



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 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 this personal information please contact the Legislative Services, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523.

**IMPORTANT REMINDER:** Submissions on land use bylaws (e.g. OCP amendment, rezoning, etc) are not permitted after a public hearing has been scheduled for the bylaw, unless the bylaw has been either adopted or defeated.

**PUBLIC HEARING NIGHTS:** Public Hearings, when scheduled, begin at 6:00 p.m. The Regular Meeting of City Council reconvenes immediately following the adjournment of the Public Hearing.

## REGULAR MEETING OF CITY COUNCIL

Notice is hereby given of the following Regular Meeting of Council:

October 28, 2019 at 12:00 p.m.

With immediate adjournment to Closed Meeting  
**Regular Council reconvenes immediately following  
the Public Hearing which begins at 6:00 p.m.**

Council Chamber  
City Hall

### AGENDA

For On-Table additions see items 18a & 36b

**Call to order.**

#### REMOVAL OF ITEMS FROM THE CONSENT AGENDA

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

#### EXCLUSION OF THE PUBLIC

2. **MOTION:**  
**THAT** pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda

*items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(e), 90(1)(k) and 90(1)(l) of the Community Charter:*

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- (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];*

Purpose of the meeting:

Personal, property, reporting and negotiations matters

### **ADJOURNMENT**

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

### **RECONVENE TO REGULAR COUNCIL**

- 4. *MOTION* to reconvene to the Regular Meeting of Council immediately following the Public Hearing 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.*

**BYLAWS CONSIDERED AT THE PUBLIC HEARING**

7. [Zoning Amendment Bylaw \(837-841 Twelfth Street\) No. 8139, 2019](#)  
THIRD READING
8. [Zoning Bylaw Amendment \(540 Ewen Avenue – Cannabis Retail Location\) No. 8108, 2019](#)  
THIRD READING  
ADOPTION
9. [Zoning Bylaw Amendment \(71 Sixth Street – Cannabis Retail Location\) No. 8107, 2019](#)  
THIRD READING  
ADOPTION
10. [Official Community Plan Amendment \(318 Fourth Street\) Bylaw No. 8147, 2019](#)  
THIRD READING  
ADOPTION

**OPPORTUNITY TO BE HEARD AND  
ISSUANCE OF DEVELOPMENT VARIANCE PERMITS**

11. **Development Variance Permit DVP00666 for 331 Richmond Street (Richard McBride Elementary)**

Required notification has been completed.

**Attachments:**

- i. [Copy of Development Variance Permit notice](#)
- ii. [Director of Development Services' report dated October 7, 2019](#)

- a. **Motion** to receive the following correspondence concerning this application:

Written Submissions			
Name	Correspondence Date	Date Received	#
None to date			

- b. Statement concerning the number of written submissions received (City Clerk)
- c. Invitation to those present to address the application
- d. **Motion** to approve/reject issuance of Development Variance Permit No. DVP00666.

## UNFINISHED BUSINESS

### 12. No Items

## CONSENT AGENDA

### City Clerk

13. [Amendments to the Council Procedure Bylaw No. 6910, 2004](#)
14. [New Advisory Committee and Task Force Structure](#)
15. [Recruitment 2019: Committee Rescindments](#)
16. [A Bylaw to Amend Delegation Bylaw No. 7176, 2015](#)
17. **Minutes for Adoption**
- [September 16, 2019 Special Regular](#)
  - [September 30, 2019 Special Regular](#)
  - [September 30, 2019 Open Workshop](#)
  - [September 30, 2019 Public Hearing](#)
  - [September 30, 2019 Regular](#)
  - [October 7, 2019 Regular](#)

## **Director of Development Services**

18. [Compassionate City Charter: Recommendation from Community and Social Issues Committee](#)
  - a. [Letter from New West Hospice Society \(On-Table\)](#)
19. [City Small Sites Affordable Housing Projects: Recommended Sites for Two New Developments and Calls for Proposal](#)
20. [404 Salter Street \(Summit Earthworks\): Update on Port of Vancouver Permit Review Process for Soil Transfer Facility](#)
21. [Development Approval Process Streamlining: Proposed Changes to Development Permit Process and Official Community Plan Updates](#)

## **Land Use and Planning Committee**

22. [909 First Street: Rezoning and Development Permit – Report for Information](#)

## **Director of Development Services and Director of Engineering Services**

23. [2018 Corporate Greenhouse Gas Emissions Update](#)

## **Director of Engineering Services**

24. [Five-Year Approach to On-Street Parking Fees & Rates](#)
25. [Drainage Improvement Program and Ditch Enclosure in Queensborough](#)
26. [Street and Traffic Bylaw No. 7664, 2015 – Revision to Harmonize Truck Definition](#)

## **Director of Finance**

27. [Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019](#)

## **Director of Parks and Recreation**

28. [Brow of the Hill Neighbourhood Park Site Acquisition \(1009 Cornwall Street\)](#)

## **Committee Recommendations**

29. [Multiculturalism Advisory Committee: Formation of a Multicultural Festival Working Group](#)

Correspondence

30. *Motion to receive and refer the following correspondence to staff for consideration and response:*
- a. [Tourism New Westminster letter dated October 10, 2019 regarding financial support for an application for a Municipal & Regional District Tax \(MRDT\)](#)

**ITEMS REMOVED FROM THE CONSENT AGENDA**

**BYLAWS**

31. [Council Procedure Bylaw Amendment No. 8162, 2019](#) **ONE READING**
32. [Delegation Bylaw Amendment No. 8163, 2019](#) **THREE READINGS**
33. [Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019](#) **THREE READINGS**
34. [Street and Traffic Amendment Bylaw No. 8160, 2019](#) **THREE READINGS**
35. **Bylaws for adoption:**
- a. [Permissive Tax Exemption Bylaw No. 8150, 2019](#) **ADOPTION**
  - b. [Zoning Amendment \(886 Boyd Street\) Bylaw No. 8100, 2019](#) **ADOPTION**

**NEW BUSINESS**

36. **Motion: Renaming Begbie Square and Begbie Street**, Councillor Puchmayr
- a. [Tsilhqot'in National Government letter dated October 3, 2019 regarding Renaming of Begbie Square and Begbie Street to Chief ?Ahan Square and Chief ?Ahan Street](#)

**b. Portrayal of Hanging of Chilcotin Chiefs (On-Table)**

*Whereas the City of New Westminster has now removed the statue of Judge Begbie from the current Begbie square and have done so as a result of a request from the T̓silhqot'in national government because of Judge Begbie's role in the wrongful execution of Chiefs Lhats̓'aš̓in, Biyil, Telad, Taqued and Chayses, in Qunellemouth in 1864 and Chief ʔAhan in New Westminster in 1865;*

*And whereas; the government of Canada and the government of British Columbia have both exonerated Chief ʔAhan as well as the five T̓silhqot'in war Chiefs, Lhats̓'aš̓in, Biyil, Telad, Taqued and Chayses, who were wrongfully executed;*

*And whereas one of the drivers of this action was to remove the Judge Begbie statue from the courtyard called Begbie square which is a part of the entrance of the provincial Supreme courthouse where the provinces first Indigenous court presides;*

*Therefore be it resolved that New Westminster Council proceeds with removing the name of Begbie Square and begin a process to identify an appropriate new name for this important civic space;*

*Be it further resolved that through the City's examination of our street naming policy that we review the name of Begbie Street; and*

*Be it further resolved that through our reconciliation process the City find a way to acknowledge, recognize and tell the history of the wrongful conviction and execution of the six T̓silhqot'in chiefs in Qunellemouth and New Westminster.*

**COMMUNITY ANNOUNCEMENTS/ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

**NEXT MEETING**

**November 4, 2019**

A Regular Council meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting, and then the Regular meeting will reconvene at 6:00 p.m. Both meetings will be held in the Council Chamber on the 2<sup>nd</sup> Floor at City Hall.

**ADJOURNMENT**



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

CORPORATION OF THE CITY OF NEW WESTMINSTER  
ZONING AMENDMENT BYLAW  
NO. 8139, 2019

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

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WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw No. 8139, 2019.”
2. Zoning Bylaw No. 6680, 2001 is amended by:
  - a) adding as section 1088 the regulations attached to this Zoning Amendment Bylaw as Schedule A; and
  - b) the parcels of land situated within the City of New Westminster, British Columbia and which are included in the table below are hereby rezoned from Community Commercial Districts (Medium Rise) (C-2A) to Comprehensive Development District (Twelfth and Dublin Streets) (CD-88) and the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 is hereby amended to record this rezoning.

Address	PID	Legal Description
837 Twelfth Street	002-177-081	LOT 39, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 12, OF LOT 4
841 Twelfth Street	003-066-142	LOT 40, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 12, OF LOT 4.

READ A FIRST TIME the   7th   day of   October  , 2019.

READ A SECOND TIME the   7th   day of   October  , 2019.

PUBLIC HEARING HELD the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ A THIRD TIME the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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MAYOR JONATHAN X. COTE

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JACQUE KILLAWEE, CITY CLERK



**Schedule A to Zoning Amendment Bylaw No. 8139, 2019:**

**Comprehensive Development District (Twelfth and Dublin Streets) (CD-88)**



# Comprehensive Development District (Twelfth and Dublin Streets) (CD-88)

## 1088 Comprehensive Development District (Twelfth and Dublin Streets) (CD-88)

1088 .1 The intent of this zoning district is to allow a five storey multiple unit residential building with 29 units.

### Permitted Principal and Accessory Uses

1088 .2 In the CD-88 District, the principal and accessory uses permitted in the Multiple Dwelling Districts (Low Rise)(RM-2) zone and no other uses, shall be permitted.

### Density

1088 .3 The *floor space ratio* shall not exceed 2.15.

1088 .4 The number of *dwelling units* shall not exceed 29.

### Building Envelope

1088 .5 All buildings and structures shall be sized and sited according to the following:

Regulation	Requirement
Minimum Front Setback (Twelfth Street)	3.05 metres (10 feet); and 6.05 metres (19.85 feet) above the third storey.
Minimum Rear Setback (East)	3.66 meters (12.02 feet) provided that windows may project up to 1.08 metres (3.55 feet) within the minimum setback; 7.50 metres at the third storey; and 10.50 metres above the third



# Comprehensive Development District (Twelfth and Dublin Streets) (CD-88)

	storey.
<b>Minimum Side Setback (North)</b>	3 metres (9.84 feet).
<b>Minimum Side Setback (South)</b>	3 metres (9.84 feet).
<b>Maximum Site Coverage</b>	Sixty-five percent (65%).
<b>Maximum Building Height</b>	The height of a building shall not exceed 22 meters (72.18 feet)

## Off-Street Parking and Loading Requirements

- 1088 .6 Off-Street parking shall be provided in accordance with the Off-Street Parking Regulations section of this bylaw.
- 1088 .7 Bicycle parking shall be provided in accordance with the Off-Street Bicycle Parking Regulations section of this bylaw.
- 1088 .8 Off-Street loading shall be provided in accordance with the Off-Street Loading Regulations section of this bylaw.



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

CORPORATION OF THE CITY OF NEW WESTMINSTER  
ZONING AMENDMENT BYLAW (CANNABIS REGULATIONS) NO. 8108, 2019

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (Cannabis Retail Location – 540 Ewen Avenue) No. 8108, 2019.”
2. Zoning Bylaw No. 6680, 2001 is hereby amended by:
  - a) adding the following into the table in section 190.48.1:

<b>Queensborough Cannabis Co.</b>	540 Ewen Avenue	440 sq. metres	011-313-625
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3. Severability:

If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction the invalid part, section, sentence, clause, phrase or word shall be severed and the decision that is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without such invalid portions.

GIVEN FIRST READING this 8th day of April 2019.

GIVEN SECOND READING this 8th day of April 2019.

PUBLIC HEARING held this day of 2019.

GIVEN THIRD READING this day of 2019.





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

CORPORATION OF THE CITY OF NEW WESTMINSTER  
ZONING AMENDMENT BYLAW (CANNABIS REGULATIONS) NO. 8107, 2019

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (Cannabis Retail Location – 71 Sixth Street) No. 8107, 2019.”
2. Zoning Bylaw No. 6680, 2001 is hereby amended by:
  - a) adding the following into the table in section 190.48.1:

<b>Maple Leaf Greenery</b>	71 Sixth Street	200 sq. metres	008-209-448
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3. Severability:

If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction the invalid part, section, sentence, clause, phrase or word shall be severed and the decision that is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without such invalid portions.

GIVEN FIRST READING this 8th day of April 2019.

GIVEN SECOND READING this 8th day of April 2019.

PUBLIC HEARING held this day of 2019.

GIVEN THIRD READING this day of 2019.







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

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## BYLAW NO. 8147, 2019

A bylaw to amend the Official Community Plan Bylaw No. 7925, 2017

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### WHEREAS:

- A. The Council has adopted Official Community Plan Bylaw No. 7925, 2017, and wishes to amend the Official Community Plan that was adopted by that bylaw;
- B. The Council has considered the consultation matters set out in s. 475 of the *Local Government Act* including whether any consultation on this bylaw that the Council considers to be required should be early or ongoing;
- C. The Council has specifically considered whether consultation on this bylaw is required with the board of the Greater Vancouver Regional District; First Nations; the Councils of adjacent municipalities; the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; the Provincial and Federal governments and their agencies; and any other persons, organizations, and authorities it considers will be affected;
- D. The Council has consulted on this bylaw with the Board of Trustees of School District No. 40 and has sought its input as to the matters set out in section 476(2) of the *Local Government Act* in respect of the bylaw;
- E. The Council has considered the amendment, between first and second reading of the bylaw, in conjunction with:
  - i. the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2019-2023) Bylaw No. 8104, 2019); and
  - ii. the 2012 Integrated Solid Waste and Resource Management Plan and the 2010 Integrated Liquid Waste and Resource Management Plan of the Metro Vancouver Regional District;
- F. The Council has held a Public Hearing on this bylaw to amend the Official Community Plan;

NOW THEREFORE the Council of the Corporation of the City of New Westminster, in open meeting assembled, enacts as follows:

### **INTERPRETATION**

1. This Bylaw may be cited for all purposes as "Official Community Plan Amendment (318 Fourth Street) Bylaw No. 8147, 2019."
2. In this bylaw, "Queens Park Heritage Conservation Area" means Schedule A to the Official Community Plan.
3. In this bylaw, "List of Exempted Properties" means Appendix 4 to the Queen's Park Heritage Conservation Area.

### **DESIGNATION**

4. The List of Exempted Properties to the Queens Park Heritage Conservation Area is amended by adding the following:
  - (hh) The building and lands with the civic address of 318 Fourth Street, New Westminster, BC, and legally described as LOT 21 OF LOTS 7, 39 AND 40 SUBURBAN BLOCK 6 PLAN 2620 (PID: 013-396-579)

### **CONSEQUENTIAL AMENDMENTS**

5. The Official Community Plan is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format and numbering of the plan, maps and map legends and the table of contents.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this

7th day of October, 2019.

Bylaw No. 8147, 2019

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this  
\_7th\_ day of \_October\_\_\_\_\_, 2019.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this  
\_\_\_\_\_ day of \_\_\_\_\_, 2019.

ADOPTED on an affirmative vote of a majority of all members of Council this \_\_\_\_\_ day  
of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR JONATHAN X. COTE

\_\_\_\_\_  
JACQUE KILLAWEE, CITY CLERK



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

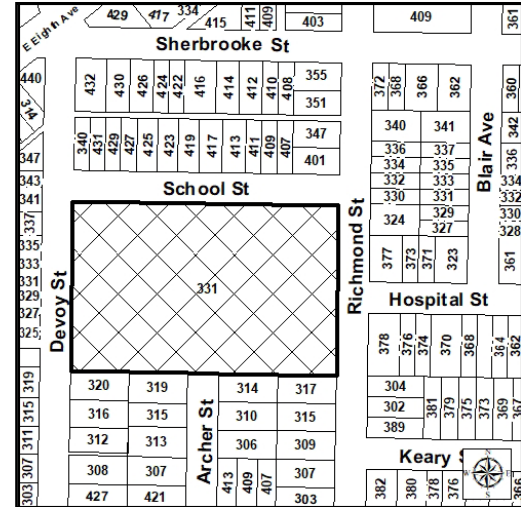
# NOTICE OF OPPORTUNITY TO BE HEARD

## 331 Richmond Street (Richard McBride Elementary): Development Variance Permit DVP00666

**MONDAY, OCTOBER 28, 2019 AT 6:00 P.M.**

Council Chamber, Second Floor of City Hall, 511 Royal Avenue

A Development Variance Permit application has been received for the replacement of Richard McBride Elementary School. The variances are requested to the Zoning Bylaw and the Sign Bylaw to allow for an increase in permitted building height; retaining walls and parking within required setbacks; a reduction in the number of vehicular parking spaces; a shift in the number of bike parking spaces from long term to short term spaces; a reduction in required loading bays; and an increase in the permitted size of an under canopy sign. These variances are requested due to the steeply sloped site and the unique transportation needs of the elementary school. In addition, the School District has requested a reduction in some of the requirements for off-site improvements reflecting Provincial funding limitations.



### HOW DO I GET MORE INFORMATION?

From October 11 to October 28, read the related material in the Planning Division at City Hall: Mondays between 8:00 am and 7:00 pm and Tuesdays through Fridays between 8:00 am and 5:00 pm except statutory holidays.

More information is available at [www.newwestcity.ca/publicnotices](http://www.newwestcity.ca/publicnotices)



### HOW CAN I BE HEARD?

Email [clerks@newwestcity.ca](mailto:clerks@newwestcity.ca) or call 604-527-4523 to register to speak.

Everyone who attends the Opportunity to be Heard may address Council, however registered speakers will speak first. Note all speakers have five minutes.



### QUESTIONS AND COMMENTS?

Email: [clerks@newwestcity.ca](mailto:clerks@newwestcity.ca)  
Post: Legislative Services Department  
511 Royal Avenue  
New Westminster, BC V3L 1H9

Written comments addressed to Mayor and Council are received until the closing of the Opportunity to be Heard and will be published.

Jacque Killawee, City Clerk

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/7/2019

**From:** Emilie K Adin, MCIP      **File:** DVP00666  
Director of Development Services

**Item #:** 379/2019

**Subject:** **331 Richmond Street (Richard McBride School): Development Variance Permit for New Elementary School - Consideration of Notice of Opportunity to be Heard**

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### **RECOMMENDATION**

*THAT Council issue notice that it will consider a resolution to issue Development Variance Permit DVP00666 to vary allowed building height, retaining wall location requirements, vehicular parking location and number, bike parking requirements, the number of loading bays, the size of permitted signs, and off-site improvement requirements at 331 Richmond Street following an Opportunity to be Heard on October 28, 2019.*

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### **EXECUTIVE SUMMARY**

A Development Variance Permit application has been submitted for the proposed replacement of Richard McBride Elementary School. The total gross building area would be 4,090 square metres (44,024 sq.ft.). The proposed development would have a 0.21 Floor Space Ratio (FSR).

The proposed Development Variance Permit is to facilitate the following:

- i. an increase in permitted building height;
- ii. retaining walls within the setbacks;
- iii. parking within a front yard setback;
- iv. a shift in the number of vehicular parking spaces and pick up/drop off spaces;



- v. a shift in the number of bike parking spaces from long term to short term spaces;
- vi. a reduction in required loading bays;
- vii. an increase in the permitted size of an under canopy sign; and
- viii. a reduction of some of the requirements for off-site improvements.

No rezoning or Development Permit is required for this project. However, the project is going through participatory design review process to ensure that the building is a “good fit” on the site and within the existing surrounding community. The location, form and massing of the building should reinforce the school, and open spaces, as a community amenity. The design of the new building should showcase high level design and creativity, to help the school act as a landmark, wayfinding device and source of identity in the community. The community at-large is very engaged in development review and as a practice the City requests design review of all public facilities, including the City’s own capital projects.

### **PURPOSE**

The Richard McBride Elementary School is being rebuilt with a target opening date of September 2021. The purpose of this report is to update Council on the project and to request that Council issue notice of consideration of the required Development Variance Permit following an Opportunity to be Heard on October 28, 2019.

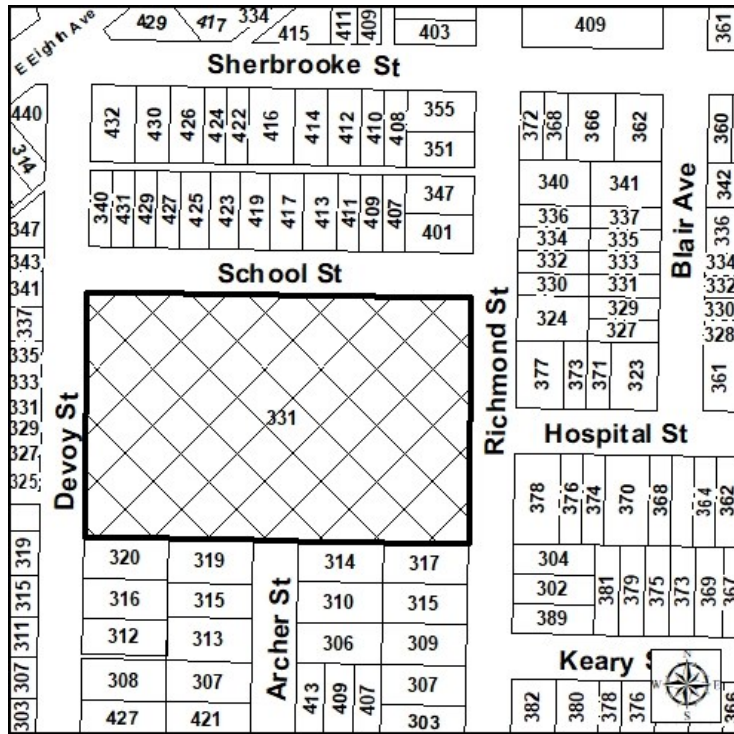
### **BACKGROUND**

The subject site is designated (P) Major Institutional and zoned Public and Institutional Districts (Low Rise) (P-1). A summary of this and other related City policies and regulations are included in Appendix A.

### **Site Characteristics and Context**

The property is located on Richmond Street in the Sapperton neighbourhood. The site is bounded by Richmond Street, School Street and Devoy Street. Archer Street provides access to and dead-ends at the south property line. Richmond Street, the eastern boundary, is part of the Crosstown Greenway and a key component of the Best Walking Routes to School.

Image 1: Site Map



The site slopes from the northwest corner (School Street and Devoy Street) towards the southeast corner (at Richmond Street), with a change of approximately 24 metres (79 feet) across the site.

The use of all the surrounding properties is single detached houses. Houses are directly adjacent to the school site along the south property line.

Site Statistics

Existing Site Area (gross)	18,744 square metres (201,758 sq. ft.)
Site Frontage	109.42 metres (358.99 ft.)
Average Lot Depth	171.30 metres (562.01 ft.)

Proximity to Transit

The subject site is not located within easy walking distance of the frequent transit network. However, the site is in close proximity to a bus stop.

Transit Facility	Distance
SkyTrain Station	665 metres (2,182 feet)
Bus (#155) Stop	50 metres (164 feet)

## **Project Description**

The proposed Richard McBride Elementary School is comprised of a new 4,090 square metre (44,024 square foot) elementary school building designed to accommodate 430 students from kindergarten to grade 5. The new school will replace the existing school, which was originally constructed in 1929 and has reached the end of its service life. The new school will be a state of the art facility, designed in accordance with the new Ministry of Education curriculum. Upon completion of the new school, the existing school will be deconstructed.

In addition to the core school programming, the new building will include a new 37 space childcare facility that includes 12 infant/toddler (0 to 36 months) and 25 three-to-five (30 months to school age) spaces. The City is contributing an amount not to exceed \$1,200,000 to the construction of this childcare. The school would also include before and after school care and strong start space.

The proposed school would be located in the centre of the site, in response to the significant grade change on the site. The location, orientation and massing would also minimize the impact on the views of surrounding properties, but also allow for daylight and views from the school to be maximized. The main school entrance would be located in the centre of the building on the east side, oriented toward Richmond Street. The primary access route would be from School Street on the north side of the street. A number of the school's programs would have a functional relationship with exterior spaces and would be suited in a ground level location with additional exterior entrances. These components would include the multipurpose/music room, learning commons, gym, and strong start and before and after school care.

Some of these uses would spill out into the proposed outdoor learning commons on the south side of the building. The learning commons would be enclosed on two sides by building walls (north and east) and by a retaining wall on the third side (west). The fourth side (south) would be partially enclosed by an amphitheatre. The space is designed to address the grade change of the site while still providing a range of outdoor spaces that are well integrated with the school.

The future site would include a new a new field in front of the school (where the current school building is located). Effort is being made to retain existing functional spaces where possible, including the existing field on the west side of the site. The existing basketball courts will be relocated to an expanded sports court in front of the school.

Site plans and landscape drawings are included in the Development Variance Permit Application and have been attached to this report as Appendix B. Further refinements of the plans will occur as the project proceeds.

Image 2: Site Plan

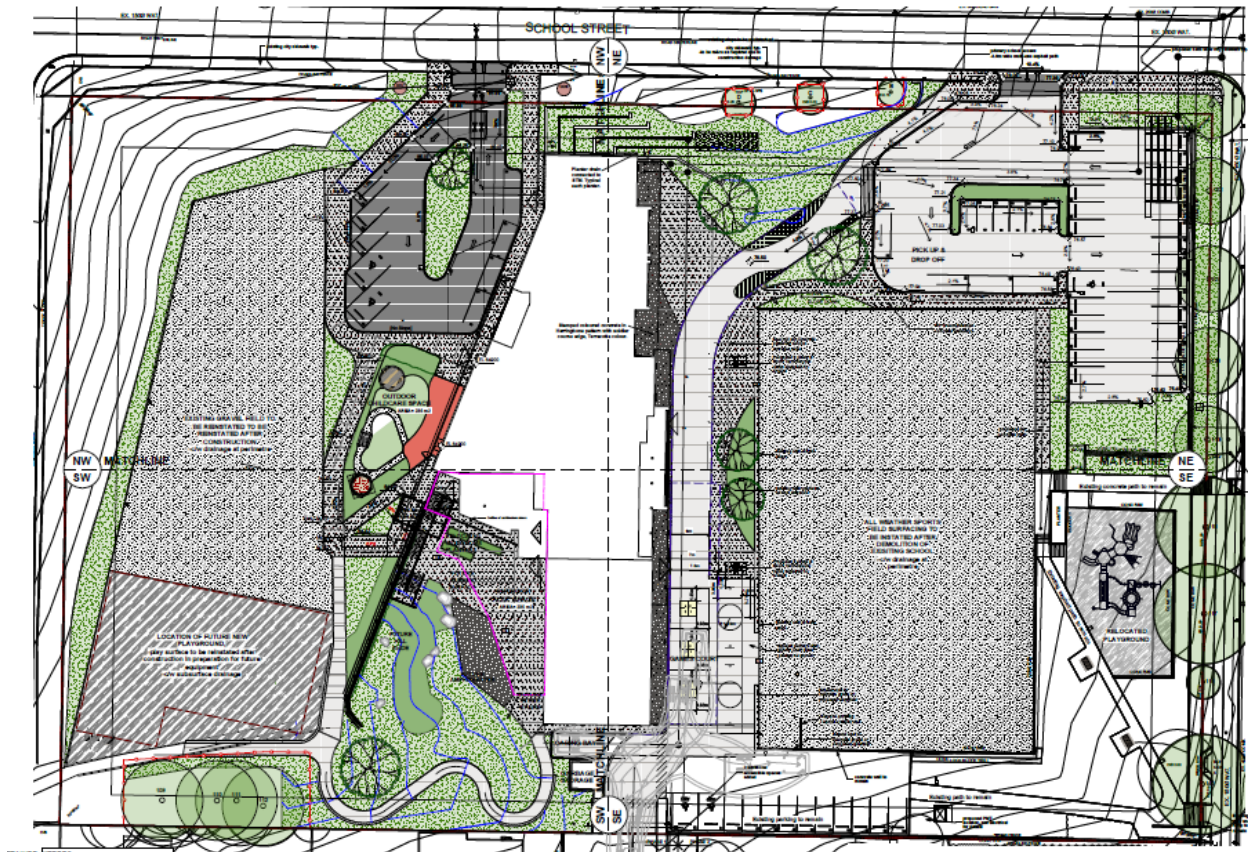


Image 3: Northeast Elevation (from Richmond Street and School Street intersection)



Project Variances

A summary of project statistics is included in Appendix C. The proposed variances are summarized below.

	<b>Allowable/Permitted</b>	<b>Proposed</b>
Building Height	<ul style="list-style-type: none"> <li>• 9.14 metres (30 feet)</li> <li>• Two storeys</li> </ul>	<ul style="list-style-type: none"> <li>• 10.22 m. (33.6 feet)</li> <li>• Three storeys</li> </ul>
Retaining Walls	<ul style="list-style-type: none"> <li>• No retaining walls allowed within setbacks and yards</li> </ul>	<ul style="list-style-type: none"> <li>• Retaining walls proposed within setbacks and yards</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• No parking shall be permitted in the required front yard</li> <li>• 46 parking spaces with 16 pick up/drop off spaces per the traffic study</li> </ul>	<ul style="list-style-type: none"> <li>• Parking is proposed within the required front yard setback (7.62 m. / 25 ft. from Richmond St)</li> <li>• 56 spaces with the mix of parking and pick up/drop off spaces TBD</li> </ul>
Bike Parking Long Term Short Term	<ul style="list-style-type: none"> <li>• 24 spaces</li> <li>• 24 spaces</li> <li>• 0</li> </ul>	<ul style="list-style-type: none"> <li>• 24 spaces *</li> <li>• TBD*</li> <li>• TBD*</li> </ul>
Loading Spaces	<ul style="list-style-type: none"> <li>• Two</li> </ul>	<ul style="list-style-type: none"> <li>• One</li> </ul>
Sign Bylaw	<ul style="list-style-type: none"> <li>• Area of under-canopy sign shall not exceed 1.0 square metres</li> </ul>	<ul style="list-style-type: none"> <li>• 6.7 square metre under-canopy sign</li> <li>• No limit to vertical dimension</li> </ul>
Off-Site Requirements	<ul style="list-style-type: none"> <li>• Outlined below</li> </ul>	

\* Staff will continue to work with the School District to determine the mix of short term and long term bike parking spaces, but under no circumstances will the total number of spaces be less than 24.

**DISCUSSION**

The anticipated variances can be grouped into four main categories, outlined below.

1) Urban Design*Building Height*

The Zoning Bylaw limits the height to two storeys and 9.14 metres (30 feet). The project will require a variance for building height to allow a three storey building and for a building height of 10.22 metres (33.6 feet). These variances are needed, in part, due to the grade

change on the site. The building will only appear to be three storeys on the low end of the site (from Richmond Street). From Devoy Street (the high side of the site) the building will appear to be one storey. The building is also located at the centre of the site setback from adjacent buildings and therefore will not have an adverse impact on its surroundings.

### *Retaining Walls*

The Zoning Bylaw prohibits retaining walls within yards and setbacks on institutional sites unless they are authorized by a Development Permit. Due to the significant grade changes on the site and the retention of existing retaining walls which were constructed over time, the site is ringed by a series of retaining walls. Some of these walls predate the Zoning Bylaw requirement prohibiting retaining walls in the setbacks or were built under previous permits. Additional retaining walls within setbacks have been proposed between the building and School Street and along the new pathway that connects the upper play spaces and the school to help address the transition between the grade change on site and the transition between uses. A portion of the retaining wall along School Street near the intersection with Richmond Street will be relocated on to school property to provide for increased visibility at the intersection and a potentially wider sidewalk. Each of the retaining walls has been addressed in the site plan and landscape plan.

While this project is not subject to a Development Permit, it has been reviewed by the New Westminster Design Panel (NWDP) and by staff. Staff considers the existing and proposed retaining wall locations reasonable or sufficiently screened and supports a variance to allow for retaining walls within the setbacks.

## 2) Transportation

### *Vehicle Parking Location*

The Zoning Bylaw does not permit parking within a front yard setback. The site plan shows an expanded parking lot, which now includes parking within the front yard setback adjacent to the Richmond Street property line. Staff considers such a variance to be reasonable as it allows for functional on-site pick up and drop off and does not compromise sightlines at the Richmond Street and School Street intersection.

### *Number of Parking and Pick Up/Drop off Spaces*

The zoning bylaw requires a total of 46 parking spaces for the elementary school, the childcare and Strong Start. The required number of pick up/drop off (PUDO) spaces per the traffic study is 16. The School District is providing a total of 56 spaces on site. In consultation with the School District, staff will determine the appropriate mix of parking and PUDO spaces. Under no circumstances will the total number of spaces be less than 56

spaces. Due to the fact that some of the school and childcare staffing is part time, staff considers such a variance to be reasonable.

#### *Bike Parking*

The Zoning Bylaw requires that an elementary school of this size (number of students and staff) provide 24 long term bike parking spaces. No short term bike parking is required for the school. In consultation with the School District, staff will determine the appropriate mix of long term and short term bike parking. Under no circumstances will the total number of bike parking spaces be less than 24 spaces.

#### *Loading Spaces*

The Zoning Bylaw requires two loading bays for an elementary school of this size. The School currently receives approximately one delivery per week. Staff considers one loading bay to be sufficient to meet the off-street loading requirements of the school.

### 3) Sign Bylaw

In general, under canopy signs are intended to attract the attention of a pedestrian passing by a use along a sidewalk. The Sign Bylaw limits the size of under canopy signs with channel letters to 0.5 square metre (5.4 sq. ft.). A sign is proposed above the main entrance. While considered an under-canopy sign, it is not primarily intended to attract the attention of a pedestrian passing by along a sidewalk underneath the sign, but serves to highlight the building entrance and to identify the school to people on Richmond Street. The building and the sign is setback significantly from the street. While considered an under-canopy sign, the sign has similarities of purpose to a fascia sign with channel letters, which has a size limitation of 7 square metres (75 square feet) and no vertical dimension limit. Staff does not have concerns with the location and size of the sign as proposed.

### 4) Off-site Works and Services Requirements

The City has provided the School District with a memorandum outlining the works and services requirements for the project. Off-site service requirements include roadworks, providing of adequate service connections, undergrounding electrical and telecommunication utilities, City communication conduit, roadway lighting, and boulevard trees.

The School District will provide adequate sanitary sewer, storm sewer, water and electrical service to the site in a manner approved by the City and compliant with bylaw requirements. The School District would also relocate the existing retaining wall at Richmond Street and School Street onto the school site and clear of the corner truncation required to ensure adequate site lines at this intersection.



Staff will continue to work with the School District to review the potential to widen the sidewalk on School Street, from the corner of Richmond Street to the eastern driveway access. This will be the main access point to the school and the only access point from Richmond Street that does not have stairs. This enhanced sidewalk will connect to the main on-site pathway from School Street to the front door of the school.

Under the City of New Westminster Subdivision and Development Control Bylaw, the School District will enter into a Works and Services Agreement with the City addressing the off-site servicing requirements to be built prior to issuance of a Building Permit. The School District is proposing variances (and therefore not constructing) the following off-site works:

- Roadworks, including repaving of the road frontages, 2.0 metre (6.6 foot) sidewalks, and enhanced pedestrian facilities, including street trees, street lighting and Rotary Crosstown Greenway improvements.
- Replacing the existing overhead telecommunication utilities on the roadways adjacent to the site with an underground system.
- Providing City communication conduit in a joint trench with street lighting in accordance with the City's Intelligent City Design requirements as it pertains to the Fiber Optic Network and Street Lighting Design.

The School District has requested these reductions of the requirements for off-site improvements due to Provincial funding limitations. City staff has worked with the School District to identify and secure construction of key off-site works as part of this project. City staff has reviewed the District's request and recognize that, as a whole, the community benefit of having the replacement school outweighs the requirement to construct these off-site improvements.

## **CONSULTATION**

### **Public Open House**

The applicant presented the project at an Open House in the gym of Richard McBride Elementary School on June 5, 2019. As indicated by the applicant, a total of 38 residents attended the Open House with the overall feedback being positive. Issues identified were related to the large amount glass in the design (which has been reduced from the concept shown at the meeting); desire for more playground space; and pick up and drop off.

### **Sapperton Residents Association**

The applicant attended the Sapperton Residents Association on September 5, 2019 and provided a presentation with a question/answer period regarding the overall project. As indicated by the applicant, a total of approximately 20 residents attended the meeting with



the overall feedback being positive. Issues were raised about school capacity and future growth, and traffic issues related the pick up of students.

### **New Westminster Design Panel**

The project was reviewed by the New Westminster Design Panel at their meeting on July 23, 2018. A copy of the NWDP Meeting Minutes can be accessed at the following web link:

[https://www.newwestcity.ca/database/files/library/NWDP\\_2019\\_July\\_23\\_Minutes.pdf](https://www.newwestcity.ca/database/files/library/NWDP_2019_July_23_Minutes.pdf)

Given that this project does not require a Development Permit no resolution of support or non support was requested from the NWDP. Instead staff requested specific feedback on the design, which was used to inform updated building and site designs.

### **REVIEW PROCESS**

The following steps have been undertaken to date as part of the application review process:

1. The application is reviewed by all City Departments
2. Applicant-led Open House
3. Review by the New Westminster Design Panel
4. Presentation by the applicant to the Sapperton Residents Association

Next steps in the application review process include:

5. Council consideration of the issuance of the Development Variance Permit following an Opportunity to be Heard to be scheduled on October 28, 2019. **(We are here)**
6. Permit registered on title with the Land Titles Office.
7. Finalization Works and Services Agreement prior to Building Permit issuance.

### **INTERDEPARTMENTAL LIAISON**

This application has been reviewed by a project team consisting of staff from the Building, Planning, Engineering, and Parks and Recreation Departments.

### **OPTIONS**

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

1. That Council issue notice that it will consider a resolution to issue Development Variance Permit DVP00666 to vary allowed building height, retaining wall location requirements, vehicular parking location and number, bike parking requirements, the

number of loading bays, the size of permitted signs, and off-site improvement requirements at 331 Richmond Street following an Opportunity to be Heard on October 28, 2019.

2. That Council direct staff not to proceed with Development Variance Permit DVP00666.
3. That Council provide staff with alternative direction.

Staff recommends Option 1.

**ATTACHMENTS**

Appendix A: Summary of Policy and Regulations

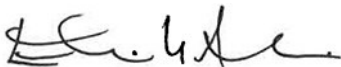
Appendix B: Richard McBride Elementary School Site Plans and Landscape Drawings

Appendix C: Project Statistics

This report has been prepared by:  
Bob Sokol, Planning Consultant

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

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services



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Lisa Spitale  
Chief Administrative Officer

## Appendix A

### *Summary of Policy and Regulations*

## **SUMMARY OF POLICY AND REGULATIONS**

### **Official Community Plan (OCP)**

The subject site is designated (P) Major Institutional. This designation applies to areas used for large scale institutional uses such as schools and hospitals.

The site is not located within a Development Permit Area. However, it is the City's practice to require all significant institutional projects (e.g. the City's own capital projects, schools) participate in a design review process, including review by City staff, a public open house, and review by the New Westminster Design Panel.

### **Zoning Bylaw**

The subject site is zoned Public and Institutional Districts (Low Rise) (P-1). The intent of this district is to allow institutional uses at a low density scale (floor space ratio of 0.6). The proposed replacement would be consistent with the use and density of this zone, but a Development Variance Permit (DVP) is required for other aspects of the project.

### **Sign Bylaw**

The Sign Bylaw limits the size of under canopy signs to 1.0 square metres. An increase in the permitted size of such a sign is required to allow for the proposed sign over the main entrance.

### **Tree Protection Regulation Bylaw**

Compliance with Tree Protection Bylaw is required for this project. City staff will work with the applicant to ensure that all requirements for tree retention, protection and replacement, when necessary, are met for this project.

## Appendix B

### *Richard McBride Elementary School Site Plans and Landscape Drawings*

### 3.7 3D Massing Diagrams



Northwest view



Northeast view



Southwest view



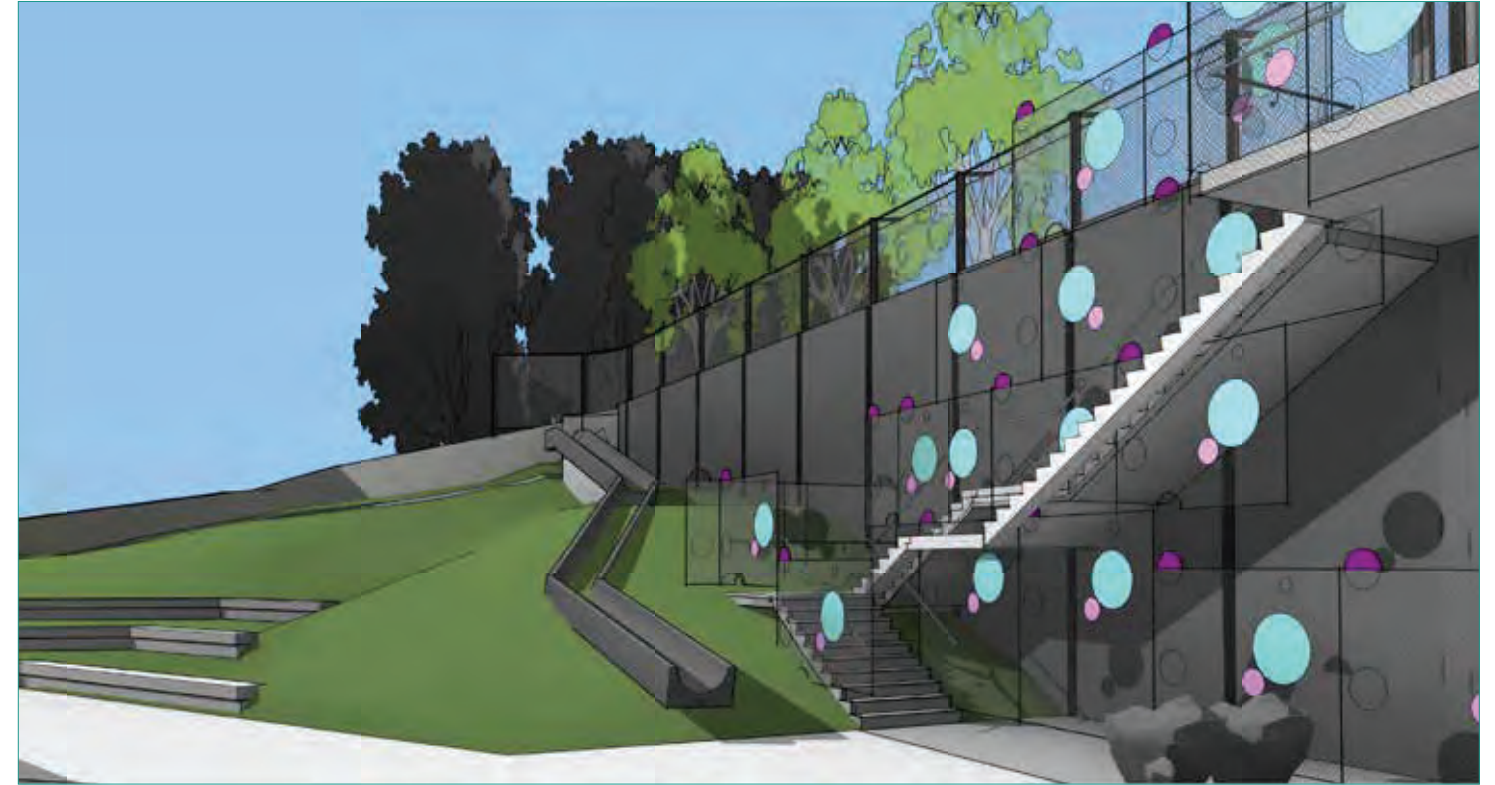
Southeast view



### Learning Commons



3D view of the School from Outdoor Learning Commons



3D view of the Outdoor Learning Commons from the School

### 3.8 3D Site



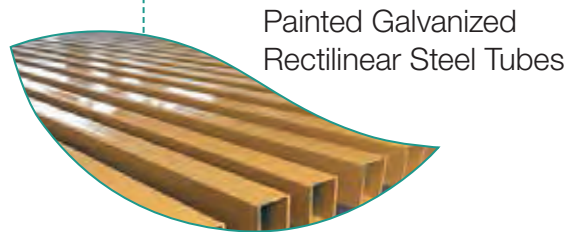
view from southeast



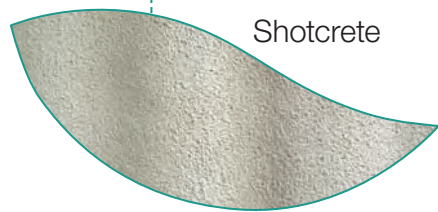
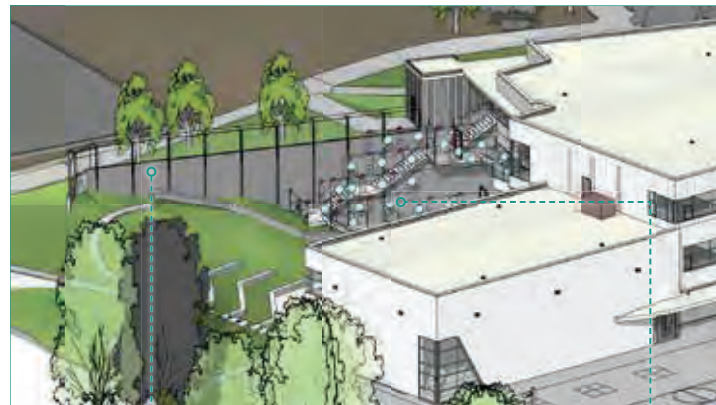
view from northwest



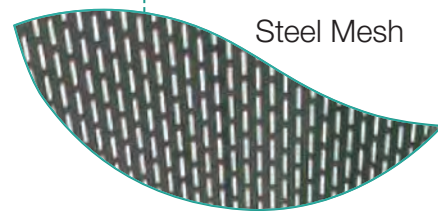
### 3.9 Materials



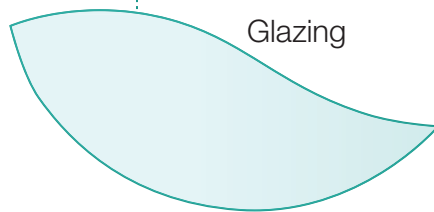
Painted Galvanized Rectilinear Steel Tubes



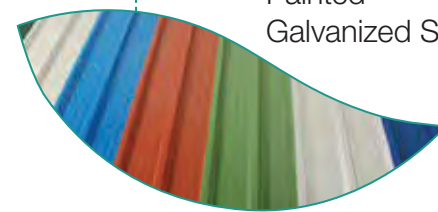
Shotcrete



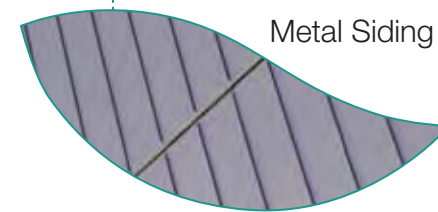
Steel Mesh



Glazing



Painted Galvanized Steel



Metal Siding



Cementitious Board





# 4.4 Landscape Layout Plan

## Initial Construction

### Legend

**HARD & SOFT MATERIALS**

- PIP STAMPED CONCRETE PATTERN TBD
- PIP CONCRETE MEDIUM SANDBLAST FINISH SAW CUT CONTROL JOINTS
- SODDED LAWN
- HYDROSEEDED MEADOW FOR REDUCED MOWING REGIME REFER TO PLANTING PLAN
- PLANTING: DROUGHT TOLERANT, HARDY, NON-TOXIC SPECIES REFER TO PLANTING PLAN
- MARATHON SURFACES POURED IN PLACE RUBBER PATTERN AND COLOR TO BE DETERMINED
- WOOD FIBRE/BARK MULCH
- PLAY SAND
- REINFORCE TURF
- GRAVEL SURFACE
- ASPHALT SURFACE

**TREES**

- EXISTING TREE TO BE RETAINED
- EXISTING TREE TO BE TRANSPLANTED
- PROPOSED TREES

**FURNISHINGS**

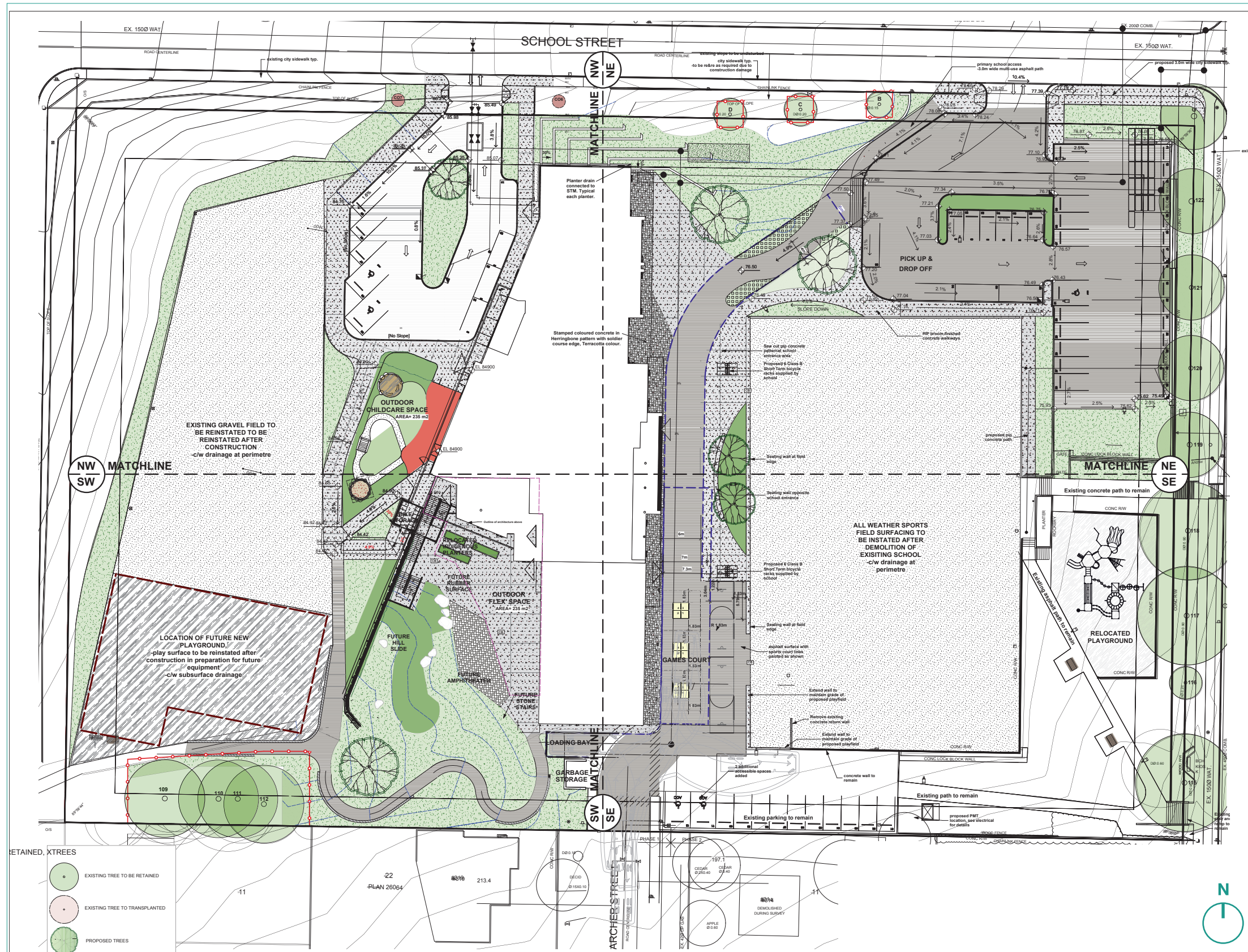
- BIKE RACK
- BOULDERS
- GRANITE BOULDER STAIRS
- PLANTER BOX (RE-USE FROM SITE)
- PICNIC TABLE

**RETAINING WALLS**

- PIP CONCRETE
- ALAN BLOCK/KEYSTONE WALL
- AMPHITHEATRE - CONCRETE

### LANDSCAPE NOTES

- All landscape construction to meet the current edition of the Canadian Landscape Standards as a minimal acceptable standard. Plant material to the satisfaction of the Landscape Standards for nursery stock. Extend search for plant material to Washington and BC.
- Sizes on the planting plan shall be considered minimum sizes.
- Root balls to be free of pernicious weeds.
- Top soil mixtures for the project shall be tested for particle size, Ph, and Nutrient levels, and recommendations provided and amendments made to bring the soil up to acceptable horticultural quality for the desired plant material, trees, or turf planting. Provide verification of fertilizer and lime applications and rates during the installation and maintenance periods. Off slab minimum soil depths are 6" (150mm) for lawn areas and 18" (450mm) for shrub beds and ground cover plantings. Install 2" (50mm) of composted organic mulch on all shrub beds after planting and rake smooth.
- The prepared sub-grade shall be approved by the Consultant prior to application of top soil mixtures and finish grading. Scarify compacted subgrades to a minimum depth of 6" (150mm) immediately before placing growing medium. Provide positive grades away from buildings and toward lawn drains and catch basins. Slope away from building at a minimum of 2%. Slope towards lawn basins at minimum 4%. Slope lawn and grass areas minimum 2% and maximum 3:1 slopes. Slope grass swales (without additional erosion protection) along invert minimum 1% and maximum 10% and along side slopes minimum 6:1 slope and maximum 3:1 slope.
- Landscape Contractor is to provide 55 days of maintenance after the date of Substantial Completion. Maintain to level 2 'Groomed' as per Canadian Landscape Standards. Contractor to provide a one year guarantee for all plant material. Plants installed prior to June (Between Jan 1 and June 1) shall be under extended warranty until the June 1 of the following year.
- Protection of existing trees/shrubs to remain: Install temporary tree protection fencing at drip line of existing hedges, trees, and shrub beds which are to remain. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction until final landscape work is being done in the vicinity. Remove protective fencing as directed and landscape as directed. See sheet L0.
- Planting material on City Boulevard to have the approval of the Parks Dept. prior to installation. Size, species and location require approval at the time of installation.



Appendix C  
*Project Statistics*

## Project Statistics

	<b>Allowable</b>	<b>Proposed</b>
Building Area	11,246 square metres (121,055 sq. ft.)	4,090.00 square metre (44,024 sq. ft.)
Floor Space Ratio	0.6 FSR	0.21 FSR
Site Coverage	40%	9%
Building Height	9.14 metres (30 ft.) Two Storeys	10.25 metres (33.6 ft.) Three Storeys
Setbacks		
Front Yard	7.62 metres (25 ft.)	80.8 metres (265.09 ft.)
Rear Yard	7.62 metres (25 ft.)	55.14 metres (180.90 ft.)
Side Yard (north)	7.62 metres (25 ft.)	7.80 metres (25.59 ft.)
Side Yard (south)	4.57 metres (15 ft.)	16.43 metres (53.90 ft.)
Off-Street Parking	46 spaces	56 spaces*
School	35 spaces	35 spaces
Childcare	9 spaces	9 spaces
Strong Start	2 spaces	2 spaces
Pick Up and Drop Off Spaces	TBD	TBD*
Bicycle Parking	24 spaces	24 spaces
Long Term	24 spaces	TBD
Short Term	0 spaces	TBD

\*The zoning bylaw requires 46 parking spaces for the project and the required traffic study indicates that 16 pick up/drop off spaces are needed. Staff will continue to work with the School District to determine the mix of parking and pick up/drop off spaces, but under no circumstances will the total number of spaces be less than 56.



## **REPORT**

### *Legislative Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jacque Killawee      **File:** 05.1035.10  
City Clerk      **Item #:** 427/2019  
**Subject: Amendments to the Council Procedure Bylaw No. 6910, 2004**

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#### **RECOMMENDATION**

*THAT Council give First Reading to the Council Procedure Amendment Bylaw No. 8162, 2019 (Attachment 2); and*

*THAT Council direct staff to conduct the next steps as for public notification of changes to the Procedure Bylaw, as outlined in this report.*

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#### **BACKGROUND**

On October 7, 2019, staff sought Council feedback on proposed changes to the *Procedure Bylaw*. At that meeting, Council approved the following motion:

*THAT Council direct staff to bring forward amendments to the Procedure Bylaw No. 6910, 2004 as set out in the report dated October 7, 2019, entitled "Council Efficiencies – Proposed Changes to the Council Procedure Bylaw" and in Attachment 1 of the same report, with the following changes:*

- *All public delegations receive five minutes to speak; and*
- *Following the 1.5 hours for public delegations, Council has the option to extend the time by simple majority if there are additional speakers present.*

The changes proposed in the original report, and Council's additional changes have been incorporated into the red-line consolidated bylaw (Attachment 1) and the amending bylaw (Attachment 2).

## **NEXT STEPS**

Section 124 of the *Community Charter* requires public notice describing the proposed changes in general terms before amending the *Procedure Bylaw*.

After Council gives the proposed changes to the *Procedure Bylaw* first reading, staff will arrange for public notice under Section 94 of the *Community Charter* as follows:

- Publishing a notice in the *New West Record* once a week for two consecutive weeks (notices will appear in the November 14 and 21, 2019, papers)
- Posting the notice on the City's Website under the Public Notices section; and
- Posting the notice in the public notice posting places at City Hall.

The public input will be presented to Council along with the bylaw for second and third readings on November 25, 2019. The bylaw will return to Council for adoption and enactment on December 9, 2019.

## **OPTIONS**

The following options are presented for Council's consideration:

1. THAT Council give First Reading to the Council Procedure Amendment Bylaw No. 8162, 2019.
2. THAT Council direct staff to conduct the next steps as for public notification of changes to the Procedure Bylaw, as outlined in this report.
3. That Council provide other direction to staff.

Staff recommend options 1 and 2.

## **CONCLUSION**

Attachment 1 is a red-line version of the proposed changes to the *Procedure Bylaw*. Attachment 2 is the bylaw submitted for first reading at the October 28, 2019, Regular Council meeting.

## **ATTACHMENTS**

Attachment 1 - Redline Bylaw

Attachment 2 - Amending Bylaw for first reading

This report has been prepared by  
Nicole Ludwig, Assistant City Clerk

This report was reviewed by:

Approved for Presentation to Council



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Jacquie Killawee  
City Clerk

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Lisa Spitale  
Chief Administrative Officer

## Attachment 1

*Proposed Amendments to the  
Procedure Bylaw - Red line Bylaw*



**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**COUNCIL PROCEDURE BYLAW NO. 6910, 2004**

EFFECTIVE DATE: MARCH 22, 2004

CONSOLIDATED FOR CONVENIENCE ONLY  
(June 6, 2018)

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

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
6964	November 1, 2004
7088	March 6, 2006
7122	September 11, 2006
7744	April 27, 2015
7986	May 28, 2018

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6910. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

# THE CORPORATION OF THE CITY OF NEW WESTMINSTER

## BYLAW NO. 6910, 2004

The Council of the City of New Westminster enacts as follows:

### PART 1 – INTRODUCTION

#### Title

1. This bylaw may be cited as the Council Procedure Bylaw No. 6910, 2004.

#### Definitions

2. In this bylaw

“Charter” means the Community Charter

“City” means the City of New Westminster;

“City Hall” means the New Westminster City Hall located at 511 Royal Avenue, New Westminster, British Columbia;

“Committee” means a standing, select or other committee of Council but does not include Committee of the Whole;

“COTW” means the Committee of the Whole Council;

“City Clerk” means corporate officer as set out in the Community Charter;

“Council” means the Council of the City of New Westminster;

“Public Notice Posting Places” means the notice board on the main floor of City Hall.

“Mayor” means the Mayor for the City of New Westminster.

#### Application of Rules of Procedure

3. (1) The provisions of this bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this bylaw, the most recent version of the New Roberts Rules of Order, 9<sup>th</sup> edition, 2000 apply to the proceedings of Council, COTW and Council committees to the extent that those rules are:
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this bylaw or the Charter.

**BYLAW NO. 7088, 2006**

- (3) The Rules of Conduct, as established and revised from time to time by the City Clerk, and any applicable terms of reference or bylaw adopted by Council shall also govern the conduct of Committees.

**PART 2 – COUNCIL MEETINGS**

**Inaugural Meeting**

**BYLAW NO. 7986, 2018**

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the City Clerk and held as soon as reasonably possible after a quorum has taken office.

**Time and location of meetings**

5. (1) Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must be in accordance with the schedule adopted by Council prior to January 1<sup>st</sup> in each year.

**BYLAW NO. 6964, 2004**

- (3) COTW, Standing Committee or Closed Meetings of Council must be adjourned at 6:00 p.m. on the day scheduled for the meeting unless Council passes a resolution to continue the meeting past that time.
- (4) ~~Regular Council meetings must be adjourned before 12:00 a.m. (midnight), on the day scheduled for the meeting unless Council passes a resolution to continue the meeting past that time.~~
  - (a) Regular Council meetings must be adjourned before 10:30 p.m. on the day of the meeting unless Council passes a resolution approved by 2/3 of members present to extend the meeting until a specific time.
  - (b) A Regular Council meeting following a Public Hearing must be adjourned by midnight on the day of the meeting, unless Council passes a resolution approved by 2/3 of members present to extend the meeting.
  - (c) If a motion to extend is defeated Council must:

- i. Postpone all remaining business on the agenda to the next Regular meeting, or
- ii. Recess the meeting and the Chair must indicate the date and time the meeting will reconvene.

and then immediately adjourn or recess.

~~(5) Public hearings must be adjourned before 12:00 a.m. (midnight), on the day scheduled for the hearing to a specified time, date and place unless Council passes a resolution to continue the meeting past that time.~~

### **Notice of Council Meetings**

6. (1) Council must prepare annually, on or before December 31<sup>st</sup>, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) Where there is a change to the annual schedule of meetings the City Clerk must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time, place or cancellation of a regular Council meeting.

### **Notice of Special Meetings**

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of the meeting by:
  - (a) posting a copy of the notice at the regular meeting place;
  - (b) posting a copy of the notice at the Public Notice Posting Places;
  - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the City Clerk.

### **BYLAW NO. 7122, 2006**

7A.

- (1) a Council member who is unable to attend a Council meeting may participate in the meeting by means of electronic facilities, which must:
  - (a) enable the meeting's participants to hear, or watch and hear, each other; and

- (b) enable the public to hear, or watch and hear, the participation of the Council member who is attending the meeting electronically, except for any part of the meeting that is closed to the public.
- (2) A Council member participating in a Council meeting electronically may do so for a maximum of four Council meeting days per calendar year.
  - (3) A Council member attending a Council meeting electronically must notify the City Clerk or designate of his or her intention to participate in the Council meeting electronically at least 60 minutes prior to commencement of the Council meeting.
  - (4) A physical quorum must be present at any Council meeting where a member is attending electronically, and, notwithstanding section 7A(6) of this Bylaw, Council members who are attending electronically shall not be counted towards that quorum.
  - (5) The Council member presiding at a Council meeting must not participate electronically in that Council meeting.
  - (6) A Council member participating in a Council meeting electronically is deemed to be present at the meeting as though he or she were physically present.
  - (7) The City Clerk shall record in the minutes of a Council meeting the members present, including the member(s) participating electronically.
  - (8) At any Council meeting where a Council member is attending electronically, the addition of on table written reports shall not be permitted, unless the item can be supplied to the member attending electronically in advance of the meeting, and providing all other requirements are met.
  - (9) When a Council member is attending a Council meeting electronically, the presiding member must formally request the member to vote audibly so that his or her vote can be recorded in the minutes.
  - (10) ~~The term "Council meeting" used in this section applies to Regular Council meetings, Committee of the Whole meetings, Closed Council meetings, Special Council meetings, and meetings of the Special Committees of Council known as Budget, Services and Strategic Issues Committee, Environment Committee, Transportation Committee, and New Westminster 2010 Olympics Committee."~~
  - (10) The term "Council meeting" used in this section applies to the following:
    - (a) Regular Council Meetings

- (b) Committee of the Whole meetings
- (c) Closed Council Meetings
- (d) Special Council meetings
- (e) Open Workshops
- (f) Closed Workshops
- (g) City Task Forces
- ~~(a)~~(h) Any Standing Committee that may be created

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

8. (1) Annually, Council must from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 8(1) are absent from the Council meeting, the next Councillor designated on the schedule shall act in place of the Mayor.
- (4) The member designated under section 8(1) or designated under 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Minutes to be maintained and available to the public**

9. (1) Minutes of the proceedings of Council must be
  - (a) legibly recorded,
  - (b) certified as correct by the City Clerk, and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
  - (d) must be open for public inspection at City Hall during its regular office hours.
- (2) Subsection 9(1)(d) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded.

