



**LIVE WEBCAST / TELECAST:** Please note Regular Meetings, Public Hearings, Open Council Workshops, Evening Meetings and some Special Meetings of City Council are being streamed and are accessible through the website at <http://www.newwestcity.ca/>

**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 NIGHT:** Public Hearings, when scheduled, commence at 6:00 pm. The Regular Meeting of City Council will reconvene immediately following the closure/adjournment of the Public Hearing.

## **REGULAR MEETING OF CITY COUNCIL**

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

December 4, 2017 at 1:00 p.m.

With immediate adjournment to Closed Meeting

**Regular Council reconvenes at 5:45 p.m.**

Council Chamber

City Hall

### **AGENDA**

For On-Table additions, see items 9c, 10a, 28 and 32

**Call to order.**

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

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

#### **EXCLUSION OF THE PUBLIC**

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

## ADJOURNMENT

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



## RECONVENE TO REGULAR COUNCIL

4. ***MOTION** to reconvene to the Regular Meeting of Council at 5:45 p.m. in the Council Chamber.*

## REVIEW AND ADOPTION OF CONSENT AGENDA

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

***REVIEW** of items previously removed from the Consent Agenda.*

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

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

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

## ADDITIONS TO THE AGENDA

**Urgent/time sensitive matters only**

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

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

## OPPORTUNITY FOR PUBLIC COMMENT

**5:45 PM**

7. [\*\*Five Year Financial Plan \(2017-2021\) Amendment Bylaw No. 7938, 2017, Director of Finance and Information Technology\*\*](#)

## UNFINISHED BUSINESS

8. **No Items**

## STAFF PRESENTATIONS AND REPORTS FOR ACTION

9. **Canada Games Pool/Centennial Community Centre Project - Aquatic and Community Centre Feasibility Study**, Director of Parks and Recreation
  - a. [Staff Report](#)
  - b. [Presentation](#)
  - c. [Next Steps and Recommendations\(On-Table\)](#)
10. **Community Energy Association Presentation**, Director of Engineering Services and Patricia Bell, Senior Planner, CEA
  - a. [Presentation \(On-Table\)](#)

## CONSENT AGENDA

### Interdepartmental City Grant Committees

11. [2018 Heritage Grant Recommendations](#)
12. [2018 Environmental Grant Recommendations](#)
13. [2018 Community Grant Recommendations](#)
14. [2018 Arts & Culture Grant Recommendations](#)
15. [2018 Child Care Grant Recommendations](#)
16. [2018 City Partnership Grant Recommendations](#)
17. [2018 Amateur Sports Fund Committee Grant Recommendations](#)

### Acting City Clerk

18. [Recruitment 2018 Library Board Appointments](#)
19. **Minutes for Adoption**
  - a. [October 30, 2017 Public Hearing](#)
  - b. [October 30, 2017 Regular meeting](#)

### Acting Director of Development Services

20. [Heritage Register Update 2017](#)

21. [Queen's Park Heritage Conservation Area: Proposed Community Consultation on Zoning Based Incentives for Protected Properties](#)

Director of Engineering Services and General Manager, Electrical Operations

22. [New Westminster Urban Solar Garden Project Update and Next Steps](#)

Director of Parks and Recreation

23. [Queen's Park Washroom and Concession Building](#)

24. [City Hall Community Garden](#)

Land Use and Planning Committee

25. [1002, 1012, 1016 and 1020 Auckland Street: Consideration of Issuance of Development Permit](#)

26. [728 and 734 Ewen Avenue and a Portion of 220 Campbell Street: Development Variance Permit and Development Permit to Allow a 37 Unit Townhouse Development - Issue Notice to Consider Issuance of Development Variance Permit and Issue Development Permit](#)

27. [746 Ewen Avenue: Development Variance Permit and Development Permit to Allow a Residential Development with 30 Townhouse Units and Two Units in the Restored Heritage House to be Retained as Part of the Development – Issue Notice to Consider Issuance of the Development Variance Permit and Development Permit](#)

<b>ITEMS REMOVED FROM THE CONSENT AGENDA</b>
--

<b>PRESENTATIONS AND DELEGATIONS – 7:00</b>
---

28. [Vancouver Airport Authority Presentation, Don Ehrenholz, Vice-President Engineering and Environment, and Alana Lawrence, Manager Public Affairs \(On-Table Presentation\)](#)

29. **Open Delegations**

## **BYLAWS**

30. [Five-Year Financial Plan \(2017-2021\) Amendment Bylaw No. 7938, 2017](#)  
**THREE READINGS**

31. **Bylaws for adoption:**

- a. [Zoning Amendment Bylaw \(Accommodation for Youth in Foster Care and Youth Aging out of Foster Care\) No. 7937, 2017](#)  
**ADOPTION**
- b. [232 Lawrence Street – Official Community Plan Amendment Bylaw No. 7956, 2017](#)  
**ADOPTION**
- c. [Development Cost Charge Reserve Funds Expenditure Bylaw No. 7970, 2017](#)  
**ADOPTION**

## **NEW BUSINESS**

32. [Mobility Pricing Independent Commission – Perspective Paper \(On-Table Report\)](#)

## **ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

## **NEXT MEETING**

### **January 8, 2018**

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**

## **REPORT**

### ***Finance and Information Technology***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Gary Holowatiuk, CPA, CA      **File:**  
Director of Finance and Information  
Technology

**Item #:** 527/2017

**Subject:** **Five Year Financial Plan (2017-2021) Amendment Bylaw No. 7938, 2017**

---

#### **RECOMMENDATION**

*THAT Council give First, Second and Third Readings to the Five-Year Financial Plan (2017-2021) Amendment Bylaw No. 7938, 2017 (Attachment 1).*

---

#### **PURPOSE**

The purpose of this report is to obtain Council approval to amend the Five-Year Financial Plan, (2017-2021), Bylaw No. 7906, 2017 (the “Financial Plan”).

#### **BACKGROUND**

Section 165 of the Community Charter (Charter) requires that a municipality adopt annually, by bylaw, a five-year financial plan. This section also allows a municipality to amend the financial plan, by bylaw, at any time to provide for greater certainty.

Section 173 of the Charter states that “A municipality must not make an expenditure other than an expenditure that is included for that year in its financial plan”.

To comply with the Charter, it is advisable to adopt a bylaw amending the Five-Year Financial Plan (2017-2021) to address the changes that have been brought forward since the Financial Plan was adopted on March 6<sup>th</sup>, 2017.

**EXISTING POLICY/PRACTICE**

The City's practice is to amend its financial plan during the year if it is anticipated that expenditures will exceed budget by the end of the year.

**DISCUSSION**

The City has the following adjustments to the 2017-2021 Financial Plan. The adjustments relate primarily to capital projects and how capital projects are being funded.

- Demolition of the old Queens Park Arenex facility and construction of the new interim facility has been budgeted for under Buildings in 2017 and 2018, with the cost being covered by insurance proceeds (\$4.1 million) and reserves (\$550,000).
- The City was awarded a grant of \$5.5 million for sewer separation work. This has been budgeted for under Sewer Infrastructure in 2017 and 2018, with grant revenues adjusted accordingly.
- The Ewen Avenue Reconstruction Project budgeted for under Engineering Structures was initially budgeted to be funded by the Queensborough Transportation DCC Reserve. In 2017 it was determined that DCCs could not fund the entire project so the funding source was shifted to City reserves, including \$1.9 million used to repay the QB Transportation Reserve for expense drawn against the reserve in prior years.
- The Engineering operating budget for sub-contractors has been increased by \$505,000 for the work completed on the GVWD water main. This work is fully recoverable from the GVWD which has been recorded under contribution revenues.
- Earlier this year, Council approved an increase in the budget for the Library renovations which has resulted in \$2.5 million being added to Building capital in 2018, to be funded by debt proceeds.
- While reviewing transportation and drainage projects it was determined that some of the projects should have been funded by DCCs rather than reserves. Approximately \$859,000 has been budgeted from the Queensborough Drainage and Mainland Transportation DCC Reserves to address this matter.

To accommodate these adjustments it is proposed that the City amend its 2017-2021 Financial Plan.

**CONCLUSION**

To ensure compliance with the Community Charter, it is recommended that Council adopt "Five-Year Financial Plan (2017-2021) Amendment Bylaw No. 7938, 2017".

**ATTACHMENTS**

Attachment #1 - Five-Year Financial Plan (2017 - 2021) Amendment Bylaw No. 7938, 2017

Approved for Presentation to Council



---

Gary Holowatiuk, CPA, CA  
Director of Finance and Information  
Technology



---

Lisa Spitale  
Chief Administrative Officer

# **ATTACHMENT 1**

## **Five-Year Financial Plan (2017 – 2021) Amendment Bylaw No. 7938, 2017**



# **CORPORATION OF THE CITY OF NEW WESTMINSTER**

## **BYLAW NO. 7938, 2017**

A Bylaw of the City of New Westminster to amend the  
Five-Year Financial Plan for the years 2017 – 2021, inclusive

WHEREAS pursuant to Section 165 of the Community Charter, the “Five-Year Financial Plan (2017-2021) Bylaw No. 7906, 2017” was adopted on the 6<sup>th</sup> day of March, 2017;

NOW THEREFORE, 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 the “Five-Year Financial Plan (2017 – 2021) Amendment Bylaw No. 7938, 2017”.

(2) Council does hereby amend the Five-Year Financial Plan, 2017 – 2021 inclusive, as set out in Schedule A attached to this bylaw and forming a part thereof;.

(3) Schedules B and C provide supplementary information to the bylaw.

GIVEN THREE READINGS this            day of            , 2017.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this  
day            of            , 2018.

---

MAYOR

---

CITY CLERK

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**CONSOLIDATED FINANCIAL PLAN**  
**Schedule 'A' to Bylaw No. Amendment Bylaw 7938, 2017**

	2017	Budget Projections			
	Budget	2018	2019	2020	2021
<b>REVENUE</b>					
Municipal Taxation (see below)	\$ 75,507,853	\$ 77,675,862	\$ 80,124,488	\$ 82,708,308	\$ 85,741,306
Utility Rates	76,550,122	79,272,394	82,122,465	85,104,848	88,230,067
Sale of Services	13,670,692	13,670,692	13,670,692	13,670,692	13,670,692
Grants from Other Governments (1)	7,512,540	7,128,940	2,636,940	2,636,940	2,636,940
Contributions (2)	16,210,914	13,433,036	8,670,452	7,840,102	7,855,805
Other Revenue (3)	16,239,934	12,966,762	13,314,947	13,703,110	13,658,334
<b>Total Revenues</b>	<b>205,692,055</b>	<b>204,147,686</b>	<b>200,539,984</b>	<b>205,664,000</b>	<b>211,793,144</b>
<b>EXPENSES</b>					
<b>General Services</b>					
Police Services	27,679,700	28,160,185	28,723,834	29,294,865	29,819,904
Parks and Recreation	19,703,600	20,123,327	20,520,724	21,859,709	21,939,680
Fire & Rescue	15,156,520	15,401,857	15,684,893	16,018,135	16,365,084
Development Services	4,339,056	4,390,767	4,468,453	4,480,637	4,559,262
Engineering	28,437,071	28,311,922	28,786,899	28,676,643	29,123,337
General Government	21,499,996	19,523,791	19,706,063	19,590,939	19,893,507
Library	4,070,649	4,265,820	4,357,461	4,415,568	4,471,066
	<b>120,886,592</b>	<b>120,177,669</b>	<b>122,248,327</b>	<b>124,336,496</b>	<b>126,171,840</b>
<b>Utilities Services</b>					
Electrical Utility	35,827,790	36,583,581	37,463,215	38,309,101	39,161,208
Water Utility	7,219,523	7,595,785	7,982,079	8,399,846	8,791,292
Sewer Utility	10,786,260	11,359,172	12,040,219	12,686,540	13,370,409
Solid Waste Utility	2,621,865	2,589,110	2,616,766	2,644,840	2,673,338
	<b>56,455,438</b>	<b>58,127,648</b>	<b>60,102,279</b>	<b>62,040,327</b>	<b>63,996,247</b>
<b>Fiscal Expenses</b>					
Interest and Bank Charges	1,629,258	2,078,031	2,292,885	2,820,526	3,746,664
<b>Total Expenses</b>	<b>178,971,288</b>	<b>180,383,348</b>	<b>184,643,491</b>	<b>189,197,349</b>	<b>193,914,751</b>
<b>INCREASE IN TOTAL EQUITY</b>	<b>26,720,767</b>	<b>23,764,338</b>	<b>15,896,493</b>	<b>16,466,651</b>	<b>17,878,393</b>
<b>Reconciliation to Financial Equity</b>					
Amortization of Tangible Capital Assets	22,564,300	22,906,800	23,487,100	24,652,400	24,848,900
Capital Expenses (Schedule B)	(91,842,850)	(58,000,100)	(49,156,600)	(55,214,100)	(28,286,600)
Debt Retirement (4)	(2,226,850)	(2,872,004)	(3,263,298)	(3,909,923)	(4,987,783)
Proceeds on Debt Issuance	15,103,000	11,408,000	15,700,000	27,200,000	1,000,000
<b>CHANGE IN FINANCIAL EQUITY (Reserves)</b>	<b>(29,681,633)</b>	<b>(2,792,966)</b>	<b>2,663,695</b>	<b>9,195,028</b>	<b>10,452,910</b>
<b>Financial Equity, beginning of year</b>	<b>98,429,308</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>
<b>FINANCIAL EQUITY (Reserves), end of year</b>	<b>\$ 68,747,675</b>	<b>\$ 65,954,709</b>	<b>\$ 68,618,404</b>	<b>\$ 77,813,432</b>	<b>\$ 88,266,342</b>

**Notes:**

- (1) Includes capital grants noted on Schedule B.  
(2) Includes capital contributions and DCCs noted on Schedule B and Gaming Revenue noted on Schedule C.  
(3) Includes proceeds from property sales noted on Schedule C.  
(4) \$3.6 M in short term borrowing will be retired in 2017 using Development Assistance Compensation (DAC) funds receivable from the Province.

<b>Municipal Taxation</b>					
Property Taxes	\$ 73,704,453	\$ 75,865,562	\$ 78,310,688	\$ 80,890,008	\$ 83,922,406
Parcel Taxes	92,900	92,200	92,200	91,200	25,600
Grant-in-Lieu of Taxes	1,206,900	1,214,500	1,218,000	1,223,500	1,289,700
Utilities 1%-in-Lieu of Taxes	503,600	503,600	503,600	503,600	503,600
	<b>\$ 75,507,853</b>	<b>\$ 77,675,862</b>	<b>\$ 80,124,488</b>	<b>\$ 82,708,308</b>	<b>\$ 85,741,306</b>

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
CONSOLIDATED FINANCIAL PLAN**

**Schedule 'A' to Bylaw No. Amendment Bylaw 7938, 2017**

(continued)

**Proportion of Revenues By Funding Source:**

The following Table shows the proportion of total revenue purposed to be raised from each funding source. Property taxes form the largest portion of revenues. They provide a stable and consistent source of revenues to pay for many services, such as police and fire protection, that are difficult or undesirable to fund on a user-pay basis.

Utilities' rates are the City's second largest component of planned revenues. These revenues pay for services including electricity, water, sewer and solid waste and are charged on a user-pay basis. This basis attempts to fairly apportion utility service costs to those that make use of these services.

Other revenue sources, including sale of services, government grants and contributions make up the remainder of total revenues. These revenues fluctuate due to economic conditions and City initiatives.

Revenue Source	% Total Revenue
Taxation	37%
Utility Rates	37%
Sale of Services	7%
Gov't Grants	4%
Contributions	8%
Other Revenue	8%
	100%

**Distribution of Property Taxes Between Property Classes:**

The following Table provides the distribution of property tax revenue between property classes. The City's primary goal is to set tax rates that are sufficient, after maximizing non-tax revenues, to provide for service delivery; city assets; and maintain tax stability. This is accomplished by maintaining the historical relationship between the property classes and applying the same annual tax rate increase across all Classes. A secondary goal is to set tax rates that are competitive within the region; consequently, the City may, from time to time, adjust the property tax distribution between the Classes as deemed necessary.

Class No	Property Class	% Tax Burden
1	Residential	60%
2	Utilities	<1%
4	Major Industry	2%
5	Light Industry	5%
6	Business	32%
8	Recreation/Non-Profit	<1%
9	Farm	<1%
		100%

**Use of Permissive Exemptions:**

The City's Annual Municipal Report contains a list of permissive exemptions granted for the year and the amount of tax revenue foregone. Permissive tax exemption is granted to not-for-profit institutions including religious institutions, some recreational facilities, service organizations and cultural institutions that form a valuable part of our community.

Since the mid-90's the City has generally ceased granting new permissive exemptions from property taxes in order to preserve the tax revenue base. Organizations granted exemption prior to implementation of this practice continue to be considered for exemption provided they make an annual submission showing the use of the property subject to exemption has not been altered. All other applications for permissive exemption from property taxes are reviewed on a case-by-case basis.

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**CONSOLIDATED CAPITAL PROGRAM**

**Schedule 'B' to Bylaw No. Amendment Bylaw 7938, 2017**

Note: This Schedule has been provided as an addendum to Schedule A. The figures in this Schedule are included in the consolidated figures in Schedule A.

	<b>2017 Budget</b>	<b>Budget Projections</b>			
		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>CAPITAL EXPENSES</b>					
Land	\$ 4,375,000	\$ -	\$ -	\$ -	\$ -
Buildings	17,807,900	19,212,500	19,565,000	18,863,500	1,808,000
Vehicles/Equipment	12,690,950	5,610,600	4,331,600	3,598,600	4,957,600
Other Projects	3,022,900	575,000	760,000	685,000	455,000
Park Improvements	6,192,700	4,147,000	2,315,000	10,407,000	715,000
Engineering Structures	20,563,800	11,165,000	7,610,000	6,630,000	6,630,000
Water Infrastructure	4,555,600	2,930,000	2,910,000	2,965,000	3,020,000
Sewer Infrastructure	13,581,500	7,760,000	7,115,000	9,015,000	6,015,000
Electrical Distribution System	9,052,500	6,600,000	4,550,000	3,050,000	4,686,000
<b>TOTAL</b>	<b>\$ 91,842,850</b>	<b>\$ 58,000,100</b>	<b>\$ 49,156,600</b>	<b>\$ 55,214,100</b>	<b>\$ 28,286,600</b>
<b>FUNDING SOURCES</b>					
Reserve Funds	\$ 62,987,270	\$ 34,880,600	\$ 31,014,300	\$ 26,017,300	\$ 25,289,800
Development Cost Charges	3,618,080	206,500	679,300	233,800	233,800
Long Term Debt	15,103,000	11,408,000	15,700,000	27,200,000	1,000,000
Grants from Other Governments	5,588,600	5,205,000	713,000	713,000	713,000
Contributions	4,545,900	6,300,000	1,050,000	1,050,000	1,050,000
<b>TOTAL</b>	<b>\$ 91,842,850</b>	<b>\$ 58,000,100</b>	<b>\$ 49,156,600</b>	<b>\$ 55,214,100</b>	<b>\$ 28,286,600</b>

**City of New Westminster - Development Cost Charge Funding Envelope Plan for the 2009 DCC Bylaw 7311**

**NOTES:**

1. This DCC Funding Envelope Plan is based on the capital projects set out in the 2009 Development Cost Charge Review which forms the basis for the City's DCC Bylaw. The City's DCC Bylaw was amended in 2015 to reflect new rates based on an updated capital project plan.

2. City contributions will be from reserves while other contributions are from provincial / federal government grants.

3. The mainland waterfront parkland acquisition / development (\$16M) was initially funded with debt with the intention that the principal on the debt would be repaid over time using Parks DCCs.

	<b>TTL</b>	<b>2009 - 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022 +</b>
Total DCCs	\$ 87,284,408	\$ 34,579,748	\$ 3,618,080	\$ 206,500	\$ 679,300	\$ 233,800	\$ 233,800	\$ 47,733,180
Total City & Other Contributions	34,985,065	4,585,774	1,294,700	74,750	84,650	80,150	80,150	28,784,891
	<b>\$ 122,269,473</b>	<b>\$ 39,165,522</b>	<b>\$ 4,912,780</b>	<b>\$ 281,250</b>	<b>\$ 763,950</b>	<b>\$ 313,950</b>	<b>\$ 313,950</b>	<b>\$ 76,518,071</b>

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**CONSOLIDATED STATEMENT OF RESERVES AND DEVELOPMENT COST CHARGES**  
**Schedule 'C' to Bylaw No. Amendment Bylaw 7938, 2017**

Note: This Schedule has been provided as an addendum to Schedule A. The reserve figures in this Schedule are included in the consolidated figures in Schedule A. Development Cost Charges are provided for information, but are deferred charges rather than reserves.

<b>FINANCIAL EQUITY (RESERVES)</b>	<b>2017</b>	<b>Budget Projections</b>				
	<b>Budget</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	
<b>Revenues:</b>						
Contributions	\$ 8,032,220	\$ 9,927,482	\$ 6,953,452	\$ 6,980,149	\$ 7,007,593	
Land Sale Proceeds	2,938,000	-	-	-	-	
	<b>10,970,220</b>	<b>9,927,482</b>	<b>6,953,452</b>	<b>6,980,149</b>	<b>7,007,593</b>	
<b>Transfers (to) from:</b>						
Operating Budget	22,335,417	22,160,152	26,724,543	28,232,179	28,735,117	
Capital Budget	(62,987,270)	(34,880,600)	(31,014,300)	(26,017,300)	(25,289,800)	
	<b>(40,651,853)</b>	<b>(12,720,448)</b>	<b>(4,289,757)</b>	<b>2,214,879</b>	<b>3,445,317</b>	
<b>Change in Financial Equity (Reserves)</b>	<b>(29,681,633)</b>	<b>(2,792,966)</b>	<b>2,663,695</b>	<b>9,195,028</b>	<b>10,452,910</b>	
<b>Financial Equity, Beginning of Year</b>	<b>98,429,308</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>	
<b>Financial Equity, End of Year</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>	<b>88,266,342</b>	
<b>CHANGE IN RESERVES</b>						
<b>Non-Statutory Reserves</b>	<b>\$ (27,421,163)</b>	<b>\$ (2,776,531)</b>	<b>\$ 4,680,064</b>	<b>\$ 9,073,327</b>	<b>\$ 10,329,655</b>	
<b>Statutory Reserves</b>						
Cemetery	35,350	35,350	35,350	35,350	35,350	
Construction of Municipal Works	(2,357,446)	(114,520)	(2,115,582)	21,338	21,722	
Parking Cash In Lieu	20,378	20,745	21,118	21,498	21,885	
Park Land Acquisition	11,522	11,729	11,940	12,155	12,374	
Tax Sale Land	29,726	30,261	30,805	31,360	31,924	
<b>Change in Reserves</b>	<b>\$ (29,681,633)</b>	<b>\$ (2,792,966)</b>	<b>\$ 2,663,695</b>	<b>\$ 9,195,028</b>	<b>\$ 10,452,910</b>	
<b>Statutory DCC Reserves</b>						
Drainage DCC	\$ (2,165,622)	\$ 125,677	\$ 127,939	\$ 130,242	\$ 132,586	
Parkland DCC	2,008,548	2,030,602	2,052,553	2,474,398	2,503,138	
Sewer DCC	609,705	561,680	110,290	557,775	567,815	
Transportation DCC	(1,112,755)	537,441	535,815	545,460	555,278	
Water DCC	288,651	293,847	299,136	304,521	310,002	
<b>Change in DCCs</b>	<b>\$ (371,473)</b>	<b>\$ 3,549,247</b>	<b>\$ 3,125,733</b>	<b>\$ 4,012,396</b>	<b>\$ 4,068,819</b>	
<b>RESERVE BALANCES</b>						
<b>Non-Statutory Reserves</b>	<b>\$ 57,116,982</b>	<b>\$ 54,340,451</b>	<b>\$ 59,020,515</b>	<b>\$ 68,093,842</b>	<b>\$ 78,423,497</b>	
<b>Statutory Reserves</b>						
Cemetery	674,911	710,261	745,611	780,961	816,311	
Construction of Municipal Works	7,466,578	7,352,058	5,236,476	5,257,814	5,279,536	
Parking Cash In Lieu	1,152,491	1,173,236	1,194,354	1,215,852	1,237,737	
Park Land Acquisition	655,566	667,295	679,235	691,390	703,764	
Tax Sale Land	1,681,147	1,711,408	1,742,213	1,773,573	1,805,497	
<b>Total Reserves</b>	<b>\$ 68,747,675</b>	<b>\$ 65,954,709</b>	<b>\$ 68,618,404</b>	<b>\$ 77,813,432</b>	<b>\$ 88,266,342</b>	
<b>Statutory DCC Reserves</b>						
Drainage DCC	\$ 580,405	\$ 706,082	\$ 834,021	\$ 964,263	\$ 1,096,849	
Parkland DCC	7,239,894	9,270,496	11,323,049	13,797,447	16,300,585	
Sewer DCC	1,162,965	1,724,645	1,834,935	2,392,710	2,960,525	
Transportation DCC	(4,550,273)	(4,012,832)	(3,477,017)	(2,931,557)	(2,376,279)	
Water DCC	1,879,887	2,173,734	2,472,870	2,777,391	3,087,393	
<b>Total DCC Reserves</b>	<b>\$ 6,312,878</b>	<b>\$ 9,862,125</b>	<b>\$ 12,987,858</b>	<b>\$ 17,000,254</b>	<b>\$ 21,069,073</b>	



# REPORT

<b>To:</b>	Mayor Côté and Members of Council	<b>Date:</b>	12/4/2017
<b>From:</b>	Dean Gibson Director of Parks and Recreation	<b>File:</b>	1035.10
		<b>Item #:</b>	536/2017
<b>Subject:</b>	<b>Canada Games Pool/Centennial Community Centre Project - Aquatic and Community Centre Feasibility Study</b>		

## RECOMMENDATION

**THAT** Council:

- A. Receive the Aquatic & Community Centre Feasibility Study as attached to this report
- B. Support in principle the proposed program scope of 114,295 sq ft as outlined in the Feasibility Study
- C. Prioritize Design Concept Option #3 as the preferred facility concept design to be constructed in a single phase
- D. Direct staff to undertake Next Steps as outlined in this report

## PURPOSE

The purpose of this report is to:

- present the recently completed Aquatic & Community Centre Feasibility Study for the Canada Games Pool and Centennial Community Centre project, and
- seek direction from Council with respect to next steps on this project.

## **SUMMARY**

The Aquatic & Community Centre Feasibility Study builds upon the work of previous studies, the 2016 public engagement process, and guidance from the Mayor's Task Force on the Canada Games Pool and Centennial Community Centre. The Study develops a proposed program scope that responds to expressed community needs and priorities and expected future demand resulting from continued growth in population. The associated proposed program includes the following elements:

- Leisure aquatics tank
- Aquatics Program tank (50m X 8 lanes)
- Change Rooms & support spaces
- Enhanced Fitness Centre
- Welcome Centre
- Multipurpose rooms
- Childcare facility
- Gymnasiums (inclusive of spaces to potentially accommodate a re-located gymnastics and trampoline program)

The above program is articulated in a series of concept layout options, each of which contemplates a facility that is approximately 114,300 square feet in size. Design concept Option #3 is preferred by the Mayor's Task Force as it provides maximum flexibility for maintaining continuous operations of the existing facilities over the course of the new facility construction regardless of whether the facility is constructed in single or multiple phases.

Preliminary estimated project costs are in the order of \$100 million. Cost analysis at this early stage in the project's development is challenging given the preliminary development of the facility concept, and as such, current estimates include a degree of variability. To account for this variability, contingencies and cost allowances are factored in to the preliminary project cost estimate. As additional technical studies are completed and the facility design advances to a more detailed stage, enhanced cost certainty can be established.

Senior levels of governments have committed to investing in infrastructure renewal. The Federal Government's *Investing in Canada Plan* proposes new investments of \$21.9 billion in social infrastructure (including cultural and recreational assets) over 11 years. It is anticipated that formal funding programs within British Columbia will be forthcoming in the upcoming calendar year and the City is positioning itself to be prepared for those opportunities.

Since a phased approach has added costs inherent with the approach - such as cost escalation over time and extra costs with de-mobilizing and re-mobilizing between project phases - it is preferred that a new facility be developed in a single phase.

Proposed next steps for this project include community consultation to obtain feedback on the Feasibility Study; completion of a series of technical studies; and preparation of a Federal/Provincial Infrastructure Grant application.

## **BACKGROUND**

The Canada Games Pool and Centennial Community Centre are an important part of active, healthy living in New Westminster but both of these facilities are aging and in a state of decline. The Canada Games Pool was completed in 1973, is 43 years old and its construction was federally funded as part of the Canada Games. The Centennial Community Centre was opened in 1967 as part of the Centennial Project and is 49 years old.

The pool and community centre currently provide a variety of fitness, community and aquatic related programs to local residents, as well as visitors from across the Metro Vancouver region. The facilities support individual and community needs related to recreation, skill development, physical fitness, rehabilitation and socialization.

In the recent past, the City of New Westminster commissioned independent, professional consultants to complete a series of condition assessment and feasibility studies of these facilities. The results indicate that the Canada Games Pool needs to be replaced and the Centennial Community Centre is in need of renovation and functional upgrades. City Council has identified the renewal of these buildings as a strategic priority.

Over the past 18 months, the Mayor's Task Force on the Canada Games Pool and Centennial Community Centre has been working to develop a program scope to guide the ongoing planning for the replacement of the Canada Games Pool and Centennial Community Centre with the priority goal of advancing the project planning to the stage where the City has sufficient information to apply for pending infrastructure grants from senior levels of government. This process has built upon the work of previous studies and has had extensive community consultation with the general public as well as engagement with key facility stakeholders. Two key reports highlight the findings of the processes undertaken to date: the "Your Active New West" public engagement report from the fall of 2016 and the 2017 "Aquatic & Community Centre Feasibility Study".

The 2016 "Your Active New West" public engagement process was carried out in order to identify and understand:

- what active living in New Westminster means to the public
- key issues with the current facilities and programs
- the diverse range of current and future needs
- the community's vision for new facilities that can best support active living in New Westminster



The “*Aquatic & Community Centre Feasibility Study*” is the subject of this report. The Study consultants will be making presentation to Council on the Feasibility Study at the December 4, 2017 Regular meeting of Council (see Attachment B).

### **EXISTING POLICY/PRACTICE**

It is the practice of the City to engage in comprehensive study and analysis in the development of major capital projects. Included in this process is engagement of the general public as well as project stakeholders. Projects of the magnitude of the replacement of the Canada Games Pool and Centennial Community Centre typically go through many phases of study before the final program scope, detailed design, and associated final cost estimates, are established.

### **DISCUSSION**

Building upon previous studies and community engagement processes, this Feasibility Study report (appended to this report as Attachment “A”) outlines specific concept options for a new community aquatic centre and includes proposals for spatial and functional programming as well as the optimal building location on the existing site.

The public engagement process that preceded this project identified a number of different aquatic, fitness and community programmatic priorities. The key challenge of this feasibility project was formulating a building program that meets the varying needs and desires of different New Westminster residents and user groups within a reasonable budget and co-located on the same site.

### **PROGRAM**

In order to determine the proposed program, the decision-making process was divided into three component groups:

- Base Program - meets core building functions
- Main Aquatic Tank - addresses demand capacity, programmatic needs and aquatic focus
- Additional Spaces - that meet community and fitness program priorities

To assist with the initial discussions, areas and high-level costs were provided for each program element. The decision making framework was presented in the form of a ‘menu’ card and City Council and staff were asked to review and make their selection from each group of program components.

These 'menu' results, along with the demand analysis study, business case, and public engagement survey results were used to determine the proposed building program. The proposed program was developed to provide:

- Community needs for aquatic and fitness programs, as identified by the public engagement survey and through consultation with city staff.
- Current and projected capacity requirements for aquatic facilities and usage trends based on the demand analysis.
- Flexibility of aquatic programming through different sub-dividable pool tanks that can accommodate leisure, fitness length swim and competitive swim training.
- A wide range of fitness and community program demands through a variety of multipurpose spaces. These spaces will have an emphasis on versatility (e.g. multipurpose rooms of varying sizes that accommodate a wide range of programming needs, a large clear-span gymnasium that can accommodate a range of activities, and an open fitness space).
- Other social and community needs through amenities like a cafe, fitness centre, childcare and a multi-use gymnasium.

The resulting proposed program includes the following elements:

- Leisure aquatics tank
- Aquatics Program tank (50m X 8 lanes)
- Change Rooms & support spaces
- Enhanced Fitness Centre
- Welcome Centre
- Multipurpose rooms
- Childcare facility
- Gymnasiums (inclusive of spaces to potentially accommodate a re-located gymnastics and trampoline program)

The above program is articulated in concept layout options, each of which contemplates a facility that is approximately 114,300 square feet in size.

### CONCEPT LAYOUT OPTIONS

Three different concept options were developed for a new community aquatic facility to replace the existing Canada Games Pool (CGP) and Centennial Community Centre (CCC). Due to site constraints, such as maintaining the existing sewer easement, all options are located in the south-east of the site and concept options were developed in line with meeting the objectives of:

- Creating a functional layout that meets best design practice, user and operational needs.
- The ability to phase construction in order to allow for continued user-service and phased funding as it becomes available.
- Embodying within the design the project vision statements from the public engagement process.

A preferred layout option (design option) has been identified by the Mayor's Task Force. Option #3 as described in the Feasibility Study is preferred due to the fact that relative to the other concept options, it:

- Provides maximum flexibility for maintaining continuous operations of the both the current Canada Games Pool and Centennial community centre over the course of the new facility construction regardless of whether the facility is constructed in single or multiple phases.
- Provides for a pool tank orientation that best allows for staggered pool maintenance and reduced impact to participants.
- Lends itself to having a more centralized interior public gathering space.
- Best supports potential Emergency Social Services and Emergency Reception Centre needs as the design supports the ability to effectively isolate specified building areas.
- Most effectively enables outdoor plaza opportunities.
- Enables effective parking connectivity to the adjacent curling facility.

While the terms of the Feasibility Study included looking at opportunities to construct the facility in phases if necessary, developing the comprehensive facility in a single phase has been prioritized on account of:

- The inherent additional cost factors in a phased approach related to cost escalation over time and the premium costs associated with de-mobilizing and re-mobilizing between project phases,
- The ability to leverage potential residual insurance proceeds associated with the replacement of the Queen's Park Arenex,
- A priority to minimize the extent of disruption across the overall site and maintain operational continuity of existing facilities and programs.

The Feasibility Study further considers the overall site layout, parking, pedestrian and cyclists' movements, vehicle circulation, programmable exterior spaces, and existing utility corridors. It is identified that in order to accommodate the proposed facility and requisite parking that the existing all-weather sports field and recycling depot be relocated to elsewhere in the City.

The information contained within the report can be used to make key decisions for the future progression of this project and should be used as the basis for the commencement of the schematic design phase. As part of this next stage, it is recommended that the previously successful public engagement process is harnessed through the community's continued involvement. Further public and stakeholder sessions should be used to communicate the findings of this report and verify that they are still aligned with the community's needs and priorities. There are also numerous technical studies that should be completed prior to, or concurrent with, the schematic design phase.

## **FINANCIAL IMPLICATIONS**

The Aquatic & Community Centre Feasibility Study assessed the cost of the proposed program scope. *Cost analysis at this early stage in the project's development is challenging given the preliminary development of the facility concept.*

Accordingly, where costs cannot be readily identified, allowances and contingencies have been included in an effort to capture the overall order of magnitude of the project cost and provide context against which to evaluate the proposed program scope.

As additional technical studies are completed and the facility design advances to a more detailed stage, enhanced cost certainty can be established.

Taking into consideration the above, the capital costing analysis has resulted in the following preliminary project cost estimate:

<u>Estimated Project Costs</u>		(millions)
<b>ESTIMATED PROJECT COST<sup>a</sup></b> (as per Oct 2/17 Feasibility Study report )		83.5
<b>OTHER PROJECT COSTS, ALLOWANCES, AND CONTINGENCIES<sup>b</sup></b>		16.5
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$ 100.0</b>
Notes:		
<sup>a</sup> includes allowances and contingencies for escalation, design, construction risk and soft costs		
<sup>b</sup> includes allowances and contingencies to account for Class "D" estimate variability and factors such as unforeseen ground conditions, hazardous materials handling, related works outside the property line, extraordinary market conditions, moving expenses, etc.		

**NEXT STEPS**

In order to continue to advance this project, proposed next steps include the following:

- Release the Feasibility Study document and engage the community and stakeholders for feedback on the Study and related recommendations commencing in January 2018. Through this process the findings of the Feasibility Study can be communicated and it can be verified that findings are still aligned with the community's needs and priorities.

*Target date for completion and final report: March 2018.*

- Concurrent with the above community engagement process, commence technical studies to assist in establishing further certainty around project scope and costing.

The extent of the technical work is recommended to include legal and topographical surveys, detailed geotechnical study, environmental assessment, a full transportation impact assessment, a further business case analysis that determines the viability for a potential shared parking structure with the Justice Institute, development of program scope and costs for required off-site works, and determination of comprehensive project sustainability targets.

*Target date for completion and final report: April 2018.*

- Commence preparation of Federal/Provincial Infrastructure Grant application.

*Target date for completion and application submittal: Spring 2018 (pending government announcement of new grant intake period).*

**INTERDEPARTMENTAL LIAISON**

Staff from the Parks & Recreation Department, Engineering Department, Finance & Information Technologies Department, Development Services Department and the CAO serve on the Mayor's Task Force. Staff from the Parks & Recreation Department, Finance & Information Technologies Department and the Office of the CAO have participated in the preparation of this report.

**OPTIONS**

The following options are available for Council's consideration:

- A. Receive the Aquatic & Community Centre Feasibility Study as attached to this report.
- B. Support in principle the proposed program scope of 114,295 sqft as outlined in the Feasibility Study.
- C. Prioritize Design Concept Option #3 as the preferred facility concept design to be constructed in a single phase.
- D. Direct staff to undertake Next Steps as outlined in this report.
- E. Provide staff with alternate direction.

Options A through D are recommended.

**CONCLUSION**

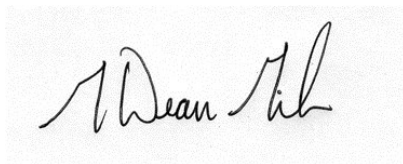
With the completion of the Feasibility Study report, the City is now in a position to complete the work associated with preparing an application for senior government grant funding, while at the same time taking steps to further advance the planning and design for the replacement of the Canada Games Pool and Centennial Community Centre.

**ATTACHMENTS**

Attachment A - Aquatic & Community Centre Feasibility Study October 2, 2017  
Attachment B - Presentation Slides - Aquatic & Community Centre Feasibility Study  
December 4, 2017

This report has been prepared by Dean Gibson, Director of Parks and Recreation

Approved for Presentation to Council



---

Dean Gibson  
Director of Parks and Recreation



---

Lisa Spitale  
Chief Administrative Officer

Attachment A  
Aquatic & Community Centre  
Feasibility Study  
October 2, 2107


# Aquatic & Community Centre Feasibility Study

City of New Westminster

**Issued:** October 2, 2017







**"When a community has the opportunity to  
gather and connect, great things happen."**

Quote from Vision Postcard - Public Engagement, June 2016

---

# Table of Contents

<b>1.0</b>	<b>Executive Summary</b>	<b>5</b>	<b>8.0</b>	<b>Appendix</b>	<b>81</b>
			8.1	Costing Estimate Report	82
			8.2	Electrical Report	83
			8.3	Mechanical Report	89
			8.4	Parking & Transportation Report	99
<b>2.0</b>	<b>Project Background</b>	<b>9</b>			
2.1	Overview	10			
2.4	Previous Studies	12			
2.3	Public Engagement Overview	14			
2.4	Site Analysis	16			
<b>3.0</b>	<b>Program</b>	<b>21</b>			
3.1	Decision Making Process	22			
3.2	Demand Analysis	25			
3.3	Proposed Program	28			
3.4	Stakeholder Feedback	37			
<b>4.0</b>	<b>Concept Design</b>	<b>39</b>			
4.1	The Vision	40			
4.2	Test Fit	42			
4.3	Pedestrian & Cycle Access	43			
4.4	Vehicle Access & Parking	44			
4.5	Concept Options	46			
4.6	Sustainability Strategy	56			
4.7	Technical Overview	59			
<b>5.0</b>	<b>Capital Costing Analysis</b>	<b>61</b>			
<b>6.0</b>	<b>Business Case</b>	<b>65</b>			
<b>7.0</b>	<b>Next Steps</b>	<b>79</b>			

## PROJECT CONSULTANTS

Architectural Design:



Programming & Business Case:



Traffic Consultant:



Quantity Surveyor:



Electrical Engineering:



Mechanical Engineering:



---

# 1.0 Executive Summary

# 1.0 Executive Summary

This report summarizes the next stage in the process for the renewal of the Canada Games Pool and Centennial Community Centre. Both facilities are aging and in need of attention with significant associated costs for maintenance and repairs. The replacement of these facilities was identified by City Council as a strategic priority. This feasibility report builds upon previous studies, including the findings from the public engagement process that took place during summer 2016. The report outlines specific concept options for a new community aquatic centre and includes proposals for spatial and functional programming as well as the optimal building location on the existing site.

The public engagement process that preceded this project identified a number of different aquatic, fitness and community programmatic priorities. The key challenge of this feasibility project was formulating a building program that meets the varying needs and desires of different New Westminster residents and user groups within a reasonable budget and on the same site.

## PROGRAM

In order to determine the proposed program, the decision making process was divided into three component groups:

- Base Program - meets core building functions
- Main Aquatic Tank - addresses demand capacity, programmatic needs and aquatic focus
- Additional Spaces - that meet community and fitness program priorities

To assist with the initial discussions, areas and high-level costs were provided for each program element. The decision making framework was presented in the form of a 'menu' card and city mayor, councillors and staff were asked to review and make their selection from each group of program components.



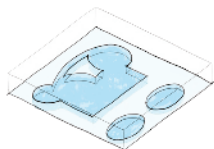
▲ Existing Context



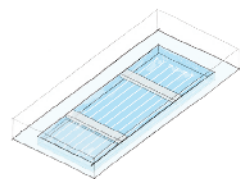
▲ Concept Sketch - View from East 6th Avenue

## PROPOSED PROGRAM

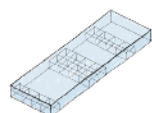
### Leisure Tank



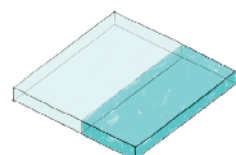
### Program Tank [50m x 8 lane]



### Change Rooms & Support Spaces



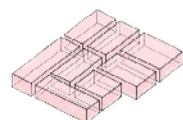
### Enhanced Fitness Centre



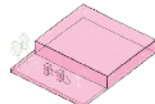
### Welcome Centre



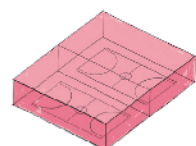
### Multipurpose



### Childcare



### Gymnasiums



These 'menu' results, along with the demand analysis study, business case, and public engagement survey results were used to determine the proposed building program. The proposed program was developed to provide:

- Community needs for aquatic and fitness programs, as identified by the public engagement survey and through consultation with city staff.
- Current and projected capacity requirements for aquatic facilities and usage trends based on the demand analysis.
- Flexibility of aquatic programming through different subdividable pool tanks that can accommodate leisure, fitness length swim and competitive swim training.
- A wide range of fitness and community program demands through a variety of multipurpose spaces. These spaces will have an emphasis on versatility e.g. multi-purpose rooms of varying sizes that accommodate a wide range of programming needs, a large clear-span gymnasium that can accommodate a range of activities, and an open fitness space.
- Other social and community needs through amenities like a cafe, fitness centre, childcare and a multi-use gymnasium.

## CONCEPT LAYOUT OPTIONS

Three different concept options were developed for a new community aquatic facility to replace the existing Canada Games Pool (CGP) and Centennial Community Centre (CCC). Due to site constraints, such as maintaining the existing sewer easement, all options are located in the south-east of the site and concept options were developed in line with meeting the objectives of:

- Creating a functional layout that meets best design practice, user and operational needs.
- The ability to phase construction in order to allow for continued user-service and phased funding as it becomes available.
- Embodying within the design the project vision statements from the public engagement process.

The primary strategy for the site was to introduce a series of landscaped pathways to help improve access, create cohesive green space across the site, and be programmable as an extension of the interior uses. The existing sewer easement limits will instead be used to form a north-south green link across the site that connects the Justice Institute's green space to the north with the Glenbrook Ravine Park to the south.

The proposed approach for site parking is to consolidate all parking stall requirements for the new Aquatic and Community Centre and the existing Royal City Curling Club on the site. The primary vehicular access point will be via Cumberland Street, with a secondary right-in, right-out entry/exit from East 6th Avenue. The number of parking stalls provided in the current layout options are sufficient to meet those requirements indicated by the parking demand study. If additional spaces are desired, or if the existing



sports field is to be retained on site, then a structured above or below grade parking solution will be required at additional cost to the current project estimate.

The concept options were reviewed by the sustainability consultant, mechanical, electrical and traffic engineers and their findings have been integrated within the reports. Further information can be found in the appendix.

### CAPITAL COSTING ANALYSIS

It is anticipated that the project costs for this 10,618 sq m / 114,295 sq ft facility will be in the region of \$83,550,000 based on a Preliminary Class D Estimate conducted in June 2017. These costs have been divided into \$60.1 million in Phase 1 (aquatics, fitness & welcome centre) and \$23.4 million in Phase 2 (community program spaces.) There would be a 5% premium added to these costs if they were to be built separately as well as an additional escalation rate allowance of 3% per annum.

Additional sustainability design features beyond LEED Gold considerations were excluded from this cost estimate pending further review and discussion regarding the City's objectives for this project. In addition, there are other cost elements that are likely to be associated with the project that are currently not accounted for in the above figure. Accordingly, it is recommended that the City include additional cost allowances in its overall financial planning for the project.

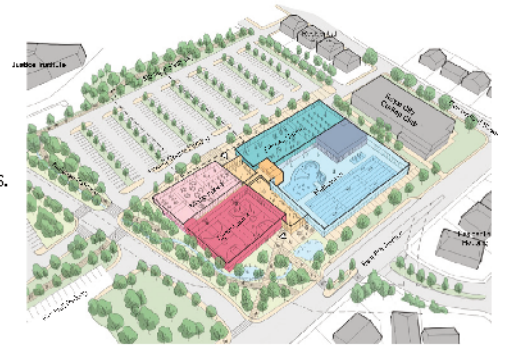
There would be an added costs of approximately \$4.2-6.7 million for either above or below grade parkade if the location of the existing sports field is to be maintained on site. And approximately \$2 million to relocate the existing sports field on or off-site as a synthetic surface.

### NEXT STEPS

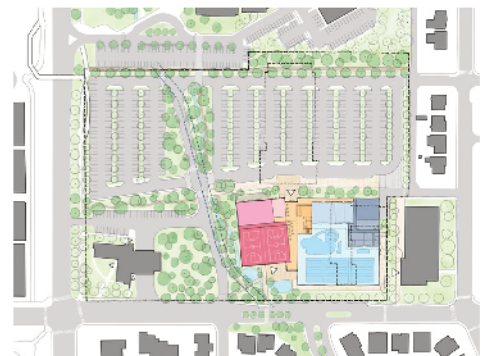
The objective of the feasibility process was to produce concept options that have been guided by public input, tested by careful analysis and are programmatically, functionally and financially supportable. The information contained within this report can be used to make key decisions for the future progression of this project and should be used as the basis for the commencement of schematic design.

As part of this next stage, it is recommended that the previously successful public engagement process is harnessed through the community's continued involvement. Further public and stakeholder sessions should be used to communicate the findings of this report and verify that they are still aligned with the community's needs and desires.

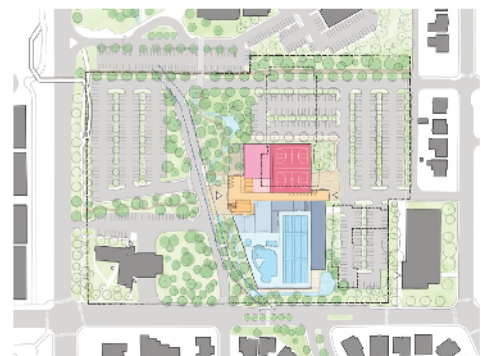
There are also numerous technical studies that should be completed prior to, or as part of schematic design, including but not limited to: legal and topographical surveys, geotechnical study, environmental assessment, a full transportation impact assessment and a further business case that determines the viability for a shared parking structure with the Justice Institute. Comprehensive sustainability targets for the project are also best finalized in the early next steps of the project.



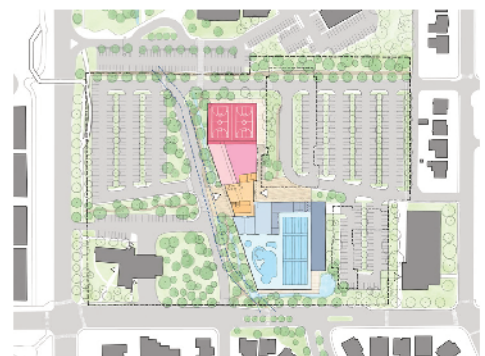
▲ Programmatic Massing



▲ Concept Option 1 -Site Plan



▲ Concept Option 2 -Site Plan



▲ Concept Option 3 -Site Plan

---

# 2.0 Project Background

- 2.1 Overview
- 2.2 Previous Studies
- 2.3 Public Engagement Overview
- 2.4 Site Analysis



## 2.1 Overview

The City of New Westminster is the oldest city in Western Canada, and is currently one of the fastest growing municipalities in the region. It cherishes its diversity of cultures, compact size, and quality of life, and community recreational facilities are a key component of maintaining this identity. The Canada Games Pool (CGP) and Centennial Community Centre (CCC) are two of the City's key facilities, providing a variety of popular and important aquatic, fitness and community programs to residents of New Westminster, as well as the surrounding Lower Mainland region.

The City is at a critical moment with regard to the CGP and CCC, built in 1972 and 1967 respectively, both facilities are aging and are in need of attention. Independent condition assessments and feasibility studies have indicated that the CGP needs to be replaced and the CCC requires functional upgrades. City Council identified the renewal of these buildings as a strategic priority. In November 2015, Council provided preliminary direction to staff to move forward with planning for the replacement of the existing Canada Games Pool. In spring/summer 2016, the City of New Westminster appointed HCMA Architecture + Design to conduct a public engagement process that included a stakeholder workshop, a statistically valid survey and community meetings to provide the City with valuable information during the planning stage. The findings from the public engagement process reinforced the importance of these facilities to the community and were used to inform the next stage of the renewal process.

This report documents the next stage of the project in which HCMA Architecture + Design were appointed to undertake a feasibility study and make recommendations regarding the replacement of the Canada Games Pool and provide options for the inclusion of the replacement of the Centennial Community Centre as part of the wider renewal of the site. As part of this study we have explored options for the spatial and functional programming of a new Aquatic and Community Centre including the optimal location on the existing site.



## SITE CONTEXT

### Why the need for a new Aquatic and Community Centre?

The new Aquatic and Community Centre provides the City of New Westminster with the unique opportunity to develop a community asset that will:

- Reinforce the community's cultural identity as an active healthy city by providing an important social and recreation gathering place for all its' diverse residents.
- Provide essential services as the only indoor pool in the community as well as being an important regional asset for fitness, length swimming and competitive training.
- Provide a variety of multipurpose spaces that can be programmed for a range of fitness, training, leisure, and rehabilitation uses in order to meet both current and future demands.
- Support excellence in competitive aquatics with a facility that can uphold the legacy of the Canada Games.
- Offers an opportunity for a new, larger facility but with similar net operating costs and reduced energy consumption.
- Create a complete civic precinct with improved vehicular, cycling and pedestrian connections.

### LEGEND

- |                         |                                 |
|-------------------------|---------------------------------|
| 1 CGP                   | 7 JIBC                          |
| 2 CCC                   | 8 Glenbrook Ravine              |
| 3 RCC                   | 9 Ecole Glenbrook Middle School |
| 4 Glenbrook Firchall #1 | 10 Terry Hughes Park            |
| 5 Recycling Depot       | 11 Queen's Park                 |
| 6 All-Weather Field     | 12 Residential Housing          |

## 2.2 Previous Studies

Several studies were completed prior to this feasibility study including a Conditions Assessment of the existing facility in 2015. This study confirmed a substantial backlog of repairs and renewals to building systems and future maintenance commitments that are required to ensure the continued, dependable operation of the facility.

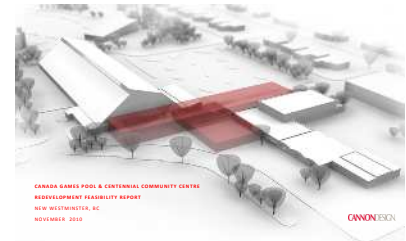
The consultant team have reviewed the previous studies as part of the feasibility process and a brief overview of the scope of some preliminary site studies are provided below:

### **CANON DESIGN FEASIBILITY REPORT, NOVEMBER 2010**

In 2010 Cannon Design was commissioned by the City of New Westminster to complete a study to explore options for renewing or replacing the CGP and CCC facilities. This study included analysis of: demand and market variables; the site and existing buildings; program; and capital and operating cost implications. Cannon proposed four redevelopment scenarios that ranged from minor building upgrades to a complete replacement of existing facilities:

- Minimal upgrade of existing systems that will extend the building life by 5 to 10 years
- Retrofit existing buildings without expansion
- Retrofit existing buildings, add a new leisure pool, and connect existing buildings with a new lobby and fitness centre
- Demolish and replace existing facilities; three site layout options were suggested including a phasing plan that would allow for the continued use of existing facilities

Cannon's report recommended the existing facilities should be demolished and replaced, with the new facilities sited on the north-west corner of the site along McBride Avenue.



▲ Diagrams from Canon Design Report



## PERKINS + WILL SITE PLANNING WORKSHOP SUMMARY APRIL 2016



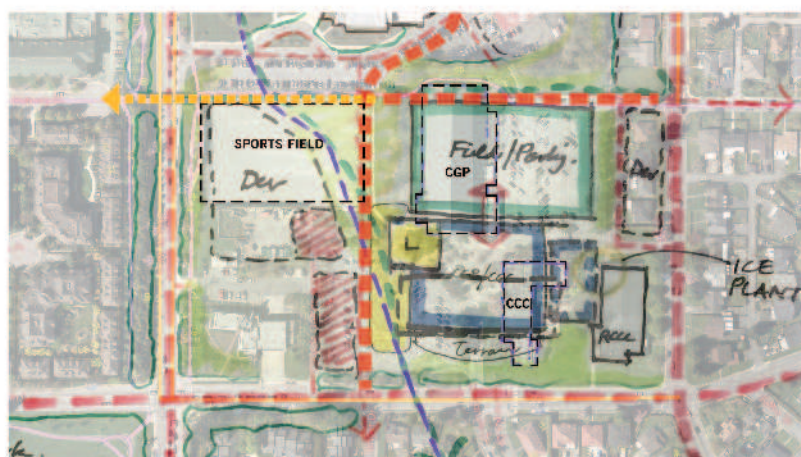
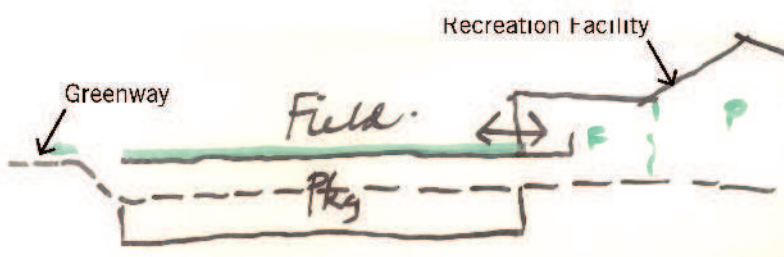
▲ Perkins + Will Report Cover

In 2016, the City of New Westminster engaged Perkins + Will to lead a facilitated design workshop with the Mayor's Task Force. The first part of the workshop included context analysis, and defining recreational needs, core site and building programs and objectives. The second part of the workshop engaged the Task Force in exploring development scenarios for the site which considered residential development potential of the site in addition to replacement of the CGP and CCC.

The workshop came up with numerous outcomes for site layouts and strategies which included high-rise residential towers located on the site and underground multi-level parking with a sports field at grade above. Major considerations of site strategies included:

- Creating a strong identity with a visible landmark building fronting along East 6th Avenue
- Maintaining existing aquatics facilities during construction of new facilities
- Potential internal connection with the new facility and existing curling club
- Maintaining a sports field on site
- Providing a strong indoor - outdoor relationship with recreational facilities
- Provide green space and extend adjacent trail network into the site

No final recommendations or decisions were indicated within the report.



## 2.3 Public Engagement Overview

The 'Your Active New West' public engagement project, during May to September 2016, helped raise awareness, determine priorities around functional programming, and established guiding principles and a vision for the two facilities. This extensive process took place in order to ensure that renewed facilities would reflect the requirements, needs and identity of the New Westminster community. The process involved numerous stakeholder workshops with a variety of user groups, public open houses and an online survey.

The survey received particularly high levels of participation which resulted in a high degree of data granularity and accuracy. Some of the main findings were that:

- 98% of residents said that the aquatic or community centres were "very important" or "somewhat important" to the identity and community of New Westminster.
- Both facilities have loyal, regular users, who have high levels of satisfaction, but there are also a significant proportion of New Westminster residents who don't regularly use the facility and these tend to be younger adults and families.
- A renewed facility would attract more people to visit, especially those aged 18-34. The age of the facility and accessibility hinders visits to both the pool and community centre.
- The survey revealed that the top three future priorities for aquatics were lessons, length swimming for fitness, and leisure swimming; for fitness they were group classes, free weights, and cardio equipment; and for community based programs they were pickleball, space to watch kids play, and tiny tot playtime.
- Different age groups and demographics seek different programs at both the pool and community centre, that are not necessarily represented by the top three priorities listed above. Therefore a new facility must accommodate varied user priorities through the provision of multipurpose spaces.

We've taken the findings from the public engagement process and along with the demand study, have used them to inform the proposed building program and site layout. How the findings of the public engagement have informed the concept design, will be described in more detail throughout the report.



▲ Photos from Public Engagement Process in Summer 2016

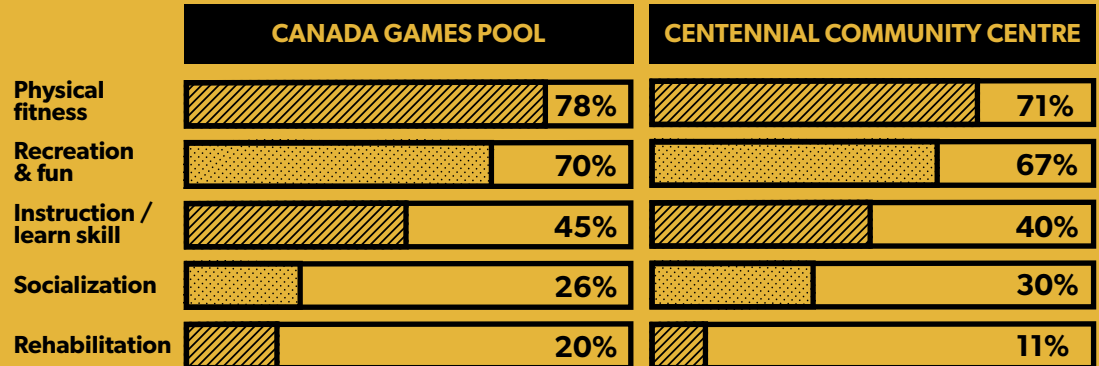
CANADA GAMES POOL  
+  
CENTENNIAL COMMUNITY CENTRE

= 98%

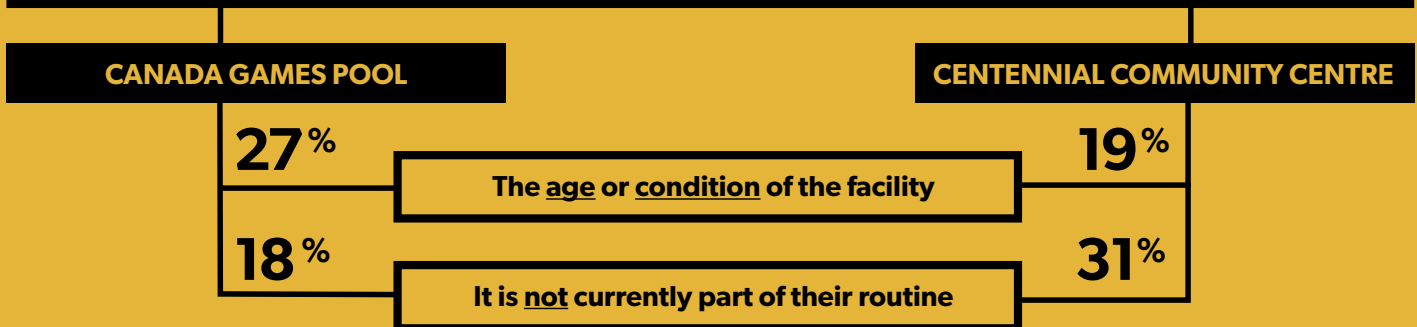
of New Westminster residents said that aquatic centres and community centres are "very important" or "somewhat important" to the identity and community of New Westminster.



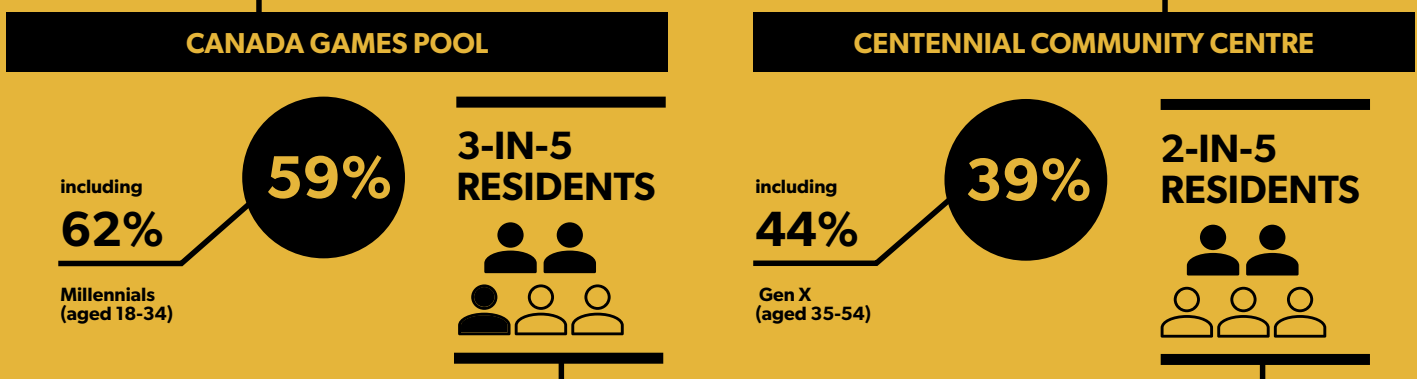
## The primary purpose for visitors to attend:



## Issues cited by residents that limit their desire/ability to use:



## If the facilities were renewed:



Results from questions where respondents could provide more than one response.

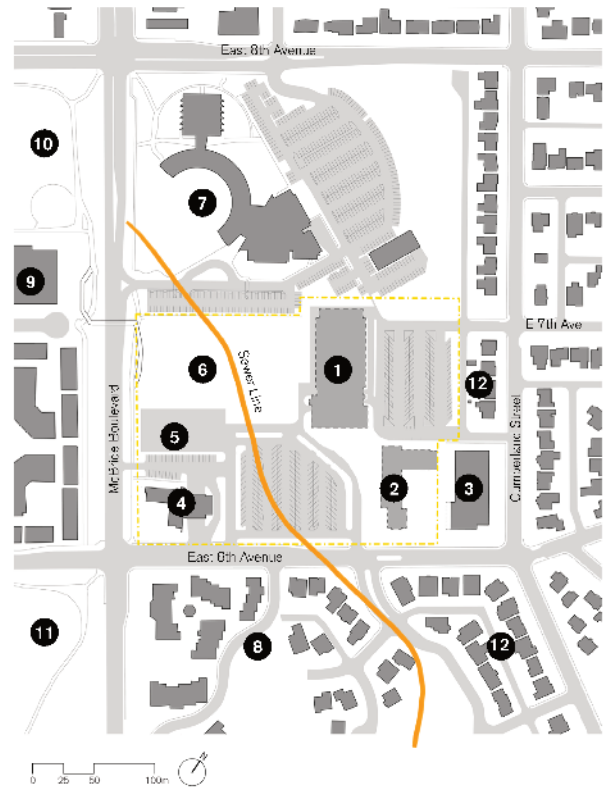
would be "more likely to visit"



## 2.4 Site Analysis

### EXISTING BUILDINGS AND SITE CONSTRAINTS

The New Westminster Aquatic and Community Centre is to be located on the current Canada Games Pool (CGP) and Centennial Community Centre (CCC) site in New Westminster, north-east from the main city centre and north of the Fraser River. The site is bounded by McBride Boulevard to the west, Cumberland Street to the east, and East 6th Avenue to the south. The Justice Institute of British Columbia (JIBC) bounds the site along the length of northern edge of the property line. The CGP and CCC share the site with Glenbrook Fire Hall 1, located on the south-west corner of the site, and the Royal City Curling Club (RCC), located on the south-east corner of the site. The CGP and CCC will be replaced with the new Aquatic and Community Centre facilities. There is a recycling depot located to the north of the Fire Hall and an all-weather field occupying the north-west corner of the site, both of which may potentially be relocated. There is a sewer easement that divides the site, running north to south along the former watercourse through the current all-weather field and south parking lot. Residential homes are located on the east side of the site, north of the RCC along Cumberland Street. The primary frontage of the site is located at the south edge of the site along East 6th Avenue between the Fire Hall and the RCC.



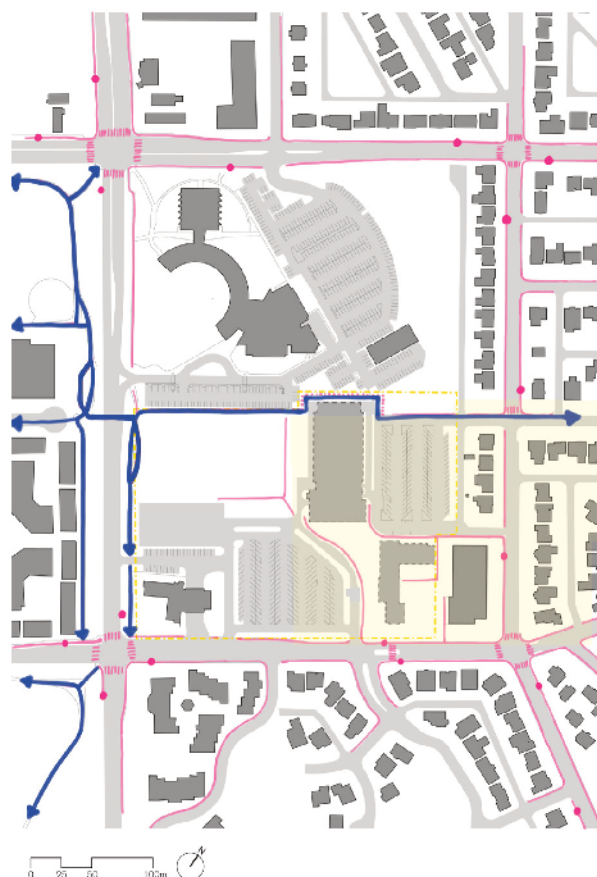
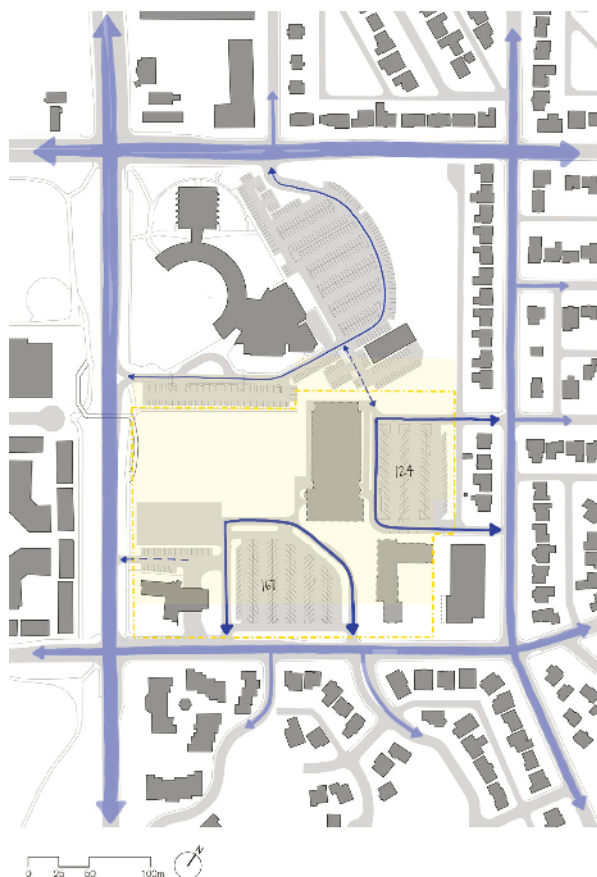
### POLICY CONSIDERATIONS

The following local bylaws and policies were considered as part of this study:

- New Westminster Transportation Plan: A multi-use pathway should be integrated along the north edge of the property line connecting East 7th Avenue on either side of McBride and Cumberland Street
- Zoning Bylaw No. 6680, 200: Land Use; Site Coverage; FSR; Building Height; Setbacks; and Off-Street Parking (access, number of spaces and stall and aisle dimensions).

#### LEGEND

- |       |                         |                    |                        |
|-------|-------------------------|--------------------|------------------------|
| 1 CGP | 4 Glenbrook Firehall #1 | 7 JIBC             | 10 T. Hughes Park      |
| 2 CCC | 5 Recycling Depot       | 8 Glenbrook Ravine | 11 Queen's Park        |
| 3 RCC | 6 All-Weather Field     | 9 Ecole Glenbrook  | 12 Residential Housing |



## VEHICULAR ACCESS

Current vehicular access to the site is served through two independent parking lots. The south parking lot is accessed off East 6th Avenue through a one-way drive with separate entrance and exit. Left turns onto East 6th Avenue are restricted between 3:30 and 6:00 pm. The east parking lot is accessed through two separate entries off Cumberland Street. The fire hall parking lot is accessed from the south parking lot and off of McBride Boulevard, which is gated and closed to the public. There is gated access to the east parking lot from the JIBC parking lot to the north, also closed to the public. See section 8.4 in the appendix for further information.

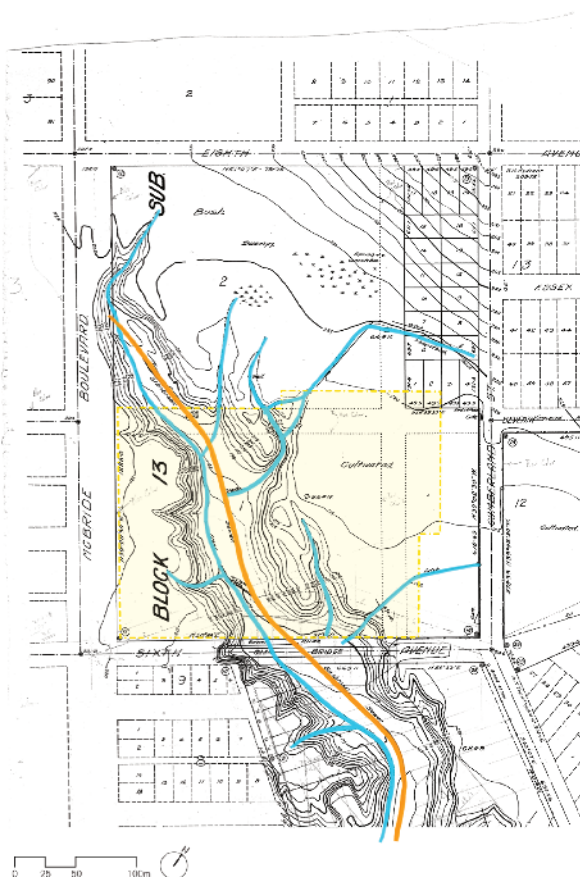
### LEGEND

<span style="color: magenta;">●</span> Bus Stop	<span style="color: blue;">↔</span> Multi-use Pathway	<span style="color: blue;">→</span> Roadway Vehicular Circulation
<span style="color: magenta;">—</span> Pedestrian Circulation	<span style="color: blue;">→</span> Parking Vehicular Circulation	

## PEDESTRIAN AND CYCLIST ACCESS

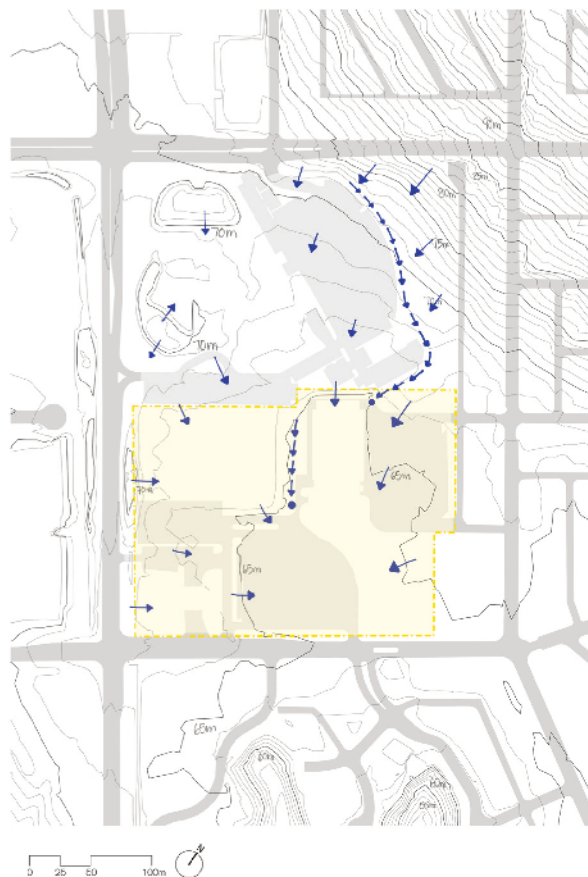
The site is accessible to pedestrians along all four sides of the site, though this is limited along McBride due to topography. Sidewalks border the site along McBride Boulevard, East 6th Avenue and Cumberland Street and crosswalks are provided at every major intersection and across East 6th Avenue at Glenbrook Drive and Cumberland Street at East 7th Avenue. A pedestrian bridge is provided across McBride Boulevard at 7th Avenue. The City of New Westminster Transportation Plan calls for a multi-use pathway running east to west on the northern edge of the site adjacent to JIBC. This will connect East 7th Avenue between McBride Boulevard and Cumberland Street. Bus routes are connected to the skytrain and serve the site from McBride Avenue, East 6th Avenue and Cumberland Street. See section 8.4 in the appendix for further information.





### FORMER WATERCOURSE

The site is situated on the former headwaters of the Glenbrook Ravine, which was fed from the north and east sides of the site and ran directly through the site to the south. This portion of the ravine was transformed in the early 1900s when a sewer line was placed along the watercourse and the site leveled. As such, the site has a historic connection to the remaining Glenbrook Ravine, located south-east of the site and draining into the Fraser River.



### TOPOGRAPHY & SITE DRAINAGE

The site is located 65 metres above sea level. Though the site is nominally flat with a maximum change in grade of approximately five metres, there is a significant hill that slopes toward the site from the north-west side of the adjacent JIBC with 15+ metre change in grade, that likely fed the former headwaters of Glenbrook Ravine. There is a wetland in the wooded area on the east side of the JIBC parking lot and a pond on the west side of the JIBC, both of which drain south onto the site. There is also a narrow wetland that runs along the west side of the CGP fed by drainage from the JIBC site. The current lowest point of the site is located in the south parking lot off East 6th Avenue. A water management strategy will need to be considered for the site.

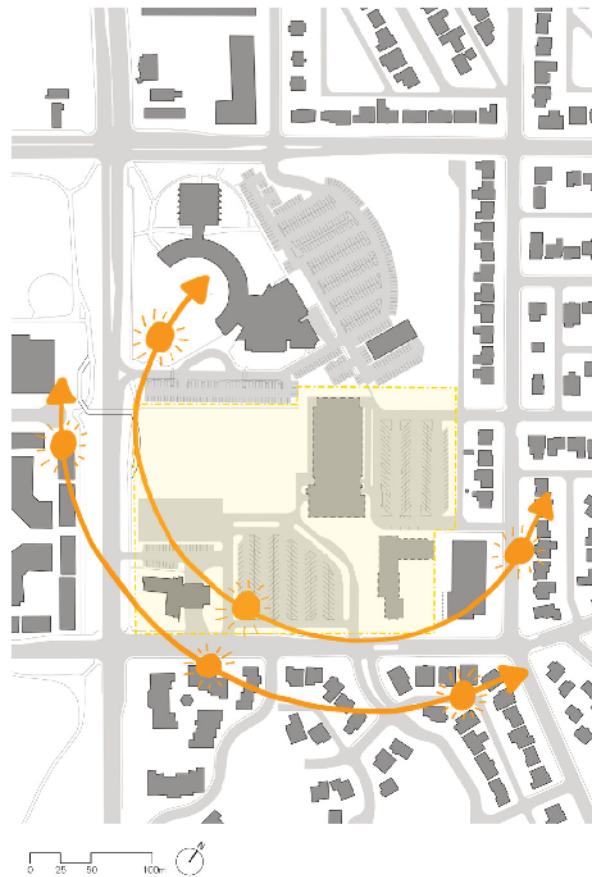
#### LEGEND

— Former Watercourse — Sewer Line



### ADJACENT GREEN CONTEXT

Glenbrook Ravine Park is located south-east of the site. There is a trail network throughout the park which can be accessed off of both Glenbrook Drive and Ginger Drive. Queen's Park, which offers a wide range of cultural and recreational amenities, is located south-west of the site at the corner of McBride and East 6th Avenue. Terry Hughes Park, which offers a baseball diamond and a playground, is located north-west of the site across McBride Avenue adjacent to École Glenbrook Middle School.



### SUNPATH & DAYLIGHTING

The site is located within a north-west oriented city grid. The sun rises to the east (at the lower east corner of the site) and sets to the west (at the upper west corner of the site.) The south and east sides of the site bordering East 6th Avenue and McBride Boulevard enjoy the majority of direct sunlight.

#### LEGEND

- Greenspace
- Trees
- ✎ Wetlands

This page is intentionally blank.

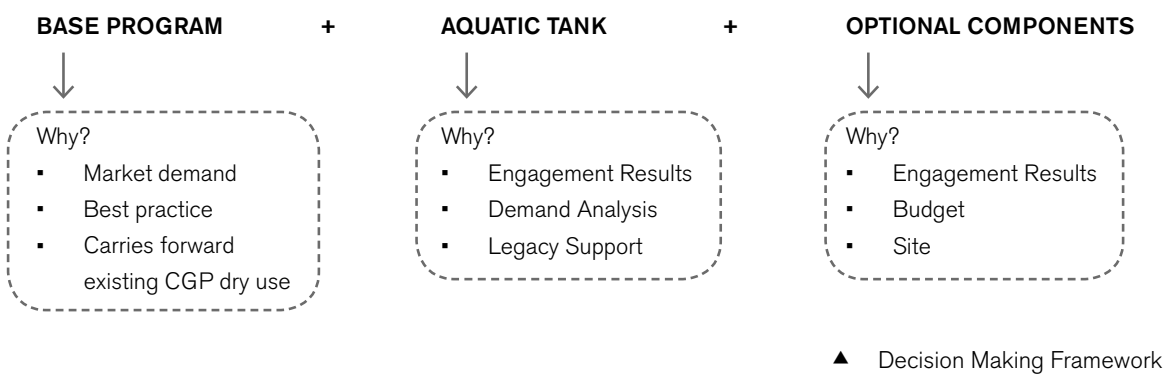
---

# 3.0 Program

- 3.1 Decision Making Process
- 3.2 Demand Analysis
- 3.3 Proposed Program
- 3.4 Stakeholder Feedback

# 3.1 Decision Making Process

The feasibility study took place between April and June 2017 and involved regular biweekly meetings with the Mayor's Task Force, as well as two council workshops. One of the primary objectives of the study was to determine the building program and budget. Deciding on a proposed aquatic program can be a complex process, being based on a number of factors that range from demand, future needs and emerging trends, as well as a community's identity and aspirations. In order to assist the Mayor's Task Force and Council with this process, we formulated a decision making framework by breaking down programmatic components into three distinct groups: Base Program, Aquatic Tank and Optional Components.



## BASE PROGRAM

The base program represents a core complement of recommended spaces that are included as best practice in almost all modern aquatic facilities. The base program includes facility support (welcome centre, social gathering space, cafe, and staff areas), changing rooms, hot pools, steam & sauna, leisure pool, and in the case of the CGP a replacement fitness centre.

## AQUATIC TANK

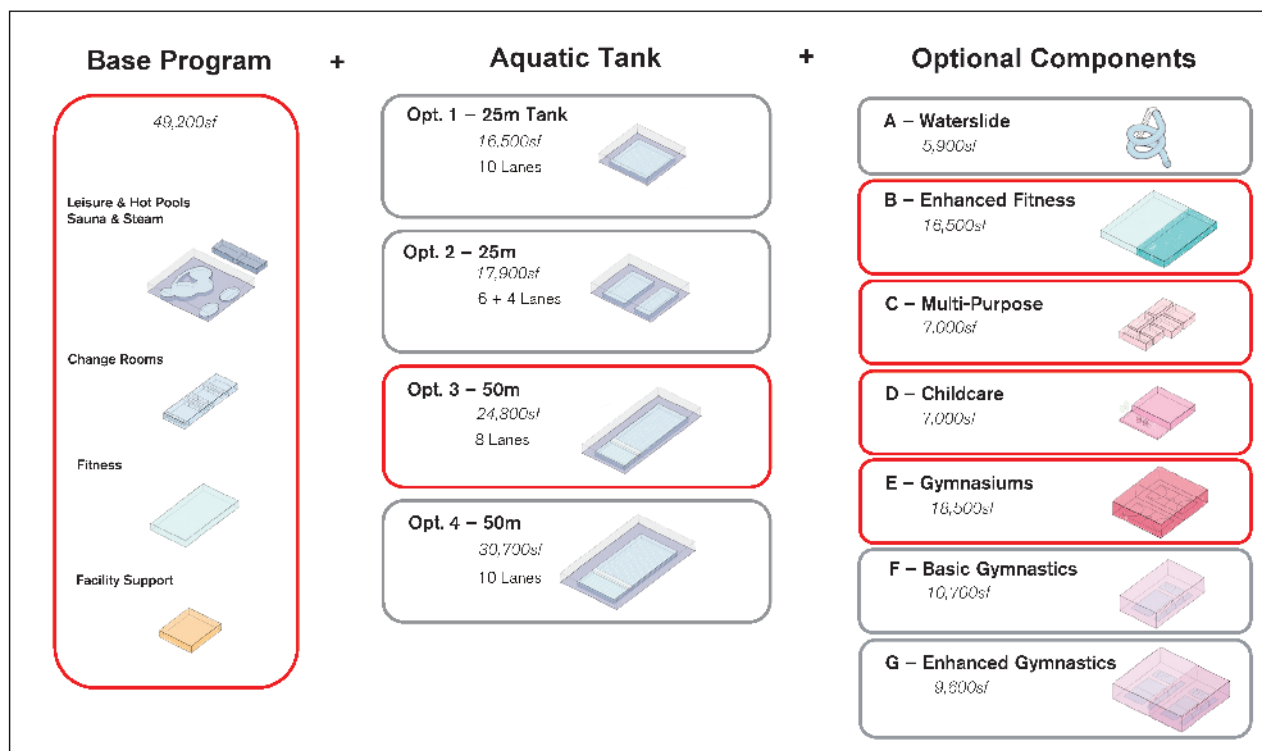
The next category in the decision making process involved the selection of the main aquatic tank. This decision is usually based on demand capacity and programmatic needs, as well as the desired aquatic focus of the facility (e.g. competitive, leisure, wellness or fitness and training.) The aquatic focus is significant because it will determine the tank sizes and configurations, which will impact how the new building will fit on the site. It is also significant because this space is the most expensive to build and operate and as such has the largest potential impact on the project budget. Based on the initial demand analysis, four options were outlined and comparative examples were given from similar facilities in the region. One of the key decisions for the replacement of the Canada Games Pool was the decision over whether to include a new replacement 50m tank.

## OPTIONAL COMPONENTS

Finally, there were several optional components to consider relating to other associated community and fitness programmatic needs, as identified by city staff and the public engagement process. Selection of these components has minimal impact on other aquatic programmatic elements, but larger spaces like a gymnasium and gymnastics centre will impact the proposed site layout options.

In order to assist with the initial discussions, areas and high-level costs were provided for each program element. The decision making framework was presented in the form of a 'menu' card and city mayor, councillors and staff were asked to review and make their selection from each group of program components. The table below outlines the results of this 'menu' process which was then used to help determine the proposed building program.

The most significant decision relating to budget and site planning revolved around whether a 50m tank should be included in the program. Aquatic tank options 1 (25m x 8 lane tank) and 2 (25m x 10 lane tanks) were sufficient to meet the demand analysis (see section 3.2), but did not meet other criteria such as programmatic needs, as well as addressing continued community identity and pride around the existing Canada Games Pool as a competitive swim facility (legacy support).



▲ Program 'Menu'

The “menu” results were a helpful tool in allowing elected officials and staff to balance the legacy support with the demand analysis in determining the appropriate size of the aquatic and community facilities. The results indicate a strong alignment on almost all areas of programming, including the 50m 8-lane tank (Option 3).

## 3.2 Demand Analysis

The primary goal of the demand analysis is to confirm an appropriate capacity requirement for the aquatic spaces, and what size and arrangement of pool tanks would best accommodate that capacity. Capacity in pools should be considered from two perspective: firstly from the perspective of accommodating a certain number of swimmers on an annual basis, and secondly from the perspective of accommodating the range and quantity of desired program types. What follows is a high level analysis - the Business Case section of the report goes into more detail about the financial implications of demand and programming targets.

Determining capacity involves identifying a target for annual swims per capita. Annual swims per capita refers to the amount of times in a given year that a person visits the pool, and it is important to note that this is averaged over the entire population (ie. 50% of the population may use the pool, and 50% not, but the combined visits between these two groups represents an average for the entire population). The goal is to ensure that the pool tanks are large enough to afford a reasonable amount of swims for the population of New Westminster. Recent data from the City of Vancouver suggests that historical use in 2014 produced an annual swim per capita of 3.4 for this population. Current usage numbers for the CGP are similar (see Business Case).

It is important to note that there are other factors which will increase the annual swim count beyond historical use including:

- Repatriation of CNW residents currently using other facilities, which was strongly indicated through the 2016 public engagement survey results.
- Expansion, new amenities, or modernization of the key activity, fitness and pool components. This is demonstrated through facilities such as Hillcrest Centre and Killarney Community Centre, which are the newest facilities in the Metro Vancouver Parks Board area and have the highest number of annual swims i.e. "Build it and they will come."

For the purpose of this study we have used 5 annual swims per capita to offer a margin of error as well as address these other factors. The table below describes the resulting capacity, based on population data from CNW staff.

### PROJECTED DEMAND

Year	2016	2041-46
CNW Population	71,000	100,000
Assumed Annual Swims*	5	5
Total A	355,500	500,000

\*Vancouver annual swims per capita (2014): 3.4



In determining what size and configuration of pool tank can best meet a projected annual swim count of 500,000 it is important to note that this is not an established or proven process. While rules of thumb dictating the amount of people per / square feet of water do exist, it is important to note that other factors such as the depth and temperature of water will create variation in these numbers. A more reliable method of determining capacity is to benchmark the annual swim counts against other facilities in a similar geographic area and compare the corresponding tank sizes. This provides an approximate benchmark for how many annual swims a pool tank of a certain size will historically accommodate. Two other Lower Mainland facilities offer the following data:

BENCHMARKING DEMAND

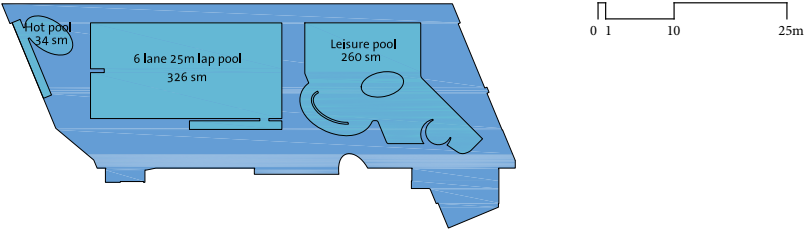
Facility	Annual Swims*	Pool Size
Canada Games Pool	238,000	8 lane 64m (50+15m) lap pool + toddler wading pool
Killarney	460,000	6 lane 35m lap pool + small leisure pool + hot pool
Hillcrest	674,200	8 lane 50m lap pool + large leisure pool + hot pool + outdoor pool

*\*Includes Lessons, Drop-in & Other programs*

COMPARATIVE AQUATIC FACILITIES

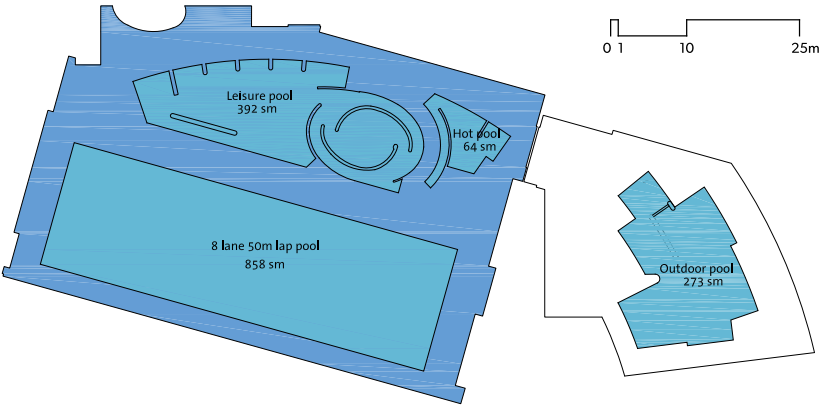
Killarney Community Pool

Natatorium: 1,317 m2  
Completion: 2006



Hillcrest Centre

Natatorium: 2,456 m2 (excluding outdoor pool)  
Completion: 2011



This data indicates that the proposed tank size should theoretically be larger than Killarney and smaller than Hillcrest (4,500 sq ft water area) to accommodate the projected annual swim count of 500,000. We note that this doesn't account for the degree to which people feel these two facilities may be over or under crowded and resulting impact of the quality of the swim experience. However, it is reasonable to assume that a tank configuration that includes a 10 Lane 25m tank and a leisure pool (more total water area than Killarney) would meet the projected demand and allow for this variation.

It is important to note that while determining an appropriate capacity level is an important and critical step in selecting a pool tank size and configuration, there are other factors that should be given equal consideration. For the City of New Westminster a critical factor is the legacy use of the existing facility and the history of competitive focused use that has become a part of the identity of this facility in the community. Built for the Canada Games, the CGP does retain and continues to foster a strong legacy of 50m swimming for both competition, training and fitness use. The role of the elected officials, staff and stakeholders involved is to evaluate the value of this legacy use relative to the increased operational and capital cost of building a larger facility. As noted in the previous section, the process carried out for this project identified that the legacy support was strong enough to warrant the inclusion of 50m pool tank in the final recommended program.

## 3.3 Proposed Program

The following page illustrates an overview summary of the proposed program elements of the new Aquatic and Community Centre. The following pages describe each of these program components in more detail. The components have been carefully considered and selected against the objectives of meeting:

- Community needs for aquatic and fitness programs, as identified by the public engagement survey and through consultation with the Task Force, City Staff and Council (including the 'menu' exercise.)
- Current and projected capacity requirements for aquatic facilities and usage trends.
- Flexibility of aquatic programming through different subdividable pool tanks that can accommodate leisure, fitness and competitive swim training.
- A wide range of fitness and community program demands through a fitness centre, gymnasium and multipurpose spaces. These spaces will have an emphasis on versatility e.g. multi-purpose rooms of varying sizes that accommodate a wide range of programming needs, large clear-span gymnasium spaces that can accommodate a range of activities and adapted to other uses like gymnastics, and a large, open fitness space that can easily adapt to evolving fitness needs.
- Other social and recreational needs with amenities like a cafe space, community gathering spaces, and childcare.

### PHASING OF PROGRAM COMPONENTS

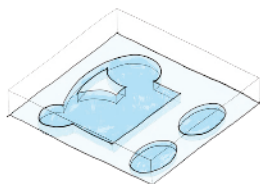
In order to allow for phasing in funding and the continued operation of the existing facilities throughout construction, the program components have been grouped together to allow for a two phased build-out: Aquatic + Fitness in Phase 1 and Community Centre in Phase 2. The 'social + operational' components described as the 'Welcome Centre' would functionally and technically need to be constructed as part of Phase 1. The grouping and phasing of program components has been considered in all aspects of this feasibility study including the business case and costing - refer to section 5.0 & 6.0 for further information.

## PROPOSED PROGRAM SUMMARY TABLE

### AQUATICS - PHASE 1

#### Leisure

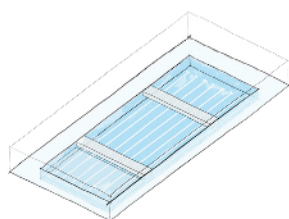
1,888 sq.m / 20,323 sq.ft



- 2 Hot Pools with ramp (20 person capacity each)
- Leisure Pool (450 person capacity)
- Parents Viewing Area
- Ability to support program use (swim lessons, warm-up, therapy)
- Sauna & Steam Rooms

#### Program Tank

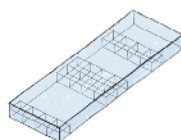
2,174 sq.m / 23,402 sq.ft



- 54 m x 8 lanes (2.4m wide)
- 2 moveable bulkheads
- 1 moveable floor
- 1m & 3m Springboards

#### Change Rooms

629 sq.m / 6,770 sq.ft

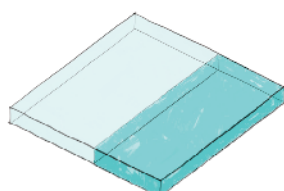


- Universal
- Male
- Female

### FITNESS - PHASE 1

#### Enhanced Fitness

1,976 sq.m / 21,268 sq.ft

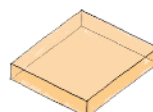


- Open Fitness Studio (18,000 sq ft)
- Designated Spin Studio with associated storage
- The current CGP fitness space area is 8,500 sq ft (5,000 sq ft at mezzanine and 3,500 sq ft at deck level)

### SOCIAL & OPERATIONAL - PHASE 1

#### Welcome Centre

675 sq.m / 7,266 sq.ft

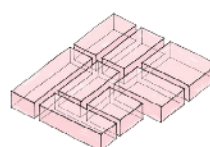


- Social Gathering Space
- Circulation
- Cafe & Concession
- Reception
- Administration
- Washrooms
- Aquatic Support / Staff Areas
- Includes Back of House areas

### COMMUNITY CENTRE - PHASE 2

#### Multi-purpose

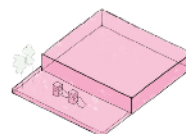
1,488 sq.m / 16,017 sq.ft



- 1 x Large (cap. 100)
- 2 x Medium (cap. 30)
- 2 x Meeting (cap. 10)
- 1 x Arts and Crafts
- 1 x Large Dance Studio (cap. 50)
- 1 x Medium Movement Studio (cap. 30)

#### Childcare

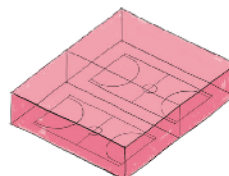
488 sq.m / 5,253 sq.ft



- Licensed for up to 37 Children

#### Gymnasiums

1,300 sq.m / 13,994 sq.ft

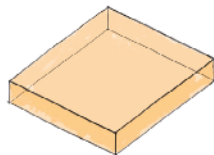


- 2 x High school Size Basketball Gyms
- Ability to Support Gymnastics use

### TOTAL GROSS BUILDING AREA

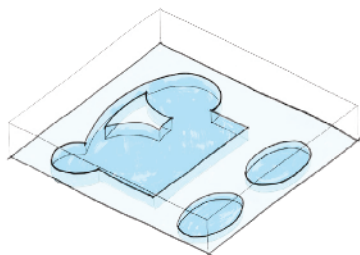
10,618 square metres / 114,295 square feet

## PHASE 1



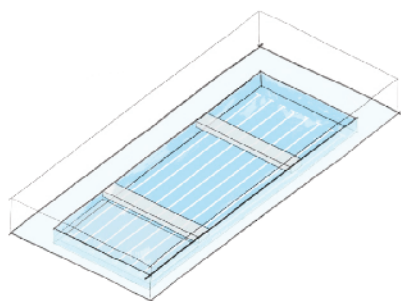
### WELCOME CENTRE

The Welcome Centre is one of the key spaces to be provided as part of the first phase of works that also includes the construction of the new aquatic and fitness program components. This group of spaces includes reception, administration offices, staff rooms, washrooms and aquatic support areas. It also allows for a large lobby / circulation space with cafe and concession, that will act as the facility's main social gathering space. Our experience with similar facilities has shown that this space will be important in enhancing existing and supporting new community networks. Community and recreational buildings have become increasingly important in supporting social connectedness and the gathering spaces contained within this program component will be essential for meeting these needs. This concept was also strongly supported by the public engagement findings by addressing the desire for 'spaces to meet people and hang out' with 'good food and beverage options'. These type of spaces can also support parties and special community events. All of these needs were identified in the public engagement survey, stakeholder workshop and public events as community program priorities.



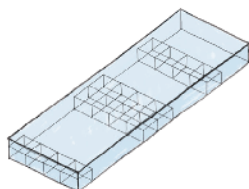
### AQUATICS - LEISURE

Leisure swimming and swimming lessons were identified as the top three aquatic priorities in the public engagement survey. Providing a leisure pool will be needed in order to meet the emerging and growing needs of the New Westminster residents for leisure and wellness focused facilities. These types of facilities typically contain warmer bodies of water that better accommodate leisure swim, early years lessons, fitness and rehabilitation programs. Part of the leisure pool can also be designed to allow for separate programming e.g. lane swimming, lessons or aqua-aerobics. It could also be designed to accommodate the local swim club's need for a separate warm up tank.



### AQUATICS - PROGRAM TANK

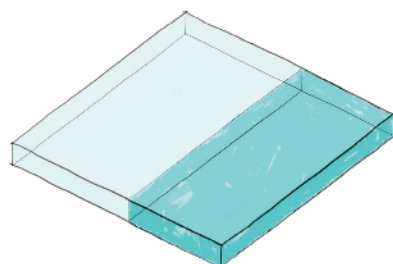
The program includes a 50m eight [8] lane pool tank with a moveable floor and two moveable bulkheads. The pool depth can accommodate 1m and 3m springboards. The pool tank size and the flexibility offered by the moveable floor and bulkheads will meet the programmatic targets identified in the public engagement process and business case (see section 6.0). It will accommodate the same program uses found in the existing Canada Games Pool, but will address the shift in balance between program capacity for public, lessons, and competitive swim uses. A moveable floor allow the pool depth to vary so it can accommodate a wide variety of activities including aquatic fitness programs, competitions, and lessons for different ages and abilities within the same tank e.g. length swimming or training could occur at the same time as aqua-aerobics or children's swim lessons.



### AQUATICS - CHANGE ROOMS

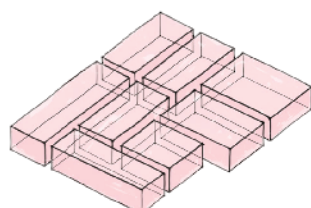
The program allows for a large universal change room, as well as separate male and female changing rooms. Best practice and current design trends provide large universal change rooms to address accessibility, inclusivity, and legislative requirements. As a competitive facility hosting swim meets and large groups, the size of change rooms will need to be considered in order to accommodate this.

## PHASE 2



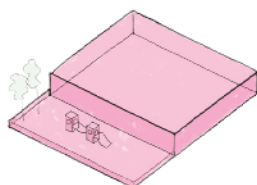
### ENHANCED FITNESS

The existing Canada Games Pool fitness centre is popular and the proposed program would expand this to almost double the size. The majority of this space would be an open fitness studio containing cardio and weights machines as well as free weights, and stretching areas. There would also be a dedicated studio space that could be used to accommodate spin classes, which were also identified as popular future priorities in the public engagement survey. Other fitness classes would take place in the phase 2 multipurpose rooms. The expanded size of the fitness space is important to the business case model as it generates significant revenue that can be used to offset operating costs and to reduce subsidies for other program components.



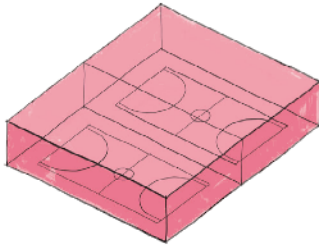
### MULTIPURPOSE ROOMS

The program allows for eight [8] different sized multipurpose rooms that can be used for a variety of existing and expanding programming needs, ranging from arts & crafts, dance, martial arts, cooking, fitness classes, meetings and community events. All of these uses were identified as popular future priorities in the public engagement survey, in particular tiny tot playtime program and spaces to watch kids play. Adjacent exterior landscaped areas should also be programmed accordingly to support these uses.



### CHILDCARE

In addition to the childminding service that would typically be offered within an aquatic and community centre, the program also allows for a dedicated childcare space licensed for up to 37 children. The provision of additional childcare services is considered a best practice for the size of the facility and has been identified as a City priority. It is similar in size to the current offering at Queensborough Community Centre. Dedicated support spaces like washrooms, kitchenette and an outdoor playspace will be provided as part of the component. This space can be leased out to an independent non-profit organization for management.



## GYMNASIUM

The gymnasium has been sized to accommodate two full size high school basketball courts (84 x 50 ft.) Over double the size of the existing Centennial Community Centre gym, it offers significant opportunity for program expansion to meet the needs expressed in the public engagement survey e.g. pickleball. This flexible space could be used for a variety of uses and programs, including those already offered at the existing community centre. Large storage rooms, directly adjacent to the gymnasium, would also be provided to house equipment that can support a variety of uses.

## CONSIDERATION OF GYMNASTICS CENTRE USES

Given the need to relocate gymnastics programming from the former Queen's Park Annex, we were asked to explore the provision of this space as part of the building program (approximately 10,000 sq ft). Gymnastics was not included due to the immediate requirement for gymnastics space and given the earliest completion of a new facility would be in 3+ years. It is also challenging to fit both the gymnastics centre and the additional parking requirements on the site without a structured parking solution. A separate process has now identified an alternative solution through the use of an interim sports facility, located at Queen's Park, that can be constructed quickly and will meet the gymnastics programming requirements.

However the gymnasium component of the new community aquatic centre could be constructed with a sprung floor and concealed pit that would allow flexible programmatic use and the potential for future conversion to a gymnastics centre. Additionally some of the concept site layout options were also designed to functionally and spatially accommodate long term future expansion for gymnasiums or a gymnastic centre.

## DETAILED PROGRAM SUMMARY

	Square Metres	Square Feet
<b>1.0 NATATORIUM - Phase I</b>		
1.1 Program Water		
1.1.1 Lap Pool 54m - 8 Lane w. Ramp, Bulkheads, Movable I (bather load 370 swimmers)	1100	11842
1.1.2 Deck Area (average width 3M, 5M on ends)	500	5383
<b>Sub-Total</b>	<b>1600</b>	<b>17224</b>
1.2 Leisure Water		
1.2.1 Leisure Pool (bather load 450 swimmers)	450	4844
1.2.2 Hot Pool (20-person capacity x 2) with Ramp	90	969
1.2.3 Viewing Area (capacity 25 persons)	50	538
1.2.4 Deck Area (average width 5-6M)	540	5813
<b>Sub-Total</b>	<b>1130</b>	<b>12164</b>
1.3 Ancillary Spaces		
1.3.1 Lifeguarding Office / First Aid	30	323
1.3.2 Steam Room / Sauna / On-Deck Shower	80	861
1.3.3 On-Deck Classroom / Party Room	70	754
1.3.4 Pool Storage (distributed)	140	1507
1.3.5 Offices	40	431
1.3.6 Chemical Storage (located with Pool Mechanical)	15	161
<b>Sub-Total</b>	<b>375</b>	<b>4037</b>
<b>Assigned Area Sub-Total</b>	<b>3105</b>	<b>33425</b>
Pool Mechanical (40% of water area)	656	7062
Building Mechanical Pro-Rated 6%	226	2429
Walls and Structure Pro-Rated 2%	75	810
Circulation included in Deck Area	0	0
<b>Component Gross Area</b>	<b>4062</b>	<b>43,724</b>
<b>2.0 CHANGE ROOMS - Phase I</b>		
2.1 Universal Change Rooms (400 bathers )		
2.1.1 Universal Change Cubicles (with Shower) x 35	170	1830
2.1.2 Full-Height Locker Columns and Aisle (200 columns)	120	1292
2.1.3 Accessible Washrooms x 6	30	323
2.1.4 Vanity Stations x 5	10	108
2.1.5 Stroller / Wheelchair Area	10	108
<b>Sub-Total</b>	<b>340</b>	<b>3660</b>
2.2 Gender Locker Rooms (200 bathers each)		
2.2.1 Women's Locker Room (70 columns, 100 lockers)	50	538



2.2.3 Men's Locker Room (70 columns, 100 lockers)	50	538
2.2.4 Men's WCs, Showers, Vanities (3 of each)	20	215
2.2.5 Staff Universal Change Cubicles (w. Shower) x 4	20	215
2.2.6 Staff Universal Change Lockers (30 columns)	20	215
	<b>Square Metres</b>	<b>Square Feet</b>
2.2.7 Custodial Closet x 3	10	108
<b>Sub-Total</b>	<b>190</b>	<b>2045</b>
<b>Component Assigned Area Sub-Total</b>	<b>530</b>	<b>5705</b>
Pro-Rated Building Mechanical / Electrical 5%	27	285
Pro-Rated Walls and Structure 3%	17	180
Component Internal Circulation 10%	56	599
<b>Component Gross Area Total</b>	<b>629</b>	<b>6770</b>
<b>3.0 FITNESS CENTRE - Phase I</b>		
3.1 Fitness Centre		
3.1.1 Reception	10	108
3.1.2 Stretching / Balls and Circulation	80	861
3.1.3 Cardio Machines and Circulation	700	7536
3.1.4 Strength Machines and Circulation	500	5383
3.1.5 Fitness Free Weights / Open Area and Circulation	300	3230
3.1.6 Indoor Cycling Studio	70	754
3.1.7 Convenience HC-Accessible Washrooms x 2	10	108
3.1.8 Office	10	108
<b>Component Assigned Area Sub-Total</b>	<b>1680</b>	<b>18085</b>
Pro-Rated Building Mechanical / Electrical 5%	84	904
Pro-Rated Walls and Structure 2%	35	380
Component Internal Circulation 10%	176	1899
<b>Component Gross Area Total</b>	<b>1976</b>	<b>21268</b>
<b>4.0 FACILITY OPERATIONS - Phase I</b>		
4.1 Front-of-House Functions		
4.1.1 Reception / Control Desk	30	323
4.1.2 Administration Offices	50	538
4.1.3 Copy / Office Storage	20	215
4.1.4 Food Concession Café	40	431
4.1.5 First Aid Room	9	97
<b>Sub-Total</b>	<b>149</b>	<b>1604</b>
4.2 Back-of-House Functions		

4.2.2 Storage / Staging Area	20	215
4.2.3 Waste / Recycling Management	10	108
4.2.4 Maintenance Shop	20	215
4.2.5 Custodial Storage	10	108
4.2.6 Facility Operations Office	10	108
4.2.7 Staff Room	21	226
4.2.8 Staff WC, Shower and Lockers x 2	30	323

<b>Square</b>	<b>Square</b>
<b>Metres</b>	<b>Feet</b>

<b>Sub-Total</b>	<b>131</b>	<b>1410</b>
------------------	------------	-------------

<b>Component Assigned Area Sub-Total</b>	<b>280</b>	<b>3014</b>
--	------------	-------------

Entry Lobby and Public Area	300	3230
Component Circulation / WCs 15%	46	499
Pro-Rated Building Mechanical / Electrical 5%	29	312
Pro-Rated Walls and Structure 3%	20	212

<b>Component Gross Area Total</b>	<b>675</b>	<b>7266</b>
-----------------------------------	------------	-------------

## 5.0 COMMUNITY CENTRE MULTI-PURPOSE / GYMNASIUM - Phase II

5.1 Multi-Purpose Studios and Gymsnasiums		
5.1.1 Large Multi-Purpose Room (sub-dividable; cap. 100)	220	2368
5.1.2 Medium Multi-Purpose Room (2 x capacity 30)	140	1507
5.1.3 Meeting Rooms x 2 (capacity 10 each)	40	431
5.1.4 Arts and Crafts Room	80	861
5.1.5 Large Studio (capacity 50)	230	2476
5.1.6 Medium Multi-Purpose Studio (capacity 30)	140	1507
5.1.7 Double Gym (HS-size basketball courts; sub-dividable)	1220	13133
5.1.8 Gymnasium Storage	80	861
5.1.9 Multi-Purpose / Group Fitness Storage (distributed)	80	861
5.1.9 Offices	40	431

<b>Component Assigned Area Sub-Total</b>	<b>2270</b>	<b>24437</b>
--	-------------	--------------

Pro-Rated Building Mechanical / Electrical 5%	114	1222
Pro-Rated Walls and Structure 2%	48	513
Component Internal Circulation 15%	358	3849

<b>Component Gross Area Total</b>	<b>2789</b>	<b>30020</b>
-----------------------------------	-------------	--------------

## 6.0 CHILDCARE - Phase II

6.1 Licensed Childcare Spaces (37 children x 142 gsf / child)		
6.1.1 Childcare Age/Function-Specific Rooms x 4	344	3703
6.1.2 Kitchen / Laundry	20	215
6.1.3 Staff / Storage	20	215

6.1.5 Fenced Outdoor Play Area (equal to 50% of interior area)	not in building area total	
Component Assigned Area Sub-Total	394	4241
Pro-Rated Building Mechanical / Electrical 5%	20	212
Pro-Rated Walls and Structure 3%	12	134
Component Internal Circulation 15%	62	668
Component Gross Area Total	488	5255
TOTAL GROSS BUILDING AREA		
Phase I	7,341	79,020
Phase II	3,277	35,275
TOTAL	10,618	114,295

## 3.4 Stakeholder Feedback

As part of the feasibility study the project team conducted in person interviews with several of the key site and programming stakeholders. The scope of this study did not include engagement with the public, in part because of the highly compressed schedule, however the project team did present and had a discussion with the Parks and Recreation Committee to obtain feedback that was representative of general public opinion. Recommendations for further engagement are included in the Next Steps section of this report.

Key feedback from stakeholders included:

### Mayors Task Force

The Mayors Task Force was the key consultation group during the feasibility process. Biweekly meetings took place throughout the project to obtain feedback on the following issues and this feedback influenced the final proposals.

