicle (EV) Parking shall be provided on site as follows:

- a. Sub-Area 1 5 designated and fully operational Level 2 EV spaces
- b. Sub-Area 1 39 designated and fully operational Level 2 EV spaces, with support of a load management system and 57 designated EV ready spaces (all equipment/wiring except charging stations). The remaining 286 new parking spaces shall be serviced with conduit (not including wiring).
- c. With respect to the 57 designated EV ready spChild Care;- Section 1090.8 (c) (b), a portion or all of these spaces may be converted to fully operational EV spaces subject to findings of a monitoring program submitted by Fraser Health Authority and approved by the Director of Engineering Services

1084 25 Bicycle parking shall be provided and maintained in accordance with Section 150 of this Bylaw, except that:

32.8-Area	Minimum Long Term Bicycle Parking Spaces	Minimum Short Term Bicycle Parking Spaces
Sub-Area 1	13 spaces	8 spaces
Sub-Area 1	32.8spaces	13 spaces

1084 25 Off-The maximum site coverage for all buildings shall not exceed more of this Bylaw, except that:



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

- (a) A minimum of 2 loading spaces shall be provided on site for Sub-Area 1, consisting of:
 - a. 1 loading space of a sufficient size to accommodate a patient transfer van.
 - b. 1 loading space of a sufficient size to accommodate a SU-9 truck.
- (b) A minimum of 8 loading bays shall be provided on-site for Sub-Area 1, consisting of:
 - a. 6 loading spaces of a sufficient size to accommodate a WB-20 truck.
 - b. 2 loading space of a sufficient size to accommodate a 7.0 m-long straight delivery truck
 - c. 2 loading spaces to accommodate a small truck/courier vehicle.

Definitions

1084 25 For the purposes of this District:

"health care office" means professional and service offices of health care professionals and health care service providers, including psychologists, physiotherapists, chiropractors, acupuncturists, herbalists, counselors, physicians, surgeons, and dentists
massage therapists, and massage providers

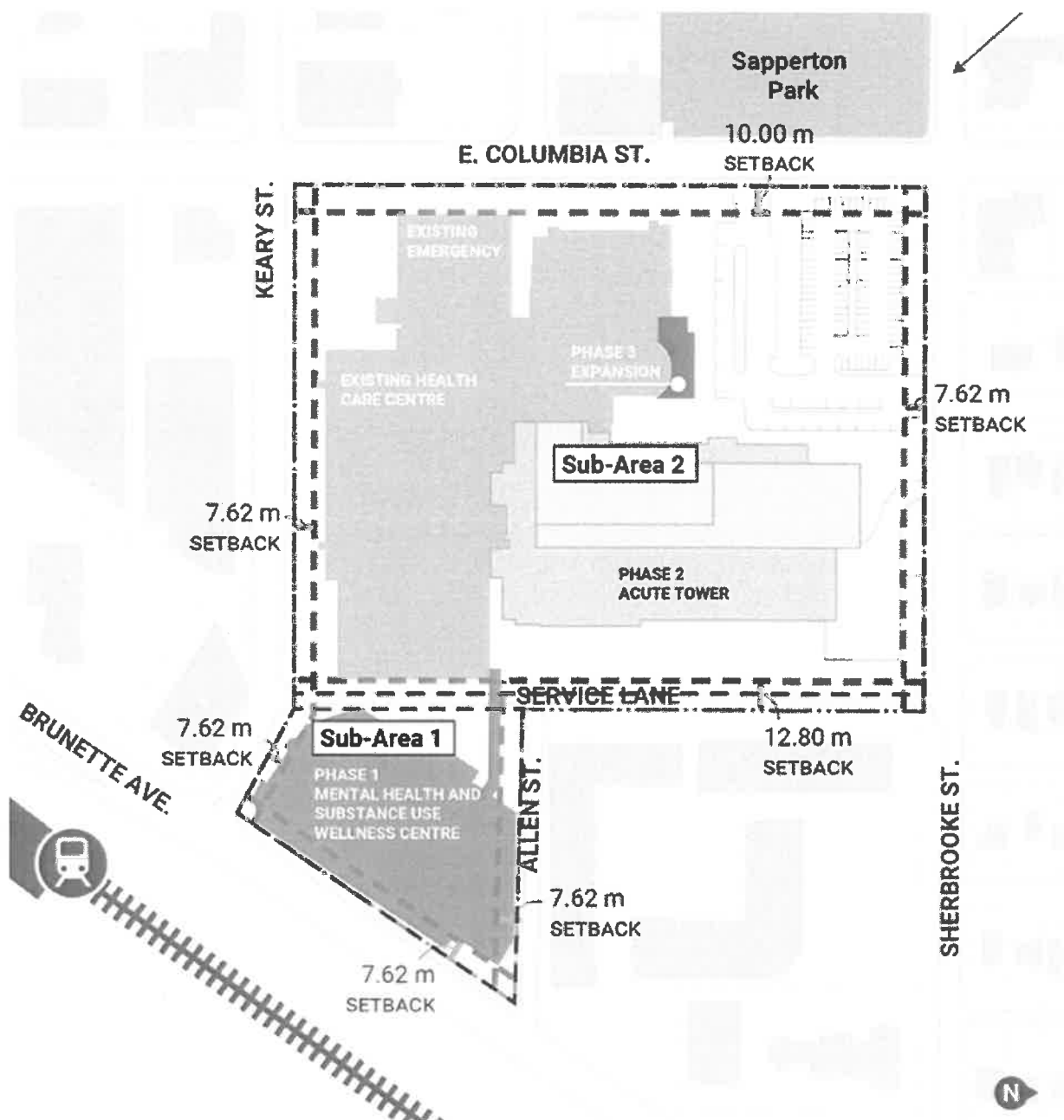
"medical and health-care clinic" means a facility for the diagnosis, treatment, care and rehabilitation of addiction, injury, disease and mental illness, including the services of physicians, surgeons Uses dentists, medical clinics, detoxification centres, methadone dispensing clinic, sale, fitting and supply of custom prosthetic and private hospital.