#### **Calling the meeting to order**

10. As soon after the time specified for a Council meeting there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, where the Mayor is absent, the Councillor designated as the member responsible for acting in place of the Mayor in accordance with Section 8 must take the Chair and call the meeting to order.

### **Adjourning meeting where there is no quorum**

11. If there is no quorum of council present within 30 minutes of the scheduled time for a Council meeting, the City Clerk must record the names of the members present, the members absent and adjourn the meeting until the next scheduled meeting.

### **Agenda**

12. (1) Prior to each Council meeting, the City Clerk must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The City Clerk must make the agenda available to the members of Council and the public on the Friday prior to the meeting.
- (3) Council must not consider any matters not listed on the agenda unless a resolution adding the item is passed by Council.

### **Order of proceedings and business**

13. (1) Agenda for all regular Council meetings may contain the following matters in the order listed below:

- ~~(a) — Adoption of Minutes,~~
- ~~(b) — Presentations and Delegations,~~
- ~~(c) — Bylaws Considered at Public Hearing,~~
- ~~(d) — Issuance of Development Variance Permits,~~
- ~~(e) — Correspondence,~~
- ~~(f) — Reports,~~
- ~~(g) — Committee Minutes and Recommendations,~~
- ~~(h) — Bylaws,~~
- ~~(i) — Unfinished Business,~~
- ~~(j) — New Business,~~
- ~~(k) — Next Meeting Announcement,~~

~~(l) — Adjournment.~~

- ~~(a) Call to Order~~
- ~~(b) Removal of Items from the Consent Agenda~~
- ~~(c) Exclusion of the Public~~
- ~~(d) Adjournment to Closed Meeting~~
- ~~(e) Reconvene to Regular Council Meeting~~
- ~~(f) Review and Adoption of Consent Agenda~~
- ~~(g) Additions to the Agenda (Urgent/Time Sensitive matters only)~~
- ~~(h) Bylaws Considered at Public Hearing~~
- ~~(i) Opportunity to Be Heard and Issuance of Development Variance Permits~~
- ~~(j) Unfinished Business~~
- ~~(k) Staff Presentations and Reports for Action~~
- ~~(l) Consent Agenda~~
- ~~(m) Items Removed from the Consent Agenda~~
- ~~(n) Presentations and Delegations~~
- ~~(o) Bylaws~~
- ~~(p) New Business~~
- ~~(q) Announcements from Members of Council~~
- ~~(r) Next Meeting Announcement~~
- ~~(s) Adjournment~~

- (2) Council business at a Council meeting must be dealt with in the order in which it is listed on the agenda unless otherwise resolved by Council.

### **Voting at Meetings**

14. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
  - (b) when a matter is being put to a vote a member must not
    - (i) cross or leave the room
    - (ii) make a noise or other disturbance
    - (iii) interrupt the voting procedure unless the interrupting member is raising a point of order;
  - (c) after the presiding member finally puts the question to a vote under subsection 1(a), a member must not speak to the question or make a motion concerning it;
  - (d) the presiding member's decision about whether a question has been finally put is conclusive; and



- (e) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

### Delegations and Presentations

15. (1) Council may allow an individual or an organization to address the Council during the delegation period of the evening session of the Regular Meeting. The following procedures apply to delegations:
- ~~(a) Any person or organization wishing to appear as a delegation at a regular meeting must first fill out a delegation form located at the entrance to the Council Chamber and submit the completed form to the City Clerk prior to the commencement of the meeting. Delegation forms will only be accepted if submitted on the same evening of the meeting.~~
  - (a) Public delegations and Presentations will be heard starting at 7 pm and ending no later than 8:30 pm at Regular Council Meetings.
  - ~~(b) Council may extend the scheduled length of time for the delegations and presentations period by majority vote;~~
  - ~~(c) There will not ordinarily be Public Delegations and Presentations on the Regular Council meeting agenda when there is a Public Hearing on the same night as a Regular Council meeting;~~
  - ~~(d) Any person or organization wishing to appear as a delegation at a regular meeting must:~~
    - ~~i. fill out a delegation form located at the entrance to the Council Chamber on the same evening as the meeting and before the presiding member calls for the recess in e(i) below.~~
    - ~~ii. Leave the filled out form in the place provided~~
  - ~~(e) At the start of the hearing of delegations, the presiding member must:~~
    - ~~i. Call a short recess to allow the City Clerk to collect delegation requests, copy and distribute them to Council;~~
    - ~~ii. Advise of the rules of conduct and the length of time for public delegations and presentations;~~
    - ~~iii. Provide a count of the number of delegations;~~
  - (fb) Each delegation is allotted 5 minutes to speak unless a longer period is agreed to by unanimous vote of the members present.

## **BYLAW 7744, 2015**

- (g) Council must not permit a delegation to make representations of any kind regarding a bylaw if:
  - (i) an enactment requires Council to hold a public hearing before adopting the bylaw;
  - (ii) the required public hearing has been scheduled or held; and,
  - (iii) the bylaw has not yet been adopted or defeated.

(2) Council may allow an individual or an organization to make a presentation to the Council at a Regular, COTW or standing committee meeting. The following procedures apply to presentations:

- (a) Requests to make presentations must be made in writing to ~~Council~~ the City Clerk at least two weeks in advance of the preferred meeting stating the subject, purpose and time required.
- (b) The City Clerk in consultation with the Mayor or City Administrator or both will schedule the presentation on the appropriate agenda.
- (c) The length of a presentation should be kept brief and in most cases will be allotted a maximum time of ten (10) minutes.
- (d) No more than two presentations will be scheduled for any one meeting.
- (e) If the presenter has a presentation to display (e.g. PowerPoint) the presentation must be submitted to the City Clerk no later than the Friday at 12:00 p.m. (noon) before the meeting.

### **Points of Order**

16. (1) Without limiting the presiding member's duty under the Charter, the presiding member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,

- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
- (c) a member may appeal the decision in accordance with the Charter.

### **Conduct and Debate**

- 17. (1) A Council member may speak to a question or a motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Your Worship, Mr. Mayor or Madam Mayor or Mayor.
- (3) Members must address other non-presiding members by the title of Councillor.
- (4) No member shall interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
  - (a) must immediately stop speaking,
  - (b) may explain their position on the point of order.
- (7) Members speaking at a Council meeting
  - (a) must use respectful language,
  - (b) must not use offensive gestures or signs,
  - (c) must speak only in connection with the matter being debated,
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered, and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and

(b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

(9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

(10) The following rules apply to limit speech on matters being considered at Council meeting:

a

~~(a) a member may speak more than once in connection with the same question only~~

~~(i) with the permission of the presiding member or~~

~~(ii) if the member is explaining a material part of a previous speech without introducing a new matter;~~

(a) A member may speak once to a main motion or an amendment with the following limitations:

i. When recognized by the presiding member;

ii. For no more than 5 minutes, including questions to staff, but answers from staff are not part of the 5 minutes

(b) A member may speak a second time for no more than 5 minutes:

i. with the permission of the presiding member; and

ii. if the member is explaining a material part of a previous speech that has been misunderstood; and

iii. without introducing a new matter.

~~(c)~~ a member who has made a substantive-main motion to the Council may reply to the debate:

;

i. with the permission of the presiding member, and

ii. for no longer than 5 minutes, and

iii. Without introducing new matter.

~~(d)~~ a member who has moved an amendment, the previous question, or a referral to staff or to a committee may not reply to the debate; and

~~(d) a member may speak to a question, or may speak in reply, for a total time of 15 minutes only with the permission of the presiding member.~~

## Motions generally

18. (1) Council may debate and vote on a motion only if it is first made by one Council member and seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with unanimous consent of Council.
- (3) A Council member may make only the following motions when Council is considering a question:
  - (a) refer to staff or to committee,
  - (b) to amend,
  - (c) to lay on the table,
  - (d) to postpone indefinitely,
  - (e) to postpone to a certain time,
  - (f) to move the previous question,
  - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

#### **Motion for the main question**

19. (1) In this section, "main question", in relation to a matter means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
  - (a) if a member of council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

#### **Amendments generally**

20. (1) A member may, without notice, move to amend a motion that is being considered at a Council meeting.

- (2) An amendment may propose removing, substituting for or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive;
  - (c) the main question.

### **Notices of motion**

21. Any member has the right to give notice to Council of a motion which that member intends to make at the next meeting of the Council. The City Clerk shall make note of the motion and place it on the next agenda. The City Clerk may request that the member provide the motion that is subject of the notice in writing.

### **Reconsideration by Council Member**

22. (1) Subject to subsection (5), a Council member who voted in the majority may, at the next Council meeting:
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following adoption.
- (2) A member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
  - (a) had the approval or assent of the electors and has been adopted,
  - (b) been reconsidered under subsection (1) or section 131 of the Charter (Mayor's right of reconsideration), or
  - (c) been acted on by an officer, employee or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution or proceeding that is reaffirmed under subsection (1) or under the Charter is as valid and has the same effect as it had before reconsideration.

### **Privilege**

23. (1) Every member has, subject to the procedure set out in this bylaw, the right to be notified of, to attend and to speak at every meeting of the council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.

### **Adjournment**

24. (1) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
  - (a) a motion to adjourn to a specific day;
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

## **PART 5 – BYLAWS**

### **Form of bylaws**

25. (1) A bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;
  - (e) be divided into sections.

### **Reading and adopting bylaws**

26. (1) The presiding member of Council may read the title of the bylaw to be introduced.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Charter.
- (4) Subject to the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present.
- (5) Council may give up to three readings to a proposed bylaw at the same Council meeting.

### **Bylaws must be signed**

27. After a bylaw is adopted and signed by the City Clerk and the presiding member of the Council meeting at which it was adopted, the City Clerk must have it placed in the City's records for safekeeping.

## **PART 6 – RESOLUTIONS**

### **Introducing resolutions**

28. (1) All resolutions will be introduced by a member addressing the presiding member.
- (2) All resolutions and all readings of bylaws shall be moved by a member and seconded by another member.

## **PART 7 – COMMITTEE OF THE WHOLE**

### **Notice for COTW meetings**

29. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by



- (a) posting a copy of the notice at the Public Notice Posting Places; and
  - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) Subsection (1) does not apply to a COTW meeting that is called during a Council meeting for which public notice has been given under section 6 or 7.

**Minutes of COTW meetings to be maintained and available to public**

30. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded,
  - (b) certified by the City Clerk,
  - (c) signed by the member presiding at the meeting, and
  - (d) open for public inspection.

**Presiding members at COTW meetings and Quorum**

31. (1) The Mayor will be the presiding member for the COTW meeting.
- (2) Notwithstanding subsection (1), another member of Council may be appointed as the presiding member of a particular meeting.
- (3) The quorum of COTW is the majority of Council members.

**Points for order at meetings**

32. (1) The presiding member must preserve order at a COTW meeting and, subject to an appeal of other members present, decide points of order that may arise.
- (2) A member may speak any number of times on the same question.

**Reports**

33. (1) COTW may consider reports and bylaws only if
- (a) there are printed and the members each have a copy or
  - (b) a majority of the Council members present decide without debate that the requirements of subsection (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

- (3) The City Clerk will ensure that reports and recommendations arising from the COTW are forwarded to Council.

**Rising without reporting**

34. (1) A motion made at a COTW meeting to rise without reporting
  - (a) is always in order and takes precedence over all other motions,
  - (b) may not be debated,
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 29, the Council meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES**

### **Duties of standing committees**

35. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of committee meetings;
  - (b) on matters that are assigned by the Council or the Mayor
    - (i) as required by Council or the Mayor or
    - (ii) at the next Council meeting so far as it is possible to do so.

### **Duties of Select committees**

36. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting so far as it is possible to do so.

### **Schedule of committee meetings**

37. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under section 38 to be given to all members of the committee at least 24 hours before the time of the meeting.

### **Notice of committee meetings**

38. (1) Subject to subsection (2), after the committee has established the regular committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to an annual schedule of committee meetings, the City Clerk must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.

#### **Attendance at Select committee meetings**

39. (1) Council members who are not members of a select committee may attend the meetings of the committee.
- (2) Council members attending a meeting of a select committee of which they are not a member must not vote on a question.

#### **Minutes of committee meetings to be maintained and available to the public**

40. (1) Minutes of the proceedings of a committee must be
- (a) legibly recorded,
  - (b) certified by the City Clerk or the City Clerk's designate,
  - (c) signed by the chair or member presiding at the meeting, and
  - (d) open for public inspection.

#### **Quorum**

41. The quorum for a committee is a majority of its members.

#### **Conduct and debate**

42. (1) The rules of the Council procedure must be observed during committee meetings, so far as it is possible and unless as otherwise provided in this bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

### **PART 10 – GENERAL**

43. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
44. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Charter.
45. Procedure Bylaw No. 5201, 1980 and Procedure Amendment Bylaw No. 6587, 2000, are hereby repealed.

| ~~Adopted March 22, 2004~~

Attachment 2

*A Bylaw to Amend*

*Council Procedure Bylaw No. 6910, 2004*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8162, 2019**

A Bylaw to Amend Council Procedure Bylaw No. 6910, 2004

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Council Procedure Bylaw No. 6910, 2004;

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

**Citation**

1. This Bylaw may be cited for all purposes as "Council Procedure Bylaw Amendment No. 8162, 2019."

**Amendments**

2. Council Procedure Bylaw No. 6910, 2004 is amended by:

- a. In Section 3(2) deleting the words "9<sup>th</sup> edition, 2000" and inserting the words "most recent version of the" prior to the word "New";
- b. Deleting Section 5(4) and replacing it with the following:

5(4)(a) Regular Council meetings must be adjourned before 10:30 p.m. on the day of the meeting unless Council passes a resolution approved by 2/3 of members present to extend the meeting until a specific time.

(b) A Regular Council meeting following a Public Hearing must be adjourned by midnight on the day of the meeting, unless Council passes a resolution approved by 2/3 of members present to extend the meeting.

(c) If a motion to extend is defeated Council must:

- i. Postpone all remaining business on the agenda to the next Regular meeting, or
- ii. Recess the meeting and the Chair must indicate the date and time the meeting will reconvene;

and then immediately adjourn or recess.

- c. Deleting Section 5(5);
- d. Deleting Section 7A(10) and replacing it with the following:
  - 7A(10) The term "Council meeting" used in this section applies to the following:
    - (a) Regular Council Meetings;
    - (b) Committee of the Whole Meetings;
    - (c) Closed Council Meetings;
    - (d) Special Council Meetings;
    - (e) Open Workshops;
    - (f) Closed Workshops;
    - (g) City Task Forces; and
    - (h) Any Standing Committee that may be created.
- e. Deleting the list of agenda items in Section 13(1) and replacing it with the following:
  - (a) Call to Order
  - (b) Removal of Items from the Consent Agenda
  - (c) Exclusion of the Public
  - (d) Adjournment to Closed Meeting
  - (e) Reconvene to Regular Council Meeting
  - (f) Review and Adoption of Consent Agenda
  - (g) Additions to the Agenda (Urgent/Time Sensitive matters only)
  - (h) Bylaws Considered at Public Hearing
  - (i) Opportunity to Be Heard and Issuance of Development Variance Permits
  - (j) Unfinished Business
  - (k) Staff Presentations and Reports for Action
  - (l) Consent Agenda
  - (m) Items Removed from the Consent Agenda
  - (n) Presentations and Delegations
  - (o) Bylaws
  - (p) New Business
  - (q) Announcements from Members of Council
  - (r) Next Meeting Announcement
  - (s) Adjournment



- f. Renumbering sections 15(1)(b) and 15(1)(c), to 15(1)(f) and 15(1)(g) respectively;
- g. Deleting subsection 15(1)(a) and replacing it with the following:
  - (a) Public delegations and presentations will be heard starting at 7 pm and ending no later than 8:30 pm at Regular Council Meetings.
  - (b) Council may extend the scheduled length of time for the delegations and presentations period by majority vote;
  - (c) There will not ordinarily be public delegations and presentations on the Regular Council meeting agenda when there is a Public Hearing on the same night as a Regular Council Meeting;
  - (d) Any person or organization wishing to appear as a delegation at a regular meeting must:
    - i. fill out a delegation request form located at the entrance to the Council Chamber on the same evening as the meeting and before the presiding member calls for the recess in e(i) below; and
    - ii. leave the filled out form in the place provided.
  - (e) At the start of the hearing of delegations, the presiding member must:
    - i. Call a short recess to allow the City Clerk to collect delegation requests, copy and distribute them to Council;
    - ii. Advise of the rules of conduct and the length of time for public delegations and presentations; and
    - iii. Provide a count of the number of delegations.
- h. Deleting the word "Council" from Section 15(2)(a) and replacing it with the words "the City Clerk at least two weeks in advance of the preferred meeting";
- i. Inserting the following as section 15(2)(e):

If the presenter has a presentation to display (e.g. PowerPoint) the presentation must be submitted to the City Clerk no later than the Friday at 12:00 p.m. (noon) before the meeting.

j. In Section 17(10):

I. Deleting (a) and replace it with the following

(a) A member may speak once to a main motion or an amendment with the following limitations:

- i. when recognized by the presiding member; and
- ii. for no more than five (5) minutes, including questions to staff, but answers from staff are not part of the member's five minutes.

II. Renumbering (b) to (c), replacing the word "substantive" with "main", and inserting the following sub-clauses as (c)(i) to (c)(iii):

- i. with the permission of the presiding member, and
- ii. for no longer than five (5) minutes, and
- iii. without introducing a new matter.

III. Inserting new (b) as follows:

(b) A member may speak a second time for no more than five (5) minutes:

- i. with the permission of the presiding member; and,
- ii. if the member is explaining a material part of a previous speech that has been misunderstood; and,
- iii. without introducing a new matter.

IV. Deleting (d).

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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Mayor Jonathan X. Cote

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Jacque Killawee, City Clerk

## **REPORT**

### *Legislative Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jacque Killawee      **File:**  
City Clerk  
**Item #:** 431/2019  
**Subject:** **New Advisory Committee and Task Force Structure**

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#### **RECOMMENDATION**

*THAT Council endorse the list of 2020 advisory committees outlined in this report.*

*THAT Council endorse the changes proposed to 2019 advisory committees outlined in this report.*

*THAT Council adopt the terms of reference for the five Task Forces, as set out in Attachment 1 of this report.*

*THAT Council adopt the terms of reference for the five Advisory Committees, as set out in Attachment 2 of this report.*

*THAT Council receive for information the terms of reference for the three staff Technical Committees as set out in Attachment 3 of this report.*

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#### **PURPOSE**

To submit to Council a reorganization of City advisory committees and task forces based on committee review process and the approved Advisory Committee Policy.

#### **BACKGROUND**

On April 29, 2019, Council directed staff to proceed with a review of City Committees.

The scope of work was:

Phase 1 Evaluate Current State of Advisory Committees

Phase 2: Create Draft Advisory Committee Policy

Phase 3: Identify Final Committee List and Key Next Steps

On August 26, 2019 staff reported on phase 1 of the work which provided the framework for the development of the draft Advisory Committee Policy. On September 9, 2019 Council approved the Advisory Committee Policy. This report presents Council with phase three a recommendation for the advisory committees for 2020 and beyond.

The City's existing committees have developed over many years and have assisted the City to address many challenges. In 2019 Council has 38 committees, as shown in Table 1.

Table 1

<b>Committee Type</b>	<b>Number</b>
Public Advisory Committees	20
Development Committees	3
Granting Committees	6
Mayor's Task Forces	5
Standing Committee (LUPC)	1
Statutory Committees <sup>1</sup>	3

The grant committees will not be included in this discussion. They were reconfigured during the review of the granting processes to create committees aligned with the new portfolios.

Task forces, where members of Council and senior City staff work to move forward the priorities of Council, were reorganized in 2018 following the civic election when Council created five task forces:

- Mayor's Task Force on Canada Games Pool and Centennial Community Centre,
- Mayor's Task Force on Housing Affordability,
- Mayor's Task Force on the Local Economy,
- Mayor's Task Force on Transportation, and
- Mayor's Task Force on the Riverfront and the Public Realm.

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<sup>1</sup> Statutory committees - Library Board, Police Board and the Board of Variance.

## **DISCUSSION**

The research on committees indicate that advisory committees are the most effective tool for public engagement when they are aligned with strategic decision making and used to access missing expertise and lived experience. The September 9, 2019 committee report indicated that Council should create more meaningful and impactful interactions with a smaller number of advisory committees that are directly aligned with the City's strategic priorities. Council endorsed seven new strategic priorities in June 2019. These are:

- Affordable Housing
- Culture and Economic Development
- Environment and Climate
- Facilities, Infrastructure and Public Realm
- Reconciliation, Inclusion and Engagement
- Sustainable Transportation
- Organizational Effectiveness

Of these, six priorities lend themselves to public advisory committees.

Staff recommend that both the City's task forces and the advisory committees align directly with the strategic priorities. The proposed task forces and committees are outlined in Table 2.

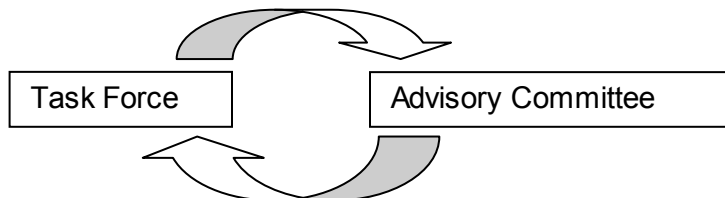
Table 2

<b>2020 Task Forces</b>	<b>2020 Advisory Committees</b>	<b>Notes</b>
Affordable Housing	Affordable Housing and Child Care	New
Culture and Economic Development	Economic Development Advisory Committee Arts Commission	Changed Mandates
Environment & Climate	Environment and Climate Change Advisory Committee	Changed Mandate
Facilities, Infrastructure and Public Realm	Facilities, Infrastructure and Public Realm Advisory Committee	New
Reconciliation, Inclusion & Engagement	<i>Will start in 2021</i>	New
Sustainable Transportation	Sustainable Transportation	New

This alignment of the taskforces with the advisory committees is designed purposefully to provide a twofold benefit. Taskforces will be able to request direct public input from its respective advisory committee. Advisory committees will be able to provide meaningful input and impact into the implementation of the City's strategic priorities. The new or

modified terms of reference for the task forces and advisory committees are located in attachment 1 and 2 respectively.

Task forces and advisory committees will meet on alternating months allowing for the feedback mechanism between the two groups, depicted below:



Note that given the breadth of the Cultural and Economic Development strategic plan area, there is recognition that this area requires two advisory committees.

To achieve this alignment, the following existing advisory committee mandates will be amalgamated in the new committees as shown in Table 3.

Table 3

Advisory Committee	Mandate merged or changed into
Access Ability Advisory Committee	Sustainable Transportation and Facilities, Assets and Public Realm
ActBiPed Committee	Sustainable Transportation
Community and Social Issues Committee	Affordable Housing and Child Care
Intelligent City Advisory Committee	Economic Development
Neighbourhood Traffic Advisory Committee	Sustainable Transportation
Parks & Recreation Committee	Facilities, Assets and Public Realm Advisory Committee
Public Art Advisory Committee	Arts Commission

In staff’s review process, it was agreed that more investigation and thought was required to effectively address the last strategic priority: Reconciliation, Inclusion and Engagement. Over the course of the next year, a discussion with the committees listed below will provide a framework for the Reconciliation, Inclusion and Engagement Advisory Committee:

- Youth Advisory Committee;
- Seniors Advisory Committee;
- Multicultural Advisory Committee; and
- Restorative Justice Advisory Committee.

Staff recognize that committees bring a unique perspective to the City’s engagement efforts. It is in this light that the new advisory committee terms of reference strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures in all advisory committees.

Staff propose the remaining advisory committees: Railway Community Advisory Panel, the Remembrance Day Advisory Committee and the Emergency Management Advisory Committee become staff technical committees. The public and stakeholders would be invited to provide input to staff in these technical areas but these would no longer be Council committees. The terms of reference for these staff committees are in Attachment 3.

Committees related to the development process are:

- Land Use Planning Committee
- Advisory Planning Commission
- New West Design Panel
- Community Heritage Commission

They form an integral part of the development approvals process in the City. While these committees are focused on development, they could also provide valuable public input into broader planning policy creation. Development Services staff will explore their mandates in 2020.

These changes will result in the City having 27 committee reduced from 38. The list of committees for 2020 are as follows (excluding statutory committees):

- Affordable Housing and Child Care Advisory Committee
- Economic Development Advisory Committee
- Arts Commission
- Environment and Climate Change Advisory Committee
- Facilities, Assets and Public Realm Advisory Committee
- Sustainable Transportation Advisory Committee
- Affordable Housing Task Force
- Culture and Economic Development Task Force
- Environment and Climate Taskforce
- Facilities, Infrastructure and Public Realm Task Force
- Reconciliation, Inclusion and Engagement Task Force
- Sustainable Transportation Task Force
- Land Use Planning Committee
- Advisory Planning Commission
- New West Design Panel
- Community Heritage Commission
- Youth Advisory Committee
- Seniors Advisory Committee
- Multicultural Advisory Committee
- Restorative Justice Advisory Committee
- Public Art Advisory Committee



The status of the Residents' Association Forum will be addressed under a separate report.

### *Time Line / Next steps*

If Council endorses the recommendations from staff, the next steps in the process are as follows:

- In recognition that the Public Art Advisory Committee (PAAC) has a significant work load due to new City buildings, staff recommend that PAAC continue to meet in 2020 to complete this work.
- Youth Advisory Committee, Seniors Advisory Committee, Multicultural Advisory Committee and the Restorative Justice Committee continue to meet in 2020.
- 2019 committees continue to serve out their terms to January 2020 and then disband.
- Recruitment for the 2020 City advisory committees to begin in the last week of October.

### **OPTIONS**

There are six options for Council's consideration.

1. That Council endorse the list of 2020 advisory committee outlined in this report.
2. That Council endorse the changes proposed to 2019 advisory committees outlined in this report.
3. THAT Council adopt the terms of reference for the five Task Forces, as set out in Attachment 1 of this report.
4. THAT Council adopt the terms of reference for the five Advisory Committees, as set out in Attachment 2 of this report.
5. THAT Council receive for information the terms of reference for the three staff Technical Committees as set out in Attachment 3 of this report.
6. That Council provide other direction.

Staff recommend options 1, 2, 3, 4, and 5.

### **INTERDEPARTMENTAL LIAISON**

All departments worked on the development of these recommendations.

### **CONCLUSION**

This report recommends that Council move from the current 38 committees to 27 committees, via a process of alignment of committees, commissions and task forces with the

strategic priorities of the City. Existing advisory committees will be merged, amalgamated or changed to staff technical committees to achieve this alignment.

**ATTACHMENTS**

Attachment 1 - Task Force Terms of Reference

Attachment 2 - Advisory Committees Terms of Reference

Attachment 3 - Staff Technical Committees Terms of Reference

This report has been prepared by  
Jacque Killawee, City Clerk

This report was reviewed by:

Approved for Presentation to Council



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Jacque Killawee  
City Clerk

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Lisa Spitale  
Chief Administrative Officer

## Attachment 1

### *Task Force Terms of Reference*



## Affordable Housing and Child Care

### Task Force Terms of Reference

Task Force Name	Affordable Housing and Child Care Task Force
Mandate	The mandate of the Affordable Housing and Child Care Task Force is to facilitate the development of affordable housing and child care. This will include examining current and projected needs for both, identifying opportunities, including with non-profit partners and the senior levels of government, leveraging the development approvals process, and reviewing and updating related plans and policies. The Task Force will provide recommendations to Council for actions that may be taken by the City or in collaboration with others.
Members	<p>Membership will include:</p> <ul style="list-style-type: none"> <li>• Mayor and two Councillors</li> <li>• Chief Administrative Officer</li> <li>• Director of Development Services</li> <li>• Senior Manager of Development Services</li> <li>• Manager of Major Projects</li> <li>• Supervisor of Community Planning</li> </ul> <p>Depending on the agenda items, the following or other related entities may be invited:</p> <ul style="list-style-type: none"> <li>• BC Housing</li> <li>• Canadian Mortgage and Housing Corporation</li> <li>• Metro Vancouver Housing Corporation</li> <li>• Ministry of Child and Family Development</li> <li>• YMCA Child Care Resource and Referral</li> </ul> <p>In the event a member is unable to attend, they may send an alternate.</p>
Chair	Mayor
Meeting Frequency	Five (5) meetings per year, starting in 2020
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> </ul>

	<ul style="list-style-type: none"> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Affordable Housing and Child Care Advisory Committee</li> </ul>
<p>Governance</p>	<p>Community Charter Section 143</p>
<p>Rules of Procedure</p>	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p><small>*This refers to the most recent version</small></p>

## Culture and Economic Development Task Force

### Terms of Reference

Task Force Name	Culture and Economic Development Task Force
Purpose	<p>The purpose of the Culture and Economic Development Task Force is to provide recommendations and advice to City Council on issues relating to the local economy and growing a positive business and cultural environment in New Westminster, while advancing the City's Economic Development Plan (EDP) and related strategies.</p>
Mandate	<p>Within the context of the City's Economic Development Plan, as well as the Official Community Plan, Intelligent New West Strategic Plan, Arts Strategy, and related cultural plans, the Task Force will help foster a strong local economy and a dynamic cultural sector, recognizing the important role that cultural capital plays alongside more traditional economic factors in shaping urban development.</p> <p>Scope:</p> <ol style="list-style-type: none"> <li>1. Review the implementation strategy of the Economic Development Plan in order to prioritize the stated goals, strategies and actions, ensuring that sufficient resources and sustainable funding exists for their successful implementation.</li> <li>2. Examine best practices for efficient business license and permit processing.</li> <li>3. Encourage a thriving retail sector through initiatives that help local retailers respond to the changing retail landscape and review of City policies.</li> <li>4. Support local economic development initiatives.</li> <li>5. Promote economic opportunities related to arts and cultural development that contribute to building the city's cultural capital.</li> <li>6. Identify partnership or business development opportunities as they arise.</li> </ol>

	<p>7. Advance the City’s Intelligent New West Strategic Plan and initiative through identification of opportunities for collaboration with key sector stakeholders.</p> <p>8. Work with key stakeholders to leverage Royal Columbian Hospital expansion activity to attract and retain business, promote investment and support new employment in health care, education and tech and creative sectors.</p> <p>9. Collaborate with Tourism New Westminster on initiatives that promote the City’s assets.</p> <p>10. Examine other municipal, regional, provincial and federal economic related plans and initiatives that may impact the City (i.e. Metro Vancouver Regional Prosperity Service).</p> <p>The Task Force will consult with the Economic Development Advisory Committee as a method of engaging on related projects, at its discretion.</p>
Members	<ul style="list-style-type: none"> <li>• Mayor (Chair)</li> <li>• Two Members of Council</li> <li>• Chief Administrative Officer</li> <li>• Director of Development Services</li> <li>• Manager of Economic Development &amp; Communications</li> <li>• Manager of Licensing &amp; Integrated Services</li> <li>• Manager of Community Arts &amp; Theatre</li> <li>• Manager of Strategic Initiatives &amp; Sustainability</li> <li>• Manager of Museums &amp; Heritage Services</li> <li>• Director-Curator New Media Gallery</li> </ul> <p>In the event a member is unable to attend, they may send an alternate.</p> <p>Depending on the agenda items additional staff, representatives from other organizations or consultants may be invited.</p>
Chair	Mayor
Meeting Frequency	Five (5) meetings per year, starting in January 2020
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul>

	<p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Economic Development Advisory Committee</li> <li>• Other City Advisory Committees</li> </ul>
Governance	Community Charter Section 143
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>



## Environment and Climate Task Force

### Terms of Reference

Task Force Name	Environment and Climate Task Force
Mandate	<p>The mandate of the Environment and Climate Task Force is to promote bold action to address the climate emergency and meet the City’s greenhouse gas reduction targets to keep global temperature increases below 1.5°C while also protecting New Westminster’s ecosystems and urban forest. This will include support for energy conservation, renewable energy, and implementing adaptation and resilience strategies to prepare the community for the unavoidable impacts that climate change will bring, with special consideration to those who are most vulnerable. The task force will provide recommendations to Council for actions that may be taken by the City or in collaboration with others.</p>
Members	<p>Membership will include:</p> <ul style="list-style-type: none"> <li>• Mayor and two Councillors</li> <li>• Chief Administrative Officer</li> <li>• Director of Development Services</li> <li>• Director of Engineering Services</li> <li>• Director of Finance</li> <li>• Director of Parks and Recreation</li> <li>• General Manager, Utility Commission</li> <li>• Manager, Strategic Initiatives and Sustainability</li> <li>• Manager, Environment and Climate Action</li> </ul> <p>Depending on the agenda items, additional staff advisors and representatives of the following or other related organizations may be invited:</p> <ul style="list-style-type: none"> <li>• BC Ministry of Environment and Climate Action Strategy</li> <li>• BC Climate Action Secretariat</li> <li>• Federal Ministry of Environment and Climate Change</li> <li>• Metro Vancouver Air Quality Division</li> </ul> <p>In the event a member is unable to attend, they may send an alternate.</p>

Chair	Mayor
Meeting Frequency	Five (5) meetings per year, starting in 2020
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Environment and Climate Advisory Committee</li> </ul>
Governance	Community Charter Section 143
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>*This refers to the most recent version</p>

## Facilities, Infrastructure, and Public Realm

### Terms of Reference

Task Force Name	Facilities, Infrastructure, and Public Realm Task Force
Vision/Goal Statement	The City of New Westminster Task Force on Facilities, Infrastructure, and the Public Realm has been established to provide oversight, support and coordination for civic capital projects with a direct link to Council's strategic priorities.
Mandate	<p>Within the context of the City's <i>Envision 2032</i> Sustainability Framework, Asset Management Program, Corporate Energy and Emissions Reduction Strategy, Five Year Financial Plan, and Procurement Policy, the mandate of the Facilities, Infrastructure and the Public Realm Task Force is as follows:</p> <ul style="list-style-type: none"> <li>• To ensure that City Council is informed and updated on a regular basis as to project status.</li> <li>• To review and consider industry best practices and ensure they are incorporated into the City's project planning and delivery processes.</li> <li>• To provide general guidance to project management staff and consultants engaged in project management of capital projects.</li> </ul> <p>Projects to be considered within the scope of the Task Force include:</p> <ul style="list-style-type: none"> <li>• New City facilities and infrastructure</li> <li>• Public Realm and Open Space initiatives;</li> <li>• New park development or existing park redevelopment</li> <li>• Riverfront Vision, including completion of the Riverfront Connection and Brunette Fraser Regional Greenway</li> <li>• Asset Management.</li> </ul> <p>The Task Force will use the Facilities, Infrastructure and Public Realm Advisory Committee as a public engagement forum for projects at its discretion.</p>

	<p>To this end, the Task Force will ensure that the following focus areas of project planning, project delivery, quality control and progress reporting are undertaken:</p> <ol style="list-style-type: none"> <li>1. Capital Project Planning <ul style="list-style-type: none"> <li>• Ensure that department sponsors have prepared a business case appropriately scaled to the size, value and complexity of the project and demonstrably linked to the City’s strategic priority areas. The business case should outline alternatives considered, identify project risks, schedule, and consider full lifecycle costs including initial capital, carbon, operations, maintenance, major rehabilitation and decommissioning costs.</li> <li>• Ensure that preliminary project budgets are based on cost estimates developed in accordance with recognized industry best practice (i.e., APEGBC, AIBC, CIQS).</li> <li>• Ensure that proposed projects are aligned and support to the fullest degree possible City Council’s 2019-2022 Strategic Plan priorities.</li> </ul> </li> <li>2. Public Realm Integration <ul style="list-style-type: none"> <li>• Support the creation of a more interesting and animated public realm in all projects within the City.</li> <li>• Advance the goals of the Riverfront Vision: <ol style="list-style-type: none"> <li>1. Continuity.</li> <li>2. Connectivity.</li> <li>3. Activity.</li> </ol> </li> </ul> </li> <li>3. Identifying and Managing Risk <ul style="list-style-type: none"> <li>• Ensure that a “risk register” is established identifying project risks and how they will be addressed.</li> <li>• Consider the best party that risk should be allocated to, given the ability and cost to appropriately manage.</li> </ul> </li> <li>4. Procurement <ul style="list-style-type: none"> <li>• Evaluate the recommended procurement strategy and project delivery model.</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• Ensure compliance with the City’s procurement policy including review and monitoring of significant change orders.</li> </ul> <p>5. Value for money</p> <ul style="list-style-type: none"> <li>• Ensure appropriate business feasibility and market readiness studies are undertaken as required.</li> <li>• Ensure and evaluate value engineering processes are undertaken as considered appropriate.</li> </ul> <p>6. Monitoring and reporting</p> <ul style="list-style-type: none"> <li>• Ensure an appropriate level of on-site inspection and monitoring is in place to ensure project schedule, budget and quality control is adhered to.</li> <li>• Ensure that public notification and the impacts of projects on businesses and residents are appropriately addressed in accordance with the City’s Good Neighbour Policy.</li> <li>• Ensure regular project reporting is made to City Council with respect to project schedule, budget, quality control and risk management.</li> </ul>
Members	<p>The Task Force will be chaired by the Mayor or City Councillor, and membership will be comprised of the following:</p> <ul style="list-style-type: none"> <li>• Mayor (Chair)</li> <li>• City Councillor (2 members)</li> <li>• Chief Administrative Officer</li> <li>• Director of Development Services</li> <li>• Director of Finance and IT</li> <li>• Director of Engineering</li> <li>• Director of Parks and Recreation</li> <li>• General Manager, Utility Commission</li> <li>• Manager, Major Projects</li> <li>• Manager of Civic Buildings and Properties</li> <li>• Manager of Horticulture, Arboriculture and Parks and Open Space Planning</li> <li>• Intergovernmental and Community Relations Manager</li> </ul>

	In the event a member is unable to attend, they may send an alternate.
Chair	Mayor
Meeting Frequency	Five (5) times per year, starting in January.
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Architects, etc.</li> <li>• Facilities, Infrastructure and Public Realm Advisory Committee</li> </ul>
Staff Support	The Task Force will be supported by staff from the Engineering Department, Building & Civic Properties Division, and the Finance Department Purchasing Division, the Office of the Chief Administrative Officer and other departments as required.
Governance	Community Charter Section 143
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>

<sup>1</sup> Canadian Infrastructure Report Card 2016 – Federation of Canadian Municipalities – [www.canadianinfrastructure.ca](http://www.canadianinfrastructure.ca)

<sup>1</sup> AGLG Perspectives Series Audit Topic 3 – Tool 1 April 2014 Oversight of Capital Project Planning & Procurement – Key Considerations for Local Government and Board Members [www.aglg.ca/includes/docs/AGLG\\_Audit\\_Topic\\_3\\_Tool\\_1.pdf](http://www.aglg.ca/includes/docs/AGLG_Audit_Topic_3_Tool_1.pdf)

## Sustainable Transportation Task Force

### Terms of Reference

Task Force Name	Sustainable Transportation Task Force
Mandate	<p>The mandate of the Sustainable Transportation Task Force is to provide recommendations and strategic advice to City Council on:</p> <ol style="list-style-type: none"> <li>1. Implementation of the Master Transportation Plan (MTP) actions and policies with respect to inclusive and sustainable transportation that supports everyone.</li> <li>2. Prioritizing vulnerable road users as the City advances the Sustainable Transportation strategic priority key directions.</li> <li>3. Implementing sustainable transportation initiatives in response to the Climate Emergency.</li> <li>4. Sustainable transportation and road safety priorities and associated budgets.</li> <li>5. Leveraging the development approvals process to achieve infrastructure improvements and other changes in support of Sustainable Transportation.</li> <li>6. Reviewing and updating related plans and policies.</li> </ol> <p>The task force will provide recommendations to Council for actions that may be taken by the City or in collaboration with others.</p>
Members	<p>Membership will include:</p> <ul style="list-style-type: none"> <li>• Mayor and two Councillors</li> <li>• Chief Administrative Officer</li> <li>• Director of Engineering Services</li> <li>• Manager of Transportation</li> <li>• Director of Development Services</li> <li>• Director of Finance</li> </ul> <p>Depending on the agenda items, the following or other related entities may be invited:</p> <ul style="list-style-type: none"> <li>• New Westminster Police Department</li> <li>• New Westminster Fire Services</li> <li>• TransLink</li> </ul>

	In the event a member is unable to attend, they may send an alternate.
Chair	Mayor
Meeting Frequency	Five (5) times per year, starting in January 2020
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Sustainable Transportation Advisory Committee</li> </ul>
Governance	Community Charter Section 143
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>



Attachment 2  
*Advisory Committees*  
*Terms of Reference*



## Affordable Housing and Child Care Advisory Committee

### Terms of Reference

Committee Name	Affordable Housing and Child Care Advisory Committee
Vision/Goal Statement	To engage and consult with residents and social service representatives on enhancing community health, livability and security through the provision of affordable housing and child care.
Mandate	<p>This Committee's role is to respond to questions from and to advise the City's Affordable Housing and Child Care Task Force on:</p> <ul style="list-style-type: none"> <li>• Identifying issues and opportunities related to affordable housing and child care and bringing them to the attention of the Affordable Housing and Child Care Task Force.</li> <li>• Serving as the liaison between the broader community and the Task Force on issues and opportunities related to affordable housing and child care.</li> <li>• Assisting staff in monitoring the affordable housing and child care situation and proposing and/or evaluating related actions.</li> <li>• Informing the review and development of City policies, plans and strategies related to affordable housing and child care.</li> </ul>
Voting Members	<p>The Committee shall consist of 13 voting members, including:</p> <ul style="list-style-type: none"> <li>• Member of Council (1)</li> <li>• Community Members (7)</li> <li>• A representative from BC Housing (1)</li> <li>• A representative from the Homelessness Coalition Society (1)</li> <li>• A representative from a child care advocacy organization (1)</li> <li>• A representative from the School District (1)</li> <li>• A representative from an Indigenous advocacy or social service organization* (1)</li> </ul> <p><small>*Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures.</p>

Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"><li>• Housing/Social Planner</li><li>• Housing/Child Care Planning Analyst</li><li>• Committee Clerk</li></ul>
Term of Service	<p>In 2020</p> <ul style="list-style-type: none"><li>a. 6 members will be appointed for a one year term (February 1, 2020- January 31, 2021)</li><li>b. 6 members will be appointed for a two year term (February 1, 2020- January 31, 2022)</li></ul> <p>In 2021 and in all <b>odd numbered</b> years thereafter, 6 members will be appointed for two year terms.</p> <p>In 2022 and in all <b>even numbered</b> years thereafter, 6 members will be appointed for two year terms.</p> <p>Council may cancel the Advisory Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an Acting Chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p>

	Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	<p>The Advisory Committee shall meet five (5) times a year alternating months with the Affordable Housing and Child Care Task Force.</p> <p>The Advisory Committee may in extraordinary circumstances with the permission of the Mayor/City Clerk meet more frequently.</p>
Governance	<ul style="list-style-type: none"> <li>• Community Charter Section 142</li> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>*This refers to the most recent version</p>



## Advisory Committee Policy

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

### 2. PURPOSE OF ADVISORY COMMITTEES

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

Advisory Committees should normally exist only where they:

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

Benefits to the City achieved through Advisory Committees may include:

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

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

### **3. CREATION AND RENEWAL**

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

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

### **4. GOVERNANCE AND EVALUATION**

#### **Annual Work Plans:**

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

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

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

#### **Reporting and Evaluation:**

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

### **Reporting to Council:**

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

### **5. MEMBER SELECTION/RENEWAL**

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

### **Application and Appointment:**

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

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

### **Term Length and Renewal:**

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

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

**Equity, Diversity and Inclusion:**

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





## Economic Development Advisory Committee

### Advisory Committee Terms of Reference

Committee Name	Economic Development Advisory Committee
Vision / Goal Statement	To engage and consult residents on facilitating and promoting a dynamic local economy that is resilient, sustainable, and reflects the rich cultural diversity of the community.
Mandate	<p>This Committee's role is to respond to questions from, and to advise the City's Economic Development Task Force on collaboration with business and community partners:</p> <ul style="list-style-type: none"> <li>• To ensure implementation and monitoring of the City's Economic Development Plan, Intelligent New West Strategy, and culture-related plans and strategies.</li> <li>• To advise Council on sector-based discussion and policy development related to building a resilient local economy.</li> <li>• To provide advice on new economic challenges and opportunities for the City.</li> <li>• To provide input on specific opportunities and projects, as requested by Council.</li> <li>• To advocate on behalf of the broader community.</li> <li>• To act as community ambassadors to promote and build awareness for the City's economic development and cultural programs and opportunities.</li> </ul>
Voting Members	<p>The Committee shall consist of 15 voting members, as follows:</p> <ul style="list-style-type: none"> <li>• Two members of Council (2)</li> <li>• Representative from New Westminster Chamber of Commerce (1)</li> <li>• Representative from Downtown New Westminster Business Improvement Association (1)</li> <li>• Representative from Uptown Business Association (1)</li> <li>• Representatives from other commercial areas (3)</li> <li>• Indigenous community representative* (1)</li> <li>• Sectoral representatives selected at large to reflect local industry sectors such as: education, health care, manufacturing, non-profit/social services, tech and creative, and culture. (6)</li> </ul> <p>* Not required to be a resident of the City.</p>

	The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures.
Advisors	<ul style="list-style-type: none"> <li>• Manager, Economic Development (staff lead)</li> <li>• Planner, Economic Development (alternate)</li> <li>• Committee Clerk</li> <li>• Representatives from City departments who may be called upon as required</li> </ul>
Term of Service	<p>In 2020</p> <ol style="list-style-type: none"> <li>a. 7 members will be appointed for a one-year term (February 1, 2020- January 31, 2021)</li> <li>b. 6 members will be appointed for a two-year term (February 1, 2020- January 31, 2022)</li> </ol> <p>In 2021, and in all <b>odd-numbered</b> years thereafter, (a) 7 members will be appointed for two year terms.</p> <p>In 2022, and in all <b>even-numbered</b> years thereafter, (b) 6 members will be appointed for two year terms.</p> <p>Council may cancel the Advisory Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	One Council member shall be designated Chair. At the first meeting of the year, voting members shall elect an Acting Chair from its membership to preside over meetings when the Chair is absent.
Quorum	<p>A quorum shall consist of a majority of the Committee’s appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee,</p>

	<p>or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	<p>The Advisory Committee shall meet 5 times a year in alternating months to meetings of the City's Culture and Economic Development Task Force.</p> <p>The Committee may, in extraordinary circumstances, with the permission of the Mayor/City Clerk, meet more frequently.</p>
Governance	<ul style="list-style-type: none"> <li>• Community Charter Section 142</li> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>*This refers to the most recent version</p>



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

Benefits to the City achieved through Advisory Committees may include:

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

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

### **3. CREATION AND RENEWAL**

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

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

### **4. GOVERNANCE AND EVALUATION**

#### **Annual Work Plans:**

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

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

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

#### **Reporting and Evaluation:**

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

### **Reporting to Council:**

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

### **5. MEMBER SELECTION/RENEWAL**

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

### **Application and Appointment:**

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

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

### **Term Length and Renewal:**

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

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

**Equity, Diversity and Inclusion:**

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

## Environment and Climate Advisory Committee

### Terms of Reference

Committee Name	Environment and Climate Advisory Committee
Vision/Goal Statement	To engage and consult residents on the bold actions that the City will be taking to address the climate emergency
Mandate	<p>This Committee's role is to respond to questions from and advise the City's Environment and Climate Task Force on:</p> <ul style="list-style-type: none"> <li>• Bold actions related to corporate and community energy and emissions with the goal to have net zero emissions by 2050 and aggressive benchmark targets between now and 2050.</li> <li>• The effective implementation of the Environmental Strategy and Action Plan with actions to protect and enhance biodiversity, natural areas, and the City's urban forest to improve ecological health, habitat, and community livability.</li> <li>• Methods to engage the community, particularly the more vulnerable members of the community.</li> <li>• Monitoring progress towards achieving the City's environment and climate objectives.</li> <li>• Any other environment or climate matter referred to the Committee by Council.</li> </ul>
Voting Members	<p>The Committee shall consist of 11 voting members as follows:</p> <ul style="list-style-type: none"> <li>• Member of Council (1)</li> <li>• Representative from a local Environmental Association (1)</li> <li>• Professionals in the environment or climate field in business, government, or non-profit sectors (2)</li> <li>• Representative from local educational institutions (1)</li> <li>• Representative from a local Business Associations (1)</li> <li>• Community members (4)</li> <li>• Indigenous community representative*(1)</li> </ul> <p><small>* Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures.</p>



Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> <li>• Manager, Environment and Climate Action</li> <li>• Environmental Coordinator</li> <li>• Committee Clerk</li> </ul> <p>Additional staff advisors from the following departments will attend committee meetings on an as-needed basis:</p> <ul style="list-style-type: none"> <li>• Community Energy and Emissions Specialist</li> <li>• Corporate Energy and Emissions Specialist</li> <li>• Development Services Department</li> <li>• Engineering Services Department</li> <li>• Parks and Recreation Department</li> <li>• Utility Commission</li> </ul>
Term of Service	<p>In 2020:</p> <ol style="list-style-type: none"> <li>a. 5 members will be appointed for a one year term (February 1, 2020- January 31, 2021)</li> <li>b. 5 members will be appointed for a two year term (February 1, 2020- January 31, 2022)</li> </ol> <p>In 2021 and in all <b>odd numbered</b> years thereafter, 5 members will be appointed for two year terms.</p> <p>In 2022 and in all <b>even numbered</b> years thereafter, 5 members will be appointed for two year terms.</p> <p>Council may cancel the Advisory Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an Acting Chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>

Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	<p>The Advisory Committee shall meet 5 times a year, alternating months with the Environment and Climate Task Force.</p> <p>The Advisory Committee may in extraordinary circumstances, with the permission of the Mayor/City Clerk, meet more frequently.</p>
Governance	<ul style="list-style-type: none"> <li>• Community Charter Section 142</li> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>*Most recent versions</p>



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- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
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### **3. CREATION AND RENEWAL**

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### **4. GOVERNANCE AND EVALUATION**

#### **Annual Work Plans:**

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

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

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

#### **Reporting and Evaluation:**

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

### **Reporting to Council:**

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

### **5. MEMBER SELECTION/RENEWAL**

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### **Application and Appointment:**

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

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

### **Term Length and Renewal:**

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

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

**Equity, Diversity and Inclusion:**

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

## Facilities, Infrastructure and Public Realm Advisory Committee

### Terms of Reference

Committee Name	Facilities, Infrastructure and Public Realm Advisory Committee
Vision/Goal Statement	To engage and consult residents on civic capital projects with a direct link to Council's Strategic Priorities.
Mandate	<p>Monitoring to ensure all major projects incorporate high standards of project delivery and measures to mitigate impact on climate change.</p> <p>To advocate on behalf of the community:</p> <ul style="list-style-type: none"> <li>• to advance key civic projects;</li> <li>• to ensure City projects are universally accessible and inclusive</li> <li>• in the development of a land management strategy;</li> <li>• in the assessment of need and aspirations to inform planning for future facilities, parks, and public realm improvements;</li> <li>• on matters related to infrastructure assets for continuous and sustainable service delivery.</li> </ul> <p>To advise Council and the Facilities, Infrastructure and Public Realm Task Force on Facilities, Infrastructure and Public Realm issues referred to the committee for further examination.</p>
Voting Members	<p>The Committee shall consist of 11 voting members, as follows:</p> <ul style="list-style-type: none"> <li>• Member of Council (1)</li> <li>• Representative from New Westminster business community (1)</li> <li>• Representative from School District 40 (New Westminster) (1)</li> <li>• People with lived experience with navigating the City's transportation realm with physical or cognitive barriers (2)</li> <li>• Community Members (5)</li> <li>• Indigenous community representative* (1)</li> </ul> <p><small>* not required to be a resident of the City.</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, age groups, gender types and cultural diversity.</p>

Advisors	<p>Staff members who will participate on this committee as advisors, as required, include:</p> <ul style="list-style-type: none"> <li>• Manager, Major Projects</li> <li>• Manager Arboriculture, Horticulture, Parks &amp; Open Space Planning</li> <li>• Senior Manager, Recreation</li> <li>• Committee Clerk</li> </ul>
Term of Service	<p>In 2020</p> <ol style="list-style-type: none"> <li>a. 5 members will be appointed for a one year term (February 1, 2020- January 31, 2021)</li> <li>b. 5 members will be appointed for a two year term (February 1, 2020- January 31, 2022)</li> </ol> <p>In 2021 and in all <b>odd numbered</b> years thereafter, 5 members will be appointed for two year terms.</p> <p>In 2022 and in all <b>even numbered</b> years thereafter, 5 members will be appointed for two year terms.</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of its appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p>



	Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	<p>The Committee shall meet 5 times a year alternating months to the Facilities, Infrastructure and Public Realm Task Force.</p> <p>The Committee may in extraordinary circumstances with the permission of the Mayor/City Clerk meet more frequently.</p>
Governance	<ul style="list-style-type: none"> <li>• Community Charter Section 142</li> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>



## Advisory Committee Policy

### 1. PURPOSE OF THIS POLICY

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

### 2. PURPOSE OF ADVISORY COMMITTEES

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

Advisory Committees should normally exist only where they:

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

Benefits to the City achieved through Advisory Committees may include:

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

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

### **3. CREATION AND RENEWAL**

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

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

### **4. GOVERNANCE AND EVALUATION**

#### **Annual Work Plans:**

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

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

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

#### **Reporting and Evaluation:**

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

### **Reporting to Council:**

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

### **5. MEMBER SELECTION/RENEWAL**

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

### **Application and Appointment:**

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

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

### **Term Length and Renewal:**

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

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

**Equity, Diversity and Inclusion:**

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

## Sustainable Transportation Advisory Committee

### Terms of Reference

Committee Name	Sustainable Transportation Advisory Committee
Vision / Goal Statement	To provide a forum for resident and stakeholder engagement with respect to inclusive and sustainable transportation.
Mandate	<p>The Committee's role is to advise the City's Sustainable Transportation Task Force on:</p> <ul style="list-style-type: none"> <li>• Implementing the Master Transportation Plan (MTP) actions and policies with respect to inclusive and sustainable transportation that supports everyone.</li> <li>• How the City prioritizes vulnerable road users as we adapt to changes in mobility.</li> <li>• Community, stakeholder and specialist perspective with respect to implementing sustainable transportation initiatives in response to the Climate Emergency.</li> </ul>
Voting Members	<p>The Committee has a maximum of 13 members including but not limited to:</p> <ul style="list-style-type: none"> <li>• Member of Council (1)</li> <li>• People with lived experience with navigating the City's transportation network with physical or cognitive barriers (at least 2)</li> <li>• People who walk, use transit or cycle as part of their daily mode of transportation (at least 2)</li> <li>• People with professional or technical expertise in active transportation, universal design, road safety, goods movement, emergency services, and/or healthy built environment (at least 1)</li> <li>• Representatives from the business community who can provide perspective on achieving the goals of the MTP in a way that supports a thriving local economy</li> <li>• Representatives from School District 40 (New Westminster) staff and the District Parent Advisory Committee who can provide perspective on achieving the goals of the MTP with respect to school travel</li> <li>• A representative from a local cycling advocacy organization (1)</li> <li>• A representative from a local pedestrian advocacy organization (1)</li> </ul>

	<ul style="list-style-type: none"> <li>• A representative from the Indigenous community having relevant lived experience in an urban environment.*</li> </ul> <p>*not required to be a resident of the City.</p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures.</p>
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> <li>• Representatives from the Transportation Division of the Engineering Department</li> <li>• A member of the New Westminster Police Department with expertise in road safety and current transportation policy.</li> <li>• Representatives from other City departments who may be called upon as needed</li> <li>• Committee Clerk</li> </ul>
Term of Service	<p>In 2020</p> <ol style="list-style-type: none"> <li>a. 6 members will be appointed for a one year term (February 1, 2020- January 31, 2021)</li> <li>b. 6 members will be appointed for a two year term (February 1, 2020- January 31, 2022)</li> </ol> <p>In 2021 and in all <b>odd numbered</b> years thereafter, 6 members will be appointed for two year terms.</p> <p>In 2022 and in all <b>even numbered</b> years thereafter, 6 members will be appointed for two year terms.</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>

Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	<p>The Committee shall meet 5 times a year alternating months to the Sustainable Transportation Task Force.</p> <p>The Committee may in extraordinary circumstances with the permission of the Mayor/City Clerk meet more frequently.</p>
Governance	<ul style="list-style-type: none"> <li>• Community Charter Section 142</li> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p><small>*This refers to the most recent version</small></p>





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Attachment 3  
*Staff Technical Committee*  
*Terms of Reference*

# Emergency Management Technical Staff Committee

## **Purpose**

The objective of this technical staff committee is to foster the community's involvement in emergency management. The committee will develop and implement initiatives to increase the level of community participation in emergency preparedness. The committee will solicit input from the community to identify outreach, engagement and retention initiatives to create an effective plan to address risks facing the community and move emergency preparedness initiatives forward.

This committee will be responsible to develop and implement resolutions for community risk reduction programs that will create a disaster resilient community, by assisting individuals, families and businesses with their emergency preparations.

The plan will:

- Identify and prioritizes risk based on demographics of the community
- Establishes goals and objectives
  - Create CERT teams
  - Assist residents in creating emergency Plans to order to be self-sufficient for a minimum of 72 hrs.
  - Update emergency evacuation plans
  - Test and evaluate effectiveness of plan
- Develop implementation strategies for risk reduction and emergency preparedness initiatives
- Be compliant with the City's Emergency Response Plan.

## **Composition**

External members of the technical committee may include but are not limited to the following:

- Fraser Health
- School District
- Business Improvement Associations and Business Associations - Downtown, Uptown, 12<sup>th</sup> Street and Sapperton
- Emergency Support Services
- Community Association or Resident Associations i.e Quay Side, Queensborough etc.
- Church groups
- Purpose Society

### **Staff Support**

- New Westminster Emergency Management
- New Westminster Fire & Rescue Services
- Engineering Operations
- New Westminster Police Services
- And other City Departments as required

### **Schedule of Meetings**

This committee will meet quarterly or on an as needed basis.

# Railway Technical Committee Terms of Reference

## **Purpose**

The City of New Westminster Railway Technical Committee (RTC) will provide a forum for the exchange of information between the Canadian Pacific (CP), Canadian National (CN), Burlington Northern (BNSF) and Southern Railway of BC (SRY) and the City of New Westminster (CNW).

The committee will meet, discuss and provide updates of plans, concerns or issues and assist one another in resolutions.

Items for Discussion include, but not limited to, the following areas:

- Rail and Public Safety (ex: Operation Lifesaver initiatives)
- Rail Crossing Upgrades to be Compliant with the Transport Canada Grade Crossing Regulation by 2021
- Whistle Cessation Initiatives
- Railway Train and Yard Operations (ex: shunting, noise and emissions)
- Road Authority and Railway Infrastructure Improvement Projects
- Planned Development Projects or other area restructure plans adjacent to railway right-of-way
- Railway and City Emergency Preparedness and Planning
- Railway Maintenance Programs (ex: fencing, brush clearing and crossing surfaces)
- Grant Opportunities Related to Railway Projects
- Rail Crossing Monitoring Programs (ex: compliance and trespass)

## **Composition**

The RTC will be chaired by the Manager of Design and Construction and membership will be comprised of the following:

- CN Representative
- CP Representative
- BNSF Representative
- SRY Representative
- Transport Canada Representative
- Technical Safety BC Representative

## **Staff Support**

The RTC will be supported by staff from the Engineering Dept., New Westminster Fire, Integrated Services and other departments as required. The committee will be documented with meeting minutes circulated after each meeting.



### **Schedule of Meetings**

It is anticipated that the Railway Technical Committee will meet on a quarterly basis; however, this may be modified dependent on individual project planning and scheduling needs.

# Remembrance Day Technical Committee

## **Purpose**

To coordinate the celebration of the Remembrance Day Celebration in the City of New Westminster.

The committee will meet, discuss and coordinate the plans for the celebration.

Items for Discussion include, but not limited to, the following areas:

- Selection of the speaker
- Organization of the day
- Timing of the day
- Security

## **Composition**

The RTC will be chaired by a City Staff member and membership will be comprised of the following:

- Royal Westminster Regiment Representative
- Royal Canadian Legion Representative

## **Staff Support**

The committee will be supported by the special events department and the Festival Committee. The latter includes representatives from Fire, Police and Engineering.

## **Schedule of Meetings**

It is anticipated that the meetings will be called on an as needed basis to fulfill the committee's mandate.

## **REPORT**

### *Legislative Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jacque Killawee      **File:** 05.1025.02  
City Clerk      **Item #:** 419/2019  
**Subject: Recruitment 2019: Committee Rescindments**

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#### **RECOMMENDATION**

*THAT Council rescind the appointment of Troy Hunter to the Arts Commission; and,*

*THAT Council rescind the appointment of Troy Hunter to the Community Heritage Commission (CHC); and,*

*THAT Council rescind the appointment of Maryam Naser as the School District #40 Representative to the Parks and Recreation Committee; and,*

*THAT Council rescind the appointment of Courtney Daws to the Board of Variance.*

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#### **PURPOSE**

The purpose of this report is to rescind the appointments of various members from City Advisory Committees.

#### **BACKGROUND**

In the fall of 2017 and 2018, Legislative Services sought applications for Advisory Bodies to Council. The applications received were in response to advertisements placed on the City website and on City Page in The Record. In addition, letters requesting nominations were sent to organizations with respect to specific positions.

**Arts Commission and Community Heritage Commission (CHC)**

During the 2019 recruitment process, Council appointed Troy Hunter as a Community Member to both the Arts Commission and the Community Heritage Commission, both for two-year terms ending January 31, 2021. On September 13, 2019, Heather Corbett, Committee Clerk, received an email from Mr. Hunter advising of his resignation from both Commissions.

**Parks and Recreation**

During the 2019 recruitment process, Council appointed Maryam Naser as the School District #40 Representative to the Parks and Recreation Committee for a one-year term ending January 31, 2020. On September 18, 2019, the Clerks' email address received an email and letter from Ms. Naser advising of her resignation from the Committee.

