



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:

March 29, 2021 at 12:30 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 the current Order of the Provincial Health Officer - *Gatherings and Events*

AGENDA

For On-Table additions see items 8a, 9a, 10.C-6 – C-23, 33 & 34

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)(c), 90(1)(e), 90(1)(i), 90(1)(k), 90(1)(l) 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;*
- (c) *labour relations or other employee relations;*
- (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;*
- (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];*
- (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, labour relations, property, legal, negotiations, and reporting 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. **New Westminster Aquatic & Community Centre: Project Update & Next Steps**, Director of Engineering Services and Director of Parks and Recreation
- a. [Presentation \(On-Table\)](#)
 - b. [Report](#)
9. **City-Wide Bold Steps Work Plan 2021**, Director of Development Services
- a. [Presentation \(On-Table\)](#)
 - b. [Report](#)

ISSUANCE OF TEMPORARY USE PERMIT

10. **Temporary Use Permit TUP00024 for 40 Begbie Street**

Required notification has been completed.

Attachments:

- i. [Copy of Temporary Use Permit notice](#)
 - ii. [Director of Development Services’ report dated March 1, 2021](#)
- a. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Written Submissions			
Name	Correspondence Date	Date Received	#
J.H. Kam	March 16, 2021	March 16, 2021	C-1
G. Sierra	March 22, 2021	March 22, 2021	C-2
D. Contreras	March 23, 2021	March 24, 2021	C-3
L. Hood	March 23, 2021	March 24, 2021	C-4
S. Hogarth Rossiter and E. Rossiter	March 24, 2021	March 24, 2021	C-5
MetCap Living	March 25, 2021	ON-TABLE	C-6
J. Hogg	March 26, 2021	ON-TABLE	C-7
M. Snelgrove	March 26, 2021	ON-TABLE	C-8
A. Ouellette	March 26, 2021	ON-TABLE	C-9
M. Nguyen	March 26, 2021	ON-TABLE	C-10
C. Harris	March 26, 2021	ON-TABLE	C-11
K. Franzke	March 26, 2021	ON-TABLE	C-12
D. Vanspall	March 27, 2021	ON-TABLE	C-13
B. McCauley	March 27, 2021	ON-TABLE	C-14
P. Elverum	March 27, 2021	ON-TABLE	C-15
A. Priel	March 27, 2021	ON-TABLE	C-16
C. Spencer	March 27, 2021	ON-TABLE	C-17
S. Cherukupalli	March 28, 2021	ON-TABLE	C-18
W. Anderson	March 28, 2021	ON-TABLE	C-19
N. Rowe	March 29, 2021	ON-TABLE	C-20
J. Kay	March 29, 2021	ON-TABLE	C-21
B. Harris	March 29, 2021	ON-TABLE	C-22
J. V	March 29, 2021	ON-TABLE	C-23

- b. **Motion** to receive the correspondence concerning this application.
- c. **Motion** to approve/reject issuance of Temporary Use Permit TUP00024.

CONSENT AGENDA

Proclamations

- 11. [Global Meeting Industry Day, April 8, 2021](#)

Chief Administrative Officer

12. [Update on Non-Profit COVID Recovery Support Program for 2021](#)
13. [COVID-19 Pandemic Response – Update and Progress from the Five Task Forces](#)

City Clerk

14. [Updates to the Restorative Justice Committee](#)
15. [Cancellation of the Section 57 Notices on 711 Walmsley Street and 1402 Seventh Avenue](#)
16. [Withdrawal of Lower Mainland Local Government Association \(LMLGA\) Motion Concerning Local Government Candidates Access to Multifamily Dwellings During the Campaign Period](#)
17. **Minutes for Adoption**
 - a. [February 22, 2021 Special Regular meeting](#)
 - b. [February 22, 2021 Public Hearing](#)
 - c. [February 22, 2021 Regular meeting](#)
 - d. [March 1, 2021 Regular meeting](#)

Director of Development Services

18. [Support for the Help Cities Lead Campaign](#)
19. [Update and Next Steps Related to the Community Action Network Leadership Training Program](#)
20. [1319 Third Avenue \(Steel and Oak\): Zoning Bylaw Text Amendment and Manufacturing Facility Structural Change Applications – Preliminary Report](#)
21. [1324 Nanaimo Street: Heritage Revitalization Agreement - Preliminary Report](#)
22. [Queen's Park Heritage Conservation Area: Application of Regulations and Status of the Implementation Program](#)
23. [Cannabis Retail Locations: Sapperton Area Application Update - Bylaw for First and Second Readings](#)

24. MOTION regarding Liquor Primary Licence for 759 Carnarvon Street

WHEREAS New Westminster City Council considered a staff report regarding an application from The Metro Events Inc. to operate a 400 person non-fixed seating or 243 fixed seating Liquor Primary licensed establishment located at 759 Carnarvon Street with liquor service hours from 9:00 AM to 2:00 AM Monday through Sundays;

WHEREAS the location is in a commercial district 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 liquor primary events for the past 13 years without bylaw, police or licensing complaints;

WHEREAS if the application is approved, the impact is expected to be positive in that it will contribute 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 and, in response, the City received no correspondence supporting the application and one piece of 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 issuance of a Liquor Primary licence to The Metro Events Inc. to operate a 400 person non-fixed seating or 243 fixed seating Liquor Primary licensed establishment located at 759 Carnarvon Street with liquor service hours from 9:00 AM to 2:00 AM Monday through Sundays.

Director of Development Services and General Manager, Electrical Utility

25. [Energy Save New West 2020 Impact Report and 2021 Initiatives](#)

Director of Engineering Services

26. [2021 Spring Freshet and Snow Pack Level](#)

Director of Parks and Recreation

27. [Hume Park Outdoor Pool – Summer 2021 Status](#)

Mayor’s Office

28. [Mass COVID-19 Vaccination Implementation in New Westminster 2021](#)

Correspondence

29. *Motion to receive the following correspondence:*

- a. [E-Comm Board Member and Councilor, City of Burnaby Joe Keithley letter dated March 11, 2021 regarding Status of E-Comm Board Governance, Diversity and Representation](#)
- b. [E-Comm Vice President, Legal and Governance Sandra MacKay letter dated March 11, 2021 regarding Status of E-Comm Board Governance, Diversity and Representation](#)

ITEMS REMOVED FROM THE CONSENT AGENDA

BYLAWS

30. [Zoning Amendment Bylaw \(416 East Columbia Street – Cannabis Retail Location\) No. 8256, 2021](#)

TWO READINGS

31. **Bylaws for Adoption**

- a. [Heritage Revitalization Agreement \(221 Townsend Place\) Bylaw No. 8253, 2021](#)

ADOPTION

- b. [Heritage Designation Bylaw \(221 Townsend Place\) Bylaw No. 8254, 2021](#)

ADOPTION

- c. [Zoning Amendment Bylaw \(466 Rousseau Street – Urban Academy Text Amendment\) No. 8211, 2020](#)

ADOPTION

- d. [Zoning Amendment Bylaw \(1135 Tanaka Court\) No. 8250, 2021](#)

ADOPTION

NEW BUSINESS

32. MOTION: Advocacy and Support for the Arts Sector, Councillor Johnstone and Councillor Trentadue

WHEREAS arts organizations require significant lead time to plan and develop performances prior to bringing audiences together, and if they hope to be successful with summer or fall re-openings in they need to begin the planning process as soon as possible; and

WHEREAS the Province and the Provincial Health Officer have recently announced the scheduling and rolling out of vaccination clinics that will endeavour to provide vaccinations for all that want one in BC by July, and

WHEREAS the Province and the Provincial Health Officer have been progressively reducing restrictions on places of worship, sports organizations, and other forms of public gathering, but have yet to clarify re-opening plans for the Arts and Culture sector,

THEREFORE BE IT RESOLVED THAT the Mayor writes to the Premier and Provincial Health Officer on behalf of Council, advocating for a clear plan and schedule that outlines a 2021 opening for the Arts and Culture sector and an anticipated schedule for communicating this plan to the Arts and Culture Organizations across the region such that they can begin the preparation for re-opening with sufficient lead time to be successful.

33. [Westminster Pier Park Reopening \(On-Table\)](#)

34. [Utility Commission Recruitment Update \(On-Table\)](#)

ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

NEXT MEETING

April 12, 2021

On April 12, 2021, a Regular Council meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting. The Closed meeting will be held electronically under Ministerial Order No. M192/2020. The Regular meeting will reconvene at 6:00 p.m. and will be held electronically under Ministerial Order No. M192/2020 and the current Order of the Provincial Health Officer – *Gatherings and Events*.

ADJOURNMENT



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



NEW WESTMINSTER



HCMA

TURNBULL
CONSTRUCTION PROJECT MANAGERS

New Westminster Aquatic & Community Centre

Project update

Regular Council - March 29, 2021

ON TABLE
Regular Meeting
March 29, 2021
re: Item 8

Agenda

- Tender Results & Financial Implications
- Site Logistics & Communication During Construction
- Groundbreaking Event
- Next Steps
- Design Overview

Tender Results & Financial Implications

- Tender process concluded Q4 2020
- Q1 2021 bids were vetted and verified – final construction contract price determined
- Phased strategy developed to align project contract award with Investing in Canada Program (ICIP) requirements
- Funding within 2021 Approved Capital Budget to proceed with new contracts up to \$80M – through Value Engineering, the project continues to work within total budget of \$106.6M

ICIP Grant Alignment

- All scope outside the new facility, approximately \$10.5M will be deferred contract award until a later date
- Ensures eligibility for ICIP grant funding application, seeking \$4M in support of this scope
- Scope will be re-introduced to project following ICIP announcement – Anticipated Q3 2021

Site Logistics & Communication During Construction

- NWACC Project Construction Communication Plan
- www.youractivenw.ca



Groundbreaking Event

- Virtual groundbreaking event Mid-April aligned with COVID Protocols
- City Staff working with Naming Advisory Committee to finalize details and plan ceremony aligned with local nations
- Event will occur mid-April with final details TBC

Next Steps

- Construction contract award to \$80M
- Site mobilization April 6th
- Continued Communications through www.youractivenw.ca and directly to neighbours adjacent to the project site
- Finalize groundbreaking event

Design Overview



the-go/your-active-new-west

Your Active New West

What's possible for the renewal of the Canada Games Pool and Centennial Community Centre?

Your Active New West is home to information on the City's planning efforts for the renewal of the Canada Games Pool and the Centennial Community Centre.

THE CITY OF NEW WESTMINSTER VALUES YOUR CONTRIBUTION AS WE PLAN FOR THE FUTURE!

The City is commencing on the initial public consultation phase for the renewal of the Canada Games Pool and Centennial Community Centre. We would like your input!

BACKGROUND

The Canada Games Pool and Centennial Community Centre are an important part of active, healthy living in New Westminster. Both of these buildings are aging and in a state of decline. Following recent studies, the City of New Westminster has identified the renewal of these buildings as a strategic priority.

PLANNING FOR THE FUTURE

The City is carrying out a public engagement process to ensure that the Pool and Community Centre renewal reflects the values, needs and identity of our community. We are seeking public from our stakeholders,

Instagram

youractivenw Follow

8 posts 31 followers 6 following

Your Active New West Tell us your vision for the renewal of the Canada Games Pool and Centennial Community Centre! www.newwestcity.ca/YourActiveNW

ABOUT US SUPPORT BLOG PRESS API JOBS PRIVACY TERMS DIRECTORY LANGUAGE

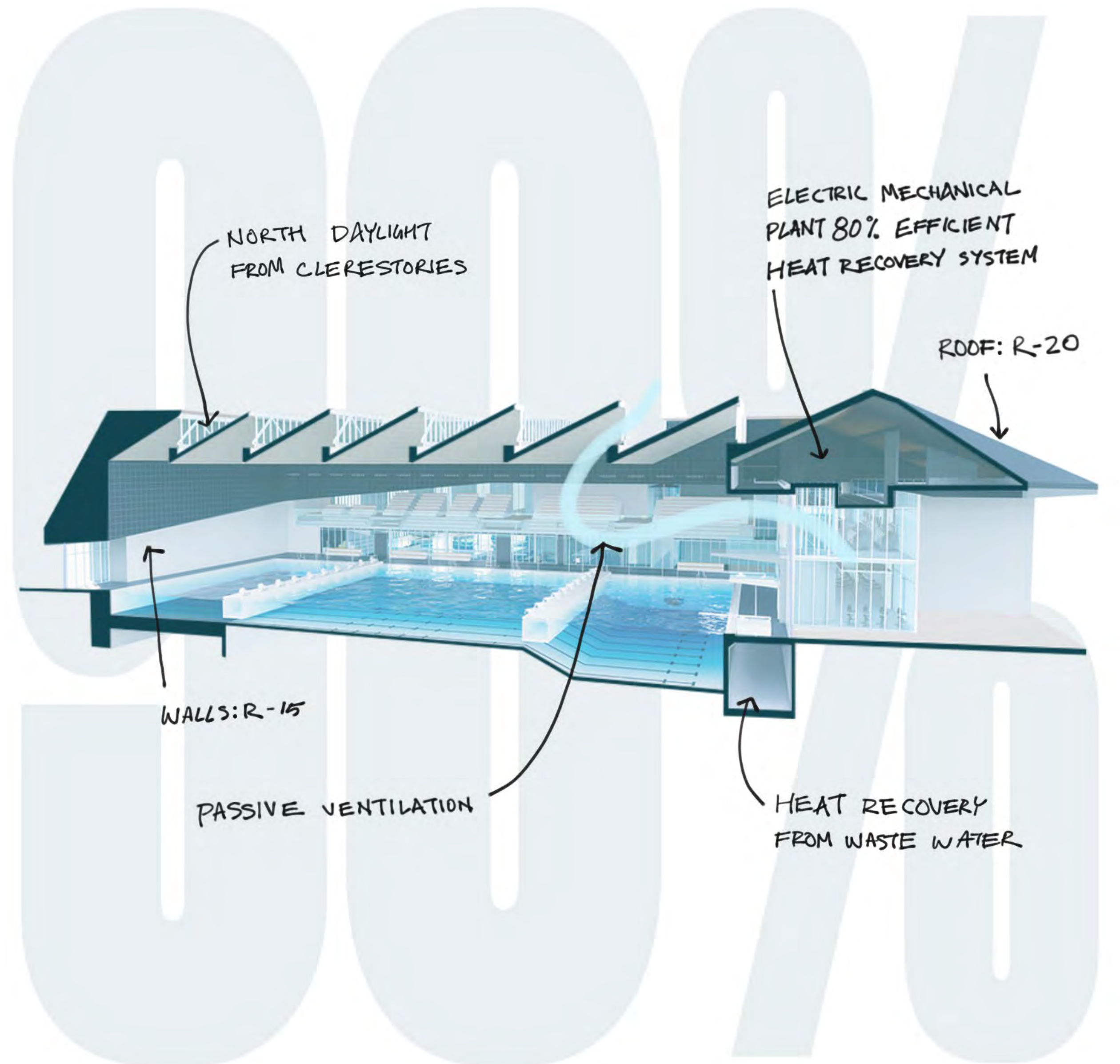
© 2016 INSTAGRAM

The Vision

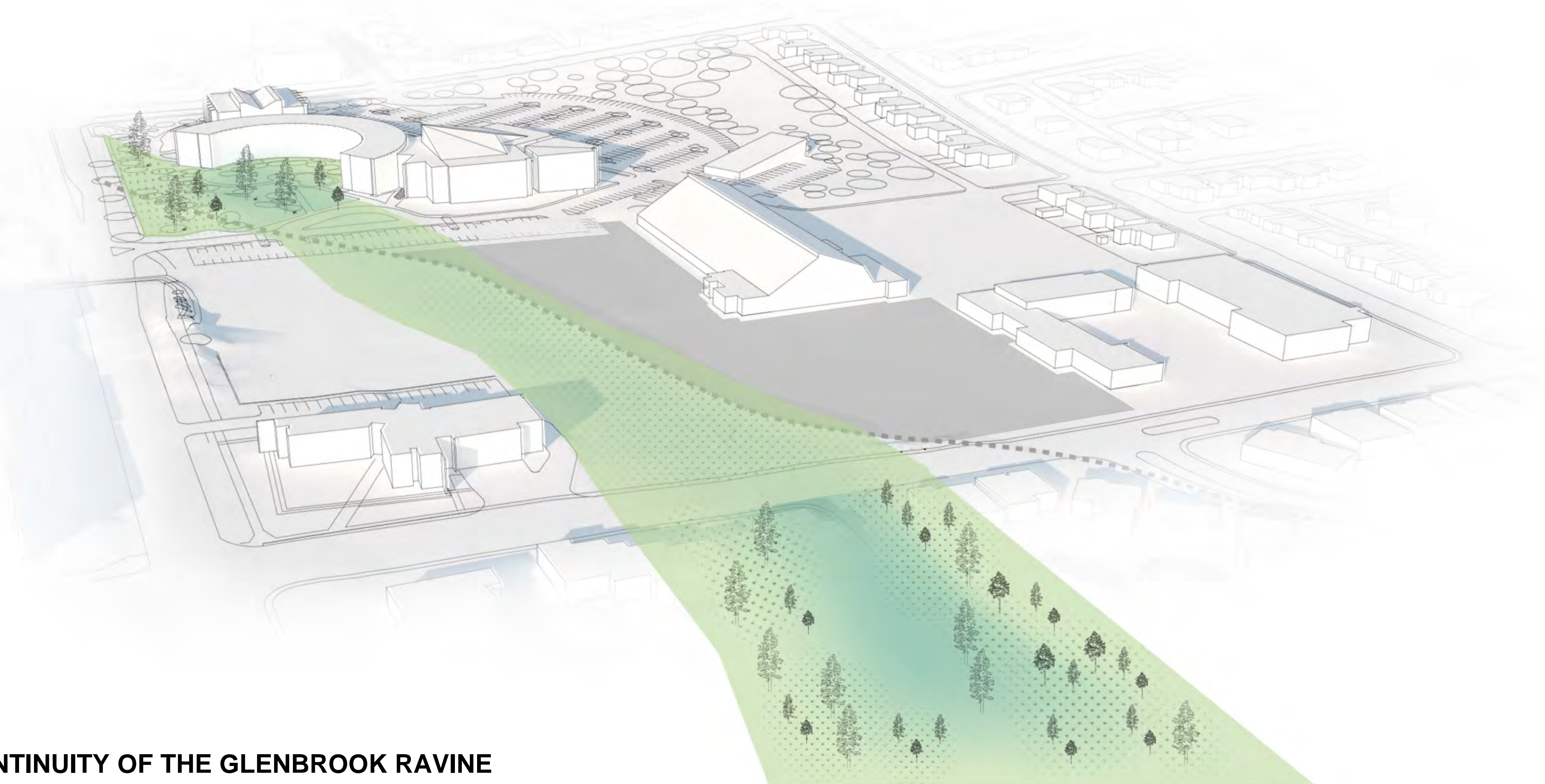
- Inclusive and Accessible, providing a welcoming and safe environment
- A place where diversity is celebrated, designed with the flexibility & adaptability
- Reduces barriers to users including: Language, Gender, Income, Age, Culture, Religion, Race, and Ability
- Builds on the history of community pride established with the Canada Games Pool project

Sustainability

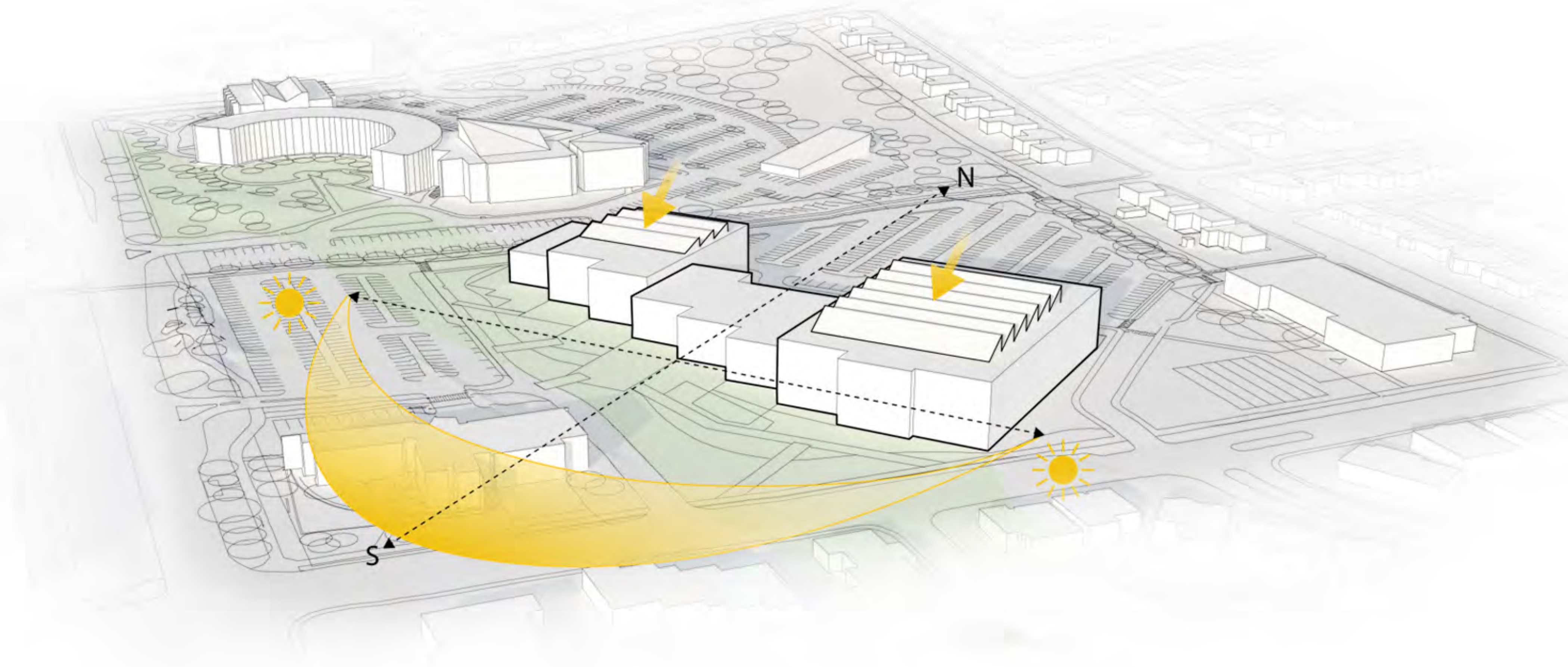
- First aquatic centre in Canada certified under **CAGBC Zero Carbon Building standard**
- First aquatic centre using **innovative pool drum filtration system**
- **LEED Gold certification**
- Rick Hansen Accessibility Foundation **Certification Gold**
- **90% reduction in GHG emissions** compared to its predecessor







CONTINUITY OF THE GLENBROOK RAVINE



OPTIMAL SOLAR ORIENTATION

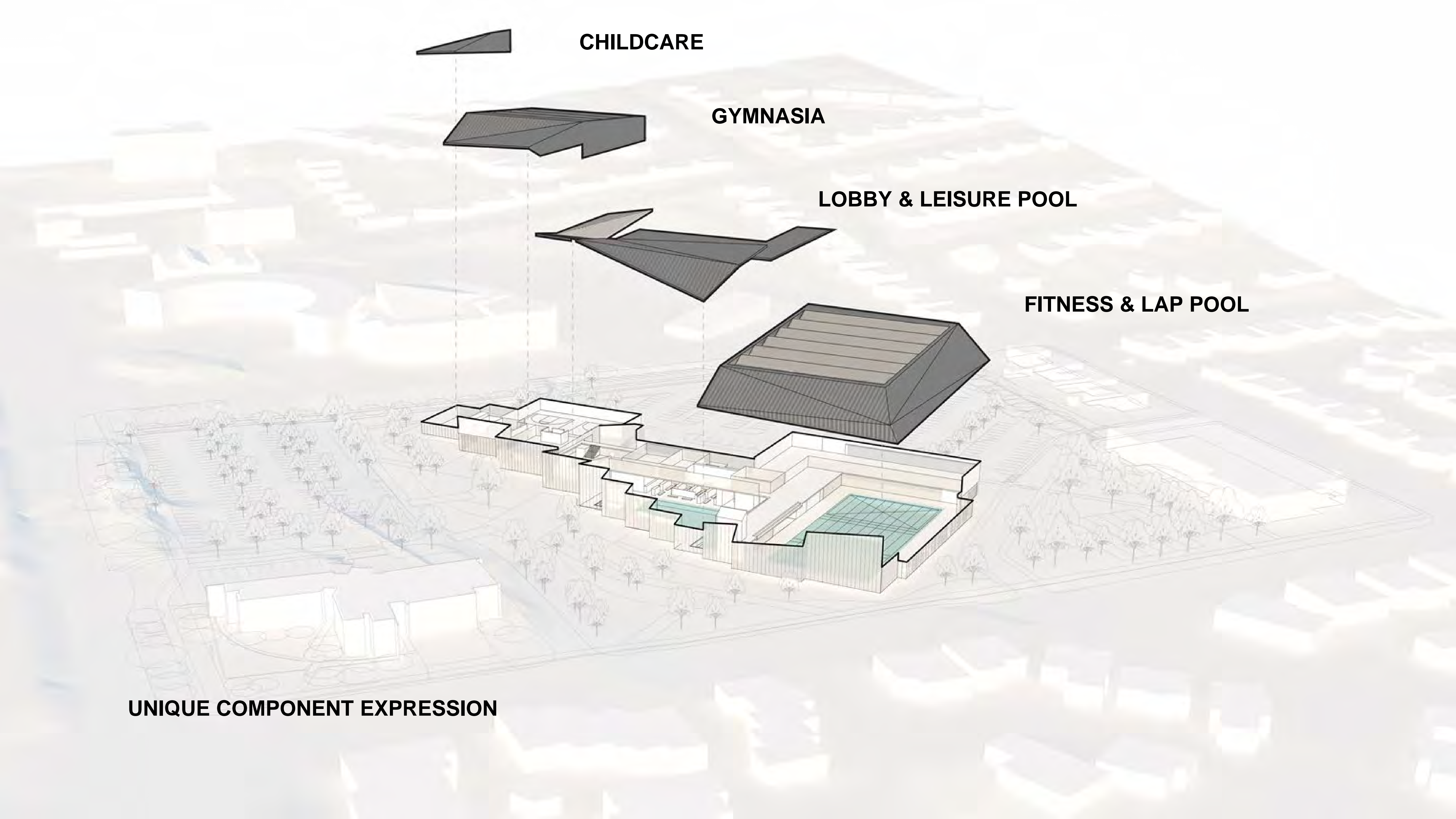
CHILDCARE

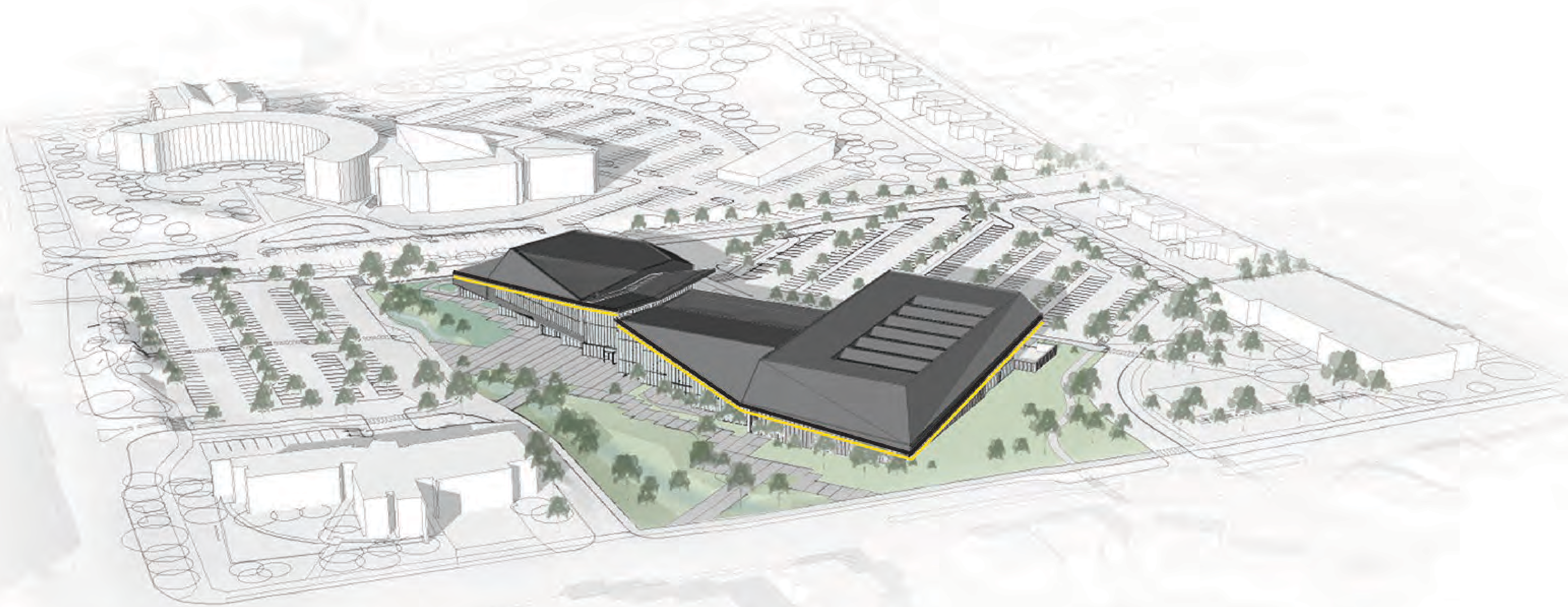
GYMNASIA

LOBBY & LEISURE POOL

FITNESS & LAP POOL

UNIQUE COMPONENT EXPRESSION





UNIFIED ROOF LINE



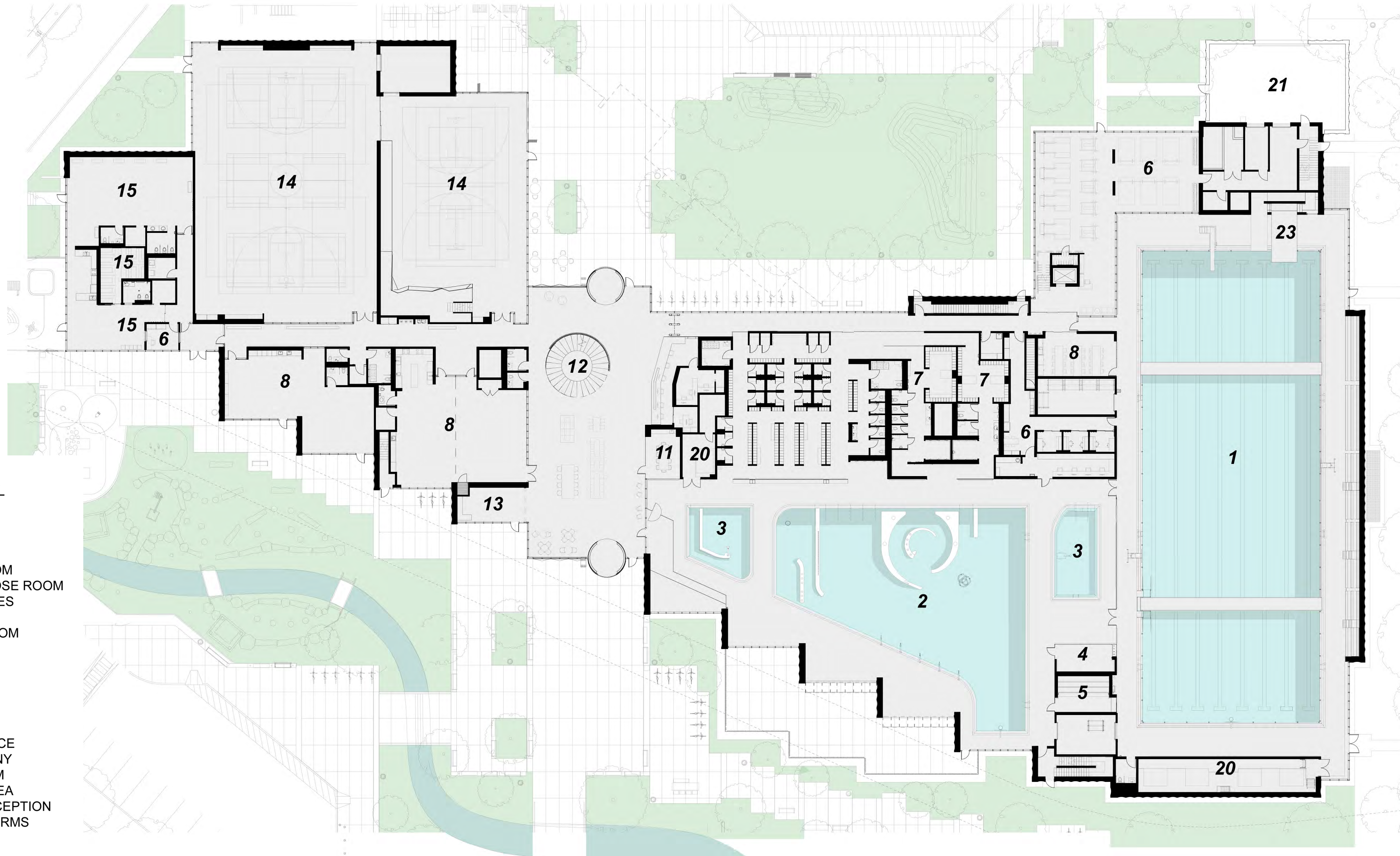
WELCOMING ENTRY WITH BLACK & WHITE EXPRESSION

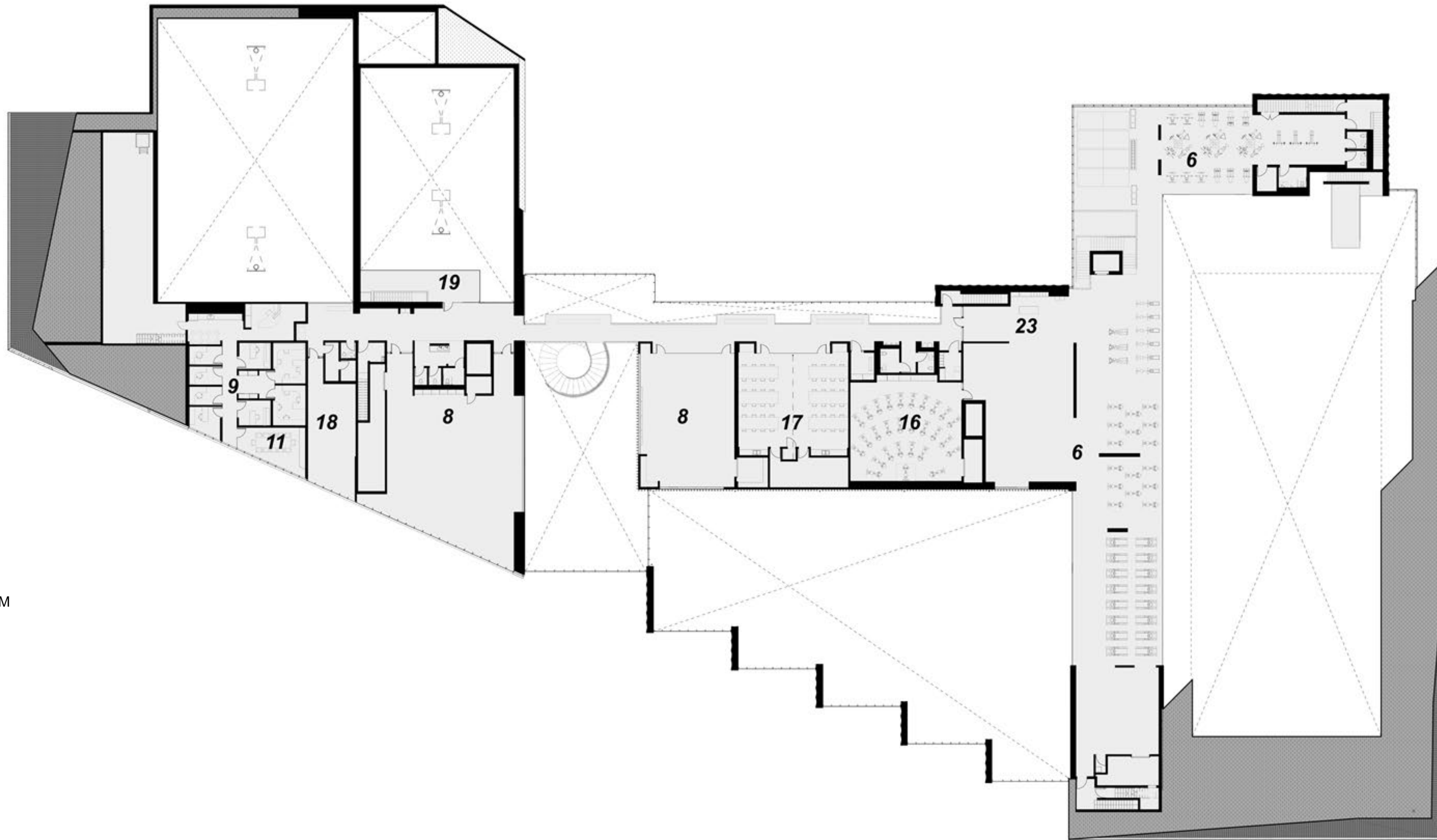




NORTH PLAZA

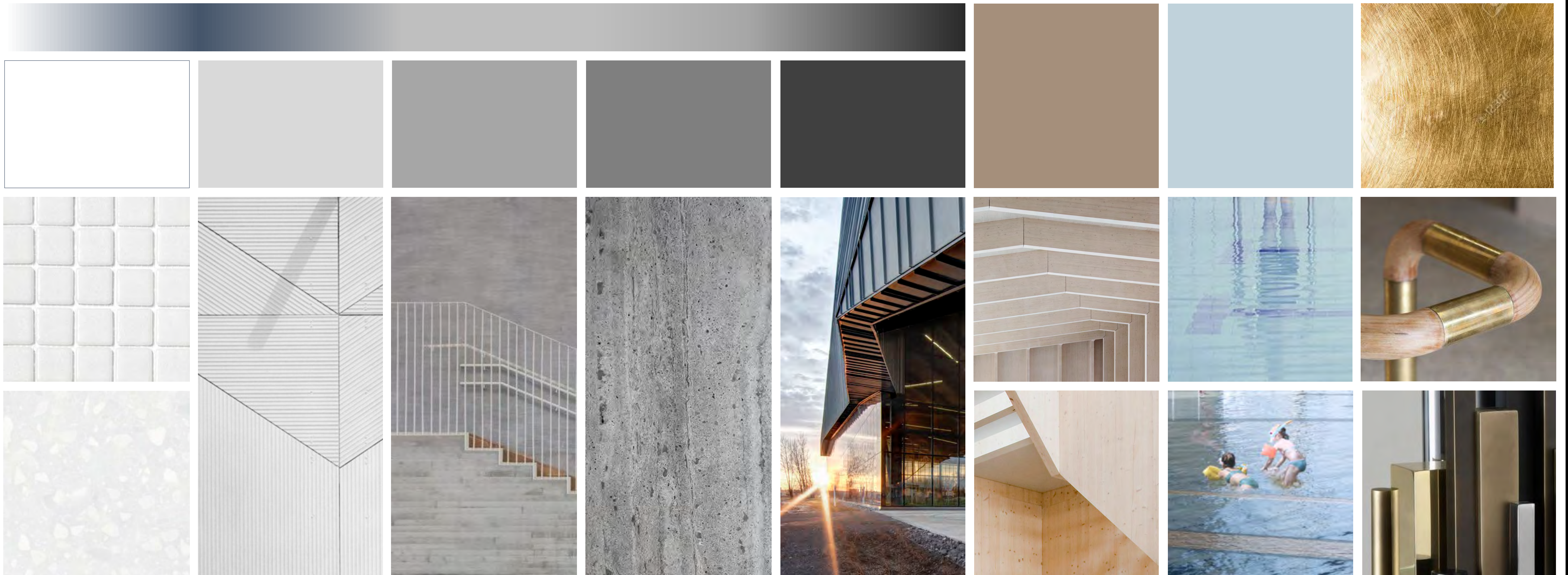
1. LAP POOL
2. LEISURE POOL
3. HOT POOL
4. STEAM ROOM
5. SAUNA
6. FITNESS
7. CHANGE ROOM
8. MULTI-PURPOSE ROOM
9. ADMIN OFFICES
10. RECEPTION
11. MEETING ROOM
12. LOBBY
13. CAFE
14. GYMNASIUM
15. CHILDCARE
16. SPIN ROOM
17. ARTS ROOM
18. TENANT SPACE
19. GYM BALCONY
20. FILTER ROOM
21. LOADING AREA
22. FITNESS RECEPTION
23. DIVE PLATFORMS





1. LAP POOL
2. LEISURE POOL
3. HOT POOL
4. STEAM ROOM
5. SAUNA
6. FITNESS
7. CHANGE ROOM
8. MULTI-PURPOSE ROOM
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Colour Palette

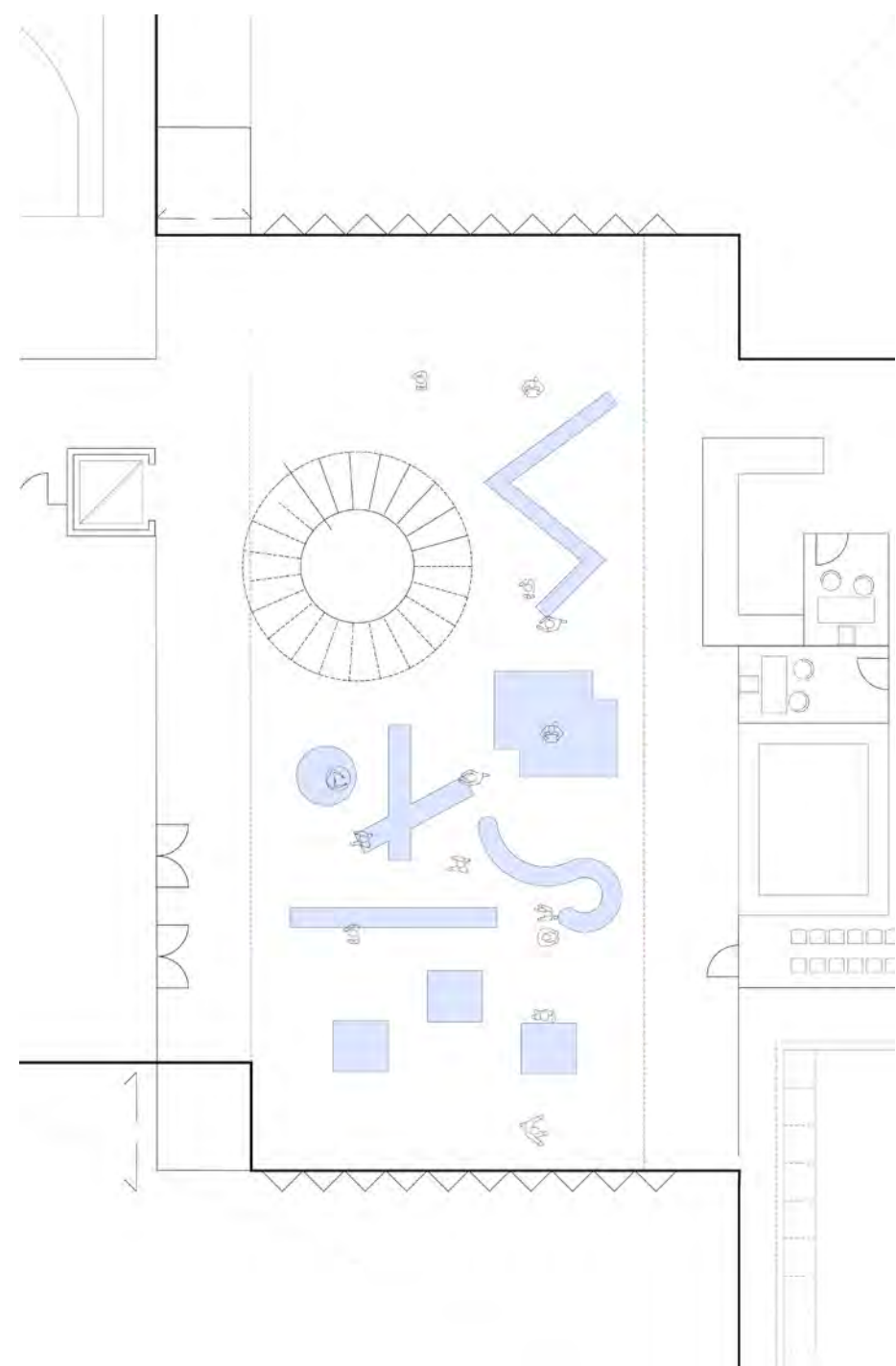




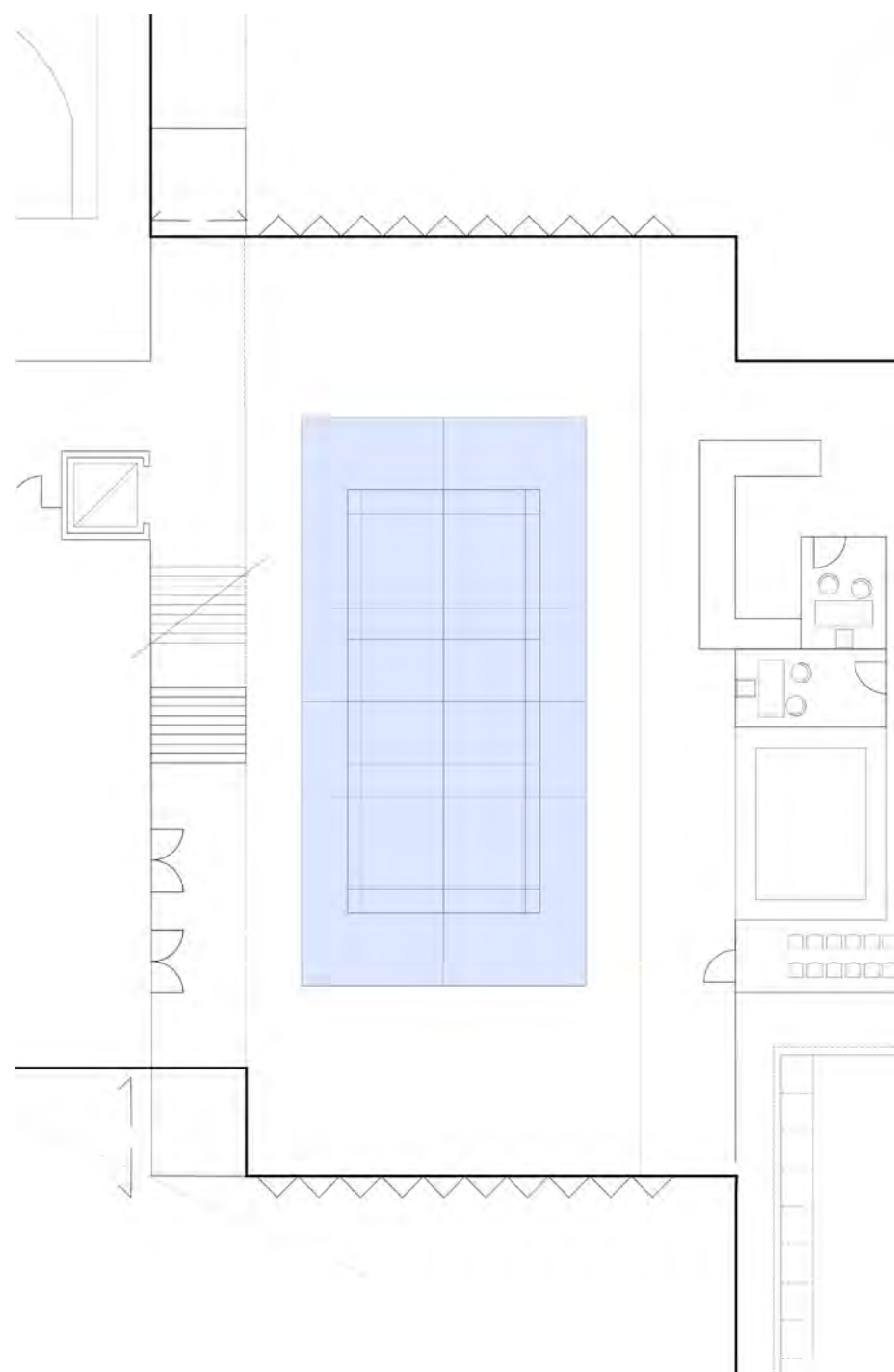
CENTRAL LOBBY



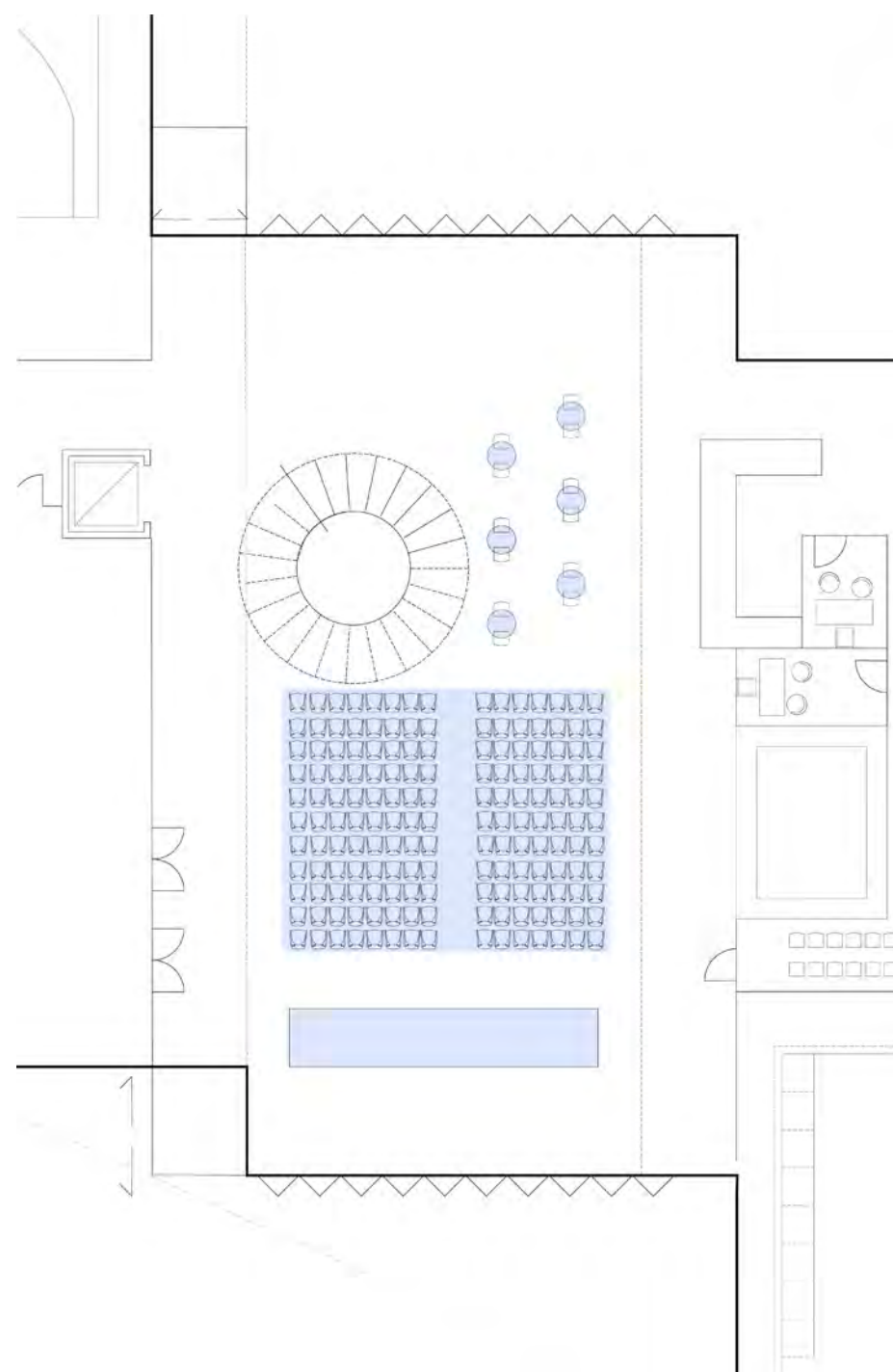
LOBBY



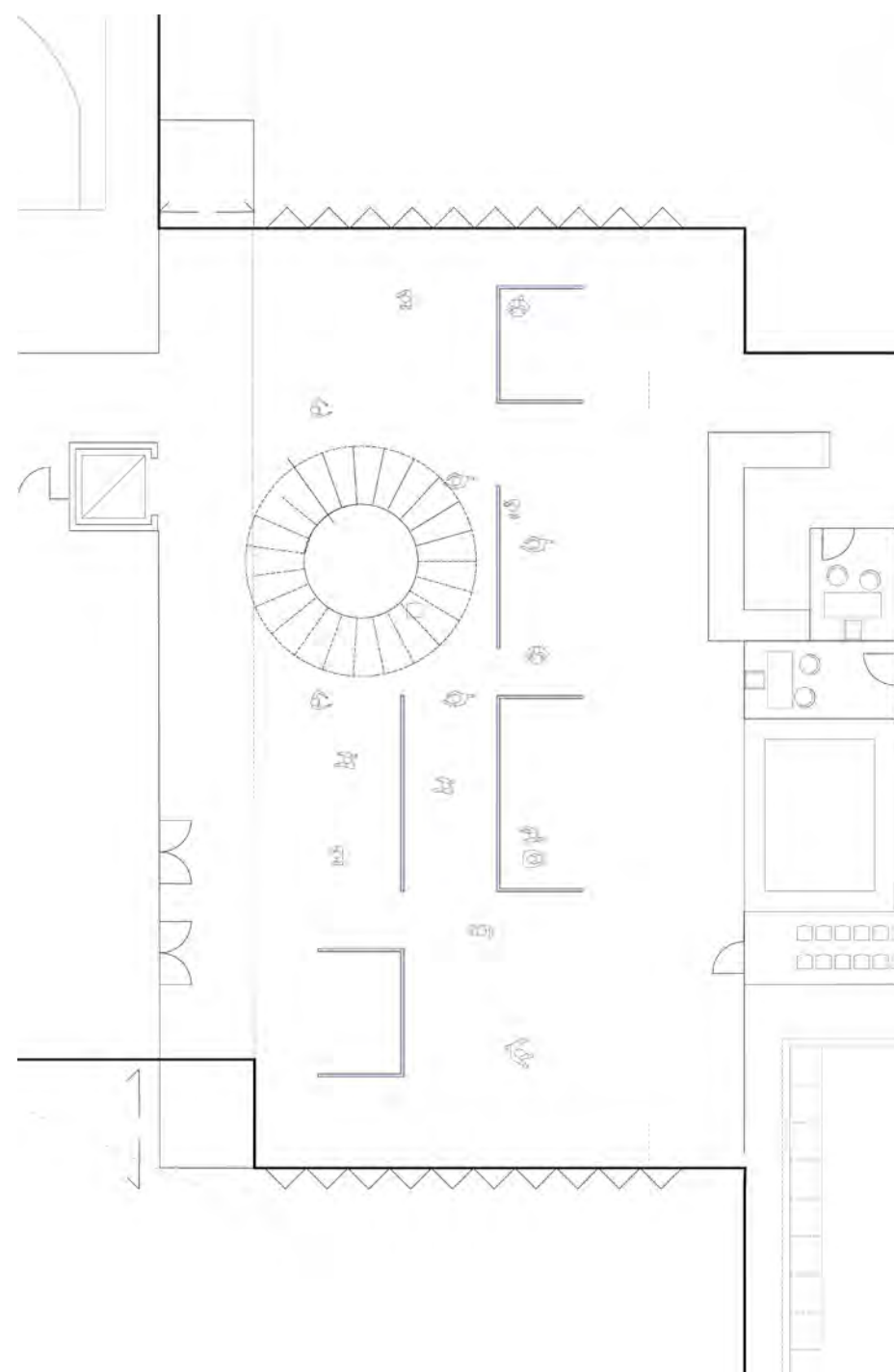
Play equipment



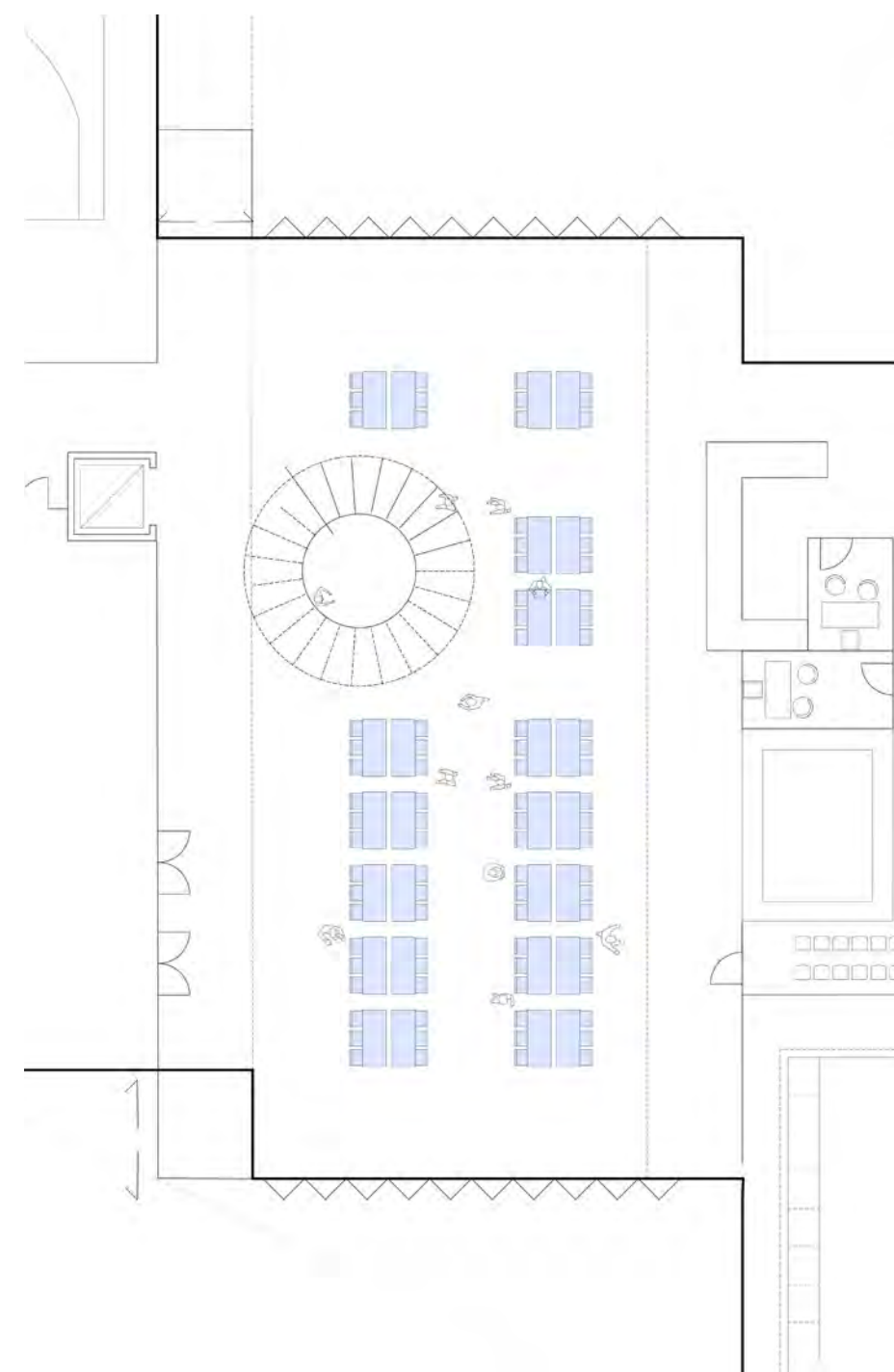
Sport court



Performance space



Gallery

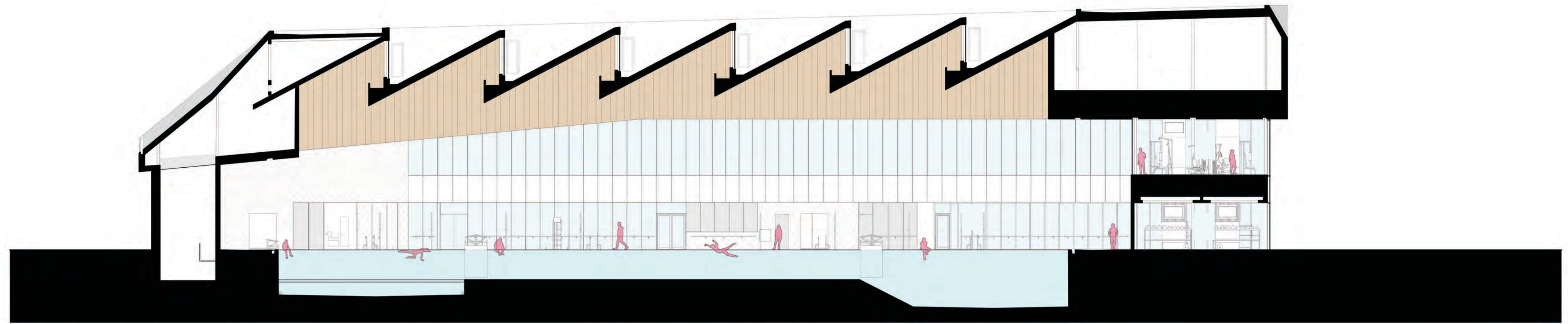


Science fair



LAP POOL





SAWTOOTH ROOF



LEISURE POOL



NEW WESTMINSTER



HCMA

TURNBULL
CONSTRUCTION PROJECT MANAGERS





REPORT

Parks & Recreation and Engineering Services Departments

To: Mayor Coté and Members of Council **Date:** 3/29/2021

From: Dean Gibson **File:** 1791370
 Director of Parks and Recreation

Jim Lowrie
 Director of Engineering Services

Item #: 42/2021

Subject: **New Westminster Aquatic & Community Centre: Project Update & Next Steps**

RECOMMENDATION

THAT Council receives this report for information.

PURPOSE

The purpose of this report is to provide an update on the work in progress and next steps of the New Westminster Aquatic and Community Centre (NWACC) project, and specifically to:

- Provide an overview of the tender results for the construction of the New Westminster Aquatic and Community Centre project (NWACC);
- Identify how NWACC is moving forward to construction in a phased approach to align with the current application submitted for the Investing in Canada Program (ICIP) Community, Culture and Recreation (CCR) Infrastructure grant in October 2020;
- Describe site impacts associated with construction activities and impacts to wayfinding around the precinct;

- Provide details of planning underway and next steps for the groundbreaking ceremony to acknowledge the start of construction.

EXECUTIVE SUMMARY

The tender process, which was initiated for the NWACC in the fourth quarter of 2020, is now complete and the project continues to move forward within budget. A strategy has been developed which allows the project to award contracts and commence construction in a phased manner, mitigating risk of cost escalation, with funding available within the existing 2021 Approved Capital Expenditure Budget while still aligning with the requirements of the grant application submitted to the ICIP Program in October 2020.

City staff have worked with the Project Team to implement the NWACC Project Construction Communication Plan (Attachment A). Site logistics and communication materials have been further developed to support the public accessing continued operations of the Canada Games Pool (CGP) and Centennial Community Centre (CCC) and address overall site safety. Current information and updates will regularly be posted on the project website at www.youractivenw.ca.

Through engagement with the NWACC Naming Advisory Panel, City staff have developed preliminary plans and next steps for a ceremony that involves local First Nations and marks the celebration of groundbreaking. Considering the current constraints of the COVID pandemic, this ceremony will be kept small ensuring safety measures are in place while a larger celebration will be planned to mark the future opening of the NWACC facility and unveiling of the public art that incorporates Indigenous elements.

Site mobilization is set to commence early in April, with site construction activities ramping up in earnest by mid-April.

DISCUSSION

Tender Results

The NWACC Project Construction Manager carried out a competitive tender process for the NWACC facility in the fourth quarter of 2020.

Through January and early February of 2021, the Construction Manager completed a full and comprehensive vetting of the results with input from the entire Project Team, to arrive at a full construction cost for the project.

The project team established a strategy by which the project can move forward with construction, by awarding contracts within budget aligned with the existing 2021 Approved Capital Expenditure Budget. Award of some contracts in the latter project stages has been

deferred in order to maintain eligibility for the ICIP grant for that scope. Further financial aspects of the project are discussed later in this report.

Existing Pool and Community Centre Site Access & Communication during Construction

With support from City Communications staff, facility operations staff and the Project Team have implemented initial steps with respect to the NWACC Project Construction Communication Plan (Attachment “A”).

Established early, a key goal with the NWACC project will be to ensure continued operations for the CGP and CCC facilities. Modified access and parking restrictions will be the primary impacts to users moving into the construction phase. The project’s website, www.youractivenw.ca, will be the main channel for communication, along with more traditional media sources. Local neighbours of the site will be informed in accordance with the City’s Good Neighbour Policy.

The insert below, and included as Attachment “B”, identifies how pedestrian and vehicle access will be maintained around the site during phase 1 of construction. In addition, pedestrian and cycling circulation across the site via the Rotary Crosstown Greenway will be maintained with isolated closures or disruptions. Glenbrook Firehall Operations will be substantially uninterrupted for the duration of the construction project. Construction vehicle access and egress to/from the site will be via East Sixth Avenue and construction activities will be conducted within the parameters of the City’s Construction Noise Bylaw.



Groundbreaking Ceremony

As the project transitions from the design to construction phase, this milestone presents an opportunity to formally acknowledge this stage of the NWACC project. In support of this approach, the NWACC Naming Advisory Panel has made the following recommendation:

THAT the NWACC naming advisory panel recommends to Council a ceremony to mark the celebration of groundbreaking.

The Advisory Panel advised that due to the current constraints associated with the global pandemic it is recommended that:

- the ceremony be kept small, ensuring all COVID safety measures are in place,
- a traditional blessing would be appropriate to mark this milestone,
- the ceremony be recorded on video, and
- planning commences for a larger celebration to mark the opening of the facility and unveiling of the public art that incorporates indigenous elements at the time of the opening of the NWACC facility.

Staff recommend the City continue working with the naming advisory panel to plan an appropriate groundbreaking ceremony that is reflective of the interests of local nations. This will involve working with elders and knowledge keepers to respect the site and set the foundation for the successful implementation and ongoing operation of this new civic facility. The virtual groundbreaking ceremony will occur mid-April, an outline of the event is included as Attachment “C”.

Any costs associated with the groundbreaking ceremony will be accommodated within the NWACC project budget.

FINANCIAL IMPLICATIONS

Funding is available within the existing 2021 Approved Capital Budget to proceed with new contract awards up to \$80M.

The 2020-2024 Approved Capital Plan estimated a total project spend of \$96.6M and set aside another \$10M for Contingency for a total estimated project plan of \$106.6M. To date Council has approved \$89.4M in Capital Budget and the Project Team has expended \$6.2M since the project’s inception on project design work that includes design consultants, project management services, construction management services, cost consultants, and public engagement processes. At this stage, the project is within the Approved Capital Budget.

Future Considerations – Site Improvements

For the purpose of contract awards now, all scope outside the new facility envelope will be deferred award until a later date, allowing for efficient delineation of contracts, scope, and work at site. This is inclusive of the CGP and CCC abatement and demolition, paving, concrete, and all landscaping and planting among other supporting site finishing elements. Once the ICIP grant outcome is known later this year, the project team will work with the Construction Manager and the Architect team to re-introduce this scope to the contract.

Awarding contracts for this work now would cause this scope to become ineligible for grant funding under the ICIP program. This scope represents approximately \$10.5M in value, and currently the grant funding application is seeking \$4M to support this work.

Re-introducing the site improvements scope to the project will be considered once the outcome of the grant application is known. Timing of this decision is anticipated to be in the third quarter of 2021. Updates and options to proceed with the deferred work will be brought forward to Council as more information is available and is anticipated to be in the fourth quarter of 2021.

The Project Team will work with the Construction Manager and City Staff to re-introduce site improvements at the appropriate time as to not impact site readiness in alignment with anticipated NWACC facility opening.

Final design outcomes here will require consideration to the projects targets with respect to LEED rating criteria and impacts against the City's 7 Bold Steps.

NEXT STEPS

The project team will work with the Construction Manager to advance the construction contracts, mitigating against further price increases. Within the project budget, this total award is anticipated to be up to \$80M.

Preparations are being made to mobilize at site and commence construction within the first week of April. Initial site mobilization will be limited, focusing on safety and security of the site, while providing set-up for construction activities to commence in earnest approximately mid-April.

In coordination with City staff, the NWACC Project Construction Communication Plan will be implemented. See attached Appendix A for a summary overview of the plan.

As outlined above, City staff will pursue detailed next steps in the planning and preparation for a groundbreaking ceremony.

OPTIONS

Options for Council’s consideration include:

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

Option #1 is recommended.

INTERDEPARTMENTAL LIAISON

This report has been collaboratively prepared by staff from the Finance, Engineering, and Parks & Recreation Departments.

ATTACHMENTS:

- Attachment A – NWACC Project construction communication plan
- Attachment B – Site access map and construction zone
- Attachment C – Virtual Groundbreaking Ceremony Overview

This report has been prepared by Tobi May, Manager, Civic Buildings & Properties, and Steve Kellock, Senior Manager, Recreation.

This report has been reviewed by Christy Mereigh, Manager, Strategic Projects, and Patrick Shannon, Purchasing Manager.

This report was reviewed by:

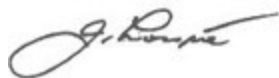
Approved for Presentation to Council



Dean Gibson
Director of Parks and Recreation



Dean Gibson
for Lisa Spitale
Chief Administrative Officer



Jim Lowrie
Director of Engineering Services

Attachment 'A'

NWACC Project Construction Communication Plan

NWACC Construction Communications Plan – SUMMARY

Objective

To inform and notify residents and facility users about the impacts and progress of NWACC facility construction.

Key Messaging

1. Construction Updates

Provide clear and consistent notification of any necessary street, parking and sidewalk disruptions well in advance in accordance with the Good Neighbour Protocol. Communicate major project updates and provide clear timelines for each milestone.

2. Continuity of Programs & Services

Provide frequent reminders to facility users that programs, lessons, and services will continue as normal during construction period.

3. Parking Impacts

Provide frequent reminders that on-site parking will be limited and facility users should arrive early for lessons and programs. Clearly communicate alternate parking locations as well as encourage alternate modes of transportation.

Key Audience:

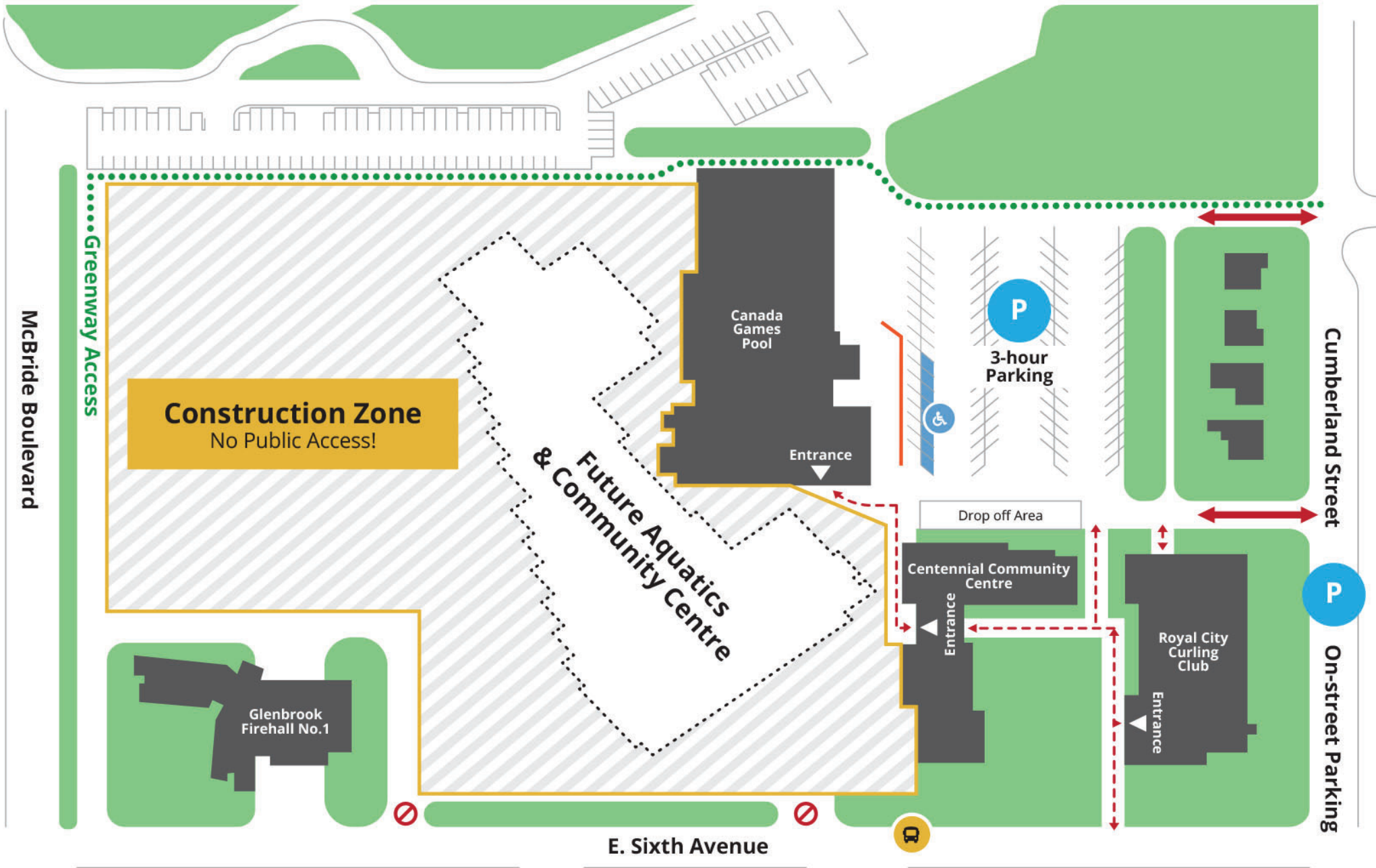
- Area residents and broad community
- Facility users, including external user groups
- Community agencies, including first responders, school district, TransLink etc.
- Internal staff members

Key Tactics & Deliverables:

- Direct mail outs
- Advertisements in local paper
- Public websites (youractivenw.ca and newwestcity.ca)
- Social media
- Citypage and Citypage Online
- Stakeholder and customer emails
- Site signage
- Facility posters and signage
- Active Living Guide and brochures
- Perfect Mind alerts
- Handouts
- Project information boards
- Project information sheets
- Community Message Centre
- Internal emails and updates on staff intranet

Attachment 'B'

Site Access Map and Construction Zone



Attachment 'C'

Virtual Groundbreaking Ceremony Overview

Virtual Groundbreaking Event Overview

- **Date and Time:** Mid-April
- **Program Summary:** The groundbreaking ceremony will be pre-recorded and presented virtually as a video in April. The video will feature blessings, greetings from the Mayor, representation from stakeholders and funding sources, and a photo gallery featuring historical photos.
- **COVID-19 Restrictions:** To abide by COVID-19 restrictions, there will be no public gathering or event. A limited number of guests will be invited and a COVID-19 Safety Plan will be in place. Attendance will be staggered and pre-scheduled.



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



Deep Dive on Climate Action Work in 2021

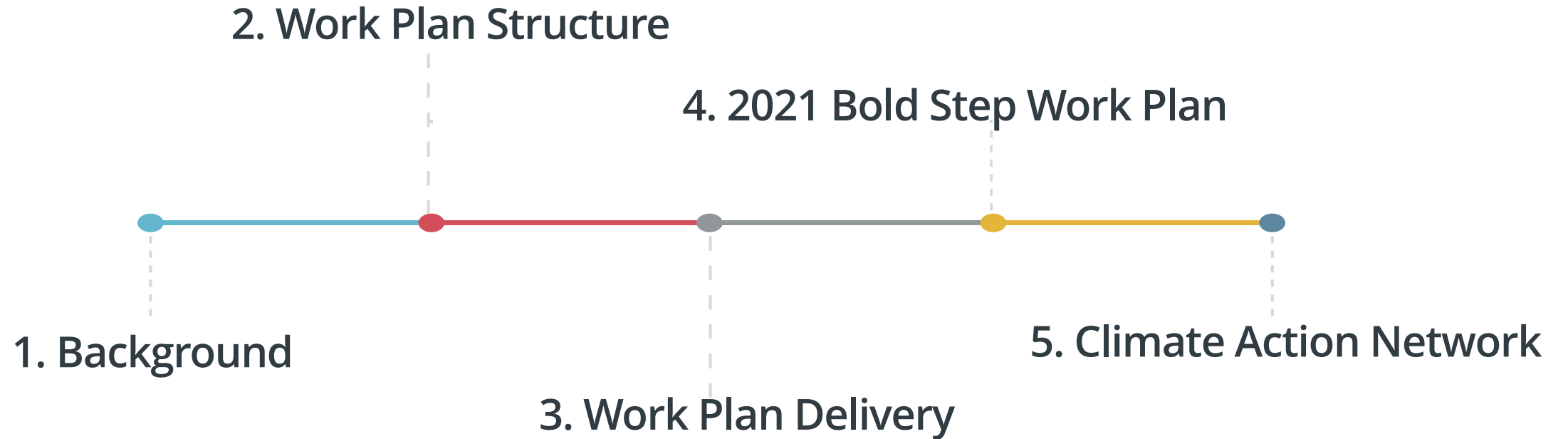
Council Meeting
29-Mar-2021

ON TABLE
Regular Meeting
March 29, 2021
re: Item 9



NEW WESTMINSTER

Agenda



Priority Areas in Strategic Plan



Work Plan Structure



CARBON FREE CORPORATION

The City of New Westminster will reduce its overall carbon footprint and will strive to achieve net zero carbon emissions by 2030.



CAR LIGHT COMMUNITY

Accelerate the Master Transportation Plan targets for mode split: 60% of all trips within the City will be by sustainable modes of transportation (walk, transit, bike, multi-occupant shared) by 2030.



CARBON FREE HOMES AND BUILDINGS

Community carbon emissions for all homes and buildings will be reduced significantly. By 2030, all new and replacement heating and hot water systems will be zero emissions.



POLLUTION FREE VEHICLES

By 2030, 50% of kilometres driven by New Westminster registered vehicle owners will be by zero emissions vehicles.



CARBON FREE ENERGY

The City of New Westminster will invest in a smart electrical grid in order to accommodate the required rapid conversion to building and vehicle electrification.



ROBUST URBAN FOREST

New Westminster's Urban Forest Canopy cover will be increased to 27% by 2030 to support the removal of 4,050 tonnes of carbon pollution every year and increase our forest's carbon storage capacity by 50%.



QUALITY PEOPLE-CENTRED PUBLIC REALM

A minimum of 10% of today's street space that currently only serves motor vehicles, excluding transit, will be reallocated for sustainable transportation or public gathering by 2030. The natural environment will be integrated with the public realm.

Work Plan Project Delivery



Led and delivered by a single department



Led by a department including collaboration with other departments



Led by a department and outcomes will impact other departments



Related to ALL Bold Steps (1 of 2)

Project Area	Description	Lead Department	Supporting Department(s)
7 Bold Steps KPI and Impact Development	Develop annual report on progress on 7 Bold Steps (public facing), which will be built on year over year	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility, Fire, Police
Align operations with Bold Steps	Identify and track progress on City initiatives which contribute to the advancement of the 7 Bold Steps	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility, Fire, Police
Community Policy Tool Review	Review updates in community related policy tools and make recommendations for City adoption.	Climate Action	Planning, Engineering, Parks & Recreation, Electric Utility, Buildings, Finance



Related to ALL Bold Steps (2 of 2)

Project Area	Description	Lead Department	Supporting Department(s)
Climate Action Engagement and Communication Strategy	Support the City's climate action communications and engagement tactics (review existing platforms, create content, etc.)	Climate Action	Public Engagement, Communications
Climate Related Bylaws (2021)	Review, update and recommend climate related bylaws.	Climate Action	Planning, Engineering, Parks & Recreation, Electric Utility, Buildings, Finance



Carbon Free Corporation (1 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Corporate EV Fleet Implementation	Develop action plan to implement Green Fleet Roadmap	Climate Action	Engineering, Electric Utility, Police, Fire, Finance
Climate Related Corporate Policy Development and Updates	Further embed and integrate climate lens throughout the organization's operations	Climate Action	Finance, Engineering, Parks & Recreation, Development Services, Electric Utility, Fire, Police
Corporate Emissions Reporting	Complete annual corporate emissions reporting to the Province of BC	Climate Action / Engineering	N/A
Climate Action Funding Strategy	Identify climate action related funding streams and define funding needs to execute on Climate Action strategies.	Climate Action / Finance	Mayor's Office (Manager of Intergovernmental and Community Relations)



Carbon Free Corporation (2 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
New Westminster Aquatic and Community Centre	Ensure project progresses to meet original GHG emissions goals and design standards	Engineering	Climate Action, Parks & Recreation, Finance, Development Services
Corporate Building Energy Conservation and Emission Reductions	Ensure facility equipment upgrades incorporate climate considerations and support funding applications for conservation projects.	Engineering	Climate Action
City-Owned Developer Contributions	Ensuring alignment of city-owned developer contributions with City green buildings policy	Engineering	Climate Action



Carbon Free Corporation (3 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Asset Management Condition Assessment	Ensuring optimal operation of City Assets	Engineering	Climate Action
Corporate Energy Projects - Buildings	Civic building recommissioning and energy conservation projects aligned with projects outlined in the Corporate Energy and Emissions Reductions Strategy 2020	Engineering	Climate Action
Building Replacements and Major Projects	Support advancements of building replacement projects and new major projects (i.e. Massey Theater, NWACC) and ensure alignment with Climate Action goals.	Engineering	Climate Action



Car Light Community (1 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Development Services Online Applications Platform	Online service platform to facilitate community and corporate communications	Development Services	Climate Action
Development Review - Transportation	Supports design-based approach for encouraging active modes of transportation within projects. OCP also encourages building complete communities with density focused around transit.	Development Services	Climate Action; Engineering
Walking	Pedestrian crossing improvements, sidewalk repair and accessibility improvements	Engineering	Climate Action



Car Light Community (2 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Transit	Bus shelters, operations improvements and feasibility studies	Engineering	Climate Action
Cycling & Greenways	Advancing greenway projects including Agnes, Crosstown, and Riverfront	Engineering	Climate Action, Parks & Recreation, Communications
Active Transportation Coordination /Promotion /enabling	Promoting and enabling active transportation in the corporation and community	Engineering	Climate Action, Parks & Recreation, Communications



Car Light Community (3 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
New Mobility	Investigating new low-carbon mobility options	Climate Action	Engineering
City Hall Active Transportation Support	City Hall Long Term and Short Term Bike Parking	Engineering	Climate Action, Parks & Recreation
E-Government Services	Online service platform to facilitate community and corporate communications	IT	Climate Action



Carbon Free Homes and Buildings (1 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Community Energy and Emissions Plan 2030	Strategy to achieve 2030 Community Climate Targets with an outlook to 2050	Climate Action	Finance, Engineering, Parks & Recreation, Development Services, Electric Utility, Fire, Police
Energy Save New West	Deliver energy conservation program to community and identify new program design approaches to reduce barriers to participate, research strategies to better incorporate equity considerations into existing and new programs.	Climate Action	Electric Utility
Energy Step Code Advancement and Implementation	Plan and implement advancement of Energy Step Code adoption. Support internal departments to ensure compliance with energy step code.	Climate Action	Development Services



Carbon Free Homes and Buildings (2 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Equity/Health Program Design	Collaborate with FHA to explore opportunities to develop a joint programming. Continue to advance climate equity indicators to incorporate into program design.	Climate Action	
Step Code Acceleration	Update Step Code implementation plan and milestones for release	Climate Action	Development Services
Green Heritage Guidelines	Research heritage efficiency measures and develop guidelines	Development Services	Climate Action



Carbon Free Homes and Buildings (3 of 3)

Project Area	Description	Lead Department	Supporting Department(s)
Development Review - Building Design	Consideration for additional density and height for higher efficiency buildings and inclusion of passive design elements.	Development Services	Climate Action
New Construction Materials Review	Research new constructions technologies to reduce embodied carbon (i.e. Encapsulated Mass Timber)	Development Services	Climate Action



Pollution Free Vehicles

Project Area	Description	Lead Department	Supporting Department(s)
eMobility Strategy Development	Strategy to advance adoption of EVs and micro eMobility (ebikes and others)	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility
City-Owned EV Charger Policy Management	Monitor EV Station usage and cost recovery to provide recommendation for user fee rates in 2022.	Climate Action	Finance, Electric Utility, Engineering
Development Review - EV Requirements	Supporting implementation of EV charging requirements for residential buildings and encouraging EV charging in other buildings types that currently do not have requirements	Development Services	Climate Action



Carbon Free Energy

Project Area	Description	Lead Department	Supporting Department(s)
Low Carbon Fuels Credits	Gain methodology approval, prepare and deliver annual LCFS reports to the Province and prepare credits for sale through provincial channel	Climate Action	Electric Utility, Finance
District Energy	Continue advancement on district energy opportunities	Electrical	Climate Action, Finance, Development Services, Engineering, CAO Office
Advanced Metering Infrastructure	Continue advancement on AMI project	Electrical	Climate Action



Robust Urban Forest

Project Area	Description	Lead Department	Supporting Department(s)
Development Review - Trees	Supporting requirements for tree retention, tree planting as well as on-site & off-site landscaping through Development Review Process and Tree Permitting	Development Services	Climate Action, Parks & Recreation
Street Tree Planting/ Replacement	Increase the city's urban forest canopy cover by 2030 and create equitable distribution of street trees across neighbourhoods (as per Tree Planting Master Plan)	Parks and Recreation	Climate Action
Biodiversity Strategy Actions	Queensborough Invasive Species Removal and Shoreline Restoration. Native Planting Restoration Natural Areas. Pollinator Pasture installations. Urban Reforestation and Biodiversity Enhancement Initiative 2021 (Pending grant award)	Parks and Recreation	Climate Action, Engineering



Quality Public Realm (1 of 2)

Project Area	Description	Lead Department	Supporting Department(s)
Adaptation Risk Assessment	Obtain updated climate risk mapping and provide ongoing support to City departments to ensure alignment with existing adaptation related initiatives	Climate Action	Engineering, Electric Utility, Parks & Recreation, Finance
OCP Amendments and Rezoning for Public Realm	Securing of amenities through OCP amendments and Rezoning for public realm improvements / dedications or setbacks for additional 'street' space, including new and/or improved connections through sites.	Development Services	Climate Action, Parks & Recreation, Engineering
Livable Neighbourhoods	School area improvements and neighbourhood traffic calming	Engineering	Climate Action, Parks & Recreation



Quality Public Realm (2 of 2)

Project Area	Description	Lead Department	Supporting Department(s)
Great Streets and Supportive Programs	Advancing ongoing streetscape and sidewalk café projects	Engineering	Climate Action, Parks & Recreation, Economic Development
Re-greening Brow of the Hill	Increase tree canopy in BOTH neighbourhood and install park amenities within the ROW.	Parks and Recreation	Climate Action, Engineering

External and Internal Working Groups



THANK YOU!

REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** 01.0010.30
Director of Development Services

Item #: 82/2021

Subject: City-Wide Bold Steps Work Plan 2021

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to provide Council with a City-wide work plan which outlines the projects and initiatives planned for 2021 which support advancing the Seven Bold Steps.

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 (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.

Figure 1: Seven Bold Steps



DISCUSSION

Each department in the City has identified project areas and operational approaches where their 2021 work plans align with the Seven Bold Steps. Identified project areas and operational approaches will support our City and enable our community to advance towards our climate action targets.

The following sections summarize the City-Wide Bold Steps Work Plan for 2021. Some individual projects have been grouped into a single Project Area; detailed work plans are available in Attachments 1 – 4. In each section below, the Bold Step and associated 10-year targets are presented, along with a table itemizing the project areas which will be advanced in 2021. Each project area is accompanied by a brief description as well as identification of lead and supporting departments for each initiative. Supporting departments are project collaborators or stakeholders who are impacted by the outcome of the project area.

Bold Step #1: Carbon Free Corporation

Target – The City of New Westminster will reduce its overall carbon footprint and will strive to achieve net zero carbon emissions by 2030.