"school" for the purpose of this District, and despite Section 120, means a school, college or university offering only programs, and certificates, diplomas, degrees or other qualifications, in health care science professions practices, health care administration and health care research and clinic, sale, fitting and supply of custom prosthetic and private hospital. physiotherapy, health consulting, dental technology and medical technolog



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Building Siting Plan of health-Area Map



Legend

— · — · — Property line - - - - - Setback line - - - - - Sub-area boundary



REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** 7/12/2021

From: Lisa Spitale **File:** 05.1035.10
 Chief Administrative Officer

Item #: 284/2021

Subject: Tourism New West Office Space Lease at Anvil Centre

RECOMMENDATION

***THAT** staff be directed to publish notice of the intent to renew the Tourism New West office space lease for the use of a portion of Anvil Centre, and*

***THAT** subsequent to the notice period, that the Mayor and City Clerk be authorized to execute the Lease Agreement as attached in Attachment “A” of this report.*

PURPOSE

The purpose of this report is to seek Council authorization to enter into a lease agreement with Tourism New West for the use of a portion of the Anvil Centre.

BACKGROUND

TourismNW has leased their current single office space in Anvil Centre since September 2014.

The previous lease agreement has now expired. TourismNW is currently occupying the space a few hours per week due to the COVID-19 pandemic and plan to return fulltime once

Provincial Health Orders for COVID-19 have eased or the pandemic has ended. A new Agreement is proposed as included in Attachment "A".

EXISTING POLICY

It is the practice of the City to allow use of building space to nonprofit organizations at less than market value that would further the attainment of community objectives and ensure that this office space is maintained in a manner consistent with Anvil Centre and other City owned facilities.

The *Community Charter* permits the City to enter into an exclusive lease agreement with the non-profit community organizations without making the opportunity available to other potential interested parties. In such cases public notification (Attachment B) of the City's intention to enter into such an agreement is required.

Council approval of the agreement is required as the City's Delegation Bylaw does not authorize staff to enter into license agreements where the cumulative value of the agreement exceeds \$5,000.

ANALYSIS

Changes to the updated lease (attachment A) are limited, providing additional protocols and policies for catering and booking Anvil Centre meeting space. No other changes have been made to the original Lease Agreement of the single office space.

INTERDEPARTMENTAL LIAISON

The lease agreement has been reviewed by the City's solicitor and Tourism New West.

ATTACHMENTS

Attachment A-Lease Agreement between the City of New Westminster and Tourism New West for the Use of a Portion of Anvil Centre.

Attachment B- Public notice of Intent to Lease

This report has been prepared by Vali Marling, General Manager, Anvil Centre.

This report was reviewed by:

Approved for Presentation to Council

A handwritten signature in dark ink, appearing to be 'Lisa Spitale', written in a cursive style.

Lisa Spitale
Chief Administrative Officer

Attachment A

Lease Agreement between the
City of New Westminster and
Tourism New West for the Use of a
Portion of Anvil Centre

TOURISM NEW WESTMINSTER LICENCE AGREEMENT

THIS LICENCE dated for reference the 1 day of March, 2021 is

BETWEEN:

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

(the "City")

AND:

New Westminster Tourism and Convention Development Association (DBA Tourism New Westminster) (Society Act No. S-18514), 777 Columbia Street, New Westminster, BC, V3M 1B6

("Tourism New Westminster")

GIVEN THAT:

- A. The City owns, holds, possesses and controls the Anvil Centre in New Westminster, British Columbia, known as The Anvil Centre;
- B. Tourism New Westminster wishes to licence that portion of the Anvil Centre building shown outlined in bold on the sketch attached as Schedule "A" (the "Premises"), and the City wishes to grant to Tourism New Westminster a non-exclusive licence to use and occupy the Premises on the terms and conditions set out in this Licence;
- C. In accordance with section 24 of the *Community Charter* (British Columbia), the City has published notice of its intention to provide assistance to Tourism New Westminster by licensing the Premises at less than market value;

THIS LICENCE is evidence that, in consideration of the Licence Fee to be paid and the promises exchanged below, and other good and valuable consideration (the receipt and sufficiency of which the parties hereby acknowledge), the parties covenant and agree as follows:

- 1. **Licence** – The City hereby grants to Tourism New Westminster a non-exclusive licence to enter upon and use the Premises for the Term, on the terms and conditions set out in this Licence. The Licence granted hereby includes a licence to enter upon and cross through Anvil Centre building entry and exits and common corridors as may be reasonably necessary.
- 2. **Term** – The term of this Licence is five (5) years (the "Term"), commencing on March 1, 2021 expiring on March 1, 2026 (the "Expiry Date") or the expiration.

3. **Renewal** – If Tourism New Westminster wishes to renew this Licence, Tourism New Westminster may, by providing notice to the City no less than ninety (120) days before the Expiry Date, request a renewal of this Licence. If, upon receiving such request, the City wishes, in its sole discretion, to grant the requested renewal of this Licence, the City shall provide notice of renewal to Tourism New Westminster and upon giving such notice this Licence shall be renewed, on the same terms and conditions (including this renewal provision), for a further term of five (5) years.
4. **Licence Fee** – In consideration of the Licence granted hereunder, Tourism New Westminster shall provide tourism/visitor centre services to the business units, clients, guests and public attendees of the Anvil Centre, with the focus being on Conference and Event Clients.

The City of New Westminster provides complimentary office and storage space to Tourism New Westminster, with a fixed rate value of \$2,400.00 annually. This benefit will be considered an in-kind contribution to Tourism New Westminster in addition to any cash amounts granted to the organization.

- a) Tourism New Westminster will provide the following services on the premises:
 - a) Visitor Centre Operations
 - b) Promote Tourism in the City of New Westminster
 - c) In conjunction with Anvil Centre, market the venue, the City of New Westminster and Tourism New Westminster
 - b) Tourism New Westminster will follow all Anvil Centre and City of New Westminster Policies, procedures and standards, including customer service and Health & Safety procedures and standards
5. **Use of Premises** –Tourism New Westminster shall use the Premises only for the purpose of operating and maintaining a Tourism New Westminster Visitors Centre and regular Tourism New Westminster business purposes incidental and ancillary thereto but for no other purpose.
 6. **Tourism New Westminster's Covenants** – The Tourism New Westminster covenants and agrees with the City:
 - (a) to use the Premises only for the purpose set out in section 5 of this Licence;
 - (b) to promptly pay, when due, the Licence Fee and any other amounts required to be paid by it under this Licence;
 - (c) not to do, suffer or permit anything in, on or from the Premises that may be or become a nuisance or annoyance to the owners, occupiers or users of the Anvil

Centre building or premises adjacent to or near the Premises or to the public, including the accumulation of rubbish or unused personal property of any kind;

- (d) not to do, suffer or permit any act or neglect that may in any manner directly or indirectly cause injury to the Premises;
- (e) to carry on and conduct its activities in, on and from the Premises in a good, efficient and business-like manner;
- (f) to keep the Premises in a safe, tidy and sanitary condition;
- (g) to take all reasonable precautions to ensure the safety of all persons using the Premises;
- (h) to keep the Premises free of any rubbish, litter and debris and keep the areas adjacent to the Premises free of any rubbish, litter and debris originating from the Premises;
- (i) to dispose of all waste and recycling materials associated with the Tourism New Westminster's use of the Premises;
- (j) to carry on and conduct its activities in, on and from the Premises in compliance with any and all laws, statutes, enactments, bylaws, regulations and orders from time to time in force, and to obtain all required approvals and permits thereunder, and not to do or omit to do anything in, on or from the Premises in contravention thereof;
- (k) to observe, and to cause its officers, employees, contractors, invitees, and others over whom the Tourism New Westminster can reasonably be expected to exercise control to observe such rules and regulations (including security arrangements, from time to time, made by the City concerning the use, operation, maintenance and security of the Premises and the Anvil Centre building (including hours of operation and the use of pass cards and other forms of security or identification)) and all such rules and regulations will be deemed to be incorporated into and form part of this Licence.
- (l) not to erect or place any external facing sign or advertising of any kind on the Premises, without the prior written approval of Anvil Centre Senior Management; and
- (m) to promptly discharge any builders lien which may be filed against the title to the Premises or that might otherwise affect the Premises, and to comply at all times with the *Builders Lien Act* (British Columbia), in respect of any improvements, work or other activities undertaken in, on or to the Premises.
- (n) The Anvil Centre catering is an exclusive contract. Outside catering or food is not allowed on site (excluding personal / individual meals). All catering requirements should be directed to the General Manager.