**Board of Variance**

During the 2018 recruitment process, Council appointed Courtney Daws as a Community Member to the Board of Variance (BOV) for a three-year term ending January 31, 2021. On September 20, 2019, Nicole Ludwig, Assistant City Clerk, received an email from Ms. Daws advising of her resignation from the BOV due to a conflict of interest.

**DISCUSSION**

The rescindment of these positions will enable staff to recruit for, and Council to appoint, new members for these positions during the 2020 advisory committee recruitment process.

**OPTIONS**

**Option 1:** THAT Council rescind the appointment of Troy Hunter to the Arts Commission.

**Option 2:** THAT Council rescind the appointment of Troy Hunter to the Community Heritage Commission (CHC).

**Option 3:** THAT Council rescind the appointment of Maryam Naser as the School District #40 Representative to the Parks and Recreation Committee.

**Option 4:** THAT Council rescind the appointment of Courtney Daws to the Board of Variance (BOV).

**Option 5:** Please provide Staff with other direction.

Staff recommends Options 1 through 4.

**CONCLUSION**

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

This report has been prepared by Heather Corbett, Committee Clerk

This report was reviewed by:

Approved for Presentation to Council



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Jacquie Killawee  
City Clerk



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Lisa Spitale  
Chief Administrative Officer

## **REPORT**

### *Legislative Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jacque Killawee      **File:** 05.1035.10  
City Clerk      **Item #:** 428/2019  
**Subject:** A Bylaw to Amend Delegation Bylaw No. 7176, 2015

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#### **RECOMMENDATION**

*THAT Delegation Bylaw Amendment Bylaw No 8163, 2019 (Attachment 1) be given three readings.*

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#### **PURPOSE**

This report brings before Council an amendment to Delegation Bylaw 7176, 2015, that delegates the awarding of City grants to the Chief Administrative Officer and that updates the bylaw.

#### **BACKGROUND**

During 2019 City Council reorganized the City's grant portfolios. During this process Council decided to delegate the awarding for grants to the Chief Administrative Officer. On August 26, 2019 Council passed the following motion:

*THAT Council delegate approval of grants to the City's Chief Administrative Officer and direct staff to bring the associated bylaw amendments to Council for consideration in the fall of 2019.*

This report responds to this motion. The amending bylaw is attachment 1 of this report.

**DISCUSSION**

Delegation Bylaw 7176, 2015 is four years old and over the past four years the organization has grown and changed. To respond to these changes the Delegation Bylaw Amendment Bylaw makes the following updates:

- 1) Updates staff and department titles to reflect their current titles
- 2) Updates the delegation regarding the absence of the Director of Engineering to provide more flexibility.
- 3) Corrects the delegation of change orders from the greater of \$100,000.00 and 10% to the great of \$100,000.00 or 10%.
- 4) Updates the Schedule A List of Project Managers to reflect employees' current responsibilities.

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

**OPTIONS**

There are two options for Council's consideration:

1. That Delegation Bylaw Amendment Bylaw No 8163, 2019 (attachment 1) be given three readings.
2. That Council provide other direction.

*Staff recommend Option 1.*

**ATTACHMENTS**

Attachment 1 - Amending Bylaw

Attachment 2 - Red Line Bylaw

This report has been prepared by  
Jacque Killawee, City Clerk

This report was reviewed by:

Approved for Presentation to Council



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Jacquie Killawee  
City Clerk



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Lisa Spitale  
Chief Administrative Officer



## Attachment 1

*A Bylaw to Amend Delegation Bylaw*

*No. 7176, 2015*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8163, 2019**

A Bylaw to Amend Delegation Bylaw No. 7176, 2015

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Delegation Bylaw No. 7176, 2015;

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

**Citation**

1. This Bylaw may be cited for all purposes as “Delegation Bylaw Amendment No. 8163, 2019.”

**Amendments**

2. Delegation Bylaw No. 7176, 2015 is amended by:
  - a. Inserting the following as section 4(e):

granting moneys to individuals and organizations who have applied for City money under the City’s community granting programs where the expenditure is budgeted for in the Financial Plan.
  - b. In Section 5 inserting the word "Senior" prior to the word "Manager" and delete the word “Planning” after the word “Manager and insert the words “of Development Services” after the word “Manager”;
  - c. In Section 6(c) deleting the word "and" after “\$100,000.00” and inserting the word "or" before "10%";
  - d. In Section 6 replace “The Manager, Infrastructure Planning” with “, The Manager, Infrastructure Planning, Manager of Transportation or the Manager of Design & Construction, upon appointment as Acting Director” prior to the word "may";
  - e. In Section 8 deleting the words "and Information Technology";
  - f. In Section 10 deleting the word “, Culture” after the word “Parks”;

- g. In Section 10(a) deleting the word “Culture” after the word “Parks”;
- h. In Section 10(b) deleting the word “and” after “\$100,000.00” and inserting the word “or” before “10%”;
- i. In Section 10(c) deleting the word “Culture” after the word “Parks”;
- j. In Schedule A List of Project Managers deleting the following:  
Assistant Manager, Engineering Operations  
Parks Horticulture Manager  
Planning Manager
- k. In Schedule A List of Project Managers inserting the following:  
“Manager, Horticulture Services and Parks and Open Space Planning” after  
“Manager, Engineering Operations”  
“Manager, Major Projects” after “Manager, Infrastructure Planning”  
“Manager, Transportation” after “Manager, Planning”  
“Senior Manager of Development Services after “Project Manager”

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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Mayor Jonathan X. Cote

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Jacque Killawee, City Clerk

## Attachment 2

*Amendments to the Delegation Bylaw -*

*Red line*

**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**DELEGATION BYLAW NO. 7176, 2015**

EFFECTIVE DATE: November 30, 2015

CONSOLIDATED FOR CONVENIENCE ONLY  
(March 8, 2016)

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

AMENDMENT BYLAW  
7820, 2016

EFFECTIVE DATE  
February 29, 2016

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

Obtainable from the City Clerk's Office



CORPORATION OF THE CITY OF NEW WESTMINSTER

DELEGATION BYLAW NO. 7176, 2015

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

WHEREAS:

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

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

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

adhering to the emergency expenditure procedures set out in the City's procurement policy as endorsed by Council from time to time.

## **BYLAW 7820, 2016**

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

~~(d)~~(e) granting moneys to individuals and organizations who have applied for City money under the City's community granting programs where the expenditure is budgeted for in the Financial Plan.

5. The Director of Development Services may exercise all the duties, powers and functions of Council in respect of:

(a) entering into and executing on behalf of the City statutory rights of way, easements and covenants under s. 219 of the *Land Title Act* in favour of the City, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City and such easement, right of way or covenant is required as a condition of rezoning or otherwise in connection with the development of land;

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

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

6. The Director of Engineering Services may exercise all of the duties, powers and functions of Council in respect of:

(a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000, or such greater limit as may be provided for under section 7(c) of this Bylaw, where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Engineering Services adhering to the procurement processes endorsed by Council from time to time;



- (b) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is for an emergency and is not budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Engineering Services adhering to the emergency expenditure procedures set out in the City's procurement policy as endorsed by Council from time to time;
- (c) approving cost overruns on capital works construction projects of up to, in total, the greater of \$100,000.00 ~~and~~ or 10% of the budget for the project, where the expenditure can be offset by other forgone projects in the Financial Plan;
- (d) entering into and executing licenses for not-for-profit organizations to use or occupy City property and facilities under the administration of the Engineering Services Department, where the term of such agreement is no more than three to five years and the cumulative value of the license over the license term does not exceed \$5,000; and
- (e) granting and executing, on behalf of the City, statutory rights of way under s. 218 of the *Land Title Act* over City land in favour of utility operators, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City.
- (f) accepting, modifying and discharging on behalf of the City as grantee statutory rights of way, easements and covenants under s. 219 of the *Land Title Act* in favour of the City, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City and such easement, right of way or covenant is required as a condition of rezoning or otherwise in connection with the development of land.

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

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

- (b) accepting and modifying, on behalf of the City as grantee, all statutory rights of way granted to the City pursuant to s. 218 of the *Land Title Act* required as a condition of approval of subdivision, or in any circumstances in which an owner of land is required to grant, or has agreed to grant, a statutory right of way to the City;
- (c) discharging statutory rights of way granted to the City pursuant to s. 218 of the *Land Title Act* where the right of way is no longer required by the City; and

**BYLAW 7820, 2016**

- (d) entering into and executing, on behalf of the City, works and services agreements pursuant to s. 509(2) of the *Local Government Act*.
8. The Director of Finance ~~and Information Technology~~ may exercise all the duties, powers and functions of Council in respect of:
    - (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels, or for the sale of property except real property, where the contract requires no approval or consent of the electors and the expenditure, if any, is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Finance and Information Technology adhering to the procurement processes endorsed by Council from time to time.
  9. The City Clerk may exercise the duties and powers of Council in respect of:
    - (a) entering into and executing settlement agreements on behalf of the City in respect of insured claims or actions where the City's payment obligation does not exceed \$75,000 in value and the expenditure is budgeted for in the Financial Plan.
  10. The Director of Parks, ~~Culture~~ and Recreation may exercise the duties and powers of Council in respect of:
    - (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000, or such greater limit as may be provided for under section 12(b) of this Bylaw, where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Parks, ~~Culture~~ and Recreation adhering to the procurement processes endorsed by Council from time to time;
    - (b) approving cost overruns on capital works construction projects of up to, in total, the greater of \$100,000.00 ~~and or~~ 10% of the budget for the project, where the expenditure is can be offset by other forgone projects in the Financial Plan

## BYLAW 7820, 2016

- (c) entering into and executing licenses for not-for-profit organizations to use or occupy City property and facilities under the administration of the Parks, [Culture & Recreation Department](#), where the term of such agreement is no more than three to five years and the cumulative value of the license over the term of the license does not exceed \$5,000.
11. The Purchasing Manager may exercise the duties and powers of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Purchasing Manager adhering to the procurement processes endorsed by Council from time to time.
12. The Director of Human Resources may exercise the duties and powers of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Director of Human Resources adhering to the procurement processes endorsed by Council from time to time.
13. The Fire Chief may exercise the duties and powers of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels having a value upto and including \$75,000, where the contract requires no approval or consent of the electors and the expenditure is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and, without limiting the substance of the discretion delegated herein, such discretion as delegated is subject to the Fire Chief adhering to the procurement processes endorsed by Council from time to time.

Each of the persons listed in Schedule A to this Bylaw may exercise the duties and powers of Council in respect of entering into and executing amendments, on behalf of the City, to contracts for the construction of capital works, where the amendment does not cause the then anticipated cost of constructing the capital work to exceed the budget established by the City for the capital work and, without limiting the substance of the discretion delegated

herein, such discretion as delegated is subject to the delegate adhering to the procurement processes endorsed by Council from time to time.

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

human life, safety, and health,

property;

the environment; or

the economic interests of the City.

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

Schedule A  
List of Project Managers

~~[Assistant Manager, Engineering Operations](#)~~

Civil and Parks Infrastructure Project Coordinator

Engineering Project Technologist

Infrastructure Engineer

Manager, Business Operations

Manager, Civic Buildings and Properties

Manager, Design and Construction

Manager, Engineering Operations

~~[Manager, Horticulture Services and Parks and Open Space Planning](#)~~

Manager, Infrastructure Planning

~~[Manager, Major Projects](#)~~

Manager, Planning

~~[Manager, Transportation](#)~~

~~[Parks Horticulture Manager](#)~~

Parks / Open Space Planner

Project Engineer

Project Manager

~~[Senior Manager of Development Services](#)~~

Utilities and Special Projects Engineer



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

## **REGULAR MEETING OF CITY COUNCIL**

Monday, September 16, 2019 at 5:00 pm  
With immediate adjournment to Closed Meeting  
**Regular Council reconvenes at 6:30 p.m.**  
Council Chamber  
City Hall

### **MINUTES**

**PRESENT:**

Mayor Jonathan Coté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

**ABSENT:**

Councillor Jaimie McEvoy

**STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Ms. Emilie Adin	- Director of Development Services
Ms. Kim Deighton	- Manager, Licensing & Integrated Services
Mr. Brian Hoskin	- Senior Building Inspector
Mr. Craig MacFarlane	- Manager of Legal Services
Mr. Christy Mereigh	- Manager, Building Inspections
Ms. Heather Corbett	- Committee Clerk

**GUEST:**

Mike C. Stewart - Representative for 1823 Hamilton Street

The meeting was called to order at 5:00 p.m.

## EXCLUSION OF THE PUBLIC

### 1. **MOVED AND SECONDED**

*THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(f), 90(1)(g), and 90(1)(i) 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;*
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- (g) litigation or potential litigation affecting the municipality;*
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

**CARRIED.**

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

## ADJOURNMENT

### 2. **MOVED and SECONDED**

*THAT the Regular Council meeting in Open Session be adjourned and proceed to Closed Session.*

**CARRIED.**

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

## RECONVENE TO REGULAR COUNCIL

3. The Council meeting reconvened at 6:30 p.m.



**4. 1823 Hamilton Street: Section 57 Notice on Title**

**a) Director of Development Services Report**

Council had before it a report from the Director of Development Services, distributed July 23, 2019, which provided information regarding violation of the *Building Bylaw* at the property located at 1823 Hamilton Street and recommended that staff be directed to place a Section 57 notice on the land title for the property with respect to the outstanding violations.

**b) Addendum to Staff Report**

Council also had before it an addendum to the above-noted report, distributed August 30, 2019, which clarified questions arising from appeals to the Building Code Appeal Board made by the owner, and was added to ensure Council had the full details before its determination of the recommended Section 57 notice.

**c) Staff Presentation**

Christy Mereigh, Manager of Building Inspections, provided a Powerpoint presentation documenting the Section 57 Notice of non-compliant conditions in regards to building alterations, construction of the retaining wall and occupancy of the house.

**d) Representations by Property Owner**

Mike C. Stewart, Representative for 1823 Hamilton Street, noted that the property owners had only recently retained legal counsel, and requested that Council adjourn the Section 57 Notice hearing to a later time so that the owners would have sufficient opportunity to review the issues with their legal Counsel and the City's building inspectors.

Council noted the following comments in discussion:

- Concern was expressed about the owners' decisions and lack of urgency in regards to the safety of the property and in dealing with the issues and complaints from neighbours;
- Concern was expressed about the ongoing condition and longevity of the house if the alterations made to the house are not completed promptly; and,

- The owner has had ample opportunity to hire legal counsel throughout this process, and hopefully this action will lead to greater attention and action on the property, leading to eventual removal of notice on title.

**e) Decision**

**MOVED AND SECONDED**

*THAT the Corporate Officer be directed to file a notice in the land title office with respect to the property known as 1823 Hamilton Street and having the legal description Lot 7 Suburban Block 9 Plan 4588 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 1823 Hamilton Street and having the legal description Lot 7 Suburban Block 9 Plan 4588 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.*

**CARRIED.**

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

**5. 1823 Hamilton Street: Remedial Action Requirement**

**a) Director of Development Services Report**

Council had before it a report from the Director of Development Services, distributed July 23, 2019, which requested Council find the property and building at 1823 Hamilton Street, New Westminster, BC, to be a hazard and nuisance and to consider imposing a Remedial Action Requirement (RAR).

City staff recommended Council order remedial work to be performed to address unsafe and nuisance conditions related to the tarped roof, an unclad wall, scaffolding, and retaining wall at the above-noted property.

**b) Addendum to Staff Report**

Council also had before it an addendum to the above-noted report, distributed August 30, 2019, which provided, at the request of the owner,

additional information to ensure Council had the full details relating to any determination of the RAR.

**c) Staff Presentation**

Christy Mereigh, Manager of Building Inspections, provided a Powerpoint presentation with details of the hazardous and non-compliant conditions observed at the property, including:

- Roof covered with tarpaulins;
- Unclad wall facing North;
- Scaffolding at the front and sides of house; and,
- Unsafe front retaining wall.

**d) Representation by Property Owner**

MC Stewart, Representative for 1823 Hamilton Street, noted that there had not been sufficient time to visit the property or meet with his client, and noted that one aspect of the City's report regarding a permit for drain tile installation was incorrect, and therefore, proper response could occur given more time.

Mr. Stewart suggested that Council adjourn the hearing to another date so his clients could hire registered professionals and return to Council with a response to some of the issues at the property before a remedial plan is put in place.

**e) Decision**

**MOVED AND SECONDED**

*1) THAT Council receive the report of the Director of Development Services dated September 16, 2019, entitled "1823 Hamilton Street: Remedial Action Requirement" regarding the two-storey dwelling (the "House") located on land legally described as PID: 011-094-168, Lot 7 Suburban Block 9 Plan 4588 with the civic address of 1823 Hamilton Street, New Westminster (the "Property") and note the concerns as stated in this report and its attachments, that:*

- a. the unfinished roof of the House has been covered with tarpaulins and on windy days pieces have blown off the roof onto neighbouring properties and become a hazard and with the fluttering noises become a disturbance to the neighbourhood;*

- b. the exterior wall at the north elevation has remained unclad since 2013 and has become visually offensive to the neighbourhood;*
  - c. the scaffold has been erected around the House exterior since 2013 and where parts have fallen onto neighbouring properties and has become a hazard and a visually offensive to the neighbourhood;*
  - d. the front retaining wall is constructed without adequate drainage and reported to discharge groundwater onto the City sidewalk, and in winter becomes icy and a slipping hazard for pedestrians in the neighbourhood.*
- 2) THAT Council, under the authority provided by sections 72 and 73 of the Community Charter, find the tarped covering the House to be in and to create an unsafe condition to the neighbourhood.*
  - 3) THAT Council, under the authority provided by sections 72 and 74 of the Community Charter, find the fluttering noises of the tarp covering the House to be a nuisance to the neighbourhood.*
  - 4) THAT Council, under the authority provided by sections 72 and 74 of the Community Charter, find the unclad exterior wall of the House facing north to be visually offensive to the neighbourhood.*
  - 5) THAT Council, under the authority provided by sections 72 and 73 of the Community Charter, find the scaffolding surrounding the House to be in and to create an unsafe condition to the neighbourhood.*
  - 6) THAT Council, under the authority provided by sections 72 and 74 of the Community Charter, find the scaffolding surrounding the House to be visually offensive to the neighbourhood.*
  - 7) THAT Council, under the authority provided by sections 72 and 73 of the Community Charter, find the drainage for the retaining wall to be inadequate to prevent ground water from flowing onto the City sidewalk thereby creating a hazardous condition in winter for pedestrians.*
  - 8) THAT Council hereby require the registered owners of the Property, Reginald and Layne Cairns (the "Owner") to:*
    - a. obtain a Qualified Professional to act as intermediary and work with City staff;*

- b. *have the Qualified Professional apply for and obtain a Building Permit to perform the remedial work of roofing, cladding of the building, and drainage for the retaining wall;*
  - c. *have the Qualified Professional facilitate inspections as required for the purpose of completing the Building Permit, and*
  - d. *have the Qualified Professional organize the removal of the scaffolding upon completion of the construction work.*
- 9) *THAT the time specified by Council for the completion of the requirements (the “RAR”) imposed on the Owner by this resolution be as follows:*
- a. *the application for a permit or permits to remediate building must be submitted no later than 60 days after the day that notice of this resolution has been sent to the Owner in accordance with Section 77(1) of the Community Charter; and*
  - b. *all other work required to fulfill the RAR must be completed no later than 180 days after the day that notice of this resolution has been sent to the Owner in accordance with Section 77(1) of the Community Charter.*
- 10) *THAT Council direct City staff to send the notice to all affected persons as required by section 77 of the Community Charter.*
- 11) *THAT if the owner fails to comply with the timelines provided that staff return to Council seeking further direction.*

**CARRIED.**

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

## **ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 6:50 p.m.

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**JONATHAN COTÉ**  
**MAYOR**

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**JACQUE KILLAWEE**  
**CITY CLERK**



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



## **SPECIAL REGULAR MEETING OF CITY COUNCIL**

September 30, 2019 at 9:00 a.m.  
With immediate adjournment to Closed Meeting  
Boardroom A, City Hall

### **MINUTES**

**PRESENT:**

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

**ABSENT:**

Councillor Jaimie McEvoy

**STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Mr. David Jansen	- Acting Chief of Police
Ms. Colleen Ponzini	- Director of Finance
Ms. Heather Corbett	- Committee Clerk

**GUESTS**

Phil Eastwood	- Facilitator, Fiore Group Training Inc.
Aynsley Wong	- Fiore Group Training Inc.

The meeting was called to order at 9:00 a.m.

## EXCLUSION OF THE PUBLIC

**1. MOVED and SECONDED**

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

- (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];*

**CARRIED.**

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

## ADJOURNMENT

**2. MOVED and SECONDED**

*THAT the Regular Council meeting in Open Session be adjourned and proceed to Closed Session.*

**CARRIED.**

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

The meeting was adjourned at 9:01 a.m.

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**JONATHAN COTÉ**  
**MAYOR**

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**JACQUE KILLAWEE**  
**CITY CLERK**





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

## **OPEN COUNCIL WORKSHOP**

September 30, 2019 at 12:00 PM  
Council Chamber  
City Hall

### **MINUTES**

#### **PRESENT:**

Mayor Jonathan Coté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

#### **REGRETS:**

Councillor Jaimie McEvoy

#### **STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Ms. Jackie Teed	- Senior Manager of Development Services
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Colleen Ponzini	- Director of Finance

The meeting was called to order at 1:05 p.m.

### **PRESENTATIONS**

#### **1. Direction for the 2020 – 2024 Capital Program**

Colleen Ponzini, Director of Finance, presented an overview of the report dated September 30, 2019, entitled “Direction for the 2020-2024 Capital Program” including a summary of work to date and requested Council direction to create a framework to evaluate the 2020 to 2024 Capital Program. She reviewed the progress that the Senior Management Team had made so far and asked Council to confirm or revise assumptions and principles made in the report.

In discussion, Council noted the following:

- Need to consider how the capital plan can put the City in a good position to reach environmental and sustainability goals;
- It would be helpful to know the range of grants that are possible;
- It's very important to put a climate action lens on the program;
- When communicating with the public, there is a need to clarify that this is the capital budget, and be clear about how changes will affect the operating budget;
- Need to clearly divide new capital initiatives from maintenance costs;
- Maintenance items should be divided into "must do" and "nice to do" items;
- The cost to build the new pool and community centre is increasing rapidly; and
- Would like to know more about what "public realm" means.

In response to questions from Council, Ms. Ponzini provided additional information, including:

- Explanation of tables in the report;
- There are many competing priorities with lots of work to be done;
- Communication of the plan with Council and the public is important;
- The plan and the consequences of doing or not doing a project need to be laid out in an understandable way; and
- Staff will continue to check in with Council to make sure the plan is headed in the right direction.

In response to concerns raised by Council about the costs of the new pool and recreation centre, Mayor Cote noted that the pool is currently being designed and regardless of external funding, construction will start in 2020.

The Chief Administrative Officer advised senior staff continue to work on the plan and are working on top and emerging priorities.

Ms. Ponzini noted that in next steps staff will come back with more detail, consequences and risks, and that the intent for the October 2019 workshop is for the public to come participate and provide input. She noted that the impact on operations would come back later in the fall and continue in the new year until the 2020 budget is finalized.

**MOVED and SECONDED**

*THAT Council receive the report dated September 30, 2019, entitled "Direction for the 2020 – 2024 Capital Program" and direct staff to create a framework to evaluate the proposed 2020 – 2024 Capital Program, based on discussion at the Regular Council Open Workshop on September 30, 2019.*

**CARRIED**

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

**ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 1:36 p.m.

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**JONATHAN COTÉ**  
**MAYOR**

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**JACQUE KILLAWEE**  
**CITY CLERK**



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

## **PUBLIC HEARING**

Monday, September 30, 2019 6:00 p.m.  
Council Chamber  
City Hall

## **MINUTES**

### **PRESENT:**

Mayor Jonathan Coté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Chuck Puchmayr  
Councillor Nadine Nakagawa  
Councillor Mary Trentadue

### **REGRETS:**

Councillor Jamie MacEvoy

### **STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Jim Lowrie	- Director of Engineering
Ms. Colleen Ponzini	- Director of Finance
Ms. Jackie Teed	- Senior Manager of Development Services
Mr. Mike Watson	- Planner, Development Services
Ms. Nicole Ludwig	- Assistant City Clerk

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

### **Public Hearing Procedure**

Mayor Coté provided a statement regarding the process and procedures of the Public Hearing.

**BUSINESS****1. Zoning Amendment Bylaw (34 South Dyke Road) No. 8087, 2019 and Development Variance Permit DVP00635 for 34 South Dyke Road**

Attachments:

- i. Notice of Public Hearing and Opportunity to be Heard
- ii. Bylaw No. 8087, 2019

<b>Reports to Council</b>			
<b>Report Author</b>	<b>Meeting/Document/Date</b>	<b>Public Hearing Date</b>	<b>#</b>
Clerks	Minutes Extracts	September 30, 2019	R-1
Development Services	Land Use and Planning Committee, Report October 2, 2017	September 30, 2019	R-2
Development Services	New Westminster Design Panel, Report October 23, 2018	September 30, 2019	R-3
Development Services	New Westminster Design Panel, Presentation October 23, 2018	September 30, 2019	R-4
Development Services	Advisory Planning Commission, Report May 21, 2019	September 30, 2019	R-5
Development Services	Advisory Planning Commission, Presentation May 21, 2019	September 30, 2019	R-6
Engineering Services	Regular, Report, May 27, 2019	September 20, 2019	R-7
Development Services	Regular, Agenda Items, June 24, 2019	September 30, 2019	R-8
Development Services	Land Use and Planning Committee, Report August 26, 2019	September 30, 2019	R-9
Development Services	Land Use and Planning Committee, Presentation August 26, 2019	September 30, 2019	R-10
Development Services	Regular, Report, September 9, 2019	September 30, 2019	R-11

<b>Written Submissions</b>			
<b>Name</b>	<b>Correspondence Date</b>	<b>Date Received</b>	<b>#</b>
None to date			

- a. Explanation of bylaw and proposed development of the lands (Director of Development Services)

Jackie Teed, Senior Manager of Development services provided a summary of the application, noting the following:

- The property would be rezoned from Queensborough Residential Dwelling Districts (RQ-1) to Queensborough Townhouse Districts (RT-3A), Commercial Waterfront Districts (CW-2), and Parks District (P-10) to allow a 16-unit stratified townhouse development, continued operation of the existing marina, and a dedication to the City for continuation of the Queensborough perimeter trail.
- The townhouse development would include two, three-storey buildings with a total Floor Space Ratio (FSR) of 0.88;
- Granting the variance permit will vary the minimum rear and side yard building setback requirements;
- All units in the development are ground-oriented and contain three bedrooms, meeting the Family-Friendly Housing Policy;
- The development will meet flood construction level requirements and bicycle parking requirements and exceed parking requirements.
- Vehicle access would be from an internal road which would also give access to the existing adjacent townhouse development.

Ms. Teed advised that Development Services staff are recommending consideration of Bylaw No. 8087, 2019, attached to the agenda for the Public Hearing, for third reading.

b. Statement concerning the number of written submissions received (City Clerk)

Jacque Killawee, City Clerk, advised that no written submissions had been received since the bylaw was scheduled for Public Hearing.

c. Motion to receive submissions

Not required.

d. Invitation to those present to address the bylaw

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

e. Motion to close the Public Hearing



**MOVED and SECONDED**

*THAT the Public Hearing for Zoning Amendment Bylaw (34 South Dyke Road) No. 8087, 2019 and Development Variance Permit DVP00635 for 34 South Dyke Road" be closed.*

**CARRIED.**

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

- f. Motion to refer Bylaw No. 8087, 2019 to Council for Third Reading

**MOVED and SECONDED**

*THAT the Zoning Amendment Bylaw (34 South Dyke Road) No. 8087, 2019 be referred to Council for third reading.*

**CARRIED.**

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

- g. Motion to refer DVP00635 to Council for consideration of issuance

**MOVED and SECONDED**

*THAT Development Variance Permit DVP00635 for 34 South Dyke Road be referred to Council for consideration of issuance.*

**CARRIED.**

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

**2. Heritage Revitalization Agreement (1935 Eighth Avenue) Bylaw No. 7846, 2019 and Heritage Designation (1935 Eighth Avenue) Bylaw No. 7847, 2019**

Attachments:

- i. Notice of Public Hearing
- ii. Bylaw No. 7846, 2019
- iii. Bylaw No. 7847, 2019

<b>Reports to Council</b>			
<b>Report Author</b>	<b>Meeting/Document/Date</b>	<b>Public Hearing Date</b>	<b>#</b>
Clerks	Minutes Extracts	September 30, 2019	R-1
Development Services	Land Use and Planning Committee, Report, January 18, 2016	September 30, 2019	R-2
Development Services	Community Heritage Commission, Report, February 9, 2016	September 30, 2019	R-3
Development Services	Advisory Planning Commission, Report, April 19, 2016	September 30, 2019	R-4

Development Services	Advisory Planning Commission, Report, May 21, 2019	September 30, 2019	R-5
Development Services	Land Use and Planning Committee, Report, July 8, 2019	September 30, 2019	R-6
Development Services	Land Use and Planning Committee, Presentation, July 8, 2019	September 30, 2019	R-7
Development Services	Regular, Report, August 26, 2019	September 30, 2019	R-8

<b>Written Submissions</b>			
<b>Name</b>	<b>Correspondence Date</b>	<b>Date Received</b>	<b>#</b>
None to date			

- a. Explanation of bylaws and proposed development of the lands (Director of Development Services)

Jackie Teed, Senior Manager of Development Services, provided an explanation of the bylaws and the proposed development noting the following:

- This is an application to retain, restore and place long-term legal protection on the Munroe House, built in 1928;
- In exchange for heritage protection, the applicant is requesting to subdivide the property and build a new house while maintaining the original;
- The development requires relaxations to the existing Neighbourhood Residential Dwelling Districts (NR-1) zoning, specifically:
  - an increase in Floor Space Ratio (FSR) from 0.50 to 0.61 for the lot with the heritage house;
  - an increased above grade FSR from 0.4 to 0.5 for the new building;
  - reduced minimum lot sizes; and
  - allow a parking stall to straddle the new lots so that the two required parking spaces can be provided for the heritage house.

Ms. Teed advised that Development Services staff are recommending consideration of Bylaws 7846, 2019 and 7847, 2019, attached to the agenda for the Public Hearing, for third reading.

- b. Statement concerning the number of written submissions received (City Clerk)

Jacque Killawee, City Clerk, advised that no written submission had been received since the bylaws were scheduled for Public Hearing.

- c. Motion to receive submissions

Not required.

- d. Invitation to those present to address the bylaw

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

- e. Motion to close the Public Hearing

**MOVED and SECONDED**

*THAT the Public Hearing for Heritage Revitalization Agreement (1935 Eighth Avenue) Bylaw No. 7846, 2019 and Heritage Designation (1935 Eighth Avenue) Bylaw No. 7847, 2019 be closed.*

**CARRIED.**

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

- f. Motion to refer Bylaw No. 7846, 2019 to Council for Third Reading

**MOVED and SECONDED**

*THAT Heritage Revitalization (1935 Eighth Avenue) Bylaw No. 7846, 2019 be referred to Council for third reading.*

**CARRIED.**

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

- g. Motion to refer Bylaw No. 7847, 2019 to Council for Third Reading

**MOVED and SECONDED**

*THAT Heritage Deisignation (1935 Eighth Avenue) Bylaw No. 7847, 2019 be referred to Council for third reading.*

**CARRIED.**

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

**3. Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019**

Attachments:

- a. Notice of Public Hearing
- ii. Bylaw No. 8140, 2019

<b>Reports to Council</b>			
<b>Report Author</b>	<b>Meeting/Document/Date</b>	<b>Public Hearing Date</b>	<b>#</b>
Clerks	Minutes Extracts	September 30 2019	R-1
Development Services	Open Workshop, Report, October 30, 2017	September 30 2019	R-2
Development Services	Open Workshop, Presentation, October 30, 2017	September 30 2019	R-3
Development Services	Open Workshop, Report, January 29, 2018	September 30 2019	R-4
Development Services	Open Workshop, Presentation, January 29, 2018	September 30 2019	R-5
Clerks	Public Hearing Package of February 19, 2018	September 30 2019	R-6
Development Services	Open Workshop, Materials, June 18, 2018	September 30 2019	R-7
Development Services	Open Workshop, Presentation, June 18, 2018	September 30 2019	R-8
Development Services	Regular, Report, June 25, 2018	September 30 2019	R-9
Development Services	Regular, Report, July 9, 2018	September 30 2019	R-10
Development Services	Regular, Presentation, July 9, 2018	September 30 2019	R-11
Development Services	Regular, Report, August 27, 2018	September 30 2019	R-12
Clerks	Public Hearing Package of September 17, 2018	September 30 2019	R-13
Development Services	Regular, Report, March 11, 2019	September 30 2019	R-14
Development Services	Regular, Report, April 8, 2019	September 30 2019	R-15
Development Services	Regular, Report, May 27, 2019	September 30 2019	R-16
Development Services	Regular, Report, August 26, 2019	September 30 2019	R-17

Written Submissions			
Name	Correspondence Date	Date Received	#
W. Fisher & Ben Court	September 26, 2019	September 30, 2019	C-1

- a. Explanation of bylaw and proposed development of the lands (Director of Development Services)

Jackie Teed, Senior Manager of Development Services, provided an overview of the bylaw and proposed development, noting:

- This is an application for a cannabis retail store operated by the Provincial Liquor Distribution Branch in Building L at 805 Boyd Street (Queensborough Landing);
- Amendment is to permit the retail sale of cannabis on the site in accordance with Zoning and Business License Bylaw conditions;
- The store will have a floor area of 465 m<sup>2</sup>;
- Hours of operation will be as follows:
  - 10 a.m. to 10 p.m. Monday to Thursday;
  - 10 a.m. to 11 p.m. Friday; and
  - 11 a.m. to 6 p.m. Sunday
- The application is generally consistent with the City's Cannabis Retail Rezoning Policy and meets the objective of providing a blend of public and private cannabis retail operators within New Westminster.

Ms. Teed advised that Development Services staff are recommending consideration of Bylaw 8140, 2019, attached to the agenda for the Public Hearing, for third reading and adoption.

- b. Statement concerning the number of written submissions received (City Clerk)

Jacque Killawee, City Clerk, advised that one letter had been received since the application was scheduled for a Public Hearing, and was on-table for Council's review.

- c. Motion to receive submissions

**MOVED and SECONDED**

*THAT the correspondence be received.*

**CARRIED.**

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

- d. Invitation to those present to address the bylaw

Kevin Setterfield, Operations Manager, BC Liquor Distribution Branch (BCLDB), provided a presentation which detailed why the BCLDB is a good candidate for cannabis sales in New Westminster, provided an overview of what a BCLDB Cannabis Store looks like, and detailed the safety and educational considerations contained in the structure of the store.

Mayor Cote called for speakers.

Kal Bains, resident of Burnaby noted that this is a logical location for the store because:

- It can provide one-stop shopping for shoppers, which is convenient and environmentally sustainable;
- There are lots of other businesses around, therefore many people will generally be around the store, lowering the chance of vandalism;
- There is plenty of parking;
- This is an ideal location to achieve the objective of a mix of public and private stores;
- Strategic location will draw visitors from Richmond, Delta and Burnaby which have no cannabis stores nearing completion; and
- Need to consider the traffic implications for Queensborough as more people come in to purchase.

Mayor Cote called two additional times for speakers, and none were present.

- e. Motion to close the Public Hearing

**MOVED and SECONDED**

*THAT the Public Hearing for Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019 be closed.*

**CARRIED.**

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

- f. Motion to refer Bylaw No. 8140, 2019 to Council for Third Reading

**MOVED and SECONDED**

*THAT Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019 be referred to Council for third reading and adoption.*

**CARRIED.**

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

**ADJOURNMENT OF PUBLIC HEARING**

**ON MOTION**, the meeting was adjourned at 6:18 p.m.

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**JONATHAN COTÉ**  
**MAYOR**

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**JACQUE KILLAWEE**  
**CITY CLERK**



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





## **REGULAR MEETING OF CITY COUNCIL**

September 30, 2019 at 2:00 p.m.  
With immediate adjournment to Closed Meeting  
**Regular Council reconvenes at 6:00 p.m.**  
Council Chamber  
City Hall

### **MINUTES**

**PRESENT:**

Mayor Jonathan Coté  
Councillor Chinu Das  
Councillor Patrick Johnstone  
Councillor Nadine Nakagawa  
Councillor Chuck Puchmayr  
Councillor Mary Trentadue

**ABSENT:**

Councillor Jaimie McEvoy

**STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Colleen Ponzini	- Chief Financial Officer
Ms. Jackie Teed	- Senior Manager of Planning and Development
Ms. Nicole Ludwig	- Assistant City Clerk

The meeting was called to order at 2:00 p.m.

#### **REMOVAL OF ITEMS FROM THE CONSENT AGENDA**

**1. MOVED and SECONDED**

*THAT items 17 to 21 be removed from the consent agenda.*

**CARRIED.**

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (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;*
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];*

*90(2)*

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

Purpose of the meeting:

Personal, property, negotiations and reporting matters

**CARRIED.**

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

## ADJOURNMENT

### 3. **MOVED and SECONDED**

*THAT the Regular Council meeting in Open Session be adjourned and proceed to Closed Session.*

**CARRIED.**

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

## RECONVENE TO REGULAR COUNCIL

### 4. The Regular Council meeting reconvened at 6:19 p.m. in Council Chamber.

Mayor Cote acknowledged that today is Orange Shirt Day, established to recall the impact of residential schools on Indigenous people, families and First Nations.

## REVIEW AND ADOPTION OF CONSENT AGENDA

### 5. Items 17 to 21 were previously removed from the Consent Agenda.

#### **MOVED and SECONDED**

*THAT items 14, 15 and 16, on the Consent Agenda be approved.*

**CARRIED.**

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

## ADDITIONS TO THE AGENDA

### Urgent/time sensitive matters only

### 6. None.

## BYLAWS AND PERMITS CONSIDERED AT THE PUBLIC HEARING

### 7. **Heritage Revitalization Agreement (1935 Eighth Avenue) Bylaw No. 7846, 2019**

#### **THIRD READING**

In discussion, Council members noted concerns with maintaining a single family home 300 m from a SkyTrain station; it was noted that the dwelling fits with the Official Community Plan, however there is also a directive to build higher density housing close to SkyTrain stations.

**MOVED and SECONDED**

THAT Heritage Revitalization Agreement (1935 Eighth Avenue) Bylaw No. 7846, 2019, be given third reading.

**CARRIED.**  
(Councillor Johnstone opposed)

**8. Heritage Designation (1935 Eighth Avenue) Bylaw No. 7847, 2019**

**THIRD READING**

**MOVED and SECONDED**

THAT Heritage Designation (1935 Eighth Avenue) Bylaw No. 7847, 2019, be given third reading.

**CARRIED.**  
(Councillor Johnstone opposed)

**9. Zoning Amendment Bylaw (34 South Dyke Road) No. 8087, 2019**

**THIRD READING**

**MOVED and SECONDED**

THAT Zoning Amendment Bylaw (34 South Dyke Road) Bylaw No. 8087, 2019, be given third reading.

**CARRIED.**

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

**10. Motion to approve/reject issuance of Development Variance Permit No. DVP00635 for 34 South Dyke Road**

**MOVED and SECONDED**

THAT Council approve the issuance of Development Variance Permit No. DVP00635 for 34 South Dyke Road.

**CARRIED.**

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

**11. Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019**

**THIRD READING**

**MOVED and SECONDED**

THAT Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019, be given third reading.

**CARRIED.**

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

**ADOPTION**

**MOVED and SECONDED**

THAT Zoning Amendment Bylaw (Cannabis Retail Location – 805 Boyd Street) No. 8140, 2019, be adopted.

**CARRIED.**

All members of Council present voted in favour of the motion

**OPPORTUNITY TO BE HEARD AND  
ISSUANCE OF DEVELOPMENT VARIANCE PERMITS**

**12. Development Variance Permit DVP00663 for 65 East Sixth Avenue  
(New Westminster Aquatic and Community Centre)**

Required notification has been completed.

**Attachments:**

- i. Copy of Development Variance Permit notice
- ii. Director of Development Services and Director of Engineering Services report dated September 9, 2019
- a. Motion to receive the following correspondence concerning this application:

Written Submissions			
Name	Correspondence Date	Date Received	#
New Westminster HUB Committee	September 30, 2019	September 30, 2019	C-1

**MOVED and SECONDED**

THAT the correspondence be received.

**CARRIED.**

All members of Council present voted in favour of the motion

- b. Statement concerning the number of written submissions received

Jacque Killawee, City Clerk, advised one written submission had been received since the application was scheduled for the opportunity to be heard (on-table).

- c. Invitation to those present to address the application

Mayor Cote called for speakers.

Darryl Condon, Managing Principal, HCMA Architecture and Design, advised he was present to respond to questions.

John Kilippenstein, HUB New Westminster, read a letter from HUB, also submitted as correspondence, in support of the application to increase the number of cycling amenities at the NWACC.

Mayor Cote called two more times for speakers and none were present.

- d. Motion to approve/reject issuance of Development Variance Permit No. DVP00663

**MOVED and SECONDED**

THAT Council approve the issuance of Development Variance Permit No. DVP00663 for 65 East Sixth Avenue (New Westminster Aquatic and Community Centre).

**CARRIED.**

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

**Procedural Note:** Council agreed to deal with item 21 as the next order of business. The minutes are recorded in numerical order.

**UNFINISHED BUSINESS**

13. No Items

**CONSENT AGENDA**

14. Wrongful Conviction Day, October 2, 2019

**ADOPTED ON CONSENT.**

15. Split Assessment through New Commercial Assessment Class

**MOVED and SECONDED**

*THAT Council receive the report dated September 30 , 2019, entitled " Split Assessment through New Commercial Assessment Class" for information.*

**ADOPTED ON CONSENT.**

16. Minutes for Adoption: September 9, 2019 Regular meeting

**ADOPTED ON CONSENT.**

## ITEMS REMOVED FROM THE CONSENT AGENDA

### 17. Brewery District (Wesgroup Project): Request for Construction Noise Bylaw Exemption

In discussion, Council noted the following concerns:

- Livability for residents should be prioritized over the need of regional commuters to get through the City;
- Members are not comfortable giving Noise Bylaw exemptions so frequently, at the cost of livability and citizens sleep; and,
- For future noise exemption applications, members would like to know how many households are impacted.

In response to questions and concerns from Council, Kim Deighton, Manager of Integrated Services, and Jim Lowrie, Director of Engineering, provided the following information:

- Decibel level of overnight noise is difficult to specify;
- The exemption will be for a total of five nights of work; a 19 day range is in the application to account for weather and other issues; and,
- During the closures, southbound traffic on Brunette Avenue will be limited to one lane for three nights; with the final two nights having one lane open with alternating traffic.

#### **MOVED and SECONDED**

*THAT Council grant an exemption to Complete Utility Contractors from Construction Noise Bylaw No. 6063, 1992 from October 7, 2019 to October 25, 2019 to carry out the laying of electrical conduit along Brunette Avenue from Keary Street to Spruce Street as part of the Wesgroup construction project.*

**DEFEATED**

**(Councillors Das, Johnstone, Nakagawa, Trentadue opposed)**

#### **MOVED and SECONDED**

*THAT Council grant an exemption to Complete Utility Contractors from Construction Noise Bylaw No. 6063, 1992 for 10 days in October, 2019 to carry out the laying of electrical conduit along Brunette Avenue from Keary Street to Spruce Street as part of the Wesgroup construction project, for no more than 5 days in that 10 day period.*

**DEFEATED (Tie Vote)**

**(Councillors Johnstone, Puchmayr, and Mayor Cote opposed)**

## 18. Pop-Up Recycling Events

Council noted the following:

- Many people are not aware of places outside the depot where they can take recyclables; it would be a good idea to provide a list on the website;
- Staff should consider other locations in the future;
- Repair café is an excellent idea as it helps with the idea of reducing and reusing rather than just recycling; and
- Consider expanding the program and partnering with Metro Vancouver.

In response to Council questions and concerns, Kristian Davis, Supervisor, Solid Waste and Recycling Branch, provided the following information:

- Staff will be facilitating a repair café in addition to recycling;
- Advertising and outreach will be well in advance, and the information will be in the annual collection brochure, as well as through newsprint and social media;
- Bins will be delivered to the site and staff will be available to assist in sorting recycling materials;
- Locations will alternate between Tipperary Park (Fourth Street Car Park) and Queensborough; the locations were chosen because they have adequate space, parking and access to power; and,
- Yard waste will not be collected however residents can still take yard waste to the Coquitlam station for free drop off so long as they have identification with proof of residency.

### **MOVED and SECONDED**

*THAT Council receive the report dated September 30, 2019, entitled "Pop-Up Recycling Events" for information.*

**CARRIED.**

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

## 19. Permissive Property Tax Exempt Properties - Review of Application Results

In response to questions from Council, Parissa Bhullar, Manager, Collection Services, provided the following information:

- There are a number of statutory exemptions which flow from the Province;
- Other exemptions are up to Council to approve per Council policy;
- Two independent schools are recommended for permissive exemptions granted by the City since the Province allows independent schools to receive them; and



- Exemptions are for one year.

**MOVED and SECONDED**

*THAT Permissive Property Tax Exemption Bylaw No. 8150, 2019 (Attachment A of the report dated September 30, 2019, entitled "Permissive Property Tax Exempt Properties – Review of Application Results") be given three readings.*

*THAT staff report back on the Permissive Property Tax Exemptions Policy before these exemptions come before Council in 2021, in order to determine whether changes are needed.*

**CARRIED.**

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

**20. Investment Report to August 31, 2019**

In discussion, Council noted that in recent years there has been a push for municipalities to divest from fossil fuel funds and it may be worthwhile to engage with other municipalities to get the Municipal Finance Authority (MFA) to develop more environmental funds. It was also noted there is a new MFA mortgage fund that could be an option for investment, rather than the bond market.

**MOVED and SECONDED**

*THAT Council receives the report dated September 30, 2019, entitled "Investment Report to August 31, 2019" on the status of the City's investment portfolio for information.*

*THAT staff report back before the next financial year on options for divesting from fossil fuel bonds, and the effects on the City's investments if they are invested out of Municipal Finance Authority (MFA).*

**CARRIED.**

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

**21. New Westminster Aquatic and Community Centre – Sustainability Implementation and Certification Progress**

In response to Council questions, Steve Kellock, Senior Manager, Recreation Services and Facilities, noted all gas powered components are being replaced with electric and they will be adjusting the temperature of the new facility in a way that can accommodate pool regulations, but will ultimately help in the drive to net zero carbon emissions from civic properties.

**MOVED and SECONDED**

*THAT Council receive the report dated September 30, 2019, entitled "New Westminster Aquatic and Community Centre – Sustainability Implementation and Certification Progress" report for information; and*

*THAT staff be directed to report back on the business case for the use of photovoltaic technologies to achieve a project 5% onsite renewable energy target.*

**CARRIED.**

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

**BYLAWS**

**22. Permissive Tax Exemption Bylaw No. 8150, 2019**

**THREE READINGS**

**MOVED and SECONDED**

*THAT Permissive Tax Exemption Bylaw No. 8150, 2019, be given first reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Permissive Tax Exemption Bylaw No. 8150, 2019, be given second reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Permissive Tax Exemption Bylaw No. 8150, 2019, be given third reading.*

**CARRIED.**

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

**23. Bylaws for adoption:**

**a. Five-Year Financial Plan (2019-2023) Amendment Bylaw No. 8141, 2019**

**ADOPTION**

**MOVED and SECONDED**

*THAT Five-Year Financial Plan (2019-2023) Amendment Bylaw No. 8141, 2019, be adopted.*

**CARRIED.**

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

**b. Housing Agreement Bylaw (616-640 Sixth Street) No. 8131, 2019**  
**ADOPTION**

**MOVED and SECONDED**

THAT Housing Agreement Bylaw (616-640 Sixth Street) No. 8131, 2019, be adopted.

**CARRIED.**

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

**COMMUNITY ANNOUNCEMENTS/ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

Councillors Das, Johnstone, Puchmayr and Mayor Cote all commented on the previous week's Climate Strike to:

- Congratulate and thank participants;
- Let youth know they have been heard and Council is on their side; and,
- Advise that at the all candidates meeting for the Federal election at the Massey Theatre, youth will be put at the centre of the discussion.

Councillor Trentadue noted the New Westminster Apple Press Fest will take place on Sunday, October 6, 2019, at Lord Kelvin School.

Councillor Puchmayr thanked the Members of the Legislative Assembly (MLAs) who met with Council at the Union of BC Municipalities (UBCM) conference, noting these were very high profile discussions and suggested Council's appreciation be communicated in writing.

**NEW BUSINESS**

**24. None.**

**NEXT MEETING**

**October 7, 2019**

A Regular Council meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting that will be held in the Council Chamber on the 2<sup>nd</sup> Floor at City Hall. The Regular meeting will reconvene at 6:00 p.m. and be held at Queensborough Community Centre, 920 Ewen Avenue.

**ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 7:33 p.m.

\_\_\_\_\_  
**JONATHAN COTÉ**  
**MAYOR**

\_\_\_\_\_  
**JACQUE KILLAWEE**  
**CITY CLERK**



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

## **REGULAR MEETING OF CITY COUNCIL**

October 7, 2019, at 2:00 p.m.  
Council Chamber, City Hall and  
Poplar Island Room, Queensborough Community Centre

### **MINUTES**

#### **PRESENT:**

Mayor Jonathan Coté  
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. Dean Gibson	- Director of Parks and Recreation
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Colleen Ponzini	- Acting Chief Financial Officer
Ms. Nicole Ludwig	- Assistant City Clerk

The meeting was called to order at 2:00 pm.

#### **REMOVAL OF ITEMS FROM THE CONSENT AGENDA**

##### **1. MOVED and SECONDED**

*THAT items 10, 14, 16, 17, 19 and 21, be removed from the consent agenda.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT items 9, 11 to 13, 15, 16, 18 and 20, be adopted on consent.*

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (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;*
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];*

*90(2)*

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

**CARRIED.**

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

Purpose of the meeting:

Personal, property, negotiations, and reporting matters

## ADJOURNMENT

- The meeting adjourned at 2:02 p.m. in order to proceed to a closed meeting.

## RECONVENE TO REGULAR COUNCIL

- The Regular Council meeting reconvened at 6:00 p.m. in the Poplar Island Room, Queensborough Community Centre.

## REVIEW AND ADOPTION OF CONSENT AGENDA

- Items 10, 14, 16, 17, 19, and 21, were previously removed from the consent agenda.

### **MOVED and SECONDED**

*THAT items 8a to 8d be removed from the consent agenda.*

**CARRIED.**

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

### **MOVED and SECONDED**

*THAT items 8e to 8h be adopted on consent.*

**CARRIED.**

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

## ADDITIONS TO THE AGENDA

### **Urgent/time sensitive matters only**

### **6. MOVED and SECONDED**

*THAT the report "Recruitment 2020: Youth Advisory Committee (YAC) Appointments" be added to the agenda as New Business.*

**CARRIED.**

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

## UNFINISHED BUSINESS

- No Items

## CONSENT AGENDA

### **8. Proclamations**

- World Cerebral Palsy Day, October 6, 2019**

**ADOPTED ON CONSENT.**



f. **Homelessness Action Week in New Westminster**, October 12 – 18, 2019  
**ADOPTED ON CONSENT.**

g. **World Food Day**, October 16, 2019  
**ADOPTED ON CONSENT.**

h. **Fire Prevention Week**, October 6 – 12, 2019  
**ADOPTED ON CONSENT.**

**9. Innovate New West Proposed Work Plan**

**MOVED and SECONDED**

*THAT Council endorse the work plan and budget as outlined in the October 7, 2019 report entitled "Innovate New West Proposed Work Plan".*

**ADOPTED ON CONSENT.**

**11. Proposed 2020 Schedule of Regular Council Meetings**

**MOVED and SECONDED**

*THAT Council approve the schedule of Council meetings for January to December 2020, as circulated with the October 7, 2019, Regular Council agenda.*

**ADOPTED ON CONSENT.**

**12. Acting Mayor Appointments for November 2019 to December 2020**

**MOVED and SECONDED**

*THAT Acting Mayors for November 2019 to December 2020 be appointed as set out out below:*

<b>MONTH</b>	<b>ACTING MAYOR</b>
November 2019	Councillor Jaimie McEvoy
December	Councillor Chuck Puchmayr
January 2020	Councillor Mary Trentadue
February	Councillor Chinu Das
March	Councillor Patrick Johnstone
April	Councillor Nadine Nakagawa
May	Councillor Jaimie McEvoy
June	Councillor Chuck Puchmayr
July	Councillor Mary Trentadue
August	Councillor Patrick Johnstone
September	Councillor Chinu Das

October	Councillor Nadine Nakagawa
November	Councillor Jaimie McEvoy
December	Councillor Chuck Puchmayr

*Should an Acting Mayor be unable to perform the role during a designated month, the Acting Mayor shall be that designee for the next month, and if that Councillor is unavailable, then the next available designee listed on the schedule.*

**ADOPTED ON CONSENT.**

**13. Recruitment 2019: Advisory Planning Commission Appointment**

**MOVED and SECONDED**

*THAT Council appoint Christopher Lumsden as a Community Member to the Advisory Planning Commission with the term ending January 31, 2020.*

**ADOPTED ON CONSENT.**

**15. 318 Fourth Street: Official Community Plan Amendment to Remove Heritage Conservation Area Protection - Bylaw for First and Second Readings**

**MOVED and SECONDED**

*THAT Council, with regard to the proposed Official Community Plan Amendment to remove Heritage Conservation Area protection from 318 Fourth Street:*

- i. give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;*
- ii. direct staff to advise and consult with:*
  - a. the Heritage Branch of the Ministry of Forest, Lands, Natural Resource Operations, and Rural Development of the Provincial Government; and*
  - b. the Board of Education of School District No. 40; and*
- iii. not require consultation with any other boards or agencies as none are considered affected by this application.*

*THAT Council consider Official Community Plan Amendment Bylaw No. 8147, 2019 to remove Heritage Conservation Area protection from 318 Fourth Street for First Reading; and*

*THAT Council consider Official Community Plan Amendment Bylaw No. 8147, 2019 in conjunction with the City's Capital Expenditure Program as contained in the Five Year Financial Plan and the Region's Solid Waste Management Plan and*

*Liquid Waste Management Plan, which are hereby deemed to be consistent with said program and plan in accordance with Section 477(3)(a) of the Local Government Act; and*

*THAT Council consider Official Community Plan Amendment Bylaw No. 8147, 2019 to remove Heritage Conservation Area related protection from 318 Fourth Street for Second Reading, and forward it to a Public Hearing on October 28, 2019.*

**ADOPTED ON CONSENT.**

**18. Major Purchases May 1<sup>st</sup> to August 31<sup>st</sup>, 2019**

**MOVED and SECONDED**

*THAT Council receive the October 7, 2019 report entitled "Major Purchases May 1<sup>st</sup> to August 31<sup>st</sup>, 2019" for information.*

**ADOPTED ON CONSENT.**

**20. 837 – 841 Twelfth Street: Rezoning and Development Permit for Six Storey Residential Building – Bylaw for First and Second Readings**

*NOTE: The title of this report is incorrect. The application requests approval for a five storey building.*

**MOVED and SECONDED**

*THAT Council consider first and second readings of Zoning Amendment Bylaw No. 8139, 2019 and forward it to a Public Hearing on October 28, 2019; and*

*THAT Council consider issuance of Development Permit DPT00023, subject to the conditions listed below, immediately following the adoption of Zoning Amendment Bylaw No. 8139, 2019:*

- *adoption of Zoning Amendment Bylaw No. 8139, 2019;*
- *resolution of landscaping, building materials and details acceptable to the Director of Development Services;*
- *Submission of a security in a form acceptable to the Director of Development Services, in an amount equivalent to 125% of the value of a detailed cost estimate prepared by a professional Landscape Architect; and*
- *Prior to building permit issuance, the finalization of a works and services agreement for all off-site works to the satisfaction of the Director of Engineering Services.*

**ADOPTED ON CONSENT.**

## ITEMS REMOVED FROM THE CONSENT AGENDA

### 8. Proclamations

#### a. **Juvenile Arthritis Awareness Week, October 7 – 13, 2019**

Lori Tucker, Cassie and Friends Society of Children with Juvenile Arthritis, provided information on the importance of juvenile arthritis awareness week, noting that the major problem is a lack of general knowledge of the disease and how it can present in children. She noted the Cassie and Friends Society BC Family Day Conference will take place on October 26, 2019 and provides support so families and children with juvenile arthritis can thrive.

Mayor Cote proclaimed October 7 to 13, 2019, Juvenile Arthritis Awareness week in the City of New Westminster and asked Dr. Tucker along with David Porte, Founder and Chair, Jennifer Wilson, Executive Director, and Brittany Barns, Manager, Development and Community, all from Cassie and Friends Society, to come forward and receive the proclamation.

#### b. **World Polio Day, October 24, 2019**

Monica Woldring, Royal City Rotary Club, introduced the club and provided background information on the Club's ongoing "End Polio Now" campaign. She noted this campaign has helped reduce the incidence of polio globally from over 350,000 cases to under 400 since the 1990s. She thanked Council for the proclamation and the opportunity to speak.

Mayor Cote proclaimed October 24, 2019, World Polio Day in the City of New Westminster, and invited Ms. Woldring along with Cinday Tang, President and John Berry, both from the Rotary Club New Westminster, with other members of the Rotary Club to come forward and receive the proclamation.

#### c. **Fair Employment Week, October 7 – 11, 2019**

Jasmin Nicholsfigueirido, Federation of Post-Secondary Educators of BC, provided background information on the international "Fair Employment" campaign that works to bring attention to underpaid contract work on campus and calls for change so that contract workers receive the same pay for the same work as faculty members. She noted the discrepancy in pay severely impacts women and people of colour, and that the precarious nature of the work hampers contractors' abilities to participate in the economy and the community.

Mayor Cote proclaimed October 7 to 11, 2019, Fair Employment Week in the City of New Westminster, and invited Ms. Nicholsfigueirido to come forward and receive the proclamation.

**d. Community Inclusion Month, October 2019**

Max Sumner, Simon Fraser Council of Community Living British Columbia (CLBC) requested a proclamation for Community Inclusion Month and encouraged Council and staff to work to make New Westminster a model City where people with developmental disabilities have their needs met and can fully participate in society.

Mayor Cote proclaimed October 2019, community inclusion month in the City of New Westminster, and invited Mr. Sumner along with Massi Bakhian and Barbara Paciejewski, all from CLBC to come forward and receive the proclamation.

**Procedural Note:** At this point in the proceedings, Council agreed to deal with item 10 following open delegations. Therefore, Council dealt with item 14 as the next item of business. The minutes are recorded in numerical order.

**10. Council Efficiencies – Proposed Changes to the Council Procedure Bylaw**

In discussion, Council noted the following:

- There is support for ending meetings at a certain time; it may be worthwhile to consider the number of hours Council sits rather than the time of day;
- A 10:30 p.m. end time still makes for a long day if meetings start at 9 a.m.;
- There are ways other than meetings that citizens can access Council members;
- Support for limiting council speaking times;
- In changing rules of procedure, Council should consider ideas of inclusion, equity and access;
- It would be nice to have the option to add more time to hear public delegations;
- Speakers often time their presentations, so they should be given a set amount time and it should be at least 5 minutes;
- Should look at scheduling task forces and other committees differently if they are interfering with Council meetings; and,
- If Council members have a quick question about a report, they can ask staff in advance; there is no need to pull it from the consent agenda.

**MOVED and SECONDED**

*THAT Council direct staff to bring forward amendments to the Procedure Bylaw No. 6910, 2004 as set out in the report dated October 7, 2019, entitled "Council Efficiencies – Proposed Changes to the Council Procedure Bylaw" and in Attachment 1 of the same report.*

**amended**

**AMENDMENT MOVED and SECONDED**

*THAT, the following be added to the end of the motion:*

*"with the following change:*

- *All public delegations receive five minutes to speak."*

**CARRIED.**

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

**AMENDMENT MOVED and SECONDED**

*THAT, the following be added to the end of the motion as amended:*

- *Following the scheduled, 1.5 hours for public delegation, Council has the option to extend the time allotted for public delegation by simple majority if there are additional speakers present."*

**CARRIED.**

**(Councillor Puchmayr opposed)**

The amendments having carried, the main motion as amended was put and CARRIED with Councillors McEvoy and Puchmayr opposed.

**FINAL MOTION AS APPROVED**

*THAT Council direct staff to bring forward amendments to the Procedure Bylaw No. 6910, 2004 as set out in the report dated October 7, 2019, entitled "Council Efficiencies – Proposed Changes to the Council Procedure Bylaw" and in Attachment 1 of the same report, with the following changes:*

- *All public delegations receive five minutes to speak; and*
- *Following the 1.5 hours for public delegations, Council has the option to extend the time by simple majority if there are additional speakers present.*

**14. 331 Richmond Street (Richard McBride School): Development Variance Permit for New Elementary School - Consideration of Notice of Opportunity to be Heard**

In discussion, Council noted safety concerns with children walking along Richmond Street. Staff noted there are challenges to widen the street, but are working to create a safer walking area.

**MOVED and SECONDED**

*THAT Council issue notice that it will consider a resolution to issue Development Variance Permit DVP00666 to vary allowed building height, retaining wall location requirements, vehicular parking location and number, bike parking requirements, the number of loading bays, the size of permitted signs, and off-site improvement requirements at 331 Richmond Street following an Opportunity to be Heard on October 28, 2019.*

**CARRIED.**

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

**16. 2020 Pedestrian Crossing Improvement Program**

In discussion, Council members noted that additional time to cross might be needed for seniors and people with mobility issues, and that some of the improvements in the report were slightly vague.

**MOVED and SECONDED**

*THAT Council endorses the proposed 2020 Pedestrian Crossing Improvement Program.*

**CARRIED.**

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

**17. Litter Receptacles Within Public Streetscapes, Parks and Open Spaces**

In response to Council comments and concerns, Jonathan Marcone, Supervisor, Parks and Open Space Maintenance, provided the following information:

- People are generally respectful if the litter receptacle is removed;
- Staff have not found an increase in litter due to receptacle removal; and
- When litter starts becoming a problem in specific areas, staff will investigate adding litter receptacles.

**MOVED and SECONDED**

*THAT Council receive the October 7, 2019 report entitled "Litter Receptacles Within Public Streetscapes, Parks and Open Spaces" for information.*

**CARRIED.**

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

**19. New Westminster Aquatic and Community Centre Update**

In response to questions from Council, Dean Gibson, Director of Parks and Recreation, noted that staff are continuing to liaise with the Province around grant funding, and exploring ways to move the project forward in advance of grant awards.

**MOVED and SECONDED**

*THAT Council receive the October 7, 2019 report entitled "New Westminster Aquatic and Community Centre Update" for information.*

**CARRIED.**

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

**21. Public Art Advisory Committee Request to Increase Sportsplex Public Art Funds**

In response to Council questions, Colleen Ponzini, Director of Finance, noted the Public Art Reserve currently has a value of about \$600,000.

In discussion, Council noted the following issues and concerns:

- If a doubling of the Public Art budget for the Sportsplex will result in double in the impact;
- Calls for art should align with the City's strategic priorities; and,
- The Sportsplex currently has a big, blank wall which needs to be changed.