- Project process and methodology
- Study and report content
- Program components, and
- Design objectives

### Parks and Recreation Committee

This group was generally enthusiastic about the project moving forward, and offered the following specific feedback:

- Favour 50m tank over 25m tank
- Favour 8 lane tank over 10 lane tank
- Support for the inclusion of Gymnastics programming
- Extent of available grant funding would influence degree to which optional components could be included.
- “Build it Right” for today and future needs

### CGP & CCC Staff

Staff also strongly supported the need for a new facility, and provided detailed feedback on the nature of programming and how it could be accommodated in the new facility. Key themes from this discussion included:

- Size of the Fitness Centre -it was noted that the current space is undersized for the demand, and that fitness (across all types) was a key programming component that draws people to this facility. Staff were strongly supportive of including the enhanced fitness space component in the final programming.
- Ability to meet Aquatic programming demands - it was noted there is a strong demand for aquatic programming, particularly swim lessons. Staff identified current facility constraints and wait lists for swim lesson programs.

- Staff noted a desire to include Gymnastics to take advantage of operational efficiencies and benefits of being collocated with other uses, as demonstrated in other facilities across Metro Vancouver e.g. West Vancouver Community Centre.

#### **Justice Institute**

The Justice Institute (JI) was consulted as a key stakeholder on the site. City staff have had ongoing conversations with the JI about how to resolve the site-wide deficiency in parking spaces and the JI reiterated their willingness to participate in this discussion. Additional feedback included:

- JI Students use fitness space.
- They anticipate a shortage in Gymnasium space at JI facility for training purposes.
- Parking continues to be an ongoing challenge.

#### **Hyack Swim Club**

We presented the current analysis and various tank options to the President of the Hyack Swim Club. The feedback about the desires of the club's membership were consistent with the feedback received from Hyack during the public engagement sessions in 2016. Specific to the material presented in this meeting, he noted the following:

- Maintain their desire for a competition focused facility with a 50m tank (Option 4 + warm up / warm down tank).
- Indicated that the 50m 8 lane tank (Option 3) would maintain status quo if there was also a warm up tank / warm down tank.
- During the public engagement sessions, the Hyack Swim club issued a white paper outlining their needs. It was confirmed that this white paper still represented their interests.

#### **Fire Hall**

The Fire Hall occupies one corner of the site, and staff were able to clarify their site access and circulation requirements for emergency vehicles. Their current arrangement includes 17 stalls within the overall site parking lot that are dedicated to their use. They expressed their desire to maintain this arrangement. Their interaction with the rest of the site and facilities is limited.

#### **Royal City Curling Club**

The curling club is a long term tenant on the site and their membership makes use of the general site parking lots. They expressed a desire to ensure that good sight lines and pedestrian routes to their facility were maintained. They noted that having increased circulation to the new facility will benefit exposure to their sport. The curling club is also interested in diverting waste heat from their ice-making plant to the pool mechanical systems. The project team reviewed their mechanical system and further recommendations on this specific topic are included in the Sustainability and Mechanical sections of this report.

---

# 4.0 Concept Design

- 4.1 The Vision
- 4.2 Test Fit
- 4.3 Pedestrian & Cycle Access
- 4.4 Vehicle Access & Parking
- 4.5 Concept Options
- 4.6 Sustainability Strategy
- 4.7 Technical Overview

## 4.1 The Vision

The 2016 public engagement process received substantial input from a wide range of different users and through these discussion a number of themes began to emerge that were developed into 10 vision statements. These vision statements have influenced the concept site planning and should also be considered in later schematic and detailed design stages. The concept options in this report have begun to address this vision through a number of spatial design strategies that are described below.

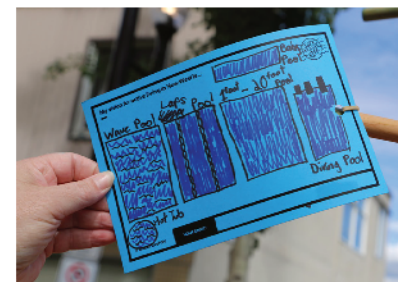
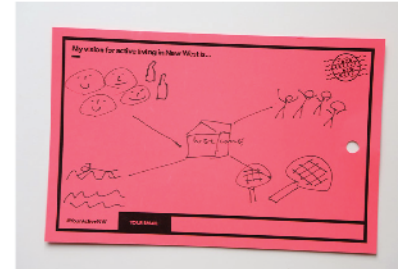
The different aquatic and community centre uses should be linked by a large lobby/circulation space which will form the social heart of the building through providing a gathering space that physically and visually connect different uses. The design should use lots of glazing to create a light and bright environment as well as provide views into the different program spaces and outwards into the surrounding site.

The site concept should consider enhancing connections between the facility and the wider pedestrian and cycle network, as well as using it to create cohesive green space across the site. One device to achieve this in the concept options is through the introduction of a green link pathway that runs north-south and utilizes the area of the existing sewer easement in the in-filled Glenbrook Ravine (that is problematic to build on). Hard landscaping surrounding the building can also be programmed to relate to internal programmatic uses.

The range and flexibility of spaces provided in the proposed program will allow for a variety of different uses and users so that it becomes a multi-generational facility that is accessible to all. As described within section 3.0, the aquatic program has been carefully considered against meeting both emerging leisure needs and existing competitive swim and teaching requirements so that the legacy of Canada Games Pool is continued into the next generation. This study has also considered long-term future needs by considering phasing, providing flexible spaces for a wide variety of recreational programs, and options for future expansion or conversion.

During schematic and detailed design special attention should also be paid to creating a truly inclusive and accessible facility for all ages, genders, income, cultural practices, physical and mental abilities. During the next stage of the project, consideration should be given to providing an energy efficient facility without compromising the ability to provide comfortable environments.

Finally, as the design develops through schematic design it should consider the site location and layout so that a strong street presence and active frontage is created in order that the new facility continues to be a source of community pride. A distinct, yet sensitive design should be used to help promote the new Aquatic and Community Centre as a destination building for residents.



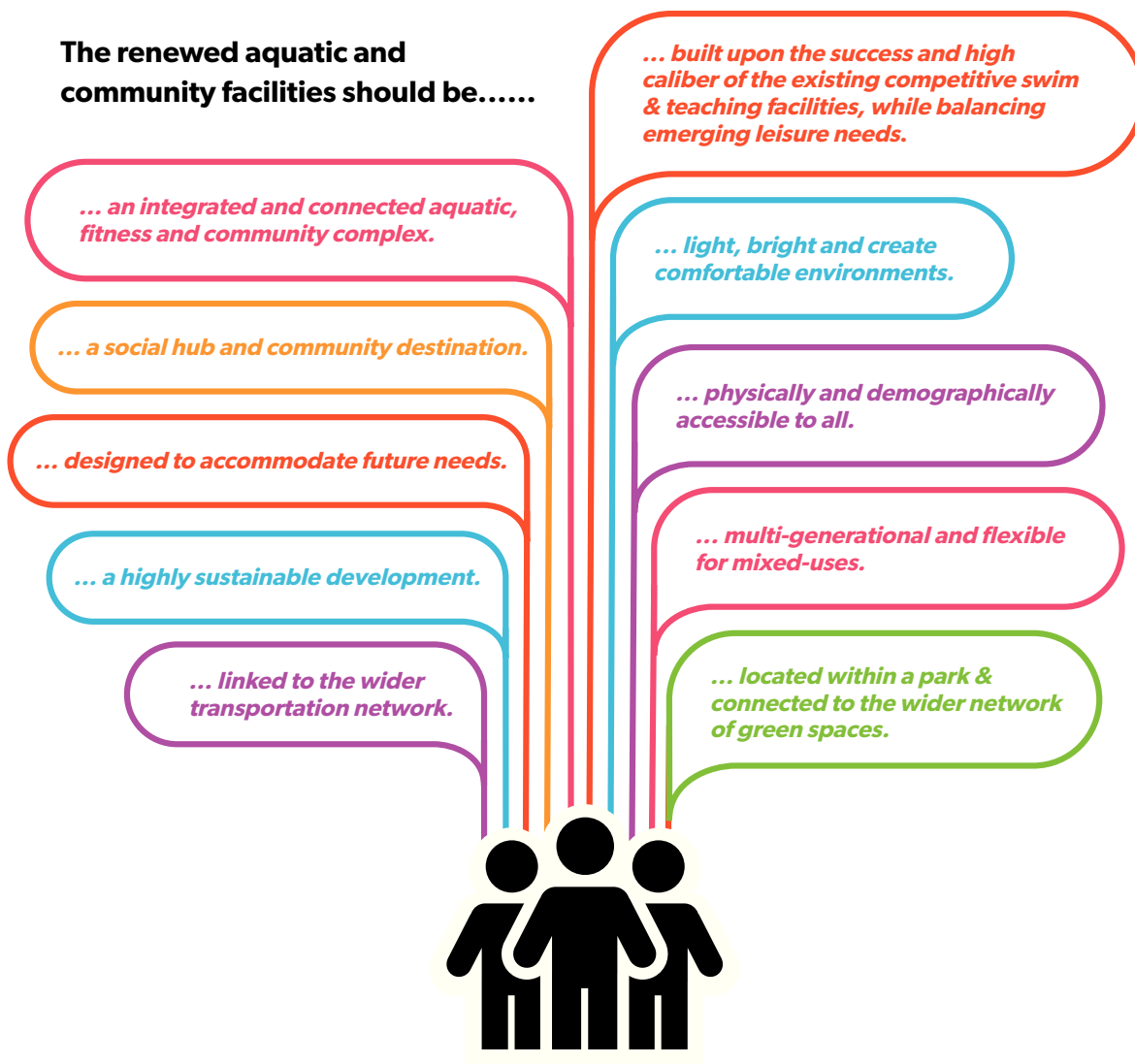
▲ Vision Postcards from the public engagement



▲ Green Link Site Concept

Dear City Council,

The renewed aquatic and community facilities should be.....



▲ Vision Statements from the Public Engagement Report



## 4.2 Test Fit

Given the limitation placed on the site by the sewer easement that bisects it in half, a series of test fit studies were conducted for each of the three possible areas that the building could be located. These studies quickly determined that the most viable location of the proposed Aquatic & Community Centre is in the south-east corner of the site (Area C.)



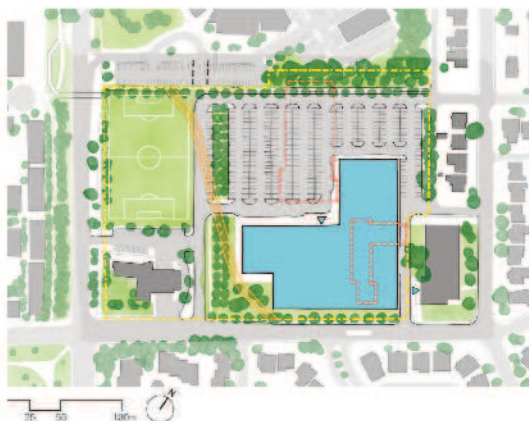
### PRELIMINARY SITE STUDY - AREA A

Area A tested siting the new facilities on the north-west corner of the site fronting along McBride Avenue. The major advantages of this building location includes the continued operation of both CGP and CCC facilities during construction, and the potential for shared parking opportunities with the JIBC. However, more critically, the size of this area cannot accommodate the full building program.



### PRELIMINARY SITE STUDY - AREA B

Area B tested siting the new facilities on the north-east corner of the site. The major advantage of this building location is that the full program build out is possible, however siting the building in this location would not allow for continued operation of the CGP during construction and limits the opportunities for shared parking opportunities with the JIBC.



### PRELIMINARY SITE STUDY - AREA C

Area C tested siting the new facilities on the south edge of the property along East 6th Avenue between the existing Fire Hall and RCC. Major advantages of this building location include opportunities for parking sharing with the JIBC, the continued operation of the CGP, cohesive urban design, and a strong street presence along East 6th Avenue. This site strategy also offers the opportunities for either the temporary relocation of the CCC or phasing options that allow its continued operation during construction.



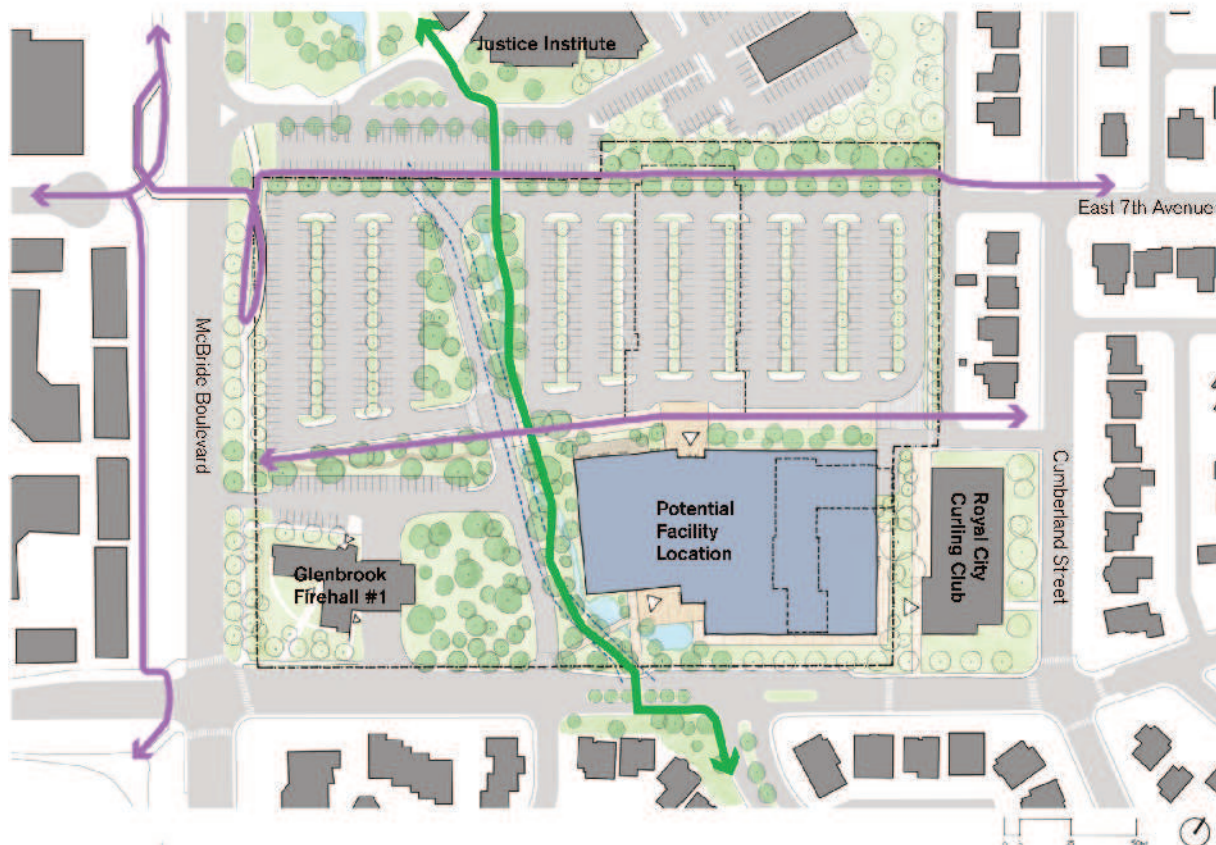
## 4.3 Pedestrian & Cycle Access

### LEGEND

- Proposed Building Location
- Multi-use Pathway
- Plaza & Walkway
- Greenscaping & Bioswales
- Parking & Roadway
- △ Building Entry
- Existing Buildings - CCC / CGP
- Sewer Easement
- Property Line
- ↔ Multi-use Pathway
- ↔ Green Link

In considering options for the design of the new community aquatic centre, the following access strategies were embedded within the design in order to provide a comprehensive and cohesive pedestrian, vehicular and cycle network across the entire site:

- Reinststate the memory of the old Glenbrook ravine and former watercourse with a woodland trail. This path will link the Justice Institute green space to the north-west, with the Glenbrook Ravine trail network to the south-east of the site.
- Improve and extend the existing pedestrian and cycle path across the north of the site so it links with the wider network.
- Provide a secondary east-west path midway across the site to link the new facility with transit stops on McBride Boulevard.
- Create an improved streetscape along East 6th Avenue and McBride Boulevard that enhances pedestrian routes to the facility.
- Provide adequate end-of-trip bicycle parking facilities as part of support for sustainable modes of transport.













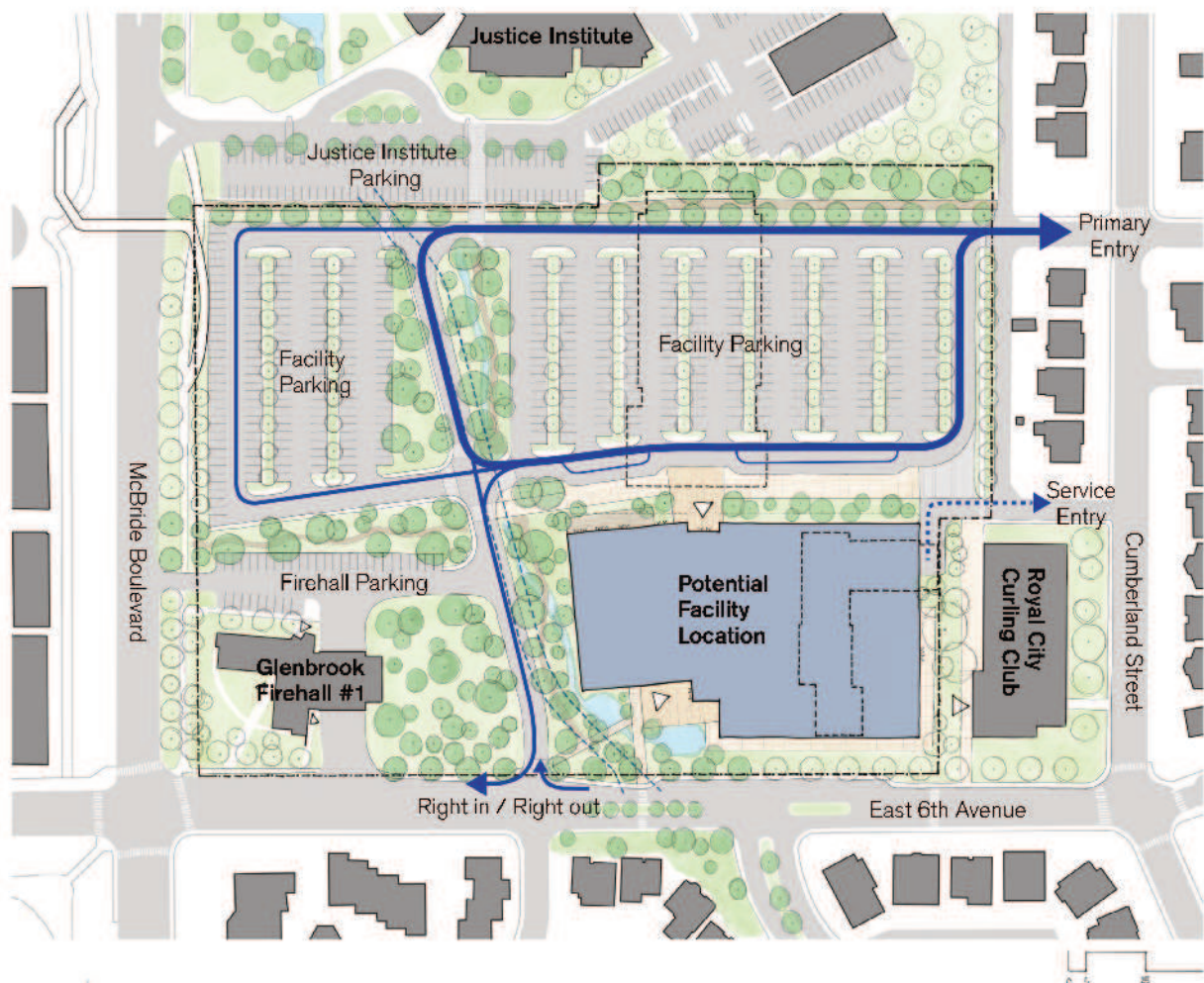
## 4.4 Vehicle Access & Parking

The proposed approach for site parking is to consolidate all parking stall requirements for the new Aquatic and Community Centre and existing Royal City Curling Club (RCC) on the site through the same access route. The primary vehicular access point will be from Cumberland Street, with a secondary right-in, right out entry/exit from East 6th Avenue.

The parking demand study has indicated that the full build-out of program requires approximately 423 spaces - please refer to the Parking Demand and Site Transportation Considerations study in the appendix for further detailed information on this calculation. This includes the spaces required to meet the RCC's needs, with another additional 37 spaces provided in a separate parking area for the Fire Hall.

### LEGEND

-  Proposed Building Location
-  Greenscaping & Bioswales
-  Parking & Roadway
-  Building Entry
-  Existing Buildings - CCC / CGP
-  Sewer Easement
-  Property Line
-  Vehicular Circulation



The proposed concept design shows that this demand can be met through surface parking stalls with buffer landscaping that includes trees and stormwater retention features like bioswales and rain gardens. The current site layouts require the relocation of the existing sports field (and possibly the recycling depot) to another site - refer to section 4.6 (page 46) for further information.

If the CNW parking by-law were to be met then it would require a structured above or below grade parking solution at significant additional cost to the current proposals. Refer to section 5.0 for further information.

Both the location of the proposed parking and the preliminary study on the potential for shared parking with JIBC indicate that this is a viable opportunity that should be explored during the next stage of the project. Refer to the tables below and the parking and transportation report in the appendix.

Facility	GFA (Square Feet)	Required CNW Bylaw (5 stalls / 1,000 sq. ft)	Demand Approach (3.2 stalls / 1,000 sq. ft)
New Aquatic & Community Centre	117,340	587	375
Royal City Curling Club*	23,500	48	48
<b>TOTAL</b>		635	423

\*Calculated at 8 spaces per ice sheet, CNW Zoning Bylaw 6680, 2001 Section 150.17-18

#### ▲ Parking Demand, Urban Systems

Time Period	School Year			Summer		
	Justice Institute	CG Pool	Com. Ctr.	Justice Institute	CG Pool	Com. Ctr.
Weekday Morning (8 AM – 12 noon)	PEAK		PEAK		PEAK	PEAK
Weekday Early-Mid Aft. (12 noon – 4 PM)	PEAK				PEAK	
Weekday Late Aft. (4 PM – 7 PM)			PEAK		PEAK	PEAK
Weekday Evenings		PEAK			PEAK	
Weekends		PEAK			PEAK	

#### ▲ Peak Parking Usage, Urban Systems

## 4.5 Concept Options

The following three concepts were developed for a new Aquatic and Community Centre to replace the existing Canada Games Pool (CGP) and Centennial Community Centre (CCC). All options are located in the south-east of the site (Area C from section 4.2) and integrate the proposed pedestrian, cycle and vehicle access as described in section 4.3 and 4.4. Concept options were developed in line with meeting the objectives of:

- Creating a functional layout that meets best design practice, user and operational needs.
- Allowing for the ability to phase construction in order to allow for continued user-service and phased funding as it becomes available.
- Realizing the project vision statements, developed from the public engagement process - refer to section 4.1.

To allow for a phased construction process, the proposed program has been grouped into two separate components: the new aquatic, fitness, and welcome centre spaces and other community uses - refer to section 3.3. The Mayor's Task Force confirmed the requirement for the CGP to remain accessible to the community throughout construction until the new facility is operational, and this became a key design parameter. The concept options also consider ways for the CCC to remain operational during the construction, although it was noted that, unlike aquatic uses, there may be opportunities for some of these programs to be temporarily relocated during the construction period e.g. to the new interim sports facility in Queen's Park.

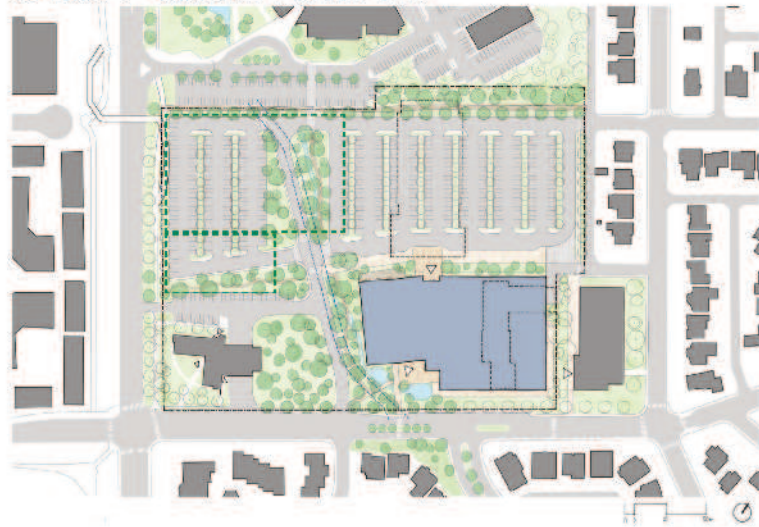
The pros and cons of each approach are outlined in the following section and a summary illustration for the footprints of all three options is shown on the opposite page.

### **Impact of retaining the existing recycling depot and sport field**

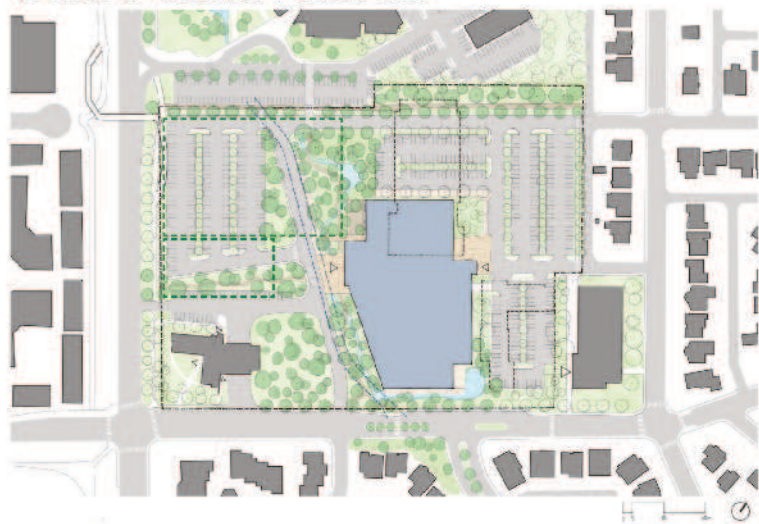
The proposed concept options currently assume the removal and relocation of the existing recycling depot and sports field to elsewhere in the City. If they are to be maintained, between 143 to 167 stalls would be lost to the sports field. There would be approximately 42 stalls lost to maintain the existing recycling depot. Due to some efficiencies with a shared drive aisles, there would be a total loss of approximately 167 to 189 stalls from the current parking layouts to retain both the sports field and recycling depot in concept options 1 & 2. Concept option 3 cannot accommodate retaining both the sports field and recycling depot due to insufficient space for a vehicular circulation route. Therefore in all concept options, a multi-level parking structure, or below grade parking solution, would be required to meet the required parking demand if the existing sport field is to be retained on site. This would result in additional project costs - refer to section 5.0. Given the minimal amount of spaces lost to retain the recycling depot, a further parking layout efficiency study during schematic design may reveal that these can be accommodated elsewhere on site.



### OPTION 1 - CONCEPT SITE PLAN



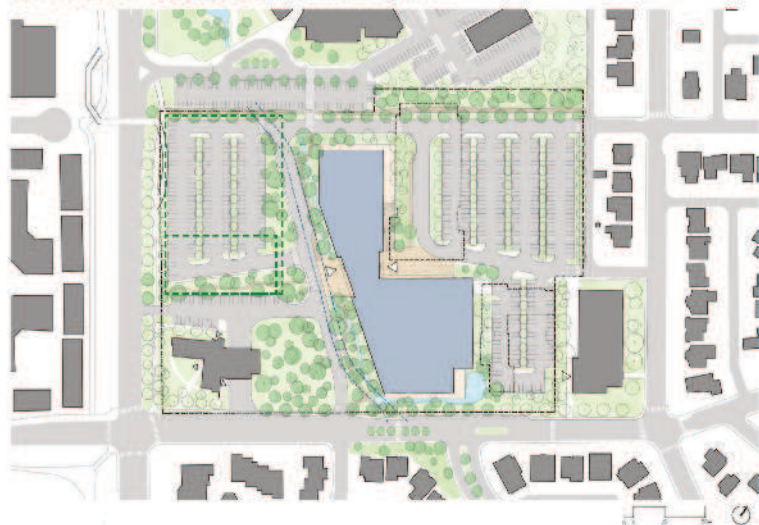
### OPTION 2 - CONCEPT SITE PLAN



#### LEGEND

- Proposed Building Location
- Multi-use Pathway
- Plaza & Walkway
- Greenscaping & Bioswales
- Parking & Roadway
- △ Entry
- Sewer Easement
- Property Line
- Existing Buildings - CCC / CGP
- Existing All-Weather Field & Recycling

### OPTION 3 - CONCEPT SITE PLAN



# Concept Option 1

Concept Option 1 sites the building along the south edge of the site, with the aquatic and fitness spaces located on the east, connected to the community program spaces to the west by a generous lobby/social space that runs north-south. The gymnasium and childcare could open out directly onto the adjacent green-link pathway, which is also overlooked by the multipurpose spaces on the level above. Listed below are the significant pros and cons:

### Pros

- Continued operation of the CGP throughout construction.
- Strong, active and welcoming street frontage to East 6th Avenue - a variety of different programmatic uses will be visible from the street.
- There is more opportunity to create visual impact and connection to the surrounding neighbourhood.
- Legible and generous green link/pathway, honouring the memory of the former Glenbrook Ravine. This will help create a cohesive site and links the facility to the surrounding area, and green spaces.
- Stronger pedestrian connections through a secondary pathway that links the facility to the transit stops on McBride Avenue as well as the residential area to the east.

### Cons
















- Would require the temporary relocation of Centennial Community Centre programs and services throughout the construction period.

### This phasing strategy would assume two phases:

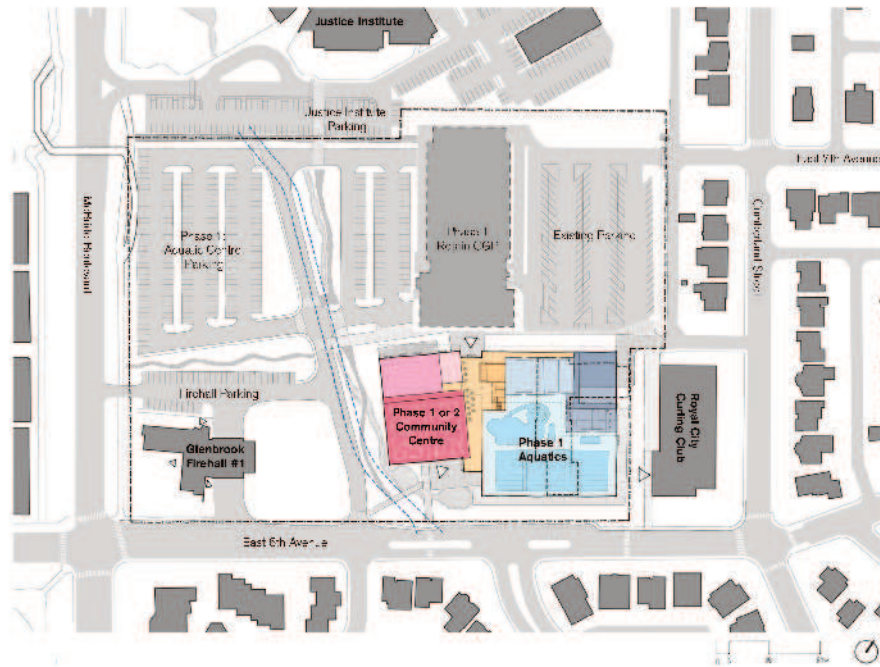
1. Dismantle the CCC and construct all program components of the new facility. The CGP remains in operation and CCC programs and services are temporarily relocated during construction.
2. Dismantle the CGP and replace with parking and associated landscaping.

There would be 435 parking stalls provided in this option which would be sufficient to meet the parking demand approach.

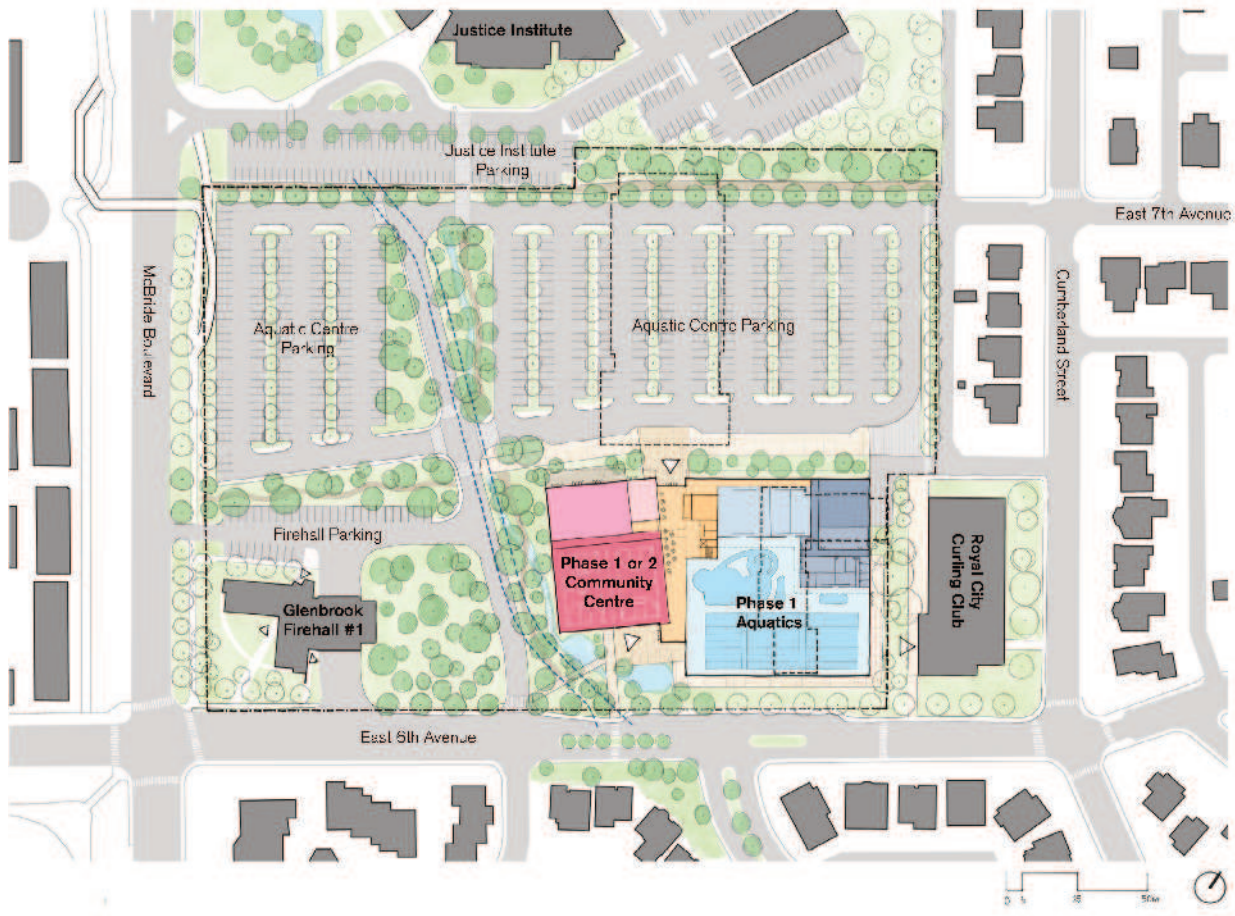
### LEGEND

-  Aquatics - Pool
-  Aquatics - Change
-  Aquatics - Lifeguard, Sauna/Steam, Party Room, Storage, Staff
-  Aquatics - Back of House & Mechanical
-  Welcome Centre, Lobby, Circulation
-  Community Centre - Gymnasium
-  Community Centre - Multipurpose
-  Community Centre - Childcare
-  Multi-use Pathway
-  Plaza & Walkway
-  Greenscaping & Bioswales
-  Entry
-  Sewer Easement
-  Property Line
-  Existing Buildings

### OPTION 1 - PHASE 1



### OPTION 1 - COMPLETE BUILDOUT





## Concept Option 2

Concept Option 2 also includes the north-south green-link pathway but re-orientates the lobby/social space to run east-west across the site with the aquatic program spaces to the south, fronting East 6th Avenue, and the community program spaces to the north. The full variety of programmatic uses will only be visible from the north-south green link pathway and not from the street.

### Pros

- The main advantage of this option is the ability for a phased construction that allows the continued operation of both the CGP and CCC.
- Offers the Royal City Curling Club a generous green space in front of their main entrance and a better connection to parking.
- Increased green space north of the building as part of the north-south green link. This is located adjacent to the community program spaces, providing opportunities for associated activities e.g. childcare outdoor play and indoor-outdoor connection between multipurpose room and gymnasiums.

### Cons
















- Slightly reduced street presence compared to option 1 - only aquatic uses will be visible from East 6th Avenue.
- The lobby/social space disconnects and potentially weakens the secondary east-west pathway connection with the residential neighbourhood.
- Retaining operations of both facilities during construction will place significant parking and traffic pressures on this site.

### This phasing strategy would assume three phases:

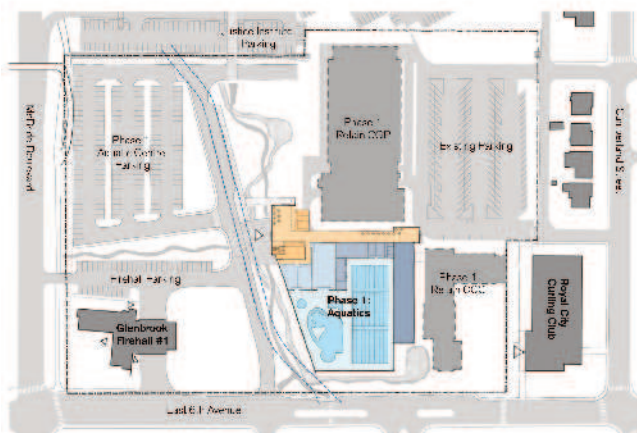
1. Construct the aquatics, fitness and welcome centre (lobby/social space) components of the proposed facility + associated parking and landscaping on the west side of the site. Both the CGP and CCC remain in operation
2. Dismantle the CGP and construct the community program components, while the CCC remains in operation.
3. Dismantle the CCC and replace with parking and landscaping

There would be 426 parking stalls provided in this option which would be sufficient to meet the parking demand approach.

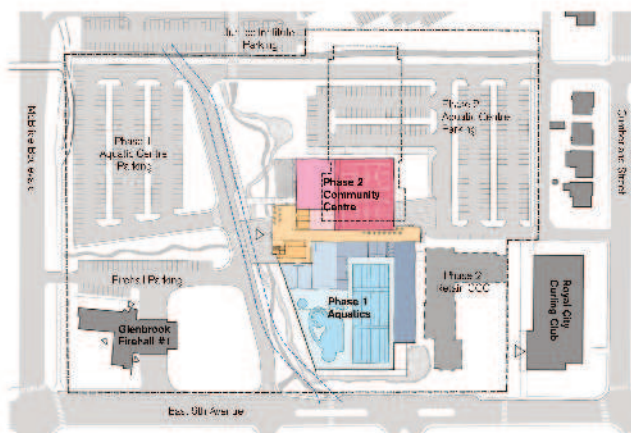
### LEGEND

-  Aquatics - Pool
-  Aquatics - Change
-  Aquatics - Lifeguard, Sauna/Steam, Party Room, Storage, Staff
-  Aquatics - Back of House & Mechanical
-  Welcome Centre, Lobby, Circulation
-  Community Centre - Gymnasium
-  Community Centre - Multipurpose
-  Community Centre - Childcare
-  Multi-use Pathway
-  Plaza & Walkway
-  Greenscaping & Bioswales
-  Entry
-  Sewer Easement
-  Property Line
-  Existing Buildings

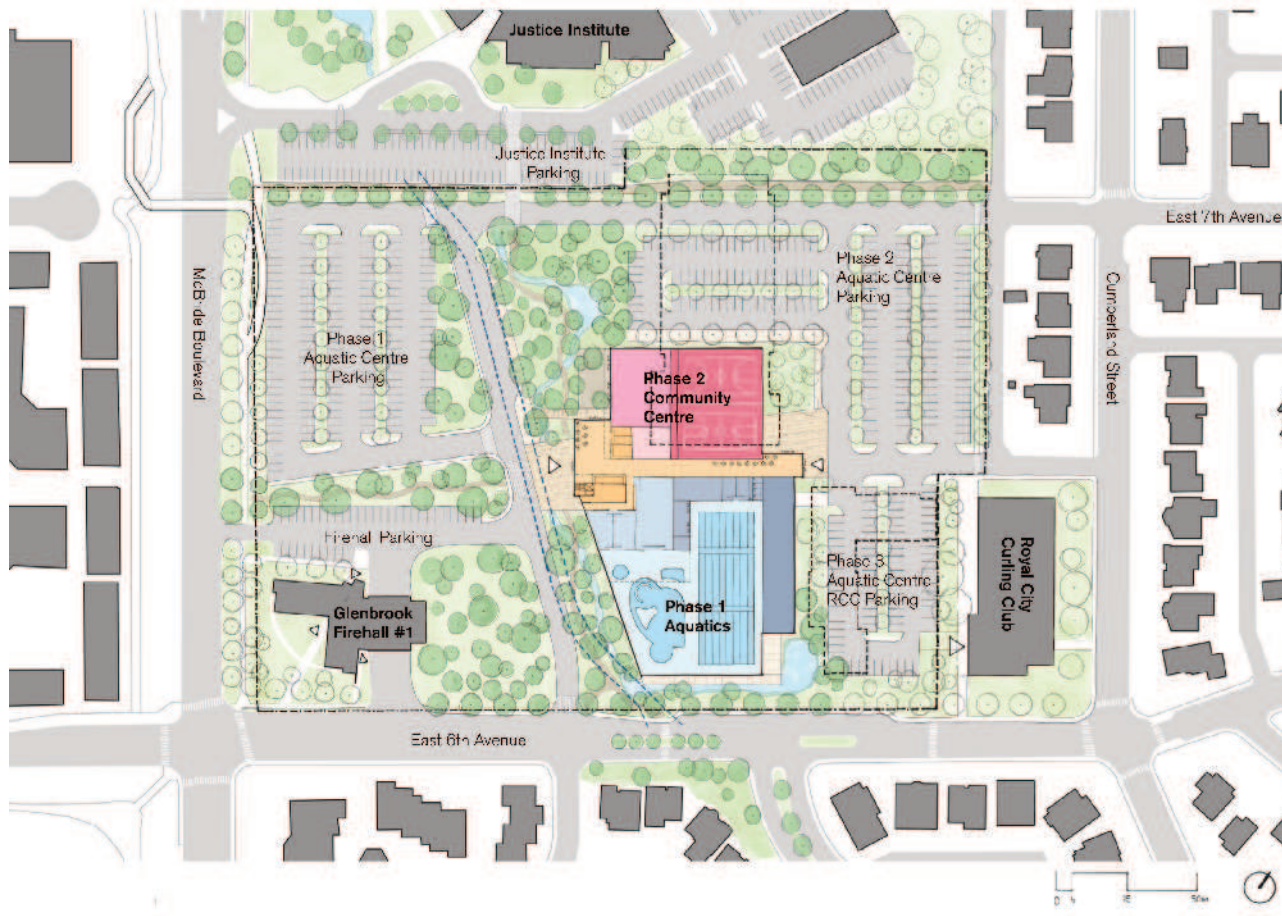
OPTION 2 - PHASE 1



OPTION 2 - PHASE 2



OPTION 2 - COMPLETE BUILDOUT



# Concept Option 3

Option 3 is similar to option 2 in that it also locates the aquatic and fitness components on the south of the site, connecting the community related program elements via a lobby/social space that runs east-west. However the lobby-social space is wider and less linear in arrangement. Other pros and cons include:

## Pros

- The main advantage of this option is that it provides a construction phasing strategy that will allow for full construction of the new facilities as well as the continued operation of the CGP and CCC during the works. The new facility is effectively built around the existing buildings.

## Cons
















- Slightly reduced street presence compared to option 1 - only aquatic uses will be visible from East 6th Avenue.
- The lobby/social space disconnects and potentially weakens the secondary east-west pathway connection with residential neighbourhood.
- Reduced size and legibility of the north-south green links/pathways that bisect the site.
- Higher visibility of the parking area from East 6th Avenue due to less green space buffer between the Royal City Curling Club and new aquatic components.
- Retaining operations of both facilities during construction will place significant parking and traffic pressures on this site.

## This phasing strategy would assume two phases:

1. Construct all program components of the new facility around the existing CGP and CCC buildings on the west side of the site. The CGP and CCC remain in operation throughout construction.
2. Dismantle the CGP and CCC and replace with parking and associated landscaping.

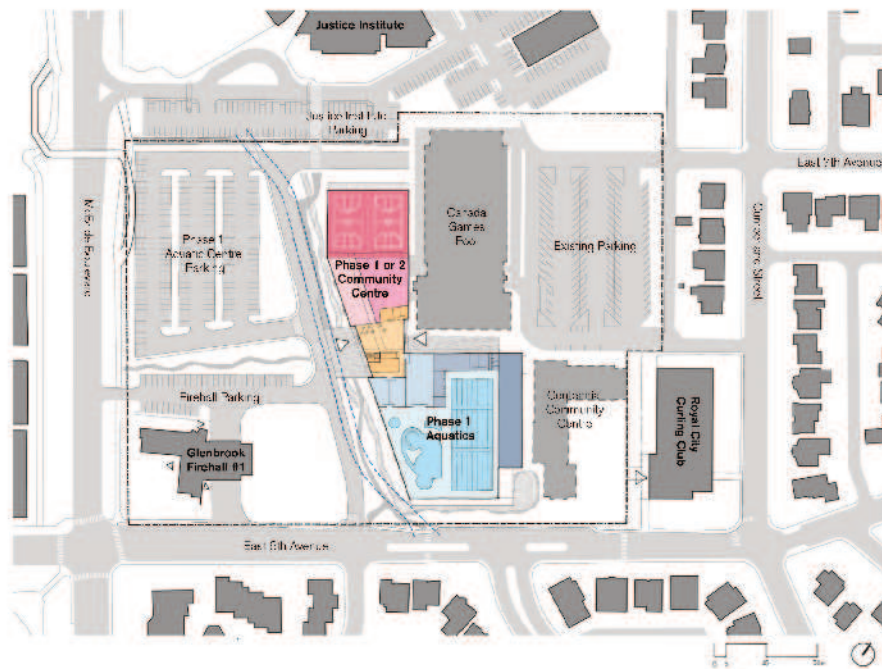
There would be 450 parking stalls provided in this option which would be sufficient to meet the parking demand approach

## LEGEND

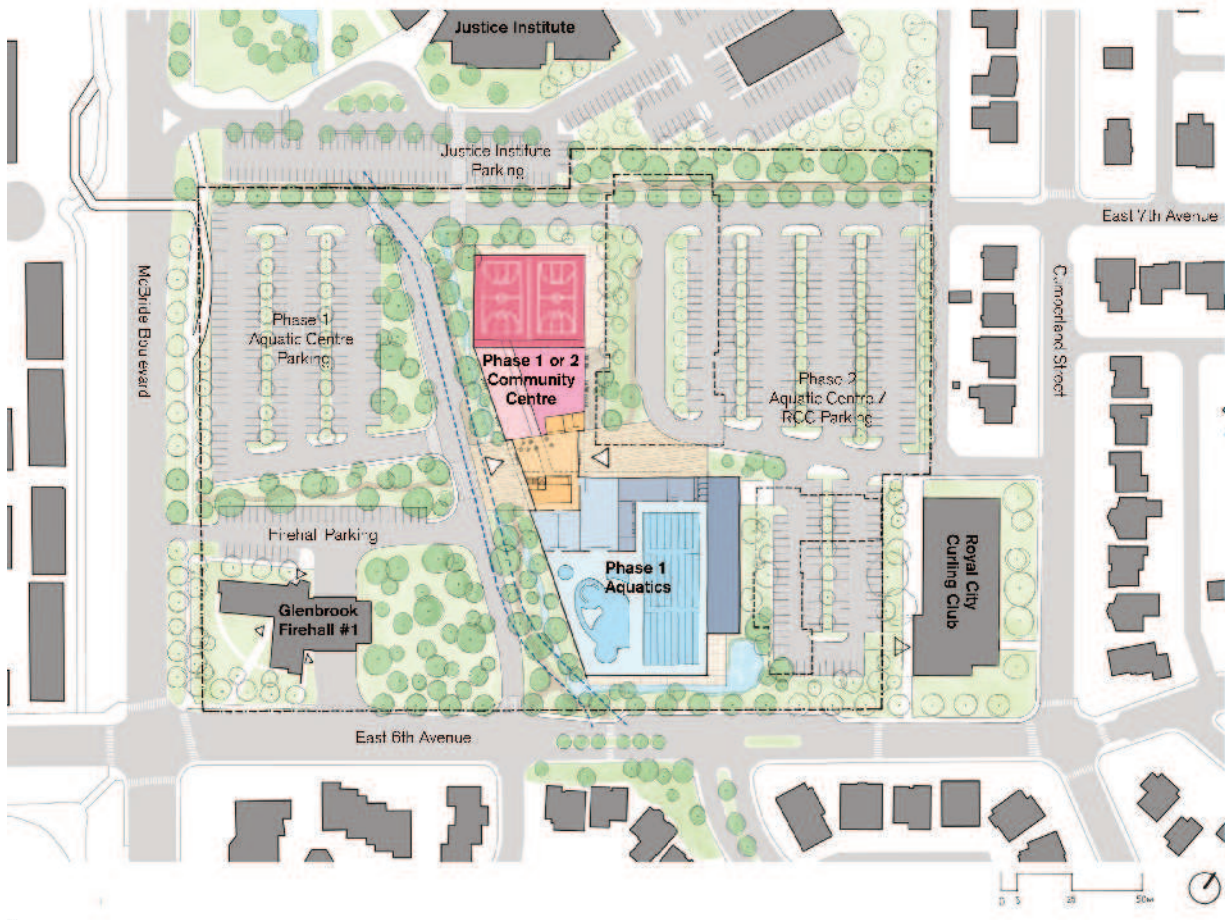
-  Aquatics - Pool
-  Aquatics - Change
-  Aquatics - Lifeguard, Sauna/Steam, Party Room, Storage, Staff
-  Aquatics - Back of House & Mechanical
-  Welcome Centre, Lobby, Circulation
-  Community Centre - Gymnasium
-  Community Centre - Multipurpose
-  Community Centre - Childcare
-  Multi-use Pathway
-  Plaza & Walkway
-  Greenscaping & Bioswales
-  Entry
-  Sewer Easement
-  Property Line
-  Existing Buildings



### OPTION 3 - PHASE 1



### OPTION 3 - COMPLETE BUILDOUT



## Emerging Massing & Character

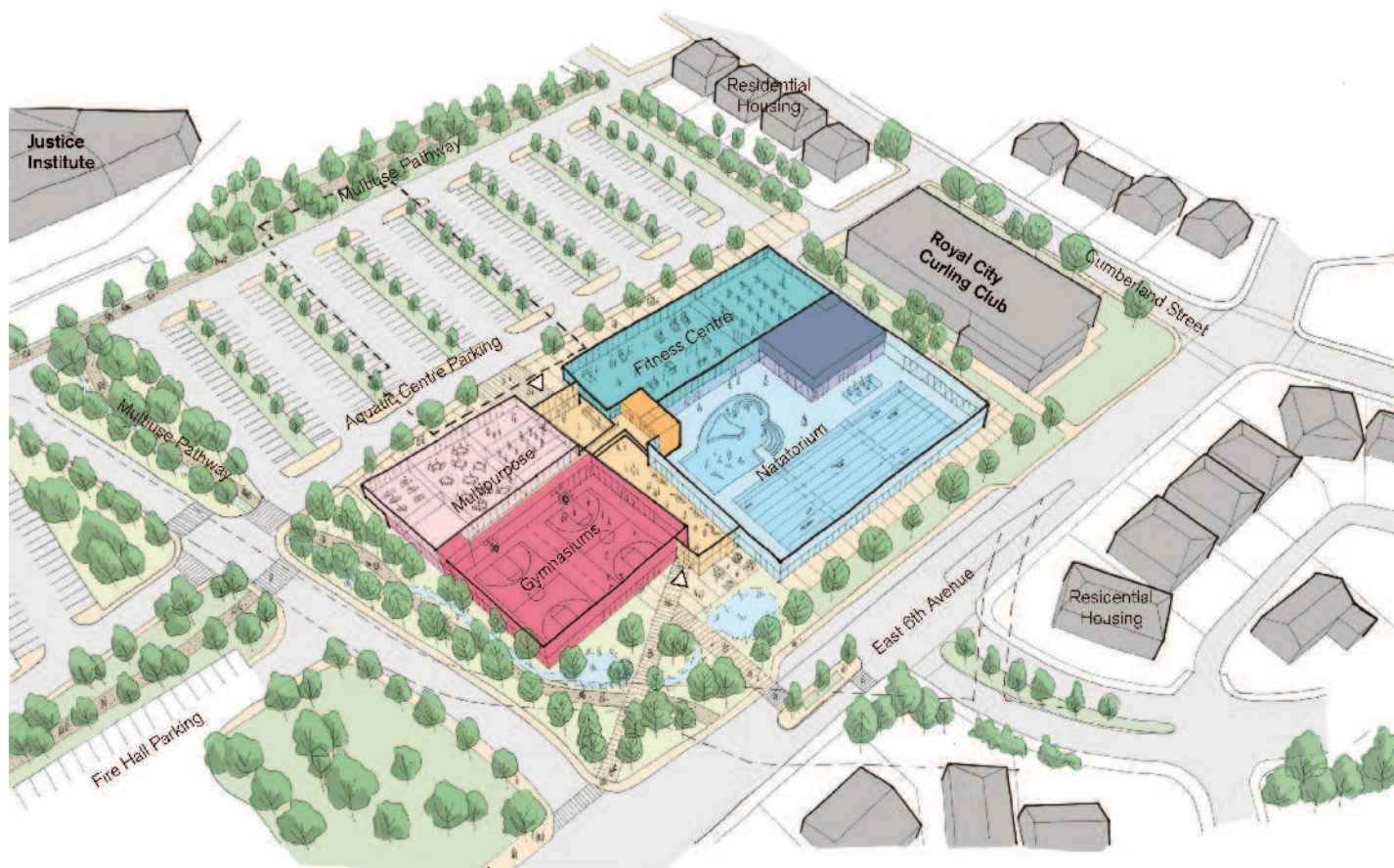


▲ Concept Vision Sketch - View from East 6th Avenue (Concept Option 1)

The new Aquatic and Community Centre is an opportunity to provide a vibrant and welcoming building that reflects the identity of the New Westminster community. A unique architectural form will help to establish the facility as a destination building. The emerging vision for the facility builds upon the principles from the public engagement process (refer to section 4.1) to create a warm and inviting centre. Highly glazed external and internal facades will ensure visual connections between the street and the activities within the facility, in order to encourage engagement and participation. The above image illustrates the opportunity to reference and re-interpret the existing roof forms of the CGP & CCC in a contemporary way, while also respecting the legacy of these popular facilities and surrounding institutional and residential context.

The concept sketches on both these pages show the emerging building massing for concept option 1, but the principles of building height, character and response to the site also apply to the other options.





▲ Programmatic Massing Study for Concept Option 1

#### LEGEND

- Aquatics - Pool
- Aquatics - Change
- Aquatics - Lifeguard, Sauna/Steam, Party Room, Storage, Staff
- Aquatics - Back of House & Mechanical
- Welcome Centre, Lobby, Circulation
- Fitness Centre
- Community Centre - Gymnasium
- Community Centre - Multipurpose
- Community Centre - Childcare
- Multi-use Pathway
- Plaza & Walkway

#### SUMMARY

The three concept options described within this section provide a variety of approaches to the phasing of a new facility on the site that maintains continued operation of the existing Canada Games Pool throughout construction. All options respond to site constraints and provide a building with active street frontage that is also integrated into the natural features of the site and wider network of trails, pathways and road systems. Concept Option 1 has the key advantage of maximized street presence, while Options 2 and 3 have advantages in terms of phasing and their connection to the proposed multi-use green pathway that transects the site. Moving forward, Council should address the viability of temporarily moving the CCC programs to an alternate facility during construction. The availability of funding may also indicate whether phasing will be required for the different components of the new Aquatic and Community Centre.



## 4.6 Sustainability Strategy

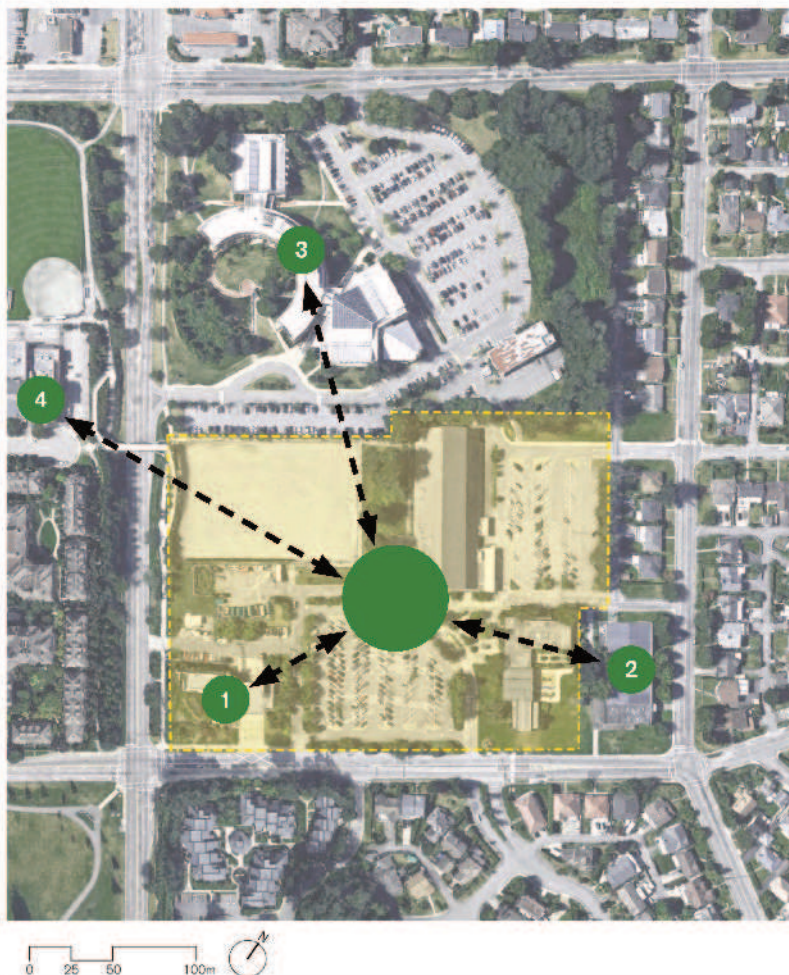
From early stages of project commencement, the project team have been actively engaged with City stakeholders with a view to facilitating discussion towards the Sustainability Strategy for the Canada Games Pool development.

In May 2017, project team members attended the City's Energy Management Committee meeting to discuss a framework for development as the project progresses. From this meeting, two key themes emerged:

### 1. DISTRICT WIDE ENERGY STRATEGY

A number of potential opportunities were identified in evaluating the feasibility of a District Energy system for the wider site, and the role of this new building within a wider energy network.

It is recommended that a separate business case study be commissioned which can evaluate the energy demand profiles of both the proposed Canada Games Pool and the existing surrounding buildings to gauge the potential suitability of a district energy/heat network.



#### LEGEND

-  Glenbrook Firehall #1
-  Royal City Curling Club
-  Justice Institute of British Columbia
-  Glenbrook Ravine

## 2. BUILDING SCALE STRATEGY

- a. **Target Setting:** We strongly recommend that defined targets/objectives related to the buildings sustainability strategy and operational performance are set by the City of New Westminster prior to the commencement of Schematic Design stage. Building level sustainability strategies can be more effectively achieved when implemented in line with an agreed project objective. These targets should align with existing policy goals at the City level, where relevant (for example Greenhouse Gas (GHG) emissions reduction %).
- b. **Pool Operations:** A number of initiatives related to the building's aquatic centre operations are recommended for further development, outlined below:
  - Use of glass media for pool water filtration
  - Hydrogen peroxide as chemical treatment to offset chlorine use
  - Explore the use of Ultraviolet (UV) light technology to improve air and water quality and reduce chemical use
  - Implementing heat recovery from pool backwash processes
- c. **Energy & Water Conservation:** It is recommended that the approach to building energy and water reduction will be pursued in accordance with a tiered conservation-based approach, summarized as:
  1. **Demand Reduction Strategies:** Assess passive design measures that seek to reduce building energy and water demands. As a result of their heating and cooling demands, aquatic centres have a significant energy demand all year long. Assessing the 'core' elements of the building as early as possible - including form, orientation, envelope efficiency and glazing level - is a key to highlighting the potential energy savings relative to each design decision. Similarly, a number of measures related to the rainwater detention and retention can considerably lower the overall water demand of the project.
  2. **Reclamation Strategies:** Identify opportunities for reclamation of 'waste' resources that can be harvested for re-use within the building. Aquatic centres can be divided into different areas each with its own indoor climate requirements relating temperature and humidity (pool areas, changing rooms, entrance hall etc.) The use of a Heat Recovery Ventilation (HRV) system can significantly lower the ventilation heat losses, therefore save an important amount of energy by reducing the overall building's heating demands. Additionally, greywater recycling strategies can be harvested to optimize the water consumption of the project and limit the amount of discharged water.
  3. **Renewable Generation:** Assess renewable generation opportunities available for the site given its microclimatic features. Renewable energy can be generated using sunlight, geothermal



heat, wind, or water among other natural sources. The feasibility of renewable energy generation that assists in meeting energy demand and lowering operating costs should be examined on a project-specific basis.

We recommend that a dedicated performance study is undertaken for the three site layout concept options currently proposed, evaluating anticipated energy consumption in addition to daylighting levels. The findings from this study can be used to better inform decision making round the future schematic design.

Current City policy requires all new buildings, including civic, that are over 500 sq m, to target LEED Gold certification. At the time of this report, the City of New Westminster was reviewing their Green Building Policy as part of their wider sustainability mandate for reduction in building energy use and improved environmental performance. However a cost allowance for LEED Gold certification has been included in the overall project costs. Additional sustainability measures may result in additional costs. The City should continue to confirm their sustainability objectives prior to commencement of schematic design so they can be appropriately considered within the proposed design. The higher the energy efficiency target, the more critical early integration of passive design approaches will become.

## 4.7 Technical Overview

### MECHANICAL OVERVIEW

The mechanical engineer (AME Group) have completed a feasibility study of the proposed concept layouts. The report provides an overview of the design approach which considers water safety requirements and the long lifespan of aquatic buildings that results in the need for robust, flexible, easily maintainable, and cost efficient systems. Further detail is provided for the plumbing, fire suppression and high efficiency HVAC systems, including the need for different zones (based on operating temperature and humidity, hours of operation and serviceability of the systems), as well as an overview of heat recovery options as part of the wider sustainability objectives.

The considerations for the Pool mechanical systems are also outlined in the report. System choices are based on operation, maintainability, safety in use and handling, and overall water and air quality. The minimum standards are set by the Provincial Health Act, but industry standards are somewhat higher for most facilities. The different parts of the systems are evaluated based the principles of Turnover Rates (to meet or exceed minimum industry standards), Temperature (each pool will require different water temperatures), Pool Pumps, Water Features (each require a dedicated pump and lifeguard master control point), Pool Water Heating System, Filters, Chemical Disinfection (medium pressure UV to reduce amount of Chlorine required), Pool Piping, and Pool Tank & Fittings.

The report also outlines a number of energy saving and conservation features which should be considered within the mechanical system, including:

- Ground source heat pump
- High performance envelope construction + low e-glazing and shading devices
- Ventilation Air /Relief Heat Recovery System
- Thermostatically controlled exhaust fans for heat recovery in mechanical and electrical rooms
- Water conservation fixtures e.g. HE flush, low flow faucets
- Solar panels for heating building, pool and domestic hot water
- Geo-exchange systems (expensive)
- Lower water consumption regenerative media pool filter
- Heat recovery from adjacent curling club ice plant
- Pool covers (if appropriate from an operations standpoint)
- Passive design for operational efficiencies in natatorium environment
- District Energy

Refer to the full report in the Appendix for further information.

## ELECTRICAL OVERVIEW

The electrical engineer (AES Engineering Ltd) have completed a feasibility study for electrical services based on the proposed concept layouts. The new 12.47kV service connection for the proposed community aquatic centre will originate from an existing junction vault JV100. The Utility would arrange for the conduit installation past the Curling Club to the City property. The Subdivision and Development Control Bylaw requires new developments to fund the cost of undergrounding the overhead electrical and communications lines on the adjacent roads. There is an overhead City electrical pole line along East Sixth Avenue, adjacent to this site that would be impacted by this Bylaw.

The building would require a unit substation which would consist of a 2500kVA transformer stepping down the 12.47kV to 600Y/347V. The main bus would be a 3000A board which would provide power to mechanical loads. Step down transformers from 600V to 208Y/120V would be used to provide power for lighting.

The report also gives a brief overview of the impact of the different phasing options within each concept. Refer to the full report in the Appendix for further information.

## TRAFFIC & PARKING OVERVIEW

The traffic engineer (Urban Systems) analyzed the current parking provision, peak parking demand and supply, transit connections and existing vehicular, pedestrian and cycle access. This data along with analysis of the CNW parking by-law against the ITE Parking Generation Manual were used to calculate the future parking stall requirements for the new community aquatic facility (based upon the program areas outlined in section 4.4.) The preliminary parking layouts, circulation and access routes were initially reviewed and the traffic engineer's comments integrated into the final concept options.

The report focuses on the concept option 1 but also includes preliminary review of alternative site layout options 2 & 3. It also includes commentary relating to the impact of retaining the current recycling depot and sports field and the potential for parking synergies with the justice institute.

Refer to the Appendix for further information.



- ▲ Extract from Urban Systems traffic engineer's report

---

## 5.0 Capital Costing Analysis

## 5.0 Capital Costing Analysis

It is anticipated that the project costs will be approximately \$83,550,000 based on a Preliminary Class D Estimate conducted in June 2017. This estimate includes typical contingencies that are reflective of the early stage of the project development and assumes a construction start in the year 2020. Class D estimates have a degree of variability that reflects the early stage of the design process.

Additional sustainability design features beyond LEED Gold considerations were excluded from this cost estimate pending further review and discussion regarding the City's objectives for this project. In addition, there are other cost elements that are likely to be associated with the project that are currently not accounted for in the above figure. Accordingly, it is recommended that the City include additional cost allowances in its overall financial planning for the project. These allowances should be adjusted over time as more certainty with respect to the project design and other site conditions is achieved.

Considering the option to develop the project in two phases, the project costing can be broken down into each phase as follows:

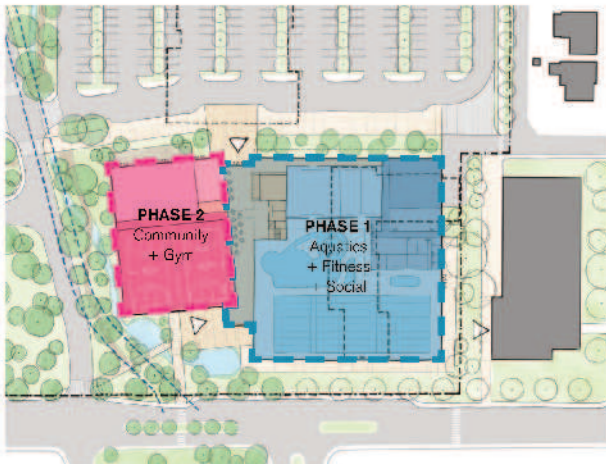
▪ <b>Phase 1</b>	(aquatics, fitness & welcome centre)	<b>\$60.1 million</b>
▪ <b>Phase 2</b>	(community program spaces)	<b>\$23.4 million</b>
▪ <b>Total</b>		<b>\$83.5 million</b>

Should the project proceed under a phased construction scenario, a 5% premium should be added to the entire project cost, as well as an additional escalation rate allowance of 3% per annum.

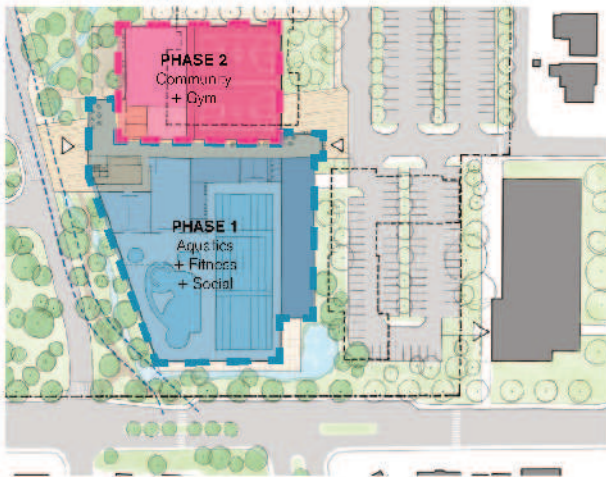
Listed below are additional cost estimates to address some of the issues described in this report but considered to be beyond the scope of the current project:

- Approximately \$4.2 - \$6.7 million for either above or below grade structured parking for 167 stalls if the existing sports field location is to be maintained on site (excludes soft costs)
- Approximately \$2 million to relocate the existing sports field either on or off site, as a new synthetic sports field (excluding land costs and contingency)

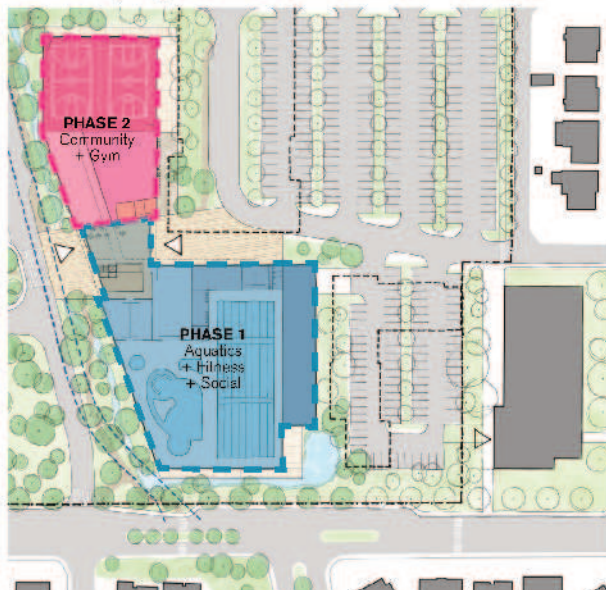
## CONSTRUCTION PHASING DIAGRAM



▲ Concept Option 1



▲ Concept Option 2



▲ Concept Option 3

This page is intentionally blank.





## 6.0 Business Case

Due to their age, the current Canada Games Pool and Centennial Community Centre have high operating costs, mainly resulting from maintenance and repairs. The buildings are also becoming functionally obsolete as their design does not meet current community demand, leisure needs, or accessibility needs. The business case shows that a new combined facility provides an opportunity to double the size of the amenities being offered to the community, while keeping operating subsidies close to the same level they were at with the old facilities.

### LIFECYCLE ANALYSIS

A previous feasibility report conducted by Cannon Design in 2010, included lifecycle costing analysis by BTY Group for three key options: renovation of building systems and fabric in the existing CGP and CCC to meet current standards, renovation and expansion with new aquatic and community spaces, and construction of a new aquatic and community centre. The analysis concluded that the new build option has higher capital costs at the outset than the renovation and expansion options, but there are less associated costs over the entire life of the building. This analysis didn't take into consideration functional efficiencies that can be achieved with newer buildings and it's anticipated that further savings may be found through this. The new building also represents the most appropriate functional response to meeting current and future demands as demonstrated by the public engagement survey.

The below tables summarize the business case conducted as part of this 2017 study and is explained in more detail in the following business case analysis.

## PHASED APPROACH

### PHASE 1 - NEW AQUATICS & FITNESS

	Existing CGP	Phase 1 - Aquatics + Fitness	
Building Area	49,000 sq ft	80,000 sq ft	
Revenue	\$1.8 million	\$2.7 million	
Operating Costs	\$4.2 million	\$5.5 million	
<b>Annual Subsidy</b>	<b>\$2.4 million</b>	<b>\$2.8 million</b>	+ \$500,000 annual subsidy for CCC + Capital maintenance Costs for CCC

### PHASE 2 - NEW COMMUNITY & GYMNASIUM

	Existing CCC	Phase 2 - Community + Gym
Building Area	21,000 sq ft	35,000 sq ft
Revenue	\$500,000	\$800,000
Operating Costs	\$1.0 million	\$1.1 million
<b>Annual Subsidy</b>	<b>\$500,000</b>	<b>\$300,000</b>

## COMPLETE BUILD

	Existing CGP + CCC	Full Buildout
Building Area	70,000 sq ft	115,000 sq ft*
Revenue	\$2.3 million	\$3.5 million
Operating Costs	\$5.2 million	\$6.6 million
<b>Annual Subsidy</b>	<b>\$2.9 million</b>	<b>\$3.1 million</b>

\* rounded from 114,295 sq ft

## New Westminster Canada Games Pool – New Facility Business Case Analysis

The business plan section of this report was prepared for information purposes only and projections are subject to changing variables and conditions. Operating costs will be sensitive to world pricing for energy and labour agreements, among other factors. Revenue targets can only be met if schedule, program offerings and pricing along with corresponding increase in actual demand can be generated. Consequently, the analysis and interpretation of the data is only intended for planning purposes only and represent realistic and conservative estimates.

### 1.1 Space Program Area Analysis

The existing Canada Games Pool facility is approximately 4,550 square metres or 49,000 square feet in gross area. The summary space list below illustrates the functional distribution of space in the new facility for the purposes of analyzing and apportioning operating costs. The spacelist has been organized into a Phase I that in essence is a larger and modern replacement for the existing Canada Games Pool and a Phase II that adds community centre functions to the complex, replacing the adjacent Centennial Community Centre.

#### *Space Program Summary for the New Aquatic Centre*

		Square Metres	Square Feet
<b>Phase I</b>			
1.0 Natatorium - Component Gross Area	38%	4062	43726
2.0 Change Rooms - Component Gross Area	6%	629	6770
3.0 Fitness Centre - Component Gross Area	19%	1976	21268
4.0 Facility Operations - Component Gross Area	6%	675	7266
Facility Assigned Area Total		5595	60230
<b>Facility Gross Building Area Total</b>	<b>69%</b>	<b>7341</b>	<b>79030</b>
<b>Net-to-Gross Ratio</b>		<b>1.31</b>	
Assigned Area Percentage		76%	
<b>Phase II</b>			
5.0 Community Centre / Gyms - Component Gross Area	26%	2789	30020
6.0 Childcare - Component Gross Area	5%	488	5255
Facility Assigned Area Total		2664	28678
<b>Facility Gross Building Area Total</b>	<b>31%</b>	<b>3277</b>	<b>35275</b>
<b>Net-to-Gross Ratio</b>		<b>1.23</b>	
Assigned Area Percentage		81%	
<b>Phase I and Phase II Gross Building Area</b>		<b>10618</b>	<b>114,295</b>
<b>Net-to-Gross Ratio</b>		<b>1.29</b>	
Assigned Area Percentage		78%	

In a combined Phase I and II facility, the aquatic component would represent about 39% of facility gross area. In a Phase I only scenario, the aquatic component represents 55% of gross area. Fitness would be allocated 27% and 19% respectively and non-revenue generating support spaces the remainder of the facility at 18% and 12% respectively. Community centre spaces would add about 30% more area to the total project area.

Acknowledging the distinction of space types is important as each of the three major activity groupings, aquatic, fitness and community centre will have different operating costs, different levels of utilization and different potential for revenues and cost recoveries.

## 1.2 Current Canada Games Pool Financial Performance

Current demand, attendance and revenues are summarized in the table on the next page and the operating expenditures on the page following. Note: This is for the Canada Games Pool only and does not include the Centennial Community Centre, which has its own separate annual report.

Total annual user visits to the existing Canada Games Pool has been in recent years in the order of 460,000. Of this total, 238,000 or 52% are visits to the pool and the remainder is for fitness (some double counting in each if users are there for both). This translates into 3.4 annual pool user visits per capita, though only about 1.7 user visits per capita would be for public swim and lane swim with the remaining 1.7 user visits per capita from swimming lesson programs and swim club use.

Currently, the Canada Games Pool is limited in its ability to expand programming despite having the equivalent of 16-lane 25-metre lanes plus a residual non-standard-sized area in the 67-metre tank. The greatest impediment to increasing City programming is the amount of prime time allocated to rentals, specifically the Hyack Swim Club. The club currently uses between 4 and 12 lanes for 18 hours per week or almost 50% of weekday prime time hours for a total of 130 lane-hours per week (lanes multiplied by hours: about 33% of the total weekday primetime inventory) while only providing about 6% of total annual revenues.

Public lane swimming also uses a minimum of 4 lanes per hour during weekday (with additional lanes open during late evening and daytime. Consequently, swimming lessons are currently limited to only three days per week and in only 4 lanes during weekday prime time (but also offered mornings two days a week plus Saturday). Public swim and family swim times during weekday prime time are limited to 6 hours per week plus an additional 10 hours per week starting at 1 or 2PM and ending by 4PM.

Current annual revenues for the three previous years are in the order of \$1.8 million, with just over half of the revenues coming from the aquatics area and the remainder from the fitness centre. This is slightly lower when compared with the Vancouver average and at \$71 / square foot of water area is substantially below the \$90-110 / SF Vancouver average for pools. Revenues have actually dropped by about 11% from about \$2.0 million annually for the three years preceding the 2010 CGP master plan report, this despite annual increases in admission rates. Annual CGP attendance has also dropped 18% from 560,000 for the 2007-2009 period to the present, despite population increase.

Current operating expenditures result in a three-year average of \$4.2 million for a net operating subsidy requirement of \$2.4 million annually. This is an increase of almost \$500,000 in seven years, attributable to rising staffing costs and energy costs and most significantly, increasing maintenance and capital replacement costs. Currently, the operating cost per square foot averages almost \$87/SF overall and net subsidy at \$52/SF for the entire facility, both slightly higher than the Vancouver averages of \$80/SF and \$40/SF respectively.

About 71% of current operating cost is staffing and management costs (operational, program and lifeguarding). About 10% each are costs for energy use, maintenance and for fixed overhead costs.

A new aquatic facility will be much larger but economies of scale will see operating expenditures increasing proportionally less while a new building will be more energy efficient and require substantially less maintenance for the next few decades. A new and larger facility will also have potential for increased use and revenues resulting in a proportionally lower rate of subsidy.



NEW WESTMINSTER - CANADA GAMES POOL				Final
Current Revenues Analysis - Averaged 2014-2016				
Memberships Total	1,400			Number of users , not visits
Membership Scans Fitness 63%	139,230			Based on facility stat counts
Membership Scans Pool 37%	81,770			Based on facility stat counts
Membership Annual Total Scans	221,000			Actual 2014-2016 average
Membership Revenues Fitness 63%		\$459,900		Pro-rated revenue
Membership Revenues Pool 37%		\$270,100		Pro-rated revenue
Membership Total Revenues		\$730,000		Averages \$3 / visit: gross revenue over annual user visits
Drop-In Scans Fitness 63%	8,2530			Actual 2014-2016 average Pro-rated revenue Pro-rated revenue Averages \$3 / visit  Number of users , not visits No fitness programs at CGP Lessons, aquafit, etc. Users x 8 visits per program  From annual financial report
Drop-In Scans Pool 37%	48,470			
Drop-In Annual Total Scans	131,000			
Drop-In Revenues Fitness 63%		\$258,300		
Drop-In Revenues Pool 37%		\$151,700		
Drop-In Total Revenues		\$410,000		
Program Annual Total Participants	9,700			
Program Gate Count Fitness	0			
Program Gate Count Pool	78,000			
Program Total Scans	78,000			
Program Revenues Fitness		\$0		
Program Revenues Pool		\$499,000		
Program Revenues		\$499,000		
Hyack Swim Club Membership				
Hyack / Rentals Annual Gate Count	30,000	160		Uses 33% of prime-time lane-hours weekdays (25% of tank)
Hyack / Rentals Revenues		30,000		6% of total revenues
Other Revenues			\$70,000	Lockers, sales, vending, etc.
Centennial Community Centre			\$112,000	Multi-Purpose and Gymnasiums not included in existing CGP
			\$0	
n/a			n/a	
n/a			n/a	
ANNUAL USER COUNT TOTAL	460,000			All types to CGP
ANNUAL GROSS REVENUES			\$1,821,000	Estimate provided by staff
Total Estimated Annual Fitness Visits	221,760			Pro-rated gross revenues
Total Estimated Annual Revenues			\$877,880	Estimate provided by staff
Total Estimated Annual Pool Visits	238,240			Based on pop. 71,000
Annual Pool User Visits per Capita	3.4			Pro-rated gross revenues
Total Estimated Pool Visit Revenues			\$943,120	Gross revenues / gate count
Average Revenue Per User Visit			\$3.96	
Fitness Usable Area SF (5,500+2,500)		8,000		Area take-off
Fitness Revenue Per Square Foot			\$109.74	Pro-rated revenues over area
Pool Program Water Area SF		12,100		Area take-off
Pool Leisure Water Area Total SF		1,100		
Pool Revenue Per Water SF			\$71.45	
Community Centre Annual Visits		76,000		
Comm. Ctr. / Childcare Usable SF		15,000		
Community Centre Annual Revenues			\$580,000	Net area, not gross
Comm. Ctr. Revenue Per SF			\$38.67	including Spin

## Final

**-\$2,425,000**

### 1.3 Demand-Drivers: Rationale for Demand Increase

A number of factors will drive an increase in demand for services at the new Aquatic and Fitness Centre. Chiefly among them are three factors:

- Real population increase
- Repatriation of clientele for recreation services in New Westminster
- Expansion, new amenities and modernization of the key activity components: fitness and the pool

According to the City's Planning Department, the population of New Westminster is projected to increase from the current 71,000 to about 100,000 by the years 2041-2045. Much of this growth will be focused in two concentrated areas, the Sapperton Green area near Braid Skytrain station and in the downtown core area. This will be almost entirely attributable to net in-migration (as opposed to natural birthrate). This represents a 43% increase in population in the next two decades.

The second area of growth in demand will occur when the new aquatic centre facility is completed and local residents that may currently be using facilities such as Burnaby, Coquitlam and Surrey will once again be attracted to facilities in New Westminster owing to expanded program offerings, convenient scheduling and the environment of a new, modern facility. While the exact number is speculative, the fact is that CGP is experiencing 100,000 fewer annual visits than prior to 2010 (or an 18% reduction), despite the population increasing almost 10% (65,000 to 71,000). If that demand could be repatriated and adjusted for the current population demand at CGP would increase by 25-30% before future population growth.

The third factor contributing to increased demand will be an increase in participation rate: meeting the pent-up or unmet demand inherent in the local community. Currently, families are turned away as swimming lessons quickly fill up or families choose not to attend family swims because the weekday times offered don't work with many families schedules or the pool offerings are limited in their potential for 'fun'. The fitness centre is so popular that users experience overcrowding and wait times to use equipment during peak times of day.

The addition of a leisure tank has the potentially to virtually double the number of bathers allowed in the facility by the BC Health Act, and the new play-water can remove those functions from the main tank allowing for more programs. The fitness centre doubling in size will have capacity to absorb demand during any time of day. In essence the doubling in size of these functions from the 'supply-side' perspective would allow the City to absorb all of the projected demand identified above.

### 1.4 Projected Operating Budget

#### *Phase I New Aquatic and Fitness Centre Redevelopment Operating Budget Business Case*

Future projections of operating costs and revenue targets were based on historical operating data from Canada Games Pool facility annual financial reports from 2014-2016, and understanding the performance and operating costs of new buildings and regional comparative data from other Metro Vancouver aquatic and multi-purpose facilities. The intent being future projections would reflect both the unique characteristics and service delivery priorities of New Westminster as well as being in alignment with other similar facilities in the region. In addition, New Westminster's current and projected population were considered as well as the participation rate per capita.

Often operating cost projection models will be based on a gradual or stepped increase in demand over a period of successive years. In this case however pent-up demand on both the fitness and aquatic fronts suggest the new aquatic centre could reach new required target attendance numbers in the first or second year, rapidly plateauing before the demand curve flattens to correspond with the gradual future



increase in population. This means instead of a graduated increase in usage, the new aquatic centre would likely experience an immediate and significant increase in attendance, usage and revenues.

In developing a business case, operating costs are modeled first and revenues follow. Reason being, future operating costs reflect accurate and predictable unit costs for labour, energy consumption and overheads. These unit costs are then multiplied by the total square-footage of the new and larger facility with adjustments made for economies of scale, efficiencies, location and population factors, and other variables.

In the Phase I scenario, the facility increases in size from about 49,000 sf to approximately 80,000 sf, an increase of about 60%. However, the business case proposes that Phase I operating costs should only increase by 20%. Most of the savings will be in a dramatic reduction in maintenance and repairs and annual capital expenditures. Conversely, most of the increase will be in labour – specifically more lifeguards owing to an almost 50% increase in water area and increased bather load (note that the Health Act prescribes lifeguarding requirements based on bather load). The new facility would be significantly larger but new building and pool mechanical systems as well as an energy-efficient building envelope would result in a lower operating cost per square foot.

While costs for staff, energy use and overheads for the fitness component and the aquatic component have not been historically tracked separately at Canada Games Pool, the fitness component traditionally will be less expensive to operate (as well as generating the highest revenue per square foot of any type of recreation activity). Fitness is less expensive to operate owing to a simpler environment to heat, cool and energize, as well as having minimal staffing. (Note: the unique environment at CGP due to lack of separation from natatorium impacts current costs).

Revenue modeling in this report reflects the goal of maximizing annual income from admissions and program registrations in order to minimize shortfall or annual subsidy. Noting that the facility increases in size by 60% including the fitness centre doubling in size, the business case projects a net increase of about 10% in the annual subsidy after Phase I – providing aggressive new attendance and revenue targets can be met. This includes assumptions regarding changing space allocations to existing uses.

The Phase I model projects attendance and subsequently revenues from memberships and from drop-ins for combined aquatics and fitness to increase by over 50%. Of this \$1,100,000 annual amount \$660,000 of the membership revenues will come from the aquatics side and \$440,000 from the fitness side, similar to the current pro-rated distribution. Drop-ins (\$720,000 per year) will need to increase to \$240,000 for aquatics membership use and \$480,000 for drop-in. It should be noted that even though the water area will only be increasing by less than 50%, according to the BC Health Act the bather load of a leisure pool is three-times greater than a program tank, meaning the overall bather capacity of the pools will have the capacity to more than double existing.

Another key revenue driver will be an increase in cost across the board to use the facility. Current average cost per membership or drop-in visit is \$3 (revenue divided by attendance). Building a new facility presents a one-time opportunity to increase fees with the rationale that there is greater value offered to the consumer. The current average cost per membership or drop-in visit of \$3/visit is low compared with other Metro Vancouver municipalities and with new attractive and modern facilities, the City of New Westminster would be better positioned to yield more revenues from higher charges. The business case assumes that the average cost per visit will be increased from \$3/visit to \$4/visit.

Program revenues likely would only increase by about 20% as the number of lanes in the lane pool is not being increased, with efficiencies gained by restructuring the schedule and resolving prime time access inequities. The bottom line is in Phase I, total revenues from all sources in the new facility should increase from the low \$1.82 million annually to a new threshold of \$2.8 million per year and net subsidy from \$2.4 million to \$2.7 million.



NEW WESTMINSTER NEW AQUATIC CENTRE - PHASE I Projected Revenues Analysis - Post-Redevelopment				Final
Memberships Total	2,100			Membership 50% increase, and includes use of new gyms & fitness studios
Membership Scans Fitness 60%	198,000			
Membership Scans Pool 40%	132,000			
Membership Annual Total Scans	330,000			
Membership Revenues Fitness 60%		\$660,000		Pro-rated revenue
Membership Revenues Pool 40%		\$440,000		Pro-rated revenue
Membership Total Revenues		\$1,100,000		Averages \$3 / visit
Drop-In Scans Fitness 33%	66,000			Shift to memberships
Drop-In Scans Pool 67%	134,000			More walk-in patrons
Drop-In Annual Total Scans	200,000			Drop-ins 50% increase
Drop-In Revenues Fitness 33%		\$237,600		including fitness studios & gym use
Drop-In Revenues Pool 67%		\$482,400		Averages \$4 / visit
Drop-In Total Revenues		\$720,000		25% increase: functions removed and shifted to leisure water creating more capacity
Program Annual Total Participants*	12,000			Users x 8 visits per program
Program Gate Count Fitness	0			
Program Gate Count Pool	96,000			
Program Total Scans	96,000			
Program Revenues Fitness		\$0		
Program Revenues Pool		\$625,000		Average \$6.25 / visit
Program Revenues		\$625,000		Hyack size capped and usage compressed into fewer hours
Hyack Swim Club Membership				Rate increased 20%
Hyack / Rentals Annual Gate Count	30,000		160	
Hyack / Rentals Revenues	30,000		30,000	Pro-rated increase
Other Revenues				Centennial Independent of CGP
Centennial Community Centre				Net revenue from new function
Food Concession - New Revenues				Space made available rent free
Childcare				
ANNUAL USER COUNT TOTAL				
ANNUAL GROSS REVENUES		656,000		
Total Estimated Annual Fitness Visits	264,000			Based on increased demand
Total Estimated Fitness Revenues				Increased by 37%
Total Estimated Annual Pool Visits	392,000			Includes programs and Hyack
Annual Pool User Visits per Capita	5.6			Increased by 90%
Total Estimated Pool Visit Revenues		\$1,691,098		About 15% increase
Average Revenue Per User Visit		\$4.31		More than doubling
Fitness Usable Area SF			18,100	Down, but more capacity and ability to absorb future growth
Fitness Revenue Per Square Foot				
Pool Program Water Area SF			11,800	
Pool Leisure Water Area Total SF			5,800	
Pool Revenue Per Water SF				43% increase projected

**NEW WESTMINSTER NEW AQUATIC CENTRE - PHASE I**  
**Projected Expenditures Analysis - Post-Redevelopment**

Final

Labour Costs					
Regular Salaries	18.0%	\$993,000			Unchanged
Auxiliary Salaries (incl. Lifeguards)	42.3%	\$2,330,000			75% increase, most for leisure water
Overtime	0.2%	\$10,000			No change
Benefits	12.7%	\$700,000		\$4,033,000	33% increase
Energy Costs					
Natural Gas	3.8%	\$210,000			50% more water area
Electricity (internal transaction)	4.4%	\$240,000			Doubling
Water and Sewer	1.6%	\$87,000		\$537,000	Unchanged due to efficiencies Increases by about 50%
Maintenance (all types)					
Scheduled and unscheduled Renovations and Upgrades	2.8%	\$153,000			Pro-rated increase
	1.1%	\$60,000		\$213,000	Modest for first 5-10 years
Fixed and Variable Overheads					
Pool Chemicals	1.8%	\$100,000			50% increase
Custodial Supplies	2.5%	\$140,000			Pro-rated with building size
Program Supplies	5.1%	\$280,000			
Misc. (office costs, internal costs)	3.8%	\$210,000		\$730,000	25% more than 2007-2009
<b>Overheads, Reserves and Internal Transfers Total</b>				<b>\$5,513,000</b>	20% greater than 2007-2009
Area Distribution					
Assignable Area Fitness SF	22.6%	18,100			
Assignable Area Aquatics SF	41.8%	33,400			
Assignable Area Other SF	10.9%	8,700			Locker rooms, offices, etc.
Grossing Factors SF					
Gross Building Area SF	24.8%	19,800	79,984		Mech'l., circulation, walls, WCs
Expenditures Pro-Rated by Area					
Labour Cost / SF		\$50.42			Lower than Metro Vanc average
Energy Cost / SF		\$6.71			Lower than Metro Vanc average
Maintenance Costs / SF		\$2.66			Lower than Metro Vanc average
Overheads Costs / SF		\$9.13			Comparable w. Metro Vanc avg.
Average Operating Cost / SF		\$68.93			Slightly lower than Metro avg.
<b>NET REVENUE COST / SF / YEAR</b>				<b>-\$11.30</b>	Better than Metro Vanc avg.
Annual Subsidy Cost				<b>-\$2,683,000</b>	

***Phase II New Aquatic and Fitness Centre Combined with New Community Centre and Gymnasium Redevelopment  
Operating Budget Business Case***

Phase II in essence involves a further expansion to Phase I that includes all functions included in the Centennial Community Centre, except the Indoor Cycling studio that was already included in Phase I, and eliminates duplicated areas such as lobby and reception and, front-of-house and back-of-house functions. The Phase II expansion includes new functions not found in Centennial including a licensed 37-child Childcare component and a second gymnasium. The new building would be a total of 115,000 sf - an increase of 130% over the existing Canada Games Pool of which 35,000 sf added in Phase II. The programs offered at Centennial Community Centre would be relocated to the new facility and the old complex demolished.

The number of multi-purpose spaces found in Centennial would be replicated at the expanded Canada Games Pool, but no new additional multi-purpose spaces added. Given the current high degree of scheduled use of the existing facilities, net increase of community center programs in the new aquatic centre would be negligible unless scheduling efficiencies can be achieved. Consequently, the current approximate \$600,000 per year in program revenues would be transferred as well as \$1.1 million in operating costs (a modest reduction reflecting economies in the new facility). For simplicity in the following tables, the revenues and expenditures from Centennial Community Centre were retained as discrete line items rather being rolled up into the new aquatic centre categories.

New net revenues of \$150,000 have been projected from the food concession café have been including in the business case but no revenues are anticipated from the Childcare component as it was assumed the space would be made available rent-free to a not-for-profit childcare operator.

The bottom line is from Phase I to Phase II, total revenues from all sources in the new facility should increase to a new annual threshold of almost \$3.5 million per year from \$2.4 million and net subsidy from \$2.92 million to \$3.14 million. This latter increase however presents no new subsidy cost to the City of New Westminster as the current approximate \$500,000 per year subsidy to the existing Centennial Community Centre would be transferred to the Canada Games Pool complex upon the decommissioning of the old community centre.

**NEW WESTMINSTER NEW AQUATIC AND COMMUNITY CENTRE - PHASE I AND II**  
**Projected Revenues Analysis - Post-Redevelopment**

Final

Memberships Total	2,100		Membership 50% increase, and includes use of new gyms & fitness studios
Membership Scans Fitness 60%	198,000		
Membership Scans Pool 40%	132,000		
Membership Annual Total Scans	330,000		
Membership Revenues Fitness 60%		\$660,000	Pro-rated revenue
Membership Revenues Pool 40%		\$440,000	Pro-rated revenue
Membership Total Revenues		\$1,100,000	Averages \$3 / visit
Drop-In Scans Fitness 33%	66,000		
Drop-In Scans Pool 67%	134,000		
Drop-In Annual Total Scans	200,000		Drop-Ins 50% increase including fitness studios & gym use
Drop-In Revenues Fitness 33%		\$237,600	
Drop-In Revenues Pool 67%		\$482,400	Averages \$4 / visit
Drop-In Total Revenues		\$720,000	
Program Annual Total Participants*	12,000		25% increase: functions removed and shifted to leisure water creating more capacity
Program Gate Count Fitness	0		Users x 8 visits per program
Program Gate Count Pool	96,000		
Program Total Scans	96,000		
Program Revenues Fitness		\$0	
Program Revenues Pool		\$625,000	Average \$6.25 / visit
Program Revenues		\$625,000	Hyack size capped and usage compressed into fewer hours
Hyack Swim Club Membership			Rate increased 20%
Hyack / Rentals Annual Gate Count	30,000		Pro-rated increase
Hyack / Rentals Revenues	30,000		
Other Revenues			
CCC Membership Scans Transferred	35,000		Net of Spin (in fitness above)
CCC Drop-Ins Transferred	37,000		Net of Spin (in fitness above)
CCC Rentals / Other Transferred	3,000		
Food Concession - New Revenues			Net revenue from new function
Childcare			Space made available rent free
<b>ANNUAL USER COUNT TOTAL</b>	<b>731,000</b>		
<b>ANNUAL GROSS REVENUES</b>		<b>\$3,483,000</b>	
Total Estimated Annual Fitness Visits	264,000		Based on increased demand
Total Estimated Fitness Revenues		\$1,138,902	Increased by 37%
Total Estimated Annual Pool Visits	392,000		Includes programs and Hyack
Annual Pool User Visits per Capita	5.6		Increased by 90%
Total Estimated Pool Visit Revenues		\$1,691,098	About 15% increase
Average Revenue Per User Visit		\$4.31	More than doubling
Fitness Usable Area SF	18,100		Down, but more capacity and ability to absorb future growth
Fitness Revenue Per Square Foot		\$62.92	
Pool Program Water Area SF	11,800		
Pool Leisure Water Area Total SF	5,800		
Pool Revenue Per Water SF		\$96.09	50% increase projected
Community Centre Annual Visits	95,000		Assumed no real increase at this location
Comm. Ctr. / Childcare Usable SF	30,300		
Community Centre Annual Revenues		\$650,000	25% increase but net of Spin
Comm. Ctr. Revenue Per SF		\$21.45	Area increases more than revenue

**NEW WESTMINSTER NEW AQUATIC AND COMMUNITY CENTRE - PHASE I AND II**  
**Projected Expenditures Analysis - Post-Redevelopment**

**Final**

<b>Labour Costs</b>				
Regular Salaries	16.6%	\$1,100,000		Unchanged
Auxiliary Salaries (incl. Lifeguards)	48.8%	\$3,230,000		150% increase, most for leisure
Overtime	0.2%	\$10,000		water plus CCC staff
Benefits	10.6%	\$700,000		No change
			\$5,040,000	60% increase
<b>Energy Costs</b>				
Natural Gas	3.2%	\$210,000		50% more water area
Electricity (internal transaction)	3.9%	\$260,000		Doubling
Water and Sewer	1.3%	\$87,000		Unchanged due to efficiencies
			\$557,000	Increases by about 50%
<b>Maintenance (all types)</b>				
Scheduled and unscheduled	3.6%	\$238,000		Pro-rated increase
Renovations and Upgrades	0.9%	\$60,000		Modest for first 5-10 years
			\$298,000	
<b>Fixed and Variable Overheads</b>				
Pool Chemicals	1.5%	\$100,000		50%pro-rated increase
Custodial Supplies	2.1%	\$140,000		Pro-rated with building size
Program Supplies	4.2%	\$280,000		Increase includes CCC programs
Misc. (office costs, internal costs)	3.2%	\$210,000		
			\$730,000	75% increase
<b>Overheads, Reserves and Internal Transfers Total</b>			<b>\$6,625,000</b>	60% increase over current
<b>Area Distribution</b>				
Assignable Area Fitness SF	15.7%	18,100		Based on program
Assignable Area Aquatics SF	29.0%	33,400		Based on program
Assignable Area Other SF	33.1%	38,100		Locker rooms, offices, etc.plus
				new Gyms, MPR, Childcare, etc.
Grossing Factors SF	23.1%	26,600		Mech'l., circulation, walls, WCs
Gross Building Area SF			115,259	
<b>Expenditures Pro-Rated by Area</b>				
Labour Cost / SF		\$43.73		Lower than Metro average
Energy Cost / SF		\$4.83		Lower than Metro average
Maintenance Costs / SF		\$2.59		Lower than Metro average
Overheads Costs / SF		\$6.33		Comparable with Metro average
Average Operating Cost / SF		\$57.48		Slightly lower than Metro avg.
<b>NET REVENUE COST / SF / YEAR</b>		<b>\$8.04</b>		Better than Metro Vanc. average
<b>Annual Subsidy Cost</b>		<b>-\$3,142,000</b>		

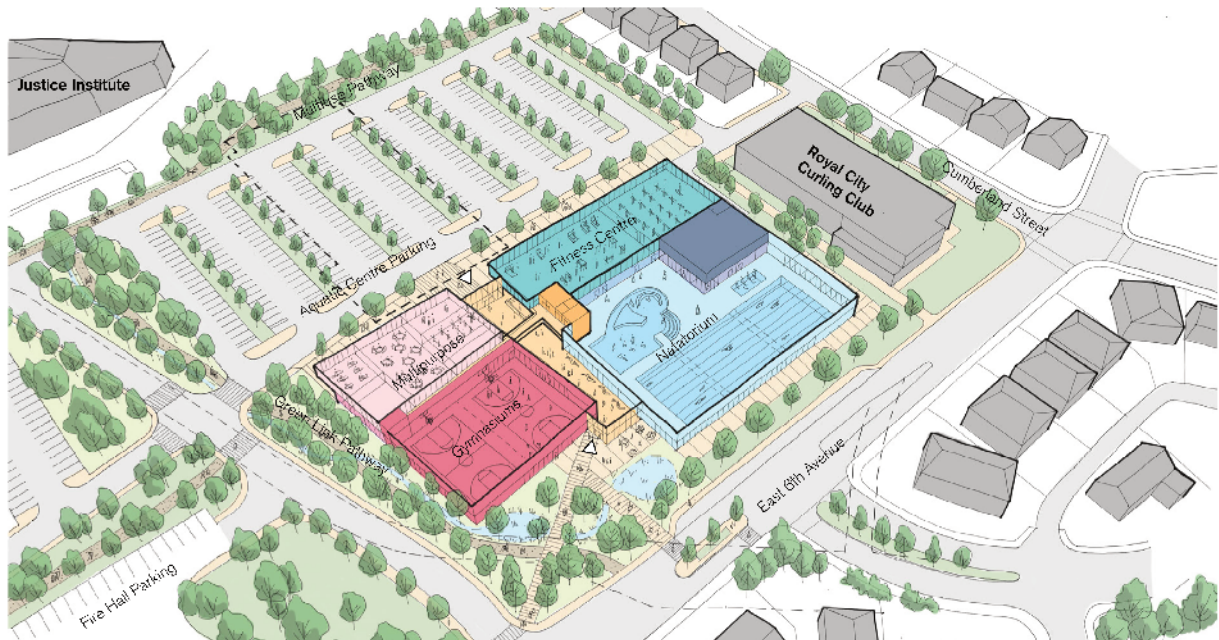
---

## 7.0 Next Steps



## 7.0 Next Steps

The objective of the feasibility process was to produce a building program and concept options that have been guided by public input, tested by careful analysis and are programmatically, functionally and financially supportable. The information contained within this report can be used to make key decisions for the future progression of this project and should be used as the basis for the commencement of schematic design.



▲ Programmatic Massing - Concept Option 1

As part of the next stage in the process we would recommend that the findings of this report be reported back to the community for their input, as a continuation of the previous successful public engagement process. The public engagement initiated momentum for the project and this public support should be harnessed and respected through their continued involvement. Both public events and the previously identified stakeholder groups should be consulted, e.g. the Hyack Swim Club.

The following studies should also be completed prior to commencement of schematic design:

- Legal & topographical site surveys - this will be especially important in terms of confirming the exact locations of the sewer easement and existing buildings.
- Geotechnical report and surveys - the ground conditions are currently unknown but as the site of the former Glenbrook Ravine, is infill materials

will be present and the soil conditions need to be assessed to gain a better understanding of any associated excavation and foundation costs.

- Environmental Assessment Report - this will also help in the understanding of costing relating to any issues surrounding the proposed facility location
- A full transportation impact assessment (TIA) - to determine the wider effects of a new expanded facility on the site, such as intersection treatments and required signaling.
- In order to determine the direction prior to commencing schematic and detailed design, the City should also consider conducting a business case study for structured parking, that includes the option for a shared facility with the Justice Institute.
- Determine the sustainability targets for the project as part of the City's wider green building objectives.
- Determine Relocation options for all-weather playing field and recycling depot

---

# 8.0 Appendix

- 8.1 Costing Estimate Report
- 8.2 Electrical Report
- 8.3 Mechanical Report
- 8.4 Parking & Transportation Report



## 8.1 Costing Estimate Report

- CONFIDENTIAL -  
Report Excluded

## 8.2 Electrical Report

AES Engineering



Designing A Better Tomorrow

## Feasibility Study For New Westminster Aquatics Centre

PREPARED FOR:  
**HCMA Architecture + Design**  
1500 West Georgia Street, Suite 1685,  
Vancouver, BC V6G 2Z6

AUTHORED BY:  
**Kevin Pearson, P.Eng., MBA**

PEER REVIEWED BY:  
**Eke Roosloks, B.Eng.**

SUBMITTED BY:  
**AES Engineering Ltd.**  
1330 Granville Street  
Vancouver, BC Canada V6Z 1M7  
P 604.569.6500 F 604.569.6501  
[www.AESEngr.com](http://www.AESEngr.com)

PROJECT NO. 2-17-116  
**June 30, 2017**



New Westminster Aquatics Centre  
HCMA Architecture + Design  
Page 1

## CONTENTS

1.0	INTRODUCTION .....	2
2.0	CONFORMANCE .....	2
3.0	ELECTRICAL SERVICE .....	2
3.1	New Electrical Service.....	2
4.0	EXISTING SITE CONDITIONS.....	3



## 1.0 INTRODUCTION

The intent of this study is to determine the feasibility of providing electrical services for the proposed new aquatics center to replace the existing Canada Games Pool, located along Cumberland Street between East Sixth Avenue and East Eighth Avenue in New Westminster. This site is adjacent the Justice Institute of BC. Architectural options have been provided by HCMA Architecture + Design.

## 2.0 CONFORMANCE

The following lists the current edition of some applicable codes and regulations that apply to the electrical design:

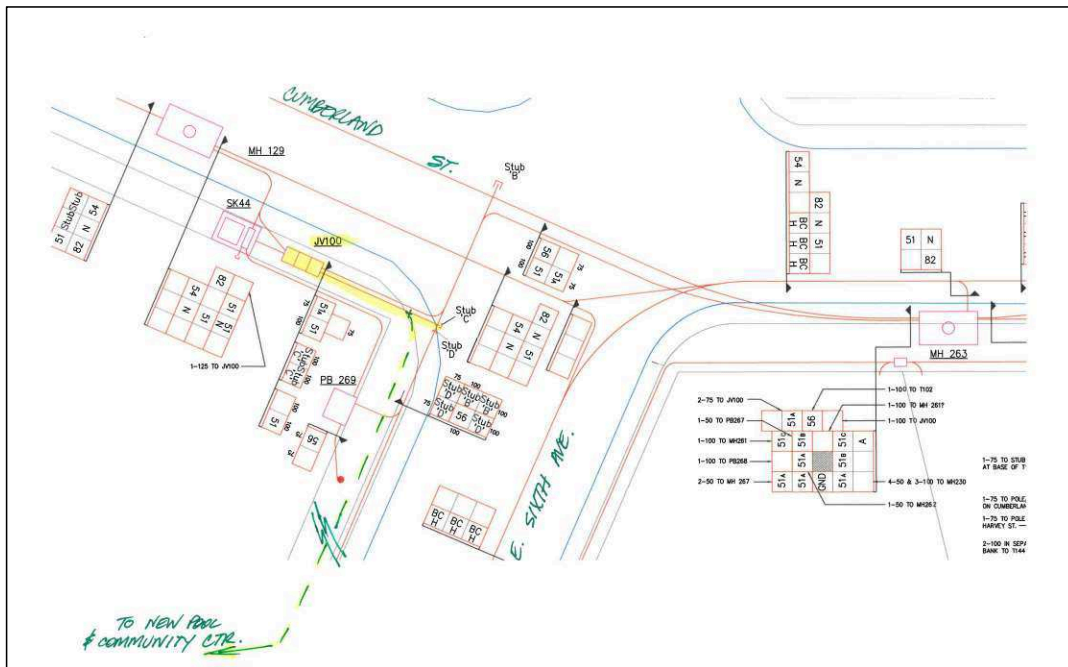
- National Building Code 2012
- ASHRAE 90.1 - 2010
- Illumination Engineering Society of North America (IESNA)
- 2015 Canadian Electrical Code

Note that the ASHRAE 90.1-2010 has more stringent requirements on the total connected lighting load and lighting control than previous editions. Consideration shall be given during the design of the new space, such that the lighting systems provide adequate illumination while meeting the energy requirements.

## 3.0 ELECTRICAL SERVICE

### 3.1 NEW ELECTRICAL SERVICE

The new 12.47kV service connection will originate from an existing junction vault JV100 illustrated in Figure 1. The Utility would arrange for the conduit installation past the Curling Club to the City property. The Subdivision and Development Control Bylaw requires new developments to fund the cost of undergrounding the overhead electrical and communications lines on the adjacent roads. There is an overhead City electrical pole line along East Sixth Avenue, adjacent to this site that would be impacted by this Bylaw.



**FIGURE 1: CITY OF NEW WESTMINSTER UTILITY PROPOSED SERVICE ENTRY POINT**

The building would require a unit substation which would consist of a 2500kVA transformer stepping down the 12.47kV to 600Y/347V. The main bus would be a 3000A board which would provide power to mechanical loads. Step down transformers from 600V to 208Y/120V would be used to provide power for lighting.

#### 4.0 EXISTING SITE CONDITIONS

The three options proposed by HCMA Architecture + Design allow for a phased construction process. Of these three options, option 1 would require the demolition of the existing facility to allow for the gymnasium courts to be constructed. Options 2 and 3 avoid the existing footprint, which may facilitate a smoother transition between the two aquatic centers.



- This page has been deliberately left blank -

## 8.3 Mechanical Report

AME Group

# NEW AQUATIC CENTRE FEASIBILITY STUDY – NEW WESTMINSTER

PROJECT NO.: 009B-065-17

## MECHANICAL DESIGN REPORT JUNE 30, 2017

**PREPARED FOR:**

HCMA Architecture + Design  
400 - 675 W Hastings Street,  
Vancouver, BC V6B 1N2

**ATTN:**

Paul Fast, Architect AIBC, MRAIC  
Principal  
T 604.732.6620  
E pfast@hcma.ca

**PREPARED BY:**

Harold Stewart, LEED AP  
Principal  
E haroldstewart@AMEgroup.ca

1100 – 808 West Hastings Street  
Vancouver, BC V6C 2X4  
T 604-684-5995





## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>3</b>
1.1 PHASE 1.....	3
1.2 PHASE 2.....	3
<b>2. DESIGN APPROACHES .....</b>	<b>4</b>
2.1 PLUMBING.....	4
2.2 FIRE SUPPRESSION .....	4
2.3 HVAC SYSTEMS .....	4
2.4 POOL MECHANICAL SYSTEMS .....	5
<b>3. SUSTAINABILITY STRATEGIES .....</b>	<b>8</b>



## 1. INTRODUCTION

AME consulting Group was commissioned by HCMA on behalf of the City of New Westminster to provide mechanical consulting for the feasibility of a replacement recreation centre for the Canada Games Aquatic Centre and the nearby recreation building. The purpose of the report is to outline the conceptual thoughts for the mechanical systems for a facility of this nature.

The facility has multiple options for spaces and orientation with the following major occupancies:

### 1.1 Phase 1

- .1 Natatorium with up to 5 bodies of water.
- .2 Changing facilities
- .3 Fitness and multi-purpose spaces
- .4 Facility operation areas.

### 1.2 Phase 2

- .1 Community centre Gyms.
- .2 Child care facilities.

This report is based on many similar facilities designed by AME and best practice from across North America.

This report has been prepared by the AME Consulting Group for the exclusive use of HCMA Architecture + Design and the design team. The material in this report reflects the best judgment of the AME Consulting Group with the information made available to them at the time of preparation. Any use of a third party may make of this report, or any reliance on or decisions made based upon the report, are the responsibility of such third parties. The AME Consulting Group accepts no responsibility for damages suffered by any third party as a result of decisions made or actions taken based upon this report.