- (o) As the Anvil Centre kitchen is operated by the exclusive supplier, no catering kitchen access, dishwasher use or use of any catering equipment is available, including coolers, freezers, dishwashers, ovens, or other equipment as per Fraser Healthy Authority
 - (p) If Anvil Centre staff are required to assist Tourism NW with events, desk coverage or other responsibilities, a minimum of 3 weeks notice is required to the general manager for approval. (above and beyond the normal assisting of tourists / guests – an event that is taking place and assistance is required)
 - (q) Booking of meeting space will be confirmed 3 weeks prior to the meeting date. Anvil Centre Conference Services clients will receive priority for space booking and in some instances may 'bump' TNW bookings. The TNW AGM will be booked at Anvil Centre based on space availability. Anvil Centre will work with TNW to book dates as close to the TNW preferred dates or the date whenever possible, based on client bookings.
 - (r) Large photocopy jobs, such as large batch brochure printing, must be approved by the General Manager prior to printing.
7. **Security** – The City shall have no responsibility whatsoever for the security of the Premises or the Tourism New Westminster's improvements or property on the Premises, the sole responsibility for which rests with the Tourism New Westminster, and the Tourism New Westminster hereby releases the City from all claims, actions, damages, liabilities, losses, costs and expenses whatsoever as may be suffered by the Tourism New Westminster arising from or related to any lack of security at the Premises.
8. **Workers Compensation** –Tourism New Westminster shall, in its use of and activities on the Premises, comply with the *Workers Compensation Act* (British Columbia) and all regulations and orders from time to time in force thereunder, including the Occupational Health and Safety Regulations, and, upon request from the City, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments. In addition, the Tourism New Westminster shall be the "prime contractor" for the Premises assigned to Tourism New Westminster (see Attachment A) under the *Workers Compensation Act* (British Columbia) and fulfill all of the "prime contractor's" obligations under that Act, including by ensuring that the activities of any employers, workers and other persons on the Premises relating to occupational health and safety are coordinated and by doing everything that is reasonably possible to establish and maintain a process that shall ensure compliance with that Act and regulations thereunder, including the Occupational Health and Safety Regulations.
9. **Tourism New Westminster's Representations and Warranties** – Tourism New Westminster represents and warrants that the Tourism New Westminster:
- (a) is a not for profit society validly incorporated and in good standing under the laws of British Columbia and does not conduct its activities with a view to obtaining, and does not distribute, profit or financial gain for its members;

- (b) has the power and capacity to enter into and carry out the obligations under this Licence; and
- (c) has completed all necessary resolutions and other preconditions to the validity of this Licence.

10. Acknowledgment and Agreements of the Tourism New Westminster – Tourism New Westminster acknowledges and agrees that:

- (a) this Licence creates a non-exclusive contractual licence only and Tourism New Westminster acquires no interest in the Lands but only the non-exclusive right to access and use the Premises in accordance with the terms and conditions of this Licence;
- (b) the City may, from time to time, grant additional licences and other rights and privileges to third parties with respect to use of property around the Premises and the Lands, provided that such rights and privileges do not substantially impair the Tourism New Westminster's rights under this Licence; and will notify TNW upon confirming the additional licenses.
- (c) the City has given no representations or warranties with respect to the Premises including, without limitation, with respect to the suitability of the Premises for Tourism New Westminster's intended use for the Premises;
- (d) Tourism New Westminster licences the Premises on an "as is" basis and the City has not made any representations, warranties or agreements as to the condition of the Premises (including subsurface nature or condition of the Premises or the environmental condition of the Premises); and
- (e) it is the sole responsibility of Tourism New Westminster to satisfy itself with respect to the environmental conditions of the Premises (including subsurface nature or condition of the Premises or the environmental condition of the Premises), including, without limitation, by conducting any reports, tests, investigations, studies, audits and other inquiries as the Tourism New Westminster, in its sole discretion, considers necessary in order to satisfy itself as to the condition of the Premises.

11. City Right of Repair – If at any time during the Term Tourism New Westminster fails to keep the Premises in the condition required under this Licence, the City may, by its employees, contractors and agents, enter upon the Premises for the purpose of remedying Tourism New Westminster's default if Tourism New Westminster fails to remedy such default within thirty (30) days following notice thereof from the City. Tourism New Westminster shall reimburse the City for the City's costs of remedying such default within twenty-one (21) days following receipt of an invoice from the City, which costs shall include a 15% administration fee.