Project Area	Description	Lead Department	Supporting Department(s)
Corporate EV Fleet Implementation	Develop action plan to implement Green Fleet Roadmap	Climate Action	Engineering, Electric Utility, Police, Fire, Finance
Climate Related Corporate Policy Development and Updates	Further embed and integrate climate lens throughout the organization's operations	Climate Action	Finance, Engineering, Parks & Recreation, Development Services, Electric Utility, Fire, Police
Corporate Emissions Reporting	Complete annual corporate emissions reporting to the Province of BC	Climate Action / Engineering	N/A
Climate Action Funding Strategy	Identify climate action related funding streams and define funding needs to execute on Climate Action strategies.	Climate Action / Finance	Mayor's Office (Manager of Intergovernmental and Community Relations)
New Westminster Aquatic and Community Centre	Ensure project progresses to meet original GHG emissions goals and design standards	Engineering	Climate Action, Parks & Recreation, Finance, Development Services
Corporate Building Energy Conservation and Emission Reductions	Ensure facility equipment upgrades incorporate climate considerations and support funding applications for conservation projects.	Engineering	Climate Action
City-Owned Developer Contributions	Ensuring alignment of city-owned developer contributions with City green buildings policy	Engineering	Climate Action
Asset Management Condition Assessment	Ensuring optimal operation of City Assets	Engineering	Climate Action

Corporate Energy Projects - Buildings	Civic building recommissioning and energy conservation projects aligned with projects outlined in the Corporate Energy and Emissions Reductions Strategy 2020	Engineering	Climate Action
Building Replacements and Major Projects	Support advancements of building replacement projects and new major projects (i.e. Massey Theater, NWACC) and ensure alignment with Climate Action goals.	Engineering	Climate Action

Bold Step #2: Car Light Community

Target – Accelerate the master Transportation Plan targets for mode split: 60% for all trips within the City will be by sustainable modes of transportation (walk, transit, bike, multi-occupant shared) by 2030.

Project Area	Description	Lead Department	Supporting Department(s)
Development Services Online Applications Platform	Online service platform to facilitate community and corporate communications	Development Services	Climate Action
Development Review - Transportation	Supports design-based approach for encouraging active modes of transportation within projects. OCP also encourages building complete communities with density focused around transit.	Development Services	Climate Action; Engineering
Walking	Pedestrian crossing improvements, sidewalk repair and accessibility improvements	Engineering	Climate Action
Transit	Bus shelters, operations improvements and feasibility studies	Engineering	Climate Action
Cycling & Greenways	Advancing greenway projects including Agnes, Crosstown, and Riverfront	Engineering	Climate Action, Parks & Recreation, Communications
Active Transportation Coordination /Promotion /enabling	Promoting and enabling active transportation in the corporation and community	Engineering	Climate Action, Parks & Recreation, Communications
New Mobility	Investigating new low-carbon mobility options	Climate Action	Engineering
City Hall Active Transportation Support	City Hall Long Term and Short Term Bike Parking	Engineering	Climate Action, Parks & Recreation
E-Government Services	Online service platform to facilitate community and corporate communications	IT	Climate Action

Bold Step #3: Carbon Free Homes and Buildings

Target – Community carbon emissions for all homes and buildings will be reduced significantly. By 2030, all new and replacement heating and hot water systems will be zero emissions.

Project Area	Description	Lead Department	Supporting Department(s)
Community Energy and Emissions Plan 2030	Strategy to achieve 2030 Community Climate Targets with an outlook to 2050	Climate Action	Finance, Engineering, Parks & Recreation, Development Services, Electric Utility, Fire, Police
Energy Save New West	Deliver energy conservation program to community, support ESC applications for new construction, and identify new program design approaches to reduce barriers to participate, research strategies to better incorporate equity considerations into existing and new programs.	Climate Action	Electric Utility
Energy Step Code Advancement and Implementation	Plan and implement advancement of Energy Step Code adoption. Support internal departments to ensure compliance with energy step code.	Climate Action	Development Services
Equity/Health Program Design	Collaborate with FHA to explore opportunities to develop a joint programming. Continue to advance climate equity indicators to incorporate into program design.	Climate Action	
Step Code Acceleration	Update Step Code implementation plan and milestones for release	Climate Action	Development Services
Green Heritage Guidelines	Research heritage efficiency measures and develop guidelines	Development Services	Climate Action
Development Review - Building Design	Consideration for additional density and height for higher efficiency buildings and inclusion of passive design elements.	Development Services	Climate Action
New Construction Materials Review	Research new constructions technologies to reduce embodied carbon (i.e. Encapsulated Mass Timber)	Development Services	Climate Action

Bold Step #4: Pollution Free Vehicles

Target – By 2030, 50% of kilometres driven by New Westminster registered vehicle owners will be by zero emissions vehicles.

Project Area	Description	Lead Department	Supporting Department(s)
eMobility Strategy Development	Strategy to advance adoption of EVs and micro eMobility (ebikes and others)	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility
City-Owned EV Charger Policy Management	Monitor EV Station usage and cost recovery to provide recommendation for user fee rates in 2022.	Climate Action	Finance, Electric Utility, Engineering
Development Review – EV Requirements	Supporting implementation of EV charging requirements for residential buildings and encouraging EV charging in other buildings types that currently do not have requirements	Development Services	Climate Action

Bold Step #5: Carbon Free Energy

Target – The City of New Westminster will invest in a smart electrical grid in order to accommodate the required rapid conversion to building and vehicle electrification.

Project Area	Description	Lead Department	Supporting Department(s)
Low Carbon Fuels Credits	Gain methodology approval, prepare and deliver annual LCFS reports to the Province and prepare credits for sale through provincial channel	Climate Action	Electric Utility, Finance
District Energy	Continue advancement on district energy opportunities	Electrical	Climate Action, Finance, Development Services, Engineering, CAO Office
Advanced Metering Infrastructure	Continue advancement on AMI project	Electrical	Climate Action

Bold Step #6: Robust Urban Forest

Target – New Westminster’s Urban Forest Canopy cover will be increased by 27% by 2030 to support the removal of 4,050 tonnes of carbon pollution every year and increase our forest’s carbon storage capacity by 50%.

Project Area	Description	Lead Department	Supporting Department(s)
Development Review - Trees	Supporting requirements for tree retention, tree planting as well as on-site & off-site landscaping through Development Review Process and Tree Permitting	Development Services	Climate Action, Parks & Recreation
Street Tree Planting/ Replacement	Increase the city’s urban forest canopy cover by 2030 and create equitable distribution of street trees across neighbourhoods (as per Tree Planting Master Plan)	Parks and Recreation	Climate Action
Biodiversity Strategy Actions	Queensborough Invasive Species Removal and Shoreline Restoration. Native Planting Restoration Natural Areas. Pollinator Pasture installations. Urban Reforestation and Biodiversity Enhancement Initiative 2021 (Pending grant award)	Parks and Recreation	Climate Action, Engineering

Bold Step #7: Quality People-Centred Public Realm

Target – A minimum of 10% of today’s street space that currently only serves motor vehicles, excluding transit, will be reallocated for sustainable transportation or public gathering by 2030. The natural environment will be integrated with the public realm.

Project Area	Description	Lead Department	Supporting Department(s)
Adaptation Risk Assessment	Obtain updated climate risk mapping and provide ongoing support to City departments to ensure alignment with existing adaptation related initiatives	Climate Action	Engineering, Electric Utility, Parks & Recreation, Finance
OCP Amendments and Rezoning for Public Realm	Securing of amenities through OCP amendments and Rezoning for public realm improvements / dedications or setbacks for additional ‘street’ space, including new and/or improved connections through sites.	Development Services	Climate Action, Parks & Recreation, Engineering
Livable Neighbourhoods	School area improvements and neighbourhood traffic calming	Engineering	Climate Action, Parks & Recreation

<p>Great Streets and Supportive Programs</p>	<p>Advancing ongoing streetscape and sidewalk café projects</p>	<p>Engineering</p>	<p>Climate Action, Parks & Recreation, Economic Development</p>
<p>Re-greening Brow of the Hill</p>	<p>Increase tree canopy in BOTH neighbourhood and install park amenities within the ROW.</p>	<p>Parks and Recreation</p>	<p>Climate Action, Engineering</p>

Multiple Bold Steps Supported

Some project areas support all of the Bold Step as part of the overall project goal and/or objective. Projects which fall into this category are captured below:

Project Area	Description	Lead Department	Supporting Department(s)
7 Bold Steps KPI and Impact Development	Develop annual report on progress on 7 Bold Steps (public facing), which will be built on year over year	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility, Fire, Police
Align operations with Bold Steps	Identify and track progress on City initiatives which contribute to the advancement of the 7 Bold Steps	Climate Action	Parks & Recreation, Development Services, Engineering, Electric Utility, Fire, Police
External Working Groups	Inter-municipal, regional, national and international working groups which support specific climate action priority projects	Climate Action	
Community Policy Tool Review	Review updates in community related policy tools and make recommendations for City adoption.	Climate Action	Planning, Engineering, Parks & Recreation, Electric Utility, Buildings, Finance
Climate Action Engagement and Communication Strategy	Support the City's climate action communications and engagement tactics (review existing platforms, create content, etc.)	Climate Action	Public Engagement, Communications
Climate Related Bylaws (2021)	Review, update and recommend climate related bylaws.	Climate Action	Planning, Engineering, Parks & Recreation, Electric Utility, Buildings, Finance
Internal Working Groups	Corporate working groups, task forces and committees which support climate action integration across the organization	Climate Action or Various Departments	Climate Action

INTERDEPARTMENTAL LIAISON

The Climate Action Division has consulted with several departments in the preparation of this report including: Parks & Recreation, Engineering Services, Finance, IT and Electrical Utility, as well as other divisions within the Development Services Department.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report at this time. All project areas that were identified for advancement in 2021 were included in the 2021 operating and capital budgets. For projects with a lifespan beyond 2021, ongoing work will be contingent upon approval of subsequent operating and capital budgets.

OPTIONS

The following options are presented for Council’s consideration:

1. That Council receive this report for information.
2. That Council provide staff with alternative direction.

Staff recommends options 1.

ATTACHMENTS

Attachment 1: Climate Division Work Plan 2021

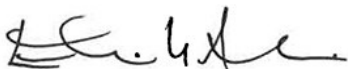
Attachment 2: Extract of Development Services, Parks and Recreation, Human Resources and IT Bold Step Work Plan Items for 2021

Attachment 3: Transportation Division Work Plan 2021

Attachment 4: Extract of Engineering Buildings and Properties Bold Step Work Plan Items for 2021

This report has been prepared by:
Leya Behra, P.Eng., Manager, Climate Action

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Attachment 1

Climate Action Division Work Plan 2021

Climate Action Division Work Plan 2021

Bold Step	Topic	Key Goals	Related Department
1 - Corp emissions	Support New Westminster Aquatic Center Health and Environmental Performance		Parks and Rec, Engineering
1 - Corp emissions	Corporate EV Fleet Implementation	Develop action plan to implement Green Fleet Roadmap	Engineering, Eng. Ops., Electrical, Police, Finance
1 - Corp emissions	CARIP Reporting	Provincial reporting requirement	Engineering
1 - Corp emissions	Supporting Climate Funding Strategy (w/ Finance)	Identify climate action related revenue streams and define funding needs to execute on Climate Action strategies.	Finance
1 - Corp emissions	Corporate Policy Updates	Further embed and integrate climate lens throughout the organization's operations	Finance, Eng. Ops, Purchasing, Engineering Facilities
1 - Corp emissions	Internal Carbon Pricing	Support climate lens on capital decision making utilizing life cycle cost analysis and the true cost of carbon.	Engineering, Electrical, Parks, Finance (lead)
1 - Corp emissions	Support Corporate Building Energy Conservation and Emission Reductions	Ensure facility equipment upgrades incorporate climate considerations and support funding applications for conservation projects.	Engineering, Parks and Rec
1 - Corp emissions	Energy Management Committee (Chair)	Embed climate lens throughout organization and identify interdepartmental project collaborations support needs	Engineering
1 - Corp emissions	Environment and Climate Advisory Committee	Advance Climate Action initiatives to meet Climate Emergency Targets within the community	Engineering
2 - Car Light	eMobility Strategy (EV Strategy) Phase 2 - RFP	Prepare RFP for eMobility Strategy and complete contracting	Purchasing, Transportation
2 - Car Light	Support Transportation Division	Led by Engineering, support with climate lens and understand overall plans and impact on Climate Emergency Targets	Transportation
2 - Car Light	eMobility Strategy (EV Strategy) Phase 2	Strategy to advance adoption of EVs and micro eMobility (ebikes and others)	Transportation, Parks, Planning, Engineering, Electrical
3 - Homes and Buildings	CEEP Development	Strategy to achieve 2030 Community Climate Targets with an outlook to 2050	Planning, Engineering, Parks, Electrical

3 - Homes and Buildings	Ideation Project: An Equitable New Deal	Develop a Reference Guide & Decision Tool for BC Municipalities to assess equity gaps in programs and policies. 2. A Deep-Dive Data-Study of 5 B.C. Municipalities	ESNW
3 - Homes and Buildings	Ideation Project: Advancing SEA	Develop Program desing, funding model and delivery partner options for continuing the successful Starta Energy Advisor Program Pilot	
3 - Homes and Buildings	Retrofit Electrification Program Design and Implementation	New approach to retrofit program design to address barriers to adoption	Electrical
3 - Homes and Buildings	Community Energy and Emissions Plan (CEEP) - Scope and Contracting	Prepare RFP for updating the City's CEEP	Purchasing
3 - Homes and Buildings	Energy Save New West	Deliver energy conservation program participation support to community and support ESC applications for new construction	Electrical
3 - Homes and Buildings	Building Energy Specialist network through BCH	BC collaboration group to support step code compliance, builder commnity support tools, and internal review tool development	
3 - Homes and Buildings	Advanced Step Code Compliance	Support internal departments to ensure compliance with energy step code.	Planning, Buildings
3 - Homes and Buildings	Equity/Health Program Design	Determine if an opportunity to enter joint pilot with FHA exists to tackle health/efficienty home assessments	ESNW
3 - Homes and Buildings	Step Code acceleration	Update Step Code implementation plan and milestones for release	Planning, Buildings
3 - Homes and Buildings	Sustainability Scholar 2021 (Planning)	Research heritage efficiency measures and develop guidelines	Planning
3 - Homes and Buildings	Design Guideline Review for ESC	Ensure design guidelines aligned to step code to support local builder community.	Planning
4 - Pollution Free Vehicles	EV User Fee Review	Monitor EV Station usage and cost recovery to provide recommendation for user fee rates in 2022	Finance, Electrical, Engineering
5 - Carbon Free Energy	Low Carbon Fuels Credits Reporting and Approval Process	Gain methodology approval, prepare and deliver annual LCFS reports to the Province and prepare credits for sale through provincial channel	Electric, Finance

5 - Carbon Free Energy	District Energy	Led by Electrical, provide climate lens to project as it relates to meeting Climate Emergency Targets	Electrical
5 - Carbon Free Energy	AMI	Led by Electrical, provide climate lens to project as it relates to meeting Climate Emergency Targets	Electrical
6 - Robust Urban Forest	Support Urban Forest Mangement Strategy	Led by P&R, support with climate lens and understand overall plans and impact on Climate Emergency Targets	Parks and Rec
7 - Quality Public Realm	Support Transportation Division	Led by Engineering, support with climate lens and understand overall plans and impact on Climate Emergency Targets	
7 - Quality Public Realm	Support Parks and Open Spaces Division	Led by P&R, support with climate lens and understand overall plans and impact on Climate Emergency Targets	
7 - Quality Public Realm	Adaptation Risk Assessment	Obtain updated climate risk mapping to supply updated data to City departments to ensure alignment with exisitng adaptation related initiatives	Engineering, Electrical, Parks, Finance
ALL	7 Bold Steps KPI and Impact Development	Develop annual report on progress on 7 Bold Steps (public facing). TO be built on year over year	Transportation, Parks, Planning, Engineering, Electrical
ALL	Align operations with Bold Steps	Identify and track progress on City initiatives which contribute to the advancement of the 7 Bold Steps	Engineering, Electrical, Parks, Finance
ALL	Step Code Peer Network	BC collaboration group to support step code advancement	
ALL	Electric Vehicle Peer Network	BC collaboration group to support EV adoption advancement	
ALL	BC Hydro Sustainable Communities	BC collaboration group to support electrical energy conservation	
ALL	REAC - CPS	Regional working group on climate action policy and programs	
ALL	Canadian Urban Sustainability Practitioners (CUSP)	Canadian working group on climate action policy and programs	
ALL	Community Energy Association (CEA) Member	Regional working group on climate action policy and programs	
ALL	Environment and Climate Task Force	Advance Climate Action initiatives to meet Climate Emergency Targets	Engineering
ALL	Urban Declaration Staff Committee (Co-Chair)	Support advancement of the Urban Declaration in the City	Parks
ALL	Comm. Policy Tool Review	Review updates in community related policy tools and make recommendations for City adoption.	Planning, Engineering, Parks, Electrical, Buildings, Finance
ALL	Urban Sustainability Directors Network (USDN)	North American working group on climate action policy and programs	

ALL	Fortis BC Long Term Gas Resource Plan Advisory Group (LTG-RPAG)	Stakeholder in long term gas resource plan to inform climate action strategies.	
ALL	Sustainability Scholar 2021 (Climate Action)	Research climate equity indicators and recommendations for CNW	
ALL	Climate Action Engagement and Communication Strategy	Support the City's climate action communications and engagement tactics (review existing platforms, creat content, etc.)	Public engagement, Communications
ALL	GHG Related Bylaws (2021)	as required, review and update climate related bylaws	Planning
None	Budget 2022		
None	IT Working Group	Provide departmental voice to working group	IT
None	New Normal Staff Committee	Provide departmental voice to working group	All
	<u>Asset management Steering Committee</u>		

Attachment 2

*Extract of Development Services, Parks and
Recreation, Human Resources and IT Bold
Step Work Plan Items for 2021*

Extract of Development Services, Parks and Recreation, Human Resources and IT Bold Step Work Plan Items for 2021

Bold Step that is primarily supported (Select from Dropdown)	Project Name	Key Goal(s)	Lead Department
1 - Corp emissions	KRONOS Self-Service Pilot	Pilot self-service function in timekeeping and reporting which will eliminate paper reporting	HR
1 - Corp emissions	Digital T4s	Digitize T4s	HR
1 - Corp emissions	Digital Onboarding Packages	Digitize onboarding packages	HR
1 - Corp emissions	Digital Employee Files	Digitize all employee files	HR
1 - Corp emissions	Digital ePAFs	Part of digitizing employee files	HR
1 - Corp emissions	Virtual meetings, interviews and digital interview notes	Conduct virtual meetings and interviews where appropriate and take digital interview notes	HR
1 - Corp emissions	Applicant Tracking System (ATS)	Implement ATS	HR

6 - Robust Urban Forest	Street Tree Planting/ Replacement	Increase the city's urban forest canopy cover by 2030 and create equitable distribution of street trees across neighbourhoods (as per Tree Planting Master Plan)	Parks and Recreation
6 - Robust Urban Forest	Pollinator Pastures	Increase biodiversity and foster community stewardship/ increase connections to nature.	Parks and Recreation
6 - Robust Urban Forest	QB Invasive Species Removal and Shoreline Restoration	Meet goals of the City's Biodiversity Strategy (2021), Urban Forest Management Strategy (2016), Environmental Action and Strategy Plan (2018) and Ecological Inventory (2015).	Parks and Recreation
6 - Robust Urban Forest	Urban Reforestation and Biodiversity Enhancement Initiative 2021 (Pending grant award)	Meet goals of the City's Biodiversity Strategy (2021), Urban Forest Management Strategy (2016).	Parks and Recreation
6 - Robust Urban Forest	Native Planting Restoration Natural Areas	Meet goals of the City's Biodiversity Strategy (2021), Urban Forest Management Strategy (2016), Environmental Action and Strategy Plan (2018) and Ecological Inventory (2015).	Parks and Recreation
7 - Quality Public Realm	Regreening Brow of the Hill	Increase tree canopy in BOTH neighbourhood and install park amenities within the ROW.	Parks and Recreation
2 - Car Light	E-Government Services	Online service platform to facilitate community and corporate communications	IT
2 - Car Light	Development Services Online Applications Platform	Online service platform to facilitate community and corporate communications	Development Services
2 - Car Light	Development Review - Transportation	Supports design-based approach for encouraging active modes of transportation within projects. OCP also encourages building complete communities with density focused around transit.	Development Services
3 - Homes and Buildings	Development Review - Building Design	Consideration for additional density and height for higher efficiency buildings and inclusion of passive design elements.	Development Services
3 - Homes and Buildings	New Construction Material Review	Research new construction technologies to reduce embodied carbon (i.e. Encapsulated Mass Timber)	Development Services

6 - Robust Urban Forest	Development Review - Trees	Supporting requirements for tree retention, tree planting as well as on-site & off-site landscaping through Development Review Process and Tree Permitting	Development Services
7 - Quality Public Realm	OCP Amendments and Rezoning for Public Realm	Securing of amenities through OCP amendments and Rezoning for public realm improvements / dedications or setbacks for additional 'street' space, including new and/or improved connections through sites.	Development Services



Attachment 3

Transportation Division Work Plan 2021

Transportation 2021 Work Plan

Work Plan	Bold Step supported by this work plan item	Comments
Walking		
2021 ped crossing improvement program	2	Queen's Ave/11th St, Queen's Ave/12th St. DCC projects
2022-24 ped crossing improvement program - design	2	Include requests from individuals, neighbourhood plans, and staff identified locations. Include Princess St, McBride north of Eighth Ave
Annual Sidewalk repair program - implementation support and ongoing planning	2	Add EDMS link to Fan's spreadsheet
Accessibility improvements - spot improvements	2	
Accessibility reviews	2	Program to be more strategic/proactive; better integration with planned projects; 6th St, 6th Ave - part of USV implementation; proactive program
Sidewalk design including street lighting improvement -	2,7	Ninth Ave (23rd St to 20th St), 21st Street (London to Ninth) - concept done (2022); Seventh Ave east of Cumberland - concept done; Cumberland St - Seventh Ave to Sixth Ave (2023); south side Salter Street, east of Howes (2023); Keary St, E Columbia to Service lane (2024/25); NWACC off-sites, including all sidewalks adjacent the project on Sixth (fire hall to Cumberland), Cumberland (Sixth to Seventh)
Transit		
Transit Priority Program - Uptown review and project definition - part of USV Implementation	2,7	Uptown/Sixth/Sixth (2021); Eighth Ave corridor; Sixth Ave corridor; onramp to QB Bridge; Boyd St/Hamilton depot; E Columbia at Hospital (2024). Program development; strategic plan for transit priority.
Bus operations improvements - CMBC liaison; trouble shooting - ongoing	2	
Bus shelters - Annual program	2	
Bus benches - ongoing program	2	
Bus stop TWIS retrofit pilot	2	focus on retrofitting existing bus stops
Sapperton Station Elevator - feasibility study	2	together with TransLink; to confirm design and financing feasibility and strategy; consider tie in with Hercules building or stand alone. Construction will be a DCC project
Cycling & Greenways		
Braid St final phase - MUP and rail crossings - implementation support	2,7	
Agnes Greenway engagement, design, implementation	2,7	
Crosstown Greenway, 5th to 8th, and connection to NWSS, planning, engagement, design	2,7	
Crosstown Greenway - whole route	2,7	HASTE report; BICCS funding in place (\$100K grant); Tactical Urbanism/incremental improvement; project charter for comprehensive upgrade
Connection to NWSS through Moody Park and 8th/8th - implementation and close out support; TransLink reimbursement; 'activation' per funding agreement	2,7	
Boyd St MUP - from Howes to QB Bridge	2,7	pavement marking, signage, concrete barriers
CVG at Lower Hume Park to Burnaby - permanent improvement - design and tender	2,7	Local Motion grant
30 km/hr on commercial streets	2	
Riverfront Connection, Pier Park	2	
Brunette Fraser Greenway - design and tender improvements to existing sections through industrial area; interim incremental/spot improvements	2,7	
Livable Neighbourhoods		
Speed Hump program	2	
School Area Improvements - design and implementation	2,7	
Traffic calming - implementation support for Connaught Hts circles; interim treatments and engagement in Sapperton	2	
Traffic calming - implement Queen's Park and Quayside Dr raised crosswalks; Richmond Street	2	
Great Streets and Supportive Programs		
Uptown Streetscape Vision - project charter, engagement, detailed design and tender, for Sixth St Belmont to Sixth Ave	2,7	
Sidewalk Café application review and admin - ongoing	7	
Planning and Policy		
Development application review - ongoing	2,7	
Comprehensive Transportation Review - Terms of Reference and Guidelines	n/a	
Street and Traffic Bylaw amendments	n/a	
Laneway/access control strategy and policy	n/a	
S&DC bylaw update (design criteria; supplemental drawings)	2,7	
Zoning bylaw amendments - parking rates, TDM requirements, parking cash-in-lieu and TDM-in-lieu	2	
Sapperton Green Master Plan and Rezoning	2,7	
MTP - Monitoring and Evaluation - 5 year report	n/a	
OCP monitoring and evaluation	n/a	
Climate Emergency - Bold Step 2 and 7 - Planning, analysis, benchmarking	2,7	
Collision data management	n/a	
Hume Park Master Plan - support	2	
DCC Bylaw	n/a	

Work Plan	Bold Step supported by this work plan item	Comments
Data management, including count program	n/a	
Queensborough Transportation Study	2,7	
Signalized intersection policy	2	
Active Transportation Coordination/Promotion/enabling		
Cycling skills training in middle schools	2	
Employee trip reduction program	2	
Walk30	2	
Bike to work week	2	
Disability awareness training for staff	2	
Car share - liaison; EVO or MODO for fleet	2	
Newcomers support - cycling skills training; event	2	
Schools liaison - QB schools travel plans; walking school bus; best routes maps; engage with SD40	2	
Downtown wayfinding	2	
Streets for People in 2021 - activation, promotion, engagement, monitoring	2,7	
Update maps and open data - GIS layers; updating open data	n/a	
New Mobility		
Ride hailing - awareness, policy, readiness, curbside management	n/a	
EV Charging support	4	
Q to Q Ferry operations; infrastructure improvements	2	
Parking, Curbside Management, Street Use		
Resident permit parking requests - ongoing	n/a	
Parking questions, comments, complaints - ongoing	n/a	
Curbside regulations - ongoing	n/a	
Special event TMP support - ongoing	n/a	
SOPs - ongoing	n/a	
SOPs - orientation/training with Parking Services	n/a	
Parking permits - guidelines for exceptions	n/a	
Road Safety, Managed Roads, Traffic Mgt, Rail		
Road safety improvements - 10th Avenue/ Surrey St	2,7	
Road safety improvements - general	2	
Intersection safety review - RFP, to launch study in 2021	2	
McBride Blvd - ped crossing - design	2	
10th/Columbia signal and intersection - implementation support	2	
Stewardson/5th and Stewardson/3rd - signal and intersection - detailed design and tender prep	2	
Cumberland/6th Signal Design	2	
6th St/5th Ave signal and intersection - detailed design and tender prep	n/a	
Boyd and Duncan signal and crossing - implementation support	n/a	
Rail crossings - Transportation Engineering support	n/a	
Thirteenth Street - streetscape design to prep for MV Water main replacement	7	
Major Institutional Projects & Partner Agency Initiatives		
MOTI - Pattullo replacement project	2	
MOTI - Brunette IC planning and engagement with MOTI	n/q	
FHA - RCH Rezoning and construction	2,7	Includes DA and ongoing construction issues
SD40 - NWSS	2	Revisit need for signal on Eighth Ave at Massey Theatre
SD40 - Richard McBride Elementary	n/a	
TransLink - Transport 2050	2	
TransLink - Area Transportation Plan - TransLink	2	
TransLink - Columbia Station upgrade feasibility study	2,7	
CNW - NWACC	n/a	Design and coordination for off-sites
Transportation Section Admin and Division Development		
Budget - coordination, monitoring, reporting	n/a	
PDP for staff	n/a	
Work Plan - coordination, monitoring, reporting	n/a	
Grant applications	2,7	
AutoCAD - continue to build internal geometric design capacity	n/a	
Action requests, inquiries, questions, comments	n/a	
Committees & Supporting Programs		
STAC	2,7	
STTF	2,7	
RTAC	2	
RTAC Planning S-C	2,7	
RTAC CVWG	n/a	
RTAC RRNS	n/a	
TransLink - New Mobility	2	
TransLink - TDM municipal working group	2	

Doc#1669922

Vision:

An enthusiastic, compassionate, wise team that is committed to getting the basics right, thinking critically, and acting strategically.

Attachment 4

*Extract of Engineering Buildings and Properties
Bold Step Work Plan Items for 2021*

Work Plan	Bold Step	Comments
490 Furness Queensborough Childcare TI	1	Developer-built and donated facility; coordinating system specifications to align with Bold Step 1
Asset Management Condition Assessment	1	Comprehensive condition assessment as precursor to Facility Asset Management Plan (AMP) which will be done in 2022
Corporate Energy Projects - Buildings	1	Execution of projects laid out in CEERS Appendix, plus continual optimization of existing facility projects and maintenance practices
Project Definition and Inter-Departmental Coordination		With Ron Booth Utilize preliminary study done by UBC Sustainability Scholar Use funds from this BU to augment existing project for enhanced performance results and Energy savings Complete small maintenance projects identified in CEERS appendix
QPA/MPA Compressor Replacement and BAS Installation/Recommissioning		
BAS Recommissioning		
Anvil Level 2 Energy Study and Recommissioning		
Police Building Heat Pump Replacement and BAS Commissioning		
Small Projects - Maintenance		
Pest Control Strategy (Anti-coagulant Rodenticide Ban)	6	Conduct RFP for new service contract and develop an Integrated Pest Management Approach for all Civic Facilities
Service Contract Review (HVAC, Elevators)	1	Review and update service contracts to include Climate Action goals, principles and initiatives
Massey Theatre Maintenance Plan	1	Develop maintenance plan including baseline study for energy use and emissions
Fraser Cemetery Shed Replacement	1	Feasibility Study for replacement of Fraser Cemetery Shed, including provision of charging stations for maintenance tools (currently all gas-powered)
Museum and Archive Building Replacement	1	Feasibility Study for decommissioning and removal of Museum and Archive Building, including proposals for potential site programming complementary to adjacent Irving House
City Hall IT Server Room A/C Replacement	1	Life Cycle Cost analysis indicates 5 year pay back for this project
City Hall Exterior Lighting (south side)	1, 7	Replacement of aging fixtures with LED
City Hall Long Term and Short Term Bike Parking	2	Design and construction of covered, secure outdoor bike parking (including outlets for bike charging) for staff and visitors to City Hall



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

REQUEST FOR PUBLIC COMMENT

ON A TEMPORARY USE PERMIT APPLICATION

MONDAY, MARCH 29, 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*

Temporary Use Permit for 40 Begbie Street

The Lower Mainland Purpose Society has applied to become operator for the New Westminster Health Contact Centre that would include overdose prevention services at their existing location at 40 Begbie Street. The Health Contact Centre would provide a number of integrated services, such as witnessed consumption, drug checking, harm reduction supplies, peer employment opportunities, education on safer drug use, and would conduct regular needle sweeps of the community, including sharps recovery. These services would work in tandem with the existing services already offered by Purpose Society. This project is a partnership with Fraser Health, who initiated the creation of the Centre and would be providing the funding.

As a Health Contact Centre is not permitted use in the current zoning, a Temporary Use Permit is required. The Permit will allow the Centre to operate for three years and, after that time, may be extended.

HOW CAN I BE HEARD?

This Temporary Use Permit application will be considered for issuance on March 29, 2021. On May 11, 2020, Council approved a resolution requiring written feedback only on Temporary Use Permit applications during the period of the COVID-19 State of Emergency. Send your comments by email, post, or dropping off at the mailbox on the north side of City Hall by March 29, 2021 to:

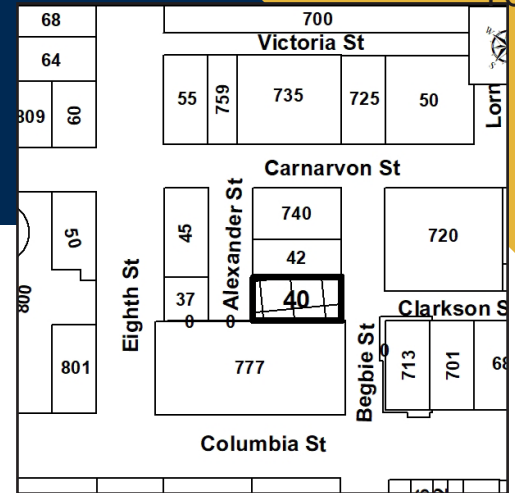
@ clerks@newwestcity.ca

✉ 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. TUP00024

HOW DO I GET MORE INFORMATION?

From March 12 to March 29, read the related material at Legislative Services, City Hall 8:30 am to 4:30 pm Monday to Friday, and online at:

www.newwestcity.ca/publicnotices

WATCH THE MEETING:

www.newwestcity.ca/council

Jacque Killawee, City Clerk

REQUEST FOR PUBLIC COMMENT ON A TEMPORARY USE 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 Temporary Use 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:** 3/1/2021

From: Emilie K Adin, MCIP **File:** TUP00024
 Director of Development Services

Item #: 46/2021

Subject: **40 Begbie Street (Lower Mainland Purpose Society): Temporary Use Permit for a Health Contact Centre (Overdose Prevention Site) - Notice of Issuance**

RECOMMENDATION

THAT Council provide notice that, on March 29, 2021, it will consider issuance of Temporary Use Permit TUP00024 to allow a Health Contact Centre use at 40 Begbie Street for a three-year period ending March 29, 2024.

EXECUTIVE SUMMARY

The City has received a Temporary Use Permit (TUP) for a Health Contact Centre including an overdose prevention site at 40 Begbie Street. The New Westminster Health Contact Centre would be operated by the Lower Mainland Purpose Society, under the Fraser Health Authority. The Centre would provide a number of integrated services, such as witnessed consumption, drug checking, harm reduction supplies, peer employment opportunities, education on safer drug use, and regular needle sweeps of the surrounding area. These services would work in tandem with the existing services already offered by Purpose Society. As a Health Contact Centre is not a permitted use in the current zoning, a TUP is required.

The City's COVID-19 interim development review process would apply to the consideration of this TUP. The interim process was developed in response to the pandemic to enable development applications to move forward for review and public engagement in alignment with Provincial Health Orders. Through the interim review process for TUPs, an Opportunity

to be Heard is not required. Notice for the TUP would be provided as per City practice and legislative requirement. Feedback on the TUP application is provided to the City by email or mail. The feedback would then be provided to Council prior to consideration of a motion to issue the TUP.

The purpose of this report is to request that Council issue notice for a TUP to allow for a Health Contact Centre on the subject property located at 40 Begbie Street for a three year time period, with an option to renew for an additional three years.

BACKGROUND

On April 14, 2016, the Province of British Columbia declared a state of emergency related to the overdose crisis. In December 2019, and in response to Council's Strategic Plan, the City's Interdepartmental Working Group on the Overdose Epidemic was established. This body is mandated to coordinate City actions to respond to the overdose epidemic, including developing a City Overdose Prevention Action Plan.

In July 2020, Council directed staff to work with the Fraser Health Authority (Fraser Health) on the establishment of an overdose prevention site and the implementation of a safe supply program. Fraser Health has partnered with the Lower Mainland Purpose Society (Purpose Society) to develop a Health Contact Centre, including an overdose prevention site and other harm reduction services. The existing multi-service agency model developed and used by Purpose Society is based on principles of the social determinants of health. This model recognizes that intersecting economic and social conditions, such as education, food security, housing and income, have a significant impact on individual health outcomes. With the addition of a Health Contact Centre, Purpose Society would expand its programming and effectively offer wraparound support services for at-risk and vulnerable community members. More information on Purpose Society is included in Attachment 2.

The Purpose Society applied for a Temporary Use Permit to allow the Health Contact Centre at their existing location at 40 Begbie Street. Following the submission of this application, a preliminary report was presented to Council at their meeting on January 25, 2021. At this meeting Council passed the following recommendation:

***THAT** Council direct staff to process the Temporary Use Permit application for a Health Contact Centre at 40 Begbie Street as outlined in this report.*

Additional Information on the overdose crisis is found in Attachment 3.

SITE CHARACTERISTICS AND CONTEXT

The site is approximately 808 square metres (8,694 square feet) and surrounded by mixed use buildings with commercial at grade, often with residential units above. On the neighbouring properties to the north of the site are the Arundel Mansion and the Russell Housing Centre, and on the neighbouring property to the south is the Anvil Centre. The Russell Housing Centre includes 16 emergency shelter beds and 40 transitional and supportive housing units, and also accommodates the Seniors Services Society. Alexander Street, at the rear of the property, acts as a lane for the site.

Figure 1: Site Context Map.



Proximity to Transit Service and Other Sustainable Transportation Options

This location is in close proximity to the New Westminster SkyTrain Station, thereby providing for access to rapid transit, frequent transit, and a number of other bus routes. In addition, the site is 50 metres (164 feet) from Columbia Street, which is part of the City’s bike network.

Transit Facility	Frequency	Distance
SkyTrain Station	SkyTrain: 2-5 minutes Buses: Approximately 15 minutes	220 metres (722 feet) to New Westminster Station and bus loop

Land Use Policy and Regulations

The proposed use is consistent with the Official Community Plan but is not permitted in the property's zoning district, so would require a Temporary Use Permit (TUP). Further details on the land use regulations and TUPs is included in Attachment 4. A copy of the TUP has been included as Attachment 5.

PROJECT DESCRIPTION

General Project Description

The New Westminster Health Contact Centre would be located on the main floor of the building, which currently accommodates Purpose Independent School and which is being relocated to a different site. The Health Contact Centre would provide:

- witnessed consumption
- drug testing
- harm reduction supplies
- take home Naloxone Kits
- training on Naloxone
- education on safe drug use
- nutritional information
- a medical clinic
- regular needle sweeps of the surrounding neighbourhood, and
- referral to treatment centres and health services.

The Centre would be open from 3:00 to 11:00 p.m. daily. These hours were designated by Fraser Health; however, the hours could be adjusted in response to demand, funding, and other considerations. The Centre would be staffed by four workers each day. In addition, a Site Coordinator would be on site five days per week to liaise with the City, local businesses and community organizations, possibly through the establishment of a Community Advisory Committee. The Coordinator would ensure that a Good Neighbour Agreement is implemented immediately upon opening to help ensure the least possible disruption to the neighbourhood.

CONSULTATION

Summary of Consultation Approach

The public consultation was designed to be consistent with the City's COVID-19 interim development review process. The process was developed in response to the pandemic to enable development applications to move forward for review and public engagement in

alignment with Provincial Health Orders. The consultation process for this application is summarized below. Feedback received is summarized in Attachment 1. Feedback included a mix of support, concern and opposition to the proposal.

Be Heard New West Public Engagement Webpage

Be Heard is the City's new online community engagement space. A Be Heard page specific to this project was launched on January 27, 2021. The webpage was relatively well attended, with 293 unique visitors since the site was published. The content includes:

- *Project Summary* – including an outline of what is being proposed, where to find more information, and how to engage, including information about the virtual information session and contact information for the Planning Division for anyone who preferred to send comments directly or wanted to request a meeting with City staff (via phone or physically distanced in-person).
- *More Information* – summarizing additional details about the proposed Health Contact Centre such as services, hours of operation, and staffing.
- *Development Review Timeline and Links* – outlining the key milestones in the review process, including links to relevant material (e.g. Council reports).
- *Frequently Asked Questions* – questions and answers developed by staff from the City, Fraser Health, and Purpose Society. These were updated as additional frequently asked questions were raised by the community, and are included as Attachment 6.
- *Community Questions* – could be asked through the page.
- *Community Comments* – comments could be submitted through the page.
- *Location Map* – indicated the location of the proposed Health Contact Centre.
- *Project Contact* – providing contact details for the Planning Division.

All questions and comments received through the Be Heard webpage and directly to staff, are included in Attachment 7 and 8, and are reflected in the summary below. A total of 22 comments and two questions were received through the Be Heard page. A total of nine emails and letters, and eleven calls were received by staff. Comments and questions were requested to be submitted by February 24, 2021 to allow for inclusion in this report.

Virtual Information Session

An online, virtual information session held using a webinar format was held on February 17, 2021, from 6:00 to 8:00 p.m. People could join and ask questions at any time, and were not required to stay for the whole session if their questions had been answered. The event started

with a short presentation, with the remainder of the time spent on questions and answers. The discussion was moderated by the City, with answers being provided by Fraser Health, Purpose Society, and the City.

The event was advertised through the mailing of notifications to owners and occupants within 100 metres of the Health Contact Centre site, and the posting of notices in Citypage Online and in-print (February 4 and 11, 2021). An email was also sent to all residents associations with an overview of the project and details of the information session. Staff from the City and Purpose Society did additional outreach (through email or phone call) to stakeholders thought to have a specific interest in the project: businesses in the area, the Downtown Business Improvement Association, the Downtown Residents Association, the New Westminster Homelessness Coalition Society, the City's COVID-19 At-Risk and Vulnerable Populations Task Force, and the New Westminster Overdose Community Action Team.

In total, there were 17 participants and a total of 12 written comments and questions, plus a number of questions asked live. The written comments and questions are included in Attachment 9, and reflected in the summary in Attachment 1.

APPLICATION REVIEW PROCESS AND NEXT STEPS

The next step in this process would be for Council to issue notice regarding the consideration of the Temporary Use Permit (TUP). In alignment with the COVID-19 interim development review process, no Opportunity to be Heard would be held. Feedback on the TUP application can be provided to the City by e-mail or mail. The feedback would be provided to Council prior to consideration of a motion to issue the TUP.

The anticipated steps in this application's review process are:

1. Preliminary Report to the Council.
2. Applicant- and City-led joint community and stakeholder consultation, including consultation with the Downtown Business Improvement Associations and Residents Association.
3. Council consideration of the Temporary Use Permit, followed by issuance of notice. [we are here]
4. Council receipt and consideration of feedback received, followed by approval/rejection of the Temporary Use Permit.
5. Registration of the Temporary Use Permit at the Land Titles Office.

INTERDEPARTMENTAL LIAISON

City staff from the New Westminster Police, Fire and Rescue Services, the Anvil Centre, and the Integrated Services and Licensing Division of Development Services were consulted as part of the Temporary Use Permit application process. Staff would continue to work together as this application advances.

OPTIONS

There are two options for Council’s consideration:

1. That Council provide notice that, on March 29, 2021, it will consider issuance of Temporary Use Permit TUP00024 to allow a Health Contact Centre use at 40 Begbie Street for a three-year period ending March 29, 2024.
2. That Council provide staff with other direction.

Staff recommends option 1.

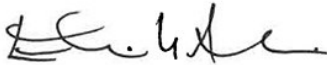
ATTACHMENTS

- Attachment 1: Summary of Community Feedback
- Attachment 2: Operator Information - Lower Mainland Purpose Society
- Attachment 3: Overdose Crisis Background Information
- Attachment 4: Land Use Policy and Temporary Use Permits
- Attachment 5: Temporary Use Permit
- Attachment 6: Frequently Asked Questions
- Attachment 7: Emails and Letters Received
- Attachment 8: Be Heard Comments and Questions Received
- Attachment 9: Virtual Information Session Comments and Questions

This report has been prepared by:
Lynn Roxburgh Senior Policy Planner
John Stark, Supervisor of Community Planning

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
Summary of Community Feedback

SUMMARY OF COMMUNITY FEEDBACK

The following includes a summary of the key themes that emerged from the direct emails, phone calls, submissions through Be Heard, and the virtual information session.

In addition to the comments in support of the project, the following themes emerged:

- *Needed in the community:* Concerns were raised about residents dying from overdose. People shared personal experiences with witnessing the impacts of the overdose crisis, and the benefits that could be achieved if additional, safe support was provided, especially to the city's most vulnerable members.
- *Positive community impact:* One business noted that it could have a positive impact on the number of discarded needles in the area, particularly if the non-profit operator conducts daily sweeps.
- *Reputable non-profit organization:* One resident stated that Purpose Society has a long history of providing quality programs and services in New Westminster, and that they coordinate the Overdose Community Action Team. This resident felt that they would be responsive to addressing community concerns should they arise.

Questions and concerns raised, and the responses provided are summarized below.

Additional and more specific information is also provided through the Frequent Asked Questions in Attachment 6.

- *A draw from other areas:* Concerns were raised that the Health Contact Centre could attract people who are struggling with addictions from other municipalities. A number of inquiries were received about similar services throughout the region. One resident expressed the need for other Health Contact Centres, including in Burnaby and Coquitlam, to ensure that the New Westminster would not become a regional hub.

It was noted that Health Contact Centres are being established in other municipalities; however, New Westminster is furthest along in the process. There are also a number of other publically accessible sites throughout the region that include witnessed consumption as a service. It was also noted that those utilizing the Centre would most likely reside in New Westminster, and that there would be a limited distance that someone would travel to access the service.

- *Congregation of people outside of the Centre:* Concerns were raised that people may congregate in the area while waiting to enter the Centre or remaining in the area after consuming drugs at the Centre.

It was noted that the Centre would have sufficient capacity to meet demand, including internal waiting and recovery areas.

- *Concentration of services in the Downtown:* Concerns were raised about the number of social service organizations in the vicinity of this site.

It was noted that the Centre would appropriately and strategically be located as it would be well served by public transit, thus accessible to the larger community. It would also

be accessible to those who are homeless or precariously housed, with this population tending to be more highly concentrated in and around the Downtown. With the location of other services in the area, the Centre would contribute to a continuum of housing and support in the Downtown.

- *Reduced safety*: Residents, employees and business owners shared concerns about feeling unsafe in the neighbourhood, due to an increase in the number of people sleeping and loitering in the area, needles found, and open drug use. Concerns were also raised regarding a potential for an increase in crime, and activities, including drug use, outside of open hours. Businesses were concerned that a Health Contact Centre would impact their business (e.g. customers being deterred).

Studies were cited which demonstrated that when services are implemented in a comprehensive manner, overdose prevention or supervised injection sites can decrease rates of public drug usage, lessen the amount of discarded needles in the surrounding area, and reduce property crime and violence.

- *New Westminster Police involvement*: In addition to asking about the relationship between the Police Department and Purpose Society, questions were raised regarding police awareness of the Centre and what they would be doing to assist. Participants also encouraged Purpose Society to conduct outreach with transit police and security.

It was noted that the New Westminster Police Department is aware of the Centre and it is supportive of any service that can assist the most at-risk and vulnerable populations. Although the Department does not anticipate an increase in criminal activity in the area, it does encourage anyone who witnesses criminal activity to report it and the Department will ensure that the incident is investigated.

- *Use of tax dollars*: Questions were received about whether municipal tax dollars would be allocated by the City to this program.

It was noted that the City would not contribute to the capital or operating costs of the Centre. Fraser Health, with support of the Ministry of Mental Health and Addictions, would contribute all funds.

- *Promotion of illegal behaviour*: Concerns were raised that the proposed services will encourage the use of illegal drugs.
- *Operating hours*: Want to see hours set to best serve the need but also in consideration for surrounding uses (e.g. child care) to best mitigate any potential issues.

It was noted that the Centre would be open from 3:00 to 11:00 p.m. daily. These hours were designated by Fraser Health; however, the hours could be adjusted in response demand, funding, and other considerations.

Attachment 2
Operator Information:
Lower Mainland Purpose Society

OPERATOR INFORMATION: LOWER MAINLAND PURPOSE SOCIETY

Purpose Society has an existing location at 40 Begbie Street in Downtown New Westminster. It is a community-based, multi-service organization that delivers a continuum of services, including but not limited to: Purpose Independent School; children, family and youth programming; counselling and therapeutic interventions; and newcomer and settlement services. Purpose Society also offers a number of services which would add value to a Health Contact Centre, including but not limited to: host agency of the New Westminster Overdose Prevention Community Action Team, which includes a peer network and allies; a range of harm reduction services, including drug testing, neighbourhood needle sweeps, and Naloxone Kit distribution and education; food security programming, housing supports and hygiene services; and a Primary Health Clinic and Health Van.

Purpose Society was incorporated in 1983 and now employs about 150 people and operates 11 sites. It owns its main administrative office at 40 Begbie Street in Downtown New Westminster. It also holds a mortgage on the property at 422 Sixth Street.

Purpose Society was first accredited by the Council on Accreditation in 2003 and was one of the first 100 agencies in the province to be successfully accredited. It is also in good standing with the Registrar of Companies. Purpose Society will develop and abide by a Good Neighbour Policy with regard to the Health Contact Centre and will enter into a funding and operating agreement with Fraser Health, which will incorporate accountability measures.

Attachment 3
Overdose Crisis Background Information

OVERDOSE CRISIS BACKGROUND INFORMATION

Overdose Deaths in New Westminster

Since 2014, there has been a significant increase in illicit drug overdose deaths in New Westminster. Between 2014 and 2019, the city's illicit drug overdose death rate was higher than the provincial average in five out of the six years.

The illicit drug overdose death rate in British Columbia has increased sharply in the first 11 months of 2020. Provincial medical experts have reported an increasingly toxic drug supply; a higher propensity to use drugs alone; declining mental health; and increased substance use during the COVID-19 pandemic. During the first 11 months of 2020, 31 illicit drug overdose deaths have occurred in New Westminster.

Figure 2: Illicit Drug Overdose Deaths between 2014 and 2020

Area and statistic	2014	2015	2016	2017	2018	2019	2014-2019 (% change)	2020 (Jan-Nov only)
New West - deaths	9	12	10	24	36	19	111.1%	31
New West - death rate	12.6	16.5	13.4	31.5	46.1	23.8		
BC - deaths	369	529	991	1,494	1,547	981	165.9%	1,548
BC - death rate	7.8	11.1	20.4	30.4	31.0	19.4		32.9

**BC Government Coroners Service and BC Stats Population Estimates, 2019*

Response to the Overdose Crisis

On April 14, 2016, the Province of British Columbia declared a state of emergency throughout the province related to the overdose crisis. From that time, through early 2018, the Province launched an Overdose Emergency Response Centre (OERC) and, in partnership with the Community Action Initiative (CAI), launched a funding program to set up Community Action Teams (CATs).

In May 2018, the New Westminster Overdose Community Action Team (NWOCAT) was established. NWOCAT is chaired by Fraser Health and the Purpose Society. The purpose of NWOCAT is to develop partnerships at the local level that facilitate action-oriented strategies responding to the overdose crisis, tailored to local community needs. NWOCAT was successful in obtaining a Community Action Team Grant, with Purpose Society as the lead agency realizing this funding. More information on Purpose Society is included in Attachment 2.

In December 2019, the City's Interdepartmental Working Group on the Overdose Epidemic was established with a mandate to coordinate the City's response to the overdose epidemic. This includes: examining actions currently underway; identifying opportunities for collaboration, including with the NWOCAT, other community partners and the senior levels

of government; updating related plans and policies; and developing a City Overdose Response Action Plan.

The following two actions being undertaken by the Working Group were endorsed by Council in Regular Meeting on July 13, 2020:

***THAT** Council direct staff to work with Fraser Health to explore an Overdose Prevention Site in New Westminster.*

***THAT** Council direct staff to work with Fraser Health, with input from the New Westminster Overdose Community Action Team, to explore a Safe Supply Program in New Westminster.*

Attachment 4
Land Use Policy and Temporary Use Permits

LAND USE POLICY AND TEMPORARY USE PERMITS

Land Use Policy

The Downtown Community Plan land use designation for this site is Mixed-Use High Density, which envisions mixed-use (commercial and/or residential) high rise buildings. The proposed use is consistent with the Community Plan, and no Official Community Plan amendment would be required. The site is also located within the Downtown Special Development Permit Area but, as no exterior changes are proposed, no Special Development Permit would be required.

The site is zoned Downtown Mixed Use Districts (High Density) (C-4). The proposed uses associated with the Health Contact Centre are not currently permitted uses in this zoning district. Therefore, a Temporary Use Permit (TUP) would be required.

The project would deliver services in alignment with the 2019-2022 Strategic Plan through which the City resolved to “take a lead role in responding to the opioid epidemic, including coordinating actions with community partners.”

Temporary Use Permits

The Local Government Act authorizes municipalities to issue Temporary Use Permits, which allow uses which would not normally be permitted to operate on a temporary basis. Section 190.46 of the Zoning Bylaw includes requirements for TUPs. This proposal is being reviewed in light of these requirements.

The permits are issued for a maximum of three years and, after that time, may be extended by application for an additional three years. Council may attach conditions to the issuance of the permit to ensure that the impacts of the temporary use on existing businesses and properties are mitigated.

Attachment 5
Temporary Use Permit



NEW WESTMINSTER

Temporary Use Permit No. 00024 (TUP00024)

Address: 40 Begbie Street

1. This Temporary Use Permit is issued to:

THE LOWER MAINLAND PURPOSE SOCIETY FOR YOUTH AND
FAMILIES, INC.NO. 18106S
668 COLUMBIA STREET
NEW WESTMINSTER, BC
V3M 1A9

(the "Owner")

2. This Temporary Use Permit applies to, and only to, those lands within the City described below, and any or all buildings, structures and other development thereon:

40 Begbie Street

Legal Description: LOT 3 EXCEPT: EXPLANATORY PLAN 8795, CITY BLOCK 12 PLAN 2620

Parcel Identifier: 006-189-440

(the "Lands")

3. This Temporary Use Permit is issued subject to compliance with all the bylaws of the City applicable thereto except as specifically varied or supplemented by this permit.
4. Subject to the terms of this Permit, a Health Contact Centre, including an overdose prevention site and other harm reduction services, may be permitted.
5. This Temporary Use Permit expires on March 29, 2024 at 12:00 midnight. The permittee may apply to have the permit renewed. A Temporary Use Permit may be renewed by City Council only once.
6. The following conditions apply to the Temporary Use:
 - i) The permittee must cease all operation of the Temporary Use before the expiry of this Temporary Use Permit, unless the Temporary Use Permit has been renewed after consideration by Council, or the zoning applicable to the Lands has been amended to allow the land use herein permitted;
 - ii) The permittee must give the City of New Westminister 60 days notice if the temporary use is to be terminated;
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.

8. This Permit is not a Building Permit.

Authorizing Resolution of City Council:

Date:

Date of Issue

Jacqueline Killawee,
City Clerk

Attachment 6
Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

What is a Health Contact Centre (Overdose Prevention Site)?

The proposed Health Contact Centre would incorporate an overdose prevention site and other harm reduction services. It would provide a clean, consistent, safe and welcoming environment in which individuals could consume their own drugs witnessed by people who care about their safety and security. The primary aim of the centre would be to reduce death and harm associated with substance use; increase access to witnessed consumption; offer harm reduction supplies and education; provide take home naloxone kits and training; and facilitate drug checking to assist individuals to be informed about what is in their substances.

What is the need for a Health Contact Centre in New Westminster?

The following bullets provide information as to the need for a Health Contact Centre, with particular reference to New Westminster:

- In British Columbia, approximately five people die each day from contaminated or toxic drugs.
- In New Westminster, over 100 people have died due to contaminated or toxic drugs since the declaration of a public health emergency in 2016. (Please see Table #1.)
- About 70% of those dying from contaminated or toxic drugs are aged 30 to 59 years, and 81% are males.
- About 84% of illicit drug overdose deaths occur inside (55% in private residences and 28% in other residences, including emergency shelters, single room occupancy hotels, and social and supportive housing units) and 15% occur outside in parks, on sidewalks and streets, and in vehicles.

Table #1: Illicit Drug Overdose Deaths between 2014 and 2020

Area and statistic	2014	2015	2016	2017	2018	2019	2014-2019 (% change)	2020 (Jan- Nov only)
New West - deaths	9	12	10	24	36	19	111.1%	31
New West - death rate	12.6	16.5	13.4	31.5	46.1	23.8		
BC - deaths	369	529	991	1,494	1,547	981	165.9%	1,548
BC - death rate	7.8	11.1	20.4	30.4	31.0	19.4		32.9

**BC Government Coroners Service and BC Stats Population Estimates, 2019*

Since November 2016, the New Westminster Fire Department has administered naloxone to 253 people, with about 90% gaining consciousness. The frequency of bystander

administered naloxone continues to increase, which speaks to the efforts of the New Westminster Overdose Community Action Team. Since July 2018, 45% of overdose incidents in which the Department attended, bystanders had administered naloxone prior to arrival.

Overdose prevention sites are an effective model for preventing overdose deaths. To date, there have been no overdose deaths at such sites in British Columbia. Currently, New Westminster does not have an overdose prevention site, and this has been identified as a major gap in harm reduction and overdose prevention services.

What would be the benefits for the neighbourhood and the community?

Substance use, and the risk of overdose, affects people from diverse backgrounds. While overdose risk is more prevalent and visible for persons who are homeless, the majority of overdose events are occurring in private residences. One concern that has been raised by residents and the local business community are improperly discarded needles, and the presence of individuals using substances in public.

The evidence suggests that a Health Contact Centre, which incorporates an overdose prevention site and other harm reduction services, would decrease the number of improperly discarded needles, and reduce the number of individuals using substances in public.

There would also be reduced demand on Bylaw Enforcement, Fire and Police response, with its associated cost savings to the City of New Westminster, and reduced demand on the health care system, including ambulance and emergency services.

Who would be served by a Health Contact Centre?

The proposed Health Contact Centre would serve anyone who wants to have their drugs checked and their use witnessed; therefore reducing the risks to them of ingesting or injecting contaminated or toxic drugs. For individuals under 19 years of age, they would receive extra support and additional assessment measures if they agree to receiving services.

The proposed Health Contact Centre would offer a number of value added services above and beyond an overdose prevention site. These would include a health clinic for youth and adults; mental health and counselling services; peer support workers; housing supports and referral; digital inclusion services; food security programming; and laundry and shower facilities. As such, the centre would serve the broad range of individuals who may be engaging in substance use, as well as anyone looking to be connected to any of the services and supports listed above.

Are there Health Contact Centres in other jurisdictions and what has been the experience?

Overdose prevention sites, which offer witnessed consumption, have been instrumental in preventing death and harm associated with overdose, while increasing initiation of substance use treatment, decreasing injection-related litter, and reducing Hepatitis C and HIV transmission. They are also associated with no increase in drug use or drug-related crime.

What is the policy framework in support of a Health Contact Centre?

The following City plans and policies are supportive of a Health Contact Centre:

Council's *Strategic Plan* (2019) includes the following strategic direction and action:

- *Take a lead role in responding to the opioid epidemic, including coordinating actions with City partners.*
- *Continue to participate on the Overdose Community Action Team, including its working groups, and identify actions in which the City can take a lead or prominent role.*

The *Our City Official Community Plan* (2017) includes the following policy:

- *Foster a community that proactively addresses health issues and facilitates healthy built environments.*

What previous City Council direction has been provided with regard to a Health Contact Centre?

At the Regular Council Meeting of July 13, 2020, Council endorsed the following two recommendations:

That Council direct staff to work with Fraser Health to explore an Overdose Prevention Site in New Westminster.

That Council direct staff to work with Fraser Health, with input from the New Westminster Overdose Community Action Team, to explore a Safe Supply Program in New Westminster.

Who is the non-profit operator and why were they selected?

The Lower Mainland Purpose Society is the non-profit operator of the proposed Health Contact Centre. The society has its headquarters in New Westminster; has been accredited since 2003; and has a history and reputation for providing quality social services that meet identified community needs.

In addition to being selected to provide safe and witnessed consumption services, the society offers a number of complementary programs, services and supports, including:

- drug checking;
- education and information on safer drug use;
- harm reduction supplies;
- neighbourhood sweeps for inappropriately discarded needles;
- peer advocacy, employment and support services;
- referral to treatment facilities and support after treatment;
- take home naloxone kits and training;
- digital inclusion services;
- food security programming and nutritional advice;
- housing supports and referral;
- laundry and shower facilities;
- mental health and counselling services; and,
- primary health care services.

What was the process for selection of the non-profit operator?

The Fraser Health Authority issued a request for proposals, which solicited interest by qualified non-profit service providers to submit a proposal for consideration. Following the receipt of submissions, Fraser Health evaluated and assessed each proposal, including a presentation by the service provider. Following a rigorous review process, the evaluation panel identified the Lower Mainland Purpose Society as the successful non-profit operator of the proposed Health Contact Centre in New Westminster.

Who is the funder and would there be funding and operating agreements in place between the funder and non-profit operator?

The Fraser Health Authority is the funder of the proposed Health Contact Centre and there would be a contract in place between Fraser Health and the Lower Mainland Purpose Society, who is the selected non-profit operator. Fraser Health, as part of its contract, would outline specific performance deliverables and would conduct regular service and financial reviews of the society.

Would there be a Neighbourhood Risk Mitigation Plan?

The Fraser Health Authority, as part of the request for proposals, required all proponents to provide a Neighbourhood Risk Mitigation Plan. The Lower Mainland Purpose Society, who is the selected non-profit operator, would be responsible for operationalizing the plan, monitoring its effectiveness, and revising it as necessary. Fraser Health and the City would support the operationalization and monitoring of the plan.

Where would the Health Contact Centre be located?

The proposed Health Contact Centre would be located at 40 Begbie Street in Downtown New Westminster. (Please see Map #1)

The site is approximately 808 square metres (8,694 square feet), and is surrounded by mixed use buildings with commercial at grade, often with residential above. On the neighbouring properties to the north of the site are the Arundel Mansion and the Russell Housing Centre, and on the neighbouring property to the south is the Anvil Centre. The Russell Housing Centre includes 16 emergency shelter beds and 40 transitional and supportive housing units. It also accommodates the Seniors Services Society. Alexander Street, at the rear of the site in question, acts as a lane for the site.

Map #1: Site Context



Why is this location appropriate or strategic?

The proposed Health Contact Centre at 40 Begbie Street would be appropriately and strategically located as it would be well served by public transit, thus accessible to the larger community. (Please see Table #2.) It would also be accessible to those who are homeless or precariously housed, with this population tending to be more highly concentrated in and around the Downtown.

Table #2: Transit Accessibility

Transit Facility	Frequency	Distance
SkyTrain Station	SkyTrain: 2-5 minutes Buses: Approximately 15 minutes	220 metres (722 feet) to New Westminster Station and bus loop

The proposed Health Contact Centre at 40 Begbie Street would also contribute to a continuum of housing and support in the Downtown, which would provide an important social safety net. This continuum includes the Cliff Block Residence at 606 Clarkson Street, which is proposed to accommodate a Multidisciplinary Health Clinic and provides 23 transitional and supportive housing units; the New West Drop-In Centre at 658 Clarkson Street, which provides food security and support services; and the Russell Housing Centre, which offers housing support and referral services, provides 16 emergency shelter beds and 40 transitional and supportive housing units, and accommodates the Seniors Services Society.

What would be the hours?

The proposed Health Contact Centre would be open from 3:00 to 11:00 p.m., Monday through Sunday. These hours were designated by the Fraser Health Authority; however, the hours could be adjusted in response demand, funding, and other considerations.

Would there be line-ups or other issues?

The Lower Mainland Purpose Society, the selected non-profit operator, is committed to ensuring that there would be no line-ups at the proposed Health Contact Centre and would work with area businesses and residents to address any issues that did arise. Of note, the centre is designed to be a welcoming space and staff would greet and orient individuals to the space and the various services that are available.

The centre would be staffed by four workers each day. Additionally, a Site Coordinator would be available five days per week to liaise with the City, the Fraser Health Authority, local businesses, community organizations, and residents.

The society would work with those they serve to be respectful of the neighbourhood, and would do area and neighbourhood sweeps for inappropriately discarded needles. They would also regularly communicate with the Downtown New Westminster Business Improvement Association and the Downtown Residents' Association, and ensure their contact information is readily accessible should there be any issues.

Is the Health Contact Centre permitted in the existing zoning (C-4 zone)?

The proposed Health Contact Centre, which includes an overdose prevention site and other harm reduction services, is not a permitted use in the Downtown Mixed Use Districts (High Density) (C-4) zone. As such, a Zoning Amendment or a Temporary Use Permit is required to permit the proposed use. In reviewing both mechanisms, the Lower Mainland Purpose Society, in consultation with the Fraser Health Authority, decided to apply for a permit.

What is a Temporary Use Permit?

A Temporary Use Permit, if approved by City Council, would enable the Lower Mainland Purpose Society to operate the proposed Health Contact Centre for a three-year period subject to the conditions as outlined in the permit. The applicant could also renew the permit for an additional three-year period. During this time, the applicant could apply for a Zoning Amendment, which, if approved by City Council, would enable the society to operate the centre in perpetuity subject to the conditions as outlined in the bylaw.

What are the opportunities for engagement under a Temporary Use Permit?

The Temporary Use Permit process requires public engagement, including with the Downtown New Westminster Business Improvement Association and the Downtown Residents' Association. The City's COVID-19 interim development review process applies. The interim process was developed in response to the pandemic to enable development applications to move forward for review and for public engagement to be in alignment with Provincial Health Orders. Through the interim process, traditional methods of in-person public consultation are replaced with digital engagement platforms.

Given the context of this project, staff recommend combining the applicant-led and the City-led consultation. The consultation process includes the launch of this project webpage and the hosting of a virtual information session, which will be advertised through the mailing of notifications and the posting of notices on CityPage. Telephone discussions will also be accommodated. Overall, the process is designed to be open, transparent, and allow for accurate reporting out.

In alignment with the interim development review process, no Opportunity to be Heard would be held. Feedback on the permit application can still be provided to the City by e-mail or mail. The feedback will be provided to City Council prior to consideration of a motion to issue the permit.

Who would approve the Temporary Use Permit?

City Council, based on the interim development review process for the Temporary Use Permit and the correspondence received, would make the final decision with regard to the approval of the permit.

What are the key milestones in the Interim Development Review Process for the Temporary Use Permit?

Given the increasing numbers of overdose deaths in New Westminster, staff are proposing to expedite the interim development review process for the Temporary Use Permit.

The anticipated milestones in this application's review process are:

1. Preliminary Report to Council. [January 25, 2021]
2. Applicant- and City-led joint community and stakeholder consultation, including consultation with the Downtown New Westminster Business Improvement Association and the Downtown Residents' Association.
3. City Council consideration of the Temporary Use Permit, followed by issuance of notice.
4. City Council receipt and consideration of feedback received, followed by approval/rejection of the Temporary Use Permit.
5. Registration of the Temporary Use Permit at the Land Titles Office.

Who should I contact to find out more information?

For inquiries about the policy framework, site context, interim development review process and key milestones related to the Temporary Use Permit, please contact:

City of New Westminster

John Stark
Supervisor of Community Planning
City of New Westminster
604-515-3777
jstark@newwestcity.ca

For inquiries related to the funder, operating and funding agreements, and risk mitigation measures, please contact:

Fraser Health

- Media Inquiries – media@fraserhealth.ca
- Other Inquiries – angezamohammed@fraserhealth.ca

For inquiries about Purpose Society, the Health Contact Centre, the services to be provided through the centre and complementary programs and supports offered by the non-profit operator, please contact:

Lower Mainland Purpose Society

Lynda Fletcher-Gordon, MSW
Acting Executive Director
Lower Mainland Purpose Society
604-526-2522 (office)

Is the City of New Westminster contributing municipal tax dollars to the Health Contact Centre?

The City of New Westminster will not be contributing to the capital or operating costs of the Health Contact Centre. Fraser Health, with support of the Ministry of Mental Health and Addictions, will be contributing all funds.

Are individuals utilizing the services of the Health Contact Centre permitted to leave the premises while under the influence of drugs?

The purpose of the Health Contact Centre is to bring people inside where there would be drug checking and witnessed consumption in order to reduce overdoses and overdose deaths. The Lower Mainland Purpose Society, the non-profit operator, would work to create an inclusive and welcoming environment to encourage people to utilize the services of and to spend time at the centre. The society would also provide a number of wrap-around supports, including referral to community-based drug treatment and support services. Regarding the question, people would be able to leave at any time.

Currently people use substances unwitnessed and in unsanctioned spaces leaving them at higher risk for overdose and overdose death. Unlike many unsanctioned spaces where people may use substances, Health Contact Centre staff are trained to support people using substances.

Are overdose prevention sites associated with an increase in drug usage and crime?

When services are implemented in a comprehensive manner, overdose prevention or supervised injection sites can decrease rates of public drug usage, lessen the amount of discarded needles in the surrounding area, and reduce property crime and violence. When services engage people with lived and living experience from the start of program development, it promotes ownership and connection to the larger community. Such programs work with neighbourhoods to develop risk mitigation plans which include responsive ways to raise and address neighbourhood concerns.

Overdose prevention or supervised injection sites are associated with less public drug usage. Such sites are operating in Canada and Western Europe and have been shown to decrease the harm associated with drug usage, including decreasing overdose deaths, lowering transmission of HIV and Hepatitis C, and reducing rates of discarded needles. Additionally, they have not been shown to contribute to increases in drug usage or crime in surrounding neighborhoods.

Potier C, Laprevote V, Dubois-Arber F, Cottencin O, Rolland B. Supervised injection services: what has been demonstrated? A systematic literature review. Drug Alcohol Depend. 2014;145:48–68.

- *they reviewed 75 articles about overdose prevention and supervised injection sites and found no increase in drug use or crime in the surrounding neighbourhood.*

Another study found that the opening of Insite was independently associated with reductions in public injecting, publicly discarded needles, and other injection related litter in Vancouver's Downtown Eastside. In this observational study, an average of four injections were observed in public spaces each day prior to the opening of Insite, followed by two after its opening. Similarly, 12 needles were found discarded in nearby public spaces each day prior to the opening of Insite, followed by five after its opening.

Respondents to a survey about supervised injection sites in Europe reported that the facilities had reduced the incidence of public injecting and injection litter. There was no evidence of increased rates of drug-related criminal offenses and loitering, robberies, or theft in the surrounding neighbourhood following the opening of the Sydney Medically Supervised Injecting Centre. Five years after its opening, local business owners reported a significant decrease in public injecting and publicly discarded injecting equipment. In the five years after the opening of an unsanctioned supervised injection site in the United States, documented criminal activity decreased rather than increased in the surrounding area.

Davidson, P.J., Lambdin, B.H., Browne, E.N., Wenger, L.D., Kral, A.H. (2021). Impact of an unsanctioned safe consumption site on criminal activity, 2010-2019.

Is the New Westminster Police Department aware of the Health Contact Centre and what is its position related to it?

The New Westminster Police Department is aware of the Health Contact Centre and it is supportive of any service that can assist the most at-risk and vulnerable populations. Although the Department does not anticipate an increase in criminal activity in the area, it does encourage anyone who witnesses criminal activity to report it and the Department will ensure that the incident is investigated.

Will the Health Contact Centre be prescribing pharmaceutical alternatives to individuals utilizing the Health Contact Centre?

Offering pharmaceutical alternatives to illicit substances was not part of the non-profit operator request for proposals related to services for the Health Contact Services. Fraser Health is continuing to explore opportunities to connect people to pharmaceutical alternatives and utilize provincial risk mitigation prescribing guidelines to support access of Health Canada approved pharmaceutical alternatives in order to provide people with regulated options to the toxic drug supply.

Attachment 7
Emails and Letters Received

EMAILS RECEIVED

Sent: Wednesday, January 27, 2021 8:52 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: Support for Health Contact Centre Proposal

Dear Mayor and Council,

I am writing to express my sincere support of the proposal to locate a Health Contact Centre (Overdose Prevention Site) at the 40 Begbie St Lower Mainland Purpose Society location. As a resident of downtown New Westminster, and someone who lives adjacent to this site and other important organizations such as Lookout and the UGM, the poisoned drug supply crisis is one that I see impacting my neighbours on a daily basis.

We are sorely overdue for a safe site for our most vulnerable community members to use drugs with supervision and get help if necessary. I know this is not an opinion shared by some of my fellow community members, which is why I felt it particularly important to write and show my support.

My partner and I currently live at 720 Carnarvon St. and I know members of my own building may not support this, so I intend to have conversations with them, be vocal where possible in my community and carry naloxone on dog walks for the time being.

I am honoured to have a council that recognizes their role in the safety of all our community members and thank you for your time and consideration of this proposal.

Sent: Thursday, January 28, 2021 5:11 PM
To: External-Dev Feedback <devfeedback@newwestcity.ca>
Subject: Overdose Prevention Site

Hello

We live at 720 Carnarvon Street Tower

Just want to tell you we are already beyond people doing drugs , sleeping in our parking or lobby doing crack the morning when i go walk my new born. Can you please move this project another place or Maybe thinking about doing the entrance on Alexander Street and not Begbie ?

Thank you for your understanding

Sent: Monday, February 1, 2021 5:27 PM
To: John Stark <jstark@newwestcity.ca>;
Subject: Injection center

Hi John,

A few questions in regards to this injection centre., Is this paid for by our tax dollars?

Are our tax dollars put towards the sale of drugs for these people?

Are those who inject allowed to leave the premises and roam outside freely?

Are the police aware and will they be helping our neighbourhood with number of user who already congregate the area?

This will attract outside of city drug users, do we want more coming into our city?

Personal information removed struggle daily drug users and homeless, we are concerned this will heighten our efforts to protect our business and the customers we serve.

We are only promoting this kind of behaviour by nurturing it and not seeing it as illegal activity, and to have it in a neighbourhood that is going through extreme development, is this what we want new comers to environment who mortgage the high rises to have to deal with?

Sent: Wednesday, February 24, 2021 2:17 PM
To: External-Dev Feedback <devfeedback@newwestcity.ca>
Subject: Issues

Hello there,

Wondering what resources and support will be provided after people have used? I like at 680 clarkson and we already have an issue with addicts (new to the city) loitering around our front entrance and trying to get inside. I was just yelled at aggressively as I left today by someone using.

I am hoping there is research that this cleans up the area rather than bringing more entrenched people around.

Thank you

Sent: Tuesday, February 23, 2021 9:27 PM

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

Cc: Chinu Das <cdas@newwestcity.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>; Chuck Puchmayr <cpuchmayr@newwestcity.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Jonathan Cote <jcote@newwestcity.ca>

Subject: Health Contact Centre (overdose prevention site) - Comments

Please forward a copy of this email to the City Manager

Hello,

Thank you for the great work that the City is doing!

Regarding the Overdose Prevention Site, comment from resident @ 680 Clarkson:
While we understand the need for this service please understand that we in 680 Clarkson have been dealing with street crime and homelessness on a constant basis for the past several years. I am sure you can appreciate the apprehension we have when we learn that the City is legitimizing a place to get high on hard drugs within a few blocks of where we are raising our families. **We are not contesting the location or use,** we are begging that you not allow the continued degradation of this area of the downtown and therefore request that in addition to having people pick up needles that **police WALK the area on a regular basis.** Police cannot access our front door area off of Lorne Mews by car nor bike and therefore it is becoming a mecca for disgusting and violent behaviour (residents are getting attacked by strung out people who are litterely sh*tting on our front door). While we help the people who need us most by putting in this centre, let's not disregard the people who are contributing to the City on a more professional level by turning their home and front door into a dangerous and unsanitary hangout.

January 22, 2021

Dear Mayor and Council,

I was grateful to see in the Council Agenda for January 25, 2021 that the City of New Westminster has been approached by the Lower Mainland Purpose Society regarding a temporary use permit for a Health Contact site that will provide wraparound care services for members of our community including overdose prevention.

This centre is very much needed in New Westminster. It taken far too long for such a centre to open, and it is way too late for the 31 members of our community who died in 2020 as a result of the overdose crisis and the 110 people who died in our community between 2014 and 2019.

Yesterday, along with 2 others I provided aid to a person overdosing and unconscious beside a public walkway. This is not the first overdose I have attended to in New Westminster and I know it won't be the last.

This person overdosed directly beside a public walkway, yet most members of the public walked on by, one person even stopped to take pictures, "for the experience". Myself and the others with me helped by opening the person's airway, initiating CPR and administering naloxone. This was not an act of heroism. It was an act of human decency. In the end through the fantastic response by the New Westminster Fire Department and the BC Paramedics the person was revived and taken to hospital for care.

The overdose crisis impacts every member of the community from paramedics who have to attend these heart-breaking situations multiple times a day to parents concerned about needles in children's play spaces. Holes are being left in people's lives from the loss of a loved one.

Opening this centre will not solve the overdose crisis, it will not prevent every death. What it will do is give the people that use drugs their next best chance at life. It will tell people that use drugs that they are cared for. That our community values their lives.

There will be challenges associated with this care centre opening, they are challenges that are associated with negative stigmas about drug use. Opening this care centre is another act of human decency, an act of empathy and compassion, and an act that is within Council's power to help make happen. I urge you to do this as quickly as possible.

Sincerely,

Personal Information Removed

Plethora Investments Inc.

New Westminster B.C.

V3M 1P5

February 21st 2021

Mr. John Stark

Supervisor of Community Planning

City of New Westminster.

Dear Mr. Stark,

This letter follows the conversation I had with your department last week.

I have owned Arundel Mansions for some thirty years and have in that time rebuilt it from being a "never ending problem" for the local police to one of the best small hotels in the province. I have had the intentions of expanding and increasing the hotel. (see local news rendition and article)

At the moment there is a pause in the progress to develop the rear of the property as a result of the pandemic. So far the soils and traffic flows have been done and paid for but it requires that some properties underway are completed and possibly sold.

Engineering and architectural problems will shortly be resolved so that building can commence.

If the city's plan to place the overdose prevention site next door I shall of course bring my plans to an end .

Yours sincerely,

Glynn Ball

A handwritten signature in blue ink, appearing to read 'Glynn Ball', with a long horizontal flourish extending to the right.

SYNTHIA K. SHERIDAN, BSc LLB
LAWYER

44 Begbie Street
New Westminster, B.C. V3M 3L9
Telephone: 604-526-3600
Facsimile: 604-526-3608

February 24, 2021

VIA FACSIMILE - 2 page(s)
604-527-4511

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

Attention: Development Services Dept - Planning

Dear Sirs

RE: Temporary Use Permit Application (TUP00024) for 40 Begbie Street Overdose Prevention Site

While I recognize the significant problem of drug use, abuse and addiction, I do not support the Temporary Use Permit application by the Lower Mainland Purpose Society to operate a Health Care Centre, including the operation of a witnessed consumption of drugs service, at 40 Begbie Street, New Westminster.

I moved to my current office more than 20 years ago. I have many elderly clients and even more clients with young children. I have an older employee who comes to my office. I am concerned for the safety and security of my clients and staff if the TUP is approved for this site. I cannot have the people who will be using the Centre standing, loitering, lying or sitting outside or around my office. I should not have to walk around, over or through drug users and drug dealers to get to my place of business, and I cannot ask my staff, or my clients, many of whom have young children, to do so either. This is not a safe situation.

Prior to receiving the notice in the mail of the virtual public information session held on February 17, 2021, which was addressed to "Occupant", I was not consulted and received no notice of any plans for the change to the use of 40 Begbie Street. The information provided at the information session did not alleviate any of my concerns, and for the most part, it appears that there are no concrete answers on how to deal with problems/issues, just hopes or expectations that they will not occur.

When I moved to this location more than 20 years ago, this was a much safer neighbourhood, there were fewer homeless, and no significant or public drug consumption. In recent years, I have had several clients express concerns for their safety because of the homeless and drug users/dealers who have moved into the area. There have also been problems with more garbage dropped on the street and in front of or on businesses in the area, which the business owners then have to clean up. The garbage is often food and food containers left or dropped by people who use the services of both the Union Gospel

Mission and the Lower Mainland Purpose Society. I have witnessed this behaviour on numerous occasions. The need to clean up the garbage is an additional burden on businesses that they do not need, especially now when many are facing enough challenges trying to survive in the wake of the pandemic.

The introduction of this Health Care Centre into this neighbourhood will increase significantly the problems that already exist because of the proximity of the Union Gospel Mission, the Skytrain and the Russell Housing Centre. There are far too many drug dealers and users in the area now without opening this Centre.

It is my understanding that there will be no security personnel at this site. If there is an emergency, then it will be the police or other first responders who will have to be called to deal with this situation. If there is a situation which is not considered an emergency, then there appears to be no provision to deal with this other than by the individual business owner.

If the TUP is approved, and this Health Care Centre goes ahead, I have to seriously consider how long I can remain at this location, and then I will either have to relocate my business at a considerable expense and inconvenience, or close it down. This is not something that I want to do, but I expect that nature of the neighbourhood will deteriorate.

Yours very truly



SYNTHIA K. SHERIDAN

cc. Mayor Cote and council, fax #604-527-4594

Attachment 8
Be Heard Comments and Questions Received

BE HEARD COMMENTS FOR COUNCIL

I completely stand by this initiative. Not only do stats show that safe injection sites lower overdose rates and prevent chances of death by significant amounts - but it also pushes for more equitable spaces where people dealing with drug addiction can feel human and respected. These projects are essential to our community. They make spaces safer by reducing the amount of drug supplies being discarded on the streets.

I am very supportive of the proposed facility and urge Council to move quickly to make it a reality. I would also like to urge the project operators to find a way to allow safe supervised consumption of substances which are smoked including crack cocaine. I know it will be difficult to ensure others are not exposed to the smoke and residue, but unless alternate stimulants are being provided, these users should be able to and encouraged to use this facility. Fentanyl is being mixed into crack cocaine and is taking lives. My stepson died from Fentanyl poisoning when he smoked crack cocaine, unaware of its presence. It was at the start of COVID and he was isolated and alone. He is deeply missed.

Very much in support of this proposal.

I fully support this project to bring an overdose prevention site to New Westminster. These services are needed in our community and the harm reduction approach is both effective and compassionate. I hope the council approves this temporary use permit.

This is a wonderful idea! I am so pleased that the lives of all citizens in our city are being valued and cared for with this evidence based health intervention. Thank you for developing and moving forward with this plan.

I wanted to express my strong support for this permit. This is a much needed service to support a safe and healthy community and support people with addictions. I'm pleased to see a focused effort on harm reduction and think this will benefit the downtown area. As a neighbouring resident (living across the street at 14 Begbie) I see the impacts of the opioid crisis, particularly in this area of the city, and support the provision of these essential services in the city's core. Thank you.

I would like to give input on the overdose prevention site application for Begbie Street in new west. I do not agree with providing consumption sites and supplies for drug addicts in the community - I feel it's enabling and encouraging drug use and is not the least bit helpful to the individuals involved, in fact it keeps them, barely surviving, in their hopeless situation. That said, if the experts agree that this is the way to go, despite no evidence of their ongoing effectiveness, then I think every community should be required to have one. Many of the

other services the overdose prevention site offers are desperately needed and they will attract drug users from other communities that don't have these sites. This will affect the livability of downtown New Westminster for non-drug users. It will be very difficult to reverse the affects after the fact. I feel a lot of compassion for the drug addicted, homeless, mentally ill people I see every day on Columbia street, but downtown New Westminster is not big enough to help all of them that are now underserved in the lower mainland. Columbia street has become a scary street to walk down this past year and I expect this site will just make it worse. All the work done to revitalize downtown New West in the last 30 years will be undone. This would be a huge mistake and I can't believe it's actually being considered.

Hello, I have always been behind the science of Overdose Prevention Sites and the good they can do for the community as a whole when used in conjunction with the other 4 pillars (Prevention, Treatment, and Enforcement). I think it is a good step forward for the city to address the issues of drug addiction and homelessness in the city. However, as somebody who lives and owns a property within earshot of the proposed location, I am concerned about the location of this Overdose Prevention Site and the potential impacts it will have on the community. We live in a modest apartment in downtown New Westminster. My partner and I have saved and invested a great deal of our assets on this property, knowing that we would have to deal with the typical issues of city living. We purchased with the expectation that it would be a safe investment in the long term for us in regards to the city, location, and development around us. Of course, an Overdose Prevention Site less than 100m from our home is of great concern to us in terms of our personal and financial well-being if it were to become a permanent location. Even if it were not, a lot of damage can be done to the reputation of an area in that time span that would make selling property in the vicinity difficult. While certainly not the same circumstances, I have been watching with trepidation the increase in violent crime and petty theft in Yaletown and Strathcona as social services and the homeless push out of the Downtown Eastside. Just recently, the murder of a senior citizen in her own home in Vancouver has been making headlines in addition to the exodus of property owners from the aforementioned neighbourhoods. While, thankfully, we have yet to experience much of this in our short year in this city; we would certainly like to keep it this way and improve it, not make it worse. My partner already refuses to travel alone once the sun has gone down due to safety concerns. Even when walking together, the poorly lit side streets and the current abundance of individuals exhibiting erratic behaviours makes frequenting the businesses, facilities, and recreational areas of Downtown New Westminster a difficult experience at night time. We have always been big proponents of supporting local businesses and have greatly enjoyed taking walks during sunset to our favourite local groceries, restaurants, boutiques, and florists. However, if safety concerns make walking around the city unfeasible, we would simply drive out to businesses in Burnaby and Coquitlam instead. I am also puzzled about the decision to attach this site to the Anvil Centre. While certainly not a concern due to the current global circumstances, I am not sure if this site will be the best face forward for attracting event hosts and tourists to New Westminster's premier conference venue and cultural exhibition. I can't help but wonder if a different location might be more feasible. Perhaps one that is away from residential towers and businesses whose safety and financial well-being might be impacted? Especially during this time when small-business owners are being particularly hard hit. Or perhaps reducing

the initial Temporary Use Permit to 1 year instead, with the option to renew to 3 years after a review of impacts in the first year? I believe that an Overdose Prevention Site would be a great benefit to this city, but I want to make sure that the risks are mitigated and enforcement will be place for our safety and our city. Thank you for taking the time to hear my concerns.

3 years temporary use permit doesn't sound temporary with a possibility of extension for another 3 years. I would say no thank you to this.

After reviewing material available concerning this project there are many unanswered questions. City Council is rushing into a proposal that needs to be addressed in partnership with neighbouring cities and all levels of government. The City of New Westminster has been listed as 12th out of 15 cities in terms of Illicit Drug Deaths. Also the stats show that deaths were decreasing as a media, awareness and education campaign were launched and successful. Overdose Prevention sites have not been successful as stand alone proposals as Vancouver has shown. Centralizing services have not been successful , decentralizing services within all communities have been successful with all levels of government involved. The City of New Westminster with Lookout Society, Union Gospel and Purpose Society have regionalized services for Burnaby and the Tri-Cities into a centralized location within New Westminster. Any time spent on Clarkson St, Hyack Square and surrounding areas of decay demonstrate how this approach has failed the clients in need and neighbourhood. Any good neighbour agreement in this area has not been successful. It has attracted more drug trade and crime into the Sky Train Station and neighbourhood. Surveys have shown that the target client is a rec user who is on a path to more dangerous use within their home or work place. This client will not use this site. because it brings more stigma to their use. A decentralized approach involving all cities and levels of government have been very successful. City Council does not have the mandate to address safe supply, decriminalization , treatment beds and host of other areas within this issues. The Site without these issues addressed is lacking and will cause long term damage to clients and surrounding areas. If City Council comes forward with other surrounding cites, all health regions and both provincial and federal committees to address this issue within all communities with supportive services and funding then we have a starting point with education and awareness. All this proposal does is intrench New Westminster as the DTES for Burnaby and the Tri-Cities which does not help those on the streets or rec uses overdosing at home. To use Covid as the driving force to rush this site is very short sighted. The Province declared this issue as a top priority and it is within their mandate with the Federal Government not the City of New Westminster. We are one the smallest cities in the region with a small tax base, to centralize these services for Burnaby and the Tri-Cities is not a successful plan. Canada Games Pool, Covid Shelter at NW High School ,Connaught Heights Housing proposal, Re-Cycle Depot, Glennbrooke North Housing project, Cannabis store selection process, Agnes St bike lanes, Police Budget, Tax increase beyond our ability to pay, all examples of City Councils DNA to rush into situations without taking a step back and looking at long term consequences that are not thought of. All of these and more show how City Councils rush has caused undo stress to residents of New Westminster. Displacing a successful Alternate School from this location to the old Army and Navy building is not long term planning its

short term planning with long term negative impact. City Council again ignoring OCP, zoning and due process under the umbrella of a declaration by the Province that is years old is not a responsible response. It is our understanding that City Council approached Fraser Health with this site. Why ? It was not part of your election platform, the numbers in New Westminister don't demand this response compared to other cites. The zoning does not confirm, the neighbourhood did not ask for it, businesses did not ask for it the OCP does not call for it. This is very short sighted and will hinder the Province and neighbouring City Councils from moving forward. This will allow other City Councils to ignore the issue and state go to New Westminister they have a site and services it a nice central location and its now their issue not ours. New Westminister is to small to carry this load. leadership is bringing others together, not going alone. Understand we are a very small city with a small tax base, we cannot take this on with all City Councils Bold Steps, you are drowning us, businesses and investment is leaving, residents are at the end of the rope and City Council is not taking a broad view of all residents .We have to maintain a balance in order to survive and we are failing. Please take a step back, table this site and proposal and partner with neighbouring cities within the region and all health authorities and establish a long term plan with funding and support for all levels for a co-ordinated response by all cities with sites and services in all cities to serve people within their neighbourhoods. As our Council member Johnstone proudly stated "New Westminister is punching above its weight class!" Unfortunately Council Member Johnstone has never boxed, if he had he would know when go above your weight class you take a beating, lose and its a bad idea! By Centralizing these services the City Council is basically having a AA meeting in a liquor store. You are not helping those you claim to be helping Thank You for your time

This is a marvelous opportunity to save lives. We strongly support the proposal and commend Council for taking it on.

We support this initiative and wanted to make our two voices in our household heard. Residents of Queen's Park neighbourhood. Thank you.