## 2. DESIGN APPROACHES

Large recreation facilities have longer lifespans than other building types and as such require mechanical systems to be more robust. The systems need to be flexible in nature and easily maintainable. As large Aquatic Centres are expensive to operate, it is extremely important that reducing the impact on these costs are considered for the entire mechanical system.

In aquatic centres, safety for the patrons is also a paramount issue. Choosing the correct levels of chemical treatment and the use of secondary systems must be considered. Water clarity serves both a safety function and enhances the bather experience. Clear, odorless water has to be the goal.

### 2.1 Plumbing

The plumbing systems would be designed to meet the current codes and standards. Domestic hot water would be produced by heat recovered on site and topped up from the boiler system in the facility. Hot water systems should include low or ultra low flow devices such as shower heads and aerators.

Piping systems would utilize stainless steel, polypropylene and/or cross-linked polyethylene in place of the traditional copper to extend the piping lifespan. Piping systems will be broken down in zones for specific areas allowing for easier maintenance.

Plumbing fixtures would be heavy commercial grade made from materials such as vitreous china, stainless steel and composites for longevity and maintainability. They would be low flow for sustainability reasons.

### 2.2 Fire Suppression

A fire suppression system will be required and would be designed to meet all requirements in NFPA. Any alternate solutions defined by the Code Consultant will be incorporate into this design. Typical alternate solutions would include sprinklers in place of fire separations in localized areas, removal of sprinklers over bodies of water and relaxation of fire separations from pools to the basement mechanical spaces.

### 2.3 HVAC Systems

Typically, these facilities would utilize heat recovery chillers for the primary heating of the facility, including pool water, domestic hot water pre-heating and building heat loss. The heat recovery is a by-product of the pool dehumidification requirement and the removal of heat in main exhaust (both require chilled water). This process enables the building to meet current code requirements for pool heating from recovered heat in the building. Gas fired boilers or similar supplemental heating would be required for peak season building heating and pool heating during filling.

The central plant would strive for very high efficiencies in the chillers and boilers to meet the sustainability targets that may be required.

From the central plant, low temperature hot water and chilled water are distributed to air handling systems in different locations throughout the facility. The air handling systems would be divided up according to the areas served. The Natatorium would be a separate system as would the change rooms and the gymnasiums. The fitness and multipurpose areas could be combined with the gym systems but generally these areas are served from separate systems.



When determining the need for separate air handling units, consideration is given to space operating temperature and humidity, hours of operation and serviceability of the systems. Air quality of the spaces need to be taken into consideration as it dictates the material of construction. As an example, Natatorium units see considerably more contaminants than other units requiring these units to be fabricated with more robust materials such as aluminum, epoxy coatings etc.

Smaller areas within these air systems would have individual zone control for comfort conditioning and energy efficiencies. Very small zones can be combined under a single control when load profiles are very close to the same.

These systems would also be selected to be as efficient as possible within realistic cost for the product.

Locations such as entrance vestibules, mechanical rooms and service spaces would be heated and cooled as required from small unitary components connected to the heating and cooling piping. Data and electrical rooms are typically only cooled and pressurized by dedicated systems.

All major mechanical systems will be equipped with Direct Digital Control (DDC) systems. This will include all equipment located in this project.

## 2.4 Pool Mechanical Systems

Pool systems are critical to the success of any aquatic facility. System choices are based on operation, maintainability, safety in use and handling, and overall water and air quality. The minimum standards are set by the Provincial Health Act but industry standards are somewhat higher for most facilities. The following parts of the systems are evaluated based on these principals:

### Turnover Rates:

A pool turnover rate is the time it takes to circulate a volume equal to that of the entire pool through the filtration system. Turnover rates are dictated by usage (bather load), pool temperatures and the ratio of pool volume to bather load. A higher turnover rate provides better filtration and more consistent chemical balancing of the pools – even under high bather loads.

The following table compares the current Act minimum turnover rates for the various pool types with industry standard turnover rates. In general, the pool water circulation systems will be designed to provide turnover rates that meet or exceed industry standards.

	Health Act Minimum Turnover rates	Recommended Turnover rates
Lap Pool	6 Hrs	4 -6 Hours
Leisure Pool	2 Hrs	1 – 2 Hrs
Hot Pool/Cold Pool	30 minutes	10 – 15 minutes

The number of filters required is dependent on the selected turnover rate for an individual pool and the type of filter selected. For an example 50m lap pool, moving from a 6 hour turnover to a 5 hour turnover

typically results in an additional high-rate sand filter being required, whereas often no additional filters are required for a regenerative media system.

#### Temperatures:

The following table shows typical temperatures for the different types of pools:

	Recommended Temperature
Lap Pool	29°C (84°F)
Leisure Pool	32°C (90°F)
Hot Pool	40°C (104°F)
Cold Pool	10°C-12°C (50°F-55°F)

#### Pool Pumps:

Three-phase, base-mounted, centrifugal pumps will be selected for the primary pool circulation pumps, and will be specified with epoxy coated wetted fittings. As discussed above, pumps will be selected to meet the selected turnover rate when the pool filters are dirty. This will allow for increased (faster) turnover rates when the filter is in a clean condition, such as following a backwash.

#### Water Features:

Each water feature will have an associated, dedicated pump or pumps. Smaller volume pumps will be constructed of corrosion-proof, reinforced thermoplastic with an integral strainer. Larger pumps will be base-mounted, end-suction type, similar to the filter pumps.

A master control panel will be provided at the lifeguard station, allowing deck-level control of the water features by lifeguards. In addition, supplementary emergency stop buttons will be located strategically throughout the pool area to shut off all water features in case of a bather emergency, potential or real.

#### Pool Water Heating Systems:

The pool heat will be provided by the central facility heating plant. Pool heating systems would be capable of heating the pools to operating temperature in the following time frames:

Hot Pool	6 hours to 40°C (104°F)
Leisure Pool	48 hours to 32°C (90°F)
Lap Pool	72 hours to 29°C (84°F)
Cold Pool	6 hours to 10°C -12°C (50°F -55°F)

#### **Filters:**

There are at least five different types of filters available in the North American commercial market today: Hi-rate horizontal or vertical sand filters, multi-layer sand filters, vacuum diatomaceous earth (D.E.) filters, and regenerative media filters are the most common.

A meeting will be held in the near future with facility and municipal staff to discuss and evaluate the filtration options. A system comparison matrix will help evaluate the proper system for the facility.

#### **Chemical Disinfection:**

Primary disinfection will be provided by a form of chlorine. This is in keeping both with health code requirements and good engineering practice as chlorine is the most effective, wide-ranging sanitizing chemical available.

Chlorine use also produces powerful by-products, including mono-, di-, and tri-chloramines when chlorine reacts with organic compounds. These by-products can cause respiratory, eye, and skin irritation for bathers and pose an ongoing water maintenance concern. To address these issues, a dedicated form of secondary disinfection is required.

Different types of chlorine (and accordingly chlorine feed equipment) are available, with different sanitizing effects, storage requirements, and consequences for overall water quality and appearance. Each also has particular pH control requirements.

In addition, medium pressure UV is recommended as a secondary oxidizer as it has a proven track record of reducing water borne trichloramines and lower the amount of chlorine required to maintain proper operating concentrations.

#### **Pool Piping:**

Pool piping shall be addressed and specified differently, depending on whether it is above grade and below grade. Below grade piping shall be concrete encased Schedule 40 PVC, while above grade piping shall be Schedule 80 PVC.

#### **Pool Tank and Fittings:**

Following filtration and chemical treatment of the pool water, it will be supplied back to the pool through inlet fittings. Depending on the layout of the pool, these inlet fittings will be on either the floor entirely, or a combination of the floor and the walls. The inlet fittings will be spaced such that they achieve the required turnover rates, supply clean water to all areas of the pool and scour the pool bottom to promote the suspension of solids so they can be picked up by both the main drain and/or skimming system.

The main drains would be designed to ANSI / APSP-7: American National Standard for suction entrapment avoidance in swimming pools. As part of that compliance, despite only drawing a portion of the overall flowrate, the main drains are sized for 100% of the filtration rate.

The gutter system will draw the remaining portion of the pool return water not drawn through the main drains. The gutter will be designed to provide continuous skimming of the pool surface. The gutter pipe will be sized to accept the instantaneous surge volume resulting from bathers entering the pool.

For each separate pool, the gutter pipe will dump into a surge tank that creates a buffer for the filtration system from the varying bather loads.

### 3. SUSTAINABILITY STRATEGIES

The following energy saving and conservation features should be considered for the mechanical systems

- .1 Ultra- low greenhouse gas footprint will result in utilizing a ground-source heat pump for heating and cooling the building.
- .2 High performance envelope construction is encouraged with shading devices and low-e window coatings.
- .3 Ventilation Air/Relief Heat Recovery System:
  - .1 Heat recovery from natatorium exhaust and building relief/exhaust to ventilation air.
  - .2 Dehumidification heat recovery.
- .4 Thermostatically controlled exhaust fans for heat removal in mechanical room and electrical rooms.
- .5 Water conserving plumbing fixtures and plumbing trim to be used where applicable to conserve water and reduce the waste load on the municipal sewer systems. These fixtures will be:
  - .1 High efficiency flush valve toilets with sensor activated flush.
  - .2 Low flow sink faucets with metered sensors
- .6 Solar panels will be installed as a source of supplemental heating for the building, pool and domestic hot water. This requires careful management so as to not negatively impact other heat recovery systems.
- .7 The option of having a geo-exchange system will be reviewed in the future. We suspect, however, that this option will not be cost effective due to the amount of heat recovery available from normal system choices. The geo-exchange system may only amount to a heat rejection capacity equivalent to the cooling tower.
- .8 Regenerative media filter are proposed as efficient pool filters. These have lower water consumption. This also results in requiring less energy input to heat the pool water.
- .9 Connection to the adjacent curling club to make use of the rejected heat from the ice plant.
- .10 Although generally not used in public facilities, pool covers should be reviewed for suitability and energy savings.
- .11 “Passive Pool” standards should be explored to provide insight to operational efficiencies within the natatorium.

- .12 District energy options can be explored with the other facilities in the area such as the Justice Institute.
- .13 Envelope performance recommendations:
  - .1 A maximum glazing to gross wall ratio of 40% is recommended. The heating dominated nature of this building will require exceptional insulation performance if aggressive energy efficiency targets are to be met. For non-residential occupancy, the current ASHRAE 90.1 requirements for 40% glazing are as follows:
    - .1 Code wall performance:  $U=0.0148 \text{ W/m}^2\cdot\text{C}$  ( $0.084 \text{ Btu/hr}\cdot\text{sqft}\cdot^\circ\text{F}$ ). Steel stud construction would require R13 cavity insulation plus R3.8 continuous insulation to accomplish this.
    - .2 Code glazing performance:  $U=0.100 \text{ W/m}^2\cdot\text{C}$  ( $0.57 \text{ Btu/hr}\cdot\text{sqft}\cdot^\circ\text{F}$ ) for fixed glazing and  $U=0.118 \text{ W/m}^2\cdot\text{C}$  ( $0.67 \text{ Btu/hr}\cdot\text{sqft}\cdot^\circ\text{F}$ ) for operable glazing. This is an overall assembly rating including the frame.
  - .2 We recommend significantly improving on the performance requirements in order to contribute to energy savings over time. As such, we recommend exceeding wall performance by approximately 50%. We also recommend glazing with the following performance:  $U=0.067 \text{ W/m}^2\cdot\text{C}$  ( $0.38 \text{ Btu/hr}\cdot\text{sqft}\cdot^\circ\text{F}$ ) for fixed and operable units, and a Solar Heat Gain Coefficient of 0.4.

As time passes there will be more options for energy optimizing and operational savings. These would be explored as and when available.

END OF REPORT

## 8.4 Parking & Transportation Report

Urban Systems





# MEMORANDUM



Date: June 28, 2017  
 To: Paul Fast, HCMA, Kim Winston, HCMA  
 cc: Kristen Dyck, HCMA  
 From: Jeremy Finkleman  
 File: 4237.0002.01  
 Subject: **Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment**

## INTRODUCTION

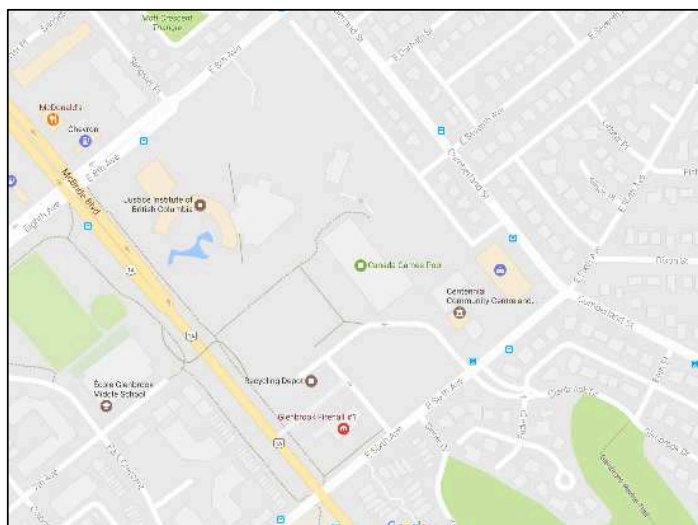
This memo summarizes Urban Systems recommendations for parking supply and access associated with the proposed redevelopment of the Canada Games Pool and Centennial Community Centre property in New Westminster. Redevelopment of the site would result in the removal of the existing Canada Games Pool, Centennial Community Centre, a recycling depot, and an all-weather field and the construction of a new 117,340 square foot (10,812 square metre) aquatic / recreation centre. No changes to the Royal City Curling Club rink or Glenbrook Firehall are proposed.

The land use information on which the parking supply analysis has been undertaken was provided by HCMA in April-May, 2017.

## CURRENT CONDITIONS

As shown in **Figure 1**, the Canada Games Pool and Centennial Community Centre are located on a site in upper New Westminster bounded by E Sixth Avenue (S), Cumberland Street residential properties (E), the Justice Institute of British Columbia (N), and McBride Boulevard (W). In addition to the pool and community centre, the site includes a recycling depot, an all-weather field, the Glenbrook Firehall and the Royal City Curling Club.

**Figure 1: Site Location**



MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 2 of 14



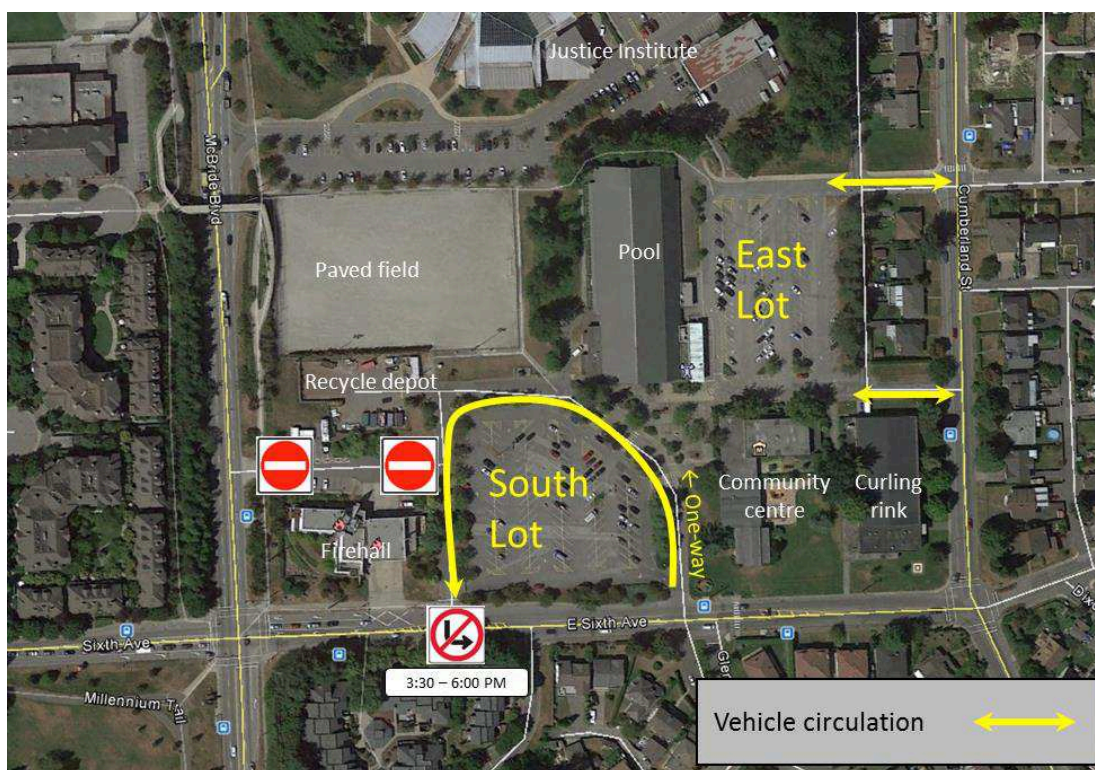
*Parking and Vehicular Access*

As shown in **Figure 2**, the site is served by two separate parking lots that do not interconnect. The south parking lot accommodates 150 public parking stalls plus an additional 17 stalls adjacent to the fire hall reserved for exclusive use by the fire department. The south lot is accessed exclusively via a one-way driveway from E Sixth Avenue at Glenbrook Drive. An outbound driveway is provided adjacent to the fire hall onto E Sixth Avenue. Southbound left turn movements onto E Sixth Avenue are restricted between 3:30 and 6 PM.

The east parking lot accommodates 124 stalls and is accessed from Cumberland Street at Seventh Avenue. A secondary access is provided onto Cumberland Street midblock between Seventh and E Sixth Avenues.

An additional small parking lot is provided for the firehall with direct access to/from McBride Boulevard. The firehall parking lot is *not* open to the public. Flow through is restricted to McBride Boulevard by automatic gates.

**Figure 2: Site Access and Parking**



MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 3 of 14



Excluding firehall-related parking, both parking lots provide a total of 274 stalls that serve the community centre, pool, curling rink, recycling depot, and all-weather field. As shown in **Tables 1 and 2**, parking at the site is provisioned at a rate of 3.4 stalls per 1,000 square feet GFA.

**Table 1: Current Facility Size**

Facility	Gross Floor Area (Sq. Ft)	Source
Canada Games Pool	41,000	Cannon Design
Centennial Rec Centre	17,000	Cannon Design
Curling Rink	23,500	CAD Measurement (Approximate)
<b>COMBINED</b>	<b>81,500</b>	

**Table 2: Parking Provision Rate**

<b>Combined Facility Size</b>	81,500 sq. ft.
<b>Parking Provision</b>	274 stalls
<b>Parking Provision Rate</b>	3.4 stalls / 1,000 sq. ft.

\*While parking provision at the site is shared between facilities, for phasing purposes an understanding of parking needs for the curling rink is required. New Westminster's *Zoning Bylaw 6680, 2001 (150.17-18)* notes the curling rink requires a parking provision of 8 stalls per ice sheet or 48 stalls in total.

*Active Transportation and Public Transit*

The site is well connected to New Westminster's broader cycling and pedestrian networks. Sidewalks are provided on all sides of adjacent streets serving the site with well-marked crosswalks at the Cumberland Street / Seventh Avenue, Cumberland Street / E Sixth Avenue, Glenbrook Drive / E Sixth Avenue and McBride Boulevard / E Sixth Avenue intersections. The site is located along the Seventh Avenue Crosstown Greenway. A pedestrian/cycling overpass connects the site across McBride Boulevard to Glenbrook Middle School.

Regular bus service connects the site to Uptown New Westminster and the SkyTrain network. The site is served by route 155, which serves the E Sixth Avenue corridor between 22<sup>nd</sup> Street and Braid SkyTrain Stations. Service is provided seven days a week at 15 to 30 minute frequencies. Route 155 service is supplemented by Route C4, which provides local service along E Sixth Avenue and Cumberland Street. The primary bus stop for the site is located on E Sixth Avenue at Glenbrook Drive and includes benches and bus shelters.

#### MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 4 of 14



### USAGE PATTERNS

Typical peak parking demands for aquatic centres tend to occur during weekday evening and weekend morning public swims. Peaks can also occur during special events such as swim meets. Conversations undertaken as part of this work with facility managers at the Canada Games Pool and Centennial Community Centre confirmed this typical utilization pattern. The following trends were identified:

- During the school year, the Canada Games Pool experiences peak utilization in the late afternoon and evening periods on weekdays (3:30 to 9 PM) and from morning to early evening on weekends (9 AM to 7 PM on Saturdays, 11 AM to 7 PM on Sundays). In July and August the facility is consistently busy on weekdays between 5:30 AM and 9 PM.
- The Centennial Community Centre experiences peak utilization on weekdays between 9 and 11 AM and again between 4:30 and 6:30 PM. Usage patterns are consistent through the year.

The following parking issues were highlighted by facility managers:

- The parking lot has been used as an overflow area for Justice Institute parkers, reducing parking opportunities for pool and community centre users. Recently, a three hour maximum time restriction was implemented on weekdays to prevent all day Justice Institute parkers from using the lot. Preliminary observations by facility managers note that this approach has been successful in preserving parking for facility users. Special events at the Justice Institute, such as police graduations, result in heavy parking overflow to the study site lot. Events such as these occur about ten times a year.
- Heavy parking demand is observed during weekday evenings when the all-weather field is in use or during large tournaments at the curling rink. During periods when parking demand exceeds lot capacity, parking overflows to on-street space along Cumberland Street.

### PEAK PARKING DEMAND AND SUPPLY

The ITE *Parking Generation Manual* notes a parking demand rate of 3.2 stalls / 1,000 square feet for recreation centres. Recreation centres are stand-alone public facilities similar to and including YMCAs. These often include classes and clubs for adults and children; a day care or nursery school; meeting rooms; swimming pools and whirlpools; saunas; athletic courts; exercise classes; weightlifting and gymnastics equipment; and a restaurant or snack bar. The *Parking Generation Manual* does not have a standalone rate for aquatic centres. It is noted that the range of rates provided in the ITE Manual for recreation centres is significant (1.4 to 7.4 stalls / 1,000 sq. ft GFA) and that the average rate is based on only seven studies.

For context, the ITE rate is compared with parking demand rates for recreation centres and standalone aquatic centres primarily within Metro Vancouver. As part of a submission for the *Grandview Heights Aquatic Centre* in Surrey, Bunt and Associates recorded peak period parking demand at six recreation centres (which may include pools) and an additional three primarily aquatic centres in both suburban and urban locations (shown in **Appendix 1**). Weighted parking demand rates at the sites averaged 3.0 and 3.1 stalls per 1,000 sq. ft. for recreation centres and primarily aquatic centres, respectively. These rates are well aligned with ITE *Parking Generation Manual* averages and the current parking provision rate at the study site discussed above (3.4 stalls / 1,000 square feet).

MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 5 of 14



By contrast, the City of New Westminster's *Zoning Bylaw 6680, 2001 (150.17)* notes:

For community centres and components thereof, unless otherwise herein specifically designated, one parking space shall be provided for each 200 square feet (18.58 square metres) of net floor area.

This results in a parking provision rate of 5 stalls per 1,000 square feet.

Total parking supply for the Canada Games Pool redevelopment is displayed in **Table 3** according to the City's bylaw (5 stalls per 1,000 square feet) and separately according to empirical demand observations at similar facilities and the ITE *Parking Generation Manual* (3.2 stalls per 1,000 square feet). Parking requirements for the existing curling club are calculated at 8 stalls per ice sheet as per the City's *Zoning Bylaw* and are in addition to stalls provisioned as a result of the redevelopment. Applying the City's requirements results in a need to provision 635 total parking stalls at the site, while only 423 stalls are required according to empirical demand observations.

**Table 3: Parking Requirements at Site**

Facility	GFA (Square Feet)	Required CNW Bylaw (5 stalls / 1,000 sq. ft)	Demand Approach (3.2 stalls / 1,000 sq. ft)
New Aquatic & Community Centre	117,340	587	375
Royal City Curling Club*	23,500	48	48
<b>TOTAL</b>		635	423

\*Calculated at 8 spaces per ice sheet, CNW *Zoning Bylaw 6680, 2001 Section 150.17-18*

In our view, the City's *Zoning Bylaw* rates are out of line with the current parking provision rate at the site (3.4 stalls per 1,000 square feet), the ITE parking generation rate (3.2 stalls per 1,000 square feet), and parking demands at similar facilities in Metro Vancouver (3.0-3.1 stalls per 1,000 square feet). Moreover, given that the site is well integrated into the surrounding neighbourhood with good walking, cycling, and transit connectivity, a proportion of site visitors will likely access the site using alternative transportation modes. Further, while on-street parking is restricted on McBride Boulevard and E Sixth Avenue near the site, unrestricted on-street parking is available on Cumberland Street and local roads to the east, which can provide relief during unusually high demand periods. As such, it is our view that the parking supply for the Canada Games Pool redevelopment be provisioned at a rate of 3.2 stalls per 1,000 square feet GFA, in lieu of bylaw requirements.



MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 6 of 14



**PROPOSED PARKING SUPPLY**

**Appendix 2** illustrates the preferred aquatic / recreation centre redevelopment concept (Option 1) site parking layout (plan provided by HCMA June 7, 2017). A total of 433 parking stalls are provided, excluding stalls associated with the firehall. This supply is 10 stalls in excess of the 423 stalls required during peak demand periods, according to empirical observations. While it is recognized that total stalls provisioned fall short of the bylaw requirements, overflow on-street parking is available on nearby Cumberland Street in rare circumstances where demand exceeds supply.

Redevelopment of the site will result in a net increase in parking provision at the firehall from 17 stalls currently to 37 stalls. These stalls are not assumed to be available to the public and are in addition to the 433 parking stalls noted above.

For general use and office buildings, the City of New Westminster's *Zoning Bylaw* 6680, 2001 (150.72) requires 1 handicapped parking space for every 25 spaces provided up to the first 100 spaces and 1 parking space for every 50 parking spaces provided subsequently. As per the bylaw, 12 designated handicapped parking spaces are required at the site. The site plan notes a total of 13 designated handicapped parking stalls, which is in excess of the bylaw's requirements

In addition, approximately 10 pick-up/drop-off stalls (not included in the supply) are provided in the parking lot and a further 8 along westbound E Sixth Avenue.

Alternative site redevelopment concept options 2 and 3 (displayed in **Appendix 3**) were briefly reviewed as part of this exercise. Concept options 2 and 3 provide 426 and 450 public parking stalls, respectively. Parking provision for both alternative options is in excess of the 423 stalls required during peak demand periods, according to empirical observations.

**PARKING LAYOUT AND ACCESS IMPLICATIONS**

The parking layout has been optimized by orienting the parking bays east-west along the longer axis of the lot. Internal vehicle circulation is clear with 90-degree intersections throughout, one internal north-south drive aisle and two internal east-west drive aisles.

As shown in **Figure 3**, primary vehicular access is provided at the Cumberland Street / Seventh Avenue intersection, with a secondary right-in/right-out access provided at E Sixth Avenue / Ginger Drive. Full movement access at E Sixth Avenue / Ginger Drive is likely not possible due to the proximity of the McBride Boulevard signal. **A full transportation impact assessment is required to verify the need for this access restriction.** Vehicular access to and from the site is consistent across all concept options.

For the preferred option (Option 1), two passenger pick-up/drop-off zones are proposed to serve the building's two primary entrances. The primary pick-up/drop-off zone is located adjacent to the northern building entrance along the southern internal drive aisle and is facilitated by a counter-clockwise circulation pattern to / from the primary parking lot entrance at Cumberland Street / Seventh Avenue. A secondary pick-up/drop-off zone is located along westbound E Sixth Avenue and will serve the building's southern entrance.

urbansystems.ca



MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 7 of 14



A designated service driveway is provided at the current midblock access to Cumberland Street, south of the main vehicle entrance.

While the site layout and building access differs for Options 2 and 3, both alternative options similarly provide two passenger pick-up/drop-off zones and efficient internal circulation.

Figure 3: Site Circulation (Option 1)



It is recognized that redeveloping the site and re-orienting the parking lot will place additional traffic pressure on the Cumberland Street / E Sixth Avenue four-way STOP intersection as well as the primary and secondary site accesses. **A full transportation impact assessment (TIA) is required to determine whether current intersection treatments are adequate or whether changes, such as signaling the Cumberland Street / E Sixth Avenue intersection and/or the addition of auxiliary lanes, are required. While a right-in/right-out configuration at the E Sixth Avenue / Ginger Drive access has been assumed in this submission, a TIA is additionally required to validate this assumption.**

# MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 8 of 14



## NON-AUTO ACCESS AND BICYCLE PARKING

Site layout for the three concept options supports non-auto forms of access in the following ways:

- In option 1, one of the two primary building entrances is oriented directly to E Sixth Avenue, providing pedestrians and cyclists direct streetfront access to the building without needing to navigate the parking lot; building entrances in options 2 and 3 are accessed from the street via an internal pathway and similarly provide pedestrians and cyclists with access to the facility without needing to cross a parking lot;
- Building entrances for all redevelopment options are within 150 m of a bus stop;
- The aquatic / recreation centre and curling rink are in close proximity to each other, resulting in excellent pedestrian connectivity between the two facilities;
- As shown in **Figure 4** for option 1, designated pedestrian and cycling links on the north side of the building and on the east side of the north-south drive aisle connect the facility to off-site corridors. These include connections to the pedestrian overpass across McBride Boulevard and the east-west Crosstown Greenway along the north side of the parking lot. Similar levels of pedestrian and cycling connectivity are provided in options 2 and 3.
- 

**Figure 4: Major Pedestrian Circulation (Option 1)**



MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games  
 Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 9 of 14



*Bicycle Parking*

Adequate end-of-trip bicycle facilities are integral in bolstering active transportation mode share to the site and reducing overall demand for parking. New Westminister's *Zoning Bylaw 6680, 2001 (155.2)* requires community centres to supply a minimum of 1 long term bicycle parking space for each 500 square metres (5,382 square feet) and 6 short term bicycle parking spaces for each 1,500 square metres (16,146 square feet) of floor area used for assembly purposes. At 117,340 square feet (10,812 square metres), the new recreation centre building will require, at minimum, 22 long-term and 44 short term bicycle parking spaces.

Long term bicycle parking spaces are to be provided in a bicycle storage facility or in individual bicycle lockers while short term bicycle parking facilities refer to bike racks.

**IMPACT OF RETAINING THE CURRENT RECYCLING DEPOT AND ALL-WEATHER FIELD**

The above review assumes that the current recycling depot and all-weather field will be replaced as part of the site redevelopment. **Table 4** displays the impact of retaining the recycling depot and all-weather field on parking provision on site. Retaining the all-weather field results in a parking stall reduction of 165 stalls (depending on concept option). Retaining the recycling depot results in a parking stall reduction of 42 stalls and potentially reduces the firehall parking lot. Retaining both site elements reduces on-site parking provision to 244 stalls, far below the 423 stalls required during peak demand periods, according to empirical observations.

**Table 4: Parking Impact of Retaining the Recycling Depot and All-Weather Field (Option 1)**

Facility	Stalls Lost	Remaining Stalls
All-Weather Field	-165	268
Recycling Depot	-42	391
All-weather Field + Recycling Depot	-189	244

The all-weather field and recycling depot result in their own associated parking demand, which will add further pressure to the remaining on-site parking supply.

In addition, retaining either or both of these site elements will require a reconceptualization of internal site driveways, pathways, and parking, which may further reduce on-site parking provision beyond what has been indicated above.

As a result, retaining either or both the current recycling depot and the all-weather field will likely require the construction of a parking structure to accommodate parking demand on-site.

MEMORANDUM

Date: June 28, 2017  
 File: 4237.0002.01  
 Subject: Parking Demand & Site Transportation Considerations: Canada Games Pool / Centennial Recreation Centre Proposed Redevelopment  
 Page: 10 of 14



**PARKING SYNERGIES WITH THE JUSTICE INSTITUTE SITE**

Opportunities for leveraging parking supply at the Justice Institute of British Columbia were explored through this study. Conversations with the facility managers at the Justice Institute, Canada Games Pool, and Centennial Recreation Centre revealed potential opportunities that could be of benefit to all parties.

**Table 5** contrasts peak parking demand for the Justice Institute, the Canada Games Pool, and Centennial Recreation Centre based on conversations with facility managers. Facility usage patterns at the proposed aquatic / recreation centre is assumed to be similar to the existing pool and recreation centre facilities on site.

**Table 5: Peak Usage Periods at the Justice Institute, CG Pool, and Community Centre**

Time Period	School Year			Summer		
	Justice Institute	CG Pool	Com. Ctr.	Justice Institute	CG Pool	Com. Ctr.
Weekday Morning (8 AM – 12 noon)	PEAK		PEAK		PEAK	PEAK
Weekday Early-Mid Aft. (12 noon – 4 PM)	PEAK				PEAK	
Weekday Late Aft. (4 PM – 7 PM)			PEAK		PEAK	PEAK
Weekday Evenings		PEAK			PEAK	
Weekends		PEAK			PEAK	

As an academic institution, parking demand at the Justice Institute peaks during the weekday day time period. Heavy parking demand is experienced between approximately 8 AM and approximately 3:30 PM. By 4 PM, demand for parking begins to drop and by 5 PM, the parking lot is reported to be at approximately 50% capacity. Usage at the Justice Institute parking lot was reported at 25% or less on weekday evenings and all day on weekends.

Seasonally, facility usage is higher when school is in session (September to early December; January to April), with much lower usage during the Christmas holiday and summer periods.

During peak times, parking demand can exceed supply. Overflow vehicles tend to park in unrestricted zones along Cumberland Street. Three hour parking restrictions on the study site lot prevent most JI-oriented overflow vehicles from using the study site.

MEMORANDUM

Date: June 28, 2017  
File: 4237.0002.01  
Subject: Parking Demand & Site Transportation Considerations: Canada Games  
Pool / Centennial Recreation Centre Proposed Redevelopment  
Page: 11 of 14



By contrast facility usage at the Canada Games Pool peaks during the weekday after school periods and on weekends during the school year. Heavy all-day weekday and weekend use was identified at the pool through the summer. The mid-morning and late-afternoon were identified as peak demand periods for the community centre, with consistent usage patterns through the year.

Contrasting peak parking demand periods at the adjacent sites present opportunities to better utilize limited parking resources. Strategies to best optimize parking between the two sites may include but are not limited to the following:

- Improved pedestrian connectivity between the Justice Institute and aquatic / recreation centre parking lots to enable flow-through
- Informational signage at both sites informing parkers of overflow options at the adjacent site
- Removal of the three hour maximum parking limit for select parking stall areas within the aquatic / recreation centre lot. Select unrestricted areas should be located further away from the aquatic centre and closer to the JI facility
- Explore the potential to create an internal driveway connecting the two lots which will better facilitate the optimization of parking supply between the sites.

**CLOSURE**

We trust this memorandum satisfies your requirements. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

**URBAN SYSTEMS LTD.**

Jeremy Finkleman, MCIP RPP  
Transportation Planner

/jf

\\uslvc\proj\PROJECTS\4237\0002\01\IR-Reports-Studies-Documents\IR1-Reports\Canada Games Pool Memo.docx

***Appendix 1: Recreation Centre / Community Centre & Aquatic  
Centre Peak Parking Demand Rates***

Source: Bunt, 2012

## Recreation Centre/Community Centre &amp; Aquatic Centre Peak Parking Demand Rates

Exhibit 2

## Bunt Parking Demand Studies Summary

Location	Use	Facilities	Peak Parking Demand					Source / Comments	Nearby Land Use / Transit	
			Floor Area GFA (sqft)	Peak demand (stalls)	# stalls per 1,000 sf	Sq.ft. per stall	# stalls per 100 sq.m.			sq.m per stall
Recreation/Community Centres, which may include Aquatic Centre										
South Surrey Athletic Park, Surrey BC	Recreation Centre		33,500	110	3.28	305	3.53	28	Site Planning & Design Traffic Study by Bunt & Associates in 2004 (4027.09); constructed; other recreational uses also on-site but info here just for Rec Centre	Sub-urban
West Vancouver Central Community Centre, West Vancouver, BC	Community Centre	Recreation & Aquatic Centre only, excluding Senior's Centre	54,190	135	2.49	401	2.68	37	Senior's Centre has free lunch program mid-day which skews Recreation Centre demand results	Sub-urban
Cameron Rec Centre, Burnaby BC	Community Centre		55,924	199	3.56	281	3.83	26	4669-01. Parking study by Bunt & Associates late 2007. Demand based on on-site counts plus estimate of off-site	Sub-urban/urban
Confederation Park Centre, Burnaby BC	Community Centre	Aquatic Centre, Library, Seniors Centre	115,750	380	3.28	305	3.53	28	4668-01. Parking study by Bunt & Associates late 2007/early 2008. Demand based on on-site counts plus estimate of off-site. Data factored by 10% to represent peak season. GFA for Burnaby Heights CRC reduced by 1/3 as entire building not in use	Sub-urban
Riley Park Community Centre, Vancouver, BC	Community Centre		19,000	70	3.68	271	3.97	25	Hillcrest / Riley / Nat Bailey Stadium Parks Master Plan Transportation Study by Bunt & Associates in 2005 (4542.01); existing based on parking counts only related to Rec Centre lot	Urban
Guildford Recreation Centre, Surrey, BC	Recreation Centre	Library	109,290	271	2.48	403	2.67	37	Bunt 4109.40 study. Estimated peak 85th percentile demand rate based on typical peak and special event observations	Sub-urban Town Centre
All Sites			387,654	1,165	3.01	333	3.23	31		
Primarily Aquatic Centres										
Coquitlam Aquatic Centre, Coquitlam, BC	Aquatic Centre	25m pool, Fitness Centre, ancillary meeting rooms	50,000	145	2.90	345	3.12	32	West Van Rec Centre Traffic and Parking Study by Bunt & Associates in 2001 (4244.03)	Sub-urban
West Vancouver Central Community Centre, West Vancouver, BC	Aquatic Centre	Aquatic Centre demand only, estimated from interview data	17,094	55	3.22	311	3.46	29	West Van Rec Centre Traffic and Parking Study by Bunt & Associates in 2001 (4244.03)	Sub-urban
Airdrie East Lake Recreation and Wellness Centre, Airdrie, AB	Aquatic Centre	Gym	63,683	201	3.16	317	3.40	29	Parking Study by Bunt & Associates in 2007 (1005-03); based on weekday March parking counts. Peak at 6 pm.	Sub-urban
All Sites			130,777	401	3.07	326	3.30	30		

## ITE Parking Generation Manual

## Fourth Edition ITE Parking Generation Manual: Land Use 496 Recreational Community Centre

Suburban Sites:  
Peak Period: 6-8 pm  
Average Peak Period Parking Demand: 3.20 vehicles/1,000 GFA  
Range: 1.40 to 7.38 vehicles/1,000 GFA  
85th percentile: 5.03 vehicles/1,000 GFA  
33rd percentile: 1.82 vehicles/1,000 GFA

ITE Manual states: "Transitions between events (e.g. youth league basketball games) can result in wide variation in parking demand"

Note: no relationship actually established between GFA and parking demand; only 7 study sites

S:\PROJECTS\4428-05 Grandview Heights Aquatic Complex\Deliverables\Parking Tech Memo\Exhibit 2

6/26/2012





**HCMA Architecture + Design**  
[www.hcma.ca](http://www.hcma.ca)

*Vancouver*  
400 - 675 West Hastings Street  
Vancouver BC V6B 1N2 Canada

604.732.6620  
[vancouver@hcma.ca](mailto:vancouver@hcma.ca)

*Victoria*  
Suite 300, 569 Johnson Street  
Victoria BC V8W 1M2 Canada

250.382.6650  
[victoria@hcma.ca](mailto:victoria@hcma.ca)



Attachment B

Presentation Slides -

Aquatic & Community Centre

Feasibility Study

December 4, 2017

# Council Meeting

December 4, 2017

## City of New Westminster - Aquatic Centre Feasibility Study



# 1

## Engagement & Programming Design Considerations Next Steps



# Public Engagement (2016)

- High degree of support for a renewed facility
- Loyal existing user group that supports the current fitness focus of the facilities.



## Who we've engaged with...

**Over 1870 residents and stakeholders** completed the online survey, including participants of in-person intercepts at:

- Canada Games Pool and Centennial Community Centre
- New Westminster Public Library
- River Market

**Over 100 people attended stakeholder workshops** and we consulted with the following groups and organizations:

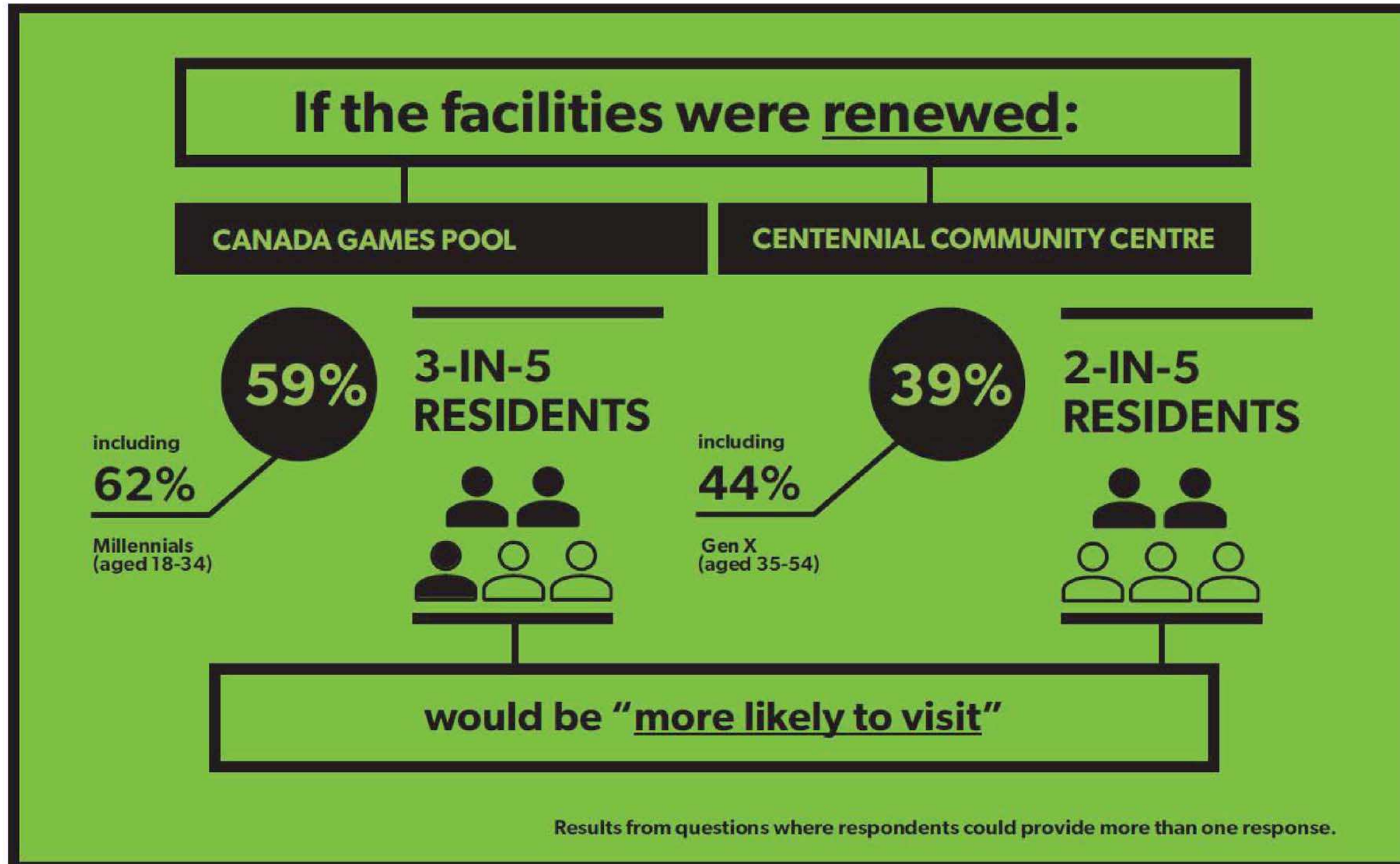
• Public Users	• Senior Advisory Groups	• Newcomers Groups & Public Users
• Aquatic Sports Clubs	• Youth Advisory Groups	• Fitness Centre Users & Personal Trainers
• Hyack Swim Club	• Accessibility Advisory Groups	• Local Recreation & Sports Groups
• Adjacent Neighbours	• Canada Games Pool Staff	• Queensborough Public Users and Residents
• Resident Associations	• Centennial Community Centre Staff	
• City Advisory & Planning Bodies	• Multiculturalism Advisory Groups	

**Over 2000 factsheets** were handed out and **over 300 vision postcards** were completed at the following New Westminster Public Events:

<b>SAPPERTON DAYS</b> Sunday 12th June 2016	
<b>QUEENSBOROUGH KIDS FESTIVAL</b> Saturday 18th June 2016	
<b>PIER TO LANDING</b> Sunday 19th June 2016	

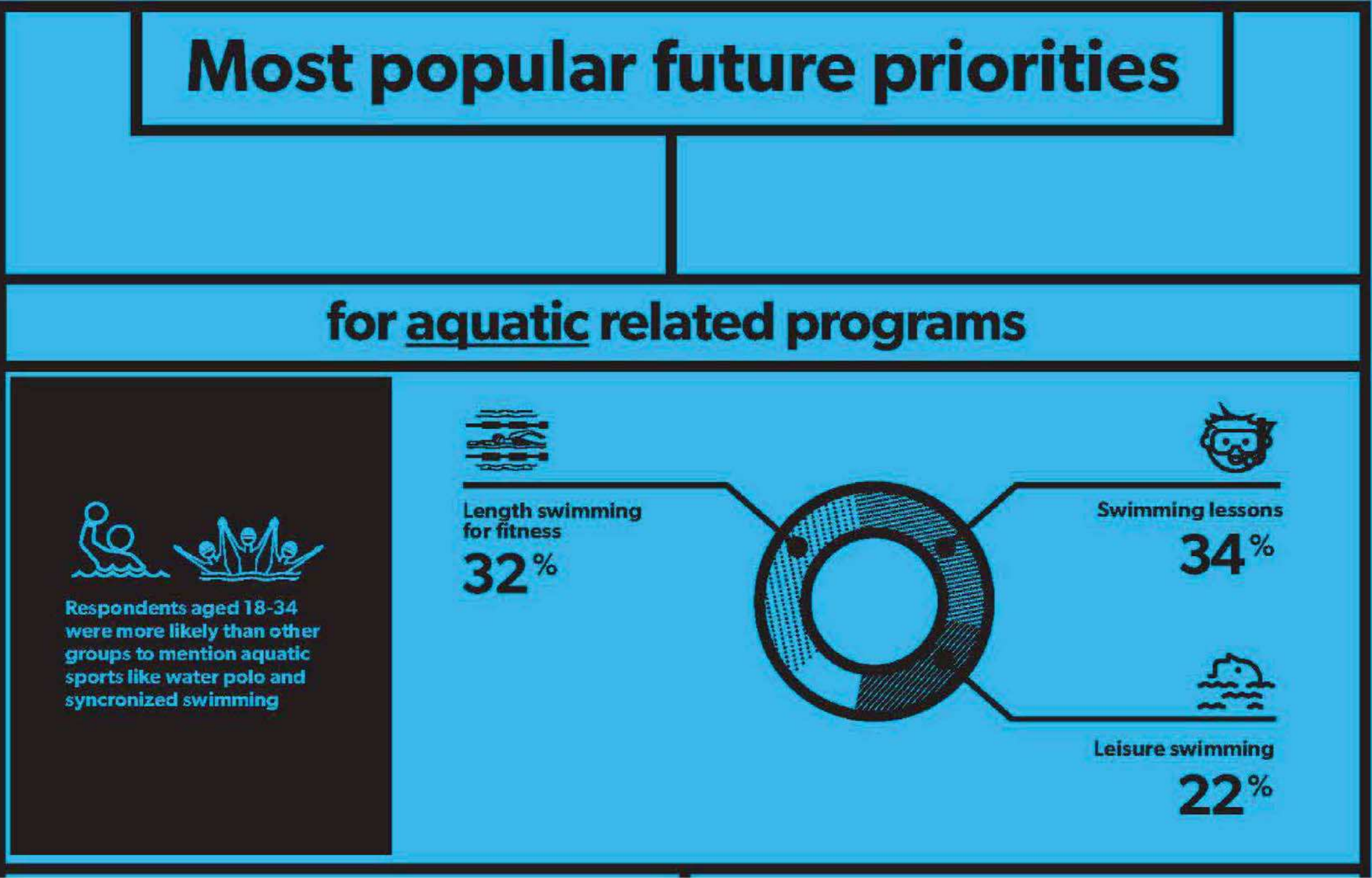
14

# Public Engagement (2016)





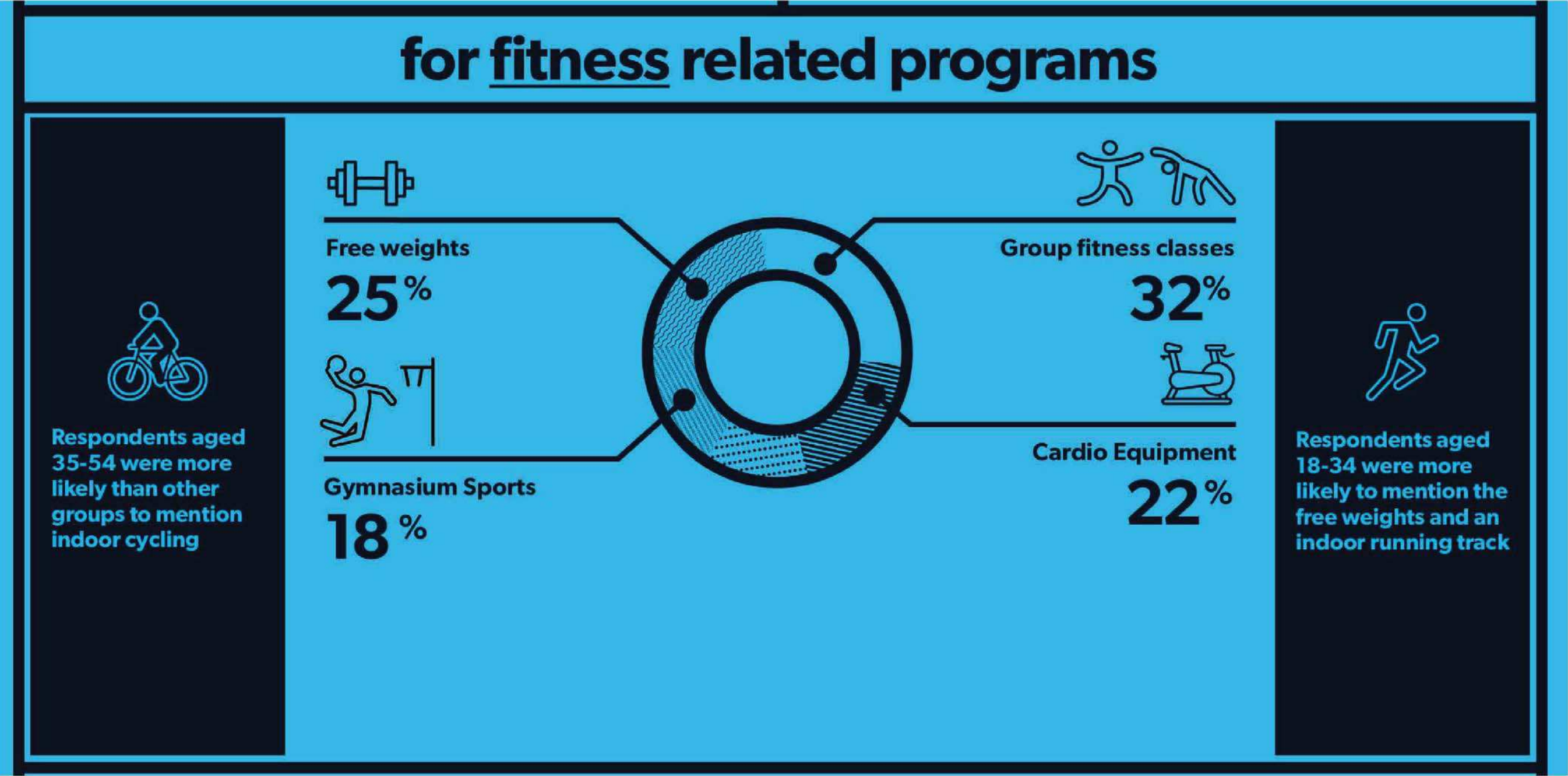
# Public Engagement (2016)



Note: Respondents could choose more than one answer (so % will not add up to 100%)

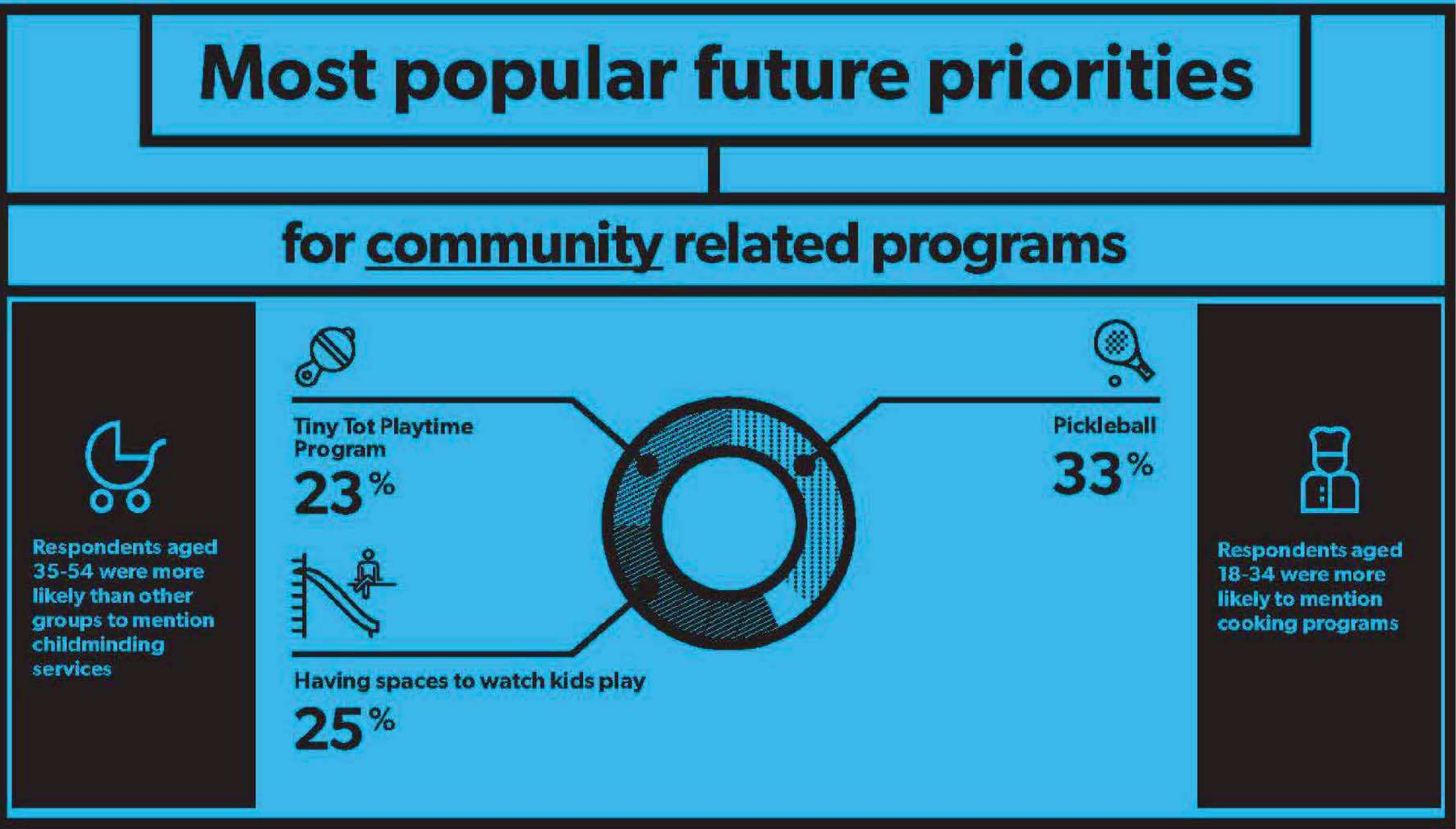


# Public Engagement (2016)



Note: Respondents could choose more than one answer (so % will not add up to 100%)

# Public Engagement (2016)



Note: Respondents could choose more than one answer (so % will not add up to 100%)



# Public Engagement (2016)

Emerging community priorities identified through the public engagement process included:



# Determining Capacity & Future Demand

Year	2016	2041-46
CNW Population	71,000	100,000
Assumed Annual Swims*	5	5
Total Annual Swim Count	355,000	500,000

*\*Vancouver annual swims per capita (2014): 3.4*

# Benchmarking Demand

Facility	Annual Swims	Tank Size
CGP (Existing)	238,000	8 lane 65m (50 + 15) lap pool + toddler wading pool
Killarney (Vancouver)	460,200	6 lane 25m lap pool + small leisure pool
Hillcrest (Vancouver)	674,200	8 lane 50m lap pool + large leisure pool

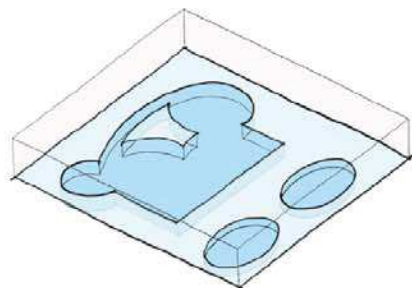


# Proposed Program

Total Area = 114,295 sq ft

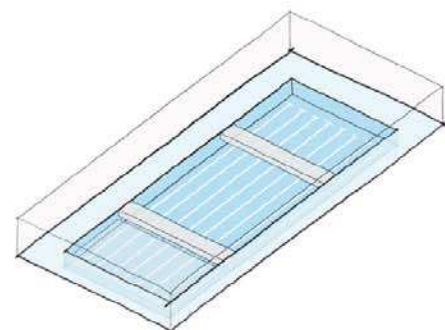
## Aquatics

### Aquatics - Leisure



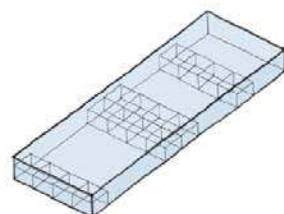
- 2 Hot Pools with Ramps (20 ppl per pool)
- Leisure Pool (450 ppl)
- Parents Viewing Area
- Sauna & Steam
- Warm-up / Cool-down Lanes

### Aquatics - Program Tank



- 54m x 8 Lanes (2.4m wide)
- 2 Moveable Bulkheads
- 1 Moveable Floor
- 1m & 3m Springboards

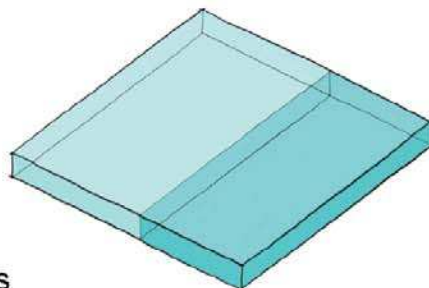
### Change Rooms



- Universal
- Male
- Female

## Fitness

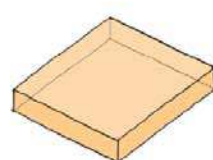
### Enhanced Fitness



- Open Studio - Weights & Cardio
- Spin Studio

## Social & Operational

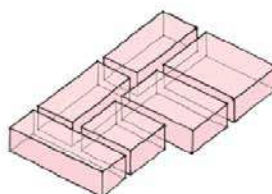
### Welcome Centre



- Social Gathering Space
- Circulation
- Cafe & Concession
- Reception
- Administration
- Washrooms
- Aquatic Support /Staff Areas

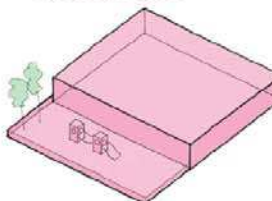
## Community

### Multi-Purpose



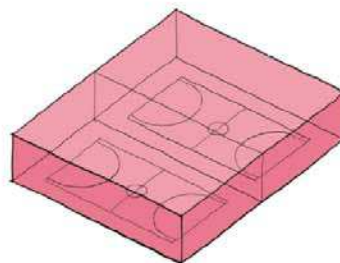
- 1 Large (100 ppl)
- 2 Medium (30 ppl/room)
- 2 Meeting (10 ppl/room)
- 1 Arts & Crafts
- 1 Dance Studio (50 ppl)
- 1 Movement Studio(30 ppl)

### Childcare



- Licensed for 37 children

### Gymnasiums



- 2 High School Size Basketball Courts
- Designed to Accommodate Future Gymnastics Use

  
NEW WESTMINSTER

**HCMA**  
Architecture  
+ Design



# 2

## Engagement and Programming Design Considerations Next Steps

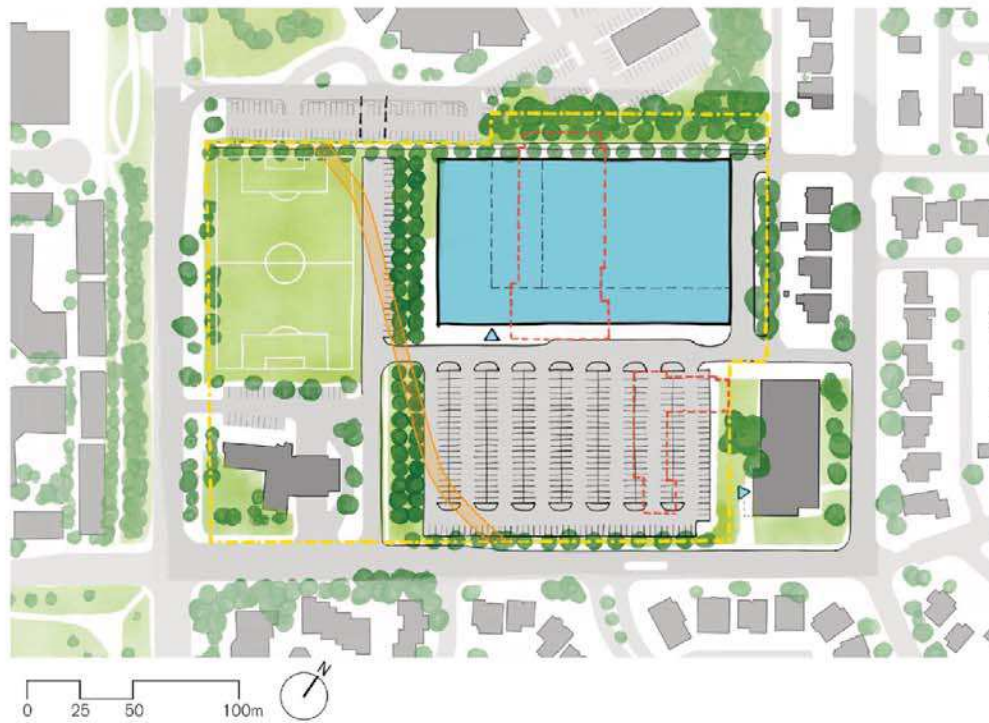
# Initial Site Studies

## Area A



- Doesn't allow for full building program

## Area B



- Does not allow for continued CGP operation

## Area C



Allows for:

- continued facility operation
- cohesive urban design



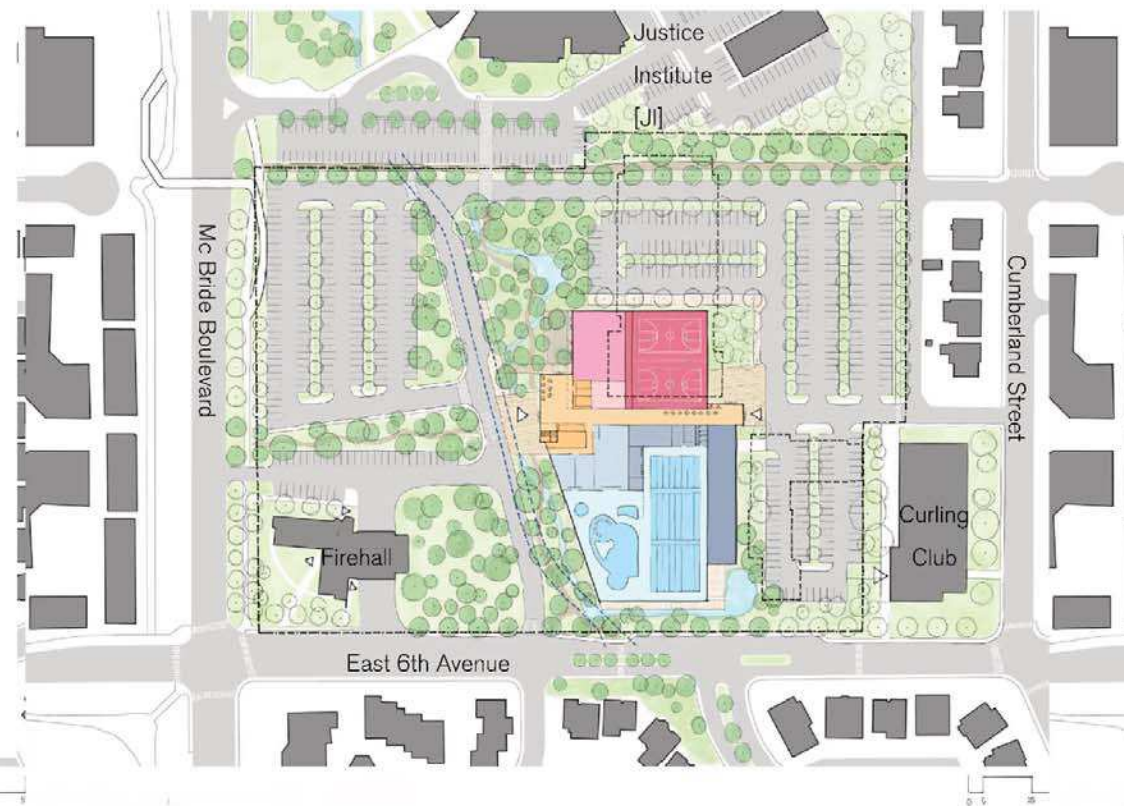
# Concept Design Options

## Option 1



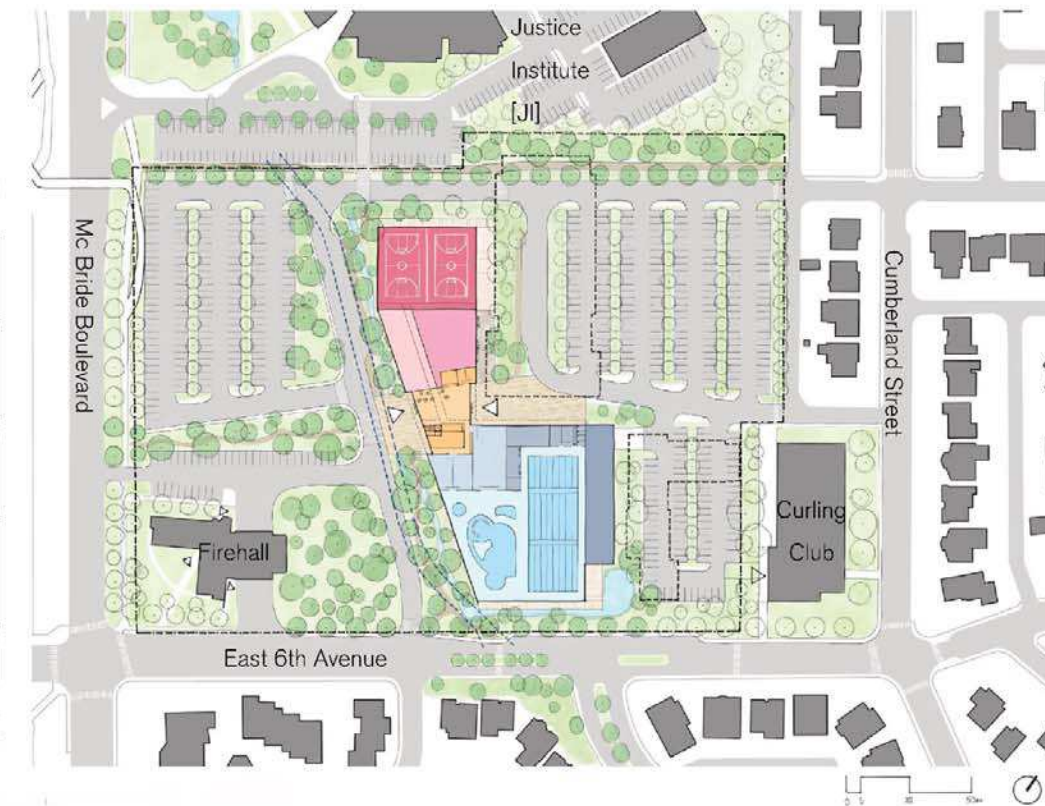
- Only CGP remains operational during construction.

## Option 2



- New building needs to be phased to allow for CGP to remain operational during construction.

## Option 3



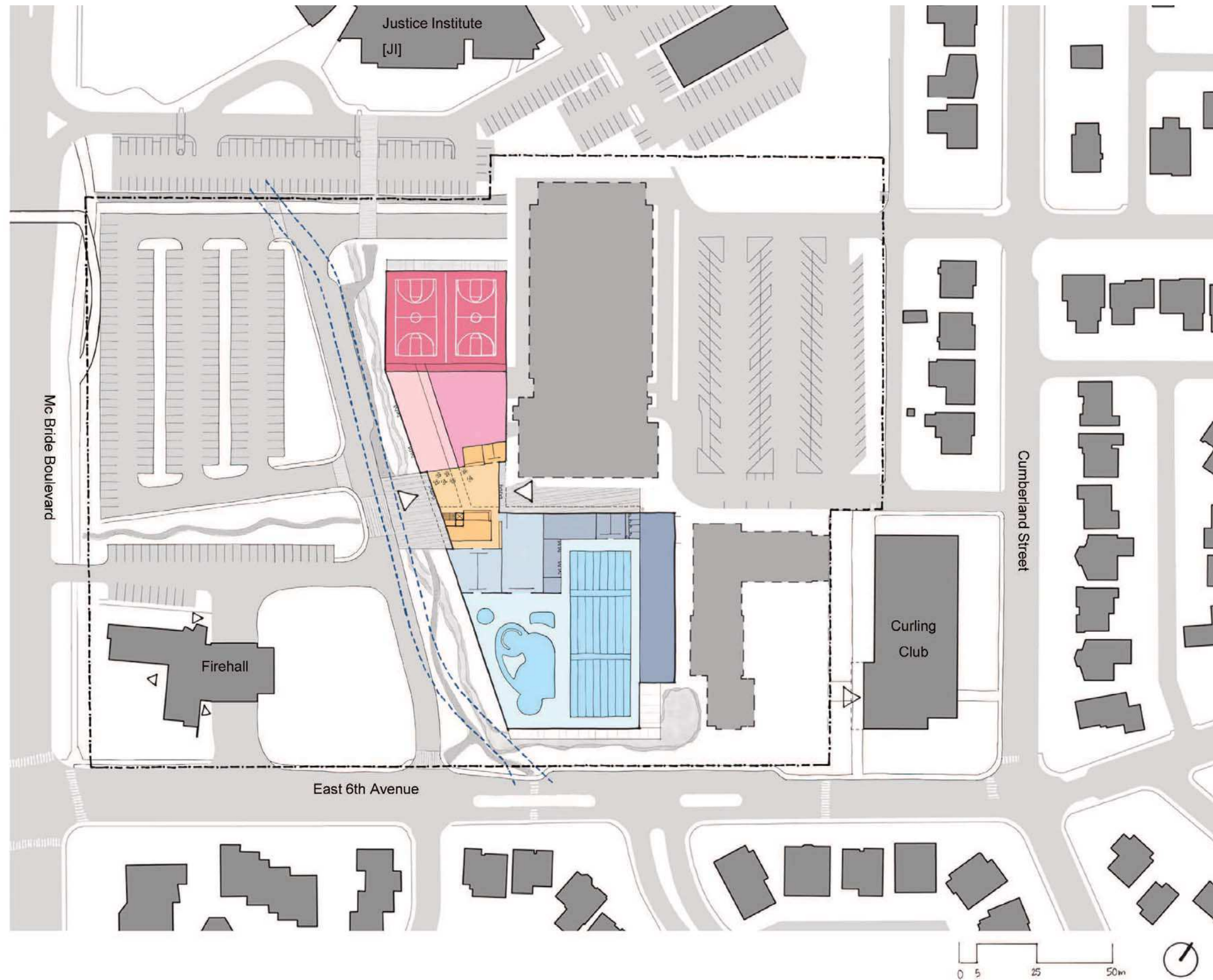
- CGP and CCC remain operational during construction.



## Concept Option 3

### Complete Build

- CGP & CCC operational throughout construction
- Allows for phasing of construction if required

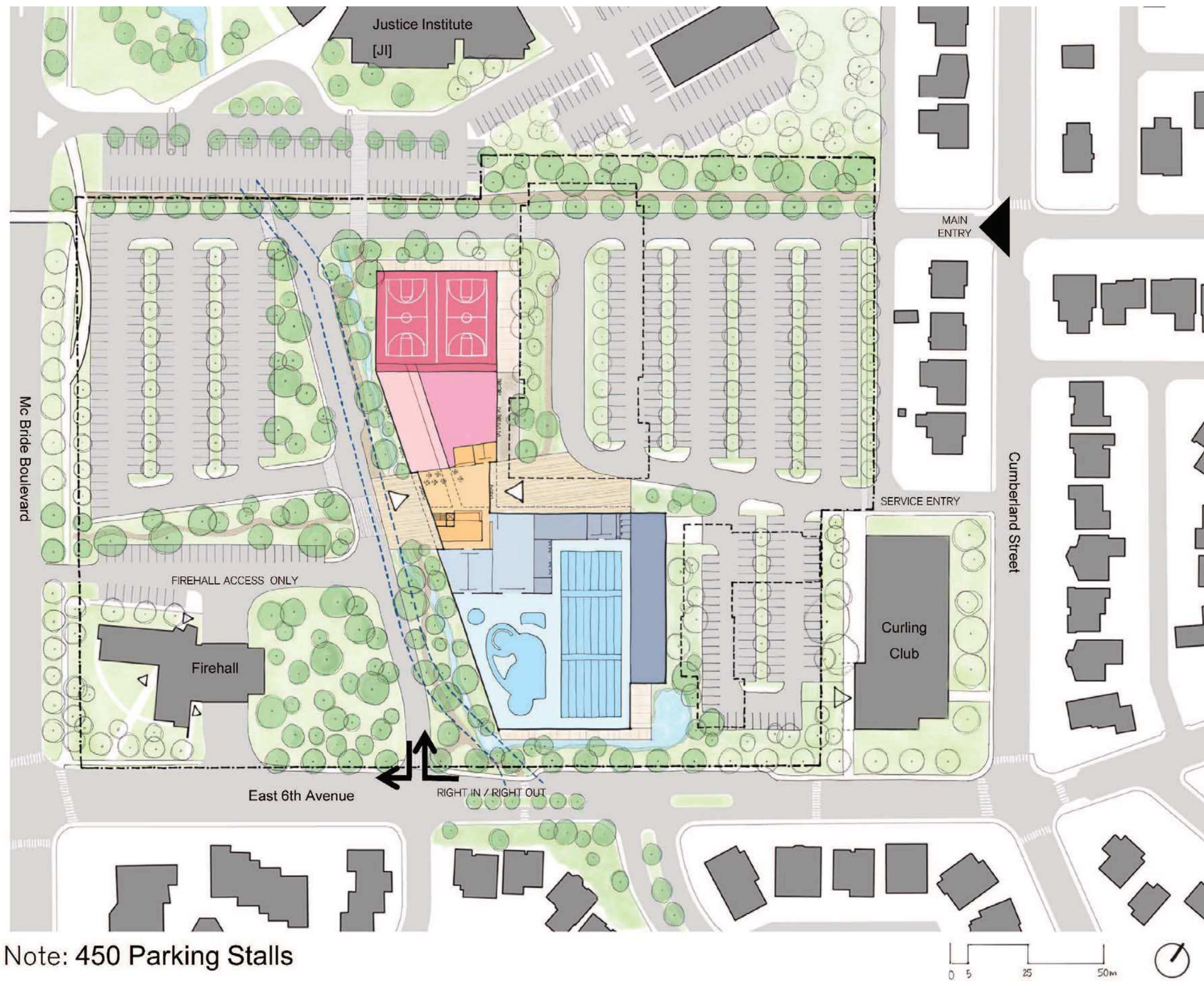




# Concept Option 3

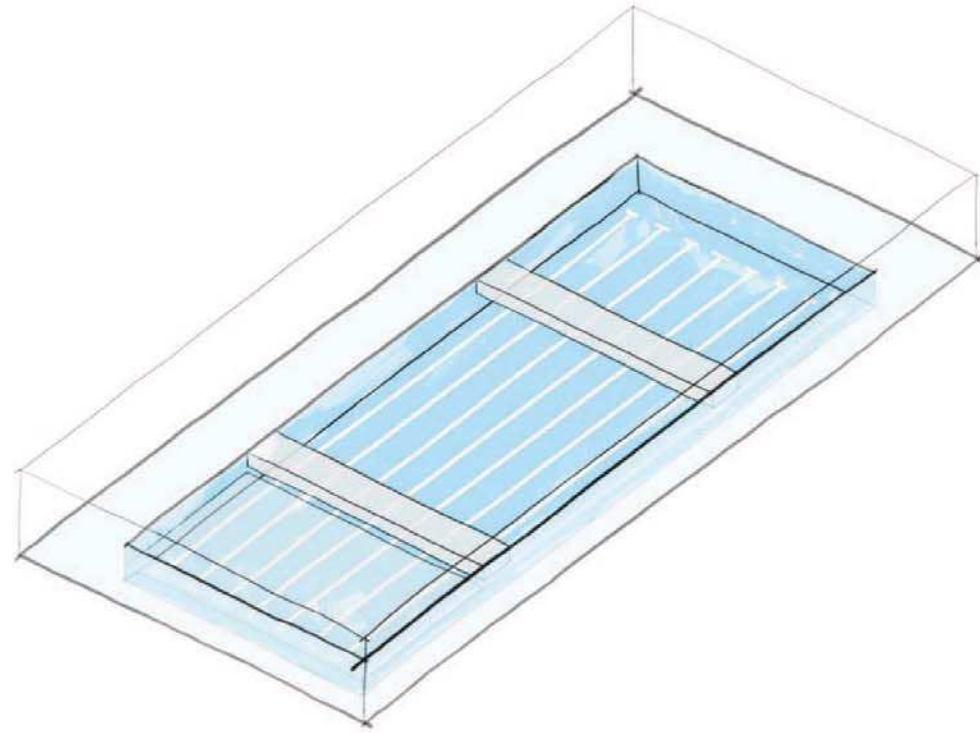
## Key – Level 1

- Aquatics - Pool
- Aquatics - Change
- Staff + Mechanical
- Lobby
- Welcome Centre
- Gymnasium
- Multipurpose
- Childcare

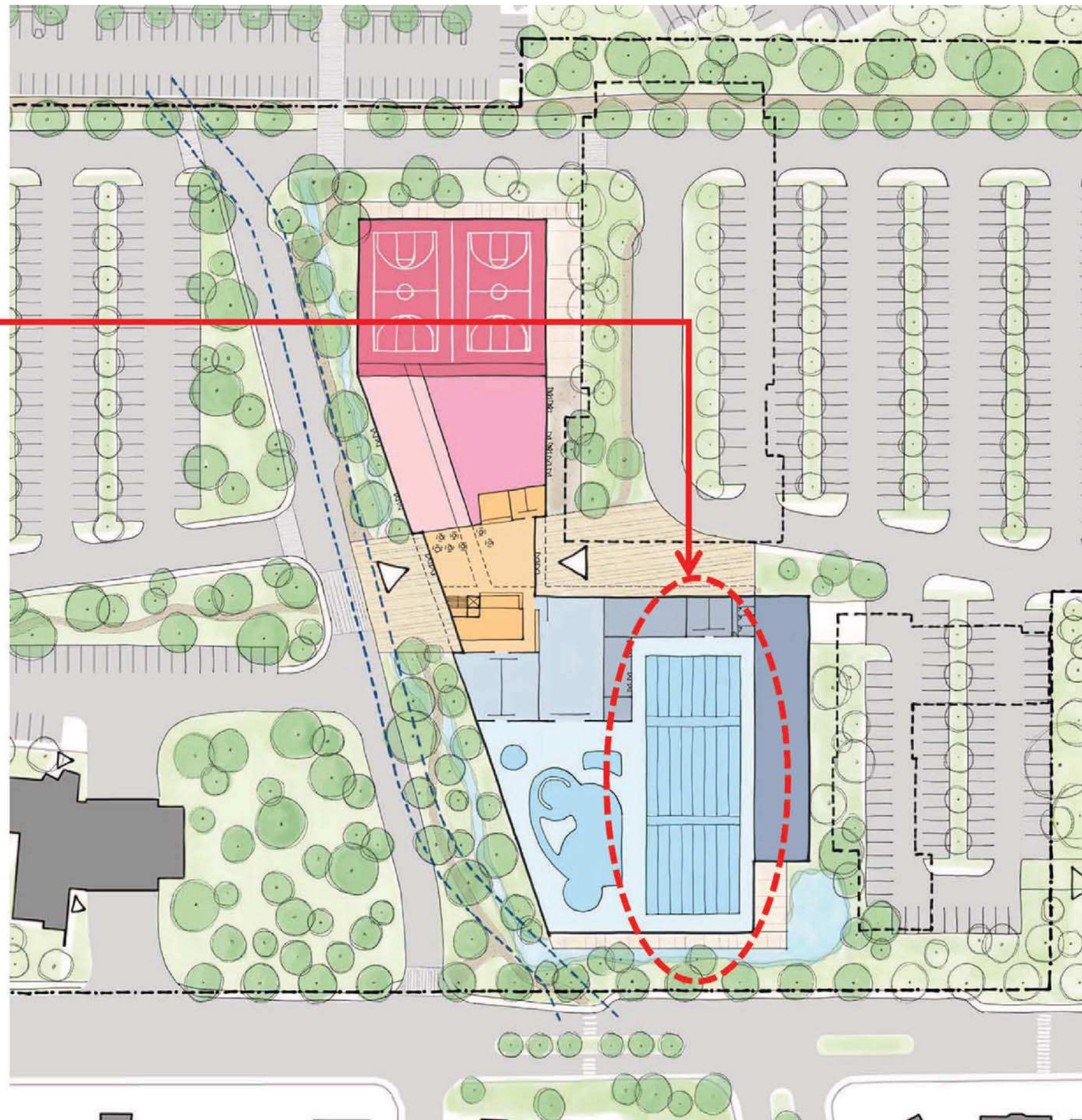




# Aquatics - Program Tank



- 54 m x 8 lanes (2.4m wide)
- 2 moveable bulkheads
- 1 moveable floor
- 1m & 3m Springboards

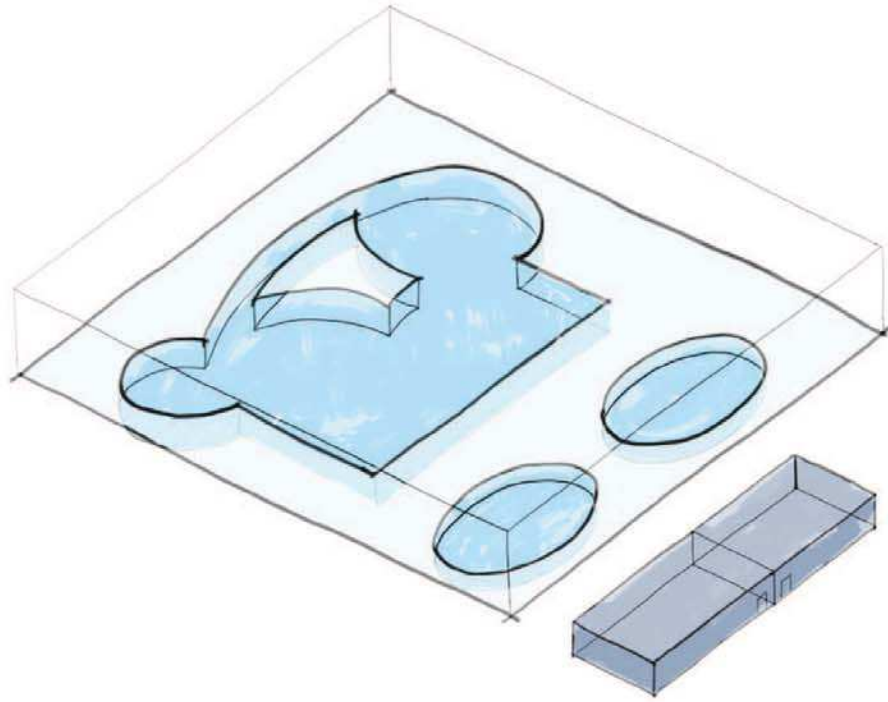




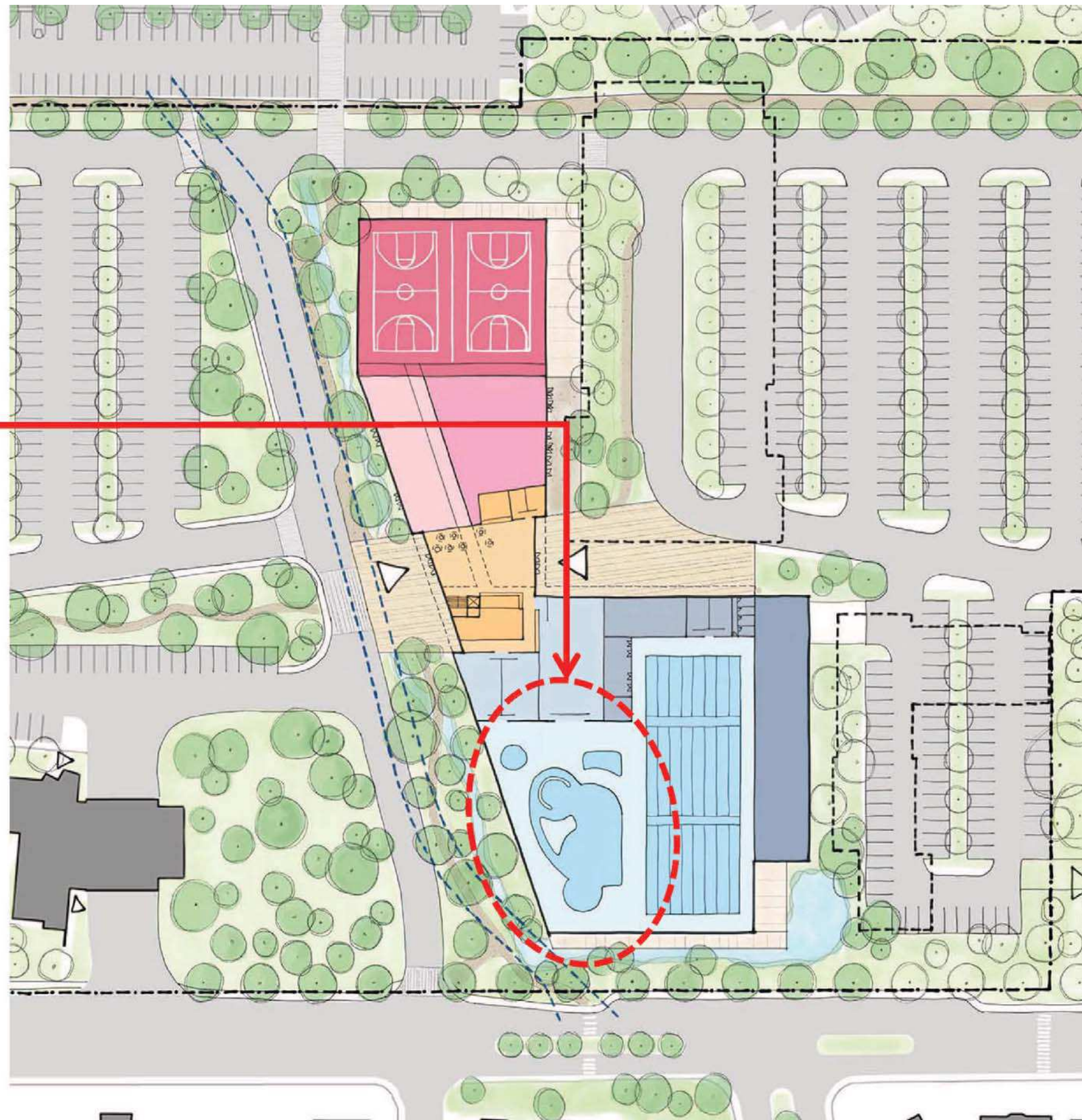




# Aquatics – Leisure



- 2 Hot Pools with ramp (20 person each)
- Leisure Pool (450 person capacity)
- Parents Viewing Area
- Ability to support program use (swim lessons, warm-up / down, therapy)
- Sauna & Steam Rooms

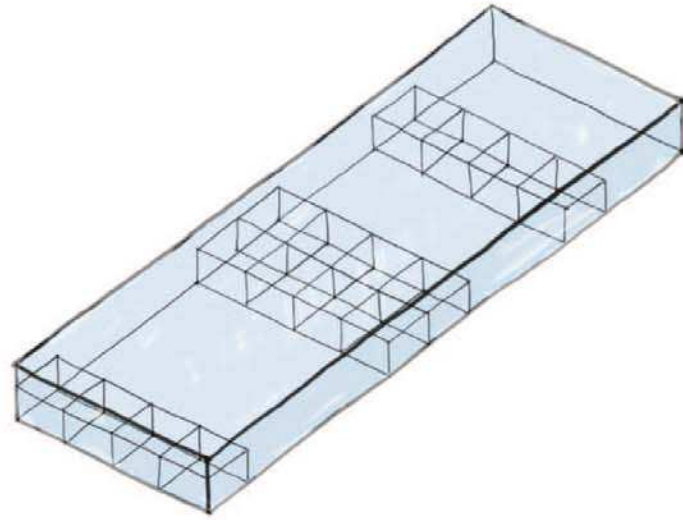




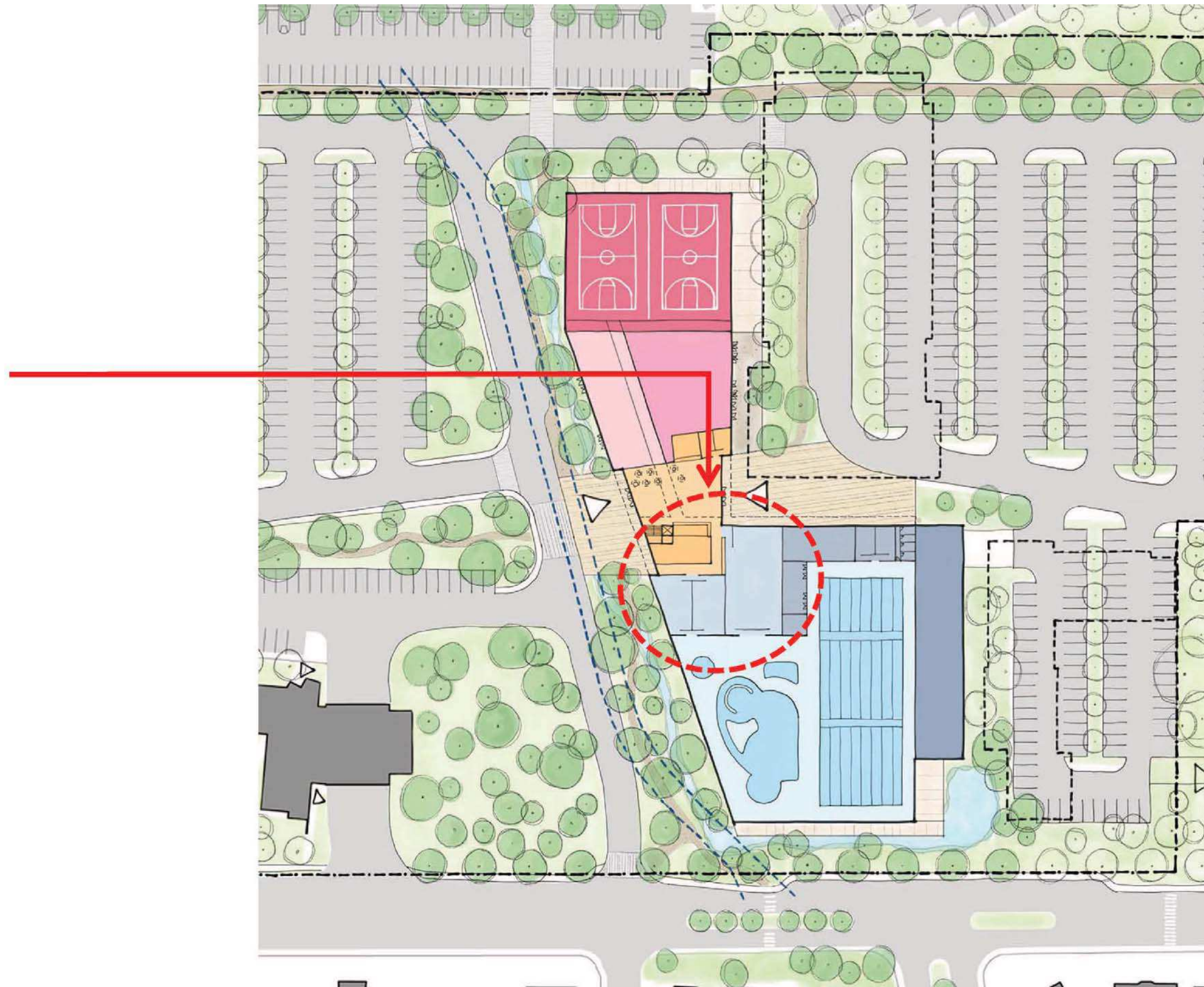




# Aquatics – Leisure



- Universal Change Room
- Female Change Room
- Male Change Room

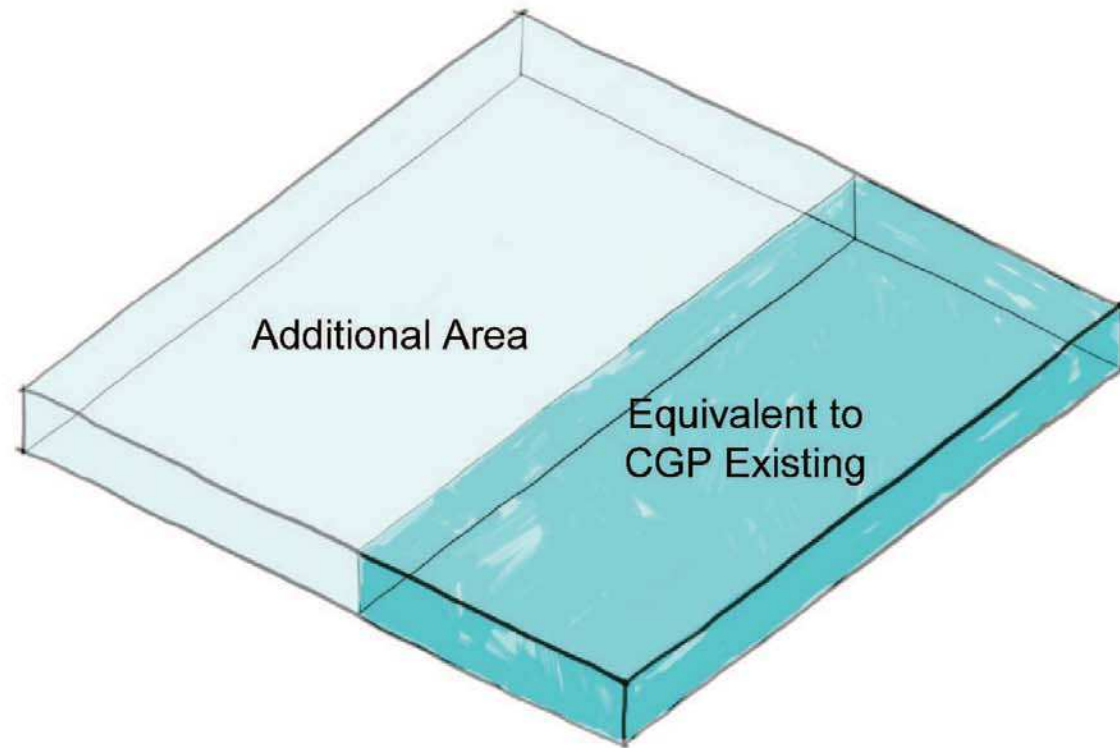




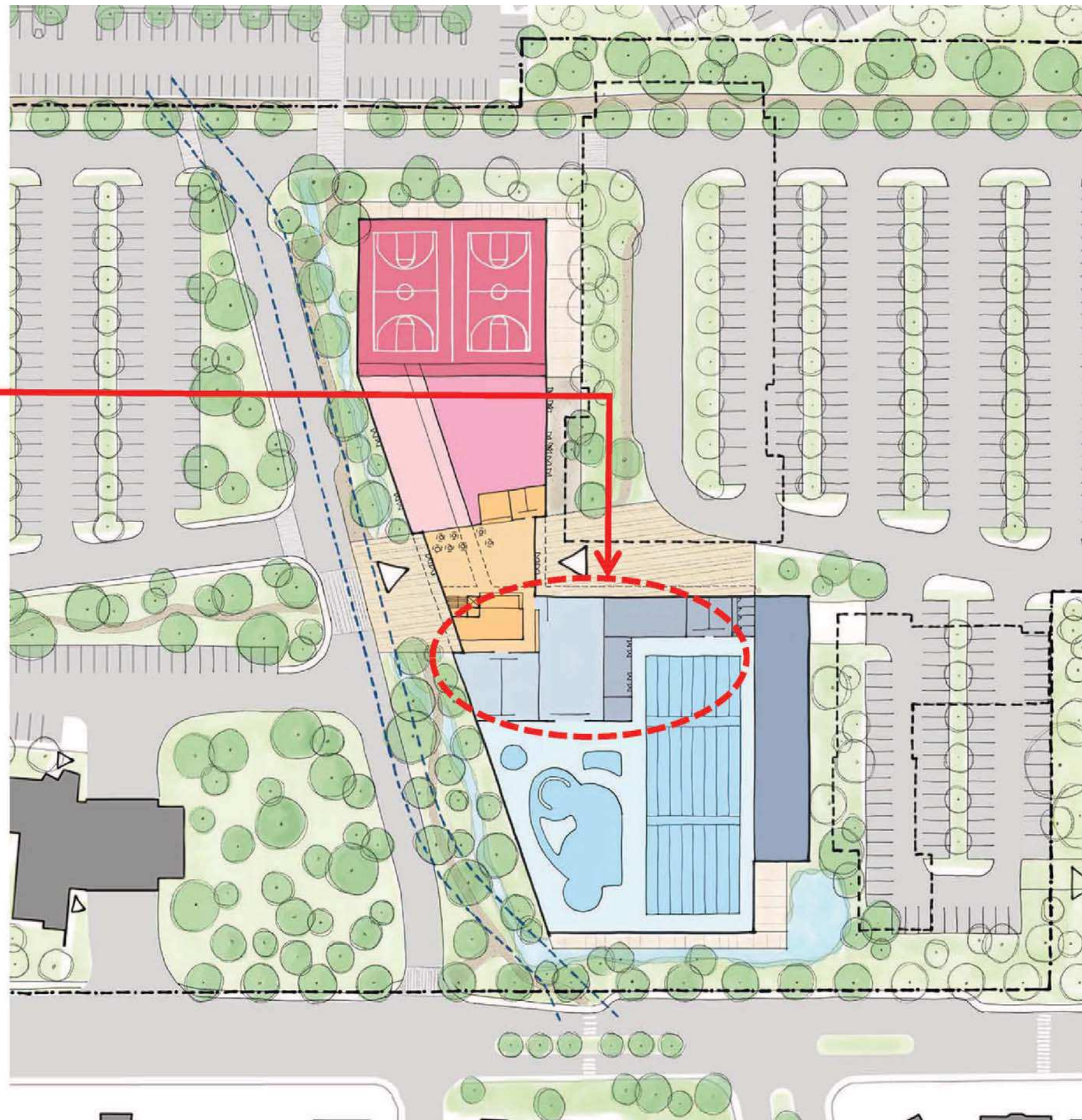




# Fitness



- Open Fitness Studio
- Spin Studio
- Located on level 2 above Natatorium

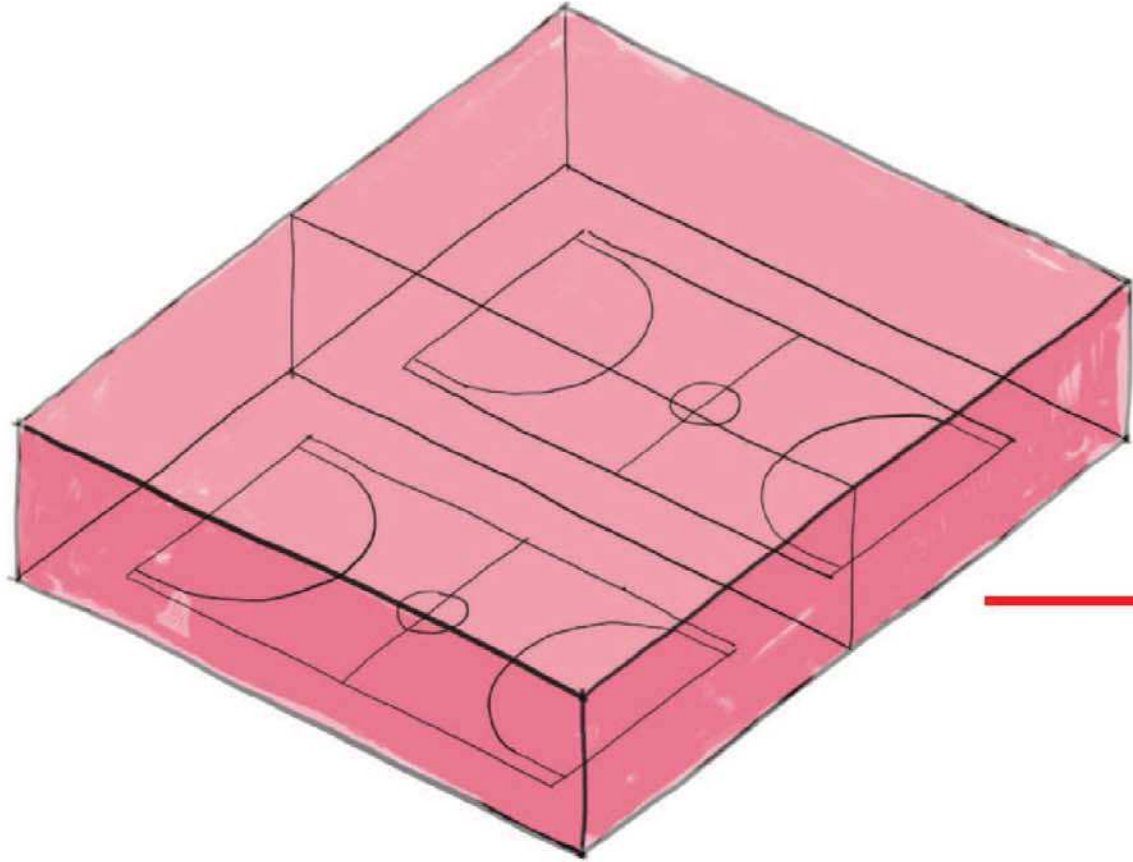




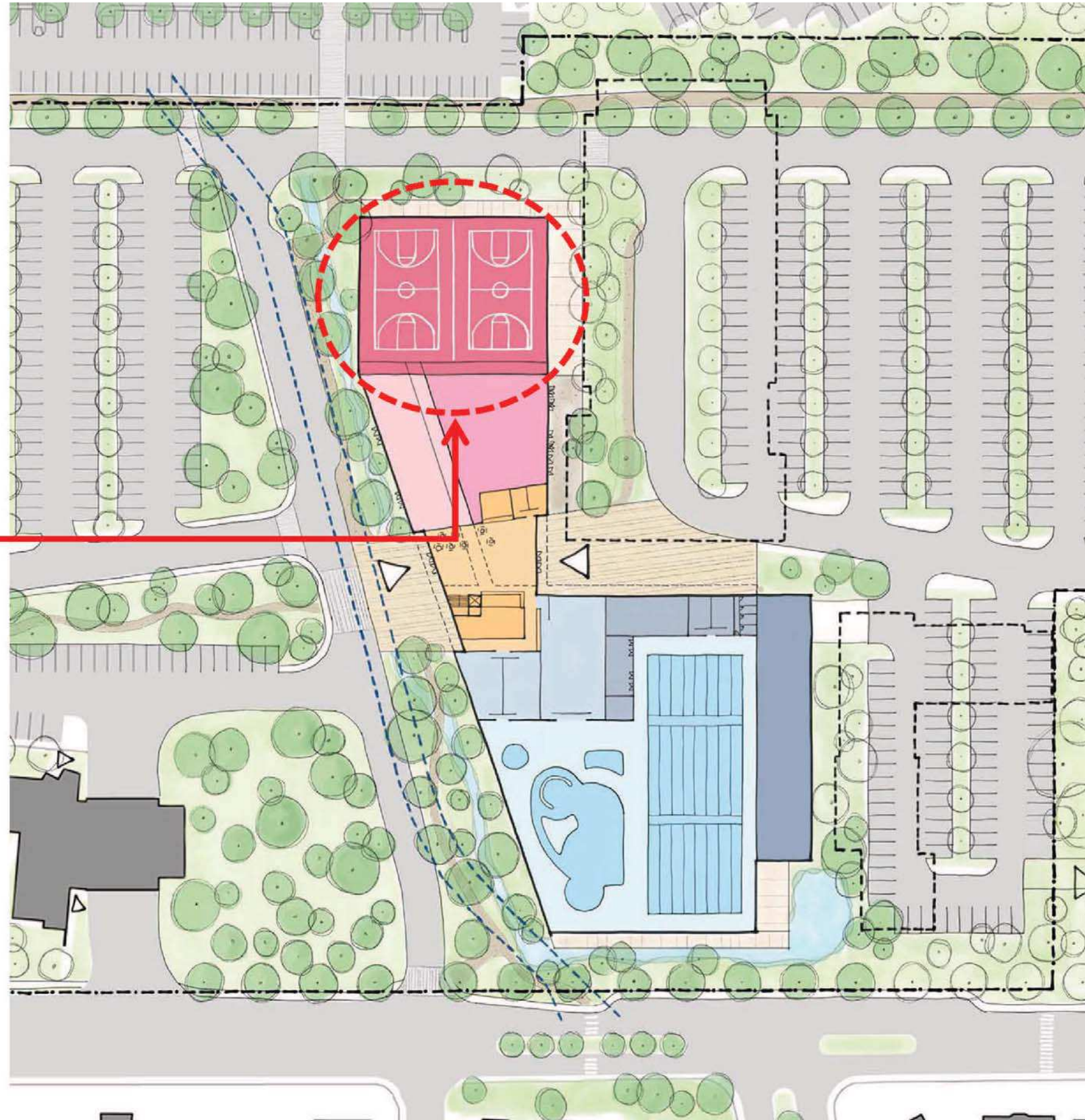




# Gymnasiums



- 2 x High school Size Basketball Gyms
- Ability to Support Gymnastics use

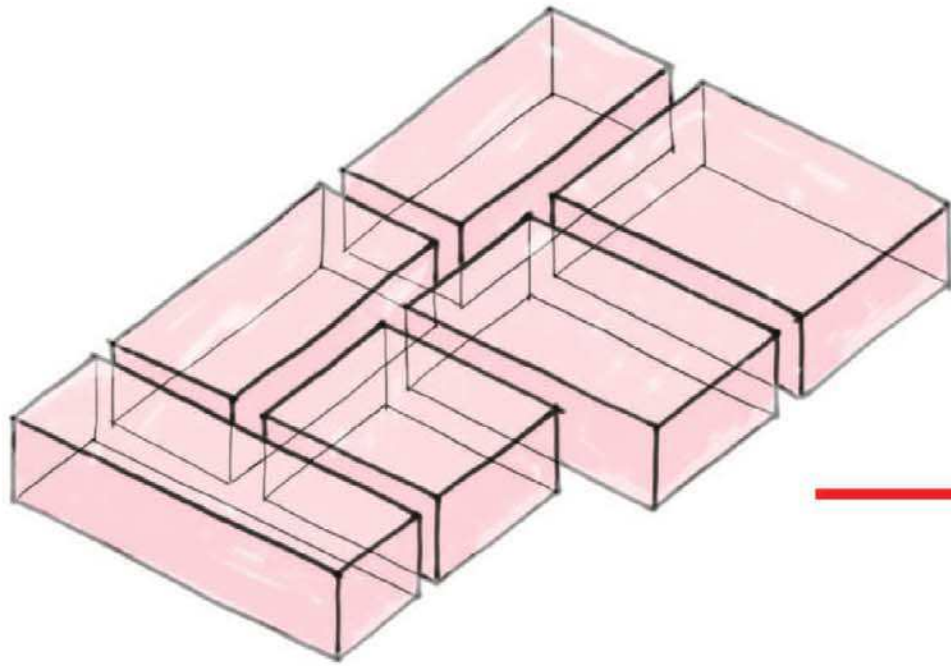




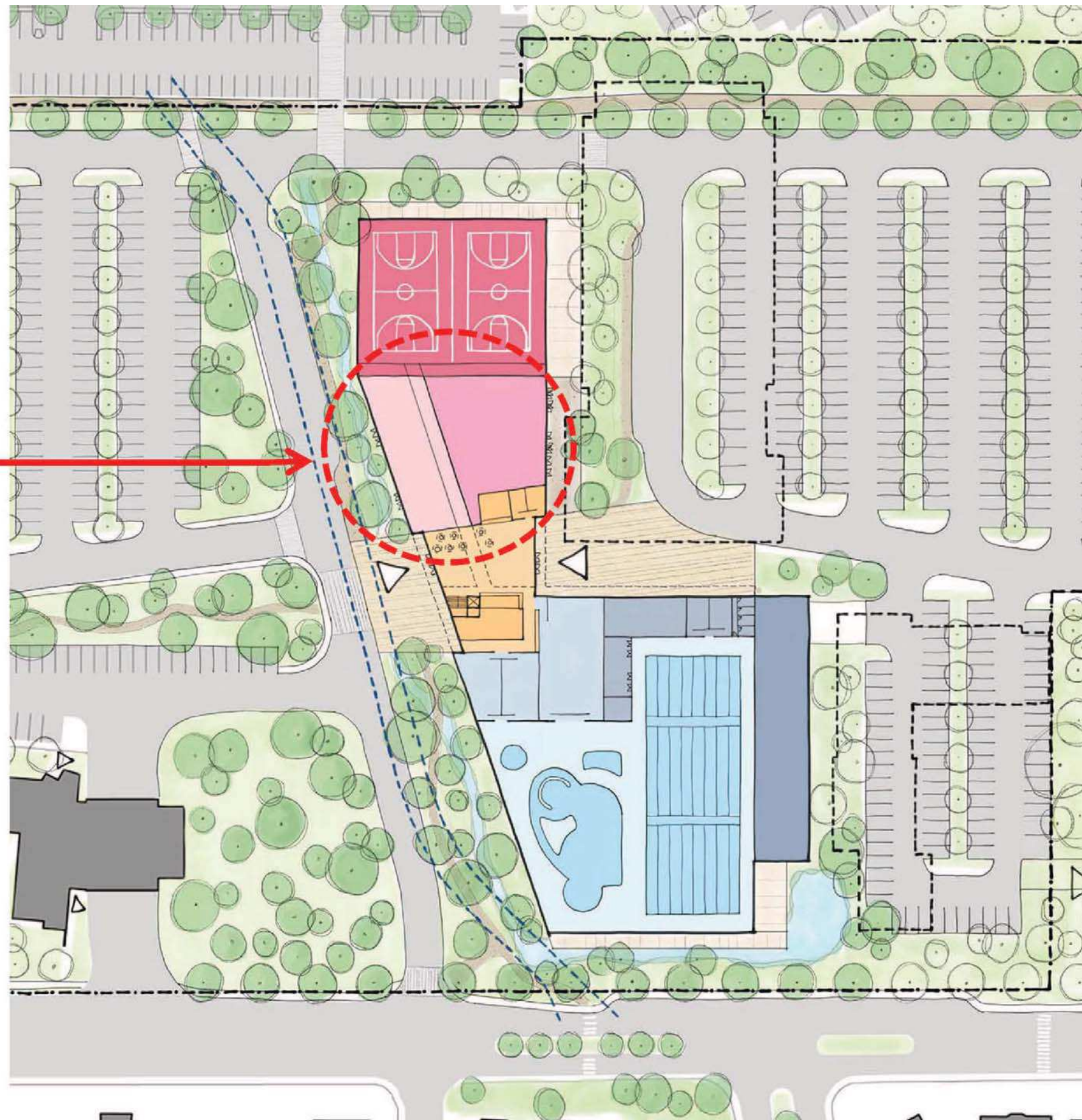




# Multi-purpose



- Located at level 1 & 2
- 1 x Large (cap. 100)
- 2 x Medium (cap. 30)
- 2 x Meeting (cap. 10)
- 1 x Arts and Crafts
- 1 x Large Dance Studio (cap. 50)
- 1 x Medium Movement Studio (cap. 30)

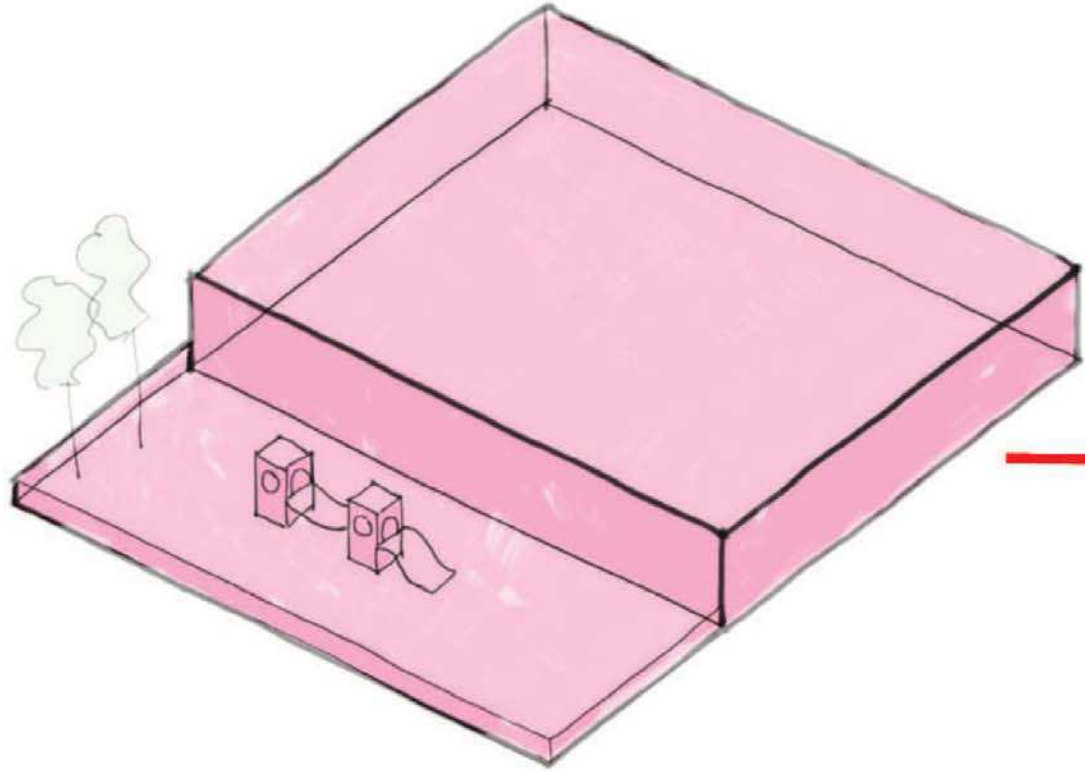




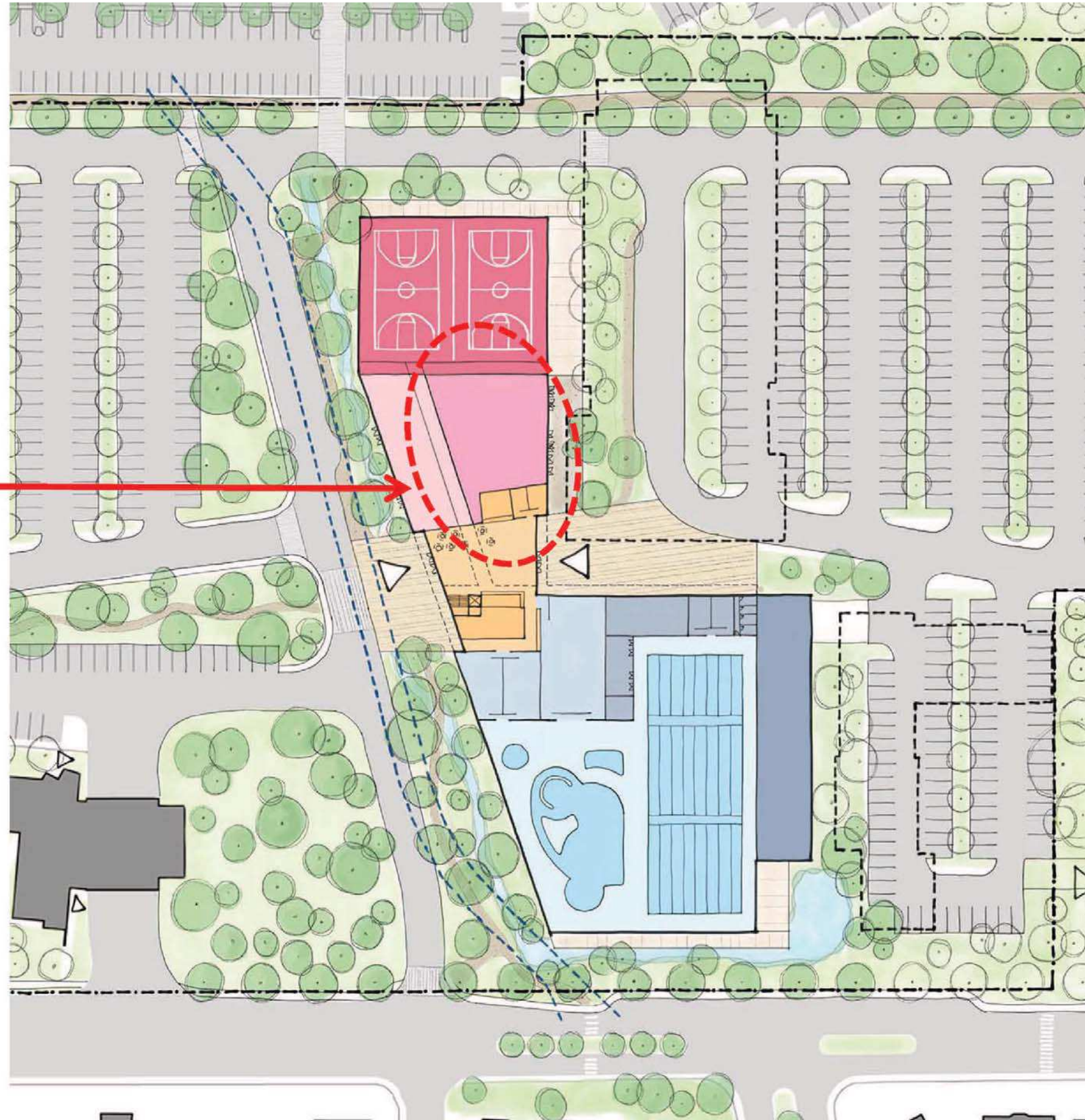




# Childcare



- Licensed for up to 37 Children + Childminding



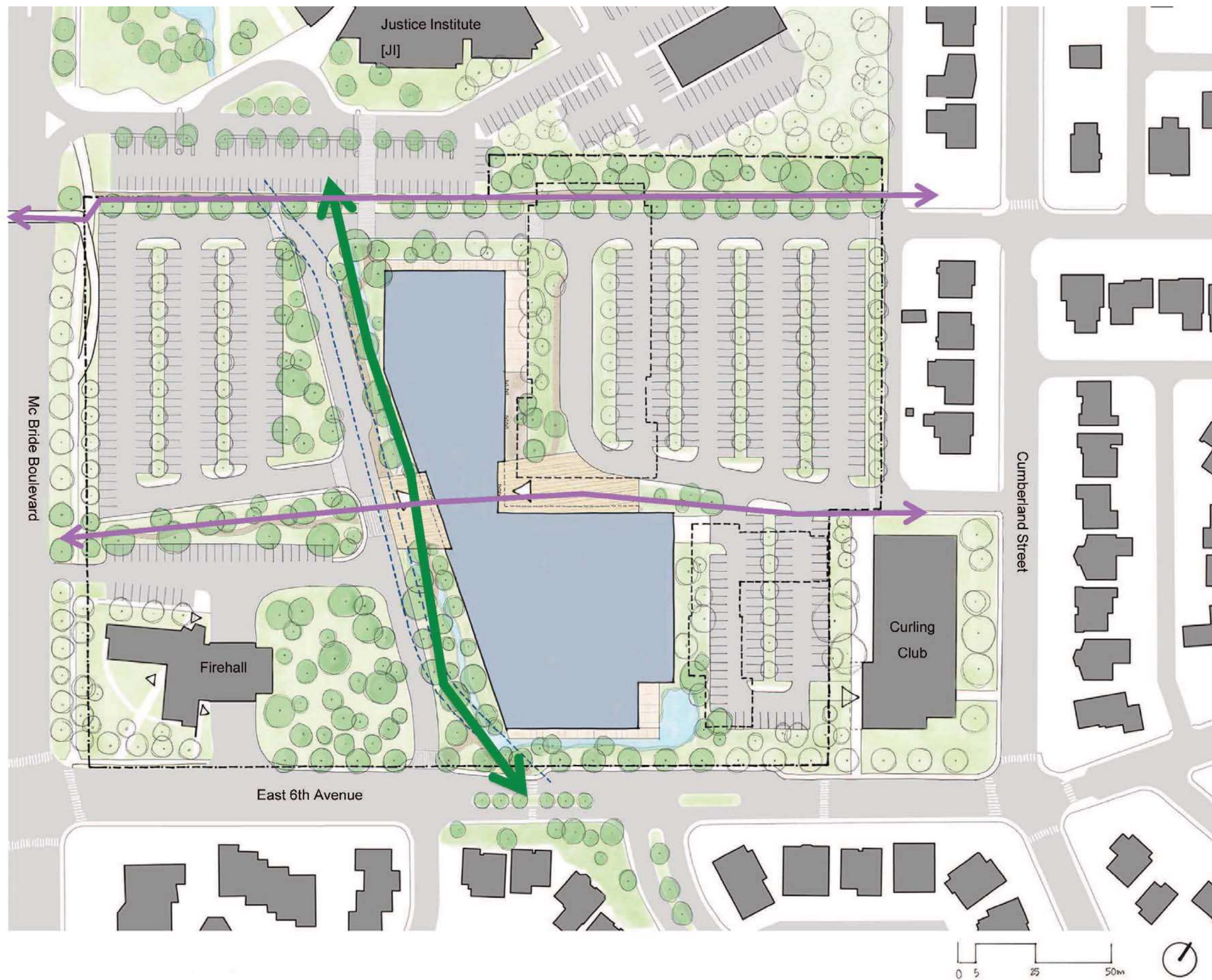




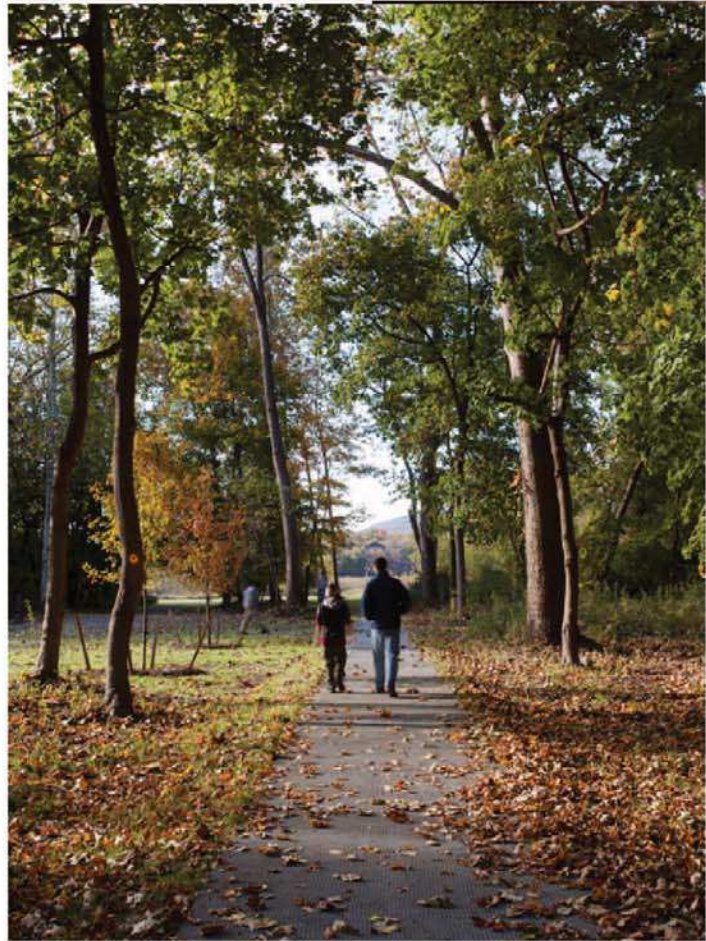


# Green Space

- Multi-Use Pathways
- Green Link Path
- Sewer Line









# Concept Vision



# Operation Implications

	<i>Existing Combined</i>	<i>Proposed</i>
Building Area:	70,000 sq ft	→ 114,295 sq ft
Revenue:	\$2.3 million	→ \$3.5 million
Operating Cost	\$5.2 million	→ \$6.6 million
<b>Annual Subsidy</b>	<b>\$2.9 million</b>	<b>→ \$3.1 million</b>

## Revenue Targets

- 60% increase in Fitness & 40% in Pool Memberships
- 33% increase in Fitness & 67% in Pool Drops-ins
- 25% increase in Pool Program Capacity



# Cost Summary

Preliminary Class D Estimate (June 2017)

Estimated Project Cost <sup>A</sup>	\$83.5m
Other Project Costs, Allowances & Contingencies <sup>B</sup>	\$16.5m
<hr/>	
<b>Total Estimated Project Cost</b>	<b>\$100.0m</b>

*Completion of additional technical studies and advancement of facility design over the coming months will contribute to enhanced cost certainty.*

Footnotes:

<sup>A</sup> as per Feasibility Study findings. Includes typical allowances and contingencies for escalation, design, construction risk and soft costs.