**MOVED and SECONDED**

*THAT Council increase the public art budget for the Sportsplex precinct from \$45,000 to up to \$100,000 from the public art reserve fund.*

**CARRIED.**

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



**22. Making the Arts Essential**

Leanne Ewen, President, and Stephen O'Shea, Executive Director, both from the Arts Council of New Westminster, provided a PowerPoint presentation on "Making the Arts Essential" and thanked Council for its support for the arts. Ms. Ewen advised she is retiring from the Arts Council.

Council thanked Ms. Ewen for her service in the arts community and to the City.

**23. Open Delegations**

Louis Liu, resident of New Westminster expressed concerns with the Summit Earthworks soil remediation development in Queensborough and asked if Council can provide any further information.

Mayor Cote and Emilie Adin, Director of Development Services, explained that the City can provide input on the development, but that the final decision is up to the Port of Vancouver at the director level, and that staff would be submitting a report for the October 28, 2019, Regular Council meeting.

Angela Sealy, resident of New Westminster, noted she teaches effective meeting management and noted the following:

- Supports most of the recommendations in item 10;
- Long meetings are expensive;
- Rather than having an end time, Council may want to consider meeting for a certain amount of time and then vote to extend if necessary;
- Each member should have an opportunity to speak before another member has a second chance to speak;
- Consider having delegations on another evening; and
- Consider asking for clarifications on reports at the beginning of the meeting.

Raj Singh Toor, Descendants of the Komagata Maru Society, provided background information on the 1914 Komagata Maru incident, and noted that New Westminster residents gave help to the people on the ship. He requested Council consider naming a street, park, or other city asset after the Komagata Maru.

Larry Church, resident of New Westminster, noted concerns with the Heritage Revitalization Agreement (HRA) and stratification of the property at 515 Fourth Street which leads to a subdivision of the property. He requested clarification of the interpretation of the bylaw. Mr. Church also noted that the Heritage Management

Strategy and HRA Policy are outdated. He also asked about staff's authority to use incentive programs without community consultation or Council approval.

Emilie Adin, Director of Development Services noted the HRA for 515 Fourth Street will be looking at zoning and will eventually go to a public hearing. She also noted there will be future opportunities for public input at the public hearing and when the application goes to the Advisory Planning Committee. She noted staff will contact Mr. Church when these opportunities arise.

Chit Vigas, resident of New Westminster, provided a PowerPoint presentation on "Open Ditches in Queensborough", outlining the risks to residents and the obligations of the City to manage the ditches. He requested Council to adopt short term measures to address immediate concerns, and work on permanent solutions for covering the ditches, implementing a maintenance and inspection program to proactively deal with blockages.

**MOVED AND SECONDED**

*THAT staff report back on the ditches in Queensborough, including work being done now and work planned for the future.*

**CARRIED.**

**Procedural Note:** At this point in the proceedings, Council agreed to deal with item 10. The minutes are recorded in numerical order.

**BYLAWS**

**24. Official Community Plan Amendment (318 Fourth Street) Bylaw No. 8147, 2019**

**TWO READINGS**

**MOVED and SECONDED**

*THAT Official Community Plan Amendment (318 Fourth Street) Bylaw No. 8147, 2019 be given First Reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Official Community Plan Amendment (318 Fourth Street) Bylaw No. 8147, 2019 be given Second Reading.*

**CARRIED.**

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

**25. Zoning Amendment Bylaw (837-841 Twelfth Street) No. 8139, 2019**

**TWO READINGS**

**MOVED and SECONDED**

*THAT Zoning Amendment Bylaw (837-841 Twelfth Street) Bylaw No. 8139, 2019 be given First Reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Zoning Amendment Bylaw (837-841 Twelfth Street) Bylaw No. 8139, 2019 be given Second Reading.*

**CARRIED.**

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

**26. Bylaws for adoption:**

**a. Zoning Amendment Bylaw (616 – 640 Sixth Street) Bylaw No. 7997, 2019**

**ADOPTION**

**MOVED and SECONDED**

*THAT Zoning Amendment Bylaw (616-640 Sixth Street) Bylaw No. 7997, 2019 be adopted.*

**CARRIED.**

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

**NEW BUSINESS**

**27. Motion: Komagata Maru, Councillor Das**

**a. Descendants of the Komagata Maru Society email dated August 19, 2019 regarding the Komagata Maru**

Councillor Das noted the 1914 Komagata Maru is a very sad chapter in Canadian history. She noted she had met with Raj Singh Toor from the Descendants of the Komagata Maru Society, who provided her with background information, and noted that several historians have done research. She advised the motion requests a staff report to ascertain the history, which could like to a City asset being named after the Komagata Maru.

**MOVED and SECONDED**

*THAT staff report on the connection of New Westminster to the Komagata Maru incident. In particular, the report should provide documentation of the*

*support the New Westminster South Asian community provided to the passengers of the Komagata Maru.*

**CARRIED.**

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

## **28. Recruitment 2020: Youth Advisory Committee (YAC) Appointments**

### **MOVED and SECONDED**

*THAT Council appoint the following individuals as Member, New Westminster Secondary School, to the Youth Advisory Committee (YAC) for the term ending September 30, 2020:*

- *Qiu Feng (Helen) Guan;*
- *Shawn Lichtmann;*
- *Rahul Patel;*
- *Rashaad Rodney;*
- *Olivia Smith; and,*

*THAT Council appoint Mark Vincent Tabangay as Member at Large, Middle/High School, to the Youth Advisory Committee (YAC) for the term ending September 30, 2020; and,*

*THAT Council appoint the following individuals as Members at Large, High School, to the Youth Advisory Committee (YAC) for the term ending September 30, 2020:*

- *Tony Xiutong Jiang;*
- *Jacky Liao;*
- *Elizabeth Merinuk;*
- *Julia Mosi;*
- *Amir Rezaei;*
- *Nelson Roy;*
- *Danny Yang;*
- *Philia Zhang; and,*

*THAT Karon Trenaman be appointed as the Insurance Corporation of British Columbia (ICBC) representative to the Youth Advisory Committee with the term ending September 30, 2020; and,*

*THAT Bruce Cunnings be appointed as the School District 40 (SD40) representative to the Youth Advisory Committee with the term ending September 30, 2020.*

**CARRIED.**

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

## **ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

None.

## **NEXT MEETING**

### **October 28, 2019**

An Open Council Workshop will be held which begins at 12:00 p.m. Following that, a Regular meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting. There will be a Public Hearing at 6:00 p.m., and immediately following the Public Hearing, the Regular meeting will reconvene. All meetings, including the Hearing, will be held in the Council Chamber on the 2<sup>nd</sup> Floor at City Hall.

### **Public Hearing**

- Zoning Bylaw Amendment (71 Sixth Street – Cannabis Retail Location) No. 8107, 2019
- Zoning Bylaw Amendment (540 Ewen Avenue – Cannabis Retail Location) No. 8108, 2019

## **ADJOURNMENT**

**ON MOTION**, the meeting adjourned at 8:37 p.m.

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**JONATHAN COTÉ**  
**MAYOR**

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**JACQUE KILLAWEE**  
**CITY CLERK**

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Emilie K Adin, MCIP      **File:** 01.0187.20  
Director of Development Services      **Item #:** 381/2019

**Subject:** **Compassionate City Charter: Recommendation from Community and Social Issues Committee**

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#### **RECOMMENDATION**

*THAT Council support, in principle, the Compassionate City Charter and philosophy.*

*THAT Council direct staff to continue to assist the New West Hospice Society as outlined in the City Assistance section of this report.*

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#### **EXECUTIVE SUMMARY**

On May 7, 2019, the New West Hospice Society made a presentation to the Community and Social Issues Committee. The presentation focused on the past and current work of the Society and their strategic priorities, including potential roles for the City in supporting its efforts to promote the Compassionate City Charter and philosophy.

#### **PURPOSE**

The purpose of this report is to present Council with a motion adopted by the Community and Social Issues (CSI) Committee at its meeting of May 7, 2019; to provide information on the City's assistance to the New West Hospice Society; and to provide information on the estimated staff and financial resource implications of endorsing and implementing the Compassionate City Charter.

## **BACKGROUND**

The Community and Social Issues (CSI) Committee has adopted a motion in regard to the New West Hospice Society and the Compassionate City Charter and philosophy. The recommendation is included below.

During the May 7, 2019 meeting of the CSI Committee, a presentation was provided by the New West Hospice Society, included as Attachment 1. Following the presentation and discussion, the CSI passed the following motion, as outlined in Attachment 2:

*That the Community and Social Issues Committee recommend that Council receive, for information, the New West Hospice Society presentation as provided to the Committee on May 7, 2019 and that Council endorse the strategies included therein.*

## **DISCUSSION**

### **Compassionate City Charter**

The strategies supported by the CSI Committee are those included in the Compassionate City Charter (Attachment 3), which includes 13 social change actions, eight of which have implications for the City:

- Our workplaces will have annually reviewed policies or guidance documents for dying, death, loss and care;
- Our city's museums and art galleries will hold annual exhibitions on the experiences of ageing, dying, death, loss or care;
- Our city will host an annual peacetime memorial parade representing the major sectors of human loss;
- Our city will create an incentives scheme to celebrate and highlight the most creative compassionate organization, event, and individual/s;
- Our city will publicly showcase, in print and in social media, our local government policies, services, funding opportunities, partnerships, and public events that address 'our compassionate concerns';
- Our city will work with local social or print media to encourage an annual city-wide short story or art competition that helps raise awareness of ageing, dying, death, loss, or caring;
- All our compassionate policies and services, and in the policies and practices of our official compassionate partners and alliances, will demonstrate an understanding of how diversity shapes the experience of ageing, dying, death, loss and care; and
- Our city will establish and review these targets and goals in the first two years.

## Ongoing City Assistance

The City has assisted the New West Hospice Society in its efforts to promote the Compassionate City Charter and philosophy in a number of ways, including but not limited to:

- The provision of a City Partnership Grant and a Festival Grant.
- The Mayor and Council writing letters of support for other grant applications.
- The Mayor and Council attending functions, including speaking engagements at the Society's annual general meeting and community conversations, among others activities and events.
- The formatting and printing of flyers and posters, advertising events, and offering meeting space.
- The involvement of staff in the Festival of Loss and Healing.
- The co-presentation on the Compassionate City model at the John K. Friesen Conference: From Social Isolation to Inclusion.

## Resource Implications

The resource implications would be limited should staff be directed to continue to assist the New West Hospice Society in its efforts to promote the Compassionate City Charter and philosophy similar to that as outlined in the Ongoing City Assistance section of this report.

The resource implications, should Council endorse and direct staff to implement the full Compassionate City Charter, would be far more significant and would involve various City Departments and Divisions including Communications, Cultural Services, Human Resources, Museum, Parks and Recreation, Special Events, and others. The implementation actions listed below, with corresponding staff and financial resources, is preliminary and approximate. Additional work would be required to develop a detailed implementation plan with more refined resource implications.

### Communications

- *Publicly showcase, in print and in social media, local government policies, services, funding opportunities, partnerships, and public events that address 'our compassionate concerns'.*

The Communications Division could promote City of New Westminster's initiatives related to adoption of the Compassionate City Charter utilizing established communication channels and existing resources. Currently, the City does not market or promote specific events, programs or initiatives of other organizations or associations (e.g. New West Hospice



Society, Downtown New Westminster Business Association, Arts Council of New Westminster). It is possible that if the City promotes the events of one organization / association, other local organizations or associations may approach the City to do the same, which would likely require additional resources.

### Cultural Services

- *Work with local social or print media to encourage an annual city-wide short story or art competition that helps raise awareness of ageing, dying, death, loss, or caring.*

An annual city-wide short story or art completion is estimated to occupy approximately 1.5 to 2 weeks of staff time. As this work is not currently included in the work plan for Cultural Services staff, additional resources would be needed. Cultural Services staff would also need to consider fit within their overall work program. Another option for a program such as this could be a City Social and Cultural Vibrancy Grant and the New West Hospice Society could apply to the City to initiate and lead the project.

- *The museums will hold annual exhibitions on the experiences of ageing, dying, death, loss or care.*

Currently, the Museum mounts two to three exhibitions per year. An additional annual exhibition would take up 1/2 to 1/3 of the Museum's current staff resources and budget, as such, it would be difficult to support mounting annual exhibitions of ageing, dying, death, loss or care without additional resources. Also, the Museum presents diverse topics each year as best practice shows that presenting the same topic year after year tends to negatively impact the visitation base. Another consideration would be alignment with the mandate of the museum from one that reflects all of the city and its people to one that focusses specifically on death and dying. An alternative could be to incorporate elements of this topic into broader stories that the Museum is tackling. For example, next year, the Museum is mounting an exhibition called The Family You Choose and they are creating a community advisory panel for the project. A member of the New West Hospice Society could apply to participate on the advisory panel and elements of their work could be incorporated into a larger story around family, community and companionship.

### Human Resources

- *Annually review policies or guidance documents for dying, death, loss and care.*
- *All compassionate policies and services, and the policies and practices of our official compassionate partners and alliances, will demonstrate an understanding of how diversity shapes the experience of ageing, dying, death, loss and care.*

There would not be any staff or financial resource implications as this would be done utilizing existing staffing and resources.

### Special Events, Parks and Recreation

- *The City will host an annual peacetime memorial parade representing the major sectors of human loss.*

The staff and financial resource implications for an annual parade range greatly depending on the size and location, and corresponding logistics, of the parade. For example, if the parade were along the Quayside Boardwalk, there would be no charge to walk the boardwalk. If the New West Hospice Society wanted to set-up tables, tents, or stages, there would be a \$50 fee (plus tax) for each bookable space. If the New West Hospice Society wanted to host a parade that closes roadways, the staff and resource implications would be significantly more. While an estimate of these implications is not possible without information on the location, proposed route, date and time, it would involve inter-Departmental coordination with Communications, Special Events, Police and Transportation Engineering.

### Planning

- *The City will create an incentives scheme to celebrate and highlight the most creative compassionate organization, event, and individual/s.*

The staff and financial resource implications of creating an incentives scheme/awards program is estimated to take approximately 1.5 to 2 weeks of staff time annually. Such a program would likely involve staff from Planning and Communications.

- *The City will establish and review these targets and goals in the first two years.*

The inter-Departmental nature of implementing the actions of the Compassionate City Charter would also require a coordinator role, which could include establishing and reviewing targets and goals in the first two years of adopting the Charter. The estimated staff time to coordinate the implementation actions is estimated to be in the range of 1.5 to 2 weeks annually.

### **INTERDEPARTMENTAL LIAISON**

Staff from Communications, Cultural Services, Human Resources, Museum, and Special Events in Parks and Recreation have provided information on the approximate staff and financial resource implications and would be involved in developing an implementation plan with refined resource implications.

**FINANCIAL IMPLICATIONS**

Staff recognizes that the Compassionate City Charter and philosophy is valuable and important, however it is not part of the 2020 – 2024 Capital Plan and Department work plans. Similar to work underway on Reconciliation and Inclusion, becoming a Compassionate City requires systems change and would need to be included in the 2020 – 2024 Capital Plan and work plans of the Departments responsible for its implementation.

**OPTIONS**

The following options are presented for Council’s consideration:

1. That Council support, in principle, the Compassionate City Charter and philosophy.
2. That Council direct staff to continue to assist the New West Hospice Society as outlined in the City Assistance section of this report.
3. That Council endorse the Compassionate City Charter and direct staff to implement the actions of the Charter.
4. That Council provide other direction to staff.

Staff recommends Options 1 and 2.

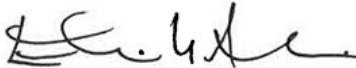
**ATTACHMENTS**

- Attachment 1: New West Hospice Society Presentation May 7, 2019
- Attachment 2: Minutes Excerpt from May 7, 2019 Community and Social Issues Committee Meeting
- Attachment 3: Compassionate City Charter

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

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

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services



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Lisa Spitale  
Chief Administrative Officer



## Attachment 1

*New West Hospice Society Presentation*  
*May 7, 2019*







**Dedicated to building a grassroots hospice initiative from the community level up, based on the Compassionate City model.**

# Our Journey

- Began Planning: Mar. 2016
- Incorporated as a Society: Aug. 2016
- Community Conversation: Oct. 2016
- Inaugural Board Elected: Dec. 2016
- Community Conversation 2.0: June 2017





# Our Journey

- River Walk for Hospice: Oct. 2017
- 2017 Not-For-Profit of the Year: Nov. 2017
- Strategic Plan Finalized: Jan. 2018
- First Staff Member Hired: Feb. 2018
- Festival of Loss & Healing: May 2018
- Compassionate City Crew: May 2018



# Three Priorities

1. Build a Hospice Residence
2. Normalize Dying, Death, & Grief
3. Reaching In

# Strategic Plan

**Vision:** We will work to build a community where death is no longer hidden or whispered about; where people know what to say and do to be supportive; where residents can die with dignity; and family and friends can grieve well.

**Values:** Compassion Community Innovation



# Strategic Plan Priorities

1. Promote the **Compassionate City Charter** & Philosophy
2. Provide residents with a choice where they can die with dignity
3. Achieve financial stability & sustainability



**“COMPASSION”**

# 3 Components of Compassion

1. Awareness of Others' Suffering
2. Recognize as Common Experience
3. Action is Required

**“Compassion that is not tied to realistic action, runs the risk of becoming empty rhetoric.”** (Zaman et al., 2018)

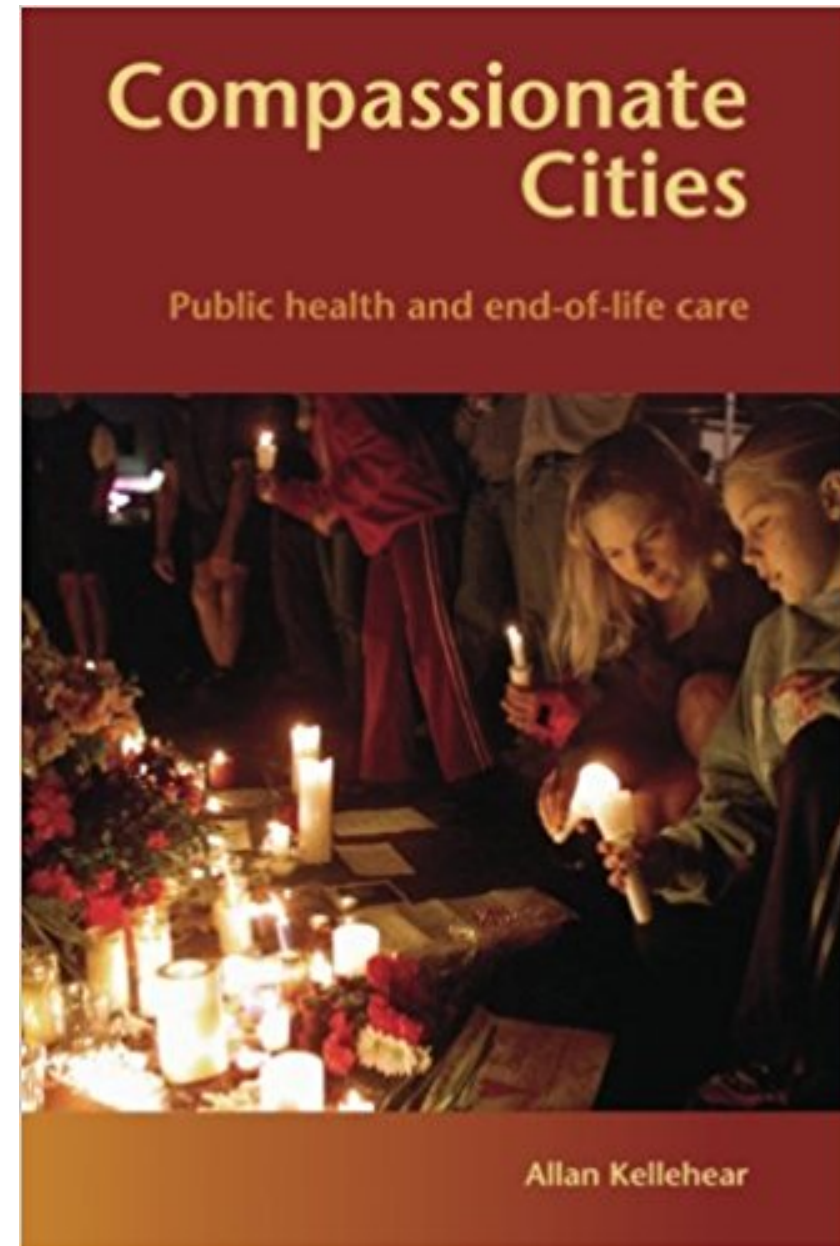
# Compassionate Cities:

Public Health & End-of-Life Care

by Dr. Allan Kellehear

Published in 2005

“Imagine if communities really cared about their members’ health and social well-being. Imagine if that care extended to the dying, death, and loss experienced by EVERYONE in those communities.”



A Compassionate City is a community that recognizes that care for one another at times of crisis and loss is not simply a task for health and social services but is

# **EVERYONE'S RESPONSIBILITY**



# Compassionate City Charter

(Kellehear & Abel, 2015)

## 13 Social Changes supported by City but led by Community Organization(s)

<b>Schools</b>	<b>Workplaces</b>
<b>Trade Unions</b>	<b>Spiritual/Religious Places</b>
<b>Hospices/Nursing Homes</b>	<b>Museums/Art Galleries</b>
<b>Annual Memorial Parade</b>	<b>Incentives/Awards</b>
<b>Local Gov. Policies</b>	<b>Recognize Diversity</b>
<b>Short Story/Art Competition</b>	<b>Homeless &amp; Imprisoned</b>

## The Compassionate City Charter Framework

This framework for social change is grouped into four different themes that support the development of compassionate communities.

### Support



#### Faith communities

At least one dedicated group for caregiving, dying, death, and grieving.



#### Schools, workplaces & trade unions

Will have policies or guidance documents for caregiving, dying, death, and grieving.



#### Public showcase

Advertise compassionate policies, services, funding opportunities, partnerships, and public events.



#### Hospices & nursing homes

Community development programs that focus on palliative care and involves local area citizens.

## Demystifying death



### Celebrate and highlight

Recognize an organization, event or individual through an incentive program. (i.e. Mayor's Award)



### Art competition

Work with local social or print media to encourage an annual city-wide story or art competition.



### Peacetime memorial parade

Representing the major sectors of human loss outside military campaigns.



### Museums & art galleries

Host exhibitions on the experience of ageing, dying, death, and loss of care.

## Inclusion



### Understand diversity

Demonstrate diversity in experiences through services and policies for ageing, dying, death, loss and care.



### Supporting homeless and imprisoned

Encourage and support institutions to have plans in place for end-of-life care.

## Progression



### Reviewing community goals

Establish and review targets and goals in the first 2 years. Thereafter, will add 1 new sector annually to the action plan.

# International Movement

- Limerick, Ireland
- Bradford, England
- Seville, Spain
- Kozhikode, India
- Inverclyde, Scotland
- Cologne, Germany
- Juijia Village, Taiwan
- Bogota, Colombia
- Ottawa, Canada
- **New Westminster, BC**

# Compassion is the Best Medicine

- Compassionate Frome (town in Somerset, UK)
- “Community Connectors” Program
- Unprecedented Results!
  - 17% Reduction in ER Visits
  - 21% Reduction in Costs

comparing 2016-17 to 2013-14

(J. Abel & L. Clarke, *Resurgence & Ecologist*, March/April 2018)

# New Westminster as the Next Compassionate City

- Work initiated on 11 of 13 Social Sectors
- Building Partnerships with Gov, Orgs, Biz, Schools
- Amazing examples of **collaboration**  
& **innovation**





# Art Exhibition & Public Talk



## From life to death

APRIL 3-JUNE 1, 2018

OPENING RECEPTION: APRIL 6, 5-7PM

CLARISSA ARGUETTA	IRIS LOW
CLIFF BLANK	ANNETTE NIEUKERK
JACKY HOSFORD	PJ PATTEN
DAMARYS SEPULVEDA	HEATHER PROST
DOROTHY DOHERTY	VIRGINIA PETEHERYCH
TONY DURKE	CEMRENAZ UYGUNER
LISA LAWRENCE	MIRJANA VUKJOV

COMMUNITY ART SPACE  
ANVIL CENTRE  
777 COLUMBIA STREET  
604.527.4640  
WWW.ANVILCENTRE.CA



New West Hospice Society and the  
Arts Council of New Westminster present

## *From life to death: Exploring the Journey*

a conversation with:

**Dr. Doris Barwich** Executive Director, BC Centre for Palliative Care  
Clinical Assoc. Professor, Palliative Div. UBC  
and  
**Joshua Dahling** Director of Operations, Camp Kerry Society  
Member of the Squamish Nation

**Saturday, April 7th, 2018**  
**3:00pm - 4:30pm**  
**FREE & OPEN TO THE PUBLIC**

Anvil Centre (3rd Floor)  
777 Columbia St., New Westminster

Dr. Barwich & Joshua will each present their personal story and then open it up to a conversation with those in attendance.  
Moderated by Dale Darychuk  
(local lawyer & New West Hospice Society Board Member)

Raising funds and awareness for the New Westminster Hospice Society with a performance celebration of some of the most influential acts in rock music. Performers from **The Great Gig in New West** plus guests will be covering acts including:



**The Beatles, The Rolling Stones, Jimi Hendrix, Led Zeppelin, Rod Stewart and more.**

# LIFE AID

**Saturday, March 3**

Doors open at 7pm  
Show starts at 8pm  
**The Columbia**  
530 Columbia St  
New Westminster

**Ticket info at [www.thecolumbia.net](http://www.thecolumbia.net)**

(scroll down the page for events and click on Life Aid)

Thank you to our sponsors for making this event possible

**Kastelein Stout**  
Insurance Agencies Inc.

*Martin Kastelein*  
Notary Public Tradition  
of Trust

**TEAM DAVE VALLEE**

**New Westminster**  
Optometry Clinic

A Planet Nerve8 production





# Short Story Contest



**READ ALOUD:  
AN EVENING OF WRITERS**

APRIL 27 7:30-9PM  
@ RIVER MARKET

LITFESTNEEWEST.COM

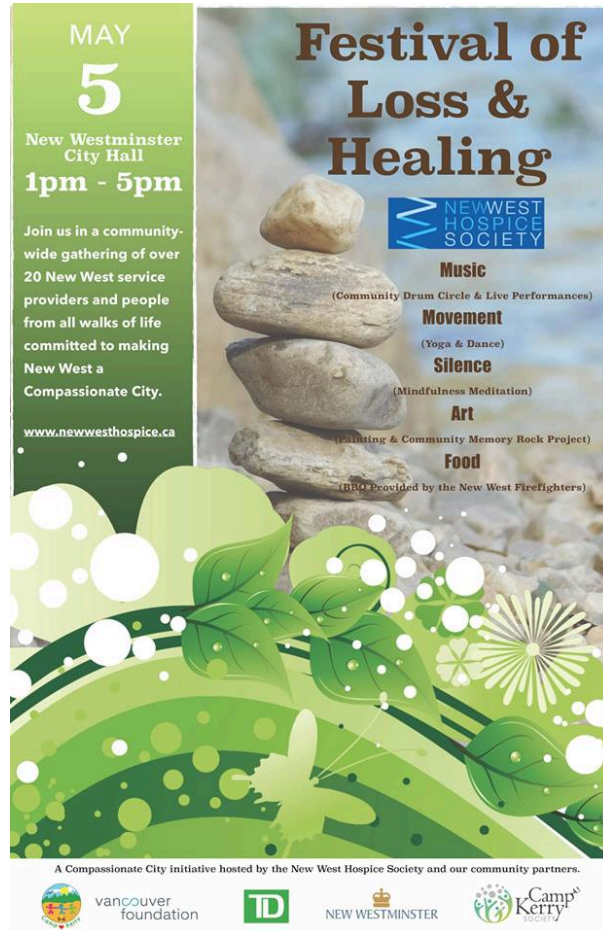


# Compassionate City Crew





# Festival of Loss & Healing



**MAY 5**  
New Westminster City Hall  
1pm - 5pm

Join us in a community-wide gathering of over 20 New West service providers and people from all walks of life committed to making New West a Compassionate City.  
[www.newwesthospice.ca](http://www.newwesthospice.ca)

**Festival of Loss & Healing**

**NEW WEST HOSPICE SOCIETY**

**Music**  
(Community Drum Circle & Live Performances)





**Movement**  
(Yoga & Dance)

**Silence**  
(Mindfulness Meditation)

**Art**  
(Painting & Community Memory Rock Project)

**Food**  
(BBQ Provided by the New West Firefighters)

A Compassionate City initiative hosted by the New West Hospice Society and our community partners.







invites all citizens of New Westminster to our

## Community Conversation 3.0

*Are we inclusive in end of life care?  
Do we respect the needs of diverse groups?  
Can we truly say we honour diversity and inclusiveness at end of life?*

Saturday May 4th  
11am to 1pm  
City Hall lobby

Free parking

Light refreshments

(236) 333-5150

Come and talk about end of life care across cultures, faiths, & in diverse groups. Are there gaps? barriers?

Graphic artist will give form to our ideas through pictures.

[info@newwesthospice.ca](mailto:info@newwesthospice.ca)

Join us again next year for our Festival of Loss and Healing, a Compassionate City project.

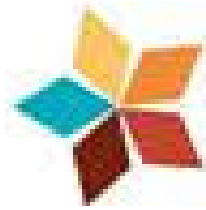


# May is Hospice Palliative Care Month in New West

# Partners & Supporters



ARTS COUNCIL  
of NEW WESTMINSTER



BC Centre for  
Palliative Care



fraserhealth

Better health. Best in health care.



NEW WESTMINSTER



Seniors  
Services  
Society



Nurse Next Door™  
home care services



Camp Kerry



BRITISH  
COLUMBIA

vancouver  
foundation



NEW WEST CHAMBER



mindful  
mutts

# What's Next?

- Endorsement and Designation
- Partnership between City and NWHHS
- Compassionate City Advisory Cabinet
- Dr. Allan Kellehear – May 2020

# City's Role

- **NOT TO DO EVERYTHING!!**
- Infrastructure Support
- Legitimization and Influence
- Yearly Mayor's Award for Compassionate Citizen







[www.newwesthospice.ca](http://www.newwesthospice.ca)

  @newwesthospice

[info@newwesthospice.ca](mailto:info@newwesthospice.ca)



## Attachment 2

*Minutes Excerpt from May 7, 2019  
Community and Social Issues Committee*

**Minutes Excerpt from the May 7, 2019  
Community and Social Issues Committee Meeting re New West Hospice  
Society and the Compassionate City Charter**

**3.1 New West Hospice Society, Compassionate City Charter – Brock Nicholson,  
Co-Founder & Director, New Westminster Hospice Society**

Mr. Nicholson commenced with his presentation which outlined the Society's priorities including, amongst other things, building a hospice residence, normalizing dying, death, and grief, and promoting the Compassionate City Charter and Philosophy.

In response to questions from the Committee, Mr. Nicholson provided the following comments:

- The Society's mandate includes reaching out to vulnerable groups such as those served by Lookout Housing and Health Society, etc.;
- Other goals of the Society include getting community members to help each other in ways other than providing medical care and to have people sharing experiences about death and dying, as there is a lot to be learned from shared experiences; and,
- As the implementation of a compassionate citizen award would be new, the recipient's desired characteristics and the requisites for the award are yet to be determined and may include feedback from a variety of organizations.

A Committee member noted that there is much concern about the lack of hospice care facilities for the LGBTQ community.

**MOVED AND SECONDED**

*THAT the Community and Social Issues Committee recommend that Council receive, for information, the New West Hospice Society presentation as provided to the Committee on May 7, 2019 and that Council endorse the strategies included therein.*

**CARRIED.**

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



## Attachment 3

### *Compassionate City Charter*

# THE COMPASSIONATE CITY

## - CHARTER -

People who live with life-threatening or life limiting illness, their caregivers, and the bereaved are segmented social groups, forced to experience lifestyles that are commonly socially hidden and disenfranchised from the wider society. Outside of the health services that deal specifically with their immediate problems, these populations suffer from a range of other troubles that are separate but linked to their health conditions or social circumstances – loneliness, isolation, job loss, stigma, depression, anxiety and fear, or even suicide. These populations also suffer from a range of other debilitating health problems often caused by their social and psychological troubles - insomnia, cardiac arrhythmias, chronic fatigue and headaches, hypertension, and gastric-intestinal disorders.

Compassionate Cities are communities that publicly recognize these populations, and these needs and troubles, and seek to enlist all the major sectors of a community to help support them and reduce the negative social, psychological and medical impact of serious illness, caregiving, and bereavement. A compassionate city is a community that recognizes that care for one another at times of health crisis and personal loss is not simply a task solely for health and social services but is everyone's responsibility.

Compassionate Cities are communities that publicly encourages, facilitates, supports and celebrates care for one another during life's most testing moments and experiences, especially those pertaining to life-threatening and life-limiting illness, chronic disability, frail ageing and dementia, grief and bereavement, and the trials and burdens of long term care. Though local government strives to maintain and strengthen quality services for the most fragile and vulnerable in our midst, those persons are not the limits of our experience of fragility and vulnerability. Serious personal crises of illness, dying, death and loss may visit any us, at any time during the normal course our lives. A compassionate city is a community that squarely recognizes and addresses this social fact.

Through auspices of the Mayor's office a compassionate city will - by public marketing and advertising, by use of the cities network and influences, by dint of collaboration and co-operation, in partnership with social media and its own offices – develop and support the following 13 social changes to the cities key institutions and activities.

- Our [schools](#) will have annually reviewed policies or guidance documents for dying, death, loss and care
- Our [workplaces](#) will have annually reviewed policies or guidance documents for dying, death, loss and care

- Our [trade unions](#) will have annually reviewed policies or guidance documents for dying, death, loss and care
- Our [churches and temples](#) will have at least one dedicated group for end of life care support
- Our city's [hospices](#) and [nursing homes](#) will have a community development program involving local area citizens in end of life care activities and programs
- Our city's major [museums and art galleries](#) will hold annual exhibitions on the experiences of ageing, dying, death, loss or care
- Our city will host [an annual peacetime memorial parade](#) representing the major sectors of human loss outside military campaigns – cancer, motor neuron disease, AIDS, child loss, suicide survivors, animal companion loss, widowhood, industrial and vehicle accidents, the loss of emergency workers and all end of life care personnel, etc.
- Our city will create [an incentives scheme](#) to celebrate and highlight the most creative compassionate organization, event, and individual/s. The scheme will take the form of an annual award administered by a committee drawn from the end of life care sector. A 'Mayors Prize' will recognize individual/s for that year those who most exemplify the city's values of compassionate care.
- Our city will publicly showcase, in print and in social media, our [local government policies](#), services, funding opportunities, partnerships, and public events that address 'our compassionate concerns' with living with ageing, life-threatening and life-limiting illness, loss and bereavement, and long term caring. All end of life care-related services within the city limits will be encouraged to distribute this material or these web links including veterinarians and funeral organizations
- Our city will work with local social or print media to encourage an [annual city-wide short story or art competition](#) that helps raise awareness of ageing, dying, death, loss, or caring.
- All our compassionate policies and services, and in the policies and practices of our official compassionate partners and alliances, will demonstrate an understanding of how [diversity](#) shapes the experience of ageing, dying, death, loss and care – through ethnic, religious, gendered, and sexual identity and through the social experiences of poverty, inequality, and disenfranchisement.
- We will seek to encourage and to invite evidence that institutions for the [homeless and the imprisoned](#) have support plans in place for end of life care and loss and bereavement.

- Our city will establish and review these targets and goals in the first two years and thereafter will **add one more sector annually** to our action plans for a compassionate city – e.g. hospitals, further & higher education, charities, community & voluntary organizations, police & emergency services, and so on.

This charter represents a commitment by the city to embrace a view of health and wellbeing that embraces community empathy, directly supporting its inhabitants to address the negative health impacts of social inequality and marginalization attributable to dying, death and loss.

A city is not merely a place to work and access services but equally a place to enjoy support in the safety and protection of each other's company, in schools, workplaces, places of worship and recreation, in cultural forums and social networks anywhere within the city's influence, even to the end of our days.



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



ON TABLE  
Regular Meeting  
October 28, 2019  
re: Item 18

**Gillian Day**

---

**From:** Kay Johnson <floatingwoman@shaw.ca>  
**Sent:** Monday, October 28, 2019 10:54 AM  
**To:** External-Clerks  
**Cc:** Mary Trentadue; Jaimie McEvoy; Patrick Johnstone; Jonathan Cote; Chinu Das; Nadine Nakagawa; Chuck Puchmayr  
**Subject:** New West Hospice Society decision today  
**Attachments:** Council letter.docx

Hello,  
Please accept this letter clarifying our Compassionate City request on the agenda at today's Council meeting. Thank you.  
Kay Johnson, Founder  
Acting Executive Director

October 28, 2019

New West Hospice Society,  
#205 - 810 Quayside Dr,  
New Westminster, BC  
V3M 6B9

Mayor Jonathan Cote and Council,

We note, with gratitude, that the Compassionate City initiative is on the agenda for the Council's review at the meeting today. As you know, New Westminster is the only city in Fraser Health that does not have a hospice residence and there are no plans for a palliative care unit in the Royal Columbian Hospital re-design. Our organization is providing support to people at end of life in their homes in partnership with the Home Health team.

Please note the following for clarification:

1. We have no expectation that the City would be required to take responsibility for accomplishing the tasks listed in the Charter document. Instead, we pledge to initiate and complete the tasks with support from the City, where and if appropriate and approved. As noted in the Report, the Human Resources task may be the exception to this as it could be accomplished with existing City staff and systems.
2. The other exception we see may be the Mayor's Award idea which could be expanded to capture persons who do work in the Age-friendly or Dementia-friendly designations as well, as a way to encourage these cultural change initiatives.
3. We recognize that all that we are requesting to be implemented does require a cultural change in the City. To help with educating all of us on how to continue implementing this change and thanks to a generous donation, we have been successful in securing Dr. Allan Kellehear, author of the Charter document, to visit us next May 2020. He will be available to facilitate a workshop for Council during his visit if you wish.

Our goal is to have your support by designating the City of New Westminster as a Compassionate City and continuing with the support you have provided in the past. Perhaps if you have an opportunity to meet Dr. Kellehear next year, other ideas on how to work together for the benefit of our citizens at end of life across the life span will emerge. We hope this letter will help with your decision-making.

Sincerely,

Jason Campbell, President  
for the  
New West Hospice Society Board of Directors

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Emilie K Adin, MCIP      **File:** 13.2610.01  
Director of Development Services

**Item #:** 404/2019

**Subject:** **City Small Sites Affordable Housing Projects: Recommended Sites for Two New Developments and Calls for Proposal**

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#### **RECOMMENDATION**

***THAT** Council endorse in principle the use of the City-owned properties at 2035 London Street and 2038 Ninth Avenue, and 350 to 362 Fenton Street for the development of small sites affordable housing projects;*

***THAT** Council direct staff to proceed with the issuance of Calls for Proposals for the development of the two small sites affordable housing projects; and,*

***THAT** Council direct staff to directly reach out to local Indigenous Housing Providers to submit proposals for the small sites affordable housing projects.*

---

#### **EXECUTIVE SUMMARY**

Based on an evaluation of possible City-owned sites, including taking into consideration development and locational factors, staff is recommending the following two sites for the development of affordable housing: 2035 London Street and 2038 Ninth Avenue in Connaught Heights, and 350 to 362 Fenton Street in Queensborough. Staff is also recommending that Calls for Proposals be issued in November 2019 for the two small sites affordable housing projects, and that Indigenous Housing Providers be contacted about this opportunity. Staff would report back with recommendations for two non-profit housing proponents in early 2020.

## **PURPOSE**

The purpose of this report is threefold: (1) to seek Council's endorsement of two City-owned sites for the development of small sites affordable housing projects; (2) to seek Council's direction to issue Calls for Proposals for the development these projects; and (3) to seek Council's direction to directly reach out to Indigenous Housing Providers.

## **BACKGROUND**

A summary of related City policies and regulation is included in Attachment 1.

### **First Two Small Sites Affordable Housing Projects**

The Mayor's Task Force on Housing Affordability has a mandate to provide recommendations to Council for actions that can be taken by the City and others to create affordable housing for low and moderate-income households, affordable rental housing and affordable homeownership. One of the first actions of the Task Force was to support the development of two small sites affordable housing projects at 43 Hastings Street in the Downtown neighbourhood, and 630 Ewen Avenue in Queensborough currently under construction.

### **Process for Selecting City Owned Sites**

#### ***A. Physical Review***

In August 2019, staff conducted an inventory of all City-owned sites, which were subsequently evaluated to determine their suitability for small-scale affordable housing projects. Sites were first broadly screened to remove properties that were physically unsuited, including amongst other factors: actively utilized by existing parks, playing fields, recreational or cultural buildings, and heritage assets; too small to facilitate development; unusually shaped and not appropriate for safe access; without vacancy in the short-term; and, within environmentally sensitive areas. The broad screening process resulted in 11 eligible City-owned small sites, distributed throughout the city.

#### ***B. Ongoing Policy/Project Review***

Staff subsequently disqualified sites whose development potential was constrained by ongoing policy or project work currently underway, such as: broader area development plans that would occur outside of the timeframe of this project; and, sites linked to developments that are underway and/or forthcoming between the City and other external agencies (e.g., BC Housing, Metro Vancouver, the Province, etc.). The detailed screening resulted in a short list of five eligible City-owned small sites, three on the Mainland and two in Queensborough. Site profiles of the respective sites, which include information on the Official Community

Plan designation, Development Permit Areas, zoning, current land use, site area, frontage, average depth, and assessed values, are presented in Attachment 2.

### ***C. Interdepartmental Review***

The shortlisted sites were then referred to senior staff in Development Services, Engineering, and Parks and Recreation for an interdepartmental review to identify any foreseeable challenges that could complicate affordable housing development on those sites (e.g., servicing requirements, right-of-ways, geotechnical issues, locational considerations etc.). A summary of staff's comprehensive evaluation of the five shortlisted sites is presented in Attachment 3.

## **DISCUSSION**

### **Recommended City Owned Sites**

Based on the selection process outlined above, the two sites that are recommended to be made available for a Call for Proposals are:

- 2035 London Street and 2038 Ninth Avenue (Connaught Heights)
- 350 to 362 Fenton Street in Queensborough (Queensborough)

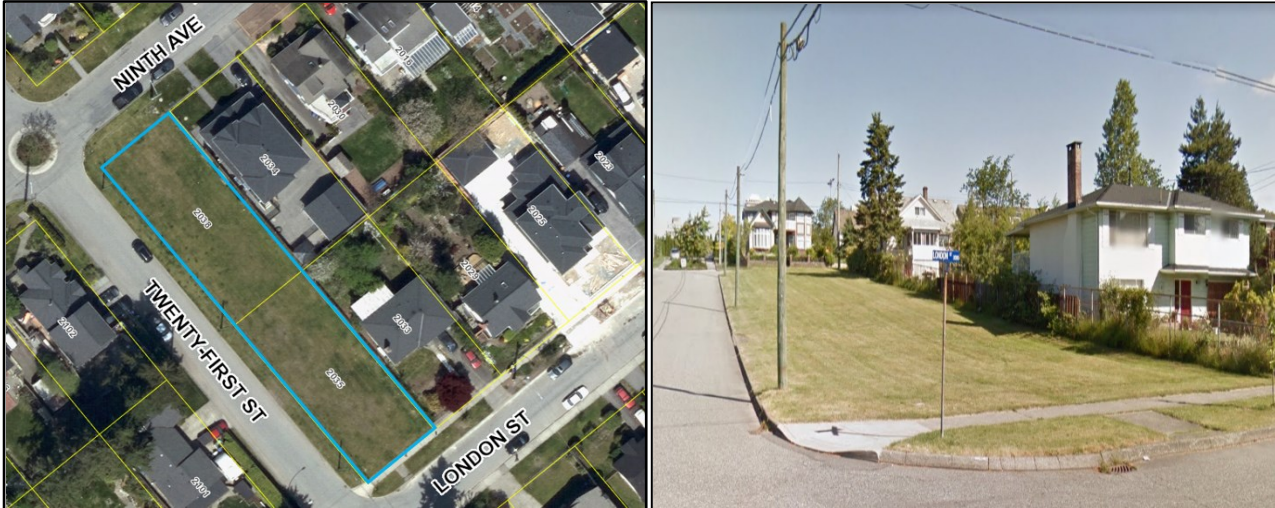
The key challenges identified for the other sites, precluding staff from recommending them for small site affordable housing projects at this time, are incorporated in the summary of staff's evaluation of shortlisted sites included in Attachment 3.

### ***2035 London Street and 2038 Ninth Avenue***

The two adjacent City-owned sites at 2035 London Street and 2038 Ninth Avenue are vacant properties located in the Connaught Heights neighbourhood. The site profile and location map of the respective lots is summarized in Figure 1 below

**Figure 1:** Site Profile and Location Map of 2035 London Street and 2038 Ninth Avenue.

Site Profile						
OCP Designation	DPA	Zoning	Current Land use	Site Area	Frontage	Avg. Depth
M_Parks – Parks, Open Space and Community Fac.	/	NR-1 Single Detached	Civic Institute & Rec - Vacant	<i>Lot Consolidation May be Considered</i> <i>Approximate Total Lot Dimensions</i>		
				≈1114m <sup>2</sup> (11,990ft <sup>2</sup> )	≈30.46m (100ft)	≈37m (121ft)

### Opportunities

The main site opportunities include:

- consolidation potential that may provide economies of scale opportunities to deliver more units at a lower per-unit cost;
- with consolidation, a larger site area where ground-oriented townhouses, stacked townhouses, or row houses can be considered;
- with consolidation, a larger project may provide non-profit housing providers with a greater opportunity to efficiently deliver services that satisfy a greater number of tenants while meeting organizational financial limitations;
- Proximity to public transit (22nd Street Station);
- Proximity to support services;
- Proximity to parks, playgrounds and schools (Connaught Heights Park and Connaught Heights Elementary School);
- Available water, sewer and storm connections, with 2035 London Street currently serviced.
- Corner lot with easy access, gentle topography and no trees that are required to be removed.

*Challenges*

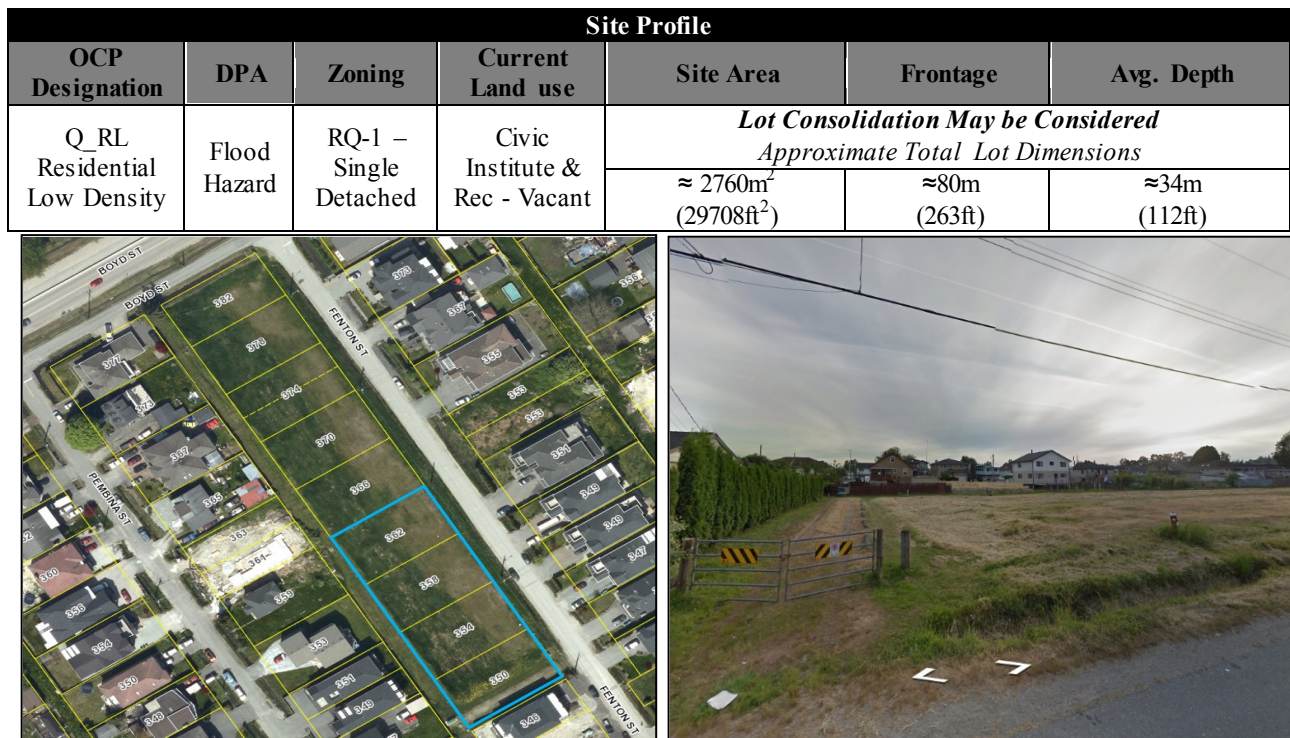
The main site challenges include:

- Requires new sidewalk, curb and gutter and potential undergrounding of utilities.
- Limited commercial and retail services in the area.
- Twentieth Street currently has traffic congestion challenges.

**350 to 362 Fenton Street**

The four adjacent City-owned sites from 350 to 362 Fenton Street are vacant properties located in the Queensborough neighbourhood. These three southwestern adjoining sites are being recommended over the sites adjacent to Boyd Street, as the latter are relatively close to industrial areas. The site profile and location map of the respective lots is summarized in Figure 2 below.

**Figure 2: Site Profile and Location Map of 350 to 362 Fenton Street**



### *Opportunities*

The main site opportunities include:

- consolidation potential of adjacent sites that may provide economies of scale opportunities to deliver more units at a lower per-unit cost;
- with consolidation, ground-oriented townhouses or row houses can be considered;
- the potential to create rear lane access by partially utilizing 350 Fenton Street;
- gentle topography; and,
- within walking distance to Old Schoolhouse Park and the commercial, retail and service establishments at Queensborough Landing and the future Queensborough Eastern Neighbourhood Node.

### *Challenges*

The main site challenges include:

- development in a floodplain that requires a geotechnical assessment, costly site preparation, and piling;
- required ditch infill;
- required frontage upgrades, including construction of sidewalks, curb and gutter, lighting and street trees planting; and,
- 350 Fenton Street is adjacent to a utility easement, which will require a setback.

## **NEXT STEPS**

### **Calls for Proposals**

If Council supports proceeding with the recommended sites, staff is seeking direction to circulate Calls for Proposals for the development and operation of affordable housing on each of the respective recommended sites.

Preference would be given to those projects that can enter into long-term leases with the City, that ensure that the housing units remain affordable for the longest period possible, and that achieve a level of affordability for low- and moderate-income households. Staff is recommending that the Calls for Proposals not be prescriptive in terms of the details of the projects being requested. Instead, a set of evaluation criteria will be included in the document that would identify those projects that best meet the following objectives:

- Projects that demonstrate short- and long-term affordability;
- Projects that are sympathetic in design with existing neighbourhoods;
- Projects that are suitable for families with children;



- Projects that can be replicated elsewhere in the city; and,
- Projects that can be completed by fall 2022.

Details on the selected sites, including land use designations, potential building forms, assessed value and servicing requirements, would be included in the document. The Calls for Proposals would be circulated in November 2019. Proponents would be invited to submit a proposal on one or both of the sites. Staff would report back with recommendations in early 2020. The City will reserve the option of not proceeding with an affordable housing project on one or both sites if no suitable project proposal is submitted.

#### *Reaching out to Indigenous Housing Providers*

Staff is also seeking direction to reach out to Indigenous Housing Providers to submit proposals for the small sites affordable housing projects. Staff would work with the Aboriginal Housing Management Association and BC Housing to identify the appropriate local Indigenous Housing Providers.

### **INTERDEPARTMENTAL LIAISON**

Staff members from Development Services, Engineering and Parks and Recreation have been involved in the review of potential sites.

### **FINANCIAL IMPLICATIONS**

#### **Funding and Financial Assistance**

It is recommended that the City provide the land on long-term land leases (60 years). It is also recommended that the City be responsible for the following costs, with funding coming from the Affordable Housing Reserve Fund:

- Site servicing costs (sewer, storm drainage, water);
- Development approvals and Building Permit fees;
- Costs associated with public consultation requirements (public meetings, mailing costs, communication materials); and,
- Preparation and registration of legal documents.

Staff has allocated \$200,000 as part of the 2020 Capital Plan and will make a similar request for each of 2021 and 2022. Depending on the number of units realized, a higher request may be necessary for each of 2021 and 2022.

Funding limits for each project would be expected to be consistent with the City's Affordable Housing Reserve Fund Policy and Funding Allocation Guidelines. The policy states that withdrawals from the fund not exceed \$25,000 per transitional, supportive, affordable or non-market housing unit for projects with ten or more units and \$35,000 per

transitional, supportive, affordable or non-market housing unit for projects with nine or fewer units. Higher amounts may be considered if there are extenuating circumstances such as adverse soil conditions, floodplain considerations and other site constraints.

### **OPTIONS**

The options for Council's consideration are:

1. That Council endorse the use of the City-owned properties at 2035 London Street and 2038 Ninth Avenue, and 350 to 362 Fenton Street for the development of small sites affordable housing projects;
2. That Council direct staff to proceed with the issuance of Calls for Proposals for the development of the two small sites affordable housing projects; and,
3. That Council direct staff to directly reach out to Indigenous Housing Providers to submit proposals for the small sites affordable housing projects.

Staff recommends Option 1, 2 and 3.

### **ATTACHMENTS**

Attachment 1: Related City Policies and Regulation

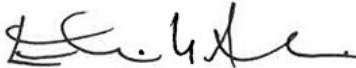
Attachment 2: Site Profiles of the Shortlisted City Owned Sites Following Comprehensive Screening

Attachment 3: Summary of Staff's Evaluation of the Other Shortlisted City Owned Small Sites

This report has been prepared by:  
Anur Mehdic, Housing and Child Care Planning Analyst

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

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services



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Lisa Spitale  
Chief Administrative Officer



## Attachment 1

### *Related City Policies and Regulation*

## **Attachment 1: Related City Policies and Regulation**

### ***Council Strategic Plan: 2019-2022***

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

- *Aggressively pursue creative approaches to housing policy and on-the-ground projects to transform the way housing is provided in New Westminster.*
- *Use partnerships, negotiations with developers and leveraging of City resources to secure development of below- and non-market housing, as well as affordable child care.*

### ***Official Community Plan***

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

- *Facilitate the creation and maintenance of housing that offers options for people who are homeless or at-risk of homelessness.*
- *Facilitate access to affordable and non-market housing for low- to moderate-income households.*

### ***Affordable Housing Strategy***

The *Affordable Housing Strategy* (2010) includes the following two goals:

- *To preserve and enhance the city's stock of safe, affordable and appropriate rental housing.*
- *To improve the choice of housing for the city's low- and moderate-income residents and households with unique needs.*

In addition, the development of affordable housing is in alignment with the following Strategic Directions as contained in the *Affordable Housing Strategy*:

#### ***Strategic Direction #3: Facilitate Community Partnerships***

- *Implement proposal calls to non-profit housing providers for housing that targets special needs groups that may be under-served in the community. This would involve partnership with other levels of government and identification of priority target groups.*

#### ***Strategic Direction #5: Use Financial Tools and Incentives***

- *Use the Housing Reserve Fund to purchase land for the purpose of affordable housing and/or to provide grants to non-profit housing providers and support other affordable housing initiatives.*

## Attachment 2

### *Site Profiles of the Shortlisted City Owned Sites Following Comprehensive Screening*

**Attachment 2: Site Profiles of the Shortlisted City-Owned Sites Following Comprehensive Screening**

<b>Site Profile</b>								
<b>Site</b>	<b>Neighborhood</b>	<b>OCP Designation</b>	<b>DPA</b>	<b>Zoning</b>	<b>Current Land use</b>	<b>Site Area</b>	<b>Frontage</b>	<b>Avg. Depth</b>
<b>Mainland</b>								
1) 700 Cumberland St.	Victory Heights	M_RD – Residential – Detached and Semi-Det	Mainland Laneway and Carriage	RS-1 Single Detached	Civic Institute & Rec - Vacant	515m <sup>2</sup> (5546ft <sup>2</sup> )	16.90m (55.45ft)	30.48m (100ft)
2) 2035 London St. 2038 Ninth Ave.	Connaught Heights	M_Parks – Parks, Open Space and Community Fac.	/	NR-1 Single Detached	Civic Institute & Rec - Vacant	<b>Lot Consolidation May be Considered</b>		
						<i>Respective Lot Dimensions for the Two Sites:</i>		
						557m <sup>2</sup> (5995ft <sup>2</sup> )	15.23m (49.97ft)	36.57m (119.98ft)
3) 1823 River Dr. to 1835 River Dr.	North Arm North	M_U Utilities and Transportation Infrastructure	None	RT-1 Duplex	Civic Institute & Rec - Vacant	<b>Lot Consolidation May be Considered</b>		
						<i>Respective Lot Dimensions for the Three Sites:</i>		
						623m <sup>2</sup> (6704ft <sup>2</sup> )	16.29m (53.44ft)	38.22m (125.39ft)
<b>Queensborough</b>								
4) 329 Johnstone St.	Queensborough	Q_RL Residential Low Density	Queensborough Flood Hazard	RQ-1 – Single Detached	Civic Institute & Rec - Vacant	1,021m <sup>2</sup> (10,988ft <sup>2</sup> )	22.34m (73.29ft)	45.69m (149.90ft)
5) 350 Fenton St. to 382 Fenton St.	Queensborough	Q_RL Residential Low Density	Queensborough Flood Hazard	RQ-1 – Single Detached	Civic Institute & Rec - Vacant	<b>Lot Consolidation (2 Sites) May be Considered</b>		
						<i>Respective Lot Dimensions for the Nine Sites</i>		
						All sites ≈ 690m <sup>2</sup> (7427ft <sup>2</sup> )	All sites ≈ 20m (66ft)	All sites ≈ 34m (113ft)

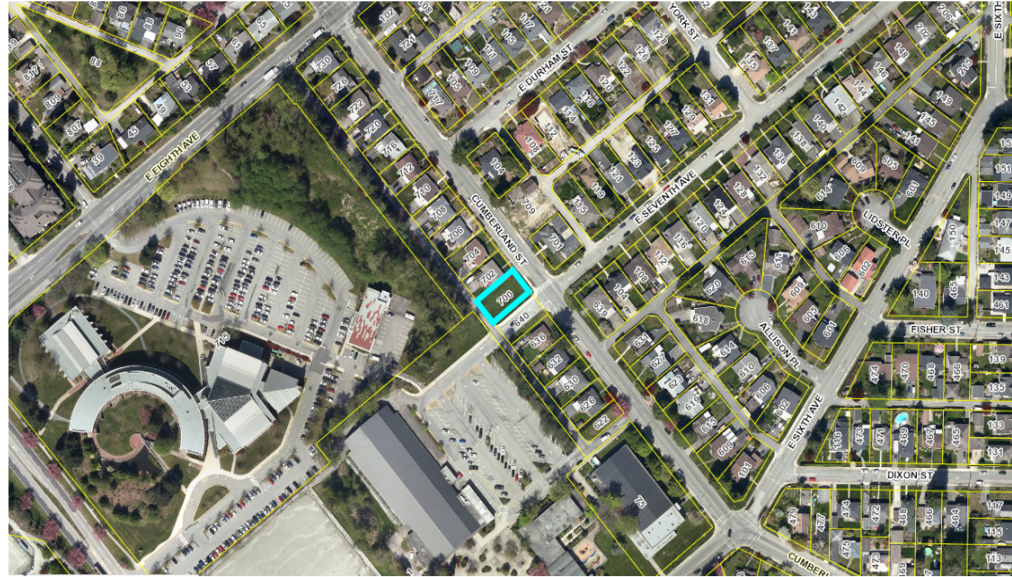
## Attachment 3

### *Summary of Staff's Evaluation of Other Shortlisted City Owned Small Sites*



**Attachment 3: Summary of Staff's Evaluation of the Other Shortlisted City-Owned Small Sites**

**1) 700 Cumberland Street**



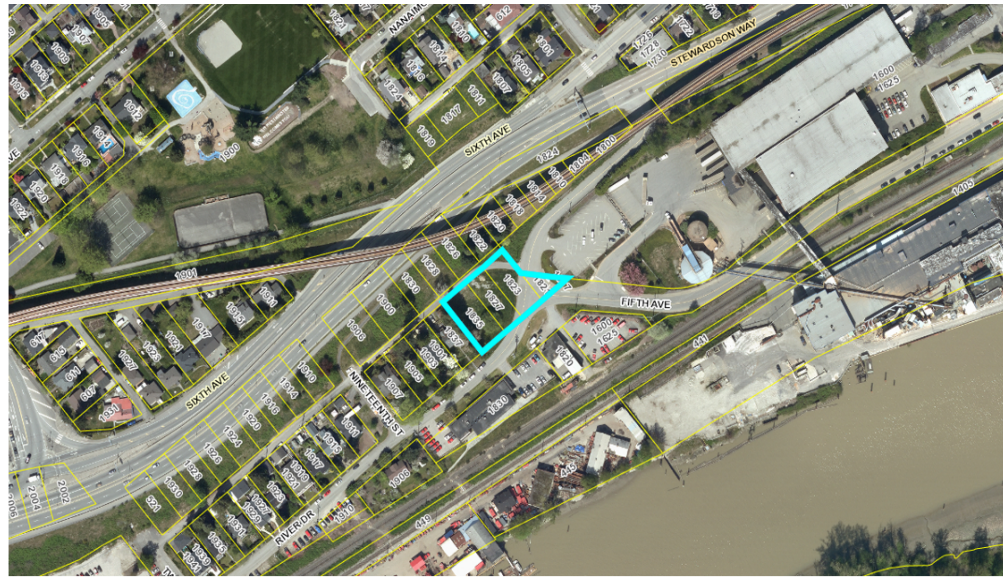
**Opportunities/ Positives:**

- Small-scale affordable housing project e.g. house with two suites of fourplex
- Adjacent to future New Westminster Aquatic and Community Centre.
- Proximity to commercial and retail services, and to parks and schools (Glenbrook).
- Gentle topography with no trees required to be removed.
- Corner lot with easy access.
- Water, sewer and storm connections available.

**Challenges:**

- New Westminster Aquatic and Community Centre constructed during the timeframe of this project – may create unexpected complications.
- Adjacent southeast road may be upgraded to a multi-use path, the setback of which would further reduce already limited buildable area.
- Adjacent area to the southwest will be utilized for temporary large recycling area.
- Single detached zoning.
- Cumberland Street currently has traffic congestion challenges.

**3) 1823 to 1835 River Drive**



**Opportunities/ Positives:**

- Large site if properties consolidated, with an opportunity to develop ground-oriented townhouses or fee simple row houses.
- The recent opening of the Stewardson Way pedestrian overpass has significantly improved access to the recently upgraded 22nd Street Bus Exchange and adjacent Skytrain station, Grimston Park, and Tweedsmuir Elementary School;
- Pre-service with sanitary, with water connection available.