I whole heartedly believe that this is a wonderful idea and is incredibly important to ensuring the health and safety of New Westminister residents. Safe, judgment free places to get drugs tested greatly reduces overdose deaths and reduces the amount of money spent on emergency response, allowing funds to be allocated to rehabilitation. Please don't let the opinions and moral posturing of a few grumpy gusses (NIMBY's) stop this incredibly important social program. This Health Contact Center is going to save hundreds of human beings that deserve love respect and support from their fellow citizens and their government representatives!

I am concerned about the following: (1) Impact on the local community of New Westminister. The community will be a key driver for existing residents, and future residents, to choose to live and stay in New Westminister. We don't want to see Community impacted. (2) Impact to the future growth and prosperity of New Westminister, particularly with the

shift to more suburban living, i.e., will this push residents out or now limit the prospect of other British Columbians choosing New Westminster. (3) Proximity to Skytrain, i.e., a different location for this site.

I am a resident and business owner based in downtown New Westminster and I wanted to voice my whole hearted support for this much needed Health Contact Centre. I have spent a lot of time and energy advocating for and supporting my loved ones and community members struggling with mental health and substance use disorders. It is heartbreaking the severe lack of resources available to those who are looking and ready for them. This site is a crucial step the City of New Westminster can take to offer more services to our neighbours including witnessed consumption. We are currently living through multiple crises - a global pandemic, a housing and poverty crisis, and a poisoned drug supply crisis. As a local business owner, I've watched the conditions of the neighbourhood change considerably over the last year. I've also lost friends and familiar faces to the overdose crisis and it has been truly heartbreaking. We need a safe supply now, and we need this Health Contact Centre in our community for those who are vulnerable and marginalized. My business's front door step has often been a place where unhoused people and people who use drugs connect with others, take rest, use substances and sleep away from the elements. I never displace these folks as there is nowhere for them to go. It can be stressful keeping a watchful eye on those using and ensuring I can still see them breathing. I've arrived at work to people overdosing on the shop's front door step. This site would offer critical life saving services and I would love to see this opened as soon as possible. We've already lost too many and we cannot afford to lose another. Thank you for bringing these critical life saving services to New Westminster. I hope this is just the beginning of services, a safe supply, additional shelter spaces, and shelter-rate housing for those in need.

I fully support this TUP. We are living through multiple health crises at the moment and Council should support important health services like Overdose Prevention Sites.

I live in New Westminster and I support this much needed project. I hope it gets approved.

We already have homeless people loitering and sleeping in doorways and alcoves, mentally ill people screaming in the middle of the night, as well as break ins and drug use in the area around New West Station. I can only see this centre attracting more such people to the neighbourhood. At a minimum there will be more drug users hanging out or sleeping in the area before or after using the centre. There is also a daycare just up the street from the centre.

Lighting down clarkson and on begbie needs to be improved. It is very dark at night time and a perfect place for dealers to set up to sell to people at the safe injection site. I am for this only if crime and open drug use goes down. I know these people need help but as a resident I

need to feel safe in my own neighborhood. If properties values drop because of this I hope city hall will make up the deference to owners.

While we certainly value the work the Purpose Society does, the downtown area has taken on the lion's share of community support through the many shelters we already have in the area. As a property owner and as Personal information removed, I'm deeply concerned by the vandalism and refuse we have to deal with. We have had three fires started on our property at 14 Begbie Street. Our cleaning staff is constantly picking up garbage, shopping carts, needles, and so forth. They regularly clean up fecal matter around or smeared on our building. We are also having to deal with graffiti. Persons sneak through our security gate and camp out in our parking garage, go through our garbage, and leave a mess behind. On top if it all, the city decided to put portable washrooms across the street, which act as gathering places. Yelling and pounding on the portable washrooms occur all night long and we are left unsightly garbage often carried to our building that must be cleaned up as the city will leave it there for days. (Recently, the portable washrooms we removed; let's hope they stay gone.) I believe placing the centre in the downtown area will exacerbate these issues and further affect property value. Further, council decided last summer to close Front Street. While a novel idea, our residents had to deal with large semitrucks feet from our building all summer long. We couldn't enjoy our balconies or our homes on the weekends due to the noise and exhaust fumes. Enough! Please let other neighborhoods take on some of the community support!!! Stop thinking of downtown New Westminster as the only place for community health and related facilities, please.

I'm so happy to see that New West will choose to take a progressive step in supporting its citizens & community members experiencing addiction by offering a safe injection site. I live downtown and it will make me feel much more comfortable in my neighbourhood knowing that drug users in the area can access a Health Contact Centre. I have seen some recent news stories about drug poisonings happening in New West that the police responded to and administered naran. These kinds of incidents are preventable, and a safe injection site in New West is one positive component in preventing more overdoses and deaths due to poisoned drugs. Additionally, a safe injection site is a great alternative to confrontations with police that can occur when using in public. The police generally & historically are more likely to approach drug users with violence than other citizens, creating a hostile environment for these community members experiencing addiction. Thank you for getting this Health Contact Centre opened in New West; can't emphasize enough that this will literally save lives and makes me feel proud to live here.

I am in full support of this initiative, thank you so much for creating infrastructure and supports to better serve our neighbours who use drugs. I know that initiatives like this are often seen as controversial for reasons rooted in drug prohibition, but we know that drug prohibition kills drug users, and does not prevent them from using drugs. I hope the

Health Contact Centre reduces deaths of drug users in New West, reduces police interactions with drug users, and creates a safe space for people who use drugs to seek shelter, support, and community.

BE HEARD QUESTIONS RECEIVED

ustedes saben cuanto va a impactar el valor de los apartamentos residenciales alrededor de este sitio . saben que en muchas entradas de los edificios encontramos homeless consumiendo droga , orinando y defecando en las entradas de los edificios. en mi caso como propietaria me niego rotundamente a que a un bloque de el edificio donde vivo con mi hija tenga un mayor numero de homeless de los que ya existen. no quiero que mi barrio se convierta en lo mismo que le paso a el hermosos barrio de china town donde es imposible caminar tranquilamente sin verse asediados por los homeless .

Translation (using Google Translate):

you know how much the value of the residential apartments around this site is going to impact. You know that in many building entrances we find homeless people consuming drugs, urinating and defecating at the building entrances. In my case, as the owner, I flatly refuse that a block of the building where I live with my daughter has a greater number of homeless people than there are already. I don't want my neighborhood to become the same as what happened to the beautiful China Town neighborhood where it is impossible to walk quietly without being besieged by the homeless.

Are there Health Contact Centres in other jurisdictions? Provide specifics please - locations and addresses, and whether planned or operational.

Attachment 9
Virtual Information Session
Comments and Questions

VIRTUAL INFORMATION SESSION COMMENTS AND QUESTIONS

Good evening! What hours will the health Center be open! And can tell us who will be staffing the Center!

And with those hours, will it be by appointment? Could there be a potential for a line-up or crowd outside facility at any point? Thank you.

If the City grants the TUP, when do you expect this Centre to be open for operation?

Should safety/community concerns arise once open, who to direct to? Who to call? Thank you.

Not a question but I think this is a needed service and as a New West resident I fully support it.

I am so grateful for this resource being in New Westminster. No question just support, it is very much needed.

How will you handle overflow inside if the centre does get overwhelmed and if there is a line-up outside the centre?

other than the 4 staff + Site Coordinator at the site, will there be on-site (in the facility) security support? Thank you.

My business is next door to the Centre, and no one contacted me. The first notice I received was when I got the notice in the mail. I have operated a professional office in this location for over 20 years. I do not know how I will be able to continue to operate as I expect many of my clients will not want to deal with the clientele that will use the Centre, nor will they want to encounter the possible line-ups or people waiting. If the suggestion is that people can wait along the side of the building if there are line ups, is this on Begbie or on Alexander where they will wait?

I'm a resident and am supportive of this centre. I understand from Vancouver's site that some users aren't comfortable using the facility and instead use in the alley outside as it's close to help. What steps are you taking to ensure that people feel comfortable being in the centre?

Could the hours of 3pm to 11pm be increased/expanded within the first 3 years temp permit? Is there an opportunity to revisit the times if a situation should warrant it? I'm concerned for the child care centre on Carnarvon at Begbie that is open Mon to Fri until 5:30pm. Thank you.

Thank you. I can see the need for this service/facility and support the goals of it. Just need to ensure the young children and staff of the child care centre are safe especially during their neighbourhood walks (not happening right now but hopefully again post-COVID) and parents/guardians during pick-up especially currently where parents/guardians are lining up along Carnarvon to pickup per our H&S plan. Again thank you.



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

From: [Johnny Kam](#)
To: [External-Clerks](#)
Subject: Appeal for open new integrated service at location 40 Begbie Street
Date: Tuesday, March 16, 2021 3:55:43 PM

Good day, Sir/ Madam

I am the owner of XXXX-14 Begbie Street, New Westminster, BC. We received the letter from your office yesterday regarding the temporary use permit application for 40 Begbie Street will open the new office operator for integrated services such as witnessed consumption, drug checking, harm reduction supplies etc.

For the house unit owner, I totally disagree the establishment for new drug injection house, the reasons are as below:-

- 1) This new drug injection room is too close to my building.
- 2) If your office accepts the application to set up a new drug injecting house at this address, it will increase the numbers of residents from outside of this area to get the injection and crowd of people will become complicated and worse.
- 3) My unit is for rental investment. I am afraid if the current tenant learns a drug injection house will open near to his residence, he may withdraw the rent and move out when the contract expiry date. It may difficult to find new tenant in this situation. I believe the price will also drop a lot if I sell the unit.

I hope your department can sympathize with the actual situation of the landlords, please turn down the application for drug injection house in order to protect the interest of the landlords.

Please let me know the update result by return. Thank you for your kind attention

Best Regards

Ocean Ship Management (Canada) Inc.

Johnny Hung Kam

(The owner of XXXX-14 Begbie Street, New Westminster, BC.)

From: [Gabriela Sierra](#)
To: [External-Clerks](#)
Subject: TR : Bebgie and Carnarvon residents - Drugs use and abuse
Date: Monday, March 22, 2021 9:38:58 AM

Good morning,

My name is Gabriela Sierra, and I'm a mother and residents of New Westminster downtown.

I bought a condo at 720 Carnarvon less than an year ago, and soon after, at the end of May 2020, I moved in, very excited about the new beginning, and the new possibilities a beautiful city like New Westminster has to offer.

We adore New Westminster, is very happy at school.

I'm a working mother who enjoys outdoor, and it's a very responsible citizen, and thrives to teach my child the best values to conduct in society in the most respectful, honest and compassionate manner.

Unfortunately, we have been witnessing an unfolding situation that seems to be getting worse every day; drug abuse, the consequent drug paraphernalia left behind, the yelling, swearing, drug dealing, fighting, and overdoses. Every single day. Day and night. Happening in our building main entrance, or the parkade entrance, or the back doors, or the many other doors that leads into the building, on Carnarvon or Clarkson.

I go for 2 to 3 walks every day, and there is not one time we don't have to witness drug addicts actively using drugs on the property or the adjacent sideways and alley. The mess left behind is depressing; from needles, glass pipes, burned tin foils, broken glass bottles, vomit, blood, human feces and urine.

As if this situation wasn't already concerning enough, we have heard that there are plans to establish a safe injection site at the current location of the Purpose School, on Bebgie and Clarkson. We are extremely concerned about that plan, and the implications of it. We are foreseeing our residential corner becoming a drug addicts' destination, with a much bigger affluence of drug users coming to our corner, much more drug paraphernalia on the streets and sidewalks, much more drug dealing, yelling, fighting. And where will all these drug addicts go once they "safely" inject themselves? Certainly not for a nice walk by the river. They will crash on the adjacent sidewalks and alleys, around our building.

As a human being, as a citizen, as perhaps a parent, would you like to live and raise your family within that prospect?

I'm calling on the city authorities to come up with an effective solution for the residents of Begbie and Carnarvon area.

I've cc'd in this email a resident and occupant owner of an apartment in downtown New Westminster, who is also very concerned about this situation.

Sincerely,

Gabriela Sierra

Resident, occupant owner.

###-720 Carnarvon Street

New Westminster

From: [Dagoberto Contreras](#)
To: [External-Clerks](#)
Subject: Temporary Use Permit for 40 Begbie Street
Date: Tuesday, March 23, 2021 8:23:21 PM

Hello New West City Council,

This is in regard to the temporary use permit application by the Lower Mainland Purpose Society to become operator for the New Westminster Health Contact Centre. I have lived in the area on and off since 2013 first as a PhD student at UBC and now as a father and Physics faculty member at BCIT.

I would like to express my complete support for this application knowing full well that the centre would include overdose prevention services. I live within eye and earshot of the Purpose Society, I see the people in the area and am fully aware that the use of criminalized drugs takes place there. I take no issue with the use of drugs in the community, I only take issue with their unsafe use due to criminalization. We must be realistic about this, “hard” drugs are not going away, much like alcohol never went away. The difference between harder drugs and alcohol is that for alcohol there exist an abundance of safe “injection” sites, they are called bars. We need the same for other drugs because it is a public health issue, and if it is happening in my neighbourhood then great! It means the people I see every day will be safer.

Thank you for your time,
Dr. Dagoberto Contreras

From: [Lia Hood](#)
To: [External-Clerks](#)
Subject: YES to Temporary Use Permit for 40 Begbie Street (TUP00024)
Date: Tuesday, March 23, 2021 9:39:42 PM

Hello Council,

I am a resident and business owner based in downtown New Westminster and I wanted to voice my whole hearted support for this much needed Health Contact Centre. I have spent a lot of time and energy advocating for and supporting my loved ones and community members struggling with mental health and substance use disorders. It is heartbreaking the severe lack of resources available to those who are looking and ready for them. This site is a crucial step the City of New Westminster can take to offer more services to our neighbours including witnessed consumption.

We are currently living through multiple crises - a global pandemic, a housing and poverty crisis, and a poisoned drug supply crisis. As a local business owner located two blocks from the proposed site, I've watched the conditions of the neighbourhood change considerably over the last year. I've also lost friends and familiar faces to the overdose crisis and it has been truly heartbreaking. We need a safe supply now, and we need this Health Contact Centre in our community for those who are vulnerable and marginalized.

My business's front door step has often been a place where unhoused people and people who use drugs connect with others, take rest, use substances and sleep away from the elements. I never displace these folks as there is nowhere for them to go. It can be stressful keeping a watchful eye on those using and ensuring I can still see them breathing. I've arrived at work to people overdosing on the shop's front door step. This site would offer critical life saving services and I would love to see this opened as soon as possible. We've already lost too many and we cannot afford to lose another.

Thank you for bringing these critical life saving services to New Westminster. I hope this is just the beginning of services, a safe supply, additional shelter spaces, and shelter-rate housing for those in need.

Lia Hood

From: [Elliot Rossiter](#)
To: [External-Clerks](#)
Subject: Letter to Council (re: Council Meeting - March 29th)
Date: Wednesday, March 24, 2021 4:47:14 PM
Attachments: [LettertoCouncil-23 March 2021.pdf](#)

Hello,

Please find attached to this e-mail a letter for council in support of the temporary use permit for the proposed Overdose Prevention Site that will be discussed at the March 29th meeting of council. If this could be forwarded to council with other materials for the meeting, it would be appreciated. Thanks!

Best,
Elliot Rossiter

23 March 2021

Mayor and Council
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
c/o City Clerks

To Your Worship Mayor Côté and Members of Council,

This letter is to request that you support the approval of the temporary use permit for the Overdose Prevention Site proposed for 40 Begbie St, which will be operated by the Lower Mainland Purpose Society.

Research on these types of sites suggests that they are beneficial for both opioid users and the surrounding community. The emerging consensus is that these sites save lives, encourage further forms of treatment, and have no adverse effects on crime rates and other forms of anti-social behaviour. The following two systematic literature reviews, for instance, illustrate this emerging consensus: Potier et al. 2014; and Huey 2019.¹

Recognizing the seriousness of the opioid overdose crisis in our region, it is laudable that the City of New Westminster has taken steps to explore the implementation of an Overdose Prevention Site. The approval of this site would be an evidence-based decision that would be of benefit to both opioid users and the broader community. As members of the community, we wish to express our support for the establishment of this site and request that council vote in favour of the temporary use permit under consideration with respect to this project.

Sincerely,

Sarah Hogarth Rossiter
Elliot Rossiter
###-720 Eighth Avenue
New Westminster, BC V3M 2R3

¹ Detailed references: Potier, C. et al. "Supervised Injection Services: What Has Been Demonstrated? A Systematic Literature Review", *Drug and Alcohol Dependence* 145.1 (2014): 48-68 (accessible at [Sociology Publications 48 \(2019\): 10pp. \(accessible at <https://ir.lib.uwo.ca/sociologypub/48/>\)](https://www.sciencedirect.com/science/article/abs/pii/S0376871614018754?casa_token=-6mzl3gjzT0AAAAA:Xg8Np5u3SoRKUwvKjSi2JMFRM1D90aJLkdZkh9smerdf7IVGDVJ7QSwop0o1QdE4Molas-RGtFb)



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

From: [737 Carnarvon St: RM Anatol and Silvia Pogolsha](#)
To: [External-Clerks](#)
Subject: 737 Carnarvon Request
Date: Thursday, March 25, 2021 10:47:03 AM

Dear Jacque Killawee,

Regarding to: The Health Contact Centre on Begbie Street.

We are the managers of 737 Carnarvon. The building is rental, and we have a lot of families with kids and teenagers. Every day we have the vagrants and drug addicted people using drugs at our gates. We are cleaning the area around the building, picking up the needles and tons of garbage which creates a safety concern.

We fear that if we allow such a service to be installed near of our home, the number of these people will increase dramatically as it occurs in other locations. The common complaint we have every day from our residents of this building is the same: Addict Homeless in front of our doors.

We would like to express our support AGAINST the installation of this Center here and request assistance to alleviate daily problem.

Thank you and with kind regards,

Anatol & Silvia Pogolsha
Resident Managers

MetCap Living Management Inc.
737 Carnarvon Street
New Westminster, BC, V3M 5X1

From: [Jenn Hogg](#)
To: [External-Clerks](#)
Subject: TUP for 40 Begbie Street (TUP00024)
Date: Friday, March 26, 2021 11:01:16 AM

Hi,

Just wanted to voice my support for the temporary use permit for the Health Contact Centre. This is a much needed service and will benefit members of the community who need it.

-Jennifer Hogg
(Long time West End resident)

From: [Merrikay Snelgrove](#)
To: [External-Clerks](#)
Cc:
Subject: Health Contact Centre
Date: Friday, March 26, 2021 11:45:50 AM

As President of the BC affiliate of St. Leonard's Society of Canada, and as a parent and former foster parent, I have first-hand knowledge of the despair felt by drug users and those who care for them, and I applaud these efforts to stem the epidemic of drug overdoses and deaths.

Keep up the good work! (New Westies are besties!)

Sincerely,

Merrikay Snelgrove
Strand Avenue
New Westminster, BC V3L 3J2

Sent from my iPad

From: [aimee ouellette](#)
To: [External-Clerks](#)
Subject: TUP for 40 Begbie Street (TUP00024)
Date: Friday, March 26, 2021 12:21:33 PM

To whom it may concern,

I live in downtown New Westminster and I am writing to voice my strong support for the Temporary Use Permit which would allow Purpose Society to provide overdose prevention services at 40 Begbie Street.

I have personally lost two family members due to drug overdose/drug poisoning. Unsafe supply in our communities is a huge problem and has killed far too many people. This is an entirely preventable danger and I want all New Westminsterites to be as safe as possible.

Please allow Purpose Society the permission to provide these lifesaving services to our neighbours and community members.

Kind regards,

Aimee Ouellette

210 Carnarvon Street

New Westminster BC
V3L1B8

From: [Maria Nguyen](#)
To: [External-Clerks](#)
Subject: TEMPORARY USE PERMIT FOR 40 BEGBIE STREET (TUP00024)
Date: Friday, March 26, 2021 2:03:05 PM

I would love to voice my support for this permit. I'm a resident at 311 Carnarvon St. I think the critical life services offered will be an asset to our community and a safe space to use and be educated on safe drug use is important!

Thank you!

Maria Nguyen

From: [Chelsea Harris](#)
To: [External-Clerks](#)
Subject: 40 Begbie Street
Date: Friday, March 26, 2021 2:41:29 PM

To whom it may concern,

I would like to express my unconditional support for the overdose prevention site at 40 Begbie Street. As someone who has lost a loved one to an opioid overdose, I can speak to the fact that is crucial that our communities have these live saving resources.

Thank you,
Chelsea Harris

From: [Kelsea Franzke](#)
To: [External-Clerks](#)
Subject: Letter of support - Health Contact Centre (40 Begbie St.)
Date: Friday, March 26, 2021 4:30:21 PM

To whom it may concern at the City of New Westminster,

I am writing to express my support for the creation of a Health Contact Centre at 40 Begbie St. in New Westminster.

I was incredibly happy to hear the announcement of this proposal, as I firmly believe in supporting my community - especially those who are more vulnerable. Having a place where people can safely use drugs and learn about harm reduction and safe drug use is crucial to battling the opioid crisis and saving lives.

I live at Eighth St. and Royal Ave., just a few blocks from the proposed site for the Health Contact Centre, and regularly spend my time in the downtown area of New Westminster. I often walk by the proposed location of the Health Contact Centre and I would gladly welcome this addition to my neighbourhood.

Please consider this email as my formal letter of support for the proposed Health Contact Centre at 40 Begbie St. in New Westminster.

Thank you and regards,

Kelsea Franzke

From: [David Vanspall](#)
To: [External-Clerks](#)
Cc:
Subject: Temporary Use Permit for Health Contact Center - make it happen!
Date: Saturday, March 27, 2021 12:41:50 AM

Hello Council,

I write to you today to strongly endorse approving the Temporary Use Permit for a Health Contact Center as proposed by the Purpose Society. I became a resident of Downtown New Westminister in Nov 2019. It was a great location for myself and my family; we were aware there was some "grit" to the neighborhood but overall the location, businesses and amenities, and pedestrian friendliness were positives that shone through.

In the last year and a half, my wife and I have walked around Downtown New West with our toddler hundreds of times. We still like the neighborhood but the ongoing open drug use and substance addicted people are impossible to miss; this has been particularly noticeable in the last couple months as the Covid-19 pandemic has continued to exacerbate almost every social issue. We often walk the Lorne Mews pedestrian thoroughfare, Begbie St, and Clarkson St and it feels like these days we see comatose individuals, people using substances, and drug paraphernalia litter on every single walk we take to the grocery store, the park, or to Old Crow. The prevalence of discarded needles is comically ironic on the property of our neighbor, the BC Law Courts.

There is a glaring problem in New Westminister and it is a familiar one to the Downtown East Side of Vancouver or the Whalley neighborhood of Surrey (which I commute through to work). Unlike those places, New Westminister does not yet have a facility for supervised use of substances. As I have continued to educate myself about the issue that stares me in the face every time I walk out of my apartment building, it has become increasingly unbelievable to me that we don't have a safe use site already! These are proven, effective facilities that provide much needed help in so many ways and we are overdue for one downtown.

I strongly urge you to approve the temporary use permit for the Purpose Society's Health Contact Center. We needed it yesterday but the next best time to get it in place and help our city is now.

Thank you,
David Vanspall
- 610 Victoria St, New Westminister BC

From: [Brea](#)
To: [External-Clerks](#)
Subject: Support for TUP00024
Date: Saturday, March 27, 2021 9:24:31 AM

Hello,

I would like to offer my support of the Temporary Permit for 40 Begbie Street (TUP00024) by Purpose Society in partnership with Fraser Health.

We are in a health crisis in BC in relation to overdoses, within the wider global pandemic. We need to be supporting those most vulnerable in our communities. The Health Contact Centre would be a much needed resource in New Westminster.

Thank you very much,
Brea McCauley

###-225 Royal Avenue, New Westminster, V3L1H5

From: [Peter Elverum](#)
To: [External-Clerks](#)
Subject: I Support the Health Contact Center
Date: Saturday, March 27, 2021 9:25:18 AM

Hello,

6 year current resident on royal avenue.

Id like to express full support for a permanent faicility in the new west community that provides the services expressed via story post by ##### attached below.

We're in our second year of Covid, the housing/ affordability crisis continues and low income housing continues to be threatened by entitled and privelaged actions and motivations. The city of New West continues to succeed in challenging times and we need to be lifting eachother up and keeping eachother safe now when its so much harder to be there.

Please don't make the mistake of letting this opportunity to make a difference slip away.

Peter

9:13



Hello fellow New West residents! The city is proposing a temporary use permit for 40 Begbie Street to create a Health Contact Centre run by Purpose Society. This site will offer critical life saving services such as "witnessed consumption, drug checking, harm reduction supplies, peer employment opportunities, education on safer drug use, and would conduct regular needle sweeps of the community, including sharps recovery."

Our city council is asking for written feedback on this proposal and I wanted to encourage you to write to them in favour of this permit. We are currently living through multiple crises - a global pandemic, a housing and poverty crisis, and a poisoned drug supply crisis. We've lost too many friends, family, found family, and neighbours to the overdose crisis and it has been truly heartbreaking. We need a safe supply NOW, and we need this Health Contact Centre in our community for those who are vulnerable and marginalized.

You can send your comments to clerks@newwestcity.ca. They are accepting them until Monday, March 29th, and I've put a link in my profile for more information about this site.

Thank you, love you!

From: [adina.priel](#)
To: [External-Clerks](#)
Subject: [SUSPECT] Purpose TU Permit Application/ 40 Begbie YUP00024
Date: Saturday, March 27, 2021 3:11:12 PM
Importance: Low

Comments and Concerns:

I live at 14 Begbie Street. I walk up my Carnavon St. gym the in the evening after work on a normal basis, directly past 40 Begbie St. The corner of this road is a regular gathering place for those with addition struggles. I understand that this is a sad social issue and wish it were otherwise.

Currently:

1. I seriously fear for my personal safety. Crossing the street does not help. It is a dangerous street
Why am I afraid on my own road and why do I have to walk 4 times the distance to the gym by going around the block to 8th???
2. Garbage and personal effects are strewn about the sidewalk and road.
3. Homeless regularly sleep on the door stoops along Begbie and behind my building on Columbia
4. The corridor smells of urine and trying to avoid walking in human feces are a common occurrence.
5. Columbia Sq, instead of be a pleasant place for community and social gathering, is a very dirty, open public bathroom and a place where the public feels uncomfortable to rest or gather due to the facilitation of use of the space for the addicted.

Questions:

1. How exactly will the LM Purpose Society help address each of these practical issues to see that they do not increase these significant issues? Providing clean needles does not deal with the issues physically happening as a result of safe drug consumption. It only deals with the immediate safety of the drug-users. What about my personal safety as a taxpaying member of New Westminster with the right to basic street environment maintenance and sanitation?
2. What will the City do, if granting this Permit to Purpose, to deal with the existing issues?
3. What provisions are in place if Purpose's new permitted use, increases the seriousness of the existing problems, which are really challenging for even the most tolerant and open-minded of downtown residents directly in the vicinity of 40 Begbie?

I would like some answers please.
Thank you,

Adina Priel

From: [Colby Spencer](#)
To: [External-Clerks](#)
Subject: Re: proposed overdose prevention site
Date: Saturday, March 27, 2021 3:26:24 PM

Hi there,

I wanted to write today to voice my overwhelmingly positive support for the application of a proposed overdose prevention site at the purpose society on Begbie Street in New Westminster.

It's Saturday afternoon and I just witnessed an overdose from my condo balcony overlooking the alley that leads to the Purpose Society. I live on 6th Street and Carnarvon Street, and our condo tower overlooks that area. I have seen multiple overdoses in the past 2 years and know that such a proposed site would be a welcome relief for the neighbourhood.

Anyone stating that such a site would cause an increase in crime or drug use clearly doesn't observe the happenings on the streets of New Westminster at any given day. It's already here and it's prevalent. I observe people sleeping on the streets, openly using drugs on the sidewalk, and unfortunately (like today) being tended to medically as they overdose, where today a fire truck, an ambulance, and two other paramedic vehicles were called, which is an absolute drain on community resources and the amount of stress the front line currently tends to is staggering.

I am glad the city is looking to create models where addicted peoples can receive support, care, and supervised injection for safety.

In short, I see no real downsides and a great opportunity for improvement. I wholeheartedly support this proposed site and I hope it proceeds.

Thank you for your time!

Sincerely,
Ms Colby Spencer

From: [Sid Cherukupalli](#)
To: [External-Clerks](#)
Subject: Letter of support for Health Contact Center at 40 Begbie St
Date: Sunday, March 28, 2021 1:42:22 PM

To whom it may concern,

I hope this letter finds you well. This letter is to show my support for the creation of this Health Contact Center at 40 Begbie St. I've been a resident of New West for 6 years now, living across from Douglas College and regularly frequent the area in question on walks, etc.

I am in support of providing aid to those of us that are more vulnerable to drug overdose, especially given the startling increase in overdose deaths in BC within the last year alone. The needle sweeps are also a much appreciated service that the center would offer.

Best Regards,
Sid C.

From: [WADE](#)
To: [External-Clerks](#)
Subject: Not in favour for temporary use permit for 40 Begbie Street.
Date: Sunday, March 28, 2021 9:54:59 PM

Hi there,

I my name is Wade Anderson and I am an owner and resident of the C2C Lofts building ##### - 549 Columbia st. I am writing to express my huge concern and discontent about the proposed Overdose prevention site at 40 Begbie St. (Purpose Society)

I am not in favour of having this in the neighbourhood. Downtown New West has become a very run down place in the recent years and it's because it is being taken over by drug dealers and users. There is zero care or appreciation of the neighbourhood from these people. Businesses have been closing. Store fronts remain closed up and un occupied. The area has become unfriendly and overrun with homeless and sketchy people doing drugs in the open and wandering around in a zombie state. New Westminster already has its share of resources for people in need. This proposed sight will in my opinion be the tipping point for the neighbourhood and no doubt will draw in even more individuals who will set up camp and get too comfortable and stay.

I am a middle age male and I feel intimidated by the masses of drug users in the neighbourhood. 2 separate female neighbours in my building will not go out on Columbia St. in the evening because they feel unsafe to do so. My sister is an avid transit user and will no longer come visit my home in the evening as she too feels unsafe in downtown New West.

Think of Hyack Square... what could be a vibrant spot to take in the scenery and relax is full of people doing drugs, making a terrible mess and scaring people off. It's filthy and in a sad state. Pier Park is very much the same. A beautiful space that gets overrun with illegal activity and scary people hanging around all day. The crime in the area has increased dramatically also. My building just posted a memo in the elevator cautioning residents of it.

The neighbour continually gets trashed by these individuals. The garbage and belongings spewed through the streets on a daily basis is unacceptable and will only get worse. I have 2 dogs so I am out walking all the time and the amount of needles, clothes and discarded random items I come across is shocking. My buildings entryway is often being used for shelter and has also been defecated on twice in the last year.

We need to focus on cleaning the downtown core up and bring it to a state where people feel safe. A place where someone would want to open up a small business and feel confident in the crowd of the neighbourhood. A place that attracts people to come to and eat and shop.

A temporary permit will of course turn into a full-time thing. There will be no turning back.

Please consider wisely for the people who invested and have high hopes for the area.

Thank you for your time,
Wade Anderson

From: [Norm Rowe](#)
To: [External-Clerks](#)
Subject: Safe injection site
Date: Monday, March 29, 2021 11:33:19 AM

I have been a resident of the City for approximately 25 years now. I am saddened to see that the Downtown core, Columbia 4th to 10th has been completely taken over by homeless people and drug users. The City has done nothing and continues to do nothing to make it safe for residents to enjoy this historic part of our city. It is completely unrealistic to think that opening a "Safe Consumption site" will not attract more crime and drug use in and around the Downtown core.

Columbia St could and should be an attraction for visitors from other parts of the City and surrounding areas but it has gotten to the point where people are afraid to walk along that strip and businesses are closing. Homeless people are sleeping in every doorway and every alley. Hyack Square cannot be enjoyed by the citizens as there are always homeless people there and often open drugs use. Maybe what we need is a police presence in that area, the police station is in the middle of this strip yet I never see any foot patrol on Columbia. Probably the worst place for homelessness is directly outside the Station on Clarkson between 6th and Begbie, yet there is very little patrol of that stretch. Now you are thinking of putting a safe injection site right at the end of that strip, I don't get it.

Our city's downtown is turning into a slum, take a walk down Columbia sometime and see for yourself.

I will be seriously considering getting out of the city if something isn't done to give the city back to the tax payers.

Norm Rowe
500 Royal Ave

Gillian Day

From: External-Clerks
Subject: FW: Proposed Safe Injection Site

From: Johnny Kolodziejczak
Sent: Monday, March 29, 2021 4:55 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: Re: Proposed Safe Injection Site

Hi there,

I'm writing to voice my and my wife's concerns about the safe injection site planned for 40 Begbie Street. While we are all for helping people in need, we have serious concerns about such a site opening so close to our building and are wondering how the city plans to address them.

As we live very close to the emergency shelter at Begbie and Carnarvon, my neighbours and I already deal with many issues related to drug abuse, drug trafficking, and mental illness on a regular basis.

Here are some examples of things we have experienced on many occasions over the years:

- People shooting up heroin at all times of day and night around our building and nearby businesses
- Syringes, needles, and human waste being discarded on and around our building
- Waking up to bloodcurdling screams in the middle of the night from people yelling at real or imagined adversaries
- Hearing a man yell horrible, profane things outside the Cera daycare one morning right as parents were dropping off their kids
- My wife being followed and yelled at and threatened for an entire block one morning on the way to work by a woman outside the shelter for no reason at all
- Finding and manoeuvring around heaps of garbage in front of and behind our building, as well as on our street
- Driving around a man who was standing in the middle of the street in a daze for well over an hour
- Finding a man who looked like he may have overdosed on the corner of Begbie and Carnarvon
- People fighting and threatening each other in the street
- A lady kicking a guy who was lying on the ground
- Break-ins into vehicles in and around our building, as well as stolen bicycles from our communal bike locker
- A neighbour whom many suspect of dealing drugs letting the above-mentioned types of people into our building

These aren't minor issues that any of us living in this neighbourhood should just have to get used to, as they are uncomfortable, frustrating, and often dangerous. If a safe injection site opens in addition to the emergency shelter, we can only imagine that these types of incidents will become even more frequent.

As a couple who just had a baby, my wife and I are concerned about the uncomfortable situations that we and our child will experience over the coming years.

My neighbours and I chose to live in this part of New Westminster because it's a quiet and relatively safe area, yet many of the problems present in the Downtown Eastside are now being forced upon us.

Unless the city is planning to address the above issues to ensure they are minimized if the safe injection site project moves forward, why should they become the responsibility of the residents?

Best,
Johnny Kay
A Deeply Concerned Carnarvon Street Resident

From: [Briana Harris](#)
To: [External-Clerks](#)
Subject: 40 Begbie street
Date: Monday, March 29, 2021 2:57:33 PM

Mayor and council,

I hope I haven't gotten this in too late but I would like to show my support as an active resident of New Westminster for the proposed temporary use permit by the purpose society. I am proud that our city is considering having a safe place for people to have their drugs checked for safety and a safe place to use where they will be supervised. I think this will help to reduce deaths from bag drugs and that is a good thing. Thank you for taking the time to read this and I look forward to hopefully hearing of the approval of this site.

Briana Harris
Breezy's Eclectic Crafts

From: [Jessee V](#)
To: [External-Clerks](#)
Subject: In support :40 Begbie street Overdose Prevention
Date: Monday, March 29, 2021 3:12:31 PM

Mayor and council,

I am writing to you in support of the proposed temporary use permit for harm reduction and overdose prevention on 40 Begbie st. I am a new resident of New Westminster and I would love another thing to be proud of for my city. These services are needed now more than ever and I hope it's approval will help naysayers understand it's purpose.

Thank you,

Jessee



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



P R O C L A M A T I O N

CITY OF NEW WESTMINSTER

**Global Meeting Industry Day
April 8, 2021**

- WHEREAS** Global Meeting Industry Day (GMID) is the annual global advocacy day shedding light on the value of the meetings to people, business and communities; and
- WHEREAS** The meetings industry as a whole has a real impact on the economy, local businesses and residents in the City of New Westminster; and
- WHEREAS** Internationally, the meetings industry creates hundreds of thousands of jobs, generates billions of dollars in revenue and supports communities around the world; and
- WHEREAS** Hosting an event, conference, meeting, convention or tradeshow stimulates this region's economy by bringing in new visitors who eat in our restaurants, shop in neighbourhood stores and bring new revenue; and
- WHEREAS** GMID 2021 is a time for the City of New Westminster to reflect on the importance of the meetings industry and what it has provided for the community, as well as spotlight the need for industry relief from the COVID-19 pandemic; and
- WHEREAS** the City of New Westminster supports the meetings industry.
- NOW
THEREFORE** I, Jonathan Coté, Mayor of the City of New Westminster do hereby proclaim April 8, 2021 as

Global Meeting Industry Day

In the City of New Westminster, Province of British Columbia.

Jonathan Coté
MAYOR





REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Dean Gibson **File:** 05.1035.10
Acting Chief Administrative Officer

Item #: 93/2021

Subject: Update on Non-Profit COVID Recovery Support Program for 2021

RECOMMENDATION

THAT Council receive the information regarding the Non-Profit COVID-19 Recovery Support Program and the Educational Bursary Program.

PURPOSE

To provide Council with an update on a COVID-19 recovery support program that has been developed to assist the New Westminster non-profit community as they recover from the pandemic as well as build capacity for the longer term.

SUMMARY

Non-profits face unique challenges in recovering from the pandemic. Building on the work to support the non-profit community initiated through the COVID-19 Business and Local Economy Task Force, a recovery support program has been developed to help non-profits in the community build capacity within their organizations, and in turn, increase impact. The program will be facilitated through Vantage Point, a BC-based provider of non-profit organization governance education and support, and will include education courses through an educational bursary program

BACKGROUND

In mid-March 2020, the COVID-19 Business and Local Economy Task Force was convened in response to the pandemic and to address emergent issues that included representation from

the local business community, and culture and non-profit sectors. Early on, a sub-group was formed to investigate and analyze issues that were unique to non-profits. This work comprised of a needs-assessment survey, focused interviews/case study research, and a facilitated session with sub-group members to develop strategies and tactics for supporting the non-profit community through the pandemic and recovery.

In addition to the research conducted locally, a province-wide survey was conducted by Vantage Point in April 2020 to gauge pandemic impacts on non-profits. The results of this research indicated a high level of stress and anxiety as well as concerns for capacity and financial implications. The Vantage Point research results confirmed similar findings found locally, resulting from a more granular survey conducted by the COVID-19 Business & Local Economy Task Force non-profit sub-group and sent to 150 local non-profits to assess their needs. The 86 organizations that responded indicated they felt they would be able to survive for a limited amount of time with the public health restrictions placed on them along with the resulting reduction in revenue and funding, but were concerned with how to navigate 2021 and beyond.

Staff organized a virtual non-profit summit in fall 2020 to connect with the non-profit community and to help them connect with one another. A program called VENN – Virtual Education and Networking Nights – was also developed in response and has been offering bi-monthly educational sessions since fall 2020. These VENN events have been well-received and are planned and resourced for the remainder of 2021.

DISCUSSION

Research

In late 2020, Vantage Point conducted a follow-up survey to check in with how the pandemic has continued to impact the non-profit sector. The complete report is available on Vantage Point's website, [here](#). Burnaby/New Westminster specific findings were shared with City staff. Key findings from the survey include:

- Budget / Revenue: almost 75% of organizations are anticipating budget shortfalls for 2021 and nearly 50% are concerned they will have to cease operations before the end of 2021 as a result.
- Human Resources: more than 50% have experienced a drop in volunteers, and significantly more time was spent on managing staff sick leave, remote work policies, and staff wellness.
- Funding Opportunities: while some short-term funding has been made available by various levels of government, not all organizations were able to take advantage. 31% of respondents listed that the support wasn't relevant to their organization and 23% indicated the application processes were too complex.

When asked what topics of training supports the organizations felt they needed, they listed specific topics such as: advocacy for more government support for nonprofits and support for vulnerable populations, fundraising and grant writing; tech training for delivery of services online and internal operations; leadership coaching; equity and anti-oppression training; legal advice; facilitation; strategy and communications. Although introductory, high-level, peer-supplied information is being offered through the VENN event program, several of the aforementioned topics require subject matter experts, and a more in-depth approach to what VENN events can provide.

Educational Bursary Program

As a result of the findings, staff worked with Vantage Point to develop a local non-profit educational bursary program aimed at improving organizational capacity. The program will launch on April 1, 2021 and has two components:

- Open Enrolment One Day Courses: A non-profit representative from any non-profit with a New Westminster address that is registered with the province as a society or with the federal government as a charity is eligible for one of 30 seats in an open enrolment, one-day workshop. A wide variety of topics are available that may be chosen to meet the unique needs of the organization. Topics include board governance, leadership, human resources, strategic planning, succession planning, and advocacy. These workshops typically cost \$109 per participant.
- In-Depth Three Day Labs: Eight seats are available for a Lab session, an in-depth three day educational opportunity on topics such as: *Essentials for New Managers*, *Leadership Principles*, *Executive Director 101*, and *Advocacy & Government Relations*. Eligibility is again societies and charities with New Westminster addresses, and the application is a simple form that asks the applicant to explain how the capacity building training will benefit the community. Selection will take place in four intakes, with two seats per Lab. A jury will review the applicants' answers to gauge the community impact. These labs typically cost \$525 per participant.

Marketing

The opportunity will be promoted in several ways, including City social media and print media, the *Invest New West* newsletter, and through both the COVID-19 At Risk and Vulnerable Populations, and Business and Local Economy task forces. Effort will be made to encourage non-profits that are smaller in scale or have a smaller financial capacity are able to apply for the program.

Evaluation Metrics

Evaluation metrics have been determined to ensure that an accurate assessment is completed at the end of the program that includes rate of participation, evaluation / satisfaction surveys of participants, and demand for additional education and training opportunities.

FINANCIAL IMPLICATIONS

The cost of the Educational Bursary Program is estimated at \$9,000 and will be funded through the existing COVID-19 Business and Local Economy Task Force budget for 2021.

Open Enrolment Fees	\$3,270
Lab Fees	\$4,200
Administration and Reporting Fees	\$1,125
Marketing and Promotion	\$405
Total	\$9,000

INTERDEPARTMENTAL LIAISON

This project is being led by the Economic Development Office in the Office of the CAO, with input provided by staff in Community Planning division in Development Services.

OPTIONS

The following options are presented to Council for consideration:

1. **THAT** Council receive the information regarding the Non-Profit COVID-19 Recovery Support Program and the Educational Bursary Program.
2. Provide staff with other direction.

Staff recommend Option 1.

This report has been prepared by:
Jen Arbo, Economic Development Coordinator

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

Approved for Presentation to Council



Dean Gibson
Acting Chief Administrative Officer



REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** 3/29/2021

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

Item #: 100/2021

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 – not available for this Council report
3. Business and Working Economy
4. Education and Enforcement
5. Childcare

The updates and accomplishments from each task force for the period February 24 to March 23, 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.

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

ATTACHMENT

Attachment 1: COVID-19 Pandemic Response Task Forces Update February 24 to March 23, 2021.

Approved for Presentation to Council



Dean Gibson
On behalf of Lisa Spitale,
Chief Administrative Officer

Attachment 1: Covid-19 Pandemic Response Task Forces Update
February 24 to March 23, 2021

COVID-19 Pandemic Response Task Forces Update – February 24 to March 23, 2021

Vulnerable and At Risk Populations

Reaching Home Program

City staff has received word that it will receive interim funding in the amount of \$56,620 for the period of April 1 to June 30, 2020 in support of the food security and resource hubs, the laundry and shower programs, and the portable toilets. Staff has also been informed that there will likely be another intake on June 1 or July 1, 2021. If yes, staff will apply for continued funding for the above and other possible projects. Based on past experience, this funding is usually available for up to four months.

Strengthening Communities Program

City staff will be submitting a grant application under the COVID-19 Restart Funding for Local Governments Strengthening Communities' Services Program. At this time, staff anticipate that the application will be in the range of about \$400,000.

That projects must address one or more of the following four pillars of eligible activities:

- to improve the health and safety of persons who are experiencing homelessness;
- to reduce community concerns about public health and safety in neighbourhoods related to homelessness;
- to improve coordination related to health and service provision related to homelessness;
- to increase capacity to work with persons who are experiencing homelessness and Indigenous organizations towards culturally-safe and trauma-informed responses.

City staff is collaborating with the faith-based and non-profit sector on a package of activities which align with the four pillars of eligible activities. Staff will be bringing a Report to Council for consideration, which will seek overall grant management, on April 12 and submitting the application on April 16, 2021. If successful, the funds must be utilized within one year of grant approval.

Seniors and the Disabled

Not available for this Council report.

Business and the Local Economy

- Continued bi-weekly distribution of the *InvestNewWest* newsletter (850 current business subscribers).
- Business and Local Economy Task Force meeting bi-weekly.
- EDO working with local business stakeholders to manage “Rediscover New West”, a city-wide campaign to support restaurant, café, and other food service establishments. The campaign ended with positive levels of participation in the community. Planning for the next leg of the campaign is underway, with the focus on retail.
- Some website development work to streamline the business directory on InvestNewWest.ca is underway to combine it with the directory on ReDiscoverNewWest.ca.
- Continued updating of the COVID-19 Business Resources as orders change.
- The third VENN (Virtual Education and Networking Night) for non-profits event took place on March 24, 2021 with the topic: “Hosting Great Online Events” with 20 registrants.
- An Educational Bursary Support Program has been developed and is included in the March 29 Council meeting.
- Staff will review the Patio and Sidewalk Café Program in advance of Spring 2021 to ensure it supports businesses based on feedback, as well as ensuring that it is communicated to the community.
- Staff will review the temporary measures put in place Spring/Summer 2020 to address food trucks in advance of Spring/Summer 2021.

Education and Enforcement

- The COVID compliance hotline has received 24 calls/emails so far in March, the lowest daily call numbers since October. COVID Compliance Officers (CCOs) and Bylaw Officers continue to respond to inquiries and investigate complaints received on the COVID Compliance Line Mondays to Fridays. All calls received over the weekend are investigated and responded to on Mondays. In March, the staff performing CCO duties returned to their departments of origin, and the hiring and training of new auxiliary CCOs began. Bylaw Officers will train the new CCOs in addition to their regular duties.
- Calls to the COVID compliance hotline continue regarding businesses not following COVID-safe procedures, including distancing, mask requirements and sanitizing. As the weather improves and Provincial Health Orders change, an increase in calls regarding gathering in parks and outdoor areas is expected. E&E also provided input to Parks and Recreation's Riverside Circulation Plan, to consider room to move safely on the boardwalk for 2021, as the boardwalk was particular busy in the summer of 2020.
- E&E task force continues to meet monthly. The next meeting is scheduled for April 11th, 2021. A one year report summarizing the calls and emails to the COVID Compliance Hotline since its inception in March 2020 will be provided to Council at the April 26, 2021 meeting.

Childcare

- May is Child Care Month and the committee is working on highlighting the important work child care profession play in growing our children. This will include a proclamation and marketing on the city website as well as through the Record.
- School District are offering after school programs in the schools to remove transportation barriers. The mandate for this is to enhance the curriculum and encourage students to participate in various learning opportunities. This is not child care but a program that can support families in this pandemic.
- Parks and Recreation will be offering a wide variety of programs this summer that will be located both outdoors and indoors. Staff are building on the successes of last summer and will feature additional opportunities in sports and biking. This summer will feature additional collaboration between the city and various community organizations to compliment recreation opportunities for our residents.
- Parks and Recreation will continue to share with our residents other day camp opportunities that exist within the city. The Westminster After School Children's Society operates various child care /experiences across the city that residents might not be away of.



REPORT

Legislative Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Jacque Killawee **File:** 05.1033.20-2021
City Clerk

Item #: 86/2021

Subject: Updates to the Restorative Justice Committee

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to release two resolutions concerning the Restorative Justice Committee from the closed Council meeting of March 1, 2021.

BACKGROUND

During the November 24, 2020 meeting of the Restorative Justice Committee, Councillor Puchmayr noted that the Restorative Justice Committee has become an advocate for the Indigenous Court, and having a representative from the Court on the Committee would be of benefit. The Committee put forward a resolution to Council for approval.

The topic of amalgamating the Youth, Multicultural, and the Seniors advisory committees, along with RJC into the Social Inclusion, Engagement and Reconciliation Advisory Committee was discussed at the RSITF meeting on February 9, 2021. At that meeting there was discussion about the aims of the committee reorganization, the goals and the need for further policy work before the creation a Social Inclusion, Engagement and Reconciliation Advisory Committee. This policy work would be tied to but not limited by the Diversity, Equity, Inclusion and Anti-Racism (DEIAR) work already underway.

At the meeting, two of three members appointed to the Task Force, requested Council consider the continuation of the RJC as a committee separate from the proposed amalgamated Committee for the following reasons:

- The focus and membership of the RJC are different from other Council Advisory Committees, making its nature entirely different; and
- The RJC has made real and substantive changes to the Aboriginal Court and has become very technical and knowledgeable about the Court.

Council in closed session passed the following two motions:

THAT the Terms of Reference of the Restorative Justice Committee be amended to include a position for a representative of the New Westminster Indigenous Court on the Committee.

THAT Council direct staff to maintain the Restorative Justice Committee beyond 2021 until such time as Council directs the Committee to disband.

THAT the Restorative Justice Committee be engaged on:

- *Police Reform work being undertaken by the City; and,*
- *A search for a group or organization to host the Committee and its work, either within committee members or another group in New Westminster.*

OPTIONS

The following options are presented for Council's consideration:

1. **THAT** Council receive this report for information; or,
2. **THAT** Council provide alternate direction to staff.

Staff recommends Options 1.

This report has been prepared by: Carilyn Cook, Committee Clerk

Approved for Presentation to Council



Jacque Killawee
City Clerk



Lisa Spitale
Chief Administrative Officer



REPORT

Legislative Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

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

Item #: 97/2021

Subject: **Cancellation of the Section 57 Notices on 711 Walmsley Street and 1402 Seventh Avenue**

RECOMMENDATION

THAT Council direct the Corporate Officer to remove the Section 57 notices on 711 Walmsley Street having a legal description of “Lot A, New West District Group 1, Plan 9612, Suburban Block 6”;

THAT Council direct the Corporate Officer to remove the Section 57 notice on 1402 Seventh Avenue having a legal description as Easterly Half Lot 28 of Lot 9 Suburban Block 9 2620 .

PURPOSE

This report seeks Council’s permission remove the Section 57 notices placed on 711 Walmsley Street and 1402 Seventh Avenue.

BACKGROUND

Section 57 of the *Community Charter* permits the City to place a Notice on Title for a property with respect to violations of building regulations. This provides more certainty that the individuals interested in the property are informed where there are outstanding building violations.

The Community Charter in Section 58 provides the mechanisms for removing the Section 57 notice, as follows:

“(1)On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.”

711 Walmsley Street

On October 18, 2010, Council passed the following motion placing a Section 57 notice on title:

THAT the Corporate Officer be directed to file a notice in the land title office with respect to the property known as 711 Walmsley Avenue and having the legal description “Lot A, New West District Group 1, Plan 9612, Suburban Block 6” stating:

THAT the City of New Westminster City Council has approved a resolution pursuant to Section 57 (3) of the Community Charter regarding the property known as 711 Walmsley Avenue and having the legal description “Lot A, New West District Group 1, Plan 9612, Suburban Block 6”, with respect to the property being in violation of building regulations; and

THAT further information regarding the violations of building regulations is available from the Corporate Officer at New Westminster City Hall, 511 Royal Avenue, New Westminster, B.C.

1402 Seventh Ave

On February 10, 2020 Council passed the following motion placing a Section 57 notice on title:

THAT Council direct the Corporate Officer to file a notice in the Land Title Office with respect to the property known as 1402 Seventh Avenue and having the legal description as Easterly Half Lot 28 of Lot 9 Suburban Block 9 Plan 2620 stating that:

(a) The City of New Westminster City Council has approved a resolution pursuant to Section 57 (3) of the Community Charter regarding the property known as 1402 Seventh Avenue and having the legal description as Easterly Half Lot 28 of Lot 9 Suburban Block 9 Plan 2620, with respect to the property being in violations of building regulations; and,

(b) Further information about the violations of building regulations is available from the Corporate Officer at New Westminster City Hall, 511 Royal Avenue, New Westminster, B.C.

DISCUSSION

On February 11, 2021 memos from the Chief Building Official were received by that the Corporate Officer (City Clerk) that indicated that the building issues that resulted in the recommendation of the Section 57 notices had now been resolved. The memos are attached to this report (711 Walmsley Street (Attachment 1) and 1402 Seventh Ave (Attachment 2)).

Given that the Chief Building Official is satisfied that the building code issues have been resolved at these residences, the City Clerk is seeking Council's approval to remove the Section 57 notices.

FINANCIAL IMPLICATIONS

There are no financial implications to the City of New Westminster.

OPTIONS

The following options are available for Council's selection:

1. THAT Council direct the Corporate Officer to remove the Section 57 notice on 711 Walmsley Street and having a legal description of "Lot A, New West District Group 1, Plan 9612, Suburban Block 6";
2. THAT Council direct the Corporate Officer to remove the Section 57 notice on 1402 Seventh Avenue and having a legal description as Easterly Half Lot 28 of Lot 9 Suburban Block 9 2620.
3. That Council provide other direction to staff.

Staff recommend options 1 and 2.

ATTACHMENTS

Attachment 1 - Memo: Removal of Section 57 Notice on Title for 711 Walmsley Street
Attachment 2: Memo: Removal of Section 57 Notice on Title for 1402 Seventh Avenue

This report has been prepared by
Jacque Killawee, City Clerk

This report was reviewed by:



Jacquie Killawee
City Clerk

Approved for Presentation to Council



Dean Gibson
On behalf of
Lisa Spitale
Chief Administrative Officer

Signatures:

Attachment 1

*Memo: Removal of Section 57 Notice on
Title for 711 Walmsley Street*



MEMORANDUM FROM THE BUILDING DIVISION

To: Jacque Killawee, City Clerk
Legislative Services

Date: February 11, 2021

From: Michael Racanello
Building Division

File(s): MSC00097
BP009712

EDMS: 1771222

Subject: 711 Walmsley Street, New Westminster

This memorandum is to confirm that the enforcement related non-compliances of 711 Walmsley Street have been rectified to the Building Divisions satisfaction, and that the property owner as substantially met all Building Code and City Bylaw requirements. Further to that, it is the recommendation of the Building Division that the Section 57 Notice on Title and the enforcement related Notice on Taxes be removed.

Should there be any questions regarding the scope of the enforcement, please have no hesitations contacting us directly.

Prepared by:

Michael Racanello, Building Inspector

Approved by:

Joseph Krevs, Acting Building Manager

Attachment 2

*Memo: Removal of Section 57 Notice on
Title for 1402 Seventh Avenue*



MEMORANDUM FROM THE BUILDING DIVISION

To: Jacque Killawee, City Clerk
Legislative Services

Date: February 11, 2021

From: Michael Racanello
Building Division

File(s): MSC01046
BP012894

EDMS: 1771225

Subject: 1402 Seventh Avenue, New Westminster

This memorandum is to confirm that the enforcement related non-compliances of 1402 Seventh Avenue have been rectified to the Building Divisions satisfaction, and that the property owner as substantially met all Building Code and City Bylaw requirements. Further to that, it is the recommendation of the Building Division that the Section 57 Notice on Title and the enforcement related Notice on Taxes be removed.

Should there be any questions regarding the scope of the enforcement, please have no hesitations contacting us directly.

Prepared by:

Michael Racanello, Building Inspector

Approved by:

Joseph Krevs, Acting Building Manager



REPORT

To: Mayor Côté and Members of Council **Date:** 3/29/2021

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

Item #: 99/2021

**Subject: Withdrawal of Lower Mainland Local Government Association
 (LMLGA) Motion Concerning Local Government Candidates Access to
 Multifamily Dwellings During the Campaign Period**

RECOMMENDATION

THAT Council direct staff to withdraw the Lower Mainland Local Government Association (LMLGA) motion passed on March 1, 2021 requesting that UBCM request the provincial government change legislation to allow local government election candidates access to multifamily dwellings during the campaign period.

PURPOSE

This report seeks Council's permission to withdraw the LMLGA motion passed on March 1, 2021 requesting that the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) request the provincial government change legislation to allow local government election candidates access to multifamily dwellings during the campaign period.

BACKGROUND

On March 1 2021 Council approved the following motion to be sent to the Lower Mainland Local Government Association (LMLGA) for approval at the May conference before forwarding to the Union of BC Municipalities (UBCM) September conference:

THAT Council direct staff to send the following resolution and backgrounder attached to this report as Appendix 3, to the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) 2021 conferences, and to support the resolution by distributing it to all member municipalities:

WHEREAS Provincial and Federal elections candidates can access all different types of multifamily dwellings, including apartments, strata and co-operative housing for the purposes of canvassing or providing candidate information, as provided for in Section 228.01 of the British Columbia Election Act and Section 81 of the Canada Elections Act, respectively;

AND WHEREAS Local Government elections candidates can access only rental buildings for the purposes of canvassing or distributing candidate information, as provided for in Section 30(2) of the Residential Tenancy Act;

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) request the Province of British Columbia enact legislation that gives Local Government Election Candidates access to all types of multifamily dwellings, including housing cooperatives and strata, for the purposes of canvassing or distributing candidate information;

AND BE IT FURTHER RESOLVED THAT the Lower Mainland Mainland Local Government Administration (LMLGA) and Union of BC Municipalities (UBCM) request the Provincial Government enact this legislation in time for the 2022 Local Government Elections.

DISCUSSION

On March 3, 2021 the Provincial government announced the legislation it would place before the spring sitting of the Legislature. This includes a bill called the “Local Elections Statutes Amendment Act 2021”. This Act, according to the Provincial Government press release, will, when passed,

“Strengthen local election campaign financing rules and will more closely align the Local Elections Campaign Financing Act rules with those established for provincial elections in the Election Act, while continuing to account for the unique nature of local elections....

Changes are also proposed for local government legislation and the School Act to improve and modernize the administration of local elections. These changes include:

- *allowing candidates and their representatives to have access to strata properties and other residential properties (e.g., housing co-operatives and rental properties,*

condominium buildings) for the purpose of canvassing and distributing candidate information”.

This legislation is expected to be enacted before the end of March 2021. This proposed legislation responds directly to Council’s resolution to the Lower Mainland Local Government Association (LMLGA) and therefore removes the need for the resolution.

Given this, staff recommend that Council provide staff with direction to remove the item from the agenda of the Lower Mainland Local Government Association (LMLGA).

FINANCIAL IMPLICATIONS

There are no financial implications to the City of New Westminster.

OPTIONS

The following options are available for Council’s selection:

- 1) That Council direct staff to withdraw the Lower Mainland Local Government Association (LMLGA) motion passed on March 1, 2021 requesting that UBCM request the provincial government change legislation to allow local government election candidates access to multifamily dwellings during the campaign period.
- 2) That Council provide other direction to staff.

Staff recommend options 1.

This report has been prepared by
Jacque Killawee, City Clerk

This report was reviewed by:



Jacque Killawee
City Clerk

Approved for Presentation to Council



Dean Gibson on behalf of
Lisa Spitale
Chief Administrative Officer



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



A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL REGULAR MEETING OF CITY COUNCIL

February 22, 2021

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

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
Mr. Richard Fong	- Director of Human Resources
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Steve Kellock	- Senior Manager of Recreation and Facilities
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Lorraine Lyle	- Manager, Finance
Ms. Julie Spurrell	- Chief Librarian
Ms. Jackie Teed	- Senior Manager, Development Services
Ms. Harji Varn	- Chief Financial Officer/Director of Finance
Ms. Nicole Ludwig	- Assistant City Clerk

The Meeting was called to order at 5:01 p.m.

OPPORTUNITY TO BE HEARD

1. Financial Plan, 2021 - 2025

Mayor Cote made a statement regarding the procedures of the opportunity to be heard.

a. Staff Report

Harji Varn, Director of Finance/Chief Financial Officer advised that one comment and one question had been received from members of the public regarding the 2021-2025 Financial plan. In response to the question, Ms. Varn advised that the percentage increase for staff compensation is 2.3%.

MOVED and SECONDED

THAT Council receive two pieces of correspondence related to the 2021-2025 Financial Plan.

CARRIED.

All members present voted in favour of the motion.

b. Opportunity for Public Comment

Mayor Cote called for speakers, and none were present. Subsequently, Jacque Killawee, City Clerk, provided instructions on how members of the public can join the meeting to comment.

Procedural Note: Council recessed at 5:08 p.m. to allow time for any members of the public to join the meeting in order to provide comments on the 2021-2025 Financial Plan. Council reconvened at 5:11 p.m.

Ms. Killawee advised that no speakers were present.

In discussion, Council members noted:

- This is a good budget completed in a very trying time that sets the City on the right path;
- They are looking forward to work being done on the police budget and reform measures;

- Appreciation for the work put in by staff especially with regards to public engagement and the amount of feedback received; and
- The new timing used for this budget allows Council to consider feedback in a timely way, rather than having to deal with it at the last minute.

MOVED and SECONDED

THAT Council give three readings and adoption to Bylaw No. 8252, 2021.

CARRIED.

All members present voted in favour of the motion

BYLAW

2. Five-Year Financial Plan (2021-2025) Bylaw No. 8252, 2021

**THREE READINGS
ADOPTION**

MOVED and SECONDED

THAT Five Year Financial Plan (2021-2025) Bylaw No. 8252, 2021 be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT Five Year Financial Plan (2021-2025) Bylaw No. 8252, 2021 be given Second Reading.

CARRIED.

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

MOVED and SECONDED

THAT Five Year Financial Plan (2021-2025) Bylaw No. 8252, 2021 be given Third Reading.

CARRIED.

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

MOVED and SECONDED

THAT Five Year Financial Plan (2021-2025) Bylaw No. 8252, 2021, be adopted.

CARRIED.

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

ADJOURNMENT

On MOTION, the meeting adjourned at 5:23 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.

PUBLIC HEARING

February 22, 2021

Meeting held electronically under Ministerial Order No. M192

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
Ms. Britney Dack	- Heritage Planner, Development Services
Mr. Michael Raccanello	- Building Inspector
Ms. Kathleen Stevens	- Heritage Planning Analyst, Development Services
Mr. Mike Watson	- Senior Planner, Development Services
Ms. Nicole Ludwig	- Assistant City Clerk

The Meeting was called to order at 6:00 p.m.

Mayor Cote provided a statement regarding the conduct of the Public Hearing.

BUSINESS

NOTE: Items 2 and 3 were previously scheduled for Public Hearings on January 22, 2021. Due to an error in the required notification, the Public Hearings for these items were rescheduled to February 22, 2021.

1. Zoning Amendment Bylaw (Secondary Suite Requirements) No. 8154, 2021

Attachments:

- i. Notice of Public Hearing
- ii. Bylaw No. 8154, 2021

Reports to Council			
Report Author	Meeting/Document/Date	Public Hearing Date	#
Clerks	Minutes Extracts	February 22, 2021	R-1
Development Services	Regular Report, January 18, 2021	February 22, 2021	R-2

a. Overview of application (Development Services staff)

Mike Watson, Senior Planner, presented a summary of the application noting:

- The proposed revisions to the Secondary Suites program would simplify regulations, improve application review times, streamline the process for applicants and reduce staff resources;
- The proposed revisions are consistent with other Development Services streamlining initiatives;
- The proposed revisions:
 - Remove unnecessary secondary suite requirements, and replace them with a simplified set of life safety and livability requirements;
 - Remove items regulated through the British Columbia Building Code (BCBC); and,
 - Remove Zoning Bylaw embedded design guidelines and offer a Secondary Suite public information guide with best practices for home owner consideration, in its place.

Development Services staff recommended Bylaw No. 8154 for third reading.

b. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Jacque Killawee, City Clerk, advised three written submissions had been received since the application was scheduled for public hearing, and were submitted on table.

- c. Motion to receive submissions

MOVED and SECONDED

THAT Council receive the following written submissions related to Bylaw No. 8154, 2020:

Written Submissions			
Name	Correspondence Date	Date Received	#
J. Shebib	February 20, 2021	ON TABLE	C-1
S. McGillis	February 21, 2021	ON TABLE	C-2
M. Watson (response to S. McGillis)	February 22, 2021	ON TABLE	C-3

CARRIED.

All members present voted in favour of the motion.

- d. Invitation to the public to address the bylaw

Mayor Cote called three times for speakers and none were present.

The City Clerk reviewed the ways people could join the meeting to be heard.

Procedural Note: Council recessed at 6:10 p.m. in order to allow any other speakers to join the meeting. Council reconvened at 6:13 p.m.

The City Clerk advised there were no additional speakers.

- e. Motion to close the Public Hearing

MOVED and SECONDED

THAT the Public Hearing for Bylaw No. 8154, 2021, be closed.

CARRIED.

All members present voted in favour of the motion.

- f. Motion to refer Bylaw No. 8154, 2021 to Council for Third Reading

MOVED and SECONDED

THAT Bylaw No. 8154, 2021, be referred to Council for Third Reading.

CARRIED.

All members present voted in favour of the motion.

2. Zoning Amendment Bylaw (1135 Tanaka Court) No. 8250, 2021

Attachments:

- i. Notice of Public Hearing (Rescheduled)
- ii. Bylaw No. 8250, 2021

Reports to Council			
Report Author	Meeting/Document/Date	Public Hearing Date	#
Clerks	Minutes Extracts	February 22, 2021	R-1
Development Services	Regular Council – Report – November 30, 2020	February 22, 2021	R-2
Development Services	Regular Council – Report – January 4, 2021	February 22, 2021	R-3

a. Overview of application (Development Services staff)

Mike Watson, Senior Planner, Development Services, introduced the application for a zoning amendment bylaw for 1135 Tanaka Court to permit a cannabis infused product manufacturing facility, to perform contract manufacturing of private label cannabis products on site to be sold in Canada. He advised that the proposed use is consistent with the Official Community Plan (OCP) and uses already permitted in Light Industrial Districts, and would be subject to the same conditions in place for cannabis production facilities in other districts.

Development Services staff recommended Zoning Amendment Bylaw No. 8250, 2021 for Third Reading.

b. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Jacque Killawee, City Clerk, advised two written submissions had been received since the application was scheduled for public hearing.

c. Motion to receive submissions

MOVED and SECONDED

THAT Council receive the following written submissions related to Bylaw No. 8250, 2021:

Written Submissions			
Name	Correspondence Date	Date Received	#
B. Calyniuk, Leaf Infusions Inc.	January 19, 2021	January 19, 2021	C-1
<i>Note: Item C-2 was distributed to Council in advance of the January 25, 2021 Public Hearing, which was re-scheduled to February 22, 2021. This correspondence now provides public input into the February 22, 2021 Public Hearing.</i>			
Staff Presentation re 1135 Tanaka Court	n/a	January 25, 2021	C-2

CARRIED.

All members present voted in favour of the motion.

In response a question from Council, Mr. Watson noted that the applicant may only sell in Canada due to current federal regulations.

- d. Invitation to the public to address the bylaw

Mayor Cote called three times for speakers and none were present. The City Clerk reviewed the ways people could join the meeting to be heard.

Procedural Note: Council recessed at 6:19 p.m. in order to allow any other speakers to join the meeting. Council reconvened at 6:22 p.m.

The City Clerk advised there were no additional speakers.

- e. Motion to close the Public Hearing

MOVED and SECONDED

THAT the public hearing for Bylaw No. 8250, 2021, be closed.

CARRIED.

All members present voted in favour of the motion.

- f. Motion to refer Bylaw No. 8250, 2021 to Council for Third Reading

MOVED and SECONDED

THAT Bylaw No. 8154, 2021, be referred to Council for Third Reading.

CARRIED.

All members present voted in favour of the motion.

3. Heritage Revitalization Agreement Bylaw (404 Second Street) No. 8235, 2020 and Heritage Designation Bylaw (404 Second Street) No. 8236, 2020

Attachments:

- i. Notice of Public Hearing (Rescheduled)
- ii. Bylaw No. 8235, 2020
- iii. Bylaw No. 8236, 2020

Reports to Council			
Report Author	Meeting/Document/Date	Public Hearing Date	#
Clerks	Minutes Extracts	February 22, 2021	R-1
Development Services	Regular Council – Report – July 13, 2020	February 22, 2021	R-2
Development Services	Community Heritage Commission – Report – September 2, 2020	February 22, 2021	R-3
Applicant	Community Heritage Commission – Presentation – September 2, 2020	February 22, 2021	R-4
Development Services	Regular Council – Report – November 9, 2020	February 22, 2021	R-5

- a. Overview of application (Development Services staff)

Kathleen Stevens, Heritage Planning Analyst, introduced the application for 404 Second Street noting the following:

- The proposed Heritage Revitalization Agreement (HRA) will facilitate the regularization and expansion of the non-conforming commercial use and include additions to the side and rear of the building and a new basement to ensure viability of the business;
- The existing residential unit will continue to be permitted;
- Sign Bylaw relaxations will allow commercial signage and the recreation of the historic roof sign; the roof sign will not be

illuminated and lights above the fascia signage will be connected to a timer to reduce light intrusion;

- Zoning Bylaw relaxations will allow for increased density and site coverage, reduced front, side and rear setbacks, reduced parking and commercial use;
- Floor Space Ratio (FSR) will be higher than permitted, but 50% of the floor space will be in the basement and not publicly accessible;
- A variety of commercial uses will be permitted, but will exclude convenience stores open past 10:00 p.m. and before 7:00 a.m.; these uses are consistent with the Official Community Plan (OCP) and commercial uses approved in previous HRAs in RS-1 Zoned Properties; and,
- The scale of commercial uses would likely be limited by the size of the building and always require a Business Licence.

The Development Services Department recommended Bylaw Nos. 8235, 2020, and 8236, 2020 for Third Reading.

- b. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Jacque Killawee, City Clerk, advised 79 written submissions had been received, 15 of which were on table, since the application was scheduled for public hearing.

- c. Motion to receive submissions

MOVED and SECONDED

THAT Council receive the following written submissions related to Bylaw Nos. 8235, 2020, and 8236, 2020:

Written Submissions			
Name	Correspondence Date	Date Received	#
G. Ancill	November 8, 2020	November 8, 2020	C-1
S. North, New Westminster Heritage Preservation Society	November 8, 2020	November 8, 2020	C-2
H. Walton	November 8, 2020	November 8, 2020	C-3
C. Wilshire	November 12, 2020	November 12, 2020	C-4

Written Submissions			
Name	Correspondence Date	Date Received	#
R. and S. Patterson	November 23, 2020	November 21, 2020	C-5
M. Mason	November 24, 2020	November 24, 2020	C-6
G. North, Queen's Park Residents' Association	January 3, 2021	January 3, 2021	C-7
D. Gurney	January 4, 2021	January 5, 2021	C-8
R. Field	January 7, 2021	January 7, 2021	C-9
G. and L. Lazzer	January 13, 2021	January 13, 2021	C-10
S. Monaghan	January 14, 2021	January 14, 2021	C-11
C. McFarland	January 15, 2021	January 15, 2021	C-12
A. Molitor	January 15, 2021	January 15, 2021	C-13
G. Yoshizawa	January 15, 2021	January 15, 2021	C-14
S. Lee	January 15, 2021	January 15, 2021	C-15
G. Mockler	January 15, 2021	January 15, 2021	C-16
J. Bailey	January 17, 2021	January 17, 2021	C-17
A. Banares	January 18, 2021	January 18, 2021	C-18
N. Boychuk	January 18, 2021	January 18, 2021	C-19
M. Meehan	January 18, 2021	January 18, 2021	C-20
C. Boychuk	January 18, 2021	January 18, 2021	C-21
B. Banares	January 18, 2021	January 18, 2021	C-22
B. Stokes	January 19, 2021	January 19, 2021	C-23
D. Milnthorp	January 19, 2021	January 19, 2021	C-24
N. and S. Spence	January 20, 2021	January 20, 2021	C-25
<i>Note: Items C-26 to C-47 were distributed to Council in advance of the January 25, 2021 Public Hearing, which was re-scheduled to February 22, 2021. This correspondence now provides public input into the February 22, 2021 Public Hearing.</i>			
L. Church	January 20, 2021	January 25, 2021	C-26
M. Howley	January 20, 2021	January 25, 2021	C-27
M. Rempel	January 21, 2021	January 25, 2021	C-28
S. North, New Westminster Heritage Preservation Society	January 22, 2021	January 25, 2021	C-29
M. McKnight	January 22, 2021	January 25, 2021	C-30
R. Vugteveen	January 22, 2021	January 25, 2021	C-31
C. MacArthur	January 22, 2021	January 25, 2021	C-32
V. Boulanger	January 22, 2021	January 25, 2021	C-33
B. Cavanagh	January 22, 2021	January 25, 2021	C-34

Written Submissions			
Name	Correspondence Date	Date Received	#
C. Hutson	January 22, 2021	January 25, 2021	C-35
L. Robinson	January 22, 2021	January 25, 2021	C-36
S. North	January 24, 2021	January 25, 2021	C-37
E. and K. Langstroth	January 24, 2021	January 25, 2021	C-38
T. Britnell	January 24, 2021	January 25, 2021	C-39
J. Muccillo and N. Porsch	January 25, 2021	January 25, 2021	C-40
C. Eadie	January 25, 2021	January 25, 2021	C-41
G. Ng and G. Zywiecki	January 25, 2021	January 25, 2021	C-42
S. McGillis	January 25, 2021	January 25, 2021	C-43
K. Moser and W. Johnson	January 25, 2021	January 25, 2021	C-44
Staff Presentation re 404 Second Street	n/a	January 25, 2021	C-45
Applicant Presentation re 404 Second Street	n/a	January 25, 2021	C-46
C. Boychuk Presentation re 404 Second Street	n/a	January 25, 2021	C-47
<i>Note: Item C-48 and any items listed subsequently were received after January 25, 2021 and until February 17, 2021.</i>			
G. McLennan	February 2, 2021	February 2, 2021	C-48
K. Wipp	February 2, 2021	February 2, 2021	C-49
Isha I.	February 2, 2021	February 2, 2021	C-50
D. McKenzie	February 4, 2021	February 4, 2021	C-51
J. Vander Zalm	February 4, 2021	February 4, 2021	C-52
M. Zuccaro	February 4, 2021	February 4, 2021	C-53
D. Tays	February 4, 2021	February 4, 2021	C-54
N. Perks	February 5, 2021	February 5, 2021	C-55
B. Perks	February 5, 2021	February 5, 2021	C-56
K. Moir	February 5, 2021	February 5, 2021	C-57
C. von Riedemann	February 5, 2021	February 5, 2021	C-58
M. Prevolos	February 8, 2021	February 8, 2021	C-59
S. Cepeliauskas	February 9, 2021	February 9, 2021	C-60
J. Stocco	February 10, 2021	February 10, 2021	C-61
A. Leonard	February 17, 2021	February 17, 2021	C-62
S. Leonard	February 17, 2021	February 17, 2021	C-63
P. Monti	February 17, 2021	February 17, 2021	C-64
K. Wipp	February 17, 2021	ON TABLE	C-65

Written Submissions			
Name	Correspondence Date	Date Received	#
A. McNamara	February 17, 2021	ON TABLE	C-66
T. Ing	February 17, 2021	ON TABLE	C-67
B. Goss	February 18, 2021	ON TABLE	C-68
H. McAlpine	February 18, 2021	ON TABLE	C-69
J. Campbell	February 18, 2021	ON TABLE	C-70
E. McCreedy	February 19, 20201	ON TABLE	C-71
D. Cochrane	February 19, 2021	ON TABLE	C-72
A. and J. Campbell	February 19, 2021	ON TABLE	C-73
R. Smith, New Westminster Chamber of Commerce	February 20, 2021	ON TABLE	C-74
A. McNamara	February 20, 2021	ON TABLE	C-75
J. Vander Zalm	February 20, 2021	ON TABLE	C-76
D. Bayne	February 21, 2021	ON TABLE	C-77
M. McNamara	February 21, 2021	ON TABLE	C-78
M. Fox	February 22, 2021	ON TABLE	C-79

CARRIED.

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

- d. Invitation to the public to address the bylaw

Mayor Cote called for speakers.

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

Kirsten Sutton, D3 Design, Elana Zysblat, Heritage Consultant, and Camelia Mezo, Owner, provided a presentation on the project, noting:

- There is substantial support for both the heritage preservation and the proposed design; those opposed were in the minority;
- The Queens Park Heritage Conservation Area (HCA) exempts non-residential buildings from protection;
- The store was redesigned in 1951 and this is the most enduring vision of the store, which is why that vision is being proposed;
- The owners did a lot of work to bring the store up to code on purchase;
- The addition of a basement will allow for storage and work areas for staff, and will reduce the need for daily deliveries;

- The owners will ensure that the store will remain a neighbourhood store, there will be no smoking of product on site, and the chimney is not connected to anything.

Gary Mockler expressed opposition to the application noting that: the expansion to 1.0 Floor Space Ratio (FSR) is a tripling of commercial space and excessive, particularly since residences in the area are limited to 0.7 FSR; the information related to the proposed permitted commercial uses was unclear and provided to interested parties late in the process; the building should be built to original 1920s styling to make it a successful HRA; and Council should consider the impacts on the day to day lives of immediate neighbours.

- Gary Boychuk provided a presentation and expressed opposition to the application noting that there was very little the original building remaining and it is an example of poor planning and construction. ;
- The Heritage Review tries to filter out the historic bits, including hardware, information plates and metal awnings, and it identifies nothing significant; and, The increase to 1.0 FSR contradicts the intent of and misuses the HRA.

Cathy McFarland expressed opposition to the application because it was

- Not respectful to neighbours' quality of life and the heritage aspects of the community.
- There will be too much floor space, which could lead to many different types of businesses; a smaller plan would be supportable. ;
- There was a lack of transparency in the potential commercial uses once the HRA is in place, and this was acknowledged by staff.

In response to questions from Council, Ms. McFarland noted that her definition of heritage involves caring about the history of the buildings and the people who occupied it, and maintaining the building's legacy. She clarified that the proposed restoration does not capture the original essence of the building.

In response to a question from Council, Emilie Adin, Director of Development Services, and Kathleen Stevens, Heritage Analyst, advised that sometimes the applicant includes different information in their consultation

documents, and that staff acknowledged more description regarding the proposed uses for the development should have been supplied earlier.

Margaret Mason expressed full support for the business at 404 Second Street.

Brian Taylor spoke in support of the application, noting that the business wants to stay in the neighbourhood and grow, and there is a vocal minority in the area that professes to speak on behalf of the community. He urged Council to approve the application so that the business owners can stay and grow in the community.

Gail North, Queens Park Residents' Association, speaking against the proposal, noted that this application will only provide overdue maintenance, and the public consultation was lacking in terms of providing information about the proposed permitted usage. She advised that there should be a reduction in proposed FSR and some restrictions on future use.

Sue Lee advised she lives near the market and does not support the application. She expressed concerns with customers idling in front of their house as they visit the market, limited parking, and impacts on lifestyle especially if the store can stay open for longer hours.

In response to questions from Council, Ms. Adin, Ms. Stevens, and Michael Rancanello, Building Inspector, Development Services, provided the following information:

- If the business changes, the owner would need to make changes; anything such as installing an HVAC system would need a Heritage Alteration Permit;
- If use changes over time, any changes made need to meet current standards;
- Other, smaller HVAC systems would need a building permit and a registered professional signing off in order to meet requirements.

Garry Yoshizawa expressed opposition to the application, noting information on additional permitted uses should have been given to Queens' Park residents earlier in the process; the proposal does not fit the requirements of an HRA because the heritage merit of the building goes back to 1926; most

of the support voiced throughout the process is for the butcher business, which is a specialty business which is why it can coexist in the neighbourhood and not for the inclusion of additional permitted uses; and, in his opinion, the proposed HRA is being used to circumvent zoning rules and should not be approved.

In response to a question from Council, Ms. Adin and Brittany Dack, Heritage Planner provided the following additional information:

- The current nonconforming use is the commercial use of the building; after approval, there is an entire class of businesses that will be conforming;
- Staff offered more information in this process, responded to questions and concerns as they arose, and went beyond what is normally provided to respond to the needs of the community;
- Small scale HRAs are exempt from the interim approval process; this application followed the whole process that existed before the COVID-19 pandemic, with the change being to the open house and the presentation to the Queens' Park Residents' Association which were held virtually;

Steve North expressed opposition noting that the proposed HRA sets an uncomfortable precedent in the FSR increase, there was no indication of consequences of the proposed HRA except for the expansion of the business, and neighbours had to dig deep into the application to learn about the expanded permitted uses.

In response to a question from Council, Mr. North opined that if the proposal were for a house that reflected the heritage of the area, there would be a heritage win for the neighbourhood, and that if this proposal were to be a heritage win, it would have to go back to the 1926 building. He noted that this particular restoration has no value for the Queens Park neighbourhood, and the proposed changes are merely maintenance.

Brad Cavanaugh spoke in support of the application, noting that restricting use to the current butcher shop would be a mistake and take away the ability for the business to adapt to changing market conditions. He advised he hopes the project does set a precedent to add more small, neighbourhood businesses

around the city and bring back the heritage of the multitude of small businesses that existed in Queens Park in the early 1900s.

Larry Church opined that the current proposal is a misuse of the HRA mechanism, and that a proper rezoning process should take place.

Maria Prevolos spoke in support of the application, noting that neighbourhood stores provide social hubs, and promote walkable, complete neighbourhoods. She noted that the owner has said the function of the shop will not change, and that a true return to heritage would see many shops in the neighbourhood.

Rnold Smith, New Westminster Chamber of Commerce, spoke in support of the application noting that small businesses such as the butcher are the kinds of businesses critical for cities to attract and keep. He noted that New Westminster does not have the resources of larger municipalities, and its draw is the small-town feel and neighbourhood support; the City should make it easier to do business.

Deane Gurney spoke in opposition to the application noting that currently if the usage changes, it can only become residential, that the application should go through a full rezoning rather than the HRA process, and that the rebuild will look like a hodgepodge of mismatched buildings that will look out of place in the community.

Gail Ancill expressed general support for the business expansion, the proposed density, reduced setbacks and design. She noted opposition to using an HRA process to regularize and expand allowed commercial use and expressed concerns over potential future uses that may have detrimental impacts on the community. Concerns over future use come from experience;

In response to a question from Council, Ms. Dack provided the following information:

- The current use on the site existed before the residential zoning which occurred in 1910;
- The idea of a legally non-conforming use means the use cannot be expanded under the non-conformity; for the business to grow a

rezoning or HRA is required. The proposed usage in the application would have been permitted under the Official Community Plan (OCP), but the owners chose the HRA process recognizing that the building and lot are in a Heritage Conservation Area (HCA).

David Brett advised that he is in support of the application, noting that heritage preservation is not just about buildings, but is also about more intangible aspects of a community and that the business should be viewed as an intangible heritage asset. He suggested that it is not easy to develop a clientele for a business and then suddenly switch it; the current owners are not trying to change their business, but to make sure it can remain an intangible heritage aspect of the community in the future.

Aaron Hesketh spoke in support of the application, noting that small business is part of the core values of the city, and approval will allow these values and the business to continue and stay within the community.

Kurt Wipp expressed his support for the application, noting that it seems like it is always the same few people who always have the same arguments for opposing applications. He noted that despite what speakers are saying, there is a lot of support for the business and the application, and that approving the application will support small, bespoke businesses, which is core to the City.

In response to questions from Council, Ms. Adin, Ms. Dack, and Ms. Stevens advised that

- Other uses could go into the building under the current situation because there is a nonconforming commercial use that predated the residential zoning;
- Using an HRA rather than a rezoning allows for more conditions to be attached, particularly to the outside of the building.
- Without the basement increase, the FSR is limited to 0.5.

Rick Vugteveen noted his support for the application, particularly the adaptive use and how it preserves the intangible heritage asset of the business.

Jennifer Thompson spoke in support of the application, noting that when the COVID-19 pandemic is over, the city will need more places to rebuild the community connections that existed before and the meat market is one of those places.

Darren Bayne expressed his support for the application, noting that the butcher shop provides the same experience as other small, neighbourhood businesses in other cities. He expressed his concern that there is a vocal group that often speaks in opposition to any change at all, and that Council must make sure there are measured steps towards development, such as the current application.

MOVED and SECONDED

THAT Council recess for five minutes.

CARRIED.

All members present voted in favour of the motion.

Procedural Note: Council recessed at 8:45 p.m. and reconvened at 8:51 p.m.

Mayor Cote called for additional and second time speakers.

Larry Church, speaking a second time, opined that the proposal under consideration requires a rezoning, not an HRA, and asked whether a rezoning is required for the proposed permitted uses to be expanded.

Mayor Cote referred the question to staff and Ms. Adin and Ms. Dack provided the following information:

- An HRA is a similar tool to rezoning in that it can vary the zoning of a property, but also has some additional benefits to the City; and,
- An HRA cannot be the underlying zoning; in this case, the zoning is being kept, but the HRA varies it to allow a permitted commercial use.

David Brett, speaking a second time, noted there seems to be some fear that the type of business will change. He advised that the butcher shop has been persistent at this location and in this neighbourhood, and it is the intangible aspects of the business that allow it to be preserved rather than the physical building. He also noted that restrictions on alterations to the building help

lock in the current use, which will reinforce the continued longevity of the business.

Cathy McFarland, speaking a second time, clarified her earlier statement about staff acknowledging the information given to the community regarding expanded permitted commercial uses delivered late in the process and read aloud from a letter from staff to this effect.

Helen Sage (nee Davies) spoke in support of the application noting: that she is the daughter of the previous owner and lived in the building until she was 9; heritage is not based purely on structure, but on the history of the use and the integrity of the previous owner. She advised that her father sold the business for assessment value so that it could continue on as a butcher or other small business suited to the community and that helps bring the community together. She suggested taking a step back and consider the perspective of previous owners into consideration, as well as embracing what could possibly be and giving the current owners the ability to continue a business that unites the community;

Mayor Cote called for anyone else wishing to speak, and no additional speakers were present. The City Clerk reviewed the ways people could join the meeting to be heard.

Procedural Note: Council recessed at 9:11 p.m. in order to allow any other speakers to join the meeting. Council reconvened at 9:14 p.m.

The City Clerk advised no additional speakers were present.

- e. Motion to close the Public Hearing

MOVED and SECONDED

THAT the Public Hearing for Bylaw Nos. 8235, 2020 and 8236, 2020 be closed.

CARRIED.

All members present voted in favour of the motion.

- f. Motion to refer Bylaw No. 8235, 2020 to Council for Third Reading

MOVED and SECONDED

THAT Bylaw No. 8235, 2020 be referred to Council for Third Reading.

CARRIED.

All members present voted in favour of the motion.

- g. Motion to refer Bylaw No. 8236, 2020 to Council for Third Reading

MOVED and SECONDED

THAT Bylaw No. 8236, 2020 be referred to Council for Third Reading.

CARRIED.

All members present voted in favour of the motion.

ADJOURNMENT OF PUBLIC HEARING

On MOTION, the meeting adjourned at 9:15 p.m.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK



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.

REGULAR MEETING OF CITY COUNCIL

February 22, 2021

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

AGENDA

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
Ms. Britney Dack	- Heritage Planner, Development Services
Mr. Michael Raccanello	- Building Inspector
Ms. Kathleen Stevens	- Heritage Planning Analyst, Development Services
Mr. Mike Watson	- Senior Planner, Development Services
Ms. Nicole Ludwig	- Assistant City Clerk

The Meeting was called to order at 9:15 p.m.

BYLAWS CONSIDERED AT THE PUBLIC HEARING

**1. Zoning Amendment Bylaw (Secondary Suite Requirements) No. 8154, 2021
THIRD READING**

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Secondary Suite Requirements) No. 8154, 2021 be given Third Reading.

CARRIED.

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

**2. Zoning Amendment Bylaw (1135 Tanaka Court) No. 8250, 2021
THIRD READING**

MOVED and SECONDED

THAT Zoning Amendment Bylaw (1135 Tanaka Court) No. 8250, 2021 be given Third Reading.

CARRIED.

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

**3. Heritage Revitalization Agreement Bylaw (404 Second Street) No. 8235, 2020
THIRD READING**

In discussion, Council members noted the following:

- Thanked all speakers particularly the last speakers and noted appreciation for the discussion around the definition of heritage;
- This is a unique piece of heritage in Queens Park;
- There are environmental wins in reducing the number of deliveries to the store;
- Concerns regarding possible elevation of value by legitimizing the zoning;
- Concerns that speakers are insinuating staff are being less than honest and this is unfair to staff;
- If a community does not support a business, they will not exist in that community; if the business cannot create a context in which it will survive, the end result would be for the building to be pulled down and a house put up in its place;
- The business is important for a walkable community;
- Small businesses add character, and vitality to a neighbourhood;
- Staff have been very clear why the HRA is preferable to a rezoning; and,

- There is a lot of support for the business in the neighbourhood.