<sup>B</sup> as accounted for by City of New Westminster. Includes allowance and contingencies for Class D estimate variability and factors such as unforeseen ground conditions, hazardous materials handling, related works outside the property line, extraordinary market conditions, moving expenses, etc.

# 3

## Engagement and Programming Design Considerations Next Steps

# Next Steps

## Schedule

- April 10 – Sign off on Range of Options (Mayor's Task Force)
- April 24 – Update on Analysis (City Council)
- April to May – Stakeholder Meetings & Mayor's Task Force Workshops
- May 31 – Briefing Package
- June 12 – Update on Concept Design (City Council)
- June 19 – Mayors Task Force Meeting
- August – Issued Feasibility Report
- Dec 4 – Report to Council

← **We are here**

## Next Steps

- Report back to public and stakeholders



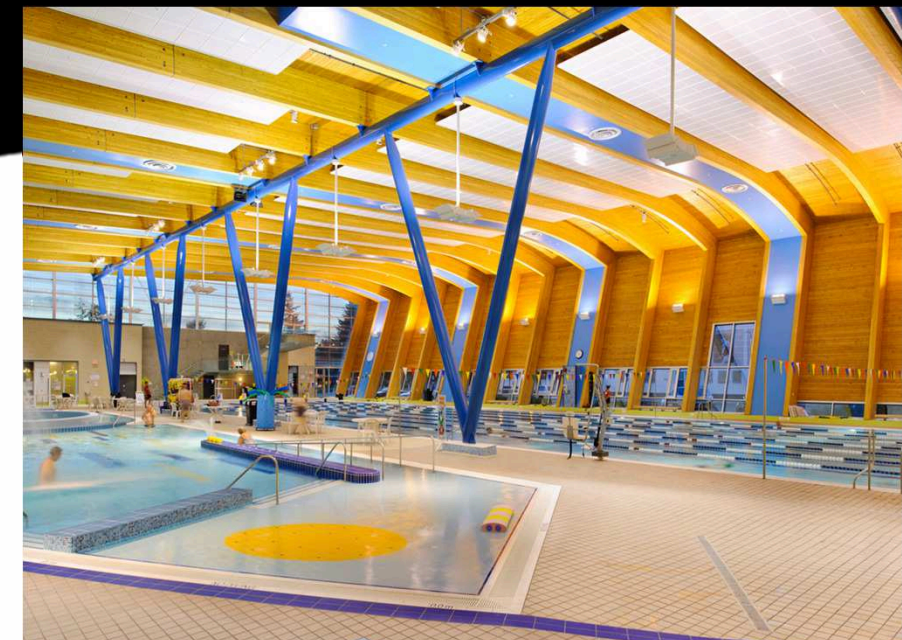
- Thank You -

## Attachment C

Next Steps and  
Recommendations  
December 4, 2017

# Next Steps

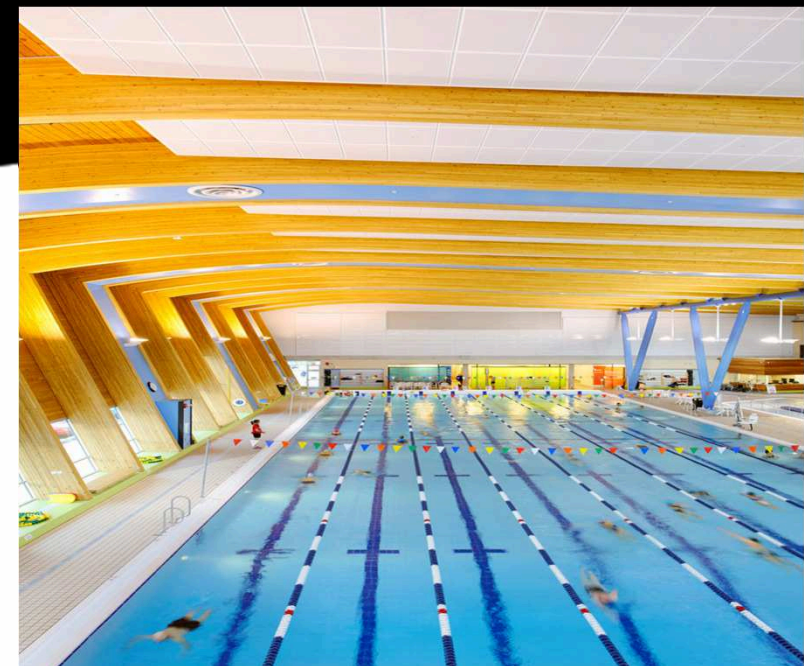
- ❑ Community & Stakeholder Feedback
- ❑ Technical Studies
- ❑ Infrastructure Grant Application





# Recommendations

- A. Receive the Aquatic & Community Centre Feasibility
- B. Support in principle the proposed program scope of 114,295 sqft
- C. Prioritize Design Concept Option #3 as the preferred facility concept design to be constructed in a single phase
- D. Direct staff to undertake Next Steps





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



**Community Energy**  
Association



**ON TABLE**  
Regular Meeting  
Dec. 4, 2017  
re: Item 10

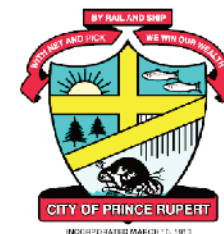
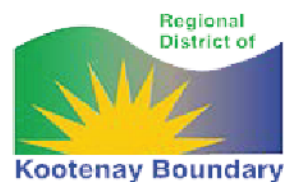
# CEA Member Presentation

2017

*Thank-You*



# Community Energy Association Members – Local Governments



# Community Energy Association Members – Utilities, Transportation Companies, Consulting Firms and Non-profit Organizations



# Community Energy Association Purpose

CEA is **charitable non-profit** society

CEA is the **trusted independent advisor to local governments**

We are helping local governments **close the implementation gap**

## ***Accelerate Climate Action with People and Projects***

### **Awareness & Recognition**

- Workshops & Presentations
- Research & Publications
- Collaboration
- Climate & Energy Action Awards

### **Projects**

- Planning
- Implementation
- Technology Acceleration

# Municipalities for Climate Innovation Program

[Home](#) / [Programs](#) / [Municipalities for Climate Innovation Program](#) / [Regional climate advisors](#)

Municipalities for Climate  
Innovation Program

About Municipalities for  
Climate Innovation  
Program

Funding - Municipalities  
for Climate Innovation  
Program

Climate change plans  
and studies grants

Climate change capital  
project grants

Climate and Asset  
Management Network

## Regional climate advisors



*Our regional climate advisors from left to right: Dany Robidoux, Samantha Peverill, Laurent Pilon, Marie-Claire Dumont, Dale Littlejohn, Eddie Oldfield*

Search the site

Share This Page



Follow us





# Recognizing New Westminster's Leadership

## Just a few of New Westminster's achievements....

- ✓ Energy Save New West for:
  - ✓ Existing Homes
  - ✓ Purpose Built Rental Apartment Buildings
  - ✓ High Performance New Homes and Builder Breakfasts
  - ✓ Businesses
- ✓ Sapperton Renewable District Energy System
- ✓ Urban Solar Garden Initiative
- ✓ BCIT Electric Vehicle Partnership
- ✓ Complete and compact community
- ✓ Advisor on the development of the BC Energy Step Code, including working with CEA and BC Hydro to develop the *Step Code Training and Capacity Scan*.

# Recognizing New Westminster's Leadership



**Sapperton District  
Energy System**



**Intelligent City  
Initiative**

# Recognizing New Westminster's Leadership



- **Program services and incentives** to encourage design and construction of new homes that perform better.
- **Training and professional development** with local homebuilder and designer community to support capacity building.
- **Communicating** the benefits of high performance new homes with consumers and building industry.



**STEP 4**



NEW WESTMINSTER

# YOU'RE INVITED

*Spring 2017 Builder & Designer Breakfast Event*

ANVIL CENTRE | THURSDAY, APRIL 20<sup>TH</sup>, 2017 | 7:30AM TO 9:30AM

**LIMITED SEATS AVAILABLE!**

**RSVP to:** [rcoleman@newwestcity.ca](mailto:rcoleman@newwestcity.ca) or 604.515.3818





# URBAN SOLAR GARDEN

**95% of 150 panel community solar array  
subscribed as of November 30, 2017**

City of New Westminster participation at November 2017 Climate  
Leadership Institute

**CLI** 2017

Climate Leadership Institute

# Deepening Climate Leadership

Lessons from the front lines

**November 1-3, 2017 • Richmond, BC**



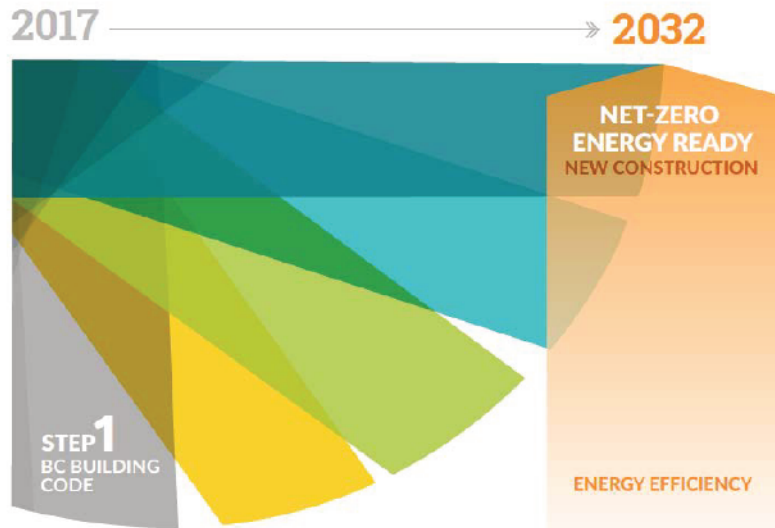
[www.bcmclc.ca/CLI](http://www.bcmclc.ca/CLI)





# 2018-2019 Expected Trends

## Step Code Implementation



## Green Infrastructure



## Cross-Community Collaboration



## Big Data for Big Challenges







**Community Energy**  
Association



# Thank-you

2017

Patricia Bell  
Community Energy Association

## **REPORT**

### ***Office of the Chief Administrative Officer***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Lisa Spitale      **File:** 05.1035.10

**Item #:** 526/2017

**Subject:** 2018 Heritage Grant Recommendations

---

---

#### **RECOMMENDATION**

***THAT** Council grant funding to the 2018 Heritage Grant Program applications in the amount of \$24,992 as outlined in this report.*

---

---

#### **PURPOSE**

The purpose of this report is to seek Council approval for the disbursement of grant funds for heritage initiatives through the 2018 Heritage Grant Program. The Heritage Grant Committee has reviewed the heritage grant applications for 2018 and recommends that four applications receive funding for a total of \$24,992.

#### **BACKGROUND**

The purpose of the Heritage Grant program is to encourage projects which contribute to the heritage of the City. The Heritage Grant Committee consists of three volunteers appointed by Council from the community, who assess the grant applications for heritage initiatives that benefit the City. Through a staff report, the Committee submits funding recommendations to Council.

## **DISCUSSION**

### **Proposed Funding Allocation**

The committee reviewed applications in mid-November 2017 two heritage projects/events. An additional two projects that were successful recipients of multiyear funding had been already been approved in 2015. The requests for 2018 funding totaled \$25,555 in cash and \$4367 for City services for a total of \$29,992. The total funding budget available for allocation of heritage grants in 2018 is \$25,000. The Committee recommends that the funding budget be allocated (\$ 20,555 cash + \$4367 city services = \$24,992) as outlined in Tables A and B below.

As mentioned above, in 2015, the City offered applicants the option to apply for a three year funding term, through which the same amount would be available for each of the three years provided the program/event was the same each year. That year, the Heritage Grant Committee recommended that two applicants be awarded a three year term, both of which are entering year three of their three year terms.

**Table A – Heritage Grant 2018 Budget and Summary**

<b>2018</b>					
<b>Total Cash Requested</b>	<b>Total City Services Requested</b>	<b>Grand Total Requested (Cash &amp; City Services)</b>	<b>Total Cash Recommended</b>	<b>Total City Services Recommended</b>	<b>Heritage Grant Budget (Cash &amp; City Services)</b>
<b>\$25,555</b>	<b>\$4350</b>	<b>\$29,905</b>	<b>20,555</b>	<b>4367.00</b>	<b>25,000</b>

**Table B – Recommended Funding Awards for 2017**

<b>Applicant</b>	<b>Term of Grant</b>	<b>Total Cash Requested</b>	<b>Total City Services Requested</b>	<b>Grand Total Requested (Cash &amp; City Services)</b>	<b>Total Cash Recommended</b>	<b>Total City Services Recommended</b>	<b>Grand Total Recommended (Cash &amp; City Services)</b>
Ancient & Honourable	1 year	\$2,555	\$367	<b>\$2,905</b>	\$2,555	\$367	<b>\$2,905</b>

Hyack Anvil Battery – Victoria Day Salute							
New Westminster Heritage Foundation – annual grant program	Year 3 of a 3 year term	\$10,000	\$0	<b>\$10,000</b>	\$10,000	n/a	<b>\$10,000</b>
The Spirit of the Children Society	1 year	\$10,000	\$4000	<b>\$14,000</b>	\$5,000	\$4,000	<b>\$9,000</b>
The Royal Westminster Regiment Volunteer Band – ongoing performances and concerts	Year 3 of a 3 year term	\$3,000	\$0	<b>\$3,000</b>	\$3,000	n/a	<b>\$3,000</b>
		<b>\$25,555</b>	<b>\$4367</b>	<b>\$19,155</b>	<b>\$20,555</b>	<b>\$4,367</b>	<b>\$24,922</b>

**Table C - Detailed Recommendations**

The applicant descriptions and the committee's rationale are detailed in the following table.



Applicant	Applicant Description of Project	Committee Notes
Ancient and Honourable Hyack Anvil Battery	To cover the costs of equipment rental, uniforms, printing and copying, insurance and powder/coal for the 2018 Victoria Day Anvil Salute.	The committee noted that the funding request was reasonable.
New Westminster Heritage Foundation	The grant program has been operating since 1992 to assist heritage home owners with repairs and upgrades. It is often the incentive people need to designate their homes.	The committee noted that the funding provided significant benefits and that the cost of restoration/repair work continues to increase. In 2015 the committee agreed that a three year term at the value of \$10,000 each year is appropriate and and that the applicant will be entering the final year of the three year term.
Spirit of The Children Society (SOTCS)	A community celebration of National Aboriginal Day. SOTCS would like to partner with the City of New West to recognize and honour Indigenous Culture. This event will be an opportunity for city residents, community service providers and local schools to come together and participate and experience aboriginal culture and performances including; westcoast dance group, powwow dancers, and storytelling.	Aboriginal Day would be a good addition to New Westminster's cultural framework and this may be complementary with recent Museum Programming initiatives. We as a city should encourage education for aboriginal and non-aboriginal citizens in New Westminster to further our understanding, and historical appreciation of our shared community. Our commitment to truthful education of our community and city rests on our ability to tell the true and accurate rendering of events in the past and learn to further our understanding by sharing wisdom, experiences and traditions which have been muted or distorted over the decades. Sharing = Growing = Appreciation!
The Royal Westminster Regiment Volunteer Band	The band has been performing since 1863 at community festivals/events.	In 2015 the committee agreed that a three year term at the value of \$3,000 each year is appropriate and the applicant will be entering the final year of the three year term.

The 2018 Heritage Grant Applications full table is in Appendix 1.

### **OPTIONS**

The following options are presented for Council's consideration:

That Council:

- 1) Grant funding to the 2018 Heritage Grant Program applications in the amount of \$24,922 as outlined in this report.
- 2) Provide staff with alternative direction.

*Staff recommends Option #1.*

### **ATTACHMENTS**

2018 Heritage Grant Applications Table

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

Approved for Presentation to Council



---

Lisa Spitale  
Chief Administrative Officer

*Attachment # 1*  
**2018 Heritage Grant Applications Table**

Applicant	Project	Term of Grant	2018						2016		Applicant Description of Project	Committee Notes
			Total Cash Requested	Total City Services Requested	Grand Total Requested (Cash & City Services)	Total Cash Recommended	Total City Services Recommended	Grand Total Recommended (Cash & City Services)	2015 Total Requested	2015 Total Approved		
Ancient & Honourable Hyack Anvil Battery	Victoria Day Salute	1 year	\$2,555.00	\$367.00	\$2,922.00	\$2,555.00	\$367.00	\$2,922.00	\$2,905.00	\$2,905.00	Equipment, uniforms, insurance, powder, printing.	Our unique history of New Westminster and its early beginnings are a special foundation for our cities identity and future citizenry. Events such as the Ancient and Honourable Hyack Anvil Battery are an opportunity to share a community event that truly "rings in" New Westminster's sense history in a regal manner. The Hyack Anvil Battery is an important event in New Westminster's history.
New Westminster Heritage Foundation	Annual Grant Program	3 years approved in 2016	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	n/a	\$10,000.00	\$10,000.00	\$10,000.00	The program, operating since 1992, assists heritage home owners with repairs & is often incentive for people to designate their homes.	The committee agreed that a three year term at the value of \$10,000 each year is appropriate and notes that this is the third year of a three year funding term.
New Westminster Heritage Preservation Society	Creation of a blog and on-line interactive walking tour of the Queen's Park neighbourhood.	1 year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	n/a	\$3,250.00	The purpose of a new blog & interactive, on-line walking tour would be to support the Heritage Conservation Area consultation.	The committee noted that this program would be beneficial for both the Queen's Park neighbourhood and for the City in promoting heritage conservation.
The Royal Westminster Regiment Volunteer Band	Ongoing performances and concerts	3 years approved in 2016	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	n/a	\$3,000.00	\$3,000.00	\$3,000.00		The committee agreed that a three year term at the value of \$3,000 each year is appropriate and that the applicant is now in year three of the three year term.



Applicant	Project	Term of Grant	2018						2016		Applicant Description of Project	Committee Notes
			Total Cash Requested	Total City Services Requested	Grand Total Requested (Cash & City Services)	Total Cash Recommended	Total City Services Recommended	Grand Total Recommended (Cash & City Services)	2015 Total Requested	2015 Total Approved		
The Spirit of the Children Society	National Aboriginal Day	1 year	\$10,000.00	\$4,000.00	\$14,000.00	\$5,000.00	\$4,000.00	\$9,000.00	n/a	n/a	Our event is a community celebration of National Aboriginal Day. This is a day recognized throughout Canada, we would like to partner with the City of New West to recognize and honour Indigenous Culture. This event will be an opportunity for city residents, community service providers and local schools to come together and participate and experience aboriginal culture and performances including; westcoast dance group, powwow dancers, and storytelling.	Aboriginal Day would be a good addition to New Westminster's cultural framework. This may be complementary with recent Museum Programming initiatives. We as a city should encourage education for aboriginal and non-aboriginal citizens in New Westminster to further our understanding, and historical appreciation of our shared community. Our commitment to truthful education of our community and city rests on our ability to tell the true and accurate rendering of events in the past and learn to further our understanding by sharing wisdom, experiences and traditions which have been muted or distorted over the decades. Sharing = Growing = Appreciation !
			Total Cash Requested	Total City Services Requested	Grand Total Requested (Cash & City Services)	Total Cash Recommended	Total City Services Recommended	Grand Total Recommended (Cash & City Services)	2016 Total Requested	2016 Total Approved		
			\$25,555.00	\$4,367.00	\$29,922.00	\$20,555.00	\$4,367.00	\$24,922.00	\$15,905.00	\$19,155.00		



# REPORT

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Jim Lowrie **File:** 04.0920.20

**Item #:** 523/2017

**Subject: 2018 Environmental Grant Recommendations**

## RECOMMENDATION

**THAT** Council approve the Environment Advisory Committee grant funding recommendation in the amount of \$20,000 for five environmentally-related projects.

## PURPOSE

The purpose of this report is to seek Council's approval of City grant funding to support local environmental initiatives.

## BACKGROUND

The City's Environmental Grant Program was established by Council on June 1, 2009. An Environmental Grant Program Subcommittee of the City's Environment Advisory Committee was created to annually review applications received under this program.

The objective of the Environmental Grant Program is to encourage projects which provide an environmental benefit or promote environmental awareness to the community. Some examples of eligible projects include:

- 1) New or special programs or events;
- 2) Community-based workshops or seminars;
- 3) Seed money for new initiatives; and
- 4) Specialized equipment or instruments (as part of a larger program).

The Environmental grant program is open to community groups and other organizations that are not necessarily based in New Westminster but wish to implement projects that demonstrate significant and specific benefit to the City and do not conflict with a similar project provided by a New Westminster-based organization.

### **POLICY/PRACTICE**

The terms of reference for the Environmental Grant Program states that applications will be reviewed each year by the subcommittee and if endorsed by the Environmental Advisory Committee, submitted to Council for final approval.

### **ANALYSIS**

The Environmental Grant Subcommittee met on November 15, 2017 to consider five submissions that were received. The requests totaled \$25,090 (which includes City in-kind services) but only \$20,000 is available for allocation. The Subcommittee's total recommended funding is \$20,000 which would support all five projects. A summary of the applications is appended to this report (Attachment 1).

At the Environment Advisory Committee meeting on November 23, 2017, the Committee endorsed the funding recommendations of the Environmental Grant Program Subcommittee.

### **FINANCIAL IMPLICATIONS**

On November 20, 2017 Council approved a budget sum of up to \$20,000 for the 2018 Environmental Grant Program. As indicated in this report, the recommended funding to implement projects related to the 2018 grant program is \$20,000 which includes costs for City services.

### **OPTIONS**

The following options are presented for Council's consideration:

1. Approve the Environment Advisory Committee grant funding recommendation in the amount of \$20,000 for five environmentally-related projects;
2. Not approve the Environment Advisory Committee recommendations; or
3. Other.

Option #1 is recommended.

**CONCLUSION**

Through the support of the Environmental Grant Program, five organizations are recommended to receive funding. These organizations will implement various environmental initiatives in 2018 that will benefit the community and the environment.

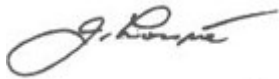
**ATTACHMENTS**

Attachment 1 - Summary of the Applications & Allocations - 2018 Environmental Grants

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



---

Jim Lowrie, Eng.L, MBA  
Director of Engineering Services



---

Lisa Spitale  
Chief Administrative Officer



**Attachment 1**

**Summary of the Applications**

**2018 Environmental Grants**

Attachment 1

2018 Environmental Grant Program - Applications & Allocations of Funding

		<u>Budget</u>	<u>Total</u> <u>Recommended</u>	<u>Total Cash</u> <u>Requested</u>	<u>Total City</u> <u>Services</u> <u>Requested</u>	<u>Total Cash</u> <u>Recommended</u>	<u>Total City</u> <u>Services</u> <u>Recommended</u>	<u>Past Request (2017)</u> <u>Cash</u>			
		\$20,000	<u>\$20,000</u>	\$ 22,590	\$2,500	\$18,060	\$1,940	\$19,850	\$9,850		
	<b>Applicant</b>	<b>Project</b>	<b>2018</b>				<b>2017</b>		<b>Applicant's Description of Project</b>	<b>Grant Committee's Notes</b>	
#			<b>Requested \$ Cash</b>	<b>Requested City Services</b>	<b>Recommended \$ Cash</b>	<b>Recommended City Services</b>	<b>Requested</b>	<b>Approved</b>			
1	Voices of Nature Society	Rock the Salish Sea!	\$ 3,400	\$ -	\$ 3,400					A New West elementary school will learn a program of 7 ocean-themed songs. Initiative provides teachers with curriculum-linked activities & puts students in a leadership role to inspire their families, school & community to take action to protect and conserve watersheds & receiving habitats. The culmination is an evening concert at the school or theatre - adult/family members form the audience.	The Committee found this was a good application and supports the request for the full amount. There was some concern that if the full amount wasn't provided the organization wouldn't be able to hold their program at their requested venue (Anvil Centre). Suggestion for the applicant: inquire whether the Anvil Centre could offer a special rate for their not-for-profit society.
2	Burns Bog Conservation Society	Stepping into Nature 2018	\$ 5,305	\$ -	\$ 4,244			\$ 3,500	\$ 3,500	High school leadership students are trained by local environmental partners and experts to lead a series of outdoor, hands-on learning stations in the Delta Nature Reserve. Elementary students in grade 6 & 7 are invited to spend a full day outside learning about their local environment and what we can do to take care of it.	The Committee was supportive of the initiative. Discussion ensued around the increase in costs compared to last year. Costs related to marketing should be less as social media becomes the more prevalent advertising tool (less expensive); a note was made that the audience is the students. Costs for bus transportation should not be reduced so as to not limit the participation of underprivileged students.
3	Queensborough Special Programs Committee	Earth Day event + Queensborough Shoreline Cleanup	\$ 2,885	\$ 1,300	\$ 2,308	\$ 1,040		N/A	N/A	This application identified two projects: 1) An Earth Day project that engages Queensborough Middle School and Youth Services in an environmental art project (awareness of plastics in rivers/oceans) and 2) Shoreline Cleanup which will include invasive plant removal and native plantings.	The Committee was very supportive of the request. The amount allotted was reduced by an incremental amount. Some discussion ensued around a few line items that could be adjusted (e.g., contracted services for photography) while still allowing the applicant to adequately implement their initiatives.
4	New Westminster Environmental Partners	Glenbrook Ravine Ecological Restoration	\$ 6,000	\$ 1,200	\$ 4,608	\$ 900		N/A	N/A	This project aims to enhance the ecological function of Glenbrook Ravine. It seeks to restore the ravine that has fallen victim to invasive species. This project will remove invasive species, plant native species, encourage active citizenship/ stewardship of the park, connect youth to nature and provide education through hands-on experience.	The Committee was very supportive of this project. The amount allotted was reduced by an incremental amount. Discussion ensued around the number of events proposed: plant costs, city services and effort required (e.g., time, physical demands) of both community volunteers and project leadership in order to fully accomplish them as described.

Attachment 1

	Applicant	Project	2018				2017		Applicant's Description of Project	Grant Committee's Notes
#			Requested \$ Cash	Requested City Services	Recommended \$ Cash	Recommended City Services	Requested	Approved		
5	RSBC Rivershed Society of BC	Enhancement of Sustainable Living Leadership Program (Tour) + FraserFEST	\$ 5,000	\$ -	\$ 3,500		N/A	N/A	This project seeks support for enhancement of the Sustainable Living Leadership Program and FraserFest. Funding will a) engage New West citizens in experiencing the Fraser River via canoe, b) engage the community in participating in Fraser Fest by signing the Watershed Pledge, and c) challenge other organizations, including the city, to reduce their impact on watersheds through specific best practices, actions, and public policy.	The Committee was supportive of the request to support the leadership program. Similar to other applications that were supported, the amount allotted was reduced by an incremental amount so as to accommodate all environmental grant program submissions within the budget. This organization because of it's size and support from various outside sponsorships should be able to better accommodate the recommended amount.

## **REPORT**

### ***Parks & Recreation***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Dean Gibson      **File:** 10354.10  
Director of Parks and Recreation

**Item #:** 535/2017

**Subject:** 2018 Community Grant Recommendations

---

---

#### **RECOMMENDATION**

***THAT** grant funding to support 2018 Community initiatives in the amount of \$48,286 be awarded as outlined in Attachment A of this report.*

---

#### **PURPOSE**

The purpose of this report is to seek City Council's approval of recommendations from the Community Grant Committee for 2018 grants for local community projects.

#### **BACKGROUND**

The Community Grant Committee was appointed by City Council to act as an advisory body for the grant process. The committee consists of three Council appointed members of the community. The City's Manager of Seniors & Youth Services facilitated the review process.

As outlined in the terms of reference, the objective of the Community Grant Program is to encourage projects which contribute to the community livability of the city. The criteria includes provisions for New Westminister based non-profit organizations and groups and for projects to be on a cost-sharing basis with the City. Examples of eligible projects include: (1) new or special programs and initiatives; (2) community workshops or seminars; (3) seed money for new initiatives; and (4) specialized equipment.



The deadline for grant applications was October 31, 2017. City Council provided the committee with a budget of \$75,000 (for both cash and City Services). On November 6, 2017 staff across all City grant portfolios met to ensure the grants were being reviewed under the most appropriate portfolio. Three Community Grant applications were forwarded to the Festivals Committee. These were the Hyack Festival Family Days, Last Door Recovery Festival and the New West Hospice Society Festival of Healing. In addition, the Spirit of the Children application was forwarded to Heritage Grants. Subsequently, the Community Grant Committee members reviewed the applications independently and as a committee.

### **ANALYSIS**

Nineteen (19) Community Grant applications were reviewed by the Community Grants Committee.

The funding envelope for cash and City Services is \$75,000. The cash requests total \$73,821 and the City Services total \$12,536. The Community Grants Committee recommends that 16 out of the 19 community projects/initiatives be funded in 2018 totaling \$48,286 and that the funds be allotted as outlined in Attachment A.

### **FINANCIAL IMPLICATIONS**

The proposed 2018 City Operating Budget includes a provision for \$75,000 for the 2018 Community Grant program. As indicated in this report, the recommendation is to allocate \$40,286 in cash and \$8,000 for City Services (totaling \$48,286) which meets the budget envelope.

### **OPTIONS**

The following options are presented for City Council's consideration:

1. Approve the proposed grant recommendations as noted on Attachment A to this report.
2. Not approve the proposed grant recommendations
3. Other

Option #1 is recommended.

**CONCLUSION**

Through the support of the Community Grant Program, 16 community initiatives are recommended to receive funding. This support will enable local organizations to implement projects that contribute to livability of our community.

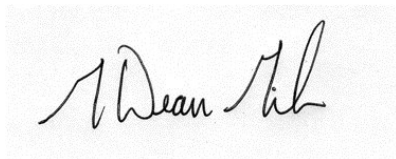
**ATTACHMENTS**

Attachment A - 2018 Community Grant Assessments

This report has been prepared by  
Robyn McGuinness  
Manager, Seniors and Youth Services

This report was reviewed by:

Approved for Presentation to Council



---

Dean Gibson  
Director of Parks and Recreation



---

Lisa Spitale  
Chief Administrative Officer

**Attachment A**

**2018 Community Grant Assessments**

# 2018 Community Grants

Budget		Total Funds Recommended	Total Cash Requested	Total City Services Requested	Total Cash Recommended	Total City Services Recommended	Past Request (2017)			
\$75,000		\$48,286	\$ 73,821	\$ 12,536	\$39,222	\$9,064	\$74,244			
#	Applicant	Project	2018				2017		Committee Notes	Staff Notes
			Requested \$ Cash	Requested City Services	Committee Recommended Cash	Committee Recommended City Services	Requested	Approved		
1	Big Sisters of BC	Big Sisters Mentoring Program	\$ 5,000		\$ 0	\$ 0	\$ -	\$ -	New request for Community Grants. Would like to see a larger presence of this organization in the City however, we were unable to find a specific program in the application that met the eligible criteria for the grant.	
2	Camp Kerry Society	Building Compassionate Community Through Dialogue, Art & Song	\$ 7,900		\$ 7,900.00	\$ 0	\$ 5,660	\$ 5,660	New initiative providing help for individuals coping with grief and loss to build a sense of inclusion in the context of a Compassionate Community. Project is focused on New Westminster residents. Good examples of partnerships and cost sharing. Strong application.	
3	Canadian Lacrosse Hall of Fame	Hall of Fame Annual Induction Banquet		\$ 3,472.00	\$ 432.00	\$ 0	\$ 3,472	\$ -	Request is to pay for the venue rental at the Anvil Centre for the Annual Hall of Fame Inductees Banquet. An important event for the City. As this is an annual event, the Committee recommended this event be included in the organizations annual operating expenses and agreement for the use of the Anvil Centre. Based on the information in the application, the demonstrated financial need was for \$432.00	
4	Community Volunteer Connections Society- Fraser North	Volunteer Showcase	\$ 2,000		\$ 2,000.00	\$ 0	\$ 1,500	\$ 1,500	This Volunteer Fair is located at and supported by the Royal City Centre. The committee felt this is an important event with 40 organizations showcasing volunteer services and opportunities within the community. Good cost sharing was demonstrated.	



#	Applicant	Project	2018				2017		Committee Notes	Staff Notes
			Requested \$ Cash	Requested City Services	Committee Recommended Cash	Committee Recommended City Services	Requested	Approved		
5	Hyack Festival Association	Leadership & Community Service for Youth	\$ 3,500		\$ 3,500.00	\$ 0	\$ 3,500	\$ 3,500	The Committee sees value in Youth Leadership initiatives that encourage service, education and leadership opportunities.	
6	McLauren Centre for Multicultural Ministries	Turning Barriers Into Bridges	\$ 5,000		\$ 1,000.00	\$ 0			While the Committee saw value in the concept of the organization and proposed project, they found the specifics of the project vague. Therefore the Committee did not recommend the full ask.	
7	New West Amateur Radio Club Society	Equipment Purchases	\$ 1,700		\$ 1,700.00	\$ 0	\$ -	\$ -	The Committee agreed the club provides an essential service to the City. The Committee recommends that Council consider a Partnership grant as this is usually an annual request.	The New Westminster Amateur Radio Club Society's purpose is to provide communications, related equipment, services and assistance to the City of New Westminster and community in the event of an emergency.
8	New West Family Place	Food Bank - Family Support Program	\$ 1,200		\$ 1,200.00	\$ 0	\$ -	\$ -	Initiative to improve healthy outcomes for families attending the Food bank. The request to purchase of barriers will create a safer environment for children attending the Food Bank. Good cost sharing with the Food Bank and the New West Family Place Society. The Committee agreed this purchase will benefit the community.	
9	New Westminster Firefighters Society	Vancouver Canucks Alumni Charitable Hockey Game		\$ 1,064.00		\$ 1,064.00	\$ -	\$ -	The request is for City Services is for ice rentals at Queens Park Arena. The Committee supports the service goals of the New Westminster Firefighters Society and looks forward to attending this event.	
10	New West Lawn Bowling Club	Back Board Replacements	\$ 2,500		\$ 2,500.00	\$ 0	\$ 5,800	\$ 5,800	The Committee recommends supporting the Lawn Bowlers request to replace 10 deteriorating back boards that are essential for their programs. Good cost sharing. The Committee approved 50 % of the costs up to \$2,500 for upgrades.	

#	Applicant	Project	2018				2017		Committee Notes	Staff Notes
			Requested \$ Cash	Requested City Services	Committee Recommended Cash	Committee Recommended City Services	Requested	Approved		
11	New West Lions Club	New Westminster Lions Club Wheels to Meals	\$ 1,400		\$ 1,400.00	\$ 0	\$ -	\$ -	Funds will be used by this Community Service group for the purchase of a specialized trailer to ease transportation of a grill and supplies to community events. The Committee appreciates the work of the Lions Club volunteers.	
12	New Westminster Youth Ambassadors Society	Youth Mentorship Training	\$ 8,000		\$ 7,000.00	\$ 0	\$ 8,000	\$ 3,500	This program contributes to community life, benefitting both the community and the participants. Travel expenses were removed from the budget as they are not eligible in this grant stream. The award was reduced accordingly.	
13	Richard McBride School	Richard McBride School Garden	\$ 3,500		\$ 3,500	\$ 0	\$ -	\$ -	New Initiative. The Committee is happy to see these students will have an opportunity to learn more about where food comes from. The planning foresight to make modular gardens in case of future construction disruption was appreciated.	
14	Sapperton Pensioners Hall	Building Maintenance & Repair	\$ 15,000		\$ 0	\$ 0	\$ -	\$ 0	The Committee sees great value in community spaces and the activities they provide, however this grant excludes ongoing operational costs and the Committee felt that painting and general repairs would fall into this category. Council may want to consider a partnership grant to support the operational expenses at Sapperton Hall.	
15	School District 40	Leaving Ceremony and Dry Grad		\$ 8,000	\$ 0	\$ 8,000.00	\$ 7,715	\$ 7,715	This years' application combines the School District's request for Queens Park Arena for the Leaving/ Graduation Ceremony and Quensborough Community Centre for the Dry Grad. The Committee saw the significant value of this initiative and the fundraising efforts that go into these events; however this is an ongoing request and may be better served through a partnership agreement with the City and the School District.	
16	Spare Parts Adventure	Pop Up Adventure Playgrounds	\$ 2,490.00		\$ 2,490.00	\$ 0	\$ -	\$ -	New Initiative. The Spare Parts Adventure Play Society provides opportunities for Child led adventure play through pop up activities at various locations throughout the City. The Committee sees this as a unique and innovative project.	

#	Applicant	Project	2018				2017		Committee Notes	Staff Notes
			Requested \$ Cash	Requested City Services	Committee Recommended Cash	Committee Recommended City Services	Requested	Approved		
17	VEATA - Pacific Volunteer Education and Assistance Team for Animals Society	Doggy Fun day	\$ 600.00		\$ 600.00	\$ 0	\$ 600	\$ 600.00	Small ask. Demonstrated other partners' support. Offering the event on a small budget for 500 people.	
18	WINGS Fellowship Ministries	Butterfly Room Childrens Outreach	\$ 4,000.00		\$ 4,000.00	\$ 0	\$ 4,000	\$ 4,000.00	The Butterfly Room provides a variety of children's activities, special events and outings for children in crisis. The purpose is to provide opportunities for children who have witnessed abuse to experience fun, normal childhood activities and to build trusting relationships with supportive adults. The committee supports this important work.	
19	Vancouver International Sculpture Biennale	Bike Racks for Art	\$ 10,031		\$ 0	\$ 0	\$ -	\$ -	The concept of the Bike Racks for Art is to install Vancouver Biennale branded bike racks along art installations in New Westminster. The scope of this project is outside the criteria for the Community Grants Stream.	The Committee understands the location and installation of bike racks is part of the City's Transportation Section who plans for and manages the City's inventory of bike racks and would not be eligible under the Community Grants criteria.

## **REPORT**

### *Office of the Chief Administrative Officer*

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Lisa Spitale      **File:** 05.1035.10

**Item #:** 525/2017

**Subject:** 2018 Arts & Culture Grant Recommendations

---

#### **RECOMMENDATION**

***THAT** grant funding to support 2018 Arts & Culture initiatives in the amount of \$30,000 is awarded as outlined in Attachment A of this report.*

---

#### **BACKGROUND**

The Arts & Culture Grant Committee was appointed by City Council to act as an advisory body for the grant process. The terms of reference for the committee requires three community members be appointed by City Council and “each shall represent the broad interests of the community as opposed to a single discipline or organization.” The committee is comprised of three community members, with the Arts Coordinator providing administrative support.

As outlined in the Terms of Reference, the objective of the Arts & Culture Grant Program is to encourage projects which contribute to the artistic fabric of the city. Examples of eligible projects include: (1) special programs and events; (2) community arts and culture workshops or seminars; (3) seed money for new arts and culture initiatives; and (4) specialized equipment/instruments, and costumes/uniforms.



The deadline for grant applications was October 31, 2017. City Council approved a budget of \$30,000 to work within. The Committee reviewed the applications and then met on November 14, 2017 to develop recommendations to City Council.

### **ANALYSIS**

The funding envelope for the Arts & Culture Grant Program is \$30,000 for cash and city services. The 2017 cash requests totaled \$31,749 with \$1,700 requested city services. The Committee considered twelve (12) applications. Rationale for the jury's recommendations are included in the 'Notes' section in Attachment A.

### **FINANCIAL IMPLICATIONS**

The proposed 2017 City Operating Budget includes a provision of \$30,000 for the 2017 Arts & Culture Grant Program. As indicated in this report, the recommendation is to approve \$28,300 in cash and \$1700.00 in City Services to twelve (12) arts and culture projects.

### **ATTACHMENTS:**

Arts and Culture Grants 2018

### **OPTIONS**

The following options are presented for Council's consideration:

1. Approve the proposed grant recommendations.
2. Not approve the proposed grant recommendations.
3. Other.

*Staff recommend Option 1*

**ATTACHMENTS**

2018 Arts and Culture Grant Recommendations

This report has been prepared by  
Biliana Velkova, Arts Coordinator

Approved for Presentation to Council

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

---

Lisa Spitale  
Chief Administrative Officer

*Attachment # 1*  
**2018 Arts and Culture Grant  
Recommendations**

## 2018 Arts & Culture Grants

	<u>Budget</u>	<u>Total Approved</u>	<u>Total Cash Requested</u>	<u>Total City Services Requested</u>	<u>Total Cash Recommended</u>	<u>Total Recommended City Services</u>	<u>Total Cash Approved</u>	<u>Total City Services Approved</u>	<u>Past Request (2016)</u>		
		\$	\$ 31,749	\$ 1,700.00	\$ 28,300	\$ 1,700	\$ 0	\$ 0			
2018									2017*		Committee's Notes
#	Applicant	Project	Requested \$ Cash	Requested City Services	Recommended Cash	Recommended City Services	Council Approved	Council City Services approved	Requested	Approved	
1	The Maple Leaf Singers	Spring Show 2018	\$ 1,289		\$ 1,289				\$ 1,500	\$ 1,500	The committee supports this project as it offers unique community programming.
2	Royal City Literary Arts Society	Poetry in the Park	\$ 870		\$ 870				\$ 1,190	\$ 1,190	The committee supports this project. The event is outdoors, multigenerational and accessible.
3	Douglas College Foundation	The Arts at One Community Concert Series	\$ 1,200		\$ 1,200				\$ 1,525	\$ 1,000	The committee supports this project because it is free, it offers high engagement for local artists, and it is inclusive of seniors.
4	Queensborough Special Programs Committee	Queensborough Summer Sizzle	\$ 1,000		\$ 1,000				n/a	n/a	The committee supports this project as it offers arts and culture exposure in Queensborough. Project could bring newcomers to the park, and it is free. It features local performers.
5	New Westminster Community Choir	Growing Community Singing!	\$ 1,100	\$ 0	\$ 1,100				\$ 5,500	\$ 555	The committee supports this project and it hopes it reaches a wider community audience.
6	Federation of BC Writers	Spring Writes Festival New West 2018	\$ 4,950	\$ 0	\$ 4,950				n/a	n/a	The committee supports this project as it offers good community value. City funding should go toward community workshops.
7	Story Money Impact Foundation	Good Pitch	\$ 3,500	\$ 0	\$ 3,500				n/a	n/a	The committee supports this project as it has diverse partnership roster and community support.
8	Queen's Park Healthcare Foundation	Queen's Park Care Centre Art Therapy Program	\$ 4,000	\$ 0	\$ 4,000				n/a	n/a	The committee supports this project as it reaches an underserved group in the community. The committee suggested to expand the number of participants to benefit a larger group of the senior community.
9	New West Film Society	New West Film Fest	\$ 4,000	\$ 0	\$ 4,000				\$ 4,150	\$ 3,500	The committee supports this project as it has high artistic caliber and it brings a diverse and new audiences. The committee noted the new developed partnerships.



2018									2017*		Committee's Notes
#	Applicant	Project	Requested \$ Cash	Requested City Services	Recommended Cash	Recommended City Services	Council Approved	Council City Services approved	Requested	Approved	
10	Vancouver Tagore Society	New Westminster Autumn Festival	\$ 5,060	\$ 0	\$ 1,611				n/a	n/a	The committee supports this project as it brings an accessible and diverse program.
11	Schools Out Productions and New Westminster Secondary Musical Theatre Program	Mentorship in technical theatre and stage management	\$ 4,000	\$ 0	\$ 4,000				n/a	n/a	The committee supports this project as it offers long term positive impact for youth and cultural skills development for local students.
12	Up Close Recital Society	New Venues	\$ 780	\$ 1,700	\$ 780	\$ 1,700			n/a	n/a	The committee supports this project as it expands audiences, creates new cultural destinations and has inclusive programming. The committee noted that the project has clear project goals.

## **REPORT**

### ***Development Services***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Jackie Teed      **File:** 13.2630.06  
Acting Director of Development  
Services

**Item #:** 529/2017

**Subject:** 2018 Child Care Grant Recommendations

---

#### **RECOMMENDATION**

***THAT** Council accept and endorse the Child Care Grant Program Committee recommendations pertaining to child care grant recipients and amounts for the 2018 granting period.*

***THAT** Council endorse the Child Care Grant Program Committee recommendation to revise the terms of reference for this grant program for the purpose of enabling non-profit child care operations with more than one site to submit up to two applications for funding.*

---

#### **EXECUTIVE SUMMARY**

The Child Care Grant Program Committee has reviewed the applications pertaining to the 2018 granting period. Based on this review, the committee is recommending that Council endorse six applications at a total amount of \$27,386.

The grants will contribute to the creation of a quality child care environment for the 268 children participating in the funded programs. They will also enhance accessibility, while helping to ensure that fees remain affordable.

**PURPOSE**

The purpose of this report is twofold: (1) to provide information related to the Child Care Grant Program applications for 2018; and (2) to share the Committee's recommendations to Council for possible endorsement.

**POLICY AND REGULATIONS**

On January 25, 2010, Council established the Child Care Grant Program. This program has a maximum budget of \$40,000 per year and provides up to eight child care grants of \$5,000 each for non-profit child care providers.

The grants are for projects that are capital in nature and include: (1) physical expansion, renovation and/or repair to existing child care facilities; and (2) purchase of appliances, equipment and/or furnishings for the express use of a child care facility.

**BACKGROUND**

Quality, accessible and affordable child care produces significant social and economic benefits for New Westminster. Socially, it enables children to develop in all areas of child development and facilitates school readiness and success. It also alleviates dependence on income assistance and assists in the settlement and integration process for new immigrants and refugees. Economically, it enables parents to work and contribute to the local economy and is a factor in the location and relocation decisions of both families and businesses.

The Child Care Grant Program provides assistance to non-profit child care providers to address building deficiencies and purchase much needed equipment and furnishings in order to meet Provincial licensing requirements for health, safety and quality standards. It also allows these providers to improve the physical accessibility of their facilities, enabling them to better meet the needs of children requiring extra support.

**DISCUSSION**

The Child Care Grant Program Committee met on November 28, 2017. The total project costs associated with the six grant requests were \$27,386.

***Recommended Grants***

The Committee is recommending that Council endorse the following six applications at a total amount of \$27,386. For detailed project descriptions and Committee comments, please refer to attachment 1.

Organization	Project	Total Costs	Rec. Grant
Glenbrooke Daycare Society	The society will replace broken and outdated equipment and furnishings. This will include but not be limited to: art supplies, learning materials, tables and chairs.	\$5,308.15	\$5,000.00
Golden Sunshine Daycare Society	The society will replace its current older and outdated appliances with reliable and energy efficient ones and upgrade its outdoor play area.	\$5,000.00	\$5,000.00
Kolumbia Inn Daycare Society	The society will repair and repaint the program playrooms which total 4,900 square feet. These playrooms have been in use for nine years and are showing general wear and tear. The work will need to take place after hours and on weekends.	\$5,000.00	\$5,000.00
Queen's Avenue Daycare Society	The society needs to repair its outdoor toddler playground. Currently, two of the landings/stairs have become significantly worn from use and weather. This has left them with chipping wood and flaking paint. The society also has to replace its dishwasher, which is used three to four times per day.	\$2,386.00	\$2,386.00
St. Barnabas Daycare Society	The society needs to replace the child care program flooring to meet licensing requirements. This must be done in the next five years. Initially, this will encompass the infant/toddler room in which the carpet is 15 years old and the floors are cracking and held together with duct tape.	\$5,000.00	\$5,000.00
Westminster Children's After School Society	The society will replace and upgrade its equipment and furnishings to provide a safe and welcoming environment. This will include but not be limited to: audio-visual cart and television stand, carpets, pillar covers, and tables and chairs.	\$5,966.78 (not including pillar covers)	\$5,000.00

### ***Allocation of Remaining Funds***

In a Report to Council dated January 26, 2015, Council endorsed a Child Care Grant Program Committee recommendation to revise the terms of reference for the grant program for the purpose of enabling any unallocated funds in a given grant year to be used for education and training purposes for child care providers.

This education and training would specifically target child care providers in New Westminster, would enhance the quality of care for children and would be allocated based on the advice of the Child Care Action Team, which is a sub-group of the Kids New West Committee. Please note that the City is represented on both bodies. Any expenditure would have to be approved by the staff representative to the Child Care Grant Program Committee and invoices would have to be submitted prior to payment.

The amount of unallocated funds for 2018 is \$12,614. This amount is derived by deducting the total amount of recommended grants (i.e., \$27,386) from the total annual amount available for the program (i.e., \$40,000).



***Grant Survey and Committee Recommendation***

In June 2017, City staff conducted a survey of past grant applicants and received 11 responses. The majority of respondents (88%) felt that the application instructions were clear and that the information required was reasonable. Respondents provided information related to promoting the grant program. Respondents were also asked about improvement to the grant program, with several suggesting that child care operations with more than one site be able to submit more than one application for funding.

Most non-profit child care operations have more than one site, with Westminster Children's After School Society having nine sites, Glenbrooke Daycare Society having two sites, Golden Sunshine Daycare Society having two sites, Kolumbia Inn Daycare Society having two sites and the Lower Mainland Purpose Society having two sites.

Based on this feedback, the committee is recommending that Council revise the terms of reference for the grant program for the purpose of enabling non-profit child care operations with more than one site to submit up to two applications for funding.

**FINANCIAL IMPLICATIONS**

The Child Care and Environment Grant Programs are funded through Sunday parking fee revenues and a reserve fund has been established for these programs.

**INTER-DEPARTMENTAL LIAISON**

There is regular communication and coordination with regard to all City grant programs, which are administered by different Departments.

**OPTIONS**

There are three options for Council's consideration:

1. That Council accept and endorse the Child Care Grant Program Committee recommendations pertaining to child care grant recipients and amounts for the 2018 granting period.
2. That Council endorse the Child Care Grant Program Committee recommendation to revise the terms of reference for this grant program for the purpose of enabling non-profit child care operations with more than one site to submit up to two applications for funding.

3. That Council provide staff with other direction.

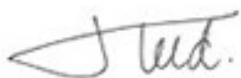
Staff recommends Options 1 and 2.

### **ATTACHMENTS**

Attachment 1: 2018 Child Care Grant Applications

This report has been prepared by  
John Stark, Acting Manager of Planning

Approved for Presentation to Council



---

Jackie Teed  
Acting Director of Development  
Services



---

Lisa Spitale  
Chief Administrative Officer

## Attachment 1

### *2018 Child Care Grant Applications*

2018		2017	
Total Cost	Total Recom.	Total Cost	Total Recom.
\$28,660.93	\$27,386.00	\$69,833.97	\$29,561.66

#	Application	Needed	Recom.	Needed	Recom.	2018 Project Description	2018 Committee Comments
1.	<b>Glenbrooke Daycare Society</b>	\$5,308.15	\$5,000.00	\$5,015.42	\$5,000.00	The society will replace broken and outdated equipment and furnishings. This will include but not be limited to: art supplies, learning materials, tables and chairs.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> </ul>
2.	<b>Golden Sunshine Daycare Society</b>	\$5,000.00	\$5,000.00	\$42,966.66	\$5,000.00	The society will replace its current older and outdated appliances with reliable and energy efficient ones and upgrade its outdoor play area.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> <li>• Committee requests that outdoor play area be the priority and that remaining funds be used for appliances.</li> </ul>
3.	<b>Kolumbia Inn Daycare Society</b>	\$5,000.00	\$5,000.00	\$7,400.00 (not including taxes)	\$5,000.00	The society will repair and repaint the program playrooms which total 4,900 square feet. These playrooms have been in use for nine years and are showing general wear and tear. The work will need to take place after hours and on weekends.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> </ul>
4.	<b>Queen's Avenue Daycare Society</b>	\$2,386.00	\$2,386.00	\$4,561.66	\$4,561.66	The society needs to repair its outdoor toddler playground. Currently, two of the landings/stairs have become significantly worn from use and weather. This has left them with chipping wood and flaking paint. The society also has to replace its dishwasher, which is used three to four times per day.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> </ul>
5.	<b>St. Barnabas Daycare Society</b>	\$5,000.00	\$5,000.00	\$4,515.00 (not including painting of play structure)	\$5,000.00	The society needs to replace the child care program flooring to meet licensing requirements. This must be done in the next five years. Initially, this will encompass the infant/toddler room in which the carpet is 15 years old and the floors are cracking and held together with duct tape.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> <li>• Committee requests that photos be provided of flooring to be replaced and that a quote be provided.</li> </ul>



		2018		2017			
		Total Cost	Total Recom.	Total Cost	Total Recom.		
6.	<b>Westminster Children's After School Society</b>	\$5,966.78	\$5,000.00	\$5,375.23	\$5,000.00	The society will replace and upgrade its equipment and furnishings to provide a safe and welcoming environment. This will include but not be limited to: audio-visual cart and television stand, carpets, pillar covers, and tables and chairs.	<ul style="list-style-type: none"> <li>• Committee supports application.</li> <li>• Committee requests that pillar covers be a priority and that a quote be provided.</li> </ul>

# **REPORT**

## ***Finance and Information Technology***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Gary Holowatiuk, CPA, CA      **File:**  
Director of Finance and Information  
Technology

*On behalf of the City Partnership Review  
Panel*

**Item #:** 528/2017

**Subject: 2018 City Partnership Grant Recommendations**

---

### **RECOMMENDATION**

***THAT** Council considers approving the 2018 City Partnership Grant recommendations as presented in Attachment 1 of this report.*

---

### **PURPOSE**

The purpose of this report is to seek Council's approval of the 2018 City Partnership Grants as presented in Attachment 1 of this report.

### **BACKGROUND**

The City has eight grant programs including the City Partnership, City Festival/Event, Community, Arts and Culture, Heritage, Amateur Sports, Environmental, and Child Care Grant Programs.

This report focuses on the City Partnership Grant Program which is the largest of the grant programs and is administered through the City Partnership Grant Review Panel. The Review Panel reviews all grant applications based on City Partnership Grant guidelines and brings forward grant applications for Council's consideration.

The City Partnership Grant Program is designed to assist incorporated not-for-profit organizations with delivery of major services to the community. The services must assist the city to fulfill its vision statement.

To provide organizations with funding certainty, the City Partnership Grant can be for a term of up to three years at Council's discretion. All recipients of City Partnership Grants are required to submit a Statement of Accountability by December 31<sup>st</sup> of each year of the award. Applicants awarded multi-year grant terms are not required to submit a grant application in subsequent years provided the City has received and accepted their annual Statement of Accountability from the previous year in the prescribed format.

### **EXISTING PRACTICE/POLICY**

The City's Partnership Grants Program has documented guidelines and criteria and prescribed application forms available on the City's web site. The City advertises the grant program in the local newspapers in the summer and requires submission of grant applications by October 31<sup>st</sup>.

The City's practice is to review the annual grants budget within the context of the City's overall budget requirements. Grant requests are compiled and reviewed by the Grant Review Panel, with reports and recommendations to Council by December. The Grant applicants are informed whether or not their grant request was approved by Council by the end of December, and grants are paid in January.

### **DISCUSSION**

For 2018, the City's Partnership Grants program was allocated \$475,000. Organizations have submitted City Partnership grant applications totaling \$602,010

Attachment 1 provides the Grant Review Panel's suggestions for City Partnership Grant allocations totaling \$475,010 for Council's consideration. It should be noted that grant applicants highlighted in green in the attached schedule were awarded fixed grant amounts for a three year term in 2016 or 2017. Multi-year grant recipients are not required to submit new grant applications in subsequent years, but must provide an Annual Statement of Accountability in prescribed format by December 31<sup>st</sup>.

**INTERDEPARTMENTAL LIAISON**

The Grants Review Panel, consisting of senior staff from Finance and Information Technology, Parks & Recreation, CAO's Office and Development Services was involved in the preparation of this report.

**CONCLUSION**

As part of the 2018 grant process, the City Partnership Grant Review Panel has prepared this report seeking Council's direction regarding the allocation of City Partnership Grant funding for 2018 as proposed in Attachment 1.

**ATTACHMENTS**

Attachment #1 - 2018 City Partnership Grants Schedule

Approved for Presentation to Council



---

Gary Holowatiuk, CPA, CA  
Director of Finance and Information  
Technology



---

Lisa Spitale  
Chief Administrative Officer



## **ATTACHMENT 1**

### **2018 City Partnership Grants Schedule**

City Partnership Grant Program

No.	Applicant	Description	2018 Grant Request				2018 Grant Recommended				2017 Grant Approved				Notes
			Cash	City Services	Total	Term Requested	Cash	City Services	Total	Term Recommended	Cash	City Services	Total	Term Approved	
<b>Cultural Services:</b>															
1	Arts Council of New Westminster	Increase request in funding to be used to enhance the quality of programming at "The Gallery at Queens Park", to create a new part time Program Coordinator position at the Gallery. Upgrade flooring, lighting and paint walls. Advertising to promote programming.	28,000	4,010	32,010	Term 3 of 3	28,000	4,010	32,010	term 3 of 3	28,000	4,010	32,010	term 2 of 3	This is the 3rd year of a 3 year term awarded in 2016.
2	Massey Theatre	Rental subsidies, Massey Helps free rent grant program, professional theatre services, I am Youth Program.	109,000	-	109,000	3 years	66,000	-	66,000	1 year	66,000	-	66,000	term 3 of 3	Recommended this applicant be awarded \$66K for a 1 year period
<b>Economic Development/Tourism</b>															
3	Tourism New Westminster	Grant funds would go towards staffing and operational cost as well as marketing and promotion of New Westminster.	100,000	-	100,000	3 years	93,500	-	93,500	1 year	100,000	-	100,000	1 year term	Recommended this applicant be awarded \$93,500 for a 1 year period.
4	New Westminster Chamber of Commerce	Grant fund would go towards the salary of a part time administrative support and membership specialist; and fees for keynote speakers, scholarships for female students, and women in the workforce, costs for research and detailed reports	59,000	-	59,000	3 years	20,000	-	20,000	1 year	-	-	-		Recommended this applicant be awarded \$20,000 for a 1 year period.
5	Fraser River Discovery Centre Society	Salary, Benefits, and Administration costs for programs and exhibits at FRDC	60,000	-	60,000	3 years	50,000	-	50,000	1 year	55,000	-	55,000	1 year term	Recommended this applicant be awarded \$50k for a 1 year period.

City Partnership Grant Program

No.	Applicant	Description	2018 Grant Request				2018 Grant Recommended				2017 Grant Approved				Notes
			Cash	City Services	Total	Term Requested	Cash	City Services	Total	Term Recommended	Cash	City Services	Total	Term Approved	
Cultural Services:															
Social Services															
6	CERA	Community Youth Justice Program	17,500	-	17,500	1 year	17,500	-	17,500	1 year	17,500	-	17,500	1 year	Recommended this applicant be awarded \$17,500 for a 1 year period as requested.
7	New Westminster Homelessness Coalition Society	Grant funds would go towards increasing the number of hours for their coordinator position (from 16 hours to 20 hours per week). To expand the I's on the Street program, to expand "Connect Days" to 4 per year, and to develop a marketing strategy.	15,000	-	15,000	Term 2 of 3	15,000	-	15,000	term 2 of 3	15,000	-	15,000	3 year term	This is the 2nd year of a 3 year term awarded in 2017.
8	Fraserside Community Services Society	Summer Camping Bureau	16,000	-	16,000	Term 2 of 3	16,000	-	16,000	term 2 of 3	16,000	-	16,000	1 year	This is the 2nd year of a 3 year term awarded in 2017.
9	Senior Services Society of BC	Ongoing programs and services	75,000	-	75,000	3 years	75,000	-	75,000	3 year	75,000	-	75,000	term 3 of 3	Recommended this applicant be awarded \$75K for a 3 year term as requested.
10	New Westminster Victim Assistance Association	Management of the Victim Services Program	25,000	-	25,000	3 year	25,000	-	25,000	3 year	25,000	-	25,000	term 3 of 3	Recommended this applicant be awarded \$25K for a 3 year term as requested.
11	Family Services of Greater Vancouver	To support the continuation of a counsellor at the City's Youth Centre	12,000	-	12,000	1 year	12,000	-	12,000	1 year	15,000	-	15,000	term 3 of 3	Recommended this applicant be awarded \$12K for a 1 year term only.
12	Family Services of Greater Vancouver	To support a Clinical counsellor for clients over the age of 55 at Century House	11,000	-	11,000	3 years	11,000	-	11,000	1 year	-	-	-		Recommended this applicant be awarded \$11K for a 1 year term only
13	Association of Community Organization for Reform Now, Canada	To fund the New Westminster "City Desk" for tax preparation for low income New Westminster residents.	15,000	-	15,000	1 year	-	-	-	-	-	-	-		The review panel does not recommend an award for 2018.

City Partnership Grant Program

No.	Applicant	Description	2018 Grant Request				2018 Grant Recommended				2017 Grant Approved				Notes
			Cash	City Services	Total	Term Requested	Cash	City Services	Total	Term Recommended	Cash	City Services	Total	Term Approved	
<b>Cultural Services:</b>															
<b>Social Services</b>															
14	Downtown New Westminster BIA	Façade Improvement Program to encourage business owners and property owners in Downtown New Westminster to pursue beautification efforts to their commercial building facades and storefronts	7,500	-	7,500	1 year	5,000	-	5,000	1 year	5,000	-	5,000	1 year term	Recommended this applicant be awarded \$5K for a 1 year term.
15	Elizabeth Fry Society	Support for the Maida Duncan Drop In Centre	5,000	-	5,000	3 year	5,000	-	5,000	1 year	5,000	-	5,000	1 year	Recommended this applicant be awarded \$5K for a 1 year term.
16	Royal City Musical Theatre Society	The grant will be used to build capacity in their administration and management, in order to provide support for planning and increased activity.	5,000	-	5,000	Term 2 of 3	5,000	-	5,000	term 2 of 3	5,000	-	5,000	3 year term	This is the 2nd year of a 3 year term awarded in 2017.
17	NW Symphony Society	To help with the production of the annual Christmas Nutcracker dance Concert to be held at the Massey Theatre December 2017	2,000	-	2,000	Term 2 of 3	2,000	-	2,000	term 2 of 3	2,000	-	2,000	3 year term	This is the 2nd year of a 3 year term awarded in 2017.
18	New West Hospice Society	Good Neighbour Partnership will include the training and dispatching of volunteer facilitators who “reach into” individual’s homes to assist them in the formation of a support network. A Coordinator is needed to make processes/material for the GNP to recruit, train, and pair volunteers with people needing support.	25,000	-	25,000	3 year	25,000	-	25,000	1 year	-	-	-		Recommended this applicant be awarded \$25k for a 1 year term.
19	Royal City Humane Society	To spay and neuter stray animals.	11,000	-	11,000		-	-	-	-	-	-	-		The review panel does not recommend an award for 2018.
	Canadian Mental Health Association	The grant will be used to fund the wages and benefits and program expenses for a new volunteer coordinator at the Associations New Westminster office.	-	-	-	-	-	-	-	-	7,000	-	7,000	1 year	This organization did not apply for a 2018 City Partnership Grant
	Royal City Curling Club	Request was for funds to help cover the costs of upgrade and replacement work completed in 2017 to the Curling Club.	-	-	-	-	-	-	-	-	35,000	-	35,000	1 year	This organization did not apply for a 2018 City Partnership Grant
	River Shed Society of BC	Events in New Westminster, AGM,and paddle to FRDC on August 14, 2017	-	-	-	-	-	-	-	-	5,000	-	5,000	1 year	This organization did not apply for a 2018 City Partnership Grant
	Total Partnership Grants Requested		598,000	4,010	602,010	-	471,000	4,010	475,010	-	476,500	4,010	480,510	-	



## **REPORT**

### ***Parks & Recreation***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Dean Gibson      **File:** 1035.10  
Director of Parks and Recreation

**Item #:** 524/2017

**Subject:** 2018 Amateur Sports Fund Committee Grant Recommendations

---

---

#### **RECOMMENDATION**

***THAT** \$35,000 in grants for amateur sport development be approved as recommended by the Amateur Sports Grant Committee as outlined in this report.*

---

#### **ORIGIN/PURPOSE**

The purpose of this report is to seek City Council's consideration of recommendations from the Amateur Sports Fund Committee for the approval of grants to local minor sport organizations for 2018.

#### **BACKGROUND**

The Amateur Sports Fund has existed since 1975 when the City received an endowment at the conclusion of the 1973 Canada Summer Games. Those funds were placed in a trust fund from which the annual interest was made available in the form of grants to local amateur sport organizations. In 2000 additional funding became available from a portion of the interest from the Casino Legacy Endowment Funds and has allowed the Amateur Sports Fund to support a wider scope of requests from the local sport community. In 2004 the Amateur Sports Travel Fund was amalgamated with the Amateur Sports Fund.

The Travel Grant assists with travel expenses of local athletes for attendance at national and international competitions outside the province of British Columbia.

The role of the Amateur Sports Fund is to encourage:

- increased participation in amateur sports for youth
- provision of a wide variety of sport activities for local youth
- youth to become involved and exposed to new activities
- skill development
- competition, and
- volunteer participation and development

Eligible New Westminster amateur youth sport organizations shall meet the following requirements:

- Must be an active, voluntary, not for profit organization primarily serving New Westminster youth in amateur sport,
- Must have a constitution and Board of Directors who are elected at an annual general meeting that is open to the public, and
- Must open its membership and programs to any youth in New Westminster wishing to participate.

Typical eligible projects for funding include:

- clinics, seminars, workshops
- hosting tournaments
- equipment
- new programs

In addition, eligible organizations may also apply each year to receive a fixed administrative grant of \$200.

### **EXISTING POLICY/PRACTICE**

The terms of reference for the Amateur Sports Fund Committee state that applications will be reviewed each year and that all grants are approved by City Council on recommendation from the Committee.

The Amateur Sports Fund Committee follows the eligibility criteria, process and restrictions as outlined in the Committee's Terms of Reference.

Since 2008, the Parks and Recreation Department has reported annually on minor sport organization membership. This information is included as Attachment A.

## **ANALYSIS**

### ***Terms of Reference***

Under the Amateur Sports Fund Committee's Terms of Reference the following eligibility Criteria, Process and Restrictions are listed as:

- Applicants must demonstrate the proposed amateur sporting initiative will benefit New Westminster's community and/or athletes,
- Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels or skill development,
- Priority will be given to new or additional services or projects within the organization, and
- While funding is intended for one-time projects, consideration will be given to renewing a grant for a second year,
- The activity or project must be completed within the calendar year for which the funding is approved,
- Funding will be remitted upon project completion and receipt of an acceptable report, evaluation and verification of payments and expenses,
- Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organizations'/athletes' promotional literature and mediums (i.e. website, brochures, advertisements, etc.),

All eligible organizations may also apply to receive a fixed administrative grant of \$200 each year.

General Grant Exclusions – Funding is not available:

- to cover the complete cost of any single project
- for awards
- for expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport
- for expenses related to participating in tournaments outside of New Westminster
- uniforms are only considered when a new program is being developed

### ***Grant Funding***

The total available funding envelope for 2018 has been set at \$35,000. Funding requests for the coming year total \$81,939. The Amateur Sports Grant Committee has met and reviewed applications for grants from the organizations and makes the following recommendations as referenced on Attachment B.

**FINANCIAL IMPACT**

	<b>2018</b>	<b>2018</b>	<b>2017</b>
<b><u>Available Budget</u></b>			
Amateur Sports Fund	35,500	35,000	35,000
<b><u>Allocation Proposed</u></b>	<b>Requested</b>	<b>Recommended</b>	<b>Awarded (2017)</b>
General Grants	81,939	29,500	29,500
Administration Grants	2,000	2,000	2,000
Travel Grants	3,500	3,500	3,500
<b>Total</b>	<b>87,439</b>	<b>35,000</b>	<b>35,000</b>

**OPTIONS**

1. Approve the grant funding recommendations.
2. Provide staff with alternative direction.

Option #1 is recommended.

**CONCLUSION**

Through the support of the Amateur Sports Fund, local minor sport organizations are better able to achieve the global benefit of growth and development of youth in the City, contribute towards the City's goal of promoting active & healthy lifestyles, and better connect resident to their community through the vehicle of amateur sports.

**ATTACHMENTS**

Attachment A - New Westminster Minor Sport Registration

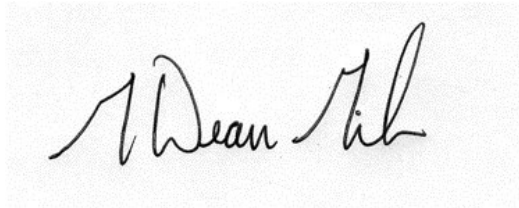
Attachment B - New Westminster Amateur Sports Grant - Grant Award Recommendations



This report has been prepared by  
James Doan  
Manager of Community Development

This report was reviewed by:

Approved for Presentation to Council

A handwritten signature in black ink, appearing to read "Dean Gibson", on a light gray background.

---

Dean Gibson  
Director of Parks and Recreation

A handwritten signature in black ink, appearing to read "Lisa Spitale", on a light gray background.

---

Lisa Spitale  
Chief Administrative Officer

## Attachment A

### New Westminster Minor Sport Registration

## Attachment "A" – New Westminster Minor Sport Registration

Youth Sport Organizations	2008	2009A	2010A	2011A	2012A	2013A	2014A	2015A	2016A	2017A
Burnaby/New West Ringette		**38	**35	**34	**32	**26	**28	**27	**30	**32
Elite Track and Field Academy				***9	20	24	29	Did not apply	Did not apply	Did not apply
Hyack Swim Club	160	*99	*101	*90	*87	*132	*245	*133	*117	*117
New Westminster Baseball Association	300	320	330	337	350	311	311	309	392	308
New Westminster Minor Hockey Association	350	377	395	406	398	451	408	424	398	358
New Westminster Minor Lacrosse Association	882	865	814	837	756	751	771	738	732	644
New Westminster Minor Softball Association	289	286	243	162	86	84	79	63	80	62
New West Spartans Track and Field	*45	*44	*37	*60	56	55	38	38	Did not apply	42
Royal City Cheer and Tumbling Society									81	Did not apply
Royal City Hyack Football Club	55	116	112	165	218	226	173	213	241	Did not apply
Royal City Track and Field Club	46	52	91	66	68	89	104	150	135	195
Royal City Youth Soccer Club	1170	1247	1165	1133	1114	1054	1090	1165	1237	1260
Shasta Trampoline Booster Society	42	46	45	50	45	45	47	45	44	43
<b>TOTAL</b>	<b>3,339</b>	<b>3,490</b>	<b>3,368</b>	<b>3,349</b>	<b>3,230</b>	<b>3,248</b>	<b>3,323</b>	<b>3,305</b>	<b>3246</b>	<b>3183</b>

\*Youth members only (Club membership also includes adults)

\*\* Ringette Association is a combined Burnaby and New Westminster organization. Registration numbers from 2009 onward include New Westminster participants only.

<sup>A</sup> – Registration reporting now based on official submission to affiliated Provincial Amateur Sport Body.

\*\*\* - The inaugural year for the Elite Track and Field Academy. Club started June, 2011.

## Attachment B

New Westminster Amateur Sports Grant

Grant Award Recommendation



2018 Amateur Sports Grant Fund Summary

	Project Total	Self Funding	Request	Administrative Funding	Proposed by Committee	Total Recommended	Prior Year Approved
<b>SUMMARY</b>	<b>Funding Envelope</b>						
Project Grants	29,500		81,939		29,500	29,500	29,500
Travel Grant (10% total funding envelop)	3,500					3,500	3,500
Administrative Grant (# of app. X \$200)	2,000			2,000		2,000	2,000
<b>Total</b>	<b>35,000</b>		<b>81,939</b>		<b>29,500</b>	<b>35,000</b>	<b>35,000</b>
					<b>Net +/-</b>	<b>-</b>	

2018 Available Budget

2018 Amateur Sports Grant Fund	35,000
<b>Total</b>	<b>35,000.00</b>

	<u>Reg #</u>	Project Total	Self Funding	Request	Administrative Funding	Proposed by Committee	Total Recommended	Prior Year Approved
<b>Burnaby New Westminster Ringette Association</b>								
Current year registration #	154						-	
Prior year registration #	137						-	
Net plus/minus	17	Referee & Coaching clinics	1,000.00	500.00	500.00	750	750	
New Westminster #	32	Gym Ringette equipment - sticks & rings	1,600.00	800.00	800.00	800	800	
New Westminster %	21%	Development of Coaching program	4,500.00	2,250.00	2,250.00	500	500	
Non New Westminster #	122						-	
Non New Westminster %	79%						-	
		7,100.00	3,550.00	3,550.00	200.00	2,050	2,250	1,600

	<u>Reg #</u>		<i>Project</i> Total	<i>Self</i> Funding	<i>Request</i>	<i>Administrative</i> Funding	<i>Proposed by</i> <i>Committee</i>	<i>Total</i> Recommended	<i>Prior Year</i> <i>Approved</i>
<b>Hyack Swim Club</b>									
Current year registration #	117	Equipment - 25m keefer lane rope	4,500.00	1,000.00	3,500.00		3,500	3,500	
Prior year registration #	117							-	
Net plus/minus	-							-	
New Westminster #	43							-	
New Westminster %	37%							-	
Non New Westminster #	74							-	
Non New Westminster %	63%							-	
			4,500.00	1,000.00	3,500.00	200.00	3,500	3,700	1,000
<b>NW Baseball Association</b>									
Current year registration #	308							-	
Prior year registration #	392							-	
Net plus/minus	(84)	NCCP Coaches Clinic	2,075.00	1,037.00	1,038.00		1,038	1,038	
New Westminster #	226							-	
New Westminster %	73%							-	
Non New Westminster #	82	Equipment - pitching machine	3,808.00	1,904.00	1,904.00		1,442	1,442	
Non New Westminster %	27%	Equipment - bats replacement	2,800.00	1,400.00	1,400.00		1,400	1,400	
			8,683.00	4,341.00	4,342.00	200.00	3,880	4,080	1,450
<b>NW Minor Hockey Association</b>									
Current year registration #	358	Professional instructors fees	24,000.00	16,000.00	8,000.00			-	
Prior year registration #	398	Clinics - Referee/Coaches	28,000.00	19,000.00	9,000.00		2,000	2,000	
Net plus/minus	(40)	Financial Assistance	8,000.00	5,000.00	3,000.00		2,500	2,500	
New Westminster #	351							-	
New Westminster %	98%	Equipment - First aid/safety	2,000.00	1,000.00	1,000.00		1,000	1,000	
Non New Westminster #	7	Tournament Hosting	20,860.00	14,360.00	6,500.00		2,000	2,000	
Non New Westminster %	2%							-	
			82,860.00	55,360.00	27,500.00	200.00	7,500	7,700	11,850

	<u>Reg #</u>		<i>Project</i> Total	<i>Self</i> Funding	<i>Request</i>	<i>Administrative</i> Funding	<i>Proposed by</i> <i>Committee</i>	<i>Total</i> Recommended	<i>Prior Year</i> <i>Approved</i>
<b>NW Minor Lacrosse Association</b>									
Current year registration #	644	NW School program (612 hrs instruct.)	13,167.00	7,000.00	6,167.00			-	
Prior year registration #	732	Program development	6,660.00		6,660.00		600	600	
Net plus/minus	(88)							-	
New Westminster #	618	Referee & Coaching Clinics	2,000.00	1,000.00	1,000.00		1,000	1,000	
New Westminster %	96%							-	
Non New Westminster #	26							-	
Non New Westminster %	4%							-	
			21,827.00	8,000.00	13,827.00	200.00	1,600	1,800	8,450
<b>NW Minor Softball Association</b>									
Current year registration #	62	Clinics - Umpires/Coaches	3,920.00	1,960.00	1,960.00		1,960	1,960	
Prior year registration #	80	Leadership/Mentoring Program	1,220.00	610.00	610.00		510	510	
Net plus/minus	(18)	Recruitment/Drop-in Program	1,800.00	900.00	900.00		400	400	
New Westminster #	44							-	
New Westminster %	71%							-	
Non New Westminster #	18							-	
Non New Westminster %	29%	Catcher Equipment						-	
			6,940.00	3,470.00	3,470.00	200.00	2,870	3,070	850
<b>NW Spartans Track and Field Club</b>									
Current year registration #	42	Equipment - hurdles, jumps & others	2,200.00	800.00	1,400.00			-	
Prior year registration #		Equipment - power/strength	1,200.00	400.00	800.00		800	800	
Net plus/minus	42	Coaches NCCP Certifications	800.00	300.00	500.00		500	500	
New Westminster #	16							-	
New Westminster %	38%							-	
Non New Westminster #	26							-	
Non New Westminster %	62%							-	
			4,200.00	1,500.00	2,700.00	200.00	1,300	1,500	-

	<u>Reg #</u>		<i>Project</i> Total	<i>Self</i> Funding	<i>Request</i>	<i>Administrative</i> Funding	<i>Proposed by</i> <i>Committee</i>	<i>Total</i> Recommended	<i>Prior Year</i> <i>Approved</i>
<b>Royal City Track and Field Society</b>									
Current year registration #	195	Development of volunteer coaches	2,400.00	600.00	1,800.00		1,800	1,800	
Prior year registration #	135	Community outreach (bbq, ads, etc.)	1,800.00	450.00	1,350.00			-	
Net plus/minus	60	Inclusion	200.00	50.00	150.00			-	
New Westminster #	114							-	
New Westminster %	58%							-	
Non New Westminster #	81							-	
Non New Westminster %	42%							-	
			4,400.00	1,100.00	3,300.00	200.00	1,800	2,000	2,000
<b>Royal City Youth Soccer Club</b>									
Current year registration #	1,260	Tournament - SuperBall Sunday	1,200.00	700.00	500.00		2,000	2,000	
Prior year registration #	1,237	Spring/Summer Soccer	6,000.00	3,000.00	3,000.00			-	
Net plus/minus	23							-	
New Westminster #	952							-	
New Westminster %	76%	Equipment - 5 lock boxes	9,000.00	4,500.00	4,500.00			-	
Non New Westminster #	308	Equipment - goalie gloves & balls	16,000.00	8,250.00	7,750.00		2,000	2,000	
Non New Westminster %	24%							-	
			32,200.00	16,450.00	15,750.00	200.00	4,000	4,200	3,000
<b>Shasta Trampoline Booster Society</b>									
Current year registration #	43	Equipment - 4x safety mats	6,156.00	3,156.00	3,000.00			-	
Prior year registration #	44	Event hosting	17,953.00	16,953.00	1,000.00		1,000	1,000	
Net plus/minus	(1)							-	
New Westminster #	13							-	
New Westminster %	30%							-	
Non New Westminster #	30							-	
Non New Westminster %	70%							-	
			24,109.00	20,109.00	4,000.00	200.00	1,000	1,200	1,100.00



## **REPORT**

### ***Legislative Services***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Jacqueline Killawee      **File:**  
Acting City Clerk

**Item #:** 532/2017

**Subject:** Recruitment 2018 Library Board Appointments

---

---

#### **RECOMMENDATION**

*THAT Council appoint:*

- *Stacey Ashton;*
- *Susan Croll*
- *Naomi Perks;*
- *Kathy Siedlaczek; and,*
- *Rohan Singh*

*to the Library Board with the term ending December 31, 2020.*

---

#### **PURPOSE**

The purpose of this report is to make five appointments to the Library Board.

#### **BACKGROUND**

The Library Board has a total of seven voting members, including one Council representative. Five members have a term expiring in December 2017, which will create five vacancies on the Board. In anticipation of these vacancies, Legislative Services conducted the recruitment process in accordance with Part 2, Section 5 and 6 of *The Library Act*.

An advertisement was placed on CityPage, both paper and online formats, on October 5, October 26 and November 2. The advertisement was also placed on the City's website and the Communications Department posted information via the City's social media accounts. The deadline to receive applications was Friday, November 10, 2017.

**OPTIONS**

**Option 1:** THAT Council appoint:

- Stacey Ashton;
- Susan Croll
- Naomi Perks;
- Kathy Siedlaczek; and,
- Rohan Singh

to the Library Board with the term ending December 31, 2020.

**Option 2:** Please provide Staff with other direction

Staff recommends Option 1.

**CONCLUSION**

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

This report has been prepared by Heather Corbett, Committee Clerk

This report was reviewed by:

Approved for Presentation to Council



---

Jacqueline Killawee  
Acting City Clerk



---

Lisa Spitale  
Chief Administrative Officer

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

## **PUBLIC HEARING**

October 30, 2017 6:00 p.m.  
Council Chamber  
City Hall

## **MINUTES**

### **PRESENT:**

Mayor Jonathan Côté  
Councillor Bill Harper  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Mary Trentadue

### **REGRETS:**

Councillor Chuck Puchmayr  
Councillor Lorrie Williams

### **STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- Acting City Clerk
Mr. Steve Kellock	- Acting Director of Parks, Culture and Recreation
Mr. Gary Holowatiuk	- Director of Finance & Information Technology
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Jackie Teed	- Acting Director of Development Services
Mr. Philip Lo	- Council and Committee Clerk

The meeting was called to order at 6:02pm.

### **Public Hearing Procedure**

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

## **BUSINESS**

### **1. Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017**

#### **Attachments:**



- i. Notice of Public Hearing
- ii. Bylaw No. 7944, 2017

Reports to Council			
Report Author	Meeting/Document/Date	Public Hearing Date	#
Clerks	Minutes Extract	October 30, 2017	R1
Engineering Services	Regular, Report, March 2, 2015	October 30, 2017	R2
Engineering Services	Regular, Report, December 7, 2015	October 30, 2017	R3
Development Services	LUPC, Report, July 10, 2017	October 30, 2017	R4
Development Services	Regular, Report, September 11, 2017	October 30, 2017	R5

Name	Correspondence Date	Date Received	#
None to date.			

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

Jackie Teed, Acting Director of Development Services, provided a summary of Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017, noting that the Bylaw would amend the heavy industrial district M-2 zone to permit civic uses including animal shelters, and would be applied to the adjacent lane area, which was previously unzoned. Ms. Teed advised that staff recommends that Council give the proposed Bylaw third reading following the Public Hearing.

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

There were no written submissions.

- c. Motion to receive submissions

There were no written submissions.

- d. Invitation to those present to address the bylaw

Mayor Coté requested the registered speaker to come forward; the registered speaker was not present at the Hearing. Mayor Coté requested three additional times for speakers; No one came forward.

- e. Motion to close the Public Hearing

**MOVED and SECONDED**

*THAT the Public Hearing for Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017 be closed.*

**CARRIED.**

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

- f. Motion to refer Bylaw 7944, 2017 to Council for Third Reading

**MOVED and SECONDED**

*THAT Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017 be referred to Council for third reading.*

**CARRIED.**

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

<b>ADJOURNMENT OF PUBLIC HEARING</b>
--------------------------------------

**ON MOTION**, the meeting was adjourned at 6:07pm.

---

**JONATHAN COTÉ**  
**MAYOR**

---

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



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

## **REGULAR MEETING OF CITY COUNCIL**

October 30, 2017 at 1:30 p.m.

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

### **MINUTES**

#### **PRESENT:**

Mayor Jonathan Côté  
Councillor Bill Harper  
Councillor Patrick Johnstone  
Councillor Jaimie McEvoy  
Councillor Mary Trentadue

#### **REGRETS:**

Councillor Chuck Puchmayr  
Councillor Lorrie Williams

#### **STAFF:**

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- Acting City Clerk
Mr. Dean Gibson	- Director of Parks, Culture and Recreation
Mr. Gary Holowatiuk	- Director of Finance & Information Technology
Mr. Jim Lowrie	- Director of Engineering Services
Ms. Jackie Teed	- Acting Director of Development Services
Mr. Mark Allison	- Manager of Strategic Initiatives and Sustainability
Ms. Kim Deighton	- Manager of Licensing and Integrated Services
Ms. Lisa Leblanc	- Manager of Transportation
Mr. Philip Lo	- Council and Committee Clerk

The meeting was called to order at 2:45pm.

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

##### **1. MOVED and SECONDED**

*THAT items 10, 11, and 15 be removed from the Consent Agenda.*

**CARRIED.**

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



## EXCLUSION OF THE PUBLIC

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

*THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the 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:

Personnel, property, reporting and negotiations 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. MOVED and SECONDED**

*THAT the Regular Council meeting be reconvened in Council Chamber following the Public Hearing.*

**CARRIED.**

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

## REVIEW AND ADOPTION OF CONSENT AGENDA

**5. Items 10, 11, and 15 were previously removed from the Consent Agenda.**

**MOVED and SECONDED**

*THAT the remaining items on the Consent Agenda be adopted by 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 following item be withdrawn from the Agenda:*

21. Notice of Motion: Orange the World;

*THAT the following item be added to the Agenda:*

22. 2017 Union of BC Municipalities Annual Convention Debrief

**CARRIED.**

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

## BYLAWS CONSIDERED AT THE PUBLIC HEARING

**7. Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017**

**THIRD READING**

**MOVED and SECONDED**

*THAT Zoning Amendment (420 Boyne Street Animal Shelter) Bylaw No.7944, 2017 be given Third Reading.*

**CARRIED.**

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

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

**8. Commercial Vehicle Amendment Bylaw (Increase Taxi Permits) No. 7943, 2017**

Required notification has been completed.

**Attachments:**

- i. Copy of notice
  - ii. Acting Director of Development Services' report dated October 2, 2017
  - iii. Bylaw No. 7943, 2017
- 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 (Acting City Clerk)

There were no written submissions.

- c. Invitation to those present to address the application

Mr. Banks inquired as to whether the licenses would only be available to Royal City Taxi Ltd. and Queen City Taxi Ltd., or if they would be available to other companies that are able to obtain a valid business license.

Jackie Teed, Acting Director of Development Services, advised that the licenses would only be available to taxi companies who had applied for them.

d. **Motion** to adopt Bylaw No. 7943, 2017:

**Commercial Vehicle Amendment Bylaw (Increase Taxi Permits) No. 7943, 2017**

**ADOPTION**

**MOVED and SECONDED**

*THAT Commercial Vehicle Amendment Bylaw (Increase Taxi Permits) No. 7943, 2017 be adopted.*

**CARRIED.**

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

Council noted an error in the staff report regarding the number of additional taxis requested by Royal City Taxi Ltd.

Ms. Teed noted that Royal City Taxi Ltd. was approved for eight additional taxis (six conventional and two accessible taxis).

Council expressed concerns that the Passenger Transportation Board (PTB) did not approve the requested number of accessible taxis, and that the need for accessible taxi may not have been fair assessed by the PTB. Council also expressed concerns that a national body is involved in approving taxi services in local jurisdictions. Council noted that taxis play a large part in accessible transportation, in addition to the Handy Dart service.

**UNFINISHED BUSINESS**

**9. No Items**

**CONSENT AGENDA**

**12. Minutes for Adoption: October 2, 2017 Regular Meeting**

**ADOPTED BY CONSENT.**

**13. Recruitment 2018: YAC Appointments**

*THAT Council appoint the following individuals to the Youth Advisory Committee (YAC) for the term ending September 20, 2018:*

- *Yasmeen Alghreibawi;*
- *Ravinder Dhaliwal*
- *Sarah Labrosse;*
- *Andie Lloyd;*
- *Kevin Tam;*
- *Jonah Wright; and,*



*THAT Karon Trenaman be appointed as the Insurance Corporation of British Columbia (ICBC) representative with the term ending September 30, 2018.*

**ADOPTED BY CONSENT.**

**14. City Sponsorship for Miscellaneous Residents' Association Expenses**

*That Council approve an annual sponsorship of \$200 from the City to all resident organizations represented on the Residents' Association Forum, and that Council approval would be required for funding requests beyond this amount.*

**ADOPTED BY CONSENT.**

**16. User Fees and Rates Review**

*THAT Council approves in principal the proposed changes in fees and rates and,*

*THAT Council direct staff to prepare the necessary changes to the related bylaws.*

**ADOPTED BY CONSENT.**

**Land Use and Planning Committee**

**17. 306 Gilley Street: Heritage Revitalization Agreement - Preliminary Report for Information**

*THAT Council direct staff process the application as outlined in the report to the LUPC on October 16, 2017.*

**ADOPTED BY CONSENT.**

**ITEMS REMOVED FROM THE CONSENT AGENDA**

**10. Recommended Riverfront Connection Concept and Next Steps**

Council noted the following in discussion:

- This project provides an important riverfront connection between Westminster Pier Park and Sapperton Landing;
- The “floating greenway” option is an innovative way to bridge the riverfront greenway and connect the City;
- Opportunity to partner with TransLink during the Pattullo Bridge construction to build a greenway below the new bridge

- Also Opportunity to partner with Metro Vancouver (owner and operator of Sapperton Landing); this project positions itself to be available to both TransLink and Metro Vancouver funding;
- This could be an iconic sustainable transportation project along the Fraser River; and
- The Ministry of Transportation and Infrastructure could be another partner committed to funding active transportation alternatives;

Mark Allison, Manager of Strategic Initiatives and Sustainability, noted the following:

- The greenway would be designed for all users and accessible at all times, with anti-slip surfaces to be used throughout the year for different weather conditions;
- Six meter width is needed for stability;
- Contingency has been included in the \$19 million budget;
- Additional geotechnical studies would be conducted during the Class B estimate phase to improve confidence in the estimates;
- Working within the Development Assistance Compensation timeline (funds expended by 2020) and the Pattullo Bridge construction schedule, phasing of this project would begin with extension of Pier Park and Sapperton Landing Park, with the floating bridge connections brought in after Pattullo Bridge construction; and
- The greenway presents a great opportunity for tourism, and noted the successful partnership between the City and its partners;

**MOVED and SECONDED**

*THAT Council:*

1. *Endorse the conceptual design developed in the joint City/TransLink study for a Riverfront Connection between Sapperton Landing Park and Westminster Pier Park; and*
2. *Direct staff to proceed with a detailed design and Class B cost estimate in order to enable the construction of on-shore components of the connection before the end of 2020.*

**CARRIED.**

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

**11. Q to Q Demonstration Ferry Service Outcomes and Next Steps**

Council noted the following in discussion:

- This was a project with challenges, especially with regards to specifications, and that external expertise could help refine project specifications;
- The ferry service demonstrated a need for a connection to Queensborough; whether the connection is a ferry or a bridge is still to be determined;
- Consider installing wheelchair lifts at the dock, similar to the ones for False Creek ferries in Vancouver;
- Providing reliable and sustainable commuter service during the work week, during extended hours, or during non-ideal weather, would be a test of long term feasibility;
- Challenges with meeting the requirements of different user groups, as ramp configuration for one group could pose challenges for other user groups; and
- To continue running the service in-house, the City could consider a dedicated project manager or a task force.

Lisa Leblanc, Manager of Transportation, noted the following:

- Docks for the False Creek ferries in Vancouver do not have lifts as maintenance became an issue, and were re-designed as compound gangway systems to address different tidal conditions;
- The private boat service that leased the docks from the City do not have equipment to allow wheelchairs to roll onto the ferry;
- Other companies have come up with accessibility solutions in new vessel designs;
- A limited term task force for this project could be considered.

Council noted that the overall pilot project was a success, and that continuous refinement could make it more successful.

**MOVED and SECONDED**

*THAT Council direct staff to report back with options, including cost estimates, for a pilot ferry service to operate from Spring to Fall 2018.*

**CARRIED.**

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

**15. Street and Traffic Bylaw 7664, 2015 – Housekeeping Amendments**

Motion amended from the staff report:

**MOVED and SECONDED**

*THAT Council give first, second and third reading to Bylaw 7957, 2017 that amends the Street and Traffic Bylaw 7664, 2015 as described in this report.*

**CARRIED.**

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

<b>BYLAWS</b>
---------------

**18. Street & Traffic Bylaw Amendment Bylaw No. 7957, 2017**

**THREE READINGS**

**MOVED and SECONDED**

*THAT Street & Traffic Bylaw Amendment Bylaw No. 7957, 2017 be given first reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Street & Traffic Bylaw Amendment Bylaw No. 7957, 2017 be given second reading.*

**CARRIED.**

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

**MOVED and SECONDED**

*THAT Street & Traffic Bylaw Amendment Bylaw No. 7957, 2017 be given third reading.*

**CARRIED.**

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

**19. Bylaws for adoption:**

**a. Parks and Recreation Fees and Charges Amendment Bylaw No. 7955, 2017**

**ADOPTION**

**MOVED and SECONDED**

*THAT Parks and Recreation Fees and Charges Amendment Bylaw No. 7955, 2017 be adopted.*

**CARRIED.**

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



## ISSUANCE OF DEVELOPMENT PERMIT

### 20. Issuance of Development Permit DPQ00179 for 630 Ewen Avenue

Acting Director of Development Services report for DPQ00179 submitted to Council on October 16, 2017 (attached)

a. ***MOTION** to approve issuance of Development Permit DPQ00179*

**MOVED and SECONDED**

*THAT Development Permit DPQ00179 for 630 Ewen Avenue be approved for issuance.*

**CARRIED.**

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

## COMMUNITY ANNOUNCEMENTS / ANNOUNCEMENTS FROM COUNCIL

Council thanked the City's electrical utility crews for their work to repair the fire damage in Queensborough, noting that crews worked 29 hours without break, which is a testament to the dedication of staff and electrical crews. Council suggested that some additional work is still required to complete the repairs.

Council announced that Bill Radbourne's memorial service will be held at the Firefighter's Public House in Burnaby on November 3, 2017, at 5 PM.

## NEW BUSINESS

### 21. Notice of Motion: Orange the World, Councillor Williams - WITHDRAWN

### 22. 2017 Union of BC Municipalities Annual Convention Debrief

Council noted dynamic meetings with Provincial Ministers and staff on the issues of renovations, housing, transportation, and noted that the City's concerns were being seriously considered by the Province. Council noted that the City's goals closely align with the aspirations and values of the new Provincial government, and that the Province recognizes the City's leadership role provincially on various initiatives.

**MOVED and SECONDED**

*THAT Council approve this report as presented.*

**CARRIED.**

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

**NEXT MEETING**

**November 6, 2017**

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 2nd Floor at City Hall.

**ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 6:46pm.

---

**JONATHAN COTÉ**  
**MAYOR**

---

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

## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Jackie Teed      **File:** 13.2606.20  
Acting Director of Development  
Services

**Item #:** 495/2017

**Subject:** Heritage Register Update 2017

---

### **RECOMMENDATION**

***THAT** Council remove the following feature from the City's Heritage Register:*

- *One Beech tree at 308 Ash Street*

***THAT** Council add the following eight property addresses to the City's Heritage Register:*

- *335 Buchanan Avenue*
  - *313 Queen's Avenue*
  - *205 Clinton Place*
  - *720 Second Street*
  - *1407 Sixth Avenue*
  - *612 Brantford Street*
  - *1023 Third Avenue*
  - *319 Ash Street*
- 

### **EXECUTIVE SUMMARY**

A Heritage Register is an official list of properties identified by the City as having heritage value. The Heritage Register is used as a planning tool through which the City has an opportunity to discuss development and retention options with the property owner, and as a way to offer guidance and support to owners of properties with heritage value.

It is considered best practice to regularly update a community Heritage Register: it has been the City's practice to update the Register at the end of every year. This report provides an end-of-year update for 2017. Per the report, seven properties would be added to the Register per the Heritage Revitalization Agreement Policy (2011). An eighth property would be added to the Register per a Development Variance Permit application, and a heritage tree would be removed due to its decline in health.

## **PURPOSE**

The purpose of this report is to request that Council remove one tree from and place eight properties on the City's Heritage Register.

## **POLICY AND REGULATIONS**

### **Heritage Register**

The City's community Heritage Register is authorized by Section 598, Part 15 of the Local Government Act. A Heritage Register is an official list of properties identified by the City as having heritage value or heritage character. The City created a Heritage Register in 1994 and currently has approximately 200 properties listed, which include single family dwellings (the majority of listings), commercial buildings, parks, roads and trees. An owner's permission is not required to list a building on the Heritage Register, but it is generally the City's practice that Registration occurs with the owner's permission. A property, building or feature may only be added or removed from the Register by order of Council.

If a property is listed on the Heritage Register, it is not legally protected. Rather, the Heritage Register is used as a planning tool through which the City has an opportunity to discuss development and retention options with the property owner, and as a way to offer guidance and support to owners of properties with heritage merit. Inclusion on the Heritage Register allows Council to temporarily withhold a building permit or a demolition, or to order a heritage impact assessment. The City encourages owners of a building on the Heritage Register to retain and protect the structure, while ensuring its use, density and function are the best they can be.