**Challenges:**

- Limited access to commercial and retail services;
- Irregularly shaped parcel, with dedication/ servicing right-of-way required for lane and River Drive;
- Challenging traffic access from Stewardson Way;
- Proximity to industrial areas;
- Steep site topography;
- Several onsite trees that will need to be replace or retained; and,
- Required storm extension, a new sidewalk, curb, gutter and boulevard, and potential

**4) 329 Johnstone Street**



**Opportunities/ Positives**

- Small-scale affordable housing project e.g. house with two suites of fourplex.
- Gentle topography with no trees required to be removed.
- Proximity to Old Schoolhouse Park.
- Proximity to Queensborough Eastern Neighbourhood Node.

**Challenges:**

- Significant sewer force main runs through a portion of this site and requires a setback.
- Site located within a floodplain and would call for a geotechnical assessment report, and would likely require costly site preparation such as fill and preload placement, and piling.
- Site preparation may require ditch infill.
- Housing on site may preclude future opportunity for a mid-block greenway connection between Derwent Way and Wood Street that could utilize City lands and rights of way.
- Requires frontage upgrades (e.g. new sidewalk, curb and gutter, lighting etc.).





Corporation of the City of  
**NEW WESTMINSTER**

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Emilie K Adin, MCIP      **File:** 13.2510.10  
Director of Development Services      **Item #:** 406/2019  
**Subject:** **404 Salter Street (Summit Earthworks): Update on Port of Vancouver Permit Review Process for Soil Transfer Facility**

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### **RECOMMENDATION**

*THAT Council receive this report for information and direct staff to proceed as outlined in the Next Steps Section of this report.*

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### **PURPOSE**

The purpose of this report is to provide Council with an update regarding Summit Earthwork's application to the Port of Vancouver for a proposed soil transfer and gravel storage facility at 404 Salter Street, and request direction to proceed with next steps.

### **BACKGROUND**

The previous Regular Council Report dated April 29, 2019, included in Attachment 1, includes the following:

- Summary of the proposed soil transfer (site 1 on map below) and gravel storage facilities (site 2);
- Summary of Port of Vancouver review process requirements, including consultation;
- Transportation and dike issues identified by City staff; and,
- Summary of related City and Port of Vancouver policies and regulations.



### Site Context and Jurisdiction

The subject sites are located south of Salter Street, between Derwent Way and Stanley Street. There are other heavy industrial uses to the north of the site, which are designated in the Queensborough Community Plan as Mixed Employment. These sites are envisioned to continue to provide employment and no residential.

The subject sites are generally under the jurisdiction of the Port of Vancouver, (see green area on map below) and the proposed uses are subject to approval by Port staff, i.e. the City does not have authority to approve or reject the proposed uses. The surrounding land is under jurisdiction of the City. A portion of Site 2 is within City jurisdiction and is leased from the owner for use in conjunction with 404 Salter Street (red area on map below). The Port of Vancouver has stated that the soil transfer or gravel storage uses will not take place on this portion of the subject site.



## SUMMARY OF FEEDBACK

### Summary of City Feedback

Communication with Port of Vancouver and Summit Earthworks has been ongoing regarding this site since January 13, 2017. Throughout the review process, staff's comments have focused on the following:

1. Potential impact to City dikes;
2. Site access issues, particularly due to the intersection of the street and railway;
3. Air quality from dust, both from mobile and static sources;
4. Impacts to riparian zones, including introduction of invasive species;
5. Loss of tree canopy;
6. Mitigation of noise and light intrusion;
7. Prevention of soil residues on nearby roadways;
8. Potential for contaminants in soils to be concentrated through rainwater runoff;
9. Processes for treating rainwater runoff from the site; and
10. Forecasted truck traffic and potential impacts on achieving whistle cessation.

The City has requested additional information regarding transportation impacts. The Port has stated that the applicant is currently updating their Traffic Impact Study further to the comments received from the City and issues raised at the June 11, 2019 Queensborough

Residents Association meeting, and that the next steps for the applicant include a follow up phase of public consultation and Indigenous consultation.

### **Summary of Public Feedback**

Summit Earthworks has prepared a Consultation Summary and Consideration Report (Attachment 2) based on their public engagement carried out in 2017, which was posted on the Port's website August 2019. The document responds to issues raised by community members through their consultation. Feedback was grouped into 5 themes which are generally the same as staff's identified issues: dust; soil (contamination); traffic and roadways; noise; general comments (facility aesthetics).

### **NEXT STEPS**

Staff from Transportation, Infrastructure and Planning divisions will review the updated Traffic Impact Study once it is available, and the other mitigation measures outlined by Summit Earthworks in their consultation summary report to determine if they align with the feedback provided by City staff. Staff will provide an update report to Council at that time, potentially seeking further direction.

### **FINANCIAL IMPACT**

While the project review process is being led by the Port of Vancouver with the project proponent covering the costs of background studies, significant staff time has been required to review and respond to the proposals.

### **INTERDEPARTMENTAL LIAISON**

The Development Services and Engineering Services Departments are working together on reviewing and providing feedback to the Port of Vancouver for this permit process.

### **OPTIONS**

The following options are presented for Council's consideration:

1. That Council receive this report for information and direct staff to proceed as outlined in the Next Steps Section of this report.
2. That Council provide staff with other direction.

Staff recommends Option 1.

**ATTACHMENTS**

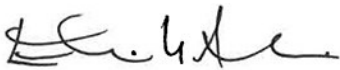
Attachment 1: Regular Council Report dated April 29, 2019

Attachment 2: Public Consultation Summary and Consideration Report

This report has been prepared by:  
Hardev Gill, Planning Technician

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

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services



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Lisa Spitale  
Chief Administrative Officer



## Attachment 1

*Regular Council Report dated April 29, 2019*

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 4/29/2019

**From:** Emilie K Adin, MCIP      **File:** 13.2510.10  
Director of Development Services

**Item #:** 187/2019

**Subject:** **404 Salter Street (Summit Earthworks): Proposed Soil Transfer and Gravel Storage Facility**

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#### **RECOMMENDATION**

*THAT Council receive this report for information.*

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#### **PURPOSE**

The purpose of this report is to provide Council with an update regarding a proposed soil transfer and gravel storage facility under consideration by the Port of Vancouver.

#### **EXECUTIVE SUMMARY**

The Port of Vancouver has received two proposals from Summit Earthworks for industrial property off Derwent Way in Queensborough. Both projects would fall within the jurisdiction of the Port and not the City. However, both projects have been referred to the City for comment.

The first proposal is for a soil transfer and barge facility that will be located on the west portion of the site. This proposal was submitted to the Port of Vancouver in December 2016 and has been undergoing a Project and Environmental Review (PER) process since this time. The facility is proposed to receive, store and then transfer waste soil to barges so that the soil can be treated at an upstream location. The soil will be from building sites in the Lower Mainland and will be certified to have potential contamination concentrations below BC Hazardous Waste Regulation criteria. The facility will not accept hazardous soils.



The second proposal is for a gravel storage facility that will be located in the eastern portion of the site. The intended use of the site would be to accept clean quarried rock delivered by truck to the storage facility. The rock would be stockpiled until needed. The recent community consultation was related to this proposal.

The City initially reviewed the proposed soil transfer facility in 2017 and has been working with the Port to ensure that all information necessary for the review of the proposal has been provided and, if the project is to proceed, that all necessary mitigation measures have been put in place to protect the environment and the community. Staff is now also reviewing the proposed gravel storage facility, which was first brought to the City's attention in November 2018.

## **POLICY AND REGULATIONS**

### **City and Port of Vancouver Jurisdiction**

The waterfront land between Derwent Way and Stanley Street, including the property municipally known as 404 Salter Street, is under the jurisdiction of the Port of Vancouver, not the City. Though the City does not have authority over land within the Port's jurisdiction, site access is taken from city streets and services are provided by the City. A cooperative approach is generally taken by the Port in adhering to relevant City bylaws in such cases. In addition, the Port's Project and Environmental Review (PER) process requires consultation with stakeholders, including the City.

The land immediately north of 404 Salter Street is within the City's jurisdiction. A portion of one property within City jurisdiction is leased and used in conjunction with 404 Salter Street (see Image 1 below). Buildings constructed on the portion of the property within City jurisdiction would be reviewed by and require permits from the City.

**Image 1: Map of Jurisdictional Boundaries**



**Note:** A hooked lot is one that includes sites that are not physically connected but that are legally connected and treated as one site.

**Port of Vancouver Land Use Plan**

The subject site is located within Planning Area 5 of the Port of Vancouver Land Use Plan. The site is designated Industrial. The land use plan describes Industrial as follows:

Industrial areas are primarily designated for light to heavy industrial activities in support of port operations and marine support services, including shipping, transportation and the handling of goods, and in some cases including the manufacturing of goods. Primary uses may include intermodal yards, container storage facilities, transloading facilities, ship repair and barge moorage activities. Ancillary uses may include offices, storage areas, caretaker facilities, utilities, parking and other uses required to support the primary use.

**Queensborough Community Plan (QCP)**

The QCP land use designation for 404 Salter Street site is “(HI) Heavy Industrial”. This area will include heavy industrial uses including those industrial uses that are dependent on waterfront access.

The City's land use designations do not apply to land under Port Authority jurisdiction. The principal reason for having a land use designation on sites such as this is to ensure there is clear direction for future land use if the Port were to choose to dispose of one of their assets within City boundaries.

The property that is within City jurisdiction but used in conjunction with 404 Salter Street is designated "Utilities" in the QCP. This designation includes utilities such as rail and road corridors, electrical stations or water reserves. This site, though leased for use in combination with the Port site, is not under the Port's jurisdiction.

The QCP also includes polices that are relevant to this proposal, including:

- Policy 9.3 – Tailor the street network to accommodate priority modes according to the role of each street.
- Policy 9.4 – Enhance the street, trail and greenway network to ensure seamless connectivity for bikes and pedestrians to and throughout the community.
- Policy 9.7 – Maintain accessibility and connectivity for goods movement.

### **Zoning Bylaw**

The subject properties are generally zoned Heavy Industrial Districts (M-2). The intent of this district is to allow heavy industrial uses. A portion of the area to be used for the soil transfer and barge facility is unzoned.

In any case, the City's Zoning Bylaw does not apply to land under Port Authority jurisdiction. Zoning designations are only in place to ensure that land use regulations are in place if the Port were to choose to dispose one of their assets within City boundaries.

### **Master Transportation Plan (MTP)**

The MTP includes the following polices that are relevant to this proposal:

- Policy 5B – Major Road Network Improvements
  - 5B.1: Direct regional traffic to the Major Road Network and discourage regional traffic from using New Westminster's internal road network
  - 5B.3: Apply the principle of no net increase to general purpose traffic within the city to the road network other than for safety and for accommodating walking, cycling and transit
- Policy 6D – Promote integration and co-existence of local businesses served by trucks with other land uses in the city

6D.1: Work with local businesses, the transport industry and the development community to minimize the impact of truck activities on adjacent land uses

6D.2 Work with enforcement agencies to minimize non-compliant traffic operations on city streets, in particular trucks operating outside of designated truck routes

Policy 6E – Support regional initiatives and programs that integrate goods movement management and activities in Metro Vancouver

6E.1: Encourage TransLink and Port Metro Vancouver, working with other partners such as Metro Vancouver, the Gateway Council, railways and Transport Canada, to develop and implement programs to better integrate and improve efficiency of goods movements with the goal of minimizing truck trips through urban neighbourhoods and, where feasible, promoting use of the rail network and water-based transport. This may include seeking better coordination of deliveries, loading times, warehouse operations, shipping container storage and exploring off-peak cargo delivery hours.

6E.2 Work with agencies and organizations to strengthen rail and water-based resources including short see/marine shipping to transport goods and to reduce reliance on road transport.

## **Whistle Cessation**

Achieving Whistle Cessation is a strategic initiative. The City is continuously working with the Provincial and Federal governments, and the rail companies, to attain whistle cessation citywide. The intersection of Derwent Way and Salter Street is a crossing where rail crossing upgrades are required in order to achieve whistle cessation. It is not possible for trucks to access the subject site without crossing the tracks.

## **Dikes**

The City has a long-term strategy related to the maintenance and upgrades of the dike in Queensborough. The Queensborough area was determined to be the highest priority area for flood protection improvements.

There is a dike reserve statutory right of way along the waterfront of the neighbourhood. The purpose of this right of way is to ensure that the City always has access to the dike and can do maintenance or future upgrades, even when located on private property. As the Diking Authority the City has the authority to review and approve works within the dike right of way. It is typical City process to ask developers to improve/raise the dyke to current standards when the development is on or adjacent to the dike.

Access to the Port Authority lands will cross the dike reserve statutory right of way. The right of way also crosses a portion of the property.

## **BACKGROUND**

### **Site Context**

The subject site is located south of Salter Street, between Derwent Way and Stanley Street. The sites are adjacent to the Fraser River, which allows businesses (including the existing business on-site) to use the river for barge facilities. There are other heavy industrial uses to the north of the site, which are designated in the Queensborough Community Plan as Mixed Employment. These sites are envisioned to continue to provide employment and no residential.

Derwent Way and the Southern Rail line that connects to Annacis Island borders the western edge of the site. The eastern side of the site is bordered by the Stanley Greenway and Port Royal. There is a four story apartment building on 320 Salter Street, the Port Royal property adjacent to the subject site.

## **PROPOSAL**

The area under Port jurisdiction has been divided into three different businesses:

### Site 1: Proposed Derwent Way Soil Transfer and Barge Facility

This use, proposed by Summit Earthworks, would be located on the western most portion of the site, and is referred to by the applicant as 404 Salter Street.

### Site 2: Proposed Gravel Storage

This use, proposed by Summit Earthworks, would be located on the eastern portion of this site, adjacent to the Stanley Greenway and Port Royal. Land within the City jurisdiction would also be used. This portion of the site is referred to as 404a Salter Street.

### Existing Private Business

There is an existing business, located between the two proposals, which is not part of the subject proposals.

**Image 2: Map of Location of Proposed Soil Transfer Facility and Gravel Storage Facility**

**Legend:** Site 1 – Proposed Soil Transfer Facility    Site 2 – Proposed Gravel Storage Facility

## 1) Proposed Soil Transfer Facility

### Summary of Proposal

The proposed soil transfer and barge facility would be located on the vacant portion of the site, east of Derwent Way and south of Salter Street. The proposed project would facilitate the transfer of waste soil to barges for transit up the Fraser River to an appropriate disposal facility in Mission. The soils accepted by the facility will have contamination levels below the BC Hazardous Waste Regulations criteria. The facility will not accept hazardous soils.

Operation of the facility would include up to 60 trucks arriving and departing daily. The total estimated volume through the site per month is 6,000 m<sup>3</sup>. The soil will be temporarily stored in a contained storage area until being transferred. It is anticipated that one barge per week would be loaded with approximately 1,500 to 2,500 m<sup>3</sup> of soil. The material will be loaded to the barge via a hopper and a covered conveyor with a spill tray. In some cases soil may be transferred off the site by truck.

The proposed project activities include the following components:

1. Installation of a lined 2,600 m<sup>2</sup> (~28,000 ft<sup>2</sup>) soil storage area designed to prevent infiltration into the underlying subgrade;
2. Construction of a lock block perimeter wall, tree barrier, and soil berm along the western boundary of the site;
3. Construction of an asphalt road;
4. Installation of a weigh scale and scale house;
5. Installation of a wheel wash station;
6. Installation of a runoff water collection sump, pumping station, and three ~19,000 litre (5,000 gallon) storage tanks;
7. Installation of storm drains and catch basins; and
8. Construction of a floating barge ramp including up to 26 steel piles.

The resulting site plan is included in Attachment 1.

While there would be more local truck trips via Derwent Way and Salter Street as a result of the transfer facility – estimated to be approximately 60 trucks per day, with 11 trucks per hour during the peak hour – regionally, truck trips would be reduced as they would no longer be required to make the journey to Mission, where the disposal facility is located. This is expected to reduce overall emissions, traffic and the potential for dust and other material to spill. It should be noted that it is anticipated that a number of the sites from which waste soil is to be taken are located in the City of New Westminster.

Vehicle access to the site is proposed to be from an existing access road off of Salter Street, with trucks arriving to Salter Street via Derwent Way; Derwent Way is part of the Major Road Network and is designated as a truck route. In order to access the site, vehicles must make two rail crossings: the first is at Salter Street and Derwent Way, which has been identified for whistle cessation upgrades; the second is the crossing of a spur line, which the Port has indicated would be removed. Access also crosses dike reserve statutory right-of-way.

### Project Review Process

Projects such as the soil transfer facility, within the jurisdiction the Port of Vancouver, are required to go through the Project and Environmental Review (PER) process. The applicant must obtain a PER Permit and a Building Permit, both of which are reviewed and issued by the Port.

The PER permit application and project review process was initiated with the Port in December 2016. As part of this process the applicant has undertaken the following background reports for the Port:



1. Traffic Impact Study;
2. Air Assessment Report;
3. Noise Assessment Screening Worksheet;
4. Archaeological Overview Assessment;
5. Biophysical Assessment Report;
6. Geotechnical Report;
7. Contingency and Spill Response Plan;
8. Construction Environmental Management Plan;
9. Stormwater Pollution Prevention Plan;
10. Barge Berth and Ramp Drawing;
11. Marine Structures Profile View; and,
12. Storm Runoff Drainage Plan.

Reports submitted by the applicant are publically available for review on the Port of Vancouver's website: <https://www.portvancouver.com/development-and-permits/status-of-applications/derwent-way-soil-transfer-and-barge-facility/>.

#### City Review and Community Consultation

The PER process requires consultation with the public, Aboriginal and stakeholder groups. The Port of Vancouver is conducting formal consultation activities with stakeholder and Aboriginal groups as part of the permitting process.

The project was referred to the City for comment in 2017. City staff advised the Port of initial concerns regarding the proposed soil transfer facility and requested a meeting with the proponent and Port staff, which was held in March 2017. The initial concerns regarding the proposed soil transfer facility included:

1. Air quality from dust, both from mobile and static sources;
2. Impacts to riparian zones;
3. Mitigation of noise and light intrusion;
4. Prevention of soil residues on nearby roadways;
5. Potential for contaminants in soils to be concentrated through rainwater runoff;
6. Processes for treating rainwater runoff from the site; and
7. Forecasted truck traffic and potential impacts on achieving whistle cessation.

A Public Notice dated May 12, 2017 requesting comment on the proposal, stating that construction was anticipated to begin in Summer 2017 and complete by Summer 2018, was sent by the applicant to Queensborough residents near the proposed facility without advance notice to the City. City staff advised the Port that this notice and timeline was premature given that there were a number of outstanding information items that had not been provided.



A reminder letter was sent by the City to the Port on May 26, 2017 asking for an update on the status of outstanding information items. At a meeting with Port staff on June 21, 2017, City staff reiterated that full information was required before additional community consultation proceeded. The Port agreed to provide this information and not advance the process until it is available and the City has an opportunity to review it.

The Port committed at that time to providing additional information on the proposal, including:

1. Provision of an updated Stormwater Pollution Prevention Plan (SPPP);
2. Details on landscaping on berms and the foreshore;
3. Provision of detailed site drawings, with careful consideration for the location of the weigh scale(s) to prevent trucks from queuing onto public roadways;
4. Details on additional dust suppression measures to help mitigate off-site impacts; and
5. Further details on items pertaining to noise control, run-off control, facilities for employees, habitat restoration, landscaping/screening, light intrusion.

A response was received from the Port on January 11, 2018 in response to the letter sent to the Port from the City on May 26, 2017. Since 2018, limited communication has taken place between the City and the Port until now, when an updated application referral dated March 25, 2019 was received on this proposal.

## **2) Proposed Gravel Storage Facility**

Summit Earthworks has also proposed to develop a gravel storage facility at what is now referred to as 404a Salter Street. This site is the eastern most portion of 404 Salter Street, which is adjacent to Port Royal.

The intended use of the site would be to accept clean quarried rock delivered by truck to the storage facility. The rock would be stockpiled until needed. The proposal anticipates two separate bulk stockpiles of material. Each stockpile is expected to be approximately 1,100 metric tonnes. A typical open faced, windrow stockpile will encompass an approximate surface area of 416 square metres.

The anticipated truck volume is expected to be two to three bulk deliveries per month, each with approximately 15 to 20 truckloads. Although the proposed gravel storage facility would operate independently from the proposed soil transfer facility, Summit Earthworks has indicated that they intend to operate the businesses “cooperatively”. For example, after a truck deposits soil at the proposed soil transfer facility the truck would then move to the proposed gravel storage facility and pick up rock before leaving the area. By taking this approach Summit Earthworks believes that there will be no further increase in truck traffic in the area.

## Development Application Process and Timeline

The Port has encouraged Summit Earthworks to conduct community consultation regarding the proposal. In response, Summit Earthworks sent a letter to neighbours (dated February 27, 2019) requesting feedback by March 20, 2019. A delegation to Open Council on April 8, 2019 shared community concerns and presented a petition, in response to this letter. The concerns raised were about the impact of both applications.

The Port has been in discussion with the City regarding this proposal because a portion of the site is within City jurisdiction. However, the applicant is not proposing any works on this portion of this site so no City approvals are required.

## **DISCUSSION**

The referral of the proposed gravel storage facility to the City has led to conversations between the City, Summit Earthworks and the Port of Vancouver regarding both the proposed gravel storage facility and the proposed soil transfer facility. A recent meeting was held with the Port and the applicant to discuss concerns. At this meeting the Port and Summit Earthworks indicated that progress has been made towards addressing the concerns raised by the City in 2017. It does appear that the soil transfer facility proposal has been improved to address some of the City's community impacts concerns. For example, the soil will be stored in an enclosed facility, there will be a thick impervious membrane under the soil to capture and filter any runoff, and that there will be wheel washing stations before trucks exit the site. Staff requested a formal written response to each of the issues. An update will be presented by staff to Council once this information is received.

Staff has identified two areas of focus for which the City expects cooperation from the Port and Summit Earthworks: Transportation Implications and Dike Implications. The City has some jurisdictional authority in setting conditions to address these implications. With respect to Derwent Way, TransLink has regulatory authority because it is part of the Major Road Network. For Salter Street, the City has authority under the Street and Traffic Bylaw. Based on the information received to date, the proposed works would be designed to operate in compliance with the provisions of the Street and Traffic Bylaw.

Though the City has no jurisdiction over elements of the proposals relating to community impact and land use, staff will continue to advocate for adequate mitigation of community concerns, such as noise and dust.

## **Transportation Implications**

The Transportation Division completed a preliminary review of the Traffic Impact Study dated May 28, 2018, which found that impacts for the proposed soil transfer facility are likely not significant from a transportation perspective. Three issues are identified that require additional review after more information from the applicant is made available.

The primary access for the site is from Salter Street and a private road, via Derwent Way, which is part of the Major Road Network and designated as a Truck Route. The private access road to the site is in close proximity to Derwent Way. The predicted vehicle volumes are relatively low (approximately 60 trucks per day visiting the site) and the impact on existing and future traffic conditions at the Derwent Way and Salter Street intersection as well as the surrounding area is expected to be low. That said, trucks arriving from the north (estimated by the applicant to be about half of all trips to the site) will need to travel on Derwent Way and cross Ewen Avenue at the existing signalized intersection where walking and cycling is prominent.

The preliminary assessment of Transportation implications is based on the information provided by the applicant and most recently updated in May 2018, and assumes that the existing vehicle volumes for the operation on 404 Salter Street are included within the study analysis and the vehicle volumes would not increase with the change in operation for both properties. Further clarification is required.

The applicant's Traffic Impact Analysis does not acknowledge the jurisdictional authority of TransLink as it relates to Derwent Way. In addition to input from the City, staff has recommended to the Port that the subject applications be forwarded to TransLink for their review as well.

The Derwent Way and Salter Street intersection includes a rail crossing which has been identified for whistle cessation upgrades. Confirmation of the specific vehicle types accessing Salter Street, and the staging plan, is required to ensure that the intersection layout required for whistle cessation addresses the anticipated vehicle requirements for accessing Salter Street and the private road that takes access from Salter Street, to ensure that there is no possibility of queueing across the tracks and/or onto Derwent Way. Further, it must be demonstrated that the design of rail crossing equipment required for achieving whistle cessation has been considered and accounted for, to ensure that all truck movements can be accommodated without compromising future plans for whistle cessation. Staff notes that a consultant for SRY has provided the City with a layout that they would accept, which is consistent with whistle cessation; the layout includes accommodation for larger turning WB-20 trucks, and does not assume that a southbound left-turn lane would be in place. Assuming the traffic volumes are low as documented, the proposed layout is expected to meet the needs of this development, but additional analysis may be required to confirm that queueing on Derwent Way would not result during a train event at Salter Street.

The private road and on-site vehicle circulation will cross the existing Dike Reserve right of way. Additional information may be required by Engineering to confirm the types and anticipated weights of vehicles in order to determine overall impacts to the dike.

### **Dike Implications**

The City's Floodplain Management Strategy indicates the need to raise the dike to 4.5 metres GSC. Summit Earthworks has indicated willingness to raise the entire site to meet the elevation required by the Floodplain Management Strategy.

The site plan for the soil transfer facility is designed so that no permanent structures are located within the dike reserve right of way, which crosses this site. However, Summit Earthworks has proposed two gravel storage bays (in non-permanent structures) to be located within the right of way. Further discussions will take place between the City and Summit Earthworks on this site design detail.

Geotechnical consideration must be given to the increased loading of vehicles over the dike and stockpiles proposed next to the dike. There may be requirements to reinforce the dike as per the BC Inspector of Dikes' standards. A geotechnical report has been prepared for Summit Earthworks that reviews the proposed transfer station. Staff will review this report and provide feedback about any additional requirements.

An access agreement will be required due to the access over the dike.

### **NEXT STEPS**

#### **Community Consultation**

The Port of Vancouver and Summit Earthworks have indicated that there will be a second round of community consultation.

Summit Earthworks has prepared a consultation summary document that is currently under review by the Port. Once the document has been approved by the Port it will also be posted on the website for this project. The intent of this document is to respond to concerns raised by community members. The upcoming consultation will present this information and gather further feedback.

Staff has requested that the City be informed of the details of this consultation before notices are sent to the community. Staff has also requested that invitations to the consultation event be sent to the Queensborough Residents Association in addition to surrounding neighbours.

**Council Update**

Staff will continue to work with Summit Earthworks and the Port to ensure that all necessary information is available and that all identified impacts of the project are properly identified and mitigated before a project permit is issued by the Port.

Staff will provide an update to Council once the formal written response to the City concerns has been received from the Port. The update will also outline the responses provided to the community through the consultation summary. At this time staff may look to Council for direction if any issues remain outstanding.

**FINANCIAL IMPACT**

The project review process is being led by the Port of Vancouver with the project proponent covering the costs of background studies. Staff time has been allocated to review and respond to the proposals. Apart from staff review, there are no direct financial implications to the City with respect to this report.

**INTERDEPARTMENTAL LIAISON**

The Office of the Chief Administrative Officer, Development Services and Engineering Services departments are working together on reviewing and providing feedback to the Port of Vancouver for their permit process.

**OPTIONS**

The following options are presented for Council's consideration:

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

Staff recommends Option 1.

**ATTACHMENTS**

Attachment 1: Project Drawings

This report has been prepared by  
Lynn Roxburgh, Senior Planner

This report was reviewed by:  
Jackie Teed, Manager of Planning  
Eugene Wat, Manager, Infrastructure Planning  
Lisa Leblanc, Manager, Transportation  
Mark Allison, Manager, Strategic Initiatives and Sustainability

Original signed by

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Emilie K Adin, MCIP  
Director of Development Services

Approved for Presentation to Council

Original signed by

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Jim Lowrie,  
Director of Engineering

Original signed by

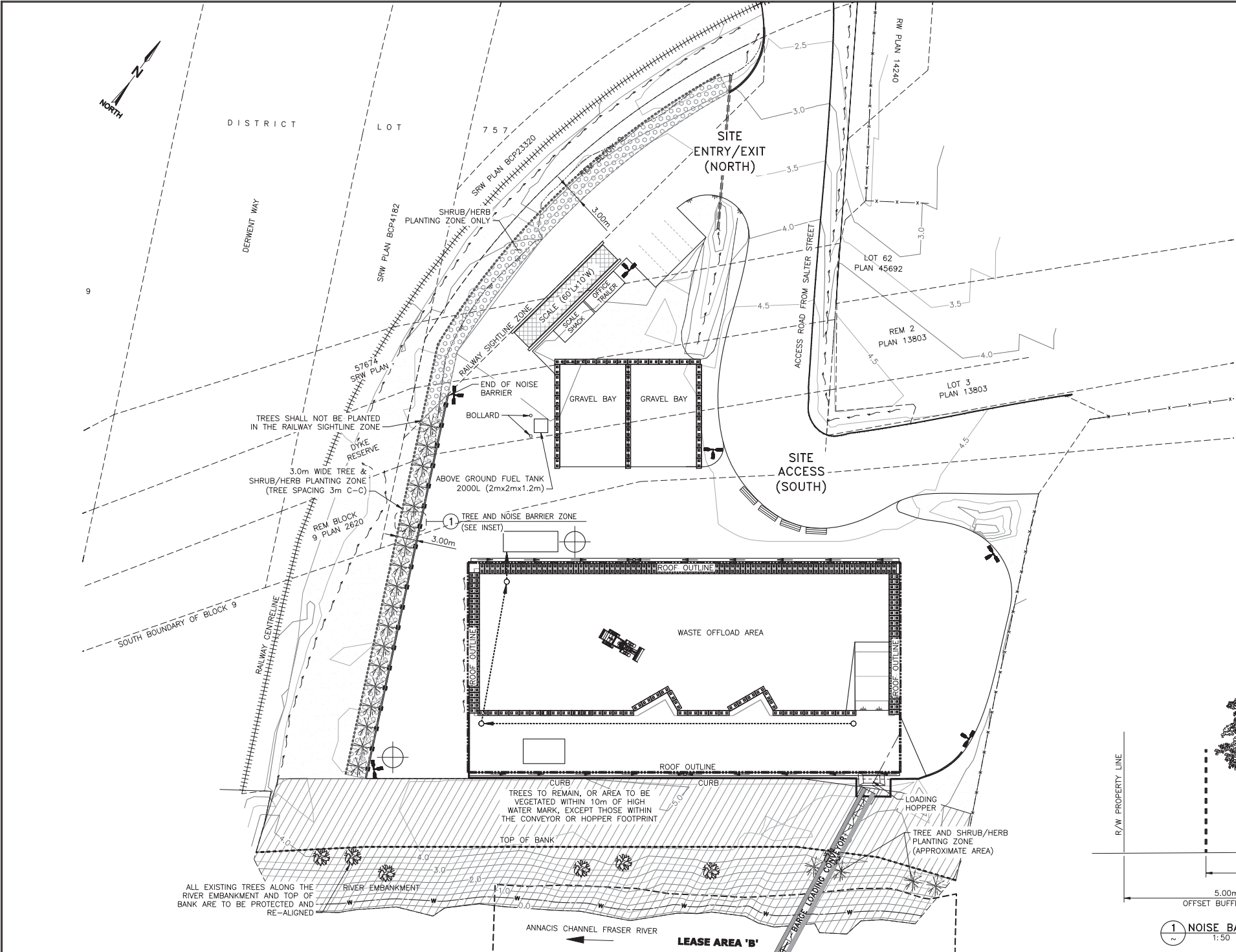
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Lisa Spitale  
Chief Administrative Officer

Attachment 1  
*Project Drawings*

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 LAST SAVED: 2019-01-10, 3:08:44 PM, BY: MICHAEL

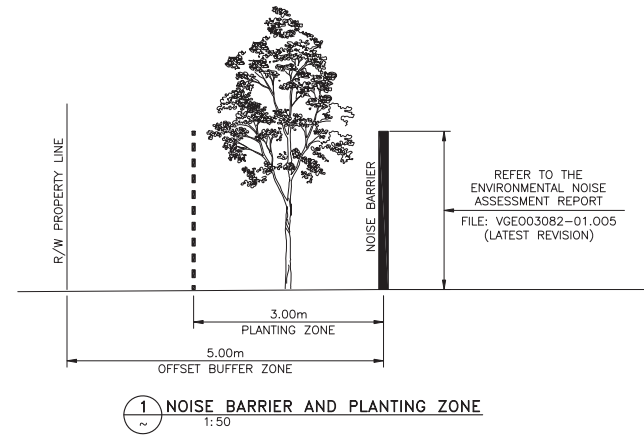


**NOTES:**

- GENERAL NOTES FOR CIVIL CONSTRUCTION SEE DRAWING 03082-01
- ALL COORDINATES, ELEVATIONS, AND DIMENSIONS ARE IN METERS, U.N.D.
- TOPOGRAPHY DATA IS DERIVED FROM HIGHMARK SURVEY AND ENGINEERING LTD. NOV. 2015. DRAWING NUMBER: T00006D

**LEGEND:**

- LOCK-BLOCK RETAINING WALLS
- DRAINAGE DITCH c/w DIRECTION ARROW
- EXISTING CENTERLINE OF RAIL
- EXISTING FENCELINE
- NOISE BARRIER & TREE PLANTING ZONE
- NEW U/G DRAINAGE CULVERT (CONCRETE)
- LIGHT POLE
- VEGETATED AREAS (GRASS/PLANTS)
- SHRUB/HERB PLANTING AREAS
- EXISTING TREES TO REMAIN (ALONG RIVER EMBANKMENT AND WITHIN 10m OF HIGHWATER MARK)
- TREES AND SHRUB/HERB PLANTING AREAS (CONCEPTUAL OUTLINE)
- DRAINAGE CATCHBASIN c/w BURIED PVC PIPE



**TETRA TECH**  
VGE03082-01

REFERENCE DRAWINGS		REVISIONS						NOTES
NUMBER	TITLE	NO.	ISSUE	DATE	BY	CHK'D	ENG	
		A	ISSUED FOR 50% DESIGN	2017.AUG.15	MOH	CT	DM	CT
		B	ISSUED FOR 90% DESIGN	2017.NOV.10	MOH	CT	DM	CT
		C	ISSUED FOR PERMIT	2018.MAY.29	MOH	CT	DM	CT
		D	ISSUED FOR PERMIT	2018.JUN.15	MOH	CT	DM	CT
		E	ISSUED FOR PERMIT	2018.OCT.05	MOH	CT	DM	CT
		F	ISSUED FOR PERMIT	2019.JAN.09	MOH	CT	DM	CT



PERMIT AND ENGINEER STAMP

**SUMMIT**  
EARTHWORKS

LOT 3, PLAN 13803 & BLOCK 9, PLAN 2602

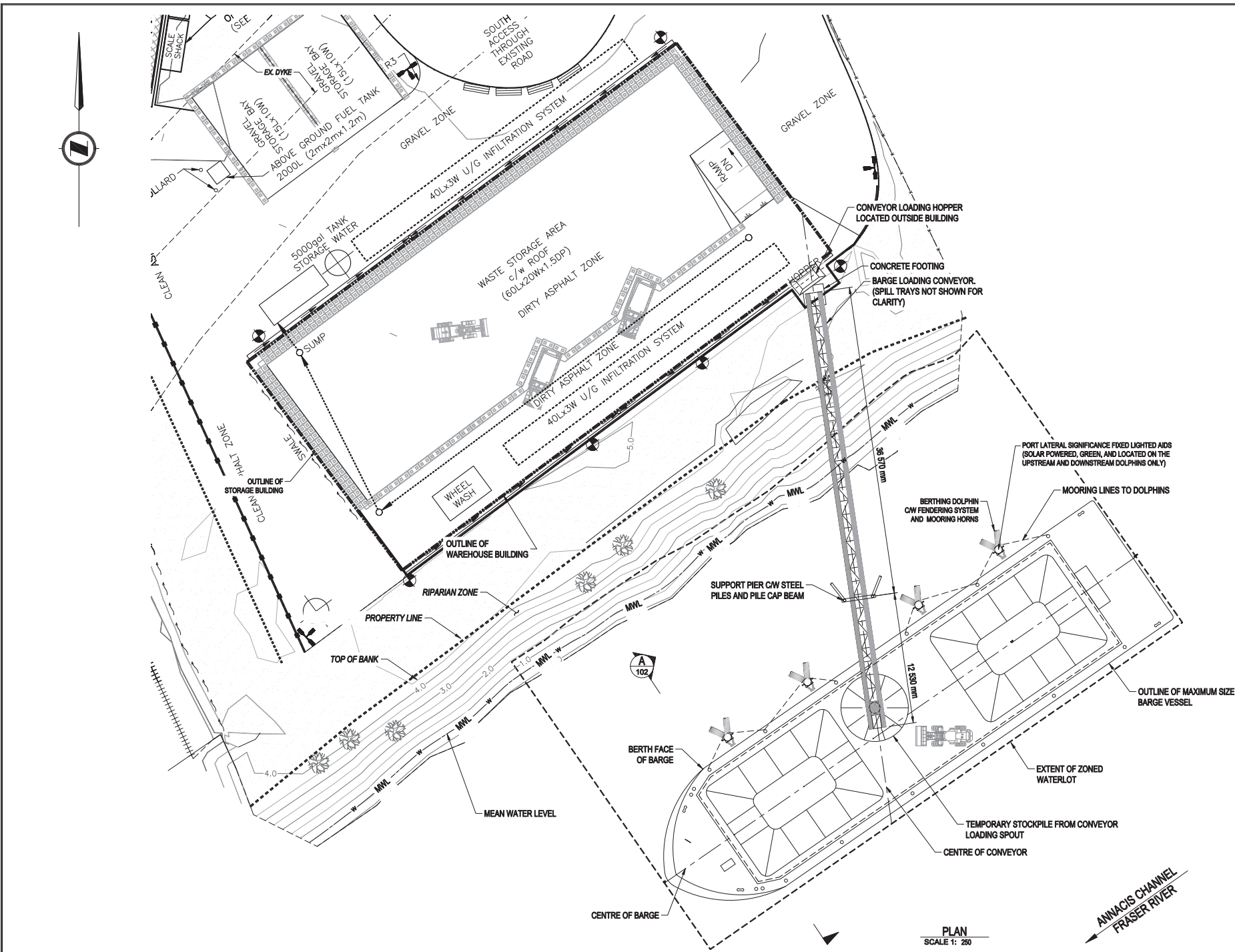
NEW WESTMINSTER, BC  
DERWENT WAY TRANSFER STATION  
LANDSCAPING PLAN

CADFILE	03082-12	DRAWING NO.	03082-12	REV.	F
SCALE	1:300				



Date and Time Saved: 2019-01-10, 12:47 PM

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 LAST SAVED: 2019-01-10, 12:47:32 PM, BY: MICHAEL



**GENERAL NOTES:**


1. GENERAL
  - 1.1 DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE. ELEVATIONS ARE IN METRES AND ARE REFERENCED TO GEODETIC ELEVATION.
  - 1.2 GEOTECHNICAL DESIGN IS BASED ON INFORMATION PROVIDED BY TETRA TECH LTD.
2. WATER LEVELS
 

DESIGN RIVER ELEVATIONS AT THE SITE ARE AS FOLLOWS (FPO):

EXTREME HIGH WATER LEVEL (EHWL)	+2.9 m
HIGHER HIGH WATER LEVEL (HHWL)	+1.8 m
LOWER LOW WATER LEVEL (LLWL)	-1.8 m
3. MAXIMUM BARGE SIZE DIMENSIONS
 

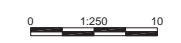
BARGE DWT = 3 100 TONNES  
 HULL LENGTH = 67.0 m  
 HULL WIDTH = 17.0 m  
 HULL LOADED DRAFT = 1.62 m
4. DESIGN CODE
  - 4.1 CANADIAN HIGHWAY BRIDGE DESIGN CODE (CANCSA S6-14)
  - 4.2 WORKSAFE BC OCCUPATIONAL HEALTH AND SAFETY STANDARDS
  - 4.3 BRITISH STANDARD BS639-4
  - 4.4 UNIFIED FACILITIES CRITERIA (UFC) - DESIGN: PIERS AND WHARVES (UFC 4-152-01)
  - 4.5 PIANC (WORLD ASSOCIATION FOR WATERBORNE TRANSPORT INFRASTRUCTURE)
5. DESIGN LOADS
  - 5.1 SELF-WEIGHT OF STRUCTURE COMPONENTS
  - 5.2 MAINTENANCE ACCESS LOADS AS PER CL 3.8.10 OF CSA S6-14.
  - 5.3 CONVEYOR MECHANICAL COMPONENTS
  - 5.4 WIND LOADING TO CANCSA S6-14
  - 5.5 SEISMIC DESIGN FOR THE ONSHORE TERMINAL WORKS ONLY. SEISMIC DESIGN HAS NOT BEEN CONSIDERED FOR THE MARINE STRUCTURES DESIGN (BERTHING DOLPHINS AND CONVEYOR SUPPORT PIER).
  - 5.6 BERTHING LOADS
    - 5.6.1 LARGEST VESSEL FULLY LADEN DISPLACEMENT = 3100 TONNES AT MAXIMUM BERTHING SPEED OF 0.33 m/s
  - 5.7 MOORING LOADS
    - 5.7.1 MOORING LOADS FROM WIND ARE BASED ON NOTE 3.3
    - 5.7.2 MOORING LOADS FROM RIVER CURRENT ARE BASED ON MAXIMUM ANNUAL FRASER RIVER CURRENTS NOT INCLUDING ANNUAL FRESHET EVENTS.
6. MATERIALS
  - 6.1 STEEL PIPE PILES TO BE ASTM A252 GRADE 3
  - 6.2 ALL STEEL TO BE CSA G40.21M GRADE 350W
  - 6.3 CAST-IN PLACE CONCRETE TO BE CSA A23.1 EXPOSURE CLASS C1, f<sub>c</sub> = 35 MPa AT 28 DAYS.
  - 6.4 REINFORCING STEEL TO BE CSA G30.18M GRADE 400R


**McElhanney**  
 McElhanney Consulting Services Ltd.
 
**TETRA TECH**  
 VGEO03082-01

  
 LOT 3, PLAN 13803 & BLOCK 9, PLAN 2602  
 NEW WESTMINSTER, BC  
 DERWENT WAY TRANSFER STATION  
 BARGE LOADING MARINE FACILITY - GENERAL ARRANGEMENT

CADFILE	03082-100	DRAWING NO.	03082-100	REV.	C
SCALE	1:250				

REFERENCE DRAWINGS		REVISIONS							NOTES	PERMIT AND ENGINEER STAMP
NUMBER	TITLE	NO.	ISSUE	DATE	BY	CHK'D	ENG	APP'D		
		A	ISSUED FOR PERMIT	2018.MAY.29	MOH	CT		CT		
		B	ISSUED FOR PERMIT	2018.JUN.15	MOH	CT		CT		
		C	ISSUED FOR PERMIT	2019.JAN.09	MOH	CT		CT		



## Attachment 2

# *Public Consultation Summary and Consideration Report*



# Public Consultation Summary and Consideration Report

April 25, 2019

## Overview of the proposed project

A Project Application has been submitted to the Vancouver Fraser Port Authority by Summit Earthworks to develop the 'Derwent Way Soil Transfer and Barge Facility' located on the corner of Derwent Way and Salter St. in New Westminster.

Soil excavation and removal is often necessary when commercial and industrial sites are redeveloped. The removed soils may need to be remediated before it is repurposed and is therefore sent to a treatment facility that can remediate the soil, so it can either be reused or disposed of properly.

The proposed project is for a transfer facility that would be receiving waste soil from development sites in Metro Vancouver primarily located in Vancouver, Richmond and New Westminster. The received soils may contain contamination but would not contain hazardous waste. The soil would not be stored or treated onsite; it would be temporarily stockpiled before being transloaded to a permanent treatment / disposal facility.

The proposed transfer facility would be constructed with a lined, paved, and covered temporary soil storage area, a sound barrier wall on the western boundary (with a tree hedge) will minimize any noise otherwise transmitted to the neighboring properties, a truck wheel wash station, a water treatment system, a scale house, and barge infrastructure.

Pending permit approval, construction of the proposed facility would occur during the daytime hours on weekdays and would follow the port authority's standard hours of construction which are Monday to Saturday 7am – 8 pm, excluding holidays. Summit Earthworks anticipates construction work hours primarily to be Monday to Friday between 7am – 4:30pm. Industry best practices would be followed during construction along with measures to reduce noise and dust. Lighting would be added as needed and would be directed down onto the site. Traffic related impacts from construction of this proposed facility are expected to be minimal and trucks would only use designated truck routes. Construction would be expected to begin shortly after permit approval, for a duration of approximately 6 months.

Once construction has been completed, the Derwent Way Transfer and Barge Facility would facilitate the transfer of inbound waste soil via trucks to the transfer facility to be stored temporarily prior to transport to an off-site treatment / disposal facility. Trucks would access the proposed site from Salter St. with a maximum of 60 trucks arriving at the proposed facility daily.

# Community Engagement

## Details of notification methods:

Activity	Audience	Timing
Public Notice flyer was delivered via neighbourhood mail by Canada Post.	2,316 residential, commercial and industrial residents surrounding the proposed transfer facility location were notified. (see map in Appendix B )	Canada Post delivered May 12 <sup>th</sup> , 2017. Public Notice feedback period was May 12 <sup>th</sup> , 2017 – June 2 <sup>nd</sup> , 2017.
Website updated with link from the Public Notice for residents to see and to view Summit’s company website	Available for all 2,316 residents who received the flyer.	Posted on website from May 12 <sup>th</sup> – 2017 – June 2 <sup>nd</sup> , 2017.

## Details of the consultation materials produced:

Materials produced for the above activates included:

- Public Notice Flyer sent to residents in area (Appendix A)

## Level of public participation

There was a total of 60 interactions from residents as part of the public consultation:

- 57 emails were received
- 3 phone calls were received

## Summary of feedback received

Responses received during the public notice feedback period covered a wide range of key topics as well as general opposition. To answer the questions and/or comments, they have been categorized into the following themes:

- Dust (37 comments received)
- Soil (24 comments received)
- Traffic and Roadways (52 comments received)
- Noise (15 comments received)
- General Comments (8 comments received)

## Mitigation Measures for all themes of questions/concerns

Theme	Mitigation Measure(s)
Dust	<p>The following dust mitigation measures will be applied during construction to prevent dispersal onto nearby vegetation and drainages and for air quality:</p> <ul style="list-style-type: none"> <li>• On site watering during surface grading for periods of no rain for seven days. Avoid overwatering to reduce the risk of runoff into drainages.</li> <li>• On site water can cease when a crust forms on surface areas, e.g., soil piles, and there is no visual evidence of dust.</li> <li>• To reduce the potential for dust kick-up from construction vehicles, Summit shall implement best environmental practice from <i>Best Practices for the Reduction of Air Emissions from Construction and Demolition Activities</i> and <i>Best Environmental Practices for Highway Maintenance Activities</i>.</li> </ul> <p>The following measures will be applied during facility operation to minimize dust generation on site and vicinity:</p> <ul style="list-style-type: none"> <li>• The proposed facility will have a wheel wash station to prevent soil being tracked across the site and deposited on nearby roads.</li> <li>• Trucks hauling in/out of the proposed facility will typically be using bed covers while in transit.</li> <li>• A wind barrier will be installed along the western property boundary (lock block wall, berm, fence and trees).</li> <li>• A roof will be installed over the soil stockpile area.</li> <li>• Soil stockpile height of no more than 5 m.</li> <li>• Occasional watering of stockpiles or application of dust suppression material.</li> <li>• Minimal drop distance of soil loads onto the barges. A telescopic loading spout and variable speed conveyor would be used.</li> <li>• Low vehicle speed while driving or maneuvering on facility roads.</li> <li>• Summit site vehicles will be subject to regular maintenance (such as wheeled loader, etc.);</li> <li>• Newer-model vehicles with more stringent emission controls will be used on site.</li> <li>• Unnecessary idling will be avoided during downtime or queuing.</li> <li>• Maintaining smooth traffic flow through the site including truck queues and efficient weigh scale procedures.</li> <li>• Use of low-sulfur diesel fuel for on-site equipment.</li> </ul>

- Moistening of soils may be performed to reduce dust generation.

**Soil** All soil prior to being accepted into the proposed facility will have analytical data sent to Summit confirming it is acceptable as per the British Columbia Ministry of Environment provincial regulations (e.g., Contaminated Sites Regulation, Hazardous Waste Regulation). The proposed facility will not accept hazardous material. The temporary soil storage area will have an impermeable liner that has containment walls and a cover that will collect precipitation for on-site treatment prior to discharge.

**Traffic and Roadways** A Traffic Impact Study was completed for evaluation of the intersections in the surrounding area. Trucks hauling into the proposed facility will operate on existing “truck routes” as per The City of New Westminster’s Truck Routes map. No trucks will be hauling down residential streets to access the proposed site.

**Noise** During construction and operations of the proposed facility controls will be put into place to reduce noise pollution. These includes machinery being kept in good mechanical working order and not idling when not necessary. Soil storage area will be covered and a sound barrier along the western boundary of the property installed below the railway sightline.

**General Comments** As much vegetation will be retained as possible; however, the construction of the proposed facility will see the majority of trees removed onsite. To offset the loss, approximately 50 Swedish Columnar aspen trees will be planted as well as shrubs. These trees and shrubs would also serve to provide an aesthetic visual barrier, and a wind barrier to reduce dispersion of dust or particulate from the site.

If vegetation clearing is planned during the breeding season (April 1 to July 31), a pre-clearance nest survey will be completed immediately prior to any vegetation clearing. If active nests are detected at that time clearing will be halted. All clearing would occur under appropriate permits.

## Dust

Question / Comment	Answer
Effect of dust emission from proposed project on human health	Soil handling, equipment and vehicle exhaust were taken into consideration in the Air Assessment Report ( <a href="#">link</a> ), as was road dust from truck transportation.

### Effect on Air Quality from Proposed Project

To address dust emissions from the facility and effects on the local community and workers, Summit shall implement measures to reduce dust during construction and operation. For example, trucks will include load bed covers to cover the soil while in transit and a tree barrier along the western boundary of the property will be planted to mitigate fugitive dust from moving off site. The proposed facility will also have a wheel wash station to prevent soil being tracked across the site and deposited on nearby roads. Other mitigation measures to reduce dust emissions are presented in the preceding section under Soil and Dust Mitigation.

The Air Assessment reported that the amount of additional particulate matter emitted by 15 to 60 trucks per day is a small increment over the current emissions from present industrial activity and truck traffic through the area. Handling of soils (dumping and shoveling), may result in a slight increase in airborne particulate matter (PM) concentrations and dust deposition southwest of the proposed facility; however routine air monitoring / sampling will be conducted to ensure that operations do not result in exceedances of the Metro Vancouver ambient air quality objectives.

An assessment of potential exposure to contaminants due to project-related changes in air quality was conducted as part of the Air Assessment. This report considered the impact of vehicle exhaust, road dust, marine emissions, material handling, wind erosion, and contaminated soils. Parks and schools nearby were also taken into consideration in the report. Air emissions estimates from the proposed facility and impacts of air emissions on public health and nearby residents are discussed in detail in the report ([link](#)).

The following design features were included in the project to mitigate effects on air quality:

- Proposed stockpile area will be sunken below ground level, contained and covered, which would reduce the potential for airborne particulates to leave the site.
- During periods of wind over 20 km/h or dry and windy periods, stockpiles could be sprayed to reduce the potential for airborne PM to leave the covered facility.
- The proposed facility will have a fence and barrier trees placed along the property's western boundary to mitigate fugitive dust from moving off site.
- A truck wash would be in place to remove dirt from the wheels and truck bed before leaving the proposed facility.



As per recommendations from the Air Assessment, Summit shall conduct periodic air sampling west of the property once the facility is operational to ensure air quality objectives are not exceeded. The sampling is recommended to assess how well the mitigation measures are working at the proposed facility.

Additional measures to address impacts to air quality can be found in the Construction Environmental Management Plan and the Air Assessment Report ([link](#)).

## Soil

Question / Comment	Answer
Transportation of contaminated soil through neighbourhood.	<p>The purpose of the proposed transfer site would be to receive contaminated soils and transfer them via barge to a facility where the soils would be remediated for reuse or disposal. The trucks would bring soil from various excavations within Metro Vancouver. Some of the properties may have been former industrial or commercial sites and the soils could contain residuals from manufacturing, refueling, underground storage tanks, etc.</p> <p>The truck route is limited to Derwent Way and Salter Street, with a single access point off Salter Street and would avoid residential neighborhoods. Mitigation measures such as using covered trucks (to prevent soil release during transport), and wheel wash stations (to remove excess sediment from truck wheels when leaving the proposed site) would be in place during regular proposed facility operations.</p>
Description of soil accepted at facility	<p>Soil would originate from various excavations on properties within Metro Vancouver. Some of the properties may have been former industrial or commercial sites and the soils could contain residual contamination from manufacturing, refueling, underground storage tanks, etc. The proposed facility would receive the contaminated soils and transfer them via barge to a facility where the soils would be bioremediated or disposed. Compost, organic matter and wood waste would not be accepted at the proposed facility.</p> <p>By law, soils destined for the proposed facility would be required to undergo testing <u>before</u> leaving the originating excavation site. Only soils that have been proven to meet the criteria of the BC Contaminated Sites Regulation would be accepted at the facility. Soils containing substances in concentrations that are considered to be dangerous to life, health, property,</p>

Does “less hazardous” soil make you sick over time?

or the environment when transported would not be accepted as they are considered hazardous under provincial regulations.

Soils containing substances in concentrations that are considered to be dangerous to life, health, property, or the environment when transported would not be accepted at the proposed facility as they are considered hazardous under provincial regulations.

This proposed facility would accept soil from industrial properties which includes sands and gravels devoid of organics. The soil being brought to the proposed transfer facility would not contain substances considered to be hazardous. These soils may contain metal or hydrocarbon contamination, but only soils that meet provincial criteria under the BC Contaminated Sites Regulation would be accepted at the facility. The soils accepted at the facility would be unlikely to exceed Metro Vancouver ambient air quality objectives for air emissions, nor would airborne emissions concentrations be expected to exceed human health exposure limits.

Summit has implemented facility design aspects to ensure environmental protection and minimized risk to human health:

- 1) a soil stockpile area that is covered and below ground level to reduce dust transfer to residents or businesses.
- 2) The area will have an impermeable liner, containment walls and a water infiltration treatment system to capture and treat precipitation/water from the site before it is discharged to onsite stormwater drainage systems (ie. ditches);
- 3) Truck wheel wash to avoid dust and dirt transfer outside of the sites;
- 4) Covered barge loading conveyor with spill trays to reduce dust and sediment to the surrounding environment;
- 5) Loading spout from conveyor to barge for minimized drop height to reduce dust and sediment to the surrounding environment;
- 6) Tree row and fencing on the west boundary to act as a wind barrier and reduce dust; as well as provide aesthetic relief;
- 7) Periodic air quality monitoring to ensure that local air quality is within BC air quality objectives, and
- 8) Other mitigations such as water spraying of soil stock piles to reduce dust transfer to local residents and business.

Does contaminated soil contain e. coli or other bacteria

Bacteria exist in all soils, but E. coli is typically associated with manure or fecal waste. These materials (manure, fecal waste) would not be accepted at this proposed facility. This proposed facility plans to accept soil from the

that are common to exist in dry soils? development of historical industrial properties which includes sands and gravels devoid of organics.

Concerns with odour The soil accepted at the proposed transfer facility is unlikely to generate odour. This proposed facility would not accept compost or organic matter. The soil accepted at the proposed transfer site is typically coming from construction sites involving excavation and are comprised of sands and gravels. An example is a former industrial area that has been zoned for residential and now a developer is building condominiums on that site. The soils are excavated to make way for parking and possibly contain residue from the former industrial activities.

Would proposed facility accept other materials then contaminated soil? i.e., wood waste? The soil being brought to the proposed transfer facility would not contain substances considered to be hazardous. This facility is intended as a temporary holding facility to facilitate loading soil on to a barge for bioremediation. The bio-remediated soil would be repurposed for structural fill, e.g., used for foundations and site preparation; therefore, wood waste or organics, would not be accepted as they are detrimental to structural/foundation integrity.

How would soil be contained? The proposed operation would include placing the soil into a temporary sunken holding area with an impermeable liner that has containment walls and a cover to divert or capture any precipitation for on-site treatment prior to discharge.

Measures used if contaminated soil spills in water or surrounding area As per provincial requirements, a Contingency and Spill Response Plan was developed to address spill response procedures, and outline industry best practices that would be followed at this proposed facility in the event of an accidental spill to the surrounding environment.

While unlikely, if a spill were to occur into the water the area would be contained and reported as per the BC Spill Reporting Regulation. The BC Emergency Management program and the Vancouver Fraser Port Authority would be notified, and the spill would be remediated.

In addition to the above noted measures, the following features have been incorporated into the design to avoid spill incidents:

- The soil would be transferred by truck to a contained, lined, covered area within the proposed transfer facility.
- The proposed site is bermed and sloped so that precipitation (rain, snow melt) that falls on the site is collected and treated before being discharged. Soils that may be tracked on the proposed site would be

captured by the treatment system or swept up and placed in the temporary containment area.

- Trucks and truck wheels would be washed before leaving the proposed site. Equipment dedicated to working on the proposed site would not leave.
- The barge loading conveyor would be covered and includes spill collection trays. Soil spills outside the conveyor would be minimized using appropriate conveyor design (stainless steel conveyor cover, dust suppression spray, conveyor idlers, conveyor return idler, conveyor head chute and telescopic loading spout) and best management practices (limited volumes per load of soil transported to reduce spilling,).
- When it rains or snows, any surface water on the proposed site including the upland portion of the barge conveyor would be directed to a treatment system on the property.
- The barge hauling would only occur when the forecast does not call for heavy winds.

## Traffic and Roadways

Question / Comments	Answers
Volume concerns on Ewen Ave, Howes St. and Derwent Way	<p>Trucks would only travel along city-designated truck routes – roads designed to carry trucks.</p> <p>Trucks from this proposed project would only utilize truck routes (Ewen Avenue is not a truck route.) Existing truck routes are shown on the City of New Westminster’s Truck Routes map (<a href="#">link</a>).</p> <p>Trucks would access the proposed site via Salter Street.</p>
Safety concerns through residential area and roadway	Trucks <u>would not</u> route through residential local routes. The main truck route would travel through Annacis Island where it is all zoned as industrial. Information on road safety can be found in the City of New Westminster’s Master Transportation Plan provided online ( <a href="#">link</a> ).
How would the maximum allowable 60 trucks per day be monitored?	The facility would have a truck manifest, and all loads would be pre-approved and accepted based on the daily volume limits. Furthermore, the proposed site footprint cannot accommodate more than 60 trucks per day.

What evaluation have been done to find out whether the roadways are able to handle extra traffic?

A Traffic Impact Study was undertaken to evaluate the performance of intersections in the vicinity of the proposed site.

Trucks would only travel along city-designated truck routes – roads designed to carry trucks. Existing truck routes are shown on the City of New Westminster’s Truck Routes map ([link](#)). Trucks travelling on municipal roads would be required to comply with all applicable signage and regulations.

Concern for potential collisions between trucks and trains at the Salter Street rail crossing.

Summit Earthworks has consulted with SRY Rail and the City of New Westminster. The adjacent rail spur is a very low volume track. By law, trucks will not be permitted to stop on the railway tracks, and it is not expected that trucks would be queuing onto Derwent Way. See response below.

Concern that trucks will be queuing onto the roads waiting to enter the site.

Trucks are to be contained within the proposed site, with no staging allowed on adjacent roadways. We do not anticipate trucks to spill onto Derwent Way. There will be a maximum of 60 trucks per day or about 8 inbound and 8 outbound trips per hour.

## Noise

Questions / Comments	Answers
Concerns with noise pollution generating from proposed facility and truck traffic	<p>The peak truck traffic, as indicated above, would result in only a marginal increase over the hourly baseline daytime noise level.</p> <p>Mitigation controls would be put into place during construction and during operations to utilize noise-minimizing methods. For example, idling equipment would be shut off, minimum engine speeds would be used, and equipment and machinery would be kept in good condition with noise control features. A 2.5 m high noise barrier wall (soil berm and fence) will be constructed along the southwest property boundary, adjacent to the existing SRY rail spur. The soil stockpile area will also be constructed below ground height and covered which would further reduce noise to residential areas. Construction would occur only during the VFPA's standard work hours, 7am-430pm Monday to Friday.</p>

## General Comments

Questions / Comments	Answers
Facility aesthetics	<p>The soil berms, lock block walls and fence combined with the shrubs planted on the soil berms are being constructed/planted on the western perimeter of the proposed site with the intent to provide an acoustic and visual buffer from stockpiles to neighbouring properties to the west of the proposed site. Selected shrubs would grow to approximately 1 – 3 m tall. In addition, approximately 50 Swedish columnar aspen trees would be planted on the western perimeter of the proposed site. This particular tree species can grow to 15 m in height and 3 m in width. Furthermore, the proposed temporary storage area is proposed to be below the current ground level and will be covered, further buffering noise, dust and visibility of the stockpiles from beyond the property boundary.</p>
<p>Effects on wildlife and vegetation on the proposed site during construction and operations of the facility. i.e., owls, eagles, salmon, and vegetation.</p>	<p>A Biophysical Report was prepared for the Project, which includes an assessment of habitat values for fish, wildlife and vegetation. The report is found on the port authority’s website here: <a href="https://www.portvancouver.com/wp-content/uploads/2016/12/2018-05-28-Biophysical-Assessment-and-Veg-Plan-REV-3.pdf">https://www.portvancouver.com/wp-content/uploads/2016/12/2018-05-28-Biophysical-Assessment-and-Veg-Plan-REV-3.pdf</a>.</p> <p>The site is located on industrial zoned land and is bordered by existing industrial business and the Southern Railway of BC (SRY) rail line. The site does provide habitat value for wildlife and fish, though it is limited. The site does have riparian habitat where mature trees are growing and majority of these would be retained.</p> <p>At the proposed site, the banks of the Fraser River are predominantly rip-rapped to protect the Derwent Way bridge abutment from scour, and only a small portion of the river mudflats are visible at low tide. The lack of natural shoreline and limited intertidal habitat (sedges, rushes and reed canary grass) suggests that the fish habitat is of lower value in this vicinity (as defined by the former Fraser River Estuary Management Program. See <a href="#">link</a>).</p> <p>To address effects of the project on the terrestrial habitat value at the site, the following measures are planned:</p> <ul style="list-style-type: none"> <li>• Swedish columnar aspen trees are proposed for planting adjacent to the barge conveyor to offset tree and vegetation removal during site preparation. Most trees along the Fraser River shoreline would be retained within a 10 m buffer; except where the proposed barge conveyor would be constructed.</li> </ul>

- Site clearing would be avoided if there are bird nests eggs or chicks. A pre-clearance nest survey would be completed immediately prior to (within 72 hours) any vegetation clearing to be in legal compliance the BC Wildlife Act and the Migratory Bird Convention Act, 1994 within the breeding bird period (April 1 and July 31). All clearing would occur under appropriate permits. No nests of eagles, herons or gyrfalcons were found during the time of the biophysical site visit. These nests are protected year-round.

Additional measures for wildlife and vegetation protection management during construction are detailed in the Construction Environmental Management Plan and include best management practices such as proper waste management, sediment and erosion control, consideration of construction materials used, and reporting of identified wildlife on proposed site.

Summit also developed management plans for in-water construction (marine works, water quality, fish and wildlife), in addition to a Stormwater Pollution Prevention Plan and Contingency and Spill Response Plan ([link](#)). Furthermore, Summit plans to consult with Fisheries and Oceans Canada through a Request for Review to seek advice regarding the marine-related infrastructure and activities.