12. **Tourism New Westminster Alterations** –Tourism New Westminster shall not make any improvements or alterations to the Premises without the prior written consent of the City, which consent shall not be unreasonably withheld.
13. **Minimum Work Standards** –Tourism New Westminster must ensure that any repairs or work with respect to the Premises done by or on behalf of Tourism New Westminster pursuant to sections 12 or 14 comply with all applicable laws, statutes, enactments, regulations, bylaws and orders from time to time in force, including the applicable building code and bylaws of the City of New Westminster.
14. **Design Requirements** – In the case of improvements or alterations to the Premises approved by the City and with respect to other work required to be done by Tourism New Westminster under this Licence, the City may require that Tourism New Westminster cause detailed drawings and specifications, acceptable to the City, to be prepared for such work. In such circumstances Tourism New Westminster shall, prior to commencing the contemplated work, submit for approval by the City drawings and specifications for such work, prepared by and under seal of an appropriately qualified professional engineer or registered architect acceptable to the City and shall cause such drawings and specifications to be revised as necessary in order to obtain the City's approval before commencing such work.
15. **Entry by City Access** – For clarity, as Tourism New Westminster's rights to use the Premises are non-exclusive, nothing in this Licence prevents the City or others authorized expressly or implicitly by the City from entering and using the Premises and, without limiting the foregoing, the City may at all times have access to and inspect Tourism New Westminster's use of the Premises and property within the Premises.
16. **Insurance Requirements** –Tourism New Westminster must, at its sole expense, obtain and maintain during the Term:
 - (a) comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses, arising out of or in connection with the operations, use and occupation of the Premises in an amount of not less than \$2,000,000.00 per occurrence;
 - (b) "all risks" insurance, for replacement cost, on all improvements from time to time making up part of the Premises and all of Tourism New Westminster's fixtures and personal property on the Premises;
 - (c) in its own name or through its contractor, during the course of construction of any improvement on the Premises:
 - (i) insurance protecting both Tourism New Westminster and the City against claims for personal injury, death or property damage arising from any accident or occurrence upon, in or about the Premises and from any causes, including the risks associated with the construction of the improvement, and to the amount reasonably satisfactory to the City;

- (ii) “all risks” insurance protecting Tourism New Westminster and the City from loss or damage to the Premises and any building materials on the Premises from time to time during construction in respect of fire, earthquake and all other perils customarily included in the usual all risks builders’ risk form of policy applicable to similar properties during construction and effected in British Columbia by prudent owners, to the full insurable value thereof at all times and in any event in an amount sufficient to prevent the City and Tourism New Westminster from being deemed co-insurer;
- (iii) Wrap-up liability policy covering the City, the Contractor and all sub-contractors, consultants, sub-consultants and any other party that works on the project; and
- (d) any other form or forms of insurance that the City may require from time to time in amounts and for perils against which a prudent Tourism New Westminster acting reasonably would protect itself in similar circumstances.

17. Insurance Policies – All policies of insurance required to be taken out by Tourism New Westminster must be with companies satisfactory to the City and must:

- (a) name the City as an additional insured;
- (b) include that the City is protected notwithstanding any act, neglect or misrepresentation by Tourism New Westminster which might otherwise result in the avoidance of a claim and that such policies are not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds;
- (c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
- (d) be primary and non-contributing with respect to any policies carried by the City and that any coverage carried by the City is in excess coverage;
- (e) not be cancelled without the insurer providing the City with 30 clear days written notice stating when such cancellation is to be effective;
- (f) not include a deductible greater than \$5,000.00 per occurrence;
- (g) include a cross liability clause; and
- (h) be on other terms acceptable to the City.

18. Insurance Certificates – Tourism New Westminster must obtain all required insurance at its sole expense and must, at least fourteen (14) days before the Commencement Date and promptly upon the City’s request at such other times during the Term, provide the City with certificates of insurance confirming the placement and maintenance of the insurance. Tourism New Westminster will provide a certificate of the insurance required

under section 16(c) to the City before commencing to construct or place certificates of improvement on or to the Premises.