There are advantages to retaining a heritage building: for example, properties listed on a Heritage Register are eligible for special provisions in the B.C. Building Code and the Homeowner Protection Act.

## **BACKGROUND**

### **Maintaining a Heritage Register**

It is considered best practice for a local government to regularly update their community Heritage Register. The goal of regular updates is to ensure that buildings which have gained historical significance over time are recognized. Regular updating also reflects the physical changes across the city and the shifts in community values over time. In the rare case that a



building on the Heritage Register is no longer standing, or a building's historic integrity has been compromised beyond repair, the building is recommended for removal from a Heritage Register.

Owners can request that their building be listed on the community Heritage Register. Additionally, some types of heritage-related projects include in their requirements that the building be listed on the Heritage Register. For example, buildings which are part of a Heritage Revitalization Agreement (HRA) project are recommended for addition to the Register as per the Heritage Revitalization Agreement Policy, endorsed by Council in 2011.

### **Previous Changes to the Heritage Register in 2017**

Per previous direction of Council, 51 Third Avenue (the Arenex building) and 231 Twelfth Street (the Gasworks building) were removed from the City's Heritage Register in January 2017 and October 2017 respectively.

## **DISCUSSION**

### **Proposed Additions**

The properties listed in the table below are proposed to be added to the City's Heritage Register due to having been part of an HRA or Development Variance Permit (DVP) application:

#	Address	Application Type	Project Status	Neighbourhood	Age of Building
1	335 Buchanan Ave	HRA 2016	Complete	Sapperton	1937
2	313 Queen's Ave	HRA 2016	Complete	Queen's Park	1940
3	205 Clinton Pl	HRA 2016	Construction in progress	Queen's Park	1912
4	720 Second St	HRA 2017	Construction in progress	Glenbrooke	1912
5	1407 Sixth Ave	HRA 2017	Construction in progress	West End	1890
6	612 Brantford St	HRA 2017	Building Permit application received	Uptown/ Brow of the Hill	1890
7	1023 Third Ave	HRA 2017	Building Permit application received	Brow of the Hill	1892
8	319 Ash St	DVP 2017	Application in progress	Uptown	1913

Statements of Significance for the eight properties proposed to be added to the Heritage Register are included in this report as Attachment 1. A summarized version of each property's Statement of Significance is included below:

335 Buchanan Ave (Nordenmark Residence)

This building was built in 1937 and is valued for its social and historic associations with the development of the Sapperton neighbourhood and the city's Scandinavian community. The Nordenmark Residence is linked to a later development stage of the Sapperton neighbourhood in the interwar years, brought on by an influx of north and eastern European settlers to New Westminster who were often leaving the Prairies and other regions hard-hit by the Great Depression to settle here for the concentration of sawmills and waterfront industry on the Fraser River. Furthermore, this modest building exhibits an early expression of Modern design traditions.

313 Queen's Ave (Ryall House)

This building was built in 1940 and is valued as a residential design by architect Robert Alexander Dean Berwick; the middle one of three consecutive commissions of his on the 300 block of Queen's Avenue between 1939 and 1940. Berwick was a partner in the prolific Vancouver-based firm Sharp, Thompson, Berwick & Pratt that was responsible for some of the region's most influential Mid-Century Modern buildings. This house has social heritage value as the second generation residence on the Ryall property, a family well-known in early New Westminster for its patriarch Herbert Ryall who was a local drug store owner, professional athlete and community leader. Overall, the house is significant for its association with a later wave of residential development which introduced new architectural styles to the neighbourhood and filled in the remaining unbuilt lots, sometimes through subdivision of larger properties.

205 Clinton Place (John Dallas Hopkins House)

This building was built in 1912, and is both historically and aesthetically associated with the general pre-World War I building boom in the Lower Mainland. Additionally, the building is historically associated with a local boom of residential development influenced by the civic beautification improvements in the Queen's Park area between 1910 and 1913. The landscaping of Clinton Park in 1910, along with the laying out of central boulevards on Second Street and new curbs and sidewalks in 1913 brought on by this additional wave of development to a neighbourhood first established in the late 1880s.

720 Second St

Built in 1912 as a grocery store with an apartment above, the building is valued for its connection to Glenbrooke North's first significant development period. Although this area became part of New Westminster in 1888, few houses were constructed prior to 1912 when building activity began in earnest. The appearance of a local grocery store right at the

inception of this boom period, illustrates the accelerated development and densification of the immediate surrounding blocks at that time. The building is also important as one of the longest running neighbourhood grocery stores in Glenbrooke North from 1912 until 1993, and as a source of income and housing to a continuous string of local grocers and their families for over 80 years. As many of the grocers at 720 Second Street were immigrant families from diverse ethnic backgrounds, this building illustrates both the diverse character of the Glenbrooke North demographic and the strong connection between immigrant families and the corner store vocation in the province.

#### 1407 Sixth Ave (West End Residence)

Constructed in 1890 with an addition in 1927, the house is the second oldest house in the West End neighbourhood. The house is also valued for its historic significance, in particular for its age. The house is associated with its first owner and builder, John McNiven, who was a guard at the British Columbia Penitentiary.

#### 612 Brantford St (Fulton-Thompson Residence)

This building was built in 1890 as one of eight houses on the street: it is the only house from the original residential development of the street that remains. Additionally, the building is the oldest standing house in the Uptown neighbourhood today.

#### 1023 Third Ave (Figg-Hoblyn House)

This building was built in 1892 and has historic value for its connection to the early development of the Brow of the Hill neighbourhood, an area of the original 1859 settlement plan for the city. The house was built during the neighbourhood's first significant growth period between 1887 and 1892, spurred by the pending arrival of the Canadian Pacific Railway. The additional associative value is two-fold: first, the house is important for its association with its builders, Thomas Richard Figg—an English-born pioneer and businessman of Mayne Island and New Westminster, and his wife, Rosalind Hoblyn—the daughter of wealthy gentry from Cornwall. The Figg-Hoblyn family lived here from 1892 until the late 1890s. The house has further historic value as a home for subsequent 20th century "blue collar" families employed in key local industries.

#### 319 Ash St (Tyrie Residence)

The house is significant for its association with the development of infill housing in the Uptown neighbourhood. Originally consisting of a large property on the corner of Ash and Walmsley Streets, the lot was subdivided in the 1930s to create three smaller parcels. The house at 319 Ash Street has aesthetic value for its association with the Prairie Box – Moderne style of architecture, a popular style in New Westminster residential neighbourhoods. The Prairie Box style features economical and simple lines with little ornamentation, reflective of a working class style of housing associated with the infill housing of the era.

## **Proposed Removal**

### **308 Ash Street (Beech Tree)**

The two Beech Trees at 308 Ash Street are believed to have been planted between the 1860s and the 1880s by Thomas Cunningham. The Cunninghams were a prominent pioneer family in New Westminster, whose original home was nearby. Due to their size, age, and history, the trees were considered to be a landmark in the Brow of the Hill neighbourhood.

In the summer of 2016, one of the trees was found to be in senescence (biological deterioration), and in danger of falling. Though the tree was measured at 110 cm and was considered a specimen tree, a tree removal permit was granted due to the decline, and potential danger, of the tree. As the tree is no longer standing, it is reasonable that it be removed from the City's Heritage Register by Council.

## **CONSULTATION**

### **Community Heritage Commission**

All proposals to add or remove properties or features from the City's Heritage Register are reviewed by the Community Heritage Commission (CHC). The CHC also reviews the Statements of Significance for each proposal.

The CHC reviewed the proposals to add 335 Buchanan Avenue, 205 Clinton Place, 1407 Sixth Avenue, 612 Brantford Street, and 1023 Third Avenue to the Register at the July 5, 2017 meeting. All applications were supported by the members present.

The CHC reviewed the proposals to add 313 Queen's Avenue, 720 Second Street, and 319 Ash Street to the Register at the November 2, 2017 meeting. All applications were supported by the members present.

The CHC has not reviewed the removal of the Beech tree on Ash Street from the Register. However, a memo will be provided at the next regularly scheduled meeting on December 6, 2017.

## **NEXT STEPS**

Should a property be added to the City's Heritage Register, the City will send a notice to the owner, including a copy of the official Statement of Significance.

The information from the Statements of Significance would then be forwarded to the Provincial Heritage Branch for their records, and an application would be made to list the properties history and photographs on the federal Register of Historic Places in Canada.

**OPTIONS**

1. That Council remove the following feature from the City's Heritage Register:

- One Beech tree at 308 Ash Street

2. That Council add the following eight property addresses to the City's Heritage Register:

- 335 Buchanan Avenue
- 313 Queen's Avenue
- 205 Clinton Place
- 720 Second Street
- 1407 Sixth Avenue
- 612 Brantford Street
- 1023 Third Avenue
- 319 Ash Street

3. That Council provide alternative direction.

Staff recommends Options 1 and 2.

**ATTACHMENTS**

Attachment 1: Statements of Significance

This report has been prepared by:  
Britney Quail, Heritage Planner

This report was reviewed by:  
John Stark, Acting Manager of Planning



Approved for Presentation to Council



---

Jackie Teed  
Acting Director of Development  
Services



---

Lisa Spitale  
Chief Administrative Officer

## Attachment 1

### *Statements of Significance*

# Statement of Significance

**335 Buchanan Avenue, New Westminster BC**  
**Nordenmark Residence ~ 1937**



## Description of Historic Place

The Nordenmark Residence is a one-storey plus basement, rectangular shaped, wood-frame house situated mid-block on the west side of Buchanan Avenue, between Sherbrooke and Hospital Streets in the historic Sapperton neighbourhood of New Westminster. The flat-roofed, stucco-clad building sits in the front (east) half of its lot and features a recessed front entrance on its southern end.

## Heritage Value of Historic Place

The Nordenmark Residence is valued for its social and historic associations with the development of the Sapperton neighbourhood of New Westminster. First settled in 1859 by the Royal Engineers - 'the Sappers', even before New Westminster was incorporated, the working-class community of Sapperton formally became part of the city in 1888, and continued to grow around key local institutions and industries such as the BC Penitentiary, Hospital for the Insane, Royal Columbian Hospital, BC Distillery and waterfront sawmills. Built in 1937, the Nordenmark Residence is linked to a later development stage of the neighbourhood in the

interwar years, brought on by an influx of settlers to the Fraser Valley and New Westminster who were often leaving the Prairies and other regions hard-hit by the Great Depression in search of better economic conditions. Swedish-born Folke Andrew Nordenmark (1911-1978) immigrated from Sweden to BC in 1928 as part of this interwar influx, to join his sisters who were already settled in Sapperton.

The Nordenmark Residence is associated with the local Scandinavian community in Sapperton which was inclined to settle here for the concentration of sawmills and waterfront industry on the Fraser River. The Sapperton Scandinavian community was centred around the Mt. Zion and Immanuel Lutheran Churches, the Order of Runeberg Lodge and was involved in forming the current Scandinavian Centre in Burnaby. Historically, many Sapperton Scandinavians were employed by the nearby Fraser Mills or worked in other wood related industries such as veneer factories, floorlaying, carpentry, and construction of all types. During the World War II era five of the nine residences on this block alone were homes to Scandinavian families, including 341 Buchanan which was built in 1939 by Carl & Svea Anderson, Nordenmark's sister. Folke Nordenmark worked as a moulder and eventually as a construction engineer.

335 Buchanan Avenue is further valued for its association with the working-class character of the Sapperton neighbourhood and for the economic associations of the Nordenmark family working in key local industries. Folke Nordenmark started off his career in Canada as a moulder at the nearby New Westminster Foundry Co. and his son Ronald worked both at the BC Distillery and Douglas College.

Aesthetically, this residence is unique for its custom design and construction by its first owner and builder, Folke Nordenmark. Originally a rectangular, one-storey box with a later basement addition - this modest building exhibits an early expression of Modern design traditions with its clean lines, asymmetrical composition, smooth stucco finish and lack of ornamentation - a contrasting architectural statement to the circa 1911 cottages that pre existed on the block.

The property is further valued for its long-term ownership by the original family (1937 - 1978) and for its continuous single-family residential use.

### **Character Defining Elements**

- Location on Buchanan Avenue in the historic Sapperton neighbourhood
- Continuous use as a single-detached residence since 1937
- Siting on the eastern half of the property, facing the road
- Residential form, scale and massing as expressed by its one storey height with basement, recessed entrance and asymmetrical plan
- Modern design features - flat roof with coping at the roofline, smooth stucco-clad exterior, asymmetrical composition, asymmetrical window and door placements and patterns, horizontal emphasis, pale colour palette, concrete front steps.
- Rustic stone chimney at the covered back patio

## Statement of Significance



### Description of Historic Place

The Thomas & Lenore Ryall House is a one-and-one-half storey, wood-framed dwelling located on Queen's Avenue about mid-block between Third and Fourth Streets in the Queen's Park neighbourhood of New Westminster. The asymmetrically designed house is set back in its lot leaving a generous front yard, and features a projecting wing with a steep, front gable which intersects with stepped gables in the rear.

### Heritage Values of Historic Place

Built in 1940, the Thomas & Lenore Ryall House is historically significant for its connection to the late 1930s - 1940 development in historic Queen's Park, a neighbourhood considered the most prestigious residential area of New Westminster. Queen's Park character is mostly defined by its "upper-class" homes of the 1890s and early 1910s. The house is significant for its association with a later wave of residential development which introduced new architectural styles to the neighbourhood and filled in the remaining unbuilt lots, sometimes through subdivision of larger properties. The engagement of high profile architects for the design of many of these late 1930s - 1940 custom homes such as R. A. Berwick, McCarter & Nairne and C.B.K. Van Norman, reflects the neighbourhood's maintained affluent character and status half a century into its establishment.

This house has social heritage value as the second generation residence on the Ryall property, a family well-known in early New Westminster for its patriarch Herbert Ryall who was a local drug store owner, professional athlete and community leader. Herbert Ryall (1867-1939) built the first family residence here in 1903, on a property that included the adjacent lot to the west, and after his death the property was subdivided by son Thomas Ryall who had the first house demolished and this dwelling built on the remaining eastern half.



The property's association with Herb Ryall and early organized sports in New Westminster is amplified by its close location to Queen's Park where Lacrosse games were played and by subsequent New Westminster Salmonbellies players who lived in the house and the neighbouring 315 Queen's Avenue. Ryall's 50-year contribution to local sports clubs, events, facilities and fundraising was so influential that a city park was named after him upon his death (Ryall Park - 1940).

The house is additionally valued as a residential design by architect Robert Alexander Dean Berwick (1909-1974); the middle one of three consecutive commissions of his on the 300 block of Queen's Avenue between 1939 and 1940. Berwick was partner in the prolific Vancouver-based firm Sharp, Thompson, Berwick & Pratt that was responsible for some of the regions most influential Mid-Century Modern buildings including the BC Electric Building (1957) and is remembered as the birthplace for subsequent famous architects such as Barry Downs, Paul Merrick, Arthur Erickson and Ron Thom.

Aesthetically, this building is significant as a good example of the late 1930s residential architectural trend for Romantic English Revival styles - a favoured house style in neighbourhoods all over the Lower Mainland until the early 1940s. Popular designs included variations on Tudor, English Cottage and Storybook homes, and as with the subject house, typically featured one-and-one-half storey asymmetrical forms, with over-sized steeply pitched roofs.

The house has historic heritage values for its continuous use as a single-family dwelling and a long-term home for several local families over the decades, who like Herb Ryall, mostly worked in health care. Thomas & Lenore Ryall lived here with their three children for the first 13 years. Other long-term owners were the Dr. Watson family (22 years 1955-1975) and Dr. Robert Hirzer and Dr. Maria Kidney (28 years 1987-current).

### **Character Defining Elements**

- Location on Queen's Avenue, facing Tipperary Park, in the Queen's Park neighbourhood of New Westminster
- Siting towards the back (north) of the lot with deep front yard
- Continuous residential use since 1940
- Residential form, scale and massing as expressed by its one-and-one-half storey height with projecting front-gabled wing
- Complex intersecting roof form with steep pitches and deeply overhanging eaves, and minimal gable end roof overhangs. There is a front gable with gable dormer on the west field, and two stepped side gables intersecting at the back.
- Stucco cladding on first storey and wide lapped wood siding on upper storey (on gables and dormers). Decorative bargeboards and four decorative timber beam ends at the projecting wing on the facade
- Vertical, divided-light wood casement windows in combinations of single, double and triple assemblies; large box bay window on the facade
- Narrow and low profile window and door wood trims and sills
- Two random stone chimneys ('end wall' on the east elevation, 'internal' in the side gable)
- Random stone curved pathway, entrance landing and columns
- Wood front door - V-joint planks with decorative, oversized metal strap hinges

## Statement of Significance

205 Clinton Place, New Westminster BC  
John Dallas Hopkins House ~ 1912



### Description of the historic place

The John Dallas Hopkins House is a 1½ storey, wood-frame residence located on Clinton Place, just north of Royal Avenue between Second and Peele Street in the historic Queen's Park neighbourhood of New Westminster. The house is one of only three houses on the single block street which runs along the north edge of Clinton Place Park. Clad in wood siding and shingles, the building features a front-gabled roof, and a projecting hipped-roof verandah enclosed with wooden window assemblies.

### Heritage values of the historic place

Built in 1912, the John Dallas Hopkins House is historically associated with the general pre-World War I building boom in the Lower Mainland of BC, as well as with a local spurt of residential development

influenced by the civic beautification improvements in the Queen's Park area between 1910 and 1913. Clinton Place Park, on which the house sits, was allocated as a park in 1863 but wasn't developed or used as a public park until 1910. The landscaping of Clinton Park in 1910, along with the laying out of central boulevards on Second Street and new curbs and sidewalks in 1913 brought on this additional wave of development to a neighbourhood first established in the late 1880s.

Furthermore, this building and its diminutive lot (27' x 69') are unique as part of a dense grouping of four residences dating from 1889 to 1912 concentrated on significantly undersized lots on the southern tip of the city block between Clinton Place, Peele and Second Street. This cluster reflects the organic development and sometimes haphazard subdivision history of the Queen's Park neighbourhood in its first few decades.

This residence is valued for its association with Ontario-born John Dallas Hopkins (1849-1927), the lead carpenter at the nearby and ever growing Provincial Hospital for the Insane (1878-1996, known as Woodlands since 1950), where he worked for over two decades from 1889 until 1912. Hopkins' first and main residence on Clinton Park was at 125 Peele Street (directly north) which he built in 1905. In 1906 Hopkins bought 207 Clinton Place, built in 1889, which he rented out. Hopkins built 205 Clinton in 1912, his third house on a 64' x 110' parcel of land on the north edge of Clinton Place Park, all of which were owned by him until his death in 1927.

205 Clinton Place is valued for its continuous use as a single-family residence since 1912. Although built by Hopkins, this house is remembered as a long-term home to two New Westminster families for 40 years each. The first family was of William Wootton Mascall (1880-1953), an England-born accountant who was an active community leader on New Westminster's Board of Trade, the local Navy League, the Provincial Agricultural Exhibition, the New Westminster Aerial League Branch, the Anglican Church and as a local Justice of Peace. The Mascall family resided at 205 Clinton from 1913 until W. W. Mascall's death in 1953. The Mascall family owned both 205 and 207 Clinton Place after Hopkin's death in 1927. From 1966 until 2006, 205 Clinton Place was a 40-year home for Alex and Nellie Balanow. The enclosed front porch reflects the changing tastes and needs of residents over the decades.

Aesthetically, this working-class cottage is a good example of a vernacular residential design from the early 20th century, as illustrated by its simple lines, modest scale, front-gabled roof and full-width verandah. Typical of Lower Mainland residences of this era, the building features wood-frame construction and finishings that reflect the wood products produced in local sawmills.

### **Character defining elements**

Location on Clinton Place in the Queen's Park neighbourhood of New Westminster

Siting at the front (south) of the lot, facing Clinton Park Place

Continuous residential use since 1912

Residential form, scale and massing as expressed by its one and one-half storey height with front-gabled roof and projecting hipped-roof verandah (enclosed by early wood windows)

Front-gabled steep-pitched roof with pronounced overhang and exposed rafters on the east and west sides

Wood-frame construction and cedar shingle cladding separated by trim board

Wooden window assemblies in their original locations with projecting sills, including horned double-hung and casement varieties

Wooden, panelled front door with light

Pointed fascia boards

Tongue and groove soffits

Square-edge door and window trim with cap moulding

Interior brick chimney at gable peak

**Residents** at 205 Clinton Place (from New Westminster City Directories)

**1914-1953** William Wootton & Ann Mascall - Accountant (with various firms and mills over the years)

**1954-1955** Fred T & Jenny Zapotichny (pipe fitter)

**1956-1957** Mrs. Lois E Bennett (clerk at Mungear News Agency)

**1958** Les T & Kathleen F Brown (supervisor at Borstal Home)

**1959-1965** Joseph A & Mary Bruschetto (carpenter/benchman at Greenall Bros)

**1966-92** Alex & Nellie Balanow (const worker at Laing Const & Equip) in 1982 Alex was retired

**1994** not listed

**1996-2001** Nellie Balanow

**2006-current** Jordan L'abbe & Katherine Kosman

## Statement of Significance

720 Second Street, New Westminster BC ~ 1912



### Description of Historic Place

The building at 720 Second Street is a vernacular Edwardian, two storey wood-frame building with dual commercial and domestic design. Located on the northwest corner of Second and Durham Streets in the Glenbrooke North neighbourhood of New Westminster, the rectangular shaped building features a canted corner entrance for a former store.

### Heritage Values of the Historic Place

Built in 1912 as a grocery store with an apartment above, 720 Second Street is valued for its connection to Glenbrooke North's first significant development period between 1912 and 1914. Although this area became part of the city of New Westminster in 1888, few houses were constructed here prior to 1912 when building activity began in earnest. The appearance of a local grocery store right at the inception of this boom period, illustrates the accelerated development and densification of the immediate surrounding blocks at that time.

In scale, design, and corner location the building displays its small business roots as well as its physical compatibility with its residential surroundings. The building at 720 Second Street is a good



representation of a traditional neighbourhood-scale, commercial building with residential accommodation above - a common sight in historic urban neighbourhoods which has mostly disappeared in recent decades. The neighbourhood corner store, usually run by a family who also resided on the premises, began to decline in the 1950s to be almost wholly replaced by supermarkets, shopping centres and chain outlets by the 1990s.

The building is important as one of the longest running neighbourhood grocery stores in Glenbrooke North from 1912 until 1993, and as a source of income and housing to a continuous string of local grocers and their families for over 80 years. As many of the grocers at 720 Second Street were immigrant families from diverse ethnic backgrounds, this building illustrates both the diverse character of the Glenbrooke North demographic and the strong connection between immigrant families and the corner store vocation in BC.

The building is valued as a good example of an Edwardian vernacular commercial building with its rectangular, restrained ornamentation, canted corner entrance and simple elevations.

### **Character Defining Elements**

- Prominent corner location at Second and Durham Streets in the Glenbrooke North neighbourhood of New Westminster
- Original siting at the street corner edge of the property line and orientation to the street
- Modest-scale dual commercial/residential design as expressed by its rectangular form and massing, its glazed storefront with corner entrance, its second storey and dedicated residential entrance on the north side of the Second Street facade
- Continuous residential use since 1912
- Continuous commercial use from 1912-1993

#### **Vernacular Edwardian design elements:**

- Rectangular elevations
- (evidence of) Cornice at roofline, currently reflected in added layer of metal coping at the roofline
- Horizontal bevel wood cladding (under vinyl and metal siding).
- Vertical tongue & groove cladding under storefront windows.
- (evidence of) Exterior Edwardian-style windows and door trim with capped headers, examples of which survive on the interior
- Rows of vertical residential scale window openings on all elevations of the upper floor
- Large canted storefront entrance, flanked by large divided-light wood windows with transoms, and significant window sills.

# STATEMENT OF SIGNIFICANCE

## Description:

The house is a 1 ½ storey (plus basement) single-family house, with a cross-gable roof and central front porch, located at 1407 Sixth Avenue in the West End neighbourhood of the city. The property slopes from the rear to the front and has some small-scale vegetation.

## Heritage Value:

The house is valued for its historic significance, in particular for its age. Constructed in 1890 with an addition in 1927, the house is the second oldest house in the West End neighbourhood. Further investigation may reveal that a substantial amount of original exterior wood siding is extant from both construction eras. The house is associated with its first owner or builder, John McNiven, who was a guard at the British Columbia Penitentiary.

## Character-defining Elements:

Location in the West End neighbourhood of New Westminster;  
Siting on eastern portion of lot;  
Massing showing two distinct architectural time periods; and  
Original wood siding.



## STATEMENT OF SIGNIFICANCE

### Statement of Significance Fulton/Thompson Residence 612 Brantford Street



### Name Of Historic Place Fulton/Thompson Residence

### Street and Street Number 612 Brantford Street New Westminster, B.C.

### Description of Historic Place

The Fulton/Thompson Residence is a two storey wood-frame dwelling with steep pitched roof, on the northwest side of Brantford Street in New Westminster. The house was constructed in 1890.

### Value of Historic Place

612 Brantford Street was built during the 1887-1892 building boom in New Westminster. This was a wave of investment in infrastructure improvements, both municipal and CPR rail service, and population growth in New Westminster.

The builders and first occupants of 612 Brantford, John Lee Thompson and Emily J. Fulton, had come to British Columbia from Nova Scotia in 1889. They are likely to have come to the area as a result of the speculative activity fueled by the CPR branch extension to New Westminster and the associated auction of development lots.

Brantford Street extends for only a single block. The 1957 fire insurance map shows only eight houses on the street. 612 Brantford is the last remaining house of the original residential development. It is the oldest standing house in the Uptown neighbourhood today.

Fulton/Thompson Residence  
612 Brantford Street  
Statement of Significance  
May 2016

BIRMINGHAM & WOOD Architects • Planners

## STATEMENT OF SIGNIFICANCE

### Character-Defining Elements

- steep pitched roof with gable end facing Brantford Street,
- second floor partially within roof volume,
- modest scale and lack of detail,
- wood drop siding, and
- vertical windows facing street.

Research provided by Elana Zysblat, Heritage Consultant.



*Rear one storey wing of house.*



## 1023 THIRD AVENUE, NEW WESTMINSTER ~ STATEMENT OF SIGNIFICANCE



### **Description of Historic Place**

The Figg-Hoblyn House is a 1½ storey plus basement, wood-frame, single-detached house with an intersecting gable roof and side entry porch. The principle facade faces Third Avenue but is situated in the far rear of the lot backing onto Oxford Street. The property is located on the north side of Third Avenue mid-block between Tenth and Eleventh Streets in the Brow of the Hill neighbourhood of New Westminster.

### **Heritage Values**

The 1892 Figg-Hoblyn House is valued for its historic, associative, and aesthetic significance, and in particular for its age.

It has historic value for its connection to the early development of the Brow of the Hill neighbourhood, an area of the original 1859 settlement plan for the city. The house was built during the neighbourhood's first significant growth between 1887 and 1892, spurred by the pending arrival of the Canadian Pacific Railway to the city. The house is a surviving single-detached house on its large, original lot in a neighbourhood where most large lots have been subdivided and original dwellings have been replaced with apartment buildings or new houses. The lot contains four mature flowering shrubs: 2 camellias and 2 rhododendron.

The associative value is two-fold: first, the house is important for its association with its builders, Thomas Richard Figg—an English-born pioneer and businessman of Mayne Island and New Westminster, and his wife, Rosalind Hoblyn—the daughter of wealthy gentry from Cornwall. The Figg-Hoblyn family lived here from 1892 until the late 1890s and represent unusual high-society residents in a “working class” area as defined in the original city plan; and second, the house has further historic value as a home for subsequent 20<sup>th</sup> century “blue collar” families employed in key local industries. The continuous long-term residence/ownership of the Labash family (1945-2014) exemplifies this aspect.



The house is valued for its aesthetic character as an example of an unaltered, late-Victorian house. The asymmetrical, L-shaped plan with intersecting gables, features restrained vernacular, elements common to the typology. Typical of Lower Mainland houses built in the era, the building features old-growth timber in its wood-frame construction, details and finishing incorporating wood products from local mills. It is unusual for remaining almost completely true to its original design.

### **Character Defining Elements**

- Location on Third Avenue in the Brow of the Hill neighbourhood of New Westminster.
- Siting facing the principle road but far to the rear of the lot.
- Continuous, single-detached residential use.
- Residential form, scale and massing as expressed by:
  - T-shaped building massing;
  - 1½ storey height with steep, cross-gabled roof;
  - Front-facing roof dormer;
  - Rectangular, side-facing cantilevered bay window, and;
  - Wraparound porch with low pitched hip roof and side-facing front and back doors.
- Collection of Late Victorian-era design features:
  - Narrow horizontal clapboard siding with 3 ¼" exposure at the main body;
  - Horizontal "drop" siding with 5" exposure at the basement level;
  - Common, running bond, internal, red brick chimney (corbelled top missing);
  - Roof trims and narrow eaves including wide gable bargeboards with top crown moulding and closed, sloped soffits clad in 4" V-joint, tongue-and-groove boards;
  - Porch floor of 4" flush-joint, tongue-and-groove boards;
  - Collection of flat-stock wood trims including siding corner boards, main floor band, gable rakes, window and door trims, and porch posts, trims and balusters;
  - Pattern and scale of original wood sash windows, including single and divided light sashes and double-hung units, and;
  - Glazed stained wood front door with egg and dart mouldings above and below the light, (original glass missing) and original hardware; and the panelled, stained wood back door.
- Original colour scheme of light green main body and roof soffits, medium grey basement level and wood trims, and black window sashes and various trim highlights.
- Four mature flowering shrubs: 2 camellias and 2 rhododendron.

## STATEMENT OF SIGNIFICANCE

Address: 319 Ash Street, New Westminster, BC  
Original Owner/Builder: Robert Tyrie  
Date of Construction: 1913



Source: New Westminster Archives, *The Living City*, 1982

### DESCRIPTION OF HISTORIC PLACE

The Robert Tyrie Residence, built in 1913, is a two-storey with basement detached dwelling of wood frame construction constructed in the Prairie Box – Moderne style. It is located on a residential street in the Uptown neighbourhood of New Westminster. The historic place consists of the residence and property.

### HERITAGE VALUE OF THE HISTORIC PLACE

The Robert Tyrie Residence is recognized for its social, historical and aesthetic values.

The essential heritage value of this historic place lies in the residential uses associated with the site; the aspirations and lifestyles of the families who lived there, its contribution to the pattern of infill development in the neighbourhood and as a good example of the Prairie Box style of architecture popular in New Westminster.

Constructed prior to WWI, the house at 319 Ash Street is typical of modest housing built on the west side of New Westminster for working households. Although the original owner/builder, Robert Tyrie, resided in the house for only a few years, 319 Ash Street provided shared accommodation for subsequent generations of immigrant families. Between 1917 and 1943, Lars Wike (1888-1968), a Norwegian fisherman, and his wife Beret lived in the house with four of Lars' brothers who were either employed in the trades or apprenticing. Subsequently, James

R. Sparrow (1892-1981) and family together with his mother, all originally from England, lived in the house from 1944 to 1967. Sparrow was employed locally as a carpenter.

The house is also significant for its association with the development of infill housing in the Uptown neighbourhood. Originally consisting of a large property on the corner of Ash and Walmsley streets, the lot was subdivided in the 1930's to create three smaller parcels. As a result, the property at 319 Ash Street is modest in size and shallow in depth. It has a small grassed rear yard and no lane access. This pattern of infill housing in the 300 block of Ash Street resulted in a variety of housing styles associated with different eras of construction, ranging from small neotraditional cottages built in the 1910s, bungalows from the 1930s to several three storey apartment buildings constructed in the 1960s.

The house at 319 Ash Street has aesthetic value for its association with the Prairie Box – Moderne style of architecture, a popular style in New Westminster residential neighbourhoods. The Prairie Box style is defined by the use of hipped roofs, wide eave overhangs, a rectangular form and symmetrical window placement. Due to their large size, examples of this housing style are found predominantly in the Queen's Park neighbourhood, however with more adornment such as corner bays on the upper storey and wide columned porches. The Prairie Box style on the 319 Ash Street house features economical and simple lines with little ornamentation, more reflective of a working class style of housing.

#### **CHARACTER-DEFINING ELEMENTS**

Elements that define the character of 319 Ash Street include:

- Location in the Uptown neighbourhood, complementing the size and scale of other single detached houses on the street
- Original modest residential scale and simple cubic massing as expressed in its two storey and basement height and overall symmetrical rectangular form
- Original wood lapped siding under "beer bottle" stucco on the main level and original wood shingles underneath painted metal tile cladding on the second level
- Hipped roof with slightly flared eaves and small hipped roof dormer, wide eave overhangs
- Partial width projecting front porch with hipped roof and four square piers set on raised panels; side entry stairs
- Large double hung one-over-one windows with wood sashes on front and sides of house, three panelled feature window on main level front façade; single assembly windows on upper storey and beside front door; two replacement vinyl windows and one leaded glass window on upper level
- Solid wood front door with large rectangular window and decorative scroll work at top

Source: City of New Westminster Archives,  
New Westminster Public Library

Prepared by: Leslie Gilbert, Heritage Consultant

## **REPORT**

### ***Development Services***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Jackie Teed      **File:** 13.2605.40  
Acting Director of Development  
Services

**Item #:** 510/2017

**Subject:** **Queen's Park Heritage Conservation Area: Proposed Community  
Consultation on Zoning Based Incentives for Protected Properties**

---

#### **RECOMMENDATION**

***THAT** Council direct staff to proceed with the community consultation program for zoning incentives for properties protected through the Queen's Park Heritage Conservation Area, as outlined in this report.*

---

#### **EXECUTIVE SUMMARY**

In June 2017, a Heritage Conservation Area was adopted for the Queen's Park neighbourhood. At that time, Council also endorsed four ongoing implementation actions to be undertaken in the years following adoption, including the exploration of zoning incentives for protected properties. The community consultation described in this report would be the first step in the City's exploration of zoning incentives. Three potential incentives are being considered, which are outlined in this report, all related to permitted density: increase of Floor Space Ratio (FSR) entitlement, exempt basement space from FSR, and exempt existing attic space from FSR.

Through the winter, the City would conduct research and analysis on the three proposed incentives. This analysis would reflect the feedback gathered through the consultation process described in the report. It is anticipated that staff would report back to Council in February 2018 with draft zoning regulations.

## **PURPOSE**

This report provides Council with an update on the zoning incentives being considered for protected properties (“Advanced” category) in the Queen’s Park Heritage Conservation Area. This report requests Council direct staff to proceed with the consultation program outlined in this report.

## **POLICY AND REGULATIONS**

### **Queen’s Park Heritage Conservation Area**

Enabled through Section 614 of the Local Government Act, a Heritage Conservation Area is a distinct neighbourhood, characterized by its historic value, which is identified in a City’s Official Community Plan (OCP) for heritage conservation purposes. The Queen’s Park Heritage Conservation Area includes properties south of Sixth Avenue, north of Royal Avenue, west of Sixth Street and east of Queen’s Park.

The Queen’s Park Heritage Conservation Area is a lower level of heritage-related protection than individual property Heritage Designations. Rather, the Heritage Conservation Area is an area management tool, which includes both heritage protection for the exterior of existing buildings, and design control for new construction. The Queen’s Park Heritage Conservation Area applies primarily to single detached dwellings in the neighbourhood. The goal of a Heritage Conservation Area is to allow change, but ensure the change is respectful of existing heritage character. Heritage Alteration Permits are used for managing the change.

### **Levels of Heritage Protection**

Buildings constructed in the Queen’s Park neighbourhood in 1940 or earlier, and those listed on the Heritage Register are protected through the Heritage Conservation Area (“Advanced” category). Protection requires that the owner obtain a Heritage Alteration Permit (HAP) from the City for construction activities on the front, sides or visible roof of the existing principal building. A HAP is also required to allow demolition of an existing protected building. The City may deny a HAP, should the proposal not be consistent with the Heritage Conservation Area’s policies and design guidelines.

There are approximately 80 properties which would be protected through the Heritage Conservation Area, but have been identified through the policy development process as having characteristics which may negatively impact the owner, should the house be required to be retained. Those properties form a “Special Limited” study category, which has a lower level of heritage protection while further study is underway.



The remaining buildings in the neighbourhood are not protected (“Limited” category). However, all subdivision, and any construction of new residential buildings on those properties, including detached accessory dwellings (laneway or carriage houses), requires a HAP.

### Protection and Development Entitlement

The Heritage Conservation Area provides a layer of regulation in addition to the Zoning Bylaw, which applies to all properties in the Area. All properties, protected or not, continue to have the same density entitlement as other properties in the same zoning district. If a Heritage Alteration Permit (HAP) is required for construction activity, that permit governs design of the construction, not the density, number of units, height, setbacks or other elements detailed in the Zoning Bylaw.

### **Heritage Revitalization Agreements**

A Heritage Revitalization Agreement (HRA) is a negotiated agreement between the City and a property owner for the purposes of heritage conservation. In exchange for long-term legal protection (Heritage Designation) and exterior restoration, certain zoning relaxations, including an increase in density, are provided. An HRA is not legally precedent setting, as each one is unique to a specific site. Provisions for the local government to negotiate an HRA are set out in Section 610 of the Local Government Act.

## **BACKGROUND**

### **Queen’s Park Neighbourhood Heritage Study Working Group Recommendations**

The Queen’s Park Neighbourhood Heritage Study (2013-2016) included a Working Group of twelve Queen’s Park residents who explored heritage conservation options for the neighbourhood. The members of this Group performed research and neighbourhood consultation. At the Study’s conclusion, the Working Group provided formal recommendations to Council.

The Working Group continued to meet as part of the consultation and policy development phase of the Heritage Conservation Area. Potential incentives were discussed with the Group at their final meeting held in July 2017. The incentives put forward by the members were:

- Exempt full basements from Floor Space Ratio (FSR) calculations on existing, protected houses;
- Require new builds to have a basement of a certain size or percentage of Floor Space Ratio (FSR);

- Provide variances for the retention of significant trees;
- Encourage Heritage Register listing so properties are able to take advantage of alternate compliance methods in the BC Building Code;
- Prioritize heritage-related permits for renovations over demolition applications;
- Decrease the requirements for documentation and consultation on heritage projects;
- Increase the size of permitted laneway or carriage houses;
- Allow protected houses greater than 4,000 square feet to be stratified or transformed into a duplex without a Heritage Revitalization Agreement or rezoning;
- Exempt existing attic space from Floor Space Ratio (FSR) calculations on protected houses; and
- Increasing the Floor Space Ratio (FSR) entitlement for protected houses.

All of these incentives were generally supported by the Group. The zoning incentives put forward by the Working Group informed the work of staff, and the options being brought forward for consultation.

### **Previous Council Direction**

During the process of creating the Queen's Park Heritage Conservation Area, concerns were raised by home owners about the impact of the Heritage Conservation Area on the value of protected properties. In response to these concerns, Council directed staff to explore zoning incentives, which could increase the value of protected houses thereby offsetting the potential impact of the Heritage Conservation Area.

On May 15, 2017 at First and Second Readings of the bylaws required to designate the Heritage Conservation Area, Council endorsed in principle a Work Plan which included four actions to be undertaken in the two years following adoption: a) an update to the Minimum Maintenance Standards for Protected Heritage Properties Bylaw; b) zoning incentives for protected properties; c) "Special Limited" category study and subsequent City-led Official Community Plan (OCP) amendment; and d) a program to encourage voluntary protection of post-1941 homes in the Heritage Conservation Area.

On October 16, 2017 a report was presented to Council that provided further detail regarding the Work Plan for each of the four tasks, including the zoning incentives. Council endorsed the Work Plan at that meeting.

## **DISCUSSION**

### **Guiding Principles**

Staff has established the following set of principles to guide the zoning incentives work:

1. Incentives should benefit the protected properties.

The intent of this principle is to ensure that the incentive program will work on the protected properties. The unique context, including diversity of building/property shape and size, must be taken into consideration when developing an incentive package.

2. The benefits to the property must be balanced with the benefits to the community.

The intent of this principle is to ensure that the benefit the community sees through heritage protection is relatively equal to the benefit the property owners receive through the incentive.

3. Consider the liveability and character of the Queen's Park neighbourhood.

The intent of this principle is to ensure incentives do not exceed the upper limit of density and building massing that is appropriate in a single detached dwelling context. New construction must fit within the context of the neighbourhood. Compatibility of the incentives with other city-wide programs, such as Heritage Revitalization Agreements and laneway/carriage houses, must also be considered.

4. Ensure that the incentives continue to allow meaningful opportunities for Heritage Revitalization Agreements (HRAs).

The intent of this principle is to ensure that HRAs are still attractive for homeowners. The incentives being considered for protected properties are some of the incentives that the City usually uses through HRAs. Since HRAs are a higher level of protection than the Heritage Conservation Area, it is important for the City to still be able to offer additional incentives.

5. Implementation of the zoning incentives must not result in needing to increase the incentives available for HRAs.

The intent of this principle is to maintain the current upper limit of incentives available in exchange for heritage protection. The highest level needs to be retained for HRAs across the city. A lower level of incentives is being considered for the protected properties in Queen's Park. The City will determine the appropriate level through this process.

## **Proposed Zoning Incentives**

As part of the zoning incentive development process, a detailed analysis of each incentive would include exploration of the viability, potential uptake, and implications of each option. An economic analysis would also be conducted to better understand potential benefit of each incentive option on property value. Based on these findings, as well as input from the community, City committees and Council, staff would prepare a draft approach for amending the Zoning Bylaw. The recommended approach may include one incentive, all of the incentives or a combination of incentives.

Should any incentives be amended into the Zoning Bylaw they would become a property right of properties protected through the Heritage Conservation Area and no Council approval would be required should an owner chose to use the new incentive. The required approvals would include a Heritage Alteration Permit, based on the Heritage Conservation Area policy's requirements, and a Building Permit. An application for a Heritage Alteration Permit would be reviewed for compliance with the Heritage Conservation Area Design Guidelines, and issued by the Director of Development Services.

Three potential incentives are being considered for properties protected through the Queen's Park Heritage Conservation Area, which are outlined in more detail below. The incentives being considered are:

1. Increase the Floor Space Ratio (FSR) entitlement;
2. Exempt basements from FSR calculations; and
3. Exempt attics from FSR calculations.

1. Increase the Floor Space Ratio (FSR)

Floor Space Ratio (FSR) is the tool the City uses to regulate the size of houses. FSR links the size a house to the size of the property. A majority of the Queen's Park neighbourhood is zoned RS-1 for single detached dwellings. Per this zone, a house is permitted to be built to 0.5 FSR (the total square footage in the house may be up to 50% of the size of lot).

One incentive being considered would be to increase the permitted FSR for properties protected through the Heritage Conservation Area. This would increase the amount of floor space that could be built on each property. For example, if the FSR were to be increased by 0.1 (or 10%) a 6,000 square foot property may qualify for up to an additional 600 square feet. If this is a preferred incentive, the exact amount of the FSR increase would be explored during the next steps.

The Zoning Bylaw was recently amended in conjunction with the adoption of the Official Community Plan. New entitlements were added that allow owners, including owners of properties protected through the Heritage Conservation Area, to build a laneway or carriage

house. This change increased the maximum density in the RS-1 zoning district from 0.5 to 0.6 FSR. The further increase offered as an incentive for properties protected through the Heritage Conservation Area must also account for this recent increase in entitlement.

Additionally, approximately 20 properties in the Queen's Park neighbourhood are zoned RS-6, which was developed prior to the Heritage Revitalization Agreement program to incentivize the retention of houses with heritage value. The RS-6 zone already allows an FSR of 0.6 (or 60%), though does not allow laneway or carriage houses.

With this incentive, the exact amount of new floor space to which each property would be entitled would be easy to determine. This would be the easiest incentive for the City to administer.

## 2. Exempt Basements from FSR Calculations

This incentive would exempt basement space from the FSR total. This could mean that a basement could be added to a house currently without a basement, even if the existing house is already at the maximum FSR. For a house with an existing basement, this exemption would effectively reduce the total FSR of the building which may allow the owner to build an addition.

With this incentive, it would not be clear exactly what additional FSR would be available for each property, and the amount of floor space that each property would qualify for could vary significantly. This incentive would be more challenging for the City to administer.

## 3. Exempt Attics from FSR Calculations

Under the City's current zoning, the floor space in an attic (that has a floor to ceiling height of more than four feet, and is reasonably accessible) counts towards the total FSR. This incentive would exempt attic space from the FSR total. This may increase the opportunity for owners to make use of existing underutilized space in their house. For houses with useable attics, this exemption would effectively reduce the total FSR of the building which may allow the owner to build an addition.

With this incentive it would be difficult for the City to determine what each property would qualify for. It also may not be feasible for some owners to take advantage of this space due to the access requirements (e.g. it may be too costly or there may not be space to add stairs that meet the requirements of the Building Code). This incentive would be the most challenging for the City to administer.



## **CONSULTATION**

Consultation would be the next step towards the development of zoning incentives for properties protected through the Queen's Park Heritage Conservation Area.

The purpose of this first round of consultation would be to:

- Provide an update to community and committee members who have been actively involved in the Queen's Park Heritage Conservation Area process to date, while also seeking feedback from Queen's Park residents who have not yet been active in the process;
- Understand the level of support for each of the proposed incentives, and the reasoning behind the support/lack of support; and
- Understand the priority ranking for the proposed incentives, and to understand why some incentives may be prioritized over others.

### **Public Consultation**

Two open houses would be scheduled, both of which would be held in the lobby of City Hall:

1. Thursday, December 7, 2017 from 5:00pm to 7:30pm
2. Saturday, December 9, 2017 from 11:30am to 2:00pm

The events would be a drop-in format. The same material would be presented at both open houses. The materials would summarize the background and policy context, next steps, and the three proposed incentive options.

A survey with the same material as the open houses would be made available through the City's website from December 7 to 27, 2017. The survey questions would reflect the questions being asked of participants at the open houses. The survey should take approximately 15 minutes to complete.

Given the compressed Work Plan timeline, as endorsed by Council on October 16 2017, the advertising for the open houses and the survey has already begun and includes:

- Post cards sent to all residents in the Queen's Park neighbourhood;
- Notices in City Page;
- The City's Social Media (Facebook and Twitter);
- Update posted on the City website under "What's Happening", and on the project page; and
- An invitation sent to the Queen's Park Residents' Association.

**Committee Consultation**

The zoning incentives would be presented to the Community Heritage Commission and the Advisory Planning Commission who would be requested to provide feedback and recommendations to Council on the incentives being considered.

**NEXT STEPS**

After this round of consultation, staff would compile and analyse the results to inform the detailed analysis of each of the incentives. Based on the findings of the consultation and the analysis, staff would draft an approach to implementation, including the preparation of draft zoning regulations.

It is anticipated that all of the findings would be presented to Council in February 2018. The report would include a summary of the consultation feedback and the detailed analysis. The report would also include preliminary staff recommendations. Revision would be made based on feedback provided by Council. The resulting proposed approach would then be presented to the community for their review and feedback in March.

Final revisions would be made and presented to Council in the spring. The process of adopting the zoning changes would then begin. It is expected that the public hearing and adoption of the amendment to the Zoning Bylaw would take place before the summer of 2018.

**INTERDEPARTMENTAL LIAISON**

Staff is providing updates to other Departments on this work on an ongoing basis.

**OPTIONS**

The following options are available for Council's consideration:


1. That Council direct staff to proceed with the community consultation program for zoning incentives for properties protected through the Queen's Park Heritage Conservation Area, as outlined in this report;
2. That Council provide alternative direction.

Staff recommends Option 1.

This report has been prepared by  
Britney Quail, Heritage Planner

This report was reviewed by:  
John Stark, Acting Manager of Planning

Approved for Presentation to Council



---

Jackie Teed  
Acting Director of Development  
Services



---

Lisa Spitale  
Chief Administrative Officer



# REPORT

<b>To:</b>	Mayor Côté and Members of Council	<b>Date:</b>	12/4/2017
<b>From:</b>	Jim Lowrie Director of Engineering Services	<b>File:</b>	09.1740.02
	Rod Carle General Manager, Electrical Utility	<b>Item #:</b>	522/2017
<b>Subject:</b>	<b>New Westminster Urban Solar Garden Project Update and Next Steps</b>		

## RECOMMENDATION

**THAT** Council accept as information this project update report on the results of community engagement from July to October 2017, and status of subscriptions to the Urban Solar Garden from the local community in November; and,

**THAT** Council instruct staff to proceed with finalizing the location for the rooftop solar array and develop vendor bid specifications, installation and commissioning requirements with the objective of having the Urban Solar Garden fully operational by summer 2018.

## PURPOSE

The purpose of this report is to update Council on the results of community consultation on New Westminster's Urban Solar Garden, current subscription levels, and project next steps which include selecting the civic location for the rooftop solar array, and developing vendor bid specifications, installation and commissioning requirements to guide engineering and design.

## SUMMARY

The New Westminster Urban Solar Garden is a centralized, City-owned solar photovoltaic (PV) array of up to 50 kW where interested local residents, businesses and non-profit

organizations can voluntarily subscribe to a portion of the electricity generated from the array. Electricity generated from the array is credited back to the subscriber's electrical utility bill annually or bi-annually in proportion to their investment, for up to 25 years.

A key benefit of the Urban Solar Garden is providing interested local residents, businesses and non-profit organizations easier access to solar photovoltaic power and the opportunity to lower their monthly / bi-monthly utility bills over the long term. This initiative also makes solar PV more affordable to the community by pooling the generation source into a larger array in a single location, yielding economies of scale on PV panels and equipment.

With the planned 4-month community engagement period now completed and the 30-day pre-subscription period now coming to a close, staff are pleased to report that 95% of the estimated 150 photovoltaic panels in the Urban Solar Garden have been subscribed. Council policy was that with evidence of strong support by the community, staff would seek Council approval to proceed with finalizing a location for the rooftop array, develop technical requirements and bid specifications for vendor installation and commissioning.

## **BACKGROUND**

The Urban Solar Garden provides an opportunity for the City-owned Electrical Utility to diversify its services to the community by supplementing its primary source of energy from the BC Hydro's electric grid with locally generated electricity. This project will also showcase New Westminster's climate leadership through the promotion of a high profile, local renewable energy project, with the objective of being the first municipal community solar array in the Lower Mainland.

Building upon the positive example set by Nelson Hydro with its Community Solar Garden, the City of New Westminster Electrical Utility recommended pursuing this idea by developing a project plan and conducting public engagement to gauge interest by local residents, businesses and nonprofit organizations in purchasing the generation rights to one or more solar PV panels in the proposed Urban Solar Garden.

At a Regular Council meeting on January 9, 2017, Council supported the Electric Utility recommendation for City staff to move forward with a pilot community solar project in New Westminster, subject to demonstrated support by the community.

At a Regular Council meeting on July 10, 2017, Council instructed staff to proceed with community engagement from July to October 2017, for the purpose of raising awareness, interest and participation in the proposed solar garden. The consultation plan included a 30-day pre-subscription period that would immediately follow the engagement period.



## **EXISTING POLICY/PRACTICE**

The Urban Solar Garden supports the direction of the Utility Commission Strategic Plan with respect to local energy generation and diversification of the City's Electrical Utility services. New Westminster's Community Energy and Emissions Plan and Envision 2032 Sustainability Framework encourage the use of renewable, responsible and local sources of energy in buildings, which the Urban Solar Garden initiative seeks to provide.

## **DISCUSSION**

### **Urban Solar Garden Brand and Concept Development**

Community interest and participation in the Urban Solar Garden has been key to the overall success of this initiative. In May 2017, City staff engaged a design consultant to develop thematic elements and branding for the marketing campaign and public consultation phase. This included design elements that could be utilized in staff presentations, on City and Energy Save New West websites, in social media posts, as well as local newspaper and digital display board ads to help drive attendance at public information events on July 20<sup>th</sup> and October 19<sup>th</sup> (sample shown in Figure 1).

**Figure 1 – Digital Advertisement – Public Information Event #1**



The brand and concept development phase also included the creation of 90-second digital video on the Urban Solar Garden, with a local design firm specializing in digital media retained to work with staff on storyboard development and graphic design.

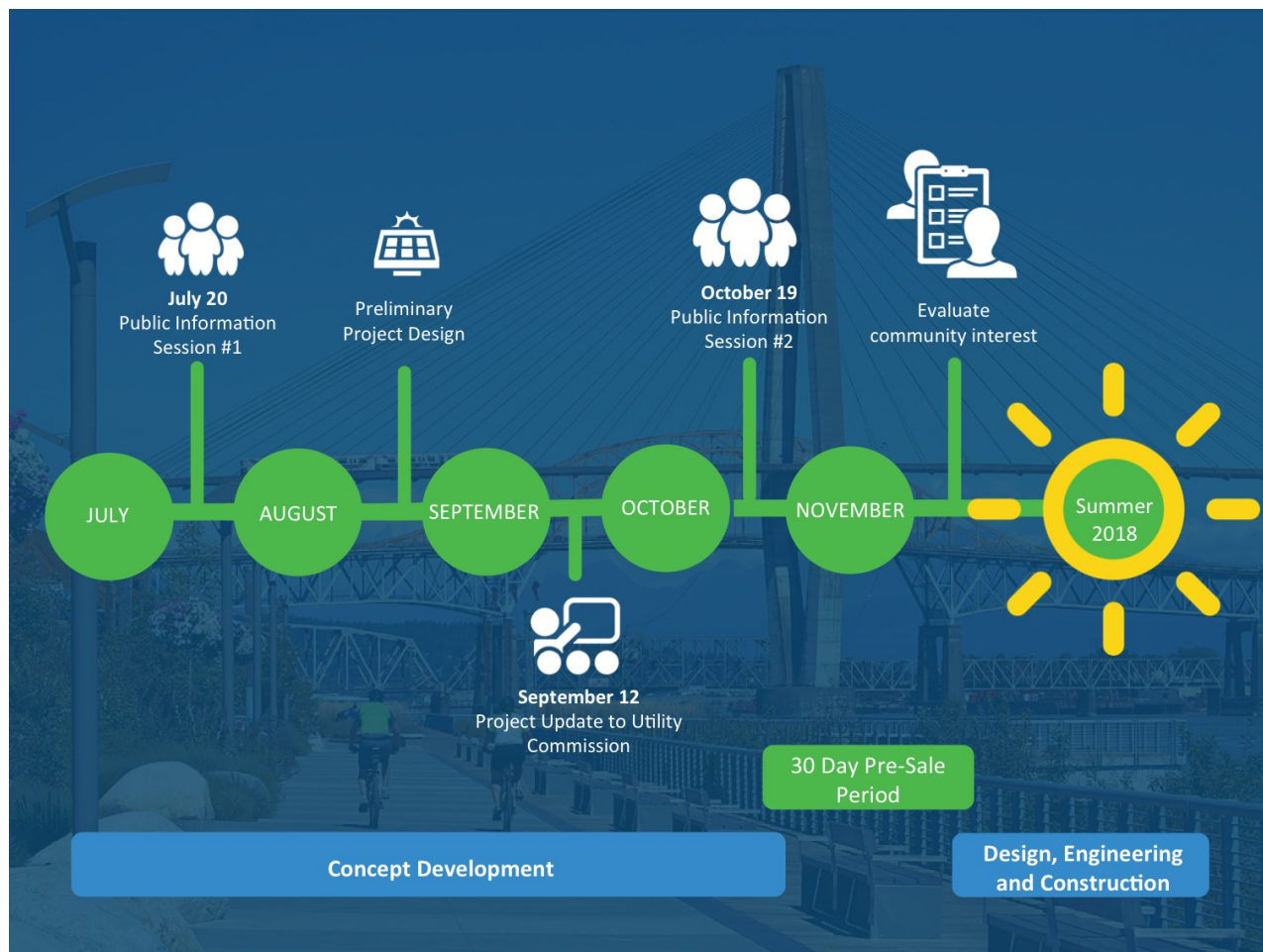
### **Community Engagement Phase – July to October 2017**

Figure 2 shows the timeline for the current stages of the Urban Solar Garden initiative. The engagement period began with a public information evening at the Anvil Centre, with 79 attendees and presentations by City staff. Between the two public events, the project team delivered presentations on Urban Solar Garden to the New Westminster Environmental Committee and Engineering Department staff. On September 12<sup>th</sup>, staff provided a project

update to the Utility Commission. Concurrent with community outreach, staff developed a Frequently Asked Questions sheet, and Pre-Sale Purchases Agreement form (see Attachment 1 – Frequently Asked Questions).

The second public information event was held on October 19<sup>th</sup>, hosted at the Health Sciences Association of BC head office in the Brewery District. The event drew 84 attendees and included presentations with new content on the expected range of panel prices, experiences from other community solar arrays in North America, and the current state of the solar industry in Canada (see Attachment 2 – October 19<sup>th</sup> Public Event Presentation).

**Figure 2 – Project Timeline for Community Engagement and Subscription Phases**



### 30-day Pre-Sale Period

At the close of the October 19<sup>th</sup> public information event, attendees had the option of completing an application form and submitting a \$500 per-panel deposit to reserve up to ten solar panels in the future array. This event initiated a 30-day presale period where interested local participants could download and fill out a pre-sale purchase agreement, and then drop

off their deposit at City Hall. By mid-November, panel registrations had reached the milestone 75% subscription goal originally set for the project. By the end of the third week in November, 95% of the 150 panel solar array had been reserved.

### **Project Next Steps**

Staff have retained a consultant with specialist knowledge on large-scale solar PV installations, serving as a third party subject matter expert and providing technical support to the staff team, and quality assurance during community engagement and project engineering phases. This also includes providing advice on bid specifications and installation design, as well as eventual solar PV vendor procurement.

### **SUSTAINABILITY IMPLICATIONS**

The overall program design and installation of the Urban Solar Garden supports the City's goal of encouraging renewable, responsible and local energy, as outlined in Envision 2032 Sustainability Framework and Community Energy and Emissions Plan (CEEP).

Over the longer term, successful implementation of the Urban Solar Garden will help drive policies related to solar PV installations, community energy initiatives, or other building-scale alternative energy solutions in New Westminster. This project can act as a framework for other municipalities looking to start a community energy project of their own.

### **FINANCIAL IMPLICATIONS**

Preparation of Urban Solar Garden brand and concept development, community consultation plan, presentations materials and pre-sales purchase agreement, as well as website and digital video development are covered under the current Electric Utility departmental operating budget. The capital cost of the community solar array (PV panels, installation of the array, electrical grid tie-in and metering) will be covered by pooled contributions of subscribers to the Urban Solar Garden.

### **INTERDEPARTMENTAL LIAISON**

A staff team from the Electrical Utility and Engineering Services departments was assembled to guide this initiative during the concept development, community consultation, and pre-sale phases. Staff from the City's Facilities group have also facilitated rooftop site visits to Queensborough Community Centre, City Hall and the Engineering Operations Works Yard building. Staff from Finance & Utility Billing have assisted with subscriber registrations and deposits, and have kept the project team updated on current subscription levels.

**OPTIONS**

The following options are presented for Council's consideration:

1. That Council accept as information this project update report on the results of community engagement from July to October 2017, and status of subscriptions to the Urban Solar Garden from the local community in November;
2. That Council instruct staff to proceed with finalizing the location for the rooftop solar array and develop vendor bid specifications, installation and commissioning requirements with the objective of having the Urban Solar Garden fully operational by summer 2018;
3. That Council provide staff with alternative direction.

Staff recommends options 1 and 2.

**ATTACHMENTS**

Attachment 1 – Urban Solar Garden Frequently Asked Questions  
Attachment 2 – October 19<sup>th</sup> Public Event Presentation

This report has been prepared by:  
Norm Connolly, Community Energy Manager  
Ryan Coleman, Program Coordinator, Energy Save New West  
Ryan Voon, UBC Sustainability Scholar

Approved for Presentation to Council



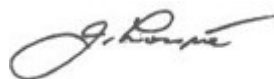
---

Lisa Spitale  
Chief Administrative Officer



---

For Rod Carle  
General Manager, Electrical Utility



---

Jim Lowrie, Eng. L., MBA  
Director, Engineering Services

**Attachment 1**  
**Urban Solar Garden**  
**Frequently Asked Questions**



## Frequently Asked Questions

We've included answers to questions on the Urban Solar Garden and the benefits of participating in this initiative.

### What is the Urban Solar Garden?

The Urban Solar Garden is a centrally located and community-owned solar array that will generate local renewable energy for the benefit of subscribers within New Westminster.

Interested subscribers will receive an annual credit based upon their proportionate amount of energy the array produces. Participation is voluntary and open to any New Westminster Electrical Utility account holder.

### What are the benefits of the Urban Solar Garden?

The Urban Solar Garden provides many benefits to those who are interested in local renewable energy:

- **Accessible Solar Energy:** You do not need to install your own solar PV system to use solar energy.
- **No maintenance fees:** Operation and maintenance of the solar array will be handled by the City, and participants will not need to pay for maintenance or repairs.
- **Transferable:** Your subscription can be transferred if you move within the New Westminster Electrical Utility service area.

### Who can participate in the Urban Solar Garden?

Anyone with a New Westminster Electrical Utility account can participate, including homeowners, renters, business owners, and non-profit organizations.

Subscriptions can also be given as a gift, so long as the one receiving the gift is a New Westminster Electrical Utility account holder.

### How do I participate in the Urban Solar Garden?

For this pilot project, there will be a 4-week pre-sale period to participate in the Urban Solar Garden. Subscriptions will be pre-sold on a per-panel basis beginning on October 19th, 2017, at the close of that evening's Public Information Session. As a measure of community interest, a target of 75% of the total project needs to be pre-subscribed by November 17th, 2017 in order for the project to proceed to the design stage.

At the close of the October 19<sup>th</sup> Public Information Session, interested participants will have the opportunity to complete the subscription agreement form and include a deposit of \$500 per panel. Following this event, subscription forms will be available at City Hall up to November 17<sup>th</sup>, and deposits can be made by cash or credit card. Please note that subscriptions are limited and will be given on a first come, first served basis.

If the 75% subscription target is not met, or the necessary bylaw amendments are not passed, deposits received will be refunded to customers. If the project moves ahead as we expect, then subscribers will receive an invoice for the final costs on their Electrical Utility bill on the billing period following the official opening of the Urban Solar Garden.

### What size will the array be?

The target size of the array is 50kW, which represents approximately 150-200 photovoltaic panels. The final size of the array will depend on the number of participants. The Urban Solar Garden is intended to be a small-scale pilot project.

### How large of a subscription can I purchase?

During the Pre-sale period:

- **Oct 19-Oct 26:** Subscribers can purchase up to three panels (approximately 1080 kWh/year)
- **Oct 26-Nov 17:** Subscribers can purchase up to ten panels (approximately 3600 kWh/year)

The total number of subscriptions purchased cannot exceed 100% of the participant's annual energy use.

### How is the annual solar credit calculated?

Once subscribed, the annual solar credit will appear your electric utility bill for the 25-year lifecycle of the array, starting one year after the project is operational.

The annual solar energy production will be measured in kilowatt-hours (kWh). Your annual solar credit will be based on the current electric rate for the year, multiplied by your share of the Urban Solar Garden.

Daily energy production of the Solar Garden will be displayed in real time on City website and at City Hall.



## Do I own the panel(s) in the array?

The solar panels will be owned and maintained by the City of New Westminster. Subscription to the project is for receiving the solar credit, not the panel itself. For simplicity, we refer to the sales of panels but this means the subscription on a per panel basis.

## How much energy will each panel generate?

Based on simulated solar energy production, each panel may produce around 360 kWh annually. Panel degradation will decrease panel output slightly each year during the 25-year lifecycle of the solar array.

## Is there enough sunshine in the Lower Mainland?

The areas in southern Canada, where 90% of the population lives, receive more solar radiation than Germany, which is the world leading nation in the use of PV per capita.

## How many kWh's does the average home in New Westminster use?

A single-family detached home within New Westminster uses an average of 9,800 kWh of electricity per year. The average condo uses about 4,400 kWh of electricity per year.

## How do I calculate what my subscription should be to match my energy needs?

New Westminster Electric Utility can help you determine your individual average household or business electric usage. The following table shows how many panels the homeowner could subscribe to match different percentages of energy use. For this pilot project, the maximum subscription limit is 10 panels, due to the potential demand of the program.

Panels Purchased	Estimated Annual Energy Production (kWh)	Usage Match Home (%)	Usage Match Condo (%)
3	1080	11%	24%
5	1800	18%	40%
10	3600	36%	81%

## What is the cost per panel?

The final per panel cost is expected to come well under \$1000/panel, based on preliminary project costs.

## What is the payback period per subscription?

If over the 25 year period, the historical increasing trend in rates continues, the payback will range between 15-20 years. A lower final project cost will ultimately improve the payback period to subscribers.

## How long will the contract term be?

The length of the contract will be for 25 years.

## What if I move before the 25-year end?

If you move within the New Westminster Electrical Utility service territory the solar credit can be transferred to your new account for a \$25.00 processing fee/transfer. If you will no longer be a New Westminster Electrical Utility customer, you can transfer the credit to an account of your choice. You may choose to donate this credit to a charity or non-profit organization or if you own your home, you may wish to use it as a selling feature and then transfer it to the new owners account. You can sell the credit to someone of your choice for a price that is agreed upon by you and the buyer. The Electrical Utility will keep a wait list for those interested in purchasing one or more panels when they come available, and can help facilitate the transfer by connecting interested parties.

## What happens after the 25-year contract ends?

The annual payments are discontinued and New Westminster Electric Utility decides whether to keep operating the system or to decommission it.

## Can I still participate even if all subscriptions have been sold?

Yes, a waitlist will be started once available subscriptions have been sold out.

If you have any questions on the Urban Solar Garden, please contact Ryan Coleman (Program Coordinator for Energy Save New West) at 604-515-3818 or via email at [rcoleman@newwestcity.ca](mailto:rcoleman@newwestcity.ca)

**Attachment 2**  
**October 19th Public Event**  
**Presentation**





# URBAN SOLAR GARDEN

Public Information Session  
October 19, 2017

# *Royal City Green City*

OCTOBER 25, 2017    ANVIL CENTRE    7:00PM

**A NIGHT OF INSPIRING SPEAKERS + YOUR IDEAS  
FOR THE CITY OF NEW WESTMINSTER'S  
ENVIRONMENTAL STRATEGY & ACTION PLAN**





Welcome and Introduction

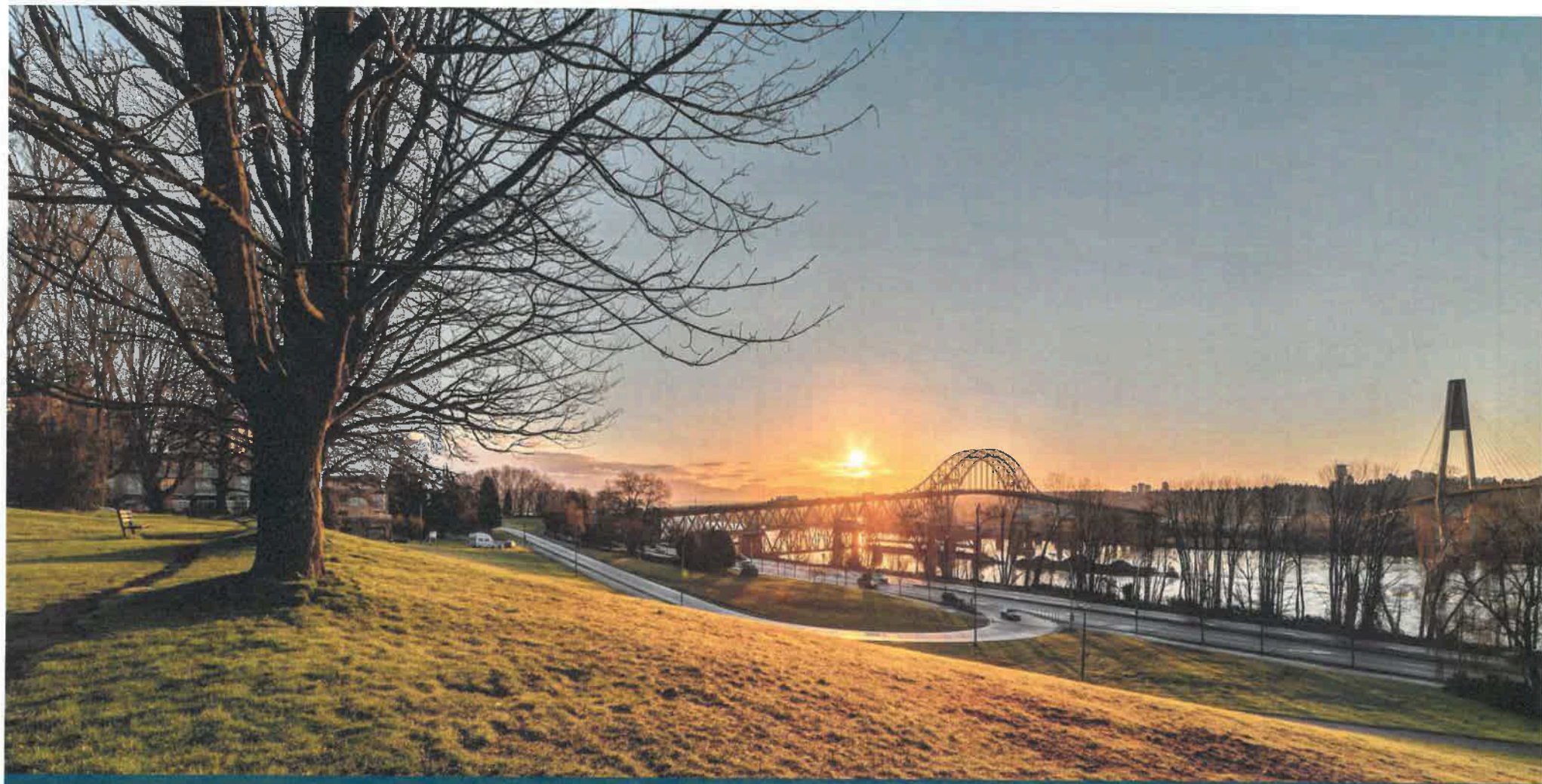
The New West Context

The State of the Solar Industry

The Urban Solar Garden

Discussion

Pre-Sales Open



Why an Urban Solar Garden in New Westminster?



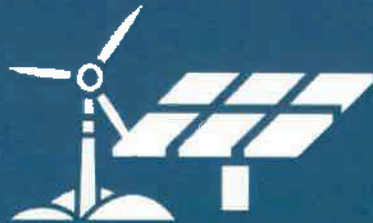
New Westminster wants to be a leader in  
renewable energy and energy efficiency



*Cities play a central role in the  
transition to sustainable energy*

*-UNEP District Energy in Cities Report*

## New Westminster Supports...



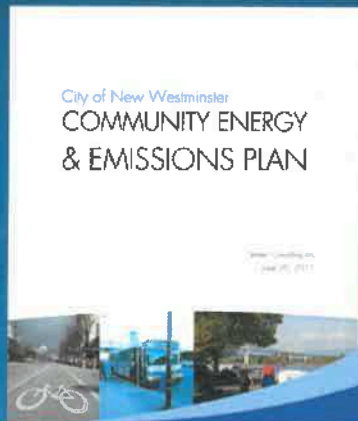
Renewable  
Energy  
Development



Sustainable  
Infrastructure  
Investment



Reducing GHG  
and fossil fuel  
emissions



## A Diversified Electric Utility



Sapperton District  
Energy System



Intelligent City  
Initiative



# The State of the Solar Industry



Planning with Renewable Energy in Mind



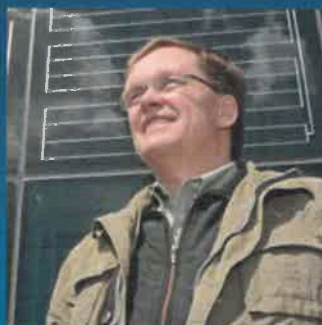
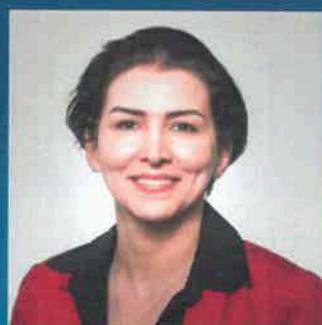


## Urban Solar Garden – Independent Consultant Introduction

**“Reconsulting provides highest quality specialized consulting advice to aspirational local governments and public sector organizations, in integrated energy efficiency and conservation (EEC) and renewable energy solutions, at affordable costs.”**



## Urban Solar Garden – Independent Consultant Introduction

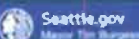
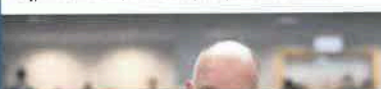
Lead Solar Consultant		Advisory Team		
Solar PV Design & Risk Specialist		Advisor – Community Electrification & Grid-Interconnection in B.C.	Advisor – Grand Forks City-Owned Utility and Electrical Engineering	Advisor – BCIT Solar Parkade Project in Burnaby
				
Richard Siegenthaler, Principal, Reconsulting		Nick Hawley, P.Eng., CEng, FIMechE, PMP, BBA Inc.	Gordon Howell, P.Eng., Senior Solar Electrical Engineer, HME Inc.	Minnoo Shariat-Zadeh, P.Eng.



# Urban Solar Garden Context – Market Forces & Drivers

## Ontario, Quebec, and California ink climate-change deal

California Governor Jerry Brown says he, Ontario Premier Kathleen Wynne, and Quebec's Philippe Couillard are "emerging forces" in the global fight to curb climate change.



## Seattle City Light

LARRY WEIS, General Manager and CEO

Customer Service

For Home

For Business

Outages

About

## China Turns On the World's Largest Floating Solar Farm

Floating on a lake over a collapsed coal mine, the power station in Anhui province can produce 40 megawatts of energy



The floating solar power station in Anhui province (Sungrow)

By Jason Bailey

SMITHSONIAN.COM

JUNE 7, 2017



Last week, workers switched on a solar energy plant capable of producing 40 megawatts of power, which floats on a manmade lake in China's Anhui province near the city of Huaiyan, reports *South China Morning Post*.

## First Nations Clean Energy Business Fund

The First Nations Clean Energy Business Fund (FNCEBF) promotes increased Aboriginal community participation in the clean energy sector within their asserted traditional territories and treaty areas.

The fund provides agreements between the B.C. Government and successful applicants for Capacity funding and Equity funding. It also provides revenue sharing agreements between the B.C. Government and eligible First Nations.

The Clean Energy Act enabled the creation of the First Nations Clean Energy Business Fund. The Ministry of Aboriginal Relations and Reconciliation is responsible for administering the fund and uses expertise across provincial government to assess applications.

Aboriginal Organizations and Services

First Nations Negotiations

First Nations Clean Energy Business Fund

Aboriginal Peoples

Environmental Stewardship Initiative

The most powerful sub-national leaders in the world say he, Ontario Premier Kathleen Wynne and Quebec's Philippe Couillard are "emerging forces" in the global fight to curb climate change.

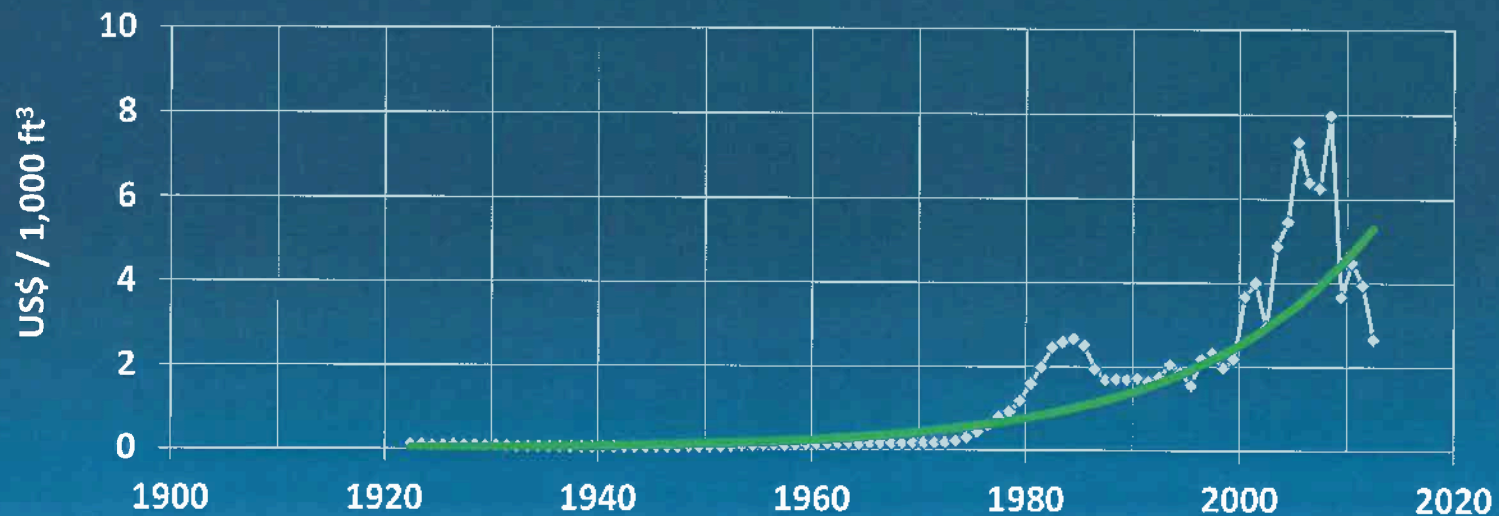
California Gov. Jerry Brown, whose state has the world's sixth largest economy – after China, India, France, the U.S. and Germany – said he does not realize when President Donald Trump is the U.S. Congress does to try to level off an energy generation gas emissions.





## Urban Solar Garden Context – Market Forces & Drivers

Natural Gas – The Driver for Electricity Costs in North America

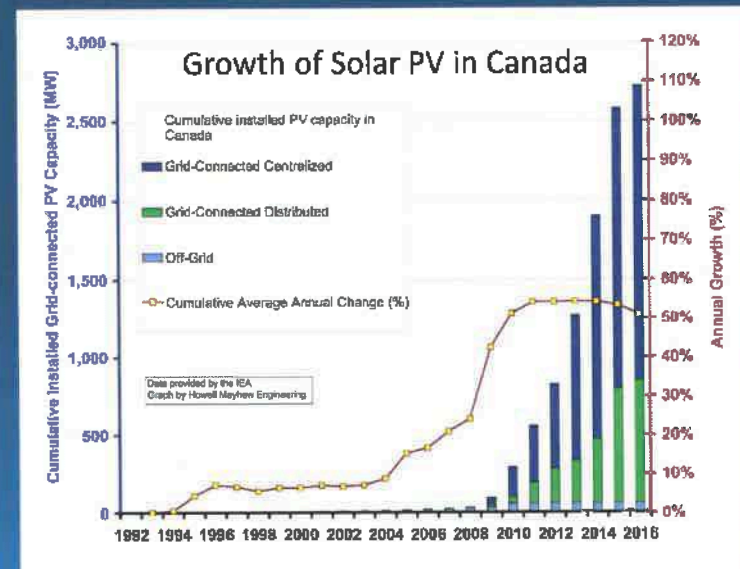
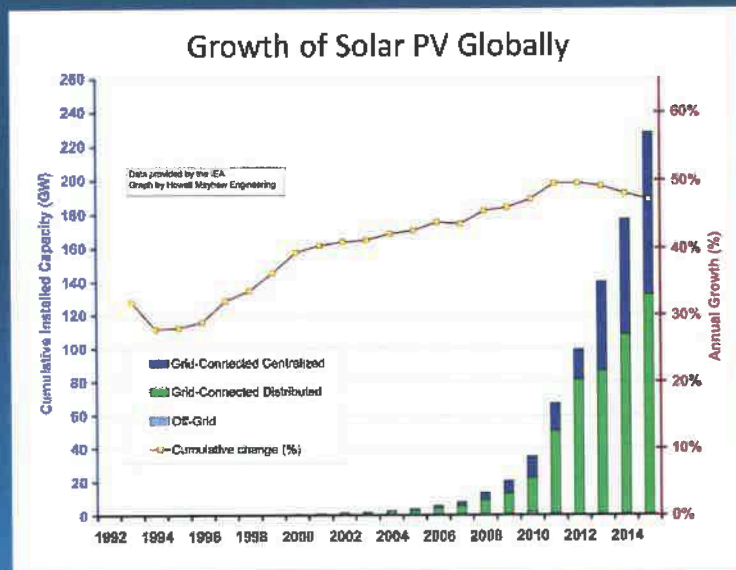


**As the driver for electricity costs in North America, natural gas costs have escalated in average 6% annually (1922-2012)**





## Urban Solar Garden Context – Why Now?



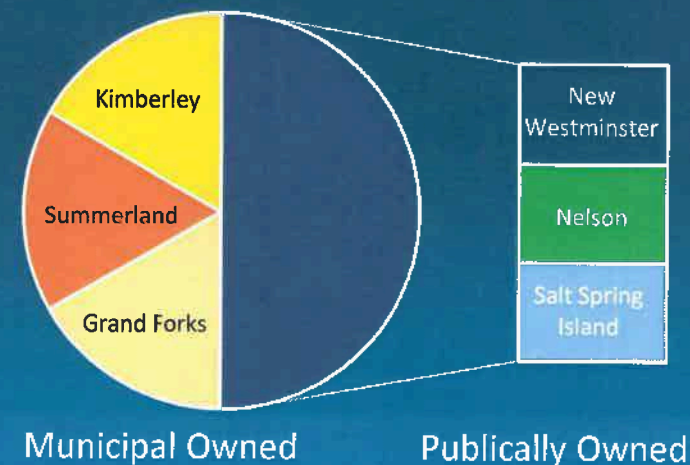
Canada has recently caught up in Solar PV growth – does New Westminster want to be on the solar bandwagon?



## Urban Solar Garden Context – Why Now?



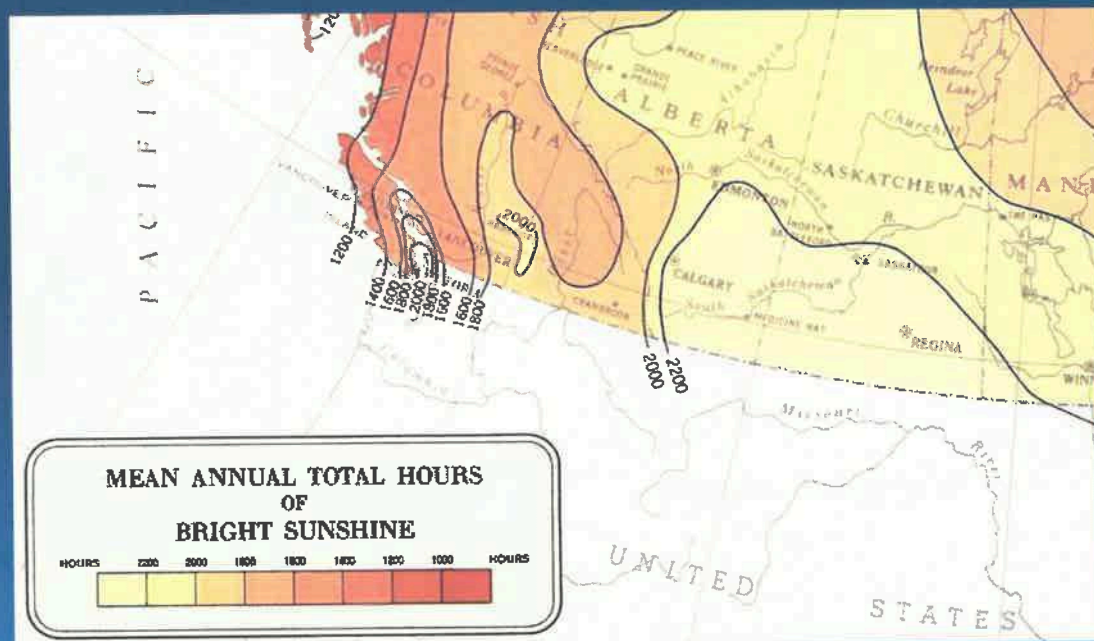
### Community Solar Projects in B.C.



**The New Westminster Electric Utility wants to extend the benefits of the Urban Solar Garden to its subscribers**



## Solar Resource Potential in Canada



# The Urban Solar Garden



**70%**

have considered installing solar panels on their roof

**92%**

would participate in a community energy project because of the environmental benefits

**96%**

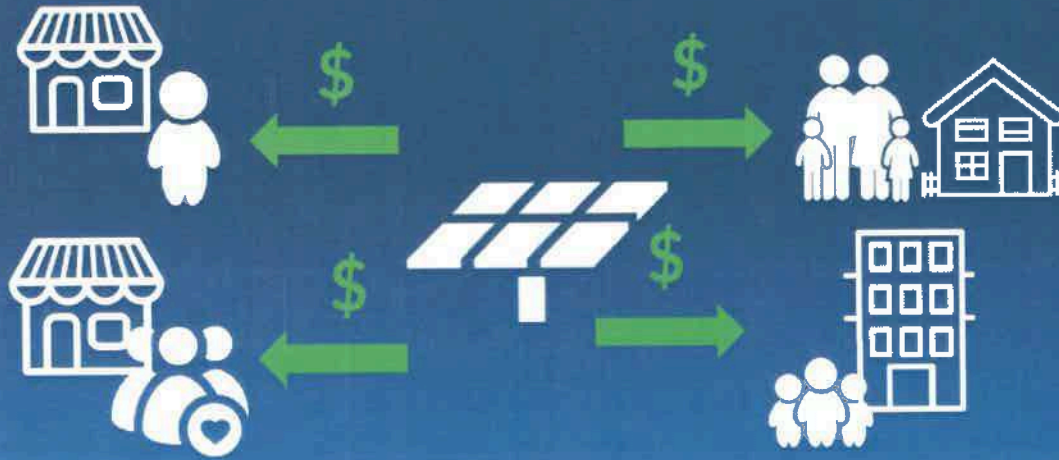
believe developing local, renewable energy is important



**[See Urban Solar Garden Video Here](#)**

---

## Made in New West, For New West



**Accessible**

**No Installation or  
Maintenance**

**Transferable**

**Exclusive to New West Electric Utility Customers**

# A Community Energy Pilot Project



## Maximizing Community Impact



Solar PV tours



Solar Education



Real time  
Production Online



# City of Nelson Community Solar Garden

## Ribbon Cutting Event – June 24 2017





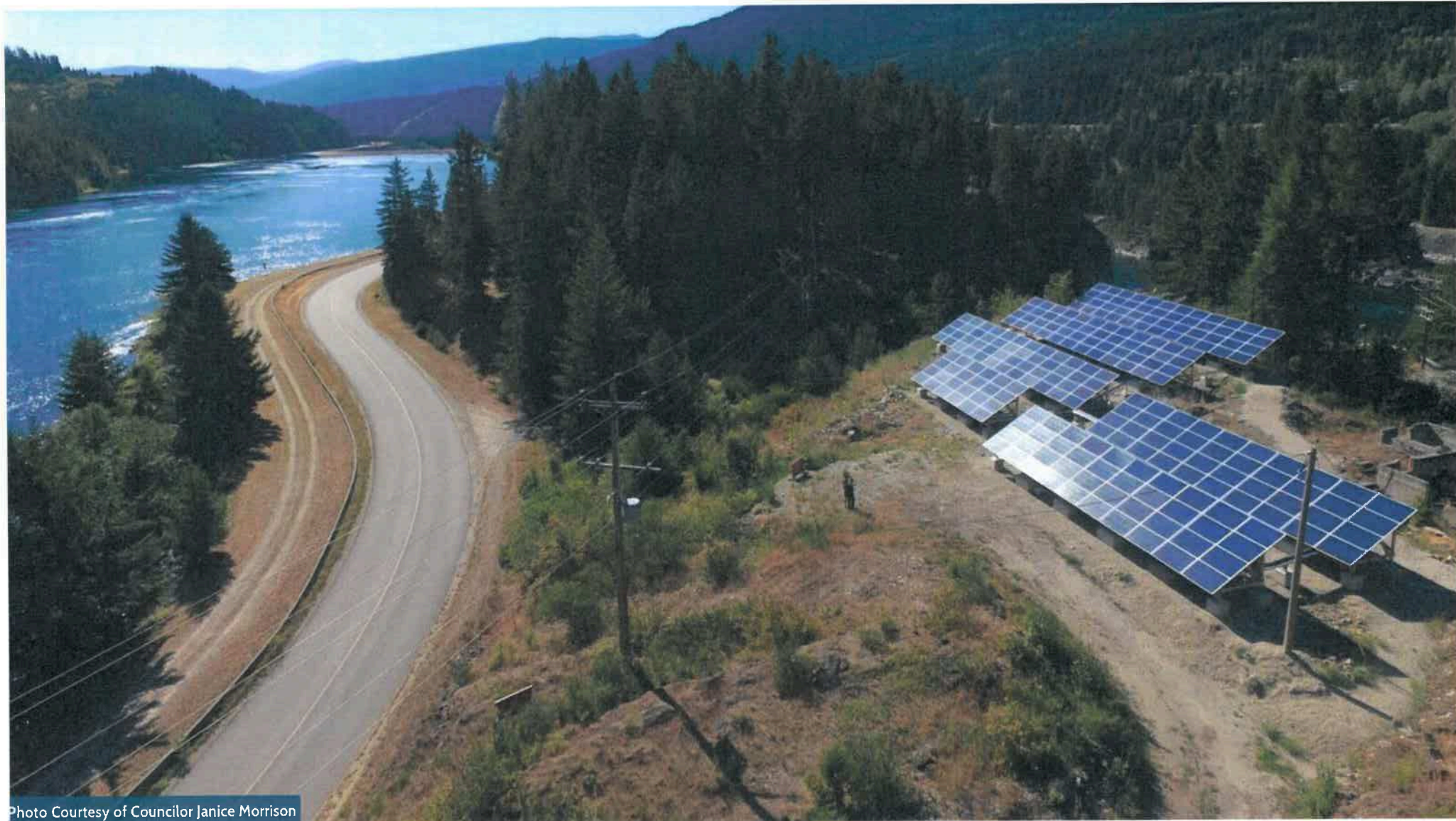


Photo Courtesy of Councilor Janice Morrison





Photo Courtesy of Councilor Janice Morrison



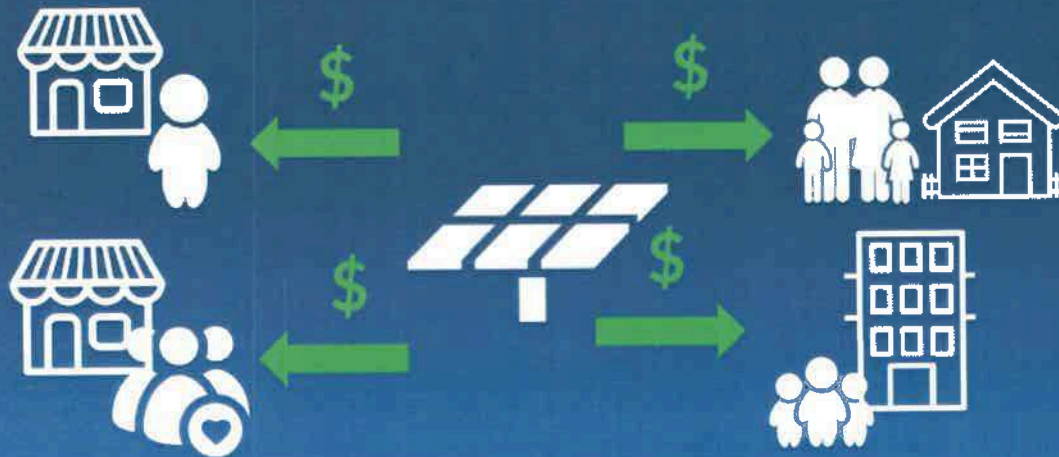
Photo Courtesy of Councilor Janice Morrison





Photo Courtesy of Councilor Janice Morrison

## New Westminster Urban Solar Garden



**50kW Pilot Project**  
**150-200 Panels**  
**City Owned Rooftops**





## Solar Resource Potential – Preliminary Site Review

### Site 1 – Works Yard

- Installation location: roof, metal construction
- Orientation: south-east, sloped roof
- Available area: considerable (for community-scale)
- Obstructions: none, wide-open exposure

### Site 2 – City Hall

- Installation location: roof, torch-on
- Orientation: south-east, flat-roof staged
- Available area: considerable (for community-scale)
- Obstructions: none, wide-open exposure



**Two potential sites for the USG project have been identified that may be suitable to implementing a community-scale solar array**



## References – Solar PV Projects In British Columbia

	Indicative Per-Panel Pricing				
Reference:	College of the Rockies	Creekside Paddling Ctr.	Parc Elise Residences Solar-Shares	Community Solar Garden	Urban Solar Garden
Location:	Cranbrook, B.C.	Vancouver, B.C.	Vancouver, B.C.	Nelson, B.C.	New Westminster, B.C.
Total Size:	80 kW	20 kW	23 kW	60 kW	30-50 kW
Cost / Panel:	\$890 / Panel	\$920/ Panel	\$940 / Panel	\$935 / Panel	\$820-\$940 / Panel

**Based on Reconsulting's present estimates, Urban Solar Garden subscriber cost-per-panel may fall between \$820-940**



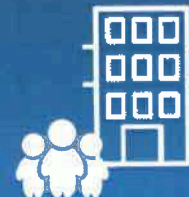
## **Next Steps – Proposed Urban Solar Garden Quality Assurance & Quality Control (QA/QC)**

- 1) Confirm Solar Array Installation Location (QA)**
- 2) Develop Detailed Project Design and Cost Estimates (QA)**
- 3) Installation Contractor Procurement (QA)**
- 4) Implementation (QC)**
- 5) Project Commissioning & Verification (QA)**



## Urban Solar Garden – Independent Consultant Conclusion

- Are you going to lose money – No
- Are you going to earn lots of money – No
- Are you going to save money – Yes





# Subscription Details







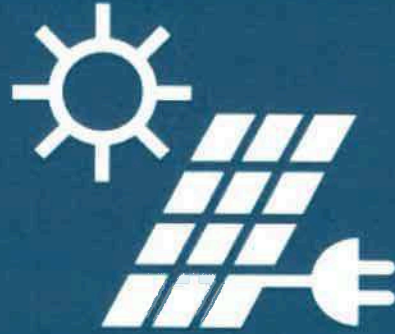
**Pre-Subscribe: Oct 19<sup>th</sup> to Nov 17<sup>th</sup>**

**Subscription Limits:**

**Oct 19<sup>th</sup> to Oct 26<sup>th</sup>: Max 3 panel subscriptions**

**Oct 26<sup>th</sup> to Nov 27<sup>th</sup> : Max 10 panel subscriptions**

**Payable at the event and at City Hall**



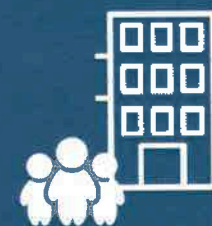
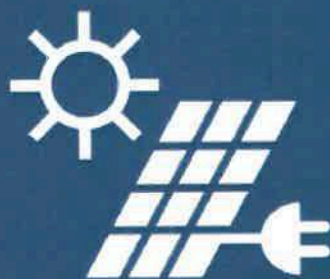
**\$500/panel pre-subscription payment**

**1 panel = 360 kWh/year**

**25 year agreement**

Final costs invoiced close to project completion

Available to New West Electric Utility customers



**Panels  
Purchased**

**Estimated Annual  
Energy Production  
(kWh)**

**Usage Match  
Home (%)**

**Usage Match  
Condo (%)**

**3**

**1080**

**11%**

**24%**

**5**

**1800**

**18%**

**40%**

**10**

**3600**

**36%**

**81%**



**Solar Credit**

=



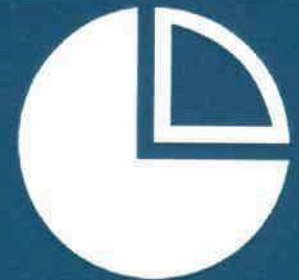
**Solar  
Electricity  
Produced**

x



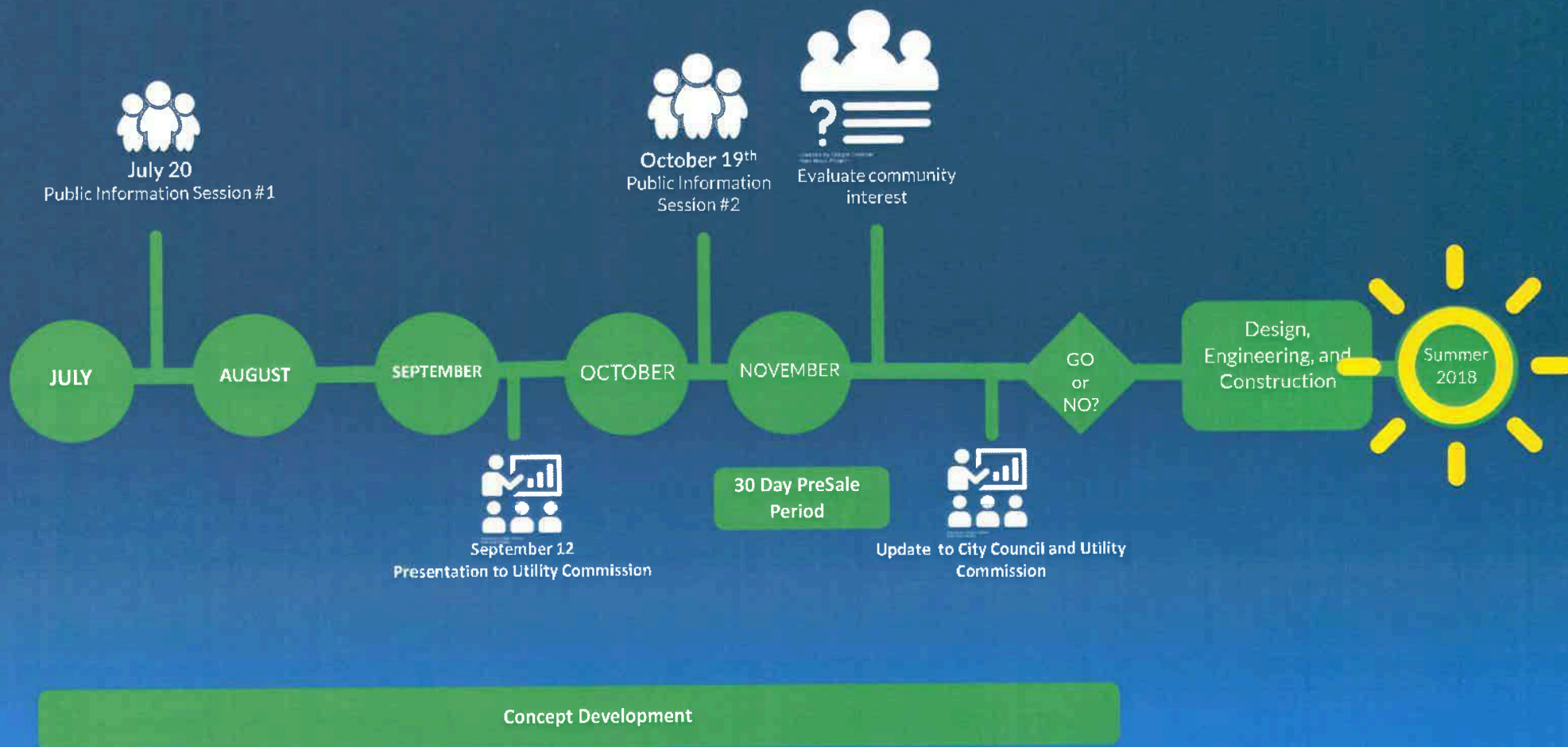
**Electricity rate  
(per kWh)**

x

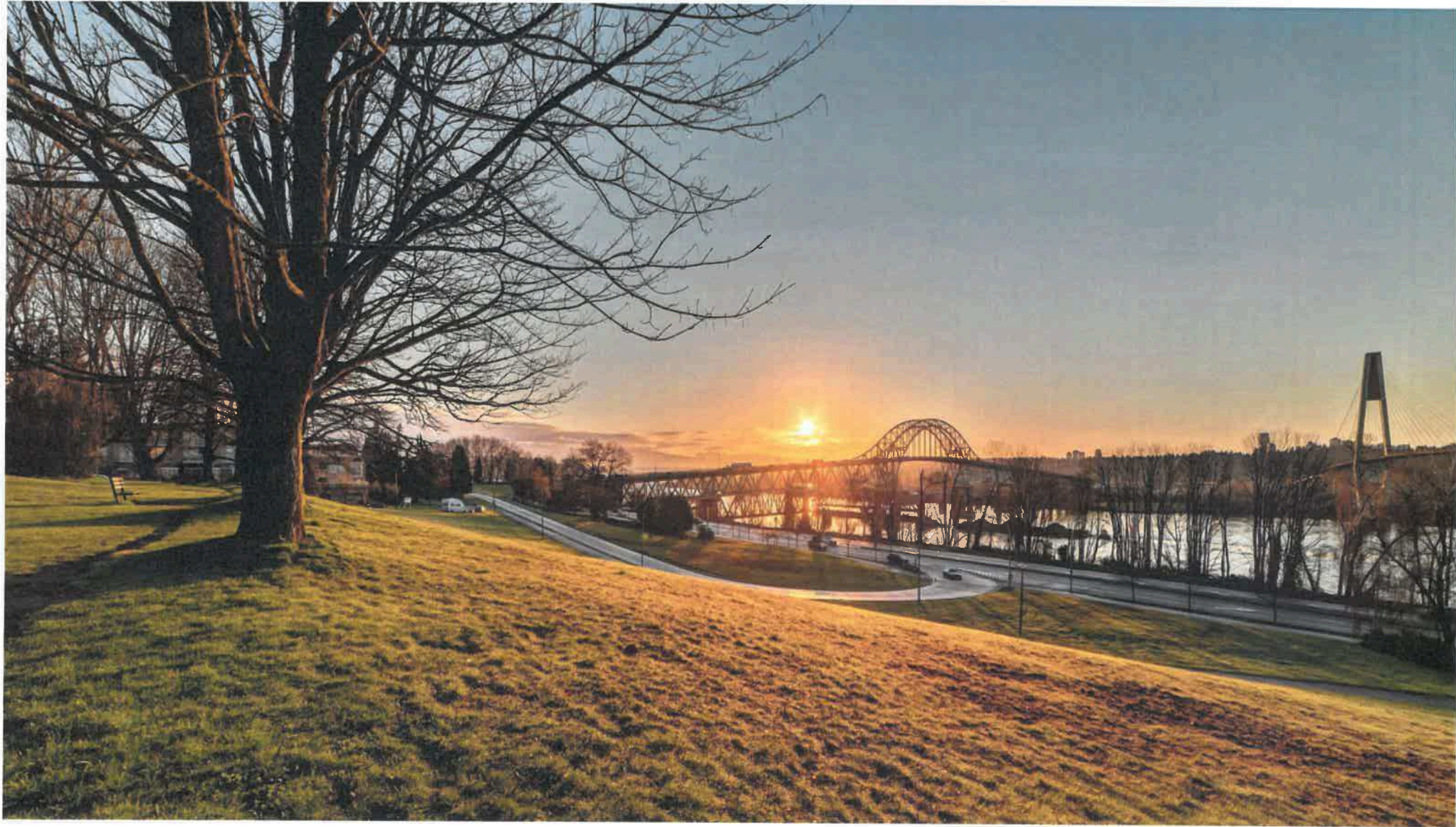


**Your Share of  
Solar Garden**

**Solar credit deducted annually from utility bill**







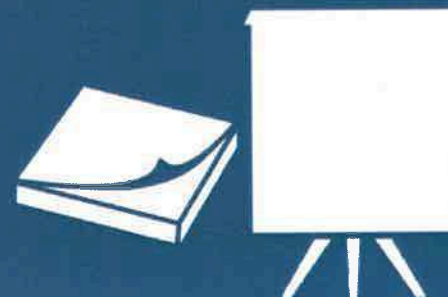
## Break and Discussion



**Get some food!**



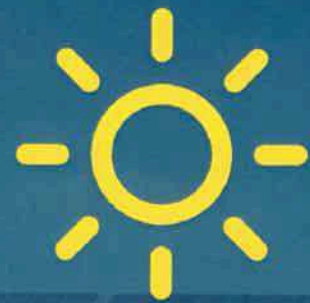
**Read the FAQ and  
Subscription  
Documents**



**Post questions on the  
flipchart**

**PRE-SUBSCRIBE**





# URBAN SOLAR GARDEN

  
NEW WESTMINSTER

 ENERGY SAVE  
NEW WEST

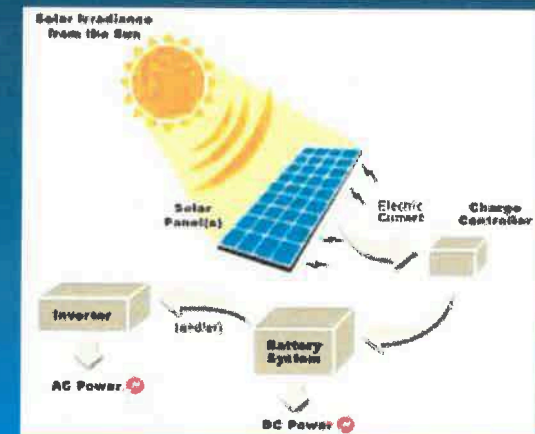
**Thank You!**

# Backup Slides



## What is Solar PV Electricity?

- It is energy captured from the sun's rays
- It is electricity generated by each solar photovoltaic (PV) panel
- A panel array is connected to the building's electrical wiring in an electrical braker panel
- The building uses solar electricity when the sun shines – instead of utility electricity





**Icons used under Creative Commons License from the Noun Project**

**Windmill by Marco Galtarossa from the Noun Project**

City by Pundimon from the Noun Project

electric vehicle by Nicholas DeForest from the Noun Project

person by Dmitry Baranovskiy from the Noun Project

nonprofit by MRFA from the Noun Project

Community by Dmitry Baranovskiy from the Noun Project

House by novita dian from the Noun Project

Store by Chanut is Industries from the Noun Project

building by Chris Markhing from the Noun Project

Gift by yasminvisible from the Noun Project

School by PJ Souders from the Noun Project

solar panel by Luis Prado from the Noun Project

Pie Chart by Vicons Design from the Noun Project

Sticky Note by Julieta Felix from the Noun Project

canvas by ProSymbols from the Noun Project

Binoculars by Creatorid'immagine from the Noun Project

education by Rockicon from the Noun Project

Line Graph by Focus from the Noun Project

presentation by Gregor Cresnar from the Noun Project

Survey by Gregor Cresnar from the Noun Project

Sun Icon by Heather Dougall Design for Energy Save New West

## **REPORT**

### ***Parks & Recreation***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Dean Gibson      **File:** 1035.10  
Director of Parks and Recreation

**Item #:** 533/2017

**Subject:** **Queen's Park Washroom and Concession Building**

---

---

#### **RECOMMENDATION**

**THAT** this report be received for information, and that the preliminary design for the Queen's Park washroom and concession building be endorsed.

---

#### **PURPOSE**

The purpose of this report is to present the building design for the new Queen's Park washroom & concession building to Council before moving forward with the detailed design, tender and construction phases of the project.

#### **SUMMARY**

The existing washroom building in Queen's Park has become functionally obsolete. The replacement of this structure has been included in the 2017 Capital Budget. Meeting the needs of current and future park users will require a building design that is able to serve a greater number of park visitors at one time through the washroom and program spaces, including the addition of change stalls to address the needs of families using the spray park.

## **BACKGROUND**

At the June 12, 2017 meeting of City Council, staff presented conceptual images and preliminary cost estimates for the proposed washroom and concession stand facility. At that time, Council passed the following motion:

Since that time, a project architect has been engaged and in conjunction with an interdepartmental staff team, the project has progressed to the schematic design phase and is now being brought forward to Council for consideration.

Further detail on the background and rational for this project as presented in prior reports is included as Attachment “B” to this report.

Staff presented the building design to the Access Ability Advisory Committee on October 12, 2017. Committee feedback was received and incorporated into the design.

## **EXISTING POLICY/PRACTICE**

The Accessibility Policy establishes that the City is committed to providing barrier free access to facilities and that this should be factored into facility projects.

## **ANALYSIS / DISCUSSION**

It is recommended that the new washroom and concession be located at approximately the same location as the existing building adjacent to the Queen’s Park Petting Farm and Spray Park. *See Attachment A – Queen’s Park Washroom and Concession Building Design.*

### **Washroom**

The universal washroom design provides an inclusive facility welcoming to all park users, while addressing the capacity challenges that currently exist. The open air design provides increased visibility as per CPTED principles, natural light and air flow. Heating requirements for the building are reduced as all plumbing for the building is isolated in a small heated space that runs through the center of the building.

A fully accessible washroom stall or “toilet room” is also incorporated into the design providing those that require space for a scooter, wheelchair or support person ample space. This stall also includes an accessible sink and facet. As per the recommendations of the Access Ability Advisory Committee the toilet room will also include an automatic door, signage and space permitting a baby change table.

Change stalls are also included in the washroom design providing a safe and private place for park users to change.

### TREATS Concession

The concession incorporates a front counter design that increases accessibility by better serving park users who may find reaching the current front counter challenging, (park users in wheelchairs and scooters, small children, etc.). Having the front counter run along two sides of the building also increases the visibility of the concession stand to park users and enhances sight lines for the concession staff into the park in support of CPTED principles.

### Program and First-Aid Space

Integrating the program space into the building addresses the growing need to replace the existing program shack, but also enhances program opportunities allowing for storage of equipment that is currently too large for the existing infrastructure, (i.e. table tennis). This space also provides a first-aid area to address any accidents and injuries that may occur in the park.

### Next Steps

Pending endorsement of the Queen's Park washroom and concession building design recommendation, staff will tender the construction of the facility in June of 2018 with the expectation of construction beginning in September. The project has intentionally been scheduled for this start date to ensure park users have continuous access to washroom and concession services throughout the summer. The replacement building is expected to be operational for the summer of 2019.

## **SUSTAINABILITY IMPLICATIONS**

The existing washroom and concessions building located in Queen's Park are functionally obsolete, unable to meet the demands and user needs within Queen's Park. This building plays a vital role in supporting the users of the petting farm, spray park, playgrounds, picnic shelter rentals and other park users. The expectation is that a new building would both meet the current demands of park programming, but also enhances the park user experience for years to come.

Although this building is below the threshold that requires LEED Gold standard, it is expected that the design will incorporate operational efficiencies for long-term sustainability.

## **FINANCIAL IMPLICATIONS**

The 2017 Capital budget includes an allowance of \$1,169,500 for the design and construction of the Queen's Park washroom and concession building. Expenses have been incurred in 2017 for the design of the facility and funding will be carried forward into 2018 for the construction phase of the project.

The construction cost for this building is estimated at \$483 per square foot, which is at the low end of the expected industry threshold. For comparison, the cost of two similar buildings recently constructed in other cities came in at \$484 and \$560 per square foot.

As per the City's Public Art Policy, \$12,000 has been allocated to incorporate public art into the project.

The existing electrical infrastructure within this precinct of Queen's Park needed to support the planned washroom and concession building requires upgrades at an estimated cost of \$30,000. This expense been factored within the Electrical Operations New Services Capital Budget.

### **OPTIONS**

The following options are presented for Council's consideration:

1. Receive this report for information, and endorse the preliminary design for the Queen's Park washroom and concession building.
2. Provide alternate direction to staff.

Option #1 is recommended.