MOVED and SECONDED

THAT Heritage Revitalization Agreement Bylaw (404 Second Street) No. 8235, 2020 be given Third Reading.

CARRIED.

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

4. Heritage Designation Bylaw (404 Second Street) No. 8236, 2020

THIRD READING

MOVED and SECONDED

THAT Heritage Designation Bylaw (404 Second Street) No. 8236, 2020 be given Third Reading.

CARRIED.

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

NEXT MEETING

March 1, 2021

On March 1, a Regular Council meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting. The Closed meeting will be held electronically under Ministerial Order No. M192. The Regular meeting will reconvene at 6:00 p.m. The Regular meeting will be held electronically under Ministerial Order No. M192 and Order of the Provincial Health Officer *Gatherings and Events – February 5, 2021*.

ADJOURNMENT

On MOTION, the meeting adjourned at 9:38 p.m.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK



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.

REGULAR MEETING OF CITY COUNCIL

March 1, 2021

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

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
Ms. Carolyn Armanini	- Planner, Communications and Economic Development
Mr. Rod Carle	- General Manager, Electrical Utility
Ms. Kim Deighton	- Manager of Integrated Services
Mr. Richard Fong	- Director of Human Resources
Mr. Dean Gibson	- Director of Parks and Recreation
Ms. Jennifer Miller	- Manager of Public Engagement
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Lynn Roxburgh	- Senior Planner, Development Services
Mr. John Stark	- Supervisor of Community Planning
Ms. Denise Tambellini	- Manager, Intergovernmental and Community Relations
Mr. Mike Watson	- Senior Planner, Development Services

Ms. Harji Varn - Chief Financial Officer/Director of Finance
Ms. Nicole Ludwig - Assistant City Clerk

GUESTS:

Mr. Colin Meldrum - Metro Vancouver
Ms. Jeni Vlahovic - The C&E Group

The Meeting was called to order at 1:40 p.m.

Procedural Note: Council agreed to deal with part of item 2 and item 3 as the first items of business. The minutes are recorded in chronological order.

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), 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.*

CARRIED.

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

ADJOURNMENT

3. MOVED and SECONDED

THAT the Regular Council meeting be adjourned and Council proceed to closed session.

CARRIED.

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

Procedural Note: The Regular Council meeting recessed at 1:41 p.m. and reconvened at 2:00 p.m. to deal with item 1 and the remainder of item 2.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA

1. **MOVED and SECONDED**

THAT Council remove items 11, 12, 13, 18 and 19, from the consent agenda.

CARRIED.

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

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 reconvening Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of the remaining agenda items to be considered relate to matters listed under Sections 90(1)(e), and 90(1)(k) of the Community Charter:

(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;*

(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 of Council present voted in favour of the motion.

Purpose of the meeting:

Personal, property, and negotiations matters

ADJOURNMENT

3. **MOVED and SECONDED**

THAT the Regular Council meeting be adjourned and Council proceed to closed session.

CARRIED.

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

The Regular Council meeting recessed at 2:03 p.m.

RECONVENE TO REGULAR COUNCIL

4. The Regular Council meeting reconvened at 6:00 pm.

REVIEW AND ADOPTION OF CONSENT AGENDA

5. Earlier in the meeting, Council and removed items 11, 12, 13, 18, and 19, from the Consent Agenda

MOVED and SECONDED

THAT Council adopt items 14 to 17 and 20 to 28, on consent.

CARRIED.

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

ADDITIONS TO THE AGENDA

Urgent/time sensitive matters only

6. No items.

UNFINISHED BUSINESS

7. No Items

ISSUANCE OF DEVELOPMENT VARIANCE PERMITS

8. **Development Variance Permit DVP00674 for 34 South Dyke Road**

Required notification has been completed.

Attachments:

- i. Copy of Development Variance Permit notice
- ii. Director of Development Services' report dated February 1, 2021

- a. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Jacque Killawee, City Clerk, advised that two pieces of written correspondence had been received and distributed with the agenda.

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

MOVED and SECONDED

THAT Council receive two pieces of correspondence related to the Development Variance Permit DVP00674 for 34 South Dyke Road, as follows:

Written Submissions			
Name	Correspondence Date	Date Received	#
P. Wilson	February 22, 2021	February 22, 2021	C-1
P. Wilson	February 22, 2021	February 22, 2021	C-2

CARRIED.

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

- c. **Motion** to approve/reject issuance of Development Variance Permit No. DVP00674.

MOVED and SECONDED

THAT Council approve the issuance of Development Variance Permit No. DVP00674 for 34 South Dyke Road.

CARRIED.

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

9. Development Variance Permit DVP00683 for 805 Boyd Street (Walmart)

Required notification has been completed.

Attachments:

- i. Copy of Development Variance Permit notice
- ii. Director of Development Services’ report dated February 1, 2021
- a. Statement concerning the number of written submissions received, including On Table correspondence (City Clerk)

Jacque Killawee, City Clerk, advised that no correspondence had been received related to the application.

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

Not required.

- c. **Motion** to approve/reject issuance of Development Variance Permit No. DVP00683.

MOVED and SECONDED

THAT Council approve the issuance of Development Variance Permit No. DVP00683 for 805 Boyd Street (WalMart).

CARRIED.

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

REPORTS FOR ACTION

- 10. Police Reform Framework – Input from the Reconciliation, Inclusion and Engagement Task Force**
- a. New Westminster Municipal Police Board Letter dated February 18, 2021 regarding Reforming the Police Act**

Mayor Cote introduced the letter from the police board.

In discussion, Council members noted support for a working group to be formed with staff and elected officials to develop a framework for Police Reform and suggestions for feedback to the Province's Special Committee on Police Reform.

In response to a question from Council, Jennifer Miller, Manager of Public Engagement, and Denise Tambellini, Manager of Intergovernmental and Community Relations, noted that the current deadline for submission to the Special Committee is April 30, 2021, but there will be additional opportunities in the future.

MOVED and SECONDED

THAT the Mayor and Chief Administrative Officer work with staff and Council to develop a working group to engage in the issue of Police Reform;

THAT Council refer the remaining questions in the March 1, 2021, report entitled "Police Reform Framework – Input from the Reconciliation, Inclusion and Engagement Task Force" to the above-noted working group.

CARRIED.

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

CONSENT AGENDA

14. Local Government Election Candidates: Access to Multifamily Dwellings during the Campaign Period

THAT Council direct staff to develop a process and identification forms for candidates and appointed agents, to facilitate access to residential rental buildings during the campaign period starting in the 2022 Local Government Elections;

THAT Council direct staff to ensure landlords, property management companies of multifamily rental dwellings, and LandLordBC are aware of:

- *Section 30(2) of the Residential Tenancy Act, which allows candidates and their agents reasonable access to multifamily rental dwellings to canvass or distribute campaign materials; and*
- *the process developed to provide identification for candidates and their agents;*

THAT Council direct staff to send the following resolution and backgrounder attached to this report as Appendix 3, to the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) 2021 conferences, and to support the resolution by distributing it to all member municipalities:

WHEREAS Provincial and Federal elections candidates can access all different types of multifamily dwellings, including apartments, strata and co-operative housing for the purposes of canvassing or providing candidate information, as provided for in Section 228.01 of the British Columbia Election Act and Section 81 of the Canada Elections Act, respectively;

AND WHEREAS Local Government elections candidates can access only rental buildings for the purposes of canvassing or distributing candidate information, as provided for in Section 30(2) of the Residential Tenancy Act;

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) request the Province of British Columbia enact legislation that gives Local Government Election Candidates access to all types of multifamily dwellings, including housing cooperatives and strata, for the purposes of canvassing or distributing candidate information;

AND BE IT FURTHER RESOLVED THAT the Lower Mainland Mainland Local Government Administration (LMLGA) and Union of BC Municipalities (UBCM) request the Provincial Government enact this legislation in time for the 2022 Local Government Elections.

ADOPTED ON CONSENT.

15. Minutes for adoption

- a. February 1, 2021 Regular meeting*
- b. February 8, 2021 Regular meeting*

ADOPTED ON CONSENT.

16. City Consistency with Ministerial Order No. M192/2020 and the Provincial Health Officer Gatherings and Events Order

THAT Council receive the March 1, 2021 report entitled "City Consistency with Ministerial Order No. M192/2020 and the Provincial Health Officer Gatherings and Events Order" for information THAT Council members continue to attend all meetings electronically, until the Provincial State of Emergency related to the COVID-19 Pandemic is lifted by the Provincial Government.

ADOPTED ON CONSENT.

17. 733 Thirteenth Street: Rezoning Application for Child Care - Preliminary Report

THAT Council direct staff to process the rezoning application at 733 Thirteenth Street as outlined in the Next Steps section of the March 1, 2021, report entitled: 733 Thirteenth Street: Rezoning Application for Child Care – Preliminary Report.

ADOPTED ON CONSENT.

20. 759 Carnarvon Street (The Metro): Zoning Amendment Bylaw to Allow a Liquor Primary Licensed Establishment - Bylaw for First and Second Readings

THAT Council consider Zoning Amendment Bylaw No. 8255, 2021 for First and Second Reading and forward the bylaw to a Public Hearing.

ADOPTED ON CONSENT.

21. 221 Townsend Place: Heritage Revitalization Agreement Bylaw for First and Second Readings

THAT Council consider Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021 and Heritage Designation (221 Townsend Place) Bylaw No. 8254, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing; and

THAT Council add 221 Townsend Place to the City's Heritage Register following the adoption of Heritage Designation (221 Townsend Place) Bylaw No. 8254, 2021.

ADOPTED ON CONSENT.

22. Regional Growth Strategy Amendment: Metro 2050

THAT Council receive the March 1, 2021, report entitled "Regional Growth Strategy Amendment: Metro 2050" for information.

ADOPTED ON CONSENT.

23. 330 East Columbia Street (Royal Columbian Hospital Redevelopment Project): Request for Construction Noise Exemption

Withdrawn from the agenda at the request of the applicant.

24. Single-Use Item Regional Regulation Resolution for UBCM

THAT Council direct staff to submit the following resolution to the Lower Mainland Local Government Association (LMLGA) in March 2021 and to UBCM in June 2021 and support the resolution by distributing it to all member municipalities:

WHEREAS enactment of bylaws to regulate single-use items by individual municipalities could lead to a mosaic of regulations across the region and in BC, which may lead to confusion and inconsistency for residents and businesses in the sale or distribution of these items;

WHEREAS greater consistency could be achieved by implementing a regional approach;

WHEREAS regional districts do not have the authority to establish bylaws or regulations in relation to the sale or distribution of single-use items;

THEREFORE BE IT RESOLVED that the Lower Mainland Local Government Association and the Union of BC Municipalities request the Province to engage with regional governments to develop legislation which would provide regional districts with the legislative authority to restrict the sale and distribution of single-use items.

ADOPTED ON CONSENT.

25. Canada Healthy Communities Initiative Grant Application Approval

THAT Council authorize application for grant funding to the Canada Healthy Communities Initiative for the project “Outdoor Public Seating and Wellness Initiative” as described in the March 1, 2021 report entitled "Canada Healthy Communities Initiative Grant Application Approval".

ADOPTED ON CONSENT.

26. 819 Milton Street: Rezoning Application for a Duplex - Preliminary Report

THAT Council receive the March 1, 2021, report entitled "819 Milton Street: Rezoning Application for a Duplex – Preliminary Report" for information.

ADOPTED ON CONSENT.

27. 723 Fourth Street: Demolition and Temporary Protection Order

THAT Council direct staff to proceed with processing the demolition permit application for 723 Fourth Street.

THAT Council direct staff to advise the applicant to consider advertising the house at 723 Fourth Street as available for relocation, for the duration of demolition permit review and issuance.

ADOPTED ON CONSENT.

28. Motion to receive the following correspondence:

a. Petition Against the Proposed Six Story Development in the 800 to 900 Block of Sixth Street

- i. Letter dated February 22, 2021 from L. and R. Bordignon, S. and K. Dextras, K. and D. McLellan, and G. Lamont*
- ii. Summary of signatures collected*

ADOPTED ON CONSENT.

ITEMS REMOVED FROM THE CONSENT AGENDA

Procedural Note: Council dealt with items 12 to 19 as the next items of business. The minutes are recorded in chronological order.

12. Proposed Retail Strategy Workplan

In response to Council questions, Carolyn Armanini, Planner, Communications and Economic Development, advised that there will be a focus on outreach to areas not represented by the Business Improvement Associations (BIAs) and businesses whose owners may not speak English as a first language or be newcomers to Canada.

In discussion, Council noted that in addition to language barriers that limit engagement with the City and businesses, there may also be cultural barriers which have to be overcome.

MOVED and SECONDED

THAT Council direct staff to proceed with the proposed Retail Strategy workplan described in the March 1, 2021, report entitled "Proposed Retail Strategy Workplan."

CARRIED.

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

13. COVID-19 Pandemic Response – Update and Progress from the Five Task Forces

In response to Council questions, John Stark, Supervisor of Community Planning, advised that the City is continuing to work with BC Housing to work on shelter for extreme weather events, and also social and supportive housing units. He also noted an updated will be provided in the future for ongoing emergency response beds.

In discussion, Council members noted that BC Housing does not actively look for shelter space, but asks communities to provide space instead.

MOVED and SECONDED

THAT Council receive the March 1, 2021, report entitled "COVID-19 Pandemic Response – Update and Progress from the Five Task Forces".

CARRIED.

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

18. 108 - 118 Royal Avenue and 74 - 82 First Street: Heritage Revitalization Agreement and Special Development Permit Applications - Preliminary Report

In response to Council questions, Emilie Adin, Director of Development Services, and Mike Watson, Senior Planner, Development Services, provided the following information:

- This application uses a Heritage Revitalization Agreement (HRA) to preserve the 1890 home on the site and a contribution from the applicant to move the 1930 home from the site to another location;
- An HRA and a rezoning are two different tools to exercise the same authority; the same outcome could be achieved with a rezoning and a Section 219 Covenant, however using an HRA makes enforceability easier;
- There will be a smaller contribution from the developer as the preservation of heritage is considered part of the contribution; and,
- This is a preliminary report; numbers regarding parking will be adjusted in the future.

MOVED and SECONDED

THAT Council direct staff to process the Heritage Revitalization Agreement and Special Development Permit applications at 108 – 118 Royal Avenue and 74 – 82 First Street as outlined in the March 1, 2021, report entitled "108 - 118 Royal Avenue and 74 - 82 First Street: Heritage Revitalization Agreement and Special Development Permit Applications - Preliminary Report".

CARRIED.

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

19. 40 Begbie Street (Lower Mainland Purpose Society): Temporary Use Permit for a Health Contact Centre (Overdose Prevention Site) - Notice of Issuance

Procedural Note: At 6:37 p.m., Councillor Puchmayr declared conflict of interest on this matter as he works with a non-profit organization involved in this matter. He was added to a waiting room where he could neither see nor hear the proceedings, and was not returned to the meeting until after discussion and decision on this matter was complete.

MOVED and SECONDED

THAT Council provide notice that, on March 29, 2021, it will consider issuance of Temporary Use Permit TUP00024 to allow a Health Contact Centre use at 40 Begbie Street for a three-year period ending March 29, 2024.

CARRIED.

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

Procedural Notes:

- Councillor Puchmayr returned to the meeting at 6:38 p.m.
- Council dealt with Bylaws and New Business as the next items of business. The minutes are recorded in chronological order.

BYLAWS

31. Zoning Amendment Bylaw (759 Carnarvon Street) No. 8255, 2021

TWO READINGS

MOVED and SECONDED

THAT Zoning Amendment Bylaw (759 Carnarvon Street) No. 8255, 2021, be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT Zoning Amendment Bylaw (759 Carnarvon Street) No. 8255, 2021, be given Second Reading.

CARRIED.

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

32. Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021

TWO READINGS

MOVED and SECONDED

THAT Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021, be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021, be given Second Reading.

CARRIED.

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

33. Heritage Designation (221 Townsend Place) Bylaw No. 8254, 2021

TWO READINGS

MOVED and SECONDED

THAT Heritage Designation (221 Townsend Place) Bylaw No. 8254, 2021, be given First Reading.

CARRIED.

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

MOVED and SECONDED

THAT Heritage Designation (221 Townsend Place) Bylaw No. 8254, 2021, be given Second Reading.

CARRIED.

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

34. Bylaws for adoption:

a. Heritage Revitalization Agreement (404 Second Street) Bylaw No. 8235, 2020

ADOPTION

MOVED and SECONDED

THAT Heritage Revitalization Agreement (404 Second Street) Bylaw No. 8235, 2020, be adopted.

CARRIED.

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

b. Heritage Designation Bylaw (404 Second Street) No. 8236, 2020

ADOPTION

MOVED and SECONDED

THAT Heritage Designation Bylaw (404 Second Street) No. 8236, 2020, be adopted.

CARRIED.

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

- c. **Zoning Amendment Bylaw (837 – 841 Twelfth Street) No. 8139, 2019**
ADOPTION

MOVED and SECONDED

THAT Zoning Amendment Bylaw (837-841 Twelfth Street) Bylaw No. 8139, 2019, be adopted.

CARRIED.

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

NEW BUSINESS

35. Motion: Support for Farmers in India

Councillor Puchmayr introduced the motion, expressing thanks to the New Westminister Teachers Association, and that the Gurdwara has been working on this issue, along with the Queensborough MLA. He noted that this is an important fight, and it is important for the City to join other levels of government in supporting farmers in India.

In discussion, Council members noted the need to put pressure on other levels of government to be more vocal about this issue, and that the City's voice should be added to this growing concern.

MOVED and SECONDED

WHEREAS the Indian government has legislated changes affecting not only Indian farmers but any country trading in agricultural commodities with India;

AND WHEREAS these changes allow for large corporate control of the Indian agriculture industry, an industry in the second most populated country in the world, employing more than 50 percent the Indian population;

AND WHEREAS Indian farmers are already some of the lowest paid workers in the world;

AND WHEREAS it is evident in other parts of the world, that control of this most important life sustaining commodity has proven, to reduce further the incomes of farmers while increasing the cost of agricultural products to consumers;

AND WHEREAS the suicide rate amongst Indian farmers shows the fragility of the agriculture industry which is battling the effects of climate change and massive crop failures;

AND WHEREAS Amnesty International and Human Rights Watch ask the Indian government to immediately stop its escalating crackdown on protesters, farming leaders and journalists, amid ongoing nationwide demonstrations against this legislation;

AND WHEREAS the BC Provincial Government has joined all major federal political parties in speaking out against these legislative changes;

THEREFORE BE IT RESOLVED THAT New Westminster City Council stands with the Indian farmers, and asks the federal government to continue to speak out against these regressive laws, and to accelerate the message of concern to the Indian government up to and including imposing economic sanctions against India.

CARRIED.

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

36. Motion: Poisoned Drug Supply Crisis

Councillor McEvoy and Councillor Nakagawa introduced the motion stating that 2020 has been the worse year in this epidemic in the country but also in New Westminster. There are two health emergencies currently underway and resources needs to also be provided to the poisoned drug supply issue. Change is needed.

MOVED and SECONDED

WHEREAS the opioid crisis (also known as the poisoned drug supply crisis) is one of the largest public health emergencies of our lifetime, with a death on average about every two hours and a death toll of over 16,360 since 2016 (January 2016 to March 2020);

AND WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use;

AND WHEREAS the Federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well;

AND WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports;

AND WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests “decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use”, causing the government to indicate that it is now “deliberating” over decriminalization;

AND WHEREAS the overdose crisis rages, showing few signs of abating;

THEREFORE BE IT RESOLVED THAT the City of New Westminster calls upon the Government of Canada to declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately as well as to immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.

CARRIED.

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

37. Motion: Lifting Restrictions on Farmers Market Vendors

a. New West Farmer’s Market correspondence dated February 24, 2021 re Restrictions on Vendors at Farmers Markets

Councillor Johnstone introduced the motion noting that sales at Farmers' Markets have been restricted to food items, and that the sale of non-food items such as crafts, flowers, and pet food are key to keeping farmers' markets in business.

MOVED and SECONDED

WHEREAS New Westminster has supported a vibrant Farmers Market since 2007, recognizing the value of local sustainable food systems and social connections it provides, and the New West Farmers Market has operated safely while following shifting Public Health Orders during the COVID-19 Pandemic;

AND WHEREAS the sale of non-food items is a secondary but financially important component of the Farmers Market operation, supporting the viability of the Market while providing important economic opportunity for local artisans and small businesses during the Pandemic;

AND WHEREAS strict circulation, social distancing, and other health-related protocols are being met with significant oversight during Farmers Market operations, the restrictions on the sale of non-food items is in contrast to the lack of such restrictions applied to grocery and convenience stores selling food throughout the province;

THEREFORE BE IT RESOLVED that Mayor and Council write to the Minister of Health and Public Health Officer requesting that the arbitrary restriction of non-food vendors at Farmers Markets be lifted in time for the 2021 summer Farmers Market season, and that the Minister of Agriculture, Food and Fisheries, the Minister of Jobs, Economic Recovery and Innovation, and the MLA for New Westminster receive copies of that correspondence.

CARRIED.

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

38. Motion: Support for Laid-off Hotel and Tourism Industry Workers

Councillor Nakagawa introduced the motion, noting that the workers most affected by the pandemic's effects on the tourism industry are mostly racialized women who are in danger of losing their jobs because labour law and contracts did not contemplate a pandemic.

In discussion, Council members noted that this is a unique situation with the pandemic and it may be worthwhile to send a resolution to the Lower Mainland Local Government Association (LMLGA) or the Union of BC Municipalities (UBCM).

Denise Tambellini, Manager of Intergovernmental and Community Relations, advised that although the deadline for submissions to the LMLGA convention is approaching it is possible to request an extension or send it directly to UBCM.

MOVED and SECONDED

WHEREAS the COVID-19 pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities;

AND WHEREAS the tourism and hospitality industries have been drastically impacted;

AND WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour;

AND WHEREAS the duration of the pandemic means that recall rights require extension;

AND WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns;

AND WHEREAS the City of New Westminster is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic;

AND WHEREAS the City of New Westminster recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;

THEREFORE, BE IT RESOLVED THAT the City of New Westminster affirms that people should not lose their livelihoods due to the pandemic; and

BE IT FURTHER RESOLVED THAT the City of New Westminster write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

BE IT FURTHER RESOLVED THAT this letter be forwarded to all BC municipalities asking to write their support; and

BE IT FURTHER RESOLVED THAT the City of New Westminster writes to the Lower Mainland Local Government Association and Union of BC Municipalities encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage.

CARRIED.

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

Procedural Note: Council recessed at 7:02 p.m. and reconvened at 7:04 p.m., to hear Presentations and Open Delegations. The minutes are recorded in chronological order.

29. New Westminster Interceptor – Columbia Section Rehabilitation

Colin Meldrum, Metro Vancouver, and Jeni Vlahovic, The C&E Group, provided a presentation on the rehabilitation of the Columbia Section of the New Westminster interceptor as part of the sewer system, including the need for extensive outreach and support for businesses, and the importance of getting the work completed to avoid a failure in the sewer system.

Eugene Wat, Manager of Infrastructure Planning, Engineering Services, provided a presentation on staff's assessment and recommendations regarding proposed construction.

In discussion, Council members noted the following:

- Desire for some kind of amenity mitigation as the construction will not only interrupt existing business, but also filming which occurs on Columbia Street and at the Anvil Centre;
- Metro Vancouver should show that every business along the Colombia Street corridor has been consulted;
- Suggested not asking a question beyond the scope of what is reasonable as to what businesses need during construction in order avoid disappointment;
- This will be difficult and communication must be very clear with the community about the consequences of sewer line failure; and,
- There is a need to coordinate with Patullo Bridge replacement as that project will close Front Street and coordinating timing will be essential.

In response to Council questions and concerns, Ms. Vlahovic provided an overview of the questionnaire for businesses and noted they would be communicating directly with businesses in addition to working with the Downtown Business Improvement Association.

MOVED and SECONDED

THAT Council approve the staff recommendations submitted at the Regular Council meeting on March 1, 2021, relating to the rehabilitation work required for the Columbia Section of the New Westminster Interceptor (NWI) as follows:

- *Support for Metro Vancouver to undertake the essential NWI Phase 1 repair work in the spring/summer of 2021;*
- *Advise Metro Vancouver to complete the essential Phase 1 work by the end August 2021 (unless the Front Street closure is further delayed by Patullo Bridge Replacement (PBR))*
- *Require that Metro Vancouver coordinate with the PBR Project to avoid concurrent closure of Front Street with construction activities on Columbia Street, and to coordinate mitigation if concurrent works are unavoidable; if concurrent works are unavoidable, the maximum period of project overlap should be no longer than one month (ending no later than September 2021);*
- *Request that Metro Vancouver schedule any remaining works in conjunction with PBR north bridge head works;*
- *Require that Metro Vancouver maintain pedestrian, cyclist and delivery access to downtown businesses at all times;*
- *Require that Metro Vancouver engage downtown community as soon as possible and incorporate feedback into the construction plans; and,*
- *Require that Metro Vancouver harmonize construction communication with PBR Project and other ongoing works impacting Downtown;*

THAT Council direct staff to engage Metro Vancouver in providing a community contribution in light of the challenges the Columbia Corridor is going to face during construction.

CARRIED.

All members present voted in favour of the motion.

30. Open Delegations

Raj Toor, Descendants of the Komagata Maru Society, provided a background on the Komagata Maru incident and requested that Council approve staff's recommendation contained in the report for item 11 to name a City asset after the Komagata Maru.

In discussion, Council members expressed that it was upsetting to read some of the past news paper coverage in the staff report, and that they fully understand and accept the responsibility of the current Council for the previous Council's role in the Komagata Maru incident.

Lana Bourdignon, New Westminster, provided a presentation on the proposed development at 823-841 Sixth Street, along with the citizens' petition submitted as item 28 on the agenda for this meeting. She noted that residents are concerned the proposed development is not aligned with the Official Community Plan (OCP) and that signatures for the petition were collected by going door to door in a socially distanced way.

In response, Lynn Roxburgh, Senior Planner, Development Services, provided an overview of the application noting:

- The application is to change the zoning from single family to a comprehensive development, which will include residential multifamily;
- Staff are working through the development review process and the applicant is resubmitting after public input;
- The next step is for the application to go to the Advisory Planning Commission (APC) on March 16, after which more updates will be done;
- Staff will bring a final, comprehensive report to Council, including all of the feedback and a summary of all of the revisions; and,
- Since there is an Official Community Plan amendment proposed, a Public Hearing is required.

James Ogilvie, New Westminster, voiced his opposition for the proposed development at 823-841 Sixth Street, explaining that the primary reason for his opposition is that it is inconsistent with the Official Community Plan and development permit areas. He noted it is not standard practice to have six storey buildings across the street from single family homes and that there are a large number of locations that would allow this kind of development already, and requested that the City work with the developer to find a new location or smaller development aligned with the Official Community Plan.

Glenna Suffron, New Westminster, spoke in support of the petition submitted as item 28 on this agenda, noted she was apprehensive about voicing her concerns, and advised she is opposed solely to the particular rezoning at 823-841 Sixth Street, but is generally in support of affordable housing. She noted she hopes the proposed development will be able to use a different area already zoned for higher buildings, and expressed concerns with traffic and access to and from the proposed development's parking.

Teresa Clarke, New Westminster, spoke in opposition to the proposed rezoning for 823-841 Sixth Street, noting opposition is about the high density and height of the proposal. She advised the proposed development appears to be in violation of the Official Community Plan and approval would send a message that the Official Community Plan means nothing. She also noted that the laneway will become dangerous when it becomes a driveway, and the build will result in neighbours on Fifth Street losing their privacy.

Vesna Stojanovic, New Westminster, provided a presentation on the Cedar Island Manufacturing's effects on the nearby residential area.

In response, Emilie Adin, Director of Development Services, advised that the City can act on the noise pollution issue and an order has been given to the property to come into compliance by the end of March. She advised the other issues such as rodents and air quality are under the control of different regulators.

Laura Raes, New Westminster, also expressed concerns with Cedar Island Manufacturing, noting this is a very dense industrial area zone right next to a residential zone. She expressed confusion why industrial development was allowed so close to residential buildings. She explained that there are long hours of operation and the amount of sawdust affects the air quality.

In response to a question from Council, Kim Deighton, Manager of Integrated Services, advised that staff are engaged with Metro Vancouver regarding air quality concerns.

Procedural note: following the hearing of speakers, Council dealt with item 11, which had been removed from the consent agenda. The minutes are recorded in chronological order.

ITEMS REMOVED FROM THE CONSENT AGENDA (Continued)

11. Naming of City Asset in Commemoration of the Komagata Maru

In discussion, Council members noted:

- Other levels of government along with other municipalities, have given formal apologies for the Komagata Maru incident;

- The report was upsetting to read in that it set out the political connection to the Council that was in power when the incident occurred;
- Many of the comments from the Council of the day quoted directly in newspapers show that language use and perceptions were incorrect. But the community has changed with time. These ideas are no longer supported.;
- The Komagata Maru incident is largely hidden in history and although an uncomfortable topic, needs to be dealt with in the same way as other uncomfortable topics, like unceded territories;
- The original request included renaming McBride Boulevard and shows there is a need for better policy and direction around naming and renaming, especially when a specific request is made, and something different is given back;
- There is a recognition that the local government of the day was actively trying to shape racist Provincial policies; and
- The river walk trail should be included in the commemorative naming as well as the two docks.
- The naming of the two docks and the walkway is symbolic as this is what was denied the passengers on the Komagata Maru.

MOVED and SECONDED

THAT Council direct staff to proceed with naming the docks in Downtown and Queensborough, used by the QtoQ Ferry and the nearby river walk trail in Queensborough in commemoration of the Komagata Maru.

THAT Council direct staff to include interpretive signage to tell the story of the Komagata Maru and include recognition for members of the community found to have participated in supporting passengers of the ship.

CARRIED.

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

In further discussion, Council members noted:

- A formal apology is in order to let the community know Council is condemning the comments of the previous Council related to the Komagata Maru;
- An accurate historical report, possibly put together with the help of Khalsa Diwan or other organizations with records, should be written; and,

- Anecdotal stories are just as important to history and should be included in telling the story of the Komagata Maru.

MOVED and SECONDED

THAT Council direct staff to draft a formal apology to the community, families and descendants of those who were impacted negatively by the actions and words of the Council of New Westminster during the Komagata Maru incident.

CARRIED.

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

ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor Nakagawa advised that March 1, 2021, is the Disability Day of Mourning, and that it is vitally important to see and hear people with disabilities as valuable members of the community.

NEXT MEETING

March 22, 2021

On March 22, a Public Hearing will be held which begins at 6:00 p.m. Immediately following the Public Hearing, a Regular meeting will be held to consider the business conducted at the Public Hearing. The Public Hearing will be held electronically under Ministerial Order No. M192/2020 and the Regular meeting will be held electronically under Ministerial Order No. M192/2020 and the current Order of the Provincial Health Officer - *Gatherings and Events*.

ADJOURNMENT

On MOTION, the meeting adjourned at 9:05 p.m.

JONATHAN COTE
MAYOR

JACQUE KILLAWEE
CITY CLERK



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** 09.1740.02
 Director of Development Services

Item #: 85/2021

Subject: **Support for the Help Cities Lead Campaign**

RECOMMENDATION

THAT Council endorse the Help Cities Lead Campaign and communicate this support directly to the Province; and

THAT staff be directed to support the recommendations made by the Help Cities Lead project team and advance the regulatory tools identified to achieve the City's GHG emissions reduction targets.

PURPOSE

The purpose of this report is to seek endorsement from Council to express support for the Help Cities Lead Campaign.

BACKGROUND

On March 16th, 2021, the City received a letter from Mayor Lisa Helps, on behalf of the City of Victoria Council (see Attachment 1). In it, she touted the importance of the Help Cities Lead campaign (helpcitieslead.ca), an education and awareness campaign working to build support for more focused collaboration between the Province of British Columbia and local governments on building climate policy. Buildings that utilize carbon-based fuels for space heating and hot water represent one of the largest opportunities for reducing community

GHG emissions. In New Westminster, 17% of the community GHG emissions come from residential buildings and are largely associated with natural gas consumption for space heating.

Many local governments have declared climate emergencies, including New Westminster. We have set targets to align with the Intergovernmental Panel on Climate Change (IPCC) greenhouse gas (GHG) emissions reductions targets. The City has set as one of our Seven Bold Steps the achievement of “Carbon Free Homes and Buildings” by 2050. Additionally, the corresponding target set for 2030 is that “all new and replacement heating and hot water systems will be zero emissions.”

Empowering municipalities with the ability to manage fuel requirements for domestic heating and hot water will support local and provincial GHG emission reduction targets, and will allow New Westminster to achieve our Seven Bold Steps. The actions defined through the Help Cities Lead campaign would enable municipalities to take bolder action on climate change and lay the groundwork for policies that will help regulate GHG emissions in buildings.

DISCUSSION

The City of New Westminster has various ongoing climate initiatives that align with the regulatory measures identified by the Help Cities Lead campaign. Implementation of these measures is necessary for the City to achieve its target of becoming carbon neutral by 2050. Staff advises that it’s important to support this campaign.

A summary of the five regulatory measures identified by the campaign, and how these measures will help the City accelerate its climate objectives, is provided below:

1. **Regulating GHG emissions for new buildings** - the BC Energy Step Code only regulates energy efficiency in new buildings. Leading local governments would also like the ability to regulate GHG emissions from new buildings. Although the City adopted the Energy Step Code in 2019 to set energy performance standards for new buildings and homes, the City does not currently have the legal authority to regulate fuel selection and it is therefore not a viable path through which GHG emissions from new buildings can be fully mitigated.

In striving to achieve the City’s GHG emission reduction targets, City staff are reviewing the potential to adopt the higher steps (Step 4) of the BC Energy Step Code coupled with a Low Carbon Energy System (LCES) pathway for Part 9 buildings starting in 2022 to order to encourage building electrification and reduce dependence on carbon-based fuels. To support this direction, it will become necessary for the City to adopt policies that set requirements for GHG emissions and performance standards for new construction.

2. **Mandatory home energy labelling** - in Canada and British Columbia, legislation requires energy labelling for a broad range of consumer products including motor vehicles, furnaces, windows, lightbulbs and kitchen appliances. However, there are no labeling requirements for the single largest purchase a given Canadian is likely to make – their home.

A mandatory home energy labelling requirement will enable homeowners to better understand their homes' energy performance, help stimulate local market transformation and support the construction of high-performance buildings.

3. **Property assessed clean energy (PACE) financing programs** – A PACE program would allow property owners to finance the up-front cost of building energy efficiency upgrades such as more efficient heating systems or windows by paying the costs back over time via a voluntary property tax assessment. The assessment is attached to the property, not an individual. If and when the property is sold, the financing carries on with the new owner.

PACE is increasingly being used by municipalities across Canada as a financial tool in order to implement comprehensive energy retrofits programs. In developing the City's updated Community Energy and Emissions Plan (CEEP 2030), City staff will explore the feasibility of utilizing innovative financing mechanisms such as PACE to help achieve large-scale emission reductions from existing building stock.

Given that the City's Energy Save New West (ESNW) program acts as a platform to deliver energy conservation services, it is uniquely positioned to explore PACE as a financing tool in order to deliver large-scale energy retrofit programs. Since the City owns its Electrical Utility, it also has the ability to explore alternate financing mechanisms such as on-bill financing to help achieve GHG reductions from existing buildings.

4. **Regulating GHG emissions for existing buildings** - This would include the development of a new Provincial regulation that would set greenhouse gas emissions targets for existing buildings.

With almost 70 percent of the City's existing building stock being more than 25 years old, regulation of GHG emissions for existing buildings would create an opportunity to mitigate this significant source of emissions. Since the City currently cannot regulate the selection of space heating and hot water systems in homes and buildings, there is an urgent need to develop policy instruments that regulate emissions from existing buildings.

5. **Mandatory building energy benchmarking and reporting** - Energy benchmarking is the process of collecting and monitoring energy data from a large number of buildings over time so that governments and the private sector can compare the performance of any one participating building against similar properties.

As a part of Energy Step Code implementation, Climate Action staff are working to develop a building energy benchmarking administrative requirement and create guidelines for development applicants on how to meet this requirement. This requirement would help stimulate local construction of high-performance buildings, enable homeowners to better understand their homes' energy performance, help reduce utility and maintenance costs, and ultimately support meeting the City's GHG reduction targets.

INTERDEPARTMENTAL LIAISON

The Climate Action Team is working with other divisions of the Development Services Department and the Electrical Department / Energy Save New West as we monitor opportunities to advance the regulatory measures for building energy performance, as described in this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

OPTIONS

The following options are presented for Council's consideration:

1. That Council endorse the Help Cities Lead Campaign and communicate this support directly to the Province.
2. That staff be directed to support the recommendations made by the Help Cities Lead project team and advance the regulatory tools identified to achieve the City's GHG emissions reduction targets.
3. That Council provide staff with alternative direction.

Staff recommends options 1 and 2.

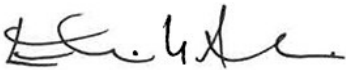
ATTACHMENTS

Attachment 1: The City of Victoria Council Motion Help Cities Lead Campaign Letter of Support

This report has been prepared by
Nayel Halim, Community Energy & Emissions Specialist, Climate Action

This report was reviewed by:
Leya Behra, P.Eng., Manager of Climate Action

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Attachment 1

*The City of Victoria Council Motion Help Cities
Lead Campaign Letter of Support*



March 10, 2021

Dear Colleagues,

On behalf of Victoria City Council, I am writing today to inform you that Council has voted to endorse the Help Cities Lead campaign and to request that your city consider doing the same. Emissions from buildings account for about 11% of the province's GHG emissions. This is the third highest source of GHG emissions in BC after road transportation (27.1%) and the oil and gas sector (17.6%). For municipalities, GHG emissions from existing buildings account for 40-60% of community emissions. In Victoria, this number is around 50% of our community GHG inventory.

In British Columbia, the regulation of buildings typically occurs at the provincial level. For the past two decades British Columbia has been at the forefront of action and policies taken in Canada to reduce energy use and GHG emissions from buildings. The 2018 CleanBC Plan moved the province further in this direction with key commitments for the building sector such as a net-zero energy building standard by 2032, a building upgrade standard by 2024, and exploring building energy labelling options.

A number of local governments, including Victoria, are keen to take even bolder action, and have set ambitious targets of our own to significantly reduce GHG emissions from buildings over the next 10 years in alignment with climate emergency declarations. The success of the Province in achieving deep emissions reductions from the building sector are directly connected to the success of local governments to achieve their own targets because most buildings are situated within these communities. However, tools currently available to local governments to pursue these ambitious reduction targets are largely limited to information campaigns and incentives. Although helpful, on their own these tools are insufficient to achieve broad and deep energy and GHG reductions given limited budgets.

Help Cities Lead (helpcitieslead.ca) is an education and awareness campaign working to build support for more focused collaboration between the Province of British Columbia and local governments on building climate policy.

The campaign project team identifies five regulatory measures where additional authority would be instrumental for municipalities in accelerating climate action:

1. Regulating GHG emissions for new buildings – the BC Energy Step Code only regulates energy efficiency in new buildings. Leading local governments would also like the ability to regulate GHG emissions from new buildings.
2. Mandatory home energy labelling - In Canada and British Columbia, legislation requires energy labelling for a broad range of consumer products including motor vehicles, furnaces, windows, lightbulbs, and kitchen appliances. However, there are no labeling requirements for the single largest purchase a given Canadian is likely to make—their home.

3. Property assessed clean energy (PACE) financing - programs allow property owners to finance the up-front cost of building energy efficiency upgrades—such as more efficient heating systems, or windows—by paying the costs back over time via a voluntary property tax assessment. The assessment is attached to the property, not an individual; if, and when, the property is sold, the financing carries on with the new owner.

4. Regulating GHG emissions for existing buildings – this would include the development of a new regulation that would set greenhouse gas emissions targets from existing buildings.

5. Mandatory building energy benchmarking and reporting - Energy benchmarking is the process of collecting and monitoring energy data from a large number of buildings over time so that governments and the private sector can compare the performance of any one participating building against similar properties.

Direction to implement the first three of these measures – enabling local governments to regulate GHG emissions for new buildings, home energy labelling, and PACE financing – were included in the ministerial mandate letters issued in November 2020. Help Cities Lead encourages the Province to move as quickly as possible and in close consultation with local governments to develop and implement these measures.

Help Cities Lead would also like the Province to enable local governments to choose, when ready, to opt into the remaining two measures not addressed by the mandate letters – namely, regulating GHG emissions for existing buildings and building energy benchmarking and reporting.

The suite of initiatives is intended to compliment what the provincial government and utilities are already doing in this area and help to lay the groundwork for eventual province-wide adoption of these measures.

These actions would let municipalities, ready to take bolder action on climate, lead the way in regulating emissions in buildings. This would provide a template for action for other jurisdictions and even for provincial regulation in the future.

As such, we are requesting that your city consider endorsing the Help Cities Lead campaign and that you communicate this support directly to the Province by writing to the below Ministers:

- Minister of Environment and Climate Change Strategy, ENV.Minister@gov.bc.ca
- Minister of Municipal Affairs, MAH.Minister@gov.bc.ca
- Minister of Energy, Mines, and Low-Carbon Innovation, EMPR.Minister@gov.bc.ca
- Minister of Finance, FIN.Minister@gov.bc.ca
- Attorney General and Minister responsible for Housing, AG.Minister@gov.bc.ca

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,



Lisa Helps
Victoria Mayor



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** 13.2630.01
 Director of Development Services **Item #:** 41/2021

Subject: **Update and Next Steps Related to the Community Action Network Leadership Training Program**

RECOMMENDATION

***THAT** Council direct staff to proceed with the recommended actions related to the Community Action Network and the Ethics in Engagement Project, as contained in the 'Next Steps' section in this report.*

EXECUTIVE SUMMARY

Council, at its Regular Meeting on September 9, 2019, directed staff to enter into a partnership with the BC Poverty Reduction Coalition to involve people with lived and living experience in poverty and homelessness in the Community Action Network Leadership Training Program. At this meeting, Council also endorsed financial and in-kind assistance to support the partnership and directed staff to explore City participation in the Ethics in Engagement Project, toward informing and evaluating engagement resources, strategies and training materials related to engaging people with lived and living experience.

In fall 2020, Coalition facilitators and City staff conducted a seven-session training program, which involved 10 people with lived and living experience. The program covered a variety of topic areas, including advocacy, committee functioning, community organizing, public speaking and storytelling, with the intent of empowering and enabling graduates to more fully participate in civic engagement and decision-making processes.

With the successful completion of the training program, staff is seeking Council direction on a number of recommended actions, including involving graduates in developing principles and resources, and training key City staff to more effectively engage people with lived and living experience. Staff is also seeking Council direction to participate in the Ethics in Engagement Project.

POLICY CONTEXT

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

BACKGROUND

Previous Council Direction

At the Regular Meeting on September 9, 2019, Council adopted the following motion:

***THAT** Council direct staff to enter into a partnership with the BC Poverty Reduction Coalition to engage up to 15 residents with lived and living experience of poverty in the Community Action Network Leadership Training Program; to develop principles and resources to more effectively involve people with lived and living experience in City engagement and decision-making processes; and to train key City staff in their use and implementation.*

***THAT** Council endorse an amount of \$10,000 in support of this partnership and that it provide in-kind and staffing support, including covering costs associated with City catering services and venue rental.*

***THAT** Council direct staff to explore the City's participation in the 'Ethics in Engagement' Project, which could inform and evaluate City engagement resources, strategies and training materials related to involving people with lived and living experience, and report back on the potential benefits and any related cost and staffing implications.*

Importance of Engaging People with Lived and Living Experience

Increasingly, people with lived and living experience are acknowledged as context or subject matter experts with valuable first-hand knowledge who should be included as equal partners in the development, implementation and evaluation of initiatives that affect their lives. Many organizations, including municipal governments, are becoming more aware of the benefit of lived and living experience. There is still work to be done to ensure that such participants are valued, respected and supported in the engagement process and that their contributions are reflected in decision-making.

Community Action Network

The Community Action Network (CAN) is a leadership and capacity building initiative of the BC Poverty Reduction Coalition. The aim of CAN is to increase the involvement of people with lived and living experience in poverty in planning and policy development and advocacy efforts at both the provincial and civic levels. One of CAN's flagship initiatives is the Leadership Training Program, which includes learning about the root causes of poverty, the role of government in addressing poverty, and the importance of community-organizing training.

DISCUSSION

Community Action Network Leadership Training Program

The Community Action Network (CAN) Leadership Training Program is intended to increase the involvement of people 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.

Recruitment, Intake, Participation and Logistics

To solicit interest in the CAN Leadership Training Program, a recruitment and intake process was launched in collaboration with the faith-based and non-profit sector, including an open house and information session. At the conclusion of the process, 15 participants had registered, with 10 attending the first session. The numbers were likely impacted by the COVID-19 pandemic, given caution related to its transmission.

The first of seven training sessions was held on October 9, with the last one occurring on November 27, 2020. The first five sessions were held in the Council Chambers at City Hall, which was well suited for facilitators and participants, and provided for physical distancing, with the last two sessions occurring at Holy Trinity Hall. All sessions complied with provincial Public Health Orders.

Participants received breakfast and lunch, and were provided with transit tickets, as well as being compensated for any off-site child care. Graduates received official certificates of participation, which were signed by the BC Poverty Reduction Coalition and the Mayor of New Westminster.

Key Themes

Training sessions included the following key themes:

- Poverty Reduction Foundations – discussion of the root causes, the systemic realities and challenges, the human rights perspective, and the upstream versus downstream approach to reducing the prevalence.
- Voices of Change – public speaking exercises and training, including related to self-advocacy.
- Storytelling to Build Solidarity – telling personal and community stories as a way of changing attitudes and facilitating social change.
- Community Organizing – discussion of the spectrum of allies, the theory of evoking change, and organizing strategies, tactics and campaigns.

Findings and Highlights

The first iteration of the training program was considered a success despite challenges posed by the COVID-19 pandemic. Highlights included:

- The majority of participants (80%) completed the program.
- The participants maintained regular attendance and were engaged throughout the program, including actively participating in all exercises and supporting each other to make a contribution.
- The participants included Black and Indigenous residents, precariously housed individuals, single mothers, and those living with disabilities.
- The participants stated their desire to continue learning after program completion and to apply what they had learned to enhance policy development and program delivery.

Reconciliation, Inclusion and Engagement Task Force

At the Task Force meeting on March 8, 2021, staff provided a presentation on the Community Action Network, and possible next steps as outlined in a subsequent section of this report, both of which were supported by the members. It was noted that staff should make a request for funding to assist with implementation, if necessary, as part of the City's 2022 Operating Budget.

Ethics in Engagement Project

The BC Poverty Reduction Coalition is also involved in the Ethics in Engagement Project, which, similar to the Community Action Network, is intended to support engagement by people with lived and living experience in poverty and homelessness. More specifically, its aim is to develop a framework to inform and evaluate engagement resources, strategies and training methods, with the objective of facilitating greater inclusion.

The Coalition has approached the City about participating in this project, which would entail that staff attend meetings; learn about best practices in engaging people with lived and living experience; share and receive feedback on current and proposed City engagement resources, strategies and training methods; and be part of evaluation activities as to effectiveness of the City's engagement processes.

NEXT STEPS

Staff recommends that the City continue its partnership arrangement with the BC Poverty Reduction Coalition, including related to the following recommended actions, which build on the success of the recently completed Community Action Network (CAN) Leadership Training Program:

- That the City Clerk and the Manager of Public Engagement oversee a process to create opportunities for CAN graduates to be part of City advisory committees, task forces and working groups.
- That the BC Poverty Reduction Coalition and the City create a CAN Learning Network, in which CAN graduates would be available to inform City resources; train and mentor key City staff; and assist with and/or coordinate civic engagement with underrepresented groups.
- That the BC Poverty Reduction Coalition offer a CAN Leadership Training Program in 2022 to empower more people with lived and living experience and to replenish the membership of the CAN Learning Network.
- That the City compensate CAN graduates for their time as context or subject matter experts when involved in and/or assisting with City engagement and decision-making processes, and that this work be coordinated by the Manager of Public Engagement.
- That the City participate in the Ethics in Engagement Project, which would develop a framework to inform and evaluate City engagement resources, strategies and training methods, with the objective of facilitating greater engagement by people with lived and living experience.

INTERDEPARTMENTAL LIAISON

The Development Services Department is working with the BC Poverty Reduction Coalition, the City Clerk and the Manager of Public Engagement on the development of principles, resources and strategies to involve people with lived and living experience in City engagement and decision-making processes, and to train key City staff in their use and implementation.

FINANCIAL IMPLICATIONS

The City's Development Services Department, as part of its 2021 Operating Budget, has allocated \$5,000 for implementation related to the Community Action Network. Based on the next steps as outlined in this report, staff anticipate a possible City contribution of an additional \$10,000 as part of its 2022 Operating Budget in order to cover costs related to a second Community Action Network Leadership Training Program. Staff is exploring foundation and senior government funding opportunities to potentially offset this cost. At this time, staff anticipates that the City's contribution to the separate Ethics in Engagement Project would be limited to in-kind assistance in terms of staff time.

OPTIONS

The following options are presented for Council's consideration:

1. That Council direct staff to proceed with the recommended actions related to the Community Action Network and the Ethics in Engagement Project, as contained under the 'Next Steps' section in this report.
2. That Council provide staff with other direction.

Staff recommends option 1.

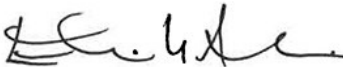
ATTACHMENTS

Attachment 1: Policy Context

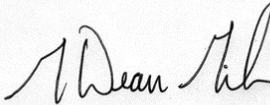
This report has been prepared by:
Anur Mehdic, Housing/Child Care Planning Analyst

This report was reviewed by:
John Stark, Supervisor of Community Planning
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Dean Gibson
For 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 direction:

- *Ensure that the organization's engagement practices and processes are representative of the entire community.*

Official Community Plan

The *Our City Official Community Plan* (2017) includes the following policy under 'Community and Individual Wellbeing:'

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

Public Engagement Strategy

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, Council endorsed 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.*

The *Public Engagement Strategy* also includes the following actions:

- *Identify constituents that are most under-represented in public engagement and create a centralized list of known relationships, communications vehicles and methods to better reach these constituents.*
- *Identify or develop community engagement champions who can encourage and/or facilitate participation within under represented communities.*

Community Poverty Reduction Strategy

The *Community Poverty Reduction Strategy* (2016) identifies the following actions related to people with lived and living experience under the pillar of ‘Public Awareness, Empowerment and Mobilization:’

- *That the Community Poverty Reduction Committee continue to involve people living in poverty and with low incomes in the development and implementation of poverty reduction actions. Additionally, that those sharing their lived experiences be recognized for their contributions and, where possible, compensated for their time.*
- *That the Community Poverty Reduction Committee, in conjunction with the Arts Council of New Westminster and the New Westminster Museum and Archives, hold an arts or media exhibit related to the lived experiences of people living in poverty and with low incomes.*



REPORT

Development Services

To: Mayor Coté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** REZ00212
 Director of Development Services **Item #:** 42/2021

Subject: **1319 Third Avenue (Steel and Oak): Zoning Bylaw Text Amendment and Manufacturing Facility Structural Change Applications - Preliminary Report**

RECOMMENDATION

THAT Council direct staff to process the proposed Zoning Bylaw text amendment and Manufacturing Facility Structural Change applications for 1319 Third Avenue as outlined in the Application Review Process section of this report.

EXECUTIVE SUMMARY

An application for a proposed Zoning Bylaw text amendment has been received from Steel and Oak Brewing Company to increase the occupant load of its lounge endorsement area from 50 to 100 persons at 1319 Third Avenue. A concurrent Manufacturing Facility Structural Change application to the Liquor and Cannabis Regulation Branch (LCRB) has also been received to facilitate this proposed change.

The purpose of this report is to provide Council with preliminary information on the proposed applications and to seek support for the application review process outlined in this report.

BACKGROUND

Policy and Regulations

The subject property is designated Industrial (I) in the City's Official Community Plan (OCP), and zoned Light Industrial (M-1). The M-1 zone currently has a site-specific provision for the property, allowing for a lounge endorsement area with a maximum occupant load of 50 persons. A summary of these and other related City policies and regulations is included in **Attachment 1**.

Any company making spirits, wine, cider, or beer in British Columbia is required to have a Manufacturer's Licence from the Provincial Liquor and Cannabis Regulation Branch (LCRB). If changes are proposed to a Manufacturer's Licence, such as increasing the capacity of a lounge endorsement area, the LCRB requires a Manufacturing Facility Structural Change application. More information on related liquor policies, processes, and City practice is provided in **Attachment 2**.

Site Characteristics and Context

The subject site is situated in the North Arm North neighbourhood of the city, on Third Avenue between Stewardson Way and Levi Street. The property, with an approximate site area of 4,359 sq. m. (46,918 sq. ft.), contains two multi-tenant buildings. Steel and Oak Brewing Company currently operates within one of the units of the building that fronts along Third Avenue. The business also has a temporary on-street patio in front that was installed as part of the City's and Province's response to support expanded seating and service areas for COVID-19 business recovery.

Other properties surrounding the site are similarly zoned Light Industrial (M-1), including other manufacturing/warehouse buildings to the north, automobile-related uses to the east and west, and an ICBC Claims Centre to the south. The property is also located in fairly close proximity to the railroad tracks, the elevated SkyTrain guideway, and Stewardson Way.

A site context map is provided below (**Figure 1**):

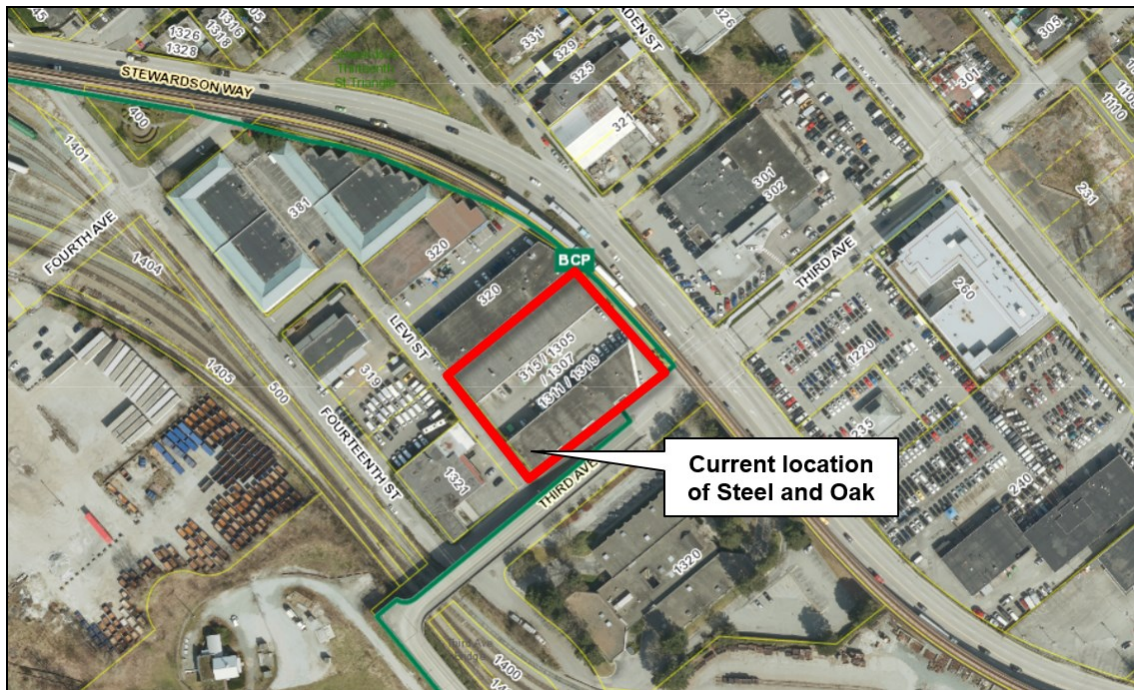


Figure 1. Site Context Map

Proximity to Transit and Other Sustainable Transportation Options

Third Avenue and Levi Street are designated as local roads, while Stewardson Way is classified as being part of the major road network (MRN). While the sidewalk network in the vicinity is not fully complete, an off-street bike route that is part of the BC Parkway runs directly adjacent to the subject site along Stewardson Way and Third Avenue. The property’s proximity to transit service is highlighted in **Table 1**:

Table 1: Proximity to Transit Service

Transit Facility	Frequency	Distance
Bus Service – Route #112 (New Westminister Station / Edmonds Station) on Twelfth Street	Approximately 15-30 minutes	250 m. (820 ft.) to bus stop
SkyTrain Station (New Westminister Station)	2-5 minutes	1.3 km. (0.8 mi.)

PROPOSAL

The applicant (Steel and Oak) is proposing to increase the capacity of its lounge endorsement area from 50 to 100 persons through a site-specific Zoning Bylaw text amendment under the Light Industrial (M-1) zone and through a Manufacturing Facility Structural Change application with the Province’s Liquor and Cannabis Regulation Branch (LCRB).

To facilitate this change, the applicant is proposing some interior alterations. These include expanding its lounge endorsement area to 74.8 sq. m. (805 sq. ft.) from the current approximate area of 55.7 sq. m. (600 sq. ft.) by converting and reconfiguring a portion of its existing cold storage area, as well as adding an additional washroom. The business's total floor space would remain the same. The applicant is also proposing to make its existing pandemic temporary on-street patio more permanent by adding it as a new licensed outdoor patio through the Manufacturing Facility Structural Change application. **Figure 2** below shows the temporary on-street patio in front of the business.



Figure 2. Steel and Oak with its on-street patio in front.

The applicant's project summary letter is included as **Attachment 3**.

DISCUSSION

Zoning Analysis and Occupant Load Calculations

The present lounge endorsement area can accommodate a maximum occupancy of 50 persons, which is what is currently allowed under its site-specific permitted use in the Light Industrial (M-1) zone.

Based on information provided by the applicant for the proposed expanded lounge space and additional washroom, Building Division staff has calculated the allowable occupant load to be a maximum of 89 persons for the indoor lounge endorsement area. The maximum allowable occupant load for the indoor lounge endorsement area including the outdoor patio would be 100 persons altogether (with the indoor occupancy still capped at 89 persons).

Existing Temporary On-Street Patio

The applicant currently has a temporary on-street patio installed in front of its business as part of the City's Temporary Sidewalk and On-street Patio program for COVID-19 business recovery. This program is also in line with the Liquor and Cannabis Regulation Branch's current directive that permits food primary, liquor primary, and manufacturer licensees to temporarily expand their service area footprint until October 31, 2021.

As the applicant wishes to retain the existing on-street patio after the end of the temporary programs, its Manufacturing Facility Structural Change application includes the proposed addition of a permanent licensed outdoor patio. Similarly, the applicant would be able to apply for a Sidewalk Cafe Permit with the City at the end of October 2021 in order to keep the patio for a longer term.

Parking

In terms of parking, the applicant has three dedicated off-street parking spaces and two loading spaces, providing a total of five spaces at the rear of the business. As the unit's overall floor area remains the same with no proposed increase in area, no additional off-street parking requirements are triggered.

The applicant also notes that the on-site parking area behind the building is clear after 5:00 pm and it also has agreements with a couple of neighbouring businesses for the use of their parking spaces by patrons and staff after business hours.

APPLICATION REVIEW PROCESS

The proposed Zoning Bylaw text amendment and the Provincial Manufacturing Facility Structural Change applications would be reviewed concurrently. Proposed next steps in the application review process include:

1. Preliminary Report to Council (March 29, 2021) – **we are here**
2. Project information provided by applicant to the Brow of the Hill Residents Association and the Quayside Community Board
3. Council consideration of First and Second Readings of Zoning Amendment Bylaw and forward to a future Public Hearing
4. Public Hearing and Council consideration of Third Reading of Zoning Amendment Bylaw
5. Council consideration of adoption of Zoning Amendment Bylaw and endorsement of Manufacturing Facility Structural Change motion to the Liquor and Cannabis Regulation Branch

Given that the Manufacturing Facility Structural Change application requires that Council receive public feedback, staff recommends that this be achieved through a Public Hearing in the Zoning Bylaw amendment review process. For such an application, this would be the simplest and most expedient approach.

CONSULTATION

An opportunity for public input will be sought through the Public Hearing process which will also serve as the required community feedback opportunity required by the Liquor and Cannabis Regulation Branch (LCRB). This process includes two notices placed in the local newspaper, notices sent to properties located within 100 metres of the site, and a sign posted on the property, with the community encouraged to submit written correspondence to Council and/or attend the virtual Public Hearing.

INTERDEPARTMENTAL LIAISON

Staff is currently reviewing this proposal interdepartmentally, and comments will continue to be provided to the applicant during the application review process.

OPTIONS

The following options are offered for Council's consideration:

1. That Council direct staff to process the proposed Zoning Bylaw text amendment and Manufacturing Facility Structural Change applications for 1319 Third Avenue as outlined in the Application Review Process section of this report.
2. That Council provide staff with alternative feedback.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: Summary of Related City Policies and Regulations

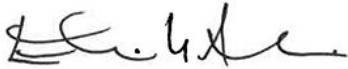
Attachment 2: Liquor Applications – Provincial Policies/Processes and City Practice

Attachment 3: Applicant's Project Summary Letter

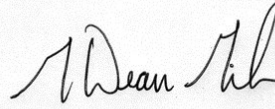
This report has been prepared by:
Dilys Huang, Development Planner

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



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Attachment 1

Summary of Related City Policies and Regulations

SUMMARY OF RELATED CITY POLICIES AND REGULATIONS

Official Community Plan

The subject property is designated Industrial (I), which is described, in part, as follows:

Purpose: To allow industrial uses including heavy and light industrial uses and those industrial uses that are dependent on riverfront access. Large sites with this designation should be preserved for large scale or land intensive uses and as such, subdivision is discouraged.

Principal Forms and Uses: Industrial.

The proposal is consistent with the intent of the Industrial (I) land use designation.

Development Permit Area

The subject site is located within the Industrial Development Permit Area (DPA 6.4), which is designated in order to protect and allow the intensification of New Westminster's industrial land base. This DPA also establishes objectives for the forms and character of industrial development; aims to protect the natural environment, its ecosystems, and biological diversity; and establishes objectives to promote energy conservation.

A Development Permit would not be required for this proposal since there are no exterior building changes being proposed.

Zoning Bylaw

The subject property is currently zoned Light Industrial (M-1), which allows for the manufacturing of food and beverage products. This zone also currently allows for one lounge endorsement area with a maximum occupant load of 50 persons as a site-specific permitted use for the subject property.

In order to facilitate the applicant's proposed increase in the occupant load of their lounge endorsement area, a site-specific Zoning Bylaw text amendment would be required.

Attachment 2

Liquor Applications – Provincial Policies/Processes and City Practice

LIQUOR APPLICATIONS – PROVINCIAL POLICIES/PROCESSES AND CITY PRACTICE

Provincial Liquor Policies and Processes

Any company making spirits, wine, cider, or beer in British Columbia must have a Manufacturer's Licence from the Liquor and Cannabis Regulation Branch (LCRB). Those with a Manufacturer's Licence may set aside an area as a sampling room to provide samples to the public, and have the option to apply for additional licence "endorsements" such as an on-site retail store, lounge, special event area, and/or picnic area.

A lounge is defined as an indoor lounge, an outdoor patio or both on the site of a manufacturing facility where a manufacturer may sell and serve liquor by the glass.

The Branch's processes for considering an application to increase capacity of a lounge endorsement area can be summarized as follows:

- The operator must submit a Manufacturing Facility Structural Change application to the Branch;
- The applicant must request the local government to provide a resolution to support or oppose the application. Prior to considering a resolution, the local government must conduct a public input process to obtain the views of residents. The resolution must consider a number of criteria including the potential for negative impacts on the community and the views of residents. The local government may also choose to opt out of the process and not provide comments on the application. If the local government chooses to opt out, the Branch proceeds to implement a public input process and independently assesses the application;
- After the local government provides a resolution regarding the application, the Branch proceeds to make a final decision regarding the matter.

City Practice Regarding Liquor Applications

The City's practice is to opt into the process by providing resolutions regarding liquor license applications. As noted above, the Branch requires the local government to seek public comments on an application before considering a resolution. The City has the option to use multiple different methods for the collection of this feedback including through a Public Hearing or through the consultation programs such as the City's City-led consultation events. Both methods would involve posting signage on site and the distribution of notice to nearby owners and occupants. Comments received are provided to Council in their consideration of support or non-support of the resolution for the Liquor and Cannabis Regulation Branch.

Attachment 3

Applicant's Project Summary Letter

Project Summary Letter

Tasting Room Expansion

Steel & Oak Brewing Company

1319 Third Ave, New Westminister BC V3M 1R2

To: The City of New Westminister

We're submitting this application to expand our tasting room from its 50 person occupancy to 100. We want to give more people the opportunity to enjoy our brewery on premise, have a better experience, and help us bring manufacturing levels back to pre-Covid-19 volumes. We plan to increase the size of our tasting room to provide more inside seating and space for social distancing. We also want to add an additional bathroom to better service our customers.

With the Covid-19 pandemic, we've lost 40% of our revenue due to restaurant and bar closures. Because of this lost revenue, we've seen the need to shift how we sell our products. We feel the best way to make this transition, and recoup our lost business, is by selling more products on premise at our tasting room in New Westminister. This will in turn focus more of our attention to our local community and allow us to keep our beer manufacturing team employed, and hopefully grow in the long-term. We're proud of Steel & Oak and feel that it's a staple hub in our community. We want to continue making good beer and bringing people together, and provide locals with a sense of joy and belonging.

Our goal with this expansion is to increase our focus on New Westminister. This is our next step to improving our business, offering a better value to our local community, which will improve the livability of our city and strengthen our local economy. We want to grow, hire more people and keep more dollars spent in this city.

Thank you,

James Garbutt

Applicant / Owner

Steel & Oak Brewing Company



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** HER00791
 Director of Development Services

Item #: 76/2021

Subject: 1324 Nanaimo Street: Heritage Revitalization Agreement - Preliminary Report

RECOMMENDATION

THAT Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 1324 Nanaimo Street, as outlined in the “Consultation and Review Process” Section of this report.

EXECUTIVE SUMMARY

An application has been received for a Heritage Revitalization Agreement (HRA) at 1324 Nanaimo Street, a corner lot in the West End neighbourhood. The HRA proposes subdivision of the property creating one “small lot” roughly 4,315 sq. ft. (401 sq. m.) in size and one “compact” sized lot of roughly 3,326 sq. ft. (309 sq. m.). The existing 1944 house facing Nanaimo Street would remain in place on the small lot, although the garage/sundeck addition would be removed. A new house would be built at the rear, on the compact sized lot, facing Fourteenth Street. The heritage house would be larger than otherwise permitted with a density of 0.71 floor space ratio (FSR) and the new house would meet the zoning bylaw maximum of 0.51 FSR for Step Code Level 3 houses. Both houses would include legal secondary suites.

Zoning Bylaw relaxations are proposed to allow smaller lot size for both parcels. Density and off-street parking space size relaxations would also be required for the heritage house, and some massing, setback and accessory area relaxations would be required for the new house. These relaxations are considered reasonable in the context of the heritage value of the

1940s house and based on relaxations provided through similar recent HRAs. In exchange for the development, restoration work would be conducted on the 1940s house, which would be legally protected with a Heritage Designation Bylaw, and listed on the City's Heritage Register.

BACKGROUND

Policy and Regulations

The application is consistent with the property's Official Community Plan (OCP) land use designation of "Residential Detached and Semi-Detached Housing". The proposal is not consistent with the property's zoning (NR-1), so a rezoning or Heritage Revitalization Agreement (HRA) is required. Because the proposal includes restoration and protection of a heritage asset, an HRA is the appropriate tool to use for this application. In exchange for Heritage Designation of the site, relaxation of the minimum lot size can be considered, per the City's *Policy for the Use of HRAs*. Further information on the policy and regulatory context of this application is available in **Attachment 1**.

Site Characteristics and Context

The subject property is 7,641 sq.ft. (709.8 sq.m.). It is located on the corner of Nanaimo Street and Fourteenth Street in the West End neighbourhood, an area of single-detached dwellings. The property is located three blocks east of Lord Tweedsmuir Elementary School, two blocks west of the Twelfth Street commercial area, and four blocks west of Moody Park (playground, sports field, seniors and youth centres, etc.). A site context map and aerial image is provided below:

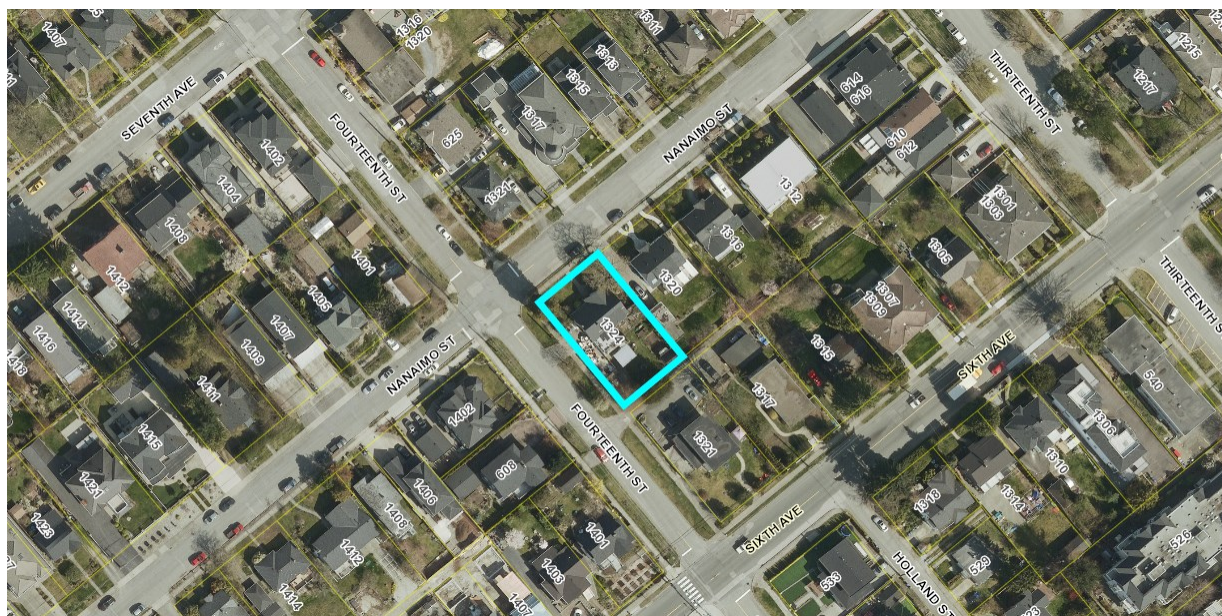


Figure 1: Site Context Map, with 1324 Nanaimo Street highlighted in blue

Proximity to Transit Service and Other Sustainable Transportation Options

Both Nanaimo and Fourteenth Street are designated as local roads. The sidewalk network surrounding the site is complete, including an accessible curb letdown at the intersection. The Seventh Avenue Greenway is one block away. Transit service is proximate, as shown in the table below:

Table 1: Site Proximity to Transit Service

Transit Facility	Frequency	Distance
Bus Service #105 / 155	Approximately 20 minutes	76 m. (250 ft.) to the bus stop located at Sixth Ave frequent transit network (FTN)
Bus Service #112	Approximately 15 minutes	275 m. (902 ft.) to the bus stop located at Sixth Ave frequent transit network (FTN)

Heritage Value

The Statement of Significance indicates that the house has social, cultural, and aesthetic value. The Claude and Ruth Larsen house is a side-gabled bungalow with an intersecting gable above an arched entrance. This house is an example of war-time construction in a working-class neighbourhood. It is important as one of three surviving WWII bungalows on this street. The building is considered a good example of the English revival style, and has been well maintained. The majority of the original windows are intact, and only minor restoration is needed. Below are photographs of the building:



Figure 2: Current photographs of the house, provided by the project's heritage consultant

PROJECT DESCRIPTION

Project Overview

The proposal is to allow subdivision of a 7,641 sq. ft. (709 sq. m.) corner property into two new lots of approximately 4,315 sq. ft. and 3,326 sq. ft. (401 sq. m. and 309 sq. m.) in size. The existing 1944 house facing Nanaimo Street would remain in place, and the rear garage/sundeck, added in 1956, would be removed. A new house would be built on the newly created lot at the rear, facing Fourteenth Street. Both houses would contain secondary suites, and each unit would have private outdoor space. A draft site plan and drawings are included in **Attachment 2**.

The existing house is approximately 3,069 sq. ft. (285 sq. m.) and includes four bedrooms plus a den, and a one bedroom basement suite of roughly 873 sq. ft. (81 sq. m.). The existing basement suite would be authorized as part of the application. The FSR after subdivision would be 0.71. The proposal indicates two compact vehicle parking spaces in the side yard of the heritage house, with bicycle parking accommodated under the new sundeck.

The new house would be approximately 1,687 sq. ft. (157 sq. m.), with three bedrooms in the upper unit, and a two bedroom basement suite, with a total FSR of 0.51. Vehicle parking would include one parking pad and one detached garage, accessed from either Fourteenth Street or the rear lane, as determined through the development review process. Bicycle parking would be accommodated in the new garage.

Tenant Plan

Both units in the heritage house currently have long term tenants. It is expected that the renovations and restoration work on the heritage house would be completed without requiring the tenants to vacate the units. It is the intent of the owners to live in the new house, and to rent the secondary suite, and both units in the heritage house. See the applicants' design rationale letter in **Attachment 3**.

Tree Retention

The three mature trees at the front of the property would be protected. Three laurels along the rear of the property would be removed, to permit the lane to be widened and replacements planted on site, to City standards. The project's architect worked on preliminary plans with staff that led to a compact building footprint and allowed the retention of the Katsura tree, visible on the corner of Fourteenth Street and the lane.

DISCUSSION

Overall Evaluation

Six Zoning Bylaw relaxations are proposed: lot size for both the heritage house and new house; density and off-street parking for the heritage house; and additional minor zoning relaxations for the new house (80% upper floor limit, front yard setback, detached accessory area).

Each relaxation is discussed in the following sections. These relaxations are considered reasonable in the context of:

- a. Consistency with the City's Policy on the Use of HRAs and recent similar HRAs,
- b. The proposed private benefits are balanced with the community benefit related to the restoration work and long term legal protection of the heritage house, and
- c. The provision of ground-oriented, three bedroom units with outdoor space, which supports the City's Official Community Plan policies to encourage development of more family-friendly housing.

Increased Density

The heritage house is proposed to have 0.71 floor space ratio (FSR), which is comparable to previous similar HRAs. The new house is proposed to have 0.51 FSR. A comparison of other small lot subdivision HRA densities is provided in **Attachment 5**.

Staff considers the density reasonable, as all additional density would be for the heritage house site, with no setback, site coverage, or height related relaxations proposed. The new house would meet the standard site density of 0.51 FSR for Step Code level 3 houses. At less than 1,800 sq. ft. (167 sq. m.), the new house would be small compared to the average size of new houses in the area (i.e. 3000 sq. ft. or 278 sq. m.).

Small and Compact Lot Subdivision

The proposed subdivision would result in one lot consistent with the City's Small Lot zones (such as NR-5), and one lot that would be consistent with the City's Compact Lot zones (such as RT-2D in Queensborough), in regard to site coverage and height requirements. A summary of proposal statistics is available in **Attachment 4**.

Consideration of compact-lot subdivisions is consistent with the City's Policy for the Use of HRAs, and under the heritage program are generally considered reasonable in exchange for protection and restoration of a heritage asset. The small lot size is also consistent with an HRA approved in 2015, less than a block away, resulting in lots under 4,000 sq. ft. (371 sq. m.).

Given the above, the restoration proposed, and that the new house will be relatively compact, these lot sizes are considered reasonable.

Off Street Parking and Lane Access

Under the Zoning Bylaw, two parking spaces are required for each property. The site plan shows two compact parking spaces in the side yard of the heritage house. Preliminary conversation with the City's Transportation Division has indicated a preference to relax the number of parking spaces to achieve one full-sized space, over the two compact spaces. Staff will continue to work with the applicant on parking design as part of reviewing this application.

For the new lot, vehicle parking would include one parking pad and one detached garage. These would be accessed from the rear lane, provided that a lane access of a sufficient width can be achieved. Currently the rear lane is only 8 ft. wide (2.44 m.), and a standard full width lane is 19.69 ft. (6 m.). Staff will continue to explore lane design solutions and alternate access points, such as from Fourteenth Street, through the development review process.

New House Design

The NR-1 zoning district requires that the upper floor of houses be reduced to only 80% of the floor plate of the lower floors. This is intended to reduce the bulk and shadowing of the building. The regulation is most successful where steeply sloping lots would create elevations of three full visible stories. The proposal is for a 100% upper floor plate (the same size as the floor below) in order to accommodate three bedrooms upstairs. Given the compact size of the building, the distance between this house and other adjacent houses, and the sloped roof form, and that the new house is considered to be complementary and subordinate to the heritage house without mimicking its design, this proposal is considered reasonable for the site.

In order to ensure both parking and private outdoor space are provided on the new lot, the applicant has proposed to use the roof of the garage as a roof top sun deck. In the NR-1 zone, combined area for attached and detached accessory structures is limited to 10% of the lot size, and is counted on all levels. The rooftop deck would increase the area from the maximum 332 sq. ft. (30.8 sq. m.) currently permitted, to 563 sq. ft. (52 sq. m.), which is an increase to 17% of the lot size. Screening has been proposed in the design to increase privacy and minimize overlook onto the neighbouring property to the east, which staff considers to sufficiently mitigate this issue.

CONSULTATION AND REVIEW PROCESS

The City has established an interim development review process to enable applications to move forward for review and public engagement, while maintaining safe physical distancing measures. Per that interim process, the anticipated review steps for this application are as follows:

1. Preliminary report Council (**we are here**),
2. Applicant-led public consultation, including dissemination of information through the local Residents Association,
3. Review of the proposal's heritage elements by the Community Heritage Commission,
4. Council consideration of First and Second Reading for the project's respective Bylaws,
5. A Public Hearing followed by Council's consideration of Third Reading of the project's Bylaws,
6. Council consideration of Adoption of the Bylaws.

As there are fewer than five units proposed, and the form of development is consistent with the Official Community Plan, the application would not be forwarded to the New Westminster Design Panel or the Advisory Planning Committee for review and comment.

INTERDEPARTMENTAL LIAISON

The City has a project-based team approach for reviewing development applications, which facilitates interdepartmental review, providing comments to the applicant throughout the development review process

OPTIONS

The following options are available for Council's consideration:

1. That Council direct staff to proceed with processing the proposed Heritage Revitalization Agreement at 1324 Nanaimo Street, as outlined in the "Consultation and Review Process" Section of this report;
2. That Council provide staff with alternative direction.

Staff recommend option 1.

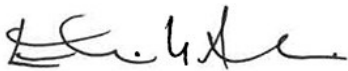
ATTACHMENTS

- Attachment 1 Policy and Regulations Summary
- Attachment 2 Site Plan and Project Drawings
- Attachment 3 Rationale Letter
- Attachment 4 Project Statistics and Relaxations Summary
- Attachment 5 Comparable HRA Density Relaxations

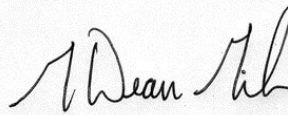
This report has been prepared by:
Janet Zazubek, Development Planner

This report was reviewed by:
Britney Dack, Senior Heritage Planner
Jackie Teed, Senior Manager of Development Services

Approved for Presentation to Council



Emilie K Adin, MCIP
Director of Development Services



Dean Gibson
For Lisa Spitale
Chief Administrative Officer



Attachment 1
Policy and Regulations Summary

POLICIES AND REGULATIONS SUMMARY

Heritage Revitalization Agreements

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

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.

Heritage Related Design Guidelines

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

Heritage Designation

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

OCP Land Use Designation: Residential Detached and Semi-Detached

The Official Community Plan (OCP) designation for this site is “Residential: Detached and Semi-Detached” which allows low density residential, primarily in the form of single detached dwellings with secondary suites, duplexes, and accessory dwelling units (e.g. laneway house, carriage house). The OCP also indicates that, through a Heritage Revitalization Agreement (HRA), a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. A Heritage Revitalization Agreement may also be used to permit the housing forms listed in Residential – Ground Oriented Infill Housing designation, which include small lot and compact lots housing forms. The consideration of these benefits is generally contingent on there being heritage value in the existing building. The proposed application is consistent with the OCP designation for this site.

Zoning Bylaw: Neighbourhood Residential Districts (NR-1)

The property is zoned NR-1 (Neighbourhood Residential Dwelling District). The intent of this zoning district is to allow single detached dwellings with secondary suites and a laneway or carriage house. The proposed application would require relaxations to the Zoning Bylaw for density, lot size, site coverage and setbacks. As such, a Heritage Revitalization Agreement would be required to permit the proposal.