19. **City May Insure** – If Tourism New Westminster fails to insure as required, the City may, after thirty (30) days notice to Tourism New Westminster, effect the insurance in the name and at the expense of Tourism New Westminster and Tourism New Westminster must repay the City all costs reasonably incurred by the City within twenty-one (21) days of receipt of an invoice. Tourism New Westminster hereby appoints the City as true and lawful agent to all things necessary for the purposes of this section. For clarity, the City has no obligation to insure the Premises during the Term.
20. **Indemnity** – The Tourism New Westminster must indemnify and save harmless the City and its elected and appointed officials, officers, employees, agents, successors and assigns, from any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including without limitation, the full amount of all legal fees, costs, charges and expenses whatsoever) in any way directly or indirectly arising from the occupation, activities or actions of Tourism New Westminster on or from the Premises or anything done or not done or maintained by Tourism New Westminster. The obligations of Tourism New Westminster under this section survive the expiry or earlier termination of this Licence.
21. **Survival of Indemnities** – The obligations of the Tourism New Westminster under section 23 survive the expiry or earlier termination of this Licence.
22. **Ownership of Improvements at Termination** – At the expiration of the Term or earlier termination of this Licence, all improvements and alterations to the Premises done by or on behalf of Tourism New Westminster during the Term are forfeited to and become the permanent property of the City, without compensation to the Tourism New Westminster.
23. **Requirement Improvement Removal** – Notwithstanding anything to the contrary in this Licence, the City may, by providing written notice to the Tourism New Westminster within twenty-one (21) days following termination or expiry of this Licence, require that Tourism New Westminster remove any or all improvements done by or on behalf of Tourism New Westminster during the Term. Upon such notice, the specified improvements shall become the property of Tourism New Westminster and Tourism New Westminster shall remove such improvements within twenty-one (21) days of receipt of such notice, failing which the City may, without notice or compensation to Tourism New Westminster, dispose of such improvements as it sees fit and Tourism New Westminster shall reimburse the City for its costs of doing so (plus a 15% administration fee) within twenty-one (21) days of receiving an invoice from the City. The City's rights and Tourism New Westminster's obligations under this section shall survive the expiry or earlier termination of this Licence.
24. **State of Premises at Termination** – Upon the expiry or earlier termination of this Licence, Tourism New Westminster shall leave the Premises in a good, neat and tidy condition and otherwise in the condition they are required to be kept by Tourism New Westminster during the Term under the provisions of this Licence. If Tourism New

Westminster does not do so, the City may do so on behalf of Tourism New Westminster and Tourism New Westminster shall pay all of the City's costs (plus a 15% administration fee) in that regard within twenty-one (21) days of receiving an invoice. The City's rights and the Tourism New Westminster's obligations under this section shall survive the expiry or earlier termination of this Licence.

25. Environmental Matters – In this section, the following definitions apply:

- (a) "Contaminants" means
 - (i) as defined in the *Environmental Management Act*: any biomedical waste, contamination, effluent, pollution, recyclable material, refuse, hazardous waste or waste;
 - (ii) matter of any kind which is or may be harmful to safety or health or to the environment; or
 - (iii) matter of any kind the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, release, remediation, mitigation or removal of which is now or is at any time required, prohibited, controlled, regulated or licenced under any Environmental Law.
- (b) "Environmental Law" means any past, present or future common law, enactment, statute, regulation, order, bylaw or permit, and any requirement, standard or guideline of any federal, provincial or local government authority or agency having jurisdiction, relating to the environment, environmental protection, pollution or public or occupational safety or health.

The Tourism New Westminster covenants and agrees with the City to:

- (c) carry on and conduct its activities in, on and from the Premises in compliance with all Environmental Laws;
- (d) not permit the storage, use, handling, manufacture, unloading, loading, treatment, disposal or introduction into the environment of any Contaminants in, on, under or from the Premises, except in compliance with all Environmental Laws;
- (e) immediately notify the City of the occurrence of any of the following and provide the City with copies of all relevant documentation in connection therewith:
 - (i) a release of Contaminants in, on or about the Premises or any adjacent land; or
 - (ii) the receipt of any citation, directive, order, claim, litigation, investigation, proceeding, judgment, letter or other communication from any person that is related to any Environmental Law;

- (f) promptly provide to the City a copy of any environmental site assessment, audit, report or test results relating to the Premises conducted at any time by or for the Tourism New Westminster;
- (g) if the Tourism New Westminster has not complied with its obligations under this section, obtain from an independent environmental consultant approved by the City an environmental site assessment, audit, report or testing of the Premises and conduct or cause to be conducted any additional investigations that the environmental consultant may recommend all in order to determine compliance of the Premises with Environmental Laws; and
- (h) promptly remove any Contaminants arising from the Tourism New Westminster's use or occupation of the Premises in a manner that conforms to Environmental Laws governing their removal.

26. **No Assignment or Sublicence** – The Tourism New Westminster shall not assign the Tourism New Westminster's interest in this Licence or the benefit hereof, or sub-licence any of its rights hereunder the Premises, without the prior written consent of the City, nor may the Tourism New Westminster charge, mortgage or encumber or purport to charge, mortgage or encumber this Licence or the Tourism New Westminster's rights in the Premises or this Licence without the prior written consent of the City. The City may withhold such consents at its sole discretion and without any reason whatsoever. If the City consents to a sublicence of the Premises, the City may grant such approval on the condition that the Tourism New Westminster and the proposed sub-licencee execute a sub-licence agreement in a form satisfactory to the City.