To mitigate for short-term construction effects on fish during installation of the barge conveyor (i.e., during pile installation activities), Summit would implement several measures, including but not limited to:

- Use of best practices for pile driving and related operations
- Isolation or use of silt curtains for sediment control.
- Installation of oil containment booms during construction.
- Conducting in-water work within the window of least risk for the Fraser River Estuary, which is June 16 – February 28.

<http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>.



## Appendix A – Public Notice Flyer



May 12, 2017

### Public Notice

Dear Neighbor:

Summit Earthworks invites you to provide comment to a proposed soil transfer and barge facility located to the east of Derwent way and south of Salter Street in New Westminster, within the Vancouver Fraser Port Authority's jurisdiction. We will be compiling responses that we have received within 15 business days from the date of this letter.

The proposed facility would receive and transfer waste soil from development sites primarily located in Vancouver, Richmond and New Westminster. Waste soil would only be accepted at this facility if it is confirmed to not contain hazardous waste. The soil would be received by trucks for temporary short term storage on the site and be loaded onto a barge to be transported to a soil treatment facility in Mission, BC. Trucks would access the site from Salter Street and a maximum of 60 trucks would arrive at the facility daily.

The proposed facility would be constructed to have a lined and paved temporary soil storage area, a perimeter wall with a tree hedge and sound barrier, truck wheel wash station, a water treatment system, and a floating barge ramp.



Site Location Aerial Photograph

The facility would operate 6 days a week, Monday to Saturday, between the hours of 7:00 am and 4:30 pm. In addition to the limited work hours, the facility would be equipped with a sound barrier to minimize noise transmitted to the neighboring properties.





Construction of the facility would occur during daytime hours on weekdays and would follow Vancouver Fraser Port Authority standard hours of construction (Monday to Saturday 7:00am – 8:00pm). An effort would be made to retain the trees present on site during the construction and to add new trees at the property boundary to improve the look of the site. One of the initial construction activities would be the construction of the sound barrier along the property boundary adjacent to Derwent Way. This sound barrier would limit sound transmission during construction and facility operation. Activities with the potential for noise during construction, such as pile driving in the water lot, would be limited in duration and would utilize noise-minimizing methods such as pile vibration rather than hammer install. Dust control methods would be employed to minimize dust generation. If lighting is to be used during construction, it would be directed to the ground around the work space and not emitted to where it is not needed. Traffic-related impacts from construction are expected to be minimal.

The port authority is currently reviewing the project permit application. Pending permit approval, construction is anticipated to begin in Summer 2017 and be completed by Summer 2018.

For more information regarding the port authority's review of this project, please visit <http://www.portvancouver.com/development-and-permits/status-of-applications/>.

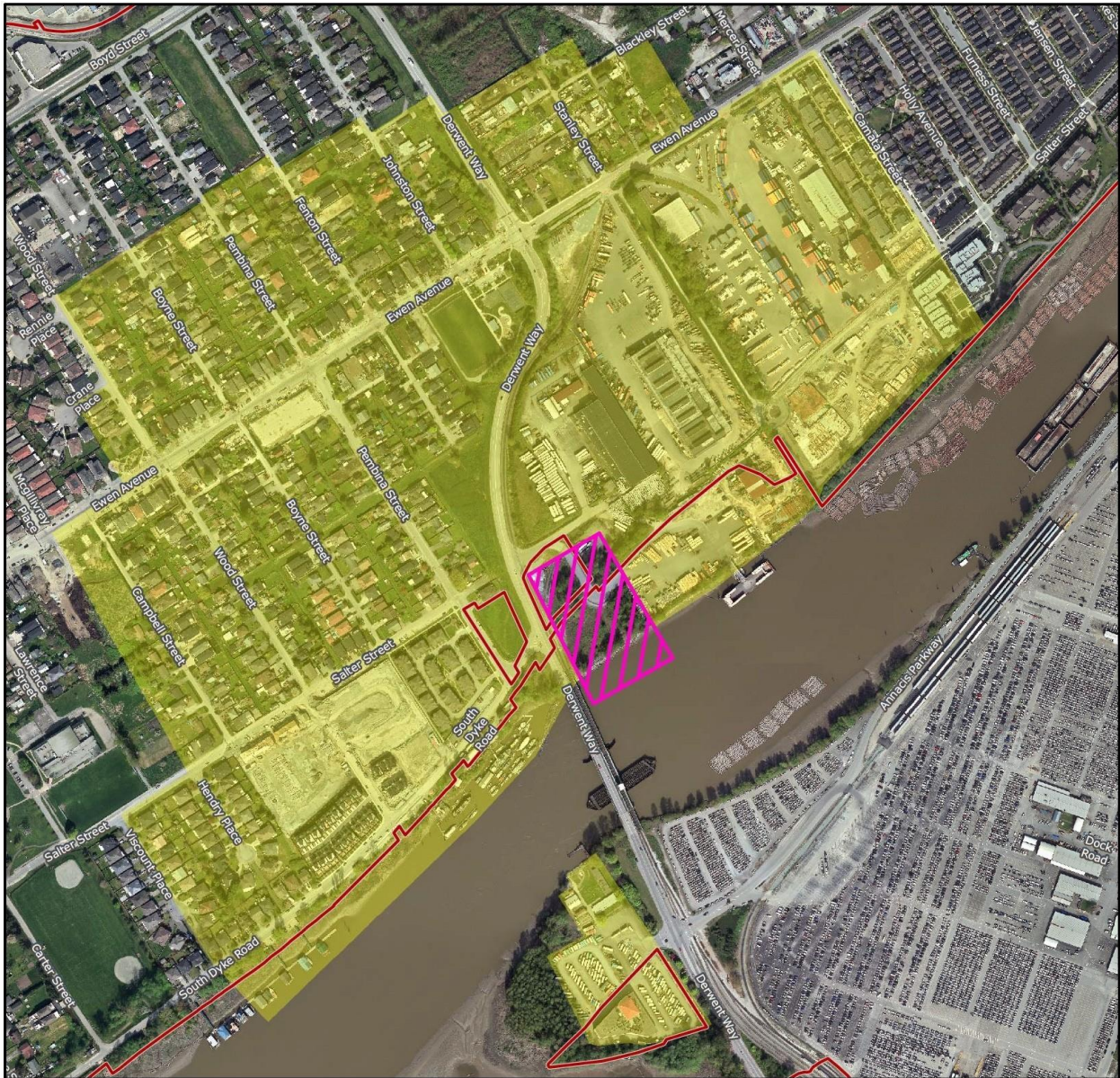
If you have comments or questions regarding the port authority's Project and Environmental Review process, you can also contact Allison Franko, Planner, at [allison.franko@portvancouver.com](mailto:allison.franko@portvancouver.com) or (604) 665-9642.

Should you have any questions or comments, please visit our website at <http://www.summitearthworks.ca/public-notice> or email us at [info@summitearthworks.ca](mailto:info@summitearthworks.ca). Summit Earthworks is collecting public feedback until June 2, 2017.

Yours truly,

Myles Hargrove  
Summit Earthworks Inc.

## Appendix B – Public Notice Notification Area



The public notice flyers were distributed to the yellow areas as well as areas reaching beyond the highlighted zone.



## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Emilie K Adin, MCIP      **File:** 13.2525.10  
Director of Development Services      05.1020.20

**Item #:** 407/2019

**Subject:    Development Approval Process Streamlining: Proposed Changes to  
Development Permit Process and Official Community Plan Updates**

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#### **RECOMMENDATION**

***THAT** Council direct staff to bring forward an amendment to the Development Approvals Procedure Bylaw and the Development Services Fees and Rates Bylaw to facilitate Development Permit applications being delegated to the Director of Development Services, as outlined in this report.*

***THAT** Council direct staff to bring forward an amendment to the Official Community Plan to facilitate additional exemptions from Development Permit requirements, to update the land use designation definitions in the Queensborough Community Plan, and to implement other changes to the Official Community Plan, as outlined in this report.*

***THAT** Council, with regard to the Official Community Plan amendment:*

- a. give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;*
- b. direct staff to advise and consult with the Board of Education of School District No. 40;*
- c. not require consultation with the following, as none are considered to be affected by this process:*
  - i. any First Nations;*
  - ii. any Councils of immediately adjacent municipalities, as none are considered to be affected by this process;*



- iii. *any boards or regional districts or improvement districts; and*
  - iv. *any provincial or federal governments and their agencies.*
- 

## **EXECUTIVE SUMMARY**

Staff has been working to improve the development approvals regulations and procedures used by the Planning Division. One outcome of this initiative will be an improved development review process experience for Council, staff, applicants and the public. To date, a number of improvements have already been put into place, which have increased the efficiency of the approval process. A number of further improvements have been identified and will be brought forward to Council for consideration. This report outlines the changes proposed streamlining of the Development Permit application process. The process is proposed to be streamlined by delegating the approval of Development Permits to the Director of Development Services, increasing the scope of Minor Development Permits, and by exempting more project types from Development Permit requirements.

This report also outlines the proposed amendments to the Queensborough Community Plan (QCP) and Official Community Plan (OCP). The changes to the QCP would bring the land use designations definitions into alignment with the 2017 OCP. The increased consistency between the two plans would provide more clarity to the development community that does work throughout the city. Changes to the Official Community Plan (OCP) are also proposed. As outlined in this report, staff proposes changing the land use designation of three properties, such that the OCP designations match the existing zoning, or for other reasons that would normally have been supported during the creation of the OCP.

## **PURPOSE**

The purpose of this report is to request direction from Council to proceed with next steps for proposed improvements to the Development Permit application process, for updating the land use designation definitions in the Queensborough Community Plan, and for implementing other changes to the Official Community Plan

## **DISCUSSION**

### **Development Approval Process Streamlining Initiatives**

Staff has been working to improve the development approvals regulations and procedures used by the Planning Division. One outcome of this initiative will be an improved development review process experience for Council, staff, applicants and the public. To date, a number of improvements have already been put into place, which have increased the efficiency of the approval process. A number of further improvements have been identified and will be brought forward to Council for consideration.

This report outlines the changes proposed streamlining of the Development Permit application process. The application process is proposed to be streamlined by delegating the approval of Development Permits to the Director of Development Services, increasing the scope of Minor Development Permits, and by exempting more project types from Development Permit requirements. These changes, which are outlined below, would reduce the number and range of permits considered by Council, thereby reducing the length of Council agendas. The total number of permit applications would also be reduced. These changes will increase the efficiency of the permit process, and allow staff to maximize time available to meet Council strategic priorities.

#### Development Permits Proposed to be Delegated to Staff

As permitted through Provincial law, through the City's Development Approvals Procedures Bylaw, Council can delegate the approval of Development Permits to the Director of Development Services. Staff propose that this bylaw be amended to increase the range of applications that would be delegated to the Director.

The following Development Permit types are currently delegated to the Director:

- Development Permits under the Downtown Community Plan.
- Laneway and Carriage House Development Permits.
- Minor Development Permits.

Staff recommends that the bylaw be amended to also delegate approval all Development Permits, with the exception of those that involve a variance to the Zoning Bylaw. This would be consistent with the approach taken in other municipalities.

If supported, these changes would apply to relevant Development Permits and Development Permit Amendments under the Official Community Plan, Downtown Community Plan and Queensborough Community Plan. Staff could still choose to refer any permit to Council for consideration (for example, if staff has received complaints about the proposal). As well, the applicant, if not satisfied with staff's decision to accept or reject the Development Permit, has the opportunity to request that Council reconsider the issuance of the permit.

Council would continue to review all development applications that require a rezoning, Official Community Plan amendments, and/or Heritage Revitalization Agreements.

#### Minor Development Permits Proposed to be Delegated to Staff

Minor Development Permits are intended to capture projects that do not require as much staff review due to a limited scope of work and can therefore typically be processed with fewer resources. As noted, approval of these permits is currently delegated to the Director of Development Services.

Currently the following project types qualify as a Minor Development Permit:

- Flood Hazard Development Permits.
- Improvements with a total value of \$100,000 or less.
- Façade renovation for buildings affected by water penetration.
- A minor addition to an existing building (a maximum of 100 square metres or 10% site area).

Staff proposes expanding the project types considered to be a Minor Development Permit to include the following:

- Natural Features Development Permits.
- A minor addition to an existing building (a maximum of 500 square metres or 10% site area).

#### Projects Proposed to be Exempt from Development Permit Requirements

Increasing the range of projects that are exempt from Development Permit requirements would reduce the number of applications. Applications in this category would instead proceed directly to a Building Permit, when required.

The Official Community Plan currently includes the following exemptions:

- Construction of single detached dwellings.
- Routine maintenance of an existing building or structure that does not involve a change in the exterior design or material composition of the building or structure.
- Signs.
- Construction, building alterations or site alterations associated with approved temporary use permits.
- Internal alterations made to buildings and structures.
- Subdivision of land.

Staff proposes amending the Official Community Plan to also exempt:

- Routine maintenance of landscaping that does not involve a change in design.
- Construction of accessory buildings or structures with a floor area equal to or less than 10 square metres (108 square feet).
- Exterior building or structure painting.

Staff further proposes that the same list of exemptions also be included in the Downtown and Queensborough Community Plans.

### *Development Permit Application Fees*

Implementation of these changes will also require an amendment to the Development Services Fees and Rates Bylaw. The existing fees for delegated Development Permits were established based on cost recovery for the amount of review required, and as a result not all Permits are charged the same fees. The changes, if supported, are proposed to be incorporated into the existing fee structure based on similar principles.

## **Official Community Plan Amendments**

### Queensborough Community Plan Amendments

The 2017 Official Community Plan (OCP) took a new approach to how land use designations are defined. These changes to the land use definitions would also be appropriate for the Queensborough Community Plan (QCP). Staff proposes amending the QCP land use designations to bring all definitions into alignment with the new OCP. The increased consistency between the two plans would provide more clarity to the development community that does work throughout the city. The changes would allow projects that align with the intent of the OCP, without requiring an amendment to the QCP.

The proposed amendments to QCP land use designations, if supported, would affect the following:

- *Institutional Uses*: One objective of the OCP was to provide more clarity and flexibility regarding the complementary uses permitted in each land use designation, such as small scale local commercial uses (e.g. corner stores), and small institutional uses (e.g. child care, care facilities, places of worship). Complementary uses can be permitted (through a rezoning) under most land use designations, as long as the proposed building does not exceed the maximum permitted density of the designation.
- *Heritage Revitalization Agreements*: An objective of the land use designation definitions included in the OCP was to increase awareness and expand the scope of incentives available through a Heritage Revitalization Agreement, or similar tool.
- *Consistent Land Use Designations*: To achieve consistency, the Queensborough land use designations would be revised to match the OCP designations.
  - The titles of some designations would be changed. For example: (RM) Residential – Medium Density would be changed to (RM) Residential – Multiple Unit Buildings. (MS) Queensborough Main Street would be changed to (ML) Mixed Use - Low Rise.

- Land use designations would not be combined when there is not enough consistency between the two. For example, (RL) Residential – Low Density, will not be changed to (RD) Residential – Detached and Semi-Detached Housing, and (RCL) Residential – Compact Lot will not be changed to (RGO) Residential Ground Oriented Housing, since a wider variety of housing forms are currently permitted in the OCP land use designations. However, the format of these land use designations would still be undated.
  - The (S) Schools land use designations would be deleted. The two school sites would be changed to Major Institutional.
  - The Heavy and Light Industrial designations would be combined into one Industrial land use designation. Changes would also be made to the Development Permit Areas to reflect this change.
- *Revisions to the definition of (RL) Residential – Low Density:* The proposed revisions would bring the definition into closer alignment with the OCP. Detached townhouses and low-density multi-family uses would be removed as permitted uses. This is a clarification of expectations, not a proposed reduction in development rights. This will ensure better alignment between City and developer expectations regarding permitted densities in this land use designations. A detached townhouse in this land use designation, must be low density (similar to a single detached dwelling). Building a medium density detached townhouse requires an OCP amendment to (RM) Residential – Medium Density.
  - *Height Permitted in Medium Density Designations:* It has been the City’s interpretation that a medium density apartment building includes all wood frame apartment buildings, which can now be built up to six storeys. In the OCP the (RM) Residential – Multiple Unit Buildings and (ML) Mixed Use – Low Rise designations state that “only in circumstances where the Development Permit Area guidelines can be met, a compelling case can be made, and appropriate amenities are provided will a five or six storey low rise building be considered”. This same text would now be included in the QCP, which is currently silent on height.
  - *Updated Land Use Designation Map:* Changes will be made to the map to reflect the new land use designation titles and to change the colours to match those used in the OCP.
  - *Updated Introduction:* Clarity would be added through expanded introduction, implementation and interpretation sections, which would now be consistent with the OCP.



## Official Community Plan Amendments

Amendments to the Official Community Plan (OCP) are required to implement the Development Permit exemptions and to help achieve the objective of increasing consistency between the OCP and the Queensborough Community Plan (QCP). Additional minor amendments, such as addressing grammatical errors, are also proposed.

Staff proposes changing the land use designation of the following three properties:

### 1) 361 Keary Street

Staff proposes changing the land use designation to match the existing zoning and land use of the property. The property is zoned Multiple Dwelling Districts (Low Rise) (RM-2) but is designated (RD) Residential – Detached and Semi-Detached Housing in the OCP. Staff proposes changing the land use designation to (RM) Residential – Multiple Unit Residential, which allows for mid-rise apartment buildings. During the creation of the OCP, this land use designation change was made for other properties such as this. However, the change was not made to this property as an oversight. As a result, staff propose changing the designation at this time. To implement this change, staff also proposes adding this site to the appropriate Development Permit Area.

### 2) 345 Keary Street

During the creation of the OCP, staff proposed changing the land use designation for this property from (RD) Residential – Detached and Semi-Detached Housing to (RGO) Residential – Ground Oriented Infill Housing. The change was not made at the time in order to allow further conversations with the property owner. Now that these conversations have taken place, staff proposes changing the designation. The property owner supports this change in designation. To implement this change, the Development Permit Area for the property would also be revised.

### 3) 1906 River Drive

Staff proposes changing the land use designation and Development Permit Area for this property to match the existing zoning (but not land use). The property is currently designated (RD) Residential – Detached and Semi-Detached Housing but is zoned Heavy Industrial Districts (M-2). The current use of the property is a single detached dwelling.

The change of designation from Industrial to (RD) Residential – Detached and Semi-Detached Housing was made as part of the 2017 OCP as an oversight. The current amendment is proposed due to the existing zoning, and surrounding land uses which include heavy industrial uses and railway lines. In addition, the change would also bring the land use

designation back into alignment with the Metro Vancouver Regional Growth Strategy, which in any case restricts the ability for the City to support a rezoning of this property to a residential use.

## **CONSULTATION**

### Stakeholder Consultation

Sections 475 and 476 of the *Local Government Act* provides specific requirements for consultation that must occur prior to the consideration of an amendment of the Official Community Plan. The Act requires local government to provide one or more opportunities it considers appropriate for consultation with the organizations and authorities it considers will be affected by the OCP. Consultation under this section of the *Local Government Act* is in addition to the Public Hearing requirement.

Staff recommends consultation only with the School District, as required by the Act. A letter will be sent to the School District outlining the proposed changes and asking for feedback.

Given that the proposed changes will not impact City policy, nor the location or density of land use, staff does not feel any additional consultation with other stakeholders is required.

### Development Community Consultation

Staff has been engaged in ongoing discussions with the UDI, through the New Westminster liaison committee, regarding the overarching initiative to streamline the development process. If the direction outlined in this report is supported by Council, staff would send a letter to the liaison committee outlining these specific streamlining measures proposed.

### Community Consultation

If the direction outlined in this report is supported by Council, staff would send a letter to each of the Residents Associations. Staff would also offer to attend the November Queensborough Residents Association meeting, given the additional changes proposed to the Queensborough Community Plan.

Letters would also be sent to the owners of properties for which a change in land use designation is proposed.

Any members of the public would have an opportunity to share their feedback on the bylaw, either in person at the public hearing or through written submissions. After the public hearing, Council would consider whether to support the bylaws.

## **NEXT STEPS**

Next steps in the application review process include:

1. Consultation, as outlined in this report (October/November)
2. Council consideration of first and second reading of the following bylaws (December):
  - Official Community Plan Amendment Bylaw
  - Development Approval Procedures Amendment Bylaw
  - Development Services Fees and Rates Amendment Bylaw
3. Public hearing, consideration of third reading, and adoption of bylaws (January)

## **OPTIONS**

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

- 1) That Council direct staff to bring forward an amendment to the Development Approvals Procedure Bylaw and the Development Services Fees and Rates Bylaw to facilitate Development Permit applications being delegated to the Director of Development Services, as outlined in this report.
- 2) That Council direct staff to bring forward an amendment to the Official Community Plan to facilitate additional exemptions from Development Permit requirements, to update the land use designation definitions in the Queensborough Community Plan, and to implement other changes to the Official Community Plan, as outlined in this report.
- 3) That Council, with regard to the Official Community Plan amendment:
  - a. give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
  - b. direct staff to advise and consult with the Board of Education of School District No. 40;
  - c. not require consultation with the following, as none are considered to be affected by this process:
    - i. any First Nations;
    - ii. any Councils of immediately adjacent municipalities, as none are considered to be affected by this process;

- iii. any boards or regional districts or improvement districts; and
- iv. any provincial or federal governments and their agencies.

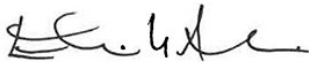
4) That Council provide staff with alternative direction.

Staff recommends Option 1, 2 and 3.

This report has been prepared by:  
Lynn Roxburgh, Senior Planner

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

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services



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Lisa Spitale  
Chief Administrative Officer



## **REPORT**

### *Land Use and Planning Committee*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Land Use and Planning Committee      **File:** REZ00192  
DP000807

**Item #:** 430/2019

**Subject: 909 First Street: Rezoning and Development Permit - Report for Information**

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#### **RECOMMENDATION**

*THAT Council receive this report for information and direct staff to proceed as outlined in the Next Steps Section of the attached Land Use and Planning Committee Report dated October 7, 2019.*

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#### **PURPOSE**

The purpose of this report is to provide Council with a report for information on the proposed townhouse development project located at 909 First Street, and request direction to proceed with next steps.

#### **PROPOSAL**

The applicant has applied for a Rezoning and Development Permit applications to facilitate a four unit stratified townhouse development. The Rezoning entails changing the zoning of the property from Duplex Districts (RT-1) to Infill Townhouse and Rowhouse Residential Districts (RT). The Development Permit application is to facilitate the review of the form and character of the proposal in accordance with the Townhouses and Rowhouses Design Guidelines.

**LAND USE AND PLANNING COMMITTEE MEETING**

The Land Use and Planning Committee reviewed the proposed rezoning and development permit applications on October 7, 2019 and the passed the following motion.

*THAT* the Land Use and Planning Committee recommend that staff process the Rezoning and Development Permit applications for the subject property (909 First Street) based on the streamlined process outlined in Section 6.1 of this report.

The LUPC report dated October 7, 2019 is attached to this report as **Attachment 1**.

**OPTIONS**

The following options are presented for Council's consideration:

1. That Council receive this report for information and direct staff to proceed as outlined in the Next Steps Section of the attached Land Use and Planning Committee Report dated October 7, 2019.
2. That Council provide staff with other direction.

Staff recommends Option 1.

**ATTACHMENTS**

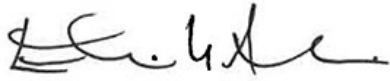
Attachment 1: Report to LUPC dated October 7, 2019

This report has been prepared by:  
Hardev Gill, Planning Technician

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

Submitted on Behalf of the Land Use  
and Planning Committee

Approved for Presentation to Council



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Emilie K Adin, MCIP  
Director of Development Services

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Lisa Spitale  
Chief Administrative Officer



## *Attachment 1*

Land Use and Planning Committee

Report dated October 7, 2019





## REPORT

### *Development Services*

**To:** Land Use and Planning Committee      **Date:** 10/7/2019

**From:** Emilie K Adin, MCIP      **File:** REZ00192  
 Director of Development Services      DP000807

**Item #:** 53/2019

**Subject: 909 First Street: Rezoning and Development Permit for Infill  
 Townhouses - Preliminary Report**

#### **RECOMMENDATION**

*THAT the Land Use and Planning Committee recommend that staff process the Rezoning and Development Permit applications for the subject property (909 First Street) based on the streamlined process outlined in Section 6.1 of this report.*

#### **EXECUTIVE SUMMARY**

The applicant has applied for a Rezoning and Development Permit applications to facilitate a four unit stratified townhouse development. The Rezoning entails changing the zoning of the property from Duplex Districts (RT-1) to Infill Townhouse and Rowhouse Residential Districts (RT). The Development Permit application is to facilitate the review of the form and character of the proposal in accordance with the Townhouses and Rowhouses Design Guidelines.

The project proposal was initially examined as part of a Preliminary Application Review (PAR). There weren't any significant issues that needed to be addressed as part of the PAR process.

#### **1. PURPOSE**

The purpose of this report is to provide preliminary information to the LUPC and seek a recommendation to move forward with the next steps for processing the Rezoning and Development Permit application as outlined within this report.

## 2.0 BACKGROUND

The current Official Community Plan Land Use Designation for the subject site is (RGO) Residential – Ground Oriented Infill Housing. The current zoning is Duplex Districts (RT-1). A summary of related City policies and regulations is included in **Attachment 1**.

### 2.1 Site Characteristics and Context

The subject site is located within the Glenbrooke North neighbourhood, and has a gradual increase in slope from south to north. The site has an existing single detached dwelling (SDD) and detached accessory building located at the rear of the property close to the existing lane. Both structures would be demolished to facilitate the proposed townhouse development. The site is approximately 851.3 sq.m. (9,163.9 sq.ft.) in area with an approximate frontage of 21.15 m (69.39 ft) and depth of 40.23 m (131.99 ft).

The site is surrounded by houses on all sides except to the south, along which the City's Electrical Department and Works Yard is separated by the public lane. The existing houses surrounding the subject site are predominantly one storey and could be replaced with houses in excess of one storey should these properties redevelop.

A site context map is included below and as **Attachment 2**.



## 2.2 Proximity to Transit Service

Transit Network	Frequency	Distance
Bus Service	Approximately 30 minutes	650 metres (2,132.5 feet) to the bust stop at Westbound Ovens Avenue @ Colborne Street

## 3.0 PROJECT DESCRIPTION

### 3.1 Project Description

The proposal consists of a 846.6 sq.m. (9,114 sq.ft.) four unit, infill townhouse development facing First Street (see **Attachment 3** – Project Drawings). The drawings indicate that each of the proposed units would range from 204.3 sq.m. (2,200 sq.ft.) to 213.6 sq.m. (2,300 sq.ft.), in two storeys plus a basement. The total FSR of the project would be 1.0. Each unit would have private outdoor space at the rear of the building (i.e. ground floor patio and second storey balcony, a semi-private front yard, and common amenity space at the rear of the property). The vehicular access would be from the adjacent lane with four carports and one open visitor space which would meet the off-street parking requirements of the RT zoning district. Bicycle storage spaces and garbage/recycling area would be provided adjacent to the parking.

The applicant has provided a design rationale for the preliminary application which is attached as **Attachment 4** to this report. A rendering of the proposal is located below.





### 3.2 Project Statistics

Below is a table outlining the site statistics for the proposed townhouse development based on the architectural design drawing submission.

Attributes	Permitted/Required in the RT zoning district	Proposed
Site Area (gross)	-	851.3 sq.m. (9,163.9 sq.ft.)
Site Area (net) – with land dedication)	-	846.8 sq.m. (9,115.5 sq.ft.)
Number of Units	-	4
Unit Area	-	689.9 sq.m. to 698 sq.m. (2,265 sq.ft. to 2,292 sq.ft.)
Site Coverage	40%	34%
Floor Space Ratio (FSR)	1.0	1.0
Above Ground	0.85	0.85
Below Ground	0.15	0.15
Building Height	-	10.6 m (35 ft)
Off-Street Parking		
Resident	4	4
Visitor	1	1
Bicycle Parking	4	4
Setbacks		
Front	4.3 m (14 ft)	5.18 m (17 ft)
Side	1.8 m (6 ft)	1.8 m (6 ft)
Rear	7.6 m (25 ft)	18.11m (59.41 ft)

## 4.0 DISCUSSION

### 4.1 Urban Design and Open Space

The proposed site layout, building form, and architectural expression is generally consistent with the Infill Townhouse and Rowhouse Design Guidelines. The building massing is considered to be consistent with the character of the surrounding residential developments.

The proposed development would include open space at the front and rear of the property. The project drawings indicate that the open space at the rear of the property would account for 21.6% of the total net site area which is above the 10% requirement of the Zoning Bylaw. A landscape plan has been provided which provides a variety of shrubs, a wooden bench and six foot high fence around the perimeter of the property excluding the property frontage for aesthetics and for security purposes.

## 4.2 Transportation and Servicing

First Street, which is classified as a Local Road, would require streetscape improvements such as, but not limited to, a new sidewalk curb and gutter, street trees, street lighting, and underground electrical and telecommunication servicing. The existing lane would also have to be reconstructed to City standards. A corner truncation at the intersection of the lane and First Street would be also required, for visibility. The off-street parking which would be accessed from the existing lane along the south side of the property has been accepted by staff.

An Engineering Servicing Memorandum is attached as **Attachment 5** to this report.

## 4.3 Tree Protection and Replacement

There are protected trees on the subject site that are being considered through a tree permit application. The applicant is proposing to remove two trees along the existing lane and retain two mature trees located at the rear of the property within the common amenity area.

## 4.4 Adjacent Development Potential

The property located directly to the north of the subject site (911 First Street) is currently zoned Duplex Districts (RT-1) and is a corner lot. There is an existing single detached dwelling that was built in 1951 on the site. The current proposal does not include this property. While the proposed development would render 911 First Street a 'locked-in lot' as per the Zoning Bylaw, there are opportunities for this lot to be redeveloped under the (RGO) Residential – Ground Oriented Infill Housing land use designation with the potential to accommodate different forms of infill housing in the future. The lot size for 911 First Street is identical to the lot size of the subject site; therefore, there is a possibility that a similar type of development may occur at 911 First Street.

Staff is in the process of reviewing the 'locked-in lot' zoning provision to determine if an amendment to the zoning bylaw or a variance is required.

## 5.0 CONSULTATION

The applicant would be required to undertake public engagement as part of the Rezoning and Development Permit applications which would include a presentation to the Glenbrooke North Residents Association and an applicant led Public Open House.

## **6.0 REVIEW PROCESS**

### **6.1 Next Steps**

Given that the proposal is being considered as a small scale project and there are no big issues, staff recommend only sending a preliminary report to Council for information only. Staff also recommend that once a full review is complete through the team-based approach for reviewing development applications, the Rezoning and Development Permit application would be forwarded right to Council for their consideration of First and Second Reading without presenting to the LUPC.

The anticipated next steps in the application review process are:

1. Preliminary report to the Land Use and Planning Committee. (October 2019)
2. Land Use and Planning Committee referral of the Rezoning and Development Permit application to City Council for information only. (November 2017)
3. Public Consultation (Applicant-led Public Open House and Presentation to the Glenbrooke Residents Association). (November 2017)
4. Review by the Advisory Planning Commission. (January 2017)
5. Council consideration of First and Second Readings of Rezoning Application. (to be determined)
6. Public Hearing and consideration of Third Reading of Rezoning Application by Council. (to be determined)
7. Consideration of Final Reading/Adoption of the Rezoning by Council. (to be determined)
8. Council consideration of issuance of the Development Permit. (to be determined)

## **7.0 INTERDEPARTMENTAL LIAISON**

The City has now initiated a project team based approach for reviewing development applications. A staff-led project team has been assigned for reviewing this project consisting of staff from the Building, Engineering, and Planning (Development Services) Departments. The Electrical Services Department will also be included early in the process.

## **8.0 OPTIONS**

There are two options for consideration of the LUPC:

1. That the Land Use and Planning Committee recommend that staff process the Rezoning and Development Permit applications for the subject property (909 First Street) based on the streamlined process outlined in Section 6.1 of this report.
2. That the Land Use and Planning Committee provide staff with alternative feedback.

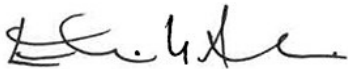
Staff recommends Option 1.

**ATTACHMENTS**

- Attachment 1: City Policies and Regulations
- Attachment 2: Site Context Map
- Attachment 3: Project Drawings
- Attachment 4: Design Rationale
- Attachment 5: Engineering Servicing Memorandum

This report has been prepared by:  
Hardev Gil, Planning Technician

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



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Emilie K Adin, MCIP  
Director of Development Services



# Attachment 1

## City Policies And Regulations



## Official Community Plan

The subject property is designated (RGO) Residential – Ground Oriented Infill Housing, which is described, in part, as follows:

*Purpose: To allow a mix of ground oriented infill housing forms which are complementary to the existing neighbourhood character. Generally forms with a higher number of units are expected to be located on larger properties. Units can be attached, detached or a combination of the two.*

*Principal Forms and Uses: Single detached dwellings, single detached dwellings on a compact lot, duplexes, triplexes, quadraplexes, cluster houses, townhouses, rowhouses and other equivalent ground oriented housing forms. Lots with single detached dwellings may also include a secondary suite and/or a detached accessory dwelling unit.*

*Complementary Uses: Home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities), utilities, transportation corridors, parks, open space, and community facilities.*

*Maximum Density: Low density multiple unit residential.*

The proposed multi-unit residential building is consistent with the Official Community Plan (OCP) land use designation and no OCP amendment would be required.

## Development Permit Area

The subject property is located within the Ground Oriented Housing - Mainland (DPA 1.2), which is designated in order to provide an opportunity for innovative infill housing forms.

This area is designated as a Development Permit Area with the following purposes:

- Establishment of objectives for the form and character of intensive residential development,
- Protection of the natural environment, its ecosystems and biological diversity; and,
- Establishment of objectives to promote energy conservation.

While the development permit guidelines will be developed for ground oriented housing forms, applications to develop infill townhouse and rowhouse properties located within DPA 1.2 must instead comply with the guidelines included in the Infill Townhouse (TH) and Rowhouse (RH) multi-unit residential area, identified as Development Permit Area

1.3 which is intended to provide ground oriented, attached, family friendly housing forms in residential neighbourhoods, increasing housing choice.

The proposed development achieves design elements that are in keeping with the *Townhouses and Rowhouses Design Guidelines*. The elements include street oriented units, building mass, architectural materials/colors, and the use of private open space.

Weblink to the DPA 1.2 design guidelines:

[https://www.newwestcity.ca/database/files/library/DPAs\\_\\_\\_1.2\\_Ground\\_Oriented\\_Housing.pdf](https://www.newwestcity.ca/database/files/library/DPAs___1.2_Ground_Oriented_Housing.pdf)

Weblink to the DPA 1.3 design guidelines:

[https://www.newwestcity.ca/database/files/library/DPAs\\_\\_\\_1.3\\_Infill\\_Townhouse\\_and\\_Rowhouses.pdf](https://www.newwestcity.ca/database/files/library/DPAs___1.3_Infill_Townhouse_and_Rowhouses.pdf)

### **Zoning Bylaw**

The subject site is currently zoned Duplex Districts (RT-1). The intent of this zone is to allow two-family dwellings.

The applicant is proposing to rezone the subject site to Infill Townhouse and Rowhouse Residential Districts (RT) to facilitate a four unit stratified townhouse development. The intent of this district is to, in combination with the design guidelines for infill townhouse and rowhouse within the Official Community Plan, allow infill townhouses and rowhouses which integrate well into existing single detached residential neighbourhoods. The proposal meets the intent of the RT district.

### **Family-Friendly Housing Policy**

The proposed development has fewer than ten units and therefore is not subject to the Family-Friendly Housing Policy requirements of the City; however, there are a minimum of three bedrooms for each unit which is in keeping with the Policy.



# Attachment 2

## Site Context Map



1: 500 

0.0 0 0.01 0.0 Kilometers

NAD\_1983\_UTM\_Zone\_10N  
CNW GIS Services

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.





# Attachment 3

## Project Drawings

# DRAWING LIST

- ARCHITECTURAL**
- A0.1 PROJECT DATA, CONTEXT PLAN/ SITE PLAN
  - A1.0 BASEMENT FLOOR PLAN
  - A1.1 MAIN FLOOR PLAN
  - A1.2 SECOND FLOOR PLAN
  - A2.0 SECTIONS
  - A3.0 ELEVATIONS
  - A4.0 PERSPECTIVE RENDERING
  - A4.1 PERSPECTIVE RENDERING
  - A4.2 CONTEXT VIEW
- LANDSCAPE**
- L1 LANDSCAPE PLAN
  - L2 SHRUB PLAN
  - L3 TREE MANAGEMENT PLAN
  - L4 LANDSCAPE DETAIL
- TOPOGRAPHIC SURVEY**
- SURVEY BY AMRAY LAND SURVEYING LTD.

## 909 FIRST STREET NEW WESTMINSTER, BC.



### PROJECT DATA

**PROJECT DESCRIPTION:** 4-UNIT STRATIFIED TOWNHOUSE DEVELOPMENT

**CIVIC ADDRESS:** 909 FIRST STREET, NEW WESTMINSTER, B.C.

**LEGAL DESCRIPTION:** LOT 2, SUBURBAN BLOCK 14, GROUP 1, NEW WESTMINSTER DISTRICT PLAN 11449 PID:015-024-059

**EXISTING ZONE:** RT-1

**PROPOSED ZONE:** INFILL TOWNHOUSE AND ROWHOUSE RESIDENTIAL DISTRICT (RT)

**SITE AREAS:**

Gross Lot Area:	9,163.9 sf [851.36 m <sup>2</sup> ]
Dedication:	48.4 sf [4.50 m <sup>2</sup> ]
Net Lot Area:	9,115.5 sf [846.86 m <sup>2</sup> ]

**BUILDING HEIGHTS:**

PRINCIPAL BUILDING	35'-0" [10.66 m]
ACCESSORY BUILDING	12'-0" [3.66 m]

**HEIGHT DATUM:**  
(249.2+248.3+244.2+244.1)/4= 246.4' [±75.1 m]

**BUILDING SETBACKS:**

	REQUIRED	PROVIDED
FRONTYARD	14'-0" [4.3 m]	17'-0" [5.2 m] & 19'-0" [5.8 m]
EXTERIOR SIDEYARD	6'-0" [1.8 m]	6'-0" [1.8 m]
INTERIOR SIDEYARD	6'-0" [1.8 m]	6'-0" [1.8 m]
REARYARD	25'-0" [7.6 m]	59'-5" [18.1 m] & 61'-5" [18.7 m]

**FLOOR SPACE RATIOS:**

	REQUIRED	PROVIDED
ABOVE GRADE FLOOR SPACE	0.85 FSR	7,748.14 sf [719.8 m <sup>2</sup> ]
BASEMENT FLOOR SPACE	0.15 FSR	1,367.32 sf [127.0 m <sup>2</sup> ]
TOTAL FLOOR SPACE	1.00 FSR	9,115.46 sf [846.9 m <sup>2</sup> ]

**SITE COVERAGE:**

	PERMITTED	PROPOSED
PRINCIPAL BUILDING	40%	34.5% (3,141.7 sf [291.9 m <sup>2</sup> ])
ACCESSORY BUILDING	15%	8.5% (777 sf [72.2 m <sup>2</sup> ])

**PARKING SUMMARY:**

	REQUIRED	PROPOSED
OFF-STREET	1/UNIT=4	4
VISITOR	0.1/UNIT=0.4	1
BICYCLE	1/UNIT=4	4

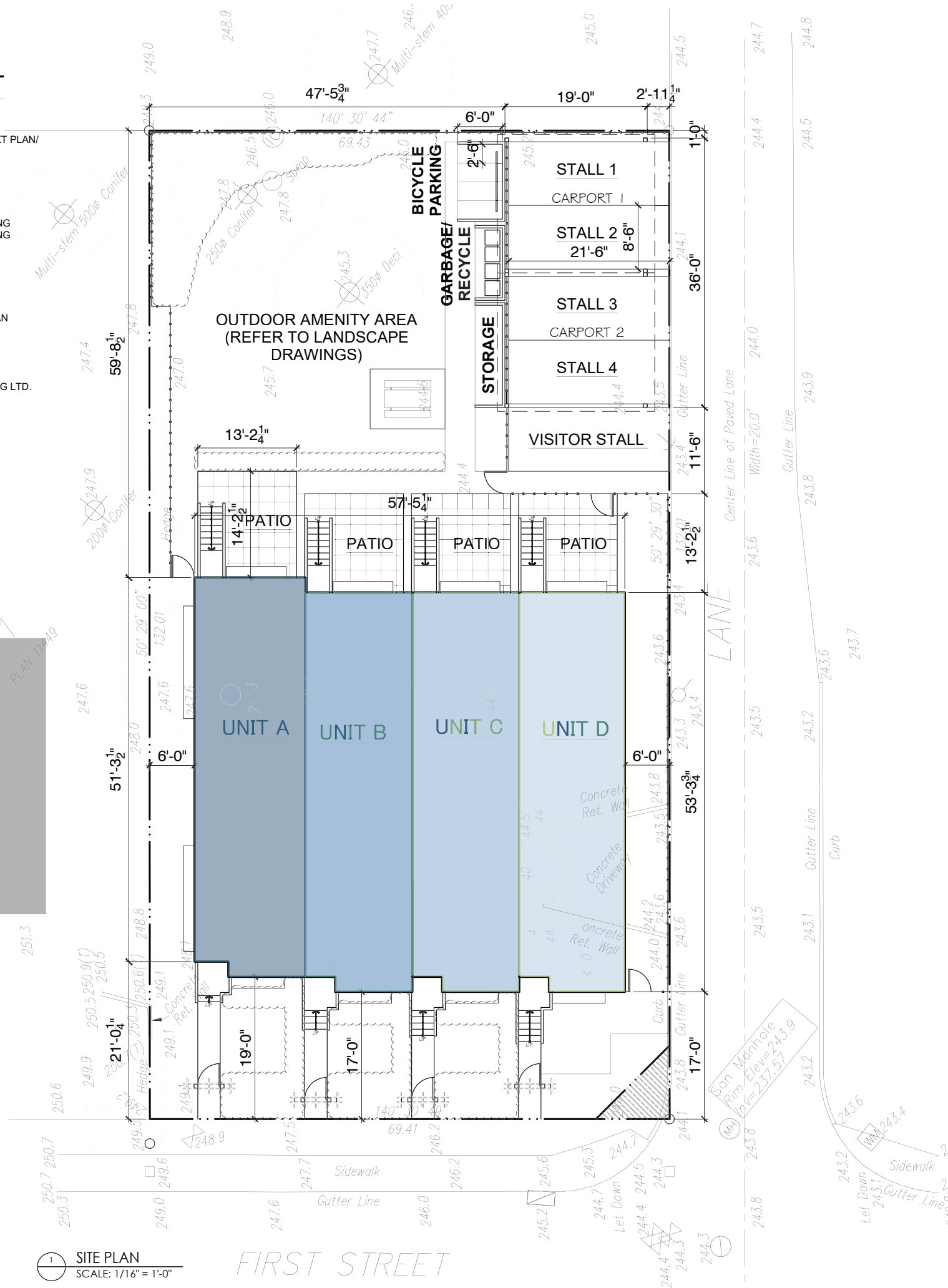
**OUTDOOR AMENITY AREA:**

	REQUIRED	PROPOSED
OPEN SPACE	10%	21.6% (1,965 sf [182.6 m <sup>2</sup> ])

#### FLOOR AREAS BY UNIT

UNIT A		UNIT C	
BASEMENT:	761.1 sf [70.7 m <sup>2</sup> ]	BASEMENT:	752.6 sf [69.9 m <sup>2</sup> ]
MAIN FLOOR:	761.1 sf [70.7 m <sup>2</sup> ]	MAIN FLOOR:	752.6 sf [69.9 m <sup>2</sup> ]
2ND FLOOR:	770.1 sf [71.5 m <sup>2</sup> ]	2ND FLOOR:	760.6 sf [70.7 m <sup>2</sup> ]
TOTAL:	2,292.3 sf [212.9 m <sup>2</sup> ]	TOTAL:	2,265.8 sf [210.5 m <sup>2</sup> ]

UNIT B		UNIT D	
BASEMENT:	752.6 sf [69.9 m <sup>2</sup> ]	BASEMENT:	760.7 sf [70.7 m <sup>2</sup> ]
MAIN FLOOR:	752.6 sf [69.9 m <sup>2</sup> ]	MAIN FLOOR:	760.7 sf [70.7 m <sup>2</sup> ]
2ND FLOOR:	761.2 sf [70.7 m <sup>2</sup> ]	2ND FLOOR:	769.5 sf [71.5 m <sup>2</sup> ]
TOTAL:	2,266.4 sf [210.6 m <sup>2</sup> ]	TOTAL:	2,290.9 sf [212.8 m <sup>2</sup> ]



**DTA DENIS TURCO ARCHITECT INC**

Suite 710 - 1155 W. Pender Street  
Vancouver, BC Canada V6E 2P4  
T: 604 320 0881 E: office@dtai.ca

**SHEET TITLE:**

PROJECT DATA, CONTEXT PLAN,  
SITE PLAN

DTA FILE NO.: 18259  
REFERENCE: -  
DRAWN BY: DH/MH  
CHECKED BY: DT

**DRAWING NO.:**

**A0.1**





1 SOUTH ELEVATION  
SCALE: 1/16" = 1'-0"



1 NORTH ELEVATION  
SCALE: 1/16" = 1'-0"



1 EAST ELEVATION  
SCALE: 1/16" = 1'-0"



1 WEST ELEVATION  
SCALE: 1/16" = 1'-0"

# DTA

DTA DENIS TURCO ARCHITECT INC.  
Suite 710 - 1155 W. Pender Street  
Vancouver, BC Canada V6E 2P4  
T: 604 320 0881 E: office@dtai.ca

PROJECT TITLE:  
ELEVATIONS

DTA FILE NO.: 18259  
REFERENCE: -  
DRAWN BY: DH  
CHECKED BY: DT

DRAWING NO.:



# Attachment 4

## Design Rationale



## DESIGN RATIONALE for 909 FIRST STREET

RZ/DP APPLICATION 2019-07-17

The proposed development is in the Ground Oriented Housing intensive residential area, and consists of a 9,164 ft<sup>2</sup> (851.36 m<sup>2</sup>) four-dwelling, ground-oriented rowhouse development facing First Street. The site and bound by a 1 ½ storey house to the north, a lane and Works Yard to the south, and single-family residential dwellings to the east and west. The four units will range in size from 2,265 ft<sup>2</sup> (210.4 m<sup>2</sup>) to 2,292 ft<sup>2</sup> (212.9 m<sup>2</sup>) in area, each with three bedrooms and a den, and a flexible basement level. The building scale is compatible with its single, detached dwelling neighbours with two storeys at the north and two and one half storeys to the south adjacent to the lane. No variances are proposed.

**Character**

. The building form is clearly residential, appropriate for the area, with ground-oriented rowhouses at a human scale and with definition of individual dwelling and entry.

. The architectural expression is both contemporary and respectful of historic West Coast homes in New Westminster. The building's modern form and re-interpretation of common heritage features will make it cohesive with the neighborhood. The subtle 'heritage' colours, contrasting features and overall earthy tones will bring diversity to the street scape.

. The abundance of greenery and landscaping will provide an enjoyable connection with adjacent streetscape, as well as privacy and enjoyment for the residents. Drought- resistant plant materials will be used.

**Form, Mass and Space**

. The building mass and details relate to its context and uses, maintaining a human scale at the street and creating a distinctive, yet respectful, form.

. The building has been designed in a rowhouse configuration to maintain a streetscape along the front (First Street), and to allow private, semi-private and common yard in the rear.

. The existing grading is respected so that the building is only two storeys adjacent to the residential dwelling to the north, but steps to two and one half storeys to the land and facing the school works yard across the lane. The overall height is well below the maximum allowed.

. The massing and visual lines relate to the single-family home to the North, acting as a visual connector between the adjacent residential buildings and the Works Yard to the south.

. Required setbacks are used to provide adequate separation between neighbours, support a streetscape with transitions between varying front yard depths and to optimize the functional rear yard.

. The rear yard setback allows for a large communal space, to promote a healthy and environmentally-friendly lifestyle, and the required off-street parking and service areas adjacent to the lane.

- . Durable, long- lasting materials are proposed for the contemporary building forms combined with primary roof shapes that clearly express individual units.
- . Private open space at grade is provided for each unit at the rear and is adjacent to and directly accessible from each unit.
- . Shared, sunny open space is located in the rear yard to provide places for residents to play, garden and recreate.
- . The building mass is low, so it doesn't create major shadows on neighbours or any other significant element of the development.

### **Entrance**

- . Townhouse entrances are defined with gates at the street, individual access paths, and distinguished by the use of a strong entry door colour. They are unobstructed and visible from First Street.

### **CPTED and Sustainability**

- . All units will face both the street and the rear yard, thus promoting neighbourhood safety.
- . Balconies and patios are positioned to provide an extension of outdoor living and surveillance, but will be screened and landscaped where necessary for privacy.
- . The size and placement of windows will provide views and natural air circulation for all units, while positioned for high energy efficiency.
- . The basement will be naturally bright and ventilated with the use of integrated light wells where necessary because of finish grade.
- . The project will explore healthy materials and energy efficient design, as well as internal infrastructure and fitting of the south-oriented roofline with structural supports for potential future solar panels.

### **Vehicular Parking and Recycling/ Garbage**

- . Permeable surfaces and open, covered carports for residents are provided off the lane. Flat roofs are used to minimize shade and shadowing.
- . Screened and enclosed space for garbage and recycling containers will be provided for all units at a central location at the rear of the property and screened from view using materials consistent with the overall design. Access to the lane is provided for pick up days, which doubles as access to the rear of each unit from the parking area.
- . Secure and weather protected bicycle parking will be provided off the rear outdoor amenity area.



Attachment 5  
Engineering Servicing  
Memorandum

## Memorandum

To: Hardev Gill, Planning Technician

Date: September 13, 2019

From: Christian Medurecan, Engineering Technologist

File: PRJ-008999

Subject: OFF-SITE WORKS AND SERVICES REQUIREMENTS FOR 909 FIRST STREET –  
DP000807/REZ00192

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We are responding to the application as referenced above dated July 18, 2019 for the proposed 4 Unit Townhouse Development at 909 First Street.

Please be advised that staff have completed a review of the project and identified the following details that will need to be addressed as part of the application:

1. The applicant shall, at a minimum, be aware of, and familiarize themselves with the following documents and plans:
  - Subdivision and Development Control Bylaw
  - Tree Protection and Regulations Bylaw
  - Erosion and Sediment Control Bylaw
  - Master Transportation Plan
2. On-site storm sewer water management will be required to limit the post development flow to pre-development flow. The on-site works shall be designed in accordance with the City's Integrated Storm Water Management Plan.
3. All site drainage works shall be designed and constructed in accordance with the City's Erosion and Sediment Control Bylaw 7754, 2016. The developer shall retain a qualified professional to ensure that the design and implementation of the erosion and sediment controls meet the requirements outlined in the Bylaw.
4. All existing trees are to be protected in accordance with the City's Tree Protection and Regulations Bylaw No. 7799, 2016 and any trees identified for removal will need to have a permit approved and in place prior to removal.
5. Provision of any road dedications and statutory rights of way that may be required along all frontages to meet the capacity, functionality and design objectives for all modes of transportation in the City including, but not necessarily limited to:
  - The City will be requiring a 3.0m x 3.0m truncation at the corner of First Street and the Lane

6. At the time of Demolition Permit Issuance, the applicant will be required to make a payment of a flat fee in the amount of **\$5,500.00** plus GST for capping at the main, by the City, of all existing sewer and water service connections not for reuse.

### **OFF-SITE WORKS AND SERVICES**

7. Under the City of New Westminster Subdivision and Development Control Bylaw No. 7142, 2007 and amendments thereto, the developer for the above noted property is required to enter into a Works and Services Agreement with the City addressing all off-site servicing requirements. The off-site services will be identified during the detailed development review and will be required prior to issuance of a building permit. These works could include but may not be limited to the following generally described servicing:

### **ROAD WORKS**

The subject site is bounded by First Street to the west and a Lane to the south. According to the City's Master Transportation Plan (MTP), First Street is classified as a local road.

#### **First Street**

- 7.1. Reconstruction of the First Street frontage complete with new sidewalk, curb and gutter, trees, landscaping (including drainage and irrigation), street lighting, underground electrical and telecommunication servicing. First Street shall be reconstructed up to road centerline based on the following minimums:
  - Reconstruction of the existing road structure shall be based on the analysis of a Benkelman Beam Test, or other approved method, carried out on the existing road which is to be upgraded. If the test results are proven satisfactory, the minimum requirement shall be a mill and overlay
  - 1.8m wide sidewalk clear of obstructions

#### **Lane**

- 7.2. Reconstruction of the Lane frontage in its entirety complete with rollover curb and gutter and underground electrical and telecommunication servicing. The Lane shall be reconstructed based on the following minimums:
  - Reconstruction of the existing road structure shall be based on the analysis of a Benkelman Beam Test, or other approved method, carried out on the existing road which is to be upgraded. If the test results are proven satisfactory, the minimum requirement shall be a mill and overlay
  - 5.0m wide pavement width with full road structure, asphalt and rollover curb and gutter
  - Concrete letdown where the Lane intersects First Street

**Vehicular Site Access**

- 7.3. All proposed vehicular access for the development shall be from the Lane

**UNDERGROUND UTILITIES****Sanitary**

- 7.4. Provision of an adequate single sanitary sewer service connection for the development complete with a manhole or inspection chamber at property line. Size and location to be determined by the developer's consulting engineer and approved by the City. Existing infrastructure which is undersized or not capable of handling the post development flows shall be upgraded at the developer's expense.

**Storm**

- 7.5. Provision of an adequate single storm sewer service connection for the development complete with a manhole or inspection chamber at property line. Size and location to be determined by the developer's consulting engineer and approved by the City. Existing infrastructure which is undersized or not capable of handling the post development flows shall be upgraded at the developer's expense.

**Water**

- 7.6. Provision of an adequate single water service connection for the development satisfying the fire and domestic demands complete with a suitable water meter with backflow protection. Size and location to be determined by the developer's consulting engineer and approved by the City. Existing infrastructure which is undersized or not capable of handling the post development water demands must be upgraded at the developer's expense.

**Electrical, Telecommunication and Gas**

- 7.7. All costs associated with the design and conversion of the existing overhead electrical and telecommunication utilities on the roadways adjacent to the site with an underground system for the development. Please contact Arne Hannula in the City Electrical Operations Department at (604) 527-4531 for electrical and City communication servicing details. Contact Telus and Shaw directly for telecommunication servicing details
- 7.8. City communication conduit shall be provided in accordance with the City's intelligent City Design requirements as it pertains to the Fiber Optic Network and Street Lighting Design. For further information please contact Phil Kotyk, Fiber Network Operations Manager at (604) 527-4641.

- 7.9. All costs associated with the design and construction of gas servicing for the development. Please contact Fortis BC directly for servicing details.
- 7.10. All third party utility construction drawings shall include the Civil Design Drawings base plan and must be submitted to the City's Engineering Services Division for review and approval. The developer's consulting engineer shall ensure that the design of all third party utilities, including New Westminster Electrical, have been coordinated with the Civil Design Drawings. Coordination of the drawings must be completed prior to issuance of the Works and Services Agreement.

### **STREET LIGHTING**

- 7.11. Roadway lighting for all street frontages shall be provided and upgraded for safety and to produce accurate and comfortable night time visibility using energy efficient lighting such as LED. Design of roadway lighting shall be in accordance with the City of New Westminster Design Criteria Section 6 and the MMCD (Platinum Edition) Design Guidelines Section 6.0 Roadway Lighting (for LED).

### **BOULEVARD TREES**

- 7.12. The boulevards shall be prepared for Boulevard Trees complete with a 900mm, New Westminster Planting Blend or approved equal, growing medium for the full width of the boulevard, including drainage and irrigation. Boulevard landscaping and irrigation shall be provided in suitable locations to the satisfaction of the Parks Department. If adequate soil volume is not achievable, provision shall be made for soil cell technology or any other approved method to achieve the specified soil volume. For further information, please contact Jeff Case, Arboriculture Technician at (604) 636-4319 or [jwcase@newwestcity.ca](mailto:jwcase@newwestcity.ca).
- 7.13. Boulevard Trees will be selected and purchased by the Parks Department. The developer shall be responsible for pick-up and or delivery of the trees as well as the installation which is to occur under City supervision.
8. The preparation of detailed design drawings by a qualified Professional Engineer for the off-site works and services to the satisfaction of the City and in accordance with the City's Design Criteria, Supplemental Specification and Detail Drawings, and Master Municipal Construction Documents. The engineering design drawings for the proposed works may include the following plans:
- Road works
  - Storm drainage collection facilities
  - Sanitary sewer collection facilities
  - Water distribution facilities
  - Street lighting
  - Boulevard preparation for trees, irrigation and drainage

- Topographical and lot grading plans
  - Erosion and sediment control plans
  - Telecommunication servicing plans
  - Gas Facilities
10. Under the Works and Services Agreement with the City, the developer must address the following requirements:
- 10.1. Employment and retention of a Professional Engineer to prepare and seal the design drawings; to provide a Resident Engineer for inspection of all design and construction related problems; to prepare, certify and seal “As Constructed” drawings, including landscape & irrigation drawings and to certify that all materials supplied and works performed conform to City standards as contained within the Subdivision and Development Control Bylaw and/or the Master Municipal Construction Documents.
- 10.2. The developer will be required to post a security deposit for 120% of the estimated construction cost of the off-site servicing works including GST. The security deposit shall be in the form of an Irrevocable Letter of Credit or cash deposit. The security deposit will be reduced once the off-site works are completed to the satisfaction of the City less a 10% holdback. Upon issuance of a Certificate of Completion by the City, the 10% security deposit will be held for a two year maintenance period.
11. The following payments and deposits shall be paid at the time of execution of the Works and Services Agreement:
- 11.1. Payment to cover the cost of preparing the Works and Services Agreement, currently **\$1,830.00** plus tax;
- 11.2. Payment of **four percent** (4%) of the estimated construction costs to cover engineering and administrative costs incurred by the City;
- 11.3. Under the Works and Services Agreement the developer will be required to pay a deposit **\$5000.00** to cover any charges for emergency works and signage.
- 11.4. Payment of a flat fee in the amount of **\$550.00** per tree for the selection and purchase of Boulevard Trees as identified by the City. The developer shall be responsible for pick-up and or delivery of the trees as well as the installation which is to occur under City supervision.
- 11.5. Signing of a latecomer waiver clause.
12. Submission of any easement or right of way documents required by the City in relation to the proposed development.
13. The following charges shall be paid at the time of Building Permit issuance:



- 13.1. Payment of applicable Greater Vancouver Sewerage & Drainage District (GVS&DD) Development Cost Charges in accordance with Bylaw 187, 1996 and amendments.
- 13.2. Payment of applicable New Westminster Development Cost Charges in accordance with Bylaw 7311, 2009 and amendments.
- 13.3. Payment of applicable School Site Acquisition charges in accordance with School District #40 Capital Bylaw No. 2008-1.
- 13.4. Payment of applicable Regional Transportation Development Cost Charges in accordance with Bylaw No. 124-2018. (Effective January 15, 2020)

Should you have any further questions or concerns please do not hesitate to contact me directly at 604-636-4463.

Thank you,

Christian Medurecan, CTech, CPWI-2, BC-CESCL  
Engineering Technologist

cc J. Lowrie, Director, Engineering Services  
E. Wat, Manager, Infrastructure Planning  
C. Dobrescu, Utilities and Special Projects Engineer  
G. Otieno, Infrastructure Engineer  
L. Leblanc, Manager, Transportation  
F. Jin, Transportation Technologist  
E. Mashig, Manager, Horticulture and Parks and Open Space Planning  
A. Hannula, Manager, Electrical Engineering Design & Planning  
P. Kotyk, Manager, Fiber Networks Operations  
J. Krevs, Building Official

# REPORT

## *Engineering Services & Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Jim Lowrie      **File:** 09.1742.02  
Director of Engineering Services      (Doc#1464416)

Emilie Adin      **Item #:** 433/2019  
Director of Development Services

**Subject:** 2018 Corporate Greenhouse Gas Emissions Update

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### **RECOMMENDATION**

**THAT** Council receive this report for information.

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### **PURPOSE**

The purpose of this report is to provide the 2018 corporate greenhouse gas (GHG) emissions inventory and compare these with emissions from 2017 and the baseline year of 2007 (i.e., the first year of the 10-year Corporate Energy and Emissions Plan 2007-2017).

### **BACKGROUND**

On September 28, 2008, the City adopted a 10-year Corporate Energy and Emissions Reduction Plan that identified a target to reduce the 2007 GHG emissions amount of 4,263 tonnes CO<sub>2</sub><sup>e</sup> by 15% by 2017.

Under the Climate Action Charter, the City receives back 100% of the annual carbon tax paid to the Province as part of the Climate Action Revenue Incentive Program (CARIP). The carbon tax has been used to fund energy saving/GHG emissions reduction projects. The City has been receiving approximately \$115,000 annually through CARIP and reports to the Province on progress of climate action each year.<sup>1</sup>

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<sup>1</sup> [https://www.newwestcity.ca/database/files/library/New\\_Westminster\\_2018\\_CARIP\\_survey\\_template\(1\).pdf](https://www.newwestcity.ca/database/files/library/New_Westminster_2018_CARIP_survey_template(1).pdf)

Under the Charter, municipalities were encouraged to become carbon neutral in their corporate operations by the end of 2012. In 2012, the Province provided flexibility to local governments to becoming carbon neutral by introducing an alternative “making progress” option. Council adopted the “making progress” approach, and staff has used CARIP resources to help implement corporately-based energy projects on an on-going basis rather than purchasing carbon offsets.

On March 11, 2019 Council declared a climate emergency that would commit the city to achieving corporate emission targets of 45% by 2030, 65% by 2040 and 100% by 2050 (see Attachment 1).

Council has also adopted another resolution to create a new Climate Action and Environment Division within the Development Services Department, which is envisioned to include a Corporate Energy and Emissions Specialist.

### **EXISTING POLICY/PRACTICE**

The Environmental Strategy and Action Plan 2018 (ESAP) includes Strategy (1.3), which aims to reduce corporate energy use and greenhouse gas emissions. Two actions within this strategy are:

- 1.3a. Update and implement a 10-year revised Corporate Energy and Emissions Reduction Strategy (CEERS), and;
- 1.3b. Review and update the City’s corporate green building policy.

On August 26, 2019 Council adopted three key directions for the revised corporate plan (CEERS) which includes a 10-year Green Fleet roadmap, revised Green Building Policy<sup>2</sup> and an Internal Carbon Pricing policy. These key directions are expected to make significant progress towards decarbonizing City assets.

### **ANALYSIS**

Energy consumption and greenhouse gas (GHG) emissions for four key sectors (buildings, lighting, fleet and water/wastewater) for 2007 (baseline year), 2017 and 2018 are summarized in Table 1 below.

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<sup>2</sup> In 2009 the City adopted a LEED Gold building policy for new buildings. On August 26, 2019 the Green Building Policy also includes CaGBC’s Zero Carbon Building Standard certification for Design or Performance.