Attachment 2
Site Plan and Project Drawings

INFILL HOUSE

CIVIC ADDRESS

LEGAL DESCRIPTION

ZONING NR-17/HRA
PARKING REQUIRED = 2 SPACES
 PROPOSED = 2.5 SPACES

SITE SIZE 50.39' x 66.05'
SITE AREA 3326.75 sq ft
ACCESSORY STRUCTURES (APP+DET)
 ALLOWED = 10% = 332.67 sq ft
 PROPOSED = 563.5 sq ft - VARIANCE

SITE COVERAGE
 ALLOWED = 35% = 1166.86 sq ft
 PROPOSED = 23.57% = 784.00 sq ft

FSZ
 ALLOWED = 50% = 1663.38 sq ft
 PROPOSED = 90.73% = 1067.56 sq ft - VARIANCE

FLOOR AREAS
 BASEMENT = 119.56 sq ft
 MAIN = 784.0 sq ft
 UPPER = 784.0 sq ft
 TOTAL = 1667.56 sq ft

UPPER LEVEL SITE COVERAGE
 ALLOWED = 80% MAIN PLATE
 = MAIN 784.0 sq ft + F. PORCH 216.0 sq ft + REAR VERANDA 112.0 sq ft = 1112.0 sq ft
 PROPOSED = 784.0 sq ft - VARIANCE

HEIGHT AVERAGE GRADE
 ALLOWED = 25.0' TO MID
 PROPOSED = 24.02' " " = 165.53'

SETBACKS

	REQUIRED	PROPOSED
FRONT =	13.2'	10.0' - VARIANCE
REAR =	13.2'	23.03'
SIDES =	4.0'	8.0' + 10.39'
SIDES COMB =	12.6'	24.39'

EXISTING HOUSE

CIVIC ADDRESS

1324 NANAIMO ST.
 NEW WESTMINSTER, BC
 LEGAL DESCRIPTION

ZONING NR-1/HRA
PARKING REQUIRED = 2 SPACES
 PROPOSED = 2 SMALL SPACES

SITE SIZE 65.33' x 66.05'
SITE AREA 4315.05 sq ft
ACCESSORY STRUCTURES (APP+DET)
 ALLOWED = 10% = 431.51 sq ft
 PROPOSED = 115.5 sq ft

SITE COVERAGE
 ALLOWED = 35% = 1510.27 sq ft
 PROPOSED = 27.5% = 1187.71 sq ft

FSZ
 ALLOWED = 50% = 2157.53 sq ft
 PROPOSED = 71.14% = 3069.58 sq ft - VARIANCE

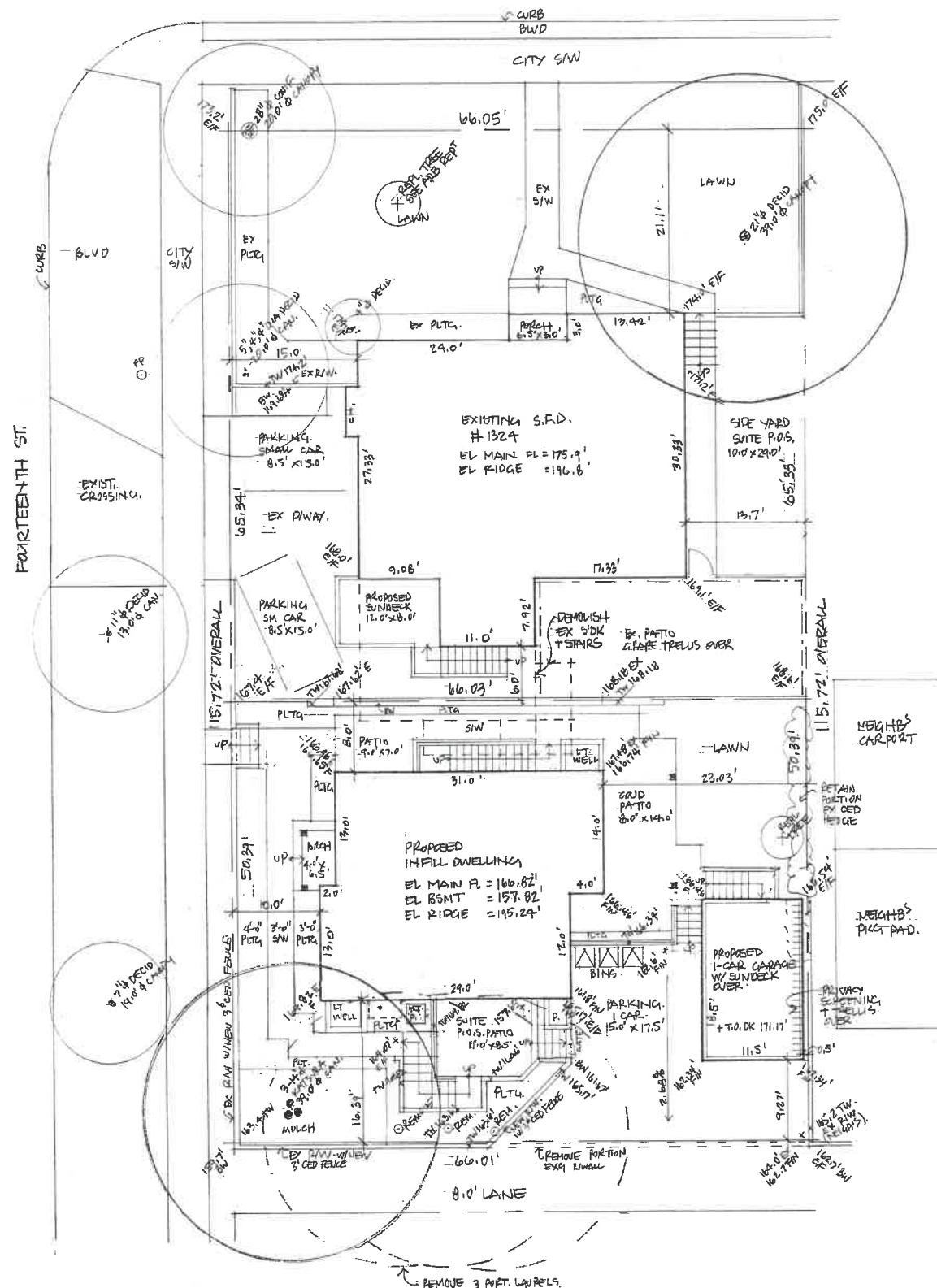
FLOOR AREAS
 BASEMENT = 1047.73 sq ft
 MAIN = 1150.16 sq ft
 UPPER = 871.69 sq ft
 TOTAL = 3069.58 sq ft

UPPER LEVEL SITE COVERAGE
 ALLOWED = 80% MAIN PLATE
 = MAIN 1150.16 sq ft + F. PORCH 19.5 sq ft + BACK SID 96.72 sq ft = 1217.66 sq ft
 PROPOSED = 871.69 sq ft

HEIGHT AVERAGE GRADE
 ALLOWED = 25.0' TO MID
 EXISTING = 19.2' " " = 171.05'

SETBACKS

	REQUIRED	EXISTING
FRONT =	13.2'	15.0'
REAR =	13.2'	13.7'
SIDES =	4.0'	21.1' + 6.0'
SIDES COMB =	16.33'	27.1'



SITE PLAN:

1/8" = 1'-0"
 REF: TARGET LAND SURVEY DWG
 DATED 29 JUNE 2020
 FILE N-2783-TOP0-F-23



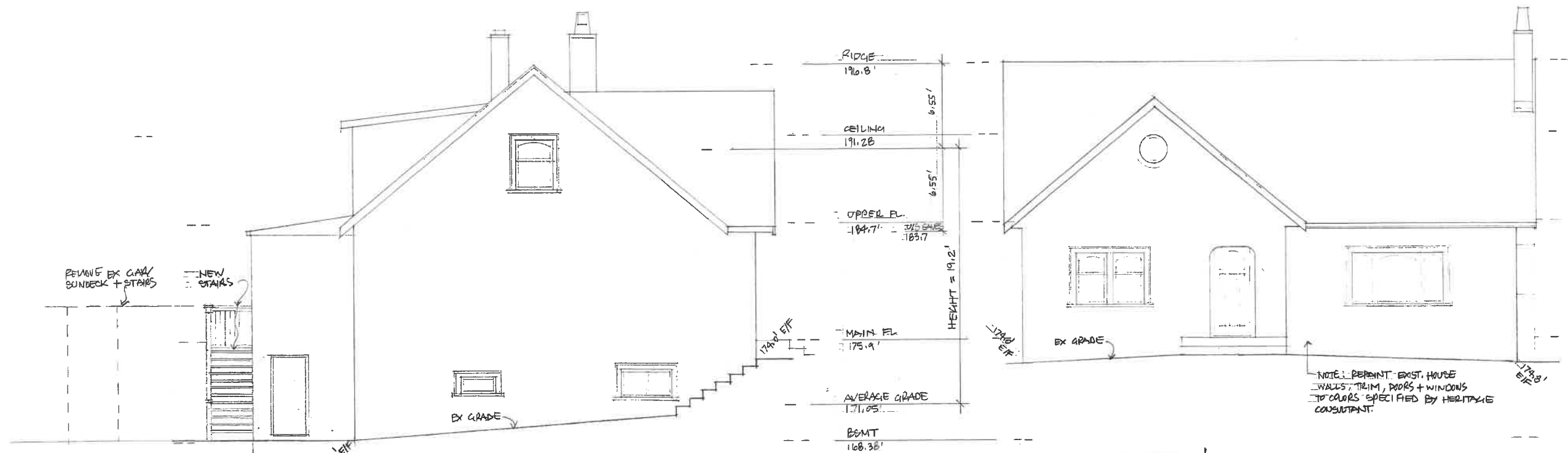
1. REVISED + ISSD FOR HRA 16 DE 20

LARSON HOUSE
 HRA / SUBDIVISION



ROBERT JOHNSON
 ARCHITECT
 AIBC
 821 Finlay Street, New Westminster, BC
 V3M 4B8 Tel/Fax: (604) 520-3099

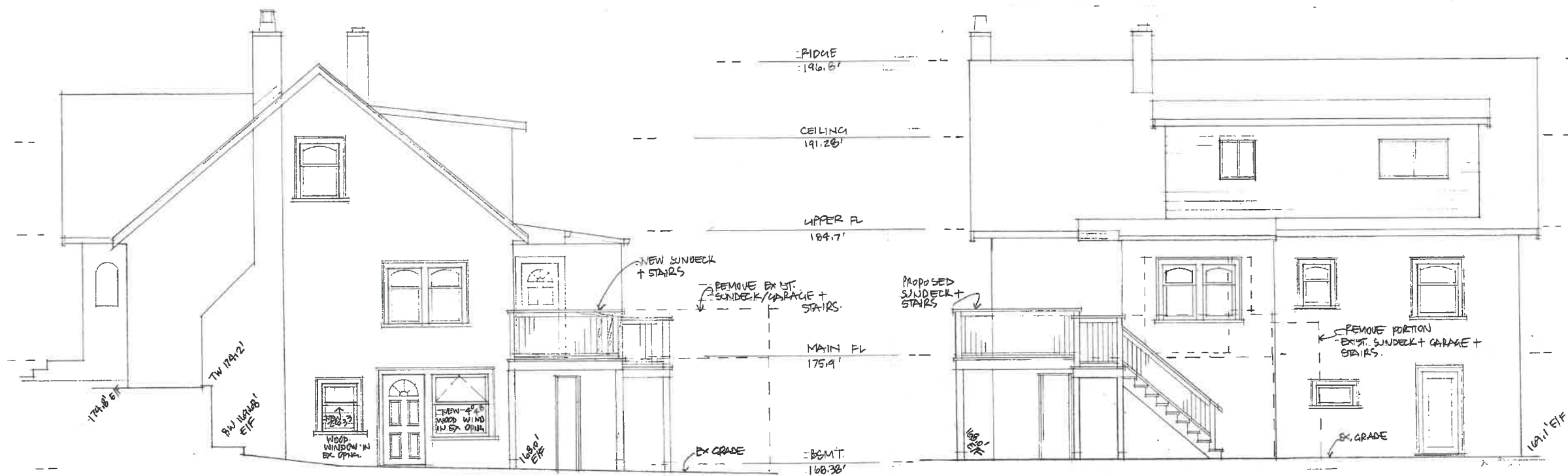
DATE: 27 NOV '20
 DWG: 1
 OF: 14



NORTHEAST - ELEVATION
1/4" = 1'-0"

NORTHWEST ELEVATION (NO CHANGES)
1/4" = 1'-0"

COLOR SCHEME
 BODY (WALLS) = SHERWIN WILLIAMS SW751 - GREEK VILLA WHITE
 OR SW7757 HIGH REFLECTIVE WHITE
 TRIM + DOORS = SHERWIN WILLIAMS SW6482 CAPE VERDE (BLUE/GREEN)
 WINDOW SASH + BACK BAND = SHERWIN WILLIAMS SW6258 TRICORN BLACK
 GLASS BLACK
 ROOFING = BLACK OR DARK GREY ASPHALT SHINGLES



SOUTHWEST ELEVATION
1/4" = 1'-0"

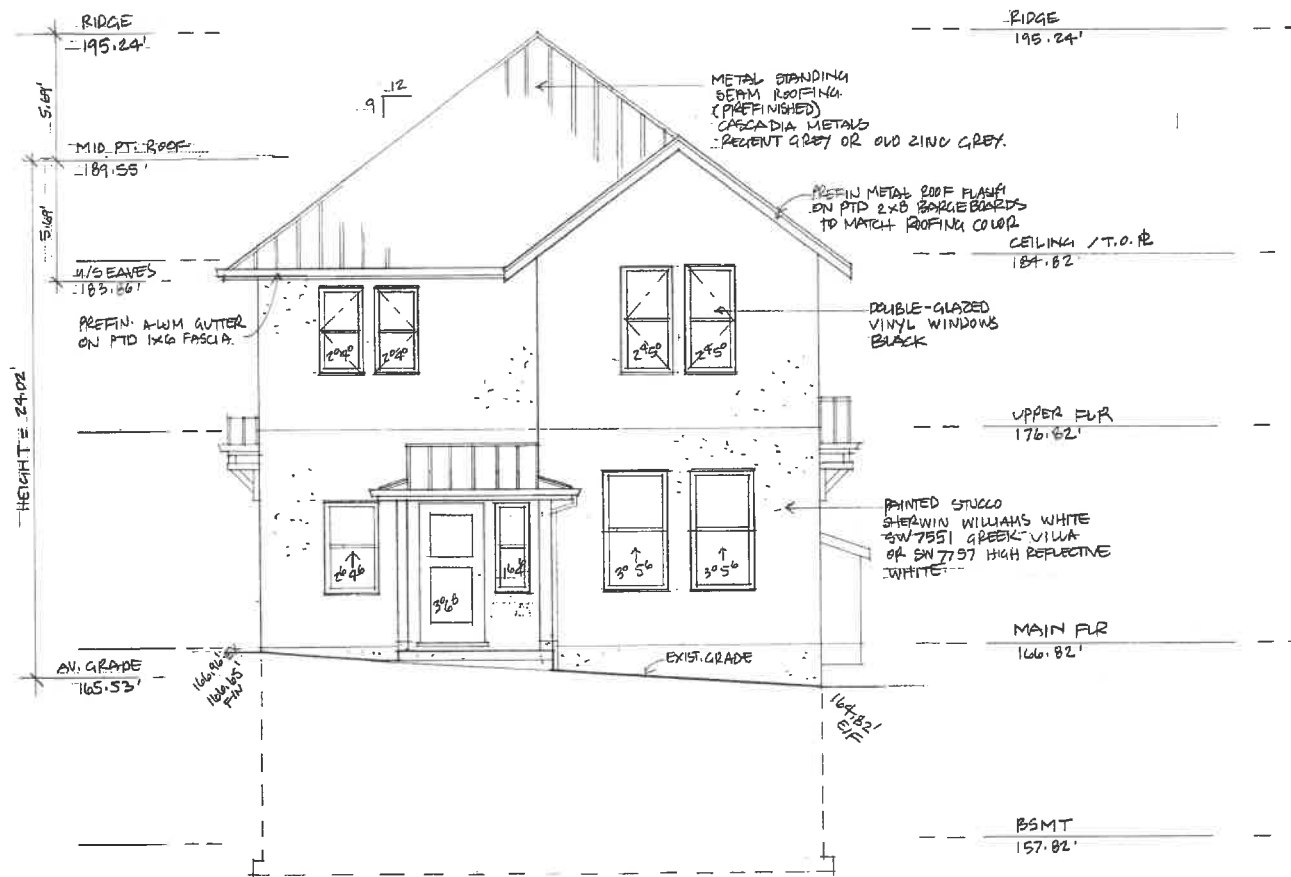
SOUTHEAST ELEVATION
1/4" = 1'-0"



11/15/20 FOR HRA 10/05/20
 LARSON HOUSE
 HRA + SUBDIVISION
 EXISTING HOUSE W/
 PROPOSED CHANGES
HERITAGE HOUSE



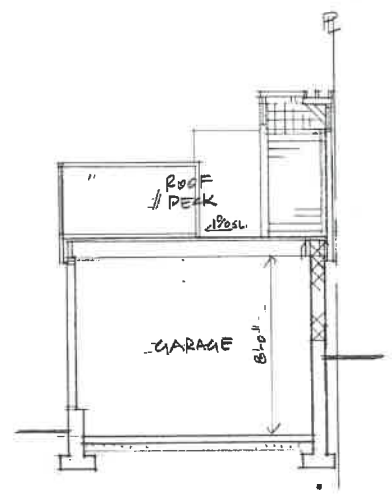
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 DATE: 14 DE 20
 DWA
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 OF 11



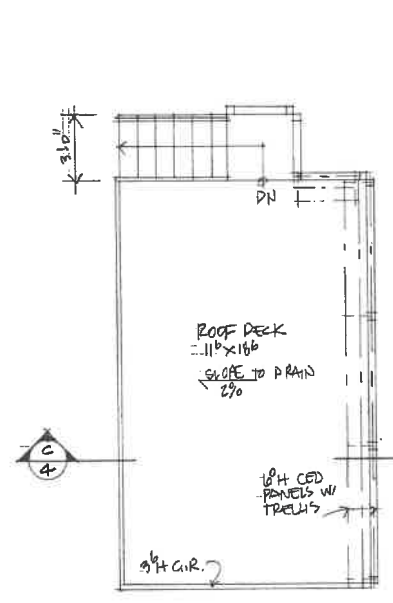
SOUTHWEST (FRONT) ELEVATION
1/4" = 1'-0"



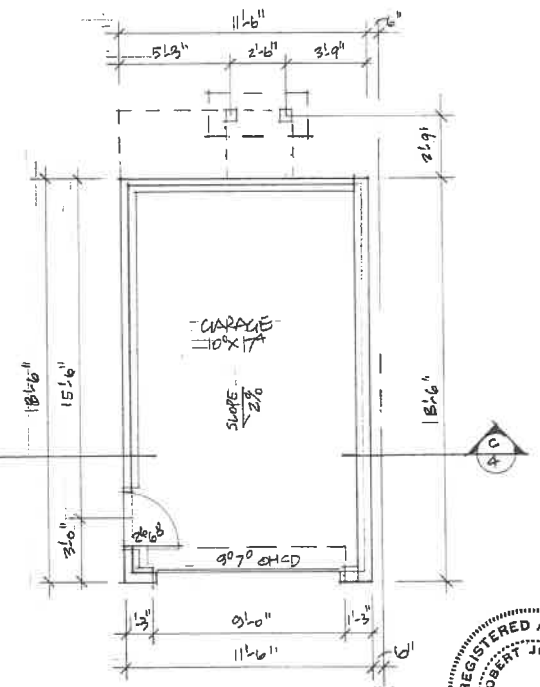
SOUTHEAST ELEVATION
1/4" = 1'-0"



GARAGE - SECTION C-C
1/4" = 1'-0"




GARAGE - ROOF PLAN
1/4" = 1'-0"

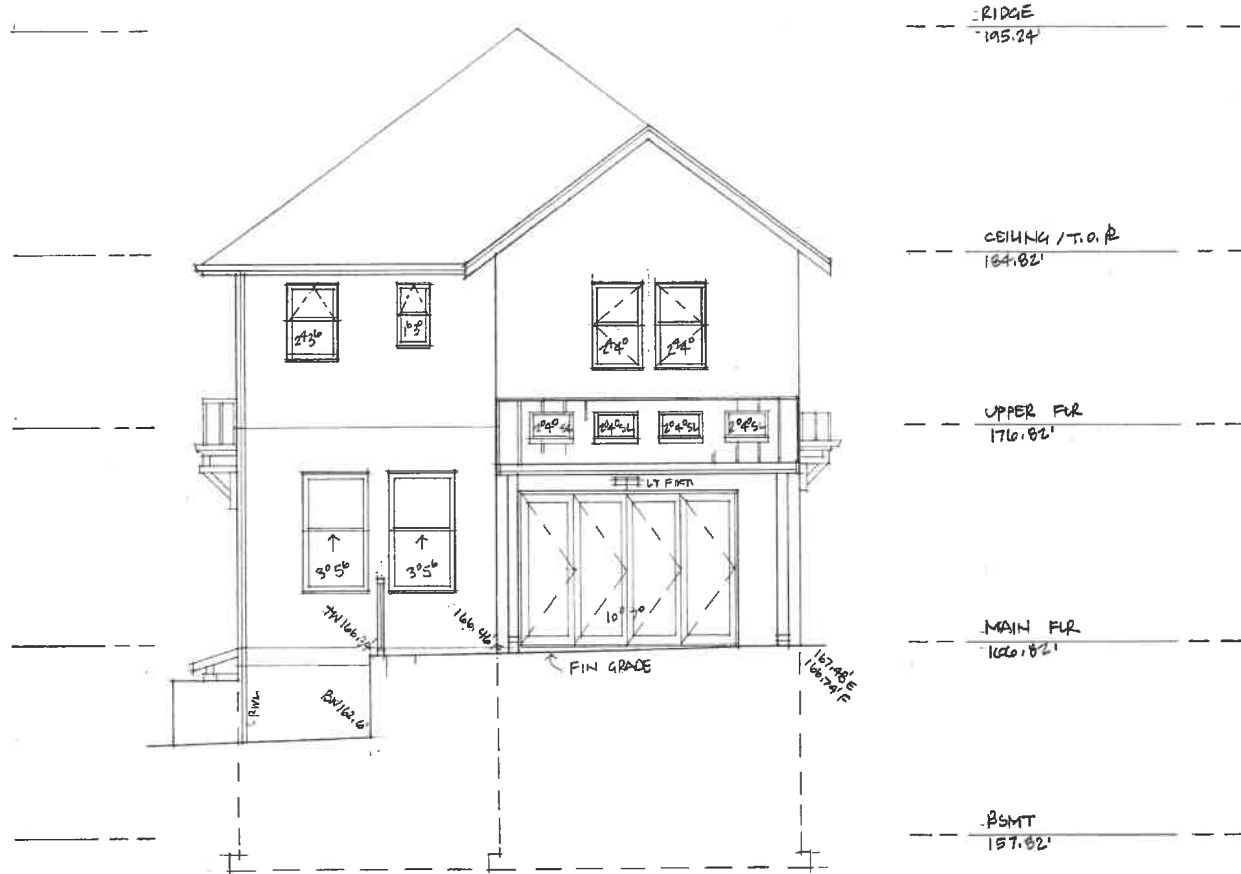


GARAGE - PLAN
1/4" = 1'-0" 2/27/20

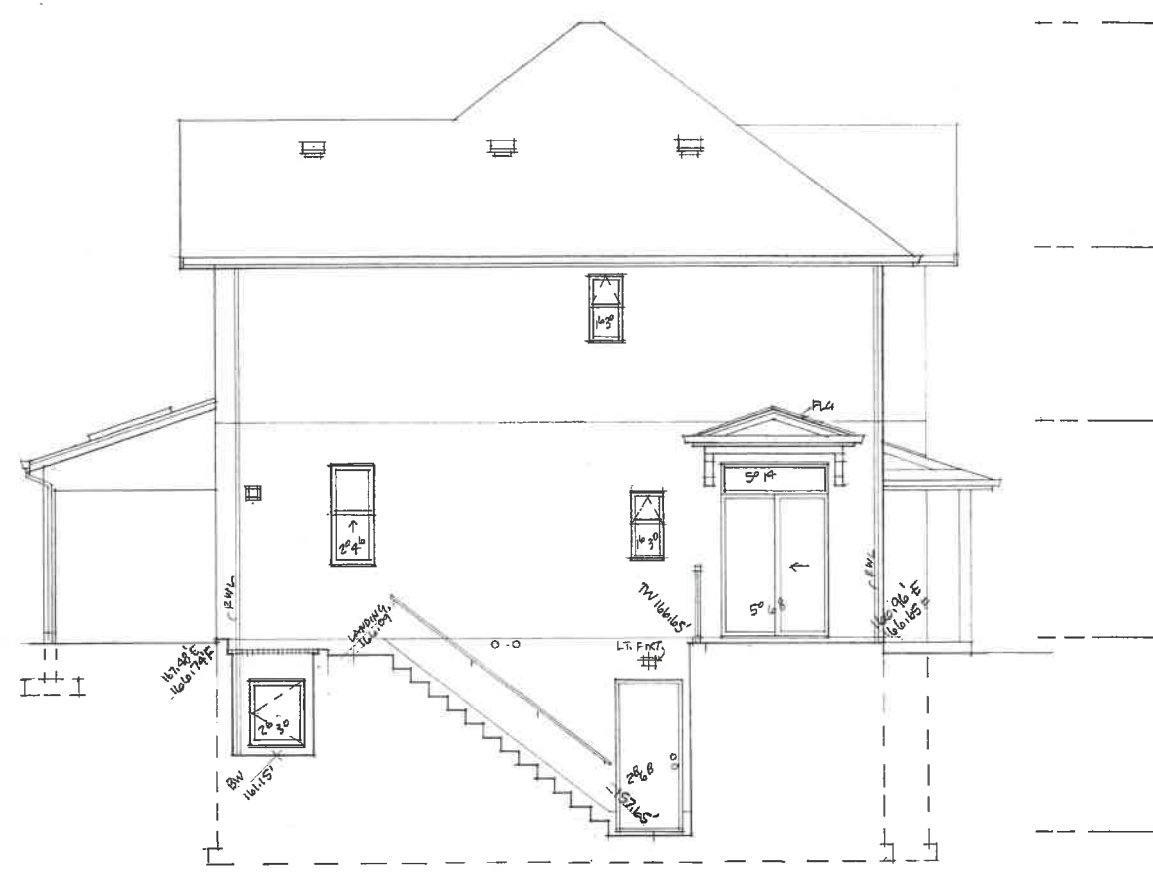


1, REV'D HSS'D FOR HRA 16 DE 20	
LARSON HOUSE HRA / SUBDIVISION	
NEW HOUSE	
 ROBERT JOHNSON ARCHITECT AIBC 811 Healey Street, New Westminster, BC V3M 4B8 Tel/Fax: (604) 270-3699	
DATE:	DWG
27 Nov 20	4
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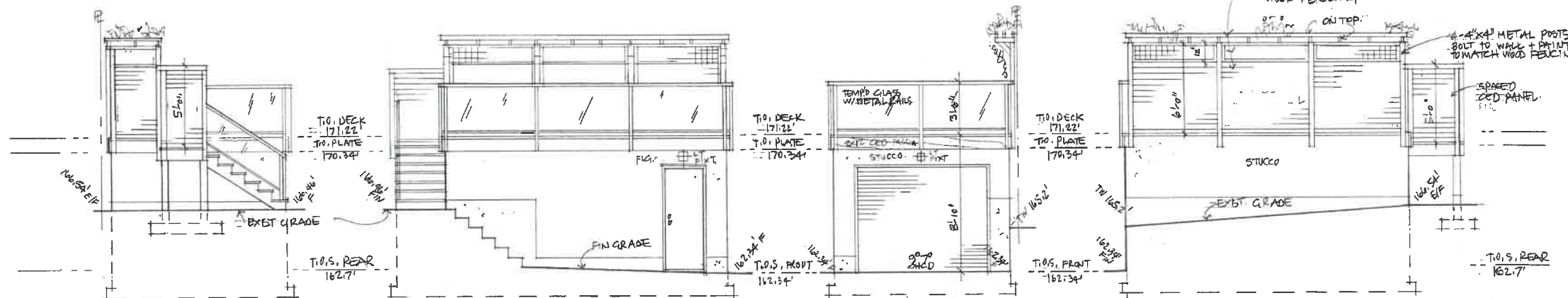




NORTHEAST ELEVATION
1/4" = 1'-0"



NORTHWEST ELEVATION
1/4" = 1'-0"



CARAGE -
NORTHWEST ELEVATION
1/4" = 1'-0"

CARAGE -
SOUTHWEST ELEVATION
1/4" = 1'-0"

CARAGE -
SOUTHEAST ELEVATION
1/4" = 1'-0"

CARAGE -
NORTHEAST ELEVATION
1/4" = 1'-0"



1. REV + ISSD FOR HRA 10 DE 20
LARSON HOUSE
HRA / SUBDIVISION

NEW HOUSE



ROBERT JOHNSON
ARCHITECT

AIBC
521 Hanley Street, New Westminster, BC
V3M 4B8 Tel/Fax: (604) 520-3099

DATE:
27 NOV 20

DWG
5
OF 11



Attachment 3
Applicant's Rationale Letter

ROBERT JOHNSON, ARCHITECT

821 Henley St.,
New Westminster, B.C.
V3M 4B8
Tel: 604- 520-3099
E: rja@telus.net

DESIGN RATIONALE – 1324 Nanaimo St., New Westminster, B.C.**OVERVIEW**

This application concerns retaining an existing heritage house and subdivision of the existing 115.72 foot deep property into two lots of 65.34- and 50.39- foot widths, then constructing a new sympathetic infill dwelling on the new lot. A new single-car garage with roof deck is proposed on the southeast corner of the property. To this end, the owner intends to enter into a Heritage Revitalization Agreement with the City of New Westminster.

Since both houses will have secondary suites, this proposal will provide much-needed affordable housing in the city.

EXISTING HOUSE

The Claude and Ruth Larson House was built in 1944 and is a good example of post-WW2 residential design. For full description see the Statement of Significance and Conservation Plan prepared by Elana Zysblat, Heritage Consultant (April & September 2015), and addendum prepared by Schueck Heritage Consulting (July 2020). It is a modest post-WW2 stucco bungalow with simple roof forms and massing. The house is in generally good condition. A non-contextual garage/sundeck will be removed and a much smaller sundeck added. Some elements need repair and or maintenance as outlined in the Conservation Plan and addendum. The house will be repainted according to the color scheme described in the Schueck addendum as revised for equivalent Sherwin Williams colors

Body: SW 7551 Greek Villa or Sw7757 High Reflective White
Trim & doors: SW6482 Cape Verde
Window sash & back band: SW 6258 Tricorn Black
Roofing (when shingles need replacing): black or dark grey asphalt

As the house contains a secondary suite, two parking spaces are required. Due to the site slope and existing retaining walls, two small-car stalls are proposed in the existing driveway off Nanaimo Street.

INFILL HOUSE

The owner intends to occupy this house.

Siting – The new infill dwelling has been located 10 feet from the front property line on Nanaimo Street in order to provide as much rear yard play space for his children as possible. The 10 foot setback and any privacy concerns are alleviated by the 3 – 4 foot height variance created by the existing retaining walls. This distance helps occupants and sidewalk pedestrians avoid direct eye contact in much the same way as older two-and-a-half storey houses do. The house is also located as far north as possible in order to preserve the root system of an existing Katsura tree on the corner.

Architectural character and massing – The projecting two-storey gabled front and at-grade porch are elements taken from the existing house to provide continuity of character in the neighbourhood. The hipped main roof is used to reduce mass and preserve light and views of the existing and neighbouring homes.

The upper floor site coverage requirement of 80% could not be met due to the relatively small footprint and the owner's program.

Entrances, windows and detailing - The glazed, recessed-panel front door is a simplified version of that on the existing house. Windows are simple punched openings with vertical sashes or one-over-one casements to mimic those of the existing house. Roof fascias and bargeboards are of similar detail as the existing house. The standing-seam metal roof is seen as a modern expression instead of traditional shingles, in order to set it apart from the existing house and accentuate the heritage asset. Eyebrow roofs over the den slider and dining room windows alleviate flat side facades while offering rain and sun protection. Porch columns are simple painted wood.

Materials and colours - Wall cladding will be white painted stucco; another gesture toward the existing house. Doors will be dark green and windows will be black vinyl, also to maintain continuity with the existing house. The colors are as follows:

Body: SW 7551 Greek Villa or 7757 High Reflective White

Doors: SW6482 Cape Verde

Windows: black vinyl

Roofing: Old Zinc Grey

Energy: - This dwelling has been designed in accordance with BC Energy Step Code Level 3. The owner is exploring meeting Step 4 or 5 with Energy Save New West.

Privacy and overlook – The northwest elevation has only one window on the upper floor in order to minimize overlook to the existing house's yard. The proposed roof deck on the garage is screened with a 6 foot fence and trellis with vines to provide privacy and minimize overlook into the neighbours back yard. The stairs to this deck also have a 5 foot high screen at the landing. A replacement tree will be planted to the north of the garage to enhance privacy as well. The existing cedar hedge will be retained as much as construction allows. It should be noted that the neighbours' carport and parking pad are adjacent to the garage and existing cedar hedge so these will contribute to privacy on both sides of the property line.

Open space and landscape design – Primary pedestrian access will be via a new set of stairs cut from the existing retaining wall in the northwest corner of the new lot. A walkway leads to the front porch and continues around the south side and down stairs to a recessed patio for the basement suite private outdoor space. These have been located to minimize impact on the Katsura tree. There is also a sidewalk on the north side, providing a patio off the main floor den, access to the basement stairs, and a route to the back yard for the owners. There is a covered patio off the rear kitchen providing indoor-outdoor continuity and easy supervision of the children's outdoor play space. The deck over the garage is proposed because a large portion of the back yard is given over to parking and the space necessary for manoeuvring due to the existing 8 foot wide lane.

Hard landscaping – The sidewalks, patios, parking pad and driveway will all have permeable pavers. The retaining walls will have a new cedar fence along the top.

Soft landscaping – Low-maintenance and drought resistant planting will be located along the walks, patios and front of the house. The south side yard will have planters beside the stairs and recessed patio for the tenants' enjoyment.

Exterior lighting – Paths will be lit by a combination of in-ground and step lights. Soffit lights will illuminate the front and suite entrances, while surface-mounted fixtures will light the back patio and parking areas.

Garbage & recycling – Garbage and recycling bins are located at the rear of the parking pad. These will be convenient to both dwelling units. Lighting is a combination of step and surface mounted fixtures.

Parking – Parking is off the 8 foot wide lane to the southeast. It has been set back and a large portion of the existing retaining wall removed in order to provide enough turning radius for parking on the pad and the garage. Stairs up to the back yard and down to the suite private outdoor space provide convenient access. These will be well-lighted.

ACCESSORY BUILDING

The garage is partly recessed into the grade. It will have the same materials and color scheme as the infill house. The privacy screen and trellis on the northeast side will be metal, painted to match the cedar fencing on site. This and the stucco-clad concrete block wall on the neighbouring side is provided for non-combustibility as required by the BC Building Code. The rest of the deck railings will be tempered glass in metal frames in order to minimize the visual height of the structure.

Respectfully submitted,

Rob Johnson, Architect AIBC

Attachment 4
*Project Statistics and
Relaxations Summary*

PROJECT STATISTICS AND PROPOSED RELAXATIONS SUMMARY

Table 4: Project Statistics for the Heritage House, 1324 Nanaimo Street

Characteristic	Permitted/ Required	Proposed	Relaxation
Lot Area	6,000 sq. ft. (557 sq. m.)	4,315 sq. ft. (401 sq. m.)	1,685 sq. ft. (157 sq. m.)
Lot Frontage	--	66 ft. (20 m.)	--
Total Floor Area	2,157 sq. ft. (200 sq. m.)	3069 sq. ft. (285 sq. m.)	912 sq. ft. (85 sq. m.)
Floor Space Ratio	0.5	0.71	0.21
Upper level Site coverage	80%	N/A No upper floor	--
Units	2	2	--
Site Coverage	35%	27.5%	--
Min Front Yard Setback	13.21 ft. (4.0 m.)	15 ft. (4.57 m.)	1.3 ft. (0.4 m)
Min Rear Yard Setback	13.21 ft. (4.0 m.)	13.7 ft. (4.18 m.)	--
Side Yard Setback (Left)	4 ft. (1.2 m.)	6 ft. (1.8 m.)	--
Side Yard Setback (Right)	5 ft. (1.5 m.)	21 ft. (6.4 m.)	--
Height (Midpoint)	25 ft. (7.6 m.)	19.2 ft. (5.8 m.)	--
Accessory Structures	10%	2.6%	--
Off-Street Parking	2 spaces	1 space	1 space

Table 5: Project Statistics for New House (Fourteenth Street)

Characteristic	Permitted/ Required	Proposed	Relaxation
Lot Area	6,000 sq. ft. (557 sq. m.)	3326 sq. ft. (309 sq. m.)	2,674 sq. ft. (248 sq. m.)
Lot Frontage	--	51 ft. (15 m.)	--
Total Floor Area	1696 sq. ft. (157.6 sq. m.)	1667.6 sq. ft. (156.8 sq. m.)	--
Floor Space Ratio	0.51 For Step Code level 3	0.51	--

Upper level Site coverage	80%	100%	20%
Units	2	2	--
Site Coverage	35%	23.5%	--
Front Yard Setback	13.21 ft. (4.0 m.)	10 ft. (3 m.)	3.21 ft. (1.0 m.)
Rear Yard Setback	13.21 ft. (4.0 m.)	23 ft. (7.0 m.)	--
Side Yard Setback (Left)	4 ft. (1.2 m.)	8 ft. (2.4 m.)	--
Side yards combined	12.6 ft (3.84 m)	24.39 ft. (7.4 m.)	--
Height (Roof Peak)	25 ft. (7.6 m.)	24 ft. (7.31 m.)	--
Height (Midpoint)	25 ft. (7.6 m.)	24 ft. (7.3 m.)	--
Accessory Structures Area	10%	17%	7%
Off-Street Parking	2 spaces	2 spaces	--

Attachment 5
*Comparable HRA
Density Relaxations*

ATTACHMENT #5: COMPARABLE HRA DENSITY RELAXATIONS

Table 4: Comparable HRA Density Relaxations

Project Address	FSR Lot A (Heritage)	FSR Lot B (New Construction)
1407 Sixth Ave	0.69	0.68
224 Sixth Ave	0.50	0.64
218 Queens Ave	0.55	0.39
223 Queens Ave	0.60	0.66
632 Second Ave	0.62	0.66
720 Second St	0.65	0.65
631 Second St	0.65	0.65
420 St. George St	0.69	0.62
1407 Seventh Ave	0.70	0.68
709 Cumberland	0.85	0.53
Average	0.65	0.62
<i>This proposal</i>	0.71	0.51



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** 01.0110.20.13
 Director of Development Services **Item #:** 78/2021

Subject: **Queen's Park Heritage Conservation Area: Application of Regulations and Status of the Implementation Program**

RECOMMENDATION

THAT Council receive this report for information.

EXECUTIVE SUMMARY

On February 1, 2021, Council received a delegation and directed staff to provide clarifying information on how land use policies and tools like the Official Community Plan (OCP), Zoning Bylaw (rezonings), and Heritage Revitalization Agreements (HRAs) interact with the Queen's Park Heritage Conservation Area and its incentives program. Though created at different times, these tools work together to support City goals related to housing choice and supply, as well as heritage and neighbourhood character retention. In addition to providing this information, this report provides an update on the outstanding items from the implementation of the Conservation Area: outright stratification of laneway and carriage houses and suites, and a post-implementation policy review, which is currently scheduled to begin in 2021.

DISCUSSION

Using Heritage Revitalization Agreements in the Heritage Conservation Area

Regulatory Framework: Heritage Conservation Areas vs. Heritage Revitalization Agreements

A Heritage Conservation Area is a policy in a municipality's Official Community Plan (OCP), which is a high level visioning and policy tool. A Heritage Revitalization Agreement (HRA) is a type of zoning that includes specialized regulations for heritage revitalization and protection. A Conservation Area policy promotes the protection of a distinctive heritage area, and defines the types of protection applied to that area. Regulatory tools, such as HRAs and Heritage Alteration Permits (HAPs) are needed to implement that protection. The use of one does not take precedence over, or impede, the use of the other.

The goals of the Queen's Park Conservation Area align with other policy area goals also included in the OCP, such as housing choice, economic development, and climate action. For example, the Conservation Area goals acknowledge the importance of keeping heritage assets, while also accommodating infill development. In support of this, the Conservation Area does not restrict the underlying OCP land use designation for properties in the Queen's Park neighbourhood, and does not preclude applications for changes to zoning, whether through an HRA or regular rezoning application. It functions similarly to the other Development Permit Areas in the OCP, in that the Conservation Area authorizes the City to regulate design. It also authorizes the City to more strongly evaluate, and in certain cases reject, demolition applications. These two provisions were the key goals identified by the community throughout the development of the Conservation Area.

All development regulation tools used in the Heritage Conservation Area, whether HAP, HRA, regular rezoning, or others not discussed here, work together with the OCP and the Conservation Area to create a comprehensive evaluation framework for heritage-related development applications. Whether they require Council approval or can be approved by staff, these tools regulate development in the Conservation Area to ensure it is consistent with:

- OCP policy, including the OCP land use designation and the goals of the Conservation Area;
- the Policy for the Use of HRAs (discussed in a later section of this report); and,
- any relevant design guidelines.

Applications for Change: Heritage Revitalization Agreements vs. Rezoning

While the Conservation Area provides some protection of heritage buildings in the Queen's Park neighbourhood, the Designation Bylaws achieved through Heritage Revitalization

Agreements (HRAs) provide stronger protection of these historic assets. Therefore, when such applications are made in Queen's Park, an HRA is an appropriate tool to use when considering land-use changes, based on the desire to retain and protect historic buildings, which inherently make up a large portion of the Heritage Conservation Area's properties.

Both HRAs and rezoning applications are applications to the City to change the requirements of a property's zoning (particularly land use and density, but sometimes including building height, building location, number of units, tenure of units, or number of parking spaces). Both require approval by Council, and include some type of community consultation. Either must be consistent with the property's OCP land use designation or accompanied by an OCP amendment application, which is also subject to approval by Council.

HRAs also require: additional heritage protection (such as a Designation Bylaw); other provisions like restoration or project timing and phasing; and the need to apply for permits for future changes. Therefore, an HRA is used where protection and/or revitalization of a heritage asset is involved. It is an enhancement of a simple rezoning application; similar to a rezoning combined with a Development Permit or Development Agreement.

A comparison of the two tools is summarized in Attachment 1.

Protection Levels: Heritage Conservation Area vs. Heritage Designation

The Heritage Conservation Area does not restrict the underlying zoning in the Queen's Park neighbourhood. As such, a property can be changed through additions and alterations, and those properties may build laneway or carriage houses without Council approval. However, the Conservation Area allows the City to:

- regulate the design of changes to the property, to ensure they are sensitive to the heritage nature of the building or the surrounding environment; and
- reject a demolition permit for a property, if it can be shown that the same outcomes can be achieved through additions/alterations to the existing building (though if this cannot be shown—as it is indeed difficult to meet the legal bar—the City must issue the demolition permit).

A Heritage Designation Bylaw does restrict underlying zoning, allowing the City to prohibit any further changes to the building or property, regardless of whether they are consistent with the zoning or land use designation in the OCP. Similarly, demolition can be outright denied for a Heritage Designated property, regardless of whether it impacts the owner's ability to achieve their full zoning potential. Therefore, Heritage Designation is considered to be the strongest form of heritage protection.

A comparison of the two tools is summarized in a table in Attachment 2.

Policy for the Use of HRAs

The City's Policy for the Use of HRAs (the Policy) describes how HRA rezonings are to be used in New Westminster. Though the Policy was developed a decade ago (2011), the principles continue to be consistent with heritage best practices, and are used to guide City review of applications. The policy is summarized in Attachment 3.

The Policy highlights that HRAs should be consistent with the land use designations and policy goals in the OCP such as those of the Heritage Conservation Area; housing choice; energy, emissions and climate action; and community economic development. Staff has reviewed and can confirm that the Policy is consistent with the neighbourhood's land use designation (to allow detached and semi-detached housing forms in this area), and other OCP policies, particularly the goals of the Heritage Conservation Area (to retain heritage assets). Staff recommends that the Policy continue to be applied in the Queen's Park Conservation Area.

HRA Policy and Procedures Update

Currently, financial and staff resources are allocated to the City's pandemic response, which includes operation of task forces, a focus on addressing housing and homelessness challenges and opioid-epidemic response actions, as well as supporting local and small business recovery, safe public engagement, and statutorily required development application review. All policy work except that related to affordable housing and the opioid pandemic are presently on hold, including the 22nd Street Station planning work (which is a current Council strategic priority). Staff who regularly would work on policy have instead taken on roles in the City's pandemic response, or have taken on other work outside their workplan to free up time for other staff who are required for the City's pandemic response.

Some miscellaneous policy update work is anticipated to be achievable for the HRA program in 2021; a full policy update would be considered as part of future Division workplans, depending on the availability of resources, and their allocation in relation to Council strategic priorities. Advancing the full policy update would require funding and staff resources be allocated away from those areas identified above, as the development, consultation and oversight required for such a project draws on a diverse staff, including related to public engagement expertise; support on research, analysis, logistics; legal and legislative support; and senior staff input and oversight.

Heritage Conservation Area Incentives Program

When the Heritage Conservation Area was developed, it was acknowledged that the additional regulations would have some impact to property owners, particularly in relation to the time it would take, and the owners' overall ability to make changes to a property. In light of this, an incentives program was created for the Queen's Park neighbourhood. The

incentives were varied, but included an increased density entitlement for protected properties through the creation of the RS-4 zone. However, the scale of the incentives was set at a level that would continue to allow room for further incentivization, specifically to enable achieving stronger protection and restoration of Queen's Park heritage assets through HRAs and Heritage Designation.

The RS-4 zone, used exclusively in the Queen's Park neighbourhood, allows a protected principal house to achieve a 0.7 floor space ratio (FSR), whereas a non-protected principal house can only achieve 0.5 FSR. RS-4 zoned properties are also permitted to build laneway/carriage houses, at a maximum additional density of 10% (or 0.1) of site area, which is consistent with what is permitted in other zones throughout the city. Therefore, new houses in the Queen's Park neighbourhood may have a total combined site density of 0.6 FSR, and protected houses may have a total combined site density of 0.8 FSR.

A related incentive allows the density of laneway/carriage houses on protected properties in Queen's Park to increase beyond 10% (to a maximum size of 958 sq.ft. / 89 sq.m.), so long as the overall combined site density does not exceed 0.8.

The incentives program was structured to be flexible in the location of a protected property's additional density, in order to address the range of house sizes, shapes, and styles historically represented in the Queen's Park neighbourhood. Because of this, the incentive program supports projects which are smaller in scale and consistent with the existing zoning; for example the addition of a basement, additional bedrooms or a larger kitchen, or the creation of a suite or laneway house. Projects beyond these kinds of improvement typically would require consideration of an HRA.

NEXT STEPS

Implementation Plan

Following the Conservation Area's adoption in 2017, Council directed that staff should undertake a review of the Conservation Area two years after its implementation (to start in 2019) and endorsed an implementation work plan, which included the following four items:

Implementation Action	Status
Maintenance Standards Bylaw Update	Completed
Heritage Conservation Area Incentives Program	Phase 1 (short term): completed Phase 2 (medium term): completed Phase 3 (long term): outstanding
Special Limited Study	Completed
Voluntary Advanced Program	Completed

A majority of the work is completed. Outstanding are the Phase 3 Heritage Conservation Area Incentives, and the two-year review, which are discussed below.

Phase 3 Heritage Conservation Area Incentives

The Phase 3 work includes exploring the permitting of two additional incentives as-of-right (i.e. no rezoning would be required) for protected properties: multiple dwelling conversions (du/tri/quadra-plexing of existing buildings); and stratification of laneway and carriage houses. These types of incentives offer higher benefits to the property owner. At this time, they are typically offered through a Heritage Revitalization Agreement (which involves a similar process and Council approval, like a rezoning) in exchange for the strong protection of a Heritage Designation and restoration of the building, where needed. Because they result in an additional level of protection and/or restoration, which is desirable, these incentives are available to property owners in Queen's Park (and elsewhere in the City), but currently only through an HRA application. The loss of the City's ability to incentivize Designation through offering these options in an HRA is one aspect staff will consider when determining a recommendation to Council on the outcomes of the Phase 3 work.

To date, two HRA applications for stratified infill houses have been received in the Queen's Park neighbourhood, and one application has been received for a duplex conversion. These applications are either still in progress or have not been supported by Council. Should the Phase 3 incentives be approved by Council for homeowners' use as-of-right, all protected properties (~300 sites) could have some or all of those incentives without the need for further Council approvals.

Post-Implementation Evaluation

The two-year review was originally scheduled to launch in June 2019. Advancement of this work has been delayed due to allocation of staff to other priorities, initially development review and, in 2020, in support of the City's response to the Covid-19 pandemic. It is anticipated that the outstanding Phase 3 work on the incentives program and the post-implementation policy will be relaunched in the latter part of 2021.

OPTIONS

The following options are presented for Council's consideration:

1. That Council receive this report for information; or
2. That Council provide staff with alternative direction.

Staff recommends that Council receive this report for information (option 1).

ATTACHMENTS

Attachment 1: Comparison Table of HRAs and Rezoning

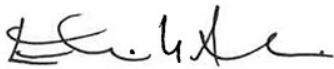
Attachment 2: Comparison Table of Heritage Tools and Guide for Heritage Protection Levels

Attachment 3: Summary of the City's Policy for the Use of HRAs

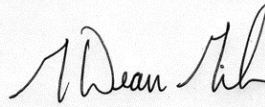
This report has been prepared by:
Britney Dack, Senior Heritage Planner

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



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Attachment 1

Comparison Table of HRAs and Rezoning

Comparison Table of Heritage Revitalization Agreement and Rezoning Applications

	HRA	Rezoning
Changes the site’s zoning parameters (i.e. density, lot/building size, tenure/use, parking/ unit number)	X	X
Must be consistent with site’s Official Community Plan land use designation	X	X
Community consultation is part of the application review process	X	X
Community amenities are negotiated through the application	X (Heritage restoration is considered the amenity)	X
Council approvals are required for the enabling bylaws	X	X
Authority and requirements are set out in the Local Government Act	X	X
Requires retention, re-creation and/or protection for all or a portion of the site, or a specific feature	X (usually through a Designation Bylaw)	<i>Only with an accompanying Restrictive Covenant</i>
Includes provisions related to building design (character) and materials	X	<i>Only with an accompanying Development Permit</i>
Authorizes collection of bonds or securities related to construction	X	
Requires permits for future changes	X	
Includes provisions for timing or project phasing, or enforcement actions	X	<i>Only with an accompanying Development Agreement</i>

Attachment 2

Comparison Table of Heritage Tools and Guide for Heritage Protection Levels

Comparison Table of Heritage Conservation and Protection Tools

Heritage Tool	Enacted by	This tool regulates...				
		Design <i>(building exterior only)</i>	Density <i>(to zoning maximum)</i>	Demolition	Future Changes	Rezoning/HRA Applications
Heritage Designation	Bylaw	High standard restoration only	May be requested	Not permitted	Council review and approval	Generally not considered
Conservation Area Protection (Queen's Park)	OCP Area or Chapter	General good practice required	Allowed if appropriate design	Permitted with permission only	Director review and approval	Considered with conditions
Registration/ "listing"	Council motion	Encouraged to be reflective of character	Always allowed	Generally permitted	Staff review and approval	Always considered
Non-heritage properties	N/A	No restrictions	Always allowed	Permitted	No reviews or approvals required	Always considered



Heritage Protection

Heritage conservation is an ongoing effort achieved by managing change. Heritage conservation tools are available to municipalities through the *Local Government Act*. Some tools enable the City to provide incentives to property owners in exchange for exterior restoration and long term legal protection of a property. Other tools delay the demolition of a property to enable the City and owner to discuss options for retention.

There are generally two levels of heritage protection in New Westminster, Heritage Conservation Areas, and Heritage Designations (which is achieved through a Heritage Revitalization Agreement).



Heritage Designation may be applied to an individual property anywhere in the city. It is a long-term legal protection that generally only allows changes to the property for conservation purposes. The City typically uses **Heritage Revitalization Agreements (HRAs)** to achieve Heritage Designation.

A Heritage Conservation Area (HCA) applies to a distinct and identifiable neighbourhood, characterized by its historic value. Queen’s Park is currently the only neighbourhood in the city designated as an HCA. Each property in Queen’s Park will eventually fall under one of two categories: Limited (Non-Protected) and Advanced (Protected).

Comparing Queen’s Park Heritage Conservation Area Categories and Typical Heritage Revitalization Agreements

Provisions	Heritage Conservation Area Limited (Non-Protected) Category	Heritage Conservation Area Advanced (Protected) Category	Heritage Designation (Through a Heritage Revitalization Agreement)
Is demolition allowed?	Yes	It would be considered: the approval of demolition would be conditional based on an evaluation of three factors: 1) heritage value, 2) development potential, and 3) condition.	No
Could additional floor space be added to the building?	Yes, anywhere, up to the zoning maximum.	Yes, with permit for design review, up to the zoning maximum.	No
Is there design review for the construction of a new building?	Yes	Yes	Yes

What design guidelines must be met for existing buildings?	None.	Should meet guidelines in the HCA <i>acceptable</i> or <i>recommended</i> categories.	Must meet guidelines equivalent to the HCA <i>recommended</i> category.
Is full restoration of the building required?	No	No	Yes
Could a laneway or carriage house be built on the lot?	Yes	Yes	It would be considered, and could require rezoning.
Could a secondary suite be added to the house?	Yes	Yes	It would be considered.
Is a Heritage Alteration Permit required for changes to the exterior of the building?	No	Yes, for changes to the front, sides, or visible roofline. Not required for the back.	Yes, for all changes anywhere on the building.
Is a permit required for regular maintenance like re-roofing, re-painting, or replacing rotted deck boards?	No	No	Yes
Are there restrictions on a building's exterior paint colour?	No	No	Yes
Could the windows and doors be replaced?	Yes	Yes, with a permit. Design review is required for windows/doors on the front or sides of the building.	Only if they are beyond repair, and they would have to be replaced with replicas.
Could a porch or deck be added to the building?	Yes	Yes, with a permit for design review for a porch/deck added to the front or sides of the building.	No
Is a Heritage Alteration Permit required for interior changes?	No	No	Sometimes
Is a Heritage Alteration Permit required for changes to landscaping?	No	No	Sometimes
Who issues the Heritage Alteration Permit?	Director of Development Services	Director of Development Services	Council
Do permit applications require community review?	No	No	Yes, in most cases
Do permit applications require review by City committees?	No	No	Yes
Does the property have access to zoning incentives?	No	Coming soon! An incentives program is being developed.	Only if full heritage conservation (restoration) work is undertaken.

HRAs in Queen's Park

The Heritage Designation achieved through an HRA offers a higher level of protection than the Heritage Conservation Area. This means that someone with a property in the Protected Category can still apply for an HRA, and would receive greater benefit than what would be offered through the incentives program.



Attachment 3

Summary of the City's Policy for the Use of HRAs

Summary of the City's Policy for the Use of HRAs

The primary goals of this policy are to:

- Preserve heritage buildings through the use of the HRA tool;
- Encourage the use of HRAs throughout the city;
- Ensure practices, procedures, and outcomes of HRAs are integrated and consistent with other important City policies;
- Balance private and public benefits through the project;
- Maintain a clear application process for Council, applicants, and the community; and,
- Include provisions in HRAs that allow for the City to enforce, as appropriate, both during the construction phase and into the future.

Also included in the policy are specific criteria related to the:

- Eligibility of a property (based on its heritage value);
- Acceptable levels of building material retention;
- Application of “The Standards and Guidelines for the Conservation of Historic Places in Canada” as a guiding framework for conservation practice;
- Types of development-related incentives available (relaxations to lot size, increased density, reduced parking etc.);
- Engagement of professionals as part of a project team; and,
- Development Application review and processing steps.

The full Policy for the Use of HRAs is available online at this link:

https://www.newwestcity.ca/database/files/library/Heritage_Policy_for_the_Use_of_HRAs_Jan_2011.pdf

Additional Design Guidelines

The Policy for the Use of HRAs does not include specific details about site design or maximums on the relaxations may be considered reasonable through an HRA. Therefore, when evaluating HRA applications staff also use design guidelines such as:

- The Standards and Guidelines for the Conservation of Historic Places in Canada (which guide heritage retention and conservation);
- Development Permit Area guidelines for building forms (which guide liveability and site design); and
- the Queen's Park Heritage Conservation Area Design Guidelines (which guide form and character).

The Conservation Area and Development Permit Area guidelines were developed with community consultation, endorsed by Council, and have been in use for several years. Use of the Queen's Park design guidelines helps align HRAs in that neighbourhood with the Conservation Area program.

The full documents are available online at the following links:

<https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

<https://www.newwestcity.ca/development-policies-and-process/development-permit-areas>

<https://www.newwestcity.ca/heritage/queens-park-heritage-conservation-area> (see resources)



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** REZ00173
 Director of Development Services

Item #: 79/2021

Subject: Cannabis Retail Locations: Sapperton Area Application Update - Bylaw for First and Second Readings

RECOMMENDATION

THAT Council consider Zoning Amendment Bylaw No. 8256, 2021 to allow the retail sale of cannabis at 416 East Columbia Street for two readings and direct staff to schedule a Public Hearing;

THAT Council rescind First and Second Readings for Bylaw No. 8110, 2019;

THAT Council direct staff to keep the application for a Cannabis Retail location at 451 East Columbia Street on hold, pending further considerations by Council regarding future cannabis retail locations.

EXECUTIVE SUMMARY

This report seeks Council consideration of an alternate cannabis retail sale location in the Sapperton area. The previous application considered by Council for this area was from Herb Co. Cannabis, with a proposal to operate a store at 451 East Columbia Street. The City has been notified by the Liquor and Cannabis Regulation Branch (LCRB) that Herb Co.'s Non-Medical Cannabis Licence application has been terminated. The LCRB would not provide reason citing privacy considerations. The applicant has stated that the application was terminated due to a missed deadline, and that this was a result of the COVID-19 pandemic. Bylaw No. 8110, 2019 to rezone 451 East Columbia Street to permit Herb Co. the retail sale of cannabis had received two readings. Consistent with the City's process for such

applications, staff were awaiting financial integrity and security program checks from the LCRB prior to advancing the bylaw to Public Hearing and Council consideration of final readings.

At this time, staff are recommending that Council rescind the readings on Bylaw No. 8110 2019, and instead consider an alternative application in the Sapperton area given that: Herb Co. has had two years to advance their application with the LCRB; a new application to the LCRB would be a significant modification of the existing application and add additional review time; and there are other applications in the Sapperton area which are viable without modifications.

North Root Cannabis at 416 East Columbia Street is the next highest scored application in the Sapperton area in order of prioritization based on the Cannabis Rezoning Application Evaluation Checklist (Initial Intake). This application is in the retail unit currently occupied by the Royal Columbian Hospital Auxiliary Thrift Shop, and would require its relocation. The Royal Columbian Hospital Auxiliary is currently on a month to month lease arrangement. They have been offered longer term leases but are looking for a location which better meets their needs.

Staff has brought forward Zoning Amendment Bylaw No. 8256, 2021 for Council consideration for this alternative application, attached as Appendix A.

Staff are recommending that the current application for a Cannabis Retail location at 451 East Columbia Street be put on hold, versus closed, which would allow it to proceed should Council instruct staff to process additional applications in the future.

BACKGROUND

Update on Applications

In January 2018, the City initiated the process of developing the Cannabis Regulatory Framework. On August 27, 2018 and September 17, 2018 Council adopted the necessary amending bylaws and endorsed the Cannabis Retail Rezoning Policy and the Cannabis Application Evaluation Criteria.

Twenty-two applications were received between October 24 and December 5, 2018 as part of the initial application period. All applications were reviewed through an application review process endorsed by Council on July 9, 2018.

Six applications in five geographic areas, including one from the Provincial public operator BC Cannabis Stores, were supported by Council to proceed for further consideration. Refer to the staff [report on March 11, 2019](#), the [report on May 27, 2019](#) and the [report on August 31, 2020](#). The six applications recommended to move forward, and their current status, are summarized in the table below.

Business Location	Location	Status
Queensborough	540 Ewen Avenue	Operating
Downtown	71 Sixth Street	Operating
Queensborough	805 Boyd Street	Operating
Twelfth Street	710 Twelfth Street	Rezoning Completed
Uptown	320 Sixth Street	Rezoning Completed
Sapperton	451 East Columbia Street	Staff Recommendation to be Put on Hold

Five applications have received approval by Council, with three locations now operating. Two more are expected to open soon. The application which has not had rezoning completed is in the Sapperton area and is the subject of this report.

History of Current Application in Sapperton

The Herb Co. Cannabis Store submitted an application for rezoning to the City on December 5, 2018 for a location in the Sapperton area at 451 East Columbia Street. A Non-Medical Cannabis Licence with the Liquor and Cannabis Licensing Branch (LCRB) submitted on the same day. On March 11, 2019 Council selected The Herb Co. Cannabis Store as the preferred applicant for a cannabis retail location in the Sapperton area based on the endorsed Application Review Process for cannabis retail locations. On April 8, 2019, Council gave Zoning Amendment Bylaw No. 8110, 2019 for this location first and second readings and directed that the bylaw be brought forward to Public Hearing once financial integrity and security program checks from the LCRB were completed.

On November 17, 2020 the City received a Notice of File Termination from the LCRB for Herb Co.'s application. Financial integrity and security program checks from the LCRB have not been completed. The LCRB would not provide reason for the termination, citing privacy considerations. The applicant has stated that the application was terminated due to missing a deadline related to providing shareholder information, and that this was a result of the COVID-19 pandemic.

The City provided the applicant with several weeks to work with the LCRB to see if the application could be revived. Both the applicant and the LCRB have advised that the LCRB application is unable to be revived and that a new application would have to be made.

DISCUSSION

Next Steps for the Current Application in Sapperton

The City's Cannabis Retail Rezoning Policy and the Cannabis Retail Store Application Submission Requirements Checklist both list an active application with the LCRB as a prerequisite for submission of a rezoning application. Once the LCRB application was terminated, and work had been done to confirm it was not able to be revived, the rezoning application for Herb Co. no longer meets application prerequisites.

Staff has identified two options for Council at this time: 1) direct staff to continue to work with Herb Co. to make the necessary changes to their application to the City, and to wait for the outcome of their new application to the LCRB, once it is submitted; 2) direct staff to proceed with the next available application in the Sapperton area. Staff recommends proceeding with the next available application for the following reasons:

1. the applicant has had two years to progress their application with the LCRB and in that time has been unable to receive the required financial integrity and security program checks;
2. waiting for the applicant to submit, and the LCRB to approve, a new application would take additional, potentially significant, time during which the Sapperton area would remain without a retail cannabis store; and
3. the next highest scored application in the Sapperton area, submitted as part of the initial intake, has remained on file should an opportunity to proceed arise. This applicant has received their financial integrity and security program checks from the LCRB, and is ready to proceed at this time.

Staff has informed the current applicant that their application no longer meets City prerequisites and that staff is recommending to Council the City proceed with another application at this time.

Should Council choose to proceed with the alternative application, staff recommends that Council rescind the bylaw readings previously provided for 451 East Columbia St, and direct that the originally higher scoring application be placed on hold, rather than closed. This would allow it to proceed more quickly should Council instruct staff to process additional applications for the neighbourhood in the future.

Proposed Alternate Application for Sapperton Location

As referenced above, the second highest scored application based on the order of prioritization in the Cannabis Rezoning Application Evaluation Checklist (Initial Intake) is North Root Cannabis at 416 East Columbia Street. Staff advises that this application is able to proceed at this time and has received the required financial integrity and security program

checks from the LCRB on July 31, 2019. The third application from the Sapperton area, which was scored behind North Root, has advised that they no longer have a lease at their location and are not able to proceed.

North Root Cannabis is proposed at 416 East Columbia St., which is located in the Sapperton Neighbourhood mid-block between Sherbrooke and Major Streets. The proposed location, mid-block between Sherbrooke and Major Streets, would have a retail area of approximately 127 square metres (1,370 sq. ft.) and an additional approx. 89 sq. metres (960 sq. ft.) of non-retail space (office, storage, loading, hallways, etc.). The business has proposed hours of operation from 10am to 10pm seven days per week. Similar to previous applications, staff would work with the applicant on refining their application to achieve further consistency with relevant design guidelines.

This application relates to the retail unit currently occupied by the Royal Columbian Hospital Auxiliary Thrift Shop and would require its relocation. The Royal Columbian Hospital Auxiliary is currently on a month to month lease arrangement. They have been offered longer term leases but are looking for a location which better meets their needs.

Pending Council direction, this application is able to proceed to a Public Hearing. Although the Public Hearing could be waived, given the proposed Zoning Amendment Bylaw would be consistent with the OCP, the LCRB requires that feedback from the public be gathered regarding the cannabis location. As with the previous cannabis retail applications, the Public Hearing is the method by which this public feedback is proposed to be gathered.

Staff recommend that Zoning Amendment Bylaw No. 8256, 2021 to allow the retail sale of cannabis at 416 East Columbia Street be considered for First and Second readings and be referred to Public Hearing.

Monitoring Period and Subsequent Applications

Staff has been monitoring the operation of cannabis retail locations since the first location began operating and is in the process of preparing a report to Council for consideration as to whether additional applications should be considered, and if so, the number, locations, and any other revisions to requirements that may be needed.

NEXT STEPS

The next steps in reviewing the rezoning application for 416 East Columbia Street are summarized as follows:

1. Applicant received final approvals from the Liquor and Cannabis Regulation Branch (July 31, 2019);

2. Council consideration of First and Second Readings of Zoning Amendment Bylaw No. 8256, 2021; (**we are here**);
3. Public Hearings for Zoning Amendment Bylaws, meeting Local Government Act as well as and LCRB consultation requirements; (anticipated for April 19, 2021);
4. Council consideration of Third Reading and Adoption of Zoning Amendment Bylaws. (anticipated for April 19, 2021)

Subsequent Approvals:

5. Application for City Building Permits, sign permits, etc. (as required);
6. Issuance of City Business Licence.

INTERDEPARTMENTAL LIAISON

The Development Services Department has consulted the City Solicitor regarding this report.

OPTIONS

The following options are available for Council's consideration:

1. That Council allow the existing applicant (The Herb Co. Cannabis Store at 451 East Columbia St) to revise their application by submitting a new Application for a Non-Medical Cannabis to the Liquor and Cannabis Regulation Branch.
2. That Council consider Zoning Amendment Bylaw No. 8256, 2021 to allow the retail sale of cannabis at 416 East Columbia Street for two readings and direct staff to schedule a Public Hearing.
3. That Council rescind First and Second Readings for Bylaw No. 8110, 2019.
4. That Council direct staff to place the application for a Cannabis Retail location at 451 East Columbia Street on hold, pending further considerations by Council regarding future cannabis retail locations.
5. That Council provide staff with alternative direction.

Staff recommends options 2, 3 and 4.

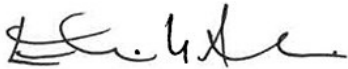
ATTACHMENTS

Appendix A: Zoning Amendment Bylaw No. 8256, 2021

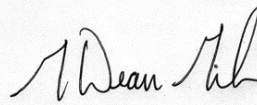
This report has been prepared by:
Mike Watson, Senior Development Planner

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



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Appendix A:

Zoning Amendment Bylaw No. 8256, 2021



REPORT

Development Services and Electrical Utility

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Emilie K Adin, MCIP **File:** 09.1740.02
Director of Development Services

Rod Carle, General Manager
New Westminster Utility Commission

Item #: 84/2021

Subject: Energy Save New West 2020 Impact Report and 2021 Initiatives

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to provide Council with an update on Energy Save New West program impacts in 2020, and to describe the 2021 initiatives that support Bold Step 3: Carbon Free Homes and Buildings.

BACKGROUND

Energy Save New West (ESNW) launched in July 2013. It's one of the longest running and most comprehensive community energy efficiency and greenhouse gas emission (GHG) reduction programs in Canada. Led by the City of New Westminster, ESNW provides an on-the-ground and personal dimension to the emission reduction and energy efficiency objectives reflected in New Westminster's Official Community Plan, Community Energy & Emissions Plan and Climate Emergency Declaration.

The program is designed and mobilized by City of New Westminster staff and a collaborative network of program partners and supporters including BC Hydro, FortisBC, Metro Vancouver and the Province of BC.

The focus of the program is to deliver a better experience that makes it easier for participants to access and engage in energy efficient, low-carbon solutions. To date, ESNW has recruited over a thousand participants into five (5) program streams, which include programs for Existing Homes, New Homes, Multi-Unit Residential Buildings, Small Business and our Urban Solar Garden.

Key program elements include:

1. High-impact, visible and locally-focused outreach, incentives and industry training initiatives targeting energy conservation, energy efficiency improvements and GHG reductions in new and existing homes, multi-unit residential buildings and local businesses.
2. A comprehensive multi-year approach that provides a recognizable program brand for the community, bridging the inevitable shifts and changes in provincial and national energy efficiency incentives and rebates.
3. A full continuum of program supports and guidance to local homeowners and businesses for a straightforward and enjoyable customer journey from initial energy assessment through to energy upgrade implementation.

DISCUSSION

Although the ESNW program precedes the Climate Emergency Declaration of March 2019, it is an essential delivery agent that supports our community in its advancement of Bold Step 3: Carbon Free Homes and Buildings.

The following sections describe the programs that are supported through ESNW and the climate impacts achieved since its inception, what we have learned in 2020 as it relates to our programs and participants, and a description of new initiatives we intend to pursue in 2021.

Energy Save New West Impact Summary

The table below summarizes the impacts realized by the ESNW program since its inception (2013 – 2020). Additional impact metrics available in the detailed Energy Save New West Program Report (Attachment 1).

Column heading definitions:

- Energy saving and GHG Reductions – attributed to programs where energy retrofits have been completed, therefore effectively reducing energy consumption and GHG emissions that were being emitted before participation.
- Avoided Energy and Avoided GHG – attributed to programs that target new installations or new construction, therefore effectively preventing energy consumption and GHG emissions that would be emitted if standard efficiency or baseline fuel choices are selected.

<i>Program</i>	<i>Program Offers</i>	<i># of Participants</i>	<i>Energy saving/ avoided energy (kWh / GJ)</i>	<i>GHG reductions/ avoided GHG</i>	<i>Comments</i>
Existing Homes	Energy Assessments and Modeling Incentives	721	36,050 GJ/yr	2,090 tonnes/yr	Cumulative impact over life of program
Existing Homes	Appliance Rebate Top-Up Incentives (additional to BC Hydro program incentives)	422	Not Available	Not Available	Information collected and compiled by BC Hydro as the primary program administrator.
High-Performance Homes	Energy Assessment and Modeling Incentives for homes built above municipal requirements (Step 4 and 5 homes)	62	930 GJ/yr	111 tonnes/yr	Cumulative impact over life of program
Multi-Unit Residential Buildings (Rental)	Energy Assessments, Energy Measures, Professional Support	28 Buildings (1,300 units impacted)	4,000 GJ/yr	200 tonnes/yr	Cumulative impact over life of program
Multi-Unit Residential Buildings (Strata)	Energy Assessments, Technical Support,	15 Buildings (686 units impacted)	Not Available	13.8 tonnes/yr	1 year pilot program in collaboration with Metro Vancouver and other local municipalities.

Multi-Unit Residential Buildings (Strata)	Smart Thermostat Rebate	243	73,160 kWh/yr	Not Available	GHG savings are low in electricity conservation programs. Still vital part of climate action work to support our City's electrical capacity for electrification programs.
Urban Solar Gardens	Local renewable energy generation projects	90 residents	Not Applicable	Not Applicable	Has produced 232,390 kWh since installation and supports the City's electrical capacity for electrification programs
Energy program support (BC Hydro)	Enhancing community awareness of energy programs administered by BC Hydro (including electric vehicle related offers).	298	4,805,183 kWh/yr	Not Available	Data provided by BC Hydro includes full residential, commercial and industrial program portfolios for 2017 - 2020 only .
Energy program support (FortisBC and Province of BC)	Enhancing community awareness of energy programs administered by FortisBC and the Province of BC (including electric vehicle related offers).	Not Available	Not Available	Not Available	Currently impact results specific to New Westminster from these program administrators are not available. The City is continuing to work with program providers to capture this data to support future program designs.

Since launching in July 2013, ESNW has demonstrated the benefits of building partnerships and the foresight of taking a multi-year approach to program development, execution, and outreach to the local community. From a local government benefit perspective, ESNW demonstrates that small or mid-size municipalities can create and scale up their own community-based energy efficiency and GHG reduction programs to help realize their OCP targets and policy objectives.

2020 Learnings

In 2020, the City conducted a research project, through UBC's Sustainability Scholar program, to review Energy Save New West program participation statistics. This included conducting surveys of past participants, uncovering barriers to participation and reviewing similar energy programs in other jurisdictions to identify opportunities to increase participation. The top three barriers which were highlighted by survey respondents were:

- 1) high cost of energy upgrades;
- 2) lack of time; and
- 3) awareness and understanding of energy upgrade options.

These results paralleled those from a similar study conducted by the Community Energy Association (CEA) which specifically focused on air source heat pump adoption as a replacement for residential fossil fuel space heating.

Next Steps – 2021 Initiatives

As a response to these learnings, the City is initiating new programs and research in 2021. These initiatives will support unique community outreach activities to increase program awareness, explore new program designs that will aim to better support participants through the energy retrofit journey, and identify data required to best support future programming.

The following describes the major program initiatives being delivered or developed in 2021:

Empower Me

- Empower Me is an inclusion and equity focused program that provides energy conservation and behaviour change solutions in underserved communities. City messaging is delivered by recruited community members to engage and educate their community in their preferred language.

Efficient Electrification

- ESNW will continue to support efficient electrification strategies from the Province including new heat pump rebates for new Part 9 construction that were launched in late 2020. This incentive program provides tiered incentives in-line with Step Code 3 to 5 for homes built with electric space heating/cooling and domestic hot water. The incentives range from \$4,000 to \$10,000 for new home construction. There is an additional bonus if the house is not built with a gas connection.

- To further support existing homes, a program design exercise between City staff and Community Energy Association is being undertaken to potentially implement a one-stop-shop heat pump retrofit program to help electrification of residential space heating using a single point of contact within ESNW to support the participant through the full retrofit journey.

Understanding our Community

- Through ESNW, the City is scoping the potential for engaging My Heat, a company providing data collection services to local governments, to complete a thermal mapping exercise of the City. This exercise will collect building envelope performance to support building a community profile. This information is collected at a neighbourhood level that can then be used to target weatherization solutions for buildings and enhance community engagement in energy-efficiency and conservation.

INTERDEPARTMENTAL LIAISON

The Climate Action Division has consulted with the Electrical Utility, and Building and Planning staff, in the preparation for this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

OPTIONS

The following options are presented for Council's consideration:

1. That council receive this report for information.
2. That Council provide staff with alternative direction.

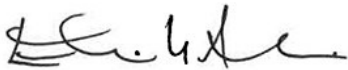
Staff recommends option 1.

ATTACHMENTS

Attachment 1: Energy Save New West: 2020 Impact Report & 2021 Initiatives
Attachment 2: Energy Save New West: Research to Understand the Opportunities to Improve the City of New Westminster's GHG Community Energy Program

This report has been prepared by:
Leya Behra, Manager, Climate Action

This report was reviewed by:
Rod Carle, General Manager, New Westminster Utility Commission



Emilie K Adin, MCIP
Director of Development Services

Approved for Presentation to Council



Rod Carle, General Manager
New Westminster Utility Commission



Dean Gibson
For Lisa Spitale
Chief Administrative Officer

Attachment 1

Energy Save New West 2020 Impact Report & 2021 Initiatives



ENERGY SAVE NEW WEST: 2020 Impact Report & 2021 Initiatives

Prepared by:

Ryan Coleman
Program Coordinator, Energy Save New West
City of New Westminster

Prepared for:

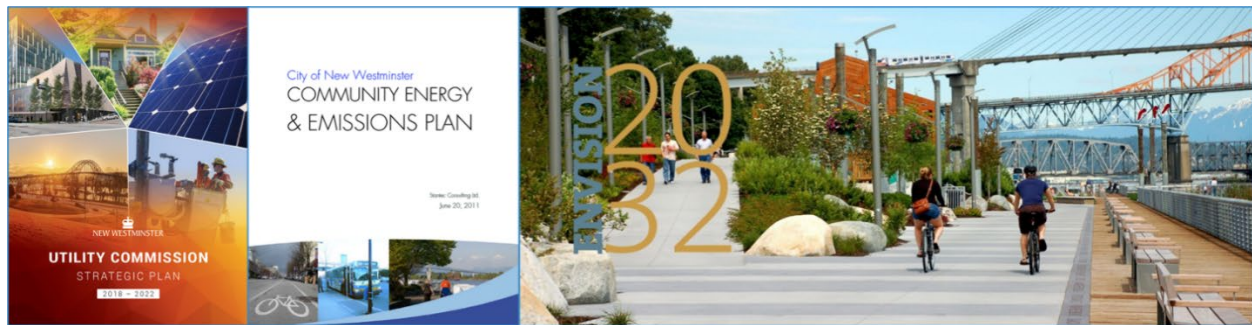
Ms. Leya Behra
Manager, Climate Action
City of New Westminster

Mr. Steven Faltas
Business Process Manager
New Westminster Electric Utility

March 15th, 2021

INTRODUCTION

Energy Save New West (ESNW) is one of the longest running and most comprehensive community energy efficiency and greenhouse gas emission (GHG) reduction programs in Canada. Led by the City of New Westminster, ESNW provides an on-the-ground and personal dimension to the emission reduction and energy efficiency objectives reflected in New Westminster’s Official Community Plan, Community Energy & Emissions Plan and Climate Emergency Declaration.



Since launching in July 2013, the City of New Westminster’s ESNW has grown into a trusted local engagement platform and service provider. The program is designed and mobilized by City of New Westminster staff, and a collaborative network of program partners and supporters including BC Hydro, FortisBC, Metro Vancouver and the Province of BC.

At its core, the focus of the program is to deliver a better experience that makes it easier for participants to access and engage in energy efficient, low-carbon solutions, whether they are homeowners, strata councils and landlords, business owners, or builders and developers. To date, ESNW has recruited over a thousand participants into five (5) program streams, which include programs for Existing Homes, New Homes, Multi-Unit Residential Buildings, Small Business and our Urban Solar Garden.

Key program elements include:

1. High-impact, visible and locally-focused outreach, incentives and industry training initiatives targeting energy conservation, energy efficiency improvements and GHG reductions in new and existing homes, multi-unit residential buildings and local businesses.
2. A comprehensive multi-year approach that provides a recognizable program brand for the community, bridging the inevitable shifts and changes in provincial and national energy efficiency incentives and rebates.
3. A full continuum of program supports and guidance to local homeowners and businesses for a straightforward and enjoyable customer journey from initial energy assessment through to energy upgrade implementation.

EXISTING HOMES

The Existing Homes program was the first initiative launched by ESNW and designed to help residents achieve their home improvement goals, whether they include improving home comfort, reducing energy costs, or increasing the resale value of their home.

The Existing Homes program provides a subsidy for homeowners to complete an EnerGuide Rating System (ERS) energy evaluation of their homes and access to government and utility rebates for home energy upgrades. The ERS evaluation provides homeowners with a detailed analysis of the current energy performance and the potential energy savings that can be achieved when the recommended upgrades have been implemented. A key strength of ESNW is its comprehensiveness, making it much easier and less daunting for local homeowners to participate in an energy evaluation, understand post-evaluation results, select a contractor for energy upgrades and apply for qualifying energy-efficiency incentives and rebates.

Program Components:

Energy Assessment and Modeling Incentives – Integrated incentives and technical support for local residents upgrading the energy performance of their existing homes:

- EnerGuide Rating System – Energy modeling, energy evaluation report with upgrade options and home energy labelling.
- Blower Door Testing – Diagnostic testing to improve airtightness.
- Energy Coaching – Technical guidance on building envelope and mechanical upgrade options.

Market Awareness and Demand – ESNW has developed a strong local identity and creative messaging delivered through a variety of mediums. A strategic marketing toolkit is used to provide consistency in community outreach and marketing, including:

- Media Channels – Utilization of a diverse set of communication tools including website, display banners, electric utility bill brochures, monthly e-newsletter and media releases / social media.
- E-Newsletter – A monthly e-newsletter for local residents (750 recipients) with updates on energy efficiency programs including rebates/incentives and energy saving tips.
- Website – Dedicated page on EnergySaveNewWest.ca that summarizes the Existing Homes program. Includes links to digital videos and case profiles of local completed projects. (see <http://www.energysavenewwest.ca/existing-homes/>)

ENERGY STAR® Appliance Rebates – Rebates for ENERGY STAR® appliance upgrades including washers, dryers and refrigerators (incentives 100% matched by BC Hydro).

Program Management

- Marketing and communication including fall/spring campaigns, website and monthly e-newsletter.
- Partnership and coordination with CleanBC's Better Homes BC program, FortisBC and BC Hydro.
- Program management services including participant coordination, scheduling and technical support.

Key Metrics:

EXISTING HOMES		
COMPONENT	DESCRIPTION	METRIC
Participation	<ul style="list-style-type: none"> # of participants in the Existing Homes Program 	721
Evaluations	<ul style="list-style-type: none"> # of energy evaluations completed 	414
Energy Performance (Pre-Upgrade)	<ul style="list-style-type: none"> Average energy consumption measured by gigajoule rating (GJ) per year. 	155 GJs
Energy Performance (Post-Upgrade)	<ul style="list-style-type: none"> Average energy consumption measured by gigajoule rating (GJ) per year. 	105 GJs
Energy Performance	<ul style="list-style-type: none"> % of improved energy rating performance on average for homes completing energy upgrades and post-energy evaluation. 	32%
Air Tightness (Pre-Upgrade)	<ul style="list-style-type: none"> Air tightness performance (pre-upgrade) measured as air changes per hour (ACH) @ 50 Pascals (Pa) via blower door testing. 	11 ACH @ 50Pa
Air Tightness (Post-Upgrade)	<ul style="list-style-type: none"> Air tightness performance (post-upgrade) measured as air changes per hour (ACH) @ 50 Pascals (Pa) via blower door testing. 	7.5 ACH @ 50Pa
Energy Upgrades	<ul style="list-style-type: none"> Average # of upgrades recommended for all households completing an energy evaluation 	4.9
GHG Emissions (Pre-Upgrade)	<ul style="list-style-type: none"> Environmental impact (pre-upgrade) measured by tonnes of CO₂ on an annual basis. 	11.9 tonnes / yr.
GHG Emissions (Post-Upgrade)	<ul style="list-style-type: none"> Environmental impact (post-upgrade) measured by tonnes of CO₂ on an annual basis. 	9 tonnes / yr.
ENERGY STAR® Appliance Rebates	<ul style="list-style-type: none"> # of participants purchasing ENERGY STAR® rated clothes washers, dryers, and refrigerators (2015 to 2020) 	422

Local Participant:



“Home renovations can be a complicated and stressful process but Energy Save New West’s technical Energy Coach was able to provide us with objective advice, and helped us prioritize our home upgrades so we could gain access to the latest grants and incentives.” – Scott Norris

HIGH-PERFORMANCE NEW HOMES

Through ESNW's High Performance New Homes program, the City is engaging with local homebuilders, developers, architects/designers in the design and construction of buildings that achieve higher energy efficiency than current BC Building Code and transition our market to a 'performance path' approach to design and construction of residential buildings.

The High Performance New Home program provides services, incentives and training as a comprehensive capacity-building strategy to support the design and construction community with local implementation of the BC Energy Step Code and help transition the Province toward ultra-low energy and zero emission buildings by 2032.

Program Components:

Energy Assessment and Modeling Incentives – Integrated incentives and technical support for new home projects taking a 'performance path' approach that includes:

- EnerGuide Rating System – Energy modeling, plan evaluation report with upgrade options and home energy labelling.
- Blower Door Testing – Diagnostic testing at mid-stage construction and project completion to improve airtightness.
- Energy Coaching – Technical guidance on building envelope and mechanical upgrade options.

Industry Training – Technical training programs for the local builder and designer/architect community to improve competency. Training includes:

1. Builder & Designer Breakfast Series – Local industry event (typically 3 or 4 per year) organized by the City of New Westminster that brings industry participants together to learn about program and policy initiatives for energy-efficient new construction, as well as presentations on technical or regulatory topics, and profiles of leading local projects
2. Industry Subsidies – Training sponsorships for local builders, architects and designers attending technical training offered by education institutions such as BCIT, or non-profit organizations such as BC Housing and Passive House Canada.

Market Awareness and Demand – Communication initiatives on the benefits of high performance homes with consumers and building industry to generate awareness and stimulate local demand for these projects that includes:

- E-Newsletter – A monthly e-newsletter (217 recipients) for local design and construction community with updates on City programs/policies, new home projects and industry training initiatives.
- Website – Dedicated page on EnergySaveNewWest.ca that summarizes the High Performance New Home program. Includes links to digital videos and case profiles of local completed projects (see <http://www.energysavenewwest.ca/new-home-case-studies/>).
- Digital Videos – An educational video series for home buyers, home builders and designers to raise awareness about the benefits of designing and construction to a high performance standard.

Program Management

- Implementation support of the BC Energy Step Code including plan application and development / building permit review with Development Services (Building and Planning departments) and assistance with green building certified projects (e.g. Passive House).
- Development of Energy Step Code compliance/verification tools including technical bulletins.
- Partnership and coordination with Province of BC’s Better Homes BC program, FortisBC, BC Hydro and other municipalities.
- Program support services including participant coordination, scheduling and technical support.

Key Metrics:

HIGH-PERFORMANCE NEW HOMES		
COMPONENT	DESCRIPTION	METRIC
Participation	• # of participants in the High Performance Program including projects in design and construction	62
Energy Performance (Code Built)	• Average energy consumption measured by gigajoule rating (GJ) per year.	85 GJs
Energy Performance (Actual)	• Average energy consumption measured by gigajoule rating (GJ) per year.	70 GJs
Energy Performance	• % of improved energy rating performance on average versus a “code built” reference house equivalent.	16% better
Air Tightness	• Air tightness performance measured as air changes per hour (ACH) @ 50 Pascals (Pa) via blower door testing	2.4 ACH @ 50Pa
GHG Emissions	• Environmental impact measured by tonnes of CO ₂ on an annual basis.	1.8 tonnes / yr.
Training	• # of participants in green building training provided by ESNW	500+

Local Participant:

430 Alberta Street

- New West’s first certified Passive Home while also achieving Energy Step Code Level 5.



MULTI-UNIT RESIDENTIAL BUILDINGS (RENTAL)

Beginning in 2016, ESNW partnered with FortisBC, Landlord BC, Metro Vancouver and other local municipalities on developing a pilot multi-unit residential building (MURB) program targeting market rental properties with fifteen (15) or more suites.

The City supported the program with marketing and data analysis (a detailed spreadsheet of rental properties that would qualify for the program). Participating properties received a free 'walk-through' energy audit by an energy advisor that is retained by FortisBC. Participants received an energy upgrade report with recommendations, as well as access to natural gas rebates and energy incentives for common areas and suites, which were set up specifically for this pilot (e.g., free supply and installation of water-saving fixtures).

ESNW continues to promote the FortisBC Rental Apartment Efficiency Program and the City of New Westminster won the Fortis BC 2017 Energy in Action Award in the "municipal government" category for its successful implementation of the program.

Program Components:

Energy Assessments – Walk-through energy assessments to review mechanical HVAC systems and building envelope conditions at no cost to participants.

Energy Measures - Installation of water efficient showerheads and faucet aerators at no cost.

Professional Support – Technical services with implementing additional efficiency upgrades (e.g. boilers) at no cost.

Key Metrics:

MULTI-UNIT RESIDENTIAL BUILDINGS (RENTAL)		
COMPONENT	DESCRIPTION	METRIC
Participation	• # of building participants in the Rental MURB program	28 Buildings
	• # of units impacted by the Rental MURB program	1,300
Energy Performance (All Participants)	• Energy savings measured in modeled gigajoule (GJ) savings per year.	4000 GJs
Energy Bill Savings (All Participants)	• Annual utility costs savings in \$ / year.	\$60,000 +
GHG Emissions (All Participants)	• Environmental impact measured by tonnes of CO ₂ saved on an annual basis.	200 tonnes / yr.
Water Conservation	• Water savings measured in modeled litres saved.	9 million litres

MULTI-UNIT RESIDENTIAL BUILDINGS (STRATA)

In 2018, ESNW launched the Strata Energy Advisor (SEA) program in collaboration with Metro Vancouver and other local municipalities to support an energy efficiency program offering specific for strata buildings. In short, the SEA program supports a Strata with renewal and retrofit projects designed to save money and improve the comfort and performance of Strata buildings.

ESNW completed comprehensive outreach in our local market and provided access for local Strata corporations and building managers to register online for a free assessment of their building. The goal of the SEA program was to inform the decision-making process of Strata's by providing support through identifying, approving, and implementing energy conservation measures (ECM's).

The SEA program was designed in two stages: intake through approval and implementation through completion. In the first stage, Strata's registered for the program through the program web site and were screened for opportunities to improve energy efficiency or to support renewal projects for building envelope or building-scale mechanical systems (heating, ventilation, air conditioning and hot water). Qualifying buildings were assigned a Strata Energy Advisor (SEA) as their primary contact throughout the program. These professional engineers provided free walk-through energy assessments and business case analysis of recommended ECM's. SEA's then worked with Strata's through each step from approvals through implementation of ECM's, clarifying next steps and providing unbiased information to address questions and concerns.

In addition to the SEA program, the City of New Westminster also designed and launched a new pilot program in 2020 with Mysa Thermostats to provide local residents access to smart thermostat technologies for electrically heated homes (baseboards and in-floor). In short, the Mysa Pilot provided an instant rebate for local residents purchasing a smart thermostat through the manufacturer's website.

Program Components:

Energy Assessments – Participants in the program gain access to a SEA to complete an energy assessment of their building, review building consumption information and to provide recommendations for undertaking energy upgrades in their buildings.

Technical Support – Strata's often run into barriers to implement energy efficiency upgrades, even when they are desired. To address this, the program helps Strata's navigate that process through the provision of technical support and business case development for ECM's in order to make an impact.

Smart Thermostat Rebate – Incentive for local residents investing in a Mysa Thermostat to enhance the energy management potential for their home.

Key Metrics:

MULTI-UNIT RESIDENTIAL BUILDINGS (STRATA)		
COMPONENT	DESCRIPTION	METRIC
Participation	• # of building participants in the Strata MURB program	15 Buildings
	• # of units impacted by the Strata MURB program	686
Energy Upgrade Projects (All Participants)	• # of buildings completing building recommissioning, control upgrades and/or major mechanical/building envelope	10 Buildings
GHG Emissions (All Participants)	• Environmental impact measured by tonnes of CO ₂ saved on an annual basis.	13.8 tonnes / yr.

MYSA PILOT		
COMPONENT	DESCRIPTION	METRIC
Participation	• # of participants in the Mysa Pilot	243
Thermostats	• # of thermostats purchased in the Mysa Pilot	620
Energy Savings (All Participants)	• Estimated annual energy savings based on total number of thermostats.	73,160 kWh



URBAN SOLAR GARDEN

The Urban Solar Garden is a City led, community-owned renewable energy project that provides an opportunity for interested local residents, businesses and non-profit organizations to voluntarily subscribe to a portion of the total electricity generated by the array. The solar power generated is credited back to each subscriber's electrical utility bill twice per year, in proportion to the number of panels they have reserved, for up to 25 years.

The City's first Urban Solar Garden array was fully installed and commissioned by the end of June 2018. Located on the rooftop of Queensborough Community Centre, this 50 kW array consists of 156 solar panels. Power generated by the array is metered directly onsite, and feeds directly into the New Westminster Electrical Utility grid. Estimated annual energy production for this installation is just over 56,000 kWh/year.

The City's second 50 kW, 156 panel, Urban Solar Garden array was fully installed and commissioned in June 2019. Located on the rooftop of the Civic Works Yard, Engineering Operations Building, this array will generate just over 57,000 kWh/year to subscribers.

In addition to local energy "made in New West for New West", the Urban Solar Garden supports longer-term distributed generation strategy development with New West Electric Utility including the opportunity/risk assessment of technology adoption, City electrification policies and identification of additional City sites for installing mid-size rooftop or parking lot renewable energy systems.

Program Components:

Easy Access – Residents generate their own renewable energy without having to install their own solar PV system.

Long Term Savings – As grid electricity rates rise over time, so will the value of the savings residents gain year after year.

Lower Capital Costs – Investment cost for solar PV with the Urban Solar Garden is less on a per panel basis, because of economies of scale and support from the City.

No Maintenance – There are no hassles with service and maintenance of the panel, since the ongoing operation of the solar array is handled by the City.

Local leadership – Residents have the satisfaction of participating in a signature project that demonstrates leadership in energy and environment.

Key Metrics:

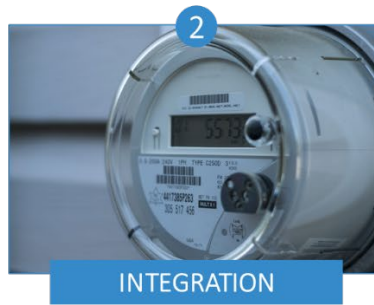
URBAN SOLAR GARDEN		
COMPONENT	DESCRIPTION	METRIC
Participation	<ul style="list-style-type: none"> # of local participants in the Urban Solar Garden 	90
Energy Production (Queensborough)	<ul style="list-style-type: none"> Total energy production for solar PV array in kWh 	136,290 kWh
Energy Production (City Public Works)	<ul style="list-style-type: none"> Total energy production for solar PV array in kWh 	96,100 kWh



2021 INITIATIVES

Heading into 2021, Energy Save New West is well positioned to build off the existing infrastructure in place to bolster community engagement and further align with City of New Westminster’s strategic priorities and initiatives.

The three (3) programmatic themes that we’re focusing on with enhancements for the upcoming year are:



1. **Equity** – Increase social equity and inclusion by improving the access to Energy Save New West by targeting harder to reach ethnic and vulnerable communities.
2. **Integration** – Leveraging City investment and prioritization in the Climate Emergency and Advanced Metering to ensure the program is fully integrated and promoting all of New West’s strategic initiatives focused on energy and climate change.
3. **Alignment** – Ensuring the City is maximizing the opportunities from new Federal and provincial programs targeting energy-efficiency, conservation and GHG reduction in the built environment.

Building on the above themes, there are a number of opportunities to further diversify ESNW programmatic efforts to increase participation, deliver deeper energy reductions and support City of New Westminster program/policy objectives.

In particular, ESNW exploring program options with Empower Me, electrification opportunities with the Province and with our own potential heat pump retrofit pilot and a thermal imaging technology solution that facilitates City mapping of building envelope performance called My Heat.



Empower Me

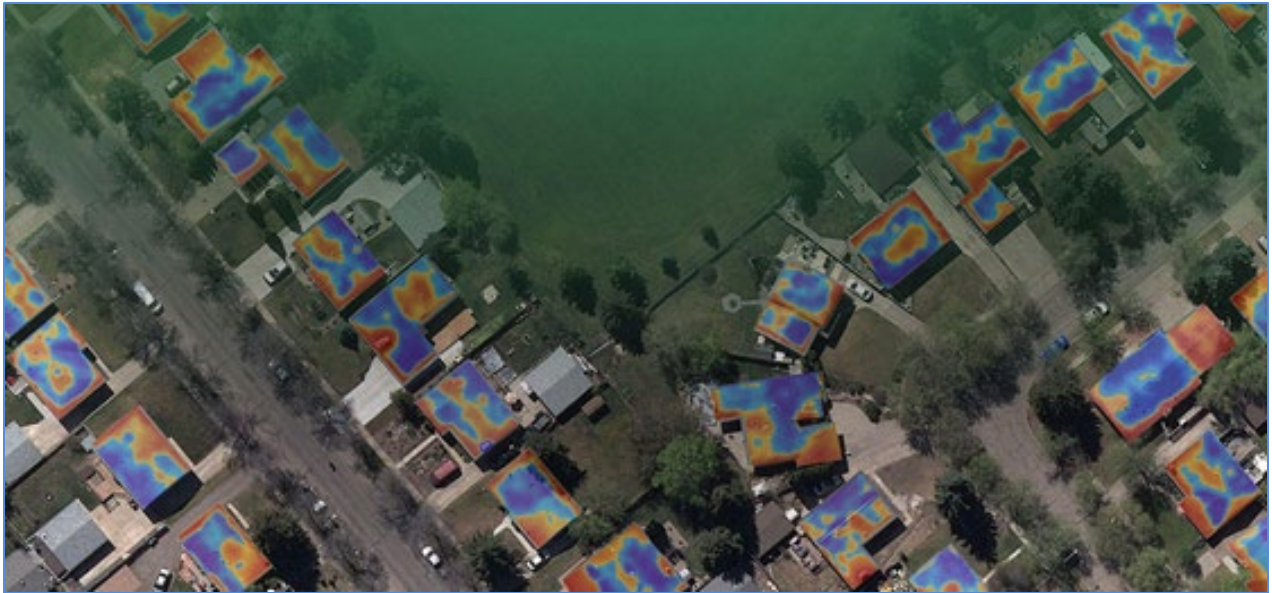
- Empower Me is an inclusion and equity focused program that provides energy conservation and behaviour change solutions in underserved communities.
- City messaging is delivered by recruited community members to engage and educate their community in their preferred language.
- The basic outline is:
 - Empower Me recruits “Community Champions” to deliver program messaging to local community.
 - Empower Me will organize and execute ten (10) workshops with Community Champions and also participate in five (5) City of New Westminster events. These activities are designed to educate 80-100 people about energy efficiency and other City of New Westminster programs.
 - With the pandemic, there is ability to deliver workshops virtually or in-person. Our current plan is to potentially backload the workshops in 2021 for best opportunity to deliver an in-person experience.