### **INTERDEPARTMENTAL LIAISON**

Staff from the Parks and Recreation Department, Office of the CAO, Engineering Department and Electrical Services have participated in the development of this report.

### **CONCLUSION**

Rainbow Playland in Queen's Park attracts tens of thousands of people from May to September each year with both local and regional draw. This popular area of the park is currently serviced by an undersized washroom facility that is unable to keep up with the demands of the park users. The existing washroom and concession building is functionally obsolete, and the playground shack has reached functional end-of-life with deteriorating wood. The proposed facility will address both current and future needs to better serve Queen's Park patrons.

### **ATTACHMENTS**

Attachment A - Proposed Queen's Park Washroom and Concession Building Design

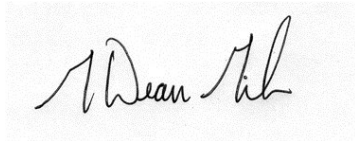
Attachment B - Project Background and Rational



This report has been prepared by  
Jay Young  
Manager of Recreation Services

This report was reviewed by:

Approved for Presentation to Council

A handwritten signature in black ink, appearing to read "Dean Gibson".

---

Dean Gibson  
Director of Parks and Recreation

A handwritten signature in black ink, appearing to read "Lisa Spitale".

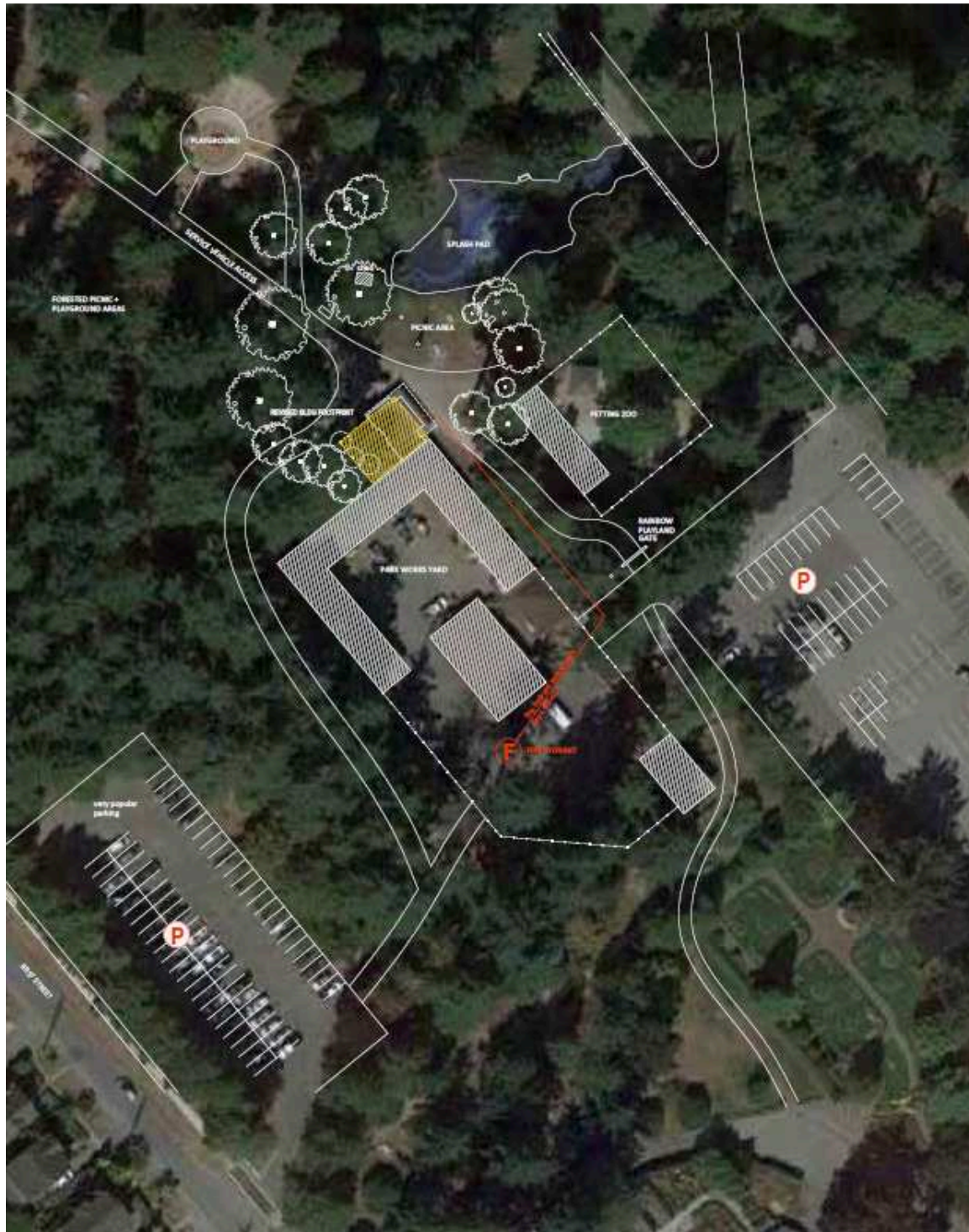
---

Lisa Spitale  
Chief Administrative Officer

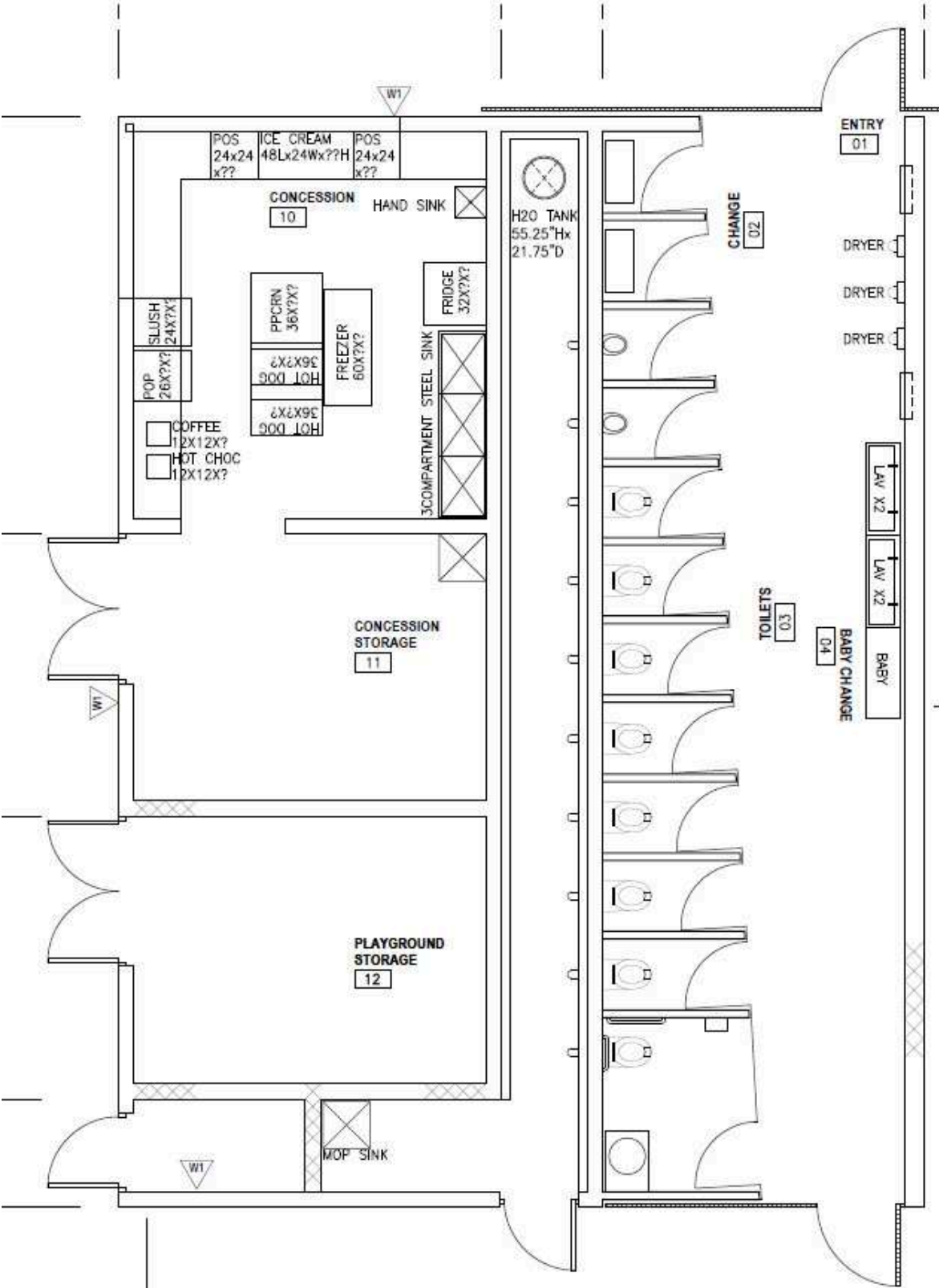
## Attachment A

# Proposed Queen's Park Washroom and Concession Building Design

## Aerial Site Plan – Yellow indicates new building location



Building Site Plan





## Building Rendering







## Attachment B

### Project Background and Rational

In 2013, Council approved the Queen's Park Master Plan, which made the following recommendations regarding the Queen's Park washroom and concessions building:

*The existing concessions/washroom building is reaching the end of its lifespan and will require future replacement. The existing washrooms do not have sufficient capacity for busy summer days and expanded washrooms are required. It is recommended that new facilities provide, at minimum, 6 female and 4 male washroom stalls, change room facilities and an updated concession. Storage for the playground leader program and the proposed community/children's garden (see CR#10) should also be considered.*

85.3% of respondents to the Queen's Park Master Plan survey identified Rainbow Playland as an important or very important park facility. This was the second highest rated area of all Queen's Park facilities, with the mature forest area receiving the highest rating at 89.2%.

Rainbow Playland consists of the Queen's Park spray park, petting farm, playground, picnic shelter, bandshell, and concession and washroom building. Data collected at the petting farm, spray park and concession during the summer of 2017 supports the Queen's Park Master Plan survey results as Rainbow Playland continues to be the most visited outdoor play area in the city. Rainbow Playland facilities are staffed and open from the Victoria Day to Labour Day long weekends.

#### Petting Farm Attendance

An automated counter was installed at the exit of the Queen's Park petting farm in 2016 to track the number of visitors. A total of 113,613 people were counted exiting the petting farm in 2017 from May 20 – September 4, which averages 1,062 visits per day. This demonstrates the volume of participants and the important role a washroom and concession building plays to the park visitor experience.

#### Spray Park

Each day Parks and Recreation play leaders work at the Queen's spray park and record the number of people playing in and around the area. During the summer of 2017 staff counted between 75-90 people at the spray park from 12:00 pm – 2:00 pm each day. Between the times of 11:00 am – 4:00 pm, attendance varied between 40-60 people at any given time.

#### TREATS Concession

Due to the large number of people that visit this area of the park, this is the only food service location operated by the City where operating revenues exceed the cost of operations. Daily activity averages 93 transactions. As one transaction can pay for multiple customers, it is estimated that an average of 372 customers per day purchased food.

### Picnic Shelters

The picnic shelters in Queen's Park are highly sought after by a wide range of community groups looking to rent space. Weekends are consistently booked from the beginning of May until the end of September. In 2017 there were 144 rental groups and over 15,000 people served. This data does not include the casual park users that benefit from these facilities when used on an ad hoc basis.

### Bandshell

This entertainment venue is used for large scale City events such as Easter in Queen's Park and Canada Day as well as the Summer Series programs which includes musical, literary and performance arts covering 4 days a week for the months of July and August. Attendance for the Shadows and Dreams Shakespeare Series programs are weather dependent and reported over 500 people per performance. The Queen's Park Walking and Running Club also use this facility as a meeting place three times a week throughout the year.

### Washroom

For the past several years, the washroom facilities have been unable to accommodate the volume of use by park patrons and line-ups are routine at peak periods of the day. In addition, accessible washroom amenities are very modest at this location.

On May 1, 2017 Council endorsed the proposed universal access design concept to be incorporated into the Queen's Park washroom and concession replacement project.

## **REPORT**

### ***Parks & Recreation***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Dean Gibson      **File:** 1035.10  
Director of Parks and Recreation

**Item #:** 530/2017

**Subject:** City Hall Community Garden

---

---

#### **RECOMMENDATION**

*THAT* this report be received for information.

---

#### **PURPOSE**

The purpose of this report is to provide Mayor and Council with the final update on the City Hall community garden project.

#### **BACKGROUND**

On July 4, 2016, Council supported the New Westminster Environmental Partner Society's (NWEPS) request to establish a community garden on the front lawn of City Hall. Following Council approval, the NWEPS members have been working with City staff to bring the project to its completion. To help advance the project, members of the NWEPS agreed to undertake fundraising toward the construction of the garden. The construction of the City Hall Community Garden (the Garden) was completed and opened to the New Westminster residents in July 2017. Since the opening day, the Garden has been a place where residents can grow healthy foods for their family and the community (Attachment "A"). In addition, the Garden has become a community space where new friendships are formed, social connections are made, and skills and traditions are passed on from one generation to the next.





NW City Hall Community Garden Opening Day



NW City Hall Community Garden

## **DISCUSSION**

New Westminster Environmental Partners is a not for profit society whose mission is to “*act as a hub to support citizen driven environmental and social growth throughout New Westminster.*” Since the completion of the Garden, NWEPP members, with the support of the City staff, have worked to raise funds through various sources, including the submissions of grant applications to applicable private and public sources.

The role of NWEPP has been primarily to act as a catalyst for the establishment of the community garden. Over the course of the establishment of the gardens, it was determined that the local New Westminster Community Gardens Society would be the most appropriate organization to manage the ongoing operations of the garden given this organization’s experience in operating other community gardens in the City. The Community Gardens Society has since entered into a formal agreement with the City in this regard.

At a meeting in early November between representatives from NWEF, Mayor Cote, and Parks & Recreation Department staff, a cheque in the amount of approximately \$6,500 representing the fundraising completed to date was presented to the City. It was recognized at this meeting that this contribution represented the full extent of funding that could be practically raised for the gardens.

### **FINANCIAL ANALYSIS**

The City Hall Community Garden was constructed at a total cost of \$54,000. Of this amount, approximately \$20,000 was attributed directly to the cost of the physical garden plots and supporting tool shed. The balance of the project scope, including connecting pathways and underground infrastructures, was added to the project scope by the City. The full cost of the gardens and related works were accommodated within the capital program of the Parks & Recreation Department. There was an understanding at the time that NWEF would make best efforts to raise funds up to \$20,000 to help offset the expenditures associated with the creation of the garden plots. The City has received approximately \$6,500 in financial contributions from NWEF towards the community garden and in addition, a garden tool shed was donated to by the carpentry apprenticeship class from New Westminster Secondary School. As a supplement to the financial contributions, NWEF members and others have contributed many volunteer hours to help bring this new amenity to fruition.

Members of the NWEF have subsequently submitted an environmental grant application to the City seeking additional funding to further supplement fundraising efforts. As this project was able to be fully accommodated within the Parks and Recreation Department's capital budget due to cost savings in other projects, and after consultation with the Finance and Information Technology Department, it was determined that the most appropriate course of action would be to not proceed with consideration of the grant application for the community gardens as any award would simply be re-directed back to the City and would reduce any other funding available for new community based environmental initiatives.

### **CONCLUSION**

The contributions and volunteer hours of NWEF members toward bringing the City Hall Community Garden to reality has resulted in a new community amenity that will be enjoyed by local residents for years to come. Concluding the file on this successful project will allow NWEF to focus on future projects that will enhance the quality of life for the residents of New Westminster and help the City in achieving its environmental goals.

**OPTIONS**

Options for Council's consideration include:

1. Receive this report for information.
2. Provide alternative direction.

Option #1 is recommended.

**INTERDEPARTMENTAL LIASON**

Staff from the Finance and Information Technology Department were consulted in the preparation of this report.

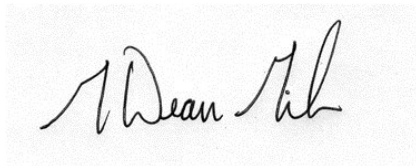
**ATTACHMENTS**

Attachment "A" - "New Westminster's city hall community garden a big hit"

This report has been prepared by  
James Doan  
Manager, Community Development

This report was reviewed by:

Approved for Presentation to Council



---

Dean Gibson  
Director of Parks and Recreation



---

Lisa Spitale  
Chief Administrative Officer

## Attachment "A"

"New Westminster's city hall community garden  
a big hit"

# New Westminster's city hall community garden a big hit

---

Cornelia Naylor / New West Record

JULY 28, 2017 03:57 PM

---



Royal City gardening enthusiasts gathered Thursday to celebrate the official opening of the Gardens at City Hall community garden on the front lawn of New Westminster city hall.

Photograph By CORNELIA NAYLOR

The grand opening of the Gardens at City Hall community garden on the front lawn of New Westminster city hall might have been celebrated Thursday, but gardeners there have already been busy at their plots for a month – and it shows.



Elena Pilon's plot was a tangle of green by the time a small crowd gathered nearby for a celebration that included refreshments and presentations by the Honeybee Centre and indigenous plant diva Cease Wyss.

"I'm very happy, although it's too thick right now," Pilon said of her plot, bursting with eggplant, chillies, beans, squash, okra, tomatoes, onions, lettuce, carrots and bitter melon plants.

Pilon has lived in a highrise near the Pattullo Bridge since 2004 and had been looking for a community garden plot for years, when her husband saw the garden being built this year and went into city hall to make inquiries.

"I grew up on a farm in the Philippines, and we have land of course for garden and rice and you name it and I miss that, especially if you live in a highrise," Pilon said. "When we finally found this community garden in here and (my husband) told me, I got so excited."

At a plot near Pilon's, Rubana Ahmed is growing sweet pea, basil, sage, oregano, squash, tomatoes, chillies, parsley, zucchini, eggplant and Habanero peppers.

"They're too hot, the worst hottest pepper," she said.

Ahmed lives in a condo at Sixth Street and Royal Avenue that doesn't have enough space to grow vegetables.

"I want some organic vegetables," she said. "I want to grow something because I was born in Bangladesh. Everywhere we have a backyard and vegetable gardens and front yard that's for flowers. We grow up like that way."

Like Pilon, Ahmed walks to the community garden most days to tend her plants.

Not having enough space to garden at home was a common refrain among those gathered at the community garden last week.

Steve Forster lives in an apartment uptown.

"You can only do so much on a balcony," he said.

Now he's growing corn, beets, cabbage, cucumber, dill, beans, parsnip, peppers, bok choy and Swiss chard right on the lawn at city hall, often bringing his two-year-old daughter Hazel along.

Kevin McConnell, one of the organizers who lobbied city hall to build the garden, is pleased at the way the project is coming along.

"It's awesome to have the space in front of city hall," he said. "It's awesome to have it be a used space instead of just grass."

The Community Garden at City Hall project was initiated by the New Westminster Environmental Partners and is run by the New Westminster Community Gardens Society.

© 2017 New West Record



# REPORT

**To:** Mayor Côté and Members of Council

**Date:** 12/4/2017

**From:** Land Use and Planning Committee

**File:** DPT00021

**Item #:** 497/2017

**Subject: 1002, 1012, 1016 and 1020 Auckland Street: Consideration of Issuance of Development Permit**

## RECOMMENDATION

The Land Use and Planning Committee recommends:

***THAT*** Council issue Development Permit DPT00021 to allow an 88 unit residential development at 1002, 1012, 1016 and 1020 Auckland Street.

## EXECUTIVE SUMMARY

An application has been received to issue a Development Permit for the site at 1002, 1012, 1016 and 1020 Auckland Street to allow a development with 88 residential units. The applicant has consulted with the Brow of the Hill Residents' Association and held a public Open House.

The project satisfies a number of important City policies and objectives:

1. The project satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. The site is in close proximity to transit, commercial amenities, schools and parks.
3. The project exceeds the requirements of the Family Friendly Housing Policy by providing a project where 68.2% of the units are two and three bedroom units, with 23.7% of the units being three bedroom units. The project includes 13 townhouse units.
4. The project design was supported by the New Westminster Design Panel and satisfies the intent of the Official Community Plan Development Permit Area Designation.

The Zoning Amendment Bylaw to allow the proposed land use and density has been adopted by Council.

## **1. BACKGROUND**

At its meeting held October 16, 2017, the Land Use and Planning Committee (LUPC) considered the attached staff report and adopted the above recommendation. A copy of the October 16, 2017 Land Use and Planning Committee report is included with this report as Attachment 1. The minutes of the October 16, 2017 Land Use and Planning Committee meeting are included with this report as Attachment 2.

## **2. DISCUSSION**

At the Land Use and Planning Committee meeting there were questions regarding the pedestrian environment around the project site. After the meeting, it was identified that the landscape plans attached to the October 16, 2017 LUPC report had not been updated to correspond with the civil drawings for the site. Coordinated drawings dated August 25, 2017 are attached to this report and will replace the landscape drawings included with the October 16, 2017 report to the Land Use and Planning Committee. The plans are included with this report as Attachment 3. The plans confirm that all perimeter fences are a maximum of 4 feet (1.22 metres) in height.

## **3. OPTIONS**

The Land Use and Planning Committee presents the following options for Council's consideration:

1. That Council issue Development Permit DPT00021 to allow an 88 unit residential development at 1002, 1012, 1016 and 1020 Auckland Street.
2. That Council provide staff with alternative feedback

The Land Use and Planning Committee recommend option 1.

## **ATTACHMENTS**

Attachment 1: Report to LUPC Dated October 16, 2017

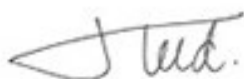
Attachment 2: Draft Minutes of the October 16, 2017 LUPC

Attachment 3: Landscape Plans form M2 Landscape Architects - August 25, 2017

This report has been prepared by:  
Jim Hurst, Planning Consultant

This report was reviewed by:  
John Stark, Acting Manager of Planning

Submitted on Behalf of the Land Use  
and Planning Committee



---

Jackie Teed  
Acting Director of Development  
Services

Approved for Presentation to Council



---

Lisa Spitale  
Chief Administrative Officer





## **Attachment 1**

*Report to LUPC Dated October 16, 2017*



## REPORT

### *Development Services*

**To:** Land Use and Planning Committee      **Date:** 10/16/2017

**From:** Jackie Teed  
Acting Director of Development  
Services      **File:** DPT00021

**Item #:** 62/2017

**Subject:** 1002, 1012, 1016 and 1020 Auckland Street: Development Permit  
Application to Allow an 88 Unit Residential Development -  
Consideration of Issuance of Development Permit

---

### **RECOMMENDATION**

***THAT** the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPT00021 for 1002, 1012, 1016 and 1020 Auckland Street.*

---

### **EXECUTIVE SUMMARY**

An application has been received to issue a Development Permit for the site at 1002, 1012, 1016 and 1020 Auckland Street to allow a development with 88 residential units. The applicant has consulted with the Brow of the Hill Residents' Association and held a public Open House.

The project satisfies a number of important City policies and objectives:

1. The project satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. The site is in close proximity to transit, commercial amenities, schools and parks.
3. The project exceeds the requirements of the Family Friendly Housing Policy by providing a project where 68.2% of the units are two and three bedroom units, with 23.7% of the units being three bedroom units. The project includes 13 townhouse units.

4. The project design was supported by the New Westminster Design Panel and satisfies the intent of the Official Community Plan Development Permit Area Designation.

## 1. PURPOSE

This application would permit a residential development with 88 units. The purpose of this report is to seek a motion of from the Land Use and Planning Committee to forward this application to Council for consideration of the issuance of the Development Permit.

## 2. POLICY AND REGULATIONS

### 2.1 Official Community Plan Land Use Designation

The Official Community Plan identifies the Land Use Designation for the site as **Residential - Multi Unit Buildings**. The Plan identifies this designation as:

**Residential - Multi Unit Buildings** – This designation would apply to existing low and mid rise buildings, areas which have previously been designated for multiple unit residential buildings and areas in close proximity to transit. The forms permitted would include: townhouses, rowhouses, stacked townhouses and low rises (up to four storeys). Six storey buildings may be permitted in limited circumstances. Small scale commercial (e.g. a corner store) may also be permitted in limited circumstances.

The project proposed in this Development Permit Application satisfies all aspects of the Official Community Plan Land Use Designation.

### 2.2 Official Community Plan Development Permit Area Designation

The site is designated as part of **Comprehensive Development Permit Area #1 – Lower Twelfth Street**. The purpose of this Development Permit Area is:

The Lower Twelfth Street area, identified as Development Permit Area #1 is designated for a combination of service commercial and residential uses. The Lower Twelfth Street Development Permit Area is intended to encourage a mix of land uses. The existing industrial and service commercial land uses will be encouraged and will be compatible with proposed residential and commercial land uses also intended for the area. This Development Permit Area provides objectives and guidelines for the form and character of service commercial and residential development.

The project proposed in this Development Permit Application satisfies all aspects of the Official Community Plan Land Use Designation.

## **2.3 Zoning Bylaw**

The site is zoned Comprehensive Development Districts (1002 Auckland Street Street) (CD – 69). The CD – 69 zone incorporates density bonus provisions above a Floor Space Ratio of 1.5. The project proposed would have a Floor Space Ratio of 2.5.

Density Bonus Amenity Zoning is meant to implement the Official Community Plan while ensuring community amenities such as community centres, recreations facilities, affordable housing initiatives and child care are adequately funded. This helps to ensure that the needs of the growing population are met without negatively impacting the existing residents. The amenity contributions collected from Density Bonus Amenity Zoning are currently allocated as follows:

- 30% towards affordable housing,
- 10% towards child care
- 10% towards public art, and
- 50% towards general amenities (civic facilities, park space, public art, etc.).

The project conforms to the use and density allowed in the zone. No variances are required as part of this application.

## **3. BACKGROUND**

### **3.1 Site Characteristics and Context**

All sites in this area have steep slopes. The subject property has a 21 foot (6.4 metre) slope on Tenth Street, a 34 foot (10.4 metre) slope on Auckland Street, a 41 foot (12.5 metre) slope on Quebec Street and a 28 foot (8.5 metre) slope on the westerly property line. The slope from the highest point at the corner of Tenth Street and Auckland Street to the lowest point of the site on Quebec Street at the westerly property line is 61 feet (18.6 metres).

To the north is Kingdom Hall of Jehovah's Witnesses and three houses all zoned Single Detached Dwelling Districts (RS-1) and a 14 storey multi-family residential building with 97 units zoned Multiple Dwelling Districts (High Rise) (RM-4). All properties to the north are designated for (RM) Residential - Multiple Unit Buildings.

To the east is a 19 storey residential building with 108 units zoned Multiple Dwelling Districts (High Rise) (RM-4) and a five storey residential building with 39 units zoned Multiple Dwelling Districts (Low Rise) (RM-2). All properties to the east are designated in the Official Community Plan as (RM) Residential - Multiple Unit Buildings or (RH) Residential – High Rise.

To the south and west are properties zoned Light Industrial Mixed Use Districts (M-5) and developed with light industrial uses. All of these properties are designated in the Official Community Plan as (LTS) Lower Twelfth and Sharpe Street Study Area.

### 3.2 Project Description

The project has two distinct sections. The first is a six storey apartment building with three levels of parking. The apartment building has 75 units and it is located toward the high side of the site so that the front door to the apartment building is level with the sidewalk at the mid-point of the Auckland Street frontage. On the low side of the site on Quebec Street are 13 townhouse units. These units back against and “cover” most of the parking garage for the project.

On the Auckland Street and Tenth Street sides, the apartment building is four to six storeys. On the Quebec Street side, the building is a three level townhouse with the four to six storey apartment building stepped back behind the townhouses. The building presents as five storeys toward the east property line and Tenth Street and eight storeys toward the westerly property line. Thus the building would have a height between 50 feet (15.24 metres) and 90 feet (27.6 metres) when viewed from the different streets. If the average lot elevation is used then the building height is 73.87 feet (22.5 meters).

### 3.3 Project Statistics

Site Area:	34,775 square feet (3,230.7 square metres)
Zoning:	Comprehensive Development Districts (1002 Auckland Street Street) (CD – 69)
FSR:	2.50
Site coverage:	57 %
Front Yard: Tenth Street	Townhouses – 15 feet (4.6 metres) Apartment Building - 20 feet (6.1 metres)
Side Yard: Quebec Street	Townhouses – 15 feet (4.6 metres)
Side Yard: Auckland Street	20 feet (6.1 metres)
Rear Yard: West	Townhouses – 20 feet (6.1 metres) Apartment Building – 25 feet (7.6 metres)



The proposed unit mix and unit sizes are shown in the following chart.

Unit Type	Number	Floor Area
Studio	1	516 square feet (47.9 square metres)
One Bedroom	9	613 – 649 square feet (56.9 – 60.3 square metres)
One Bedroom + Den	17	726 square feet (67.4 square metres)
Two Bedroom	23	781 – 936 square feet (72.6 – 87 square metres)
Two Bedroom + Den	17	897 square feet (83.3 square metres)
Three Bedroom Apartment	8	994 square feet (92.3 square metres)
Three Bedroom Townhouse	13	928 – 1248 square feet (86.2 – 115.9 square metres)

### 3.4 Family Friendly Housing

The City's Family Friendly Housing Policy requires that 30 % of the units be two and three bedroom units, with 10% of the total units having three bedrooms.

The proposed building includes 39 two bedroom or two bedroom plus den apartment units (44.3%), eight three bedroom apartment units (9.1%) and 13 three bedroom townhouse units (14.8%). Thus 68.2% of the units are two and three bedroom units, with 23.7% of the units being three bedroom units. The project satisfies the Family Friendly Housing Policy.

### 3.5 Transportation Review

Due to the unique slope of the site, staff has accepted three access driveways. The driveways provide direct access to each level of parking reducing the requirement for internal ramps from one parking level to the other. This allows a reduction in site coverage for the apartment building, leaving space for the townhouses.

The project satisfies the Zoning Bylaw requirements for the number of resident and visitor parking spaces. The project proposes to provide 15 units with two parking spaces, with the spaces arranged in tandem, one behind the other, rather than one beside the other. These spaces would be allocated to 15 of the three bedroom units. The Comprehensive Development Zoning Schedule identifies that tandem spaces are allowed.

### 3.6 Density Bonus Amenity Zoning

The Lower Twelfth Street Area Plan identifies that for projects in this character area a base density Floor Space Ratio of 1.5 can be achieved. An additional amount of floor space equal to a Floor Space Ratio of 1.0 may be purchased through a density bonus.

Using the current rates in section 190.49 of the Zoning Bylaw the value of the 7,169.1 square feet (666 square metres) of townhouse floor space would be \$573,530.93. The 27,606.1 square feet (2,564.7 square metres) of apartment floor space would have a value of \$1,380,305.00.

The Bonus Density Amenity is paid at the time of the issuance of the Building Permit for the project.

### **3.7 Public Consultation**

On November 24, 2016, the applicant attended the Brow of the Hill Residents' Association meeting and presented the project. There has been no correspondence received from the Brow of the Hill Residents' Association with regard to this project. On December 8, 2017, the applicant held an Open House to provide information on the project to adjacent residents. A summary of the public consultation is attached as Appendix #4.

## **4. DISCUSSION**

### **4.1 New Westminster Design Panel Consideration**

The project was considered by the New Westminster Design Panel on December 14, 2016. The Panel passed the following motion.

#### **MOVED and SECONDED**

*THAT the Panel supports the project at 1002, 1012, 1016 and 1020 Auckland Street subject to a review of the design of the front door on Auckland Street.*

**Carried.**

The minutes of the Panel consideration is attached in Appendix #3. The applicant has responded to the Panel's motion by providing a design alternative for the front door. Staff considers that the revised design for the front door addresses the comments from the Panel.

### **4.2 Conformance With The Development Permit Area Designation**

The development proposed in this application satisfies the Official Community Plan land use designation of **Residential - Multi Unit Buildings** by providing residential development with 75 apartment units and 13 townhouse units and a floor space ratio of 2.5.

The project satisfies the intent of **Comprehensive Development Permit Area #1 – Lower Twelfth Street** by providing an 88 unit family oriented development that is well designed and appropriately sited. The project does not require any variances.

## 5. PROCESS

The review process approved by the Land Use and Planning Committee (LUPC).and the completion of the steps are noted below:

1. LUPC recommendation to initiate the processing of this application. July 4, 2016
2. Application is reviewed by all City Departments. Complete
3. The project is considered by the New Westminster Design Panel. September 27, 2016 and December 14, 2016
4. The applicant held a public meeting and consulted with the Brow of the Hill Residents' Association. September 20, 2016
5. The project is considered by the Advisory Planning Commission. January 17, 2017
6. LUPC consideration of rezoning. March 6, 2017
7. Council consideration of the Zoning Amendment Bylaw7907, 2017 for First and Second Reading. March 27, 2014
8. Public Hearing and Third Reading of Zoning Amendment Bylaw 7907,2017. April 24, 2017.
9. Zoning Amendment Bylaw 7907,2017 was adopted on May 29, 2017
- 10.Council consideration of issuance of Development Permit DPT00021.

## 6. OPTIONS

There are two options for Land Use and Planning Committee's consideration; they are:

1. That the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPT00021 for 1002, 1012, 1016 and 1020 Auckland Street.
2. That the Land Use and Planning Committee Provide staff with alternative feedback.

Staff recommends Option 1.

## ATTACHMENTS

Appendix 1: Project Drawings

Appendix 2: Location Map

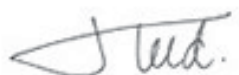
Appendix 3: Considerations by NWDP

Appendix 4: Public Consultation Summary

Appendix 5: OCP Development Permit Area

This report was prepared by:  
Jim Hurst, Planning Consultant

This report was reviewed by:  
John Stark, Acting Manager of Planning

A handwritten signature in dark ink, appearing to read "J Teed". The signature is stylized with a large, sweeping initial "J" and a cursive "Teed".

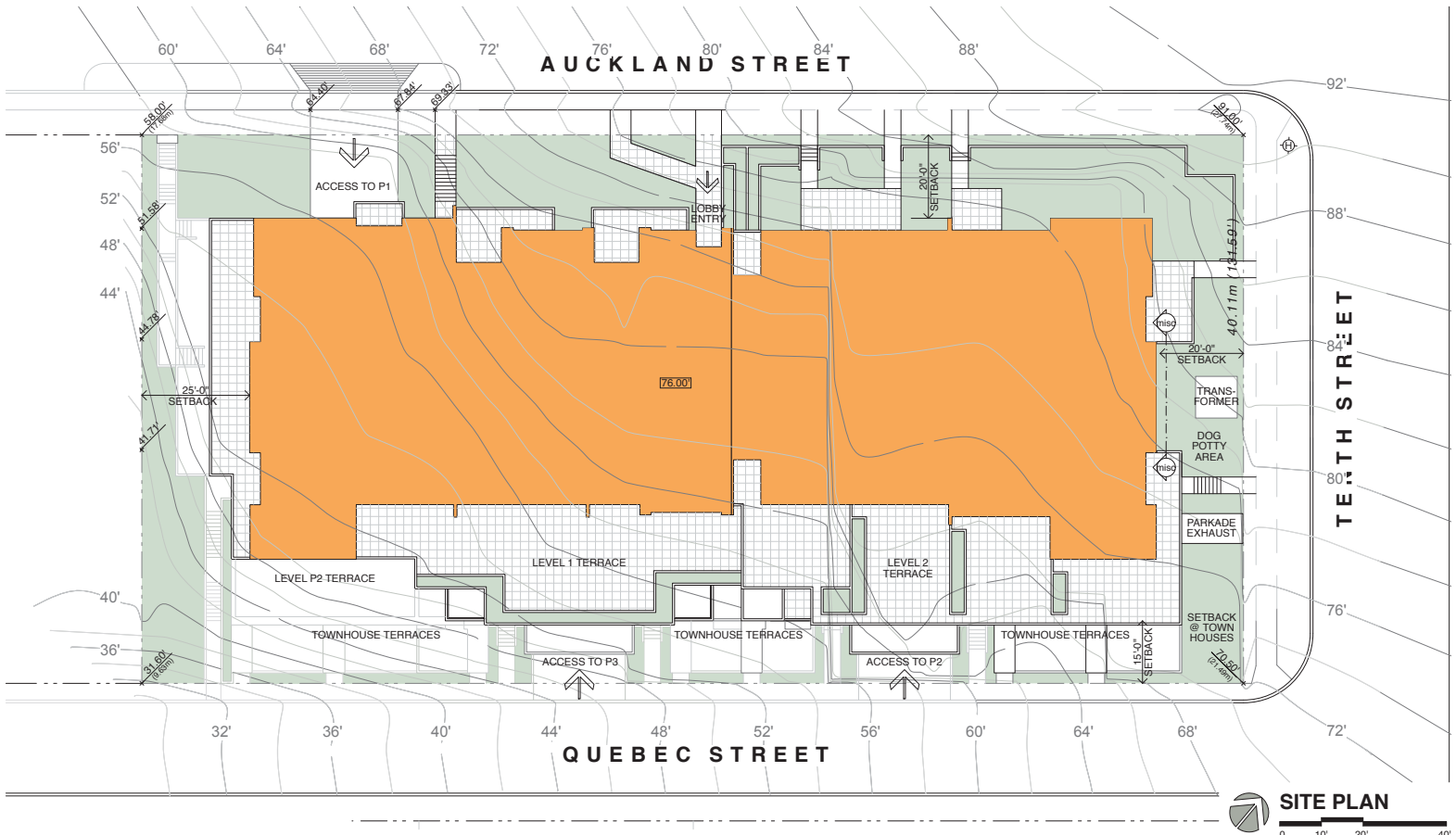
---

Jackie Teed  
Acting Director of Development  
Services

# Appendix 1

## *Project Drawings*





NOVEMBER 8, 2016

PORTE DEVELOPMENT CORP.  
BINGHAM HILL ARCHITECTS

**1002, 1012, 1016 & 1020 AUCKLAND STREET**  
City of New Westminster



View fr SE



View fr NE

### 3D VIEWS

NOVEMBER 8, 2016

PORTE DEVELOPMENT CORP.  
BINGHAM HILL ARCHITECTS

1002, 1012, 1016 & 1020 AUCKLAND STREET  
City of New Westminster



View fr NW



View fr SW

### 3D VIEWS

NOVEMBER 8, 2016

PORTE DEVELOPMENT CORP.  
BINGHAM HILL ARCHITECTS

1002, 1012, 1016 & 1020 AUCKLAND STREET  
City of New Westminster





View @ Main Entrance



View @ Townhouse Entry

### 3D VIEWS

NOVEMBER 8, 2016

PORTE DEVELOPMENT CORP.  
BINGHAM HILL ARCHITECTS

1002, 1012, 1016 & 1020 AUCKLAND STREET  
City of New Westminster



Aerial View from SW



Aerial View from NW

## AERIAL VIEWS

NOVEMBER 8, 2016

PORTE DEVELOPMENT CORP.  
BINGHAM HILL ARCHITECTS

1002, 1012, 1016 & 1020 AUCKLAND STREET  
City of New Westminster



©Copyright reserved. This drawing and design is the property of M2 Landscape Architecture and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



NO.	DATE	REVISION DESCRIPTION	DR.
1	2018.08.20	ISSUED FOR ACP	SHG
2	2018.08.20	ISSUED FOR CIP	SHG
3	2018.08.20	ISSUED FOR REVIEW	SHG
4	2018.08.20	PRELIMINARY DESIGN	SHG

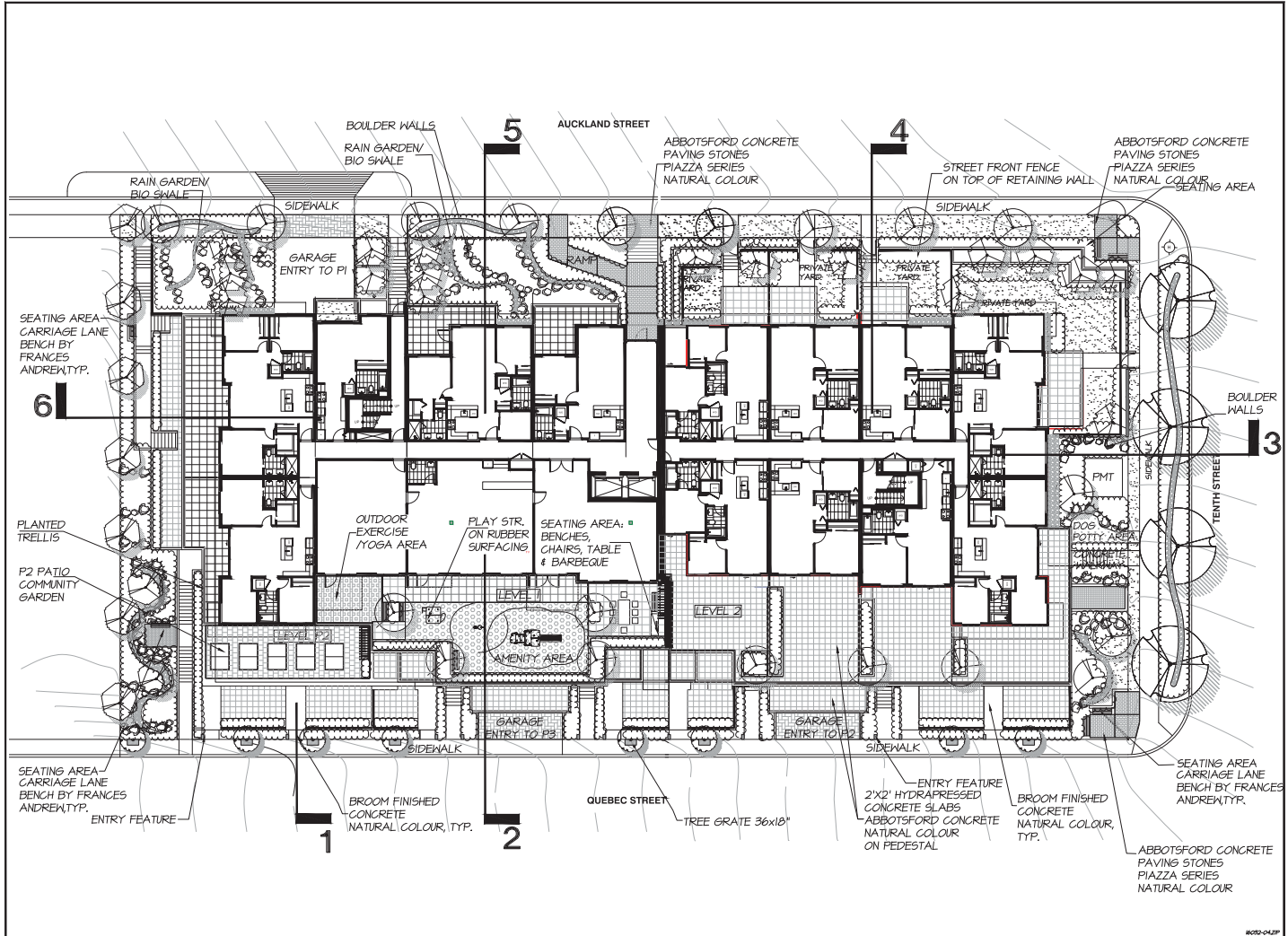
PROJECT:  
1002, 1012, 1016 & 1020  
AUCKLAND STREET  
CITY OF NEW  
WESTMINSTER, BC

DRAWING TITLE:  
**KEY PLAN**

DATE: 2018.08.20	DRAWING NUMBER:
SCALE: 3/32"=1'-0"	
DRAWN: SHG	
DESIGN: SHG	
CHECK: SHG	
MOLA PROJECT NUMBER:	1002-0429

L1

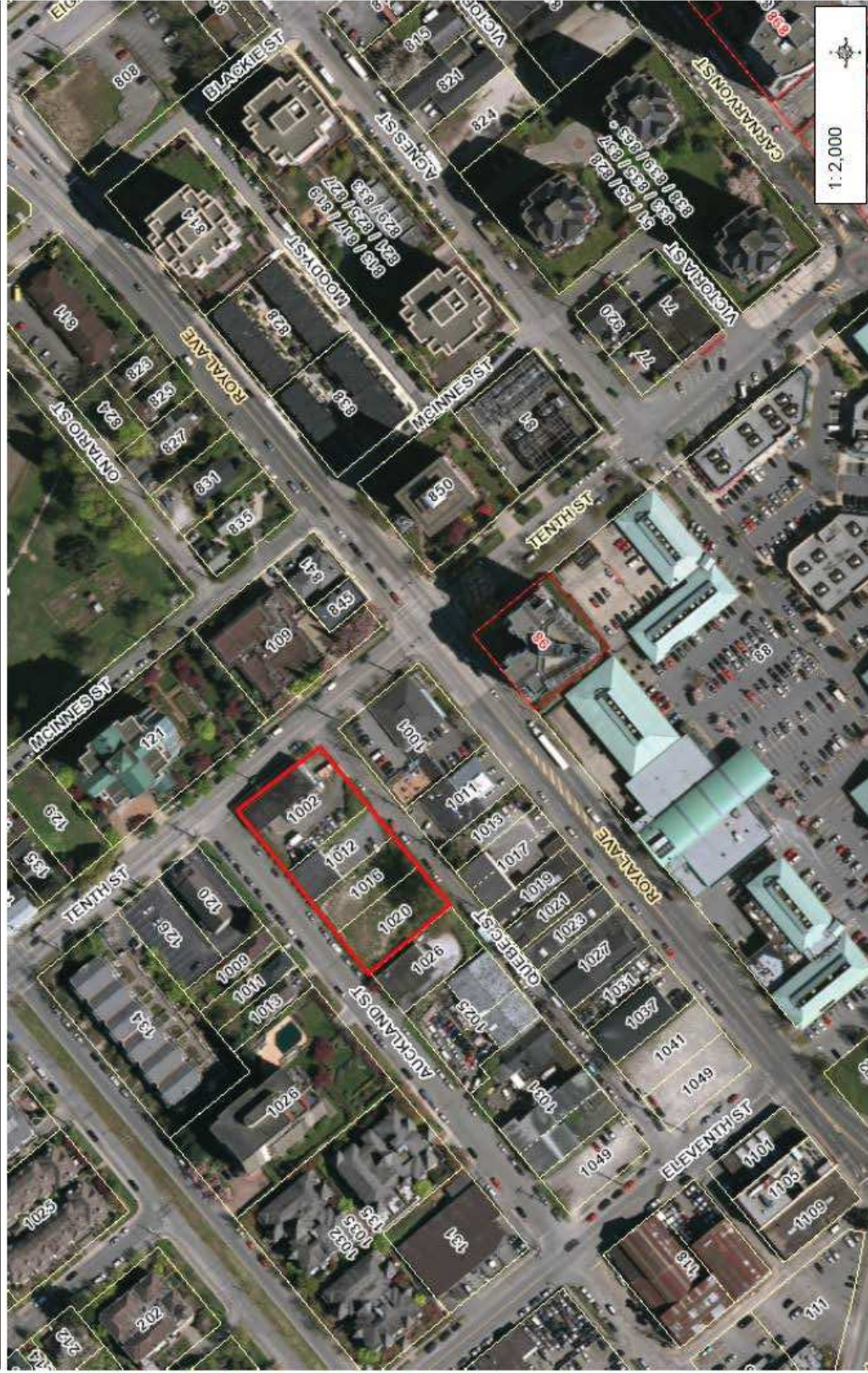
OF 8



## Appendix 2

### *Location Map*





0.1 0.05 0.1 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.

## Appendix 3

### *Considerations by the New Westminster Design Panel*

#### **4.1 1002-1022 Auckland Street**

**REZ00127  
OCP00017  
DPT00021**

Jim Hurst, Development Planner, summarized the report dated December 13, 2016 regarding a proposed rezoning and Development Permit for 1002 – 1022 Auckland Street.

John Bingham, Bingham & Hill Architects, provided a PowerPoint presentation summarizing details of the project as outlined in the report December 13, 2016.

Meredith Mitchell, M2 Landscape Architecture, spoke to the landscaping of the project as outlined in the report dated December 13, 2016.

In response to questions from the Panel, Mr. Bingham and Ms. Mitchell provided the following information:

- The structure would be a wood frame;
- The blank white wall on the lower left hand corner of the east elevation would be poured concrete;
- The base of the building would be non-combustible construction; and,
- There would be no access to the outdoor amenity space if all three of the amenity rooms were in use; however, each of the three sections of the amenity rooms has individual access to the outdoor amenity space.

In response to the five design considerations that staff requested feedback on, the Panel provided the following comments:

1. Have the comments from the September consideration of the project by the Panel been addressed in the current submission?

The majority of concerns raised at the October 25, 2016 New Westminster Design Panel meeting have been addressed; however, concerns were expressed regarding the southwest massing. It was suggested that landscaping may assist in reducing the massing.

2. The building has a high number of units suitable for families and also has a high site coverage at 57%. Given the site coverage, do the private outdoor and common outdoor areas proposed make the site suitable for families and children?

The outdoor amenity space has been improved. It was suggested that the larger patios could be allocated to the three bedroom units. It was also noted that the



site is located close to many public amenities, which could be attractive to families.

3. Are the main entrance of the building on Auckland Street and the entrances to the townhomes on Quebec Street identified appropriately?

The townhome entrances appear appropriate; however, it was suggested that the numbers could be relocated to assist with visibility. The main entrance off of Auckland Street is not easily identifiable, and requires additional attention.

4. The current design shows a blank wall on the lower left corner of the east elevation. This wall could become a target for graffiti and does not seem to fit with the architecture of the building. Staff would appreciate comments on the treatment of this wall.

It was suggested that the blank wall could be embedded with an image or have additional landscaping planted in order to deter graffiti.

5. Staff would appreciate comments on how the proposed project conforms to the Development Permit Area Designation.

#### **MOVED and SECONDED**

THAT the Panel recommends support for the rezoning and Development Permit for 1002, 1012, 1016 and 1020 Auckland Street, with consideration made for the Panel's comments regarding the main entrance off of Auckland Street.

**CARRIED.**

All members of the Panel present voted in favour of the motion

Appendix 4

*Public Consultation*

*Summary*

## 1.0 EXECUTIVE SUMMARY

On Thursday, December 8, 2016, Porte Development (Porte) held an Open House for their proposal for 1002, 1012, 1016, and 1020 Auckland Street. The Open House was an opportunity for members of the public to view the proposal, meet the project team, and provide feedback. Presentation material included area context, Porte's vision for the site, and an overview of applicable city-wide policies that influence plans for the property. In addition, preliminary design concepts, floor plans, elevations, and shadow studies were presented.

A total of six (6) members of the public attended the Open House. Participants were invited to provide feedback by filling in a comment form. Five (5) comment forms were received at the Open House. Respondents were asked to share their thoughts on family oriented housing, the amenities proposed, how the proposal contributes and fits in with the surrounding community, and any other feedback they may have.

Overall, the response was highly supportive of the proposal. Respondents indicated that they liked the proposed built form and the provision of family-oriented units and amenities. Respondents also indicated that the proposed building design responds well to the site's topography and takes advantage of the views. One respondent cautioned that the type of trees selected for the landscaping should be kept to a smaller species to prevent roots from damaging/lifting up the sidewalk, which could become a tripping hazard for pedestrians.

This report provides a summary of the Open House and includes:

- Event details including a description of the notification methods, the format of the Open House, and an overview of the information presented;
- A summary of the feedback received through comment forms;
- Transcription of all comment forms received; and
- A map of the notification area, as well as copies of all materials distributed or presented to the public (notification flyer, Open House presentation material, and comment form).

## 2.0 EVENT DETAILS

**Date:** Thursday, December 8, 2016

**Time:** 5:30 pm – 8:00 pm (drop in)

**Location:** Classroom N3412, Douglas College, 700 Royal Avenue, New Westminster, BC

**Notification:**

A number of methods were used to notify members of the public of the Open House, including a Canada Post unaddressed mail drop, an advertisement in the New Westminster Record, and a meeting with the Board of the Hill Residents' Association.

### ***A. Flyer Notification***

6,706 flyer invitations were distributed to neighbouring residents via Canada Post unaddressed mail drop. The notification was sent to residents within 100 metres of the site. *See Appendix A for a copy of the flyer invitation. See Appendix B for a map of the flyer distribution area.*

### ***B. Newspaper Advertisement***

The Open House was advertised in the New Westminster Record newspaper on November 24 and December 1, 2016. *See Appendix C for a copy of the newspaper advertisement.*

### ***C. Residents' Association Meeting***

On November 24, 2016 members of the project team gave a presentation to the Brow of the Hill Residents' Association, followed by a question and answer session. The purpose of the presentation was to provide an overview of the proposal and to answer any questions the community might have. The Residents' Association's members were also invited to attend the Open House at the meeting.

An email was also sent to the Residents' Association the day before the Open House to notify members that the Open House display materials and comment forms would be made available online. This was done due to inclement weather that was anticipated the day of the Open House. *See Appendix G for a copy of the presentation to the Brow of the Hill Residents' Association.*

### **Attendees:**

A total of 6 members of the community attended the Open House.

### **Comment Forms Received:**

A total of 5 comment forms were received at the Open House. An additional one-week window (until December 16, 2016) was provided for submission of additional comments by email. No additional comments were received during this time. *See Appendix D for a copy of the comment form. See Appendix E for a full transcription of all comments received.*

### **Open House Format:**

A "Welcome" board was placed outside the entrance to Classroom N3412 and a sign-in table was placed inside the room entrance. Members of the project team greeted visitors at the entrance and encouraged attendees to sign in, review the boards, and complete a comment form before leaving. Display boards were arranged clockwise around the room. Each attendee was offered a comment form as they signed in, and comment forms were also available on the tables in the centre of the classroom. Tables and chairs were placed in the centre of the room to allow attendees to sit down to fill out comment forms. Comment forms were accepted for one week following the Open House (until December 16, 2016) and could be submitted by email. In anticipation of inclement weather, the Open House boards and a copy of the comment form were put on the Brook Pooni Associates website ([www.brookpooni.com/resources](http://www.brookpooni.com/resources)) mid-day on December 8, 2016. An email was also sent to the Brow of the Hill Community Association and the City of New Westminster the day before the Open House to inform them that the materials would be available online in the event that residents were unable to attend.

### **Presentation Material:**

## **3.0 FEEDBACK SUMMARY**

Feedback was collected on comment forms distributed to Open House attendees. Comment forms were also accepted for one week following the Open House (until December 16, 2016)

and could be submitted via email. 5 comment forms were received at the Open House. No comment forms were received after the event.

Participants were asked to share their thoughts on family-oriented housing, the amenities proposed, and how the proposal contributes to and fits in with the surrounding community, in addition to any other feedback they may have. Overall, feedback was highly supportive of the proposal. Respondents indicated that they liked the proposed built form and the provision of family-oriented units and amenities

Respondents also indicated that the proposed building design responds well to the topography of the site and takes advantage of views.

One respondent cautioned that the type of trees selected for the landscaping should be kept to a smaller species to prevent roots from damaging/lifting up the sidewalk, which could become a tripping hazard for pedestrians.

Responses to the comment form questions are summarized below.

**Question #1: What are your thoughts on family-oriented housing and on Porte's efforts to address the need for family-oriented housing in New Westminster?**

Respondents indicated support for family-oriented housing in New Westminster. They also stated that the proposed townhouse form is appropriate for this site. One comment suggested that the building responded well to the slope of the site.

**Question #2: Please share your thoughts on the amenities identified in our proposal.**

Respondents indicated that the proposed amenities would be positive additions to the area and felt that existing amenities in the area were in need of upgrading and modernization. One comment provided support for the play space and the proposed parking access design.

**Question #3: What are your thoughts on how this proposal contributes to the surrounding community?**

Comments suggested that the proposal would provide "eyes on the street" and would have good views. One respondent cautioned that the type of trees selected for the landscaping should be kept to a smaller species to prevent roots from damaging/lifting up the sidewalk, which could become a tripping hazard for seniors.

**Question #4: What are your thoughts on how the proposal fits into the surrounding context?**

Comments were supportive of the way the proposal fit into the site's topography. One respondent indicated that the proposed development would fit well with the suburban nature of the neighbourhood.

**Question #5: Please share any other thoughts you may have on our proposal.**

Respondents felt the proposal would be appropriate for the area and the scale of the proposal fits well within the surrounding context.



#### **4.0 CONCLUSION**

Porte hosted an Open House between 5:30 pm to 8:00 pm on December 8, 2016 at Douglas College to provide members of the public with an opportunity to view the proposal for 1002-1020 Auckland Street. In total, 6 members of the public attended the Open House and 5 attendees provided comment forms. All of the comment forms were supportive of the proposal and indicated that it would be a positive addition to the neighbourhood. One of the comment forms offered caution with respect to the type of trees that would be provided on site. The Project Team will consider the feedback received from the Open House as they refine the design concept through the rezoning application process.

Appendix 5

*Official Community Plan*

*Development Permit Area*

*Designation*

## ***#1 Lower Twelfth Street***

The Lower Twelfth Street area, identified as Development Permit Area #1 [see Map D3] is designated for a combination of service commercial and residential uses.

The Lower Twelfth Street Development Permit Area is intended to encourage a mix of land uses. The existing industrial and service commercial land uses will be encouraged and will be compatible with proposed residential and commercial land uses also intended for the area.

This Development Permit Area provides objectives and guidelines for the form and character of service commercial and residential development.

### **Objectives**

The objectives of this designation are:

- Create a compact, complete neighbourhood where residents can live, work, shop and play.
- Encourage the provision of a variety of housing units to provide more housing choices.
- Consider new residential uses that are compatible with existing uses (e.g., lofts or live/work studios).
- Ensure architectural designs complement the neighbourhood context.
- Encourage the adaptive reuse of the Gas Works building as a community asset and use the structure as a basis for a viewing area and neighbourhood activities.
- Link the area to the surrounding community with a reduced emphasis on the automobile (greenways, bike routes, transit and facilities).
- Design buildings to maintain or enhance the view corridors of the Fraser River.

### **Guidelines**

Development permits issued in this area shall be in accordance with the following guidelines:

- Ensure that development provides for a mix of residential and commercial uses that are organized in such a manner to provide for view corridors of the river, public open space, and a public pedestrian and vehicular circulation system that relates to the existing patterns of New Westminster.
- All streets shall have street trees and landscaping, and shall consider traffic calming measures, sidewalks, pedestrian road crossing, street furniture, public art, pedestrian lighting, and historic theme and materials in street design.

- Form, orientation, and view corridors shall respect surrounding buildings to minimize visual intrusion.
- Area themes shall be inspired by heritage reference with a contemporary response where appropriate (using architectural elements from the Gas Works building).
- Review building design, lighting and signage in relation to Crime Prevention Through Environmental Design guidelines.
- Building should be sited to provide “eyes on the street” for crime prevention as well as a buffer (e.g., acoustic, visual) to the traffic corridor, for the surrounding neighbourhood.
- Residential and commercial uses along the street shall have a building setback after the first two to three floors.
- Building top should be complete with a distinguished feature or cornice line that screens mechanical structures and other elements from view.
- Green roofs such as roof gardens and parkettes are encouraged.
- Employ technical approaches to sound insulation in building construction in this area (e.g., near high traffic streets or intersections).

## Attachment 2

*Draft Minutes of the October 16th*

*LUPC Meeting*



**14. 1002, 1012, 1016 and 1020 Auckland Street: Development Permit Application to Allow an 88 Unit Residential Development - Consideration of Issuance of Development Permit**

The Committee noted the following comments:

- It will be important to ensure that the design of this development is as transit and pedestrian-friendly as possible and examine how pedestrians would approach the building in terms of access from the Skytrain station.

Jim Hurst, Planning Consultant, advised that the door on Auckland Street is a building code requirement and including a door on the Quebec Street side is challenging due to the angles.

**MOVED and SECONDED**

*THAT the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPT00021 for 1002, 1012, 1016 and 1020 Auckland Street.*

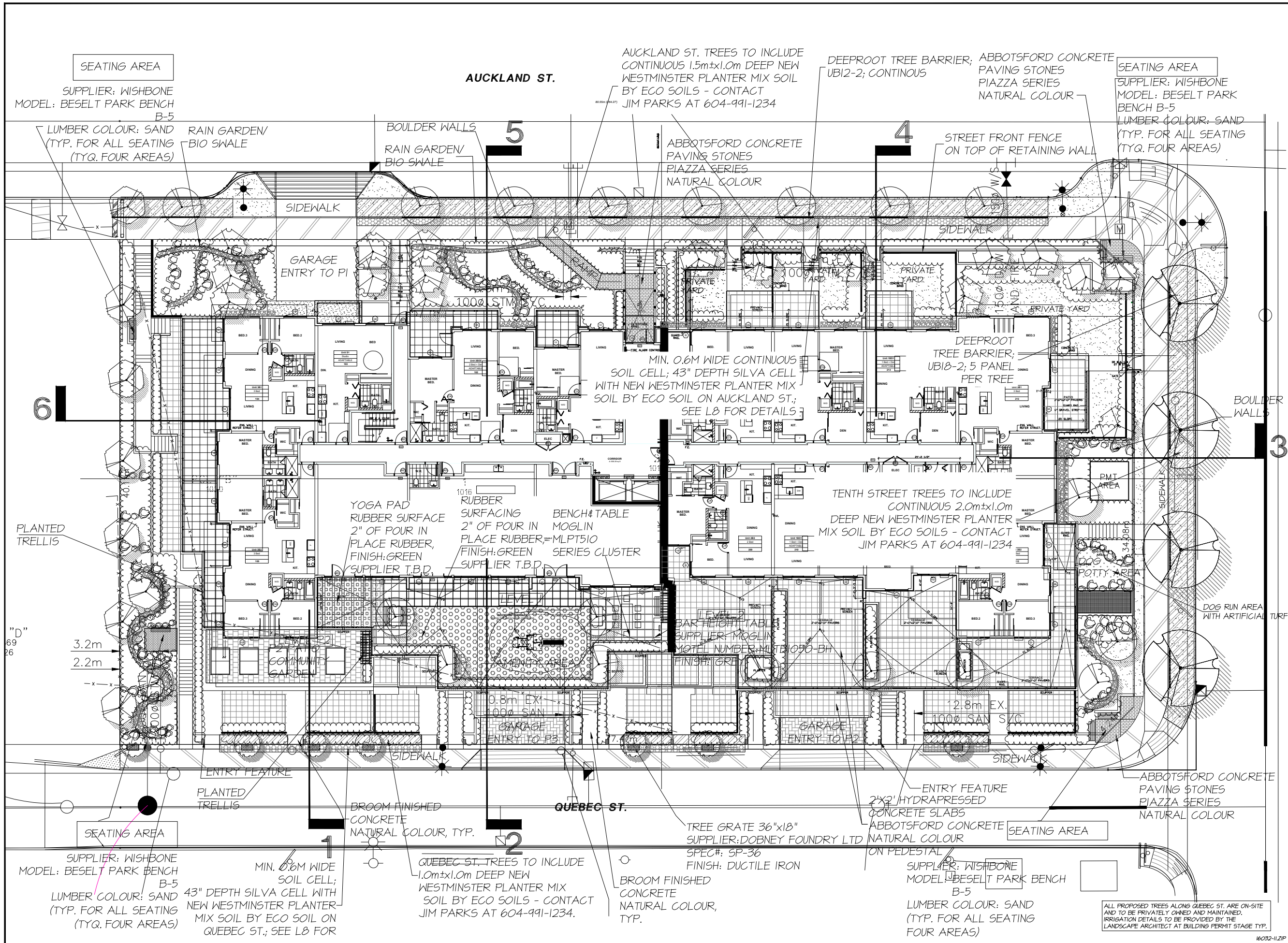
**CARRIED.**

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

## Attachment 3

*Landscape Plans from M2 Landscape*

*Architects*

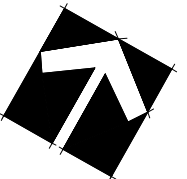


©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



LANDSCAPE ARCHITECTURE

#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	OL
10	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	OL
9	17.JUL.21	ISSUED FOR BP	OL
8	17.JUL.21	REV. PER NEW ARCH GRADING	OL
7	17.JUN.23	REV. PER NEW SITE PLAN	OL
6	17.MAY.22	REV. PER NEW CIVIL	OL
5	17.MAY.21	FURNITURE AND HARDSCAPE SPECS.	CL
4	16.NOV.21	SUBMITTED FOR ADP	SMC
3	16.SEP.24	ISSUED FOR DP	BN
2	16.SEP.24	SUBMITTED FOR REVIEW	BN
1	16.MAR.23	PRELIMINARY DESIGN	SMC

SEAL:

PROJECT:

CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:

KEY  
PLAN

DATE: MAR 16, 2016  
SCALE: 3/32"=1'-0"  
DRAWN: SMC  
DESIGN: SMC  
CHK'D: MM

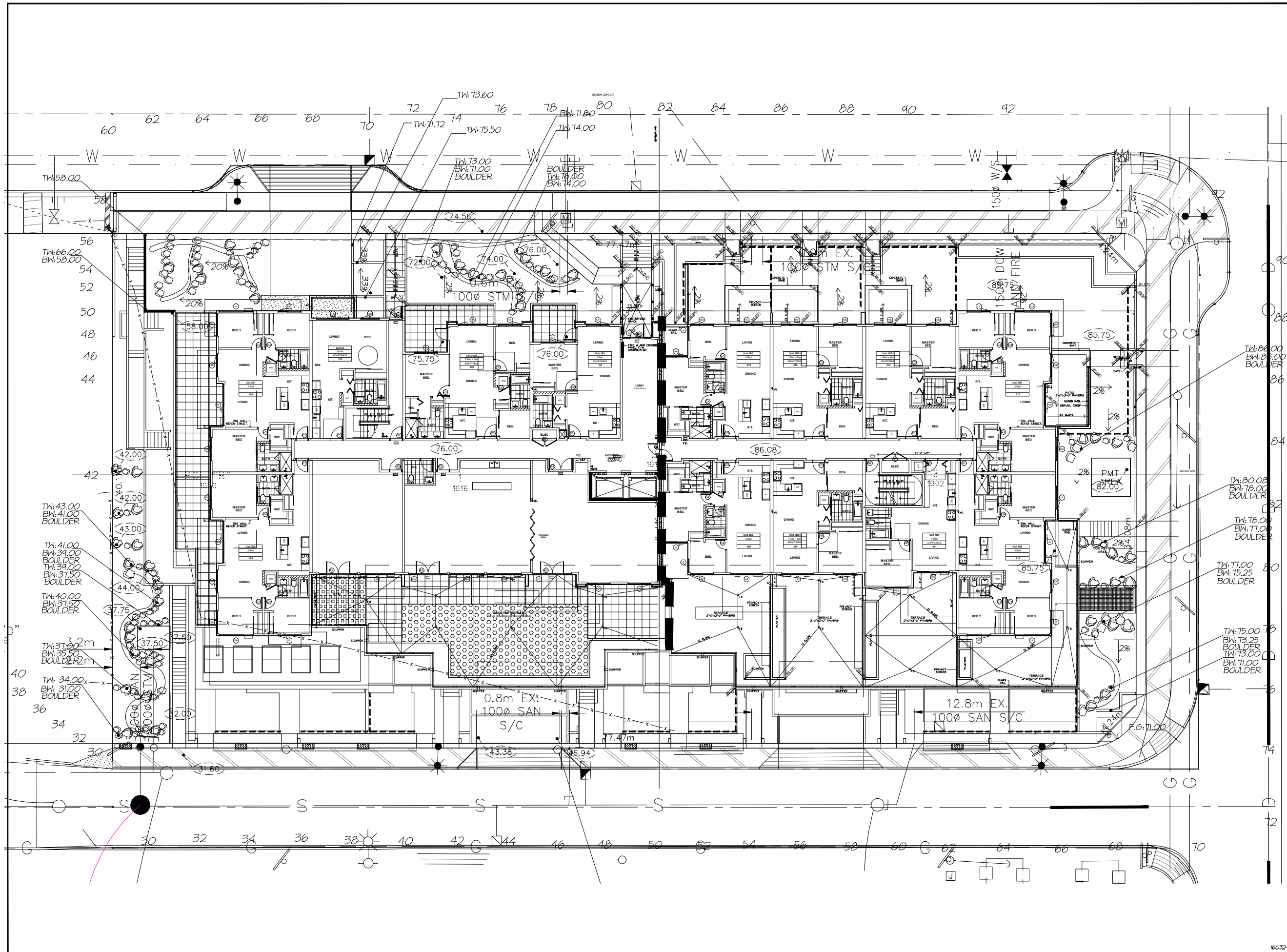
DRAWING NUMBER:  
**L1**

OF 9

M2LA PROJECT NUMBER:

16032

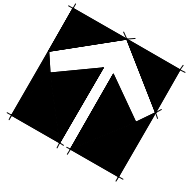




©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



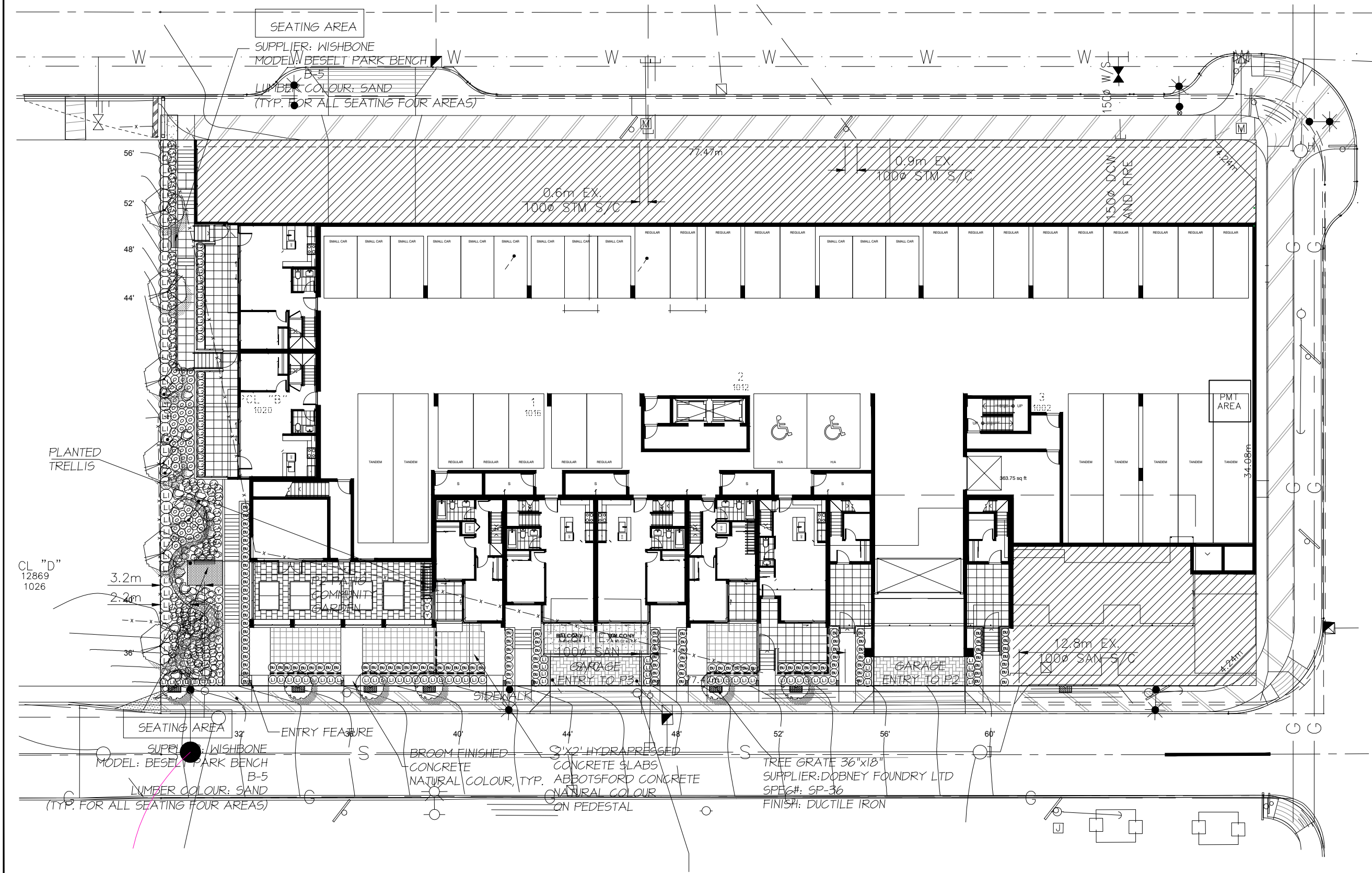
NO.	DATE	REVISION DESCRIPTION	DR.
1	17.AUG.25	ISSUED FOR TENDER	QL
2	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	QL
3	17.JUL.21	ISSUED FOR BP	QL
4	17.JUL.21	REV. PER NEW ARCH GRADING	QL
5	17.JUL.21	REV. PER NEW SITE PLAN	QL
6	17.MAY.23	REV. PER NEW CIVIL	QL
7	17.MAY.23	FURNITURE AND HARDSCAPE SPECS	QL
8	16.NOV.07	SUBMITTED FOR ADP	SMC
9	16.SEP.14	ISSUED FOR DP	BN
10	16.SEP.14	SUBMITTED FOR REVIEW	BN
11	16.MAR.25	PRELIMINARY DESIGN	SMC

SEAL:

PROJECT:  
CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:  
GRADING  
PLAN

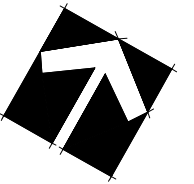
DATE: MAR.16, 2016  
SCALE: 3/32" = 1'-0"  
DRAWN: SMC  
DESIGN: SMC  
CHK'D: MM  
DRAWING NUMBER:  
L2  
M2LA PROJECT NUMBER:  
16032-11.2/P



©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	QL
10	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	QL
9	17.JUL.21	ISSUED FOR BP	QL
8	17.JUL.21	REV. PER NEW ARCH GRADING	QL
7	17.JUN.23	REV. PER NEW SITE PLAN	QL
6	17.MAY.22	REV. PER NEW CIVIL	QL
5	17.MAY.21	FURNITURE AND HARDSCAPE SPECS.	CL
4	16.NOV.21	SUBMITTED FOR ADP	SMC
3	16.SEP.24	ISSUED FOR DP	BN
2	16.SEP.24	SUBMITTED FOR REVIEW	BN
1	16.MAR.25	PRELIMINARY DESIGN	SMC

SEAL:

PROJECT:

CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:

P2  
PLAN

DATE: MAR.16, 2016  
SCALE: 1/8"=1'-0"  
DRAWN: SMC  
DESIGN: SMC  
CHK'D: MM

DRAWING NUMBER:

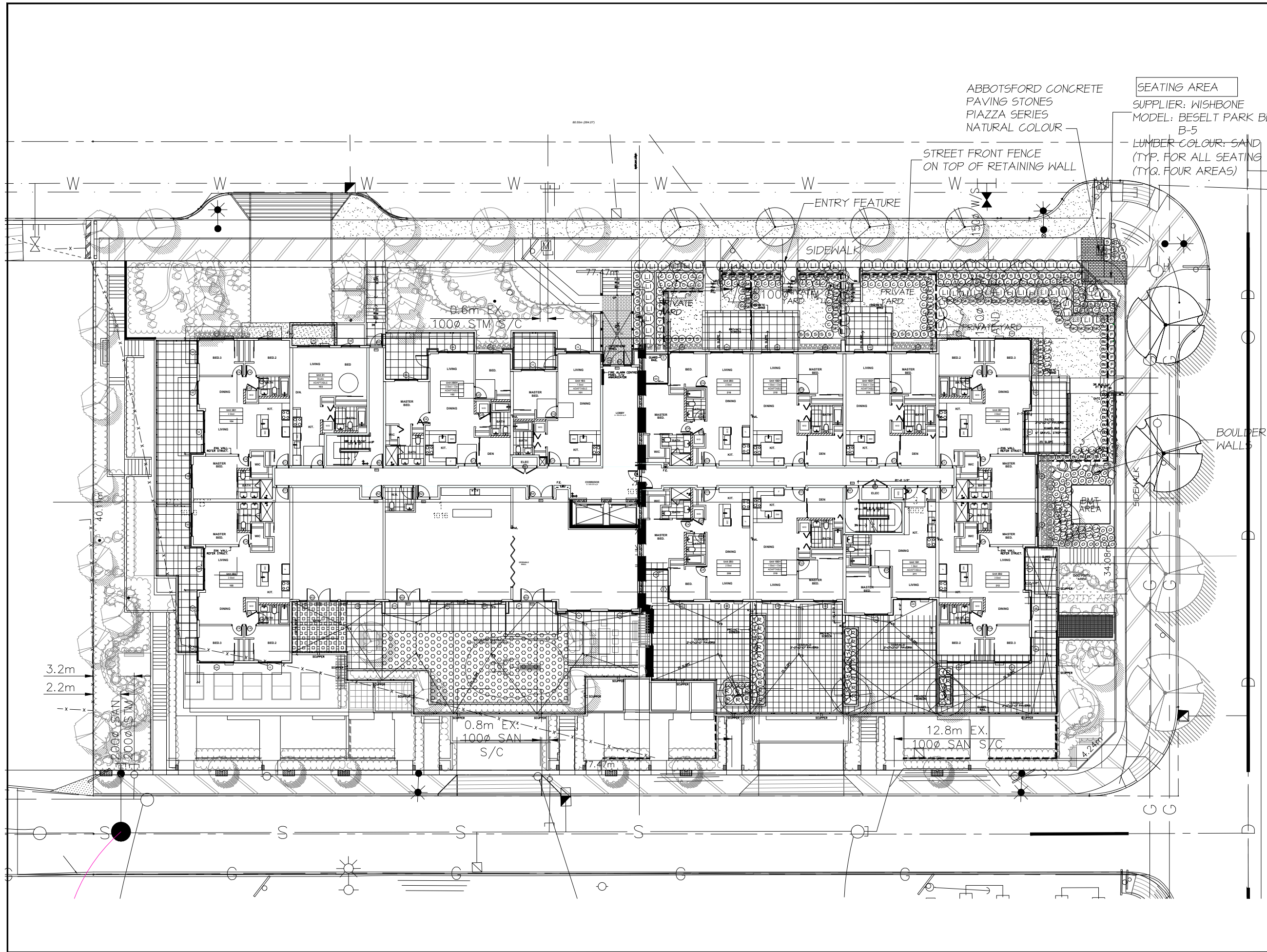
L3

OF 9

M2LA PROJECT NUMBER:

16032



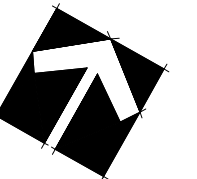


©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



LANDSCAPE ARCHITECTURE

#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



NO.	DATE	REVISION DESCRIPTION	DR.
1	16.MAR.23	PRELIMINARY DESIGN	SMC
2	16.SEP.24	SUBMITTED FOR REVIEW	BN
3	16.SEP.24	ISSUED FOR DP	BN
4	16.NOV.27	SUBMITTED FOR ADP	SMC
5	17.MAY.22	REV. PER NEW CIVIL	QL
6	17.MAY.22	FURNITURE AND HARDSCAPE SPECS.	QL
7	17.JUN.23	REV. PER NEW SITE PLAN	QL
8	17.JUL.24	REV. PER NEW ARCH GRADING	QL
9	17.JUL.21	ISSUED FOR BP	QL
10	17.AUG.23	REV. PER NEW CIVIL/CITY COMMENTS	QL
11	17.AUG.25	ISSUED FOR TENDER	QL

SEAL:

PROJECT:  
CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

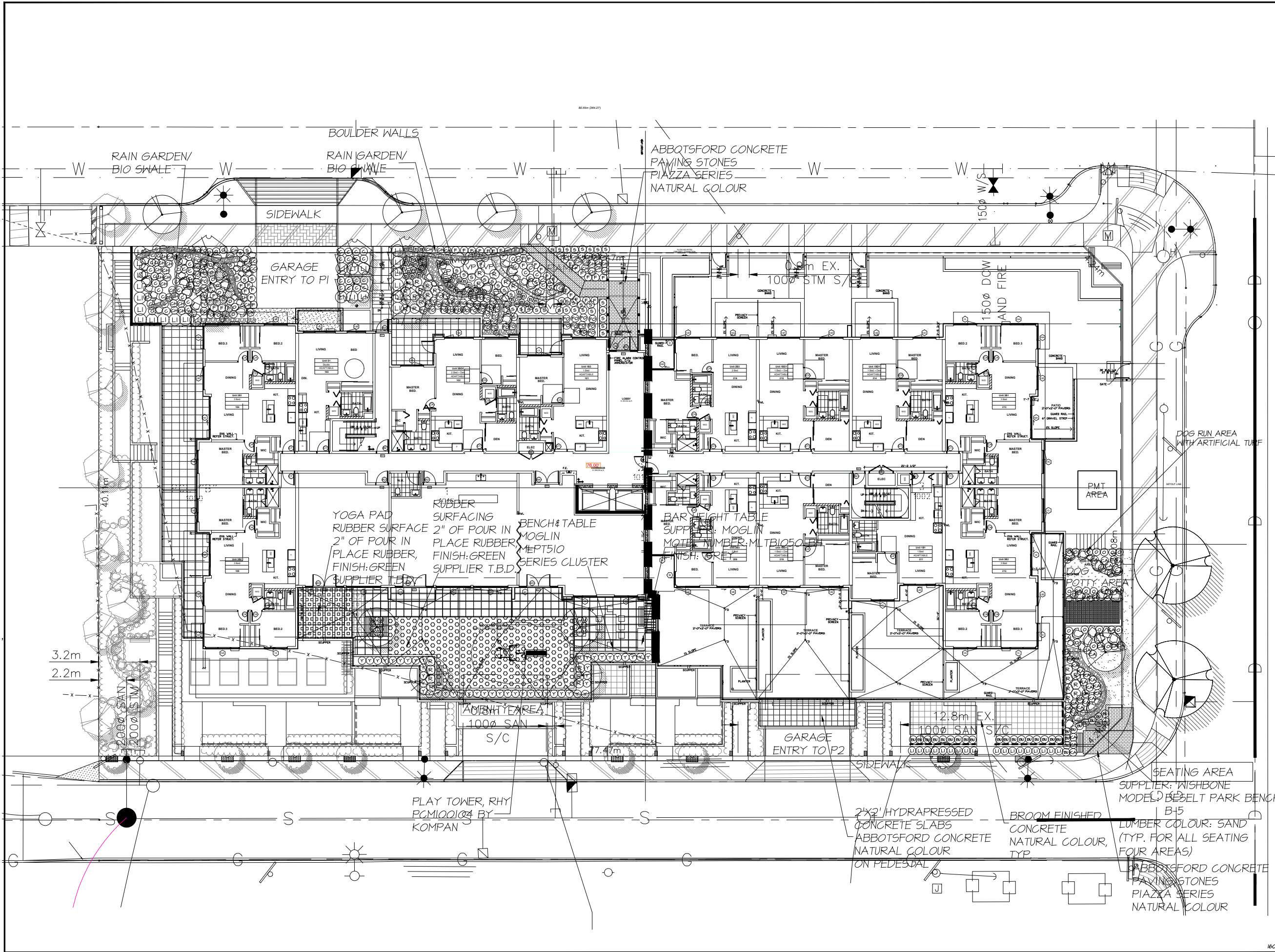
DRAWING TITLE:  
**2ND FLOOR  
PLAN**

DATE: MAR.16, 2016	DRAWING NUMBER:
SCALE: 3/32"=1'-0"	<b>L5</b>
DRAWN: SMC	
DESIGN: SMC	
CHK'D: MM	

M2LA PROJECT NUMBER: 16032

16032-11.21P

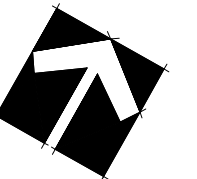
OF 9



©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	QL
10	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	QL
9	17.JUL.21	ISSUED FOR BP	QL
8	17.JUL.04	REV. PER NEW ARCH GRADING	QL
7	17.JUN.23	REV. PER NEW SITE PLAN	QL
6	17.MAY.12	REV. PER NEW CIVIL	QL
5	17.MAY.12	FURNITURE AND HARDSCAPE SPECS.	QL
4	16.NOV.07	SUBMITTED FOR ADP	SMC
3	16.SEP.14	ISSUED FOR DP	BN
2	16.SEP.14	SUBMITTED FOR REVIEW	BN
1	16.MAR.25	PRELIMINARY DESIGN	SMC

SEAL:

PROJECT:  
CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:  
1ST FLOOR  
PLAN

DATE: MAR.16, 2016	DRAWING NUMBER:
SCALE: 3/32"=1'-0"	L4
DRAWN: SMC	
DESIGN: SMC	
CHK'D: MM	OF 9
M2LA PROJECT NUMBER:	16032





CUBE PLANTER  
20X20X40IN PLANTER  
BY BARKMAN



DECK FURNITURE  
BY BAY ISLE HOME  
MOVABLE CHAIRS & BENCHES



DOUBLE SIDED FIREPLACE

Kichler Landscape 15230AZT - One Light Textured Architectural Bronze Spot Light

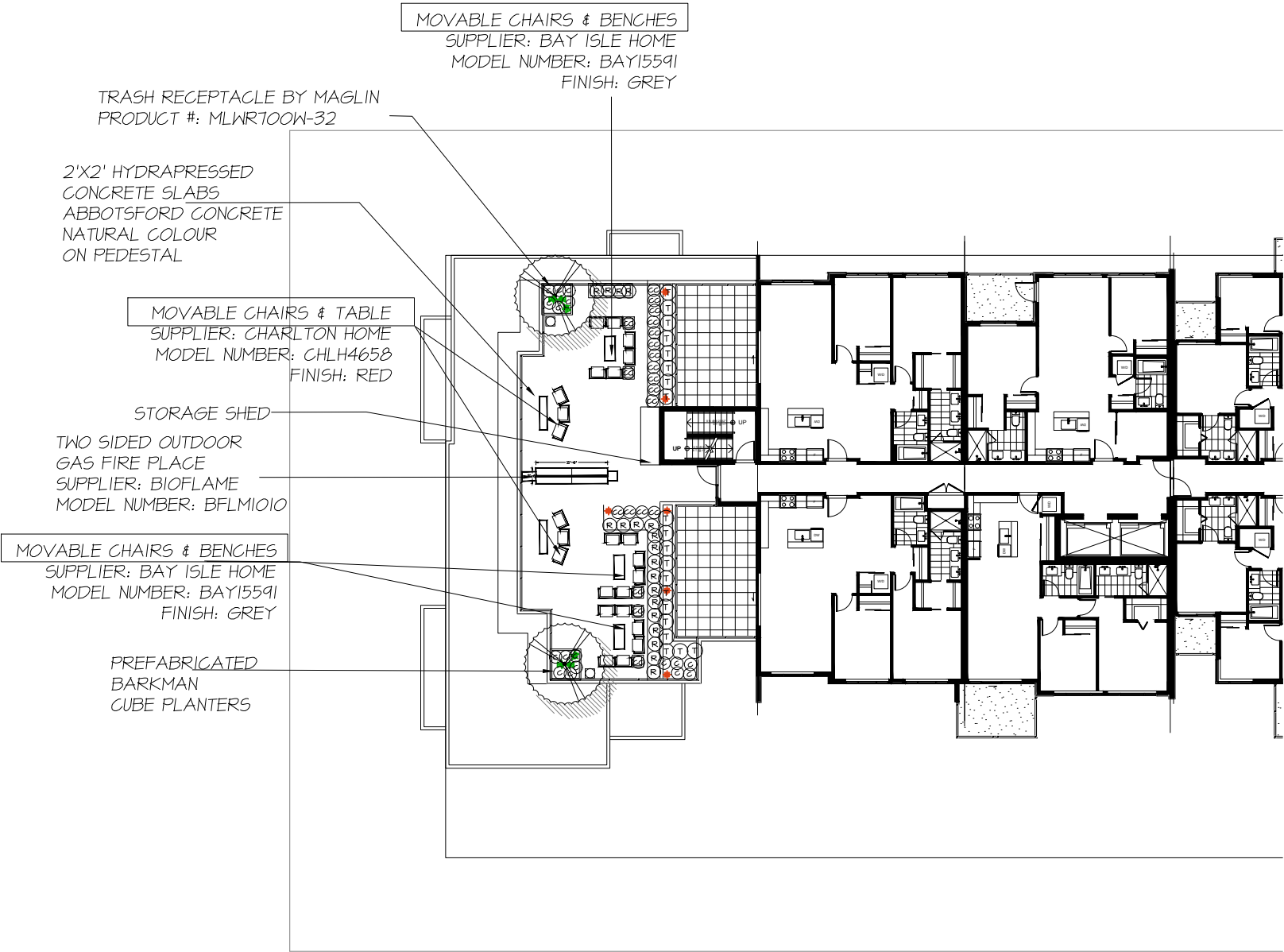


HD High Intensity Discharge  
**\$94.13**

Item # 15230AZT  
Dimensions Tan 1.00" Wides 8.00" Length 10.00"  
Finish Textured Architectural Bronze  
Socket 1 MED Bulb 50 Watts

This One Light Spot Light is part of the HD High Intensity Discharge Collection and has a Textured Architectural Bronze Finish.

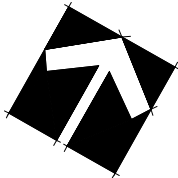
SOPT LIGHT  
PRODUCT CODE: 15230AZT  
SOURCE: SHOP.PARKLIGHTING.CA



©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com



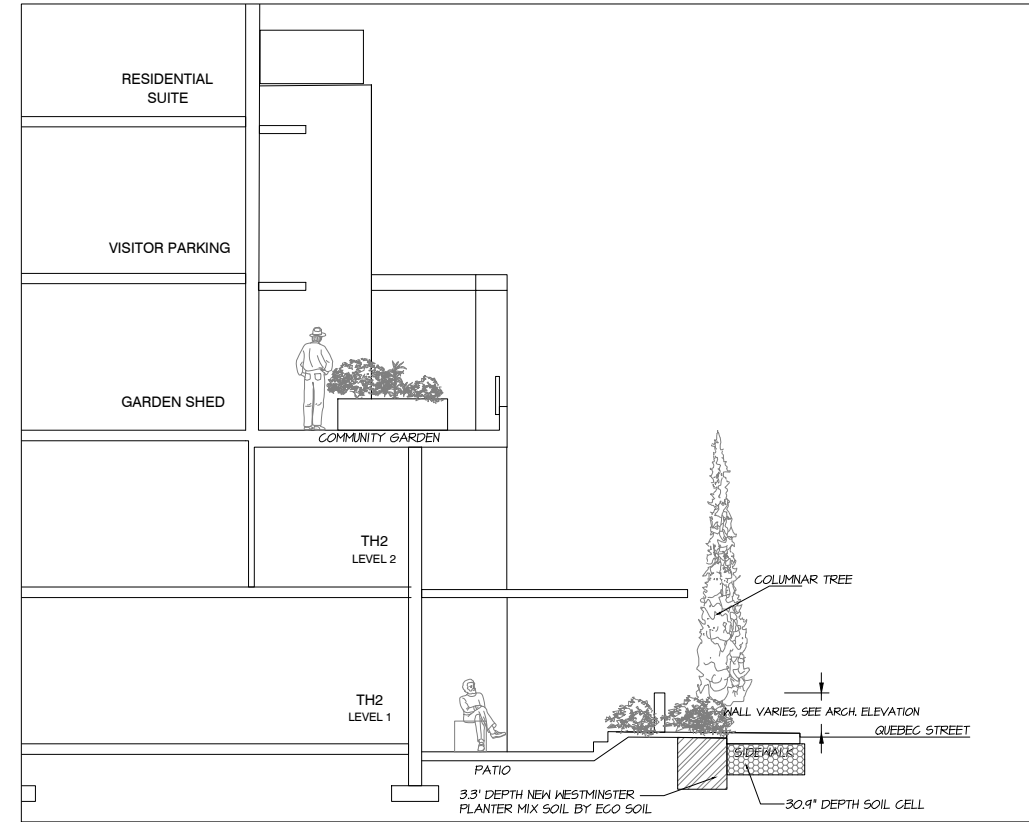
NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	QL
10	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	QL
9	17.JUL.21	ISSUED FOR BP	QL
8	17.JUL.21	REV. PER NEW ARCH GRADING	QL
7	17.JUN.23	REV. PER NEW SITE PLAN	QL
6	17.MAY.22	REV. PER NEW CIVIL	QL
5	17.MAY.21	FURNITURE AND HARDSCAPE SPECS.	QL
4	16.NOV.21	SUBMITTED FOR ADP	SMC
3	16.SEP.24	ISSUED FOR DP	BN
2	16.SEP.24	SUBMITTED FOR REVIEW	BN
1	16.MAR.23	PRELIMINARY DESIGN	SMC

SEAL:

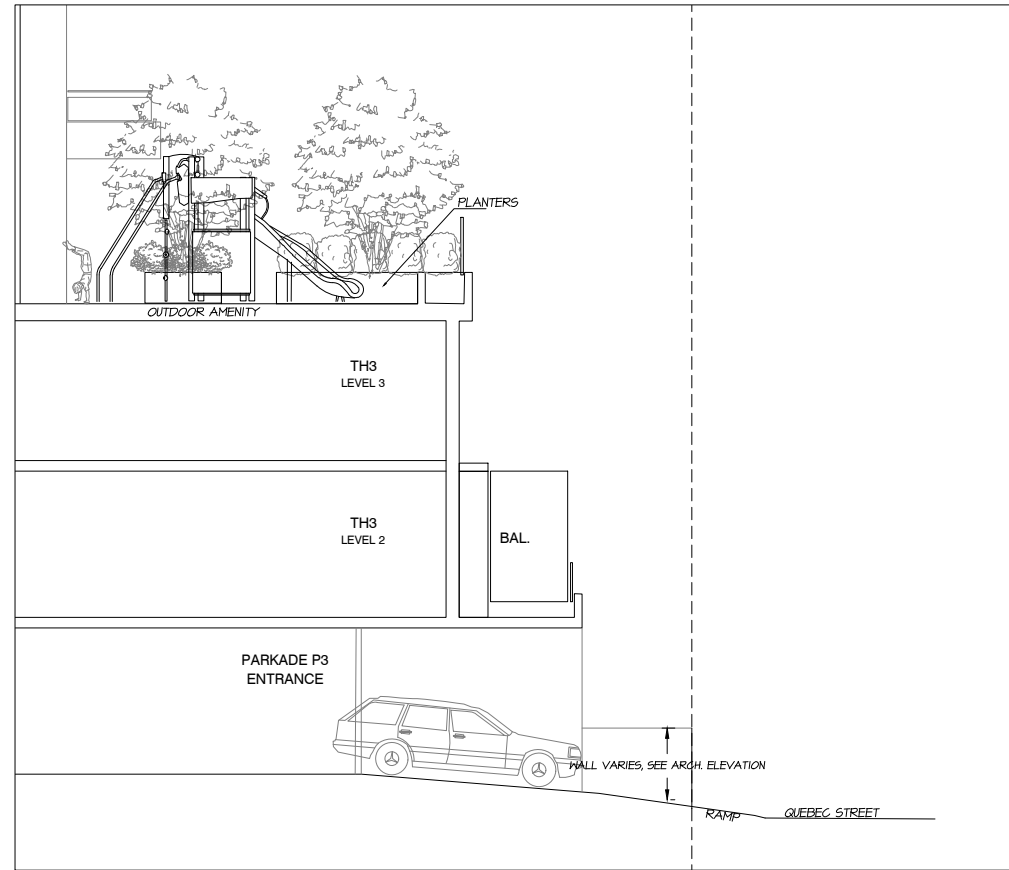
PROJECT:  
CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:  
5TH FLOOR  
PLAN

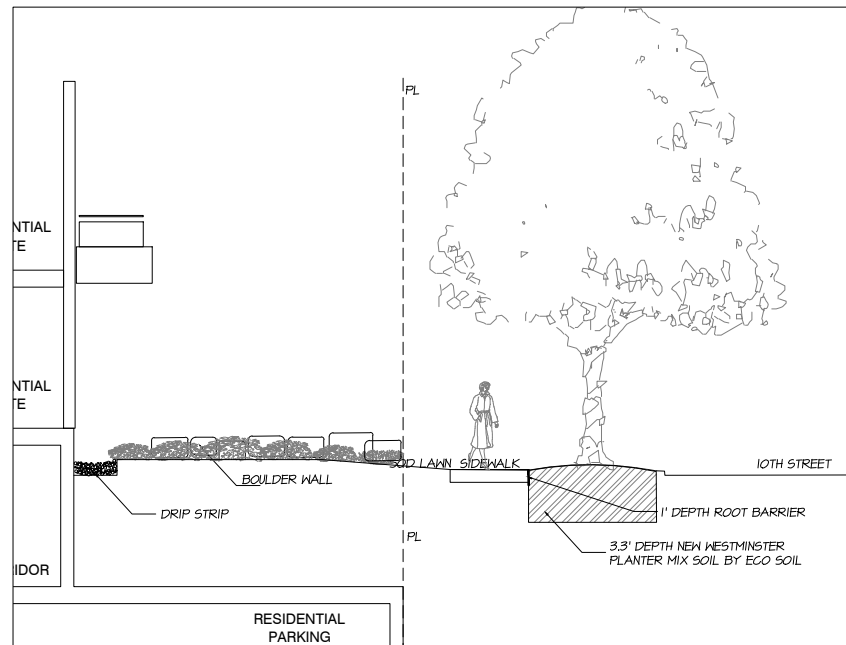
DATE: MAR.16, 2016	DRAWING NUMBER:
SCALE: 3/32"=1'-0"	L6
DRAWN: SMC	
DESIGN: SMC	
CHK'D: MM	
M2LA PROJECT NUMBER:	16032



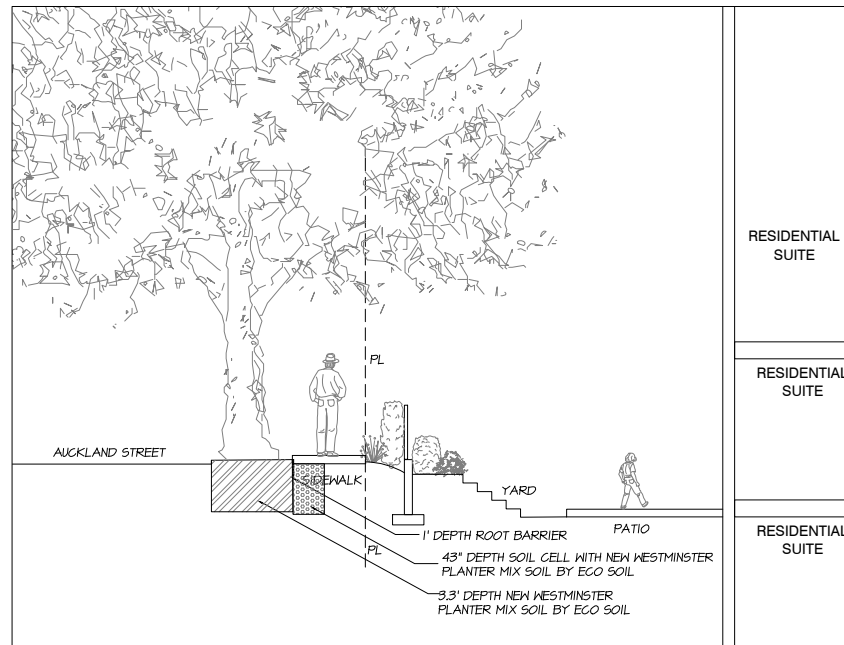
1 SECTION 1-1  
L7



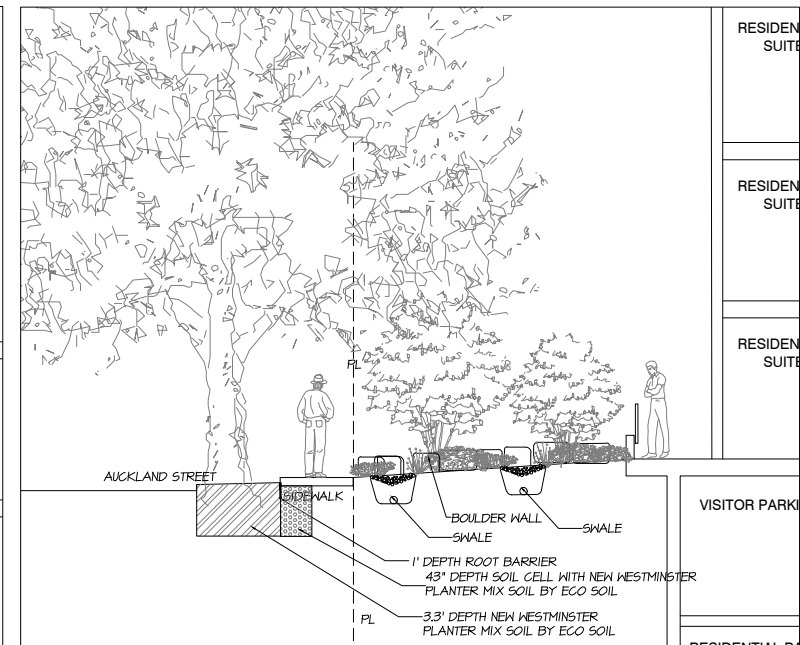
2 SECTION 2-2  
L7



3 SECTION 3-3  
L7



4 SECTION 4-4  
L7



5 SECTION 5-5  
L7

©Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



LANDSCAPE ARCHITECTURE

#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com

NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	QL
10	17.AUG.25	REV. PER NEW CIVILITY COMMENTS	QL
9	17.JUL.21	ISSUED FOR BP	QL
8	17.JUL.04	REV. PER NEW ARCH GRADING	QL
7	17.JAN.23	REV. PER NEW SITE PLAN	QL
6	17.MAY.12	REV. PER NEW CIVIL	QL
5	17.MAY.11	FURNITURE AND HARDSCAPE SPECS.	QL
4	16.NOV.07	SUBMITTED FOR ADP	SMC
3	16.SEP.14	ISSUED FOR DP	BN
2	16.SEP.04	SUBMITTED FOR REVIEW	BN
1	16.MAR.25	PRELIMINARY DESIGN	SMC

SEAL:

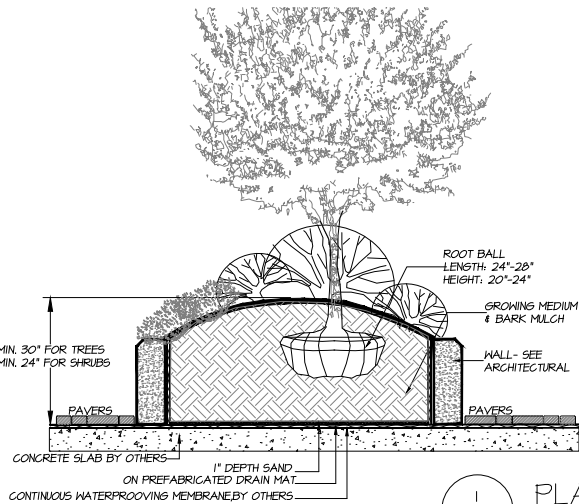
PROJECT:  
CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:  
**LANDSCAPE SECTIONS**

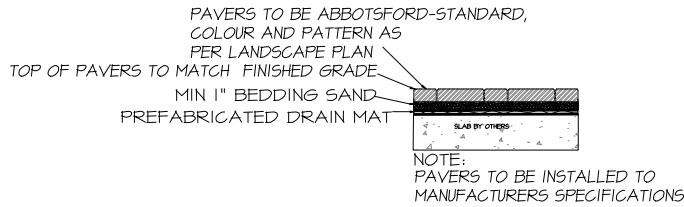
DATE: MAR.16, 2016	DRAWING NUMBER:
SCALE:	L7
DRAWN: SMC	
DESIGN: SMC	
CHK'D: MM	
MZLA PROJECT NUMBER:	16032

16032-11Z1P

OF 9



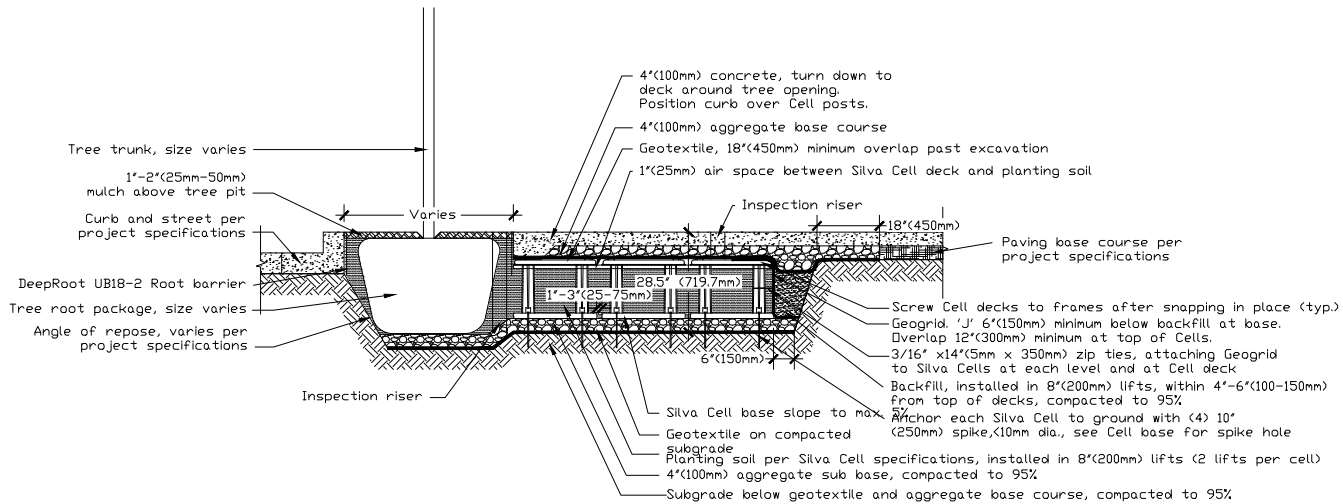
1 PLANTER ON SLAB  
SCALE: 1/2"=1'-0"



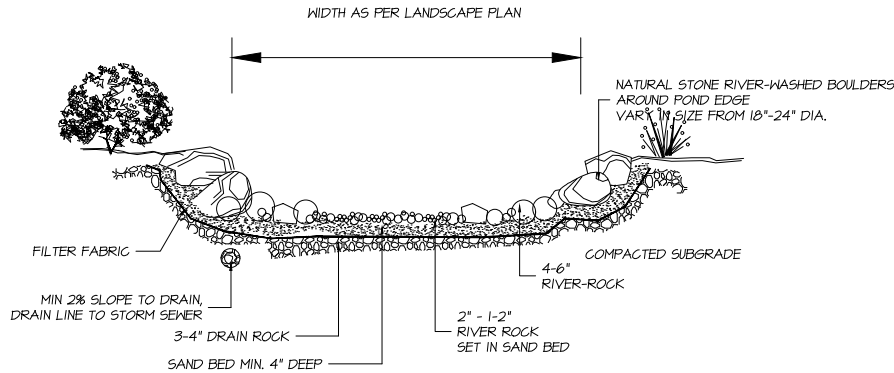
2 PAVERS ON SLAB  
SCALE: 3/4"=1'-0"



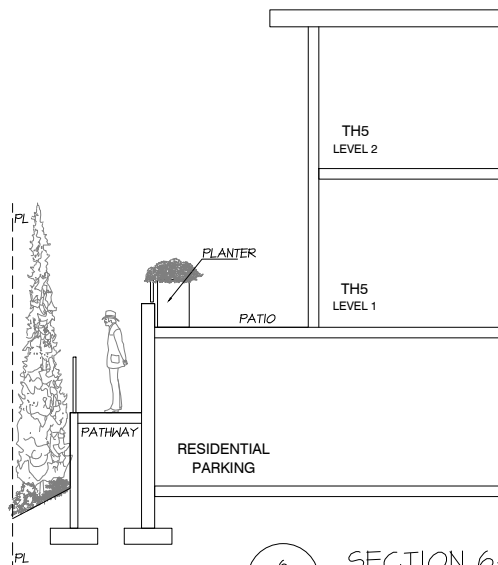
3 CARRIAGE LANE BENCH  
BY FRANCES ANDREW



4 SILVA CELL BY DEEPROOT  
SCALE: 1/2"=1'-0"



5 CROSS SECTION: DRY STREAMBED  
SCALE: 1/2"=1'-0"



6 SECTION 6-6  
SCALE: 1/2"=1'-0"

## PLANT SCHEDULE

M2 JOB NUMBER: 16-032			
KEY QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE			
17	ACER GLABRUM VAR. DOUGLASII	DOUGLAS MAPLE	6CM CAL; 2M; B4B; B LIST
4	ACER RUBRUM 'ARMSTRONGII'	COLUMNAR RED MAPLE	6CM CAL; 2M STD; B4B
18	CRATAEGUS CRUS-GALLI	COCKSPUR HAWTHORN	2M HT; B4B
9	FAGUS SYLVATICA 'DANYKII GOLD'	GOLDEN FASTIGIATE BEECH	6CM CAL; B4B
7	LIQUIDAMBAR STYRACIFLUA 'SLENDER SILHOUETTE'	SLENDER SILHOUETTE SWEET GUM	6CM CAL; B4B
2	TILIA MONGOLICA HARVEST GOLD	MONGOLIAN LINDEN HARVEST GOLD	6CM CAL; 1.8M STD; B4B
SHRUB			
168	BUXUS SEMPERVIRENS	COMMON BOXWOOD	#3 POT; 40CM
20	JUNIPERUS SCOPULORUM MOONGLOW	MOONGLOW JUNIPER HEDGE	#5 POT
25	LONICERA PILEATA	PRIVET HONEYSUCKLE	#1 POT; 25CM
3	RHODODENDRON 'YAKU PRINCE'	YAKU PRINCE RHODODENDRON	#3 POT; 50CM IM B4B
GRASS			
102	SARGOCOGGA HOOKERANA 'RUSCIFOLIA'	FRAGRANT SARGOCOGGA	#2 POT; 30CM
68	SKIMMIA JAPONICA 'RUBELLA'	SKIMMIA RUBELLA	#2 POT; 30CM
99	TAXUS X MEDIA 'HICKSII'	HICK'S YEW	#3 POT; 80CM 1.5M B4B
5	VIBURNUM P.T. 'PINK BEAUTY'	PINK BEAUTY DOUBLE FILE VIBURNUM	#3 POT; 60CM
PERENNIAL			
63	BRUNNERA MACROPHYLLA 'JACK FROST'	SIBERIAN BUGLOSS	#1 POT; 25CM
228	LAVENDULA ANGUSTIFOLIA	ENGLISH LAVENDER	#2 POT
79	RUDBECKIA HIRTA	BLACK EYED SUSAN	#1 POT
GC			
53	POLYSTICHUM MINUTUM	WESTERN SWORD FERN	#1 POT; 25CM
156	RUBUS CALYCINOIDES	CREEPING RASPBERRY	#2 POT; 40CM

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. \* REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. \* SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. \* SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.

Copyright reserved. This drawing and design is the property of M2 Landscape Architects and may not be reproduced or used for other projects without their permission.