**Table 1. Energy consumption and GHG emissions by sector for baseline year 2007 and years 2017, 2018**

Sector Property	Energy Type/Unit	2007			2017			2018			Overall % Change GHGs 2007 - 2018
		Consumption	CO <sub>2</sub> e (T)	Sector Total CO <sub>2</sub> e(T)	Consumption	CO <sub>2</sub> e (T)	Sector Total CO <sub>2</sub> e(T)	Consumption	CO <sub>2</sub> e (T)	Sector Total CO <sub>2</sub> e(T)	
<b>Buildings</b>	Elect (kWh)	8,337,034	192	2605	8,995,277	97	2,355	8,867,500	96	2,150	<b>-17.5%</b>
	Nat Gas (GJ)	47,800	2412		45,279	2,258		41,192	2,054		
	Propane (L)	479	1		0	0		0	0		
<b>Lighting</b>	Elect (kWh)	3,507,046	81	81	2,620,669	28	28	2,511,211	27	27	<b>-66.7%</b>
<b>Water &amp; Wastewater</b>	Elect (KWh)	356,425	8	8	429,019	5	5	496,981	5	5	<b>-37.5%</b>
<b>Vehicle Fleet</b>	Diesel (L)	313,420	851	1569	321,017	886	1649	285,781	789	1543	<b>-1.7%</b>
	Gasoline (L)	295,156	718		263,043	625		199,088	474		
	Propane (L)				89,769	138		182,099	280		
<b>Total</b>		<b>4263</b>			<b>4037</b>			<b>3725</b>			<b>-12.6%</b>

In summary, compared to the 2007 baseline year, the City's total GHG emissions for 2018 decreased by 12.6% (or 538 tonnes). Compared to 2017, emissions in 2018 decreased considerably by 312 tonnes. It should be noted that the GHG emissions factor used by the Province for electricity decreased by approximately 50% over the period from 2007 to 2018 (beginning in 2013) due to decreasing carbon intensity in electrical generation.

### 1. Buildings Sector

Greenhouse gases emitted for this sector have decreased by 17.5% from 2007 to 2018 even with the addition of the Anvil Centre. Natural gas consumption decreased by 4,087 GJ (204 tonnes) from 2017 to 2018 likely because 2018 was a slightly warmer year. In addition, voluntary demand side management (optimization) measures were undertaken by the City on existing natural gas equipment in a number of facilities in response to the reduced availability of natural gas during the winter of 2018/2019 due to the rupture of a natural gas line in northern BC, which contributed to the decrease. Staff are reviewing whether it is feasible to continue this type of reduction in natural gas use in the future while maintaining acceptable heating levels within buildings.

Over the last decade, the replacement of facility atmospheric boilers to efficient condensing boilers has resulted in a considerable reduction of natural gas consumption. More recently a number of projects have been implemented that reduced electrical consumption by switching to LED lighting in various facilities (e.g., Police Building, Century House, Firehall #3). The metal halide lighting over the ice playing surface in Queens Park Arena was retrofitted to LED. Not only does the switch reduce electrical consumption but it also improves lighting quality for rink users.

### 2. Vehicle Fleet Sector

Emissions from City fleet in 2018 dropped from 2017 (106 tonnes CO<sub>2</sub>e) and, to a slight degree (26 tonnes CO<sub>2</sub>e), from the baseline year. The notable drop is likely related to various

emission reduction initiatives becoming fully realized in 2018 (e.g., switch to dual fuel, GPS installations) and may be related to a slightly warmer winter. Fuel consumption decreased in many of the areas of municipal operations over the last year. For instance, compared to 2017, Fire services reduced fuel use by 8,000 litres and engineering operations by about 45,000 litres. These types of reductions take place alongside an increase in service over the years (e.g., increase in sanitation service to households and the commercial sector, initiation of new green waste collection program) for a growing community.

### 3. Lighting Sector

Emissions from electrical consumption for the lighting sector (e.g., street, park, facility lighting) decreased by 1 tonne from 2017 to 2018. This decrease can be partly related to the conversion of metal halide/HPS to LED overhead street lighting in a few neighbourhoods.

### 4. Water and Wastewater sector

The consumption of electricity for this sector remained about the same from 2017 to 2018. Variability in seasonal weather conditions (e.g., rain events) can result in annual variations in energy consumed by pump stations. As shown in Table 1, this sector has a minimal effect on overall corporate greenhouse gases.

## **COMMITTED INITIATIVES AND FUTURE CONSIDERATIONS**

The City continues to undertake projects that reduce fuel/electrical consumption in the buildings and fleet sectors. The following list provides a summary of energy conservation measures that are currently underway or have been completed in 2018:

### Buildings Sector

- Unit heaters at Engineering Operations were upgraded to condensing heaters
- Optimization of the direct digital controls at Anvil Centre and continued optimization of operational schedules at City Hall, Engineering Operations, Library and Community Centers
- Air curtains were installed on Engineering Operations building bay doors to reduce heating loss in the fleet maintenance area
- Linear lighting was retrofitted to LED inside the gymnasium at Queensborough Community Centre and at Glenbrook Fire Hall.

### Vehicle Fleet Sector

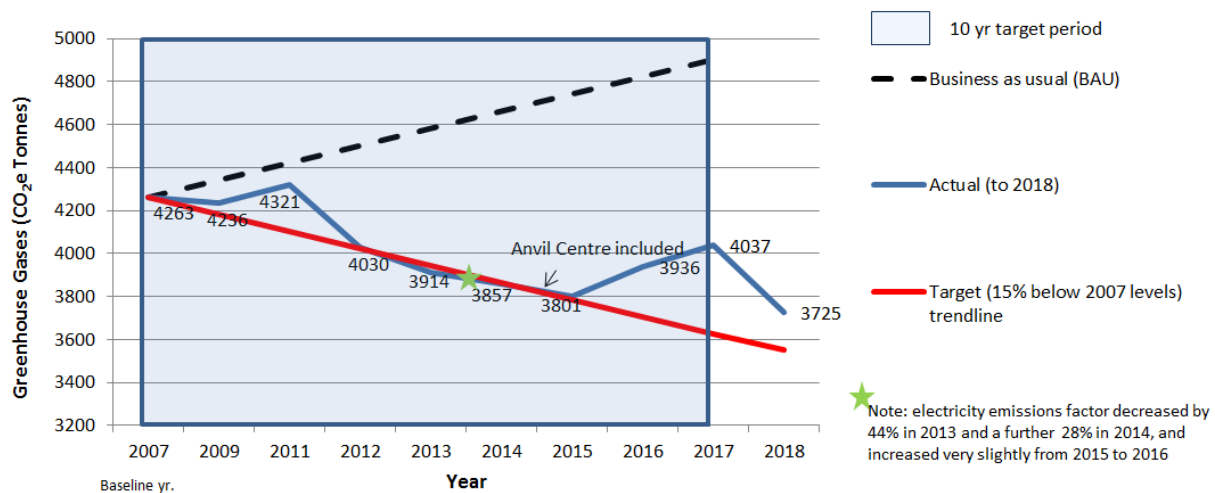
- A telematics global positioning system (GPS) will be installed on remaining fleet vehicles.
- 13 vehicles (including sanitation trucks and a sweeper) were converted to dual fuel diesel/propane
- Electric bike fleet was expanded and car-sharing is being explored

Lighting & Water/Wastewater Sectors

- The installation of LED lights is now part of a requirement for new development and capital projects. This should reduce electrical consumption by about 60%, extend service life of the luminaires and reduce maintenance costs.
- For the Water and Wastewater sector, aging pump station equipment (i.e., motors) will be replaced with high efficiency models as older equipment is phased out or repaired.

Figure 1 below illustrates the GHG reductions attained each year from the baseline year through to 2018 in comparison to the target trajectory (15% by 2017 - red line). The 2018 GHG emissions inventory of 3,725 tonnes is approximately 12.6% below the baseline year. As noted earlier, the overall GHG emissions decrease of (312 tonnes CO<sub>2</sub>e) between 2017 and 2018 could be partly related to a slightly warmer winter. Moving forward the City will need to continue to factor in weather as a potential variable that could influence GHG emissions outcomes from year to year.

**Figure 1: Actual & projected GHG reduction outcomes**



The City has been successful at reducing emissions given limited capital resources, staffing, competing building-related priorities and changes. As noted earlier annual reports on corporate GHG emissions, staff had anticipated significant emissions reduction (approximately 200 tonnes) at the Canada Games Pool through the implementation of energy projects in order to help the City reach its 15% target. Despite the deferral of these investments due to the pending renewal of the pool, the City was still able to make significant corporate reductions.

In 2019, the City has been recognized by the joint Provincial-UBCM Green Communities Committee to have achieved level 3 status: Accelerating Progress on Climate Action Charter Commitments in 2018 (see Attachment 2). This achievement recognizes the City’s ongoing

commitment to the goal of corporate carbon neutrality (level 4 status) and efforts to reduce emissions in the broader community.

### **RENEWED CORPORATE ENERGY AND EMISSIONS REDUCTION STRATEGY**

The development of a renewed 10-year corporate plan is currently underway by City staff. The plan will respond to the following directions:

- Climate Emergency Declaration targets; and
- Green Fleet roadmap, updated green buildings policy and carbon pricing policy.

In 2019, members of the City's Energy Management Committee have retained consultants to research and identify energy saving/emissions reduction opportunities for facilities and fleet. These initiatives will be included as part of its renewed corporate GHG plan. A draft of the plan will be presented to Council by the end of 2019/early 2020.

It should also be noted that the key directions of the new green buildings policy has been applied to the New Westminster Aquatic and Community Centre and the Sportsplex, making these major new facilities nearly carbon neutral, with previous natural gas space and water heating systems being replaced with electrical systems. The replacement of these two facilities alone will result in a 20% reduction in emissions over the 2007 baseline year.

### **SUSTAINABILITY IMPLICATIONS**

#### *Environmental*

Environmental benefits related to the City achieving its goal of reducing its impact on climate change will be realized through the implementation of corporate energy and emissions reduction plans and its commitment to the Climate Action Charter.

#### *Social*

Implementing the initiatives within energy and emissions plans demonstrate leadership in social responsibility (by the City) to maintaining its commitments to reduce greenhouse gas emissions.

#### *Economic*

Energy savings associated with reduced energy consumption in municipal operations will result in operational cost savings.

### **FINANCIAL IMPLICATIONS**

A buildings-related capital budget submission was provided to implement energy reduction projects in 2018– funded by CARIP funds (approximately \$110,000). An energy professional was retained in 2018 through FortisBC's Senior Energy Advisor Pilot program

at no additional cost to assist staff with the development of a renewed plan. 2019 CARIP funds are being allocated to support work to identify a robust set of GHG reduction opportunities (through a full life-cycle cost analysis) for corporate facilities and fleet. It should be noted that these investments will not only result in significant GHG reductions, but will generally have a positive full lifecycle cost, i.e., will reduce overall City costs over time.

### **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 Option #1.

### **INTERDEPARTMENTAL LIAISON**

The Engineering Department has consulted with interdepartmental staff from the Energy Management Committee in the preparation of this report.

### **CONCLUSION**

The City has taken significant steps to reduce fuel consumption and GHG emissions relative to the baseline year. Despite the deferral of energy projects at the Canada Games Pool, the City was able to make some significant corporate reductions. The City will continue to accelerate progress towards achieving carbon neutrality in coming years through the identification of a set of new comprehensive emission reduction projects as part of the renewed 10-year corporate plan (CEERS).

### **ATTACHMENT**

Attachment 1 – New Westminster Climate Emergency Declaration

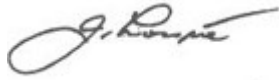
Attachment 2 – Correspondence dated August 15, 2019 from Green Communities Committee to City of New Westminster

This report has been prepared by:  
Jennifer Lukianchuk, Environmental Coordinator

This report was reviewed by:  
Eugene Wat, P.Eng. PTOE, Manager, Infrastructure Planning



Approved for Presentation to Council



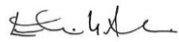
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Jim Lowrie, Eng. L, MBA  
Director of Engineering Services



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Lisa Spitale  
Chief Administrative Officer



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Emilie K Adin, MCIP  
Director of Development Services

**Attachment 1**  
**New Westminster Climate**  
**Emergency Declaration**

# New Westminster's Climate Emergency Declaration, March 11, 2019

## **MOVED AND SECONDED**

*WHEREAS the earth is currently on track to warm by more than 3 degrees Celsius; and*

*WHEREAS An October 8, 2018 report from the Intergovernmental Panel on Climate Change (IPCC) finds that it is necessary to limit global warming to 1.5 degrees Celsius, rather than 2 degrees as previously understood, and that doing so "would require rapid, far-reaching and unprecedented changes in all aspects of society," and that we have until 2030 to undertake these changes; and*

*WHEREAS The IPCC report puts the benchmark for greenhouse gas reduction targets for corporate and community-wide emissions at 45% by 2030, 65% by 2040, and 100% by 2050; and*

*WHEREAS The British Columbia government declared a provincial state of emergency in 2018 over record-setting wildfires; and*

*WHEREAS The Legislature of British Columbia and the House of Commons of Canada have acknowledged the growing crisis of climate breakdown by holding emergency debates following the release of the IPCC report; and*

*WHEREAS Local governments worldwide are taking action to avoid the worst impacts of climate change and calling on senior levels of government for an urgent, emergency response; and*

*WHEREAS The costs to New Westminster for dealing with the impacts of climate change - including sea level rise - are significant; and*

*WHEREAS The most vulnerable members of our community are the most impacted by the effects of climate change; and*

*WHEREAS The City of New Westminster has been taking action on sustainability through the Environmental Strategy and Action Plan, Community Energy and Emissions Plan, and Envision 2032;*

## **THEREFORE BE IT RESOLVED**

*THAT Council recognize that climate change constitutes an emergency for the City of New Westminster; and*

*THAT Council direct staff to report back on how the following action items can be implemented:*

- 1. Update existing City plans with new targets as per the IPCC report;*
- 2. Increase ambition and/or accelerate timelines for existing actions under the Environmental Strategy and Action Plan and the Community Energy and Emissions Plan;*
- 3. Consider new actions to help the City achieve its targets;*
- 4. Consider new actions that would help reduce GHG emissions beyond the scope of the City's current climate targets;*
- 5. Track and report on community emissions;*
- 6. Engage the community in discussion on how to drastically reduce GHG emissions with particular focus on those most vulnerable to climate impacts and most in need of support in transitioning to renewable energy;*
- 7. More broadly communicate with the community about City emissions and targets;*
- 8. Implement a carbon budget; and,*

*THAT Council direct staff to include climate action for consideration within the City's strategic plan that is currently being developed.*

**CARRIED.**

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

**Attachment 2**  
**Correspondence dated August**  
**15, 2019 from Green**  
**Communities Committee to City**  
**of New Westminster**



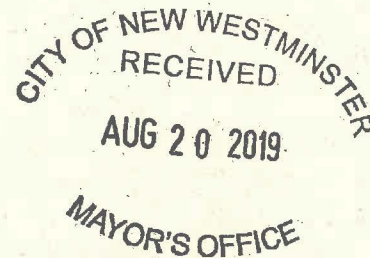
CJ-Lawne  
J Lukionduk  
M. Allison  
L. Spitalo



Ref: 247227

August 15, 2019

His Worship Mayor Jonathan Cote and Councillors  
City of New Westminster  
511 Royal Avenue  
New Westminster BC V3L 1H9



Dear Mayor Cote and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce greenhouse gas (GHG) emissions in the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce GHG emissions in your community and through corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporately or community-wide) to reduce GHG emissions for the 2018 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

Mayor Cote and Councillors  
Page 2

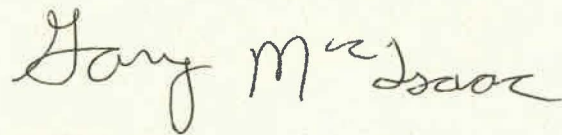
In recognition of your significant achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary Maclsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures





## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### **Level 1: Demonstrating Progress on Charter Commitments**

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

### **Level 2: Measuring GHG Emissions**

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

### **Level 3: Accelerating Progress on Charter Commitments**

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

### **Level 4: Achievement of Carbon Neutrality**

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>





## **REPORT**

### *Engineering Services*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Jim Lowrie  
Director of Engineering Services      **File:** 05.0135.10  
(Doc# 1498001v1)

**Item #:** 418/2019

**Subject: Five-Year Approach to On-Street Parking Fees & Rates**

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#### **RECOMMENDATION**

1. **THAT** Council endorses in principle the proposed five-year approach to adjusting hourly on-street parking rates, and “Base” scenario for pricing, as outlined in Table 2 in this report.
  2. **THAT** Council endorses in principle the proposed five-year approach to adjusting resident parking permit fees, as outlined in Table 3 in this report.
  3. **THAT** Council support in principle the introduction of a Climate Emergency Surcharge in 2021 to be applied to on-street hourly parking, and direct staff to conduct additional research and analysis and report back with a recommended hourly rate and recommended initiatives toward which the incremental revenue would be directed.
  4. **THAT** Council direct staff to conduct additional research and analysis and report back on the potential implications of introducing pay station parking in resident parking permit zones, of parking benefit districts, and of occupancy-based variable meter rates.
  5. **THAT** Council direct staff to conduct additional research and analysis and report back on the potential implications of aligning parking rates in City-owned off-street parking with nearby private parkades.
-

**PURPOSE**

This report seeks Council endorsement for a five-year approach to updating on-street parking fees and rates throughout the city, including residential parking permits and metered/pay parking, to better align with the goals of the Master Transportation Plan (MTP), Council's Strategic Plan, and the City's response to the climate emergency.

**BACKGROUND**

On-street vehicle parking is a valuable resource in urbanized communities, especially in commercial districts, around major institutions, and near rapid transit stations. Like other economic goods, when parking supply and pricing are not managed, demand for on-street parking often exceeds the amount of street space available. Complicating this issue is the growing demand for existing and potential designated curbside uses, such as transit stops and priority measures, taxi zones, loading zones, accessible parking, ride-hailing zones, car-share parking, protected bike lanes and bike parking, bike-share and other shared micromobility docking areas, parklets, and so forth. These uses – all of which are consistent with the City's sustainable transportation and other goals – will continue to constrain the finite supply of on-street space for the storage of personal vehicles.

On-street parking rates in New Westminster have not been adjusted for several years and are now relatively low compared to some other municipalities in Metro Vancouver, especially among those that are explicitly prioritizing sustainable modes of transportation. In the meantime, there has been significant residential, institutional, and commercial development in some parts of the city, with associated increased demand for on-street parking. To support the economic activity upon which the commercial areas of the city rely, on-street parking needs to be priced appropriately to encourage turnover for short-term visitors. To support sustainable transportation and a shift to walking, transit and cycling, car use must be priced competitively relative to more sustainable options. To support a shift in private automobile ownership, the cost to store a vehicle should reflect the cost to provide that storage.

On the residential front, parking permit fees remain very low and the number of permits issued generally exceeds the amount of on-street space available within permit zones. Under current pricing, there is very little incentive for residents to use off-street parking that may be available to them, and very little incentive to consider reducing vehicle ownership due to storage costs.

Although staff have compared parking rates to other similar cities in Metro Vancouver, in many respects New Westminster is most similar to parts of the City of Vancouver. Like Vancouver, New Westminster has areas of comparably high residential density, commercial high streets, high levels of transit service, and a correspondingly high demand for on-street parking that needs to be managed effectively.

## **EXISTING POLICY/PRACTICE**

The approach outlined in this report is consistent with the City's *Master Transportation Plan* (MTP), particularly the following actions:

- Policy 8B – Manage Parking
  - Action 8B.1 – Support the demand management recommendations of the Downtown Parking Strategy
  - Action 8B.2 – Concentrate parking strategies within New Westminster's Downtown, SkyTrain areas, and Frequent Transit Network corridors

The *Downtown Parking Strategy* (DPS), completed in 2013, recommends a range of approaches for managing the supply of and demand for on- and off-street parking in the Downtown area. Most relevant to this report, the strategy identifies the need for “management of on-street parking to distribute demand and maintain occupancy around 85% for the most occupied blocks.”

The *Sapperton-Massey Victory Heights (SMVH) Transportation Plan*, completed in mid-2018, covers all aspects of transportation in the northeastern third of the city. The near-term parking management components of the plan focus primarily on reducing the impacts of institutional employees and visitors parking in residential areas for long periods of time.

The *2019-2022 Council Strategic Plan* identifies sustainable transportation as one of the priority areas on which Council's leadership role will be focused during this term. Pricing parking helps the city to create great streets that support everyone in making sustainable transportation choices that are safe, and that reduce greenhouse gas emissions.

On March 11, 2019, Council declared that climate change constitutes an emergency for the City of New Westminster, and directed staff to identify accelerated and new actions that the City can undertake to significantly reduce carbon emissions.

The *Zoning By-Law* requires that new residential and commercial developments provide an appropriate amount of off-street parking to avoid spillover on to surrounding streets. However, there is a challenging balance between providing too little off-street parking that results in spillover effects and providing too much parking and thereby encouraging automobile usage and increasing construction costs for housing.

Although some of the policies noted above are focused on specific areas of the city, various large projects (New Westminster Secondary, New Westminster Aquatic & Community Centre, Royal Columbian Hospital, etc.) and the relatively strong business community in Uptown and Sapperton are increasing the demands on on-street parking in many neighbourhoods. Accordingly, this report responds to these demands with approaches that are consistent with the MTP and other policies, and may be applied city-wide.

## **DISCUSSION**

It should be noted that this report is based on a limited amount of background research and analysis, and should be considered as a high-level overview of options rather than an in-depth analysis. The report is a precursor to the annual Fees & Rates By-Law amendment, which is expected to be presented to Council on November 4, 2019. The approach recommended in this report is subject to further review and refinement as additional information is gathered and analyzed.

### ***Guiding Principles***

The following principles have guided the development of the recommended approach:

- On-street parking should be priced higher than off-street parking to:
  - Reflect the growing demands for managed curbside space for priority public needs, such as transit, accessible parking, sustainable modes, shared mobility options, and public space;
  - Reflect the high value of public street space; and therefore,
  - Encourage people to choose off-street lots when there is a choice available.
- Parking a personal motor vehicle should be at least the equivalent cost of a one-zone transit trip to ensure that transit is a financially competitive choice and to incentivize people to choose transit or other sustainable modes instead of driving.
- Parking permit rates should encourage residents to store personal vehicles in off-street spaces, and should reflect the City's long-term sustainable transportation and climate action goals by encouraging reduced car ownership.

### ***Metered On-Street Parking***

Staff have conducted a benchmarking survey of metered on-street parking rates in other cities in the Lower Mainland. Table 1 summarizes the hourly metered rates relative to New Westminster. Again, it must be noted that, in many respects, New Westminster is similar to Vancouver in terms of residential density and transit service. The highest hourly parking rates are typically in denser areas well served by frequent/rapid transit.

**Table 1 – Current Hourly On-Street Parking Rates in Metro Vancouver**

<b>City</b>	<b>Hourly On-street Parking Rates</b>
New Westminster	\$1.50-1.75
Burnaby	\$1.00-3.00
Coquitlam	\$1.00-1.25
City of North Vancouver	\$1.25-2.50
Richmond	\$2.50
Surrey	\$1.00-1.75
Vancouver	\$1.00-9.00
White Rock	\$1.00-3.75

New Westminster’s meter rates are around the median for the region, but do not reflect the City’s high level of transit service or residential density relative to most other municipalities. The on-street rates are also lower than the current off-street rates at the City-owned parking structures downtown (proposed to be priced at \$2.00 per hour, pending Council approval of the Fees & Rates By-Law), and are much lower than most private off-street parkades and the current one-zone transit fares of \$2.40 (Compass Card stored value) and \$3.00 (cash or single-use ticket). Staff are recommending an adjustment to meter rates to come closer to meeting the Guiding Principles outlined previously, shown in the table below as the “Base” scenario. Implementation of the “Base” scenario will immediately bring most metered areas in line with the current stored-value transit fare. However, as outlined in the table and in the Options section of this report, Council may wish to make a more substantial adjustment to more quickly bring parity between parking rates and cash transit fares (shown as the “Accelerated” scenario in the table).

Over the course of the upcoming four years, staff are recommending an approach that would see meter rates adjusted nominally each year to reflect regular increases in transit fares, which are now adjusted on an annual basis in conjunction with the Consumer Price Index (CPI). The actual adjustments, which would be recommended in annual Fees & Rates By-Law updates, may differ from those shown below to reflect variability in the CPI and other transit fare changes that may be forthcoming.

The hourly rate for meters in the Twelfth Street business area is currently lower than in other areas. Staff support maintaining a price differential in this area to reflect the lower density character of the area and relatively lower levels of transit service there.

**Table 2 – Proposed Minimum Hourly On-Street Parking Rates**

Area(s)	Proposed Minimum Hourly On-street Parking Rates					
	Scenario	2020	2021	2022	2023	2024
Downtown	Base	\$2.50	\$2.60	\$2.75	\$3.00	\$3.25
Uptown Sapperton	Accelerated	\$2.75	\$2.85	\$3.00	\$3.25	\$3.50
Other (primarily Twelfth Street)	Base	\$2.00	\$2.10	\$2.25	\$2.50	\$2.75
	Accelerated	\$2.25	\$2.35	\$2.50	\$2.75	\$3.00

***Climate Emergency Surcharge – additional option for consideration***

An additional option that Council may wish to consider is to introduce a “Climate Emergency Surcharge” to on-street parking rates. Staff have not completed any research or analysis into this concept, but contemplate that approximately \$0.25 per hour could be added to on-street parking rates, with all revenue generated from the surcharge being directed into a dedicated Climate Emergency Fund to help offset the cost of the City’s climate emergency response, the specifics of which are still in development. It is unknown at this time how much revenue a surcharge of this scale would generate, or whether an increase such as this would result in reduced demand for on-street parking, thereby lowering the revenue

potential. If further information or analysis are required, additional time will be needed for staff to complete this level of review.

### ***Residential Parking Permits***

The current structure of residential parking permits allows residents to obtain up to five on-street permits per household. For homes with one legal secondary suite, this implies that a single property can have up to 10 permits issued, far exceeding the curb frontage associated with most individual properties. Permits enable residents living within permit zones to be exempted from posted parking regulations within a one block radius of their home block. With the exception of visitor permits, residential permits are linked to a specific license plate.

Under the current pricing structure, eligible residents may purchase up to three permits (two resident/one visitor; maximum one visitor permit per household) for \$15 each per year. The fourth and fifth permits are priced at \$50 each per year. At these rates, there is very little incentive to store vehicles off-street on private property and some properties could have as many as 10 permits without commensurate curb space.

To move toward the Guiding Principle of incentivizing residents to store vehicles off-street and to potentially encourage reduced car ownership where possible, staff are recommending the following rate structure be implemented through the pending Fees & Rates By-Law amendment for 2020. For the subsequent four years, the prices of the first two permits would increase incrementally, subject to further Council approvals through the annual Fees & Rates By-Law amendments. Staff propose that the price for the third, fourth and fifth permits eventually become the same and be adjusted to more closely meet the Guiding Principles outlined previously.

**Table 3 – Proposed Annual Resident Permit Parking Fee**

	Proposed Annual Permit Fee				
	2020	2021	2022	2023	2024
First permit (resident)	\$20	\$25	\$30	\$40	\$50
Second permit (resident or visitor <sup>1</sup> )	\$20	\$25	\$30	\$40	\$50
Third permit (resident or visitor <sup>1</sup> )	\$50	\$60	\$75	\$100	\$100
Fourth permit (resident)	\$75	\$85	\$100	\$100	\$100
Fifth permit (resident)	\$75	\$85	\$100	\$100	\$100
Shared vehicle permit	\$20	\$25	\$30	\$40	\$50

<sup>1</sup> Maximum one visitor permit per household.

As shown in the table, the permit fees summarized above would also apply to shared vehicles that are permitted to park in resident permit parking zones. Currently, only EVO car share vehicles are permitted to park in RPP zones and EVO purchases permits each year for every vehicle in the EVO fleet.

Although the rate adjustments for permits are significant relative to existing rates, it should be noted that they remain much lower than the cost of transit. An adult one-zone monthly transit pass is currently priced at \$98; the cost for a concession fare monthly pass is \$56.

### ***Future Steps***

This initial step in revising the City's approach to parking fees has been prepared in anticipation of the annual update to the Fees & Rates By-Law for 2020. Staff recognize that there is further work to be done to meet the City's goals and address upcoming impacts from large projects. With Council's approval, the following items, and potentially others, will be considered further in the coming years:

- Parking meters/pay stations in residential zones – To address potential impacts to adjacent neighbourhoods as a result of the expansion of Royal Columbian Hospital, staff are working with Fraser Health Authority to explore options to mitigate potential impacts on the Sapperton neighbourhood, including considering implementation of pay parking in residential zones near the hospital (with exemptions for residential permit holders). The potential implications of this option are being considered and will be reported to Council in conjunction with the hospital rezoning process. This approach could be used elsewhere in the city as well, such as near the new Aquatic Centre, in the Quayside neighbourhood, and potentially in residential areas that have limited off-street parking and where there is potential for spillover of commuter or visitor parking in residential areas.
- Parking benefit districts – Increased or newly implemented parking fees can be used to provide specific benefits to those areas in which they are implemented. These can include increased enforcement resources or transportation infrastructure improvements that support sustainable transportation and directly benefit residents. "Parking benefit districts" have been used in some communities, such as Vancouver's West End, to mitigate the impacts of increased parking fees. More research is necessary to determine if such a mechanism would be appropriate in New Westminster.
- Occupancy monitoring with variable pricing – A key objective of metered parking in commercial areas is to promote turnover (and, thereby, local economic activity). Meter rates that are too low generally do not produce the desired turnover, whereas overly high rates may discourage people from visiting the area in the first place. A desirable level of parking occupancy is approximately 85% of available spaces at peak times. Occupancy can be monitored over time to enable meter rates to be adjusted up or down occasionally to achieve the desired turnover. This can be undertaken at the neighbourhood level or down to the individual block level, but

requires the allocation of resources (internal or external) to undertake occasional and ongoing monitoring to ensure that rates are rational.

- Strategy for off-street pay parking fees and rates – Staff’s initial research indicates that the City-owned off-street parking structures downtown are generally priced below nearby private parkades. However, with the exception of bringing the Front Street Parkade fees in line with the Anvil Centre, off-street parking fees and rates are not addressed in this report. Staff will consider a longer-term strategy for off-street parking in the coming year and beyond.

## **SUSTAINABILITY IMPLICATIONS**

Pricing is one of the more effective tools for affecting travel behaviour. Although the direct impacts of the proposed rate changes are not known at this time, a primary objective of the proposed approach is to encourage City residents and visitors to consider the impacts of their travel choices and to help the City meet its MTP, sustainability and climate action goals. Taking steps to bring parity between parking fees and transit fares will incentivize more people to choose sustainable modes rather than driving for some trips, thereby reducing the impact of private automobiles on our climate. Furthermore, parking permit fees that are more in line with market parking rates may encourage some residents to reduce car ownership and choose other travel modes, such as walking, cycling, transit, and car share.

The optional implementation of a Climate Emergency Surcharge is directly related to the City’s climate emergency response by further influencing travel behaviour and also providing a revenue source for response measures from one of the leading sources of carbon emissions in New Westminster.

## **FINANCIAL IMPLICATIONS**

In 2018, revenue from residential parking permits was \$86,694, and over \$2.2 million was collected from parking meters and pay stations. Although it is difficult to predict with accuracy, it is anticipated that an increase in permit, meter, and pay station rates as recommended in this report would generate significant additional revenue, likely exceeding \$500,000 per year. This additional revenue could be reinvested in Parking Operations for the increased monitoring and enforcement that are frequently requested by the public, for occupancy monitoring to implement more variable pricing, and/or for capital investments related to parking, such as pay stations.

There has not been a change to the level of parking enforcement staffing in many years, despite growth in the number of enforcement requests, implementation of additional regulated areas, and expansion of operational duties for enforcement officers with respect to monitoring and enforcement of parking regulations, vegetation impeding sidewalks, street occupancy permits, and snow and ice clearing. Increased revenue from rate adjustments could be used to offset the cost of additional monitoring and enforcement activity.



**OPTIONS**

1. THAT Council endorses in principle the proposed five-year approach to adjusting hourly on-street parking rates, and “Base” scenario for pricing, as outlined in Table 2 in this report.
2. THAT Council endorses in principle the proposed five-year approach to adjusting resident parking permit fees, as outlined in Table 3 in this report.
3. THAT Council support in principle the introduction of a Climate Emergency Surcharge in 2021 to be applied to on-street hourly parking, and direct staff to conduct additional research and analysis and report back with a recommended hourly rate and recommended initiatives toward which the incremental revenue would be directed.
4. THAT Council direct staff to conduct additional research and analysis and report back on the potential implications of introducing pay station parking in resident parking permit zones, of parking benefit districts, and of occupancy-based variable meter rates.
5. THAT Council direct staff to conduct additional research and analysis and report back on the potential implications of aligning parking rates in City-owned off-street parking with nearby private parkades.
6. THAT Council endorses in principle the proposed five-year approach to adjusting on-street parking meter and pay station fees and rates according to the “Accelerated” scenario for pricing, as outlined in Table 2 this report.
7. THAT Council give alternative direction to staff.

Staff recommend Options 1, 2, 3, 4 and 5.

**INTERDEPARTMENTAL LIAISON**

Staff in Engineering Services and Engineering Operations collaborated closely on the preparation of this report.

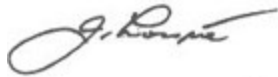
**CONCLUSION**

The proposed five-year approach to on-street parking fees and rates is intended to contribute toward the achievement of the City’s Master Transportation Plan goals and Council’s 2019-2022 Strategic Priorities, and represents one step in the City’s response to the climate emergency.

This report has been prepared by:  
Mike Anderson, P.Eng., MCIP, RPP, Transportation Engineer  
Aaron Hilgerdenaar, Supervisor, Parking & Animal Services

This report was reviewed by:  
Lisa Leblanc, P.Eng., Manager, Transportation  
Dave Cole, Manager of Engineering Operations

Approved for Presentation to Council



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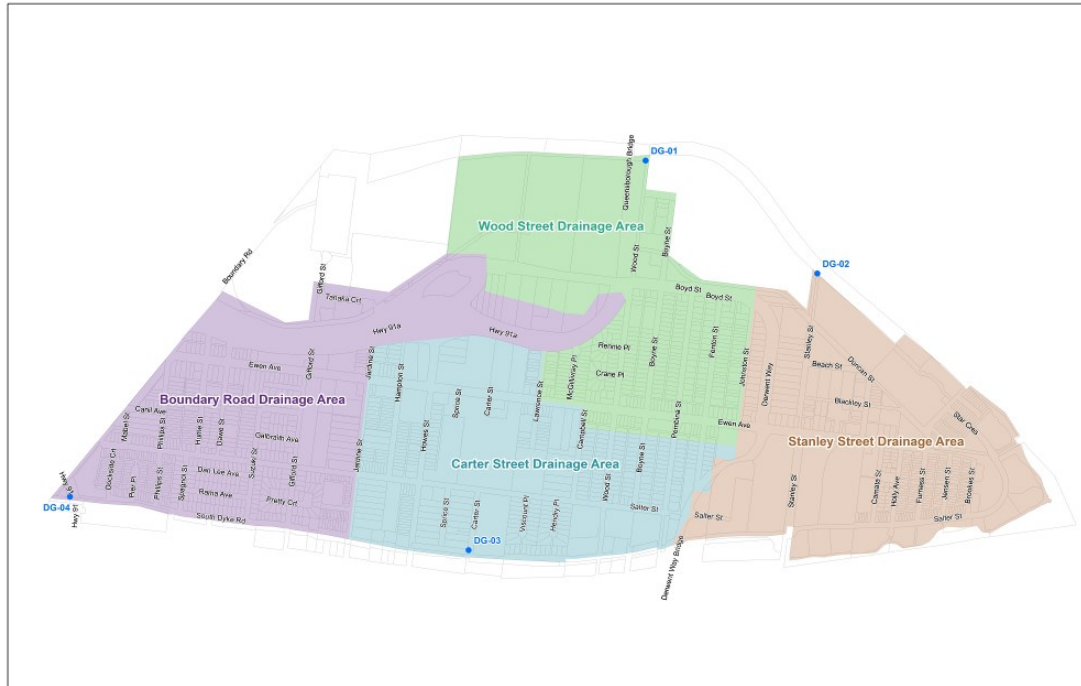
Jim Lowrie, Eng.L., MBA  
Director of Engineering



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Lisa Spitale  
Chief Administrative Officer





**Figure 1: Drainage Catchments in Queensborough**

Queensborough (QB) is undergoing urban transformation as rural parcels are developed into smaller residential lots or multi-family sites and also as old houses are being replaced with new ones. Previous public engagement with the QB community has indicated that residents and builders are interested in improving their streetscape by eliminating open ditches, installing sidewalks and street lighting, and providing more opportunities for on-street parking. Many rural streets with open ditches have already been replaced with urban streetscapes as part of the development process.

In the September 14, 2015 report titled “*Implementation of Ditch Infill and Urban Streetscape in Queensborough*”, Council endorsed a ditch enclosure policy approach. The policy clarified that as areas in Queensborough develop, the ditches on the local street are to be enclosed. Four implementation scenarios of ditch enclosure were identified:

- Local Area Service Program (LASP);
- Subdivision Development;
- Building Permit (construction of new homes); and,
- Request and funded by individual property owners (where there is no subdivision, building permit, or LASP initiative).

Under the above policy, a ditch enclosure is now a requirement for the construction of new houses under the building permit process. Exceptions are in locations where it is not technically feasible due to grades or major open channels/canals such as those along Boyd Street, Hwy 91A, Wood Street north of Ewen Avenue, Carter Street, Stanley Street, Beach

Street, Boundary Road, etc. which provide essential storage capacity and/or environmental habitat attributes.

## **DISCUSSION**

The central historic area of Queensborough is served by open ditches that primarily drain toward the Wood Street Drainage Pump Station. The open ditches run north along Boyne Street, Pembina Street, Fenton Street and Johnston Street between Ewen Avenue and Boyd Street. During major storm events when the water level is high, some of the ditches also drain toward the Stanley Street Drainage Pump Station.

### *Flooding Management Priority Work Plan*

Staff have responded on-site on several occasions regarding the flooding issue on Fenton Street. Operations staff removed ditch debris in 2018 and repaired a failed culvert in 2019. The effectiveness of these local efforts is limited by the capacity of the downstream system which impedes runoff to flow from the central historic area to the pump station.

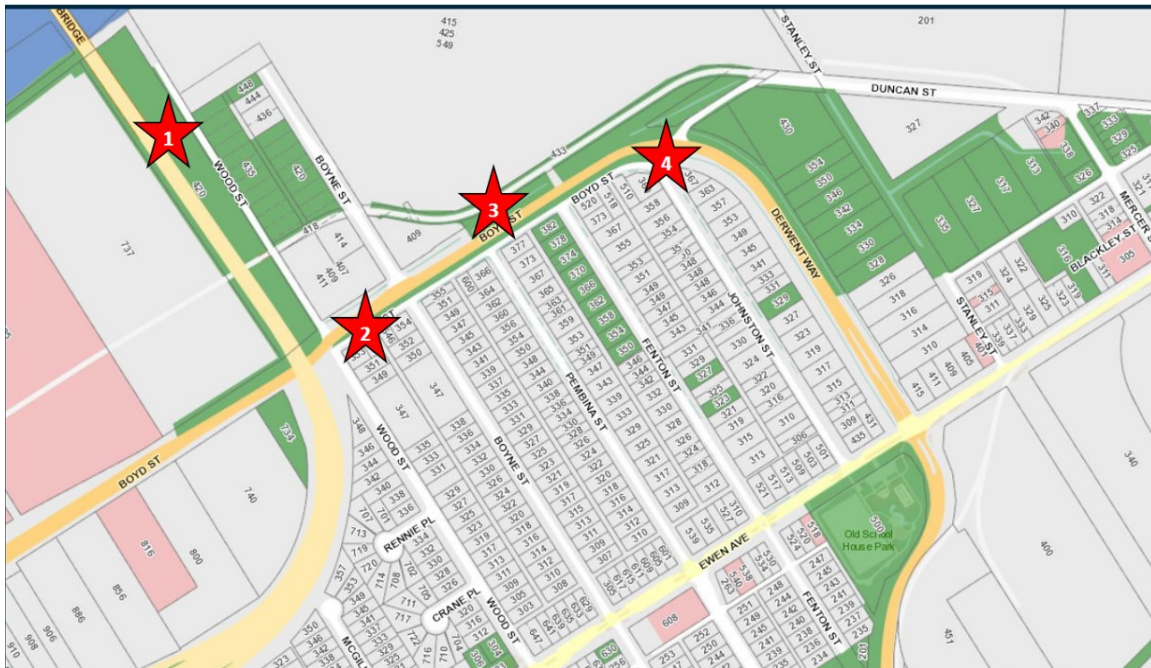
In response to flooding concerns in the area, staff have prioritized major downstream infrastructure that needed to be upgraded. Works completed in 2018 include:

1. Boyd/Duncan Street Culvert Replacement (increase from 900mm to 1050mm);
2. Wood Street Pump Station Upgrade (life cycle replacement and increased pumping capacity);
3. Trunk storm sewer north of Duncan Street to Stanley Canal (by development).

Following high water events on Fenton Street in the winter of 2018, the City engaged the services of Aplin & Martin Consultants to examine in detail the drainage path tributary to the Wood Street Pump Station and identify any intermediate barriers and deficiencies. Four key drainage improvement projects were incorporated into the 2019 capital work program (see Figure 2):

1. Wood Street Canal Dredging;
2. Boyd Street South Storm Sewer Upgrading;
3. Boyd Street North Drainage Canal Regrading;
4. Johnston Street Culvert Replacement.

These works are now well underway and anticipated to be completed by the end of 2019. Boyd Street North Drainage Canal Re-grading is pending environmental approval and will likely be completed in 2020.



**Figure 2: 2019 Drainage Work Program**

The completion of these major downstream capital improvements will improve the overall capacity of the drainage system and reduce the impacts of high water events. This will also allow staff to focus on addressing capacity constraints such as problematic culverts within the upstream ditches in the local streets. The drainage improvements will reduce the severity of street flooding which impedes the walkability of pedestrians.

#### Ditch Enclosure Feasibility Plan

The process of ditch enclosure is generally implemented with larger scale developments where a long segment of ditch is replaced with a storm sewer system along with associated site re-grading. A key issue in Queensborough is the need to stabilize the underlying weak soils (peat and silt) coupled with the high ground water table to allow for construction of the new streetscape. This process involves either preloading or excavating and replacing the poor soil with light-weight structural materials. Preloading requires prolonged fill placement on roadways which is disruptive in built-out neighbourhoods; thus it is more feasible and cost effective to achieve in a large scale development than for individual lots or small infill subdivisions.

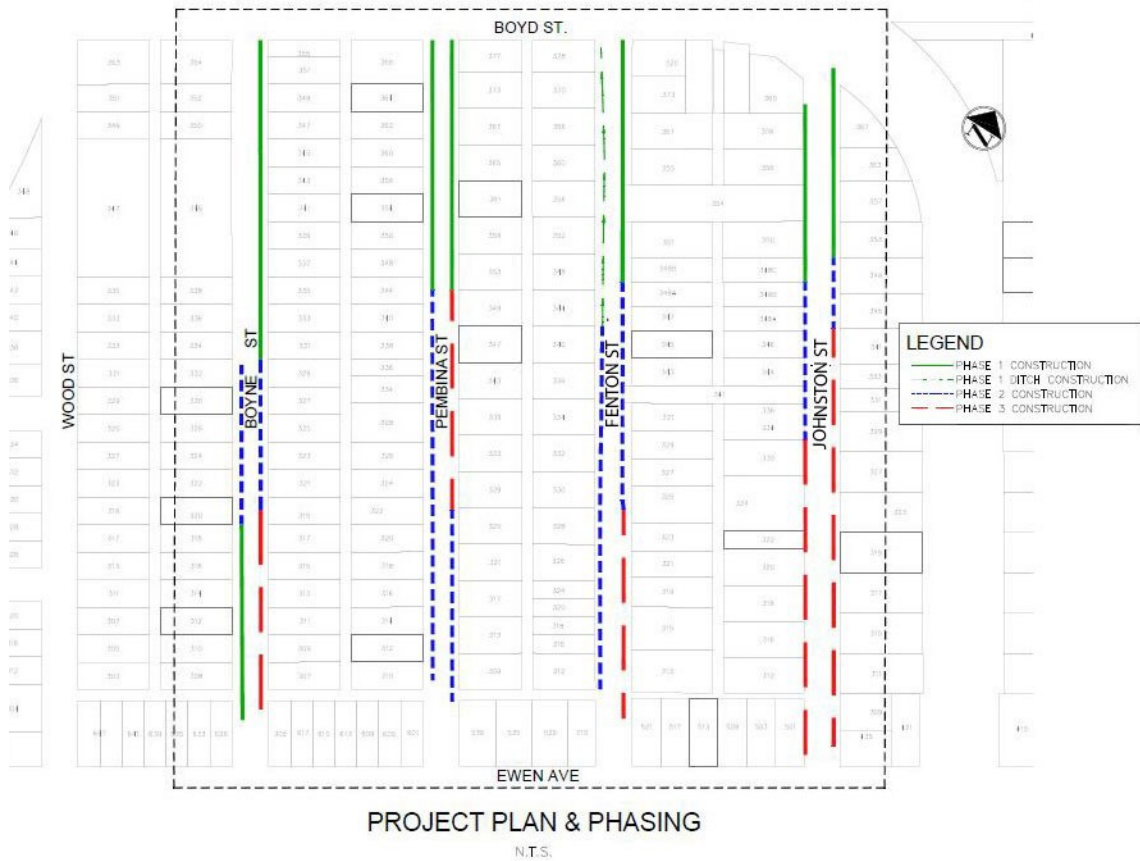
Ditch enclosure in the central historic area of Queensborough (from Wood Street to Johnston Street) where single family residential lots were originally subdivided with open ditches may have technical challenges due to the flat topography, low lying areas, high groundwater table and the controlling water levels of the Fraser River. Ditch enclosure with storm sewers in this area may also require road and lot regrading which as mentioned is disruptive in built-out neighbourhoods.

In 2018, the Engineering Department conducted a detailed field survey and analysis to examine the technical feasibility of enclosing the open ditches in the central historic area. The Ditch Enclosure Feasibility Plan surveyed existing ditch profiles, existing culverts and road elevations to ensure that a future enclosed drainage system can function with adequate grades, capacity and storage without creating ponding at low-lying properties and minimizing long-term ground settlement. The plan also examined the readiness of the streets for enclosing ditches with a proper storm sewer system in an incremental manner through building permits and infill subdivisions.

The report prepared by Parsons identified areas where enclosing ditches is currently possible, without much additional work, and areas where the ditches cannot be enclosed without major lot regrading and elevation changes to the surrounding landscape. The ditch segments were classified into three phases in order of implementation feasibility (see Figure 3).

- Phase 1 can be constructed under current development conditions, with minimal, if any regrading required;
- Phase 2 can be constructed under current development conditions, but regrading of driveways, streets and private properties may be required to facilitate overland drainage paths and minimize bumps along the proposed drainage system;
- Phase 3 is areas where ditches are shallow and enclosures can only be constructed with large scale regrading/raising of adjacent properties (i.e. larger re-development). This is to ensure that properties can drain to the drainage system.

The phases identified in the Parsons report do not account for existing barriers and utilities conflicts, which can affect the implementation schedule and increase costs.



**Figure 3: Ditch Enclosure with Proper Engineered Storm Sewer System**

Public Open House – Queensborough Drainage on October 8, 2019

A public open house/information session was held at the Queensborough Community Centre on October 8, 2019. Approximately 20 residents attended including members of the QB Residents Association. The residents generally wanted to understand how the drainage system works and the feasibility of ditch enclosure in their neighbourhoods. A set of information posters from the open house is contained in Attachment 1.

Addressing Unauthorized Modification of City Ditches and Culverts

Resident’s desire for enclosed ditches has been noted over the years by the unauthorized and ad-hoc extensions of driveway culverts and retaining wall encroachments. Many unauthorized culvert extensions are poorly installed, create impediments for drainage and maintenance and pose safety concerns. The enclosure of ditches is best planned and undertaken with proper engineered storm sewer systems along with a process to regulate and rectify unauthorized works. A standard City culvert with proper drainage function is shown in Figure 4. A ditch enclosure with proper storm sewer system (with future extension potential) is shown in Figure 5.





**Figure 4 Standard City-installed driveway culvert**



**Figure 5 Proper Ditch Enclosure**

In the central historic area, approximately 70% of the driveway culverts have been tampered with or extended in an effort to widen driveways. In addition, City ditches have retaining wall encroachments and slope alteration and sometimes they are completely filled-in. This situation impairs the drainage capacity and reduces water storage. At best, the illegal additions/ditch coverings make regular ditch maintenance by City crews difficult or impossible. In more extreme cases, they create safety hazards. Examples of unauthorized/ad-hoc ditch and culvert modifications are shown below.





Existing hazardous plywood ditch cover.

Addressing unauthorized ditch modifications/additions is key to maintaining the safe and efficient operation of the Queensborough storm drainage system. Staff plans to engage residents with problematic ditch enclosures to rectify the drainage situation in the central historic area.

#### Ditch Maintenance Program

Operations staff currently clean the vegetation and sediment from all open ditches and canals in Queensborough. Approximately one-third of the ditches in Queensborough are cleaned annually during the fall/winter months, as recommended in the Drainage Management Guide by the Ministry of Agriculture, Food and Fisheries. Starting in 2020, the Ditch Cleaning Program will divide the Queensborough area into two sections with each section being cleaned on a bi-annual basis.

With 70% of the driveway culverts having an unauthorized culvert extension or an illegal ditch infill/covering, staff are not able to perform proper maintenance to the open ditches. The illegal infill/coverings do not allow for removal of sediment or vegetation and in turn this allows for buildup and sloughing of the banks, reducing storage and flow capacities in the ditch. The unauthorized culvert extensions create a barrier for flushing out culverts that may be blocked or have a buildup of sediment in them. These illegal culvert extensions are often installed without proper headwalls and materials will often slough into the open ditch and restrict flow.

#### Walkability

The City has enclosed ditches and provided sidewalks for walkability on major pedestrian routes such as Ewen Avenue, Howes Street and Salter Street. On local streets, sidewalks are generally installed by developments or alternatively, through a resident-driven LAS program. In order to provide sidewalks on many local streets, especially in the central historic area, ditch enclosure with a proper storm sewer is needed. A proper storm sewer and site grading would convey the runoff, reduce flooding and allow a sidewalk and possibly lighting to be installed within the narrow local road corridor. In the interim, staff will explore other

opportunities to improve walkability including additional streetlighting and signage where appropriate.

### **FINANCIAL IMPACTS**

The 2018 drainage capital work program included Wood Street Pump Station (\$5.0M) and the Boyd/Duncan Street Culvert Replacement (\$150K). The current 2019 drainage capital works program is approximately (\$1.3M).

The implementation of proper ditch enclosures in Queensborough would be funded by development under subdivision/building permit applications, Local Service Area (LAS) initiatives or by individual owners who want to enclose their frontage ditch. The City has in the past provided financial assistance in the order of 50% for LAS initiatives.

### **OPTIONS**

The following options are presented for Council's consideration:

1. Receive the report for information;
2. Provide staff with alternative direction.

Staff recommends Option 1.

### **CONCLUSION**

In response to flooding concerns in the Queensborough central historic area, a capital works program to improve the major downstream system of the Wood Street Catchment Area was started in 2018 and is completing in 2019. As residents have expressed a desire for ditch enclosure along the local streets, the City has endorsed a ditch enclosure policy where ditches would be properly enclosed incrementally through development, local area service bylaw, building permit and individual request.

There are many unauthorized driveway culvert extensions and ditch modifications in the central historic area of Queensborough which impede drainage and pose other safety issues. Staff will be engaging property owners with problematic enclosures to rectify the local drainage situation.

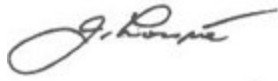
### **ATTACHMENT**

Attachment 1 - October 8, 2019 Open House Presentation Posters

The report has been prepared by:  
Catalin Dobrescu, P.Eng., Utility and Special Project Engineer

The report has been reviewed by:  
Eugene Wat, P.Eng., PTOE, Manager of Infrastructure Planning

Approved for Presentation to Council



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Jim Lowrie, Eng.L, MBA  
Director of Engineering Services



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Lisa Spitale  
Chief Administrative Officer



**Attachment 1**  
**October 8, 2019 Open House**  
**Presentation Posters**



# Current Drainage Impediments

Ongoing issues requiring further examination:

- Drainage problems due to misaligned and incorrectly sized culverts and ditch encroachment
- Unauthorized culvert extensions and ditch covers/crossings
- Impediments to maintenance
- Hazardous gaps between two driveways



Flooding due to drainage impediments



Existing non—standard rotten wood retaining wall



Existing hazardous pedestrian ditch crossing



Existing hazardous plywood ditch cover



Existing hazardous gap between two driveway culverts



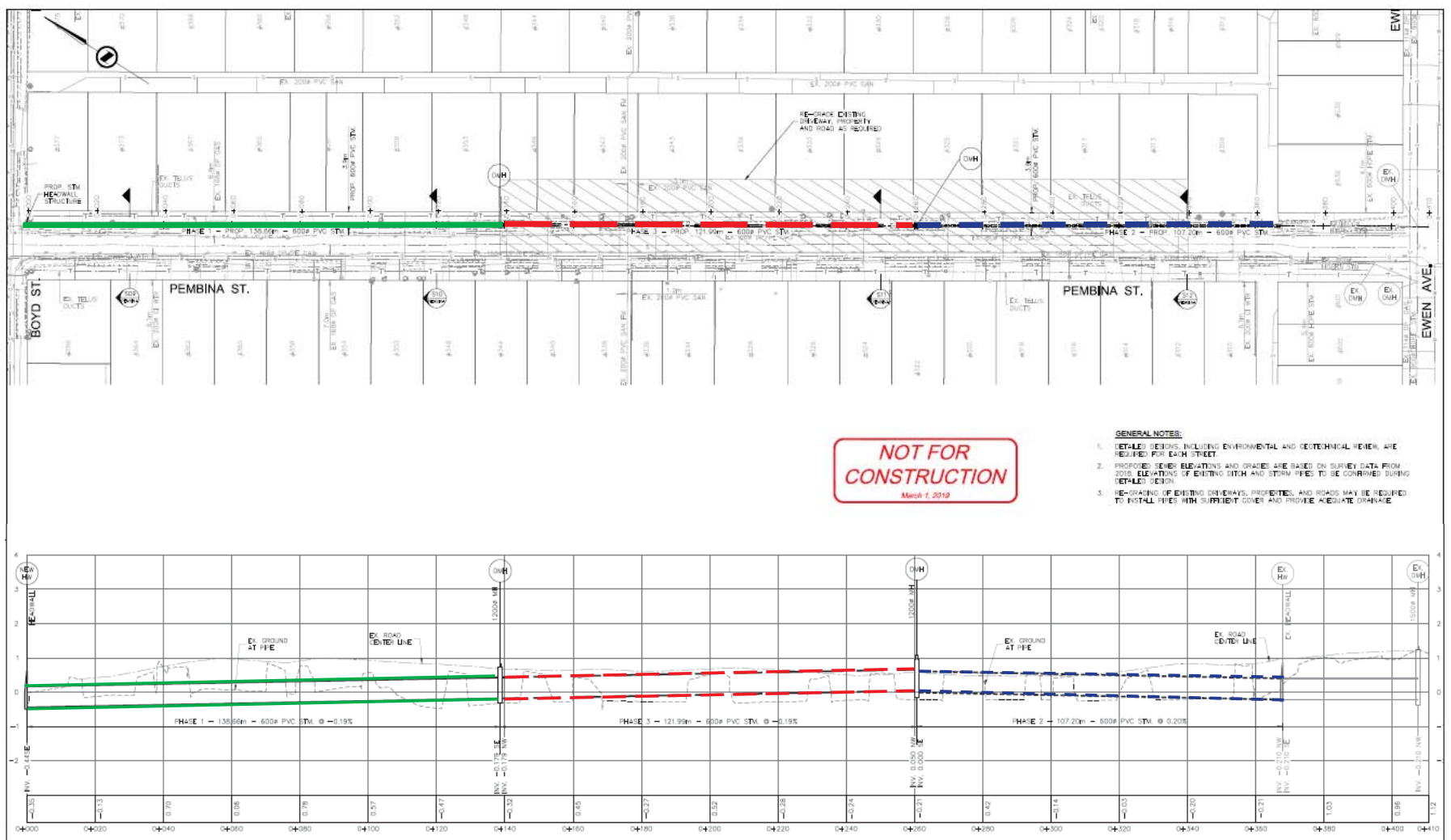
# Historical Area Ditch Enclosure Feasibility Plan

## BACKGROUND

The historical area of Queensborough is served by ditches that primarily drain toward the Wood Street pump station. This area has open ditches that run along Boyne Street, Pembina Street, Fenton Street, and Johnston Street, between Ewen Avenue and Boyd Street.

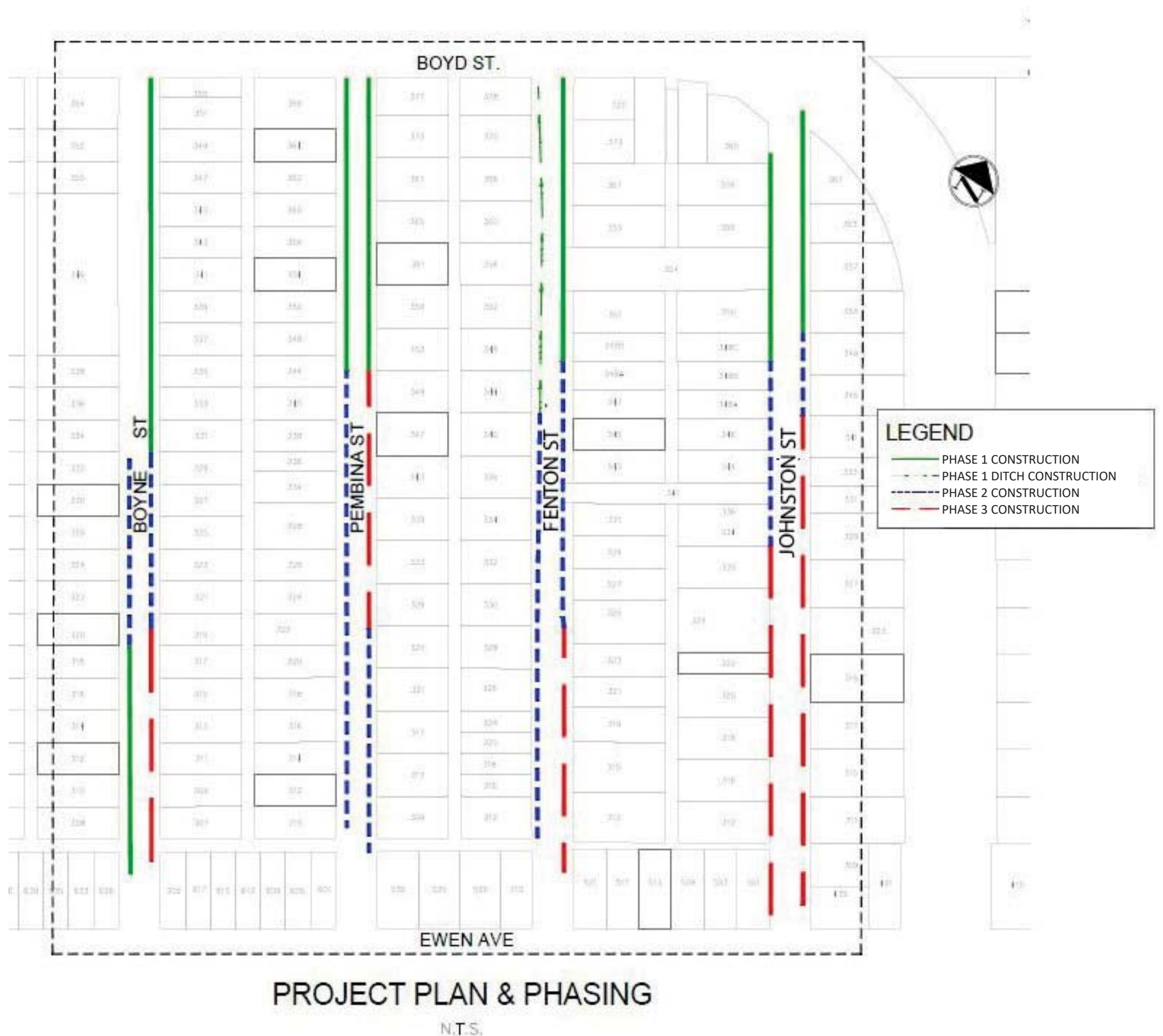
## FUNCTIONAL PLAN SUMMARY

In 2018, the City Engineering Department conducted a detailed analysis to examine the technical feasibility and phasing of enclosing the open ditches. The Ditch Enclosure Feasibility Plan looked to ensure that the future drainage system functions with adequate grades, storage, and capacity without creating ponding at low-lying properties. The plan also examined the readiness of the streets to incorporate enclosed ditches with a proper storm sewer system.