Efficient Electrification

- ESNW is planning to support efficient electrification strategies from the Province including new heat pump rebates for new Part 9 construction that were just launched in late 2020.
- This incentive program provides tiered incentives in-line with Step Code 3 to 5 for homes built with electric space heating/cooling and domestic hot water. The incentives range from \$4,000 to \$10,000 for new home construction. There is an additional bonus if the house is not built with a gas connection.
- On the existing home side, ESNW is continuing a program design exercise with City staff and Community Energy Association to potentially implement a heat pump retrofit program to help facilitate fuel switching off natural gas heating appliances.

My HEAT

- ESNW is scoping out the potential for engaging My Heat to complete a thermal mapping exercise of the City to collect building envelope performance by flying a thermal imaging camera over the City to build a community profile.
- This information is collected at a neighbourhood level that can then be used to target weatherization solutions for buildings and enhance community engagement in energy-efficiency and conservation.
- My Heat has run successful programs in a number of Cities across Canada including Hamilton, Saint John, Waterloo and City of Nelson in BC.
- This program is still in exploration since the City needs to recruit neighbouring communities (e.g. Surrey, Burnaby and Richmond) to participate in order to make the program cost effective for a small footprint like New Westminster.

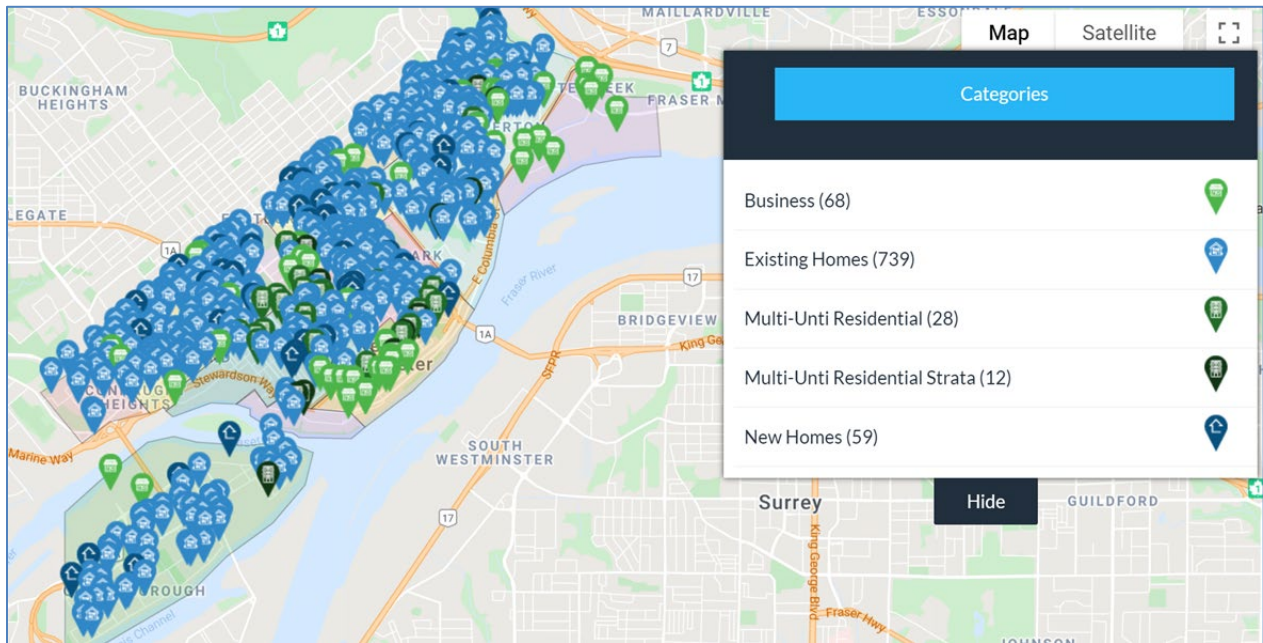


CLOSING

Since launching in July 2013, ESNW has demonstrated the benefits of building partnerships, and the foresight of taking a multi-year approach to program development, execution, and outreach to the local community and to staff and Council members at City Hall.

At the outset, Energy Save New West was designed to allow for piloting and experimentation; using a learn-by-doing approach to evolve or add new program components, as well as respond to shifts in the market, utility incentives or regulatory environment. The DNA for the program rests on a high engagement approach, tailored to the local audience that we are aiming to engage with. Our program intent is to be recognizably active in the community, providing tailored incentives where needed, sponsoring training opportunities for the design and construction community, and creating new services with program partners that are currently missing in the regional market.

From a local government benefit perspective, ESNW clearly demonstrates that even smaller or mid-size municipalities can create and scale up their own community-based energy efficiency and GHG reduction programs to help realize their OCP targets and policy objectives.



Attachment 2

*Energy Save New West: Research to
Understand the Opportunities to Improve
the City of New Westminster's GHG
Community Energy Program*

Energy Save New West

Research to Understand the Opportunities to
Improve the City of New West's GHG Community Energy Program



DISCLAIMER

This report was produced as part of the UBC Sustainability Scholars Program, a partnership between the University of British Columbia and various local governments and organisations in support of providing graduate students with opportunities to do applied research on projects that advance sustainability across the region.

This project was conducted under the mentorship of City of New Westminster and New West Electric Utility staff. The opinions and recommendations in this report and any errors are those of the author and do not necessarily reflect the views of City of New Westminster or the University of British Columbia.

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EXECUTIVE SUMMARY

Launched in 2013, Energy Save New West (ESNW) has been running for more than seven years and has become one of Canada's most comprehensive community energy programs. Through ESNW, nearly 400 EnerGuide Rating System (ERS) energy evaluations for the City of New Westminster homeowners have been completed, and in collaboration with the UBC Sustainability Initiative, the City engaged a sustainability scholar to conduct a 250-hour research project to investigate the opportunities to improve ESNW's Existing Homes program.

In order to provide valuable insights into the program progress and future program initiative opportunities, the following objectives have been defined and accomplished:

- Technical data of ESNW's pre-retrofit energy evaluation reports and additional NRCan resources have been analyzed to quantify energy-saving opportunities and impact from installed energy conservation measures for participants who completed pre and post energy evaluations.
- An online survey has been designed and executed to gather program participants' feedback on the program experience from a motivations, barriers, and opportunities with energy retrofits standpoint.
- Select US-based energy efficiency programs have been reviewed to identify alternative practices and financing models.

To start, it was seen that the overall satisfaction level of the ESNW's Existing Homes program participants was particularly high. 89.4% of the survey participants were satisfied with the information presented in the energy evaluation reports, and 85.3% were also satisfied with the overall program experience. For participants who completed pre and post energy evaluations following their energy upgrade, on average, each household achieved 26.9% energy savings and 2.9 tonnes of GHG emissions reduction per year.

A majority (nearly 90%) of the assessed households use natural gas for space heating with modest fuel switching opportunities implemented. As a result, the actual amount of GHG reduction achieved was not as high as estimated from the ERS evaluations (50% Estimated vs. 24% Actual), and there remains significant opportunities for the City to promote adoption of low carbon solutions for space heating and domestic hot water in existing homes.

The most significant motivating factors for completing the Energy Efficiency Measure (EEM) upgrades were to save money on utility bills and to improve the comfort of their homes. Also, the potential primary barrier to the EEM implementation was, expectedly, the high cost associated

with the upgrades. It was also found that additional rebates/incentives and low-interest financing programs would highly influence the decision-making of energy upgrade implementation.

From the best practices review, it was seen that some of the US-based energy programs were offering more community-inclusive incentive/rebate programs that can help expand the customer bases. Such programs included but were not limited to; affordable housing programs and customized offers for income-eligible participants. Some of the other programs also included; smart technologies incorporated into programs and repurposed energy-efficiency programs encouraging fuel-switch with a focus on GHG reduction.

Based on the findings from the project research and analyses, a number of opportunities have been identified for Energy Save New West to consider as potential enhancements to improve the current program services, reduce GHG emissions and support City's climate change targets.

The key recommendations are summarized as follow:

- **Program Diversification** – Identify opportunities to expand program reach by incorporating new incentives for advanced technologies (e.g. smart thermostats, renewables, etc.) and provision of new services (e.g. affordable housing programs).
- **Accelerate Electrification** - Encourage clean energy use and heat pump technologies to accelerate the electrification of residential space heating and domestic hot water systems to support City GHG reduction targets.
- **Strategic Marketing** - Expand the portfolio of marketing strategies and provide education/training to local residents to raise awareness of the program and rebate/incentive options.
- **Financing Solutions** - Consider alternative and more inclusive funding/financial support strategies to improve the affordability of the EEM implementation.

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INTRODUCTION

Energy Save New West (ESNW), launched in July 2013, is one of the longest-running and most comprehensive community energy programs in Canada. Designed to improve new and existing buildings' comfort and energy performance and reduce GHG emissions in New Westminster, ESNW provides local homeowners and businesses access to energy assessments and energy upgrade rebates and incentives.

ESNW's Existing Homes program provides a subsidy for homeowners to complete an EnerGuide Rating System (ERS) energy evaluation of their homes and access to government and utility rebates for home energy upgrades. The ERS evaluation provides homeowners with a detailed analysis of the current energy performance and the potential energy savings that can be achieved when the recommended upgrades have been implemented. As of July 2020, nearly 400 ERS energy evaluations have been conducted through the ESNW's Existing Homes program.

This research project aims to provide valuable insights into the results of the program's ERS evaluations and opportunities to support the City's energy and GHG reduction targets. A thorough analysis of ERS reports and participant survey data will be discussed along with best practices review of selected US-based energy efficiency programs.

In this report, ESNW's pre-retrofit energy evaluation data will be reviewed and analyzed along with additional data from NRCAN that will be evaluated to enrich the report analysis. The pre and post-retrofit energy upgrade information and performance will be quantified, and the survey participants' feedback on the program experience will also be discussed.

LIMITATIONS

This project was designed to be completed in 250 hours by a UBC sustainability scholar under the City of New Westminster/New West Electric Utility staff mentorship. Due to the time constraint, there have been some limitations in the depth of research and findings. The project scope was limited to the ESNW's Existing Homes program, and the pre and post-retrofit quantification may not reflect an accurate comparison due to the post-retrofit evaluation sample size. Additionally, government and utility program participation numbers were not available to the research project to analyze conversion rates from evaluation to upgrade and general participation numbers in rebate programs.

ERS REPORTS ANALYSIS

EnerGuide RATING SYSTEM (ERS) REPORT

Administered by Natural Resources Canada (NRCAN), the ERS evaluation and report provides a snapshot of your home's efficiency at time of the evaluation. Until March 2016, the pre-retrofit report was issued to homeowners as an Energy Efficiency Evaluation Report (EEER), where the EnerGuide Rating System used a 0-100 scale.

- A 0 rating represents a house with major air leakage, no insulation and high fuel consumption.
- A 100 rating represents an airtight, well-insulated house where energy purchased is equal to energy generated through renewable sources: a "net-zero" home.

In April 2016, NRCAN changed its rating system to a new scale that measures energy efficiency in gigajoules (GJ) per year and issued homeowners a Renovation Upgrade Report (RUR).

PRE-RETROFIT EnerGuide HOME EVALUATION

As of July 2020, the total number of 397 pre-retrofit energy evaluation reports have been issued as per the City Green's recorded data, and 396 reports have been evaluated for the analysis. Of the 396 reports analyzed, 266 were in EEER format and 130 were in the RUR format.

Participation in ESNW has averaged 57 energy evaluations per year since program launch. The main objectives of this analysis were; to better understand the home profiles of the households assessed; to quantify the energy-saving opportunities identified in the report.

The summary of the analysis is as follows.

HOUSE CHARACTERISTICS

Of the total 396 households analyzed, 354 (89.4%) were "Single Detached," 34 (8.6%) were "Row House," and 8 (2%) were "Detached Duplex."

89.4%
of assessed houses were
**SINGLE
DETACHED**

72.3%
of assessed houses were
**SINGLE
50+ Years Old
DETACHED**

The average number of openings for the “Row House” was 13.2, which was 36.5% less than “Single Detached” houses (20.8).

The average total floor area for all households was 213.8m² (2301 ft²) and the average total floor area for Row Houses (159.6 m² or 1717.9 ft²) was 27.2% smaller than the “Single Detached” houses (219.1 m² or 2358.4 ft²).

The average age of all households was 70 years old, and 72.3% were over 50 years old while only 3.8% were under 10 years old.

The average number of energy upgrades recommended for all households was 4.9. By housing type, it was 5.4 for “Single Detached,” 5.0 for “Row House,” and 3.9 for “Detached Duplex.”

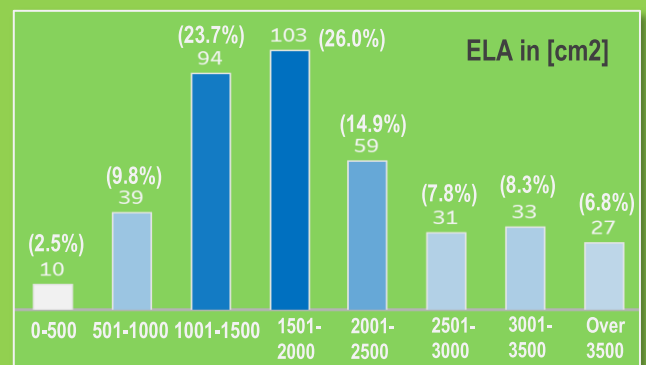
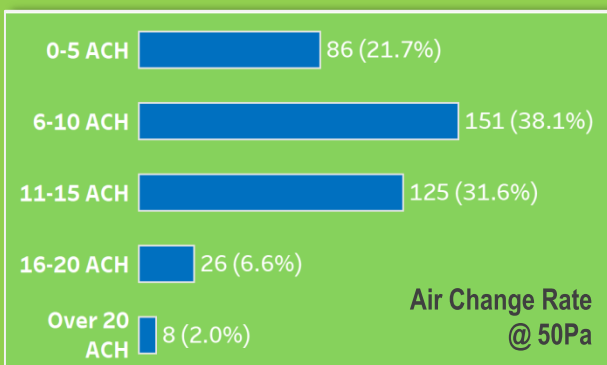
BUILDING ENVELOPE

AIRTIGHTNESS

Airtightness is defined as the resistance to air leakage through unintentional points or areas in the building envelope at a given reference pressure from the ERS of 50 Pa. When the per-hour air change rate of each household was analyzed, only 21.7% had under 5 ACH at 50 Pa, while 38.1% had an air change rate of 6-10 ACH, and 31.6% had 11-15 ACH. 8.6% of the households had over 16 ACH. The average air change rate for Single Detached houses was 9.9 ACH, and for the Row Houses, it was 35.4% less (6.4 ACH). As a reference point, a new home constructed to the BC Building Code 2018 requirements should achieve 2.5 ACH at 50 Pa.

Nearly 50% of the households had an Equivalent Leakage Area (ELA) of 1001 – 2000 cm², and 15.1% had over 3000 cm², while only 2.5% had under 500 cm² ELA. The average ELA of Single Detached houses was 2045 cm², while Row Houses had an average ELA of 947 cm²

97% of the households assessed were recommended to improve the air seal of the house. While 52.6% have been recommended to improve the air seal by 11-20%, 14.4% were recommended for over 40% improvements.



- **INSULATION**

66.7% of the households were recommended to increase the insulation value of their Attic/Cathedral Ceiling and/or Flat Roof, while only 35.4% were recommended for the Main Wall insulation upgrade.

35.3% were recommended to increase the Crawl Space/Foundation insulation values, and 37.3% were recommended for the Exposed Floor insulation upgrade.

- **WINDOWS AND DOORS**

67.7% of the households were recommended to replace their existing windows with new ENERGY STAR certified models, and 46.5% were recommended to upgrade the existing door(s).

MECHANICAL SYSTEMS AND WATER CONSERVATION

- **HVAC (SPACE HEATING, VENTILATION, AIR CONDITIONING)**

It was found that 89.7% of the assessed houses were using natural gas for their primary space heating system, while only 9.6% were using electricity. Less than 1% of the households were using oil.

For the supplementary heating system, 66% of the households had more than one supplementary system (e.g. electric baseboards, fireplace, etc.), with natural gas still being the majority fuel source for the primary supplementary heating system. 99.4% of the natural gas users had a gas fireplace(s) for their primary supplementary heating system, and 75.0% of the electricity users had baseboards.

52.1% of the households were recommended to upgrade their current space heating system, of which 99% were using natural gas-fueled heating systems. Although no recommendation was made for fuel switching of the primary heating system, 22.0% of the households were recommended to install a new air source heat pump, which can also be used as an A/C system.

While 13% of the households had a separate air conditioning system, only 2.6% had a balanced ventilation system, of which 90% were Heat Recovery Ventilators (HRV).

11.8% of the households with A/C system were recommended for an upgrade, and 1.5% of the total households were recommended to install an HRV or ERV system.

89.7%

consume

NATURAL GAS
for SPACE HEATING

82.3%

consume

NATURAL GAS
for DHW HEATING

- **DOMESTIC WATER HEATING**

As for the DHW heating system, 82.3% of the households were using natural gas, and 17.7% were using electricity. The most common type of water heating system was the conventional tank (91.5%), followed by instantaneous condensing gas-fired (5.7%) and direct vent system (2.4%). Only 0.5% of the households had induced draft fan type system.

Of the total households, 59.2% were recommended to upgrade their current hot water heating system, of which 97.4% were to install a new condensing gas-fired system. Only 8.3% of the electricity users were recommended to install a new electric tank-type, and 4.2% were recommended for a domestic solar system.

17.6% of the total households were also recommended to install a “Drain Water Heat Recovery” system.

- **WATER CONSERVATION**

For water conservation, toilet replacement was the only recommended measure found in the reports. Of the 396 households evaluated, 51.4% were recommended to replace their existing toilet(s) with new low-flush or dual-flush toilet(s).

ENERGY CONSUMPTION AND GHG EMISSIONS

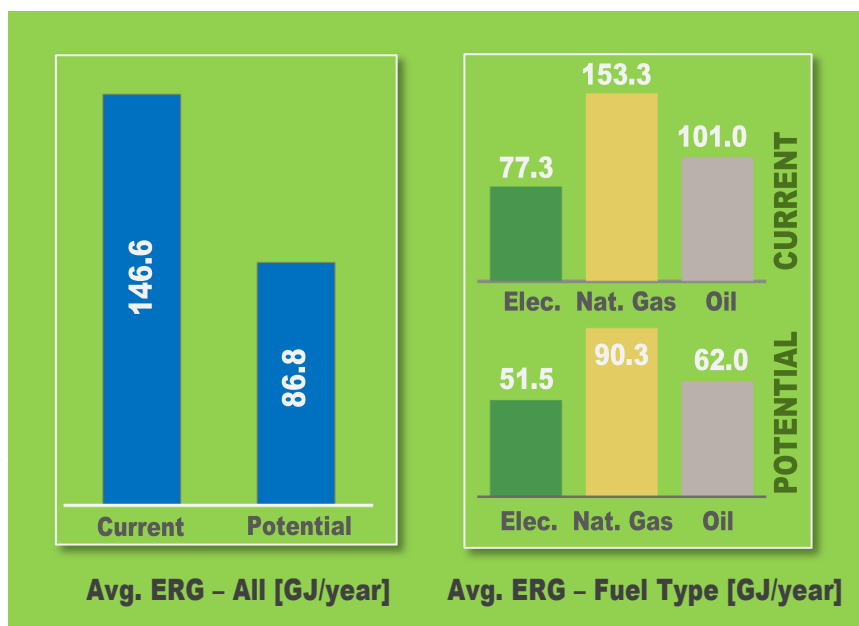
Due to the EnerGuide rating system change in the new report format, only 130 households that received Renovation Upgrade Reports with the ERS rating in GJ-per-year were included in the energy and greenhouse gas analysis.

- **EnerGuide (ERG) RATING**

The average EnerGuide rating of the 130 households was 146.4 GJ per year. For Single Detached, the average rating was 153.7 GJ per year, while Row Houses had 39.4% less. (93 GJ/year)

If all recommended energy efficiency upgrades were implemented in each of the 130 households, the potential reduction in annual energy consumption would be 59.6 GJ per household. (i.e. 40.7% energy saving)

For the households using electricity as the primary space heating fuel source, the



average ERG rating was 77.3 GJ per year, while the average rating for natural gas users was 153.3 GJ. For oil users, it was 101.0 GJ per year. If all energy efficiency recommendations were to be implemented, the potential energy savings for electricity and natural gas users would be 33.4% and 41.1%.

When the amount of energy consumed solely by space heating was evaluated, the electricity users consumed 35.0 GJ per year, while the natural gas users consumed over 3 times more (106.6 GJ). However, 50% of the electricity users were “Row House” homeowners with smaller footprints.

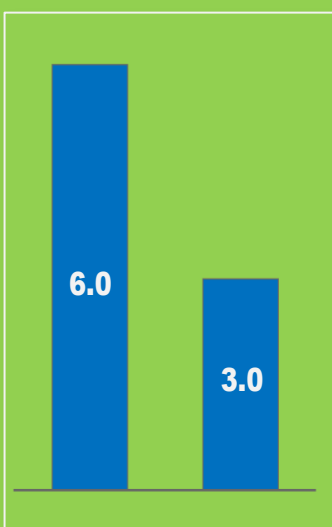
For the DHW heating, the electricity users consumed 15.9 GJ per year while natural gas users consumed 22.9 GJ.

▪ **GHG EMISSIONS AND FUEL TYPE**

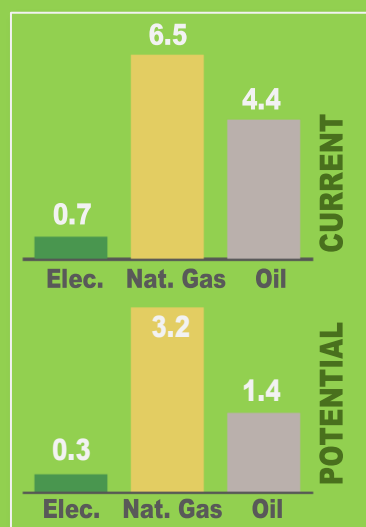
The average GHG emissions of 130 households were 6.0 tonnes per year per household. For the Single Detached houses, the average annual emission was 6.4 tonnes, while the Row Houses produced 2.9 tonnes on average. If all recommended energy upgrades were to be implemented for all 130 households, the potential annual reduction in GHG emissions would be a 50% reduction of 3.0 tonnes per household.

It was found that for households using natural gas as their primary space heating fuel source, the amount of average GHG produced per year was 9.3 times more than that of electricity users. (i.e. 6.5 tonnes vs. 0.7 tonnes) The average emissions for the oil users were 4.4 tonnes per year, which was 6.3 times more than the electricity users. The potential GHG reductions for electricity and natural gas users would be 57.1% and 49.2%, respectively.

The average annual consumption of natural gas for households who used natural gas for space heating was 3640m³ (135.8 GJ)ⁱ while electricity users (space heating only), on average, consumed



Avg. GHG – All Households
[tonnes/year]



Avg. GHG – Fuel Type
[tonnes/year]

135.8 GJ
of **NATURAL GAS**
consumed Each Year by **GAS USER**

5.3 GJ
of **NATURAL GAS**
consumed Each Year by **ELECTRICITY USER**

158.4m³ (5.3GJ) of natural gas per year. If 1m³ of natural gas emits 1.92kg of CO₂ⁱⁱ, (Ministry of EnvironmentBC, 2014), households that used natural gas for primary space heating would annually produce approximately 6685kg more CO₂ than those who used electricity for their primary space heating system.

POST-RETROFIT EnerGuide HOME EVALUATION

From the 431 recorded case data received from NRCan, 39 cases (9.0%) were identified to have participated in the post-retrofit energy evaluation (E-Evaluation) through ESNW, and 22 post-retrofit evaluation cases were done independently of the program.

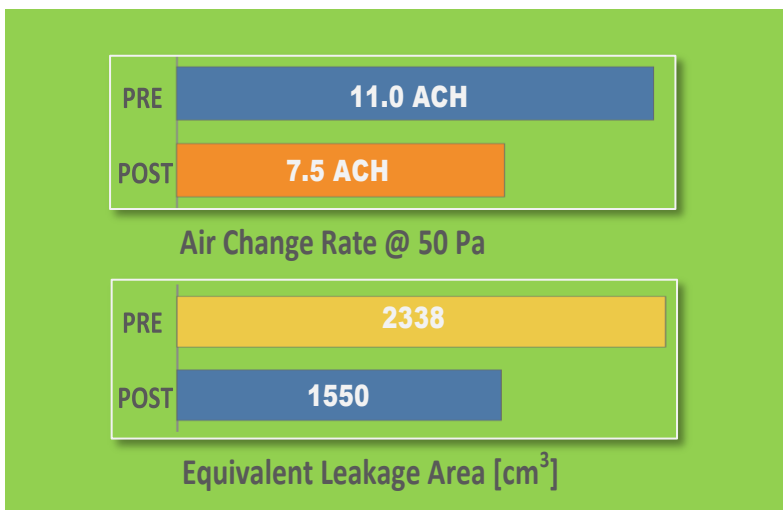
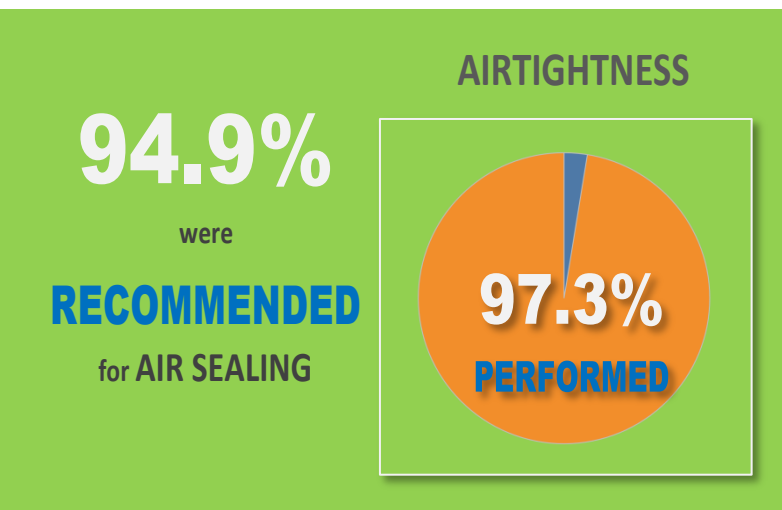
The average number of Energy Efficiency Measures (EEM) implemented by the post-retrofit evaluation participants was 3.15.

The following summarizes the comparison of the 39 pre and post-retrofit reports evaluation.

BUILDING ENVELOPE

AIRTIGHTNESS

- 37 (94.9%) of homes were recommended to improve the airtightness, of which 36 (97.3%) households implemented the recommended energy efficiency upgrade.
- The average pre and post-retrofit ELAs were 2338 cm² and 1550 cm², respectively. On average, a 33.7% reduction in the ELA was achieved per household in the post-retrofit evaluation.
- The average pre and post-retrofit air change rate at 50 Pa was 11 ACH and 7.5 ACH. On average, a 31.8% improvement in the air change rate was achieved in the post-retrofit evaluation.



▪ **INSULATION**

- 32 (82.1%) of homes were recommended to increase the Attic/Cathedral Ceiling and Flat Roof insulation values, of which 21 (65.6%) households implemented the upgrade recommendation.
- 21 (53.8%) of homes were recommended to increase the Main Wall insulation value, of which 7 (33.3%) households implemented the upgrade recommendation.
- 22 (56.4%) of homes were recommended to increase the Crawl Space/Foundation insulation values, of which 13 (59.1%) households implemented the upgrade recommendation.
- 7 (17.9%) of homes were recommended to increase the Exposed Floor insulation value, of which 2 (28.6%) implemented the upgrade recommendation.

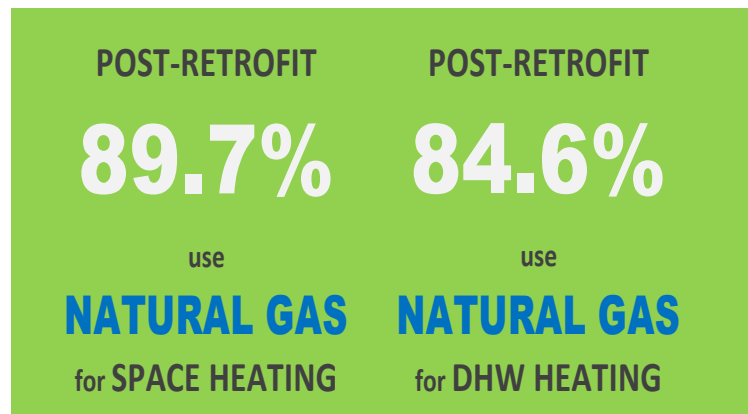
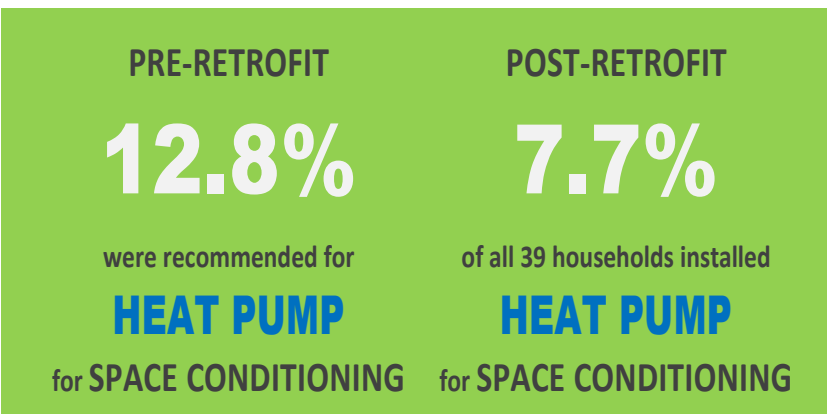
▪ **WINDOWS AND DOORS**

- 26 (66.7%) of homes were recommended to replace existing windows and doors with new ENERGY STAR certified models, of which 15 (57.7%) households implemented the upgrade.

MECHANICAL SYSTEM AND WATER CONSERVATION

▪ **HVAC (SPACE HEATING, VENTILATION, AIR CONDITIONING)**

- 38 (97.4%) of the total 39 households were using natural gas for the primary space heating system.
- 28 (59.0%) of homes were recommended to upgrade the primary space heating system, of which 9 (39.1%) households implemented the upgrade recommendation.
- 38 (100%) of the primary space heating system upgrade recommendation was to install a condensing gas-furnace or boiler.
- 5 (12.8%) of homes were recommended to install a new ENERGY STAR certified air-source heat pump (ASHP), of which 1 (20%) household implemented the recommendation.
- 2 (5.1%) of the 39 households installed a new ASHP, although it was not part of the energy upgrade recommendations provided in their pre-retrofit evaluation report.



▪ **DOMESTIC WATER HEATING**

- 31 (79.5%) of the 39 households were using natural gas for the domestic hot water heating system, and 8 (20.5%) were using electricity.
- 26 (66.7%) of homes were recommended to upgrade the existing DHW system to a condensing gas-fired system, of which 7 (26.9%) implemented the recommended upgrade.
- Of the 7 households who implemented the DHW system upgrade, 6 (85.7%) upgraded the existing system to a condensing gas-fired system, and 1 (14.0%) installed a direct vent system.
- 2 (5%) of the 39 households performed fuel switching from electricity to natural gas.
- 9 (23.1%) were recommended to install a drain water heat recovery system, but none implemented the recommendation.

ENERGY CONSUMPTION AND GHG EMISSIONS

▪ **EnerGuide (ERG) RATING**

- The average total pre and post-retrofit per-year ERG rating was 155.2 GJ and 105.3 GJ. An energy saving of 32.2% has been achieved.
- The average pre and post-retrofit per-year space heating energy consumption was 130.3GJ and 82.2GJ. A 36.9% reduction has been achieved in energy consumption for space heating.
- The average pre and post-retrofit per-year DHW energy consumption was 24.9GJ and 23.1GJ. A 7.2% reduction has been achieved in energy consumption for DHW heating by incorporating a new condensing gas-fired system.

▪ **GHG EMISSIONS AND FUEL TYPE**

- The average pre and post-retrofit evaluations for annual GHG emissions were 11.9 tonnes and 9 tonnes. A total of 24.4% reduction in GHG emissions has been achieved.
- The average total pre and post-retrofit evaluations for annual natural gas consumption was 4026m³ (150.2 GJ) and 2703m³ (100.8 GJ). A total reduction of approximately 2540kg of CO₂ emission has been achieved per year per household.

	Energy Upgrade Measure	Pre-Retrofit (% Recommended)	Post-Retrofit (% Performed)
Building Envelope	Air Sealing	37 (94.9%)	36 (97.3%)
	Attic/Ceiling Insulation	32 (82.1%)	21 (65.6%)
	Wall Insulation	21 (53.8%)	7 (33.3%)
	Crawl Space/Foundation Insulation	22 (56.4%)	13 (59.1%)
	Exposed Floor Insulation	7 (17.9%)	2 (28.6%)
	Windows & Doors	26 (66.7%)	15 (57.7%)
Mechanical & Water	Space Heating	28 (59.0%)	9 (39.1%)
	Heat Pump	5 (12.8%)	1 (20%)
	Ventilation and A/C	N/A	N/A
	DHW Heating	26 (66.7%)	7 (26.9%)
	Drain Water Heat Recovery	9 (23.1%)	0 (0%)

Table 2A. Pre and Post-Retrofit Comparison

	Rating	Pre-Retrofit	Post-Retrofit
Airtightness	Air Change Rate @ 50 Pa [ACH]	11.0	7.5
Energy Consumption	Overall ERG Rating [GJ per year]	185.4	135.6
	Space Heating ERG Rating [GJ per year]	130.3	82.2
	DHW ERG Rating [GJ per year]	24.9	23.1
Natural Gas Consumption	Percent of Natural Gas Users (Space Heating)	38 (97.4%)	35 (89.7%)
	Percent of Natural Gas Users (DHW)	31 (79.5%)	33 (84.6%)
	Overall Natural Gas Consumption [GJ/yr]	150.2	100.8
GHG	GHG Emissions [tonnes per year]	11.9	9.0

Table 2B. Pre and Post-Retrofit Comparison

	Energy Upgrade Measure and Rating	Pre-Retrofit		Post-Retrofit	
		All	D & E**	All (EST.)*	D & E**
Airtightness	Air Change Rate @ 50 Pa [ACH]	9.6	11.0	7.1	7.5
Energy Consumption [GJ per year]	Overall ERG Rating	146.4	185.4	86.8	135.6
	Space Heating ERG Rating	106.7	130.3	N/A	82.2
	DHW ERG Rating	24.5	24.9	N/A	23.1
Natural Gas Consumption	% of Natural Gas Users (Space Heating)	355 (89.7%)	38 (97.4%)	355 (89.7%)	35 (89.7%)
	% of Natural Gas Users (DHW)	326 (82.3%)	31 (79.5%)	347 (87.6%)	33 (84.6%)
	Overall Natural Gas Consumption [GJ/yr]	122.3	150.2	N/A	100.8
GHG	GHG Emissions [tonnes/yr]	6.0	11.9	3.0	9.0

Table 2C. Pre and Post-Retrofit Comparison (Estimated vs. Actual)

* Estimated Potential Rating of all households when all recommended energy upgrades have been implemented

** Average values for 39 Pre and Post-Retrofit Evaluations (D & E Evaluations)

SURVEY ANALYSIS

INTRODUCTION AND METHODOLOGY

The online survey was conducted from July 9 to July 24 2020, to gather qualitative insights from the ESNW participants on their energy program experiences. The survey questionnaires have been designed and developed with a focus on participants' motivations, barriers, attitudes and opportunities with energy retrofits of existing homes.

The survey invitation was emailed to 705 registrants who registered for the program through the ESNW website. The registrants were categorized into three (3) groups according to the program participation level, and each group received a different set of questionnaires. The groups included:

- Type A - Registrants who did not proceed with an energy evaluation
- Type B - Registrants who proceeded with an energy evaluation but did not complete any home energy upgrades
- Type C - Registrants who proceeded with an energy evaluation and completed home energy upgrades

A total number of 173 responses was received, and 32 were removed after the data cleaning. For the final analysis, 141 responses have been evaluated. There were 66 responses for Type A, 11 for Type B, and 64 for Type C.

When converting the 5-point Likert scale; "Strongly Agree," "Agree," "Neutral," "Disagree," "Strongly Disagree" to a numeric scale, each term was assigned a numerical value; -1, -0.5, 0, 0.5, 1, respectively, and used for the calculations.

The following summarizes the results and key findings from the survey analysis.

RESULTS AND FINDINGS

PERCEIVED VALUE OF THE ENERGY EVALUATION (TYPE B & C RESPONDENTS)

- *The EnerGuide evaluation reports and energy upgrade recommendations were perceived as valuable, informative, and easy to understand and follow.*

In general, the respondents were satisfied with the information presented in the energy evaluation reports. When asked about the complexity of the report, less than 3% of the

respondents found the report too technical or complicated to understand, and 8% found the information in the report overwhelming.

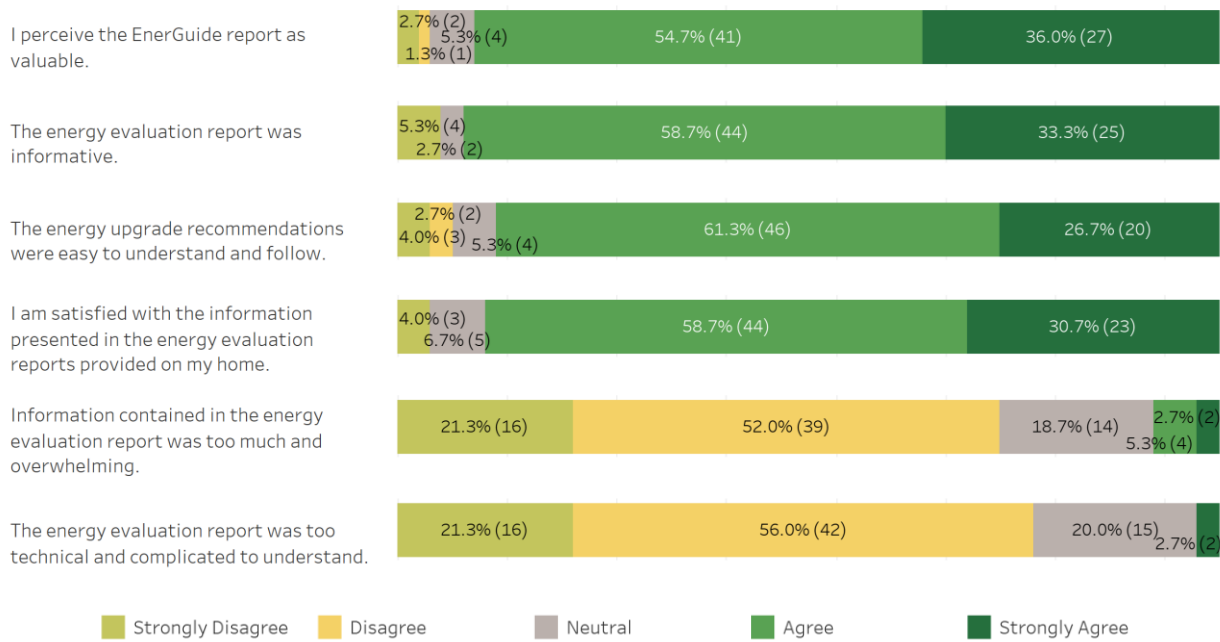


Fig. 1. Perceived Value of Energy Evaluation

- Overall evaluation and experience were perceived as satisfactory.

When asked about the overall energy evaluation and experience, over 80% of the respondents gave positive responses, while less than 6% responded negatively. 85.4% of the respondents were also satisfied with the energy advisor that conducted the energy evaluation.

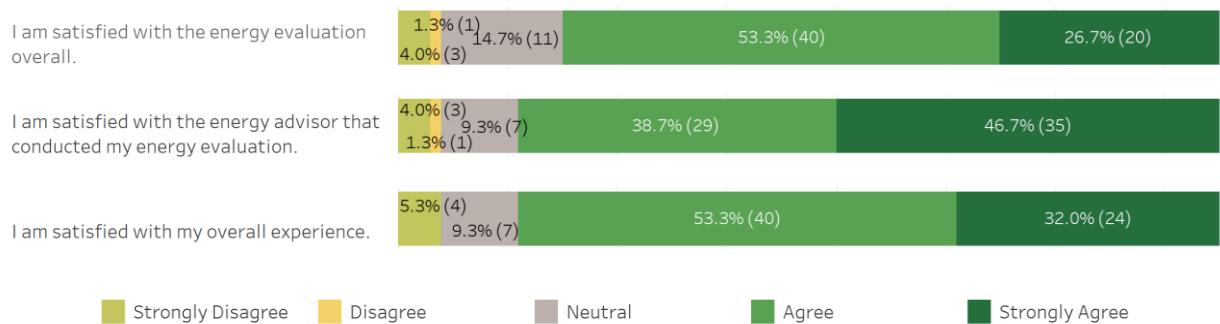


Fig. 2. Evaluation Experience

- 100% of the respondents would recommend the energy evaluation to others.

When asked if the respondent would recommend the energy evaluation to others, 100% of the Type B and C respondents responded, "Yes."

MOTIVATIONS FOR COMPLETING ENERGY EVALUATIONS AND UPGRADES

PROGRAM REGISTRATION (ALL RESPONDENTS)

- *The most significant motivating factor for the ESNW program registration was “Interested in learning how to reduce my energy bills.”*

When asked about motivations, 66.0% of the respondents responded that they registered with the program because they wanted to learn how to reduce their energy bills, and 58.9% also wanted to learn more about home energy rebates. Other factors included “conservation and reducing consumption,” “learning about inefficiencies in my home,” and “being a socially responsible homeowner.” 89% of the respondents also agreed that being more environmentally conscious was a determining factor for participating in the program.

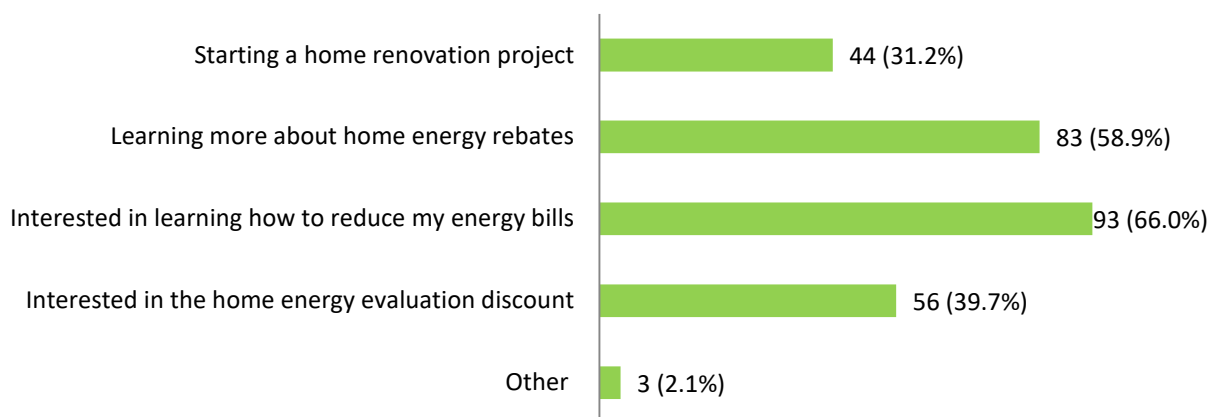


Fig. 3 Motivation for ESNW Program Registration

ENERGY EVALUATION (TYPE B & C RESPONDENTS)

- *The ESNW program discount available for the energy evaluation cost was a significant motivating factor for completing an energy evaluation.*

88% of the Type B & C respondents answered that the program discount on the cost of an energy evaluation influenced their choice to proceed, and 76% responded that they would not have completed the evaluation if the discount had not been available.

ENERGY UPGRADE (TYPE C RESPONDENTS)

- *The three (3) most significant motivating factors for Type C respondents to complete an energy upgrade(s) were; to save money on utility bills, to improve the comfort of homes, and “environmental consciousness and reducing household’s carbon emissions.”*

“Access to rebates and incentives,” “Existing Homes Energy Evaluation,” and “Information from energy advisors” were also perceived as positive motivating factors. The respondents were not

likely to be motivated by family/friends/neighbours/utility encouragements or concerns related to emergency preparedness. In addition, the respondents were 85.3% very likely to make energy-efficient upgrades as a result of the information received from the program.

Motivation Factors	Likert Scale Score (-1 to 1)	Rank
Save money on utility bills	0.63	1
Improve the comfort of my home	0.57	2
Environmental consciousness and reducing my households carbon emissions	0.48	3
Rebates/Incentives	0.43	4
Energy Evaluation	0.42	5
Information From Energy Advisor	0.40	6
Increase the resale value of my home	0.33	7
Concerns related to emergency preparedness (power outages, flooding, etc.)	-0.06	8
Encouraged by family/ friends/ neighbours/ utility	-0.13	9

Table 3. Motivation Factors for Completing Energy Efficiency Upgrades

BARRIERS TO COMPLETING ENERGY EVALUATIONS AND UPGRADES

ENERGY EVALUATION (TYPE A RESPONDENTS)

- *The two (2) most significant barriers to completing an energy evaluation were the “Cost” and “Time.”*

33.3% of the Type A respondents responded the energy evaluation was “Too Costly,” and 31.8% answered that they did not have enough time to complete an energy evaluation.

Other barriers identified by the respondents included:

- Not ready for renovation
- COVID-19
- Rental homes

ENERGY UPGRADE (TYPE B RESPONDENTS)

- *The two (2) most significant potential barriers to any energy upgrade implementation were the “High Costs” and “Lack of Financial Means.”*

When asked to rate the potential barriers to completing any energy upgrades, the cost and time-related factors were again top ranked, while the risks and information associated factors were perceived as non-barriers.

Potential Barriers	Likert Scale Score (-1 to 1)	Rank
High Costs	0.64	1
Lack of financial means (e.g. cash, financing, etc.)	0.41	2
Lack of time	0.32	3
Less of a priority (on my home improvement priority list)	0.27	4
Access to a contractor	0.18	5
No immediate benefit/value	0.05	6
High risks/uncertainties	-0.09	7
Complicated process/too much information	-0.18	8
Lack of information/support	-0.27	9
Concern regarding change	-0.32	10
Lack of awareness/interest	-0.32	10

Table 4. Potential Barriers

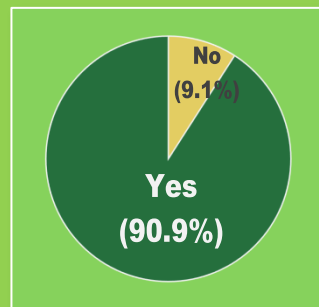
DECISION-MAKING AND PRIORITIZATION OF PROJECTS

The following summarizes the survey result findings for decision-making and prioritization of projects.

- *Environmental consciousness was a determining factor for participating in the program.*
- *The initial search and program registration involved an interest in “learning about rebates/incentives” and “how to reduce the energy bills.”*
- *The program discount was a critical factor for proceeding with an energy evaluation.*
- *The information received from the ESNW energy evaluation positively influenced the decision-making of energy-efficient upgrades.*
- *Only 25% of the Type C respondents completed a post-retrofit EnerGuide home evaluation, of which 68.7% responded that the post-retrofit evaluation was required to receive increased rebates.*

90.9%

would have implemented
UPGRADE RECOMMENDATIONS if
ADDITIONAL FINANCING PROGRAMS
 were available.



If **ADDITIONAL REBATES/INCENTIVES** were available, would you have **IMPLEMENTED UPGRADE RECOMMENDATIONS?**

- *“Additional rebates/Incentives” and “low or no interest financing” programs will highly influence the decision-making of energy upgrades.*

HOME ENERGY RETROFIT PROCESS AND PERCEIVED OUTCOMES (TYPE C RESPONDENTS)

- *Post-retrofit experience on the energy bill and home comfort levels was perceived as a relatively positive outcome.*

79.7% of the Type C respondents experienced an increase in home comfort levels after they completed the energy upgrades, and 51.6% experienced a decrease in their energy bills.

- *85.3% of the respondents who participated in the home energy evaluations completed energy upgrade(s), of which 68.6% completed more than one upgrade measure.*

The average number of energy measures implemented per household was 2.9, and 20.3% of the respondents also completed additional energy efficiency measures other than those recommended in the report. The additional measures included solar system installation and appliance and lighting upgrades.

When asked which energy conservation measures have been implemented, 64.1% of the respondents completed “Insulation Increase,” 57.8% completed “Air Sealing Improvements,” and 54.7% implemented “Space Heating/Cooling System Upgrade.” (Fig. 4) The percentage of the air sealing improvement implementation was found to be lower than that of the post-retrofit evaluation. In contrast, a higher percentage was observed for DHW system upgrade from the survey results.

For those who completed multiple energy efficiency measures, a breakdown of the priority measure was as follows; 31.8% implemented insulation upgrade, 29.5% did space heating/cooling system upgrade, and 13.6% completed airtightness improvements for their first measure.

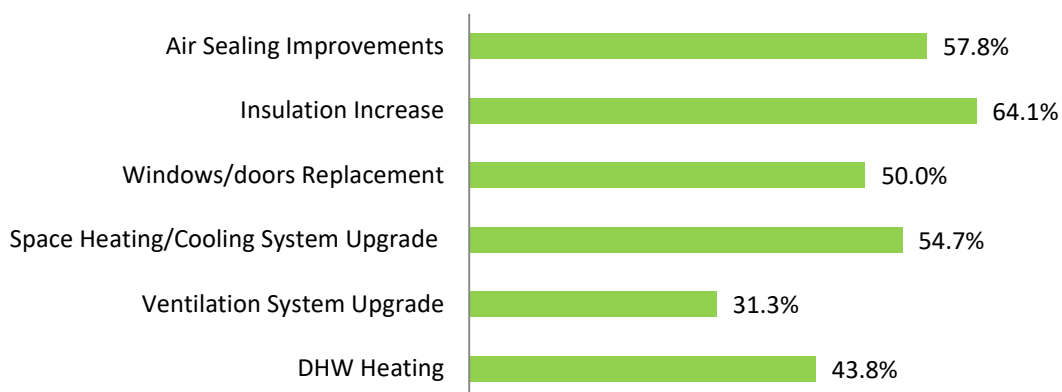


Fig. 4. What energy efficiency measures have you completed?

- *The most common budget range for home energy upgrade was \$5,000 - \$50,000, and over 50% implemented the upgrade recommendations within 1 year after the assessment.*

When asked about the home energy upgrade budget range, nearly 60% of the respondent responded that they spent \$5,000 - \$50,000, while 31.3% spent less than \$5,000. Only 4.5% spent over \$100,000. Regarding the implementation time, 53.1% implemented the upgrades within 1 year, while 17.2% took more than 3 years to complete the upgrades. 36.4% of the Type B respondents also responded that they would anticipate making home energy upgrades in the next 1 to 2 years, and 45.5% responded “Maybe.”

PERSPECTIVE ON ADMINISTRATION AND SUPPORT

- *Overall experience on the program registration and evaluation booking process was positively perceived, while the experience with the application process for incentives/rebates was perceived as rather neutral.*

While 88% of the respondents found the evaluation booking process hassle-free, 62.5% of the respondents perceived the incentives and rebate programs’ application process as a neutral or negative experience. Scheduling the evaluation during work hours was also inconvenient or difficult to coordinate by 24% of the respondents, and 38.7% remained neutral. When asked about help or support contacts, more than 50% of the respondents answered that they knew who to contact if in need of help or support, and only 16% responded negatively.

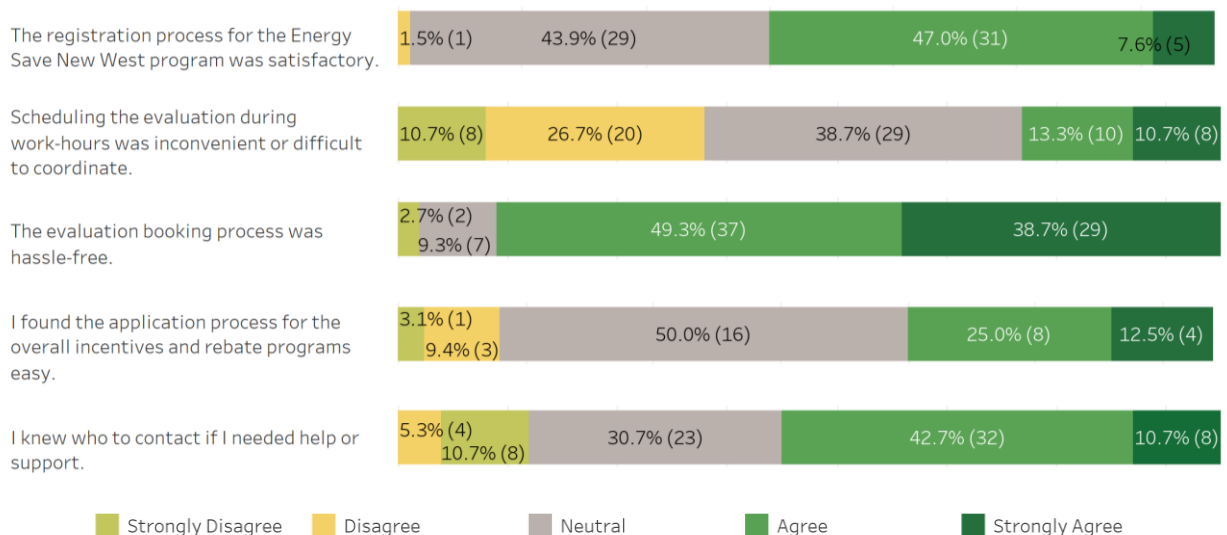


Fig. 5. Administration and Support

ESNW PROGRAM AND REBATE/INCENTIVE PROGRAM PROMOTION

- *The two (2) most effective promotion methods of the ESNW program were “Advertising” and “Internet.”*

42.5% of the respondents came across the ESNW program through “Advertising” (e.g. bill inserts, local newspaper, etc.), and 41.1% were through the “Internet” (e.g. social media, website, etc.). 8.9% heard through “Word of Mouth.” Other media included “City contact” and “Emails.”

- *Utilities’ rebate/incentive programs were more widely known to the respondents than the provincial program. More than 25% of the respondents did not know about any provincial or utilities’ rebate/incentive programs.*

When asked about rebate/incentive programs awareness, 60.1% were aware of the FortisBC home renovation rebate programs, and 53.2% were aware of the BC Hydro programs. Only 22% were aware of the Provincial CleanBC Better Homes rebate and financing programs. When asked about CleanBC’s Energy Coach service, 37.5% did not know about it, and only 17.2% actually used the service. The Provincial CleanBC Better Homes program and Energy Coaching services are recent additions to the residential energy-efficiency landscape, so limited awareness of these initiatives with local residents is to be expected.

Of the total Type C respondents, 54.3% applied for eligible incentives and rebates.

IMPROVEMENT SUGGESTIONS BY RESPONDENTS

The survey respondents were asked to provide suggestions for the ESNW program improvements, and the responses were as follows.

- Better guidance on financial return on investment
- More rebate options or incentives
- More financing options
- Solar system support
- More information on energy efficiency appliances including smart home products
- More information on heritage home energy efficiency
- DIY support
- Better access to contractors

BEST PRACTICES REVIEW

For the energy-efficiency program analysis, a total of three (3) programs have been evaluated in details to identify alternative demand side program design, delivery practices, incentive/rebate/financing structure that could inform future initiatives for ESNW.

Due to the time constraint of the project, the programs were reviewed with publicly available online information only. All rebates and financing aids are shown in US dollars.

EFFICIENCY VERMONT

Efficiency Vermont was launched in 1999 by the Vermont legislature and the Vermont Public Utility Commission that offers thermal efficiency services to Vermont residents to reduce the use of fossil fuels, improve home comfort, and save on heating costs. The services they provide include; energy assessments, financing, income-based assistance, project support, and education and events.



Efficiency Vermont had a notably high participation rate, and they served over 72,000 customers and 27.9% households in 2019. From the “2019 Savings Claim Summary” report, it was found that they sent the program promotion mailer to over 50,000 customers in 2019. Between 2000 and 2019, they achieved 18.9 million MWh, 29 million MMBtu of energy savings and 12 million metric tonnes of CO₂ reduction.

The following summarizes the Efficiency Vermont program review.

ENERGY EVALUATION

Efficiency Vermont provides the following services for the home energy evaluation.

- **Over-the-Phone Consultations**

No cost DIY assessment with free tools and over-the-phone technical support.

- **Professional On-Site Assessments**

Efficiency Vermont provides two types of on-site assessment services.

➤ **Standard Home Energy Assessment**

Connects homeowners with a “Home Performance with ENERGY STAR” contractor for professional assessments that provide a more comprehensive evaluation of home’s energy use and energy-saving opportunities.

➤ **Healthy Home Energy Assessment**

Service intended for households with chronic illness or health risks such as asthma. Using the U.S. EPA Healthy Indoor Environmental Protocols for Home Energy Upgrades, a certified healthy home contractor identifies home health hazards based on the Vermont Department of Health’s principles of healthy homes, and provides a report with healthy home improvements as the highest priority.

STRUCTURE OF THE PROGRAM

- **Administration**

Efficiency Vermont is administrated by Vermont Legislature and the Vermont Public Utility Commission.

- **Program Funding**

In 2019, 80-90% of the funding came from Energy Efficiency Charge built into the overall utility rates, and the remaining funding came from Regional Greenhouse Gas Initiative (RGGI) and Forward Capacity Market (FCM).

TARGET MARKET

For the residential sector, the target market is all residential homeowners and rental property owners that are Vermont residents. There was no separate energy assessment category for multi-unit properties, however, many rebates/incentives were only applicable to single-family residences and rental properties with fewer than five units. “Multifamily Renovation & New Construction” service was available separately under the renovation and construction project support.

ENERGY SAVINGS & GHG EMISSIONS REDUCTION

- **Energy Savings**

18.9 million MWh and 28 million MBtu of energy savings were made from 2000 to 2019. The cost of saving electricity with efficiency was \$0.04 per kWh, and the cost of saving fossil fuel with efficiency was \$13.80 per MMBtu.

- **GHG Reduction**

12 million metric tonnes of CO₂ reduction was achieved from 2000 to 2019.

REBATES AND INCENTIVES

Efficiency Vermont provides various options for the rebate/incentive programs. Although there was a separate category for residential rental properties under the residential rebates, most rebates were available to homeowners only.

FINANCING OPTIONS

- **Home Energy Loan**

- 0% interest financing for low-moderate income residents.
- Finance up to \$40,000, and 100% financing of the project cost
- Loan terms of up to 15 years
- Limited time offer to cover the first six months of loan payments (up to \$900) for eligible borrowers

- **The NeighborWorks of Western Vermont Energy Loan**

- Low-interest loans of up to \$40,000 and 100% financing of the project cost

LOW-INCOME SUPPORT

- **Additional Rebates and Financing Incentives**

- Various options available for low-moderate income households

- **Bill Payment Assistance**

- Forgiveness of past-due energy bills
- Reduced fuel and electricity rates
- Other income-based crisis services

- **Energy Bill Reduction**

- Free products and appliances, based on income and energy use
- Free or reduced-cost weatherization for limited-income households, rental properties, and mobile homes. Weatherization service includes energy audits, insulation and air sealing.

ELECTRIFICATION AND RENEWABLE ENERGY SUPPORT

▪ **Heat Pump Rebates**

The following rebates were available for the new heat pump installation.

- Air-to-Water Heat Pumps - up to \$6,500 cash back
- Centrally-Ducted Heat Pumps – up to \$4,900 cash back
- Heat Pump Heating & Cooling System – up to \$500 off
- Heat Pump Water Heaters – up to \$800 cash back

▪ **Renewable Energy**

Renewable Energy Resource Center (RERC) administers renewable energy incentives and the following financial aid was available for Vermont homeowners.

- ***Photovoltaic Panels and ENERGY STAR Certified Solar Water Heaters***
Residential Tax Credit can be claimed for 26% of the cost (including installation costs)

EDUCATION SERVICES

Efficiency Vermont offers free webinars and educational workshops for consumers and professionals. Workshops for community groups address actions consumers can take in homes to save money and energy, along with information on technical and financial aids. The following two educational workshops were available for home owner groups.

▪ **Efficiency + You = Savings and Comfort**

Overview of actions that can be taken to save money, energy, reduce carbon emissions, and improve home comfort that include information on heat pumps, renewable energy, and etc.

▪ **Energy Innovations for Your Home**

Provides information on the latest technology in heat pump, renewable energy, and smart & connected homes.

MASS SAVE

Mass Save was founded by the local electric and natural gas utilities in Massachusetts, and in collaboration with Mass Save, Massachusetts was ranked number one in State Energy Efficiency Scorecard by the American Council for an Energy Efficient Economy (ACEEE) for nine consecutive years.



The program services were only available to customers of the Sponsors of Mass Save, and the funding came from a charge on customers' energy bills.

ENERGY EVALUATION

Mass Save provides the following services for home energy evaluation, and to be eligible customers must live in a 1-4 unit home.

- **Virtual Home Energy Assessment**

No cost remote home assessments with free tools and over-the-phone technical support. Participants will receive no-cost targeted air-sealing service and also qualify for 100% off insulation installation (limited time offer). Some energy-saving products recommended during the assessment will also be delivered for DIY installation at no cost.

- **No-Cost Home Energy Assessment**

An Energy Specialist assesses the current energy use of customer's home and installs energy-saving products at no cost. Participants will receive no-cost targeted air-sealing service as well as an instant incentive for 75% off approved insulation improvements or up to 90-100% based on household income.

STRUCTURE OF THE PROGRAM

- **Administration**

The programs and services are managed and delivered by local electric and gas Sponsors. Mass Save was also working closely with the Massachusetts Department of Energy Resources.

- **Program Funding**

The funding was supported from a charge on customers' energy bills.ⁱⁱⁱ

TARGET MARKET

The residential programs and services were only available to residential customers of the Sponsors of Mass Save; Berkshire Gas, Blackstone Gas Company, Cape Light Compact, Columbia Gas, Eversource, Liberty Utilities, National Grid, Unitil. Customers residing in 1-4 family properties were eligible to apply for the "Home" program services, and residents of 5+ unit properties can apply for "Multi-Family" program.

REBATES AND INCENTIVES

Mass Save's rebates/incentives were mostly available to homeowners but some were available to renters/landlords of 1-4 unit properties.

- **Landlords/Property Managers of 1-4 Unit Rental Homes**
 - No-cost Home Energy Assessment
 - No-cost targeted air sealing
 - 75% - 90% off recommended insulation improvements
- **Homeowners**
 - No-cost Home Energy Assessment
 - No-cost targeted air sealing
 - Instant 75% - 100% off recommended insulation
 - Up to \$2,750 on qualifying energy-efficient heating, cooling, and water heating equipment

FINANCING OPTIONS

- **HEAT Loan**
 - 0% interest financing up to \$25,000
- **Expanded HEAT Loan**
 - 0% interest financing up to \$50,000 for expanded projects or removing barriers to weatherization and heating system upgrades

LOW-INCOME SUPPORT

- **Energy Assistance Program**
 - ***Fuel Assistance***

Financial support to help with the heating bills
 - ***Utility Discount Rates***

Automatically enrolled for "Fuel Assistance" receivers
 - ***Payment Plans or Arrearage Management/Forgiveness Programs***

Spread out overdue portions of the bill or past-due balances may get waived

➤ ***Energy Efficiency and Weatherization Assistance Programs***

No-cost appliances, heating system or system repair, air sealing service available.

➤ ***Enhanced Insulation Incentive***

No-cost insulation upgrade available to low-moderate household income

ELECTRIFICATION AND RENEWABLE ENERGY SUPPORT

▪ Heat Pump Rebates

The following rebates were available for new heat pump installation.

- Central Heat Pump (Fuel Optimization) – Up to \$1,250 per ton
- Central Heat Pump (Product) – Up to \$250 per ton
- Mini-Split Heat Pump (Fuel Optimization) – Up to \$1,250 per ton
- Mini-Split Heat Pump (Product) – Up to \$250 per ton
- Heat Pump Water Heaters – Up to \$600 cash back

▪ Renewable Energy

There were three options introduced on the Mass Save website for solar energy system installation and use.

➤ ***Massachusetts Solar Loan Program***

Loan up to \$35,000 with a 10-year-fixed-rate and up to 12 months interest-only period

➤ ***Solar Lease or Power Purchase Agreement (PPA) through a Third-Party Owner (TPO)***

The TPO installs panels at customer's property and there is often no upfront or maintenance costs. Customers can buy electricity generated at a below-market rate.

➤ ***Community Solar***

There were a number of community solar providers in Massachusetts that were offering community solar share programs similar to the ESNW's Urban Solar Garden projects.

The following are the rebates and tax credits that were available for the solar system installation and power generation.

➤ ***Federal Residential Renewable Energy Tax Credit*** up to 26% of the cost

➤ ***State Personal Income Tax Credit*** up to 15% of the system cost (\$1,000 maximum)

➤ ***Municipal Light Plant Solar Rebate Program***

This program was offering rebates of \$1.20 per watt, up to 50% of system costs on installation of 25 kW DC or less, and was only available for customers in Massachusetts Municipal Light Plant service territories.

➤ ***Solar Massachusetts Renewable Target (SMART) Program***

Investor-owned electric utilities pay incentives directly to solar system owners. A typical residential solar system can be registered for 10-year participation and receives monthly incentive payments.

➤ ***Net Metering***

This program was offering credits on customer's utility bill for excess solar power generation which can be used during time when the system is not generating enough electricity.

➤ ***Solarize Mass***

Discounts were available for group-buyings in participating communities.

▪ **ConnectedSolutions**

Mass Save provides a **ConnectedSolutions** program to residential customers offering incentives.

➤ ***Battery Storage***

Battery Storage incentives were available to Eversource and National Grid's residential customers with qualified battery systems. If enrolled in the program, energy stored in customer's battery will be drawn during the peak hours to help reduce the load on the electric grid and the incentives were as follow.

- ✓ \$225 per kW contribution during summer events (2pm – 7pm, June 1 – September 30)
- ✓ \$50 per kW contribution during winter events (2pm – 7pm, December 1 – March 31)

➤ ***Smart Thermostat***

When enrolled in the program, the customer's thermostat setting will not increase more than 4°F during peak demand to lower the energy use and the load on the grid. There was a \$25 enrolment incentive along with a \$20 annual incentive per thermostat connected to a central A/C.

EDUCATION SERVICES

- **Energy-Saving Fundraiser Program**

Mass save offers resources for students and teacher as well as Energy-Saving Fundraiser Program for students. The program teaches students the importance of energy efficiency and conservation, and provides the fundraiser products (LEDs, advanced power strips, etc.) at no cost. Schools get to keep 100% of the money collected through the fundraiser.

ENERGY TRUST OF OREGON

Energy Trust of Oregon is a non-profit organization working closely with various partners including participating utilities, trade and program allies, the Northwest Energy Efficiency Alliance, the Oregon Public Utility Commission, and government agencies.



Since 2002, Energy Trust of Oregon has helped more than 744,400 homes and buildings with cost reduction by saving energy and using clean renewable resource.^{iv} Their target market sectors include residential, commercial/public, industrial/agricultural, and renewable energy, and in particular, they strongly focus on renewable energy sector. Energy Trust issues monthly, quarterly and annual financial statements, and reports energy savings made in quarterly and annual reports.

ENERGY EVALUATION

- **Online Home Energy Review**

At the time of program evaluation, the Energy Trust's Home Energy Review webpage was under construction and the information available was limited.

- **Home Performance with ENERGY STAR Assessment**

A specially trained contractor tests and evaluates all components of home's health, safety and energy performance. The homeowner will receive a comprehensive home energy consumption report with energy improvement recommendations, comparison of the current costs and potential savings, and a list of available cash incentives. The assessment cost varies by contractor.

- **Solar Proposal**

Most often without a site visit, a solar contractor will provide a bid with estimated annual energy generation and utility bill savings, and home owner's costs after incentives and federal tax credits.

STRUCTURE OF THE PROGRAM

- **Administration**

Energy Trust of Oregon is a non-profit organization where the Oregon Public Utility Commissions (OPUC) oversees Energy Trust's investment of utility customer funds in energy-efficiency and renewable power programs.

- **Program Funding**

Energy Trust's funding comes exclusively from customers of the five utilities; Potland General Electric, NW Natural, Avista, Pacific Power, and Cascade Natural Gas. The revenue comes from a charge on the utility bills plus interest income and a subcontract to help develop and administer part of the Oregon Community Solar Program. Energy Trust's expected 2020 revenue is \$181.5 million, and the budgeted 2020 expenditure is \$204.6 million. The 2020 funding consists of Electric Efficiency Public Purpose Charge (29%), Electric Efficiency Supplemental Charge (46%), Gas Tariffs (18%), and Renewable Energy Public Purpose Charge (8%).^v

TARGET MARKET

The residential program provides services to single-family or manufactured home owners that are utility customers. Attached residences including duplexes were eligible to apply for the Multifamily program under Commercial sector.

ENERGY SAVINGS & GHG EMISSIONS REDUCTION

- **Energy Savings**

Energy Trust's 2020 energy goals for the residential sector are; Electric Savings of 7.4aMW (average megawatt) at 5.6 cents/kWh, Natural Gas Savings of 2.73 MMTh (million annual therms) at 41.5 cents/therm. Energy Trust also targets at generating 41% of the total renewable energy generation target (3.27 aMW) by Residential Solar system.

- **GHG Reduction**

No information was given on the Energy Trust's website for the GHG emissions reduction but given the estimated per-therm CO₂ emissions is 0.0549 metric tons^{vi}, with the targeted 2020 natural gas saving of 2.73 MMth, Energy Trust would achieve approximately 14,470 tonnes of CO₂ emissions reduction.

REBATES AND INCENTIVES

Energy Trust provides Energy Saver Kit and air sealing services at no cost, and offers various other rebate and incentive programs for appliances, lighting, insulation and window upgrades, heating and cooling systems, and water heating and treatment.

Energy Trust also provides increased incentives for rental homes and low income households.

- **Increased Incentives for Rental Homes**

Energy Trust residential program provides access to increased rebates and incentives for single-family and manufactured home rental properties. For example, incentive for ductless heat pump installation increases up to \$1,750 - \$2,000 for rental properties while homeowners will only receive \$500. The following shows the full list of residential incentives for rental homes.

Energy Improvement	Standard Incentives	Increased Incentives for Rental Homes
Ductless Heat Pump	\$500	\$1,750 - \$2,000
Ducted Heat Pump	\$700	\$1,000
Extended Capacity Heat Pump	\$650 - \$1,350	\$1,650
Gas Furnace	\$550	\$550
Heat Pump Water Heater	N/A	\$270
Smart Thermostat	\$100	\$100
Attic Insulation	\$0.25 / ft ²	\$0.50 - \$0.75/ft ²
Wall Insulation	\$0.30 / ft ²	\$0.50 - \$0.75/ft ²
Floor Insulation	\$0.30 / ft ²	\$0.40 - \$0.75/ft ²

Table 5. Incentive Comparison

FINANCING OPTIONS

Energy Trust provides access to on-bill repayment financing options for homeowners. Interest rates, terms and conditions vary depending on the location of home, income level, or utility providers.

- **Savings within Reach On-Bill Repayment**

Up to 6.49% interest financing up to \$10,000 with up to 10-year repayment term.

- **Oregon On-Bill Repayment**

Up to 7.15% interest financing up to \$10,000 with up to 7-year repayment term.

- **On-Bill Repayment for Homeowners in Washington**

Up to 5.14% interest financing up to \$15,000 with up to 15-year repayment term.

LOW-INCOME SUPPORT

▪ Solar within Reach and Savings within Reach

Energy Trust provides access to increased rebates and incentives for low-income households for energy efficiency upgrades and renewable energy credits. The list of increased incentives is as follows.

Energy Improvement	Standard Incentives	Increased Incentives for Low-Income
Ductless Heat Pump	\$500	\$1,000
Efficient Heat Pump	\$700	\$1,000
Heat Pump Controls	\$250	\$250
High-Efficiency Gas Furnace	\$550	\$550
Heat Pump Water Heater	N/A	\$270
Attic Insulation	\$0.25 / ft ²	\$0.50/ft ²
Wall Insulation	\$0.30 / ft ²	\$0.50/ft ²
Floor Insulation	\$0.30 / ft ²	\$0.40/ft ²
Solar	\$0.30/watt up to \$2,400	\$1.50/watt up to \$9,000

Table 6. Incentive Comparison

▪ Community Resources

Various low-income support resources are also available through local Community Action Agencies and community service providers.

ELECTRIFICATION AND RENEWABLE ENERGY SUPPORT

▪ Heat Pump Rebates

The following rebates are currently available for the new heat pump installation.

- Ductless Heat Pump –\$500
- Heat Pump – \$700
- Heat Pump Controls – \$250
- Extended Capacity Heat Pump (without backup gas heating system) – \$650 - \$1,350
- Heat Pump Water Heater – \$500 instant discount

▪ Energy Trust Incentives (Solar) and Federal Tax Credit.

Currently, \$0.30/watt up to \$2,400 per home is available for solar incentives. Increased incentives are also available for income-qualified homeowners as outlined in Table 6.

Federal Residential Renewable Energy Tax Credit up to 26% of the cost is also available for the solar system installation.

- **Solar Financing**

Energy Trust customers have solar financing options as follow.

- Solar Leases and Power Purchase Agreements (PPA)

Energy Trust notes that the solar electricity rate may or may not be less than customer's current electricity, however, if a customer choose a lease or PPA option, Energy Trust pays the incentives to the service provider so that the power purchase or lease price could become more affordable.

- Loans

Solar loans are available through various finance providers and interest rate, terms and conditions vary.

KEY-TAKEAWAYS

From the US programs review, some opportunities were seen for the future program initiatives that incorporated the following:

- New technologies (e.g. battery storage, renewable energies, heat pumps, etc.)
- Fuel switch/energy-efficiency programs repurposed on GHG reduction
- Community inclusion programs such as affordable housing programs and customized offers for income-eligible participants
- New rebates and financing models that provide a broader range of financial support options

SUMMARY AND RECOMMENDATIONS

Based on the energy analysis, survey results, and US-program review, there are a number of opportunities identified for Energy Save New West to consider as potential enhancements to improve the community energy-efficiency program, reduce GHG emissions and support City climate change targets.

As a starting point, it was seen that the overall satisfaction level of the ESNW's Existing Homes program participants was notably high. 89.4% of the survey participants responded that they were satisfied with the information presented in the energy evaluation reports, and 85.3% were also satisfied with the overall program experience. As a result of the energy upgrade implementation, on average, each household managed to achieve 26.9% energy savings and 2.9 tonnes of GHG emissions reduction per year.

The following summarizes the recommendations for future consideration along with the key findings from the project analyses.

ENCOURAGE CLEAN ENERGY USE AND ADVANCED TECHNOLOGY

Although the post-retrofit annual GHG emission of 39 cases assessed was reduced by 24%, it was still far from the City's zero-emission goals. To support the City of New Westminster's 2020 Climate Action seven (7) bold steps towards a zero-carbon future by 2050, the community carbon emissions from all homes must be reduced significantly. Yet, with natural gas being the primary space heating fuel source for almost 90% of the single-family homes participating in ESNW, it will be challenging to achieve the City's goals.

- ***Encourage Electrification of Space Heating System***

While the electrification of a space heating system with high-efficiency equipment seems to be the solution for reducing a significant amount of GHG emissions, there were some barriers seen to the new heat pump installation.

As discussed in the EnerGuide report analysis, 22% of all assessed households were recommended for the new ENERGY STAR certified air-source heat pump installation. This included the homes that had existing A/C units as well as those who didn't. However, it was also often recommended with the household's primary heating system upgrade using fossil fuels. While many heat pump models require a back-up heating system for the coldest days, the current rebate programs only allow the city residents to access the rebate for whichever is the household's primary heating system. Moreover, if a heat pump gets used primarily for space heating after fuel switching from natural

gas, the cost of energy will likely increase due to the high cost of electricity over the natural gas cost. Since the most significant barrier to implementing any energy upgrade was the “high cost,” and the most motivating factor for energy evaluation was “interest in reducing energy bill,” it came as no surprise when the actual implementation rate of the heat pump installation was found to be only 20% in the post-retrofit analysis.

It was also found that the energy advisors have been actively encouraging the installation of heat pumps since May 2020 (75% recommendation rate), which indicates that a significant reduction of GHG emission is potentially achievable if the upgrade recommendations have been implemented by most of the participants. However, to increase the implementation rate, it is necessary to revisit the current rebates/incentives system to make it more affordable and attractive for end-users.

- ***Encourage Renewable Energy Use and Innovative New Technology Adoptions***

- **Innovative Energy Conservation Measures**

Technology is evolving every day and smart energy innovation is no exception. The use of smart energy technologies and increased connectivity will not only improve grid reliability and efficiency but also help consumers save more power and reduce the cost of electricity.

As seen in the Mass Save program review, programs facilitating the use of energy smart tools such as smart thermostats as well as the connected system of storage technology and renewable resources, would greatly help shape our zero-carbon future at a faster pace. Since the start of the COVID pandemic, people are getting more and more cautious about their home energy efficiency and cost. Now is time to incorporate advanced smart energy conservation measures into the energy upgrade recommendations.

- **Distributed Energy Generation/Solar Power**

Along with the increased recommendation rate for the heat pump installation, in June 2020, ESNW’s EnerGuide energy advisors also started to recommend installing a solar collector system. However, due to the high upfront investment cost and low ROI rate for PV panels, the actual implementation rate would be in doubt. Currently, there is no rebate or incentive program available in BC for solar system installation other than the PST Tax Exemption. Therefore, it is also recommended for the City to work with utilities and the province to offer more affordable financing options such as solar energy incentives, on-bill payment with low interest rate, and lease or PPA (Power Purchase Agreements) options discussed in the previous section. Advancing the development of more Urban Solar Garden projects can also be considered to encourage local energy generation and shared benefits.

CONSIDER ALTERNATIVE ENERGY EVALUATION STRATEGIES

- ***Virtual EnerGuide Energy Evaluation Method***

All of the US-based programs discussed in the previous section provided a DIY or virtual evaluation option with over-the-phone technical support, but currently, the ESNW program only offers a scheduled on-site energy evaluation with an energy advisor.

While the professional assessments will provide program participants with the most comprehensive energy evaluations of the current condition and potential savings, since the “high cost” was still one of the most significant barriers to the evaluation participation, it is expected that with the DIY or virtual evaluation option, the program cost will likely decrease and the participation rate could increase accordingly.

It was also found that the number of evaluation reports issued from January 2020 to July 2020 was considerably less than the previous years of the same duration. The most significant possible cause for the decreased participation for 2020 would be the ongoing COVID-19 situation which also indicates the urgent need for alternative evaluation methods. With the increased public interest and concerns about health and safety, it is also recommended that energy evaluations should put more focus on the health and safety factors of the home. That said, in-depth research and investigations will be required for virtual assessments or DIY participants to ensure the right tools and methods are identified to support the various visual assessments and performance tests needed to adequately evaluate the current energy condition of their homes.

- ***Alternative Strategies For Non-Strata Rental Households***

When motivation factors for the energy upgrade implementation were analysed, “improving the comfort of my house” was the second most significant factor. For rental homeowners, this might mean they are less likely to be motivated by this factor in implementing any upgrades for their rental properties.

As discussed in the best practices review, Energy Trust of Oregon had a special financial support category that offered increased incentives for rental homeowners. The Clean Energy Work’s PAYS (Pay-As-You-Save)^{vii} program was also made the energy upgrade more approachable for people renting the property. In order to increase the motivation level of rental homeowners and renters, an alternative approach for rental homes energy upgrade support needs to be further investigated and developed.

ACTIVE MARKETING TO INCREASE AWARENESS

- ***Active Programs Promotion***

According to the Statistics Canada 2016 census data, over 10,000 households were residing in single-detached or row houses or flat in a duplex in New Westminster. Since the program launch, approximately 400 energy evaluations have been conducted, which counted for 4% of the non-MURB residences. It was also seen that the program participation rate was highest when the energy evaluation was provided free of charge in 2013. Although the “cost of the program” factor

may be the most significant reason behind the lower participation, more effective marketing could also help increase the participation rate.

During the survey, when participants were asked about rebate/incentive programs provided by the Province and Utilities, only 22% were aware of the CleanBC Better Homes program. When asked to give suggestions about the ESNW program improvements, many of the suggested opinions were, in fact, already in place. This indicates the need for better promotion of the ESNW as well as the financial support programs.

While alternative methods and decreased energy evaluation costs can encourage the City residents to participate more, people need to be aware of the program first. Therefore, along with the conventional seasonal marketing and promotion methods, more proactive strategies such as providing an ongoing “Awareness” campaign could be considered to increase program participation.

- ***Provide Education/Training for Local Residents***

From the survey analysis, the environmental consciousness was the third most significant motivating factor for the Type C respondents for implementing the energy upgrades. Moreover, 89% of all survey participants responded that being more environmentally conscious was a determining factor for participating in the program.

These motivations can be boosted by providing regular information and training sessions to the wider resident groups. Mass Save offered various educational programs for local schools to teach young residents about energy efficiency and how their actions affect the environment. This provides opportunities for the young generation to grow more environmentally and energy efficiency consciously.

ESNW currently provides training for professionals in new home construction, and there are also valuable information and resources on the program website. However, there are no educational or training sessions offered for local residents with existing homes. Therefore, to increase awareness of our climate emergency and energy efficiency, it is recommended for the City to consider incorporating educational/training services for existing homeowners as well as our young generation.

CONSIDER ALTERNATIVE FUNDING/FINANCIAL SUPPORT STRATEGIES

This section discusses financial support, including incentives/rebates and financing options, and is provided for the City to further discuss with its program partners and sponsors.

- ***Incentive and Rebate Structure***

As already discussed, the two most significant barriers to implementing energy upgrades were the “high capital cost” and “lack of financial means.” Over 90% of the respondents answered that they

would have implemented the upgrade recommendations if more rebates/incentives or financing programs were available. It was also seen that the implementation rate was lower for those that required high capital cost and relatively longer construction time (e.g. space heating, exposed floor and wall insulation upgrade) compared to the ones that required less cost and less time. (e.g. air sealing, attic/ceiling insulation)

From the best practice review of the US-based programs, it was also found that considerably higher rebate (up to \$6,500 US) was being offered for the heat pump installation by Efficiency Vermont, while various solar energy incentives/rebates and financing options were provided by Mass Save and the sponsors of Energy Trust of Oregon. A more comprehensive range of options with increased rebates/incentives was also available for low to moderate income households. For the ESNW program to be more inclusive and expand, the City needs to re-evaluate the current financial support programs with its program partners and sponsors and provide more inclusive and lucrative rebate and incentive options for the residents.

While “saving on utility bills” achieved the highest score (0.63) in the motivation factor analysis, electrification of the primary space heating system could increase the utility bills, which can highly demotivate the participants to implement the heat pump installation. Therefore, to reduce the use of fossil fuels, a more aggressive approach in supporting the electrification of heating system needs to be designed and developed.

▪ ***Financing Options***

Currently, no financing program is being offered from the province and the utilities other than the CleanBC Better Homes Low-Interest Financing Program for New Westminster residents, and the CleanBC financing program is only applicable to fuel switching upgrade. No PACE (Property Assessed Clean Energy) or equivalent is available in BC.

Mass Save was offering 0% financing up to \$50,000 US for heating system upgrade projects, and some of the Canadian municipals were also offering financing options similar to PAYS (Pay-As-You-Save) or Energy Trust’s “On-bill Repayment” programs for their energy efficiency programs. To facilitate more rapid growth in energy savings and GHG reduction, it would be worth investigating further to provide more viable financing options that can lower the City residents’ affordability barrier.

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ⁱⁱ 2014 B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions, Ministry of Environment, BC

ⁱⁱⁱ <https://www.masssave.com/en/about>

^{iv} <https://www.energytrust.org/about/explore-energy-trust/>

^v <https://www.energytrust.org/about/reports-financials/budget-action-plan/>

^{vi} <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

^{vii} PAYS (Pay-As-You-Save) program provided by Clean Energy Works offers an inclusive financing option for energy efficiency upgrades regardless of a customer's income, credit score, or renter status. When a customer opts into a service agreement, utility will "invest in the energy upgrades and recover its cost with a charge on the bill that is capped at 80% of the estimated savings from the upgrade of the life of the upgrade." The investment is tied to the meter at the property which does not follow the customer.



REPORT

Engineering Services

To: Mayor Coté and Members of Council **Date:** 3/29/2021

From: Jim Lowrie
Director of Engineering Services **File:** 09.1750.01
(Doc# 1790883v1)

Item #: 87/2021

Subject: 2021 Spring Freshet and Snow Pack Level

RECOMMENDATION

THAT this report be received for information.

PURPOSE

This report is to inform Council of the current snowpack conditions in the Fraser River Basin and related preparation for the annual freshet for 2021.

BACKGROUND

The waterfront portions of the New Westminster mainland as well as all of Queensborough are located within the floodplain of the Fraser River. Only Queensborough has an existing permanent dyke system for protection against flooding from the Fraser River. The Engineering Department annually executes its High Water Response Plan to ensure that vulnerable areas in the floodplain will be protected by a series of temporary mitigation measures in the event of a significant freshet.

Overall, the province has above normal snow pack for March 1st, 2021, with the average of all snow measurements across B.C. of 114%. The overall snow basin index for the entire Fraser River basin (e.g. upstream of the Lower Mainland) increased to 115%, from the February 1st index of 111%.

Table 1 - BC Snow Basin Indices – March 1, 2021

Basin	% of Normal	Basin	% of Normal
Upper Fraser – West	127	Okanagan	120
Upper Fraser – East	108	Similkameen	124
Nechako	117	South Coast	116
Middle Fraser	107	Vancouver Island	102
Lower Fraser	129	Central Coast	141
North Thompson	111	Skagit	125
South Thompson	106	Peace	107
Lower Thompson	136	Skeena-Nass	114
Bridge	95	Stikine	111
Nicola	119	South Coast	116
Boundary	114	Fraser River	115

A copy of the Province Snow Survey and Water Supply Bulletin (March 1, 2021) is included in Attachment 1.

ANALYSIS

La Niña conditions began fall 2020 and continue to be present. La Niña occurs when oceanic temperature anomalies along the equatorial Pacific Ocean region are below normal for an extended period. Historically, La Niña conditions create cooler temperatures for British Columbia and wetter weather in the South Coast and Vancouver Island during the winter and early spring months. According to the Climate Prediction Center (CPC), there is a 60% chance of a transition from La Niña to neutral conditions during spring 2021 (April-June). Due to cooler temperatures during spring months, La Niña conditions often result in continued snow accumulation and delayed snow melt. Analysis by the River Forecast Centre indicates that during historic La Niña years from the past 40 years, the snow pack increases an average of 9 percentage points between March 1st to May 1st across the province. This means that if a basin was at 100% of normal on March 1st, it could measure 109% (on average) by May 1st. Areas in the Southern Interior tend to increase by 10 to 17 percentage points on average. Recent La Niña years have resulted in significant flooding, including 2017, 2012 and 2011.

Seasonal weather forecasts from February 28, 2021 by Environment and Climate Change Canada indicate an increased likelihood of colder than normal temperatures from March through May for northern regions of the province, including the Peace, Liard, Stikine, Skeena-Nass, Nechako and Central Coast. Other areas of the province demonstrate a likelihood of having near normal temperatures. There is an increased likelihood of higher than normal precipitation for most of the province from March through May. These forecasts

hint at continued snow accumulation into the start of spring, and the possibility of delayed snowmelt.