#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com

NO.	DATE	REVISION DESCRIPTION	DR.
11	17.AUG.25	ISSUED FOR TENDER	QL
10	17.AUG.25	REV. PER NEW CIVIL/CITY COMMENTS	QL
9	17.JUL.21	ISSUED FOR BP	QL
8	17.JUL.21	REV. PER NEW ARCH GRADING	QL
7	17.JUN.23	REV. PER NEW SITE PLAN	QL
6	17.MAY.22	REV. PER NEW CIVIL	QL
5	17.MAY.21	FURNITURE AND HARDSCAPE SPECS.	CL
4	16.NOV.21	SUBMITTED FOR ADP	SMC
3	16.SEP.24	ISSUED FOR DP	BN
2	16.SEP.24	SUBMITTED FOR REVIEW	BN
1	16.MAR.23	PRELIMINARY DESIGN	SMC

SEAL:

PROJECT:

CAPITAL  
1012 AUCKLAND STREET  
NEW WESTMINSTER, BC

DRAWING TITLE:

LANDSCAPE  
DETAILS

DATE: MAR 16, 2016	DRAWING NUMBER:
SCALE:	L8
DRAWN: SMC	
DESIGN: SMC	
CHK'D: MM	OF 9

M2LA PROJECT NUMBER: 16032-11.ZIP



## PART ONE GENERAL REQUIREMENTS

- 11 REFERENCES
- CCDC Doc 2108  
Comply with all articles in the General Conditions of Contract in conjunction with this section unless superseded by other Contract Documents.
  - B.C. Landscape Standard, 7th edition 2008, prepared by the B.C. Society of Landscape Architects and the B.C. Landscape & Nursery Association, jointly. All work and materials shall meet standards as set out in the B.C. Landscape Standard unless superseded by this specification or as directed by Landscape Architect with written instruction.
  - MASTER MUNICIPAL SPECIFICATIONS & STANDARD DETAILS, 2008 edition, prepared by the Consulting Engineers of British Columbia, Roadbuilders and Heavy Construction Association, and the Municipal Engineers Division.
  - STANDARD FOR LANDSCAPE IRRIGATION SYSTEM, 2008 Prepared by the Irrigation Industry Association of British Columbia.
  - MUNICIPAL BYLAWS AND ENGINEERING SPECIFICATIONS WERE NOTED.

- 12 TESTING
- A current test more than one month old test for all growing medium to be used on this site is required. Provide and pay for testing by an independent testing facility pre-approved by the Landscape Architect. Deliver growing medium test results to Landscape Architect for review and approval prior to placement. Refer to Section 3.4 Growing Medium Testing for procedure.
  - Owner reserves the right to test or re-test materials. Contractor responsible to pay for testing if materials do not meet specification.

- 13 SUBMITTALS
- Any alternate products differing from that contained in the contract documents must be pre-approved by the Landscape Architect.
  - Submittals to consist of product sample or manufacturer's product description.

- 14 SITE REVIEW
- Under the terms of the Landscape Architect's Contract with the Owner and where the Landscape Architect is the designated reviewer, the Landscape Architect will observe construction as it is necessary in their opinion to confirm conformance to the plans and specifications. Contract Owner's Representative to arrange for site observation at the appropriate times. Allow two days notice. Observation schedule may include but will not be limited to the following:
    - Start Up Site Meeting, General Contract: Prior to any site disturbance, a meeting with the general contractor to review pre-preservation issues, general landscape issues and municipal requirements.
    - Start Up Site Meeting, Landscape Contract (if separate): At the start of work with Owner's Representative, Site Superintendent and Landscape Contractor; a meeting to be held to review expected work and to verify the acceptability of the subgrade and general site conditions to the Landscape Contractor. Provide growing medium test results for this meeting.
    - Progress Site Visits: To observe materials and workmanship as necessary during the course of the work. Review of different aspects of the work may be dealt with on any single visit. Such elements may include: Site Layout, Rough Grading, Growing Medium - quality, depths, finish grading, Drainage and Drainage Materials, Lawns or Grass areas, Planting - plant material including negotiations with suppliers, nursery inspections, plant sizes, quality, quantity, planting practices and layout, Tree support, Mulch, Irrigation Systems, Play Equipment, Site Furniture, and other elements of the site development where the Landscape Architect is the designated reviewer such as: Pedestrian Paving, Fencing, Non-structural walls and stairs, lot Paving.
    - Substantial Performance Review of all work, accounting of all substitutions, detriments, plant counts, preparations of deficiency list, and recommendations for completion.
    - Certificate of Completion Upon the declaration of Substantial Performance, a recommendation for the issuance of the Certificate of Completion will be made to the Payment Certifier as defined in the contract.
    - Deficiency Review Prior to the completion of the holdback period, check for completion of deficiencies. Once completed, a Schedule "C" will be issued where required.
    - Warranty Review Prior to the completion of the warranty period (i.e. 11 months after issuance of the Certificate of Completion), review all warranty material and report recommendations for warranty replacement.

- 15 WORKMANSHIP
- Unless otherwise instructed in the Contract Documents, the preparation of the subgrade shall be the responsibility of the General Contractor. Placement of growing medium constitutes acceptance of the subgrade by the Landscape Architect. Any subsequent corrections to the subgrade required are the responsibility of the Landscape Architect.
  - All work and superintendence shall be performed by personnel skilled in landscape contracting. In addition, all personnel applying herbicides and/or pesticides shall hold a current license issued by the appropriate authorities.
  - A site visit is required to become familiar with site conditions before bidding and before start of work.
  - Confirm location of all services before proceeding with any work.
  - Notify Landscape Architect of any discrepancies. Obtain approval from Landscape Architect prior to deviating from the plans.
  - Take appropriate measures to avoid environmental damage. Do not dump any waste materials into water bodies. Conform with all federal, provincial and local statutes and guidelines.
  - Collect and dispose of all debris and/or excess material from landscape operations. Keep paved surfaces clean and repair damage resulting from landscape work. Repairs are to be completed prior to final acceptance.
  - Where new work connects with existing, and where existing work is altered, make good to match existing undisturbed condition.

- 16 WARRANTIES
- Guarantee all materials and workmanship for a minimum period of one full year from the date of Certificate of Completion.
  - Refer to individual sections for specific warranties.

## PART TWO SCOPE OF WORK

- 21 SCOPE OF WORK
- Other conditions of Contract may apply. Confirm Scope of Work at time of tender.
  - Work includes supply of all related items and performing all operations necessary to complete the work in accordance with the drawings and specifications and generally consists of the following:
    - Retention of Existing Trees where shown on drawings.
    - Finish Grading and Landscape Drainage.
    - Supply and placement of growing medium.
    - Testing of imported growing medium and/or site topsoil.
    - Supply and incorporation of additives to meet requirements of soil test and Table One.
    - Preparation of planting beds, supply of plant material and planting.
    - Preparation of rough grass areas, supply of materials and sodding.
    - Supply and placement of bark mulch.
    - Maintenance of planted and seeded/sodded areas until accepted by Owner.
    - SEPARATE PRICE: Establishment Maintenance, Section 311.
    - Other work shown other than this list, not specified by Landscape Architect.

22 MATERIALS

- Growing Medium: Conforms to B.C. Landscape Standard for definitions of imported and on-site topsoil. Refer to Table One below.

TABLE ONE: PROPERTIES OF GROWING MEDIUM FOR LEVEL 2 (GROOMED) AND LEVEL 3 (MODERATE) AREAS Canadian System of Soil Classification Textural Class: "Loamy Sand" to "Sandy Loam"			
Applications	High Traffic Lawns Areas	Planting Areas and Planters	
Growing Medium Types	Trees and Large Shrubs	Shrubs	20
Texture	Percent Of Dry Weight of Total Growing Medium		
Coarse Gravel: larger than 25mm	0 - 1%	0 - 1%	0 - 1%
All Gravel: larger than 2mm	0 - 5%	0 - 5%	0 - 5%
	Percent Of Dry Weight of Growing Medium Excluding Gravel		
Sand: larger than 0.075mm smaller than 2.0mm	50 - 80%	70 - 90%	40 - 80%
Silt: larger than 0.002mm smaller than 0.075mm	10 - 25%	0 - 5%	10 - 25%
Clay: smaller than 0.002mm	0 - 25%	0 - 5%	0 - 25%
Clay and Silt Combined	maximum 35%	maximum 15%	maximum 35%
Organic Content (coast)	3 - 10%	3 - 5%	10 - 20%
Organic Content (interior)	3 - 5%	3 - 5%	15 - 20%
Acidity (pH)	6.0 - 7.0	6.0 - 7.0	4.5 - 6.5
Drainage	Percolation shall be such that no standing water is visible 60 minutes after at least 10 minutes of moderate to heavy rain or irrigation.		

- Fertilizer: An organic and/or inorganic compound containing Nitrogen (N), Phosphate (P) and Potash (Soluble Z) in proportions required by soil test.
- Lime: Ground agricultural limestone. Meet requirements of the B.C. Landscape Standard.
- Organic Additive: Commercial compost product to the requirements of the B.C. Landscape Standard, 6th edition and pre-approved by the Landscape Architect. Recommended suppliers: The Answer Garden Products, Fraser Richmond S&S & Fibre, Stream Organics Management.
- Sand: Clean, washed pump sand to meet requirements of the B.C. Landscape Standard.
- Composted Bark Mulch: 10mm (3/8") minus FFI/Hotshot bark chips and fines, free of chunks and sticks, dark brown in colour and free of all soil, stones, roots or other extraneous matter. Fresh organic bark mulch will be rejected.
- Herbicides and Pesticides: If used, must conform to all federal, provincial and local statutes. Applicants must hold current licenses issued by the appropriate authorities in the area.
- Filter Fabric: A non biodegradable blanket or other filtering membrane that will allow the passage of water but not fine soil particles. (Such as NIRAFT NA N, GEOLIN NA0 AND ECO-SANDS or alternate product pre-approved by the Landscape Architect.)
- Drainage Piping if required: Schedule 40 PVC nominal sizes.
- Drain Rock: Clean, round, inert, durable, and have a maximum size of 19mm and containing no material smaller than 10mm.
- Plant Material: To the requirements of the B.C. Landscape Standard. Refer to 3.5 Plants and Planting. All plant material must be provided from a certified disease free nursery. Provide proof of certification.
- Sod: Refer to individual sections in this specification.
- Supplier and installers of segmental block walls to provide engineered drawings for all walls signed and sealed drawings for all walls. Individually, in excess of 12m, or combinations of walls collected off of 12m. Installations must be reviewed and signed off by Certified Professional Engineer, include cuts of engineering services in Tender price.
- Miscellaneous: Any other material necessary to complete the project as shown on the drawings and described herein.

## PART THREE SOFT LANDSCAPE DEVELOPMENT

- 31 RETENTION OF EXISTING TREES
- Prior to any work on site, protect individual trees or plant groupings indicated as retained on landscape plans as vegetation retention areas.
  - In some instances the Landscape Architect will tag trees or areas to remain. Discuss tree retention areas at a start-up meeting with the Landscape Architect.
  - A physical barrier must be installed to delineate clearing boundaries. Refer to physical barrier detail. If detail not provided, comply with local municipal requirements.
  - No machine travel through or within vegetation retention areas or under crowns of trees to be retained is allowed.
  - Do not stockpile soil, construction materials, or excavated materials within vegetation retention areas.
  - Do not park, fuel or service vehicles within vegetation retention areas.
  - No debris fires, clearing fires or trash burning shall be permitted within vegetation retention areas.
  - No excavations, drain or service trenches nor any other disruption shall be permitted within vegetation retention areas without a review of the proposed encroachment by the Landscape Architect.
  - Any cut branches or roots of retained trees without the approval of the Landscape Architect.
  - Do not damage existing vegetation intended for preservation will be subject to evaluation by an I.S.A. Certified Arborist using the "Guide for Plant Appraisal", Eighth Edition, 1992.
  - Replacement planting of equivalent value to the disturbance will be required. The cost of the evaluation and of the replacement planting will be the responsibility of the General Contractor and the person(s) responsible for the disturbance.
  - In municipalities with specific tree retention/replacement bylaws ensure compliance to bylaws.
  - In situations where required construction may disturb existing vegetation intended for preservation, contact Landscape Architect for review prior to commencing construction.

- 32 GRASSES
- Ensure subgrade is prepared to conform to depths specified in Section 3.5, Growing Medium Supply, below. Where planting is indicated close to existing trees, prepare suitable planting pockets for material indicated on the planting plan. Shape subgrade to provide free standing water and conform to the site grading and drainage plan.
  - On slopes in excess of 3:1 finish subgrade across slope to 150mm (6") minimum at 1.5m (5 ft.) intervals minimum.
  - Scarify the entire subgrade immediately prior to placing growing medium. Re-cultivate where vehicle or traffic results in compaction during the construction procedures. Ensure that all planting areas are smoothly contoured after light compaction to finished grades.
  - Eliminate standing water from all finished grades. Provide a smooth, firm and even surface and conform to grades shown on the Landscape Drawings. Do not exceed maximum minimum gradients defined by the B.C. Landscape Standard.
  - Construct swales true to line and grade, smooth and free of sags or high points. Minimum slope 2%, maximum side slopes 30%. Assume positive drainage to collection points.
  - Slope not to exceed the following maximums: Grass Grass 3%, Lawn 4%, Landscape plantings 2%.
  - Finished soil/mulch elevation at building to comply with municipal requirements.
  - Inform Landscape Architect of completion of finish grade prior to placement of seed, sod, plants or mulch.

- 33 LANDSCAPE DRAINAGE
- Related Work: Growing medium and Finish Grading, Grass areas, Trees Shrubs and Groundcovers, Planters, Crib Walls.
  - Work included: Site finish grading and surface drainage. Installation of any drainage systems detailed on landscape plans. Note: Catch basins shown on landscape plans for coordination only, confirm scope of work prior to bid.
  - Coordinate all landscape drainage work with rest of site drainage. Refer to engineering drawings and specifications for connections and other drainage work.
  - Determine exact location and extent of all existing utilities and new and underground utilities prior to commencing work, which may not be located in drawings and conduct work as to prevent interruption of service or damage to them. Protect existing structures and utility services and be responsible for damage caused.
  - Planter drains on slab: Refer to Section 3.10, Installing Landscapes on Structures.
  - Execution
    - Do trenching and backfilling in accordance with engineering details and specifications.
    - Lay drains on prepared bed, true to line and grade with inverts smooth and free of sags or high points. Ensure barrel of each pipe is in contact with bed throughout full length.
    - Commence laying pipe at outlet and proceed in upstream direction.
    - Lay perforated pipes with perforations at 90cm and 4cm positions.
    - Make joints tight in accordance with manufacturer's directions.
    - Do not allow water to flow through the pipes during construction except as approved by Engineer.
    - Make watertight connections to existing drains, new or existing manholes or catchbasins where indicated or as directed by Landscape Architect.
    - Plug upstream ends of pipe with watertight clean out caps.
    - Surround and cover pipe with drain rock in uniform 50mm layers to various depths as shown in details, minimum 100mm.
    - Cover drain rock with non-woven filter cloth up at edges and seams minimum 100mm.
    - Assure positive drainage.
    - Back fill remainder of trench as indicated.
    - Protect subdrains from trampling during installation.

- 34 GROWING MEDIUM TESTING
- Submit representative sample of growing medium proposed for use on this project to an independent laboratory. Provide test results to Landscape Architect prior to placing. Test results to include:
    - Physical properties, % content of gravel, sand, silt, clay and organics.
    - Acidity pH and quantities of lime or sulphur required to bring within specified range.
    - Nutrient levels of principle and trace elements and recommendations for required soil amendments.
    - Carbon/Nitrogen level.

- 35 GROWING MEDIUM SUPPLY AND PLACEMENT
- Supply all growing medium required for the performance of the Contract. Do not load, transport or spread growing medium when it is so wet that its structure is likely to be damaged.
  - Supply all growing medium additives as required by the soil test. Amended growing medium must meet the identification for growing medium as defined in Table One for the various areas.
  - Thoroughly mix required amendments into the full depth of the growing medium.
  - Special mixes may be required for various situations. Refer to drawing notes for instructions.
  - Place the amended growing medium in all grass and planting areas. Spread growing medium in uniform layers not exceeding 6" (150mm), over unfrozen subgrade free of standing water.
  - Minimum depths of growing medium placed and compacted to 80%:
    - On-grade
    - Seeded and sodded lawn: 5" (125mm)
    - Mass planted shrubs & groundcovers: 5" (125mm)
    - Groundcover only areas, if defined on plan: 9" (225mm)
    - Tree & large shrub pits: depth to conform to depth of rootball - width shall be at least twice the width of the root ball with sagger shaped sides.
  - 2.0m Slab:
    - Irrigated lawn: 9" (225mm)
    - Groundcover areas: 12" (300mm)
    - Lawn with automatic irrigation: 12" (300mm)
    - Shrub & groundcover areas: 15" (380mm)
    - Trees and specimen shrubs: 30" (760mm) over columns and/or edge of slab (verify column locations on-site for tree locations).
    - Depth noted includes 1" to 2" (25-50mm) sand over filter fabric.
    - Minimum 18" depth growing medium except where mounded for trees over column points.

- Manually spread growing medium/planting soil around existing trees, shrubs and obstacles.
- In perimeter seeded grass areas, feather growing medium into to nothing at edges and blend into existing grades.
- Finished grades shall conform to the elevations shown on landscape and site plans.

- 36 ROUGH GRASS AREA - SEEDING
- General: Rough grass areas are noted on the drawings as "Rough Grass". Treat all areas defined as rough grass between all property lines of the project including all boulevards to edge of roads and lanes.
  - Preparation of Surfaces: To B.C. Landscape Standard Class 3 Areas (Rough grass) Section 11.13
  - Clean existing soil by mechanical means of debris over 50mm in any dimension.
  - Roughly grade surfaces to allow for maintenance specified and by means approved by the Landscape Architect.

- Time of Seeding: Seed from early spring (generally April 1st) to late fall (September 15th) of each year. Further extensions may be obtained on concurrence of the Landscape Architect.

- Seed Supply & Testing: All seed must be obtained from a recognized seed supplier and shall be No. 1 grass mixture delivered in containers bearing the following information:
  - Analysis of the seed mixture
  - Analysis of each seed type
- Seed Mixture: All varieties shall be rated as strong performers in the Pacific Northwest and are subject to client approval.
  - 70% Creeping Red Fescue
  - 20% Annual Ryegrass
  - 5% Kentucky Bluegrass

- Fertilizer: Mechanical seeding: Apply a complete synthetic slow-release fertilizer with maximum 35% water soluble nitrogen and a formulation ratio of 18-18-18 - 50% sulphur urea coated - 112 kg/ha (100lb/acre) using a mechanical spreader.
- Seeding: Apply seed at a rate of 120g/m (100lb/acre) with a mechanical spreader. Incorporate seed into the top 1/4" (6mm) of soil and lightly compact.
- Acceptance: Provide adequate protection of the seeded areas until conditions of acceptance have been met. Comply with Section 3.7 Hydroseeding.

- 37 HYDROSEEDING
- May be used as an alternate to mechanical seeding in rough grass areas.
  - May not be used in areas of lawn unless pre-approved by the Landscape Architect prior to bidding.
  - Preparation and Growing Medium:
    - In areas of Rough Grass: Comply with Section 34-Rough Grass.
    - Where approved for use in areas of lawn, comply with Section 3.5 Lawn Areas Sodding.
  - Protection: Ensure that fertilizer in solution does not come in contact with the foliage of any trees, shrubs, or other susceptible vegetation. Do not spray seed or mulch on objects not expected to grow grass. Protect existing site equipment, roadways, landscaping, reference points, monuments, markers and structures from damage, where contamination occurs, remove seeding slurry by siphon action and by means approved by the Landscape Architect.
  - Mulch shall consist of virgin wood fibre or recycled paper that designed for hydroseeding seed and dyed for ease of monitoring application. If using recycled paper material for the wood fibre substitute use 100% by weight (CFCB) B.C. Landscape Standard for mulch requirements.
  - Water: Shall be free of any impurities that may have an injurious effect on the success of seeding or may be harmful to the environment.
  - Equipment: Use industry standard hydroseal/seeder/mulcher equipment with the tank volume certified by an identification plate or sticker affixed to the side of the equipment. The hydroseal/seeder/mulcher shall be capable of sufficient agitation to mix the material into a homogeneous slurry and to maintain the slurry in a homogeneous state until it is applied. The discharge pumps and gun nozzles shall be capable of applying the materials uniformly over the designated area.

## PART THREE SOFT LANDSCAPE DEVELOPMENT - CONT

- Application Rate:
  - Seed: 150g/m<sup>2</sup> (35 lb/a) (25 lbs/acre)
  - Fertilizer: 112 kg/ha (100 lbs/acre)
  - Coastal Wildflower Mix: where specified, apply 131 lbs/acre (1/4 lb: 1 lb of grass seed)
  - Notes:
    - At the time of Tender providing a complete chart of all components of the mix proposed including mulch, tackifier, water etc. Sloped sites require tackifier.
    - Fertilizer:
      - Though Grass if a soil analysis is available, comply with results.
      - Lawn where hydroseeding is approved, comply with soil analysis recommendations.
- Accurately measure the quantities of each of the materials to be charged into the tank either by mass or by a commonly accepted system of mass-calibrated volume measurements. The materials shall be added to the tank while it is being tumbled with water, in the following sequence: seed, fertilizer. Thoroughly mix into a homogeneous slurry. After charging, add no water or other material to the mixture. Do not leave slurry in the tank for more than four (4) hours.
- Distribute slurry uniformly over the surface of the area to be hydroseeded. Blend application into previous applications and existing grass areas to form uniform surfaces.
- Clean up: Remove all materials and other debris resulting from seeding operations from the job site.
- Maintenance: Begin maintenance immediately after seeding and continue for 60 days after Substantial Completion and until accepted by the Owner. Re-seed at three week intervals where germination has failed. Protect seeded areas from damage with temporary wire or wire fences complete with signage until grass area is taken over by the Owner. Water in sufficient quantities to ensure deep penetration and at frequent intervals to maintain vigorous growth until grass is taken over by the Owner. It is the Owner's responsibility to supply water or extra cost to the Contract.
- Acceptance of Rough Grass Areas: Proper germination of all specified grass species is the responsibility of the Landscape Contractor. The grower shall be reasonably well established with no apparent dead or bare spots and shall be reasonably free of weeds. To B.C. Landscape Standard, Section 11.13, Maintenance as the guide. Thirty days after Substantial completion, areas meeting the conditions above will be taken over by the Owner. Areas seeded in fall will be accepted in Spring one month after the start of growing season, provided that the above conditions for acceptance are fulfilled.

- 38 LAWN AREAS - SODDING
- General: Treat all areas defined as lawn areas on the landscape plan between all property lines of the project including all boulevards to edge of roads and lanes.
  - Growing Medium: Comply with Section 2.2.1, Growing Medium. Prior to sodding, request an inspection of the finished grade, and depth and condition of growing medium by the Landscape Architect.
  - Time of Sodding: Sod from April 1st to October 31st. Further extensions may be obtained on concurrence of the Landscape Architect.
  - Sod Supply: Conform to all conditions of B.C. Landscape Standard, Section 8, B.C. Landscape Standard for Turfgrass Sod.

Specify Turfgrass by Area: Refer to Table 2 below.

TABLE 2 SPECIFIED TURFGRASS BY AREA			
Area	Description	Quality Grade	Major Species
CLASS 1	Lawn, all areas noted on drawings as lawn in urban development sites including boulevard grass	No. 1 Premium	Kentucky Blue for sun, Fescues for shade
CLASS 2	Grass - public parks, industrial and institutional sites	No. 2 Standard	same
CLASS 3	Rough Grass	sod hydroseeding	
SPECIAL			

- Line: The line shall be as defined in Section 2.2.3, Materials. Apply at rates recommended in required soil test. Refer to Section 3.4 for method.
- Fertilizer: Refer to Section 2.2.2, Materials. Apply specified fertilizer at rates shown in the required soil test. Apply with a mechanical spreader. Cultivate into growing medium 48 hours prior to sodding. Apply separately from line.
- Sodding: Prepare a smooth, firm, even surface for laying sod. Lay sod staggered with sections closely butted, without overlapping or gaps, smooth and even with adjoining areas and roll tightly. Water to obtain moisture penetration of 3" to 4" (75 - 100mm). Comply with requirements of B.C. Landscape Standard Section 8, B.C. Standard for Turfgrass Sod.
- Maintenance: Begin maintenance immediately after sodding and continue for 60 days after Substantial Completion and until accepted by the Owner. Protect seeded areas from damage with temporary wire or wire fences complete with signage until lawn is taken over by the Owner. Water to obtain moisture penetration of 3" to 4" (75 - 100mm) at intervals of 1-2" (25 - 50mm) until grass is taken over by the Owner. Repair any damaged areas, re-grade as necessary. Aeration may be required if in the Landscape Architect's opinion, drainage through the sod base medium is impaired.
- Acceptance of Lawn Areas: The turf shall be reasonably well established, with no apparent dead spots or bare spots and shall be reasonably free of weeds. To B.C. Landscape Standard, Section 11.13, Maintenance Level 2 (Municipal). Use herbicides if necessary for weed removal unless other conditions of contract forbid their use. After the lawn has been taken over at least twice, areas meeting the conditions above will be taken over by the Owner.

- 39 PLANTS AND PLANTING
- Conform to planting layout as shown on Landscape Plans.
  - Obtain approval of Landscape Architect for layout and preparation of planting prior to commencement of planting operations.
  - Make edge of beds with smooth clean defined lines.
  - Time of Planting
    - Plant trees, shrubs and groundcovers only during periods that are normal for such work as determined by local weather conditions when seasonal conditions are likely to ensure successful adaptation of plants to their new location.
  - Standards:
    - All plant material shall conform to the requirements of the B.C. Landscape Standard, 7th edition 2008, unless exceeded by drawing Plant Schedule or this specification.
    - Refer to B.C. Landscape Standard, Section 3, Plants and Planting and to Section 12, B.C. Landscape Standard for Container Grown Plants for minimum standards.
    - Refer to Plant Schedule for requirements of plant and container sizes and comply with requirements.
    - Plant material obtained from areas with less severe climatic conditions shall be grown to withstand the site climate.
  - Review:
    - Review at the source of supply and/or collection point does not prevent subsequent rejection of any or all planting stock at the site.

- Availability:
  - Area of search includes the Lower Mainland and Fraser Valley. Refer to Plant Schedule for any extension of area.
  - Supply proof of the availability of the specified plant material within 30 days of the award of the Contract.
- Substitution:
  - Obtain written approval of the Landscape Architect prior to making any substitutions to the specified material. Non-approved substitutions will be rejected.
  - Allow a minimum of 30 days prior to delivery for request to substitute.
  - Substitutions are subject to B.C. Landscape Standard - definition of Conditions of Availability.
- Plant Species & Location
  - Plants shall be true to name and of the height, caliper and size of root ball as shown on the landscape/site plan plant schedule. Caliper of trees is to be taken 6" (150mm) above grade.
  - Plant all specified species in the location as shown on the landscape drawings. Notify Landscape Architect if conflicting rock or underground/overhead services are encountered.
  - Deviation of given planting location will only be allowed after review of the proposed deviation by the Landscape Architect.

- Excavation:
  - Trees and large shrubs: Excavate a saucer shaped tree pit to the depth of the rootball and to at least twice the width of the rootball. Assume that finished grade is at the original grade the tree was grown at.
- Drainage of Planting Holes:
  - Provide drainage of planting holes where required, e. on sloped conditions, break out the side of the planting pit to allow drainage down slope, and in flat conditions, mound to raise the rootball above impervious layer. Notify the Landscape Architect where the drainage of planting holes is limited.
- Planting and Fertilizing Procedures:
  - Plant all trees and shrubs with the roots placed in their natural growing position. If burtopped, loosen around the top of the ball and cut away or fold under. Do not pull burlap from under the ball. Carefully remove containers without injuring the rootballs. After settled in place, cut twine. For wire baskets, clip and remove top three rows of wire.
  - Fill the planting holes by gently firming the growing medium around the root system in 6" (150mm) layers. Settle the soil with water. Add soil as required to meet finish grade. Leave no air voids. When 2/3 of the hole has been placed, apply fertilizer as recommended by the required soil test at the specified rates.
  - Where planting is indicated adjacent to existing trees, use special care to avoid disturbance of the root system or natural grades of such trees.
  - Where trees are in lawn areas, provide a clean cut mulched 900mm (3 ft.) diameter circle centered on the tree.

- Staking of Trees:
  - Use two 2"x2"x5' stakes, unless superseded by municipal requirements. Set stakes minimum 2 ft. in soil. Do not drive stake through rootball.
  - Leave the tree carefully vertical.
  - Tie with pre-approved commercial, flat woven polypropylene fabric belt, minimum width 19mm (3/4"). Approved product: Arbor Tie - available from DeepRoot.
  - Coniferous Trees over 6 ft. height: Guy with three 2-strand wires (11 gauge). Drive three stakes equidistant around the tree completely below grade.
  - Trees 6 ft. - on wood or concrete decks: Guy with using three deadend line. 2"x2"x4' buried to the maximum possible depth instead of stakes.
  - Maintain all guy wires with visible flagging material.

- Pruning:
  - Limit pruning to the minimum necessary to remove dead or injured branches. Preserve the natural character of the plants, do not cut the leader. Use only clean, sharp tools. Make all cuts clean and cut to the branch collar leaving no stubs. Shape affected areas so as not to retain water. Remove damaged material.
- Mulching:
  - Mulch all planting areas with an even layer of mulch to 2-1/2" - 3" (65 - 75mm) depth. Confirm placement of mulch in areas labeled "Groundcover Area" on drawings. Mulch to 18" (460mm) diameter circle around trees in lawn areas, leave a clean edge.
- Acceptance:
  - The establishment of all plant material is the responsibility of the Landscape Contractor.
- Plant Material Maintenance:
  - Maintain all plant material for 60 days after landscape work has received a Certificate of Completion.
  - Watering: Conform to B.C. Landscape Standard, Section 13.3.2 - Watering and generally as follows:
    - Water to supplement natural rainfall, such that the soil moisture content is kept to 50% to 100% of field capacity. Water to the full depth of the root zone each time. The Owner is responsible to supply water at an extra cost to the Contract. Confirm source of water prior to beginning work.
    - Use appropriate measures to combat pests or diseases damaging plant material. Comply with all local governing statutes and guidelines for chemical control.
  - Plant material which fails to survive shall be replaced in the next appropriate season as determined by the Landscape Architect.
  - Replace tree guards, stakes and guy wires, when necessary.
  - Maintain areas relatively weed free. (Appearance level 2, B.C. Landscape Standard, Chapter 13).
  - Maintain mulch to specified depths.

- Plant Warranty:
  - Replace all unsatisfactory plant material except those designated "Specimen" for a period of one (1) year after the Certificate of Completion. Replace all unsatisfactory plant material designated "Specimen" for a period of two (2) years after the Certificate of Completion. Replace all unsatisfactory trees and shrubs and continue to replace these until the specified number is complete and satisfactory to the Landscape Architect. Such replacement shall be subject to the notification, inspection and approval as specified for the original planting, and shall not constitute an extra to the Contract.
  - These Plants, identified as Hardy within one zone of the Canada Department of Agriculture hardiness class for the area, specified by the Landscape Architect and installed by the Landscape Contractor which fails to survive shall be replaced in the next appropriate season of the extreme minimum temperatures officially recorded in the area concerned, in the last 10 years, will not be replaced without cost of replacement borne by the Owner.
  - A review may be requested during the latter part of the warranty growing season. All plant material showing well developed foliage, healthy growth and bud forming, will then be taken over.

## PART THREE SOFT LANDSCAPE DEVELOPMENT - CONT

- For all plant material, the Landscape Architect reserves the right to extend the Contractor's responsibility for another growing season if, in his opinion, leaf development and growth is not sufficient to ensure future satisfactory growth.
- Where the Owner is responsible for plant maintenance and has not provided adequate maintenance, the plant replacement section of the contract may be declared void. The Landscape Architect shall determine whether maintenance has been satisfactory using the B.C. Landscape Standard, Section 13, Maintenance as the guide. The required maintenance standard is a minimum of Level Three - Medium. Refer to Section 3.11, Establishment Maintenance.
- The Landscape Contractor is responsible to replace any plant material or repair any construction included in the Contract that is damaged or stolen until the issuance of the Certificate of Completion.
- Deviation from the specifications may require extension of the Warranty Period as determined by the Landscape Architect.

- 310 INSTALLING LANDSCAPE ON STRUCTURES
- Verify that drainage and protection material is completely installed and acceptable before beginning work. Contact Landscape Architect for instructions if not in place.
  - Coordinate work with construction of planters and planter drainage.
  - Verify that planter drains are in place and positive drainage to roof drains is present prior to placing any drain rock or soil.
  - Provide clean cut of all through-slab drain locations. Use 30mm min. dia. PVC Pipe filled with drain rock unless specific drawing detail shown.
  - Install drain rock evenly to a minimum depth of 4" (100mm) alternate sheet drain if specified. Install sheet drain as per manufacturer's recommendations.
  - Cover drain rock for alternate sheet drain if specified on drawing details with filter fabric lapping 6" (150mm) at all edges. Obtain approval of drainage system prior to placing growing medium.
  - Place an even layer of 25 - 50mm clean washed pump sand over filter fabric.
  - Place growing medium to depths specified in Section 3.5 above for various surface treatments. Refer to Drawing details for any light weight filter required to alter grade. Use Styrofoam block over drain rock shaped to provide smooth surface transition at edges. But place tightly together and cover with filter fabric to prevent soil from migrating downward.

- 311 ESTABLISHMENT MAINTENANCE (Provide a separate price for this section)
- Intent: The intent of "establishment" maintenance is to provide sufficient care to newly installed plant material for a relatively short period of time to ensure or increase the long term success of the planting. The objective is the adaptation of plants to a new site in order to obtain the desired effect from the planting while reducing the rate of failure and secondary damage associated with proper establishment. Establishment maintenance procedures apply to all new and retained vegetation including cultivated turfgrasses areas and new trees and shrubs.
  - Maintenance Period: Provide maintenance of installed landscaping for 12 months following substantial completion.
  - Related Standards and Legislation: B.C. Landscape Standard, latest edition; Fertilizer Code, B.C. Pesticide Control Act.
  - Site Review: In addition to the inspections at substantial completion, at final project close application, and at the end of the guarantee period, there should be three other reviews during the 12 months after completion by the Contractor and a designated representative of the Owner. Maintain a logbook and reporting procedures and submit to the designated representative.
  - Scheduling: Prepare a schedule of anticipated visits and submit to designated representative of start-up. Maintenance operations shall be carried out predominantly during the growing season between March 1st and November 30th, however visits at other times of the year may be required.
  - Maintenance Level: Comply with B.C. Landscape Standard, Section 13, Table 1, Maintenance Level "Medium".
  - Materials: Comply with Part Two of this specification.
  - Fertilizers: To the requirements of the B.C. Landscape Standard. Formulations and rates as required by soil testing.
  - Plant Material Establishment:
    - Watering: During the first growing season, water new plants at least every ten (10) days between April 1st and July 31st, and every twenty (20) days between August 1st and September 31st. Minimum 25 gallons per tree per application. During the second growing season, water new plants at least every twenty days between April 1st and July 31st and once between August 1st and September 31st. Apply water at a rate and duration such that the water content reaches field capacity to the full depth of the growing medium. Apply water again when the water content reaches 25% of field capacity. Provide and irrigate with water in the event that any automatic irrigation system malfunctions or is not completely installed. Scheduled applications of water shall be missed only when rainfall has penetrated the soil fully as required.
    - Mulch: Maintain mulches in the original areas and to the original depths.
    - Weed Control: Remove all weeds from all areas at least once per month during the growing season by hoeing or cultivation to a maximum depth of 10mm, hand-pulling, or, if necessary, by the use of herbicides.
    - Pest and Disease Control: Inspect all planted areas for pests and diseases periodically and at least every two months during the growing season by an experienced person. Carry out treatment for pests or diseases promptly and consistently for maximum effectiveness. Comply with all B.C. Pesticide Control Act and municipal requirements.
    - Tree Support: Maintain stakes, guy wires and ties one full growing season. Check ties at least every two months to ensure that they are not causing a depression in the bark. Loosen, repair or replace ties as necessary. Remove all stakes guy wires and ties after the first growing season except where large trees require continuing support in the opinion of the Landscape Architect. All flagging of guy wires shall be visible and in good repair.
    - Pruning: Inspect all trees and shrubs at least every two months during the growing season, prune to remove all dead, weak or diseased wood. Maintain the natural shape of the plant. Carry out clipping or shaping only if required in the maintenance contract for specific varieties or conditions.
    - Fertilizing: Once during the twelve month period of establishment maintenance fertilize shrubs, trees and groundcover according to soil analysis requirements.

## **REPORT**

### ***Land Use and Planning Committee***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Land Use and Planning Committee      **File:** DVP00638  
DPQ00064

**Item #:** 511/2017

**Subject:** 728 and 734 Ewen Avenue and a Portion of 220 Campbell Street:  
Development Variance Permit and Development Permit to Allow a 37  
Unit Townhouse Development - Issue Notice to Consider Issuance of  
Development Variance Permit and Issue Development Permit

---

#### **RECOMMENDATION**

The Land Use and Planning Committee recommends:

***THAT*** Council issue notice that it will consider issuance of Development Variance Permit DVP00638 at the Council Opportunity to be Heard on January 29, 2018, and;

***THAT*** Council consider issuance of Development Permit DPQ00064 on the same date that Development Variance Permit DVP00638 is considered for issuance by Council on January 29, 2018

---

#### **EXECUTIVE SUMMARY**

An application has been received to issue a Development Variance Permit and Development Permit for the site addressed as 728 and 734 Ewen and a portion of 220 Campbell Street in order to allow a development with 37 townhouse units. The project requires a variance for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.

The project supports a number of important City policies and objectives:

1. It satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. All of the housing proposed is ground oriented and designed for families.
3. The project satisfies all flood plain requirements.
4. The applicant consulted with the Queensborough Residents' Association and held a public Open House. The Association supported the application.
5. The project design was supported by the New Westminster Design Panel.
6. The project design satisfies the intent of the Official Community Plan Development Permit Area Designation.

Zoning Amendment Bylaw 7715, 2014 to allow the proposed land use and density was adopted by Council on November 3, 2014.

## **1. BACKGROUND**

At its meeting held November 20, 2017, the Land Use and Planning Committee (LUPC) considered the attached staff report and adopted the above recommendation. The full Council report and a draft of the minutes from the November 20, 2017 Land Use and Planning Committee meeting are attached to this report.

## **2. OPTIONS**

The Land Use and Planning Committee presents the following options for Council's consideration:

1. That Council issue notice that it will consider issuance of Development Variance Permit DVP00638 at the Council Opportunity to be Heard on January 29, 2018, and;
2. That Council consider issuance of Development Permit DPQ00064 on the same date that Development Variance Permit DVP00638 is considered for issuance by Council on January 29, 2018.
3. That Council provide staff with alternative feedback.

The Land Use and Planning Committee recommend options 1 and 2.

**ATTACHMENTS**

Attachment 1: Report to LUPC Dated November 20, 2017

Attachment 2: Draft Minutes of the November 20th LUPC

This report has been prepared by:

Jim Hurst, Planning Consultant

This report was reviewed by:

John Stark, Acting Manager of Planning

Submitted on Behalf of the Land Use  
and Planning Committee



---

Jackie Teed  
Acting Director of Development  
Services

Approved for Presentation to Council



---

Lisa Spitale  
Chief Administrative Officer

*Attachment 1*

*Report to LUPC Dated November 20, 2017*





## REPORT

### *Development Services*

<b>To:</b>	Land Use and Planning Committee	<b>Date:</b>	11/20/2017
<b>From:</b>	Jackie Teed Acting Director of Development Services	<b>File:</b>	DVP00638 DPQ00064
		<b>Item #:</b>	71/2017
<b>Subject:</b>	<b>728 and 734 Ewen Avenue and a Portion of 220 Campbell Street: Development Variance Permit and Development Permit to Allow a 37 Unit Townhouse Development - Issue Notice to Consider Issuance of Development Variance Permit and Issuance of Development Permit.</b>		

---

### **RECOMMENDATION**

***THAT** the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00638 following the Council Opportunity to be Heard scheduled for January 29, 2018, and;*

***THAT** the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00064 on January 29, 2018, following the consideration of Development Variance Permit DVP00638.*

---

### **EXECUTIVE SUMMARY**

An application has been received to issue a Development Variance Permit and Development Permit for the site addressed as 728 and 734 Ewen and a portion of 220 Campbell Street in order to allow a development with 37 townhouse units. The project requires a variance for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.

The project supports a number of important City policies and objectives:

1. It satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. All of the housing proposed is ground oriented and designed for families.
3. The project satisfies all flood plain requirements.
4. The applicant consulted with the Queensborough Residents' Association and held a public Open House. The Association supported the application.
5. The project design was supported by the New Westminster Design Panel.
6. The project design satisfies the intent of the Official Community Plan Development Permit Area Designation.

Zoning Amendment Bylaw 7715, 2014 to allow the proposed land use and density was adopted by Council on November 3, 2014.

## 1. PURPOSE

An application has been received to issue Development Variance Permit 00638 and Development Permit DPQ00064 to allow a 37 unit townhouse development on the site addressed as 728 and 734 Ewen Avenue and a portion of 220 Campbell Street. The purpose of this report is to seek a motion of support from the Land Use and Planning Committee to forward this application to Council for consideration of the issuance of both the Development Variance Permit and the Development Permit.

## 2. POLICY AND REGULATIONS

### 2.1 Official Community Plan Land Use Designation

The Queensborough Official Community Plan designates the site as **(RM) Residential – Medium Density**. The plan describes this designation as:

**(RM) Residential – Medium Density** – this area will include medium density multi-family uses such as row houses, townhouses, and low rises. In Queensborough this area will also include single detached dwellings on a compact lot. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area.

The proposed site is also designated as part of **Residential Development Permit Area #1 Ewen Avenue Multifamily**. This development permit area is designated:

...in order to provide housing in close proximity to the neighbourhood centre and help define the axis streets leading to the centre of the neighbourhood. This area will

contain medium density, multi-family residential uses and may include community amenities such as child care or community space (e.g., fire hall).

The site is also designated as part of **Natural Hazards Development Permit Area #1 – Flood Hazard**. The purpose of this development permit area is to provide:

Guidelines for this development permit area are intended to minimize the potential for loss of life and property damage in the event of flooding of the Fraser River, while allowing for the continued use of industrial lands to provide employment and the continued renewal and development of an historic New Westminster neighbourhood.

The development site is part of an area identified in the Queensborough Community Plan for an Advance Street Plan.

## **2.2 Salter, Campbell and Ewen Area Street Plan**

Council has endorsed four Advance Street Plans for the Queensborough area. One of those plans specifies that the properties at 724, 736 and 746 Ewen Avenue are to take their site access from a new street to be dedicated along the southerly property line of these three properties. A portion of the property at 220 Campbell Street must also be dedicated for this access road. In order for the proposed development at 746 Ewen Avenue to go ahead, which is also the subject of a current application, then the south access road must be dedicated by all three properties seeking redevelopment and the coordination of all four properties is required. The Development Permit applications are being presented on the same LUPC agenda as the projects must be viewed as one for these off-site works.

The development site fronts onto Ewen Avenue which is designated as a Major Collector in the local road network. The Queensborough Community Plan identifies the following streetscape requirements for Ewen Avenue:

### **Policy 9.3 Tailor the street network to accommodate priority modes according to the role of each street.**

**Major Collector:** Queensborough's major collector street is Ewen Avenue, which has an attractive "main street" character. It comfortably accommodates pedestrians and cyclists, frequent transit, general purpose traffic, on-street parking, and local commercial vehicles but has minimal or no driveway connections. Where it passes through the community nodes it has an urban character with wide sidewalks and street trees in tree grates. Where it passes through residential areas it has a "softer" character with street trees in grass boulevards.

## **2.3 Zoning Bylaw**

The site is zoned Queensborough Townhouse Districts (RT-3). The project proposed in this application satisfies the use and density allowed in the Queensborough Townhouse Districts (RT-3) zone. The project requires variances for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.

## **3. BACKGROUND**

### **3.1 Site Characteristics and Context**

The site has a geodetic elevation of 3 to 4 feet (0.9 to 1.2 metres) and is located within the Fraser River floodplain. The site is subject to Development Permit regulations that limit the development at grade for each unit to 452.05 square feet (42 square metres) for automobile parking and 118.4 square feet (11 square metres) for an entry area. No storage or habitable floor space is allowed at grade. The underside of the floor system for the habitable space must be clear of 11.53 feet (3.53 metres) GSC.

The property to the west of 746 Ewen Avenue has been rezoned to Queensborough Townhouse Districts (RT-3a) in order to allow 30 townhouse units and two residential units in the heritage house that is being retained on that site for a total of 32 residential units. This proposed project shares access with the project under consideration in this report.

To the north across Ewen Avenue and to the east beyond Campbell Street are single detached dwellings zoned Queensborough Neighbourhood Residential Dwelling Districts (RQ-1). To the immediate west are single detached dwellings also zoned RQ-1, that are designated in the Official Community Plan for future residential development at medium density. To the west beyond these properties is the Queensborough Community Centre and the Queensborough Elementary and Middle Schools. To the south are large properties zoned RQ-1 that could be the subject of future subdivision applications.

### **3.2 Access and Development Site Area and Dedications**

The development site consists of all of the properties addressed as 728 and 734 Ewen Avenue and a 4,078.6 square foot piece of the property at 220 Campbell Street. The consolidated site area is 83,785.1 square feet (7,787.88 square metres). The applicant would dedicate 9,710.74 square feet (902.62 square metres) for road leaving a development site with an area of 74,074.35 square feet (6,885.26 square metres).

All of the property from 220 Campbell Street that is included in this development application would be dedicated as road. After the road dedication, the remainder of the property at 220 Campbell Street would have an area of 16,523 square feet (1,535.9 square metres).

All vehicles would access the development from a new road located along the south property line of the subject properties. The new road and Campbell Street would be developed to City standards as part of this application. The new road would also provide a segment of the Queensborough Mid-Island Trail.

The development of the new road to provide access to the site from the south would implement the Advance Street Plan for the Salter, Campbell and Ewen Area as identified in the Queensborough Community Plan.

### **3.3 Project Description**

The proposed townhouse development has 37 three-bedroom units with floor areas ranging from 1,333 to 1,605 square feet (123.9 to 149.2 square metres). The proposed floor space ratio is 0.72, the site coverage is 35% and the density is 21.8 units per acre (53.9 units per hectare). The buildings would have a height of 34.8 feet (10.6 metres).

The adjacent site addressed as 746 Ewen Avenue has also been rezoned to allow a townhouse development. The architecture, landscape design, and the siting and orientation of the buildings on the two sites have been coordinated to have them look like one development project.

The two projects depend on each other for emergency vehicle access and site circulation. A covenant would be registered to ensure coordinated emergency access and site circulation for the two projects. The two projects also have developed their communal outdoor space adjacent to each other along the common property line. An agreement would be registered which would allow the space to be used by both projects. Each project satisfies the Zoning Bylaw requirements for usable open space on their respective sites.

### **3.4 Variances Proposed in This Application**

On November 3, 2014 Council adopted Zoning Amendment Bylaw 7715, 2014 to rezone the site from Queensborough Neighbourhood Residential Dwelling Districts (RQ-1) to Queensborough Townhouse Districts (RT-3).

The project requires a variance for some separation requirements between the townhouse buildings and for the provision of tandem parking spaces.

The separations are classified as Front/Front – garage door facing a garage door, Front/Side where a garage door faces the side wall of a unit, and Rear/Rear where the private yards face each other and Rear/Side where the private yard faces the side wall of another building.



The variances proposed for this project are listed in the following table:

	Bylaw Section	Required	Provided
Parking Spaces	150.49	Side By Side	Tandem
Separations Between Buildings on the Same Site		Required (metres)	Provided (metres)
Bldgs. 1 – 2 front/front	418.18	36.8 feet (11.22)	34.5 feet (10.52)
Bldgs. 1 – 9 front/side	418.18	38.8 feet (11.82)	34.5 feet (10.52) 31.5 feet (9.60) to veranda
Bldgs. 2 – 3 rear/side	418.18	36.8 feet (11.22)	34.13 feet (10.41)
Bldgs. 3 – 4 rear/side	418.18	36.8 feet (11.22)	34.15 feet (10.41)
Bldgs. 3 – 8 front/front	418.18	38.8 feet (11.82)	29.0 feet (7.32)
Bldgs. 4 – 5 front/front	418.18	36.8 feet (11.22)	29.04 feet (7.33)
Bldgs. 4 – 7 front/side	418.18	38.8 feet (11.82)	29.0 feet (7.32)
Bldgs. 6 – 7 front/side	418.18	36.8 feet (11.22)	33.08 feet (10.08) 30.08 feet (9.17) to veranda

The project requires 56 parking spaces for residents and eight parking spaces for visitors. The project provides 60 parking spaces for residents and eight parking spaces for visitors that comply with all Zoning Bylaw requirements. The project provides an additional 14 parking spaces in excess of the requirements of the Zoning Bylaw. These extra parking spaces are located in a tandem arrangement which does not satisfy the Zoning Bylaw requirements for access to parking spaces. All units have at least one parking space that conforms to the requirements of the Zoning Bylaw.

#### 4. DISCUSSION

##### 4.1 Consideration by the New Westminster Design Panel

The Panel provided the following comments regarding the project:

- The porches being raised above the common amenity area is an attractive aspect to the application;
- There is sufficient space provided for the amenity area;
- The applicant has done a good job with respect to providing an ideal amount of parking spaces;
- The applicant was commended for reviving the heritage house and integrating its elements into the development;
- The windows on the townhouses are attractive;

- The applicant has provided an ideal site arrangement plan;
- Concerns were expressed regarding the high amount of traffic the pedestrian walkway could generate, although it was noted as being a good concept;
- Concerns were expressed regarding the length of the internal asphalt road, and it was suggested that alternative paving and additional landscaping be considered to soften it up;
- It was suggested that it would be beneficial to open up the area around the heritage house;
- It was suggested that a mechanism should be utilized to regulate if the common area is being utilized by residents from both sites; and,
- It was suggested that the elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project.

### **MOVED and SECONDED**

*THAT the New Westminster Design Panel support the application as presented, subject to the applicant considering the above comments, specifically relating to the following:*

- *The elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project, particularly with respect to the long ridge line;*
- *That alternative paving and additional landscaping be considered to soften the internal asphalt road; and,*
- *That a joint access agreement be established for the common amenity area that would legally provide the western site with access.*

### **CARRIED**

The full minutes of the Panel consideration is attached in Appendix #3. The applicant responded to these comments by revising the project plans. The changes are summarized in a letter from the Project Architect and the Landscape Architect which are also attached to this report in Appendix #4.

## **4.2 Development Permit Area Designation**

The development proposed in this application satisfies the Queensborough Community Plan Land Use Designation of **(RM) Residential – Medium Density** by providing a 37 unit townhouse development with a Floor Space Ratio of 0.72.

The project satisfies the requirements of the **Natural Hazards Development Permit Area #1 – Flood Hazard** by placing all of the habitable space for the townhouses above the flood plain requirement of 11.53 feet (3.53 metres) GSC Geodetic Survey of Canada and limiting

the size of the entry area and garage to conform to the Development Permit Area requirements.

The project satisfies the requirements of the **Residential Development Permit Area #1 Ewen Avenue Multifamily** by providing a family oriented development that is well designed and appropriately sited.

#### **4.3 Consideration of the Variances Proposed in this Application**

The proposal requires numerous variances for separations between buildings on the same site. All of the building separations proposed satisfy the BC Building code. Staff and the New Westminster Design Panel worked carefully with the applicants to ensure that each unit has a usable private outdoor space in the rear yard and that the area dedicated to circulation is reasonable.

Six of the eight variances for separations between buildings on the same site occur where the front garage walls of buildings face each other or when the front garage wall faces a side wall and the function is separating building masses and allowing for site circulation and emergency response. The variances proposed are significant, but vehicle movements and emergency access are maintained throughout the project.

The variances are generated by providing larger yards for all of the buildings on the site. For instance where the front garage wall of Building #3 faces the front garage wall of Building #8, the Zoning Bylaw identifies a required separation of 38.8 feet (11.82 metres). The site plan shows a separation of 29.0 feet (7.32 metres). A majority of the reduction requested shows up in the private spaces for the two buildings. The private outdoor space for Building #8 is toward Campbell Street where a setback of 11.5 to 15 feet (3.51 to 4.57 metres) is provided when only 10 feet (3.04 metres) is required. Likewise, the private yards for Building #3 are 15 feet (4.57 metres) in depth.

The other two variances for separations between buildings on the same site occur where a rear wall (back yard) of the building faces the side wall of another building. In both cases the variance occurs for just a portion of the buildings, and the private spaces of Buildings #2 and #4 are largely unaffected as there is a spacious side yards on both ends of Building #3.

The New Westminster Design Panel has reviewed and supported the site plan and the variances associated with the site plan.

The project has 37 three bedroom units. The Zoning Bylaw requires 56 parking spaces for residents and eight parking spaces for visitors. The development provides eight parking spaces for visitors that conform to the Zoning Bylaw. The development provides 60 parking spaces for residents that conform to the Zoning Bylaw and an additional 14 parking spaces for residents that are provided in a tandem garage. All units have at least one parking space

that conforms to the requirements of the Zoning Bylaw. The 14 tandem spaces do not conform to the requirements of the Zoning Bylaw and require Council to issue a variance.

Attached as Appendix #6 is the Policy Evaluation for Proposed Variances which suggest that while there is no benefit to the neighbourhood from the variances, the variances will have little on site or off site impacts and could also have been achieved through the use of a Comprehensive Development Zoning schedule. It is noted however that tandem garage space may become a future enforcement issue if unlawfully converted to dwelling space, which is a life safety concern.

## **5. INTERDEPARTMENTAL REVIEW**

The proposed development has been reviewed by staff from the Engineering, Electrical, Parks and Recreation and Development Services Departments. All requirements have been incorporated into the plan.

## **6. PROCESS**

The following review process has been approved by Council and the completion dates of the steps are noted below:

### **Steps Completed to Date**

1. An information report was received by Council on July 8, 2013.
2. The application was circulated for review to all City Departments.
3. The applicant held an open house prior to the March 24, 2014 Queensborough Residents' Association meeting and then attended the meeting to discuss the application. The applicant also attended the Queensborough Residents' Association meeting on April 22, 2014.
4. The Advisory Planning Commission received an information presentation on this application at their meeting on January 28, 2014.
5. The site development and architectural design of the project was reviewed and supported by the New Westminster Design Panel at their meeting on February 25, 2014.
6. The application was reviewed and supported by the Advisory Planning Commission on April 15, 2014.
7. Council consideration of Zoning Amendment Bylaw 7715, 2014 for First and Second Reading. November 3, 2014
8. Public Hearing and Council Consideration of Third Reading of Zoning Amendment Bylaw 7715, 2014
9. Adoption of Zoning Amendment Bylaw 7715, 201. August 25, 2015.

**Next Steps**

10. Land Use and Planning Committee consideration of the Development Variance Permit DVP00638 and Development Permit DPQ00064. November 20, 2017
11. Council consideration of the issuance of notice for Development Variance Permit DVP00638 and the scheduling of the consideration of Development Permit DPQ00064. December 4, 2017.
12. Council consideration of issuance of Development Variance Permit DVP00638 and Development Permit DPQ00064. January 29, 2018

**7. OPTIONS**

There are three options for the Land Use and Planning Committee's consideration, they are:

1. That the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00638 following the Council Opportunity to be Heard scheduled for January 29, 2018.
2. That the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00064 on January 29, 2018, following the consideration of Development Variance Permit DVP00638.
3. That the Land Use and Planning Committee provide staff with alternative direction.

Staff recommends Options 1 and 2.

**ATTACHMENTS**

- Appendix 1: Project Plans
- Appendix 2: Location Map
- Appendix 3: Considerations by the NWDP
- Appendix 4: Response to the NWDP Comments
- Appendix 5: DPA Designations
- Appendix 6: Policy Evaluation for Proposed Variances

This report has been prepared by:  
Jim Hurst, Planning Consultant

This report was reviewed by:  
John Stark, Acting Manager of Planning



A handwritten signature in dark ink, appearing to read "J Teed". The signature is stylized with a large, sweeping initial "J" and a cursive "Teed".

---

Jackie Teed  
Acting Director of Development  
Services

Appendix #1  
*Project Plans*



SITE (EXISTING)

746 Ewen Avenue

802 & 804 Ewen Avenue



806 Ewen Avenue



247 Lawrence Street



238 Lawrence Street



722 Ewen Avenue



251 Campbell Street



247 Campbell Street



243 Campbell Street




Campbell Street



302 McGillivray Place



	<b>MATTHEW CHENG ARCHITECT INC.</b>  4050-707 EVANS AVE., VANCOUVER, B.C. V6A 2K9 TEL: (604) 731-4817 FAX: (604) 731-0908 CELL: (604) 696-6401 EMAIL: matthew@matcheng.ca	THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL DIMENSIONS AND LEVELS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. COPYRIGHT RESERVED. THIS PLAN AND DESIGN ARE, AND AT ALL TIMES REMAIN THE SOLE PROPERTY OF MATTHEW CHENG ARCHITECT INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT THEIR WRITTEN CONSENT.	No.	Date	Revision	Consultants	Project Title	Sheet Title	Drawn:	Scale:	
							728/734 EWEN AVE. NEW WESTMINSTER B.C.	CONTEXT PHOTOS		N/A	
								Checked:	Revision date:	Proj. no.	
									Print date:	C00	
									February 03, 2014		

C00



HARDIE SIDING  
BENJAMIN MOORE  
HC-154



HARDIE SIDING  
HARDIE PANEL  
HARDIE SHINGLE  
BENJAMIN MOORE  
CC-34



WOOD TRIM, FASCIA, COLUMN, RAILING  
BENJAMIN MOORE  
VC-5



HARDIE SIDING  
HARDIE SHINGLE  
BENJAMIN MOORE  
HC-108



HARDIE SIDING  
BENJAMIN MOORE  
HC-103



**MATTHEW CHENG  
ARCHITECT INC.**  
1000-1000 AVENUE  
SUITE 100, VAN. V6A 3B8  
TEL: (604) 271-1111 FAX: (604) 271-1111  
WWW.MATTHEWCHENGARCHITECT.COM

THIS DRAWING IS NOT TO BE SCALED. THE GENERAL  
CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND  
LEVELS FROM THE CONSTRUCTION OF WORK. ALL  
DIMENSIONS AND CONDITIONS SHALL BE REPORTED  
IMMEDIATELY TO THE ARCHITECT'S OFFICE.  
RESERVED. THIS PLAN AND DESIGN ARE AND AT ALL  
TIMES REMAIN THE SOLE PROPERTY OF  
MATTHEW CHENG ARCHITECT INC. AND SHALL NOT BE  
USED FOR REPRODUCTION WITHOUT PRIOR WRITTEN  
CONSENT.

No Date Revision

No Date Revision

Consultants

Project Title  
30-UNIT TOWNHOUSE  
DEVELOPMENT  
728 EWEN AVE.  
NEW WESTMINSTER, BC

Sheet Title  
COLORED STREETSCAPE  
ELEVATIONS

Drawn:  
MC  
Checked:  
MC  
Scale:  
N.T.S.  
Project Number:

Revision Date:  
Print Date:  
2014/02/03

Dwg. No.  
**R01**

CAMPBELL STREET

EWEN AVENUE

746 EWEN AVENUE

FUTURE STREET



**MATTHEW CHENG ARCHITECT INC.**

800-465-4018 • 416-593-8888  
 1000 SHEPPARD AVENUE EAST, SUITE 200  
 SCARBOROUGH, ONTARIO M1S 1T5  
 TEL: (416) 593-8888 FAX: (416) 593-8889  
 E: info@matthewcheng.ca W: www.matthewcheng.ca

THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND DETAILS FROM THE CONSTRUCTION SET OF WORK. ALL ERRORS AND OMISSIONS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT'S OFFICE. MATTHEW CHENG ARCHITECT INC. AND ITS AFFILIATES SHALL NOT BE RESPONSIBLE FOR ANY CONSEQUENCES OF ANY SUCH ERRORS OR OMISSIONS.

No Date Revision

Consultants

Project Title  
 37 UNIT TOWNHOUSE DEVELOPMENT  
 728 / 734 EWEN AVE.  
 NEW WESTMINSTER, BC

Sheet Title  
 SITE LAYOUT PLAN

Drawn:  
 PC  
 Checked:  
 MC  
 Scale:  
 1/16" = 1'-0"  
 Project Number:

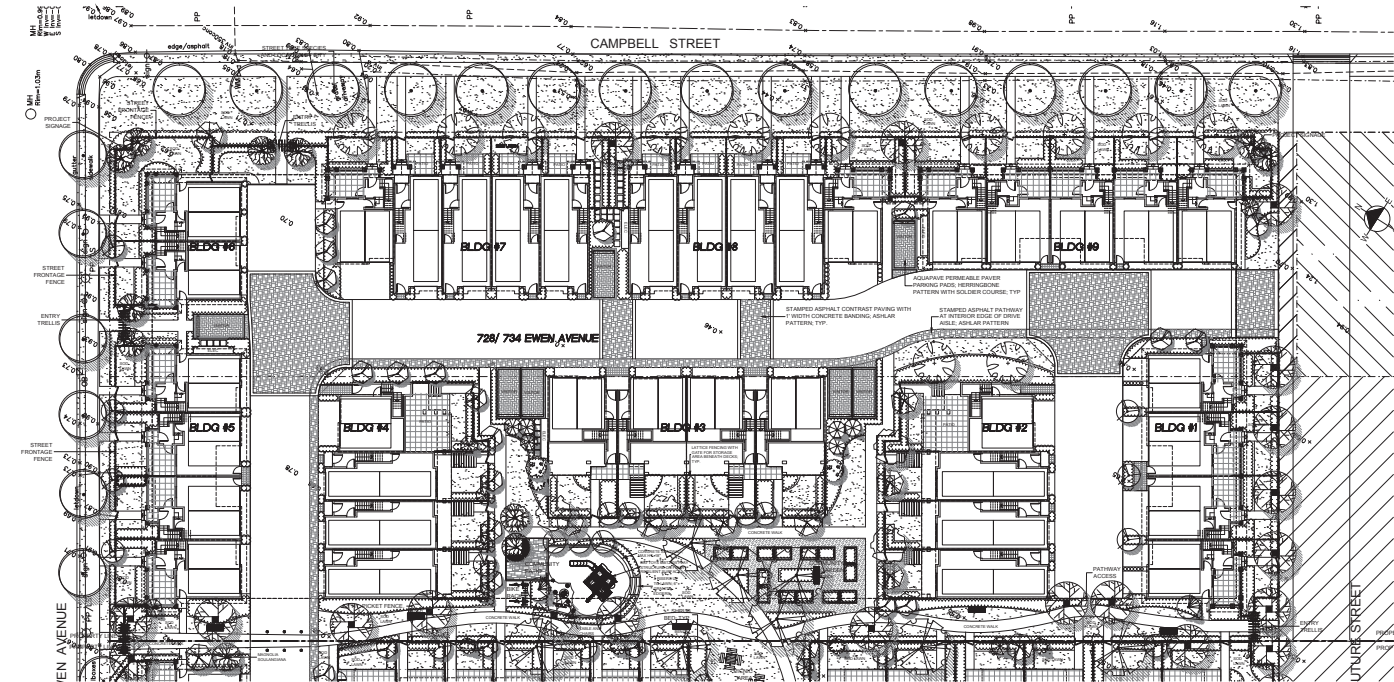
Revision Date  
 001, 01, 2013  
 Date Issued:  
 January 30, 2014  
 Drawn By:  
 PC  
 Checked By:  
 MC

D01





TREE SCHEDULE			PNG PROJECT NUMBER: 12-138/13-091
NO.	BOTANICAL NAME	COMMON NAME	PLANTED SEE / REMARKS
1	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
2	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
3	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
4	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
5	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
6	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
7	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
8	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
9	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
10	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
11	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
12	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
13	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
14	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
15	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
16	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
17	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
18	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
19	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
20	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
21	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
22	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
23	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
24	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
25	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
26	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
27	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
28	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
29	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
30	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
31	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
32	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
33	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
34	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
35	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
36	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
37	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
38	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
39	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
40	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
41	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
42	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
43	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
44	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
45	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
46	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
47	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
48	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
49	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
50	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
51	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
52	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
53	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
54	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
55	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
56	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
57	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
58	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
59	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
60	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
61	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
62	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
63	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
64	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
65	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
66	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
67	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
68	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
69	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
70	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
71	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
72	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
73	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
74	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
75	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
76	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
77	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
78	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
79	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
80	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
81	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
82	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
83	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
84	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
85	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
86	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
87	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
88	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
89	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
90	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
91	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
92	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
93	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
94	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
95	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
96	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
97	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
98	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
99	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP
100	ACER FRAXINUS	WINE MAPLE	2.0M HT. SEE 1.5.10.10 CLUMP



TREE SCHEDULE			PMG PROJECT NUMBER: 13-091
NO.	SYMBOL	DESCRIPTION	QUANTITY
1		ACER FRAXINOSA	1000 CAL
2		ALNUS INCANA	1000 CAL
3		AMELANCHIER	1000 CAL
4		CESTRUM	1000 CAL
5		CESTRUM	1000 CAL
6		CESTRUM	1000 CAL
7		CESTRUM	1000 CAL
8		CESTRUM	1000 CAL
9		CESTRUM	1000 CAL
10		CESTRUM	1000 CAL
11		CESTRUM	1000 CAL
12		CESTRUM	1000 CAL
13		CESTRUM	1000 CAL
14		CESTRUM	1000 CAL
15		CESTRUM	1000 CAL
16		CESTRUM	1000 CAL
17		CESTRUM	1000 CAL
18		CESTRUM	1000 CAL
19		CESTRUM	1000 CAL
20		CESTRUM	1000 CAL
21		CESTRUM	1000 CAL
22		CESTRUM	1000 CAL
23		CESTRUM	1000 CAL
24		CESTRUM	1000 CAL
25		CESTRUM	1000 CAL
26		CESTRUM	1000 CAL
27		CESTRUM	1000 CAL
28		CESTRUM	1000 CAL
29		CESTRUM	1000 CAL
30		CESTRUM	1000 CAL
31		CESTRUM	1000 CAL
32		CESTRUM	1000 CAL
33		CESTRUM	1000 CAL
34		CESTRUM	1000 CAL
35		CESTRUM	1000 CAL
36		CESTRUM	1000 CAL
37		CESTRUM	1000 CAL

## Appendix #2

### Location Map



## Location map - 728 and 734 Ewen Avenue



  
 1:2,000

0.1      0.05      0.1 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.

## Appendix #3

### *Consideration by the New Westminster Design Panel*



**4.2 728 and 734 Ewen Avenue and a portion of 220 Campbell Street REZ00094  
DPQ00064**

**Jim Hurst, Development Planner**, summarized the following two reports:

- The report dated February 25, 2014 regarding Rezoning and Development Permit applications that have been received for 728 and 734 Ewen Avenue and a portion of 220 Campbell Street to allow for a 37 unit townhouse development; and,
- The report dated February 25, 2014 regarding an application that has been received to rezone the property at 746 Ewen Avenue in order to construct a 31 unit townhouse development.

Mr. Hurst noted that although the applications are separate, the City is considering them together due to circulation and access issues. Mr. Hurst provided the following details regarding the applications:

- Main access to the sites is not permitted off Ewen Avenue, due to the high volume of traffic already on the street;
- The properties would be accessed off Campbell Street;
- There is a new street being constructed that would provide access to the sites;
- The circulation for fire trucks was a concern for the proposal; however, all of the issues have been addressed;
- The applicant is seeking a variance for the tandem parking spaces provided;
- The heritage house located on 746 Ewen Avenue will be revitalized and incorporated into the development plans; and,
- It was noted that the Development Permit Area designation is more detailed since the adoption of the new Queensborough Community Plan.

**Michael Scantland, Matthew Cheng Architect**, provided the following details regarding the application:

- A common amenity space was initially proposed on each lot; however, the developer has amended the application to include the amalgamation of the two lots;
- The unification of the two lots provides the ability for the applicant to offer a larger common amenity space in the middle of the development, which will be regulated by a joint access agreement;
- The townhouses would maintain a street orientation towards Campbell Street and Ewen Avenue, with the internal units facing the common amenity space;
- Garbage and recycling would be collected by a strata company;

- The design and elements of the townhouses would complement the heritage building, such as the construction of the garage doors that would reflect a heritage style bi-fold door;
- The heritage home would be revitalized through consultation with a heritage planner and the Community Heritage Commission (CHC); and,
- It was noted that all recommendations from the heritage planner have been followed to-date, and that the next steps of the revitalization of the heritage home include further investigation of the superstructure.

**Cameron Woodruff, PMG Landscape**, spoke to the landscaping portion of the application and noted the following:

- The applicant is proposing a cross pedestrian path that would extend through the two lots with entry from Ewen Avenue and Campbell Street;
- Trees and landscaping have been oriented to resemble a natural site map;
- Each property would maintain a private patio and lawn area;
- The proposal includes the installation of permeable pavers in all parking stalls, which would minimize runoff that can pollute waterways;
- Native shrubs and trees would be used for vegetation;
- The proposal includes a community garden area located in the central amenity space; and,
- Metal fencing would be implemented around Ewen Avenue and Campbell Street; however, attractive wooden fencing would be utilized internally.

Discussion ensued and the Panel noted the following comments:

- The porches being raised above the common amenity area is an attractive aspect to the application;
- There is sufficient space provided for the amenity area;
- The applicant has done a good job with respect to providing an ideal amount of parking spaces;
- The applicant was commended for reviving the heritage house and integrating its elements into the development;
- The windows on the townhouses are attractive;
- The applicant has provided an ideal site arrangement plan;
- Concerns were expressed regarding the high amount of traffic the pedestrian walkway could generate, although it was noted as being a good concept;
- Concerns were expressed regarding the length of the internal asphalt road, and it was suggested that alternative paving and additional landscaping be considered to soften it up;
- It was suggested that it would be beneficial to open up the area around the heritage house;
- It was suggested that a mechanism should be utilized to regulate if the common area is being utilized by residents from both sites; and,

- It was suggested that the elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project.

**MOVED and SECONDED**

*THAT the New Westminster Design Panel support the application as presented, subject to the applicant considering the above comments, specifically relating to the following:*

- *The elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project, particularly with respect to the long ridge line;*
- *That alternative paving and additional landscaping be considered to soften the internal asphalt road; and,*
- *That a joint access agreement be established for the common amenity area that would legally provide the western site with access.*

**CARRIED.**

**4.3 746 Ewen Avenue and a portion of 220 Campbell Street**

**REZ00077  
DPQ00059**

The item was considered with Item 4.2.

Appendix 4

*Response to the Design*

*Panel Comments*



# MATTHEW CHENG ARCHITECT INC.

#202-670 EVANS AVE., VANCOUVER, B.C. V6A 2K9  
CEL: 604-649-0669 FAX: 604-731-3012

Email: matthew@mcai.ca

Jim Hurst  
Development Services, Planning  
City of New Westminster  
BC, V3L 1H9

November 15, 2017

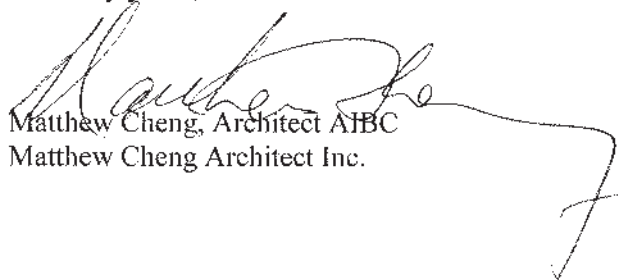
**Re: 728 Ewen Ave  
(Previously 728 and 734 Ewen Ave and a portion of 220 Campbell St.)  
REZ 00094, DPQ00064**

Dear Jim:

I am writing to response to the New Westminster Design Panel

- 1 The elevation of the townhouse on Ewen Ave will be modified both in form and in color to create an elevation that is more consistent with the rest of the project to the satisfaction of the City Planner.
- 2 Alternate paving and additional landscaping will be provided to soften the internal asphalt road to the satisfaction of the City Planner.
- 3 A covenant will be registered on both properties to allow joint access to the shared common area. The properties are:  
728 Ewen Ave (Previously 728 and 734 Ewen Ave and a portion of 220 Campbell St.)  
738 Ewen Ave (Previously 746 Ewen Ave and a portion of 220 Campbell St.)

Sincerely yours,

  
Matthew Cheng, Architect AIBC  
Matthew Cheng Architect Inc.



Appendix #5  
*Development Permit  
Area Designations*

## **LAND USE DESIGNATION FOR 728 AND 734 EWEN AVENUE**

**(RM) Residential – Medium Density** – this area will contain medium density multi-family residential uses such as row houses, townhouses, and low rises. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area.

## **RESIDENTIAL DEVELOPMENT PERMIT AREA DESIGNATION FOR 728 AND 734 EWEN AVENUE**

### **#1 Ewen Avenue Multi-family**

The Ewen Avenue Multi-family areas, identified as Development Permit Area #1 [see Map B], are designated in order to provide housing in close proximity to the neighbourhood centre and help define the axis streets leading to the centre of the neighbourhood. This area will contain medium density, multi-family residential uses and may include community amenities such as child care or community space (e.g. fire hall). Home based businesses facing the street are encouraged. This Development Permit Area protects development from hazardous conditions arising from the floodplain, encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. It also establishes guidelines for the form and character of multi-family development.

Properties located within this Development Permit Area that are zoned Ewen Avenue Comprehensive Development Districts (RM-CD-2) that develop commercial uses in accordance with the zone must instead comply with the guidelines included in the Queensborough Main Street Development Permit Area.

## **DESIGN GUIDELINES SITING**

- Building siting must contribute to a pedestrian scale neighbourhood character. Consider the following:
- Orient residential units to front all streets and/or city trails and greenways immediately adjacent to or within the development, except where the adjacent street is a highway or truck route.
- For all corner lots and/or corner units, locate and design buildings to address all frontages, including public and internal streets, and/or city trails and greenways.
- Use building siting to reinforce a sense of arrival at intersections that provide key access points into the community. Enhance this effect with other special features (e.g. publicly accessible plazas at the street corner, special roof shapes and/or other architectural features, street furniture).

- Building siting must respect the existing neighbourhood and site context. Consider the following:
- Consider existing buildings and outdoor spaces when siting new buildings, including the location of windows and entrances, overlook of outdoor space, impacts to air circulation and light penetration, etc.
- Site buildings to retain and enhance heritage assets by incorporating them into the development of the site, wherever possible, including buildings, engineering works and/or cultural landscapes, as well as significant landscape features (e.g. mature vegetation and trees, distinctive landforms).
- Design new buildings in proximity to heritage assets to be compatible with their historical context without literally imitating older building styles. In these cases, new buildings should provide an original interpretation of the traditional building style (i.e. draw inspiration from fundamental design characteristics) while continuing to reinforce traditional development patterns and rhythms.
- Minimize the impact of noise and exhaust to pedestrians and neighbours. Locate service areas and mechanical equipment (e.g. utilities, HVAC, meters) at the rear of buildings and away from neighbouring residential uses. Minimize visibility of service areas and mechanical equipment from streets, open spaces and neighbours (e.g. screen, reduce service and garage opening size, use shared service areas).

## **CHARACTER**

All buildings and developments must be designed to have a high quality, cohesive appearance that enhances the overall quality of the community. Consider the following:

- Use an architectural approach (i.e. massing, facade treatment, detailing, materials and colour choice) which is harmonious with the riverfront community context.
- Create a cohesive streetscape. Use a similar alignment of windowsills, building and roof lines, cornices, and floor-to-floor spacing along the street block.
- Design all principal and accessory buildings within a development and/or all elements of an individual building to the same architectural style. Provide enough variety (e.g. through massing, architectural detail) to avoid a monotonous appearance when the development is viewed as a whole and to reinforce individual building identity.
- Coordinate lighting, outdoor furniture and garbage receptacles and design outdoor areas (e.g. walkways, patios) and landscape elements (e.g. retaining walls, fences, screening) to be consistent with the style, materials, colour and quality of the overall development.
- Select project and internal street names that evoke Queensborough's riverfront community context and/or the legacy of its historically prominent citizens.
- Provide public art to help enrich outdoor spaces and create pedestrian scale landmarks. Use art that highlights Queensborough's sense of place and is unique to each location.

## HERITAGE

Each development must follow the Standards and Guidelines for the Conservation of Historic Places in Canada for all physical work to heritage assets. Reuse historic industrial and agricultural artefacts on redevelopment sites (e.g. as public art).

## MASSING

- Building massing must contribute to a pedestrian scale neighbourhood character. Consider the following:
- Use substantial vertical architectural features (e.g. changes in building height, bays, high voids) to break the massing of multiple unit buildings into smaller modules of similar scale.
- Relate the modules to the organization of interior space such that the expression of individual units is reflected in the overall form of the building. Use horizontal architectural elements to define floor-to-floor transitions, roofs and cornice lines.
- Design the roof to minimize the overall building mass, incorporating articulation and variations in roof planes (e.g. dormers, gables, crenelated parapets) to break up roof mass and reduce building scale.
- Reinforce the pedestrian scale massing by designing all buildings to have a heavier “base” and lighter “top” that are visibly differentiated by use of material (e.g. masonry on the base and wood siding on the top) and details (e.g. cornice treatments at the top).

Building massing must maximize natural light and ventilation to apartment and condominium units. Consider the following:

- Mass buildings to promote as many units as possible having exterior walls with windows on two sides.
- Configure internal units using a wide window-wall to shallow room-depth ratio that ensures ample daylight penetrates to the rear of the unit.
- Organize the interior space such that, wherever possible, a majority of primary living spaces (e.g. living room, family room, kitchen) have exterior walls with windows on two sides. As a minimum, ensure all primary living spaces and secondary living spaces (e.g. bedroom, den, office) have at least one exterior wall with a window.
- Take microclimate into consideration.

## FACADES

The facades of all building walls that face public or internal streets, drive aisles, pedestrian pathways, parks or open space must provide visual interest. Use architectural elements (e.g. fenestration, vertical and/or horizontal design elements, secondary roof elements) and/or material or colour change.

## ENTRANCES

Primary pedestrian entrances into buildings must be integrated into the design of the building, yet be clearly expressed. Consider the following:

- Articulate massing to identify building entrances (e.g. tall voids, central mass, recessed entry).
- Frame with a secondary roof element (e.g. porch) to identify building entrances and protect from weather.
- Establish a hierarchy of entrances, giving grouped pedestrian entrances visual priority, individual pedestrian entrances the next highest visual priority, and vehicle entrances the lowest visual priority.

Building entrances must be located and designed to have a strong relationship with the street. Consider the following:

- Make entries for residential buildings and ground-oriented units, including front porches visible from, oriented toward and directly connected (via a short pathway and/or stairs) to the street (public or internal), city greenway or trail, or semi-private entry courtyard onto which the building fronts. Make any semi-private entry courtyard visible from, oriented toward and directly connected to the public street (via a short pathway and/or stairs).
- Distinguish entrances with an arrival feature (e.g. courtyard, gateway) at the point where the semi-private sidewalk meets the public sidewalk. Incorporate smaller arrival features to visibly differentiate different building entrances within a development. Integrate the design of arrival features with the overall design of the development.

## ROOFS

Rooftops must appear clean and attractive and in keeping with the architectural style of the building. Consider the following:

- Locate and screen mechanical and service equipment such that it appears as an integral part of the building when viewed from any angle.
- Finish the surface of roofs with a material that is attractive and easy to maintain to a high level of neatness.
- Design roofs to reduce the urban heat island effect.

## WINDOWS

Windows must contribute to an interesting, pedestrian-scale environment. Consider the following:

- Use windows which are of clear glass (e.g. not tinted, reflective or opaque).
- Use windows which are rectangular or square in proportion, except for accent windows which may have a unique shape.
- Locate windows in the garage door of residential parking structures facing onto public or internal streets or walkways, including city trails and greenways.



- Use strategies to facilitate passive heating in cooler months and reduce unwanted heat gain in summer months. Consider the following:
- Ensure a solar heat gain coefficient of 50% or better for south-facing windows to maximize solar gain during winter.
- Use exterior shading devices (e.g. awnings, canopies, overhangs, light shelves, louvers) which provide shade from the high summer sun, but provide solar access to the low winter sun. Use these devices particularly on south-facing windows.
- Provide operable windows in each residential dwelling and/or unit. Locate operable windows to take advantage of Queensborough's prevailing easterly winds (i.e. winds from the east to the west) to provide cross ventilation.
- Use stack vents and light wells to provide additional light and ventilation to primary and secondary living spaces.
- Take microclimate into consideration when locating and sizing windows.

## **SIGNS**

Signs must be designed to be consistent with the architectural style, scale and materials of the development and/or building and its surrounding context. Consider the following:

- Integrate signs into the detailing of the building (i.e. not applied as an afterthought) but subordinate to the overall building composition.
- Make signs visible from the street without being visually obtrusive. Design the size, location and information to be oriented to pedestrians.
- Use indirect lighting from fixtures that are integrated into the overall design and character of the development and/or building.

## **OPEN SPACE**

Each development must provide directly-accessible private outdoor space for all units. Consider the following:

- Include balconies for above grade units and patios for ground-oriented units.
- Design roofs to provide usable outdoor space.
- Where units front onto public or internal streets and/or city trails or greenways, use the private outdoor space to create a transition. Design this area to be spatially well-defined and visible from the street or walkway (e.g. elevate slightly, enclose with low hedges or an open-railing fence).

Each development must provide semi-private outdoor common space for all multi-family developments. Use common space to create a transition from private residential areas to the development entry at public streets. Orient private patios and entries around the semi-private common space to facilitate neighbourly interactions and provide overlook for children as they play.

Common outdoor space must be designed to be of a usable size and configuration. Include a range of activities and generations. Consider the following:

- Hard and soft landscaped areas such as courtyards, patios, lawns and/or naturalized open space.

- Seating options such as benches, moveable chairs and/or tables. Locate seating options suited to different weather conditions such as areas that capture the sun, are shaded (e.g. by building canopies or trees) and/or are sheltered from wind and rain.
- Common gardens where residents can grow flowers and food together. These should be in addition to private garden spaces.
- Natural play elements (e.g. boulders, stepping stones, grassy slopes) in visible locations.

Each development must provide pedestrian circulation that connects between buildings and shared amenities, as well as directly to public streets and greenways, and other destinations such as schools, parks, and commercial areas.

## **NOISE**

Developments and buildings must be designed to minimize impacts from adjacent industrial and transportation activities. Consider the following:

- Site buildings to minimize light intrusion from trucks, trains and industrial site lighting into residential units, yards and semi-private open spaces.
- Organize internal unit configuration to locate bedrooms and, where possible, other living areas away from industrial and goods transportation activities (i.e. truck routes, industrial site access points, the rail line). Locate all outdoor spaces away from noise sources.
- Employ leading edge technical approaches to noise abatement in residential building construction (e.g. fresh air ventilation alternatives to open windows, acoustically rated glazing) including on balconies (e.g. sound absorption materials and/or barriers).
- Provide landscape buffers within residential development sites. Use layered plantings of trees and shrubs.

Each application to develop residential dwellings adjacent to industrial and transportation activities must provide a report prepared by persons qualified in acoustics and noise measurement, demonstrating compliance with CMHC noise standards for habitable areas (i.e. max. 35 decibels for bedrooms, max. 40 decibels for living dining and recreation rooms, and max. 45 decibels for kitchen, bathrooms, hallways and utility rooms). This report will be registered as a covenant on title.

## **LIGHTING**

All public and semi-private sidewalks and open spaces must be equipped with lighting. Consider the following:

- Use unobtrusive fixtures which are consistent with the architecture of the building and its surrounding context.
- Use shielded down lighting that provides for security, ambient lighting and enhances architectural and landscape details but minimizes light pollution.

- Minimize energy used in exterior lighting by using energy efficient lighting (e.g. LED, solar-powered) and timer-, motion- or photo activated lighting for all exterior areas, including walkways and driveways and for security lighting.

## **MATERIALS & COLOURS**

All principal and accessory buildings within a development must use a cohesive palette of materials and colours that is consistently applied and contributes to the overall quality of the community. Consider the following:

- Use a natural palette of wood, stone or brick and muted paint colour tones (e.g. Benjamin Moore's Historical Vancouver True Colours).
- Consistently apply materials to all sides of a building (i.e. do not emphasize the principal facade with lesser treatment on the other facades).
- Change building materials and/or colours at interior or "reverse" corners of a building, not at exterior corners or at changes in a facade plane.
- Use an accent colour which is harmonious with the main colours of the materials and colours palette to unify the overall palette and to highlight architectural details (e.g. eaves, window and door trim, railings).
- Use matte finishes or finishes with a low level of reflectivity. Reflective materials (e.g. mirrored glass, polished stone) should be avoided.

Each development must use building and hardscape materials that are durable and appropriate to their use, the local climate, and the urban environment. Consider the following:

- Use high quality building materials (e.g. wood, stone, brick, or acceptable alternative) rather than materials that are visibly simulated (e.g. vinyl siding) or are inappropriate for an urban area (e.g. untreated or rough-sawn wood).

## **TRAILS & GREENWAYS**

Each development which is identified on the Parks, Trails and Greenway Streets Map as accommodating a portion of any trail or greenway must provide the trail or greenway route (e.g. dedicate or gift land, provide a right-of-way or easement) and construct the walkway for use by the general public.

Each development adjacent to any trail or greenway, as identified on the Parks, Trails and Greenway Streets Map, must set buildings and other structures well back from the walkway. Ensure the separation between private and public space is visually and physically well-defined (e.g. planting, low fences, hedges). Ensure there are no barriers to public access to the walkway.

## **ACCESSIBILITY**

Endeavour to make all pathways and building entrances, public and semi-public spaces, and special features and amenities of a site accessible by people of varying ability. Consider the following:

- Build sidewalks and pathways a minimum 1.8 metres (5.9 feet) wide with non-skid, uniform walking surfaces.
- Locate entrance ramps and lifts in areas that are highly visible, easy to use and connected to the sidewalk.
- Where steps or high thresholds (e.g. related to FCL requirements) create a barrier, provide an alternative route that is easily accessible to everyone.
- Locate site furnishings (e.g. lighting, bollards, signage, guardrails, seating) where they will not impede easy passage for those using a mobility device (e.g. wheelchair, scooter) or people who are visually impaired.
- Locate parking for those with ability challenges close to accessible building entrances.
- Use light fixtures that emit white light (i.e. not orange light) in all outdoor areas. White light facilitates better visibility.

## **SAFETY**

Each development must provide a Crime Prevention Through Environmental Design (CPTED) report outlining the use of CPTED strategies in the design of developments and buildings, including open space.

## **TREES & PLANTING**

Each development must use the BC Society of Landscape Architects' and BC Landscape and Nursery Association's "BC Landscape Standard Guidelines (Latest Edition)" in specifying, selection, site preparation, installation and maintenance of all trees and other plant materials.

Each development must integrate trees, including shade trees. Consider the following:

- Retain existing mature trees wherever possible. Where tree removal is unavoidable, replace with a number, species and size of trees that creates equal value.
- Plant new trees in all public and semi-private open spaces, parking areas, private yards, and along internal streets and pathways.
- Locate deciduous trees on the south and west side of buildings to provide shade and minimize unwanted heat gain during summer and provide solar access and passive solar gain during winter.

Tree species and other plant materials must be of high quality, suited to their purpose and contribute to the overall quality of the community. Consider the following:

- Choose species that are successful in the urban environment, easy to maintain, are non-invasive and suited to Queensborough's high water table. Selected tree species should also have less aggressive rooting habits.
- Use broadleaf deciduous tree species, wherever possible, for all shade trees including internal street trees and trees in parking areas. Select species that have a minimum mature height of 15 meters (49 feet).

All trees must be planted so that they will successfully become established and develop a full canopy over time. Consider the following:

- Plant trees on internal streets in a minimum 3 metres (9.8 feet) soil boulevard. Where the boulevard is paved, plant street trees in a continuous trench finished with a tree grate around each tree.

Space street trees consistently and so that their canopies touch at maturity, generally one tree every 6 to 8 metres (20 to 26 feet), depending on species.

In parking areas, plant shade trees at an approximate ratio of one tree for every five spaces. Plant trees in a minimum 3 metres (9.8 feet) wide continuous trench and protect trees with bollards or tree guards.

Develop and/or enhance areas of under storey vegetation using diverse, multi-storey planting which will support habitat for smaller wildlife, songbirds and important pollinators such as bees, butterflies and dragonflies.



## **NATURAL HAZARDS DEVELOPMENT PERMIT AREA #1 – FLOOD HAZARD**

### **INTENT**

Guidelines for this development permit area are intended to minimize the potential for loss of life and property damage in the event of flooding of the Fraser River, while allowing for the continued use of industrial lands to provide employment and the continued renewal and development of an historic New Westminster neighbourhood.

### **FLOOD HAZARD**

The Flood Hazard Development Permit Area is identified as Development Permit Area #1. Queensborough is located at the upstream end of Lulu Island in the floodplain of the Fraser River. Development in this area of the City is protected by perimeter dykes maintained by the City, which are contiguous with the dykes in the City of Richmond farther downstream. However, new buildings and structures in Queensborough should be constructed at an elevation that is sufficient to minimize the potential for loss of life and property damage in the event of a dyke failure, or an extreme flood event that tops the perimeter dykes. The minimum construction levels, which are based on current knowledge of flood patterns, are 3.53 metres above Geodetic Survey of Canada (GSC) datum for Area A shown on the following map, generally downstream from Derwent Way on the south side of Queensborough and Wood Street on the north side, and 4.2 metres above GSC datum for Area B upstream of Derwent Way and Wood Street. Placement of imported fill to achieve these construction levels could produce local settlement problems and undesirable diversion of flood water, so a combination of fill and structural support may be required.

### **EXEMPTIONS**

The following are exempted from the requirement for a Development Permit:

- Subdivision of land (buildings constructed on subdivided lots must still comply when applicable).
- Alteration of land not involving the construction or alteration of a building or structure.
- Buildings and structures on land in an agricultural zoning district, other than residential buildings
- Buildings and structures for park and open space requirements

- Construction and alteration of buildings authorized by a heritage alteration permit, including building additions.
- Detached accessory buildings and structures such as garages, tool sheds and green houses that are not used for human habitation.
- Residential building additions that would increase the habitable floor area of the building by less than 25% of the floor area that existed on xx, unless the building has been increased in floor area since that date without a development permit and the aggregate additional floor area exceeds 25% of the floor area that existed on that date.
- Building alterations that do not increase the floor area of the building.

In addition buildings and structures for industrial uses on parcels that are not adjacent to the dyke are exempt from the requirement for a development permit. However, owners are encouraged to construct industrial buildings used for business or the storage of goods and located in Area A at or above flood construction level A, and industrial buildings used for such purpose and located in Area B at or above flood construction level B.

## **DESIGN GUIDELINES**

### **FLOOD CONSTRUCTION LEVEL**

FH.1 Buildings and structures for residential and institutional uses in Area A should be constructed so that the lower surface of the floor system of the lowest storey containing habitable space is at or above flood construction level A.

FH.2 Buildings and structures for residential and institutional uses in Area B should be constructed so that the lower surface of the floor system of the lowest storey containing habitable space is at or above flood construction level B.

FH.3 Buildings and structures for industrial uses on parcels adjacent to dykes in Area A should be constructed so that the lower surface of the floor system of the lowest storey used for business or the storage of goods that could be damaged by flood is above flood construction level A.

FH.4 Buildings and structures for industrial uses on parcels adjacent to dykes in Area B should be constructed so that the lower surface of the floor system of the lowest storey used for business or the storage of goods that could be damaged by flood is above flood construction level B.

FH.5 If natural grade of a residential parcel is below the desired flood construction level, imported fill should not be used to raise the grade above 1.5 metres above GSC datum or 150 millimetres above the centre line of the road abutting the property, whichever is greater.

FH.6 In the case of floors comprised of concrete slabs, the upper surface of the concrete slab should be at or above the applicable flood construction level.

### NON-HABITABLE SPACE

FH.7 The following building areas are not considered habitable space for the purpose of these Guidelines:

- Underground parking garages, provided that signs are posted and maintained at points of entry indicating that the parking garage is subject to flooding of the Fraser River.
- Attached and enclosed garage not exceeding 42 square metres (452.05 square feet) in floor area per dwelling unit. For the purposes of this calculation a secondary suite is not considered a unit.
- Maneuvering aisles used to access compliant off-street parking spaces.
- Attached carports.
- Enclosed entrance foyers up to 11 square metres (118.4 square feet).
- Elevator shafts, provided that operation of the elevators below the applicable flood construction level is not possible during flood events.
- Enclosed areas with floor to ceiling heights of less than 1.52 metres (5 feet) measured to the underside of the floor system above.
- Porches.
- Undercrofts enclosed only by wood lattice or similar screening.

FH.8 No area below the required elevation shall be used for the installation of fixed equipment susceptible to damage by flood waters, with the exception of furnaces and hot water heaters.

FH.9 Garbage and recycling carts may be permitted in the non-habitable space below the required elevation.

FH.10 Bicycle parking may be permitted in the non –habitable space below the required elevation.

FH.11 Site alteration and building construction should be planned and executed so as to minimize abrupt transitions from the elevations of adjacent sites and buildings and the diversion of flood waters to adjacent sites.

Appendix #6

*Policy Evaluation for  
Proposed Variances*



## **POLICY EVALUATION FOR PROPOSED VARIANCES**

Following is an evaluation of the proposed variances according to the 2008 Council policy for considering variances.

### **Information Question**

What is the intent of the bylaw which the applicant is seeking to have varied?

Building separations are intended to ensure adequate separations between residential uses on the same site.

### **Assessment Questions**

1. Is there a community benefit to the granting of the variance; beyond that received by the owner or occupant of the property?

No.

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

No

3. If the answer to question #2 is 'No,' but the answer to question #1 is 'Yes,' can it still be demonstrated that the proposal still meets the intent of the bylaw?

Yes – The site design provides for appropriate orientation of buildings and the variances for the most part pertain to the separation of buildings at the driveways. The variances would also allow for more private yard space in some cases.

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

The end result is to minimize the area used for driveways and maximize units on the site. The other option would be a Comprehensive Development zone.

5. Is the proposed variance relatively minor?

No, the variances are significant but the vehicle circulation and emergency access is still achieved.

### **Regulation Specific Criteria**

## Separations Between Buildings On The Same Site

1. Does the decreased setback still provide adequate space between the building and the adjacent buildings?

Yes. Most of the variances proposed provide adequate space between the buildings for the purpose intended.

2. Does the decreased separations still provide for appropriate massing along the street?

Yes. All of the buildings facing the street satisfy yard and separation requirements.

3. Does the decreased separation create privacy issues for the adjacent buildings in terms of windows, decks, or balconies?

No. All of the private space and deck is located at the rear of the unit and the activity rooms are oriented to the private space.

4. Does the decreased separation create view obstruction issues?

No. There is no grade change on the site to provide distant views.

## Attachment 2

*Draft Minutes of the November 20th*

*LUPC Meeting*

**2. 728 and 734 Ewen Avenue and a Portion of 220 Campbell Street:  
Development Variance Permit**

**MOVED and SECONDED**

*THAT the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00638 following the Council Opportunity to be Heard scheduled for January 29, 2018, and;*

*THAT the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00064 on January 29, 2018, following the consideration of Development Variance Permit DVP00638.*

**ADOPTED BY CONSENT.**



## **REPORT**

### ***Land Use and Planning Committee***

**To:** Mayor Côté and Members of Council      **Date:** 12/4/2017

**From:** Land Use and Planning Committee      **File:** DVP00639  
DPQ00059

**Item #:** 512/2017

**Subject:** 746 Ewen Avenue: Development Variance Permit and Development Permit to Allow a Residential Development with 30 Townhouse Units and Two Units in the Restored Heritage House to be Retained as Part of the Development.– Issue Notice to Consider Issuance of the Development Variance Permit and Development Permit

---

---

### **RECOMMENDATION**

The Land Use and Planning Committee Recommends:

***THAT*** Council issue notice that it will consider issuance of Development Variance Permit DVP00639 at the Council Opportunity to be Heard on January 29, 2018, and;

***THAT*** Council consider issuance of Development Permit DPQ00059 on the same date that Development Variance Permit DVP00639 is considered for issuance by Council on January 29, 2018.

---

### **EXECUTIVE SUMMARY**

An application has been received to issue a Development Variance Permit and Development Permit for the site at 746 Ewen in order to allow a residential development with 30 townhouse units and two units in the restored heritage house to be retained as part of the development. The project requires a variance for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.

The project supports a number of important City policies and objectives:

1. It satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. All of the housing proposed is ground oriented and designed for families.
3. The project satisfies all flood plain requirements.
4. The applicant consulted with the Queensborough Residents' Association and held a public Open House. The Association supported the application.
5. The project design was supported by the New Westminster Design Panel.
6. The Shymkovich residence constructed in 1923 will be retained as part of a Heritage Revitalization Agreement.
7. The project design satisfies the intent of the Official Community Plan Development Permit Area Designation.

Heritage Revitalization Agreement 7690, 2014 to protect the Shymkovich house was adopted by Council on August 25, 2014. Zoning Amendment Bylaw 7716, 2014 to allow the proposed land use and density was adopted on November 3, 2014.

## **1. BACKGROUND**

At its meeting held November 20, 2017, the Land Use and Planning Committee (LUPC) considered the attached staff report and adopted the above recommendation. The full Council report and a draft of the minutes from the November 20, 2017 Land Use and Planning Committee meeting are attached to this report.

## **2. OPTIONS**

The Land Use and Planning Committee presents the following options for Council's consideration:

1. That Council issue notice that it will consider issuance of Development Variance Permit DVP00639 at the Council Opportunity to be Heard on January 29, 2018, and;
2. That Council consider issuance of Development Permit DPQ00059 on the same date that Development Variance Permit DVP00639 is considered for issuance by Council on January 29, 2018.
3. That Council provide staff with alternative feedback.

The Land Use and Planning Committee recommend options 1 and 2.

## **ATTACHMENTS**

Attachment 1: Report to LUPC Dated November 20, 2017

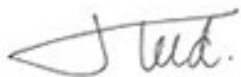
Attachment 2: Draft Minutes of Nov. 20 LUPC

This report has been prepared by:  
Jim Hurst, Planning Consultant

This report was reviewed by:  
John Stark, Acting Manager of Planning

Submitted on Behalf of the Land Use  
and Planning Committee

Approved for Presentation to Council



---

Jackie Teed  
Acting Director of Development  
Services



---

Lisa Spitale  
Chief Administrative Officer

*Attachment 1*

*Report to LUPC Dated November 20, 2017*



## REPORT

### *Development Services*

<b>To:</b>	Land Use and Planning Committee	<b>Date:</b>	11/20/2017
<b>From:</b>	Jackie Teed Acting Director of Development Services	<b>File:</b>	DVP00639 DPQ00059
		<b>Item #:</b>	72/2017
<b>Subject:</b>	<b>746 Ewen Avenue: Development Variance Permit and Development Permit - Issue Notice to Consider Issuance of Development Variance Permit and Issuance of Development Permit.</b>		

---

#### **RECOMMENDATION**

***THAT** the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00639 following the Council Opportunity to be Heard scheduled for January 29, 2018 and;*

***THAT** the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00059 on January 29, 2018, following the consideration of Development Variance Permit DVP00639.*

---

#### **EXECUTIVE SUMMARY**

An application has been received to issue a Development Variance Permit and Development Permit for the site at 746 Ewen in order to allow a residential development with 30 townhouse units and two units in the restored heritage house to be retained as part of the development. The project requires a variance for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.



The project supports a number of important City policies and objectives:

1. It satisfies the Official Community Plan Land Use Designation and the density identified for the site.
2. All of the housing proposed is ground oriented and designed for families.
3. The project satisfies all flood plain requirements.
4. The applicant consulted with the Queensborough Residents' Association and held a public Open House. The Association supported the application.
5. The project design was supported by the New Westminster Design Panel.
6. The Shymkovich residence constructed in 1923 will be retained as part of a Heritage Revitalization Agreement.
7. The project design satisfies the intent of the Official Community Plan Development Permit Area Designation.

Heritage Revitalization Agreement 7690, 2014 to protect the Shymkovich house was adopted by Council on August 25, 2014. Zoning Amendment Bylaw 7716, 2014 to allow the proposed land use and density was adopted on November 3, 2014.

## 1. PURPOSE

An application has been received to issue Development Variance Permit 00639 and Development Permit DPQ00059 to allow a residential development with 30 townhouse units and two units in the restored heritage house to be retained as part of the development at 746 Ewen Avenue. The purpose of this report is to seek a motion of support from the Land Use and Planning Committee to forward this application to Council for consideration of the issuance of both the Development Variance Permit and the Development Permit.

## 2. POLICY AND REGULATIONS

### 2.1 Official Community Plan Land Use Designation

The Queensborough Official Community Plan designates the site as **(RM) Residential – Medium Density**. The plan describes this designation as:

**(RM) Residential – Medium Density** – this area will include medium density multi-family uses such as row houses, townhouses, and low rises. In Queensborough this area will also include single detached dwellings on a compact lot. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area.

The proposed site is also designated as part of **Residential Development Permit Area #1 Ewen Avenue Multifamily**. This development permit area is designated:

...in order to provide housing in close proximity to the neighbourhood centre and help define the axis streets leading to the centre of the neighbourhood. This area will contain medium density, multi-family residential uses and may include community amenities such as child care or community space (e.g., fire hall).

The site is also designated as part of **Natural Hazards Development Permit Area #1 – Flood Hazard**. The purpose of this development permit area is to provide:

Guidelines for this development permit area are intended to minimize the potential for loss of life and property damage in the event of flooding of the Fraser River, while allowing for the continued use of industrial lands to provide employment and the continued renewal and development of an historic New Westminster neighbourhood.

The Development Permit Area provides an exemption from flood plain requirements for construction and alteration of any building authorized by a Heritage Alteration Permit.

The development site is part of an area identified in the Queensborough Community Plan for an Advance Street Plan.

## **2.2 Salter, Campbell and Ewen Area Street Plan**

Council has endorsed four Advance Street Plans for the Queensborough area. One of those plans specifies that the properties at 728, 734 and 746 Ewen Avenue are to take their site access from a new street to be dedicated along the southerly property line of these three properties. A portion of the property at 220 Campbell Street must also be dedicated for this access road and the coordination of all four properties is required. In order for the development at 746 Ewen Avenue to go ahead, then the south access road must be dedicated by all three properties seeking redevelopment. The Development Permit applications are being presented on the same LUPC agenda as these projects must be viewed as one for these off-site works.

The development site fronts onto Ewen Avenue which is designated as a Major Collector in the local road network. The Queensborough Community Plan identifies the following streetscape requirements for Ewen Avenue:

### **Policy 9.3 Tailor the street network to accommodate priority modes according to the role of each street.**

**Major Collector:** Queensborough's major collector street is Ewen Avenue, which has an attractive "main street" character. It comfortably accommodates pedestrians and cyclists, frequent transit, general purpose traffic, on-street parking, and local commercial vehicles but has minimal or no driveway connections. Where it passes

through the community nodes it has an urban character with wide sidewalks and street trees in tree grates. Where it passes through residential areas it has a “softer” character with street trees in grass boulevards.

## **2.3 Heritage Considerations**

The site is currently developed with a 1923 house, the Shymkowich residence. The house has been found to be in good condition and to have heritage merit. The Queensborough Community Plan identifies the following policy for the retention of buildings with heritage merit.

### **Policy 6.1 Protect and enhance built and natural heritage assets.**

6.1c Work collaboratively with property owners to retain and restore heritage properties deemed significant by the community through Heritage Revitalization Agreements (HRAs). Potential incentives through an HRA include:

- Relaxing certain zoning requirements, such as setbacks, on-site parking and /or density
- Using BC Building Code equivalencies wherever possible to ease the financial outlay and extra construction work that may be required by a heritage structure.
- Considering on a case by case basis, the waving of Flood Construction Level requirements.

## **2.4 Zoning Bylaw**

The site is zoned Queensborough Townhouse Districts (RT-3a). The project proposed in this application satisfies the use and density allowed in the Queensborough Townhouse Districts (RT-3a) zone. The project requires variances for the provision of tandem parking spaces and for some separation requirements between the townhouse buildings.

## **3. BACKGROUND**

### **3.1 Site Characteristics and Context**

The site has a geodetic elevation of 3 to 4 feet (0.9 to 1.2 metres) and is located within the Fraser River floodplain. The site is subject to Development Permit regulations that limit the development at grade for each unit to 452.05 square feet (42 square metres) for automobile parking and 118.4 square feet (11 square metres) for an entry area. No storage or habitable floor space is allowed at grade. The underside of the floor system for the habitable space must be clear of 11.53 feet (3.53 metres) GSC.

The property to the east at 726 and 734 Ewen Avenue has been rezoned to Queensborough Townhouse Districts (RT-3) in order to allow 27 townhouse units. This project shares access with the project under consideration in this report.

To the north across Ewen Avenue and to the east beyond Campbell Street are single detached dwellings zoned Queensborough Neighbourhood Residential Dwelling Districts (RQ-1). To the immediate west are single detached dwellings also zoned RQ-1 that are designated in the Official Community Plan for future residential development at medium density. To the west beyond these properties is the Queensborough Community Centre and the Queensborough Elementary and Middle Schools. To the south are large properties zoned RQ-1 that could be the subject of future subdivision applications.

### **3.2 Access, Development Site Area and Dedications**

The development site consists of the property addressed as 746 Ewen Avenue. The existing site area is 65,341.45 square feet (6,070.46 square metres). The applicant would dedicate 7,571.83 square feet (703.45 square metres) for road leaving a development site with an area of 57,769.62 square feet (5,367 square metres).

All of the property from 220 Campbell Street that is included in this development application would be dedicated as road. After the road dedication, the remainder of the property at 220 Campbell Street would have an area of 16,523 square feet (1,535.9 square metres).

All vehicles would access the development from a new road located along the new south property line of the 728, 734 and 746 Ewen Avenue properties. The new road and Campbell Street would be developed to City standards as part of this application. The new road would also provide a segment of the Queensborough Mid-Island Trail.

The development of the new road to provide access to the site from the south would implement the Advance Street Plan for the Salter, Campbell and Ewen Area as identified in the Queensborough Community Plan.

### **3.3 Project Description**

The applicant proposes a development with 30 three-bedroom townhouse units in six buildings and two units in the 1923 house to be retained on site for a total of 32 units. The townhouse units are all three bedrooms with floor areas ranging from 1,345 to 1,606 square feet (410 – 489.6 square metres). The retained heritage house has one three bedroom, two level unit with 1,784 square feet (165.8 square metres) of floor space and a one bedroom unit at 580 square feet (53.9 square metres). The one bedroom unit is located at grade.

The floor space ratio is 0.83. The site coverage is 40% and the density is 24.2 units per acre (59.6 units per hectare). The buildings would have a height of 34.8 feet (10.6 metres).

The adjacent site addressed as 726 and 734 Ewen Avenue has also been rezoned to allow a 37unit townhouse development. The architecture, landscape design, and the siting and orientation of the buildings on the two sites have been coordinated to have them look like one development.

The two projects depend on each other for emergency vehicle access and site circulation. A covenant would be registered to ensure coordinated emergency access and site circulation for the two projects. The two projects also have developed their communal outdoor space adjacent to each other along the common property line. An agreement would be registered which would allow the space to be used by both projects. Each project satisfies the Zoning Bylaw requirements for usable open space on their own respective sites.

### 3.4 Variances Proposed in This Application

On November 3, 2014 Council adopted Zoning Amendment Bylaw 7716, 2014 to rezone the site from Queensborough Neighbourhood Residential Dwelling Districts (RQ-1) to Queensborough Townhouse Districts (RT-3a).

The proposal would require variances for the easterly side yard, separations between buildings on the same site and access to the 14 tandem parking spaces.

The separations are classified as Front/Front – garage door facing a garage door, Front/Side where a garage door faces the side wall of a unit.

The variances required for the project are listed in the following table:

	Bylaw Section	Required	Provided
Parking Spaces	150.49	Side By Side	14 Tandem Spaces
		Required (metres)	Provided (metres)
East Side Yard – Bldg. 2	419.15	15.0 feet (4.57)	10.0 feet (3.05)
Separations Between Buildings on the Same Site			
Bldgs. 2 – 3 front/side	419.18	38.8 feet (11.82)	30.0 feet (11.22)
Bldgs. 3 – 7 front/front	419.18	40.8 feet (12.44)	32.0 feet (11.22)
Bldgs. 4 – 5 front/front	419.18	38.8 feet (11.82)	32.0 feet (11.22)
Bldgs. 4 – 6 front/front	419.18	38.8 feet (11.82)	32.0 feet (11.22)



The project requires 48 parking spaces for residents and seven parking spaces for visitors. The project provides 49 parking spaces for residents and seven parking spaces for visitors that comply with all Zoning Bylaw requirements. The project provides an additional 14 parking spaces in excess of the requirements of the Zoning Bylaw. These extra parking spaces are located in a tandem arrangement which does not satisfy the Zoning Bylaw requirements for access to parking spaces.

#### **4. DISCUSSION**

##### **4.1 Consideration by the New Westminster Design Panel**

The Panel provided the following comments regarding the project:

- The porches being raised above the common amenity area is an attractive aspect to the application;
- There is sufficient space provided for the amenity area;
- The applicant has done a good job with respect to providing an ideal amount of parking spaces;
- The applicant was commended for reviving the heritage house and integrating its elements into the development;
- The windows on the townhouses are attractive;
- The applicant has provided an ideal site arrangement plan;
- Concerns were expressed regarding the high amount of traffic the pedestrian walkway could generate, although it was noted as being a good concept;
- Concerns were expressed regarding the length of the internal asphalt road, and it was suggested that alternative paving and additional landscaping be considered to soften it up;
- It was suggested that it would be beneficial to open up the area around the heritage house;
- It was suggested that a mechanism should be utilized to regulate if the common area is being utilized by residents from both sites; and,
- It was suggested that the elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project.

#### **MOVED and SECONDED**

*THAT the New Westminster Design Panel support the application as presented, subject to the applicant considering the above comments, specifically relating to the following:*

- *The elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project, particularly with respect to the long ridge line;*
- *That alternative paving and additional landscaping be considered to soften the internal asphalt road; and,*
- *That a joint access agreement be established for the common amenity area that would legally provide the western site with access.*

**CARRIED**

The full minutes of the Panel consideration is attached in Appendix #3. The applicant responded to these comments by revising the project plans. The changes are summarized in a letter from the Project Architect and the Landscape Architect which are also attached to this report in Appendix #4.

#### **4.2 Development Permit Area Designation**

The development proposed in this application satisfies the Queensborough Community Plan Land Use Designation of **(RM) Residential – Medium Density** by providing a 37 unit townhouse development with a Floor Space Ratio of 0.72.

The project satisfies the requirements of the **Natural Hazards Development Permit Area #1 – Flood Hazard** by placing all of the habitable space for the townhouses above the flood plain requirement of 11.53 feet (3.53 metres) GSC.Geodetic Survey of Canada and limiting the size of the entry area and garage to conform to the Development Permit Area requirements. The Heritage Building has a one bedroom residential unit on the ground floor of the building. This unit is exempt from the requirements of this Development Permit Area as it is authorized by a Heritage Alteration Permit.

The project satisfies the requirements of the **Residential Development Permit Area #1 Ewen Avenue Multifamily** by providing a family oriented development that is well designed and appropriately sited.

#### **4.3 Consideration of the Variances Proposed in this Application**

The proposal requires numerous variances for separations between buildings on the same site. All of the building separations proposed satisfy the BC Building code. Staff and the New Westminster Design Panel worked carefully with the applicants to ensure that each unit has a usable private outdoor space in the rear yard and that the area dedicated to circulation is reasonable.