Queensborough Functional Drainage Design - Pembina Street East Side

# Historical Area Ditch Enclosure Feasibility Plan

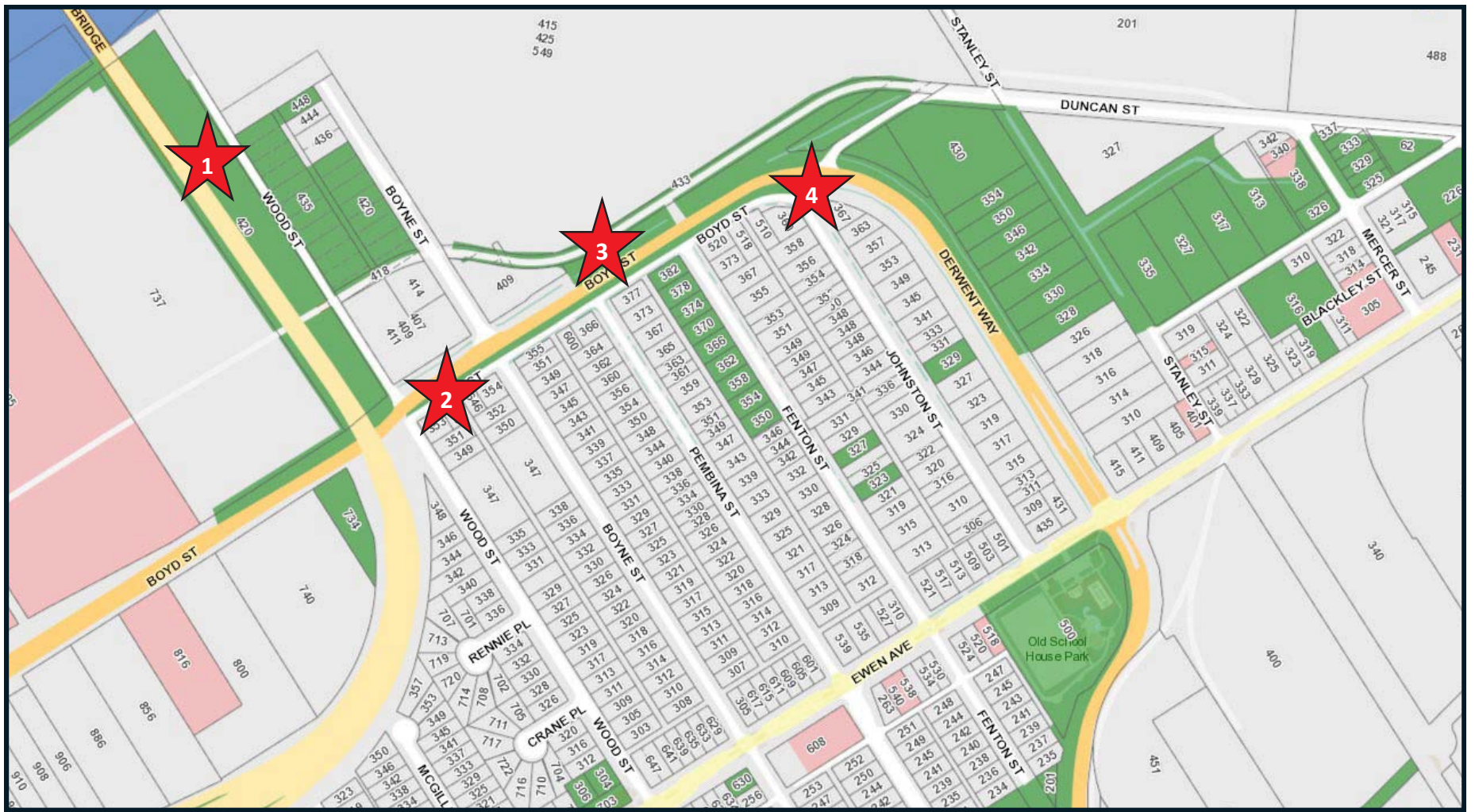


As indicated on the map above the following phases are defined below:

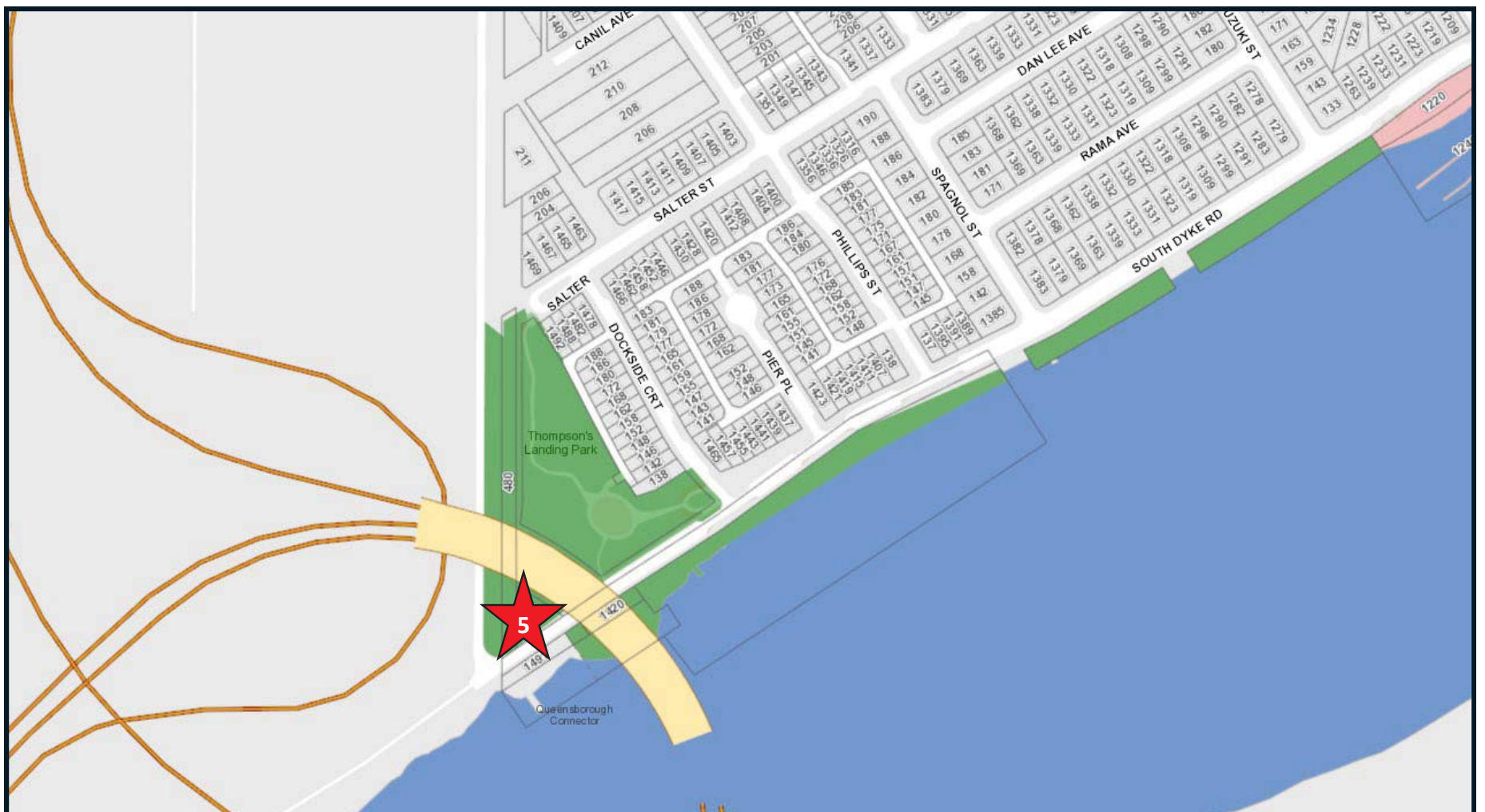
- **Phase 1:** These ditch enclosures can be constructed with minimal, if any, re-grading required for the pipe installation and enclosure.
- **Phase 2:** These ditch enclosures can be constructed but will require regrading of driveways and streets. Private property may be required regrading to facilitate overland drainage paths, driveway grades and to minimize humps along the proposed pipes.
- **Phase 3:** These ditches are shallow and enclosures can only be constructed with large scale regrading/raising of adjacent properties. This may be more suitable at the time of future development to ensure that adjacent properties can drain to the drainage system.



# Current Projects (2019-2020)

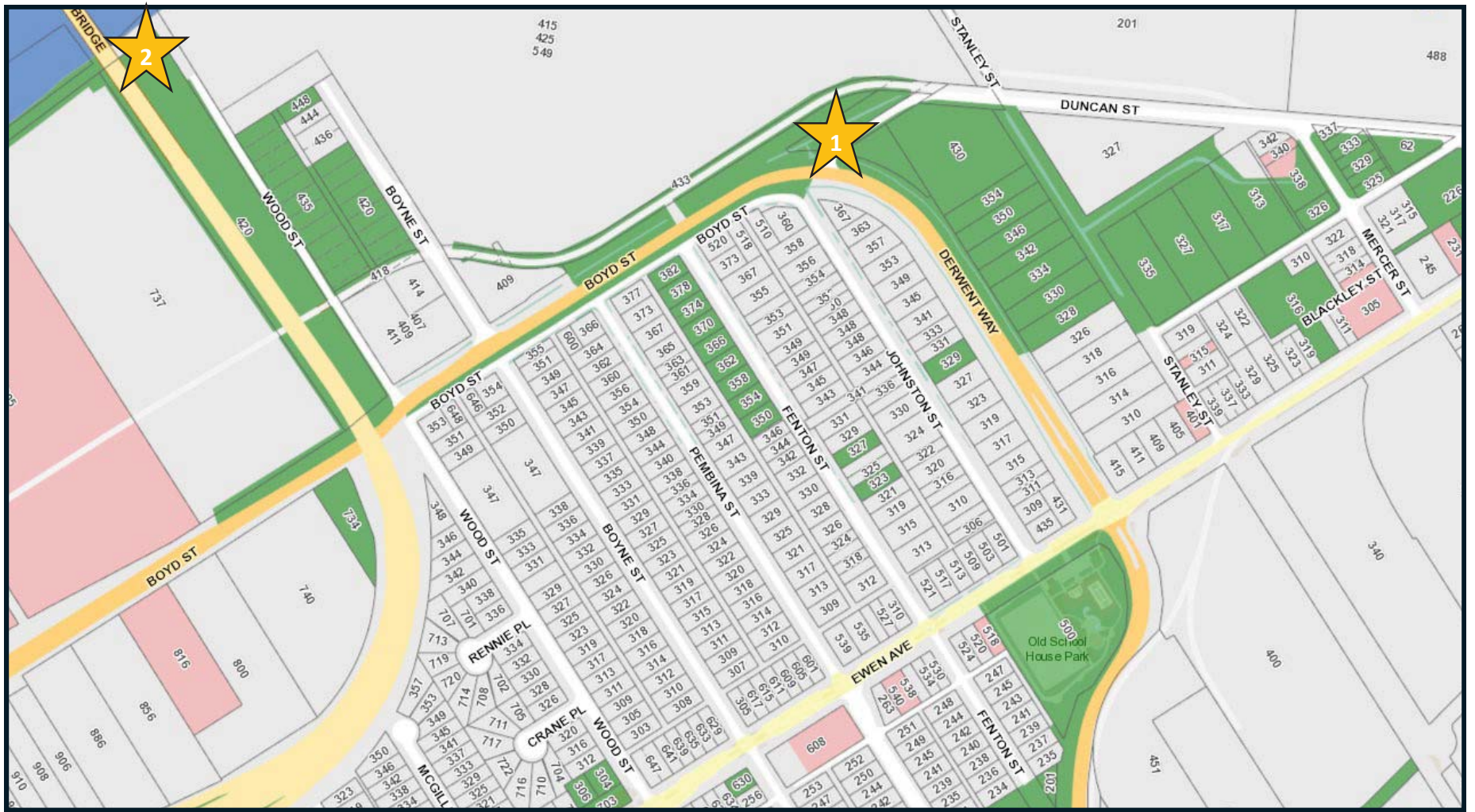


- 1 Dredging of Wood Street Canal (Q3/Q4 2019)
- 2 Boyd Street South Pipe Upgrade (Q3/Q4 2019)
- 3 Boyd Street North Widening (2020)
- 4 Johnston Street Culvert Replacement (Q3/Q4 2019)
- 5 Boundary Road Drainage Pump Station Upgrades (2019-2020)





# Completed Projects



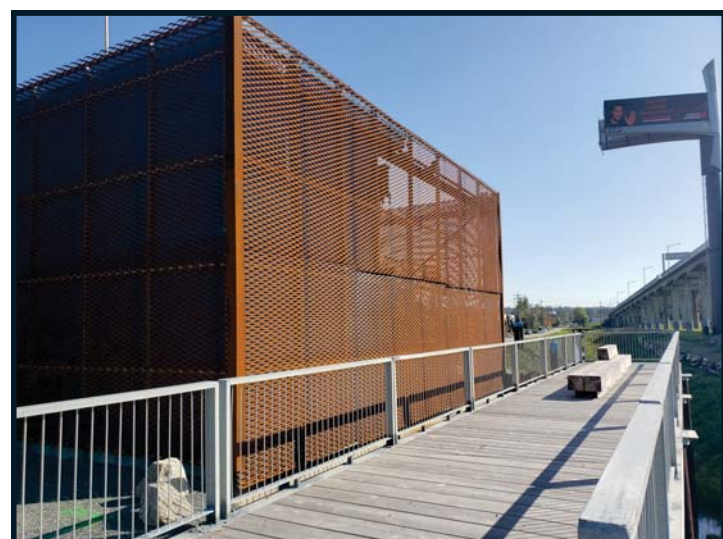
## 1 Duncan Street Culvert Replacement

The Duncan Street culvert replacement was completed to resolve existing drainage barriers and to improve drainage in the catchment.

The old 900mm diameter culvert was replaced with a larger 1050 diameter culvert to increase capacity. The culvert was also lowered to improve the conveyance of stormwater.

## 2 Wood Street Pump Station Upgrades

The Wood Street Drainage Pump Station, built in 1976, is one of four perimeter drainage pump stations located in Queensborough. The replacement of the pump station was required due to the aging pumps and structure as well as increasing pump capacity to accommodate community urbanization and population growth. The new pump station was constructed adjacent to the existing station and includes new pumps, new electrical and control building with decorative metal cladding and green roof, viewing platform, generator and landscaping features.





# Wood Street Canal Dredging

## BACKGROUND

The Wood Street canal and pump station drains the Wood Street catchment in the Queensborough area. The canal acts as the forebay of the pump station and also provides significant stormwater storage in the catchment.

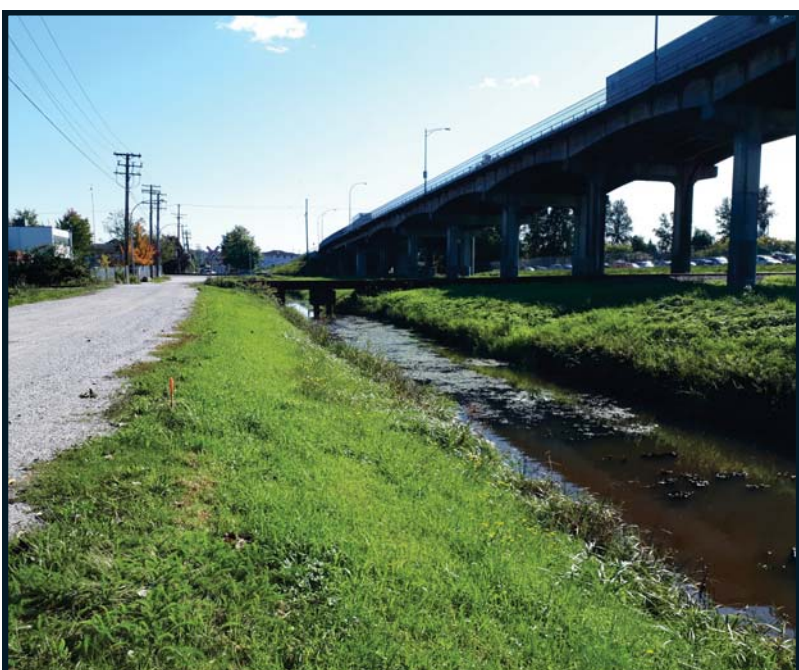
Over the years sediment has accumulated and vegetation has overgrown the banks in the canal; thus restricting flow and presenting drainage issues.



## WORKS

The City intends to clear the accumulated sediment and widen the Wood Street Canal to improve flow and stormwater storage. The proposed work area is a 400m long section of the drainage canal, from the new pump station southward to Boyd Street.

By completing this work, the City will improve flow conveyance and improve pump station operating efficiency.





# Boyd Street South Pipe Upgrades

## BACKGROUND

The drainage pipe along Boyd Street South between Wood Street and Boyne Street is undersized and requires upsizing to improve drainage in the area.

The upgrade to existing infrastructure will see the existing 250mm diameter storm sewer pipe replaced by a 750mm diameter HDPE pipe. Construction work will be completed in conjunction with the Wood Street Canal dredging and Johnston Street culvert replacement works.



# Johnston Street Culvert Replacement

## BACKGROUND

The existing culvert on Johnston Street is restricted and has reached the end of its useful life.

The new culvert will resolve existing drainage barriers and improve drainage in the catchment.

This work is in conjunction with the Wood Street Canal Dredging and Boyd Street South work.





# Boyd Street North Drainage Canal Re-Grading

As part of the drainage improvements being completed in the Wood Street catchment in Queensborough, the City will be making improvements to the Boyd Street North drainage ditch.

This work includes cleaning, reshaping, and bank stabilization of the ditch. All of these works is expected to increase ditch conveyance, storage and to improve the local drainage.

Construction is proposed to start in 2020 once environmental approvals are in place.





# Boundary Road Drainage Pump Station Upgrades



## BACKGROUND

The Boundary Road Pump Station is located at the southwest corner of Boundary Road and South Dyke Road and drains the Boundary Road catchment. The pump station was constructed in 1979 and the pump station and associated structures have reached the end of their service life and capacity.



## WORK

The City is planning to replace the existing drainage pump station on Boundary Road with a new pump station due to the age of the existing station, as well as to increase pump station capacity by 100%. The project scope also includes raising of the dyke adjacent to the pump station in order to meet provincial guidelines.

Construction of the new pump station is anticipated to start in 2019 and continue into 2020.



Corporation of the City of  
**NEW WESTMINSTER**

## **REPORT**

### ***Engineering Services***

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jim Lowrie  
Director of Engineering Services      **File:** 01.0185.30  
(Doc#1506814v1)  
**Item #:** 429/2019

**Subject: Street and Traffic Bylaw No. 7664, 2015 – Revision to Harmonize Truck Definition**

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#### **RECOMMENDATION**

**THAT** Council give first, second and third reading to the amendments to the Street and Traffic Bylaw 7664, 2015 as described in this report.

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#### **PURPOSE**

The purpose of this report is to present an amendment to the City of New Westminster's Street and Traffic Bylaw 7664, 2015 (the Bylaw) for Council's consideration to support the regional objectives of adopting a common definition of a heavy truck and harmonizing heavy truck weights and dimensions limits, in support of increased regulatory consistency in the region.

#### **BACKGROUND**

The Regional Transportation Advisory Committee (RTAC) has endorsed the harmonizing of municipal vehicle weights and dimension regulations across the region by recommending that individual municipalities adopt the British Columbia Commercial Transport Regulations (BC CTR) by reference. The intent of this recommendation is two-fold:

- To adopt a revised common definition of a heavy truck, with a weight threshold of 11,800 kilograms gross vehicle weight, which aligns with Bylaws in other municipalities in Metro Vancouver and with Provincial regulations and policies; and

- To harmonize heavy truck weights and dimension limits by incorporating reference to the BC CTR in the Bylaw.

These recommendations are supported by RTAC, Commercial Vehicle Safety and Enforcement, and industry stakeholders represented by the Port of Vancouver's Project Cargo Working Group.

In order to enable the City's Bylaw to harmonize with the BC CTR, the definition for a heavy vehicle and its regulations is required to specifically reference the BC CTR standards and its amendments in its definition *from time-to-time*, and the definition of a heavy truck weight needs to be revised to 11,800 kilograms gross vehicle weight. The proposed revisions to the Bylaw described in Attachment 1 would achieve RTAC's objectives to harmonize heavy truck definitions.

### **FINANCIAL IMPLICATIONS**

There are no financial implications with the revision of this Bylaw.

### **INTERDEPARTMENTAL LIAISON**

Legislative Services and the Office of the Chief Administrative Officer have been consulted on the Bylaw amendment.

### **OPTIONS**

The following options are presented for Council's consideration:

- THAT Council give first, second and third reading to the bylaw amendments as described in this report, or;
- THAT Council provide different direction to staff.

Staff recommend Option1.

### **ATTACHMENTS**

Attachment 1 – Amendment Bylaw No. 8160, 2019

This report has been prepared by:  
Kanny Chow, M.Eng., P.Eng., PTOE - Transportation Engineer

This report has been reviewed by:  
Lisa Leblanc, Manager, Transportation



Approved for Presentation to Council



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Jim Lowrie, Eng.L, MBA  
Director of Engineering Services



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Lisa Spitale  
Chief Administrative Officer



**Attachment 1**  
**Amendment Bylaw No. 8160, 2019**

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8160, 2019**

A Bylaw to Amend Street and Traffic Bylaw No. 7664, 2015

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Street and Traffic Bylaw No. 7664, 2015;

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

**Citation**

1. This Bylaw may be cited for all purposes as “Street and Traffic Amendment Bylaw No. 8160, 2019”

**Amendments**

2. Street and Traffic Bylaw No. 7664, 2015 is hereby amended as follows:

- a. Section 2.1 is amended by revising the weight portion of the definition of a Heavy Truck from the current 10,000 kilograms and replacing it with 11,800 kilograms, thus reading as follows:

- i. has a Gross Vehicle Weight in excess of eleven thousand eight hundred (11,800) kilograms; or

- b. Section 10.1 is amended by adding in the phrase “... all as amended from time to time.”, thus reading as follows:

**10.1** Section 1, Divisions 4, 5, 6 and 7, section 19.01 except 19.01(2), sections 19.02, 19.03, 19.05 and 19.06 and Division 35 of Motor Vehicle Act Regulation, B.C. Reg. 26/58 and sections 1, sections 7.05 through 7.31, Appendices A through K and Division 8 of the Commercial Transport Regulations, B.C. Reg 30/78 are hereby incorporated into this bylaw by reference, all as amended from time to time.

- c. Section 10.6.1 is amended by replacing the current 10,000 kilograms and replacing it with 11,800 kilograms, thus reading as follows:

**10.6.1** a Heavy Truck, having a licensed Gross Vehicle Weight of over 11,800 kg; or

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Mayor Jonathan X. Cote

\_\_\_\_\_  
Jacque Killawee, City Clerk



## **REPORT**

### *Finance and Information Technology*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019

**From:** Colleen Ponzini, CPA, CGA      **File:**  
Director of Finance

**Item #:** 403/2019

**Subject: Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019**

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#### **RECOMMENDATION**

*THAT the attached Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019 be given three readings.*

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#### **PURPOSE**

A bylaw is required under Section 177 of the Community Charter authorizing temporary borrowing.

#### **BACKGROUND**

On August 30, 2010, Council adopted the Revenue Anticipation Borrowing Bylaw No. 7412, 2010 which gave the City the authority to temporarily borrow, as required, up to \$3M. Our bank requires this bylaw to be renewed annually in order to provide the City with a line-of-credit that, among other things, protects the City from going into an overdraft position.

#### **ANALYSIS**

The attached amendment bylaw provides the authority to temporarily borrow in the year 2020, as required up to \$3 million, which is the City's line-of-credit with the bank.

Staff regularly monitors the City's cash-flow position in order to minimize the risk of having to draw down on the line-of-credit with the bank.

**CONCLUSION**

Adoption of the attached amendment bylaw is necessary to ensure the City complies with the requirements of the Community Charter and meets the needs of our bank.

**ATTACHMENTS**

Attachment #1 - Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019

Approved for Presentation to Council



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Colleen Ponzini, CPA, CGA  
Director of Finance



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Lisa Spitale  
Chief Administrative Officer

**Attachment #1**

Revenue Anticipation Borrowing Amendment Bylaw No. 8158, 2019







Corporation of the City of  
**NEW WESTMINSTER**

## **REPORT**

### ***Parks & Recreation***

**To:** Mayor Coté and Members of Council      **Date:** 10/28/2019  
**From:** Dean Gibson      **File:** 1497257  
Director of Parks and Recreation      **Item #:** 414/2019  
**Subject:** **Brow of the Hill Neighbourhood Park Site Acquisition (1009 Cornwall Street)**

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#### **RECOMMENDATION**

*THAT* this report be received for information.

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#### **PURPOSE**

The purpose of this report is to update Council on the purchase of land in the Brow of the Hill neighbourhood for future park purposes.

#### **BACKGROUND**

Over the past few years, and most recently in the late spring of 2019, delegations have appeared before Council to raise awareness of community livability issues, specifically related to the supply of parkland, open space and trees, in the Brow of the Hill neighbourhood. In response, the City has undertaken a number of modest interventions related to the development of public seating, parklets, and increased boulevard tree planting. In recent weeks, the City has concluded the purchase of a vacant property at 1009 Cornwall Street for the purposes of preserving this open space and developing a future park. Attachment #1 shows the location and general conditions of the property.

## **DISCUSSION**

As authorized by Council, staff have negotiated the purchase of 1009 Cornwall Street at the price of \$1,150,000 and the City took possession of the property on October 25, 2019. This site is of particular relevance for park use due to its central location in the neighbourhood and favourable site conditions (relatively level lot, large mature trees, accessible from multiple points, and unencumbered by structures).

The property is largely in an undeveloped state and contains several large trees and lawn area. While intended to be left largely in its natural state, in the coming weeks the site will be tidied up to ensure that it is safe for public use and maintained as part of the City's inventory of park land.

Development of the site into a more formalized park is contemplated in the City's 2020-2024 Financial Plan. As is the City's practice, area residents will be engaged as part of the planning process for the site's future park development.

## **FINANCIAL IMPLICATIONS**

On September 30, 2019, Council adopted the Five-Year Financial Plan (2019-2023) Bylaw Amendment No. 8141, 2019 which has provided authority to expend the funds for the Cornwall Street property acquisition. The \$1.15M land purchase has been funded from the City's Parkland Acquisition Reserve and the Construction of Municipal Works Reserve.

## **INTERDEPARTMENTAL LIAISON**

This report has been prepared in consultation with the City's Solicitor and Director of Finance.

## **OPTIONS**

Options for Council's consideration include:

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

Option #1 is recommended.

## **CONCLUSION**

The growing urban, higher density nature of the City continues to place pressures on existing parks and open spaces. In this context, the acquisition of lands for park purposes to

accommodate the City's increasing population is becoming increasingly challenging and expensive. Close examination of properties of strategic importance for park purposes is warranted as they come available for sale. The purchase of 1009 Cornwall Street represents good value to the City in terms of the site size, location.

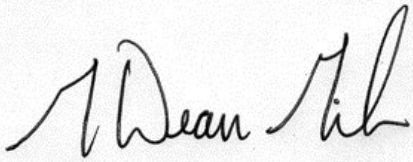
**ATTACHMENTS**

Attachment #1: Site Location - 1009 Cornwall Street

This report has been prepared by  
Dean Gibson, Director of Parks & Recreation

This report was reviewed by:

Approved for Presentation to Council



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Dean Gibson  
Director of Parks and Recreation



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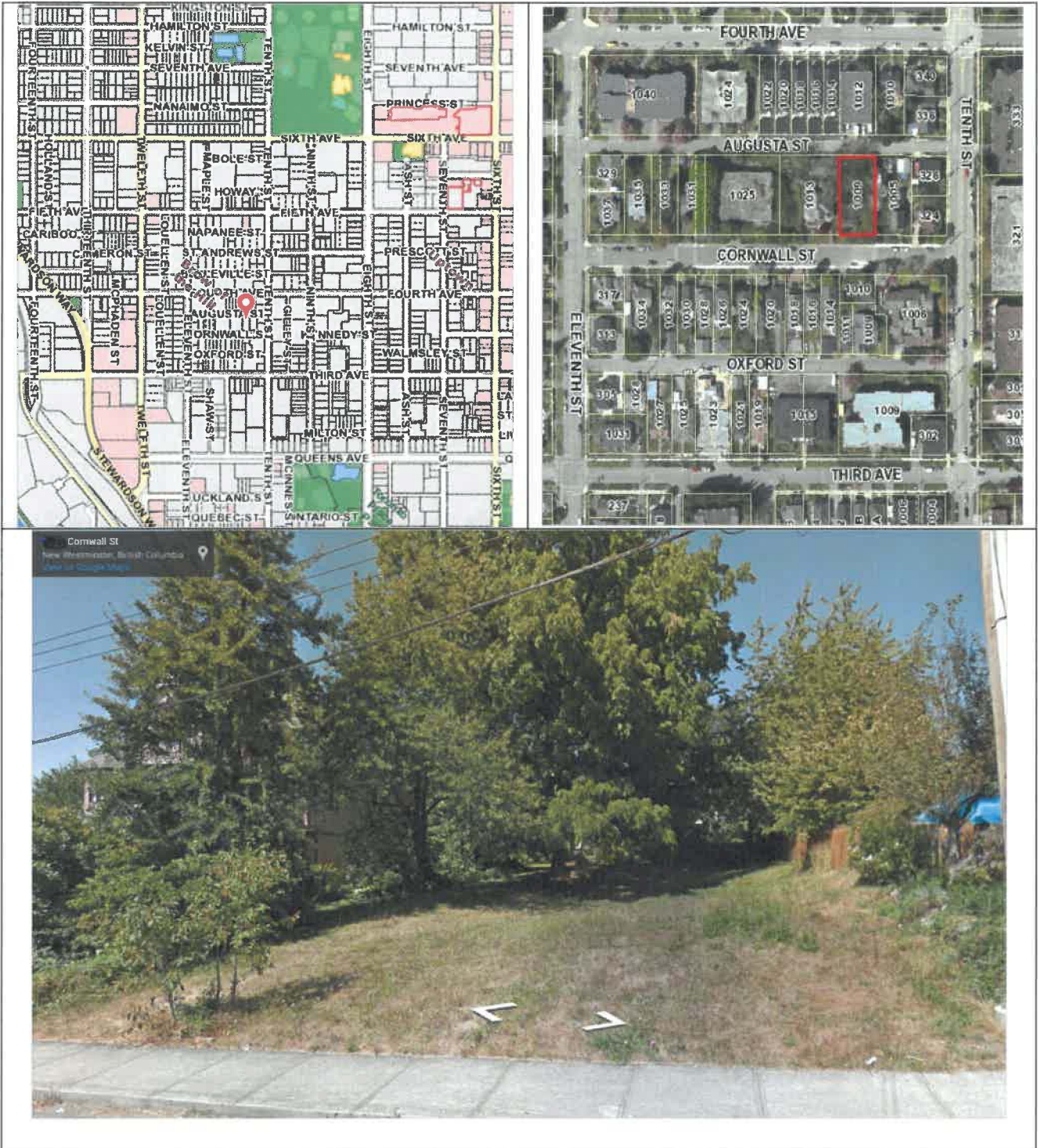
Lisa Spitale  
Chief Administrative Officer



## **Attachment #1:**

**Site Location - 1009 Cornwall Street**

# Site Location - 1009 Cornwall Street



## **REPORT**

### *Multiculturalism Advisory Committee*

**To:** Mayor Côté and Members of Council      **Date:** 10/28/2019  
**From:** Jacque Killawee      **File:** 05.1033.20-2019  
City Clerk      **Item #:** 417/2019

**Subject: Formation of a Multicultural Festival Working Group**

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#### **RECOMMENDATION**

*THAT Council approve the establishment of a working group which represents the cultural and ethnic diversity of New Westminister, including Indigenous representation, which will be tasked with reviewing the Multicultural Festival and reporting back to Council.*

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#### **PURPOSE**

The purpose of this report is to present to Council a recommendation from the Multiculturalism Advisory Committee, which was passed at the Committee's September 18, 2019 meeting.

#### **BACKGROUND**

During the September 18, 2019 meeting of the Multiculturalism Advisory Committee, the committee discussed the Multicultural Festival which takes place annually on July 1. The committee noted that the festival is currently run by one community group, with only limited input from other cultural groups, and that the City is relatively uninvolved, other than providing a grant.

The committee noted that it may be beneficial to establish a working group to examine the current structure and context of the Multicultural Festival, and present its findings to the Multiculturalism Advisory Committee and to Council.

The types of questions to be discussed by this working group could include the following, among others:

1. Should the Multicultural Festival be amalgamated with, or form a part of, the Canada Day celebrations?
2. Should there be a separate Multicultural Festival held on a different day?
3. Should multiculturalism form a part of all celebrations and festivals, including the Canada Day celebrations?
4. Should festival grant funding related to multiculturalism be available to one organization or should it be pooled in order to facilitate participation (or reduce barriers to participation) by a number of cultural and ethnic organizations?

It was suggested that the working group could meet two or three times in total, and that possible composition could include members who represent the cultural and ethnic diversity of New Westminster, such as:

- One community member from the Multiculturalism Advisory Committee;
- The Coordinator from the Welcoming and Inclusive New Westminster (WINS) Local Immigration Partnership Council;
- One member from the New Westminster Philippine Festival Society;
- One representative from the Spirit of the Children Society; and,
- Representatives from the following agencies:
  - Immigrant Services Society of BC,
  - MOSAIC,
  - SUCCESS and
  - Umbrella Multicultural Health Co-op.
- Staff in the Planning Division, through the Housing / Social Planner, would provide a supporting role as a non-voting member.

Further details on the discussion are included in the Draft Minutes Excerpt from the September 18, 2019 Multiculturalism Advisory Committee Meeting (Attachment A).

Following discussion on the topic, the committee passed the following motion:

**MOVED and SECONDED**

*THAT the Multiculturalism Advisory Committee recommend that Council approve the establishment of a working group which represents the cultural and ethnic diversity of New Westminster, including Indigenous representation, which will be tasked with reviewing the Multicultural Festival which takes place annually on July 1st.*

**CARRIED.**

All Committee members present voted in favour of the motion.

## **STAFF COMMENT**

The Multicultural Festival is a mainstay in New Westminster, with the first festival held in 2002. In its seventeen years, the festival has strived to create an opportunity for intercultural sharing and to be representative of the city's cultural diversity.

- Historically, the goals of the Multicultural Festival have included:
- Creating an opportunity for intercultural sharing for the diverse cultures in New Westminster;
- Facilitating understanding of and respect for the diverse cultures in New Westminster;
- Increasing community awareness of the various cultural groups and organizations in New Westminster;
- Sharing and promoting services available to cultural communities in New Westminster; and,
- Creating a forum for networking for the various cultural groups and organizations in New Westminster.

In its initial years, the Festival was organized by the Downtown Business Improvement Association (BIA), with grant funding from the City. In 2010, a Multicultural Task Group was formed with representation by the City, the BIA, and from various cultural and settlement organizations. The purpose of the Task Group was to explore ways to grow the festival and increase the participation of diverse cultural communities. In recent years, the festival has been organized by the Philippine Festival Society, with grant funding from the City.

As with any long-standing event, program, or service, there is value in reflecting on what has or has not worked in order to learn and improve into the future. The City strives to embed such practices into its own work and to be responsive when community members initiate a request for review. As such, staff is supportive of the Multiculturalism Advisory Committee's request to initiate a review and dialogue on the annual Multicultural Festival.

## **FINANCIAL IMPLICATIONS**

It is premature at this time to identify financial implications. These will become clear based on any recommended changes to the festival.

## **OPTIONS**

The following options are presented for Council's consideration:



THAT Council approve the establishment of a working group which represents the cultural and ethnic diversity of New Westminster, including Indigenous representation, which will be tasked with reviewing the Multicultural Festival and reporting back to Council.

THAT Council provide staff with other direction.

Staff recommends Option #1.

**CONCLUSION**

This report provides Council with a recommendation made by the Multiculturalism Advisory Committee on September 18, 2019.

**ATTACHMENTS**

Attachment A: Draft Minute Extract MAC 2019 Sep 18 Minutes

This report has been prepared by Heather Corbett, Committee Clerk and Claudia Freire, Housing/Social Planner.

This report was reviewed by

Approved for Presentation to Council



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Jacquie Killawee  
City Clerk



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Lisa Spitale  
Chief Administrative Officer

## Attachment A

*Draft Minutes Extract of Multiculturalism  
Advisory Committee, September 18, 2019*

## **MULTICULTURALISM ADVISORY COMMITTEE**

**Wednesday, September 18, 2019 at 5:30 p.m.  
Committee Room #2, City Hall**

### **MINUTES - Extract**

#### **4.2.1 New Westminister Multicultural Festival, July 1, 2019**

The committee discussed the Multicultural Festival which took place on July 1 at Pier Park. It was noted that the Multiculturalism Advisory Committee (MAC) could explore an opportunity to evaluate the effectiveness of how the Festival is run, and discuss the broader question of what Multiculturalism means in the City.

In response to a question from the Committee, Councillor Das noted that the Multicultural Festival has previously been funded through the City grant process and a grant has been awarded to the New Westminister Philippine Festival Society in recent years.

Committee members noted the following in discussion:

- It may be of value to set up a working group composed of one or two members of MAC, and other groups within the City, which could meet two to three times to delve into what the festival could look like now and in the future, and return a report to the MAC and Council;
- Possible questions for the group to explore could include:
  - Should the Multicultural Festival be amalgamated with, or form a part of, the Canada Day celebrations?
  - Should there be a separate Multicultural Festival held on a different day?
  - Should multiculturalism form a part of all celebrations and festivals, including the Canada Day celebrations?
  - Should festival grant funding related to multiculturalism be available to one organization or should it be pooled in order to facilitate participation (or reduce barriers to participation) by a number of cultural and ethnic organizations?
- Bringing the broader community in as members of the group would be important;
- Possible members of the working group could include members who represent the cultural and ethnic diversity of New Westminister, such as:
  - One community member from the Multiculturalism Advisory Committee;

- The Coordinator from the Welcoming and Inclusive New Westminster (WINS) Local Immigration Partnership Council;
- One member from the New Westminster Philippine Festival Society;
- One representative from the Spirit of the Children Society; and,
- Representatives from the following agencies:
  - Immigrant Services Society of BC,
  - MOSAIC,
  - SUCCESS and
  - Umbrella Multicultural Health Co-op.
- Any discussion on multiculturalism within a community context should have an emphasis on education, which could possibly inform the purpose of the festival;
- A working group may provide an opportunity to educate the public on the MAC and the work that it does as a City committee;
- If the working group were to decide not to have a festival but instead to promote awareness of multiculturalism, diversity and inclusion in the general community, then this would also be valuable; and,
- Having these discussions may also bring in other funding opportunities for the Festival.

**MOVED and SECONDED**

*THAT the Multiculturalism Advisory Committee recommend that Council approve the establishment of a working group which represents the cultural and ethnic diversity of New Westminster, including Indigenous representation, which will be tasked with reviewing the Multicultural Festival which takes place annually on July 1<sup>st</sup>.*

**CARRIED.**

All Committee members present voted in favour of the motion.



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



October 10, 2019.

Dear Mayor Cote and Members of the New Westminster City Council,

Tourism New Westminster is hoping to enlist the financial support of the New Westminster Mayor and City Council to move forward together with an application for MRDT. As you may know, MRDT is a provincial tax on accommodations that is levied on visitors that is traditionally used to help assist in the marketing and promotion of tourism and tourism related activities in the destination.

The City of New Westminster is an anomaly amongst all communities, both larger and smaller in the Lower Mainland in that it does not collect MRDT. Tourism New Westminster is pleased to have gained the support of the largest accommodation provider the Inn at the Quay who recently issued a letter of support to move forward with the application. Tourism New West is currently soliciting similar letters of support from the remaining accommodation providers but is pleased to report that discussions are positive.

Tourism marketing and management has become increasingly challenging given the high level of sophistication of today's traveller. Tourism New Westminster is grateful for the long-term financial support by the City of New Westminster; however, it is critical to look for and secure additional sources of funding to keep the tourism sector in the community growing. These funds will not only benefit the accommodation providers but will support marketing efforts to enrich the many arts, festivals and meetings and events that take place in the destination.

Tourism New Westminster is seeking financial support of \$20,000 to help fulfill the requirements of the MRDT application which include a community consultation drafting of a 5-year strategic plan, and 1-year tactical plan amongst others. Unfortunately, the current resources of the organization do not allow for the professional support that is required in moving forward with this application. We hope we can count on the support of the City of New Westminster, Mayor and Council to move forward with this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Frankel". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Tracy Eyssens  
President Board of Directors Tourism New West

Judy Frankel  
Executive Director of Tourism New West



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

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8162, 2019**

A Bylaw to Amend Council Procedure Bylaw No. 6910, 2004

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Council Procedure Bylaw No. 6910, 2004;

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

**Citation**

1. This Bylaw may be cited for all purposes as "Council Procedure Bylaw Amendment No. 8162, 2019."

**Amendments**

2. Council Procedure Bylaw No. 6910, 2004 is amended by:

- a. In Section 3(2) deleting the words "9<sup>th</sup> edition, 2000" and inserting the words "most recent version of the" prior to the word "New";
- b. Deleting Section 5(4) and replacing it with the following:

5(4)(a) Regular Council meetings must be adjourned before 10:30 p.m. on the day of the meeting unless Council passes a resolution approved by 2/3 of members present to extend the meeting until a specific time.

(b) A Regular Council meeting following a Public Hearing must be adjourned by midnight on the day of the meeting, unless Council passes a resolution approved by 2/3 of members present to extend the meeting.

(c) If a motion to extend is defeated Council must:

- i. Postpone all remaining business on the agenda to the next Regular meeting, or
- ii. Recess the meeting and the Chair must indicate the date and time the meeting will reconvene;

and then immediately adjourn or recess.



- c. Deleting Section 5(5);
- d. Deleting Section 7A(10) and replacing it with the following:
  - 7A(10) The term "Council meeting" used in this section applies to the following:
    - (a) Regular Council Meetings;
    - (b) Committee of the Whole Meetings;
    - (c) Closed Council Meetings;
    - (d) Special Council Meetings;
    - (e) Open Workshops;
    - (f) Closed Workshops;
    - (g) City Task Forces; and
    - (h) Any Standing Committee that may be created.
- e. Deleting the list of agenda items in Section 13(1) and replacing it with the following:
  - (a) Call to Order
  - (b) Removal of Items from the Consent Agenda
  - (c) Exclusion of the Public
  - (d) Adjournment to Closed Meeting
  - (e) Reconvene to Regular Council Meeting
  - (f) Review and Adoption of Consent Agenda
  - (g) Additions to the Agenda (Urgent/Time Sensitive matters only)
  - (h) Bylaws Considered at Public Hearing
  - (i) Opportunity to Be Heard and Issuance of Development Variance Permits
  - (j) Unfinished Business
  - (k) Staff Presentations and Reports for Action
  - (l) Consent Agenda
  - (m) Items Removed from the Consent Agenda
  - (n) Presentations and Delegations
  - (o) Bylaws
  - (p) New Business
  - (q) Announcements from Members of Council
  - (r) Next Meeting Announcement
  - (s) Adjournment

- f. Renumbering sections 15(1)(b) and 15(1)(c), to 15(1)(f) and 15(1)(g) respectively;
- g. Deleting subsection 15(1)(a) and replacing it with the following:
  - (a) Public delegations and presentations will be heard starting at 7 pm and ending no later than 8:30 pm at Regular Council Meetings.
  - (b) Council may extend the scheduled length of time for the delegations and presentations period by majority vote;
  - (c) There will not ordinarily be public delegations and presentations on the Regular Council meeting agenda when there is a Public Hearing on the same night as a Regular Council Meeting;
  - (d) Any person or organization wishing to appear as a delegation at a regular meeting must:
    - i. fill out a delegation request form located at the entrance to the Council Chamber on the same evening as the meeting and before the presiding member calls for the recess in e(i) below; and
    - ii. leave the filled out form in the place provided.
  - (e) At the start of the hearing of delegations, the presiding member must:
    - i. Call a short recess to allow the City Clerk to collect delegation requests, copy and distribute them to Council;
    - ii. Advise of the rules of conduct and the length of time for public delegations and presentations; and
    - iii. Provide a count of the number of delegations.
- h. Deleting the word "Council" from Section 15(2)(a) and replacing it with the words "the City Clerk at least two weeks in advance of the preferred meeting";
- i. Inserting the following as section 15(2)(e):

If the presenter has a presentation to display (e.g. PowerPoint) the presentation must be submitted to the City Clerk no later than the Friday at 12:00 p.m. (noon) before the meeting.

j. In Section 17(10):

I. Deleting (a) and replace it with the following

(a) A member may speak once to a main motion or an amendment with the following limitations:

- i. when recognized by the presiding member; and
- ii. for no more than five (5) minutes, including questions to staff, but answers from staff are not part of the member's five minutes.

II. Renumbering (b) to (c), replacing the word "substantive" with "main", and inserting the following sub-clauses as (c)(i) to (c)(iii):

- i. with the permission of the presiding member, and
- ii. for no longer than five (5) minutes, and
- iii. without introducing a new matter.

III. Inserting new (b) as follows:

(b) A member may speak a second time for no more than five (5) minutes:

- i. with the permission of the presiding member; and,
- ii. if the member is explaining a material part of a previous speech that has been misunderstood; and,
- iii. without introducing a new matter.

IV. Deleting (d).

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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Mayor Jonathan X. Cote

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Jacque Killawee, City Clerk



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

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8163, 2019**

A Bylaw to Amend Delegation Bylaw No. 7176, 2015

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Delegation Bylaw No. 7176, 2015;

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

**Citation**

1. This Bylaw may be cited for all purposes as “Delegation Bylaw Amendment No. 8163, 2019.”

**Amendments**

2. Delegation Bylaw No. 7176, 2015 is amended by:
  - a. Inserting the following as section 4(e):

granting moneys to individuals and organizations who have applied for City money under the City’s community granting programs where the expenditure is budgeted for in the Financial Plan.
  - b. In Section 5 inserting the word "Senior" prior to the word "Manager" and delete the word “Planning” after the word “Manager and insert the words “of Development Services” after the word “Manager”;
  - c. In Section 6(c) deleting the word "and" after “\$100,000.00” and inserting the word "or" before "10%";
  - d. In Section 6 replace “The Manager, Infrastructure Planning” with “, The Manager, Infrastructure Planning, Manager of Transportation or the Manager of Design & Construction, upon appointment as Acting Director” prior to the word "may";
  - e. In Section 8 deleting the words "and Information Technology";
  - f. In Section 10 deleting the word “, Culture” after the word “Parks”;

- g. In Section 10(a) deleting the word “Culture” after the word “Parks”;
- h. In Section 10(b) deleting the word “and” after “\$100,000.00” and inserting the word “or” before “10%”;
- i. In Section 10(c) deleting the word “Culture” after the word “Parks”;
- j. In Schedule A List of Project Managers deleting the following:  
Assistant Manager, Engineering Operations  
Parks Horticulture Manager  
Planning Manager
- k. In Schedule A List of Project Managers inserting the following:  
“Manager, Horticulture Services and Parks and Open Space Planning” after  
“Manager, Engineering Operations”  
“Manager, Major Projects” after “Manager, Infrastructure Planning”  
“Manager, Transportation” after “Manager, Planning”  
“Senior Manager of Development Services after “Project Manager”

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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Mayor Jonathan X. Cote

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Jacque Killawee, City Clerk



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







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

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8160, 2019**

A Bylaw to Amend Street and Traffic Bylaw No. 7664, 2015

WHEREAS the Council of Corporation of the City of New Westminster has adopted and wishes to amend Street and Traffic Bylaw No. 7664, 2015;

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

**Citation**

1. This Bylaw may be cited for all purposes as “Street and Traffic Amendment Bylaw No. 8160, 2019”

**Amendments**

2. Street and Traffic Bylaw No. 7664, 2015 is hereby amended as follows:

- a. Section 2.1 is amended by revising the weight portion of the definition of a Heavy Truck from the current 10,000 kilograms and replacing it with 11,800 kilograms, thus reading as follows:

- i. has a Gross Vehicle Weight in excess of eleven thousand eight hundred (11,800) kilograms; or

- b. Section 10.1 is amended by adding in the phrase “... all as amended from time to time.”, thus reading as follows:

**10.1** Section 1, Divisions 4, 5, 6 and 7, section 19.01 except 19.01(2), sections 19.02, 19.03, 19.05 and 19.06 and Division 35 of Motor Vehicle Act Regulation, B.C. Reg. 26/58 and sections 1, sections 7.05 through 7.31, Appendices A through K and Division 8 of the Commercial Transport Regulations, B.C. Reg 30/78 are hereby incorporated into this bylaw by reference, all as amended from time to time.

- c. Section 10.6.1 is amended by replacing the current 10,000 kilograms and replacing it with 11,800 kilograms, thus reading as follows:

**10.6.1** a Heavy Truck, having a licensed Gross Vehicle Weight of over 11,800 kg; or

**Effective Date**

3. These amendments shall come into force and effect upon adoption.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
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

BYLAW NO. 8150, 2019

A Bylaw to authorize the exemption from  
taxation of certain lands and premises

WHEREAS BY Section 224 of the Community Charter the Council of a Municipality may exempt from taxation certain land or improvements as determined by Council should be so exempted to the extend, for the period and subject to the conditions provided by bylaw;

THE CITY COUNCIL of the Corporation of the City of New Westminster ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "PERMISSIVE TAX EXEMPTION BYLAW NO. 8150, 2019".
2. All those lands and premises more particularly known and described in the list of properties appearing as Attachment "A" to this bylaw are exempt from taxation for the succeeding year to this year 2019 pursuant to the provisions of Section 224 of the Community Charter.

GIVEN FIRST READING this 30th day of September 2019

GIVEN SECOND READING this 30th day of September 2019

GIVEN THIRD READING this 30th day of September 2019

ADOPTED and the seal of the Corporation of the City of New Westminster affixed  
this                      day of    , 2019.

\_\_\_\_\_  
MAYOR JONATHAN COTE

\_\_\_\_\_  
JACQUE KILLAWEE CITY CLERK

Section 224 (2)(f) – Owned and Occupied for the purpose of Public Worship  
(TOTAL EXEMPTION)

	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
1.	00444000	Holy Trinity Romanian Orthodox Parish Society	Lot D NWD Pl EPP48991 PID 029-589-941	220 Carnarvon St
2a.	00648001	Emmanuel Pentecostal Church of New Westminster	Lot A (Z129828) Blk.26 Pl.2620 PID 004-513-801 (800 sq.ft. living quarters taxable)	321 Carnarvon St
2b.	00419001	Emmanuel Pentecostal Church of New Westminster – New Church Hall	Lot 1 Blk. 16 Pl.LMS2926	335 Carnarvon St
3.	00424000	Word Christian Community Church	Lot E Blk. 16 Pl. 9562	336 Agnes St
4.	00734000	The Roman Catholic Archbishop of Vancouver – St. Peter’s Church	Lots A, Blk.31 Pl.3142	330 Royal Ave
5a.	01124000	Columbia Congregation of Jehovah’s Witnesses	Lot 3 of Lot 15 Blk.36 Pl.2620	126 – Tenth St (parking lot)
5b.	01125000	Columbia Congregation of Jehovah’s Witnesses	Lot 4 of Lot 15 Blk.36 Pl.2620	120 – Tenth St
6.	01288000	Holy Trinity Parish of New Westminster BC	Pcl. 1 Victoria Gardens Ref. PL. 74708 PID 008-186-430	514 Carnarvon St
7.	01411000	Trustees Congregation of Queen’s Avenue United Church of Canada	Lot “D” Blk. “H” St. George’s Square Pl. 17922 (650 sq ft. living quarters taxable)	513 Queen’s Ave
8.	03307000	The Parish of St. Mary the Virgin	Lot 21 Sub. Blk. 3 Pl.4606 PID 011-110-473	121 E. Columbia St
9.	03472001	Sapperton Baptist Church	Lot 127 Sub. Blk.3 Pl.51113 PID 004-900-065	322 Hospital St

	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
10.	03575000	Trustees of the Congregation of Knox Presbyterian Church	Lot A SB3 Pl.85177 GP1. PID 015-949-613	403 E Columbia St
11.	03680000	The Roman Catholic Archbishop of Vancouver – Sts. Cyril & Methodius Church	Lots 1/2/3/4 of Blk 2 Sub. Blk.3 Pl.3984 (580 sq ft Manse only taxable)	472 E Eighth Ave
12.	03724000	Gospel Church in Christ	Lot “M” Sub. Blk.3 Pl. 18045 PID 010-346-490	520 McDonald St
13.	05476000	Olivet Baptist Church	Pcl A Sub. Blk.5 Pl.33098 (819 sq. ft. living quarters taxable)	613 Queen’s Ave
14.	06128000	Trustees of the Congregation of the First Presbyterian Church	Lots 9/10 of Lots 8/9/35/36/37/38 Sub. Blk.6 Pl.2620	616 Fourth Ave
15.	06156000	The Governing Council of the Salvation Army Canada	Lots 32/33 of Lots 8/9/35-38 Sub. Blk.6 Pl.2620	325 Sixth St
16.	06191000	Burnaby Apostolic Christian Church	Lot 16 of Lot 10 & E.1/2 of Lot 11 Sub Blk.6 Pl.2620	316 Seventh St
17.	06208000	Ukrainian Orthodox Church of St. Peter & Paul	Lot 2 Sub Blk.6 Pl.3958 PID 002-219-557	304 Eighth St
18.	06420000	Trustees of New Westminster Congregation Free Methodist Church in Canada	Lot 17 Sub.Blk.6 Pl.37978 Ex. Plan 38812 (1600 sq.ft. Manse taxable)	320–330 Eighth St
19.	06755000	The Ukrainian Catholic Eparchy of New Westminster	Lots 5/6/7 of Lot 6 Sub. Blk.7 Pl.2620	501 Fourth Ave
20.	06866000	Vancouver Japanese Gospel Church	Lot 21 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	425 Eleventh St
21a.	06879000	The Parish of St. Barnabas (Church)	Lot “A” (Z205283 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620 PID 005-293-839 (3284 sq.ft. Manse taxable)	1002 Fifth Ave
21b.	06881000	The Parish of St. Barnabas (Hall)	Lot 33 of Lots 12/13/20/21 Sub. Blk.7 Pl.2620	1010 Fifth Ave



	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
22.	09204000	The Trustees of St. Aiden's Presbyterian Church	Lots 23 & 24 of Lot 10 Sub. Blk. 11 Pl.2620 (2300 sq.ft. Manse taxable)	1316 Seventh Ave
23.	09778000	Unity in Action	Lot 10 Sub. Blk.12 Pl.5153	1636 Edinburgh St
24.	10145000	The Image of God Church	Lot 32 of Lot 1 of Lot 13 Sub. Blk. 12 Pl.2620 PID 013-483-617	925 Tenth St
25a.	10884000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot "A" Sub. Blk.13 Pl.18173 (1620 sq.ft. Manse taxable) PID 004-757-173	701 Sixth Street
25b.	10886000	Mount Calvary Evangelical Lutheran Church of New Westminster	Lot 34 of Lot 15 SB13 Plan 39977 PID 001-497-588	511 Seventh Ave (parking lot)
26.	11003000	First Church of Christ Scientist of New Westminster BC	Lot 21 Sub. Blk. 13 Pl.36862	633 Eighth St
27.	11174000	Mt. Zion Lutheran Church of New Westminster	Parcel B SB14 Pl.71817 PID 004-168-721	930 Cumberland St
28.	12884000	The Roman Catholic Archbishop of Vancouver – Holy Spirit Church	Lot A of Blk.21 of Lot 757 G.P.1 Pl.2620 (2640 sq.ft. Manse taxable) Pcl. 1 Blk.27 Pl.LMP12733 DL 757 Grp.1 PID 018-496-598	244 Lawrence St
29a.	13294000	The Khalsa Diwan Society	(250 sq. ft. living quarters taxable)	347 Wood Street
29b.	13300001	The Khalsa Diwan Society	Lot 98, Blk 27 NWD PL NWP2620 DL 757 & 758	331 Wood Street (parking area)
29c.	13299000	The Khalsa Diwan Society	Lot 96, Blk 27 NWD PL NWP2620 DL 757	333 Wood Street (parking area)
29d.	13300000	The Khalsa Diwan Society	Lot 97, Blk 27 NWD PL NWP2620 DL 757	335 Wood Street (parking area)
29e.	13314001	The Khalsa Diwan Society	Lot 1, DL 757 NWD, PL LMP1695	348 Wood Street (vacant land)

	<u>ROLL #</u>	<u>OWNER</u>	<u>LEGAL</u>	<u>CIVIC ADDRESS</u>
29f.	13278000	The Khalsa Diwan Society	Lot 75 BL 27 DL 757 PL NWP2620	334 Boyne Street (parking area)
29g.	13280000	The Khalsa Diwan Society	Lot 77 BL 27 DL 757 PL NWP2620	338 Boyne Street (parking area)
29h.	13279000	The Khalsa Diwan Society	Lot 76 BL 27 DL 757 PL NWP2620	336 Boyne Street (parking area)
30a.	15475002	Trustees Congregation Connaught Heights Pentecostal Assembly	Lot 63 D.L. 172 G.P.1 PI.59349 PID 005-742-846	2201 Eighth Ave
30b.	15570001	Trustees Congregation Connaught Heights Pentecostal Assembly	Pcl. "A" D.L. 172 Group 1 EX PI.61292 PID 002-744- 406	2201 Edinburgh St. (parking lot)
31.	06154000	Seventh-day Adventist Church BC Conference	Lot30, NWD, Plan NWP2620 Suburban Block 6, of lots 8, 9 & 35 to 38.	333 Sixth St

Section 224(2)(g) – Used or occupied by a church as tenant for the purpose of public worship  
(TOTAL EXEMPTION)

1.	07811000	Gheorghe and Fancia Serban (St. Gheorghe Romanian Orthodox Church)	Lot 14 Sub. Blk. 9 PI.2531	1932 Eighth Ave
2.	11831000	Thornebridge Gardens Holdings (Royal City Christian Centre portion only – registered 99 year lease)	Lot A PI.16995 D.L. 2056 (250 Sq Ft. living quarters taxable)	601 Eighth Ave

Section 224(2)(h) – Homes for elderly citizens constructed with assistance of aid granted by the  
Province after  
January 1, 1947 and before March 31, 1974  
(TOTAL EXEMPTION)

1.	06417000	Free Methodist Church Senior Citizen Home Society	Lot 16 Sub Blk.6 PI.28109 PID 008-937-079	815 Kennedy St
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2.	11111000	New Westminster Rotary Senior Citizen's Home Society	Lot 7 Sub Blk.14 PI.36206 Subsidy Lot A	25 Clute St
3.	15474000	Connaught Heights Pentecostal Villa Society	Lot "A" Blk.12 D.L.172 G.P.1. PI.2974	2222 Edinburgh St

Section 224(2)(h) – Hospitals and Private Schools  
(TOTAL EXEMPTION)

1a.	01612001	BC Buildings Corp (Queen's Park Hospital Society - Queen's Park Hospital)	Lt. 3 DL115, GP1, Plan BCP8786 PID 025-813-901	315 McBride Blvd
1b.	01612002	Fraser Health Authority (Administration building for Queens Park Hospital)	Lt. C DL115 GP.1 PI LMP 8439	33 Blackberry Dr
2.	02704000	Fraser Health Authority – Royal Columbia Hospital	Pcl A Sub. Blk.2 PI.4410 PID 025-618-199	330 E Columbia St

Section 224(2)(b) – Land or improvements owned by the municipality and used for a purpose of the municipality (TOTAL EXEMPTION)

1.	05873100	513 Hornet Royal Canadian Air Cadet Squadron – located on a portion of Queens Park		
2.	09206100	New Westminster Lawn Bowling Club – located on a portion of Moody Park		
3.	00853100	New Westminster Tennis Club – located on a portion of Tipperary Park		
4.	05873150	Vagabond Players – located on a portion of Queens Park		
5.	09206101	New Westminster Amateur Radio Club – located on portion of Moody Park		
6.	05873103	Arts Council of New Westminster – located on portion of Queen's Park		
7.	05873102	Queen's Park Preschool Society – located on portion of Queen's Park		
8.	05090000	Greater Vancouver Water District – Tennis Courts, leased portion of GVRD Reservoir.		

Section 224(2)(b) – Land or improvements owned by the municipality and used for the purpose of the municipality (75% EXEMPTION)

1.	04317000	Royal City Curling Club	Lot 87 SB. 4 & 13 PI.28208	75 E Sixth Ave
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Section 224(2)(a) – Used for Charitable or Philanthropic purposes  
(TOTAL EXEMPTION)

1.	01051000	Simon Fraser Society for Community Living	Lot 31 Blk. 36 PI.57988 PID 005-665-850	811 Royal Avenue
2.	03466000	Sapperton Old Age Pensioners Association	Pcl. "A" Lots 8/9 Sub. Blk.3 Ex. PI.9528 PI.2620	318 Keary Street
3.	01613501	Kolumbia Inn Daycare Society daycare portion - lessee	Lt B, DL115, Gp. 1, PI BCP25520 – leased portion of folio 01613501 PI.LMP29059 Pcl A	236 Ross Drive
4.	00111100	The Fraser River Discovery Centre	Airspace, DL3979 & 3982, that portion occupied by Discovery Centre	788 Quayside Drive
5.	01441001	Honour House Society	Blk H, Pcl C St. George's Square, Plan 2620	509 St. George Street  260 Twelfth Street
6.	05631001	John Knox Christian School Association	Lot A, NWD, PL EPP70693	
7.	03039100	Urban Academy	Lot A, PI EPP62114 PID 030-258-243	466 Rousseau St



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

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**ZONING AMENDMENT BYLAW NO. 8100, 2019**

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 (886 Boyd Street) Bylaw No. 8100, 2019.”
2. Section 710 of Zoning Bylaw No. 6680, 2001 is amended by inserting the following:

710.22.1 Electrical utilities limited to the following location being lands legally described as Parcel Identifier 023-364-068, LOT 1, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN LMP27313 GROUP 1.

GIVEN FIRST READING this 25<sup>th</sup> day of February, 2019.

GIVEN SECOND READING this 25<sup>th</sup> day of February, 2019.

PUBLIC HEARING HELD this 29<sup>th</sup> day of April, 2019.

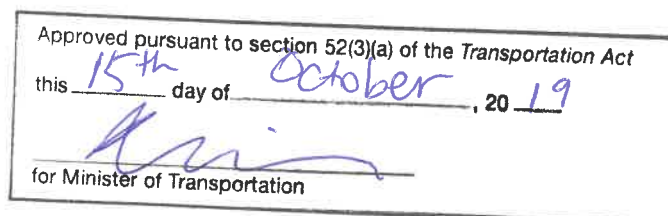
GIVEN THIRD READING this 29<sup>th</sup> day of April, 2019.

APPROVED by the Ministry of Transportation and Infrastructure this 15th day of October, 2019.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR JONATHAN X. COTE

\_\_\_\_\_  
JACQUE KILLAWEE, CITY CLERK





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



## T'SILHQOT'IN NATIONAL GOVERNMENT

253 – 4<sup>th</sup> Avenue North • Williams Lake, BC V2G 4T4 • Phone (250) 392-3918 • Fax (250) 398-5798

October 3, 2019

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

Subject: Renaming of Begbie Square and Begbie Street to Chief?Ahan Square and Chief?Ahan Street

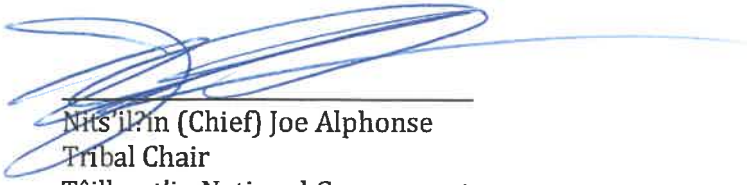
Dear Mayor and Council,

It is with great respect that we write to the City of New Westminster to put our full support behind the proposal to rename both Begbie Square and Begbie Street. Should the City of New Westminster and the local Indigenous community be open to this request we would be honoured to have these two landmarks renamed to commemorate our fallen war Chief?Ahan.

We are grateful for the City of New Westminster's reconciliation efforts to date, particularly the removal of the Statue of Judge Begbie this past Spring. As the City of New Westminster is already aware, Judge Begbie's legacy is tainted by his role in the wrongful hanging of our war Chiefs in 1864 and 1865. Judge Begbie's decision to execute our war Chiefs when they came for peace talks, under a flag of truce, represents a great betrayal of the T'silhqot'in people. Judge Begbie remains a painful reminder of the violence and oppression that was imposed on the T'silhqot'in people and Indigenous peoples across the Province.

It is our belief that by acknowledging and righting past wrongs, a positive future can be achieved. For this reason, we offer our full support for the proposal to rename these landmarks and applaud the City of New Westminster for continuing to be leaders in reconciliation by confronting the painful chapters of our shared history and taking meaningful steps to build a better relationship for the future.

Yours sincerely,



Nits'il?in (Chief) Joe Alphonse  
Tribal Chair  
T'silhqot'in National Government

cc. T'silhqot'in Chiefs





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

ON TABLE  
Regular Meeting  
October 28, 2019  
re: Item 36