Approximately 80% of the annual B.C. snow pack has typically accumulated by early March. Snow pack throughout the province is above normal. The combination of a high March 1st snow pack, La Niña conditions that will persist through spring, and seasonal weather forecasts that predict cooler and wetter conditions for the province means an elevated risk for freshet-related flooding. Snow pack is also only one factor related to freshet flood risk. Weather conditions from April through June determine the timing and rate of snow melt, and heavy rainfall events can exacerbate the situation. Flooding is possible in years with normal, or even below-normal, snow pack. Conversely, high snow pack does not typically lead to flooding without significant contributing weather during the snow melt season.

EXISTING POLICY/PRACTICE

The City has a Freshet Preparation Workplan that is regularly updated. Key components in the preparation stage include:

1. Review historical information and update the Freshet Preparation Workplan and High Water Response Plan. The City has an up to date High Water Response plan and Freshet Preparation Workplan;
2. Monitor snowpack information to assess risk (**the City's Engineering Department is actively in contact with the Emergency Management section and closely monitoring the developing risk**);
3. Complete a dike inspection and crest survey to identify potential areas where either permanent or temporary works may be necessary (**scheduled for April, 2021**);
4. Start the process to update contact lists of local suppliers and contractors and potential emergency measures (**the City has over 40,000 burlap sandbags with another 12,000 on standby order**. The City will also be placing orders for various sizes of sandbags in April, 2021);
5. Coordinate with adjacent municipalities to develop joint Workplans where inter-boundary concerns exist;
6. Evaluate new flood protection techniques developed since 2020 that could be used for permanent or temporary mitigation measures;
7. Inspect condition of existing City fast-deployment water dams (Aquadams) and have supplier complete a refresher training for staff (**scheduled for April, 2021**).

The City's freshet monitoring and associated tasks have historically been referenced to the water level at the Mission gauge which is not influenced by tidal effects. Certain tasks of the 2021 Freshet Preparation Plan are activated when the gauge readings reach the levels indicated in the following table:

Tasks / Historical References	Mission Gauge Water Level
CNW Starts Weekly Dyke Patrols	6.0 m
CNW Starts Daily Dyke Patrols	6.5 m
CNW Starts 24hr Continuous Patrol and installs temporary protection measures in certain locations	7.0 m
1948 Flood levels (June 8 th)	7.56 m
1894 Flood Levels	7.92 m
Top of Dykes at Mission Gauge	8.53 m

The Workplan includes additional tasks to be completed later in the spring. In light of the present COVID-19 pandemic and provincial state of emergency, staff will be closely assessing our work plan to ensure that sufficient staff and resources are available to adequately plan for and respond to the annual freshet. Regular updates will be provided to Council as circumstances develop in late-April or early-May.

FINANCIAL IMPLICATIONS

There is no expenditure at this time except the allocation of staff time to monitor the river basin conditions, assess the developing risk, initiate minor preparations and inventory review, and to complete the annual dike inspection. Additional financial resources may be required to implement flood mitigation measures depending on the further development of freshet conditions.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has been limited to coordination with Engineering Operations and the Emergency Management sections. More interaction with other departments such as Police, Fire, Electrical and Finance will be incorporated if the City & the Province activate their respective Emergency Operations Centers.

OPTIONS

The following options are presented for Council's consideration:

1. That Council receive this report for information; or
2. That Council provide alternative direction to staff.

Staff recommends Option 1.

CONCLUSION

The overall snow basin index for the entire Fraser River basin (e.g. upstream of the Lower Mainland) is 115%. Approximately 80% of the annual B.C. snow pack has typically accumulated by early March. Snow pack throughout the province is above normal. The combination of a high March 1st, 2021 snow pack, La Niña conditions that will persist through spring, and seasonal weather forecasts that predict cooler and wetter conditions for the province means an elevated risk for freshet-related flooding. Snow pack is only one factor related to freshet flood risk. Weather conditions from April through June determine the timing and rate of snow melt, and heavy rainfall events can exacerbate the situation.

Staff will continue to monitor the progress of the snowpack and provide an update to Council in April 2021.

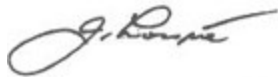
ATTACHMENTS

Attachment 1 - Snow Survey and Water Supply Bulletin – March 1, 2021

This report has been prepared by:
George Otieno, P.Eng., PMP, Infrastructure Engineer

This report was reviewed by:
Eugene Wat, P.Eng., Manager, Infrastructure Planning

Approved for Presentation to Council



Jim Lowrie, P.L.Eng., MBA
Director of Engineering Services



Dean Gibson
for Lisa Spitale
Chief Administrative Officer



Attachment 1
Snow Survey and Water Supply Bulletin
March 1, 2021

Snow Survey and Water Supply Bulletin – March 1st, 2021

The March 1st snow survey is now complete. Data from 139 manual snow courses and 88 automated snow weather stations around the province (collected by the Ministry of Environment Snow Survey Program, BC Hydro and partners), and climate data from Environment and Climate Change Canada (ECCC) and the provincial Climate Related Monitoring Program have been used to form the basis of the following report¹.

Executive Summary

The March 1st, 2021 snow pack throughout British Columbia is above normal. The average of all snow measurements across B.C. increased to 114% (February 1st: 111%). The overall snow basin index for the entire Fraser River basin (e.g. upstream of the Lower Mainland) increased to 115%, from the February 1st index of 111%. Record high snow surveys were measured in the Northwest, and Deadman River in the Lower Thompson. By early March, approximately 80% of the annual B.C. snow pack has typically accumulated. La Niña conditions and seasonal forecasts from ECCC both indicate the likelihood of cooler conditions and possibly greater than normal precipitation over the next couple months. This could lead to continued snow accumulation, delayed snow melt, and thus an increased risk for freshet related flooding. The risk of spring flooding is elevated due to the above normal snowpack across the entire province. However, the timing, magnitude and location of potential flooding will depend upon spring weather conditions.

Weather

Several light to moderate precipitation events affected the province at the beginning of February. Arctic air spread across B.C. during the second week of the month, resulting in very cold and dry conditions. The latter half of February was punctuated by continual storm systems contributing additional mountain snow accumulation across all regions of the province.

After back-to-back months of above normal temperatures across B.C. in December and January, February finally displayed temperature anomalies more indicative of La Niña winter conditions. The province recorded below normal temperatures for February, with most weather stations measuring temperatures between -1.0°C to -4.0°C below normal. Areas in the Interior and North including Chetwynd, Barkerville, and Atlin, recorded temperatures <5.0°C below normal for the month. Precipitation relative to normal varied throughout the province. Regions with below normal precipitation for February include Vancouver Island, South Coast and East Kootenay. Wetter areas of the province relative to normal include the Cariboo, Nechako, Bulkley and Northwest.

The first week of March had a few storm systems affecting the province. The weather forecast for the second week of March shows relatively cool temperatures and a return to active storm systems, particularly for the North Coast.

1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.

Snow Survey and Water Supply Bulletin – March 1st, 2021

Snowpack

Snow basin indices (SBI) for March 1st, 2021 range from a low of 102% of normal on Vancouver Island to a high of 204% in the Northwest (Table 1 and Figure 2). Overall, the province has above normal snow pack for March 1st, 2021, with the average of all snow measurements across B.C. increasing to 114% (February 1st: 111%). Regions with normal to slightly above normal snow pack (100-110%) include the Upper Fraser East, Middle Fraser, South Thompson, East Kootenay, Vancouver Island, and Peace. Above normal snowpack (110-125%) is present in the Nechako, North Thompson, Upper Columbia, West Kootenay, Boundary, Okanagan, Nicola, Similkameen, South Coast, Skagit, Skeena-Nass, Stikine and Liard. Regions with well above normal (>125%) snow pack are the Upper Fraser West, Lower Fraser, Central Coast and Northwest. The overall snow basin index for the entire Fraser River basin (e.g. upstream of the Lower Mainland) increased to 115%, from the February 1st index of 111%. It's important to review the table showing snow amounts at individual sites used to calculate SBI values (in the final pages of this report) to understand the specific conditions for each area.

Table 1 - BC Snow Basin Indices – March 1, 2021

Basin	% of Normal (Feb 1st value)	Basin	% of Normal (Feb 1st value)
Upper Fraser West	127 (109)	Okanagan	120 (111)
Upper Fraser East	108 (103)	Nicola**	119 (NA)
Nechako	117 (118)	Boundary	114 (110)
Middle Fraser	107 (102)	Similkameen	124 (101)
Lower Thompson*	136 (87)	South Coast	116 (126)
Bridge*	95 (99)	Vancouver Island	102 (115)
Chilcotin*	132 (131)	Central Coast	141 (121)
Quesnel*	112 (105)	Skagit	125 (79)
Lower Fraser	129 (124)	Peace	107 (101)
North Thompson	111 (100)	Skeena-Nass	114 (103)
South Thompson	106 (105)	Stikine	111 (106)

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Snow Survey and Water Supply Bulletin – March 1st, 2021

Upper Columbia	114 (113)	Liard	113 (103)
West Kootenay	110 (107)	Northwest	204 (NA)
East Kootenay	106 (101)	Fraser	115 (111)
		British Columbia	114 (111)

*sub-basin of Middle Fraser

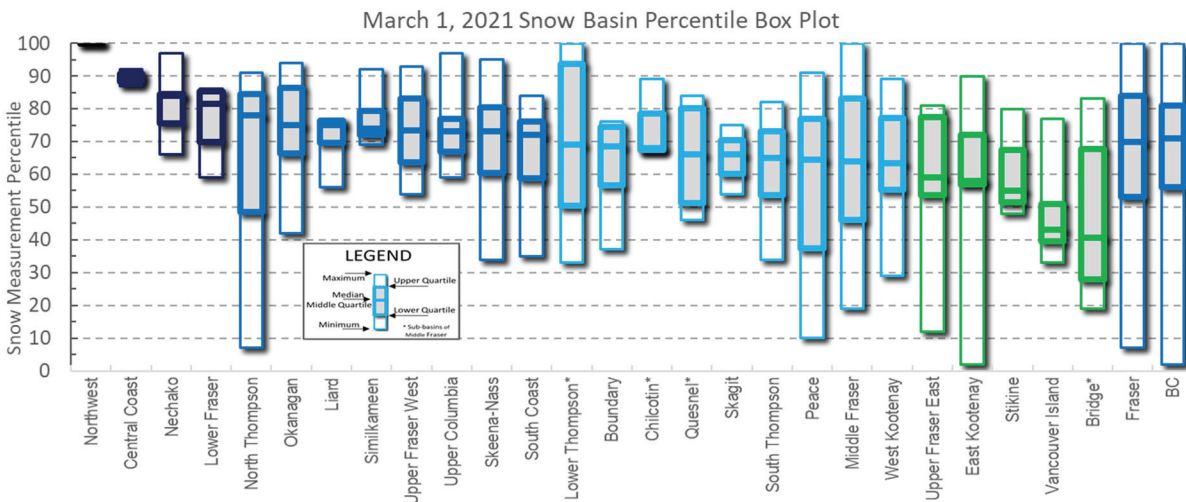
**sub-basin of Lower Thompson – includes representative stations within Okanagan

Three manual snow surveys recorded all-time record high values for March 1st, including:

- 1C32 Deadman River: 250 mm SWE (220% of normal) – period of record 36 years
- 4E01 Log Cabin: 700 mm SWE (198% of normal) – period of record 60 years
- 4E02B Atlin Lake: 207 mm SWE (224% of normal) – period of record 15 years

Percentiles offer a more accurate interpretation of snow pack variability, especially in regions where the percent of normal is extremely high or low. The Central Coast averages the 90th percentile for March 1st snow measurements. This means that historical March 1st values were below current values 90% of the time in the historic record, and snow pack was higher than current values 10% of the time. The region with the highest average percentile is the Northwest (100th percentile) indicating all stations measured record high values. The region with the lowest average percentile is Vancouver Island (48th percentile). A box plot displaying percentile ranges ordered from highest to lowest median, including sub-basins of the Middle Fraser, is provided below in Figure 1.

Figure 1: Snow Basin Percentile Box Plot – March 1st, 2021



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Snow Survey and Water Supply Bulletin – March 1st, 2021

Outlook

La Niña conditions began fall 2020 and continue to present. La Niña occurs when oceanic temperature anomalies along the equatorial Pacific Ocean region are below normal for an extended period. Historically, La Niña conditions create cooler temperatures for British Columbia and wetter weather in the South Coast and Vancouver Island during the winter and early spring months. According to the Climate Prediction Center (CPC), there is a 60% chance of a transition from La Niña to neutral conditions during spring 2021 (April-June).

Due to cooler temperatures during spring months, La Niña conditions often result in continued snow accumulation and delayed snow melt. Analysis by the River Forecast Centre indicates that during historic La Niña years from the past 40 years, the snow pack increases an average of 9 percentage points between March 1st to May 1st across the province. This means that if a basin was at 100% of normal on March 1st, it could measure 109% (on average) by May 1st. Areas in the Southern Interior tend to increase by 10 to 17 percentage points on average. Recent La Niña years have resulted in significant flooding, including 2017, 2012 and 2011.

Seasonal weather forecasts from February 28, 2021 by Environment and Climate Change Canada indicate an increased likelihood of colder than normal temperatures from March through May for northern regions of the province, including the Peace, Liard, Stikine, Skeena-Nass, Nechako and Central Coast. Other areas of the province demonstrate a likelihood of having near normal temperatures. There is an increased likelihood of higher than normal precipitation for most of the province from March through May. These forecasts hint at continued snow accumulation into the start of spring, and the possibility of delayed snowmelt.

Seasonal volume runoff forecasts (see below) are near-normal (90-110%) for the Upper Fraser, Middle Fraser, Thompson, Skeena/Bulkley and Okanagan Lake. Basins with higher than normal seasonal volume runoff forecasts (110-135%) include the Nicola River, Nicola Lake, Kalamalka-Wood Lake, Similkameen and Cowichan Lake. The snowmelt component of seasonal runoff on the South Coast, Lower Fraser, Northwest and Stikine is above normal. Near normal snow pack on Vancouver Island indicates an average year of spring runoff for other watersheds on Vancouver Island.

Approximately 80% of the annual B.C. snow pack has typically accumulated by early March. Snow pack throughout the province is above normal. The combination of a high March 1st snow pack, La Niña conditions that will persist through spring, and seasonal weather forecasts that predict cooler and wetter conditions for the province means an elevated risk for freshet-related flooding. Snow pack is also only one factor related to freshet flood risk. Weather conditions from April through June determine the timing and rate of snow melt, and heavy rainfall events can exacerbate the situation. Flooding is possible in years with

Snow Survey and Water Supply Bulletin – March 1st, 2021

normal, or even below-normal, snow pack. Conversely, high snow pack does not typically lead to flooding without significant contributing weather during the snow melt season.

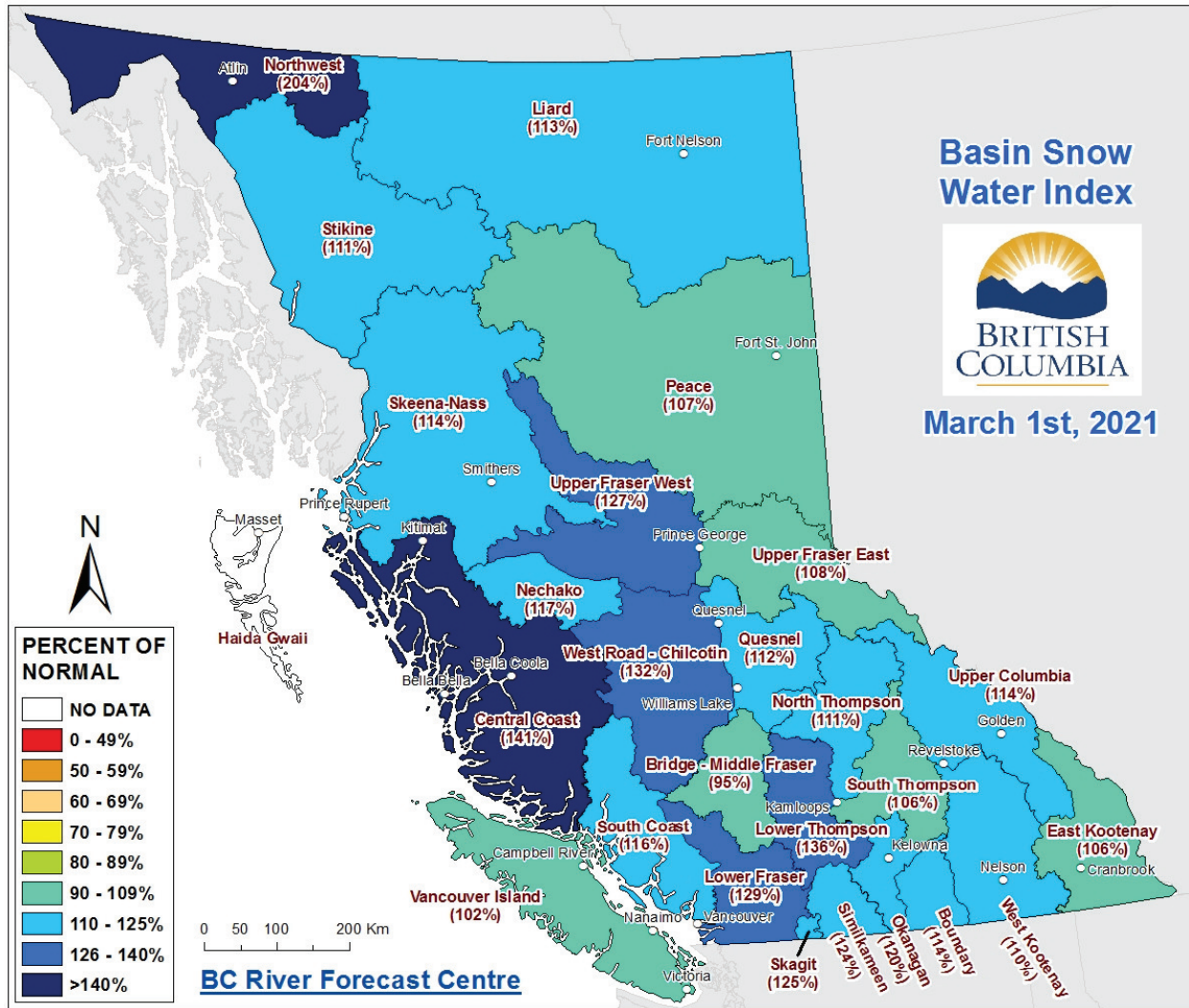
The first week of March had a few storm systems affecting the province. Regions that increased snow pack relative to normal, based on automated snow weather stations, include Vancouver Island, South Coast and Peace. The upcoming forecast for the second week of March shows relatively cool temperatures and a return to active storm systems, particularly for the North Coast.

The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk forecast in the April 1st 2021 bulletin, which is scheduled for release on Friday, April 9th.

BC River Forecast Centre
March 9, 2021

Snow Survey and Water Supply Bulletin – March 1st, 2021

Figure 2: Basin Snow Water Index – March 1st, 2021



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REPORT

Parks & Recreation

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Dean Gibson **File:** 1790677
 Director of Parks and Recreation

Item #: 103/2021

Subject: Hume Park Outdoor Pool – Summer 2021 Status

RECOMMENDATION

THAT this report be received for information.

PURPOSE

Subsequent to information provided during Council's consideration of the City's 2021 operating budget, the purpose of this report is outline the framework that supported recommendation to continue the temporary suspension of operations of the Hume Park Outdoor Pool for the summer of 2021.

BACKGROUND

During the 2021 budget planning process, staff presented to Council a proposed departmental work plan and operating budget that included the continued suspension of operations of the Hume Park Outdoor Pool for the summer of 2021. This information was included in staff reports at the November 23, 2020 Open Budget Workshop (relevant excerpt included in Attachment A). Throughout the 2021 budget planning, staff outlined the impacts of COVID-19 during 2020, and the anticipated ongoing challenges COVID-19 presents for department work plans, ongoing service delivery, and operating budgets for 2021.

Earlier this month staff became aware of a community member initiated on-line petition asking that the decision to close Hume Park Outdoor Pool be revisited (Attachment B). In addition, the City has received written correspondence regarding Hume Park Outdoor Pool (Attachment C).

DISCUSSION

During the course of the 2021 budget preparation process, staff considered several factors that ultimately influenced decisions to continue the suspension of operations at the Hume Park Outdoor Pool for the summer 2021 season. Key areas of consideration included:

- COVID-19 Public Health Orders and Public safety requirements
- Staffing resource considerations
- Capital maintenance projects
- Financial implications
- Additional considerations

COVID-19 Public Health Orders and Public safety requirements

Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.

As part of the safety plan process, a risk assessment must be completed, followed by the implementation of protocols to reduce the risk, develop policies to manage the workplace, develop communication plans & training.

The requirements within the Public Health Orders, and the associated Safety Plans developed for all operations limit how the public and staff may approach and leave facilities, movement inside of facilities, use of congregation spaces (i.e. change rooms), and overall facility capacity.

Based on the current Health Orders, Hume Park Outdoor Pool capacity is limited to 15 participants in the pool area itself (water and pool deck), which is approximately half of the capacity offered at Moody Park Outdoor Pool. In addition to the distancing requirements set out by Public Health for the pool area, there is also a significant constraint within the changeroom areas at Hume Park Outdoor Pool, with a limit of two persons in each changeroom based on the size of these spaces.

When considering how to maximize access to recreation services during 2021, the space constraints and associated use restrictions were considered to be significant limiting factors at Hume Park Outdoor.

Staffing resource considerations

Due to the global pandemic, lifeguard training throughout the region was not able to be offered for more than eight months (March – November 2020) with any limited training was only able to be reintroduced late in the fall of 2020. This has had an impact on both current qualified staffing levels and also the development of future lifeguards that are relied upon to staff the seasonal outdoor pool operations.

Current staff have a requirement to update their certifications on a regular basis. Due to the moratorium on certification opportunities, the regulatory agencies (the Red Cross and the Lifesaving Society) provided a “grace period”, extending staff certifications until December 31, 2020. This grace period is now over, and staff are required to attend recertification clinics on order to qualify to continue lifeguarding. Due to competing demands for space and time in aquatic facilities throughout the region, and specifically at Canada Games Pool, recertification clinics are in limited supply and general less available than in years prior.

With a substantive period of time where there was no training and development of new staff, it is anticipated that the majority of future new lifeguards will complete training in late 2021 and early 2022 as COVID-19 facility operating restrictions begin to ease. This is assuming increased availability of courses, which continues to be limited at this time.

New Westminster has engaged most of our existing aquatic staff and will be in a position to staff both the Canada Games Pool and one outdoor pool this summer. It is not anticipated that there will be adequate staffing resources to staff both outdoor pools for the summer of 2021.

Capital maintenance projects

As the Hume Park Outdoor Pool was not slated to open in 2021, capital maintenance work has been scheduled to commence during the summer months. The 2021 capital projects planned for Hume Park Outdoor Pool include building roofing work. This is work that is optimally suited to be undertaken during periods of warm, dry weather. Electrical upgrade work is also planned for the spring for this facility.

Financial implications

In very general terms, service offerings from the Parks & Recreation department has had to take into account public health requirements for “fewer faces in larger spaces”, which has led to a significant reduction in the number of participants that can be accommodated across all recreation service categories. In turn, the reduction in service delivery combined with a significant reduction in participants has resulted in:

- a) reduced revenue,
- b) increased operating costs to meet PHO requirements, and
- c) increased subsidization of services

An example of increased costs include cleaning products and custodial staffing cleaning needs, concierge services to intake participants and do the required health screening and building occupancy load management, increased sales staff costs to manage advanced drop-in sales, and increased staffing costs to deliver services with lower participant ratios.

As COVID-19 requirements are iterative, and directed by Public Health, during the planning work for the 2021 department operating budget, staff did the best to plan with the information available at the time, which anticipated a continuation of the Health Orders that were in effect late in the fall of 2020. These assumptions continue to be the anticipated framework for operations this summer. Recent updates from the Province have indicated that there will be no substantive changes to Health Orders over the next two months, and

even when there are widespread vaccinations in place, there will be a lag period prior to changes to any Health Orders (i.e. occupancy loads, wearing masks and physical distancing are requirements that will not change immediately).

Additional considerations

Also of note are timeline considerations. Planning and work to open outdoor pools each summer commences in the fall of the prior year to ensure that all contracted work is scheduled and commences in the early spring. This includes maintenance, safety inspections, staff training and the associated setup and preparation for the outdoor pools each season. As the 2021 City operating budget has not accounted for the operation of Hume Park Outdoor pool this year, the preparatory work for Hume Pool has not commenced.

Summer 2021 Alternatives

Due to the current COVID-19 restrictions, the Summer Playground Leader program has been reimagined, introducing activities that will adhere to Public Health Orders as part of “The Rest of New West” program that will take place in the Sapperton neighbourhood and throughout the City between June and September.

- Play The Parks (virtual concerts)
- RainWorks (images only visible when it rains)
- Augmented Reality
- Nature Art
- Then & Now Scavenger Hunt

Details and promotion for the reimagined Summer Playground Leader program will be advertised through the Parks & Recreation website and related marketing materials.

Registered programming such as summer daycamps will operate at a number of locations across New Westminster, located in parks (including lower Hume Park) similar to how they were offered last summer.

The sprayparks are anticipated to operate 10am-7pm, starting on Victoria Day weekend and operating until Labour Day including the recently upgraded Sapperton spray park and playground (2017). Staff will monitor the weather conditions and will activate earlier or continue to operate longer as weather permits. Grimston Park wading pool will also be open this summer.

It is anticipated that Hume Park Outdoor Pool will return to normal operations in the summer of 2022 assuming the severity of the COVID-19 pandemic will have passed.

FINANCIAL IMPLICATIONS

The minimum net operating budget requirements for Hume Park Outdoor Pool under the current Health Orders is anticipated to be in the order of \$220,000 for the typical 10 week operating season. This funding has not been included as part of the 2021 Parks & Recreation department operating budget.

The capital work has been planned for and identified in the City's five year capital plan.

OPTIONS

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

Option 1 – Receive this report for information.

Option 2 – Provide staff with further direction.

Staff recommend Option #1

ATTACHMENTS

Attachment A – Excerpt from the Parks & Recreation 2021 budget and workplan (as presented from Appendix "T" from the *2021 Proposed Operating Budget - Update on 2020 Activities and Proposed 2021 Workplans Council Report* at the Special Regular Meeting of Council in Open Workshop Session on November 23, 2020.

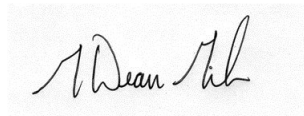
Attachment B – Petition to keep Hume Park Outdoor Pool open.

Attachment C – Correspondence received from the community regarding Hume Park Outdoor Pool closure.

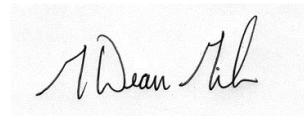
This report has been prepared by Steve Kellock, Senior Manager, Recreation.

This report has been reviewed by Dustin Ray-Wilks, Manager, Aquatics, and Tobi May, Manager, Civic Buildings and Properties.

Approved for Presentation to Council



Dean Gibson
Director of Parks and Recreation



Dean Gibson
On behalf of Lisa Spitale,
Chief Administrative Officer

Attachment 'A'

*Excerpt from the Parks & Recreation 2021 budget and
workplan (presented as Appendix "I" from the 2021
Proposed Operating Budget - Update on 2020 Activities
and Proposed 2021 Workplans Council Report at the
Special Regular Meeting of Council in Open Workshop
Session on November 23, 2020.*

RECREATION PROGRAMS AND SERVICES DIVISION		See Enhancement
Core Services	Description	
Recreation Services	<ul style="list-style-type: none"> • Programs and services will continue in a similar fashion to Q4 2020 for the duration of the pandemic; service levels are 25-50% of pre-pandemic levels. Planning for 2021 assumes this continues throughout the year, with the possibility of increased service level opportunities in Q4. • <i>Community Recreation</i> – reduced class sizes to ensure social distancing is maintained, outdoor focus for summer, and modified programming where COVID Safety Plan requires (i.e. food limited to individually packaged, take away format). • <i>Fitness</i> – all fitness offerings have a significantly reduced capacity to allow for social distancing. This is expected to continue through 2021, with a pre-registered model in place for any of the traditionally drop-in services to ensure capacity, distancing, and other COVID protocols are maintained. • <i>Arenas</i> – public skate and skate lessons, programming with a focus on skill development and drills. Game play will be one of the last things to return for all sport, including sports at the arenas. • <i>Aquatics</i> – swim lessons to be reintroduced in 2021 with parent participation for younger participants and introductory levels. Lane swimming, Aquafit, and lane rentals to continue similar to Q4 2020. Moody Park Outdoor Pool will open for the summer, Hume Park Outdoor Pool will remain closed. • <i>Seniors & Youth Services</i> – social programming is provided on a pre-registered basis, with “social pods” created to allow for social distancing. The lunch program will continue as a takeout service, and engagement and outreach will continue virtually. 	* (multiple)
Special Events	<ul style="list-style-type: none"> • Prioritizing Canada Day, Remembrance Day, and Holiday Lighting. These events were reimagined in a virtual format for 2020 and the lessons learned will inform the events for 2021, which will continue to be presented virtually. 	
Rentals	<ul style="list-style-type: none"> • Rental of recreation spaces are anticipated to operate at approximately 50% of the capacity pre-pandemic. This is primarily due to the requirements of the PHO Orders, and the limitations for sports groups as outlined by Provincial Sport Sectoral Guidelines. Planning for 2021 has factored in the resources required to ensure enhanced COVID protocols are maintained. 	
Concessions and Food Services	<ul style="list-style-type: none"> • Scaled back seasonal operations that focus on Westminster Pier Park, Queen’s Park, and City Hall (year round). 	
Council Strategic Priorities	Description	
New Westminster Aquatic & Community Centre (NWACC) <i>Strategic Priority – Facilities, Infrastructure and Public Realm</i>	<ul style="list-style-type: none"> • The replacement of Canada Games Pool and Centennial Community Centre (2021 Capital project) is proposed to move to the construction phase early in 2021 with an anticipated completion in 2023. Staff from Parks & Recreation play key roles to support this project, with the Senior Manager, Recreation co-leading the project which includes facilitating project meetings with support from a team of consultants and regularly preparing updates for Council and the community. The managers at Centennial Community Centre and Canada Games Pool are integral in the detailed planning work, with additional staff 	*

2021 Workplan and Proposed Operating Budget - *Parks and Recreation Department*

	<p>participating from these two sites as required to continue planning for the programmatic and systems requirements for the project.</p> <ul style="list-style-type: none"> • Naming the future facility is another key piece of work that is anticipated to be substantially completed in 2021. 	
<p>Facility Renewal Projects</p> <p><i>Strategic Priority – Facilities, Infrastructure and Public Realm</i></p>	<ul style="list-style-type: none"> • Moody Park Arena Ice Plant replacement project is an ongoing project that will be completed in 2021. This project reduces the overall ammonia used as refrigerant, increasing the public safety while addressing end-of-life equipment. 2020 capital budget project. • Recreation staff provide the oversight for this project, working directly with the consultants and the contractor. The Maintenance Supervisor at Moody Park Arena is the chief plant engineer, responsible for the day-to-day plant operations, and also for ensuring that the project delivers on the City’s desired objectives, including timeline. 	
COVID Response	Description	
New Normal Staff Committee (NNSC)	<ul style="list-style-type: none"> • Staff from Parks & Recreation department continue to co-lead and participate and support the recommendations from the NNSC. The committee meets frequently in response to City practice and policies as they relate to current PHO Orders. For example, the NNSC recently met in response to the November PHO announcement to review implications on the City’s mask policy, COVID-19 self-screening practice for all city employees and City indoor sport/gym/ fitness closures. 	
Seniors & Persons with Disabilities Task Force	<ul style="list-style-type: none"> • Provision of the Friendly Support Program throughout the course of the pandemic. • The Friendly Support Program provides social contact and support for isolated and vulnerable seniors and persons with disabilities by matching them with volunteers who make regular social and wellness calls. The volunteers may also provide individuals with information about resources available to them as well as identify the emerging needs of this population. 	*
Childcare Task Force	<ul style="list-style-type: none"> • Provision of support to local childcare operators through identification of support needs and ongoing communication, support childcare needs of essential workers, and to provide information for City staff regarding available childcare services. This task force maintains a website to deliver on this mandate. Networking support for childcare operators and stakeholders will continue to be a focus for 2021. 	
Challenges or constraints relative to the above	Description	
Evolving nature of Pandemic	<ul style="list-style-type: none"> • PHO Orders issued that may change the nature of service delivery in terms of the variety and depth of department programs; cost of service delivery; and participation rates and revenue generation potential. • Scaling back to Phase 2 or Phase 1 of the Provincial Restart Plan; there is significant work that has occurred to develop plans and documents that inform what these scenarios would look like (Operational Response & Business Continuity Plans). • Operations that will continue to be suspended or reduced due to COVID in 2021 include: <ul style="list-style-type: none"> • Hume Park Outdoor Pool will remain closed; • Concession services will be limited to Westminster Pier Park and Queen’s Park • Special Events will be scaled back with a virtual focus; • Childminding will not be offered; 	

	<ul style="list-style-type: none"> • Discovery Playtime will not be offered at Connaught; • Active Living Guide will continue to be produced digitally; • Active passes continue to be suspended; and • Banquet bookings are not available. <p>• Changes include some reduced operating hours i.e. Canada Games Pool will be adjusting operating hours in 2021 to focus on the peak uses of the facility on weekdays (6am-1:30pm, 4:15-8:30pm) and earlier closures on weekends (8am-6pm), Century House will close evenings and weekends.</p>	
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Proposed Staff and Service Enhancements Summary (also see listing of itemized enhancement requests in accompanying November 23, 2020 Finance Department report)

Recreation Services Management & Supervision Restructure

(see Service Enhancement Listing – General Fund, Reference # 48)

Subsequent to an internal review process involving both exempt and bargaining unit staff, it has been determined that revision to the staffing structure of the Recreation Services Division are warranted. The impetus for this work has been largely driven by the planning for new and renewed facilities that deliver on Council’s Strategic Priorities (NWACC and Sportsplex) that will increase the number of programs and services offered to the community, a shift towards a functional program service delivery approach, and approaching retirements of key positions in Recreation Services. Proposed for 2021 is the reduction of management positions through attrition, allowing for the introduction of new bargaining unit supervisory roles. This change increases the overall capacity of the recreation services team while accounting for both the required supervision and leadership functions and allows for a response to increasing immediate operational demands to prepare for the opening of the NWACC.

The enhancement associated with this request is required to deliver on the implementation of NWACC. The associated enhancement will facilitate aspects of work through City staff not included in consultant’s scope related to developing specifications, procuring and facilitating the installation of all the FF&E (furniture, fixtures, and finishing) associated with NWACC, and will also support a variety of aspects of work required to bring the new facilities online (e.g. developing new work policies and procedures, staff training and orientation, etc.). The supervisory restructure realigns resources to ensure appropriate staffing is in place for the new facilities (NWACC and Sportsplex) on an ongoing basis.

Attachment 'B'

Petition to keep Hume Park Outdoor Pool open

Petition details Comments Updates



KEEP HUME PARK POOL OPEN THIS SUMMER





315 have signed. Let's get to 500!

Guilhemine Milburn signed this petition

Guilhemine Milburn started this petition to CITY OF NEW WESTMINSTER and 1 other

The City of New Westminster decided to close Hume Park Pool again this summer. While the resident understood last year that the closure was necessary to prevent COVID, there is no reason to not open it this year as Canada Games pool already re-opened.

This pool provides swimming lessons, entertainment, a chance for the kids to be physically active, an opportunity for parents to relax with their children, a chance for children to get out and play!

Hume Park Pool is the ONLY walking distance activity in Sapperton. We have no library, no skatepark, no artificial turf, nothing but this pool. It is the highlight of the year for all the resident of this area.

The children have the right to learn how to swim and to play within walking distance of their home. In a society that encourage physical activity, the idea to be environmentally conscientious, and mental health we don't understand why the City is even considering closing this facility that offer so much to our community and children.

For our children sake, please keep it open.

Start a petition of your own

Start a petition of your own

This petition starter stood up and took action. Will you do the same?

Start a petition

Updates

Please share this petition!

Let's have a pool for our kids this summer!

Please share this petition!

Let's have a pool for our kids this summer!

Guilhemine Milburn

[1 week ago](#)

1 week ago

Guilhemine Milburn started this petition

Reasons for signing

Lauren Brain · 15 hours ago

The City should be preparing to adapt to the ever changing situation created by Covid 19.

Telling it's residents that the pool cannot be maintained prior to July is nonsense, as we've seen it done year after year, without impacting ... [Read more](#)

Q
Report

steve mah · 5 days ago

Pools encourage community fitness

Q
Report

View all reasons for signing

Report a policy violation

Complete your signature

First name

Last name

Email

New Westminster, V3L
Canada

Display my name and comment on this petition

Sign this petition

By signing, you accept Change.org's [Terms of Service](#) and [Privacy Policy](#), and agree to receive occasional emails about campaigns on Change.org. You can unsubscribe at any time.

Today: Guilhemine is counting on you

Guilhemine Milburn needs your help with “**KEEP HUME PARK POOL OPEN THIS SUMMER**”. Join Guilhemine and 331 supporters today.

Sign this petition

Sign this petition

Petitions promoted by other Change.org users

Promoted by 11 supporters

Petition to Save/Keep Graeber Ave Public Road Allowance Access to Lak... [Read more](#)

[Sign the petition](#)

Promoted by 28 supporters

Stop the city from tearing down the bike jumps in Little river corridor Park ... [Read more](#)

[Sign the petition](#)

Attachment 'C'

*Correspondence received from the community
regarding Hume Park Outdoor Pool closure.*

From: [Steve Kellock](#)
To: [Gillian Day](#)
Subject: FW: Hume Park Pool
Date: Monday, March 22, 2021 08:27:37

FYI

Steve Kellock | Senior Manager, Recreation

-----Original Message-----

From: Steve Kellock
Sent: Monday, March 22, 2021 8:27 AM
To: Personal Information Removed
Subject: RE: Hume Park Pool

Good morning Ms. Carlson, thank you for your e-mail regarding the Hume Park Outdoor Pool and summer 2021 operations. The Parks and Recreation Department recognizes that this is an important amenity to the community and specifically for many in the Sapperton neighbourhood.

At the March 29, 2021 Regular Meeting of City Council, staff will be providing a report on the matter of the operations at Hume Park Outdoor Pool for coming summer. This report will include as an attachment, copies of all written correspondence received by the City on this issue. Your email will be included in this attachment. Open reports to City Council are posted on the City's website.

Prior to posting, your personal information (email address and phone number) will be redacted. Pending City Council's consideration of the staff report, further information will be made publicly available.

Sincerely,

Steve Kellock | Senior Manager, Recreation T 604.527.4629 | C 778.773.0313 | E skellock@newwestcity.ca City of New Westminster | Parks & Recreation newwestcity.ca/rec | @newwestrec

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-----Original Message-----

From: External-Clerks
Sent: Thursday, March 18, 2021 3:35 PM
To: Personal Information Removed
Subject: RE: Hume Park Pool

Good afternoon,

I am writing to confirm receipt of your email. It has been forwarded to Parks and Recreation.

Yours truly,

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

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

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-----Original Message-----

Personal Information Removed
From:
Sent: Thursday, March 18, 2021 2:19 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: Hume Park Pool

Hello,

I am a resident in New Westminster. We love going to both the Hume park and Moody park pools.

I am so sad that the City is not going to open Hume Park Pool this summer. I know it is difficult to justify financially as you can't allow many people in there during Covid.

However, this kind of safe, accessible and locally available recreation during the summer months is essential. Especially when holidays and other public swimming spots are busy and difficult to get to. Some people don't have cars!

Hume Park pool provides an alternative and additional Option to Moody park pool, and is located in a park where families can safely recreate.

Please reconsider !

Chelsea Carlson
Personal Information Removed

Chelsea Carlson
Personal Information Removed

From: [Steve Kellock](#)
To: [Gillian Day](#)
Subject: FW: Hume Park Pool
Date: Monday, March 22, 2021 08:27:46
Attachments: [image002.gif](#)
[image003.jpg](#)
[image004.png](#)

FYI

Steve Kellock | Senior Manager, Recreation

From: Steve Kellock
Sent: Monday, March 22, 2021 8:24 AM
To: Personal Information Removed
Subject: RE: Hume Park Pool

Good morning Ms. Fruhm, thank you for your e-mail regarding the Hume Park Outdoor Pool and summer 2021 operations. The Parks and Recreation Department recognizes that this is an important amenity to the community and specifically for many in the Sapperton neighbourhood.

At the March 29, 2021 Regular Meeting of City Council, staff will be providing a report on the matter of the operations at Hume Park Outdoor Pool for coming summer. This report will include as an attachment, copies of all written correspondence received by the City on this issue. Your email will be included in this attachment. Open reports to City Council are posted on the City's website.

Prior to posting, your personal information (email address and phone number) will be redacted. Pending City Council's consideration of the staff report, further information will be made publicly available.

Sincerely,

Steve Kellock | Senior Manager, Recreation
T 604.527.4629 | C 778.773.0313 | E skellock@newwestcity.ca

City of New Westminster | Parks & Recreation
newwestcity.ca/rec | @newwestrec

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From: External-Clerks
Sent: Thursday, March 18, 2021 3:36 PM
To: Personal Information Removed
Subject: RE: Hume Park Pool

Good afternoon,

I am writing to confirm receipt of your email. It has been forwarded to Parks and Recreation.

Yours truly,

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

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

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From: Personal Information Removed
Sent: Thursday, March 18, 2021 3:02 PM
To: External-Clerks <Clerks@newwestcity.ca>
Subject: Hume Park Pool

Good Afternoon,

I have just been informed that the City of New Westminster is not planning to open up Hume Park Pool this summer.

Kids need things to look forward to especially after the year we have just had and they also need to have something to do throughout the summer.

I strongly recommend you revisit your decision to close Hume Park Pool and open it for the kids and families of New Westminster.

Thank you,
Rebecca Fruhm

Visit our website www.lignum.com / Veuillez visiter notre site web www.lignum.com

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From: [Steve Kellock](#)
To: Personal Information
Subject: FW: Please reconsider opening Hume Park Pool...once again
Date: Monday, March 22, 2021 13:42:54
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good afternoon Ms. Jeffrey thank you for your e-mail regarding the Hume Park Outdoor Pool and summer 2021 operations. The Parks and Recreation Department recognizes that this is an important amenity to the community and specifically for many in the Sapperton neighbourhood.

At the March 29 2021 Regular Meeting of City Council staff will be providing a report on the matter of the operations at Hume Park Outdoor Pool for coming summer. This report will include as an attachment copies of all written correspondence received by the City on this issue. Your email will be included in this attachment. Open reports to City Council are posted on the City's website.

Prior to posting your personal information (email address and phone number) will be redacted. Pending City Council's consideration of the staff report further information will be made publicly available.

Sincerely

Steve Kellock | Senior Manager, Recreation
T 604.527.4629 | C 778.773.0319 | E skellock@newwestcity.ca
City of New Westminster | Parks & Recreation
newwestcity.ca/par | [@newwestcity](https://www.newwestcity.ca)

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From: External-Clerks
Sent: Friday, March 19, 2021 8:53 AM
To: 'Erin Jeffery'
Subject: RE: Please reconsider opening Hume Park Pool...once again.

Good morning

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

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

Yours truly

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

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

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From: Personal Information Removed
Sent: Thursday, March 18, 2021 5:50 PM
To: External-Clerks <clerks@newwestcity.ca>
Subject: Please reconsider opening Hume Park Pool...once again.

Dear Mayor and Council and City Staff,

Well I didn't think I'd actually have to write this email again. But I am. I thought I'd simply forward my last email with all the thoughtful responses I got from City Council and the Mayor

This is a part of town that is greatly underserved by city amenities. We have dealt with street closures, construction and now once again no pool. We are being asked to travel to the west side of New Westminster to access the pool and outdoor amenities. Transportation costs are being placed on us again. While some of us have the funds and easy access to transportation, many of the residents in the area do not. Large families in apartments and multifamily dwellings are being asked to go across town in the heat of the summer when the amenities they are accessing should be in their backyard. We are being asked YET AGAIN to just be okay with waiting to have recreation services to our part of town.

I understand work needs to be done on the pool. Is there a reason the work wasn't done in the off season or frankly, when the pool was closed last year during the favourable weather that Steve Kellock was quoted saying was needed to do the work? We watched work being done last year in the spring to no avail.

This is without a doubt one of the busiest if not busiest parks in New West. Perhaps it should be treated that way.

Thank you
Erin

Nadine Nakagawa <nadinenakagawa@me.com>

Sun, Jul 19, 2020, 12:12 PM

to me



Hi Erin,

Thanks for taking the time to write about Hume Park pool and my apologies for the slow response (does time have any meaning anymore?). I appreciate hearing about amenities that the community values which is a refreshing change. Unfortunately, as you know, the city is having budget and staffing difficulties with our trajectory being totally thrown off course. One of the biggest barriers we're facing is having staff able to focus on re-starting our parks and rec services. Now that the Moody Park Pool is up and running, we may have some reflections on the amount of staff time and resources that effort took and I'll check in to see where we're at, but unfortunately I do suspect that we simply don't have the people power to get the Hume Park pool up and running this year which I'm sure is a huge disappointment to the entire east side neighbourhood.

Thanks for taking the time to write and share how much your family values the pool. It's super important that council hears from folks about where they want to see us focus.

Hope you're having a great (but hot and sweaty without a pool!) summer with your family.

Best,
Nadine

Nadine Nakagawa
Councillor
City of New Westminster
she/her/hers

I acknowledge the unceded territory of the Qayqayt, Katzie, Tsleil-Waututh, Skwxwú7mesh Úxwumixw, S ólh Téméxw, Kwantlen, Stz uminus First Nations for whom this land has been a gathering place.

----- Forwarded message -----

From: Jonathan Cote <jcote@newwestcity.ca>
Date: Thu, Jun 25, 2020 at 12:06 PM
Subject: RE: Please reconsider opening Hume Park Pool
To: Personal Information Removed
Cc: Dean Gibson <djgibson@newwestcity.ca>

Hi Erin

Thank you for your email regarding Hume Park Pool. Due to the Covid-19 crisis and the financial impact the city put a pause on many of our capital projects that we were working on. Unfortunately the Hume Park Pool needed more significant capital work this year to re-open this summer. Given the time needed to complete this capital work the city needed to decide in April about this summer with Hume Park Pool. Given the uncertainty that existed at that time the decision was made not to proceed with the capital work that was needed. We know the limitation of community amenities have been tough on the community and we are working hard to bring back these services in a safe and responsible manner.

Regards

Jonathan Cote

From: Gillian Day <gday@newwestcity.ca>

Sent: Wednesday, June 24, 2020 11:54 AM

To: Jonathan Cote <jcote@newwestcity.ca>; Lisa Spitale <LSPITALI@newwestcity.ca>; Dean Gibson <dgibson@newwestcity.ca>; Chinu Das <cdas@newwestcity.ca>; Chuck Puchmayr <cpuchma_r@newwestcity.ca>; Chuck Puchmayr (Shaw) <cpuchmayr@shaw.ca>; Jaimie McEvoy <jmcevoy@newwestcity.ca>; Jaimie McEvoy (2) <jaimiemcevoy@yahoo.ca>; Mary Trentadue <mtrentadue@newwestcity.ca>; Nadine Nakagawa <nnakagawa@newwestcity.ca>; Patrick Johnstone <pjohnstone@newwestcity.ca>

Cc: Jacqueline Killawee <killawee@newwestcity.ca>; Sophie Schreder <sschreder@newwestcity.ca>; Angela Danielisz <adanielisz@newwestcity.ca>; Steve Kellock <skellock@newwestcity.ca>

Subject: FW: Please reconsider opening Hume Park Pool

Forwarded for information.

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

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

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From: External-Clerks

Sent: Wednesday, June 24, 2020 11:52 AM

To: Personal Information Removed

Subject: RE: Please reconsider opening Hume Park Pool

Good morning,

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

Yours truly,

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

 City of New Westminster | Legislative Services
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From: Personal Information Removed

Sent: Wednesday, June 24, 2020 9:46 AM

To: External-Clerks <Clerks@newwestcity.ca>

Subject: Please reconsider opening Hume Park Pool

Dear Mayor and Council and fabulous recreation staff,

I can't imagine the stress you all must be under right now, adapting and changing and moving money around. Being aware of your citizens needs.

So as a citizen and somewhat engaged community member, I'm putting in a plea that you reconsider the decision to not open Hume Park Pool.

As a resident of Massey Victory Heights (or Sapperton, or Brunette Creek depending on the map on your wall) Hume Park pool is the highlight of our summer. It is our outdoor recreation space...and now that so many things are cancelled this summer, that little oasis was our saving grace. Evenings at the pool, snacking on delicacies from local restaurants, saying hi to our neighbours and getting our splash on made our summer bright.

We on the east side of the city may not have all the amenities (actually, we don't have them at all). Our parks don't get the attention that Moody, Pier and Queen's Park do. We don't get the programming. We don't get the fancy concessions. But we do have our pool.

And now we don't have that.

We've spent the last few months watching the pool be taken care of and resurfaced. Hope in our hearts that we can sneak a little bit of normal back into our lives. An outdoor swimming pool that is chlorinated and can keep us distant but together.

But no pool.

To be clear, I'm not asking that Moody be closed and Hume be opened instead. I think we can have both.

I know the city is bleeding money right now and you are looking at ways to cut costs...community centres are closed, classes aren't running, deferrals are occurring on taxes and power etc.

I think there are options for opening the pool that could positively affect our East side New West community and even help pay for the opening. And here they are!

1. Hume Park pool be opened...but changerooms are closed. People must show up in their swim gear
2. Pool is pay per use on the weekends. We don't pay for it now. We would be more than happy to pay for it. And for those families that can't afford to...there is an option (see below)
3. A tiered rec card system be implemented using the current active pass system. Low income residents pay less (or are free), the remaining New Westminster residents pay the current rate (and also pay on the weekends) non New West residents pay more. Hume Park is a regional draw as it is such a fantastic park. Lets celebrate that for New West residents and get the other communities to pay for using our space.
4. Reallocate funds from playground supervisors (I'm assuming these programs will be dropped or adapted heavily), extra park staff, planned improvements to Pier Park and other Downtown amenities (frankly, we don't get much love lets be honest), and new tree plantings.

This pool is such a highlight of the summer of so many people in the Sapperton and MVH area. It's walkable, we see our neighbours, and we get to enjoy an incredible New West space. We're underserved as a neighbourhood. This is our THING. Summer is OUR TIME in the East Side New West area in the best park New West has to offer! Please consider reopening the little pool that could!

Thank you
Erin Jeffery
Personal Inform



REPORT

Office of the Mayor

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Denise Tambellini,
Manager of Intergovernmental and
Community Relations **File:** 05.1035.10

Item #: 108/2021

Subject: **Mass COVID-19 Vaccination Implementation in New Westminister 2021**

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

This report will outline the mass COVID-19 vaccination roll out being implemented by Fraser Health Authority (FHA) in New Westminister.

SUMMARY

Staff have been working with FHA to develop a mass COVID-19 vaccination plan for the City of New Westminister. This report summarizes the Provincial plan for the roll out of vaccines and the role of the City of New Westminister.

BACKGROUND

So far in B.C. 470,340 people have received vaccine – or roughly 11 per cent of the 4.3 million British Columbians aged 18 and older. The Mayor’s Office, in collaboration with Parks and Recreation and Anvil Centre staff, have been working with Fraser Health Authority to develop the COVID-19 Vaccination plan summarized in this report. On January 22, 2021, Premier Horgan, the Minister of Health and the Provincial Public Health

Officer announced BC's strategy to roll-out the largest immunization program in the province's history. The highlights can be found at the following link:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-vaccine/bcs-plan-for-vaccine-distribution>

Partnerships for Vaccination Implementation

This is the largest mass vaccination in the Province's history. In order to roll out the plan, the Province must work with partners including local governments, non-profit groups and the private sector to support the plan. Premier Hogan has sent a call out to all municipal governments to take a leadership role in vaccinating our community.

Timeline for Vaccinations

Implementation will follow four phases (and based on availability of vaccines):



Immunization clinics that will be used in Phase 3 and 4 are being organized in 172 communities across BC and overseen by regional health authorities. The focus at first is to protect those most vulnerable to severe illness. This is happening from now until the end of March as vaccines are being delivered regularly throughout the province of B.C. All information and schedules for British Columbia and New Westminster can be found on the BC Centre for Disease Control (bccdc.ca) and Fraser Health's website (www.fraserhealth.ca).

Registration for Vaccinations

There are various ways to access information. These include the radio, BCCDC Website, social media outlets, doctor's offices and through your public health office. All information is available on the Fraser Health website Fraserhealth.ca/vaccinebooking and bookings can be made online or through the Fraser Health COVID-19 Immunization Booking phone line at [1-855-755-2455](tel:1-855-755-2455).

Currently, Fraser Health Authority has accelerated their booking schedules. People will be invited to book based on the age they are turning in 2021 (e.g. if members of the public are turning 90 sometime this year, they will be invited to book with the 90 and older group, and so on.) Fraser Health is currently booking for first dose vaccine appointments, and are only available for Fraser Health* residents aged 75 and older, and Indigenous (First Nations, Métis, Inuit) individuals aged 55 years and older and Indigenous Elders at this time.

If the public has medical questions about the vaccine, please speak with your family physician, nurse practitioner or call [Fraser Health's Virtual Care](#) team at 1-800-314-0999 from 10 a.m. to 10 p.m. seven days a week, or call 8-1-1 outside of those hours.

DISCUSSION

Staff have worked with various stakeholders across the City to assess appropriate vaccination sites. Fraser Health Authority (FHA) has identified the following sites for COVID-19 vaccinations in the City of New Westminster. All sites are accessed by appointment only.

New Westminster Vaccination sites:

Location	Area	Address	Dates of Operation	Begin Operation	End Operations
Century House	Moody Park – Senior Centre	620 Eighth Street	Tuesday and Thursdays 10:00 am to 6:00 pm	March 16	April 8*
Anvil Centre	Downtown	777 Columbia Street	Seven days per week 7:30 am to 9:30 pm	April 8	November 30, 2021
Douglas College	Uptown	700 Royal Avenue	By appointment	March 15	Until required

*Extension of dates possible

The Role of the City of New Westminster

As this is the first mass vaccination in the Province, FHA needs support from the City and other stakeholders to meet the needs of our community. The City of New Westminster is resourceful and the role of the City, and its partners, is vital to the smooth implementation of this plan, especially in areas that may be unexpected. The City will assist with the following roles to meet the vaccination needs of our community:

- Assistance in identifying venues for the vaccine implementation plan for the City;
- Use of City facilities including subsidizing costs;
- Assistance with site requirements including:
 - Volunteers to assist with wayfinding and customer service
 - Staff support with individual facility plans
 - Marketing assistance including directions and signage
 - Parking plans and public directions
- Project management to coordinate resources required by the City;

- Assistance with vulnerable populations requiring transportation to vaccinations and additional emergency medical assistance; and
- Marketing and information sharing with the community.

Livestream Conversation Virtual Discussion with Fraser Health Authority

To help the local community understand the current information regarding the COVID-19 response of the City, vaccines and plans for immunization, Mayor and Council will be hosting a livestream conversations with senior medical and management staff and from Fraser Health Authority on Thursday April 8 beginning at 6:30 pm to answer questions and share information. Dr. Ingrid Tyler, Executive Medical Director and Sharat Chandra Chief Project Officer and Executive Director from Fraser Health Authority will be available to answer questions.

The public can send in questions to NWMatters@newwestcity.ca and tune in on the City's Facebook site. A condensed version will also be available on the City of New Westminster's website and through social media channels.

FINANCIAL IMPLICATIONS

The intention of the City is to ensure all residents who want vaccinations get vaccinated. The City will support the smooth operation of the mass COVID-19 vaccination by FHA in New Westminster. As we know this is important to the health of our community, assistance has been offered to FHA with implementation, where required.

The City is providing in-kind support for the community vaccination clinics. Funding provided by FHA to assist in offsetting some of cost associated with the use of local facilities is being provided on an equitable basis across all cities in the Province.

INTERDEPARTMENTAL LIAISON

Staff from the Parks and Recreation Department and Office of the CAO (Anvil Centre) have supported the Mayor's office in identifying potential vaccination sites and facilitating access to community facilities for the public vaccination program.

OPTIONS

1. Council accept this report for information
2. Provide other direction to staff.

Option #1 is recommended.

CONCLUSION

Staff have been working with FHA to develop a mass COVID-19 vaccination for the City of New Westminster. This report summarizes the Provincial plan for the roll out of vaccines, the vaccination sites in New Westminster and the role of the City of New Westminster in the implementation.

This report has been prepared by:

Denise A. Tambellini, Intergovernmental and Community Relations Manager

This report has been reviewed by:

Blair Fryer, Economic Development and Communications Manager

Vali Marling, General Manager Anvil Centre

Tim Armstrong, Fire Chief

Dave Jansen, Police Chief

Approved for Presentation to Council



Denise Tambellini
Manager, Intergovernmental &
Community Relations

Dean Gibson
On behalf of Lisa Spitale
Chief Administrative Officer



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

March 11, 2021

Mayor Jonathan X. Coté
 City of New Westminster
 511 Royal Avenue
 New Westminster, BC V3L 1H9

Dear Mayor Coté,

Re: Status of E-Comm Board Governance, Diversity and Representation

I write in response to your letter to me of February 25, 2021. Let me begin by acknowledging your appreciation of my service on the E-Comm Board – it is my pleasure to do so. Please know that I consider myself a representative on the E-Comm Board of all members of the nominating group of New Westminster, Coquitlam, Port Coquitlam, Port Moody, Burnaby, and Belcarra. Indeed, as I have come to learn from my orientation to E-Comm, my fiduciary duty as a director of E-Comm is one which is owed to all shareholders of E-Comm, not only those in the group which has nominated me.

I wish to respond to the comments and requests made in your letter as follows.

I am aware that you have also written to our Vice President, Legal & Governance, Sandra MacKay, requesting an update on E-Comm's progress on its strategic initiative to update its governance structure to better serve its stakeholders' interests and improve its functioning. I have asked Ms. MacKay to provide me with a copy of that update so that I can reference it here rather than repeat elements of it, and it is attached. I will comment on that work from my point of view as a Director further below.

Your letter requests that E-Comm create a policy to support diversity and inclusion. E-Comm's Board did adopt such a policy in 2018 – I attach a copy of that policy. From it you will see that E-Comm shares your stated goals of having a Board which is comprised of individuals with diversity not only of skill set and aptitudes but also of background, experience, gender, age and ethnicity. E-Comm's stated goal is to have a Board which reflects the diversity of the community which it serves. I think you will see that the goals which you share in your letter to me are very consistent with those set out in E-Comm's policy.

There exists however a real challenge in the ability of the E-Comm Board to directly influence the selection of Board members who bring such diversity to the Board table. This is because as a corporate entity (E-Comm, while a non-profit organization, is incorporated under the BC Corporations Act), it is E-Comm's shareholders who select Board members. Additionally, E-Comm is governed by an agreement among its shareholders, referred to as its Members' Agreement, which sets out precisely how shareholders are entitled to select Directors. It is that Agreement that presents a challenge to how effectively E-Comm can influence its Board composition to fully reflect its objective of having a diverse and representative Board. For example, certain organizations are entitled to appoint a Director or two to the E-Comm Board: the RCMP can select one representative, so can BCEHS; the Provincial Government can appoint two. Neither the E-Comm Board nor the Management has any ability to influence the selection of that representative other than by creating and communicating policy, and it has done so.



When E-Comm writes annually to the communities and police agencies which are entitled to appoint directors, we remind those nominators of our commitment to diversity as well as the skills that we seek to have represented on the Board. However, if a given organization or group of organizations sends us a nominee that does not fit those criteria, E-Comm cannot do anything but accept that candidate unless they happen to fail to meet the basic criteria for Board eligibility set out under the Business Corporations Act.

However, there are four independent directors selected to the Board by the other Board members – by independent it is meant that they are not selected by any of the organizations having such rights under the agreement. For some time now the Board has followed its own policy of achieving gender balance with those four appointments, as well as diversity, and it has done so.

This is not ideal, and a change to how the Board is constituted is under consideration, as you will read in Ms. MacKay's memorandum, however, a change to the particular provisions of the Members' Agreement which would allow for a different method of electing directors requires approval by 75% of all of the outstanding shares in the organization. We know from past experience that our shareholders feel very strongly about their right to elect a representative of their choosing to the Board and past proposals to amend those provisions even slightly were defeated.

I do wish to draw to your attention one suggestion which Ms. MacKay describes in her memorandum. E-Comm is aware that our nominating group has been unable to agree upon two candidates to the Board, or upon some method for rotating the selection that would at least lead to de facto agreement. I know that E-Comm wishes it could do more to assist to resolve that impasse, and one suggestion Ms. MacKay has brought forward for discussion would be to amend the Members' Agreement to include a provision which would state that if the members in a given nominating group are not able to agree upon their candidate(s) or upon a voting methodology, that the matter would be resolved by a simple majority vote. I am interested in knowing whether you and the other mayors in our nominating group would support a proposal for such an amendment.

I would like to point out that, while it can only influence through policy and goal setting, E-Comm's Board is more diverse now than at any other point in its history. Four of the seven recent appointees are women, and a number of recent additions to the Board have been persons of colour. But we do wish to do more to achieve a fair representation of the communities and people our organization serves and we do salute and support your efforts to contribute to our Board's diversity.

I would like to add one further comment regarding your proposal to put forward a motion to the Union of BC Municipalities and the Lower Mainland Local Government Association. While we support your objectives, we do wish to point out that neither of those organizations has any right to appoint members to our Board – however, if you feel that those proposals will cause the communities which are entitled to appoint members to our Board to consider diversity when doing so, we support those efforts whole-heartedly.

Mayor Jonathan Coté
City of New Westminster
March 11, 2021

In the coming months you will see a proposal from E-Comm for certain changes to its Members' Agreement that we expect will pave the way to making broader changes in the interests of all stakeholders and I hope we can look forward to your community's support on those initiatives. That proposal will be accompanied by a detailed explanation of why changes are being sought in the context of the overall governance redesign plan and will involve stakeholder and community outreach.

Mayor, I have forwarded your letter to the Chair of our Governance Committee, Ms. Nawata, so that she can review your letter with that Committee for further action as that Committee considers warranted – I am certain that the views expressed in your letter will be raised with the full Board, but I am recommending it be considered first by that Committee as the matters you raise fall squarely within that Committee's mandate. The E-Comm Board Chair participates on that Committee as an ex-officio member.

I do thank you for your letter Mayor, and for your commitment to encouraging and supporting E-Comm in its diversity initiatives and more generally in the work which it does.

I will be pleased to update you regularly on the progress of our governance initiatives as these progress in the coming year while I continue to serve you.

Yours truly,



Joe Keithley
E-Comm Board Member and Councilor, City of Burnaby

Board Diversity Policy

1. Purpose

This Board Diversity Policy (the “**Policy**”) is intended to set out a framework to promote diversity on the Board of Directors (the “**Board**”) of E-Comm Emergency Communications for British Columbia Incorporated (“**E-Comm**”).

2. Policy Statement

This Policy discusses how the Board will consider diversity in determining the composition of the Board and its Committees. The Board believes that its composition should reflect the rich diversity of the communities that E-Comm serves and recognizes that diversity among its directors will support balanced discussion and debate which, in turn, will enhance decision making by the Board by utilizing the difference in perspective of the members of the Board.

The Board’s considerations shall include achieving an appropriate level of diversity having regard to factors such as skills, industry and other experience, education, and the designated groups named in the *Employment Equity Act* (women, Aboriginal peoples, persons with disabilities, and members of visible minorities). The Board shall consider the current level of representation of women on the Board along with other markers of diversity when making recommendations for nominees to the Board.

3. Independent Directors

The Governance Committee identifies and recommends potential candidates as independent directors to the Board, reviews the criteria provided to the Nominating Entities to consider when designating persons (other than the independent directors) for appointment to the Board, and in consultation with the Chair of the Board and the CEO, recommends to the Board the composition of all Committees of the Board.

The selection of candidates for appointment to the Board as independent directors will be based on merit. Within that overriding emphasis on merit, the Governance Committee shall seek to fill Board vacancies by considering candidates that bring a diversity of background and industry or related expertise and experience to the Board in addition to the designated groups named in the *Employment Equity Act*.

4. Communication with Nominating Entities

- A. The Board Chair and the Governance Committee Chair shall communicate this Policy to the Nominating Entities and encourage a cooperative approach among Nominating Entities to ensure diversity on the Board as set out in this Policy.
- B. At least two months prior to the end of a current appointee’s term, the Board Chair and the Governance Committee Chair shall write to each of the Nominating Entities to:

- i) reflect the Board's commitment to diversity;
- ii) review the Board's composition and note any gaps in gender balance; and
- iii) encourage the Nominating Entity to consider the needs of E-Comm.

5. Outside Advisors

The Governance Committee and the Board may reach out to Canadian organizations and advisors, such as the Canadian Board Diversity Council, that are mandated to advance diversity on corporate boards of directors. In doing so, the Board may benefit from well-credentialed individuals who bring a wider range of skills, experiences and perspectives to corporate governance.

6. Review of the Policy

The Governance Committee will review this Policy from time to time as necessary, and make recommendations on any required changes to the Board for consideration and approval.



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

Via Email: jcote@newwestcity.ca

March 11, 2021

Mayor Jonathan X. Coté
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9

Dear Mayor Coté,

Re: Status of E-Comm Board Governance, Diversity and Representation

Thank you for your letter of February 23, 2021 on this subject. I am pleased to respond to your request that I provide an update on E-Comm's corporate governance initiatives and any other initiatives which support and encourage diversity.

I would like to begin by mentioning that the letter from which you quote in your letter to me was not actually authored by me – I am guessing it was authored by the previous Corporate Secretary Ms. Robertson and I mention this only because I am not certain that I would have signaled quite so confidently that E-Comm's corporate governance redesign would necessarily directly impact improved diversity at the E-Comm Board table – for the reasons I set out below.

You are correct that one of the twelve initiatives in E-Comm's ASPIRE Strategic Plan, adopted in late 2018, is to redesign our corporate governance model to better meet the needs of our stakeholders and the public and to align with the Company's size and maturity, current scope of work, and the potential expansion of its scope of work.

Also in late 2018, the Board adopted a Diversity Policy which I attach.

I joined the organization in June of 2019 and was tasked with leading the governance initiative outlined in the Strategic Plan.

While we have made progress on a number of corporate governance initiatives over the past year and a half, I will focus on those which relate to the governance "redesign" – particularly as they relate to the objectives of diversity and inclusion.

Before I do so I think some background on the current governance structure may be helpful for context.



Background

E-Comm was created over 20 years ago as a company under the *Business Corporations Act*; the founding organizations entered into a members or shareholders agreement (the “Members’ Agreement”) which is a dominant element in its current governance model, as are the provisions of that Act. Pursuant to the Members’ Agreement, organizations became shareholders in E-Comm when they joined the E-Comm wide area Radio network system. While the Members’ Agreement acknowledged that E-Comm provided additional emergency communications services, such as 9-1-1 call answer and police and fire dispatch services, clients of those types of services were not contemplated as shareholders of the organization (unless they happened to also use the radio system, and many do). A separate class of shares, the Class B shares, was offered to organizations or communities which had expressed an interest in becoming future users of the radio system.

As a matter of corporate law, shareholders are entitled to elect directors, and that voting is typically carried out such that nominees are elected if they receive the most votes using a plurality voting method (just as councilors are elected by their citizens). However, the Members’ Agreement provisions override that method and instead section 4.2 of the Agreement stipulates which communities, police boards and other entities are entitled to Board representation. BCEHS, the RCMP, the City of Vancouver, the Vancouver Police Department, and Richmond each appoint one Director. The Province appoints two. The other organizations or communities which are entitled to elect one or two Directors do so as groups. And lastly there are four independent Directors who are appointed by the remaining Directors.

Other than with respect to the selection of the four independent directors, under that methodology, the E-Comm Board has no direct influence over candidate selection by the nominating entities. So while the Board can encourage diversity in that selection process, as it has done through its Policy and in its communications with those nominating entities, it cannot directly influence the selection or nomination process to ensure diversity in representation as well as diversity of skill sets and expertise. With respect to the independent Director selection, the Board is committed to both diversity and gender parity and it has accomplished both in recent years.

Changing the model

Looking to the future, and how governance redesign might be advanced, unless there is a wholesale change to the governance model, such as through a legislative change or the creation of an affiliate entity, E-Comm’s corporate structure will always place the Director selection process in the hands of its shareholders – however there is the potential to adjust the Members’ Agreements provisions in this respect.

It is my personal view¹ that the section of the Members' Agreement which dictates which organizations are entitled to elect directors is no longer serving the best interests of all stakeholders and the public, for a variety of reasons, among them, that the methodology:

- Did not contemplate clients of the organization outside of the Lower Mainland
- Fails to provide clients of its services other than Radio with equitable participation in the governance structure
- Fails to account for changes in population amongst the communities mentioned
- Fails to espouse or suggest any means of achieving diversity or other desired attributes of directors.

We face a significant challenge in changing that methodology, because any such change requires the approval of $\frac{3}{4}$ of *all* of the outstanding shares in the Company – both Class A and Class B. And not just $\frac{3}{4}$ of the votes cast, but rather $\frac{3}{4}$ of all of the votes attached to shares outstanding. This is an extremely high, and unusual, approval threshold.²

Where we are now and moving forward

In June of 2020 I presented two proposals for governance redesign to a select number of our Directors, the Chairs of each Board Committee, the Chair of the Board, and Deputy Minister Sieben. I received valuable input with respect to how to move our governance model forward. Since that time the work has been delayed for a variety of reasons. Most notably E-Comm committed to advancing two strategic initiatives as the uppermost priorities: service resilience and strong workforce – given the challenges which E-Comm was facing in rendering its dispatch services to the standard the public and our partners expect. Of course the pandemic also challenged us to move this work forward meaningfully at a time when we, no doubt like the City and our other partner agencies, were challenged to continue the fundamental work required. And lastly, we were expecting some clarity with respect to E-Comm's future role in: (a) the evolution and introduction of Next Generation 911 technology; (b) a potential broader provincial scope of work; and (c) more recently, the potential for a changed emergency response model with respect to how calls to 911 are triaged and dispatched for police in light of the proposals for *Police Act* reform. Each of those initiatives has the potential to fundamentally transform E-Comm's work, and it is our Board's view that any governance redesign must be adaptable to, and influenced by, the emergent E-Comm.

However, the Board has now asked that the governance redesign work be reprioritized, and indeed we expect to put forward a proposal to our shareholders before the June AGM for certain changes to the Members' Agreement which will be a first step. I will be working with the Governance Committee and

¹ While I know that this view is shared by many Directors I think it would be premature for me to speak on their behalf until a proposal for a change is put forward to stakeholders.

² And this in itself presents an inequity – for example. Belcarra has 3 Class B shares and could cast 3 votes on any proposal to amend this section even though it is not a user of any E-Comm services at present. By contrast, New Westminster could cast 2 votes.

Mayor Jonathan Coté
City of New Westminster
March 11, 2021

the Board in the coming six weeks to refine that proposal and will be pleased to keep you informed of progress on that work as we proceed.

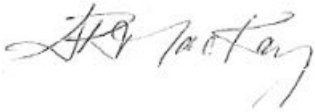
A suggestion regarding the current voting impasse

I do have one particular matter on which I would appreciate your (or your delegate's) views, as well as those of your counterparts in Coquitlam, Port Coquitlam, Port Moody, New Westminster, and Belcarra. As I think you are aware, it has troubled the Management and Board of E-Comm that we are not in a position to assist your organizations in resolving your impasse with respect to Director selection. One suggestion I have in that connection is to amend the Members' Agreement to provide that, unless the Members' in a particular nominating group agree upon another methodology for making their selection, a simple majority vote would be conducted to select the group nominee. I would be very interested in knowing whether you think the addition of a provision to that effect would be helpful to your group.

Conclusion

Mayor Coté, I thank you for your letter. I can assure you that your objective in promoting diversity at the E-Comm Board table is one supported by our Board, by your representative Councilor Keithley and by me. I would be pleased to provide you with regular updates as we move forward.

Sincerely,



Sandra MacKay
Vice President, Legal and Governance
sandra.mackay@ecomm911.ca

Board Diversity Policy

1. Purpose

This Board Diversity Policy (the “**Policy**”) is intended to set out a framework to promote diversity on the Board of Directors (the “**Board**”) of E-Comm Emergency Communications for British Columbia Incorporated (“**E-Comm**”).

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This Policy discusses how the Board will consider diversity in determining the composition of the Board and its Committees. The Board believes that its composition should reflect the rich diversity of the communities that E-Comm serves and recognizes that diversity among its directors will support balanced discussion and debate which, in turn, will enhance decision making by the Board by utilizing the difference in perspective of the members of the Board.

The Board’s considerations shall include achieving an appropriate level of diversity having regard to factors such as skills, industry and other experience, education, and the designated groups named in the *Employment Equity Act* (women, Aboriginal peoples, persons with disabilities, and members of visible minorities). The Board shall consider the current level of representation of women on the Board along with other markers of diversity when making recommendations for nominees to the Board.

3. Independent Directors

The Governance Committee identifies and recommends potential candidates as independent directors to the Board, reviews the criteria provided to the Nominating Entities to consider when designating persons (other than the independent directors) for appointment to the Board, and in consultation with the Chair of the Board and the CEO, recommends to the Board the composition of all Committees of the Board.

The selection of candidates for appointment to the Board as independent directors will be based on merit. Within that overriding emphasis on merit, the Governance Committee shall seek to fill Board vacancies by considering candidates that bring a diversity of background and industry or related expertise and experience to the Board in addition to the designated groups named in the *Employment Equity Act*.

4. Communication with Nominating Entities

- A. The Board Chair and the Governance Committee Chair shall communicate this Policy to the Nominating Entities and encourage a cooperative approach among Nominating Entities to ensure diversity on the Board as set out in this Policy.
- B. At least two months prior to the end of a current appointee’s term, the Board Chair and the Governance Committee Chair shall write to each of the Nominating Entities to:

- i) reflect the Board's commitment to diversity;
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- iii) encourage the Nominating Entity to consider the needs of E-Comm.

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The Governance Committee and the Board may reach out to Canadian organizations and advisors, such as the Canadian Board Diversity Council, that are mandated to advance diversity on corporate boards of directors. In doing so, the Board may benefit from well-credentialed individuals who bring a wider range of skills, experiences and perspectives to corporate governance.

6. Review of the Policy

The Governance Committee will review this Policy from time to time as necessary, and make recommendations on any required changes to the Board for consideration and approval.



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



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

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (221 Townsend Place)
BYLAW NO. 8253, 2021**

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

WHEREAS the City of New Westminster and the owners of the property located at 221 Townsend Place in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

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

Citation

- 1. This Bylaw may be cited as “Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021”.

Heritage Revitalization Agreement

- 2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owner of the property located at 221 Townsend Place legally described as PID: 013-369-474; EASTERLY 75 FEET OF LOT 5 OF LOTS 64 AND 65 SUBURBAN BLOCK 5 PLAN 2620 HAVING A FRONTAGE OF 75 FEET ON HARTCO AND TOWNSEND STREETS AND A FRONTAGE OF 63 FEET ON QUEENSBOROUGH STREET.
- 3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this 1st day of March , 2021.

READ A SECOND TIME this 1st day of March , 2021.

PUBLIC HEARING held this 22nd day of March , 2021.

READ A THIRD TIME this 22nd day of March , 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"

HERITAGE REVITALIZATION AGREEMENT (221 Townsend Place)

THIS AGREEMENT dated for reference the 26th day of February, 2021 is

BETWEEN:

MATTIA NICHELE and **MONICA TRENTO**, 221 Townsend Place, New
Westminster, BC
V3L 1L4

(the "Owner")

AND:

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

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the land and all improvements located at 221 Townsend Place, New Westminster, British Columbia, legally described as PID: 013-369-474; EASTERLY 75 FEET OF LOT 5 OF LOTS 64 AND 65 SUBURBAN BLOCK 5 PLAN 2620 HAVING A FRONTAGE OF 75 FEET ON HARTCO AND TOWNSEND STREETS AND A FRONTAGE OF 63 FEET ON QUEENSBOROUGH STREET (the "Land");
- B. There is one principal building situated on the Land, known as the Davey House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "EX'TG HERITAGE HOUSE";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owner intends to apply to the City's Approving Officer for approval to file a subdivision plan (the "Subdivision Plan") in the Land Title Office in order to subdivide the Land into two separate parcels, generally as shown on the Site Plan;

- F. If the proposed subdivision of the Land is approved by the City's Approving Officer, the Owner wishes to construct a new residential building (the "New Building") on that portion of the Land labeled on the Site Plan as "NEW INFILL HOUSE";
- G. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;
- H. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

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

Conservation of Heritage Building

1. Upon execution of this Agreement, the Owner shall promptly commence the restoration and revitalization of the Heritage Building (the "Work") in accordance with the Site Plan, the heritage conservation plan prepared by Elana Zysblat, CAHP, of Ance Building Services dated July 2020, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by lodgeCRAFT dated 21/02/19, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.

6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.
7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the Canadian Association of Heritage Professionals with specialization in Building or Planning (the "Registered Professional") to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

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

Heritage Designation

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the

event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

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

Damage to or Destruction of Heritage Building

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

Construction of New Building

15. The Owner shall construct the New Building in strict accordance with the Site Plan and the Approved Plans prepared by lodgeCRAFT dated 21/02/19, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the New Building, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, tree permit, and approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
17. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the New Building, and obtain any amended permits that may be required for such changes to the New Building, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the New Building if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.

19. The construction of the New Building shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

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

Subdivision

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

Inspection

27. Upon request by the City, the Owner shall advise or cause the Registered Professional to advise, the City's Development Services Department, Planning Division, of the status of the Work.

28. Without limiting the City's power of inspection conferred by statute and in addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.
29. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Development Services.

Conformity with City Bylaws

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

No Application to Building Interiors

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

Enforcement of Agreement

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

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

Statutory Authority Retained

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

Indemnity

40. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of

or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.

41. In no case shall the City be liable or responsible in any way for:

- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
- (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

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

No Waiver

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

Interpretation

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

Headings

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

Appendices

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

Number and Gender

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

Joint and Several

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

Successors Bound

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

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

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

 MATTIA NICHELE

 MONICA TRENTO

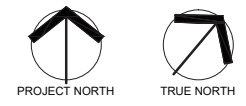
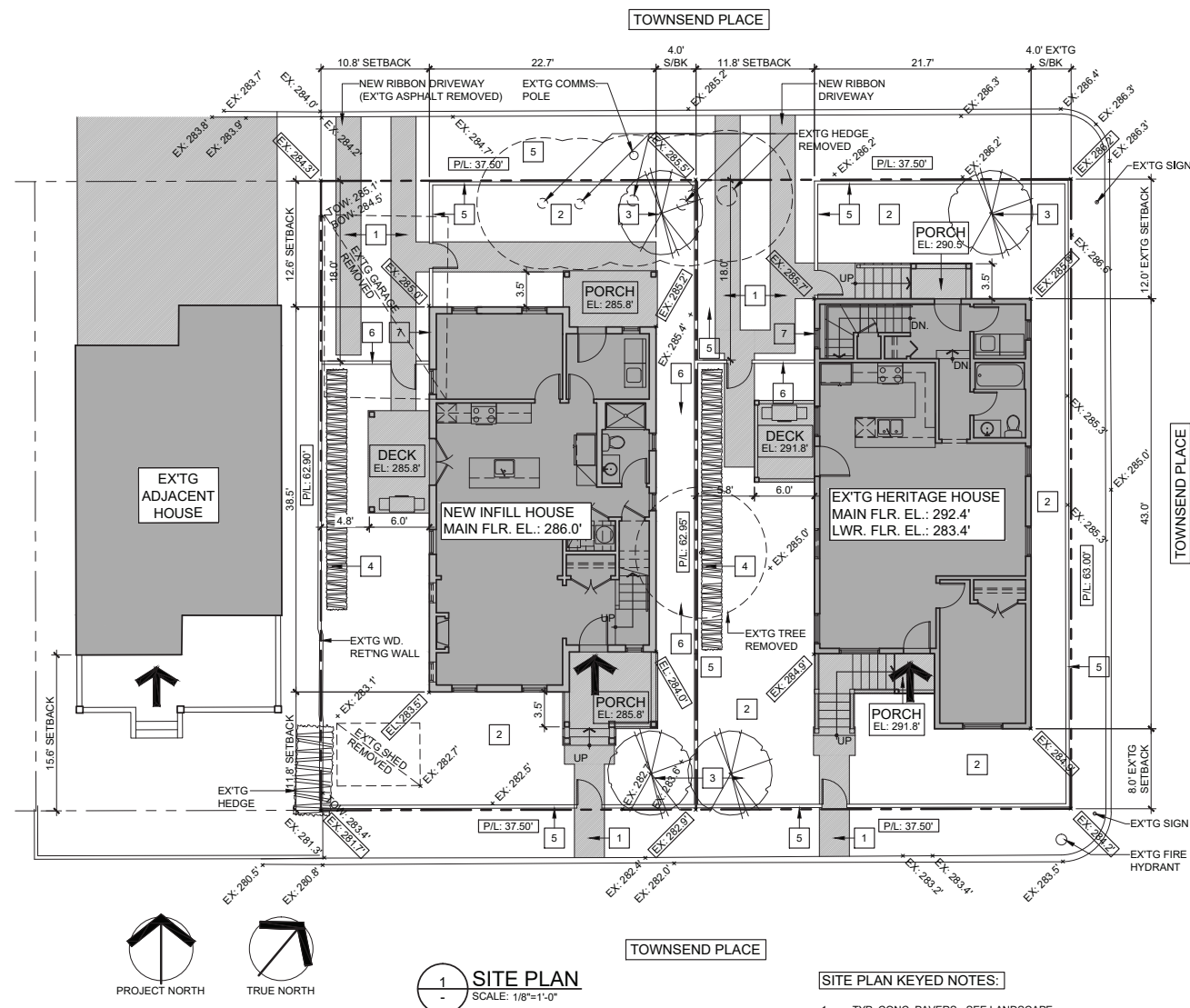
THE CORPORATION OF THE CITY OF NEW WESTMINSTER
by its authorized signatories:

Mayor Jonathan X. Cote

Jacqueline Killawee, City Clerk

APPENDIX 1

SITE PLAN



1 SITE PLAN
SCALE: 1/8"=1'-0"

SITE PLAN KEYED NOTES:

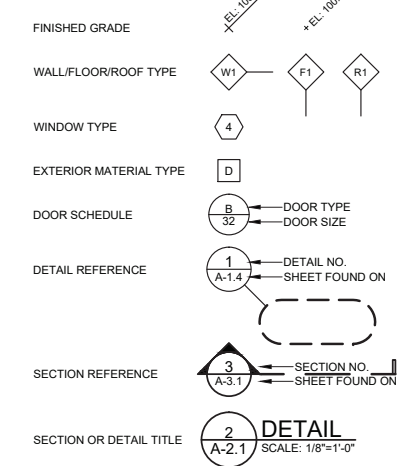
1. TYP. CONC. PAVERS - SEE LANDSCAPE
2. TYP. GROUND COVER/PLANTINGS - SEE LANDSCAPE
3. TYP. NEW TREE - SEE LANDSCAPE
4. NEW PRIVACY HEDGE - SEE LANDSCAPE
5. TYP. 3' HIGH WOOD FENCE & GATE - SEE DETAILS A-3
6. TYP. 6' HIGH WOOD FENCE - SEE DETAILS A-3
7. ENERGIZED LEVEL 2 OUTLET FOR EV

DRAWING LIST

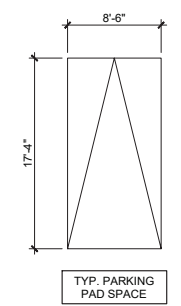
- ARCHITECTURAL**
- A-1 SITE PLAN, PROJECT DATA, CONTEXT PLAN, STREET ELEVATION
 - A-2 HERITAGE HOUSE: MAIN FLOOR PLAN, LOWER FLOOR PLAN, ROOF PLAN
 - A-3 HERITAGE HOUSE BUILDING SECTIONS, TYPICAL FENCE DETAILS
 - A-4 HERITAGE HOUSE: ELEVATIONS
 - A-5 INFILL HOUSE MAIN: FLOOR PLAN, UPPER FLOOR PLAN
 - A-6 INFILL HOUSE: BUILDING SECTIONS, ROOF PLAN
 - A-7 INFILL HOUSE: ELEVATIONS
 - A-8 COLOURED STREET ELEVATIONS
 - A-9 CONTEXT PHOTOS: SURROUNDING PROPERTIES
 - A-10 CONTEXT PHOTOS: HERITAGE HOUSE & ADJACENT PROPERTY
 - A-11 DOOR & WINDOW SCHEDULES

- LANDSCAPE**
- L-0.1 HARDSCAPE PLAN
 - L-0.2 PLANTING PLAN

DRAWING KEY



PARKING STANDARD



PROJECT DATA

LEGAL DESCRIPTION: LOT 5, NWD PLAN 2620, SUBURBAN BLOCK 5, E75' OF LOTS 64 & 65, HAVING A FRONTAGE OF 75' ON HARTCO & TOWNSEND STREETS & A FRONTAGE OF 63' ON QUEENSBOROUGH ST.

PID: 013-369-474

CIVIC ADDRESS: 221 TOWNSEND PLACE

EXT'G ZONING: SINGLE DETACHED QUEENS PARK/RS-4

PROPOSED ZONING / USE: HERITAGE REVITALIZATION AGREEMENT (HRA)

LOT SIZE: 4721 SF [438.6m²]

	PERMITTED/REQ'D	EXT'G/PROPOSED
HERITAGE HOUSE		
LOT SIZE:	6000 SF (557.40m ²)	2360.9 SF (219.3m ²)
HEIGHT:	25.0'	20.2'
ROOF PEAK:	35.0'	24.1'
FLOOR SPACE RATIO:	0.7 (1652.6 SF)	0.71 (1683.3 SF)
SITE COVERAGE:	35% (826.3 SF)	35.6% (841.6 SF)
ATTACHED ACCESSORY:	10% (236.1 SF)	5.7% (135.0SF)
SETBACKS:		
FRONT YARD (SOUTH):	12.6'	8.0' EXT'G
REAR YARD (NORTH):	12.6'	12.0' EXT'G
SIDE YARD (WEST):	4.0'	11.8'
SIDE YARD (EAST):	4.0'	4.0' EXT'G
REAR YARD PROJECTION (PORCH EAVE):	8.6'	8.0'
PARKING SPACE:	5.0'	0.67'
PARKING:	1	1
INFILL HOUSE		
LOT SIZE:	6000 SF (557.40m ²)	2360.2 SF (219.3m ²)
HEIGHT:	25.0'	22.9'
ROOF PEAK:	35.0'	25.8'
FLOOR SPACE RATIO:	0.7 (1652.1 SF)	0.70 (1641.3 SF)
SITE COVERAGE:	35% (826.88 SF)	35.0% (820.7 SF)
ATTACHED ACCESSORY:	10% (236.0 SF)	7.8% (185.3 SF)
SETBACKS:		
FRONT YARD (SOUTH):	11.8'	11.8'
REAR YARD (NORTH):	12.6'	12.6'
SIDE YARD (WEST):	4.0'	10.8'
SIDE YARD (EAST):	4.0'	4.0'
FRONT YARD PROJECTION (PORCH EAVE):	7.8'	7.8'
REAR YARD PROJECTION (PORCH EAVE):	8.6'	8.6'
PARKING SPACE:	5.0'	0.67'
PARKING:	1	1

AREA SUMMARY:

	HERITAGE HOUSE	INFILL HOUSE
MAIN FLOOR:	841.67SF	820.67SF
LOWER FLOOR:	841.67SF	820.67SF
TOTAL FLOOR AREA:	1683.33SF	1641.34SF
FRONT PORCH:	16.00SF	66.75SF
DECK:	49.00SF	49.42SF
BIKE STORAGE:	49.00SF	DECK: 60.00SF
BACK PORCH:	21.00SF	TOTAL ATTACHED ACCESSORY: 176.17SF
TOTAL ATTACHED ACCESSORY:	135.00SF	

ABBREVIATIONS

- AFF - ABOVE FINISHED FLOOR
- ADJ. - ADJUSTABLE
- AVG. - AVERAGE
- A/B - AIR BARRIER
- V/B - VAPOUR BARRIER
- AV - AIR & VAPOUR BARRIER
- C/W - COMPLETE WITH
- CMU - CONCRETE MASONRY UNIT
- EL. - DESIGN GRADE
- EX. - EXISTING GRADE
- EXT'G - EXISTING
- 2x6a - NOMINAL SIZE (FEET INCH)
- SG - DOOR/WINDOW WITH SAFETY GLASS
- SC - WOOD DOOR SOLID CORE
- DG - DOOR WITH VENT GRILLE
- PS - PRESSED STEEL FRAME
- HM - HOLLOW METAL DOOR
- EQ. - EQUAL
- FSR - FLOOR (AREA) SPACE (SITE) RATIO
- FRR - FIRE RESISTANCE RATING
- EXT. - EXTERIOR
- INT. - INTERIOR
- GWB - GYPSUM WALL BOARD
- K/D - KILN DRIED
- MTL. - METAL
- NIC - NOT IN CONTRACT
- O/C - ON CENTRE LAYOUT
- WIP - HARD-WIRED SMOKE/HEAT DETECTOR
- P/T - PRESSURE TREATED WOOD PRODUCT
- PNT. - PAINT
- R+S - CLOSET ROD & SHELF
- FD - FLOOR DRAIN
- CB - CATCH BASIN
- RD - ROOF DRAIN
- AD - AREA DRAIN
- RWL - RAINWATER LEADER
- REF. - REFER TO
- R - RISER (RISE)
- T - TREAD (RUN)
- SC - SCUPPER
- SAM - SELF-ADHERED MEMBRANE
- SSM - SYNTHETIC SHEATHING MEMB.
- S/W - SIDEWALK
- S/STL - STAINLESS STEEL
- SOG - SLAB-ON-GRADE
- TDL - TRUE DIVIDED LIGHT
- TWF - THRU-WALL FLASHING
- TME - TO MATCH EXISTING
- TBD - TO BE DETERMINED
- TB - TOWEL BAR x LENGTH
- TR - TOWEL RING
- TOW/S - TOP OF WALL/SLAB
- BOW - BOTTOM OF WALL
- UN - UNLESS OTHERWISE NOTED
- U/S - UNDERSIDE
- UV - ULTRAVIOLET
- W/P - WATERPROOF
- W/ - WITH



2 CONTEXT PLAN
SCALE: N.T.S.



VIEW FROM SOUTH WEST

NOTE: DIAGRAMMATIC ONLY

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DATE / Y/M/D	ISSUE/REVISION
20/07/16	ISSUED FOR HRA REZONING
21/02/19	ISSUED FOR HRA REZONING



303-510 Agnes Street
New Westminster, BC
V3L 0J6 Canada

778-883-2024
christa@lodgecraft.ca

PROJECT NO.: 20-012

PROJECT TITLE:
**DAVEY HOUSE 1907
HERITAGE REVITALISATION
AGREEMENT
221 TOWNSEND PLACE
NEW WESTMINSTER, BC**

DRAWING TITLE:
**SITE PLAN
PROJECT DATA
CONTEXT PLAN**

DWG. START DATE:	MAR. 2020
SCALE:	AS NOTED
REVISION NO.:	0

DRAWING NO.:

A-1

APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

221 Townsend Place, New Westminster BC :: Edmund C. Davey House



Prepared by Elana Zysblat, CAHP :: Ance Building Services :: July 2020

Contents

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Conservation Treatments.....17

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Recommended Conservation Treatments.....24

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Description of Historic Place

The historic place is a one storey (plus basement) pre-fabricated wood-frame hip-roofed house of the historic British Columbia Mills Timber and Trading Company (BCMTT), located at 221 Townsend Place in the Queen's Park neighbourhood of New Westminster BC.