27. **Termination Due to Default** – If and whenever:

- (a) the Term or any of the goods or chattels on the Premises are at any time seized or taken in execution or attachment by any creditor of the Tourism New Westminster or under bill of sale or chattel mortgage;
- (b) a writ of execution issues against the goods and chattels of the Tourism New Westminster;
- (c) the Tourism New Westminster makes any assignment for the benefit of creditors or becomes insolvent or bankrupt;
- (d) proceedings are begun to wind up Tourism New Westminster;
- (e) Tourism New Westminster is in default in the payment any amount payable under this Licence and the default continues for thirty (30) days after written notice by the City to the Tourism New Westminster;
- (f) Tourism New Westminster does not fully observe, perform and keep each and every term, covenant, agreement, stipulation, obligation, condition and provision of this Licence to be observed, performed and kept by Tourism New Westminster, and persists in such default for thirty (30) days after written

notice by the City; or

- (g) Tourism New Westminster vacates or abandons the Premises or uses or permits or suffers the use of the Premises for any purpose other than the purposes permitted by this Licence, and such default persists for five (5) days after written notice by the City,

then the City may, at its option, terminate this Licence and the Term then becomes immediately forfeited and void and Tourism New Westminster must immediately cease all use and occupation of the Premises and must vacate and deliver up possession of the Premises and the City may without notice or any form of legal process and without any adherence to public law duties or procedural fairness or the principles of natural justice, forthwith re-enter the Premises and repossess and enjoy the same.

- 28. **Holding Over** – If Tourism New Westminster continues to occupy the Premises after the expiration of the Term, then, without any further written agreement, Tourism New Westminster shall be a monthly licensee paying a monthly licence fee in an amount determined by the City and subject always to the other provisions in this Licence insofar as the same are applicable to a month to month licence and a tenancy from year to year shall not be created by implication of law, and nothing shall preclude the City from taking action for recovery of possession of the Premises.
- 29. **Remedies Cumulative** – No reference to or exercise of any specific right or remedy by the City prejudices or precludes the City from any other remedy, whether allowed at law or in equity or expressly provided for in this Licence. No such remedy is exclusive or dependent upon any other such remedy, but the City may from time to time exercise any one or more of such remedies independently or in combination. Without limiting the generality of the foregoing, the City is entitled to commence and maintain an action against Tourism New Westminster to collect any fee not paid when due, without exercising the option to terminate this Licence.
- 30. **No Joint Venture** – Nothing contained in this Licence creates the relationship of principal and agent or of partnership, joint venture or business enterprise or entity between the parties or gives Tourism New Westminster any power or authority to bind the City in any way.
- 31. **Interpretation** – In this Licence:
 - (a) reference to the singular includes a reference to the plural and vice versa, unless the context requires otherwise;
 - (b) a particular numbered section or lettered Schedule is a reference to the correspondingly numbered section or lettered Schedule of this Licence;
 - (c) an "enactment" is a reference to an enactment as that term is defined in the *Interpretation Act* (British Columbia) of the day this Licence is made;
 - (d) any enactment is a reference to that enactment as amended, revised,

consolidated or replaced;

- (e) section headings are inserted for ease of reference and are not to be used in interpreting this Licence;
- (f) a party is a reference to a party to this Licence;
- (g) time is of the essence;
- (h) where the word “including” is followed by a list, the contents of the list shall not circumscribe the generality of the expression immediately preceding the word “including”; and
- (i) a reference to a party is deemed to include the heirs, executors, administrators, successors, assigns, servants, employees, agents, contractors, elected and appointed officials, officers, directors, licensees and invitees of such party where the context so requires and allows.

32. **Notices** – Where any notice, request, direction or other communication must be given or made by a party under the Licence, it must be in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in the Licence or sent by fax, to the Anvil Centre at fax number (604) 521-3895 or to Tourism New Westminster at their address, as the case may be, provided that any notice to the City must be to the attention of the General Manager of the Anvil Centre. Any notice is deemed to have been given if delivered in person, when delivered; if by registered mail, when the postal receipt is acknowledged by the other party; and, if by fax, when transmitted. The address or fax number of a party may be changed by notice in the manner set out in this provision.

33. **No Effect on Laws or Powers** – Nothing contained or implied herein prejudices or affects the City’s rights and powers in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act* or its rights and powers under any enactment to the extent the same are applicable to the Premises, all of which may be fully and effectively exercised in relation to the Premises as if this Licence had not been fully executed and delivered.