The four variances for separations between buildings on the same site occur where the front garage walls of buildings face each other or when the front garage wall faces a side wall and the function is separating building masses and allowing for site circulation and emergency

response. The variances proposed are significant, but vehicle movements and emergency access are maintained throughout the project. Some of the variances are generated by providing larger yards for all of the buildings on the site. The heritage building and the adjacent three unit townhouse building that face Ewen Avenue have a 16 foot (4.88 metre) private front yard. The variance for the east side yard is for the side wall of Building #2. Building #2 has three units and is modest in size. The separation between this building and the building on the adjacent townhouse site will be 22 feet (6.71 metres) so the proposed variance should not impact the adjacent site.

The New Westminster Design Panel has reviewed and supported the site plan and the variances associated with the site plan.

The project requires 48 parking spaces for residents and seven parking spaces for visitors. The project provides 49 parking spaces for residents and seven parking spaces for visitors that comply with all Zoning Bylaw requirements. The project provides an additional 14 parking spaces in excess of the requirements of the Zoning Bylaw. These extra parking spaces are located in a tandem arrangement which does not satisfy the Zoning Bylaw requirements for access to parking spaces. All units have at least one parking space that conforms to the requirements of the Zoning Bylaw.

Attached as Appendix #6 is the Policy Evaluation for Proposed Variances which suggest that while there is no benefit to the neighbourhood from the variances, the variances will have little on site or off site impacts and could also have been achieved through the use of a Comprehensive Development Zoning schedule. It is noted however that tandem garage space may become a future enforcement issue if unlawfully converted to dwelling space, which is a life safety concern.

## **5. INTERDEPARTMENTAL REVIEW**

The proposed development has been reviewed by staff from the Engineering, Electrical, Parks and Recreation and Development Services Departments. All requirements have been incorporated into the plan.

## **6. PROCESS**

The following review process has been approved by Council and the completion dates of the steps are noted below:

### **Steps Completed to Date**

1. An information report was received by Council on July 8, 2013.
2. The application was circulated for review to all City Departments.

3. The applicant held an open house prior to the March 24, 2014 Queensborough Residents' Association meeting and then attended the meeting to discuss the application. The applicant also attended the Queensborough Residents' Association meeting on April 22, 2014.
4. The Advisory Planning Commission received an information presentation on this application at their meeting on January 28, 2014.
5. The site development and architectural design of the project was reviewed and supported by the New Westminster Design Panel at their meeting on February 25, 2014.
6. The application was reviewed and supported by the Advisory Planning Commission on April 15, 2014.
7. Heritage Revitalization Agreement 7690, 2014 was adopted on August 25, 2014.
8. Council consideration of Zoning Amendment Bylaw 7716, 2014 for First and Second Reading. August 25, 2014
9. Public Hearing and Council Consideration of Third Reading of Zoning Amendment Bylaw 7716, 2014. September 16, 2016
10. Adoption of Zoning Amendment Bylaw 7716, 2014. November 3, 2014

### **Next Steps**

11. Land Use and Planning Committee consideration of the Development Variance Permit DVP00639 and Development Permit DPQ00059. November 20, 2017
12. Council consideration of the issuance of notice for Development Variance Permit DVP00639 and the scheduling of the consideration of Development Permit DPQ00059. December 4, 2017.
13. Council consideration of issuance of Development Variance Permit DVP00639 and Development Permit DPQ00059. January 29, 2018.

## **7. OPTIONS**

There are three options for the Land Use and Planning Committee's consideration, they are:

1. That the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00639 following the Council Opportunity to be Heard scheduled for January 29, 2018.
2. That the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00059 on January 29, 2018, following the consideration of Development Variance Permit DVP00639.
3. That the Land Use and Planning Committee provide staff with alternative direction.

Staff recommends Options 1 and 2.

## **ATTACHMENTS**

Appendix 1: Project Plans

Appendix 2: Location Map

Appendix 3: Considerations by the NWDP

Appendix 4: Response to New West Design Panel Comments

Appendix 5: DPA Designations

Appendix 6: Policy Evaluation for Proposed Variances

This report has been prepared by:

Jim Hurst, Planning Consultant

This report was reviewed by:

John Stark, Acting Manager of Planning



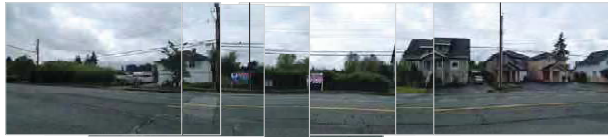
---

Jackie Teed

Acting Director of Development  
Services



Appendix #1  
*Project Plans*



728 Ewen Avenue

734 Ewen Avenue

SITE (EXISTING)

802 & 804 Ewen Avenue



806 Ewen Avenue



247 Lawrence Street



238 Lawrence Street



722 Ewen Avenue



251 Campbell Street



247 Campbell Street



243 Campbell Street



Campbell Street



302 McGillivray Place



**MATTHEW CHENG  
ARCHITECT INC.**

100-1000 E. VANAN AV. VANCOUVER, B.C. V6A 3P9  
TEL: 604 734-3007 FAX: 604 734-3008  
CELL: 604 699-0000 Email: matthew@matthew.ca

THIS DRAWING MUST NOT BE SCALED. THE GENERAL  
CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND  
LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL  
DIMENSIONS AND LEVELS SHALL BE REPORTED  
IMMEDIATELY TO THE ARCHITECT'S CAPTAIN.  
REMARKS: THIS IS AN APPROVED AND AS-OF-ALL  
THESE DRAWINGS ARE THE PROPERTY OF  
MATTHEW CHENG ARCHITECT INC. AND MAY NOT BE  
USED OR REPRODUCED WITHOUT THEIR WRITTEN  
CONSENT.

No.	Date	Revision	Consultants	Project Title	Sheet Title	Drawn	Scale
				746 EWEN AVE. NEW WESTMINSTER B.C.	CONTEXT PHOTOS		NTS
						Checked	Project Number
							Revision date
							Print date
							2012/06/03
							Dep. No.
							C00



**MATTHEW CHENG  
ARCHITECT INC.**

100-201-1700 EVANS AVENUE  
VANCOUVER, BC, CANADA  
V6E 1A1  
TEL: (604) 681-1700 FAX: (604) 681-1701  
WWW.MATTHEWCHENGARCHITECT.COM

THIS DRAWING MUST NOT BE REPRODUCED OR COPIED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS FROM THE EXISTING CONDITIONS. ALL DIMENSIONS AND LEVELS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT'S FIRM. THE ARCHITECT'S FIRM SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL WORK SHOWN ON THE EXISTING CONDITIONS. ANY WORK NOT SHOWN OR REPRODUCED WITHOUT WRITTEN CONSENT.

No Date Revision

Consultants

**Project Title**  
37 UNIT TOWNHOUSE  
DEVELOPMENT  
728/ 734 EWEN AVE.  
NEW WESTMINSTER, BC

**Sheet Title**  
CONTEXT PLAN

Drawn:  
MC  
Checked:  
MC  
Scale:  
NTS  
Project Number:  
Revision Date:  
OCT. 01, 2013  
Print Date:  
January 30, 2014  
Dep. No.  
C01



746 EWEN AVE. STREETSCAPE



746 EWEN AVE. HERITAGE HOUSE ELEVATIONS



WOOD SHINGLE (HERITAGE HOUSE)  
HARDIE SIDING (NEW TOWNHOUSE)  
BENJAMIN MOORE  
MELLISH MAHOGANY VC-31



(HERITAGE HOUSE)  
WOOD SIDING  
WOOD TRIM  
RAILING  
FASCIA BOARD  
BENJAMIN MOORE  
DUNBAR BUFF VC-5



(NEW TOWNHOUSE)  
WOOD TRIM  
RAILING  
FASCIA BOARD  
BENJAMIN MOORE  
DUNBAR BUFF VC-5



HARDIE SIDING  
BENJAMIN MOORE  
HC-103



WINDOW FRAME  
WINDOW SASH  
GUTTER  
DOWNSPOUT  
BENJAMIN MOORE  
GLOSS BLACK VC-35



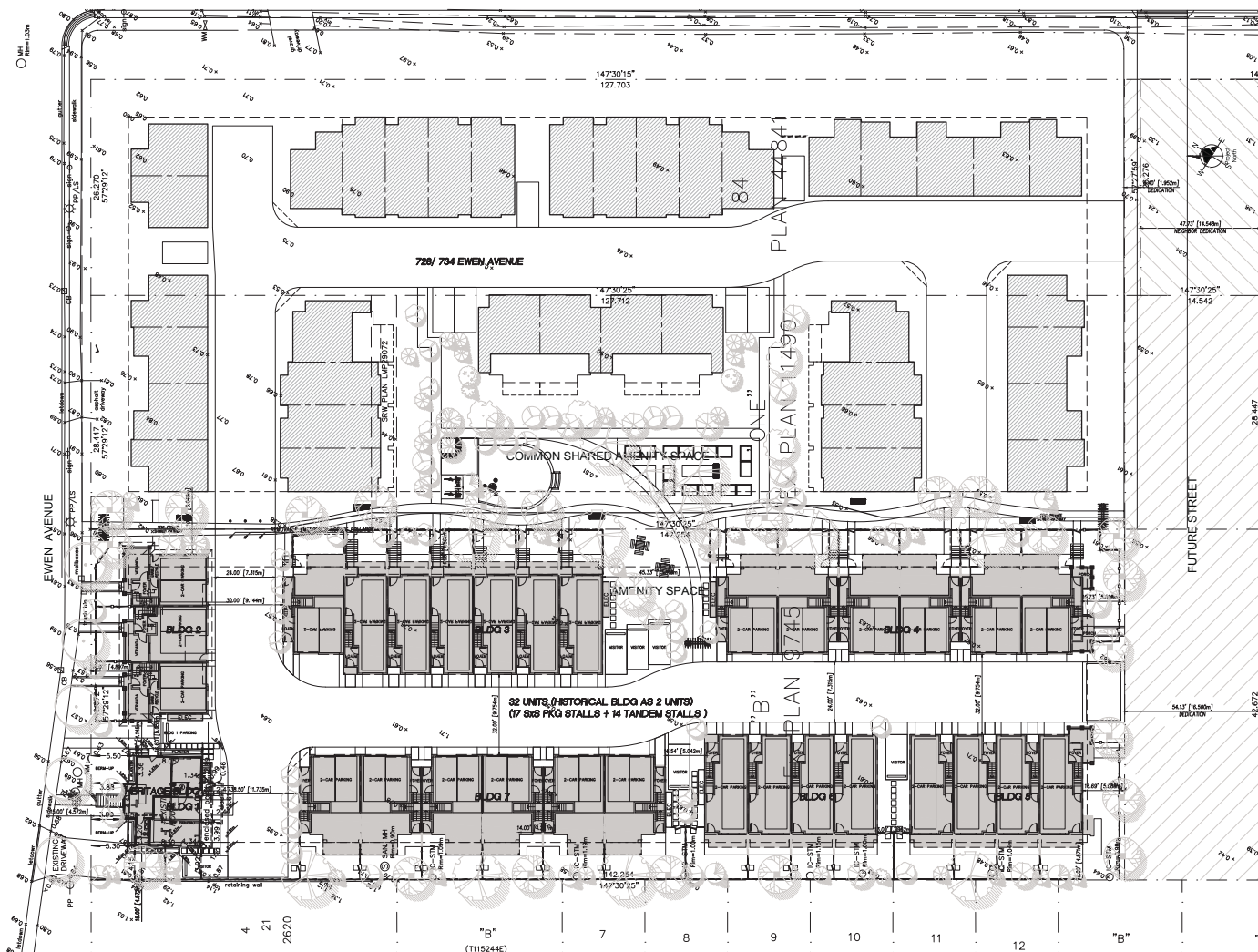
PORCH DECKING  
STAIR TREAD  
BENJAMIN MOORE  
EDWARDIAN PORCH GREY VC-26



ENTRY DOOR  
STAINED & VARNISHED WOOD

 <p><b>MATTHEW CHENG ARCHITECT INC.</b> 1040 10th Ave. E. Suite 100 Vancouver, BC V5L 1G8 Tel: 604.271.1000 Fax: 604.271.1001 info@matthewcheng.com</p>	<p>THIS DRAWING MUST NOT BE REPRODUCED, COPIED, REPRODUCED, OR OTHERWISE USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF MATTHEW CHENG ARCHITECT INC. ANY REPRODUCTION OR USE OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF MATTHEW CHENG ARCHITECT INC. IS STRICTLY PROHIBITED.</p>	No. Date Revision	No. Date Revision	Consultants	Project Title 30-UNIT TOWNHOUSE DEVELOPMENT 746 EWEN AVE. NEW WESTMINSTER, BC	Sheet Title COLORED STREETSCAPE ELEVATIONS	Drawn HS	Revision Date
							Checked MC	Print Date 2014/02/03
							Scale N.T.S.	Proj. No. R01





MATTHEW CHENG  
ARCHITECT INC.

UNINCORPORATED  
VICTORIA, BC V8V 2K4  
TEL: 250.733.1822 FAX: 250.733.1888  
CELL: 250.733.1822 Email: matthew@matthewcheng.ca

THIS DRAWING MUST NOT BE REPRODUCED, COPIED, REPRODUCED, OR OTHERWISE USED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF MATTHEW CHENG ARCHITECT INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT.

No Date Revision

Consultants

Project Title  
32-UNIT TOWNHOUSE  
DEVELOPMENT  
746 EWEN AVE.  
NEW WESTMINSTER, BC

Sheet Title  
SITE LAYOUT 1

Drawn:  
MC

Checked:  
MC

Scale:  
1/8" = 1'-0"

Project Number:

Revision Date:  
February 4, 2014

Print Date:  
April 7, 2014

Dep. No.  
D01





**MATTHEW CHENG  
ARCHITECT INC.**

Unit 202 - 478 Evans Avenue  
Vancouver, BC V6A 2G9  
Tel: (604) 731-3822 Fax: (604) 731-3888  
E: matthew@matthewcheng.com

THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS PRIOR TO CONSTRUCTION OF WORK. ALL DIMENSIONS AND LEVELS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. COPYRIGHT MATTHEW CHENG ARCHITECT INC. DIMENSIONS MAY BE REPRODUCED WITHOUT PRIOR WRITTEN CONSENT.

No Date Revision

Consultants

Project Title  
30-UNIT TOWNHOUSE  
DEVELOPMENT  
746 EWEN AVE  
NEW WESTMINSTER, BC

Sheet Title  
BLDG 1  
EXISTING BUILDING  
SITE PLAN

Drawn:

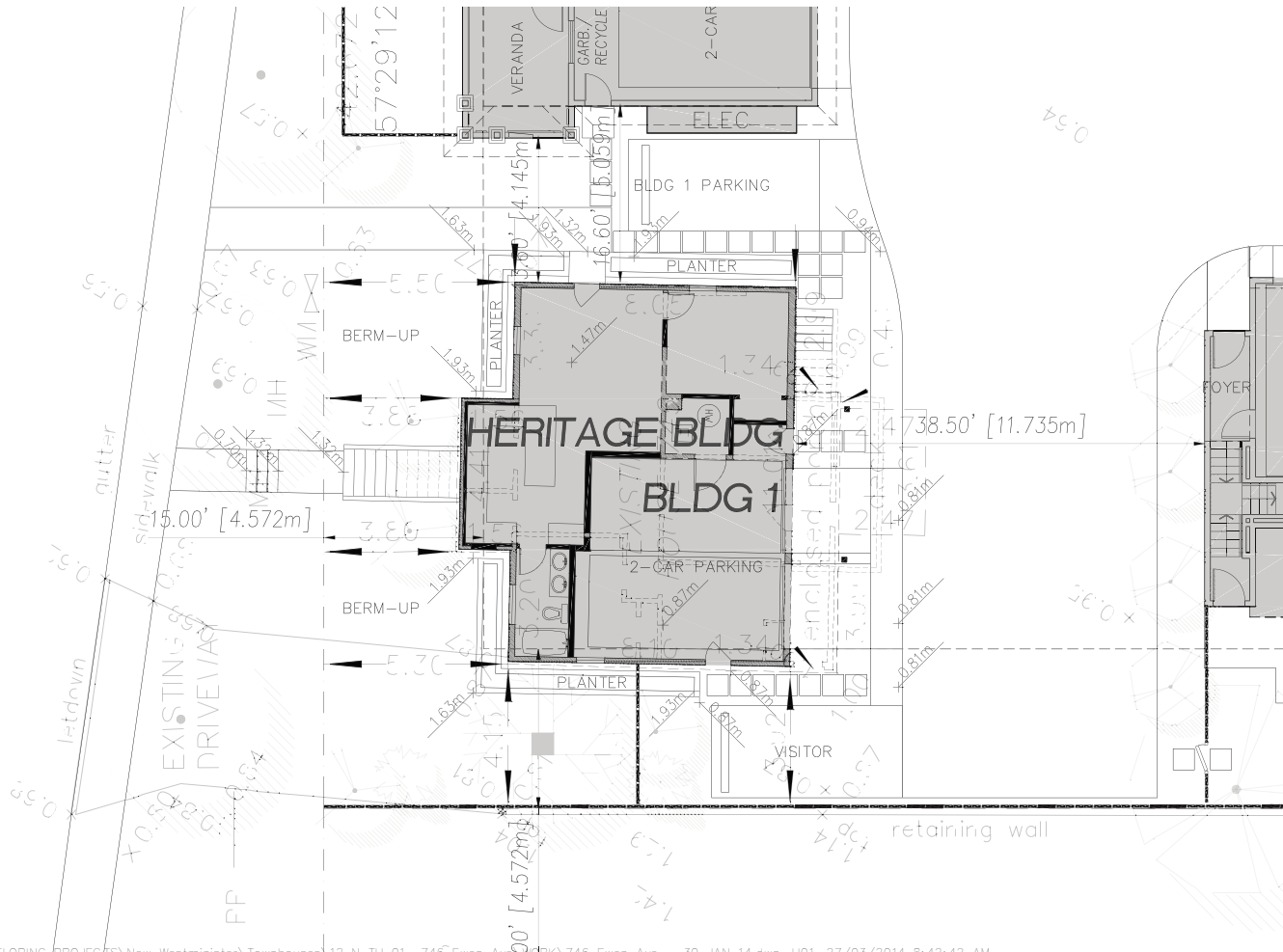
Checked:

Scale:  
1/4" = 1'-0"

Project Number:

Revision Date: **H01**

Print Date: November 22, 2013





**MATTHEW CHENG ARCHITECT INC.**

Unit 202 - 478, Evans Avenue  
Vancouver, BC V6A 3B7  
Tel: (604) 731-3822 Fax: (604) 731-3888  
E: matthew@matthewcheng.com

THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL DIMENSIONS AND LEVELS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. COPYRIGHT MATTHEW CHENG ARCHITECT INC. THIS DRAWING IS THE EXCLUSIVE PROPERTY OF MATTHEW CHENG ARCHITECT INC. AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN CONSENT.

No Date Revision



Project Title  
30-UNIT TOWNHOUSE  
DEVELOPMENT  
746 EWEN AVE.  
NEW WESTMINSTER, BC

Sheet Title  
BLDG 1  
EXISTING BUILDING  
PLANS & ELEV'S.

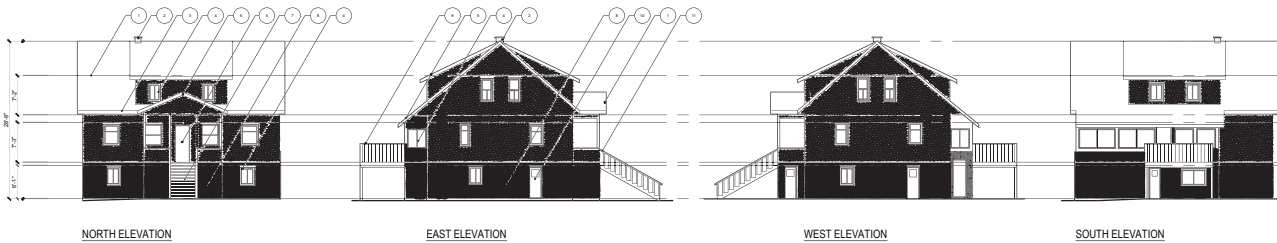
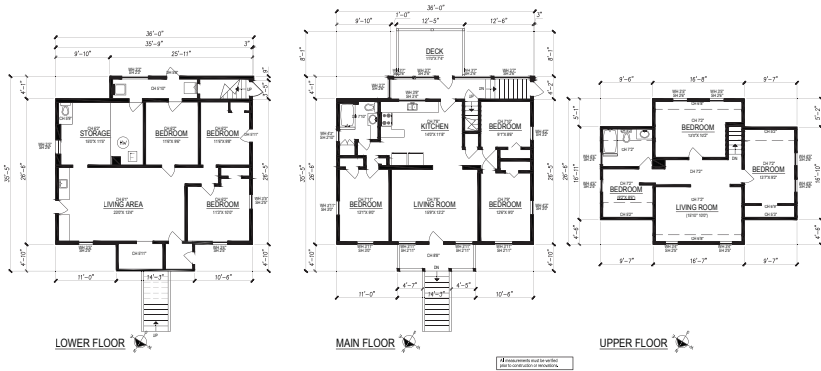
Drawn:  
PC  
Checked:  
MC  
Scale:  
1/8" = 1'-0"  
Project Number:  
Revision Date: 01/14/2014  
Drawn By: H02a

**MATERIAL LEGEND**

- EXISTING CONCRETE FOUNDATION (HATCH)
- EXISTING CONCRETE FLOOR (HATCH)
- EXISTING CONCRETE WALLS (HATCH)
- EXISTING CONCRETE ROOF (HATCH)
- EXISTING CONCRETE DECK (HATCH)
- EXISTING CONCRETE CURB (HATCH)
- EXISTING CONCRETE DRIVEWAY (HATCH)
- EXISTING CONCRETE SIDEWALK (HATCH)
- EXISTING CONCRETE PORCH (HATCH)
- EXISTING CONCRETE STAIRS (HATCH)
- EXISTING CONCRETE BALCONY (HATCH)
- EXISTING CONCRETE TERRACE (HATCH)
- EXISTING CONCRETE PATIO (HATCH)
- EXISTING CONCRETE DRIVEWAY (HATCH)
- EXISTING CONCRETE SIDEWALK (HATCH)
- EXISTING CONCRETE PORCH (HATCH)
- EXISTING CONCRETE STAIRS (HATCH)
- EXISTING CONCRETE BALCONY (HATCH)
- EXISTING CONCRETE TERRACE (HATCH)
- EXISTING CONCRETE PATIO (HATCH)

EXISTING PROPERTY AT:  
746 EWEN AVE.  
NEW WESTMINSTER, B.C.

UPPER FLOOR: 760 SQ. FT.  
MAIN FLOOR: 1003 SQ. FT.  
LOWER FLOOR: 1152 SQ. FT.  
TOTAL: 2915 SQ. FT.  
DECK: 88 SQ. FT.  
PORCH: 99 SQ. FT.





**MATTHEW CHENG ARCHITECT INC.**

200-478-8888  
1100-1100-1100  
1100-1100-1100  
1100-1100-1100

THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. COPYRIGHT © 2014 MATTHEW CHENG ARCHITECT INC. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED WITHOUT WRITTEN CONSENT.

No Date Revision

Consultants

Project Title  
30-UNIT TOWNHOUSE DEVELOPMENT  
746 EWEN AVE.  
NEW WESTMINSTER, BC

Sheet Title  
BLDG 1  
EXISTING BUILDING  
PROPOSED  
PLANS & ELEV'S.

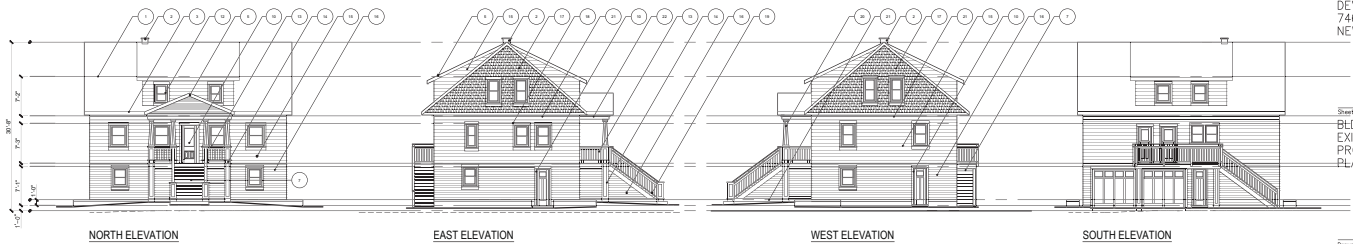
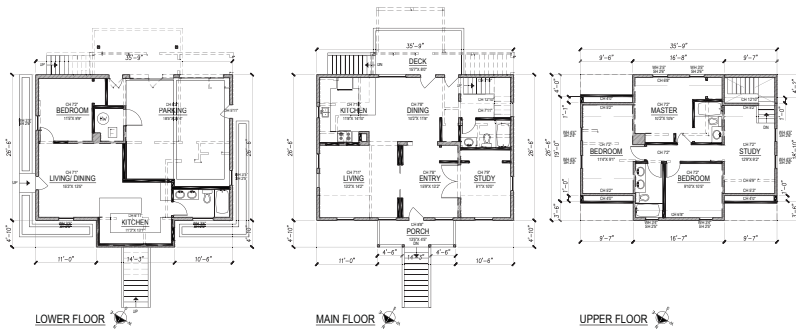
Drawn:  
Checked:  
Scale:  
Project Number:  
Revision Date: 11/22/2013  
Drawn By: H02b

**MATERIAL LEGEND**

- 1. EXTERIOR WALLS (CONCRETE)
- 2. EXTERIOR WALLS (BRICK)
- 3. EXTERIOR WALLS (STONE)
- 4. EXTERIOR WALLS (WOOD SHAKES)
- 5. EXTERIOR WALLS (WOOD SIDING)
- 6. EXTERIOR WALLS (WOOD SHAKES)
- 7. EXTERIOR WALLS (WOOD SHAKES)
- 8. EXTERIOR WALLS (WOOD SHAKES)
- 9. EXTERIOR WALLS (WOOD SHAKES)
- 10. EXTERIOR WALLS (WOOD SHAKES)
- 11. EXTERIOR WALLS (WOOD SHAKES)
- 12. EXTERIOR WALLS (WOOD SHAKES)
- 13. EXTERIOR WALLS (WOOD SHAKES)
- 14. EXTERIOR WALLS (WOOD SHAKES)
- 15. EXTERIOR WALLS (WOOD SHAKES)
- 16. EXTERIOR WALLS (WOOD SHAKES)
- 17. EXTERIOR WALLS (WOOD SHAKES)
- 18. EXTERIOR WALLS (WOOD SHAKES)
- 19. EXTERIOR WALLS (WOOD SHAKES)
- 20. EXTERIOR WALLS (WOOD SHAKES)
- 21. EXTERIOR WALLS (WOOD SHAKES)
- 22. EXTERIOR WALLS (WOOD SHAKES)
- 23. EXTERIOR WALLS (WOOD SHAKES)
- 24. EXTERIOR WALLS (WOOD SHAKES)
- 25. EXTERIOR WALLS (WOOD SHAKES)
- 26. EXTERIOR WALLS (WOOD SHAKES)
- 27. EXTERIOR WALLS (WOOD SHAKES)
- 28. EXTERIOR WALLS (WOOD SHAKES)
- 29. EXTERIOR WALLS (WOOD SHAKES)
- 30. EXTERIOR WALLS (WOOD SHAKES)
- 31. EXTERIOR WALLS (WOOD SHAKES)
- 32. EXTERIOR WALLS (WOOD SHAKES)
- 33. EXTERIOR WALLS (WOOD SHAKES)
- 34. EXTERIOR WALLS (WOOD SHAKES)
- 35. EXTERIOR WALLS (WOOD SHAKES)
- 36. EXTERIOR WALLS (WOOD SHAKES)
- 37. EXTERIOR WALLS (WOOD SHAKES)
- 38. EXTERIOR WALLS (WOOD SHAKES)
- 39. EXTERIOR WALLS (WOOD SHAKES)
- 40. EXTERIOR WALLS (WOOD SHAKES)
- 41. EXTERIOR WALLS (WOOD SHAKES)
- 42. EXTERIOR WALLS (WOOD SHAKES)
- 43. EXTERIOR WALLS (WOOD SHAKES)
- 44. EXTERIOR WALLS (WOOD SHAKES)
- 45. EXTERIOR WALLS (WOOD SHAKES)
- 46. EXTERIOR WALLS (WOOD SHAKES)
- 47. EXTERIOR WALLS (WOOD SHAKES)
- 48. EXTERIOR WALLS (WOOD SHAKES)
- 49. EXTERIOR WALLS (WOOD SHAKES)
- 50. EXTERIOR WALLS (WOOD SHAKES)
- 51. EXTERIOR WALLS (WOOD SHAKES)
- 52. EXTERIOR WALLS (WOOD SHAKES)
- 53. EXTERIOR WALLS (WOOD SHAKES)
- 54. EXTERIOR WALLS (WOOD SHAKES)
- 55. EXTERIOR WALLS (WOOD SHAKES)
- 56. EXTERIOR WALLS (WOOD SHAKES)
- 57. EXTERIOR WALLS (WOOD SHAKES)
- 58. EXTERIOR WALLS (WOOD SHAKES)
- 59. EXTERIOR WALLS (WOOD SHAKES)
- 60. EXTERIOR WALLS (WOOD SHAKES)
- 61. EXTERIOR WALLS (WOOD SHAKES)
- 62. EXTERIOR WALLS (WOOD SHAKES)
- 63. EXTERIOR WALLS (WOOD SHAKES)
- 64. EXTERIOR WALLS (WOOD SHAKES)
- 65. EXTERIOR WALLS (WOOD SHAKES)
- 66. EXTERIOR WALLS (WOOD SHAKES)
- 67. EXTERIOR WALLS (WOOD SHAKES)
- 68. EXTERIOR WALLS (WOOD SHAKES)
- 69. EXTERIOR WALLS (WOOD SHAKES)
- 70. EXTERIOR WALLS (WOOD SHAKES)
- 71. EXTERIOR WALLS (WOOD SHAKES)
- 72. EXTERIOR WALLS (WOOD SHAKES)
- 73. EXTERIOR WALLS (WOOD SHAKES)
- 74. EXTERIOR WALLS (WOOD SHAKES)
- 75. EXTERIOR WALLS (WOOD SHAKES)
- 76. EXTERIOR WALLS (WOOD SHAKES)
- 77. EXTERIOR WALLS (WOOD SHAKES)
- 78. EXTERIOR WALLS (WOOD SHAKES)
- 79. EXTERIOR WALLS (WOOD SHAKES)
- 80. EXTERIOR WALLS (WOOD SHAKES)
- 81. EXTERIOR WALLS (WOOD SHAKES)
- 82. EXTERIOR WALLS (WOOD SHAKES)
- 83. EXTERIOR WALLS (WOOD SHAKES)
- 84. EXTERIOR WALLS (WOOD SHAKES)
- 85. EXTERIOR WALLS (WOOD SHAKES)
- 86. EXTERIOR WALLS (WOOD SHAKES)
- 87. EXTERIOR WALLS (WOOD SHAKES)
- 88. EXTERIOR WALLS (WOOD SHAKES)
- 89. EXTERIOR WALLS (WOOD SHAKES)
- 90. EXTERIOR WALLS (WOOD SHAKES)
- 91. EXTERIOR WALLS (WOOD SHAKES)
- 92. EXTERIOR WALLS (WOOD SHAKES)
- 93. EXTERIOR WALLS (WOOD SHAKES)
- 94. EXTERIOR WALLS (WOOD SHAKES)
- 95. EXTERIOR WALLS (WOOD SHAKES)
- 96. EXTERIOR WALLS (WOOD SHAKES)
- 97. EXTERIOR WALLS (WOOD SHAKES)
- 98. EXTERIOR WALLS (WOOD SHAKES)
- 99. EXTERIOR WALLS (WOOD SHAKES)
- 100. EXTERIOR WALLS (WOOD SHAKES)

UPPER FLOOR 802.36 SQ.FT.  
MAIN FLOOR 847.38 SQ.FT.  
LOWER FLOOR 106.25 SQ.FT.  
TOTAL 2756.00 SQ.FT.

DECK 125 SQ.FT.  
PORCH 89 SQ.FT.





TREE SCHEDULE		PMS PROJECT NUMBER: 12-128/13-091	
NO.	SYMBOL	COMMON NAME	REMARKS
1		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
2		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
3		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
4		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
5		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
6		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
7		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
8		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
9		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
10		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
11		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
12		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
13		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
14		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
15		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
16		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
17		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
18		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
19		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
20		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
21		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
22		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
23		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
24		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
25		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
26		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
27		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
28		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
29		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH
30		ACER GLABRUM	3.5M HT. B&B, 1.5M DBH





Appendix #2  
*Location Map*



Corporation of the City of  
**NEW WESTMINSTER**

## City of New Westminster



1:2,000

0.1 Kilometers

0.05

0

0.1

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.

## Appendix #3

### *Considerations by the New Westminster Design Panel*

**4.2 728 and 734 Ewen Avenue and a portion of 220 Campbell Street REZ00094  
DPQ00064**

**Jim Hurst, Development Planner**, summarized the following two reports:

- The report dated February 25, 2014 regarding Rezoning and Development Permit applications that have been received for 728 and 734 Ewen Avenue and a portion of 220 Campbell Street to allow for a 37 unit townhouse development; and,
- The report dated February 25, 2014 regarding an application that has been received to rezone the property at 746 Ewen Avenue in order to construct a 31 unit townhouse development.

Mr. Hurst noted that although the applications are separate, the City is considering them together due to circulation and access issues. Mr. Hurst provided the following details regarding the applications:

- Main access to the sites is not permitted off Ewen Avenue, due to the high volume of traffic already on the street;
- The properties would be accessed off Campbell Street;
- There is a new street being constructed that would provide access to the sites;
- The circulation for fire trucks was a concern for the proposal; however, all of the issues have been addressed;
- The applicant is seeking a variance for the tandem parking spaces provided;
- The heritage house located on 746 Ewen Avenue will be revitalized and incorporated into the development plans; and,
- It was noted that the Development Permit Area designation is more detailed since the adoption of the new Queensborough Community Plan.

**Michael Scantland, Matthew Cheng Architect**, provided the following details regarding the application:

- A common amenity space was initially proposed on each lot; however, the developer has amended the application to include the amalgamation of the two lots;
- The unification of the two lots provides the ability for the applicant to offer a larger common amenity space in the middle of the development, which will be regulated by a joint access agreement;
- The townhouses would maintain a street orientation towards Campbell Street and Ewen Avenue, with the internal units facing the common amenity space;
- Garbage and recycling would be collected by a strata company;



- The design and elements of the townhouses would complement the heritage building, such as the construction of the garage doors that would reflect a heritage style bi-fold door;
- The heritage home would be revitalized through consultation with a heritage planner and the Community Heritage Commission (CHC); and,
- It was noted that all recommendations from the heritage planner have been followed to-date, and that the next steps of the revitalization of the heritage home include further investigation of the superstructure.

**Cameron Woodruff, PMG Landscape**, spoke to the landscaping portion of the application and noted the following:

- The applicant is proposing a cross pedestrian path that would extend through the two lots with entry from Ewen Avenue and Campbell Street;
- Trees and landscaping have been oriented to resemble a natural site map;
- Each property would maintain a private patio and lawn area;
- The proposal includes the installation of permeable pavers in all parking stalls, which would minimize runoff that can pollute waterways;
- Native shrubs and trees would be used for vegetation;
- The proposal includes a community garden area located in the central amenity space; and,
- Metal fencing would be implemented around Ewen Avenue and Campbell Street; however, attractive wooden fencing would be utilized internally.

Discussion ensued and the Panel noted the following comments:

- The porches being raised above the common amenity area is an attractive aspect to the application;
- There is sufficient space provided for the amenity area;
- The applicant has done a good job with respect to providing an ideal amount of parking spaces;
- The applicant was commended for reviving the heritage house and integrating its elements into the development;
- The windows on the townhouses are attractive;
- The applicant has provided an ideal site arrangement plan;
- Concerns were expressed regarding the high amount of traffic the pedestrian walkway could generate, although it was noted as being a good concept;
- Concerns were expressed regarding the length of the internal asphalt road, and it was suggested that alternative paving and additional landscaping be considered to soften it up;
- It was suggested that it would be beneficial to open up the area around the heritage house;
- It was suggested that a mechanism should be utilized to regulate if the common area is being utilized by residents from both sites; and,



- It was suggested that the elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project.

**MOVED and SECONDED**

*THAT the New Westminster Design Panel support the application as presented, subject to the applicant considering the above comments, specifically relating to the following:*

- *The elevation of the townhouses on Ewen Avenue should be varied both in form and in color to create an elevation that is more consistent with the rest of the project, particularly with respect to the long ridge line;*
- *That alternative paving and additional landscaping be considered to soften the internal asphalt road; and,*
- *That a joint access agreement be established for the common amenity area that would legally provide the western site with access.*

**CARRIED.**

**4.3 746 Ewen Avenue and a portion of 220 Campbell Street**

**REZ00077  
DPQ00059**

The item was considered with Item 4.2.

Appendix 4

*Response to the Design*

*Panel Comments*



# MATTHEW CHENG ARCHITECT INC.

#202-670 EVANS AVE., VANCOUVER, B.C. V6A 2K9  
CEL: 604-649-0669 FAX: 604-731-3012

Email: matthew@mcai.ca

Jim Hurst  
Development Services, Planning  
City of New Westminster  
BC, V3L 1H9

November 15, 2017

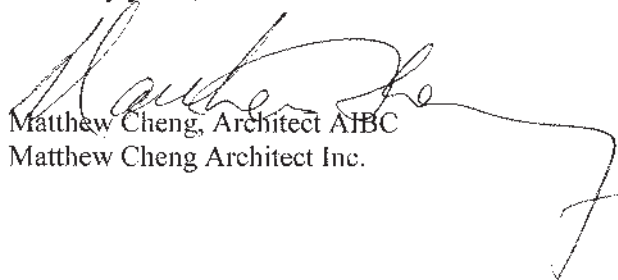
**Re: 728 Ewen Ave  
(Previously 728 and 734 Ewen Ave and a portion of 220 Campbell St.)  
REZ 00094, DPQ00064**

Dear Jim:

I am writing to response to the New Westminster Design Panel

- 1 The elevation of the townhouse on Ewen Ave will be modified both in form and in color to create an elevation that is more consistent with the rest of the project to the satisfaction of the City Planner.
- 2 Alternate paving and additional landscaping will be provided to soften the internal asphalt road to the satisfaction of the City Planner.
- 3 A covenant will be registered on both properties to allow joint access to the shared common area. The properties are:  
728 Ewen Ave (Previously 728 and 734 Ewen Ave and a portion of 220 Campbell St.)  
738 Ewen Ave (Previously 746 Ewen Ave and a portion of 220 Campbell St.)

Sincerely yours,

  
Matthew Cheng, Architect AIBC  
Matthew Cheng Architect Inc.

Appendix #5  
*Development Permit  
Area Designations*

## **LAND USE DESIGNATION FOR 728 AND 734 EWEN AVENUE**

**(RM) Residential – Medium Density** – this area will contain medium density multi-family residential uses such as row houses, townhouses, and low rises. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area.

## **RESIDENTIAL DEVELOPMENT PERMIT AREA DESIGNATION FOR 728 AND 734 EWEN AVENUE**

### **#1 Ewen Avenue Multi-family**

The Ewen Avenue Multi-family areas, identified as Development Permit Area #1 [see Map B], are designated in order to provide housing in close proximity to the neighbourhood centre and help define the axis streets leading to the centre of the neighbourhood. This area will contain medium density, multi-family residential uses and may include community amenities such as child care or community space (e.g. fire hall). Home based businesses facing the street are encouraged. This Development Permit Area protects development from hazardous conditions arising from the floodplain, encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. It also establishes guidelines for the form and character of multi-family development.

Properties located within this Development Permit Area that are zoned Ewen Avenue Comprehensive Development Districts (RM-CD-2) that develop commercial uses in accordance with the zone must instead comply with the guidelines included in the Queensborough Main Street Development Permit Area.

## **DESIGN GUIDELINES SITING**

- Building siting must contribute to a pedestrian scale neighbourhood character. Consider the following:
- Orient residential units to front all streets and/or city trails and greenways immediately adjacent to or within the development, except where the adjacent street is a highway or truck route.
- For all corner lots and/or corner units, locate and design buildings to address all frontages, including public and internal streets, and/or city trails and greenways.
- Use building siting to reinforce a sense of arrival at intersections that provide key access points into the community. Enhance this effect with other special features (e.g. publicly accessible plazas at the street corner, special roof shapes and/or other architectural features, street furniture).



- Building siting must respect the existing neighbourhood and site context. Consider the following:
- Consider existing buildings and outdoor spaces when siting new buildings, including the location of windows and entrances, overlook of outdoor space, impacts to air circulation and light penetration, etc.
- Site buildings to retain and enhance heritage assets by incorporating them into the development of the site, wherever possible, including buildings, engineering works and/or cultural landscapes, as well as significant landscape features (e.g. mature vegetation and trees, distinctive landforms).
- Design new buildings in proximity to heritage assets to be compatible with their historical context without literally imitating older building styles. In these cases, new buildings should provide an original interpretation of the traditional building style (i.e. draw inspiration from fundamental design characteristics) while continuing to reinforce traditional development patterns and rhythms.
- Minimize the impact of noise and exhaust to pedestrians and neighbours. Locate service areas and mechanical equipment (e.g. utilities, HVAC, meters) at the rear of buildings and away from neighbouring residential uses. Minimize visibility of service areas and mechanical equipment from streets, open spaces and neighbours (e.g. screen, reduce service and garage opening size, use shared service areas).

## **CHARACTER**

All buildings and developments must be designed to have a high quality, cohesive appearance that enhances the overall quality of the community. Consider the following:

- Use an architectural approach (i.e. massing, facade treatment, detailing, materials and colour choice) which is harmonious with the riverfront community context.
- Create a cohesive streetscape. Use a similar alignment of windowsills, building and roof lines, cornices, and floor-to-floor spacing along the street block.
- Design all principal and accessory buildings within a development and/or all elements of an individual building to the same architectural style. Provide enough variety (e.g. through massing, architectural detail) to avoid a monotonous appearance when the development is viewed as a whole and to reinforce individual building identity.
- Coordinate lighting, outdoor furniture and garbage receptacles and design outdoor areas (e.g. walkways, patios) and landscape elements (e.g. retaining walls, fences, screening) to be consistent with the style, materials, colour and quality of the overall development.
- Select project and internal street names that evoke Queensborough's riverfront community context and/or the legacy of its historically prominent citizens.
- Provide public art to help enrich outdoor spaces and create pedestrian scale landmarks. Use art that highlights Queensborough's sense of place and is unique to each location.

## HERITAGE

Each development must follow the Standards and Guidelines for the Conservation of Historic Places in Canada for all physical work to heritage assets. Reuse historic industrial and agricultural artefacts on redevelopment sites (e.g. as public art).

## MASSING

- Building massing must contribute to a pedestrian scale neighbourhood character. Consider the following:
- Use substantial vertical architectural features (e.g. changes in building height, bays, high voids) to break the massing of multiple unit buildings into smaller modules of similar scale.
- Relate the modules to the organization of interior space such that the expression of individual units is reflected in the overall form of the building. Use horizontal architectural elements to define floor-to-floor transitions, roofs and cornice lines.
- Design the roof to minimize the overall building mass, incorporating articulation and variations in roof planes (e.g. dormers, gables, crenelated parapets) to break up roof mass and reduce building scale.
- Reinforce the pedestrian scale massing by designing all buildings to have a heavier “base” and lighter “top” that are visibly differentiated by use of material (e.g. masonry on the base and wood siding on the top) and details (e.g. cornice treatments at the top).

Building massing must maximize natural light and ventilation to apartment and condominium units. Consider the following:

- Mass buildings to promote as many units as possible having exterior walls with windows on two sides.
- Configure internal units using a wide window-wall to shallow room-depth ratio that ensures ample daylight penetrates to the rear of the unit.
- Organize the interior space such that, wherever possible, a majority of primary living spaces (e.g. living room, family room, kitchen) have exterior walls with windows on two sides. As a minimum, ensure all primary living spaces and secondary living spaces (e.g. bedroom, den, office) have at least one exterior wall with a window.
- Take microclimate into consideration.

## FACADES

The facades of all building walls that face public or internal streets, drive aisles, pedestrian pathways, parks or open space must provide visual interest. Use architectural elements (e.g. fenestration, vertical and/or horizontal design elements, secondary roof elements) and/or material or colour change.

## ENTRANCES

Primary pedestrian entrances into buildings must be integrated into the design of the building, yet be clearly expressed. Consider the following:

- Articulate massing to identify building entrances (e.g. tall voids, central mass, recessed entry).
- Frame with a secondary roof element (e.g. porch) to identify building entrances and protect from weather.
- Establish a hierarchy of entrances, giving grouped pedestrian entrances visual priority, individual pedestrian entrances the next highest visual priority, and vehicle entrances the lowest visual priority.

Building entrances must be located and designed to have a strong relationship with the street. Consider the following:

- Make entries for residential buildings and ground-oriented units, including front porches visible from, oriented toward and directly connected (via a short pathway and/or stairs) to the street (public or internal), city greenway or trail, or semi-private entry courtyard onto which the building fronts. Make any semi-private entry courtyard visible from, oriented toward and directly connected to the public street (via a short pathway and/or stairs).
- Distinguish entrances with an arrival feature (e.g. courtyard, gateway) at the point where the semi-private sidewalk meets the public sidewalk. Incorporate smaller arrival features to visibly differentiate different building entrances within a development. Integrate the design of arrival features with the overall design of the development.

## ROOFS

Rooftops must appear clean and attractive and in keeping with the architectural style of the building. Consider the following:

- Locate and screen mechanical and service equipment such that it appears as an integral part of the building when viewed from any angle.
- Finish the surface of roofs with a material that is attractive and easy to maintain to a high level of neatness.
- Design roofs to reduce the urban heat island effect.

## WINDOWS

Windows must contribute to an interesting, pedestrian-scale environment. Consider the following:

- Use windows which are of clear glass (e.g. not tinted, reflective or opaque).
- Use windows which are rectangular or square in proportion, except for accent windows which may have a unique shape.
- Locate windows in the garage door of residential parking structures facing onto public or internal streets or walkways, including city trails and greenways.

- Use strategies to facilitate passive heating in cooler months and reduce unwanted heat gain in summer months. Consider the following:
- Ensure a solar heat gain coefficient of 50% or better for south-facing windows to maximize solar gain during winter.
- Use exterior shading devices (e.g. awnings, canopies, overhangs, light shelves, louvers) which provide shade from the high summer sun, but provide solar access to the low winter sun. Use these devices particularly on south-facing windows.
- Provide operable windows in each residential dwelling and/or unit. Locate operable windows to take advantage of Queensborough's prevailing easterly winds (i.e. winds from the east to the west) to provide cross ventilation.
- Use stack vents and light wells to provide additional light and ventilation to primary and secondary living spaces.
- Take microclimate into consideration when locating and sizing windows.

## **SIGNS**

Signs must be designed to be consistent with the architectural style, scale and materials of the development and/or building and its surrounding context. Consider the following:

- Integrate signs into the detailing of the building (i.e. not applied as an afterthought) but subordinate to the overall building composition.
- Make signs visible from the street without being visually obtrusive. Design the size, location and information to be oriented to pedestrians.
- Use indirect lighting from fixtures that are integrated into the overall design and character of the development and/or building.

## **OPEN SPACE**

Each development must provide directly-accessible private outdoor space for all units. Consider the following:

- Include balconies for above grade units and patios for ground-oriented units.
- Design roofs to provide usable outdoor space.
- Where units front onto public or internal streets and/or city trails or greenways, use the private outdoor space to create a transition. Design this area to be spatially well-defined and visible from the street or walkway (e.g. elevate slightly, enclose with low hedges or an open-railing fence).

Each development must provide semi-private outdoor common space for all multi-family developments. Use common space to create a transition from private residential areas to the development entry at public streets. Orient private patios and entries around the semi-private common space to facilitate neighbourly interactions and provide overlook for children as they play.

Common outdoor space must be designed to be of a usable size and configuration. Include a range of activities and generations. Consider the following:

- Hard and soft landscaped areas such as courtyards, patios, lawns and/or naturalized open space.

- Seating options such as benches, moveable chairs and/or tables. Locate seating options suited to different weather conditions such as areas that capture the sun, are shaded (e.g. by building canopies or trees) and/or are sheltered from wind and rain.
- Common gardens where residents can grow flowers and food together. These should be in addition to private garden spaces.
- Natural play elements (e.g. boulders, stepping stones, grassy slopes) in visible locations.

Each development must provide pedestrian circulation that connects between buildings and shared amenities, as well as directly to public streets and greenways, and other destinations such as schools, parks, and commercial areas.

## **NOISE**

Developments and buildings must be designed to minimize impacts from adjacent industrial and transportation activities. Consider the following:

- Site buildings to minimize light intrusion from trucks, trains and industrial site lighting into residential units, yards and semi-private open spaces.
- Organize internal unit configuration to locate bedrooms and, where possible, other living areas away from industrial and goods transportation activities (i.e. truck routes, industrial site access points, the rail line). Locate all outdoor spaces away from noise sources.
- Employ leading edge technical approaches to noise abatement in residential building construction (e.g. fresh air ventilation alternatives to open windows, acoustically rated glazing) including on balconies (e.g. sound absorption materials and/or barriers).
- Provide landscape buffers within residential development sites. Use layered plantings of trees and shrubs.

Each application to develop residential dwellings adjacent to industrial and transportation activities must provide a report prepared by persons qualified in acoustics and noise measurement, demonstrating compliance with CMHC noise standards for habitable areas (i.e. max. 35 decibels for bedrooms, max. 40 decibels for living dining and recreation rooms, and max. 45 decibels for kitchen, bathrooms, hallways and utility rooms). This report will be registered as a covenant on title.

## **LIGHTING**

All public and semi-private sidewalks and open spaces must be equipped with lighting. Consider the following:

- Use unobtrusive fixtures which are consistent with the architecture of the building and its surrounding context.
- Use shielded down lighting that provides for security, ambient lighting and enhances architectural and landscape details but minimizes light pollution.



- Minimize energy used in exterior lighting by using energy efficient lighting (e.g. LED, solar-powered) and timer-, motion- or photo activated lighting for all exterior areas, including walkways and driveways and for security lighting.

## **MATERIALS & COLOURS**

All principal and accessory buildings within a development must use a cohesive palette of materials and colours that is consistently applied and contributes to the overall quality of the community. Consider the following:

- Use a natural palette of wood, stone or brick and muted paint colour tones (e.g. Benjamin Moore's Historical Vancouver True Colours).
- Consistently apply materials to all sides of a building (i.e. do not emphasize the principal facade with lesser treatment on the other facades).
- Change building materials and/or colours at interior or "reverse" corners of a building, not at exterior corners or at changes in a facade plane.
- Use an accent colour which is harmonious with the main colours of the materials and colours palette to unify the overall palette and to highlight architectural details (e.g. eaves, window and door trim, railings).
- Use matte finishes or finishes with a low level of reflectivity. Reflective materials (e.g. mirrored glass, polished stone) should be avoided.

Each development must use building and hardscape materials that are durable and appropriate to their use, the local climate, and the urban environment. Consider the following:

- Use high quality building materials (e.g. wood, stone, brick, or acceptable alternative) rather than materials that are visibly simulated (e.g. vinyl siding) or are inappropriate for an urban area (e.g. untreated or rough-sawn wood).

## **TRAILS & GREENWAYS**

Each development which is identified on the Parks, Trails and Greenway Streets Map as accommodating a portion of any trail or greenway must provide the trail or greenway route (e.g. dedicate or gift land, provide a right-of-way or easement) and construct the walkway for use by the general public.

Each development adjacent to any trail or greenway, as identified on the Parks, Trails and Greenway Streets Map, must set buildings and other structures well back from the walkway. Ensure the separation between private and public space is visually and physically well-defined (e.g. planting, low fences, hedges). Ensure there are no barriers to public access to the walkway.

## **ACCESSIBILITY**

Endeavour to make all pathways and building entrances, public and semi-public spaces, and special features and amenities of a site accessible by people of varying ability. Consider the following:

- Build sidewalks and pathways a minimum 1.8 metres (5.9 feet) wide with non-skid, uniform walking surfaces.
- Locate entrance ramps and lifts in areas that are highly visible, easy to use and connected to the sidewalk.
- Where steps or high thresholds (e.g. related to FCL requirements) create a barrier, provide an alternative route that is easily accessible to everyone.
- Locate site furnishings (e.g. lighting, bollards, signage, guardrails, seating) where they will not impede easy passage for those using a mobility device (e.g. wheelchair, scooter) or people who are visually impaired.
- Locate parking for those with ability challenges close to accessible building entrances.
- Use light fixtures that emit white light (i.e. not orange light) in all outdoor areas. White light facilitates better visibility.

## **SAFETY**

Each development must provide a Crime Prevention Through Environmental Design (CPTED) report outlining the use of CPTED strategies in the design of developments and buildings, including open space.

## **TREES & PLANTING**

Each development must use the BC Society of Landscape Architects' and BC Landscape and Nursery Association's "BC Landscape Standard Guidelines (Latest Edition)" in specifying, selection, site preparation, installation and maintenance of all trees and other plant materials.

Each development must integrate trees, including shade trees. Consider the following:

- Retain existing mature trees wherever possible. Where tree removal is unavoidable, replace with a number, species and size of trees that creates equal value.
- Plant new trees in all public and semi-private open spaces, parking areas, private yards, and along internal streets and pathways.
- Locate deciduous trees on the south and west side of buildings to provide shade and minimize unwanted heat gain during summer and provide solar access and passive solar gain during winter.

Tree species and other plant materials must be of high quality, suited to their purpose and contribute to the overall quality of the community. Consider the following:

- Choose species that are successful in the urban environment, easy to maintain, are non-invasive and suited to Queensborough's high water table. Selected tree species should also have less aggressive rooting habits.
- Use broadleaf deciduous tree species, wherever possible, for all shade trees including internal street trees and trees in parking areas. Select species that have a minimum mature height of 15 meters (49 feet).

All trees must be planted so that they will successfully become established and develop a full canopy over time. Consider the following:

- Plant trees on internal streets in a minimum 3 metres (9.8 feet) soil boulevard. Where the boulevard is paved, plant street trees in a continuous trench finished with a tree grate around each tree.

Space street trees consistently and so that their canopies touch at maturity, generally one tree every 6 to 8 metres (20 to 26 feet), depending on species.

In parking areas, plant shade trees at an approximate ratio of one tree for every five spaces. Plant trees in a minimum 3 metres (9.8 feet) wide continuous trench and protect trees with bollards or tree guards.

Develop and/or enhance areas of under storey vegetation using diverse, multi-storey planting which will support habitat for smaller wildlife, songbirds and important pollinators such as bees, butterflies and dragonflies.

## **NATURAL HAZARDS DEVELOPMENT PERMIT AREA #1 – FLOOD HAZARD**

### **INTENT**

Guidelines for this development permit area are intended to minimize the potential for loss of life and property damage in the event of flooding of the Fraser River, while allowing for the continued use of industrial lands to provide employment and the continued renewal and development of an historic New Westminster neighbourhood.

### **FLOOD HAZARD**

The Flood Hazard Development Permit Area is identified as Development Permit Area #1. Queensborough is located at the upstream end of Lulu Island in the floodplain of the Fraser River. Development in this area of the City is protected by perimeter dykes maintained by the City, which are contiguous with the dykes in the City of Richmond farther downstream. However, new buildings and structures in Queensborough should be constructed at an elevation that is sufficient to minimize the potential for loss of life and property damage in the event of a dyke failure, or an extreme flood event that tops the perimeter dykes. The minimum construction levels, which are based on current knowledge of flood patterns, are 3.53 metres above Geodetic Survey of Canada (GSC) datum for Area A shown on the following map, generally downstream from Derwent Way on the south side of Queensborough and Wood Street on the north side, and 4.2 metres above GSC datum for Area B upstream of Derwent Way and Wood Street. Placement of imported fill to achieve these construction levels could produce local settlement problems and undesirable diversion of flood water, so a combination of fill and structural support may be required.

### **EXEMPTIONS**

The following are exempted from the requirement for a Development Permit:

- Subdivision of land (buildings constructed on subdivided lots must still comply when applicable).
- Alteration of land not involving the construction or alteration of a building or structure.
- Buildings and structures on land in an agricultural zoning district, other than residential buildings
- Buildings and structures for park and open space requirements

- Construction and alteration of buildings authorized by a heritage alteration permit, including building additions.
- Detached accessory buildings and structures such as garages, tool sheds and green houses that are not used for human habitation.
- Residential building additions that would increase the habitable floor area of the building by less than 25% of the floor area that existed on xx, unless the building has been increased in floor area since that date without a development permit and the aggregate additional floor area exceeds 25% of the floor area that existed on that date.
- Building alterations that do not increase the floor area of the building.

In addition buildings and structures for industrial uses on parcels that are not adjacent to the dyke are exempt from the requirement for a development permit. However, owners are encouraged to construct industrial buildings used for business or the storage of goods and located in Area A at or above flood construction level A, and industrial buildings used for such purpose and located in Area B at or above flood construction level B.

## **DESIGN GUIDELINES**

### **FLOOD CONSTRUCTION LEVEL**

FH.1 Buildings and structures for residential and institutional uses in Area A should be constructed so that the lower surface of the floor system of the lowest storey containing habitable space is at or above flood construction level A.

FH.2 Buildings and structures for residential and institutional uses in Area B should be constructed so that the lower surface of the floor system of the lowest storey containing habitable space is at or above flood construction level B.

FH.3 Buildings and structures for industrial uses on parcels adjacent to dykes in Area A should be constructed so that the lower surface of the floor system of the lowest storey used for business or the storage of goods that could be damaged by flood is above flood construction level A.

FH.4 Buildings and structures for industrial uses on parcels adjacent to dykes in Area B should be constructed so that the lower surface of the floor system of the lowest storey used for business or the storage of goods that could be damaged by flood is above flood construction level B.



FH.5 If natural grade of a residential parcel is below the desired flood construction level, imported fill should not be used to raise the grade above 1.5 metres above GSC datum or 150 millimetres above the centre line of the road abutting the property, whichever is greater.

FH.6 In the case of floors comprised of concrete slabs, the upper surface of the concrete slab should be at or above the applicable flood construction level.

### NON-HABITABLE SPACE

FH.7 The following building areas are not considered habitable space for the purpose of these Guidelines:

- Underground parking garages, provided that signs are posted and maintained at points of entry indicating that the parking garage is subject to flooding of the Fraser River.
- Attached and enclosed garage not exceeding 42 square metres (452.05 square feet) in floor area per dwelling unit. For the purposes of this calculation a secondary suite is not considered a unit.
- Maneuvering aisles used to access compliant off-street parking spaces.
- Attached carports.
- Enclosed entrance foyers up to 11 square metres (118.4 square feet).
- Elevator shafts, provided that operation of the elevators below the applicable flood construction level is not possible during flood events.
- Enclosed areas with floor to ceiling heights of less than 1.52 metres (5 feet) measured to the underside of the floor system above.
- Porches.
- Undercrofts enclosed only by wood lattice or similar screening.

FH.8 No area below the required elevation shall be used for the installation of fixed equipment susceptible to damage by flood waters, with the exception of furnaces and hot water heaters.

FH.9 Garbage and recycling carts may be permitted in the non-habitable space below the required elevation.

FH.10 Bicycle parking may be permitted in the non –habitable space below the required elevation.

FH.11 Site alteration and building construction should be planned and executed so as to minimize abrupt transitions from the elevations of adjacent sites and buildings and the diversion of flood waters to adjacent sites.

Appendix #6

*Policy Evaluation for  
Proposed Variances*

## **POLICY EVALUATION FOR PROPOSED VARIANCES**

Following is an evaluation of the proposed variances according to the 2008 Council policy for considering variances.

### **Information Question**

What is the intent of the bylaw which the applicant is seeking to have varied?

Building separations are intended to ensure adequate separations between residential uses on the same site.

### **Assessment Questions**

1. Is there a community benefit to the granting of the variance; beyond that received by the owner or occupant of the property?

No.

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

No

3. If the answer to question #2 is 'No,' but the answer to question #1 is 'Yes,' can it still be demonstrated that the proposal still meets the intent of the bylaw?

Yes – The site design provides for appropriate orientation of buildings and the variances for the most part pertain to the separation of buildings at the driveways. The variances would also allow for more private yard space in some cases.

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

The end result is to minimize the area used for driveways and maximize units on the site. The other option would be a Comprehensive Development zone.

5. Is the proposed variance relatively minor?

No, the variances are significant but the vehicle circulation and emergency access is still achieved.

## **Regulation Specific Criteria**

### Separations Between Buildings On The Same Site

1. Does the decreased setback still provide adequate space between the building and the adjacent buildings?

Yes. Most of the variances proposed provide adequate space between the buildings for the purpose intended.

2. Does the decreased separations still provide for appropriate massing along the street?

Yes. All of the buildings facing the street satisfy yard and separation requirements.

3. Does the decreased separation create privacy issues for the adjacent buildings in terms of windows, decks, or balconies?

No. All of the private space and deck is located at the rear of the unit and the activity rooms are oriented to the private space.

4. Does the decreased separation create view obstruction issues?

No. There is no grade change on the site to provide distant views.



## Attachment 2

*Draft Minutes of the November 20th*

*LUPC Meeting*

**3. 746 Ewen Avenue: Development Variance Permit and Development Permit - Issue Notice to Consider Issuance of Development Variance Permit and Issuance of Development Permit**

**MOVED and SECONDED**

*THAT the Land Use and Planning Committee recommend that Council issue notice that it will consider issuance of Development Variance Permit DVP00639 following the Council Opportunity to be Heard scheduled for January 29, 2018 and;*

*THAT the Land Use and Planning Committee recommend that Council consider issuance of Development Permit DPQ00059 on January 29, 2018, following the consideration of Development Variance Permit DVP00639.*

**ADOPTED BY CONSENT**

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

# CITY OF NEW WESTMINSTER

Don Ehrenholz  
Vice President, Engineering and Environment  
Vancouver Airport Authority















# DOMESTIC

## WESTJET

- New service to Comox and Nanaimo
- Increased service to Fort McMurray, Edmonton, Calgary and Fort St. John

## AIR CANADA

- New service to Yellowknife (December)

## FLAIR AIRLINES

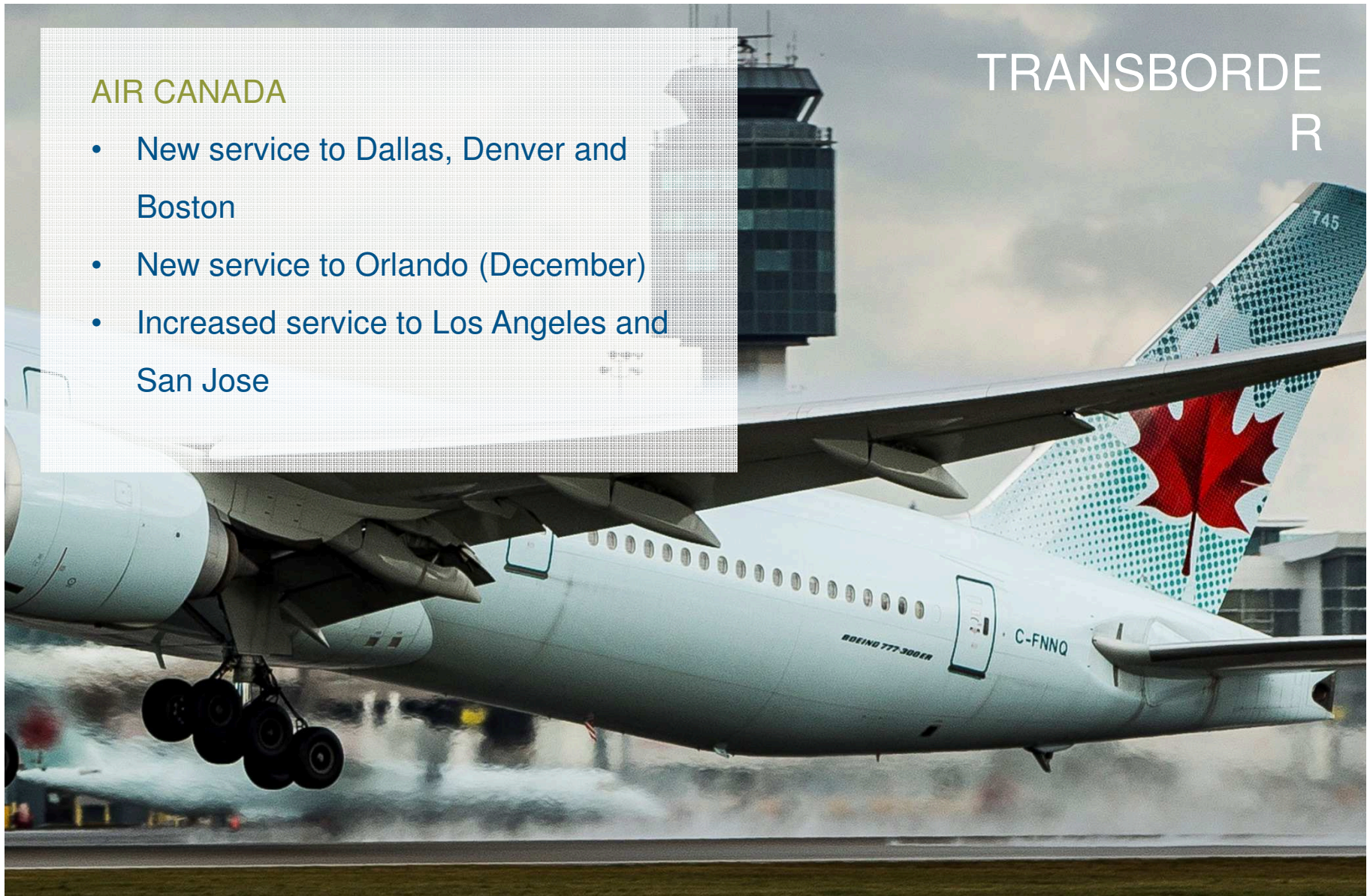
- New service to Kelowna and Edmonton (December)



# TRANSBORDE R

## AIR CANADA

- New service to Dallas, Denver and Boston
- New service to Orlando (December)
- Increased service to Los Angeles and San Jose





# INTERNATIONAL

## CATHAY PACIFIC

- New A350; increased Hong Kong frequency

## AEROMEXICO

- Double daily in May

## ICELANDAIR

- Increased service to year-round

## CHINA EASTERN

- New service from Guangzhou to Mexico City

## HONG KONG AIRLINES

- New partner with service to Hong Kong





# INTERNATIONAL

## AIR NEW ZEALAND

- 10<sup>th</sup> anniversary; increasing frequency in January

## INTERJET

- New partner with service to Mexico City and Cancún

## WESTJET

- Increased service to Puerto Vallarta and Cancún

## AIR CANADA

- New services to Nagoya, Frankfurt, Taipei and Gatwick
- New service to Melbourne (December)





























FLIGHT PLAN  
2037

























AIRPORT OF  
THE YEAR  
CAPA AVIATION AWARDS  
FOR EXCELLENCE



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



# **CORPORATION OF THE CITY OF NEW WESTMINSTER**

## **BYLAW NO. 7938, 2017**

A Bylaw of the City of New Westminster to amend the  
Five-Year Financial Plan for the years 2017 – 2021, inclusive

WHEREAS pursuant to Section 165 of the Community Charter, the “Five-Year Financial Plan (2017-2021) Bylaw No. 7906, 2017” was adopted on the 6<sup>th</sup> day of March, 2017;

NOW THEREFORE, 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 the “Five-Year Financial Plan (2017 – 2021) Amendment Bylaw No. 7938, 2017”.

(2) Council does hereby amend the Five-Year Financial Plan, 2017 – 2021 inclusive, as set out in Schedule A attached to this bylaw and forming a part thereof;.

(3) Schedules B and C provide supplementary information to the bylaw.

GIVEN THREE READINGS this                      day of                      , 2017.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this  
day                      of                      , 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**CONSOLIDATED FINANCIAL PLAN**  
**Schedule 'A' to Bylaw No. Amendment Bylaw 7938, 2017**

	2017	Budget Projections			
	Budget	2018	2019	2020	2021
<b>REVENUE</b>					
Municipal Taxation (see below)	\$ 75,507,853	\$ 77,675,862	\$ 80,124,488	\$ 82,708,308	\$ 85,741,306
Utility Rates	76,550,122	79,272,394	82,122,465	85,104,848	88,230,067
Sale of Services	13,670,692	13,670,692	13,670,692	13,670,692	13,670,692
Grants from Other Governments (1)	7,512,540	7,128,940	2,636,940	2,636,940	2,636,940
Contributions (2)	16,210,914	13,433,036	8,670,452	7,840,102	7,855,805
Other Revenue (3)	16,239,934	12,966,762	13,314,947	13,703,110	13,658,334
<b>Total Revenues</b>	<b>205,692,055</b>	<b>204,147,686</b>	<b>200,539,984</b>	<b>205,664,000</b>	<b>211,793,144</b>
<b>EXPENSES</b>					
<b>General Services</b>					
Police Services	27,679,700	28,160,185	28,723,834	29,294,865	29,819,904
Parks and Recreation	19,703,600	20,123,327	20,520,724	21,859,709	21,939,680
Fire & Rescue	15,156,520	15,401,857	15,684,893	16,018,135	16,365,084
Development Services	4,339,056	4,390,767	4,468,453	4,480,637	4,559,262
Engineering	28,437,071	28,311,922	28,786,899	28,676,643	29,123,337
General Government	21,499,996	19,523,791	19,706,063	19,590,939	19,893,507
Library	4,070,649	4,265,820	4,357,461	4,415,568	4,471,066
	<b>120,886,592</b>	<b>120,177,669</b>	<b>122,248,327</b>	<b>124,336,496</b>	<b>126,171,840</b>
<b>Utilities Services</b>					
Electrical Utility	35,827,790	36,583,581	37,463,215	38,309,101	39,161,208
Water Utility	7,219,523	7,595,785	7,982,079	8,399,846	8,791,292
Sewer Utility	10,786,260	11,359,172	12,040,219	12,686,540	13,370,409
Solid Waste Utility	2,621,865	2,589,110	2,616,766	2,644,840	2,673,338
	<b>56,455,438</b>	<b>58,127,648</b>	<b>60,102,279</b>	<b>62,040,327</b>	<b>63,996,247</b>
<b>Fiscal Expenses</b>					
Interest and Bank Charges	1,629,258	2,078,031	2,292,885	2,820,526	3,746,664
<b>Total Expenses</b>	<b>178,971,288</b>	<b>180,383,348</b>	<b>184,643,491</b>	<b>189,197,349</b>	<b>193,914,751</b>
<b>INCREASE IN TOTAL EQUITY</b>	<b>26,720,767</b>	<b>23,764,338</b>	<b>15,896,493</b>	<b>16,466,651</b>	<b>17,878,393</b>
<b>Reconciliation to Financial Equity</b>					
Amortization of Tangible Capital Assets	22,564,300	22,906,800	23,487,100	24,652,400	24,848,900
Capital Expenses (Schedule B)	(91,842,850)	(58,000,100)	(49,156,600)	(55,214,100)	(28,286,600)
Debt Retirement (4)	(2,226,850)	(2,872,004)	(3,263,298)	(3,909,923)	(4,987,783)
Proceeds on Debt Issuance	15,103,000	11,408,000	15,700,000	27,200,000	1,000,000
<b>CHANGE IN FINANCIAL EQUITY (Reserves)</b>	<b>(29,681,633)</b>	<b>(2,792,966)</b>	<b>2,663,695</b>	<b>9,195,028</b>	<b>10,452,910</b>
<b>Financial Equity, beginning of year</b>	<b>98,429,308</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>
<b>FINANCIAL EQUITY (Reserves), end of year</b>	<b>\$ 68,747,675</b>	<b>\$ 65,954,709</b>	<b>\$ 68,618,404</b>	<b>\$ 77,813,432</b>	<b>\$ 88,266,342</b>

Notes:

- (1) Includes capital grants noted on Schedule B.  
(2) Includes capital contributions and DCCs noted on Schedule B and Gaming Revenue noted on Schedule C.  
(3) Includes proceeds from property sales noted on Schedule C.  
(4) \$3.6 M in short term borrowing will be retired in 2017 using Development Assistance Compensation (DAC) funds receivable from the Province.

<b>Municipal Taxation</b>					
Property Taxes	\$ 73,704,453	\$ 75,865,562	\$ 78,310,688	\$ 80,890,008	\$ 83,922,406
Parcel Taxes	92,900	92,200	92,200	91,200	25,600
Grant-in-Lieu of Taxes	1,206,900	1,214,500	1,218,000	1,223,500	1,289,700
Utilities 1%-in-Lieu of Taxes	503,600	503,600	503,600	503,600	503,600
	<b>\$ 75,507,853</b>	<b>\$ 77,675,862</b>	<b>\$ 80,124,488</b>	<b>\$ 82,708,308</b>	<b>\$ 85,741,306</b>

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
CONSOLIDATED FINANCIAL PLAN**

**Schedule 'A' to Bylaw No. Amendment Bylaw 7938, 2017**

(continued)

**Proportion of Revenues By Funding Source:**

The following Table shows the proportion of total revenue purposed to be raised from each funding source. Property taxes form the largest portion of revenues. They provide a stable and consistent source of revenues to pay for many services, such as police and fire protection, that are difficult or undesirable to fund on a user-pay basis.

Utilities' rates are the City's second largest component of planned revenues. These revenues pay for services including electricity, water, sewer and solid waste and are charged on a user-pay basis. This basis attempts to fairly apportion utility service costs to those that make use of these services.

Other revenue sources, including sale of services, government grants and contributions make up the remainder of total revenues. These revenues fluctuate due to economic conditions and City initiatives.

Revenue Source	% Total Revenue
Taxation	37%
Utility Rates	37%
Sale of Services	7%
Gov't Grants	4%
Contributions	8%
Other Revenue	8%
	100%

**Distribution of Property Taxes Between Property Classes:**

The following Table provides the distribution of property tax revenue between property classes. The City's primary goal is to set tax rates that are sufficient, after maximizing non-tax revenues, to provide for service delivery; city assets; and maintain tax stability. This is accomplished by maintaining the historical relationship between the property classes and applying the same annual tax rate increase across all Classes. A secondary goal is to set tax rates that are competitive within the region; consequently, the City may, from time to time, adjust the property tax distribution between the Classes as deemed necessary.

Class No	Property Class	% Tax Burden
1	Residential	60%
2	Utilities	<1%
4	Major Industry	2%
5	Light Industry	5%
6	Business	32%
8	Recreation/Non-Profit	<1%
9	Farm	<1%
		100%

**Use of Permissive Exemptions:**

The City's Annual Municipal Report contains a list of permissive exemptions granted for the year and the amount of tax revenue foregone. Permissive tax exemption is granted to not-for-profit institutions including religious institutions, some recreational facilities, service organizations and cultural institutions that form a valuable part of our community.

Since the mid-90's the City has generally ceased granting new permissive exemptions from property taxes in order to preserve the tax revenue base. Organizations granted exemption prior to implementation of this practice continue to be considered for exemption provided they make an annual submission showing the use of the property subject to exemption has not been altered. All other applications for permissive exemption from property taxes are reviewed on a case-by-case basis.

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**CONSOLIDATED CAPITAL PROGRAM**

**Schedule 'B' to Bylaw No. Amendment Bylaw 7938, 2017**

Note: This Schedule has been provided as an addendum to Schedule A. The figures in this Schedule are included in the consolidated figures in Schedule A.

	<b>2017 Budget</b>	<b>Budget Projections</b>			
		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>CAPITAL EXPENSES</b>					
Land	\$ 4,375,000	\$ -	\$ -	\$ -	\$ -
Buildings	17,807,900	19,212,500	19,565,000	18,863,500	1,808,000
Vehicles/Equipment	12,690,950	5,610,600	4,331,600	3,598,600	4,957,600
Other Projects	3,022,900	575,000	760,000	685,000	455,000
Park Improvements	6,192,700	4,147,000	2,315,000	10,407,000	715,000
Engineering Structures	20,563,800	11,165,000	7,610,000	6,630,000	6,630,000
Water Infrastructure	4,555,600	2,930,000	2,910,000	2,965,000	3,020,000
Sewer Infrastructure	13,581,500	7,760,000	7,115,000	9,015,000	6,015,000
Electrical Distribution System	9,052,500	6,600,000	4,550,000	3,050,000	4,686,000
<b>TOTAL</b>	<b>\$ 91,842,850</b>	<b>\$ 58,000,100</b>	<b>\$ 49,156,600</b>	<b>\$ 55,214,100</b>	<b>\$ 28,286,600</b>
<b>FUNDING SOURCES</b>					
Reserve Funds	\$ 62,987,270	\$ 34,880,600	\$ 31,014,300	\$ 26,017,300	\$ 25,289,800
Development Cost Charges	3,618,080	206,500	679,300	233,800	233,800
Long Term Debt	15,103,000	11,408,000	15,700,000	27,200,000	1,000,000
Grants from Other Governments	5,588,600	5,205,000	713,000	713,000	713,000
Contributions	4,545,900	6,300,000	1,050,000	1,050,000	1,050,000
<b>TOTAL</b>	<b>\$ 91,842,850</b>	<b>\$ 58,000,100</b>	<b>\$ 49,156,600</b>	<b>\$ 55,214,100</b>	<b>\$ 28,286,600</b>

**City of New Westminster - Development Cost Charge Funding Envelope Plan for the 2009 DCC Bylaw 7311**

**NOTES:**

1. This DCC Funding Envelope Plan is based on the capital projects set out in the 2009 Development Cost Charge Review which forms the basis for the City's DCC Bylaw. The City's DCC Bylaw was amended in 2015 to reflect new rates based on an updated capital project plan.

2. City contributions will be from reserves while other contributions are from provincial / federal government grants.

3. The mainland waterfront parkland acquisition / development (\$16M) was initially funded with debt with the intention that the principal on the debt would be repaid over time using Parks DCCs.

	<b>TTL</b>	<b>2009 - 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022 +</b>
Total DCCs	\$ 87,284,408	\$ 34,579,748	\$ 3,618,080	\$ 206,500	\$ 679,300	\$ 233,800	\$ 233,800	\$ 47,733,180
Total City & Other Contributions	34,985,065	4,585,774	1,294,700	74,750	84,650	80,150	80,150	28,784,891
	<b>\$ 122,269,473</b>	<b>\$ 39,165,522</b>	<b>\$ 4,912,780</b>	<b>\$ 281,250</b>	<b>\$ 763,950</b>	<b>\$ 313,950</b>	<b>\$ 313,950</b>	<b>\$ 76,518,071</b>

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**CONSOLIDATED STATEMENT OF RESERVES AND DEVELOPMENT COST CHARGES**  
**Schedule 'C' to Bylaw No. Amendment Bylaw 7938, 2017**

Note: This Schedule has been provided as an addendum to Schedule A. The reserve figures in this Schedule are included in the consolidated figures in Schedule A. Development Cost Charges are provided for information, but are deferred charges rather than reserves.

<b>FINANCIAL EQUITY (RESERVES)</b>	<b>2017</b>	<b>Budget Projections</b>			
	<b>Budget</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Revenues:</b>					
Contributions	\$ 8,032,220	\$ 9,927,482	\$ 6,953,452	\$ 6,980,149	\$ 7,007,593
Land Sale Proceeds	2,938,000	-	-	-	-
	<b>10,970,220</b>	<b>9,927,482</b>	<b>6,953,452</b>	<b>6,980,149</b>	<b>7,007,593</b>
<b>Transfers (to) from:</b>					
Operating Budget	22,335,417	22,160,152	26,724,543	28,232,179	28,735,117
Capital Budget	(62,987,270)	(34,880,600)	(31,014,300)	(26,017,300)	(25,289,800)
	<b>(40,651,853)</b>	<b>(12,720,448)</b>	<b>(4,289,757)</b>	<b>2,214,879</b>	<b>3,445,317</b>
<b>Change in Financial Equity (Reserves)</b>	<b>(29,681,633)</b>	<b>(2,792,966)</b>	<b>2,663,695</b>	<b>9,195,028</b>	<b>10,452,910</b>
<b>Financial Equity, Beginning of Year</b>	<b>98,429,308</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>
<b>Financial Equity, End of Year</b>	<b>68,747,675</b>	<b>65,954,709</b>	<b>68,618,404</b>	<b>77,813,432</b>	<b>88,266,342</b>
<b>CHANGE IN RESERVES</b>					
<b>Non-Statutory Reserves</b>	<b>\$ (27,421,163)</b>	<b>\$ (2,776,531)</b>	<b>\$ 4,680,064</b>	<b>\$ 9,073,327</b>	<b>\$ 10,329,655</b>
<b>Statutory Reserves</b>					
Cemetery	35,350	35,350	35,350	35,350	35,350
Construction of Municipal Works	(2,357,446)	(114,520)	(2,115,582)	21,338	21,722
Parking Cash In Lieu	20,378	20,745	21,118	21,498	21,885
Park Land Acquisition	11,522	11,729	11,940	12,155	12,374
Tax Sale Land	29,726	30,261	30,805	31,360	31,924
<b>Change in Reserves</b>	<b>\$ (29,681,633)</b>	<b>\$ (2,792,966)</b>	<b>\$ 2,663,695</b>	<b>\$ 9,195,028</b>	<b>\$ 10,452,910</b>
<b>Statutory DCC Reserves</b>					
Drainage DCC	\$ (2,165,622)	\$ 125,677	\$ 127,939	\$ 130,242	\$ 132,586
Parkland DCC	2,008,548	2,030,602	2,052,553	2,474,398	2,503,138
Sewer DCC	609,705	561,680	110,290	557,775	567,815
Transportation DCC	(1,112,755)	537,441	535,815	545,460	555,278
Water DCC	288,651	293,847	299,136	304,521	310,002
<b>Change in DCCs</b>	<b>\$ (371,473)</b>	<b>\$ 3,549,247</b>	<b>\$ 3,125,733</b>	<b>\$ 4,012,396</b>	<b>\$ 4,068,819</b>
<b>RESERVE BALANCES</b>					
<b>Non-Statutory Reserves</b>	<b>\$ 57,116,982</b>	<b>\$ 54,340,451</b>	<b>\$ 59,020,515</b>	<b>\$ 68,093,842</b>	<b>\$ 78,423,497</b>
<b>Statutory Reserves</b>					
Cemetery	674,911	710,261	745,611	780,961	816,311
Construction of Municipal Works	7,466,578	7,352,058	5,236,476	5,257,814	5,279,536
Parking Cash In Lieu	1,152,491	1,173,236	1,194,354	1,215,852	1,237,737
Park Land Acquisition	655,566	667,295	679,235	691,390	703,764
Tax Sale Land	1,681,147	1,711,408	1,742,213	1,773,573	1,805,497
<b>Total Reserves</b>	<b>\$ 68,747,675</b>	<b>\$ 65,954,709</b>	<b>\$ 68,618,404</b>	<b>\$ 77,813,432</b>	<b>\$ 88,266,342</b>
<b>Statutory DCC Reserves</b>					
Drainage DCC	\$ 580,405	\$ 706,082	\$ 834,021	\$ 964,263	\$ 1,096,849
Parkland DCC	7,239,894	9,270,496	11,323,049	13,797,447	16,300,585
Sewer DCC	1,162,965	1,724,645	1,834,935	2,392,710	2,960,525
Transportation DCC	(4,550,273)	(4,012,832)	(3,477,017)	(2,931,557)	(2,376,279)
Water DCC	1,879,887	2,173,734	2,472,870	2,777,391	3,087,393
<b>Total DCC Reserves</b>	<b>\$ 6,312,878</b>	<b>\$ 9,862,125</b>	<b>\$ 12,987,858</b>	<b>\$ 17,000,254</b>	<b>\$ 21,069,073</b>



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

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**ZONING AMENDMENT BYLAW (YOUTH IN FOSTER CARE)**  
**NO. 7937, 2017**

**ADOPTED \_\_\_\_\_**

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

---

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (Youth in Foster Care) No. 7937, 2017”.
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
  - a) Inserting the following definition as section 120.4.01:

120.4.01     **ACCOMMODATION FOR YOUTH IN FOSTER CARE AND  
TRANSITIONING FROM FOSTER CARE** means the use of a lot to provide housing and support services for youth in foster care and/or youth transitioning from foster care and their child(ren) and which is supported in part or whole by Provincial or Federal Ministries responsible for assisted housing and/or support services.

b) Deleting sections 120.84 and 120.97.

c) Inserting the following as section 190.30.1:

**REQUIREMENTS FOR ACCOMMODATION FOR YOUTH IN FOSTER CARE AND/OR  
TRANSITIONING FROM FOSTER CARE USE**

- 190.30.1     No lot shall be used for Accommodation for Youth in Foster Care and Transitioning from Foster Care unless the following requirements have been met:
- a) at no time shall the number of residents on a lot used for Accommodation for Youth in Foster Care and/or Transitioning from Foster Care (excluding staff) exceed 12.
  - b) an accommodation for Youth in Foster Care and/or Transitioning from Foster Care use is permitted within an authorized *Detached Accessory Dwelling Unit*;
  - c) the owner or operator of an Accommodation for Youth in Foster Care and/or Transitioning from Foster Care use shall enter into a Good Neighbour Agreement with the City of New Westminster, in a form satisfactory to the City;
  - d) there shall be no alterations to the exterior of the house which would indicate that the house is being utilized for a purpose other than that of a single detached dwelling, and no building, structure, fence, enclosures or portion thereof other than those in conformity with permitted residential uses in the Zoning District in which the house is located, may be erected;

- e) no displays, signs or advertising shall be erected or displayed on the property identifying the use of the house as Accommodation for Youth in Foster Care and/or Transitioning from Foster Care Youth;
  - f) the exterior of the house, fences and other structures on the property shall be maintained in keeping with the style of the house and the context and character of the neighbourhood and any changes thereto shall be approved by the Director of Development Services;
  - g) parking of vehicles on or near the property by residents or staff shall be minimized to the greatest extent possible and additional off street parking shall be adequately screened from view by neighbours;
  - h) a portion of every principal building used for Accommodation for Youth in Foster Care and/or Transitioning from Foster Care shall be accessible to persons with a physical disability;
  - i) no part of a building used for Accommodation for Youth in Foster Care and/or Transitioning from Foster Care may be constructed below any flood construction level prescribed by the City of New Westminster or other competent authority;
  - j) a lot used for Accommodation for Youth in Foster Care and/or Transitioning from Foster Care may not be stratified, subdivided or otherwise separated into parts;
  - k) a minimum of 200 square feet (18.58 square metres) of at grade outdoor space for children shall be provide onsite with a minimum dimension of not less 10 feet (3.05 metres) and shall be easily accessible from the house; and,
  - l) noise attenuation measures shall be employed where possible to minimize disturbances to the neighbourhood.
- d) Inserting into the table of Permitted Principal Uses within the RS-1 and NR-1 zoning districts, sections 310.2 and 320.2 respectively, the following in appropriate alphabetical

Accommodation for Youth in Foster Care and Transitioning from Foster Care ;	✓
---	---

order:

- e) Inserting the following as sections 314.7.1 and 330.7.1:

“Accommodation for Youth in Foster Care and Transitioning from Foster Care”

GIVEN FIRST READING this 6th day of November, 2017.

GIVEN SECOND READING this 6th day of November, 2017.

PUBLIC HEARING held this 27th day of November, 2017.

GIVEN THIRD READING this 27th day of November, 2017.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this  
                     day of                                     , 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

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



**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**BYLAW NO. 7956, 2017**

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

---

WHEREAS:

The Corporation of the City of New Westminster has adopted Official Community Plan Designation Bylaw No. 7925, 2017 and now wishes to amend the Official Community Plan;

The Council has specifically considered whether consultation is required with:

- (a) Qayqayt First Nation; and,
- (b) Ministry of Transportation and Infrastructure.

and whether such consultation, if required, should be early or ongoing;

The Council has, between first and second readings of this OCP amendment bylaw, considered the proposed bylaw in conjunction with:

- (a) the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2017 - 2021) Bylaw No. 7906, 2017), and
- (b) 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.

The Council has consulted 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 amendment;

The Council has held a Public Hearing on this OCP amendment;

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

1. This Bylaw may be cited as "Official Community Plan (232 Lawrence Street) Bylaw No. 7956, 2017".
2. Schedule D of the New Westminster Official Community Plan No. 7925, 2017 is amended by

deleting the (RM) Residential – Medium Density land use description from Part 11.0 of the Queensborough Community Plan and replacing it with the following:

**(RM) Residential – Medium Density** - This area will include medium density multi-family residential uses such as rowhouses, townhouses, and low-rises. In Queensborough this area will also include single detached dwellings on a compact lot. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area. This area may also include the following complimentary uses: homes based businesses, small scale local commercial uses (e.g. corner stores), institutional uses (e.g. child care, care facilities), utilities, transportation corridors, parks, open space, and community facilities.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this 6th day of November, 2017.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this 6th day of November, 2017.

PUBLIC HEARING held this 27th day of November, 2017.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this 27th day of November, 2017.

ADOPTED on an affirmative vote of a majority of all members of Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



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

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 7970, 2017

A Bylaw to authorize the expenditure of moneys from the  
Development Cost Charge Reserve Funds  
for 2017 debt retirement related to DCC capital expenditures and for  
2017 capital expenditures related to storm system infrastructure,  
transportation infrastructure, and parkland acquisition  
DCC capital projects

WHEREAS the Council has established development cost charge reserve funds for  
Queensborough drainage, transportation and parkland development and Mainland  
transportation and parkland development and;

WHEREAS the expenditure of funds from the reserve funds for the projects  
identified in this bylaw are anticipated in the City's current financial plan;

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 the "DEVELOPMENT COST  
CHARGE RESERVE FUNDS EXPENDITURE BYLAW NO. 7970, 2017".
2. The Council ratifies, confirms and authorizes the expenditures up to the amount  
included in Schedule A from the Development Cost Charge Reserve Funds set out  
therein.

GIVEN THREE READINGS this 27th day of November , 2017.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this  
day of , 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**Schedule A to Bylaw No. 7970, 2017**

<b>BYLAW # 7970, 2017</b>			
<b>Project Description</b>	<b>Estimated Project Cost</b>	<b>City / Other Funded Cost</b>	<b>DCC Funded Cost</b>
<b><u>Queensborough Drainage DCC Projects</u></b>			
Ewen Ave Storm System (QD1, QD7-8. QD13) partly done in 2016	1,100,000	440,000	660,000
QB. Drainage DCC Balance at Dec 31, 2016			2,518,000
Est. 2017 QB. Drainage DCC Contributions			40,000
2017 QB. Drainage DCC Projects			(660,000)
<b>Est. QB. Drainage DCC Balance After Projects</b>			<b>1,898,000</b>
<b><u>Queensborough Transportation DCC Projects</u></b>			
Howes Street from Slater to Ewen (QT3)	598,000	6,000	592,000
Boyd/Duncan Traffic Signal (QT13)	53,000	500	52,500
QB. Transportation DCC Balance at Dec 31, 2016			(4,957,000)
Est. 2017 QB. Transportation DCC Contributions			200,000
Replenish DCC Reserve for Ewen Ave from Utility Reserves			1,860,000
2017 QB. Transportation DCC Projects			(644,500)
<b>Est. QB. Transportation DCC Balance After Projects [1]</b>			<b>(3,541,500)</b>
<b><u>Mainland Transportation DCC Projects</u></b>			
Road Safety Improvements (T24)	80,000	57,600	22,400
Pedestrian Crossing Improvement Program (T24)	265,000	190,800	74,200
Traffic Calming part DCC (T25)	577,000	415,500	161,500
Cycling / Greenway Network Improvements (T17)	124,000	40,900	83,100
ML. Transportation DCC Balance at Dec 31, 2016			1,520,000
Est. 2017 ML. Transportation DCC Contributions			500,000
2017 ML. Transportation DCC Projects			(341,200)
<b>Est. ML. Transportation DCC Balance After Projects</b>			<b>1,678,800</b>
<b><u>Queensborough Parkland DCCs</u></b>			
2017 Debt Principal Repayment for Waterfront Park Development (CPD1)	302,000	3,000	299,000
QB. Parkland DCC Balance at Dec 31, 2016			766,000
Est. 2017 QB. Parkland DCCs collected			400,000
2017 City Wide Parkland DCC Projects			(299,000)
<b>Est. QB. Parkland DCC Balance after Expenditure</b>			<b>867,000</b>
<b><u>Mainland Parkland DCCs</u></b>			
2017 Debt Principal Repayment for Waterfront Park Development (CPD1)	585,000	5,900	579,100
ML. Parkland DCC Balance at Dec 31, 2016			4,466,000
Est. 2017 Mainland Parkland DCCs collected			1,500,000
2017 City Wide Parkland DCC Projects			(579,100)
<b>Est. ML. Parkland DCC Balance after Expenditure</b>			<b>5,386,900</b>





Corporation of the City of  
**NEW WESTMINSTER**

# REPORT

## *Engineering Services*

<b>To:</b>	Mayor Côté and Members of Council	<b>Date:</b>	12/4/2017
<b>From:</b>	Jim Lowrie Director of Engineering Services	<b>File:</b>	05.1035.10
		<b>Item #:</b>	531/2017
<b>Subject:</b>	<b>Mobility Pricing Independent Commission – Perspective Paper</b>		

## RECOMMENDATION

**THAT** Council endorse the attached perspective paper and direct staff to forward it to the Independent Commission on Mobility Pricing.

## PURPOSE

The purpose of this report is to seek Council’s endorsement of a perspective paper on regional mobility pricing, as input to the ongoing work of the Metro Vancouver Mobility Pricing Independent Commission (MVMPIC).

## BACKGROUND

The MVMPIC has recently launched a public engagement program branded “It’s Time”, to seek input from the public and other regional interests. In response to this initiative, staff has prepared a draft perspective paper which summarizes the City’s initial considerations and positions on the topic of mobility pricing and decongestion pricing.

### EXISTING POLICY/PRACTICE

The work of the MVMPIC supports the following Master Transportation Plan policies:

Policy 8C.1: Support tolling of the planned replacement of the Pattullo Bridge  
Policy 8C.2: Support equitable regional road pricing strategies across Metro Vancouver

Policy 8C.3: Support the development of a regional goods movement network designed to minimize the impact to neighbourhoods.

### **ANALYSIS/DISCUSSION**

The work of the MVMPIC aligns with the vision, goals and strategies outlined by New Westminster to create a walkable, transit-oriented city that enhances safety and livability while also recognizing the importance of facilitating vehicle and goods movement.

New Westminster's objective is to contribute constructively to the process set out by the Commission and bring forward considerations reflecting the current and future needs of the city to support the development of a compact, sustainable and resilient community.

Based on input from civic advisory committees and the Mayor's Transportation Task Force, a perspective paper was created outlining 5 considerations that are important to the city as the discussion continues on mobility pricing within the region. This paper will be shared with the Mobility Pricing Independent Commission and others interested in learning more about the City's perspective on the issue of mobility pricing and decongestion charges.

### **SUSTAINABILITY IMPLICATIONS**

Regional mobility pricing can be used as a tool to support shifts to more sustainable modes of transportation, in addition to being used as a revenue generator to support investment in transit, walking and cycling infrastructure.

### **OPTIONS**

The following options are presented for Council's consideration:

1. THAT Council endorse the attached perspective paper and direct staff to forward it to the Independent Commission on Mobility Pricing;
2. THAT Council provide alternative direction to Staff.

Staff recommends Option 1.

### **ATTACHMENTS:**

Attachment 1 - Perspective Paper on Regional Mobility Pricing

This report has been prepared by:  
Christine Edward, Transportation Planning Analyst

This report was reviewed by:  
Lisa Leblanc, P.Eng., M.Sc., Manager of Transportation

Approved for Presentation to Council



---

Jim Lowrie, Eng. L, MBA  
Director of Engineering Services



---

Lisa Spitale  
Chief Administrative Officer

**Attachment 1**

**Draft Perspective Paper on  
Regional Mobility Pricing**

# New Westminster's Perspective on Mobility Pricing DRAFT

## Summary

Metro Vancouver is undergoing a regional discussion on Mobility Pricing as a method of addressing traffic congestion, promoting fairness and funding future investment in the region's transportation networks. A Mobility Pricing Independent Commission was created to lead the discussion and is tasked with providing recommendations to the Mayors' Council and TransLink Board of Directors in the spring of 2018.

This paper sets out the City's perspective on the work and objectives of the Mobility Pricing Independent Commission in creating recommendations for the region. It outlines initial considerations, questions and perspectives on the topic of mobility pricing and key issues and concerns that are important for the city.

## 1. Introduction

### What is the Mobility Pricing Independent Commission (IC)?

The Mayor's Council and the TransLink Board of Directors created the **Mobility Pricing Independent Commission** to provide recommendations on Regional Transportation and key matters related to mobility pricing in Metro Vancouver. The Commission, comprised of 14 community leaders from across Metro Vancouver, has a mandate to *engage with the diverse users of Metro Vancouver's road system in a fair, unbiased and transparent process, and provide recommendations on how to improve the way the region prices transportation – including roads and bridges – to reduce congestion for everyone.*

The Independent Commission is supported by a staff secretariat which is responsible for managing the activities of the Commission including research and analysis, production of information and materials, coordinating meetings, and public and stakeholder engagement.

Three advisory panels of users, stakeholders and peers will be created to provide feedback and advice to the Commission throughout the process with the goal of identifying key issues,

The Commission's recommendations will be guided by three key objectives:

- **Reducing traffic congestion** on roads and bridges across the region, so people and goods can keep moving and business can thrive and be competitive
- **Promote fairness** to address concerns around the previous approach to tolling some roads and bridges but not others, as well as providing affordable transportation choices
- **Support transportation investment** to improve the current transportation system in Metro Vancouver for all users



**Reduce traffic congestion**  
on roads and bridges across  
the Metro Vancouver region,  
so people and goods  
can keep moving and  
businesses can thrive



**Promote fairness**  
to address concerns around  
the previous approach to  
tolling some roads and  
bridges but not others, as  
well as providing affordable  
transportation choices



**Support transportation  
investment** to improve  
the current transportation  
system in Metro Vancouver  
for all users



opportunities, needs and considerations in order to inform the Commission's approach, work and activities.

### What is the Independent Commission aiming to achieve and by when?

Decongestion charging is one component of what mobility pricing could be within the region. The *It's Time* stakeholder engagement program will explore decongestion charging as part of a plan for the future of mobility pricing in Metro Vancouver. A final report summarizing the work of the Commission, the advisory panels, and input from public and the resulting recommendations is anticipated at the end of April 2018. It is anticipated the report will include:

- Recommendations on a number of detailed community-based principles for designing a decongestion charging policy, including:
  - o Policy design
  - o Privacy and affordability considerations
  - o The need for transportation alternatives
  - o Next steps in the process
- Illustrative scenarios of mobility pricing for Metro Vancouver describing how key principles and objectives might be achieved

### How does the work of the Independent Commission align with or support New Westminster's Official Community Plan, Master Transportation Plan and Envision 2032?

New Westminister is a Regional City Centre situated in the heart of Metro Vancouver and centred at the crossroads of a regional transportation system of rapid transit and bus lines, regional greenways, highways, major roads, truck routes, rail lines and marine routes. The city is home to five SkyTrain stations and two of the six bridges crossing the Fraser River. All of this results in a significant number of regional trips on the City's transportation networks. The forecasted growth for New Westminister as well as the neighbouring communities on both sides of the river will add even more pressure on the City's transportation networks. New Westminister, through the **Official Community Plan** (2017) and **Master Transportation Plan** (2015) and **Envision 2032** (2013), has outlined a vision for a multi-modal transportation system to support the development of a compact, sustainable, and resilient community to meet the city's needs into the future. This vision supports the work within the region through alignment with the Regional Growth Strategy and Regional Transportation Strategy.



#### Strategies within the **Official Community Plan**, Regional Context Statement:

- Contain urban development within the urban containment boundary (1.1)
- Focus growth in urban centres and frequent transit development areas (1.2)
- Promote land development patterns that support a diverse regional economy and employment close to where people live (2.1)
- Develop healthy and complete communities with access to a range of services and amenities (4.2)
- Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking (5.1)

The work of the Independent Commission aligns with the vision, goals and strategies outlined by New Westminster to create a walkable, transit-oriented city that enhances safety and livability while also recognizing the importance of facilitating vehicle and goods movement. Through the City's creation of strategic policies and initiatives, such as:

- implementing measures that promote walking, cycling and transit as the preferred method of transportation;
- supporting transportation facilities and programs to reduce car ownership and use while improving accessibility to destinations
- implementing Transportation Demand Management practices that support creation of low-impact transportation options

New Westminster continues to support and facilitate thoughtful use of available road space, and a shift in how people move - to sustainable and active transportation modes - in and around and through the city.

Alignment with the <b>Master Transportation Plan</b> :	Alignment with <b>Envision 2032</b> , Transportation & Accessibility Policy Area Scope:	Alignment with <b>Regional Transportation Strategy goals and targets</b> :
<ul style="list-style-type: none"> <li>- Transportation hierarchy that considers the needs of pedestrians, cyclists, public transit, ride share and goods and services movement before that of private automobiles.</li> <li>- Target 1: Increase Sustainable Transportation (Increase the mode share for trips by walking, cycling and transit from 35% to 60% by 2041)</li> <li>- Target 2: No Additional Increase in Regional Through Traffic</li> <li>- Target 3: Reduce Distance Driven</li> <li>- Target 4: Increase Safety</li> </ul>	<ul style="list-style-type: none"> <li>- Movement of residents and materials to, from and within the community in a safe, efficient, low-impact and sustainable manner</li> <li>- All modes of local and regional transportation</li> <li>- Promoting connectivity within the City and Region</li> <li>- Vehicles , roads, sidewalks, paths, trails, transit, supportive technologies</li> <li>- Accessibility for all needs, including residents, employees and visitors</li> </ul>	<ul style="list-style-type: none"> <li>- Goal 1: Provide sustainable transportation choices</li> <li>- Goal 2: Support compact urban areas</li> <li>- Goal 3: Foster safe, healthy and complete communities</li> <li>- Goal 4: Enable a sustainable economy</li> <li>- Goal 5: Protect the environment</li> <li>- Target: Half of all trips to be made by walking, cycling, and transit</li> <li>- Target: Reduce the distance people drive by one-third</li> </ul>

While New Westminster works on initiatives within city boundaries, there remains significant pressure on the City's arterial street network as a result of regional travel through the City. The three key objectives of the Commission on reducing traffic congestion, promoting fairness and supporting transportation investment directly influence these external pressures that may affect safety, livability, and connectivity within and between New Westminster's many neighbourhoods. In October, the Independent Commission launched their public consultation program under the banner *It's Time*, with a focus on 'decongestion pricing'. The *It's Time* project is the Commission's primary avenue of public

engagement to hear from residents and businesses about what decongestion charging means from a local perspective.

## 2. New Westminster's Perspectives on Mobility Pricing and Decongestion Pricing

New Westminster's objective is to contribute constructively to the process set out by the Independent Commission and bring forward considerations, questions and concerns, as related to the City's key policy documents, reflecting the current and future needs of the city to support the development of a compact, sustainable and resilient community.

The work being undertaken by the Independent Commission on mobility pricing, and the *It's Time* consultation program which is focused on decongestion pricing, aligns with the goals and objectives of New Westminster in supporting a shift to more sustainable and active modes of transportation. Congestion management, addressed on a regional scale, will help address the pressures of regional traffic on the City's transportation network, including for goods movement and personal travel. Investments in sustainable and active transportation are essential to develop a fully integrated and seamless network to move people safely and comfortably within the city and throughout the region. Addressing congestion on the road network requires a significant shift to transit and other sustainable modes. Reducing congestion will improve reliability on the road network.

The focus of the Independent Commission's *It's Time* public consultation program aligns particularly well with three of the City's core priorities:

- Travel demand management
- Truck Route strategy
- Social equity

### Travel Demand Management

New Westminster is a highly urbanized, compact community that is well served by five SkyTrain stations and frequent transit bus routes. The city has an extensive sidewalk network, and is connected to regional greenway and cycling networks which contribute to a high percentage of people using sustainable modes of transportation to get around<sup>1</sup> in our densely populated neighbourhoods. While many of the city's residents choose to travel by sustainable modes, and many travel by SkyTrain and bus *through* the City, there remain a large number of motor vehicle trips in New Westminster that have neither an origin or destination here - nearly 70% of motor vehicle trips in the City every day are simply traveling through, making it challenging for residents and businesses to get around New Westminster in a reliable and efficient manner. Additional tools are needed to shift travel behavior region-wide. In order

#### Master Transportation Plan Goals and Objectives:

Goal 1: Mobility and Access

Goal 2: Health and Safety

Goal 3: Social Diversity

Goal 4: Sense of Place and Social Cohesion

Goal 5: Land Use and Transportation Integration

Goal 6: Sustainable Transportation System

to support the goals and objectives outlined in the Regional Transportation Strategy and the City's Master Transportation Plan, decongestion pricing is a compelling tool to aide in shifting the dial on travel behavior and supporting people in making more sustainable choices.

***Consideration 1: Mobility pricing should be implemented as a tool to compel people to shift to sustainable modes of transportation***

There are many factors that lead to a shift in travel behavior and which mode people choose to use for their destination and need. With further investment and improved accessibility to more sustainable transportation infrastructure and services, the City anticipates a shift to more sustainable and cost effective modes of travel.

***Consideration 2: Mobility pricing should be implemented as a tool to deal with congestion and to compel people to shift some trips to off-peak periods***

Mode choice is influenced by convenience and reliability of travel times for people moving within the city and throughout the region. Travel behavior impacts which routes are used to travel by vehicle, which increases traffic volumes on select routes at peak times, causing congestion which in turn causes bus delays and impacts to livability in our city. With further analysis and recommendations from the Commission, the City anticipates there to be more clarity on regional travel choices and where there is flexibility to shift some trips to off-peak periods.

### **Truck Route Strategy**

New Westminster's central geographic position and proximity to regional routes and gateways provides strategic advantages, and it also means that the city deals with significant truck and rail traffic en route to other destinations. The City seeks to balance access and mobility on local roads for residents, businesses, emergency services and the transport of goods and services. The City envisions mobility pricing as a tool to aide in managing regional flow-through traffic on our road network.

***Consideration 3: Mobility pricing could be used as a tool to keep the right traffic on the right roads and encourage truck through-movements to use the Provincial highway network***

New Westminster has a long term Goods Movement Strategy that aims to see regional truck through-movements shift to the Provincial highway network where it makes sense to do so. Road pricing could be structured so that it supports goods movement while protecting livability in the Region's key urban centres, including New Westminster's central core.

### **Social Equity**

As indicated by the Commission, "fairness" is a key objective of mobility pricing and needs to address equity in how transportation costs are shared by all road users. New Westminster shares this view. We also highlight the concerns that transportation costs or decongestion pricing could be carried by specific roads users who do not have convenient access or who may have fewer choices for how they can move around the city or the region. The work of the Independent Commission must consider the implications for social equality.



**Consideration 4: *The Mobility Pricing Independent Commission must account for people with limited resource and fewer available choices, and they may be impacted to a greater degree by decongestion charges***

Availability and access to sustainable and cost effective transportation choices is not equal across the region or even within each city and neighbourhood. People with limited resources, including those with disabilities and those experiencing the effects of poverty, may have fewer available choices when it comes to transportation, and they should not be penalized for making the most appropriate choice for their circumstance.

### **3. Composition of the Independent Commission and Regional Input**

The work being undertaken by the Mobility Pricing Independent Commission incorporates a number layers within the program structure to ensure that diverse perspectives and voices are included in the process. The Independent Commission itself is comprised of 14 individuals who were selected through an extensive recruitment process in early 2017. Interested individuals applied and were selected with the intent of providing a balanced group representing various demographics, social and economic perspectives, experiences, and geographical locations within the region. The work of the Commission is supported by the creation of three advisory panels of users, stakeholders and peers to provide feedback and advice with the goal of identifying key issues, opportunities, needs and considerations to help inform the process. Phase 1 of the *It's Time* consultation process is underway and geared towards engaging the public in the region to help define a “made-in-Metro-Vancouver” strategy in addressing the three key objectives.

New Westminster recognizes that First Nations, disability groups, and anti-poverty groups are not represented in the composition of the Mobility Pricing Independent Commission. With the extensive consultation process already identified and underway, New Westminster wishes to emphasize the importance of ensuring that these groups are well-represented and incorporated into the discussion, and that their perspectives and voices are not lost in the overall process.

**Consideration 5: *Ensure that the voices of First Nations, disability groups and anti-poverty groups are well represented throughout the discussion and integrated into the work of the Independent Commission***

There are a number of important considerations that are found in the Metro Vancouver region. Many cities within the region have been fostering close connections and partnerships with local First Nation communities and building relationships through reconciliation activities. The regional transportation networks are utilized by people of all ages and of varying levels of ability and mobility, whom are confronted by a number of challenges throughout the systems. Metro Vancouver has also become a region where housing costs have increased substantially impacting cost of living for many, especially those living on a fixed income or earning below a living wage. The inclusion of these voices, as a guiding hand in the development of the project, would provide a meaningful integration of these perspectives



into the discussion ensuring a lens of the key issues impacting these segments of the community are carefully considered throughout the process.

Since the composition of the Independent Commission does not include representatives from First Nations, disability groups and anti-poverty groups, these voices will need to be incorporated in a strategic and meaningful way throughout the consultation process outlined by the Commission.

#### **4. Summary of Considerations**

New Westminster has outlined a number of initial considerations, key issues and concerns that are important for the city as the Independent Commission continues the discussion on mobility pricing within the region. The City will be sharing this perspective through the *It's Time* engagement process and directly with the Independent Commission, ensuring that the issues important to the City are heard.

**Consideration 1:** *Mobility pricing should be implemented as a tool to compel people to shift to sustainable modes of transportation*

**Consideration 2:** *Mobility pricing should be implemented as a tool to deal with congestion and to compel people to shift some trips to off-peak periods*

**Consideration 3:** *Mobility pricing could be used as a tool to keep the right traffic on the right roads and encourage truck through-movements to use the Provincial highway network*

**Consideration 4:** *The Mobility Pricing Independent Commission must account for people with limited resource and fewer available choices, and they may be impacted to a greater degree by decongestion charges*

**Consideration 5:** *Ensure that the voices of First Nations, disability groups and anti-poverty groups are well represented throughout the discussion and integrated into the work of the Independent Commission*

## References

- City of New Westminster (2013) [Envision 2032: Livable. Successful. Sustainable.](#)
- City of New Westminster (2013) Master Transportation Plan.
- City of New Westminster (2017) [Official Community Plan.](#)
- Mobility Pricing Independent Commission (2017) [Full Report Moving Around Metro Vancouver: Exploring New Approaches to Reduce Congestion](#) (retrieved online on November 6, 2017)
- TransLink (2013) [Regional Transportation Strategy: Strategic Framework.](#)

---

<sup>i</sup> Transportation mode share for Auto as passenger or driver (69%), Transit (21%), Walk (9%), Bike (0.7%) in the Burnaby/New Westminster sub-region as outlined in the 2011 Metro Vancouver Regional Trip Diary (2013).