Heritage Values

Erected in 1907 for Edmund C. Davey of the Northern Crown Bank, the house at 221 Townsend Place is valued as a surviving example of the British Columbia Mills Timber and Trading Company Ready Made houses; for representing BCMTT's unique and innovative construction technique and aesthetic; for its historical association with the Edwardian development era in Queen's Park; and as working-class home to only four owners since 1907.

The Edmund C. Davey House is valued as an example of the 'Ready-Made' house system - designed, patented and produced by British Columbia Mills Timber and Trading Company between 1904 and 1910 (with headquarters at Hastings Mill in Vancouver) and shipped across Western Canada and even to San Francisco after the 1906 earthquake. The building holds aesthetic and scientific heritage value in that it clearly illustrates BCMTT's unique sectional building system, consisting of pre-cut lumber and panels that were labelled, insulated and pre-painted, in their distinctive vertical battens covering the joints between the panels. It is further important as one of or possibly the only known surviving example of the Design H 'cottage' (1905 BCMTT catalogue) in the Lower Mainland, which although slightly modified with its verandah enclosed in 1926 and an extension on the front from 1931, the four-room cottage design extending six pre-fabricated panels in length, is still clearly identifiable.

The subject house is significant as one of only eight¹ known surviving BCMTT Ready-Made houses in New Westminster, which together stand testament to the role New Westminster had in the production of this unique pre-fab line - with the system developed in part by Edward Mahony, the manager of a BCMTT-owned New Westminster mill (Royal City Planing Mills), which was also responsible for producing much of the millwork and sash and door components for the Ready Made houses.

The Edmund C. Davey House hold historical significance for its ties to the Edwardian-era building boom in New Westminster which saw a significant wave of development in the Queen's Park neighbourhood. The Edwardian-era growth in the prestigious neighbourhood, first established in the 1880s, involved property subdivision, a doubling of residences constructed, paved streets, concrete sidewalks and significant investment in new Queen's Park exhibition buildings.

¹ The seven additional BCMTT buildings are 314, 402 and 408 First St., 527 Fifth St., 108 Oakland, 125 Third St. and the tourism info building on the waterfront (Quayside Drive) next to the Fraser River Discovery Centre.

The Edmund C. Davey House holds cultural, social and historical significance as a home to working-class families since 1907 and only four owners throughout its history. The first owner, Davey, was an accountant at a local bank branch. Davey sold the house to nurse Sarah Kilgallen who worked at the next door Westminster Private Hospital (241 Townsend) in the years before World War I. Then followed two long-term owner/resident families - the family of elevator operator Allan Workman (35 years) and lastly the family of machinist Reginald Hancock (57 years).

Character-Defining Elements

The elements that define the heritage character of 221 Townsend Place are:

- Continuous residential use since 1907
- Original location on Townsend Place in the Queen's Park neighbourhood
- Siting at the eastern edge of the lot
- Residential design, scale and massing as expressed in its one storey height (plus basement) with shed roof extension at rear, hip roof and cottage form
- Evidence of the building representing Design H from the BCMTT 1905 catalogue with its distinguishable 1926 and 1931 modifications
- Front porch with turned column and hip roof
- Narrow exposure lap siding distinguished from slightly larger exposure siding on 1926 and 1931 additions at front
- Typical BCMTT vertical and horizontal battens hiding the pre-fab panel joints
- Original window openings with original wood window trim and projecting sills
- Original double-hung, horned wood windows and one fixed multi-light decorative window with some later double-hung wood windows with no horns from the 20s and 30s
- Original front door opening with early wood front door

Current Photos



Above: front elevation. **Below:** rear elevation





Side elevation
(west)



Side elevation
(east)



Google satellite 3D view **above:** from southwest **below:** from east. Subject house marked with an arrow



Research Findings

Civic Address: 221 Townsend Place (known as 221 Hartco Street until 1930)

Legal Description: Lot 5 Sub Block 5 Plan NWP2620 Land District 36 E 75'...OF LTS 64 & 65, HAVING A FRONTAGE OF 75' ON HARTCO & TOWNSEND STREETS & A FRONTAGE OF 63' ON QUEENSBOROUGH ST

Date of Construction: 1907

Source: City of New Westminster Water Service Record & CityViews permit database

Original Owner: Northern Crown Bank for Edmund C. Davey

Source: City of New Westminster 1910, 1913 tax rolls and Water Service Record

Architect: BC Mills Timber and Trading Company

Source: CityViews permit database

Builder: unknown

Owners and residents over the years:

1908-1911 - Edmund C. Davey and family (owners)

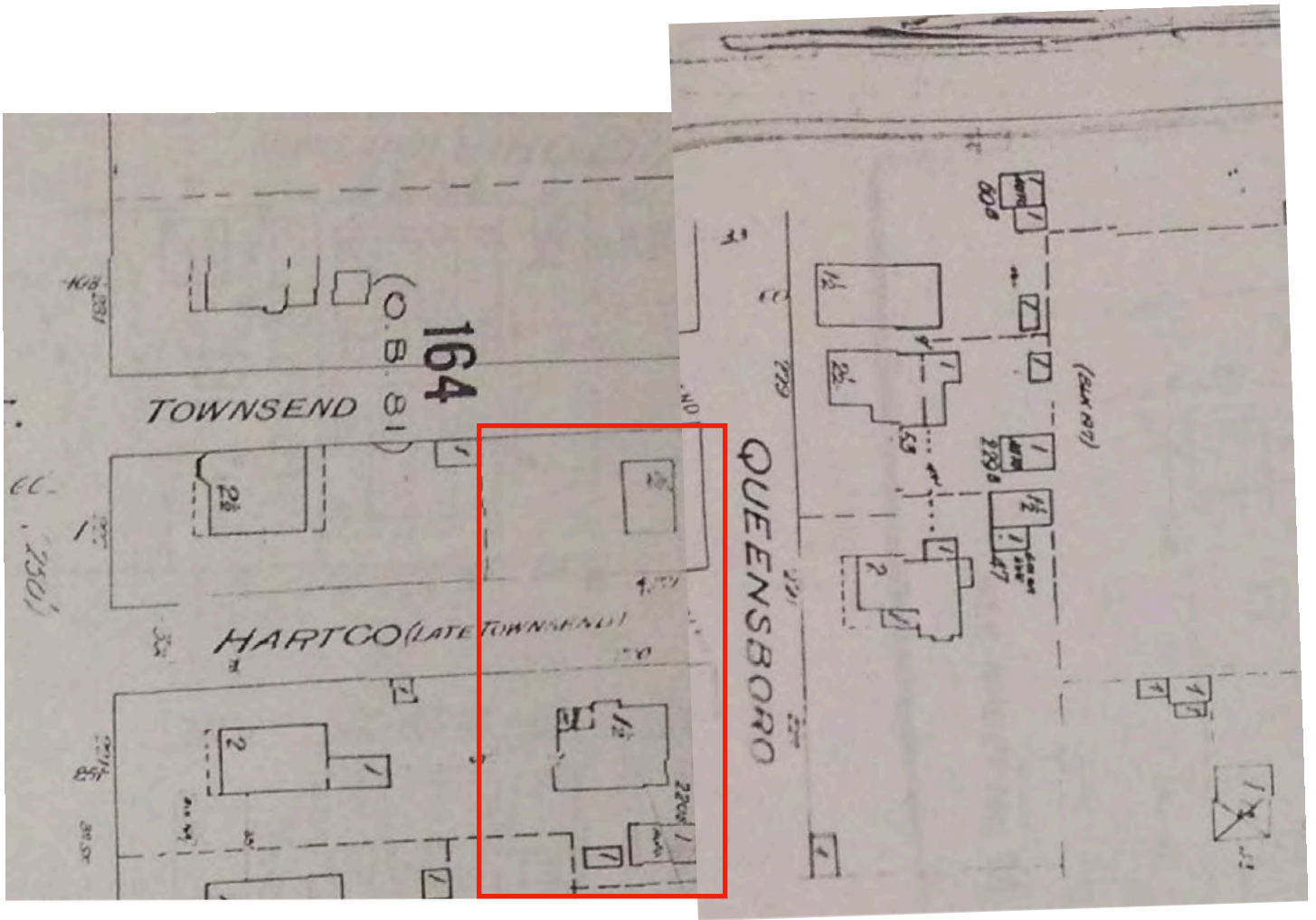
1911-1914 - Sarah Kilgallen, nurse at Westminster Private Hospital (owner until 1927)

1919-1921 - William and Mary Smith (with son James), blacksmith with CN Railway (renters)

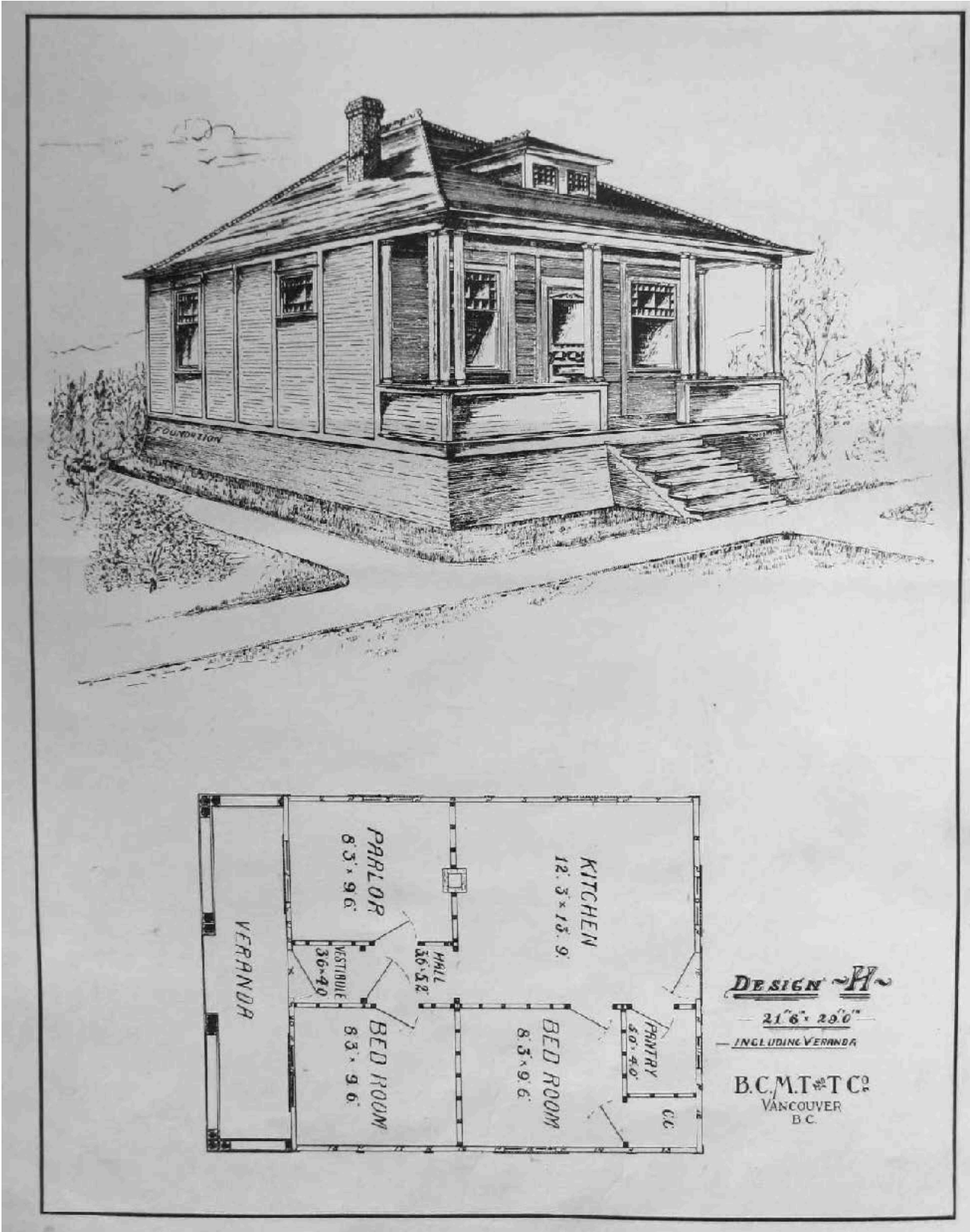
1926 - Harris G. And Ellen Stoneman (renters)

1927-1962 - Allan and Hannah Workman (owners)

1962-2019 - Reginald and Elspeth D. Hancock (son Colin) - paper maker, machine hand (owners)



Sheets 25 and 29 combined from the Goad 1907 fire insurance plan for New Westminster (reprinted in 1914) showing the only two houses with a Hartco Street address outlined in red - the subject house (top) then known as 221 Hartco, and 220 Hartco, bottom, which survives today as well.
Source: New Westminster Public Library



Design H as drawn in the BCMTT 1905 catalogue, page 27. Source: City of Vancouver Archives

TOWN HOUSE SERIES READY-MADE HOUSES.

Design "H" — 21' 6" x 29'

Having received numerous enquiries for a cottage which would present an artistic appearance and be suited to the requirements of the towns in the West, while being moderate in price, we have prepared amongst others this town cottage, known as design "H." This dwelling contains four rooms and pantry, with a vestibule forming part of the hall, which affords protection in case of severe weather.

The verandah in front, with roof supported by turned columns, and the dormer window above give a pleasing effect and makes the house an ornament wherever placed, and the width of the building permits of its being erected on a 25-foot lot.

For further particulars as to construction, etc., see notes under head of "General Information."

Price, f.o.b. Vancouver, B. C. ~~\$400-00~~ **470⁰⁰**

If the purchaser is unable to secure the services of a plasterer, he may cover his ceilings and the surfaces of his inside walls (partitions) with lumber, at an extra cost, in either of the following methods:—

1. Shiplap for inside walls (partitions) and ceilings, which will permit of their receiving a cheese-cloth and wall-paper finish ~~\$14-00~~ **16⁰⁰**
 2. Shiplap for inside walls (partitions) only, and ~~by V-joint fir~~ for ceilings. This method saves the expense of cheese-cloth and wall-paper for the ceilings ~~14-00~~ **23⁰⁰**
 3. Lined throughout with ~~by V-joint fir~~ V-joint fir, which can be finished with oil, varnish or paint. If this course is adopted we would recommend that common building-paper be placed under the V-joint on the lining of outside walls, so as to secure the extra warmth attained by finishing the walls with either plaster or cheese-cloth and wall-paper ~~48-00~~ **64⁰⁰**
- Storm Sash**—When desired, we furnish all windows with numbered storm sash, which are given a priming coat of paint and glazed, rabbeted, fitted, supplied with ventilators, and having moulded side strips with buttons to hold in place, at an extra cost of ~~25-00~~ **30⁵⁰**
- Scaffolding**—Extra ~~6-00~~ **6⁰⁰**

Design H specifications from the BCMTT 1905 catalogue, page 28. Source: City of Vancouver Archives

Archival Photos

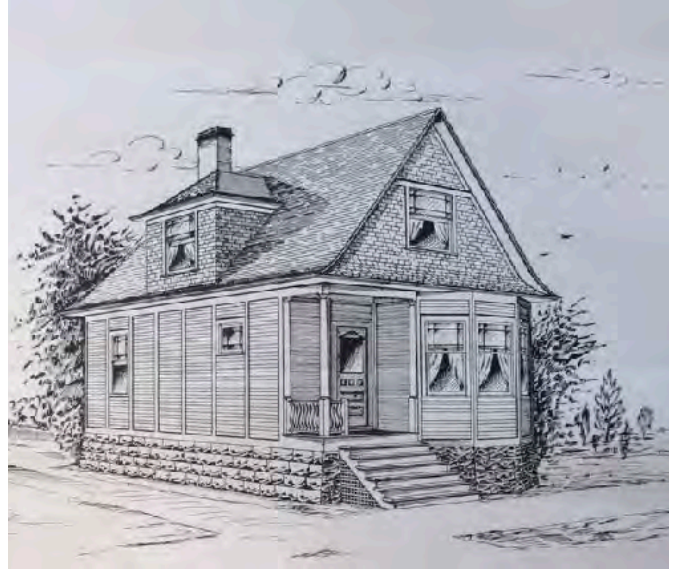


Above: the subject house front in 1982 IHP14842. **Below:** the subject house rear in 1982 IHP14908



BCMTT's Ready-Made Houses

In 1904, the BC Mill, Timber and Trading Company patented and began production of a new product known as Ready-Made Houses. Intended to take advantage of a population boom and lumber shortages on the Canadian prairies - which were now accessible via railway - these Ready-Made houses were made of numbered, interlocking panels constructed right at the mill, which could be shipped as a package and quickly erected on site. All models were pre-finished with insulation, siding, and paint, requiring the homeowner to simply provide nothing but the furniture for their new home. A sales office was opened in Winnipeg and the company launched the line by showing their new product in exhibitions in Winnipeg and New Westminster, where they received rave reviews in the local papers. A full catalogue of building models available to purchase was published in 1905.



Design LL from page 27 of the BCMTT's 1905 Ready-Made Houses catalogue showing the distinctive vertical battens every four feet to hide the panel joints. source: CVA PAM Und. 507

*The British Columbia Mills,
Timber & Trading Company*

Head Office : Vancouver, British Columbia

DAILY CAPACITY:

500,000 ft. Lumber
200,000 Shingles
600 Doors
100,000 lin. ft. Mouldings
And Other Products

BRANCHES:

Hastings Saw Mill, Vancouver
Moodyville Saw Mill, Burrard Inlet
Royal City Mills, Vancouver
Saw Mills, Planing Mills, Sash and Door
Factory and Plant for the Manufacture
of Ready-Made Houses.
Royal City Mills, New Westminster
Saw Mill, Planing Mill, Shingle Mill,
Sash and Door and Box Factory.

STEAMERS: Active, Etta White, Comet, Belle, Firefly, Eagle and Dart
LOGGING CAMPS: Rock Bay (3), Bear River, Salmon River, Granite Point

Page 2 of the BCMTT's 1905 Ready-Made Houses catalogue. source: CVA PAM Und. 507

A WINNIPEG EXHIBIT.

There are few exhibits that have attracted more attention or have been visited by larger and more interested crowds than the row of houses manufactured by the **British Columbia Mills, Timber & Trading Company**, of Vancouver. It was one of the first to interest sightseers when the Exhibition opened, and it has continued to hold the attention of the public with ever-increasing interest. It is situated to the left of the colonnade, from which entrance is gained to all the Exhibition buildings, and consists of five ready-made patented houses set upon an elevated platform 42x160 feet. The first house that will catch the visitor's eye is a town cottage 24x38, of four rooms, pantry and closet. The second, third and fourth are settlers' cottages, 12x20, 12x16 and 16x20 respectively, containing one, two and three rooms of suitable and convenient size. In order to fully understand the practical utility of these houses and to demonstrate their adaptability to the needs of so cold a climate as that of Manitoba and the Northwest, it will be best to describe in detail the method of construction. These houses are built in sections, tightly joined by an interlocking joint which makes them rigid, close-fitting and impervious to wind and cold. The walls are built of three-inch angle siding, tar paper, backing and air space, which is formed by stud-
ding. They are lined inside with 3/4-inch lumber, then counter lathed and plastered. The plaster casings are so planned that the plaster comes flush, at the same time making a tight joint with the window frame, which is tongued and grooved and which is absolutely free from seams or cracks. In places where plaster cannot be obtained or used to the best advantage, cheesecloth or paper will be found quite practicable. The roof is close-sheeted with shiplap covered with tar paper and shingled with **British Columbia** shingles. The floor is double boarded, with tar paper between. The buildings are constructed with a view to providing people in both city and country with a house easily and quickly constructed, combined with perfect comfort and good taste. The houses are built throughout of **British Columbia** material, are finished with stained shingles with cream trimmings, while the roof is stained green, the whole presenting a very artistic appearance.

The artistic effects of these buildings have created the impression that they are only intended for summer use, but a careful inspection of the models, describing the various joints used in their construction, will thoroughly demonstrate their adaptability to a cold country, and should not in any way be confounded with the portable house, which has proved to be very unsatisfactory in cold climates.

BC Lumberman newspaper, August 30, 1904. Reporting on the BC Mills models at the Winnipeg Fair in 1904 giving detailed description of their construction, dimensions, finishes and even colours.

B. C. Mills, Timber and Trading Company

VANCOUVER AND NEW WESTMINSTER

Manufacturers and Dealers in All Kinds of

Lumber, Lath, Shingles, Mouldings, Sash, Doors,

Interior Finish, Turned Work, Etc.

Fish and Fruit Boxes.

Large Stock Plain and Fancy Glass.

FARMERS ATTENTION!

Lumber Always in Stock for Fencing and Draining.

Royal City Branch, Columbia St.

Telephone 12.

New Westminster

BCMTT ad in the New Westminster Daily News February 6, 1907

ALONG THE WATERFRONT.

New Westminster, May 15.—(Special.)—The steamer Ramona had on board a remarkably full cargo of freight of all sorts, as well as a full passenger list, when she left this port for Chilliwack yesterday. Among the freight was a ready-made house from the Royal City Mills, consigned to a Chilliwack farmer. A number of fine horses were shipped up for sale to the farmers of the valley, and some cattle also traveled on the lower deck. The Brackman-Ker Company sent a large shipment of bran and other cereals.

The steamer Beaver arrived in port from Chilliwack yesterday, having on board a large cargo of mixed freight from Chilliwack and the way ports, and a full passenger list.

The Province newspaper May 15, 1907

BCMTT owned and operated the Royal City Mill in New Westminster where parts for the Ready-Made houses were also produced and in 1907 they opened an additional mill on Burnaby Lake which was deducted to supporting the production of this line. Ready-Made houses constructed in New Westminster were most probably manufactured locally at Royal City Mills.

The Ready-Made house sales were hugely successful at first, and the catalogue quickly expanded to include both a schoolhouse and bank design. Large orders were sent to San Francisco after the 1906 earthquake and to Fernie BC after its 1908 fire. But changing economic circumstances eventually priced these Ready-Made structures out of the housing construction market and led to their discontinuation in 1910.

The other known seven surviving BC Mills houses in New Westminster:



Tourist info building on waterfront



527 Fifth St.



314 First St.



402 First St.



408 First St.



108 Oakland St.



125 Third Ave.

Conservation Objectives

The Davey House will be conserved in its 1931 form on its original site, and with its detached residential use.

To meet the development potential of the property without impacting the heritage values and Character Defining Element of the historic building, an infill house, which meets the Queen's Park Design Guidelines, will be constructed in the existing large side yard. The infill house design and siting do not detract from the prominence and character of the Davey House. It fits in with the surrounding homes while being subtly distinguishable as a contemporary building.

Two minor alterations will be introduced to improve liveability of the heritage house:

- A small second-storey balcony on the yard-facing facade, offering private outdoor space after the yard is reduced
- A new, historically appropriate front stair with mid-way landing to address the current inadequate porch landing size and uninterrupted long length of stair

Internally, the ground level space will be rehabilitated to normalize the various ceiling heights, floor levels and degrees of finishing, to create liveable bedrooms and bathrooms, essentially doubling the contemporary-standard living space inside this tiny house without impacting its Character Defining Elements nor its scale and overall historic design.

Conservation Treatments

Preservation is the overall conservation objective for the historic house.

Rehabilitation is the overall conservation objective for the property.

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

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

Rehabilitation: *The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.*

The above conservation treatment definitions are taken from the Standards & Guidelines for the Conservation of Historic Places in Canada (2nd edition).

Condition Assessment

Overall the building is in **good** condition.

a. Structure

The building lines are true to the eye - there is no visual evidence of structural distortion.

b. Foundation

The visible portions of the concrete foundation on the interior appear in **good** condition, but a full assessment of the foundation is not possible as the basement walls are finished to the ground as is the exterior cladding. There is evidence of a slight sinking the northeast corner of the house. The basement floor has been dug down internally close to 2' lower than grade, below the main house, but not below the front and back porches. This makes for an inconsistent basement ceiling height and raises questions about the integrity of the foundation perimeter and perimeter drainage. Based on early 1900s wood frame houses, it is unlikely that the wood structure is safely secured, if at all, to the concrete foundation. For all these reasons, the foundation condition is considered unknot and likely seismically and structurally insufficient.



Section of foundation as visible from inside the mechanical room, east side.

c. Exterior Wood Elements

The wood-clad panels and the vertical battens that cover the joints between them, are in **good** condition. The wood soffits, corner and water boards and all the windows and door trim boards are also in **good** condition. There is no evidence of individual elements that are damaged beyond repair.



There are two dimensions of bevelled siding on the building, the more narrow 1907 cladding (outlined in red on the above photo) and a slightly wider board used for the porch enclosure and extension of the front (outlined in green). These different dimensions are evidence of the intervention in 1931 and mark where the original design H ends.

d. Roofing and gutters

The duroid shingle roof appears to be in **good** condition. The gutters are in functional, **good** condition.

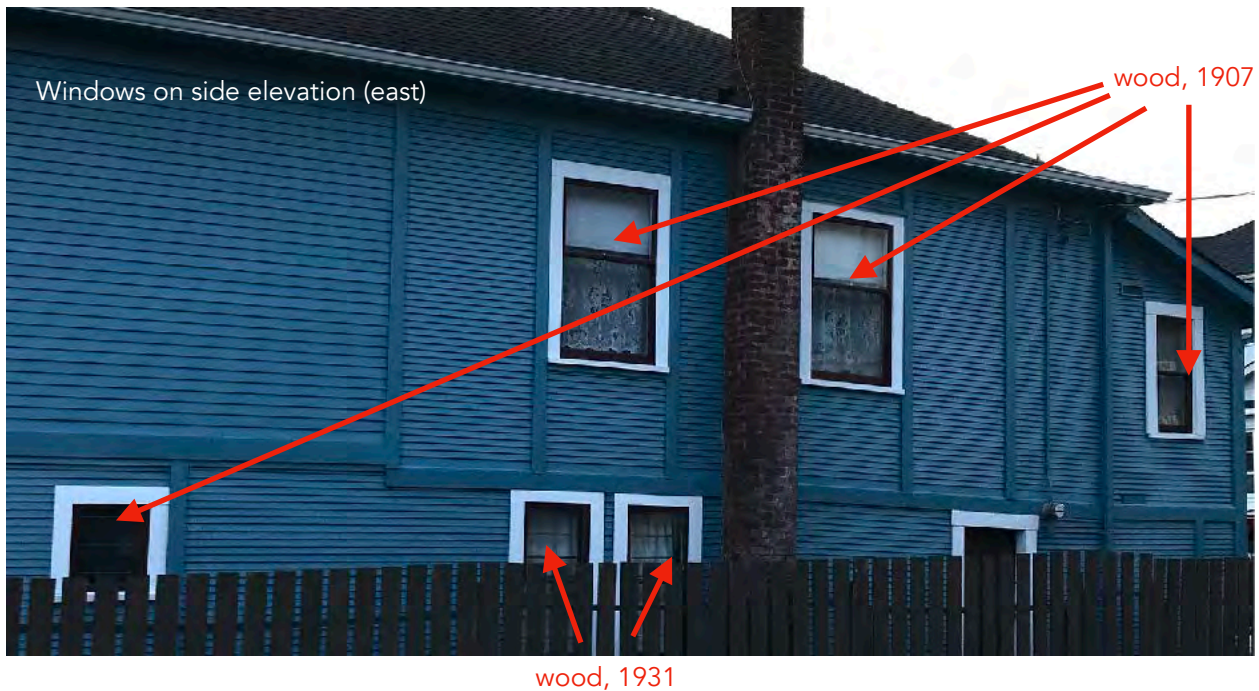
e. Chimney

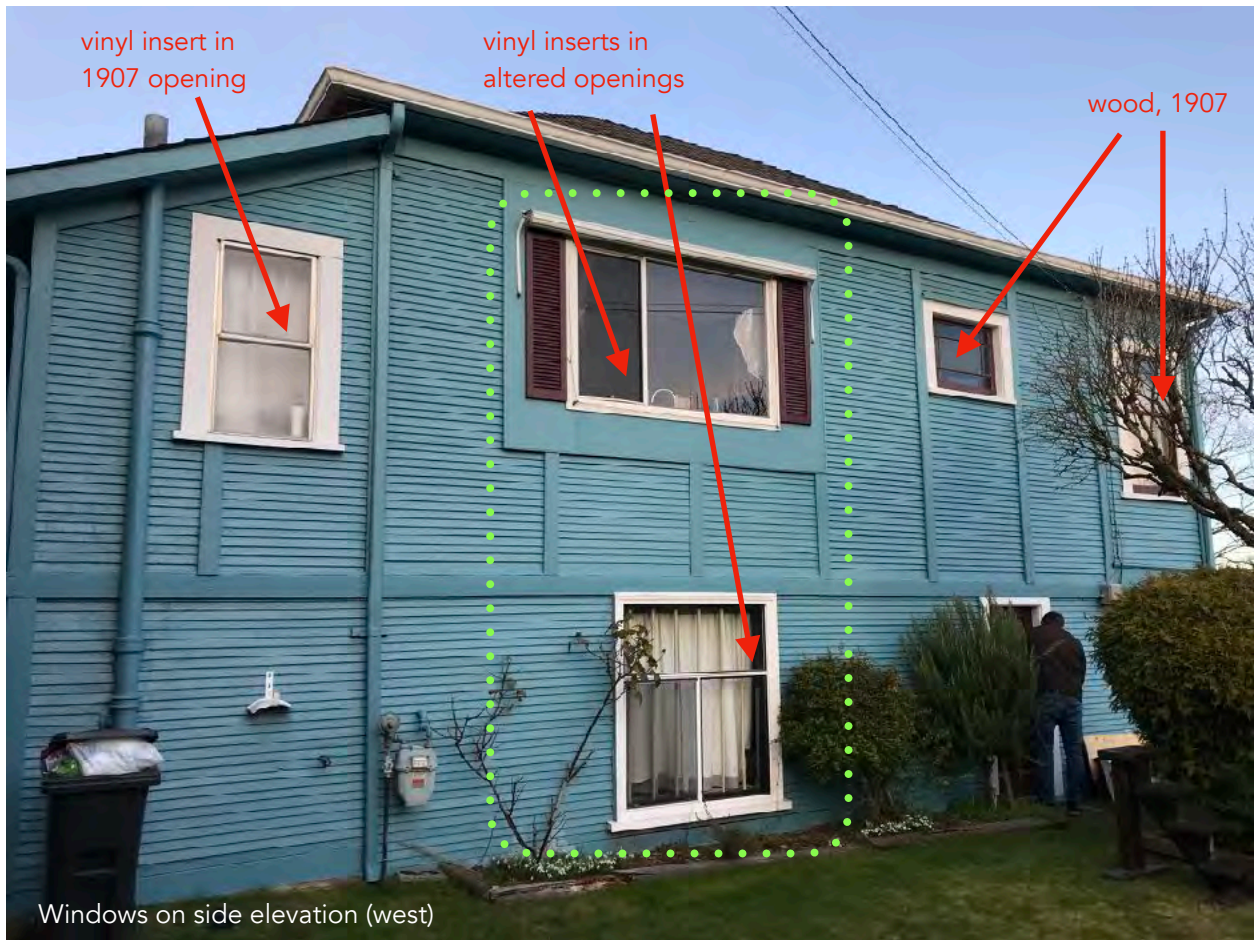
The end wall chimney added in 1913 is in **poor** condition, showing evidence of moisture in the mortar joints, the use of incompatible mortar and structural failure. The chimney is separating from the building.



f. Windows and Doors

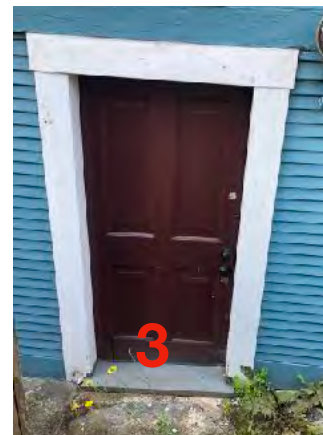
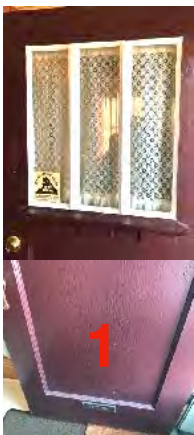
Most of the windows are original, double-hung or fixed wood windows dating to 1907, three double-hung horned wood windows date from 1931 and three are newer, incompatible vinyl inserts. All windows, wood and non, are in **good** condition. All the windows have projecting wood sills, which are all in **good** condition. Some of the double-hung wood windows require repair and maintenance (weight rehangng, putty and paint repair). See additional photos on next page.





The rear section of the main house on the east elevation is where two incompatible alterations have occurred (outlined in green on the photo above) - early window openings and window assemblies were replaced with new openings and inserts.

1. The early front wood front door, likely dating from 1931, is in **good** condition.
2. The 1907 basement wood door on the west elevation, is in **good** condition.
3. The repurposed interior wood door on the basement east elevation is in **fair** condition.
4. The early back wood door, possibly dating from 1907, is in **good** condition.



g. Porches

The wood front porch, having been reduced in 1931 to a very minimal stoop, is in **good** condition but has an extremely inadequate landing size. This is one of the reasons the front door can't be photographed from in its entirety (see above photo).

The back porch, with stairs leading to the corner rather than the centre of the yard, is in **good** condition but conflicts with the corner truncation at the property.

h. Finishes

The painted finish on the exterior is in **good** condition. The blue body colour is not age-appropriate to the house.

Recommended Conservation Treatments

a. **Structure - Preservation**

Preserve the wood frame structure in situ. NOTE: the wood structure will need to be temporarily lifted to allow access for the foundation removal and replacement.

Selected areas of the wood framing to be repaired, upgraded and adapted for improved integrity and Code compliance only where exposed at the front and back to complete the work as defined on the Building Permit drawings.

Structure lifting guidance: A hydraulic jacking pump synchronizes the pressure to the lifting jacks so that the entire building lifts evenly and steadily. However, the 1931 addition (below right) and the shed-roof lean-to rear section of the house (below left), are likely not securely connected to the main structure of the house, and will need to be carefully supported/braced from below before the house is lifted to avoid separation and damage. The two spaces in question are circled on the below photos.



b. **Foundation - Rehabilitation**

At this time it is assumed the foundation will need to be completely replaced. However, the first step to confirming this is to gut the basement interior finishes and expose the entire foundation and slab. Once confirmed that the foundation/slab are not adequate, consistent, seismic or salvageable, excavate the entire foundation area and pour a new insulated, seismic concrete foundation.

c. Exterior wood elements - Preservation and Restoration

Preserve in situ the wood-clad panels and vertical battens that cover the joints between them on all four sides of the house. Preserve the wood soffits, corner and water boards and all the windows and door trim boards, except where alterations are proposed as defined on the Building Permit drawings. The known alterations are mostly concentrated on the least visible elevation of the building, the yard-facing west side, where two windows openings had already been changed from their original state and where a new second story verandah and a bike storage structure are proposed:



Existing openings to be changed on West elevation



Proposed new openings on West elevation

Architectural drawings source: Lodge Craft

The proposed new openings are carefully planned to allow for the restoration of the vertical battens on the upper storey where they had been interrupted by the large sliding window. Carefully remove siding from basement level before introducing new openings here, and reuse it to patch up the exterior elevations where needed, on this side and others (for example where chimney is removed on east elevation), reinstalling the original narrow cladding boards from 1907 wherever possible.

NOTE: To lift the building, large penetrations will need to be made at the basement level to insert the lifting beams. Carefully remove exterior wood finishes from these areas prior to

lifting, safeguard them in storage, and as per above instructions, reinstall them after the house is placed back down and the basement level has been retrofitted.

If and where any exterior wood element is identified as damaged beyond repair, replace it in-kind with a replicated wood element of the same dimension and profile.

d. Roof and gutters - Restoration and Rehabilitation

Reroof in green roofing shingles (duroid is an acceptable alternative for cedar shakes) to restore the documented roof colour of the 1904 BC Mills model homes that were exhibited in Winnipeg and New Westminster fairs. Install new rainworks system.

e. Chimney - Restoration

Remove 1913 chimney for its deteriorated condition, obsolete function and misalignment with the Design H chimney location. Restore red brick chimney stack on the western roof plane as per the Design H sketch and the Building Permit drawings.

f. Windows and doors - Preservation, Restoration and Rehabilitation

Preserve the following windows by working with a professional window restorer to repair, rehang, repaint and improve the operability of the original sashes:

* **NOTE:** Remove basement level windows and doors before house lifting (sashes only - leave frames in place) to avoid damage. Repair and reinstall after the house is back in place.



Architectural drawings source: Lodge Craft

Restore replica wood sash in the below original openings:



Architectural drawings source: Lodge Craft

Install new (rehabilitation) replica wood windows, matching the sash profile and style of the original windows, in the following new openings:



Architectural drawings source: Lodge Craft

Doors - Preservation and Rehabilitation

Preserve the front and back doors in-situ. Check their operability and conduct maintenance if necessary.

Remove the two low-height basement doors, as the rehabilitated ground level has no proposed doors in it. The east elevation door opening will be adapted as a window opening.

Introduce a new wood glazed door at the new upper balcony on the west elevation.

g. Porches - Rehabilitation

Rebuild both front and back porches.



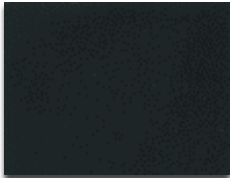
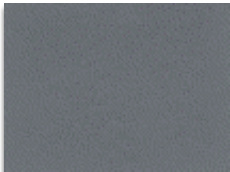
Front porch: Rebuild in wood following a design typical of Edwardian cottages of this era, which will allow for a larger porch landing and one half-way stair landing. This proposed compatible stair enclosure addresses the inadequate 1931 front stair and landing design. Clad stair enclosure with slightly wider lap siding that matches the 1931 exposure as present on the front elevation, upper storey.

Back porch: Rebuild the back porch in its current design but with the stair leading west instead of east to improve the corner truncation conflict and to provide a more direct route to the parking area.

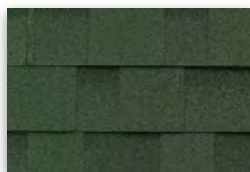
h. Finishes

The current blue, white and red paint scheme on the exterior is not historically accurate for an early 1900s house.

Repaint the exterior in the following colour scheme as found on the earliest paint layer of the house (see illustration of colour placement on next page):

	<u>Building area</u>	<u>Historic Colour</u>	<u>Sheen</u>
	body (horizontal siding) including vertical battens	Edwardian Pewter VC-23	Low luster
	All trim boards and fascia, porch columns, railing, porch ceiling, soffits	Oxford Ivory VC-1	Semi-gloss or satin pearl
	Window sashes and doors	Comox Green VC-19	High gloss
	Stairs and porch floors	Edwardian Porch Grey VC-26	Semi-gloss or satin pearl

Other finishes:



Roof - Emerald green
(as per 1904 newspaper article description, see page 14)



Chimney stack - Red brick



Architectural drawings source: Lodge Craft

Maintenance Plan

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

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

Establish a maintenance plan using the information below:

Maintenance Checklist

a. Site

- Ensure site runoff drainage is directed away from buildings.
- It is recommended to maintain min. 2 foot clearance between vegetation and building face and a 12 inch wide gravel strip against the foundation in planted areas.
- Constantly manage vegetation (vines, etc.) that is ornamentally attached to the building.

b. Foundation

- Review exterior, and interior where visible, for signs of undue settlement, deformation or cracking of foundation and if encountered seek advice from Professional Engineer.
- Ensure perimeter drainage piping is functioning satisfactorily.
- Inspect basement interior for signs of moisture migrating through foundation walls in the form of efflorescence (a white powder on concrete) or staining of finishes. A "smell test" for musty air can indicate a moisture problem.

d. Wood Elements

- In the wet coastal climate of British Columbia maintaining integrity of exterior wood elements is critical in preventing water ingress into buildings.
- Annually inspect wood elements for signs of deterioration, identify source of problem and take corrective repair/replacement action:
 - o wood in contact with ground or plantings;
 - o excessive cupping, loose knots, cracks or splits;
 - o open wood-to-wood joints or loose/missing fasteners;
 - o attack from biological growth (moss, moulds, etc.) or infestations (carpenter ants, etc.);
 - o animal damage or accumulations (chewed holes, nesting, bird/rodent droppings) USE HAZARDOUS MATERIALS PROCEDURES;
 - o signs of water ingress (rot, staining, mould, infestation).
- Closely inspect highly exposed wood elements such as porches, railings and stairs for deterioration. Anticipate replacement in-kind of portions of these elements every 10-15 years.
- Inspect visible caulking joints for continuity and shrinkage. Expect to redo caulking every 3-5 years.
- Repainting shall be in historic colours as approved in this plan or with a Heritage Alteration Permit (HAP) issued by the Local Authority.

e. Windows and Doors

- Replace cracked or broken glass as it occurs.
- Check satisfactory operation of windows and doors.
- Check condition and operation of hardware for rust or breakage. Lubricate hardware annually.
- Inspect weather stripping for excessive wear and integrity.

f. Roofing and Rainwater Works

- Inspect roof condition every 5 years, looking for:
 - o loose, split or missing shingles, especially at edges, ridges and hips;
 - o excessive moss growth and/or accumulation of debris from adjacent trees;
 - o flashings functioning properly to shed water down slope.
- Remove roof debris and moss with gentle sweeping and low-pressure hose.
- Plan for roof replacement every 18-22.
- Annually inspect and clean gutters, flush out downpipes. Ensure gutters positively slope to downpipes, there are no leaks or water splashing onto building.
- Ensure gutter hangers and rainwater system elements intact and secure.
- Ensure downpipes inserted into collection piping stub-outs at grade and/or directed away from building onto concrete splash pads.

g. General Cleaning

- Building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from ground.
- Cleaning prevents buildup of deleterious materials which can lead to premature and avoidable maintenance problems.
- Windows, doors and rainwater works should be cleaned annually.
- When cleaning always use gentlest means possible such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary such as diluted TSP or Simple Green®.
- Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements, and it will drive water into wall assemblies and lead to bigger problems.

Research Resources

BC Archives:

- birth, marriage, death index

City of Vancouver Archives:

- Archival Images
- Greater Vancouver City Directories 1860-1955
- Water Permit registries
- Fire Insurance Maps
- BC Mills Timber & Trading Company catalogue of Patented Ready-Made Houses, ca. 1905

City of Vancouver 'VanMap':

- http://vanmapp.vancouver.ca/pubvanmap_net/default.aspx#

Heritage Vancouver Building Permits Database:

- <http://permits.heritagevancouver.org/index.php?cid=1>

Library and Archives Canada:

- Canada Censuses for 1901, 1911, and 1921
- Goad's Atlas of the City of Vancouver; volume 2, 1912

Vancouver Daily World; various articles from 1904-1909, accessed through www.newspapers.com

Websites:

- www.biographi.ca

Publications:

Atkin, John. 1994. *Strathcona: Vancouver's First Neighbourhood*. Whitecap Books.

Hayes, Derek. 2005. *Historical Atlas of Vancouver and the Lower Fraser Valley*. Douglas & McIntyre.

Kalman, Harold & Phillips, Ron & Ward, Robin. 1993. *Exploring Vancouver: The Essential Architectural Guide*. UBC Press

Kluckner, Michael. 1990. *Vanishing Vancouver*. Whitecap Books.

Kluckner, Michael & Atkin, John. 2003. *Vancouver Walks: Discovering City Heritage*. Steller Press Ltd.

McLauchlan, Drew. 2013. Strathcona: The Neighbourhood at a Glance. The Vancouver Courier Newspaper.

MacDonald, Bruce. 1992. Vancouver: a Visual History. Talon Books.

Parks Canada historical paper: The B.C. Mills Prefabricated System: The Emergence of Ready-made Buildings in Western Canada by G. E. Mills and D. W. Holdsworth. Accessed online at <http://parkscanadahistory.com/series/chs/14/chs14-2f.htm>

Street, Penny. Nov/Dec, 2006. Heritage Vancouver Newsletter: Our BC Mills Legacy (Volume 15, no. 5). Accessed online at www.heritagevancouver.org

Vancouver Heritage Foundation. Restoring a BC Mills Prefab House in Strathcona. Accessed online at https://www.vancouverheritagefoundation.org/wp-content/uploads/2013/01/BC_Mills_house_Restoration.pdf

APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 221 Townsend Place

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

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 221 Townsend Place

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

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 5
APPROVED PLANS

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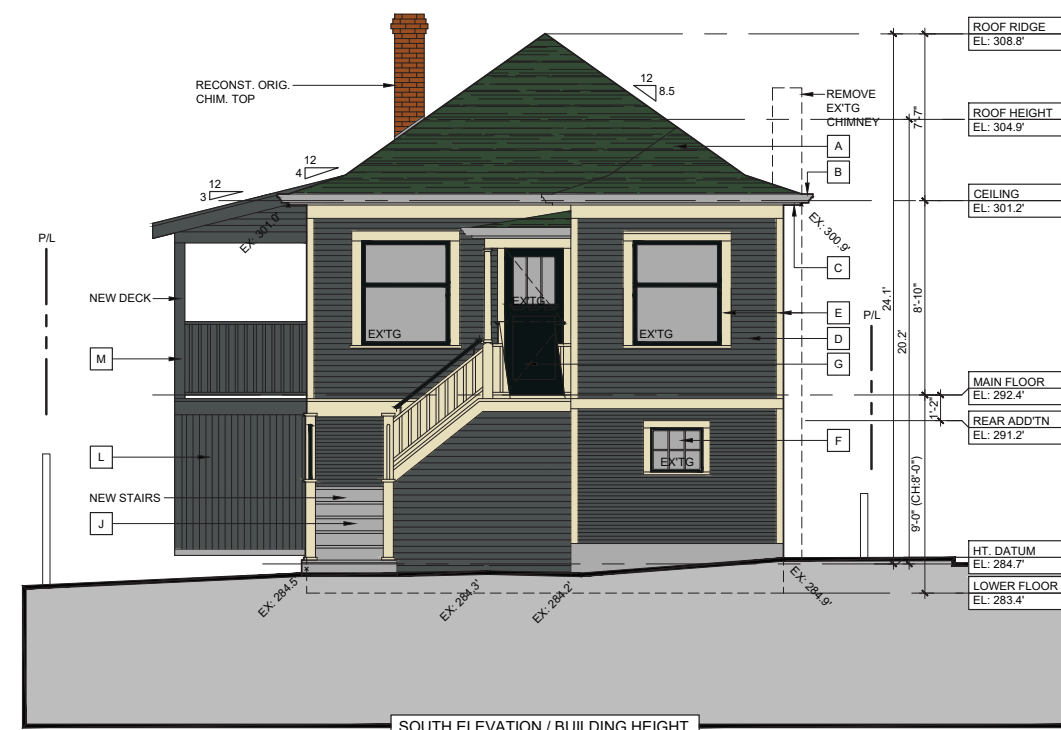
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DATE Y/M/D	ISSUE/REVISION
20/07/16	ISSUED FOR HRA REZONING
21/02/19	REISSUED FOR HRA REZONING



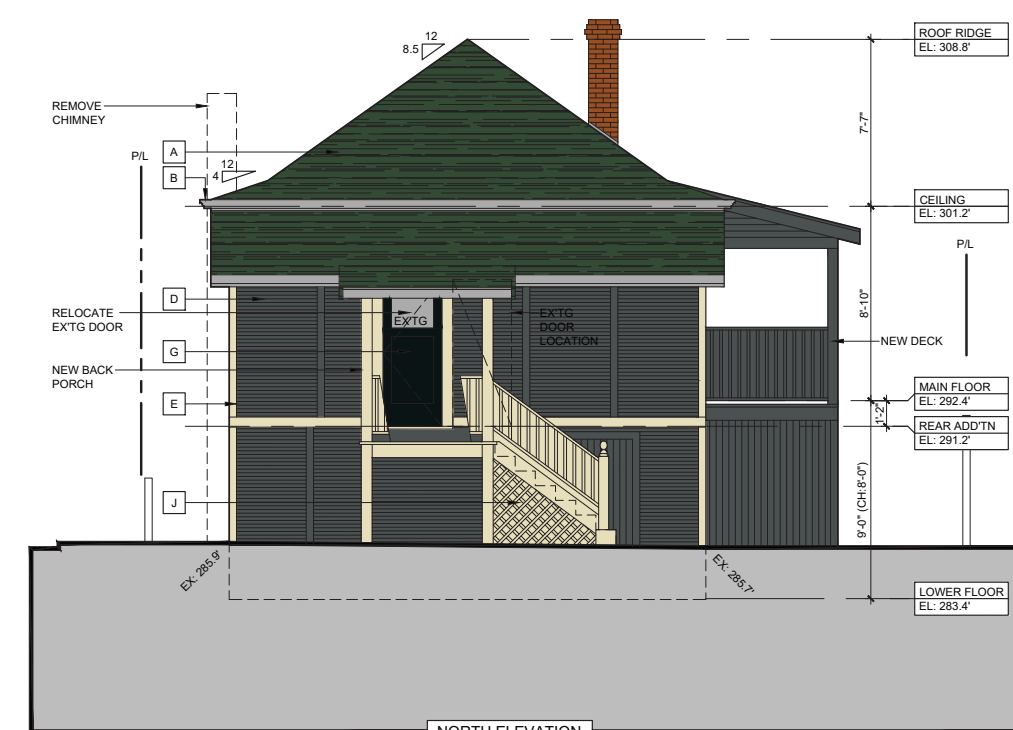
WEST ELEVATION



SOUTH ELEVATION / BUILDING HEIGHT



EAST ELEVATION



NORTH ELEVATION

MATERIALS KEY

- A NEW ASPHALT SHINGLES, IKO DYNASTY
COLOUR: EMERALD GREEN
- B NEW ALUM. GUTTERS - COLONIAL K-STYLE
COLOUR: SLATE GREY
- C RESTORED EXTG/NEW 1x4 T&G WOOD SOFFIT
COLOUR: TBD
- D RESTORED EXTG/NEW HORZL WOOD SIDING
COLOUR: EDWARDIAN PEWTER (VC-23)
- E RESTORED EXTG/NEW WOOD TRIMS,
COLUMNS & RAILINGS
COLOUR: OXFORD IVORY (VC-1)
- F RESTORED EXTG/NEW WOOD WINDOW
COLOUR: COMOX GREEN (VC-19)
- G EXTG WOOD DOOR
COLOUR: COMOX GREEN (VC-19)
- H NEW GLAZED WOOD DOOR
COLOUR: COMOX GREEN (VC-19)
- J WOOD PORCH FLOOR & STEPS
COLOUR: PORCH GREY (BM VC-24)
- K LATTICE
COLOUR: TBD
- L NEW VERTL WOOD SIDING
COLOUR: EDWARDIAN PEWTER (VC-23)
- M NEW WOOD TRIMS AT NEW BALCONY,
COLUMNS & RAILINGS
COLOUR: EDWARDIAN PEWTER (VC-23)



303-510 Agnes Street
New Westminster, BC
V3L 0J6 Canada

778-883-2024
christa@lodgecraft.ca

PROJECT NO.: 20-012

PROJECT TITLE:
**DAVEY HOUSE 1907
HERITAGE REVITALISATION
AGREEMENT
221 TOWNSEND PLACE
NEW WESTMINSTER, BC**

DRAWING TITLE:
**HERITAGE HOUSE:
COLOURED ELEVATIONS**

DWG. START DATE:	MAR. 2020
SCALE:	1/4" = 1'-0"
REVISION NO.:	0
DRAWING NO.:	

A-4 C

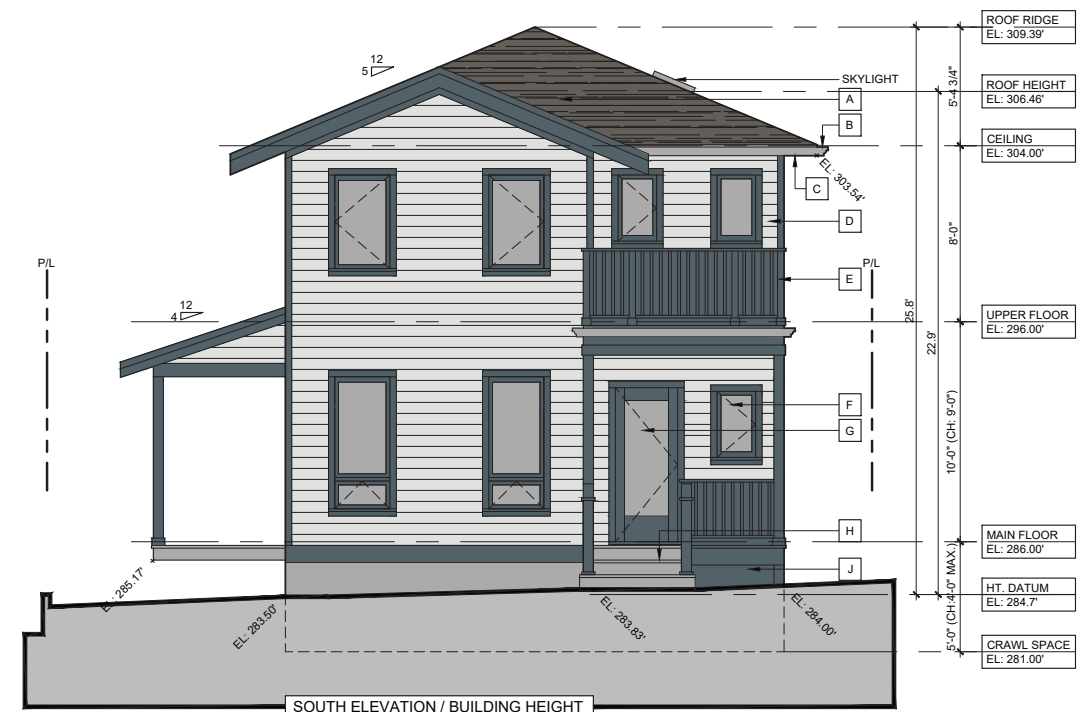
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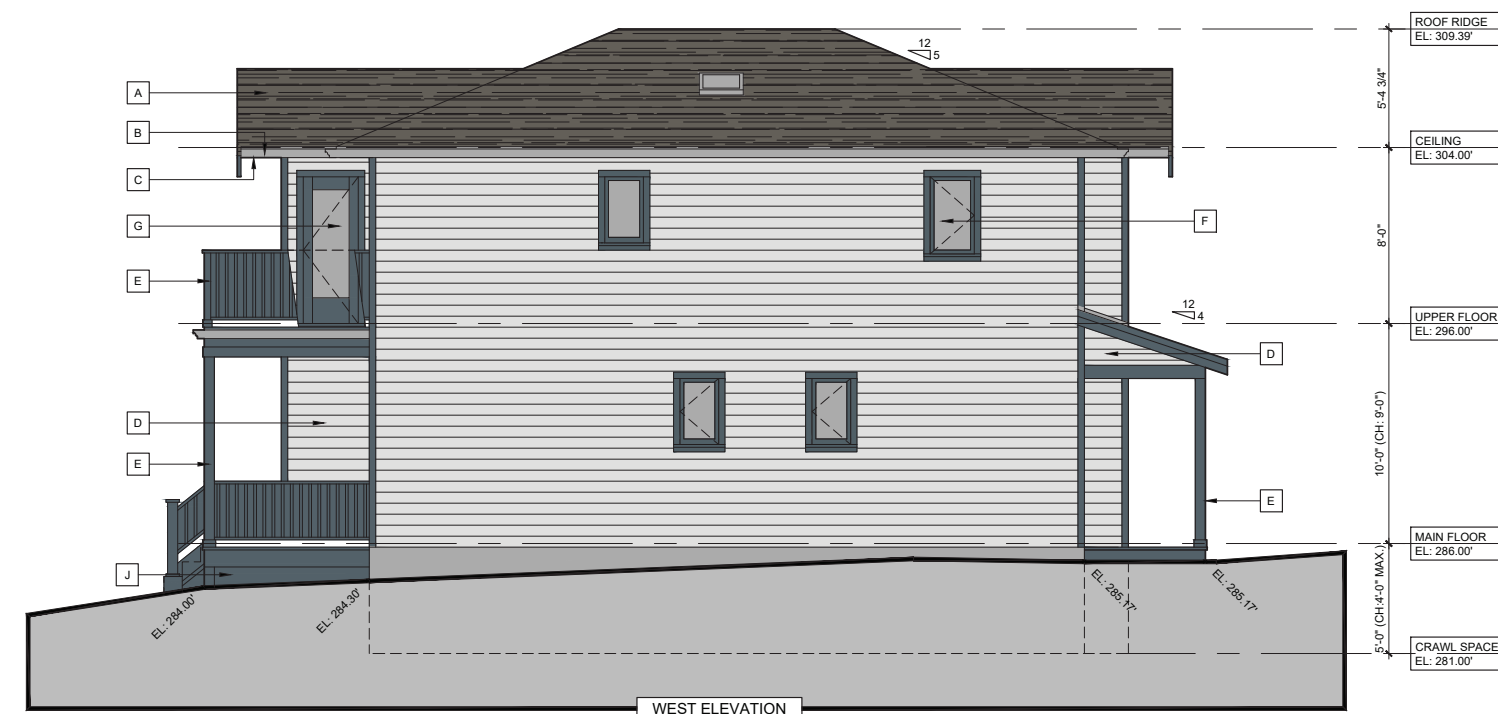
DATE Y/M/D	ISSUE/REVISION
20/07/16	ISSUED FOR HRA REZONING
21/02/19	REISSUED FOR HRA REZONING



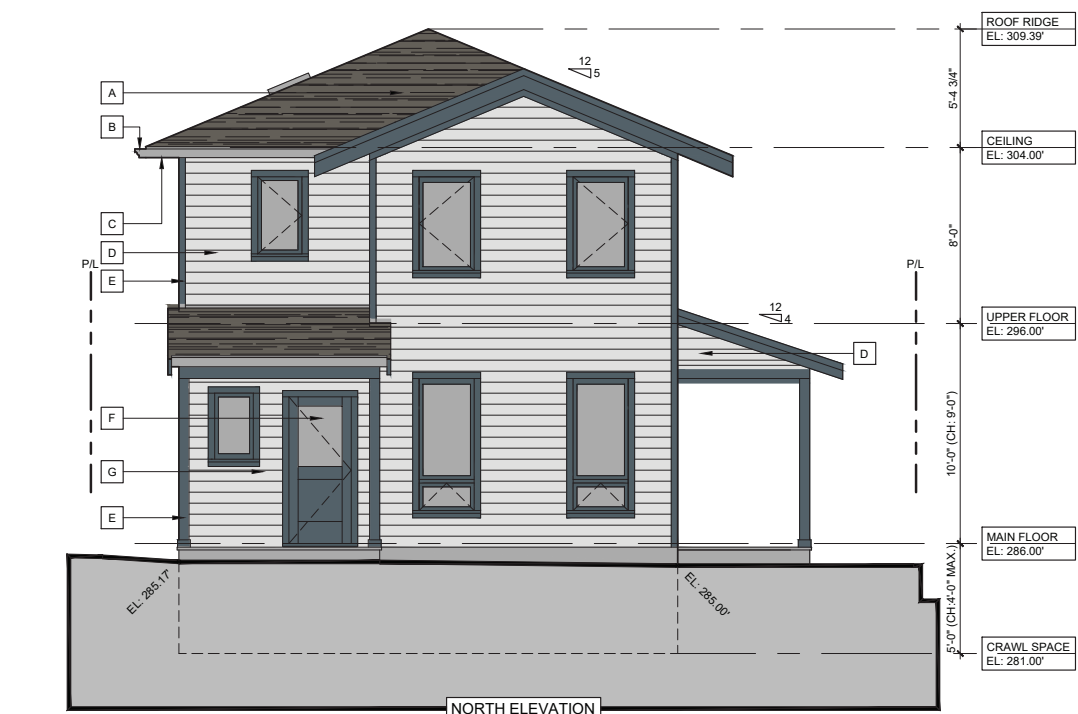
EAST ELEVATION



SOUTH ELEVATION / BUILDING HEIGHT



WEST ELEVATION



NORTH ELEVATION

MATERIALS KEY

- A ASPHALT SHINGLES, IKO ROYAL ESTATE, COLOUR: MOUNTAIN SLATE
- B ALUM. GUTTERS W/ RWLS, COLOUR: SLATE GREY
- C 1x4 T&G WOOD SOFFITS, COLOUR: TBD
- D FIBRE-CEMENT HORZ'L SIDING W/ 6" EXP. COLOUR: JH10-20 ARCTIC WHITE
- E TYP. WOOD TRIMS, COLUMNS, BRACKETS, STAIRS & RAILINGS COLOUR: RAL7031 BLUE GREY
- F DBL. GLAZED VINYL WINDOW COLOUR: BLACK
- G GLAZED FIBERGLASS DOOR COLOUR: TBD
- H WOOD PORCH FLOOR & STEPS COLOUR: PORCH GREY (BM VC-24)
- J LATTICE COLOUR: TBD



303-510 Agnes Street
New Westminster, BC
V3L 0J6 Canada

778-883-2024
christa@lodgecraft.ca

PROJECT NO.: 20-012

PROJECT TITLE:
DAVEY HOUSE 1907
HERITAGE REVITALISATION
AGREEMENT
221 TOWNSEND PLACE
NEW WESTMINSTER, BC

DRAWING TITLE:
INFILL HOUSE:
ELEVATIONS

DWG. START DATE:	MAR. 2020
SCALE:	1/4" = 1'-0"
REVISION NO.:	0

DRAWING NO.: **A-7C**

APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-4) Requirement/Allowance	Lot with Heritage Building (221 Townsend Place)	Lot with New House (219 Townsend Place)
Minimum Lot Size	6,000 square feet (557 square metres)	2,360 square feet (219 square metres)	2,359 square feet (219 square metres)
Maximum Floor Space Ratio (New House)	0.5	--	0.7
Maximum Floor Space Ratio (Heritage House)	0.7	0.713	--
Maximum Site Coverage	35%	35.7%	--
Minimum Front Yard Setback (Heritage House)	12.6 feet (3.8 metres)	8 feet (2.4 metres)	--
Minimum Rear Yard Setback (Heritage House)	12.6 feet (3.8 metres)	12 feet (3.7 metres)	--
Minimum Rear Yard Setback Projection (to Porch Eave)	8.6 feet (2.6 metres)	8 feet (2.4 metres)	--
Minimum Parking Space Setback from Property Line	5 feet (1.5 metres)	0.67 feet (0.2 metres)	0.67 feet (0.2 metres)

APPENDIX 7

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

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

BETWEEN:

MATTIA NICHELE and MONICA TRENTO, 221 Townsend Place, New Westminster, BC V3L 1L4

(the “Owner”)

AND:

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

(the “City”)

WHEREAS:

- A. The Owners are the registered owners in fee simple of those lands in New Westminster, British Columbia legally described as NO PID, _____ and NO PID, _____ (together, the “Lands”);
- B. Pursuant to a Heritage Revitalization Agreement between the City and the Owners, dated for reference February 26, 2021 (the “HRA”), the Owners are required to deposit in the Land Title Office, concurrently with the subdivision plan creating the Lands as separate fee simple parcels, a covenant under s.219 of the *Land Title Act* in favour of the City, by which the Owners covenant and agree not to transfer separately the Lands until the Owners have complied with the requirements of the HRA for the preservation, restoration, and rehabilitation of the Heritage Building (as defined in the HRA);
- C. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality in respect of the use of land, the use of a building on or to be erected on land, or that parcels of land designated in the covenant are not to be sold or otherwise transferred separately;

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

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

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

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

Attention: Heritage Planner

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

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

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

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

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

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

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

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

CONSENT AND PRIORITY AGREEMENT

WHEREAS:

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

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

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

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

END OF DOCUMENT



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

THE CORPORATION OF THE CITY OF NEW WESTMINSTER**BYLAW NO. 8254, 2021**

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 221 Townsend Place as protected heritage property.

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

AND WHEREAS the registered owner of the land located at 221 Townsend Place has entered into a heritage revitalization agreement in relation to the principal building currently located on the land as authorized by Heritage Revitalization Agreement (221 Townsend Place) Bylaw No. 8253, 2021 (the "Heritage Revitalization Agreement"), has requested that Council designate that building as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the principal building located at 221 Townsend Place has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the principal building located at 221 Townsend Place as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

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

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (221 Townsend Place) No. 8254, 2021."

INTERPRETATION

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

DESIGNATION

3. The principal building located on that parcel of land having a civic address of 221 Townsend Place, New Westminster, British Columbia, legally described as PID: 013-369-474; EASTERLY 75 FEET OF LOT 5 OF LOTS 64 AND 65 SUBURBAN BLOCK 5 PLAN 2620 HAVING A FRONTAGE OF 75 FEET ON HARTCO AND TOWNSEND STREETS AND A FRONTAGE OF 63 FEET ON QUEENSBOROUGH STREET and labelled "Heritage House" (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

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

EXEMPTIONS

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

MAINTENANCE

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

HERITAGE ALTERATION PERMITS

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

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

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

RECONSIDERATION BY COUNCIL

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

GIVEN FIRST READING this 1st day of March 2021.

GIVEN SECOND READING this 1st day of March 2021.

PUBLIC HEARING held this 22nd day of March 2021.

GIVEN THIRD READING this 22nd day of March 2021.

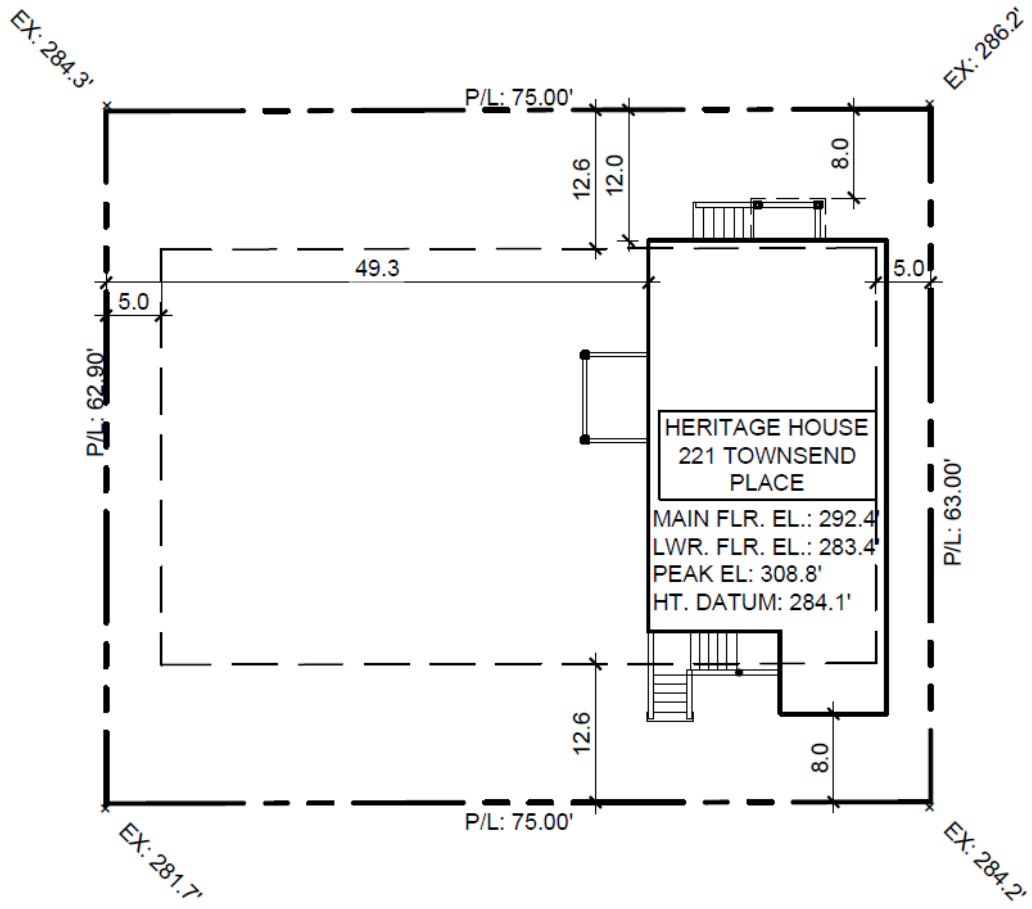
ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
 day of 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH





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

CORPORATION OF THE CITY OF NEW WESTMINSTER

**ZONING AMENDMENT BYLAW (466 Rousseau St. – Urban Academy Text Amendment)
NO. 8211, 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 regarding land use and parking.

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 (466 Rousseau St. – Urban Academy Text Amendment) No. 8211, 2020”.
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) By deleting section 1067.1 of the Comprehensive Development District (Braid Street) (CD-67) and substituting the following:

1067.1 The intent of this zoning district is to allow a private school and a high rise multiple unit residential development which includes townhouses, artists’ studios and gallery space in a podium at grade.
 - b) By deleting section 1067.5 of the Comprehensive Development District (Braid Street) (CD-67) and substituting the following:

1067.5 Private school uses shall not exceed 550 students.
 - c) By deleting section 1067.11 of the Comprehensive Development District (Braid Street) (CD-67) and substituting the following:

1067.11 For Sub-District A, as identified on Supplementary Plan #1, 50 off-street automobile parking shall be provided in accordance with the Off-Street Parking Regulation section of this bylaw and:

 - a) Sections 140.26 and 140.50 of this bylaw do not apply;
 - b) the requirement for 50 parking spaces may be met by providing all of the following:
 - i) A minimum of 10 parking spaces on Sub-District A, which spaces shall include one accessible parking space, one car pool parking space, and six parking spaces with 10-minute parking only time restrictions during afternoon and evening pick-up times;

ii) A minimum of 40 parking spaces on Sub-District B as shown on Supplementary Plan #1 for section 1067, which spaces shall include at least 25 parking spaces reserved for the use of staff and at least 15 visitor parking spaces used for school pick-up and drop-off functions; and

iii) a prohibition on student parking on both Sub-District A and Sub-District B; and

c) if active construction restricts the use of Sub-District B for parking spaces described in subsection (b)(ii), the operator may temporarily use alternative off-site off-street parking spaces in another location within walking distance.

d) By deleting section 1067.13 of the Comprehensive Development District (Braid Street) (CD-67) and substituting the following:

1067.13 Off-street loading shall be provided in accordance with the Off-Street Loading Regulation section of this bylaw, except that in Sub-District A, a minimum of 2 loading spaces shall be provided per building.

GIVEN FIRST READING this 31ST day of August, 2020.

GIVEN SECOND READING this 31ST day of August, 2020.

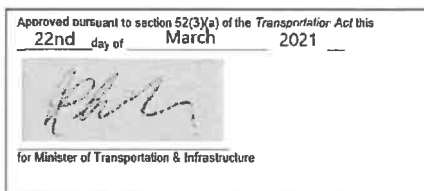
PUBLIC HEARING held this 30th day of September, 2020.

GIVEN THIRD READING this 30th 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





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

CORPORATION OF THE CITY OF NEW WESTMINSTER

ZONING AMENDMENT BYLAW NO. 8250, 2021

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

WHEREAS the Local Government Act authorizes a municipality to zone areas of land and to make regulations pursuant to zoning,

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

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 No. 8250, 2021."
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) by inserting the following as section 710.11.1

710.11.1 Cannabis productions facilities limited to the location at 1135 Tanaka Court (Legal Description: LOT 3, DISTRICT LOT 758, NEW WEST DISTRICT, PLAN BCP43340 GROUP 1; PID: 028-124-073) and provided that:

- (a) all operations related to the production, storage and processing of cannabis must occur within a completely enclosed building; and
- (b) the site on which the cannabis production facility is located must be at least 60.9 metres (200 feet) from any site used for a school or for any residential use. This distance shall be measured in a straight line from the property lines of each site.

GIVEN FIRST READING this 4th day of January, 2021.

GIVEN SECOND READING this 4th day of January, 2021.

PUBLIC HEARING held this 22nd day of February, 2021.

GIVEN THIRD READING this 22nd day of February, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 4th day of March, 20 21


for Minister of Transportation



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

DISCUSSION

In-Water Environmental Process

On January 4, 2021, the City began in-river clean-up works to remove submerged debris that had settled on the riverbed during the fire. This work was conducted with guidance from Provincial and Federal regulators and with First Nations engagement and involvement through daily site monitoring.

Under the City's Provincial Approval for conducting this emergency in-river work, activities were required to be completed by February 28, 2021 to stay within the "least-risk" fisheries window. All work defined by the Province as part of the in-water emergency was completed on time. The remaining work of laying aggregate (crushed rock material) on the riverbed will be completed once the fisheries window re-opens in mid-summer 2021.

While each property owner is separately responsible for oversight and cost of the works associated with their own site, the Ministry of Environment requested the City collaborate, where possible, with the owners of 200 Front Street on debris removal to minimize disturbance to riverbed sediments. To date, this work has not been started by the adjacent property owner.

Park Re-opening

As noted in previous reports, the re-opening of the Park for public use was contingent upon the installation of a new emergency services access point from Front Street across the railway tracks. While the public access points to the park at the Fourth Street and Sixth Street overpasses were unaffected by the fire, the emergency and service vehicle access point located adjacent to the timber wharf was destroyed. A new emergency and service access crossing is on-plan to complete by March 30, 2021 and the Park is scheduled to open and welcome back the community on April 2, 2021 at 12pm.

Sixth Street Overpass & Play Area

Construction of the new Sixth Street Overpass, ramp and stairs into Westminster Pier Park, as well as the new play area and plaza spaces below, continued while the park was temporarily closed. The ramp, stairs, re-imagined play area and central paved plaza are complete, and can now provide safe public access to the park to/from the new Sixth Street Overpass. On March 26, the construction fencing around the play area was removed and Bosa Development began installation of chain link fencing to provide a secure barrier between the construction site at 660 Quayside and the play area. *See Attachment 1 for additional photos.*

ATTACHMENTS

Attachment 1 - New Play Area Photos

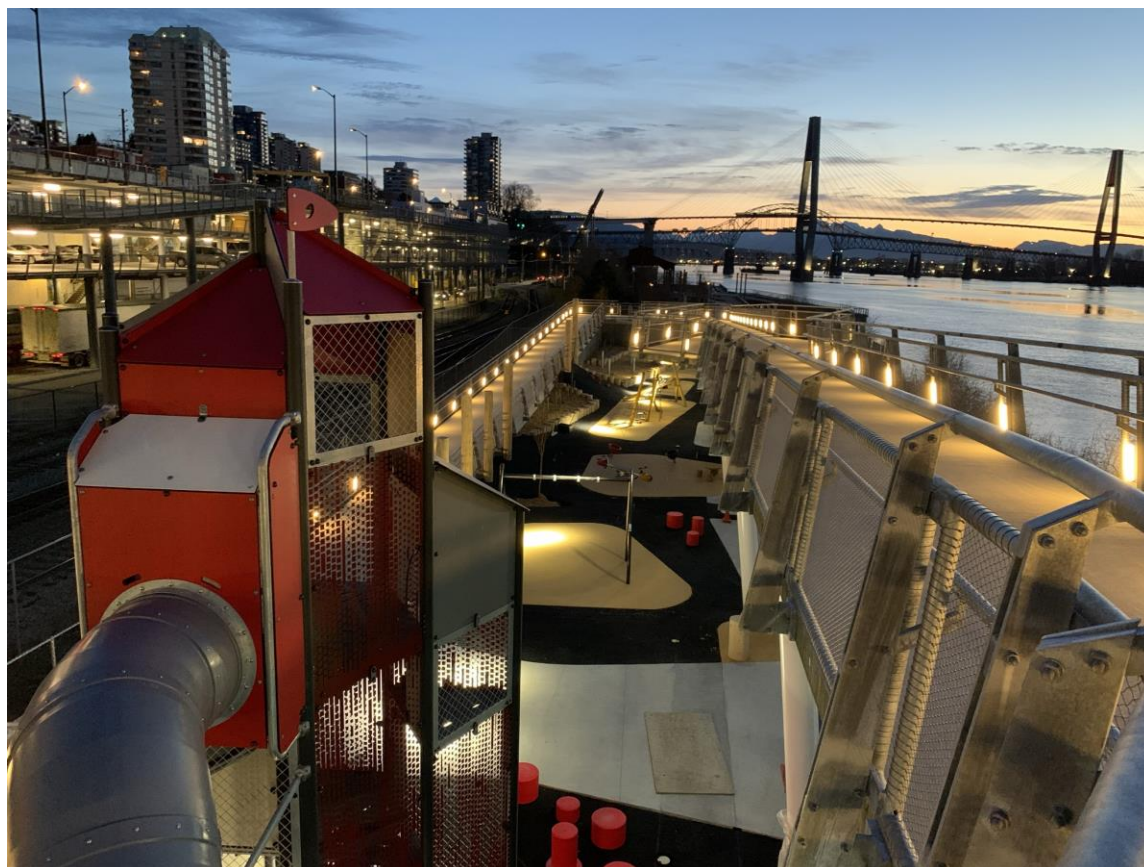
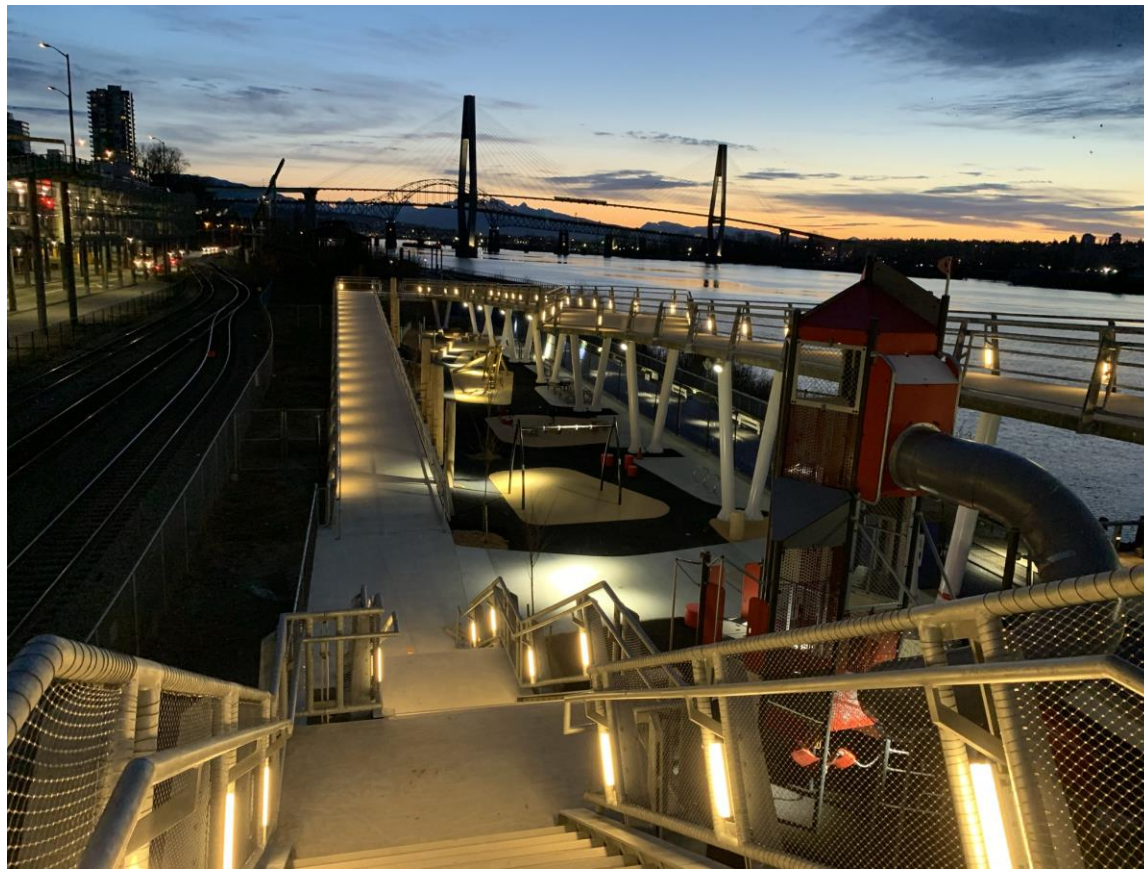
This report has been prepared by
Carolyn Armanini, Planner, Economic Development

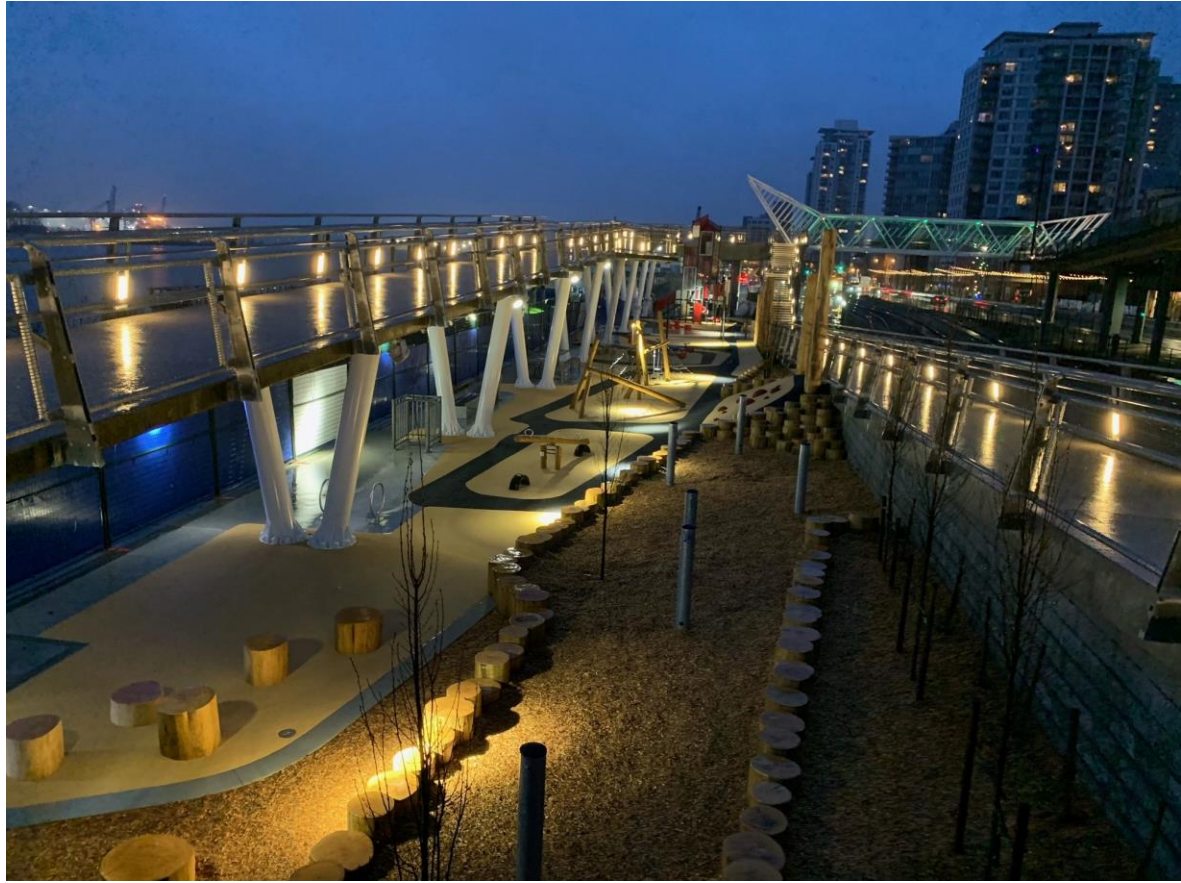
Approved for Presentation to Council

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

Lisa Spitale
Chief Administrative Officer

Attachment 1: New Play Area Photos









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



REPORT

Electrical Utility

To: Mayor Côté and Members of Council **Date:** 3/29/2021

From: Rod Carle
General Manager of Electrical Utility **File:**
Report #: 98/2021

Subject: **Utility Commission Recruitment Update**

RECOMMENDATION

THAT this report be received for information.

PURPOSE

The purpose of this report is twofold:

- 1) Provide an update on the recruitment and selection process for a new Utility Commission Board Member; and
- 2) Advise as to the appointment of Ms. Maya Chorobik as an external Commissioner for the Utility Board.

BACKGROUND

The New Westminster Utility Commission currently has one Commission Board member vacancy, which has been vacant since mid-January of 2020, formerly occupied by Russ Smith. A recruitment process was conducted last year and resulted in a potential candidate. Upon Council's instruction during a council meeting in July 2020, staff was directed to return to Council to discuss the recruitment process and the required qualifications for the role. Staff updated the posting, and broadened the outreach that would potentially attract a diverse applicant pool.

Below is an overview of the recruitment process undertaken:

- Utility Commissioner Vacancy re-posted on November, 2020, utilizing both internal and external advertising resources. Posting closed on December 8, 2020.
- Total of 56 applications received from a diverse pool of applicants.
- Screening interviews were conducted for 5 shortlisted applicants. The screening interviews were conducted on January 15, 2021 by the General Manager of the City's Utility Commission, and representative from the City's Human Resources Department.
- Three candidates were identified for further consideration and moved forward for a comprehensive interview.
- The selection panel for the comprehensive interviews consisted of General Manager of the City's Utility Commission, the City's CAO, a Council member representative, a and representative from the City's Human Resources Department). The comprehensive interviews were completed on February 19, 2021.
- Upon completion of the interviews, the selection panel identified Ms. Maya Chorobik as the leading candidate for the Utility Commissioner vacancy.
- Selection panel unanimously agreed that Ms. Maya Chorobik be moved forward in the selection process and that references be completed.
- References for Ms. Maya Chorobik were satisfactorily completed on March 26, 2021 and recommendation was made to City Council, and subsequently approved, to appoint Ms. Chorobik as a Utility Board Commissioner

CONCLUSION

This report provides Council with an update on the recruitment and selection process for a new Commissioner on the Utility Commission Board.

OPTIONS

There are two options for Council's consideration:

1 - THAT this report be received for information.

2 - THAT Council provide staff with other direction.

Option 1 is recommended.

Approved for Presentation to Council



Rod Carle
General Manager of Electrical Utility



Dean Gibson
for Lisa Spitale
Chief Administrative Officer