34. **City Discretion** – Wherever in this Licence the approval or consent of the City is required, some act or thing is to be done to the City’s satisfaction, the City is entitled to form an opinion, or the City is given the sole discretion:

- (a) the relevant provision is not deemed to have been fulfilled or waived unless the approval, consent, opinion or expression of satisfaction is in writing signed by the City or its authorized representative;
- (b) the approval, consent, opinion or satisfaction is in the discretion of the City;
- (c) any discretion of the City is not subject to public law duties and the principles of procedural fairness and the rules of natural justice have no application; and

- (d) the sole discretion of the City is deemed to be the sole, absolute and unfettered discretion of the City.
35. **Severance** – If any portion of this Licence is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid will not affect the validity of the remainder of the Licence.
36. **No Public Law Duty** – Whenever in this Licence the City is required or entitled at its discretion to consider granting any consent or approval, or is entitled to exercise any option to determine any matter, or to take any action or remedy including, without limiting the generality of the foregoing, the termination of this Licence and the re-entering of the Premises, the City may do so in accordance with the contractual provisions of this Licence and no public law duty of procedural fairness or principle of natural justice shall have any application.
37. **Binding on Successors** – This Licence enures to the benefit of and is binding upon the parties and their respective successors and assigns, notwithstanding any rule of law or equity to the contrary.
38. **Law of British Columbia** – This Licence must be construed according to the laws of the Province of British Columbia.
39. **Entire Agreement** – The provisions in this Licence constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of the Licence.
40. **Waiver or Non-Action** – Waiver by the City of any breach of any term, covenant or condition of this Licence by Tourism New Westminster must not be deemed to be a waiver of any subsequent default by Tourism New Westminster. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Licence by Tourism New Westminster must not be deemed to be a waiver of such term, covenant or condition.

As evidence of their agreement to be bound by the above terms, the City and Tourism New Westminster each have executed this Licence on the respective dates written below:

CORPORATION OF THE CITY OF NEW WESTMINSTER,
by its authorized signatory:

Jonathan Cote, Mayor
City of New Westminster

Date: _____

Lisa Spitale, Chief Administrative Officer
City of New Westminster

Date: _____

TOURISM NEW WESTMINSTER,
by its authorized signatory:

Tracy Eyssens, President
Tourism New Westminster Board of Directors

SCHEDULE "A"

PREMISES



Attachment B

Public Notice of Intent to Lease



NOTICE OF DISPOSITION OF BUILDING SPACE

Tourism New West Lease of a single office space in Anvil Centre.

Pursuant to Section 26(3) of the *Community Charter* and in accordance with Section 94, the Corporation of the City of New Westminster hereby gives notice of its intention to lease to Tourism New West office space located on the Ground Floor of Anvil Centre. The lease will be for the purpose of Tourism New West business operations. The term of the lease will be 5 years expiring on March 1, 2026. Tourism New West will pay to the City a license fee of \$2,400 annually. For more information regarding the lease, please contact the General Manager, Anvil Centre Vali Marling at 604.515.3817 or vmarling@anvilcentre.ca.

Jacque Killawee
City Clerk

There is no Report with this Item.
Please see Attachment(s).

MEMORANDUM

Legislative Services

To: Mayor and Council **Date:** July 12, 2021
From: Jacque Killawee **File:** 05.1035.10
City Clerk
Subject: Release of Recommendations from Closed meeting regarding budget
Approval for the 2021 Chief ?Ahan Memorial

On Council's direction, the following Closed recommendations are released to the public:

THAT Council approve the expense of up to \$6,000 from the Reconciliation Budget for a Chief ?Ahan Memorial event to be held on July 18, 2021; and

THAT this resolution be released from Closed Council.



Jacque Killawee
City Clerk



Lisa Spitale
Chief Administrative Officer

There is no Report with this Item.
Please see Attachment(s).

MEMORANDUM

Legislative Services

To: Mayor and Council **Date:** July 12, 2021

From: Jacque Killawee **File:** 05.1035.10
City Clerk

Subject: Release of Recommendations from Closed meeting regarding
Councillor Nakagawa and the Federation of Canadian Municipalities
(FCM) Equity and Anti-Racism Committee

On Council's direction, the following Closed recommendations are released to the public:

THAT New Westminster City Council support the application by Councillor Nadine Nakagawa to the FCM Equity and Anti-Racism Committee; and,

THAT New Westminster City Council approve payment by the City of New Westminster of the costs associated with Councillor Nadine Nakagawa's membership on the FCM Equity and Anti-Racism Committee; and

THAT this resolution be released to the public.


Jacque Killawee
City Clerk


Lisa Spitale
Chief Administrative Officer

There is no Report with this Item.
Please see Attachment(s).

MEMORANDUM

Legislative Services

To: Mayor and Council **Date:** July 12, 2021
From: Jacque Killawee **File:** 05.1035.10
City Clerk
Subject: Release of Recommendations from Closed meeting regarding the
City's Heat Plan

On Council's direction, the following Closed recommendations are released to the public:

THAT Council direct staff to enhance existing heat plan actions for summer 2021;

THAT Council direct staff to review and update the City's heat plan for higher temperatures and report back no later than first quarter 2022;

THAT Council join regional advocacy relating to emergency medical response; and

THAT this resolution be released to the public.

Jacque Killawee
City Clerk

Lisa Spitale
Chief Administrative Officer